

Annex 11

STATE LOGISTICS RESPONSE CENTER (SLRC)

Operation Protocols



ANNEX 11 - STATE LOGISTICS RESPONSE CENTER OPERATION PROTOCOLS

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ANNEX 11, State Logistics Response Center, Operation Protocols, to the State Logistics Plan

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 the victims of disasters, the State has established the State Logistics Response Center (SLRC) in Orlando, FL. This facility is centrally located to provide a quick and expedient response and assist in disaster recovery.

II. Mission and Purpose

The purpose of the State Logistics Response Center is to store approximately one to one and a half days supply of water and other commodities to assist the citizens of the State to recover from an emergency event; order necessary commodities and equipment; supply logistical staging; manage and coordinate logistical response efforts; and to centrally locate emergency support vehicles and equipment.

III. Assumptions

- The State Logistics Response Center will begin operation when the State Emergency Operations Center (SEOC) goes to level 2 and becomes fully functional when the State Emergency Response Team goes to level 1 activation.
- The State Logistics Response Center will remain in operation until all resources used in the recovery phase of the disaster are recovered.
- In declared emergencies, the State Logistics Response Center 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 Federal Emergency Management Agency (Public Assistance).

Once operational the State Logistics Response Center will be responsible for the following:

- Establish State Logistical Staging Areas
- Maintain inventory of all products and equipment used in response to event
- Track vehicle and equipment movement throughout the event, using the Resource Management Tools
- Determine priority of shipment of commodities
- Replenish depleted supplies
- Supervise all Staging areas, base camps and Mobilization Areas
- Conduct daily conference calls with Staging areas and the State Emergency Operations Center
- Establish joint prime power teams with FEMA and State Contract personnel
- Establish joint Water, Ice, Food and Transportation team with FEMA, State Emergency Response Team and Prime Contract Vendors
- Conduct primary warehouse operations for the response

- Supervise the issuance, installation and recovery of generators for critical or live saving infrastructure.
- Conduct recovery operations on all equipment issued during response and recovery phase.
- Assist in establishing Mobile Disaster Recovery Centers
- Assist in establishing a Joint Field Office

1. Concept of Operations

The concept of operations for the Logistics Response Center is for this facility to be the first field site opened and the last one closed for all notice and no notice events, with the possible exception of the Joint Field Office, which could remain open months after an event.

Once the response and recovery operations are complete the facility will be returned as much as possible, to its pre-activation level. The Vendor Managed Water Inventory will be brought back to 300 trucks either by stocking water ordered and not used for the event, or by purchasing the additional trucks under the current water contract.

The facilities manager will have the building cleaned inside and out, prior to deactivation, all equipment and infrastructure that incurred damaged during the activation repaired or replaced.

2. Activation Protocols:

This annex will outline the basic activation protocols to follow upon activation of the State Logistics Response Center. This annex covers a notice and no-notice natural or man-made event.

The State Logistics Response Center currently has a staff of two, a Facilities Manager and an Internet Technician. These individuals are responsible for ensuring that the facility is ready to use at any time. They ensure that the proper maintenance and serviceability requirements are performed on the physical facility; electronic equipment; vehicles; material handling equipment; communications systems – both voice and data; and that safety inspections are conducted.

A. Notice Events:

1. When the State Emergency Operations Center goes to elevated level 3 or level 2 activation, and with the approval of the SERT Chief, as a minimum the following positions within the Division of Emergency Management will deploy to the State Logistics Response Center:

a. The Deputy Logistics Chief (DLC), who will assume overall command and control of all field logistics, to include the operation of the State Logistics Response Center; One person from the Finance Section; One person from the Logistics Section, Procurement Branch; and One person from ESF 14 to deal with potential media interest. This will normally take place at E-96 hours.

b. A Request for an Incident Management Team from the Florida National Guard, 927th CSS Bn will be put into EM Constellation before the Deputy Logistics Chief departs for the SLRC. The DLC will also contact the Administrative Officer of the 927th by phone to put them on alert and to discuss the mission.

2. The Incident Management Team will verify that all task listed in appendix 1 are imitated and will monitor until completion.
3. Purchasing and finance will also complete an agreement with the Orange County Convention Center to use a portion of their facility as a Mobilization Area (MOBAREA). A request for the activation of a MOBAREA Incident Management Team will be submitted as well.
4. If it has been determined that the potential exist for Florida to be impacted by a major storm, then the SLRC staff will review current threat information and make recommendations to the SERT Chief, Operations Chief, and Logistics Chief for potential Logistical Staging Area Sites, at least 72 hours pre impact.
5. Once the Logistical Staging Area Plan is approved, then Staging Area teams will be requested through the Division of Forestry and the Florida Army National Guard. A request will go to the procurement branch to secure Staging Area Sites, from the approved Staging Area list. At this time all equipment and services will be requested through EM Constellations, to the procurement branch. (See Attachment 1 for list of equipment and services to be requested.)
6. After it has been determined that Florida is going to be impacted by a major storm and the State Emergency Operations Center has gone to a full level 1 activation, the State Logistics Response Center would request additional augmentation from the State Emergency Response Team, as follows:
 - a. Three (3) additional Finance Personnel
 - b. Three (3) additional personnel from Logistics, Procurement Branch
 - c. Emergency Support Function (ESF) 6 personnel, at least two (2)
 - d. Emergency Support Function (ESF) 8 personnel, at least two (2)
 - e. Emergency Support Function (ESF) 14 personnel, at least one (1).
 - f. Emergency Support Function (ESF) 5 personnel, at least one (1), to assist in doing Incident Action Plan (IAP).
7. All of our prime vendors will need to have at least two representatives present at the State Logistics Response Center, in order to have a presence for both shifts.
8. FEMA logistics personnel will be requested to assist the Response Center Staff in coordinating the transfer of property currently at the State Logistics Response Center, and for property and commodities that they will be bringing into the State in support of our response efforts.
9. The State Logistics Response Center facilities manager upon notice of activation of the facility will take the necessary steps to ensure that the facility is fully functional when the team arrives. His/her primary duties during the activation of the facility are to ensure that all systems and equipment are working properly, and if not, to take the necessary actions to have them repaired. He/she will also serve as the deputy to the director of the State Logistics Response Center. (See Attachment 2 for the minimum list of duties, for pre activation, during activation, and post activation.)
10. Once activated all Logistical Staging Area Teams will stage at the State Logistics Response Center. They will check in, receive their mission, inventory their equipment caches, sign for equipment and vehicles, and receive their initial safety briefings and any additional training or instructions necessary to complete their missions.

11. The Logistics Management Team for the State Logistics Response Center will be on a 14 day rotation. A new Logistics Management Team will be requested on day 10 of current teams' activation, with the intent of team reporting on day 12, so that there will be at least 1 day to transition with the old team. (While every effort will be made to rotate these teams on a 14 day rotation schedule, it could be as long as 21 days.) The Deputy Logistics Chief and the Facilities Manager will not be on the rotation schedule; however, every effort will be made to allow them at least 2 days off in every 30 days of activation. Each prime vendor will determine the activation length of their personnel, however they will be encouraged to either adopt the 12 day schedule or provide time off for their personnel.

12. Once the response phase is completed, and the determination is made to close the Logistical Staging Areas, all equipment and commodities will be returned to the State Logistical Response Center. All current Staging Area Incident Management Teams will de-mobilize from the State Logistics Response Center. At this point the State Logistics Response Center will transition to the recovery phase. All equipment and commodities will be picked up and returned to the Center. The Center will support any Disaster Recovery Centers that are open, as well as, the Joint Field Office. The staff at the Logistics Response Center will be downsized to meet the needs of the recovery operations.

B. No Notice Events

1. The same procedures will take place as with the notice event, with the following exceptions:

2. Upon approval of the State Emergency Response Team Chief, all designated personnel will immediately depart for the State Emergency Operations Center. The size of the event and type of activation will determine number of personnel from the State Emergency Response Team that activates, but at a minimum the following positions will activate:

- a. Deputy Logistics Chief
- b. One person from Logistics Procurement Branch
- c. One person from Finance Section
- d. One person from ESF's 14, 5, 6, and 8.

