



Hamilton County Emergency Management Resource Management and Logistics Plan

Revised March 2023



Hamilton County Emergency Management

Resource Management and Logistics Plan

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Proclamation, Approval, and Implementation

The Hamilton County Emergency Operations Plan is 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 for implementing the EOP. 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 addresses 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 plan was rewritten in March of 2023 to address areas of non-compliance by the accreditation team. The approved plan has been implemented, and copies have been distributed to stakeholders.



Shane Booker, Executive Director

3/9/23
Date



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Record of Changes

Number (ID)	Date of Change	Description of Change	Person(s) Making Change(s)



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Record of Distribution

Number (ID)	Date of Delivery	Recipient's Name, Title, and Organization	Method of Delivery	Distributed By



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Executive Summary

Hamilton County established the County's Resource Management and Logistics Plan (RMLP) for the countywide emergency management program, including all phases of emergency management (response, recovery, mitigation, and preparedness). The RMLP establishes the foundation for responding to various emergencies and disasters. The Emergency Operations Plan (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 RMLP. Large-scale incidents may require resources beyond those obtained through the first responders in the field or through auto-aid. 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 daily tasks. Emergencies can require more specialized resources than the responding agencies have available. The resource management function is necessary to ensure the following:

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, staging, and deploying 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. This plan aims 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



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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 to outline the provision of resources to any incident in Hamilton County, which is necessary to protect life, property, the environment, and 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 the Hamilton County government during 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 logistics success.

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 Incident
9. Land Subsidence or Landslide
10. Hail, Thunder, and Wind
11. Snow or Ice Storm
12. Tornado

Assumptions

1. The RMLP will be subject to and operate under existing emergency laws, ordinances, and policies of Hamilton County, the 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.
3. HCEM will procure and allocate essential resources (personnel, services, and material) to support county emergency operations.



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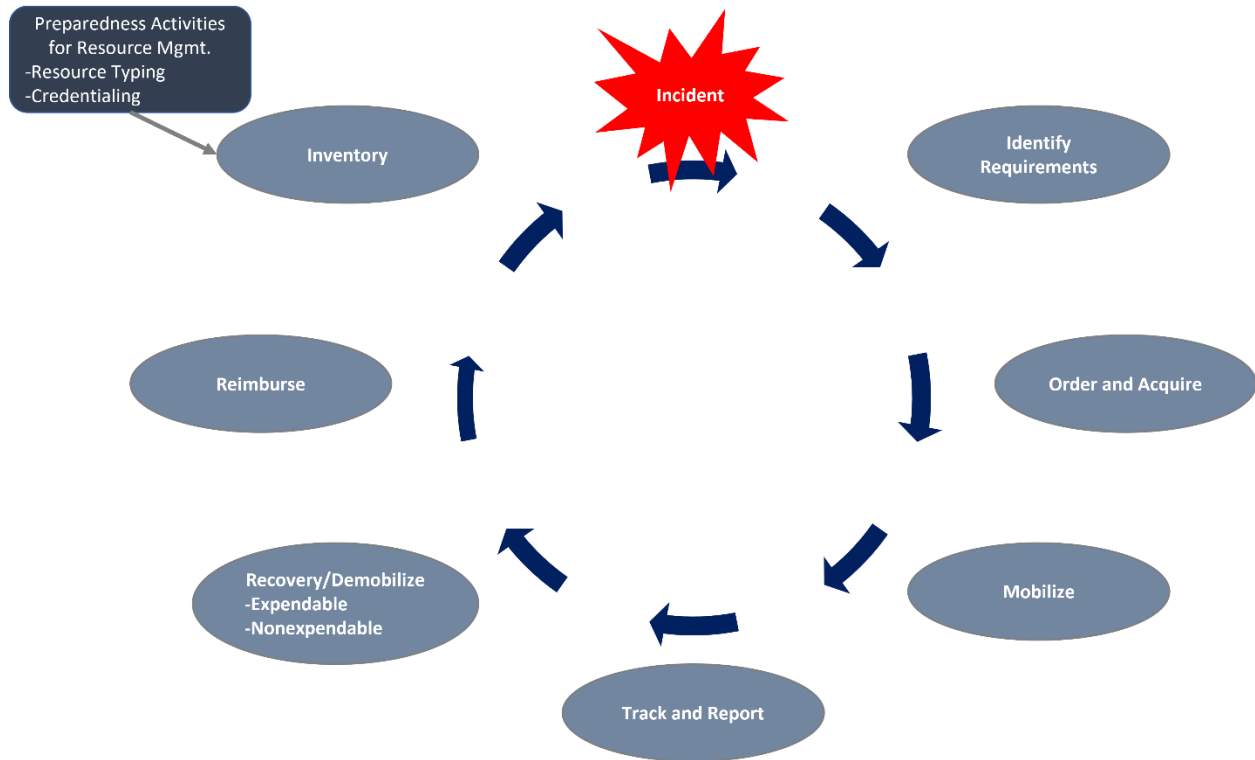
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4. HCEM will oversee the distribution and inventory of food stocks, and other essential supplies for emergency subsistence.
5. HCEM will provide accountability for resources requested and expended for emergencies and disasters in close coordination with the EOC Operations, Planning, and Finance Sections.
6. The Logistics Section inside the EOC will order and manage resources not typically managed through dispatch centers. The activation and deactivation of emergency response procedures, including this plan, will be in accordance with the Hamilton County EOP and Response plans.

