

Logistics Support Annex

Purpose:

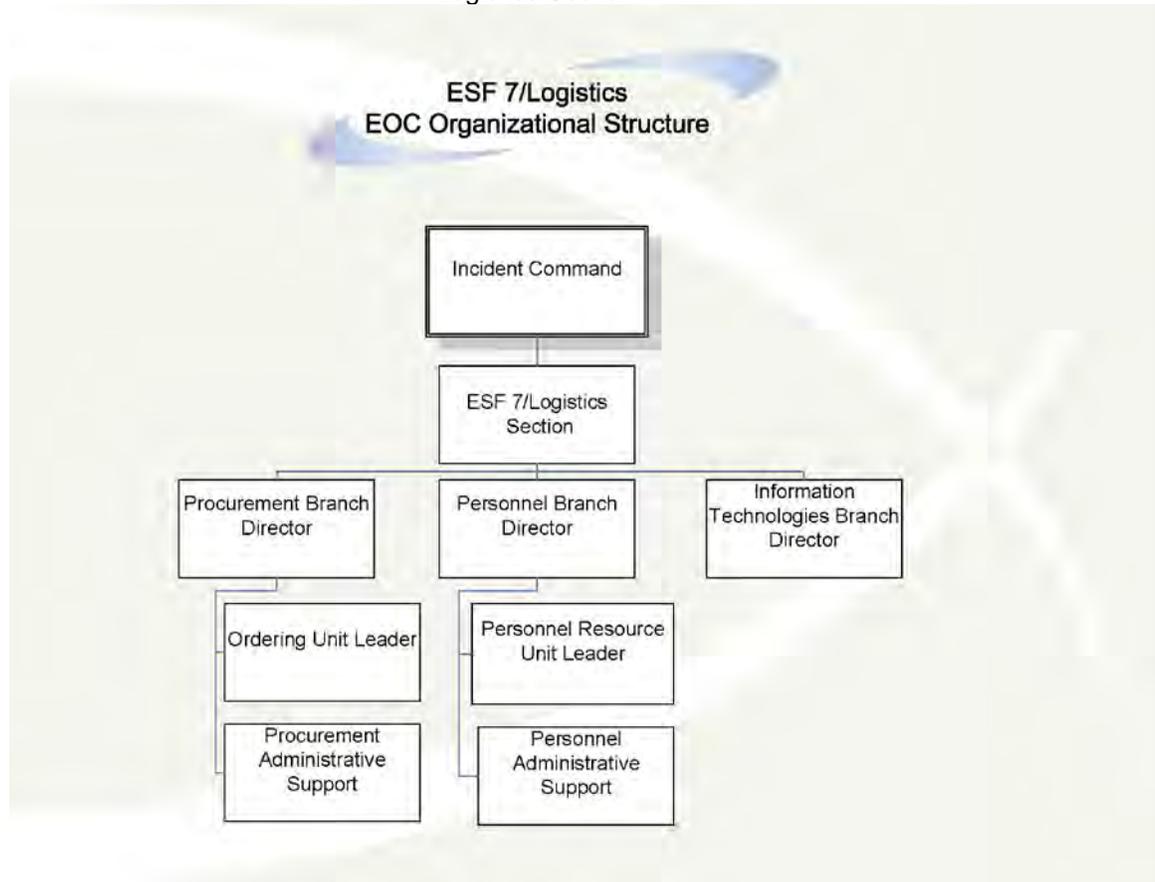
This logistics annex will provide the plan and operational parameters as to how logistics support will be provided in Escambia County through an activated EOC in a declared special emergency or fully declared emergency at the local level. The parameters identified will include EOC operational support and field operation support in the effort to meet the needs of the community in the aftermath of a disaster.

This annex supports the CEMP, which is an operational management plan that supports multiple organizations, agencies, and jurisdictions within Escambia County. Each organization, agency, and jurisdiction is represented in some fashion under the Emergency Support Function (ESF) concept under the CEMP, and the processes and plans identified in this annex will apply to all lead and support agencies, and the people they serve.

Operations:

The Logistics Section in one of four arms in the incident command system structure that is supported by ESF 7, a Procurement, Personnel, and Information Technologies Branch. The Logistics Section answers directly to the incident commander. See ICS structure as found in the County CEMP.

