



ESF-7 Resource Management

JOHNSON COUNTY EMERGENCY OPERATIONS PLAN

Coordinating Agency: Johnson County Treasury and Financial Management (TFM)

Support Agencies: American Red Cross
Johnson County Emergency Management & Homeland Security
Johnson County Facilities
Johnson County Human Resources
Johnson County Transit
KC Community Organizations Active in Disaster (KCCOAD)
The Salvation Army
United Way 211

INTRODUCTION

Purpose

The purpose of the *ESF-7 Resource Management Annex* is to establish how county-wide resource management activities will be coordinated to meet the needs generated by disasters affecting Johnson County.

Scope

This annex identifies the key policies, concepts of operations, roles and responsibilities, and capabilities associated with *ESF-7 Resource Management* in Johnson County. Specific operating procedures and protocols are addressed in documents maintained by the participating organizations.

ESF-7 Resource Management applies to all individuals and organizations and the full range of Resource Management services that may be required to support disaster response and recovery operations in Johnson County. *ESF-7 Resource Management* will provide support to all other ESF's in regards to resources.

This Emergency Support Function (ESF) Annex provides guidance to assist in coordinating the provision of personnel, equipment, supplies, facilities and services to support emergency operations. Specifically, *ESF-7 Resource Management* addresses:

- County EOC Logistics & Finance Section operations
- Resource identification
- Resource procurement

- Resource coordination
- Facilities and logistics
- Personnel augmentation
- Volunteer and donations management

SITUATION & ASSUMPTIONS

In addition to the “Situation and Assumptions” section in the Basic Plan, the Concept of Operations for ESF-7 is based on the following:

Situation

1. Effective response to any disaster requires the ability to find, obtain, allocate, and distribute resources to meet the needs of the event.
2. Entities responsible for local disaster response have systems and plans in place to obtain and manage resources through local resource inventories, local agreements, donations, mutual aid, and/or procurement. The ESF-7 Resource Management Annex is not designed to take the place of these plans, rather it is designed to complement and support the resource management plans and systems already in place.
3. The Johnson County Emergency Communications Center (ECC) is responsible for routine dispatching and tracking all fire and EMS units in the county. In some cases they support incident command in coordinating the provision of expanded resources and capabilities.
4. When the needs of a disaster exceed a response organization or city’s capabilities, they will notify Johnson County Emergency Management & Homeland Security (JCEMHS) or the County Emergency Operations Center (EOC) when activated.
5. Local (city, county, and mutual aid) resources must be exhausted before state or federal assistance is available through a Gubernatorial or Presidential declaration. The state is able to provide physical assistance through the various state agencies, but provides no funds to reimburse local governments during disasters. Federal declarations activate both physical as well as monetary resources; however, state & local cost sharing is normally required.
6. The County and its jurisdictions will use the system (standards and definitions) established by the National Incident Management System’s (NIMS) National Mutual Aid and Resource Management Initiative to identify, categorize, request, receive, and track resources where applicable for resource typing.

7. Johnson County departments, ESF teams, and Johnson County TFM-Purchasing maintain lists of vendors, equipment suppliers, materials and services needed during response and recovery operations.
8. The county has financial and purchasing processes in place that will be utilized during an emergency by county responding personnel.
9. There are a number of non-profit organizations in place to coordinate and manage volunteer personnel and the donation of goods.
10. KSA 48-950 and Johnson County Resolution 115-95 establish the authority to render and receive emergency mutual aid.
11. While jurisdictions in the Kansas City metropolitan area have considerable resources to draw on during an emergency or disaster, the time it will take for resource management efforts to become effective would suggest that:
 - a. 24 Hours after an Event- Generally, response agencies should be able to sustain themselves for the first 24 hours of an emergency or disaster.
 - b. 72 Hours after a Disaster- Households and businesses in the area directly affected by the emergency or disaster should plan on sustaining themselves for a period of at least 72 hours.

