

**EMERGENCY SUPPORT FUNCTION (ESF) #7**  
**RESOURCE AND SUPPLY (LOGISTICS)**

**I. PURPOSE:**

To deal with the many types of disasters that could affect the City of Pacific, resources must be managed in a timely manner. These resources include things such as materials, services, personnel, financial resources, facilities, and other resources. These resources may come from a variety of sources, both solicited and unsolicited. This Emergency Support Function (ESF) is designed to give the local officials the ability to (1) activate resource management processes prior to and during an emergency, (2) dispatch resources prior to and during an emergency, and (3) deactivate or recall resources during or after an emergency. This ESF gives the City of Pacific the ability to maintain a continuous resource inventory during an emergency situation.

**II. SITUATION AND ASSUMPTIONS**

A. Situation:

1. As this ESF is designed to provide for the management of resources in the City of Pacific, a priority should be given to those resources which could be used to combat the hazards identified in the Basic Plan, Hazard Analysis.
2. Emergency purchasing procedures for the City of Pacific are listed in Appendix 3 of this annex.
3. City and County, resources must be used first before outside assistance is requested from the State and/or Federal Government. Procedures for requesting state and federal assistance are located in Appendix 5 to the Basic Plan.
4. Resources are available from the surrounding communities (i.e., mutual aid agreements).
5. WebEOC will be used to submit resource requests to the state.
6. Salamander will be used for personnel resources and equipment inventory tracking purposes.
7. Staging Area(s) will be identified to receive and pre-position commodities, equipment, and personnel for deployment.
8. Points of Distribution (POD) will be established to distribute commodities to disaster survivors. See Appendix 2.

B. Assumptions:

1. During a disaster, individuals or businesses with private resources will be asked to cooperate with city officials.
2. Funds to provide payment for the use of private resources will be available either from the city, county, or, if the disaster is severe enough, from the state and federal government.
3. During a disaster, normal supply requisition procedures may be suspended.

**III. CONCEPT OF OPERATIONS:**

Resource and supply operations will be performed according to the operational time frames (mitigation, preparedness, response, and recovery) established in the Basic Plan.

- A. The first resources to be identified will be those that are under the control of or are readily available to the city government. It is the responsibility of the city, county, to mobilize these resources, as necessary, to relieve suffering and to protect lives and property.
- B. All local resources must be committed (including mutual aid agreements) before assistance is requested from the state and/or federal government.
- C. The City Administrator and all Department Heads must anticipate resource needs for all types of potential hazards and provide the coordination necessary for the proper allocation of these resources.
- D. Normal supply requisition procedures will be followed to purchase supplies. These procedures will be bypassed with the approval of the Mayor and in accordance with local ordinances and state statutes.
- E. Field operation facilities (i.e., staging areas, mobilization centers, etc.) will be established as necessary to receive, assemble and distribute resources and supplies. Staging areas will be identified and established as necessary (See Restricted Annex 7 of this EOP).
- F. Following a large-scale disaster, the outpouring of donations can overwhelm the ability of city and county organizations to respond effectively. City and county government officials in conjunction with voluntary organizations must establish procedures to coordinate and control donated goods and offers of volunteer assistance (see SA2 Volunteer management and SA3 Donations Management).

**IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

A. Organization:

A conceptual diagram of ESF#7 Resource and Supply function is shown in Appendix 1.

B. Assignment of Responsibilities:

1. Primary responsibilities for Resource and Supply for the City of Pacific are shared between the City Clerk and the respective, activated operational departments' leader. These responsibilities are further delineated as:
  - a. Activated operational depart leader: Deployment of available equipment, supplies, and resources, and identification of additional resources required.
  - b. City Clerk (Finance): Procurement of resources.
2. The Resource and Supply Function includes the following:
  - a. Manage/coordinate the procurement, storage and equitable distribution of the following supply areas:
    - 1) Food Sustenance Supplies (water, clothing, sanitary supplies, bedding, etc.)
    - 2) Fuel and Energy
    - 3) Transportation
    - 4) Construction equipment and supplies
    - 5) Manpower
    - 6) Shelter Supplies
  - b. Identify potential resource needs for all types of emergency situations.
  - c. Locate the required resources in the community or find their nearest location.
  - d. Establish agreements of understanding with private sector organizations, neighboring jurisdictions, etc., who can supply needed resources.
  - e. Maintain resource lists, including deployable equipment via Salamander.
  - f. Coordinate with individuals, departments, emergency services, etc., for the proper allocation of resources during the emergency.

