

GRAYS HARBOR COUNTY CEMP

Resource Support

This document serves as Emergency Support Function #7 (ESF#7) of the Grays Harbor County Comprehensive Emergency Management Plan (CEMP).

Grays Harbor County Emergency Management

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Primary Agencies:

Grays Harbor County Emergency Management (GHC EM)

Grays Harbor County Public Services

Support Agencies:

Grays Harbor County (All Departments)

Local Business and Industry

Municipalities (All Departments)

Volunteer Organizations

Washington State Emergency Management Division (EMD)

Introduction

Purpose

Emergency Support Function 7 (ESF #7) Resource Support assists county, municipal, and supporting non-governmental organizations in responding to emergencies or disasters of countywide significance through the acquisition of resources.

Scope

ESF #7 for county, municipal, and supporting non-governmental organizations includes but is not limited to emergency relief supplies, facility space, office equipment, office supplies, telecommunications (in coordination with ESF #2), contracting services, transportation services (in coordination with ESF #1), security services, and personnel required to support immediate response activities. ESF #7 provides support for requirements not specifically identified in other ESFs.

Policies

No county, city, or other municipal corporation shall give any money, property, or loan its money or credit to, or in aid of any individual, association, company, or corporation according to Section 7 of Article VIII of the Washington State Constitution

In accordance with RCW 38.52.070 (2), a political subdivision in which a disaster occurs shall have the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. The political subdivision is authorized to exercise the powers vested under this section in the light of the urgencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements), including, but not limited to:

- Budget law limitations
- Requirements for competitive bidding and publication of notices
- Provisions pertaining to the performance of public work
- Entering into contracts, the incurring of obligations
- The employment of temporary workers
- The rental of equipment
- The purchase of supplies and materials
- The levying of taxes
- The appropriation and expenditures of public funds

The requesting agency is responsible for the payment of requested resources, or according to prior agreements. If funds are not available, the agency will make purchases in accordance with their agency's emergency purchasing policies.

Grays Harbor County shall provide meals to employees, volunteers and other workers performing emergency disaster work as directed by the Grays Harbor County Department of Emergency Management. This applies to all county declared disasters and to all Emergency Operations Center (EOC) activations.

All costs associated with emergency operations will be documented in accordance with the Basic Plan.

It is neither implied nor should it be inferred, that this plan guarantees a perfect emergency or disaster response will be practical or possible. No plan can shield individuals from all events. While every reasonable effort will be made to respond to emergencies or disasters, resources, and or systems may be overwhelmed. Some events provide little or no warning to implement operational procedures and all emergency plans are dependent upon tactical execution, which may be imperfect. This plan can only be fulfilled if the situation, information exchange, extent of actual capabilities and resources are available at the time of the incident.

Concept of Operations

General

In emergency operations, each responding entity will be responsible for conserving and controlling its own resources. Responding agencies will follow the concepts of the Incident Command System (ICS). Upon activation, the EOC will support the response of local government, non-governmental organizations, and Incident Command through ESF #7. During response activities, the EOC should serve as a single source ordering point for Incident Command Posts (ICPs) to reduce duplication of efforts and encourage coordination of resources.

The determination to use public or private sector resource providers will be based on critical need and availability and delivery times of the particular resource. When all local resources (public and private) are depleted, the EOC will request support from Washington State Emergency Management Division (WA EMD). WA EMD can provide mutual aid, state or federal resources.

The EOC manager should be alert to the possibility of the necessity of receiving and coordinating donated goods and money during any incident and should designate an agency to coordinate the same. A Donations Manager will be designated to manage solicited and unsolicited donations