Assumptions

1. Specialized equipment and resources may be required to respond to and recover from disasters. Expeditious identification, procurement, and allocation of resources are vital to ensure effective response operations.
2. A disaster may severely damage and/or limit access to critical resources.
3. The types and amounts of resources needed to support emergency operations will vary greatly depending on the event. Some examples of typical emergency resources include, but are not limited to:
 - a. Personnel
 - b. Communications Equipment
 - c. Potable Water
 - d. Vehicles for passengers, cargo, and debris removal
 - e. Portable toilets and other sanitation supplies
 - f. Pumps and sandbags
 - g. Fuel and fueling stations
 - h. Heavy equipment for public works applications (e.g., cranes) and materials handling (e.g., forklifts)

- i. Materials and tools such plastic sheeting, shovels, picks, chain saws, axes/hatchets, flashlights, etc.
 - j. Mass care supplies such as food, bedding, blankets and cots
 - k. Industrial lighting equipment (for nighttime search and rescue operations)
 - l. Portable generators
 - m. Medical supplies and pharmaceuticals (including SNS)
 - n. Technology to support emergency operations
4. Determining what types of resources and how many of them are needed is critical to providing a rapid, effective and coordinated response to an emergency or disaster.
5. Cities will perform needs assessments within their own jurisdictions. When the needs of a disaster exceed a city's capabilities, the city will forward requests for assistance to the county.
6. Resource and logistics management is highly situational and is dependent upon the event, resource accessibility, transportation systems availability, and location of vendors and suppliers.

CONCEPT OF OPERATIONS

General

1. Disaster expenses will be the responsibility of the requesting agency, but may be submitted for reimbursement, pending the issuance of a state or federal declaration.
2. During disasters, organizations involved in response will manage their resources in accordance with their emergency plans and procedures, to include coordinating for additional assistance through mutual aid and other agreements.
3. For smaller emergencies, resource management will be handled by the cities and/or individual response organizations. For larger scale emergencies, where limited local resources may require centralized coordination & prioritization, the County Emergency Operations Center (EOC) will assume this responsibility.
4. Individual county departments & agencies will maintain current departmental inventory of critical resources with respect to their own operations. Those departments/agencies will also "flag" any resources that may require expedited procurement and/or some formal arrangements with vendors (i.e., memorandums of agreement/understanding) for the county purchasing department, in case purchasing needs to assist in expedited critical purchasing.
5. All individuals/organizations involved in disaster response should collect and record information on the utilization of labor, materials, equipment, and disaster-related costs.

6. All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with applicable laws, policies, and procedures.
7. Emergency contracts and agreements for resources or services will be coordinated by Johnson County TFM-Purchasing (or through the ESF-7 Resource Management Team when activated).
8. It is important for all response entities to be aware of supplies and resources being ordered by all other agencies to eliminate duplication and excessive ordering of like items. WebEOC will be the management tool used to communicate the status of requests for assistance.
9. Individual county departments are responsible for:
 - a. Managing the inventory, storage, maintenance and replacement of their equipment and supplies;
 - b. Staying informed of county financial and purchasing policies and procedures;
 - c. Maintaining and tracking receipts of purchases related to disasters separately from normal business transactions; and
 - d. Tracking personnel hours related to disaster response.
10. Johnson County Treasury and Financial Management (TFM) is responsible for monitoring the expenses incurred by the county due to a disaster/emergency situation and will use existing and/or develop procedures for identifying costs associated with such situations. Additionally, TFM will maintain emergency procurement procedures to ensure that resources required during a disaster situation may be rapidly obtained.

Requests for Assistance

1. Requests for assistance will be filled at the lowest level of government possible. Requests for assistance unable to be resolved at one level will be forwarded upward, generally from first responder organizations to a city (*or directly to the county if the first responder organization is non-municipal*), from a city to the county, from the county to the state, and from the state to the federal government as needed.
2. Requests for assistance in Johnson County will be forwarded to Johnson County Emergency Management and Homeland Security (JCEMHS) or the County Emergency Operations Center (EOC) when activated.
3. Upon receiving a request for assistance, JCEMHS and/or the County EOC will coordinate efforts needed to provide required assistance. Requests for assistance may be filled through leveraging of county resources, existing agreements, or the facilitation of new contracts, arrangements, or procurements.

