

**ANNEX M**

**RESOURCE  
MANAGEMENT**

**City of BURNET**

**APPROVAL & IMPLEMENTATION**

**Annex M**

**Resource Management**

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Signature

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Date

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Signature

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Date

**RECORD OF CHANGES**

**Annex M**

**Resource Management**

<b>Change #</b>	<b>Date of Change</b>	<b>Entered By</b>	<b>Date Entered</b>

## ANNEX M

### RESOURCE MANAGEMENT

#### I. AUTHORITY

See Basic Plan, Section I.

Local Emergency Purchasing/Contracting Ordinance, Rules, or Procedures

Local Resource Inventory Rules or Procedures

#### II. PURPOSE

The purpose of this annex is to provide guidance and outline procedures for efficiently obtaining, managing, allocating, and monitoring the use of resources during emergencies.

#### III. EXPLANATION OF TERMS

DDC	Disaster District Committee
EMC	Emergency Management Coordinator
EOC	Emergency Operations or Operating Center
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
NRP	National Response Plan
SOPs	Standard Operating Procedures

##### A. Definitions

Multiagency Coordination Systems. Used in the support of incident management, this system combines facilities, equipment, personnel, procedures, and communications into a common framework. A multiagency coordination system can be used to develop consensus on priorities, resource allocation, and response strategies. Representatives from within the local government as well as external agencies and nongovernmental entities may work together to coordinate a jurisdiction's response.

## IV. SITUATION & ASSUMPTIONS

### A. Situation

1. As noted in the general situation statement in section IV.A of our Basic Plan, [this jurisdiction] is at risk from a number of hazards that could threaten public health and safety and private and public property and require the commitment of local resources to contain, control, or resolve.
2. Resource management planning during pre-disaster hazard mitigation activities is designed to lessen the effects of known hazards. During pre-disaster preparedness activities it is designed to enhance the local capability to respond to a disaster. Throughout an actual response to a disaster or during the post-disaster recovery process, resource management is essential to ensure smooth operations. Hence, we must have a resource management capability that is based on sound business practices that can function efficiently during emergency situations, and comply with the framework set forth by the National Incident Management System (NIMS) as well as including certain reporting and coordinating requirements contained in the National Response Plan (NRP).
3. Effective resource management is required in all types of emergency situations – from incidents handled by one or two emergency services working under the direction of an IC, to emergencies that require a response by multiple services and external assistance, to catastrophic incidents that require extensive resource assistance from the state and/or federal government for recovery. The purpose of resource management planning is to develop an effective resource management capability based on sound business practices that function efficiently during emergencies.
4. For some emergencies, sufficient resources may not be available in the community. Local, non-emergency resources may be diverted from their day-to-day use to emergency response. Officials may need to request resources from other jurisdictions or the state, rent or lease additional equipment, and purchase supplies in an expedient manner.
5. In responding to major emergencies and disasters, the Mayor may issue a disaster declaration and invoke certain emergency powers to protect public health and safety and preserve property.
  - a. After issuing a disaster declaration, the Mayor may use all available local government resources to respond to the disaster.
  - b. The Mayor may temporarily suspend statutes and rules, including those relating to purchasing and contracting, if compliance would hinder or delay actions necessary to cope with the disaster. See Annex U, Legal, for additional information regarding the emergency powers of government. The county attorney will provide advice regarding the legality of any proposed suspension of statutes or rules. When the Mayor suspends normal purchasing and contracting rules, the City Manager or Director of

Purchasing will formulate rules for emergency purchasing and contracting and inform government employees of the new rules.

6. After issuing a disaster declaration, the Mayor may commandeer public or private property, if necessary, to cope with a disaster, subject to compensation. Use this procedure as a last resort and only after obtaining the advice of the City Attorney.

## **B. Assumptions**

1. Much of the equipment and many of the supplies required for emergency operations will come from inventories on hand.
2. The community will generally obtain additional supplies and equipment for emergency operations from normal sources of supply. In case normal sources are not available, standby sources of supplies and equipment should be identified and arrangements made for alternative sources of supply on an urgent need basis.
3. The community may need to obtain equipment and supplies through emergency purchases.
4. Authorized officials will invoke mutual aid agreements to obtain additional resources when needed.
5. Some businesses and individuals that are not normal suppliers will be willing to rent, lease, or sell needed equipment and supplies during emergencies.
6. Some businesses may provide equipment, supplies, manpower, or services at no cost during emergencies.
7. Some community groups and individuals may provide equipment, supplies, manpower, and services during emergencies.
8. Volunteer groups active in disaster will provide emergency services such as shelter management and mass feeding when requested to do so by local officials.
9. Donated goods and services are a valuable source of resources.

