STATE OF FLORIDA

DIVISION OF
EMERGENCY MANAGEMENT

"COUNTY LOGISTICS PLANNING"

STANDARD OPERATING GUIDELINE

Annex 2355

State Comprehensive Emergency Management Plan
Unified Logistics Section

Table of Contents

INTRODUCTION: COUNTY LOGISTICS PLANNING

Many factors impact the types and quantity of resources that the public will need in the aftermath of disasters and other crisis; and no one event will ever be just like another. As such, we must ensure our logistical plans are well established and effectively communicated at all levels in order to mitigate the negative effects of planning to provide resources in support of the unknown. The following guideline establishes the standard by which counties can successfully prepare their individual logistics plans.

Counties will develop a localized County Logistics Plan as an annex to their CEMP that supports and is supported by the State Unified Logistics Plan. The County Logistics Plan will be included in the county CEMP and must address how the county will support local municipalities, unincorporated portions of the county, public shelters (general and special needs), critical facilities, County Staging Areas (CSA) and County Points of Distribution (POD); with resources such as emergency power, pumping, material handling equipment, food, water and medical supplies, as well as all other necessary resources. Counties are encouraged to use the State Time Phased Force and Deployment Data List (TPFDDL) to plan their processes.

The option to request support from the State exists, however counties remain responsible for developing their first response logistics plans to support their facilities and agencies. Plans must address how they will collaborate with, and support response and recovery activities and agencies as required including government, civil organizations and voluntary agencies (VolAg) (e.g. The American Red Cross (ARC) and The Salvation Army (TSA). Areas include but are not limited to shelters, County Points of Distribution (POD), critical facilities (hospitals, PSAP's, fire, and police/sheriff stations etc.), life sustainment (dialysis centers, nursing homes, ALF's, homebound elderly), and other critical sites in each county.

The County Logistics Plan (CLP) must be included in your CEMP. A copy of your CLP must also be forwarded to the FDEM Unified Logistics Section upon completion, posting it to the FDEM SharePoint site along with all county Point of Distribution site locations.

FIELD LOGISTICS SITES

It is imperative that counties pre-select and negotiate field logistics sites, as there are numerous considerations that must be addressed, many of which are unique to each county.

The two primary types of field logistics sites that each county should plan to pre-select are the **County Staging Area (CSA)** and the **County Points of Distribution (POD)**; additionally, counties should also plan for and prepare to support Emergency Worker Commodity Pickup Sites as well as mobile distribution to support Public and Special Needs Shelters, and the homebound elderly. These sites will be used for the purpose of receiving and distributing bulk emergency relief supplies such as water, ice, food, and tarps within the first 24-96 hours after an event. *(See Figure 2)*

Each county <u>may</u> survey and identify County Staging Area site(s) as they deem necessary and in accordance with the provisions defined below *(Use the long site survey form attached);* Counties <u>must</u> survey and identify multiple County Points of Distribution as defined by the distribution models and projections explained later in this document. *(Use the short site survey form attached);*
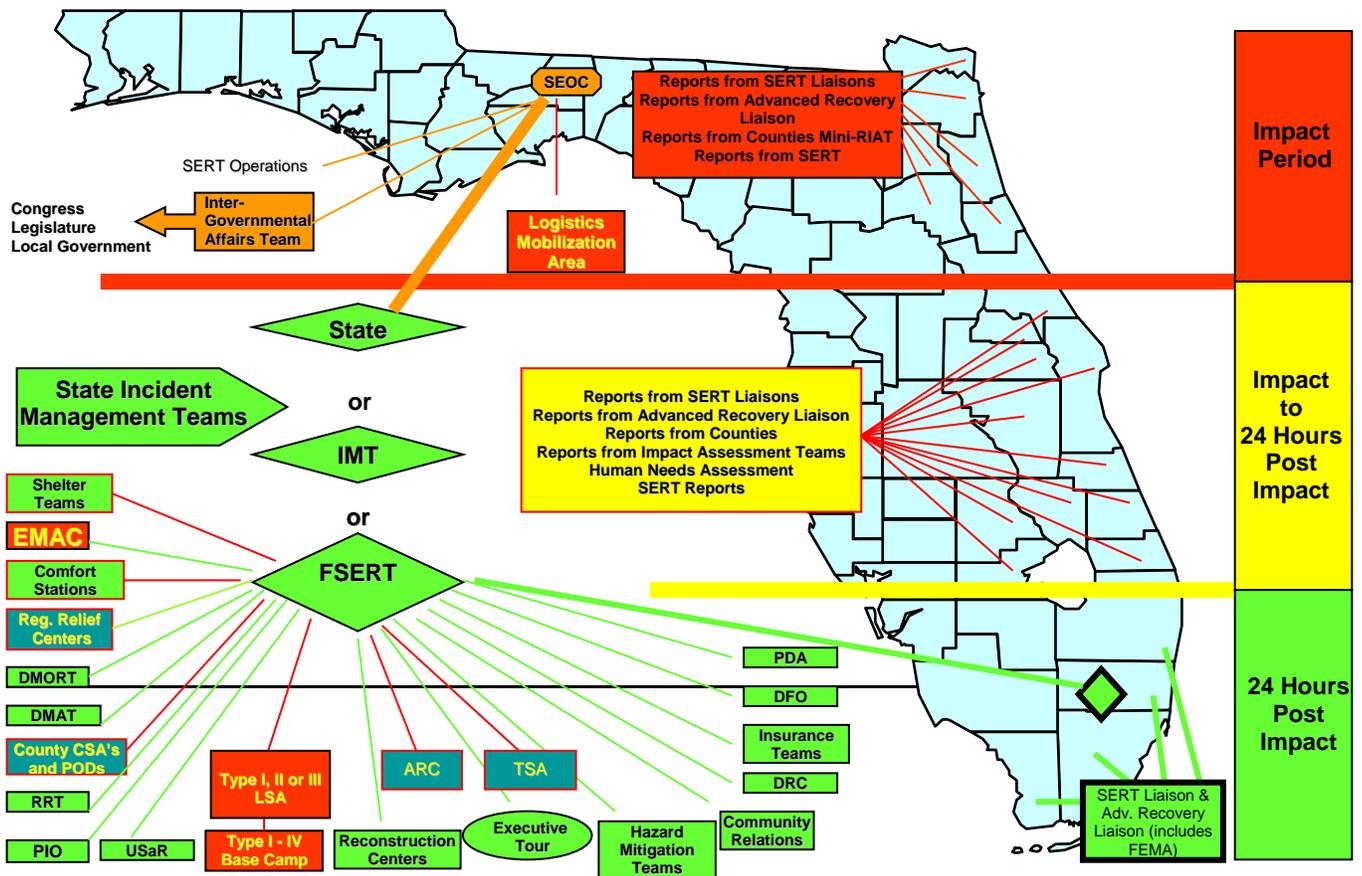
Disaster Field Locations

STATE MOBILIZATION AREAS (MOBAREA)

- Pre-staging of resources outside of potential impact areas until post event
- Resources are then moved forward to one or more State Logistics Staging Areas
- MobAreas can either close or remain open as a rear area in order to accept a backlog of resources
- Location
  - On or Near Major Highway (required)
  - Near Commercial or Military Airport / Field (desired)
  - Near rail spur / head (desired)
  - Fenced or otherwise secure area
  - Covered Area
  - 50,000 + square feet
  - 4 each Loading Docks minimum
  - Administrative area
  - POTS Communications available
  - Hard Stand Area
  - 800,000 square feet (20 Acres)

STATE LOGISTICS STAGING AREA (LSA)
- Field sites that manage resources
- A managed site to receive <u>structured resources</u> from various sources.
- Typically activated for a longer period of time in response to an event in close proximity to the event site, yet still out of harms way.
- Resources can immediately deploy directly from the LSA to the requestor or site.
- Multiple LoSA's may be needed for an event depending upon the "span of control" the site can support.

FORWARD OPERATIONS BASE (FOB):
- FOB's are established to support small quick response teams such as:
  - Urban Search and Rescue Teams (USaR)
  - Area Reconnaissance Teams (RECON)
  - Damage Assessment Teams
  - Disaster Medical Assistance Teams (DMAT)
  - Disaster Mortuary Teams (DMORT)
- Only essential services are provided to support teams:
  - Food and Water
  - Fuels
  - Health & Sanitation
- FOB's are NOT long term sites, and are typically operated only for a few days

RESOURCE PLANNING:
- Resources are:
  - People
    - Individuals
    - Teams / Crews
  - Places
    - Mobilization Areas / Staging Areas
    - Warehouses
  - Things
    - Generators, Pumps, Trucks, Tankers
    - Food, Water, Ice
  - Services
    - Transportation
    - Repair Services
    - Base Camp Services
    - Catering Services
    - Maintenance. Electrical and Engineering Services

ADJUSTING RESOURCES:

- Post event actions are adjusted once further intelligence has been obtained
    - Actual resource requirements
    - Burn Rates (how much of an item is actually being consumed) based on actual distribution through put
- Par levels are then set for each resource to insure that critical resource levels do not fall below 1½ days of inventory
- Resource ordering is then based on these projections
    - Changing Outcomes!
    - Power restoration
    - Degree of damage and residential occupancy
    - Social Services becoming available
        - Financial assistance
        - Resource Support
        - Long term recovery plan

REQUESTING RESOURCES THROUGH THE STATE:

- Resource Requests should be put into EM Constellation (previously the Tracker System) via the Internet electronically
    - The following software will be used
        - EM Constellation
        - *Note that Web EOC will be rolled out in 2017*
- Resource requests must be singular in nature
    - Do not combine dissimilar requests on one message, or mix Sit-Rep information with a Resource Request
        - Personnel, trucks and water
        - Mixed resource requests require the SEOC to re-enter the entire mission into separate messages, thus delaying the processing of the mission
- Requests must be complete
    - POC Name and phone
    - Delivery site name and address
    - Detail specifics on the request
        - Quantity
        - Size
        - One-time order or recurring for XX number of days
    - Indicate if MHE is available at the delivery site
- Place orders to cover at least 1½ to 2 days (24-hour) Operational Period
- Each operation will establish Operational Periods, with time cut-offs for orders. Orders placed beyond the cut –off time are subject to shipment the following day.
- Some commodities require 3-4 days' lead time due to source and distance

- – Counties will be notified that they must forecast their requirements 4 days in advance for these resources.
- Note that there are no backorders!
  - – If an ESF, or LSA cannot fill the order completely, the balance will be canceled and not backordered
    - Back orders are impossible to manage in disaster events
  - – You must place another order the next day for the next operational period
- Recipients will be required to sign for every resource and delivery.
  - – Recipients will be held accountable for all non-expendable property
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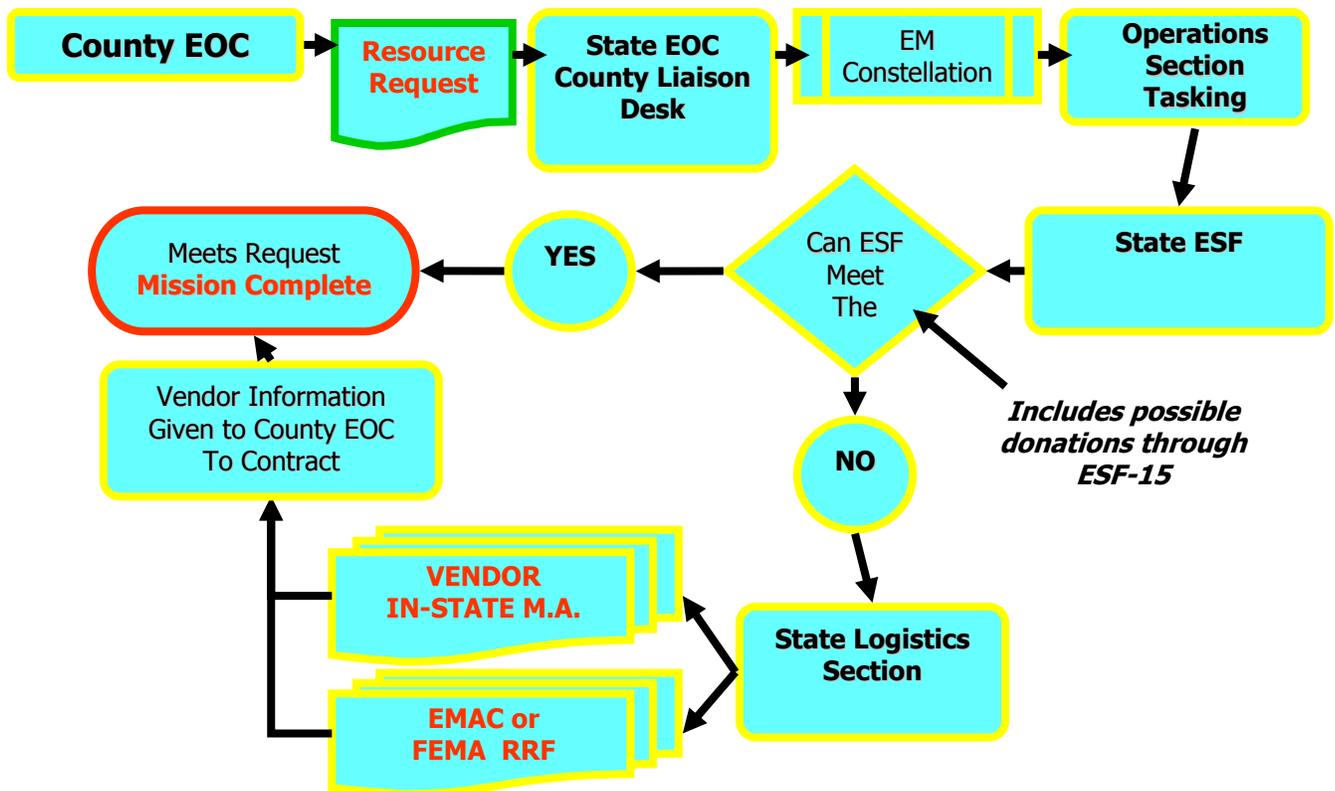
MISSION REQUEST PROCESS

