



## ANNEX L Resource Management

### I. PURPOSE

*Resource management is a process that ranges from determining needs to finding and staging resources to meet those needs.*

The purpose of this annex is to provide for the overall management of the resources of and available to East Baton Rouge Parish on a continuous basis (pre and post disaster). This is to include: maintenance of inventory, procedures to obtain necessary additional resources and procedures to deploy all resources in an orderly and timely manner in response to an emergency or potential emergency.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. An emergency situation can result from a natural or man-made occurrence resulting in the loss of life or property. During such an emergency, it is the responsibility of local government to protect the lives and property of its citizens. Efforts to mitigate these problems are coordinated through the Emergency Operations Center (EOC), where a host of available local resources is kept on file.
2. Disaster victims will take precedence in the allocation of resources.
3. During times of an emergency event; equipment, personnel and financial resources of the parish may quickly be overtaxed. Therefore, procedures are in place for obtaining necessary resources through; the activation of Mutual Aid Systems, Region II Emergency Operations Plan, Staffing Assistance Program, Volunteer Organizations (LCAVOAD), CERT, MRC, etc., and state and federal disaster declaration process. Additionally, emergency purchasing procedures are identified in the City of Baton Rouge, Parish of East Baton Rouge Purchasing Manual.
4. The East Baton Rouge Parish Purchasing Department maintains a current list of all resources available within the City-Parish Government.
5. The East Baton Rouge Parish Purchasing Director or designee can authorize emergency purchases when necessary in response to an emergency or disaster.
6. The Baton Rouge Area Mutual Aid System (BRAMAS) has agreements with sixty-four (64) member agencies throughout nine (9) parishes. A list of available resources through BRAMAS is maintained in the Baton Rouge Fire Department, Communications Section. These resources are activated by call 354-1400.
7. Additional resource listings are maintained under separate cover in the East Baton Rouge Parish MOHSEP.



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8. Appendices to this Annex include: Resource Management Organizational Chart, Food Supply Plan, Fuel Supply Plan, Transportation Plan, Construction Plan, Utility Plan and a Manpower Plan.

### B. Assumptions

1. This annex is designed to provide guidance to local government for management of resources in an emergency situation.
2. Procedures have been established for requesting assistance and obtaining resources during an emergency.
3. A network of response inventory to assist in keeping adequate resources is available.
4. Resource inventory includes anticipated needs of local government for all types of emergencies.
5. Proper coordination of all available resources has been provided locally and regionally.
6. Resources through BRAMAS will be readily available.
7. Suppliers of last resort have been identified in the event all other resource providers have been exhausted.
8. Purchase prices and contract costs for specific items have been established and are identified in the state purchasing contract and in mutual aid agreements.
9. Volunteer Organizations have the manpower, facilities and resources to address the mass care of the citizens in the community and contingencies in place should additional resources be needed.

## III. CONCEPT OF OPERATIONS

### A. General

It is the responsibility of local government to protect the lives and property of its local citizens. At the time of an emergency, the East Baton Rouge Parish Supply Officer is appointed the Resource Manager or the Coordinator of the Emergency Supply Services. A Resource and Supply Service Team will be established to determine the availability of essential resources in East Baton Rouge Parish and recommend priorities for the use of scarce supplies and materials needed to maintain the best welfare of the population. The Resource and Supply Service Team will consist of the head of each government or private organization or their designee that ordinarily controls or furnishes such resources or services that will be needed. Specialists in certain resource functions will be utilized to carry out



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certain functions i.e., City-Parish Finance Agent will be designated as the Procurement Coordinator. The makeup of the Team will vary based on the type and scope of the emergency or disaster. The Resource Manager may appoint an assistant to help with the most critical supply efforts, as shown in the Organizational Chart (See Appendix 1). Plans and duties in these areas are found in other appropriate appendices.

