

Poweshiek County Emergency Management Commission

Plan Adoption Document

2025

We hereby certify that the attached/enclosed plans, portions of plans or Emergency Support Functions (ESF) to the Poweshiek County Comprehensive Emergency Response Plan have been approved and adopted by the members of the county Emergency Management Commission on this the 19th day in the month of March in the year 2025. This plan shall become part of the county emergency response and emergency operations plan once adopted.

Plans or ESFs Adopted:

ESF 7: Logistics; Including all attachments and appendices

Dawn Hamilton
Chairperson, Emergency Management Commission

3-19-2025
Date

Dawn Hamilton
Chairperson, EMC-Printed

Brian Paul
Coordinator, Emergency Management Agency

3/19/2025
Date

Brian Paul
Coordinator, EMA-Printed



Poweshiek County Emergency Management Agency

Emergency Support Function 7

Logistics

2025



Table of Contents

Primary / Support Agencies.....	2
Purpose.....	2
Scope.....	2
Situation.....	2
Assumptions.....	3
Policies.....	3
Concept of Operations.....	5
Responsibilities.....	13
Annex Maintenance.....	14

Appendix A	Contacts
Appendix B	Resource Request
Appendix C	EOC Position Checklist

ESF Coordinator

Poweshiek County Emergency Management Director

Primary Agencies

Primary agencies that will take the lead in developing and implementing this ESF

Poweshiek County Emergency Management Agency

Support Agencies

Major Agencies to support the Primary Agencies

Poweshiek County Sheriff's Office

Grinnell Police Department

Poweshiek County / Municipal Public Works Departments

Poweshiek County Fire / EMS Association

American Red Cross

Salvation Army

Community School Districts

Poweshiek County Auditor's Office

Purpose

Why are we writing this Plan?

This Emergency Support Function (ESF) Annex provides guidance to assist in coordinating the provision of personnel, equipment, supplies, facilities and services to support emergency operations. Effective response to any emergency or disaster requires the ability to find, obtain, allocate, and distribute resources to meet the needs of the event. Specifically, ESF 7 addresses:

- Resource identification
- Resource procurement
- Resource coordination
- Facilities and logistics
- Personnel augmentation
- Logistics management
- Volunteer and Donations Management Annex

The purpose of this ESF is to provide procedural information on the deployment and proper coordination of resources during the response phase of an emergency/disaster situation as well as providing for the organized receipt and distribution of donated goods and services during the recovery phase.

The Poweshiek County Hazard Risk Assessment (see Base Plan) identified a number of conditions that could result in the need to utilize resources. Poweshiek

County has sufficient resources to support activities associated with local emergency or disaster operations for a short period of time including resources procured through mutual aid agreements, IMAC requests, and private vendors. A catastrophic event will quickly overcome our local resources making it necessary to call upon aid from the State and/or Federal agencies. Poweshiek County Emergency Management Agency is the single point of contact for State and Federal resources per State of Iowa Code.

Scope

What does the ESF #7 – Resource Management annex cover?

ESF#7-provides a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Poweshiek County Emergency Operations Plan

This document is a functional component of the Poweshiek County EOP and to the extent possible information contained in this plan will not be repeated in other plans.

Planning Assumptions

What we can realistically assume when planning for resource management?

- City / County departments can provide necessary personnel and supplies to support day to day emergency response resource needs.
- Adequate local resources do not exist to cope with a catastrophic incident.
- If local resources are depleted, assistance may be requested through the Poweshiek County Emergency Management Agency or the County EOC when activated.
- Emergency Management will initiate and coordinate requests from outside government entities with operational control being exercised by the on-site Incident Commander.

Policies

What policies are in place that will govern response and recovery efforts?

General

This ESF provides for the overall coordination of resource requests, prioritization, deployment, and documentation. Each ESF will maintain a list of resource needs and contacts specific to that ESF. Many county and city departments and participating private agencies involved in resource support activities have existing emergency plans and procedures. ESF 7 is not designed to take the place of

these plans, rather it is designed to complement and support the departmental resource management guidelines already in place.

Assistance

Local jurisdictions will request needed state resource support only after depletion of locally owned/controlled resources including existing mutual aid.

County and municipal department heads will utilize their personnel to the maximum extent possible during emergencies or disasters. This may include re-assignments, such as staffing the Emergency Operations Center (EOC) and/or participating in other response and recovery activities.

The determination to use public or private sector resource providers will be based on critical need, availability and delivery times of the particular resource.

