

Jefferson County, Alabama
Comprehensive Emergency Management Plan

Section 1: Basic Plan

IV. ADMINISTRATION AND LOGISTICS

A. GENERAL.

During and after emergency/disaster events normal fiscal and administrative functions and regulations may need to be temporarily modified or suspended in order to support emergency operations in a timely manner. Additionally, if certain emergency costs can be documented, certain reimbursements from state and federal sources may be possible.

B. POLICIES.

It is the policy of the Jefferson County Emergency Management Council that:

1. All departments/agencies shall assure the safety of cash, checks, accounts receivable, and assist in the protection of other valuable documents/ records.
2. All departments/agencies shall designate personnel to be responsible for documentation of disaster operations and expenditures. Emergency expenditures will be incurred in accordance with existing jurisdictional emergency purchasing procedures.
3. During the emergency operations, nonessential administrative activities may be suspended, and personnel not assigned to essential duties may be assigned to other departments to provide emergency support.
4. Each department/agency shall keep an updated inventory of its personnel, facilities, and equipment resources as part of their SOPs.

C. ADMINISTRATION.

1. During an emergency or disaster, administrative procedures may have to be suspended, relaxed, or made optional in the interest of protecting life or property. Departments/agencies are authorized to take necessary and prudent actions in response to disaster/emergency incidents.
2. Normal procedures which do not interfere with timely accomplishment of emergency tasks, will continue to be used. Those emergency administrative procedures which depart from "business-as-usual" will be described in detail in department/agency SOPs.
3. Departments/agencies are responsible for keeping records of the name, arrival time, duration of utilization, departure time and other information relative to the service of emergency workers, as well as documentation of the injuries, lost or damaged equipment, and any extraordinary costs.

D. FISCAL.

1. Local government purchasing personnel shall facilitate the acquisition of all supplies, equipment, and services necessary to support the emergency response actions of departments/agencies.
2. A complete and accurate record of all purchases, a complete record of all properties commandeered to save lives and property, and an inventory of all supplies and equipment purchased in support of the emergency response shall be maintained.
3. Though certain formal procedures may be waived, this in no way lessens the requirement for sound financial management and accountability. Departments/agencies will identify personnel to be responsible for documentation of disaster costs and utilize existing administrative methods to keep accurate records separating disaster operational expenditures from day-to-day expenditures. Documentation will include: Logs, formal records and file copies of all expenditures, receipts, personnel time sheets.
4. A separate Emergency Operations Center (EOC) "Finance Section" may be formed to handle the monetary and financial functions during large emergencies, disasters. See the Jefferson County EMA EOC Position Checklists Manual for details.
5. Jurisdictions may qualify for reimbursement of certain emergency costs from state and federal disaster recovery programs. Jurisdictions may also collect damages from its insurance carriers. Successful documentation of expenditures will maximize the reimbursements and assistance that jurisdictions within Jefferson County and its citizens will receive. All departments/agencies are expected to include requirements for emergency fiscal record keeping in their SOPs.

E. LOGISTICS.

1. Departments/agencies responding to emergencies and disasters will first use their available resources. When this plan is implemented, the EOC Logistics Section becomes the focal point for procurement, distribution and replacement of personnel, equipment and supplies. The Logistics Section will also provide services and equipment maintenance beyond the integral capabilities of elements of the emergency organization. Scarce resources will be allocated according to established priorities and objectives of the EOC.
2. Logistics will be needed to support the field operations, the EOC operations, and disaster victims.
3. All departments/agencies are expected to maintain an inventory of all nonconsumable items, to include their disposition after the conclusion of the emergency proclamation. Items that are not accounted for, or that are placed in local government inventory as an asset will not be eligible for reimbursement.

F. INSURANCE.

Local governments, agencies shall maintain insurances for property, workers compensation, general and automotive liability. Insurance coverage information will be required

by the federal government in the post disaster phase as per 44 CFR “subpart i”. Information on insurance needs to be available following a disaster.

Further, all local jurisdictions and departments are responsible to maintain adequate levels of insurance.

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