### Resource and Supply Service Team

- \_\_\_\_\_ 1. Prioritize Available Resources
  - \_\_\_\_\_ Disaster Victims
  - \_\_\_\_\_ Response Agencies
- \_\_\_\_\_ 2. Commit all or the part of its available resources necessary to protect lives and property in order to relieve suffering and hardship.
- \_\_\_\_\_ 3. Prioritize needed resources.
- \_\_\_\_\_ 4. Implement emergency purchasing and procurement procedures.
- \_\_\_\_\_ 5. Implement documentation procedures to track all equipment, personnel, supplies, etc.
- \_\_\_\_\_ 6. In the event all local resources have been expended or committed, assistance should be sought from BRAMAS and parishes in LA Region II.
- \_\_\_\_\_ 7. In the event that a parish State of Emergency has been declared, MOHSEP may request assistance from GOHSEP.
- \_\_\_\_\_ 8. Local government will maintain records of all resources to be utilized during emergency and distribute this list to all responders.
- \_\_\_\_\_ 9. Local government will maintain records of all resources expended, such as manpower, equipment, and materials.
- \_\_\_\_\_ 10. MOHSEP, parish response agencies, and the Finance Department will conduct an assessment of all resources used during an emergency – available resources and needed resources. This assessment will be used to replace used inventories and to identify additional resources that may need to be maintained on a continuous basis.

### B. Phases of Management

1. Prevention
  - \_\_\_\_\_ a. Create an inventory listing of all City/Parish resources.



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- \_\_\_\_\_ b. Establish pre-event contracts.
- 2. Mitigation
  - \_\_\_\_\_ a. Plan resources and services to be provided in an emergency.
  - \_\_\_\_\_ b. Maintain current inventory listings for all City/Parish resources.
  - \_\_\_\_\_ c. Establish mutual aid agreements for the coordination of resources – manpower, equipment, supplies, etc.
  - \_\_\_\_\_ d. Coordinate activities through MOHSEP EOC and the Coordinator of the Emergency Supply Services.
  - \_\_\_\_\_ e. Establish purchase prices and contract costs for specific items through parish purchasing guidelines and mutual aid agreements.
  - \_\_\_\_\_ f. Plan and train adequate personnel for maximum utilization of resources from the following units of government:
    - 1. Sheriff/Police Department
    - 2. Fire Departments (Rural and Urban)
    - 3. Parish/City Health Departments and Hospitals
    - 4. Engineering Department
    - 5. Human Resources Department
    - 6. Department of Education
    - 7. Public Utilities
    - 8. Capital Transportation Corporation
  - \_\_\_\_\_ g. Coordination and utilization of available resources during an emergency.
  - \_\_\_\_\_ h. Develop procedures for emergency purchasing of equipment, supplies, etc.
  - \_\_\_\_\_ i. Establish procedures and guidelines for volunteers and donations.
  - \_\_\_\_\_ j. Develop procedures for the restoration of vital services such as utilities. Maintain current listing of point of contact names and contact numbers.
- 3. Preparedness
  - \_\_\_\_\_ a. Identify emergency resources and sources for requesting assistance.



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- \_\_\_\_\_ b. Prepare and update list of current and readily available resources within the City-Parish.
- \_\_\_\_\_ c. Coordinate resources with other agencies and volunteers in order to maintain adequate resources.
- \_\_\_\_\_ d. Update mutual aid agreements, to include pre-positioned staging areas.
- \_\_\_\_\_ e. Update all emergency plans and procedures to ensure accurate information.
- \_\_\_\_\_ f. Maintain listing of all resources within the community.
- \_\_\_\_\_ g. Conduct needs assessment.
  - \_\_\_\_\_ 1. Ongoing process by each organization with emergency responsibilities.
  - \_\_\_\_\_ 2. Damage assessment and past experience.
    - What is needed and why, as specifically as possible (since a different item might work as well or better and be readily available).
    - How much is needed?
    - Who needs it?
    - Where it is needed?
    - When it is needed?
- \_\_\_\_\_ h. Assess current plans, procedures and inventory and make needed adjustments identified in the needs assessment.
- \_\_\_\_\_ i. Establish staging areas for internal and external response personnel, equipment, supplies and commodities.
  - \_\_\_\_\_ 1. Identify facilities in the Parish that can be used at the Mayor-President's discretion.
  - \_\_\_\_\_ 2. Determine type of equipment or resource being staged.
- \_\_\_\_\_ j. NIMS Resource typing is currently being utilized and was drafted by the Baton Rouge Fire Department HazMat Division.
  - \_\_\_\_\_ 1. Using NIMS Resource Typing, assets and resources can be more efficiently and effectively used during an incident and or event.



