
**IS-807: ESF #7 – Logistics
Management and Resource Support
Student Manual**

February 2009

Topic

Course Overview

**Display
Visual 1**



Key Points

Purpose: The purpose of this course is to familiarize you with the function and composition of ESF #7 – Logistics Management and Resource Support.

Approximate Time: 1 hour

Content Outline: This module includes the following major topics:

- ESF Overview
- ESF #7 Purpose and Scope
- Logistics Management
- Logistics Management Primary and Support Agencies
- Logistics Management Activities
- National Logistics Staging Areas
- Resource Support
- Resource Support Primary and Support Agencies
- Resource Support Activities
- GSA Resources (Office of Emergency Response and Recovery, Public Building Service, and Federal Acquisition Service)
- Summary

Materials:

- Instructor Guide
- Student Manual (including the ESF #7 – Logistics Management and Resource Support Annex)

Topic

Course Overview

Display
Visual 2

Objectives

- Describe the overall purpose and scope of ESF #7.
- Identify the supplemental assistance ESF #7 provides to State, tribal, and local governments.
- Identify typical activities accomplished by ESF #7 resources.
- Describe the types of partnerships formed between ESF #7 and other response agencies and organizations.



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Visual 2

Key Points

At the end of this course, you will be able to:


- Describe the overall purpose and scope of ESF #7.
- Identify the supplemental assistance ESF #7 provides to State, tribal, and local governments.
- Identify typical activities accomplished by ESF #7 resources.
- Describe the types of partnerships formed between ESF #7 and other response agencies and organizations.

Topic

Course Overview


**Display
Visual 3**

Introductions



Tell us:

- **Your name.**
- **Your role in emergency management.**
- **What you hope to gain from this course.**



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Visual 3

Key Points

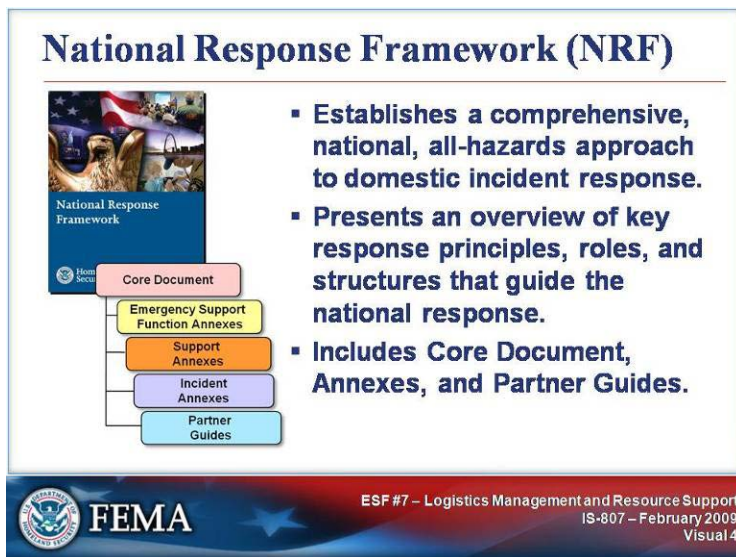
Introduce yourself to the members of your table groups, providing:

- Your name.
- Your role in emergency management.
- What you hope to gain from this course.

Topic

ESF Overview

**Display
Visual 4**



Key Points

The National Response Framework (NRF):

- Is a guide to how the Nation conducts all-hazards response.
- Builds upon the National Incident Management System (NIMS) coordinating structures to align key roles and responsibilities across the Nation, linking all levels of government, nongovernmental organizations, and the private sector.

The NRF is comprised of:

- The Core Document, which describes the doctrine that guides our national response, roles and responsibilities, response actions, response organizations, and planning requirements to achieve an effective national response to any incident that occurs.
- Emergency Support Function Annexes, which identify Federal resources and capabilities that are most frequently needed in a national response (e.g., transportation, firefighting, mass care).
- Support Annexes, which describe essential supporting aspects that are common to all incidents (e.g., financial management, volunteer and donations management, private-sector coordination).
- Incident Annexes, which address the unique aspects of how we respond to seven broad categories or types of incidents (e.g., biological, nuclear/radiological, cyber, mass evacuation).
- Partner Guides, which provide ready references describing key roles and actions for local, tribal, State, Federal, and private-sector response partners.