<b>V. CONCEPT OF OPERATIONS</b>
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## **A. Guidelines**

1. Our resource management, in accordance with the NIMS, involves the application of tools, processes, and systems that allow for efficient and suitable resource allocations during an incident. Resources include personnel and facilities as well as equipment and supplies. In order to facilitate resource management, coordination activities will take

place in the EOC.

2. When necessary, a Multi-agency Coordination System will be organized. Multi-agency coordination is important for the establishment of priorities, allocating critical resources, developing strategies for response, information sharing, and facilitating communication.
3. As established in the NIMS, resource management is based on four guiding principles:
  - a. The establishment of a uniform method of identifying, acquiring, allocating, and tracking resources
  - b. The classification of kinds and types of resources required to support incident management
  - c. The use of a credentialing system linked to uniform training and certification standards
  - d. The incorporation of resources from non-traditional sources, such as the private sector and nongovernmental organizations.
4. It is the responsibility of local government to protect the lives and property of its citizens and to relieve suffering and hardship. We will commit our available resources to do so. In the event of resource shortfalls during emergency situations, the senior officials managing emergency operations are responsible for establishing priorities for the use of available resources and identifying the need for additional resources.
5. As a basis for employing our resources to their greatest capacity during emergency situations, we will develop and maintain a current inventory of our dedicated emergency resources and other resources that may be needed during emergency operations. All of our resources, pursuant to the NIMS, are classified by kinds and types. Our complete list of resources is extensive and updated frequently, making it impractical to include as part of this annex. A complete list is maintained and kept at the EMC's office and County EMC's office. A complete list of our resources is included in Appendix 3.
6. In the event that all local resources have been committed and are insufficient, assistance will be sought from surrounding jurisdictions with which inter-local agreements have been established. Effective cross-jurisdictional coordination using processes and systems described in the NIMS is absolutely critical in the establishment of such agreements. Assistance will also be sought from volunteer groups and individuals. Where possible, we will execute agreements in advance with those groups and individuals for use of their resources.
7. Some of the resources needed for emergency operations may be available only from businesses. Hence, the County EMC has established emergency purchasing and contracting procedures.
8. Certain emergency supplies and equipment, such as drinking water and portable toilets, may be needed immediately in the aftermath of an emergency. The Resource Manager

shall maintain a list of local and nearby suppliers for these essential needs items. See Appendix 1 to this annex.

9. Although many non-emergency resources can be diverted to emergency use, certain personnel, equipment, and supplies may be required to continue essential community support functions, such as medical care and fire protection.
10. It is important to maintain detailed records of resources expended in support of emergency operations:
  - a. As a basis for future department/agency program and budget planning.
  - b. To document costs incurred that may be recoverable from the party responsible for an emergency incident, insurers, or from the state or federal government.

## **B. Management Operations**

1. The IC is responsible for managing emergency resources at the incident site. The ICS structure includes a Logistics Section responsible for obtaining and maintaining personnel, facilities, equipment, and supplies. The IC will determine the need to establish a Logistics Section.
2. If local government activates the EOC, the Incident Commander shall continue to manage emergency resources committed at the incident site. The Resource Manager shall monitor the status of all resources, manage uncommitted resources, and coordinate with the Incident Commander to determine additional requirements. Additional resource requests are made using the Emergency Resource Request form in Appendix 3.
3. If the emergency requires additional resources, the Resource Manager shall coordinate with the EMC to:
  - a. Activate and direct deployment of local resources to the incident site.
  - b. Request mutual aid assistance.
  - c. Purchase, rent, or lease supplies and equipment.
  - d. Obtain donated resources from businesses, individuals, or volunteer groups.
  - e. Contract for necessary services to support emergency operations.
  - f. Commit resources to the IC.
4. If the emergency requires resources beyond those listed above, the Resource Manager shall coordinate with the EMC to prepare a request for state resource assistance for approval by the Mayor to forward to the DDC in Austin.



