

## Mississippi Emergency Support Function #7 – Logistics Management and Resource Annex

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### ESF #7 Coordinator

Mississippi Department of Finance and  
Administration  
Mississippi Emergency Management Agency

### Primary Agency

Mississippi Department of Finance and  
Administration  
Mississippi Emergency Management Agency

### Support Agencies

Mississippi Department of Archives and History  
Office of the Attorney General  
Office of the State Auditor/Department of Audit  
Mississippi Department of Employment Security  
Mississippi Forestry Commission  
Mississippi Department of Information  
Technology Services  
Mississippi Insurance Department  
Mississippi Board of Pharmacy  
Office of the Secretary of State  
Mississippi State Personnel Board  
Mississippi Department of Revenue  
Mississippi Military Department  
Other State Agencies as requested

### Non-Governmental Support Organizations

Mississippi Volunteer Organizations Active in  
Disasters

### Federal ESF Coordinator

General Services Administration

### Federal Primary Agency

General Services Administration

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## Introduction

### Purpose

The purpose of this Emergency Support Function (ESF) is to ensure that effective resource and logistical support is provided to State and local governments requiring resource support prior to, during, and/or after a significant disaster such as a catastrophic earthquake, hurricane, terrorist act, or other type events requiring massive resources.

### Scope

ESF #7 is responsible for providing direct and active support to emergency response and recovery efforts where threatened or actual damage exceeds local response capabilities. Additionally, ESF #7 is responsible for assisting in logistical planning and procurement in coordination with ESF #5.

### Policies

- According to the Logistics Section of ESF #5, Mississippi Emergency Management Agency (MEMA) is the primary manager of logistical staging sites, and the Mississippi Department of Finance and Administration (DFA) provides assistance in the coordination effort to identify and procure resources and provide logistical support to the affected areas.

- Resources are provided in accordance with MEMA policies and The Emergency Management Law, MS Code Ann. § 33-15 (1972).
- All local resources will be expended or committed by local government in the affected areas before assistance is requested from other local governments through the State Mutual Aid Compact (SMAC) or from State government agencies.
- The state will expend or commit all state resources before requesting assistance from other states through the Emergency Mutual Assistance Compact (EMAC) or from the Federal government.
- There shall be frequent consultation between state officials who have emergency management responsibilities, other appropriate representatives of other states, and the Federal government with the objective of a free exchange of information, plans, and resource records relating to emergency capabilities.
- Emergency resources will be used solely for response and short-term recovery, rather than long-term recovery.
- All agencies will provide their own administrative support and will be supplemented by MEMA personnel.

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## **Concept of Operations**

### **Assumptions**

- Mississippi may be threatened and/or impacted by emergencies and disasters of such severity and magnitude that shortages of resources could occur.
- Local resources of all types will be used effectively to minimize duplication and waste.
- Resources within the disaster area will be damaged, isolated from immediate access, or destroyed.
- The private sector will voluntarily provide personnel, supplies, transportation, and other essential resources during a significant emergency or disaster.
- Every state agency and other organizations will be prepared to assist this ESF when agencies and organizations with primary and supporting roles cannot provide requested resources.

### **General**

- DFA is responsible for planning, coordinating, and managing the resource support needed in ESF # 7.
- Equipment, supplies, and personnel will first be addressed through existing support agencies' resources and local sources outside the impacted area. Additional support will be obtained through commercial sources.
- Resources outside disaster areas will be directed to fulfill unmet needs of State and local governments.
- Logistical support necessary to save lives will receive first priority.

- Resources could include emergency relief supplies, shelters, office space, office equipment, office supplies, telecommunications support, space for warehousing, Mobilization Center (MC), Staging Area (SA), a forward State Emergency Response Team (SERT), and contracting services required to support immediate response activities.
- All agencies with ESF #7 responsibilities will ensure that they have Standard Operating Guideline (SOG) in place to enable them to perform appropriate levels of mitigation, preparedness, response, and recovery related to a disaster.

