



# #7 [LOGISTICS]

## State Emergency Support Function Annex

Hawai'i Emergency Management Agency

February 2022

STATE OF HAWAI'I  
EMERGENCY  
OPERATIONS PLAN



# SESF #[7] TASKED AGENCIES

**State ESF Primary Agency:**

Hawaii Emergency Management Agency

**State Support Agencies:**

- Department of the Attorney General
- Department of Budget and Finance
- Department of Accounting and General Services
- State Procurement Office
- Department of Defense (Hawaii National Guard)
- Department of Education
- Department of Human Resources Development
- Department of Labor and Industrial Relations
- University of Hawaii

**State Non-Profit and Private Sector Support Agencies:**

American Red Cross

**Federal ESF Coordinating Agency:**

General Services Administration

**Federal ESF Primary Agency:**

Federal Emergency Management Agency (FEMA)

**County ESF Primary Agency:**

*(Note: Not every county uses an ESF structure to organize their Emergency Operations Centers. For counties that do not use the ESF structure, the agency listed serves in a role that is equivalent to an ESF Primary Agency.)*

- Hawai'i County Civil Defense Agency
- Maui Emergency Management Agency
- City and County of Honolulu Department of Emergency Management
- Kauai Emergency Management Agency

# RECORD OF CHANGES

The SESF #7 is responsible for the #7 Logistics State Emergency Support Function Annex and is authorized to make changes in coordination with the HI-EMA Operations Branch. All updates to the #7 Logistics State Emergency Support Function Annex will be tracked and recorded in the following table to ensure the most recent version is disseminated and implemented. This annex will be reviewed on a biennial basis and after every incident where SESF #7 was activated.

Change Number	Date of Change	Section Changed	Summary of Change
1	February 2022	Not Applicable	Initial Document
2			
3			
4			
5			
6			
7			



**Luke Meyers**  
**HI-EMA Administrator**

Mar 17, 2022

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**Date**



**David Lopez**  
**HI-EMA Executive Officer**

Mar 17, 2022

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**Date**



**[Carlos Rowe]**  
**SESF #7 Logistics**

3/15/22

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**Date**



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# 1. INTRODUCTION

## 1.1 PURPOSE

1. The purpose of this Annex is to: assist County, State, and Federal Government agencies requiring resource support prior to, during, and/or after incidents requiring a coordinated State and/or federal response.

## 1.2 SCOPE

Logistics management and resource support consists of emergency relief supplies, equipment, services, temporary facilities, and contracting services in support of State and county emergency response and recovery efforts. Functions include, but are not limited to:

- Accounting for all State emergency response and recovery expenditures to support audit.
- Locating, procuring, receiving, distributing, and if necessary, contracting for resources to support response and recovery efforts.
- Establish an inventory of available State and county transportation (air, surface, marine) resources.
- Provide transportation for State and county emergency response personnel, equipment, and supplies when requested. This may include prioritized booking on federal, State, or commercial transport.
- Hiring of personnel to meet additional demand requirements as needed during emergency response and recovery operations.

## 1.3 SITUATION OVERVIEW

1. Refer to the *HI-EOP (2019)* for a situational overview of the State of Hawai'i. The *HI-EOP* includes information on Hawai'i's geography and political subdivisions and summarizes the hazard and vulnerability analyses addressed within the *2018 State of Hawai'i Hazard Mitigation Plan (HMP)*. The *HI-EOP* outlines Hawai'i's natural and technological or human-caused hazards and Hawai'i's vulnerable populations, housing, commodities, ports, and infrastructure.
2. Refer to the *HMP (2018)* for a comprehensive hazard and risk assessment and vulnerability analysis.
3. *Figure 2.* (in both the *2018 HMP* and the *2019 EOP*) lists the natural and human-caused hazards potentially impacting the State of Hawai'i by hazard rank, in descending relative risk factor order.

