



WEST VIRGINIA  
EMERGENCY  
MANAGEMENT  
DIVISION



**COMMUNITY POINTS OF  
DISTRIBUTION**

*A Guide for West Virginia  
Communities During Disasters*

# Community Points of Distribution a Guide for West Virginia Communities

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# Community Points of Distribution Guide Background

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The Emergency Management Performance Grant (EMPG) provides funding to enhance catastrophic incident preparedness in the state of West Virginia. The Homeland Security Grant Program (HSGP) can supplement the EMPG in certain situations. It is incumbent upon the local jurisdictions to know how to apply for these grants and to be able to provide justification to receive funding. These grants support the coordination of regional all-hazard planning for catastrophic incidents, including the development of integrated planning communities, plans, protocols, and procedures to manage a catastrophic incident.

This guide is the culmination of all the lessons learned from previous disasters and exercises conducted by the WVEMD and its partners.

## How to Use This Guide

This guide provides a systematic process for creating a CPOD plan. It describes the steps that need to be taken, as well as questions that must be answered and decisions that should be made along the way. Lessons learned from previous disasters, tips, and helpful hints are highlighted in text boxes throughout the guide.

For additional support, this guide includes a CPOD plan template and a CPOD tabletop exercise situation manual. The plan template and exercise situation manual can easily be customized to meet a specific jurisdiction's needs.

## For More Information

For more information on available grants or the application process, please contact the following: [hssaa@wv.gov](mailto:hssaa@wv.gov) grants section at WVEMD

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# Chapter 1 CPOD REGIONS BREAKDOWN

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The State of West Virginia is broken up into six homeland security regions to better coordinate personnel, equipment, and activities making it easier to perform emergency management functions. The regional concept also better serves logistics especially in multi-jurisdictional events and affords increased familiarity with each region via a regional liaison that is assigned to each region to assist each county Emergency Manager (EM) within. For Distribution Management purposes we also refer to these regions as CPOD regions

## Region 1 *POC's + #s*

Region 1 consists of Calhoun, Clay, Jackson, Kanawha, Pleasants, Putnam, Ritchie, Roane, and Wood counties.

## Region 2

Region 2 consists of Brooke, Doddridge, Hancock, Harrison, Marion, Marshall, Monongalia, Ohio, Preston, Taylor, Tyler, and Wetzel counties.

## Region 3

Region 3 consists of Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, and Morgan counties.

## Region 4

Region 4 consists of Barbour, Braxton, Gilmer, Lewis, Pocahontas, Pendleton, Randolph, Tucker, Upshur, and Webster counties.

## Region 5

Region 5 consists of Fayette, Greenbrier, McDowell, Mercer, Monroe, Nicholas, Raleigh, Summers, and Wyoming counties.

## Region 6

Region 6 consists of Boone, Cabell, Lincoln, Logan, Mason, Mingo, and Wayne counties.

# West Virginia Homeland Security Regions



West Virginia Homeland Security Regions Fig. 1-1

### What Is a CPOD?

Community Points of Distribution (CPODs) are sites where the public can pick-up life-sustaining emergency relief supplies following a disaster. CPOD sites are needed when retail establishments are closed, and the public does not have access to basic commodities (food, water, ice). CPOD sites remain open until retail sites reopen or sufficient mass care operations are in place.

#### Community Points of Distribution

CPODs are centralized locations where the public receives life-sustaining commodities following a disaster. Commodities may include shelf-stable meals, water, ice, tarps, and blankets.

### Why Should Your Jurisdiction Have a CPOD Plan?

Most often, the limiting factor in providing commodities to the affected population is not the availability of commodities but the existence of an efficient local distribution system. Pre-planning CPOD sites is critical to ensure that a jurisdiction can receive, store, and distribute supplies. Local Emergency Management Agencies can activate the most effective distribution sites to handle the situation.

### Are CPODs a Good Concept for a Flood Prone Region?

Each jurisdiction should meet with their respective flood plain managers to ensure their selected sites and any transportation arteries that feed the site are not subjected to hazards or damage from flood waters.

