

Somerset County Emergency Operations Plan

ANNEX H - RESOURCE MANAGEMENT

I. PURPOSE

Somerset County must be able to identify and utilize all available resources that can be used to respond and recover from an emergency or disaster incident to save lives and property. This annex describes the means, organization, and process by which Somerset County will find, obtain, allocate, and distribute resources to satisfy needs that are generated by an emergency or disaster.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. The Somerset County EMA office has determined that management of local, county and state resources are vital at all times that the Somerset County Emergency Operations Center (EOC) is activated. During all hazard events, the municipal government will provide emergency responders, public works, and general welfare support to its residents and guests. Mutual aid agreements between municipalities will be implemented in order to further increase available emergency resources. Somerset County will provide law enforcement support through the Somerset County Sheriff's Department and emergency management support through the Somerset County Emergency Management Agency.

2. Flooding, rated as the #1 hazard profiled in the Somerset County All-Hazard Mitigation Plan, will require additional resources such as watercraft, sandbags and sand, pumps, generators, and heavy equipment. Since the County does not maintain these resources, the County EOC will forward unmet resource needs to the State EOC. When it has been determined unmet resource capabilities available through mutual aid agreements have been exhausted.

3. Wild land fires, rated as the #4 hazard profiled in the Somerset County All-Hazard Mitigation Plan, will require additional resources such as wild land firefighters, helicopters, pumps, and heavy equipment. Since the County does not maintain these resources, the County EOC will forward unmet resource needs to the State EOC. When it has been determined unmet resource capabilities available through mutual aid agreements have been exhausted.

4. Severe Winter Storms, rated as the #2 hazard profiled in the Somerset County All-Hazard Mitigation Plan, will require additional resources such as generators, snowplow trucks and heavy equipment. Since the County does not maintain these resources, the County EOC will forward unmet resource needs to the State EOC. When it has been determined unmet resource capabilities available through mutual aid agreements have been exhausted.

5. Severe Summer Storms and Hurricanes, rated as the #3 hazard profiled in the Somerset County All-Hazard Mitigation Plan, will require additional resources such as watercraft, sandbags and sand, pumps, generators, and heavy equipment. Since the County does not maintain these resources, the County EOC will forward unmet resource needs to the State EOC. When it has been determined unmet resource capabilities available through mutual aid agreements have been exhausted.

6. Transportation-related mass casualty incidents, although not rated in the Somerset County All-Hazard Mitigation Plan was considered and discussed, will require additional resources such as watercraft, divers, additional ambulances, Life Flight helicopters, generators, pumps, and heavy equipment. Since the County does not maintain these resources, the County EOC

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will forward most of the unmet resource needs to the State EOC. The Incident Commander at each incident may request Life Flight through Somerset County Hospitals. EMS Services and hospitals will request additional ambulances from neighboring communities and counties. The EOC will contact Maine State Police Special Services Search & Rescue Team for divers.

7. Hazardous Material Incidents, although not rated in the Somerset County All-Hazard Mitigation Plan was considered and discussed, will require additional resources such as hazmat response teams and spill cleanup contractors. The County has the resource of Strike Team #9 – Skowhegan Fire Department (474-3400) as a Decontamination Strike Team. Following the initial call to Strike Team #9, an immediate notification will be made to Central Maine WMD/HAZMAT response located at Waterville Fire Department (893-3347). Notification will also be made to Maine Department of Environment Protection Agency, Augusta (287-7800), Bangor (941-4570) and after hours 1-800-482-0777. The County EOC will request follow-on HazMat Response Teams from the State EOC. The transporter of the HazMat will acquire a Spill Cleanup Team, commonly Safe Harbor.

8. The Terrorist Use of Weapons of Mass Destruction (WMD), although not rated in the Somerset County All-Hazard Mitigation Plan was considered and discussed, will require additional resources such as the Regional Response Teams, the Maine National Guard Civil Support Team and spill cleanup contractors. The County does have a Strike Team #9 at Skowhegan Fire Department (474-3400) as a local Decontamination Strike Team; however the County EOC will request follow-on HazMat Response Teams, the Maine National Guard Civil Support Team and spill cleanup contractors from the State EOC.

9. Utility Failures, although not rated in the Somerset County All-Hazard Mitigation Plan was considered and discussed, will require additional resources such as transmission line crews and trucks, generators and heavy equipment. Since the County does not maintain these resources, the County EOC will forward unmet resource needs to the State EOC. Utility companies are responsible for repairing all utility failures.

10. Earthquakes, although not rated in the Somerset County All-Hazard Mitigation Plan was considered and discussed, will require additional resources such as pumps, generators and heavy equipment. Since the County does not maintain these resources, the County EOC will forward unmet resource needs to the State EOC. When it has been determined unmet resource capabilities available through mutual aid agreements have been exhausted.

