

## Emergency Support Function #7 – Resource Support Annex

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### ESF Coordinator:

General Services Administration

### Primary Agency:

General Services Administration

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### Support Agencies:

Department of Agriculture  
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  
National Communications System  
Office of Personnel Management

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## Introduction

### Purpose

Emergency Support Function (ESF) #7 – Resource Support assists the Department of Homeland Security (DHS), supporting Federal agencies and State, local, and tribal governments requiring resource support prior to, during, and/or after Incidents of National Significance.

### Scope

Resource support to Federal, State, local, and tribal governments consists of emergency relief supplies, facility space, office equipment, office supplies, telecommunications (in accordance with the Office of Science and Technology Policy (OSTP) National Plan for Telecommunications Support in Non-Wartime Emergencies), contracting services, transportation services (in coordination with ESF #1 – Transportation), security services, and personnel required to support immediate response activities. ESF #7 provides support for requirements not specifically identified in other ESFs, including excess and surplus property. Resource support may continue until the disposition of excess and surplus property, if any, is completed.

### Policies

- Upon implementation of the National Response Plan (NRP), the Resource Support agencies provide operational assistance to the affected areas.
- Support agencies furnish resources to help meet ESF #7 requirements, including procurement personnel necessary to establish operations effectively at the headquarters and regional levels. Such support is terminated at the earliest practical time.
- Equipment and supplies are provided from current Federal stocks or, if necessary, from commercial sources. ESF #7 does not stockpile supplies.
- All General Services Administration (GSA) support is provided through ESF #7.

- All procurement is supported by a written justification 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 NRP are in accordance with GSA’s statutory and administrative requirements and use the

appropriate fund citation/reimbursement procedures. These procedures are described in the GSA/Federal Emergency Management Agency (FEMA) Memorandum of Understanding, dated February 2, 1989.

- ESF #7 provides the operational support needed to establish the response capacity of Federal agencies.

## Concept of Operations

### General

Nationwide Resource Support capabilities are channeled through the DHS National Response Coordination Center (NRCC), the Regional Response Coordination Centers (RRCCs), or the Joint Field Office (JFO). The primary determination of resource needs is made by operational elements at the regional level. Requests for resources flow upward and are tracked at the headquarters level. Existing Federal resources provide the primary source of personnel, equipment, materials, and supplies. Support that cannot be provided from Federal resources is secured through direct procurement or donations.

### Organization

#### Headquarters-Level Response Support Structure

- The Federal headquarters-level ESF #7 operates under the direction of the GSA Emergency Coordinator (EC).
- ESF #7 support operations are coordinated through the GSA EC in the Central Office, Washington, DC.
- Upon notification of a potential or actual Incident of National Significance requiring resource support, the GSA EC makes an initial determination of which ESF #7 support agencies are required to provide immediate support and which are required to remain on standby.

- The EC represents ESF #7 in its interaction with the Interagency Incident Management Group and maintains liaison with the regional ESF #7 and other interested parties.
- GSA Central Office provides administrative support to ESF #7.

#### Regional-Level Response Structure

- The GSA Regional Administrator (RA), Regional Emergency Coordinator (REC), or Deputy REC (DREC) is the regional ESF #7 leader.
- The GSA RA, REC, or DREC provides a team that may consist of one or more of the following: a Federal Emergency Support Coordinator and/or team leader, contracting officer, telecommunications specialist, and real estate/leasing specialist, if needed, to coordinate the provision of ESF #7 support at the RRCC or JFO.
- The regional ESF #7 leader, along with a real estate/leasing specialist and a DHS representative, determines the location of the JFO in conjunction with the affected State/tribal representative.
- Support agencies provide representatives at the JFO on a 24-hour (12-hour shift) basis for the duration of the emergency response period, if required.

- For an incident affecting a multistate area, one location may be chosen as a consolidation point for all Resource Support activities. The location must enhance support to all affected States and ensure coordination with other ESFs. The location is determined in concert with DHS and other ESFs during the planning process.

## Actions

### Initial Actions

**Headquarters:** Upon notification of a potential or actual incident:

- The GSA EC or an authorized representative, within 2 hours after notification, alerts the headquarters and regional ESF points of contact as required, ensuring that all internal GSA parties are fully informed of developments;
- The GSA EC alerts supporting agencies, as required;
- The GSA EC provides support to Federal agencies engaged in the incident response as requirements are identified; and
- The GSA EC assists in establishing and managing mobilization center(s).

### Region

- The REC or DREC assumes control of ESF #7 operations in the affected regions.
- The REC or DREC provides the following support as necessary:
  - Deploys a representative to the RRCC;
  - Deploys a team to the State emergency operations center as part of the Advance Element of the Emergency Response Team or, if circumstances dictate, the team may deploy to an Interim Operating Facility, the disaster site, or another location as specified by DHS;

- Ensures that a suitable JFO facility, using pre-identified locations where applicable, is acquired and ready to occupy within 72 hours of receiving DHS requirements and/or DHS acceptance of the space; and
- Provides support in acquiring communications, office furniture, equipment, and supplies to equip the JFO.

