

## **Long Term Strategic Plan**

### **Disaster Recovery**

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#### **Purchasing & Materials Management**

##### **Strategic Planning**

The Purchasing and Materials Management Division has been charged with the responsibility of providing a continuous and uninterrupted supply of materials, goods, and services to support and sustain all NBU Operations. In order to accomplish this mission, the following strategic plan is implemented.

##### **Early Involvement**

Purchasing intends to be involved in every aspect of NBU planning and operations activities. Purchasing will accomplish this through participation and attendance in Manager's meetings, budgetary planning sessions, Pre-construction meetings, and any other meetings that may have an impact on NBU support.

##### **Continuous Quality Improvement**

Purchasing is committed to providing the utmost in quality service and support to the agency. We will accomplish this by identifying our internal and external customer base, and making sure that we constantly strive to exceed our customer's expectations.

##### **Training**

Training and preparation are important pieces to the Total Quality program. Purchasing will be ready to provide the highest level of support by developing totally trained Purchasing and Materials Management professionals within the organization. Each Buyer and all Materials Support personnel have been entered into extensive training programs that is intended to result in all buyers achieving the NIGP Certified Professional Public Buyer certification.

##### **Maintenance**

The facilities used within the Purchasing Division must be designed and maintained in such a way that operations will not be hampered. Continual attention will be directed at efficient design and development of the support facility. Current plans include a complete reworking of the administrative offices, the transformer storage area, and the wire storage area. A gantry crane system has been designed and approved to aid in handling transformers. A new fork lift is on order to help handle the ever increasing size of transformers. A new storage hanger has been approved to shield PVC pipe from the sun.

##### **Technology**

Purchasing will continue to evolve and utilize new technology as it becomes available. The eventual goal is to eliminate as much unnecessary paper utilization as possible through the use of EDI and other electronic means. Direct vendor electronic commerce will be advanced as budgets and technology allows. The Materials Management operations will continue to work toward bar coding all stocked assets. Use of computer, fax, and modem will continue to increase.

### **Disaster Recovery**

The Purchasing and Materials Management Division is confident that a short-term electrical failure or computer outage would not encumber their ability to maintain normal support operations. At the end of 1997 fiscal year all account numbers changed. The Purchasing Department worked off-line for several weeks. Recovery from this event was minimal. The Purchasing Manager feels that this was a good test of the ability to recover quickly from an outage that might last several weeks.

If for any reason, the main office were inaccessible, Purchasing would relocate to the Materials Management offices on Klingemann Road. This site will accommodate the space and communications requirements of Purchasing operations. The buyer's office is large enough to accommodate an additional buyer, and an additional telephone line is already in place. The site features a fax, copy machine, and computer interface. The only requirement would be for one additional communication line to communicate with the purchasing and supply computer system. All essential PC based documents are backed-up periodically. A box of Purchase Order forms is stored in Vault 2, and replaced annually by updated forms. Issue tickets that are not entered into the system will be secured for later processing. A vendor list is printed quarterly, and stored for safekeeping.

If for any reason the Klingemann site were inaccessible, Materials Management operations would relocate to portable buildings at a safe location (tentatively the Gruene Road Water Tank site). The buyer in Purchasing would relocate to the main office, where he would be housed in the Purchasing Manager's office. One additional telephone, and one additional connection to the purchasing and supply computer system would be required.

### **Disaster Recovery, Minor System Failure (short-term, less than 72 hours).**

Loss of the main office would be hardly noticeable. All operations would transfer to the Klingemann site. Loss of the Klingemann site would be disadvantageous, but not insurmountable. A list of area utility providers has been attached to this plan. NBU would mount an immediate appeal to area utilities to support our operations. Until we could regain access to our stores, warehouse personnel would be relocated to the main office parking lot, where a temporary portable trailer would be located. All vendors would be immediately contacted concerning our situation, and replacement orders for essential items would be placed immediately. In addition, most of our materials are not easily perishable, so it is entirely probable that some of our materials may be recoverable within a short time after loss. Between what we can salvage, replace, and what we can borrow or buy from nearby utilities, we should be able to continue normal operations. A list of nearby Utilities operations are attached to this disaster plan, along with relevant rental companies that may be able to supply vehicles, trailers, and rental equipment in an emergency.

