EMERGENCY SUPPORT FUNCTION (ESF) #7 ANNEX – LOGISTICS

State of Indiana

Emergency Operations Plan (EOP)

ESF Annex

March 2025





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PLANNING AGENCIES

Within each Emergency Support Function (ESF) annex, an agency or organization has been given the designation of primary, supporting, non-governmental or local agency based on their authorities, resources and capabilities. The primary agency identifies the appropriate support agencies that fall under this annex. The primary agency collaborates with each entity to determine whether they have the necessary resources, information and capabilities to perform the required tasks and activities within each phase of emergency management. This includes activations in the State Emergency Operations Center (SEOC) and impacted areas. Though an agency may be listed as a primary agency, it does not control or manage those agencies identified as supporting agencies. The agencies listed below are members of the Whole Community Planning Team for this annex.

PRIMARY AGENCY

Indiana Department of Homeland Security (IDHS)

PRIMARY SUPPORTING STATE AGENCIES

Indiana Department of Administration (IDOA)	Indiana Department of Correction (IDOC)	
Indiana Department of Transportation (INDOT)	Indiana National Guard (INNG)	
Indiana State Police (ISP)		

SUPPORTING FEDERAL AGENCIES

ederal Emergency Management Agency
MA)

NON-GOVERNMENTAL ORGANIZATIONS

American Red Cross (ARC)	SERV-IN
Indiana Voluntary Organizations Active in	National Emergency Management Association
Disaster (VOAD)	(NEMA)

LOCAL ORGANIZATIONS

County Emergency Management Agencies	Local Elected Officials
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PURPOSE, SCOPE, SITUATION AND ASSUMPTIONS

PURPOSE

Emergency Support Function #7 (ESF-7) – Logistics facilitates the prompt and effective delivery of supplies, commodities, equipment, services and facilities to requesting agencies. ESF-7 coordinates with federal, state, local and tribal partners to support comprehensive logistics planning, technical assistance, training, exercises, incident response and sustainment by utilizing the capabilities and resources of both intrastate and interstate stakeholders to benefit responders and disaster survivors. ESF-7 is also responsible for the financial management and tracking of deployed resources.

SCOPE

Indiana and the State Emergency Operations Center (SEOC) recognize fifteen (15) Emergency Support Functions (ESF). This annex focuses on ESF-7, Logistics. The ESF-7 annex is intended to be utilized in conjunction with the State of Indiana Emergency Operations Plan (EOP).

ESF-7 provides centralized management of resource support functions to serve local, state, tribal and interstate entities before, during and after incidents and planned events. Specific logistics activities include:

- Managing a collaborative and complex logistics supply chain that provides equipment, supplies and services for incidents requiring an integrated whole community response capability.
- Providing for the integration of whole community logistics partners through deliberate and crisis collaboration in the planning, sourcing, acquisition, utilization and disposition of resources.
- Facilitating communication and collaboration among all supply chain support elements to minimize recovery efforts in the impacted area and reestablish local and state self-sufficiency as rapidly as possible.

SITUATION

ESF-7 may be needed in any of the five (5) phases of emergency management (prevention, protection, mitigation, response and recovery). In the event IDHS determines the need for ESF-7 regarding any of the five (5) phases of emergency management, IDHS will act as the primary agency. ESF-7 will be responsible for implementing internal standard operating procedures (SOPs) and/or Standard Operating Guides (SOGs) and protocols to ensure adequate staffing and administrative support for field operations, as appropriate, and support efforts in the SEOC. ESF-7 personnel will coordinate the activation and deployment of resource support assets to fulfill specific mission assignments that support essential activities in prevention, protection, mitigation, response and recovery efforts.

Mission Areas and Core Capabilities

The National Preparedness Goal (NPG) identifies 32 core capabilities that are essential for the execution of the five (5) mission areas of prevention, protection, mitigation, response and recovery. ESF-7 supports the overarching core capabilities of Planning, Operational Coordination and Public Information and Warning, which apply to all mission areas. ESF-7 also supports the core capabilities of

Logistics and Supply Chain Management, Operational Communications, Infrastructure Systems and Critical Transportation. Table 1 describes the core capability actions that ESF-7 most directly supports.

