



Emergency Support Function #7 Resource Support Annex

Primary Agency:	General Services Administration
Support Agencies:	Department of Agriculture, Forest Service Department of Commerce Department of Defense Department of Energy Department of Homeland Security Department of Labor Department of Transportation Department of Veterans Affairs National Aeronautics and Space Administration Office of Personnel Management

I. Introduction

A. Purpose

Emergency Support Function (ESF) #7 — Resource Support provides operational assistance in a potential or actual presidentially declared major disaster or emergency.

B. Scope

ESF #7 support to Federal organizations during the immediate response phase of a disaster includes emergency relief supplies, space, office equipment, office supplies, telecommunications (in coordination with ESF #2 — Communications if activated), contracting services, transportation services (in coordination with ESF #1 — Transportation), security services, Federal law enforcement liaisons, and personnel required to support immediate response activities. ESF #7 provides support for requirements not specifically identified in the other ESFs. It addresses the effort and activity necessary to evaluate, locate, procure, and provide essential material resources, including excess and surplus property. ESF #7 support may continue until the disposition of excess and surplus property, if any, is completed.

II. Policies

- A. In accordance with assigned responsibilities and upon implementation of the Federal Response Plan (FRP), the Resource Support agencies will provide operational assistance to the affected areas.
- B. Support agencies will furnish resources to support ESF #7 requirements, including procurement personnel necessary to establish operations effectively at the national and regional levels. Such support will be terminated at the earliest practical time.

- C. Equipment and supplies will be provided from current Federal stocks or, if necessary, from commercial sources. Supplies to be used will not be stockpiled for the purposes of ESF #7.
- D. General Services Administration (GSA) support of other ESFs will be done through ESF #7.
- E. All procurement will be supported by a written justification and will be made in accordance with current Federal laws and regulations, which when necessary authorize other than “full and open competition.” GSA is the central procurement authority for the Federal Government. All procurement actions made at the request of Federal agencies in support of the FRP will be in accordance with GSA’s statutory and administrative requirements and will be accomplished using the appropriate fund citation/reimbursement procedures.
- F. The provision of the operational support necessary to establish the response capacity of Federal agencies will be a major element in the execution of ESF #7.

III. Situation

A. Disaster Condition

A major disaster could cripple the productive capability of the affected area to respond, as well as that of surrounding areas under extreme conditions. The Federal Government, however, will have the capacity to meet most foreseeable requirements. There will be shortages in the local area of a variety of supplies necessary for emergency population survival, such as cots, sheets, blankets, pillows, pillowcases, tents for temporary shelter, and plastic and paper items for mass feeding.

B. Planning Assumptions

1. Implementation of the FRP will occur during peacetime. If the United States is involved in a significant military operation, the Federal Government will be devoted to supporting it, and allocation of available resources for multiple demands will be coordinated in conjunction with appropriate resource agencies.
2. Federal requirements may need to be met from resources outside the disaster area, as most local resources will be claimed by the State in support of response operations.
3. Transport of resources may require a mobilization center. National Guard or military bases will be available for use, and adequate facilities will be available for materiel handling. Appropriate Federal and State officials should mutually agree on the use of these facilities prior to a response requirement.
4. Warehouses belonging to the Federal agencies within the affected area may suffer major structural damage. Supplies contained in these warehouses may be inaccessible during initial post-disaster operations but will be available at a later date as debris is cleared.

5. All requested Resource Support will be required for the immediate relief operations (e.g., initial lifesaving and life-support operations).

IV. Concept of Operations

A. General

The nationwide capabilities of the Resource Support community will be committed through Emergency Operations Centers (EOCs) at the national and regional levels. The primary determination of resource needs is made by the operational elements at the regional level. Requests for resources will flow upward through and be controlled by EOCs at the regional and national levels. The primary source of personnel, equipment, supplies, and materials will be from existing Federal resources. Support that cannot be provided from Federal resources may be secured through direct procurement or donations.

B. Organization

1. National-Level Response Support Structure

- a. The national ESF will operate under the direction of the GSA Emergency Coordinator (EC).
- b. ESF support operations will be coordinated through the GSA EC in the GSA Central Office, Washington, DC.
- c. Upon notification of implementation of the FRP, the GSA EC will make an initial determination of which ESF support agencies will be required to make personnel available at the EOC and which will be required to remain available on telephone standby. All national ESF support agency personnel will notify their parent agencies and await instruction from the GSA EC before reporting to the GSA EOC.
- d. The EC will represent the ESF in its dealings with the Catastrophic Disaster Response Group (CDRG) and will maintain liaison with the regional ESF and other interested parties.
- e. GSA Central Office will provide administrative support to the ESF.

