Annex G:
Emergency Support Function #7 – Resource Management

August 2020

Coordinating Agency:

Hamilton County Emergency Management & Homeland Security Agency

Supporting Agencies:

Hamilton County Administration
Hamilton County Board of County Commissioners
Hamilton County Communications Center
Hamilton County Facilities Department
Hamilton County Purchasing Department
Hamilton County Office of Budget and Strategic Initiatives
Hamilton County Sheriff's Office
City of Cincinnati Fire Department – Emergency Management
City of Cincinnati Department of Finance
Freestore Foodbank
Ready2Recover
Salvation Army
Southwest Ohio Regional Transit Authority
Tri-State Community Organizations Active in Disaster

Introduction

Purpose

The purpose of Emergency Support Function (ESF) #7 – Resource Management is to provide logistical support and resource support to county and local entities involved in conducting emergency response and short-term recovery activities during and after disasters to meet the emergency needs of Hamilton County, OH. The main way this will be accomplished is by filling resource requests. ESF #7 also serves as the Logistics Coordination Section Chief in the County's emergency operation's center (EOC). This Annex describes the operational components as well as roles and responsibilities of the agencies necessary to fulfill the duties of ESF #7.

Scope

ESF #7 serves to coordinate activities related to providing logistical and resource support for responding agencies in Hamilton County during the response and recovery phases of the emergency management cycle. This includes any pre-incident preparation, such as raising flood gates or making and placing sandbags to prepare for anticipated flooding. During and shortly after the incident, ESF #7 is responsible for coordinating resource and logistical support, as requested, to supplement on-scene operations.

Activities of ESF #7 include managing resource requests, prioritizing requested resources, tracking resources, locating resources, acquiring resources, supporting the transportation of resources, supporting the distribution of resources, establishing staging areas, supporting resource sustainment, obtaining resources needed for the EOC, and supporting demobilization.

Situation

In addition to the Hamilton County Emergency Operations Plan (EOP) Basic Plan, this annex is based on the following:

Local Resources are Utilized First.

- Resource management starts locally and progresses to also include the county, then the state and the national level as required when the response and recovery effort exceed local capacity.
- Local jurisdictions and organizations first employ local resources.
- Then mutual aid or other existing agreements should be utilized in coordination with protocols already in place. Purchasing additional resources may also be utilized.
- To supplement these efforts, additional resources may be requested by the county, state or federal level.

Existing Tools and Systems are Used for Identifying County Resources.

- Hamilton County utilizes existing tools and systems to locate potential resources and their points of contact.
- These tools and systems include but are not limited to:
    - Resource lists: Detailed in Raven 911 and Archibus.
    - Contact information for partners: Hamilton County Emergency Management & Homeland Security Agency (EMHSA) staff maintain contacts. EOC team partners are detailed in a spreadsheet.

Resources will be Dispatched Using Existing Systems.

- Resources will be dispatched using existing systems.
- Hamilton County has three public safety answering points (PSAPs) which dispatch resources. In addition, multiple departments have a dispatch capability for department resources. Some operate 24 hours a day; others have specific operating hours and are supplemented by other facilities.
- If the resource request goes beyond the scope of one of these dispatch centers, the resource will be sent to the EMHSA or the Hamilton County EOC, if activated.

Voluntary, Nonprofit and Faith-Based Organization Resources may be utilized.

- There are many voluntary, nonprofit and faith-based organizations located in Hamilton County including but not limited to the American Red Cross, the Salvation Army, Catholic Charities, St. Vincent de Paul, Crossroads Church, Freestore Foodbank, Matthew 25 Ministries and numerous others.
- The region utilizes an organization called Tri-State Community Organizations Active in Disaster (Tri-State COAD) as one way to interface with voluntary, nonprofit and faith-based organizations or groups in the area.
- Tri-State COAD is a membership-based organization that serves as the forum where organizations from the Southeast Indiana-Northern Kentucky-Southwest Ohio Region share knowledge and resources throughout the disaster cycle to help disaster survivors and their communities.
- Additionally, EMHSA takes steps to engage with established voluntary organizations in the area by reaching out to established voluntary organizations. A list of these organizations is maintained by EMHSA in the comprehensive voluntary organizations list spreadsheet.

Private Sector Resources may be utilized.

- There are many business and companies located in Hamilton County including but not limited to Kroger, Proctor & Gamble, Macy's, Fidelity Investments, Heater Meals and numerous others.
- Ready to Recover (R2R) is a public, private and non-profit collaboration across the Greater Cincinnati/Northern Kentucky area that seeks to support community resilience.

National Incident Management System (NIMS) concepts are utilized.

- Resources will be categorized using NIMS resource typing, as appropriate.

County Personnel may be utilized to Supplement as Volunteers.
• During a declared emergency, EMHSA and Hamilton County Public Health may request volunteers. County employees from other departments may be utilized as volunteers. Training will be provided as appropriate.

