



# RESOURCE MANAGEMENT



## PURPOSE

The purpose of this annex is to provide guidance and outline procedures for efficiently obtaining, managing, allocating, and monitoring the use of resources during emergency situations or when such situations appear imminent.

## EXPLANATION OF TERMS

EOC	Emergency Operations or Operating Center
EMC	Emergency Management Coordinator
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
KDEM	Kansas Division of Emergency Management

**A. Responsibility**

1. The function of resource management during emergency situations shall be carried out in the framework of our normal emergency organization described in the Executive Operations annex of the EOP. Preplanning for resource management operations shall be conducted to ensure that staff and procedures needed to manage resources in an emergency situation are in place.
2. The Emergency Manager shall serve as the Resource Manager and will be responsible for planning, organizing, and carrying out resource management activities during emergencies. The Resource Manager will be assisted by a temporary staff, described below, assembled from those departments and agencies with the required skills and experience.
3. During an emergency or disaster, the Resource Manager will fulfill requests for additional personnel, equipment, and supplies received from emergency response elements, identify resources to satisfy such requirements, coordinate external resource assistance, and serve as the primary point of contact for external resources made available to the county.

**B. Task Assignments**

1. The Chairman of the County Commissioners:
  - a. Will administer the rules and regulations regarding resource management during emergency situations established by the local governing body.
  - b. May provide general guidance on resource management and establish priorities for use of resources during emergency situations.
  - c. May issue a local disaster declaration, if the situation warrants, and use available public resources to respond to emergency situations. Furthermore, he or she may, under certain circumstances, commandeer private property, subject to compensation requirements, to respond to such situations. Issuance of a local disaster declaration is advisable if an emergency situation has resulted in substantial damage to private or public property and state or federal assistance will be needed to recover from the incident.
  - d. May request assistance from the State through the KDEM if local resources are insufficient to deal with the emergency situation. Cities must first request assistance from their county before requesting assistance from KDEM.
2. The IC will:
  - a. Manage resources committed to an incident site.
  - b. Monitor the status of available resources and request additional resources through the Logistics Section at the ICP.

3. The Resource Manager will:
  - a. Advise elected officials and department heads regarding resource our management needs and the priorities for meeting them.
  - b. Maintain the resource inventory in this annex (see Appendix 1).
  - c. Provide qualified staff at the ICP and the EOC to track the status of resources -- those committed, available, or out-of-service.
  - d. Maintain a list of suppliers for emergency resource needs (see Appendix 2). Identify sources for additional resources from public and private entities and coordinate the use of such resources.
  - e. Determine the need for, identify, and operate facilities for resource staging and temporary storage of equipment and supplies, to include donated goods.
  - f. Monitor potential resource shortages and establish controls on use of critical supplies.
  - g. Organize and train staff to carry out the Logistics function at the ICP and the Resource Management function at the EOC.
4. The Resource Manager or a designated Supply & Distribution Coordinator will:
  - a. Determine the most appropriate means for satisfying resource requests.
  - b. Locate needed resources using resource and supplier lists and obtain needed goods and services.
  - c. Coordinate with the Donations Coordinator regarding the need for donated goods and services refer to Donations Management section in this annex.
  - d. Coordinate resource transportation requirements with the Transportation Officer .
  - e. Direct and supervise the activities of the Supply and Distribution Officers.
5. The Distribution Officer will:
  - a. Arrange delivery of resources, to include settling terms for transportation, specifying delivery location, and providing point of contact information to shippers.
  - b. Advise the Supply and Distribution Coordinator when the jurisdiction must provide transportation in order to obtain a needed resource.
  - c. Oversee physical distribution of resources, to include material-handling.
  - d. Ensure temporary storage facilities or staging areas are arranged and activated as directed.

- e. Track the location and status of resources.
6. The Supply Officer will:
    - a. Identify sources of supply for and obtain needed supplies, equipment, labor, and services.
    - b. Rent, lease, borrow, or obtain donations of resources not available through normal supply channels.
    - c. Keep the Distribution & Supply Coordinator informed of action taken on requests for supplies, equipment, or personnel.
    - d. Request transportation from and keep the Distribution Officer informed of expected movement of resources, along with any priority designation for the resources.
  7. The County Administrator shall:
    - a. Oversee the financial aspects of meeting resource requests, including record-keeping, budgeting for procurement and transportation, and facilitating cash donations to the jurisdiction (if necessary and as permitted by the laws of the jurisdiction).
    - b. Advise county officials and department heads on record keeping requirements and other documentation necessary for fiscal accountability.
  8. The County Counselor shall:
    - a. Advise the resource management staff regarding procurement contracts and questions of administrative law.
    - b. Review and advise [county/city] officials on possible liabilities arising from resource management operations during emergencies.
    - c. Monitor reports of overcharging/price gouging for emergency supplies and equipment and repair materials and refer such reports to the Office of the Attorney General.
  9. All departments and agencies will coordinate emergency resource requirements that cannot be satisfied through normal sources of supply with the Resource Management staff.
  10. In responding to major emergencies and disasters, the Chairman of the County Commissioners may issue a disaster declaration pursuant to KSA Chapter 48-932 of the Government Code relating to Emergency Management and invoke certain emergency powers to protect public health and safety and preserve property.
    - a. When a disaster declaration has been issued, the County Commissioners may use all available local government resources to respond to the disaster and temporarily suspend statutes and rules, including those relating to purchasing and contracting, if compliance would hinder or delay actions necessary to cope with the disaster. The

county counselor should provide advice regarding the legality of any proposed suspension of statutes or rules. When normal purchasing and contracting rules are suspended, it is incumbent on the County Administrator to formulate and advise government employees of the rules that are in effect for emergency purchasing and contracting.

