

ANNEX C (RESOURCE COORDINATION)

I. PURPOSE

This annex provides a guideline for the coordination of personnel, equipment and agencies needed in response and recovery from a disaster or other major incident.

II. CONCEPT OF OPERATIONS

The county will assist affected municipalities with resource coordination. The county will also support the coordination of volunteer activities and donated goods and services. The county will manage information, logistics, finances and administrative support and provide an inventory of resources available from government agencies, non-profit organizations and private contractors. Annex A (Direction and Control) outlines the process for coordinating local and county agencies' resources.

Specialized resources, especially those from federal agencies and other states, will be requested and coordinated through Wisconsin Emergency Management (WEM). In particular, the Terrorism Attachment (10) to Annex D (Law Enforcement) describes the available state and federal assets as available in a WMD incident response.

During the recovery phase, all agencies are expected to support continuing operations with equipment and staff.

III. RESPONSIBILITIES AND TASKS

A. County Emergency Management and All Agencies

Response

Utilizing the ICS Structure, perform the following:

1. Request resources from county, state and mutual aid agencies; non-profit and volunteer (VOAD) organizations and private contractors.
2. Implement a system to record, direct and track all resources (including hours donated by volunteer laborers) being activated and all associated costs.
3. Prioritize requests for resources to meet basic needs (e.g., potable water, food, emergency power.)
4. Prioritize the distribution of resources to the areas of highest need. American Red Cross along with Portage County Health and Human Services will request and coordinate volunteer activities.

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5. Identify secure facilities and the necessary infrastructure and support from which resource coordination and distribution activities are conducted. Identify shortfalls or gaps in the local ability to support such activities and request additional resources to fill gaps.
6. Identify the types of personal protective equipment (PPE) required for volunteers. If PPE is needed, ensure that it is acquired, issued and users are trained on proper usage before they respond to the field. Document activities.
7. Identify and obligate transportation resources for goods and people. Factor requirements for special needs populations into requests.
8. Support local efforts to coordinate (i.e., receive, sort, warehouse, distribute) donated goods and volunteer services.
9. United Way Volunteer Center, American Red Cross and Portage County Health and Human Services, will enact a system to register volunteers and to coordinate and document their activities (e.g., training, responsibilities, injuries, equipment.) This ensures that volunteers are covered under State Statute 166 for workers' compensation.
10. Coordinate with County Executive, County Board and agencies to activate Continuity of Operations/Continuity of Government plans as needed.
11. Work with public works departments, private contractors and the Wisconsin DNR to coordinate debris removal.

Recovery

1. Reconsider resource interventions and reassign or dismiss as needed. Rehabilitate or restock resources to a state of readiness.
2. Review contracts for goods and services with staff (e.g., legal counsel, WEM, FEMA) to ensure quality.
3. Issue media releases with guidance to help protect the public from inappropriate business practices.
4. Work with appropriate agencies to coordinate debris removal.

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B. Volunteer Agencies

Response

1. Join the ICS structure.
2. Coordinate activities with County Executive, County Emergency Management Director or designee.
3. Provide services as requested.
4. Document activities and maintain accurate records for tracking purposes.

C. Other Supporting Agencies

Response

1. Join the ICS structure.
2. Mobilize resources dispatched to the affected area and track their disposition.
3. Utilize resources to conduct operations in support of local response.
4. Record and report to county emergency management the costs of utilizing the resources for disaster or emergency operations.

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Attachment 2 (Other Possible Attachments)

Possible attachments for Annex C:

- List of local volunteer agencies and organizations such as Kiwanis, Lions Club, church groups, youth groups, etc., that could be a source of volunteers.
- Resource tracking system forms or description
- Sources of emergency power
- Sources of potable water
- List other resources as may be appropriate
- Volunteer Coordination and Registration forms and/or description in form of SOP
- Continuity of Operations Plan
- Debris Removal SOP.

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