Table 1. ESF-7 CORE CAPABILITY ACTIONS

CORE CAPABILITY	ESF #7 – LOGISTICS	
PLANNING	Conduct a systematic process engaging the whole community, as appropriate, in the development of executable strategic, operational and/or community-based approaches to meet defined objectives.	
OPERATIONAL COORDINATION	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.	
PUBLIC INFORMATION AND WARNING	Deliver coordinated, prompt, reliable and actionable information to the whole community using clear, consistent, accessible and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard and, as appropriate, the actions being taken and the assistance being made available.	
LOGISTICS AND SUPPLY CHAIN MANAGEMENT	 Coordinate resource support for survivors. Provide resource management that includes determining requirements, sourcing, ordering and replenishment, storage and issuing of supplies and equipment. Provide facilities management that includes locating, selecting and acquiring incident facilities, such as Joint Field Offices (JFO), as well as storage and distribution facilities. Establish and operate logistics support facilities to include managing services related to lodging and feeding incident support personnel. Provide personal property management to include policy and procedures guidance for maintaining accountability of material, as well as identifying and reutilizing property acquired to support a federal response operation. Manage electronic data interchanges to provide end-to-end visibility of response resources. Plan for transitional support to recovery operations concurrent with response operations. 	
OPERATIONAL COMMUNICATIONS	Coordinate the procurement of communications equipment and services.	
INFRASTRUCTURE SYSTEMS	Provides logistical support to first response services.	

CRITICAL TRANSPORTATION

- Manage transportation that includes equipment and procedures for moving material from storage facilities and vendors to incidents, particularly with emphasis on the surge and sustainment portions of response.
- Provide transportation management services, including fulfilling requests from other state and federal organizations.

PLANNING ASSUMPTIONS

- Normal retail supply routes and specialty products may be interrupted by the incident.
- Federal, state and local logistical operations will function in a coordinated effort to supply the affected area with resources until normal supply routes are restored.
- Local and state-owned resources would be exhausted guickly in a catastrophic event.
- Multiple disasters may occur simultaneously throughout the state and the SEOC will coordinate
 the response efforts as well as the available resources which will degrade Indiana's capability to
 meet all disaster response needs.
- The same incident could affect multiple states, and Indiana could be competing for regional resources which may result in a delayed arrival of any out-of-state or federal resources.
- Transportation into impacted areas may be cut off due to damage to roads, bridges, airports and other transportation infrastructure.
- Distribution of cash and credit-card transactions in the affected areas may become severed, causing an increased demand for sustaining commodities and resources.
- The state Logistics Section Chief will ensure all requested resources are processed through the State Logistics Staging Area, if one is established.
- Effective response, as well as ongoing support efforts, will be contingent upon the availability of resources and the extent/impact of the incident upon the state.

CONCEPT OF OPERATIONS

GENERAL CONCEPT

The role of the state during emergency response is to supplement local efforts before, during and after a disaster or emergency. Emergency Support Function #7 (ESF-7) shall coordinate the use of available resources and equipment in areas impacted by emergencies or disasters, to manage and support the immediate and long-term needs of the state and local jurisdictions.

ESF-7 shall ensure and promote a common operating picture (COP) through communicating with ESFs, the State Emergency Operations Center (SEOC) Operations Section and private sector partners, as applicable.

SEOC ACTIVATION

During SEOC activation, ESFs may be activated depending on the incident and activation level. During a disaster response, each ESF representative in the SEOC will remain under the administrative control of their agency head; however, they will function under the supervision of the SEOC Manager. Notification of activation will be made via phone, email and/or text message.

The SEOC is always activated at Level IV for Daily Operations; however, the activation level will be elevated for planned events, incidents, disasters or other response operations as needed. Activation level details are outlined in the State Emergency Operations Plan.