3. The Logistics Management Team from the Florida Recovery Office will be activated to manage the State Logistics Response Center. The size of this team will be dependent on the type and size of event.

4. Prime Vendors are requested to send representatives to the State Logistics Response Center; the number will be determined by the type and size of the event.

. Receiving Trucks

A. Non-Activation

1. Trucks arrive at the facility daily to deliver anywhere from one pallet to 22 pallets of equipment and supplies that have been ordered. On arrival these trucks will check in at the front office and be advised of which loading to dock to back up to.
2. Division personnel will verify that the shipment is indeed intended for delivery at the Facility.
3. Division personnel will assist the driver in unloading the truck. Note: Only OSHA certified fork lift operators are authorized to operate forklifts in this facility.
4. Division staff will verify by using the bill of lading and/or a packing list that all items were delivered. They will also inspect the packages for obvious damage.
5. Division personnel will sign the bill of lading or other form the driver presents to signify that the shipment was received in the right quantity and undamaged.
6. A copy of the bill of lading and/or packing list will be maintained in a file at the Center, and a copy will be either mailed or scanned and e-mailed to the Logistics Section in Tallahassee.
7. If the equipment delivered requires a FLAIR Property Sticker, SLRC staff will notify the Finance Property Officer (FPO) of the receipt of the property and request a property sticker for the items. If SLRC staff applies the property sticker, they will take a photograph of the sticker attached to the property and send it to the Finance Property Officer to verify that the property sticker was applied. Once verification is received, then the FPO will update the FLAIR system.

B. Activation

1. All arriving trucks will be recorded on a spreadsheet that annotates the time, date, trailer number, truck number, driver name, driver phone number, and contents of the truck. Receiving personnel will be responsible for capturing this information.
2. Once trucks are received in they will be entered into the Warehouse Management Software being used by the facility. This system will generate a bar code, which will be placed on the left hand lower corner of the trailer.
3. Once the bar code has been affixed to the trailer, it will be scanned and entered into the Warehouse Management System as being received.

4. Trucks will then be directed to a staging area connected to the Center to await further instructions.
5. If property is delivered during activations that was purchased by the Division and it meets the threshold to be added to the FLAIR Property System, then the Finance Representative at the SLRC will notify the Finance Property Officer that a FLAIR Property Sticker is required. Once received the Finance representative will affix the sticker to the property and then notify the FPO, who will update FLAIR.

4. Shipping Trucks

A. Non-Activation

Primarily during non-activations items will be shipped using FEDEX or UPS. In these cases staff will fill out an online shipping form that identifies what is being shipped, quantity of product being shipped and estimated weight of shipment. They will then a pickup of the items from the facility. Once the items are picked up by the carrier, they will give staff a document indicating that the items have been picked up and given a tracking number. This documentation will be filed at the Center, with a copy sent to the Finance section in Tallahassee.

In the rare cases that a trucking company is used to haul for the center, a bill of lading will be prepared by staff that indicates what is being shipped, the quantity of items being shipped, and the destination it is being shipped to. A copy of this document is given to the truck driver, a copy kept at the center, and a copy mailed to the Logistics Section in Tallahassee. Division personnel will also notify Finance that items were shipped so that the shipping vendor can be paid.

B. Activation

1. During activations the Division will use one the Companies that was selected for a Division Trucking Contract.
2. Warehouse personnel will prepare a bill of lading identifying what is being shipped, quantity of items shipped; destination of shipment; and weight of shipment.
3. Warehouse personnel will ensure that the driver has a copy of the bill of lading; a strip map to where they are to deliver the load to; and ensure they have a copy of the EM Constellation mission requesting the shipment. They will also ensure that the trailer has a GPS tracking device on it and that the ESN number is recorded on the bill of lading and EM Constellation mission.
4. Warehouse personnel will ensure that the bar code on the trailer is scanned to update the inventory and to show in the warehouse management system that the truck has been shipped.

5. Warehouse personnel will turn in a copy of the bill of lading; and EM Constellation mission to the operations room so that the mission requesting the truck can be updated.
6. Warehouse personnel will also ensure that Movement Control Center receives information on the GPS transponder installed on the truck so that they can track the truck.
7. Mission assignment personnel in the operations room will monitor the mission to ensure that it is received by the requesting entity.
8. A copy of all the documents will be turned into the Plans Section so that it can be filed.

5. Tracking of Disaster Supplies and Equipment

1. The Division asks all vendors delivering water and equipment to the State Response Center during disasters to place a GPS tracking device on the trailers as they leave the water plants or other facilities heading to Florida. We also require them to give us access to these devices and that they are compatible with the program we are using to track resources, which is GATOR.
2. When supplies and equipment is received at the center they are entered into the Warehouse Management Software, a bar code is printed out and placed on the resource, and the resource is added to inventory.
3. No resource, supplies or equipment, leave the SLRC unless there is an EM Constellation mission for it. This includes all State run Staging Areas.
4. When resources leave the Center they are scanned out using the Warehouse Management System, and if one is not already attached to it all pieces of equipment and all trailers are assigned a GPS tracking device.
5. All trailers are tracked using the GPS tracking device until the resource has been unloaded, or the trailer returns to the center.
6. All resources being delivered to a State Staging Area are scanned in and out using the Warehouse Management System. The resource will be removed from the SLRC inventory and added to the Staging Area inventory.

7. If the Warehouse Management System is inoperable, then all items received and shipped will be tracked using a spread sheet that at a minimum list the following:
 - a. Date/Time delivered
 - b. Resource being delivered
 - c. Truck/Trailer number
 - d. Driver name and phone number
 - e. Quantity of resource being delivered
8. No resource is shipped from the SLRC without a valid request in the form of an EM Constellation mission. These missions are constantly updated to reflect date and time shipped, and date time shipment received by requestor.
9. The warehouse management system has the capability to conduct an inventory of all on hand resources, this inventory will be conducted twice each day using the system. If the system is down or otherwise inoperable, then a manual inventory will be conducted once each day during disaster operations and recorded using an excel spreadsheet.
10. During non-activations, then all non-FLAIR resources stored at the center will be inventoried once each year.
11. During non-activations, all shipments of supplies will be annotated in the warehouse management system.
12. All supplies issued during non-activations will have the proper transfer documentation completed by Division Employees. Both parties, receiving and losing organization will sign this document. A copy of this document will be kept on file at the Center and a copy forwarded to the Logistics Section in Tallahassee.

6. Reporting Personnel

All personnel arriving to work at the SLRC will check in with the Plans Chief or his/her representative to ensure accountability. All personnel working at the SLRC will be issued a FLDEM, SLRC badge that will allow them to gain access to the facility. All personnel to include truck drivers that are transit arrivals will be given a temporary badge by the security officer. All personnel will check in and out through the security desk each day.

All arriving personnel who are in need of a hotel room will check with the IMT Logistics Section. Transit personnel can utilize the bunk room at the State Logistics Response Center.

A catering service will be established once the SLRC goes to level I activation and all personnel working at the SLRC will consume their meals there, to include the truck drivers and all contract vendors on site.

A shower trailer will be brought in for the truck drivers to use; there are showers in the men and women's restroom for transit personnel, other than truck drivers.

7. Access to the State Logistics Response Center

A. Non Activations

1. All personnel entering the facility will need to display either a Division of Emergency Management ID or other State or Local Government ID.
2. All non-government personnel will need to present a Driver's License or other Government issued form of identification to enter the facility. They will be issued a temporary (paper) badge, which must be worn while they are on site. These individuals will also need to be escorted by an employee at all times. They will also be required to sign in and out of the facility.
3. During normal operations the Center will not be available for all staff on a 24/7 basis. Only personnel charged with the operations of the facility will have this level of access. Access will be granted using proximity cards, and coded to allow only these personnel 24/7 access.
4. Employees, who have a need to be at the facility after normal hours and on weekends, can request access through their supervisors, and this temporary access can be issued to them, again via the proximity cards.
5. At no time will a non-Division of Emergency Employee, with one exception, be allowed to be at the facility without having a Division Employee present. The exception is the DoH full time position that primarily works for DoH, but also assists the Division when needed.

