ANNEX H – RESOURCE MANAGEMENT

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I. SITUATION AND ASSUMPTIONS

A. Situation

1. Emergency response and recovery often creates overwhelming resource requirements that are beyond the capabilities of the jurisdictions involved.

2. Hazards that may drain resource supplies in Tucker County include: flooding, severe thunderstorms, severe winter storms, and hazardous materials incidents.

3. This annex outlines procedures for requesting assistance and resources in accordance with the National Incident Management System (NIMS) during emergency situations.

4. Under the NIMS, resource management involves four (4) primary tasks.

    a. Establishing systems for describing, inventorying, requesting, and tracking resources.

    b. Activating these systems prior to and during an incident.

    c. Dispatching resources prior to and during an incident.

    d. Deactivating or recalling resources during or after incidents.

5. The Tucker County Resource Manual will include anticipated needs for local government for all types of emergencies. Resource management personnel can use the manual to quickly find resources near the emergency scene.

B. Assumptions

1. The resource management system used by Tucker County provides a uniform method of identifying, acquiring, allocating, and tracking resources.

2. The resource management system used by Tucker County provides a credentialing system tied to uniform training and certification standards to ensure that requested personnel resources are successfully integrated into ongoing incident operations and is in accordance with the National Incident Management System (NIMS).

3. All emergency response agencies and organizations will sustain themselves during the first 24-hours of an emergency. All households, businesses, or other commercial operations in the area at-risk will sustain themselves for the initial 72 hours of an emergency.

4. There is a potential for donations during or after an emergency event that will need to be effectively managed.

II. CONCEPT OF OPERATIONS

A. General

1. The immediate needs of disaster victims will take precedence over all other needs in the allocation of resources under the direction and coordination of the Tucker County Office of Emergency Management (OEM).

2. Upon activation of the Emergency Operations Center (EOC), the OEM Director will review the initial information of the disaster event and determine if the Resource Management Section should be activated.

3. It is the responsibility of local government to protect the lives and property of its citizens. Among the actions to be taken toward this end include the following:

   a. Command of all or part of its available resources necessary to protect lives and property and to relieve suffering and hardship.

   b. Emergency management agencies should exhaust all local resources before turning to the resource management function.

   c. In the event that all local resources have been exhausted, including those obtained through mutual aid with surrounding jurisdictions, assistance should be obtained through the West Virginia Division of Homeland Security and Emergency Management (WVDHSEM).

   d. The county will maintain records of all resources utilized, such as personnel, equipment, and materials.

4. The National Incident Management System (NIMS) has identified the following five (5) key principles as being necessary for effective resource management:

   a. Advance Planning: Preparedness organizations should work together in advance of an incident to develop plans for managing and employing resources in a variety of possible emergency circumstances. The Tucker County Resource Manual is an example.

   b. Resource Identification and Ordering: The Tucker County Resource Manager (RM) should use standardized processes and methodologies to order, identify,

       mobilize, dispatch, and track the resources required to support incident management activities.

    c. Categorizing Resources: Resources should be categorized by size, capacity, capability, skill, and other characteristics to make resource ordering across jurisdictions more efficient.

    d. Use of Agreements: Pre-incident agreements among all parties providing or requesting resources are necessary to enable effective and efficient resource management during incident operations. These agreements include mutual aid, and the Emergency Management Assistance Compact (EMAC).

    e. Effective Management of Resources: The Tucker County RM will use validated practices to perform key resource management tasks systematically and efficiently.

5. To facilitate NIMS compliance, NIMS resource definitions can be accessed online at http://www.fema.gov/nime/mutual_aid.shtm or in Appendix 1 to this annex.

6. Incident command staff should request resources from the EOC as efficiently as possible. It is the responsibility of the resource management section to acquire resource in accordance with the NIMS.

7. During incidents of national significance, the General Services Administration (GSA) Emergency Coordinator (EC) deploys appropriate federal support agencies to the Joint Field Office (JFO).

    a. The JFO will support resource needs for operating federal forces.

    b. State and local requests should be made to the JFO in accordance with the NIMS. The JFO will channel requests to the GSA Regional Response Coordination Center or GSA Headquarter, if necessary.

    c. GSA personnel act in accordance with the National Response Plan.

B. Resource Typing and Inventorying

1. Resource typing entails categorizing by capability the resources that incident mangers commonly request, deploy, and employ.

2. Resource typing is a continuous process designed to be as simple as possible to facilitate frequent use and accuracy in obtaining needed resources.

3. A key aspect of the resource inventorying process is determining whether or not the primary use organization should warehouse certain items prior to an incident.

4. Emergency responders and those who will be using resources will identify measurable standards to categorize resources and then type and inventory resources on a consensus basis, with a national-level entity taking the coordinating lead.

5. Those using the Tucker County Resource Manual should note any deficiencies and the like to the RM.

C. Certifying and Credentialing Personnel

1. Personnel certification entails authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions.

2. Credentialing involves providing documentation that can authenticate and verify the certification and identify designated incident mangers and emergency responders to the RM and/or Tucker County OEM.

