

**KING COUNTY, WASHINGTON
EMERGENCY MANAGEMENT PLAN
ESF-7
RESOURCE SUPPORT**

PRIMARY AGENCIES: Department of Executive Services, OEM

SUPPORT AGENCIES: Office of the County Executive
Finance & Business Operations Division, DES
Human Resources Management Division, DES
Department of Adult and Juvenile Detention
King County Assessor
Department of Community and Human Services
Facilities Management Division, DES
Department of Judicial Administration
Department of Natural Resources & Parks
Office of the Prosecuting Attorney
Seattle-King Department of Public Health
Department of Transportation
Department of Development and Environmental Svcs
King County Sheriff's Office (KCSO)

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function (ESF) is to provide logistical and resource support following an emergency or disaster.

B. Scope

Resource support involves the provision of services, personnel, commodities, and facilities to County departments, and if possible, cities, and special purpose districts during the response and recovery phases of an emergency or disaster.

II. POLICIES

The King County Executive or his designee may be the authority for decisions on resource priorities and distribution.

The Finance and Business Operations Division and King County Departments may operate under existing authorities and regulations.

K.C. Ordinance 12163 provides circumstances in which emergency purchases may be authorized.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

A significant emergency or disaster may severely damage and limit access to the resource infrastructure as we know it today.

See King County HIVA for discussion of hazards..

B. Planning Assumptions

The County's support of the response to the emergency or disaster event may be severely impacted. No guarantee of a perfect response system is expressed or implied by this ESF. King County can only endeavor to make every reasonable effort to respond based on the situation, information, and resources available at the time of the disaster.

Specific resources may be exhausted due to impacts of disasters. Extraordinary measures may have to be taken in order to resupply County departments.

The normal forms of communication and utilities may be severely interrupted during the early phases of an emergency or disaster.

Transportation to affected areas may be cut off or delayed because of damage to roads, bridges, airports, seaports, and other transportation means.

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

Fundamental resources such as water, food, first aid, shelter and sanitation supplies, fuels, and hand tools may be needed. King County does not have sufficient supplies and equipment on hand for long term use.

Disaster response and recovery may be limited by the inability of the general citizenry to be self-sufficient for more than three days without additional supplies of food, water, medical and shelter resources.

There may be delays in all normal services such as police, fire, EMS, public works, transportation, and water/sewer and utilities response due to damage to facilities and equipment and shortages of personnel.

There may be shortages of critical drugs and medicines at medical facilities due to limited storage capacities.

The management and logistics of resource support is highly situational and is dependent upon the event, resource accessibility, transportation systems available, and location of vendors and suppliers.

IV CONCEPT OF OPERATIONS

A. General

When the King County EOC is activated for emergencies or disasters, it will be the focal point for resource management for King County government, and unincorporated areas during the event (see Appendix 1, Direction and Control). After individual jurisdiction proclamations, the EOC may provide support for incorporated and special purpose districts (fire, school, water/sewer, drainage, hospital), ports and Indian Tribes.

Department Representatives in the EOC serve as specialists and advisors for their respective departments and organizations. They will assist in the coordination, management, distribution and conservation of supplies and resources necessary to County government's emergency operations.

Elected and appointed heads of County government departments and offices will operate under County Codes authorizing normal and emergency purchase of supplies, equipment, and services. Established procedures for procurement, distribution, and management of resources will be followed by all departments and offices. All departments should maintain vendor and supply lists of the most critical supplies, equipment, and services that enable them to operate under disaster conditions.

Local jurisdictions (cities, special purpose districts, Ports, Indian Tribes) will officially proclaim a disaster or emergency and expend available resources (including mutual aid and private sector procurement) prior to seeking assistance through the King County EOC.

When resource requests exceed the capability of King County government, the Finance and Business Operations Division and Office of Human Resource Management representatives in the EOC will coordinate requisitions and requests for supplemental supplies, equipment and personnel through mutual aid agreements and with private contractors. The determination of whether to use public or private sector resource providers is based on critical need and availability and delivery times of the particular resource. When all local resources (public and private), are depleted, the King County EOC will request support from the State Emergency Operations Center. The State EOC can provide state, mutual aid, or federal resources.

