



## Regional Emergency Support Function #7 Resource Support

### Regional Coordinating Organizations

Metropolitan Washington Council of Governments (1)

### Multi-Jurisdictional Agencies

Maryland—National Capital Park and Planning Commission (1)

Metropolitan Washington Airports Authority (1)

Washington Dulles International Airport (1)

Ronald Reagan Washington National Airport (1)

### Regional Authorities

Washington Metropolitan Area Transit Authority (1)

Washington Suburban Sanitary Commission (1)

DC Water and Sewer Authority (1)

Alexandria Sanitation Authority (1)

Fairfax County Water Authority (1)

Loudoun County Sanitation Authority (2)

Prince William County Service Authority (2)

### Local Coordinating Agencies

Alexandria (1)

Alexandria Public Schools (2)

Arlington County (1)

Arlington County Public Schools (1)

Bowie (2)

Charles County Public Schools (2)

College Park (2)

Culpeper County (2)

District of Columbia (1)

DC Courts (2)

DC Office of Contracting and Procurement (1)

DC Department of Corrections (2)

DC Public Schools (2)

DC Department of Public Works (1)

*(1) Level 1 Agency—Reference Section IV C. Notification for explanation*

*(2) Level 2 Agency—Reference Section IV C. Notification for explanation*

## Fairfax (2)

Fairfax County (1)

Fairfax County Public Schools (2)

Falls Church (2)

Fauquier County Schools and Government (2)

Frederick County (2)

Gaithersburg (2)

Greenbelt (2)

Herndon (2)

Leesburg (2)

Loudoun County (2)

Loudoun County Public Schools (2)

Manassas (2)

Manassas Regional Airport (2)

Montgomery College (2)

Montgomery County (1)

Montgomery County Housing Opportunities Commission (2)

Montgomery County Public Schools (2)

Prince George's County (1)

Prince George's County Public Schools (2)

Prince William County (2)

Prince William County Public Schools (2)

Rockville (2)

Stafford County (2)

Takoma Park (2)

Vienna (2)

**State Coordinating Agencies\***

District of Columbia Emergency Management Agency

Maryland Emergency Management Agency

Virginia Department of Emergency Management

**Federal Coordinating Organization**

Federal Emergency Management Agency (1)

General Services Administration (2)

\* Role is to provide information through RICCS

(1) Level 1 Agency—Reference Section IV C. Notification for explanation

(2) Level 2 Agency—Reference Section IV C. Notification for explanation

## I. Introduction

### A. Purpose

The Regional Emergency Support Function (R-ESF) #7—Resource Support, facilitates communication and support among regional jurisdictions to assist in the effective and timely coordination of resources following an emergency.

### B. Scope

R-ESF #7 is designed to provide a framework for incidents that require resource assistance from the surrounding jurisdictions.

## II. Policies

- A. R-ESF #7 will not usurp or override the policies of any federal agency, state government, or local government or jurisdiction.
- B. The Metropolitan Washington Council of Governments (COG) will facilitate coordination among member jurisdictions, organizations, and agencies to ensure that the missions and objectives of R-ESF #7 and the Regional Emergency Coordination Plan (RECP) are met.
- C. Essential elements of Information (EIs) will be conveyed through the Regional Incident Communication and Coordination System (RICCS) based on the emergency.
- D. R-ESF #7 will provide a liaison to R-ESF #5 as necessary. (Please see *Annex R-ESF #5—Information and Planning*.)

## III. Situation

### A. Regional Emergency Condition

A regional incident or regional emergency may adversely impact the availability of resources. This could include—but is not limited to—the availability of resources, damaged facilities, equipment, infrastructure, and a disruption of communications. A number of critical activities could be adversely affected by damage to or excessive demand placed upon key components of the regional resource infrastructure. Potentially affected activities include communications and transportation, both of which are essential to emergency response and evacuation. At the same time, the regional incident or regional emergency could create significant demands for resources.

