

Emergency Support Function (ESF) 7 – Resource Management

Coordinating Department

Resource Management Division

Supporting Departments

Department of Public Safety (Emergency Management), Vice Chancellor for Administration and Finance

Supporting Outside Agencies

University of Colorado System (Procurement Services Center), University of Colorado Foundation, Colorado Department of Local Affairs (Division of Homeland Security and Emergency Management), Federal Emergency Management Agency

Section I: Function Activation

Scope

The scope of this annex is to describe the methods and procedures for the financial and administrative management in response to an incident on or surrounding the UCCS campus. Actual response activities will take place in the field with resource management functions being coordinated in the UCCS Emergency Operations Center (EOC) in conjunction with the Incident Command Post (ICP) as appropriate.

Concept of Operations

A. General

1. In an incident, resources may simply entail that which is already present and budgeted for on the campus, i.e. police officers or Physical Plant personnel and equipment. There may be no accounting or procurement processes required other than for normal operating procedures.
2. Response to an incident may require accounting and payment functions outside of normal operating procedures. These may include emergency purchases with Procurement Cards or Department Purchase Orders (DPOs), on-site or non-competitive contracting, and tracking of expenses for possible reimbursement or repayment.
3. Normal procurement methods may not be available due to technological or communications failures. Alternate methods of payment (locally printed checks, cash payments) may be required.

B. Specific

1. Response

- a) Campus resources and personnel and existing contracts or agreements will be used as much as possible prior to approving additional funding requests or new contracts. As well, routine accounting and payment processes will be in effect as much as possible.
- b) The Resource Management Division may make emergency on-site payments through Procurement Card purchases (\$5,000 daily limit), DPOs, or locally-printed checks or cash disbursements through the Bursar's Office. Locally-printed checks can only be processed if Procurement Service Center (PSC) systems are functioning.
- c) Normal PSC contracting rules can be waived in an emergency. In such an instance, contracts may be signed for immediate service without competition; appropriate notification should be followed up with PSC as soon as practicable thereafter.
- d) Track costs incurred during the incident.
- e) Receive, account for, and disburse tangible donations related to an emergency.

2. Recovery

- a) Following an emergency, the Resource Management Division should account for all expenses incurred to existing personnel, resources, and contracts as a result of the incident for possible reimbursement. Such expenses may include but are not limited to overtime and workers' compensation, equipment hourly usage and repairs, or invoices received for contracts.
- b) Proper reconciliation of purchases made with Procurement Cards, DPOs, and cash or checks must be made.
- c) Contracts awarded during the incident should be coordinated with PSC for proper accounting and payment.
- d) If warranted, cash reserves should be reestablished for the Bursar's Office as soon as is feasible and funds should be redistributed through University accounts and/or dispersed from the University of Colorado System to cover incurred costs.

Section II: Pre-Event Coordination and Planning Responsibilities

Coordinating Department

Resource Management Division

- A. Maintain emergency contact information through the Department of Public Safety and the Emergency Notification System.
- B. Cross-train staff on emergency contracting and payment procedures.
- C. Assist with obtaining pre-incident service agreements if requested.

Supporting Departments

Department of Public Safety (Emergency Management)

- A. Coordinate pre-incident service agreements pertaining to emergency response.
- B. Provide oversight of emergency preparedness-specific accounts.

Vice Chancellor for Administration and Finance

- A. Allocate funding for emergency preparedness-specific accounts.
- B. Maintain multiple approved signatories for emergency contracts and payments.
- C. Receive, account for, and disburse monetary donations in cooperation with the University of Colorado Foundation.

Supporting Outside Agencies and Facilities

University of Colorado System (Procurement Services Center)

- A. Provide oversight and regulations regarding emergency contracting and payments.
- B. Assist the campus with accounting and recordkeeping following an incident or emergency.
- C. Backup the Resource Management Division with personnel or equipment in the event of local staff shortages or equipment failure.

University of Colorado Foundation

- A. Receive, account for, and disburse monetary donations in cooperation with the campus.

Colorado Department of Local Affairs (Division of Homeland Security and Emergency Management)

- A. Oversee and assist with grants, reimbursement, and other funding sources following an emergency.

Federal Emergency Management Agency

- A. Oversee and assist with grants, reimbursement, and other funding sources following an emergency.