When volunteers are assigned, initial coordination and supervision should be handled from a field incident command post or the EOC when activated.

Local resources must be exhausted before requesting state or federal assistance. A local emergency or disaster declaration must be declared for state or federal disaster assistance.

Fiscal

All procurements will be made according to applicable state and county rules and policies.

The entity requesting a resource is responsible for the payment of requested resources unless arranged otherwise.

Each agency should establish emergency procurement procedures and guidelines to ensure that resources required during an emergency situation may be rapidly obtained.

All local governments and non-governmental organizations will maintain purchasing and financial records of any expenditure made relating to response or recovery activities.

Local Emergency Proclamation

Political subdivisions may exercise the emergency powers vested under the Code of Iowa to expedite the procurement of resources in the light of the urgencies of an extreme emergency situation. [See ESF #5]

Local Governments may invoke temporary controls and / or limitations on local resources and establish priorities when a state of emergency is proclaimed. This may include, but is not limited to; fuel, food, shelter and other resources fundamental to basic human needs.

Declaration of Disaster or State of Emergency will be requested by the Senior Elected Official of the impacted jurisdiction through the Poweshiek County Emergency Management Agency to the Iowa Department of Homeland Security and Emergency Management. The state is able to then provide physical assistance through the various state agencies, but provides no funds to reimburse local governments during emergencies/disaster.

Federal declarations activate both physical and monetary resources, however state and local cost sharing is normally required.

Concept of Operations

This section will describe how ESF #7 primary and support agencies will organize and work to support the overall response effort.

General

The Poweshiek County Emergency Management Agency is responsible for coordinating critical resource management during an emergency or disaster. Individual county departments and agencies will maintain listings of critical resources with respect to their own operations. Those departments/agencies will also “flag” any resources that may require expedited procurement and/or some formal arrangements with vendors (i.e., MOU's) for the County Board of Supervisor's through the Auditor. Cities will also maintain lists of their critical resources and provide these lists to Poweshiek County Emergency Management as requested and for this plan.

For smaller emergencies, resource management will be handled by the cities and/or individual county department/agencies. For large scale emergencies, where limited local resources may require centralized coordination and prioritization, the Poweshiek County Emergency Operations Center (EOC) will be activated.

Poweshiek County Emergency Management Agency may have secured agreements with city and county entities as well as private and non-governmental organizations to expedite the resource process.

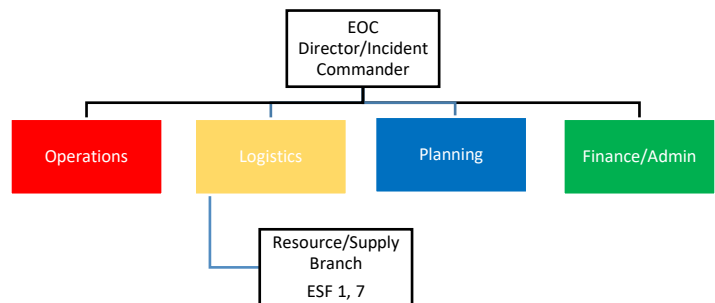
The County and its municipalities will use the National Incident Management System (NIMS) National Mutual Aid and Resource Management Initiative to identify, request, receive, and track resources.

EOC Operations

Upon activation, the EOC will support the response of local government and Incident Command.

Activation of ESF 7 and initial notification of appropriate ESF 7 agencies will be determined by the EOC Director based on incident needs.

When local resources (public and private) are depleted, the EOC may request and coordinate state and other external support from Iowa Homeland Security and Emergency Management (HSEMD). HSEMD can coordinate and/or provide mutual aid, special teams and other state or federal resources.



Based on the incident location, and in consultation with local leaders and the Incident Commander a determination of which EOC will be made. Poweshiek County has the capability to have two EOC facilities. They are:

Poweshiek County Public Safety Building
4802 Barnes City Rd
Montezuma, IA 50171

Grinnell Public Safety Building
1020 Spring St
Grinnell, IA 50112

Poweshiek County has an EOC Annex, refer to it for further details on EOC capability and function.

Preparedness Phase

Preparedness activities take place before an emergency or disaster occurs and includes plans or preparedness actions such as trainings and exercises to help response and recovery operations. Preparedness phase activities and actions may include:

- Participate in trainings and exercises. Recommended ESF 7 related trainings are:
 - IS-100; IS-200; IS-700; IS-800; IS-2200.
- Develop plans and procedures and checklists for resource acquisitions and responsibilities and assigned functions.