4. When it becomes clear that local resources will be insufficient to handle the situation, additional assistance from the state and/or federal government may be sought. Some of this assistance may require the issuance of a local disaster declaration. Johnson County Emergency Management and Homeland Security is responsible for facilitating this process (see Disaster Declarations in the Basic Plan).
 - a. State: Assistance from state agencies may be available:
 - i. Without a State Declaration-State resources that would be available include personnel and resources near the disaster area. Funds to cover the cost of that equipment are not included in this type of assistance.
 - ii. With State Declaration-All state resources become available, including reimbursement to the state agency for operating costs related to the disaster.
 - b. Federal: Assistance from the federal government may be available:
 - i. Without a Federal Declaration-To protect life, local commanders of Department of Defense organizations have the authority to respond without a federal declaration. Otherwise, federal assistance is usually limited to providing technical expertise from agencies such as the Army Corps of Engineers.
 - ii. With a Federal Declaration-A variety of resources are available through different programs, including technical expertise, equipment and funding.
5. In general, resource management activities will be geared to support life saving and public safety as its first priority. Additional priorities may be set by the EOC Director in consultation with response entities and appropriate public officials.

EOC Coordination

1. Each ESF Team in the County EOC is responsible for receiving, tracking, and managing requests for assistance regarding their function. In situations where a request is above and beyond the capacity of the ESF to fill, the request for assistance will be reviewed by the Operations Section Coordinator and forwarded to ESF-7 Resource Management when it can't be filled within the operations group capabilities.
2. The mission of ESF-7 Resource Management is to ensure the provision and coordination of critical resource management and meeting any identified unmet resource needs required to meet the needs generated by disaster affecting Johnson

County. When the ESF-7 Team is activated in the Johnson County Emergency Operations Center (EOC), the team will orchestrate the countywide coordination required to fulfill the mission of ESF-7. These activities will include:

- a. Establish and maintain operational awareness of resource management through direct communications link with any resource management units in the field and/or their appropriate coordinating entities;
 - b. Conduct resource management disaster impact and needs assessments, prioritize ESF-7 operational objectives in alignment with the EOC Action Plan, and coordinate ESF-7 county-wide response activities;
 - c. Collect and analyze information relevant to ESF-7 and report in WebEOC and EOC documents including EOC Action Plans and Situational Reports;
 - d. Receive, manage, & track resource requests for ESF-7;
 - e. Ensure full coordination of activities with other groups within the EOC to assist in the development and maintenance of a common operating picture.
3. The ESF-7 Team will monitor and maintain cognizance of all requests for assistance and their status. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Human Resources

1. As a Support Agency to ESF-7 Resource Management, the Johnson County Human Resources Department is responsible for coordinating the human resource support required to respond to or recover from disasters. This support may include technical expertise, coordination of the internal reassignment of county employees who have no pre-assigned disaster responsibilities and the provision and coordination of additional temporary personnel.

Logistical Support

1. Under certain circumstances a countywide logistics system may be needed to ensure timely and effective delivery of resources. The ESF-7 Resource Management Team will work with the other members of the EOC Team to determine the appropriate facilities and methods for the timely distribution of resources. As a Support Agency to ESF-7 Resource Management, Johnson County Facilities Department is responsible for establishing and coordinating logistical support facilities when needed. Examples of logistical support components include:
 - a. A Mobilization Center is a designated location for receiving and processing resources and personnel prior to their deployment to a Staging Area or incident site;
 - b. Staging Areas are used to assemble personnel and equipment for immediate deployment to an operational site in the affected area(s);

- c. Warehouses and other facilities will be used to store or stage supplies and equipment for both short and long-term emergency use. Criteria used for the selection of resource staging areas will include proximity to the affected area, transportation access, communications capability, storage space & conditions, security, etc.;
 - d. Distribution Points are locations designated for distribution of relief supplies to the affected population.
- 2. The ESF-7 Resource Management Team will ensure checkpoints and facilities are notified of incoming supplies, equipment and other resources, as well as their priority designation.
- 3. Checkpoints and applicable facilities (e.g., warehouses, distribution points) will provide reports on resources passing through or arriving to allow the ESF-7 Resource Management Team to track the location of resources and timeliness of delivery.
- 4. If necessary, traffic may be rerouted or delayed to accommodate the timely distribution of emergency resources and supplies.
- 5. The ESF-7 Resource Management Team will coordinate the transportation of resources (human and physical) with the ESF-1 Transportation Team.