Logistics Section



Once the EOC and the CEMP are activated, the Logistics Section sets up operations to support all of the Emergency Support Functions (ESFs) and the participating agencies within the EOC. ESF 7 within the CEMP combines the functions of the Finance Section and the Logistics Section as it may relate to the ESF concept, but through translation from the ESF concept to the ICS structure, ESF 7 separates into the Logistics and Finance Section. Roles and responsibilities identified in the ESF section of the CEMP are applicable to each Section as appropriate and as described. This annex will provide more planning details in support of the Logistics Section, not the Finance Section.

Staffing of the Logistics Section is coordinated by the Logistics Section Chief or designee. Staffing will be required to support and meet the needs of the EOC and operational period as dictated by the IC. It will be important that all Divisions in support of the Section support the staffing effort. Activation of the Logistics Section will likely be required throughout the incident, from beginning to end, and may require staffing 24 hours a day, 7 days a week for extended period of time, potentially from a few days to a few months. The IC will dictate the operational periods and the staffing needs as the incident evolves. The Human Resources, Purchasing, and Information Technologies Divisions of the County BCC are the primary Divisions supporting the Logistics Section operations. However, the employee manpower pool may offer staffing support, along with other EOC organizations that may have staff available to support the human resource needs of the EOC. Staffing needs should be identified and coordinated before an incident threatens or impacts the community.

The Logistics Section is designed to provide logistical support to the incident for resource needs that extend beyond the capabilities of the local organizations working in the EOC. It will be the primary responsibility of every EOC organization to pre-identify and pre-plan for resource needs in advance of disaster incidents, whether locally, regionally, statewide, or out of state. These resource needs may come from other governmental organizations, other ESF/EOC organizations, non-profits, or for-profit organizations, whether locally, regionally, or from within or outside of the State. Resources may be borrowed, leased, rented, or purchased outright depending upon the need, utilization, and availability of the resource. But identifying the resource source in advance and knowing all the terms for utilization of the resource, and reducing those terms into a written document is highly recommended. This written document may be in the form of a mutual aid agreement (MAA) or Memorandum of Understanding (MOU) between the organization in need and the source that will be able to fulfill the resource need.

Should there be difficulty identifying those resources, it will be important for those organizations to coordinate with Logistics in advance of an incident wherever possible, to allow Logistics the ability to try and assist in locating or planning for those needs to help reduce response times for mutual aid resources that may be coming from outside of our area.

Whether pre-incident or during an incident, if the Logistics Section is able to locate a resource through a vendor or other organization, they will put the vendor and the requesting organization in contact with each other for specific arrangements and to work out the financial details, if any. With this scenario, even though the request went through Logistics, the coordination and arrangements went direct to the requesting organization, and Logistics will not track these resources. It will be the responsibility of the requesting organization to make sure the resource is maintained properly and returned appropriately, with all financial obligations resolved directly by that requesting organization.

Should the organization in need of a resource, or the Logistics Section be unable to fulfill the need for resources, the Logistics Section will then request from the State EOC

assistance in locating resources to meet those local needs. This State EOC support will be provided in much the same fashion as our local Logistics Sections, by trying to locate resources from vendors or contractors and putting the County Logistics Section in contact with those vendors that may sell, lease, rent, or donate goods and services, from which the County Logistics Section will again put the requesting organization in contact with the resource source to work out details and financial arrangements. This resource will again become the responsibility of the requesting organization to track and monitor. Should the resource come from other local government agencies or contracted by the State on behalf of the County, or contracted directly by the BCC, then those resources will be tracked by the Logistics Section. Managing those resources from mobilization to demobilization.

The Logistics Section will also make every effort to efficiently manage mutual aid or contracted resources where two or more local requests for the same or similar resource may be pending, it may be more efficient to wait until the needed resource that is already in the community locally to complete one mission, then reassign the resource to second mission, than to have a second resource be delivered from another part of the State. It may be a shorter wait for the resource to complete the first mission, than to deliver that second resource.

