

**Primary Agency:**

Department of Enterprise Services

**Support Agencies:**

Department of Agriculture  
Department of Corrections  
Department of Health  
Department of Labor and Industries  
Department of Licensing  
Department of Natural Resources  
Department of Transportation  
Office of Financial Management  
Office of the Attorney General

Parks and Recreation Commission  
Washington Military Department  
Emergency Management Division  
National Guard  
Washington State Patrol  
Washington Technology Solutions  
American Red Cross  
Volunteer Organizations

**INTRODUCTION**

---

**Purpose**

Provide resource support to state agencies, tribal and local jurisdictions following an emergency or disaster.

**Scope**

Resource support is triggered when state agencies, tribal and/or local jurisdictions exhaust their resources and capacity or can accurately forecast future needs for the provision of services, personnel and commodities during the response and recovery phases of an emergency or disaster. This may include emergency relief supplies, office equipment, office supplies, facilities, transportation services and personnel required to support emergency activities.

**Policies**

Revised Code of Washington (RCW) 39.26 Procurement of Goods and Services.

The Department of Enterprise Services (DES), Washington Military Department and other support agencies will operate under existing authorities and regulations.

**SITUATION & ASSUMPTIONS**

---

**Situation**

An emergency, disaster, or large-scale scheduled event may severely damage and/or limit access to resources needed for response and/or recovery.

**Assumptions**

Forms of communication may be severely interrupted during the early phases of an emergency or disaster.

Transportation to affected areas may be interrupted due to damaged infrastructure, such as roads, bridges, airports and other transportation modes.

Pre-event planning may identify a need beyond the available resources and mutual aid for a jurisdiction.

Following an emergency or disaster, there may be a need to provide resources, goods and services to the affected areas.

Management of resource support is highly situational, requiring flexibility and adaptability.

Resource requests need to be prioritized when existing resources are limited or depleted.

State agencies, tribal and local jurisdictions will expend all available resources and mutual aid prior to seeking assistance through the State Emergency Operations Center (SEOC) Logistics Section/Emergency Support Function (ESF) 7 or have identified a requirement based upon the future depletion of resources.

The SEOC or DES has no emergency budget, no contingency fund and limited assigned emergency management staff.

Volunteer management will be handled at the local or tribal government levels.

Donations management will be executed to the extent possible at the local or tribal level; if state assistance is requested for donations management the Logistics Section will coordinate with human services to activate Memorandums of Understanding (MOUs) with external partners.

## **CONCEPT OF OPERATIONS**

---

### **General**

A major disaster, emergency, or event may overwhelm the capabilities and exhaust the resources of state agencies, tribal and local jurisdictions. ESF 7 may be activated to respond to requests for state assistance. State assistance will be coordinated from the SEOC Logistics Section.

Actions undertaken by the Logistics Section/ESF 7 will be coordinated with state agencies, tribal and local jurisdictions who request assistance through the SEOC after expending all available resources or being able to justify the forecasting of resource depletion.

Resources may require mobilizing and dispatching prior to and during an incident, to include demobilization of resources during or after any event or disaster.

### **Direction and Control**

All resource requests will be received and processed through the SEOC Operations Section. Requests will be evaluated by Operations and will be assigned to the appropriate ESF if the request can be filled using state resources. If the request requires resources beyond the capability or capacity of state agencies, then Operations will assign to the Logistics Section.

The Logistics Section Chief or External Resource Branch Director (if staffed) will assign the request to the appropriate unit within the External Resource Branch. Within this branch any request will be completed whether the resource must be purchased, leased, rented, obtained through mutual aid or a federal resource request.

The Logistics Section Chief monitors the status of resource requests assigned to the External Resource Branch from assignment to completion. Requests assigned to other ESFs are tracked by the Operations Section.

Resources will be requested, assigned, mobilized, dispatched and demobilized using the SEOC WebEOC Resource Tracker and the SEOC Standard Operating Procedures (SOP).

