

Annex 2

County Logistics Facilities

Operations Guidance

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I. Introduction

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 Comprehensive Emergency Management Plans that supports and is supported by the State Unified Logistics Plan. The County Logistics Plan will be included in the county Comprehensive Emergency Management Plan 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 and County Points of Distribution, 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 to plan their processes.

II. Mission/Purpose

The mission of the Logistics Section is to coordinate and support the resource management process that plans, implements, and controls the efficient, effective flow of goods, services, and related information from the point of origin to the point of consumption. It does this in a unified manner in order to meet emergency requirements on behalf of the Division of Emergency Management involved in emergency response and recovery phases. It also acts as an agent on behalf of other state agencies to locate and facilitate necessary emergency resources.

Effective logistics management must heavily depend on county participation and management of elements of the disaster response and recovery operations. The purpose of this Annex is to describe the interaction between the State Logistics Section, and those actions of the Counties integrating the resources being mobilized and used for impacted citizens in their locales.

III. Planning Assumptions

1. A catastrophic event or a series of concurrent smaller events will require a vast amount of emergency resources in order to respond to the emergency needs of affected communities as well as recover from their effects.
2. Local and State owned resources would be exhausted quickly in a catastrophic event.
3. Resource requirements under these conditions will be required for an extended period of time.
4. In-state mutual aid, out-of-state Emergency Management Assistance Compact, Federal and commercial resources and personnel will be required to support extended operations.
5. Expedient field logistic staging areas, temporary operations centers, emergency worker living and support accommodations will be required to support relief efforts.
6. Military Reserves and National Guard resources may not be available to support operations due to other national security mission requirements.

7. Concurrent events in other states may exhaust available federal, Emergency Management Assistance Compact and commercial resources in a short period of time.
8. Impacts or restrictions on transportation assets may delay the response time of some resources.
9. Multiple response agencies operating on different communications frequencies, may not be able to converse with each other without specialized interoperable communications systems or mutual aid radio networks.

IV. Roles and Responsibilities

A. State Logistics Section

The State Logistics Section has the responsibility to manage the overall logistics operations during an emergency event in the State of Florida. As such, each of the three Logistics Section Branches (Support, Services, Mutual Aid) work in tandem to support response and recovery operations with logistical support. The State Logistics Section also works close with County Emergency Management staff to ensure any action taken in a county is fully coordinated. The State Logistics Section is better suited to secure resources for distribution through pre-determined County networks.

B. Multi-Agency Coordination Group

In the event that a Multi-Agency Coordination Group is activated, the State Logistics Section will closely coordinate its activities with that of the Regional Multi-Agency Coordination Group. The Multi-Agency Coordination Group is an extension of the State Emergency Operations Center, in a direct fusion with local Emergency Operations Centers. Regional assets are mobilized and used in a logical, and coordinated manner. The Logistics Section will deploy personnel to a Multi-Agency Coordination Group to ensure the maximum use of limited resources is achieved.

C. County Logistics Functions

Key to the success of any logistic operations is the interface with county logistic personnel. Counties are to develop logistics plans that interface with those of the State and the Regional Multi-Agency Coordination Group, should one be activated. County Staging areas and Points of Distribution must be managed by county resources to ensure success. Each county is required to develop such contingency plans, and train and exercise their capabilities.

D. Municipal Logistics Functions

Many of the Points of Distribution will be located in impacted municipalities. As such, each municipality has a key role in the management of logistical operations. Cities and Counties may opt to manage their own logistics operations. As such, there needs to be a coordinated planning effort, and execution to ensure success. Municipalities must coordinate their logistical needs through their respective county Emergency Management officials.

V. Concept of Operations

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** and the **County Points of Distribution**; 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.

Each county may 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 in Appendix 4 of this Annex*). Counties must 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 in Appendix 4*)

A. State Mobilization Areas

In order to support State and County logistic functions, the State Logistics Section, under the direction of the State Emergency Response Team Leader, will establish a state mobilization area. These areas are designed for pre-staging of resources outside of a potential impact areas until post event. Once operational, resources are then moved forward to one or more State Logistics Staging Areas. Mobilization Areas can either close or remain open as a rear area in order to accept a backlog of resources.

The location of a State Mobilization Area is critical for rapid receipt of, and deployment of needed resources. The ideal location for the State Mobilization Area is one that is on or near a major highway (required); near commercial or military airport / field (desired); near rail spur / head (desired); is fenced or otherwise secure area; has a large covered area of 50,000 + square feet; has four loading docks, at a minimum; has an administrative area; has telephone lines available; has a hard stand area; and has an approximate perimeter area of 800,000 square feet (20 Acres).

B. State Logistics Staging Area

A Logistical Staging Area is a temporary site established in close proximity to an impact area immediately after impact of an event in order to provide resource support to counties and municipalities. The purpose of a Logistical Staging Area is to supplement resource deficiencies from counties, municipalities and response agencies, in responding to, and recovering from an emergency event. This includes the warehousing of commodities; equipment and supplies needed to support victims, emergency responders and the community infrastructure. In addition, it serves as a location form which response teams can be staged, such as search and rescue, medical teams, utility restoration crews, debris management teams and others.

A Logistical Staging Area is a managed site to receive *structured resources* from various sources. Such sites are 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. The goal of the Logistical Staging Area is to be able to deploy resources directly to the requestor or site. Multiple Logistical Staging Areas may be needed for an event depending upon the span of control the site can support.

C. Forward Operations Base

A Forward Operations Base may be established to support small quick response teams to include: Urban Search and Rescue Teams; Area Reconnaissance Teams; Damage Assessment Teams; Disaster Medical Assistance Teams; and Disaster Mortuary Teams. Only essential services are provided to support teams to include food, water, fuel, and health and sanitation items. A Forward Operations Base is not long term sites, and is typically operated only for a few days.

D. Resource Request and Management

Critical to the success of any logistics operations where resources are being requested and distributes, is the process by which resource needs are estimated and adjusted based on consumption rates. Local governments must understand how to request resources through the State.

Adjusting Resource Requests

Post event actions are adjusted once further intelligence has been obtained, to include actual resource requirements established through burn rates (how much of an item is actually being consumed) based on actual distribution. Par levels are then set for each resource to insure that critical resource levels do not fall below 1.5 days of inventory

Resource ordering is then based on changing outcomes, power restoration, the degree of damage and residential occupancy, and social services becoming available. The latter includes financial assistance, resource support, and the preparation of long term recovery plans.

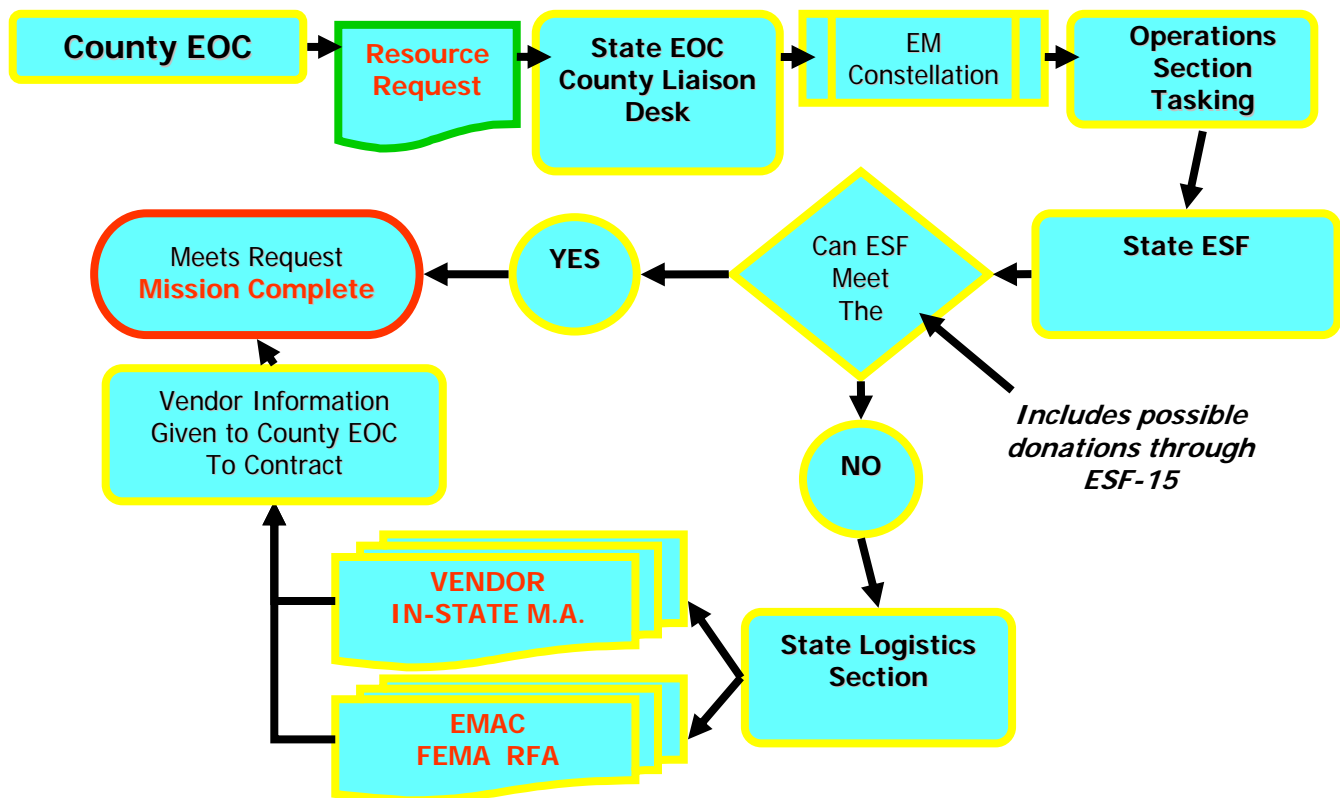
Requesting State Resources

Resource requests should be put into Emergency Management Constellation (previously the Tracker System) via the Internet electronically. The following software will be used

- Emergency Management Tracker alone
- Emergency Management Constellation
- Combination of Groove Constellation and Emergency Management Tracker

Resource requests must be singular in nature. They must not combine dissimilar requests on one message, or mix Situation Report information with a Resource Request. This will require the State Emergency Operations Center to re-enter the entire mission into separate messages, thus delaying the processing of the mission.