Hazard Rank	Hazard	Category									Relative Risk Factor
		Probability	Impact			Spatial Extent	Warning Time	Duration	Adaptive Capacity	Changing Future Conditions	
			Population	Assets/Economy	Environmental Resources/Cultural Assets						
High	Climate Change and Sea Level Rise	3	1	3	2	2	0	3	2	3	4.6
High	Hurricane	2	2	2	1	3	0	3	2	3	4.5

High	Tsunami	1	2	2	1	2	3	3	2	3	4.3
High	Earthquake	1	2	2	1	3	3	3	2	1	4.2
Medium	Volcanic Hazards (Lava Flow and Vog)	2	1	2	3	2	1	3	2	1	4.0
Medium	Wildfire	2	2	1	1	2	1	2	2	3	3.8
Medium	Landslide and Rockfall	2	1	1	3	2	3	3	2	3	3.8
Medium	Health Risks	1	3	0	0	3	3	3	2	0	3.6
Medium	Event-Based Flood	1	1	2	1	2	1	3	2	3	3.4
Medium	Chronic Coastal Flood	3	1	1	1	2	0	3	2	3	3.4
Medium	Drought	2	1	1	1	3	0	3	2	3	3.3
Medium	High Wind Storms	2	1	1	1	3	0	3	2	2	3.2
Low	Dam Failure	1	1	1	1	2	2	3	2	2	2.9
Low	Hazardous Materials	2	1	1	1	1	3	2	2	0	2.6

Note: Relative Risk Factor Scores – High: > 4.0; Medium: 3.0 to 4.0; Low: < 3.0

1. Figure 1. 2018 HMP Hazard Ranking Results from the 2018 State of Hawai'i Hazard Mitigation Plan

## 1.4 ASSUMPTIONS

SESF #7 planning is based on the following assumptions:

1. An emergency may occur at any time and affect single or multiple jurisdictional areas. Some incidents will occur with enough warning to allow for activation and preparation prior to the onset of emergency conditions. Other incidents will be no-notice events that occur without warning.
2. All incidents begin and end locally, and county authorities maintain operational control and responsibility for emergency activities within their jurisdictions unless otherwise superseded by statute or agreement.
3. Local jurisdictions may request resources from the state to support response to an incident. However, the state may be unable to satisfy all emergency resource requests during a major emergency or disaster.
4. If the resource needs of an incident exceed state and county capabilities, federal assistance may become available for disaster response and recovery operations under the provisions of the Stafford Act, Public Law 93-288, as amended.
5. Incidents in Hawai'i may occur simultaneously to events in the Continental United States (CONUS), constraining resources available and slowing or reducing the amount of outside assistance available to support the state.
6. State departments will develop and maintain necessary plans, standard operating procedures, contracts, and memorandums of understanding to execute emergency responsibilities assigned by the HI-EOP (2019).
7. State employees tasked with emergency duties that live and work within the affected area may be personally impacted by the incident and unable to report to work.
8. Impacts or restrictions on transportation assets may delay the response time of some resources.
9. Closure or reduced operations at seaports will result in almost immediate shortages of critical commodities. Response resources coming from the West Coast of CONUS by ship will take five to eight days to arrive at the Port of Honolulu.



10. All residents of the state are expected to be prepared with at least fourteen (14) days of resources needed to meet their basic needs following an emergency or disaster. Catastrophic disasters will require even greater personal preparation and the public is encouraged to be self-sufficient for a more extended period.
11. Individuals, community-based organizations, and businesses will offer services and support in time of disaster in the form of spontaneous volunteers, supplies, and financial donations.
12. In a major incident, local, national, and international media will be on-scene and social media will be used by those in and out of the affected community to identify needs, report damage, and locate loved ones.



## 2. ROLES AND RESPONSIBILITIES

The following section outlines the roles and responsibilities assigned to state agencies and community partners to ensure SESF #7 activities are performed in a coordinated, efficient and effective manner.

This document does not relieve tasked agencies of the responsibility for emergency planning; agency plans should adequately provide for the capability to implement the actions identified below.

