RESOLUTION MANAGEMENT

I. PURPOSE

The purpose of this Annex is to provide prompt and effective acquisition, distribution, and use of personnel and material resources in the event of an emergency.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Considering the overwhelming demands placed on local government in developing and executing a response to a major disaster, complete and detailed identification as well as effective utilization of available resources is paramount. Local government seldom, if ever, possesses the necessary resources to handle a major disaster, thus resource management becomes one of the limiting factors in the effective response by local agencies. No degree of effective planning, training and exercising will result in successful operations if the essential resources (i.e. personnel, materials and supplies) are not available at the time and place required.

2. Essential services, supplies, materials and equipment likely to be needed in emergency operations will vary with the type and magnitude of the disaster, geographic location, time of year, and any number of variables. Emergency resource management planning must take all factors into consideration and develop a capability for the worst-case scenario.

B. Assumptions

1. An Emergency Operations Plan has been adopted and provides the following:

   a. Haz-Mat team administration;

   b. SARA Title III activities;

   c. Facilitate mutual assistance between local political subdivisions, county offices and agencies.
2. State codes provide for the procurement of essential resources (via emergency allocations appropriations, etc.) in time of a declared emergency.

3. Essential supplies, personnel, materials and equipment are available from other governmental resources, private business and industry, and volunteer agencies.

4. The private sector has the capability through its day-to-day economic pursuits to provide expertise for continued handling and distribution of their respective resources in time of emergency.

5. The governor, or other elected officials of a specific jurisdiction, acting in concert with various administrative and operative agencies, has not only the ability to determine the need for economic and resource controls but also to enforce them pursuant to applicable statutory acts.

6. State and federal agencies have resources available for use by local jurisdictions, however, specific guides have been established to access these resources (refer to Section III. C. 6. and 7. of the Basic Plan).

7. Resources acquired and/or used by a jurisdiction during an emergency may require payment upon termination of the emergency activity.

III. CONCEPT OF OPERATIONS

A. Phases of Management

1. Mitigation

Mitigation activities may include, but are not limited to:

a. Understand existing regulations and laws;

b. Identify the Resource Management Planning Team;

c. Develop and update the Resource Guide;

d. Identify essential facilities that may be essential at the time of the emergency;

e. Develop a Resource Management Standard Operating Guidelines;

f. Provide for preservation of records of the emergency.
2. Preparedness

Preparedness activities may include, but are not limited to:

a. Review and update plans, Standard Operating Guidelines (SOGs) and resource information;

b. Identify special resources required;

3. Response

Response activities may include, but are not limited to:

a. Identify resources needed for relocation of the residents if evacuation is required;

b. Identify resources needed for delivery of supplies to relocation areas.

4. Recovery

Recovery activities may include, but are not limited to:

a. Assist in recovery operations;

b. Account for and return any unused resources.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

The function of providing for the prompt and effective acquisition, distribution and utilization of human and material resources for essential purposes in the event of an emergency will be conducted by the Logistic Section. This team will identify and cooperate with appropriate agencies to deliver essential resources.

B. Assignment of Responsibilities

1. Summit County Emergency Management Agency

a. It is the responsibility of the Summit County Emergency Management Agency to ensure that a Resource Guide is developed and that resource management takes place.

b. If requested, pre-position resources to efficiently and effectively respond to an incident.
c. Retain the Summit County Emergency Resources Guide in the Emergency Operations Center (EOC) with other pertinent information for activation (available online on WebEOC).

d. Update, revise, prepare and distribute changes and revisions to this Annex to the appropriate organizations.

e. Request additional resources through the Emergency Management Agency Directors of neighboring counties or appropriate agencies/organizations. Maintain situational awareness to support regional logistics support plans.

f. Contact the state for assistance when local resources are exhausted and assistance is mandatory.

g. Maintain communications among all involved agencies (public and private) to ensure situational awareness across sectors and between jurisdictions.

2. The Logistic Section

a. Maintain the resources directory of personnel, equipment and facility resources needed;

b. Maintain the Resource Management Standard Operating Guidelines and other necessary written guides;

c. Maintain an up-to-date directory of key personnel contact information;

d. Maintain necessary records of all resources, which were required or utilized;

e. Understand existing regulations and laws as they apply to resource acquisition and management. Become familiar with various state laws, local policies, regulations and authorities governing resource management at the local and state level. Understand guides for accessing resources from state and federal sources.

f. Identify essential facilities such as Emergency Operation Centers (EOCs), Department Operating Centers (DOCs), hospitals, communication centers, utility facilities, radiological laboratories, etc. and essential personnel (e.g., law enforcement, fire services, etc.);

g. Develop up-to-date directory of key personnel contact information to facilitate timely deployment of vital resources in an emergency.

