

**Emergency Support Function #7
Resource Support and Management**

Lead Coordinating Agency: Green County Emergency Management

Support Agencies: Green County Sheriff's Office
Municipal Police Departments
Green County Highway Department
Municipal Public Works Departments
Green County Accounting Office
Green County Clerk's Office
Green County Corporation Counsel

I. INTRODUCTION

A. Purpose

The purpose of this ESF provides the mechanism by which Green County coordinates requests from the Incident Commander or other response/recovery entities for county, local, private sector, and volunteer resources prior to, during and after emergencies or disasters.

B. Scope

Support involves coordinating the provision of resources to county organizations during the immediate response to a major disaster or terrorist act and into the response and recovery activities. Coordination includes the effort and activity necessary to evaluate, locate, procure, and provide facilities, material, services, and personnel.

II. POLICIES

A. Medical resources are managed in ESF #8 and Communication resources are managed in ESF #2 unless specifically requested.

B. During a state of emergency either ordered by the governor or local government, response efforts will operate in accordance with Wisconsin Statute – Chapter 323, notably Subchapter II, Powers or Duties related to Emergency Management. Portions of this subchapter that are pertinent, but not limited to resource support are as follows:

In accordance with State Statute 323.15; “The emergency management plans shall require the use of the incident command system by all emergency response agencies, including local health departments, during a state of emergency declared under s.323.10 Declaration by Governor or 323.11 Declaration by Local Government.”

In accordance with Wisconsin State Statute 323.14 (3) (b) During a state of emergency declared by the governor, a local unit of government situated within the area to which the governor's executive order applies may employ personnel, facilities, and other resources consistent with the plan adopted under sub. (1) (a) 1. or (b) 1. to cope with the problems that resulted in the governor declaring the emergency. Nothing in this chapter prohibits local units of government from employing their personnel, facilities, and resources consistent with the plan adopted under sub. (1) (a) 1. or (b) 1. to cope with the problems of local disasters except where restrictions are imposed by federal regulations on property donated by the federal government.

In accordance with Wisconsin State Statute 323.15 (4) POWERS DURING AN EMERGENCY. During a state of emergency declared by the governor, the head of emergency management for each local unit of government, on behalf of his or her respective local unit of government, may contract with any person to provide equipment and services on a cost basis to be used to respond to a disaster, or the imminent threat of a disaster.

In accordance with Wisconsin State Statute 323.20 Emergency use of vehicles. In responding to an official request for help during any declared state of emergency, any person may operate a boat or any motor vehicle, including a snowmobile, all-terrain vehicle, or utility terrain vehicle, that is not registered in this state.

In accordance with Wisconsin State Statute 323.41 Liability of state or local unit of government. (1) EMPLOYEE OF LOCAL UNIT OF GOVERNMENT. An employee of a local unit of government's emergency management program is an employee of that local unit of government under ss. 893.80, 895.35, and 895.46 for purposes of any claim, unless the responsibility related to a claim under ss. 893.80, 895.35, and 895.46 is assigned as provided under s. 66.0313 or under an agreement between the local unit of government and the state or another local unit of government.

State Statute 323.41 (3) LOCAL UNIT OF GOVERNMENT VOLUNTEERS. (a) Except as provided in par. (b), an individual who registers in writing with a local unit of government's emergency management program to provide his or her own labor without compensation, other than reimbursement for travel, lodging, or meals, during a disaster, an imminent threat of a disaster, or a related training exercise is considered an employee of the local unit of government under ss. 893.80, 895.35, and 895.46 for purposes of any claim relating to the labor provided. (b) This subsection does not apply to an individual's provision of services if s. 257.03 or 323.45 applies. (4) EXCEPTIONS. This section does not apply if the person's act or omission involves reckless, wanton, or intentional misconduct.

In accordance with Wisconsin State Statute 323.43 323.43 Bearing of losses. Subject to s. 323.42, any loss arising from the damage to or destruction of government-owned equipment utilized in any authorized emergency management activity shall be borne by the owner of the equipment.

