ANNEX N – LOGISTICS MANAGEMENT & RESOURCE SUPPORT (ESF #7)

I. PURPOSE

The purpose of this annex is to outline the prompt and effective acquisition, distribution and use of personnel and material resources in the event of an emergency.

II. MISSION AREAS AND LIFELINES

A. Mission Areas

1. Protection – Resource management is a part of protection of property as agreements for assistance, use of equipment, or sharing of personnel is outlined to protect property from damage or to respond quickly when incidents occur. Supplies and durable equipment are acquired and managed so that emergent needs are able to be satisfied within a time frame that saves lives and contains threats.

2. Mitigation – As resources are placed in locations less vulnerable to damages by storms, floods or other threats, the potential for loss of critical resources is mitigated. Equipment or facilities that are quickly needed during an incident to save lives is either acquired and placed in accessible storage, used during daily operations, or contracted with an outside provider to assure availability.

3. Response – Plans to acquire, use, repair, compensate for, and replace or return to storage for all incident resources is identified in response plans. Departments establish and maintain lists of resources and supplies so they have what they need to respond quickly with necessary resources. Personnel are ready to respond and engage in operations.

4. Recovery – The replacement or repair of resources or the rehabilitation of personnel is covered in recovery of resources as part of the cost and claims units in the Finance Section or as part of the Rehabilitation Unit of Staging.

B. Lifelines

1. Safety and Security – Public safety personnel is prepared to respond with the staffing, equipment, and supplies necessary to protect the safety and well-being of residents, and to protect the property in Shelby County from criminal and natural hazards.

2. Food, Water and Shelter – Life sustaining resources are necessary when extreme conditions occur; through effective resource management, the supply chain can be managed to anticipate shortages, provide substitutes, and restore supplies in as quick a timeframe as possible.

3. Health and Medical – Resource management provides the necessary supplies and durable medical equipment to manage the consequences of the incident, be those injuries or illnesses. With just-in-time inventory management strategies in most communities and businesses, resource management is critical for being able to respond in a manner that effectively protects life and property.

4. Energy lifelines are essential when power supplies are interrupted and the only option for electricity is through generators and alternate sources; communities must have access to suppliers who can provide equipment and service to compensate for electrical outages.

5. Communications lifelines incorporate many resources to provide dependable and consistent cellular service, Internet and telephone service. Not only to emergency communications depend upon various resources, transmission of digital information, critical briefing and meetings, and financial transactions are dependent upon having the communications resources to do so.

6. Transportation lifelines are dependent upon having the vehicles and service to maintain evacuation operations, distribution of critical goods, and provision of on-scene emergency services.

7. Hazardous materials lifelines are dependent upon having the proper resources and coordination to respond to, clean up, and recover from the release of chemicals into the environment through air, water, and waterways as well as on highways and roads or in fixed facilities.

III. SITUATION & ASSUMPTIONS

A. Situation

1. Emergency response and recovery activities will create overwhelming resource requirements that may be beyond the capabilities of the jurisdiction.

2. The following factors may affect resource availability and management.

   a. Natural disasters (tornadoes, severe thunderstorms, windstorms, blizzards, etc.) and floods will result in the need for safety and security needs as well as food, water, and shelter, energy, and transportation.

      1) Rescue personnel to respond to multiple sites involving structural damage, loss of utilities, and potential injuries

      2) Facilities to house displaced persons and to provide food, water and first aid

      3) Heavy equipment such as front-end loaders, bulldozers, trucks, and other construction or utility equipment and on-scene supplies

      4) Special rescue equipment such as boats, high angle rescue tools, structural collapse rescue teams and tools, or water rescue equipment

      5) Personnel with the skills to operate heavy equipment, restore power and utilities, and to transport survivors to shelters or other locations

      6) Supplies such as food, water, clean up supplies, and medications or vaccines

   b. Technological disasters such as cyber-attacks, terrorism, or assaults on networks and systems

      1) Technical personnel to investigate and repair or replace technology, repair and clean files and hard drives, and to recover documents and data damaged by the incident

      2) Sources for computers and other hardware to use temporarily or permanently

      3) Software sources to replace and work with recovered data and documents

      4) Skilled personnel to maintain business operations during the recovery mission

   c. Medical, biological, or disease-based emergencies will require extraordinary resources such as the following:

      1) Specially trained surveillance, investigation, and follow-up personnel

      2) Facilities with telecommunications and digital capabilities to serve as an operational base

      3) Extraordinary medical supplies including personal protective equipment, medications to treat the disease at hand, and durable medical equipment to support patients who become ill

      4) Additional personnel in all areas of business and industry to provide backfill and substitute workers, at a minimum to keep the supply chain and distribution channels functioning

        5) Extraordinary patient loads will require additional medical personnel

    d. Extremely significant chemical or hazardous substance incidents will require extraordinary resources

        1) Personnel with specialization to contain, clean up, dispose of and mitigation spilled chemical, radiation or gases

        2) Specialized equipment and supplies to screen, detect, and isolate contamination and contaminated individuals as well as to perform clean up and recovery tasks

        3) Sheltering and feeding capability, including facilities and supplies

    e. All types of disasters will result in unusual challenges to Shelby County society, including the following:

        1) Financial limitations and challenges

        2) Personnel limitations, especially for highly skilled and specialized workers

        3) Heavy equipment availability

        4) Internet and digital capacity to convert activities and delivery methods to residents

3. The Shelby County EMA Resource Manual identifies and lists specialized equipment, supplies, facilities, personnel, and emergency response organizations and services that are currently available from governmental organizations or that can be contracted from private organizations for a response to Shelby County's defined hazards or any other emergency. The resource manual is maintained at the Shelby County Emergency Management Agency as a secure document.

4. The Shelby County departments and other organizations have Continuity of Government and Continuity of Operations plans that indicate sources of supplies, vendors, and other ways in which the county can garner resources and use them to keep critical assets in operation during and immediately after critical incidents. This COG/COO documentation is considered confidential and is a secured document.

  B. Assumptions

    1. Local government resources are probably insufficient to meet all of the demands of the emergency response and recovery during major emergencies or disasters.

      a. Most essential supplies, materials, and equipment will be available through established mutual aid agreements, local government, the private sector, or volunteer agencies.

      b. The Shelby County EMA Resource Manual contains multiple listings for sources of specialized equipment for hazardous materials response, search and rescue, and any other identified resource that may be needed.

    2. State and federal assistance will be available in the event that local resources are inadequate to meet needs during declared disasters.

      a. Competing needs in other counties may cause the statewide or nationwide prioritization of resources; Shelby County may not receive the entire cache or set of supplies requested as resource needs are adjusted to meet resource availability.

IV. CONCEPT OF OPERATIONS

  A. Core Capabilities

    1. Planning – Effective estimation of resources that may be necessary during the planning stages of emergency management is critical to a response; agreements and alternate

sources of goods and services, equipment, and personnel can be established during the planning phase, agreements signed, pricing established, and initial prioritization completed.

2. Operational Coordination allows for the most efficient use of resources, especially those that are limited in availability and expensive, by developing a plan of use by multiple agencies as they work together to perform life saving and property conserving tactics

3. Supply Chain Integrity and Security are critical to the management of any type disaster as goods and services are necessary for the response and recovery; it is important that goods and services be delivered dependably and consistently, in amounts sufficient for the community and responder needs to be satisfied to a large degree

4. Logistics and Supply Chain Management must function in order for communities to receive goods and services when needed, in a form that facilitates recovery, and at a location where they are accessible to those in need. There must be support through transportation services, distribution networks, and delivery options that place goods and services in key locations to restore power, satisfy life-sustaining efforts, and refuel rescue and restoration resources.

B. General

1. The Shelby County EMA Director, with assistance from the EOC staff during activations, will serve as the resource manager for emergencies in Shelby County. If the EOC is fully operational, resource requests will be funneled through the Logistics Section.

2. The Incident Commander is responsible for designating staging area(s) at the site of the emergency.

3. The primary staging area for state and federal resources is the Shelby County Fairgrounds in Sidney.

   a. Alternate staging areas will be identified, as needed, in the event that the Fairgrounds would be damaged, inaccessible, distant to the scene or otherwise unavailable.

C. Procurement

1. Most response agencies and government departments maintain a list of contacts for specific frequently-used goods and services that they will contact directly for additional equipment, supplies, or support.