Donated Goods and Services

- 1. Donated goods, services, and equipment will be coordinated through the Kansas City Community Organizations Active in Disaster (KCCOAD) or specific volunteer agencies. Volunteer and donations management must be closely coordinated with the ESF-7 Resource Management Team in the county Emergency Operations Center (EOC) to ensure complementary efforts and avoid unnecessary procurement. Public information announcements will be judiciously utilized to request the specific types of goods, services & equipment needed and to encourage monetary donations through existing relief organizations whenever possible. Key elements of volunteer and donations management will involve the receipt, inventory, organization & channeling of:
 - a. Donated Goods- The Salvation Army will manage in-kind donations for individual assistance, including food, clothing, toiletries and household items.
 - b. Services- Unaffiliated volunteers will be referred to a Volunteer Reception Center (VRC) if established (by KCCOAD); otherwise they will be referred to specific volunteer agencies.
 - c. Equipment- The coordination and proper documentation of donated equipment will be coordinated by the ESF-7 Resource Management Team.

- d. Monetary Donations- Funds donated to support emergency relief efforts will be collected by existing relief organizations.

ROLES AND RESPONSIBILITIES

ESF-7 Resource Management Team

The mission of the ESF-7 Resource Management Team is to ensure the provision of Resource Management activities required to meet the needs generated by disaster affecting Johnson County.	
Coordinating Agency	Johnson County Treasury and Financial Management
Support Agencies	American Red Cross Johnson County Emergency Management & Homeland Security Johnson County Facilities Johnson County Human Resources Johnson County Transit KC Community Organizations Active in Disaster (KCCOAD) The Salvation Army United Way 211
Preparedness	<ul style="list-style-type: none"> • Manage the resolution of ESF-7 after-action issues • Develop and/or participate in relevant ESF related planning, training, and exercise activities at the local, regional, state, and/or federal level • Ensure necessary supplements to the ESF annex are developed and maintained (including emergency contact lists, resource lists, departmental/functional plans, procedures, protocols, & EOC job aids) • Ensure representatives from the Coordinating Agency and Support Agencies are fully trained and prepared to respond to the County EOC as ESF-7 Team Members
Response	<ul style="list-style-type: none"> • Establish and maintain operational awareness of resource management through direct communications links with any resource management units in the field and/or their appropriate coordinating entities; • Conduct resource management disaster impact and needs assessments, prioritize ESF-7 operational objectives in alignment with the EOC Action Plan, and coordinate ESF-7 county-wide response activities; <ul style="list-style-type: none"> • Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement • Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available • Define and manage distribution and staging areas for resources • Collect and analyze information relevant to ESF-7 and report in WebEOC and EOC documents including EOC Action Plans and Situational Reports; • Receive, manage, & track resource requests for ESF-7; • Ensure full coordination of activities with other groups within the EOC to assist in the development and maintenance of a common operating picture
Recovery	<ul style="list-style-type: none"> • Coordinate the ESF-7 support of recovery activities • Coordinate the restoration of ESF-7 resources and/or capabilities as needed • Ensure ESF-7 Team Members and/or their agencies provide appropriate records of costs incurred • Conduct an ESF-7 after action review
Mitigation	<ul style="list-style-type: none"> • Identify and implement mitigation activities to prevent or lessen the impact of future incidents

ESF-7 Resource Management Coordinating Agency Responsibilities

Johnson County Treasury and Financial Management	
Preparedness	<ul style="list-style-type: none"> • Ensure each of the preparedness responsibilities identified for the County ESF-7 Team (listed above) are accomplished • Maintain an inventory of agency resources • Provide current emergency contact information to Johnson County Emergency Management and Homeland Security
Response	<ul style="list-style-type: none"> • Provide Resource Management support in emergency/disasters, in accordance with departmental operations guides & protocols, existing MOUs & agreements, and the <i>ESF-7 Resource Management Annex</i> including: <ul style="list-style-type: none"> • Manage contract and vendor processes • Procure critical resources • Provide assistance to departments and agencies in location resource and service providers. • Provide technical assistance in purchasing and procurement. • Allocate resources in accordance with guidance provided by the EOC. • Ensure each of the response responsibilities identified for the County ESF-7 Team (listed above) are accomplished regardless of the activation/staffing level of the County EOC • Arrange for appropriate staffing of the County ESF-7 Team in the EOC throughout activations • Coordinate the activities of ESF-7 Team Members in the County EOC
Recovery	<ul style="list-style-type: none"> • Coordinate the ESF-7 support of recovery activities • Coordinate the restoration of ESF-7 resources and/or capabilities as needed • Ensure ESF-7 Team Members and/or their agencies provide appropriate records of costs incurred • Conduct an ESF-7 after action review
Mitigation	<ul style="list-style-type: none"> • Identify and implement mitigation activities to prevent or lessen the impact of future incidents