All resource request need to be complete and contain the point of contact of the requestor, including name, and contact information; delivery site name and address; provide detail specifics on the request to include quantity and size. It must be know if this is a one-time order or recurring for XX number of days.



Other factors include:

- Place orders to cover at least 1.5 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 Emergency Support Function of a Logistical Staging Area cannot fill the order completely, the balance will be canceled and not backordered. Another order must be made 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
- 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.

Bulk Commodity Planning

Paramount to successful bulk commodities 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 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.

You can use the Florida Division of Emergency Management/Corps of Engineers 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 Points of Distribution, staffing, material handling resources and other logistics support resources your county would require in an event.

E. County Staging Areas

If a county has determined that it will establish a County Staging Areas, 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 Emergency Operations Center.

Site Selection (County Staging Areas)

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

A 5-acre area to set up with 50,000 square feet of warehouse storage; at least one loading dock; 250,000 square feet of hardstand (*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*); one forklift and two pallet jacks; a 300' X 300' designated area, clear of wires, for a helicopter-landing zone.

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. Counties should 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 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 include: confirm geographic boundaries of the site; 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; responsibility for repairs; pictures; memorandum of understanding or the lease.

Planning Considerations (County Staging Areas)

The State typically direct-ships resources to the point of end use; in cases of consumable commodities, usually to the Point of Distribution. 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 as their point of end use, and assume responsibility for supporting their County Points of Distribution directly. Counties choosing to establish a County Staging Area must address all support resources to include, but not limited to:

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

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 County operations due to other priority mission requirements.

Counties who determine that they have the capability to establish and manage County Staging Areas and intend to do so must convey their intentions, in writing, to Florida Division of Emergency Management 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); 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. 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.

Municipalities 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 staging areas are required to fully support every municipality in their county with resources as requested, and process resource requests to the State when shortfalls exist.

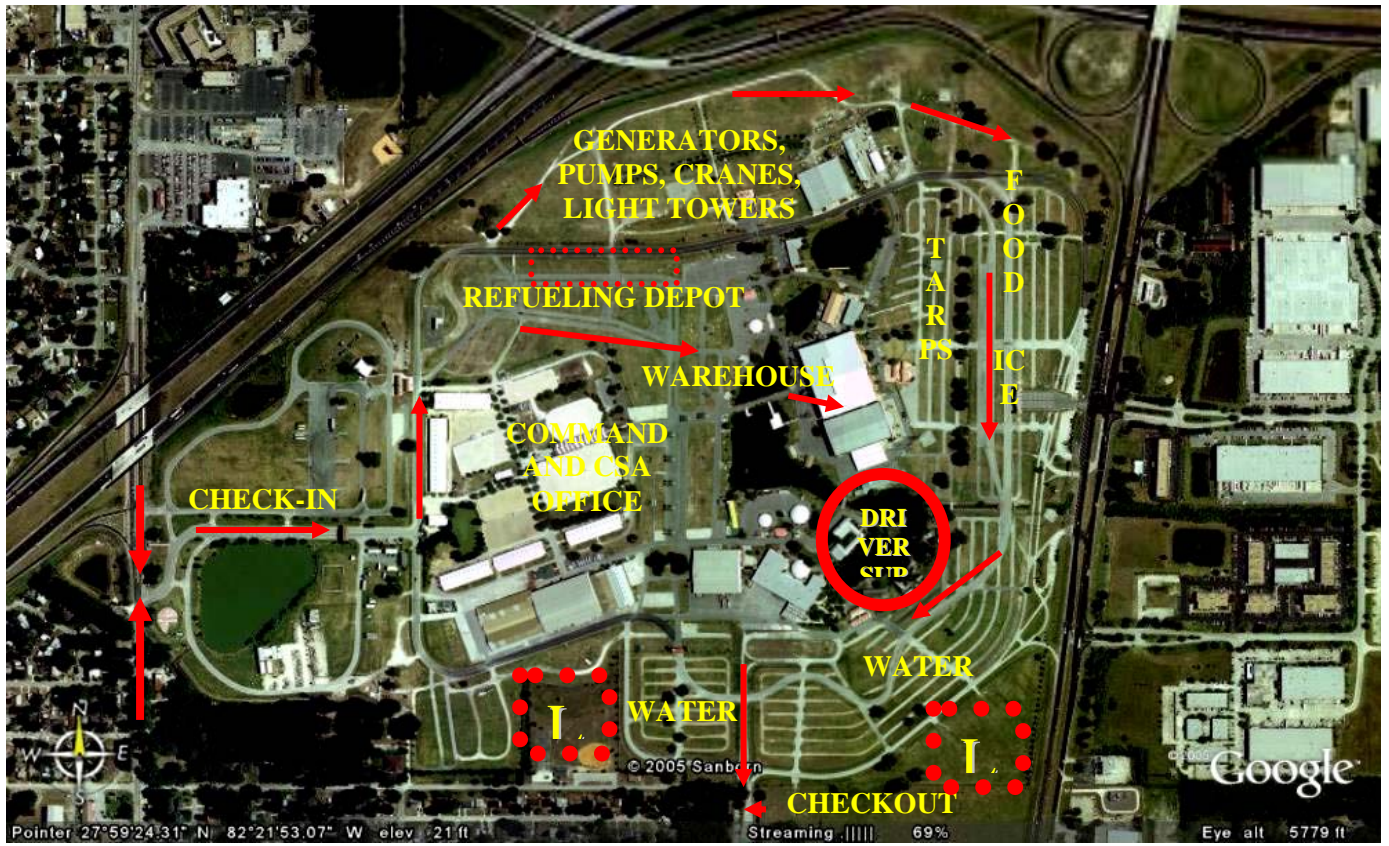
Counties are required to deconflict issues where a municipality wished the State to direct ship resources to Points of Distribution in their municipality, versus through a County Staging Area.

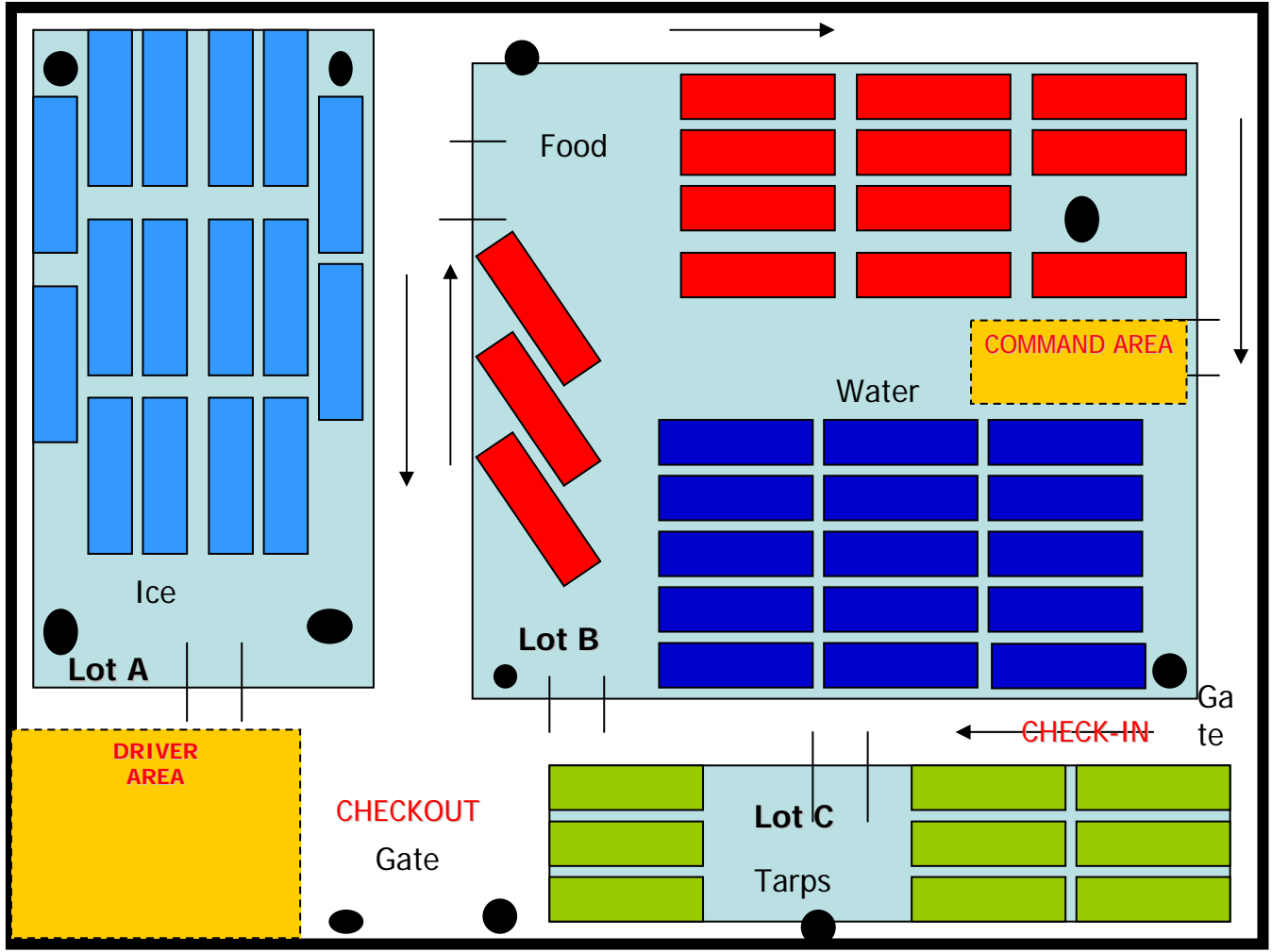
Site Layouts

The following considerations should be taken into account when determining a suitable location for a County Staging Area. These items correlate to the diagram appearing on the next pages.