Assumptions

Planning requires assumptions based on statistics, history, behavior patterns and likely future trends. The following assumptions were made as consideration for ESF #7:

- Response agencies will work within their existing city, county, or regional plans and partnership agreements to meet the identified resource needs of disasters. This may include utilizing internal agency resources, mutual aid agreements, established contractual service agreements, memorandums of understanding, or other agreements that provide resources.
- During a large-scale incident, local resources may be quickly overwhelmed, requiring requests for outside resources.
- Any disaster situation is beyond the scope of a routine response and will likely require additional resources.
- Disasters have an immediate impact on local, county and state resources resulting in shortages of vitally needed supplies.
- Resources located outside of the impacted area(s) will be directed to fulfill the resource needs for responding to the incident.
- Some resources may not be available due to being damaged by the hazard or may not be able to be transported to the impacted site due to debris and damage from the hazard.
- Specialized equipment and services may be required to save lives and protect and restore property during response and recovery operations.
- The expeditious identification, procurement, and allocation of resources is vital to ensure effective emergency operations.
- During a large-scale disaster, it is likely there will be several resource requests. Resource requests will be prioritized based on the priorities of the incident.
- Resources will be pre-positioned for effective and efficient deployment when applicable.
- Response agencies should plan to have the necessary resources to sustain themselves for the first 24 hours of an emergency response.
- Aid will be available from state/and or federal organizations in the event that the response exceeds the capability of county and local resources.

Concept of Operations

ESF #7 serves as the Logistics Coordination Section Chief for the Hamilton County EOC. The Logistics Coordination Section supports operational activities through the provision of supplies, equipment, facilities, personnel, mutual aid, services and other support necessary for disaster response and recovery. In addition to the activities outlined in this section, ESF #7 will manage the logistics coordination section in the County's EOC. This includes overseeing the Resource Unit Leader, ESF #2 – Communications, the Volunteer Management Unit, the Donations Management Unit, and the Private Sector Unit. The responsibilities of these positions can be found in the Hamilton County EOC Manual and supporting position checklists.

ESF #7 Activities	
1.	Managing Resource Requests
2.	Prioritizing Resource Requests
3.	Tracking Resources
4.	Locating Resources
5.	Acquiring Resources and Purchasing, if necessary

ESF #7 Activities	
6.	Supporting the Transportation of Resources
7.	Supporting the Transportation of Displaced Individuals and Households
8.	Supporting the Distribution of Resources
9.	Establishing Staging Areas and Supporting Resource Sustainment
10.	Obtaining Resources Needed for EOC Operations
11.	Supporting Demobilization of Resources

Managing Resource Requests

The Logistics Coordination Section/ESF #7 is responsible for managing and documenting resource requests. Resource requests may be communicated verbally over the phone or radio or in writing using email, WebEOC, a form or a survey tool. In the EOC, requests may come to Logistics Coordination Section/ESF #7 through the Operations Coordination Section, another ESF, dispatch, or directly from the requesting jurisdiction or agency. At the onset of an EOC activation, ESF #7, in consultation with the EOC Coordinator, will establish the process for receiving and documenting requests.

All resource requests must be documented. This may be done using forms, an excel document, WebEOC, a survey tool, some other method or a combination of methods. The Hamilton County EMHSA or the Logistics Coordination Section/ESF #7, if the EOC is activated, will determine what information needs to be documented and how this information will be documented based on the resource(s) being requested, number of requests, duration of the event and incident information. Gathering needed information as well as documenting the request, the status of the request and the status of the resource being used to fill the request are related and may use be accomplished through the same documentation process. Upon the initial request for a resource, the following information should be gathered as appropriate.

Information to Gather and Document During Resource Requests (As Applicable)	
• Date and time the request was made, • Name, title, organization and contact information for the person requesting the resource, • Problem to be resolved/task to be accomplished, • Description of the resources using plain language, • Indicate whether the requested resource is typed using NIMS,	• Quantity needed, • Suggested or suitable resources, • Any support requirements for the resource, • Any special shipping instructions, if applicable, • Date and time the resource is needed, • Priority level, and • Delivery location and point of contact for delivery.

Part of managing resource requests is determining if the request fits under the purview of the objectives the EOC is working to accomplish and prioritizing all resource requests received. More about prioritization in the next section.

Prioritizing Resource Requests

If multiple resource requests are received or if there are not a sufficient amount of resources to fill all requests, resources requests will need to be prioritized. The Logistics Coordination Section/ESF #7 in consultation with the EOC Coordinator, EOC Policy Group, and/or County Leadership, as applicable, will establish priorities. Prioritization strategies may include determining who receives resources (i.e. during some disasters it may be determined that not all resource requests can be filled by the County), prioritizing when requests are filled (i.e. which requests are filled first) or limiting the amount of resources filling individual requests. The following shall be considered when establishing priorities:

- Overall incident priorities
- Operational period objectives
- Overall incident information
- Severity of the impacts

- The amount of resources available
- Guidance from subject matter experts

- The urgency with which the resource is needed.