11. Disease and Epidemics, although not rated in the Somerset County All-Hazard Mitigation Plan was considered and discussed, will require additional resources such as public health and medical personnel, laboratories and facilities. Since the County does not maintain these resources, the County EOC will forward unmet resource needs to the State EOC.

12. Blight and Infestation, although not rated in the Somerset County All-Hazard Mitigation Plan was considered and discussed, will require additional resources such as entomological and agricultural personnel, laboratories and facilities. Since the County does not maintain these resources, the County EOC will forward unmet resource needs to the State EOC.

13. Somerset County government provides regional law enforcement, emergency management and regional communications. All other personnel, communications, vehicles, equipment and supply resources are provided by the municipalities, State, or private organizations.

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B. ASSUMPTIONS

1. An up-to-date disaster resources database is maintained by the Somerset County EMA office.
2. All local fire departments, police departments, EMS and medical services, and public works departments will sustain themselves during the first 24-48 hours of an emergency. Residents will be able to sustain themselves for at least 72 hours. Resource support from outside the County may take 2-3 days to arrive and be ready for deployment.
3. Local hospitals, nursing homes and schools and the County Jail have the personnel and transportation resources to evacuate their special needs populations.
4. Unsolicited donations and unaffiliated volunteers will arrive and will need to be managed. The amount of donations and volunteers will be greatly increased by focused and sustained national media coverage. This information will be maintained in Logistics Section in the EOC.
5. Mutual Aid Agreements may not be fulfilled by all parties due to impacts of the disaster on the other parties. Contract service agreements may also not be fulfilled due to impacts of the disaster on the contractor.

III. CONCEPT OF OPERATIONS

A. DISASTER RESOURCES ALLOCATION PRIORITY

1. Disaster victims in immediate threat of injury and death
2. The sustained health of disaster victims.
3. Protection of water, land, and air quality.
4. Protection of public property.
5. Protection of private property.
6. Recovery Operations.

B. LAST RESORT: Emergency service agencies will exhaust their own resources, to include mutual aid agreements, before requesting resource support from the County EOC. The County EOC will consolidate all resource requests and forward them to the State EOC.

C. SEQUENCE OF EVENTS

1. The Somerset County EMA Director will activate the County EOC in accordance with guidance in the Basic Plan. A Resource Officer (Logistics Chief) will be assigned at the time of EOC activation. Depending on the scope of the disaster, the Resource Officer may assign a Donations Manager, a Requirements Coordinator, a Supply Officer and a Distribution Officer. The Resource Officer will identify receiving areas and warehouses as soon as possible.
2. The Resource Officer (Logistics Chief) or Requirements Coordinator will coordinate with municipal EOCs, emergency responders and damage assessment teams to identify what unmet resource requirements exist, the quantity of resources needed and why these resources are required. Additionally, the Resource Officer or Requirements Coordinator will need to determine who needs the resource, where it is needed, and at what time it is needed. All municipal and county-

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wide requestors must submit their resource requirements to the County EOC Resource Officer in order to acquire resources from the State and Federal governments.

3. The EMA Director and Resource Officer (Logistics Chief) will determine a prioritization schedule of resource needs. This list will be provided to the requesting municipalities and agencies and to the State EOC.

4. The Resource Officer (Logistics Chief) or Supply Officer will log and track resource requests as “Pending”, “En Route”, “Available”, “Assigned”, and “Returned”. Any resources requested or funded at the County level will be ordered by the Resource (Logistics Chief) or Supply Officers.

5. The Resource Officer (Logistics Chief) or Distribution Officer will then coordinate transportation of the resources from the supplier to the requestor. The Distribution Officer should ensure that high priority resources are dispatched quickly to where they need to be and that incident commanders and site checkpoints are notified of incoming resources.

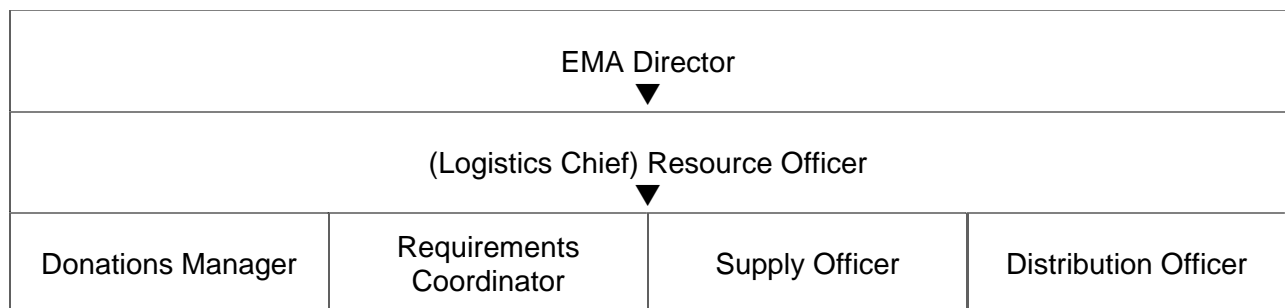
6. During the disaster event, unsolicited donations and unaffiliated volunteers will arrive and will be managed by the Resource Officer (Logistics Chief) or Donations Manager. The Donations Manager will need to work with the other EOC staff members and the American Red Cross Representative to determine who can use the donations and volunteers.