5. The Resource Manager, after receiving notice of any large-scale emergency, will notify key suppliers to prepare for short notice orders for emergency equipment and supplies.
6. The Resource Manager shall consult with the City Attorney to determine potential liabilities before accepting donations of supplies, equipment, or services; or committing personnel from volunteer groups to emergency operations.

### **C. Activities by Phases of Emergency Management**

#### **1. Mitigation**

- a. Review the local hazard analysis and determine the emergency resources needed and identify shortfalls in personnel, equipment, and supplies.
- b. Enhance emergency capabilities to reduce shortfalls and execute mutual aid agreements for external resources during emergencies.

#### **2. Preparedness**

- a. Establish and train an emergency resource management staff.
- b. Maintain the resource inventory in Appendix 1 and in the EOC. This resource inventory should include resources needed during emergencies and disasters.
- c. Establish rules and regulations for obtaining resources during emergencies, including emergency purchasing and contracting procedures.
- d. Maintain the list of local and nearby suppliers of immediate needs resources; see Appendix 1.
- e. Ensure City emergency call-out rosters include the City Resource Manager.
- f. Obtain after-hours contact numbers for those companies, individuals, and groups who supply equipment and supplies needed during emergency operations. Ensure that those suppliers can respond on short notice during other than normal business hours.

#### **3. Response**

- a. Advise the Mayor and emergency services staff on resource requirements and logistics related to response activities.
- b. Coordinate and use all available resources during an emergency or disaster. Request additional resources if needed.
- c. For major emergencies and disaster, identify potential resource staging areas.

- d. Coordinate emergency resource needs with local departments, businesses, industry, volunteer groups and with state and federal resource suppliers.
  - e. Coordinate resources to support emergency responders and aid to disaster victims.
  - f. Maintain records of equipment, supply, and personnel costs incurred during the emergency response.
4. Recovery
- a. Determine loss or damage to equipment, supplies consumed, labor used, equipment rental or lease costs, and costs of contract services. Develop estimates of expenses incurred in response and recovery operations.
  - b. Determine costs of repairs, extraordinary maintenance, and re-supply needed because of emergency operations.
  - c. Maintain records of the personnel, equipment, supply, and contract costs incurred during the recovery effort for possible recovery of disaster-related expenses.

<b>VI. ORGANIZATION &amp; ASSIGNMENT OF RESPONSIBILITIES</b>
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**A. General.**

1. The City of Burnet will carryout the function of resource management during emergencies in the framework of the emergency organization described in Section VI.A of the Basic Plan. The city will conduct pre-event planning for resource management operations to ensure that staff and procedures needed in an emergency are in place.
2. The Director of Purchasing shall serve as the Resource Manager with responsibility for planning, organizing, and carrying out resource management activities during emergencies. A temporary staff will assist the Resource Manager.
3. During an emergency or disaster, the Resource Manager will answer requests for additional personnel, equipment, and supplies from emergency response elements, and serve as the primary point of contact for external resources made available to the county.

**B. Task Assignments**

1. The Mayor:
  - a. Will administer the rules and regulations established by the city government regarding resource management during emergencies.

- b. May provide general guidance on resource management and establish priorities for use of resources during emergencies.
  - c. May issue a local disaster declaration, if warranted, and use available public resources to respond to emergencies. Under certain circumstances, may commandeer private property, subject to compensation, to respond to emergency situations. See Annex J, Recovery, and Annex U, Legal, regarding disaster declarations.
  - d. May request assistance from the State through the DDC in Austin if local resources are insufficient to deal with the emergency.
2. The IC will:
- a. Manage resources committed to an incident site.
  - b. Monitor the status of available resources and request additional resources through the Logistics Section at the ICP.
3. The Resource Manager will:
- a. Advise elected officials and department heads regarding resources needed and priorities.
  - a. Maintain the city resource inventory list.
  - b. Provide qualified staff at the ICP and the EOC to track the status of resources -- those committed, available, or out-of-service.
    - a. Maintain a list of suppliers for emergency resource needs (see Appendix 1). Identify sources for additional resources from public and private entities and coordinate the use of such resources.
  - b. Determine the need for, identify, and operate facilities for resource staging and temporary storage of equipment and supplies, including donated goods.
  - c. Monitor potential resource shortages and establish controls on use of critical supplies.
  - d. Organize and train staff to carry out the Logistics function at the ICP and the Resource Management function at the EOC.
4. The Resource Manager or a designated Supply & Distribution Coordinator will:
- a. Determine the most appropriate means for satisfying resource requests.
  - b. Locate needed resources using resource and supplier lists and obtain needed goods and services.

