

**GOVERNMENT OF THE VIRGIN ISLANDS
DEPARTMENT
OF
PROPERTY AND PROCUREMENT**



**DISASTER/EMERGENCY OPERATIONS PLAN
2016**



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PREFACE

The Department of Property and Procurement plays an integral role during a declared emergency or disaster. In the event of a declared emergency or disaster, the Department of Property and Procurement is responsible for the Emergency Service Function (ESF #1), Transportation and Emergency Service Function (ESF #7) Resource Management.

The purpose of Transportation is to coordinate and provide instantaneous access to the government's vehicular fleet in cases of emergency or any declared disaster and to provide fuel prior to and after a declared emergency. Resource Management is responsible for providing for and storing resources necessary to aid various department and agencies in the event of a disaster. Through preparedness and practice the Department will honor its pledge and mission to:

- Implement Emergency Support Function (ESF) No. 1 Transportation Annex.
- Implement Emergency Support Function (ESF) No. 7 Resource Support Annex.

The Commissioner of Property and Procurement has the authority to mobilize the Department's personnel and equipment as necessary. The Commissioner will direct, supervise and coordinate the Department's activities with VITEMA.

EMERGENCY MANAGEMENT COUNCIL (EMC)
DEPARTMENT OF PROPERTY & PROCUREMENT

NO.	NAME	PHONE NO.
1	Randolph N. Bennett, Commissioner	(340) 773-1561
2	Timothy L. Lake, Asst. Commissioner	(340) 774-0828

Commissioner Randolph Bennett will be at Government House with Governor Kenneth Mapp and the other cabinet members.

EMERGENCY SERVICE COORDINATOR (ESC)
DEPARTMENT OF PROPERTY & PROCUREMENT
ST. THOMAS

NO.	NAME	PHONE NO.
1	Eldine Sterling, ESF #1 Coordinator	(340) 774-0388
2	Latisha Blyden, ESF #7 Coordinator	(340) 774-0828
3	Vincent Richards, ESF #7 Coordinator	(340) 774-0828

An Emergency Service Coordinator will be stationed at the Emergency Operations Center (EOC).

The Deputy Commissioner of Transportation will be stationed at the Central Motor Pool. He will coordinate the transportation activities for the Central Motor Pool staff that will report to work from 8:00 a.m. to 5:00 p.m. provided the curfew is not in effect.

Curfew passes will be provided to all Emergency Service Coordinators

EMERGENCY SERVICE COORDINATORS (ESC)
DEPARTMENT OF PROPERTY & PROCUREMENT
ST. CROIX

NO.	NAME	PHONE NO.
1	Laverne Bailey, ESF #1 and ESF #7	(340) 773-1561
2	Lloyd Bough, Jr. ESF #7	(340) 773-1561

**EMERGENCY SUPPORT FUNCTIONS AND
DEPARTMENTAL RESPONSIBILITIES**

FUNCTIONS	COORDINATOR and RESPONSIBILITIES
ESF #1 –Transportation	Department of Property and Procurement <ul style="list-style-type: none"> • Transportation Support • Damage and Impact Assessment
ESF #2---Communications	VITEMA <ul style="list-style-type: none"> • Coordination with telecommunications and Information technology industries
ESF #3—Public Works & Engineering	Department of Public Works <ul style="list-style-type: none"> • Infrastructure protection and emergency repair • Infrastructure restoration • Engineering services and construction management • Emergency contracting support for life-saving and life-sustaining services
ESF #4—Firefighting	VI Fire Service <ul style="list-style-type: none"> • Coordination of local firefighting activities
ESF #5—Emergency Management	VITEMA <ul style="list-style-type: none"> • Coordination of incident management and response efforts • Issuance of mission assignments • Resource and human capital • Incident action planning • Financial management
ESF #6—Mass Care, Emergency Assistance, Housing, and Human Services	VI Department of Human Services <ul style="list-style-type: none"> • Mass Care • Emergency Assistance • Disaster Housing • Human Services
ESF #7-Logistics Management and Resource Support	Department of Property and Procurement <ul style="list-style-type: none"> • Resource support (facility space, office equipment and supplies, contracting services, etc.)
ESF #8—Public Health and Medical Services	VI Department of Health <ul style="list-style-type: none"> • Public Health • Medical • Mental Health Services • Mass Casualty and fatality management
ESF #9—Search and Rescue	VI Fire Service <ul style="list-style-type: none"> • Lifesaving assistance • Search and rescue operations
ESF #10—Oil and Hazardous Materials Response	Department of Planning and Natural Resources <ul style="list-style-type: none"> • Oil and hazardous materials (chemical, biological, etc.) response • Environmental short and long term cleanup
ESF #11—Agriculture and Natural Resources	VI Department of Agriculture <ul style="list-style-type: none"> • Nutrition assistance • Animal and plant disease and pest response • Food safety and security • Safety and well-being of household pets
ESF #12—Energy	VI Water and Power Authority <ul style="list-style-type: none"> • Energy infrastructure assessment, repair, and restoration • Energy industry utilities Coordination • Energy forecast

ESF #13—Public Safety and Security	VI Police Department <ul style="list-style-type: none"> • Facility and resource security • Security planning and technical resource assistance • Public safety and security support • Support to access, traffic, and crowd control
ESF #14—Long-term Community Recovery	VITEMA <ul style="list-style-type: none"> • Social and economic community impact assessment • Long-term community recovery assistance • Analysis and review of mitigation program implementation
ESF #15—External Affairs	Office of the Governor <ul style="list-style-type: none"> • Emergency public information and protective action guidance • Media and community relations • Legislative affairs

EMERGENCY SUPPORT FUNCTION #1
TRANSPORTATION

Primary Agency: The Department of Property and Procurement

ESF Coordinator: Deputy Commissioner of Transportation

Support Agencies:

- Department of Agriculture
- Department of Health
- Department of Human Services
- Department of Public Works/VITRAN
- Virgin Islands Energy Office
- Virgin Islands Police Department
- Virgin Islands Port Authority
- Virgin Islands Taxi Commission
- American Red Cross of the Virgin Islands
- Ferry Operators

I. INTRODUCTION

A. Purpose

The purpose of Territory Emergency Support Function (ESF) 1 is to provide for the coordination of transportation support to governmental departments, agencies, and voluntary organizations, in cases of an emergency or declared disaster. ESF #1 also participates in prevention, preparedness, response, recovery, and mitigation activities.