Topic	ESF Overview
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Display
Visual 5

Emergency Support Functions (ESFs)

ESFs are:

- The primary operational-level mechanism to provide assistance.
- Organized around functional capabilities (e.g., emergency management, transportation, search and rescue, etc.).



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Visual 5

Key Points

The Federal Government and many State governments organize many of their resources and capabilities—as well as those of certain private-sector and nongovernmental organizations—under Emergency Support Functions (ESFs).

The ESFs:

- Are coordinated by the Federal Emergency Management Agency (FEMA) through the National Response Coordination Center (NRCC), Regional Response Coordination Centers (RRCCs), and Joint Field Offices (JFOs).
- Are a critical mechanism to coordinate functional capabilities and resources provided by Federal departments and agencies, along with certain private-sector and nongovernmental organizations.


Note that some States also have organized an ESF structure along this approach.


Topic	ESF Overview
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Display
Visual 6

ESF General Duties

- Commit agency assets.
- Approve and implement mission assignments.
- Maintain situational awareness and report on ESF operations.
- Represent agency on task forces and ad hoc groups.
- Serve as technical experts.



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Visual 6

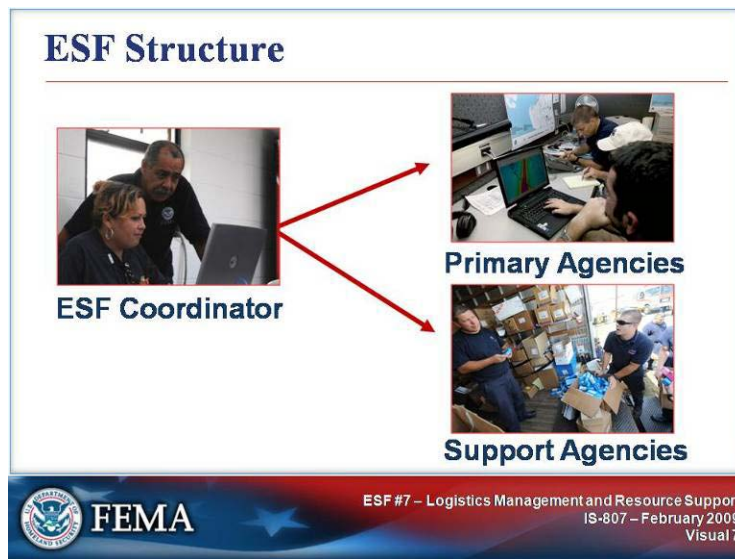
Key Points

Review the general ESF duties listed on the visual.

Why is it important that ESFs have the authority to commit agency assets?

Topic	ESF Overview
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Display
Visual 7



Key Points

The ESF structure includes:

- **ESF Coordinator.** The entity assigned to manage oversight for a particular ESF.
- **Primary Agencies.** ESF primary agencies are Federal agencies with significant authorities, resources, or capabilities for a particular function within an ESF. A Federal agency designated as an ESF primary agency serves as a Federal executive agent under the Federal Coordinating Officer (or Federal Resource Coordinator for non-Stafford Act incidents) to accomplish the ESF mission.
- **Support Agencies.** Support agencies are those entities with specific capabilities or resources that support the primary agencies in executing the mission of the ESF.

ESFs provide support to other ESFs. For example: ESF #3 – Public Works and Engineering may support rural ESF #5 – Emergency Management forces to obtain heavy equipment and/or demolition services as needed to suppress incident-related fires.


Topic	ESF Overview
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Display
Visual 8

ESF Coordinator



- Pre-incident planning and coordination
- Ongoing contact with primary and support agencies
- Coordination with private-sector organizations
- Preparedness planning and exercises

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Visual 8

Key Points

The ESF coordinator has management oversight for that particular ESF.

Note that, as described on the visual, the ESF coordinator has a role throughout the incident management cycle.

Topic	ESF Overview
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**Display
Visual 9**

Primary and Support Agencies

- **Primary Agency:** Federal agency with significant authorities, resources, or capabilities for a particular function within an ESF.
- **Support Agency:** Assists the primary agency by providing resources and capabilities in a given functional area.