- g. Identify staging areas to store and/or distribute resources and supplies. Coordinate these locations with the PIO as necessary.
  - h. Maintain records of services rendered, resources utilized, unused resources, cost of resources, etc., for the emergency.
  - i. The City Clerk and Emergency Management Director establish procedures to coordinate and control donated goods and offers of volunteer assistance. Coordinate these activities with the Police Chaplain and with voluntary organizations (e.g. Ministerial Alliance, Red Cross, etc.).
3. The aforementioned tasks can be delegated to deputy coordinators.

**IV. DIRECTION AND CONTROL**

All Resource and Supply direction and control shall be managed from the EOC to ensure official concurrence for actions taken.

- A. Subordinates of the Resource and Supply staff may operate from daily offices, but all decisions will come from the EOC.
- B. Should the EOC be forced to relocate, all Resource and Supply personnel will move also.

**VI. CONTINUITY OF GOVERNMENT**

- A. The joint line of succession for the Resource and Supply Function:
  - 1. For activation management of existing resources and supplies
    - a. Respective operational department leader, e.g. Pacific Public Works Commissioner
    - b. Pre-determined Department successor
    - c. City Administrator designee
  - 2. For procurement of resources and supplies
    - a. City Clerk
    - b. City Administrator

- c. City Administrator's designee
- B. Vital Documents:
  - 1. Records of purchases will be duplicated, when possible.
  - 2. Transfer of these documents will occur by direction of the EOC

**VII. ADMINISTRATION AND LOGISTICS**

- A. Each city department is responsible for securing its own supplies through normal procurement channels. The Resource and Supply Section will assist whenever possible.
- B. All purchases must be kept in accordance with local ordinances and purchasing policy. Any deviation from normal procedures must have the approval of the Mayor.

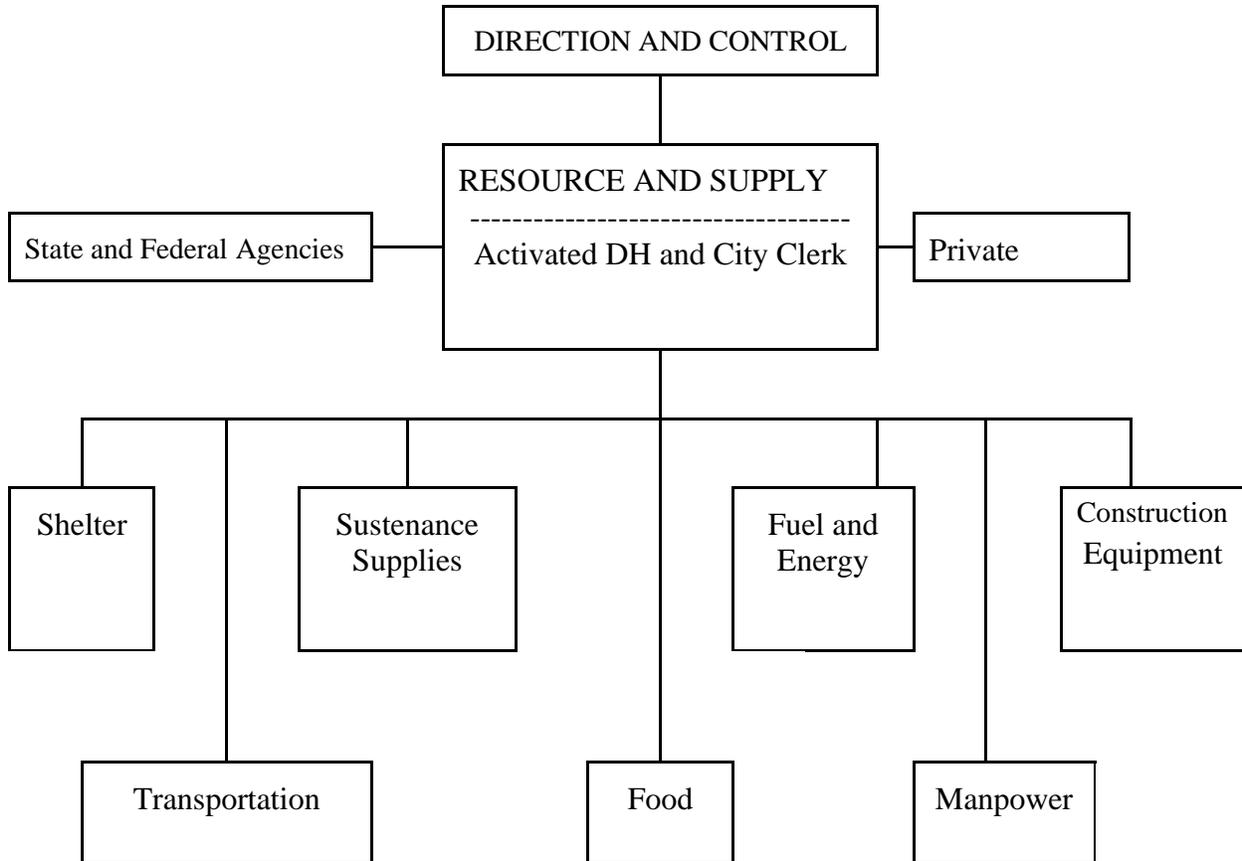
**VIII. ANNEX DEVELOPMENT AND MAINTENANCE:**

