

**Emergency Support Function – 7  
Logistics**



**2020**

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**RECORD OF CHANGES**

*Each update or change to the plan should be tracked. The record of changes, usually in table format, contains, at a minimum, a change number, the date of the change, the name of the person who made the change, and a summary of the change. Other relevant information could be considered.*

<b>Change #</b>	<b>Date</b>	<b>Part Affected</b>	<b>Date Posted</b>	<b>Who Posted</b>

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## ESF – 7 Logistics

**ESF COORDINATOR:**

Chatham Emergency Management Agency

**SUPPORT AGENCIES:**

Chatham County Finance Department  
Chatham County Purchasing and Contracting Department  
Coastal Empire Disaster Recovery Committee  
City of Bloomingdale Finance Department  
City of Garden City Finance Department  
City of Pooler Finance Department  
City of Port Wentworth Finance Department  
City of Savannah  
City of Tybee Island Finance Department  
Savannah Chatham County Public School System  
Town of Thunderbolt Finance Department  
University of Georgia Extension Services  
United States Army Corps of Engineers

### INTRODUCTION

The emergency support function of Logistics services involves direction and coordination, operations, and follow-through during an emergency or disaster.

**Purpose**

ESF-7 Logistics provides operational guidance to departments/organizations that are assigned to work within this ESF. The mission of ESF-7 is to provide comprehensive disaster logistics planning, management and sustainment capabilities that harness the resources of internal and external stakeholders to include public, private and Non-Governmental organizations. This however is not a tactical response document. ESF-7 Logistics will coordinate with supporting entities for the coordination, procurement and management of resources necessary to support response and recovery operations.

**Scope**

ESF-7 acts to meet the Logistics and essential elements of information needs of operations by establishing a framework for the integration of internal and external logistics support entities through increased collaboration in planning, sourcing, acquisition and utilization of resources.



## CONCEPT OF OPERATIONS

### General

During an emergency or disaster, ESF-7 may be activated to support operations and assist with the development of a common operating picture. The scope, scale and magnitude of the threat/incident will dictate which support agencies will be requested for the support of ESF-7 Logistics in the EOC.

### Preparedness

- a. Develop procedures for responding to and complying with resource requests.
- b. Coordinate with local public, private and Non-Governmental organizations to establish and maintain a listing of available resources to include services and donated goods for use during an emergency or disaster event.
- c. Coordinate the development of pre-planned contracts as necessary to ensure prompt support from vendors during an emergency or disaster event.
- d. Provide training to ESF-7 Logistics support entities on Chatham County emergency procurement procedures for acquiring supplies, resources and equipment.
- e. Utilize hazard vulnerability data to develop a listing of resource inventories and pre-identify anticipated resource requests by ESF.
- f. Establish procedures for the reimbursement of private vendors for services rendered during an emergency or disaster event.
- g. Establish a process for the notification of volunteer organizations when an emergency or disaster event is either threatening or already occurred within Chatham County.
- h. Develop and execute MOAs between Chatham County and supporting agencies/organizations as appropriate.
- i. Participate in and/or conduct exercises to evaluate local capability.
- j. Ensure all ESF-7 support entities integrate NIMS principles throughout planning activities.

### Response

- a. Conduct a situational assessment to identify potential resource needs.

- b. Contact appropriate support entities whose personnel, equipment or other identified resources may be necessary to support operations.
- c. Establish a process to ensure the tracking and accountability of requested resources.
- d. Locate, procure and issue county agencies the necessary resources to support emergency operations. This includes coordination with the Chatham County Purchasing Department to identify prospective staging area warehouses available for lease to replace damaged or destroyed facilities.
- e. Execute county contracts and/or MOA's as needed.
- f. Coordinate with GEMA/HS to establish procedures for deploying state resources and personnel to support emergency operations at warehousing facilities, staging areas and any other area where a need exists.
- g. Coordinate the establishment of a staging area for volunteers to unload, store or disperse donated goods.
- h. Coordinate with ESF-13 Law Enforcement to evaluate the security requirements necessary at warehousing facilities.
- i. Provide necessary information for public release to ESF-15 External Affairs to be disseminated to the general public.