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### 4. Response

#### \_\_\_\_\_ a. Notification

- \_\_\_\_\_ 1. Activate the Resource Management Plan.

#### \_\_\_\_\_ b. Emergency Activity

##### \_\_\_\_\_ 1. Determine needs

- \_\_\_\_\_ a. Needs Assessment - ongoing
- \_\_\_\_\_ b. Prioritization – ongoing
- \_\_\_\_\_ c. Follow up
- \_\_\_\_\_ d. Establish logistical staging areas from POD Plan

##### \_\_\_\_\_ 2. Obtain Supplies

- \_\_\_\_\_ a. Notify suppliers BRAMAS, LCAVOAD, etc.
- \_\_\_\_\_ b. Evaluate requests against known supplies.
- \_\_\_\_\_ c. Procurement and Hiring
- \_\_\_\_\_ d. Soliciting Donations

##### \_\_\_\_\_ 3. Financial Accountability - Finance Officer should keep the Resource Manager aware of:

- \_\_\_\_\_ a. Authorized Budget
- \_\_\_\_\_ b. Log and Process Transactions
- \_\_\_\_\_ c. Track accounts
- \_\_\_\_\_ d. Secure access for additional funding as necessary and feasible.

##### \_\_\_\_\_ 4. Legal Accountability – Legal Advisor should keep the Resource Manager aware of:

- \_\_\_\_\_ a. Legal Obligations
- \_\_\_\_\_ b. Special powers granted by law to expedite tasks.

##### \_\_\_\_\_ 5. Distribution of goods and services.

- \_\_\_\_\_ a. Activate and operate key facilities
  - \_\_\_\_\_ 1. Donations receiving areas
  - \_\_\_\_\_ 2. Checkpoints
  - \_\_\_\_\_ 3. Warehouses
- \_\_\_\_\_ b. Traffic Control
  - \_\_\_\_\_ 1. High priority resources should be dispatched quickly.



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- \_\_\_\_\_ c. Hauling/Transportation
  - \_\_\_\_\_ 1. Assistance may be needed to suppliers to transport procurement and donations efforts.
  
- \_\_\_\_\_ d. Reporting and Coordination
  - \_\_\_\_\_ 1. EOC to notify checkpoints and other facilities of incoming resources to expect and priority designation.
  - \_\_\_\_\_ 2. Checkpoints and other facilities are to provide regular reports on resources passing through to the EOC.
  - \_\_\_\_\_ 3. Distribution Group will use this information to track location of resources and timeliness of deliveries.
  
- \_\_\_\_\_ 6. Establishment of Point of Distribution Site
  - \_\_\_\_\_ a. Activate Point of Distribution (POD) Plan if deemed necessary by the MOHSEP Director.
  - \_\_\_\_\_ b. Coordinate POD commodities through EOC
  - \_\_\_\_\_ c. Identify facilities from POD Plan that meet the size of the selected POD Type.
  - \_\_\_\_\_ d. Have MOHSEP Director communicate with owner of facility
  - \_\_\_\_\_ e. Direct commodities to site specific location
  - \_\_\_\_\_ f. Conduct commodity tracking with annexes of POD Plan
  
- \_\_\_\_\_ 7. Identify resource distribution centers.
  
- \_\_\_\_\_ 8. Coordinate services with parish and local municipalities.
  
- \_\_\_\_\_ 9. Prioritize needs of additional resources.
  
- \_\_\_\_\_ 10. Request activation of emergency purchasing process.