2. The Shelby County EMA office or activated EOC provides assistance at the request of response agencies or jurisdictions in obtaining additional resources during response and recovery activities.

   a. The EMA secures these resources on behalf of the requesting entity and is not responsible to pay for the items obtained. Invoices are generally sent directly to the receiving entity, and requisitions and purchase orders are requested and issued by that jurisdiction/agency's personnel.

   b. The procurement of goods and services can be done through multiple-point ordering where each department or agency procures, orders, receives and pays for goods and services individually; or through single-point ordering where the Logistics Section or the EOC Coordinator procure, order, receive and pay for goods and services as one entity, and then individual departments or agencies are or are not billed for their share of the order. When individual agencies are billed for their pro-rated part of the order, that should be established ahead of time, and all rules that require requisitions and purchase orders must be completed.

    c.   Some suppliers may donate their goods or services,

        1) Local jurisdictions may be required to reimburse suppliers/vendors for material procurements during an emergency.

        2) Commonly used or easily created goods may be supplied by the general public or other donors, and no exchange of money is required. An example may be cloth face masks made and provided by individual seamstresses during a disease outbreak.

        3) There may be stipulations placed on the use of donated goods and services.

3.   State and local codes provide for the procurement (via emergency allocations, and appropriations) of essential resources in an emergency.

    a.   Every local official who requests or approves the procurement of goods or services must function within the limitations and conditions placed upon their authority by their governing bodies

    b.   Daily limitations placed upon purchases and procurements during regular operations can be changed by official action during a disaster, but that action must be completed in accordance with all applicable laws and regulations in effect at the time

    c.   Any purchase or acquisition of goods or services during a disaster should meet the most stringent procurement rules if reimbursement using federal or state funds is anticipated

4.   The process of securing certain items through requests for donations is addressed in Appendix 2 to this annex, Donations Management.

D. Storage

1.   The County Engineer's Office can provide a secure location for short-term storage of requested equipment and supplies that are received for use in response or recovery activities.

    a.   Alternate arrangements may be necessary in the event that the engineer's facilities are involved in the disaster, or for exceedingly large items.

    b.   A list of facilities that could be used for storage is maintained by the EMA office as part of the Resource Manual, which is a secure document under ORC 149.433.

    c.   Final storage decisions will be made based on the location of the incident, the items to be stored, and security needs.

2.   Storage and management of donated items is addressed in Appendix 2, Donations Management, to this annex.

E. Distribution

1.   Arrangements for distribution of resources ordered directly by the Incident Commander (IC) will be determined and managed through Logistics Section staff supervised by the Logistics Section Chief.

2.   During major emergencies, resources requested through the Emergency Operations Center will be distributed based on a system of priorities established by the Planning Section Chief and EOC Coordinator to ensure that emergency victims take precedence and resources are utilized in the best possible manner.

3.   Distribution of donated goods is addressed in Appendix 2 to this annex, Donations Management.

F. Re-supply

1. In major incidents it may be necessary to re-stock supplies and equipment, and rotate personnel in order to adequately manage the response.

a. Supplies and equipment can be re-stocked by the incident commander through established departmental procedures, or by placing a request to the Emergency Operations Center.

b. Personnel needed for rotation will have to come from trained agencies with mutual aid agreements, or through requests placed with the Ohio Fire Chiefs Emergency Response Plan or the Emergency Management Assistance Compact (EMAC).

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Provides for the prompt and effective acquisition, distribution, and utilization of human and material resources through normal channels or by request through the EMA Director and/or staff of the activated EOC.

B. Assignment of Responsibilities

1. Emergency Management Director

a. Develop and maintain a comprehensive resource manual

b. Coordinate with certain resource providers for Letters of Agreement

c. Coordinate requests for additional resources

d. Serve as the primary point of contact to Ohio EMA for assistance when conditions require

2. Emergency Management Assistant Director or Administrative Assistant

a. Assume responsibilities of the EMA Director in the event that person is unavailable

b. Assist in maintenance of the county resource manual

c. Assist in development and maintenance of written agreements relating to resource management

d. Will assist in maintenance of records relating to resource expenditures

3. Emergency Operations Center Staff (A responsibility of the EMA Director, when EOC is not activated)

a. Know regulations and laws applicable to resource acquisition and management to include procedures for accessing resources from state and federal sources.

b. Assist in the following:

1) Identification of alternate sources of supply, fueling points, storage facilities, utilities

2) Identification of priority users and consumers of supplies or resources

3) Establishment of priorities for distribution and assignment of resources

c. Assist in the development of procedures for a rationing system (or similar controlling measures) for critical resources.