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Visual 9

Key Points

When an ESF is activated in response to an incident:

- The **primary agency** is responsible for:
 - Serving as a Federal executive agent under the Federal Coordinating Officer (or Federal Resource Coordinator for non-Stafford Act incidents) to accomplish the ESF mission.
 - Orchestrating Federal support within its functional area for an affected State.
 - Providing staff for the operations functions at fixed and field facilities.
 - Notifying and requesting assistance from support agencies.
 - Managing mission assignments and coordinating with support agencies and appropriate State agencies.
 - Working with appropriate private-sector organizations to maximize use of all available resources.
 - Supporting and keeping other ESFs and organizational elements informed of ESF operational priorities and activities.
 - Maintaining trained personnel to support interagency emergency response and support teams.
- **Support agencies** are responsible for:
 - Conducting operations, when requested by the Department of Homeland Security (DHS) or the designated ESF primary agency, using their own authorities, subject-matter experts, capabilities, or resources.
 - Participating in planning for short- and long-term incident management and recovery operations and the development of supporting operational plans, standard operating procedures (SOPs), checklists, or other job aids, in concert with existing first-responder standards.
 - Assisting in the conduct of situational assessments.
 - Furnishing available personnel or other resource support as requested by DHS or the ESF primary agency.
 - Providing input to periodic readiness assessments.
 - Participating in training and exercises aimed at continuous improvement of response and recovery capabilities.
 - Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

Topic	ESF Overview
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Display
Visual 10

Activation of ESFs



Not every incident requires the activation of ESFs.
ESFs may be selectively activated for:

- Stafford Act Emergency and Major Disaster Declarations.
- Non-Stafford Act incidents as specified in Homeland Security Presidential Directive 5 (HSPD-5).

ESF deployment must be coordinated, even if under the agency's own authority!

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Visual 10

Key Points

ESFs may be selectively activated for both Stafford Act and non-Stafford Act incidents under circumstances as defined in Homeland Security Presidential Directive 5 (HSPD-5). Not all incidents requiring Federal support result in the activation of ESFs.

FEMA can deploy assets and capabilities through ESFs into an area in anticipation of an approaching storm or event that is expected to cause a significant impact and result. This coordination through ESFs allows FEMA to position Federal support for a quick response, though actual assistance cannot normally be provided until the Governor requests and receives a Presidential major disaster or emergency declaration.

Topic	ESF Overview
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Display
Visual 11



Key Points

The 15 ESFs are listed on the visual. The complete ESF Annexes are available at the NRF Resource Center at www.fema.gov/nrf.

This course focuses on ESF #7 – Logistics Management and Resource Support.

Describe your roles or associations with ESF #7.


Topic	ESF #7 Purpose and Scope
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Display
Visual 12


ESF #7: Purpose

ESF #7 helps:

- Facilitate information flow.
- Identify resource needs.
- Establish national priorities.
- Coordinate deployment of Federal assets and mission assignments.
- Establish and equip field facilities.



 See page 1 of the Annex.

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ESF #7 – Logistics Management and Resource Support
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Visual 12

Key Points


On the Federal level, ESF #7 – Logistics Management and Resource Support assists the DHS with:

- DHS/FEMA Logistics providing a comprehensive, national disaster logistics planning, management, and sustainment capability that harnesses the resources of Federal logistics partners, key public and private stakeholders, and nongovernmental organizations (NGOs) to meet the needs of disaster victims and responders; and
- The General Services Administration (GSA) supporting Federal agencies and State, tribal, and local governments that need resource support prior to, during, and/or after incidents requiring a coordinated Federal response.

Topic	ESF #7 Purpose and Scope
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Display
Visual 13

ESF #7: Scope	
Logistics Management	Resource Support
<ul style="list-style-type: none">▪ Material management.▪ Transportation management.▪ Facilities management.▪ Personal property management.▪ Management of electronic data interchange.▪ Planning and coordination.	<ul style="list-style-type: none">▪ Emergency relief supplies.▪ Facility space.▪ Office equipment and supplies.▪ Telecommunications.▪ Contracting services.▪ Transportation services.▪ Support personnel.



The slide footer features the FEMA logo on the left, the text 'ESF #7 – Logistics Management and Resource Support' in the center, and 'IS-807 – February 2009 Visual 13' on the right, all set against a blue and red background with a star.

Key Points

The mission of ESF #7 is twofold, encompassing both the logistics management and resource support functions of emergency response.