To aid this effort, the requesting jurisdiction/agency should indicate the priority of the request and provide information to demonstrate the urgency of the need when submitting a request. The Logistics Coordination Section/ESF #7 will work to fill requests, as appropriate, following the established priorities.

Tracking Resources

Resources being utilized during emergency response and short-term recovery operations are tracked by the local jurisdiction or responding agency who is utilizing the resource. Upon a resource request being received, ESF #7 tracks the request. Additionally, the Logistics Coordination Section/ESF #7, or the Resource Unit Leader, if activated, is responsible for tracking the status of all resources filling requests through their demobilization. Resource status may be tracked using the same system being used to document the status of resource requests. Methods for tracking resource status include T-cards, white board or excel spreadsheet.

Information regularly changes throughout an incident. To ensure the most accurate information about requests and resources, any changes to the status of requests and resources should be communicated to ESF #7. To supplement this, ESF #7 may regularly communicate with the resources to verify their status. The frequency of the communication will occur based on the incident. The type of resource will drive what status information is tracked and how often status information is communicated. For example, an incident in which multiple Urban Search and Rescue Teams are requested will prompt the following information to be tracked: team mobilization, current operational location, current mission or assignment, estimated duration of the mission and demobilization of the team. Communication would likely occur at least every operational period. However, if supplies are being distributed to multiple organizations, the amount of supplies being requested, the amount of supplies in inventory, the amount of supplies being distributed, and the amount of supplies on order would be tracked. Regular communication to understand current quantities would occur; however, communication with each requesting agency would not need to be maintained after the supplies were received.

Locating Resources

The Logistics Coordination Section/ESF #7 is responsible for locating a potential resource to fill the request. Resources can be located from a variety of sources including local resources, agreements, procurements, donations, regional assets, and external resources outside of Hamilton County.

Resources may be provided through voluntary, nonprofit and faith-based organizations or groups. The Logistics Coordination Section/ESF #7, or the Voluntary Management Unit if activated, is responsible for maintaining situational awareness on the response and short-term recovery activities being done by these organizations and coordinating with these organizations to locate additional resources as needed. Tri-State COAD will coordinate with voluntary, nonprofit and faith-based organizations and advise on organizations who may be available to assist. Additionally, Tri-State COAD may serve as the Volunteer Management Unit, as requested.

Another source of resources is through the private sector. The Logistics Coordination Section/ESF #7, or the Private Sector Unit if activated, is responsible for coordinating with for-profit businesses and companies to locate additional resources and maintain situational awareness on their existing response and recovery efforts. R2R will coordinate with businesses and companies and advise on organizations who may be available to assist. Additionally, R2R may serve as the Private Sector Unit, as requested.

Donations and volunteers are resources that may be utilized. Affiliated volunteer organizations will be coordinate through the Logistics Coordination Section/ESF #7 or the Volunteer Management Unit if

activated as noted above. Additional information about how spontaneous volunteers and donations will be coordinated is detailed Hamilton County Spontaneous Volunteer Management Plan and the Hamilton County Donations Management Plan.

When locating a potential resource, multiple factors should be considered before proposing a solution. These factors include but are not limited to, availability, cost, the proximity of the resource to the response location and supporting needs or costs such as transportation support, feeding support and sheltering or storing support. There may be multiple potential resources located and the Logistics Coordination Section/ESF #7 is responsible for evaluating the options and presenting the most effective solution.

Additionally, while locating potential resources, the Logistics Coordination Section/ESF #7 may also need to vet products or vendors to ensure the quality of the resource. The Logistics Coordination Section/ESF #7 may consult with subject matter experts who are more familiar with the service or product being requested to evaluate quality. Once a potential resource is located, the proposed solution will be communicated and confirmed by the requesting jurisdiction/agency.