### Continuing Actions

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

- Upon notification of space requirements, ESF #7 determines, through the regional GSA Public Building Service (PBS), the availability of suitable space in federally owned or leased buildings.
- When space in federally owned or leased buildings is not available or acceptable, the DHS/Emergency Preparedness and Response/FEMA (DHS/EPR/FEMA) Regional Director or Federal Coordinating Officer (FCO) is notified. The ESF continues to work with the regional PBS to assist in locating suitable space elsewhere.
- Communications support is provided in accordance with the OSTP National Plan for Telecommunications Support in Non-Wartime Emergencies.
- Contracting support is provided to ESF #1 – Transportation, as required.
- Motor equipment is provided and coordinated with ESF #1 – Transportation, from the following sources:
  - Equipment owned by Federal agencies that is reassigned to the Federal operation;
  - Federal supply schedule contractors; and
  - Other commercial sources.
- All required office furniture and equipment is provided from Federal inventories or commercial sources.

- Office supplies and other expendables are provided from Federal stores, supply centers, stock, or other government and commercial sources. Small businesses and vendors in the affected area are used whenever possible.
- Procurement support is provided using GSA and other agencies' contracting resources as required.
- 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.
- ESF #7 determines the availability of and provides supplies stocked in distribution facilities, the national defense stockpile, and customer supply centers if available.
- ESF #7, in coordination with ESF #13 – Public Safety and Security, contracts for guard service in coordination with DHS/Federal Protective Service to support all Federal agencies coordinating response and recovery activities.
- In addition to the above, ESF #7 loans excess Federal personal property and provides other services as requested by the FCO.

## Responsibilities

### Primary Agency: GSA

The GSA EC is responsible for providing, directing, and coordinating ESF #7 operations.

The GSA REC is responsible for coordinating the following:

- 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;
- Coordinating the transfer of excess Federal personal property and assisting in its disposal when requested;
- Locating and coordinating the use of available space for incident management activities;
- Coordinating and determining the availability and provision of consumable nonedible supplies stocked in distribution facilities and customer supply centers when available;
- Procuring required stocks from vendors or suppliers when GSA items are not available;
- Coordinating the procurement of communications equipment and services in accordance with the OSTP National Plan for Telecommunications Support in Non-Wartime Emergencies;
- Providing support to the GSA Regional Administrator for all Resource Support activities;
- Providing contract guard service via Federal Supply Schedules to protect Government property and assets in support of response and recovery activities; and
- Establishing and managing mobilization center(s) when mission assigned by DHS/EPR/FEMA.

## Support Agencies

| Agency  | Responsibilities  |
|---|---|
| <b>Department of Agriculture/Forest Service</b> | <ul style="list-style-type: none"> <li>▪ Provides the staff and support for mobilization centers when mission assigned by DHS/EPR/FEMA.</li> <li>▪ Provides assistance related to transportation and accountability of commodities at the mobilization centers.</li> </ul>  |
| <b>Department of Commerce</b>                   | <p>The Interagency Committee on Seismic Safety in Construction/Building and Fire Research Laboratory of the National Institute of Standards and Technology provides 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 (e.g., public works and utilities).</p>   |
| <b>Department of Energy</b>                     | <p>In accordance with ESF #12 – Energy, coordinates with energy industries to assist in satisfying critical fuel, lubricant, and electrical power needs unable to be met by State, local, tribal, or Federal resources or actions.</p>  |
| <b>Department of Homeland Security</b>          | <ul style="list-style-type: none"> <li>▪ Acts as liaison to provide logistical support to Federal, State, local, and tribal governments.</li> <li>▪ Provides Contracting Officers Technical Representatives from the RRCC, Emergency Response Team (ERT), or NRCC Logistics or Operations Section for all ESF #7-executed procurement contracts as appropriate.</li> <li>▪ Provides 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.</li> </ul> <p><b>Information Analysis and Infrastructure Protection Directorate/National Communications System:</b> In accordance with ESF #2 – Communications, assists in coordinating the provision of commercial telecommunications assets within the incident area as appropriate.</p> |
| <b>Department of Labor</b>                      | <p>Provides technical personnel to assist in the identification and recruitment of individuals with specialized occupations needed to support incident response operations. The Job Corps at the regional level provides students and instructors capable of providing support. The Mine Safety and Health Administration provides engineering services to determine the cause or location of an event, performs structural integrity analysis, and recommends hazard mitigation.</p>   |
| <b>Department of Transportation</b>             | <p>In accordance with ESF #1, determines requirements, locations, and schedules for the movement of emergency supplies into and within the affected area.</p>   |
| <b>Department of Veterans Affairs</b>           | <ul style="list-style-type: none"> <li>▪ Provides technical assistance to identify and procure medical supplies and other medical services.</li> <li>▪ Provides personnel knowledgeable in Federal procurement and distribution operations.</li> <li>▪ Provides computer support operations as appropriate.</li> </ul>  |

| Agency   | Responsibilities  |
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| <b>National Aeronautics and Space Administration</b> | Provides available space, buildings, airports, and telecommunications as may be required for emergency support operations.                |
| <b>Office of Personnel Management</b>                | Identifies, locates, and, if necessary, recruits personnel needed to support incident operations after appropriate coordination with GSA. |