ESF #7 scope includes:

- DHS/FEMA Logistics providing a nationally integrated process for the collaborative implementation of the logistics capability of Federal agencies, public- and private-sector partners, and NGOs.
- GSA providing:
 - Emergency relief supplies.
 - Facility space.
 - Office equipment.
 - Office supplies.
 - Telecommunications (in accordance with the Office of Science and Technology Policy (OSTP) National Plan for Telecommunications Support in Non-Wartime Emergencies).
 - Contracting services.
 - Transportation services.
 - Personnel required to support immediate response activities.
 - Support for requirements not specifically identified in other ESFs, including excess and surplus property.

The scope information can be found on pages 1-3 of the ESF #7 – Logistics Management and Resource Support Annex.

Topic	Logistics Management
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Display
Visual 14



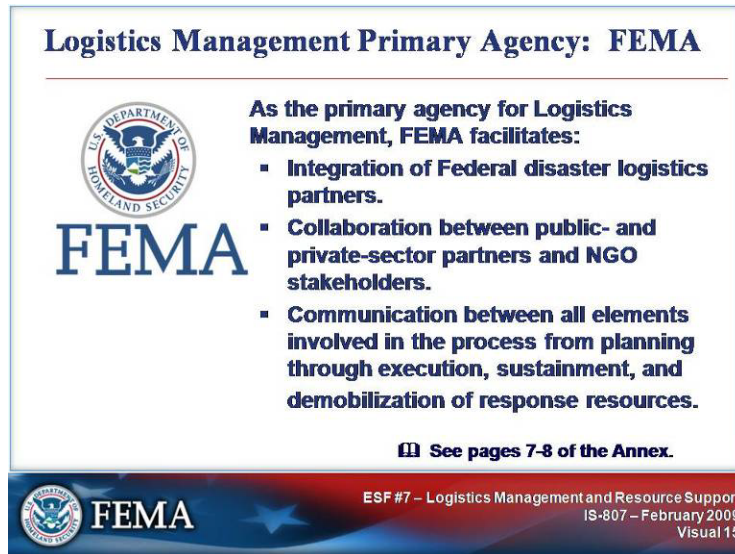
Key Points

Why is logistics management important?

The first part of this course explains the logistics management function of ESF #7, including which departments/agencies are involved, what services they provide, and how they achieve their mission.

Topic	Logistics Management Primary and Support Agencies
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Display
Visual 15



Key Points

As the primary agency for Logistics Management, DHS/FEMA Logistics divides its responsibilities along functional lines, as described in the following examples:

- **Material management** includes determining requirements, sourcing, ordering and replenishment, storage, and issuing of supplies and equipment. This includes network, computer, and communications equipment required to support Joint Field Office (JFO) and other field operations.
- **Transportation management** is part of distribution management and includes equipment and procedures for moving material from storage facilities and vendors to incident victims, particularly with emphasis on the surge and sustainment portions of response. Transportation management also includes providing services in response to requests from other Federal entities.
- **Facilities management** includes the location, selection, and acquisition of storage and distribution facilities. These facilities include Distribution Centers (DCs) and National Logistics Staging Areas (NLSAs). Logistics is responsible for establishing and operating facilities as well as managing related services to shelter and support incident responders in JFOs and other field-related operations, including Base Camps.
- **Personal property management** and policy and procedures guidance maintain accountability of material and identification and reutilization of property acquired to support a Federal response operation. Total Asset Visibility (TAV) programs are included in property management providing end-to-end visibility of response resources.
- **Planning and coordination** with internal and external customers and other supply chain partners in the Federal and private sectors provide for the comprehensive review of best practices and available solutions for improving the delivery of goods and services to the customer.

Topic	Logistics Management Primary and Support Agencies
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Display
Visual 16



Key Points

The following partners assist with ESF #7 logistics management activities:

- Department of Agriculture
- Department of Commerce
- Department of Defense
- Department of Defense/U.S. Army Corps of Engineers
- Department of Energy

Turn to the chart on pages 8-10 of the ESF #7 – Logistics Management and Resource Support Annex for more information about the role of each support agency.