7. All expenditure records will be provided to the Finance Officer (EMA Secretary or County Treasurer).

8. The Resource Officer or Supply and Distribution Officers will ensure that resources no longer needed by the requestors are returned to the suppliers in the best condition possible.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. ORGANIZATION



All assignments may be handled by one person in a small event. This chart breaks out the areas of responsibility should the size of the event require additional manning.

B. ASSIGNMENT OF RESPONSIBILITIES

The following Resource Management responsibilities are required during an emergency event:

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EMA Director: Assigns a Resource Officer (Logistics Chief) or completes the tasks themselves. With the Resource Officer, develops a resource priority schedule.

Resource Officer (Logistics Chief): Responsible for identifying and coordinating requirements, ordering and managing resources, coordinating the transport of the resources and accepting and managing donations and volunteers. Monitors resource shortages and advises on need for action. Identifies facilities that may be used to store resources and donations.

Public Information Officer (PIO): Disseminates public information to ensure that offers of donations and volunteers are not inappropriate to requirements.

Finance Officer: Oversees the financial aspects of meeting resource requests, including record-keeping and budgeting.

Sheriff's Department: Provides escort and security, as needed, for the storage and distribution of resources.

V. ADMINISTRATION AND LOGISTICS

A. ADMINISTRATION

Reports and records: The County EMA Secretary maintains "Town Information Sheets" in her computer for use by the EOC. This file is a MS Word document file. The Maine Forest Service ranger in Somerset County maintains a "Fire Suppression Guide" that contains the municipal fire department resources in the County. The "State of Maine Request for Assistance" form will be used by municipal requestors and the County EOC Resource Officer to log the status of resource requests. These forms will be kept in the Resource Officer's EOC Binder. All phone calls, e-mail, faxes or mailings of Resource information will be logged in this binder. A written prioritization schedule of resource needs will be developed and also kept in this binder.

County Financial and Procurement Policy: Currently, there are no written policies for the emergency expenditure of county funds on products and services required during the emergency phase. There is a verbal agreement between the County Clerk and the EMA Director that funds may be expended by the Director after coordination with the Clerk.

Hiring and Personnel Policies: Somerset County does have a County Personnel Policy Guidebook. The County Department Heads, to include the EMA Director, have the authority to hire temporary employees for up to 52 weeks, with the final approval of the County Commissioners.

B. LOGISTICS

Staffing: The Resource Officer (Logistics Chief) duties may be handled by a single person or by a staff depending on the scope of the emergency or disaster event. If alone in the role, the Resource Officer will work from the County EOC. If the Resource Officer (Logistics Chief) has a staff as identified in Section IV, part A, then the Resource Staff will work in County EOC. Staffing for the Resource Officer (Logistics Chief) program shall include the volunteer Resource Officer and volunteer staff. There are no County staff members available for this position.

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Facilities:

FACILITY	LOCATION	POINT OF CONTACT
EOC	Somerset Communication Building	County EMA Director
Resource Staff Work Space	Somerset Communication Building	Maintenance Director
Donations Warehouse	Portable Rental Storage Trailer	See Resource Listing
Volunteers Staging Area	Somerset Communication Building	ARC Coordinator
Cash Donations Center	Somerset Communication Building	ARC Coordinator

VI. PLAN DEVELOPMENT AND MAINTENANCE

The County Emergency Management Director is responsible for the development, coordination and maintenance of this annex, and shall do so annually. The County Emergency Management staff shall develop and coordinate EOC job aids and agreements.

VII. AUTHORITY AND REFERENCES

Title 37B, Chapter 13, Maine Revised Statutes Annotated (MSRA), the Maine Emergency Management Act, as amended (L.D.2084 effective 7/25/2002).

Public Law 100-707, Robert T. Stafford Disaster Relief & Emergency Assistance Act.

Federal Emergency Management Agency. Guide for All Hazard Emergency Operations Planning. SLG 101, September 1996.

Somerset County EMA Municipal Officer Lists and Communication Rosters

Memorandum of Understanding Between Organized Fire Departments of Somerset County, 1992.

Cooperative Agreement Between the Maine State Police and Somerset County Sheriff's Department.

Somerset County 2005, All-Hazard Mitigation Plan