

APPENDIX VII: EMERGENCY SUPPORT FUNCTION 7 – RESOURCE MANAGEMENT

PRIMARY AGENCY: Department of Management Services

SUPPORT AGENCIES: Department of Agriculture and Consumer Services, Department of Corrections, Division of Emergency Management, Board of Governors Management Department of Law Enforcement, Department of Military Affairs, Department of Transportation, Executive Office of the Governor.

I. INTRODUCTION

The purpose of this Emergency Support Function is to assist the State Emergency Response Team (SERT), upon activation of the State Emergency Operations Center (SEOC) by providing general resource support to State and local entities involved in emergency response and recovery efforts for an emergency or disaster that impacts the State of Florida.

II. CONCEPT OF OPERATIONS

A. GENERAL

Emergency Support Function 7 – Resource Support is responsible for providing direct and active support to emergency response and recovery throughout the entire period of an emergency event. This support includes locating, sourcing, and allotting resources, such as supplies, office space, and office equipment, fuel, contracting services, personnel, heavy equipment, generators, pumps, light towers, base camps and transportation of such in coordination in support of state and local agencies with the Florida Division of Emergency Management Logistics Section.

The Department of Management Services (DMS) is responsible for planning, coordinating, and managing the resource support needed in Emergency Support Function 7 (ESF 7). Statewide capabilities and resources committed to ESF 7 will be allocated and coordinated by DMS. The primary source of equipment, supplies, and personnel shall be made from existing support agencies' resources and local sources outside the impacted area. Support, which cannot be provided from these sources, will be obtained through commercial contract sources¹. Resources outside disaster areas will be directed to fulfill unmet needs of State or local governments. Logistical support necessary to save lives will receive priority. Acquisition of resources will be accomplished in accordance with an Executive Order, which would exempt normal procedures for purchasing. Individuals representing agencies supporting the staffing of ESF 7 will have extensive knowledge regarding resources and capabilities of their respective agencies and have access to the appropriate authority for committing such resources during activation. ESF 7 will respond directly to the Logistics Section Chief who reports to the SERT Chief.

¹ Contracts to include, but are not limited to: State Term Contract (STC), State Agency Term Contracts, Alternate Contract Sources (ACS), Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE), RESPECT, or General Service Administration (GSA – all schedules)

B. ORGANIZATION

Operate under the direction of the Department of Management Services Emergency Coordination Officer (ECO), with the support of other Department of Management Services Emergency Support Function 7 Lead(s). During an emergency or disaster, the primary and support agencies of Emergency Support Function 7 will assign personnel to the State Emergency Operations Center and state logistics facilities upon request and as determined necessary by the Department of Management Services. In addition, Emergency Support Function 7 will:

1. Operate throughout the emergency, as needed, for potentially several operational periods either in the SEOC, or at a location designated by the State Logistics Section Chief and State Emergency Response Team Chief, in coordination with the DMS ECO.
2. Alert designated primary personnel of possible resource needs and to report to the SEOC.
3. Maintain liaison with other ESFs and interested parties.
4. Take action (at the tasking of the State Logistics Section Chief) if another ESF Function requires assistance in obtaining needed items.
5. Recruit members of the Florida Emergency Purchasing Network (FEPN) to augment staffing to support the SEOC and other logistics facilities upon request and as determined by the Department of Management Services.

C. NOTIFICATION

At the direction of the Logistics Section Chief, State Emergency Response Team Chief, or as needed, the State Watch Office will notify the DMS ECO. The SEOC will implement the activation plan to notify appropriate DMS personnel and other support personnel. Personnel may either be placed on standby or deployed for immediate response. All support agency contact persons for ESF 7 will be instructed to alert their contacts throughout the State to ensure that all available resources are on standby.

