

## **EMERGENCY SUPPORT FUNCTION # 7 Logistics Annex**

### **PRIMARY AGENCIES**

Mohave County Emergency Management - Lead  
Mohave County Procurement Department - Lead  
Mohave County Finance Department

### **SUPPORT AGENCIES**

Mohave County Food Banks  
American Red Cross  
Mohave County Community Organizations Active in Disaster  
Mohave County Public Health

### **Available through the Department of Emergency and Military Affairs**

Arizona Department of Administration  
Arizona Game and Fish Department  
Arizona Department of Agriculture  
Arizona National Guard  
Arizona Department of Building and Fire Safety  
Arizona State Land Department  
Arizona Department of Commerce  
Arizona State Parks Department  
Arizona Department of Commission  
Arizona Department of Public Safety  
Arizona Department of Corrections  
Arizona Department of Health Services Bureau of Radiation Control  
Arizona Department of Environmental Quality  
Arizona Department of Transportation  
Arizona State Fire Marshal  
Arizona Department of Water Resources

## **I. Purpose, Scope, Situations, and Assumptions**

### ***Purpose***

To provide logistical and resources support to county and local governments during emergency events.

### ***Scope***

The ESF scope involves the provision of logistical and resource support to county and local organizations during the immediate response phase of an emergency / disaster.

This support includes relief supplies, space, office equipment, office supplies, telecommunications, contracting services, transportation services, and personnel required to support immediate response activities. It also provides logistical support for requirements not specifically identified in other Essential Support Functions (ESFs). This ESF also addresses the effort and activity necessary to evaluate, locate, obtain, and provide essential material resources.

### ***Situation***

- Significant emergency/disasters may overwhelm the capabilities and exhaust the resources of the county. The ESF will be activated to render county and state assistance. County and State assistance will be coordinated through the Mohave County Emergency Operations Center (MCEOC).

### ***Planning Assumptions***

- In accordance with assigned responsibilities and upon implementation of this ESF logistical support will be provided to the affected area.
- Support agencies will furnish resources for ESF requirements. Support by agencies will be ended at the earliest practical time.
- Supplies and equipment will be provided from current county stocks then, from commercial sources. Supplies will not be stockpiled.
- All procurement will be made according to current state and county laws and regulations. The Mohave County Finance and Procurement Departments are responsible for finance and procurement for county government agencies in all circumstances. All emergency procurement will be accomplished utilizing these departments' policies and procedures with appropriate fund citation and detailed recordkeeping of all expenditures.
- The provision of logistical support necessary for county response will be the major element in the execution of this ESF.
- National Incident Management System protocols for credentialing and equipment typing will be utilized where applicable.
- County/local governments will maintain lists of available local resources that can be utilized in an emergency.

- In the event all local resources have been committed or are likely to be committed in a local emergency, city/local governments will request assistance from the County.
- County requirements will be met from resources outside the emergency/disaster area which will be available to the county in support of response operations.
- Transport of resources will require staging areas. Incident Commanders will identify initial response staging areas, with additional staging areas selected through mutual agreed selection of appropriate sites and facilities by city/county officials working through the appropriate EOC.
- Logistical resource support will be required for the immediate relief response.

## **II. Concept of Operations**

- **Incident Command Resources**
  - The Incident Commander will request mutual aid resources through the dispatch center covering the incident. These requests may go to individual neighboring agencies for small events, but in the event of a large scale emergency with extensive resource needs, fire resource requests should go to the County Fire Resource Coordinator and non-fire and non-law enforcement requests to MCEM (for county events), to the city EM coordinator (for city events), and to the Tribal EM Coordinator (for Tribal events).
- **Mohave County EOC Resource Support**
  - Upon activation of this ESF during large scale events, primary and support agency representatives will be notified by MCEM to report to the MCEOC to conduct resource support activities. Actions could include:
    - Committing available resources.
    - Maintaining a list of available categories of resources.
    - Maintaining records of all resources expended, such as equipment, materials, supplies and personnel hours (Finance/Admin. Section).