B. Activations

1. All Division and other State and Local Government personnel must present their official identification to enter the facility. Once they have reported in then a temporary (plastic card) SLRC badge will be issued to them. All temporary badges will be collected when personnel demobilize, and the individuals will be deactivated in the badging system.
2. All other personnel will need to present either their driver's license or other approved Government identification upon arrival. They will then be issued a temporary (plastic card) SLRC identification badge. This badge will need to be returned on demobilization, and the individual removed from the badging system.
3. All personnel arriving at the Center will be required to sign in and sign out each day, regardless of the type of badge they have.
4. During activations the facility will be open 24/7 and with the security desk manned. Security will verify all badges, and supervise all personnel signing in and out.

8. Safety Procedures

A. Non-Activation

1. During normal operations at the Center, the full time Facilities Services Consultant will be the designated Safety Officer, working in conjunction with the Division Safety Officer in Tallahassee.
2. A safety inspection of the facility to include lighting; racks, docks, doors, and exit signs will be conducted monthly with a copy of the report filed at the center and mailed to the Logistics Section in Tallahassee.
3. All injuries and accidents will be immediately reported to the center safety officer, who will in turn notify the Division Safety Officer and the Logistics Section in Tallahassee.
4. All individuals operating one of the centers forklifts must have a current OSHA certification in order to do so.
5. All personnel working or walking in the warehouse area will wear a high visibility safety vest.
6. The Divisions Safety and Security policy applies to the State Logistics Response Center.

B. Activations

1. During all activations a Safety Officer will be assigned and present for all shifts. The Safety Officer will report directly to the Incident Commander.
2. The Safety Officer will publish a daily safety message, and conduct a safety briefing at the beginning of each shift.
3. The Safety Officer will conduct a daily inspection of the warehouse and all other areas of activity.
4. The Safety Officer will ensure that all personnel are wearing the proper safety equipment and are performing their duties in a safe manner. This will include but not limited to high visibility vest while working in the warehouse and around trucks.
5. All accidents and injuries will be reported immediately to the Safety Officer, who will then report them to the Incident Commander. All accidents and injuries will be investigated by the safety officer.

6. As much as possible the Division Safety plan will apply to activations as well.

9. Staff Parking

All personnel working at the SLRC will park in the designated parking places in the front of the offices and on the east side in front of the gate. **Personnel working at the SLRC will only be allowed to park in designated parking places.** If overflow parking becomes necessary, then alternate parking will be coordinated at either the Millennia Mall, Florida Mall or the Orange County Convention Center. A shuttle service from the alternate parking lots to the SLRC will be established.

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Attachment 1 to Annex 11

STATE OF FLORIDA

State Emergency Response Team

Unified Logistics Operations

Time Phased, Force and Deployment Data Listing (TPFDDL)



FOR OFFICIAL USE ONLY

PLANNING APPLIES TO THE
FOLLOWING EVENTS

DISASTERS								INITIATION TIME - / + HRS	ACTION or RESOURCE	NIMS TYPING	PRIMARY ESF SUPPORT AGENCY	ASSET CLASS	TRIGGER POINT	DTG COMPLETION
H	T	F	W	P	C	R	T							
X								E-48	Secure LSA Sites	I	Log/Procurement	7	APP SERT	
X								E-48	Order type II DoF or FLNG LSA Team	II	Log/Procurement	5		
X								E-48	Order Type I LSA Equipment Package	I	Log/Procurement	10		
X								E-48	Order Catering Service for LSA	I	Log/Procurement	10		
X								E-48	Request Law enforcement for site Survey	I	Log/Procurement	5		
X								E-48	Request shuttle trucks	I	Log/Procurement	10		
X								E-48	Request Golf Carts	I	Log/Procurement	10		
X								E-48	Request Security for Convoy Escort	I	Log/Procurement	5		
X								E-48	Verify LSA Caches	I	Log/Procurement	7		
X								E-48	Request Variable Message Boards	I	Log/Procurement	7		
X								E-48	Request Traffic Cones	I	Log/Procurement	7		
X								E-48	Request San Pac	I	Log/Procurement	7		
X								E-24	Conduct Conference Call With Teams	I	Deputy Log Ch			
X								E-0	Conduct Team Briefing	I	Deputy Log Ch			
X								E+5	Deploy Team to LSA	I	Deputy Log Ch			
X								E+5	Deploy LSA Caches	I	LSA Team	7		
X								E+5	Deploy LSA Alert Trailer	I	LSA Team	7		

**Attachment 2 to Annex 11 of the
Florida Division of Emergency Management Logistics Plan**

Duties to be performed by the State Logistics Response Center Facilities Manager, prior to, during and after a major activation.

BEFORE:

Once the facilities manager is notified that the State Logistics Response Center is going to be activated the following task should take place:

01. Request site security from the Orange County Sheriff's Office through EM Constellations.
02. Conduct a complete systems check of all static computers, VTC's, and radio's.
03. Request additional fork lifts from Yale, 20 ea. Triple mast and 10 ea. Quad Mast lifts, through EM Constellations.
04. Request warehouse crew, 20 laborers/fork lift operators for day shift and 20 laborers/fork lift operators for night shift, with a supervisor for each shift, through EM Constellation.
05. Request administrative help, 4 personnel to work information desk and Kinko's center, two per shift, request through EM Constellation.
06. Notify Maintenance Company of activation and have them schedule daily service.
07. Request additional propane tanks for forklifts, through EM Constellation.
08. Take pictures of the facility inside and out, to document any damage done during the activation.
09. Conduct a comprehensive Safety Inspection of the facility.

DURING:

01. Assist the State Logistics Response Center Director in training personnel working at facility on equipment and software.
02. Perform daily inspections of facilities to ensure that infrastructure is functioning properly, and is being cleaned and maintained to DEM standards.
03. Arrange to have repairs made as necessary to the building and infrastructure.
04. Be available to assist with problems working equipment or systems.

05. Assist Director in carrying out the mission of the response center.
06. Work with the IMT Logistics section to spot the catering service, shower units, and san-pacs.
07. Assist with setting up alternate parking for staff and to develop a shuttle service.
08. Primary lead in making ID badges will need to train admin staff to assist.
09. Set up Video Conferencing for meetings, train staff to be able to accomplish this as well.
10. Support response efforts.
11. Report ANY safety issues, violations or accident immediately to the SLRC Manager or Incident Commander

AFTER:

01. Conduct a walk-through of the State Logistics Response Center, inside and out and make note of any needed repairs. Pictures will be taken of the facility inside and out.
02. Have cleaning service conduct an extensive cleaning of the building, strip and wax floors; clean windows inside and out; shampoo all carpets; conduct same type cleaning in all out buildings.
03. Conduct inventory and functional test on all equipment.
04. Ensure that the building is ready for use, for the next event.

