ESF #7: LOGISTICS MANAGEMENT AND RESOURCE SUPPORT

Primary Department	Support Department	External Agencies

Asst. Director of Facilities
Phone: 406-447-6936
Cell: 406-594-3419
	HC Facilities & Maintenance Department
	
	Executive Director of Operations
	Phone: 406-447-6926
	Cell: 617-446-3691
	
	Director of Crisis and Emergency Management
	Phone: 406-447-6382
	Cell: 406-461-0635
	
	Helena College Finance
		UM Affiliate Campuses
		
		- UM-Western
		  Mike Brown 406-529-7948
		  Vanessa Rogers 406-925-2439
		
		- MT Tech
		  Layne Sessions 406-475-2578
		
		- UM-Missoula: Campus Preparedness and Emergency Response: Paula Short
		
		Private/Public Sector
		
		- Northwestern Energy
		- Fiber
		- Telephone
		- Construction/Utility Companies
		- Red Cross
		- Churches
		- Grocery Stores
		- Port-a-potties
		- Schools (Bryant/Helena High)
		- Carroll College
		- Transportation
		- Locksmiths

7.1 Purpose

Emergency Support Function (ESF) #7: Logistics Management and Resource Support was developed to assist Helena College with logistical and resource support prior to, during, and/or after an emergency or disaster.

This ESF lists the departments responsible for logistics management and resource support actions that may be needed in an emergency.

7.2 Scope

A) Resource management involves the provision of services, personnel, commodities, and facilities to Helena College during the response and recovery phases of an emergency or disaster. This includes emergency relief supplies, office space procurement, office equipment, office supplies, telecommunications, security services, contracting services, transportation services, and personnel required to support emergency activities. ESF 7 provides support for requirements not specifically identified in other ESFs, including excess and surplus property.

(B) Resource support may continue through the recovery phase or until the disposition of excess and surplus property, if any, is completed. No guarantee of a perfect response system is expressed or implied by this ESF. Helena College can only make every reasonable effort to respond based on the situation, available information, and resources available at the time of an emergency or disaster.

C) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

7.3 Situation

A) Emergency Conditions and Hazards

1) Helena College may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.

2) See Helena College's All Threat/Hazard Annexes for a description of potential emergencies.

3) Helena College does not have on-campus living or a designated food/catering service designed to provide meal services on a day-to-day basis. Both campus locations close and lock at designated times throughout the week.

4) Considerations for the following categories;

(i) Emergency relief supplies
(ii) Facility space
(iii) Office equipment & supplies
(iv) Telecommunications support
(v) Transportation services
(vi) Personnel required to support immediate response activities.

7.4 Assumptions

A) Private and Public Agency support for response to the emergency or disaster event will be severely impacted.

B) Normal forms of communication may be severely interrupted during the early phases of an emergency or disaster.

C) Transportation to affected areas may be cut off due to weather conditions or damage to roads, bridges, airports, and other transportation means.

D) The management and logistics of resource support are highly situational and are dependent upon flexibility and adaptability.

E) College resources will be quickly overwhelmed.

G) Backup systems will be available but may take time to activate.

H) Shortfalls can be expected in both support personnel and equipment.

I) State and federal assistance may not be immediately available.

L) Lewis & Clark County's support of the response to the emergency or disaster will be severely impacted. Local governments will expend resources under their authorities, including the implementation of mutual aid agreements.

7.5 Concept of Operations

A) General

1) This ESF will be implemented upon notification of a potential or actual major emergency or disaster.

2) The Emergency Operation Plan provides overall guidance for emergency planning.

3) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

4) Actions undertaken by this ESF will likely be coordinated through the EOC.

B) Organization

1) National Incident Management System concepts will be used for all incidents.

2) Incident or Unified Command will be used by responding departments.

3) When requested ESF personnel will report to the EOC or ICP and use the EOP to activate and operate during an incident or event.

C) Notification

1) If ESF-7 needs to be activated the EOC Director/Dean/CEO or designee will contact the department or agencies listed in this annex to report to the EOC.

2) The Dean/CEO, Executive Director of Operations, or the Director of Marketing, Communications and Alumni Relations are the point of contact for all emergency warning notifications.

(i) Helena College Regroup Emergency ALERT Notification System will normally be activated on their direction.

(ii) If life safety is in jeopardy, the Emergency Manager/Incident Commander can direct Helena College Regroup Emergency Notification ALERT System activation.

3) The Dean/CEO or designee will notify other key personnel as required.

4) Request for resources normally comes to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, a request should be sent to the on-scene Emergency Manager/Incident Commander for coordination between the Emergency Management Advisory Team and Incident/Unified Command.

