



**ESF #7 – RESOURCE MANAGEMENT**

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**ESF #7 – RESOURCE MANAGEMENT**

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<b>Primary Agency:</b>	Miami County Emergency Management Agency (MCEMA) Resource Management Coordinator
<b>Support Agencies:</b>	Ohio Volunteer Organizations Involved in Disasters (VOAD) Faith-Based Organizations Miami County Volunteer Reception Center (VRC) Ohio Emergency Management Agency (OEMA) Federal Emergency Management Agency (FEMA)
<b>Related Federal ESFs:</b>	ESF #7: Logistics Annex
<b>Ohio Revised Code:</b>	Section 5502

**I. INTRODUCTION**

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**A. PURPOSE**

The purpose of this Emergency Support Function (ESF) is to describe the means, organization, and processes by which Miami County will obtain and distribute resources to satisfy the needs that are generated by an emergency event. The prompt and orderly deployment of resources to the Incident Commander (IC) is necessary because local government must make the initial response and recovery effort.

**II. PLANNING ASSUMPTIONS AND CONSIDERATIONS**

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**A. SITUATIONS**

1. Emergency response and recovery often creates overwhelming resource requirements that are beyond the capabilities of the jurisdictions involved.
2. Hazards that may drain resource supplies in Miami County include: severe weather events, hazardous materials, and man-made incidents.
3. This ESF outlines procedures for requesting assistance and resources in accordance with the National Incident Management System (NIMS) during emergency situations.
4. Under the NIMS, resource management is based on six (s) concepts:
  - a. Resource management provides a consistent method for identifying, acquiring, allocating, and tracking resources.
  - b. Resource management includes standardized systems for classifying resources improve the effectiveness of mutual aid agreements and assistance agreements.

- c. Resource management includes coordination to facilitate the integration of resources for optimal benefit.
- d. Resource management planning efforts incorporate use of all available resources from all levels of government, non-governmental organizations, and the private sector, where appropriate.
- e. Resource management integrates communications and information management elements into its organizations, processes, technologies, and decision support.
- f. Resource management includes the use of credentialing criteria that ensure consistent training, licensure, and certification standards.

**B. ASSUMPTIONS**

- 1. The resource management system used by Miami County provides a uniform method of identifying, acquiring, allocating, and tracking resources.
- 2. The resource management system used by Miami County provides a credentialing system tied to uniform training and certification standards to ensure that requested personnel resources are successfully integrated into ongoing incident operations and is in accordance with NIMS.
- 3. The State of Ohio can credential personnel through the Emergency Partner Credentialing System (EPCS) to aid private-sector organizations with appropriate access to emergency areas to deliver critically needed stockpile supplies, resources, and medication.
- 4. All emergency response agencies and organizations will sustain themselves during the first 24-hours of an emergency. All households, businesses, or other commercial operations in the area at-risk will sustain themselves for the initial 72 hours of an emergency.
- 5. There is a potential for donations during or after an emergency event that will need to be effectively managed.
- 6. Required resources may be available, but due to damaged facilities or damage/disrupted transportation and highway infrastructure, may not be accessible.

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**III. CONCEPT OF OPERATIONS**

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**A. GENERAL**

- 1. The immediate needs of disaster survivors will take precedence over all other needs in the allocation of resources under the direction and coordination of the Miami County Emergency Management Agency (MCEMA).