D. OPERATIONS OBJECTIVES**Preparedness**

- a. Participate in the review and revision of Appendix 7: ESF 7 Resource Management to the State Comprehensive Emergency Management Plan.
- b. Attend and participate in ESF 7 conference calls, webinars, meetings, conferences, training sessions, and exercises.
- c. Participate in trainings and exercises to validate, test and improve plans and procedures.
- d. Support the pre-identification of facilities and bare sites suitable for use as Emergency Worker Base Camps, , State Logistics Staging Areas, Forward Operating Bases and other remote sites that could be made available to support both response and recovery efforts.
- e. Maintain and update the Florida Emergency Supplier Network

(FESN) list of suppliers who have agreed to make all reasonable efforts to ensure that goods and services remain available during emergencies.

- f. Maintain and update the Florida Emergency Purchasing Network (FEPN) list of purchasing professionals from state agencies and local governments who have offered to assist other agencies during emergencies.
- g. Provide public procurement professional development to purchasing personnel throughout the cities and counties of Florida.

2. Response

- a. Assist, facilitate, and coordinate MOU's, MOA's or leases and contractual services between the State and outside sources.
- b. Provide contracting information to other state agencies that need vendors/contractor support.
- c. Facilitate purchases between a State agency and vendor/contractor for services.
- d. Identify additional agency purchasing personnel and resources as needed to support response efforts.
- e. Identify potential buildings to be leased for staging areas, forward operating bases, emergency worker base camps, warehouses or to replace damaged or destroyed facilities.
- f. Assist with sourcing potential emergency facilities and/or land to support emergency operations.
- g. Assist in the negotiations of lease, memorandum of understanding (MOU) or memorandum of agreement (MOA) terms for a facility in an expedited fashion.
- h. Draw up all the state required documents (to be executed by a State Agency) for an emergency lease, MOU or MOA between the State of Florida and the facility/land owner or prime contractor/leasing agent.
- i. Report Florida Facilities Pool (FFP) office closures to the SERT.
- j. Maintain records for all properties loaned requested by ESF 7 in support of the State Emergency Operations Center by the federal government.
- k. Ensure vendors that are utilized for response/recovery efforts are not listed on the DMS Convicted Vendor List or the General Services Administration, Federal Excluded Party List.

3. Recovery

- a. Support the Division of Emergency Management's Logistics Section with providing logistics support for staff movement, procuring equipment after disaster events, deploying staff to a

Forward and/or Alternate State Emergency Operations Center (if established)

- b. Providing logistical support to the Joint Field Office and/or from the Department of Management Services Purchasing Office.
 - c. Maintain appropriate records of work schedules and costs incurred by ESF 7 agencies during an event.
 - d. Participates in Rapid Impact Assessment Teams to assess damage to DMS-managed facilities.
4. Operations
- a. Monitor the National Weather Service for the latest weather report for the area, including present conditions, the 24-hour forecast, and the long-range forecast.
 - b. Determine from local county/city authorities the location of possible secondary response locations in the disaster area, e.g., logistical staging areas, feed sites, tent cities, medical stations, satellite Disaster Field Offices, etc.
 - c. Obtain the exact location of any proposed forward State Emergency Response Team.
 - d. Maintain all activities on WebEOC (i.e. response, recovery, reports).
5. Mitigation
- Work with other State agency and local purchasing directors and other purchasing agents. Encourage local cities and counties to work with County Emergency Operations Center personnel at the county level to build data bases for acquisition of goods and services that may be needed for preparedness, response, and recovery.

D. DIRECTION AND CONTROL

1. The Department of Management Services Secretary is responsible to the Governor for the operation of the Department of Management Services during normal operations and emergencies. The Secretary has designated a primary and alternate ECO for ESF 7. The ECO is the Secretary's designee for resource support and is authorized to act on behalf of the Secretary. In times of emergency, when the SEOC is in operation, the ECO works directly with the State Emergency Response Team Chief in the emergency operations center to meet the needs of this support function, statewide. The ECO is authorized to make decisions and manage, control, and coordinate resources.