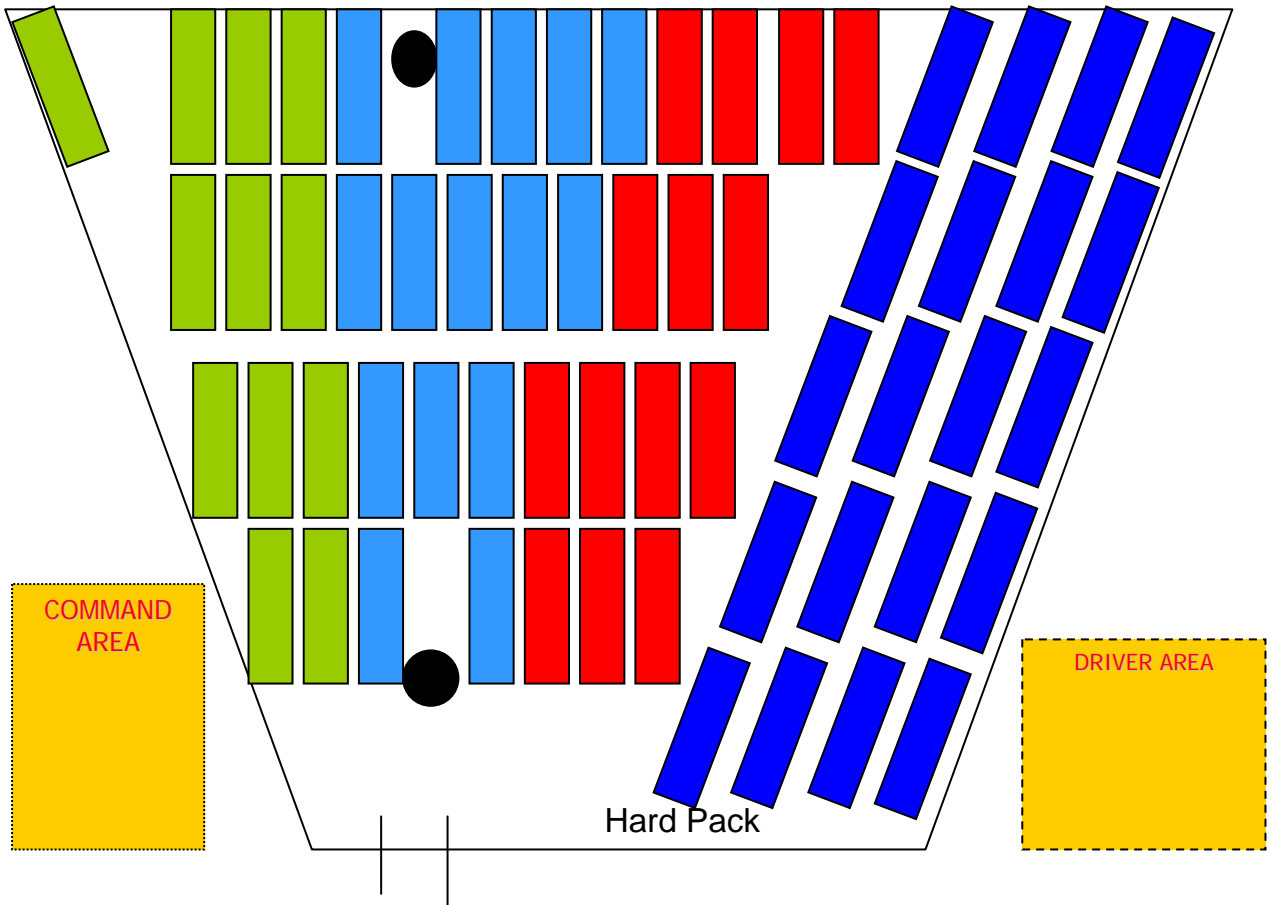
- Command Area
- Check-In and Check-Out
- Parking Areas Segregated by resource type
- Heavy Equipment Staging Areas
- Enclosed Warehouse
- Loading Docks and/or Ramps
- Refueling Depot
- Driver Support Area(s)
 - Information Center

- Catering
- Showers
- Restrooms

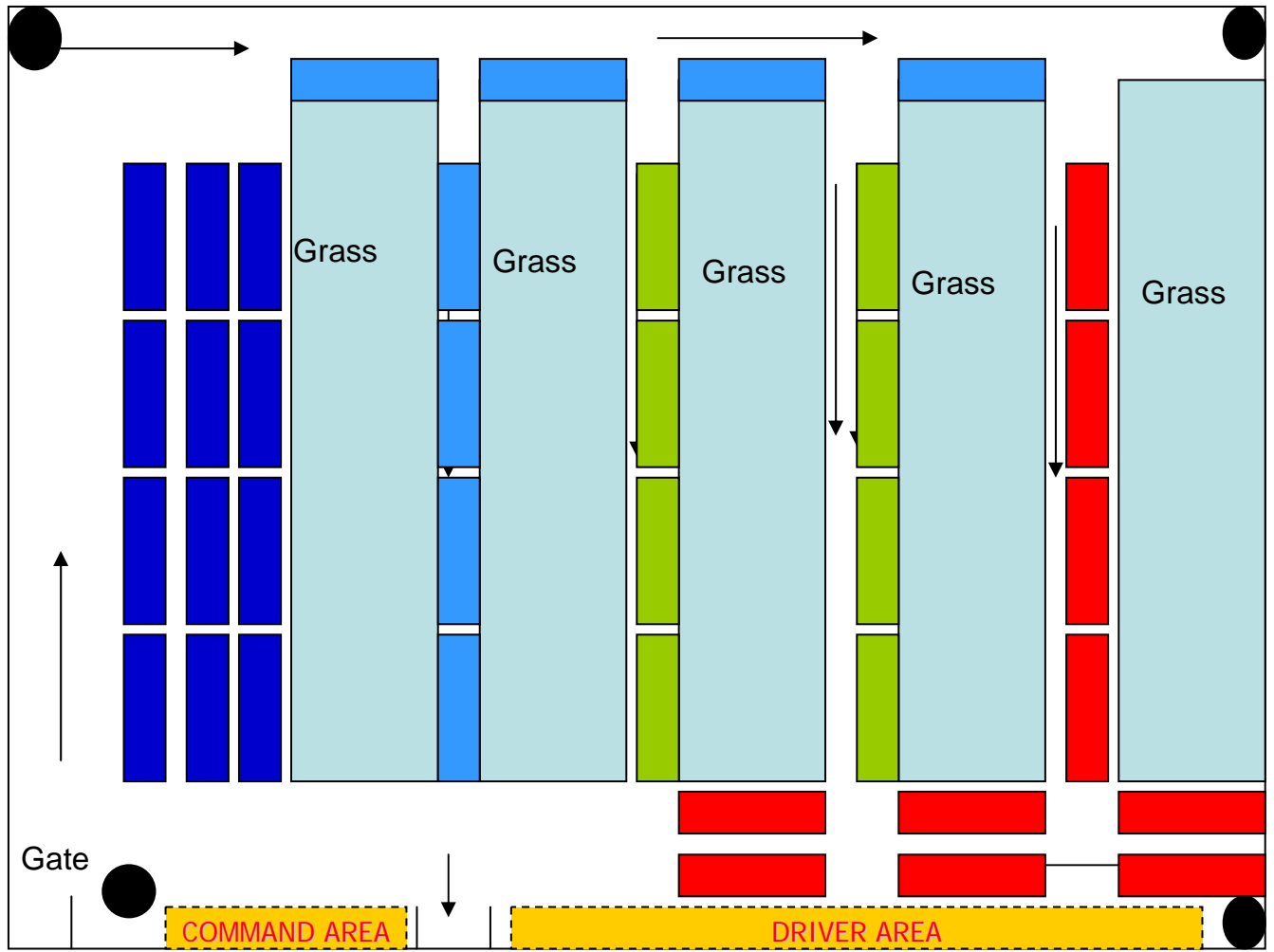




SAMPLE SITE LAYOUT - A



SAMPLE SITE LAYOUT - B



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/ Parking Areas

Items to consider when setting up a County Staging Area include the approach to the facility, the road network, infrastructure, road surface, proximity to entrance point, situational factors, through-put, presence of limiting gates, size of the turn around area.

Parking areas should be able to accommodate the ability to segregate commodities; limit disruptions; allow for easy identification; have cones and traffic flow safety precautions, have area lights, have private vehicle and agency vehicle parking; have established perimeter barriers; site Security; a command post location; have one way in and one way out; and have room to maneuver.

