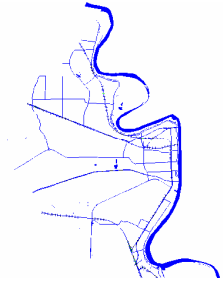


**WEST BATON ROUGE PARISH
OFFICE OF HOMELAND SECURITY
AND EMERGENCY PREPAREDNESS**



EMERGENCY SUPPORT FUNCTION 7

RESOURCE SUPPORT

I. PURPOSE

ESF 7 provides the resource support activities needed in emergencies and disasters. Resource support deals with the personnel, services, facilities, equipment, materials and supplies needed for emergency and disaster operations, whether from governmental, private or volunteer sources.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The HSEP Director will designate the Resource Manager for West Baton Rouge Parish.
2. West Baton Rouge Parish is susceptible to many hazards, both technological and natural, which makes the need for resource management of top priority.
3. Resources that West Baton Rouge Parish may need include:
 - a. Personnel including skilled and labor professionals.
 - b. Communications equipment.

- c. Vehicles for passengers, cargo, and debris removal.
- d. Heavy equipment for public works applications and materials handling.
- e. Pumps.
- f. Useful materials and tools such as:
 - i. Fuel
 - ii. Sand
 - iii. Sandbags
 - iv. Plastic Sheeting.
 - v. Shovels
 - vi. Picks
 - vii. Chainsaws
 - viii. Hatchets
 - ix. etc.
- g. Mass care supplies such as:
 - i. Medicine and first aid supplies
 - ii. Potable Water
 - iii. Food
 - iv. Bedding
 - v. Blankets
 - vi. Cots

- vii. Sanitation Supplies
 - viii. Lighting
 - h. Portable Generators
4. West Baton Rouge Parish has Mutual Aid agreements with neighboring jurisdictions through the Homeland Security Regional Group and higher levels of government and will be implemented on an as needed basis at the onset of an emergency.

B. Assumptions

1. The Resource Manager will maintain a resource inventory.
2. Initial Sustainability
 - a. Response agencies will sustain themselves during the first 24 hours of an emergency.
 - b. Households and businesses located in the area directly affected by the emergency situation will sustain themselves during the first 72 hours of an emergency.
3. Evacuee Support

Evacuees located in a mass care facility will receive necessary life sustaining services from the facility.
4. Donations

There is the potential for donations, given any emergency, even a forecasted emergency that generates sustained media coverage.
5. Availability of Volunteers

Performance of the resource management function will depend on the availability of a large pool of volunteers. Offers of help will be received.

6. Access to Mutual Aid
 - a. Mutual Aid resources may be limited due to the parties being affected themselves by the emergency and being unable to provide the resources.
 - b. Pressure on the resource management function to supply unmet needs of response agencies may be reduced by assistance from the next higher level of government.

III. CONCEPT OF OPERATIONS

A. General

1. Priorities

Disaster victims will take precedence in the allocation of resources. The Resource Manager in consultation with the HSEP Director will set specific priorities at the onset of an emergency.

2. Initial sustainability

Response agencies are to sustain themselves during the first 24 hours of an emergency.

3. Supplier of last resort

Emergency services agencies should exhaust their own channels of support, for example, mutual aid agreements with similar agencies in other jurisdictions, before turning to the resource management function.

4. Costs

Purchase prices, and contract costs, where possible, should be established. Even if eligible for reimbursement, costs should initially be considered the responsibility of the requesting agency.

5. Coordination with Volunteer agencies

West Baton Rouge Parish will coordinate with volunteer agencies through the Emergency Operation Center and the Louisiana V.O.A.D.

6. Local, State and Federal Coordination

Local, State and Federal coordination will occur through:

- a. The local Emergency Operation Center
- b. The Governor's Office of Homeland Security and Emergency Preparedness
- c. The FEMA Regional Office

B. Phases of Management

1. Mitigation

- a. Plan resources services to be provided in an emergency.
- b. Coordinate activities through the HSEP.
- c. Plan coordination and utilization of all available resources during an emergency.
- d. Plan and train adequate personnel in order to reap maximum achievement for the following divisions of government:
 - i. Sheriff's Office or Police Departments
 - ii. Fire Departments

- iii. Parish Health Departments
- iv. Office of Family Support
- v. Public Utilities

2. Preparedness

- a. Identify emergency resources and sources for requesting assistance.
- b. The West Baton Rouge Parish Purchasing Office has a listing of current resource providers.
- c. Prepare and update a list of needed resources.
- d. Coordinate resources with other agencies and volunteers in order to maintain adequate resources.
- e. Maintain current mutual aid agreements

3. Response

- a. Notification

The Resource Manager should be among those initially notified of an emergency. When warning is available, suppliers with whom agreements exist will be notified of the intent to activate any needed agreements.