- b. When a disaster declaration has been issued pursuant, the County Commissioners may commandeer public or private property, if necessary, to cope with a disaster, subject to compensation. This procedure should be used as a last resort and only after obtaining the advice of the County Counselor.

### **C. Management Operations**

1. The IC is responsible for managing emergency resources at the incident site and shall be assisted by a staff commensurate with the tasks to be performed and resources committed to the operation. The ICS structure includes a Logistics Section, which is responsible for obtaining and maintaining personnel, facilities, equipment, and supplies committed to the emergency operation. The IC will determine the need to establish a Logistics Section. This decision is usually based on the size and anticipated duration of the incident and the complexity of support.
2. If the EOC is activated, the Incident Commander shall continue to manage emergency resources committed at the incident site. The Resource Manager in the EOC shall monitor the state of all resources, manage uncommitted resources, and coordinate with the Incident Commander to determine requirements for additional resources at the incident site. Departments and agencies involved in emergency operations that require additional resources should use the Emergency Resource Request form in Appendix 3 to communicate their requirements to the resource management staff.
3. If additional resources are required, the Resource Manager shall coordinate with the Emergency Manager to:
  - a. Activate and direct deployment of additional local resources to the incident site.
  - b. Request mutual aid assistance.
  - c. Purchase, rent, or lease supplies and equipment.
  - d. Obtain donated resources from businesses, individuals, or volunteer groups.
  - e. Contract for necessary services to support emergency operations.
  - f. Commit such resources to the IC to manage.
4. If the resources above are inadequate or inappropriate for the tasks to be performed, the Resource Manager shall coordinate with the EMC to prepare a request for state resource assistance for approval by the Chairman of the County Commissioners to be forwarded to the KDEM.
5. The Resource Manager should be among those initially notified of any large-scale emergency. When warning is available, key suppliers of emergency equipment and supplies should be notified that short notice orders may be forthcoming.
6. The Resource Manager shall consult with the County Counselor to determine potential liabilities before accepting offers of donations of supplies, equipment, or services or committing manpower from individual or volunteer groups to emergency operations.

7. The Chairman of the County Commissioners shall provide general guidance on the management of resources during emergencies and shall be responsible for approving any request for state or federal resources.
8. The County Administrator may provide advice regarding resource management to the County Commissioners, IC, the EMC, and other officials during emergencies.
9. The IC will manage personnel, equipment, and supply resources committed to an incident, establishing a Logistics Section if necessary. If the EOC has not been activated, the IC may request additional resources from local departments and agencies and may request those local officials authorized to activate inter-local agreements or emergency response contracts to do so to obtain additional resources.
10. When the EOC is activated, the Resource Manager will manage overall resource management activities from the EOC. The IC shall manage resources committed to the incident site and coordinate through the Resource Manager to obtain additional resources. The Resource Manager shall manage resources not committed to the incident site and coordinate the provision of additional resources from external sources.
11. The Resource Manager will identify public and private sources from which needed resources can be obtained during an emergency situation and originate emergency procurements or take action to obtain such resources by lease, rental, borrowing, donation, or other means.
12. The Resource Manager will direct the activities of those individuals assigned resource management duties in the EOC during emergency operations. Normal supervisors will exercise their usual supervisory responsibilities over such personnel.

## **Readiness Levels**

### **Readiness Level 1 – Normal Conditions**

See the mitigation and preparedness activities in paragraphs above.

### **Readiness Level 2 - Increased Readiness**

1. Review the potential emergency situation, determine resource management staff availability, and review emergency tasks assigned in the emergency management plan and this annex.
2. Designate resource management personnel on call for emergency duty.
3. Update local resource inventory.

### **Readiness Level 3 – High Readiness**

1. The Resource Manager will review resource request procedures and any known resources limitations pertinent to the potential hazard facing the local area with [county/city] officials and the EOC staff.

2. The Resource Manager will brief assigned staff on the potential emergency situation and plans to deal with it should it occur and ensure that on-call staff members are available by telephone and ready to report to duty if called.
3. In coordination with the EMC and department heads, determine potential resource needs based on the potential threat.
4. Contact suppliers to advise them of threat and possible needs.
5. Consider relocation or other means of protecting resources at risk.

#### **Readiness Level 4 – Maximum Readiness**

1. Designated resource management personnel will proceed to the ICP or to the EOC if requested.
2. Implement protective actions for resources.

#### **D. Activities by Phases of Emergency Management**

##### **1. Mitigation**

- a. Review the local hazard analysis and, to the extent possible, determine the emergency resources needed to deal with anticipated hazards and identify shortfalls in personnel, equipment, and supplies.
- b. Enhance emergency capabilities by acquiring staff, equipment, and supplies to reduce shortfalls and executing inter-local agreements to obtain access to external resources during emergencies.