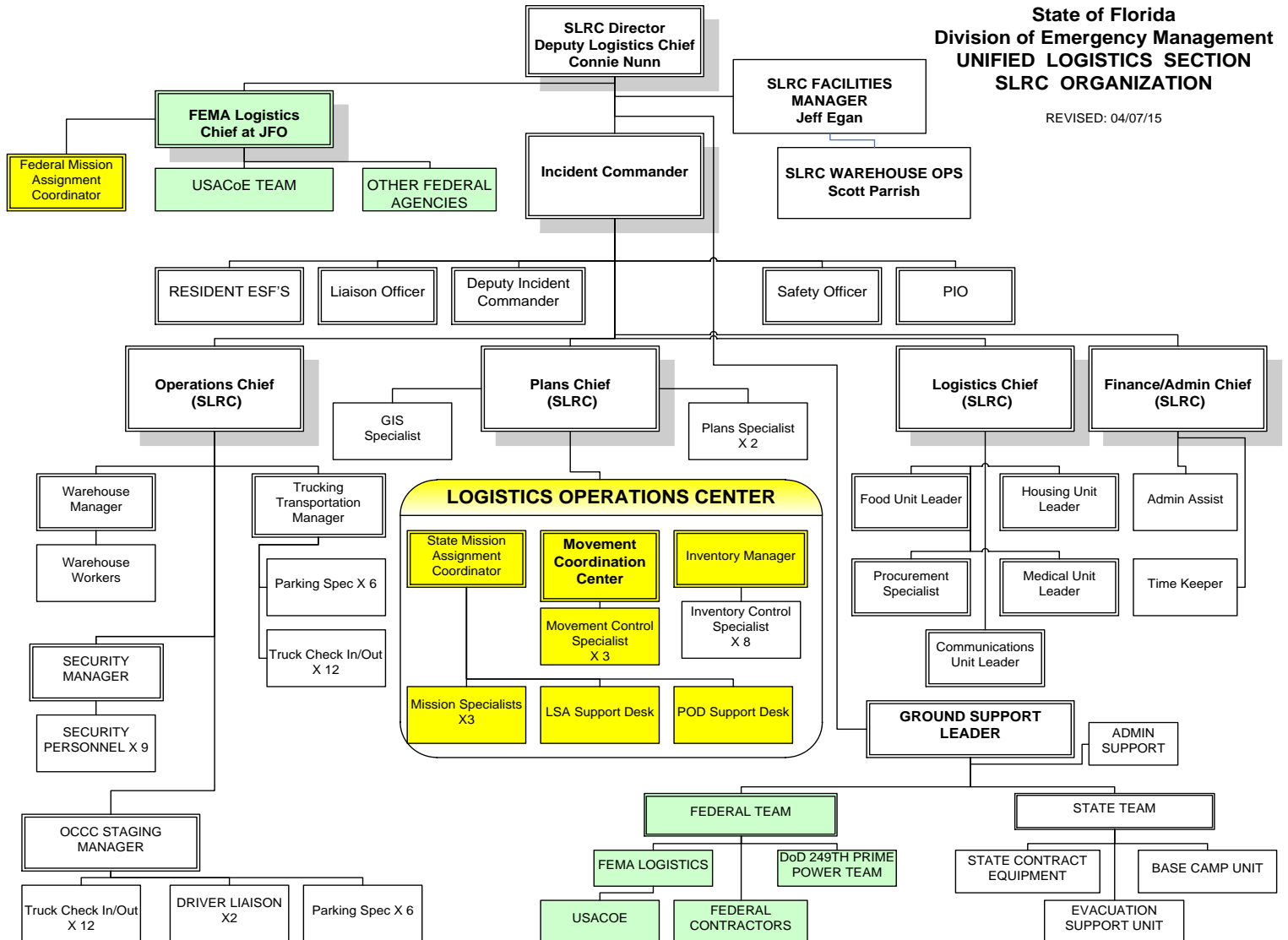
Attachment 3 to Annex 11 of Florida Division of Emergency Management Logistics Plan

Actions to Take to Activate State Logistics Response Center

TIME	ACTION	RESPONSIBLE
A-5	Activate SLRC Facilities Manager	Log Section
A-5	Activate FDEM SLRC Team	Log Section
A-5	Request Warehouse workers	Log Section
A-5	Process TAR for FDEM Team	Finance
A-5	Secure Rental Vehicles	Finance
A-5	Make hotel reservations	Finance
A-5	Activate trucking contracts	Log/finance
A-5	Request additional Fork Lifts	Log Section
A-5	Request SLRC Logistics Management Team	Log Section
A	Request SLRC security	Log Section
A	Request Catering service for SLRC	Log Section
A	Activate Orange County Convention Center for Truck Staging Area	Log Section
A	Activate additional purchasing and finance personnel from FDEM	Finance
A	Conduct comprehensive safety inspection of facility and grounds.	Log Section

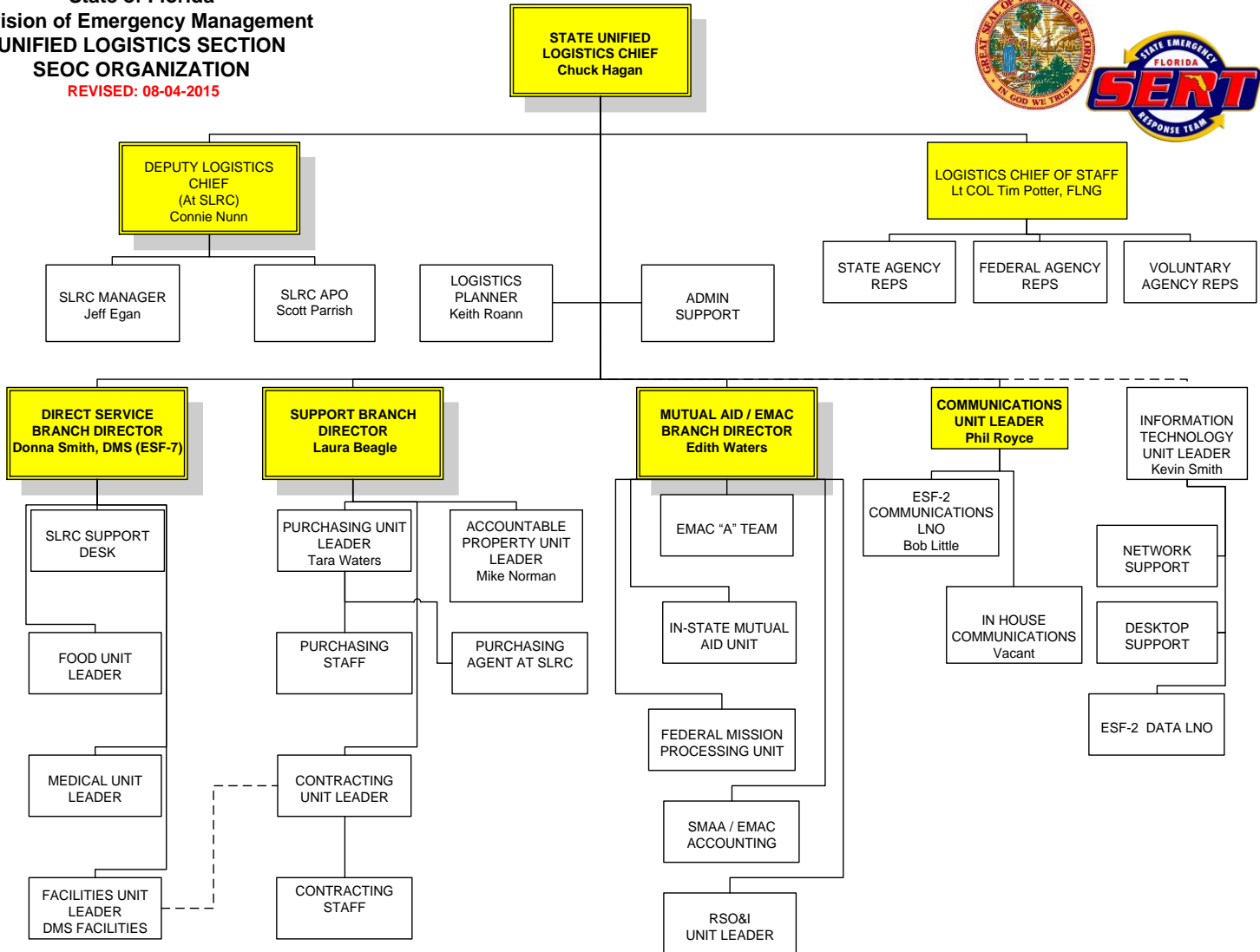
Attachment 4 to Annex 11

State Logistics Response Center Organization Chart



State Emergency Operations Center Logistics Section Organization Chart

State of Florida
Division of Emergency Management
UNIFIED LOGISTICS SECTION
SEOC ORGANIZATION
REVISED: 08-04-2015



Attachment 5 to Annex 11
Positions Needed to Operate the State Logistics Response Center at Level 1

Positions that need to be filled at the State Logistics Response Center:

