



Board of County Commissioners  
Office of Purchasing  
**Title: Declaration of State of General Emergency**

Effective Date: 9/10/01    Supersedes Date: 12/20/96

Procedure No: PP-240

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## **PURCHASES IN THE EVENT OF A DECLARED EMERGENCY**

### **PURPOSE:**

To provide guidelines for emergency purchasing operations and record keeping procedures in the event a major hurricane or other natural disaster strikes Escambia County. Following these guidelines will help ensure that purchasing operations continue in the face, and the aftermath of such a disaster and that emergency supplies are procured as quickly as possible.

### **BACKGROUND:**

This procedure, pursuant to ESF7 "Resource Support" and ESF12 "Energy", provides for the establishment of an emergency purchasing operations team that has communications capabilities and access to vendors whose businesses have not been affected by the hurricane, allowing procurement of needed goods and services.

### **POLICY:**

In the event of a major hurricane or other natural disaster, to ensure a continuation of Purchasing capability, some of the Purchasing staff may be relocated to a remote purchasing operations center. The team will be provided work space and staff at the Emergency Operations Center located in the basement at 2920 North " L " Street.

Records and reports are required to support requests for reimbursement of Escambia County public funds expended as a direct result of a disaster. It is therefore imperative that the practices outlined in this procedure be implemented locally to ensure accurate record keeping in the aftermath of a natural disaster. Hereafter, all natural disasters will be referred to as "hurricane" since this is the natural disaster most likely to occur in the state of Florida.

### **PROCEDURES:**

#### **I. Overview of EOC Operations**

A. The Emergency Management Division will be coordinating all emergency operations out of the EOC. As soon as a hurricane passes, the focus will be to document the extent of the damage, provide an estimate of what is needed to repair the damage, and coordinate repair efforts.

B. Following the declaration of an emergency or disaster area, Federal Disaster Assistance will be made available to Escambia County. The Federal Emergency Management Agency (FEMA) is the Federal Agency charged with the responsibility of administering all Federal disaster assistance to State and local governments.



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C. To prepare for a disaster situation, the Escambia County Peacetime Emergency Plan states that under the County's "Declaration of Local Emergency," political subdivisions are given the authority to waive certain procedures and formalities otherwise required of them. During the declared emergency period, many normal purchasing procedures and requirements may be suspended in accordance with this provision. This will allow certain County Department personnel to procure commodities and services vital to the protection of Escambia County and its citizens.

## **II. Purchasing Operations Prior to Arrival of Hurricane**

### **A. On Notification of Hurricane Alert by EOC**

1. When the Escambia County Purchasing Manager is notified by the EOC that it is preparing for an approaching hurricane, he will implement the hurricane alert notification to all affected Office of Purchasing personnel. If the declaration occurs outside of normal work hours, all Office of Purchasing personnel will be contacted by telephone, and instructions will be provided for operations and for the placement at EOC.
2. The purchasing team will report to the office to move computers to a secure area and to secure personal areas from damage should windows be broken. If the emergency is declared during normal work hours, these steps will either be done or scheduled prior to releasing staff. If the emergency is declared outside of normal work hours, staff will be notified when to report to the office to accomplish these tasks when the alert notification (see #1) is conducted.
3. EOC staffing roster will be established which provides for the Purchasing Manager of the Office of Purchasing, the Assistant Purchasing Manager, and every Purchasing Agent to rotate shifts for the duration of the hurricane alert.
4. Purchasing will maintain a portable carrying case labeled "Emergency Purchasing Kit". This case will contain the necessary forms and reference materials for the local emergency purchasing operation. The kit and supplies (including the EOC Log, one box of Emergency Requisition/ Purchase Order forms, Pre-Qualified Vendor List, and a list of County Term Contracts), and a laptop computer will be taken from the Office of Purchasing office to the EOC.



