

**ESF 07 - Logistics Management and Resource  
Support Annex, 2015**

# Table of contents

I. Introduction .....	3
A. Purpose.....	3
B. Scope of Operations.....	3
II. Situation and Assumptions .....	4
A. Situation.....	4
B. Assumptions .....	4
III. Concept of Operations .....	5
A. General .....	5
B. Organization .....	5
IV. Responsibilities.....	6
A. Coordinating Agency .....	6
B. Support Agencies .....	7

- Coordinating Agency :** PA Department of General Services
- Primary Agency(ies) :** PA Department of General Services
- Support Agency(ies) :** PA Treasury Department  
PA Department of Health  
PA Turnpike Commission  
PA State Civil Service Commission  
PA Department of Community and Economic Development  
PA State Police  
PA Department of Human Services  
PA Office of the Budget  
PA Department of Agriculture  
PA Department of Education  
PA Department of Transportation  
PA Department of Labor & Industry  
PA Liquor Control Board  
PA Game Commission  
PA Department of Conservation and Natural Resources  
PA Department of Corrections  
PA Office of Administration  
PA Department of Military & Veterans Affairs  
PA Public Utility Commission  
PA Fish & Boat Commission  
PA Office of Attorney General

## **I. Introduction**

### **A. Purpose**

1. To prescribe the basic policies, practices and procedures regarding resource management during disaster emergencies and resource shortages.

### **B. Scope of Operations**

1. ESF #7 includes the location and acquisition of resources in the event of a human-caused or naturally occurring emergency or disaster. Normally, state assistance will be provided after local abilities have been overwhelmed or to support state-level activities.
2. Resource support consists of emergency relief supplies, facility space, office equipment, office supplies, telecommunications (in coordination with ESF #2 Telecommunications and Information Technology, if activated), contracting services, transportation services (in coordination with ESF #1 Transportation), security services, and personnel required to support immediate response activities.

3. ESF #7 provides support for requirements not specifically identified in the other ESFs, including excess and surplus property. Resource support may continue until the disposition of excess and surplus property, if any, is completed.
4. Resource support operations will coordinate the state-wide allocation of scarce resources (except energy, see ESF #12).

## **II. Situation and Assumptions**

### **A. Situation**

1. The spectrum of resource management ranges from localized disaster response to resource shortages affecting the entire Commonwealth.
2. The Commonwealth relies on external sources of supply for many resources essential to the health and welfare of its citizens and its economic well-being.
3. A local emergency arising out of a resource shortage may be declared by the Governor. (35 Pa. C.S.A. §§ 7102)
4. Mutual aid agreements with neighboring political subdivisions may be invoked if the affected entity has used all available local private sector resources.
5. Local private contractors and volunteer groups may be willing to assist during a disaster.
6. An emergency or disaster may cause shortages in the local area of a wide variety of supplies necessary for emergency survival, such as cots, sheets, blankets, pillows, pillowcases, tents for temporary shelter, and plastic and paper items for mass feeding.
7. The National Incident Management System Integration Center has published a listing of Resource Definitions. This provides a national standard to ensure compatibility of teams, task forces, tools, vehicles, and communications equipment.
8. The Pennsylvania Emergency Management Services Code (35 Pa. C.S.A. § 7301) allows for the suspension of time-consuming contracting rules, the transfer of up to \$10,000,000 in unused public funds, the re-allocation of all resources from the state agencies and the commandeering of municipal or private property (subject to reimbursement in some cases) during disasters for which the Governor has issued a declaration of emergency (see Appendix C).

### **B. Assumptions**

1. Prior identification of resources by category, kind, type, number and location will facilitate rapid and effective responses.
2. Resources may not always be typed and best-fit solution may be used.
3. Timely analysis of the existence of potential problems will enhance response.

4. The Department of General Services will purchase/procure on behalf of a jurisdiction and will not utilize their own funding. DGS will only procure from their own funding when a Governor's Declaration of Disaster is issued and disaster funding has been set aside per the Pennsylvania Emergency Management Services Code (35 Pa. C.S.A. § 7301).