COMMODITY PLANNING

Paramount to successful commodities (water, food and other consumable resources) planning is an absolute understanding of the "pipeline effect" and its effect on requisitioning, receipt, and distribution. The required rate of delivery of bulk commodities is directly proportional to the point of end use's (POD) ability to distribute resources to victims (or throughput), and the status of commercial power restoration and/or respective outages. Simply stated, do not request more commodities than your effected population (as determined by commercial power status) can reasonably consume in the operational period NOR can be effectively distributed to the same; doing so can and will hinder neighboring communities and counties ability to support the needs of their citizens. **There is not an unlimited amount of resources**.

You can use the FDEM Excel Spreadsheet commodity **forecasting tool** to assist you in determining the initial quantities of commodities (water, ice, food, and tarps) required based on your forecast-impacted population. Note that the forecast tool will also estimate the number of PODs, staffing, material handling resources and other logistics support resources your county would require in an event; but note that the key element of POD planning is throughput, meaning the number of PODs that can be adequately staffed in an event.

County Staging Areas   *formerly known as Type III Logistics Staging Areas (LSA)*

If a county has determined that it will establish a County Staging Areas (CSA), they must be pre identified, and capable of receiving resources within 24-hours post event. Based on what is written in the County Logistics Plan, the State will push an initial allocation of material handling equipment and consumable resources to each affected county. Counties must be able to turn trucks around so that they may immediately pick up additional loads. As such, all arriving deliveries must be down or cross-loaded within four hours of arrival unless other prior arrangements have been made with the Unified Logistics Section at the State EOC.

Site Selection (CSA):

While not all counties may have the availability of a full time formal warehouse facility, or one of the other recommended characteristics of a CSA; every effort should be made to find facilities that have the following:

A 5-acre area to set up the CSA comprising of the following:
>   50,000 square feet of warehouse storage.
>   At least one loading dock — preferably two
>   250,000 square feet of hardstand (parking lot)
>   *Hardstand preferably is paved surface, but unpaved would be acceptable IF it was hard packed ground and able to support semi trailers weighing about 65,000 pounds without sinking into the ground.*
>   One forklift and two pallet jacks, minimum on site.
>   A 300' X 300' designated area, clear of wires, for a helicopter-landing zone. (LZ)

Sites should be located adjacent to a major highway and have the ability to establish safe one-way traffic through the compound and reasonably secured. County Staging Areas must also be located in a region that can support countywide relief operations. FDEM recommends each county select three potential sites: a primary, an alternate, and a contingency. Examples of areas that have been previously used as County Staging Areas are flea markets, agriculture centers/ farmers markets, county public works yards, industrial parks, small airports, fairgrounds or leased facilities.

Agreements and Leases:

Staging Areas must be under either a Memorandum of Understanding (MOU) if no charges will be passed on to the government, or under a Lease if there will be any use or reimbursement charges:

Topics to discuss with property owner:

- Confirm GEO boundaries
- Explore overflow options
- Available Assets and On-Site Resources
- Determine restrictions
- Expectations of landlord
- Exit / entry points and parking areas (one-way traffic!)
- Lights / Lighting
- Phone lines
- Road access (Infrastructure)
- Responsibility for repairs
- Pictures
- MOU or Lease

Planning Considerations (CSA):

The State typically direct-ships resources to the point of end use; in cases of consumable commodities, usually to the POD. Resources such as generators, transformers, portable HVAC systems, flood pumps, light towers, dozers, cranes and other accountable resources, the State typically delivers and can also install these directly to the point of end use or application.

Counties may however choose to establish one or more County Staging Areas (CSA) as their point of end use, and assume responsibility for supporting their County Points of Distribution directly. Counties choosing to establish a CSA must address all support resources to include, but not limited to:

- Material handling equipment (MHE)
- Loading docks or ramps
- Warehouse space [1]
- Hardstand staging (truck parking)
- Area Lighting
- Signage
- Security to include fencing
- 24-hour Staffing
- Communications (voice and data)
- Resource tracking and accountability
- Transportation resources

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[1] *A typical 48' semi trailers requires 760 square feet of download warehouse space when offloaded.*

County Managed Operations:

Counties must consider the following constraints when evaluating their capability to manage its own logistics operation:

- All resources must be pushed out to end user sites, resource downloaded and transportation assets released within 4-8 hours of receipt. Due to the national shortage of transportation assets, trucks MUST be released as soon as possible in order to pick up additional shipments. Government also incurs detention time at $1200 – 1800.00 per truck per day when remaining at a site.

- Staffing must be provided by the county; the State cannot always provide staffing (which includes the Florida National Guard and the Division of Forestry) to support CSA operations due to other priority mission requirements. Logistic support ranks third in mission priority.

Counties who determine that they have the capability to establish and manage County Staging Areas (CSA) and intend to do so must convey their intentions, in writing, to FDEM prior to hurricane season.

Counties will acknowledge that they are agreeing to directly manage their own resources when requesting that the State drop ship resources directly to pre-established County Staging Area(s) (CSA); and assume full responsibility for forward movement and management of those resources, which requires that water is on-site for distribution to the victims within the first 24-hours.

If the need exists, and the sites are pre-identified, the State can provide (hand receipt) fork-lift(s) and pallet jacks to facilitate the immediate off-loading of resources at each pre-established County Staging Areas (CSA). Counties will be financially liable for these resources if not returned at the end of the operation.

The County Emergency Management Director must ensure that he/she has reviewed their county's ability to directly manage its logistics' operation on its own without state assistance; other than that provided for in this plan and that requested and agreed upon in future plans.

MUNICIPALATIES WITHIN COUNTIES:

Counties are REQUIRED to coordinate with every municipality in their county to determine exactly where their Points Of Distribution will be, staffing and resource requirements. Counties managing their own CSA are required to fully support every municipality in their county with resources as requested, and process resource requests to the State when shortfalls exist.

Counties are required to deconflict issues where a municipality wished the State to direct ship resources to PODS in their municipality, versus through a County Staging Area.

SITE LAYOUTS:

Areas of Consideration:

- Command Area
- Check-In and Check-Out
- Parking Areas Segregated by resource type
- Heavy Equipment Staging Areas
- Enclosed Warehouse
- Loading Docks and/or Ramps
- Refueling Depot
- Driver Support Area(s)
    - Information Center
    - Catering
    - Showers
    - Restrooms

Food

COMMAND AREA

Water

Ice

Lot A

Lot B

Ga
te

DRIVER
AREA

CHECK-IN

CHECKOUT

Lot C

COMMAND
AREA

DRIVER AREA
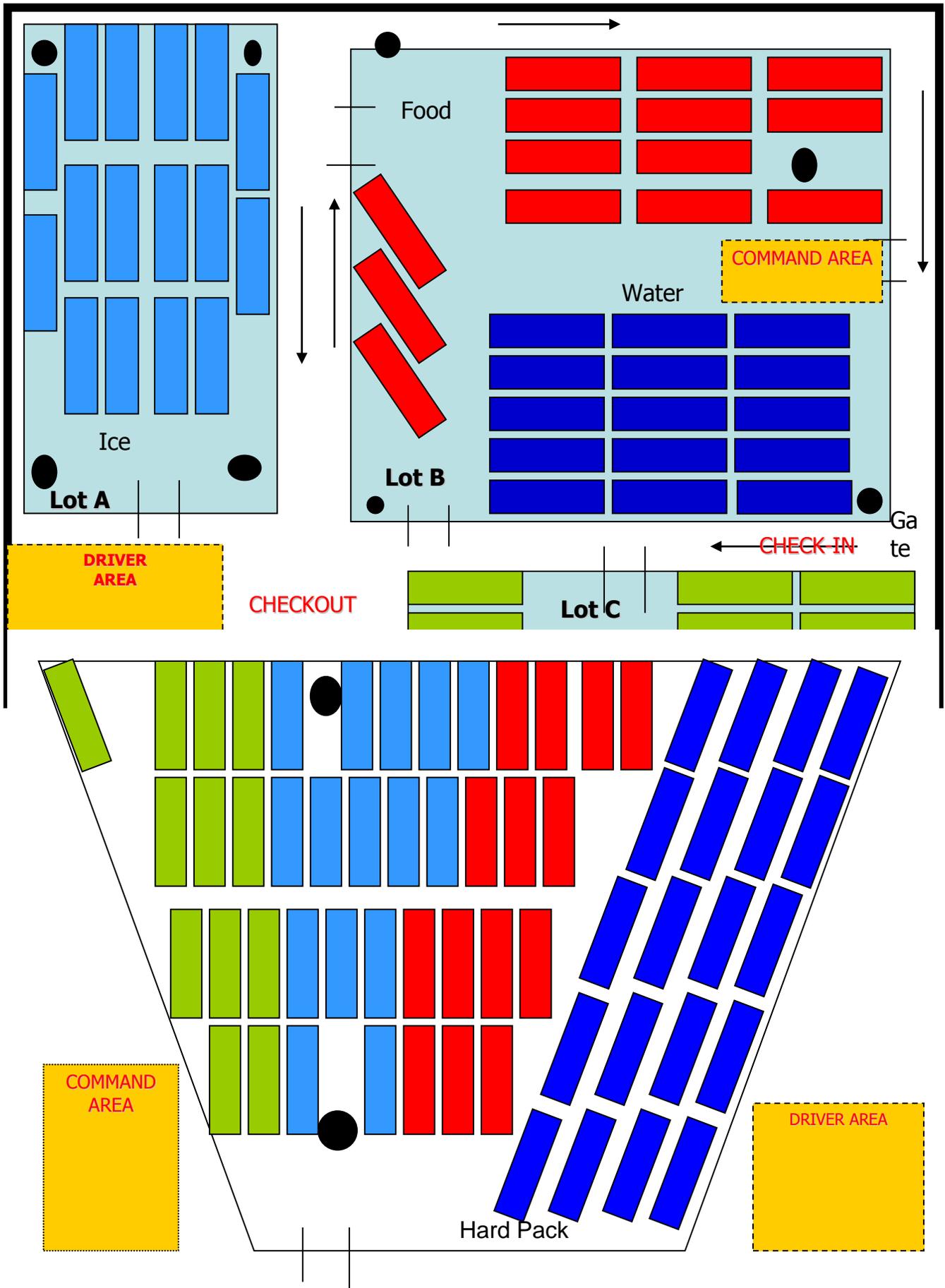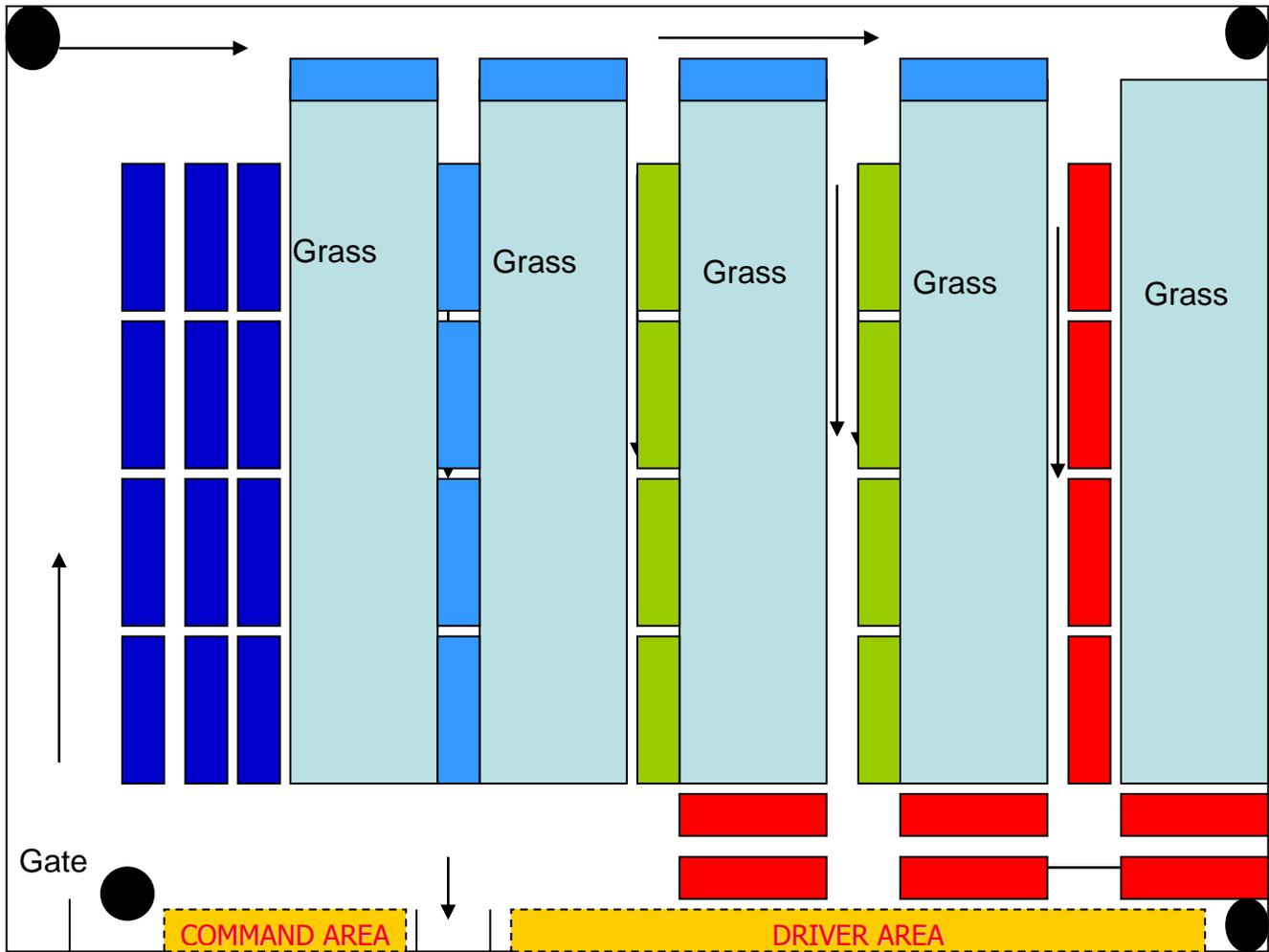
Hard Pack