In accordance with State Statute 323.45 Providers of equipment and other items.

(1) Except as provided in subs. (2) and (4), no person who provides equipment, materials, facilities, labor, or services is liable for the death of or injury to any person or damage to any property caused by his or her actions if the person did so under all of the following conditions: (a) Under the direction of the governor, the adjutant general, the governing body, chief or acting chief executive officer, or head of emergency management services of any local unit of government or federally recognized American Indian tribe or band in this state, the department of health services if that department is designated by the governor under s. 323.10, or the local health department acting under s. 251.05 (3) (e). (b) In response to enemy action, a disaster, or a federally declared state of emergency or during a state of emergency declared by the governor.

(2) This section does not apply if the person's act or omission involved reckless, wanton, or intentional misconduct. (3) This section does not affect the right of any person to receive benefits to which he or she otherwise would be entitled under the worker's compensation law or under any pension law, nor does it affect entitlement to any other benefits or compensation authorized by state or federal law. (4) (a) This section does not apply to a person's provision of services if s. 257.03 or 323.41 applies. (b) This section does not apply to a person's provision of facilities if s. 257.04 or 323.44 applies.

C. Request for National Guard Assistance

- a. All local and county resources must be committed and mutual aid resources also must be committed or exhausted.
- b. By state Statute only the following may ask for National Guard assistance; any mayor of a city, president of a village, chairman of a town, county sheriff or U.S. Marshall.
- c. The requests for National Guard Assistance must be brought to the Green County Emergency Management Office.
- d. The Green County Emergency Management office will then contact Wisconsin Emergency Management.
- e. Refer to Attachment #1 & 2 SOP for Local Officials to Request National Guard Assistance.

III. CONCEPT OF OPERATIONS

A. General

1. During a major disaster or terrorist act, the Green County EOC, in accordance with ESF #5, will be activated to coordinate the response of Green County government and to support the incident commanders with evaluation, planning, and information and resource management.
2. Following Incident Command protocol, resources will only be provided upon the request of recognized field command personnel, such as an Incident Commander, Sheriff, Fire Chief, Police Chief or upon the direction of the EOC Supervisor. Requests will be prioritized.
3. County departments and agencies will use their resources and equipment during emergencies, and will maintain control over the management of these resources when such resources are needed to respond to the emergency.
4. The ICS/Resource Unit/Logistics Section supports response and recovery operations by coordinating, managing and assisting the affected organization in acquiring resources requested by the impacted county agency and/or local jurisdiction at the incident. Resources provided to the requesting organization (personnel and equipment) stay under the administrative control of their (the resource owner) agencies. Operationally, they respond to mission assignments under the coordination of the Incident Commander/Operations Section Chief at the incident.
5. Issuance of a local disaster declaration as part of the process to obtain resources from Wisconsin State Emergency Management and consideration of a state disaster declaration.
6. If the governor declares a State Disaster Declaration, all state resources become available; including reimbursement to the state agency for operating costs related to the disaster.
7. If the disaster is large enough the President of the United States may issue a Federal Declaration. Federal resources will be available through different programs, such as FEMA, including expertise, equipment and funding.
8. As the event begins to conclude, the EOC may close, however the Emergency Management staff will continue to provide coordination services to support resource needs. Refer to ESF #5.
9. The County and all responding organizations must keep accurate records of all their costs related to an incident. The type of disaster declaration for the incident determines whether or not state and federal funds will be made available to reimburse the responding organization.
10. During recovery activities, leading officials may make resource requests.