- b. Activation and deployment

The HSEP Director will activate the Resource Manager and his functions. Under the Resource Manager, the three core positions are the Needs Officer, Supply Officer and the Distribution Officer. It will be the Resource Manager and the HSEP Director's discretion whether or not to activate additional facilities and personnel. This

decision would be accomplished after meeting with the executive group. Upon activation, the Resource Manager will provide for prompt and effective acquisition, distribution and use of personnel and material resources.

- c. Emergency activity
 - i. Determining needs
 - ii. Needs assessment (Ongoing)
 - aa. Needs known in the field should be channeled up through the chain of command to the Emergency Operation Center.
 - bb. Anticipating needs based on preliminary damage assessments and past experiences.
 - cc. The Resource Manager should relay to the resource management organization all needs determined by the executive group.
 - dd. All agencies are tasked to report to resource management either directly or through the Emergency Operation Center, any needs they are unable to meet through their own channels as the emergency progresses.
 - ee. Essential information includes:
 - ✓ WHAT is needed and WHY, as specifically as possible
 - ✓ HOW MUCH is needed
 - ✓ WHO is needed
 - ✓ WHERE it is needed
 - ✓ WHEN it is needed

- iii. Prioritization (Ongoing)
 - aa. The Resource Manager will apprise the Needs Officer of priorities set by the Parish President or a designated representative.
 - bb. Among the highest priorities may be satisfying needs of the resource management organization, for example securing the use of additional facilities required by the Resource Manager.
- iv. Follow-up
 - aa. Resource requests should be logged, prioritized, passed on to those responsible for obtaining and committing resources, and then tracked via subsequent feedback from the Supply Officer, the Distribution Officer, and the requesting party.
 - bb. The Resource Manager should receive reports on a regular basis about needs and status of requests.
 - cc. Obtaining supplies
- v. Notification of suppliers by Supply Officer

When warning is available, the Supply Officer should notify suppliers with whom agreements exist of the jurisdiction's intent to activate the agreement. Availability of supplies should be validated and key items should be reserved.
- vi. On going evaluation of requests vs. known

supplies

- aa. Upon receipt of a request, the Supply Officer should attempt to fill the need with jurisdictional resources or resources for which agreements are in place.
 - bb. If the needed resource is on hand, the Supply Officer contacts the supplier, confirms transportation responsibilities and provides necessary information.
 - cc. The Supply Officer then notifies the Distribution Officer of the incoming resource, or of the need to pick it up, and its priority, and informs the Needs Officer that action has been taken on the request.
 - dd. If the needed resource is not listed among prearranged supplies, the next step is to see if a workable offer to donate it has been made (assuming a Donations Coordination Team has been activated).
 - ee. If not, the options are to procure (or hire) or to solicit a donation of the needed resource.
- vii. Procurement and hiring
- aa. When requests are of high priority for the jurisdiction, an expedited procurement or hiring process may be in order.
 - bb. Procurement involving contacting suppliers, negotiating terms (in coordination with the Finance

Department and Legal Advisor if necessary), making transportation agreements, notifying the Distribution Officer, and notifying the Needs Officer of action taken.

cc. Hiring can take advantage of local of State job service records.

dd. Maintaining financial and legal accountability

viii. The Director of Administration should keep the Resource Manager and the Supply Officer aware of their authorized budget, log and process transactions, track accounts, and secure access to more funding as necessary and feasible (e.g., ensuring jurisdictional access to cash donations, where law permits).

ix. The District Attorney should keep them aware of their legal obligations—and also of any special powers granted by law to expedite their tasks.

x. Activating and operating key facilities.

The Resource Manager determines what facilities (e.g., donations receiving areas, checkpoints, and warehouses) would be required to handle the flow of resources into and through the jurisdiction. The Resource Manager will then direct the Distribution Officer to set up and operate the facilities.

xi. Traffic control.

The Distribution Group should ensure that high priority resources are dispatched quickly to where they need to be.

Unnecessary traffic should be held back or rerouted.

xii. Hauling.

Procurement and donations efforts should try to ensure that suppliers of a resource also supply transportation for it: the jurisdiction's transportation resources may be almost fully committed. However, the Distribution Officer will be tasked to pick up resources.

xiii. Reporting and coordination.

- a. From the Emergency Operation Center, the Distribution Officer notifies checkpoints and other facilities (as applicable) of incoming resources, as well as their priority designation. Checkpoints and other facilities (as applicable) would provide regular reports on resources passing through (or inventory), allowing the Distribution Officer to track location of resources and timeliness of delivery.
- b. The Distribution Officer will designate centers to receive and distribute resources as prioritized.

4. Recovery

When needs have largely been met, the crisis subsides, West Baton Rouge Parish's government can begin to function in its normal, day-to-day mode, and the resource management function will have to address four areas:

- a. Disposal of excess stocks

Loaned equipment will have to be returned to its owners. Surplus property can be dealt with through normal procedures—except perhaps where hazardous materials are concerned.

b. Stand down

Facilities and staff should be deactivated as soon, as is feasible, with all reports and documentation filed.

c. Financial settlement

The jurisdiction may need to reimburse or compensate the owners for private property. It may also have to submit required reports that address the jurisdiction's financial liability for any assistance received under the Stafford Act.

d. Thank You's

Suppliers who came through for the jurisdiction should receive some acknowledgement, as soon as, feasible and in coordination with the Police Jury. New suppliers might be polled about their interest in developing a memorandum of agreement in time for the next emergency.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. HSEP Director

Directs Resource Manager

B. Resource Manager

1. Directs and supervises the activities of the needs, supply, and distribution officers.
2. Coordinates with the HSEP Director and key organizations' representatives in the Emergency

Operation Center regarding needs and priorities for meeting them.

