Annex 9

Logistics Staging Areas (LSA)

Operations Guidance

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I. Introduction

Disasters come in all sizes and forms, yet they all have one thing in common. They disrupt lives and destroy property. In order to meet the immediate needs of victims of disasters, the State have developed the capacity to establish Logistics Staging Areas to expedite the recovery process. A Logistics Staging Area is a temporary site established in close proximity to an impact area immediately after impact of an event in order to provide resource support to counties and municipalities. Logistics Staging Areas take three forms based on size and physical resources available.

II. Mission and Purpose

The purpose of a Logistics Staging is to supplement resource deficiencies from counties, municipalities and response agencies, in responding to, and recovering from an emergency event. This includes the warehousing of commodities; equipment and supplies needed to support victims, emergency responders and the community infrastructure. In addition, it serves as a location from which response teams can be staged, such as search and rescue, medical teams, utility restoration crews, debris management teams and others.

III. Assumptions

- The need for a Logistics Staging Area will be predicated on the size and severity of the impact of an emergency event occurring in the State of Florida.
- Logistics Staging Area operations may be requested from another impacted State through the Emergency Management Assistance Compact.
- Logistics Staging Areas will be established when local facilities are not available for the number of emergency workers needed to adequately respond to a disaster.
- Logistics Staging Areas will be located in close proximity to the impact area to allow emergency workers quick access to the impacted area.
- Each Logistics Staging Areas will have a manager who will have the overall responsibility of the daily operations of the facility.
- Florida will contract out to commercial resources most base camp operations.

- In declared emergencies, Logistics Staging Area operations will be considered a Category B expense under the Public Assistance Program. Documentation of all expenses will be kept in order to seek proper reimbursement from the requesting state (under the Emergency Management Assistance Compact) or from the Federal Emergency Management Agency (Public Assistance Program)

Issues common to all Logistics Staging Area sites include:

- **Safety Issues:** A safety officer will be assigned at all times at all Logistics Staging Area locations. This individual will be responsible for overall security, fire, medical and life safety concerns. This includes compliance with OSHA regulations such as forklift operations and certification of operators.

- **Resource Management:** It is imperative that accurate records are maintained regarding the receiving, inventorying, shipment and field movement of all resources. This includes expendable and non-expendable property.

- **Staffing:** An Logistics Staging Area Manager will manage the Logistics Staging Area. This individual will be a State of Florida, Division of Emergency Manager employee or an individual designated by the State Coordinating Officer to act on behalf of the State. Such individuals are responsible for site direction and control under the direction of the State Emergency Response Team Chief, Operations Chief or Logistics Chief in that order. Direct supervision and support would come form the Logistics Section.

  Persons filling this position could include a state employee from another state agency, an emergency manager from a Florida county, an emergency manager from another state under the Emergency Management Assistance Compact. The Logistics Staging Area Manager will have overall management responsibility for all activities conducted at that site. This will include the coordination of all support agencies such as the Florida National Guard (Emergency Support Function 13), Division of Forestry, commercial vendors, State Department of Agriculture (Emergency Support Function 11), voluntary agencies and other local, state and/or federal agencies.

The Logistics Staging Area, in coordination with the State Emergency Operations Center Logistics Section, will be responsible for the tracking of all expendable, and non-expendable resources from the time of vendor ordering through delivery and receipt by the requesting agency or entity.

Orders received by a Logistics Staging Area may come either directly from the requesting agency or through the State Emergency Operations Center Logistics Section. The route will be determined based on the event, situation, resource requirements and span of control capable by the Logistics Staging Area. Actual site operations will be tasked to one of the following entities:

- **Florida National Guard** – the Florida National Guard has agreed to manage up to two Logistics Staging Area sites during emergency operations. Management structure would be under standard military organizational structure and procedures. They will respond fully equipment capable and staffed to manage and operate all activities related to the site. This includes warehouse operations, loading and unloading, inventory, tracking, mission tasking and other tasks related to site operations. Security will not be tasked to the Florida National Guard, but would be coordinated through Emergency Support Function 16 "Law Enforcement". All costs related to the actual operation of the site, outside of the costs of supplies and equipment sent to the field, would be borne by the Florida National Guard, and included in the final request for reimbursement to the State.

- **Division of Forestry:** The State Department of Agriculture, Division of Forestry has agreed to provide for one "Overhead Management Team" to supervise and administratively manage a Logistics Staging Area. Typically, this team will be comprised of 30 personnel. Management would be under the Incident Command System. It is unlikely that the Division of Forestry would be able to provide equipment and personnel to conduct warehousing operations such as loading and unloading trucks, forklift operations and other related tasks. They would, however, be able to provide resource management, orders, mission tasking, inventory and administrative management tasks. All costs related to the actual operation of the site, outside of the costs of supplies and equipment sent to the field, would be borne by the Division of Forestry, and included in the final request for reimbursement to the State.

- **Commercial Contractor:** The State Division of Emergency Management, Logistics Section, has entered into non-binding, no retainer agreements with commercial firms that establish, manage and operate Logistics Staging Areas. Once activated, the State would enter into a binding contract with the vendor. Under the terms of the contract, the contractor would provide for all administrative and operational elements, to include equipment and personnel necessary to conduct operations under the State Emergency Response Team Standard Operating Procedures. Overall site management would be, as with the others, under the direction and control of the Logistics Staging Area Manager. All costs related to the actual operation of the site, outside of the costs of supplies and equipment sent to the field, would be borne by the contractor, and included in the final billing statement to the State.

Logistics Staging Area Types

TYPE 1 Logistics Staging Area (State and Federal Site): LEAD: Florida Division of Emergency Management

Aircraft: A site that has the ability to receive fixed wing aircraft up to and including at a minimum, C-130 / C-17 military. Some sites, typically international airports, will have the capability to receive large aircraft. The site must also be able to accept at least two military helicopters in a designated area. Due to strict

the Federal Aviation Administration regulations, sites are subject to all Federal Aviation Administration regulations regarding vehicle and personnel traffic and activity on the site. This may include the display of orange and white-checkered flags, or amber strobe lights on each vehicle. Strict fencing and safety precautions must be taken.

Covered Space: The site will have at least 150,000 square feet of covered and secured space in order to store unloaded resources. Where such covered space is not available, additional resources may have to be brought in to include items such as tents and/or temporary buildings. Some resources can be stored outdoors if covered with waterproof tarps, but past operations have shown that this would only be acceptable for a few hours due to inclement weather conditions.

Hard Stand: The site will also have a minimum of 350,000 square feet of hardstand space to accept commercial vehicle parking, outdoor storage and material movement. Where paved or asphalt hardstand is inadequate, hard pack dirt may be acceptable depending upon water runoff. In some locations, a 3" layer of large gravel may have to be spread in order to facilitate water runoff.

Type 1-a Logistics Staging Area (National Pharmaceutical Stockpile support)
LEAD: Florida Department of Health

This classification of site is employed in direct support of the State Department of Health to assist in the management of the National Center for Disease Control, National Pharmaceutical Stockpile. The Department of Health is responsible for the receipt and management of all resources within the Stockpile. Other than the minor variations listed, all typical Logistics Staging Area operations operate the same as for any other event.

The Centers for Disease Control National Pharmaceutical Stockpile Support push package" is a cache of various pharmaceuticals and emergency medical support items that will be used in the event of a chemical and/or biological event in the state. The cache may arrive in either a full cargo 747 or comparable aircraft, or in eight (8) each overland 48'-53' semi trailer custom containers have clear sides, are color-coded and have inventory manifest lists on the outside of each container. The Department of Health is responsible for the official receipt, inventory and management of the package. Logistics Staging Area staff supports Department of Health in this effort.

In addition to the National Pharmaceutical Stockpile Support "push package", additional National Pharmaceutical Stockpile Support resources may arrive in the state through the "Vendor Managed Inventory". The Vendor Managed Inventory

shipments may either go through the Logistics Staging Area or drop shipped directly to end user recipients depending upon the situation. Vendor Managed Inventory resources comprise of case lot pharmaceuticals and other resources, and can be ordered up as required by Department of Health.