B. Scope

- Provide overall coordination of Territorial and private transportation assistance to the government.
- Provide for the provision of a transportation service where possible to nonmilitary Territorial agencies.
- Provide for the provision of Territorial requested transportation support to responding Territorial military and nonmilitary agencies, and national voluntary organizations.
- Implement the Territorial Emergency Transportation Plan, as required, with the authority of the Territorial Coordinating Officer (TCO) and the Commissioner of the Department of Property and Procurement.

- Conduct damage and impact assessments.
- Provide local and civil transportation support.

II. POLICIES

- A. Department of Property & Procurement will provide all Transportation needed to support this Annex.
- B. All support agencies will furnish needed vehicles and personnel to facilitate this function.

III. CONCEPT OF OPERATIONS

A. General

1. Under significant disaster conditions, the Division of Transportation is responsible for coordinating Territorial emergency transportation assistance to affected territorial departments and agencies. This will be accomplished locally through the Division of Transportation Coordinator, who is a Senior Territorial Division of Transportation Official assigned to coordinate any Territorial Division of Transportation response to a major disaster emergency. The ESF #1 coordinator is also responsible for coordinating transportation assistance for Territorial agencies with disaster mission assignments which lack sufficient transportation capabilities necessary to perform their emergency missions. All requests will be submitted to ESF #1 – Transportation for review and action by the Division of Transportation.
2. Within the context of the plan, all references to the Division of Transportation includes the Office of the Commissioner, Department of Property & Procurement and all of its departmental operating administrations. The responsibility for operationally implementing the provisions of this ESF is assigned to the Division of Transportation. Overall direction and control will be provided by the Department of Property & Procurement.
3. The ESF #1 will provide and/or establish communication with ESF #5 – Information and Planning, in order to report and receive damage information. To facilitate this information flow, the ESF #1 coordinator will establish liaison with that group and, where practical, provide liaison with communications capability compatible with the equipment used by the group. In the absence of liaison, the ESF #1 will receive information from the Territorial – level ESF #5, if communications between the two (2) groups are operating, or through the Territorial Coordinating Officer (TCO) if communications between the two (2) groups are not functioning. The initial concentration of the ESF #1 will be to provide transportation assistance to Territorial agencies requiring assistance to meet their disaster assignments. Territorial agencies having transportation capacity will notify ESF #1 – Transportation of the Department of Property & Procurement concerning type, number and availability. The Division of Transportation will accumulate Territorial transportation to those agencies. If available territorial

transportation capacity is insufficient to meet initial requirements, the Division of Transportation Coordinator will coordinate territorial agencies request for obtaining civil transportation capacity. Care will be taken to coordinate and obtain such civil transportation capacity as required, with the appropriate territorial departments and agency to avoid placing competing service demands upon the civil transportation leader.

B. Organization

1. Territorial-Level Response Support Structure

- Territorial-level policy direction, control and assistance will be provided by the Commissioner of Property & Procurement, the Territorial Emergency Service Functions Coordinators or their designee. The departmental representative assigned to the Territorial Emergency Service Function Coordinator.
- The Division of Transportation Territorial Emergency Service Function Coordinator, or his/her designee, will represent the department in deliberation of the Catastrophic Disaster Response Group (CDRG).
- The Division of Transportation Territorial Emergency Service Coordinator will exercise policy direction and control over the Territorial transportation community disaster response conducted by the department, to include each island's Emergency Service Coordinator.

2. Local-Level Response Support

- The ESF #1, Transportation, is responsible for the implementation and coordination of the local transportation assistance activity with other governmental departments and agencies through established reporting channels with each ESC's assigned jurisdiction.
- In the event that the coordinator is affected and is unable to function for whatever reason after a hurricane, earthquake, tsunami, or any other natural or man-made disaster, the responsibility will be assumed by the senior official within the transportation operations division, in accordance with the established line of succession procedures.

C. Notification

1. An alert activation for ESF #1 will be issued by the TCO. The Territorial Coordinating Center (TCC) will be activated when the Governor issues the emergency declaration. VITEMA upon confirmation that all territorial departments have been alerted will be responsible for notifying and activating the TCC.

2. The territorial ESF leader will notify the supporting agencies by any means necessary. If the Territorial ESF leader encounters difficulties in notifying the supporting agencies he/she will notify VITEMA of the difficulty and request assistance.
3. Upon Notification
 - a. All Territorial ESF support agency personnel will notify their agencies and await instructions.
 - b. All Territorial ESF support personnel will notify their parent agencies and report to their pre-designated ESF initial operational location.

D. Response Actions

1. Initial Actions

- a. Commissioner of Property & Procurement or Authorized Representative, within 2 hours after notification will:
 - i. Activate the Territorial and Local ESF as required, ensuring all Property & Procurement designated Managers and supporting staff are put on full alert.
 - ii. Appoint one or more ESF coordinators.
- b. The Federal ESF will provide logistical support to TCO agencies engaged in the disaster response as requirements are identified until Local ESF is operational.
- c. The Territorial Emergency Support Function (ESF) will coordinate the resource/logistics supporting the Territorial response.

2. Continuing Actions

From the time of the initial operations and throughout the immediate response period, this ESF #1 will provide transportation in accordance with its charged responsibilities.

IV. RESPONSIBILITIES

A. Primary Agency: Department of Property and Procurement

- Implement, as required, Division of Transportation emergency-related functions to include the prioritization and/or allocation of all or part of civil transportation capacity, air and marine traffic control, emergency highway funding for

Territorially-owned highways and highway on the Territorial-Aid system, hazardous material containment response, and damage assessment.