2. Upon activation of the Emergency Operations Center (EOC), the EMA Director or designee will review the initial information of the disaster event and determine if the Resource Management Section should be activated.
3. It is the responsibility of local government to protect the lives and property of its citizens. Among the actions to be taken toward this end include the following:
  - a. Command of all or part of its available resources necessary to protect lives and property, relieve suffering and hardship, and to identify shortfalls.
  - b. Local first responders should exhaust all local resources through the Miami County Communications Center (MCCC) before turning to the EOC for resource management assistance.
  - c. In the event that all local resources have been exhausted, including those obtained through mutual aid with surrounding jurisdictions, assistance should be obtained through the Ohio Emergency Management Agency (OEMA).
  - d. Miami County agencies will maintain records of all resources utilized, such as personnel, equipment, and materials.
4. Under the NIMS, resource management involves seven (7) steps:
  - a. Identifying requirements by what and how much is needed, where and when it is needed, and who will be receiving or using it.
  - b. Ordering and acquiring resources using standardized procedures.
  - c. Mobilizing requested resources as soon as they are notified through established methods.
  - d. Tracking and reporting of resources, a standardized integrated process, is conducted prior to, during, and after an incident.
  - e. Recovery, including the final disposition of and demobilizing of all resources, using a safe and efficient return of an incident resource to its original location and status.
  - f. Reimbursement to recoup funds expended for incident specific activities.
  - g. Inventory of resources using various resource inventory systems to assess the availability of assets provided by jurisdictions.
5. To facilitate NIMS compliance, NIMS resource definitions can be accessed online at <http://www.fema.gov>.
6. Incident command staff should request resources from the EOC as efficiently as possible. It is the responsibility of the resource management section to acquire resources in accordance with NIMS.

7. When needed, volunteers and non-government organizations (NGOs) can be requested by the EMA through the Volunteer Reception Center (VRC).
8. Long-term assistance can be requested by the EMA to Volunteer Organizations Active in Disasters (VOAD).
9. During incidents of national significance, the General Services Administration (GSA) Emergency Coordinator (EC) deploys appropriate federal support agencies to the Joint Field Office (JFO).
  - a. The JFO will support resource needs for operating federal forces.
  - b. State and local requests should be made to the JFO in accordance with the NIMS. The JFO will channel requests to the GSA Regional Response Coordination Center or GSA Headquarters, if necessary.
  - c. GSA personnel act in accordance with the National Response Framework (NRF).

B. RESOURCE TYPING AND INVENTORYING

1. Resource typing entails categorizing by capability the resources that incident managers commonly request, deploy, and employ.
2. Resource typing is a continuous process designed to be as simple as possible to facilitate frequent use and accuracy in obtaining needed resources.
3. Agencies that will be providing resources will identify measurable standards to supply resources and then type and inventory resources on a consistent basis, with Federal Emergency Management Agency (FEMA) the coordinating role.
4. Agencies requesting resources should use FEMA's typing standards to identify the need.

C. CERTIFYING AND CREDENTIALING PERSONNEL

1. Personnel certification entails authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for supporting the incident.
2. Credentialing involves providing documentation that can authenticate and verify the certification and identify designated incident managers and emergency responders to the Resource Management Coordinator and/or MCEMA.
3. As a start, the following training must be achieved for full NIMS compliance:
  - a. The highest levels of local government should be trained in NIMS and NRF.
  - b. Personnel involved indirectly with response operations, such as 911 staff, should be trained in the NIMS baseline curriculum level.

- c. Personnel supporting on-scene operations should be trained to the NIMS baseline curriculum level.
  - d. Personnel with supervisory duties during any part of operations should be trained in the NIMS baseline curriculum level and the NRF.
4. The above training is offered through the Emergency Management Institutes' Independent Study (IS) and classroom based programs.
  5. Volunteers, NGOs, and other supporting groups will be processed through the VRC. VRC Handbook is available electronically and in the EOC.

D. IDENTIFYING RESOURCE REQUIREMENTS

1. The Miami County Resource Management Coordinator should identify, refine, and validate resource requirements throughout the incident life cycle. This process will involve accurately identifying what and how much is needed, where and when it is needed, and who will be receiving or using it.

E. ORDERING AND ACQUIRING RESOURCES

1. Requests for items that the Incident Commander (IC) cannot obtain through the MCCC should be forwarded to the EOC using standardized resource-ordering procedures. If the EOC is unable to fill the request locally, the request should be made to regional EMAs. If unable to fulfill the request, the OEMA Watch Office or EOC can be notified.
2. The NIMS Typed Resource Definitions categorizes some of the most commonly-requested resources by a standard terminology. The definitions will be used when requesting these resources.