### **State Declaration**

- When the Governor declares a State of Emergency or state disaster, this action allows emergency purchases by the state without following the mandated policies and procedures set forth in Section 33-15-307 of The Emergency Management Law, MS Code Ann. § 33-15 (1972). Agencies should follow the guidelines set forth in Section 33-15-307 of the Mississippi code for emergency purchases.
- The State Legislature established a Disaster Trust Fund which is to be used for emergency purchases during a disaster or emergency. MEMA will work with DFA in allocating monies from the fund for emergency purchases. The MEMA Executive Director, Deputy Director, Director of Finance, and the Purchasing Chief will have the authority to purchase resources with disaster trust fund allocations. DFA will identify key staff to assist MEMA in this process.

### **Presidential Declaration**

- Upon a Presidential Declaration, MEMA will cooperate with the Federal Emergency Management Agency (FEMA) and/or General Services Administration (GSA) in locating a Joint Field Office (JFO) and Disaster Recovery Centers (DRCs).
- MEMA will assist FEMA and GSA with the task of staffing and procurement of necessary utilities for the JFO and DRCs.
- DFA will assist MEMA with budgetary matters including earmarking special funds necessary for each disaster or emergency.
- Under a Presidential Declaration, agencies operate under the same emergency purchases, policies, and procedures as under a state declaration. Agencies are cautioned that to obtain FEMA reimbursement, additional requirements may exist.
- The Governor or the Governor's Authorized Representative (GAR) and the State Coordinating Officer (SCO), each will have the authority to obligate and expend funds.

### **Support to Counties and Municipalities**

- Once the local emergency management agency requests resource support from MEMA, DFA will then provide support for ESF #7 services.

### **Support to Field Entities**

- MEMA will work with field-level entities to provide logistics/resource support.

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## Organization

### State Emergency Operation Center

- ESF #7 is part of ESF #5 Logistics Section MEMA. ESF #7 is organized in accordance with the National Incident Management System (NIMS). DFA is the primary agency in ESF # 7.
- Direction, Control, and Coordination.
- MEMA will maintain overall direction, control, and coordination of the state response and recovery efforts.
- MEMA will be the coordination point with the local affected governments and with FEMA.
- EFS # 7 operates under the direction of the DFA Executive Director and/or DFA Emergency Coordinator in coordination with MEMA.
- During an emergency or disaster DFA and support agencies will alert designated primary personnel and assign personnel to the SEOC.
- DFA will coordinate with ESF #7 support agencies.
- DFA will maintain proper documentation and provide to MEMA.
- DFA will coordinate purchasing professionals from state agencies to assist in operations.
- Administrative and Logistical Support.
- All agencies will receive administrative support from their organization with additional support from MEMA as determined essential.
- Each participating agency that has an automated financial management system will utilize that system to capture the incurred costs of all available, acquired, and contracted resources used during the support activities related to emergency or major disaster operations. Those agencies not having access to an automated system will utilize their existing system to capture all related costs for reporting and potential reimbursement.
- All agencies understand that their financial management system, automated or otherwise, used to capture their incurred costs during an emergency, major disaster, or exercise must be in compliance with applicable agency, state, and federal guidelines, rules, standards, and laws. This understanding is based on the knowledge that any reimbursement of incurred costs is subject to audit.

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## Actions

### Preparedness Actions

- Develop plans to coordinate and support state resource management processes that implements and controls the effective flow of services and commodities in coordination with ESF #5.