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- \_\_\_\_\_ 11. Make available list of sources to provide materials, equipment, and other sources during emergencies. (See Appendices 2 through 8)
  - \_\_\_\_\_ 12. Coordinate local efforts with other agencies.
  - \_\_\_\_\_ 13. Keep records and track all services, personnel, equipment, supplies and other resources needed during an emergency.
  - \_\_\_\_\_ 14. Request additional assistance from LA Region II parishes and GOHSEP, when applicable.
5. Recovery
- \_\_\_\_\_ a. Assess needs of victims.
  - \_\_\_\_\_ b. Estimate cost to provide additional resources.
  - \_\_\_\_\_ c. Assess impact of the emergency on the available resources identifiable needs.
  - \_\_\_\_\_ d. Coordinate resource management.
  - \_\_\_\_\_ e. Public information for proper communication to victims.
  - \_\_\_\_\_ f. Record resource needs and available supplies.
  - \_\_\_\_\_ g. Conduct a needs assessment with all response agencies, local officials and the Finance Department to identify all resources used during an emergency – available resources and needed resources.
  - \_\_\_\_\_ h. Replace used inventories to maintain the parish inventory list.
  - \_\_\_\_\_ i. Disposal of excess stocks.
    - \_\_\_\_\_ 1. Return loaned equipment
    - \_\_\_\_\_ 2. Surplus – normal procedures
  - \_\_\_\_\_ j. Stand down - Deactivate facilities and staff used for resource management.
  - \_\_\_\_\_ k. Financial reconciliation.
    - \_\_\_\_\_ 1. Reimbursement or compensation to owners of private property.



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- \_\_\_\_\_ 2. Compile appropriate reports that may address financial liability for any assistance received under the Stafford Act.
- \_\_\_\_\_ l. Revise parish inventory to include identified additional resources that may need to be maintained on a continuous basis.

### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

#### A Organization

1. Reference Paragraph IV, Basic Plan
2. The day-to-day operations of MOHSEP provide planning and personnel training to obtain the maximum use of available resources and materials in the event an emergency should arise. During an emergency, local government will operate, coordinate and identify essential resources to be rendered to disaster victims in accordance with its Resource and Supply Organization as indicated in Appendix 1 to this Annex.
3. The structure of the Resource and Service Supply Team can be expanded or reduced easily as the size and scope of emergency changes. It is based on the incident command structure. This team fits into the command structure on scene as well as the Emergency Operations Center.

#### B. Assignment of Responsibilities

##### 1. MOHSEP

- \_\_\_\_\_ a. Activate the Resource Management Plan
- \_\_\_\_\_ b. Assist the Resource Manager as needed during response operations.
- \_\_\_\_\_ c. Provide support and administrative staff as needed.

##### 2. Resource Manager

- \_\_\_\_\_ a. Upon notification of the activation of the Resource Management Plan reports to the Emergency Operations Center
- \_\_\_\_\_ b. Activates appropriate members of the Resource and Supply Service Team as necessary based on the size and type of emergency.



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- \_\_\_\_\_ c. Directs and supervises the activities of the Needs, Supply and Distribution Groups.
  - \_\_\_\_\_ d. Coordinates with the MOHSEP Director or designee and key organizations' representatives in the EOC regarding needs and priorities for meeting them.
  - \_\_\_\_\_ e. Monitors potential resource shortages in the parish and advises the MOHSEP Director or designee on the need for action.
  - \_\_\_\_\_ f. Identifies facilities and sites that may be used to store needed resources and donations.
  - \_\_\_\_\_ g. Determines the need for and directs activation of facilities necessary for the coordinated reception, storage and physical distribution of resources.
  - \_\_\_\_\_ h. Arranges for work space and other support needs for Resource and Supply Service Team.
3. Needs Group - Receives requests and reports on the function's success in meeting needs; under the Resource Manager
- \_\_\_\_\_ a. Needs Analyst
    - \_\_\_\_\_ 1. Reports to EOC or other location specified by the Resource Manager.
    - \_\_\_\_\_ 2. During multiple scene emergencies or disasters, monitors resource demands from Incident Command Logistics Officers and maintains list of all staging area resources, itemized by incident location.
    - \_\_\_\_\_ 3. Tabulates needs assessment and specific requests.
    - \_\_\_\_\_ 4. Prioritizes needs for Supply Group, with concurrence of Resource Manager.
    - \_\_\_\_\_ 5. Provides regular reports to Resource Manager on the status of requests i.e., pending, en route, completed, etc.
  - \_\_\_\_\_ b. Needs Liaisons
    - \_\_\_\_\_ 1. Reports to the EOC or other location specified by the Resource Manager.