### **III. Concept of Operations**

#### **A. General**

1. The Pennsylvania Department of General Services (DGS) will act as the primary agency for ESF #7 during emergencies.
2. The Pennsylvania Emergency Management Agency (PEMA) will assist in the coordination of the supply of essential manpower and material assistance for state, county and municipal governments.
3. When a major crisis arises that falls under the purview of another department/ agency, DGS and PEMA will coordinate and/or monitor the interagency support necessary to augment existing sources and assist the department/agency in containing and terminating the emergency.
4. All resources except military resources belonging to DMVA will be identified, inventoried, requisitioned and managed by type, category and kind, utilizing the current resource typing specified in the National Incident Management System (NIMS). If this is impractical, a best-fit solution may be used as the situation permits.
5. To the greatest extent possible without jeopardizing their ability to respond to further emergencies, local municipalities will use locally-available resources first, then request mutual aid from adjoining or nearby municipalities before elevating the request to the county, RCTTF, or state.

#### **B. Organization**

1. All offices, departments, commissions, boards, bureaus, institutions and other agencies of the Commonwealth and the political subdivisions will cooperate with and extend their services and facilities to support disaster response.
2. The Commonwealth's response during a resource shortage is divided into three stages:
  - a. Mild shortage - Announcement of voluntary conservation (awareness) measures and requests for voluntary cut-backs in non-essential use.
  - b. Moderate shortage- Establishment of mandatory measures and non-essential use priorities.
  - c. Severe shortage- Enforcement of mandatory measures and establishment of priorities in the event of supply interruption.

## **IV. Responsibilities**

### **A. Coordinating Agency**

1. Act as primary agency for ESF #7 coordinating state-level logistical/ resource services and activities.
2. Provide contract or assist the protection of people and property and/or maintenance or restoration of basic services at facilities under the jurisdiction of the department.
3. Provide or assist in the procurement and distribution of vehicles, office space, equipment, materials and supplies required by Commonwealth departments/agencies for use in emergency operations.
4. Analyze resource requirements and prepare and maintain plans and procedures for Commonwealth logistical/resource activities and provide needed services and activities.
5. Identify the need for resource distribution centers and staging areas and determine their locations, as required and coordinate resources with other departments/agencies and volunteers to maintain adequate reserves.
6. Collect and report to PEMA any information on major dangers or damages faced or suffered at facilities under the jurisdiction of the department.
7. Coordinate ESF #7 recovery activities, as requested by the State Recovery Task Force.
8. Assist with the acquisition and allocation of excess and surplus federal property made available for use under a federal emergency and disaster declaration.
9. Assist with the acquisition and support of temporary facilities for joint field offices in the event of a Presidential Declaration of Major Disaster or Emergency.
10. Make available technical advisors in procurement, storage, and contracting.
11. Coordinate, with ESF#3, the contracting of engineering advisory services in connection with damage surveys, appraisals, and building demolitions or repairs.
12. Locate, procure, or assist in the procurement of and issue resources to other state and local agencies for use in emergency operations necessary to support emergency response or to promote public safety.
13. Assist in the procurement of required materials from vendors and suppliers when surplus or Commonwealth items are not available.
14. Coordinate the procurement of telecommunications equipment with ESF #2.
15. Assist in the management and support of mobilization centers run by the U.S. Department of Agriculture, Forest Service and provide assistance related to transportation and accountability of commodities at these centers.
16. Assist in the procurement of external consulting services to assess the structural and fire safety of building and facilities under its jurisdiction.

17. Assist ESF#12 for the preparation and maintenance of plans and procedures for Commonwealth power and fuel activities.

