

## RESOURCE MANAGEMENT/DONATION MANAGEMENT

### I. PURPOSE

The purpose of this annex is to provide prompt and effective acquisition, distribution, and use of personnel and material resources for essential purposes in the event of an emergency.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. Considering the overwhelming demands placed on government in developing and executing a response to a major disaster, complete a detailed identification as well as effective utilization of available resources is paramount. Government seldom, if ever, possesses the necessary resources to handle a major disaster, thus resource management becomes one of the limiting factors in the effective response by agencies. No degree of effective, planning, training and exercising will result in successful operations if the essential resources, i.e., personnel, materials and supplies are not available at the time and place required.
2. Essential services, supplies, material and equipment likely to be needed in emergency operations will vary with the type and magnitude of the disaster, geographic location, time of year, and any number of variables. Emergency resource management planning must take all factors into consideration, developing a capability for the worst case scenario.

#### B. Assumptions

1. Local government owned and controlled resources are probably insufficient to meet the demands of the emergency response and recovery elements.
2. State and local codes provide for the procurement via emergency allocations, appropriations, etc. of essential resources in time of a declared emergency by Commissioners, Township Trustees, or Mayors.
3. Essential supplies, personnel, material and equipment are available from other governmental resources, private business and industry, and volunteer agencies.

4. The private sector has the capability through its day-to-day economic pursuits to provide expertise for continued handling and distribution of their respective resources in time of emergency.
5. The Governor, Commissioners, Township Trustees, or Mayor of a specific jurisdiction, acting in concert with various administrative and operative agencies, has not only the ability to determine the need for economic and resource controls but also to enforce them pursuant to applicable statutory acts.
6. State and federal agencies have resources available for use by local jurisdictions, however, specific procedures have been established to access these resources. Refer to Section III.B. of the Basic Plan and Annex L, Damage Assessment, Section III.
7. Resources acquired and/or used by a jurisdiction during an emergency may require payment upon termination of the emergency activity.

### III. CONCEPT OF OPERATIONS

#### A. General

Resources and support activities during natural, technological or civil disturbance emergencies will usually be associated with the periods and phases indicated below. Detailed operational concepts and emergency response actions associated with various types of emergency should be provided through hazard specific planning. Listing of local suppliers/providers of resources, support services, etc., must be developed at the local government level, and maintained by the designated Resource Management Coordinator from Morgan County EMA.

#### PRE-EMERGENCY OR PRE-EVENT PHASE

This period is divided into two phases:

**NORMAL PREPAREDNESS PHASE:** Emphases to be placed on preparing supporting plans, SOPs, and resource listings detailing availability, location, and disposition of resources in an emergency. Procedures for coordination and communication channels with governmental agencies and private sector elements that normally provide commodities and services.

**INCREASED READINESS PHASE:** Could begin upon receipt of an earthquake prediction, forecast of a flood, notification of a potential winter storm or a rapidly deteriorating international situation which could

possibly lead to nuclear, terrorism confrontation. Increased readiness actions include reviewing and updating plans, SOPs and resource information, and assuring those personnel, facilities and equipment are operationally ready and available for emergency use. Identification of any special resources likely to be required based on the forecast event, and location of possible sources for these resources. If evacuation is possible, preparations must be made to reconfigure distribution systems (food, fuel, shelter, etc.)

### EMERGENCY OR EVENT ONSET PHASE

This period is divided into four phases as follows:

**PRE-IMPACT PHASE:** Most actions accomplished during this phase could be precautionary and centered around taking appropriate countermeasures to protect property and save lives should the jurisdiction be impacted by an event such as a slow-rising flood, a health endangering hazardous materials incident, or nuclear attack. If evacuation is ordered, buses and other transportation must be organized and used to relocate the population at risk. Transportation must also be organized to provide for the delivery of supplies to the relocation areas and to sustain the resident and relocated populations.

**IMPACT IMMEDIATE PHASE:** Actions to be concentrated on the health, safety and well-being of the populace at risk as a result of the impact of the event, e.g. major earthquake, flash flood, dam failure, hazardous materials incident, large explosion, terrorism or a nuclear attack. Priority activities will include restoring essential services and assessing damage.

**SUSTAINED EMERGENCY PHASE:** As early lifesaving and property-protecting actions continue, attention can be given to sustaining populations in both hazard and reception areas, and the continued delivery of essential services, equipment and supplies.

**POST EMERGENCY OR POST EVENT PHASE:** Priorities for resource management during this period will be focused on continuing to provide essential services and assisting in recovery operations.

## B. Phases of Emergency Management

1. Mitigation activities may include, but are not limited to:
  - a. Understand existing regulations and laws.
  - b. Develop written agreements.
  - c. Identify the Resource Management Planning Team.