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- \_\_\_\_\_ 2. Receive specific requests, obtaining essential information from the requesting agency or agencies.
  
- 4. Supply Group – Locates and secures resources. Includes teams for procurement, personnel and donations as needed. Supported by financial information from the Financial Officer and legal advice from the Legal Advisor.
  - \_\_\_\_\_ a. Supply Coordinator
    - \_\_\_\_\_ 1. Reports to the EOC or other location specified by the Resource Manager.
    - \_\_\_\_\_ 2. Determines appropriate means for satisfying request with concurrence of Resource Manager.
    - \_\_\_\_\_ 3. Handles unsolicited bids.
    - \_\_\_\_\_ 4. Keeps Needs Group informed of action taken on requests.
    - \_\_\_\_\_ 5. Keeps Distribution Group informed of expected movement of resources, along with the priority designation for the resources.
    - \_\_\_\_\_ 6. Requests transportation from Distribution Group with concurrence of Resource Manager.
  
- 5. Distribution Group - Ensures delivery of resources by overseeing routing, transportation, collection, sorting, storage and inventory.
  - \_\_\_\_\_ a. Distribution Coordinator
    - \_\_\_\_\_ 1. Reports to the EOC or other location specified by the Resource Manager.
    - \_\_\_\_\_ 2. Oversees transportation and physical distribution of resources.
    - \_\_\_\_\_ 3. Ensures facilities are activated as directed by the Resources Manager.
    - \_\_\_\_\_ 4. For multiple scene emergencies or disasters, establishes liaison with all Incident Command Staging Officers to monitor location, passage, and inventory of resources.



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- \_\_\_\_\_ 5. Monitors location, passage and inventory of resources.
- 6. Donations Coordination Team – Headed by Donation Coordinator or LCAVOAD Coordinator.
  - \_\_\_\_\_ a. Donations Coordinator (LCAVOAD Coordinator)
    - \_\_\_\_\_ 1. Reports to the EOC or other location specified by the Resource Manager.
    - \_\_\_\_\_ 2. Activates the Donations Management Plan and LCAVOAD.
    - \_\_\_\_\_ 3. Receives offers of donated goods and services.
    - \_\_\_\_\_ 4. Matches and coordinates offers to needs.
    - \_\_\_\_\_ 5. Disseminates information to the public through the Public Information Officer to ensure that offers are not inappropriate to the needs.
    - \_\_\_\_\_ 6. Makes special requests for donations as directed by the Supply Coordinator.
    - \_\_\_\_\_ 7. Ensure that the Resource Manger is aware of the needs and “unmet needs” list and that physical distribution efforts are coordinated with the Distribution Group.
    - \_\_\_\_\_ 8. Volunteer calls (both affiliated and spontaneous) are filtered through the LCA VOAD seat at 389.2368 to verify credentials.
    - \_\_\_\_\_ 9. Through the LCA VOAD, volunteers are accounted for at the EOC, deployed upon demand of the incident and or event, and are demobilized back at the EOC.
- 7. Procurement Team – Undertakes ad hoc procurement as directed by Supply Coordinator; uses database and/or resource listings to fill requests through prearranged supply channels.
  - \_\_\_\_\_ a. Procurement Coordinator
    - \_\_\_\_\_ 1. Reports to the EOC or other location specified by the Resource Manager.