Aircraft: A site that has the ability to receive fixed wing aircraft up to and including, cargo 747 commercial or C-141 military aircraft, with a minimum 8,000 foot runway and a "K" Loader. A "K" Loader is required to unload the custom aircraft containers the National Pharmaceutical Stockpile Support is packaged in.

Some sites, typically international airports, will have the capability to receive larger aircraft. The site must also be able to accept at least two military helicopters in a designated area. *Due to strict Federal Aviation Administration regulations, sites are subject to all Federal Aviation Administration regulations regarding vehicle and personnel traffic and activity on the site. This may include the display of orange and white-checkered flags, or amber strobe lights on each vehicle. Strict fencing and safety precautions must be taken.*

Covered Space: The site will have at least 12,000 square feet of air conditioned covered and secured space in order to store National Pharmaceutical Stockpile Support resources. Of this 12,000 square feet, 5,000 is required for receipt and storage of the package. 7,000 square feet will be dedicated to unloading, reorganizing and managing the package. 5,000 square feet will be designated for the repackaging of medications included in the package.

The entire 12,000 square feet must be climate controlled at all times, as well as having controlled access to the facility. This facility will be designated a RESTRICTED ACCESS area, limited only to those with authorized clearance to be in the facility. This may mean that not all persons authorized to work in a Logistics Staging Area will have access to the National Pharmaceutical Stockpile facility.

Hard Stand: The site will also have a minimum of 50,000 square feet of hardstand space to accept commercial vehicle parking and material movement. Must be a paved or asphalt hardstand, hard pack dirt or gravel is not acceptable.

(Note: If a Type 1-A Logistics Staging Area is established in conjunction with a conventional Type 1 Logistics Staging Area, then all Type 1 requirements must also be met)

Type 2 Logistics Staging Area (State Site):
LEAD: Florida Division of Emergency Management

Aircraft: The site must be able to accept at least two military helicopters in a designated area. Due to strict Federal Aviation Administration regulations, sites are subject to all Federal Aviation Administration regulations regarding vehicle and personnel traffic and activity on the site.

Covered Space: The site will have at least 100,000 square feet of covered and secured space in order to store unloaded resources. Where such covered space is not available, additional resources may have to be brought in to include items such as tents and/or temporary buildings. Some resources can be stored outdoors if covered with waterproof tarps, but past operations have shown that this would only be acceptable for a few hours due to inclement weather conditions.

Hard Stand: The site will also have a minimum of 200,000 square feet of hardstand space to accept commercial vehicle parking, outdoor storage and material movement. Where paved or asphalt hardstand is inadequate, hard pack dirt may be acceptable depending upon water runoff. In some locations, a 3" layer of large gravel may have to be spread in order to facilitate water runoff.

Type 3 Logistics Staging Area (County Distribution Site):
This site is not operated by the State of Florida, but by a Recipient County or municipality. The following are recommendations only.

Aircraft: The site must be able to accept at least one military helicopter in a designated area. Due to strict Federal Aviation Administration regulations, sites are subject to all Federal Aviation Administration regulations regarding vehicle and personnel traffic and activity on the site.

Covered Space: The site will have at least 20,000 square feet of covered and secured space in order to store unloaded resources. Where such covered space is not available, additional resources may have to be brought in to include items such as tents and/or temporary buildings. Some resources can be stored outdoors if covered with waterproof tarps, but past operations have shown that this would only be acceptable for a few hours due to inclement weather conditions.

Hard Stand: The site will also have a minimum of 50,000 square feet of hardstand space to accept commercial vehicle parking, outdoor storage and material movement. Where paved or asphalt hardstand is inadequate, hard pack dirt may be acceptable depending upon water runoff. In some locations, a 3" layer of large gravel may have to be spread in order to facilitate water runoff.

Logistics Staging Area Requirements

The following chart summarizes the types of equipment and resources needed to manage a Logistics Staging Area. This list of equipment and supplies is the base line for establishing a Logistics Staging Area. This list will be reviewed prior to the establishment of a Logistics Staging Area and adjusted if needed to meet the needs of the mission.

Material Handling		
Item	**QTY Reqd**	**Lead Agency**
Forklifts conventional 6000 lb.	2	Vendor
Forklifts extended reach with operators 12000 lb.	2	Vendor
Forklifts military up to 15000 lb. (see notes)	2	ESF 13
Pallet Grabbers and Chain sets	12 / 3	Vendor / LSA Trailer
Pallet Jacks motorized	2	Vendor
Pallet Jacks, hand operated	2	Vendor
Pallets Used	50-75	Vendor: TBD Locally
Portable loading dock ramps (if a loading dock exists at the facility) (see notes)	2	ESF 13 / Vendor
Portable loading ramps (if there are no loading docks) (see notes)	2	ESF 13 / Vendor
Transportation Equipment		
Item	**QTY Reqd**	**Lead Agency State Emergency Response Team (SERT)**
Fuel, #2 Diesel gal.	4000 Gal	Vendor
Trailer, Drop-deck 48'with tractor and operator	4	Vendor
Trailer, Dry Van 48' with tractor and operator	2	Vendor
Trailer, Flatbed 48' with tractor and operator	2	Vendor
Trailer, Refrigerated 48'	1	Vendor
Truck, Flatbed roll-back with operator	2	Vendor
Truck, Fuel, 4000 Gal #2 Diesel with operator	1	Vendor
Truck, Military 5 Ton with operator (see notes)	2	ESF 13
Truck, Military Cargo Hummvee or equivalent with operator (see notes)	2	ESF 13
Truck, straight, 28' or 32' with operator	2	Vendor

Supplies and Equipment		
Item	**QTY Reqd**	**Lead Agency SERT**
Axe, 8#	1	LSA Trailer
Basic Office supplies.	TBD	LSA Trailer
Battery operated clock.	1	LSA Trailer
Beverage dispenser, 10 gallon insulated w/cup dispenser	1	LSA Trailer
Beverage dispenser, 5 gallon insulated w/cup dispenser	1	LSA Trailer
BLS Medical Response Kit	1	LSA Trailer
Brooms, Push	2	LSA Trailer
Burn Kit, full body	1	LSA Trailer
Cellular Phones	1	LSA Trailer
Chain Saw, 20", gasoline	1	LSA Trailer
Chest, Ice 28 quart	1	LSA Trailer
Coffee Maker, 10 cup	1	LSA Trailer
Cots (Night Security)	2	LSA Trailer
Drill, ½" cordless, w/charger and extra battery & bits	1 set	LSA Trailer
Extension Cords 12/3 GA.	500'	LSA Trailer
Eye Protection, safety glasses	25	LSA Trailer
Flashlights, "D" Cell (2), Industrial	12	LSA Trailer
Flashlights, rechargeable, spot/flood 150,000/500,000 watt	2	LSA Trailer
Florida state maps	100	ESF 1
Handheld radios	6	LSA Trailer
Hard Hat, Chainsaw protection w/mesh shield & Hearing Protection	1	Logistics Staging Area Trailer
Hard Hats, conventional, green (Logistics)	30	LSA Trailer
HazMat spill kit	1	LSA Trailer
Hearing Protection, plugs, disposable	100	LSA Trailer
Megaphone, 25 watt, w/remote mike	1	LSA Trailer