B. County-Level Response ICS Support Structure

1. Green County ESF #7 operates under the direction of Green County Emergency Management using the Incident Command System (ICS). Under ICS, the Logistics Unit, implements ESF #7 as directed by the EM Director/EOC Manager. It supports the county response/recovery efforts by locating, coordinating and managing needed resources and services. Resources include personnel, facilities, and equipment; it also tracks and monitors costs related to the event and, charges costs to the appropriate agencies or level of government.
2. County Operations
 1. The Logistics Unit has responsibility for three functional areas: Resource Identification, Resource Acquisition, and Logistical Support. The principle activities for each functional area are:
 - a) Resource Identification; Using FEMA Tier 1 resource typing definitions, identify, type, and inventory resources by material or services provided
 - b) Resource kinds are divided into 10 subcategories to define more precisely the capabilities needed to meet specific requirements. Documents are available at <http://www.fema.gov/emergency/nims/ResourceMngmnt.shtm#item9> and on Esponder.
 - 1) Animal Health Emergency
 - 2) Emergency Medical Services
 - 3) Fire and Hazardous Materials
 - 4) Incident Management
 - 5) Law Enforcement
 - 6) Mass Care (Coming Soon)
 - 7) Medical and Public Health
 - 8) Pathfinder Task Forces
 - 9) Public Works
 - 10) Search and Rescue
 2. Inventory and categorize, by material or services provided, facilities, equipment, personnel and systems available to support emergency operations.
 3. Develop plans, procedures, and protocols for ESF#7 in accordance with the National Incident Management Systems (NIMS).
 4. Develop a resource management system to track resources acquired to support the incident. At minimum the tracking system should provide information identifying the owner, type of equipment/resources, start/end date, support needed, status of resource, special needs and daily operational costs. This excel document is available from Green County Emergency Management and on Esponder (home-top level; resource catalog info).

3. Resource Acquisition

- a) Initial resource requests are made by the local/county or tribal government to their mutual aid partners, local governments, or volunteer and private sector sources within the region. If the request cannot be filled through these efforts, the EOC Logistics Section contacts the State (Duty Officer or MAC Group Resource coordinator) for assistance in obtaining the resource. The request includes the item name, when it's needed, for how long and where it's to be delivered. If the EOC has not been activated requests for state or Federal resources must be made by the Green County Emergency Management Office.
- b) The State (Duty Officer or MAC Group Resource Unit) reviews the resource request against all available type resources. When a resource is located, the requester is told the cost of the resource (if any), who will pay for it (if there is a cost involved), and who is responsible for getting and returning the resource and when it will be returned. If the requester agrees to the conditions, arrangements are made to get the resource to the requesting party. All resource acquisition/assignments are approved by the State (OIC or other designated authority) to insure it does not negatively impact the overall Incident Action Plan.
- c) If the resource is not available, the State (Duty Officer or MAC Group Resource Unit) attempts to locate a similar or equivalent resource for county use.

4. Logistical Support

- a) Provide logistical support to the operational needs of county personnel at their location (supplies, housing, transportation, etc.)
- b) Develop and implement procedures for the procurement of resources to support and expedite response/recovery operations.
- c) Coordinate the movement of supplies and resources from staging, warehouse and other sites to the required location.
- d) Prioritize and coordinate the distribution of supplies and equipment to the incident location.
- e) County ICS/Resource Unit/Logistics is responsible for coordinating the distribution of supplies, resources and equipment for response/recovery operations.
- f) The EM Director designates a contract and purchasing officer to purchase and contract for needed services, resources and equipment within statutory limits for the response/recovery effort.

C. Phases of Emergency Management

The following activities will be performed by county agencies and private organizations as appropriate.