While some businesses may get up and running quickly, the private sector may be unable to open stores in hard-hit or economically disadvantaged areas where there is the greatest need for essential commodities. It will be imperative for government and the private sector to work together to meet the public's needs. Thus, the jurisdictions must create flexible CPOD plans that consider alternative sites, strategies and delivery methods.

## **"Whole of Community" Concept**

Preparedness is a shared responsibility; it calls for the involvement of everyone not just the government in preparedness efforts. By working together, everyone can help keep the nation safe from harm and help keep it resilient when struck by hazards, such as natural disasters, acts of terrorism, and pandemics. This concept will assist greatly in your CPOD planning if you make a concerted effort to include the "Whole Community" in your planning efforts.

Whole Community includes:

- Individuals and families, including those with access and functional needs
- Businesses
- Faith-based and community organizations
- Nonprofit groups
- Schools and academia
- Media outlets
- All levels of government, including state, local, tribal, territorial, and federal partners

The phrase "whole community" appears a lot in preparedness materials, as it is one of the guiding principles. It means two things:

1. Involving people in the development of national preparedness documents.
2. Ensuring their roles and responsibilities are reflected in the content of the materials.

## **Community Lifelines**

A lifeline enables the continuous operation of critical government and business functions and is essential to human health and safety or economic security.

- Lifelines are the most fundamental services in the community that, when stabilized, enable all other aspects of society to function.
- FEMA has developed a construct for objectives-based response that prioritizes the rapid stabilization of Community Lifelines after a disaster.
- The integrated network of assets, services, and capabilities that provide lifeline services are used day-to-day to support the recurring needs of the community and enable all other aspects of society to function.
- When disrupted, decisive intervention (e.g., rapid re-establishment or employment of contingency response solutions) is required to stabilize the incident.

Understanding Lifelines will assist you greatly when planning your CPOD. Knowing "where" Lifelines are disrupted or who has been impacted will help you pick a location. Knowing "what" lifelines have been disrupted and "who" has been impacted will help you identify what needs to be stocked and in your CPOD and in "what" quantities. Finally, knowing when lifelines have stabilized or are starting to stabilize will let you determine "when" to demobilize your CPOD. This guide and your planning efforts will help you in addressing the "how".

If all of the lifelines are stabilized in an affected community CPODs should be demobilized in order to promote the local economy and signal to survivors, the end of the "Response" phase of disaster mitigation.



## Community Lifelines Defined



1. Safety and Security
- Law Enforcement/Security
  - Fire Service
  - Search and Rescue
  - Government Service
  - Community Safety



2. Food, Hydration, Shelter
- Food
  - Hydration
  - Shelter
  - Agriculture



3. Health and Medical
- Medical Care
  - Public Health
  - Patient Movement
  - Medical Supply Chain
  - Fatality Management



4. Energy
- Power Grid
  - Fuel



5. Communications
- Infrastructure
  - Responder Communications
  - Alerts, Warnings, and Messages
  - Finance
  - 911 and Dispatch



6. Transportation
- Highway/Roadway/Motor Vehicle
  - Mass Transit
  - Railway
  - Aviation
  - Maritime



7. Hazardous Material
- Facilities
  - HAZMAT, Pollutants, Contaminants



8. Water Systems
- Potable Water Infrastructure
  - Wastewater Management

Community Lifelines Fig. 2-1

## Getting Started with CPOD Planning

This section describes how to develop a CPOD plan using a stakeholder group with representation from a variety of government agencies as well as nonprofit organizations, faith-based groups, and the private sector. Employing a whole community approach to emergency planning is considered a best practice, as described in *Developing and Maintaining Emergency Operations Plans: Comprehensive Preparedness Guide (CPG) 101 Version 3.0*.

While a well-written plan is essential, the importance of the planning process itself should not be underestimated.



**Note:** CPODs can also be called PODs or Points of Dispensing. They are used by health agencies for distributing medical supplies or medical services such as immunizations.

### Initiating the Planning Process

When starting any planning effort there are a few questions that should be answered: Who will lead the plan development, coordinate the process, and write the plan? When is the best time to get started? How long will it take?