As previously stated, and paramount to a quick recovery from disaster, all organizations and ESFs will be required to pre-plan and coordinate expected or anticipated resource shortfalls well in advance of disaster with other appropriate ESFs and the Logistics Section if there are no local resources available. The logistical planning information should be as specific as possible to include technical needs, quantities, anticipated time of need, etc., so Logistics can plan and prepare their operations to meet the need more efficiently and effectively. Some of the planning considerations will be:

- What type of operation is being undertaken?
- What resources are needed to support the operation?
- What equipment is needed to support the operation?
- What resources are needed to support the equipment? Fuel? Trained people?
- What tools are needed to support the operation? Pallet jacks, trucks, fuel, power supply, lighting, etc.?
- What human resources will be needed to support operations?
- How will they be fed?
- How will they be transported?
- Where will they sleep?
- What personal protective equipment will be needed to support the personnel?
- How many?
- How much?
- What volume?
- What measurement?
- What type of packaging?
- Who will be financially responsible?** etc.

Logistics will work with the supporting agencies to put in place mutual aid agreements, purchase orders, contracts, etc in advance of disasters so that resources can flow more quickly and efficiently into the community as needed. Logistics will maintain those agreements as appropriate.

It will be important to understand that if a request for resource support is processed through the Logistics Section, it does not mean the BCC is financially responsible. Every organization that is requesting a resource through logistics, or support from another EOC organization, or from a vendor, does not mean "someone else" is going to be financially responsible for that resource. Every organization requesting a resource needs to identify

who will be financially responsible for resources when requested. Should the County Logistic Section request a resource on another organizations behalf, the bill for that resource will either be sent directly to the requesting organization, or the County may pay it and subsequently submit a bill to the requesting organization. It will be imperative that everyone understands the financial responsibility of resource requests when they are made, not after the service has been rendered. This does not mean the County isn't going to pay for some resources, especially if organizations are working on behalf of the BCC, but it is important to have those responsible parties identified in advance so there are no questions or conflicts once received.

Points of Distribution (PODs) and County Staging Areas (CSAs)

Points of Distribution (PODs) are locations set up in the community that are utilized to hand out basic needs to the community where there are no other opportunities for people to get those basic needs. Typically, basic needs revolve around food, water, ice (for medical needs only), self-help tarps (if available), and any other item requested or needed to be distributed to the public.

Operations of the PODs will be coordinated through ESF 11 and the Lead Coordinating Agency, the Escambia County Community Services Bureau. Standard Operating Guidelines have been developed and will be maintained by the Bureau that outline the locations of the PODs, the operating guidelines, site plans, and resources needed for efficient operations.

County Staging Areas (CSAs) are locations set up to receive bulk resources and coordinated before they are sent to PODs or other distribution type locations and handed out to the public. Escambia County will utilize the CSA to coordinate State requested resources primarily, and adjust operations as needed or required.

As a result of an intensive relationship between the CSA and the Logistics Section, the Logistics Section will support the CSA and help coordinate the resources. This may include staffing, communications, resource tracking systems, etc. The Infrastructure Branch will be responsible for the CSA standard operating guidelines, site plans, and resources needed for efficient operations.

Public Shelters

For the purposes of this annex, public shelters will include risk general and special needs shelters, and host shelters.

Risk shelters are those that have been chosen through a least-risk decision making process whereas a public shelter has been designated as a potentially safer place to evacuate people than where those people may have come.

General population risk shelters are managed by the Red Cross with several support agencies supporting operations during an event. ESF 6-Mass Care is responsible for public shelter operations and specific operational plans will be coordinated and maintained by ESF 6 and the Red Cross. Each year, shelter designations are decided upon between several agencies based upon supply and demand, and the ability to support the logistics of such operations.

Special Needs sheltering is a risk shelter for those defined as special needs and applicably screened by the Health Department as meeting minimum requirements based upon the service that can be provided. Operations of the special needs shelter is managed by the Health Department.

Host sheltering is for the sheltering of people in facilities outside the threats of tropical storm events. They can be facilities post hurricane impact, or facilities to house people evacuated from the threat of forest fire or hazardous materials, etc. Again, the Red Cross is responsible for identifying these facilities near the area of need and are managed completely by the organization and the facility support as offered by individual owners and coordinated with the Red Cross.

A *First Responders Child Care* shelter has also been established that will be managed and coordinated by the Be Ready Alliance Coordinating for Emergencies (BRACE). This facility will provide childcare services for select organization first responders allowing responders to be able to remain on the job where extended hours and workdays will be required outside of normal planned workdays where childcare services in the community may no longer be available or not available to cover the extended work hours required by first responders during a disaster event.