Planning Factors

- 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
- One Emptied Semi Trailer, single pallet layer, requires a 12' X 60' Floor Space Allocation (720 Square Feet)
- 80 square feet per office worker
- Typical Staff of 30 Office Staff = 2,400 Square Feet
- Office Equipment Space = 500 Square Feet

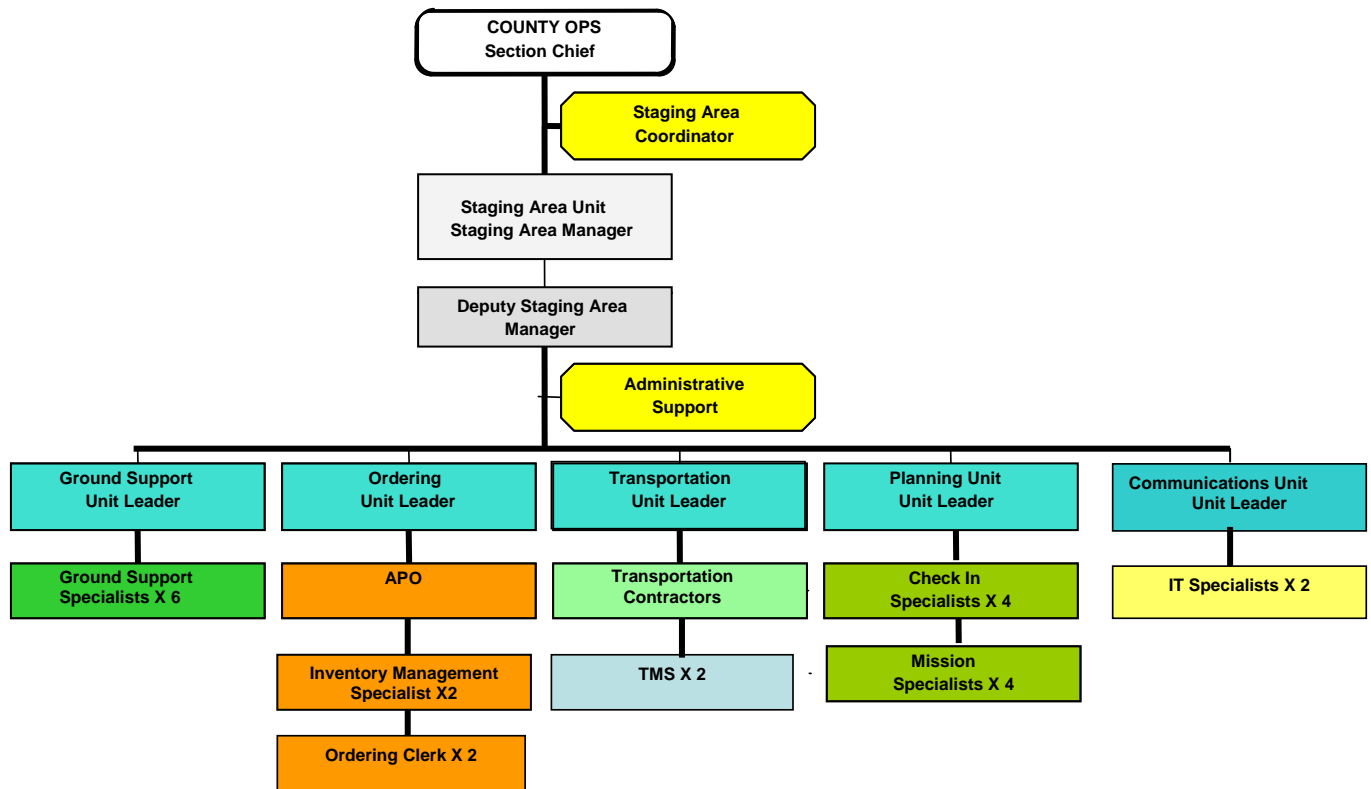
Driver Information Center and Support Services

As truck drivers enter the County Staging Area, they will need support services. Such services must be convenient to contain drivers; close to driver facilities. Once inside the Staging Area compound, drivers will need to understand the movement inside staging area; shuttle services; emergency contacts; and the location of life support facilities. Drivers and staff support services include food services, restrooms (porta-potties or restroom trailers that are serviced daily); showers, rest area that is covered and cooled, and medical area.

Staging Area Logistics Team:

A Staging Area should have the following personnel to help manage the facility;

- 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 Staging Area 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

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 Emergency Operations Center

County Accountable Property Officer:

- 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

It should be noted that 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. For example, 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. Note: leased equipment is reimbursable, while 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 Logistical Staging Area on shuttle drivers.
 - State Logistical Staging Area Work Through the State Movement Coordination Center at the State Emergency Operations Center

Planning Unit:

- Provides receiving & distribution services for the County Staging Area
- Processes mission taskings from the Emergency Operations Center to field sites
- Develops an operational checklist for pre and post activities.
- Provides distribution assistance in some cases
- Develops Staging Area Incident Action Plan in support of the County Emergency Operations Center Emergency Support Function-5 Incident Action Plan.
- 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 Logistical Staging Area and reporting requirements
- Prepares management reports.
- Central point of collection for reports.

Twice Each Day:

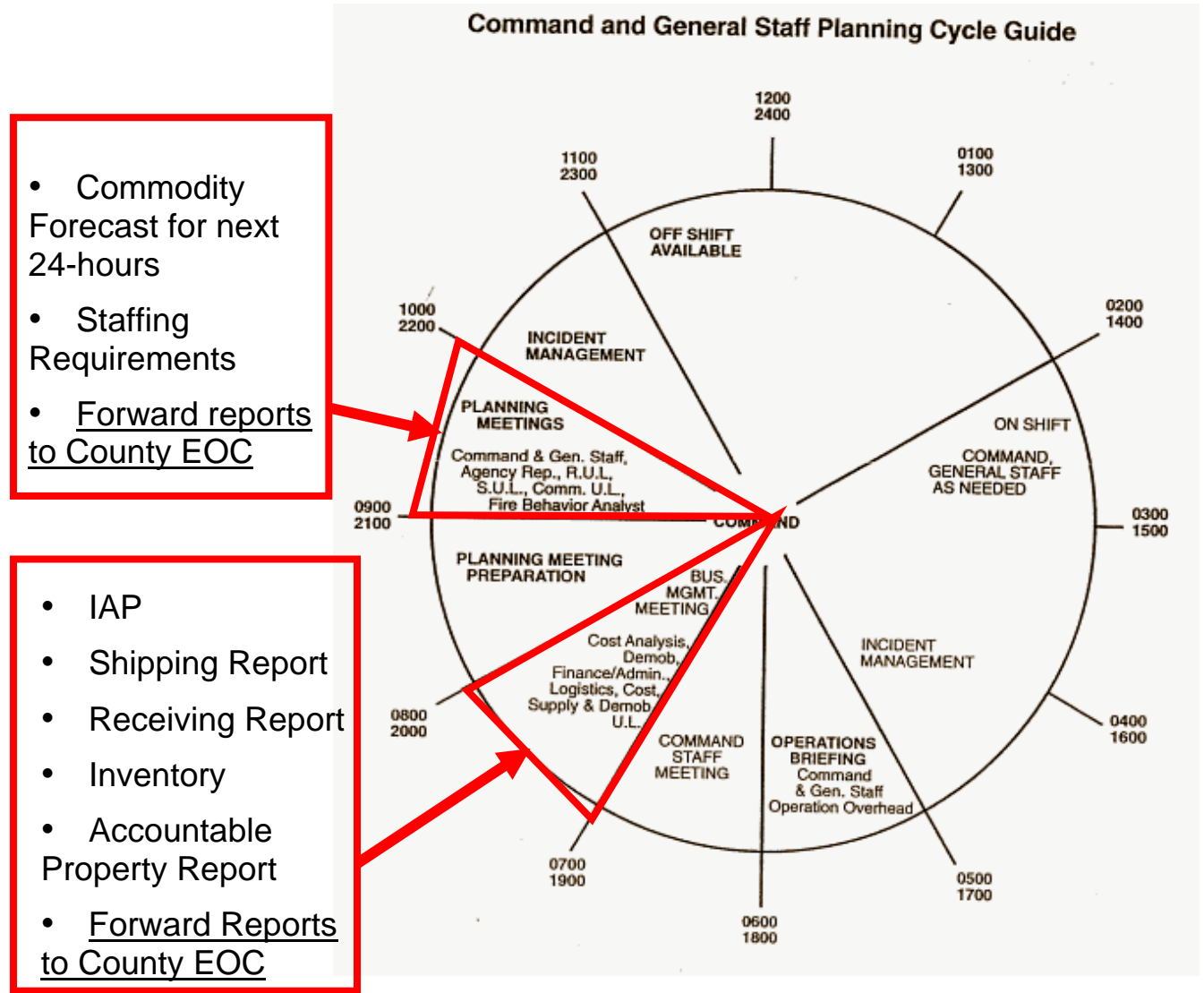
- Receiving - Check-in gate log
- Shipping - Check-out Logs
- Inventory
- Accountable Property