Throughout the response and short-term recovery effort, many business or organizations may preemptively reach out offering their products or services. As applicable, ESF #7 may document these resources and form a database of potential resources for future requests.
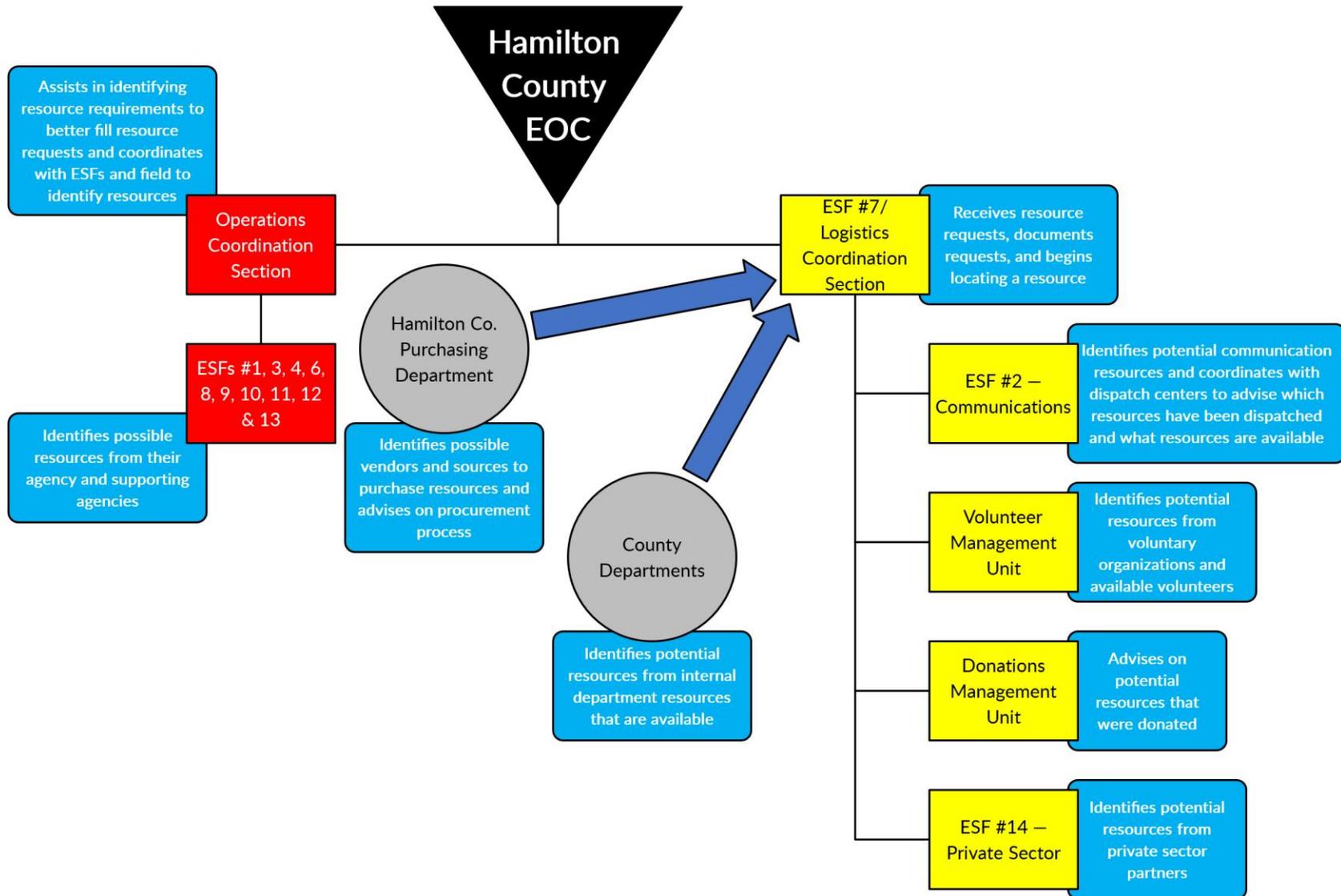
Acquiring Resources & Purchasing, if Necessary

Once the requesting jurisdiction/agency has confirmed that the resource will fulfill their need, actions will be taken to acquire the resource. Acquiring resources includes any actions needed to obtain the resource. Actions that may be taken include, but are not limited to:

- Purchasing the resource,
- Formally requesting the resource,
- Dispatching the resource,

- Supporting resource mobilization, or
- Accepting a donation.

In some instances, the Logistics Coordination Section/ESF #7 may locate a potential resource and the requesting jurisdiction or organization acquires the resource. For example, if a jurisdiction needed traffic cones, ESF #7 may locate a vendor and refer the jurisdiction to the vendor. The requesting jurisdiction/organization is responsible for paying for or purchasing the resource as applicable. It is the responsibility of the requesting jurisdiction/organization to follow their internal purchasing and financial procedures.

If Hamilton County or the EOC is purchasing the resource, the County will follow the emergency purchasing procedures outlined in the Ohio Revised Code and in the Hamilton County Purchasing Policy Manual. The Hamilton County Purchasing Department will provide guidance and advise on purchases made for the County. In some instances, the County may make purchases for the overall response effort. Before a purchase is made in the EOC, authorization from the requesting department, jurisdiction, or organization must be made prior to the purchase. Additionally, EOC, the Logistics Coordination Section/ESF #7 will coordinate with the Hamilton County Office of Budget & Strategic Initiatives and the Finance Coordination Section, if activated, and get approval to confirm funds are available. When making a purchase, it is important to track all costs and evaluate against the available budget.