Much of the resources for the *First Responders Child Care* shelter are being preplanned as much as possible through donated goods and services, but the Logistics Section will work to backfill resources where possible. BRACE will coordinate in advance as much as possible and identify any potential resource shortfalls.

Resource requests to support operations will be under the same level of service expectations and processes as identified above and as others work within the system.

Financial Responsibilities

Ultimately, the agency or organization requesting resources will be responsible for the expense of any resource request, unless it has been approved to be assigned to another entity. Escambia County, through the logistics section is primarily providing a “resource locators” service to locate resources to meet the needs of an organization working in the EOC. There may be cases in which an organization may be either working for or on behalf of the BCC, and in those instances, the BCC may be paying for those resources, but the Logistics Section will be scrutinizing those requests to make sure they are needed and reasonable. In other cases, the Logistics Section will merely put the vendor or contractor in touch with the requesting organization to work out the financial and logistical details. Basically, the County is responsible for County expenses to meet their needs; the City is responsible for City expenses to meet their needs, etc. The County is not necessarily paying for resources just because the resource is being coordinated through the County Logistics Section.

In the heat of battle, each organization, to include the Logistics Section will need to document all transactions, requests, expenses, etc. so as to validate all expenses, all billing, and all payments within the organization. Every effort will be made to bring together the requesting organization directly with the vendor, but that may not always occur. In the event a vendor provides a bill to the County or any other organization that did not request the resource, the vendor must be redirected so that the requesting organization can be billed appropriately. It will be important for organizations to understand, that if you request it, you will likely be required to pay for it. Those costs could be at a premium.

For best practices purposes it would be ideal to have all non-county agencies to have a signed Financial MOU in place. See Appendix AL in this Annex for a sample MOU.

The best way to minimize those costs is to plan and pre-arrange for resource needs in advance of a disaster event.

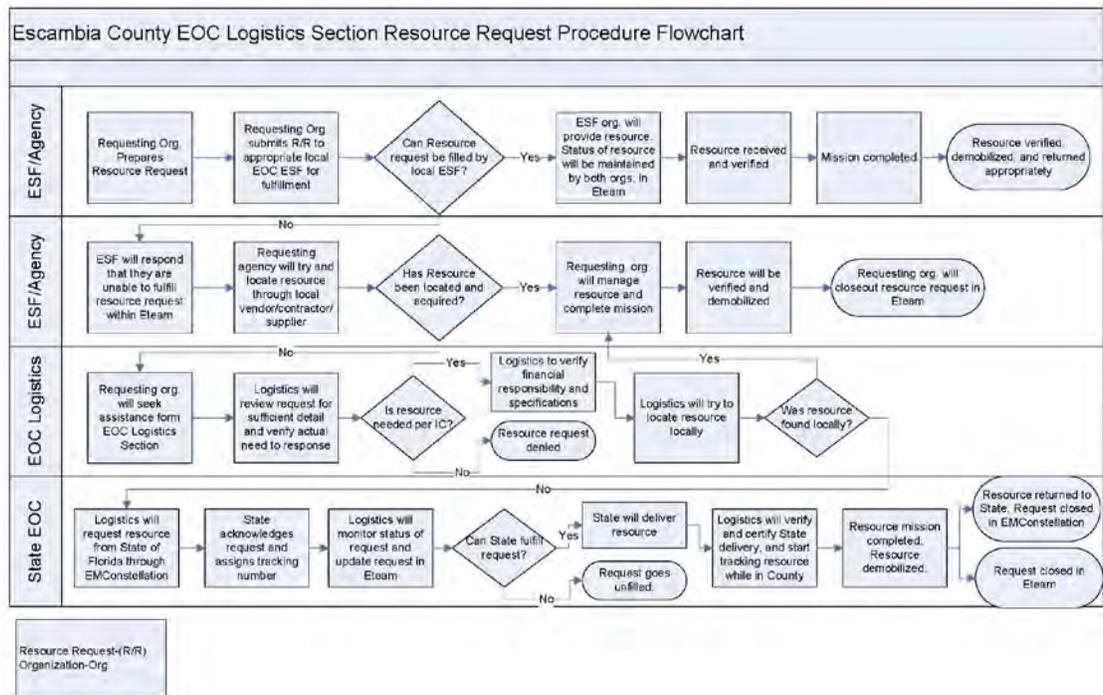
Organizations are encouraged to work together in the EOC to solve problems, address issues, and meet resource needs in a cooperative manner. Solve the problems first, be aware of the financial obligations, and pay the bills later.