SAMPLE SITE LAYOUT - C

Note: Grass areas can be evaluated to determine the degree of hard pack. If necessary, 4" of large grade gravel can be brought in and spread to support the weight of trucks, but that the gravel will need to be removed once the site is demobilized.

Check-In and Check-Out Points:
- Approach
- Road Network Infrastructure
- Road surface
- Proximity to entrance point
- Situational factors
- Thru-put
- No gate
- Turn Around Area

Driver Information Required:
- Date of delivery or shipment
- Time of delivery or shipment
- Drivers Name (Last & First)
- Drivers Cell Phone Number
- Trailer Number
- Truck Number
- Commodity delivered/shipped
- Tasker (Mission) # of shipments

Parking Areas:
- Segregate commodities
- Limit disruptions
- Easy identification
- Safety
- Cones and traffic flow
- Area Lights
- Truck Parking and Safety
- POV and Agency Vehicle Parking and Safety
- Perimeter Barriers
- Site Security
- Command Post location
- One way in and one-way out
- Room to maneuver
- Accountability
- Exclusive use of the gate

PARKING HARD STAND AREA:
- One Tractor and Trailer requires a 12' X 100' Space Allocation (1,200 Square Feet)
- One Trailer Only requires a 12' X 60' Space Allocation (720 Square Feet)
- One Tractor Only requires a 12' X 40' Space Allocation (480 Square Feet)
- One Generator Trailer Pack (200 – 750 kW) requires a 10' X 20' Space Allocation (200 Square Feet)
- Check-In Area should accommodate at least 8 trucks at a time (9,600 Square Feet)
- Check-Out Area should accommodate at least 8 trucks at a time (9,600 Square Feet)
- 1 Acre = 42,000 Square Feet

Warehouse and Office Command Space:
WAREHOUSE SPACE:
- One Emptied Semi Trailer, single pallet layer, requires a 12' X 60' Floor Space Allocation (720 Square Feet)

OFFICE SPACE ALLOCATION:
- 80 square feet per office worker
- Typical Staff of 30 Office Staff = 2,400 Square Feet
- Office Equipment Space = 500 Square Feet

Driver Information Center and Support Services:
- Convenient to contain drivers
- Close to driver facilities
- Situational considerations

Driver Information:
- Movement inside staging area
- Shuttle services
- Emergency contacts
- Life support facilities

Driver and Staff Support Services:
- Food Services - Contract Catering
- Restrooms
    - Porta-Potties or Restroom Trailers - Serviced Daily
- Showers
    - For Drivers remaining overnight - Serviced Daily
- Rehab Area
    - Covered and cooled (AC or Fans)
    - Beverages

- Medical Area
  - Can be part of Rehab Area
  - Must provide privacy area
- Waste Management
  - Dumpsters
    - Serviced Daily

STAGING AREA LOGISTICS TEAM:

- Manager (Trained/Experienced)
- Transportation Specialists
- Accountable Property Officer (APO)
- Material Handlers (MHE)
- Inventory Management Specialists
- Ground Support Team
- Safety Officer
- Mission Specialists
- Planning Specialist/Reports
- Ordering Specialist
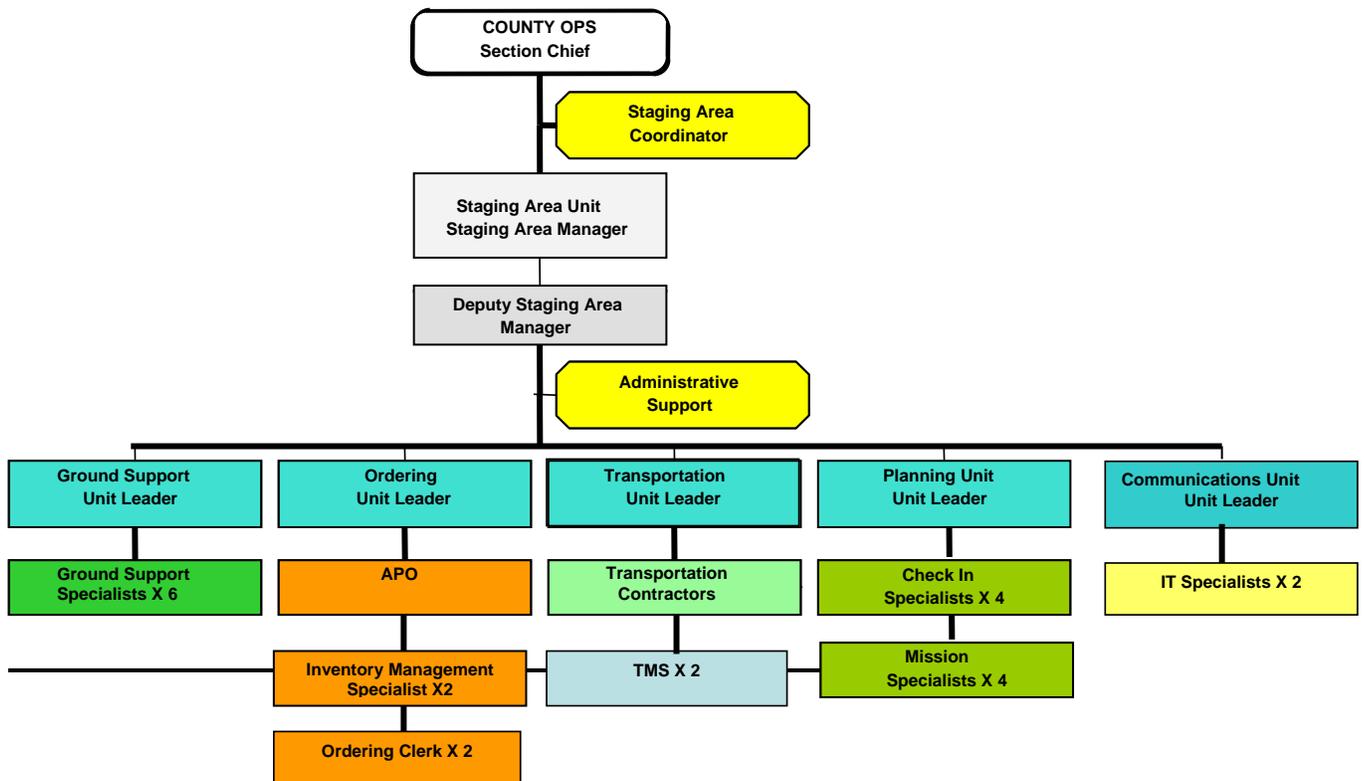
Suggested COUNTY CSA Organizational Chart

STAGING AREA MANAGER:

- Manages resources at staging area
- Dispatches resources as directed by County Operations Section Chief through Logistics Staging Area Manager.
- Establishes staffing levels to support operational requirements.
- Maintains reporting requirements established by Ops Section Chief.
- Maintains open communications with assigned State Logistics Staging Area Manager

GROUND SUPPORT UNIT:

- Responsible for safe and orderly storage of assets and commodities.
- Provide space/storage for specialized items (perishables, controlled materials).
- Establish centralized receiving process at facilities.
- Conduct cross loading operations
- ID Transportation requirements.
- Manages physical environment, e.g. receiving, temp storage, distribution, provides controls and procedures.
- Prepare, coordinate, and monitor retrograde transport of commodities and teams.
- Maintains equipment.
- Operates equipment.
- Ensures operators are trained and certified.
- Responsible for Driver Support Area
    - Driver Information Area
    - Food Services
    - Restroom
    - Showers

Ordering Unit:

- Provides general financial guidance to the Staging Area Manager and staff.
- Plans for and assures the proper acquisition process is in place.
- Prepares and provides financial tracking reports.
- Identifies potential financial management concerns.
- Tracks all credit card and purchase order purchases.
- Secure funding for equipment and other essentials for operation.
- Determine funding needs for feeding/billeting.
- Establish local vendor contract for services.
- Purchase supplies.
- Plans and initiates fiscal closeout procedures for Staging Area.
- In-processing of personnel.
- Establishing building maintenance and custodial arrangements.

- Identifies and manages billeting/lodging requirements in coordination with County EOC

Accountability:

- Counties will be responsible for the accountability of all assets sent by the State to a County either directly or through a County Staging Area.
- The County will maintain a current inventory of all LSA resources and insure that this information is provided to the SEOC prior to each State Logistics IAP Meeting, in order to coordinate resource support.