##### **2. Preparedness**

- a. Establish and train an emergency resource management staff. Staff members should be trained to perform resource management in an incident command operation or in the EOC.
- b. Maintain the resource inventory in Appendix 1 to this annex and on [status boards/the Resource Management computer] in the EOC. This resource inventory should include resources not normally used in day-to-day incident response that may be needed during emergencies and disasters.
- c. Establish rules and regulations for obtaining resources during emergencies, including emergency purchasing and contracting procedures.
- d. Maintain the list of local and nearby suppliers of immediate needs resources; see Appendix 2.
- e. Ensure County emergency call-out rosters include the County Resource Manager, normally this will be the County Administrator, who should maintain current telephone numbers and addresses for sources of emergency resources.

- f. Ensure that after-hours contact numbers are obtained for those companies, individuals, and groups who supply equipment and supplies that may be needed during emergency operations and that those suppliers are prepared to respond to on short notice during other than normal business hours.

### 3. Response

- a. Advise the County Commissioners and emergency services staff on resource requirements and logistics related to response activities.
- b. Coordinate and use all available resources during an emergency or disaster; request additional resources if local resources are insufficient or inappropriate.
- c. For major emergencies and disaster, identify potential resource staging areas.
- d. Coordinate emergency resource needs with local departments, nearby businesses, industry, volunteer groups, and, where appropriate, with state and federal resource suppliers.
- e. Coordinate resources to support emergency responders and distribute aid to disaster victims.
- f. Maintain records of equipment, supply, and personnel costs incurred during the emergency response.

### 4. Recovery

- a. In coordination with department/agency heads, determine loss or damage to equipment, supplies consumed, labor utilized, equipment rental or lease costs, and costs of contract services to develop estimates of expenses incurred in response and recovery operations.
- b. In coordination with department/agency heads, determine repairs, extraordinary maintenance, and supply replenishment needed as a result of emergency operations and estimate costs of those efforts.
- c. Maintain records of the personnel, equipment, supply, and contract costs incurred during the recovery effort as a basis for recovering expenses from the responsible party, insurers, or the state or federal government.

## E. Initial Sustainability

1. In the event of a disaster it will take time before additional resources may be needed. It may take considerable time to even determine what resources may be needed and with what priority. Resources will be categorized in 24 hour and 72 hour time frames after a disaster has occurred.
  - b. **24 Hours After a Disaster**—Resources needed during the first 24 hours should be sufficient in the County to handle most of our emergencies or disasters except in those cases of Tornado devastation or Hazardous Materials event involving large quantities. These resources can be obtained from other agencies within the local

communities, American Red Cross and Salvation Army. Mutual Aid resources from surrounding counties can be made available in limited quantities as well.

- c. **72 hours After a Disaster**—Most of the resources available to the County during this time will be committed to the incident at hand and the need for additional resources will generally be obtained through the KDEM via a local Disaster Declaration. Households and Businesses in the County should be capable of self sustainment for the first 72 hours as well.

#### **F. Needs Assessment**

1. Each agency or organization involved in disaster operations will conduct resource needs assessment throughout the incident to include mutual aid requests for their organization. Needs assessment and resource management information will be included in EOC and Incident Command regular briefings, and will be made available to and by the County Emergency Manager. The process to utilize will include the following:
  - d. **Type of Information**—The Resource Manager or designee will develop a system of record keeping for evaluating status of resources that are utilized during an emergency operation. This record keeping will assist in determining reimbursement claims from the state and federal government. Records will reflect sources of food, personal products, construction materials, vehicles and manpower etc. required for support of emergency operations.
  - e. **Sources of Information**--
    - 1) Damage Assessment Teams
    - 2) Personnel (County, State, Federal, Local)
    - 3) Requests from other agencies
    - 4) Volunteer organizations
    - 5) The Incident Commander or Emergency Manager

#### **G. Mutual Aid**

1. Written Inter local agreements of understanding are existing between the County and municipal fire departments. There are some verbal agreements between the various agencies both private, volunteer and County. Most are in compliance with KSA 12-16, 177 which may be activated to increase capabilities during an emergency.

#### **H. Assistance from Other governmental Agencies**

1. May issue a local disaster declaration, if the situation warrants, and use available public resources to respond to emergency situations. Furthermore, he or she may, under certain circumstances, commandeer private property, subject to compensation requirements, to respond to such situations. Issuance of a local disaster declaration is advisable if an emergency situation has resulted in substantial damage to private or public property and state or federal assistance will be needed to recover from the incident.
  - a. May request assistance from the State through the KDEM if local resources are insufficient to deal with the emergency situation. Cities must first request assistance from their county before requesting assistance from KDEM.

- 1) **Without a State Declaration**—State of Kansas resources would be available to our County to include personnel and equipment near the disaster area. Funds to cover the cost of that equipment are not included in this type of assistance.
- 2) **With a State Declaration**—All resources become available, including reimbursement to the State agency for operating costs related to the disaster.