2. Regional-Level Response Structure

- a. The GSA Regional Administrator or Regional Emergency Coordinator (REC) is the regional ESF head.
- b. The GSA Regional Administrator or REC will appoint one or more Federal Emergency Support Coordinator(s) (FESC), if needed, to coordinate the provision of ESF support at the Disaster Field Office (DFO).
- c. Preferably, the regional EOC will be located in the DFO. The GSA region will determine the center's initial location if movement to, or the condition of, the DFO precludes immediate occupancy.

- d. The agencies supporting this ESF will have a representative present at the DFO on a 24-hour (12-hour shift) basis for the duration of the emergency response period if required.
- e. For a disaster affecting a multi-State area within a region, one location may be chosen that will act as a consolidation point for all Resource Support requests. The location chosen must enhance support to all affected States and ensure coordination with other ESFs. Where possible, the location will be determined in concert with the Department of Homeland Security (DHS) and other ESFs during the planning process. This does not preclude establishing one ESF per GSA region, with a liaison element in each DFO.
- f. GSA will provide administrative support for the regional ESF.

C. Notification

- 1. The GSA EC will be notified by the DHS Homeland Security Center (HSC). The GSA EC will notify all support agencies.
- 2. The GSA EC will notify the head of the affected regional ESF by any means necessary. If the GSA EC encounters difficulties in providing information to the affected regional official, the EC will notify DHS of the difficulty and request assistance. The GSA EC also will notify selected GSA regional officials of the need to be prepared to provide support as required.
- 3. Upon notification:
 - a. All national ESF support agency personnel will contact their parent agencies and await instructions from the GSA EC before reporting to the GSA EOC; and
 - b. All regional ESF support personnel will contact their parent agencies and report to their predesignated ESF initial operational location.

D. Response Actions

1. Initial Actions

Upon ESF notification by DHS:

- a. The GSA EC, or an authorized representative, within 2 hours after notification will alert the national and regional ESF points of contact (POCs) as required, ensuring all internal GSA parties are fully informed of developments;
- b. The GSA EC will provide support to Federal agencies engaged in the disaster response as requirements are identified until the regional ESF is operational;
- c. The REC will assume control of ESF #7 operations under the FRP;
- d. The appropriate regions will be contacted to augment response operations; and

- e. The REC will establish and deploy a team or teams to provide the following support as necessary:
 - (1) Deploy a representative to the Regional Operations Center (ROC);
 - (2) Deploy a team to the State EOC as part of the Advance Element of the Emergency Response Team (ERT-A);
 - (3) Ensure a suitable DFO facility, using preidentified locations where applicable, is acquired and ready to occupy within 72 hours of receiving DHS requirements and/or DHS acceptance of the space;
 - (4) Provide support in acquiring communications, office furniture, equipment, and supplies to equip the DFO;
 - (5) Support deployment of Initial Response Resources (IRR) with transportation services and procurement; and
 - (6) Establish and manage mobilization center(s).

2. Continuing Actions

From the time of initial actions and throughout the immediate response period, ESF #7 will provide Resource Support in accordance with its charged responsibilities. The following procedures will be used to provide, control, and account for goods and services:

- a. Upon notification of space requirements, the ESF will determine, through the regional GSA Public Building Service (PBS), the availability of suitable space in federally owned or leased buildings;
- b. When space in federally owned or leased buildings is not available or acceptable, the DHS Regional Director or Federal Coordinating Officer (FCO) will be notified by the ESF, which will then arrange with the regional PBS to assist in locating suitable space elsewhere;
- c. Communications capability will be provided through the Federal Emergency Communications Coordinator (FECC);
- d. ESF #7, in support of ESF #1, will arrange for transportation as required;
- e. Motor equipment will be provided from the following sources:
 - (1) Equipment owned by Federal agencies that may be reassigned to the Federal disaster operation;
 - (2) Federal supply schedule contractors; and
 - (3) Other commercial sources.
- f. All required office furniture and equipment will be provided from Federal inventories or commercial sources;

- g. Office supplies and other expendables will be provided from Federal stores, supply centers, stock, or other government and commercial sources. Small businesses and vendors in the affected area will be used whenever possible;
- h. Procurement support will be provided using GSA, Defense Logistics Agency (DLA), and other agencies' contracting resources as required;
- i. The ESF will make available technical advisors in the areas of procurement, storage, and transportation as well as engineering advisory services in connection with damage surveys, appraisals, and building demolitions or repairs;
- j. The ESF will determine the availability of and provide supplies stocked in distribution facilities, national defense stockpile, and customer supply centers when and if immediately available;
- k. The ESF will provide Federal police, if available, to support DHS upon request;
- l. The ESF will provide contract guard services to augment Federal security activities; and
- m. In addition to the above, the ESF also will loan excess Federal personal property and provide other services as requested by the FCO.

