

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 Finance Department maintains a current list of all resources available within the City-Parish Government.
5. The East Baton Rouge Parish Finance 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 member agencies throughout nine parishes. A list of available resources through BRAMAS is maintained in the Baton Rouge Fire Department, Communications Section. These resources are activated by call 383-4448.

7. Additional resource listings are maintained under separate cover in the East Baton Rouge Parish Mayor's Office of Homeland Security and Emergency Preparedness (MOHSEP).
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 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** ~~the EBRP Office of Homeland Security and Emergency Preparedness~~ may request assistance from the Governor's Office of Homeland Security & Emergency Preparedness (**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**, ~~The parish Office of Homeland Security and Emergency Preparedness~~, 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.

_____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** ~~the East Baton Rouge Parish Office of Homeland Security & Emergency Preparedness 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.
- _____ 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.
- _____ 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.

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
 - _____ 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.
 - 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. Coordination of resources to disaster victims.
- 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.
- _____ 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**, the Governor's Office of Homeland Security and Emergency Preparedness 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 and 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.
 - _____ 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** ~~the East Baton Rouge Parish Office of Homeland Security & Emergency Preparedness~~ 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** ~~Homeland Security and Emergency Preparedness Director~~
 - _____ 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.
 - _____ c. Directs and supervises the activities of the Needs, Supply and Distribution Groups.
 - _____ d. Coordinates with the ~~MOHSEP Homeland Security and Emergency Preparedness~~ 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 Homeland Security and Emergency Preparedness~~ 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.
- _____ 2. Receive specific requests, obtaining essential information form 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 requests 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
resources.

monitor location, passage, and inventory of

- _____ 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.
- 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.
 - _____ 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.
 - _____ 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

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

8. Aircraft

9. Miscellaneous supplies (examples)

- _____a. Sand
- _____b. Sand bags
- _____c. Barricades
- _____d. Rain Gear
- _____e. Rubber Boots

10. Personnel ~~Team~~

- _____ 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.

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** ~~the East Baton Rouge Parish Office of Homeland Security & Emergency Preparedness~~ 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

- A. 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

- A. It is the responsibility of **MOHSEP** ~~the East Baton Rouge Parish Office of Homeland Security & Emergency Preparedness~~ to keep an accurate and updated list of all available sources that will supply resources during an emergency. **MOHSEP** ~~The East Baton Rouge Parish Office of Homeland Security & Emergency Preparedness~~ will handle the coordination and planning of these services. **MOHSEP** ~~The East Baton Rouge Parish Office of Homeland Security & Emergency Preparedness~~ will update the Resource Management Annex periodically.

IX. AUTHORITIES AND REFERENCES

- A. Authority

See Basic Plan.

- 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.

APPENDICES TO ANNEX L

- 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