- Coordinate the provision of Territorial transportation capacity in support of Territorial agencies, volunteer agencies, and Territorial departments and agencies.
 - Coordinate with support agencies and assist as requested, in support of transportation responsibilities under ESF #9 Urban Search and Rescue.
 - Assist the Transportation Coordination Center with Transportation Services, upon their request, in support of their responsibility to provide and procure transportation for support agencies.
 - Provide Territorially-arranged transportation support, in coordination with the GSA:
 - b. Nonmilitary Territorial agencies, government departments, agencies, and volunteer agencies;
 - c. Virgin Island National Guard upon their request.
 - Assist Territorial departments and agencies in determining the most viable available transportation networks to, from and within the disaster area, and regulate the use of such networks as appropriate.
 - Identify supporting resource requirements, accumulate such requirements, and take such actions to affect their review and implementation by appropriate authority. Provide for the prioritization or allocation of available supporting resources as they are made available, if required.
 - Upon the identification of transportation capacity shortfalls, report such shortfalls and proposed actions to the TCO.
 - In coordination with the TCC implement and administer civil transportation control systems, if the disaster situation requires the implementation of such controls.
- B. Support Agencies: Departments of Agriculture, Department of Public Works, Department of Human Services, Department of Health, Virgin Islands Police Department, Virgin Island Energy Office, Virgin Island Port Authority, Virgin Islands Taxi Association, American Red Cross of the V.I. and the Ferry Operators.
- Make available Territorial transportation capacity not required by the agency to fulfill its emergency mission.
 - Make available civil transportation capacity under contract at the time of a disaster not required by the agency for its emergency mission.
 - Provide support to Division of Transportation in the emergency operation of inland waterways, ports, and harbors to include specifically dredging operations, as it

relates to the United States Army Corps of Engineers (USACE) (Department of Public Works).

- Assist the Division of Transportation, as required, in providing Territorially-arranged transportation support to Territorial agencies, volunteer agencies and local government entities.
- Administer Division of Transportation private transportation control systems (e.g., priorities and allocations) when so requested by the Commissioner of Property and Procurement.

PROPERTY & PROCURMENT VEHICLE LISTING**ST. THOMAS**

No.	Plate no.	Year	Make	Model	Description
1	P&P -12	2005	Chevy	Colorado	Truck
2	P&P-18	2008	Chevy	Colorado	Truck
3	P&P-21	2015	Chevy	Equinox	SUV
4	P&P-22	2008	Chevy	Colorado	Truck
5	P&P-52	2008	Chevy	Express	Van
6	P&P-53	2007	Chevy	Express	Van
7	P&P-54	2009	Chevy	Colorado	Cargo Van
8	P&P-56	2009	Chevy	Express	Van
9	P&P-60	2008	Chevy	Silverado	Truck
10	P&P-65	2009	GMC	Sierra	Dump Truck
11	DH-6	2007	Chevy	Trailblazer	SUV
12	DH-8	2005	Chevy	Trailblazer	SUV
13	DH-10	2007	Chevy	Trailblazer	SUV
14	DH-20	2005	Chevy	Trailblazer	SUV
15	OMB-1	2008	Chevy	Equinox	SUV
16	LGO-8	2012	Chevy	Captiva	SUV
17	LGO-9	2012	Chevy	Captiva	SUV
18	TAX-1	2006	Jeep	Wrangler	2-door
19	TAX-17	2006	Jeep	Wrangler	4-door
21	P&NR-74	2011	Chevy	Traverse	SUV
22	P&NR-106	2014	Chevy	Equinox	SUV

PROPERTY & PROCURMENT EMERGENCY VEHICLE LISTING

ST. JOHN

No.	Plate no.	Year	Make	Model	Description
1	BMV-6	2006	Chevrolet	Colorado	Extra Cab
2	DA-9	2007	Chevrolet	Colorado	Pick up
3	HS-153	2007	Chevrolet	Trailblazer	SUV
4	HS-157	2007	Chevrolet	Uplander	Mini Van
5	HS-188	2014	Chevrolet	Traverse	Van
6	HPR-32	2005	Chevrolet	Express	Van
7	HPR-34	2006	Chevrolet	Truck 4x4	Pick-up
8	HPR-45	2009	Chevrolet	Colorado	Extra Cab
9	GO-19	2009	Chevrolet	Colorado	Extra Cab
10	P&NR-14	2015	Chevrolet	Colorado	Extra Cab
11	DE-122	2013	Chevrolet	Express	Van

PROPERTY & PROCURMENT EMERGENCY VEHICLE LISTING

ST. CROIX

No.	Plate no.	Year	Make	Model	Description
1	BIT-9	2011	Chevrolet	Silverado	Truck
2	HS-206	2014	Chevrolet	Traverse	Suv
3	HS-210	2014	Chevrolet	Tahoe	Suv
4	HS-203	2014	Chevrolet	Equinox	Suv
5	HS-208	2014	Chevrolet	Express Van	Van
6	HS-32	2013	Chevrolet	Express Van	Van
7	HS-46	2009	Chevrolet	Express Van	Van
8	HS-193	2010	Chevrolet	Colorado	Truck
9	HS-85	2015	Chevrolet	Express Van	Van
10	HS-58	2009	Chevrolet	Silverado	Truck
11	HS-79	2015	Chevrolet	F-3500	Van
12	HS-184	2011	Chevrolet	Colorado	Truck
13	HS-20	2014	Chevrolet	Silverado	Truck
14	HS-211	2014	Chevrolet	Traverse	Suv
15	HS-205	2014	Chevrolet	Express Van	Van
16	HS-215	2014	Chevrolet	Express Van	Van
17	L&C-17	2010	Chevrolet	Colorado	Truck
18	L&C-18	2015	Chevrolet	3500	Truck
19	L&C-19	2005	GMC	Envoy	Suv
20	L&C-22	2014	Chevrolet	Equinox	Suv
21	L&C-24	2014	Chevrolet	Equinox	Suv
22	L&C-25	2014	Chevrolet	Equinox	Suv
23	L&C-28	2014	Chevrolet	Equinox	Suv
24	DE-123	2013	Chevrolet	Silverado	Suv
25	DE-108	2012	Chevrolet	Express	Suv
26	DE-127	2015	Chevrolet	Express	Suv
27	DE-129	2017	Chevrolet	Equinox	Suv
28	DP-5	2016	Chevrolet	Equinox	Suv
29	P&NR-56	2005	Crew cab	Chevrolet	Truck
30	P&NR -77	2015	Silverado	Chevrolet	Truck
31	P&NR -80	2015	Silverado	Chevrolet	Truck
32	P&NR -103	2014	Equinox	Chevrolet	Suv
33	P&NR -63	2010	Colorado	Chevy	Truck
34	P&NR -104	2014	Equinox	Chevrolet	Suv