D) Direction, Control and Authority to Act

1) The Incident Command System (ICS) is used by Helena College personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.

2) **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.

(i) Do **not** call the Helena-Lewis and Clark County Communication Center unless you have critical information to report.

E) Actions

1) Preparedness

(i) Develop plans, procedures/guidelines, and protocols for resource management in accordance with the National Incident Management System (NIMS) and include prepositioning of resources to efficiently and effectively respond to an event.

(ii) Establish plans and systems for resource identification, typing, and inventorying.

(iii) Establish plans and systems for acquiring and ordering resources.

(iv) Establish plans and systems for mobilizing and allocating resources.

(v) Establish plans and systems for resource recovery and reimbursement.

(vi) Establish plans and procedures/guidelines for coordinating with non-governmental and private sector organizations for obtaining resources.

(vii) Develop plans for the establishment of logistic staging areas for internal and external response personnel, equipment, and supplies.

(viii) Estimate logistical requirements (e.g. personnel, supplies and equipment, facilities, and communications) during the planning process and through exercise.

(ix) Participate in exercises and training to validate this annex and supporting Standard Operating Procedures.

(x) Ensure all ESF-7 personnel are trained in their responsibilities according to the departmental Standard Operating Procedures.

(xi) When requested by the Emergency Manager or designee, responding personnel will report to the Incident Command Post before being assigned tasks.

(xii) Coordinate emergency information for public release through the EOC, Emergency Manager & Dean/CEO.

2) Response

(i) Establish communication between EOC and Incident Management Team to determine resource needs to support incident response and operations.

(ii) Identify existing internal resources available to support response and recovery operations.

(iii) Determine the need for additional external resources and the implementation of a critical resource logistics and distribution plan.

(iv) Provide logistical support for the operation and requests of the IC/EOC.

(v) Coordinate distribution of stockpile assets.

(vi) Coordinate the handling and transporting of affected persons requiring assistance.

(vii) Provide and coordinate the use of emergency power generation services for critical systems or facilities.

3) Recovery

(i) Continue to render support when and where required if emergency conditions exist.

(ii) Recover all deployed resources that are salvageable.

(iii) Return resources to the issuing location.

(iv) Account for all resource use and expenditures.

(v) Use established regulations and policies to deal with resources that require special handling and disposition, such as biological waste, contaminated supplies, debris, and equipment.

(vi) Prioritize the repair and restoration of infrastructure so that essential services may be given priority.

ii) Ensure that ESF-7 team members maintain appropriate records of costs incurred during the event.

4) Mitigation

   (i) Identify essential personnel and staffing for internal and external support requirements.

   (ii) Identify emergency supplies needed for personnel.

   (iii) Identify essential records, equipment, and office supply needs.

   (iv) Identify essential office space requirements.

   (v) Identify additional transportation requirements in support of an emergency or disaster.

7.6 Responsibilities

A) Primary Department

1) Serve as the lead agency for ESF-7, supporting the response and recovery operations after activation of the EOC.

2) Develop, maintain, and update plans and procedures for use during an emergency.

3) Identify, train, and assign personnel to staff ESF-7 when the College EOC is activated.

   (i) At a minimum, the National Incident Management System ICS-100 and IS-700 online classes should be completed by assigned personnel.

4) General Responsibilities

   (i) Works with support agencies to establish and review departmental roles and responsibilities for preparedness, and for providing resource support during the response and recovery phases of an emergency or disaster.

   (ii) Coordinate back-up plan for staffing the EOC if designated staff are unavailable to respond due to event conditions.

   (iii) Implement public information and public education strategies that clearly define the resource support needed and how to support the program.

   (iv) Identify pre-positioned distribution points for resources and public assistance.

   (v) Provide, direct, and coordinate ESF 7 logistical operations. Logistical operations include locating, procuring, issuing resources, and locating available space and facilities to support the EOC, and incident management activities.

   (vi) Prioritize mission requirements in support of ESF 7, and potentially other ESFs, activated by an emergency or disaster.

   (vii) Provide communications links and hot lines for resource support and services, as requested.

(viii) Coordinate, supervise, and manage the procurement, storage, and distribution of supplies and equipment in an emergency or disaster through the EOC.

(ix) Assist in identifying personnel and resources to support this Annex.

(x) Work with support agencies to keep this Annex up to date.

B) Support Departments

1) Develop, maintain, and update plans and procedures for use during an emergency.

2) Identify, train, and assign personnel to staff ESF-7 when the College EOC is activated.

3) Support the primary department as needed.