



EMERGENCY SUPPORT FUNCTION # 7 RESOURCE MANAGEMENT



COORDINATING AGENCY:

Guernsey County Emergency Management Agency

SUPPORT AGENCIES:

All jurisdictions and agencies outlined in the Guernsey County EOP.

I. Introduction

All responding agencies manage people, equipment, facilities, and supplies to accomplish their tasks. However, emergencies can require more specialized resources than the responding agencies have available. The initial determination of needs is only the first step in resource management. The incident must be continually evaluated and the deployment of resources adjusted based on changes in the situation, contingencies, goals, and objectives that must be met.

A. Purpose

1. This ESF annex describes the means, organization, and process by which organizations and agencies will find, obtain, allocate, and distribute resources to satisfy needs that are generated by an emergency.

B. Scope

1. Under the Guernsey County Emergency Operations Plan, resource management involves the provision of services, personnel, commodities, equipment, and facilities to assist organizations during the response and recovery phases of an emergency or disaster. This includes equipment, supplies, services, personnel, and other supplies and services required to support emergency response activities by:
 - a. Establishing systems for describing, inventorying, requesting, and tracking resources.
 - b. Activating those systems prior to, during, and after an incident.
 - c. Dispatching resources prior to, during, and after an incident.
 - d. Deactivating or recalling resources during or after an incident.
2. Logistical and resource coordination under this ESF will be through:
 - a. The Guernsey County Emergency Management Agency.
 - b. The Guernsey County Emergency Operations Center (if activated).
 - c. Efficient and prudent management of available resources within the county.
 - d. Utilization of a standard system for requesting, obtaining, and deploying additional resources.
3. ESF # 7 provides for:
 - a. A uniform method of identifying, acquiring, allocating, and tracking resources.
 - b. Classifying kinds and types of resources required too support incident management.
 - c. Using a credentialing system for uniform training and certification.
 - d. Incorporating resources contributed by the private sector and nongovernmental organizations.

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C. Policies

1. Disaster victims will take precedence in the allocation of resources.
2. Guernsey County will follow the NIMS standardized procedures, methodologies, and functions to provide the resource management process.
3. Resource identification and typing will be based on the NIMS national resource typing protocol. Measurable standards identifying the capabilities and performance levels of resources will serve as the basis for categories.
4. The Guernsey County Emergency Management Agency will keep on file a copy of the *National Mutual Aid and Resource Management Initiative Glossary of Terms and Definitions*.
5. Elected and appointed heads of County and local government departments and offices will operate under laws authorizing normal and emergency purchase of supplies, equipment, and services.
6. Equipment, supplies and personnel should be sought from local sources first. Resource needs beyond the capacity of the local level and Guernsey County will be forwarded to the State of Ohio or through the State to the Federal Government.
7. All responders must meet the certification minimums of training, currency, experience, physical and medical fitness, and capability for the incident management or emergency response position they are tasked to fill.

II. Situation & Assumptions

A. Situation

1. The Guernsey County Terrorism/WMD Planning Team has conducted a capability assessment of available resources and additional resources needed for Guernsey County for a response to a terrorism incident.
2. Annual exercises conducted by the Guernsey County L.E.P.C. are critiqued to determine the capabilities and shortfalls of resources in Guernsey County for Hazardous Materials responses.
3. Past natural disasters and emergencies have been used to determine resources needed for response to various emergencies and disasters.
4. Various mutual aid agreements are in place for support of resource shortfalls.
5. If the resources are not available within the County or through mutual aid, the Guernsey County EMA will seek outside assistance through Ohio EMA.

B. Assumptions

1. A resource manual of available resources will be maintained by the Guernsey County Emergency Management Agency.
2. The Region 8 STAR team will be available for assistance on search & rescue missions.
3. Private agencies/contractors are available to provide specialized equipment and resources.
4. The Ohio Fire Chief's Response Plan will be activated if requested.
5. State and Federal assistance will be available during a disaster if requested.

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III. Concept of Operation

A. General

1. The Guernsey County Emergency Management Agency is designated as the Multi-agency Coordination Entity for resource management in Guernsey County.
2. Guernsey County and Municipality Departments and Agencies will use their own resources and equipment during emergency/disaster situations and will have control over the management of the resources as needed to respond to the situation.
3. When the Guernsey County EOC is activated for emergencies or disasters, it will be the focal point for resource management during the event.
4. The County assumes no financial or civil liability for the use of publicly or privately owned resources. However, accurate records will be maintained for possible reimbursement.
5. During emergencies, department and agency heads will manage their resources to include the resources available through existing mutual aid agreements. If additional equipment, personnel, and materials are required, those requests will be relayed to the EOC, where outside support will be pursued.
6. Department/Agency representatives in the EOC serve as specialists and advisors for their respective departments and agencies. They will assist in the coordination, management, distribution and conservation of supplies and resources necessary to the county emergency operations.

