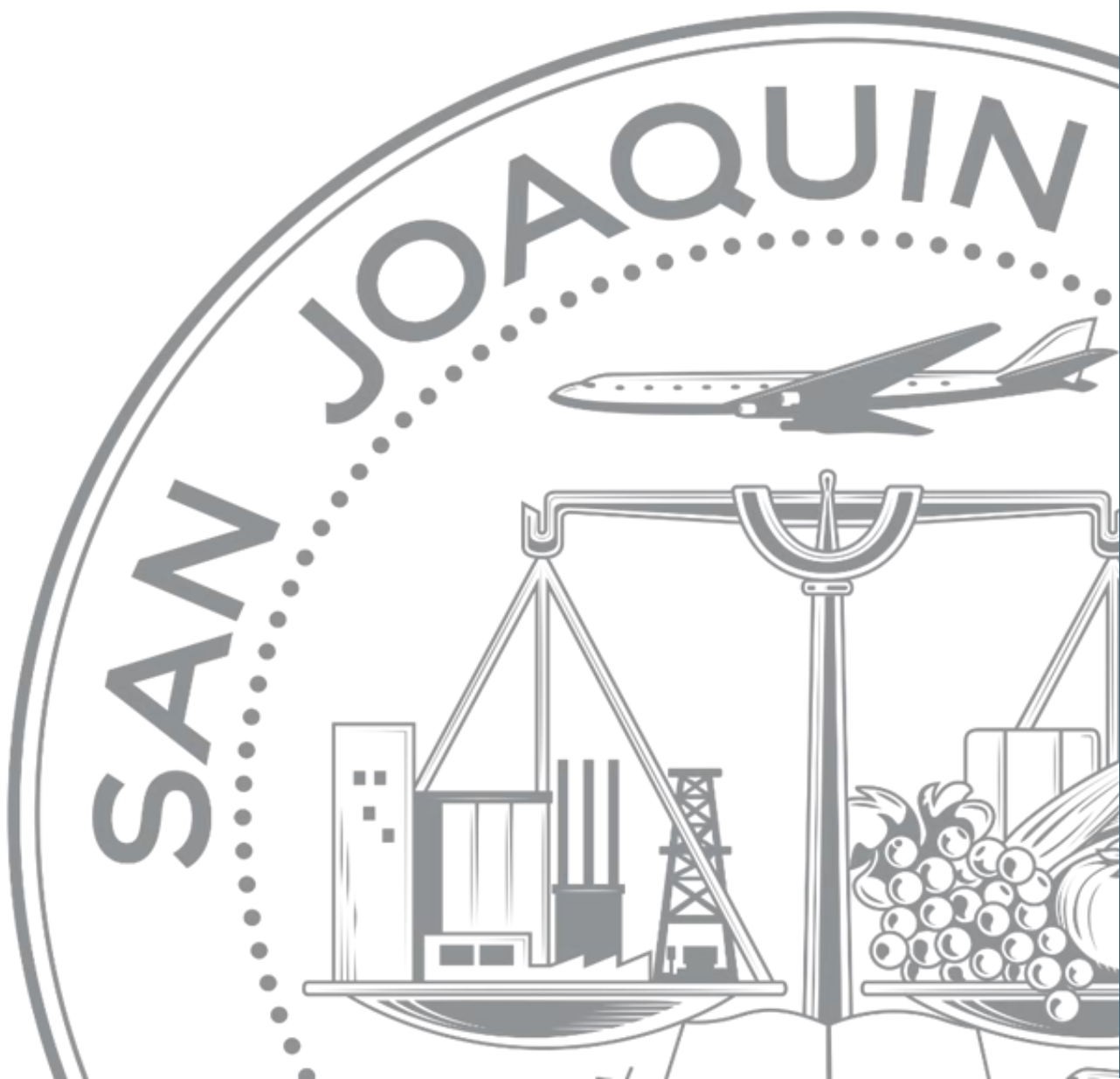# SAN JOAQUIN

COUNTY

Greatness grows here.

ESF-07
Resources Annex

July 22, 2020

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Letter of Promulgation

This ESF Annex to the County of San Joaquin Emergency Operations Plan describes how San Joaquin County will manage emergency incident or disaster mitigation, preparedness, response, and restoration related to this ESF. All Primary and Support agencies identified as having assigned responsibilities in this ESF shall perform the emergency tasks as described to include preparing and maintaining Standard Operating Guidelines and Procedures, and by carrying out the training, exercises and plan maintenance needed to support the plan.
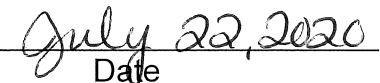
This ESF plan was developed using the Comprehensive Planning Guide 101 version 2 from the Federal Emergency Management Agency and California's emergency planning guidance documents. Adoption will occur following the established maintenance schedule; however, the plan may be modified in the interim without prior approval and formal adoption under the direction of the Director of Emergency Operations. The modified plan will be relayed digitally to all Primary and Support agencies identified as having assigned responsibilities in this ESF. In addition, the plan will be available on the San Joaquin County Office of Emergency Services webpage and within the Advanced File Library of WebEOC. The Primary assigned agency will coordinate the review and update of the plan with the Support agencies as needed at least every two years. This ESF plan supersedes any previous versions.