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5. The Department Emergency Procedures packets will be distributed to any department that will be involved in the procurement of goods and services in the field prior to the designated emergency. Office of Purchasing staff will sign in on the Purchasing Staff Sign-In Log F0120. Any purchasing activity will be recorded on the Purchasing Activity Log F0110. Remember take as many notes as possible before, during, and after the designated emergency. Log in all Requisition/ Purchase orders on the Emergency Requisition/Purchase Order Log F0050. The VISA Purchasing Card Instructions, "Emergency Requisition Form F0090A" and the "Emergency Purchase Order Form F0040" provide detailed guidance on their use in emergency operations.

Instructions on how to use and fill out these forms are included in this procedure.

### **III. After Passage of Hurricane**

#### **A. Immediately Following the Hurricane**

1. Employees will monitor local radio and television to attempt to find out when County offices will reopen. If the telephones are still operative, employees will remain near their telephones to await instructions as storm recovery operations begin.
2. Designated team members will await instructions on reporting to work.
3. It is possible that the Office of Purchasing Department will activate "contact teams" of two people each to go to primary recovery areas where County workers are heavily engaged in recovery work. Those contact teams would have the task of assisting County personnel in correctly specifying needed goods and services to avoid delays and confusion when those emergency requisitions arrive in the EOC.
4. All Purchasing personnel will ensure that proper forms and FEMA accounting procedures are observed, so that Escambia County can expect reimbursement from FEMA after the recovery.



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#### **IV. Local Purchasing Operations**

##### **A. Logistics**

1. The Purchasing operation at the EOC will consist of one person - either the Purchasing Manager of the Office of Purchasing, the Assistant Purchasing Manager or a Purchasing Agent. This will be conducted on a rotating shift basis. This Purchasing representative will ensure that incoming Emergency Requisitions/ Purchase Orders are complete and accurate and will coordinate the distribution of these Emergency Requisitions/ Purchase Orders for processing. Additional Office of Purchasing personnel will be assigned to the EOC if warranted.

##### **B. Authorities**

1. Authority to Request: Any County employee can sign and submit an Emergency Requisition/Purchase Order to the EOC.

2. Authority to Approve: The Purchasing representative at the EOC reserves the right to question all incoming Emergency Requisitions/ Purchase Orders and may require additional departmental justification for certain requisitions which do not appear to be emergencies. The Purchasing representative at the EOC also has the authority to set priorities as to what is requisitioned immediately following the hurricane and differentiate between emergency requirements and normal operating supplies.

3. Authority to process Emergency Requisitions/Emergency Purchase Orders rests with the Purchasing Manager of the Office of Purchasing or other designated Purchasing representative(s).

4. A signature from these authorized purchasing personnel must be obtained on the bottom of the Emergency Purchase Order.

##### **C. Vendors**

a. A binder containing commitments from vendors to provide certain emergency supplies to Escambia County will be included in the Emergency Purchasing Kit. These vendors will be contacted initially, using the on-call phone numbers, to see if they are still operational and can fulfill the request.

b. If vendors for the needed supplies have not been previously identified or if the vendors from whom Escambia County has obtained commitments cannot supply the materials in a timely fashion, utilize either the Escambia County vendor files provided in the Emergency Purchasing Kit.

c. Prior to a declared emergency, the Purchasing department will fax a letter to various vendors notifying them of the emergency and the possible need of supplies and services.



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**V. FEMA Guidelines to Follow in Procurement and Contracts**

A. Necessary contract provisions have already been included on the Emergency Purchase Order. Other FEMA guidelines to follow include:

1. All records and reports required to support requests for reimbursement of Escambia County funds expended as a direct result of a disaster must be original for audit purposes. Keep all original documentation.
2. FEMA will not reimburse for blanket agreements. Each Purchase Order or Contract for emergency supplies or services must be site specific
3. Following a "Declaration of Emergency," in the interest of expediency, the purchasing representatives at the EOC will be exempt from bid/quote requirements. However, if time allows, a competitive environment shall be maintained.
4. Renting and Leasing equipment and materials shall give precedence over outright procurement. FEMA strongly prefers requests for reimbursement on rented items.
5. Oral contracts can severely jeopardize the County's ability to receive reimbursement from FEMA. Specify quantities, prices and specific items being purchased in writing.
6. Be careful about out-of-state vendors submitting bogus bid bonds or worthless payment and performance bonds. To protect the County, bonds must be issued by or countersigned by an agent authorized to do business in Florida.
7. Vendors who have been debarred, suspended or considered ineligible by FEMA and by the State of Florida will not be engaged in disaster recovery work.
8. Contracts for removal of debris or wreckage should be based on fixed price or unit price (i.e. cubic yard).
9. Contracting for construction work should be based, whenever possible, on competitive bids.
10. To the extent feasible and practicable, contractors residing or doing business primarily within Escambia County must be engaged in disaster recovery work. FEMA wants to encourage contractors to support the local economy. All contracts entered into which will involve FEMA claims must state that the contractors will use materials and supplies and hire laborers to the extent possible within the disaster area.



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**VI. Purchasing Staff Sign-In Log Form F0120**

**Instructions:**

- a. Note the date on the top of each page.
- b. Note the location of the Purchasing operation on the top of each page.
- c. Record the staff members on duty each day.
- d. Record the Time In for each shift worked.
- e. Record the Time Out for each shift worked.
- f. Record the total number of hours worked for that day.
- g. Log pages will be numbered at the bottom and kept in sequential order in the binder provided.



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**VII. Purchasing Activity Log Form F0110**

**Instructions:**

- a. Note the date on the top of each page.
- b. Note the location of the Purchasing operation on the top of each page.
- c. The personnel on duty will include an opening entry at the beginning of the shift, including the time the shift starts.
- d. Document the time of each noteworthy activity.
- e. Describe the specific activity.
- f. The personnel on duty will include a closing entry at the end of the shift, including the time the shift ends.
- g. Log pages will be numbered at the bottom and kept in sequential order in the binder provided.

Note: Accurate maintenance of this log may be critical to continuity of work between successive shifts. Of particular importance are:

- instructions issued to staff by those in authority
- major events which would carry requirements into the next shift.

Also, remember that this document will be used to research events after the fact, to determine what worked well and what could be done better. Make your entries accordingly.

It is better to have too much detail than too little.



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**VIII. Visa Purchasing Card**

**Instructions:**

The VISA Purchasing Card may be utilized for Emergency Purchases during a disaster or catastrophic event. If the appointing authority authorizes the limits to be increased, the utilization of the purchasing cards will be activated accordingly to procure the services and supplies needed. Each Department will be notified when this transaction occurs, which cards are affected and to what \$ limits of usage are authorized.

It is essential that all **original invoices and receipts** are maintained to support the reimbursement of Escambia County Funds from FEMA. **This is a MUST.**

The VISA Purchasing Voucher (Envelope) will be completed in the same manner as it is currently being used. You **MUST** indicate the nature of the disaster by every line item listed on the voucher as they are purchased. Do Not use a separate Voucher (envelope) for these purchases. All transactions will appear on your card in the same chronological order as they are now.

Please use the VISA Purchasing Card wherever it can be processed. If you cannot utilize the Purchasing Card first, then please use the Emergency Requisition, and or the Emergency Purchase Order that are included in the Emergency Purchasing Kit.





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**IX. Emergency Requisition Form F0090A**  
**Instructions :**

The purpose of the Emergency Purchasing Requisition Form F0090A is to request services and supplies that will be purchased by the Office of Purchasing. It can be utilized as a worksheet to prepare a Emergency Purchase Order at the EOC or in the field.

