

South Puget Sound Community College

Emergency Operations Plan

Annex J

RESOURCE MANAGEMENT

I. PURPOSE

The purpose of this annex is to manage all financial aspects of an incident. Resource Management services used at an incident/emergency may include the monitoring of costs, procuring specialized equipment, contracting with a vendor, or for making cost estimates of alternative strategies. The extent of the emergency/disaster will determine the extent to which the Finance/Administration section will be mobilized.

II. SITUATION AND ASSUMPTIONS

A. Emergency / Disaster Conditions and Hazards

1. South Puget Sound Community College is subject to a variety of emergency or disaster events that may require tracking costs, processing claims or acquiring equipment.
2. The sudden and unexpected nature of a catastrophic event, such as an earthquake and its extensive damage, will result in numerous requests from all areas of the College for services required to save lives, protect property, and preserve the environment.
3. A significant emergency or disaster will severely damage and may limit access to the resource infrastructure as we know it today.

B. Planning Assumptions

1. The Incident Commander will focus on coordinating lifesaving activities concurrent with reestablishing control of the affected area.
2. A technological disaster may disrupt localized telephone service. The Information Technology (IT) department will accomplish as much restoration and reconstruction of telecommunications facilities as the situation permits.
3. Initial reports of damage will be fragmented, providing an incomplete picture on the extent of damage to communications facilities.
4. Transportation to affected areas may be interrupted due to damage to roads, bridges, airports, and other transportation means.
5. Following an emergency or disaster, there may be a need to provide resources, goods and services

6. Management of resource support is highly situational, requiring flexibility and adaptability.
7. The College has no emergency budget or contingency fund
8. All College resources will be spent prior to requesting assistance from the City of Olympia.

III. CONCEPTS OF OPERATIONS

The activation of the Resource Management unit will be dependent upon the magnitude of the emergency/disaster. Any or all of the Resource Management units (the time unit, purchasing unit, compensation and claims unit and the cost recovery unit) may or may not be mobilized initially. In the event of a large scale emergency/disaster it is likely all units will be mobilized. The decision of which units to mobilize will reside with the Finance/Administration Chief.

A. General

1. The College will initially use its own resources to respond to emergency situations, purchasing supplies and equipment if necessary, and later seek reimbursement, if possible, from other sources. The College will request assistance if its resources are insufficient or inappropriate. The City of Olympia should be amongst the first channels through which the college requests assistance when its resources are exceeded. If additional resources are required, the College will:
 - a. Summon those resources available to it pursuant to inter-local agreements. See Attachment 2 to this plan, which summarizes the inter-local agreements and identifies the officials authorized to request those resources
 - b. Summon emergency service resources that it has contracted for.
 - c. Request assistance from volunteer groups active in disasters.
 - d. Request assistance from industry or individuals who have resources needed to deal with the emergency situation.
2. If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).
3. When external agencies respond to an emergency situation within the College's jurisdiction, the College expects them to conform to the guidance and direction provided by our incident commander, unless a transfer of command has taken place.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. SPSCC Organization

1. College President / Vice President's
 - a. Monitor the emergency response during disaster situations and provides policy direction where appropriate.
 - b. With the assistance of the Public Information Officer, keep the public informed during emergency situations.
 - c. Request assistance from other local governments or the State when necessary.
 - d. Direct activation of the College EOC (located in the Boardroom in Building 25 of the main campus 2011 Mottman Road SW, Olympia, WA 98512 Phone 360-596-5299 FAX 360-596-5724).
2. Vice President Planning, Effectiveness, and Operations is responsible as the Incident Commander for:
 - a. ICS - EOC Interface
 - i. Coordinate the operational response of local emergency services.
 - ii. Coordinate activation of the EOC and supervise its operation.
 - b. The incident commander designates Section Chiefs (Operations, Planning, Logistics, Admin/Finance)
 - c. See Attachment 1 for the SPSCC ICS Organizational Chart
 - d. Requires the appropriate Section Chiefs to report to the EOC when notified of an emergency situation.
3. Director of Security
 - a. Serve as the Deputy Commander / Safety Officer.
 - b. Activate the EOC when required.
4. Director of Auxiliary Services
 - a. Serve as Logistics Section Chief.
 - b. When notified of an emergency situation reports to the EOC.
 - c. Coordinates public information with the PIO as needed.
 - d. Manages the Food, Supply, Medical, Facilities, and Communications Unit.
5. Communications Unit Leader
 - a. Activates the communications unit in the EOC.
 - b. Implements emergency communications procedures.