35	P&NR -68	2015	Silverado	Chevrolet	Truck
36	VIT-15	2006	Chevy	Colorado	Truck
37	VIT-32	2016	Chevy	Colorado	Truck
38	WTJX-9	2010	Chevrolet	3500	Truck
39	DH-3	2017	Chevrolet	Equinox	Suv
40	DH-63	2017	Chevrolet	Equinox	Suv
41	DH-45	2017	Chevrolet	Equinox	Suv
42	DH-17	2017	Chevrolet	Trax	Suv
43	DH-43	2016	Chevrolet	Trax	Suv
44	DH-47	2016	Chevrolet	Colorado	Truck
45	PW-206	2015	Chevrolet	Equinox	Suv
46	PW-137	2015	Chevrolet	Equinox	Suv
47	PW-277	2015	Chevrolet	Equinox	Suv
48	PW-62	2015	Chevrolet	Silverado	Truck
49	PW-272	2015	Chevrolet	Equinox	Suv
50	PW-270	2015	Chevrolet	Equinox	Suv

EMERGENCY BUSINESS SUPPORT LISTING

ST. THOMAS/ST. JOHN

BUSINESS	CONTACT	PHONE NUMBER	CELL NUMBER
FERRIES			
Native Son	Jackie Wynter	(340) 774-8685	(340) 344-4142
Smith Ferry	Marjorie Smith	(340) 775-7292	(340) 690-0035
Transportation Service	Kenrick Augustus	(340) 776-6282	(340) 227-3352
Varlack Ventures	Delrise Varlack	(340)776-6412	(340) 513-1244
BARGES			
Boynes, Inc.	Cheryl Boynes Jackson	(340) 776-6294	(340) 513-3743
Love City Ferries	Llewelyn Sewer	(340) 779-4000	(340) 998-6241
PLANES			
Cape Air		(800) 352-0714	
Sea Borne Airlines		(787) 946-7800	(787) 946-8741
GASOLINE			
Tri Island Energy	John Feola	(340) 777-3875	(340) 643-4900
Race Track –STJ	Nedal Salem	(340) 777-6900	(340) 690-4130
Rodriguez Auto	Enrique Rodriguez	(340)775-1545	(787) 403-5375
Gottlieb Quick way	Mark Gottlieb	(340) 774-1092	(340) 690-1006
On The Run	Isael Burgos	(340) 777-3409	(787) 549-7038
BUS SERVICE			
School Bussing, Inc.	Horace Callwood	(340) 779-2021	(340) 690-1036
VITRAN		(340) 774-5678	
TRUCKING			
A-9 Trucking	Jimez Ashby	(340) 776-1132	(340) 998-9539
Bailey & Sons, Inc.	Steve Bailey Kevin Bailey	(340)775-6163	(340)690-5469 (340)513-3000
Bob Lynch Trucking	Beris Lynch	(340) 774-5872	(340)513-4176
Boynes Trucking	James Boynes	(340)775-3856	(340)690-4835
Challenger Trucking	Jason Challenger Owen Challenger	(340) 776-4076	(340) 277-1058 (340) 771-1335
Leslie’s Trucking	Berick Leslie	(340) 777-1670	(340) 513-4176 (340) 344-4363
United Bros Trucking	Ivor Jarvis	(340) 7746365	(340) 771-7203
GOVERNMENT			
Dept.Human Services		(340) 774-0930	
Dept. of Public Works		(340) 776-4844	
Taxi Cab Commission		(340) 776-3130	
VI Police Department		(340) 774-2211	
Dept. of Agriculture		(340) 774-5182	
Dept. of Health		(340) 774-9000	

PREVIOUS EMERGENCY BUSINESS SUPPORT LISTING

ST. CROIX

BUSINESS	CONTACT	PHONE NUMBER	CELL NUMBER
VESSELS			
Norma H	Ian Stevenson	(787) 723-4114	(787)565-4760
PLANES			
Cape Air		(800) 352-0714	
Sea Borne Airlines	Bernadette Este	(340) 777-1227	
GASOLINE			
One Love Gas Station	Donald Francis	(340) 718-2461	(340) 473-7049
Speedy Gas, Inc.	Safi Yusuf	(340) 778-5285	(340) 277-6166
BUS SERVICE			
School Busing, Inc.	Owen Hennemann	(340) 773-1095	
VITRAN	Margaret James Joseph	(340) 773-1290	(340) 514-5906
TRUCKING			
Bates Trucking	James Bates	(340) 778-5278	
Bates Water Delivery	James Bates	(340) 778-5278	
Dan's Trucking	Lloyd Daniel	(340) 778-1948	
Marco Trucking & Water Delivery	Shawn "Marco" Baptiste	(340) 778-1035	
GOVERNMENT			
Dept. of Human Services		(340) 692-5950	
Dept. of Public Works		(340) 773-2980	
Taxi Cab Commission		(340) 773-2211	
VI Police Department		(340) 778-2211	
Dept. of Agriculture		(340) 773-0991	
Dept. of Health		(340) 773-1311	

