

Appendix 6

Emergency Materials Management and Logistics

Materials Management and Logistics will include receiving, delivering, and managing essential goods and materials determined necessary for the university's emergency operations and recovery. In a declared emergency or disaster the Materials Management (MM) department will revert to a manual system of the recording of freight received and delivered. Only identified essential goods and materials will be delivered on-campus to support the university's emergency operations and recovery. Everything else received during this time frame will be stored at the Central (University) Distribution Center (UDC) or at an off-site location, as the emergency situation dictates, and delivered at a later date and time when the university resumes normal operations.

The MM department and personnel are immediately made available to the University Emergency Management Team and will take direction from this group for as long as needed during a university declared emergency. All MM department resources, including personnel, vehicles and equipment will be deployed to logistically support the emergency situation where and when needed. MM resources will also continue to support the university's recovery after the university resumes normal operations.

The UDC will be made available to the Financial Services Offices as a temporary work site, as needed, for the duration of the emergency, or until the university resumes normal operations.

A department should contact the Director of Materials Management, or a named successor in the Materials Management Office, regarding the receiving, delivering and managing of any emergency purchases shipped to the university, or for non-essential goods stored awaiting the resumption of normal operations by Texas State.