### Who Should Coordinate the Process?

The first step of the planning effort is to identify who should lead the process, who should coordinate plan development, and who will write the plan. This may be one person/organization or three people/organizations. For efficiency and continuity, it might be easier if one person/organization does all three tasks. However, time constraints, politics or the culture of the organizations involved may lend itself better to sharing these roles. For example, the Emergency Manager might be able to lead the process but may not have the time to coordinate plan development or write the plan.

#### Who must coordinate CPOD Plans?

The County Emergency Manager or designee is ultimately responsible for coordinating the county's CPOD plan as referenced in the State Distribution Management Plan with assistance from the WVEMD.

While there is no one right answer, the following factors should be considered when identifying individuals and organizations to serve in these roles:

- **Who has the time?** In general, the leader and coordinator should be able to dedicate between 10–25 percent of their time to CPOD planning responsibilities. More than 25 percent of the coordinator's time may be necessary if the plan will be developed in-house without the assistance of a contractor, or if the timeframe to develop the plan is short (less than 6 months).
- **What area will the plan cover?** If the plan will cover an entire county or city, an organization that supports that same area should be designated to lead the process. For example, if the plan covers an entire county, it might be difficult for a city agency to lead the process. The plan may be regional in nature (cover multiple counties or jurisdictions) and representatives from more than one jurisdiction could be a good choice to co-lead and co-coordinate the planning process.

- **Who will be responsible for maintaining or implementing the plan?** Individuals and organizations responsible for maintaining or implementing the plan do not need to serve in the lead or coordinator roles. They may not even be known at the beginning of the planning process.

In addition to determining who will lead or coordinate the planning process, local government will need to decide whether to develop the plan in-house or use a contractor. Again funding, staff availability, and deadlines will affect this decision.

### Role of a CPOD Plan Leader

The leader is ultimately responsible for the success of the planning effort. The leader approves the plan development process and ensures that it will be completed on time and result in a quality product. The leader is responsible for the following:

- Providing an overall vision and direction for the plan
- Setting goals
- Making key decisions
- Resolving resource constraints and other obstacles
- Sharing information and plan concepts with agency executives who are responsible for adopting the plan

### Role of a CPOD Plan Coordinator

In most cases, the coordinator will be the official point of contact and designated spokesperson for the project. In addition, the coordinator will lead the planning process to ensure all the steps are accomplished, including the following:


- Identifying, inviting, and coordinating stakeholders
- Facilitating the planning meetings and soliciting input from stakeholders or other subject matter experts
- Providing reports to community leadership
- Conducting and/or supervising research and analysis tasks related to developing the plan concepts
- Reviewing and editing drafts of the plan
- Presenting the plan to the right authorities for adoption and buy-in

## Collaborating with Stakeholders

Relevant stakeholders need to be involved throughout the planning process. They should include representatives of organizations who have a role in the CPOD plan or will be affected by it.

Involving people who are knowledgeable about logistics, mass care and volunteer coordination may also be beneficial. Likewise, including people who plan for functional needs populations (for example, those with disabilities, without transportation, non-English speaking) is important. Private sector organizations or property owners may also be valuable participants, as they could be a key component of helping distribute commodities.

When identifying stakeholders, it may be advantageous to leverage an existing group or planning committee. Table 1 below shows examples of organizations that could be considered when drafting a CPOD plan, remember this list is not all inclusive and you can involve anyone that can help you.



**Stakeholder Involvement:**

- Builds trust and support for the process and product
- Leads to better, more collaborative strategies
- Creates a plan that is more likely to be implemented
- Forges strong working relationships
- Enhances coordination of resources

**Stakeholder Group Representation**

Jurisdiction	Stakeholder Groups that Participate in the Planning Process (example)
Kanawha Co.	County Commissioner or representative WV DOH Utility Companies DHHR Kanawha County Deputy Sheriffs Kanawha County School Board County Floodplain Manager
Town of Elkview (unincorporated)	Elkview Middle School Local Grocers Local Churches VFW Local Chapter Pinch Volunteer Fire Department Kanawha County Deputy Sheriffs County Floodplain Manager
City of Charleston (Incorporated)	Charleston Emergency Management Services Charleston Fire Department Charleston Police Department County Emergency Manager County Floodplain Manager County Health Department Mayor and city council members or representatives

Stakeholder Group Representation: *Table 1*

### Developing Your CPOD Plan In Phases

It may be overwhelming to develop a plan for an entire county all at once, so consider a phased approach.

