

**City of New Bern  
Emergency Operations Plan  
Section C  
Resource Management**

**I. Purpose**

To establish provisions for identification and management of needed resources required for use during an emergency.

**II. Situations and Assumptions**

**A. Situation**

1. Many resources utilized during and after an emergency require purchasing.
2. Several categories of resources can be needed during an event including, but not limited to, the following:
  - a. Equipment;
  - b. Commodities;
  - c. Private Sector Services.
3. The City of New Bern maintains a Vendor/Resource Emergency Contact Information List of who supplies critical goods and/or services during an emergency. (Annex "K").
4. Vendor list will be updated annually by the City of New Bern Finance Director.

**B. Assumptions**

1. Adequate local resources are not available to deal with catastrophic emergencies.
2. All city departments will provide required personnel to meet the needs of a response to an emergency. Some employees will be assigned jobs not related to their current job duties.
3. Identified government and private sector resources will be available for response to an emergency.

**III. Concept of Operations**

**A. Line of Succession**

1. The line of succession for resource management is as follows:
  - a. Finance Director;
  - b. Accounting Manager.

B. General

1. The City of New Bern will utilize all available resources in response to emergencies and disasters, and will exercise control over management of these resources.
2. Requests for resources from state and federal agencies will be made through the Craven County Emergency Operations Center.
3. The commitment of resources from outside city government will be initiated by the Incident Commander. Resources will report to designated staging area. Operations will then request resources from Staging Manager as needed. Resources will return to staging area and be placed as being available upon completion of assignment.
4. Resource management will be coordinated from the City of New Bern EOC.
5. Employees will follow Administrative Order 1.2 - "Emergency Response Employee Policy" (Annex "L").