- Maintain an updated list of available resources and vendors
- Assign personnel to function in the EOC to assist with resource and supply needs.

Response phase

In the immediate aftermath of a disaster, initial damage assessments from first responders will give a verbal picture of the effects of the event. The EOC will be activated based upon the situation. As the response proceeds, the Incident Commander will determine the resources needed to promptly stabilize the situation, protect the lives of citizens and responders, and establish staging areas.

The priority for allocation of resources in the response phase will be based on life safety situations. Preservation of existing life will take precedence over body recovery. Essential resources (personnel, critical supplies, heavy equipment, etc.) will be relocated if it is determined that an immediate or potential threat exists to the area.

Essential resources will be reallocated based upon need and the amount of immediately available resources. Specific needs will be determined by the number of people injured and protection of critical facilities. Resources outside the county will take longer to acquire and deploy. No local resource (such as a fire department) will be required to leave their area unprotected. If, in the opinion of the department head or Senior Elected Official, an area is secure and there is adequate manpower and equipment to protect that jurisdiction, then the response of local resources may occur. It is not the intent of this plan to provide for assistance at the expense of any local agency or jurisdiction. Each jurisdiction must follow their primary directive of providing the resources necessary to protect the lives and property of their citizens.

Recovery Phase

When the initial response has been completed, the assistance of other local groups and all outside resources may be required. These requests will be directed to the EOC. Non-governmental organizations have historically provided and will continue to provide additional assistance. These groups will assist with unmet needs after the larger assistance is over.

Actions

The types and amounts of resources needed to support emergency operations will vary greatly depending on the event. In general, resource management activities will be geared to support lifesaving and public safety as its first priority.

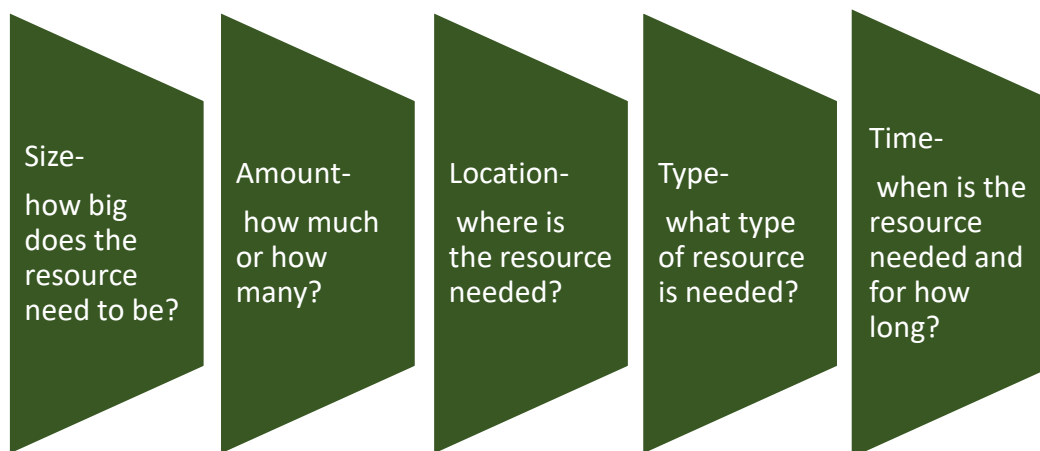
Once all life-safety priorities are stabilized, specific priorities will be set by the Incident Commander or EOC Director in consultation with the appropriate Senior Elected Official or designated official in the EOC. Some examples of typical emergency resources include, but are not limited to:

- Personnel
- Communications equipment
- Potable water
- Vehicles for passengers, cargo, and debris removal
- Portable toilets and other sanitation supplies
- Pumps and sandbags
- Fuel and fueling stations
- Heavy equipment and material handling equipment
- Materials and tools such as plastic sheeting, lumber, hand tools, chainsaws, flashlights, etc.
- Mass care supplies such as food, bedding, blankets, cots
- Industrial lighting equipment
- Portable generators
- Medical supplies and pharmaceuticals
- Technology to support emergency operations

Determining what types of resources and how many of them are needed is critical to providing a rapid, effective and coordinated response to an emergency or disaster.

The Incident Commander in consultation with the Senior Elected Official will perform needs assessments with the cities and unincorporated areas.

The ESF 7 Resource/Supply Branch will work to ensure that essential information is requested from and provided by those making resource requests including size, amount, location, type, and time.



It is crucial in the resource acquisition process that resource needs are as specific as possible to avoid any confusion or misinterpretation of the request.