- c. Ensures the communications unit of the EOC has the capability to sustain operations around the clock.
6. Campus Security
- a. Operational Considerations to Include:
 - i. Provide rapid warning to the campus community of hazards or dangers.
 - Determine who needs to be warned.
 - Clarify the message that will be given out. If the message deals with evacuation from an area:
 - BE SPECIFIC WHERE YOU WANT PEOPLE TO GO.
 - Determine the method for giving the warning, (In person, by going to specific locations, etc.).
 - ii. Assist with clearing and closing buildings following and evacuation.
 - iii. Evacuate people from potential or existing danger.
 - iv. Work with responding law enforcement and the safety officer to develop a traffic control plan.
 - v. Close off areas and controlling access (limited or no access).
 - vi. Determine the type of control of persons and vehicles into and out of the area.
 - NO ACCESS
 - All people will be prohibited from entering the closed area.
 - LIMITED ACCESS
 - Direct the placement of barricades, traffic control devices, and signs.
 - Establish an entry system.
 - Establish and staff control points.
 - Coordinates with the Evacuation Coordinators.
 - Allows persons into closed area according to criteria established by Operations Chief. Persons entering must abide by the policies established in order to gain entry.
 - Authorized personnel, i.e., campus, local, state, or federal personnel performing emergency work will be permitted entry. Media representatives will be allowed access on a controlled basis.

7. Director of Buildings and Grounds
 - a. Serves as the College Operations Section Chief
 - i. The Operations Section is responsible for coordinating all operations in support of the emergency response and implementation of the action plan(s) including evacuation plans. This section includes the response teams, which are teams working toward reduction of the immediate hazard and establishing situation control and the restoration of normal conditions.
 - b. Access Control Actions
 - i. Direct staff to cordon off unsafe areas, secure facilities, and control access where there is damage. Have utilities shut down, if presenting a possible hazard.
 - ii. Ensure traffic control is established to provide access for emergency vehicles.
 - iii. Direct the establishment and control of on-campus evacuation reception areas.
 - iv. Respond to requests to re-enter buildings, coordinate with the INCIDENT COMMANDER.
8. Public Information Officer (PIO)
 - a. Disseminates the following types of instructional materials and information:
 - i. Identification of the specific messages and information to be released.
 - ii. Location of mass care facilities within and outside of the affected area.
 - iii. Keep general public informed on activities and the specific actions they should take.
 - iv. Participate in JIS/JIC
9. Administration / Finance Section Chief
 - a. Meet with assisting and cooperating agencies, as required, to determine any cost-share agreements or financial obligation.
 - b. Coordinate with all cooperating agencies and specifically administrative personnel in hosting agency.
 - c. Initiate, maintain, and ensure completeness of documentation needed to support claims for emergency funds, including auditing and documenting labor, equipment, materials, and services.

- d. Initiate, maintain, and ensure completeness of documentation needed to support claims for injury and property damage.
- e. Ensure that all personnel time records reflect incident activity and that records for non-agency personnel are transmitted to home agency or department according to policy.
- f. Ensure that all obligation documents initiated by the incident are properly prepared and completed

B. Tasked Organizations

1. City of Lacey (Fire and Police for Hawks Prairie Campus)
 - a. Maintain their existing equipment and follow established procedures for communicating with their organization personnel performing field operations. All organizations should keep the College EOC informed of their operations at all times and maintain a communications link with the College EOC.
 - b. Communication needs beyond the capability of the College EOC will necessitate the activation of and coordination with Thurston County Emergency Management 2703 Pacific Avenue SE, Suite B Olympia, WA 98501-2036 Phone (360) 754-3360)
2. City of Olympia (Fire and Police)
 - a. Maintain their existing equipment and follow established procedures for communicating with their organization personnel performing field operations. All organizations should keep the College EOC informed of their operations at all times and maintain a communications link with the College EOC.
 - b. Communication needs beyond the capability of the College EOC will necessitate the activation of and coordination with the City of Olympia EOC (located at Olympia Fire Department headquarters 100 Eastside Street NE Olympia, WA 98506 Phone: (360) 753-8348, 754-0642, 239-2797, Fax: (360) 753-8054) or by radio 155.145.
3. Olympia EOC
 - a. Coordinate regional response for the greater Olympia area.
 - b. Act as a JOC / JIC.
 - c. Emergency response needs beyond the capability of the Olympia EOC will necessitate the activation of and coordination with Thurston County Emergency Management (located at 2703 Pacific Avenue SE, Suite B Olympia, WA 98501-2036 Phone (360) 754-3360).