Logistics Coordination Section/ESF #7 Locating Resources

Hamilton County EOC

Assists in identifying resource requirements to better fill resource requests and coordinates with ESFs and field to identify resources

Operations Coordination Section

ESFs #1, 3, 4, 6, 8, 9, 10, 11, 12 & 13

Identifies possible resources from their agency and supporting agencies

Hamilton Co. Purchasing Department

Identifies possible vendors and sources to purchase resources and advises on procurement process

County Departments

Identifies potential resources from internal department resources that are available

ESF #7/ Logistics Coordination Section

Receives resource requests, documents requests, and begins locating a resource

ESF #2 — Communications

Identifies potential communication resources and coordinates with dispatch centers to advise which resources have been dispatched and what resources are available

Volunteer Management Unit

Identifies potential resources from voluntary organizations and available volunteers

Donations Management Unit

Advises on potential resources that were donated

ESF #14 — Private Sector

Identifies potential resources from private sector partners

Supporting the Transportation of Resources

Depending on the resource, additional transportation support may be requested. For example, the region has multiple alternative care centers (ACC) which are trailers containing hospital equipment maintained by the Health Collaborative. If an ACC is requested, arrangements will need to be made for a F750 truck to pull the ACC to the requested location. The region has 24 F750 trucks that assist with transporting other trailers such as the decontamination trailers. Another example is that if outside resources such as incident management teams, are requested through the Emergency Management Assistance Compact (EMAC), transportation resources such as arrangements for rental cars may need to be arranged. The cost of supporting the transportation of resources should also be considered before selecting a resource.

Initially when a resource need is identified, resource requirements including how the resource will be transported should be considered by the requesting jurisdiction/organization. Upon making a resource request, any transportation needs or concerns should be communicated to the Logistics Coordination Section/ESF #7. The Logistics Coordination Section/ESF #7 should assist with supporting the transportation of the resources as requested.

Transportation Support Examples the Logistics Coordination Section/ESF #7 May Provide
Provide Transportation Information
Share Road Closure Information or Suggest Travel Routes: During a flooding event where several roads are closed due to high water or an event in which multiple roadways are blocked by debris, the Logistics Coordination Section/ESF #7 may work with the ESF #1 and the Planning Coordination Section/ESF #5 – Information & Planning to share road closure information or suggested routes with resources traveling.
Provide Information About Transportation Resources Available: Teams may be requested from another state using EMAC. It may be identified that these personnel will need a rental car as they are flying to impacted area. The Logistics Coordination Section/ESF #7 may research and share information about rental car companies in the area.

Transportation Support Examples the Logistics Coordination Section/ESF #7 May Provide
Locating and Acquiring Additional Resources to Transport a Resource
Locate and Acquire Resources that will be used to Transport Another Resource: During an event that warrants opening an emergency shelter for several days, the shelter may request additional food or meals in order to provide three meals a day. If a supply of food or meals is located, the Logistics Coordination Section/ESF #7 may need to find a delivery truck to bring the food to the Emergency Shelter.
Coordinating Available Transportation Resources and Sharing with Resources being Mobilized: Teams requested from out of state using EMAC may fly into the area and need a rental car. The Logistics Coordination Section/ESF #7 may coordinate with local rental car companies and make arrangements to ensure that all requested resources are provided a rental car or other mode of transportation.

Supporting the Transportation of Displaced Individuals and Households

In some disasters, people who are impacted by the disaster may need transportation assistance. For example, individuals and households displaced from their home may initially be sheltered in a reception center, which is a short-term solution usually near the incident. However, later these people may need to be relocated to an emergency shelter which provides more complex services such as sleeping arrangements, meals, and shower facilities. The jurisdiction or organization who requested the shelter is responsible for tracking displaced individuals and households and supporting their transition and transportation from one location to the other. Similarly, during catastrophic disasters, displaced

individuals may evacuate and be relocated to areas not impacted. The jurisdiction or organization receiving any displaced individuals and households is responsible for coordinating shelter accommodations and transportation.

Jurisdictions or organizations assisting displaced individuals and households may ask for assistance with this effort. ESF #6 – Mass Care will be working with the jurisdiction or organization to identify any resource needs. ESF #7 will assist in fulfilling these resource needs as requested. Additionally, ESF #7 will assist by obtaining transportation resources and supporting the transportation of the individuals as requested. This includes identifying and locating resources to assist with the special transportation needs of individuals and households with access and functional needs.

Supporting the Distribution of Resources

Certain resources such as supplies may need to be distributed during response and short-term recovery operations. These resources may be distributed to personnel part of response and recovery operations or to residents impacted by the disaster. The Logistics Coordination Section/ESF #7 may assist with distribution as requested by planning how distribution will occur or obtaining additional resources that will be used to distribute the resources.

