

RICHLAND COUNTY EMERGENCY SUPPORT FUNCTION (ESF) 7 RESOURCE SUPPORT

LEAD COORDINATING AGENCY: Richland County Emergency Management

SUPPORT AGENCIES: County Administrator's Office; Municipal EM Coordinators

STATE ESF COORDINATING AGENCY: Wisconsin Emergency Management

I. INTRODUCTION

A. Purpose

Emergency Support Function (ESF) 7 – Resource Support, provides the mechanism by which Richland County coordinates requests from the Incident Commander or other response/recovery entities for county and municipal units of government, the private sector, and volunteer resources prior to and after emergencies or disasters.

B. Scope

1. ESF 7 describes how Richland County coordinates and manages resources to provide the logistical support necessary for County EOC operations and to County personnel assigned to other locations in support of an incident.
2. Resource support to county and local units of government and volunteer organizations may consist of, but is not limited to, emergency relief supplies, facility space, office equipment, office supplies, communications, contracting services, transportation services, security services, special teams and resources, and personnel required to support immediate response and recovery activities.
3. ESF 7 supports all Emergency Support Functions (ESFs) operating within an EOC activation.

II. POLICIES

- A. The Richland County Sheriff's Department maintains a 24-hour dispatch center to respond to incidents and support requests when notified. Richland County Emergency Management or its designee will respond to requests for assistance.
- B. When the EOC is activated, the County implements the Emergency Response Plan (ERP), and operates using the Incident Command System (ICS). The complexity of the incident will dictate the span of ICS. During multi-jurisdiction events, the Emergency Management Director will stand up a Logistics section of adequate span to provide resource support.
- C. Richland County Emergency Management coordinates with adjacent counties in the Southwest Region and volunteer organizations to obtain resources necessary to establish and maintain effective operations for the preparation, response and recovery

phases of an incident. If specialized resources are needed, such as special teams, equipment, personnel or facilities, those requests are submitted to WEM's Logistics Section through WebEOC. Such support requests should only be made once local and mutual aid support have been exhausted and should be demobilized at the earliest practical time.

- D. Responsibility for resource coordination of local assets, volunteers, and donations management resides with local units of government.
- E. Management of volunteers and donations to the affected community are described in **ESF 14 (Recovery and Mitigation)** and Richland County's Volunteer Management plan.
- F. Participating county agencies will support continuing operations with equipment and staff as needed through all phases of the incident/event.

III. CONCEPT OF OPERATIONS

A. General

1. Requests for resources are processed and managed in accordance with the policy set forth in this ESF.
 - If the EOC has **not** been activated, resource requests are handled by the Richland County Emergency Management Director or designee. The required information would include: who is requesting, the resource being requested, when it is needed, how long it will be deployed and where it is to be delivered. This information should be emailed to the Emergency Management Director or designee as a way to track the resource request.
 - When the EOC **has been** activated, resource requests go to the Logistics Section for processing.
2. The 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 where the incident is occurring. 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 and/or Operations Section Chief at the incident.
3. Accurate recordkeeping of all costs related to an incident is required. 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.

B. County-Level Response Support Structure

1. ESF 7 operates under the direction of Richland County Emergency Management using the Incident Command System (ICS). Under ICS, the Logistics Section

implements ESF 7 as directed by the Emergency Management Director or assigned 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

- a. The Logistics Section has responsibility for Resource Allocation, Resource Acquisition, and Logistical Support. The principle activities for each functional area are:
 1. Resource Allocation is identifying the appropriate type and inventory of available resources by material or services provided using FEMA's "Typed Resources Definitions, Incident Management Resources", FEMA 508-2, July 2005 document.
 2. Resource Acquisition
 - a. Initial resource requests are made by the local unit of 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 Emergency Management Director or EOC Logistics Section will contact the State Duty Officer or make the request in WebEOC. The request includes who is requesting, the resource being requested, when it is needed, how long will it be deployed and where it is to be delivered.
 - b. WEM and, in some cases, Wisconsin National Guard, 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 retrieving and returning the resource as well as 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 ensure it does not negatively impact the overall Incident Action Plan.
 - c. If the resource is not available, WEM attempts to locate a similar or equivalent resource for county use.
 3. Logistical Support
 - a. Provide logistical support for the operational needs of response personnel at their location (supplies, housing, transportation, etc.)
 - b. Develop and implementation 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. The Logistics Section is responsible for coordinating the distribution of supplies, resources and equipment for response/recovery operations.
- f. At the discretion of the Emergency Management Director, the County Administrator designates a contract and purchasing officer to contract and purchase for needed services, resources and equipment within statutory limits for the response/recovery effort.

C. Phases of Operations

1. Mitigation/Preparedness Activities

- a. Develop methods and procedures for responding to and complying with requests for resources.
- b. Develop procedures for reimbursing private vendors for services rendered.
- c. Develop lists of private vendors and suppliers and their available resources.
- d. Establish pre-planned contracts where necessary to ensure prompt support from vendors during emergencies.
- e. Develop and train ESF personnel on county emergency procurement procedures for acquiring supplies, resources, and equipment.
- f. Develop resource inventories based on hazard specific studies and corresponding likely resource requests by ESF.
- g. Participate in exercises to validate ESF 7 and supporting SOPs.
- h. Develop a county-wide logistics plan and coordinate with ESF 5 to support logistics operations.
- i. Annually review ESF 7 guidance and integrate tasks as appropriate.
- j. Ensure all ESF 7 planning integrates NIMS principles in all incident planning.
- k. Identify, develop and incorporate, as necessary:
 - i. Private sector capabilities and resources
 - ii. Backup response and recovery processes

2. Response Activities

- a. Alert those agencies whose personnel, equipment, or other resources may be needed.
- b. Implement a resource tracking and accounting system, including management reports.
- c. Assess initial reports to identify potential resource needs.