V. Responsibilities

A. Primary Agency: General Services Administration

- 1. The GSA EC will be responsible for providing, directing, and coordinating ESF #7 operations.
- 2. The GSA REC will be responsible for the following:
 - a. Locating, procuring, and issuing resources to other Federal agencies for use in emergency operations necessary to support the Federal emergency response or to promote public safety;
 - b. Coordinating the transfer of excess Federal personal property and aid in its disposal when requested;
 - c. Locating and coordinating the use of available space for disaster management activities;
 - d. Coordinating and determining the availability of and providing consumable non-edible supplies stocked in distribution facilities and customer supply centers when available;
 - e. Procuring required stocks from vendors or suppliers when GSA items are not readily available;
 - f. Providing motor equipment and transportation services in coordination with the Department of Transportation (DOT), and in conformance with its responsibilities for the implementation of emergency-related functions, including the

prioritization and/or allocation of all or part of the civil transportation resource and related ESF #1 responsibilities;

- g. Coordinating the procurement of telecommunications equipment in coordination with ESF #2; and
- h. Providing support to the GSA Regional Administrator on all Resource Support activities.

B. Support Agencies

1. Department of Agriculture, Forest Service

- a. Provide the management and support of mobilization centers.
- b. Provide assistance related to transportation and accountability of IRR items at the mobilization centers.

2. Department of Commerce

The Interagency Committee on Seismic Safety in Construction/Building and Fire Research Laboratory of the National Institute of Standards and Technology will provide technical expertise on structural surveys as well as the procurement of external consulting services. This procedure is necessary to assess the structural and fire safety of Federal and non-Federal damaged buildings and lifelines (i.e., public works and utilities).

3. Department of Defense

Provide resources (personnel, equipment, and supplies) in the absence of other national disaster system resource capabilities (including contracting) when provision does not conflict with the Department of Defense's (DOD's) primary mission or its ability to respond to operational contingencies.

4. Department of Energy

Coordinate with energy industries to assist in meeting critical fuel, lubricant, and electrical power needs unable to be met by Federal or State actions.

5. Department of Homeland Security

- a. Act as liaison to provide logistical support to Federal, State, and local governments.
- b. Provide a Law Enforcement Liaison Officer to operate an information clearinghouse and facilitate the coordination of Federal law enforcement organizations for response to disaster-related activities.
- c. Establish and coordinate security requirements for the protection of Federal personnel and assets in relation to disaster response and recovery activities and facilities.

- d. Provide Contracting Officers' Technical Representatives from the Regional Support Team (RST), Emergency Response Team, (ERT), or Emergency Support Team (EST) Logistics or Operations Section for all ESF #7-executed procurement contracts as appropriate.
- e. Provide an Accountable Property Officer to ensure compliance with property management regulations and assume responsibility for Federal property management associated with ERT missions and general operations.
- f. U.S. Customs Service: Provide security support as requested.
- g. Assist in coordinating the provision of commercial telecommunications assets within the disaster area as appropriate.

6. Department of Labor

Provide technical personnel to assist in the identification and recruitment of individuals with specialized occupations needed to support disaster response operations. The Job Corps at the regional level can provide students and instructors capable of providing support.

7. Department of Transportation

Determine requirements, locations, and schedules for the movement of emergency supplies into and within the disaster area.

8. Department of Veterans Affairs

- a. Provide technical assistance in identifying and procuring medical supplies and other medical services.
- b. Provide personnel knowledgeable in Federal procurement and distribution operations.
- c. Provide computer support operations as appropriate.

9. National Aeronautics and Space Administration

Provide available space, buildings, airports, and telecommunications as may be required for emergency support operations.

10. Office of Personnel Management

Identify, locate, and, if necessary, recruit personnel needed to support disaster operations after appropriate coordination with GSA.

VI. References

- A. Federal Property and Administrative Services Act of 1949.
- B. GSA/Federal Emergency Management Agency Memorandum of Understanding, February 2, 1989.

C. GSA Orders.

D. DOD regulations governing civil assistance.

VII. Terms and Definitions

A. Federal Emergency Support Coordinator

The FESC is the principal POC between GSA and DHS for the establishment of support priorities, allocation of GSA resources, and coordination of the delivery of all GSA equipment, services, and materials except those pertaining to telecommunications. The FESC, with appropriate GSA support staff as determined by the FESC, will normally be located at the DFO. However, at the discretion of the FCO, support may be provided from an already established GSA office, granted that such support is not delayed. The FESC serves until released by the FCO.

B. Regional Emergency Coordinator

The GSA REC, or a designated alternate, is the regional POC for DHS alerts and requests for assistance.