### **Disaster Recovery, Major System Failure (long-term, greater than 72 hours).**

Again, loss of the main office would be hardly noticeable. All operations would transfer to the Klingemann site. Loss of the Klingemann site would be extremely serious. Purchasing would relocate to the main office as described above. Materials Management would relocate to a safe area (tentatively the Gruene Road Water Tank site). One portable office shack, and one semi-trailer would be rented and located at the site selected. A list of portable trailer rental operations has been attached to this plan. Immediate needs would be for communications. Until standard communications could be established, Materials Management would communicate by mobile radio and portable telephone. Vehicles are equipped with radios, and two hand-held units are available for communication. If vehicles were unavailable, and rental vehicles could not be obtained, privately owned vehicles would be used where appropriate. The Purchasing Manager and the Materials buyer both have cellular telephones. Purchasing and Materials Management would be operated on a 16/7 schedule. The Purchasing Manager and the Buyers would go into staggered 12 hour shifts, and Materials Management would go into staggered 8 hour shifts, with an overnight on-call. Three warehouse workers would alternate duty. (i.e. #1, 6 a.m. - 2 p.m. / #2, 8 a.m. - 4 p.m. / # 3, 1 p.m. - 9 p.m.) The three warehouse workers would take turns on-call overnight. The two buyers would work independently of each other, but would work 12 hour days. (i.e. from 7 a.m. to 7 p.m.) The Purchasing Manager would work 12 hour days and be on call for 12 hours. Names and on-call telephone numbers of all Purchasing and Materials Management staff are attached.

Duties. The buyer's duties would consist of re-supplying stock materials and satisfying emergency purchase requirements. Normal requirements of competition would be suspended temporarily since the entire event would be classified an emergency condition threatening the health, safety and welfare of the community. Buyers would be tasked with getting materials from whatever source could deliver as needed, within reasonable allowances. Evidence of price gouging (illegal activity) would be immediately reported to the Purchasing Manager who would report the incident to proper authorities. Area utility operations would be asked for support. The Materials staff would be responsible for receiving materials, inspecting, storing, and issuing materials as needed. All materials would be received manually, and either turned over to the requester or placed into the temporary warehouse (semi-trailer). All items issued would be issued manually on current forms for later processing. As soon as possible, salvage operations at the Klingemann site would begin to recover materials. Upon resumption of normal operations, all rentals and borrowed items would be returned, all transactions would be processed, and a complete inventory would be performed to adjust inventory balances.

Line of Authority: The Purchasing Manager would be the responsible person for all Purchasing operations on a 24 hour basis. If for any reason the Purchasing Manager were inaccessible, the Materials Buyer would assume his duties. If the buyer were not available for any reason, the Material Stores Technician on duty would be in charge and fully authorized to make any decision necessary to assure uninterrupted support to NBU operations.

Contact numbers, portable phone numbers, and other useful information will be prepared and placed on a laminated pocket card for each Purchasing and Materials Management worker.

**AREA UTILITY COMPANIES**

**FOR USE WITH NBU DISASTER RECOVERY PLAN**

**PEDERNALES ELECTRIC CO-OP**

Canyon Lake Office ..... 830-964-3346

Headquarters, Johnson City ..... 210-868-7155

**GUADELUPE VALLEY ELECTRIC CO-OP**

Seguin ..... 830-379-2114

**CITY OF SEGUIN**

City Hall ..... 830-379-3213

**LOWER COLORADO RIVER AUTHORITY**

Austin ..... 512-482-6259

**CITY PUBLIC SERVICE**

San Antonio ..... 210-353-3279

**BEXAR METROPOLITAN WATER DISTRICT**

San Antonio ..... 210-922-1221

**GONZALES COUNTY WATER SUPPLY** ..... 830-672-6509

Gonzales

**KENDALL COUNTY UTILITY** ..... 830-537-5755

Johns Rd.

