

## ESF-5

### RESOURCE MANAGEMENT

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## ESF-5

### RESOURCE MANAGEMENT

**PRIMARY AGENCIES:** Office of Emergency Management (OEM)

**SUPPORT AGENCIES:** Office of City Manager County Administrator  
Human Resources

#### I. PURPOSE

In order to deal with the many types of disasters that could affect Greene County, local resources must be utilized in a timely manner. These resources may come from a variety of sources, both solicited and unsolicited. This ESF was designed to give the local officials the ability (1) to maintain a continuous inventory of these resources and, (2) to allocate these resources in a prompt and orderly manner.

#### II. SITUATION AND ASSUMPTIONS

##### A. Situation

1. This ESF is designed to provide for the management of resources, public and private, solicited and unsolicited. Priority should be given to those resources which could be used to combat the hazards identified in the (**see Hazard Mitigation Plan**). Care will be taken to keep unsolicited and unusable donations from overwhelming resource management personnel.
2. Procedures will be set up to request assistance both within the City/County and from outside sources.
3. A system must be set up to ensure adequate inventories of response resources are available.
4. The local Resource Management function will have to anticipate resource needs for all types of hazards and provide the coordination necessary for the proper allocation of these resources.
5. Local resources will have to be used first before outside assistance is requested from a higher government agency.
6. The EOC and Purchasing Departments maintain a list of resources (and telephone numbers) for use during an emergency or disaster.

##### B. Assumptions

1. During a disaster, persons who own or control private resources will be asked to cooperate in response and recovery operations. Many may wish to donate goods to assist disaster victims. These goods and services may come in from all areas of the State or country (**ESF-18**).
2. Funds for payment of private resources will be available from local government, state and federal assistance. Should the President officially declare the area a disaster, funds under the Robert T. Stafford Act will apply.
3. Greene County and its municipal officials will not request outside assistance until all

local resources have been exhausted.

4. If the emergency response period lasts more than 24 hours, outside assistance will likely be required.
5. All organizations will operate through normal supply channels, if possible. Operations will be tailored to the expanded demands, using staff rotation on 12-hour shifts. Normal upkeep and maintenance of equipment will be upgraded during the disaster operation period.
6. Following an emergency of any magnitude, private resources will be available that have not been included on the resource lists (especially personnel).

### III. CONCEPT OF OPERATIONS

#### A. General

1. The first resources to be identified will be those that are under the control of or are readily available to local government.
2. It is the responsibility of local government to mobilize these resources as necessary to relieve suffering and to protect lives and property.
3. All local resources must be committed before assistance is requested from neighboring jurisdictions or upper levels of government.
4. The person designated as Resource Management Coordinator will monitor donations brought into Springfield/Greene County during a disaster. This position will not be responsible for supervising the process by which donations are collected by various authorized volunteer agencies.
5. If there is a need to activate ESF-18, the Resource Management Coordinator will coordinate with the appropriate personnel to do so.

#### B. Actions to be Taken by Emergency Operating Time Frames

##### 1. Mitigation

- a. Review the following hazards to determine what types of resources would be necessary to deal with them:

Tornado/Hail/Lightning/T-Storm	Dam Failure
Flood	Drought
Earthquake	Extreme Heat
Power Failure	Land Subsidence
Hazardous Materials Incident	Civil Disorder
Winter Storm	Terrorism
Wild Fire	Public Health Emergency

- b. Locate the required resources in the community.
- c. Develop letters of understanding with the private sector organizations who have the required resources to include points of contact.
- d. Identify those required resources that are not available locally and find their nearest location.
- e. Develop procedures that can circumvent normal procurement procedures during an emergency period.

- f. Participate in exercises and drills to train personnel in the proper allocation of resources to include procedural arrangements.

## **2. Preparedness**

- a. Analyze the potential of the emergency situation to what types of resources would be needed.
- b. Check on the availability of needed resources making lists of those available and unavailable.
- c. Contact private sector organizations and neighboring jurisdictions to indicate the possible need for assistance.
- d. Coordinate activities with other response agencies (i.e., American Red Cross, National Guard, etc.) to ensure a coordinated and efficient allocation.
- e. Report on status and actions taken to the EOC staff.
- f. Protect resources from possible damage resulting from the disaster.
- g. Secure a workable location for the storage and distributing of disaster goods and services-- Both solicited and unsolicited.