Topic	Logistics Management Primary and Support Agencies
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Display
Visual 17



Key Points

Other ESF #7 partners in providing logistics management services include:

- Department of Health and Human Services
- Department of the Interior
- Department of Transportation
- Department of Veterans Affairs
- General Services Administration
- National Aeronautic and Space Administration

Topic	Logistics Management Activities
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Display
Visual 18

Logistics Preparedness Actions

During the preparedness phase, ESF #7 helps:

- Identify logistics requirements.
- Identify logistics resources.
- Balance logistics resources with logistics requirements.
- Establish and communicate logistics policies, procedures, and plans.





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Visual 18

Key Points

Under the supply chain management process adopted by DHS/FEMA Logistics, response actions are divided into three phases:

- Preparedness
- Response
- Recovery

During the preparedness phase, ESF #7 helps to:

- Identify logistics requirements.
- Identify logistics resources.
- Balance logistics resources with logistics requirements.
- Establish and communicate logistics policies, procedures, and plans.

The next slide presents information on the response and recovery phases.


Topic	Logistics Management Activities
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Display
Visual 19

Logistics Response and Recovery Actions

ESF #7 provides:

- Logistics response to incident:
 - Initial surge.
 - Ongoing sustainment.
- Logistics recovery after an incident.



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Visual 19

Key Points

In the response phase, ESF #7 provides logistics response to the incident with:

- Initial surge (push)
- Ongoing sustainment (pull)

After an incident, ESF #7 provides for logistics recovery.

Topic	National Logistics Staging Areas
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Display
Visual 20

National Logistics Staging Areas



National Logistics Staging Areas:

- Are temporary facilities at the site of an incident.
- Allow for pre-positioning of commodities, equipment, and personnel.
- Hold approximately 3 days' worth of supplies, for distribution to multiple States.

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Visual 20

Key Points

DHS/FEMA's National Logistics Staging Areas (NLSAs) are temporary facilities at the site of an incident, where commodities, equipment, and personnel can be received and pre-positioned for deployment as required. Generally NLSAs hold approximately 3 days' worth of supplies, which can be distributed to multiple States.

Topic	Resource Support
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Display
Visual 21



Key Points


While responders address the priorities of protecting life and property, what support do they need?

The next part of this course explains the resource support function of ESF #7, including which departments/agencies are involved, what services they provide, and how they accomplish their mission.

Topic	Resource Support Primary and Support Agencies
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Display
Visual 22

Resource Support Primary Agency: GSA



As the primary agency for Resource Support, GSA helps:

- **Locate, procure, and issue resources.**
- **Coordinate the transfer and disposal of excess Federal personal property.**
- **Coordinate the use of available space for incident management activities.**
- **Coordinate the provision of consumable nonedible supplies.**
- **Coordinate the procurement of communications equipment and services.**



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Visual 22

Key Points

The General Services Administration (GSA) is the primary agency for Resource Support. As such, GSA is responsible for providing, directing, and coordinating ESF #7 operations, including:

- Locating, procuring, and issuing resources to other Federal agencies.
- Coordinating the transfer and disposal of excess Federal personal property.
- Locating and coordinating the use of available space for incident management activities.
- Coordinating and determining the availability and provision of consumable nonedible supplies.
- Coordinating the procurement of communications equipment and services.

Topic	Resource Support Primary and Support Agencies
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Display
Visual 23

Resource Support Partners

The following partners assist with ESF #7 resource support services:

- Department of Commerce
- Department of Energy
- Department of Homeland Security
- National Cyber Security Division/
National Communications System
- Department of Labor
- Department of Transportation
- Department of Veterans Affairs
- National Aeronautics and
Space Administration
- Office of Personnel Management



See page 11 of the Annex.

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Visual 23

Key Points

The following partners assist with ESF #7 resource support services:

- Department of Commerce
- Department of Energy
- Department of Homeland Security
- National Cyber Security Division/National Communications System
- Department of Labor
- Department of Transportation
- Department of Veterans Affairs
- National Aeronautics and Space Administration
- Office of Personnel Management

Refer to the chart on page 11 of the ESF #7 – Logistics Management and Resource Support Annex for information on the role of each support agency.


Topic	Resource Support Activities
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Display
Visual 24

Initial Resource Support Actions: GSA HQ

The GSA Emergency Coordinator (EC):

- Alerts the Headquarters and regional ESF points of contact as required.
- Alerts supporting agencies as required.
- Provides support to Federal agencies engaged in the response as requirements are identified.



