

Capability Standards – Resource Management and Logistics, Critical Resource Logistics and Distribution, and Mutual Aid

An accredited Emergency Management Program should encompass pre-emergency, systematic identification of resource requirements, shortfalls and inventories consistent with the HIRA. The Emergency Management Program has a resource management system that includes objectives and implementing procedures that address the identification, location, acquisition, storage, maintenance and testing, timely distribution, and accounting for services and materials to address the hazards identified by the jurisdiction.

Resource Management objectives shall be established by conducting a periodic gap analysis. Resource needs and shortfalls are identified by the Emergency Management Program through a comprehensive assessment that is conducted periodically. Resource needs and shortfalls are prioritized and addressed through a variety of initiatives, which include the budget process, executive process, mutual aid agreements, memoranda of understanding, contractual service agreements, or business partnerships and steps necessary to overcome any shortfalls. The Emergency Management Program maintains a system and a plan for obtaining internal and external resources. The Emergency Management Program shall have an implemented resource management process allowing for acceptance, management, and distribution of donation of goods and materials, services, personnel, financial resources and facilities either solicited and/or unsolicited.

Critical Resource Logistics and Distribution is the capability to identify, inventory, dispatch, mobilize, transport, recover, and demobilize and to accurately track and record available human and material critical resources throughout all incident management phases. Critical resources are those necessary to preserve life, property, safety, and security.

An accredited Emergency Management Program should have necessary **Mutual Aid** agreements in place for sharing resources across jurisdictional lines as needed during response and recovery. The Emergency Management Program shall implement mutual aid agreements in plans and/or procedures. The Emergency Management Program shall maintain and implement mutual aid agreements, contractual service agreements, memoranda of understanding, and regional and/or other arrangements that provide additional equipment, supplies, facilities, and/or personnel.

Associated Target Capabilities – [Critical Resource Logistics and Distribution](#). Additional information on building this capability can be found on page 223 of the U.S Department of Homeland Security's September 2007 document: *Target Capabilities List: A Companion to the National Preparedness Guidelines*.

Desired Outcome – Critical resources are available to incident managers and emergency responders upon request for proper distribution and to aid disaster victims in a cost-effective and timely manner.

The jurisdiction has created and maintains an Emergency Operations Plan and a Resource Manual that:

Resource Management and Logistics

- ○ ○ Identifies and describes the actions that will be taken for resource management in accordance with the NIMS resource typing and include the pre-positioning of resources to efficiently and effectively respond to an incident.
- ○ ○ Describes the process used to identify, deploy, use, support, dismiss, and demobilize affiliated and spontaneous unaffiliated volunteers.
- ○ ○ Describes the process used to manage unsolicited donations.
- ○ ○ Describes plans for establishing logistical staging areas for internal and external response personnel, equipment, and supplies.
- ○ ○ Describes plans for establishing points of distribution across the jurisdiction.
- ○ ○ Describes plans for providing support for a larger, regional incident.
- ○ ○ Describes strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other locations as agreed upon by all affected parties.
- ○ ○ Identifies the lead official and at least two alternates responsible for staffing each key position at the primary EOC, as well as the alternates (if different) to be consistent with NIMS.
- ○ ○ Identifies and describe the actions that will be taken to routinely brief senior officials not present in the EOC on the emergency situation (commissioner, administrative judge, mayor, city council, trustees, governor) and to authorize emergency actions (declare an emergency, request state and federal assistance, purchase resources).

Comments and Notes:

Logistics

- ○ ○ Describes and identify the actions and agencies that will be involved in the following resource issues: identification, procurement, facility activation, tracking, mobilization, delivery, staging, warehousing, distribution, maintenance, demobilization, and recovery.
- ○ ○ Identifies and describes the actions and agencies that will be involved in using the existing hazard analysis and capability assessment to identify what resources are needed for a response, including using past incident AARs to identify/procure additional resources.
- ○ ○ Identifies and describes the steps that will be taken to overcome identified resource gaps, to include identifying resources that are only available from outside the jurisdiction (Hazmat, Water Rescue, & Search and Rescue teams).
- ○ ○ Provides a brief summary statement of specialized equipment, facilities, personnel, and emergency response organizations currently available to respond. Note: A separate resource manual should be used to list the types of resources available, amounts on-hand, locations maintained, and any restrictions on their use. Whenever possible, these resources should be typed based on FEMA resource-typing standards.
- ○ ○ Describes the process used to identify private agencies/contractors that will support resource management issues (waste haulers, spill contractors, landfill operators, etc.).

- Provides information about specialized equipment, facilities, personnel, and emergency response organizations currently available to support children, individuals with disabilities, and others with access and functional needs.
- Describes the actions the IC will take to secure additional resources/support when local assets are exhausted or become limited (mutual aid agreements, IMAC, private assets, EMAC, state, federal).
- Identifies and describes the actions that will be taken to gather and share pertinent information between the scene, outside agencies, and the EOC (e.g., damage observations, response priorities, resource needs), including sharing information between neighboring and state EOCs.
- Describes the EOC's ability to manage an emergency response that lasts longer than 24 hours (staffing needs, shift changes, resource needs, feeding, alternate power).
- Identifies and describes the actions that will be taken to routinely brief senior officials not present in the EOC on the emergency situation (commissioner, administrative judge, mayor, city council, trustees, governor) and to authorize emergency actions (declare an emergency, request state and federal assistance, purchase resources).