DEMOBILIZATION OF THE SEOC

Emergency Support Functions will be demobilized from emergency response as objectives are accomplished and the need for their participation diminishes. During demobilization, it is the responsibility of the ESF primary agency to ensure all paperwork, such as equipment time records, personnel time records, accident reports and mechanical inspections have been completed, are accurate and are submitted to the appropriate SEOC personnel.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

ORGANIZATION

Emergency Support Function #7 (ESF-7) – Logistics works under the State Emergency Operations Center (SEOC) Manager. This position is staffed by the Indiana Department of Homeland Security (IDHS). In the event of an activation, local, state, federal agencies and private sector organizations will coordinate resources.

Each primary and supporting agency shall maintain internal Standard Operating Procedures (SOPs) and/or Standard Operating Guides (SOGs) or other documents that detail the logistical and administrative priorities deemed necessary to assist in overall state prevention, protection, mitigation, response and recovery operations.

Specific roles and responsibilities of primary and supporting agencies during an incident or event are described below.

ASSIGNMENT OF RESPONSIBILITIES

Primary Agency Responsibilities

- Designate and train personnel to serve as the ESF-7 representative in the SEOC.
- Coordinate logistics management and resource support to assist in critical functions and tasks before, during and after emergency events and disaster situations.
- Work with other state, local or municipal departments to determine the impact of the incident and resource gaps that may exist.
- Provide training for essential personnel who may be called upon to work in potentially impacted areas.
- Coordinate and implement emergency-related response and recovery functions, as required, under statutory authority.

Supporting Agency Responsibilities

- Identify new equipment, technologies or capabilities required to prepare for or respond to new or emerging threats and hazards.
- Provide information or intelligence regarding trends and challenges to logistics capabilities within the state of Indiana.

SEOC ESF-7 Responsibilities

Please see the primary agency responsibilities above and additional responsibilities below:

 Logistics Section Chief - Manage SEOC Logistics Section and other logistics personnel or facilities as assigned.

- Resource Branch Director Enter new mission requests into WebEOC with appropriate attachments and file documentation.
- Resource Unit Monitor and update the resource tracking spreadsheets, documents and inventories in collaboration with the planning and finance sections.
- Asset Tracking Monitor and update the Resource Catalog, Mission and Tasks Board, documents (bill of ladings, packing slips, invoices, etc.) and the asset tracking email.
- EMAC A-Team Draft, submit, monitor and update requests, offers and situation reports via the Emergency Management Assistance Compact Operations System.
- Support Branch Director Provide support such as supplies and maintenance to the SEOC and communicate with the logistics support facility unit leader and site managers as appropriate.
- Logistics Support Facility Unit Leader Ensure the resources located at the logistics support facility are mission capable and secure.
- All positions participate in briefings, as needed.
- Follow the ESF-7 SEOC Just-in-Time Training checklist when arriving at the SEOC.
- Manage the financial aspects of ESF-7 and provide a mechanism for financial tracking and management for all supporting response and recovery entities.

EMERGENCY SUPPORT FUNCTION GENERAL TASKS

The following tables are comprised of essential tasks that may need to be completed by Emergency Support Function #7 (ESF-7) in all phases of emergency management. These tasks have been created as a guide to follow for the primary and support agencies of ESF-7. They have been developed as a tool to address potential challenges and unique risks that may be faced during times of emergency and disaster in the state of Indiana. It will be the responsibility of ESF-7 to ensure the tasks outlined here are accurate and reflect their overall ability to manage, support and deploy resources.

Table 2. ESF-7 PREVENTION TASKS

ESF #7 – PREVENTION TASKS	
TASK#	TASK SUMMARY
1	Initiate a time-sensitive, flexible planning process that builds on existing plans and incorporates real-time logistics intelligence.
2	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.
3	Anticipate and identify emerging and/or imminent logistics threats through observation and situational awareness.
4	Make appropriate assumptions to inform decision makers and counterterrorism professionals actions to prevent imminent attacks on logistics in the homeland.
5	Continue to monitor changing trends in activity and aggressive behavior at the local, state and national level and adjust prevention tasking as it applies to logistics.
6	Establish and maintain partnership structures among protection elements to support networking, planning and coordination.
7	Present courses of action to decision makers to locate, interdict, deter, disrupt or prevent imminent attacks on the homeland and imminent follow-on attacks.
8	Share relevant, timely and actionable information and analysis with local authorities through a pre-established reporting system.
9	Identify possible logistics terrorism targets and vulnerabilities. Ensure the security of equipment, facilities and personnel through assessments of capabilities and vulnerabilities.
10	Implement, exercise and maintain plans to ensure continuity of operations.