Incident Commander: 1

Deputy Commander: 1

Operations Chief – Day - 1

Operations Chief – Night - 1

Plans Chief – Day - 1

Plans Chief – Night - 1

Logistics Chief - 1

Finance/Admin Chief: 1

Mission Assignment Supervisor – 1 Day

Mission Assignment Supervisor – 1 Night

LSA Support Desk – Day – 1

LSA Support Desk – Night – 1

Movement Control Center Manager – 1

Movement Control Center Desk – 1 – Day

Movement Control Center Desk – 1 – Night

Inventory Management Desk – 1 – Day

Inventory Management Desk – 1 – Night

Copy Center – 2 – Day

Copy Center – 1 – Night

Gate Security – 2 – Day

Gate Security – 2 – Night

Warehouse Manager – 1 – Day

Warehouse Manager – 1 – Night

Truck Check In /SLRC/ - 4 Day

Truck check in /SLRC/ - 3 Night

Truck Check out /SLRC/ 4 Day

Truck Check out/SLRC/ 4 night

Warehouse workers – 20 Daytime

Warehouse workers – 15 nights

Staging Area – SLRC – 5 Day

Staging Area – SLRC – 5 Night

Staging Area at Orange County Convention Center

Check in personnel – 4 Day

Check in personnel – 4 Night

Check out personnel – 4 Day

Check out personnel – 4 Night

Staging area Manager – 1 Day

Staging Area manager – 1 Night

Staging personnel – 10 Day

Staging personnel – 10 Night

Attachment 6 to Annex 11, Safety Inspection
STATE LOGISTICS RESPONSE CENTER
General Warehouse Safety Activation Inspection

Event Activation _____ Date Inspected _____ Date Completed _____

Checklist	Needs to be Addressed	Completed	Not Applicable
Has a Safety Officer been assigned to this operation?			
Has a Medical Officer /.Responder been assigned to the operation?			
Are First Aid Stations properly stocked?			
Are "Spill Containment" Centers properly stock with supplies			
Are exposed or open loading dock doors chained off, roped off, or otherwise blocked?			
Are any other areas where employees could fall four feet or more chained off, roped off, or otherwise blocked?			
Are employees familiar with the location for fire extinguishers, hose reels and sprinkler system?			
Are all fire exits properly marked and clear of any obstructions?			
Are floors and aisles clear of clutter, electrical cords, hoses, spills, and any other hazards that could cause employees to slip, trip, or fall?			
Do the established job task time expectations allow time for safe work practices?			
Are employees who perform physical work allowed adequate periodic rest breaks to avoid dangerous fatigue levels? Are break areas stocked with bottled water and ice?			
Are employees properly trained in forklift and other MHE operations?			
Has all MHE been inspected and tested for proper operation?			
Are Traffic Managers staged to direct and spot trucks?			
Are newly – hired employees provided general ergonomics training to protect them as they lift and move objects as well as task-specific training?			
Is the warehouse well ventilated?			
Have employees been trained on how to avoid heat stress in hot, humid environments?			
Have employees been trained on how to work in cold environments?			
Are forklift LP Gas tanks properly secured?			
Does the warehouse have lockout/tagout procedures in place where needed?			

SAFETY RULES FOR OPERATION OF FORKLIFT TRUCKS

Anyone using the forklift trucks must be certified in their operation by an organization certified to do so, and must present documentation of such certification. Non-certified personnel are not to operate this equipment under any circumstances.

The National Safety Council "Forklift Truck Operators Training Course" is to be used as the primary source of reference for use of forklift trucks.

These procedures have been prepared to provide a basic source of reference and a means of uniformity for use of forklift trucks. When a question arises that cannot be suitably answered by reference to these operating procedures, it is suggested the Operator's manual be consulted or the matter be discussed with the supervisor.

PHYSICAL QUALIFICATIONS FOR OPERATORS

- No physical or mental condition that would jeopardize the safe operation of the truck (dizzy spells, medication, bad back, etc.)
- Good vision, of at least 20/40, corrected if necessary; depth perception of at least 90 percent of normal. Wearing vision protection is recommended at all times.
- Normal hearing, preferably without need of a hearing aid.
- Normal reflexes and reaction time.
- No use of illegal substances; no excessive use of alcohol.
- Ability to understand and read instructions, signs, etc.

PRE-SHIFT INSPECTION

A pre-shift inspection of the forklift truck is required before the equipment is used. The following items must be checked before operating the equipment:

- Fuel level and gauge.
- Oil level.
- Hydraulic oil level.
- Powershift oil level.
- Battery water level.
- Visual inspection of battery for corrosion and loose terminals.
- Coolant water level.
- Visual inspection of the fan belt.
- Brakes for proper operation – both service and parking.
- Lights – head, tail, turn, and warning.
- Horn.
- Hoist mechanism: chain bearings, nuts, and cotters. Lube as required. Also check the forks for cracks, heel wear, tip wear, and alignment.
- Steering.

- Hydraulic controls.
- Tires: remove foreign material and check inflation.
- Visual inspection for oil, fuel, and exhaust leaks.

The "Operators Daily Report" must be filled out during both the pre-use and post-use inspections and turned in to Transportation Services, along with the keys to the equipment, at the end of use.

LIFT TRUCK OPERATION

Only certified personnel may operate the forklift trucks. You must show a valid Fork Lift Certification Certificate or Card at Transportation Services to get the keys to the equipment. No certified operator may check the equipment out and then turn it over to a non-certified operator. This action will result in revocation of certification and possible disciplinary action.

- **Leaving the truck:** Whenever the operator leaves the truck, the forks or attachment must be fully lowered, the controls set in neutral, and the parking brake set. If the operator goes 25 feet or more away from the truck, or is out of sight of the truck, the engine must be shut off, and the operator must have the key in his or her possession.

- **Visibility:** The operator must always have a clear view of the path in the direction of travel. If the load being carried blocks forward view, the driver must travel with the load trailing.

Spotters will be used whenever the operator is moving loads above floor grade onto rack shelving. Visual hand signals as well as voice communications will be coordinated between the forklift operator and the spotter.

- **Load handling:** Only stable and safely arranged loads within the rated capacity of the truck should be handled. Operators are not to pick up and move loads that are too heavy. If, upon attempting to lift the load, the rear wheels of the truck begin to rise, set the load down immediately and obtain proper equipment to lift a load of that size.

When picking up a load, center the load evenly on the forks, and engage loads squarely until the load rests against the vertical portion of the forks or load backrest. Check the fork length. Forks must be at least 2/3 the length of the load. Carefully tilt the mast backward just enough to stabilize the load. Forks on a lift truck are adjustable; spread them to fit the load. Normally, the wider the better. Loads can be of many sizes and descriptions. Many lift truck applications handle loads on pallets. Pallets are loaded with boxes, bags, packages, or other small objects. All loads should be made stable by either interlocking the objects, or strapping or shrink-wrapping the load, to prevent individual objects from falling off the pallet.

Long loads, such as carpet rolls, reduce the stability of a lift truck. Long, wide, or high loads require more room, so watch the clearance. The load may be very secure until something is run into that shifts the truck's center of gravity. This creates the potential for a lateral overturn. Lifting long loads that extend directly in front changes the weight center of the truck and reduces the lifting capacity of the truck. When right angle stacking or moving with a raised load to clear low objects, move very slowly and avoid sharp turns.

When raising a load, use extra caution. An elevated load must not be tilted forward except when the load is in the correct position to be deposited. When stacking, use only enough backward tilt to stabilize the load.

- **Operating surfaces:** Operate the forklift trucks only on improved surfaces if possible. If operating off of improved surfaces, make sure the surface will support the weight of the vehicle and not create unstable conditions before entering the area.

On grades, ramps, slopes, and inclines, travel straight up and down. Never turn on ramps, slopes, inclines, or severe grades; wait until you are back on a level surface. Never try to cross a ramp, slope, incline, or severe grade perpendicular to the fall line. This creates the potential for a lateral overturn. Without a load, travel up or down with the forks pointing downgrade.

- **Pedestrians:** The operator of the forklift truck is responsible for operating in a safe manner; this includes avoiding all pedestrians in the work area. Always face the direction of travel. Pedestrians use the same roadway, so sound the horn at intersections and blind spots.

