

ANNEX 7 (ESF 7) FINANCE AND ADMINISTRATION TO THE GREENWOOD COUNTY'S EMERGENCY OPERATIONS PLAN

Tasked Organization: Greenwood County Treasurer

Suggested liaison: All Municipal and other District Finance Departments

Staff augmentation as directed by the County Manager

I. INTRODUCTION

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

A. ESF-7 must have methods and procedures to evaluate, locate, procure, and have delivered essential material and personnel resources.

B. All sections to this annex will be reviewed and determination made as to the necessary actions required to support individuals classified as "special or functional needs". Actions regarding this category of personnel will be contained in the Standard Operations Procedures

C. Review this annex and the EOP and develop Standard Operation Procedures (SOPs) for each task established by this annex and the EOP.

D. Annually review the State EOP & Department of Homeland Security Universal Task List and integrate tasks as appropriate.

II. MISSION

Support the EOC and Incident Commander in providing or coordinating the provision of services, equipment, facilities, and supplies in an expedient manner. Obtain approval and acquire equipment and supplies that may or may not be available through normal purchasing channels.

III. CONCEPT OF OPERATIONS

The County Treasurer is responsible for all ESF-7 administrative, management, planning, preparedness, mitigation, response, and recovery activities to include developing, coordinating, and maintaining the ESF-7 Standard Operating Procedures (SOP).

A. All ESF-7 support personnel will assist the County Purchasing Agency in the planning and execution of all tasks.

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- B. All tasked personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all planning and response operations.
- C. The primary source of equipment, supplies, and personnel shall be from existing county-owned resources and local sources outside the impacted area.
- D. Support, which cannot be provided from existing or local sources, will be obtained through commercial sources and/or donated resources.
- E. Logistical support necessary to save lives will receive first priority.
- F. Prior approval from the EOC Executive Group will be necessary to establish the limits which the County will expense recovery. (NOTE: Without a Presidential Declaration cost for any expenditures associated with ongoing emergency or disaster will not be reimbursed from outside funds and even with a declaration the county will have a financial liability at a minimum of 12.5%, but can be as high as 25%)
- G. Necessary action will be taken to insure reimbursement costs are appropriately followed to insure the County will qualify for state and federal reimbursement.
- H. To the extent practical, County contracts will be established with local vendors to ensure expedient emergency purchases. Pre-contracts for various recurring supplies and services will insure availability and should be established.
- I. The Finance and Administration Section will assistance all elements of the EOC in procuring needed items. It is the role of ESF 7 to locate a source, a point of contact, a price, a schedule by which the material will be available and procure needed equipment and/or items.

IV. ESF ACTIONS

Actions necessary to insure readiness to respond are divided into the cycle of emergency management. These are: preparedness/prevention, response, recovery, and mitigation. Each cycle requires actions to be plan for to insure total readiness. Considerations to be planned for are but are not limited to:

- A. Preparedness/Prevention:
 - 1. Develop methods and procedures for responding to and complying with requests for resources.
 - 2. Develop procedures for reimbursing private vendors for services rendered.
 - 3. Develop lists of private vendors and suppliers and their available resources.

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4. Establish pre-planned contracts where necessary to ensure prompt support from vendors during emergencies.
5. Develop and train ESF personnel on emergency procurement procedures for acquiring supplies, resources, and equipment.
6. Participate in exercises and conduct, at least annually, an ESF-7 exercise to validate this annex and supporting SOPs.
7. Support logistics operations.
8. Review this annex and the EOP and develop Standard Operation Procedures (SOPs) for each task established by this annex and the EOP.
9. Annually review the State EOP & Department of Homeland Security Universal Task List and integrate tasks as appropriate.
10. Insure all ESF-7 personnel integrate NIMS principles in all planning.
11. All ESF personnel will complete all required NIMS training for members of the EOC.
12. Develop an audit system that will insure FEMA reimbursement.
13. Determine staffing requirements for performing EOC duties at the three levels of EOC activation and coordinate needs with Emergency Management Director.

B. Response

1. Alert those agencies whose personnel, equipment, or other resources may be used, purchased, or confiscated.
2. Establish a resource tracking and accounting system, including management reports.
3. Assess initial reports to identify potential resource needs.
4. Identify procurement resources
5. Provide data to the ESF-15 for dissemination to the public.
6. Locate, procure, and issue to county departments and/or agencies the resources necessary to support emergency operations.

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7. Identify prospective staging area warehouses available for lease to replace damaged or destroyed facilities.
8. Coordinate with the State ESF-7 on all support activities.
9. Coordinate with ESF-13 (Law Enforcement) to evaluate warehouse security requirements.

C. Recovery

1. Continue to conduct procurement activities as long as necessary and until procurement needs have been met.
2. Anticipate and plan for arrival of, and coordination with, State ESF-7 personnel in the SEOC and, if established, the Joint Field Office (JFO).

D. Mitigation

1. Support and plan for mitigation measures.
2. Support requests and directives resulting from the EOC concerning mitigation and/or re-development activities.
3. Document matters that may be needed for inclusion in briefings, situation reports and action plans.

VI. RESPONSIBILITIES

All Assigned Personnel to ESF-7:

1. Train and assign personnel to staff ESF-7 in the EOC.
2. Notify all ESF-7 designated personnel upon activation.
3. Develop procedures for procurement of commodities and services, leasing of buildings and facilities, and facilities management. Provide staff support, as required.
4. Develop procedures for the temporary loan and return of equipment.
5. Develop procedures for allocating resource support
6. Provide accounting expertise to operations of county distribution points, needed.

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VII. STATE/FEDERAL INTERFACE

- A. This annex is supported by the State EOP and National Response Plan ESF-7, Finance and Administration. The General Services Administration (GSA) will be the mechanism through which the state and federal government provides procurement activities.
- B. All procurement will be made in accordance with current state and federal laws and regulations.
- C. Current laws and regulations authorize other than "full and open competition" under any "situation of unusual and compelling urgency."
- D. State EOC and Federal GSA is the central procurement authority for the federal government.
- E. All procurement actions made at the request of the state and/or federal agencies in support of the plan will be in accordance with statutory and administrative requirements and will be accomplished using the appropriate fund citation/reimbursement procedures, etc.
- F. The provision of the logistical support necessary to establish the response capacity of federal agencies will be the major element in the execution of this support function.
- G. State ESF-7 will coordinate with Federal ESF-7 to obtain federal assistance as required.