ANNEX M

RESOURCE MANAGEMENT

APPROVAL & IMPLEMENTATION

Annex M

Resource Management

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

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John Hall   Date
Vice President of Administration &
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RECORD OF CHANGES

Annex M

Resource Management

Change #	Date of Change	Entered By	Date Entered
1.0	05/09/2011	Peggy Morales	05/31/2011
2.0	05/09/2011	Jason Johnston	06/27/2011
3.0	02/01/2013	Peggy Morales	02/22/2013
4.0	06/2015	Peggy Morales	11/25/2016

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RESOURCE MANAGEMENT

I. AUTHORITY

See Basic Plan, Section I

II. PURPOSE

The purpose of this annex is to provide guidance and outline procedures for the University of Texas at Arlington (UT Arlington) for efficiently obtaining, managing, allocating, and monitoring the use of limited resources during emergencies.

In the event of a minor disaster, UT Arlington will be responsible for this annex. However, in the event of a major event at UT Arlington, that affects the City of Arlington (Arlington), and UT Arlington resources become overwhelmed, Arlington will lead the event based on Arlington's Annex M, Resource Management. A copy of Arlington's Annex M is located at Arlington's Office of Emergency Management. UT Arlington will support Arlington in establishing a unified command, with the support of administration & campus operations, business affairs & controller, facilities management, Environmental Health & Safety (EH&S), human resources, police department, and emergency management on incidents.

III. EXPLANATION OF TERMS

A. Acronyms

Arlington	City of Arlington
EH&S	Environmental Health & Safety
EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
HUB	Historically Underutilized Business
IC	Incident Commander
MACC	Multi-Agency Coordination Center
MACS	Multi-Agency Coordination System
NIMS	National Incident Management System
ProCard	Purchasing Card, UT Arlington
RM	Resource Management
RMT	Resource Management Team
SOC	State Operating Center
UT Arlington	University of Texas at Arlington
UT System	University of Texas System

B. Definitions

Multi-Agency Coordination Systems (MACS)
Used in the support of incident management, this system combines facilities, equipment, personnel, procedures, and communications into a common framework. The system develops consensus on priorities, resource allocation, and response strategies. Representatives from UT Arlington, local government, external agencies, and non-governmental entities will work together to coordinate a campus response as described in Support Document 10 North Central Texas Regional Coordination Plan Draft.

Tier II typing
Resources defined and inventoried by the state, tribal, and local jurisdictions that are not resources provided by the federal government. An example of a Tier II asset is an everyday piece of equipment such as a pickup truck or police cruiser.

Resource management team (RMT)
The execution of the resource management mission that includes providing advice, and guidance to the commander, developing command resource requirements, identifying sources of funding, determining cost, acquiring funds, distributing and controlling funds, tracking costs and obligations, cost capturing and reimbursement procedures, and establishing a management control process.

IV. SITUATION & ASSUMPTIONS

A. Situation

1. As noted in the general situation statement in section IV.A of the Basic Plan, UT Arlington is at risk from a number of hazards that could threaten health and safety, private and public property, and require the commitment of campus and local resources to contain, control, or resolve.

2. Resource management (RM) planning during pre-disaster hazard mitigation activities lessens the effects of known hazards. Pre-disaster preparedness activities are to enhance the campus capability to respond to a disaster. Throughout an actual response to a disaster or during the post-disaster recovery process, RM is essential to ensure smooth operations. Hence, we must have a RM capability that uses sound business practices that can function efficiently during emergencies, and comply with the framework set by the National Incident Management System (NIMS) as well as including certain reporting, and coordinating requirements contained in the National Response Framework.

3. Effective RM is required in all types of emergencies from incidents handled by one or two emergency services working under the direction of an incident commander (IC), to emergencies that require a response by multiple services and external assistance, to catastrophic incidents that require extensive resource assistance from the state and/or federal government for recovery.

4. For some emergencies, available campus emergency resources will be insufficient for the tasks performed. UT Arlington will request assistance from Arlington, University of Texas

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System (UT System), Tarrant County, and/or the Disaster District Committee. It may be necessary to rent or lease additional equipment and purchase supplies.

