

ANNEX 7

ESF-7 - FINANCE AND ADMINISTRATION

PRIMARY: SC Emergency Management Division

SUPPORT: SC Budget and Control Board, Division of Procurement Services, Materials Management Office; SC Budget and Control Board, Division of General Services, Real Property Management; SC Budget and Control Board's South Carolina Enterprise Information System (SCEIS)

I. INTRODUCTION

Disasters can close normal resource channels, deplete vital commodities, impact response capabilities, and place high demand on specialized personnel.

II. PURPOSE

Provide or coordinate the financial aspects for the provision of services, equipment, personnel, and supplies to support expedient operations associated with a disaster or emergency including the financial approval and authority for procurement of equipment and supplies not available through normal purchasing channels and ordering time frames.

III. CONCEPT OF OPERATIONS

- A. The SC Emergency Management Division (SCEMD) is responsible for all ESF-7 administrative, management, planning, preparedness, mitigation, response, and recovery activities to include developing, coordinating and maintaining the ESF-7 SOP.
- B. ESF-7 supporting agencies will assist SCEMD in the planning and execution of the above.
- C. ESF-7 Finance and Administration personnel must be trained on the principles of the National Incident Management System (NIMS) and Incident Command and integrate those principles into all ESF-7 planning and response operations.
- D. The Director of SCEMD acts as the principal advisor to the Governor on emergency resource management activities and on behalf of the Governor in coordinating the emergency resource activities between Emergency Support Functions (ESF).
- E. State-owned resources and local sources outside the impacted area are the primary source of equipment, supplies, and personnel. Commercial sources will provide the support which cannot be provided from State-owned resources and local sources.
- F. The SC Budget and Control Board, Division of Procurement Services is responsible for assisting in procurement activities necessary to support the emergency operations of State agencies.

- G. ESF-7 will conduct all procurement actions in accordance with State statutory and administrative requirements and using the appropriate State procurement and reimbursement procedures.
- H. SCEMD Logistics Section will coordinate all requests for resources goods and services with ESF-7.
- I. ESF-7 support agencies will ensure their personnel designated to support ESF-7 operations are trained on the principles of the National Incident Management System (NIMS) and Incident Command, and integrate those principles into ESF-7 planning and response operations.
- J. ESF-7 personnel will be familiar with the National Response Framework and the corresponding Annex with Federal counterpart concepts, actions and responsibilities. This familiarization will include but not be limited to the organization, structure, functions and responsibilities of the Incident Management Assistance Teams (IMAT) and the Joint Field Office (JFO).
- K. ESF-7 will coordinate with Federal ESF-7 to obtain Federal assistance as required to support State ESF-7 missions.

IV. ESF ACTIONS

- A. Preparedness
 - 1. Develop supporting SOPs for responding to and complying with resource requests.
 - 2. Provide lists of vendors and suppliers and their available resources to Logistics Section to be included in the WebEOC Vendor Listings section.
 - 3. Develop procedures to evaluate, locate, and procure essential material and resources upon request by State and local officials.
 - 4. Develop and train ESF-7 personnel on State emergency response procedures for sourcing and acquiring supplies, resources, and equipment.
 - 5. Participate in State exercises and conduct an ESF-7 exercise, at least annually, to validate this SOP.
 - 6. Ensure procedures are in place to document costs for any potential Federal reimbursement.
 - 7. Formally incorporate SCEIS roles and procedures into all supporting SOPs.
 - 8. Support the Emergency Management Assistance Compact (EMAC) by ensuring ESF personnel have pre-identified assets, needs and resources that may be allocated to support other states, and by maintaining related

information in WebEOC.

9. Provide ESF-7 representative to the Recovery Task Force.

B. Response

1. In conjunction with the Logistics Section, coordinate with agencies whose personnel, equipment, or other resources may be used to support the State's emergency response.
2. Identify resources and potential facility locations as required.
3. Coordinate support with the General Services Administration (GSA) Regional Administrator, as required.

C. Recovery

1. Continue to conduct support activities until needs have been met.
2. Anticipate and plan for arrival of, and coordination with, FEMA ESF-7 personnel in the SEOC and the JFO.
3. Coordinate with B&CB, General Services, Real Property Management to assist FEMA in locating office space suitable for JFO operations.
4. Support long-term recovery priorities as identified by the Recovery Committee and the Recovery Task Force.

D. Mitigation

1. Support mitigation measures including monitoring and updating mitigation actions in the State Hazard Mitigation Plan.
2. Review, evaluate and comment on proposed State Hazard Mitigation Plan amendments, upon initiation and within review period.
3. Support requests and directives from the Governor and/or FEMA concerning mitigation and/or re-development activities.
4. Document matters that may be needed for inclusion in Agency or State/Federal briefings, situation reports and action plans.

V. RESPONSIBILITIES

A. General

1. Agencies that obtain resources from vendors will maintain records of their procurements for possible reimbursement for their expenses
2. Agencies requesting EMAC assistance will identify and provide a Liaison

Officer for each EMAC request to facilitate arrival and onward movement of EMAC support at the appropriate Staging Areas.

- B. SC Emergency Management Division, Finance and Administration Section
 - 1. Identify, train, and assign personnel to staff ESF-7.
 - 2. Track the cost and quantity of all resources.
 - 3. Support and coordinate with Logistics Section, as requested.
- C. SC Budget and Control Board
 - 1. Division of Procurement Services, Materials Management Office
 - a. Identify, train, and assign personnel to staff ESF-7.
 - b. Develop procedures for procurement of commodities and services, leasing of buildings and facilities, and facilities management. Provide staff support, as required.
 - c. Coordinate with Division of General Services Real Property to acquire an appropriate space for the solicited and/or unsolicited donated goods warehouse as required.
 - 2. Division of General Services, Real Property Management. Identify and provide costing availability for lease of buildings and facilities throughout the State.
 - 3. SC Budget and Control Board's South Carolina Enterprise Information System (SCEIS). Establish and activate all systems related accounting and procurement procedures.
 - 4. SC Budget & Control Board will determine the usability of any solicited and/or unsolicited donated facilities and will consider them to meet requests.

VI. FEDERAL ASSISTANCE

- A. This Annex is supported by the National Response Framework (NRF), Specifically; ESF-7 (Administration and Finance); ESF-5 (Emergency Management); and the Financial Management Support Annex.
- B. Federal ESF-7 provides centralized management for the role of the National Logistics Coordinator and management of resource support requirements in support of Federal, State, tribal, and local governments.
- C. The GSA is the agency through which the Federal government provides procurement activities.

1. Agencies will conduct all procurement in accordance with current Federal laws and regulations.
 2. Current laws and regulations authorize other than "full and open competition" under any situation of unusual and compelling urgency.
- D. Logistics Management and Resource Support to Federal, State, tribal, and local governments consists of 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