

**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:
Operation Community Cares (OCC)
Red Cross
Salvation Army
Amateur Radio Emergency Service (ARES)
United Way/2-1-1

STATE ESF COORDINATING AGENCY: Wisconsin Emergency Management

I. INTRODUCTION

A. Purpose

Emergency Support Function (ESF) -7 provides the mechanism by which Brown County coordinates resource 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. List of Changes from Previous Version

1. Section II, para A- added clarifying language for EOC policy
2. Section II, para H- clarified BC policy about use of volunteers
3. Added Section III, List of Changes from Previous Version
4. Section IV- added para B, Organization
5. Section IV, para A- removed obsolete policy
6. Section IV, para B- reformatted
7. Section IV, para B1- added “supplies” and “works with the finance office to...”
8. Section IV, para B2(a)- added “equipment”
9. Section IV, para C, Activation Triggers
10. Section IV, para D- added #5
11. Section IV, para E- moved #5, 9-12 from previous paragraph
12. Section V, para A- changed wording to reflect current policies
13. Section VI- added para A, B
14. Section VII- added pertinent legal references
15. Section VIII- added pertinent acronyms and reference to glossary
16. Section IX- added appendices 1-4

II. POLICIES

- A. Brown County maintains a 24-hour dispatch center to respond to incidents and supports requests when notified. Brown County Emergency Management (BCEM) Staff respond to requests for assistance by providing information, public/agency notification, and coordination support and by activating and operating the Emergency Operations Center (EOC).
- 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. ESF-7 may 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 Wisconsin Emergency Management (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; 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. Coordination, management, assignment, utilization, tracking, and distribution of volunteers and donations are solely the responsibility of local municipalities and/or tribes.
 - a. Local municipalities and tribes may utilize members of the East Central IMT or other volunteer organizations to manage volunteer and donation operations.

III. Planning Assumptions

- A. BCEM does not have sufficient staff to support large incidents and will rely on staff members from other county agencies, municipalities, non-governmental organizations (NGOs), volunteer agencies, and IMT members for ESF-7 operations.
- B. Non-Brown County staff member assigned to the EOC should bring their own laptop computers if available.
- C. The EOC has sufficient tables and chairs, approximately six desktop computers, and BC WIFI to support 30-40 people.
- D. EOC operations may involve multiple shifts/operational periods during a 24-hour cycle and extending over multiple days or weeks including weekends and holidays.

IV. CONCEPT OF OPERATIONS

A. General

1. If the EOC has not been activated, resource requests are handled by the Brown County Dispatch Center. 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 (IC) or Operations Section Chief (OSC) 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. Organization

1. Brown County ESF-7 supports countywide response and recovery efforts by locating, coordinating, and managing needed resources and services including personnel, facilities, supplies, and equipment. It also works with the finance office to track and monitor costs related to the event and charge costs to the appropriate agency(s) or level of government.
2. ESF-7 is responsible for three functional areas: Resource Identification, Resource Acquisition, and Logistical Support.
3. Initial resource requests are made by the local, county, or tribal government to the Brown County Dispatch Center and/or the Brown County EOC who 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 WEM Duty Officer or MAC Group Resource coordinator for assistance in obtaining the resource using the ICS/EOC Form 213RR and submission into WebEOC. The request will include the resource name, when it's needed, for how long, and where it is to be delivered.
4. The ESF-7 Coordinator works 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. Activation Triggers

1. Planned or unplanned event that will have an excessive impact on part or all the county infrastructure system.
2. Information that an event is expected to occur that will have an excessive impact on part or all the county infrastructure system.
3. Incidents that overwhelm the resources within Brown County and require significant resource mobilization from neighboring counties, the State of Wisconsin, or the federal government.
4. Incidents that involve, or are expected to involve, large numbers of human injuries and/or deaths.

D. Mitigation/Preparedness Activities

1. Develop methods and procedures for responding to and complying with requests for resources.
2. Coordinate with county and municipal agencies to develop lists of private vendors and suppliers and their available resources.
3. Develop and train ESF-7 personnel on county emergency procurement procedures for acquiring resources.
4. Participate in exercises to validate ESF 7 and supporting Standard Operating Procedures (SOPs).
5. Develop a resource request, tracking, and accounting system, including management reports.