- Assist MEMA Logistics personnel in the development of initial requirements of commodities and equipment that would be required based on hazard analysis, historical data or forecasted intelligence.
- Assist ESF #5 in establishing and maintaining a list of state resources to include government buildings, vehicles, equipment and supply resources, and agency contacts.
- As required and in coordination with MEMA Logistics personnel, develop stand-by contracts with vendors for commodities and equipment as identified by ESF #5 Logistics. IT equipment contracts will be handled by Information Technology Services (ITS). These contracts would be available in the event of the emergency.
- Develop plans and processes for streamlining the receipt of surplus goods through GSA, and Defense Reutilization and Marketing Office/Defense Reutilization and Marketing Services (DRMO/DRMS).
- Donations and Volunteer Management should refer to the Mississippi Donations Support Annex and the Mississippi Volunteer Support Annex.
- Refer to the Logistics Management Support Annex for logistical staging, point of distribution of commodities, transportation and management of resources in the WebEOC®.
- Recruit, train, and exercise ESF # 7 personnel.
- Pre-Incident Actions.
- Ensure SOGs are current and readily available.
- Ensure all DFA personnel are contacted, and reporting times and places are coordinated.
- Lease buildings for mobilization, staging, and forward SERT purposes at the direction of MEMA.

### **Response Actions**

- As required and in coordination with MEMA Logistics personnel, implement pre-planned contracts for specific commodities.
- Upon notification of space requirements, ESF #7 will execute contracts for the lease of space or other buildings as determined minimally essential. Contracts are to include office equipment, facility functional requirements, materials and supplies.
- Provide personnel to alternate forward sites as necessary.
- Assign space in state-owned buildings when deemed necessary to support emergency operations.
- Acquire office furniture, equipment, and supplies from existing state inventories.
- Identify and utilize state and federal surplus property for disaster and recovery support.
- Working with Logistics ESF # 5, establish and maintain an inventory of purchased supplies and equipment en-route to staging areas and disaster sites.

- Assist in the development of contracts for agencies with the private sector.
- Provide support for the relocation of government agencies.
- Provide determination and certification of adequacy of insurance coverage of state and local public facilities.

### **Post-Incident Actions**

- Assist logistics in the recovery of state owned property from disaster area.
- DFA works with MEMA and other logistical support agencies in the preparation and review of an after-action report. The after-action report identifies key problems, indicates how they are to be/were solved, and makes recommendations for improving response operations.
- ESF #7 supporting organizations assist in preparation of the after-action report.

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### **Responsibilities**

#### **Department of Finance and Administration- Coordinator/Primary Agency**

- Coordinate the distribution of resources as needed.
- Develop SOGs for ESF #7 in coordination with participating agencies.
- Train and exercise ESF #7 personnel.
- Locate, procure and provide resources in coordination with MEMA as necessary to support state response.
- Locate and coordinate the use of available space for management activities if required.
- Provide key staff to assist MEMA in procurement matters.
- Provide support for the relocation of government.
- Assist in developing contracts with the private sector.

#### **Mississippi Emergency Management Agency- Coordinator/Primary Agency**

- Provides Emergency Management coordination for resource management.
- Provide coordination with Federal Emergency Management Agency (FEMA) before, during, and after disaster operations.
- Provide facilities for the state emergency operations center (SEOC).
- Preparedness planning for resources to support disaster response and recovery operations.

## Support Agencies

Agency	Functions
All State agencies	<ul style="list-style-type: none"> <li>• All state agencies involved in ESFs will provide resources and support personnel in delivering emergency response and recovery efforts. State agencies not identified in the CEMP may be tasked with providing their resources or personnel as the situation warrants.</li> <li>• Each agency should be able to provide DFA with the types of resources they normally have on hand that would be available for use during emergencies or disasters.</li> </ul>
Mississippi Department of Archives and History	<ul style="list-style-type: none"> <li>• Assist in providing and preserving vital records.</li> <li>• Provide personnel to gather information for disaster assistance support.</li> </ul>
Mississippi Attorney General's Office	<ul style="list-style-type: none"> <li>• Provide legal support.</li> <li>• Provide disaster assistance support.</li> <li>• Support state and local agencies in the enforcement of state and federal laws.</li> </ul>
Mississippi Department of Audit	<ul style="list-style-type: none"> <li>• Provide information relating to record management and documentation support.</li> <li>• Provide disaster assistance support to include coordinating disaster or emergency audits.</li> <li>• Provide technical guidance relating to State and local government's conduct of business when the Governor issues an Emergency Declaration suspending the state purchasing laws in a state of disaster.</li> </ul>
Mississippi Department of Employment Security	<ul style="list-style-type: none"> <li>• Recruit and manage personnel resources.</li> <li>• Assist with disaster assistance including public disaster assistance and disaster situation reports.</li> </ul>
Mississippi Forestry Commission	<ul style="list-style-type: none"> <li>• Provide personnel to manage and operate the state staging area.</li> <li>• Provide equipment and supplies as may be required to support and operate the state staging area.</li> <li>• Provide backup purchasing and contracting personnel as required for the SEOC.</li> </ul>
Information Technology Services	<ul style="list-style-type: none"> <li>• Provide communications (voice and data) and other information technology support.</li> <li>• Identify deficiencies in automation information and communication resources.</li> <li>• Develop stand-by contracts with vendors for IT equipment and services as identified by ESF #5 Logistics.</li> </ul>
Mississippi Department of Insurance	<ul style="list-style-type: none"> <li>• Provide building inspection services.</li> <li>• Provide additional human resources.</li> </ul>
Mississippi Board of Pharmacy	<ul style="list-style-type: none"> <li>• Provide licensed personnel to dispense essential medicines, such as insulin, nitroglycerine, anti-clotting drugs, or antibiotics.</li> </ul>