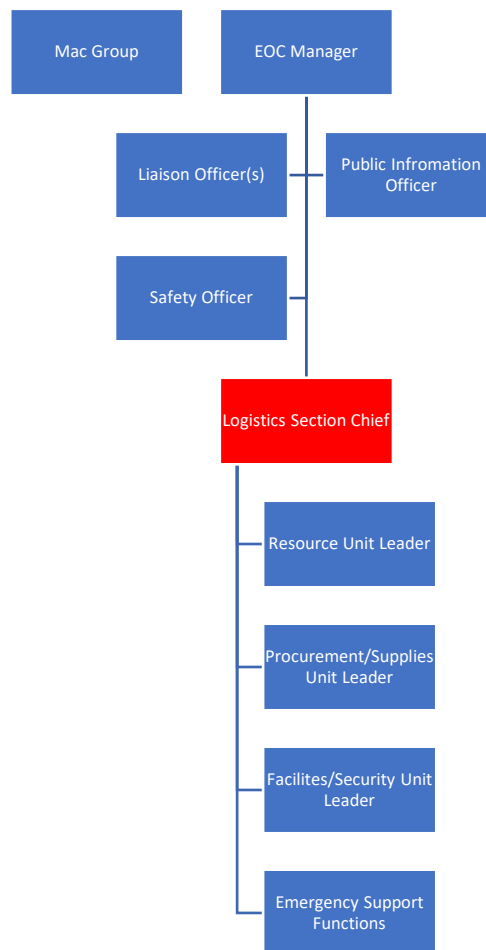
The resources of local government will be used to the extent practicable. Governments and organizations will retain sufficient quantities of applicable resources in reserve to meet

organizational needs as appropriate. Should resources prove insufficient, additional resources may be procured or requested through the following priority order:

- Mutual Aid and Interlocal Agreements
- Private-sector purchase
- State emergency management resource request

Organization

When ESF #7 is active at the EOC, it will fall under the Logistics Section unless otherwise designated by the EOC Manager. ESF #7 may serve as the Logistics Section Chief, depending on the available staffing and nature of the emergency.



Resource Requests

Upon activation of the EOC, ESF #7 may be activated by the EOC Manager. When ESF #7 is activated, it serves as an ordering point for Incident Command Posts (ICPs) to request supplies from. Resource Requests should be made to the EOC using the [WA Resource Request Form \(ICS 213 RR\)](#). Resource Requests can be made by any means a requesting agency can send the request

to the EOC. Preferable means would be E-Mail or phone call; however, radio and fax may be the only means available.

The EOC will prioritize and fill resource order requests based off of Life Safety, Incident Stabilization, and Property Conservation priorities as well as guidance put forth by the MAC Group and EOC Manager.

Phases of Emergency Management

Mitigation and Preparedness Activities

- Assess resources regularly on a twelve to eighteen month schedule, as assistance is available.
- Protect resources to the greatest extent possible.
- Develop and keep a current resource inventory list.
- Develop standard operating procedures for resource support.
- Train all personnel on their roles during an incident.

Response and Recovery Activities

- Activate the EOC for coordination of resources as appropriate.
- Establish communications to organize resource support.
- Through the Incident Command System, establish priorities in the assignment and use of all resources, including personnel, food, water, health resources, fuel, utilities, transportation, communications, and other survival supplies and services needed to provide effective recovery.
- Coordinate recovery activities through the EOC.
- Primary and support agencies will participate in post-disaster briefings and development of an After Action Report.

Responsibilities

Primary Agencies

- Maintain the EOC with appropriate equipment, consumables, resource lists, contact information and support staff availability.
- Maintain liaison with support agencies, the business community, volunteer organizations, and WA State EMD.
- Train EOC staff in resource management activities.
- Per ESF #15, coordinate and disseminate information concerning resource availability and distribution to the public.

- Provide administrative support for the Washington State Emergency Worker Program.
- Serve as liaison for the volunteer Search and Rescue resources and the Grays Harbor County Sheriff's Office.
- Develop and maintain a communications process for rapid contact of key EOC staff and support agency personnel.
- Develop EOC resource management standard operating procedures.

Support Agencies

- Maintain appropriate resources to meet routine operational requirements.
- Take action necessary to ensure staff is prepared to accomplish response and recovery activities.
- As applicable, ensure local resources are exhausted, or about to be, prior to requesting outside resources through the EOC. Resources held in reserve to meet constituent needs are considered utilized.
- In compliance with NIMS, type all applicable resources and provide information to EOC.
- Maintain resource inventory and assessment of interdependence on communications and power facilities.
- As applicable, provide resources, transportation, facilities, and services in response to requests from ICP or EOC.
- Develop resource lists and operating procedures.
- Train field personnel in procedures for requesting outside resources.

