MADISON COUNTY EMERGENCY OPERATIONS PLAN
ANNEX M
RESOURCE MANAGEMENT
Updated: January 29, 2009

Primary Agency:	Emergency Management
Support Agencies:	Administration
	Finance
	Fire Marshal
	Sheriff / Law Enforcement
	Others as required or requested

I. PURPOSE

This annex provides a system of identifying and locating resources within the county and a method of activating those resources during an emergency. The preservation, conservation, and replenishment of these resources is also included.

II. CONCEPT OF OPERATIONS

A. County departments and agencies will use their own resources and equipment during emergencies and will have control over the management of these resources when the resources are needed to respond to the emergency situation.

B. The Finance Officer will prepare routine procurement procedures for the acquisition or replacement of resources during day-to-day operation and also develop a procurement system to acquire expendable supplies during emergencies.

C. A resource manual identifying the resource, the control agency and the procedures needed to activate the resource at any time will be kept in the Office of Emergency Management.

D. The EMC will also identify those resources and capabilities that are available in local businesses and industry and other contributing organizations, and develop the mutual aid agreements required to acquire those resources to support the county under emergency conditions.

III. ORGANIZATION

A. The Emergency Management Coordinator will have overall responsibility for coordination of resources. Requests for resources must be coordinated through the EMC.

B. That department or agency having primary control on a day to day basis of a resource needed during emergency operations will continue to control that resource during emergencies.

C. The acquisition or replacement of a resource will follow routine procurement procedures exercised by the Finance Officer. In emergency situations the Finance Officer will develop the means and the authority for the immediate procurement of expendable supplies.

IV. DIRECTION AND CONTROL

A. Utilization of resources under the operational control of local government response forces will be coordinated by the EMC from the EOC under the direction of the Chairman, County Board of Commissioners.

B. The commitment of resources from outside government will be initiated by the EMC with operational control being exercised by the on-site commander of the service requiring that resource.

C. The mutual aid agreements developed pre-disaster will determine who will move, operate, maintain and bear the cost of operation for equipment used under emergency conditions.

V. CONTINUITY OF GOVERNMENT

A. The line of succession for Resource Management is:

1. Chairman, County Board of Commissioners

2. Emergency Management Coordinator

3. County Manager

B. Resource Management does not fall under a centralized control element, but is coordinated from the EOC during emergency operations.

C. A line of succession will be established in the various response agencies which support resource management activities.

VI. ADMINISTRATION AND LOGISTICS

A. Records and reports pertaining to Resource Management will be the responsibility of the Finance Officer.

B. The Finance Officer will compile a record of equipment usage and supply consumption from feeder reports provided by the user units during emergency operations.

C. The Finance Officer will develop procedures to expedite the acquisition of supplies in emergencies and account for all monies expended during emergency response and recovery operations.

☐ Any person may request an emergency resource through their immediate supervisor.

☐ The immediate supervisor will determine if the resource is needed. If needed, the supervisor will approve the request and forward it to the agency/department head.

☐ The agency/department head will determine if the resource is available from agency/departmental supplies or resources.

  ☐ If the resource is available from agency/departmental resources it will be delivered by appropriate personnel or otherwise authorized.

  ☐ If the resource is not available from agency/departmental resources a Resource Request will be completed by the agency/department head and the Emergency Operations Center will be made aware of the request.

  ☐ Include the following in your request:

    • Your agency or the agency or organization requesting the resource.
    • Your name.
    • A telephone number where you can be reached.
    • The type of resource you are requesting.
    • The number of that type of resource you are requesting.
    • The size (if applicable).
    • When the resource is needed (Give a date and time and be reasonable; many resources must be ordered from out of the area and it may take 72 hours or more).
    • The specific location the resource is needed (include an address).

  ☐ If using the resource request database be *sure* to click on Add or Save.

  ☐ If the resource request is approved, the agency requesting the resource is financially responsible.

  ☐ If the agency requesting the resource is requesting a vehicle, generator or similar equipment be sure to use ICS Form 218 (Support Vehicle Inventory).

  ☐ The requesting agency is also responsible for completing FEMA Form 90-127 (Force Account Equipment Summary Record).

  ☐ At the end of the emergency/disaster or when the State of Emergency has been terminated, return resources or inventory those resources that will be retained.

  ☐ Submit reports to the Emergency Management Coordinator and/or the Finance Director as instructed.

☐ The Emergency Operations Center (EOC) will examine the request and approve or disapprove and inform the person or agency making the request.

☐ The requested resource will be tracked by EOC personnel assigned to do so. Tracking will include:

- ☐ The date and time the request was made and what resource was requested.

- ☐ Who made the request and by whom the request was received.

- ☐ If the request has been approved, pending, or denied.

- ☐ If denied, the reason for the denial.

- ☐ Comments.

- ☐ Resource contact information.

- ☐ Enroute date and time.

- ☐ Arrival date and time.

- ☐ Return of resource date and time.

- ☐ Hours used and costs.