3. During the emergency, monitors potential resource shortages and advises the Executive Group or HSEP Director on the need for action.
4. Identifies facilities/sites that may be used to store needed resources and donations.
5. Determines the need for and directs activation of facilities necessary for the coordinated reception, storage, and physical distribution resources.
6. Makes an arrangement for workspace and other support needs for resource management staff.

C. Needs Officer

1. Monitors resource demands from incident command and maintains lists of all staging area resources, itemized by incident location.
2. Tabulates needs assessment and specific requests.
3. Prioritizes needs for Supply Officer, with recurrence of Resource Manager.
4. Provides regular reports to Resource Manager on the status of requests.

D. Supply Officer

1. Locates and secures resources.
2. Determines appropriate means for satisfying requests.
3. Handles unsolicited bids.
4. Keeps Needs Officer informed of action taken on requests.

5. Keeps Distribution Officer informed of expected movement of resources, along with the priority designation for the resources.
6. Requests transportation from distribution officer.
7. Notifies private industry parties to any memorandum of agreement of the parish's intent to activate the agreement. Confirms the availability of resources specified by the agreement, and reserves supply.
8. Locates needed resources using database and listings.
9. Seeks to procure resources not available through pre-arranged channels.
10. Contact suppliers, settles term for transportation, and provide information necessary to pass possible checkpoints.

E. Distribution Officer

1. Ensures delivery of resources by overseeing routing, transportation, collection, sorting/aggregating, storage, and inventory.
2. Transports resources as requested.
3. Controls movement of resources.
4. Performs materials handling work.
5. Oversees transportation and physical distribution of resources.
6. Ensures facilities are activated as directed by Resource Manager.
7. Monitors location, passage, and inventory of resources.

F. Finance Director

Oversees the financial aspects of meeting resource requests, including record keeping, budgeting for procurement and transportation and facilitating cash donations if permitted.

G. District Attorney

Advises Supply Officer on contracts and questions of administrative law.

H. Sheriff's Office

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

I. All agencies

1. Ensures communication with the Distribution Officer.
2. Assists in procuring and providing transportation.
3. Proved staff knowledgeable in a particular resource category to serve as Needs Liaison as appropriate.
4. Provide updated emergency resource listing on regular basis or as requested by Resource Manager.
5. Make personnel and resources available as needed in an emergency.

V. DIRECTION AND CONTROL

The HSEP Director or his designated representative will be responsible for the coordination, acquisition, distribution and management of resources and supplies.

VI. CONTINUITY OF GOVERNMENT

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

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. Reports and records

Complete records will be required to be kept and will be the responsibility of the Resource Manager with assistance from Secretary Treasurer.

2. Finance

The Finance Department will keep records of expenditures during emergencies and disasters.

3. Procurement

Emergency procurement will be done when needed with said paperwork done ASAP after the procurement if necessary.

4. Hiring/Personnel issues

Ordinary hiring procedures and duties of employees are subject to change during an emergency.

B. Logistics

The necessary resources needed to facilitate the Resource Management function are as follows:

1. Staffing
2. Facilities
3. Communications
4. Computers & software
5. Office equipment and supplies
6. Forms

7. Transportation

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The HSEP Director has the responsibility for coordinating revision of this annex, keeping attachments current.
- B. Directors of supporting agencies bear the responsibility of maintaining internal plans, implementing procedures and resource data to ensure effective response to an emergency.
- C. All other agencies given responsibility in this plan, in coordination with the Office of Homeland Security/Emergency Preparedness are responsible for maintenance of their respective annexes or appendices.

IX. AUTHORITIES AND REFERENCES

A. Authorities

(See Basic Plan, Section IX)

B. References

- 1. Guide for All Hazard Emergency Operations Planning, (SLG) 101, 1996, Federal Emergency Preparedness Agency
- 2. Defense, Civil Preparedness Agency, 1979.

APPENDICES:

- (1) Organization Chart
- (2) Responsibility Chart
- (3) Donations Management and Volunteer Coordination Plan.
- (4) Parish equipment resource list: on file in EOC
- (5) List of volunteer resources to include Citizens Corps
- (6) List of centers to receive and distribute, with agreements with owners, updated annually

TAB A

Food Center Plan

TAB B Construction Center Plan
TAB C Fuel Center Plan

- (7) Mutual aid agreements, updated annually
- (8) Manpower Plan
- (9) List of distribution sites for the public

RESOURCE MANAGEMENT
ORGANIZATIONAL CHART