- d. Develop and update the directory of personnel skills, equipment and facility resources.
  - e. Identify essential facilities.
  - f. Develop and maintain up-to-date directory of key personnel.
  - g. Develop a Resource Management Plan.
  - h. Provide for preservation of records.
  - i. Develop procedures for a rationing system.
2. Preparedness activities may include, but are not limited to:
- a. Review and update plans, SOPs and resource information.
  - b. Identify special resources required.
  - c. Reconfigure distribution systems for food, water, fuel, shelter, etc.
3. Response activities may include, but are not limited to:
- a. Organize transportation for relocation of the population if evacuation is required.
  - b. Organize transportation for delivery of supplies to the relocation areas.
4. Recovery activities may include, but are not limited to:
- a. Sustain population in hazard and reception areas by continuing delivery of essential services, equipment and supplies.
  - b. Assist in recovery operations.

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

##### A. Organization

The function of providing for the prompt and effective acquisition, distribution and utilization of human and material resources for essential purposes in the event of an emergency will be conducted by the Resource Management Team. This team will procure and allocate essential resources; oversee the distribution of food and other essential supplies; procure and allocate required transportation resources; maintain water, electrical, sanitation, and other utility systems and services; provide supplies for mass care facilities, multi-purpose staging areas and medical facilities; establish control over the use of resources in a manner compatible with Emergency Resources Management Plans.

The following areas have been designated as centers for the distribution of essential goods and services:

1. South-Windsor Elementary School, Stockport
2. Central-Morgan County High School, McConnellsville
3. North/West – York Elementary School, Deavertown
4. East-Center Township Garage, Hackney

B. Assignment of Responsibilities

1. Emergency Management Director

Develop Team for Resource Management/Manual.

- a. It is the responsibility of the EMA Director to assure that a Resource Manual is developed and that resource management takes place.
- b. Retain the County Resource document/directory in the Emergency Operations Center with other pertinent information for activation.
- c. Coordinate with emergency organizations, and private and volunteer groups for development of Standard Operating Procedures.
- d. Update, revise, prepare and distribute changes and revisions to this annex to the appropriate organizations.
- e. Request additional resources through the EMA Directors of neighboring counties.
- f. Contact the State for assistance when local resources are exhausted and assistance is mandatory.

2. Resource Management Coordinator

- a. Active the Resource Management Team when appropriate.
- b. Maintain the resources document/directory.
- c. Maintain all written agreements pertaining to resource management.
- d. Maintain the Resource Management Plan, Standard Operating Procedures, and other specific written procedures.
- e. Maintain an up-to-date directory of key personnel contact points.
- f. Maintain necessary records of all resources, which were required or utilized.

3. The Resource Management Team

- a. Understand existing regulations and laws as they apply to resource acquisition and management. Become familiar with various state laws, local policies, regulations and authorities governing resource management at the local and state level. Understand procedures for accessing resources from state and federal sources.
  - b. Develop and update on a regular basis the resources document/directory of personnel skills, equipment and facility resources needed and available for emergency operations.
  - c. Develop written agreements with neighboring jurisdictions, private sector organizations such as transportation companies, utility companies, business and industry, and any other private sector agencies, institutions and organizations; volunteer groups reflecting the availability, utilization and reimbursement for essential resources.
  - d. Develop a Resource Management Plan.
  - e. Identify essential facilities such as EOCs, hospitals, communication centers, utility facilities, radiological laboratories, etc. and essential users e.g. law enforcement, fire services, etc. and develop policies for priority distribution of needed resources.
  - f. Develop up-to-date directory of key personnel contact points to facilitate timely deployment of vital resources in an emergency.
  - g. Provide for preservation of records reflecting resources acquired or utilized during emergency operations, cost or price paid, services contracted, etc.
  - h. Develop written procedures for rationing system to facilitate implementation of consumer rationing or other controlling and conservation measures for critical resources in short supply or likely to be in short supply. (See Annex D)
  - i. Establish long-range planning effort as part of the overall Resource Management Team responsibility. Tendency for most emergency management personnel is to operate on a day-to-day basis, especially in instances where the events have been short-lived in past history. The Resource Management Team must assume the emergency will be extended and assistance from outside sources will be minimal, at best.
4. Emergency Organizations, Volunteer Groups, and Private Sector Organizations

- a. Provide the Resource Management Team with current, updated inventories of resources to include personnel, equipment, and materials.
- b. Plan for and train adequate personnel for maximum use of resources.
- c. Develop, with coordination of the Emergency Management Director, Standard Operational Procedures.