This ESF Annex applies to Primary and Support agencies within San Joaquin County who are assigned responsibilities in *Section 4.3.1 Responsibilities by Emergency Support Function* of the All-Hazard EOP and/or identified within the ESF Annex.

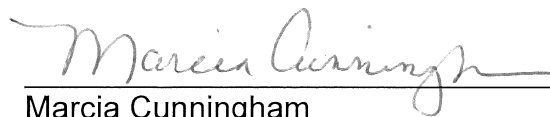This plan replaces previous annexes of the same title.

_____   _____
Shellie Lima, Director Emergency Operations   Date
                                                     July 22, 2020
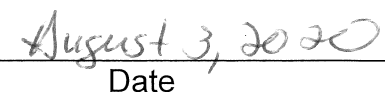
This plan/annex will be formally promulgated by the chairperson of the Disaster Council of San Joaquin County at the next regularly scheduled meeting. The Disaster Council is empowered by County Ordinance to review and approve emergency and mutual aid plans.

_____   _____
Marcia Cunningham   Date
Chair, San Joaquin County Disaster Council   August 3, 2020
Director of Emergency Services

Plan Administration

San Joaquin County Office of Emergency Services Director of Emergency Operations will coordinate review, revise, and re-promulgate this annex at least once every two years or when key changes occur, such as lessons learned from exercises or real events. Changes may be made by the San Joaquin County Director of Emergency Operations without formal Disaster Council's approval. This document supersedes all previous ESF-07 Resource appendices and annexes for the Operational Area.

Record of Changes

All updates and revisions to this annex will be tracked and recorded in the following table. This process will ensure that the most recent version of the plan is disseminated and implemented by emergency response personnel.

Date	Change No.	Change made by (name/title)	Summary of Changes
2/25/2020	1	Heyer/Emergency Planner	Updated- Dates and changed Emergency Services Council to Disaster Council per County Ordinance

Plan Distribution

San Joaquin County Office of Emergency Services maintains the San Joaquin County Emergency Operations Plan in the San Joaquin County Emergency Operations Center Library. This document upon signature will become an annex to the Emergency Operations Plan. The primary method of Emergency Operations Plan distribution is electronic, with a copy available in the Advanced File Library of the SJC Web based information sharing database WebEOC and on the San Joaquin County Web page.

TABLE OF CONTENTS

Primary Agency: Office of Emergency Services

Supporting Agencies: Purchasing and Support Services
Human Resources Division
Department of Public Works
County Sheriff's Department

1 EXECUTIVE SUMMARY

The Emergency Support Function (ESF)-07 Resources Annex to the San Joaquin County (County) Emergency Operations Plan (EOP) introduces the basic concepts, policies and procedures for providing and/or coordinating the provision of services, personnel, equipment and supplies to support operations for disasters of all sizes and types. It further describes the governmental organizations responsible for providing such logistics (facilities, supply/ procurement, personnel, transportation, equipment, and utilities) and the elements of the private sector that normally offer commodities and services. Some assets may come from other counties/states, and this annex will also outline how these resources will be accounted for. All costs need to be tracked so that claims can be made to state and federal agencies during the recovery process. The Resources Annex describes how the functions will be carried out at the Operational Area (OA) level.

2 INTRODUCTION

2.1 PURPOSE

The purpose of ESF-07 is to provide logistical and resource support to County agencies in supporting incident response and recovery efforts during incidents of critical significance. This ESF supports resource requests that do not fall within discipline-specific mutual aid systems such as Law Enforcement, Fire and Rescue, Public Health and Medical and Emergency Management, which have their own specific mutual aid processes. This annex provides basic concepts, policies and procedures for providing and/or coordinating the provision of services, personnel, equipment and supplies to support operations associated with natural disasters and incidents in the County OA. This annex supports the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

2.2 SCOPE

This Annex applies to an incident response operation within the OA and is typically executed during an activation. Resource support involves the provision of services, personnel, commodities, and facilities to County departments and, if possible, cities and special districts during the response and recovery phases of an incident or disaster. ESF-07 provides for the centralized management of supply chain functions in support of the County, its cities and special districts for an actual or potential incident. This annex applies to situations which can exceed local resources and possibly the county. The scope includes:

1. Coordination and management of resource support and delivery.

2. Providing supplies and equipment from County stockpiles, commercial sources and donated goods.

3. Monitoring known, predicted, or potential impacts of the event. Estimate type and amount of resources that will be required to adequately support County emergency operations.

4. Coordinating and managing resource requests from within the operational area.

5. Tracking availability of resources within the county.

6. Coordinating with the Region and State for support.

7. Determining the need for emergency contracts and agreements to obtain resources for emergency operations.

8. Facilitating the reallocation, demobilization, and return of resources that are no longer needed for emergency operations.

9. ESF–5 Emergency Management will work with ESF–13 Law Enforcement to develop strategies for transporting materials into restricted areas dependent upon the needs of the event

10. Distribution, supply staging and logistics locations were predetermined throughout the County and are contained in Operations Plans. In the event these locations are not accessible, alternative locations will be determined through pre-incident planning. Some elements to consider are pre-determined centralized locations, efficiency of moving materials in and out of areas of need, easily found, known locations.