F. TRACKING AND REPORTING RESOURCES

1. The Miami County Resource Management Coordinator (RMC) will develop a system in the EOC to display real-time information concerning where resources are located and coordinating the movement of personnel, equipment, and supplies.
2. The Miami County RMC will utilize the FEMA Incident Resource Inventory System (IRIS) program to assist in identifying available resources.
3. The Miami County RMC develop a process in coordination with the Ohio EMA to deal with the unplanned arrival of volunteers.

G. RECOVERING RESOURCES

1. During this process, resources will be rehabilitated, replenished, disposed of, and retrograded as necessary or deemed appropriate by the Resource Management Coordinator.

- a. Nonexpendable Resources - resources that are fully accounted for at the incident site and again when they are returned to the unit that issued them.
  - i. The issuing unit is responsible for restoring the resources to fully functional capability and readies them for the next mobilization.
  - ii. Broken and/or lost items should be replaced through the Supply Unit by the organization with invoicing responsibility for the incident.
- b. Expendable Resources
  - i. The restocking of resources should occur at the point from which they were issued.
  - ii. The management organization within the incident jurisdiction will bear the costs of expendable resources according to financial agreements developed by preparedness organizations.
  - iii. Returned resources that are not in restorable condition must be declared as excess or disposed of according to the established regulations and policies of the controlling entity.
- c. Reimbursement
  - i. The reimbursement process will include mechanisms for collecting bills, validating costs against the scope of work, ensuring that proper authorities are involved, and accessing reimbursement programs.
  - ii. The MCEMA will work with the county financial office to gather appropriate information and submit requests for reimbursement.

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

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##### **A. ORGANIZATION**

- 1. During an emergency, the MCEMA will coordinate and identify essential resources to be rendered to disaster survivors. These resource management areas need to be addressed in addition to the normal emergency role of the emergency services during emergencies.
- 2. The Resource Management Coordinator, in coordination with the Executive group of the MCEMA, will be responsible for coordinating resource management activities. The major responsibility is to identify available sources from which needed resources can be obtained during an emergency situation. Coordination of these resources during emergencies will be handled from the EOC.

3. The Resource Management Coordinator will be one of the first emergency management officials notified of a significant emergency with the potential to exhaust local emergency resources.
4. If local resources are exhausted and regional and/or state/federal resources can be requested through Ohio EMA and the Incident Commander. The EOC manager, with executive approval, will designate the operation and planning chiefs for logistics.
5. B. ROLES AND RESPONSIBILITIES

#### **Primary Agencies**

1. Miami County Emergency Management Agency (MCEMA)
  - a. Work with local officials to identify and type resources in Miami County.
  - b. Activate the Resource Management Section of the EOC.
2. Resource Management Coordinator
  - a. Determine resource needs based upon preliminary information, damage assessments, and past experiences.
  - b. Monitor resource demands from the Incident Commander and identify where and when the requested resources can be delivered.
  - c. Direct and supervise the activities of the needs, supplies, and distribution groups.
  - d. Coordinate with the EOC Manager, key organizations, and other representatives in the EOC regarding needs and priorities for meeting them.
  - e. Monitor potential resource shortages in Miami County and advise the EOC Manager and Executive group on the need for action.
  - f. Identify facilities that may be used to store needed resources and donations.
  - g. Coordinate with the Miami County Communication Center to find and deploy available resources to field operating organizations that need them to carry out emergency response operations.