Microwave Oven, 1200 watts	1	LSA Trailer
Oxygen Tank, "D" with suction	1	LSA Trailer
Padlocks, keyed alike to secure gates	4	LSA Trailer
Portable filing cabinet or boxes.	1	LSA Trailer
Power boxes, GFI, Switched 4-outlet, water tight	12	LSA Trailer
Rake, metal, tine	1	LSA Trailer
Refrigerator,	1	LSA Trailer
Shovel Round Nosed	2	LSA Trailer
Shovel Square Nosed	2	LSA Trailer
Shrink-wrap and Tape	4 rolls	LSA Trailer
Sign making capabilities or pre-made signs	Assorted	LSA Trailer
Sledge Hammer, 8#	1	LSA Trailer
Stove, portable, propane, 25,000 BTU x 2 burners with cooking kit and stand	1	LSA Trailer
Television (Satellite service)	1	LSA Trailer
Tool Kit, Hand	1	LSA Trailer
Traffic cones	100 / 40	ESF1 / LSA Trailer
Work gloves (Pr)	50	LSA Trailer
Logistics Staging Area Support		
Item	**QTY Reqd**	**Lead Agency SERT**
Barricade tape (rolls)	TBD	LSA Trailer
Barricades	12 / 3	ESF1 / LSA Trailer
Cable generator	300'	Vendor
Chairs, folding	100	Vendor
Command Tent 15 X 25 ft (with supporting electrical systems)	1	LSA Trailer
Computers and associated equipment. W / full time internet connection.	3	LSA Trailer
Dumpsters 8 Cu Yd Roll-off	2	ESF 8

Electrical Boxes, spider	8 / 2	Vendor/ LSA Trailer
Facsimile Machine	1	Logistics
Facsimile machines (toner, paper, service) ESF 11	1	ESF 11/Vendor TBD
Fans, Warehouse, 60”	4	Vendor
Generator, Diesel Silenced 250KW	1	Vendor
Helicopter Landing Zone Kit (Strobes, panels, wind sock)	1 Set	LSA Trailer
HVAC Unit 10 ton for Command tent	1	LSA Trailer
HVAC Unit 50 ton self contained, trailer mounted	1	Vendor
Light stands, 2 X 500 watt, portable, 6’ w/GFI outlet	2	LSA Trailer
Light string 55’	12 / 2	Vendor / LSA Trailer
Light towers, self contained metal halide 6000 watt	6	Vendor
Lights, fluorescent, 4’, weather proof, for command tent	3	LSA Trailer
Lights, portable, 500 watt, floor type	4	LSA Trailer
LSA Support Trailer and Tow Vehicle	1	Logistics
LSA Support Vehicle, battery operated, cargo type	1	LSA Trailer
Mobile Kitchen trailer (see notes)	1	ESF 13
Phone lines* 15 to the Command tent, 5 for the LSA Trailer, ESF 11 add 5, ESF 8 add 5 each additional ESF add 3.	20 - 36	ESF2
Portable Sink, self-contained (if no running water)	1	ESF8
Portable Toilets, self contained, emergency w/bags	2	LSA Trailer
Portable Toilets, self contained, with daily service contract	6	ESF 8
Pressure Washer, 2800 # PSI	1	Vendor
Scanner/copier/printer/facsimile machine (toner, paper, service)	1	LSA Trailer
Stretcher (see notes)	1	ESF 13
Tables, Folding 6 ft	10 / 10	Vendor / LSA Trailer
TAC PAC Computers	2	Logistics
Telephones, Single line	15	LSA Trailer
Vests, SERT, Blue	20	LSA Trailer
Water purification unit, 5 gallon capacity	1	LSA Trailer

Appendix 1:

Equipment Required for a Logistics Staging Area

WAREHOUSE EQUIPMENT							
TYPE II LSA				TYPE I LSA			
Item	QTY Reqd	Lead Agency	SERT	Item	QTY Reqd	Lead Agency	SERT
Fork lifts (refueling capability)	7		FDEM	Fork lifts (refueling capability)	10		FDEM
Fork lifts 2k (propane or electric)	2		FDEM	Fork lifts 2k (propane or electric)	4		FDEM
Fork lifts 4k w/extended reach	2		FDEM	Fork lifts 4k w/extended reach	4		FDEM
Fork lifts 10K w/extended reach	1		FDEM	Fork lifts 10K w/extended reach	2		FDEM
Pallet jacks (1 motorized)	4		FDEM	Pallet jacks (1 motorized)	6		FDEM
Pallets Used	50-75		FDEM	Pallets Used	100		FDEM
Portable loading ramps (if there are no loading docks)	2		FDEM	Portable loading ramps (if there are no loading docks)	2		FDEM
Portable loading dock ramps (if a loading dock exists at the facility)	2		FDEM	Portable loading dock ramps (if a loading dock exists at the facility)	2		FDEM
Work gloves (Pr)	50		FDEM	Work gloves (Pr)	60		FDEM
Hard Hats, Hearing Protectors and Safety Goggles	30		FDEM	Hard Hats, Hearing Protectors and Safety Goggles	30		FDEM
Refrigerated trailer	1		FDEM	Refrigerated trailer	2		FDEM
Shrink-wrap and Tape Rolls	30		FDEM	Shrink-wrap and Tape Rolls	20		FDEM
3 W.YD. Dumpsters, Wet proof and Pick up	2		ESF8	3 W.YD. Dumpsters, Wet proof and Pick	2		ESF8

Service on Demand				up Service on Demand			
Portable Sink (if no running water)	1		ESF8	Portable Sink (if no running water)	1		ESF8

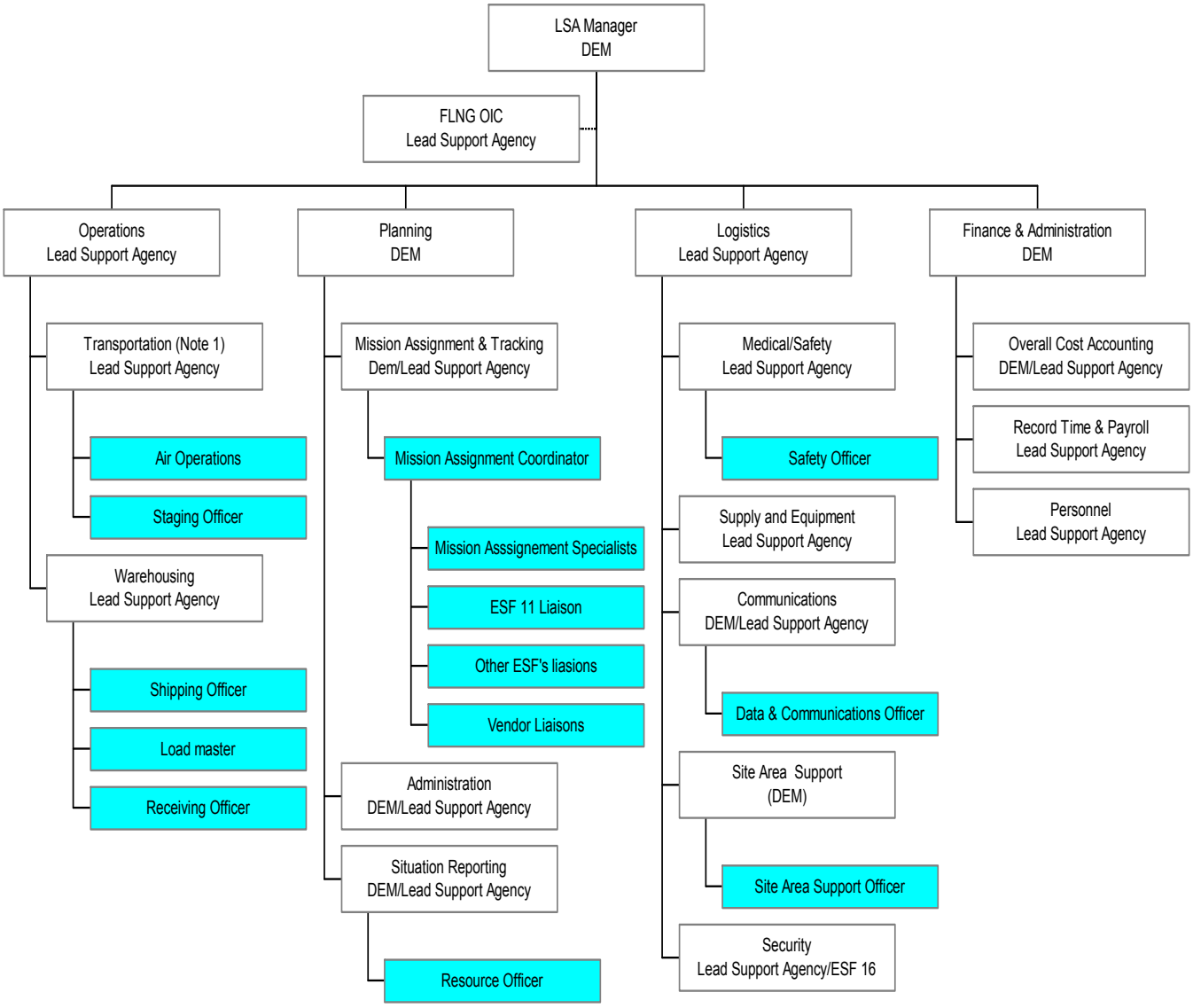
OFFICE EQUIPMENT AND SUPPLIES (*MAY BE INCLUDED IN LOGISTICS SUPPORT TRAILERS)							
TYPE II LSA				TYPE I LSA			
Truck, Pick up	2		FDEM	Truck, Pick up	2		FDEM
Truck, Flat Bed 5 Ton	1		FDEM	Truck, Flat Bed 5 Ton	1		FDEM
Phone lines*	20		ESF2	Phone lines (5 On LSA Trailer)	25		ESF2
Tables *	10	Local	FDEM	Tables *	20	Local	FDEM
Folding chairs*	50	Local	FDEM	Folding chairs*	70	Local	FDEM
copy machine (toner, paper, service)*	1	Local	FDEM	copy machine (toner, paper, service)*	1	Local	FDEM
facsimile machines (toner, paper, service)*	2	Local	FDEM	facsimile machines (toner, paper, service)*	2	Local	FDEM
television (service)*	1	Local	FDEM	television (service)*	1	Local	FDEM
Computers and associated equipment. W / full time internet connection. Minimum 1 printer*	3	Contract	FDEM	Computers and associated equipment. W / full time internet connection. Minimum 1 printer*	5	Contract	FDEM
Basic Office supplies.*		Cache	FDEM	Basic Office supplies.*		Cache	FDEM
Portable filing cabinet or boxes.*		Local	FDEM	Portable filing cabinet or boxes.*		Local	FDEM
Battery operated clock.*	1	Cache	FDEM	Battery operated clock.*	2	Cache	FDEM
Single line telephones	15	Cache	FDEM	Single line telephones	20	Cache	FDEM