Common To All Field Logistics Sites

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

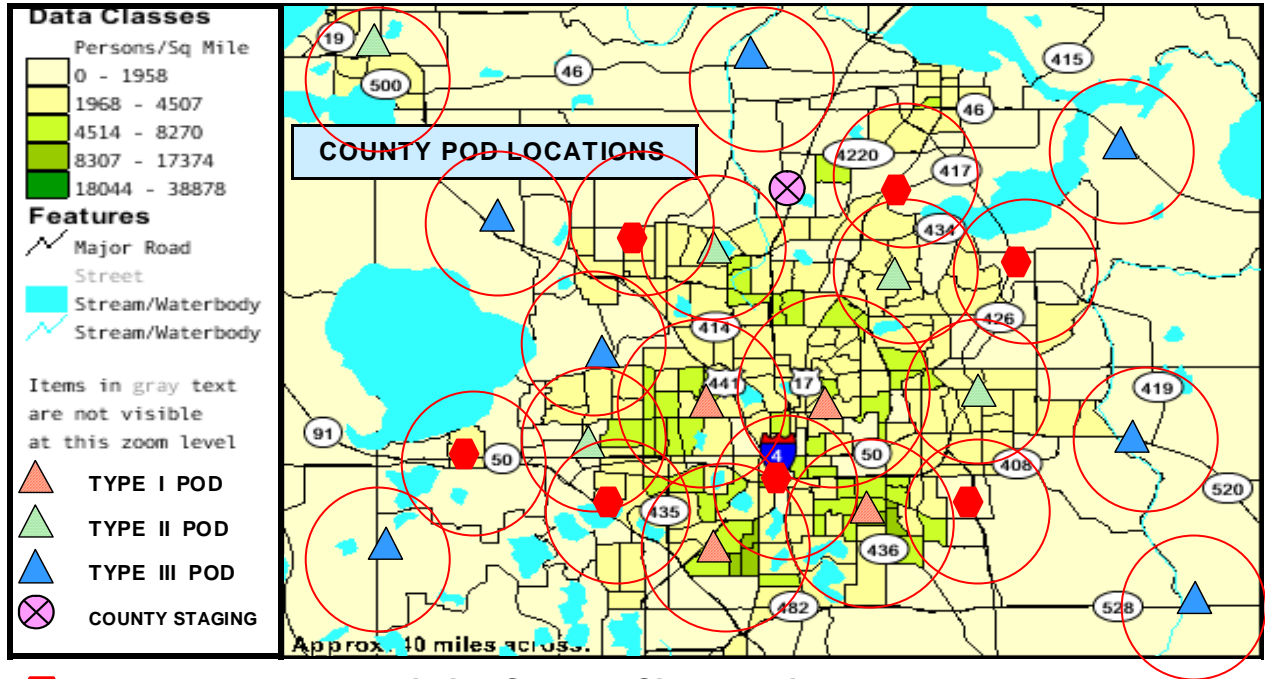
Safety is paramount when people interface with active traffic. All persons must pay close attention to traffic control and management at Points of Distribution. Safety vests are critical for all persons loading or operating around vehicles. A Safety Office must be designated at each site to monitor safety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



Logistics Planning Cycle

Field Logistics Site Distribution

Figure 2 shows the placement and distribution of one County Staging Area and multiple Points of Distribution 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

F. County Points of Distribution

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

1. Those 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. Those established under the States Strategic National Stockpile 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 Points of Distribution 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 Point of Distribution 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.

Placement of Points of Distribution in A Community

The placement of Points of Distribution 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 Point of Distribution 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 Points of Distribution in outlying areas where these types of stores are not located in-order to insure that resources are available in those areas. The Florida Division of Emergency Management is 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. Florida Division of Emergency Management has requested that corporate offices of major chains to collaborate with each County Emergency Management Office for this purpose.

The Florida Retail Federation will now have a representative in the State Emergency Operations Center 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. The Florida Division of Emergency Management 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 Point of Distribution can be placed post event to support that regional area.

Points of Distribution must be pre identified by the county and the list provided to the state logistics section by June 1 each year. The final selection of which Points of Distribution will be opened for a specific event must be provided by the county to the State Emergency Operations Center, Logistics Section no later than 96-hours PRIOR to hurricane landfall. Post landfall, identified sites will be inspected by the Florida National Guard assigned to the Point of Distribution and adjustments made in coordination with the county emergency operations center in the event the site cannot be used due to debris, flooding, road impediments or other factors.

Once Points of Distribution 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

Points of Distribution. After 72-hours, Points of Distribution locations can be jointly evaluated and moved, closed or new Points of Distribution established in the county. Points of Distribution take at least 24-hours to change or establish, so all location changes must have at least 36-hours advance notice.

Point Of Distribution Site Assessment

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

Population Base; each site must serve the resident community in which it is located. Counties should refer to their census track and density maps to determine population bases, then match the Points of Distribution Types accordingly. More than one Type I site may be required in a given community due to the second factor.

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 Points of Distribution, of varying 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 Points of Distribution, traffic in each direction.

Remote, and Special Communities: One cannot assume that the public will travel far from their homes to access resources. For this reason, Type III Points of Distribution 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 Points of Distribution, 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 Points of Distribution

Depending upon the event and impact, not all Points of Distribution pre-designated by a county will require opening. The county must advise the State Emergency Operations Center at least 48 hours prior, of which Points of Distribution 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 Points of Distribution can be opened depending upon local requirements.

It is the “objective”, not guarantee, that the State will be able to have designated Points of Distribution open within 24-hours of the event. Counties should not advertise the opening time and locations of Points of Distribution in advance. Once on-site, teams may find that a Point of

Distribution 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 Points of Distribution 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 Logistical Staging Areas in waves.

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 Points of Distribution 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 Points of Distribution from one location to another due to the movement of personnel, equipment, and resources. Points of Distribution relocations cannot occur overnight.

Hours of Operation

Points of Distribution operate only during daylight hours for security and safety reasons. Once Points of Distribution are in full operations, deliveries to resupply Points of Distribution will be made during the evening, 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.

Commodity Distribution

The State will push resources based on established projection models for the first three days based on emergency needs, 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 the State Logistics Section. Note that the State of Florida models supersede the Army Corps of Engineer Models since Florida addresses unique factors not represented in the Corp’s 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 Points of Distribution may be increased.

The Florida Division of Emergency Management will push water, (and ice depending upon availability) directly to the County Points of Distribution (or County Staging Area 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

Distribution:

Personnel working in Points of Distribution 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.

Personnel must be instructed not to “fill the trunk” with commodities until a strong pipeline can be assured. County Emergency Operation Center will be advised when full distribution can commence at Points of Distribution.

Initial distribution must be limited to the following in the first 72-hour period of operations:

- 1 Gallon of water per person, per day (4 Liters)
- 8 pounds of ice per person, per day (1 Bag)
- 2 Emergency Food Rations (MRE's, Shelf-Stable Meal or equivalent) per person, per day (if available and required)
- 1 each 20' X 25' Tarp (if available)

Throughput Of Commodities

On average, the follow 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 MRE's (20,976 ea) = 3,624 vehicles*
 - 1 truck of tarps (4,400 ea) = 4,400 vehicles*
- *Vehicles represent 3.17 persons per household according to U.S. Census data.

Initial Push of Emergency Need Resources by the State:

Day 1 will include:

10-20 FLNG soldiers

Water

Ice (if available and needed)

One* forklift

One* pallet Jack

One* light tower for high security and truck offloading

One SanPac* (portable toilets, hand wash station and dumpster)

** Quantity based on POINT OF DISTRIBUTION Type I, II, III and may be delayed due to debris, lack of fuel or trucking or personnel in the first 24-hours. Points of Distribution may still open without these resources on site.*

Day 2 will include:

Ice (if available and required in select areas)

Emergency Food rations (if available and required in select areas)

Day 2/3 will include:

State purchased Emergency Food Rations (commercial, not MRE's)

Two each, 10' X 20' Portable sun shades

Tables and chairs

Fan (Power generated by light tower)

NOTE: Meals Ready to Eat and grommited tarps if available through the federal system are not available to a state until a Presidential Declaration in place, and MRE's are released from regional warehouses.

G. Resource Planning:

Staffing

Counties are responsible for the staffing, security and management of Points of Distribution. 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 Points of Distribution. National Guard personnel are not authorized to provide security at Points of Distribution since they are assigned a logistics support mission versus a security mission. All security missions can only be assigned at the State Emergency Operations Center by Emergency Support Function -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, Community Emergency Response Teams 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 Division of Emergency Management for comprehensive statewide response. This does not preclude counties from submitting a request to the State Emergency Operations Center for staffing assistance, but it is important to note that whatever assistance is available may or may not come from within these agencies.

The Florida Division of Emergency Management will provide a Florida National Guard Logistics Officer to the County Emergency Operations Center for purposes of coordinating logistics support to the county, who in turn reports directly, and only, to the State Unified Logistics Section Point of Distribution Support Officer at the State Emergency Operations Center. Each Point of Distribution 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, counties are responsible for providing the following at Points of Distribution on Day-1 opening.

Traffic control equipment: 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 State Emergency Operations Center through normal channels.

Site Security and Traffic Management: Counties are responsible for assigning law enforcement and traffic control personnel to each Point of Distribution. The FLNG deployed for

the purpose of establishing a Point of Distribution, will not perform any form of security mission at Points of Distribution. 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 State Emergency Operations Center 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 Points of Distribution and the county Emergency Operations Center.

Point Of Distribution Types:

Points of Distribution are typed in three categories:

Type I Point Of Distribution:

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

Type II Point Of Distribution:

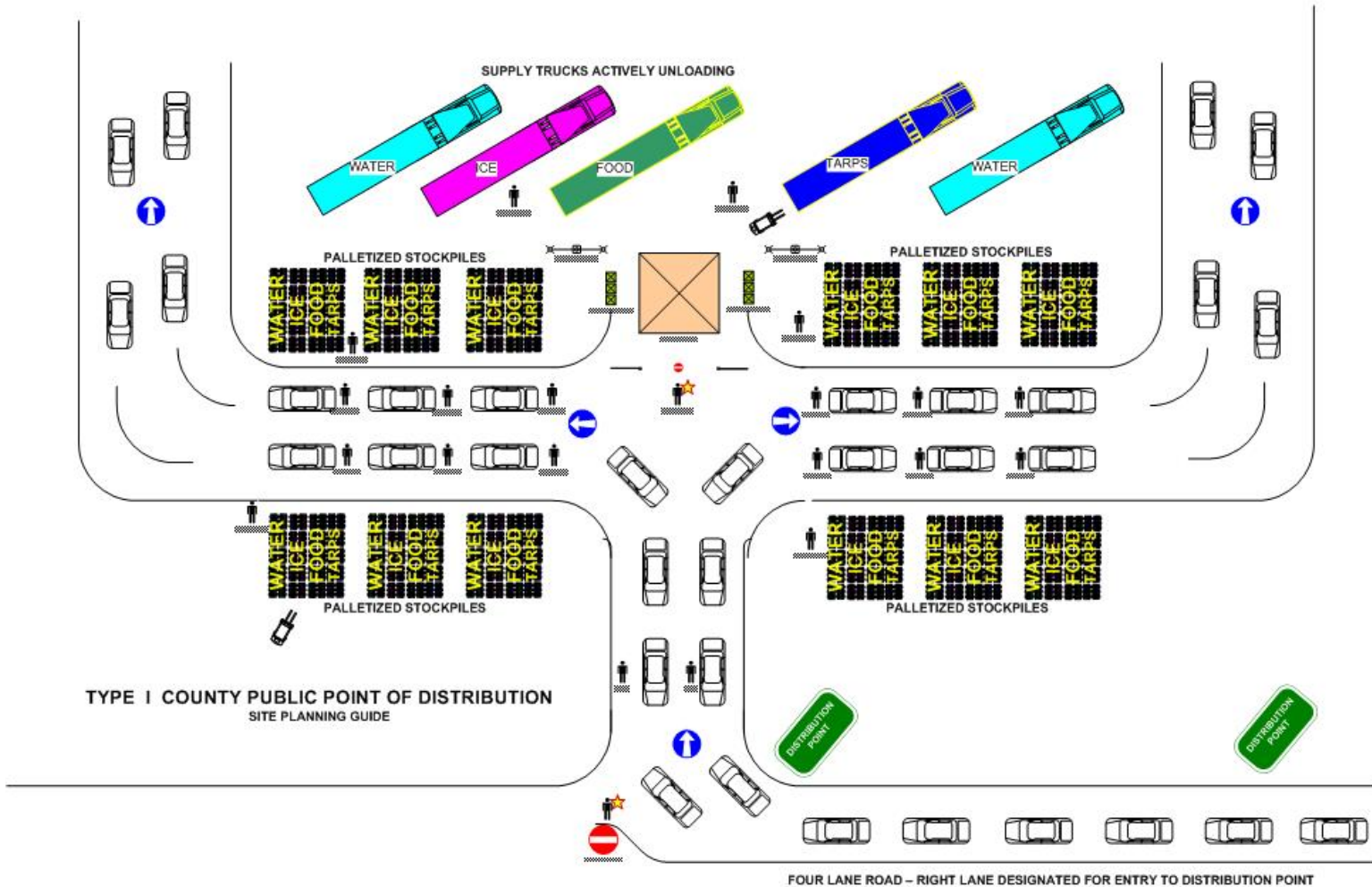
Type II = Two lane operation (75,000 Square Feet Minimum space)
10,000 persons per day, 280 vehicles per hour
Four lane roads preferred due to volume and traffic concerns.
SEE FIGURES 5 AND 6

Type III Point Of Distribution:

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



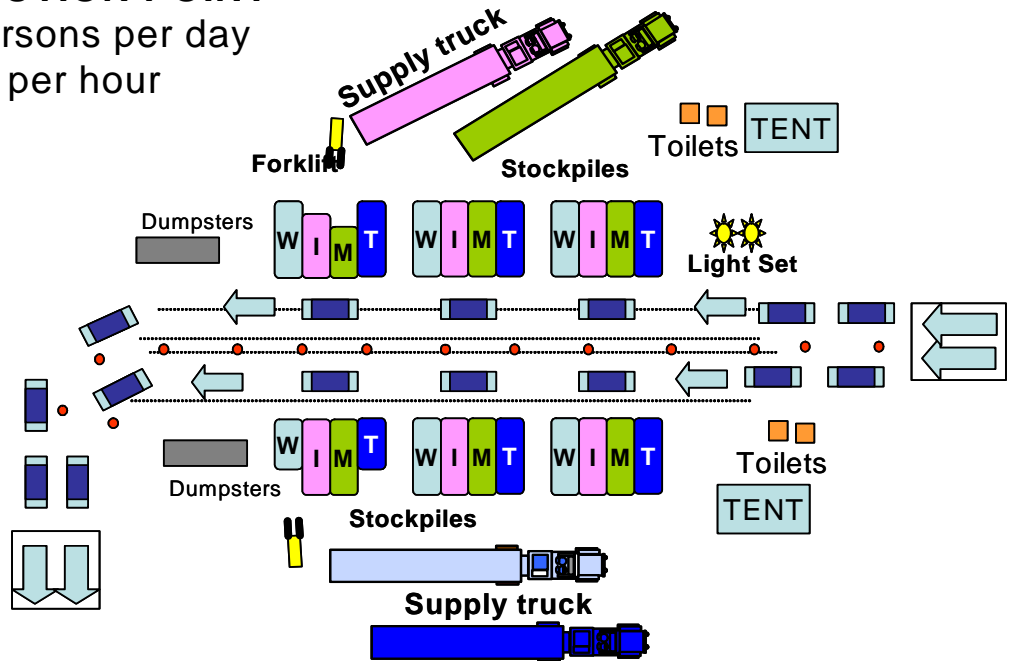
Type I Distribution Point Resources Required

Type I Distribution Point					
Manpower				Equipment	
Type		Day	Night	Type	Number
Local Responsibility	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
Others	Law Enforcement	4	1		
	Community Rel.	4	0		
Grand Total		78	10		

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
Tarp	1

Figure 5

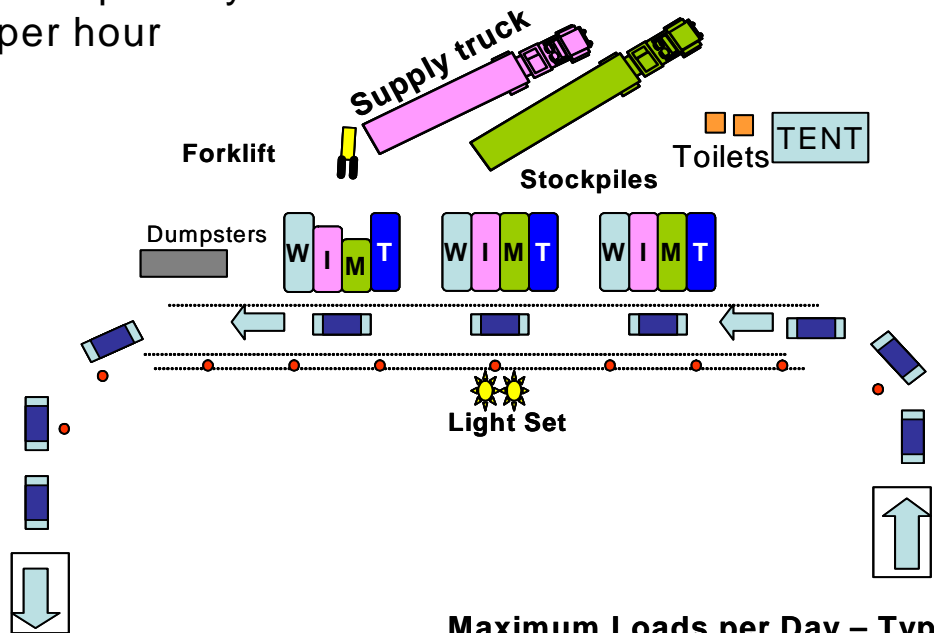
Type II Distribution Point Resources Required

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
Tarp	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
Local Responsibility	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
Others	Law Enforcement	2	1	Traffic Cones	10
	Community Rel.	1	0	Two-way radios	0
Grand Total		19	4		

Figure 8

Appendix 1 to Annex 2

EQUIPMENT AND SUPPLIES

APPENDIX 1

EQUIPMENT AND SUPPLIES

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

Resource	QTY Reqd	Lead Agency
*Forklifts conventional 6,000 lb.	1-2	Vendor Contract
Pallet Grabbers and Chain sets	1/1	Locally provided
*Pallet Jacks, hand operated	2	Vendor contract
Cellular Phones	1	ESF 2
Extension Cords 12/3 GA.	500'	Locally provided
Eye Protection, safety glasses	25	Locally provided
Flashlights, "D" Cell (2), Industrial	12	Locally provided
Motorola Talk-Abouts or equivalent (optional)	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
*10x10 Shade Tent	4	Vendor Contract
Electrical Boxes, spider	2	Vendor Contract
Fans, Warehouse, 36"	1	Vendor Contract
*Lights, portable, 4,000 watt Light Tower	2	Vendor Contract

*Portable Toilets, self contained, with daily service contract	6	ESF 8
Vests, Safety	50	Locally provided

Notes:

1. For planning purposes: The Florida 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.

3. This list is representative of what is required to effectively manage a Point of Distribution. The Florida Division of Emergency Management will push items indicated with an asterisk (*) to all pre-identified Points of Distribution, all remaining items should be arranged for by the county. Should shortfalls occur, the county may request resources through the State Emergency Operations Center. Counties must sign for and assume accountability for any equipment delivered to the site by the State.

