RESOURCE MANAGEMENT

ANNEX N OF THE KNOX COUNTY EMERGENCY OPERATIONS PLAN

6/25/2021

For all Agencies, Participant Organizations and Staff serving Knox County

Contents

Resource Management

Primary Agencies: Knox County Emergency Management Agency

Support Agencies: Engineers Office

Jurisdictional Executives

Knox County 9-1-1

Local Law Enforcement

I.   Introduction

A. Purpose

Knox County Emergency Management Agency (KCEMA) is responsible for developing emergency plans for the response to all types of emergencies and disasters. The effective and efficient management of resources, especially critical resources, is crucial in order to effectively respond to an emergency or disaster. The purpose of this plan is to identify responsibilities, coordination of activities, and to provide support and assistance for responding agencies and organizations by management of resources.

B. Scope

This annex applies to all participating departments and agencies of the jurisdictions contained within the geographic boundaries of Knox County.

C. Policy

It is the policy of Knox County to develop plans and procedures that incorporate the concepts of the National Incident Management System (NIMS), the Incident Command System (ICS) and the National Preparedness Goal.

D. Core Capabilities

This annex addresses the following Core Capabilities as defined in the National Preparedness Goal.

- Operational Coordination
- Critical Transportation
- Logistics and Supply Management

II. SITUATION AND ASSUMPTIONS

A. Situation

1. There is an ever present potential for natural and manmade disasters or emergencies that could significantly impact all or portions of Knox County depleting important resources.
2. An emergency or disaster can quickly deplete the resources of emergency responders, local government, and local volunteer agencies.
3. KCEMA maintains a resource guide that lists contact information for suppliers of anticipated needs of local government for an all hazards approach.

B. Assumptions

1. Organized resource management activities will enhance response and recovery operations.
2. Essential supplies, personnel, material and equipment are available from other governmental resources, private business, industries and volunteer agencies.
3. Local Incident commanders will coordinate requests for resources through the Knox County 9-1-1 Dispatch Center until the Knox County Emergency Operations Center (EOC) is activated. Once activated, the EOC will manage all resource requests.
4. Response agencies will be able to request and receive mutual aid.
5. Households and businesses located in the area directly affected by the emergency situation will sustain themselves during the first 72 hours of an emergency.
6. When local resources have been exhausted, KCEMA has the ability to request state and federal resources.

III. CONCEPT OF OPERATIONS

A. General

Resource management coordination activities generally take place within the EOC. This includes the coordination, oversight, and processes necessary to provide timely and appropriate resources during an incident. Utilization of standardized resource management concepts such as the typing, inventorying, ordering, and tracking of resources will facilitate their dispatch, deployment, and recovery before, during, and after an incident.

Local government has the responsibility of protecting lives and property of its citizens. Among the actions to be taken toward this end are the following:

1. Emergency response agencies should utilize their own channels of support until the EOC is activated; at which point the EOC will provide resources management.

2. Life safety issues will take precedence in the allocation of resources. If necessary, specific priorities will be set by the Executive Group within the EOC.
3. In the event that all local resources have been expended or committed, assistance should be sought from adjacent counties and the Ohio Emergency Management Agency (Ohio EMA).

B. Sequence of Activities

1. Notification/Activation/Deployment: Upon activation of the EOC by the KCEMA Director, the Logistics Group Manager will activate the resource management function. The Logistics Group Manager has the discretion and authority to activate additional positions within the Logistics Group as needed.
2. Advance Warning: When advance warning is available, suppliers with whom agreements exist should be notified of the intent to activate the agreements.
3. Emergency Activity
   a. Determination of Needs:
      i. All agencies are tasked to request resources through the EOC. Resource requests within the EOC will be processed as outlined in the Resource Request Flow Chart located in Tab A.
      ii. The Incident Commander or their designee, located at the command post, will speak directly with the EOC to identify needed resources.
      iii. The following are Essential Elements of Information (EEI) that will be needed by the EOC:
         1. What is needed
         2. Why needed
         3. Quantity needed
         4. By whom
         5. Where needed
         6. When needed
      iv. The EOC will prioritize requests based upon the following criteria:
         1. Protecting the life safety of emergency responders and the general public
         2. Stabilizing the incident
         3. Minimizing damage to property
         4. Recovery operations
         5. Environmental protection
         6. Economic Impact
         7. Legal considerations
         8. Cultural considerations
         9. Continuity of Government
      v. All resource requests will be processed and documented in accordance with the EOC's standard operating guidelines.
      vi. If immediate procurement of goods or services is necessary during the onset of a disaster and members of the Executive Group are unavailable to approve additional funding, the KCEMA Director, or in the Directors absence, the EOC