Appendices

Appendix A WA Resource Request Form (ICS 213 RR)

References

State

- RCW 38.52.070, Local Organizations and Joint Local Organizations Authorized
- RCW 38.52.110, Use of Existing Services and Facilities
- Section 7 of Article VIII of the Washington State Constitution

Acronyms

AAR	After Action Review/Report
ACCESS	A Central Computerized Enforcement Service System
AEC	Grays Harbor Auxiliary Emergency Communications
ARC	American Red Cross
AWC	Alert and Warning Center
CAA	Clean Air Act
CAMEO	Computer Aided Management for Emergency Operations
CEMNET	Comprehensive Emergency Management Network
CEMP	Comprehensive Emergency Management Plan
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CHEMTREC	Chemical Transpiration Emergency Center
DMAT	Disaster Medical Assistance Team
DMCC	Disaster Medical Control Center
DMORT	Disaster Mortuary Operational Response Team
DNR	Washington State Department of Natural Resources
DOH	Washington State Department of Health
DSHS	Washington State Department of Social and Health Services
E911	Grays Harbor Emergency Communications
EAS	Emergency Alert System
ECY	Washington State Department of Ecology
EHS	Extremely Hazardous Substances
EMD	Emergency Management Division
EMPC	Emergency Management Planning Committee
EMS	Emergency Medical Services
EPCRA	Emergency Planning and Community Right-to-Know Act
ERG	Emergency Response Guide Book

ESF	Emergency Support Function
GETS	Government Emergency Telecommunications Service
GHC EM	Grays Harbor County Emergency Management
GHC EOC	Grays Harbor County Emergency Operations Center
IC	Incident Commander
ICS	Incident Command System
ICP	Incident Command Post
JIC	Joint Information Center
JIS	Joint Information System
LECC	Local Emergency Communications Committee
LEPC	Local Emergency Planning Committee
NAWAS	National Warning System
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	National Response Center
NRF	National Response Framework
OSCCR	On-Scene Control and Coordination Radio
OSHA	Occupational Safety and Health Administration
PIO	Public Information Officer
PSAP	Public Safety Access Point
RCW	Revised Code of Washington
SDS	Safety Data Sheet
SEOC	State Emergency Operations Center
SERC	State Emergency Response Commission
SOP	Standard Operating Procedures
TERC	Tribal Emergency Response Commission
UC	Unified Command

WAC Washington Administrative Code

WEA Wireless Emergency Alerts

WPS Wireless Priority Service

Appendix A – WA Resource Request Form (ICS 213 RR)

Requestor	1. Mission Number & Incident Name:		2. Requesting Agency:		3. Date & Time: (mm/dd/yy - 00:00)		4. Requester Tracking Number:		
	5. Resource Requested						SHADED AREA TO BE FILLED BY LOGISTICS SECTION		
	a. Qty.	b. Kind (if known)	c. Type (if known)	d. Detailed item description and/or of task to be accomplished: (<i>Vital characteristics, brand, specs, experience, size, etc.</i>) and, if applicable, purpose/use, diagrams and other info.			Needed Date & Time		g. Cost
							e. Requested	f. Estimated	
	6. Additional Personnel/Support Needed: (<i>Driver/Fuel Etc.</i>)						7. Duration needed:		
	8. Requested Delivery/Reporting Location: (<i>Address/landmarks etc.</i>)				9. POC at Delivery/Reporting Location: (<i>Name & Contact info</i>)				
	10. Suitable Substitutes and/or Suggested Sources: (if known)				11. Priority: <input type="checkbox"/> Life Saving <input type="checkbox"/> Incident Stabilization <input type="checkbox"/> Property Preservation				
	12. a. Have all commercial resources been exhausted: <input type="checkbox"/> Yes <input type="checkbox"/> No b. Have all local resources been exhausted: <input type="checkbox"/> Yes <input type="checkbox"/> No c. Have all mutual aid resources been exhausted: <input type="checkbox"/> Yes <input type="checkbox"/> No				13. Requestor is willing to provide Funding: <input type="checkbox"/> Yes <input type="checkbox"/> No If "No", explain:				
	14. Requested by Name/Position & phone/email:				15. Request Authorized by:				
	16. EOC/ECC Logistics Tracking Number:		17. Name of Supplier/POC, Phone/Fax/Email:						
Logistics	18. Notes:								
	19. Approval Signature of Authorized Logistics Representative:						20. Date & Time: (mm/dd/yy – 00:00)		
	21. Order placed by (check box): <input type="checkbox"/> ORD UNIT <input type="checkbox"/> PROC UNIT <input type="checkbox"/> OTHER _____								
	22. Elevate to State: <input type="checkbox"/>		23. State Tracking #:			24. Mutual Aid Tracking #:			
Finance	25. Reply/Comments from Finance:								
	26. Finance Section Signature:						27. Date & Time: (mm/dd/yy – 00:00)		
Original to: Documentation Unit				Copies to: Logistics Section, originating ESF/agency, and Finance & Administration Section					