Appendix 2 to Annex 2

County Staging Areas and Points of Distribution Checklists - Hurricanes

Appendix 2

COUNTY STAGING AREAS AND POINT OF DISTRIBUTION CHECKLIST - HURRICANE	
Hurricane Time Line – County Staging Areas and Points of Distribution	
Pre-Landfall	Phase I
	<ul style="list-style-type: none"> ▪ 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 County Staging Area equipment to be deployed. ▪ Pack County Staging Area Jump Boxes ▪ Fuel Vehicles
	Phase II
	<ul style="list-style-type: none"> ▪ Review County Staging Area and Point of Distribution Procedures ▪ Assess the situation. ▪ Notify vendors of support requirements <ul style="list-style-type: none"> ▪ Standby one County Staging Area Support Package from locally contracted vendors ▪ Determine assets to deploy ▪ County Staging Area Team <ul style="list-style-type: none"> ✓ County Staging Area Manager ✓ Operations ✓ Plans ✓ Logistics ✓ Finance ✓ and others as required
	Phase III
	<ul style="list-style-type: none"> ▪ Prepare to deploy personnel and assets post landfall
Post Landfall (0-24 hours)	<ul style="list-style-type: none"> ▪ Evaluate resource needs next operational period ▪ Verify suitability of County Staging Area site ▪ Decision to open County Staging Area ▪ Determine County Staging Area site repairs to be accomplished. ▪ Determine Points of Distribution for local Points of Distribution sites. ▪ Deploy Points of Distribution Equipment Resources and Staff <ul style="list-style-type: none"> ▪ MHE, Traffic Control, Support Equipment ▪ Manager, MHE Operators, labor, CR Staff, Security ▪ Monitor the Situation
(24-48 Hours)	Phase I
	<ul style="list-style-type: none"> ▪ Evaluate resource needs next operational period ▪ Establish the Logistical Staging Area ▪ Move resources to the Logistical Staging Area ▪ Monitor the Situation

	<p style="text-align: center;">Phase II</p> <ul style="list-style-type: none"> ▪ Deploy personnel and equipment to the Logistical Staging Area. ▪ Activate the Logistical Staging Area ▪ Begin Logistical Staging Area operations ▪ Transfer resource request activity to the Logistical Staging Area ▪ Mission assignments begin. ▪ Resource tracking. ▪ Situation Reporting.
(48-72 Hours)	<ul style="list-style-type: none"> ▪ Fulfill resource requirements. ▪ Evaluate resource needs next operational period ▪ Monitor the Situation
(72 Hours +)	<ul style="list-style-type: none"> ▪ Fulfill resource requirements ▪ Evaluate resource needs next operational period ▪ Re-supply the Logistical Staging Area ▪ Assess resource requirements ▪ Begin Demobilization Planning ▪ Monitor the Situation
Post Landfall through Demobilization	<ul style="list-style-type: none"> ▪ Continue to assess resource requirements ▪ Fulfill resource requirements. ▪ Evaluate resource needs next operational period ▪ Re-supply the Logistical Staging Area ▪ Monitor the Situation ▪ Prepare for demobilization.
Demobilization	<ul style="list-style-type: none"> ▪ Contact vendors to return leased / contracted resources ▪ Areas of Operations ▪ Logistical Staging Area ▪ State Emergency Operations Center

Appendix 3 to Annex 2

Demobilization Checklist

ANNEX C

DEMOBILIZATION CHECKLIST	
Demobilization Initiated	
	<p>Notification:</p> <ul style="list-style-type: none"> -Counties in conjunction with the State Emergency Operations Center evaluate the requirements to suspend or relocate Points of Distribution and/or County Staging Areas. -Notify all agencies supporting the Points of Distribution of need to demobilize operations.
	<p>End of Receiving:</p> <ul style="list-style-type: none"> -Notify State Emergency Operations Center 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.
	<p>Demobilization Planning:</p> <ul style="list-style-type: none"> -Develop transfer plans for all goods, inventory, and support systems. -Develop plans for re-packing state equipment and goods for transfer back to Florida Division of Emergency Management control. -Notify vendors of demobilization date and time for pick up of vendor supplied non-expendable equipment.
	<p>Demobilization Preparation:</p> <ul style="list-style-type: none"> -Stage supplies for shipping to distribution sites, Volunteer Agencies 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	
	<p>Redistribute Supplies:</p> <ul style="list-style-type: none"> ▪ In coordination with Emergency Support Function 11 and other active Emergency Support Functions in the Point of Distribution redistribute remaining supplies to distribution sites, Volunteer Agencies, Federal agencies, state or other active agencies.
	<p>Redistribute Materials:</p> <ul style="list-style-type: none"> ▪ In coordination with Emergency Support Function -11 and other active ESF's in the Point of Distribution redistribute remaining materials to distribution sites, Volunteer Agencies, Federal agencies, state or other active agencies. ▪ Recycle pallets
DISMANTLE THE POINT OF DISTRIBUTION	
	<p>End Operations:</p> <ul style="list-style-type: none"> ▪ Notify State Emergency Operations Center and local Emergency Operations Center 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.

	<p>Pack Equipment:</p> <ul style="list-style-type: none"> ▪ 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.
	<p>Decontaminate Equipment:</p> <ul style="list-style-type: none"> ▪ Decontaminate any equipment that has been used in flooded areas such as pumps and pipes used to pump out flooded areas.
	<p>Inventory Equipment:</p> <ul style="list-style-type: none"> ▪ 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.
	<p>Transport Ready:</p> <ul style="list-style-type: none"> ▪ 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.
	<p>Load Equipment:</p> <ul style="list-style-type: none"> ▪ Work with State Emergency Operations Center, Emergency Operations Center, and vendor's to load last equipment and support systems.
	<p>Clean Site:</p> <ul style="list-style-type: none"> ▪ Perform final site cleaning for transfer back to local or vendor control.
	<p>Site Inspection:</p> <ul style="list-style-type: none"> ▪ Perform site inspection to determine readiness for return.
	<p>Return Site:</p> <ul style="list-style-type: none"> ▪ Return site to local control. ▪ Arrange to disconnect hard lines. ▪ Notify State Emergency Operations Center that control has been returned.
Close Out Operations / Records	
	<p>Release Staff:</p> <ul style="list-style-type: none"> ▪ Ensure staff is properly rested prior to departing for home station. ▪ Have staff turn in all issued safety equipment, signage, and other Point of Distribution/Florida Division of Emergency Management Equipment ▪ Notify agencies and State Emergency Operations Center. ▪ Release Point of Distribution management from duties.
	<p>Notify Division of Emergency Management:</p> <ul style="list-style-type: none"> ▪ Notify state and local Emergency Operation Centers that all Point of Distribution operations are discontinued and demobilization is complete.
	<p>Return Records:</p> <ul style="list-style-type: none"> ▪ Send all shipping, receiving and truck logs plus copies of all electronic media and records back to the Logistics Unit at the State Emergency Operations Center. ▪ Send copies of all bills, receipt of equipment, shipping reports, etc back to Logistics Section at the State Emergency Operations Center.
	<p>End Deployment:</p> <ul style="list-style-type: none"> ▪ Everyone go home for much needed rest.

Appendix 4 to Annex 2

FORMS

- (POINT OF DISTRIBUTION Form 2355-1 Distribution Site Profile – SHORT FORM)
- (POINT OF DISTRIBUTION Form 2355-2 / ICS Form 214 Unit Log)
- (POINT OF DISTRIBUTION Form 2355-3 POINT OF DISTRIBUTION Warehouse Inventory Sheet (Expendable Supplies)
- (POINT OF DISTRIBUTION Form 2355-4 Receipt of Inventory)
- (POINT OF DISTRIBUTION Form 2355-5 Shipment of Inventory)
- (POINT OF DISTRIBUTION 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 POINT OF DISTRIBUTION. This profile is to be filled out by the POINT OF DISTRIBUTION Coordinator.

Date prepared:		Updated:	
Site Name:			
<input type="checkbox"/> COUNTY			
TYPE OF SITE: <input type="checkbox"/> TYPE I <input type="checkbox"/> TYPE II <input type="checkbox"/> 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 Logistical Staging Area			
Personnel assigned to the site		Agency Providing personnel.	
Special Considerations			

POINT OF DISTRIBUTION 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 Point Of Distribution Inventory. The Point Of Distribution Supervisor Will Fill Out This Form; The Bill Of Lading Or Manifest If Provided Attached And Delivered To The Logistics Officer. One Form Per Delivery.			
Date:	Time:	Vendor:	
Delivered by:		Bill of Lading Number:	
Item	Identity Number	Quantity	Packaging
Disposition	Stored at POINT OF DISTRIBUTION Site		Yes / No
Direct Shipped (attach to shipping form)	Mission Number	Copy Provided to shipping officer Yes / No	
Signed: Officer			Receiving
Internal Audit use only			
Audit Control #		Mission Tracker # Requesting these resources.	

LSA Form 2355-4 LSA Receipt of Inventory Form

POINT OF DISTRIBUTION 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 POINT OF DISTRIBUTION INVENTORY. THE POINT OF DISTRIBUTION SUPERVISOR WILL FILL OUT THIS FORM. THE TEMPORARY HAND RECEIPT IF PROVIDED ATTACHED AND DELIVERED TO THE LOGISTICS LNO. ONE FORM PER DELIVERY.

