

Resource Management Functional Annex

Updated: October 25, 2024

I. PURPOSE

This section provides for the identification and management of resources that may be utilized during emergency/disaster situations. It will provide a comprehensive, disaster logistics planning, management, and sustainment capability that harnesses the resources of logistics partners, key public and private stakeholders, and nongovernmental organizations to meet the needs of disaster victims and responders. This annex will also guide developing methods of tracking the expenses incurred to locate and transport these resources.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The County should acquire those resources required to cope with hazards posing a potential threat to the County.
2. The listed resources would be critical in both an immediate response and long-term recovery period within the County:
 - a. Personnel
 - b. Equipment
 - c. Facilities
 - d. Information
 - e. Commodities
 - f. Temporary housing units
 - g. Tarps/plastic
 - h. Bottled water/ice
 - i. Generators
 - j. Portable toilets/dumpsters
3. Alexander County Emergency Management maintains a list of the resources available within the County.
4. Resource Management will be coordinated by the Alexander County Emergency Operations Center during emergency/disaster situations, which includes the request for state resources.
5. Resources from the Federal and State Governments will be requested to supplement/replace local resources that are inadequate to meet the demands of the emergency/disaster.

B. Assumptions

1. The required resources will be available to provide for the warning, evacuation, and shelter/mass care of the endangered population.
2. Locally owned or controlled resources will be employed first to respond to a disaster or emergency in the county.
3. Adequate local resources to respond to a long-term emergency may not be available in the County.
4. Some personnel, equipment, and supplies may be available initially to support the emergency response.
5. Federal and/or State resources may be delayed from arriving in the County in an emergency.

6. County and Town of Taylorsville governmental units may have to carry out operations utilizing their resources for the first 48-72 hours of a disaster.
7. Some resources may be pre-staged near the disaster area, but cannot be delivered due to travel conditions and/or manpower limitations.
8. Surrounding counties and municipalities may assist the County in warehouse and distribution activities.
9. Surrounding counties and municipalities normally have trucks and personnel available to assist the EOC in the deployment of commodities for disaster victims.

III. CONCEPT OF OPERATIONS

- A. County departments and agencies will use their 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.
- B. Staging area(s) for incoming resources will be identified in accessible areas as a mobilization point.
- C. The Finance and Administration Section will prepare routine procurement procedures for the acquisition or replacement of resources during day-to-day operations and also develop a procurement system to acquire expendable supplies during emergencies.
- D. The Emergency Management Coordinator will identify resources and capabilities that are available in local businesses and industry and other contributing organizations. The Emergency Management Coordinator will also develop the mutual aid agreements required to acquire those resources to support the County under emergency conditions.
- E. Logistic Section Chiefs and/or the Incident Commander will make requests through the EOC for needed personnel, equipment, and/or relocation of resources.
- F. Resource Management will be coordinated from the Resource Support Section of the County EOC during county-wide emergency/disaster situations under the leadership of the Emergency Management Coordinator or designee. The agency that has day-to-day control of a resource needed to respond to the disaster will continue to have operational control of the resource during an emergency period.
- G. Resource Management shall serve as the single source of supply and support for all other emergency services and will be the sole section to cause restoration of service during the recovery phase.
- H. NCSPARTA, known as WebEOC, will be the primary source of requesting resources when our resources have been expended.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. **Organization**
 1. The Emergency Management Coordinator will have overall responsibilities for the coordination of resources.
 2. The 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.

3. Department Heads should identify resources and maintain current inventories of resources including sources and quantities of their department's resources that could be used during an emergency.
4. The acquisition or replacement of a resource will follow routine procurement procedures exercised by the Finance Officer. In emergencies, officers will develop the means and the authority for the immediate procurement of expendable supplies.

B. Responsibilities

1. Emergency Management Coordinator

- a. Analyze personnel and equipment requirements to meet potential hazards and maintain a resource manual.
- b. Develop mutual aid agreements for the use of resources.
- c. Coordinate resource use under emergency conditions and provide a system to protect these resources (i.e., essential personnel and equipment).
- d. Request additional resources in those cases where County resources cannot meet response or recovery requirements.
- e. Identify additional emergency resources from local businesses, industries, and other agencies.
- f. Maintain plans and coordination with a County Central Receiving and Distribution Point (CRDP)/Local Receiving Site (LRS) to receive bulk supplies.
- g. Coordinate with law enforcement for the security of personnel, resources, and supplies.
- h. Ensure resource inventory, distribution, recordkeeping, and a control system for resource management.
- i. Ensure internal notification/recall roster software is maintained and budgeted for
- j. Coordinate the procurement of additional protective equipment, instruments, antidotes, and clothing for use in a hazardous chemical or radiological environment with the Compliance and Procurement Specialist.

2. Finance Officer

- a. Develop procedures for initiating and maintaining financial records for all agencies during emergencies.
- b. Report to the EOC upon activation and assist the Emergency Management Coordinator in the direction and control of financial resource management operations.
- c. Develop procedures for receiving and processing compensation and claims related to emergencies.
- d. Develop procedures for cost recovery.
- e. Develop procedures for handling travel requests, forms, and claims.

3. Public Works/Building Maintenance Director

- a. Work with the Compliance and Procurement Specialist to secure critical resources listed under Section II. A. 2.
- b. Set priorities on available resources and implement resource controls to restore essential services.
- c. Develop procedures for the procurement and delivery of essential resources and supplies on a timely basis.

- d. Provide for the storage, maintenance, and replenishment/replacement of essential equipment and materials (medical supplies, food and water, radiological instruments, etc).
- e. Identify and provide resources for special or critical facilities, including radiological laboratories.
- f. Provide the deployment, recall, and monitoring of resource equipment.
- g. Provide for maintaining equipment for radiation hazard evaluation and exposure control.

V. DIRECTION AND CONTROL

- A. Utilization of financial resources under the operational control of local government response forces will be coordinated by the Finance Officer from the EOC under the direction of the Chairman of the Board of Commissioners
- B. The commitment of resources from outside government will be initiated by the Emergency Management Coordinator with operational control being exercised by the onsite incident 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.

VI. CONTINUITY OF GOVERNMENT

- A. The line of succession for logistics will be the Public Works/Building Maintenance Director and Compliance and Procurement Specialist.
- B. The line of succession for financial resources and tracking with the Finance Director and Assistant Finance Director.
- C. A line of succession will be established in the various response agencies that support resource management activities.
- D. Preservation and protection of essential records rests with the same agencies.

VII. ADMINISTRATION AND LOGISTICS

- A. Records and reports on financial management will be the responsibility of the Purchasing/Finance Officer.
- B. The Finance Officer will compile feeder reports provided by the user units during emergency operations to determine daily operating costs and cost projections for senior staff and elected officials.
- 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.

VIII. PLAN REVIEW AND MAINTENANCE

- A. The development and maintenance of a resource manual and mutual aid agreements are the responsibility of the Emergency Management Coordinator. The resource manual must identify the resource as a physical asset or a capability, the location of the resource, and who controls it, as well as how it can be activated when needed.

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- B. Accountability, use, maintenance, and operational cost for resources outside government control will be predetermined by mutual aid agreements. These documents should be reviewed following each emergency event in which they are used and amended or corrected as needed.
- C. Procedures for the acquisition and replacement of government resources will go through the budgetary process and/or Capital Improvement Plan and will be approved by the Board of Commissioners.

IX. AUTHORITIES AND REFERENCES

- A. NC General Statute 166-A
- B. Alexander County Emergency Management Ordinance