

RESOURCE GROUP

PURPOSE

The role of the Resource Group is the provision of resources upon request of other organization groups. In the event of a large disaster, the preparation phase cataloguing of City personnel and equipment will serve to expedite the response to the needs of the people working at the disaster site(s).

CONCEPT OF OPERATIONS

The Emergency Management Organization organizational chart shows the relationships of each of the groups. In a scenario where a disaster occurred, or an emergency situation deteriorated to the point that the Incident Commander had exhausted the resources immediately available to him, the Resource Group would take over the responsibility of assigning personnel, equipment, etc. to the emergency scene. The Incident Commander would be left to manage the emergency scene while the Resource Group performed the tasks necessary to meet the Operations Group needs.

GENERAL ROLES AND RESPONSIBILITIES

Resource Officer. The Resource Officer is responsible for the maintenance of the resource and personnel lists during the preparatory phase, and oversight of the supply process during an emergency. Collaboration with the Finance Officer will be necessary where large expenditures are necessary.

Personnel Manager. The Personnel Manager is responsible for the assignment of qualified personnel to particular areas when requested by other members of the EMO. A database of employees will be maintained which includes identification of particular skills, abilities, etc. which may be pertinent. As an example, those who are capable of operating earth-moving equipment, or bus drivers with CDL's will be identified for situations where individuals with particular abilities are needed. This personnel list will also provide for a general labor pool from which to draw for less specialized tasks.

Equipment Manager. The Equipment Manager is responsible for the assignment of equipment with qualified operators (where applicable), when requested by other members of the EMO. A database of different types of equipment which are available in the city will be maintained, as provided by each department. In addition, a resource list of other types of more specialized equipment will be maintained. It will include the names of vendors or other sources of different types of equipment.

Facilities Manager. The Facilities Manager is responsible for the relocation of certain operations to a different site in the event that a city facility is disabled as a result of a disaster. A list of suitable alternate sites for each department has been drawn up and can be found _____.

Materials Manager. The Materials Manager is responsible for the acquisition of emergency supplies from various vendors. This may include sand, sandbags, lumber, plastic, etc. The Materials Managers role is to keep on top of the needs of the other groups and find the vendors who can supply the needed materials.

Communications Manager. Most departments rely heavily upon radio communications. A disaster may present the need for additional communications equipment, or one or more communications systems may have become inoperable. Alternatives which will give the City additional communications capabilities to address our needs during a disaster will be under the control of the Communications Manager.

Volunteer Coordinator. Volunteers form a large labor pool resource from which to draw during an emergency. At the same time, we are trying to create some order out of chaos, and turning a contingent of well-meaning but uninitiated volunteers loose on the community may prove counterproductive. The volunteer coordinator's responsibilities include documenting names of volunteers and assignments to areas where they have been requested. Through the media, a call for volunteers will be accompanied by a number to call where the names and assignments can be coordinated.

RESOURCE GROUP PREPAREDNESS PHASE CHECKLIST

RESOURCE MANAGER

- ___ Maintains accurate list of city employees, including department, and job classification. Include special skills that may have some relevance to emergency situations (CDL licensing, chemistry, engineering, etc.)
- ___ Maintains updated list of available equipment, as provided by departments. The list should include equipment that may have some use during the response or recovery phases of disaster operations. The list should include information regarding the equipment, the department which has the equipment, and it's location.
- ___ Maintains updated list of resources which are available outside of the city organization. Each department should identify specialized equipment needs that cannot be met with existing city resources, including names and phone numbers of outside vendors who could meet those needs. The list should also include outside vendors or organizations which have available basic operating equipment, such as generators, lighting, port-a-potties, tools, etc.
- ___ Maintains a list of city-owned facilities which may serve as relocation centers for other departments in the event their facilities become unusable. The list should include details of types of useable space, such as office areas, storage areas, vehicle storage, etc.
- ___ Maintains a list of facilities in the city which may serve as relocation centers for City departments in the event their facilities become unusable. The list should include details of types of useable space, such as office areas, storage areas, vehicle storage, etc.
- ___ Maintains a list of materials that may have some use during the response or recovery phases of disaster operations. The list should include information regarding the materials, the department which has the materials, and their locations. Items included on the list might be construction materials, flood control supplies, etc.
- ___ Maintains a list of communications equipment that might be available, either to meet a need for additional communications capability, or to replace communications systems that are damaged or destroyed in a disaster. Included are resources from radio system vendors, existing backup radio systems, and cellular telephones, existing and from vendors.
- ___ Formulates a plan for implementing a back-up communications system, including relocation to other facilities.
- ___ Formulates a plan for prioritizing, assigning, distributing and tracking the communications equipment as it is released to individuals.