## **B. Support Agencies**

1. Office of Administration
  - a. Provide for the temporary assignment of Commonwealth employees to perform disaster or assistance work with state departments/agencies.
  - b. Provide technical advice and assistance to state departments/agencies on restoration and recovery of essential communications and automated technology systems in an emergency or disaster.
  - c. Identify, locate, and recruit, in coordination with the Civil Service Commission and the Bureau of State Employment, temporary employees needed by departments and agencies for the performance of essential administrative work and activities associated with disaster recovery.
2. Department of Agriculture
  - a. Identify government donated foods for mass feeding.
  - b. Assist the Department of Public Welfare and American Red cross in distribution of food at Emergency Processing Centers or Customer Service Centers, as requested by PEMA.
  - c. Ensure the safety of food products that are being used for emergency distribution purposes for recipients or responders.
3. Office of Attorney General
  - a. Assist with the approval of emergency contracts.
  - b. Advise and assist state departments/agencies and consumers about potential consumer frauds, which have the potential to occur after disasters or emergencies.
4. Office of the Budget
  - a. Maintain policies and procedures for the funding and accounting of costs incurred relative to emergency activities of Commonwealth departments/agencies.
  - b. Authorize state funding for emergency operations and transfer funds to Commonwealth departments/agencies for specified emergency operational purposes.
  - c. Provide support to state agencies for the expeditious processing of purchases of commodities and services.

5. Department of Community and Economic Development
  - a. Coordinate requests for specific temporary housing requirements, prepare requests for federal assistance and provide overall coordination of all temporary housing operations.
6. Department of Conservation and National Resources
  - a. Provide, as needed, materials, equipment, supplies and personnel for emergency disaster response.
  - b. Provide temporary shelter and/or a location to establish an onsite incident command facility.
7. Department of Corrections
  - a. Provide a volunteer labor force of low risk inmates under the close supervision of department personnel.
8. Department of Education
  - a. Provide general direction and support of emergency operations involving the use of facilities and equipment under the purview of the department for disaster relief purposes.
  - b. Provide the State Recovery Task Force a list of schools that will require relocation and coordinate plans to temporarily relocate school activities.
9. Department of Environmental Protection
  - a. Provide technical assistance, information, and guidance concerning energy conservation and other energy related issues.
  - b. Identify individuals or organizations that will carry out decontamination and restoration activities and determine their roles and responsibilities.
  - c. Track availability and price of liquid fuels and coal (see ESF #12).
  - d. Identify the providers of resources for debris removal.
  - e. Identify the providers of liquid fuel resources.
  - f. Provide human resources to supplement DGS staff in the procurement of goods and services during a disaster event.
  - g. Conduct emergency petroleum allocation measures at the time of an emergency petroleum product shortage through ESF #12.
10. Fish and Boat Commission
  - a. Provide boats or assist with emergency transportation on water.

11. Game Commission

- a. Conduct, as requested by PEMA, special site surveys of conditions at specific points, particularly in rural areas.
- b. Provide boats, four wheel drive vehicles, ATV's and/or manpower to respond to a disaster situation.

12. Department of Health

- a. Assist in the emergency procurement and distribution of medical and health equipment, materials and supplies and provision of services at medical facilities.

13. Department of Labor & Industry

- a. Assist in the recruitment of labor required for emergency operations and coordinate the availability of the Pennsylvania Conservation Corps.
- b. Make available, upon request, office space for disaster information offices (CareerLink offices).
- c. Provide technical personnel to assist in the identification and recruitment of individuals with specialized occupations needed to support incident response operations.

14. Liquor Control Board

- a. Adopt temporary emergency measures essential to control or suspend the distribution and sale of alcoholic beverages.
- b. Supply, as requested by PEMA and/or DGS, alcoholic beverages for use in a disaster for emergency medical care.

15. Department of Military and Veterans Affairs

- a. Assist in support operations on a mission basis during temporary emergency response activities.
- b. Assist, as directed by the Governor, requested by PEMA and in accordance with this State EOP and military regulations, in rescue, evacuation, medical care, maintenance of law and order, air and ground transport and other basic and essential disaster relief operations. Provide, on a limited basis, mass care support. Response to these missions will be on a temporary emergency basis and will only be requested when all other state, county, and municipal forces have been committed.
- c. If applicable and available provide contract employees to aide with disaster response.

16. Pennsylvania Emergency Management Agency

- a. Coordinate requests for resources and response activities.
- b. Coordinate the use of any public, private or quasi-private facility, service, property, equipment, material, and manpower to support state, county and municipal emergency operations.

