



Hamilton County Emergency Management Resource Management and Logistics Plan

July 2022



Hamilton County Emergency Management

Resource Management and Logistics Plan

Contents

Proclamation, Approval, and Implementation	4
Record of Changes	5
Record of Distribution.....	6
Executive Summary.....	7
Purpose, Scope, Situation Overview, and Assumptions	7
Purpose	7
Scope.....	8
Situation Overview.....	8
Threats and Hazards	8
Assumptions.....	8
Concept of Operations	9
Phases of Management	9
Preparedness	9
Response	10
Recovery.....	12
Demobilization	12
Resource Needs and Shortfalls	13
Resource Management.....	14
System of Systems	14
Resource Mobilization Systems	14
Logistical Processes.....	14
Key Concepts.....	14
WebEOC Resource Requests/Tasks Assignments	15
Submitting a Request.....	15
Processing Requests.....	16
Process Permissions	16
Additional Information.....	16
Assignment of Responsibilities	16
Governmental Entities	16
Non-Governmental Entities	17
Logistics Section	17



Hamilton County Emergency Management

Resource Management and Logistics Plan

Logistics Section Responsibilities	18
EOC Logistical Responsibilities	19
Plan Development and Maintenance	20
Development.....	20
Maintenance	20
Authorities and References	20



Hamilton County Emergency Management

Resource Management and Logistics Plan

Proclamation, Approval, and Implementation

The Hamilton County Emergency Operations Plan serves as the strategic foundation for Hamilton County's Emergency Management Plan. The Emergency Operations Plan (EOP) is supported by the Response Plan, which serves as the operational level plan on how the EOP is implemented. All plans in the Emergency Management Program are written to address the specific hazards in the county as outlined in the Hamilton County Multi-Hazard Mitigation Plan (MHMP). The Resource Management and Logistics Plan (RMLP) is a supporting plan to both the EOP and Response Plan, and it also address the hazards identified in the MHMP.

The Resource Management and Logistics Plan was drafted in July 2022 and shared with stakeholders for feedback on September 9, 2022. The feedback was incorporated, and the plan was approved by the executive director on September 29, 2022. The approved plan has been implemented, and copies have been distributed to stakeholders.

A handwritten signature in black ink, appearing to read "Shane Booker", written over a horizontal line.

Shane Booker, Executive Director

September 29, 2022

Date



Hamilton County Emergency Management

Resource Management and Logistics Plan

Executive Summary

Hamilton County established the County's RMLP for the countywide emergency management program, including all phases of emergency management (response, recovery, mitigation, and preparedness). The RMLP is approved by the executive director. The RMLP establishes the foundation for emergency response to many different types of emergencies and disasters. The EOP sets how Hamilton County Emergency Management (HCEM) monitors hazards, responds to, and operates during an emergency or disaster. This plan shall support the EOP through the plan's implementation and is supported by standard operating procedures and checklists to ensure an efficient implementation of the EOP and the Response plan.

Purpose, Scope, Situation Overview, and Assumptions

Purpose

Past incidents in Hamilton County and the surrounding area highlight the need for a comprehensive local resource management plan. Large-scale incidents require resources beyond those obtained through the first responders in the field or through auto-aid. The RMLP is an appendix of the EOP. It is an all-hazards plan that can manage resources from the local special event needing one or two support items to catastrophic incidents requiring vast logistical needs for extended periods.

Response agencies manage people, equipment, facilities, and supplies to accomplish their daily tasks. Emergencies can require more specialized resources than the responding agencies have available. The resource management function is necessary to ensure:

1. A complete picture of available resources is known to decision-makers
2. All available resources are used appropriately and arrive where and when they are most needed
3. Additional resources can be secured for responders as their resources are expended or damaged
4. Accountability is maintained for the use of resources

Resource management is a process that ranges from determining needs to find, stage, and deploy resources to meet these needs and tracking those resources through to demobilization. In practice, different jurisdictions assign parts of this process to several other organizational elements. The purpose of this plan is to provide a clear picture of the complete resource management process, including local, state, and federal processes and procedures and partnerships with the private sector, non-profit, and non-governmental agencies.