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- \_\_\_\_\_ 2. Coordinates the activation of the Resource and Service Supply Team based on the emergency or disaster and the anticipated needs of the community and response organizations.
- \_\_\_\_\_ 3. Provides oversight and coordination over all Procurement Team activities.
- \_\_\_\_\_ 4. Notifies BRAMAS, other mutual aid partners, support agencies, Region II parishes, volunteer organizations, etc. that the parish may need to activate agreements and confirms availability of resources and reserves supplies.
- \_\_\_\_\_ 5. Locates needed resources using database and/or resource listing for the parish and participating suppliers.
- \_\_\_\_\_ 6. Seeks to procure resources not available through pre-arranged channels when directed by the Supply Coordinator.
- \_\_\_\_\_ 7. Contacts suppliers, settles terms for transportation, and provides information necessary to pass checkpoints.
- \_\_\_\_\_ 8. Informs Supply Coordinator when the parish must provide transportation in order to make use of the resource.
- \_\_\_\_\_ b. Food Supply Coordinator
  - \_\_\_\_\_ 1. Reports to the EOC or other location specified by the Procurement Coordinator.
  - \_\_\_\_\_ 2. Coordinates all activities with the Procurement Coordinator.
  - \_\_\_\_\_ 3. Implement the Food Supply Plan, Appendix 2.
- \_\_\_\_\_ c. Fuel Supply Coordinator
  - \_\_\_\_\_ 1. Reports to the EOC or other location specified by the Procurement Coordinator.
  - \_\_\_\_\_ 2. Coordinates all activities with the Procurement Coordinator.



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- \_\_\_\_\_ 3. Implement the Fuel Supply Plan, Appendix 3.
  - \_\_\_\_\_ d. Transportation Coordinator
    - \_\_\_\_\_ 1. Reports to the EOC or other location specified by the Procurement Coordinator.
    - \_\_\_\_\_ 2. Coordinates all activities with the Procurement Coordinator.
    - \_\_\_\_\_ 3. Implement the Transportation Plan, Appendix 4.
  - \_\_\_\_\_ e. Construction Coordinator
    - \_\_\_\_\_ 1. Reports to the EOC or other location specified by the Procurement Coordinator.
    - \_\_\_\_\_ 2. Coordinates all activities with the Procurement Coordinator.
    - \_\_\_\_\_ 3. Implement the Construction Plan, Appendix 5.
  - \_\_\_\_\_ f. Utility Coordinator
    - \_\_\_\_\_ 1. Reports to the EOC or other location specified by the Procurement Coordinator.
    - \_\_\_\_\_ 2. Coordinates all activities with the Procurement Coordinator.
    - \_\_\_\_\_ 3. Implement the Utility Plan, Appendix 6.
8. Among the many resources needed during an emergency are the following:
- 1. Heavy Equipment
    - \_\_\_\_\_ a. Machinery for debris clearance
    - \_\_\_\_\_ b. Bulldozers
    - \_\_\_\_\_ c. Backhoes
    - \_\_\_\_\_ d. Draglines
    - \_\_\_\_\_ e. Vac-all



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2. Specialized Equipment
  - \_\_\_\_\_ a. Chain saws
  - \_\_\_\_\_ b. Firefighting equipment
  - \_\_\_\_\_ c. Water pumps
  - \_\_\_\_\_ d. Rescue equipment
  - \_\_\_\_\_ e. Generators
  - \_\_\_\_\_ f. Portable lighting
  
3. Temporary Shelters
  - \_\_\_\_\_ a. American Red Cross shelters
  - \_\_\_\_\_ b. Hotels and Motels
  - \_\_\_\_\_ c. Local public facilities
  - \_\_\_\_\_ d. Animal Control – pets
  - \_\_\_\_\_ e. Schools and universities
  - \_\_\_\_\_ f. Parks and Recreation
  - \_\_\_\_\_ g. National Guard/Reserve
  - \_\_\_\_\_ h. Other government buildings
  - \_\_\_\_\_ i. Private facilities
    - \_\_\_\_\_ 1. Churches
    - \_\_\_\_\_ 2. Clubs
    - \_\_\_\_\_ 3. Resorts
    - \_\_\_\_\_ 4. Office buildings
    - \_\_\_\_\_ 5. Stores
  
4. Food Centers
  - \_\_\_\_\_ a. Wholesalers
  - \_\_\_\_\_ b. Grocery stores
  - \_\_\_\_\_ c. Frozen food lockers
  
5. Medical Care
  - \_\_\_\_\_ a. Hospitals
  - \_\_\_\_\_ b. Medical clinics
  - \_\_\_\_\_ c. Drug stores
  - \_\_\_\_\_ d. Ambulance service
  - \_\_\_\_\_ e. Emergency Medical Services
  
6. Transportation
  - \_\_\_\_\_ a. Buses
  - \_\_\_\_\_ b. Train
  - \_\_\_\_\_ c. Boat
  - \_\_\_\_\_ d. Lowboy-Tractor/Trailers
  