Concept of Operations

Emergencies and disasters are typically handled at the lowest jurisdictional level with defined escalation processes as required. The EOP outlines response levels and the basic sequence of actions before, during, and after an incident.

Resource requirements are fluid and need close coordination between response agencies at all levels. Coordination must be done before, during, and after the incident response. Effective resource management requires the development of resource strategies that include a resource assessment (pre-incident, during, and post-incident) and gap analysis. Additionally, resource management during an incident is critical to successful operations. As described in this plan and supported by the National Incident Management System (see graphic below), resource management is a continuous, never-ending process (see graphic below).





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Resources

Resource Management Objectives

A set of resource management objectives have been developed to guide the resource management process.

1. HCEM and stakeholders throughout the county shall identify resource gaps through an annual resource gap analysis associated with identified hazards, identify gaps, prioritize resource needs, and identify solutions to gaps.
2. Public safety stakeholders maintain a resource inventory to respond to immediate life safety needs for the identified hazards by ensuring the accuracy of the Hamilton County Public Safety Communications Computer Aided Dispatch (CAD). Non-CAD-related items are maintained in the WebEOC Resource Management board. The logistics section chief shall ensure resources are evaluated annually for accuracy.
3. HCEM logistics shall ensure HCEM resources are maintained in a deployment-ready state through established testing and maintenance procedures on a set schedule. All stakeholders are encouraged to do the same.
4. The logistics section chief shall fulfill resource gaps through all identified and available means, prioritized by hazard risk, and review the gaps fulfillment with stakeholders within three months of the gap analysis workshop.
5. Leverage the Indiana law supporting resource management activities, including:
 - a. Indiana has an interstate mutual aid program established in Indiana Code 10-14-3-10.8 – Interstate Mutual Aid Program. The program allows political subdivisions and volunteer fire departments to participate unless they specifically reject participation by adopting an ordinance or resolution declaring they will not participate and providing a copy to the emergency management agency serving the entity. HCEM is unaware of organizations expressing they will not participate in the program.
 - b. Indiana Code 10-14-3-16 specifically allows emergency management directors to enter mutual aid agreements. Hamilton County will maintain agreements with other counties to address resource shortfalls established through the gap analysis process. Furthermore, Hamilton County supports neighbors and other counties throughout the state and may help if the county can offer such services.
 - c. Interlocal Agreements
The Hamilton County board of commissioners may enter into interlocal agreements with other organizations or governmental organizations for specific agreements related to resources. For example, the board entered into an agreement with two local school districts for generator connectivity should the serviced area be needed for a shelter.
6. HCEM logistics shall maintain a resource management system capable of requesting, mobilizing, tracking, and demobilizing resources in WebEOC through Resource Request, Resource Management, Potential Vendors/Resources, and Inventory Management boards. Although the logistics team updates the lists in real time, the information, processes, and procedures associated with the board shall be reviewed annually.



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Gap Analysis

A resource gap analysis is conducted annually by the logistics section chief with all stakeholders to identify shortfalls of available resources for emergency operations specific to the hazards outlined in the MHMP, including a method and schedule for evaluation and revision as outlined in the plan maintenance section. Each hazard includes a list of the most likely resources, the amount on hand, the amount needed, any deficits, the priority of the resource deficit within the corresponding resource grouping, and how the shortfall can be addressed.

Although the gap analysis is conducted annually, all stakeholders are encouraged to maintain the accuracy of resources by keeping the CAD and Resource Management board current.

Resource Management Procedures

HCEM maintains procedures to operate a resource management system effectively. The procedures apply to both HCEM and stakeholders as part of the more extensive emergency management program; however, HCEM does not have the authority to force other departments, agencies, and organizations in how they perform their resource management. HCEM encourages partners to use these procedures to bolster their own resource management programs, which will improve the overall emergency management resource capabilities in Hamilton County.

The resource management system includes procedures that address the following:

1. Identifying resources to be used in an emergency
2. Understanding the location of resources to be used in an emergency
3. Acquisition of resources to be used in an emergency
4. Storage of resources to be used in an emergency
5. Maintenance of resources to be used in an emergency
6. Testing of resources to be used in an emergency
7. Distribution of resources to be used in an emergency
8. Tracking resources to be used in an emergency, including:
 - a. Mobilizing
 - b. Dispatching
 - c. Demobilizing

Identification of Resources

Led by the HCEM logistics section chief, resources are identified through an annual review by stakeholders to ensure the resource management system contains resources needed to address the identified hazards. The procedure for maintaining these resources is specified below.

