

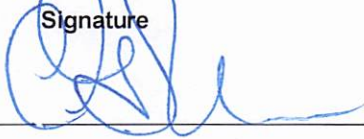

Culberson County/Town of Van Horn EMERGENCY OPERATIONS PLAN

Emergency Support Function 7 Logistics

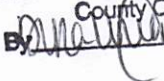
COORDINATING AGENCY: Culberson County

SUPPORTING AGENCIES:

Approval and Implementation

Date	Signed by	Signature
10/28/2024	County Judge, Carlos G. Urias	
10/28/2024	EMC, Cody L. Davis	

NOTE: The signature(s) will be based upon local administrative practices. Typically, the individual having primary responsibility for this emergency support function signs in the first block and the second signature block is used by the Emergency Management Coordinator, Mayor, or County Judge. Alternatively, each department head assigned tasks within the support function may sign.

Filed this 28th day of
October A.D. 2024
at 10:05 o'clock A.M.
Tina Urias
County Clerk
By  Deputy

Record of Changes to ESF 7

This page is used to date and describe changes to this document, followed by the initials of the person who made the change.

Use this table to record the following information:

- Change number, in sequence, beginning with 1
- Date change was made to the document
- Description of change and rationale if applicable
- Initials of person who made the change

Number	Date	Description	Name/Initials
1	2024-Jun-17	Transition to ESF	

doc. revision 04/06/2023

INTRODUCTION

- A. ESF #7 – Logistics provides resource support to entities involved in emergency response and recovery.
- B. This document applies to Culberson County/Town of Van Horn and all jurisdictions signatory to the basic plan. Whenever this support function indicates a city/county official or office, the support function also refers to the corresponding municipal official or office.
- C. Respective primary and support agencies are responsible for the dissemination of information that may be of value to other ESF representatives. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

Purpose

A. Function

This support ESF provides guidance for efficiently obtaining, managing, allocating, and monitoring the use of resources during emergency operations, or when such appear imminent.

B. Goal

Provide Culberson County/Town of Van Horn with a mechanism to manage logistics during a disaster or event.

C. Objectives

- a. Provide operational guidance for entities that assist in local and regional logistics.
- b. Provide information to decision makers about logistics.
- c. Describe roles, responsibilities and actions that ensure logistical support during incident response.

Explanation of Terms

This section defines terms and acronyms' used in this document.

Acronyms

CBO	Community Based (Volunteer) Organization
DC	Donations Coordinator
DSG	Donation Steering Group
RSA	Resource Staging Area
TSA	The Salvation Army
VOLAG	Voluntary Agency (501[c][3])

Definitions

1. Donations. These are the following:
 - a. Cash: Currency, checks, money orders, securities, etc.
 - b. Goods: Food, water, clothing, equipment, toys, furniture, pharmaceuticals, bedding, cleaning supplies, etc.
 - c. Volunteers and Services:
 - o People who are not members of any particular volunteer group.
 - o People who are members of recognized disaster relief organizations who have undergone formal training by those organizations.
 - o People with specialized training and expertise who may either be non-affiliated or members of a disaster relief organization.
 - o Teams that provide specialized equipment or capabilities.

Situations and Assumptions

A. Situation

1. See basic plan for a general situation statement.
2. Logistics supports all response and recovery operations, and should be planned well in advanced using an NIMS compliant all-hazards approach.
3. In response to major disaster the County Judge may issue a disaster declaration to invoke certain emergency powers to protect public health and safety and to preserve property.
 - a. Once a disaster is declared the County Judge may use all available resources to respond, and temporarily suspend statutes and rules, including those related to purchase and contract, if compliance would hinder or delay operations. The Culberson County/Town of Van Horn attorney should provide guidance as needed.
 - b. Once a disaster is declared the County Judge may commandeer public or private property, if necessary, to cope with disaster, subject to compensation. This should be used as a last resort, and after consult with the local legal authority.
4. Culberson County/Town of Van Horn does not wish to operate a system to collect, process, and distribute donations to disaster victims. Such a system is best operated by CBOs and other VOLAGs who have successfully handled donations in the past.
5. According to Texas Government Code Chapter 418.074 the County Judge may accept a donation on behalf of the Culberson County/Town of Van Horn for the purposes of emergency services and disaster recovery.