## V. DIRECTION AND CONTROL

The County Commissioners of Morgan County and the Resource Management Coordinator will be responsible for coordinating resource management activities. The major responsibility is to identify available sources from which needed resources can be obtained during an emergency situation. Coordination of these resources during emergencies will be handled from the EOC. Routine checks of supplies will be made in order to maintain an accurate list of supplies.

## VI. CONTINUITY OF GOVERNMENT

### A. Lines of Succession

If the Resource Management Coordinator is not available, the following personnel will take his position.

1. County Commissioner
2. Mayor, Village of McConnelsville
3. Mayor, Village of Malta

### B. Refer to Tab 11, Procedures for the Relocation and Safeguarding of Vital Records in the Basic Plan, and Tab 3, Procedures for the Protection of Government Resources, Facilities and Personnel in this annex.

## VII. ADMINISTRATION AND LOGISTICS

### A. Communications

The resource management network of communications is a primary responsibility of the EOC and should be effectively functional during an emergency situation.

### B. Resources

1. All suppliers of foods, materials, and equipment are on file in the Morgan County EMA Office. Assistance will be requested by activating in place Mutual-Aid Agreements with neighboring jurisdictions, private sector organizations, and volunteer groups.

2. Each department of county government, and each village and township and their departments will specify procedures for inventory, storage, maintenance, and replacement of administrative and logistical support items during emergency conditions.
3. Staging areas listed in Section IV. Organization and Assignment of Responsibilities, have been designated as local area centers for the receiving and distribution of essential goods and services.

The organizing, managing, coordinating and channeling of donations and services of individual citizens, volunteer groups, private sector organizations and others not included in the formal response structure, must be carefully monitored. Due to donor response being sometimes overly generous during emergencies, an excess of certain resources and shortages of needed items may occur. Standard Operating Procedures should include methods of receiving and managing donations and services.

4. The identification of special or critical resources required for radiological and chemical analysis, environmental assessment, biological sampling, plume movement tracking, and contamination surveys, i.e., radiological protection equipment inventory, radiological health services, hazardous materials inventory, hazardous materials response, hazardous waste removal, laboratories, local radiological monitors, dosimeters, etc., is included in the Morgan County Resource Manual.
5. Requests for resources from military installations, governmental and private organizations in neighboring counties will be made through the Morgan County EMA Director.

State assistance is available when local resources are exhausted or when state assistance is mandatory to protect the lives and welfare of the population.

Presidential emergency/disaster assistance is available when all local and state resources are exhausted and federal assistance is required.

## VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Emergency Management Director in cooperation with the Resource Management Team is responsible for updating this annex based on deficiencies identified through drills and exercises and changes in government structure and emergency organizations.

- B. The Morgan County Emergency Management Director will prepare, coordinate, publish and distribute necessary changes and revisions to this annex.
- C. The Morgan County Emergency Management Director will forward all changes to appropriate organizations.
- D. The Morgan County Emergency Management Agency Director will coordinate with emergency organizations and private and volunteer organizations for the development of Standard Operating Procedures that detail assigned responsibilities.

IX. AUTHORITIES AND REFERENCES

A. Authorities

Not used. See Section IX.A. of the Basic Plan.

B. References

Not used. See Section IX.B. of the Basic Plan.

X. ADDENDUMS

- Tab 1 – Items to be considered in emergency Resource Manual
- Tab 2 – Skills of the Resource Management Team
- Tab 3 – Procedures for the Protection of Government resources, facilities and personnel.

XI. AUTHENTICATION

Date	Resource Management Coordinator
Date	Morgan County EMA Director
Date	Community Action

## **ITEMS TO BE CONSIDERED IN EMERGENCY RESOURCE MANAGEMENT**

1. Health and Medical Resources – pharmaceutical, first-aid supplies, blood products, medical professionals, medical transport, etc.
  2. Food and Water – for disaster victims and emergency workers.
  3. Essential Services – electrical power, communications.
  4. Fuels (e.g., petroleum products, butane and propane, solid fuels) for victims and for essential emergency vehicles and facilities.
  5. Sanitation Facilities.
  6. Housing (temporary and long term).
  7. Construction Equipment and Materials.
  8. Transportation (for evacuation operations and for emergency functions, to include medical transport).
  9. Human Resources (identification of essential skills, recruitment, classification, utilization)
  10. General Use Supplies (batteries, tools, etc.)
- \* These represent just a few of the major categories to be considered when conducting resource management planning. As needs are identified, plans must be developed to locate and acquire these essential supplies, equipment, materials and human resources.