Agency	Functions
Office of the Secretary of State	<ul style="list-style-type: none"> <li>• Provide resource support in maintaining the continuity of government should the seat of power be relocated.</li> <li>• Provide records and documentation protection.</li> </ul>
Mississippi State Personnel Board	<ul style="list-style-type: none"> <li>• Provide emergency personnel to augment critical personnel involved in the processing of human resource and payroll transactions for agencies affected by a disaster.</li> <li>• Provide additional personnel, if available, to assist with other administrative functions such as call center operations, resource coordination, and, within a limited scope, eligibility determination for emergency assistance.</li> </ul>
Mississippi Department of Revenue	<ul style="list-style-type: none"> <li>• Provide special privilege use permits.</li> <li>• Distribute tax assistance.</li> </ul>
Mississippi Military Department	<ul style="list-style-type: none"> <li>• On order, provide manpower and equipment to assist affected counties with Points of Distribution (POD) operations.</li> <li>• Provide two senior logisticians to serve as a member of the Asset Visibility Management Team (AVMT) in the SEOC Logistics Section for each operational period when the SEOC is activated.</li> <li>• Provide Mississippi Air National Guard facilities at the Combat Readiness Training Center to serve as Forward LSA. Be prepared to provide Mississippi National Guard facilities at Camp Shelby and Camp McCain, as staging areas if required.</li> <li>• Manage and operate a second state staging area in support of distribution of commodities and equipment based on event requirements.</li> <li>• Pre-staging of bulk relief supplies (i.e., water, MRE's, ice) in conjunction with the State Logistics Cell. (Moved from ESF #3)</li> </ul>

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### ESF#7 Review and Maintenance

As a minimum, the state agency contact will coordinate and conduct an annual review of this annex with all support agencies. Additional reviews may be conducted if experience with an incident or regulatory changes indicate a need. Recommendations for change will be submitted to MEMA for approval, publication, and distribution.