**OTHER POTENTIAL SOURCES OF ASSISTANCE**

**TEXAS METER & DEVICE**

Round Rock, Tx ..... 512-388-9080

**GREENVILLE TRANSFORMER**

Greenville, Tx ..... 1-800-594-2235

**GUADELUPE VALLEY TELEPHONE CO-OP** ..... 830-885-4411

**FOR USE WITH NBU DISASTER RECOVERY PLAN**

**PORTABLE BUILDINGS**

ALCO CREATIVE BUILDERS ..... 830-606-3998

1480 IH 35 North, N.B.

CHAPARRAL PORTABLE ..... 830-303-0123

4520 IH 10 West, Seguin

HILL COUNTRY WELDING ..... 830- 303-0123

28890 IH 10, West, Boerne

INDEPENDENT STONE COMPANY ..... 830-606-4090

3684 FM 306, N.B.

PORT-A-STORAGE ..... 830-629-1100

921 S. Seguin Ave, N.B.

**PORTABLE TOILETS**

HIGH SIERRA TOILET COMPANY ..... 830-625-4150

7 Moss Rock Dr., N.B.

SOUTHWEST SERVICE COMPANY ..... 830-625-3325

11214 Bomar Lane, N.B.

BACK 40 RENT A JON ..... 830-606-5661

N.B.

**TRAILER RENTAL**

GE CAPITAL MODULAR SPACE ..... 1-800-523-7918

6445 HWY 87, East, S.A.

U-HAUL COMPANY

121 E. Faust St., N.B. .... 830-608-9641

243 Trader Center, N.B. .... 830-625-9614

MAGNUM TRAILERS

11210 N. IH 35, S.A. .... 210-346-1051

10806 HWY 620, S.A. .... 210-662-4686

**GENERAL RENTAL EQUIPMENT**

HEISEL'S RENT ALL ..... 830-625-1681

243 Trade Center, N.B.

OUT FITTER EQUIPMENT ..... 1-800-625-3030

1499 BUS 35 N. (81), N.B. .... 1-888-427-7368

BRAUNTEX RENTALS ..... 830-625-2738

990 N. Loop 337, N.B. .... 830-625-7065

AZTEC RENTAL CENTER ..... 830-606-0099

415 W. HWY 81, N.B.

US RENTALS ..... 210-494-5288

12017 N. Loop Rd., S. A.

SOUTHWEST LIFT ..... 1-800-289-5438

S.A.