4. Thurston County EOC
 - a. Coordinate regional response for the greater Thurston County area.
 - b. Act as a liaison for request for State Aid Assistance
 - c. Act as a regional JOC / JIC for Homeland Security Region 3
 - d. Emergency response needs beyond the capability of the Thurston County EOC will necessitate the activation of and coordination with the State EOC.
5. Washington State Military Department Emergency Management Division
 - a. Provides support as provided in the State CEMP.
 - b. Activate State EOC.
 - c. Coordinate State response for the emergency / disaster.
 - d. Act as a JOC / JIC.
6. Other Agencies of WA State Government
 - a. Provides staff and system/equipment assistance, as available and in accordance with the agencies primary mission.
7. US Government
 - a. The federal government, under the National Response Framework (NRF) and the National Security Emergency Preparedness procedures may, through the Federal Emergency Management Agency (FEMA), provide temporary emergency assistance to state and/or local jurisdictions prior to or during an emergency or disaster.

V. ADMINISTRATION AND LOGISTICS

This Section addresses the support requirements of the Resource Management function.

A. Administration

This section addresses the administrative actions associated with satisfying the tasking in this annex.

1. During emergency operations, locate supplies, equipment, and personnel to meet specific needs.
2. Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.
3. Establish emergency purchasing procedures and coordinate emergency procurements.
4. Coordinate transportation, sorting, temporary storage, and distribution of resources during emergency situations.

5. Establish staging areas for resources, if necessary.
6. During emergency operations, identify to the Donations Management Coordinator those goods, services, and personnel that are needed.
7. Maintain records of emergency-related expenditures for purchases and personnel.

B. Logistics

This section addresses general support requirements.

1. The responsibilities and duties of the Finance/Administration Chief/Coordinator include:
 - a. managing all financial aspects;
 - b. providing financial and cost analysis information as requested;
 - c. gathering pertinent information from responsible agencies;
 - d. determining the need to establish and operate a commissary;
 - e. ensuring that all personnel time records are accurately completed;
 - f. ensuring that all obligation documents initiated are properly prepared and completed;
 - g. briefing agency administrative personnel on all financial issues requiring attention or follow-up; and ensuring that a Finance/Administration Section log is maintained.

2. Time Unit

The Time Unit is responsible for ensuring the accurate recording of daily personnel time, compliance with various agency time recording policies, and managing established commissary operations. Personnel time records will be collected and processed for each operational period. The Time Unit is managed by a Unit leader. The responsibilities and duties of the Unit leader include:

- a. determining incident requirements for time recording function;
- b. ensuring that daily personnel time recording documents are prepared and in compliance with agencies policies;
- c. maintaining separate logs for overtime hours;
- d. establishing commissary operations as needed;
- e. submitting cost estimate data forms to Cost Units as required;
- f. ensuring that all records are current and complete prior to demobilization;

- g. releasing time reports from assisting agency personnel to their respective Agency Representatives or senior officer prior to demobilization; and
- h. maintaining a Time Unit log.

3. Purchase/Procurement Unit

All financial matters pertaining to vendor contracts, leases, and fiscal agreements are managed by the Purchase/Procurement Unit. The Unit is also responsible for maintaining equipment time records. The purchase/Procurement Unit identifies local sources for equipment and supplies, manages all equipment and rental agreements, and processes all rental and supply fiscal document billing invoices. The Purchase/Procurement Unit is managed by a Unit leader. The responsibilities and duties of the Unit leader include:

- a. reviewing needs and developing any special procedures for procuring resources;
- b. preparing and authorizing contracts and land use agreements;
- c. drafting required memoranda of understanding;
- d. identifying sources that can provide necessary resources;
- e. establishing contracts and agreements with supply vendors;
- f. providing coordination between the Ordering Manager, agency dispatch, and all other procurement organizations supporting the incident;
- g. ensuring that a system is in place which meets agency property management requirements;
- h. interpreting contracts and agreements;
- i. coordinating with the Compensation/Claims Unit for processing claims;
- j. coordinating the use of impress funds, as required;
- k. completing final processing of contracts and sending documents for payment;
- l. coordinating cost data in contracts with the Cost Unit Leader; and
- m. maintaining a Procurement Unit log.