Role of the APO:

- Ensures all accountable property received is properly marked and inventoried
- Prepares accountable property reports
- Establishes internal controls
- Issues equipment, e.g. cell phones, computers, etc.
- Establishes tracking mechanisms for recoverable accountable property.
- Conducts "wall to wall" inventory at closeout of Staging Area
- Recovers and properly disposes of property during demobilization phase

Accountable Property:

- Generators, Flood Pumps, Cranes, Vehicles, Forklifts, Ramps, Light Towers, Communications Equipment are accountable property

Consumable Property:

- Ice, Water, Tarps, Sand Bags, Cots, Blankets, Shelf Stables Meals, and MRE's are expendable supplies and are not accountable property.

Temporary Transfer of Property from the State to a County:

- Leased assets made by the State on behalf of a county are financially transferred from the State to the County upon delivery and issuance of a County Purchase Order to the vendor to cover the lease period.
    - E.g. If a county requests 50 generators, they will be billed for 50 generators.
- Counties will be held accountable for all physical property assigned during the operation.
- Counties will be billed the purchase / replacement price of tangible property for Leased Property not returned to the vendor of record or back to the State.
    - Leased equipment IS reimbursable
    - Purchased equipment is NOT reimbursable

Transportation Unit:

- Plans for and executes all support activities of both ground and air transportation.
- Conducts fueling operations.
- Coordinates traffic flow at site.
- Manages fleet vehicles.
- Provides layout and traffic control of Staging Area.
- Coordinate with State LSA on shuttle drivers.
    - State LSA's Work Through the State Movement Coordination Center at the State EOC

Planning Unit:

- Provides receiving & distribution services for the CSA.
- Processes mission taskings from the EOC to field sites
- Develops an operational checklist for pre and post activities.
- Provides distribution assistance in some cases
- Develops Staging Area IAP in support of the County EOC ESF-5 IAP.
- Develops and publishes shipping schedule (movement coordination).
- Also publishes safety, security, operational, plans to keep staff informed.
- Prepares demobilization plan/ transition plan.
- Conducts planning meetings for staff.

Resource Tracking:

- Ensures all assets are tracked moving through the system and Staging Area.
- Utilizes appropriate programs prepares asset visibility reports to management.
- Maintains current inventory of assets.
- Maintains receiving and distribution reports

Reporting:

- Coordinates and implements standard reporting procedures to include formats, timeframes, and methods.
- Insures that common units of measurement are consistent with the State LSA and reporting requirements
- Prepares management reports.
- Central point of collection for reports.

Twice Each Day:

- Receiving - Check-in gate log
- Shipping - Check-out Logs
- Inventory
- Accountable Property

Command and General Staff Planning Cycle Guide

- Commodity Forecast for next 24-hours
- Staffing Requirements
- Forward reports to County EOC

- IAP
- Shipping Report
- Receiving Report
- Inventory
- Accountable Property Report
- Forward Reports to County EOC
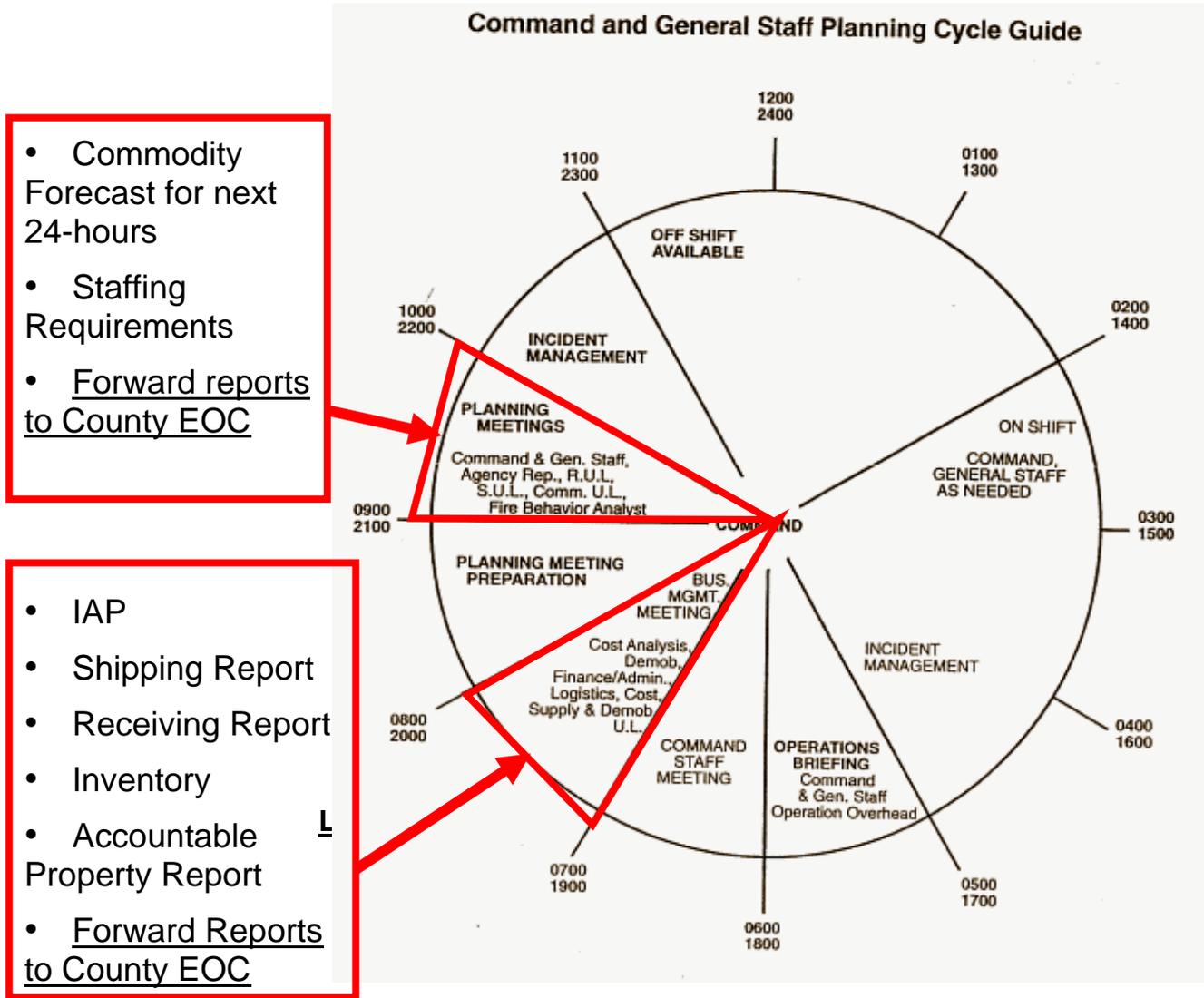
COMMON TO ALL FIELD LOGISTICS SITES:

Safety Issues: A safety officer will be assigned at all times at all 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.

Risk Management: Anyone involved in disaster response and recovery needs to be concerned about managing the potential risks surrounding the Logistics 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.

Safety is paramount when people interface with active traffic. All persons must pay close attention to traffic control and management at PODs. Safety vests are critical for all persons loading or operating around vehicles. A Safety Office must be designated at each site to monitor safety concerns and call a halt to operations if a safety violation is observed.

FIELD LOGISTICS SITE DISTRIBUTION

Figure 2 shows the placement and distribution of one CSA and multiple PODs of various sizes throughout the impacted area; population density is based on Census data obtained from http://www.census.gov/census2004/states/fl.html
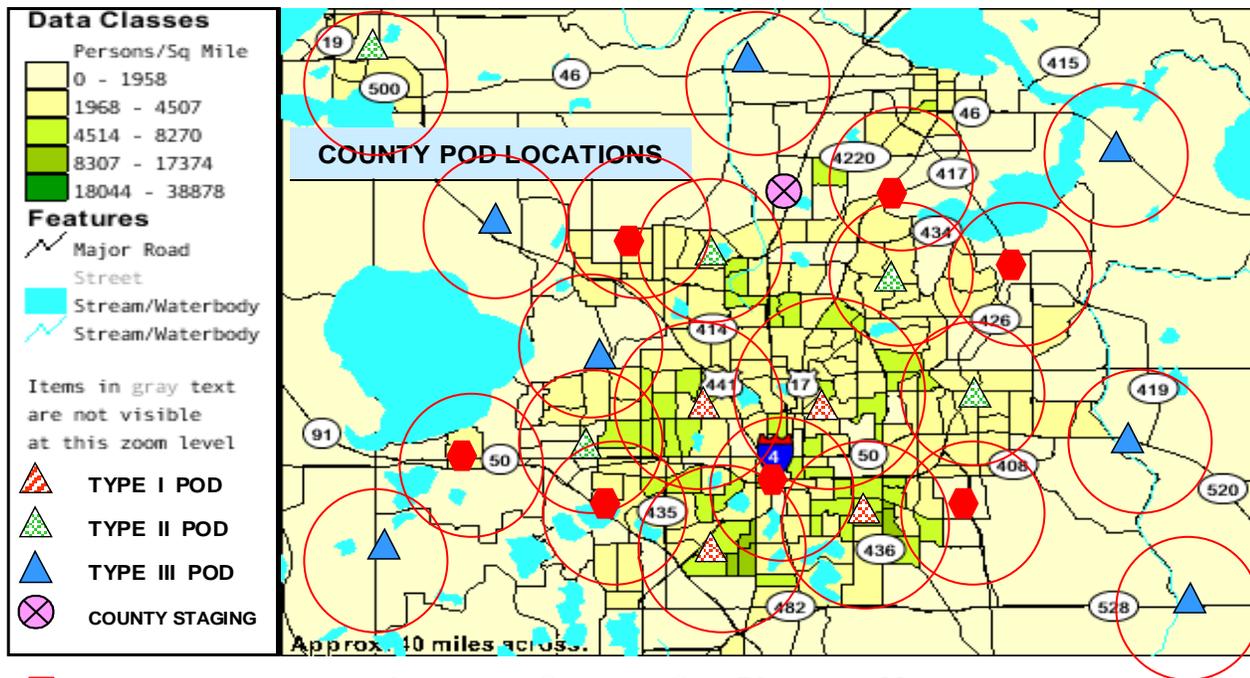
Logistics Support Site Planning Map

County Points of Distribution:

Points of Distribution (POD) s will be used by the county, for the purpose of receiving and distributing bulk emergency relief supplies. Two types of PODS exist in the State of Florida.

1. The first are PODS established post event for the purpose of distributing life sustaining commodities such as water, ice, food and tarps and other bulk resources within the first 24-96 hours after an event.
2. The second POD are those established under the States Strategic National Stockpile (SNS) Program for purposes of distributing pharmaceuticals, antidotes and prophylactic medications in the event of a pandemic, biological or chemical attack. Details for this program reside with the State Department of Health, county Health Departments, and County Emergency Management offices.

The number of PODs required and their locations will be based upon distribution models and projections defined by each county supported by this and other pertinent documents, e.g. U.S. Census Data (See Figure 2).

The purpose of a POD is for counties to establish initial points where the general public will obtain life sustaining emergency relief supplies until such time as power is restored, and traditional facilities such as retail establishments reopen, Comfort Stations, fixed and mobile feeding sites and routes, and relief social service programs are in place.

Note that Comfort Stations and the like are NOT to be collocated with Distribution Sites, in that traffic must be kept moving through these sites. Comfort Stations meet different needs, and may be established as required in a community several days later.

Placement of PODS in A Community:

The placement of PODS in a community must be a well thought out process. Since 2004, many major supermarket and home improvement chains have made a corporate commitment to have their stores open within the first 24-hours after an event. Most have, or are in the process of, installing emergency generators at their stores in order to reopen as soon as possible.

As such, it is counter productive to place a POD across the street from an open Wal-Mart, Publix, and Albertsons etc. that has water, food, and ice available for sale. The objective of the state is to ensure that resources are "available" to a community. This does not mean it has to be FREE, just available. The same goes for distributing tarps in front of a Home Depot or Lowes.

Counties should focus on placing PODS in outlying areas where these types of stores are not located in-order to insure that resources are available in those areas. FDEM is in the process of geo-coding the locations of major chains in the state, and will send this information to each county as a planning tool, but in the interim, counties should meet with the store managers of these major chains to determine each stores re-opening policy. *FDEM has requested that corporate offices of major chains to collaborate with each County EM Office for this purpose so do not be surprised if you get calls on this matter.*

The Florida Retail Federation has a representative in the State EOC under ESF-18 for purposes of liaison with each major retailer during disaster event. They will provide updates on the current status of recovery efforts, as well as assist emergency management in identifying open retailers in each impact area. FDEM will also post a new web page on www.FloridaDisaster.org that will show the status of open retail stores so that counties and disaster clients can see where they may purchase essential commodities. We will also have a secure web page for the retailers where they can access critical response and recovery information, information on curfews, weight and size waivers for their resupply trucks and other information.