E. Response Activities

1. Brown County Emergency Management will alert those agencies whose personnel, equipment, or other resources may be needed.
2. Assess initial reports to identify potential resource needs.
3. Identify procurement resources and potential facility locations in the disaster area of operations.
4. Identify, type, and inventory resources by material, equipment, or services provided (Using FEMA Typed Resources Definitions, Incident Management Resources, FEMA 508-2, July 2005 document)
5. 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.
6. Coordinate with the Incident Commander(s) and/or Situation Unit on the status of resource requests.
7. Coordinate, with WEM if necessary, for personnel deployment in support of emergency logistics operations.

8. Coordinate with ESF-13 to evaluate warehouse security requirements.
9. Provide higher-level logistical support for the Incident Commander(s).
10. Implement procedures for the procurement and tracking of resources to support the Incident Commander(s).
11. Coordinate the movement of supplies and resources from staging, storage, and other sites to the required location.
12. Prioritize and coordinate the distribution of resources to the Incident Commander(s).

F. Recovery Activities

1. Continue to conduct procurement activities 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).
3. Coordinate with the Incident Commander(s) and/or Situation Unit to coordinate demobilization, release, and/or reassignment activities.

V. RESPONSIBILITIES

A. Primary Agency: East Central IMT/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 resources, leasing of buildings and facilities, and facilities management. Coordinate for 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 Departments and Public or 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.

VI. RESOURCE REQUIREMENTS

- A. Joint primary and support agencies will provide the required personnel, facilities, and equipment to support their activities utilizing the National Incident Management System (NIMS) Classification System.

- B. Local jurisdiction, regional, and national resources may be required. Support organizations exist at each level of government to provide these assets.

VII. REFERENCES (located in EOC)

PL 100-707, *Stafford Disaster Relief and Emergency Assistance Act*
 FEMA Publication 104-009-2, *Public Assistance Program and Policy Guide*
 FEMA Publication 508-2, *Type Resource Definitions, Incident Management Resources*
 Wisconsin Statute Chapter 323, *Emergency Management*
 Brown County Code of Ordinances, Chapter 7, *Emergency Management*

VIII. ACRONYMS and GLOSSARY

A. Acronyms

AAR	After Action Review/Report
AC	Area Command/Commander
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
BC	Brown County
BCEMA/BCEM	Brown County Emergency Management Agency
BCPH	Brown County Public Health
BCPSC	Brown County Public Safety Communications
BCSO	Brown County Sheriff Office
CAP	Civil Air Patrol
DATCP	Department of Agriculture, Trade and Consumer Protection
DHHS	Department of Health and Human Services
DHS	Department of Homeland Security
DNR	Department of Natural Resources
DoD	Department of Defense
DOE	Department of Energy
DOJ	Department of Justice
DoTS	Department of Technology Services
DPW	Department of Public Works
EC	East-Central
EM	Emergency Management
EMA	Emergency Management Agency
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operation Plan
EPA	Environmental Protection Agency
EPS	Emergency Police Services
ESF	Emergency Support Function

ETA	Estimated Time of Arrival
FAA	Federal Aviation Administration
FBI	Federal Bureau of Investigations
FBO	Faith Based Organization
FCO	Federal Coordinating Officer
FD	Fire Department
FEMA	Federal Emergency Management Agency
GB	Green Bay
GBMFD	Green Bay Metro Fire Department
GBPD	Green Bay Police Department
GBPS	Green Bay Public Schools
GIS	Geographic Information System
GRB	Green Bay Austin Straubel Airport
HAZMAT	Hazardous Materials
HHS	Health and Human Services
HMGP	Hazard Mitigation Grant Program
HMP	Hazard Mitigation Plan
HR	Human Resources
HSPD	Homeland Security Presidential Directive
IA	Individual Assistance
IAP	Incident Action Plan
IC	Incident Command/Commander
ICP	Incident Command Post
ICS	Incident Command System
IMT	Incident Management Team
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
LE	Law Enforcement
LNO	Liaison Officer
LSC	Logistics Section Chief
MAA	Mutual Aid Agreement
MABAS	Mutual Aid Box Alarm System
MAC	Multiagency Coordination
MACS	Multiagency Coordination System
MCP	Mobile Command Post
ME	Medical Examiner
MOU	Memorandum of Understanding
NCH	Natural Cultural Historic
NCP	National Contingency Plan
NEW	North East Wisconsin
NFIP	National Flood Insurance Program
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration

