

## ***EMERGENCY SUPPORT FUNCTION # 7 - RESOURCE MANAGEMENT***

### ***Primary Agency***

**ESF-7 Coordinator:** Campbell County Human Resources (Director or designee)

### ***Local Support***

- Chief Elected Officials
- County Road Department / Public Works
- County Health Department (NKIHD liaison as needed)
- County/Local Law Enforcement

### ***Local Resource Partners***

- County Finance Officer / Procurement
- Board of Education (transport, facilities, food service)
- County/Local Utilities
- American Red Cross – Greater Cincinnati Chapter

### ***State/Federal/NGO Partners***

- Kentucky Division of Emergency Management (KyEM)
- Kentucky Public Service Commission
- Volunteer Organizations Active in Disaster (VOAD)
- U.S. Army Corps of Engineers
- Kentucky National Guard

*Note:* ESF-7 expands or contracts based on incident needs; additional agencies may be integrated as required.

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### ***Purpose***

Establish roles, assign responsibilities, and provide countywide logistical and resource support before, during, and after an incident. ESF-7 identifies, procures, prioritizes, tracks, sustains, and demobilizes resources (personnel, equipment, teams, supplies, facilities, and services) to support lifesaving and life-sustaining operations. (*Ref: FEMA 501-4 Resource Management.*)

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### ***Situation & Assumptions***

- Campbell County must be able to rapidly **identify, source, and track** resources (including specialized capabilities/skills) to address hazards threatening the County.

- Significant events may **exhaust local inventories** and require staging, mobilization, and demobilization of resources from state, federal, NGO, and private sources.
- Lifelines (transportation, communications, power, fuel) may be degraded; **access to otherwise available resources can be delayed.**
- When needs exceed routine mutual aid, the **Commonwealth of Kentucky Statewide Emergency Management Mutual Aid and Assistance Agreement** will be used.
- During catastrophic incidents, the Chief Elected Official(s) may implement **resource control measures** under KRS 39A.100(2)(d–e); the Governor may limit sales/consumption of goods under KRS 39A.100(1)(h).
- **Core commodities** (water, food, first aid, shelter items, sanitation supplies, fuel, hand tools) may be required immediately.
- Requests not fillable in-county will be **elevated via the County EOC to KyEM/State EOC.**

### ***Mission***

Provide unified logistics and resource support—personnel, equipment, supplies, services, facilities, transportation, telecommunications, security coordination, and sustainment—to enable response and recovery operations; ensure transparent prioritization, compliant procurement, real-time tracking, and orderly demobilization.

### ***Direction & Control***

- Countywide resource requests are coordinated through the **County EOC.**
- The **ESF-7 Coordinator** leads the **Logistics Section** (or Resource Unit if scaled) in the EOC, establishes ordering points, manages staging/warehousing, and reports status per EOP/EOC SOPs.
- ESF-7 coordinates closely with: ESF-1 (Transportation), ESF-2 (Communications), ESF-6 (Mass Care), ESF-8 (Public Health/Medical), ESF-12 (Energy), ESF-13 (Law Enforcement/Security), ESF-15 (Public Information), Finance/Admin Section, and the **County Donations Management Plan** for unsolicited goods.

### ***Concept of Operations***

#### **Core Functions**

1. **Identify & Type Resources:** Maintain typed listings (NIMS) of county assets and vendor/partner capabilities.
2. **Order & Acquire:** Use existing contracts/MOUs; if needed, emergency procurement per County policy, KRS, and 2 CFR Part 200 cost-reasonableness.
3. **Mobilize:** Establish **Staging Areas, Incident Support Bases, and Points of Distribution (PODs)**; assign transport and material-handling.
4. **Track & Report:** Unique request numbers; end-to-end tracking (requisition → fill → deploy → return) via WebEOC or EOC tool; maintain chain-of-custody where applicable.

5. **Sustain:** Fueling, maintenance, resupply, feeding/water for responders, crew rest, facilities, generators.
6. **Demobilize & Recover:** Controlled drawdown, inspections, rehab/cleaning, return, and documentation for cost recovery.

### Activation Triggers

- EOC activation or multi-agency resource shortfalls
  - Requests exceeding normal mutual aid
  - Anticipated convergence (e.g., severe weather, flooding, hazmat, WMD/CBRNE)
  - Significant supply chain or lifeline disruption
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### Phases of Management

#### Preparedness

- Maintain ESF-7 SOPs; **resource typing** (FEMA 501-4/NIMS) and inventories with quantities/locations/POCs.
- Keep current **vendor lists**, emergency contracts, rental agreements, and MOUs (fuel, generators, portable sanitation, buses, forklifts, tentage, DME, refrigeration, cold chain).
- Identify and pre-survey **warehouses, staging areas, and POD sites** (ADA-accessible, traffic flow, lighting, security, comms, material-handling, backup power).
- Train staff on EOC ordering, WebEOC/resource boards, cost tracking, and emergency purchasing; exercise with partners.
- Maintain **COOP** for ESF-7; ensure backup power and redundant comms (with ESF-2).
- Establish **financial/administrative** procedures for incident documentation, timekeeping, and procurement.