Mitigation/Preparedness Activities

1. Organizations will retain sufficient quantities of their resources in reserve to meet organizational needs based on hazard specific studies. Refer to Green County All Hazards Mitigation Plan.
2. Establish mutual aid and local agreements.
3. Green County Emergency Management will maintain and regularly update a county resource directory, which identifies the resources, vendor/agency and phone numbers necessary to procure the resource. This list will contain resources for the most commonly used or anticipated resources to combat hazards in the county as identified in the county hazard analysis. Upon activation of the EOC this list will be made readily available. This list is also provided to the Green County Sheriff's Office and the Monroe Police Departments.
4. Develop methods and procedures for responding to and complying with requests for resources.
5. Establish pre-planned contracts where necessary to ensure prompt support from vendors during emergencies.
6. Develop procedures for reimbursing private vendors for services rendered.
7. Develop a county-wide logistics plan and coordinate with ESF 5 to support logistics operations.
8. County and municipalities should ensure that resolutions/policies are in place to provide emergency funding and relax bidding regulations during emergencies.
9. Personnel with supervisory, command level responsibility or who may be working in the EOC from county agencies, municipalities, villages and cities, should registered on Esponder and request permission to access the Green County site. The State may require state assets to be requested from the site as well as obtaining the county's emergency plans and other emergency planning resources.
11. Participate in exercises and trainings, such as Incident Command and other specialized training to support ESF 7 and the Green County Emergency Response Plan for the purpose of developing and testing abilities to ensure effective response to various types of emergencies.

D. Response Activities

1. Implement a resource tracking and accounting system, including management reports and ICS forms.
2. Assess initial reports to identify potential resource needs.
3. Coordinate with the Public Information Officer/JIC in accordance with ESF #15.
4. Locate, procure, and issue from available sources the resources necessary to support emergency operations to include coordination with the county/region to identify prospective staging areas, warehouses, or other facilities that are available to support the response.
5. Coordinate with the Situation Unit on all logistical support activities.
6. Coordinate, with WEM if necessary, for personnel deployment in support of emergency logistics operations.
7. Coordinate with ESF13 to evaluate warehouse security requirements and security.
8. A transportation system will be established by the resources coordinator to receive and distribute them as needed.
9. Provide for the storage, maintenance and replenishment/replacement of essential equipment and materials to the designated Staging Area.
10. Provide for the deployment, recall and monitoring of the use of resource equipment at the Staging Area.
11. Provide an alternate storage area for unsolicited resources and donations.
12. Set priorities on available resources and implement resource controls to restore essential services.

E. Recovery

All Agencies

1. Continue response activities, as needed.
2. Continue to maintain effective communications with all agencies.
3. Reassign or dismiss response agencies and resources as needed.
4. Rehabilitate or restock resources to a state of readiness.

5. Review contracts made for goods and services with staff (e.g.. Green Corp. Counsel) to ensure legality and soundness of any contracts made.
6. Issue media releases with guidance to help protect the public from inappropriate business practices.

IV. RESPONSIBILITIES

A. All Agencies

1. Establish internal process for adequately documenting all resources used and personnel deployed during operations, including time, cost, nature and incidents of deployment. Reports must be given to Green County Emergency Management.
2. All primary and support agencies will operate under NIMS and the Incident Command System and ensure personnel are properly trained in ICS and EOC operations. Volunteer agencies, along with their volunteers will also operate under NIMS and ICS and use plain language – no ten codes.
3. All agencies responding the emergency/disaster will document all costs associated with response and recovery activities (separate from normal, daily work) in the event that state and federal reimbursement becomes available
4. Clearly mark identifying information on all equipment and supplies. If these are not clearly marked, there is no assurance that they will be returned to the appropriate agency.
5. All persons ordered to respond to the command post, EOC, the actual scene itself, or in any way responding to the emergency must register in writing. Refer to the policy section; Wisconsin State Statutes 323.40 and 323.41.
6. All agencies providing services to the emergency/disaster shall participate in an after action review. These agencies should also review and make any necessary updates/improvements to their emergency plans and assist making updates/improvements to the county's emergency response plans.