MISCELLANEOUS ITEMS *(*MAY BE INCLUDED IN LOGISTICS SUPPORT TRAILERS)*							
TYPE II LSA				TYPE I LSA			
Sign making capabilities or pre-made signs*			FDEM	Sign making capabilities or pre-made signs			FDEM
Quarry lights (self generated) 5000 Watt Light trailers	5		FDEM	Quarry lights (self generated) 5000 Watt Light trailers	5		FDEM
Florida state maps	100	Cache	FDEM	Florida state maps	100	Cache	FDEM
Portable Toilets as required (with service) 1 per 10 staff	5	Local	ESF8	Portable Toilets as required (with service) 1 per 10 staff	7	Local	ESF8
Cellular Phones	2	Cache	ESF2	Cellular Phones	6	Cache	ESF2
Handheld radios*	6	Cache	ESF2	Handheld radios*	12	Cache	ESF2
Traffic cones*	100		ESF1	Traffic cones*	100		ESF1
Hazmat spill kits			FDEM	Hazmat spill kits			FDEM
Warehouse fans 36”	2		FDEM	Warehouse fans 36”	4		FDEM
Barricades*	12		ESF1	Barricades*	20		ESF1
Barricade tape (rolls)*	10		FDEM	Barricade tape (rolls)*	20		FDEM
Padlocks, keyed alike to secure gates*	4		FDEM	Padlocks, keyed alike to secure gates*	4		FDEM
Cots (Night Security)*	6		FDEM	Cots (Night Security)*	8		FDEM
Coffee Maker* 50 cup	1		FDEM	Coffee Maker* 100 cup	1		FDEM
Water Jugs 10 gal.*	2		FDEM	Water Jugs 10 gal.*	4		FDEM
Shovel Square Nosed*	2		FDEM	Shovel Square Nosed*	2		FDEM

Shovel Round Nosed*	2		FDEM	Shovel Round Nosed*	2		FDEM
Brooms, Push*	2		FDEM	Brooms, Push*	2		FDEM
Sledge Hammer*	1		FDEM	Sledge Hammer*	1		FDEM
Tool Kit, Hand*	1		FDEM	Tool Kit, Hand*	1		FDEM
Extension Cords 14/3 GA.*	500′		FDEM	Extension Cords 14/3 GA.*	1000′ ft.		FDEM
Power strips*	12		FDEM	Power strips*	20		FDEM
Megaphone*	1		FDEM	Megaphone*	1		FDEM
Medical Kit*	1		FDEM	Medical Kit*	1		FDEM
Oxygen Tank*	1		FDEM	Oxygen Tank*	1		FDEM
Stretcher	1		FDEM	Stretcher	1		FDEM
Chest, Ice	2		FDEM	Chest, Ice	4		FDEM

Appendix 2:

Suggested Logistics Staging Area Organizational Chart


LSA Manager
DEM
FLNG OIC
Lead Support Agency
Operations
Lead Support Agency
Planning
DEM
Logistics
Lead Support Agency
Finance & Administration
DEM
Transportation (Note 1)
Lead Support Agency
Air Operations
Staging Officer
Warehousing
Lead Support Agency
Shipping Officer
Load master
Receiving Officer
Mission Assignment & Tracking
Dem/Lead Support Agency
Mission Assignment Coordinator
Mission Asssignement Specialists
ESF 11 Liaison
Other ESF's liasions
Vendor Liaisons
Administration
DEM/Lead Support Agency
Situation Reporting
DEM/Lead Support Agency
Resource Officer
Medical/Safety
Lead Support Agency
Safety Officer
Supply and Equipment
Lead Support Agency
Communications
DEM/Lead Support Agency
Data & Communications Officer
Site Area Support
(DEM)
Site Area Support Officer
Security
Lead Support Agency/ESF 16
Overall Cost Accounting
DEM/Lead Support Agency
Record Time & Payroll
Lead Support Agency
Personnel
Lead Support Agency

Appendix 3:

Logistics Staging Area Planning

LSA Planning

A. The Plans Unit is responsible for mission tracking, the administrative requirements of the Logistics Staging Area and situation reporting. A Mission Assignment Coordinator, Mission Assignment Specialists, Resource Officer and ESF 11 liaisons and other ESF liaisons as assigned staff the Plans Unit.

LSA Planning Unit Organization Chart

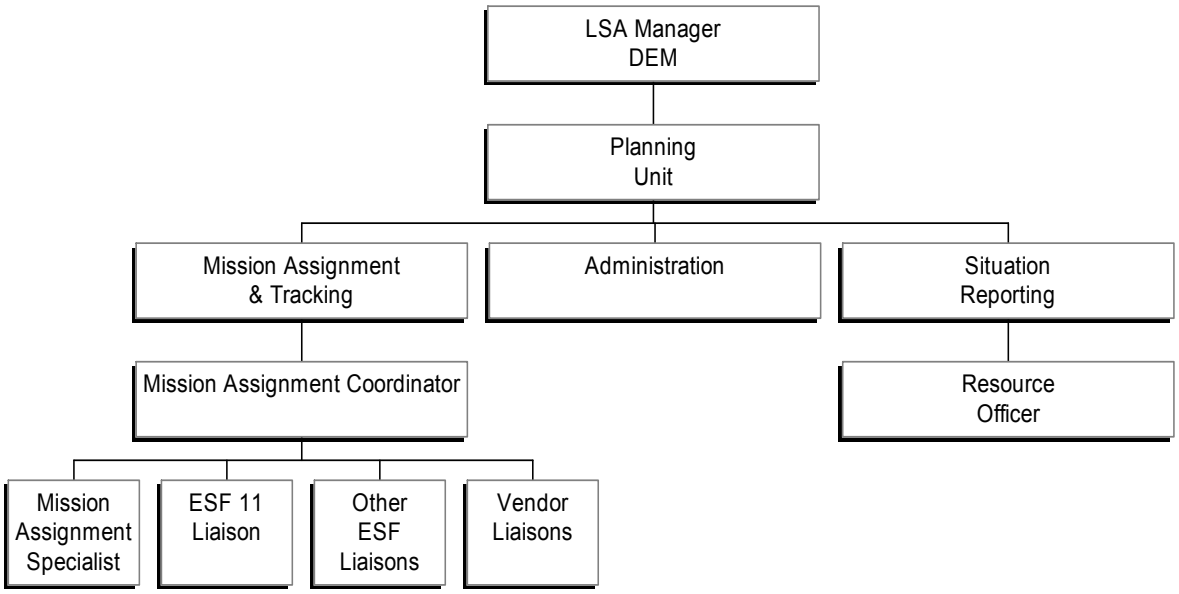


Figure 10

B. Positions in the plans Unit can be filled by lead support agency, Florida National Guard, Rapid Response Team and EMAC personnel.