Objectives of the RMLP are:

1. Ensure resources ordered on behalf of on-scene operations are approved by Incident Command or their designee
2. Provide a process for efficient mobilization, tracking, allocation, and demobilization of emergency resources to an incident through local, regional, and state processes
3. Ensure any incident within Hamilton County receives the proper equipment, supplies, and qualified personnel they have requested
4. Create a process for the documentation of resources for increased safety, accountability, and fiscal responsibility



Hamilton County Emergency Management

Resource Management and Logistics Plan

5. Establish guidelines for reimbursement for eligible costs incurred as allowed by county policy, laws, state statute, and federal policies for resources mobilized under this plan
6. Outline procedures and processes for the prioritization of scarce resources
7. Describe state and federal procedures for support to local incident needs

Scope

The RMLP is an all-hazards based plan used to outline the provision of resources to any incident in Hamilton County, which is necessary to protect life, property, the environment, cultural, and economic resources. This plan pertains to resource requests and does not reflect the protocols for a disaster declaration.

The scope of the RMLP is limited to the organizations that are within the contiguous boundaries of Hamilton County. The plan also applies to all Hamilton County departments and entities operating under the coordination or direction of HCEM during a local, regional, state, or nationally declared emergency. This plan will also apply to any entity requesting assistance outside Hamilton County government during any declared or undeclared emergencies or disasters.

Situation Overview

Resource management, mutual aid, and logistics are critical aspects of response and recovery to any emergency or disaster. A key element of operations is managing these logistical needs through the Emergency Operations Center (EOC). The logistics section chief is responsible for logistical operations; however, incident command posts, municipal EOCs, and ESFs in the county EOC are critical to the success of logistics.

Threats and Hazards

1. Armed Assailant
2. Dam Failure
3. Drought
4. Earthquake
5. Extreme Heat or Cold
6. Fire
7. Flooding
8. Hazardous Materials Fixed Facility Incident
9. Hazardous Materials Transportation Incident
10. Land Subsidence or Landslide
11. Hail, Thunder, and Wind
12. Snow or Ice Storm
13. Tornado

Assumptions

1. The RMLP will be subject to and operate under existing and emergency laws, ordinances and policies of Hamilton County, State of Indiana, and the Federal Government.
2. Emergency logistics functions will be implemented through pre-designated assignments from the executive director, the deputy director, or Hamilton County EOC Manager.



Hamilton County Emergency Management

Resource Management and Logistics Plan

3. HCEM will procure and allocate essential resources (personnel, services, and material) to support county emergency operations.
4. HCEM will oversee the distribution and inventory of food stocks, and other essential supplies for emergency subsistence.
5. HCEM will provide accountability of resources requested and expended for emergency and disaster events in close coordination with the EOC Operations, Planning, and Finance Sections.

Concept of Operations

The EOP outlines strategic operations approved by elected officials and key stakeholders. The plan includes the Paradox of a Crisis and outlines the reality of meeting needs and expectations during an emergency. HCEM recognizes this reality and reminds stakeholders to consider resource management, mutual aid, and logistics during emergencies and times of an emergency or disaster.

During an emergency or disaster, the logistics section within the county EOC will be established to determine the availability of essential resources in Hamilton County. Incident commanders and local EOCs will communicate their needs to the county EOC. When the county EOC is activated, the operations section attempts to meet those needs through the coordination of the ESFs. If the ESFs cannot meet the requirement, logistics will attempt to find the resource. The logistics section chief will recommend priorities for using scarce supplies and materials needed.

The exact process includes out-of-county requests to support any county in the State of Indiana via mutual aid as directed by the Hamilton County Board of Commissioners.

Phases of Management

Preparedness

Preparedness is initiated through the cooperation and participation of multiple emergency management partners throughout Hamilton County and external partners outside the county.