5. In responding to major emergencies and disasters, Arlington's mayor may issue a disaster declaration pursuant to Chapter 418 of the Government Code and the Executive Order of the governor relating to emergency management and invoke certain emergency powers to protect health, safety, and preserve property.

   a. After a disaster declaration, the mayor may use all available local government resources to respond to the disaster and suspend statutes and rules, including those relating to purchasing and contracting, if compliance would hinder or delay actions necessary to cope with the disaster Annex U, Legal has additional information regarding the emergency powers of government. Arlington's attorney will provide advice regarding the legality of any proposed suspension of statutes or rules. If normal purchasing and contracting rules are suspended at UT Arlington, it is incumbent on the UT Arlington vice president of business affairs & controller to formulate and advise university employees of the rules that are in effect for emergency purchasing and contracting.
   b. After a disaster declaration, the mayor may commandeer public or private property to cope with a disaster subject to compensation. This procedure will be used as a last resort and only after obtaining the advice of Arlington's attorney, University of Texas System, and UT Arlington's attorney.

B. Assumptions

1. Much of the equipment and many of the supplies required for emergency operations will come from inventories on hand.

2. Additional supplies and equipment required for emergency operations will be available from normal sources of supply. However, some established vendors will not be able to provide needed materials on an emergency basis or may become victims of the emergency. Identification of standby resources in advance and provisions will be made for arranging alternative sources of supplies on an urgent need basis.

3. Some of the equipment and supplies needed during emergency operations are not used on a day-to-day basis or stockpiled locally and are only available through emergency purchases.

4. Some resources are available through inter-local agreements and mutual-aid agreements.

5. Some businesses and individuals that are not normal suppliers will rent, lease, or sell needed equipment and supplies during emergencies.

6. Some businesses will provide equipment, supplies, labor, or services at no cost during emergencies. Developing agreements between UT Arlington and local businesses in advance can make it easier to obtain support during emergencies.

7. Some community groups and individuals will provide equipment, supplies, work force, and services during emergencies.

8. When requested by campus officials, volunteer groups active in disaster will provide such emergency services as shelter management and mass feeding. UT Arlington human resources will support Arlington in providing and using volunteers to the best of their ability.

9. Donated goods and services can be a valuable source of resources. UT Arlington Central Receiving will support Arlington for receiving goods as seen in Support Document 6, UT Arlington Central Receiving Procedures.

V.   CONCEPT OF OPERATIONS

A. Guidelines

1. UT Arlington is NIMS compliant, utilizing a uniform method of identifying, acquiring, allocating, and tracking resources. Resources include personnel and facilities as well as limited equipment and supplies. In order to facilitate RM, coordination activities will take place at the UT Arlington Emergency Operations Center (EOC) if activated. The UT Arlington emergency management coordinator (EMC) will act as the RM liaison.

2. UT Arlington RM liaison
   a. Provide support to Arlington.
   b. Identifies resource gaps based on the IC/unified command's incident objectives stated in the Incident Action Plan.
   c. Ensures efficient mobilization and record keeping of resource utilization.
   d. Recommends mutual aid resources and/or food service contract development, as seen in Support Document 5, UT Arlington Food Service Contract.
   e. Supports Arlington's efforts to manage donated resources.
   f. Recommends familiarization and adoption of a standardized classification of resources making it easier to obtain the correct asset from an external agency or governments.

B. Activities by Emergency Management Phases

1. Prevention

   a. Arlington's processes are on file at the Arlington Office of Emergency Management
   b. UT Arlington
      1. Identify the "most-needed" resources that they would anticipate after most disasters.
      2. Identifying potential asset sources
         1. Within UT Arlington
         2. Through vendors/contractors
         3. Through UT System mutual aid
         4. From Arlington
   c. Analyze the potential assets list against the "most needed" list to determine gaps in personnel, equipment, or supplies. Take actions to close the gaps.

