



## ANNEX I

### RESOURCE SUPPORT AND LOGISTICS

#### I. PURPOSE AND SCOPE

##### a. Purpose

The All-Hazard Resource Support and Logistics Annex defines resource mobilization practices for incidents on the UNC campus. This annex is a comprehensive document that is constructed with local, regional, and statewide governance. It will provide clear and concise direction for resource mobilization, resource management, and delegation of ordering responsibilities to the UNC Emergency Operations Center framework.

##### b. Scope

The Resource Support and Logistics Annex defines the process for locating, ordering, and moving resources to the UNC to assist with emergency/disaster response. It is used to outline the policies and procedures to manage resources for any incident, including complex incidents. Resources are defined as people, equipment, and supplies for emergency response. Resource mobilization activities are executed through both the UNC Police Communications Center and the EOC.

#### Definitions

*Operational Resources:* are defined as any emergency resources critical to support the mission of life safety, protecting property, and preservation of the environment.

- Law enforcement and firefighting equipment
- EMS
- Specialized personnel (SWAT, bomb squad, technical rescue)

*Support Resources* are defined as any non-emergent resources such as materials, services, facilities, or supplies that support the incident.

- Food, water, facilities, transportation, health, and welfare
- Equipment (portable lights, fencing, message boards)
- Personnel (Victim Advocates, American Red Cross, VOAD)

All incidents begin and end under local control. Response to an incident may only require personnel, supplies, equipment, and infrastructure available from UNC.

However, as incident complexity increases, additional key resources will be requested from outside agencies and partners. Coordination with local, state, and federal agencies, along with private sector and non-profit organizations may enhance the effectiveness of response and recovery activities.

## **c. CONCEPT OF OPERATIONS**

### **A. Initial Response**

Response to a critical incident will result in the designation of an Incident Commander (IC). Based on the nature of the incident, the IC may request additional responders, equipment, and materials through the UNCPD Communications Center.

- a. The Communication Center will manage all resource requests and the status of operational on-scene resources.
- b. Based on incident complexity, the IC may appoint a Logistics Section Chief (LSC) to manage and coordinate all incident resources.
- c. If the incident increases in complexity and the resources cannot be met with assets from UNC, the UNCPD Communications Center will request needed resources from the City of Greeley, Weld County Communications Center, or Weld County Office of Emergency Management.
- d. When an incident requires increased management due to the amount of resource requests, the UNC EOC will be activated to at an appropriate level to support the complexity of the incidents.

- e. The UNCPD Communication Center will order all operational resources, while the EOC may receive a delegation to order only support resources.
- f. When it has been determined that all local resources have been or will be exhausted and the UNCPD or EOC may not be able to fill resource requests through the local system, the IC and EOC Manger will prioritize resource needs. Regardless of the type of emergency, the priorities are:
  - Life Safety
  - Protect health and safety
  - Protect property
  - Preserve the environment
  - Minimize economic impact.
- g. The Logistics section within the EOC will also coordinate campus activities with local, county, state, and federal agencies.
- h. Resource demobilization, which involves the reduction of both operational and support resources will be conducted at the direction of the IC.
- i. If the Logistics section is activated for both UNCPD (operational resources) and the EOC (support resources), all resources will be tracked until they are demobilized by the IC.
- j. Effective demobilization requires that personnel check out prior to departure from any incident scene. To facilitate an orderly and cost effective demobilization process, an accurate and complete compilation of record of time, supplies, and equipment expended in handling an emergency incident is essential.

## **d. ROLES AND RESPONSIBILITIES**

### **UNCPD**

- a. Initial management of operations and support resource ordering
  - Additional first responders, specialized equipment, etc.
- b. Oversee the tracking and status of all logistical resources

- c. Provide documentation of costs to Finance
- d. Coordination with the EOC regarding resources ordered.
- e. Determine if Logistics/Finance section in the EOC is needed to handle support resource ordering and transfer support ordering to the EOC.
- f. Advise the IC on current services and support capabilities
- g. Advise IC on any issues preventing logistical support for incident
- h. Receive demobilization plan from the IC/Planning section
- i. Recommend release of unit resources in conjunction with the demobilization plan
- j. Ensure a smooth transition from demobilization to normal day-to-day operations.

#### **UNC EOC**

- a. The UNC Communications Center will initial handle all responsibilities of obtaining all operational and support resources. When an incident requires increased management, the UNCPD will request the EOC Manager to active the EOC.
- b. The EOC is responsible for providing all support resources including:
  - o Providing for the physical need of response personnel – i.e. food, water, facilities, transportation, health, and welfare
- c. The Logistics/Finance section will manage, track, and demobilize all non-emergent support resources. All resource orders will be coordinated with UNCPD Communications Center.
- d. If requested by the UNCPD Communications Center, the EOC will assist with tracking and demobilizing operational resources.