### 2.1 GENERAL DUTIES OF ALL SESF #7 AGENCIES

All agencies assigned to SESF #7 are responsible for the following, in addition to the agency-specific duties listed subsequently in this section.

#### BEFORE AN INCIDENT

1. Designate primary and alternate SESF #7 representatives, who shall be responsible for coordinating with internal department stakeholders, the SEOC and other SESF #7 agencies to ensure successful execution of duties assigned in this Annex. Notify HI-EMA of any changes to assigned contacts.
2. Maintain this Annex and conduct joint planning to further develop, document and refine procedures and processes for interagency coordination of SESF activities.
3. Participate in SESF #7 meetings, training and exercises.
4. Ensure internal agency readiness to execute SESF duties assigned in this Annex. Ensure SESF responsibilities are addressed in agency plans, sufficient agency personnel are assigned and trained to support the SESF, required resources are identified and contingency contracts or mutual aid plans are in place to address gaps.
5. Identify contingency contracts with vendors for services or equipment that may be required to execute the department's SESF #7 duties during an emergency.

#### DURING AN INCIDENT

1. Coordinate with other SESF #7 agencies and the SEOC to fulfill requests for assistance or information. Coordinate actions with counties, other SESFs or federal ESFs as appropriate.
2. Activate, assign and track department resources to fulfill SESF mission assignments. Ensure financial and property accountability for agency resources used in support of SESF #7.
3. Provide situational awareness of SESF #7 activities to the SEOC.
4. Represent the SESF at the SEOC and other incident sites as requested.

### 2.2 SESF PRIMARY AGENCY

1. HI-EMA's Logistics Branch serves as the Primary Agency for SESF #7.



2. Primary Agencies, as defined by the **HI-EOP**, have significant authorities, roles, resources or capabilities for functional areas the SESF oversees. Primary Agencies serve as the principal contact for HI-EMA on issues related to the SESF and provide overall management of both preparedness and response activities.
3. SESF Primary Agencies have additional responsibilities related to management of SESF activities.

#### BEFORE AN INCIDENT

- a. Coordinate SESF preparedness activities, including convening quarterly planning meetings and ensuring SESF #7 participation in applicable trainings and exercises.
- b. Lead the development, review and refinement of SESF #7 plans, Procedural Guides, and other resources to document operational processes and procedures.

#### DURING AN INCIDENT

- c. Notify Support Agencies when SESF #7 is activated by the SEOC.
- d. Prioritize requests for SESF #7 assistance using incident objectives and work with Support Agencies to identify and direct required resources.
- e. Provide SESF #7 information to *SESF #5 – Information and Planning* to include in Situation Reports, Incident Action Plans (IAPs) and other products as requested.
- f. Provide updates to the SEOC on the status of SESF mission assignments. Notify the SEOC Operations Section if the SESF is unable to fulfill assigned missions.

## 2.3 SUPPORT AGENCIES

1. Support Agencies, as defined by the **HI-EOP**, have specific capabilities, expertise or resources that can assist Primary Agencies in executing missions assigned to the SESF by the SEOC.
2. The Support Agencies will adhere to their specific responsibilities in support of SESF #7.

## 2.4 GENERAL

1. HI-EMA's Logistics Branch is the Primary Agency for SESF #7 and leads preparedness and response activities in coordination with Support Agencies.
2. SESF #7 will be activated by the State Emergency Operations Center (SEOC) when logistical support is expected or has occurred. All SESF #7 agencies will assign personnel to monitor and support SESF activities during the activation.
3. The Primary Agency will be notified by the SEOC when the SESF #7 is activated. The Primary Agency is responsible for notifying Support Agencies. If an SESF representative cannot be reached, the alternate point of contact will be activated. A list of current contacts is maintained in the 'State Contact List' section of WebEOC.
4. When activated, the Primary Agency may be required to have a representative in the SEOC during activation hours. If requested, Support Agencies will also send a representative to the SEOC. Otherwise, Support



Agencies will work from their offices or Department Operations Centers (DOCs) to monitor and update WebEOC and provide requested support.

