

SAMPLE RESOURCE MANAGEMENT ANNEX

JEFFERSON COUNTY CEMP
Annex 7
Resource Management

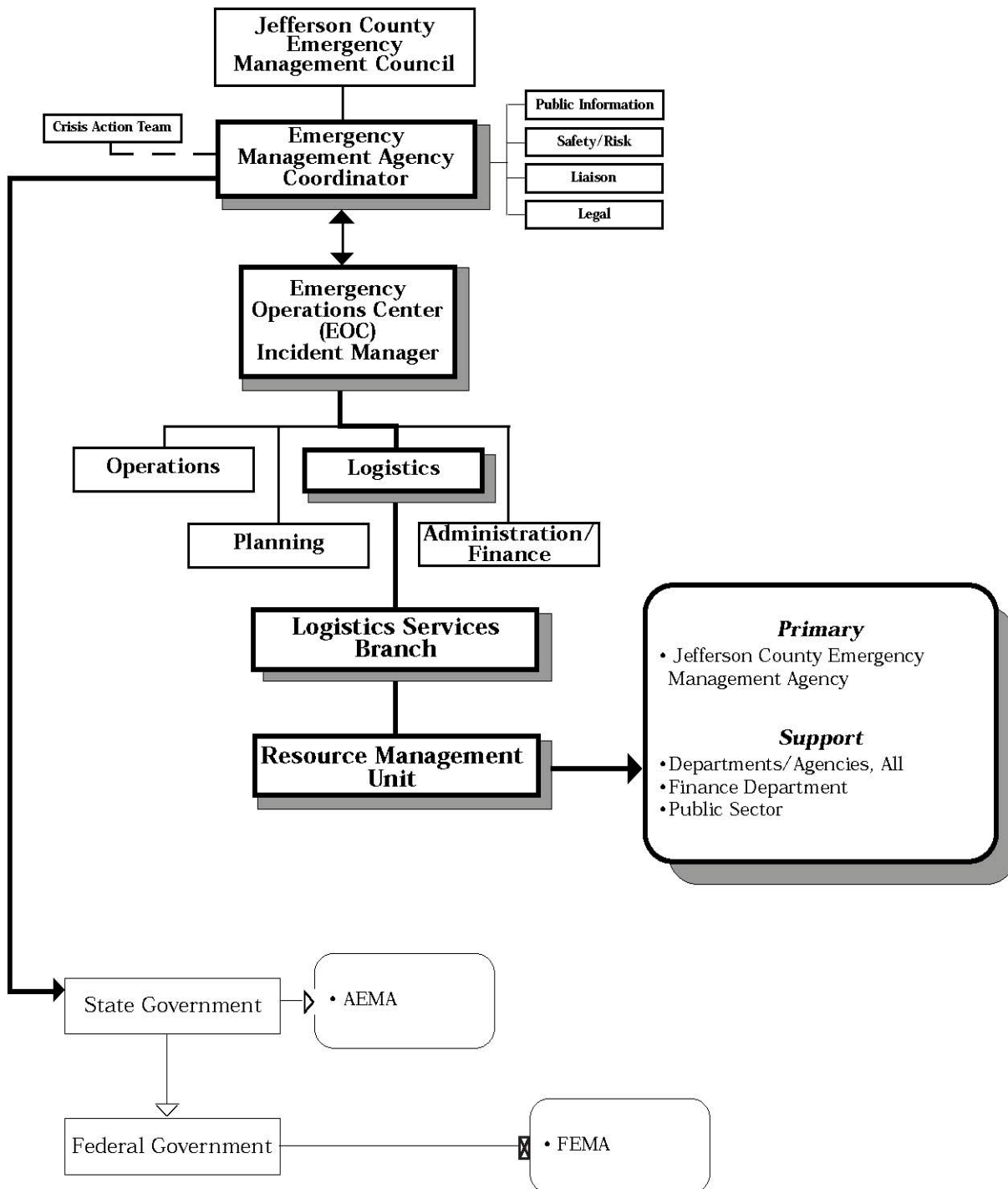
Preface

When disaster threatens or strikes, a community must marshal its resources since prompt and effective response and recovery efforts may require more personnel, equipment, and supplies than the local government possesses. Local officials may find it necessary to use their government's personnel and equipment in extraordinary ways, to call upon private citizens and organizations for assistance, and even to request help from neighboring jurisdictions and state and federal agencies to aid in the community's emergency operations. Therefore, planning for coordinating such resources, including the development of procedures to inventory available community resources, must be an integral part of a community's comprehensive emergency management plan development process.