## ORGANIZATION

The Logistics Section is responsible for coordinating the activities of ESF 7 and for bringing in additional resources from other states and federal agencies, as needed.

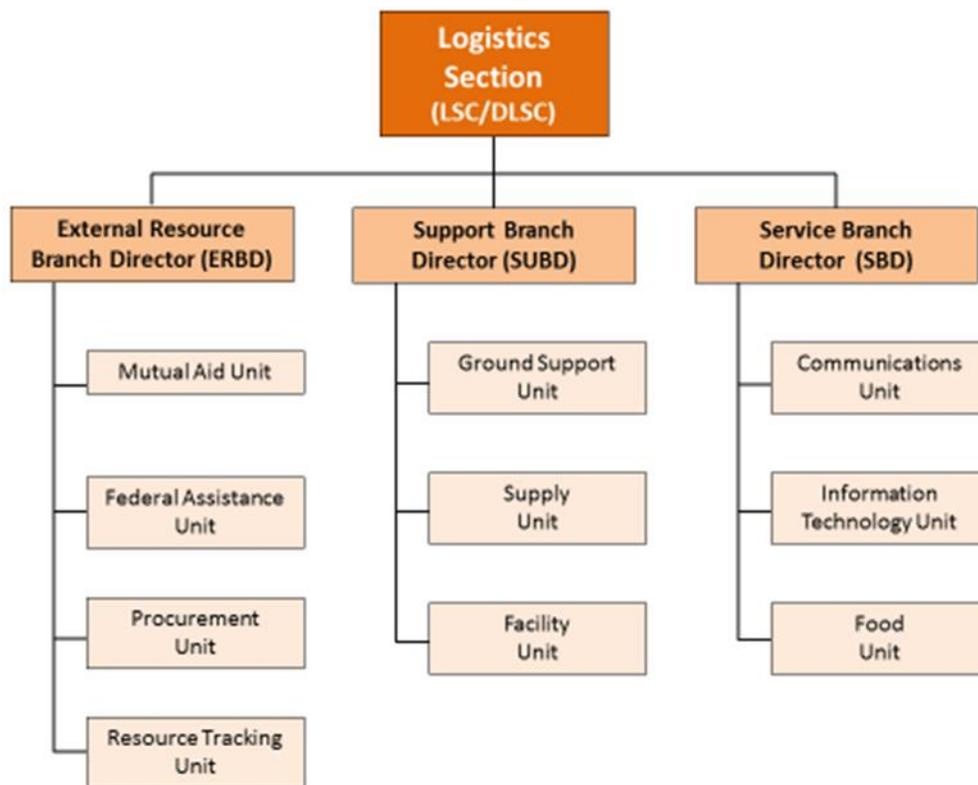


Figure 1 – State Emergency Operations Center, Logistics Section

The External Resource Branch is the only externally focused branch designated to:

- Coordinate, execute, and track mutual aid requests for the state
- Process and track all federal resource requests
- Coordinate with ESF 7 and procure disaster relief supplies and other resources
- Track, coordinate, mobilize, dispatch, demobilize, and update WebEOC for all requests assigned to the Logistics Section/ESF 7

## ACTIONS

---

### Preparedness Activities

Establish and review departmental roles and responsibilities for providing resource support during the response and recovery phases of an emergency or disaster.

Participate in ESF 7 training at the state, tribal, local, and federal levels.

Maintain an inventory of state owned and leased facilities.

Identify resources that state agencies, tribal and local jurisdictions can provide during the response and recovery phases of an emergency or disaster. Develop a needs assessment of internal and external resources to identify, at minimum, the:

- Essential personnel and staffing for internal and external support requirements
- Emergency supplies needed for personnel
- Essential records, equipment and office supply needs
- Essential office space requirements
- Research and determine, from the appropriate authorities, potential liability issues and appropriate insurance levels for state agencies
- Logistics transportation requirements for an emergency, disaster or event
- Identify, develop and prioritize an inventory of essential agency resource requirements (business resumption, other ESF roles and resources available to ESF 7) in an emergency or disaster

Maintain state goods and services contracts, vendor lists and contact information on the Washington Electronic Business Solutions (WEBS) system.