## 2.5 KEY ACTIONS

### 2.5.1 PREPAREDNESS

1. SESF #7 agencies work together in the preparedness phase to ensure readiness to readiness to implement effective and efficient response and recovery activities within the scope of SESF #7.
2. Preparedness activities for SESF #7 include:
  - a. Developing, reviewing and refining SESF #7 plans and Procedural Guides that address specific operational processes and procedures.
  - b. Ensuring adequate levels of training for personnel that will support SESF #7 during a disaster.
  - c. Participating in exercises to test, refine and validate SESF #7 procedures.
  - d. Reviewing and refining lists of all resources under the control of agencies listed in this plan and inputted into WebEOC that can contribute to support of SESF #7 duties.

### 2.5.2 RESPONSE

#### 2.5.2.1 INITIAL RESPONSE ACTIONS

1. Immediately upon notification of a threatened or occurring incident, consideration is given by ESF #7 toward:
  - a. Providing appropriate representation at the SEOC.
  - b. Establishing communication links with county emergency management agencies and departments.
  - c. Analyzing requests for personnel and resources and ensuring personnel have the correct personal protective equipment and training for the response.
  - d. Coordinating incident resource needs, and identifying and resolving issues related to resource shortages or ordering.
  - e. Maintaining a complete log of actions taken, resource utilization, records, and reports.

#### 2.5.2.2 ONGOING RESPONSE AND INITIAL RECOVERY ACTIONS

1. In addition to initial activities, as appropriate and required, #7 provides ongoing coordination of the following activities during the recovery actions:
  - a. Coordinating recovery planning and support with Operations Branch.
  - b. Compiling information on incident costs and resource utilization to facilitate reimbursement.
  - c. Settling financial obligations for contracted services.



### 2.5.3 LONG-TERM RECOVERY

1. As the incident transitions to longer term recovery, SESF #7 will deactivate. The decision to deactivate SESF #7 will be made by the Operations Section Chief.
2. Following large or particularly complex disasters, the Governor may appoint a State Disaster Recovery Coordinator (SDRC) to manage state support of county reconstruction efforts. Agencies that are part of SESF #7 may be assigned responsibilities for supporting this type of long-term recovery effort, but those duties are separate from and outside the scope of SESF #7.

### 2.5.4 MITIGATION

1. All SESF #7 agencies will take the following steps to support hazard mitigation, as applicable:
  - a. Providing input into updates of the *State of Hawai`i Hazard Mitigation Plan*
  - b. Identifying, supporting and/or implementing mitigation measures related to SESF #7 contained in the plan.

## 2.6 DIRECTION, CONTROL, AND COORDINATION

### 2.6.1 DIRECTION AND CONTROL

1. The SEOC serves as the central location for interagency coordination and decision-making for state emergency operations, including all activities associated with SESF #7.
2. SESF #7 is part of the Logistics Branch in the SEOC organizational structure.
  - a. The SESF Primary Agency reports to the Logistics Branch in the SEOC.
3. Activities of SESF #7 Support Agencies are, in general, coordinated by the SESF #7 Primary Agency.

### 2.6.2 COORDINATION AMONG SESF #7 AGENCIES

1. The SESF #7 representative in the SEOC coordinates SESF #7 responses to RFAs and RFIs. The request is evaluated and assigned to the SESF #7 agency most likely to have the requested capability or information. Information on the status of the request must be entered in WebEOC by the tasked SESF #7 agency.
2. SESF #7 agencies not present in the SEOC will ensure an SESF #7 contact is identified and available to respond to inquiries from the SEOC during activation hours.
3. When SESF #7 is activated, the SESF #7 Primary Agency will organize a daily SESF #7 conference call to share information and confirm internal coordination procedures. If federal agencies have been activated to support the incident, this call should include the federal #7 Primary Agency.

### 2.6.3 COORDINATION WITH OTHER SESFS

1. It is anticipated that SESF #7 will coordinate with other SESFs on the following:



- a. SESF # 2- Communications: Comm Support
- b. SESF #15 – External Affairs: Public Affairs
- c. SESF #20 – Military Support: All requests for Department of Defense – Hawai`i National Guard (HING) support will be made via SESF #20.