Example of a poor resource request

- "I need a few bulldozers in town by midweek for 3-4 days of work"

Example of an adequate resource request

- "Division H Supervisor needs two D8 sized dozers staged at the public works department by end of day Wednesday for a debris removal project in Division H to be completed by Saturday"

Poweshiek County has mutual aid agreements in place with surrounding jurisdictions to augment critical resources during emergencies. Additionally, there are numerous private sector resources available to support emergency operations and agreements can be put into place with vendors and suppliers that are activated for emergencies.

Once received, resource requests will be logged, prioritized, and passed on to those responsible for obtaining and committing resources.

Poweshiek County and its municipalities will use the standards and definitions established by the National Mutual Aid and Resource Management Initiative as the basis for identifying and categorizing resources.

Procurement and Hiring

When requests are of a high priority, an emergency procurement and/or hiring process may be necessary.

Emergency procurement may involve contacting suppliers, negotiating terms, and making transportation and distribution arrangements.

Depending on types and numbers of personnel needed, volunteers may be utilized to quickly fill needed positions. The Resource/Supply Branch will work to ensure volunteer resources are appropriately utilized.

When making procurements, an effort should be made to ensure that suppliers also have the ability to transport the resources.

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provisions of laws and procedures.

Facilities

In a major emergency with an extensive influx of resources, supplies, and personnel, the ESF-7 Resource/Supply Branch in coordination with the EOC team may direct those facilities be designated for emergency use such as:

- **Mobilization/Staging Center**
A designated location for receiving and processing resources and personnel prior to their deployment to a staging area or incident site. This area may also provide briefings, lodging and feeding for arriving personnel.
- **Staging Areas**
Used to assemble personnel and equipment for immediate deployment to an operational site in the impacted area(s). Potential staging areas will be dictated by the locations and the scope of the incident but may include fairgrounds, schools, recreational centers, or other locations.
- **Volunteer and Donations Management Centers**
- **Warehouses and other facilities**
Store or stage supplies and equipment for both short- and long-term emergency use.

Criteria used for the selection of resource facility areas will include proximity to the affected area, transportation access, communications capability, storage space & conditions, and security.

Distribution

The ESF 7 Resource/Supply Branch will work closely with the EOC to determine the appropriate facilities and methods for the timely distribution of resources.

High priority resources as identified by the Incident Commander and EOC will be distributed as quickly as possible. When required by the situation, distribution points may be established to provide supplies to the public

The ESF 7 Resource/Supply Branch will ensure facilities and checkpoints are notified of incoming supplies, equipment and other resources, as well as their priority designation.

If necessary, traffic may be rerouted or delayed accommodating the timely distribution of emergency resources and supplies.

Volunteer and Donations Management

Volunteer and donations management must be closely coordinated with the Poweshiek County EOC to ensure complementary efforts and avoid unnecessary procurement. Public information announcements will be utilized to request the specific types of goods, services & equipment needed and to encourage monetary donations through existing relief organizations whenever possible. Key elements of volunteer and donations management will involve the receipt, inventory, organization & channeling of the following:

- Donated Goods
- Volunteer Efforts
- Monetary Donations

Poweshiek County has an annex in regards to volunteer and donations management. Please refer to that annex for further details.

State and Federal Resources

At any point during the development of an emergency situation, the local jurisdiction or EOC may determine it cannot handle the situation without the use of outside resources. Requests for significant allocation of state and federal assistance should be accompanied by an emergency declaration by the Senior Elected Official of the local jurisdiction.

This declaration may be made by the Mayor of a city or by the Chair of the Board of Supervisors under the current, Poweshiek County Emergency Operations Plan. State declarations are requested by the Poweshiek County Emergency Management office through Iowa HSEMD and are made by the Governor when significant involvement of state resources or personnel is anticipated. HSEMD will make any requests for federal assistance through the appropriate channels.

This ESF was developed to complement the National Response Framework (NRP) dated December 2004. Where appropriate, ESF 7 also incorporates the elements of the National Incident Management System (NIMS) and the National Qualification System (NQS) to help ensure a coordinated response effort if federal resources are involved in the event.

Assistance from state agencies may be available

- Without a State Declaration
 - State resources that would be available include personnel and resources near the disaster area. Funds to cover the costs are not included in this type of assistance.
- With a State Declaration

- All state resources become available

Assistance from the federal government may be available

- Without a Federal Declaration
 - To protect life, local commanders of Department of Defense (DOD) organizations have the authority to respond without a federal declaration. Otherwise, federal assistance is usually limited to providing technical expertise from agencies such as the United States Army Corps of Engineers (USACE).
- With a Federal Declaration
 - A variety of resources are available through different programs, including technical expertise.