Watch for people in the work area because they may not watch for the forklift, even if there are warning lights and/or alarms. If it is determined that they may not see the lift truck, do not move until eye contact is made. Make people stand back, even if the lift truck is stopped. Pedestrians may not understand that the lift truck has rear steering and there are visibility restrictions. If the view is blocked because of the load, travel backwards. If the lift truck must move forward, make sure that people are out of the way and move the lift truck slowly. Use a spotter to help you. If the spotter or a clear path of travel is not visible, don't move the lift truck.

Watch for employees working in the same area. Don't let anyone walk under raised forks or load. If given a load to handle and someone is required to hold or position the load while the lift truck is moving – **STOP**. There is something wrong. If unable to handle the load alone, change the load or the equipment. Otherwise, someone will eventually be hurt badly. Don't take this risk. Find a better way to move the load.

- **Personnel and moving platforms:** The lift truck is never to be moved or repositioned with a platform elevated or with personnel on the platform. Always lower the platform and have all personnel dismount before moving or repositioning the truck. The only way to raise personnel to a work site is with the appropriate platform. Never allow anyone to use the upright or mast of the truck as a ladder.

Before using a platform, always ensure that it is securely stacked to the fork/backrest mechanism and secured with a safety chain before the truck is moved. Make sure that no part of the platform interferes with the operation of the carriage or upright assembly. Also, be certain that there are no mechanical problems which might cause the upright to bind. Raise and lower the platform alone, to test its operation, before allowing any person on it.

When a work platform is raised and lowered, watch for slack chains, or any stationary object, which could cause the forks, rails, or platform to hang up or drop. Keep the upright in a vertical, untilted position while the platform is raised. Stay with the truck during the entire time the platform is raised. Do not allow anyone to climb on the upright or walk under the raised platform. Never allow anyone to ride on the platform while the lift truck is being moved.

LIFT TRUCK TIPOVER

Lift trucks can be tipped over if not operated properly. Observe the following procedures to lessen the possibility of a tipover:

- Slow down before turning. Go into and out of turns slowly, using a slow rotation of the steering wheel.
- Drive with the forks or attachments lowered and tilted back only enough to stabilize the load. Raising a load high moves the center of gravity and lowers the capacity. Keep your loads down, with the masts vertical or tilted back only enough to stabilize the load. If a heavy load is tilted too far forward or back while it is raised, the truck can tip over.
- Check capacities – don't overload the truck.
- Don't move unstable loads.
- Move long, high, or wide loads slowly and carefully.
- Check your overhead clearance. Keep the truck at least 10 feet from any overhead electrical wires. Watch for overhead obstructions like pipes and low doors. If they are hit while moving, a lift truck can tip over.
- Don't forget that the lift truck has rear steering. A turn into a soft shoulder or off a curb can tip a truck over. Watch the steering end of the lift truck and keep the steering wheels on the road.
- Turning too sharply with the forks raised can tip over the lift truck, even at slow speeds and with no load. Take the time necessary, slow down, and operate safely.
- There may be times when the truck is operated empty for long runs at close to its top speed. Slow way down before turning. Lift trucks are rear-end heavy because of the counterweight used to offset loads. An empty lift truck can turn over just like a loaded truck.

Stunt Driving and horseplay:

Stunt driving and horseplay are never permitted. Forklift trucks are very heavy and inherently unstable. Safe driving must be taken seriously. Any person observed driving in an unsafe manner will have their operator certification revoked and disciplinary action may be recommended.

SLRC FORKLIFT SAFETY INSPECTION CHECKLIST

- ☐ Is the employee properly trained in the use of the type of industrial truck they operate?
- ☐ Are only trained personnel allowed to operate industrial trucks?
- ☐ Is substantial overhead protective equipment provided on high lift rider equipment?
- ☐ Are the required lift trucks operating rules posted and enforced?
- ☐ Is directional lighting provided on each industrial truck that operates in an area with less than 2 foot candles per square foot of general lighting?
- ☐ Does each industrial truck have warning horn, whistle, gong, or other device that can be clearly heard above normal noise in the areas where it is operated?
- ☐ Are the brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?
- ☐ Does the parking brake of the industrial truck prevent the vehicle from moving when unattended?
- ☐ Are industrial trucks that operate where flammable gasses, vapors, combustible dust, or ignitable fibers may be present approved for such locations?
- ☐ Are motorized hand and hand/rider trucks designed so that the brakes are applied and power to the drive motor shuts off when the operator releases his or her grip on the device that controls the truck's travel?
- ☐ Are industrial trucks with internal combustion engines that are operated in buildings or enclosed areas carefully checked to ensure that such operations do not cause harmful concentrations of dangerous gases or fumes?
- ☐ Are safe distances maintained from the edges of elevated ramps and platforms?
- ☐ Are employees prohibited from standing or passing under elevated portions of trucks, whether loaded or empty?
- ☐ Are unauthorized employees prohibited from riding on trucks?
- ☐ Are operators prohibited from driving up to anyone standing in front of a fixed object?
- ☐ Are arms and legs kept inside the running lines of the truck?
- ☐ Are loads handled only within the rated capacity of the truck?
- ☐ Are trucks in need of repair removed from service immediately?

