

Objectives

- The City of Manzanita, Emergency Volunteer Corps of Nehalem Bay (EVCNB), Public Works Augmentation Team (PWAT) and the City of Manzanita Public Works Director will work together to research, select and purchase 3 weeks* of Mass Care Supplies. We will report to Council each quarter on our progress and expect to have completed this project by December 2022.
- As part of the process, this team will develop a system to store, maintain and rotate inventory as appropriate.
- During an emergency the supplies will be distributed in accordance with ICS protocol and the Manzanita EOP addendum.

Practice

- The PWAT team will work collectively with Manzanita Public Works to establish specific recommended emergency supplies that should be included in the City's preparedness cache.
- Supplies and products will be considered and vetted based on need, serviceability, durability, weight, storability and ease of deployment.
- Products meeting established criteria will be referred to Manzanita Public Works Director for acquisition.

Process/Procedure

- Items recommended to and evaluated by the Public Works department will be sought out through state and federal programs. If possible access to State Surplus supplies will be utilized. Items from private company will be purchased through vendors offering the best competitive price.
- When a commercial purchase is expected to exceed \$5000.00, three quotes must try to be obtained.

Objectives of Manzanita Preparation and Purchase of Mass Care Supplies

- Items that are procured will be secured at City secure facilities.
- City items in storage will be inventoried and placed into an inventory database that will record Item, quantity, date of purchase, estimated date to replace, price, and general notes.
- With assistance of PWAT supplies will be checked on twice a year and recorded. These records will be kept in the Public Works Department.

Distribution of supplies

- Items within the emergency storage could be called for use in many types of events and will be done under the direct authority of the City Manager or designee.
- All incoming and outgoing supplies will be tracked and recorded on inventory forms
- The Cities current EOP will have a section added for supply distribution that is recommended in the “Distribution Management Plan Guide”
https://www.fema.gov/sites/default/files/2020-08/FEMA_Distribution-Management-Plan-Guide_EMPG_FY2019.pdf

*The 3 weeks is consistent with the regional principles agreed upon by the City of Manzanita in 2016.

** Surplus