Resource management preparedness activities include:

1. Creation and maintenance of an inventory listing of county and mutual aid resources
2. Establishment of pre-incident contracts
3. Establishing mutual aid agreements to coordinate resources, including staffing, equipment, supplies, etc.
4. Coordination of planning activities and the development of resource management processes through the county EOC
5. Establishment of purchase prices and contract costs for specific items and services through HCEM financial policies and procedures, county purchasing policies, and pre-existing contracts
6. Planning and training adequate personnel for the management and maximum utilization of resources provided by the following units of government:
 - a. Sheriff/police departments
 - b. Fire departments
 - c. County/city health departments
 - d. Pre-hospital providers (EMS) and hospitals
 - e. Highway department, public works, and engineering



Hamilton County Emergency Management

Resource Management and Logistics Plan

- f. Human resources department
 - g. School district personnel
 - h. Public utilities
7. Development of procedures for emergency purchasing of equipment, supplies, etc.
 8. Establishment of procedures and guidelines for volunteers and donations management
 9. Development of procedures for the restoration of vital services such as utilities
 10. Maintaining current listings for point of contact names, phone numbers, after-hours numbers, etc., of resources throughout the county and the surrounding area
 11. Identification of emergency resources and sources for requesting assistance
 12. Identify and locate facilities in the county that can be used at the county's discretion
 13. Coordination of resources with other agencies and volunteers to maintain adequate resources
 14. Updating all emergency plans and procedures to ensure accurate information
 15. Acquisition
 - a. Resources and equipment may be acquired through several avenues.
 - b. Access to existing inventory of equipment.
 - c. Purchase of equipment through general or grant funding.
 - d. Through local agency auto/mutual aid requests.
 16. Storage, Maintenance, and Testing
 - a. HCEM stores equipment in multiple facilities throughout Hamilton County. Examples include the HCEM equipment building, HCEM sand barn, County Logistic Staging Area, and Carmel Fire Maintenance Facility.
 - b. HCEM equipment will be tested and maintained in accordance with manufacturer recommendations and on an as needed basis. Records for maintenance will be kept in the logistics office and WebEOC.

Response

Resource management will be prioritized and accomplished under the direction of the EOC manager utilizing the guidelines and procedures outlined in the EOP and Response Plan in support of incident commanders and local EOCs. The logistics section will work with surrounding counties if county resources have been exhausted. If state assistance is needed, the EOC Manager will initiate a formal request to State EOC via the State WebEOC Resource Ordering System.

Resource management response activities include:

1. Identification of incident needs and EOC activation
2. Activation of the EOP and Logistics Plan
3. Conducting a needs assessment
4. What is needed and why, as precisely as possible (since a different item might work as well or better and be readily available)
5. How much is needed?
6. Who needs it?
7. Where is it needed?
8. When is it needed?
9. Who is paying for it?



Hamilton County Emergency Management

Resource Management and Logistics Plan

10. Assessing current plans, procedures, and inventory and make needed adjustments identified in the needs assessment
11. Establishing staging areas for internal and external response personnel, equipment, supplies, and commodities
12. Prioritization of scarce resources
13. Obtaining supplies, equipment, and resources as needed to manage the incident or series of incidents successfully
14. Soliciting donations
15. Financial accountability - finance section chief should keep the EOC manager and EOC logistics section aware of:
 - a. Authorized budget balance
 - b. Ability to secure access for additional funding as necessary and feasible
16. Legal Accountability – The Policy Group legal representative should keep the executive director aware of:
 - a. Legal obligations
 - b. Special powers granted by law to expedite tasks and resource management
17. Activation and operation of critical facilities
 - a. Donation facilities (warehouse, distribution, and receiving areas)
 - b. Checkpoints
 - c. Disaster recovery centers
18. Traffic Control
 - a. High priority resources should be dispatched quickly
 - b. Hauling/transportation
 - c. Assistance may be needed to suppliers to transport procurements and donations
19. Reporting and Coordination
 - a. EOC to notify checkpoints and other facilities of incoming resources, when they are expected, and their priority designation
 - b. Checkpoints and other facilities are to provide regular reports on resources passing through to the EOC
 - c. Distribution personnel will use this information to track the location of resources and timeliness of deliveries
20. Identification of resource distribution centers
21. Coordination of services with county departments and local municipalities
22. Requesting activation of emergency purchasing processes
23. Making available a list of sources to provide materials, equipment, and other resources during emergencies
24. Coordinating local efforts with other agencies
25. Keeping records and tracking all services, personnel, equipment, supplies, and other resources needed during an emergency or disaster
26. Activation of MOAs and MOUs
27. Requesting additional assistance from other counties or the State of Indiana, when applicable