2.3 KEY TASKS/RESPONSIBILITIES

1. Maintain a comprehensive resource list of vendors and suppliers.

2. Establish pre-incident arrangements for procurement of additional resources and coordinate activation of those arrangements with Office of Emergency Services, management.

3. Establish and maintain a thorough knowledge of the legalities governing the emergency procurement/acquisition of resources, specifically those involving contracting and financial management.

4. Coordinate with appropriate ICS staff in accordance with SEMS (i.e. local and operational area levels).

5. Coordinate with the Inland Regional Operations Center or State Operations Center for requests of State resources.

6. Establish entry and exit procedures for controlled areas to ensure continuity throughout the county.

3 GUIDELINES

The following policies apply to the implementation of ESF-07:

1. When an incident occurs within the OA, the response will be handled at the lowest possible level. If the incident exceeds the capabilities of the local emergency response, the EOC may be activated along with the County EOP and the necessary annexes, including this ESF-07 Resources Annex.

2. Procurement will be made in accordance with current local, state, and federal laws and regulations, and ordinances.

3. The designated primary and support agencies are responsible for and committed to staffing and implementing ESF-07 positions at the time of its activation by the San Joaquin County Office of Emergency Services (OES).

4. The primary and support agencies participating in this ESF operate in accordance with SEMS and NIMS and will adopt additional components of SEMS and NIMS as they are promulgated. SEMS and NIMS components include Incident Command System (ICS), preparedness activities, resource management mechanisms, communications and information management requirements, supporting technologies, and ongoing management and maintenance requirements.

5. The priorities for emergency operations implemented will be consistent with and will support the San Joaquin EOC Emergency Action Plan (EAP) for the applicable operational period.

6. When resources and capabilities are limited, resource allocation will be in accordance with the priorities established by the EAP, as well as by the following, in descending order of importance:

   a. Protection of human health and safety;

   b. Protection of critical infrastructure;

   c. Protection of property; and

   d. Protection of environmental quality.

4 PLANNING ASSUMPTIONS

The following planning assumptions have been used to develop this ESF. If these assumptions are not valid for a specific event or circumstance, it will be necessary to modify the operational concepts and assigned responsibilities defined herein:

1. The primary and support agencies will have adequate personnel and equipment available at the time of ESF activation to support emergency operations.

2. Life safety depends on the ability to obtain resources quickly. Standard purchasing methods may not be applicable.

3. The equipment, systems, and supplies normally available to the primary and support agencies needed for emergency operations will remain functional and can be repaired in a timely basis.

4. The County's ability to support a response to a large-scale incident or disaster can be severely impacted.

5. All forms of communication may be severely interrupted during the early phases of an incident or disaster.

6. Transportation outside and within the OA may be interrupted due to damage to roads, bridges, and airports.

7. Following an incident or disaster, there may be a need to provide resources, goods, and services to other areas affected within the OA.

8. Resource support to an incident or disaster is expensive and must be closely controlled.

9. The County will expend all available resources prior to seeking assistance through the Regional Emergency Operations Center (REOC).

5 CONCEPT OF OPERATIONS

This section defines the concept of operations that will be used by the primary and support agencies to implement the resource and request (Logistics) function at the time of a disaster. The concept of operations includes actions to be taken by the agencies responsible for logistical support during the pre-event timeframe, as well as during response and recovery periods. The concept of operations for logistics is applicable regardless of the scope, type, or duration of the incident. The response will be handled at the lowest level possible or until the jurisdictional autority has or anticipates expending all available resources. When activated, ESF-07 will provide support for the emergency response and logistical support to responders.

5.1 GENERAL

1. The Logistics Section will be activated, staffed, and implemented by the primary and necessary support agencies as outlined in the SJC EOP. The Logistics Section may be activated prior to the onset of an emergency, immediately after its impact on the County, or at any time during the activation of the EOC. Once directed to activate the EOC, the primary agency is responsible for notification and mobilization of its personnel and resources, as they are needed.

2. Once activated, designated personnel will coordinate operations of the Logistics Section from its position in the EOC, where adequate communications and data management systems are available. Operational coordination will continue until the time they are authorized by the EOC Director to demobilize and terminate operations.

3. The organization of the Logistics Section is consistent with the EOP. This structure and system supports incident assessment, planning, procurement, deployment, coordination, financial responsibilities, and support operations to the County.

4. Guidelines, protocols, and plans for disaster-response activities are developed to govern staff operations at the EOC and in the field. These are in the form of the basic plan, corresponding appendices, and standard operating procedures (SOP), which describe ESF-07 responsibilities. Periodic training and exercises are also conducted to enhance effectiveness.

5. The EOC will be the focal point for all requests for resources, both into and out of the County. Resource requests that cannot be provided through pre-established mutual aid procedures will be forwarded to the Logistics section. The Logistics Section will determine the sources of the needed resources.

6. Mutual Aid coordination under state plans should work to keep the Logistics Section current using periodical situational updates, i.e., Law, Fire and Public Health and Medical Mutual Aid.