1. The logistics section chief conducts an annual gap analysis workshop with stakeholders based on the hazards listed in the MHMP.
 - a. Resources needed are identified by stakeholders and documented by the logistics section chief or their designee
 - b. Resource numbers are determined by stakeholders and documented by the logistics section chief or their designee
 - c. Shortfalls are determined and prioritized by stakeholders and documented by the logistics section chief or their designee



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- d. Resource needs are documented by stakeholders and documented by the logistics section chief or their designee, including, but not limited to:
 - i. Budget process – when the logistics section chief identifies resources that require procurement, they will provide a budgetary need to the finance/admin section chief by April 30 each year, who will attempt to incorporate the shortfall into the annual budget. E.g., procurement of one-quarter of the overall stock of shelf-stable meals and bottled water to maintain a supply to feed and water 400 people for three days.
 - ii. Executive process – when the logistics section chief identifies resources that require an executive process, they may request the executive director to assist with the executive process. E.g., vehicles are leased by the board of commissioners, and the executive director works with the director of administration to maintain HCEM's fleet.
 - iii. Mutual aid agreements – when mutual aid can fulfill a resource request, the logistics section chief or appropriate public safety department will contact the resource owner and request the CAD administrator to add the resource to the CAD or WebEOC. E.g., a crash truck from Zionsville Fire was needed for an incident in Carmel and requested by Carmel Fire, and the crash truck responded and was added to the CAD as ZVL-CRASH92. The apparatus responded via the statewide mutual aid agreement.
 - iv. Memorandum of understanding or agreement – when a resource requires an MOA or MOU, the executive director shall coordinate with other organizations to establish the agreement or understanding. E.g., to streamline resource support and manage expectations, Shane Booker entered into an agreement with Tom Ecker, Director of Madison County EMA.
 - v. Contractual service agreements – when a resource requires contractual service agreements, the logistics section chief shall work with the business owner to establish agreements and maintain them as a resource in the Potential Resource/Vendor board in WebEOC. E.g., the logistics section chief maintains a few companies that can provide emergency portable toilets. During a SWAT callout for a hostage situation in Fishers, the logistics section chief was able to have a portable toilet delivered within half an hour.
 - vi. Business partnerships – when a resource requires business partnerships, the logistics section chief shall work with the business to establish a partnership. E.g., the logistics section chief has a working relationship with the Sunbelt Rental located next to the public safety complex and obtains quotes for resource shortfalls they can support.
2. Identified resources shall be documented by the resource owner, overseen by the logistics section chief in one of the listed systems, and reviewed annually during a resource workshop.
 - a. CAD

Resources in the CAD system include local public safety resources (personnel and equipment) and resources based on mutual aid under Indiana's mutual aid law. The



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resources are maintained in real time by the resource owners. For example, if there is a mechanical issue with a fire truck, it will be taken out of service in the CAD.

b. WebEOC

Resources in WebEOC include resources not listed in the CAD.

i. HCEM Owned Resources

The logistics section chief shall maintain HCEM-owned resources in the Inventory Management board.

ii. Stakeholder Resources

The logistics section chief shall assist and oversee stakeholders who maintain their list of resources in the WebEOC Resource Management board.

iii. Potential Vendor/Resources

All WebEOC users can add to the Potential Vendor/Resource board allowing for the tracking of vetted vendors, which vendors have contracts, and other information, making it available to all stakeholders.

Location of Resources

Resource owners will determine the best location for their resources. The procedure for maintaining the place of these resources is identified below.

1. The resource owner shall enter their resources into WebEOC on the Resource Management board.
2. As the resource owner enters or updates the resources in the system, they shall include the following:
 - a. The facility name
 - b. Address of the resource
 - c. The points of contact for the resource
3. The last update column will countdown over time to prompt resource owners to update their information by:
 - a. Six months out, the resource will turn yellow
 - b. Three months out, the resource will turn orange
 - c. One month out, the resource will turn red
 - d. Upon the due date, the resource owner and logistics section chief will be notified via email by WebEOC advising them to update their resource(s)
4. HCEM commodities shall be entered and maintained in the WebEOC Commodities board by the logistics staging area manager, including the distribution, maintaining minimum quantities, etc. The logistics section chief shall conduct an annual inspection and audit of the LSA to ensure compliance with procedures and processes and adjust them based on operational needs.

Acquisition of Resources

The acquisition of resources is based on operational needs (anytime there is an operation), gap analysis (annually), and funding available for acquisition (throughout the year and by April 30 for the budgetary process). The procedure below shall be followed when acquiring resources.

1. The logistics section chief identifies the resource needed based on operational need, gap analysis, or resource request via WebEOC.



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2. The logistics section chief shall prioritize resource acquisitions when the EOC is activated, annually during the gap analysis, and annually as part of the budgetary process.
3. The logistics section chief shall determine which resource(s) to acquire based on resource availability, pricing, funding, and delivery when requested (operational need, gap analysis, procurement, or budgetary process).
4. The logistics section chief shall submit a request to procure the resource in the HCEM procurement management system for operational needs and gap analysis.
5. When the logistics section chief identifies resources that could be purchased with grant funds:
 - a. They shall consult with the deputy director to determine if the resource will meet areas of national priority and be on FEMA's authorized equipment list.
 - b. If yes to both questions, the logistics section chief shall seek a quote from a vendor and provide it to the deputy director within 30 days.
 - c. The deputy director shall use the quote as a shelf-ready project for grant opportunities.
 - d. The logistics section chief should keep in mind grant cycle typically begins at the end of February.