Primary

Jefferson County Emergency Management Agency

Annex 7: Resource Management



This diagram illustrates the concept of operations for this function, particularly how departments/agencies/organizations are to be coordinated. The diagram assumes a full EOC activation. The EOC position(s) responsible for the coordination of this function is indicated. Likely primary and support resource providers are listed.

*Jefferson County, Alabama
Comprehensive Emergency Management Plan*

**ANNEX 7
RESOURCE MANAGEMENT**

I. PURPOSE.

To provide for the effective utilization, prioritization, and conservation of available local resources (equipment and supplies) during emergencies or disasters. The coordination and use of human resources is discussed in Annex 8.

II. POLICY.

It is the policy of the Jefferson County Emergency Management Council that:

- A. Resources will be inventoried, prioritized and utilized in the most efficient manner possible, and be applied to functions and areas of greatest need.
- B. Disaster victims will take precedence in the allocation of resources.
- C. After all available local resources have been utilized, additional resources will be requested from state and federal government agencies when necessary to save lives and protect property.
- D. The Emergency Council, in extraordinary circumstances, may convene advisory groups of public and private sector representatives to coordinate and manage the emergency use of community resources.
- E. The Emergency Council may invoke temporary controls on local resources and establish priorities when a local State of Emergency is proclaimed. These may include, but not be limited to, fuel, food, shelter and other resources necessary for human needs. The EOC will coordinate dissemination of information concerning any emergency measures, and voluntary controls or rationing.
- F. This annex may be utilized singularly, or in conjunction with a Crisis Action Team (CAT) or full Emergency Operations Center (EOC) activation.

III. DEPARTMENTS/AGENCIES/ORGANIZATIONS INVOLVED AND THEIR RESPONSIBILITIES.

In the fullest context, these responsibilities assume a full Emergency Operations Center (EOC) activation. In the interest of time and efficiency, the departments / agencies / organizations involved with this function may or may not be utilized in smaller Crisis Action Team (CAT) situations. Note: During a CAT situation, the Jefferson County EMA and / or other CAT members, in the interest of saving lives and property, will liaison direct to the agencies with resources and capabilities. As the situation grows larger and more complex, your agency may be called upon to perform some or all its stated responsibilities.

A. Local Government.

Local governments are encouraged to develop their own procedures to guide their initial response to emergency events occurring within their jurisdiction. They should consider the following responsibilities in their emergency planning efforts. Responsibilities that a local government cannot fulfill can be deferred to the Jefferson County CEMP.

- Jefferson County EMA is the lead agency responsible for organization and mobilization of this function during emergencies. Each local government should identify a point of contact for implementation.
- Designate a resource coordinator.
- Develop procedures for inventory, storage, maintenance, and replacement of administrative and logistical support items.
- List available public and private community resources.
- Describe sources and methods for obtaining and using facilities, equipment, supplies, services, and other resources to support emergency response.

B. Jefferson County Emergency Organization.

If local government capabilities are exceeded, support may be available upon request through the Jefferson County EMA from the following departments/agencies/organizations that comprise the emergency organization for this function:

Primary:

1. Jefferson County Emergency Management Agency.
 - Coordinate and use all available resources during an emergency or disaster.
 - Prepare and maintain lists of emergency resources and key points of contact.
 - Coordinate resources with other agencies and volunteers in order to maintain adequate resources.
 - Develop mutual aid agreements.
 - Assess impact of the emergency on the available resources and identifiable needs.
 - Keep records of services and resources rendered during an emergency.

Support:

2. Departments/Agencies, All.
 - Develop and maintain appropriate resource lists for inclusion in department procedures.
 - Provide supplies, equipment, and personnel as requested.
3. Finance Department.
 - Process emergency purchases/procurement.
4. Public Sector.
 - Provide supplies and equipment as requested.

C. State Responsibilities.

1. If local capabilities are exceeded, and a local emergency has been declared, state government agencies can augment assistance to local government to meet the emergency needs of victims during declared emergencies/disasters. Requests for state assistance are processed through the Jefferson County EMA.
2. The Alabama Emergency Management Agency (AEMA) receives and coordinates requests for state assistance. The Governor may declare a “state of emergency” to authorize use of state resources. Additionally, AEMA will:
 - Coordinate the use of state resources.

D. Federal Responsibilities.

1. Federal government agencies can provide supplemental assistance to local and state government to meet the emergency needs of victims during declared emergencies/disasters. Requests for federal assistance are processed through Alabama Emergency Management Agency (AEMA).
2. The Federal Emergency Management Agency (FEMA) receives and coordinates requests for federal assistance. The President may declare an “emergency” or “disaster” to authorize use of federal resources.