Instructions for filling out the WA ICS-213RR Form

REQUESTOR fills in blocks 1 through 15, excluding 5f -5g.

Block # 1	Mission Number is assigned by the State EMD. Incident name is the same as the name stated on the ICS-201 Form and Incident Action Plan (IAP).
Block # 2	Name of Jurisdiction/Agency initiating request.
Block # 3	The date (month/day/year) and the time (using the 24 hour clock) when submitting the request.
Block # 4	Jurisdiction or agency generated tracking number.
Block # 5a-c	Items requested: Must include quantity; Include Kind and Type <i>if applicable</i> .
Block # 5d	The detailed description of requirements. <i>(Be as specific as possible)</i> .
Block # 5e	Time resource is needed.
Block # 5f	Estimated time of arrival <i>(to be filled out by the Logistic section)</i> .
Block # 5g	Cost of resource <i>(to be filled out by the Logistics Section)</i> .
Block # 6	List additional support needed; driver, fuels, etc.
Block # 7	How long do you need the resource (number of hours, days etc.).
Block # 8	Location: Where the requesting jurisdiction/agency wants the items delivered to (a specific staging area, address, latitude & longitude, etc.).
Block # 9	Point of contact at the delivery location.
Block # 10	Enter information if known. A suggested source may be a known contract in place or verbal (not written & signed) agreement with a local vendor.
Block # 11	Life saving- This includes rescuing endangered civilians, treatment of the injured, and provisions for the safety, accountability and welfare of response personnel. Incident Stabilization- To keep the incident from escalating and bring it under control to limit the negative consequences. Property Preservation- Protection of property, infrastructure, evidence, economy and the environment.
Block #12	Yes or No.
Block #13	If partial or no funding, specify reason.
Block #14	Name and contact information of requestor.
Block #15	This must be approved by the appropriate Section Chief or Authorized spending agent.

Blocks 16 through 24 and blocks 5f- 5g to be filled out by the Logistics Section.

Block # 16	EOC/ECC Logistics Tracking Number.
Block # 17	Supplier Point of Contact, Phone Number and/or email address.
Block # 18	Actions taken in processing resource request.
Block # 19	Usually the signature of the Logistic Section Chief or Deputy Logistics Section Chief.
Block # 20	Date & Time of Signature.
Block # 21	Ordering Unit (ORD) or Procurement Unit (PROC)). Other block is checked if ORD/PROC positions are not filled. If Other block is checked, fill in position.
Block # 22	If checked, request has been elevated to State EMD for processing.
Block # 23	State EMD assigned tracking number.

Block # 24	Mutual Aid tracking #: (WAMAS-Locally assigned #) (EMAC, PNEMA, FED MA –State EMD assigns #)
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Blocks 25 through 27 are filled out by the Finance Section

Block # 25	Comments from Finance Section Chief, Deputy Finance Section Chief, or Procurement.
Block # 26	Approval: This must be approved in accordance with Jurisdiction/Agency internal procurement policies.
Block # 27	Date & Time of Signature