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h. Provide for preservation of records reflecting resources acquired or utilized during emergency operations.

3. Emergency Organizations, Volunteer Groups, and Private Sector Organizations (Refer to Tab 1 – Items/Systemst to be Considered in Resource Management):

a. Provide the Logistic Section with current, updated inventories of resources to include personnel, equipment and materials.

b. Plan for and train adequate personnel for maximum use of resources.

4. Responsibilities of agency/department chiefs with emergency responsibilities are as follows:

a. Identify personnel, equipment and supplies that must be dispersed;

b. Select viable staging areas(s) for internal and external personnel, equipment, and supplies, taking into consideration for transporting materials through restricted areas, quarantine lines and law enforcement checkpoints.

c. Coordinate dispersal arrangements with the agency chief responsible for emergency operations planning;

d. Develop detailed dispersal guides for all emergency support services to include law enforcement, fire, rescue, health, medical and public works;

e. Make arrangements for protecting the family members of essential personnel who may be required to relocate;

f. Ensure that those individuals who are responsible for dispersal of the organization’s/agency’s assets are annually familiarized with their responsibilities;

g. Make provisions that will allow the government to use private business and industry resources needed to support movement to and operations at government dispersal sites;

h. Participate in periodic exercises to become familiar with emergency roles.
V. DIRECTION AND CONTROL

The Executive Group of the Summit County Emergency Management Agency and the Emergency Management Executive Committee will be responsible for coordinating resource management activities. 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 from the EOC. Routine checks of supplies will be made in order to maintain an accurate list of supplies.

VI. CONTINUITY OF GOVERNMENT

A. Lines of Succession

1. Emergency Management Agency Staff will be designated at the time of EOC activation;

2. Emergency Management Agency’s Director or their designee.

B. Refer to the Basic Plan, Tab 3 - Guides for the Protection of Government Resources, Facilities and Personnel.

VII. ADMINISTRATION AND LOGISTICS

A. Communications

The resource management network of communications is the primary responsibility of the Emergency Operations Center through the Communications Officer and should be effectively functional during an emergency situation in accordance with Standard Operating Guidelines (SOGs).

B. Resources

1. Suppliers of foods, materials, and equipment are on file in the Summit County Emergency Resource Guide.

   Assistance will be requested by activating existing mutual-aid agreements with neighboring jurisdictions, private sector organizations, and volunteer groups.

2. Each city, village, and township and their departments will specify guides for inventory, storage, maintenance, and replacement of administrative and logistical support items during emergency conditions.

3. The identified systems are responsible for the organizing, managing, coordinating, and channeling of donations and services of individual citizens, volunteer groups, private sector organizations and other not included in the formal response structure, must be carefully monitored. Due to donor response
being sometimes overly generous during emergencies, an excess of certain resources and shortages of needed items may occur. SOGs should include methods of receiving and managing donations and services.

4. The identification of special or critical resources required for radiological and chemical analysis, environmental assessment, biological sampling, plume movement tracking, and contamination surveys (i.e., radiological protection equipment inventory, radiological health services, hazardous materials inventory, hazardous materials response, hazardous waste removal, laboratories, local radiological monitors, dosimeters, etc.) is included in the Summit County Emergency Resources Guide.

5. Requests for resources from military installations, governmental and private organizations in neighboring counties will be made through the Emergency Management Agencies of those counties.

State assistance is available when local resources are exhausted or when state assistance is mandatory to protect the lives and welfare of the population. Presidential emergency/disaster assistance is available when all local and state resources are exhausted and federal assistance is required.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. The Summit County Emergency Management Agency, in cooperation with the Emergency Management Executive Committee, is responsible for updating this Annex based on deficiencies identified through drills and exercises, changes in government structure and emergency organizations.

B. The Summit County Emergency Management Agency will prepare, coordinate, publish and distribute necessary changes and revisions to this Annex.

C. The Summit County Emergency Management Agency will forward all changes to appropriate organizations.

D. The Summit County Emergency Management Agency will coordinate with emergency organizations, and private and volunteer organizations for the development of SOGs that detail assigned responsibilities through the Summit County Citizens Corp. Council.