- c. Coordinate with the Donations Coordinator regarding the need for donated goods and services. See Annex T, Donations Management for more information.
  - d. Coordinate resource transportation requirements with the Transportation Officer. See Annex S, Transportation for more information.
  - e. Direct and supervise the activities of the Supply and Distribution Officers.
5. The Distribution Officer will:
- a. Arrange delivery of resources, including settling terms for transportation, specifying delivery location, and providing point of contact information to shippers.
  - b. Advise the Supply and Distribution Coordinator when the jurisdiction must provide transportation to obtain a needed resource.
  - c. Oversee physical distribution of resources, including material handling.
  - d. Arrange for and activate temporary storage facilities or staging areas as directed.
  - e. Track the location and status of resources.
6. The Supply Officer will:
- a. Identify sources of supply for and obtain needed supplies, equipment, labor, and services.
  - b. Rent, lease, borrow, or obtain donations of resources not available through normal supply channels.
  - c. Keep the Distribution & Supply Coordinator informed of action taken on requests for supplies, equipment, or personnel.
  - d. Request transportation from and keep the Distribution Officer informed of expected movement of resources, along with any priority designation for the resources.
7. The Director of Purchasing shall:
- a. Oversee the financial aspects of meeting resource requests, including record keeping, budgeting for procurement and transportation, and facilitating cash donations to the jurisdiction (if necessary and as permitted by the laws of the jurisdiction).
  - b. Advise city officials and department heads on record keeping requirements and other documentation necessary for fiscal accountability.

8. The City Attorney shall:
  - a. Advise the resource management staff regarding procurement contracts and questions of administrative law.
  - b. Review and advise city officials on possible liabilities arising from resource management operations during emergencies.
  - c. Monitor reports of overcharging or price gouging for emergency supplies and equipment and repair materials and refer such reports to the Office of the Attorney General.
9. All departments and agencies will coordinate with the Resource Management staff if it becomes necessary to obtain emergency resource requirements outside the normal sources of supply.

<b>VII. DIRECTION &amp; CONTROL</b>
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**A. General.**

1. The Mayor shall, pursuant to NIMS, provide general guidance on the management of resources during emergencies and shall be responsible for approving any request for state or federal resources.
2. The Resource Manager may provide advice regarding resource management to the Mayor, City Council, the IC, the EMC, and other officials during emergencies.
3. The IC will manage personnel, equipment, and supply resources committed to an incident, establishing a Logistics Section if necessary. If the EOC is not activated, the IC may request additional resources from local departments and agencies and may request authorized local officials to activate mutual aid agreements or emergency response contracts to obtain additional resources.
4. When the EOC is activated, the Resource Manager will manage overall resource management activities from the EOC. The IC will manage resources committed to the incident site and coordinate through the Resource Manager to obtain additional resources. The Resource Manager will manage resources not committed to the incident site and coordinate the provision of additional resources.
5. The Resource Manager will identify public and private sources that could provide needed resources during an emergency and originate emergency procurements or take action to obtain such resources by lease, rental, borrowing, donation, or other means.

6. The Resource Manager will direct the activities of those individuals assigned resource management duties in the EOC during emergency operations. Normal supervisors will exercise their usual supervisory responsibilities over such personnel.

**B. Line of Succession.** The line of succession for the Resource Manager is:

1. Director of Finance and Administrative Services
2. EMC
3. Mayor

## VIII. READINESS LEVELS

### **A. Readiness Level 4 – Normal Conditions**

See the mitigation and preparedness activities in paragraphs V.C.1 and V.C.2 above.

### **B. Readiness Level 3 - Increased Readiness**

1. Review the potential emergency, determine resource management staff availability, and review emergency tasks assigned in the emergency management plan and this annex.
2. Designate resource management personnel on call for emergency duty.
3. Update local resource inventory.

### **C. Readiness Level 2 – High Readiness**

1. The Resource Manager will review resource request procedures and any known resource limitations pertinent to the potential hazard facing the local area with county officials and the EOC staff.
2. The Resource Manager will brief assigned staff on the potential emergency situation as well as plans to deal with it. He or she will ensure that on-call staff members are available by telephone and ready to report to duty, if called.
3. In coordination with the EMC and department heads, determine potential resource needs based on the potential threat.
4. Contact suppliers to advise them of the threat and possible needs.
5. Consider relocation or other means of protecting resources at risk.