B. Assumptions

1. Much of the equipment for emergency operations will come from equipment on hand.
2. Additional supplies will normally be available from normal suppliers. However, some vendors will be unable to provide needed materials in the event of an incident, hence standby sources should be identified in advance and provisions made for arranging alternative sources of supply on an urgent need basis.
3. Inter-local agreements will be invoked and resources made available when requested.
4. Entities other than normal suppliers/contractors will be willing to rent, loan, or sell needed equipment and supplies during incidents.
5. Some businesses may provide equipment, supplies, manpower, or services at no cost during emergency events. Developing agreements between local government and the businesses in advance can make it easier to obtain such support.
6. Some community groups and individuals may provide equipment, supplies, manpower, and services during emergency situations.
7. VOADs will provide such emergency services as shelter management and mass feeding when requested to do so by local officials.
8. Should an incident occur, donations will be given/delivered to our city/county whether or not they are requested. In large quantities, such donations may overwhelm the capability of the local community to handle and distribute them.
9. Donated goods can be a valuable source of resources.
10. Donated goods will be offered to local volunteer groups or delivered to local government. Donations of cash for disaster victims might be made to local government.
11. Many people donate goods that are not needed by disaster victims, or offer services that are unneeded in the recovery process. Receiving and sorting unneeded goods or hosting volunteers who do not have needed skills wastes resources; disposing of large quantities of unneeded goods can be a lengthy and very costly process.

12. Media attention can drive donations more than the actual scale of the event.
13. The problem of unneeded donations can be reduced, but not eliminated, by developing and maintaining a current list of disaster needs, screening donations offers, and providing information to potential donors through media on current needs and those items and services that are not needed.
14. Most personal donations are given little expectation of return other than the personal satisfaction of giving and perhaps some acknowledgement of thanks. However, some donations may be unusable, have strings attached, or not really be donations at all. They may:
 - a. Be given with the expectation of repayment, publicity, or tax favor.
 - b. Be items that are out-of-date, unsuitable, or unusable.
 - c. Be volunteer services that do not meet the announced or advertised expectations or capabilities; skilled trades that are not licensed or certified.
 - d. Be provided illegally as a ruse in a fraudulent process to obtain money.
 - e. Be offered at a "discount" to disaster victims, with any real saving being minimal or non-existent.
 - f. Be offered in limited quantity as a deception to show "association" with government or disaster relief as a basis for future advertising or publicity.
15. Donated goods may arrive without warning, day or night. Delivery drivers typically need their cargo offloaded quickly, to minimize down-time.
16. Donations often arrive unsorted and with minimal packaging or markings. They may be in boxes, barrels, garbage bags, on pallets, or in bins. These must be sorted, repackaged, and labelled before being transported to distribution points.
17. Donors want to:
 - a. Know what is needed in the area –cash, goods, or services.
 - b. Know how they should deliver their donation or if there is available transport for it.
 - c. Start a drive for donations to help victims, with no idea of how to do that.
 - d. Earmark their donation, and may want to know who, specifically, received their donation.
 - e. Have their donation received by a local official and/or receive a letter of appreciation or public recognition.
 - f. Want to be fed and provided lodging if they are volunteering.
18. Disaster victims may:
 - a. Desire immediate access to donations before they are sorted.
 - b. Believe that the donations have not been or are not being distributed fairly.
 - c. Have unmet needs which can be met with additional donations.

Concept of Operations

- A. Culberson County will serve as the lead agency for logistics, with collaboration with a purchasing officer or similar entities as available.
- B. Resource management is based upon four guiding principles, in accordance with NIMS:
 1. Establishment of a uniform method of identifying, acquiring, allocating, and tracking resources.
 2. Classification of kinds and types of resources required to support incident management.
 3. The use of a credentialing system linked to uniform training and certification standards.
 4. Incorporation of resources from non-traditional sources, such as the private sector and NGOs.

C. As a basis for employing resources effectively, we will develop and maintain a current inventory of our dedicated emergency resources and other resources that may be needed during an emergency. All such resources will be classified by type and kind. A Computerized list is maintained and housed

In Computerized format at the EOC.

D. Assistance will be sought from surrounding jurisdictions if we are overwhelmed by an emergency incident. Effective cross-jurisdictional coordination using processes and systems described in NIMS is critical in the establishment of inter-local agreements. Assistance will also be sought from VOLAGs and individuals.

E. We have established emergency contracting and purchasing procedures.

F. A detailed record of resources expended in support of emergency operations:

1. As a basis for future program and budget funding
2. To document costs incurred

G. We will determine and communicate community needs, and actively discourage the donation of goods and services that are not needed.