Date	Time	POINT OF DISTRIBUTION 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

STATE OF FLORIDA - DIVISION OF EMERGENCY MANAGEMENT

SITE LOCATION INFORMATION			
Site #	Name:	Location:	Physical Address:
City:	County:		
Date:		Inspector:	
Site Name:			
Site Type <i>(See Attached)</i> :	LSA Type	POD Type:	
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	
County:	Region:		
Ownership:	Federal:	State:	City:
			Private (not for profit):
Signed Agreement:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	MOU Date:
OWNER & CONTACT AND INFORMATION			
Owner Info:			
Primary Point of Contact <i>(Name, Agency, & Physical Address)</i> :			
		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:	

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:
* Number of Loading Docks:	Total Square Feet Covered:		
* Administrative Area: (Space for 6 desk, chairs, copier & outlets)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Square Feet:
Latitude:	Longitude:		
* Hazards Assessment: (Check one and explain below)	<input type="checkbox"/> Chemical	<input type="checkbox"/> Biological	<input type="checkbox"/> Mechanical
Airborne/ Air Quality:			
* Rodents/ Insects:			
Other:			
Comments:			

COMMUNICATIONS			
* Commercial Lines (POTS):	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Location:
* Pay Phones:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Location:
* Land Lines:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Location:
* LAN Lines:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Location:
* POTS provider:		Point of Contact:	Phone number:
* Cellular provider:		Point of Contact:	Phone number:
* Data Lines: (T1/ISDN)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Location:

UTILITIES			
* Electric Provider:	Point of Contact:	Phone number:	
* Total Site KVA:	Back-up Generator: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Gas <input type="checkbox"/> Deisel	kw:
Generator Provider:	Point of Contact:	Phone number:	
Generator Maintenance/Repair:	Point of Contact:	Phone number:	
Water Provider:	Point of Contact:	Phone number:	
<input type="checkbox"/> Water Tower <input type="checkbox"/> Municipal Water <input type="checkbox"/> Well Water			
Waste Treatment Provider: <input type="checkbox"/> Yes <input type="checkbox"/> No	Point of Contact:	Phone number:	
On-Site Leach Field: <input type="checkbox"/> Yes <input type="checkbox"/> No	Capacity		
* Adequate lighting inside and on loading dock for nighttime operations:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
* Is the Environment Climate Controlled (58 - 86°F):	<input type="checkbox"/> Yes <input type="checkbox"/> 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: <input type="checkbox"/> Yes <input type="checkbox"/> No	Parking Lot Lighting: <input type="checkbox"/> Yes <input type="checkbox"/> No		

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:

AIRPORT INFORMATION	
* Closest Airport: _____ On Site: (if no, what is the distance in miles) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Location Address:	City: _____ State: _____ Zip: _____
Point of Contact:	Point of Contact Phone Number: _____
	Cell Phone #: _____
Title:	Pager #: _____
Latitude:	Longitude: _____
Helicopter Landing Zone: <input type="checkbox"/> Yes <input type="checkbox"/> 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: <input type="checkbox"/> Yes <input type="checkbox"/> No	Square Feet: _____
Number of Loading Docks: _____	
On-site aircraft Maintenance Company: _____	POINT OF CONTACT: _____ Number: _____
Hard Stand: <input type="checkbox"/> Yes <input type="checkbox"/> 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: _____	

HOTELS/ LODGING			
Hotels within 5 miles (Attach list):	Food (Attach DBPR):	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fuel: <input type="checkbox"/> Yes <input type="checkbox"/> No
Fuel: <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Rooms Available:		
NG Armories: <input type="checkbox"/> Yes <input type="checkbox"/> No	Address:		
Point of Contact & Phone Number:			
Tent Space- Acres/Square Feet:			
Composition:			
Rest Rooms: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Showers: <input type="checkbox"/> Yes <input type="checkbox"/> No			

LSA ADDITIONAL ON-SITE INFORMATION	
* Potable Water Available: <input type="checkbox"/> Yes <input type="checkbox"/> No	Type:
* Feeding Facility Available: <input type="checkbox"/> Yes <input type="checkbox"/> No	Capacity (Meals per day, 4 cycles):
* Contract Feeding Available: <input type="checkbox"/> Yes <input type="checkbox"/> No	Vendor:
Commercial Laundry On-Site: <input type="checkbox"/> Yes <input type="checkbox"/> No	Vendor:
Contract Security Firm: <input type="checkbox"/> Yes <input type="checkbox"/> No	Vendor:
* Number of Male Stalls: _____	Recommended: 1 toilet per 40 persons
Number of Female Stalls: _____	Number of Male Showers: _____
* Will site need portable toilets: <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Female Showers: _____
	Quantity: _____

EMERGENCY SERVICES MEDICAL INFORMATION	
Medical Facility On-Site:	<input type="checkbox"/> Yes <input type="checkbox"/> No
1. Primary EMS Agency:	
2. Secondary EMS Agency:	
Primary EMS Agency Phone Number:	Secondary EMS Agency Phone Number:
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:

THREAT ASSESSMENT:			
* Approving Law Enforcement Agency:		Date:	
Site Security Assessment Completed By:			
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: <input type="checkbox"/> Yes <input type="checkbox"/> No			
* Is there a contract in place with local law enforcement for security and arrest capability?: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes then who is the contract with?			
* Is the perimeter of the LSA secured with barriers or fencing?: <input type="checkbox"/> Yes <input type="checkbox"/> 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):			

Is this facility in a 100 year flood plane?	<input type="checkbox"/> Yes <input type="checkbox"/> No	FIRM Panel #:
Is this facility in a hurricane storm surge?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Category:

MATERIAL HANDLING EQUIPMENT ON-SITE		
<input type="checkbox"/> Forklifts	Total Number:	Capacity:
Type:	Number:	Capacity:
Type:	Number:	Capacity:
Type:	Number:	Capacity:
Type:	Number:	Capacity:
Type:	Number:	Capacity:
Type:	Number:	Capacity:
<input type="checkbox"/> Pallet Jacks (Motorized)	Number:	Capacity:
<input type="checkbox"/> High-Boy Lifts	Number:	Capacity:
<input type="checkbox"/> Flat Bed Hand Trucks	Number:	Capacity:
<input type="checkbox"/> Hand Dollies / Trucks	Number:	Capacity:
<input type="checkbox"/> Banding Machines	Number:	Capacity:
<input type="checkbox"/> Pallets	Number:	Composition:

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: <input type="checkbox"/> Yes <input type="checkbox"/> No	Showers: <input type="checkbox"/> Yes <input type="checkbox"/> No
Building Total KVA:	110 Single Phase: <input type="checkbox"/> Yes <input type="checkbox"/> No
	220 Three Phase: <input type="checkbox"/> Yes <input type="checkbox"/> No
Back-Up Generator: <input type="checkbox"/> Yes <input type="checkbox"/> No	Generator Total KW:
Natural / Propane Gas: <input type="checkbox"/> Yes <input type="checkbox"/> No	HVAC: <input type="checkbox"/> Yes <input type="checkbox"/> No
Loading Bay Doors:	Loading Docks:
Drive In Capability:	Load Levelers:
Telephone (POTS) Lines:	Computer Network:
T1 / ISDN Lines:	
Commercial Kitchen: <input type="checkbox"/> Yes <input type="checkbox"/> No	Break Room Area: <input type="checkbox"/> Yes <input type="checkbox"/> No
Square Footage:	Square Footage:

BUILDING FLOOR PLAN	
COMMERCIAL KITCHEN FACILITY ASSESSMENT	
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:
Food Preparation Area Square Footage:	Dining Room / Hall / Area Square Footage:
Storage Area Square Footage:	Administrative Area Square Footage:
Restrooms: <input type="checkbox"/> Yes <input type="checkbox"/> No	Showers: <input type="checkbox"/> Yes <input type="checkbox"/> No
Building Total KVA:	110 Single Phase: <input type="checkbox"/> Yes <input type="checkbox"/> No
	220 Three Phase: <input type="checkbox"/> Yes <input type="checkbox"/> No
Back-Up Generator: <input type="checkbox"/> Yes <input type="checkbox"/> No	Generator Total KW:
Natural / Propane Gas: <input type="checkbox"/> Yes <input type="checkbox"/> No	HVAC: <input type="checkbox"/> Yes <input type="checkbox"/> No
Loading Bay Doors:	
<input type="checkbox"/> Walk In Refrigeration	<input type="checkbox"/> Walk-In Freezer
Square Feet	Square Feet:
<input type="checkbox"/> Stove	<input type="checkbox"/> Grill
Number of burners:	Size:
<input type="checkbox"/> Tilt Kettle	<input type="checkbox"/> Conventional Ovens
Capacity: Gal.	Number:
<input type="checkbox"/> Griddle	<input type="checkbox"/> Convection Ovens
Size:	Number:

<input type="checkbox"/> Steam Injection Oven	<input type="checkbox"/> Cook & Hold Ovens	Number:
<input type="checkbox"/> Deep Fat Fryers	<input type="checkbox"/> Meat Slicers	Number:
<input type="checkbox"/> Steam Tables	<input type="checkbox"/> Ice / Ref. Tables	Number of Inserts:
<input type="checkbox"/> Reach-in Refrigeration	<input type="checkbox"/> Under Counter Refrigeration	Drawers:
<input type="checkbox"/> Tilt Brazier	<input type="checkbox"/> Compartment Prep Sink	
<input type="checkbox"/> Dish Washing Machine System	<input type="checkbox"/> Compartment Dish Sink (Do not duplicate)	
<input type="checkbox"/> Prep Tables	<input type="checkbox"/> Hand Sink	
<input type="checkbox"/> Heat Lamps on Hot Line	<input type="checkbox"/> Exhaust Hood Length:	CFM:
<input type="checkbox"/> Wet Waste Dumpsters	<input type="checkbox"/> Make-up Air System	CFM:
<input type="checkbox"/> Dry Waster Dumpster	<input type="checkbox"/> Automatic Fire Suppression System	
<input type="checkbox"/> Grease Can Service	<input type="checkbox"/> HVAC	Tonnage:

STATE OF FLORIDA																													
State Emergency Response Team																													
Unified Logistics Operations																													
Time Phased, Force and Deployment Data Listing (TPFDDL)																													
SAMPLE													FOR OFFICIAL USE ONLY																
<small>PLANNING APPLIES TO THE FOLLOWING EVENTS</small>																													
<small>DISASTERS</small>													<small>TERRORISM</small>					<small>INITIATION TIME</small>		<small>ACTION or RESOURCE</small>				<small>NIMS TYPING</small>		<small>PRIMARY ESF</small>		<small>ASSET</small>	
<small>H</small>	<small>T</small>	<small>F</small>	<small>W</small>	<small>P</small>	<small>C</small>	<small>R</small>	<small>T</small>	<small>C</small>	<small>B</small>	<small>R</small>	<small>N</small>	<small>E</small>	<small>- / + HRS</small>																
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.