**B. Planning Assumptions**

1. An emergency has been declared.
2. Member jurisdictions, organizations, and agencies under R-ESF #7 will perform tasks under their own authority, in addition to coordinating their activities with other R-ESFs.
3. Assessment of the emergency is required to determine critical needs and to estimate potential workload or requirements for mutual aid or federal assistance. Early damage assessments will be general and incomplete and may be inaccurate.
4. There may be an increased demand or shortage of specific resources in the event of an emergency.
5. Disruptions in resources may hamper other response activities.
6. Resource capabilities and contracting capabilities differ across the jurisdictions.
7. Taking advantage of COG's cooperative purchasing program provides the effective and timely coordination of resources.
8. When required, jurisdictions utilizing equipment or supplies of another jurisdiction will reimburse the jurisdiction providing the equipment or supplies.
9. The RECP does not provide for operational interface between federal agency programs and individual jurisdictions. These relationships are described in the Federal Response Plan.

**IV. Concept of Coordination****A. General**

1. Upon the occurrence and/or threat of an emergency requiring out-of-jurisdiction resources, the R-ESF #7 would be used.
2. The use of R-ESF #7 entails making the first notification call to needed members of the Chief Purchasing Officers Committee (CPOC) through the RICCS.
3. Information regarding resource support during a regional incident or regional emergency will be coordinated with the appropriate Incident Commander of the jurisdiction involved.
4. RICCS will facilitate communication between R-ESF #7 and other R-ESFs.

## B. Organization

R-ESF #7 is composed of members of the CPOC representing the COG member jurisdictions and other organizations, agencies, and jurisdictions. In the event of a regional incident or regional emergency, the jurisdiction where the response is located will notify the CPOC of the circumstances through RICCS, which will then trigger the use of R-ESF #7. A purchasing official from the affected jurisdiction will be designated as lead. The lead will facilitate all conference calls, and report any necessary information through the RICCS.

## C. Notification

1. Jurisdictions, agencies, and organizations have been categorized as Level 1 and Level 2 according to the following criteria:

Proximity to the District of Columbia;  
Procurement resources and personnel; and  
Accessibility to resource network.

Designation of Level 1 and Level 2 are flexible and subject to change contingent on location and type of emergency. Level 1 designees will receive notification of an emergency through the RICCS and will participate in the R-ESF #7 conference call. Level 2 designees will be notified of an emergency through the RICCS and may participate in the R-ESF #7 conference call as needed based upon the criteria above, the jurisdiction's request, or at the discretion of any Level 1 designee.

2. Upon the request of any participating R-ESF #7 organization, agency, or jurisdiction, the RICCS will:

Notify R-ESF #7 supporting agencies in accordance with Level 1 criteria as listed above;

Request R-ESF #7 to identify support agencies who may be needed to supply subject-matter expertise;

Establish a multi-directional flow of communications with appropriate local, state, and federal agencies; and

Provide a communication platform to support the coordinated planning response of the participating agencies.

3. If any participating R-ESF #7 organization, agency, or jurisdiction is made aware of a potential or actual emergency, communications will be made in accordance with RICCS protocols and in cooperation with R-ESF #2—Communications Infrastructure.

## **D. Coordination**

R-ESF #7 members have access to plans, contacts, and other pertinent information through multiple media including, but not limited to, COG website, COG-provided Information CD, and RICCS.

### **1. Initial Actions**

R-ESF #7 organizations, agencies, or jurisdictions will use available information to determine the status and assess the resource impacts of the public emergency, including resources needed to respond.

R-ESF #7 organizations, agencies, or jurisdictions will identify and recommend actions necessary to obtain needed resources to repair or restore damaged resource systems and disruption in resource circulation.

If the Incident Commander determines that the event is significant, the commander will contact R-ESF #5 through the RICCS with any EEIs concerning the situation and ask that R-ESF #7 or all R-ESFs be notified of the emergency.

Based on the nature and extent of the emergency, COG or any participating R-ESF #7 organization, agency, or jurisdiction may request a conference call to be convened through RICCS to discuss the emergency.

The conference call will be used to determine the type and extent of the emergency, ongoing actions, responses and support requirements; identify the next steps; and discuss any other key issues.

The purchasing agent or designee in the jurisdiction where the emergency has occurred will coordinate the jurisdiction's resource requirements with the COG CPOC.

### **2. Continuing Actions**

R-ESF #5 is the focal point for receipt of reports for resource support requirements. There will be continuous monitoring, coordination, and communication through RICCS for each incident.

Additional conference calls may be scheduled or requested by any participant as required.

Subject-matter experts from any participating R-ESF #7 organization, agency, or jurisdiction will provide the appropriate analysis to facilitate the response.