        Manager, may activate the Disaster Procurement Standard Operating Guideline until the Executive Group is available.

    b. Obtaining Supplies

        i. Notification of Suppliers: When advance warning is available, the Logistics Group Manager or designee will work with local suppliers to verify the availability of potentially needed resources and reserve critical resources.

        ii. Procurement and Hiring: Expedited procurement or hiring process may be used with approval of the Finance/Administration Group Manager to quickly obtain needed resources.

        iii. Soliciting Donations: Requests for donations will be handled as outlined in the Donations Management Annex.

    c. Financial accountability: The Finance/Administration Manager shall keep the EOC aware of the authorized budget, log and process transactions, and track accounts. The Finance/Administration Manager will also work with the Executive Group to secure access to more funding as necessary.

    d. Distribution of Goods: The Logistics Group Manager or designee will determine what facilities will be required to handle the flow of resources through the jurisdiction as well as the set-up and operation of all identified facilities.

4. Demobilization of Resources:

    a. Demobilization of resources should continually be evaluated and occur as soon as it is feasible.

    b. Equipment will be returned in the condition originally received.

    c. Surplus property will be handled through normal county procedures with guidance from Ohio EMA and FEMA as needed.

    d. Final demobilization of lead personnel should not occur until all reports and documentation have been filed and approved by the Finance/Administration Group Manager.

C. Local, State and Federal Coordination

If local resources are depleted KCEMA will request assistance from Ohio EMA. If State resources become depleted, Ohio EMA will request assistance from the Federal Emergency Management Agency (FEMA).

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

A primary responsibility of the EOC is to support the Incident Commander by effectively and efficiently providing resources. The EOC is responsible for coordinating and overseeing the process of describing, inventorying, requesting, and tracking resources; dispatching resources; and deactivating or demobilizing resources. These tasks fall under the responsibility of the Logistics Group within the EOC.

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B. Assignment of Responsibilities

1. **Knox County Emergency Management Agency Director**

   a. Activate the EOC when requested.
   b. Assume the role or designate an EOC Manager.
   c. Assign a Logistics Group Manager.
   d. Assist the Logistics Group Manager as needed during response operations. This may include the coordination of Mutual Aid Agreements or Memorandums of Understanding with neighboring jurisdictions, private sector organizations and volunteer groups.
   e. Continually update the county's Resource Guide and insure it is available within the EOC.
   f. Utilize the authority provided by the Disaster Procurement SOG until Executive Group is available.
   g. Forward requests for state and federal resources via WebEOC or other necessary communication platforms when needed.

2. **Logistics Group Manager**

   a. Maintains the overall responsibility for resource management, including tracking of all resources, within the EOC.
   b. Responsible for all duties assigned to the Logistics Group identified in the EOC Annex.
   c. Activates additional positions within the Logistics Group as needed.
   d. Collaborates with the EOC Manager, PIO, Liaison Officer and other Group Managers within the EOC.

3. **Planning Group Manager**

   Planning Manager shall identify the next operational period objectives and resource needs to ensure capabilities are realistic. Planning section will coordinate with logistics to have a common operating picture of available resources and unmet needs.

4. **Finance/Administration Group Manager**

   Oversees all financial aspects of meeting resource requests, including record-keeping, budgeting for procurement and transportation. Furthermore, the Finance/Administration Group will provide back-up tracking of resources for the Logistics Group to ensure all resources are accounted for.

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5. **Law Enforcement**

   Provides escort and security as needed for the delivery, storage and distribution of resources.

6. **Emergency Organizations, Volunteer Groups and Private Sector Organizations**

   a. Provides the Emergency Management Agency Director with current, updated inventories of resources to include personnel, equipment and materials.
   b. Ensures personnel are properly trained to insure the maximum use of resources.
   c. Ensures equipment and materials for emergency operations are properly maintained.
   d. Ensures personnel/resources as available when needed in an emergency.

V. DIRECTION AND CONTROL

Incident commanders will initially coordinate requests for resources through their normal procedures. Once the EOC is activated on-scene incident commanders will route all resource requests through the EOC. All resource requests will be processed and documented in accordance with the EOC's standard operating guidelines. If necessary, the Executive Group within the EOC will set specific priorities for scarce resources.

The Logistics Group Manager maintains the responsibility for resource management within the EOC. The Logistics Group Manager is appointed by the KCEMA Director or designee. The Logistics Group Manager activates additional positions within the Logistics Group as needed. The Logistics Group Manager is responsible for all duties assigned to the Logistics Group. Logistics Group positions and duties are identified in the EOC Annex.