Hamilton County Emergency Management

Resource Management and Logistics Plan

Deployment, Distribution, and Tracking of Resources

During emergencies or disasters that do not require the activation of the EOC, resources are deployed by the on-scene incident command staff or HCEM. During emergencies that require the EOC's activation, resources may be deployed by the EOC manager, ESFs, or the logistics section chief at the request of a county department, incident command post, or local EOC. All resources must be accounted for and tracked through one of the following:

1. Resource request through the Hamilton County WebEOC system (preferred method)
2. ICS-213RR form
3. Dispatch
4. Telephone updates or resource orders from on-scene incident command, staging areas, etc.

Recovery

Requests for equipment to facilitate or expedite recovery operations will be prioritized and provided under the direction of the EOC manager and/or logistics section chief. The exact response requests for recovery equipment or resources will be processed until the EOC is deactivated or the Recovery Plan is activated.

Resource management recovery activities include:

1. Assessing the short- and long-term needs of disaster survivors, responders, and others affected by the incident
2. Evaluating the impact of the emergency or disaster on the available resource needs
3. Recording resource needs and available supplies
4. Conducting a needs assessment with all response agencies, local officials, and the Finance Department to identify all resources used during an emergency or disaster – available resources and needed resources
5. Replacing used inventories to maintain the county inventory list
6. Returning loaned equipment
7. Deactivating facilities and staff used for resource management
8. Financial reconciliation
 - a. Estimating cost to provide additional resources
 - b. Reimbursement or compensation to owners of private property
 - c. Determine FEMA equipment rates and distribute required FEMA forms
 - d. Compile appropriate reports that may address financial liability for any assistance received under local, state, or federal declarations
9. Revising county inventory to include identified additional resources that may need to be maintained continuously

Demobilization

Demobilization of equipment will follow a systematic review of all resource requests. Daily demobilization reviews of resources and equipment begin at resource deployment. The logistics section chief, or designee, will conduct daily accounting of deployed equipment and its current need and status at either the ICP or the EOC to ensure timely off hire of equipment is accomplished.



Hamilton County Emergency Management

Resource Management and Logistics Plan

At the close of the mission or incident, a thorough review of resources used will be conducted to ensure all equipment is accounted for, off-hired, stocks are replenished, and refueling, repair, and maintenance are accomplished. It will be a priority to return all resources to the response-ready condition. The resources will be returned to their storage location as soon as possible and reflect their available status in WebEOC.

Resource Needs and Shortfalls

The Paradox of a Crisis in the EOP states that time constraints or available resources cannot meet the time and resource needs. HCEM attempts to reduce the timeline while expanding capabilities and resources, establishing overarching resource management objectives to address the hazards in the MHMP.

The Hamilton County Fire Chief's Roundtable, Hamilton County Public Safety Board, and HCEM work to address potential resource gaps by conducting ongoing analyses, such as calls of service, gaps during response operations, and special events. These gaps are identified by those in need of the services and addressed through a variety of initiatives, such as joint planning and coordination through the Fire Chief's Round Table, Public Safety Board, HCEM, etc. while leveraging budgetary processes, auto aid, mutual aid, MOUs and MOAs, contracts, and business partnerships.

