

## IV. Resource Management

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Respond to each statement with a Yes or No. All statements must be answered. Notes are optional.

### IV-A-1. Concepts

**NIMS:** *The underlying concepts of resource management in this context are that:*

- *It provides a uniform method of identifying, acquiring, allocating, and tracking resources.*
- *It uses effective mutual-aid and donor assistance and is enabled by the standardized classification of kinds and types of resources required to support the incident management organization.*
- *It uses a credentialing system tied to uniform training and certification standards to ensure that requested personnel resources are successfully integrated into ongoing incident operations.*
- *Its coordination is the responsibility of EOCs and/or multiagency coordination entities, as well as specific elements of the ICS structure.*
- *It should encompass resources contributed by private sector and nongovernmental organizations.*

[IV-A-1 (Page 43)]

The jurisdiction has implemented and institutionalized processes, systems, procedures, and/or plans to address the underlying concepts of resource management, including: \_\_\_\_\_YES \_\_\_\_\_NO

- a uniform method of **identifying, acquiring, allocating, and tracking resources.**
- effective **mutual-aid and donor assistance.**
- **standardized classification of kinds and types** of resources required to support the incident management organization.
- a **credentialing system** tied to uniform training and certification standards.
- coordination that is the responsibility of **EOCs and/or multiagency coordination entities**, as well as specific elements of the ICS structure.
- encompassing resources contributed by **private sector and nongovernmental organizations.**

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### IV-A-2-c. Categorizing Resources

**NIMS: Resources are categorized by size, capacity, capability, skill, and other characteristics. This makes the resource ordering and dispatch process within jurisdictions, across jurisdictions, and between governmental and nongovernmental entities more efficient and ensures that ICs receive resources appropriate to their needs. [IV-A-2-c (Page 44)]**

The jurisdiction has implemented and institutionalized processes, systems, \_\_\_\_\_YES \_\_\_\_\_NO procedures, and/or plans to ensure its resources are categorized by:

- **size.**
- **capacity.**
- **capability.**
- **skill.**

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### IV-A-2-e. Effective Management of Resources

**NIMS:** *Resource managers use validated practices to perform key resource management tasks systematically and efficiently. Examples include the following: (1) Acquisition Procedures. Used to obtain resources to support operational requirements. Preparedness organizations develop tools and related standardized processes to support acquisition activities. Examples include mission tasking, contracting, drawing from existing stocks, and making small purchases. (2) Management Information Systems. Used to collect, update, and process data; track resources; and display their readiness status. These tools enhance information flow and provide realtime data in a fast-paced environment where different jurisdictions and functional agencies managing different aspects of the incident life cycle must coordinate their efforts. Examples include geographical information systems (GISs), resource tracking systems, transportation tracking systems, inventory management systems, and reporting systems. (3) Ordering, Mobilization, Dispatching, and Demobilization Protocols. Used to request resources, prioritize requests, activate and dispatch resources to incidents, and return resources to normal status. Preparedness organizations develop standard protocols for use within their jurisdictions. Examples include tracking systems that identify the location and status of mobilized or dispatched resources and procedures to "demobilize" resources and return them to their original locations and status. [IV-A-2-e (Page 44)]*

The jurisdiction has implemented and institutionalized processes, systems, \_\_\_\_\_ YES \_\_\_\_\_ NO procedures, and/or plans to ensure resource managers **use validated practices to perform key resource management tasks** systematically and efficiently, including acquisition procedures; management information systems; and ordering, mobilization, dispatching, and demobilization protocols.