FORKLIFT



HAND SIGNAL



RAISE THE TINES



LOWER THE TINES



MOVE TINES IN DIRECTION
FINGER POINTS



TILT MAST FORWARD



TILT MAST BACK



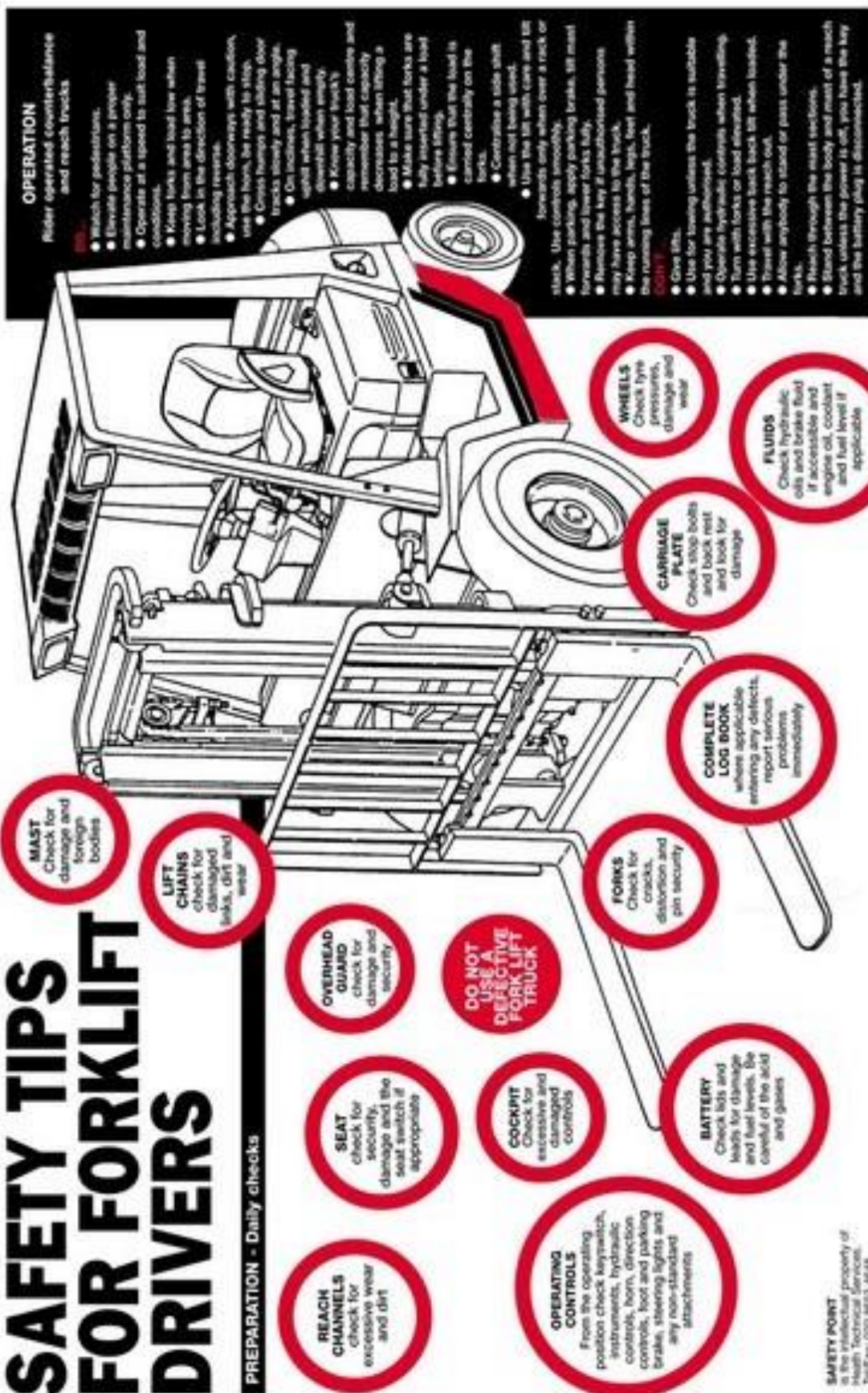
DOG EVERYTHING



STOP

SAFETY TIPS FOR FORKLIFT DRIVERS

PREPARATION - Daily checks



**STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT**

**ADOPTION OF SEGWAY: ASSIGNMENT, USE, AND MAINTENANCE
POLICY AND PROCEDURE
(Effective October 14, 2008)**

_____*Signature On File*_____
David Halstead, Deputy Director

1. General Statement

This procedure is adopted by the Division of Emergency Management (Division) to familiarize Division personnel with the functions, capabilities, assignment, use, and maintenance of the Segways. These units are primarily used for inventory, security, and warehouse duties.

2. Supersession

New Policy

3. Procedure

A. Operation

- i. All personnel will undergo Segway Training prior to use. This will constitute viewing of the factory Segway Safety Video followed by supervised instruction by FDEM SLRC personnel.
- ii. Segways will only be operated by authorized Division trained personnel.
- iii. Users will secure their Segway whenever they are away from them. This includes removal of the wireless key from the unit.
- iv. No one may operate a Segway if the SLRC Manager determines that it is unsafe to operate it within the warehouse area.
- v. All Segways will be kept in a secured area when not in use.

B. Segway Log

A Segway log will be maintained for pertinent information regarding Segway repairs, parts removed, damage, etc. The SLRC Manager will note any repairs made in the log.

C. Inspection

- i. Every three months, the SLRC Manager will ensure each unit is inspected.
- ii. The SLRC Manager will prepare and keep on file a record indicating that each Segway has been inspected.

D. Maintenance and Repairs

The SLRC Manager is responsible for the upkeep of Segways, to include notifying his or her supervisor of repairs and service needed.

Monthly routine maintenance shall include:

- i. Checking of tire air pressure
- ii. Checking status of batteries
- iii. Overall inspection of frame, wheels, connections, moving parts and safety features.
- iv. Test drive of each unit in both Training and Non-Training mode.

E. Maintenance Files

The SLRC Manager will maintain maintenance files, which must contain:

- i. City number, model, and serial number of the Segway.
- ii. Date of purchase and purchase price.
- iii. Description of the Segway and accessories.
- iv. Maintenance contract date of purchase and expiration.
- v. Repair slips, purchase orders, and any invoices.

F. Damage reports

The SLRC Manager will maintain a file on each Segway including:

- i. City and manufacturer serial numbers
- ii. Description and accessories
- iii. All repair records including copies of all purchase orders, repair slips, and invoices.
- iv. Maintenance contracts
- v. Damage reports

G. Cleaning

- i. Segways can only be cleaned with a damp cloth. No water should be sprayed on the Segway. Sprayed water can damage electrical components and internal bearings.

SLRC FACILITY ORIENTAION



FRONT ENTRY

LOCATION

Orlando Central Park
2702 Directors Row
Orlando, FL 32809

LAND SIZE

11.77 Acres Base Bldg
Orange County
I-3 Industrial Light Zoning

BUILDING SIZE

187,196 SF Base Bldg
155,200 SF A/C Warehouse

CONSTRUCTION

26'-4" to Structure
40' x 50' Column Grid
0.32 gpm/2,000 SF Sprinkler

**SITE**

101 - Auto Spaces
130 - Trailer Spaces
277/480 v - 2500 amp Service
City Water, Sewer, Electricity
Natural Gas Available