- Requesting state activation of ESF # 7, Resource Support, of the State Response and Recovery Plan (SRRP).
- **Primary and Supporting Agencies will:**
  - Coordinate the availability and provision of their agency resources.
  - Notify MCEM or the MCEOC if resource support is needed in addition to resources provided through individual agency procedures.
  - Establish liaisons at or direct contact with MCEOC or city EOC's as needed.
  - Assist in coordinating the resources of other county and state agencies.
  - Coordinate the acquisition and application of state and federal and non-government resources.

### **III. Organization and Assignment of Responsibilities**

#### ***Organization***

- **Incident Command**
  - The Incident Commander will coordinate initial resource requests until such time as incident complexity requires the IC to designate a Logistics Section Chief to handle determine resource needs and request them through dispatch centers or the supporting EOC.
- **MCEOC**
  - Resource requests received at the EOC from the Incident Command Incident Commander or Logistics Chief will be directed to EOC Logistics for EOC tasking, determination of the appropriate source, requesting the resource, and ensuring the resource is obtained and directed to the IC staging area.

#### ***Assignment of Responsibilities***

- **County Government**
  - **Mohave County Risk and Emergency Management will:**

- Maintain an updated list of all potentially needed public and private resources in the County and vicinity.
- Coordinate with Mohave County Procurement Department to pre-establish and maintain on-call purchasing/rental agreements with private and commercial entities for the rapid acquisition and use of resources in an emergency.
- Maintain updated contact lists and procedures for requests to other government entities for resources.
- Pre-identify potential staging areas in coordination with city/local government emergency management officials.
- Assist other county departments with mutual aid requests through the Arizona Mutual Aid Compact (AZMAC) to DEMA or the SEOC to obtain needed resources unobtainable in the county.
- **The Mohave County Procurement Department will:**
  - Establish and maintain updated on-call purchasing/rental agreements to allow rapid acquisition of emergency resources.
  - Station the Department Director or designee at the MCEOC, when activated, to serve as Logistics Lead.
  - Provide for all procurement needs during the disaster as directed by County Manager and/or Board of Supervisors.
- **The Mohave County EOC, upon activation, will:**
  - Coordinate all resource management activities.
  - Coordinate with City EOC's to determine City resource needs.
  - Identify sources from which needed resources can be obtained.
  - Commit available resources of county agencies.

- Initiate procurement of needed resources not available through county agencies (ARS 26-308).
- Identify resources staging areas in consultation with the Incident Commander/Unified Command and the affected City EOC's.
- Request activation of ESF # 7, Resource Support, of the State Emergency Response and Recovery Plan.
- **Individual County Departments, Response Agencies, and NGO's will:**
  - Maintain lists of agency resources and procedures for deployment of local resources or requesting and receiving additional resources needed to support the agency's emergency mission.
  - Notify MCEM or the supporting EOC if additional resources are needed to support the agency's mission.
- **City/Local Emergency Management Organizations will:**
  - Maintain a listing of resources available within the local communities (A.R.S. 26-308). Listings and locations should include heavy equipment, normal maintenance equipment, normal stocks of materials and supplies, public and private, and other county/community resources.
- **Mohave County Public Works will:**
  - Provide for procurement of equipment, supplies, and materials not available from county sources but needed to accomplish Public Works emergency tasks, utilizing Arizona Mutual Aid Compact mutual aid requests to other jurisdictions in coordination with MCEM, or pre-existing procurement agreements developed in coordination with Mohave County Procurement Department.
- **Mohave County Public Health will:**
  - Provide for procurement of professional medical services not available for county sources, working through the Mohave County Procurement Department or mutual aid requests to the state through MCEM or the MCEOC. MCDPH maintains a resource list of current contracted

health care providers and resources, office and clinic space, medical supplies and pharmaceuticals, vehicles, and personnel expertise.

- **City/Local Government** is responsible for:
  - Logistical support of activities and documentation for equipment, supplies, materials, and personnel used in response/recovery within its jurisdiction (the DEMA Disaster Assistance Guide will assist in this requirement).
  - Seeking Arizona Mutual Aid Compact assistance from county, state, or federal resources with requests to MCEM or the MCEOC.
- **State Government** is responsible for:
  - The logistical support of its response forces.
  - Assisting via requests from Mohave County through DEMA or the SEOC in the acquisition of resources requested by Mohave County from state, federal, NGO, or other counties' resources.