B. Primary Agency – Green County Emergency Management

1. In accordance with ESF #5, maintain the primary Emergency Operations Center (EOC) with appropriate equipment, consumables, resource lists and staff.
2. Maintain liaison with support agencies, the business community, volunteer organizations, Wisconsin Emergency Management (WEM) and the FBI.
3. Train and exercise personnel and EOC staff in EOC operations and resource management activities.
4. Develop a procedure for field personnel to register and release emergency workers at a disaster site and to coordinate and document their activities (e.g. training, responsibilities, injuries, equipment). Utilizing wrist bands, and ICS forms.
5. Analyze personnel and equipment requirements to meet potential hazards and maintain a resource directory.
 - a) This directory will include, but is not limited to, county owned resources, resources from local businesses, industry and other agencies.
 - b) Directory will identify main and alternate contacts with their business and home phone numbers.
 - c) Directory will contain contacts of state agencies, such as DNR, Level A Hazmat Teams, Dept. of Health Services, etc.
6. Implement a system to record, direct and track all resources (including hours donated by volunteer laborers) being activated and all associated costs.
7. Identify and obligate contractors for site remediation.
8. Maintain appropriate resources to meet routine operational requirements.

C. Support Agencies

Green County Sheriff's Office and Municipal Law Enforcement

1. Assume appropriate role in the ICS and communicate with proper authority in the Command Post (CP)/EOC. Provide reports, and initiate response and mitigation operations.
2. Identify and prioritize immediate and potential needs and problems.
3. Provide security at facilities and or staging areas in which additional resources are held in accordance with ESF#13.
4. Establish and maintain field communications and coordination with other responding emergency teams and ESF 6 primary agencies.
5. Assist in recovery activities.

Green County Highway Department and Municipal Public Works

1. Provide logistical support for operations; fueling and maintenance to motorized equipment, electrical power and lighting, special transport, heavy equipment, loading and unloading.

Green County Accounting Office

1. Serve as lead agency for financial monitoring and management for operations.
2. Provide cost analysis and financial summaries to Emergency Management or to the EOC, if activated, as needed.
3. Ensure adequate documentation of all expenditures to support financial adjustments such as budgets, reimbursements etc. liability claims, personnel matters and disaster relief programs.

Green County Clerk's Office

1. Ensure adequate documentation of resources and operations to support liability claims, personnel matters etc.
2. Delegate authority to department director for the purchase or lease of emergency supplies and /or equipment for the protection of life or property.
3. Recruit or transfer personnel for emergency employment.
4. Provide administrative personnel for typing, registering persons and property, answering inquiries, receptionist, telephoning, or other emergency related duties.

Green County Corporation Counsel

1. Corporation Counsel will review contracts made with outside agencies and contractors providing services.

Volunteer Agencies

1. Volunteers will come forward to help perform essential tasks. Volunteers will be identified and cleared, assigned, and operate under the authority of the supervisor for which task they are assigned.
2. Volunteers shall adhere to all professional and legal standards in the performance of duties.

V. PLAN DEVELOPMENT AND MAINTENANCE

- A. Green County Emergency Management is responsible for the initial development and distribution, periodic review, and the updating of ESF-7 and its attachments. Each agency/service with emergency assignments is responsible for assisting with the development and maintenance of their own portion of this ESF, the appropriate attachment, and their own SOGs. Each agency/service is also responsible for assigning personnel, equipment and providing training necessary to carry out emergency functions. All ESF-7 primary agencies shall annually provide current personnel/equipment resource lists and a copy of the SOGs relating to emergency response, to Green County Emergency Management.

- B. This ESF will be reviewed at least annually and updated based on deficiencies identified by drills and exercises, post-disaster critiques, self-assessments, audits, administrative reviews, changes in local, state or federal government structure and regulations, technological changes or any other reasons that necessitate revisions. Copies will be furnished to all affected entities/agencies and updates will be furnished to copyholders of record.

VI. REFERENCES

- A. See Basic Plan

- B. Wisconsin Statutes –Chapter 323

- C. County Resource List

- D. Green County All Hazards Mitigation Plan

- E. NIMS Resource Typing:
<http://www.fema.gov/emergency/nims/ResourceMngmnt.shtm#item9>

VII. ATTACHMENTS

- A. Information and Guidance Memo 9/3/10 – Policy for Requesting National Guard Assistance- Updated

- B. SOP for Local Officials to Request Wisconsin National Guard Assistance.