7. Logistics Section will work closely with the Planning Section, Finance Section and the EOC Director to locate, procure and allocate essential resources such as supplies, distribution of food, equipment, points of distribution, and multi-purpose staging areas.

5.2 NOTIFICATIONS

1. OES will be responsible for notifying appropriate staff needed to activate and if necessary to stand by in the event that ESF activation is required. In turn, the EOC Logistics Section Chief is responsible for notifying the designated support agencies of the notification to activate the ESF or to stand by for possible activation. The EOC Logistics Section Chief is responsible for determining whether personnel from some or

all of the support agencies should be notified and mobilized.

2. OES maintains an up-to-date, 24-hour notification roster of its personnel assigned to this function, as well as representatives of the support agencies.

3. The flow of mutual aid and other resource requests will follow SEMS/NIMS and is outlined in the following figure.

4. All requests for resources from outside of the County will be conducted through the Logistics Section with the exception of those ESFs that are coordinated through other Mutual Aid Agreements, i.e., fire, law and medical and health. (See Attachment A)

5.3 COORDINATION

The Logistics Section will coordinate with the Finance Unit to ensure the funding is available to sustain the operation and to continue ordering/procuring the resources necessary.

The Logistics Section will begin monitoring and addressing resource requests submitted through WebEOC Resource and Request Deployment Module (RRDM) or by other methods of request (via telephone, etc.). If possible, all resource requests should be submitted through RRDM. There may be instances when external resource requests are submitted and the receiving party in the Logistics Section should manually enter the request into RRDM.

The members of the Logistics Section will work to identify how to fulfill the request. Resources may be available internally (County owned, mutual aid, etc.) or may need to be ordered/requested from outside vendors via vendor lists and other emergency agreements.

The Logistics Section will continually monitor RRDM and address the resource requests that fall under their responsibility. The Logistics Section will work through appropriate contracts, vendors, etc. to locate the resources needed and allocate the resources to the appropriate locations.

5.3.1 Resource Ordering

When locating resources to fulfill a request, the Logistics Section will follow this order:

1. Use internal resources
2. Borrow resources
3. Look for donated goods/services (reference ESF-17)
4. Rent or lease the resource
5. Purchase resources in accordance with Purchasing guidelines

If a request is critical and immediate, the ordering sequence may be bypassed. The Logistics Section Chief will coordinate with appropriate policy groups to determine the appropriate action.

5.3.2 Resource Tracking

After the Logistics Section locates and procures the resources necessary to fulfill the request, the Logistics Section will coordinate with the Resources Unit Leader in the Planning Section to ensure the resource was delivered to the appropriate location and has been checked into the response appropriately.

5.4 ORGANIZATION

OES has management oversight for this ESF, and has ongoing responsibilities throughout the preparedness, response, and recovery phases of incident management.

Most of ESF-07 is conducted within the Logistics Section and illustrated below:
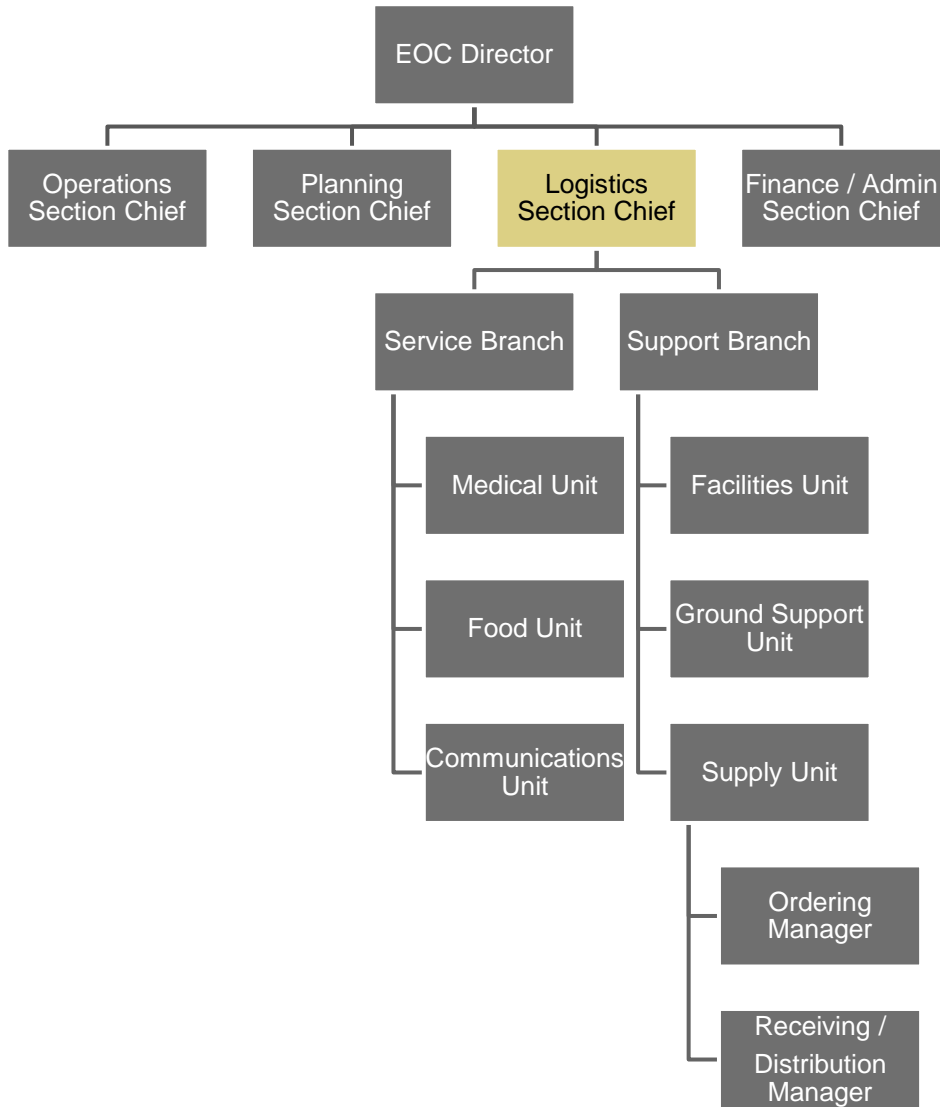
Emergency Support Functions (ESF)			
ESF #1	Transportation	ESF #10	Hazardous Materials
ESF #2	Communications	ESF #11	Food and Agriculture
ESF #3	Construction and Engineering	ESF #12	Utilities
ESF #4	Fire and Rescue	ESF #13	Law Enforcement
ESF #5	Emergency Management	ESF #14	Recovery
ESF #6	Care and Shelter	ESF-15	Public Information
ESF #7	Resources	ESF-17	Volunteer and Donations Management
ESF#8	Public Health and Medical		