**b. Federal Resources and Requests**

- 1) **Without a Federal Declaration**—Limited resources may be available as expertise from agencies such as the Corps of Engineers etc.
- 2) **With a Federal Declaration**—A variety of resources are available through different programs, including expertise, equipment and funding.

**I. Administrative/Logistical Resources**

1. The inventory, storage, maintenance and replacement of administrative and logistical support shall be the responsibility of the respective agency. If additional resources are needed they can be drawn from the County through other various means or contract. Local suppliers in the area can be utilized for their particular services which will be paid as soon as possible after the event.

**J. Resource Staging and Relocation**

1. Materials received through donations, mutual aid or state and federal distribution programs will be received at the central supply point located at the County Maintenance Shop. However, based on the location of the emergency and or operations it may be necessary to obtain facilities in close proximity. This will be accomplished through a temporary lease or rental agreement if at all possible.
2. **Staging**—These areas will be set up as “Primary” and “Secondary” staging sites as determined by the IC. Primary staging areas will be located closer to the actual site with Secondary staging being located at a site further away but close enough for quick use. All inbound resource will report to the Secondary staging areas first then will be sent to appropriate facilities.

**a. Resources Staging Area (RSA)**

- 1) An RSA may be established to receive, sort, organize, repackage if necessary, and temporarily store donated and other goods and then transport them to Distribution Points where victims can pick them up.
- 2) It is normally located outside of the disaster area and is operated by volunteer workers. Because of their expertise in warehouse management, The American Red Cross has the capabilities to operate regional RSAs, and they also can be asked to operate a local community’s RSA.
- 3) A regional RSA may be established to serve a group of affected communities. If a regional RSA is established, volunteers from those communities that receive goods from the facility will normally participate in its operation.

- 4) Medical supplies and equipment will generally be sent directly to the Health Department or respective Hospital for storage.
- 5) Special storage items (those needing cold storage, or fuel) will be stored in facilities obtained through the Emergency Manager.

#### **K. Prioritization**

1. Specific priorities will be set by the resource manager in consultation with the Incident Commander and or Emergency Manager. Generally the priorities will include the following:
  - f. Anything equipment or personnel necessary for life safety or rescue.
  - g. Equipment and Personnel necessary for infrastructure and property
  - h. Equipment and Personnel necessary for protecting the environment

#### **L. Costs**

1. Purchase price and contract costs will be the responsibility of the requesting agency, but may be submitted for reimbursement pending on the issuance of a state or federal declaration.

**Evaluation**—After careful review of this annex it was determined that the Emergency Manager may not be able to properly administer this annex during an emergency due to the fact that he will be heavily involved in other operational aspects. Therefore, it is anticipated that this annex function may be delegated to someone else that is familiar with available resources in the County.

#### **M. Donated Good, Services and Equipment**

1. **Responsibility**—It will be the responsibility of the Incident Resource Manager to organize, manage, obtain and record resources received from others during a disaster. A Donations Coordinator will need to be identified and perform the following:
  - a. The Donations Coordinator (DC) will:
    - i. Coordinate planning for and oversee the operation of the donations management program.
    - ii. Prepare and keep current this annex.
    - iii. Designate members of the DSG, with the advice of senior local officials and local volunteer groups, and chair that group.
    - iv. Identify, in conjunction with appropriate senior local officials and the DSG, individuals for the following key donations management positions:
      1. Volunteer Coordinator
      2. Resources Staging Area Manager
      3. Phone Bank Supervisor
      4. Donations Financial Manager

- v. Develop and maintain, in coordination with the DSG, a Donations Management Operations Guide in cooperation with the Emergency Manager. When the donations management program is activated, the Guide will be updated with specific facility and equipment information, updated staff rosters, and detailed operating procedures; copies of the document will be provided to all key donations management program personnel. In the pre-emergency phase, the Guide shall include:
    1. Potential locations for the Volunteer Center, RSA, Phone Bank, Distribution Points, and DOO.
    2. Equipment requirements for the facilities listed above.
    3. Supply requirements for the facilities listed above.
    4. Skeleton staff rosters for the facilities listed above.
    5. A list of organizations that could potentially provide volunteers to staff the facilities listed above
  - vi. Determine, in conjunction with the [County/City] Attorney, the procedures for preparing for and handling liability issues involving volunteers that are assisting the [County/City] in donations management operations. Since these individuals may be performing volunteer services directly for the [County/City], they may be entitled to medical coverage; accident and injury claim compensation; workmans compensation coverage; reimbursement for stolen property; or even restitution for inappropriate comments, discrimination, or harassment.
  - vii. Provide the media, in coordination with the PIO, information on donations management for dissemination to the public.
  - viii. Provide local government officials with regular reports on donations management operations.
  - ix. Ensure required donations system-related records are maintained.
2. The Executive Operations annex provides that the Emergency Manager shall organize and conduct a review of the emergency operations in the aftermath of major emergency or disaster operations. The purpose of this review is to identify needed improvements in this plan, its procedures, its facilities, and its equipment. When the donations management system has been activated after a major emergency or disaster, donations management program personnel shall participate in the review.
  5. **Donated Goods**—Good, services, personnel and equipment donated to be used by the County during a disaster shall be dealt with in the following manner:
    - a. All materials, services and equipment received shall be properly recorded and inventoried.
    - b. The approximate dollar value of the good and services received shall be decided on jointly by the donor and the Resource Manager. This value shall be recorded and submitted to the Emergency Manager for further processing after the emergency.