- A. Initial compilation of the resource lists are the responsibility of each respective Department Head/Chief and will be included in the Restricted Annexes of this EOP.
- B. All updates and revisions of this annex will be completed and submitted to the EMD by each respective Department Head/Chief semi-annually.

**APPENDICES:**

- 1. City of Pacific Conceptual Resource and Supply Functional Diagram
- 2. City of Pacific Points of Arrival (POA) and Distribution Areas
- 3. City of Pacific Resources and Supply Procurement Procedures for Emergency Situations

**Appendix 1 to ESF#7**  
**CITY OF PACIFIC**  
**CONCEPTUAL RESOURCE AND SUPPLY FUNCTIONAL DIAGRAM**



Various departments within city government such as public works, law enforcement, etc., can support the Resource and Supply function with equipment, manpower, fuel, etc. Mutual Aid Agreements with surrounding jurisdictions can provide additional resources. Outside resources from the private sector, business and industry, etc., can also provide support.

**Appendix 2 To ESF#7**  
**POINTS OF ARRIVAL (POAs) AND DISTRIBUTION AREAS**

**Points of Arrival (POAs)** for resources coming into the city would normally travel via:

- Any highway or railroad as it enters The City of Pacific.
- Interstate 44/U. S. 50
- BL-44/Route 66
- U.S. Highway 100 via Hwy. OO
- Highway F
- Union Pacific Railroad or BNSF Railroad (unloading stop point is TBD)

**Points of Distribution (POD)** where survivors pick up life-sustaining relief supplies following a disaster or emergency may include:

- Pacific High School north parking lot
- City Park
- Commuter Lot
- Tri-County Community Senior Center
- Pacific Intermediate
- Liberty Field

**Secondary Distribution Centers** could be implemented from the following:

Schools, churches, community/civic centers, shopping centers, etc. which have a large enough parking area for setting up temporary buildings and storage of other resources which could be housed outdoors, as well as potential housing for manpower resources, if necessary.

Note that for some of the above locations, MOUs/MOAs may need to be executed.

**Appendix 3 to ESF#7**  
**RESOURCES & SUPPLY PROCUREMENT PROCEDURES**  
**FOR EMERGENCY SITUATIONS**

**Emergency Purchases:**

Not with standing any other provisions of this division, a department director may make or authorize others to make emergency procurement of supplies, services, or construction items when there exists a threat to public health, welfare or safety; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in a record of such emergency procurement which shall be made and shall set forth the contractor's name, the amount and type of contract, a listing of the item(s) procured under the contract, and the identification number of the contract file. A copy of the record shall be given within five days of the purchase to the Pacific City Administrator.

**An emergency exists as defined below:**

An emergency exists when a breakdown in machinery and/or a threatened termination of essential services, including maintenance and repair of essential office equipment, or a dangerous condition develops, or when supplies are needed for immediate use in work which may vitally affect the safety, health, or welfare of the public.

**Small sum purchases:**

Any City of Pacific employee making a purchase involving immediate cash expenditure of fifty dollars (\$50.00) or less shall be reimbursed by the city upon submission of a sales ticket for the purchase.

**Cooperative purchasing:**

The City of Pacific desires to participate in the cooperative procurement program with the State of Missouri, the Housing Authority and any other interested governmental bodies. The purchasing agent shall be the designated city representative for the administration of the cooperative procurement program.

**Local preference:**

In making purchases or in letting contracts for the performance of any job or service, the purchasing agent shall give preference to all firms, corporations or individuals which maintain offices or places of business within the corporate limits of the City of Pacific, when the quality of the commodity or performance promised is equal or better and the price quoted is the same or less.