#### **Support Agencies**

1. Ohio Volunteer Organizations Involved in Disasters (VOAD)
  - a. Will activate at the request of the EMA or when the Ohio EMA designates a Crisis Action System (CAS) II
  - b. Facilitate the availability of needed services and encourage uniform, impartial provision of these services



- c. Bring Nongovernmental Organizations (NGOs) and its member organizations together with state and local EMA personnel and enable them to understand each other and work together during the four (4) phases of emergency management
    - d. Adhere to National VOAD principles: cooperation, communication, coordination, and collaboration
  2. Faith-Based Organizations
    - a. Provide knowledgeable staff in specific resource areas to serve in the Resource Management Section.
    - b. Provide current emergency resource inventories on a regular basis or as requested by the Resource Management Coordinator.
    - c. Provide other assets as may be necessary.
  3. Miami County Volunteer Reception Center (VRC)
    - a. Establish VRC to coordinate and organize spontaneous volunteers following a disaster
    - b. Maintain and update, as necessary, a VRC Handbook which outlines volunteer rights and responsibilities
    - c. Assemble and maintain VRC “Go Boxes” and VRC “Go Bags” in the event that the VRC will be located at a secondary location
    - d. Train in-house volunteers on VRC opening procedures and how to process spontaneous volunteers
  4. Ohio Emergency Management Agency (OEMA)
    - a. Support resource and logistics needs when local, county, and regional assets have been overwhelmed or exhausted
    - b. Perform the following functions:
      - i. Resource planning
      - ii. Resource identification and location
      - iii. Resource procurement (acquisition)
      - iv. Facility activation
      - v. Resource tracking and accounting
      - vi. Resource mobilization, activation, and dispatching
      - vii. Resource delivery
      - viii. Resource staging
      - ix. Resource warehousing and storage

- x. Resource distribution
  - xi. Resource maintenance and testing
  - xii. Resource, operation and facility demobilization/deactivation
5. Federal Emergency Management Agency (FEMA)
- a. Provide centralized management of supply chain function in support of local, state, tribal, territorial, insular area, and Federal governments for an actual or potential incident

## **V. ADMINISTRATION AND LOGISTICS**

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- A. Resources are available through participation in mutual aid agreements. Copies of mutual aid agreements are on file at the MCEMA.
- B. All agencies involved in a response that taxes existing resources and requires additional resources will maintain records of resources expended for inclusion in requests for disaster assistance. These records should be provided to the MCEMA following an emergency event.
- C. Detailed documentation of any assistance given to or received from mutual aid jurisdictions must be maintained and delivered to the proper authorities for disposition of future claims.
- D. An emergency response critique session will be held following a disaster event to review each agency's response and determine how, if possible, the response could be altered in the future to better meet the needs of the population.
- E. Situation Reports (SITREPS) will be regularly sent to the OEMA. The EOC will participate in conference calls and supply information as requested by the OEMA.

## **VI. CONTINUITY OF GOVERNMENT**

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- A. If the Resource Management Coordinator is not available, the following personnel will take his/her position:
  - 1. Members of the Board of County Commissioners
  - 2. EMA Director
  - 3. Designee

## **VII. ESF DEVELOPMENT, MAINTENANCE AND TRAINING**

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- A. The Resource Management Coordinator, in coordination with the MCEMA Director, is responsible for the periodic review, updating, exercising, revision, acceptance, and approval of this resource support Emergency Support Function (ESF).

- B. All organizations that support this ESF will develop and maintain their own organization's updated Operating Guidelines (OGs), as appropriate.

**VIII. LIST OF APPENDICES**

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- Appendix 1 – FEMA Resource Typing Library Tool (electronic version only)
- Appendix 2 – Ohio Voluntary Organizations Active in Disaster (VOAD) Contact Information

**IX. AUTHENTICATION**

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April 25, 2019  
Date

Kenneth Telford  
Resource Management Coordinator

**MIAMI COUNTY EMERGENCY OPERATIONS PLAN**  
**APPENDIX 1 TO RESOURCE MANAGEMENT**  
**FEMA Resource Typing Library Tool**

Electronic version only  
Available at <https://rtlt.preptoolkit.fema.gov/Public>

**MIAMI COUNTY EMERGENCY OPERATIONS PLAN**

**APPENDIX 2 TO RESOURCE MANAGEMENT**

**Ohio Voluntary Organizations Active in Disaster (VOAD) Contact Information**

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**MIAMI COUNTY EMERGENCY OPERATIONS PLAN  
APPENDIX 2 TO RESOURCE MANAGEMENT**

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