Furthermore, HCEM Logistics maintains an ever-growing list of vendors, resources, local and state contracts, etc. To build a collaborative space to share resources, HCEM Logistics deployed a daily operational tool in WebEOC. All users can add vendors and resources to the Potential Resource/Vendor board in WebEOC.

The following are real-world examples of how gaps were identified and addressed through a collaborative process to address needs/hazards in Hamilton County.

1. **Bariatric Ambulance Response**
Carmel Fire continues to see a growing number of calls for service requiring the transport of obese people. To address the need for bariatric cots in Carmel and throughout the county, Carmel Fire worked with the Fire Chief's Round Table, HCEM, and the Health Department to secure a cot. The cot is now available in their reserve ambulance to all fire agencies.
2. **SWAT Armored Vehicles**
Over the past few years, there has been a significant increase in the number of calls for service with people suffering from mental distress involving firearms. In many cases, police SWAT responded with their armored vehicles (BearCat), and during some of the responses, trucks became stuck in the mud. Noblesville Police purchased a smaller, lighter, and more agile one to address the gap.
3. **Hostage Negotiation**
HCEM responded to a call for service from Fishes Police for a standoff by deploying the Hamilton County Command Truck. During the incident, the negotiators identified several gaps, including poor cellular reception service in the truck and the need for more dry-erase board surfaces. HCEM logistics purchased and installed a cellular booster, and a large dry-erase board.



Hamilton County Emergency Management

Resource Management and Logistics Plan

Resource Management

System of Systems

Many emergency management systems and technologies are used for resource mobilization and management. This is referred to as a system of systems that is used to efficiently identify, locate, acquire, track, deploy, and demobilize resources. This system of systems is used by Hamilton County Public Safety Communications, local emergency managers, county emergency managers, and private sector resource partnerships.

Resource Mobilization Systems

The most commonly used systems for public safety resource management prior to and during an emergency or disaster in Hamilton County are:

1. New World Computer Aided Dispatch (CAD) System

The CAD is used to track resource status in real-time, including resource location through mobile data terminals and input by dispatchers. The system includes nearly all police and fire resources in the county and many resources that provide auto and mutual aid in the county. During significant incidents, as resources are requested or deployed, they are added to the CAD on the fly by the CAD program managers. Other resources not in the CAD, such as light towers, fuel trailers, ATVs, trailers, etc., are managed through WebEOC.

2. WebEOC

WebEOC is a real-time crisis information management system providing simultaneous information sharing with critical partners. HCEM manages the Hamilton County instance of WebEOC. Refer to SOP 4.05, Asset Management Process and Procedures for more information.

Logistical Processes

Establishing and maintaining processes within the EOC is essential to the success of Hamilton County. The EOC maintains logistical processes for resource requests through the utilization of process permissions in WebEOC.

Key Concepts

1. Anyone working in the EOC should enter a resource request into the Resource Request board. For example, if ESF-3 Public Works receives a phone call requesting an ESF-6 Mass Care resource, they should take the request and enter it into the system.
2. The Operations Section should work all requests amongst themselves before escalating the requests.
 - a. Many requests for resources can be accomplished by working within the Operations Section.
 - b. A request may require multiple ESFs. For example, if there is a request for emergency debris clearance, the request may require a mini task force comprised of:
 - i. A power truck to ensure lines are dead, cut, and moved, from ESF-12,
 - ii. A sawer and swamper from the Parks Department
 - iii. A grapple truck from ESF-3
 - iv. ESF-13 support to block the area while the debris is cleared



Hamilton County Emergency Management

Resource Management and Logistics Plan

- The operations section chief shall vet all resource requests from ESFs before routing them to the logistics section.