**D. Readiness Level 1 – Maximum Readiness**

1. Designated resource management personnel will proceed to the ICP or to the EOC if requested.
2. Implement protective actions for resources.

**IX. ADMINISTRATION & SUPPORT**

**A. Maintenance of Records.** Assigned personnel will collect all records generated during an emergency and maintain them in an orderly manner. This will preserve a record of actions taken, and used in determining response costs, settling claims, and updating emergency plans and procedures.

**B. Preservation of Records.** Vital resource management records will be protected from the effects of the disaster, as feasible. Should damage to records occur during an emergency, professional assistance in preserving and restoring those records will be obtained as soon as possible.

**C. Training.** Individuals assigned resource management duties in the EOC or at the incident command post shall receive training on their required duties and the operating procedures for those facilities.

**D. Resource Data**

1. The Resource Manager shall keep current the list of available emergency resources in Appendix 3 or a computerized resource database.
2. The Resource Manager shall keep current information on the sources of essential disaster supplies in Appendix 1, and in appropriate computer databases.

**E. Support.** The Resource Manager is responsible for coordinating agreements for emergency use of resources with businesses, industry, individuals, and volunteer groups. The City Attorney will review and approve such agreements.

**X. ANNEX DEVELOPMENT & MAINTENANCE**

**A.** The Director of Purchasing, who serves as the Resource Manager, is responsible for assisting the EMC in developing and maintaining this annex.

**B.** Section X of the Basic Plan outlines the schedule for the annual review and updates to this annex.

**XI. REFERENCES**

A. Texas Local Government Code, Chapter 203 (Management and Preservation of Records).

**APPENDICES**

Appendix 1 ..... Resource Inventory  
Appendix 2 ..... Essential Disaster Supplies  
Appendix 3..... Resource Inventory



<b>RESOURCE INVENTORY</b>
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**A. WARNING**

Resource	Owner Source	Qty	Remarks
Bullhorns	PD/City Hall	3	
Public Address System	N/A		
Siren System, self-contained	PD, FD/EMS	-	Available patrol cars

**B. COMMUNICATIONS**

Resource	Owner Source	Qty	Remarks
Base station, HF	N/A		
Base station, VHF	SO/FDEMS/City Hall	3	
Base station, FM	N/A		
Handheld radio -	PD/FDEMS/Utilities	64	
Handheld radio -			
Pager, alphanumeric	PD/FD/EMS/City Staff	0	
Repeater, portable	N/A		
Telephone, cellular	PD/FDEMS, Comm., Staff	25	
Telephone, satellite	N/A		

**C. MASS CARE & HUMAN SERVICES**

Resource	Owner Source	Qty	Remarks
Blankets	N/A		
Clothing, replacement	N/A		
Cots	N/A		
Fans, electric	N/A		
Food service, catered	N/A		
Heaters, portable, electric	N/A		
Heaters, portable, propane	N/A		
Meals, packaged	N/A		
Pads, sleeping	N/A		
Shelter kits	N/A		
Van, mobile food service	N/A		
Water, bottled	N/A		

**D. RADIOLOGICAL PROTECTION**

<b>Resource</b>	<b>Owner Source</b>	<b>Qty</b>	<b>Remarks</b>
Detector, beta-gamma - low	FD	2	
Detector, beta-gamma - high	N/A		
Detector, alpha	N/A		
Area Monitor, beta-gamma	N/A		
Dosimeter, direct-reading	N/A		

**E. EMERGENCY MANAGEMENT**

<b>Resource</b>	<b>Owner Source</b>	<b>Qty</b>	<b>Remarks</b>
Mobile Command Post	N/A		
Damage Survey Kits	N/A		

**F. FIREFIGHTING**

<b>Resource</b>	<b>Owner Source</b>	<b>Qty</b>	<b>Remarks</b>
Air supply truck	N/A		
Brush truck – light duty	BFD	2	
Brush truck – medium duty	BFD/BVFD	43	
Engine, 1000 GPM	BVFD/BFD	2	(1) pumper-tanker
Engine, 1250 GPM	BFD	1	
Engine, 1500 GPM	N/A		
Fire command vehicle	BFDEMS	2	
Tanker, 4000 gal with tractor	N/A		
Tanker, 4500 gal with tractor	N/A		
Tank truck, 3000 gal	BVFD	1	
Lighting unit, trailer-mounted	N/A	1	
Truck, 85' aerial ladder	N/A		
Truck, 100' aerial ladder	N/A		
Mobile Command Unit	N/A		