Additionally, EOC personnel tracking resources shall:

☐ Ensure the receiving agency completes ICS Form 218 and FEMA Form 90-127, as appropriate, and submits those forms to the Emergency Management Coordinator and/or Finance Director at the termination of the emergency.

☐ Ensure submitted reports complement and are verified by database entries.

☐ Ensure each resource request in the database has a disposition before closing the event and/or archiving or deleting database records.

☐ Print the appropriate number of copies of each resource request record and attach the record(s) to the appropriate report submissions from the various agencies.
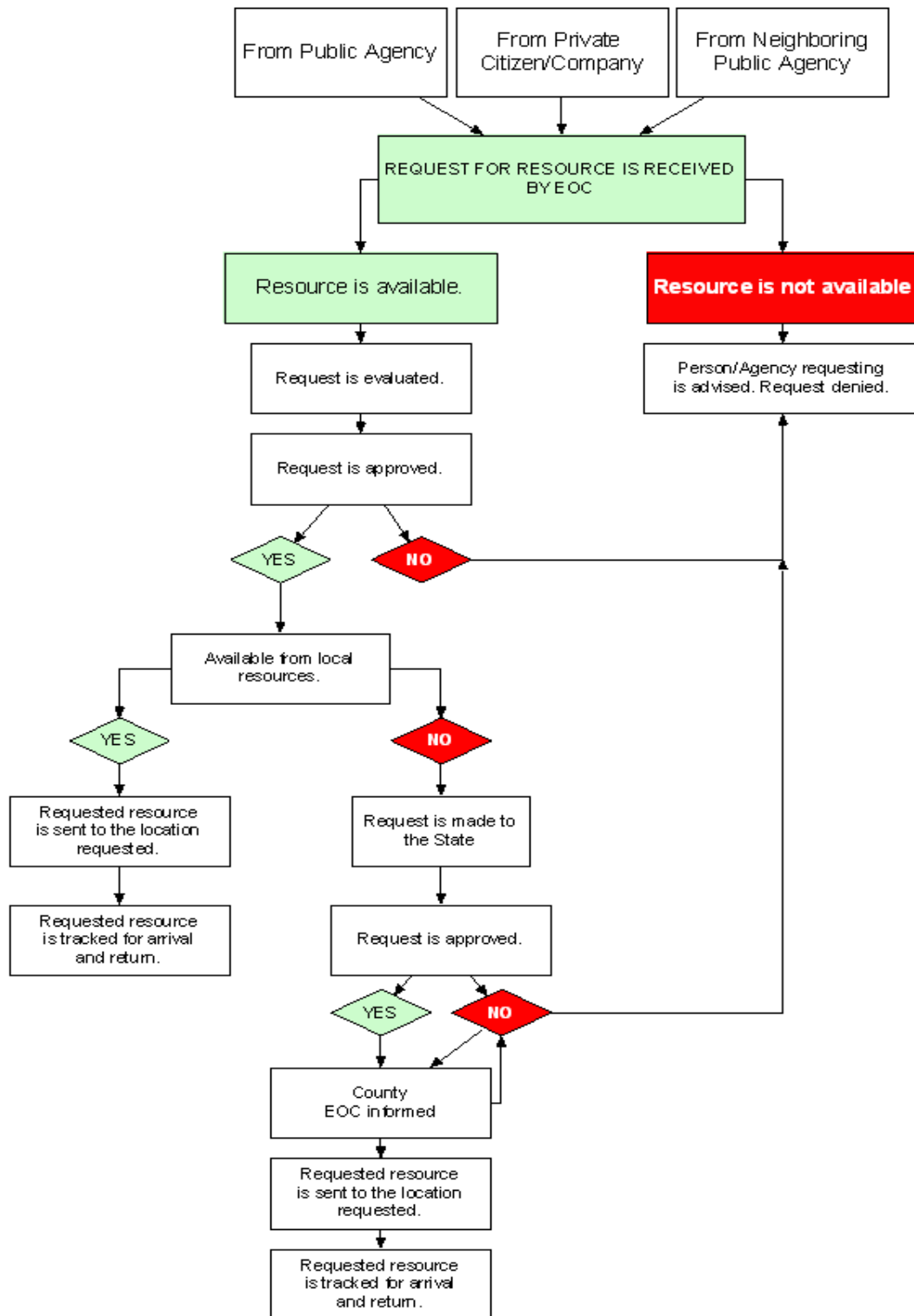
Attachment 3
Available Resources

☐ A listing of resources that may be available for use during an emergency/disaster is maintained by Emergency Management.

☐ Use of resources from this list must be approved by the Emergency Operations Center and/or the Emergency Management Coordinator.

☐ Resources from this listing often require the rental or purchase of the resource.

☐ As much as possible "pre-position contracts", standing contracts, purchase contracts or applications have been made for the resource prior to a major emergency/disaster.

☐ Just because a resource is listed, does not mean it is readily available or not already in use. There is no database correlation between "Available resources" and "Resource requests". This is intentional. Available resources may not be in the county inventory and must be ordered as would any commodity.