In the event that a pre-designated commercial facility such as a supermarket has sustained significant damage, and cannot reopen, a POD can be placed post event to support that regional area.

PODS MUST BE PRE IDENTIFIED BY THE COUNTY AND THE LIST PROVIDED TO THE STATE LOGISTICS SECTION BY 1 JUNE EACH YEAR UPLOADING TO THE FDEM SHAREPOINT SITE. The final selection of which PODs will be opened for a specific event must be provided by the county to the State EOC Logistics Section no later than 96-hours PRIOR to hurricane landfall. Post landfall, identified sites will be inspected by FLNG personnel assigned to the POD and adjustments made in coordination with the county EOC in the event the site cannot be used due to debris, flooding, road impediments or other factors.

Once PODs are open, they MUST remain open for the first 72-hours due to the level of resources, personnel, and equipment that must be allocated and deployed in support of PODs. After 72-hours, POD locations can be jointly evaluated and moved, closed or new PODs established in the county. PODs take at least 24-hours to change or establish, so all location changes must have at least 36-hours advance notice.

POD Site Assessment:

County PODS are critical to the success of providing immediate relief to affected citizens; therefore, the strategic placement of PODs around the county must consider several factors.

First, population base; each site must serve the resident community in which it is located. Referring to the three POD site plans on the following pages, a county may require one or more Type I POD's in a densely populated area, while Type II and Type III sites would serve outlying areas and special communities. Each POD has a projected Area Of Responsibility (AOR). Counties should refer to their census track and dot-density maps to determine population bases, then match the POD Types accordingly. More than one Type I site may be required in a given community due to the second factor.

Second, geography and travel distance. In "Blue Sky" planning meetings, a distance of 5—10 miles may not seem like a great distance, but in a post disaster event, it may be impossible to travel these distances due to debris, blocked traffic routes, flooding, damaged bridges or other impediments that would restrict the public from accessing a site. For this reason, multiple PODS' of varying Type sizes, should be planned for based on known flood planes, bridges, canopy roads, and other factors. Sites should be placed on major roads that allow four lanes where possible since at least 1 lane must be dedicated for POD traffic in each direction.

Third, remote, and special communities. One cannot assume that the public will travel far from their homes to access resources. For this reason, Type III POD's should be planned for in small communities, large sub-division development tracks, migrant worker camps, Indian reservations, low income areas, and barrier islands. Comfort Stations and feeding kitchens are NEVER collocated with PODS, so that traffic may flow at maximum throughput.

Mobile Distribution:

Counties should also plan for mixed load mobile distribution to isolated farms and small plantations, nursing homes, adult living facilities, the homebound and elderly, trailer and mobile home parks, special facilities such as prisons, work camps, and isolated marinas that have fewer than 100 people. Agencies such as the American Red Cross and Salvation Army may have the ability to conduct limited mobile distribution to these areas while conducting feeding operations, but each county must address how they will conduct mobile operations in advance based on their demographics.

Opening PODS:

Depending upon the event and impact, not all PODs pre-designated by a county will require opening. The county MUST advise the State EOC at least 48 hours prior, of which PODs they intend to open. This requirement is due to the time it takes to assign personnel, equipment, and trucks of resources to each location. After the event, additional PODs can be opened depending upon local requirements.

It is the "objective", not guarantee, that the State will be able to have designated PODs open within 24-hours of the event. Counties shout NOT advertise the opening time and locations of PODs in advance. Once on-site, teams may find that a POD is not usable due to debris, flooding, or damage on site. Timing cannot be assured due to access into areas, fuel availability, shortage of trucks and other unforeseeable situations post event.

Note that some PODs may need to open without the availability of material handling equipment in the first 24-hours. There is limited access to "roll-back" trucks, which are used to spot drop forklifts, light towers, pallet jacks, and related equipment. These are deployed from State LSA's in waves. As such, personnel on the ground may need to hand unload their first shipments of trucks until MHE arrives on-site.

Site Operations:
Once sites are established, they must remain open, stay in place and not moved or closed on Day-1. When this occurs, it poses numerous problems, both for the public trying to locate resources, as well as workers and truck drivers delivering products. All PODs should be allowed to operate for the initial 72-hour period, and then assessed to determine if they should be closed or relocated. Note that it takes 24-36 hours to move a POD from one location to another due to the movement of personnel, equipment, and resources. POD relocations cannot occur overnight.

Hours of Operation:
POD's operate only during daylight hours (0700 – 1900) for security and safety reasons. Once PODS are in full operations, deliveries to resupply POD's will be made during the NIGHT, and staged for morning distribution. Daytime deliveries will only be made in emergency situations, because this will stop all distribution operations while trucks arrive and are off-loaded.

<u>Commodity Distribution:</u>
<u>The State will push resources based on established projection models for the first three days based on EMERGENCY NEEDS</u> not wants or perceived entitlements. By day three, each site will have an established "burn rate" of the quantities being distributed. Par levels will be established for each site, and future quantities will be direct shipped to each site. The State will use the current Commodity Resource Model developed by the FDEM Logistics Section. Note that the State of Florida models supersede the US Army Corps of Engineer Models since Florida addresses unique factors not represented in the USACoE national model.

Commodities distributed during the first 72-hours shall be as indicated below. Once a steady flow of resources is available, the quantities of commodities handed out at PODs may be increased.

FDEM will push water, (and maybe ice depending upon verified emergency needs) directly to the County Points of Distribution (or CSA as prescribed earlier in this document) within the first 24-hours post event, OR within 24-hours of when gale force winds clear the regional area in hurricane events. Ice and food may also be pushed based on the EMERGENCY NEEDS of the event and community. Once again, commodities will NOT be shipped into areas where retail stores are open, even under emergency power, and selling water and food.

DISTRIBUTION:
Personnel working in PODS must limit the quantity of commodities distributed to each family in the first 72-hour period due the limitation of resources. It is not uncommon for the State Logistics Section to push out 100% of available resources on day-1 with no back up until additional commodities arrive later in the evening. As such, we cannot permit PODs to over distribute early and run out later in the day.

Personnel must be instructed not to "fill the trunk" with commodities until a strong pipeline can be assured. County EOC's will be advised when full distribution can commence at PODs.

Initial distribution <u>must</u> be limited to the following in the first 72-hour period of operations:
>1 Gallon of water per person, per day (4 Liters) (1 case of water = 2 gallons)
>8 pounds of ice per person, per day (1 Bag) IF NEED IS VERIFIED
>2 Shelf-Stable Meal (or equivalent) per person, per day (IF NEED IS VERIFIED)

THROUGHPUT OF COMMODITIES:
On average, the following are the calculated distribution model for each commodity.
>1 truck of water (4,750 gal) = 1,500 vehicles*
>* 1 truck of ice (42,249 lbs) = 1,666 vehicles*
>* 1 truck of Shelf Stable Meals (20,976 ea.)   = 3,624 vehicles*
>*** = Will only be shipped based on a verified emergency need.**
>**We no longer just ship meals and ice to PODS.**

Vehicles represent 3.17 persons per household according to U.S. Census data.

<u>The initial push of EMERGENCY NEED resources by the State for:</u>

Day 1 will include:
10-20 FLNG soldiers IF REQUIRED
BOTTLED WATER
One POD Support Package (Below)

Description	Quantity	Units	Provided by
All Terrain Extended Reach Forklift	1	EA.	**DEM CONTRACTOR**
Manual Pallet Jack	2	EA.	**DEM CONTRACTOR**
Pallet Grabber	1	EA.	**DEM CONTRACTOR**
4k WATT Light Tower Trailer- Self-Contained	3	EA.	**DEM CONTRACTOR**
10'X10' Pop-Up Tent OR 20' X 20' Pole Tent	8 / 2	EA.	**DEM CONTRACTOR**
Folding Chairs	40	EA.	**DEM CONTRACTOR**
Folding Tables - 6'	12	EA.	**DEM CONTRACTOR**
52" Warehouse Fans	2	EA.	**DEM CONTRACTOR**
100' 2/3 Extension Cords	10	EA.	**DEM CONTRACTOR**
3-Way Splitters	10	EA.	**DEM CONTRACTOR**
55 Gallon Plastic Trash Can w/ liners	20	EA.	**DEM CONTRACTOR**
Power Strip	6	EA.	**DEM CONTRACTOR**
Porta Potties	6	EA.	**DOH CONTRACTOR**
Handwash Stations	2	EA.	**DOH CONTRACTOR**
3 CY Dumpster	1	EA.	**DOH CONTRACTOR**
DAILY REFUELING SERVICES	1	EA.	**DEM CONTRACTOR**

Day 2 will include:
Ice (if the need has ben verified and required in select areas)
Shelf Stable Meals (if available and required in select areas)

Day 2/3 will include:
State purchased Shelf Stable Meals (commercial, not MRE's)

RESOURCE PLANNING:

Staffing:
Counties are responsible for the staffing, security and management of PODs.

The State will provide minimum staffing (10-20 personnel) for up to the first 72 hours, typically through the Florida Department of Military Affairs (Florida National Guard), to open the site, establish initial management and begin distribution if the need has been pre identified in their County Logistics Plan.

Counties must provide on-site, full time security and traffic control from the time of opening through closure at PODs. National Guard personnel are NOT AUTHORIZED to provide security at PODs since they are assigned a Logistics Support Mission versus a security mission. All security missions can only be assigned at the State EOC by ESF-16 "Law Enforcement", and National Guard personnel on site do not have the authority to assume security missions on their own.

If Florida Department of Military Affairs personnel are assigned to counties, counties must begin to augment this initial staffing as soon as possible, and then assume overall management and work force from 72-hours on. County sources of staffing may come from volunteer groups, CERT members, prisoner trustees, homeowner associations, county workers without other emergency responsibilities, or commercial contractors.

Counties should not count on the availability of the Florida Division of Forestry nor the Florida National Guard either in their initial planning or beyond 72 hours as both agencies are task organized under the Florida Department of Emergency Management for comprehensive statewide response. This does not preclude counties from submitting a request to the SEOC for staffing assistance, but it is important to note that whatever assistance is available may or may not come from within these agencies. Again, note that FNG personnel assigned to manage PODs will NOT provide site security for the same.

The State Division of Emergency Management will provide a FLNG Logistics LNO to the County EOC for purposes of coordinating logistics support to the county, who in turn reports directly, and only, to the State Unified Logistics Section POD Support Officer at the State EOC. Each POD must report through this individual with quantities on hand, arrival of trucks, requesting additional resources if the initial shipment is inadequate and end of day quantities distributed for that operational period. The individual may serve a multi purpose role, but will not be responsible for the entire county logistics program.

Site Support:
In addition to staffing, <u>counties are responsible for providing</u> the following at PODs on Day-1 opening.

<u>Traffic control equipment</u>. This will include traffic cones, barricades, barrier tape, temporary signage, and other assets for managing vehicular traffic around the site. If the county is short on resources, they can request support through the SEOC through normal channels.

<u>Site Security and Traffic Management</u>. Counties are responsible for assigning law enforcement and traffic control personnel to each POD. The FLNG deployed for the purpose of establishing a POD, will NOT perform any form of security mission at PODS. Counties are responsible for assigning adequate law enforcement personnel to secure the site on a 24-hour basis as well as traffic management and control. If the county is short on law enforcement resources, they can request support through the SEOC through normal channels. The county may also wish to contract for private security for these sites.

Counties must also provide for two-way communications between the PODs and the county EOC.