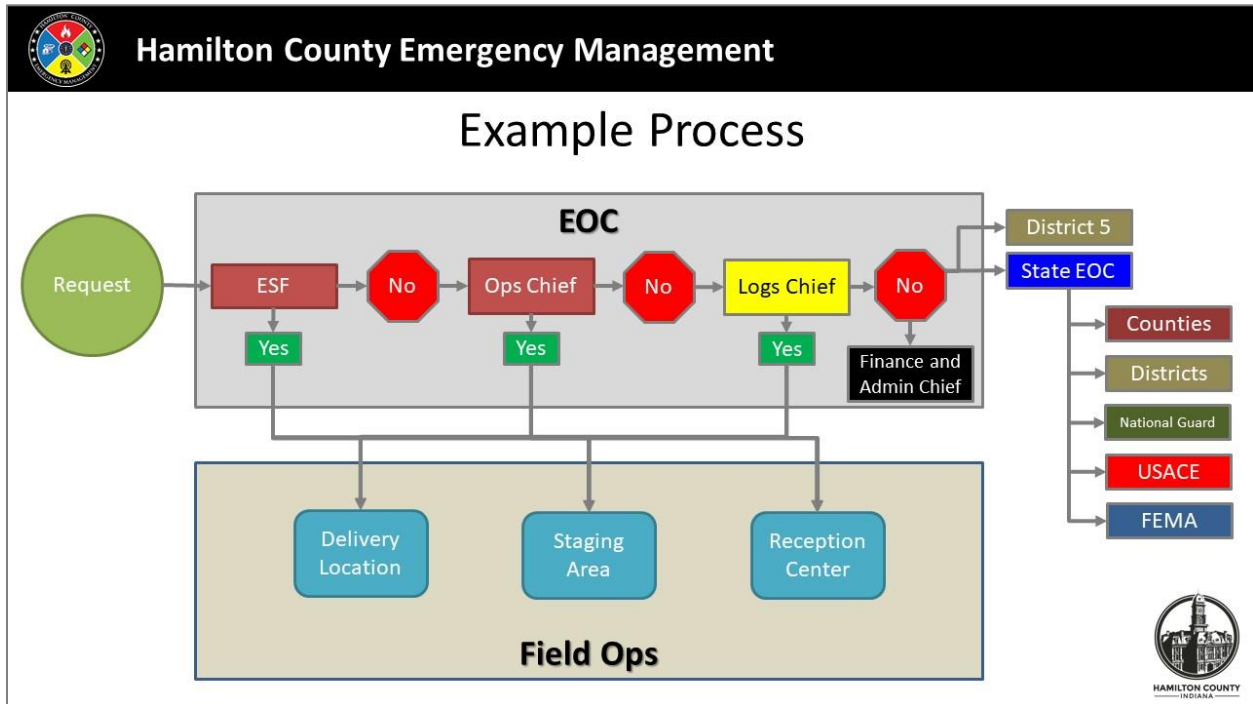


Table 1: Process used for resource requests

WebEOC Resource Requests/Tasks Assignments

HCEM uses WebEOC as a daily operational tool to manage information, including resource requests. The Resource Request board allows users to submit a request. The form includes critical information needed to meet the needs of the EOC and replaces the need for an ICS-213RR.

Submitting a Request

All WebEOC users should know how to submit on the Resource Request Board. There are key elements when submitting a request using WebEOC.

- Unlike the ICS-213RR form, each entry in WebEOC is one request. Do not submit several requests in one entry.
- A comprehensive description is required to understand the details of the request.
- Any attempts made by the requestor to fulfill the request must be included. For example, suppose Westfield contacted the cities of Carmel, Noblesville, and Fishers looking for a resource. In that case, this must be documented to ensure there is not a duplication of effort by the logistics section.

The HCEM WebEOC Resource Request Quick Reference Guide outlines how to submit a request and is available in WebEOC, Menus, Help Files.



Hamilton County Emergency Management

Resource Management and Logistics Plan

Processing Requests

Any action related to the request must be updated in the system, and this allows the requestor to see the status of the request in real-time. Users must click on edit or quick edit to add notes regarding the request's status. For example, people or companies contacted that do or do not have a resource if the request is transferred to someone else and the reason for the transfer, including the why if the status is changed.