C. Logistics Staging Area Mission Assignment Coordinator.

1. The Logistics Staging Area Mission Assignment Coordinator leads the Plans Unit.

2. All of the tasks performed by the Logistics Staging Area Mission Assignment Coordinator will be coordinated with those personnel and agencies involved with the mission process

3. Obtain a briefing from the Logistics Staging Area Manager.

4. Coordinate setting up the Logistics Staging Area, which includes acquisition of supplies and materials through the Logistics section as identified in Annex B

.

5. The Logistics Staging Area Mission Assignment Coordinator is responsible for the management of all Logistics Staging Area mission requests.

6. The Logistics Staging Area Mission Assignment Coordinator will also be responsible for the development of a consolidated list of resources to support priority missions for the next 24-hour operational period. .

7. Authorize (sign off on) all resource requests as the Logistics Staging Area Managers designated representative.

8. Provide the State Emergency Operations Center and County Emergency Operations Center with current inventory and mission status reports every 12 hours. (Resource Officer)

9. Maintain the EM Tracker 2000 record request on log.

10. Ensure that all mission requests are closed out properly with the Mission Assignment Specialist, Logistics Staging Area Operations Unit, EM2000 and the State EOC.

11. Coordinate the acquisition of the inventory and mission status reports from participating SERT agencies once every 24-hour operational period.

12. Identify potential conflicts and ways for the Logistics Staging Area Management Team to develop and maintain compatible operations.

13. Record and document all mission and resource requests using EM2000.

14. Develop and maintain Distribution Site Profiles

15. Develop and maintain Delivery Site/ Comfort and Aid Station Status Sheet. (Logistics Staging Area Form 2310-4 Delivery Site/ Comfort and Aid Station Status Sheet)

16. Maintain status of Logistics Staging Area resources. (Resource Officer)

17. Ensure advanced planning beyond the next operational period is being accomplished.

18. Ensure demobilization plans are coordinated between State Emergency Response Team Agencies and resources.

19. Coordinate all of the above activities with the Forward State Emergency Response Team (if a Forward State Emergency Response Team operation is activated).

20. Prepare Logistics Staging Area briefings as requested.

21. Conduct incident briefings and planning meetings.

22. Maintain a Unit Log of major actions and decisions. (Logistics Staging Area Form 2310-5/ICS Form 214 Unit Log)

23. Assist with the Logistics Staging Area closure.

D. Logistics Staging Area Mission Assignment Specialist

1. Supports operations by performing resource status duties on behalf of the Logistics Staging Area Mission Assignment Coordinator in coordination with the State EOC.

2. Coordinate with the Logistics Staging Area Operations Unit and County EOCs in tracking and closing all of mission assignments.

3. Obtain a briefing from the Logistics Staging Area Mission Assignment Coordinator.

4. Record and document all mission and resource requests using EM2000. (Logistics Staging Area Form 2310-2/ICS Form 259-3 Resource Order)

5. Establish and maintain resource tracking system so that current status and location of all resources are immediately available using EM2000.

6. Assist the Logistics Staging Area Manager with the development of the demobilization plan.

7. Maintain Unit Log (Logistics Staging Area Form 2310-5/ICS Form 214 Unit Log)

E. Logistics Staging Area Resource Officer

1. Assigned to the Logistics Staging Area Plans Unit. Reports to the Mission Assignment Coordinator.

2. Obtain a briefing from the Logistics Staging Area Mission Assignment Coordinator.

3. Maintains summary information by agency on equipment and personnel assigned to the Logistics Staging Area

4. Establish and manage check-in locations and procedures to ensure that all resources are properly checked (Receiving Officer) and ensure information is recorded on EM2000. (Logistics Staging Area Form 2310-6 /ICS form 211 Check In list)

5. Establish and maintain resource tracking system so that current status and location of resources are immediately available using EM2000.

6. Prepare and maintain Command Post display

7. Maintains current inventories of all expendable and non-expendable resources. (Logistics Staging Area Form 2310-7 Logistics Staging Area Warehouse Inventory Sheet (Expendable Supplies) and Logistics Staging Area Form 2310-8 Logistics Staging Area Warehouse Inventory Sheet (Non-Expendable Supplies)).

8. Sets expendable use item thresholds.

9. Provides inventories as requested.

10. Receives inventory reports for the Receiving Officer and Shipping Officer. (Logistics Staging Area Form 2310-9 Receipt of Inventory and Logistics Staging Area Form 2310-10 Shipment of Inventory)

11. Coordinates inventory issues with Emergency Support Function liaisons.

12. Coordinates activities with Mission Assignment Specialists.

13. Maintains a demobilization suspense file on all non-expendable items issued from the Logistics Staging Area. (Logistics Staging Area Form 2310-11 Temporary Property Transfer)

F. Logistics Staging Area Emergency Support Function Liaisons

1. ESF Liaisons assigned to the Logistics Staging Area work under the supervision of the Mission Assignment Coordinator.

2. Obtain a briefing from the Logistics Staging Area Mission Assignment Coordinator.

3. Emergency Support Function Liaisons have the same basic duties as the Mission Assignment Specialist.

4. Account for and monitor the resources specific to the responsibilities of your Emergency Support Function.

5. Coordinate with supporting agencies as established and defined by this document.

G. Logistics Staging Area Emergency Support Function 11 Liaisons specific duties.

   Account for and Monitor distribution of water, ice and USDA food products as defined by the U.S. Department of Agriculture's authority and regulations, Public Law 93-288 and the Florida Comprehensive Emergency Management Plan.

H. Vendor Liaisons.

   1. Contractor/vendors providing resources may assign a liaison to assist in the management of their vendor supplied resources.

   2. The Vendor Liaisons will work with Mission Assignment Specialists, shipping, and receiving to insure that all non-expendable resources at the Logistics Staging Area through deployment until demobilization and return to the vendor.

   3. Maintain serial number accountability of non-expendable equipment.

   4. Maintain accountability of equipment and personnel.

   5. Maintain accurate records of mileage and hourly use of equipment and persons.

   6. Tag all non-expendable supplies/equipment with an inventory tag. (Logistics Staging Area Form 2310-12 Inventory Tag)

Appendix 4

Logistics Staging Area Operational Support

A. The Lead support agency establishes the Operations Unit. The Lead Support Agency (Florida National Guard) will designate the Operations Unit Chief.

B. The Operations Unit consists of a Warehouse Unit that includes shipping, receiving and storage; Transportation Unit that includes both air and ground operations and staging.