**G. LAW ENFORCEMENT**

<b>Resource</b>	<b>Owner Source</b>	<b>Qty</b>	<b>Remarks</b>
Command vehicle	N/A		
Mobile Crime Scene Unit	N/A		
Motorboat w/ trailer	N/A		
Motorcycle	N/A		
Patrol unit	BPD	11	
Patrol unit, 4 wheel drive	N/A		
Patrol unit, Park Police	N/A		
Patrol unit, License & Weight	N/A		
SWAT van	N/A		
Sedan, unmarked	BPD	3	

**H. HEALTH & MEDICAL**

<b>Resource</b>	<b>Owner Source</b>	<b>Qty</b>	<b>Remarks</b>
Ambulance, BLS. 2 EMTs	N/A		
Ambulance, ALS. 2 paramedics	FDEMS	6	
Ambulance, Helicopter. Pilot, flight nurse, physician	Starflight, Critical Air, Stat Air, Dustoff		By request as available
First aid team	N/A		

**I. SEARCH & RESCUE**

<b>Resource</b>	<b>Owner Source</b>	<b>Qty</b>	<b>Remarks</b>
Airboat	N/A		
ATV	BFD	1	
Boat/outboard w/ trailer	N/A		
Dog team - search	N/A		
Dog team – cadaver search	N/A		
Dog team -	N/A		
Personal watercraft w/ trailer	N/A		
Rescue truck, heavy	N/A		
Rescue truck, light	N/A		
Snowmobile w/trailer	N/A		
Water rescue support truck	N/A		

**J. PUBLIC WORKS & ENGINEERING**

<b>Resource</b>	<b>Owner Source</b>	<b>Qty</b>	<b>Remarks</b>
<i>Heavy Equipment</i>			
Aerial bucket truck	CITY	3	
ATV	CITY	2	
Backhoe	CITY	2	
Crane - 2000#	N/A		
Dozer – heavy	N/A		
Dozer – medium	CITY	1	D4
Dragline	N/A		
Dump truck, 6 yd	CITY	2	
Dump truck, 12 yd	CITY	1	
Farm tractor	CITY	1	
Fork lift – 2000#	CITY	1	
Grader/Maintainer	CITY	1	
Loader, tracked	CITY	1	
Loader, wheeled	CITY	1	
Rock saw	N/A		
Trencher, tracked	CITY	1	
Wood chipper	CITY	1	
Work truck, ½ ton	CITY	13	
Work truck, ¾ ton	CITY	3	
Refueling truck	N/A		
Trailer, equipment, flatbed	CITY	1	
Water truck, 3000 gal	CITY	1	
<i>Other Equipment</i>			
Barricades – 3’	N/A		
Barricades – 8’	CITY	50	
Chainsaws	CITY	6	
Compressor, 250 cfm, towed	CITY	1	
Fencing, temporary	N/A		
Generator – 5 KW, on skid	CITY	1	
Generator – 10 KW, towed	N/A		
Generator – 30 KW, towed	N/A		
Jackhammers	CITY	1	
Lighting set, trailer-mounted	N/A		
Pump, 200 gpm, skid	CITY	1	
Pump, 400 gpm, towed	CITY	1	
Pump, 650 gpm, towed	CITY	1	
Sand bag filler	N/A		
Sign board, lighted, arrow	CITY	1	
Sign board, lighted, message	N/A		
Tub Grinder	N/A		
Welder, portable	CITY	1	
Welder, truck-mounted	CITY		one

