

# Emergency Function 7 Resources Annex

## EXECUTIVE SUMMARY

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California Department of General Services  
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## Introduction

Emergency Function (EF) 7 - Resources supports and coordinates the state-level activities of its stakeholders in the mission to protect life and property within California. EF 7 – Resources stakeholders work within their statutory and regulatory authorities to effectively and efficiently coordinate an all-hazards approach to emergency response. The EF 7 Annex is an annex to the State of California Emergency Plan (SEP). The SEP provides the foundational elements for the emergency functions.

## Purpose and Scope

EF 7 – Resources supports incident management by promoting standard methods for identifying, acquiring, allocating, and tracking resources. EF 7 provides emergency procurement assistance and support to other EFs and to the response community. In addition, EF 7 coordinates emergency use and repair of state facilities and properties and maintains lists and general knowledge of the critical assets held by various state departments and agencies that might be used in emergency support. During emergency response, state department and agencies retain their respective administrative authority, but coordinate within the EF 7 - Resources structure in order to uphold the mission of protecting life and property within the State of California.

## Lead, Primary and Supporting Stakeholders

The lead and supporting departments/agencies are the stakeholders for Emergency Function 7 – Resources.

In the State Emergency Plan, the California Government Operations Agency (CalGovOps) is named as the **Lead Agency** for the development, implementation, and maintenance of EF7. This responsibility is delegated within CalGovOps to its Department of General Services (DGS). As such, DGS is responsible for the development, implementation, and maintenance of EF 7.

During an emergency response, the DGS must be prepared to shift between situations that necessitate acting as an Agency Representative in the State Operations Center (SOC) and with assuming a coordinating role within EF 7. The Lead Department/Agency also designates an Emergency Function Coordinator.

The **Emergency Function Coordinator** facilitates the activities of EF 7 stakeholders during all phases of emergency management. During emergency response, the EF 7 Coordinator serves as an information “broker” between the core function units and the SOC. The EF Coordinator provides information regarding the capabilities and activities of EF primary and supporting agencies and helps direct questions and issues to the appropriate agency. The EF Coordinator will sit in the Lead Agency’s Department Operations Center (DOC).

The EF **Supporting Agencies and Departments** are those state entities with specific capabilities or resources that support the primary agencies in executing the mission of EF. All California state departments/agencies must keep an inventory of property, equipment, and supplies owned by the department/agency. The California Department of Human Resources maintains a list of personnel classifications related to skills and capabilities by department/agency. EF 7 will utilize these inventories to help the SOC fulfill resource requests during an emergency. A list of specific roles and responsibilities is provided in Attachment A of this annex. The lead and primary departments and agencies are listed below.

California State Agency and Department Roles	
Emergency Function Coordinator	
<ul style="list-style-type: none"> <li>• Identify subject matter experts within EF 7 stakeholders</li> <li>• Coordinate with the lead agency counterpart at the SOC – including any delegated authorities to the coordinator during the operational period.</li> <li>• Provide technical and subject matter expertise for the agency and within EF 7.</li> <li>• Participate (or coordinate with lead agency counterpart) in action planning, section meetings, and branch meetings scheduled during the operational period.</li> <li>• Collect situation status information from EF 7 stakeholders and consolidate into the EF 7 situation status report.</li> <li>• Actively coordinate with EF 7 stakeholders at other locations on incident response activities, consistent messaging, and technical assistance.</li> <li>• Communicate the intelligence and resource capabilities of EF 7 stakeholders to the Regional Emergency Operational Center (REOC)/SOC.</li> </ul>	
Agency/Department	Role
California Government Operations Agency - Department of General Services	
<ul style="list-style-type: none"> <li>• Develop contingency contracts for procurement of services, materials, and supplies.</li> <li>• Implement emergency procurement and supply procedures and dedicate personnel to support Cal OES procurement activities.</li> <li>• Assist state agencies with procuring materials, supplies, and equipment.</li> <li>• Maintain and have available up-to-date building information and plans for DGS-owned buildings.</li> <li>• Provide for and/or negotiate leased emergency facilities for state agencies displaced by disaster.</li> </ul>	

