

## ANNEX G

### RESOURCE AND SUPPLY

#### I. PURPOSE

This annex is designed to give the City of Rolla the ability to maintain a continuous resource inventory and to allocate these resources in a prompt and orderly manner during an emergency situation.

#### II. SITUATION AND ASSUMPTIONS

##### A. Situation

1. A general list of resources is maintained in Appendix 2 to this Annex. Included is a summary of the resources identified in the various functional annexes of this emergency operations plan.
2. Local resources must be used first before outside assistance is requested from the state and/or federal government. Procedures for requesting state and federal assistance are located in Appendix 4 to the Basic Plan.
3. Resources are available from the surrounding communities (i.e., mutual aid agreements).
4. Resources and supply items specific to response for a terrorist incident are listed in Annex N of this plan.

##### B. Assumptions

1. During a disaster, individuals or businesses with private resources will be asked to cooperate with city officials.
2. Funds to provide payment for the use of private resources will be available either from local government or, if the disaster is severe enough, from the state and federal government.
3. During the disaster, normal supply requisition procedures will be suspended. (See Appendix 3 to this Annex)

#### III. CONCEPT OF OPERATIONS

NOTE: The time frames for performing these actions are listed in parentheses.

- A. The first resources to be identified will be those that are under the control of or are readily available to city government. It is the responsibility of local government to mobilize these resources to relieve suffering and to protect lives and property. (PREPAREDNESS or RESPONSE)
- B. All local resources must be committed (including mutual aid agreements) before assistance is requested from the state and/or federal government. (RESPONSE)
- C. Requests for Missouri National Guard resources can only be made by the chief elected official (Mayor). See Appendix 4 to the Basic Plan. (RESPONSE)
- D. The Resource and Supply Coordinator must anticipate resource needs for all types of potential hazards and provide the coordination necessary for the proper allocation of these resources. (PREPAREDNESS or RESPONSE)
- E. Emergency supply requisition procedures will be followed to purchase supplies. Emergency procurement procedures can be used with the approval of the chief elected official or in accordance with local ordinances. (See Appendix 3 to this Annex) (RESPONSE)
- F. Field operation facilities (i.e., staging areas, mobilization centers, etc.) will be established as necessary to receive, assemble and distribute resources and supplies. Staging areas will be identified and established as necessary (see Appendix 3 to Annex J). (PREPAREDNESS or RESPONSE)
- G. Following a large scale disaster, the outpouring of donations can overwhelm the ability of local organizations to respond effectively. Local government officials in conjunction with voluntary organizations must establish procedures to coordinate and control donated goods and offers of volunteer assistance. (PREPAREDNESS or RESPONSE)

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

##### A. Organization

A diagram of the Resource and Supply function is shown in Appendix 1 to this Annex.

##### B. Responsibilities

- 1. The Resource and Supply Coordinator for the City of Rolla will be the Emergency Management Director with support from the City Clerk and City Treasurer. The Resource and Supply Coordinator will be responsible for the following:
  - a. Manage/coordinate the procurement, storage and equitable distribution

of the following supply areas:

- (1) Food
  - (2) Sustenance Supplies (water, clothing, sanitary supplies, bedding, etc.)
  - (3) Fuel and Energy
  - (4) Transportation
  - (5) Construction equipment and supplies
  - (6) Manpower
  - (3) Shelter Supplies
- b. Identify potential resource needs for all types of emergency situations.
  - c. Locate the required resources in the community or find their nearest location.
  - d. Establish agreements of understanding with private sector organizations, neighboring jurisdictions, etc., who can supply needed resources.
  - e. Maintain resource lists (see Appendix 2 to this Annex).
  - f. Coordinate with individuals, departments, emergency services, etc., for the proper allocation of resources during the emergency.
  - g. Identify staging areas to store and/or distribute resources and supplies (see Appendix 3 to Annex J). Coordinate these locations with the PIO as necessary.
  - h. Maintain records of services rendered, resources utilized, unused resources, cost of resources, etc., for the emergency.
  - i. Establish procedures to coordinate and control donated goods and offers of volunteer assistance. Coordinate these activities with voluntary organizations (i.e., ministerial alliance, Red Cross, etc.).
2. The Emergency Management Director will compile and maintain resource lists (see Appendix 2 to this Annex).
  3. All departments within city government will support the Resource and Supply function with personnel, equipment, supplies, facilities, services, expertise, etc. (see Appendix 2 to this Annex).