- c. Responsible for authorized obligations incurred for the purchase of materials and supplies needed during a disaster following a Governor's Declaration of Emergency.
- d. In accordance with Title 35, provide emergency operations equipment, materials, and supplies to supplement that owned, acquired and used by other Commonwealth, county and municipal agencies during disaster operations
- e. Coordinate the availability of training of county emergency management agencies in the utilization of the DGS emergency disaster procurement website.
- f. Coordinate training for county emergency management agencies.

#### 17. Pennsylvania State Police

- a. Collect and report to PEMA information on major or significant disaster effects and problems, including facts relating to loss of electric power, highway traffic disruption, maintenance of law and order, and unusual occurrences or danger.
- b. Implement, upon request of the Governor, suspension of the sale of alcoholic beverages, firearms, explosives and combustibles, or other items the Governor feels are detrimental to disaster emergency situations.
- c. Assist in the provision of security for essential supplies (i.e. emergency medical supplies or equipment) during transport from one location to another.
- d. In the event (or possibility) of a civil disturbance assist in the provision of security for essential supplies (i.e. emergency medical supplies or equipment) that are being warehoused.

#### 18. Public Utility Commission

- a. Upon request, collect and report to the State EOC any information on anticipated or existing emergency problems related to utility service conditions and problems or, upon request, conduct special surveys.
- b. Assist in providing essential information regarding regulated transportation utilities for the priority movement of materials and equipment.
- c. Coordinate with energy industries to assist in meeting critical fuel and electrical power needs that can't be met by local or municipal actions.

#### 19. Department of Human Services

- a. Direct and support emergency operations involving the use of department resources for disaster relief purposes.
- b. Provide the following resources for disaster relief purposes:
  - 1) Subject Matter Experts (SMEs)
    - a) Medical (doctors, registered nurses, pharmacists and licensed practical nurses)
    - b) Professional Staff (social workers, psychologists and case workers)

- c) Trades Workers (skilled and unskilled) building trades and maintenance, equipment operators (CDL, bus and specialty)
    - d) Architects/Engineers/Environmental
  - 2) Building/Space
    - a) Limited shelter/housing/surge capacity
    - b) Ground/space (staging areas/landing zones)
    - c) Warehouse/storage
    - d) Dietary (limited capacity)
  - 3) Supplies
    - a) Shelter supplies, beds and bedding/linens (limited)
    - b) Clothing and furniture (limited)
    - c) Food (limited)
    - d) Housekeeping
  - 4) Maintenance/Operations
    - a) Tools and supplies (specialty, trades power tools and equipment)
  - 5) Vehicles
    - a) Buses (limited)
    - b) HP buses/vans (limited)
    - c) Trucks (Med/HD) stake body, dumps, snowplow, closed van body, etc.
  - 6) Off Road/Specialty Equipment
    - a) Tractors and mowers (large gang mowers)
    - b) Front loaders, back hoes and fork lifts

20. State Civil Service Commission

- a. Supply assistance for the recruitment of limited term employees required by state departments/agencies for the performance of essential administrative work and activities associated with the supply of disaster assistance and recovery.

21. Department of Transportation

- a. Provide to the greatest extent possible, department equipment with operators or other employees capable of assisting in response and recovery operations on state owned roadways at all times, and on non-state owned roadways after a Governor's declaration of emergency

- b. Coordinate the movement and permitting of overweight, oversized and/or convoy vehicles entering, traversing or exiting Pennsylvania.
- c. Coordinate routings for the movement of emergency supplies into and within affected areas.
- d. Whenever possible, provide office space and support to ESF #7 strike team members.

22. Department of Treasury

- a. Execute established procedures to expedite disbursement, within 7-10 days, of Commonwealth funds for disaster and emergency situations.

23. Turnpike Commission

- a. Provide toll-free travel for emergency vehicles on the turnpike and assistance with the emergency transport of personnel and materials to points on or in the immediate vicinity of the turnpike, per regulations as spelled out in 1937, P.L. 774, No. 211, §5.3.
- b. Make available Commission facilities, including those under lease, for the emergency care of people using the turnpike for travel.
- c. Provide, as requested by DGS or PEMA, Commission equipment capable of assisting in damage recovery operations.
- d. Ensure the expedited movement of PEMA authorized vehicles during and in the immediate aftermath of a declared emergency.