7. Marine Equipment



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- 8. Aircraft
- 9. Miscellaneous supplies (examples)
  - \_\_\_\_\_ a. Sand
  - \_\_\_\_\_ b. Sand bags
  - \_\_\_\_\_ c. Barricades
  - \_\_\_\_\_ d. Rain Gear
  - \_\_\_\_\_ e. Rubber Boots
- 10. Personnel
  - \_\_\_\_\_ a. Manpower Coordinator
    - \_\_\_\_\_ 1. Reports to the EOC or other location specified by the Resource Manager.
    - \_\_\_\_\_ 2. Implement the Manpower Plan, Appendix 7
  - \_\_\_\_\_ b. Personnel Team
    - \_\_\_\_\_ 1. Coordinates available manpower with the City-Parish Human Resources Department.
    - \_\_\_\_\_ 2. Coordinates available specialized manpower needs with organizations' representatives in the EOC, i.e., heavy equipment operators, etc.
    - \_\_\_\_\_ 3. Coordinates volunteer needs with the Donations Coordination Team.
    - \_\_\_\_\_ 4. Recruits and hires personnel to meet emergency staffing needs as directed by the Supply Coordinator.
- 11. Financial Officer
  - \_\_\_\_\_ a. Reports to the EOC or other location specified by the Resource Manager.
  - \_\_\_\_\_ b. Oversees the financial aspects of meeting resource requests, including record-keeping, budgeting for procurement, documentation for cost recovery and transportation.
  - \_\_\_\_\_ c. Facilitate cash donations for the jurisdiction to volunteer (501c3) organizations.



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### 12. Legal Advisor

- \_\_\_\_\_ a. Reports to the EOC or other location specified by the Resource Manager.
- \_\_\_\_\_ b. Advises Supply Coordinator and the Procurement Team on contracts and questions of administrative law, purchasing laws, etc.

## V. DIRECTION AND CONTROL

- A. The Resource Manager or Coordinator of Emergency Supply Services and the R&S Service Team in conjunction with MOHSEP will be responsible for coordination, acquisition, distribution, and management of resources and supplies. The major responsibility is to identify available sources from which needed resources can be obtained during an emergency situation. Coordination of these resources during emergencies will be handled for the EOC by the R&S Service Team. Routine checks of supplies will be made in order to maintain an accurate list of supplies.

## VI. CONTINUITY OF GOVERNMENT

Lines of succession are in accordance with the Basic Plan. The EOC is directly responsible for proper coordination of the resource management area.

## VII. ADMINISTRATION AND LOGISTICS

- A. The resource management network is a primary responsibility of the EOC and should be effectively functional during an emergency situation.
- B. A listing of all available stores and supplies of foods, materials, and equipment is kept on file in the EOC.

## VIII. PLAN DEVELOPMENT AND MAINTENANCE

It is the responsibility of MOHSEP to keep an accurate and updated list of all available sources that will supply resources during an emergency. MOHSEP will handle the coordination and planning of these services. MOHSEP will update the Resource Management Annex periodically.

## IX. AUTHORITIES AND REFERENCES

- A. Authority  
See Basic Plan.



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### B. References

East Baton Rouge Parish Operations Plan.

Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis, CPG 1-7, dated May 1981.

The Louisiana Military Department Office of Homeland Security and Emergency Preparedness Disaster Recovery Manual, Revised January 2004.

The Louisiana Homeland Security and Emergency Assistance and Disaster Act of 1993

The Robert T. Stafford Disaster Relief and Emergency Assistance Act

City of Baton Rouge Parish of East Baton Rouge, Purchasing Manual

Louisiana Homeland Security and Emergency Preparedness, Region II, Emergency Operations Plan, 2004.

## XI. APPENDICES TO ANNEX

- 1.) Resource Management Organizational Chart
- 2.) Food Supply Plan
- 3.) Fuel Supply Plan
- 4.) Transportation Plan
- 5.) Construction Plan
- 6.) Utility Plan
- 7.) Manpower Plan
- 8.) Resource Management Index