



# **NEW HAMPSHIRE**

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# **STATE EMERGENCY OPERATIONS CENTER**



## **EMERGENCY SUPPORT FUNCTION**

## **ESF 7 – RESOURCE SUPPORT**

**2019**

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## Acronyms

EMAC	Emergency Management Assistance Compact
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
HSEM	NH Division of Homeland Security and Emergency Management
IEMAC	International Emergency Management Assistance Compact
LOA	Letter of Agreement
MOU	Memorandum of Understanding
NIMS	National Incident Management System
NRF	National Response Framework
SEOC	State Emergency Operations Center
SEOP	State Emergency Operations Plan
SME	Subject Matter Experts
SOP	Standard Operation Procedure
DAS	Department of Administrative Services

## Lead Agency

NH Department of Administrative Services (DAS)

## Support Agencies

All State Agencies

## Introduction

Emergency Support Function 7 – Resource Support (ESF 7) provides or coordinates provision of services, equipment, and supplies to support the effective and expedient response operations associated with a disaster or an emergency and arranges for the approval and acquisition of equipment and supplies not available through normal purchasing channels and ordering periods.

When activated, resources will be provided through requests made to ESF 7, through the Logistics Section at the State Emergency Operations Center (SEOC). As a primary course of action, ESF 7 will obtain resources through coordination with other ESFs, agency/state contractors, vendors, and suppliers. Resources may also be obtained from agency-related local, state, regional, national, public, and private associations or groups.

## Purpose

The purpose of ESF 7 is to provide logistical and resource support to state and local entities involved in state emergency response and recovery efforts that affects the State of New Hampshire.

## Concept of Operations

This annex will be activated at the direction of HSEM when there is potential for or an actual disaster situation or planned event requiring the coordination of provision of services, equipment, and supplies.

## General

1. Coordinate ESF 7 activities in the SEOC, during periods of activation, by developing and maintaining the ESF 7 staffing schedule.
2. Coordinate evaluation and performance of mission/task requests.
3. Ensure the status of committed and uncommitted equipment and inventory resources are tracked, during activation of the SEOC.
4. Ensure Unified Command is used to manage assets in the field, due to the number and variety of government and private sector organizations that may be involved.
5. All procurements made in support of the state emergency response will be made in accordance with current state laws and regulations. All procurement actions made at the request of state emergency response agencies in support of the SEOP will be made in accordance with state statutory and administrative requirements and will be accomplished using appropriate state procurement and reimbursement procedures.
6. To the extent practicable, state contracts will be established with commercial vendors to ensure expedient emergency purchases.
7. Resources necessary to save lives will receive first priority.



8. The primary source of equipment, supplies, and personnel shall be from existing state-owned resources and local sources outside the impacted area. Support that cannot be provided from these sources will be obtained through commercial and/or donated sources.
9. Local jurisdictions will expend resources at the local and regional (mutual aid) level prior to making a request from the State.
10. Documenting the time equipment was transferred, rented, leased, or otherwise used will be done by both the donating and receiving local or state agency.
11. Expenses related to purchases or leases made through ESF 7 will be the responsibility of the receiving local or state agency.
12. Where possible, each level of government will utilize and track resources using the resource typing as outlined by the National Incident Management System (NIMS).

### Organization

1. **Organizational Chart (Command & Control):** ESF 7 shall function under the direction and control of the SEOC Logistics Chief. **(See *Organizational Chart in SEOP Base Plan*).**
2. **Federal Resources:** When ESF 7 anticipates or has a need for resources not otherwise available, action will be taken to secure such resources through the *National Response Framework* (NRF) or some other federal source. This request should be coordinated through the SEOC Operations Chief and Logistics Chief, as required.
3. **Contracts and Contractors:** Resources that are available through ESF 7 may, at times, best be obtained through a contractor. Agency(ies) contracts may be utilized or access to State of New Hampshire or private sector contracts may be granted through coordination with ESF 7. Contractual personnel may not be used to supplant state assets/resources.

### Notification

1. HSEM will notify the lead agency points of contact when there is an immediate or anticipated SEOC activation requiring ESF 7 representation.
2. The lead agency will then notify the support agencies and determine coverage for the ESF 7 desk in the SEOC.
3. ESF 7 agencies will make notifications to their appropriate regions, districts, local offices, etc.
4. The above notification process will be utilized for all phases of activation and activities in which the ESF 7 will be involved.

### Event Reporting

1. WebEOC will be utilized, to provide continuous situational awareness.
2. Position logs should be maintained by each ESF agency in sufficient detail to provide information on activities taken during the event.
3. Agencies are also expected to keep their lead agency updated upon all activities and actions.
4. The lead agency will be responsible for making periodic reports to the Operations Section Chief on activities taken by the ESF during the event and assure the actions are properly documented.



5. Lead and support agencies must maintain financial records of all activities and costs during the event. The records will be turned into the lead agency when requested.

## **ESF Actions**

### **Prevention/Preparedness Actions**

1. Maintain situational awareness, through coordination with ESF 7 support agencies, for current inventories of available resources.
2. Participate in state exercises or conduct an exercise to validate this Annex and supporting SOPs.
3. Support the Emergency Management Assistance Compact (EMAC) and International Emergency Management Assistance Compact (IEMAC), including training of ESF on EMAC/IEMAC responsibilities and pre-identification of assets, needs, and resources that may be allocated to support other states/provinces.
4. Annually review the U.S. Department of Homeland Security Core Capabilities and integrating tasks as appropriate.
5. Integrate NIMS principles in all aspects of planning for ESF 7.
6. Maintain notification systems to support emergency/disaster response.
7. Maintain personnel listings and resource contacts in a state of readiness appropriate to existing and anticipated emergency conditions.
8. Maintain inventory and availability of all state-owned facilities that may be utilized in an emergency.
9. Ensure training and personnel rosters for assignment to the SEOC during activation are up to date. Prepare sufficient personnel for an extended and/or 24-hour activation period.
10. Ensure standard procurement and reimbursing procedures are followed. Establish and maintain contracts where necessary.