NPS	National Park Service
NRC	National Response Center
NRP	National Response Plan
NRT	National Response Team
NWS	National Weather Service
OCC	Operation Community Cares
OSC	Operations Section Chief
PA	Public Assistance
PDA	Preliminary Damage Assessment
PH	Public Health
PHEP	Public Health Emergency Plan
PIO	Public Information Officer
PL	Public Law
POD	Point of Distribution
POWTS	Private Onsite Water Treatment Systems
PSAP	Public Safety Answering Point
PSC	Public Safety Communications
PW	Public Works
RACES	Radio Amateur Civil Emergency Service
ROC	Regional Operation Center
SBA	Small Business Administration
SITREP	Situation Report
SLTT	State Local Tribal Territorial
SME	Subject Matter Expert
SoE	State of Emergency
SOP	Standard Operating Procedure
U.S.C.	United States Code
UC	Unified Command
USAR	Urban Search and Rescue
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture
USFS	U.S. Forest Service
VOAD	Volunteer Organizations Active in Disasters
WEAVR	Wisconsin Emergency Assistance Volunteer Registry
WEM	Wisconsin Emergency Management
WHS	Wisconsin Humane Society
WI	Wisconsin
WING	Wisconsin National Guard
WisDOT	Wisconsin Department of Transportation
WIVOAD	Wisconsin Volunteer Organizations Active in Disasters
WPS	Wisconsin Public Service
WSP	Wisconsin State Patrol

B. Glossary

See the glossary in the BC EOP

IX. APPENDICES

- Appendix 1: ESF-7 Activation and Operations Checklist
- Appendix 2: ESF-7 Responsibilities and Tasks
- Appendix 3: ESF-7 Notification and Contact List
- Appendix 4: ESF-7 Deactivation/Demobilization Checklist

Appendix 1
Brown County ESF-7
Activation and Operations Checklist

The ESF-7 Coordinator is responsible for ensuring all activation, notification, coordination, and deactivation/demobilization tasks are completed. The ESF-7 Coordinator may request that other ESFs are activated to support ESF-7 activities.

Initial ESF-7 Activation

- Check-in to the EOC
 - Enter information on the EOC sign-in log
 - Obtain a printed copy of the EOC-214 form if not using electronic versions
 - **Begin filling out the EOC-214 as soon as possible!**
- Log on to an EOC computer, then log into the ESF-7 Gmail account
 - browncountylogistics@gmail.com
 - NOTE: Use this email for *ALL* ESF-7 related email; *do not* use personal or work email accounts.
- Obtain situation status briefing from the EOC Manager or other source
- Make required notifications via phone and/or email (see Appendix 3)
- Assist with creation of EOC-201, EOC-202, EOC-204, EOC-209, and other forms as needed
- Determine resource requirements for ESF-7 operations *within the EOC*; provide that information to the EOC Manager.
- Coordinate with the Incident Commander to determine resource or other requirements to support ESF-7 field operations; provide that information to the EOC Manager.
- Coordinate with the EOC Manager and other ESF Coordinators to begin developing the goals and objectives for EOC operations for the current and upcoming operational periods.

Appendix 2
Brown County ESF-7
Responsibilities and Tasks

- Send representative to the Brown County EOC.
- Compile and distribute status reports to EOC staff for use in developing the incident action plan (IAP).
- Assign and schedule sufficient personnel to cover an activation of the Brown County EOC for multiple operational periods.
- Coordinate with local communities, neighboring counties, or WEM to obtain additional resources as needed.
- Develop procedures for procurement of resources, leasing of buildings and facilities, and facilities management; assist municipalities and allied agencies with developing procedures as needed.
- Develop and utilize processes to track the status of resource orders, staging, deployment/distribution, and demobilization/disposal.
- Coordinate with allied agencies and governments to prioritize and plan for assessing damage or impact to affected resources.
- Implement agreements and contracts with private contractors and suppliers.
- Coordinate with allied agencies and governments to prioritize and plan continuation of support and restoration of services and operations to impacted resources.
- Participate in debriefings and After-Action Review (AAR) and Improvement Plan (IP) development.

Appendix 3
Brown County ESF-7
Notification and Contact List

Agency or Name

Office

Cell

Appendix 4
Brown County ESF-7
Deactivation/Demobilization Checklist

The Brown County ESF-7 Coordinator will coordinate with other ESF lead agencies, the EOC Manager, and representatives of impacted municipalities to plan for phased deactivation of ESF-7. Consideration will be given to the needs of short- and long-term recovery operations, available staffing, and expectations or forecasts for ongoing and future emergencies or disasters.

The ESF-7 Coordinator will ensure all documentation has been completed and collected, notifications have been transmitted, status reports updated, and pertinent systems returned to pre-activation conditions after deactivation.

ESF-7 Deactivation Tasks

- Complete and submit EOC-214 and other documentation
- Complete and submit AAR documentation
- Participate in AAR and Improvement Planning meetings and activities