### **Recovery**

- a. Coordinate the continued support of delivery of services to emergency response entities and disaster survivors throughout the emergency or disaster event.
- b. Conduct procurement activities as long as necessary until all identified procurement needs have been met.
- c. Assess the continuing volunteer services needs of disaster survivors.
- d. Ensure that ESF-7 team members and/or their agencies maintain appropriate records of costs incurred during the incident.

### **Mitigation**

- a. Support and plan for mitigation measures.

### **Organization**

The County EOC will be activated to coordinate a multijurisdictional level response.

Representatives from the applicable ESF-7 Agencies may be assigned to the EOC or alternate location, as best suited to meet incident needs and coordinate operations.

**ESF Role Aligned to Core Capabilities**

The following table lists the response capability that ESF-7 most directly supports, along with the related ESF-7 actions supporting the capability.

Core Capability	ESF-7 Logistics
Logistics and Supply Chain Management	<ul style="list-style-type: none"> <li>• Deliver essential commodities, equipment and services in support of the impacted communities and survivors. Synchronize logistics capabilities and enable the restoration of impacted supply chains. This may include, among other things:                             <ul style="list-style-type: none"> <li>➤ Emergency power and fuel support</li> <li>➤ Coordinate the access to community staples</li> </ul> </li> </ul>
Supply Chain Integrity and Security	<ul style="list-style-type: none"> <li>• Strengthen the security and resilience of the supply chain. This may include, among other things:                             <ul style="list-style-type: none"> <li>➤ Fuel Supplies</li> <li>➤ Feeding Supplies</li> <li>➤ Health and Medical Supplies</li> </ul> </li> </ul>

**Responsibilities**

Coordinating Agency	Actions
Chatham Emergency Management Agency	<ul style="list-style-type: none"> <li>• Serve as the principle point of contact with ESF-7 Logistics from the EOC.</li> <li>• Coordinate ESF meetings to ensure constant state of readiness.</li> <li>• Provide training to support entities regarding planning for and operating Points of Distribution.</li> <li>• Provide rapid identification of internal resources that could potentially be utilized to fulfill resource requests during disaster response operations.</li> <li>• Coordinate the expedient leasing of real property to facilitate disaster logistics operations during a disaster response.</li> <li>• Coordinate expedient renting, purchasing and contracting of critical equipment, supplies and services needed during an emergency or disaster response.</li> <li>• Provide for the rapid establishment and operation of temporary field logistics facilities during an emergency or disaster response.</li> <li>• Coordinate the provision and installation of temporary emergency power to county critical facilities during an emergency or disaster response.</li> </ul>

Coordinating Agency	Actions
<p>Chatham Emergency Management Agency (Continued)</p>	<ul style="list-style-type: none"> <li>• Order, receive, store, account for and distribute Initial Response Resources to include:                             <ul style="list-style-type: none"> <li>➢ Water</li> <li>➢ Ice</li> <li>➢ Shelf-stable meals</li> <li>➢ Tarps</li> <li>➢ Medicine</li> <li>➢ Medical Supplies</li> </ul> </li> <li>• Coordinate with the Volunteer and Donations unit to ensure a tracking system has been established for both volunteers and donated goods</li> <li>• Provide support staffing to the EOC for the following positions:                             <ul style="list-style-type: none"> <li>➢ Logistics Section Chief</li> <li>➢ Volunteers and Donations</li> <li>➢ Commodities Distribution</li> </ul> </li> </ul>

Supporting Agency	Actions
<p>All Supporting Agencies</p>	<ul style="list-style-type: none"> <li>• Coordinate with each support agency through at least quarterly meetings to ensure planning functions are carried out to support this ESF.</li> <li>• Identify Agency staff representatives to support this ESF and other operational practices during emergency and disaster operations.</li> <li>• Ensure the presence of resources (human and physical) are in sufficient numbers to support the Agency's responsibilities to this ESF.</li> <li>• Conduct recovery and restoration tasks in coordination with the EOC/RCC and federal assistance program guidance.</li> <li>• Annually evaluate Critical Workforce staffing needs and report sheltering and/or equipment staging locations as requested.</li> <li>• Coordinate pertinent disaster recovery information with the County Joint Information Center (JIC).</li> <li>• Identify damages and/or losses and prepare an action plan for recovery activities.</li> <li>• Maintain records of expenditures and document resources utilized during response and recovery operations.</li> <li>• Identify damages and/or losses and prepare an action plan for recovery activities.</li> </ul>

