Emergency Support Function #7 - Resource Support

Primary Agency
Facilities Management Warehouse
Facilities Management Storeroom
University Services

Secondary/Support Agencies
Budget and Financial Manager
American Red Cross
Office of Emergency Preparedness
Facilities Management
Department of Social Services
Virginia Department of Emergency Management
Radford University Materials Management and Procurement

Introduction

Purpose:
Emergency Support Function #7 will identify, procure, inventory, and distribute critical resources, in coordination with other local and state governments, the federal government, private industry, and volunteer organizations, to effectively respond to and recover from the effects of a disaster. ESF #7 functions with the Logistics Support Annex.

Scope:
ESF #7 provides support for requirements not specifically identified in other ESFs. Resource support may continue until the disposition of excess and surplus property is completed. The university will determine what resources are needed and then ESF #7 will collect and distribute those goods by means of a distribution center. Goods that may be needed could include, ice, water, tarps, blankets, clothes, and non-perishable foods.

Policies:

- The initial emergency response will be dependent upon local public and private resources;
- Adequate university resources do not exist to cope with a catastrophic incident;
- Identified public and private sector resources will be available when needed for emergency response;
- Necessary personnel and supplies will be available to support emergency resource response;
- If local resources are depleted, assistance may be requested through the Virginia Emergency Operations Center (EOC);
- University departments and agencies will use their own resources and equipment during incidents and will have control over the management of the resources as needed to respond to the situation;
- The Coordinator of Emergency Preparedness will initiate the commitment of resources from outside government with operational control being exercised by the on-site commander of the service requiring that resource; and
- All resource expenditures will be reported to the VP of Finance and Administration

Concept of Operations

General:
The Warehouse will identify sites and facilities that will be used to receive, process, and distribute equipment, supplies and other properties that will be sent to the disaster area. University Relations will coordinate all food items received or required for the immediate disaster. The necessary equipment, staff, communications, and security support to these facilities and sites will be provided by local, state, federal governments, volunteer organizations, and private security as required. This process must be closely coordinated with state and federal emergency management officials, local governments in the region, and the media.

The Warehouse and/or University Relations will be responsible for securing and providing the necessary resource material and expertise in their respective areas, through public as well as private means, to efficiently and effectively perform their duties in the event of an emergency. Resource lists will be developed and maintained that detail the type, location, contact arrangements, and acquisition procedures of the resources identified as being critical. Mutual aid agreements will be developed and maintained with adjacent jurisdictions, private industry, quasi-public groups, and volunteer groups, as appropriate, to facilitate the acquisition of emergency resources and assistance.

The Executive Director and Coordinator of Emergency Management, in coordination with the Director of Materials Management and Vice President of Finance and Administration, will assist university departments in the procurement of the necessary resources, to include the contracting of specialized services and the hiring of additional personnel, to effectively respond to and recover from the emergency at hand. Records of all expenditures relating to the emergency/disaster will be maintained in a separate budget code assigned by the Budget and Financial Manager.

Potential sites for local and regional resource distribution centers will be identified, if necessary, and strategically located to facilitate recovery efforts. Priorities will be set regarding the allocation and use of available resources.

Organization:
All departments will be responsible for identifying essential resources in their functional area to successfully carry out their mission of mitigating against, responding to, and recovering from the devastating effects of disasters that could occur within campus. All departments will coordinate their resource needs with the VP of Finance and Administration and Director of Materials Management.
The Director Residential Life or his/her designee, assisted by public relief organizations, will be in charge of coordinating the relief effort to meet the immediate needs of the student population in terms of food, water, housing, medical, and clothing. (See ESF #6 and #11)

Actions

- Identify essential resources to carry out mission in each functional area and to support operation of critical facilities during the disaster;
- Designate university department(s) responsible for resource management;
- Develop contingency plans to provide emergency lighting, procure and distribute emergency water and provide sewage disposal, if necessary;
- Identify personnel requirements and training needs to effectively carry out mission;
- Develop resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources;
- Prepare mutual aid agreements with surrounding jurisdictions to augment local resources;
- Review compatibility of equipment of local departments and surrounding jurisdictions and identify specialized training or knowledge required to operate equipment;
- Develop SOPS to manage the processing, use, inspection, and return of resources coming into area;
- Identify actual or potential facilities and ensure they are ready and available to receive, store, and distribute resources (government, private, donated);
- Develop training/exercises to test plan, and to ensure maximum use of available resources;
- Coordinate and develop prescript announcements with Public Information Office regarding potential resource issues and instructions (e.g., types of resources required, status of critical resource reserves, recommended contingency actions, etc.); and
- Contract with federal and state agencies, as well as private industry for additional resources, equipment, and personnel, if necessary.

Responsibilities

- Locates, procures, and issues resources to other agencies to support the emergency response or to promote public safety.
- Locates and coordinates the use of available space for incident management activities.
- Coordinates and determines the availability and provision of consumable supplies.
Facilities Management has both a warehouse and storage facility located in the Armstrong Building. A secondary site is located in the Old Burlington Building.

The warehouse will receive all donated or requested resource during emergency events. The location is at 501 Stockton Street.

Donated items that require refrigeration will be coordinated with University Services to use available space in the freezers located in Dalton Hall.
**CURRENT EQUIPMENT**

<table>
<thead>
<tr>
<th>Vehicles</th>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cars</td>
<td>13</td>
<td>Includes police cruisers</td>
</tr>
<tr>
<td>Pickup Trucks</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>Trucks</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Vans</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>Buses</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Golf Carts</td>
<td>41</td>
<td>(3 six seat, 2 four seat, 3 open beds, 6 electric)</td>
</tr>
<tr>
<td>Utility Vehicles</td>
<td>7</td>
<td>(4 gators, 3 Toros)</td>
</tr>
</tbody>
</table>