Storage of Resources

The storage of resources is based on operational needs, available storage, and the time in which resources may be needed. The procedure below shall be followed when storing resources.

1. The logistics section chief or resource owner shall determine the need to store equipment, the conditions in which it must be stored, and what storage resources are available.
2. The logistics section chief or resource owner shall store the resource in a manner that maintains the resource (e.g., equipment with batteries will need to be maintained), ensures it is accessible and prolongs the life of the resource.
3. The logistics section chief or resource owner shall update the location of the resource in WebEOC anytime the storage location is changed.
4. Public safety resource stakeholders change the resource's location in the CAD. E.g., if an engine is moved to a new location for fill-in, the location of the resource is updated in the CAD and returned to its home station when released.

Maintenance of Resources

The maintenance of resources is essential to ensure resources are functional when needed. The procedure below shall be followed when maintaining resources.

1. The logistics section chief or resource owner shall establish maintenance requirements for their resources and may include daily, monthly, quarterly, annual, time/hours/mileage-based maintenance.
2. The logistics section chief or resource owner shall ensure each step of the procedure for each resource is followed to meet the established maintenance requirements.
3. The logistics section chief or resource owner should forecast large expenditures related to the maintenance of resources. E.g., the replacement of tires on the command truck is costly.
4. The logistics section chief shall leverage the logistics volunteers and LSA manager to perform maintenance activities that can be achieved in-house to reduce operational costs. At the same time, ensure the skills needed for the task meet the abilities of the assigned individual.



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5. The logistics section chief, or their designee, shall maintain all internal and external maintenance performed to all HCEM equipment in the Inventory Management board. It is highly recommended all stakeholders develop their maintenance documentation system. If a system is unavailable, HCEM can create a resource management/inventory management system for them in WebEOC at no cost.

Testing of Resources

Testing resources to ensure operational readiness through familiarity with the resource is essential. The procedure below shall be followed when testing resources by HCEM logistics, and all stakeholders are recommended to follow these procedures or develop their own.

1. The logistics section chief or resource owner shall regularly test equipment to ensure they are operational for emergencies or disasters.
2. The logistics section chief shall develop a testing schedule for equipment and leverage the logistics volunteers to achieve testing.
3. The logistics section chief shall ensure all testing complies with established expectations.
4. The individual testing the equipment shall provide a record of testing and any issues they found to the logistics section chief after they complete the testing.
5. The logistics section chief shall document all testing in the Inventory Management board
6. The logistics section chief, or their designee, shall enter the testing results into the Inventory Management board within one business day.
7. Resources requiring maintenance or repair will be scheduled by the logistics section chief and documented in the Inventory Management board.
8. All resource maintenance shall comply with the maintenance procedures.

Distribution of Resources

The distribution of resources is essential to ensure they arrive at the designated location and are returned when the assignment is complete. The following example is the process for a wildland fire crew (a crew boss, three squad bosses, and three squads of five).

1. They mobilize by responding to DNR fire headquarters to prepare for deployment by completing pre-deployment/dispatch paperwork, receiving assignments, issuing gear, etc.
2. They are dispatched to report to their assigned location, such as the ranger station at the Superior National Forest.
3. When they are no longer needed, they are released by the US Forest Service and return to fire headquarters where demobilization occurs (check gear in, go through a performance evaluation, evaluation if they can return based upon work/rest ratios, and sent back to their home unit).

Tracking of Resources

Resources must be tracked continually from mobilization, dispatching, and demobilization. The procedure is the same prior to and during an emergency or disaster. Throughout the resource process, resources are tracked in WebEOC.

Mobilization

Mobilization is the written description of procedures that HCEM and all stakeholders use for activating, assembling, and transporting resources that have been requested to support an emergency or disaster.



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The procedure below shall be followed when mobilizing resources.

1. The logistics section chief shall determine when a resource is needed and coordinate directly with the resource owner.
2. The appropriate resource owner shall begin their internal mobilization process. For HCEM resources, the logistics section chief shall make assignments to logistics volunteers to mobilize resources by:
 - a. Testing the resource according to the testing procedure to ensure it is ready for mobilization and dispatch.
 - b. Move the resource to a staging location, typically outside the equipment building or in an adjacent parking lot.
 - c. Make assignments for the transportation of resources.
 - d. Develop a convoy order and plan based on the operational needs of the resource request(s).
3. The logistics section chief will ensure personnel is updating the Inventory Management and Resource Management boards regarding the resource(s) status to show they are in the appropriate status.

Dispatching

Dispatching a resource is implementing a command decision to move a resource(s) from one place to another during an emergency/disaster operation.