B. Pre-Incident Actions (Preparedness & Mitigation)

1. Inventorying Resource
 - a. Resource inventories will vary, and maintaining current resource lists will be most effectively managed at the jurisdictional/agency level first.
 - b. Local jurisdictions and agencies will provide a resource list to the Guernsey County EMA.
 - c. The Guernsey County EMA will maintain a countywide resource manual of resources that is updated annually.
2. Identify Resource Requirements
 - a. The Guernsey County Emergency Management Agency will work with county jurisdictions and agencies for coordinating resource management activities. The major responsibility is to identify available areas from which needed resources can be obtained during an emergency situation. Coordination of these resources during emergencies will be handled from the EOC. Routine checks of supplies will be made in order to maintain an accurate list of supplies.
 - b. The Guernsey County hazard and risk assessment along with experience learned from past incidents will be used to assist in determining what resources are needed for response to defined hazards.
 - c. The Guernsey County EMA will work with response agencies to identify resources to overcome any specific resource shortfalls, to include identifying those resources that are only available outside of the jurisdiction (Hazmat, Water Rescue, Search & Rescue Teams, etc.).

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- d. Available specialized equipment, facilities, personnel, and emergency response organizations are listed in the Guernsey County Resource Manual.
 - e. Private agencies/contractors that may support resource requirements are listed in the Guernsey County Resource Manual.
 - f. Suppliers of foods, materials, and equipment are on file in the Guernsey County Resource Manual.
- C. Incident Period Actions (Response)
- 1. Ordering and Acquiring Resources
 - a. Requests for resources will be stated in terms of mission requirements and the particular resource needed.
 - b. Assistance will be requested by activating in place Mutual-aid Agreements with neighboring jurisdictions, private sector organizations, and volunteer groups.
 - c. Staging areas assigned by the EOC will be designated as local area request centers for the receiving and distribution of essential goods and services.
 - 2. Mobilizing Resources
 - a. Resource mobilization will occur exclusively through the specific request of the affected jurisdiction or agency. In cases where there is a known or impending threat, jurisdictions/agencies may pre-position certain resources.
 - b. The requesting jurisdiction/agency should provide specific information to the mutual aid agency on where the incoming resources should be staged. The requesting agency should provide a point of contact at the staging area and a communication link.
 - c. The EOC will prioritize resource mobilization based on the following response and recovery criteria:
 - (1) Health & safety protection
 - (2) Restoration of critical infrastructure
 - (3) Protect public property & environment
 - (4) Initiate long-term recovery
 - d. All mutual aid resources will be utilized under the Incident Command System.
 - 3. Tracking Resources
 - a. Resources will be tracked continuously from mobilization through demobilization.
 - b. The Guernsey County EMA/EOC utilizes two different database programs that show availability and status of resources.
 - (1) EOC Info Tracker 2.12
 - (2) Emergency Resource Management
- D. Post Incident Actions (Recovery)
- 1. Reimbursement for resources used will follow procedures outlined in the Financial Annex of this plan.
- E. Deactivation
- 1. Mutual-aid resources and personnel can be re-called by their organization, with an adequate notice to the Incident Commander.
 - 2. When resources are no longer needed, the Incident Commander will demobilize them.

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IV. Roles and Responsibilities

A. Administrative Responsibilities of Primary Agency

1. Develop and annually update the County Resource Manual, which is to be available in the Emergency Operations Center.
2. Coordinate with emergency organizations and private and volunteer groups.
3. Assist the Resource/Donations Management Coordinator in the coordination of Mutual-aid Agreements/Agreements of Understanding with neighboring jurisdictions, private sector organizations, and volunteer groups.
4. Update, revise, prepare, and distribute changes and revisions to this ESF to the appropriate organizations.
5. Maintain a copy of the National Mutual Aid Terms and Definitions in the resource manual.
6. Maintain a copy of the NIMS resource typing definitions in the resource manual. Resources types will be categorized by:
 - a. Size
 - b. Capacity
 - c. Capability
 - d. Skill

B. Responsibilities of Support Agencies

1. Emergency Organizations, Volunteer Groups, and Private Sector Organizations
 - a. These organizations are to provide the Guernsey County Emergency Management Agency with current, updated inventories of resources to include personnel, equipment, and materials.
 - b. Each organization, department and agency will ensure that their personnel meets the professional standards for the training, experience and performance required for key incident management functions.
 - c. Each organization, department and agency will provide to the Guernsey County EMA office documentation to authenticate and verify the certification and identity of the designated incident managers and emergency responders for their personnel.
 - d. Plan for and suggest training that will be adequate for personnel for their maximum use of resources.
 - e. Develop, with coordination of the Guernsey County Emergency Management Agency, Standard Operational Procedures (SOPs).
 - f. Each department within Guernsey County government and each city, village, and township and their departments will specify procedures for inventory, storage, maintenance, and replacement of administrative and logistical support items during emergency conditions.
 - g. All organizations participating in emergency operations in Guernsey County must maintain accurate and comprehensive records and reports of resources used and expenditures that occur during emergency operations.

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V. Supporting Plans & Procedures

Guernsey County Resource Manual

Date of last revision: 2006

Available from: Guernsey County EMA

Ohio Fire Service Emergency Response Plan

Date of last revision: June 2001

Available from: Guernsey County EMA

National Mutual Aid Terms and Definitions

Date of last revision: on going

Available from: Resource Manual

NIMS Resource Typing Definitions

Date of last revision: on going

Available from: Resource Manual

Various Agencies SOPs

Date of last revision: N/A

Available from: N/A

Ohio Intrastate Mutual Aid Compact

Date of last revision:

Available from:

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