ROCKY HILL EQUIPMENT RENTALS (local N.B. #) ..... 629-1186

15305 N. IH 35, S.A.

BOBCAT LOADERS ..... 210-337-6136

4318 Director, S.A.

AARON RENTS FURNITURE ..... 830-629-0809

604 S. Walnut, N.B.

BAKER TANKS ..... 830-372-2544

Seguin, Tx

CAVCO RENTALS ..... 830-438-2626

29630 HWY 281, N, Bulverde

COMAL SUPPLY ..... 830-629-3391

1332 Castell, N.B.

TOOLTRON SALES & RENTALS ..... 830-249-8277

103 Parkway, Boerne

## **LOCAL CONTRACTORS AND OTHER FIRMS**

### **HEAVY EQUIPMENT**

J.W. CONSTRUCTION ..... 830-672-3935

107 W. Cone

DAVID JACKSON ..... 830-379-0009

221 Vivroux Ranch Rd.

### **LOCAL EXCAVATORS**

BACKHOE BOB, Canyon Lake ..... 830-964-2328

BUDNICK CONSTRUCTION, Boerne ..... 830-981-8751

CONSTRUCTION, Bulverde ..... 830-980-7460

### **FENCING**

ANCHOR FENCE, N.B. .... 830-629-5516

JUAN MORENO FENCE, Bulverde ..... 830-980-3010

SOUTHWEST FARM AND HOME, S.A. .... 830-438-4600

### **WELDERS**

A. SOLIS WELDING, N.B. .... 830-672-3417

CARPENTERS WELDING, Canyon Lake ..... 830-899-2656

GARY'S WELDING, Seguin ..... 830-424-3641

GENERAL WELDING WORKS, Gonzales ..... 830-672-3417

KOEHLER WELDING, N.B. .... 830-620-7537

WEIDENFELD WELDING, N.B. .... 830-629-1925

## 1. PURPOSE

1.1 To establish the policies and procedures for the use of delegated emergency procurement authority.

## 2. REFERENCES

2.1 City of Santa Rosa, City Code, Paragraph 3-08.060, "Exemptions from Centralized Purchasing".

2.2 City of Santa Rosa, City Code, Paragraph 3-08.100(D).

2.3 City of Santa Rosa, City Code, Paragraph 3-08.110, "Award Authority".

## 3. POLICY

3.1 **General.** It is the intent of this procedure to delegate emergency procurement authority to Incident Commander, Emergency Operations Center (EOC) Buyers, and Department Heads up to the authority vested in the Purchasing Agent, and to Department Heads in a lesser amount. Emergency procurement authority does not authorize the suspension of law or good judgement, but does enable the delegate to procure urgently required material in accordance with Reference 2.2. This authority will not be used when there is not an immediate necessity for the continued operation of a department, or for the preservation of life and property, or when such purchase is required for the health, safety and welfare of the people, or for the protection of property, provided that there is a present, immediate and existing emergency. This authority will not be used when there is opportunity to use the Purchasing Division.

3.2 The City Code, in Reference 2.2, says, "Emergency purchases and contracts for supplies, materials, equipment and services may be made free of the bidding requirements of this chapter when purchase or contract for the item or items is immediately necessary for the continued operation of a department or for the preservation of life and property, or when such purchase is required for the health, safety and welfare of the people or for the protection of property, provided that there is a present, immediate and existing emergency. Determination and declaration that such an emergency exists shall be made at the same level of authority as set forth in the section for bid awards."

3.3 The City Code, in Reference 2.1, says, "The Purchasing Agent may authorize, in writing, any department to purchase or contract for specified supplies, materials, equipment and services, independently of the Purchasing Department, but shall require that such purchases or contracts be made in conformity with the procedures established by this chapter. The Purchasing Agent may also rescind such authorization with written notice to the department concerned."

3.4 In accordance with Reference 2.1, the Purchasing Agent may rescind the authorization contained herein for emergency procurement authority. Rescissions will be provided in writing, with a copy to the City Manager. Such rescissions may be appealed to the City Manager, with the City Manager having authority to void the rescission if the circumstances warrant.

## 4. PROCEDURES

4.1 **Incident Commanders** (Emergency Operations Center not activated).

4.1.1 Incident Commanders, duly designated under the Incident Command System, are delegated authority to purchase such supplies, materials, equipment and services required

to respond to the emergency up to the award authority granted the Purchasing Agent in City Code. Such purchases may be made free of bidding requirements if the situation warrants.

4.1.2 The Incident Commander may request and be granted emergency procurement authority up to the award authority of the City Manager. Such permission may be requested in person, telephonically, or by radio of the City Manager or Assistant City Manager(s). The City Manager or Assistant City Manager(s) may verbally grant increased award authority and will subsequently document that authority in writing, with a copy to the Purchasing Agent. Increased authority may be granted by the City Council by resolution.

4.1.3 The Incident Commander will document all awards made, noting vendor, vendor address, vendor contact and telephone number, estimated award dollar value, and a description of supplies, material, equipment or services ordered. The Incident Commander will document supplies, materials, equipment, or services received. Such documentation will be made available to the Purchasing Agent at the soonest opportunity. The Incident Commander may further delegate these duties but will retain the responsibility and accountability.

#### **4.2 Emergency Operations Center (EOC) Buyer.**

4.2.1 The EOC Buyers, when the EOC is activated, are delegated authority to purchase such supplies, material, equipment and services required to respond to the emergency up to the award authority granted the Purchasing Agent in City Code. Such purchases may be made free of bidding requirements if the situation warrants.

4.2.2 The EOC Buyer may request and be granted emergency procurement authority up to the award authority of the City Manager. Requests will be submitted via the Incident Commander. The City Manager or Assistant City Manager(s) may verbally grant increased award authority and will subsequently document that authority in writing, with a copy to the Purchasing Agent. Increased authority may be granted by the City Council by resolution.

4.2.3 The EOC Buyer will document all awards made, noting vendor, vendor address, vendor contact and telephone number, estimated award dollar value, and a description of supplies, materials, equipment or services ordered. Such documentation will be made available to the Purchasing Agent at the soonest opportunity. The EOC Buyer may not further delegate purchasing responsibility.

#### **4.3 Senior Buyer.**

4.3.1 The Senior Buyer will have identical authority as the Purchasing Agent in responding to emergencies and emergency requests. Use of such authority will be reported to the Purchasing Agent at the soonest opportunity.