Figure 1: Flow of Requests and Resources
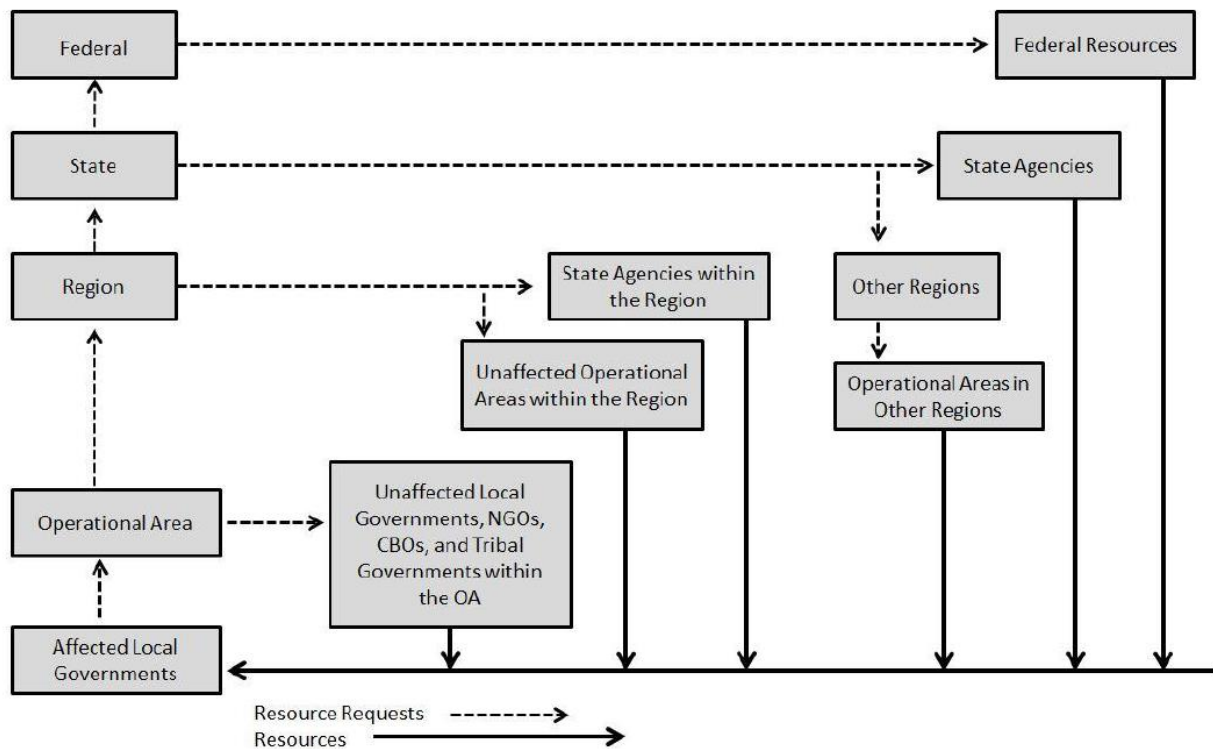
5.5 EMERGENCY OPERATIONS

This section describes the emergency operations that may be required by the primary and support agencies in order to be prepared for activation, as well as the operations to be implemented during the response and recovery phase. Demobilization actions of logistics functions are also defined.

5.5.1 Pre-Event Preparedness:

OES has management oversight for Logistics. To ensure activation readiness, the primary and support agencies will check that the following actions are taken prior to the onset of an emergency event:

1. Detailed SOPs, action checklists, and job aides will be developed and available for use.

2. Equipment inventories and personnel rosters necessary for ESF implementation will be up-to-date and immediately available.