4. Private Sector (Volunteer and Service Organizations) will cooperatively:

a. Provide resource management with current inventories to include personnel, equipment, and materials

b. Provide training of available staff for maximum use of resources

c. Develop SOG's and internal resource support policies for their organization

VI. DIRECTION AND CONTROL

A. The Shelby County EMA and the EOC representatives will be responsible for coordinating resource management activities during major emergencies and EOC activations.

B. Coordination of resources in an emergency will occur between the Incident Commander or other requesting organization, and the Planning Section/Logistics Section Chief and EOC

C. Routine checks of supplies will be incorporated into SOGs, etc., in order to maintain an adequate base for the county

VII. CONTINUITY OF GOVERNMENT

A. Lines of Succession

1. If the EMA Director is unavailable to serve as the resource manager, the lines of succession shall be as designated in Annex A, Direction and Control.

B. Refer to Appendix 3 (Procedures for the Relocation and Safeguarding of Vital Records) to the Basic Plan and Appendix 1 (Procedures for the Protection of Government Resources, Facilities and Personnel) to this annex.

VIII. ADMINISTRATION AND LOGISTICS

A. Communications

1. Requests for resource support can be communicated to the EOC by whatever means are available and necessary.

a. The EOC will establish and maintain a communications link to the Incident Commander, during emergency situations.

B. Resources

1. All known suppliers, vendors, and sub-contractors are included in the Shelby County EMA Resource Manual.

2. Response agencies should have established procedures for securing logistical support items during the initial phases of an emergency.

3. Identified shortfalls in needed resources have been addressed by locating sources to obtain these items from outside the jurisdiction and including them in the Shelby County EMA Resource Manual. This includes:

a. Search and Rescue Teams

b. Water Supply Companies

c. Hazardous Materials Supplies and Clean-up Contractors

d. Radiological Response Teams and Additional Equipment

   e. Medical providers and healthcare agencies

   f. Bomb Squads

   g. Outside Transportation Companies

   h. Critical Incident Stress Debriefing Teams

  4. State-Federal Assistance:

   a. State-level assistance may be available when local resources are exhausted, the county has declared a local emergency, and if the Governor declares the county to be in a state of emergency.

   b. Federal emergency/disaster assistance may also be available when both local and state resources are depleted, if the President declares a disaster through the Federal Emergency Management Agency (FEMA).

IX. PLAN DEVELOPMENT AND MAINTENANCE

 A. The EMA Director is responsible for updating and review of this annex based on deficiencies identified through drills and exercises, changes in governmental structure, etc.

 B. The EMA Director will prepare, coordinate, publish and distribute necessary changes and revisions to this annex.

 C. Emergency, private, and volunteer organizations maintain Standard Operating Guidelines (SOGs), and listings of their frequently used resources.

X. AUTHORITIES AND REFERENCES

 A. Authorities

  1. Not used. See Section IX.A of the Basic Plan.

 B. References

  1. Not used. See Section IX.B of the Basic Plan.

XI. ADDENDA

Appendix 1 - Procedures for the Protection of Government Resources, Facilities & Personnel

Appendix 2 – Donations Management

Tab 1 - Major Resource Categories

XII. AUTHENTICATION

_____ _____

Emergency Management Agency Director   Date

Procedures for the Protection of Government Resources, Facilities and Personnel

I. PURPOSE

The purpose of this procedure is to ensure the protection of key personnel, facilities, and resources, and to restore government functions during and after emergencies.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Essential government services must continue to be delivered during an emergency.

2. Local government entities must identify critical personnel and equipment, and disperse them to appropriate locations when necessary for protection or to maintain operations.

B. Assumptions

1. Essential personnel, materials, and equipment exist within government agencies and organizations.

2. Relocation may be necessary for protection from natural or man-made events or in order to continue vital services when their location is damaged or inaccessible.

3. Protection of the workforce may include work-from-home or altered work schedules, alternating in-office work and work-from-home or alternate designations of workspace.

4. Certain practices may be necessary to protect the workforce during a pandemic such as social distancing, wearing of face masks, washing hands frequently, or using hand sanitizer.