Process Permissions

WebEOC utilizes process permissions to allow proper routing of requests. Below are two examples.

1. An ESF can only task other ESFs and the Operations Section Chief. The Operations Section Chief serves as the gateway to determine if the ESFs can fulfill the requests individually or as a task force. If the request cannot be filled within the Operations Section, the Operations Section Chief can forward the request to the Logistics Section.
2. Only the EOC Manager and the Logistics Section Chief have permission to task the Finance Admin Section.

Additional Information

See the Resource Request Guide and HCEM Logistics Process Slide deck in WebEOC for additional information regarding the use of WebEOC for resource requests.

Assignment of Responsibilities

The following section provides overarching roles and responsibilities of the county, municipal, non-governmental, and volunteer organizations.

Governmental Entities

1. Hamilton County Government
 - a. Develop a localized logistics plan in support of the EOP
 - b. Activate the logistics plan needed to provide support to incidents within or to involve Hamilton County
 - c. Provide provisions for the support of local municipalities, unincorporated portions of the county, public shelters, critical facilities, county staging areas, and points of distribution (POD)
 - d. Develop the capability to provide resources such as emergency power, pumping, material handling equipment, food, water, and medical supplies, as well as all other necessary resources
 - e. Address how to collaborate with and support response and recovery activities and agencies as required, including government, civil organizations, voluntary agencies, etc.
 - f. Develop procedures to assist in the logistical management of shelters, points of distribution, critical facilities (hospitals, fire, law enforcement headquarters, etc.), life support (dialysis centers, nursing homes, adult living facilities, homebound elderly), and other critical sites in the county
2. Municipal Governments



Hamilton County Emergency Management

Resource Management and Logistics Plan

- a. Maintain logistics plans with the county for the use of municipal resources and facilities for logistic operations
- b. Provide provisions for the support of municipal public shelters, critical facilities, county staging areas, and PODs
- c. Develop the capability to provide resources such as emergency power, pumping, material handling equipment, food, water, and medical supplies, as well as all other necessary resources
- d. Develop procedures to assist in the logistical management of shelters, points of distribution, critical facilities, life support, and other critical sites within the local jurisdictional boundaries

Non-Governmental Entities

1. Private Sector

- a. Interact with the County EOC logistics section on the provision of private-based commodities and equipment needed to respond to or recover from an emergency or disaster
- b. Develop relationships with companies that can provide resources in responding to or recovering from an emergency or disaster
- c. Provide logistical support, when applicable, to assist the logistics section with distribution, transportation, or the overall management of logistical activities
- d. Coordinate with government agencies to ensure comprehensive coverage of assistance and relief during emergencies or disasters
- e. Provide and coordinate relief not provided by the government on a complementary and supplementary basis

2. Non-Government and Volunteer Agencies

- a. Coordinate with Hamilton County to ensure comprehensive coverage of assistance and relief during emergencies or disasters
- b. Provide and coordinate relief not provided by the government on a complementary and supplementary basis
- c. Develop mutual aid agreements and memorandums of understanding of duties and areas of responsibilities to be performed during an emergency or disaster
- d. Assist in distribution of commodities at county staging areas and PODs
- e. Assist in the acceptance and management of donated goods, materials, services, personnel, financial resources, and facilities, whether solicited or unsolicited, as outlined in the Volunteer and Donations Management Plan
- f. Coordinate activities through the Hamilton County Voluntary Organizations Active in Disaster (VOAD)

Logistics Section

The logistics section meets all support needs for the incident through the acquisition, transportation, and mobilization of resources, including ordering resources through appropriate procurement authorities. Logistics may provide facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services for incident personnel. Approval to order



Hamilton County Emergency Management

Resource Management and Logistics Plan

and allocate resources is the responsibility of the EOC manager unless they delegate the authority to the logistics section chief.

The logistics section chief has overall responsibility for coordinating resource support to accomplish incident objectives. The logistics section chief may be desirable to have a deputy as a relief or manage projects requiring special attention.