Comments and Notes:

Mutual Aid and Private Sector Coordination

- Describes the processes to establish and execute mutual aid agreements and multijurisdictional coordination in support of incident response.
- Describes the processes to ensure effective coordination and integration with the private sector, both for-profit and not-for-profit, engaged in incident response and recovery activities.
- Describes the processes to ensure a shared situational awareness across sectors and between the jurisdiction and the private sector as a whole.
- Describes the processes to ensure effective coordination and integration with the private sector, both for-profit and not-for-profit, engaged in incident response and recovery activities.
- Describes the processes to ensure a shared situational awareness across sectors and between the jurisdiction and the private sector as a whole.

Comments and Notes:

A fully-functioning Resource Management, Logistics and Mutual Aid capability should address the following measures:

Resource Management and Logistics

- The jurisdiction has conducted a resource management needs assessment based on their identified hazards.
- The jurisdiction's resource management needs assessment includes the following:
 - Human resources, equipment, training, facilities, funding, expert knowledge, materials, technology, information, intelligence, and the time frames within which they will be needed
 - Quantity, response time, capability, limitations, cost, and liability connected with using the involved resources
 - Resources and any needed partnership arrangements essential to the program
- The jurisdiction has established procedures to locate, acquire, store, distribute, maintain, test, and account for services, human resources, equipment, materials, and facilities procured or donated to support the program.
- Facilities capable of supporting response, continuity, and recovery operations have been identified.
- The jurisdiction's resource management operations include the following tasks:
 - Establishing processes for describing, taking inventory of, requesting, and tracking resources
 - Resource typing or categorizing resources by size, capacity, capability, and skill
 - Mobilizing and demobilizing resources in accordance with the established IMS
 - Conducting contingency planning for resource deficiencies 6.1.6 A current inventory of internal and external resources shall be maintained.
- The jurisdiction has a plan for the management of the donations of human resources, equipment, material, and facilities.
- The jurisdiction has designated a resource coordinator.
- The jurisdiction has identified resources, contacts and capabilities, including responsibilities for activation, implementation and updating.
- The jurisdiction has Developed resource agreements and/or written mutual aid agreements with other government agencies and counties.
- The jurisdiction has developed resource agreements and/or mutual aid agreements with business/industry and contractors
- The jurisdiction has developed resource agreements and/or mutual aid agreements with medical care facilities.
- Public agencies/groups have specific responsibilities for committing resources or manpower.
- Community agencies/groups have specific responsibilities for committing resources or manpower.
- Businesses/industries have specific responsibilities for committing resources or manpower.
- Hospitals have specific responsibilities for committing resources or manpower.
- Utilities have specific responsibilities for committing resources or manpower.

- The jurisdiction's written resource manual identifies:
 - Lists of government personnel and equipment
 - Lists of private sector personnel and equipment
 - Written/oral agreements for use of private sector personnel and equipment
 - Lists of volunteer personnel and equipment
 - Procedures for activation, deployment, tracking of resource
 - Baseline cost estimates for emergency resources
 - A maintenance scheduling program for physical equipment
 - A list of state/federal resources that the county can expect under the Federal Radiological Emergency Response Plan (FRERP).
 - A list of state/federal resources that the county can expect for radiological incidents (medical facilities, educational facilities, industry, and transportation i.e., air, water, rail, roads).
 - A schedule for updating resource lists

Comments and Notes:

Mutual Aid

- The jurisdiction's needs for possible mutual aid assistance have been determined.
- Mutual aid/assistance agreements have been established with appropriate entities.
- Mutual aid/assistance agreements have been documented in the jurisdiction's plans.
- Written mutual aid agreements exist for the following:
 - Between public and private entities
 - Among fire departments
 - Among law enforcement organizations
 - Among public works, engineering departments
 - Among building inspectors
 - Among job and family services organizations
 - Among transportation resources
 - Among behavioral health organizations
 - Mutual aid agreements with neighboring counties
 - Among Emergency Medical Services
 - Among medical facilities
 - Among schools
 - Among utilities (Gas Companies, Electric Companies, Phone Companies and Water Companies)

- The jurisdiction has established a maintenance/update program for their existing mutual aid agreements.

Comments and Notes:

Capability Assessment - Resource Management and Logistics

- 1 2 3 4 5 The jurisdiction has engaged an integrated team to develop this capability.
- 1 2 3 4 5 The jurisdiction has developed an integrated plan for this capability.
- 1 2 3 4 5 The jurisdiction has identified the hazards/threats that would necessitate the application of this capability.
- 1 2 3 4 5 The jurisdiction's local responders have the necessary training to effectively carry out this capability.
- 1 2 3 4 5 The jurisdiction has access to the necessary resources to effectively carry out this capability (either local or identified through MOUs).
- 1 2 3 4 5 The jurisdiction's local responders have received the necessary training to be able to carry out this capability.
- 1 2 3 4 5 The jurisdiction's local responders have the expertise to carry out this capability.
- 1 2 3 4 5 The jurisdiction has tested this capability within the last year through exercise or activation.

Scale Key:

- 1- The jurisdiction has not started to develop this measure.
- 2- The jurisdiction has started to develop this measure, but we are not far along in the process.
- 3- The jurisdiction has developed this measure, but it needs to be improved.
- 4- The jurisdiction has fully developed this measure.
- 5- The jurisdiction has fully developed and tested this measure.