#### **4.4 Department Heads.**

4.4.1 Department Heads are delegated authority to purchase such supplies, materials, equipment and services required to respond to the emergency up to the award authority granted the Purchasing Agent in City Code when the Purchasing Agent, Senior Buyer, or Buyers are not available; or immediate response is required to preserve life or property. If the emergency occurs during working hours, Purchasing will be contacted to support the requirements, and departmental emergency authority will not be used except in the most immediate circumstances. Such purchases may be made free of bidding requirements if the situation warrants.

4.4.2 The Department Head may request and be granted emergency procurement authority up to the award authority of the City Manager. Such permission may be requested in person, telephonically, or by radio of the City Manager or Assistant City Manager(s). The City Manager or Assistant City Manager(s) may verbally grant increased award authority and will subsequently document that authority in writing, with a copy to the Purchasing Agent. Increased authority may be granted by the City Council by resolution.

4.4.3 The Department Head will document all awards made, noting vendor, vendor address, vendor contact and telephone number, estimated award dollar value, and a description of supplies, materials, equipment or services ordered. The Department Head will document supplies, materials, equipment, or services received. Such documentation will be made available to the Purchasing Agent at the soonest opportunity. The Department Head using emergency purchasing authority will report such use to the City Manager, by memorandum, with a copy to the Purchasing Agent. A fully prepared and approved requisition will accompany the copy to the Purchasing Agent. The memorandum and requisition will be submitted at the soonest opportunity, but no later than within two hours of the commencement of the next working day.

4.4.4 The Department Head may further delegate emergency procurement authority to Superintendents, Administrators, or Deputies, but will retain the responsibility and accountability.

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PRO-14. 01

Revised June 20, 2001

## **Procedures Manual**

(Emergency Disaster Plan)

### **I. Purpose**

The purpose of this document is to provide detailed procedures for Purchasing, Contracts, and Property Management Division employees in the event of a major disaster affecting Salt Lake City and/or surrounding communities.

### **II. Definition**

For the purpose of this policy, a major disaster is any occurrence that results in a threat to life and safety. This may include earthquakes, floods, fires, tornados, high-winds, heavy snow fall, terrorist attacks, etc.

### **III. Procedure /Optional Plans**

In view of the fact that no individual plan could possibly address the multitude of differing circumstances that may prevail in the event of a major disaster, this procedure will outline four (4) optional plans. Division personnel are advised that these plans will offer only general guidelines and it is understood that we may be required to adapt in order to meet specific emergency needs. The four plans will be as follows.

#### **I. Option No. 1**

Assumes that the disaster occurs during working hours and telephone communications are not effected.

#### **2. Option No. 2**

Assumes that the disaster occurs during working hours but telephone communications are not reliable.

#### **3. Option No. 3**

Assumes that the disaster occurs after working hours and telephone communications are not effected.

#### **4. Option No. 4**

Assumes that the disaster occurs after working hours and telephone communications are not reliable.

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### **IV. Building Evacuation**

1. In the event that a major earthquake or disaster occurs during working hours, employees are urged to observe the following guidelines.

- A. Do not panic.
- B. Move away from the outside walls of the building.
- C. Make every effort to get under a piece of furniture or in a doorway.
- D. Remain there until the shaking stops.

E. When the shaking has stopped, leave the building in an orderly manner, preferably through the west exit.

(1) Use stairways and corridors only.

(2) Do not use elevators.

(3) Avoid electrical wires.

(4) Do not move a seriously injured person unless they are in immediate danger of further injury. Make a mental note of the location and general condition of any injured person remaining in the building.

F. Once outside the building, report all injured persons to medical authorities immediately. Stay away from the building perimeter and assemble on the west side of the building (State Street).

G. Report immediately to your supervisor at this location and remain together until further instructions are given.

H. Do not heed or spread rumors.

I. Do not smoke since natural gas leaks may be ignited.

J. Do not enter any covered parking structure until authorities have authorized entry.

K. Do not use the telephone except to report an emergency.

L. Be prepared for additional aftershocks equal to or greater than the original.

2. Each Team Leader will report the status and condition of each staff member to the Chief Procurement Officer.

3. The Chief Procurement Officer will report any injuries immediately and then report to the Emergency Operations Center (EOC) for instructions. Employees will remain assembled until further instructions are received.