Develop procedures to expedite emergency leasing and utilization of state-owned or state-leased facilities in an emergency or disaster.

To enhance logistics and supply chain management a gap analysis will be executed and/or reviewed upon completion of the State Preparedness Report annually by the SEOC Logistics Section. The analysis will be based upon hazards identified within the Threat Hazard Identification and Risk Assessment (THIRA) and will consist of:

- The identified threat or hazard
- Major resources that will be required for the response to each threat or hazard
- Identifying whether the resource is available within the state or external to the state
- Identifying the appropriate agency or method to obtain the resource

### Response Activities

Provide secondary resource support to state agencies, tribal and local jurisdictions when their primary resources are exhausted or forecasted to be depleted/exhausted.

Provide information on how and where to obtain goods and services to state, tribal and local procurement and emergency management staff.

Coordinate and fill resource requests assigned by the Operations Section utilizing the WebEOC Resource Tracker. Acquisitions made by ESF 7 will be coded for later payment as designated by the Finance and Administration Section Chief.

Coordinate relocation of state-owned offices and facilities under DES control and the acquisition of new space, as necessary.

Assist with relocation of leased state office buildings and facilities not under DES control.

Coordinate staffing need requirements for statewide ESF 7 activities.

Provide operational communications within the SEOC.

Coordinate funding for emergency acquisitions.

Coordinate with the Operations and Planning Sections to monitor critical transportation and infrastructure systems.

Any request for resources placed with the Logistics Section that cannot be filled with existing state resources must follow the procurement process prior to the Logistics Section placing the order or using the appropriate mutual aid process.

Execute and coordinate mutual aid and memorandums of understanding/agreement with partners external to the state; including all federal agencies operating outside of their direct response authority.

### **Recovery Activities**

Support the transition to recovery activities, as required.

Follow appropriate policies and procedures in completing required documentation to justify emergency services, purchases or expenditures.

Ensure correct cost coding for any facilities, goods or services obtained from private sector providers.

Revise procedures based on lessons learned from the emergency, event, or disaster.

## **RESPONSIBILITIES**

---

### **Primary Agency**

Department of Enterprise Services

- Coordinate required resource support as directed from the SEOC.
- Maintain lists and contact information for facilities, goods and services; coordinate information with the Logistics Section.

- Work with support agencies to establish and review departmental roles and responsibilities for preparedness.
- Provide resource support during the response and recovery phases of an emergency, disaster, or planned event.
- Participate in emergency management and ESF 7 training at the state, tribal, local and federal levels.
- Maintain an inventory of state owned and leased facilities for use in emergency circumstances through DES Facilities Professional Services Division and Real Estate Services (RES).
- Maintain state goods and services contracts, vendor lists and contact information on the Washington Electronic Business Solutions (WEBS) system through DES Contracts and Procurement Division.
- Provide primary and alternate staff for the role of External Resource Branch Director and staffing for the Logistics Section.
- Provide information on how and where to obtain goods and services to state, tribal and local procurement and emergency management staff.
- Assist with relocation of state owned offices and facilities under DES control and acquisition of new space as necessary.
- Assist with relocation of leased state office buildings and facilities not under DES control, as resources permit.
- Utilize internal resources available to include:
  - Fleet Operations vehicles
  - Warehouses and trucking capacity
  - Assistance in coordination of donated goods and services
  - Acquisition of goods and services
  - Facility use and acquisition
- Provide emergency resource support for state agencies, tribal and local jurisdictions.
- Assist with acquisition of resources to fill requests which cannot be filled with existing state resources. The acquisitions must follow the procurement process prior to the Logistics Section placing the order.
- Follow appropriate policies and procedures in completing required documentation to justify emergency services, purchases or expenditures.
- Ensure correct cost coding for any facilities, goods or services obtained by ESF 7 staff from private sector providers.