III. CONCEPT OF OPERATIONS

A. General

1. Relocation of government resources, facilities, and personnel will only be undertaken during incidents that threaten the physical location or ability of the entity to provide vital services.

2. Relocation of government workers may occur when the health and safety of the workers is threatened.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Each government entity will manage their own relocation to the best of their ability, using other agencies or mutual aid support from neighboring counties as it is available.

a. Requests for additional support in moving and re-establishing services can be submitted to the Shelby County EMA Director or through the activated EOC.

B. Assignment of Responsibilities

1. Agency/Department Heads:

a. Identify critical equipment and functions that must be protected and/or continued.

          1)   Identify personnel, specific types and amounts of equipment, and supplies that must be relocated.

    b.   Identify workers and conditions that may cause a threat to any or all of them; determine under what conditions work space location is likely to be altered and how that would occur.

    c.   Select viable locations that could be used for relocation and delivery of vital services.

          1)   Contact facility owner for preliminary agreement for use of the facility.

    d.   Coordinate relocation arrangements with the agency chief responsible for emergency operations planning.

    e.   Develop dispersal procedures for all emergency support services to include law enforcement, fire and rescue, health and medical, public works, and emergency management.

    f.   Make provisions that will allow the government to use private business and industry resources needed to support movement to and operations at relocation sites.

    g.   Ensure that those individuals who are responsible for dispersal of the organization's/agency's assets are annually familiarized with their responsibilities.

    h.   Participate in periodic exercises to become familiar with emergency roles.

V.   DIRECTION AND CONTROL

A.   Government entities that determine it is necessary to relocate will notify the EMA Office that they are moving, and provide the following information:

    1.   Location of temporary facility.

    2.   Contact information for the alternate facility.

    3.   Estimated duration of relocation.

    4.   Any reduction in services expected due to relocation.

VI.   CONTINUITY OF GOVERNMENT

A.   Lines of Succession

    1.   If the agency/department head is not available, the lines of succession shall be as designated by the Ohio Revised Code or agency Standard Operating Guidelines.

B.   Preservation of Records

    1.   Each agency/department is responsible for the preservation of their records according to applicable and current rules and regulations.

VII. ADMINISTRATION AND LOGISTICS

A.   Communications

    1.   Agencies are responsible to support their own communications systems and needs.

    2.   In the event that agency communications are lost or inaccessible, the Shelby County EMA may be able to support or secure alternate communications. See Annex B, Communications

B. Resources

    1. Each branch of government will specify procedures for inventory, storage, maintenance, and replacement of administration and logistical support items during emergencies.

        a. Assistance with additional resources can be requested by contacting the EMA Director or the activated EOC.

        b. State and Federal assistance may be available when local resources are exhausted and assistance is required. This will usually follow a state or federal declaration.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. Not used. See Section VIII of this Annex.

IX. AUTHORITIES AND REFERENCES

A. Authorities

    1. Not used. See Section IX.A of the Basic Plan.

B. References

    1. Civil Preparedness Guide for the Development of a State and Local Continuity of Government Capability and Instructor Guide IG 152, CPG 1-10, FEMA, July 27, 1987.

X. ADDENDA

Not used

DONATIONS MANAGEMENT

I. PURPOSE

The purpose of this appendix is to outline policies and procedures for the management of donations, both solicited and unsolicited, that will be made to assist Shelby County in the response to and recovery from a large-scale emergency.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Emergencies may occur in Shelby County which will cause severe damage and loss of property.

2. Shelby County has formed a donations management team to coordinate the necessary functions surrounding the donation of items.

3. A donations management team will not be able to handle all of the operations alone.

4. In severe situations, augmentation may be required from state sources or volunteer agencies acting in a support role.

B. Assumptions

1. Concerned citizens and companies will send donations to assist in the response and recovery effort.

   a. These donations may or may not be items that are actually needed or used to perform incident related work.

2. Shelby County may solicit donations of cash or specifically needed items if the situation warrants.

   a. A separate fund for disaster relief has been set up for monetary donations through the United Way

   b. The county should designate a receiving location for donations, and should document the receipt of goods upon intake.

   c. The Sidney-Shelby County Health Department is the primary drop site for SNS shipments.

3. Spontaneous volunteers will be needed to support a large-scale operation.

C. Explanation of Terms

1. <u>Donations Management Team.</u> The group of volunteers and public and private workers that are tasked with implementing this plan and coordinating the receipt and distribution of funds and goods that are donated during a disaster.