The logistics section chief will determine the need for establishing specific subordinate units based on the incident. Not all subordinate units may be activated, and the same person may staff multiple units. The logistics section chief or deputy logistics section chief will handle responsibilities not assigned to a subordinate.

During an incident, other EOC section chiefs and the EOC Manager will advise the logistics section chief on anticipated needs or operational adjustments that influence the logistical responsibilities of the EOC coordinated incident.

Logistics Section Responsibilities

Due to the EOC operating as a multi-agency coordination center, not an incident command post, the organizational structure is different by incorporating the resource branch into the logistics section and not the planning section.

1. Logistics Section Chief
 - a. Implements the RMLP
 - b. Directs and supervises the activities of the logistics section
 - c. Coordinates with the EOC manager and key organizational representatives in the EOC regarding needs and priorities
 - d. Monitors potential resource shortages in the county and advises the EOC manager of the need for action
 - e. Identifies facilities and sites that may be used to store resources and donations
 - f. Determines the need for and direct activation of facilities necessary for the coordinated reception, storage, and physical distribution of resources
 - g. Arrange for workspace and other support needs for logistics section personnel
 - h. Expands the logistics section based upon operational requirements such as span-of-control
2. Resource Branch Director
 - a. Supports implementation of the RMLP
 - b. Reviews, routes, and tracks requests made to the EOC via WebEOC
 - c. Keeps the logistics section chief appropriately informed of resource status
 - d. Provides a constant snapshot of information and resource requests and status to all involved in the EOC
 - e. Follows up with the operations section chief and logistics personnel on pending requests to ensure all requests are processed in a timely fashion
 - f. Reports trends that develop in resource requests to the logistics section chief to better plan and prepare for needs
 - g. Presents information at briefings as required
 - h. Contributes information to daily SitReps as required



Hamilton County Emergency Management

Resource Management and Logistics Plan

3. Services Branch Director
 - a. Supports implementation of the RMLP
 - b. Determine the level of service required to support operations
 - c. Expand the branch as needed to meet operational needs such as coms unit leader or IT support
 - d. Communicate with, organize, and prepare assignments for Service Branch personnel
 - e. Likely tasks include expanding IT support to all operational areas (ICPs, Mobile Command Centers, etc.), ensuring COMS Unit can support needs, and finding additional staff to complete these tasks
4. Support Branch Director
 - a. Supports implementation of RMLP
 - b. Determine the level of support required to meet operational needs
 - c. Determine resource needs and manage requests to meet these needs
 - d. Expand the branch to meet operational requirements such as establishing a facilities unit leader, supply unit leader, etc.
 - e. Likely tasks include providing facilities to expand operations such as phones in Training Room One, coordinating with Buildings and Grounds for services after hours such as cleaning restrooms, removing trash, and other services due to expanded hours

EOC Logistical Responsibilities

1. Emergency Support Functions
 - a. Coordinate with the operations section chief regarding needs and priorities
 - b. Monitor potential resource shortages in the county and advise the operations section chief on the need for action
 - c. Arrange for workspace and other support needs for ESF personnel
2. Finance and Administration Section Chief
 - a. Oversee the financial aspects of meeting resource requests, including record-keeping, budgeting for procurement, documentation for cost recovery, and transportation
 - b. Expand the section as needed to meet operational needs, such as establishing the procurement and legal branches
3. Procurement
 - a. Handle unsolicited bids
 - b. Manage pre-existing contracts and determine whether local vendors and agreements will fill needs
 - c. Determine appropriate means for satisfying requests with the concurrence of the logistics section chief through the finance and administration section chief
 - d. Undertake ad hoc procurement as requested by the finance and administration section chief
 - e. Use WebEOC and resource listings to fill requests through prearranged supply channels
 - f. Provide oversight and coordination over all procurement activities
 - g. Notify the logistics section chief, mutual aid partners, support agencies, volunteer organizations, etc. that the county may need to activate agreements and confirm the availability of resources