ESF Support Agency Responsibilities

American Red Cross	
Preparedness	<ul style="list-style-type: none"> • Assist with the ESF-7 Team preparedness activities (listed above) • Maintain an inventory of agency resources • Provide current emergency contact information to Johnson County Emergency Management and Homeland Security
Response	<ul style="list-style-type: none"> • Coordinate response activities with the ESF-7 Team in support of the ESF-7 mission • Send agency representatives to the County EOC as part of the ESF-7 Team when activated
Recovery	<ul style="list-style-type: none"> • Coordinate the restoration of agency resources and/or capabilities as needed • Participate in countywide recovery planning and activities • Prepare the documentation required to become eligible for reimbursement • Participate in after action reviews
Mitigation	<ul style="list-style-type: none"> • Identify and implement mitigation activities to prevent or lessen the impact of future incidents
Johnson County Emergency Management and Homeland Security	
Preparedness	<ul style="list-style-type: none"> • Assist with the ESF-7 Team preparedness activities (listed above) • Maintain an inventory of agency resources • Provide current emergency contact information to Johnson County Emergency Management and Homeland Security

Response	<ul style="list-style-type: none"> • Coordinate response activities with the ESF-7 Team in support of the ESF-7 mission • Send agency representatives to the County EOC as part of the ESF-7 Team when activated
Recovery	<ul style="list-style-type: none"> • Coordinate the restoration of agency resources and/or capabilities as needed • Participate in countywide recovery planning and activities • Prepare the documentation required to become eligible for reimbursement • Participate in after action reviews
Mitigation	<ul style="list-style-type: none"> • Identify and implement mitigation activities to prevent or lessen the impact of future incidents
Johnson County Facilities	
Preparedness	<ul style="list-style-type: none"> • Assist with the ESF-7 Team preparedness activities (listed above) • Maintain an inventory of agency resources • Provide current emergency contact information to Johnson County Emergency Management and Homeland Security
Response	<ul style="list-style-type: none"> • Coordinate response activities with the ESF-7 Team in support of the ESF-7 mission <ul style="list-style-type: none"> • Lease facilities to support logistical operations. • Identify facilities that may be made available to meet operational requirements. • Provide transport support of movement and delivery of needed materials/resources. • Receive, transport, store, and deliver donated supplies and commodities. • Establish and manage the receipt, store, and stage facility for the Strategic National Stockpile in the event Johnson County is designated by the state. • Send agency representatives to the County EOC as part of the ESF-7 Team when activated
Recovery	<ul style="list-style-type: none"> • Coordinate the restoration of agency resources and/or capabilities as needed • Participate in countywide recovery planning and activities • Prepare the documentation required to become eligible for reimbursement • Participate in after action reviews
Mitigation	<ul style="list-style-type: none"> • Identify and implement mitigation activities to prevent or lessen the impact of future incidents
Johnson County Human Resources	
Preparedness	<ul style="list-style-type: none"> • Assist with the ESF-7 Team preparedness activities (listed above) • Maintain an inventory of agency resources • Provide current emergency contact information to Johnson County Emergency Management and Homeland Security
Response	<ul style="list-style-type: none"> • Coordinate response activities with the ESF-7 Team in support of the ESF-7 mission <ul style="list-style-type: none"> • Coordinate non-standard county personnel resources as required for disaster response • Send agency representatives to the County EOC as part of the ESF-7 Team when activated
Recovery	<ul style="list-style-type: none"> • Coordinate the restoration of agency resources and/or capabilities as needed • Participate in countywide recovery planning and activities • Prepare the documentation required to become eligible for reimbursement • Participate in after action reviews
Mitigation	<ul style="list-style-type: none"> • Identify and implement mitigation activities to prevent or lessen the impact of future incidents
Johnson County Transit	
Preparedness	<ul style="list-style-type: none"> • Assist with the ESF-7 Team preparedness activities (listed above) • Maintain an inventory of agency resources • Provide current emergency contact information to Johnson County Emergency Management and Homeland Security