R-ESF #7 will consult state authorities as needed.

R-ESF #7 will assist in the location of resources.

### 3. Stand Down

All participating agencies will be notified through RICCS when the regional incident or regional emergency is over.

Each individual jurisdiction, agency, or organization will submit reimbursement requests in accordance with FEMA requirements and other guidelines.

### 4. After-action Critique

Following the regional incident or regional emergency, participating R-ESF #7 agencies will be asked for recommendations/lessons learned on how R-ESF #7 can be improved. This will be developed into an Incident Assessment Summary Report (IASR). Each member will submit a report to the R-ESF #7 lead, who will compile the IASR. The IASR will be presented and coordinated as appropriate.

## V. Responsibilities

### A. R-ESF #7 Key Participating Agencies

Key participating agencies are the Level 1 agencies as defined in *Section IV C. Notification*, and identified on pages 1 and 2.

### B. Essential Elements of Information

1. The primary purpose of the RECP is to facilitate the exchange of information among the signatory agencies during emergency situations. R-ESF #5—Information and Planning, is responsible for the exchange, analysis, reporting, and dissemination of regional information. R-ESF #5 contains detailed information about the process of information exchange and describes regional EEs that have been determined as the minimum essential information categories to satisfy coordination needs among the R-ESFs and with the RICCS.
2. In the event of a regional incident or regional emergency, R-ESF #7—Resource Support participating agencies will be able to exchange information including, but not limited to:

Status of transportation systems and facilities;

Listing of resources required (priorities);

Location where resources are needed, including time of availability and duration of need;

Status of communications system;

Location of hazardous areas; information on the hazards at the location;  
Status of key contractor support;  
Name and phone numbers of all purchasing officials from each jurisdiction;  
Status of resource support required throughout the National Capital Region;  
Overall resource priorities for response;  
Resource availability;  
Logistical problems;  
Status of key personnel;  
Major issues/activities of R-ESFs; and  
Forecasted requirements.

## **VI. Preparedness Cycle**

The Preparedness Cycle is a means of ensuring a high level of readiness for the RECP through continuous improvement in the plans and procedures. The designation of subject-matter experts and emergency contacts should occur in each jurisdiction prior to the initiation of the cycle. The cycle begins with sound planning practices, followed by training of personnel who will be engaged in executing those plans. When personnel have been trained in regional resource management, plans and procedures are tested through exercises or simulations designated to check planning assumptions against a range of scenarios. The performance of the respective organizations is evaluated as a means of refining the plans, and the cycle repeats. R-ESF #7 and COG are responsible for maintaining the preparedness cycle for R-ESF #7.

### **A. Planning**

The CPOC and COG are responsible for coordinating planning under R-ESF #7, including review and recommending revisions to R-ESF #7. All participating resource support agencies will contribute to the planning of R-ESF #7.

Planning will include a comprehensive assessment of current capabilities in the resource sector and identification of emergency response and coordination needs. Plans will be evaluated on a semi-annual basis to determine if any changes are needed. The evaluation will be performed by a subcommittee. The subcommittee will present a summary of recommended changes to the entire CPOC.

### **B. Training**

COG will take the lead on scheduling annual training; however, the CPOC will appoint a subcommittee to be responsible for the development and planning of the training needs. Training will be held on a semi-annual basis to correspond with changes to the plan, and take place at a designated location.

### **C. Exercises**

In order for the RECP to be effective, a series of resource management simulations/exercises are to be conducted in coordination with other R-ESFs. The exercise series includes tabletop exercises, functional communications and coordination drills, and field exercises conducted by COG or another organization.

#### **D. Evaluation**

To ensure continuous improvement in the resource management function and in the RECP, the coordination of plans, policies and procedures that support operational proficiency are evaluated through real-world experience and exercises.

Evaluations will occur in the form of after-action critiques. After-action critiques will be compiled after all training, exercises, and plan utilizations. Each after-action critique will be compiled in an IASR. The IASR will be compiled by R-ESF #7 and the report findings will be presented and coordinated as appropriate.

#### **E. Corrective Action**

Lessons learned from exercises and real world experiences will be captured in a corrective action system and the issues tracked to ensure that they are resolved and incorporated into plan revisions as appropriate.

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