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Visual 24

Key Points

In the immediate aftermath of a disaster, GSA Headquarters initiates ESF #7 Resource Support operations as follows:

- The GSA Emergency Coordinator (EC) or an authorized representative alerts the Headquarters and regional ESF points of contact as required.
- The GSA EC alerts supporting agencies as required.
- The GSA EC provides support to Federal agencies engaged in the response as requirements are identified.

Topic	Resource Support Activities
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Display
Visual 25

Initial Resource Support Actions: GSA Region

The Regional Emergency Coordinator (REC) or Deputy REC (DREC):

- Ensures that a suitable Joint Field Office (JFO) facility is acquired and ready to occupy.
- Provides support in acquiring communications, office furniture, equipment, and supplies.



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Visual 25

Key Points

The Regional Emergency Coordinator (REC) or Deputy REC (DREC) assumes control of ESF #7 operations in the affected regions, and provides the following support as necessary:

- Deploys representatives to the Regional Response Coordination Center (RRCC) and the State emergency operations center.
- Ensures that a suitable JFO facility is acquired and ready to occupy within 72 hours of receiving DHS requirements.
- Provides support in acquiring communications, office furniture, equipment, and supplies to equip the JFO.

Topic	Resource Support Activities
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Display
Visual 26

Continuing Resource Support Actions

ESF #7 provides:

- Space in federally owned or leased buildings.
- Communications support.
- Office furniture, equipment, and supplies.
- Motor equipment.
- Technical advisors.



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Visual 26

Key Points


- ESF #7 provides goods and services during incident response.
- Upon notification of space requirements, ESF #7 determines, through the regional GSA Public Building Service (PBS), the availability of suitable space in federally owned or leased buildings.
- ESF #7 provides communications support; and office furniture, equipment, and supplies.
- ESF #7 provides motor equipment from Federal agencies, Federal supply schedule contractors, and other commercial sources.
- ESF #7 also makes available technical advisors in connection with damage surveys, appraisals, and building demolitions or repairs.

Topic

GSA Resources


**Display
Visual 27**

Office of Emergency Response and Recovery



GSA's Office of Emergency Response and Recovery provides:

- **Emergency acquisition support.**
- **Emergency real property management.**
- **On-the-ground liaison between GSA field organizations and Headquarters.**



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Visual 27

Key Points

To effectively meet the resource support needs at each stage of a response, GSA uses several services, including the Disaster Support Division of the Office of Emergency Response and Recovery, the Public Building Service, and the Federal Acquisition Service.

GSA's Office of Emergency Response and Recovery promotes planning and coordination of disaster mitigation, preparedness, response, and recovery efforts. During an incident, the Office's Disaster Support Division provides:

- Emergency acquisition support.
- Emergency real property management.
- On-the-ground liaison between GSA field organizations and Headquarters.

More information about the Public Building Service and the Federal Acquisition Service is on the next slides.

Topic

GSA Resources

**Display
Visual 28**

Public Building Service



GSA's Public Building Service provides:

- Realty specialist services.
- Space leasing.
- Construction services.
- Building maintenance services.
- Excess and real property services.



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Visual 28

Key Points

GSA's Public Building Service (PBS) is the largest public real estate organization in the country, managing more than 342 million square feet of workspace in 2,100 U.S. communities. PBS provides:


- Realty specialist services.
- Space leasing.
- Construction services.
- Building maintenance services.
- Excess and real property services.

Topic

GSA Resources


**Display
Visual 29**

Federal Acquisition Service



GSA's Federal Acquisition Service helps provide:

- Contracting officers services.
- Travel and transportation services.
- Property management disposition of excess and surplus personal property.
- Fleet management.
- Logistics.
- Telecommunications.



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Visual 29

Key Points

GSA's Federal Acquisition Service (FAS) is a consolidation of the Federal Technology Service and the Federal Supply Service, which helps provide:


- Contracting officers services.
- Travel and transportation services.
- Property management disposition of excess and surplus personal property.
- Fleet management.
- Logistics.
- Telecommunications.

Topic

Summary


Display
Visual 30

Knowledge Review and Summary



Instructions:

- Answer the review questions on the next page in your Student Manual.
- Be prepared to share your answers with the class in 5 minutes.
- If you need clarification on any of the material presented in this course, be sure to ask your instructors.