EMERGENCY SUPPORT FUNCTION #7

LOGISTICS MANAGEMENT AND RESOURCE SUPPORT

PRIMARY AGENCY: The Department of Property and Procurement

ESF Coordinators: Deputy Commissioner of Property
Deputy Commissioner of Procurement

SUPPORT AGENCIES:

- Department of Agriculture
- Department of Education
- Department of Finance
- Department of Health
- Department of Human Services
- Department of Labor
- Department of Public Works
- Division of Personnel
- Office of Management and Budget

I. INTRODUCTION

A. Purpose

The purpose of Territory Emergency Support Function (ESF 7) is to provide logistical/response support following a hurricane, earthquake, tsunami and other natural disaster, or other event, requiring the activation of the *Emergency Response Plan*.

B. Scope

- Provide logistical/resource support following a natural disaster or other event requiring the activation of the *Emergency Response Plan*.
- Coordinate/management of government resources, emergency relief supplies, space office equipment, office supplies, telecommunications, contracting, transportation coordination and personnel to support ESF #7.
- Carry out the logistical function, stocks of surplus supplies and to procure additional supplies in accordance with the V.I. Code and the Procurement Rules and Regulations.

II. POLICIES

- Department of Property & Procurement will provide all warehouse space needed to support this Annex, along with personnel.

- All support agencies will furnish needed equipment to facilitate this function. All supplies and additional equipment will be ordered through private vendors and the General Service Administration (GSA).
- All procurement will be done in accordance with the V.I. Code which governs all procurement activities.

III. CONCEPT OF OPERATIONS

A. General

This ESF # 7 will be managed through the Territorial Coordinating Officer (TCO). Territorial needs will derive through the Territorial Coordination Center (TCC). The Local resources will be taken from the existing resources from all supporting agencies.

B. Organization

1. Territorial-Level Response Support Structure

- The ESF # 7 will operate under the direction of the TCC.
- Territorial ESF will operate and be coordinated through the Department of Property & Procurement, 8201 Subbase St. Thomas, V.I. 00802 and 3724 Estate Richmond, St. Croix, V.I. 00820.
- Upon implementation of the Plan, the number of necessary personnel will be made available to the TCC.
- There will be liaison between the Territorial ESF and the ESC.

2. Property & Procurement's Response Support

- Property & Procurement's Emergency Service Coordinator under ESF #7 along with the Department's Director of Central Stores/designee will coordinate the day to day operation of Resource Management.
- ESC under ESF #7 will be assigned to the EOC to help with the Logistical Support.
- Local Logistical operation will be operated at Department of Property & Procurement with the ESC acting as liaison between the EOC and the Department.
- All ESC's supporting this ESF will have representatives on a Twelve (12) hour shifts during the emergency response period.

- A disaster affecting the whole Territory or an Island will identify a location for the consolidation point for all resource support requests. These location(s) will help enhance Emergency response efforts. These locations will be determined in conjunction with VITEMA and other support ESF groups during the planning process. There will be a liaison between ESF #7 representatives in each EOC per island.

C. Notification

1. An alert activation for ESF # 7 will be issued by the TCO. The TCC will be activated when the Governor issues the emergency declaration. The Logistic Branch Chief upon confirmation that all territorial departments have been alerted will be responsible for notifying and activating the TCC.
2. The territorial ESF leader will notify the supporting agencies by any means necessary. If the Territorial ESF leader encounters difficulties in notifying the supporting agencies he/she will notify VITEMA of the difficulty and request assistance.
3. Upon Notification
 - All Territorial ESF support agency personnel will notify their agencies and await instructions.
 - All Territorial ESF support personnel will notify their parent agencies and report to their pre-designated ESF initial operational location.

D. Response Actions

1. Initial Actions
 - a. Commissioner of Property & Procurement or Authorized Representative, within 2 hours after notification will:
 - i. Activate the Territorial and Local ESF as required, ensuring all Property & Procurement designated Managers and supporting staff are put on full alert.
 - ii. Appoint one or more ESF coordinators.
 - b. The Federal ESF will provide logistical support to TCO agencies engaged in the disaster response as requirements are identified until Local ESF is operational.
 - c. The Territorial Emergency Support Function (ESF) will coordinate the resource/logistics supporting the Territorial response.

2. Continuing Actions

From the time of the initial operations and throughout the immediate response period, this ESF #7 will provide logistical/resource support in accordance with its charged responsibilities. The following procedures will be used to provide logistical/resource support in accordance with its charged responsibilities. The following procedures will be used to provide, control, and account for goods and services.

- a. Upon notification of space requirements, the ESF will determine, through the Division of Property of the Department of Property & Procurement, the availability of suitable space own by V.I. Government.
- b. When space in Government owned properties are not available, the Territorial Coordinating Officer will be notified by the Logistics Branch Chief, which will then arrange with Property & Procurement, Division of Property to assist in locating suitable space elsewhere.
- c. Communications capability will be provided by the method and quantity deemed appropriate by the ESF #2 in conformance with the Territorial Plan for Telecommunications Support.
- d. This ESF #7, in coordination with ESF #1, will determine the number and types of transportation assets required to support the disaster response effort. The ESF will notify the director of transportation, with a memorandum to follow.
- e. Supplies shall be provided from the following sources:
 - i. Supplies owned by Territorial agencies that may be reassigned to the Territorial disaster operations;
 - ii. Supply vendors; and/or
 - iii. Other commercial sources.
- f. This ESF will determine the appropriateness of the types of vehicles and equipment provided to satisfy the identified requirement.
- g. All required office furniture and equipment will be provided from the V.I. Government inventories or commercial sources, to equip promptly all emergency facilities. The method of acquisition will be determined by Property & Procurement.
- h. Office supplies and other expendables will be provided from the Territorial Central Stores and Supply, and Commercial sources. If from commercial sources, Blanket

Purchasing Agreement (BPA) will be negotiated with commercial vendors in the local area whenever possible to expedite the purchase.

