

## ANNEX F: RESOURCE MANAGEMENT

**Primary Department/Agency:** Purchasing

**Support Agency:** City Farm, Development, Office of Emergency Management (OEM)

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### I. PURPOSE

The purpose of the Resource Management (Finance and Administration under National Incident Management System) Emergency Support Function is to identify, procure, inventory, and distribute critical resources, in coordination with other local and state governments, the federal government, and private industry to effectively respond to, and recover from, the effects of a severe weather event.

### II. SCOPE AND APPLICABILITY

Severe weather may cause flooding; therefore, City supplies will have to be securely stored outside flood zones. Potential storage sites that are not subject to expected hazard should be identified prior to the event. Transportation to and from these sites may be limited during and after a disaster.

Critical resources will be in short supply or unavailable in the disaster stricken area. In order to fulfill the immediate needs of the stricken population, as well as to fulfill local and regional recovery priorities, resources will have to be brought in from outside the disaster area and distributed in a timely manner.

The City of Newport News may not be able to supply all resources needed after the effects of a major event, and may have to request help from the Virginia Emergency Operations Center (EOC). Basic needs that may be scarce after a severe weather event include water and food. Other luxuries such as non-medical uses of ice may also be in high demand.

Resources needed after a severe weather event may consist of the following: generators, chain saws, debris removal equipment, and equipment for protection of environmentally sensitive areas.

Donations to the City after a severe weather event will have to be accounted for, stored, and distributed. Establishing a distribution system at the onset of a severe weather event is an important key to a successful response and recovery.

### III. ORGANIZATION

- A. All City departments will be responsible for identifying essential resources in their functional area to successfully perform mitigation, response, and recovery. All departments will coordinate their resource needs with the Purchasing Department. Purchasing will advise The Office of Emergency Management of their resource needs.
- B. Development will be responsible for establishing private storage and distribution sites prior to an anticipated major event, such as a hurricane.
- C. The Director of Human Services, assisted by public relief organizations, will be in charge of coordinating the relief effort to meet the immediate needs of the stricken population in terms of food, water, housing, medical, and clothing. Standard operating procedures will be developed to address the screening, processing, training, and assignment of volunteers who will show up once recovery efforts begin.
- D. Suppliers and distribution sites will be identified and a current list maintained. This list will be updated at the beginning of the hurricane season that runs from June 1 to November 30, and when deemed necessary.

- E. The Director of Public Works will be responsible for debris removal and resource coordination of the physical recovery. He will be assisted by, and work in conjunction with, a variety of City departments and state agencies, private utility companies, contractors, heavy equipment operators, and waste management firms.

#### **IV. CONCEPT OF OPERATIONS**

All resource requests must go through Purchasing Department in order to determine whether or not the resource need can be met locally. If the need cannot be met locally, The Office of Emergency Management will make resource request to the state.

Departments will develop resource requests that will detail the type, location, quantity, contact arrangements, and acquisition procedures of the resource identified as being critical. Resources can be categorized alphabetically, by hazard, or by response action. Redundancy will be built into the provider lists to ensure the availability of the resource when it is needed.

Public sites for staging local and regional resources will be strategically located to facilitate recovery efforts. Private centers can be identified by Development Department as needed. Standing operating procedures will be developed by Purchasing to manage the processing, use, inspection, and return of resources coming into the area. Priorities will have to be set regarding the allocation and use of the available resources, and training will be provided, as required, in the use of the specialized equipment.

All food orders will first pass through Purchasing Department then are filled by the City Farm.

City departments will list resources needed from the state by size, amount, location where resource is needed, type, and time frame in which it is needed (SALTT). This list will be given to the Office of Emergency Management who will then request assistance from the state.

#### ***Emergency Disaster Purchasing Codes***

39999 Emergency Contracts, 59999 Emergency Supplies,

79999 Emergency Equipment, 19999 Emergency pay

The City in the future will be transferring over from conventional accounting systems to a computer program called MUNIS. This system uses P cards for purchasing. These cards and the new program will replace purchase orders and other accounting procedures. Currently, it has been proposed that there will be a 2,500 dollar limit on the card; in an emergency declaration this limit will need to be increased by purchasing.

**RESOURCE MANAGEMENT ACTIONS**

The National Weather Service starts issuing statements 5 days in advance, in the case of a hurricane. The following readiness conditions are based on time periods before landfall. In the case of Nor'easters and other severe weather events, readiness conditions may not be applicable and responsibilities outlined in those readiness conditions may or may not be completed within the lead up time to the event.

<b>CONDITION 5: Routine Operations</b>	
Forecast: Normal Weather Conditions	
<b>Period: None</b>	
<b>Actions</b>	<b>Methods</b>
<input type="checkbox"/> Develop & maintain severe weather plans/procedures	Emergency Operations Plan, Severe Weather Response Plan
<input type="checkbox"/> Develop & maintain mutual aid support agreements, as required	Mutual Aid Agreements Directory
<input type="checkbox"/> Develop and maintain emergency resource lists	EOC Emergency Resource Directory
<input type="checkbox"/> Conduct exercises and drills regularly	Severe Weather Response Pan
<b>CONDITION 4: Alert and Notification Status</b>	
Forecast: Tropical Storm Force Winds Expected	
<b>Period: 3-5 Days</b>	
<b>Actions</b>	<b>Methods</b>
<input type="checkbox"/> Monitor storm conditions	National Weather Service (NWS)
<input type="checkbox"/> Review emergency contact information	Department SOPs
<input type="checkbox"/> Review plans and procedures	Severe Weather Response Plan, EOP
<input type="checkbox"/> Place resource personnel on standby	Activate Dialogic Communicator system
<input type="checkbox"/> Determine resource stock and warehousing status	Dispatch inspectors
<input type="checkbox"/> Continue and complete Condition 5 activities	Newport News Severe Weather Response Plan
<b>CONDITION 3: Emergency Mobilization Phase</b>	
Forecast: Tropical Storm Force Winds Expected	
<b>Period: 72 Hours</b>	
<b>Actions</b>	<b>Methods</b>
<input type="checkbox"/> Mobilize Emergency Resource Management personnel	EOC Executive Staff briefing
<input type="checkbox"/> Mobilize resource delivery services	Contact vendors and mutual aid partners
<input type="checkbox"/> Ensure operational capability of shelters	Pre-position generators and supplies at shelters that will open
<input type="checkbox"/> Review resource needs	Resource Management ESF personnel
<input type="checkbox"/> Track expenditures	Budget and Evaluation ESF personnel
<input type="checkbox"/> Check available supplies	EOC Operations Checklist 1