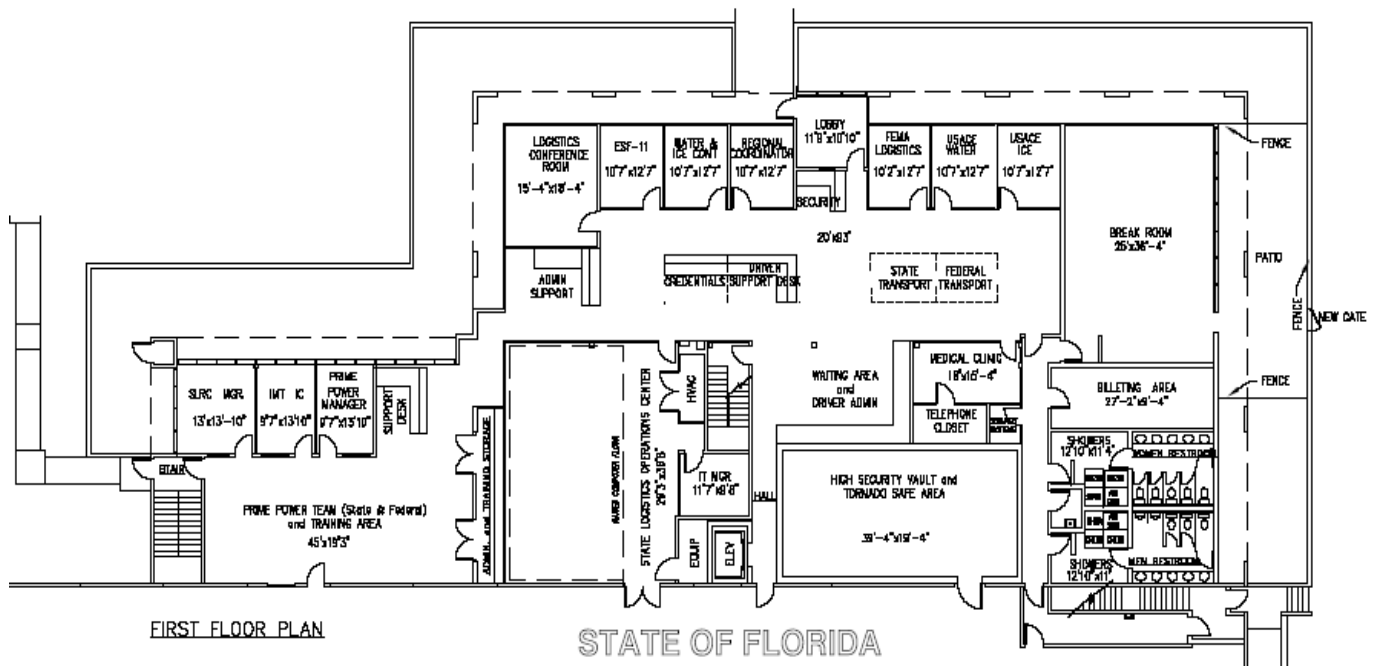
DOCK DOORS

26 - Truck @ 9' x 10' Doors
1 - Ramp at 10' x 12'
0 - Dumpster Space

OFFICE

10,411 SF Floor 1
7,581 SF Floor 2
1,204 SF Mezz
May be Expanded

OVERALL SITE PLAN

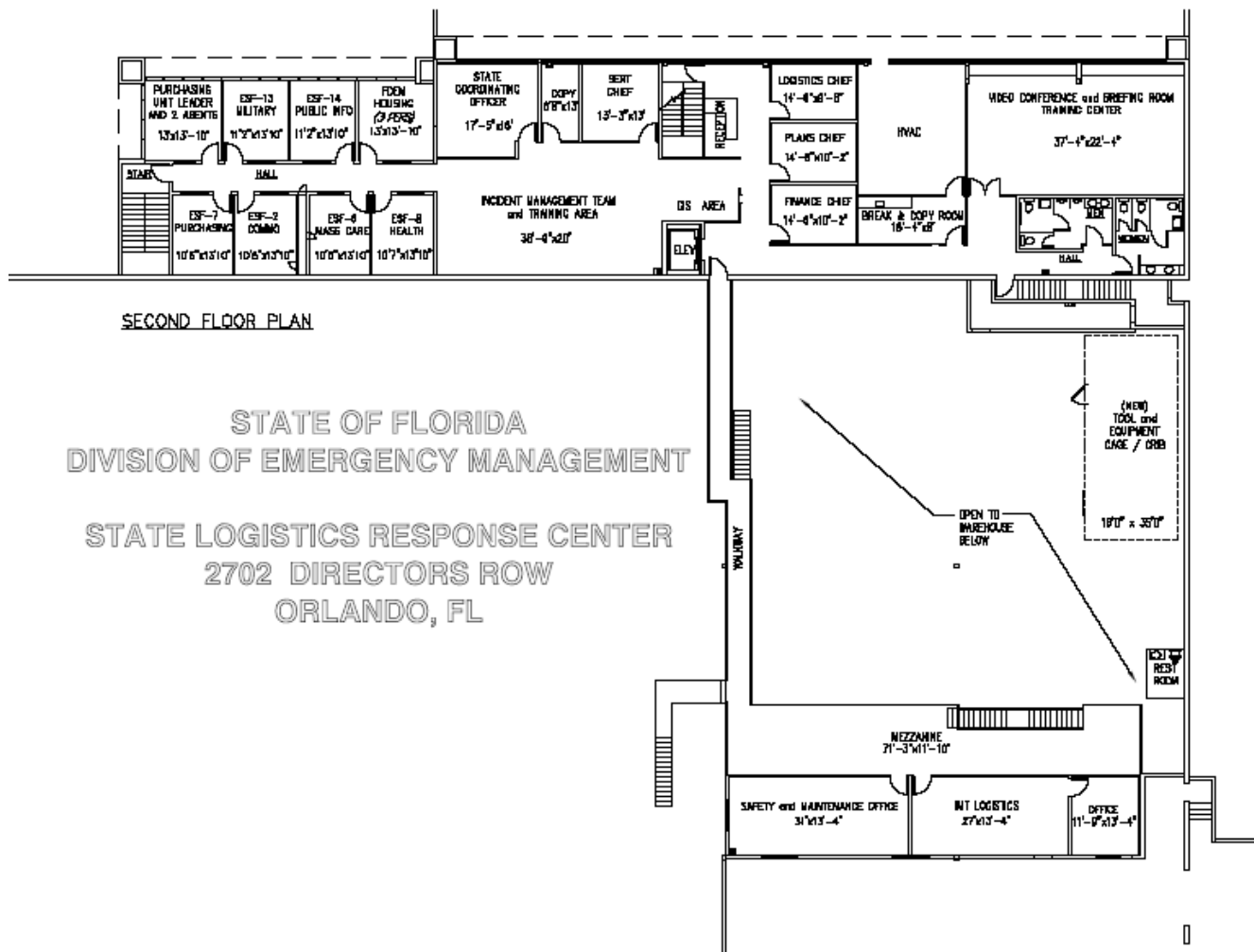


FIRST FLOOR PLAN

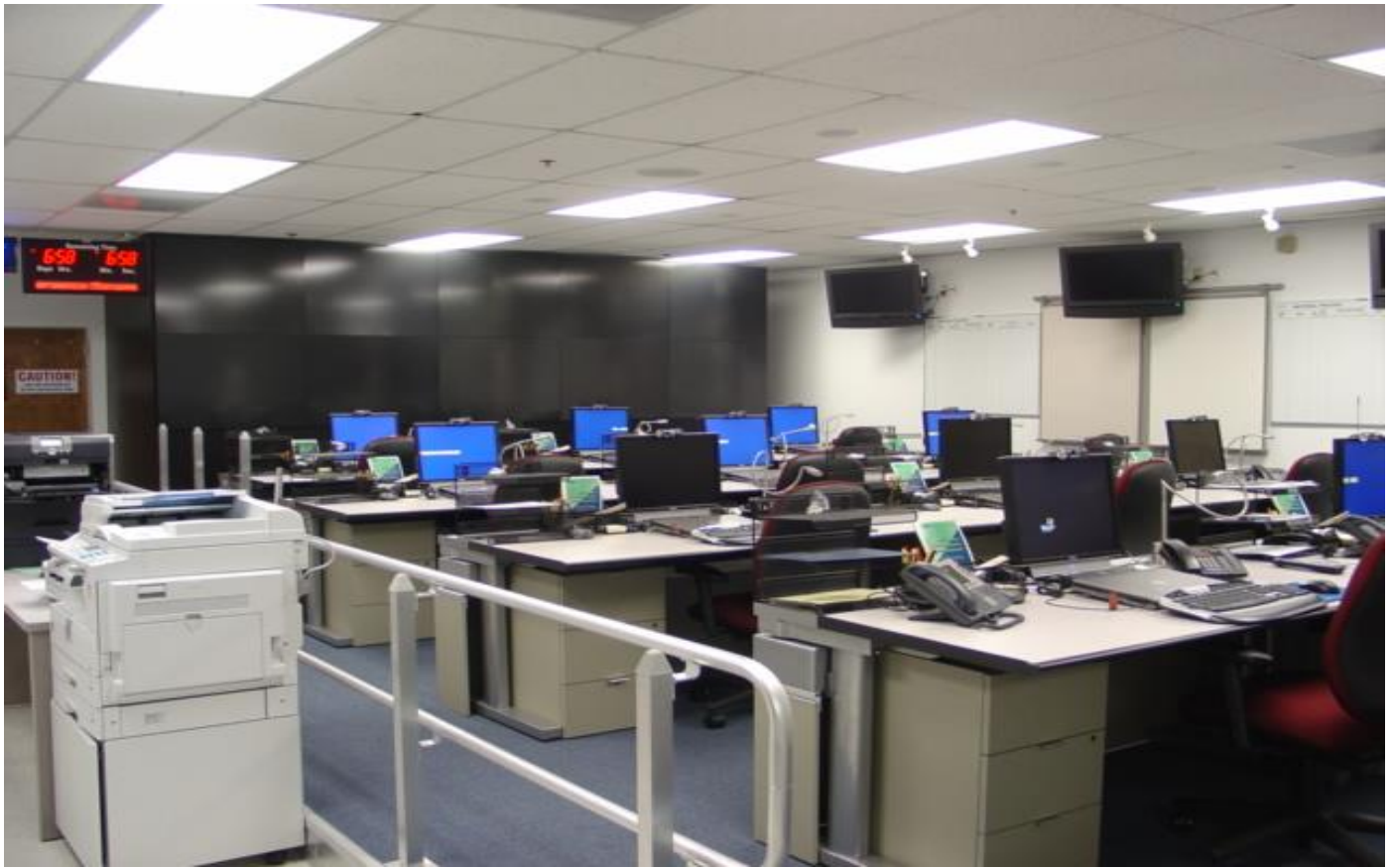
STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

STATE LOGISTICS RESPONSE CENTER
2702 DIRECTORS ROW
ORLANDO, FL

FIRST FLOOR SITE PLAN



SECOND FLOOR SITE PLAN



LOGISTICS OPERATIONS CENTER



LOBBY and DRIVER SUPPORT AREA



FIRST FLOOR LOGISTICS CONFERENCE ROOM



FIRST FLOOR – ADMINISTRATIVE SUPPORT, MAIL AND COPY CENTER



FIRST FLOOR – GROUND SUPPORT EQUIPMENT and SERVICES AREA



SECOND FLOOR – INCIDENT MANAGEMENT TEAM AREA



SECOND FLOOR – VIDEO CONFERENCE and MEETING / TRAINING AREA



WAREHOUSE "B" STAGING AREA



MAINTENANCE SHOP AREA



TYPICAL COMMODITY STORAGE AREA (WAREHOUSE "B")



SCO OFFICE AREA (TYPICAL)



BILLETING AREA



BREAK ROOM AREA



MATERIAL HANDLING and ELECTRIC SUPPORT VEHICLES