## **SKILLS OF THE RESOURCE MANAGEMENT TEAM**

Resource Management, more than almost any other emergency management function, requires the involvement of elements of all sectors of the community. Not only local government, but also state and federal agencies along with the private sector and volunteer sector must be a part of the overall resource management effort. It is most likely that from these sources will come those resources not readily available from local government owned and controlled sources. The Resource Management Team will be required also to provide executive direction on how to obtain essential resources, allocate the use of resources during emergencies, and advise on the resolution of conflicting requirement and/or claims for limited resources. Some of the skills required in developing an effective Resource Management Team include, but as is the case in all areas of emergency management, not necessarily limited to:

- a. Designated Resource Management Coordinator or Officer
- b. Personnel Recruitment and Management
- c. Procurement and Acquisition
- d. Storage and Transportation
- e. Utilities Management
- f. Facilities Management
- g. Financial Accountability
- h. Designate Donation Management Team Coordinator

PROCEDURES FOR THE PROTECTION OF GOVERNMENT RESOURCES,  
FACILITIES, PERSONNEL OF MORGAN COUNTY

I. PURPOSE

The purpose of this procedure is to ensure the protection of key personnel, facilities, and resources and restore government function during and after emergencies.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. In order to ensure that essential government services can be delivered during an emergency, local government institutions must identify personnel, specific types and amounts of equipment and disperse this material to the appropriate locations.

B. Assumptions

1. Essential supplies, personnel, material and equipment are available from State and Federal agencies, and private business and industry.
2. State and Federal agencies have available resources. For specific procedures refer to Section III.B. of the Basic Plan.

III. CONCEPT OF OPERATIONS

A. General

Not used. Refer to Section III.A. of this annex.

B. Phases of Emergency Management

1. Mitigation activities may include, but are not limited to:
  - a. Development written agreements with business and industry concerning the use of private resources.
  - b. Develop detailed dispersal procedures.
2. Preparedness activities may include, but are not limited to:
  - a. Identify dispersal locations.
  - b. Participate in periodic exercises.
3. Response activities may include, but are not limited to:

- a. Identify specific personnel, equipment and supplies to be dispersed.
  - b. Make arrangements for protecting families of essential workers.
  - c. Coordinate dispersal operations.
4. Recovery activities may include, but are not limited to:
- a. Provide support by delivering essential government services.
  - b. Assist in recovery operations.
  - c. Assist PIO with Press Release for request of Donated Goods.

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

##### A. Organization

The following areas have been designated as dispersal centers for essential government personnel, equipment, and supplies:

- 1. South – Windsor Elementary School, Stockport
- 2. Central – Morgan County High School, McConnellsville
- 3. North/west – York Elementary School, Deavertown
- 4. East – Center Township Garage

##### B. Assignment of Responsibilities

- 1. Responsibilities of agency/department chiefs with any emergency responsibilities are as follows:
  - a. Identify personnel, specific types and amounts of assigned equipment and supplies that must be dispersed.
  - b. Select viable dispersal location(s) for essential personnel, equipment, and supplies.
  - c. Coordinate dispersal arrangements with the agency chief responsible for emergency operations planning.
  - d. Develop detailed dispersal procedures for all emergency support services to include law enforcement, fire and rescue, health and medical, public works, and the Morgan County Emergency Management Agency.
  - e. Make arrangements for protecting the family members of essential personnel who may be required to relocate.

- f. Ensure that those individuals who are responsible for dispersal of the organization's/agency's assets are annually familiarized with their responsibilities.
- g. Make provisions that will allow the government to use private business and industry resources needed to support movement to and operations at government dispersal sites.
- h. Participate in periodic exercises to become familiar with emergency roles.

## V. DIRECTION AND CONTROL

The agency/department chiefs of all executive, legislative and judicial branches of local government will be responsible for coordinating government resource management activities.

## VI. CONTINUITY OF GOVERNMENT

### A. Lines of Succession

If the agency/department chief is not available, lines of succession as designated by each agency/department Standard Operating Procedures will be utilized.

### B. Preservation of Records

Each agency/department is responsible for the preservation of records.

## VII. ADMINISTRATION AND LOGISTICS

A. Communication resources are the primary responsibility of each agency/department.

### B. Resources

1. Each branch of government will specify procedures for inventory, storage, maintenance, and replacement of administration and logistical support items during emergency conditions.
2. Government dispersal sites have been identified for the dispersion of essential personnel, equipment and supplies.
3. Assistance will be requested by activating written agreements with private sector organizations.
4. State and Federal assistance is available when local resources are exhausted and assistance is required.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

Not used. See Section VIII of this annex.

IX. AUTHORITIES AND REFERENCES

A. Authorities

Not used. See Section IX.A. of the Basic Plan.

B. References

Civil Preparedness Guide for the Development of a State and Local  
Continuity of Government Capability and Instructor Guide IG 152, CPG  
1-10, FEMA.

X. ADDENDUMS

Not used.