LSA Operations Unit Organization Chart

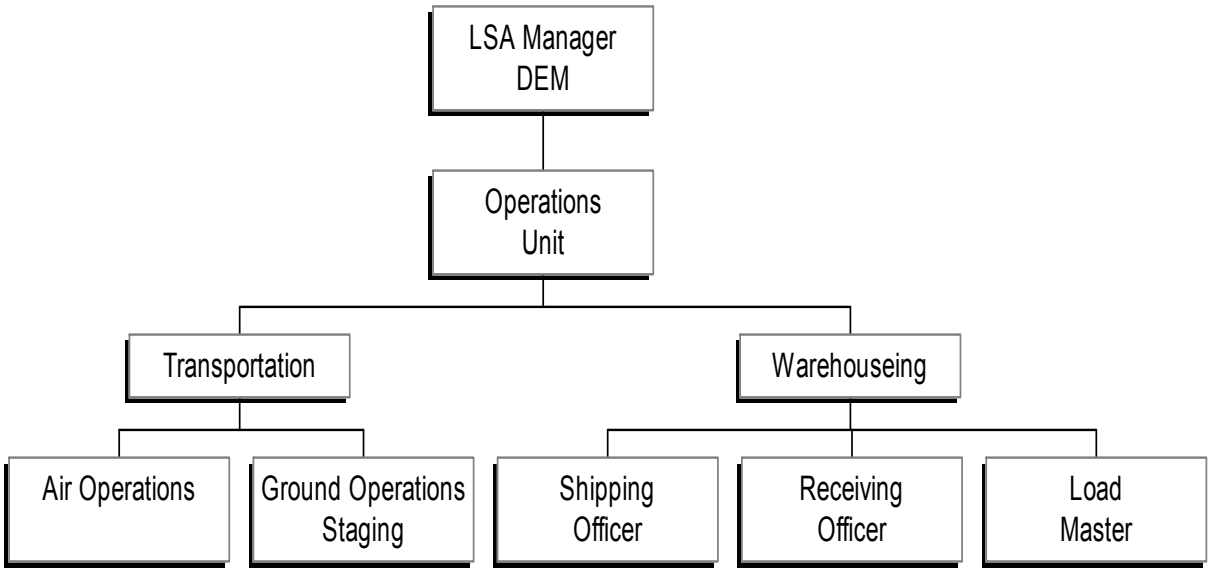


Figure 11

C. Lead support agency personnel, contractor provided transportation and equipment operators and other staff as assigned, staff the Operations Unit.

D. Logistics Staging Area Operations Unit Chief

1. The Logistics Staging Area Operations Unit chief is responsible for the management of all operations directly applicable to the execution of Logistics Staging Area Missions.

2. Obtain a briefing from the Logistics Staging Area Manager.

3. Brief and assign operations personnel.
4. Supervise operations.

5. Determine and request additional resources.

6. Review mission tasking.

7. Report information about special activities, events, and occurrences to the Logistics Staging Area Manager.

8. Maintain a Unit Log. (Logistics Staging Area Form 2310-5/ICS Form 214 Unit Log)

E. Warehouse Unit

1. Responsible for the receipt, storage, classification, maintenance, inventory and shipment of all expendable and non-expendable supplies and equipment.

2. Warehouse Unit Leader

   a. Assigned by the lead support agency.

   b. Responsible for the storage, receipt, shipment and accountability of warehouse operations.

   c. Obtain a briefing from the Operations Unit Chief.

   d. Organize the Warehouse operation. Layout the warehouse and storage sites and areas.

   e. Assign specific work.

   f. Monitor and inspect progress.

   g. Resolve problems reported by subordinates.

   h. Maintain a unit log. (Logistics Staging Area Form 2310-5/ICS Form 214 Unit Log)

3. Receiving Officer

   a. Assigned to the Warehouse Unit.

b. Ensures that all resources assigned and delivered to the Logistics Staging Area are accounted for.

c. Ensures that all Bills of Lading and Manifests are collected form all loads.

d. Posts signs for arriving resources to easily find the check-in location.

e. Records check-in information and inventory lists expendable and non-expendable. (Logistics Staging Area Form 2310-9 Receipt of Inventory)

f. Records check-in information for teams and Crews. (Logistics Staging Area Form 2310-6 /ICS Form 211 Check In list)

g. Transmits check in information to the Resource Officer.

h. Assists with the accounting of all Logistics Staging Area Resources.

i. Coordinates receipt of resources with the Warehouse Officer.

4. Shipping Officer

a. Assigned to the Warehouse Unit under the Operations Unit.

b. Ensures that all resources requested under mission assignment are identified for shipment.

c. Ensures that all resources shipped from to the Logistics Staging Area are accounted for.

d. Records shipping information and updates inventory lists of expendable and non-expendable resources. (Logistics Staging Area Form 2310-10 Shipment of Inventory)

e. Prepares temporary receipts on non-expendable items. (Logistics Staging Area Form 2310-11 Temporary Property Transfer)

f. Transmits shipping information to the Resource Officer.

j. Assists with the accounting of all Logistics Staging Area Resources.

k. Coordinates shipment of resources with the Warehouse Officer.

5. Loadmaster

    a. Obtain a briefing form the Warehouse Unit Leader

    b. Ensure the proper posting of loading and unloading areas both air and ground.

    c. Manifest and load personnel and cargo; supervise loading and unloading crews.

    d. Ensure sling-load equipment is safe.

F. Transportation

1. The transportation unit is responsible for determining the mode of transportation for mission accomplishment, management of military and commercial modes of transportation assigned to the Logistics Staging Area, both ground and air.

2. Transportation Unit Leader

    a. Assigned by the lead support agency.

    b. Responsible for the responsible for determining the mode of transportation for mission accomplishment, management of military and commercial modes of transportation assigned to the Logistics Staging Area, both ground and air.

    c. Obtain a briefing from the Operations Unit Chief.

    d. Organize the transportation operation. Layout the ground holding and staging areas, aircraft holding areas.

    e. Assign specific work.

    f. Monitor and inspect progress.

    g. Resolve problems reported by subordinates.

    h. Maintain a unit log.

3. Ground Operations

a. Assigned by the lead support agency.

b. Responsible ground traffic movement in the Logistics Staging Area, selecting and staging commercial and military vehicles for deliveries.

c. Obtain a briefing from the Transportation Unit Leader.

d. Organize the Ground Operations.

e. Layout the vehicle staging and holding areas.

f. Post areas for identification and traffic control.

g. Establish a Check-in site for incoming resources.

h. Maintain and provide status to the Resource Officer of all resources in the staging and holding areas.

i. Maintain staging and holding areas in an orderly condition.

j. Supervise commercial transportation /contract drivers.

k. Maintain Support Vehicle Inventory. (Logistics Staging Area Form 2310-13 / ICS Form 218 Support Vehicle Inventory)

l. Assign specific work.

m. Monitor and inspect progress.

n. Resolve problems reported by subordinates.

o. Maintain a unit log. Logistics Staging Area (Logistics Staging Area Form 2310-5/ICS Form 214 Unit Log)

4. Air Operations.

a. Assigned by the lead support agency.

b. Responsible for aircraft and helicopter loading and unloading, coordination with the airport manager, Loading Zone identification and safety, and user of aircraft radio frequency.

c. Obtain a briefing from the Transportation Unit Leader.

d. Organize the Air Operations. Layout the aircraft staging and holding areas.

e. As appropriate, initiate request for temporary flight restrictions.

f. Perform operational planning for air operations.

g. Evaluate helibase locations.

h. Establish procedures for emergency reassignment of aircraft.

i. Schedule approved flights of non-incident aircraft into the incident area.

j. Evaluate requests for non-tactical use of incident aircraft.

k. Assign specific work.

l. Monitor and inspect progress.

m. Resolve problems reported by subordinates.

n. Maintain the Air Operations Summary. (Logistics Staging Area Form 2310-14 / ICS Form 220 Air Operations Summary)

o. Maintain a unit log. (Logistics Staging Area Form 2310-5/ICS Form 214 Unit Log)

Appendix 5:

Logistics Staging Area Logistics Support

A. Logistics Unit.

1. The Logistics Staging Area Logistics Unit is responsible for the Logistics support of the Logistics Staging Area This includes supply, facilities, medical, security, communications, lodging, feeding, fueling and maintenance of Logistics Staging Area personnel and equipment.

2. The Lead support agency establishes the Logistics Unit. The Lead Support Agency (National Guar) will designate the Logistics Unit Chief.

3. The Logistics Unit consists of a Logistics Staging Area Support Unit, Communications, Medical / Safety, Security, Supply / Equipment.