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Key Points

Instructions:

- Answer the review questions on pages 33 and 34 of your Student Manual.
- Be prepared to share your answers with the class in 5 minutes.
- If you need clarification on any of the material presented in this course, be sure to ask your instructors.

Additional information about the National Response Framework and Emergency Support Functions can be obtained at the NRF Resource Center at www.fema.gov/nrf.

Topic	Summary
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Display
Visual 31

Taking the Exam

Instructions:

1. Take a few moments to review your Student Manuals and identify any questions.
 2. Make sure that you get all of your questions answered prior to beginning the final test.
 3. When taking the test . . .
 - Read each item carefully.
 - Circle your answer on the test.
 - Check your work and transfer your answers to the computer-scan (bubble) answer sheet or enter the answers online.
- You may refer to your Student Manuals and the Annex when completing this test.



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Visual 31

Key Points

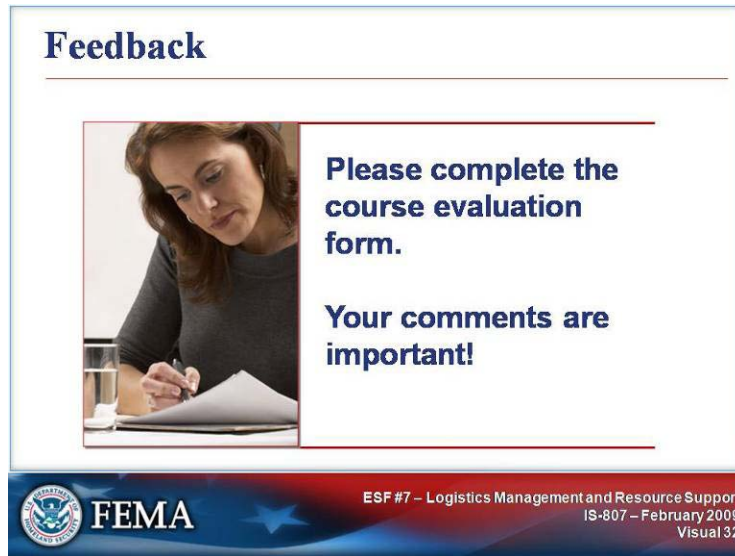
Instructions:

1. Take a few moments to review your Student Manuals and identify any questions.
2. Make sure that you get all of your questions answered prior to beginning the final test.
3. When taking the test . . .
 - Read each item carefully.
 - Circle your answer on the test.
 - Check your work and transfer your answers to the computer-scan (bubble) answer sheet or enter the answers online.

You may refer to your Student Manuals and the annex when completing this test.

Topic	Summary
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Display
Visual 32



Key Points

Please complete the course evaluation/feedback form.

ESF #7 – Knowledge Review

1. What are some examples of activities that are included in the scope of ESF #7's Logistics Management Function?
2. What are some examples of activities that are not included in the scope of ESF #7's Logistics Management Function?

3. Match the Logistics Management activities with the ESF #7 support agencies that perform them.

Activities	Support Agencies
_____ Provides water, ice, construction materials, and engineering services.	A. Department of Transportation (DOT)
_____ Provides medical response teams and supplies.	B. Department of Agriculture (USDA)/ Food and Nutrition Service (USDA/FNS)
_____ Coordinates the restoration and recovery of transportation systems and infrastructure.	C. Department of Health and Human Services (HHS)
_____ Arranges for delivery of food supplies.	D. Department of Defense (DOD)/U.S. Army Corps of Engineers (USACE)

4. What are some examples of activities that are **included** in the scope of ESF #7's Resource Support Function?
5. What are some examples of activities that are **not included** in the scope of ESF #7's Resource Support Function?

6. Match the Resource Support activities with the ESF #7 support agencies that perform them.

Activities	Support Agencies
_____ Provides technical expertise on structural surveys.	A. Department of Labor (DOL)
_____ Helps identify and procure medical supplies and other medical services.	B. Department of Homeland Security (DHS)
_____ Assists in the identification and recruitment of individuals with specialized occupations.	C. Department of Commerce (DOC)
_____ Assists in coordinating the provision of commercial telecommunications assets.	D. Department of Energy (DOE)
_____ Assists in satisfying critical fuel, lubricant, and electrical power needs.	E. Department of Veterans Affairs (VA)

7. Use the space below to make note of any questions you have about the material covered in this course.