STATE OF WISCONSIN
DEPARTMENT OF MILITARY AFFAIRS
DIVISION OF EMERGENCY MANAGEMENT

Michael T. Hinman
Administrator

Jim Doyle
Governor

INFORMATION & GUIDANCE MEMO
09-03-10

DATE: September 17, 2010
TO: County Emergency Management Directors
FROM: Michael T. Hinman, Administrator
SUBJECT: **POLICY FOR REQUESTING NATIONAL GUARD ASSISTANCE-
UPDATED**

To clarify the conditions under which the Governor may commit any part of the Wisconsin National Guard, please refer to this Standing Operations Procedure (SOP) for requesting National Guard Assistance and a brief explanation as to the correct and appropriate use of the National Guard. (See Attachment)

County emergency management directors are advised to include the SOP as an appendix to the appropriate annex in the county's Emergency Operations Plan or Emergency Support Functions. WEM recommends that county emergency management directors share and discuss this memo with county board chairpersons, executives, administrators, sheriffs, mayors, village presidents and town chairpersons within their county.

This policy supersedes all previously issued memoranda or SOPs issued on this subject.

DISTRIBUTION:

Brig Gen Donald P. Dunbar, TAG
WEM Staff

* Previous I&G Memo – 09-02-10 – HMEP Planning Grant

**STANDING OPERATING PROCEDURE
FOR LOCAL OFFICIALS TO REQUEST WISCONSIN NATIONAL GUARD
ASSISTANCE**

When a request is made for Wisconsin National Guard assistance, certain essential information about the emergency and the desired form of Guard assistance is required by the Governor to assist in determining whether to authorize a mission. The situation must be extremely serious and clearly beyond the capability of the requesting agency and/or local government in order for the Guard to be committed.

To expedite requests for use of the Wisconsin National Guard the following procedure will be used:

When you wish to request the assistance of the National Guard contact your County Emergency Management Director, who will then contact the Wisconsin Emergency Management Duty Officer at 1-800-943-0003 (press option 2). Do not contact the Wisconsin National Guard directly. Provide the following information to the Duty Officer:

1. Your name, title, and telephone number or other appropriate contact information.
2. Name, title, agency and telephone number of the person whose authority is being used to request Wisconsin National Guard help. By statute, only the following may request the Wisconsin National Guard: any mayor of a city, president of a village, chairman of a town, county sheriff or a U.S. Marshal.
3. Description of the situation/event: Where is it occurring, when did begin, what has been impacted in terms of public health and safety, is critical infrastructure impacted, etc.
4. What is the Wisconsin National Guard needed for: describe the task or proposed assignment as specifically as possible. What will they be asked to do? When will they be needed?
5. What local and county resources are already committed? Have mutual aid resources been committed, what are they doing, are these resources fully exhausted? Is the county emergency management director on the scene?
6. If the Wisconsin National Guard is assigned to assist with this problem:
 - a. Where should the Liaison Officer report?
 - b. Who is the Incident Commander or local person in charge? What is the telephone number for the contact person?
7. If use of the Wisconsin National Guard is approved, are local authorities prepared to provide food and lodging, gasoline, oil, and lubricants for the Wisconsin National Guard personnel and their equipment?

The WEM Administrator or the Response & Recovery Bureau Director will discuss the request with appropriate personnel from the Wisconsin National Guard and a recommendation will be made to the Governor. If the request is approved, the WEM duty officer will advise the requesting local official and the Wisconsin National Guard will initiate contact with the designated local official or incident commander. Your full cooperation in utilizing this procedure for obtaining the assistance of the Wisconsin National Guard is important and will greatly expedite requests.

2400 Wright St. PO Box 7865 ----- Madison, WI 53707-7865 ----- 24 Hour Emergency Hotline 1-800-943-0003