Any needed supplies or food or drink needs should be communicated and coordinated prior to the resource being confirmed and deployed.

Depending on the size and scope of the emergency, a significant amount of resources may be requested. Additionally, a widespread disaster may impact the availability of supplies and prompt responding organizations to only request the supplies that are very limited and needed to maintain their operations. If numerous resources are being requested and/or the majority of these requests also ask for assistance with providing supplies, and food and water for the resources, the Logistics Coordination Section/ESF #7 may elect to establish a centralized location or staging area to support these resources. This location would be managed by the County and be overseen by the Logistics Coordination Section/ESF #7. More information is in the Establishing Staging Areas Section below. The location being used to stage or store resources may also be used for distribution.

Distributing Resources to Responders	Distributing Resources to Impacted Residents
Responders may need: • Supplies for response operations such as radios or personal protective equipment • Food and water on-scene (Canteening) or meals throughout their deployment * ESF #6 – Mass Care manages canteening. The jurisdiction or organization who requests the resource is responsible for: • providing supplies needed for the response, • ensuring food and water is available, and, • as applicable, providing food and water.	Impacted residents may need emergency supplies such as: • Life Sustaining – food, water, medication • Comfort – blankets, clothing • Other Essential – cleaning supplies, work tools ESF # 6 – Mass Care is responsible for distributing emergency supplies and feeding operations for impacted residents.
ESF #7 Role: may assist with these efforts as requested by obtaining additional resources or assisting with the distribution of supplies.	**ESF #7 Role: is responsible for locating and acquiring additional resources as requested. This may include resources needed to distribute supplies or the emergency supplies.**

Establishing Staging Areas & Supporting Resource Sustainment

When resources are dispatched and mobilized to respond to an incident but are not actively in use, they are staged or stored. Whether these resources are staged or stored depends on the resource.

Staging areas are temporary locations where available emergency response resources are temporarily housed, parked or held while awaiting an operational assignment. These locations support some or all resource sustainment activities such as: providing food and water, offering sheltering accommodations, providing additional supplies and equipment, supporting the storage of supplies or equipment, assisting with the maintenance of resources, and supporting the testing of resources.

Staging areas are commonly used for routine emergency runs which require multiple apparatus. The complexity of the staging area varies based on the needs of the response effort.

Staging areas are usually identified and managed by incident command on-scene. Jurisdictions or organizations may request assistance from the Logistics Coordination Section/ESF #7 with managing the staging area. Staging areas also assist with tracking resources. The Logistics Coordination Section/ESF #7 will be in contact with staging areas as needed to get information on the status of resources for resource tracking.

During catastrophic disasters, when there are a significant number of resources being requested from the County, the County may determine that it would be more efficient to step up a central county led staging area for all requested resources. This staging area would be coordinated by the Logistics Coordination Section/ESF #7 and managed using County resources. Hamilton County Facilities will assist with identifying potential staging locations and may support their operation. One potential location is the Hamilton County Fairgrounds.

Other resources, such as supplies or small equipment, may need to be stored until used or distributed. The majority of resources will be stored by the requesting jurisdiction or organization. However, jurisdictions or organizations may request assistance with storage, and in some instances, it may be more efficient to store all resources at one location. For example, if a large amount of flood cleanup kits or water is acquired, it may need to be stored in a warehouse until it is dispersed using the distribution system established by ESF #6 – Mass Care. Additionally, if the primary role of this location is to store supplies, the location may be used to both store and distribute requested supplies. ESF #7 should consider the duration of the distribution effort, length of time resources would need to be stored, incident information and types of resources being distributed/stored when making the determination.

Routine Staging Areas:
- Are established and managed by the Incident Commander
- Are close to the epicenter of the incident
- Serve primarily as a location for responders to assemble prior to receiving their specific assignment

More Complex Staging Areas:
- Are established during large scale events
- May be in a less impacted area farther from incident operations
- Serve as a location to assemble
- May also be a location that:
  - Provides additional supplies for response
  - Provides meals and water
  - Offers sleep accommodations
  - Includes shower facilities

The Logistics Coordination Section/ESF #7 will coordinate the storage of requested resources as applicable or requested. Hamilton County Facilities will assist in identifying potential facilities and warehouses that may be utilized as storage facilities and may support their operation. Additionally, Hamilton County Administration may assist and advise on the process for renting and purchasing needed storage facilities by referencing the County's standard process for renting and buying facilities.