- c. The donor shall receive a statement as soon as possible after the disaster that will include the following:
  - 1) Date and time that the donation was received
  - 2) Dollar Value
  - 3) Intended Use
  - 4) And a statement thanking the individual or organization for the support.
6. **Donated Services**—The American Red Cross will be responsible for determining any specialized training or certification necessary for services rendered from Volunteers. These professional services and licensing requirements will be determined prior to allowing anyone to perform said operations.
7. **Equipment**—The Resource Officer will maintain a record of the type and amount of equipment that is donated to a particular emergency. This information will have to come through staging areas and distribution points etc.
8. **Monetary Donations**—Monetary donations can be accepted by the Pottawatomie County Treasurer and the Chairman of the Board of County Commissioners. These donations shall be handled in the same manner utilized for goods and services. Receipts shall be issued to the donor signifying their contribution. A separate account will be established in the county treasury to handle emergency donations

#### **N. Coordination-Disaster Donations Management**

1. The donations management program for County is composed of several organizational elements and several operating units that are activated as needed at a level suitable for the anticipated workload. The organizational elements include the Donations Coordinator, and the Unmet Needs Committee. The operating units include: a Donations Operations Office, a Staging Area, a Phone Bank if needed, one or more Distribution Points, and a Volunteer Center.
  - a. Donations Coordinator (DC). A Donations Coordinator shall coordinate the donation management efforts of volunteer groups and local government. The Donations Coordinator should be appointed in writing by the [County Judge/Mayor] when this annex is initially published and a replacement should be appointed in writing whenever there is a vacancy in this position.
  - b. Key Donations Management Personnel. Key donations management personnel should, to the extent feasible, be identified in advance so that they can receive training and assist in the development of operating procedures. In addition to the Donations Coordinator, key personnel include the individuals who will supervise operation of the Resources Staging Area, Phone Bank, Volunteer Center, and Distribution Point(s), as well as the Donations Financial Manager.

#### **1. Operating Units**

All of the operating units listed below are established after a disaster has occurred. To facilitate rapid activation of the units, suitable local facilities for each unit should be identified in pre-emergency preparedness planning. Some of the operating units listed below may be collocated if suitable facilities are available; for example, the Volunteer

Center may be collocated with the Staging Area, if a facility that provides sufficient warehouse and office space is available. In coordinating use of facilities, it is important that those providing facilities understand that some of these facilities may need to continue operations for an extended period – possibly several months. All of these facilities will be largely staffed by volunteers. The American Red Cross will generally be in charge of this activity.

d. The Donations Operations Office (DOO).

- 1) The DOO coordinates operation of the donations management program in the aftermath of a disaster; it further:
  - a) Maintains a Current Needs List that identifies donations that are needed and donations that are not needed. (See Appendix 1 for a sample of a Current Donations Needs List.)
  - b) Maintains a record of the following, as appropriate:
    - (1) Phone responses and referrals.
    - (2) Cash donations received and distributed.
    - (3) Donated goods received and distributed.
    - (4) Volunteer workers utilized and tasks accomplished.
  - c) Handles correspondence related to the donations management program.
  - d) Ensures an appropriate accounting and disbursing system is established for any cash donations received (see Appendix 4).
  - e) Works closely with the Public Information Officer (PIO) to ensure donation needs, information on the availability of donated goods, and pertinent information on the operation of the donations management program is provided to the media for dissemination to the public.

e. **Phone Bank**

- 1) A Phone Bank is normally established to receive and respond to offers of donations and disseminate other disaster-related information. Depending on the goods or services offered and the current local situation, the Phone Bank may refer some donors to other agencies that may be better equipped to handle their donations. The Phone Bank may also be used to provide disaster-related information to callers.
- 2) Donation offers received by phone for goods and services on the Current Needs List will normally be recorded on a Record of Donation Offer, which will be provided to the DOO for follow-up action. See Appendix 2 for an example of the Donation Offer Record.
- 3) The Phone Bank should work closely with the County Emergency Operating Center (EOC) to advise on items needed and not needed; to obtain official, updated disaster relief information for rumor control and victim assistance referrals; to provide data for government situation reports; etc.

**O. Reception and Distribution Points of Donations**

1. The Pottawatomie County Emergency Manager and an appointed member of the EOC shall coordinate efforts with other relief agencies regarding donations.
  - a. Distribution Points are sites from which ready-to-use goods (received directly from donor agencies or from an RSA) or cash vouchers will be distributed to disaster victims.
  - b. They are typically operated by local community-based (volunteer) organizations (CBOs) or nationally-recognized volunteer agencies (VOLAGs) such as The Salvation Army (TSA) and the American Red Cross (ARC).
  - c. Distribution points are generally located in proximity to areas where disaster victims are living. They may be housed in facilities owned by volunteer groups or local government or in donated space.