## **V. DIRECTION AND CONTROL**

- A. All Resource and Supply operations will be controlled from the EOC to insure official concurrence for actions taken. The Resource and Supply Coordinator is a member of the EOC Direction and Control staff.

- B. Agencies supporting Resource and Supply operations will not all be located in the EOC, but all decisions regarding Resource and Supply will come from the EOC.

## **VI. CONTINUITY OF GOVERNMENT**

- A. Line of Succession - Resource and Supply Coordinator
  - 1. City of Rolla
    - a. Emergency Management Director
    - b. As specified in SOG's
- B. Records of purchases will be duplicated and kept on file for use in determining the final cost of the emergency situation.

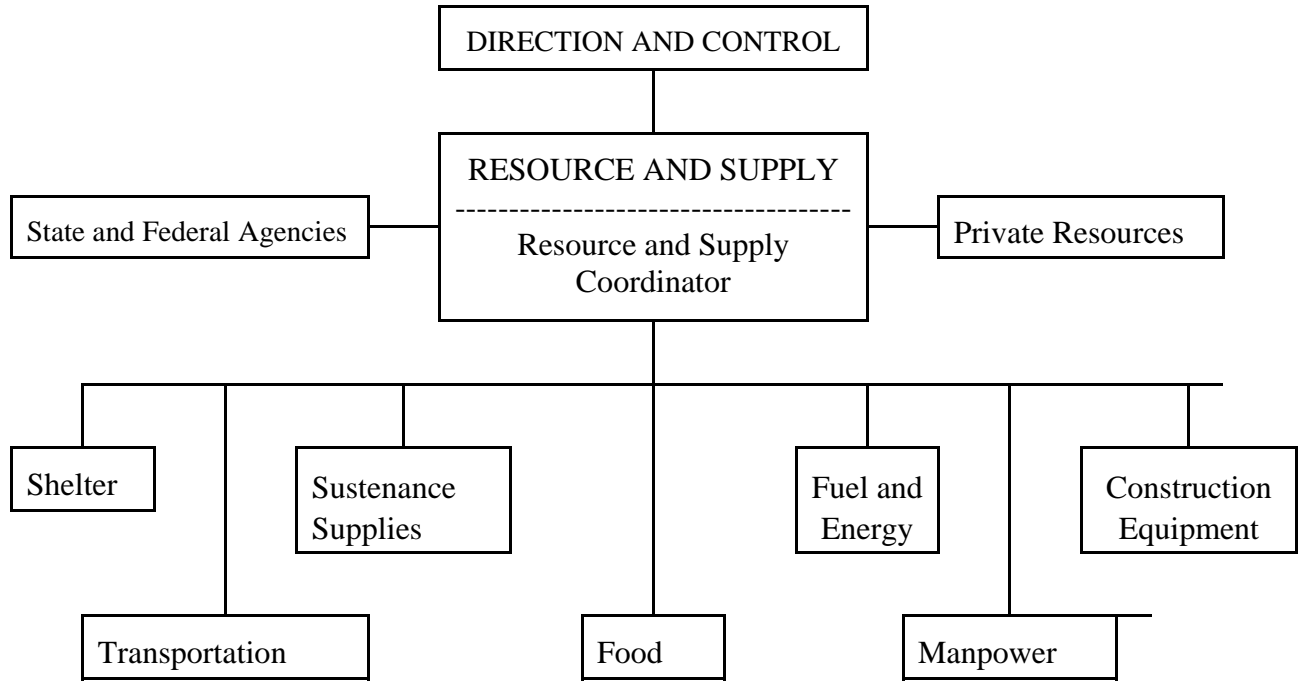
## **VII. ADMINISTRATION AND LOGISTICS**

- A. Each city department is responsible for securing its own supplies through normal procurement procedures. The Resource and Supply Coordinator will provide support as appropriate.
- B. All purchases must be kept in accordance with state law and local ordinances. Any deviation from normal procedures must have approval of the chief elected official.