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### IV-B-3. Inventorying Resources

**NIMS:** *A key aspect of the inventorying process is determining whether or not the primary-use organization needs to warehouse items prior to an incident. Resource managers make this decision by considering the urgency of the need, whether there are sufficient quantities of required items on hand, and/or whether they can be produced quickly enough to meet demand. Another important part of the process is managing inventories with shelf life or special maintenance considerations. **Resource managers must build sufficient funding into their budgets for periodic replenishments, preventive maintenance, and capital improvements.** [IV-B-3 (Page 46)]*

The jurisdiction has implemented and institutionalized processes, systems, \_\_\_\_\_YES \_\_\_\_\_NO procedures, and/or plans to ensure the resource inventory process includes a determination of whether or not the primary-use organization will **warehouse items prior to an incident.**

The jurisdiction's resource managers build sufficient funding into their budgets for **periodic replenishments, preventive maintenance, and capital improvements.**

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### IV-B-4. Identifying Resource Requirements

**NIMS:** *Resource managers identify, refine, and validate resource requirements throughout the incident life cycle. This process involves accurately identifying (1) what and how much is needed, (2) where and when it is needed, and (3) who will be receiving or using it. Resources to be identified in this way include supplies, equipment, facilities, and incident management personnel and/or emergency response teams. If a requestor is unable to describe an item by resource type or classification system, resource managers provide technical advice to enable the requirements to be defined and translated into a specification. Because resource availability and requirements will constantly change as the incident evolves, all entities participating in an operation must coordinate closely in this process. Coordination begins at the earliest possible point in the incident life cycle. [IV-B-4 (Page 46)]*

The jurisdiction has implemented and institutionalized processes, systems, \_\_\_\_\_ YES \_\_\_\_\_ NO procedures, and/or plans to ensure resource managers:

- **identify, refine, and validate resource requirements** throughout the incident life cycle by accurately identifying what and how much is needed, where and when it is needed, and who will be receiving or using the resource.
- are able to **provide technical assistance** to define and translate requirements into a specification when a requestor is unable to describe an item by resource type or classification system.

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### IV-B-5. Ordering and Acquiring Resources

**NIMS:** *Requests for items that the IC cannot obtain locally are submitted through the local EOC or multiagency coordinating entity using standardized resource-ordering procedures. If the servicing EOC is unable to fill the order locally, the order is forwarded to the next level--generally an adjacent local, State, regional EOC, or multiagency coordination entity. [IV-B-5 (Page 46)]*

The jurisdiction has implemented and institutionalized processes, systems, \_\_\_\_\_ YES \_\_\_\_\_ NO procedures, and/or plans to ensure:

- requests for items that the IC cannot obtain locally are **submitted through the local EOC or multiagency coordination entity** using standardized resource ordering procedures.
- that if a resource order cannot be filled by the local EOC or multiagency coordination entity, the order is **forwarded to the next level** (generally an adjacent State, regional, and local EOC, or multiagency coordination entity).

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### IV-B-6. Mobilizing Resources

**NIMS:** *Incident personnel begin mobilizing when notified through established channels. **At the time of notification, they are given the date, time, and place of departure; mode of transportation to the incident; estimated date and time of arrival; reporting location (address, contact name, and phone number); anticipated incident assignment; anticipated duration of deployment; resource order number; incident number; and applicable cost and funding codes.** The resource tracking and mobilization processes are directly linked. **When resources arrive on scene, they must formally check in.** This starts the on-scene, in-processing and validates the order requirements. Notification that the resource has arrived is sent back through the system. For resource managers, the mobilization process may include equipping, training, and/or inoculating personnel; designating assembly points that have facilities suitable for logistical support; and obtaining transportation to deliver resources to the incident most quickly, in line with priorities and budgets. EOCs and Incident Management Teams (IMTs) take direction from standard interagency mobilization guidelines at the national, regional, State, local, and tribal levels. **Managers should plan and prepare for the demobilization process well in advance; often at the same time they begin the resource mobilization process. Early planning for demobilization facilitates accountability and makes transportation of resources as efficient, costs as low, and delivery as fast as possible.** [IV-B-6 (Page 47)]*

The jurisdiction has implemented and institutionalized established notification channels for mobilizing incident response personnel. \_\_\_\_\_ YES \_\_\_\_\_ NO

The jurisdiction has implemented and institutionalized processes, systems, procedures, and/or plans to ensure initial mobilization notifications include:

- **date, time, and place of departure.**
- **mode of transportation** to the incident.
- **estimated date and time of arrival.**
- **reporting location** (address, contact name, and phone number).
- **anticipated incident assignment.**
- **resource order number.**
- **incident number.**
- **applicable cost and funding codes.**

The jurisdiction has implemented and institutionalized processes, systems, procedures, and/or plans to ensure that:

- **source organizations are promptly notified** when their deploying personnel formally check in onscene.
- emergency operations centers and incident management teams comply with **standard interagency mobilization guidelines.**
- **demobilization planning** begins as soon as possible.



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### IV-B-8-a. Nonexpendable Resources

**NIMS:** *These are fully accounted for at the incident site and again when they are returned to the unit that issued them. The issuing unit then restores the resources to fully functional capability and readies them for the next mobilization. **Broken and/or lost items should be replaced through the Supply Unit, by the organization with invoicing responsibility for the incident, or as defined in pre-incident agreements.** In the case of human resources, such as IMTs, adequate rest and recuperation time and facilities are provided. Mobilization guides developed at each jurisdictional level and within functional agencies provide appropriate rest and recuperation time guidelines. **Important occupational health and mental health issues must also be addressed, including monitoring how such events affect emergency responders over time.** [IV-B-8-a (Page 48)]*

The jurisdiction has implemented and institutionalized processes, systems, \_\_\_\_\_YES \_\_\_\_\_NO procedures, and/or plans to ensure:

- all nonexpendable resources are **fully accounted for** at the incident site and again upon return to the issuing unit.
- **returned resources are restored** to fully functional capability and readied for mobilization.
- **broken and/or lost items are replaced, whether through the Supply Unit, by the organization with invoicing responsibility for the incident, or as defined in pre-incident agreements.**
- the provision of adequate **rest and recuperation** time and facilities for human resources.
- **occupational health and mental health issues** are addressed, including monitoring how such events affect emergency responders over time.

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### IV-B-8-b. Expendable Resources

**NIMS:** *These are also fully accounted for. Restocking occurs at the point from which a resource was issued. The incident management organization bears the costs of expendable resources, as authorized in preplanned financial agreements concluded by preparedness organizations. **Returned resources that are not in restorable condition--whether expendable or nonexpendable--must be declared as excess according to established regulations and policies of the controlling entity.** Waste management is of special note in the process of recovering resources. Resources that require special handling and disposition (e.g., biological waste and contaminated supplies, debris, and equipment) are dealt with according to established regulations and policies. [IV-B-8-b (Page 48)]*

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure: \_\_\_\_\_YES \_\_\_\_\_NO

- **all expendable resources are fully accounted for.**
- **the restocking of expendable resources occurs at the point of resource issue.**
- **the incident management organization bears the costs of expendable resources,** as authorized in preplanned financial agreements concluded by preparedness organizations.
- all returned resources that are nonrestorable, whether expendable or nonexpendable, are **declared as excess** according to controlling entity policies and regulations.
- the management of resources requiring special handling and disposition (e.g., biological waste, contaminated debris) **complies with established regulations and policies.**

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### IV-B-9. Reimbursement

**NIMS:** *Reimbursement provides a mechanism to fund critical needs that arise from incident-specific activities. Reimbursement processes also play an important role in establishing and maintaining the readiness of resources. **Processes and procedures must be in place to ensure that resource providers are reimbursed in a timely manner. These must include mechanisms for collecting bills, validating costs against the scope of the work, ensuring that proper authorities are involved, and accessing reimbursement programs, such as the Public Assistance Program and the Emergency Relief Program.** [IV-B-9 (Page 48)]*

The jurisdiction has implemented and institutionalized processes and/or procedures that ensure **resource providers are reimbursed in a timely manner**, including mechanisms for **collecting bills, validating costs** against the scope of the work, ensuring **proper authorities** are involved, and **accessing reimbursement programs**.

\_\_\_\_ YES \_\_\_\_ NO