<b>CONDITION 2: Emergency Mobilization Phase</b>	
Forecast: Tropical Storm Force Winds Expected	<b>Period: 48 Hours</b>
<b>Actions</b>	<b>Methods</b>
<input type="checkbox"/> Monitor storm conditions closely	National Weather Service
<input type="checkbox"/> Continue to mobilize Resource Management personnel.	Contact essential staff and volunteers
<input type="checkbox"/> Estimate needs list and necessary resources to departments	Consult EOC Executive Staff
<input type="checkbox"/> Allocate resources to departments	Deliver necessary supplies and personnel
<input type="checkbox"/> Continue and complete Condition 2 activities	Newport News Severe Weather Response Plan
<b>CONDITION 1: Emergency Response Phase</b>	
Forecast: Tropical Storm Force Winds Expected	<b>Period: 24 Hours</b>
<b>Actions</b>	<b>Methods</b>
<input type="checkbox"/> Respond to an EOC activation	Recall essential staff and begin 24-hour emergency operations status
<input type="checkbox"/> Respond to Declaration of Local State of Emergency	City Manager or Coordinator complete decree
<input type="checkbox"/> Complete resource readiness measures	Completed by resource teams
<input type="checkbox"/> Deploy resource personnel to established shelters	As needed by Mass Care ESF
<input type="checkbox"/> Monitor Phase Two Evacuation status	Contact VDOT 14 hours prior to onset of tropical force winds
<b>LANDFALL Emergency Response Ceased</b>	
Forecast: Tropical Storm Force Winds are Present	<b>Period: Current Time</b>
<b>Actions</b>	<b>Methods</b>
<input type="checkbox"/> Monitor storm development	National Weather Service (NWS), HURRETRAC
<input type="checkbox"/> Monitor resource status	Contact Purchasing and Development Department
<input type="checkbox"/> Provide necessary resource support	Stay in contact with first responders
<input type="checkbox"/> Continue to coordinate with warehouse managers	EOC staff briefing
<input type="checkbox"/> Prepare for reentry and damage assessment	Mobilize necessary ESF services

<b>REENTRY AND RECOVERY Recovery Response Phase</b>	
Forecast: Normal Weather Conditions Resume <b>Period: Within 24 Hrs After Storm Passes</b>	
<b>Actions</b>	<b>Methods</b>
<input type="checkbox"/> Coordinate with state and federal disaster relief	Stay in contact with VDEM and/or FEMA
<input type="checkbox"/> Establish mechanisms for family recovery	Coordinate with EOC
<input type="checkbox"/> Continue to operate resource delivery until otherwise directed by the EOC	Online IDA Forms from VDEM

**ELEMENTS OF A RESOURCE LIST**

**1. IDENTIFICATION OF RESOURCE ( Utilize SALTT Principle)**

- ◆ Size of item
- ◆ Amount Needed
- ◆ Location Needed
- ◆ Type Needed
- ◆ Time Needed

**2. COMPANY, ORGANIZATION, OR AGENCY THAT CONTROLS THE RESOURCE**

- ◆ Company address

**3. CONTACT ARRANGEMENTS**

- ◆ 24-hour primary and back up contact points (work, home, pager, cellular numbers, accessible by radio)

**4. ACQUISITION PROCEDURES**

- ◆ Response time
- ◆ Charges for the use of the resource should be identified or pre-arranged as you develop lists
- ◆ Resolve any liability issues
- ◆ Identify any special training requirements to operate equipment
- ◆ Identify personnel or contract personnel to operate equipment
- ◆ Develop procedures to receive, inspect, inventory, and return resources

**5. DEVELOP THE NECESSARY MEMORANDUMS OF UNDERSTANDING, MUTUAL AID AGREEMENTS, AND CONTRACTS**

**6. BUILD REDUNDANCY INTO RESOURCE LIST**

- ◆ One provider may lack the capability to provide volume of goods, services, or personnel requested
- ◆ Provider may be unable to respond at the time you requested
- ◆ Provider may be out of business when you call

**7. UPDATE INFORMATION**

- ◆ Date resource was last verified and date next verification due
- ◆ Develop form letters for updating information

## **RESOURCE STORAGE AND DISTRIBUTION CENTERS**

### **LOCAL**

All activated public shelters are potential local public distribution centers. Distribution centers will be activated depending on the disaster needs, and will be publicized as soon as possible.

Additional public distribution centers will be identified prior to the event and an updated list maintained. Distribution centers should be, as much as possible, evenly distributed throughout the affected area of the City and convenient to the affected population.

A list of public and private resource storage centers will be identified prior to the event and an updated list maintained.

A current list of suppliers will be kept in the event supplies need to be ordered.

### **REGIONAL**

To be determined by extent of need.

Mutual Aid Agreements will be made with other localities to assist each other in purchasing in the event of a disaster.