

**ANNEX I**  
**RESOURCE MANAGEMENT**

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**NOTE:**

A **Frye Island Emergency Resource Book (EPRB)** is separately maintained to supplement the total Emergency Plan. At Tab D therein, are specifically included the Resources Details related to the Town Emergency Plan and this ANNEX.

## ANNEX I

### RESOURCE MANAGEMENT

#### I. PURPOSE

To provide for prompt and effective acquisition, distribution and use of needed personnel and material in the event of an emergency. Some resources are separately defined in the Basic Plan, Direction and Control, Emergency Services, Communications & Warning and Haz-Mat/Radiological Annexes.

#### II. SITUATION AND ASSUMPTIONS

##### Situation:

In the time of an emergency, all local resources will be utilized and when they have been exhausted, Frye Island will call upon County EMA for assistance with resource needs. The Town and County Resource inventories are updated throughout the year and should remain as current as possible.

##### Assumptions:

As Frye Island runs out of resources, they will call for mutual aid. In times of emergency, especially when many jurisdictions are involved, as in a hurricane, mutual aid will be stretched beyond its limits. The County should then be contacted with request needs. The County EMA Director, or designated representative, will work to acquire the required resources.

#### III. CONCEPT OF OPERATIONS

##### A. General:

Consistent with County and State Plans, when the Town of Frye Island cannot provide the assistance needed, it shall call County for assistance. Town Department Heads should keep records of all resources utilized, (who, where, when etc). The storage maintenance/replacement of equipment and materials will be coordinated between Frye Island and the supplier. The Town Emergency Director will coordinate resources, including equipment as listed at TAB D, Town Emergency Plan Resources Book (EPRB) which is separately maintained.

##### B. Phases of Management:

##### Mitigation:

The Frye Island Emergency Director shall be responsible for identifying the special needs for the Town of Frye Island and should identify deficiencies in their resource inventory.

### **Preparedness:**

Each Town department should, as appropriate, prepare for increased readiness to any emergency situation by:

- Conducting and maintaining an annual inventory of resources (plus source and quantity.)
- Identifying availability and accessibility of resources.
- Setting up procedures for repair and restoration of essential services and vital facilities.
- Identifying facilities that could be expanded into emergency centers for disaster victims and additional personnel and volunteers.
- Identifying location and availability of special equipment such as earth moving equipment etc.

### **Response:**

- Request County and State assistance where local resources are insufficient to meet response needs.
- Use appropriate resources for special and critical facilities.
- Provide logistical support for Emergency Operations Center (EOC) staff and personnel deployed to disaster sites.

### **Recovery:**

- Pay off costs incurred.
- Request County and State Assistance when Local resources are insufficient to meet recovery needs.
- Recondition/replace/replenish equipment and materials.
- Prepare Post Disaster Evaluation of resource shortfalls

### **Levels of Management**

- Policy: This Annex should be promptly implemented upon activation of the Town EOC.
- Coordination: The Town EOC Operations Officer should be responsible for resource management, monitoring and reporting.
- Operations: See Basic Plan.
- Response: The Town Emergency Manager should coordinate distribution to all resources.

### **Continuity of Government**

- Town Line of Succession: See Figure 1, Annex A, Direction and Control.
- Operations Sites: Should be the Town EOC and sites of major suppliers.
- Preservation of Records: An inventory and financial records should be kept of all resources used to provide for proper reimbursement and adjustment of emergency stocks.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

**SEE BASIC PLAN**

#### **V. ADMINISTRATION AND LOGISTICS**

##### **A. Policies;**

Town Administration shall:

- Set policy for acquisition procedures, costing, protecting resources and resources usage during a disaster situation.
- Identify the need of resources for special or critical facilities.
- Insure resources are available to support the EOC, staff and personnel during an emergency.

##### **B. Reporting:**

Records should be maintained by each Town Department to track resources use and allow budget adjustments for future emergencies and related reimbursement obligations.

##### **C. Agreements and Understandings:**

The following agreements and understandings for resource acquisition and resource dispersal are in support of this Annex.

- Emergency Dispatch. Contract with the Town of Raymond.
- Fire Services. Mutual Aid with the Town of Raymond.
- Emergency Rescue. Contract with the Town of Raymond
- EMS. Contract with the Town of Raymond.