Dispatching of resources conjures up many different concepts. Day-to-day operations, the Hamilton County Public Safety Communications 911 Dispatch Center sends resources to calls for service every day of the year. This includes police, fire, emergency medical services, HCEM on-call personnel, drones, and HCEM equipment that may or may not be in the CAD. Another example is dispatching resources to a disaster scene, such as when HCEM responded to the Pendleton, Indiana, tornado with light towers, generators, drones, and personnel. The procedures in this section are for emergency/disaster operations for HCEM and stakeholder with the understanding stakeholder may have their procedures for their resources; however, during an emergency or disaster, resources should be requested through the EOC as outlined in the Hamilton County EOP.

The procedure below shall be followed when dispatching resources to an emergency or disaster.

1. The logistics section chief may assign a lead person to coordinate with the requesting entity for delegation to ease the burden of the logistics section.
2. The logistics section chief or their designee will coordinate with the requesting entity to determine whether they are ready for the resource(s) to be dispatched.
3. The logistics section chief or their designee shall document the following:
 - a. The name of the person from the requesting entity who is releasing the resources and verifies they are ready to receive them.
 - b. The location and points of contact in the resource request in WebEOC have not changed.
 - c. The preferred route to the receiving location to avoid hazards, cordoned-off areas, etc.
 - d. The talkgroup, repeater, or simplex radio information for the operation.



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4. The lead person assigned by the logistics section chief shall ensure they notify the EOC and dispatch of their departure, any issues along the way, and when they arrive at the receiving location.

Demobilizing

Demobilization is the release of resources from an incident in strict accordance with a detailed plan approved by the incident commander.

The procedure below shall be followed when demobilizing resources.

1. Resources shall be released for demobilization from the incident command or requestor.
2. The lead person assigned by the logistics section chief shall:
 - a. When possible, request a written release authorization or Demobilization Check-Out (ICS 221)
 - b. The lead person shall determine if the work/rest ratio allows for travel or if the team/resources will need to spend the night.
 - i. Hours Worked: _____
 - ii. Hours to Travel: + _____
 - iii. Hours to Return Resources: + _____
 - iv. Hours to Drive Home: + _____
 - v. Cannot Exceed 12 hours – total: _____
 - c. The lead person assigned by the logistics section chief shall ensure they notify the EOC and dispatch of their departure, any issues along the way, and when they arrive at the point of origin.
3. Upon arrival at the point of origin
 - a. The logistics section chief or resource owner will receive items, conduct an inspection, and document the usage, damages, or any other issues in the Resources Management board.
 - b. The logistics section chief or resource owner will ensure the necessary information for resource tracking and potential reimbursement is logged into the deployment section of the Resource Request board. They shall also notify the logistics section chief, who will review the information and inform the finance/admin section chief the data is ready for them to process.
4. The logistics section chief, their designee, or the resource owner will return the resource to the appropriate storage location, schedule proper maintenance, and if needed, coordinate repairs.
5. The status of the resource shall be updated in the Resource Management system by the resource owner, logistics section chief, or their designee to ensure the resource status is known to all for the next emergency or disaster.



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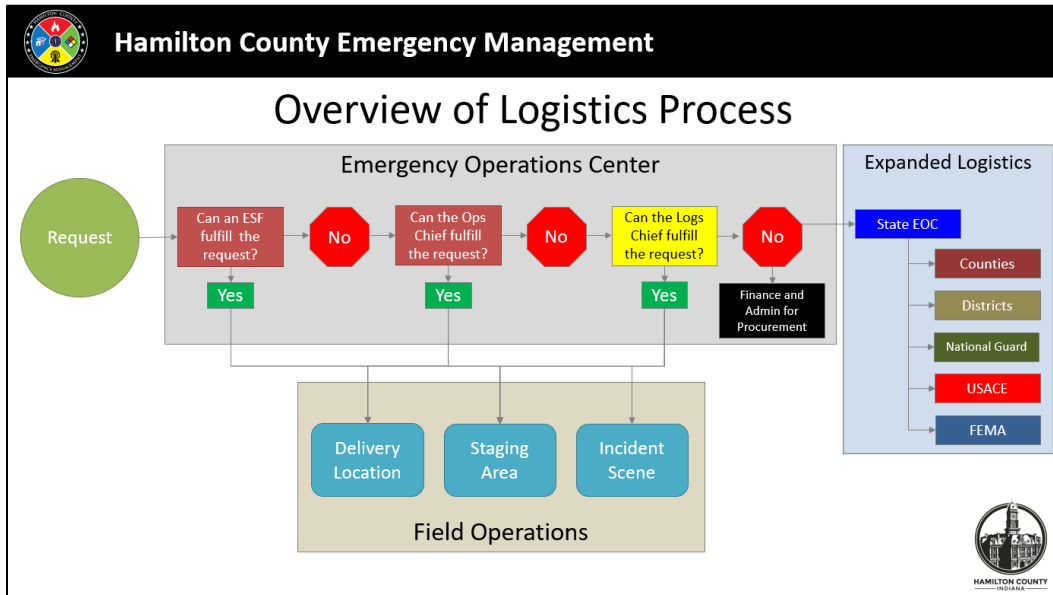
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Operational Logistical Processes

The EOC must have operational, logistical processes to manage resource requests during emergencies. The Resource Request board in WebEOC is used to manage all resource requests.