H. The donations management program for Culberson County/Town of Van Horn is composed of several organizational elements, activated as needed at a level suitable for the anticipated workload. These elements include:

1. Donations Coordinator: to coordinate the donations management efforts of VOLAGs and local government. This position should be appointed in writing by the County Judge when this ESF is published, and a replacement should be appointed should the position be vacated.
2. Key Donations management personnel should, as feasible, be identified in advance so they may receive training and assist in developing operating procedures. In addition to the Donations Coordinator, key personnel include a supervisor for the RSA, phone banks, volunteer centers, and distribution points, as well as a donations financial manager.
3. Donations Steering Group provides policy guidance and general direction for the program. Composed of representatives from VOLAGs and appropriate governmental offices, it meets periodically to plan for donation management. Members should be in place before a disaster, though membership may expand during a disaster.
4. Unmet Needs Committees assist disaster victims who need help that local government has been unable to provide. The donation coordinator is expected to assist in forming this committee as soon as feasible after a disaster occurs. This committee should consist of representatives from organizations that have provided or can provide money, manpower, or materials to assist in disaster relief. The chair of this committee should be elected, and preferably be highly regarded by the local citizenry. As this committee decides on individuals receiving aid, it is inappropriate for a government official to serve as members on this committee, though they may assist in an advisory or support role.

I. Establish the following units after a disaster has occurred:

1. Donations Operations Office

- a. Maintains a current needs list to ID donations that are needed and not.
- b. Maintains a record of phone responses and referrals, cash donation transactions, donated goods transactions, and volunteer worker hours and tasks.

2. Phone Bank

- a. Receive and respond to offers of donations and disseminate information.

3. RSA

- a. Receive, sort, organize, and repackage goods before transporting them to distribution points.

4. Distribution Points

- a. Ready-to-use goods are distributed to the population from these points.

5. Volunteer Center

- a. Assemble, register, and assign spontaneous volunteers to recovery tasks.

J. Relationships between levels of government

1. Federal

- a. Coordination with Federal ESF #7 may occur through the State Operations Center, at the site of the incident, or in an established Field Office designated as such.

2. Tribal

- a. Coordination with Tribal ESF #3 may occur through a designated liaison of a given tribe at the discretion of the tribe

3. State

- a. Coordination with the State ESF #7 may occur through the DDC, at the scene of the incident, or through a facility designated as a field office.

4. Local/Regional

- a. Local and Regional entities maintain primary responsibility for addressing local gaps and provisioning for incidents or eventualities that may impact operations.

K. Activities by Phase of Emergency Management

1. Mitigation

- a. Review local hazards and determine shortfalls in logistics needs.
- b. Enhance capability by acquiring resources to reduce shortfalls.

2. Preparedness

- a. Establish and train Logistics staff.
- b. Maintain a resource and potential sources list.
- c. Establish rules for obtaining resources during an emergency, to include from non-standard sources.
- d. Ensure that after-hours contact numbers for vendors and contractors are up to date.
- e. Appoint a Donations Coordinator and establish the DSG to oversee pre-disaster donations management planning and assign necessary responsibilities.
- f. Maintain local donations management SOPs and agreements.
- g. Identify possible sites for Donations Operations Offices, phone banks, RSAs, Distribution Points, and volunteer centers.
 1. Ensure such facilities have an established SOP and communications strategy.
- h. Identify and coordinate with VOLAGs that could provide assistance in operating Culberson County/Town of Van Horn's donations management program.
- i. Brief elected officials, department heads, and VOLAGs on a periodic basis about the local donations management programs.
- j. Brief local media on the donations program.
- k. Brief citizen groups on how they can contribute to disaster relief effectively.
 - l. Include consideration of donations management in developing exercises.
- m. Establish contingency plans to create a distribution account or method for monetary donations.

3. Response

- a. Advise EMD and EM Staff on logistics and requirements.
- b. Coordinate and use all available resources during an emergency, and request additional resources if local resources are insufficient.
- c. Identify potential RSAs.
- d. Coordinate resource needs with appropriate entities.
- e. Coordinate resources to support response and to distribute aid to disaster victims.

- f. Maintain records of resource movement and use.
- g. Activate the DSG.
- h. Prepare donations management facilities and sites.
 - 1. Inform the media as to the pertinent details of these preparations.

4. Recovery

- a. The DSG should determine which donations management facilities will and will not continue to be activated.
- b. Staff donations facilities, conducting training as needed.
- c. Collect, sort, store, distribute, and properly dispose of donations if necessary.
- d. Keep records of donations received, distributed, and thank donors.
- e. Activate the Unmet Needs Committee to provide continuing assistance.
- f. Determine loss or damage to resources and costs of contracts to determine the expenses incurred during response and recovery.
- g. Determine repairs and replenishment needed as a result of operations, and assess those costs.
- h. Maintain records of the personnel, equipment, supply, and costs incurred during recovery.