3. Agencies will ensure designated primary and support agency personnel have received all necessary training.

4. Agencies will coordinate pre-incident efforts with private-sector organizations as they relate to logistics functions.

5. Agencies will coordinate ESF preparedness activities related to all levels of planning for response and recovery operations.

6. Facilities, systems, equipment, and supplies will be protected from the effects of the event to the greatest extent feasible.

7. Agencies will designate representatives for the EOC.

5.5.2 Response Operations:

Response operations are conducted during an event, and they are necessary to preserve life-safety, property and the environment. Response operations are considered in two phases: (1) initial actions for the operational period when first activated; and (2) continuing actions that are to be implemented during each EOC operational period for the response phase until the ESF is able to transition to recovery operations. In all cases, the response operations are general guidelines for action, and may be modified to adjust to the particular circumstances of the situation. The phases of the response operations are described below:

5.5.2.1 Initial Actions:

The following initial actions are to be completed during the first operational period:

1. When the Logistics Section is activated, the Logistics Section Chief or designee will staff the Supply Unit (Ordering Unit Leader) position as necessary.

2. Ensure the functionality of telecommunications and data management systems utilized for resource requests and take corrective action as needed.

3. Access needed guidelines, checklists, rosters, and inventories.

4. Receive a situational briefing of emergency operations by other activated ESFs.

5. The Supply Unit will coordinate with purchasing/procurement to ensure vendors and contractors have been identified. Evaluate additional needs.

6. The Logistics Section Chief will assist with the collaboration and development of operational priorities based on the objectives set forth in the initial briefing.

7. Implement necessary initial actions specific to ESF-07 based on direction and objectives set forth by the EOC Director.

5.5.2.2 Continuing Actions

The following continuing actions would be repeated during each operational period for the duration of the response period until the transition to recovery operations:

1. Monitor ESF staffing, resource availability and adequacy, and take corrective actions if necessary.

2. Review the Emergency Action Plan (EAP) for the operational period; prioritize ESF operations and resource allocation in accordance with its directives.

3. Monitor emergency actions initiated and continue from the previous operational period until completion.

4. Maintain complete and accurate documentation as required.

5. Provide information regarding operations, problem areas, and resource needs to ESF-05 (Emergency Management) for development of the EOC situation report (SITREP) and EAP.

6. Participate in EOC meetings and briefings.

7. Coordinate with ESF-13 (Law Enforcement) and ESF-01 (Transportation) to deliver resources. Ensure routes of travel are available and access will be granted.

8. Coordinate with supporting agencies and voluntary organizations active in disaster (VOAD) for additional assistance in obtaining and distributing resources. Also can reference ESF-17 (Volunteer and Donations Management).

9. As ESF response actions near completion, anticipate and plan for transitioning to recovery operations and provide ESF recovery plans to ESF-05 (Emergency Management).

5.5.2.3 Recovery Operations

1. Ensure the completion of all response operations and the resolution of all requests for resources.

2. Advise all activated ESF support agencies of the initiation of recovery operations and provide coordination and guidance regarding needed support agency actions.

3. Review the EAP for recovery and adjust recovery actions for consistency with the ESF-14 Recovery Annex.

4. Provide updated information regarding completion of response operations to ESF-05 (Emergency Management).

5. Continue to augment services until phases are complete.

5.5.2.4 Demobilization Operations

As recovery nears completion, implement actions necessary to support demobilization when authorized by the EOC Director, including (but not limited to) the following:

1. Advise activated primary agency personnel and support agencies of the intent to demobilize the ESF; define methods for providing continuing assistance to agencies following deactivation.

2. Review all logistics function operational and financial documentation to ensure completeness and accuracy.

3. Account for all deployed personnel, equipment, and supplies.

4. Identify ESF systems, equipment, or supplies damaged or depleted during the operations, and assign responsibility for repair and restoration.

5. Provide completed documentation to the Documentation Unit and notify all support agencies of the demobilization.

6 ROLES AND RESPONSIBILITIES (ORGANIZATIONAL RESPONSIBILITIES)

This section lists each primary and support agencies and their respective responsibilities.

6.1 PRIMARY AGENCY

1. San Joaquin County Office of Emergency Services

    a. Provide, direct, and coordinate logistical support for entire incident.

    b. Ensure resource requests from impacted districts, departments, and local jurisdictions are considered when determining logistical priorities.

    c. When local resources have been exhausted, additional resources may be requested from the Region or State consistent with SEMS.

6.2 SUPPORTING AGENCIES

1. San Joaquin County Purchasing and Support Services

    a. Coordinate, supervise, and manage the procurement of supplies and equipment in an emergency or disaster through the EOC.

    b. Establish procedures for procurement of emergency supplies and equipment not covered in existing County codes and emergency procedures.

    c. Determine priorities for procurement of supplies and equipment in support of the incident objectives in coordination with the Logistics Section Chief in the EOC.

    d. Coordinate, supervise, and manage procurement, of supplies and resources available for use by County government in supporting recovery.

    e. Maintain and implement procedures for acquisition, leasing, and contracting for construction and repair of public facilities as indicated by the incident.

    f. Maintain purchasing and financial records of any expenditure used for response or recovery from the disaster or incident.