**K. TRANSPORTATION**

Resource	Owner Source	Qty	Remarks
<i>Passenger</i>			
Bus, charter, 44 pax	N/A		
Bus, charter, 60 pax	N/A		
Bus, school, 28 pax	N/A		
Bus, school, 40 pax	N/A		
Bus, school, 40 pax (CNG fuel)	N/A		
Bus, school, 53 pax	N/A		
Bus, transit, 44 pax	N/A		
Sedan	N/A		
Station Wagon or SUV	N/A		
Van, 8-12 pax	N/A		
Van, 15 pax	N/A		
<i>Cargo</i>			
Semi-trailer, ~40' enclosed	N/A		
Semi-trailer, ~40' flatbed	N/A		
Semi-trailer, ~40' heavy equip	N/A		
Semi-trailer, ~40' refrigerated	N/A		
Tractor unit	N/A		
Trailer, 1 ton, open	N/A		
Truck, pickup, ½ ton	N/A		
Truck, pickup, ¾ ton	N/A		
Truck, pickup, 4x4	N/A		
Truck, stake bed	N/A		
Truck, cargo, ~20' box	N/A		
Van, moving ~24'	N/A		
Van, moving ~32'	N/A		
<i>Specialized</i>			
Bus, prisoner transport	N/A		
Hearse	N/A		

**L. SANITATION**

Resource	Owner Source	Qty	Remarks
Packer Truck, 3 CY			
Packer Truck, 4 CY	IESI	*	As Requested & Available
Recycling Truck			

## ESSENTIAL DISASTER SUPPLIES

### A. Planning Factors

1. Drinking Water.
  - a. The planning factor for drinking water is 3 gallons per person per day.
  - b. The usual form of emergency drinking water is bottled water. Bottled water is available from a variety of sources already palletized and ready to ship.
  - c. People sometimes request the placement of water tankers in specific areas as fill-it-yourself water stations. Because potable water tankers are generally in short supply, the need to fabricate a distribution system of piping and faucets, and the need to staff such facilities, this arrangement is often undesirable.
2. Ice
  - a. Ice will be needed to preserve food and medicines.
  - b. The planning factor for ice is one 8 to 10 pound bag per person per day.
  - c. Bagged ice is available from a number of distributors. When arranging for ice, keep in mind that ice is obviously perishable, the refrigerated delivery truck will need to be retained to preserve the product during distribution.
3. Portable Toilets
  - a. The general planning factor is 8 to 10 toilets per hundred people. In areas where the concentration of people is low, they may need additional toilets to keep the walk to sanitary facilities reasonable.
  - b. In requesting portable toilets, ensure that the contract for providing the toilets includes the requirement to service them on a regular basis. A local or nearby firm that has existing arrangements for waste disposal is preferable.
  - c. Site portable toilets at least 100 feet from any water source or cooking facility. To prevent disease, locate hand-washing facilities near toilets.
4. Food
  - a. Shelter and mass care facilities and mobile feeding units generally aim to provide at least two, and preferably three, simple meals per day – cereal, sandwiches, and soup. When requesting feeding service, provide not only an estimate of the number of people to feed, but also indicate the number of infants and children 1 to 3 years of age. This will allow the vendor to provide suitable food.
  - b. It may be possible to obtain packaged, non-perishable meals for disaster victims who remain in their homes where fixed or mobile feeding facilities cannot easily serve them. A good estimate of the number of people to feed and for how long is vital in requesting such meals.

5. Plastic Sheeting & Tarps

- a. Use plastic sheeting and tarps to protect damaged structures from further damage by foul weather.
- b. The planning factor for plastic sheeting is 1100 square feet per home. That amount covers half the roof of a typical 1800 square foot house.
- c. For plastic sheeting: 4 or 5 mil thickness, 8+ feet wide – the wider the better.
- d. For tarps: inexpensive polyethylene tarps are readily available. Tarps should have grommets.
- e. Use rope to install tarps that have grommets. Furring strips are usually needed to keep plastic sheeting on roofs and walls and for use with tarps.

6. Sandbags

- a. Use sandbags to protect structures from rising water.
- b. Sandbags are available in quantity from a number of commercial distributors.
- c. If a substantial quantity of sandbags is required, a sandbag-filling machine expedites filling. Many commercial vendors provide these machines. Some sandbag distributors may provide such machines or contact information for those who do.