POD TYPES: PODs are typed in three categories:

    TYPE I POD:
    Type I = Four lane operation (100,000 Square Feet Minimum space) 20,000 persons per day, 560 vehicles per hour
    Type I PODS can only be placed on four-lane roads due to volume requirements and traffic control concerns
    SEE FIGURES 3 AND 4

    Type II POD:
    Type II = Two lane operation (75,000 Square Feet Minimum space) 10,000 persons per day, 280 vehicles per hour
    Four land roads preferred due to volume and traffic concerns.
    SEE FIGURES 5 AND 6

    Type III POD:
    Type III – One-lane operation (50,000 Square Feet Minimum space) 5,000 persons per day, 140 vehicles per hour
    May be place on two-lane road with traffic control
    SEE FIGURES 7 AND 8

NIMS TYPE I COUNTY POINT OF DISTRIBUTION
Serves 20,000 Persons Per Day
560 Vehicles Per Hour
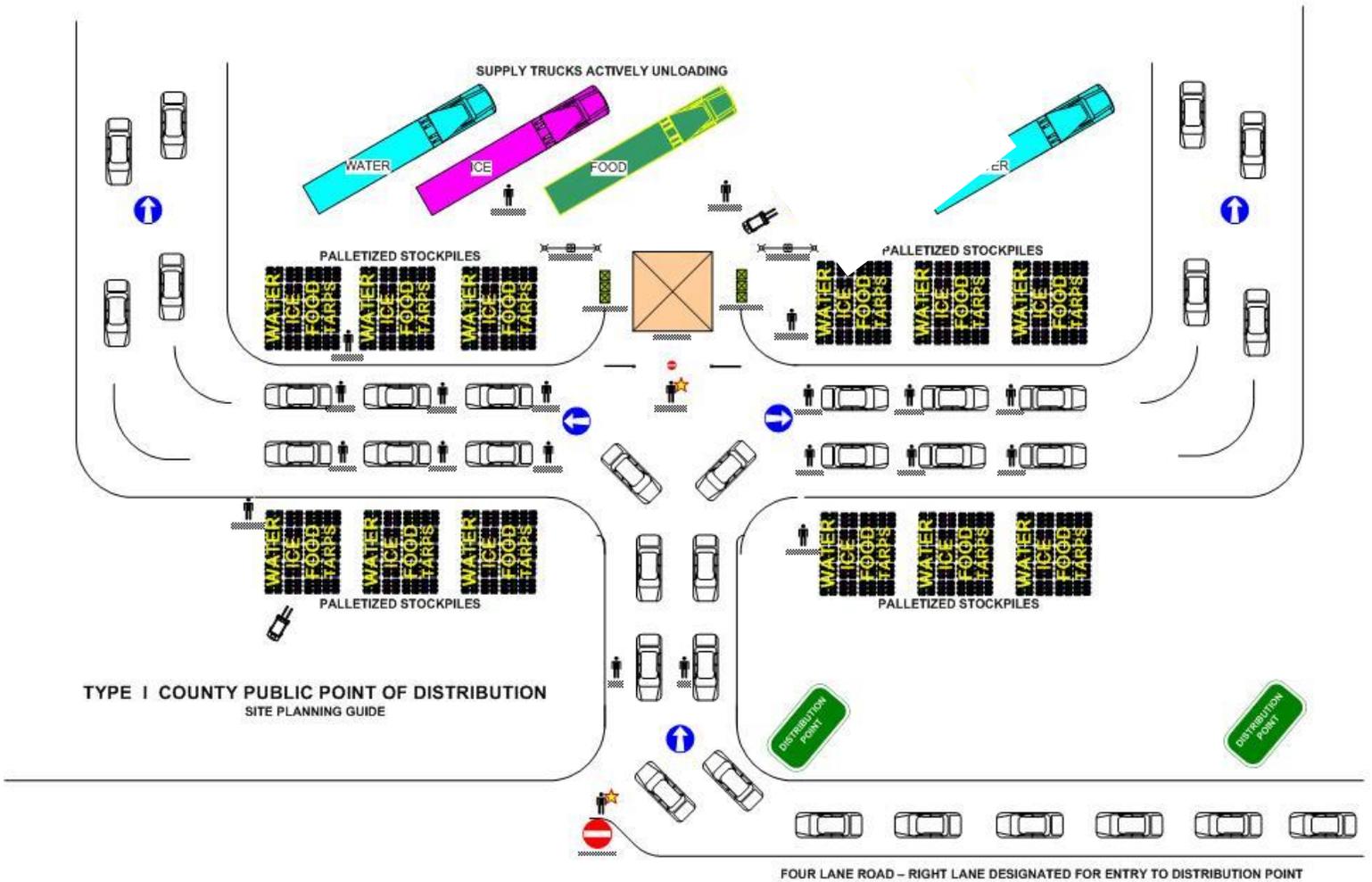
**Type I Distribution Point
Resources Required**

Type I Distribution Point					
Manpower				Equipment	
Type		Day	Night	Type	Number
Manager		1	0	Forklifts	3
Team Leader		2	1	Pallet Jacks	3
Forklift Operator		2	3	Power Light Sets	2
Labor		57	4	Toilets	6
Loading Point	36			Tents	2
Back-up Loading PT	18			Dumpsters	4
Pallet Jacks Labor	3			Traffic Cones	30
Totals		70	9	Two-way radios	4
Law Enforcement		4	1		
Community Rel.		4	0		
Grand Total		78	10		

(Left side label: Local Responsibility; Others)

Figure 4

TYPE II - DISTRIBUTION POINT
Serves 10,000 persons per day
280 vehicles per hour
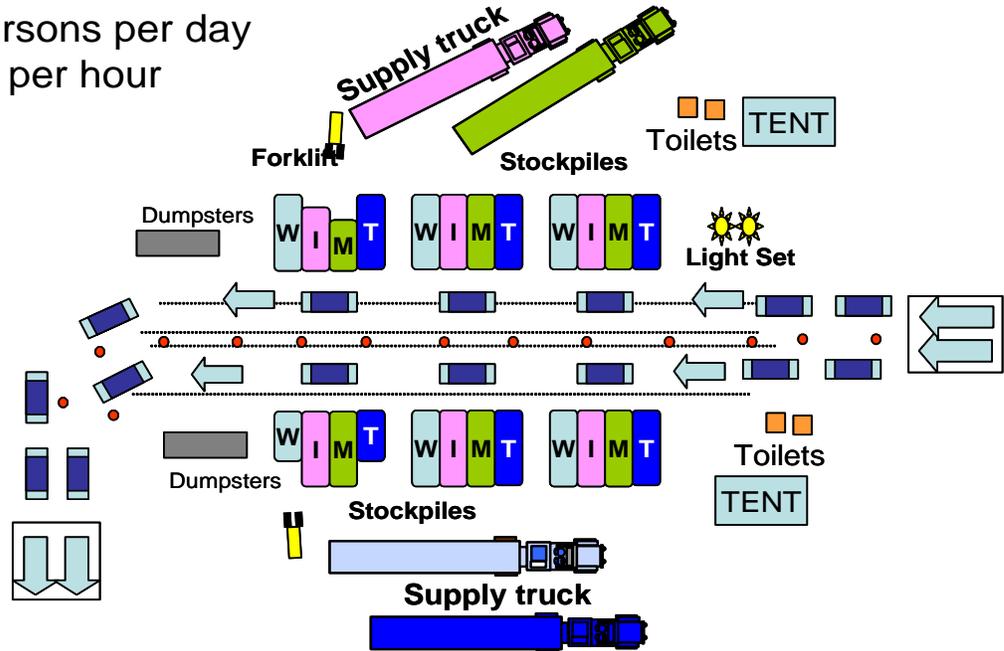
**Note: Individual vehicles drive through and
Ice & water is loaded into their trunks. Recommend
One case water, 2 or 3 bags of ice per vehicle and 6 MRE's**

**Supply trucks for Ice, Water, MRE's and Tarps are to be
off-loaded promptly and returned for re-supply.**

Maximum Loads per Day – Type II

Water	2
Ice	2
MRE	1

Figure 5

Type II Distribution Point
Resources Required

Type II Distribution Point					
Manpower			Equipment		
Type		Day	Night	Type	Number
Local Responsibility	Team Leader	1	0	Forklifts	2
	Forklift Operator	1	2	Pallet Jacks	2
	Labor	28	3	Power Light Sets	1
	Loading PT 18			Toilets	4
	Back-up Loading PT 9			Tents	2
	Pallet Jacks Labor 1			Dumpsters	2
	Totals	30	5	Traffic Cones	15
Others	Law Enforcement	2	1	Two-way radios	0
	Community Rel.	2	0		
Grand Total		34	6		

Figure 6

TYPE III - DISTRIBUTION POINT
Serves 5,000 persons per day
140 vehicles per hour
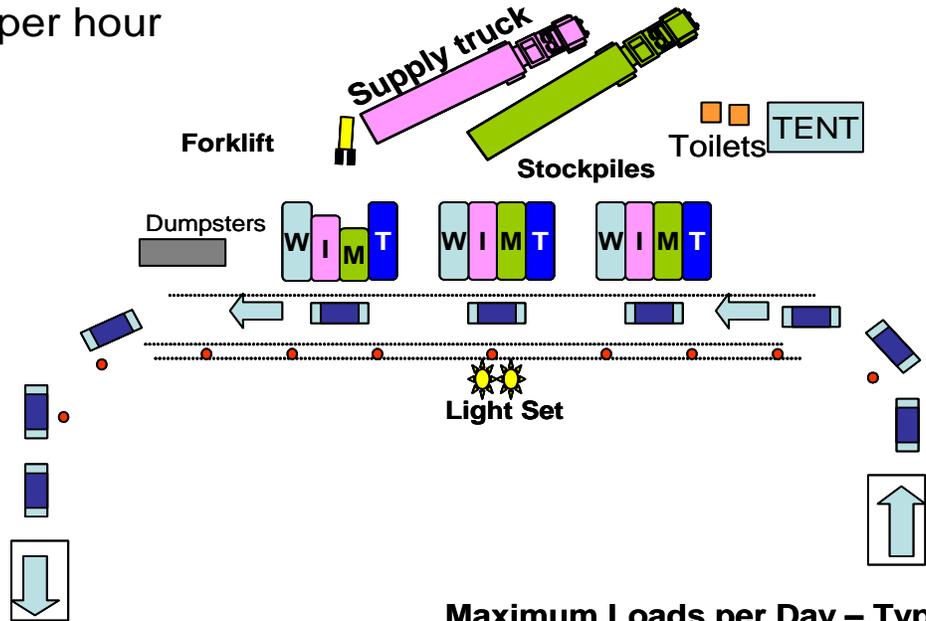
Maximum Loads per Day – Type III

Water	1
Ice	1
MRE	1/2

Note: Individual vehicles drive through and Ice & water is loaded into their trunks. Recommend One case water, 2 or 3 bags of ice per vehicle and 6 MRE's

Supply trucks for Ice, Water, MRE's and Tarps are to be off-loaded promptly and returned for re-supply.

Figure 7
Type III Distribution Point
Resources Required

Type III Distribution Point					
Manpower				Equipment	
Type		Day	Night	Type	Number
Forklift Operator		1	1	Forklifts	1
Labor		15	2	Pallet Jacks	1
Loading PT	9			Power Light Sets	1
Back-up Loading PT	5			Toilets	2
Pallet Jacks Labor	1			Tents	1
Totals		16	3	Dumpsters	1
Law Enforcement		2	1	Traffic Cones	10
Community Rel.		1	0	Two-way radios	0
Grand Total		19	4		

Figure 8

ANNEX A EQUIPMENT AND SUPPLIES

This list of locally provided equipment and supplies is the baseline for establishing a POD; it will be reviewed prior to the establishment of a POD and adjusted if needed to meet the needs of the mission. *(Locally Provided means county or municipality)*

Resource	QTY Reqd	Lead Agency
Cellular Phones	1	Locally Provided
Extension Cords 12/3 GA.	500'	Locally provided
Eye Protection, safety glasses	25	Locally provided
Flashlights, "D" Cell (2), Industrial	12	Locally provided
Handheld two-way radios on county frequency back to the County EOC	6	Locally provided
Hard Hats, conventional,	30	Locally provided
HazMat spill kit	1	Locally provided
Hearing Protection, plugs, disposable	100	Locally provided
Megaphone, 25 watt, w/remote mike	1	Locally provided
Traffic cones	40	Locally provided
Work gloves (Pr)	10	Locally provided
Barricade tape (rolls) 1000'	4	Locally provided
Barricades	12	Locally provided
Vests, Safety	50	Locally provided

Notes:
1. For planning purposes: The FL National Guard will manage their own transportation requirements. If the event calls for more high water or off road capability missions, additional military transportation may be requested as a separate mission tasking. Note that National Guard will NOT perform security on-site under a logistics support tasking.