Demobilization of Resources

Demobilization of resources will be the responsibility of the organization utilizing the resource. For the process of tracking, once the organization is finished using a resource, it must be returned through the process from which it came. If a relationship was developed directly with a vendor, then return it directly to the vendor and document the transaction. If the resource came through the Logistics Section, then it must be returned through the Logistics Section and documented, or if the resource came from an EOC organization, then it must be returned to that organization, and documented. Should the resource be needed elsewhere once the initial mission is complete, do not shift or relocate the resource without checking with the Logistics Section or the ESF from which the resource came to see if there is another mission we can reassign the resource to so more efficient use of resources can be accomplished. Any partially consumed resources are also expected to be returned unless otherwise approved or allowed.

Resource Request Process:

Resource Requests will flow through the EOC in the manner identified in the following flowchart and loosely described in the previous section.



Each agency/ESF will need to follow the flow of the resource request so as to maximize the usage of local resources before State resources are requested. All resource request tracking and monitoring will be the responsibility of the requesting agency/ESF up to the point where a request goes to the State of Florida, at which time the Logistics Section will track and monitor. The following section will provide a narrative explanation of the process to support the flowchart above.

Logistics Section
EOC-State Resource Request System Process Flowchart
Supporting Narrative Detail

- Requesting organization prepares resource request.
 - Each ESF must become familiar with the mission, capability, and resources associated with all ESF's represented in the Emergency Operations Center.
 - If there is a resource shortfall to meet the mission of an EOC organization, the organization needs to prepare a resource request in Eteam.
 - The resource request will be as specific as possible to include technical specifications if appropriate to make sure the correct resource is acquired to meet the need.
 - The resource request will also identify the financially responsible party, should there be a cost associated with the resource.
 - The resource request will also include any supporting resources needed to support the primary resource (i.e. when requesting a generator, will an electrician be needed to connect it, will fuel be needed, etc.).

- Requesting organization submits resource request to appropriate local EOC/ESF for fulfillment
 - Each organization in need of a resource shall look within their own ESF support agencies to see if a resource is available to utilize. This may be a resource at a cost, or a resource donated to fulfill the need.
 - Should the ESF the organization is a part not have a resource, and then seeking out the resource within the EOC with all of the EOC organizations shall be the next effort.
 - Should no one in the EOC have a resource to meet the need, the organization in need will look within the community, through vendors, contractors, other retail options, other non-profits, or governmental agencies locally, regionally, or statewide. The phone book or internet may increase the options. Basically, the and try to identify a local resource that could be borrowed

Was the resource request fulfilled...?

- **If yes;** if a resource was able to be secured through the EOC, and ESF, or local vendor;
 - The request in Eteam will be updated and managed by the requesting organization or the resource providing organization as appropriate.
 - Tracking and managing of the resource will be the responsibility of the requesting organization. Updating Eteam as appropriate will be required.
 - Once the mission is complete, the resource will be demobilized and returned to the resource source by the requesting organization.
 - Any financial responsibility will be managed appropriately
 - The request in Eteam will be updated and closed.

 - **If no;** a resource was not secured locally, then the resource request in Eteam will be forwarded to the Logistics Section for support.
- Once the Logistics Section receives the request through Eteam, the Section will;
 - Verify that efforts were made to secure the resource by supporting ESFs or the requesting organization.
 - Verify a financially responsible party for the resource request.

- Verify there is enough technical information to secure the correct resource for the need.
 - Validate that all supporting resources for the primary request are identified and considered.
 - Should the resource be expected to be purchased by the BCC, verification of the appropriateness of the resource request will be validated by the IC, Finance Section Chief, or designee.
- Logistics will then try to find the resource locally, regionally, or statewide utilizing the BCC MOUs, MAAs, existing purchase orders or other arrangements, or through other methods not considered or available by the requesting organization to make sure a local resource has not been overlooked.

Was the resource request fulfilled...?