### **Response Actions**

1. Assign and schedule sufficient personnel to cover an SEOC activation for an extended period of time.
2. Provide information and status on lines of transportation to SEOC Operations via WebEOC.
3. Provide updates and briefings for personnel reporting for ESF 7 duty.
4. Notify ESF 7 counterparts in the threatened or impacted areas.
5. Generate information to be included in SEOC briefings, situation reports, and/or action plans.
6. Consult with other ESFs that may need support of ESF 7.
7. Consult incident-specific annexes for specialized actions.
8. Support requests and directives resulting from a Governor's State of Emergency Declaration and/or Presidential Disaster Declaration.



9. Evaluate and fulfill resource support requests for threatened/impacted area. Coordinate requests with SEOC Logistics Chief.
10. Anticipate impact and assess initial reports to identify potential resource needs.
11. Plan for and establish relief resources to replace or rotate committed resources for extended operations.
12. Maintain a tracking system for all acquired resources, including management reports.
13. Implement or develop state contracts to meet emergency needs, as required.
14. Coordinate movement of equipment and personnel with ESF 1.
15. Coordinate the location and use of storage sites as staging areas for the deployment of personnel, assets, and materials (including food, equipment, medical supplies, etc.) into the affected area.
16. Prepare for the arrival of and coordination with FEMA ESF 7 personnel, as appropriate.
17. Coordinate federal contracts and resource support, as required or needed.
18. Prepare damage assessment documents to be submitted to HSEM and other appropriate ESFs/agencies.
19. Generate information to be included in SEOC briefings, situation reports, and/or action plans.
20. Evaluate the probability and time period of the recovery phase for the event. Continue development of an "After-Action Report" for ESF 7.
21. **Radiological Emergency Preparedness Actions**  
Refer to the ESF 7 section of the *NH Radiological Emergency Response for Nuclear Facilities Incident Annex, Attachment A – Implementing Procedures for State Agencies*.

### Recovery Actions

1. Maintain and disseminate information and status of resources and contracts to SEOC Operations via WebEOC.
2. Continue to coordinate activities and requests with partner ESFs.
3. Prepare for arrival of and coordinate with FEMA ESF 7 personnel, as appropriate.
4. Generate information to be included in SEOC briefings, situation reports, and/or action plans.
5. Ensure ESF 7 lead and support agencies document event-related costs for any potential reimbursement.

### Mitigation Actions

1. Provide input to the State Hazard Mitigation Plan, as needed.
2. Support and plan for mitigation measures including monitoring and updating mitigation actions in the State Hazard Mitigation Plan.
3. Support requests and directives from the Governor and/or FEMA concerning mitigation and/or redevelopment activities.



## Responsibilities

### General

1. Agencies will provide Subject Matter Experts (SMEs) to support ESF 7 in the SEOC.
2. Agencies will maintain inventories/databases, status of availability, and procedures to obtain access to and use of their resources and contracts.
3. Participate in the evaluation and mission assignment of ESF 7 resource requests submitted to the SEOC including resources that are available through mutual aid agreements, compacts, contracts, etc.

### Agency Specific

#### Lead Agency:

#### NH Department of Administrative Services (DAS)

1. Identify, train, and assign personnel to staff ESF 7 in the SEOC.
2. Notify all ESF 7 supporting agencies upon activation.
3. Assign personnel to the ESF 7 duty schedule at the SEOC.
4. Maintain up-to-date information on state contracts, resources, and state-owned facilities, including 24-hour points of contact.
5. Maintain inventory tracking system for resources requested and utilized during an emergency. Track expenses associated with resources utilized.

#### Support Agencies

1. **All other State Agencies**
  - a. Provide subject matter experts for specialized requirements.

## Coordination with Other Emergency Support Functions

ESF 7 will coordinate with other ESFs through the SEOC by:

1. Notifying organizations of available resources.
2. Providing availability of subject matter experts for specialized requests.
3. Notifying ESFs and support agencies of any pertinent information that may affect their ability to carry out missions/tasks.

## Mutual Aid

Lead and support agencies will maintain up-to-date agreements and Memoranda of Understanding (MOU), Letters of Agreement (LOA) with various other agencies, regions, states, or countries, as appropriate.

Each agency is responsible for keeping these documents updated and with appropriate points of contact. Support agencies should keep the lead agency informed of any such agreements which may impact resources or capabilities during an emergency incident.

The State of New Hampshire also maintains agreements and mutual aid compacts on behalf of various organizations. These may be activated as the situation warrants.





## Resource List

### Equipment

1. Fleet Management: [http://sunspot.nh.gov/fleet\\_management/index.asp](http://sunspot.nh.gov/fleet_management/index.asp)

### Contracts

1. Procurement: <http://sunspot.nh.gov/procurement/default.aspx>
2. Statewide: [https://das.nh.gov/purchasing/contracts\\_posteddte.asp?sort=cna](https://das.nh.gov/purchasing/contracts_posteddte.asp?sort=cna)

## Attachments

### Plans/Procedures, Etc.

1. Standard Operating Guide 200-2

### Mutual Aid Agreements

1. Emergency Contracts List (maintained by Admin Services)

## Record of Update

Date	Title and Agency of ESF Lead Approving Update