

**State of California**  
**Resources Emergency Function #7**

**State Points-of-Contact Tool-Kit**

**(Outline)**

*September 30, 2010*

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## **I. Introduction**

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### **A. Introduction**

### **B. How to Use the Tool-kit**

## **II. Resources EF#7 Concept of Operations**

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This section describes the Resources EF #7 concept of operations, which documents how the emergency function stakeholders will, through collaboration and joint activities, support each phase of emergency management.

### **A. Mitigation Phase of Emergency Management**

#### **1. Ongoing Coordination**

- a. Activities to be developed by stakeholders

#### **2. Mitigation Strategy**

- a. Ensure coordination and collaboration among stakeholders in the development of stakeholder-specific vulnerability assessments and mitigation measures.
- b. Collaborate to pool resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).
- c. Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities.

#### **3. Support the State Hazard Mitigation Plan**

### **B. Preparedness Phase of Emergency Management**

#### **1. Ongoing Coordination**

- a. Engage stakeholders in the development and on-going maintenance of the Resources EF #7.
- b. Conduct regular Resources EF #7 meetings.
- c. Develop the Resources EF #7 Functional Annex to the SEP which contains the Concept of Operations, plans and supporting agreements.
- d. Refine decision-making and communication processes for Resources EF #7.
- e. Initiate and oversee pre-emergency planning and coordination activities.
- f. Establish procedures for activation of EF-specific MAC Groups.

- g. Conduct regular training events for all Tier 1 and Tier 2 stakeholders such as emergency management training, drills and exercises.

## **2. Resource Classification and Identification**

- a. Coordinate with the Statewide Metrics Project and assist in maintaining the statewide resource typing classification system for personnel, equipment, vehicles and facilities.
- b. Compile a statewide directory of resource inventories developed and maintained by State departments.
- c. Compile a statewide directory of property inventories developed and maintained by State departments.

## **3. Policies and Procedures**

- a. Recommend improvements to policies and procedures for State departments to request resources during emergency circumstances, including how the request will be communicated and coordinated with the Emergency Operations Center (EOC).
- b. Recommend improvements to policies and procedures for tracking resource utilization and the cost of resources.
- c. Recommend improvements to procedures to expedite procurement activities in emergency circumstances.
- a. Recommend improvements to policies and procedures to utilize existing contracts and negotiate with existing vendors, if necessary, in emergency circumstances.
- b. Recommend improvements to policies and procedures to expedite emergency leasing and utilization of state-owned or state-leased facilities in emergency circumstances.
- c. Develop policies and procedures for forecasting, on an annual basis, the state's needs to preposition or procure emergency resources.
- d. Disseminate Resources EF #7 policies, procedures and protocols to all stakeholders.
- e. Encourage stakeholder understanding of the logistical request procedures in SEMS.
- f. Conduct training on new or revised procedures, as needed.

## **4. Emergency Assistance**

- a. Identify needs and coordinate the development of emergency assistance with the appropriate stakeholders.

## **C. Response and Recovery Phases of Emergency Management**

### **1. Emergency Operations Center Support**

- a. Prior to an emergency, the Resources EF #7 will designate a coordinator and alternates that can be called upon to support an EOC when activated. The Resources EF #7 coordinator will be identified on the basis of subject matter expertise regarding the identification, procurement and/or prepositioning of personnel, vehicles, equipment, materials, supplies and facilities.
- b. Each State stakeholder agency will assign at least one point-of-contact to the Resources EF #7. It is understood that much of the support can and will be provided from the agencies' normal operating facilities or another location.
- c. The Resource EF#7 coordinator will operate from an EOC or at other sites as may be designated by an EOC, following the initial notification. Staffing will be provided on a 24-hour basis, if required.
- d. The Resources EF#7 coordinator can be requested to provide resources-specific subject matter expertise. This may include providing some or all of the following:
  - i. Recommendations on the appropriate use of resources
  - ii. Expertise regarding the procedures, processes and methods for obtaining resources
  - iii. State-specific aspects of resource acquisition
  - iv. Assisting to locate appropriate representatives to established MAC Groups
  - v. Acquire, maintain and process resources-specific intelligence and information
  - vi. Coordinate with other CA-EFs

### **2. SEMS Procedures**

- a. Utilize the SEMS procedures for logistical resource requests during emergency circumstances, including how the request will be communicated and coordinated with an EOC.

### **3. After Action Reports**

- a. Develop AARs and take corrective action

## **III. POC Tools**

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### **A. EF #7 Coordinator Roles and Responsibilities**

- a. Prior to an emergency, the Resources EF #7 will designate a Coordinator and alternates that can be called upon to support an EOC when activated. The Resources EF #7 Coordinator will be identified on the basis of subject matter expertise regarding the identification, procurement and/or prepositioning of personnel, vehicles, equipment, materials, supplies and facilities.

- b. The Resource EF#7 Coordinator will operate from an EOC or at other sites as may be designated by an EOC, following the initial notification. Staffing will be provided on a 24-hour basis, if required.
- c. The Resources EF#7 Coordinator can be requested to provide resources-specific subject matter expertise. This may include providing some or all of the following:
  - i. Recommendations on the appropriate use of resources
  - ii. Expertise regarding the procedures, processes and methods for obtaining resources
  - iii. State-specific aspects of resource acquisition
  - iv. Assisting to locate appropriate representatives to established MAC Groups
  - v. Acquire, maintain and process resources-specific intelligence and information
  - vi. Coordinate with other CA-EFs
- d. The Resources EF #7 Coordinator will receive training and be knowledgeable in the Incident Command System (ICS) and the Standard Operating Guidelines for the State Operations Center.

## **B. EF #7 State Agency POC Roles and Responsibilities**

- a. Each State stakeholder agency will assign at least one point-of-contact (POC) to the Resources EF #7. It is understood that much of the support can and will be provided from the agencies' normal operating facilities or another location.
- b. The State POC can be requested to provide resources-specific subject matter expertise. This may include providing some or all of the following:
  - i. Identify SME for each discipline
  - i. Receive briefing on resources request and forward to SME
  - ii. Receive updates and new requests
  - iii. Identify additional SME's as needed

## **C. EF #7 Policies and Procedures for Response and Recovery Phases**

- D. EF #7 Checklist for Response and Recovery Phases**
- E. Internal department-specific policies and procedures for Response and Recovery Phases**
- F. Standard Operating Procedures for the State Operations Center**
- G. Notification Matrix**
- H. Briefing Template**
- I. Reporting Template**

#### **IV. Rosters**

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- A. Department-Specific Internal Subject Matter Experts List**

#### **V. Resources / Reference Information**

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- A. Glossary of Terms**
- B. State Emergency Plan (SEP)**
- C. Resources EF #7 Annex**
- D. Management EF #5 Guidelines**
- E. State's Master List of Required Resources**
- F. California Standardized Emergency Management System (SEMS)**

- G. National Incident Management System (NIMS)**
- H. Incident Command System (ICS)**
- I. Foundation for the SEMS Document – January 2010**
- J. State Administrative Manual**
- K. State Contracting Manual**
- L. Response Information Management System (RIMS replacement)**
- M. National Response Framework**