- d. Identify procurement resources and potential facility locations in the disaster area of operations.
 - e. Provide data to the ESF 15 for dissemination to the public, as necessary.
 - f. 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.
 - g. Coordinate with the IC Command Post on all logistical support activities.
 - h. Execute county logistics procedures found in the IAP (Note: all requests for resources will be done within WebEOC during EOC activations).
 - i. Coordinate with WEM, if necessary, for personnel deployment in support of emergency logistics operations.
 - j. Coordinate with ESF13 to evaluate warehouse security requirements.
3. Recovery Activities
- a. Continue procurement activities with emphasis shifting away from emergency response and towards community recovery.
 - b. Anticipate and plan for arrival of, and coordination with, state personnel and FEMA ESF 7 personnel at the Joint Field Office (JFO).
 - c. County Emergency Management will **assist** the affected municipality in organizing/coordinating volunteers and donations when **requested**. The County will not assume a command role in community's recovery effort but instead will bring all the resources available to the affected community to support their recovery operations.

IV. RESPONSIBILITIES

A. Primary Agency: Richland County Emergency Management

- 1. Identify, train, and assign personnel to staff ESF 7 in the County EOC.
- 2. Notify all ESF 7 supporting agencies upon activation.
- 3. The County Administrator will provide proper guidance in order to develop procedures for procurement of commodities and services, leasing of buildings and facilities, and facilities management. Provide staff support, as required.
- 4. Develop procedures for the temporary acquisition and return of procured equipment.
- 5. Develop procedures for allocating resource support.
- 6. Upon request from other agencies, supply the requested resources based on the circumstances, and as resources are available.
- 7. Based on the need, Emergency Management will contact American Red Cross, Salvation Army, religious organizations and service organizations to provide their services during the response and recovery phases of a disaster.

B. Support Agencies: All Other County Departments and Agencies and Private Agencies

1. Identify, train, and assign support personnel to staff ESF 7 in the Richland County EOC.
2. Develop and maintain agency resources identification and tracking system.

V. RESOURCE REQUIREMENTS

ESF 7 maintains information on local and county resources throughout the incident, as appropriate, and based upon NIMS requirements.

VI. REFERENCES (located in EOC)

[UW Richland Extension Resource Guide](#)
[Richland County Volunteer Management Plan](#)
[24 hour EOC Phone list](#)

VII. GLOSSARY/ACRONYMS (in County Basic Plan)

VIII. APPENDICES

Appendix 1 -- Resources
Coroner's Office
Emergency Management
Law Enforcement
Communications
Debris Removal & Salvage
Portable Restrooms
Veterinary Services/Kenneling

IX. ATTACHMENTS

Attachment 1 -- Agency Approval Signature Sheet

Appendix 1 -- Resources

CORONER'S OFFICE

Body Bags – 25

EMERGENCY MANAGEMENT

Mobile Command Post – Communications Trailer
Sandbags – 4000 in stock
Portable Generators - 2
Portable Lights – 4
Portable Radios – 5 programmed with mutual aid channels
Identification Wristbands – 5 colors
4 Gas Meter
Level B and Level C suits to include gloves, boots and tape
Tyvek Level D suits
Minimal PPE stock

LAW ENFORCEMENT RESOURCES

Contact through 911
Non-Emergency # 608-647-2106 – Richland County Sheriff
Non-Emergency # 608-647-2103 – Richland Center PD
2 Canine Unit (1 SO and 1 SAR RCPD)
1 Tactical Team

COMMUNICATIONS RESOURCES

Pine Valley Repeater ARES/RACES Amateur Radio
Emergency Coordinator: Chris Kanable
608-475-0320
chris.kanable@gmail.com

ESF 2 for Communications

DEBRIS REMOVAL SERVICES

Veolia

<https://www.veolia.com/en/veolia-group/profile/business-activities/waste-management>

Resources: Waste collection, Waste material recovery, Material recovery of organic waste, Treatment of hazardous waste, Dismantling and remediation, Industrial maintenance and cleaning

Waste Management Services

S2439 State Road 12, Baraboo 53913
608-355-3112 or 608-339-3111
Resources: Dumpsters, Recycling bins

Southwest Sanitation

701 Power Dr, Viroqua 54665
608-637-8010 or 888-523-7110
Resources: Dumpsters, Recycling Bins

Town and County

101 Park St, Boscobel 53805
800-626-1915 or 608-375-5856
Resources: Dumpsters, Recycling Bins

PORTABLE RESTROOM RESOURCES

Natures Way
Amy Dillenburg
608-583-2708

VETERINARY SERVICES/KENNELING

Pine River Veterinary Service
1111 Sextonville Rd, Richland Center 53581
608-647-8944

Riverdale Veterinary Service
127 HWY 133 & 80 Muscoda 53573
608-739-3123

Richland Area Rescue, Inc
Judy Elliot
30083 County Hwy O, Richland Center 53581
608-604-8213

ATTACHMENT 1 (Agency Approval Signature Sheet)

The undersigned have hereby reviewed and approved the Emergency Support Function 7 (Resource Support) of the County Emergency Response Plan.



County Administrator

22 June 2022

Date



Emergency Management Director

6/23/2022

Date