Normal supply procedures of County government will be used whenever possible unless the severity of the disaster dictates additional supplies and equipment must be purchased from outside services.

The type, location, and extent of the disaster event will determine geographical locations for staging areas for resources and donated goods receipt and management. Currently King County Fairgrounds has been identified as a staging area location.

B. Organization

ESF 7 will be managed by the Finance and Business Operations Division, with personnel support from the Human Resources Management Division, from the King County EOC logistics section (see Appendix 1, Direction and control).

King County Finance and Business Operations Division is responsible for managing all emergency or disaster procurement and contracting issues. Additionally, all donated money and goods and services will be managed by the Finance and Business Operations Division, in coordination with the Seattle-King chapter of the American Red Cross and selected non-profit agencies determined by the scope of the donations. The department may also assist non-county government agencies and/or organizations with purchasing of supplies and equipment, when notified by the EOC Incident Manager.

The director of each County government department and office determines quantities and use of equipment and supplies based on need.

The Human Resources Management Division is responsible for managing personnel resources for all emergency or disaster operations, including EOC staffing, Search and Rescue support, and emergent volunteers.

C. Procedures

Resource requests beyond the capacity of day to day operations will be received and processed through the King County Emergency Operations Center (EOC).

The Finance and Business Operations and Human Resources Management Divisions will provide personnel to manage resource requests in the EOC Logistics Section.

Existing procedures for purchasing and contracting during an emergency or disaster may be followed in accordance with King County Ordinance 12163.

All County departments will maintain purchasing and financial records of any expenditure used for response or recovery from the disaster event.

V. RESPONSIBILITIES

A. Primary Agencies

Finance & Business Operations Division shall:

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

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

Determine priorities for procurement of supplies and equipment in coordination with the EOC supervisor.

Determine locations and procedures for managing staging areas and donated goods, in coordination with the EOC supervisor.

Develop division procedures that increase capabilities to respond and recover from emergencies and disasters. The procedures may include the identification and notification of critical staff, allocating equipment and supplies, preparedness training of employees, and procurement and storage of emergency supplies.

Assess and document department damage; reconstitute department; activate response procedures.

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

Provide resources (personnel, supplies, equipment, services, and vendor information), from division stocks, as coordinated by the EOC.

Return division activities to normal levels unless involved with recovery activities.

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

Human Resources Management Division shall:

Coordinate, supervise, and manage the identification, acquisition, and distribution of personnel resources for County disaster operations.

Provide staffing for the King County EOC for 24 hour, 7 days per week operations.

Establish procedures for managing emergent volunteers as part of the EOC logistics section.

Identify faith based and non-profit organizations that can assist with emergency resource support.

Determine priorities for contracting of personnel based on justification provided by requesting agencies.

Develop an inventory list of essential department personnel requirements and sources/vendors that may be used in an emergency or disaster in support of ESF-7.

Assess and document department damage; reconstitute division; activate response procedures.

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

Return division activities to normal levels unless involved with recovery activities.

B. County Supporting Agencies shall:

Support internal agency resource requirements in emergencies or disasters.

Support the Finance & Business Operations Division and Human Resources Management Division in the accomplishment of ESF-7.

Prepare and maintain lists of available essential supplies and equipment.

Determine additional supplies and equipment required for conducting essential operations, i.e., food, fuel, batteries, tires, etc.

Establish emergency procedures for the distribution, conservation, and use of essential supplies.

Provide resources (supplies, equipment, services, and vendor information), from department stocks, as coordinated by the EOC.

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

Document all expenditures for supplies, equipment and services, for budget and accounting purposes.

Return department activities to normal levels unless involved with recovery activities.

C. Other Supporting Agencies

King County does not have any direct command or supervisory relationships with supporting agencies like the American Red Cross, Salvation Army, WAVOAD, Fire Chiefs Association. The above mitigation activities for King County departments are recommended for other supporting agencies.

VI. RESOURCE REQUIREMENTS

A. Resources required by this ESF may be established in coordination with support agencies.

B. Resources may be taken from current County stock first, then from commercial vendors.

VII. REFERENCES

RCW 38.52.

WAC 118

KCC 12163

VIII. APPENDICES

Appendix 1 - Donated Goods Management (To Be Published)

**KING COUNTY
EOC
LOGISTICS SECTION**

