

**Emergency Support Function (ESF) #7  
Logistics Management and Resource Support**

**Primary Department:**

- St. Louis County Police Department, Office of Emergency Management

**Support Department(s):**

- St. Louis County Department of Administration
- St. Louis County Department of Judicial Administration
- St. Louis County Department of Justice Services
- St. Louis County Department of Planning
- St. Louis County Department of Revenue

**I. PURPOSE**

ESF #7 provides a comprehensive disaster logistics planning, management, and sustainment capability that organizes the resources of local logistics partners, key public and private stakeholders, and nongovernmental organizations (NGOs) to meet the needs of disaster victims and responders.

**II. SCOPE**

ESF #7 provides centralized management for the role of the Logistics Section and management of resource support requirements in support of St. Louis County government. ESF #7 scope includes:

- Setting forth the framework to jointly manage a supply chain that provides a collaborative response for incidents requiring an integrated response capability.
- Establishing a link between Logistics Management and Resource Support capabilities.
- Establishing a framework for the integration of internal and external logistics partners through increased collaboration in the planning, sourcing, acquisition, and utilization of resources.
- Accelerating communication among all service support elements in order to minimize recovery efforts in the impacted area and re-establish local self-sufficiency as rapidly as possible.
- Logistics Management and Resource Support consists of:
  - Emergency relief supplies
  - Facility space
  - Office equipment
  - Office supplies
  - Telecommunications
  - Contracting services
  - Transportation services
  - Personnel required to support immediate response activities

- Support for requirements not specifically identified in other ESFs

During response operations, acquisition of resources will be supported by preexisting memorandums of understanding (MOUs), memorandums of agreement (MOAs), interagency agreements, or through the execution of mission assignments.

### **III. CONCEPT OF OPERATIONS**

#### **General**

The St. Louis County Emergency Management logistics adaptation of a supply chain management approach to managing the local processes focuses the efforts of all partners and stakeholders of the end-to-end supply chain processes, beginning with planning of customer-driven requirements for materiel and services, delivery to disaster victims as requested by the incident management team and ending with replenishment of agency inventories.

The Emergency Operations Center (EOC) will provide staff to support the ESF #7 mission and the Logistics Section in the necessary functions and Staging Areas for: management and accountability of supplies and equipment; resource ordering; delivery of equipment, supplies, and services; resource tracking; facility location and operations; transportation coordination; and management and support of information technology systems services and other administrative services.

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

### **IV. ACTIVATION**

The EOC issues operation orders and mission assignments to activate ESF #7 based on the scope and magnitude of the threat or incident.

The Office of the County Executive notifies the St. Louis County Police Department, Office of Emergency Management (OEM), which serves as the focal point for the County's emergency response and the formal point of contact for ESF #7 activation. The EOC in turn activates ESF #7 primary staff as required.

### **V. ORGANIZATION**

ESF #7:

- Develops and coordinates local requirements and capabilities with emergency managers/planners.
- Provides safeguards and accountability for St. Louis County property and equipment assigned to the area of responsibility.

- Implements a single-point ordering process.
- Participates in the development of after-action reports to correct deficiencies or publicize best practices.
- Support agencies provide representatives at the EOC on a 24-hour basis for the duration of the emergency response period, if required.

For an incident affecting an inter-jurisdictional area, one location may be chosen as a consolidation point for all ESF #7 activities. The location must enhance support to all affected jurisdictions and ensure coordination with other ESFs. The location is determined in concert with the OEM and other ESFs during the planning process.

## **VI. ACTIONS**

### **a. Initial Actions**

#### **Logistics Management**

Under the supply chain management process, response actions are divided into three phases that encompass six steps:

- **Preparedness Phase**
  - Identify logistics requirements
  - Identify logistics resources
  - Balance logistics resources with logistics requirements
  - Establish and communicate logistics policies, procedures, and plans
- **Response Phase**
  - Provide logistics response to incident
    - Initial surge
    - Ongoing sustainment
- **Recovery Phase**
  - Provide logistics recovery after incident

#### **Resource Support**

Upon notification of a potential or actual incident:

- The OEM provides support to response agencies engaged in the response as resource requirements are identified.