2. <u>Donations Hotline.</u> A phone line that is designated to receive calls from those wishing to donate time, money, or goods to the response and/or recovery effort.

3. <u>Donations Warehouse.</u> The central or primary location where donated goods are received, inventoried, and distributed.

4. <u>Demobilization.</u> The process of closing the warehouse, including disposition of any remaining items.

III. CONCEPT OF OPERATIONS

A. Shelby County will manage donations during major emergencies and disasters using a team concept. A donations management team will organize, manage, and coordinate the donations of money, goods, and labor offered by individual citizens, organizations and volunteer groups during the emergency.

B. Activation

1. A donations management team will be activated when deemed necessary by the EMA Director or EOC Coordinator.

2. Team members may request activation based on their observation of need.

3. When a decision is made to activate the donations management team, the following will be notified:

   a. Team Leader

   b. Function Group Leaders for Administration, Donations, Warehousing and Distribution, and Volunteers

   c. When an activation strategy is determined, local media will be notified that the process is beginning and asked to support public information flow.

4. Staffing of Donations Management functions will be covered by the donations management team initially and will be supplemented with additional volunteers as needed.

5. Communication will be established between the EOC, hotline or call center, and any warehouse locations. This may be done by telephone, or using commercial or amateur radio, as needed.

6. Documentation of all donations activities is critical.

   a. All calls to the hotline or call center must be recorded on forms provided.

   b. Volunteers, donor offers, and inventory of items received and dispersed must be maintained in a donations database. Forms currently exist and work continues to develop a database.

7. Operations binders are located at the EMA office and can be taken to any remote locations for use by workers at those sites.

C. Donated Funds Monetary donations are encouraged due to reduced issues with inventory, storage, and disposal.

1. Individuals and companies wishing to make a monetary contribution may send their donations.

2. Other organizations may set up funds to support disaster relief. Donors will contribute to the organization of their choice.

D. Donated Goods

1. Donated goods may be received for response efforts, or recovery of affected residents; a specified intake location will be designated and released to the public.

2. Donated goods (private sector or individuals) must be subject to monitoring to ensure that excessive amounts of unneeded or inappropriate items are not being "dumped" into the jurisdiction. The following donations may be refused:

      a.   Large quantities of inappropriate or non-usable items

      b.   Anything deemed to be dangerous

      c.   Anything that is not in workable or functioning condition

3. When items are donated, the donations management team will establish a warehouse for storage.

      a.   Transportation of donated items to the warehouse will be the responsibility of the individual or company making the donation.

      b.   Perishable items will only be accepted if proper storage facilities have been established in the county.

            1)   Deliveries of perishable items that have expired will be refused.

            2)   Perishable items must be able to be distributed and used prior to an expiration date

      c.   The donations management team will not establish a value on donated items, but will provide a Thank You/Receipt document to those who make donations.

      d.   The donor is responsible for establishing a value for their own donations

4. The team will determine the best means of distributing contributions.

      a.   This will include the use of a voucher system through a designated local check-in point.

      b.   During large-scale emergencies a warehouse distribution system may be added.

5. Donations directed to response efforts will be handled in the following manner:

      a.   Response donations will be managed through a coordinated effort of the EOC and the Incident Commander.

      b.   These items may be staged or delivered direct to the scene, based on determination of need by the Incident Commander or Unified Command staff.

      c.   The Logistics Section may be designated to distribute goods to incident survivors

6. Unneeded or unacceptable goods may be stored, used for sale at stores operated by voluntary organizations, or disposed.

      a.   The donations management team may work with commercial donors to return new, unneeded items in order to reduce their cost of donation.

      b.   As a rule, donations from individuals shall be graciously received; however, during extreme circumstances it may be necessary to decline certain items (such as perishable goods) or large quantities of goods when no adequate storage space exists.

      c.   At the end of an incident, if there are left over donated goods, the donations management team will decide the disposition of the remaining items and will dispose of them accordingly, or keep them for future use.

E. Donated Labor

1. Many individuals and organizations will volunteer to provide assistance during emergencies.

2. The Volunteer Reception Center will serve as the center for coordinating known local volunteers and registering unaffiliated volunteers.