2. This list is representative of what is required to effectively manage a POD. FDEM will push items indicated with an asterisk (*) to all pre-identified PODs, all remaining items should be arranged for by the county. Should shortfalls occur, the county may request resources through the SEOC Counties must sign for and assume accountability for any equipment delivered to the site by the State.

ANNEX B

CSA AND POD CHECKLIST - HURRICANE	
Hurricane Time Line – County Staging Areas and Points of Distribution	
Pre-Landfall	**Phase I** ▪ Make preparations to activate County Staging Area and Points of Distribution ▪ Insure Logistics plans are reviewed ▪ Contact site owner and activate MOU or execute Lease ▪ Arrange for staffing of locations and are prepared for deployment. ▪ Prepare personnel and equipment for deployment ▪ Identify CSA equipment to be deployed. ▪ Pack CSA Jump Boxes ▪ Fuel Vehicles

	Phase II
	▪ Review CSA and POD Procedures
	▪ Assess the situation.
	▪ Notify vendors of support requirements
	  ▪ Standby one CSA Support Package from locally contracted vendors
	▪ Determine assets to deploy
	▪ CSA Team
	  ✓ CSA Manager
	  ✓ Operations
	  ✓ Plans
	  ✓ Logistics
	  ✓ Finance
	  ✓ and others as required

	Phase III ▪ Prepare to deploy personnel and assets post landfall

Post Landfall (0-24 hours)	▪ Evaluate resource needs next operational period
	▪ Verify suitability of CSA site
	▪ Decision to open CSA
	▪ Determine CSA site repairs to be accomplished.
	▪ Determine POC's for local Points of Distribution sites.
	▪ Deploy POD Equipment Resources and Staff
	  ▪ MHE, Traffic Control, Support Equipment
	  ▪ Manager, MHE Operators, labor, CR Staff, Security
	▪ Monitor the Situation

(24-48 Hours)	**Phase I** ▪ Evaluate resource needs next operational period ▪ Establish the LSA ▪ Move resources to the LSA ▪ Monitor the Situation

	Phase II ▪ Deploy personnel and equipment to the LSA. ▪ Activate the LSA ▪ Begin LSA operations ▪ Transfer resource request activity to the LSA ▪ Mission assignments begin. ▪ Resource tracking. ▪ Situation Reporting.
(48-72 Hours)	▪ Fulfill resource requirements. ▪ Evaluate resource needs next operational period ▪ Monitor the Situation
(72 Hours +)	▪ Fulfill resource requirements ▪ Evaluate resource needs next operational period ▪ Re-supply the LSA ▪ Assess resource requirements ▪ Begin Demobilization Planning ▪ Monitor the Situation
Post Landfall through Demobilization	▪ Continue to assess resource requirements ▪ Fulfill resource requirements. ▪ Evaluate resource needs next operational period ▪ Re-supply the LSA ▪ Monitor the Situation ▪ Prepare for demobilization.
Demobilization	▪ Contact vendors to return leased / contracted resources ▪ Areas of Operations ▪ LSA ▪ SEOC

ANNEX C

DEMOBILIZATION CHECKLIST REQUIRES ADDITIONAL MODIFICATION	
Responsibilities: Demobilization Initiated	
	1. Notification: Counties in conjunction with the SEOC evaluate the requirements to suspend or relocate PODS and/or CSA's. Notify all agencies supporting the POD of need to demobilize operations.
	End Receiving: Notify SEOC and vendors of demobilization and to stop shipment at least 24-hours prior to the final delivery request. Notify incoming shipments of any need to change ship point prior to demobilization.
	Demobilization Planning: Develop transfer plans for all goods, inventory, and support systems. Develop plans for re-packing state equipment and goods for transfer back to FDEM control. Notify vendors of demobilization date and time for pick up of vendor supplied non-expendable equipment.
	Demobilization Preparation: Stage supplies for shipping to distribution sites, VolAgs and other active agencies. Stage materials and state provided resources and support systems for pick up. Stage vendor provided resources and support systems for pick up.
Redistribute Supplies	
	1. Redistribute Supplies: ▪ In coordination with ESF11 and other active ESF's in the POD redistribute remaining supplies to distribution sites, VolAgs, Federal agencies, state or other active agencies.
	2. Redistribute Materials: ▪ In coordination with ESF11 and other active ESF's in the POD redistribute remaining materials to distribution sites, VolAgs, Federal agencies, state or other active agencies. ▪ Recycle pallets
DISMANTLE THE POD	
	1. End Operations: ▪ Notify SEOC and local EOC's that shipping to distribution sites will be ending as of a certain date and time. ▪ Identify locations of Logistics Support trailer equipment. ▪ Recover all equipment belonging to the logistics support trailer.
	2. Pack Equipment: ▪ Dismantle all equipment, especially office systems, and support equipment. ▪ Prepare forklifts and pallet jacks for pickup and loading. ▪ Recover all unused equipment and properly store it in the logistics support trailer.

	3. Decontaminate Equipment: ▪ Decontaminate any equipment that has been used in flooded areas such as pumps and pipes used to pump out flooded areas.
	4. Inventory Equipment: ▪ Inventory all office equipment and systems versus initial receipts. ▪ Inventory all forklifts, pallet jacks and other floor operation equipment for pickup. ▪ Inventory Logistic support trailer equipment.
	5. Transport Ready: ▪ Contact vendors, provide pickup date, and time for remaining equipment and systems. ▪ Contact state resources to pick up all equipment and support systems. ▪ Ensure transport available for any remaining resources.
	6. Load Equipment: ▪ Work with SEOC, EOC's, and vendor's to load last equipment and support systems.
	7. Clean Site: ▪ Perform final site cleaning for transfer back to local or vendor control.
	8. Site Inspection: ▪ Perform site inspection to determine readiness for return.
	9. Return Site: ▪ Return site to local control. ▪ Arrange to disconnect hard lines. ▪ Notify SEOC that control has been returned.
Close Out Operations / Records	
	1. Release Staff: ▪ Ensure staff is properly rested prior to departing for home station. ▪ Have staff turn in all issued safety equipment, signage, and other POD/FDEM Equipment ▪ Notify agencies and SEOC. ▪ Release POD management from duties.
	2. Notify Division of Emergency Management: ▪ Notify state and local EOC's that all POD operations are discontinued and demobilization is complete.
	3. Return Records: ▪ Send all shipping, receiving and truck logs plus copies of all electronic media and records back to the Logistics Unit at the SEOC. ▪ Send copies of all bills, receipt of equipment, shipping reports, etc back to Logistics Section at the SEOC.
	4. End Deployment: ▪ Everyone go home for much needed rest.

ANNEX D FORMS

- (POD Form 2355-1 Distribution Site Profile – SHORT FORM)
- (POD Form 2355-2 / ICS Form 214 Unit Log)
- (POD Form 2355-3 POD Warehouse Inventory Sheet (Expendable Supplies)
- (POD Form 2355-4 Receipt of Inventory)
- (POD Form 2355-5 Shipment of Inventory)
- (POD Form 2355-6 / ICS Form 218 Support Vehicle Inventory)
- (FACILITY SITE SURVEY – FULL)

Distribution Site Profile – SHORT FORM
This form is used to maintain information on each POD. This profile is to be filled out by the POD Coordinator.

Date prepared:	Updated:
Site Name:	
☐ COUNTY	
TYPE OF SITE: ☐ TYPE I ☐ TYPE II ☐ TYPE III	
POC Name:	

Location Address:	Phone:	
	E-Mail	
	Fax:	

Latitude		Longitude	
Loading docks on site?		How Many?	
Fork Lift on Site?		Operator Available?	
Pallet Jacks on Site?			
Labor to assist in the unloading on site?			
Hours of Operations			
Non Expendable equipment assigned to the site from the LSA			

Personnel assigned to the site	Agency Providing personnel.
Special Considerations	

UNIT LOG

TIME	MAJOR EVENTS

214	ICS 5-80	9. PREPARED BY (NAME AND POSITION)

LSA Form 2355-2/ICS Form 214 Unit Log page

LSA Form 2355-2/ICS Form 214 Unit Log page 2

POD Inventory Sheet (Expendable Supplies)

POD Location: _____ **#:** _____

Period Covered _____

RESOURCE	OPENING BALANCE	RECEIVED PAST 24 HOURS	ISSUED PAST 24 HOURS	QUANTITY ON HAND	TOTAL RECEIVED TO DATE

The purpose of this form is to maintain a periodic inventory of the POD. This form is for expendable supplies such as ice, water, food etc and is used to develop "burn rates".

LSA Form 2355-3 LSA Warehouse Inventory Sheet (Expendable Supplies)

POD Receipt of Inventory Form

THE PURPOSE OF THIS FORM IS COLLECT INFORMATION ON THE RECEIPT OF EXPENDABLE AND NON-EXPENDABLE SUPPLIES AND EQUIPMENT RECEIVED INTO THE POD INVENTORY. THE POD SUPERVISOR WILL FILL OUT THIS FORM; THE BILL OF LADING OR MANIFEST IF PROVIDED ATTACHED AND DELIVERED TO THE LOGISTICS LNO. ONE FORM PER DELIVERY.			
Date:	Time:		Vendor:
Delivered by:		Bill of Lading Number:	
Item	Identity Number	Quantity	Packaging
Disposition	Stored at POD Site Yes / No		
Direct Shipped (attach to shipping form)	Mission Number	Copy Provided to shipping officer Yes / No	
Signed: Receiving Officer			
Internal Audit use only			
Audit Control #	Mission Tracker # Requesting these resources.		

LSA Form 2355-4 LSA Receipt of Inventory Form

POD Shipment of Inventory Form

THE PURPOSE OF THIS FORM IS COLLECT INFORMATION ON THE SHIPMENT OF EXPENDABLE AND NON-EXPENDABLE SUPPLIES AND EQUIPMENT SHIPPED FROM THE POD INVENTORY. THE POD SUPERVISOR WILL FILL OUT THIS FORM. THE TEMPORARY HAND RECIEPT IF PROVIDED ATTACHED AND DELIVERED TO THE LOGISTICS LNO. ONE FORM PER DELIVERY.				
Date	Time		POD Mission Number	
Mode of Transportation commercial / military / land / air				
Transportation Description/ identity				
Shipped To:				
Item	Identity Number		Quantity	Packaging
Signed : Officer				Shipping

Copy 1 Supervisor's Records
Copy 2 Logistics LNO
Copy 2 Receiving Agency

LSA Form 2355-5 LSA Shipment of Inventory Form

SUPPORT VEHICLE EQUIPMENT

SUPPORT VEHICLE INVENTORY
(USE SEPARATE SHEET FOR EACH VEHICLE CATEGORY)

1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED

VEHICLE INFORMATION

a. TYPE	b. MAKE	c. CAPACITY/SIZE	d. AGENCY/OWNER	e. I.D. NO.	f. LOCATION	g. RELEASE TIME

5. PREPARED BY (GROUND SUPPORT UNIT)

218 ICS 8-78	PAGE

LSA Form 2355-6 LSA Shipment of Inventory Form

Pursuant to Sections 119.071, 381.95, and 395.1056, Florida Statutes, this document is confidential and exempt from disclosure as a Public Record under Chapter 119 F.S.

STATE OF FLORIDA - DIVISION OF EMERGENCY MANAGEMENT

SITE LOCATION INFORMATION

Site #	Name:	Location:	Physical Address:
City:	County:		
Date:			Inspector:

Site Name:

Site Type *(See Attached)* : LSA Type ☐ 1 ☐ 2 ☐ 3 POD Type: ☐ 1 ☐ 2 ☐ 3

County: Region:

Ownership: Federal: State: City: Private (for profit):   Private (not for profit):

Signed Agreement: ☐ Yes ☐ No   MOU Date:

OWNER & CONTACT AND INFORMATION

Owner Info:

Primary Point of Contact *(Name, Agency, & Physical Address)* :	Phone Number:
	Cell Phone:
Title:	Pager:
Alternate Point of Contact:	Phone Number:
	Cell Phone:
Title:	Pager:
On-Site Contact:	Phone Number:
	Cell Phone:
Title:	Pager:

Page 1

Site Location Address: | City: | State: | Zip:

Mailing Address: | City: | State: | Zip:

GPS Location: | Distance (in miles) :

Closest Interstate: | Distance (in miles) :

* Closest Major Highway:

Directions (Attach Map):

* Closest Rail (approx. distance):

* Closest Port (approx. distance if appropriate):

LSA SITE INFORMATION

* Covered Storage: | L: | W: | H: | Total Square Feet Covered:

* Number of Loading Docks: | How high are the docks:

* Administrative Area: (Space for 6 desk, chairs, copier & outlets) | ☐ Yes ☐ No | Square Feet:

Latitude: | Longitude:

* Hazards Assessment: (Check one and explain below) | ☐ Chemical ☐ Biological ☐ Mechanical

Airborne/ Air Quality:

* Rodents/ Insects:

Other:

Comments:

Pursuant to Sections 119.071, 381.95, and 395.1056, Florida Statutes, this document is confidential and exempt from disclosure as a Public Record under Chapter 119 F.S.