Primary Agencies and Departments	
<ul style="list-style-type: none"> <li>Department of Transportation (Caltrans)</li> </ul>	<ul style="list-style-type: none"> <li>Maintain inventory of heavy equipment and vehicles for maintenance and operation of the State highway system that can and have been deployed to support emergency task orders to move emergency supplies, to move large quantity of debris or earthwork, and to support site survey of disaster sites.</li> <li>Assist DGS in contacting construction material vendors and general contractors who have construction equipment.</li> <li>Provide limited hazardous materials response equipment and supplies.</li> <li>Provide engineering and other technical assistance and services to other State and local government agencies.</li> <li>Furnish engineering and environmental services, including surveys, document preparation, and permitting services to other State and local government agencies.</li> <li>Identify the department's property for possible mobilization/staging areas.</li> <li>Provide certified hazardous materials specialists to help identify and contain hazardous materials releases on State highways and right-of-ways.</li> <li>Contract with hazardous materials contractors to assist with cleanup of hazardous materials spills on State highways and right-of-ways.</li> </ul>
<ul style="list-style-type: none"> <li>California National Guard</li> </ul>	<ul style="list-style-type: none"> <li>Provide resources such as civil support teams for chemical, bio and nuclear detection and search and rescue support.</li> <li>Provide equipment for containing wildfires and for debris clearing.</li> <li>Provide Soldiers, Airmen, and Military Police for security missions.</li> </ul>
<ul style="list-style-type: none"> <li>California Department of Food and Agriculture</li> </ul>	<ul style="list-style-type: none"> <li>Provide information on the available storage sites and staging areas for animal food and medical supplies, animal shelter and confinement areas, transportation resources and animal care personnel.</li> <li>Provide information on the availability of fair grounds for human mass care, shelter centers, mobilization centers, or staging areas.</li> </ul>

EMERGENCY FUNCTION 7 – RESOURCES  
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<ul style="list-style-type: none"> <li>• California Department of Social Services</li> </ul>	<ul style="list-style-type: none"> <li>• Recruit, train, and exercise members of VEST for mobilization and deployment to assist California Department of Social Services (CDSS) with care and shelter, repatriation, State Supplemental Grant Program, and other response efforts.</li> <li>• Deploy VEST members to REOCs in support of Care and Shelter Branch operations.</li> <li>• Allows the Language Services Section of CDSS to contract under normal business service protocols to secure additional translators as needed to augment emergency response needs.</li> <li>• As the State Lead Agency, coordinate State resources in support of local government and the American Red Cross for mass care and shelter response activities.</li> <li>• Manage the Emergency Food Assistance Program.</li> </ul>
<ul style="list-style-type: none"> <li>• Natural Resources Agency             <ul style="list-style-type: none"> <li>• California Department of Forestry and Fire Protection (CAL FIRE)</li> <li>• California Conservation Corps</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Provide trained personnel, crews, and equipment to support response and/or recovery operations.</li> <li>• Determine CAL FIRE resources required to continue essential services and develop the ability to track and allocate resources to facilitate emergency response.</li> <li>• Provide a statewide emergency resource directory of private vendors that can supply specified equipment and resources.</li> <li>• Provide a statewide emergency response and coordination communications system. Alert personnel and mobilize resources in affected areas.</li> <li>• Provide fire protection services by maintaining personnel and equipment in a state of readiness, including fire engines, hand crews, bull dozers, aircraft, mapping units, mobile communications units, mobile kitchen units, heavy construction equipment, and other support and specialized equipment.</li> <li>• Staff and support emergency incident bases and mobilization centers. Provide incident management teams.</li> <li>• Provide coordination and personnel for damage inspection and assessment.</li> </ul>

The SEP also describes members of the emergency management community and other disciplines that should be included in collaborative planning and preparedness in order to ensure an effective emergency response. Private-sector organizations provide significant resources to the state during emergencies. DGS, Cal OES, and other state agencies and departments maintain contracts and other arrangements to provide resource support during response and recovery operations. Key private-sector stakeholders include:

- California Utilities Emergency Association
- Direct Relief, USA
- Business Utilities Operations Center
- California Grocers Association
- Home Depot