**2. Volunteer Center**

- a. The Volunteer Center is a facility where spontaneous, emergent, unaffiliated volunteers are assembled, registered, assigned recovery tasks, and provided logistical and other support. Volunteers may be assigned to operate various donation management facilities, to provide direct assistance to victims (such as clean-up and home repair), or to assist government departments in recovery operations.
- b. The Volunteer Center should be located in reasonable proximity to the disaster area, but not in that area.

**P. Facilities**

1. Based on the requirement for storage of donated materials, the County Emergency Manager will designate specific facilities such as warehouses, staging and distribution points in cooperation with the various volunteer organizations.

**Q. Needs Assessment Team**

1. UnMet Needs (UN). The function of the UN is to assist disaster victims who need assistance that local government has been unable to provide. The DC is expected to assist in forming the working group as soon as practicable after a disaster occurs. The working group may continue to operate for an extended period. The UN should consist of representatives from organizations that have provided or can provide money, manpower, or materials to assist in disaster relief. Members would typically include:
  - a) Representatives of local volunteer organizations.
  - b) Representatives of the local ministerial alliance.
  - c) Representatives of corporations that have donated money, staff, or goods for disaster relief.
  - d) Other interested parties that have donated to disaster relief.

Although the DC should assist in forming the UN, its chair should be elected by the members and preferably be a highly regarded and well known local citizen who does not have other major commitments. As these individuals will decide which individuals receive supplemental aid, it is generally inappropriate for government officials to serve as members of this Committee. If they do, they should play a non-voting advisory or support role only.

**R. Administration and Support**

1. **Maintenance of Records.** All records generated during an emergency will be collected and maintained in an orderly manner so a record of actions taken is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.
2. **Preservation of Records.** Vital resource management records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.
3. **Training.** Individuals who will be performing resource management duties in the EOC or at the incident command post shall receive training on their required duties and the operating procedures for those facilities.
4. **Resource Data** The Resource Manager shall keep current the list of available emergency resources in Appendix 1.
5. The Resource Manager shall keep current information on the sources of essential disaster supplies in Appendix 2.
6. **Support.** The Resource Manager is responsible for coordinating standby agreements for emergency use of resources with businesses, industry, individuals, and volunteer groups. The County Counselor shall be consulted regarding such agreements and approve them.

**Evaluation**—After careful review of this portion of the annex there were no major deficiencies noted at this time.

**APPENDICES**

Appendix 1 .....Resource Inventory

Appendix 2 ..... Essential Disaster Supplies

Appendix 3.....Requesting External Resources

## RESOURCE INVENTORY

### WARNING

Resource	Owner Source	Qty	Remarks
Bullhorns	EMGT	1	
Public Address System			
Siren System, self-contained	911 Dispatch Center	1	Located through County

### COMMUNICATIONS

Resource	Owner Source	Qty	Remarks
Base station, HF			
Base station, VHF			
Base station, FM			
Handheld radio -			
Handheld radio -			
Pager, alphanumeric			
Repeater, portable			
Telephone, cellular			
Telephone, satellite			

### MASS CARE & HUMAN SERVICES

Resource	Owner Source	Qty	Remarks
Blankets			
Clothing, replacement			
Cots			
Fans, electric			
Food service, catered			
Heaters, portable, electric			
Heaters, portable, propane			
Meals, packaged			
Pads, sleeping			
Shelter kits			
Van, mobile food service			
Water, bottled			

**RADIOLOGICAL PROTECTION**

<b>Resource</b>	<b>Owner Source</b>	<b>Qty</b>	<b>Remarks</b>
Detector, beta-gamma - low	Leroy Jackson, Don Cassel	2	
Detector, beta-gamma - high	EMGT	1	
Detector, alpha			
Area Monitor, beta-gamma	EMGT, Leroy Jackson	2	
Dosimeter, direct-reading			

**EMERGENCY MANAGEMENT**

<b>Resource</b>	<b>Owner Source</b>	<b>Qty</b>	<b>Remarks</b>
Mobile Command Post	EMGT	1	
Damage Survey Kits	EMGT, Zoning	1	
Generators	EMGT (Landfill)	3	(1)10.5 K, (2) 5K

**FIREFIGHTING**

<b>Resource</b>	<b>Owner Source</b>	<b>Qty</b>	<b>Remarks</b>
Air supply truck	EMGT, Louisville	2	
Brush truck – light duty			
Brush truck – medium duty			
Engine, 1000 GPM			
Engine, 1250 GPM			
Engine, 1500 GPM			
Fire command vehicle			
Tanker, 4000 gal with tractor			
Tanker, 4500 gal with tractor			
Tank truck, 3000 gal			
Lighting unit, trailer-mounted			
Truck, 85' aerial ladder			
Truck, 100' aerial ladder			

**LAW ENFORCEMENT**

<b>Resource</b>	<b>Owner Source</b>	<b>Qty</b>	<b>Remarks</b>
Command vehicle			
Mobile Crime Scene Unit			
Motorboat w/ trailer			
Motorcycle			
Patrol unit			
Patrol unit, 4 wheel drive			
Patrol unit, Park Police			
Patrol unit, License & Weight			
SWAT van			
Sedan, unmarked			