3. During major emergencies, the EOC may establish a Volunteer Reception Center to complete registrations, provide basic training, and coordinate assignment of the volunteers.

     a. The Connection Point Church, 1510 Campbell Road, Sidney, has agreed to allow the use of their facility for operation of the volunteer reception center, provided that they are not impacted by the event.

     b. The Shelby County VRC will provide lists of work to be performed, as determined in co-operation with county officials and response agencies.

4. All donated labor shall be documented, including dates and hours worked, volunteer name and contact information, assignment given, and location. This is necessary in order to claim in-kind credit in the event that a FEMA Public Assistance Declaration is received.

F. Public Information

1. Upon activation of the donations management team, information will be disseminated to the public through the Shelby County EOC, Public Information Section or JIC (PIO), through local media outlets, social media, 211 call center or a Donations Hotline.

     a. A donations hotline may be established at the EMA office, if development of the incident allows.

     b. Phone numbers will be assigned and published at the time the hotline is established.

2. Decisions regarding establishment of a hotline or 211 call center will be made by the Emergency Operations Center in conjunction with donations management team.

3. The EOC Public Information Section will release information and updates to include:

     a. 211 Call Center or Hotline numbers, if applicable

     b. Instructions on what to bring and not bring

     c. Scheduled drop-off sites and times

     d. How to make monetary donations

     e. The process being used to distribute donations

     f. How to register to receive donated items or funds

G. Coordination with Neighboring Jurisdictions and State Operations

1. Shelby County will operate a single-county donations program, but will coordinate with donations management operations being conducted in neighboring counties.

2. Donations offered by other states during presidential emergencies will be coordinated through state donations management in the Ohio EMA EOC to donations management organizations in local jurisdictions.

H. De-Activation

1. Donations management operations will begin to scale down based on observations and recommendations of the donations team, team leader, and the EMA director.

2. Information about the de-activation will be released through local media outlets, social media, and 211 call center to give advance notice to those in the public still needing to receive donations.

3. Upon shutdown of a hotline or 211 call center, answering machine messages will be left to advise callers of donations status.?

4. Remaining items that are reserved for specific persons needing assistance must be removed by a designated date. Any additional remaining items will be offered to local volunteer agencies, recycled, or disposed.

5. A final walk-through of facilities will be necessary to close out the facility.

6. Thank you/receipt letters will be generated by function leaders or their volunteers and sent out through the EMA Office.

7. Donations management activities will be evaluated during the countywide incident after-action review meeting.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Shelby County will manage donations during disasters using a team approach.

   a. A donations management team is made up of representatives from government agencies, private companies, volunteer organizations, and interested citizens.

   b. The team is led by a representative of a volunteer organization.

   c. EMA will provide a liaison to the team.

B. Assignment of Responsibilities

1. Shelby County EMA / EOC

   a. Request activation of Donations Management Function

   b. Support phone lines, if available

   c. Arrange communications support during activation, if necessary

   d. Provide donations management training for team members

2. EMA Liaison

   a. Participate in donations planning efforts

   b. Coordinate requests between the EOC and donations management team

3. Donations management team leader

   a. Develop operations guideline binders with forms and job descriptions

   b. Contact Function Group Leaders and team members to activate

   c. Coordinate team activities and decision-making through EOC by working with EMA Liaison

   d. Supervise or appoint supervisors for donations management functions

   e. Account for the needs of workers conducting donations management operations, including:

      1) Provisions for meals and drinks

      2) Sanitary facilities

      3) Shift changes and periodic breaks

4. Donations management team function Group Leaders

   a. Develop operation guidelines for specific function areas

       b.   Coordinate scheduling of volunteers during activation

       c.   Ensure proper documentation of actions during activation

   5.   Volunteer Workers

       a.   Register and complete assigned duties

V. DIRECTION AND CONTROL

A. Not used. See Annex A - Direction & Control, Section V, Item C

VI. CONTINUITY OF GOVERNMENT

A. Lines of Succession - Not used. These are volunteer positions that will be filled by the next available volunteer.

B. Preservation of Records

   1.   Upon completion of donations management activities, all records shall be compiled and reviewed. Final records shall be provided to the Emergency Management Agency for processing and storage with other incident documentation.

VII. ADMINISTRATION AND LOGISTICS

A. Not used. See Annex N – Resource Management, Section VII.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. Not used. See Section VIII of the Basic Plan.