_____ Formulates and executes a plan for maintaining supplemental communications equipment in a ready state.

_____ Collaborates with local amateur radio groups to establish available resources and develop implementation plan.

_____ Formulates a plan for controlling the inevitable influx of volunteers during an emergency. Included in the plan should be an organized system of recruiting, assigning, and tracking individuals and their activities. The plan should include the location of potential registration sites.

RESOURCE GROUP RESPONSE PHASE CHECKLIST

RESOURCE MANAGER

- ___ Establishes communications with the head of each group, primarily the Operations Group Incident Commander;
- ___ Makes determination of current and potential needs and/or shortfalls;
- ___ Directs available resources to areas of need;
- ___ Establishes and administer holding areas for resources physically available but not immediately needed;
- ___ Compiles an accurate list of resources, assignments, requisitions, and financial information;
- ___ Coordinates the assignment of volunteers to areas of need;

PERSONNEL MANAGER

- ___ Responds to requests for additional personnel from other EMO groups, considering the related qualifications of the people being assigned.
- ___ Tracks and documents personnel locations and assignments, maintaining an accurate accounting of who is where (as much as is possible).

EQUIPMENT MANAGER

- ___ Responds to requests for equipment from other EMO groups, either from existing city supplies or from outside suppliers or vendors. This may require the assignment of city personnel for acquisition and delivery of goods.
- ___ Coordinates related expenditures with the Finance Officer prior to acquisition, according to established policy.

FACILITIES MANAGER

- ___ Coordinates relocation of city department operations from unusable location to suitable alternative, with consideration given to the amount of space needed, type of use, and anticipated length of displacement.

MATERIALS MANAGER

- ___ Responds to requests for materials from other EMO groups, either from existing city supplies or from outside suppliers or vendors. This may require the assignment of city personnel for acquisition and delivery of goods.
- ___ Coordinates anticipated needs with other groups to assure timely response to those needs.
- ___ Coordinates related expenditures with the Finance Officer prior to acquisition, according to established policy.
- ___ Accurately records expenses incurred in material acquisition, including cost, purchaser, and area of use.

COMMUNICATIONS MANAGER

- ___ Coordinates transition from damaged or inoperable communications systems to existing backup systems or systems/equipment supplied from vendors.
- ___ Tracks the locations of existing equipment as it is assigned to personnel.
- ___ Acts as liaison with Radio Emergency Assistance Citizens Team (REACT) and other amateur operators, soliciting support of Citizen's Band operators and provides resources to establish radio nets to provide expanded communications during emergencies.

VOLUNTEER COORDINATOR

- ___ Collaborates with the Personnel Manager to determine manpower needs and suitability of using volunteers for some types of assignments.
- ___ Through Public Information Officer, notifies the public of the need for volunteers and the type of work to be done.
- ___ Establishes a registration center for volunteers. Through Public Information Officer, notifies the public of the location.
- ___ Implements volunteer recruitment, registration, assignment, and tracking plan.
- ___ Collaborates closely with Resource Officer or Personnel Manager for assigning personnel to other groups, in order to respond to requests for personnel effectively.

RESOURCE GROUP RECOVERY PHASE CHECKLIST

RESOURCE MANAGER

- ___ Relieves Resource Group managers of responsibilities.
- ___ Assembles accountings of resources used, including accurate financial information.
- ___ Coordinates Resource Group debriefing/critique.
- ___ Attends EMO critique when established by Policy Group.

PERSONNEL MANAGER

- ___ De-escalates personnel assignments as the situations permit. Continues tracking employees as they finish assignments and are released from duty.

EQUIPMENT MANAGER

- ___ Coordinates the return of control of resources to appropriate private and government agencies.

FACILITIES MANAGER

- ___ Turns over responsibility for coordination of relocation activities to Resource Manager.

MATERIALS MANAGER

- ___ Coordinates with Finance Group on billing for goods purchased.

COMMUNICATIONS MANAGER

- ___ Coordinates the transfer of control of communications systems to appropriate agencies.
- ___ Coordinates the return of communications equipment to original owners.

VOLUNTEER COORDINATOR

- ___ De-escalates the volunteer recruitment efforts, through coordination with PIO, making media releases.