Table 3. ESF-7 PROTECTION TASKS

ESF #7 – PROTECTION TASKS		
TASK#	TASK SUMMARY	
1	Develop, validate and maintain SOPs for both routine and emergency operations. Key operational concerns include but are not limited to: Identifying and assessing equipment, supplies and resources. Develop and contact database for key resources and equipment. Develop procedures for using staging areas. Alert and activation of personnel for work in the field or EOC. Emergency communications and reporting procedures.	
2	Develop and conduct training and education programs for ESF-7 personnel. Key program considerations include, but are not limited to: • Assessing facilities, equipment, supplies and other resources. • Work in the field during emergency operations. • Working in an EOC during emergency conditions. • WebEOC or other specialized computer applications. • Emergency communications and reporting procedures. • National Incident Management System / Incident Command. • Continuity of Operations. • Mapping, GIS and other computer applications. • Emergency transportation and evacuation planning.	
3	Develop and maintain a roster of primary and support agency contacts for ESF-7 to be used in emergency operations. Ensure critical information is captured.	
4	Develop and maintain a database or system to collect information on essential resources using NIMS resource typing standards.	
5	Develop lists of resource needs and work toward eliminating these shortfalls by securing funding, partnerships or taking other measures.	
6	Update mutual aid agreements, letters of understanding or contracts that may offer rapid deployment of resources or services.	
7	Train ESF-7 personnel on routine and emergency safety standards for both field operations and EOC support.	
8	Exercise alternate facilities, equipment and supplies for continuity of operations and essential resource support services statewide.	
9	Train ESF-7 personnel on legislation, policies and administrative rules that relate directly to resource support, this ESF and its ability to provide emergency assistance.	

Table 4. ESF-7 MITIGATION TASKS

ESF #7 – MITIGATION TASKS		
TASK#	TASK SUMMARY	
1	Identify resources within Indiana and potential shortfalls or gaps that may exist.	
2	Identify potential partnerships or funding sources to reduce or eliminate shortfalls or gaps for resource support issues and concerns.	
3	Establish partnerships with other federal, state, local and municipal entities that share resource support responsibilities.	
4	Identify gaps in and maintain mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of facility space, supply and equipment needs as they relate to short and long-term emergency resource support needs.	
5	Identify, establish and maintain routine and emergency safety standards for all resource support personnel that comply with federal and state requirements and policies.	
6	Identify alternate facilities, equipment and supplies for continuity of operations and essential resource support services statewide.	
7	Assist in developing legislation, policies and administrative rules that relate directly to providing resource support that would impact this ESF and its ability to provide emergency assistance.	
8	Identify areas that have been or are currently prone to significant and specific hazards and determine the impact on resource support functions.	
9	Identify training gaps and needs relating to resource support during emergencies or disasters.	
10	Work with ESF-15 (External Affairs) to develop and maintain public outreach programs aimed at eliminating or reducing the risks associated with emergency resource support issues.	

Table 5. ESF-7 RESPONSE TASKS

ESF #7 – RESPONSE TASKS			
TASK#	TASK # TASK SUMMARY		
1	 Activate SOPs or guidelines for emergency operations that consider: The assessment, staging, use, status and sustainability of facilities, equipment, supplies and other resources. The alerting, notifying and activating personnel for work in the field or within the SEOC. Emergency communications and reporting procedures. 		