- e. When local and mutual aid resources are depleted, the EOC may request assistance through Weld County Emergency Management.
- f. Advise the IC on current service and support capabilities
- g. Advise the IC on any issues preventing logistical support for the incident.
- h. Ensure that resources are tracked from the time of request through demobilization.
- i. 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.
- j. Assign priority and take action to respond to requests for material assistance in accordance with the policies established by the EOC and university staff.
- k. Respond to all requests for personnel assistance necessary to clean-up, repair and rebuild in accordance with the policies established by the EOC and university staff.
- l. Serve as principal advisor in matters relating to repair and maintenance personnel requirements generated by the emergency.
- m. Provide, maintain, and coordinate all available transportation to move personnel, equipment and supplies throughout campus for the duration of the emergency.
- n. Maintain records of all materials expended.
- o. Work with Operations Section to identify and maintain a staging area for materials, personnel, and equipment

## **Finance**

- a. Purchase staff will help coordinate expenses, Purchase Card limits, and implementation of contracts, coordinate purchasing and contractual implementations.



## **Incident Commanders**

- a. The IC requests resources via radio to dispatcher.
- b. Dispatcher either: Obtains the requested resource as available or through normal mutual aid with City of Greeley, Weld County Communications Center, or Weld County Office of Emergency Management.
- c. Request via normal procedure and document all resources requests.
- d. If unavailable, Weld County Communications Center will check with agencies outside of normal mutual aid.
- e. If unavailable through mutual aid or purchase, request state or federal resources through Weld County Office of Emergency Management.

## **UNC EOC**

- a. The UNCPD will initially handle all responsibilities of obtaining all operational and support resources.
- b. When an incident requires increased management, the UNCPD Dispatcher will request the EOC Manager to activate the Logistics Finance section.
- c. The EOC will seek university owned resources first before acquiring resources from external partners.
- d. If the resource is available, contact the department for delivery of the resource to incident command.
- e. If the resource is not university owned and available for purchase, coordinate with Purchasing for the procurement of resources.

## **Purchasing**

- a. Purchasing staff will be at the EOC or available to help coordinate expenses, purchasing card limits, and implementation of contracts.

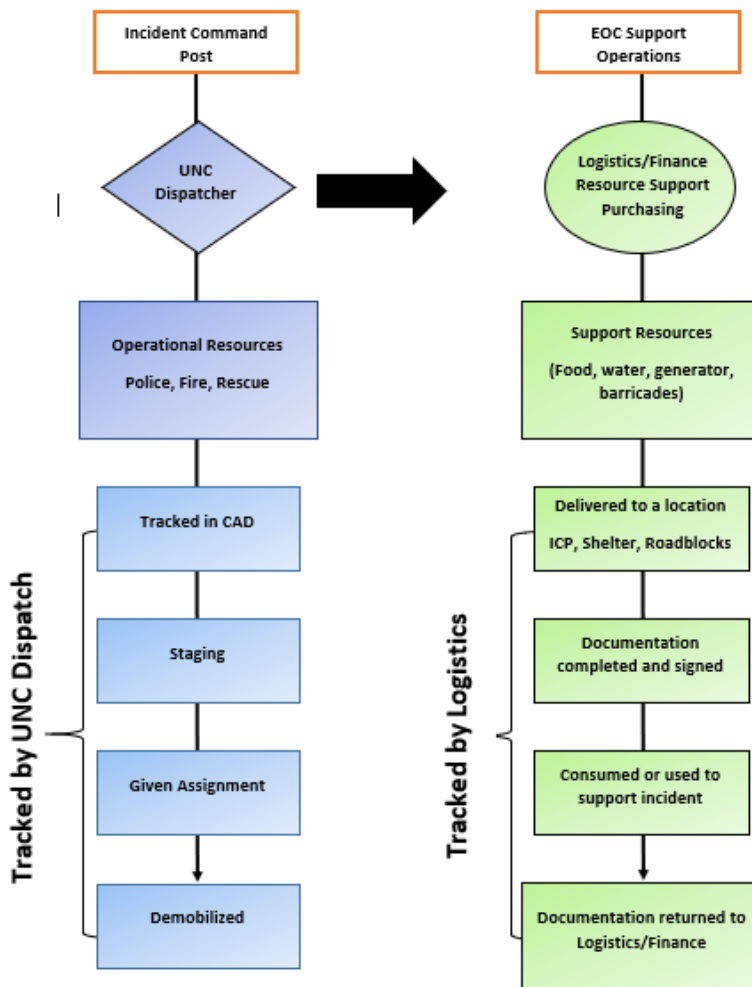
- b. Coordinate purchasing and contractual implementation
- c. Review and coordinate existing contracts to facilitate expedited delivery of resources to UNC.

### III. Tracking and Documentation Process

For large-scale incidents on campus, all resources will be tracked by either UNCPD (operational resources) or the EOC (support resources).

If Weld County Communications Center is mobilizing resources for the university, all resources will be track in CAD. UNCPD will also document resources sent to the university and coordinate with the EOC regarding the status of resources.

#### Resource Tracking Overview





#### **IV. EMERGENCY PREPAREDNESS MEASURES**

- A. Perform hazard analysis of campus facilities and infrastructure to determine the likelihood of damage due to various types of emergencies.
- B. Identify 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 the Weld County Office of Emergency Management, 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.