#### Response

- Activate ESF-7; stand up **Logistics Section** (Supply Unit, Ground Support, Facilities, Food Unit as needed).
- Validate and **prioritize requests** (life safety, incident stabilization, property preservation); deconflict duplicates.
- Open warehouses/staging/PODs; arrange **transport** (county fleets, school buses, private carriers); coordinate escorts if needed with ESF-13.
- Coordinate **utilities/energy support** (fuel, generators) with ESF-12; support **mass care** supply needs with ESF-6/ARC/VOAD.
- Maintain **real-time status** of orders, shipments, inventories, and assignments; provide SITREP inputs to ESF-5.
- Integrate with **Donations Management** to match usable donations to vetted needs; avoid clogging supply lines with unsolicited goods.

## Recovery

- Continue supply to priority missions while drawing down surge assets.
- Support **debris ops** (ESF-3) with equipment, fuel, parts, and contractor coordination.
- Document losses/damages; coordinate **equipment rehab, cleaning, and return**.
- Complete **AAR/IP** and finalize finance packets for reimbursement.

### **Organization & Assignment of Responsibilities**

#### **ESF-7 Coordinator (Campbell County Human Resources – Director)**

- Lead ESF-7 and chair Logistics Section; maintain SOPs, resource lists, and MOUs.
- Operate the **Resource Ordering Point**; assign request numbers and maintain a master log.
- Establish/operate **staging, warehouses, and PODs** (with ESF-1/ESF-13/Facilities).
- Coordinate procurement with **County Finance/Procurement**; ensure compliance with County policy, KRS, and federal grant rules where applicable.
- Interface with **KyEM/State EOC** for unmet needs and mutual aid; manage inbound resources and check-in.
- Ensure documentation for **cost recovery** (time, equipment, supplies, contracts, mutual aid).
- Integrate with **ESF-15** for public messaging related to resource availability, PODs, and donations guidance.

#### **Support Agencies – Duties**

##### **Chief Elected Officials**

- Issue emergency orders/proclamations; set priorities for scarce resources; authorize emergency procurement and resource control measures under KRS 39A as needed.

##### **County Road Department / Public Works**

- Provide equipment/operators for staging/POD setup; debris clearance for supply routes; fuel support; assist with generator deployment/maintenance.

##### **County Health Department (NKIHD liaison)**

- Advise on sanitation and safety of storage/feeding operations; clearances for food/water distribution; coordinate medical materiel requests with ESF-8.

##### **County/Local Law Enforcement (ESF-13)**

- Security for warehouses, staging areas, and PODs; escorts for critical shipments; traffic control for resource movements.

##### **County Finance Officer / Procurement**

- Activate emergency purchasing; review/approve contracts; ensure documentation meets audit and reimbursement standards; manage POs, invoices, and vendor payments.

### **Board of Education**

- Provide buses/drivers for logistical movements/evacuations; make cafeterias/kitchens and select facilities available per MOUs; food service support.

### **County/Local Utilities & PSC Liaison**

- Coordinate service restoration priorities; provide status of outages; support generator tie-ins and safety.

### **American Red Cross – Greater Cincinnati Chapter / VOAD**

- Coordinate mass care supply needs, feeding support, distribution of relief items; support donations management and disaster casework for unmet needs.

### **KyEM / State Partners (as requested)**

- Process resource requests; facilitate state contracts, National Guard support, and USACE assistance; coordinate interstate mutual aid.

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### **Administrative & Finance**

- ESF-7 and Finance/Admin Section will **track all costs** (personnel time, equipment, rentals, purchases, contracts, mutual aid) and maintain auditable records.
- Use standardized forms and WebEOC boards; retain vendor quotes, receiving documents, inventories, and demobilization check-outs.

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### **References**

- KRS 39A–G
- National Response Framework (NRF)
- National Incident Management System (NIMS)
- Kentucky Division of Emergency Management – State EOC SOPs
- FEMA 501-4 Resource Management
- Commonwealth of Kentucky Statewide Emergency Management Mutual Aid and Assistance Agreement
- Campbell County EOP, EOC SOPs, and Donations Management Plan

## **Quick-Use Checklists (Annex)**

### **Initial 0–4 Hours**

- Stand up ESF-7/Logistics; open Resource Ordering Point
- Verify life-safety critical requests; assign priorities
- Identify/activate staging, warehouse, and POD sites
- Lock in fuel, generators, transport, MHE (forklifts, pallets)
- Implement cost tracking; notify Finance/Procurement

### **Sustainment**

- Daily inventory & burn-rate; reorder points set
- Coordinate with ESF-6/8/12 for mass care, medical, and energy needs
- Update SITREPs; reconcile orders vs. deliveries
- Secure facilities; rotate staff; safety briefings

### **Demobilization**

- Publish drawdown plan; recover/clean/repair/return assets
- Close out contracts/POs; finalize reimbursement packets
- Conduct AAR/IP; update SOPs, vendor lists, and MOUs