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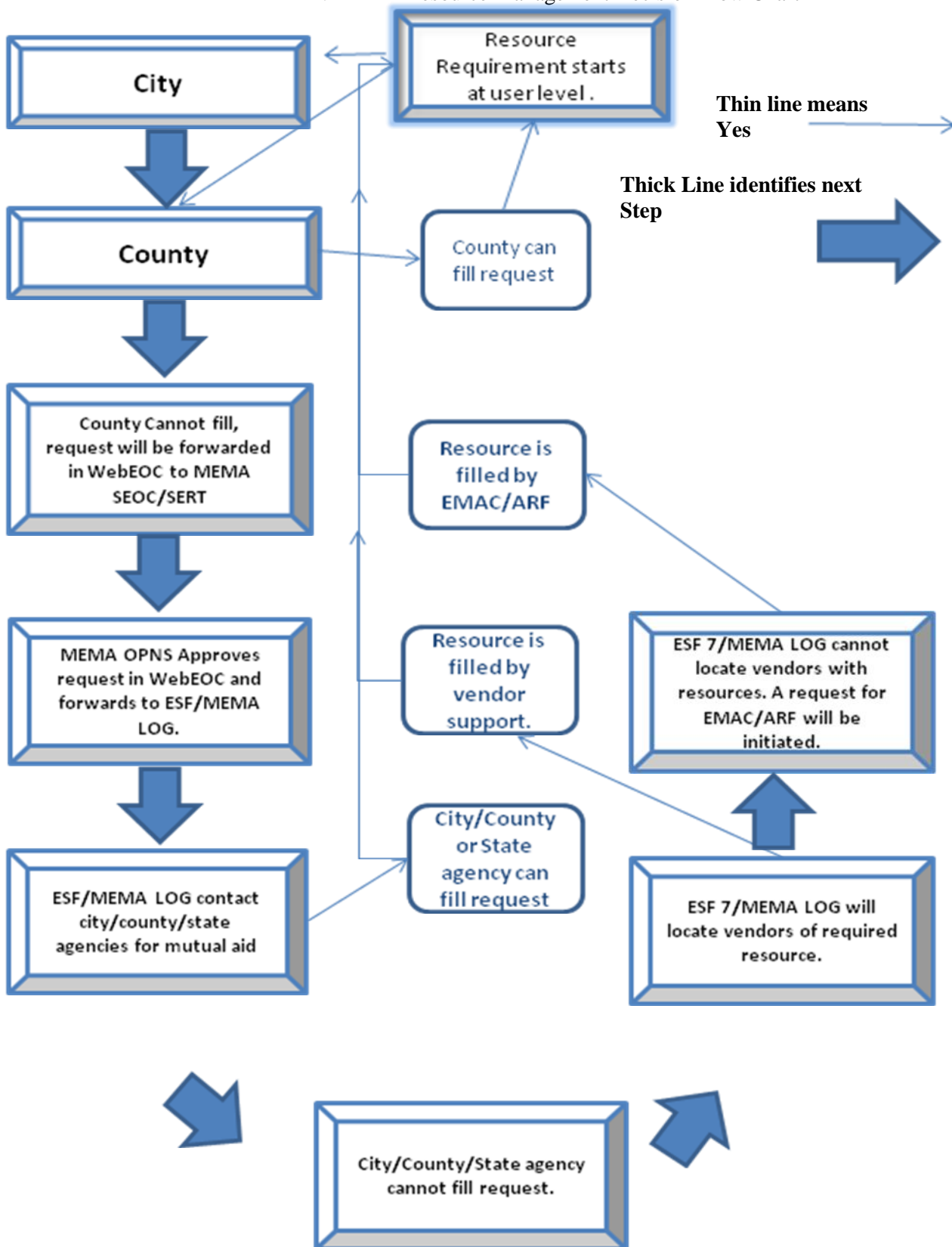
### Appendices

Appendix 1: Resource Management Decision Flow Chart

Appendix 2: References



APPENDIX 1 – Resource Management Decision Flow Chart



## Appendix 2: References

State of Mississippi Master Web Site:

<http://www.mississippi.gov>

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The State Procurement manual link is:

<http://www.dfa.state.ms.us/Purchasing/ProcurementManual.html>

Emergency procedure is in section 3.206. This is the link to get a copy of our special circumstance form (SC1 form).

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This is needed, after the emergency, when submitting your request for approval of the emergency purchase

<http://www.dfa.state.ms.us/Purchasing/Training/Emergency.html> This is the link to the State Contracts:

<http://www.dfa.state.ms.us/Purchasing/Contracts.html>

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This is the link to our state travel contracts (if someone is looking for a hotel):

<http://www.dfa.state.ms.us/Purchasing/Travel/Travel.html>

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Link to MS Industries for the Blind

<http://www.msblind.org>

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Link to MS Prison Industries

<http://www.mpic.net>