IX. AUTHORITIES AND REFERENCES

A. Authorities

   1.   Not used. See Section IX.A of the Basic Plan.

B. References

   1.   Not used. See Section IX.B of the Basic Plan.

X. ADDENDA

Not used

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MAJOR RESOURCE CATEGORIES

Following are the major resource categories used in the Shelby County EMA Resource Manual:

Equipment			
Acetylene	Cranes	Hurst	Truck Rentals
Air Bags	Cutting Torches	Hydraulic Jacks	Welding
Aircraft	Construction	Heavy Equipment	Tow Trucks
Backhoe	Command Post	Gas Cylinders / Oxygen	Sweeper
Barricades	Fire Dept. Equipment	Jack Hammer	Wreckers
Batteries	Communications	Heaters	Tankers
Bobcats	Generators	Lighting Units	Graders
Building Wreckers	Marinas / Boats	Nitrogen Cylinders	Refrigeration Service
Bulldozers	Moving Companies	Portable Equipment	Traffic Control Devices
Buses, Standard	Trailers	Portable Water Suppliers	Trucks
Camera, Search	Emergency Lighting	Radiological Emergency Monitoring Equipment	Buses
Cave-In Unit	Forklifts	Refrigerated Trailers	Cones
Cellular Phones	Front End Loaders	Rentals	Diving
Chain Saws	Diking Materials	Rescue Tools	Extricating
Chlorine Patch Kits	Explosives	Saws	
Medical	Chemical Response	Flood Lights	Scrappers
Facilities			
Airport, Tower	Medical	Landfill	Warehouse
Hospital	Meeting Room	Shelter	
Organizations			
Agriculture	Utility	Lumber Companies	Computer Service
Army	Phone Companies	NOAA	Compressed Air
Biological Clean-up	Signs	Street / Sanitation Equipment	Villages
Chemical Spill Cleanup	Quarries	Radiological Emergency Response Team	Lab Chemical Disposal
CISD Teams	Retirement Homes	Sanitation	Public Works
Contractors, Excavating	Red Cross	Salvation Army	Ohio State Offices
EMA	Pest Control	National Guard	Coroner
EMA Communications	Coast Guard Auxiliary	Gas Companies	Wastewater
EMS	Canteen Services	Fire / Water Restoration Companies	Tree Service
Fire	Business Assistance	Electric Companies	Terrorism Resources
Government, Federal	Demolition Companies	K-9 Search Team	Wrecking Companies
Government, Local	Meteor Logix	Ice Rescue Team	Waste Disposal
Government, State	Deaf, Hearing Impaired Support	Insurance Agents	Weapons of Mass Destruction
HazMat	Civil Air Patrol	Forester	USDA

Tab 1 to Annex N

Organizations (continued)			
Law Enforcement	Bomb Squads	Clean Up Contractors	Telephone Companies
Liaison	Locksmiths	Mental Health	Regional Response Team
Media, Newspaper	Plumbing	Radio Communications	Cellular Phones
Media, Radio	Pipelines	Ohio EPA	Cave-In Units
Media, Television	Photographer	Poison Control Center	Hazmat Clean-up Contractors
Medical	Board-up Service	CDC	Southern Baptist Disaster Relief
Resource	Security Companies	Sewer Cleaning	Township Trustees
School	Nursing Homes	Mountain Rescue Teams	Pharmacy
Search and Rescue	Railroad Companies	Rope Rescue Team	Shelby County Offices
Veterinarian	Suicide Prevention Service	Meeting Groups	
Volunteer	Collapse Rescue Teams	Gas, L.P.	Water Rescue Team
Water Department	Mass Casualty	Morgues	Thrift Stores
Personnel			
Beekeepers	Four-Wheel Drive Vehicles	Dive Team	Veterans
Coroner	Chemical Response Teams	Meeting Groups	Rescue Teams
Medical	Snowmobiles	Committees	Planning
Volunteers	Foreign Language Interpreters	Judges	Clergy
Supplies			
Air	Chemical Spill Cleanup	Ice	Wood Shavings
Blood Bank	Absorbents	Lime	Compressed Air
Communications	Booms and Pads	Restaurants	Propane
Food	Diesel Fuel	Gravel / Sand	Toilets
Medical	Building Materials	Foam	Sandbags
Water	Cots and Blankets	Gasoline	Soda Ash