#### 2.6.4 COORDINATION WITH COUNTY EOCS

1. Each jurisdiction within the state is responsible for its own requirements. Only when local and mutual aid resources are exhausted or projected to be exhausted, or the required capability does not exist at the local level, the jurisdiction may request assistance from the state.
2. County requests for state resources, services or information from ESF-7 will be directed to ESF-7 via the SEOC using the WebEOC system.
3. Responses to requests for ESF-7 assistance made by county officials to ESF-7 agencies at the site of the disaster will be coordinated with and approved by ESF-7 personnel in the SEOC and the state Operations Section Chief before action is taken.

#### 2.6.5 COORDINATION WITH FEDERAL PARTNERS

1. If Federal #7 is activated in response to, or in anticipation of, a presidential disaster declaration, SESF #7 will establish contact with the Federal ESF Coordinating Agency and ensure daily coordination for the duration of the activation. FEMA is the federal agency with primary responsibility for Federal ESF #7.
2. Coordination will primarily occur at the SEOC, Initial Operating Facility (IOF), or Joint Field Office (JFO).
3. Federal ESF-7 will support state assessment, response and recovery activities and will accept emergency requests and missions from state ESF-7.

#### 2.6.6 TASK FORCES

1. Task forces may be stood up during an incident to address major response activities that require coordination across different levels of government and/or involve multiple state and Federal ESFs.

#### 2.6.7 ASSISTANCE AVAILABLE VIA EMAC

1. The Emergency Management Assistance Compact (EMAC) is a national mutual aid agreement between the 50 states, Puerto Rico, the U.S. Virgin Islands and the District of Columbia. It is based on 13 Articles which have been enacted into state law by each state
2. States may only request assistance via EMAC when their governor has declared a state of emergency.
3. EMAC requires that the state requesting assistance reimburse the state that provides the assistance.



4. The Director of Emergency Management for the state Department of Defense is the EMAC Authorized Representative (AR) for the State of Hawaii.
  - a. The AR is tasked with the authority to commit and accept resources through EMAC partnerships. The AR may delegate this authority.
5. The HI-EMA Logistics Officer is the designated contact (DC) for EMAC. The DC is commonly referred to as the EMAC Coordinator.
  - a. In the absence of the Logistics Officer, HI-EMA has designated alternate contacts.
6. The DC coordinates EMAC operations and prepares the official EMAC Request for Assistance (commonly referred to as the REQ-A). When completed, the REQ-A becomes a contract between the requesting and assisting states for the provision of assistance in accordance with EMAC.
7. When the SEOC is activated, the Logistics Section coordinates and manages EMAC missions. This unit will be initially staffed with HI-EMA personnel, but will likely be augmented by trained EMAC personnel from other states as soon as possible.

#### 2.6.8 ESF REQUESTS FOR EMAC ASSISTANCE

1. ESF-7 will coordinate all EMAC requests with the HI-EMAC DC or the SEOC Logistics Section when the SEOC is activated.
2. No resource (personnel or equipment) may deploy to another state via EMAC until the REQ-A has been approved and signed by the ARs of the requesting and assisting states, and they have been provided a copy of the REQ-A, briefed and prepared for the mission.
3. To facilitate obtaining any assistance Hawaii may need via EMAC, state ESFs should identify their shortfalls in capability and where resources may be obtained to provide this capability. This may be accomplished via informal coordination with similar agencies in other states to determine if the needed resource is available for potential deployment to Hawaii, its location and the point of contact for the resource. Such information is critical in expediting a request for assistance via EMAC.



## 3. AUTHORITIES AND REFERENCES

### 3.1 STATE LAWS, REGULATIONS AND DIRECTIVES

1. Hawai'i Revised Statutes Chapter 127A – Emergency Management
2. Administrative Directive No. 15-01, Emergency Management Preparedness Policies for Department