## 2. Suppliers of Essential Disaster Supplies

<u>Item</u>	<u>Local Supplier</u>	<u>Nearby Supplier</u>
Water	HEB Clearwater Station 512-756-6594	Wal Mart 830-693-4461
Ice	No Commercial Supplier <i>Retail Availability:</i> HEB 512-756-6188 7-11 512-756-6751 Berkleys 512-756-7174 Fastway Stop 512-756-1927 Country Store 512-756-2796	
Portable Toilets	N/A	B&J – Kingsland 325-388-6470 Centex – Kingsland 325-388-4332
Packaged Meals	N/A	N/A
Plastic Sheeting & Tarps	Hoover’s Bldg Supply 512-756-2138	Wal Mart
Sandbags	Hoover’s Bldg Supply 512-756-2138	



<b>EMERGENCY RESOURCE REQUEST</b> City of Burnet	
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REQUEST DATE	
REQUESTER NAME	
DEPARTMENT/ORGANIZATION	
CONTACT PHONE/FAX	
REQUESTER'S PRIORITY	Highest 1 2 3 4 5 Lowest
EMERGENCY RESOURCE REQUIRED (equipment, supplies, services)	
FOR EQUIPMENT: <input type="checkbox"/> Purchase <input type="checkbox"/> Rent/Lease for (period)_____	

WHEN REQUIRED?
----------------

DELIVERY INFORMATION:
DELIVERY CONTACT, IF OTHER THAN REQUESTER (NAME & PHONE NUMBER):

FOR RESOURCE MANAGEMENT USE ONLY: REQUEST #

**APPROVAL & IMPLEMENTATION**

**Annex M**

**Resource Management**

Moh Ing  
Signature

9-7-11  
Date

Robert Hooper  
Signature

09/07/11  
Date

## State Planning Standards Checklist for Annex M, Resource Management

Jurisdiction(s): City of Burnet

Annex Date: 09/07/11 Date of most recent change, if any: \_\_\_\_\_

(The date which appears on the signature page)

**Note:** The annex will be considered Deficient if the *italicized* standards are not met.

<b>This Annex shall:</b>	<b>Section/paragraph</b>
<b>I. Authority</b>	
M-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex in addition to those cited in the Basic Plan.	I
<b>II. Purpose</b>	
M-2. Include a purpose statement that describes the reason for development of the annex.	II
<b>III. Explanation of Terms</b>	
M-3 Explain or define terms, acronyms, and abbreviations used in the annex.	III
<b>IV. Situation &amp; Assumptions</b>	
<i>M-4. Include a situation statement related to the subject of the annex.</i>	IV.A
<i>M-5. Include a list of assumptions used in planning for resource management during emergency situations.</i>	IV.B
<b>V. Concept of Operations</b>	
<i>M-6. Outline general guidelines, pursuant to NIMS, for resource management during emergency situations.</i>	V.A
<i>M-7. Describe the local concept of operations for emergency resource management.</i>	V.B
<i>M-8. Make reference to and include a form to be used by local officials to request resources during emergency situations.</i>	V.B.2 Appendix 2
<i>M-9. Include a list of actions by phases of emergency management to be taken to ensure adequate resource management during emergency situations.</i>	V.C
<b>VI. Organization &amp; Assignment of Responsibilities</b>	
<i>M-10. Describe and/or depict the organization that will carry out the resource management function during emergency situations.</i>	VI.A
<i>M-11. Include a listing by organization or position of the responsibilities for resource management tasks during emergency situations.</i>	VI.B
<b>VII. Direction &amp; Control</b>	
<i>M-12. Describe how the emergency resource management function will be directed and controlled.</i>	VII.A
<i>M-13. Indicate the line of succession for key resource management personnel.</i>	VII.B
<b>VIII. Readiness Levels</b>	
<i>M-14. Describe resource management actions to be taken at various readiness levels.</i>	VIII.

<b>IX. Administration &amp; Support</b>	
M-15. Provide guidance regarding the maintenance and preservation of records.	IX.A-B
M-16. Outline policies on training for resource management personnel.	IX.C
M-17. Include a NIMS compliant inventory of local emergency resources or make reference to a computerized inventory maintained elsewhere.	IX.D.1 Appendix 3
M-18. Include planning factors for essential disaster supplies and a list of sources for those supplies.	IX.D.2 Appendix 1
<b>X. Annex Development &amp; Maintenance</b>	
M-19. Specify the individual(s) by position responsible for developing and maintaining the annex.	X.A
M-20. Make reference to the schedule for review and update of annexes included in the Basic Plan.	X.B
<b>XI. References</b>	
M-21. Identify references pertinent to the content of the annex.	XI

FOR LOCAL GOVERNMENT USE		Signature	Date
This Checklist Completed By	<i>[Handwritten Signature]</i>		09/07/11

FOR DEM USE	Initials	Date
GDEM Regional Liaison Officer Review		
GDEM Preparedness Section Processing		