- i. Procurement support for the range of logistical requirement of the agencies participating in the disaster response effort will be provided using Department of Property & Procurement, Procurement Division for contractual requirements.
- j. This ESF #7 will make the necessary arrangement for “Rapid turn-around” printing, photographic reproduction, layouts, forms and formats and other printing needs.
- k. This ESF #7 will make available technical advisors in the areas of procurement, storage, and transportation as well as engineering advisory services in connection with damage surveys, appraisals, and building demolitions or repair, etc.
- l. This ESF will provide contract guard service to augment Territorial security activities.

IV. RESPONSIBILITIES

A. Primary Agency: Department of Property & Procurement

The Department of Property & Procurement Emergency Coordinator will be responsible for providing, directing and coordination logistical/resource operations.

3. Territorial response for logistical/resource support will be provided through this ESF #7. The Department of Property & Procurement Territorial ESF will be responsible for the following:
 - Locate, procure, and issue to other Territorial agencies resources for use in emergency operations as are necessary to support the Territorial emergency response or to promote public safety.
 - Coordinate and determine the availability of and provide consumable non-edible supplies stocked in distribution facilities and customer supply center when available.
 - Procure needed stocks from vendors or supplies when Property and Procurement items are not readily available.
 - Provide Property and Procurement services in coordination with the Division of Transportation, and in conformance with its responsibilities for the implementation of emergency related function outline under ESF 1-Transportation.
 - Provide procurement services of telecommunication equipment, in coordination with ESF # 2-Communications.

- Provide support to the Territorial authorized Territorial Emergency Coordinator for Property and Procurement.

B. Support Agencies

1. Department of Agriculture

- Provide assistance related to transportation procurement requirement at Territorial and Local levels.
- Provide assistance in the management and support of a Mobilization Center.

2. Department of Education

- Provide transportation services as outlined under ESF #1.
- Provide procurement services of materials and supplies to provide contractual services as needed.
- Provide staff to assist in the distribution of emergency commodities.

3. Department of Finance

- Facilitate the expedition financial process during an emergency to ensure vendors are paid in a timely manner for goods and services rendered.

4. Department of Health

- Assist in locating and obtaining alternate sources of medical personnel, health services, facilities and supplies, and the distribution of resources.

5. Department of Human Services

- Assist in the bulk distribution of these relief items based on the requirement to meet urgent needs of disaster victims for essential items.

6. Department of Labor

- Provide a list of available personnel/persons that can assist during a disaster.

7. Department of Public Works

- Oversee the transportation infrastructure, which support roads and access points that have to be cleared throughout the Territory. DPW could provide some transportation assistance, based on existing inventory assets used for the response operations.

8. Division of Personnel

- Provide a list of available personnel/persons who can assist during a disaster.

9. Office of Management and Budget

- Manage both response and recovery responsibilities. As the Emergency Support Function #14 lead agency, provide guidance to agencies for pre-position recovery contracts that are in place to expedite response and recovery in case of an emergency event; relative to response, manage short-term and long-term recovery activities. These contracts are agency specific for emergencies or major catastrophic disasters.

V. RESOURCES REQUIREMENTS

1. Specific requirements for each of the ESFs and the resources required to carry out their functions will be developed during the Territorial planning process, which estimates the resources demand.
2. Each supporting agency will provide the names of contact persons to effectively carry out logistical operations.
3. Additional resources needed by ESF #7 will be established in conjunction with the supporting agencies.

**PREVIOUS DESIGNATED SHELTERS
FOR THE HURRICANE SEASON**

St. Thomas

1. Bertha C. Boschulte, Jr. High School
2. Knud Hansen HS Complex
3. Nisky Moravian School
4. Blue Water Bible College
5. Joseph Sibilly Elementary School
6. James Monroe School
7. St. Ann's Church
8. Lockhart Elementary School
9. Frenchtown Community Center
10. Savan Community Center
11. Charlotte Amalie High School
12. Seventh Day Adventist School

St. John

1. Bethany Moravian Church
2. Julius Sprauve School (Main Campus)
3. Emmanus Moravian Church
4. Guy Benjamin (Feeding Site)
5. Clarice Thomas Annex
6. Gift Hill School (Lower Level)
7. St. John Methodist Church

St. Croix

1. Claude O. Markoe Elementary School
2. St. Croix Educational Complex
3. St. Croix Educational Complex-Vocational Tech & Career Center
4. Alexander Henderson Elementary School
5. St. Croix Central High School Gymnasium
6. Alfredo Alexander Elementary School
7. Richardo Richards Elementary School
8. Elena Christian Jr. High School
9. Canegata Ball Park Recreation Center
10. Juanita Gardine Elementary School

**PREVIOUS DISTRIBUTION POINTS
FOR THE HURRICAN SEASON**

St. Thomas

1. Dorothea Tot Lot
2. Anna's Retreat
3. Tutu High Rise Community Center
4. Bovoni Housing
5. Fortuna Multi-purpose center
6. Kirwan Terrace Elementary School
7. Frenchtown Community Center
8. Winston Raymo Recreation Facility
9. Oswald Harris Court

Water Islands

1. Multi-purpose Building
2. The Fort

St. John

1. Winston Wells Ball Park
2. Coral Bay Baseball Field

St. Croix

1. Fire Station
2. Divi Carina Parking Lot
3. Canegata Ballpark Recreation Center
4. The Way of the Cross Baptist Church
5. Golden Rock
6. Mall
7. Juanita Gardine School
8. LaValle School
9. Island Center
10. Peter's Rest SDA Church
11. Elena L. Christian Jr. High School
12. Cost U Less Parking Lot (South side)
13. Villa La Reine Shopping Center Parking Lot
14. Hope SDA Church
15. University of the Virgin Islands
16. Department of Agriculture
17. Grove Place Community Center
18. Civil Support Team
19. Sunshine Mall Parking Lot
20. Rotary West
21. Paul E. Joseph Stadium