## Core Functions

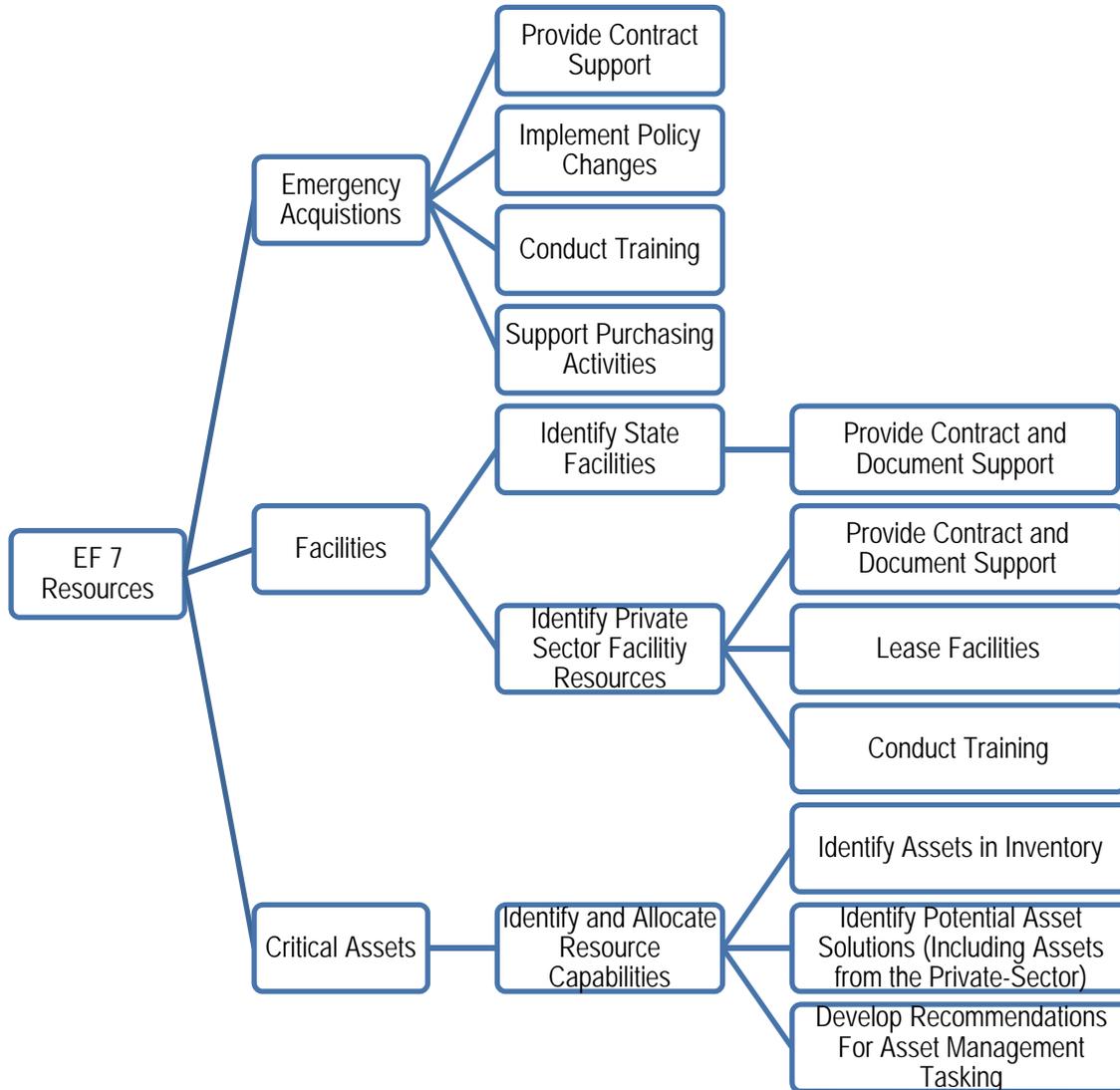
Emergency Function 7 – Resources is organized by core functions. A core function is an essential element of service or support that the emergency function’s stakeholders perform in order to collaboratively prepare for, respond to, mitigate against, and recover from emergencies. Core functions are not exclusive to any single stakeholder within the emergency function, but rather require the combined efforts of the entire community of EF 7 stakeholders. Core functions give the stakeholders within EF 7 a way of organizing key capabilities that can be understood by other stakeholders and other emergency functions. Core functions provide the bridge between the emergency functions and the emergency management community by providing a common language and organizational concepts that are used throughout the emergency functions.

Under each core function are several activities or tasks that require EF 7 stakeholders to collaborate and coordinate with each other. Supporting agencies work with the EF Coordinator to provide capabilities within each category of support. During response operations, this framework translates EF 7 stakeholders’ current resources into “options packages” that can fulfill a resource request. The EF 7 - Resources core functions are listed below and are followed by an organization diagram that illustrates the core functions and their associated capabilities and activities.

The core functions for EF 7 include:

- Emergency Acquisitions – to facilitate contract support, implement policy changes, conduct training, and support purchasing activities
- Facilities – to identify state and private sector facility resources
- Critical Assets – to identify and support the allocation of resources

**EF 7 Organization Diagram**



**Emergency Function Coordination Structure**

Emergency Function 7 is coordinated by an Advisory Council, Operations Team, and Technical Working Groups. The Advisory Council consists of 21 members whose responsibilities include providing guidance, setting goals, and reviewing, arbitrating, and making determinations about unresolved issues. The role of the Operations Team is to develop and enhance the EF 7 operating procedures and to support its ongoing maintenance. The Operations Team may form Technical Working Groups as needed and determine their membership. Technical Working Groups develop work projects that support EF 7 and assure staff work is completed to a level that allows sufficient basis for decision-making, among other tasks.