2	Activate ESF-7 personnel for such mission essential tasks as: Contract services of facilities, equipment, supplies and other resources. Implement emergency purchasing procedures. Provide guidance on state resource acquisition rules and regulations. Responding to the field for emergency operations. Working in an EOC during emergency conditions. Supporting local, district or statewide Incident Command structures. Activating continuity of operations plans. Developing and distributing maps and other pertinent resource support information. Supporting the emergency resource needs of state and local agencies and departments.	
3	Evaluate the ability to communicate with ESF-7 personnel and implement alternate communications if primary systems are down.	
4	Work with state-owned facilities that may be in an area impacted by a disaster to support the safe movement of personnel and equipment from those locations. Such facilities may include state offices, state parks/recreation areas, state hospitals or correctional facilities.	
5	Work with ESF counterparts, as needed, to coordinate procuring goods and services that support resource needs for an effective response.	
6	Coordinate with ESF-13 (Public Safety and Security) to provide security in staging and storage areas.	
7	Work with ESF counterparts at the local, state, regional and national levels, as well as NGOs and private businesses/industry, as needed.	
8	Post situation reports and critical information in WebEOC during activations.	

Table 6. ESF-7 RECOVERY TASKS

ESF #7 – RECOVERY TASKS		
TASK#	TASK SUMMARY	
1	Work to aggressively eliminate shortfalls or resource gaps that were identified in response to an emergency or disaster.	
2	Establish partnerships and identify funding sources to address shortfalls or gaps for resource support issues and concerns.	
3	Maintain open and ongoing communication with other federal, state, local and municipal entities in impacted areas and assist in their overall efforts for resource acquisition and management in recovery operations.	
4	Assess mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may have been utilized during the response and determine if those agreements need to be updated or revised.	

5	Assess current facilities, equipment, supplies and other resources related to short and long- term emergency support and update based upon the lessons learned from the most recent emergency response.
6	Assess the current level of training on emergency safety standards for personnel to determine the appropriate application and compliance with federal and state requirements and policies.
7	Assess the current usage and application of alternate resource support facilities, equipment and assets for essential resource support services statewide to determine if there are issues that need to be addressed for future response operations.

COMMUNITY LIFELINES

















Indiana has adopted the Federal Emergency Management Agency's (FEMA) eight (8) community lifelines into prevention, protection, mitigation, response and recovery activities. Lifelines are services that enable the continuous operation of critical government and business functions and are essential to human health and safety or economic security. All community lifelines correspond with this Emergency Support Function (ESF) Annex:

Table 7. COMMUNITY LIFELINES AND SUBCOMPONENTS

COMMUNITY LIFELINE COMPONENTS AND SUB-COMPONENTS

Multiple components establish the parameters of and key assessment elements for each of the lifelines; component-level analysis is required to determine if each lifeline is stable

FOOD, HYDRA	TION, SHELTER	HEALTH AND MEDICAL			
FoodDrinking WaterShelterAgriculture		 Medical Care Public Health Patient Movement Fatality Management Medical Supply Chain 			
COMMUN	ICATIONS	TRANSPORTATION			
 Infrastructure Responder Communications Alerts, Warnings, Messages Financial Services 911 & Dispatch 		 Highway / Roadway Motor Vehicle Mass Transit Railway Aviation Maritime 			
AL		WATER SYSTEMS			
	Potable WateWastewater N	er Infrastructure Management			
	 Food Drinking Wate Shelter Agriculture COMMUN Infrastructure Responder C Alerts, Warnin Financial Ser 911 & Dispate 	 Drinking Water Shelter Agriculture COMMUNICATIONS Infrastructure Responder Communications Alerts, Warnings, Messages Financial Services 911 & Dispatch AL Potable Water 			