#### **IV. Direction, Control, and Coordination**

- Direction, Control, and Coordination will be exercised as follows:
  - At the field Incident Command, or the Public Health Department Operations Center for medical events, the Incident Commander or the Logistics Chief will determine resource needs and obtain resources with requests through the dispatch center to nearby individual mutual aid agencies, the MCSO dispatch center (for law enforcement needs), the County Fire Resource Coordinator, MCEM, or the MCEOC, depending on the complexity and expected duration of the event.
  - MCEOC Logistics will receive mutual aid requests, supervise the fulfillment of requests from county resources or by AZMAC requests to DEMA or the SEOC, and coordinate resource delivery to the proper incident scene or staging area, including provision of expected ETA's and contact information to the requesting Incident Command Post and resource transporter.

- Fulfillment of resource requests using county resources must be approved by the County Manager/EOC Director or the Policy Group, depending on the level of expenditures required.
- For local events, local government will maintain control of resource acquisition through a similar field Incident Command and EOC structure as the county one detailed above and will direct all requests for resources not obtainable through local government stocks or procurement methods to MCEM or the MCEOC.
- Individual agencies are responsible for directing the provision of resources according to their SOP's for the fulfillment of agency roles and responsibilities. Should individual agency resources be exhausted, specific requests should be made to the MCEOC for mutual aid assistance.

## **V. Information Collection and Dissemination**

- The requesting agency, jurisdiction, or incident command post should provide all necessary information for the fulfillment of resource requests, including:
  - Resource type, using standard typing guidelines, or a detailed description.
  - Amount or number of resources required.
  - When resource is needed.
  - Where resource should be delivered, including physical address or GPS coordinates and information on any potential transportation problems (weather, road conditions, incident specific hazards).
  - Point of Contact name and phone numbers at delivery point, staging area, or incident command.
  - Possible vendor name and contact numbers for coordination or procurement, if available.
  - Radio frequency information, if arriving resource will contact via radio



- The EOC, Dispatch Center, EM Coordinator, or County Fire Resource Coordinator receiving request will:
  - Ensure that all the request information above has been provided by requesting entity and then passed on to the providing agency within the county or to DEMA, the State Fire Resource Coordinator or the SEOC.
  - Utilize standard forms for resource requests.
  - Utilize Microsoft Teams EOC for resource requests whenever possible.
  - Verify that request has been received and follow up as needed.
  - When notified that request has been filled, notify requesting entity of the expected ETA and contact info of resource transporter.
  - Maintain tracking records of request and retain for files and possible follow up.

## **VI. Communications**

- Communications should be maintained directly between Incident Command, EOC, and SEOC Logistics Sections for complex events.
- Redundant communications systems including landlines, cell phones, radios, and internet connections will be utilized among Incident Command Posts and EOC's.
- Whenever possible, Microsoft Teams EOC software and internet connections will be utilized for resource requests, and standard Incident Command System forms will be used.
- All resources request transmittals will be verified as reaching recipient by follow up check by transmitting entity.
- A communications log shall be maintained for resource requests and tracking.

## **VII. Administration, Finance, and Logistics**

- All organizations, agencies, and departments are responsible for administrative and logistics arrangements to support their individual emergency response activities.
- Additional needed resources will be requested from Incident/Unified Command to supporting EOC, which will obtain resources from county resources or via request to the state while tracking and documenting resource use, delivery, and expenditures.
- All EOC Logistics and individual agencies involved in requesting or providing resources will maintain records of requests and details of fulfillment of requests.
- The Finance/Administrative sections or individual agencies will determine value of resources being requested, obtain approval from the government or agency official with the required level of expenditure authority prior to commitment of resources, and maintain records of expenditures.
- Emergency-related expenditures by county departments that fall outside approved budgets must be reviewed and approved by the County Manager, MCEOC Director, or the Board of Supervisors – depending on the dollar amount and required level of authorization.
- All command posts, operations centers, and organizations involved in the emergency will maintain appropriate activity records including logs, case records, time sheets, and daily situation updates for use during the event and which will be retained in files for future reference.
- For state or federally declared disasters, reimbursement for some resources and expenditures may become available; individual agencies should maintain a current accounting of resource expenditures, including personnel costs, during disaster operations and for an extended period after the end of the disaster.