2. Preparedness

a. Arlington processes are on file at the Arlington Office of Emergency Management
b. UT Arlington
    1. Provide a pre-disaster inventory of current UT Arlington response assets (NIMS Tier II type) and maintain for utilization by the EOC Planning Section.
    2. Review procedures, finance section and controller's office will obtain the requisite data that each requires.
    3. Evaluate the procurement process
        a. Is purchase authority alteration necessary?
        b. Does the RMT need alteration?
        c. Are there RMT weaknesses (single points of failure, etc.)?
        d. Are there new sourcing agreements or contingencies?
    4. After the evaluation
        a. Vet a draft disaster response procurement protocol. Upon approval, it should become a support document to this plan.
        b. Obtain new sourcing agreements or contingencies.
    5. When planning for successful resource dialog among the numerous MACS entities and agencies participate in
        a. MACS and multi-agency coordination center (MACC) planning and exercises, and/or review all pertinent plans or after-action materials.
        b. Regional and state emergency management coordination meetings.
        c. UT Arlington has established training and exercises for those involved with the EOC, and securing and managing resources. The training is based on incident command system and the guidelines established in this plan and its support documents: *Federal Emergency Management Agency Independent Study 703, Resource Management.*

3. Response
    a. Arlington are on file at the Arlington Office of Emergency Management
    b. UT Arlington
        1. Actions taken during a hazard warning
            a. UT Arlington will have advance warning of impending hazards. This will occur because of favorable environmental conditions, or due to extensive analysis of aggregate hazard data. At this point, take some pre-event RM actions.
            b. These RM actions will be dependent upon the threat
                1. Stockpiling hazard-specific resources known to be in potential short supply during emergencies.
                2. Check resources for readiness.
                3. Fuel resources requiring fuel; create a fuel reserve.
                4. Vendors and contractors will be contacted and placed on alert.
                5. Resource contingency contracts will be verified.
                6. Resources may be pre-deployed to mitigate the hazard-impacted areas.
                7. Pre-deploy resources to a safe staging area, outside of the impact area, so that they are easily deployed following the hazard, such as a high profile vehicle will be moved to a sheltered staging area to avoid damage.

2. Actions taken during emergency response
   a. Resource needs assessment. The IC/unified command will assess current and anticipated resource needs, and report to the UT Arlington EOC operations and planning sections. Assessments will continue for each operational period.
   b. Obtaining resources & approval of asset requests. Multi-agency coordination is critical for establishing priorities, allocating critical resources, developing strategies for response, information sharing, and facilitating communication. UT Arlington and Arlington EOCs are part of the MACS; they are the first level of resource request coordination/fulfillment.
   c. Requesting resources
      1. Arlington will supply most of the resources needed for Level 3 (county/city) and Level 4 (local) emergencies.
      2. The first source for assets beyond UT Arlington and its vendors/contractors will be Arlington, Tarrant County, or UT System mutual aid.
      3. When the assets of UT Arlington cannot meet resource requests, the request can be forwarded to Arlington, Tarrant County, or the Disaster District Committee, where regional resources will be available. UT Arlington will enact the UT System mutual aid agreement at any time.
      4. The disaster district committee chair forwards requests not fulfilled to the State Operations Center (SOC) for state approval.
      5. If asset requests are approved, but cannot be met by the SOC, then requests will be fulfilled by adjacent states, through the Emergency Management Assistance Compact. Approval authorities: SOC command staff.
   d. Resource shortages or scarcity, when resource shortages are experienced, the Executive Policy Group and EOC command staff are responsible for establishing the priorities for resource allocation; supporting life safety response is the highest priority.

4. Recovery

   a. Arlington files are at the Arlington Office of Emergency Management
   b. UT Arlington
      1. Assess equipment/supply loss or damages. Record lessons learned and replenishment cost data for possible improvements that would lead to reduced equipment/supply losses or damage.
      2. Review protocols.
      3. Review equipment maintenance schedules.
      4. Review type and kind of duty assignments.
      5. Evaluate personnel.

VI.   ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. General

1. The NIMS organizational structure applies to each job function within RM. Annex N, Direction and Control describes this organization.
2. All programs and departments will coordinate emergency resource requests not fulfilled, through the UT Arlington EOC.

B. Assignments by Position

Arlington mayor

Issue a local disaster declaration, if the situation warrants, thereby making available the accessibility of public resources to respond to emergencies. If this should occur, UT Arlington will follow Arlington's RM plan.

UT Arlington IC

a. Responsible for managing emergency resources at the incident site.
b. Has on-scene approval authority for ordering/requesting resources up to a limit specified. UT Arlington IC may utilize the UT Arlington Purchasing Card Program (ProCard) as referenced in Support Document 8, UT Arlington Purchasing Card Procedures.
c. Elects when to expand to a logistics section based on complexity of the operation, and anticipated duration of the event.
d. The logistics section is responsible for obtaining and maintaining personnel, facilities, equipment, and supplies needed for the emergency response.
e. Continues to manage resources committed at the incident site.