IX. AUTHORITIES AND REFERENCES

A. Authorities

Not used. See Section IX. A. of the Basic Plan

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B. References

Not used. See Section IX. B. of the Basic Plan.

X. ADDENDUMS

Tab 1 – Items/Systems to be considered in Emergency Resource Management

Appendix 1 – Guides for the Protection of Government Resources, Facilities and Personnel of Summit County
TAB 1 TO ANNEX N

ITEMS/SYSTEMS TO BE CONSIDERED IN RESOURCE MANAGEMENT

1. Health and Medical Resources – hospitals, pharmaceutical outlets, first-aid supplies, blood products, urgent care facilities, medical professionals, Summit County Medical and Dental Societies, and medical transportation resources, including private/public ambulances;

2. Public Safety Services – law enforcement, fire and community emergency medical services;

3. Food and water for disaster victims and emergency workers, to include ice and dry ice;

4. Essential Services – electrical power and communications, to include portable cellular phones and portable generators;

5. Fuels - petroleum products, butane and propane and solid fuels for victims and for essential emergency vehicles and facilities;

6. Sanitation facilities, removal of trash, debris and animal carcasses;

7. Shelters (temporary and long term);

8. Construction equipment and materials;

9. Transportation for evacuation operations and emergency functions, to include medical transports;

10. Human resources - identification of essential skills, recruitment, classification and utilization;

11. General use supplies - batteries, tools, etc.;

12. Live animal control (temporary and long term);

13. Legal matters - Summit County Department of Law, Insurance and Risk Management.

* These represent just a few of the major categories to be considered when conducting resource management planning. As needs are identified, plans must be developed to locate and acquire these essential supplies, equipment, materials and human resources.
APPENDIX 1 TO ANNEX N

GUIDES FOR THE PROTECTION OF GOVERNMENT RESOURCES, FACTILITIES, AND PERSONNEL OF SUMMIT COUNTY

I. PURPOSE

The purpose of this Appendix is to serve as a guideline to ensure the protection of key personnel, facilities and resources and to restore government functions during and after emergencies.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. In order to ensure that essential government services can be delivered during an emergency, local government institutions must identify personnel, specific types and amounts of equipment and disperse this material to the appropriate locations.

B. Assumptions

1. Essential supplies, personnel, material and equipment are available from state and federal agencies, and private business and industry.

2. State and Federal agencies have available resources. For specific guides, refer to Section III. B. of the Basic Plan

III. CONCEPT OF OPERATIONS

A. General

Not used. Refer to Annex N – Resource Management, Section III. A.

B. Phases of Emergency Management

1. Mitigation

Mitigation activities may include, but are not limited to:

a. Develop written agreements with business and industry concerning the use of private resources;

b. Develop detailed dispersal guide.
2. Preparedness

Preparedness activities may include, but are not limited to:

a. Identify dispersal locations;

b. Participate in periodic exercises.

3. Response

Response activities may include, but are not limited to:

a. Identify specific personnel, equipment and supplies to be dispersed;

b. Make arrangements for protecting families of essential workers;

c. Coordinate dispersal operations.

4. Recovery

Recovery activities may include, but are not limited to:

a. Provide support by delivering essential government services;

b. Assist in recovery operations.

IV. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. Organization

Staging areas will be determined for government personnel, equipment, and supplies.

V. DIRECTION AND CONTROL

The agency/department chiefs of all executive, legislative and judicial branches of local government will be responsible for coordinating government resource management activities.

VI. CONTINUITY OF GOVERNMENT

A. Lines of Succession

If the agency/department chief is not available, lines of succession as designated by each agency/department Standard Operating Guides will be utilized.
B. Preservation of Records

Each agency/department is responsible for the preservation of records.

VII. ADMINISTRATION & LOGISTICS

A. Communications

Communication resources are the primary responsibility of each agency/department.

B. Resources

1. Each branch of government will specify guides for inventory, storage, maintenance, and replacement of administration and logistical support items during emergency conditions.

2. Government staging areas have been identified for the dispersion of essential personnel, equipment and supplies.

3. Assistance will be requested by activating written agreements with private sector organizations.

4. State and federal assistance is available when local resources are exhausted and assistance is required.

VIII. PLAN DEVELOPMENT & MAINTENANCE

Not used. Refer to Annex N – Resource Management, Section III. A.

IX. AUTHORITIES & REFERENCES

A. Authorities

Not used. See Section IX. A. of the Basic Plan

B. References


X. ADDENDUMS

Not used.