## **APPENDICES**

- 1. Resource and Supply Diagram
- 2. Resource Lists
- 3. Resources & Supply Procurement Guidelines for Emergency Situations, City of Rolla

**RESOURCE AND SUPPLY DIAGRAM**



Various departments within city government such as public works, law enforcement, etc., can support the Resource and Supply function with equipment, manpower, fuel, etc. Mutual Aid Agreements with surrounding jurisdictions can provide additional resources. Outside resources from the private sector, business and industry, etc., can also provide support.

## Appendix 2 to Annex G

### **RESOURCE LISTS**

Resource lists will be added to the Rolla LEOP as they become available. Resource lists not included in this LEOP will be kept on file with the Resource and Supply Coordinator.

#### A. Food

1. American Red Cross
2. Salvation Army
3. Churches
4. Grocery Stores

#### B. Fuel & Energy

1. Propane Companies
2. Power and Light companies
3. Heating Oil Suppliers

#### C. Transportation

1. School Districts
2. Churches
3. City owned vehicles
4. County owned vehicles
5. Private Mass Transit

#### D. Construction Equipment & Supplies

1. Construction Companies
2. Lumber Companies
3. Hardware Stores
4. Excavation Companies
5. Backhoe Services
6. Concrete Companies

#### E. Manpower

1. Department of Social Services
2. Church groups/civic organizations
3. Industry/business
4. School System (employees, Voc-Tech students, etc.)
5. Volunteer organizations

#### F. Manpower, Sustenance Supplies, Shelter, Etc.

A resource inventory of the personnel, equipment, and services available for emergency operations in Rolla are also identified under the following functional annexes:

1. Communications and Warning Capabilities - Appendix 2, Annex B
2. News Media Contacts - Appendix 4, Annex C
3. Law Enforcement Resources - Appendix 2, Annex E
4. Fire Department Resources - Appendix 2, Annex F
5. Public Works Resources - Appendix 2, Annex I
6. Reception and Care Facilities - Appendix 3, Annex L
7. Reception and Care Resources - Appendix 2, Annex L
8. Health and Medical Services - Appendix 2, Annex M

**RESOURCES & SUPPLY PROCUREMENT GUIDELINES  
FOR EMERGENCY SITUATIONS, CITY OF ROLLA**

DRAFT VERSION

December 31, 2003

Emergency Procurement Procedures

Notwithstanding any other provision of the City's purchasing policies and procedures, the Emergency Management Director may make or authorize others to make emergency procurements of supplies, services, or construction items when there exists a threat to public health, welfare or safety and an emergency condition has been declared by appropriate authority and accepted by the City Council; provided that such procurements shall be made in compliance with pertinent statutes governing City contracts and purchases. The City Council will approve the Emergency Management Director's request or requests and notify the City Auditor in a timely manner and the City Auditor, in cases of emergency, will perform the necessary reviews on a timely basis commensurate with the needs of the emergency situation including but not limited to direction and authorization from the Circuit Court. The Emergency Management Director will provide the Council and the Auditor, as soon as is practical, a written determination of the basis of the emergency procurements and the basis for selecting that particular contractor which shall be included in the contract file. As soon as practical, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, a list of the item(s) procured under the contract, and the identification number of the contract file.

NOTE TO THE PROCUREMENT POLICY: It is assumed and anticipated that the City's procurement and payment system, when fully implemented, will allow the Emergency Management Director, the Council, the Auditor, and the Circuit Court to perform their functions electronically and virtually instantaneously.