RMT at the EOC (Planning and Finance)

a. Monitors the state of all resources (e.g., needed, pending, committed, and unassigned) and maintaining a status of each.
b. Identifies a lead-person from whom all requests and decisions are passed through.
c. Coordinates with the planning, logistic, finance and operations section chiefs, to determine additional resources needed at the incident site.
d. Follows the concept of operations described in this plan and assures appropriate approval.
e. Forwards approved requests for on-hand assets to the operations and logistics section chief.
f. Forwards approved external requests to the EMC or EOC liaison if activated.
g. Forwards notice of pending external asset requests to the operations and logistics section chief.
h. Advises the IC and general staff of impending resource shortages or gaps.
i. Collaborates with planning, operations, finance and logistics section chiefs and IC to determine if resource controls or allocations must be imposed and if so, establishing priorities for resource allocation.
j. Coordinate with the donations coordinator regarding the need for donated goods and services, see Arlington's Annex T, Donations Management.

    k.   Coordinate check-in, staging, and field deployment of all personnel, equipment, and supplies.

    l.   Tracks the location and status of resources.

    m. Identifies the need for a resource staging and/or storage facility, may or may not include donated goods.

Logistics Section

a.   Locate needed resources using resource and supplier lists and obtain needed goods and services for responders.

b.   Determine the most appropriate sources for satisfying resource requests.

c.   Commit such resources to the IC to manage.

d.   Direct and supervise the activities of the supply and distribution officers.

e.   Inform planning support section of all actions and status.

Logistics Section Supply Unit Leader

a.   Arrange delivery of resources, to include terms of transportation, delivery locations, and point of contact. UT Arlington Central Receiving may be an option to receive requested resources, see Support Document 6, UT Arlington Central Receiving Procedures.

b.   Advises the logistics section when delivery is not available, to arrange transportation for needed resource.

c.   Oversee physical distribution of resources, to include material handling.

d.   As directed, arrange and activate temporary storage facilities or staging areas.

e.   Identifies sources of supply for and obtain needed supplies, equipment, labor, and services.

f.   Provide documentation of all actions taken on requests for supplies, equipment, or personnel processed through this position. Provide a copy to the planning support section for record keeping.

UT Arlington EMC

When utilizing government agencies external to UT Arlington, the EMC must adhere to the rules and regulations regarding resource requests. The EMC will follow protocols established by local, regional, state, and federal authorities.

Arlington EMC

a.   Process and fulfill UT Arlington resource requests according to their Resource Management Plan.

b.   If Arlington cannot fulfill the resource request, they will use the hierarchy for obtaining the asset. Proceeding to the next level will not occur until resources are first exhausted (or unavailable) at each successive level. Submit request(s) to the county, region, or the Disaster District Committee.

Finance Section

    b. Oversees the financial aspects of meeting resource requests
        1. Including record keeping, both for UT Arlington and for government reimbursement purposes
        2. Budgeting
        3. Processing of requisitions and purchase orders
        4. Accounts payable
    c. Advise the EOC manager on the status of expenditures on a daily basis.
    d. Advise those submitting paperwork as to record keeping documentation/requirements for fiscal accountability and reimbursement.

UT Arlington attorney

    a. Advise the RM staff regarding procurement contracts and questions of administrative law.
    b. Reviews and advises UT Arlington Executive Policy Group and EOC manager regarding possible liabilities arising from aspect of resource management operations.
    c. Monitor reports of overcharging/price gouging for emergency supplies and equipment and repair materials and refer such reports to the Office of General Counsel UT System, and/or the Texas Office of the Attorney General.

VII.   DIRECTION & CONTROL

A. General

The Executive Policy Group at UT Arlington will follow NIMS and Incident Command System principles. As such, there is a distinct hierarchy for submitting requests and obtaining approvals for resource requests.

Executive Policy Group

    a. Provide general guidance to UT Arlington RM liaison and EOC manager.
    b. Provide support to Arlington RMT regarding the management of resources during emergencies.
    c. Responsible for approving or disapproving requests for state or federal resources.