FEMA's Core Capabilities – ESF #7

- **Critical Transportation** – Providing access to transportation infrastructure supports the mobilization of requested resources and the delivery of vital response personnel, equipment, and services. ESF #7 will work closely with ESF #1 – Transportation Infrastructure to ensure the core capability can be addressed.
- **Infrastructure Systems** – Stabilizing critical infrastructure will support the acquisition of additional resources and enable the use of more local resources. ESF #7 may acquire additional resources to support the stabilization and re-establishment of infrastructure systems.
- **Logistics & Supply Chain Management** – This entire ESF is focused on delivering essential commodities, equipment, and services in support of impacted communities. Since this ESF coordinates activities related to providing logistical and resource support for entities involved in emergency response and short-term recovery operations, this ESF addresses the Logistics and Supply Chain Management Core Capability more than any other.
- **Mass Care Services** – Providing life-sustaining and human services to the affected population includes the distribution of emergency supplies. ESF #6 manages the distribution of the emergency supplies, and ESF #7 will work closely with ESF #6 to ensure there is an adequate amount of supplies to address unmet needs.
- **Operational Communications** – The capacity for timely communications may require obtaining additional communication equipment and supplies. ESF #7 will work closely with ESF #2 – Communications to ensure this core capability is accomplished.

Obtaining Resources Needed for EOC Operations

The EOC may need additional resources throughout its activation. The majority of the resources and logistical support will be managed and coordinated by the EOC Support Section. This includes IT support and facility support. However, some additional resources such as meals throughout the activation or additional office supplies may need to be acquired. The Logistics Coordination Section/ESF #7 is responsible for tracking, locating, acquiring, purchasing and supporting these additional resources as applicable.

Supporting the Demobilization of Resources

Demobilization is the process and any activities related to discharging and releasing resources from a response effort. The requesting jurisdiction/organization is responsible for releasing the resource from current operations. On-scene operations will conduct demobilization actions as necessary for the specific response effort.

The Logistics Coordination Section/ESF #7 is responsible for tracking the requested resources through demobilization. Therefore, as part of the demobilization process, if a resource is requested through the Hamilton County EOC, it will also check out and report its status to the Logistics Coordination Section/ESF #7 before being fully released from the response and short-term recovery effort. This aids in resource tracking and accountability as well as helps reassign available resources that may be utilized for multiple requests. As requested, the Logistics Coordination Section/ESF #7 may assist with other demobilization activities.

Organization and Assignment of Responsibilities

The Hamilton County Emergency Management & Homeland Security Agency (EMHSA) has the primary responsibility for the resource management functions in Hamilton County. The EMHSA will serve as the coordinating agency for this ESF.

Coordinating Agency Responsibilities

Hamilton County Emergency Management & Homeland Security Agency will:

1. Coordinate the activities of Support Agencies within ESF #7 to fulfill operational objectives.
2. Direct the activities of the ESF #7 in conjunction with assistance from ESFs at the local, State, or Federal levels as applicable.
3. Collaborate with other Coordinating Agencies to ensure an effective response between ESFs.
4. Designate sufficient representatives (no less than three) to support/staff 24-hour operations at the Hamilton County EOC. The Hamilton County EMHSA will maintain listings of these personnel, 24-hour contact information, and directions for contacting them in the event of communication outages.
5. Develop and train all staff responsible for implementing ESF #7 on standard operating procedures.
6. Share ESF #7 activity information with appropriate EOC personnel.
7. Prioritize ESF #7 operational strategies in alignment with the EOC and on-scene objectives.
8. Oversee the Logistics Coordination Section which includes ESF #2 – Communications, the Volunteer Management Unit, the Donations Management Unit and the Private Sector Unit.
9. Serve as the Logistics Coordination Section Chief by participating in planning meetings, supporting the planning process, managing the section and performing other responsibilities of section chiefs. Tasks related to the position are detailed in the position checklists.
10. Track all requested resources from the initial request through demobilization by documenting the request, maintaining situational awareness on the status of all resources, and documenting the status of each resource.
11. Display the status of requested resources and the status of resources filling requests with support from the Planning Coordination Section/ESF #5 – Information & Planning.
12. Coordinate with other ESFs, County departments, dispatch centers, voluntary organizations, the private sector, OEMA, and other local, state and federal government entities to locate potential resources to fill resource requests.
13. Obtain confirmation from the requesting jurisdiction or organization about the suitability of the located resources and acquire the resource.
14. Coordinate with the Hamilton County Administration, County Auditor and the Office of Budget and Strategic Initiatives to identify funding lines and requests for threshold increases as needed.
15. Coordinate with Hamilton County Purchasing to identify possible vendors, obtain guidance on purchasing procedures and procure needed resources.

16. Support the transportation of the resources as requested by providing information and coordinating resources to assist with the transportation of requested resources.
17. As requested, acquire additional resources to distribute to responders and impacted residents.
18. As requested, support the distribution of resources to responders including establishing a centralized distribution location when appropriate.
19. Coordinate with Hamilton County Facilities to identify staging areas or storing facilities.
20. As appropriate, provide assistance to jurisdictions and organizations with staging and storing and/or establish a central staging or storing location. This includes providing support with maintaining and testing resources.
21. Ensure all resources requested through the EOC are checked out and assist with the demobilization process as requested.
22. Coordinate with ESF #15 – Emergency Public Information for the inclusion of appropriate information for public dissemination.
23. Assist in the development of the After Action Report. This report is a detailed, written analysis of the strengths and weaknesses of county-level emergency response and short-term recovery activities based upon extensive research of the event and interviews with participating assessment, response, and short-term recovery personnel.