4. Lead support agency personnel, Division of Emergency Management and other SERT Agency staff as assigned, staff the Logistics Unit.

LSA Logistics Unit Organization Chart

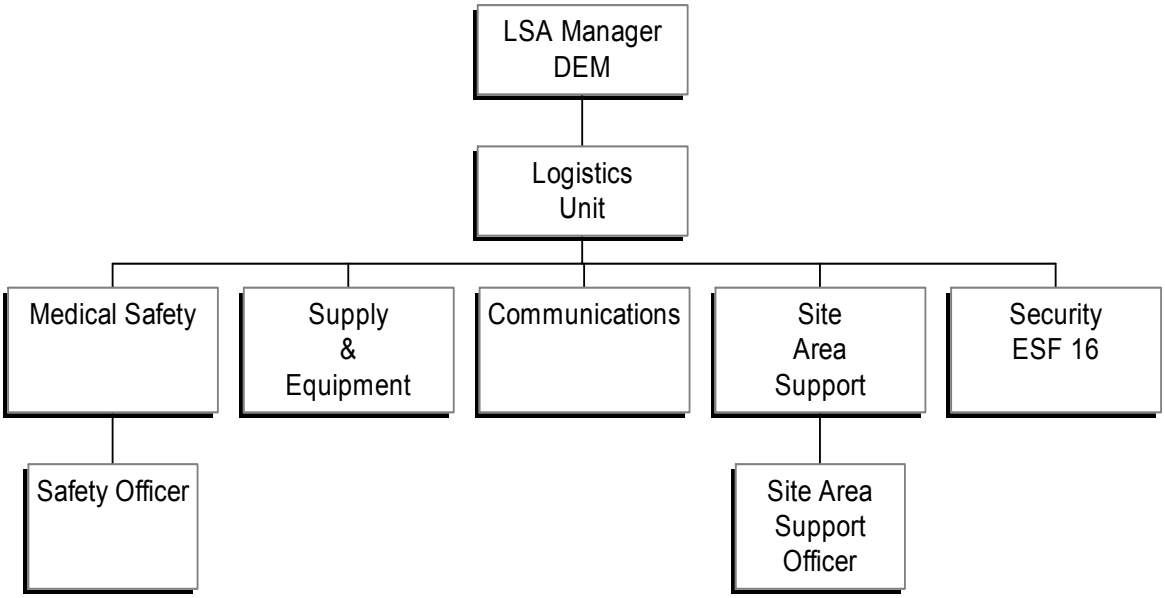


Figure 12

B. Logistics Unit Chief

1. The Logistics Staging Area Logistics Chief is responsible for the management of Logistics support of the Logistics Staging Area.

2. Obtain a briefing from the Logistics Staging Area Manager.

3. Brief and assign logistics personnel.

4. Supervise Logistics operations of the Logistics Staging Area.

5. Identify anticipated and known incident service and support requirements.

6. Determine and request additional resources.

7. Determine support requirements to include feeding, sleeping, sanitation and recreation.

8. Review mission tasking.

9. Report information about special activities, events, and occurrences to the Logistics Staging Area Manager.

10. Maintain a Unit Log. (Logistics Staging Area Form 2310-5/ICS Form 214 Unit Log)

C. Logistics Staging Area, Site Area Support Officer

1. The Logistics Staging Area, Site Support Unit is responsible for providing facilities, services, and materials in support of the Logistics Staging Area Operation.

2. Logistics Staging Area Support Unit also provides for maintenance and support for all State Emergency Response Team equipment.

3. Obtain and issue receipts for radios and other State Emergency Response Team equipment distributed and received in the Logistics Staging Area.

D. Safety Officer

1. The Function of the Safety Officer is to develop and recommend measures for assuring safety and to assess and/or anticipate hazardous and unsafe

2. Obtain a briefing from the Logistics Unit Chief and the State Emergency Response Team Manager.

3. Participate in planning meetings.

4. Identify and correct hazardous situation associated with the State Emergency Response Team and with personnel and equipment assigned to carry out specific disaster relief missions.

5. Review the incident action plan for safety implications.

6. Attempt to provide an accident free environment. Ensure investigations are conducted on accidents that have occurred within the State Emergency Response Team.

7. Prepare the medical plan for the State Emergency Response Team. (State Emergency Response Team Form 2310-15/ICS Form 206 Medical Plan)

8. A safety officer will be assigned at all times at all State Emergency Response Team locations.

E. Supply / Equipment

1. Provide Logistics support to the State Emergency Response Team to include equipment and supplies.

2. Ordering, receiving, processing and storing all State Emergency Response Team related resources.

3. Respond to requests for personnel, equipment and supplies to support State Emergency Response Team operations.

4. Request Logistics support for personnel as required.

5. Obtain fueling services for equipment in the State Emergency Response Team.

6. Report resource status changes as required.

7. Maintain Unit Log. (Logistics Staging Area Form 2310-5/ICS Form 214 Unit Log)

F. Data and Communications

1. The Data and Communications Unit is responsible for developing plans for use of State Emergency Response Team communications equipment and facilities; telephone and radio communications; satellite and telephone operations, computer network connections, installing and testing of communications equipment; and distribution and maintenance of communications equipment.

2. Provide technical advice on:
   a. Adequacy of communications system
   b. Geographical limitations
   c. Equipment capabilities
   d. Amount and types of equipment available

3. Maintain accountability of communications equipment.

G. Security

1. Provides safeguards necessary for protection of personnel and property from loss or damage.

2. Establish contacts with local law enforcement agencies as required.

3. If major security requirements are needed make recommendations to the State Emergency Response Team Manager for security from Emergency Support Function 16 at the State Emergency Operations Center.

4. Develop a security plan for the State Emergency Response Team.

5. Prevent theft of all property.

6. Investigate and document complaints and suspicious occurrences.

7. Maintain Unit Log. (State Emergency Response Team Form 2310-5/ICS Form 214 Unit Log)

Appendix 6

Logistics Staging Area Finance Support

A. Logistics Staging Area Finance Unit.

1. The Finance Officer is responsible for managing all financial aspects of the

B. Logistics Staging Area Finance Unit.

1. The Finance Officer is responsible for managing all financial aspects of the Logistics Staging Area. A spreadsheet will be established for the management of the Logistics Staging Area expenses.

LSA Finance Unit Organization Chart

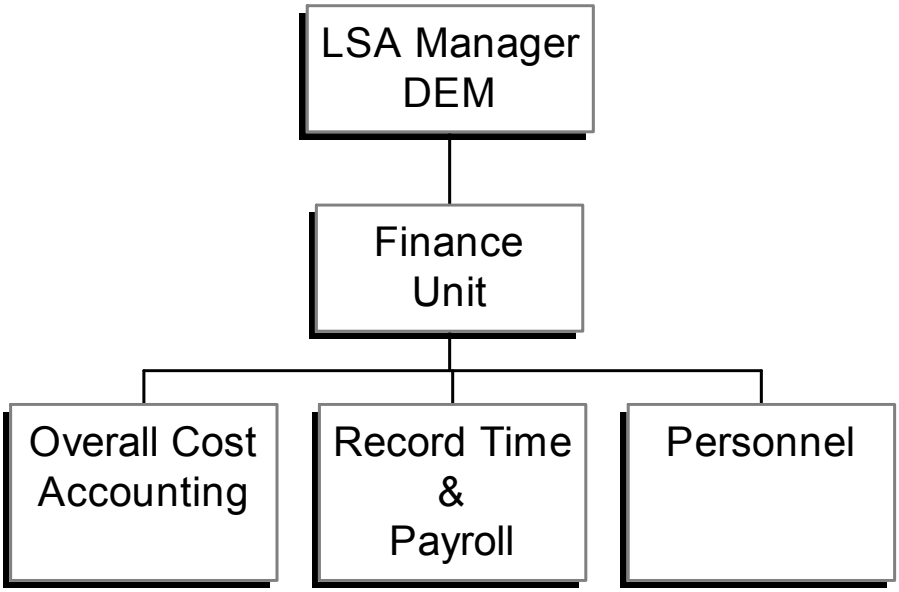


Figure 13

2. The Finance Officer will be responsible for tracking of all Logistics Staging Area expenses and payments.

3. The Finance Officer will maintain the disposition of all bills of lading and purchase orders and receipts for the Logistics Staging Area.