- **If yes;** if a resource was able to be secured through the EOC, and ESF, or local vendor;
 - The request in Eteam will be updated and managed by the requesting organization or the resource providing organization as appropriate.
 - Tracking and managing of the resource will be the responsibility of the requesting organization. Updating Eteam as appropriate will be required.
 - Once the mission is complete, the resource will be demobilized and returned to the resource source by the requesting organization.
 - Any financial responsibility will be managed appropriately
 - The request in Eteam will be updated and closed.
 - **If no;** if a resource was located, then Logistics will make a request to the State for assistance in fulfilling the request.
- Logistics will then create a resource request in EMConstellation requesting assistance from the State to help locate resources to fulfill a local need.
- Once the resource request has been created in EMConstellation, Logistics will:
- Update the resource request in Eteam.
 - Track the request to make sure it is moving forward.
 - Identify the date and time the resource may be anticipated for arrival in the County.
 - Coordinate with the CSA to validate receipt and condition of the resource once arrived.
 - Direct the resource to the organization for mobilization.
 - Track the resource while in the community.
 - Update the Eteam resource request.
- Once the resource mission has been completed, the resource will be return through the path from which it came.
- The resource will be released by the requesting organization and returned to the CSA.
 - The requesting organization will update the Eteam resource request.
 - The resource will be required to check out through the CSA and coordinated with Logistics in the event there may be another resource request for the same type of resource whereby the resource can be reassigned to another mission.
 - If there is no other mission, the resource will be demobilized at the CSA, the condition of the resource documented, and then released to return to the source of the resource.

- EMConstellation will be updated by Logistics.
- The Eteam resource request will be updated and closed.

(This section intentionally left blank)

MEMORANDUM OF AGREEMENT BETWEEN ESCAMBIA COUNTY, FLORIDA AND _____ RELATING TO _____'S PAYMENT FOR EXPENSES INCURRED BY ESCAMBIA COUNTY EMERGENCY OPERATIONS ON BEHALF OF _____ FOR EMERGENCY RESPONSE

THIS AGREEMENT is made on this _____ day of _____, 200___, by and between Escambia County, a political subdivision of the State of Florida, with the administrative address of 223 Palafox Place, Pensacola, Florida 32502 (hereinafter referred to as "County") and _____, a _____, with the administrative address of _____, (hereinafter referred to as "_____"), each at times also being referred to as a "Party" or collectively as "Parties."

WITNESSETH:

WHEREAS, the parties have agreed to work cooperatively to implement disaster recovery during times of local emergency for the benefit of Escambia County residents; and

WHEREAS, the County will incur authorized expenses on behalf of _____ as part of the parties' cooperative emergency response efforts; and

WHEREAS, _____ has agreed to reimburse the County for authorized expenses incurred on its behalf for cooperative emergency response efforts;

NOW, THEREFORE, in consideration of the mutual terms and conditions, promises, covenants, and payments hereinafter set forth, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

Article 1.
Purpose

1.1 The recitals contained in the preamble of this Agreement are declared to be true and correct and are hereby incorporated into this Agreement.

1.2 This Memorandum of Agreement delineates the financial responsibility of the parties when working cooperatively to implement disaster recovery during times of local emergency.

Article 2.
Responsibility of Parties

2.1 _____ agrees to reimburse the County for authorized expenses incurred by the County on behalf of _____ as part of the parties' cooperative emergency response efforts.

2.2 The County agrees to obtain prior authorization from _____ to incur such expenses and, once incurred, timely provide invoices for payment detailing said expenses.

2.3 This Agreement shall become effective when filed in the office of the Clerk of the Circuit Court of Escambia County, Florida. The County shall be responsible for such filing.

Article 3.
Compensation and Method of Payment

3.1 The County shall provide to _____ copies of all invoices for authorized expenses. The County shall also provide to _____ copies of any documents as _____ may reasonably require, to verify said costs to the County.

3.2 Within thirty (30) days of receiving invoice and any related documentation of expenses incurred by the County, _____ will provide payment to the County.

3.3 a. Payment and other requests to the County will be sent to:

Cyndi Lachman
Escambia County Department of Public Safety
Emergency Operations
6575 North W Street
Pensacola, FL 32504

b. Invoices and other requests to _____ will be sent to:

Article 4.
General Provisions

4.1 Termination. This agreement may be terminated by either party for cause or convenience upon thirty (30) days written notice by the terminating party, in which event the County shall be paid all expenses incurred to the date of termination.