**HEALTH & MEDICAL**

<b>Resource</b>	<b>Owner Source</b>	<b>Qty</b>	<b>Remarks</b>
Ambulance, BLS. 2 EMTs			
Ambulance, ALS. 2 paramedics			
Ambulance, Helicopter. Pilot, flight nurse, physician			
First aid team			

**SEARCH & RESCUE**

<b>Resource</b>	<b>Owner Source</b>	<b>Qty</b>	<b>Remarks</b>
Airboat			
ATV			
Boat/outboard w/ trailer			
Dog team - search			
Dog team – cadaver search			
Dog team -			
Personal watercraft w/ trailer			
Rescue truck, heavy			
Rescue truck, light			
Snowmobile w/trailer			
Water rescue support truck			

## PUBLIC WORKS &amp; ENGINEERING

Resource	Owner Source	Qty	Remarks
<i>Heavy Equipment</i>			
Aerial bucket truck			
ATV			
Backhoe			
Crane - 2000#	PW	1	
Dozer – heavy			
Dozer – medium			
Dragline			
Dump truck, 4 yd			
Dump truck, 8 yd			
Farm tractor	PW		
Fork lift – 2000#			
Grader/Maintainer	PW	3	
Loader, tracked			
Loader, wheeled	PW	1	
Rock saw			
Trencher, tracked			
Wood chipper			
Work truck, ½ ton	PW	10	
Work truck, ¾ ton			
Refueling truck			
Trailer, equipment, flatbed	PW	2	
Water truck, 3000 gal			
<i>Other Equipment</i>			
Barricades – 3'			
Barricades – 8'			
Chainsaws			
Compressor, 250 cfm, towed			
Fencing, temporary			
Generator – 5 KW, on skid			
Generator – 10 KW, towed			
Generator – 30 KW, towed			
Jackhammers			
Lighting set, trailer-mounted			
Pump, 200 gpm, skid			
Pump, 400 gpm, towed			
Pump, 650 gpm, towed			
Sand bag filler			
Sign board, lighted, arrow			
Sign board, lighted, message			
Tub Grinder			
Welder, portable			
Welder, truck-mounted			

### TRANSPORTATION

Resource	Owner Source	Qty	Remarks
<i>Passenger</i>			
Bus, charter, 44 pax			
Bus, charter, 60 pax			
Bus, school, 28 pax			
Bus, school, 40 pax			
Bus, school, 40 pax (CNG fuel)			
Bus, school, 53 pax			
Bus, transit, 44 pax			
Sedan			
Station Wagon or SUV			
Van, 8-12 pax			
Van, 15 pax			
<i>Cargo</i>			
Semi-trailer, ~40' enclosed			
Semi-trailer, ~40' flatbed			
Semi-trailer, ~40' heavy equip			
Semi-trailer, ~40' refrigerated			
Tractor unit			
Trailer, 1 ton, open			
Truck, pickup, ½ ton			
Truck, pickup, ¾ ton			
Truck, pickup, 4x4			
Truck, stake bed			
Truck, cargo, ~20' box			
Van, moving ~24'			
Van, moving ~32'			
<i>Specialized</i>			
Bus, prisoner transport			
Hearse			

### SANITATION

Resource	Owner Source	Qty	Remarks
Packer Truck, 3 CY			
Packer Truck, 4 CY			
Recycling Truck			

## ESSENTIAL DISASTER SUPPLIES

### 1. Planning Factors

#### A. Drinking Water.

- 1) The planning factor for drinking water is 1 gallon per person per day.
- 2) Emergency drinking water is usually provided in the form of bottled water. Bottled water is available from a variety of sources already palletized and ready to ship.
- 3) People sometimes request that water tankers be emplaced in specific areas as fill-it-yourself water stations. This arrangement is often undesirable because potable water tankers are generally in short supply, a distribution system of piping and faucets must be fabricated, and such facilities usually have to be staffed.

#### B. Ice

- 1) Ice is needed to preserve food and medicines.
- 2) The planning factor for ice is one 5 pound bag per person per day.
- 3) Bagged ice is available from a number of distributors. When arranging for ice, keep in mind that ice is obviously perishable and you will probably need to retain the refrigerated delivery truck to preserve the product while it is being distributed.

#### C. Portable Toilets

- 1) The general planning factor is 8 to 10 toilets per hundred people. In areas where people are well dispersed, additional toilets may be needed to keep the walk to sanitary facilities reasonable.
- 2) In requesting portable toilets, ensure that the contract for providing the toilets includes the requirement to service them on a regular basis. A local or nearby firm that has existing arrangements for waste disposal is often preferable.
- 3) Portable toilets should be sited at least 100 feet for any water source or cooking facility. To prevent disease, it is desirable to have hand washing facilities in the vicinity of toilets.

#### D. Food

- 1) Shelter and mass care facilities and mobile feeding units generally aim to provide at least two, and preferably three, simple meals per day – cereal, sandwiches, and soup. When requesting feeding service, provide not only an estimate of the number of people that need to be fed, but also indicate the number of those who are infants and children 1 to 3 years of age so that suitable food can be provided.
- 2) It may be possible to obtain packaged non-perishable meals for disaster victims who remain in their homes and cannot easily be served by fixed or mobile feeding facilities. A good estimate of the number of people who must be fed and for how long is vital in requesting such meals.