Local Process

When a local request is made, it follows a process in which the request is tracked throughout the life cycle (see the graphic below).



The system allows for process permissions and an effective and efficient process flow by limiting which positions are authorized to task another position. For example, all ESFs can task each other, but if the request is something that the operations section cannot achieve, the task must be routed to the operations section chief, who can, in turn, send the request to the logistics section chief. Only the EOC manager and the logistics section chief have permission to task the finance/admin section chief.

Submitting a Request in WebEOC

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

1. Unlike the ICS-213RR form, each entry in WebEOC is one request. Do not submit several requests in one entry.
2. A comprehensive description is required to understand the details of the request.
3. 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 for a resource. In that case, this must be documented to ensure no 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.



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Resource Request

1. Resource request(s) may be communicated to an ESF representative in the EOC from the field.
2. The ESF representative will ensure detailed information is collected from the field representative, including:
 - a. What and how much is needed?
 - b. Where and when is it needed?
 - c. Who will be receiving or using it?
 - d. Why it is needed (since a different item might work as well or better and be readily available)
 - e. Any attempts made by the requestor to fulfill the request must be included.
 - f. Who is paying for it?
3. Some requests 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 communications representative to cut and move lines from ESF-2,
 - iii. A sawer and swamper from the Parks Department,
 - iv. A grapple truck from ESF-3, and
 - v. ESF-13 support to block the area while the debris is cleared

This example is the task/mission of debris clearance and would only be one request.
4. If not submitted through WebEOC, the ESF representative will input this information into the Resource Request board following the format and requirements indicated in the board.
5. If WebEOC is unavailable, the Resource Request Message (ICS 213 RR) form will be used.
6. Many requests for resources can be accomplished by working within the operations section. Due to process permissions within WebEOC, ESF can only task other ESFs and the operations section chief. The operations section should work on all requests amongst themselves before escalating the requests.
7. If a request cannot be filled within the operations section, the operations section chief will forward the request to the logistics section chief.
 - a. The operations section chief shall vet all resource requests from ESFs before routing them to the logistics section chief.
8. The logistics section chief will triage/prioritize incoming resource requests for action based on the criteria mentioned above.
9. The logistics section chief will follow up with the ESF representative or on-scene/field contact for confirmation and/or clarification of any missing or unclear request details.

Emergency Procurement Policy

Hamilton County resource acquisition (represented by the finance admin section chief in the EOC) is responsible for the policies, procedures, and utilization of emergency procurement processes. Emergency resource requests, tracking, and recovery will be documented using a resource request in WebEOC and processed in the procurement system in WebEOC per the finance/admin section procedures.

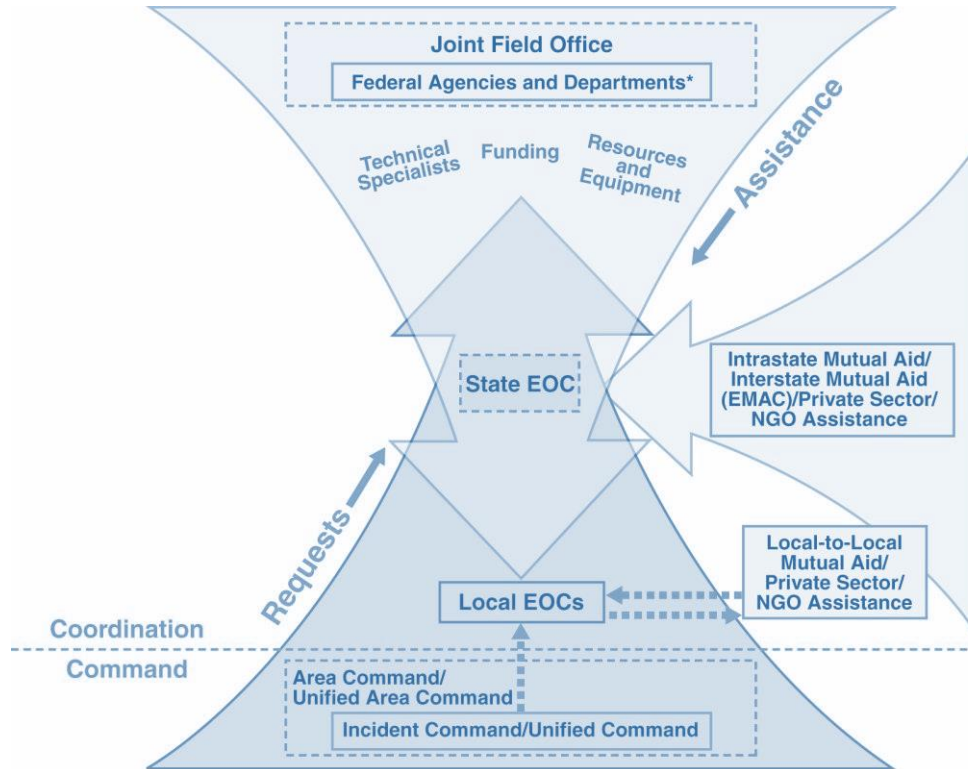


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State and Federal Process

When resource requests exceed the capacity at the local level, they may be sent to the state EOC, which may, in turn, request resources from within the state or assistance from the federal government (see the graphic below).