Instructions for completion of the Emergency Purchase Requisition:

1. Enter Requisition number utilizing the Department Prefix Code. (Example) PUR-0001.
2. Enter the Date (MM/DD/YY)
3. Enter the Delivery Date Desired.
4. Enter the Department Name.
5. Enter the Purpose.
6. Enter the Deliver To Address.
7. Enter the Suggested Vendor if Known.
8. Enter the Quantity.
9. Enter the Unit (i.e.) Ea., Gal., Dz., Bx.
10. Provide a Detailed Description.
11. Enter the Total Price.
12. Enter the Total Cost.
13. Enter the Name and Phone Number for person to contact concerning this request.
14. Enter Authorized Signature.

Purchasing Personnel are available to assist with any questions or concerns regarding these instructions.



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**X. Emergency Purchase Order Form F0040**

**Instructions:**

The purpose of the Emergency Purchase Order Form F0040 is to procure emergency services and supplies deemed necessary as a result of a disaster. This form should be utilized when or where you cannot use the VISA Purchasing Card. It can also be used as a Field Order when services and supplies are needed immediately.

The following instructions are to be used as a guide to complete the Emergency Purchase Order Form F0040.

A Declaration #, DSR# and Location will be assigned as the event occurs this information will be forwarded to you at that time.

A pre-fix code has been set up for each department to use on the Emergency Purchase Order #.

Emergency Purchase Orders will begin with **your prefix** code and number (example) PUR-0001, and continue with consecutive numbering i.e. PUR-0002, PUR 0003.  
terms will be identified by the Purchasing Manager or his designee at the E.O.C.

1. Enter the **Emergency Purchase Order** Number, i.e. Your Prefix-001
2. Enter the **Vendor** Information: Vendor #, Name, address.etc., as noted on the Emergency Purchase Order
3. Enter the requested information in the **Ship to** Section
4. Enter **Bid Number** or **Pricing Agreement** Contract Number as required
5. Enter the **P. O. Date** (using thie format (MM/DD/YY). If a Confirming Order, enter "RECEIVED."
6. Enter the Name of person placing the order in **Placed By**
7. Enter the **Date Expected** to receive the order, if already received enter that date.
8. Enter the **Ship Via** i.e. Vendor delivery, or county pick-up, etc.
9. Enter **F.O.B.** "D" = Destination , "S" = Shipping Point.
10. Enter **Terms** Net 30 Days or Acceptable terms will be identified by the Purchasing Manager or his designee at the E.O.C..
11. Enter **Quantity** of each item requested.
12. Enter **Unit of Measure**, the request is based upon(i.e., Ea., Gal., etc.).
13. Be as specific as possible in entering the **Description**.
14. Enter the **Unit Price**.
15. Multiply Quantity X Unit Price to record the **Total** price per Item.
16. Enter **Shipping & Handling** Cost if known.
17. The **Direct Inquiries** Information will be the name, address and phone number that the vendor can contact if there are questions regarding the order.
18. Enter the **Cost Center** and **Object Codes** for which the charges are to be encumbered.
19. A copy of the completed Emergency Purchase order **Shall** be submitted to the Office of Purchasing and shall be signed by an authorized Purchasing representative on the **Authorized Purchasing Signature** line.



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**XI. Emergency Requisition/Purchase Order Log Form F0050**  
**Instructions:**

\*Note: This form is a guide for you to utilize to track all of your purchasing transactions.

\*Note: Each Purchase Order and Requisition Number that you utilize will begin with your prefix code as assigned to your department.

- a. Note the date on the top of each log page.
- b. Note the location of the remote purchasing operations center.
- c. Document the time the Emergency Requisition is received.
- d. Record the Emergency Requisition #.
- e. Record the Emergency Purchase Order # issued.
- f. If it is a Confirming Order, check this box.
- g. Describe the Items Purchased.
- h. Note the Vendor selected for that Emergency Purchase Order.
- i. Identify the individual who requested those items.
- j. Identify the delivery location.
- k. Log pages will be numbered at the bottom and kept in sequential order in the binder provided.