



ANNEX I

RESOURCE SUPPORT AND LOGISTICS

I. PURPOSE

To provide logistical and resource support to the emergency response effort.

II. CONCEPT OF OPERATIONS

The immediate response phase during large scale disasters or emergencies will require Facilities Management to provide extensive logistical and resource support. This support may include relief supplies, transportation services, personnel, light and heavy construction, debris removal, retention of and coordination with outside contractors, materials and other logistical support. Facilities Management will also coordinate campus activities with State, County and Federal logistics support organizations.

III. RESPONSIBILITIES

- A. Develop portions of the Incident Action Plan and forward objectives to the Planning Unit.
- B. Assist the Incident Commander by providing the necessary vehicular equipment, barricades, road signs and road blocks as necessary to guide, direct and control the movement of traffic.
- C. Coordinate actions required to remove debris and wrecked or disabled vehicles to permit continuous movement of vehicles and supplies on a priority basis.
- D. Coordinate or accomplish emergency repairs to campus roads to ensure the continuous movement of traffic and emergency equipment.

- E. Provide, maintain and coordinate all available transportation to move personnel, equipment and supplies throughout campus for the duration of the emergency.
- F. Supervise the emergency repair, modification or reconstruction of University buildings.
- G. Serve as principal advisor in matters relating to the materials requirements generated by the emergency.
- H. Receive, record and fulfill supplies or otherwise respond to all requests for materials assistance. Serve as coordinator for all requests for emergency materials assistance received from throughout the University.
- I. Assign priority, and take action to respond to requests for material assistance in accordance with the policies established by the Executive Director for Emergency Management.
- J. Receive, record, fulfill, recruit or otherwise respond to all requests for personnel assistance necessary to clean-up, repair and rebuild in accordance with the policies established by the Executive Director for Emergency Management. Serve as principal advisor in matters relating to repair and maintenance personnel requirements generated by the emergency.
- K. Establish and maintain liaison with the private sector and with government entities for the purpose of requesting and/or providing personnel with special skills.
- L. Coordinate actions to manage the conservation, distribution and use of water supplies.
- M. Coordinate actions to provide for the removal of sewage and solid waste.
- N. Establish procedures and arrange for the collection and disposal of trash and garbage.
- O. In coordination with the Operations Unit, designate the locations, and supervise the construction of camps, as necessary for the use of temporary residents, resource personnel.
- P. Maintain records of all materials expended.

- Q. Work with Operations Unit to identify and maintain a staging area for materials, personnel and equipment.

IV. EMERGENCY PREPAREDNESS MEASURES

- A. Perform a hazard analysis of all campus facilities and infrastructure to determine the likelihood of damage due to various types of emergencies.
- B. Prioritize modifications and repairs to campus facilities and infrastructure to reduce the potential for damage.
- C. Identify an inventory of University equipment and supplies that may be needed during an emergency response. This inventory should include the normal location or storage site for each item.
- D. Identify off-campus sources for materials and equipment. Sources would include such agencies as Weld County Emergency Preparedness, State of Colorado, other higher education institutions and local and regional suppliers.
- E. Identify contractors and emergency recovery experts for the various aspects of an emergency response.
- F. Inventory the main shut-off locations for all University owned utility systems. Prepare and update the master utility book and associated maps. Provide appropriate signage and staff training.
- G. In conjunction with Environmental Health and Safety, identify hazards on campus that could hinder an emergency recovery effort. Provide appropriate identification and training to staff members.
- H. Periodically review and update the Resource Support and Logistics Plan.
- I. Review support personnel assignments and provide periodic training.
- J. Perform periodic checks of the communication network.
- K. Review and update lists of off-campus resources which may be required for emergency response.
- L. Assure that University emergency response equipment and facilities are in good repair.

- M. Review inventories of fuel, oil and vehicles.
- N. Review plans and procedures for requesting and receiving City, County or State aid.