4.2 Liability. Each party shall be fully liable for the acts and omissions of its respective employees in the performance of this Agreement. Nothing in this Agreement shall be construed as a waiver of either party's sovereign immunity as provided in Section 768.28, Florida Statutes, and nothing herein shall be construed as consent by the parties to be sued by third parties in any matter arising out of this Agreement.

4.3 Successors and Assigns. This Agreement shall be binding and shall inure to the benefit of the parties and their respective successors and assigns. This Agreement, or any interest herein, shall not be assigned, transferred, or otherwise encumbered by either party without prior written consent of the other party.

4.4 Records. This Agreement and any related financial records, audits, reports, plans, correspondence, and other documents may be subject to disclosure to members of the public pursuant to Chapter 119, Florida Statutes. In the event that a party fails to abide by the provisions of Chapter 119, Florida Statutes, the other party may, without prejudice to any right or remedy and after giving seven (7) days written notice, during which period the party fails to allow access to such documents, terminate this Agreement.

4.5 All Prior Agreements Superseded. This Agreement incorporates all prior negotiations, correspondence, conversations, and understandings relating to the matters contained herein, and there are no other commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this Agreement. Accordingly, no deviation from the terms of this Agreement shall be predicated upon any prior representations or agreements whether oral or written. No addition, deletion, or modification to the terms or conditions of this Agreement shall be effective unless contained in a written document executed with the same formality and dignity.

4.6 Headings. Headings and subtitles used throughout this Agreement are for the purpose of convenience only, and no heading or subtitle shall modify or be used to interpret the text of any section.

4.7 Survival. All other provisions, which by their inherent character, sense, and context are intended to survive termination of this Agreement, shall survive the termination of this Agreement.

4.8 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida, and venue for any legal action that arises out of this Agreement shall be in Escambia County, Florida.

4.9 Interpretation. For the purpose of this Agreement, the singular includes the plural and the plural shall include the singular. References to statutes or regulations shall include all statutory or regulatory provisions consolidating, amending, or replacing the statute or regulation. Words not otherwise defined that have well-known technical or industry meanings are used in accordance with such recognized meanings. References to persons include their respective successors and assigns and, in the case of governmental persons, persons succeeding to their respective functions and capacities.

4.10 Severability. The invalidity or non-enforceability of any portion or provision of this Agreement shall not affect the validity or enforceability of any other portion or provision. Any invalid or unenforceable portion or provision shall be deemed severed from this Agreement and the balance hereof shall be

construed and enforced as if this Agreement did not contain such invalid or unenforceable portion or provision.

4.11 Further Documents. The parties shall execute and deliver all documents and perform further actions that may be reasonably necessary to effectuate the provisions of this Agreement.

4.12 No Waiver. The failure of a party to insist upon the strict performance of the terms and conditions hereof shall not constitute or be construed as a waiver or relinquishment of any other provision or of either party's right to thereafter enforce the same in accordance with this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Agreement to be executed by their duly authorized representatives on the respective dates under each signature: Escambia County through its Board of County Commissioners, signing by and through its Chairman, authorized to execute same by Board action on the _____ day of _____ 2008, and _____ by and through its _____, duly authorized to execute same on the _____ day of _____ 2008.

ESCAMBIA COUNTY, FLORIDA
by and through its duly
authorized Board of County
Commissioners

ATTEST: Ernie Lee Magaha
Clerk of the Circuit Court

Gene M. Valentino, Chairman

Deputy Clerk

Witness _____
Print Name _____

Witness _____

Print Name _____ By: _____,

STATE OF FLORIDA
COUNTY OF ESCAMBIA

The foregoing instrument was acknowledged before me this _____ day of _____, 200__, by _____ as _____ of _____, a _____ corporation, on behalf of the corporation. He/She () is personally known to me, or () has produced current _____ as identification.

Signature of Notary Public

(Notary Seal) _____ Printed Name of Notary Public

Witness _____
Print Name _____

Witness _____

Print Name _____ By: _____,

STATE OF FLORIDA
COUNTY OF ESCAMBIA

The foregoing instrument was acknowledged before me this _____ day of _____, 200__, by _____ as _____ of _____, a _____ corporation, on behalf of the corporation. He/She () is personally known to me, or () has produced current _____ as identification.

Signature of Notary Public

(Notary Seal) _____ Printed Name of Notary Public