IV. CONCEPT OF OPERATIONS.

A. General.

1. When disaster threatens or strikes, a community must marshal its resources since prompt and effective response and recovery efforts may require more personnel, equipment, and supplies than the local government possesses. Local officials may find it necessary to use their government’s personnel and equipment in extraordinary ways, to call upon private citizens and organizations for assistance, and even to request help from neighboring jurisdictions and state and federal agencies to aid in the community’s emergency operations. Therefore, planning for coordinating such resources, including the development of procedures to inventory available community resources, must be an integral part of a community’s Comprehensive Emergency Management Plan (CEMP) development process.

B. Role of Local Government.

1. Local government should commit all locally available resources as necessary to protect the lives and property of its citizens. After local and county resources have been expended or committed, assistance will be sought from the state EOC through the Jefferson County EOC.
2. Local government should maintain a list of local resources available for emergency use. The list should indicate the quantity, location, and contact person.
3. Local government will maintain records of all resources expended in an emergency or disaster, such as personnel, equipment, and materials.

C. Role of Jefferson County EMA.

1. The Jefferson County EMA is responsible for the overall coordination of emergency resources. The major responsibility is to identify available sources from which needed resources can be obtained during an emergency situation. Major duties include:
 - Identify and maintain current resource inventories.
 - Establish inventory, control, and delivery systems.
 - Develop agreements with resource providers as necessary.
 - Identify staging area locations and resources needed.
 - Procure and allocate essential resources to support emergency operations.
2. Resource management includes:
 - Distribution of food and other essential supplies.
 - Procurement, allocation of transportation resources. (See Annex 18, Transportation.)
 - Water, electrical, sanitation, and other utility systems and services.
 - Supplies for mass care facilities, multipurpose staging areas and medical facilities.
3. Organizations locally available to provide resources and other support are contained in the EMA Resource Listing. Coordination of these resources during emergencies will be from the EOC.
 - When local resources and mutual aid resources are insufficient to support an emergency operation, the Jefferson County EMA can request state assistance through the State EOC.
4. The Finance Department is the lead agency for coordinating emergency purchases/procurement. Purchases shall be made in accordance with emergency purchasing/procurement policies.
5. The Emergency Council may invoke controls on resources and establish resource allocation priorities during a state of emergency.

D. EOC Operations.

1. If the situation warrants, the EMA Coordinator or EOC Incident Manager may establish a “Resource Management UNIT” within the Logistics Services Branch. Responsibilities include:
 - Coordinate with the “EOC Incident Manager” and/or “EOC Planning/Intelligence Section Chief” to determine resource needs. Essential information includes:
 - WHAT is needed and WHY?
 - HOW MUCH is needed?
 - WHO needs it?
 - WHERE is it needed?
 - WHEN is it needed?
 - Advise and assist the “Emergency Council” with determining priorities.

Unit 4. Resource Typing and Readiness

- In general:
 - Receive, document, prioritize, and track requests for resources.
 - Use resource inventory/lists to match and meet needs.
 - Coordinate supply distribution points, reception, storage, and deployment.
 - Coordinate with other functions within the “EOC Logistics Section.”
 - Maintain financial and legal accountability.
 - Sources for resources can include:
 - All personnel, equipment, and supplies.
 - State EOC.
 - Volunteer organizations.
 - General public.
 - Businesses, industry.
2. As needed, the Resource Management Unit Leader may establish the following units:
 - Equipment, Supplies Unit.
 - Food, Water, Commodities Unit.
 - Energy, Utilities Unit.
 - Facilities, Maintenance Unit.
 3. The EOC will develop and use a zone system for staging emergency personnel and equipment responding in an emergency or disaster.
 - a. Staging areas should be identified in each zone for both local resources to gather or for outside resources entering the county by major transportation routes/systems.
 - b. This staging concept may support staging areas set by incident commanders at individual sites.
 - c. Communications should be established between staging areas and the EOC.
 - d. If feasible, staging areas and zones should be predesignated.

E. Donated Goods.

1. After a major disaster has occurred, it can be anticipated that resources may be sent in from outside the county without them being requested. Information should be disseminated to send these resources to appropriate staging areas for registering, inventorying, assignments, and distribution.
2. Management of donated supplies, food, clothing, medicine, and other items is discussed in “Annex 20: Donated Goods and Services.”

F. Economy.

After a major disaster, the free market economy and normal distribution, transportation, warehousing, and retail systems will be encouraged and maintained to the maximum extent possible. If a disaster causes a shortage of essential resources, Jefferson County will endeavor to cooperate with the private sector and with the State in encouraging voluntary controls and to enforce mandatory controls as may be needed and when necessary.