4. Compensation / Claims Unit

The Compensation/Claims Unit handles any compensation-for-injury claims related to the incident/emergency. This Unit oversees the completion of all forms required by workers' compensation. A file of injuries and illnesses associated with the incident will be maintained and all witness statements will be obtained in writing. Close coordination with the Medial Unit is essential.

Additionally, the Compensation/Claims Unit investigates all claims involving property associated with or involved in the incident/emergency. The Compensation/Claims Unit is managed by a Unit leader. The responsibilities and duties of the Unit leader include:

- a. establishing communications with the Safety Officer, Liaison Officer, and Medical Unit Leader;
- b. reviewing Medical Plan;
- c. reviewing procedures for handling claims with the Purchasing/Procurement Unit Leader;
- d. ensuring that all Unit forms are complete and routed to the appropriate agency for post-incident processing prior to demobilization; and
- e. maintaining a Compensation/Claims Unit log.

5. Cost Recovery Unit

The Cost Recovery Unit provides all cost analysis. The Unit ensures proper identification of all equipment and personnel requiring payment, the recording of all cost data, analyzes and prepares estimates of costs, and maintains accurate records of costs. The Cost Recovery Unit works closely with representatives of the Disaster Assistance Division of the Governor's Office of Emergency Services (DAD-OES), when appropriate, to assure that the maximum allowable cost recovery is obtained. The Cost Unit is managed by Unit leader. Responsibilities and duties of the Unit leader include:

- a. establishing cost reporting procedures;
- b. collecting and recording all cost data;
- c. developing incident cost summaries;
- d. preparing resources-use cost estimates for the Planning/Intelligence Section;
- e. making cost-saving recommendations to Finance/Administration Section Chief/Coordinator;
- f. establishing and maintaining communications with DAD-OES; and
- g. maintaining a Cost Unit log.

C. General Support Requirements

1. SPSCC has a participatory agreement with the Public Schools Emergency Communications System (commonly referred to as schoolreport) to post emergency information regarding incidents, emergencies and class cancellations or school closures on their web page www.schoolreport.org.

2. SPSCC has a contract with the OmniAlert (commonly referred to as e2 campus) to send emergency messages and information regarding incidents, emergencies and class cancellations or school closures via their web page www.e2campus.com .
3. SPSCC coordinates SPSCC class cancellations or school closures with the transportation directors for Olympia, Tumwater, and North Thurston School Districts.
4. Communications unit members are responsible for maintenance of their own internal supplies, spare parts, logs, report forms, and ICS forms.

VI. PLAN DEVELOPMENT AND MAINTENANCE

This section identifies and details the responsibility for coordinating revisions of this annex, keeping its attachments current, and ensuring that the SOP's and other necessary documents are developed.

A. Dean for Facilities Planning & Operations

1. The Dean for Facilities Planning & Operations is charged with the development, revision, and maintenance of this annex to the Emergency Operations Plan.
2. The EOP will be examined and if necessary revised or updated at least every five years with changes and dates noted on the appropriate change page.

B. President, VP's

1. The President and VP's are responsible for approval and promulgation of the SPSCC EOP.

VII. AUTHORITIES AND REFERENCES

- A. Chapter 38.52 RCW
- B. Title 132S WAC
- C. Washington State CEMP, March 2003
- D. Guide for All-Hazard Emergency Operations Planning, FEMA, September 1996
- E. National Response Framework, US Dept of Homeland Security, January 2008
- F. ICS forms, FEMA web site,
http://training.fema.gov/EMIWeb/IS/ICSResource/ICSResCntr_Forms.htm
- G. SPSCC College Handbook, October 2007
- H. SPSCC Campus Security Handbook, March 2008

Attachment 1

List of Interagency Agreements