Requests that require routing to the state will be entered into the Indiana Department of Homeland Security's instance of WebEOC by the logistics section chief or their designee. Resource requests will need to be reviewed regularly to view the status.



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General Resource Strategies

Personnel

Temporary reassignment of full-time employees to disaster-specific positions is one of the critical strategies utilized by Hamilton County. HCEM is authorized by ordinance to task other county agencies with personnel upon a disaster declaration. As needed, temporary staff will be acquired to meet shortages that volunteers and temporary county employees cannot fill. Emergency management personnel may be acquired via intra-state and inter-state mutual aid should the experience/skills not be available within the jurisdiction. Accepting and managing solicited and unsolicited volunteers and services are discussed further in the Volunteer and Donations Management Plan.

Equipment

Hamilton County Departments will maintain a current listing of emergency response resources and vendor agreements to enable quick logistical response. This can be accomplished through the Resource Management and Potential Resource/Vendor boards in WebEOC. County-owned equipment will be secured via tasking to county department representatives using the Resource Request board in WebEOC. HCEM may task equipment available via mutual aid agreements to support other local jurisdictions.

Commercial equipment may be procured when government-owned resources are not available. Commercial items will typically be rented/leased unless cost-beneficial to purchase. Donated goods, materials, and facilities will be processed through ESF-6. The Volunteer and Donations Management Plan discusses accepting and managing solicited and unsolicited donations.

Mutual Aid Agreements

Indiana has an interstate mutual aid program established in Indiana Code 10-14-3-10.8 – Interstate Mutual Aid Program. The program allows political subdivisions and volunteer fire departments to participate unless they specifically reject participation by adopting an ordinance or resolution declaring they will not participate and providing a copy to the emergency management agency serving the entity. HCEM is unaware of organizations expressing they will not participate in the program.

Indiana Code 10-14-3-16 specifically allows emergency management directors to enter mutual aid agreements. Hamilton County will maintain agreements with other counties to address resource shortfalls established through the gap analysis process. Furthermore, Hamilton County supports neighbors and other counties throughout the state and may help if the county can offer such services.

Disaster Contracts

HCEM leverages existing contracts held by county departments, municipalities, and the State of Indiana to provide resources during times of disaster should local resource capacity be insufficient. These contracts are maintained by the respective organization, shared via the Potential Resources/Vendors board in WebEOC, and reviewed annually for currency and applicability by the respective contract holder.



Hamilton County Emergency Management

Resource Management and Logistics Plan

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
 - 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
16. Storage, maintenance, and testing

Response

Resource management will be prioritized and accomplished under the direction of the EOC manager utilizing the guidelines outlined in the EOP, Response Plan, and this plan in support of incident commanders and local EOCs. The logistics section manages resource requests that the operations section cannot accomplish, and HCEM will work with surrounding counties if county resources have been exhausted. If state assistance is needed, the EOC Manager, or their designee, will initiate a formal request to State EOC via the State WebEOC Resource Ordering System.



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Resource Management and Logistics Plan

Resource management response activities may include:

1. Identification of incident needs and EOC activation
2. Activation of the EOP, Response Plan, and RMLP
3. Conducting a needs assessment
4. Collection of detailed information for resource requests from the field representative, including:
 - a. What and how much is needed?
 - b. Where and when is it needed?
 - c. Who will be receiving or using it?
 - d. Why it is needed (since a different item might work as well or better and be readily available)
 - e. Any attempts made by the requestor to fulfill the request must be included.
 - f. Who is paying for it?
5. Assessing current plans, procedures, and inventory and making needed adjustments identified in the needs assessment
6. Establishing staging areas for internal and external response personnel, equipment, supplies, and commodities
7. Prioritization of scarce resources and resource adjudication
8. Obtaining supplies, equipment, and resources as needed to manage the incident or series of incidents successfully
9. Soliciting donations
10. Financial accountability - finance section chief should keep the EOC manager and logistics section aware of the following:
 - a. Authorized budget balance
 - b. Ability to secure access to additional funding as necessary and feasible
11. Legal accountability – the policy group legal representative should keep the executive director aware of the following:
 - a. Legal obligations
 - b. Special powers granted by law to expedite tasks and resource management
12. Activation and operation of critical facilities
 - a. Donation facilities (warehouse, distribution, and receiving areas)
 - b. Checkpoints
 - c. Disaster recovery centers
13. 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
14. 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 the timeliness of deliveries



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15. Identification of resource distribution centers
16. Coordination of services with county departments and local municipalities
17. Requesting activation of emergency purchasing processes
18. Making available a list of sources to provide materials, equipment, and other resources during emergencies
19. Coordinating local efforts with other agencies
20. Keeping records and tracking all services, personnel, equipment, supplies, and other resources needed during an emergency or disaster
21. Activation of MOAs and MOUs
22. Requesting additional assistance from other counties or the State of Indiana, when applicable

Recovery

Requests for equipment to facilitate or expedite recovery operations will be prioritized and provided under the direction of the EOC manager or delegated to the 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 may 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/admin section 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 the 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

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 logistics plan in support of the EOP and Response Plan



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- b. Activate the logistics plan 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, PODs, 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
- a. Maintain logistics plans with the county for the use of municipal resources and facilities for logistics 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 chief 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



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- 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 the 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

Logistics Section

The logistics section attempts to address all support needs for the incident by acquiring, transporting, and mobilizing 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 and allocate resources is the responsibility of the EOC manager unless they delegate the authority to the logistics section chief.