2. San Joaquin County Human Resources

    a. Provide staffing for the EOC for 24-hour, 7-days per week operations.

    b. Coordinate recruitment and hiring of additional human resources, which may be needed for the response and/or recovery phases of the emergency or disaster.

3. San Joaquin County Departments and Agencies

    a. Provide staffing for EOC, when requested.

7 COMMUNICATION

The Logistics Section should receive all requests through the established resource request process in WebEOC - RRDM. The Logistics Section will utilize the most appropriate communication method to contact potential resource providers. Once fulfilled, the Logistics Section will update the RRDM to notify the requestor that the order has been fulfilled, with an estimated time of arrival of when the resource can be expected.

All communications should be a two-way flow from the positions within the Logistics Section to the Logistics Section Chief, and vice versa. When communicating, all personnel should use plain language to avoid any confusion (no acronyms or abbreviations). The Logistics Section should also monitor the situation updates in WebEOC so that the Logistics Section has good situational awareness and can remain ahead of incident needs and be prepared to fulfill a request.

The Logistics Section will keep the Planning Section and Operations Section informed of any logistical issues, delays, etc. so that both sections can identify workarounds if necessary. The Logistics Section will also maintain communication with the Finance Unit to maintain awareness of purchasing status.

8 INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

The primary function of ESF-07 will be to provide or coordinate the provision of services, equipment, and supplies to support expedient operations associated with an incident and for the approval and acquisition of equipment and supplies not available through normal purchasing channels and ordering timeframes. The EOC will document and maintain inventory lists, deploy and track resources through the Resource Request and Deployment Module in WebEOC. Instructions and information on the system is available in the EOC.

Critical coordination points for the ESF-07 include:	
ESF-01 Transportation	Coordinates the delivery of resources
ESF-02 Communications	Established interoperable communications with mutual aid resources and other ESF resources.
ESF-05 Emergency Management	Coordinates the distribution of resources to other ESFs as necessary, and provides updated information for Situation Reports.
ESF-08 Public Health and Medical	Provides logistical and resource support to County agencies to support emergency response and recovery for populations with access and functional needs.
ESF-13 Law Enforcement	Coordinates provision of traffic services and evacuation.

9 ADMINISTRATION, FINANCE, LOGISTICS

9.1 RESOURCE PROCUREMENT

This section describes the ways in which the ESF will procure or obtain resources that may be required for implementation. Resources, as a general term, encompass the personnel, equipment, systems, and supplies, as well as highly specialized services that may be needed for ESF implementation.

In all cases, the jurisdictional authority, with continuing representation in the EOC, will serve as the point of coordination to identify resources needed for implementation. The jurisdictional authority will also be responsible for requesting and directing mobilization of the resources.

1. The primary agency representative will use one or more of the following for securing and deploying the needed resources in the most timely and cost-effective manner:

   a. Resources under the direct control of the primary agency;

   b. ESF support agencies;

   c. Other activated ESFs representatives in the County EOC;

   d. Identify private-sector vendors or contractors that would have the resources available; and

   e. Jurisdictions within the operational area (OA) or through mutual aid.

2. If unable to obtain needed resources a purchasing agent may be requested to assist in procurement of the resource. All purchases will be in accordance with established purchasing guidelines.

   a. If the resource is a critical and immediate need, the general sequence may need to be bypassed in order to address immediate concerns. The Logistic Section Chief, Finance Section Chief and Policy Group will coordinate to make the determination on the appropriate action.

   b. The Director of Emergency Services will be responsible for determining the process of procurement authorization implemented by the ESF-05 (Emergency Management) coordinator and ESF-07.

   c. The primary agency representative will have information regarding the categories or types of resources to facilitate requesting additional resources.

3. Using consistent resource management concepts such as typing, inventorying, organizing and tracking will facilitate the dispatch, deployment, and recovery of resources before, during and after an incident. When possible resource requests should follow standard developed NIMS/SEMS typing standards for consistency. The Resource Typing Library Tool (RTLT) is an online catalogue of national NIMS resource typing definitions and job titles/position qualifications.

9.1.1 Financial Management

The Finance Section provides fiscal support to the EOC and coordinates with county departments to ensure costs are tracked and that proper documentation is maintained for reimbursement requests. Expenditures will be tracked and submitted directly to the Finance and Administration Section as soon as possible.

10 PLAN DEVELOPMENT AND MAINTENANCE

The development and maintenance of this ESF plan will be consistent with the guidelines established in the EOP.

11 AUTHORITIES AND REFERENCES

The authorities and references documented in the EOP are considered applicable to this ESF. The following are also applicable to this function:

1. Purchasing contracts/documents/agreements
2. Add the remaining

ACRONYMS

EAP	Emergency Action Plan
ESF	Emergency Support Function
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
NGO	Non-governmental Organization
NIMS	National Incident Management System
OA	Operational Area
OA EOC	Operational Area Emergency Operations Center
OES	Office of Emergency Services
REOC	Regional Emergency Operations Center
RRDM	Resource Request and Deployment Module (Part of WebEOC)
SEMS	Standardized Emergency Management System
SITREP	Situation Report
SOP	Standard Operating Procedures
VOAD	Voluntary Organizations Active in Disaster
WebEOC	Name of web based software solution used for situational awareness and resource requesting.