Response	<ul style="list-style-type: none"> • Coordinate response activities with the ESF-7 Team in support of the ESF-7 mission <ul style="list-style-type: none"> • Provide transport support for movement and delivery of needed resources. • Send agency representatives to the County EOC as part of the ESF-7 Team when activated
Recovery	<ul style="list-style-type: none"> • Coordinate the restoration of agency resources and/or capabilities as needed • Participate in countywide recovery planning and activities • Prepare the documentation required to become eligible for reimbursement • Participate in after action reviews
Mitigation	<ul style="list-style-type: none"> • Identify and implement mitigation activities to prevent or lessen the impact of future incidents
KC Community Organizations Active in Disaster (COAD)	
Preparedness	<ul style="list-style-type: none"> • Assist with the ESF-7 Team preparedness activities (listed above) • Maintain an inventory of agency resources • Provide current emergency contact information to Johnson County Emergency Management and Homeland Security
Response	<ul style="list-style-type: none"> • Coordinate response activities with the ESF-7 Team in support of the ESF-7 mission <ul style="list-style-type: none"> • Manage in-kind donations for individual assistance, including food, clothing, toiletries and household items • Send agency representatives to the County EOC as part of the ESF-7 Team when activated
Recovery	<ul style="list-style-type: none"> • Coordinate the restoration of agency resources and/or capabilities as needed • Participate in countywide recovery planning and activities • Prepare the documentation required to become eligible for reimbursement • Participate in after action reviews
Mitigation	<ul style="list-style-type: none"> • Identify and implement mitigation activities to prevent or lessen the impact of future incidents
The Salvation Army	
Preparedness	<ul style="list-style-type: none"> • Assist with the ESF-7 Team preparedness activities (listed above) • Maintain an inventory of agency resources • Provide current emergency contact information to Johnson County Emergency Management and Homeland Security
Response	<ul style="list-style-type: none"> • Coordinate response activities with the ESF-7 Team in support of the ESF-7 mission <ul style="list-style-type: none"> • Manage in-kind donations for individual assistance, including food, clothing, toiletries and household items • Send agency representatives to the County EOC as part of the ESF-7 Team when activated
Recovery	<ul style="list-style-type: none"> • Coordinate the restoration of agency resources and/or capabilities as needed • Participate in countywide recovery planning and activities • Prepare the documentation required to become eligible for reimbursement • Participate in after action reviews
Mitigation	<ul style="list-style-type: none"> • Identify and implement mitigation activities to prevent or lessen the impact of future incidents
United Way 211	
Preparedness	<ul style="list-style-type: none"> • Assist with the ESF-7 Team preparedness activities (listed above) • Maintain an inventory of agency resources • Provide current emergency contact information to Johnson County Emergency Management and Homeland Security
Response	<ul style="list-style-type: none"> • Coordinate response activities with the ESF-7 Team in support of the ESF-7 mission <ul style="list-style-type: none"> • Manage in-kind donations for individual assistance, including food, clothing, toiletries and household items • Send agency representatives to the County EOC as part of the ESF-7 Team when

	activated
Recovery	<ul style="list-style-type: none"> • Coordinate the restoration of agency resources and/or capabilities as needed • Participate in countywide recovery planning and activities • Prepare the documentation required to become eligible for reimbursement • Participate in after action reviews
Mitigation	<ul style="list-style-type: none"> • Identify and implement mitigation activities to prevent or lessen the impact of future incidents

POLICIES, AUTHORITIES, AND REFERENCES

Please refer to the Basic Plan for additional Policies, Authorities, and References.

- **Johnson County Resolution 115-95** implements the authority to render and receive emergency mutual aid.
- **K.S.A. 75-3739** is the primary purchasing statute for the state

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