

Kanawha Putnam Emergency Management Plan Functional Annex	
Resource Management Revised December 2025; Reviewed Biennially	<h1>A15</h1>
NRP Coordination:	
Primary Agency:	Emergency Management
Support Agencies:	<ul style="list-style-type: none"> ▪ West Virginia Division of Homeland Security and Emergency Management ▪ Law Enforcement

I. Introduction

A. Purpose

The Resource Management Annex will set forth guidelines for supporting emergency operations at disaster sites with supplies, materials, equipment and personnel that exceed local capability. This annex is programmed to follow the National Incident Management System guidelines.

B. Scope of Work

This annex establishes guidelines for the work of the Emergency Operations Center in acquiring, coordinating movement and tracking of requested resources.

II. Situation and Assumptions

- A. Normally, communities and agencies have enough equipment, trained personnel and supplies to handle first response requirements to routine emergencies and to respond to mutual aid requests.

- B. During a large-scale emergency, local resources may become depleted or need relief.
- C. Some emergency operations may require specialized resources not available locally.
- D. The Emergency Management Director maintains a list of contracted services that can be utilized during an incident.
- E. *For purposes of the Plan, requested resources acquired from outside the local jurisdiction and mutual aid pacts are known as external resources.*
- F. The Federal Emergency Management Agency will reimburse local jurisdictions and agencies for resources ordered under a Federal disaster declaration. A Federal disaster declaration occurs when the governor makes such a request to the President of the United States. Such declarations generally follow the declaration of a local state of emergency made by the Chief Elected Official upon consultation with the Emergency Management Director.
- G. The Federal Emergency Management Agency will reimburse local jurisdictions and agencies for use of their own resources during a Federal disaster declaration.
- H. The State government may, through legislative action, provide reimbursement for resources utilized during an undeclared incident.
- I. In order to qualify for reimbursement from the Federal Emergency Management Agency, a jurisdiction must:
 - a. Conduct all emergency operations in compliance with the National Incident Management System, and
 - b. Conduct resource management in compliance with requirements of the National Incident Management System.
- J. Manpower acquired as an external resource will require additional paperwork management as well as food and shelter.
- K. Emergency management manpower resources may be obtained by the Emergency Management Director through the Emergency Mutual Aid Compact.

II. Direction and Control

- A. The Emergency Management Director is responsible for coordination of resources.
- B. Requests for external resources originate with the Incident Commander and are passed to the Emergency Management Director.
- C. The Emergency Management Director is responsible to see that external resource requests are processed, ordered, delivered and returned.

III. Concept of Operations

A. General

- 1. Proper resource management generally requires activation of the Emergency Operations Center.
- 2. Manpower acquired as an external resource must be coordinated, credentialed, briefed and must sign appropriate paperwork prior to assignment to the field. These personnel must be integrated into the existing Incident Command System.

B. Primary Agency

- 1. The Emergency Management Director is responsible to ensure that all external resource requests are received, logged, ordered, delivered on time, status documented and returned when released by the Incident Commander.
- 2. Emergency Management staff is responsible to match the resource request with the Federal Resource Type List. Every effort should be made to order resources that are compatible with the Federal Resource List.
- 3. The Emergency Management Director is responsible to submit documentation for reimbursement.

C. Supporting Agencies

1. Incident Command

a. The Incident Commander communicates the request for external resources to the Emergency Operations Center.

b. Once the resource is delivered, the Incident Commander is responsible for it until it is picked up by the owner (or owner's agent) or returned.

c. While an external resource is deployed, the Incident Commander will ensure documentation of any resource, noting location and duty status as well as any changes in same. The Emergency Operations Center should be notified of status indicators where an asterisk (*) is displayed. Appropriate status indicators are:

(1) Arrived on-scene*

(2) Staged

(3) In use

(4) On duty (manpower resource)

(5) Released (means resource is staged awaiting pick up or return, no longer needed).*

(6) Returned (meaning the resource has been picked up or returned and the owner has signed the Field Resource Management Form).

(7) Depleted (meaning the volume of the resource has been used)

(8) Off duty (temporary status of manpower resource)

(9) Damaged

(10) Destroyed

(11) Status unknown

- d. The Incident Commander will ensure that all Field Resource Management Forms are forwarded to the Emergency Management Director as soon as practical after the resource has been returned.

2. West Virginia Division of Homeland Security and Emergency Management

- a. Maintains a duty officer on a twenty-four-hour basis to process resource requests from local Emergency Management offices by telephone or e-Teams.
- b. Provides interface for federal resources.

3. Law Enforcement

- a. Assist in security of enroute resources, as needed.
- b. Provide security for resource staging area.

IV. Forms Needed

- A. Resource Management Form (EOC)
- B. Field Resource Management Form (IC)
- C. Workers' Compensation Release Form (IC and EOC)
- D. Staging Officer's Log (IC)