## **Support Agencies**

### Department of Agriculture

- Assist local, state, tribal, federal agencies, agricultural, and food industry prepare for emergencies.

- Develop and disseminate recommendations to protect crops, animals, farmland, manufactured foods and beverages, fresh produce and animal feed, as well as fertilizers and pesticides.
- Provide personnel and equipment in support of ESF 7.

#### Department of Corrections

- Provide supplemental resources to state agencies, tribal and local jurisdictions to assist in the response phase of an emergency or disaster.
- Provide minimum-security inmate personnel for emergency or disaster work.

#### Department of Health

- Provide resource support, services, personnel, equipment, technical support, and advisory assistance to state agencies, tribal and local jurisdictions.

#### Department of Labor and Industries

- Provide supplemental resources to state agencies, tribal and local jurisdictions to assist in an emergency, disaster, or planned event.
- Assure sites selected for statewide ESF 7 activities meet state work place safety standards.
- Assure work site conditions at all ESF 7 operating locations comply with state standards.
- Provide Safety Officers for all State Staging Areas, Movement Coordination Centers, and Reception and Integration Sites, as requested.

#### Department of Licensing

- Provide resource support, services, personnel, equipment, technical support, information and advisory assistance to state agencies, tribal and local jurisdictions.
- Provide support when the Movement Coordination Unit has been activated by the Operations Section.

#### Department of Natural Resources

- Provide supplemental resources to state agencies, tribal and local jurisdictions to assist in an emergency, disaster, or planned event.
- Provide emergency air and ground transportation for emergency personnel, supplies and equipment upon request, when available.
- Provide heavy equipment (bulldozers, trucks, etc.) when requested, as available.

#### Department of Transportation

- Provide information on road conditions and road closures affecting arterials providing access to and from disaster area(s).
- Provide transportation route evaluation and resources.

- Provide transportation for emergency personnel, supplies and equipment, when available.
- Provide heavy equipment (bulldozers, trucks, etc.) when requested, as available.
- Provide supplemental resources to state agencies, tribal and local jurisdictions to assist in an emergency, disaster, or planned event.

#### Office of Financial Management

- Provide resource support, services, personnel, equipment, technical support, and advisory assistance to state agencies, tribal and local jurisdictions.
- Serve as a collaborative partner in developing and implementing emergency procurement processes and procedures during emergency activations.

#### Office of the Attorney General

- Provide legal counsel.

#### Parks and Recreation Commission

- Make state parks available for emergency or disaster operations.
- Provide supplemental resources to state agencies, tribal and local jurisdictions to assist in an emergency, disaster, or planned event.

#### Washington Military Department, Emergency Management Division

- Provide communication links, hot lines, video/teleconferencing capability and access to WebEOC for ESF 7 activities statewide.
- Provide staffing to the Logistics Section and statewide ESF 7 activities.
- Provide supplemental resources to state agencies, tribal and local jurisdictions to assist in an emergency, disaster, or planned event.

#### Washington Military Department, National Guard

- Provide available resources, as requested.

#### Washington State Patrol

- Provide information on transportation routes and provide security for resource movement.
- Provide supplemental resources to state agencies, tribal and local jurisdictions to assist in an emergency, disaster, or planned event.

#### Washington Technology Solutions (WaTech)

- Restore normal service operation as quickly as possible, minimize the adverse impact on business operations and correct WaTech events that impact customer service.

#### American Red Cross

- Provide supplemental resources to state agencies, tribal and local jurisdictions to assist in an emergency, disaster, or planned event.

### Volunteer Organizations

- Provide supplemental resources to state agencies, tribal and local jurisdictions to assist in an emergency, disaster, or planned event.

## **APPENDICIES**

---

Appendix 1 - Reception and Integration

Appendix 2 - State Staging Areas

Appendix 3 - Movement Coordination