Supporting Agency	Actions
All Supporting Agencies (Continued)	<ul style="list-style-type: none"> <li>• Develop appropriate Plans, Procedures, Mutual Aid Agreements, Checklists, Go-Kits and other supporting documentation as needed to facilitate execution of the Agency’s responsibilities to this ESF.</li> <li>• Prepare to support the EOC as necessary.</li> <li>• Participate in drills, exercises and other preparedness events to evaluate the Agency’s readiness to support this ESF.</li> </ul>
Chatham County Finance Department	<ul style="list-style-type: none"> <li>• Provide support staffing to the EOC for the following positions:               <ul style="list-style-type: none"> <li>➢ Finance Section Chief</li> <li>➢ Compensation and Claims</li> <li>➢ Cost</li> <li>➢ Time</li> <li>➢ Volunteers and Donations</li> </ul> </li> </ul>
Chatham County Purchasing and Contracting Department	<ul style="list-style-type: none"> <li>• Provide support staffing to the EOC for the following position:               <ul style="list-style-type: none"> <li>➢ Resources and Facilities</li> </ul> </li> </ul>
Coastal Empire Disaster Recovery Committee	<ul style="list-style-type: none"> <li>• Provide support staffing to the EOC for the following position:               <ul style="list-style-type: none"> <li>➢ Volunteers and Donations</li> </ul> </li> </ul>
City of Bloomingdale Finance Department	<ul style="list-style-type: none"> <li>• Provide support staffing to the EOC for the following position:               <ul style="list-style-type: none"> <li>➢ City of Bloomingdale Liaison Officer</li> </ul> </li> </ul>
City of Garden City Finance Department	<ul style="list-style-type: none"> <li>• Provide support staffing to the EOC for the following position:               <ul style="list-style-type: none"> <li>➢ City of Garden City Liaison Officer</li> </ul> </li> </ul>
City of Pooler Finance Department	<ul style="list-style-type: none"> <li>• Provide support staffing to the EOC for the following position:               <ul style="list-style-type: none"> <li>➢ City of Pooler Liaison Officer</li> </ul> </li> </ul>
City of Port Wentworth Finance Department	<ul style="list-style-type: none"> <li>• Provide support staffing to the EOC for the following position:               <ul style="list-style-type: none"> <li>➢ City of Port Wentworth Liaison Officer</li> </ul> </li> </ul>
City of Savannah	<ul style="list-style-type: none"> <li>• Provide support staffing to the EOC for the following position:               <ul style="list-style-type: none"> <li>➢ City of Savannah Liaison Officer</li> </ul> </li> </ul>

Supporting Agency	Actions
City of Tybee Island Finance Department	<ul style="list-style-type: none"> <li>• Provide support staffing to the EOC for the following position:               <ul style="list-style-type: none"> <li>➤ City of Tybee Island Liaison Officer</li> </ul> </li> </ul>
Savannah Chatham County Public School System	<ul style="list-style-type: none"> <li>• Provide support staffing to the EOC for the following positions:               <ul style="list-style-type: none"> <li>➤ SCCPSS Police and Facilities</li> <li>➤ SCCPSS Transportation</li> </ul> </li> </ul>
Town of Thunderbolt Finance Department	<ul style="list-style-type: none"> <li>• Provide support staffing to the EOC for the following position:               <ul style="list-style-type: none"> <li>➤ City of Thunderbolt Liaison Officer</li> </ul> </li> </ul>
University of Georgia Extension Services	<ul style="list-style-type: none"> <li>• Provide support staffing to the EOC for the following position:               <ul style="list-style-type: none"> <li>➤ Resources Branch</li> <li>➤ ESF-7 Resource Ordering and Tracking</li> </ul> </li> </ul>
United States Army Corps of Engineers	<ul style="list-style-type: none"> <li>• Following an incident of critical significance, coordinate with appropriate ESF-7 entities to provide information on supporting logistical operations throughout Chatham County to include:               <ul style="list-style-type: none"> <li>➤ Points of Distribution Operations</li> <li>➤ Power Generation</li> </ul> </li> <li>Provide support staffing to the EOC for the following position:               <ul style="list-style-type: none"> <li>➤ USACE Liaison Officer</li> </ul> </li> </ul>