EMC

    a. Serve as RM liaison
    b. Support the UT Arlington Executive Policy Group
    c. Support Arlington RMT
    d. Support all sections of the UT Arlington EOC

IC

    a. Manage personnel, equipment, and supply resources committed to an incident.

  b. Establish sections as necessary to support the incident.

  c. IC will *not* be an employee of UT Arlington, instead working for Arlington (e.g., Arlington Fire Department).

B. Other

1. If Arlington's EOC has not activated, than the UT Arlington IC will request additional resources from local departments, agencies, and vendors.

2. Request to local officials authorized to activate inter-local agreements or emergency response contracts to do so to obtain additional resources if the IC has affiliations with Arlington. They will also coordinate with Arlington's Office of Emergency Management.

3. If outside assets are needed, the IC coordinates requests for assets through the UT Arlington EOC, who will forward the request(s) to the RMT manager.

4. Arlington RMT manager
  a. Assumes responsibility for overall resource management activities within Arlington EOC, and monitors RM at the incident command post.
  b. Manages resources that have not been committed to the incident site.
  c. Coordinates the provision of additional resources from external sources, such as UT Arlington when needed.
  d. Identifies public and private entities for resource fulfillment.

VIII. READINESS LEVELS

A. Normal Conditions - Level 4

  a. Analyze the hazard identification and risk assessment to identify the highest probability hazards to determine what resources will be stockpiled.
  b. Conduct activities listed in the prevention and preparedness phases, outlined in this plan Phases of Emergency Management, including but not limited to, conducting readiness and operational tests of equipment, maintain contingency stockpiles, coordinate with vendors and contractors for emergency resource acquisition, and train UT Arlington staff with RM responsibilities.

B. Increased Readiness - Level 3

  a. Conduct a drill of Level 2 preparedness. Conduct an After Action Report of the drill to assess gaps in assets or performance.
  b. Take both preventive maintenance and physical protection measures of assets that may be exposed to natural hazards.
  c. Ensure that personnel have received training.
  d. Verify the status of all assets on the inventory lists.

C. High Readiness - Level 2

a. Place vendors, contractors, and adjacent jurisdictions on alert; notify of the top 10 potential needs.
b. Move assets to safe staging areas that afford protection, yet swift deployment.
c. The EMC alerts Executive Policy Group and Arlington, briefs them, and places on standby.
d. Verify deployment capability of critical assets that only neighboring jurisdictions hold (e.g., emergency medical service, fire, and search and rescue) determine any gaps from the responses obtained.
e. Seek contingency plans for asset gaps.

D. Maximum Readiness - Level 1

The vice president of administration & campus operations has activated UT Arlington EOC and RM personnel are being called for duty (RM liaison, planning section chief, finance section chief, and procurement unit leader).

IX. ADMINISTRATION & SUPPORT

A. Maintenance of Records

In the preservation of records for use in determining response costs, settling claims and updating emergency plans and procedures; collect and maintain records generated during an emergency.

B. Preservation of Records

Protect vital RM records from the effects of disaster to the maximum extent feasible. As soon as possible, obtain professional assistance in preserving and restoring records damaged during an emergency.

C. Training

Individuals who perform RM duties in the EOC or at the incident command post will receive training on their required duties and the operating procedures for those facilities.

D. Resource Data

1. UT Arlington EMC will keep a current list of available emergency resources in emergency management.
2. Office of Facilities Management will keep a list of vendor contracts and resources of essential disaster supplies as seen in Support Document 1, along with the vendor contacts, UT Arlington Vendor List, Support Document 2.

E. Support

The UT Arlington RM liaison is responsible for coordinating standby agreements for

emergency use of resources with businesses, industry, individuals, and volunteer groups. The UT Arlington attorney will be included with the process of creating and approving such agreements.

X.   DEVELOPMENT & MAINTENANCE

A. Development

UT Arlington Office of Emergency Management, in collaboration with Arlington Office of Emergency Management will be responsible for the updates to UT Arlington's limited assistance as it appears within this annex.

B. Maintenance

Review and update will occur every two years and in accordance with the schedule outlined in Section X of the Basic Plan.

XI.   REFERENCES

Texas Local Government Code, Chapter 203 Management and Preservation of Records