COMMUNICATIONS

Commercial Lines (POTS): ☐Yes ☐No	Quantity:	Location:
Pay Phones: ☐Yes ☐No	Quantity:	Location:
Land Lines: ☐Yes ☐No	Quantity:	Location:
LAN Lines: ☐Yes ☐No	Quantity:	Location:
POTS provider:	Point of Contact:	Phone number:
Cellular provider:	Point of Contact:	Phone number:
Data Lines: (T1/ISDN) ☐Yes ☐No	Quantity:	Location:

UTILITIES

Electric Provider:	Point of Contact:	Phone number:
Total Site KVA:	Back-up Generator: ☐Yes ☐No	☐Gas ☐Deisel KW:
Generator Provider:	Point of Contact:	Phone number:
Generator Maintenance/Repair:	Point of Contact:	Phone number:
Water Provider:	Point of Contact:	Phone number:
☐Water Tower ☐Municipal Water ☐Well Water		
Waste Treatment Provider: ☐Yes ☐No	Point of Contact:	Phone number:
On-Site Leech Field: ☐Yes ☐No	Capacity	
Adequate lighting inside and on loading dock for nighttime operations: ☐Yes ☐No		
Is the Environment Climate Controlled (58 - 86°F): ☐Yes ☐No		
Natural Gas Provider:	Point of Contact:	Phone number:
Contract Propane Provider:	Point of Contact:	Phone number:
Number of Fire Extinguishers:	Number of Alarms:	Number of Functional Sprinklers:
External Field Lighting: ☐Yes ☐No	Parking Lot Lighting: ☐Yes ☐No	

Page 3

FUEL RESOURCES *(If appropriate)*		
MOGAS Provider:	Address:	Point of Contact & Phone Number:
AVGAS Provider:	Address:	Point of Contact & Phone Number:
JP-4 Provider:	Address:	Point of Contact & Phone Number:
Mobile Propane:	Address:	Point of Contact & Phone Number:
Diesel Fuel Provider:	Address:	Point of Contact & Phone Number:

Page 4

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AIRPORT INFORMATION

Closest Airport:

On Site: *(If no, what is the distance in miles)* ☐ Yes ☐ No

Location Address:

City: _____ State: _____ Zip: _____

Point of Contact:

Point of Contact Phone Number:

Cell Phone #:

Title:

Pager #:

Latitude: **Longitude:**

Helicopter Landing Zone: ☐ Yes ☐ No **Square feet of Landing Zone:**

Total Number of Runways: **Number of Staff:**

Runway # _____ Length: _____ Surface Material:

Runway # _____ Length: _____ Surface Material:

Runway # _____ Length: _____ Surface Material:

UNICOM Frequency: **ATIS Frequency:**

Clearance Delivery Frequency: **Tower Frequency:**

Approach Frequency: **Ground Frequency:**

Departure Frequency: **ILS Squawk:**

Covered Storage: ☐ Yes ☐ No **Square Feet:**

Number of Loading Docks:

On-site aircraft Maintenance Company: Number:

POINT OF CONTACT:

Hard Stand: ☐ Yes ☐ No **Square Feet:**

Capable of Handling Types of Aircrafts:

C-130:	C-17:	C-141:	C-5A:	DC-3:	L-1011:	747:00:00	757/767:	CH-47:
CH-58:	UH-60:	UH-1:	Other:					

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HOTELS/ LODGING

Hotels with in 5 miles (Attach list):	Food (Attach DBPR): ☐ Yes ☐ No	Fuel: ☐ Yes ☐ No
Fuel: ☐ Yes ☐ No	Number or Rooms Available:	
NG Armories: ☐ Yes ☐ No	Address:	
Point of Contact & Phone Number:		
Tent Space- Acres/Square Feet:	Composition:	
Rest Rooms: ☐ Yes ☐ No	Showers: ☐ Yes ☐ No	

LSA ADDITIONAL ON-SITE INFORMATION

* Potable Water Available: ☐ Yes ☐ No	Type:
* Feeding Facility Available: ☐ Yes ☐ No	Capacity (Meals per day, 4 cycles):
* Contract Feeding Available: ☐ Yes ☐ No	Vendor:
* Commercial Laundry On-Site: ☐ Yes ☐ No	Vendor:
* Contract Security Firm: ☐ Yes ☐ No	Vendor:

Recommended: 1 toilet per 40 persons

* Number of Male Stalls:	Number of Female Stalls:	Number of Male Showers:	Number of Female Showers:
* Will site need portable toilets: ☐ Yes ☐ No	Quantity:		

Page 6

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EMERGENCY SERVICES MEDICAL INFORMATION

Medical Facility On-Site: ☐ Yes ☐ No

Primary EMS Agency Phone Number:	1. Primary EMS Agency:
Secondary EMS Agency Phone Number:	2. Secondary EMS Agency:

EMS Local Agency's Public Access Phone Number:	**Sheriff's Dept. Phone Number:**	**Police Dept. Phone Number:**

Closest Hospitals/Medical Facilities:

Address:	**City:**	**State:**	**Zip:**
Point of Contact:		**Phone Number:**	

Page 7

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THREAT ASSESSMENT:			
* Approving Law Enforcement Agency:			
Site Security Assessment Completed By:	Date:		
Security Perimeter:			
Outer Distance:	Inner Distance:		
* Type of Outer Perimeter *(Attach Photos of all 4 sides)*:	Fence	Wall	Earthen	Water
* Road Proximity:	North	South	East	West
* Entry Access:	Can It Be Secured?:	☐ Yes ☐ No	
* Is there a contract in place with local law enforcement for security and arrest capability?:		☐ Yes ☐ No	
If yes then who is the contract with?			
* Is the perimeter of the LSA secured with barriers or fencing?:	☐ Yes ☐ No		
If no, is there a plan to move barriers into place during an event?			
* All vehicles coming within 300 yards of the facility have been searched for contraband before approaching the LSA.			
* What is the plan to move narcotics directly to a hospital or pharmacy location as well as storage?			
* How Will the Area be Secured:			
* Known Threat Assessment *(To be conducted by Law Enforcement Agency)*:			

Page 8

	FIRM Panel #:
Is this facility in a 100 year flood plane?	☐ Yes ☐ No
Is this facility in a hurricane storm surge?	☐ Yes ☐ No
	Category:

Page 9

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MATERIAL HANDLING EQUIPMENT ON-SITE

☐ Forklifts	Total Number:	Capacity:
Type:	Number:	Capacity:
Type:	Number:	Capacity:
Type:	Number:	Capacity:
Type:	Number:	Capacity:
Type:	Number:	Capacity:
	Number:	Capacity:
☐ Pallet Jacks (Motorized)	Number:	Capacity:
☐ High-Boy Lifts	Number:	Capacity:
☐ Flat Bed Hand Trucks	Number:	Capacity:
☐ Hand Dollies / Trucks	Number:	Capacity:
☐ Banding Machines	Number:	Capacity:
☐ Pallets	Number:	Composition:

Page 10

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Field	Value
Building Name / #:	
Location:	
Normal Use:	
Sealed or Open Air:	
Total Square Footage:	
Ceiling Height:	
Construction Type:	
Year Built In:	
Floor Composition:	
Wall Composition:	
Wind Load Assessment:	
Roof Type:	
Storage Area Square Footage:	
Administrative Area Square Footage:	
Restrooms: ☐Yes ☐No	Showers: ☐Yes ☐No
Building Total KVA:	110 Single Phase: ☐Yes ☐No / 220 Three Phase: ☐Yes ☐No
Back-Up Generator: ☐Yes ☐No	Generator Total KW:
Natural / Propane Gas: ☐Yes ☐No	HVAC: ☐Yes ☐No
Loading Bay Doors:	Loading Docks:
Drive In Capability:	Load Levelers:
Telephone (POTS) Lines:	Computer Network:
T1 / ISDN Lines:	
Commercial Kitchen: ☐Yes ☐No	Break Room Area: ☐Yes ☐No
Square Footage:	Square Footage:

Page 14

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BUILDING FLOOR PLAN
COMMERCIAL KITCHEN FACILITY ASSESSMENT

Building Name / #:

Normal Use:

Total Square Footage:

Construction Type:

Floor Composition:

Wind Load Assessment:

Food Preparation Area Square Footage:

Storage Area Square Footage:

Restrooms: ☐ Yes ☐ No

Building Total KVA:

Back-Up Generator: ☐ Yes ☐ No

Natural / Propane Gas: ☐ Yes ☐ No

Loading Bay Doors:

☐ Walk In Refrigeration   Square Feet

☐ Stove   Number of burners:

☐ Tilt Kettle   Capacity: Gal.

☐ Griddle   Size:

Location:

Sealed or Open Air:

Ceiling Height:

Year Built In:

Wall Composition:

Roof Type:

Dining Room / Hall / Area Square Footage:

Administrative Area Square Footage:

Showers: ☐ Yes ☐ No

110 Single Phase: ☐ Yes ☐ No
220 Three Phase: ☐ Yes ☐ No

Generator Total KW:

HVAC: ☐ Yes ☐ No

Loading Docks:

☐ Walk-In Freezer   Square Feet:

☐ Grill   Size:

☐ Conventional Ovens   Number:

☐ Convection Ovens   Number:

Page 15

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☐ Steam Injection Oven			☐ Cook & Hold Ovens	Number:	
☐ Deep Fat Fryers	Number:		☐ Meat Slicers	Number:	
☐ Steam Tables	Number of Inserts:		☐ Ice / Ref. Tables	Number of Inserts:	
☐ Reach-in Refrigeration	No. of doors:		☐ Under Counter Refrigeration	Drawers:	
☐ Tilt Brazier	Capacity:	Gal.	☐ Compartment Prep Sink		
☐ Dish Washing Machine System			☐ Compartment Dish Sink (Do not duplicate)		
☐ Prep Tables	Square Footage:		☐ Hand Sink		
☐ Heat Lamps on Hot Line			☐ Exhaust Hood Length:	CFM:	
☐ Wet Waste Dumpsters			☐ Make-up Air System	CFM:	
☐ Dry Waster Dumpster			☐ Automatic Fire Suppression System		
☐ Grease Can Service			☐ HVAC	Tonnage:	

Page 16

STATE OF FLORIDA
State Emergency Response Team
Unified Logistics Operations
Time Phased, Force and Deployment Data Listing (TPFDDL)

SAMPLE   **FOR OFFICIAL USE ONLY**

PLANNING APPLIES TO THE FOLLOWING EVENTS

DISASTERS								TERRORISM					INITIATION TIME - / + HRS	ACTION or RESOURCE	NIMS TYPING	PRIMARY ESF SUPPORT AGENCY	ASSET CLASS
H	T	F	W	P	C	R	T	C	B	R	N	E					
X	X	X	X	X	X	X	X	X	X	X	X	X	-96	Determine the requirement to establish State Logistics Staging Areas.			
													-96	Determine requirement to let turn-key contracts			
													-84	Go/No Go on LSA's			
													-84	Go/No Go on Contracts			
													-80	Let Prime Power Contracts			
													-80	Let Multi-Modal Contract			

- **A Time Phased Force and Deployment Data List is a planning tool used to determine how and who will be responsible for setting in motion critical actions**
- **TPFDDL's should project all pre-event actions, and post event activities and resources through the first 4-7 days.**
- **Working backwards, determine the start time deadlines for each action, and who is responsible.**
- **Also determine "triggers" for each action; meaning what MUST occur PRIOR to beginning THIS action.**