### **E. Plastic Sheeting & Tarps**

- 1) Plastic sheeting and tarps are used to protect damaged structures from further damage by foul weather.
- 2) The planning factor for plastic sheeting is 1100 square feet per home. That amount covers half the roof of a typical 1800 square foot house.
- 3) For plastic sheeting: 4 or 5 mil thickness, 8+ feet wide – the wider the better.
- 4) For tarps: inexpensive polyethylene tarps are readily available. Tarps should have grommets.
- 5) Rope can be used to install tarps that have grommets. Furring strips are usually needed to keep plastic sheeting on roofs and walls and may also be used with tarps.

### **F. Sandbags**

- 1) Sandbags may be used to protect structures from rising water.
- 2) Sandbags are available in quantity from the COE (Tuttle Creek) during flood events, National Guard and Fort Riley, and a number of commercial distributors.
- 3) If you plan to use a substantial quantity of sandbags, a sandbag filling machine can expedite filling. These machines are available from a variety of commercial vendors; sandbag distributors may be able to provide such machines or contact information for those who do.

## 2. Suppliers of Essential Disaster Supplies

<u>Item</u>	<u>Local Supplier</u>	<u>Nearby Supplier</u>
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Bottled Water		
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Ice		
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Portable Toilets		
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Packaged Meals		
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Plastic Sheeting & Tarps		
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Sandbags		
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<b>EMERGENCY RESOURCE REQUEST</b> [COUNTY/CITY NAME]	
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REQUEST DATE	
REQUESTER NAME	
DEPARTMENT/ORGANIZATION	
CONTACT PHONE/FAX	
REQUESTER'S PRIORITY	Highest 1 2 3 4 5 Lowest

EMERGENCY RESOURCE REQUIRED (equipment, supplies, services)	
FOR EQUIPMENT: <input type="checkbox"/> Purchase <input type="checkbox"/> Rent/Lease for (period)_____	

WHEN REQUIRED?
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DELIVERY INFORMATION:  DELIVERY CONTACT, IF OTHER THAN REQUESTER (NAME & PHONE NUMBER):
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FOR RESOURCE MANAGEMENT USE ONLY: REQUEST #

## RECORD OF DONATION OFFER

Call received by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Donor Name and Information:**

Salutation: \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone 1: \_\_\_\_\_

Phone 2: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Donated (free)     Goods    or     Services

Commercial (vendor)     Goods    or     Services

**Type of Resource:** (e.g., people, food, equipment): \_\_\_\_\_

Category: (e.g., clothing, water, bedding): \_\_\_\_\_

Sub-category: (e.g., shoes, blankets, chairs): \_\_\_\_\_

**Description/Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Quantity: \_\_\_\_\_ Units (#): \_\_\_\_\_ Measure (e.g., box, each): \_\_\_\_\_

Packaging \_\_\_\_\_ Amount (#): \_\_\_\_\_ Size (e.g., can, dozen, gallon): \_\_\_\_\_

Palletized:    Yes    No                      Transportation required:    Yes    No

Refrigeration required:    Yes    No                      Restrictions:    Yes    No

Resource Location: \_\_\_\_\_

Estimated Value: \_\_\_\_\_ Available until: \_\_\_\_\_

Follow-up required:                      Yes    No    Action taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PUBLIC INFORMATION RELEASE

(County/City)

(Date)

### FOR IMMEDIATE RELEASE

### FOR MORE INFORMATION, CONTACT: [County Public Information Officer]

We are receiving citizen and community inquires regarding the [name of disaster]. The calls primarily involve citizens who want to offer assistance or make donations to the [name of disaster] victims. It is important that such good intentions do not create the potential for a disaster within a disaster. Therefore people who wish to offer assistance should do so in as effective a manner as possible.

Individuals or organizations that want to provide assistance to victims of the (name of disaster) should first work through their local disaster relief organizations. These may include the American Red Cross, The Salvation Army, the various Church Groups and other civic organizations. People can find these organizations listed in the Telephone Book Yellow Pages under "Social Service Organizations."

Cash is the best contribution since items can be purchased within the affected areas to meet the specific needs of victims. To contribute cash, contributions should be sent to: ***[the precise organization name, address, and account number where cash contributions should go].***

If people prefer to donate goods or service, they should still work through their local disaster relief organizations such as the Red Cross or Salvation Army. These organizations know the immediate needs of people in the affected areas, how best to meet those needs, and how to ensure assistance is appropriate, adequate, and delivered to the right places. The disaster relief organizations can tell potential donors what is needed and what is not needed and how to package and transport those goods that are needed to the disaster area.

We encourage people not to send unsolicited donations to the disaster area. Unsolicited donations may not reach the proper people or even would meet their current needs. If donors plan to travel to the disaster area, they may find that lodging and other services are unavailable and they may add to problems in the disaster area rather than helping.

***Attention News Editors and Directors: Please assist us in publicizing this information relating to donations for the [name of disaster]. We would like to encourage donations of goods and services that are needed, while discouraging donations that cannot be used and that may add to the problems that already exist. You can also help us by discouraging sightseers from driving into the disaster area***