LIFELINE AND ESF OBJECTIVES AND TASKS TIMELINE

Table 8. ESF-7 GENERAL TASKS

OBJECTIVE	SUPPORT NEEDED FROM	MISSION-ESSENTIAL TASKS						
0 – 24 HOURS								
To maintain the common operating picture (COP) and contribute to the incident action plan (IAP).		Provide situational information to the SEOC. Deploy ESF-7 representative to the SEOC and receive briefing.						
		IDHS: Control and coordinate use of all state-owned resources as well as private-sector resources purchased or donated.						
To account for all resources received and distributed.		IDOA, in coordination with IDHS: Coordinate purchasing, or agreements to purchase or accept donations of, resources from the private sector.						
		IDHS: Through established EMAC procedures, identify, request and coordinate using all resources provided through EMAC.						
To assess damage to state-owned facilities.		IDOA: Assess damage to all state-owned facilities and report through the liaison in the SEOC.						
	All ESFs	Establish priorities with an emphasis upon the logistical support necessary to address critical requirements for life safety and sustaining life. Ongoing coordination with all ESFs is necessary.						
To fulfill requests for logistical support.		Ask ESF-5 for a strategic plan for logistics and resource deployment. This plan will: Identify forward mobilization sites outside of the primary affected area. Designate safe routes into the area. Designate local staging areas for the receipt of state resources. Identify functional airports, with runway lengths.						
		Request additional resources through EMAC or the federal government, as necessary.						
To open a facility for RSOI allowing EMAC teams to enter the state within 24 hours.		Staff and supply RSOI sites and responder base camps as per the <i>Indiana Logistics Plan</i> .						
To calculate and request long-term staffing needs in the first 12 hours.		Based on the scope of the incident, begin initial scheduling and determine the need for additional resources.						
To begin disaster activities, such as tracking deployments and processing requests for assets, within 12 hours.		Review incident action plan (IAP) and common operating picture (COP) to make initial determinations of deployments and assets required.						

OBJECTIVE	SUPPORT NEEDED FROM	MISSION-ESSENTIAL TASKS					
24 – 72 HOURS							
		Provide situational information to the SEOC.					
To continue maintaining the COP and contributing to the IAP.		Communicate the status and existing capabilities of all ESF-7 agencies to prioritize needs.					
J		Participate in developing the IAP to determine needs and priorities for logistical support.					
To account for all resources received and distributed.		(continue tasks from 0 – 24 hours).					
		As requested, identify, obtain and deploy contractors.					
To fulfill requests for logistical support.		Deploy resources to forward mobilization sites along designated safe routes.					
To fulfill requests for logistical support.		Request additional resources through EMAC or the federal government, as necessary.					
		Obtain secondary support from volunteer programs.					
To have contracts signed and supplies en route within 24 hours.		Initiate and obtain approval from the Finance Section Chief for contracts for resources.					
To establish staging areas that are prepared to		Coordinate with local EMAs to determine suitable sites for staging areas.					
receive resources within 30 hours.		Establish staging areas as per the <i>Indiana Logistics Plan</i> .					
BEYOND 72 HOURS							
		Provide situational information to the SEOC.					
To continue maintaining the COP and contributing to the IAP.		Continue prioritizing needs and begin to assess priorities for recovery phases.					
		Participate in developing the IAP, based on needs and priorities.					
To account for all resources received and distributed.		(continue tasks from 24-72 hours).					
		As requested, identify, obtain and deploy contractors.					
To fulfill requests for logistical support.	ESF-5	Continue to deploy and relocate resources, based on priorities.					
		Request additional resources through EMAC or the federal government, as necessary.					
To continue managing the supply chain.		Inventory is performed at set intervals.					

APPENDIX A – REFERENCES, RELATED PLANS AND PROCEDURES

REFERENCES

• FEMA's ESF #7 – Logistics Annex, 2016

RELATED PLANS

- State of Indiana Emergency Operations Plan (EOP), March 2025
- Indiana State Logistics Base Plan, 2020

STANDARD OPERATING PROCEDURES AND GUIDES

• SEOC Just-in-Time Training Checklist- ESF #7

APPENDIX B - ACRONYMS

ACRONYM	FULL DESCRIPTION
ARC	American Red Cross
СОР	Common Operating Picture
EMA	Emergency Management Agency
EMAC	Emergency Management Assistance Compact
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
IAP	Incident Action Plan
IDHS	Indiana Department of Homeland Security
IDOA	Indiana Department of Administration
IDOC	Indiana Department of Correction
INDOT	Indiana Department of Transportation
INNG	Indiana National Guard
ISP	Indiana State Police
NEMA	National Emergency Management Association
NPG	National Preparedness Goal
RSOI	Reception, Staging, Onward Movement and Integration
SEOC	State Emergency Operations Center
SOG	Standard Operating Guide
SOP	Standard Operating Procedure
VOAD	Voluntary Organization Active in Disasters