3. As a start the following training must be achieved for full NIMS compliance.

    a. The highest levels of local government should be trained in the NIMS and the NRP.

    b. Personnel involved indirectly with response operations such as 911 staff should be trained in the NIMS.

    c. Personnel supporting on-scene operations should be trained in basic incident command and the NIMS.

    d. Personnel with supervisory duties during any part of operations should be trained in the basic incident command system, the NIMS, and the NRP.

4. The above training is offered through the Emergency Management Institutes' Independent Study (IS) program.

D. Identifying Resource Requirements

1. The Tucker County RM should identify, refine, and validate resource requirements throughout the incident life cycle. This process will involve accurately identifying what and how much is needed, where and when it is needed, and who will be receiving or using it.

E. Ordering and Acquiring Resources

1. Requests for items that the IC cannot obtain locally should be submitted through the local EOC using standardized resource-ordering procedures. If the servicing EOC is

unable to fill the order locally, the order should be forwarded to a neighboring EOC, or the state or regional EOC.

2. The 10 NIMS Resource Definitions categorizes some of the must commonly-requested/resources by a standard terminology. The definitions will be used when requesting these resources.

F. Tracking and Reporting Resources

1. The Tucker County RM will develop a system to display real-time information concerning where resources are located and coordinating the movement of personnel, equipment, and supplies in the EOC.

G. Recovering Resources

1. During this process, resources will be rehabilitated, replenished, disposed of, and retrograded as necessary or deemed appropriate by the RM.

   a. **Nonexpendable Resources**: are those resources that are fully accounted for at the incident site and again when they are returned to the unit that issued them.

      i. The issuing unit is responsible for restoring the resources to fully functional capability and readies them for the next mobilization.

      ii. Broken and/or lost items should be replaced through the Supply Unit by the organization with invoicing responsibility for the incident.

   b. Expendable Resources

      i. The restocking of resources should occur at the point from which they were issued.

      ii. The incident management organization will bear the costs of expendable resources according to financial agreements developed by preparedness organizations.

      iii. Returned resources that are not in restorable condition must be declared as excess or disposed of according to the established regulations and policies of the controlling entity.

    c. Reimbursement

       i. The reimbursement process will include mechanisms for collecting bills, validating costs against the scope of work, ensuring that proper authorities are involved, and accessing reimbursement programs.

       ii. The Tucker County OEM will work with the county financial office to gather appropriate information and submit requests for reimbursement.

III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

  1. During an emergency, the Tucker County OEM will coordinate and identify essential resources to be rendered to disaster victims. These resource management areas need to be addressed in addition to the normal emergency role of the emergency services during emergencies.

  2. The RM will be one of the first emergency management officials notified of a significant emergency with the potential to exhaust local emergency resources.

B. Responsibilities

  1. OEM Director

    a. Work with local officials to identify and type resources in Tucker County.

    b. Activate the Resource Management Section of the EOC.

  2. Resource Manager (RM)

    a. Determine resource needs based upon preliminary information, damage assessments, and past experiences.

    b. Monitor resource demands from the Incident Commander and identify where and when the requested resources can be delivered.

    c. Direct and supervise the activities of the needs, supplies, and distribution groups.

    d. Coordinate with the EOC Manager, key organizations, and other representatives in the EOC regarding needs and priorities for meeting them.

    e. Monitor potential resource shortages in Tucker County and advise the EOC on the need for action.

    f. Identify facilities that may be used to store needed resources and donations.

g. Utilize the Tucker County Resource Manual to find and deploy available resources to field operating organizations that need them to carry out emergency response operations.

3. All Tasked Organizations

a. Provide knowledgeable staff in specific resource areas to serve in the Resource Management Section.

b. Provide current emergency resource inventories on a regular basis or as requested by the RM.

c. Provide other assets as may be necessary.

IV. ADMINISTRATION AND LOGISTICS

A. Resources are available through participation in mutual aid agreements. Copies of mutual aid agreements are on file at the OEM.

B. All agencies involved in a response that taxes existing resources and requires additional resources will maintain records of resources expended for inclusion in requests for disaster assistance. These records should be provided to the Tucker County OEM following an emergency event.

C. Detailed documentation of any assistance given to or received from mutual aid jurisdictions must be maintained and delivered to the proper authorities for disposition of future claims.

D. An emergency response critique session will be held following a disaster event to review each agency's response and determine how, if possible, the response could be altered in the future to better meet the needs of the population.

E. Situation Reports (SITREPS) will be regularly sent to the WVDHSEM. The EOC will participate in conference calls and supply information as requested by the WVDHSEM.

V. CONTINUITY OF GOVERNMENT

A. If the RM is not available, the following personnel will take his/her position.

1. Tucker County Sheriff
2. OEM Director
3. OEM Deputy Director
4. Designee

VI. PLAN DEVELOPMENT AND MAINTENANCE

A. The RM, in coordination with the Tucker County OEM Director, is responsible for the periodic review, updating, exercising, revision, acceptance, and approval of this resource management annex.

VII. LIST OF APPENDICES

Appendix 1 – 120 NIMS Resource Definitions

VIII. AUTHENTICATION

_____   _____
Date   Resource Manager