ATTACHMENT A
A. Process Flow for Resource Requests

Process Flow for Resource Requests

Request from Jurisdictional Agency to Logistics Section at EOC
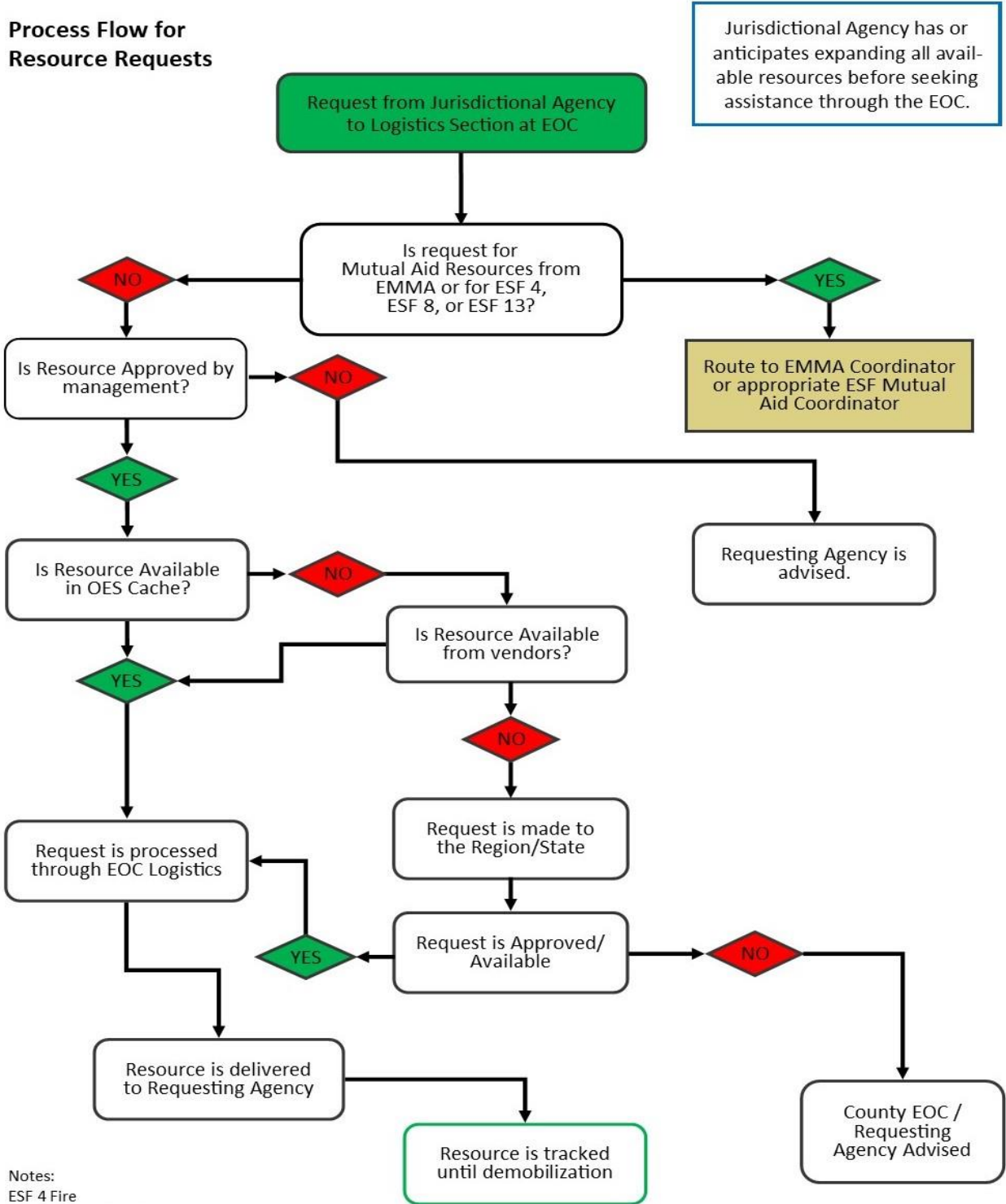
Jurisdictional Agency has or anticipates expanding all available resources before seeking assistance through the EOC.

Is request for Mutual Aid Resources from EMMA or for ESF 4, ESF 8, or ESF 13?

NO

YES

Route to EMMA Coordinator or appropriate ESF Mutual Aid Coordinator

Is Resource Approved by management?

NO

YES

Requesting Agency is advised.

Is Resource Available in OES Cache?

NO

YES

Is Resource Available from vendors?

NO

Request is made to the Region/State

Request is processed through EOC Logistics

Request is Approved/Available

YES

NO

Resource is delivered to Requesting Agency

Resource is tracked until demobilization

County EOC / Requesting Agency Advised

Notes:
ESF 4 Fire
ESF 8 Medical/Health
ESF 13 Law
EMMA—Emergency Management Mutual Aid for (EOC/DOC staff)