Supporting Agencies Responsibilities

Hamilton County Administration may:
1. Assist and advise on the process for renting and purchasing needed resources especially when County resources are being utilized.
2. Provide direction on establishing priorities for resource requests.

Hamilton County Board of County Commissioners may:
1. During a declared emergency, release up to 400 employees under the Board to serve in support of response and short-term recovery operations.
2. Provide policy direction on establishing priorities for resource request.

Hamilton County Communications Center will:
1. Dispatch routine resources using existing systems.
2. As requested, advise ESF #7 on available resources.
3. Assist with identifying resource requirements for requested communication resources.
4. Advise on available communication resources to fill resource requests.

Hamilton County Facilities Department will:
1. Identify county-level staging areas and storing facilities and support their operation.
2. Identify county facilities that can be used to house responders and/or equipment related to disaster response.

Hamilton County Purchasing Department will:
1. Advise ESF #7 on purchasing procedures including emergency purchases.
2. Approve suspension of purchasing and contracting requirements as defined by state statute.
3. Assist with identifying possible vendors and sources to purchase resources.
4. As applicable, purchase resources for the overall response and short-term recovery operations.

Hamilton County Office of Budget and Strategic Initiatives:
1. Coordinate with the Hamilton County Purchasing Department for the development of emergency funding lines to increase threshold levels and for related budgetary and fiscal needs.

<u>Hamilton County Sheriff's Office</u> will:
1. Provide traffic control activities for movement of resources into county-level staging areas and at the site of the emergency.
2. Provide security for resources at county-level staging areas on county owned or leased property or as directed by the County Sheriff or Hamilton County Board of Commissioners.
3. Assist in the delivery of emergency resources when required.
4. Coordinate the strategy for transporting materials though restricted areas, quarantine lines, and law enforcement checkpoints so that needed supplies are delivered in a timely manner.

<u>City of Cincinnati Fire Department</u> may:
1. Provide personnel to support/staff 24-hour operations at the Hamilton County EOC. Maintain listings of these personnel, 24-hour contact information, and directions for contacting them in the event of communication outages.
2. Provide personnel from the City of Cincinnati ESF #7 to concurrently serve as the Hamilton County ESF #7 Coordinating Agency.

<u>City of Cincinnati Department of Finance</u> may:
1. Provide personnel to support/staff 24-hour operations at the Hamilton County EOC. Maintain listings of these personnel, 24-hour contact information, and directions for contacting them in the event of communication outages.
2. Provide personnel from the City of Cincinnati ESF #7 to concurrently serve as the Hamilton County ESF #7 Coordinating Agency.

<u>Freestore Foodbank</u> will:
1. Provide meal resources to support feeding personnel assisting with the response and short-term recovery effort as requested.
2. Provide staff to assist with feeding operations.
3. Manage donations management operations related to food.

<u>Ready2Recovery</u>:
1. Will designate sufficient representatives (no less than three) to support/staff 24-hour operations at the Hamilton County EOC as the Private Sector Unit, as requested. Note: In some circumstances, the role may be performed remotely utilizing WebEOC and other means of communication.
2. Will coordinate with partner agencies to identify and acquire potential resources.
3. May provide private sector teams to serve as volunteers for the response and short-term recovery effort.

<u>Salvation Army</u> will:
1. Manage donations management operations for nonfood items.

<u>Southwest Ohio Regional Transit Authority</u> will:
1. Support the transportation of resources by providing transportation resources.
2. Assist in the delivery of resources.

Tri-State Community Organizations Active in Disaster (COAD) will:

1. Designate sufficient representatives (no less than three) to support/staff 24-hour operations at the Hamilton County EOC as the Volunteer Management Unit, as requested. Note: In some circumstances, the role may be performed remotely utilizing WebEOC and other means of communication.
2. Coordinate with the members of COAD and other voluntary, nonprofit and faith-based organizations or groups to locate additional resources.
3. Lead all voluntary efforts in the use and management of volunteers.
4. Coordinate the activation and operation of virtual volunteer coordination efforts and/or if appropriate the volunteer reception center (VRC).

References

Hamilton County Emergency Management and Homeland Security Agency. (2020). *Hamilton County Donations Management Plan*.

Hamilton County Emergency Management and Homeland Security Agency. (2017). *Hamilton County Spontaneous Volunteer Management Plan*.

Attachments

Tab A – Hamilton County Donations Management Plan

Tab B – Hamilton County Spontaneous Volunteer Management Plan