4. The authority to spend state funds in support of Logistics Staging Area operations will be vested in the Finance Officer.

5. Purchases under $500.00 may be approved by the Logistics Staging Area Manager in concert with the Finance Officer in the Logistics Staging Area. Necessary forms must be completed and maintained and EM 2000 Tracker messages to the State Emergency Response Team Finance Unit.

6. All purchases over $500.00 must be approved by the Logistics Chief either in the State Emergency Operations Center or on the Forward State Emergency Response Team. The State Emergency Response Team Finance Unit Chief must be contacted via EM 2000 tracker message to acquire a purchase order number before making a purchase. Purchase order numbers must be attached to all paperwork.

7. Rapid Response Team and Mutual Aid personnel may check out through the DEM Finance Officer at the Logistics Staging Area.

C. Lead Support Agency

1. Maintain records of costs accounting for their personnel and equipment.

2. Maintain records of time and payroll for their personnel.

3. Maintain personnel records, accountability and other personnel issues for their staff.

D. Other Agencies

   1. Keep the Division of Emergency finance officer informed of expenditures related to Logistics Staging Area assignment.

   2. Maintain records of costs accounting for their personnel and equipment.

   3. Maintain records of time and payroll for their personnel.

   4. A spreadsheet will be established for the management of the Logistics Staging Area expenses.

LSA Finance Unit Organization Chart

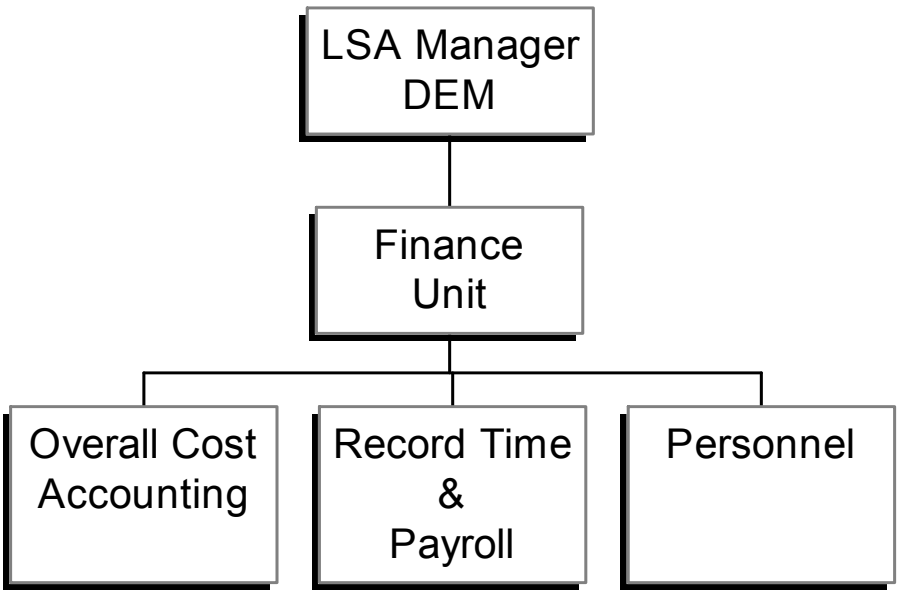


Figure 13

8. The Finance Officer will be responsible for tracking of all Logistics Staging Area expenses and payments.

9. The Finance Officer will maintain the disposition of all bills of lading and purchase orders and receipts for the Logistics Staging Area.

10. The authority to spend state funds in support of Logistics Staging Area operations will be vested in the Finance Officer.

11. Purchases under $500.00 may be approved by the Logistics Staging Area Manager in concert with the Finance Officer in the Logistics Staging Area. Necessary forms must be completed and maintained and EM 2000 Tracker messages to the State Emergency Operations Center Finance Unit.

12. All purchases over $500.00 must be approved by the Logistics Chief either in the SEOC or on the Forward State Emergency Response Team .The State Emergency Response Team Finance Unit Chief must be contacted via EM 2000 tracker message to acquire a purchase order number before making a purchase. Purchase order numbers must be attached to all paperwork.

13. Rapid Response Team and Mutual Aid personnel may check out through the DEM Finance Officer at the Logistics Staging Area.

E. Lead Support Agency

1. Maintain records of costs accounting for their personnel and equipment.

2. Maintain records of time and payroll for their personnel.

3. Maintain personnel records, accountability and other personnel issues for their staff.

F. Other Agencies

1. Keep the DEM finance officer informed of expenditures related to Logistics Staging Area assignment.

2. Maintain records of costs accounting for their personnel and equipment.

3. Maintain records of time and payroll for their personnel.

Appendix 7

Logistics Staging Area Risk Management

A. Large-scale logistics operations potentially pose several risks that need to be planned for and addressed during an actual operation. Risk management is the process of making disaster response and recovery operations safer without compromising the disaster response operations. Knowing and avoiding the risks known in logistics staging operations will help reduce the risks in an operation. The key to risk management is hazard identification. Once you identify the risk, you must evaluate it and control it.

B. There are a variety of potential risks in the area of logistics staging operations: liability risks, material handling risks, transportation risks, health and safety risks, and work environment risks.

C. Who needs to be concerned about Risk Management?

D. Anyone involved in disaster response and recovery needs to be concerned about managing the potential risks surrounding the Logistics Staging operations particularly those individuals should proceed with extreme caution and under the guidance of supervisors and unit leaders when they arrive in the staging area.

E. What are some specific risks and how do you manage them?

Risk: Improvised base of operations.
Select the most suitable facility.
Do not operate out of unsound buildings.
Set up internal fire/health/safety structure.
Ensure vehicles have a ground guide in sleeping areas.
Enforce sounding horn when backing vehicles.

Risk: Lack of protective equipment for HAZMAT operations.
Untrained individuals should not work with HAZMAT.
Use proper equipment to handle hazardous materials.

Risk: Psychological problems resulting from response operations.
Recognize stress in workers staff/self.
Persuade worker to leave the immediate area.
Bring appropriate mental health resources to worker.

Risk: Successive disasters are common.
Ensure the staffs prepare for repeat or secondary disaster.
Protect or move critical relief equipment.

Risk: Fatigue.
Establish sleep discipline.
Minimize travel within the impact zone.
Eliminate nonproductive duties.

Risk: Over-motivation
Control individual's enthusiasm.
Stress need to conserve energy.

Risk: Untrained individuals using power equipment.
Do not allow untrained individuals to use equipment.
Find personnel who have the proper background.

Risk: Heavy equipment and material-handling equipment operators are not trained / licensed.
Enforce operator qualification standards.
Communicate need for trained personnel at the appropriate level.

Risk: Improvised crews lack personal protective equipment.
Stop work until appropriate safety supplies arrive.
Deploy with supplies of work gloves.

Risk: Inadequate lighting.
Restrict unnecessary vehicle movement.
Assign safety watch officers.
Use vehicle headlights.
No Blackout light use by Military vehicles.

Risk: Lift/carry procedures.
Enforce use of correct techniques:
Do not carry a load that is too heavy.
When in doubt, get assistance.
Bend from the hips and knees, not just the waist.
Carry heavy objects close to the body.
Avoid sudden movements.
Do not carry unbalanced loads.

Other Tips:
It should be clear who has responsibility, if anyone for the actions of individuals.
Ensure that debris does not build up.
Ensure all personnel on the site know what to do in case of flash floods.
Ensure safety belts are worn at all times when operating equipment.

Protect flammables from extreme heat exposure.
Ensure adequate vehicle maintenance is available.
Ensure adequate waste disposal facilities are present.
Ensure adequate toilets or latrines are available.
Ensure adequate security is available for hazardous materials, medicines and firearms.
Assign a safety officer and insure the safety officer is present during large, busy material movement operations.

Watch out for snakes when floodwater recedes.