4. If authorized to enter the building, employees are to return to their normal workstation and implement Optional Plans I or 2, or a modified version of one of these plans as appropriate.

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## **V. Responsibility and Action Under Optional Plan 1**

Assuming that the disaster occurs during regular working hours and telephone communications remain unaffected to our primary facilities the following actions will be taken.

### **RESPONSIBILITY ACTION**

All Employees 1. Assuming that telephone services are operative, as soon as employees are permitted to enter the building, employees would be instructed to contact their families by telephone and assess their personal safety and extent of property damage.

If telephone services are not operative, employees with dependent children, or other dependent family members, will be instructed to determine the welfare of their family members and return to, or contact, the office for further instructions as soon as possible. All other employees will remain on duty.

Chief Procurement 2. Contact the EOC and determine the course of action

Officer to be pursued, and instruct personnel accordingly.

All Employees 3. In the event that round-the-clock operations are required, the following actions will be taken.

A. All employees currently on vacation will be contacted and instructed to report to work as soon as possible.

B. Shifts will be organized as outlined in the corresponding Policy Manual.

All Employees 4. In the event that normal operations are to be maintained, the activities of division personnel will be adjusted according to need.

5. In the event that an employee is on vacation and cannot be contacted the day of the disaster, the employee will be expected to return to the office as soon as word is received of the disaster and the necessary provisions have been made for the personal well-being of his or her family.

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## **VI. Responsibility and Action Under Optional Plan 2**

Assuming that the disaster occurs during regular working hours and telephone communications are not reliable to our primary facilities, the following action will be taken.

### **RESPONSIBILITY ACTION**

All Employees 1. Employees with dependent children, or other dependent family members, will be instructed to determine the welfare of their family members and return to, or contact, the office for further instructions as soon as possible. All other employees will remain an duty.

Chief Procurement 2. Contact the EOC and determine the course of action

Officer to be pursued and instruct personnel accordingly.

All Employees 3. In the event that round-the-clock operations are required, the following actions will be taken.

A. All employees currently on vacation will be expected to return to the city and request instructions, as soon as they receive word of the disaster.

B. Shifts will be organized as outlined in the corresponding Policy Manual.

All Employees 4. In the event that normal operations are to be observed, the activities of division personnel will be adjusted according to need.

Human Resources 5. In the event of a communications failure, it will be necessary for the Human Resource Management Division to provide additional manpower to make personal vendor contacts possible for the procurement of supplies and equipment.

Fleet Management 6. In the event of a communications

Division failure, it may be necessary to provide transportation for Purchasing personnel to make personal contacts with vendors, in order to procure the materials, equipment, and supplies necessary to support citywide activities.

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## **VII. Responsibility and Action Under Optional Plan 3**

Assuming that the earthquake occurs after working hours and telephone communications are not affected to our primary facilities, the following actions will be taken.

### **RESPONSIBILITY ACTION**

Chief Procurement 1. Contact the Senior Purchasing Consultant,

Officer Real Property Manager, and Administrative Secretary, instructing them to report to the Purchasing, Contracts, and Property Management Division or other pre-arranged operational center as soon as possible.

2. Report to the EOC for additional instructions.

Employees Noted 3. Report as soon as possible to the Purchasing, in Action 1. Contracts, and Property Management Division or other designated operational center and await further instructions.

Employees Noted 4. If necessary, contact the remaining staff in Action 1. members according to need (see Option Plan No. 1).

### **VIII. Responsibility and Action Under Optional Plan 4**

Assuming that the disaster occurs after working hours and telephone communications are not reliable to our primary facilities, the following actions will be taken.

#### **RESPONSIBILITY ACTION**

Senior Purchasing I. As soon as possible following receipt of Consultant, Admin. news of the disaster, report to the Purchasing, Secretary, Contracts Contracts, and Property Management Division and Real Property or other assigned operational center and await managers further instructions.

Chief Procurement 2. Upon arrival at the Purchasing, Contracts, and Officer Property Management Division or other operational center, contact the Command Center for further instructions.

3. Instruct personnel according to need.

4. Have Team Leaders contact their respective team members as necessary (see Option Plan No. 2)