The logistics section chief coordinates resource support to accomplish incident objectives. The logistics section chief may expand the section as needed to address the span of control, distribution of workload, or designating project managers for complex issues.

Based on the incident, the logistics section chief will determine the need for establishing specific subordinate units. 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 position.

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 this plan
 - 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 on operational requirements such as span-of-control
2. Resource Branch Director



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- a. Supports implementation of this plan
 - 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
3. Services Branch Director
 - a. Supports implementation of this plan
 - b. Determines 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 communication needs for HCEM operations, and finding additional staff to complete these tasks
 4. Support Branch Director
 - a. Supports implementation of this plan
 - 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. Supports implementation of this plan



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- 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
 - h. Seek to procure resources not available through prearranged channels when directed by the finance and administration section chief
 - i. Handle unsolicited bids
4. Legal Advisor
- Oversee the financial aspects of meeting resource requests, including record-keeping, budgeting for procurement, documentation for cost recovery and transportation, ensure operations follow local and state procurement laws, and leverage emergency procurement provisions as allowed by law.



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Resource Management and Logistics Plan

Ongoing Logistics Responsibilities Outlined in the Plan

The following is a consolidated list of ongoing activities identified in this plan and serves as a reference point for the logistics section chief.

1. Gap Analysis Workshop
 - a. Conduct an annual resource gap analysis workshop with stakeholders reviewing the associated hazards identified in the MHMP
 - b. Within three months of the workshop, fulfill resource gaps through all identified and available means, prioritize by hazard risks, and review with stakeholders
2. Review the following annually
 - a. Evaluate resources on the Resource Management board annually with stakeholders for accuracy
 - b. Review information, processes, and procedures associated with the following boards:
 - i. Resource Request
 - ii. Resource Management
 1. Review items annually that turn red
 - iii. Potential Vendors/Resources
 - iv. Inventory Management
3. Establish testing and maintenance procedures on a set schedule
4. Conduct an annual inspection and audit of the LSA to ensure compliance with procedures and processes and adjust them based on operational needs.
5. Submit budgetary requirements by April 30
6. Submit grant ideas by the end of February
7. Testing of Resources
 - a. Regularly test equipment
 - b. Shall develop a testing schedule
 - c. Document testing results in the Inventory Management board within one business day



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Plan Development and Maintenance

Development

Development of the RMLP commenced in 2021.

Maintenance

The RMLP is reviewed annually by all stakeholders to ensure the plan meets the community's needs, leverages any new technology, evaluates interoperability, and tiered levels of failures for worst-case scenarios.

When systems are used, the evaluation is documented and reviewed for possible improvements by HCEM and stakeholders. Any feedback or changes are made to standard operating procedures and submitted to the planning section chief for plan maintenance.

The planning section chief for HCEM reviews the plan during January with HCEM personnel. Any proposed changes are documented. The proposed revisions are sent to stakeholders with a deadline for revisions. The changes are incorporated into the document, and the final document is sent to HCEM personnel and stakeholders for final review and adoption.

The plan is also evaluated when the hazards for the county change. The MHMP is reviewed every five years, and the RMLP is considered when the MHMP is revised to ensure it addresses the hazards listed in the plan.



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Authorities and References

Authorities

The authority to develop and maintain emergency and disaster plans is derived from federal, state, and local statutes. The following laws and directives are the basis for this authority.

Federal

1. Robert T. Stafford Disaster Relief and Emergency Assistance Act
2. Homeland Security Act of 2002
3. Public Health Security and Bioterrorism Preparedness and Response Act
4. Homeland Security Presidential Directive 5
5. Homeland Security Presidential Directive 7
6. Homeland Security Presidential Directive 8
7. Homeland Security Presidential Directive 9
8. Homeland Security Presidential Directive 21
9. Post Katrina Reform Act of 2006
10. National Incident Management System (NIMS), December 2008
11. National Response Framework (NRF), January 2008
12. Overview Support Functions, January 2008
13. Sandy Recovery Improvement Act of 2013
14. National Preparedness Report 2012
15. Superfund Amendment Re-Authorization Act (SARA Title III)
16. Guide on EOC Management and Operations, IS-775 (FEMA)

State

1. Indiana Code 10-14-3, Emergency Management and Disaster Law
2. Indiana Code 10-14-5, Emergency Management Assistance Compact

Local

1. Hamilton County Code of Ordinance Title 10, Article 14
2. Hamilton County Emergency Operations Plan
3. Hamilton County Ordinance 9-27-21-A Hamilton County Purchase Policy