Glossary of Abbreviations

BPA	Blanket Purchase Agreement
CDRG	Catastrophic Disaster Response Group
EMC	Emergency Management Council
ESC	Emergency Service Coordinator
GSA	General Services Administration
TCC	Territorial Coordination Center
TCO	Territorial Coordination Officer
USACE	United States Army Core of Engineers

MEMORANDUM

To: All Department/Agency Heads

From: Randolph M. Bennett, Commissioner

Subject: Emergency vehicles

Date: [CLICK TO SELECT DATE]

I am taking this opportunity to remind you that during a declared emergency, and also during the preparedness phase, the Department of Property and Procurement (“Department” or “DPP”) is responsible for the coordinated implementation of Emergency Service Function #1—Transportation.

As history has showed, preparedness is mandatory for efficient disaster relief. In preparation, the DPP is tasked with identifying governmental fleet vehicles to be utilized in the event of a declared disaster. The vehicles identified on the attached list has been identified as such. Accordingly, DPP must have instantaneous access to the government’s vehicle fleet when necessary.

As always, we need your compliance and cooperation in place before the occurrence of any situation. Alternative retrieval actions, previously sanctioned by Governor Mapp, will be taken if necessary.

Enclosure

MEMORANDUM

To: All Department/Agency Heads
From: Randolph M. Bennett, Commissioner
Subject: Securing Government Property
Date: [CLICK TO SELECT DATE]
Cc:

In the event of a declared emergency, you are hereby reminded that all government property, real and personal, must be secured and an overall property assessment conducted for insurance purposes prior to [Insert Date]. We strongly recommend documenting your inventory with video and/or still pictures.

The Department of Property and Procurement remains available to provide guidance and assistance as necessary. Please feel free to contact us should you have any questions.

Thank you for your cooperation.

MEMORANDUM

To: All Division Heads and Managers
From: Randolph M. Bennett, Commissioner
Subject: Essential Employees – District of _____
Date: [CLICK TO SELECT DATE]
Cc:

Attached is the Department's list of employees whose job duties and responsibilities categorize them as Essential Employees in the District of _____.

In the event of a declared emergency or other activity for which the Governor declares that Essential Employees are to report to work, the names listed represent those who shall report on [St. Croix/St. Thomas].

Please make sure that those deemed essential under your supervision are aware of their designation, what is expected of them, and that they understand the importance of their complying at all times.

Thank you for your cooperation.

Enclosure

MEMORANDUM

To: All Division Heads and Managers
From: Randolph M. Bennett, Commissioner
Subject: Essential Employees – District of _____
Date: [CLICK TO SELECT DATE]
Cc:

You have been designated as an Essential Employee of the Virgin Islands Department of Property and Procurement. Accordingly, during a declared emergency, you will adhere to my directives, and report to duty when instructed to do so.

Due to the position you presently occupy, your services are required during an emergency. Therefore, you play a very important role in this Department and the entire Virgin Islands community. I trust that you will accept this designation with willingness pride, and respect.

Please provide [Insert Executive Secretary Name] with updated contact numbers in the event that I need to reach you.

Thank you for your cooperation.

Enclosure

ANNEX AGREEMENT

This agreement is made between the Department of Property and Procurement, Division of Transportation – Central Motor Pool and the Department of Public Works.

As one of the primary departments during emergencies and disasters, the Department of Property and Procurement, Division of Transportation – Central Motor Pool is primarily responsible for transportation.

Because the function of transportation is of vital importance during the Preparation for, response to and recovery from emergencies and disasters, **the Department of Property and Procurement, Division of Transportation – Central Motor Pool** shall be responsible for the coordination efforts and activities of all its support organizations/agencies with responsibilities to their division to this annex.

As support groups to the **Department of Property and Procurement, Division of Transportation – Central Motor Pool**, the **Department of Public Works** will coordinate the need for additional help, such as drivers, mechanics, etc.

Designated Representative
Department of Public Works

ESC Coordinator
Property & Procurement

Date: _____

Date: _____

ANNEX AGREEMENT

This agreement is between the **Department of Property and Procurement, Division of Transportation – Central Motor Pool** and the **Department of Human Services**.

As one of the primary departments during emergencies and disasters, the **Department of Property and Procurement, Division of Transportation – Central Motor Pool** is primarily responsible for transportation.

Because the function of transportation is of vital importance during the preparation for, response to and recovery from emergencies and disasters, **the Department of Property and Procurement, Division of Transportation – Central Motor Pool** shall be responsible for the coordination efforts and activities of all its support organizations/agencies to this annex.

As such, through the coordination by the Virgin Islands Territorial Emergency Management Agency (VITEMA), **the Department of Property and Procurement, Division of Transportation – Central Motor Pool**, **the Department of Human Services** shall be responsible to exercise and evaluate the annexes of all organizations/agencies with responsibilities to their division to this annex.

As support groups to **the Department of Property and Procurement, Division of Transportation – Central Motor Pool**, **the Department of Human Services** will coordinate all Department of Human Services vans and buses with drivers to be dispatched to the Virgin Islands Police Department Headquarters. The Virgin Islands Police Department will have the task as per VITEMA plan to be facilitated in the case of an evacuation. (Specifically for the evacuation of elderly, disabled and person with special needs.)

Designated Representative
Department of Human Service

ESC Coordinator
Property & Procurement

Date: _____

Date: _____

ANNEX AGREEMENT

This Agreement is between the **Department of Property and Procurement, Division of Transportation – Central Motor Pool**, the **VITRAN/Department of Public Works**.

As one of the primary departments during emergencies and disasters, This Agreement is between the **Department of Property and Procurement, Division of Transportation – Central Motor Pool** is primarily responsible for transportation.