III. RESPONSIBILITIES

A. PRIMARY AGENCY – DEPARTMENT OF MANAGEMENT SERVICES (DMS)

DMS, through Division of State Purchasing and Real Estate serves as the primary agency for ESF 7 and as such, will coordinate all activities (i.e., administration, planning, training, preparedness, response, recovery, mitigation, etc.). State Purchasing will also coordinate and manage ESF 7 activities with the other components of the SERT.

B. SUPPORT AGENCIES

The Department of Management Services ESF 7 coordinates with other state agencies and communications entities that support emergency communications response and recovery efforts.

1. Florida Division of Emergency Management (DEM)
 - a. Provide fiscal, grant/management consulting staff, computers, and emergency operations center.
2. Florida Department of Law Enforcement (FDLE)
 - a. In coordination with ESF-16, ESF-7 will coordinate with the Florida Department of Law Enforcement on the security of ESF-7 operations and facilities, as needed.
3. Department of Military Affairs (DMA)
 - a. The Department of Military Affairs, in coordination with ESF-13, may provide ESF-7 support with uniformed personnel, as well as heavy equipment and vehicles.
4. Department of Agriculture and Consumer Services (FDACS)
 - a. In coordination with ESF-11, ESF-7 will coordinate with FDACS to provide food and water, distribution services and personnel, vehicles, heavy equipment, and equipment operators.
5. Department of Corrections
 - a. ESF-7 will coordinate with the Department of Corrections on the use of inmate labor and vehicles.
6. State University System of Florida, Board of Governors
 - a. The Board of Governors maintains a listing of building space at college and university facilities. Based on needs, ESF-7 will coordinate with the Board of Governors to identify facilities that can be used to support the SERT Response and Recovery efforts.

IV. FINANCIAL MANAGEMENT

A. NOTIFICATION AND TRACKING

1. The DMS Budget Officer is notified when the SEOC is activated. Expenditures for cost recovery are documented during the incident and after the incident period. The ECO and the Emergency Management Support Function Lead work with ESF 7 personnel in notifying the DMS Budget and Financial sections of expenditures based on standard accounting procedures.
2. Each support 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. In concurrence with the SEOC, each support agency will file for reimbursement of the costs it incurs through its own agency's accounting and reimbursement filing system.
3. Each support agency is responsible for monitoring staff hours using its own

tracking system, and requesting financial reimbursement for staff hours incurred in association with ESF 7 operations

4. All requests for resource management must originate through the SEOC WebEOC system. Once entered into WebEOC and tasked, ESF 7 will initiate action. The SEOC WebEOC system will be used to provide a record of all payment to vendors.

V. REFERENCES AND AUTHORITIES

A. REFERENCES

1. Sections 215.90-97, F.S., Florida Financial Management Information System Act;
2. Sections 216.311-313, F.S., Unauthorized Contracts;
3. Sections 287.001-136, F.S., Procurement of Commodities, Insurance, and
4. Contractual Services
5. Agency for State Technology, Administrative Rules
6. Department of Financial Services, Reference Guide for State Expenditures
http://www.myfloridacfo.com/aadir/reference_guide/
7. DFS Numbered Memoranda
<http://www.myfloridacfo.com/Division/AA/Memos/default.htm>
8. DMS State Purchasing Numbered Memoranda
http://www.dms.myflorida.com/business_operations/state_purchasing/documents_forms_references_resources/purchasing_memos_rules_and_statutes/state_purchasing_numbered_memoranda
9. Federal Emergency Support Function #7 - Resource Support Annex.
10. Division of Emergency Management, State Warning Point Communications Operator Standard Operating Procedure

B. AUTHORITIES

1. Chapter 215, Florida Statutes
2. Chapter 252, Florida Statutes
3. Chapter 282, Florida Statutes
4. Chapter 287, Florida Statutes
5. Chapter 60A-1, Florida Administrative Code