VI. ADMINISTRATION AND LOGISTICS

The Logistics Group Manager activates additional positions within the Logistics Group as needed to include appropriate staff for key positions. The process for handling resource requests within the EOC including necessary supplies is outlined in the EOC Standard Operating Guideline. EOC Facilities, modes of communications, and resources needed within the EOC are outlined in the EOC Annex.

VII. PLAN DEVELOPMENT AND MAINTENANCE

A. All agencies involved in and supported by EOC operations in Knox County are invited to be involved with review of this annex. Representatives of each agency are responsible for reviewing this annex and submitting changes to the County EMA Director. These recommendations should be based upon opportunities for improvement identified through exercises, actual events, and changes in organizational structure.

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    B. Knox County EMA will coordinate any necessary meetings to review the recommendations identified and incorporate any needed modifications to this annex to include any state and federal requirements.

    C. The Knox County EMA will publish and distribute all changes to this annex and forward revisions to all responsible organizations listed in this annex.

    D. All agencies and organizations are responsible for developing and maintaining departmental SOPs, mutual aid agreements, equipment inventories and personnel roster including 24-hour emergency telephone notification numbers.

VIII. AUTHORITIES AND REFERENCES

    A. Authorities

- Ohio Revised Code Section 5502.21

    B. References

- Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide 101-Version 2.0
- National Preparedness Goal, Second Edition

Resource Management

IX.   AUTHENTICATION

_____   _____
President   Date
Knox County Board of Commissioners

_____   _____
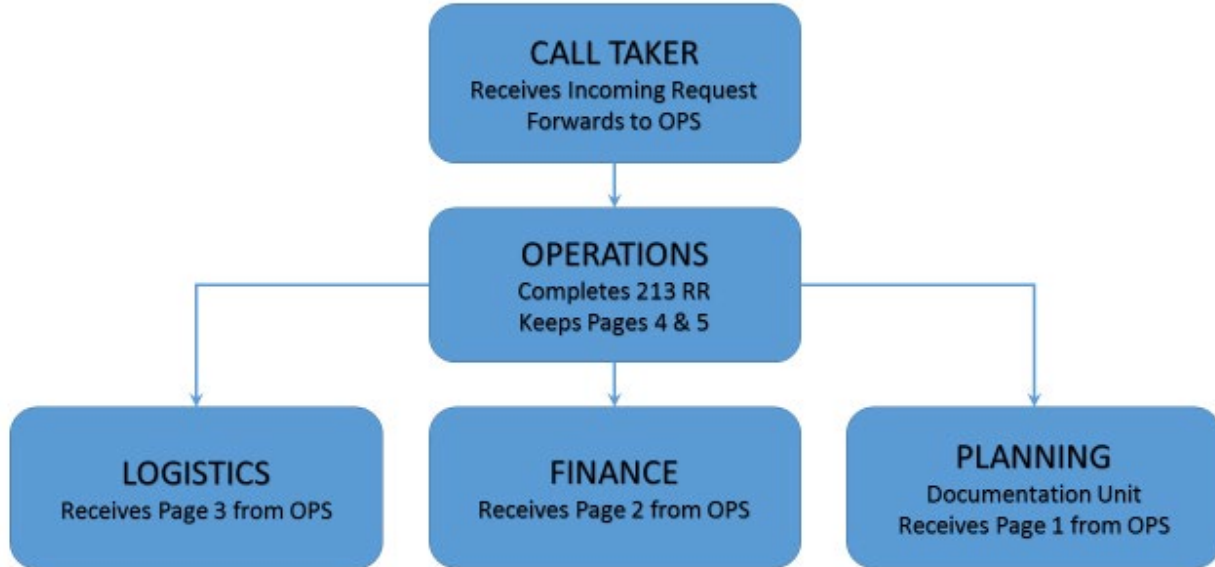Director   Date
Knox County Emergency Management Agency

Resource Management

Tab A   EOC Resources Request Flow Chart

Operations Section fills the request.


```
                    CALL TAKER
                Receives Incoming Request
                    Forwards to OPS

                    OPERATIONS
                   Completes 213 RR
                   Keeps Pages 4 & 5

    LOGISTICS          FINANCE            PLANNING
Receives Page 3      Receives Page 2    Documentation Unit
from OPS             from OPS           Receives Page 1 from OPS
```

Operations Section forwards to Logistics to fill the request.


```
                    CALL TAKER
                Receives Incoming Request
                    Forwards to OPS

                    OPERATIONS
                   Completes 213 RR
                    Keeps Page 5
                Forwards Pages 1-4 to LOGS

                      LOGISTICS
    FINANCE           Keeps Page 3          PLANNING
Receives Page 2     Returns Completed     Documentation Unit
from LOGS           Page 4 to OPS         Receives Page 1 from LOGS
```