Organization and Assignment of Responsibilities

A. General

1. Our Logistics function is coordinated by the EOC. Preplanning for resource management shall be conducted to ensure resources support the needs of the logistics function.
2. The County Auditor/City Administrator will be assigned as the Logistics Chief and maintain responsibility for planning, organizing, and carrying out logistics operations in support of response and recovery.
3. The County Judge is responsible for managing donations that are made to Culberson County/Town of Van Horn for disaster relief, subject to regulations imposed by local law.
4. A donations coordinator shall be appointed to manage the overall donations management program. The EMC should not fill this role.

B. Task Assignments

1. The County Judge will:
 - a. Appoint a donations coordinator.
 - b. Ensure that a donation management program is planned and ready for activation.
 - c. Administer the rules and regulations regarding resource management as established by the local governing body.
 - d. May provide general guidance regarding logistics and establish priorities for use of resources during an emergency.
 - e. May issue a local disaster declaration, if the situation warrants, and use available public resources to respond to the same.
 - f. May request assistance from the state through the DDC if local logistical resources are overwhelmed.

2. The IC will:

- a. Manage resources committed to their scene.
- b. Monitor status of available resources and request additional resources through the logistics section of the ICP.

3. The Logistics Coordinator will:

- a. Advise officials regarding resource needs.
- b. Maintain a resource list.
- c. Provide qualified staff at the ICP and EOC to track resource status.
- d. Determine the need for, identify, and operate facilities for resource staging and storage of resources.
- e. Monitor resource shortfalls and control use of critical supplies.
- f. Organize and train staff to execute the logistics function at the ICP and EOC.

4. Logistics Staff will:

- a. Determine appropriate means of satisfying resource requests.
- b. Obtain needed resources.
- c. Advise supply and distribution staff when the jurisdiction needs to provide transportation in order to obtain a needed resource.
- d. Oversee distribution of resources.
- e. Track location and status of resources.
- f. Ensure record keeping and expense tracking occurs.

5. The Culberson County Attorney's Office will:

- a. Advise staff regarding procurement contracts and questions of administrative law.
- b. Advise officials on liability arising from logistics operations.
- c. Advise the Texas AG's Office of reports of overcharging/price gouging.

5. Donations Coordinator will:

- a. Determine the need for, identify, and operate facilities for donated goods.
- b. Establish a Donations Steering Group.
- c. Staff Donations Operations Offices.
 - o Ensure staff are adequately trained.

Direction and Control

A. General

1. The County Judge shall, pursuant to NIMS, provide general guidance on the management of resources during an emergency, and will be responsible for approving any request for state or federal resources.
2. The IC will manage personnel and resources committed to an incident. The IC may request additional resources from local departments, if the EOC has not been activated.
3. When the EOC is activated, the Logistics Chief shall manage the Logistics Section in furtherance of response and recovery goals.

B. Continuity of Government

1. Each department or agency with communications responsibilities shall establish a line of succession for communications personnel.

Readiness Levels

Refer to Basic Plan

Administration and Support

A. Facilities and Equipment

A complete listing of equipment is included in Appendix 1 of ESF Resource Support or is maintained internally by Culberson County/Town of Van Horn.

B. Records

1. Records generated during an emergency shall be retained for use in documenting costs, in accordance with internal SOPs and applicable legal guidelines.

Records should be protected from the effects of disaster as feasible. Should records be damaged, professional assistance in preserving/restoring such records should be obtained as soon as possible.

C. Training

1. Logistics Staff shall be trained in their respective functions.

D. Resource Data

1. A list of available resources shall be kept current and available in Computerized format.
2. A list of sources for necessary resources shall be kept current and stored Computerized and located at the EOC

Development and Maintenance

The Logistics Chief will, in conjunction with the Emergency Management Director or designee, and related support personnel, maintain responsibility for the development and maintenance of this ESF.

The EMC, or their designee, will maintain responsibility for the regular testing of equipment related to this ESF, where such falls outside the SOPs of the responsible agencies.

References

- A. Texas Division of Emergency Executive Guide (TDEM, Federal Emergency Management Agency (FEMA), Comprehensive Preparedness Guide (CPG-101), National Preparedness Goal, State of Texas Emergency Plan Communications (ESF 2)
- B. Division Of Emergency Management *Local Emergency Management Planning Guide*. (DEM-10)

APPENDICES

1. Resource List

Appendix 1: Resource List

(*If attached appended at the end of Document)