Because the function of transportation is of vital importance during the preparation for, response to and recovery from emergencies and disasters, **the Department of Property and Procurement, Division of Transportation – Central Motor Pool** shall be responsible for the coordination efforts and activities of all its support organizations/agencies to this annex.

As such, through the coordination by the Virgin Islands Territorial Emergency Management Agency (VITEMA), **the Department of Property and Procurement, Division of Transportation – Central Motor Pool**, the **VITRAN/Department of Public Works** shall be responsible to exercise and evaluate the annexes of all organizations/agencies with responsibilities to their division to this annex.

As support groups to **the Department of Property and Procurement, Division of Transportation – Central Motor Pool**, the **VITRAN/Department of Public Works** will coordinate all Department of Human Services vans and buses with drivers to be dispatched to the Virgin Islands Police Department Headquarters. The Virgin Islands Police Department will have the task as per St. Croix VITEMA plan to be facilitated in the case of an evacuation.

Designated Representative
VITRAN/Department of Public Works

ESC Coordinator
Property & Procurement

Date: _____

Date: _____

ANNEX AGREEMENT

This Agreement is between the **Department of Property and Procurement, Division of Transportation – Central Motor Pool**, the **V.I. Port Authority**.

As one of the primary departments during emergencies and disasters, This Agreement is between the **Department of Property and Procurement, Division of Transportation – Central Motor Pool** is primarily responsible for transportation.

Because the function of transportation is of vital importance during the preparation for, response to and recovery from emergencies and disasters, **the Department of Property and Procurement, Division of Transportation – Central Motor Pool** shall be responsible for the coordination efforts and activities of all its support organizations/agencies to this annex.

As such, through the coordination by the Virgin Islands Territorial Emergency Management Agency (VITEMA), **the Department of Property and Procurement, Division of Transportation – Central Motor Pool**, the **V.I. Port Authority** shall be responsible to exercise and evaluate the annexes of all organizations/agencies with responsibilities to their division to this annex.

As support groups to **the Department of Property and Procurement, Division of Transportation – Central Motor Pool**, the **V.I. Port Authority** will coordinate the importation of goods, supplies, materials, equipment, etc.

Designated Representative
V.I. Port Authority

ESC Coordinator
Property & Procurement

Date: _____

Date: _____

ANNEX AGREEMENT

This Agreement is between the **Department of Property and Procurement, Division of Transportation – Central Motor Pool**, the **V.I. Taxi Association**.

As one of the primary departments during emergencies and disasters, This Agreement is between the **Department of Property and Procurement, Division of Transportation – Central Motor Pool** is primarily responsible for transportation.

Because the function of transportation is of vital importance during the preparation for, response to and recovery from emergencies and disasters, **the Department of Property and Procurement, Division of Transportation – Central Motor Pool** shall be responsible for the coordination efforts and activities of all its support organizations/agencies to this annex.

As such, through the coordination by the Virgin Islands Territorial Emergency Management Agency (VITEMA), **the Department of Property and Procurement, Division of Transportation – Central Motor Pool**, the **V.I. Taxi Association** shall be responsible to exercise and evaluate the annexes of all organizations/agencies with responsibilities to their division to this annex.

As support groups to **the Department of Property and Procurement, Division of Transportation – Central Motor Pool**, the **V.I. Port Authority** will coordinate the transporting of residents and hotel guests in compliance with the Standard Operation Procedures of VITEMA.

Designated Representative
V.I. Taxi Association

ESC Coordinator
Property & Procurement

Date: _____

Date: _____

ANNEX AGREEMENT

This Agreement is between the **Department of Property and Procurement, Division of Transportation – Central Motor Pool**, the **American Red Cross**.

As one of the primary departments during emergencies and disasters, This Agreement is between the **Department of Property and Procurement, Division of Transportation – Central Motor Pool** is primarily responsible for transportation.

Because the function of transportation is of vital importance during the preparation for, response to and recovery from emergencies and disasters, **the Department of Property and Procurement, Division of Transportation – Central Motor Pool** shall be responsible for the coordination efforts and activities of all its support organizations/agencies to this annex.

As such, through the coordination by the Virgin Islands Territorial Emergency Management Agency (VITEMA), **the Department of Property and Procurement, Division of Transportation – Central Motor Pool**, the **American Red Cross** shall be responsible to exercise and evaluate the annexes of all organizations/agencies with responsibilities to their division to this annex.

NOTE: The Department of Property & Procurement, Transportation Division does not have the resources such as drivers to transport food stock, equipment or supplies. Alternate plans will have to be arranged. This is due to the lack of personnel and budgetary constraints.

Designated Representative
American Red Cross

ESC Coordinator
Property & Procurement

Date: _____

Date: _____

ANNEX AGREEMENT

This Agreement is between the **Department of Property and Procurement, Division of Transportation – Central Motor Pool**, the **V.I. Police Department**.

As one of the primary departments during emergencies and disasters, This Agreement is between the **Department of Property and Procurement, Division of Transportation – Central Motor Pool** is primarily responsible for transportation.

Because the function of transportation is of vital importance during the preparation for, response to and recovery from emergencies and disasters, **the Department of Property and Procurement, Division of Transportation – Central Motor Pool** shall be responsible for the coordination efforts and activities of all its support organizations/agencies to this annex.

As such, through the coordination by the Virgin Islands Territorial Emergency Management Agency (VITEMA), **the Department of Property and Procurement, Division of Transportation – Central Motor Pool**, the **V.I. Police Department** shall be responsible to exercise and evaluate the annexes of all organizations/agencies with responsibilities to their division to this annex.

As support groups to **the Department of Property and Procurement, Division of Transportation – Central Motor Pool**, the **V.I. Police Department** will be the enforcement agency to have all emergency vehicles turned into the designated sites.

The Virgin Islands Police Department will have the task as per VITEMA plan to be facilitated in the case on an evacuation.

Designated Representative
V.I. Police Department

ESC Coordinator
Property & Procurement

Date: _____

Date: _____