Support

Requests for emergency assistance will be resolved at the lowest level of direction and control facility with appropriate response resources and capabilities. Unresolved assistance requests will normally flow upward from cities to the county departments. In the event the EOC is activated unresolved resource requests will be channeled to the appropriate representative in the State Emergency Operations Center (SEOC), and as required to other states or federal government for assistance support.

Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF related issues. This information will be summarized into periodic status reports and submitted in accordance with operational procedures.

Organization

The guiding principle of ESF 7 is for responding departments to utilize all internal resources, including inventories on hand and procurement processes from their vendors, before escalating requests to their supporting EOC branches and sections.

- Activated ESF's will manage resources within their respective areas.

- ESF 7 will be activated within the Emergency Operations Center as needed to support overall resource management.
- ESF 7 Agency Reps in the EOC will be organized under the ICS Logistics Section as either a stand-alone “Team” or as part of a Functional Group depending upon the needs of the incident.

Responsibilities

What are the primary responsibilities of the Primary and Support Agencies?

All Agencies within this ESF

- Maintain appropriate resources to meet routine operational requirements.
- Take action necessary to ensure ESF 7 staff are prepared to accomplish response and recovery activities.
- As applicable, ensure local resources are exhausted, or about to be, prior to requesting outside resources through the EOC. Resources held in reserve to meet constituent needs are considered utilized.
- Maintain resource inventory lists and rosters and provide them to Emergency Management as needed.
- As applicable, provide resources, transportation, facilities, and services in response to requests from the EOC.
- Develop resource lists and operating procedures and provide copies to the EOC.
- Train field personnel in procedures for requesting outside resources.
- When requested, deploy a representative to the EOC to assist with ESF 7 activities.
- Participate in Emergency Management training and exercises
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
- Perform other tasks as assigned.

Poweshiek County Emergency Management Agency

Poweshiek County Emergency Management Agency has the overall responsibility for resource operations during disaster situations within Poweshiek County. An updated and detailed listing of available resources within the county is kept on file. This listing includes both county and municipal equipment such as heavy equipment, fire apparatus, EMS equipment, and various other resources. An additional list is provided with local private sector vendors and contractors with equipment deemed appropriate for response or recovery efforts.

Poweshiek County Auditor's Office

- Monitor county purchases.
- Utilize Poweshiek County Auditor's office purchase order system for procurement of emergency supplies and equipment not covered in existing county codes and emergency procedures.
- Maintain purchasing and financial records of any expenditure used for response or recovery activities.
- Provide donations management support.

Voluntary Organizations

Agencies such as the American Red Cross, Salvation Army and United Way have agreements with Poweshiek County to provide manpower and essential services to assist in the recovery process. These services include food, shelter support, clothing and hygiene items, volunteer and donations management support, voucher programs, and mental health counseling.

Local Churches and Civic Groups

Local church and civic groups provide day-to-day assistance to the citizens of Poweshiek County as the need arises. In the event of a catastrophic event, these groups can provide services and manpower that complement the efforts of the professional voluntary organizations. These groups will also form the basis of unmet needs after the larger assistance is over.

County and Municipal Departments

All county and municipal departments are required to assist the citizens of Poweshiek County in their efforts to return to a state of normalcy following a disaster. These efforts include but are not limited to assistance in providing essential services such as debris clearance, damage assessment, staffing shelters, volunteer and donations management support, transportation of the injured, security for areas, and compiling costs associated with the disaster.

Annex Maintenance

How will this ESF #7 - Resource Management Annex be maintained?

Maintenance

The ESF 7 Coordinator will be responsible for the review of the Resource Management Annex on an annual basis.

- Dissemination of the updated Annex will be made by the Emergency Management Agency following the guidelines as outlined in the Basic Plan.
- Proposed changes to this plan will be accepted at any time, especially after a major emergency, disaster, exercise or anytime a key element changes.
- Significant operational changes within the plan resulting from exercises or actual events will be accomplished through the ESF 7 planning team.
- Emergency Management will post and disseminate revised annex to all primary and support agencies.

Exercises

The Poweshiek County ESF 7 – Planning Team and the Emergency Management Agency will assess specific exercise needs based on local After-Action Reports and State / Federal exercise requirements. In addition, a resource management component will be integrated into all other exercises within the county to the extent possible and practical.