## **3. Response**

- a. After activating Resource Management personnel, work with the EOC staff to establish priorities and allocate resources.
- b. If necessary, establish staging areas from which resources can be distributed to:
  - (1) Emergency response teams
  - (2) Disaster victims
  - (3) Shelters
- c. Assist in developing lists of outside resources that are required.
- d. Coordinate with the City/County PIO in informing the public of the location of available assistance.
- e. Coordinate resource requirements and requests of other response agencies.
- f. Work closely with ESF-18, if activated, to minimize duplication of efforts

## **4. Recovery**

- a. Review damage assessments and make an estimate of resources needed for recovery.
- b. Total resource requests of other local government agencies.
- c. Assess the impact of the disaster on the community.
- d. Identify unused resources in the community.
- e. Total costs of utilized resources.
- f. Participate in after-action reports and critiques.
- g. Set up staging areas to receive and distribute recovery resources.
- h. Perform other duties as required until the situation returns to normal.

# **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

## **A. Primary Agency: Purchasing Department**

- 1. The Coordinators for the Resource Management function will be the County Purchasing Agent for Greene County and the Purchasing Department for Springfield.
- 2. The Resource Management Coordinators will also be responsible for the following supply areas:
  - a. Food: Procurement, storage and equitable distribution of food supplies as

- required by the situation.
  - b. Sustenance Supplies: Procurement storage, and (except food) equitable distribution of water, clothing, sanitary supplies, bedding, etc. Work closely with ESF-17.
  - c. Fuel and Energy: Procurement, storage, and equitable distribution of fuel products. Work closely with ESF-16
  - d. Transportation: Coordination and use of all modes of transportation utilized in the County to support emergency operations. Work closely with ESF-15.
  - e. Equipment and Supplies: Procurement, storage, and distribution of equipment to include construction supplies.
  - f. Personnel Resources: Ascertain and utilize those personnel who are available in the County and to determine, obtain, and equally apportion the personnel resource needs.
3. The aforementioned tasks can be delegated to deputy coordinators.
  4. Maintain records of the cost of supplies, resources and staff-hours needed to respond to the disaster event.

**B. Support Agencies:**

**City/County Human Resources**

Coordinate and assist with procurement and allocation of essential personnel and their resources. Provide for hours worked, accountability of personnel and record keeping.

**Office of City Manager**

Coordinate activities of Springfield city offices, departments and personnel.

**County Administrator**

Coordinate activities of Greene County offices, departments and personnel.

**Office of Emergency Management**

Provide resource listings and assistance with resource allocations and EOC staffing.

**C. State Primary Agency**

**Missouri State Emergency Management Agency (SEMA)**

SEMA will coordinate with local government agencies on potential or actual disasters and emergencies.

**D. Federal Primary Agency**

**General Services Administration**

Provide operational assistance in a potential or actual Presidential declared major disaster or emergency.

**V. DIRECTION AND CONTROL**

- A. All Resource Management operations will be controlled from the EOC to ensure official concurrence for actions taken.
- B. Subordinates of the Resource Management staff may operate from daily offices, but all final decisions will be approved through the EOC.

**VI. CONTINUITY OF GOVERNMENT**

**A. Line of succession for Greene County:**

1. County Purchasing Director
2. Assistant Purchasing Agent
3. As designated by the Presiding Commissioner

**B. Line of succession for Springfield:**

1. City Purchasing Director
2. Assistant City Purchasing Director
2. As Designated by City Manager

**C. Vital Documents**

1. Records of purchases will be duplicated when possible.
2. Transfer of these documents will occur upon direction of the EOC.

**VII. ADMINISTRATION AND LOGISTICS**

**A. Administration**

1. When normal purchasing procedures are bypassed, official approval must be given by the chief elected official present in the EOC.
2. All such purchases must be kept in accordance with State laws and local ordinances.

**B. Logistics**

1. Communications will be the responsibility of the local law enforcement agencies.
2. Transportation of supplies will be accomplished by:
  - a. The requesting agency
  - b. County/Municipal public works
  - c. Private transport (hired or volunteer)

**VIII. ESF DEVELOPMENT AND MAINTENANCE**

- A. The Office of Emergency Management will update and maintain this resource list periodically.
- B. All updates and revisions of this ESF will be completed by the Resource and Supply Coordinators as instigated by the Emergency Management Director.