### **b. Continuing Actions**

Using the following procedures, ESF #7 provides, controls, and accounts for goods and services:

- ESF #7 makes available technical advisors (e.g., procurement, storage, transportation, and engineering advisory services specialists) in connection with damage surveys, appraisals, and building demolitions or repairs. These individuals are not to be misconstrued for the persons doing the actual tasks but rather only to provide them with technical information.

## **VII. PRIMARY RESPONSIBILITIES**

### **Logistics Management**

Logistics Management functions include:

- Material management that includes determining requirements, sourcing, ordering and replenishment, storage, and issuing of supplies and equipment. This includes network, computer, and communications equipment required to support field operations.
- Transportation management that includes equipment and procedures for moving material from storage facilities and vendors to incident victims, particularly with emphasis on the surge and sustainment portions of response. Transportation management also includes providing services to requests from other ESFs.
- ESF #8 – Public Health and Medical Services works in concert with ESF #7 to coordinate with partners as required to arrange for the procurement and transportation of medical and durable medical equipment supplies.
- Facilities management that includes the location, selection, and acquisition of storage and distribution facilities. Logistics is responsible for establishing and operating facilities as well as managing related services to shelter and support incident responders in and other field-related operations.
- Personal property management and policy and procedures guidance for maintaining accountability of material and identification and reutilization of property acquired to support a response operation.
- Management of Electronic Data Interchange to provide end-to-end visibility of response resources.
- Planning and coordination with internal and external customers and other supply chain partners in the private sectors.
- Providing for the comprehensive review of best practices and available solutions for improving the delivery of goods and services to the customer.

### **Resource Support**

Logistics Management is responsible for coordinating the following:

- On a case-by-case basis, locating, procuring, and issuing resources for use in emergency operations necessary to support the emergency response or to promote public safety.
- Coordinating with ESF #1 – Transportation the use of fuel, land and limited manpower to other departments in County-wide emergencies.

- Locating and coordinating the use of available space for incident management activities.
- Coordinating and determining the availability and provision of consumable non-edible supplies.
- Procuring required stocks from vendors or suppliers when items are not available.
- Coordinating the procurement of communications equipment and services.

| <b>Primary Department</b>             | <b>Function (See above for details)</b>  |
|---------------------------------------|--|
| <b>Office of Emergency Management</b> | <p><b>Initial Actions:</b></p> <ul style="list-style-type: none"> <li>➤ Preparedness Phase</li> <li>➤ Response Phase</li> <li>➤ Recovery Phase</li> <li>➤ The OEM provides support to response agencies engaged in the response as resource requirements are identified.</li> </ul> <p><b>Continuing Actions:</b></p> <ul style="list-style-type: none"> <li>➤ Makes available technical advisors in connection with damage surveys, appraisals, and building demolitions or repairs.</li> </ul> |

| <b>Support Department</b>                    | <b>Function</b>   |
|--|---|
| <b>Department of Administration</b>          | <p><b>Initial Actions:</b></p> <ul style="list-style-type: none"> <li>➤ Preparedness Phase</li> <li>➤ Response Phase</li> <li>➤ Recovery Phase</li> </ul>   |
| <b>Department of Judicial Administration</b> | <ul style="list-style-type: none"> <li>➤ Departments of St. Louis County Government not assigned to a specific Primary role are assigned as having a Support role to each ESF. That support function can be in the form of personnel staffing or resource provision.</li> </ul> |
| <b>Department of Justice Services</b>        | <ul style="list-style-type: none"> <li>➤ Departments of St. Louis County Government not assigned to a specific Primary role are assigned as having a Support role to each ESF. That support function can be in the form of personnel staffing or resource provision.</li> </ul> |
| <b>Department of Planning</b>                | <ul style="list-style-type: none"> <li>➤ Departments of St. Louis County Government not assigned to a specific Primary role are assigned as having a Support role to each ESF. That support function can be in the form of personnel staffing or resource provision.</li> </ul> |

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| <b>Department of Revenue</b> | <b>➤ Departments of St. Louis County Government not assigned to a specific Primary role are assigned as having a Support role to each ESF. That support function can be in the form of personnel staffing or resource provision.</b> |
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