You may consider tackling the unincorporated portions of the county. In the next phase, you may want to engage cities and towns to create a CPOD strategy for the incorporated areas.

Your plan may start at major transportation arteries and expand into the more rural areas or vice versa.

Developing a CPOD plan in phases may allow planners to develop more customized plan specifically suited to that segment of the community. The stakeholder groups invited to participate can be targeted to areas being covered in that phase of the plan. How you plan will depend largely on the amount of time and participation invested into your plan. There is no right or wrong answer when it comes to method you initially chose except for choosing to do nothing. You will find that once you start, the process will become easier as you get closer to your goal.

## When Should You Engage in CPOD Planning

Ideally, the CPOD planning process should occur pre-disaster. It may be advantageous to coordinate it with other plan updates or development such as when working on a Comprehensive Emergency Management Plan, logistics annex or Emergency Support Function (ESF) #6 Annex – Mass Care and Sheltering or ESF #7 Annex – Logistics Management and Resource Support. External factors, such as the availability of grant funds, grant deadlines, or an upcoming exercise or planned event may also influence when a CPOD plan is created.

Planners should also consider the impact of seasonal events. For example, if storms and widespread flooding are prevalent during the winter months, beginning plan development during this time would be difficult.

### Time Frame

It is important to set aside an adequate amount of time to develop the CPOD plan. In general, a typical CPOD plan will take approximately nine months to one year to develop. For large jurisdictions, both in terms of number of square miles and/or population it will probably take longer, as more CPOD sites will be needed. Conversely, smaller communities can be more tactical in their planning and may need less time to create a CPOD plan.

Additional time may also be needed to train staff on and exercise the CPOD plan after it is developed. The pilot study in Washington State took approximately 18 months and included a tabletop exercise and a best practices workshop.

The planning group should attempt to meet every four to six weeks or sooner if able to ensure progress is being made. Table 2 is a list of suggested meeting topics. The topics shown are intended for a two-to-three-hour meeting. The number of stakeholders at each meeting will affect the coordinator's ability to accomplish all the meeting topics.

**Table 2 - Description of Meeting Milestones**

Meeting	Suggested Meeting Agenda
Meeting 1	<ul style="list-style-type: none"> <li>■ Describe the purpose, goals, and objectives of group.</li> <li>■ Discuss the purpose, goal, and objectives of a CPOD.</li> <li>■ Identify missing stakeholders.</li> <li>■ Develop a work plan.</li> <li>■ Review the meeting schedule.</li> <li>■ Initiate discussion on who can provide support for CPOD sites.</li> </ul>
Meeting 2	<ul style="list-style-type: none"> <li>■ Review the work plan.</li> <li>■ Review key points from meeting 1 for new stakeholders.</li> <li>■ Identify criteria for opening a CPOD.</li> <li>■ Develop and obtain consensus on planning assumptions that describe when, how, and why a CPOD should be opened, closed and the types of commodities that will be distributed.</li> <li>■ Develop criteria for determining which CPOD sites to open.</li> <li>■ Review next steps required to identify a CPOD site.                             <ul style="list-style-type: none"> <li>Discuss information needed to identify CPOD sites.</li> <li>Identify who will provide the information needed to compile a list of CPOD sites.</li> </ul> </li> </ul>
Meetings 3 and 4	<ul style="list-style-type: none"> <li>■ Identify potential CPOD sites (see Chapter 4: CPOD Site Selection Toolkit).</li> <li>■ Discuss any work/projects that may be leveraged for the CPOD project.</li> <li>■ Assign someone to do windshield site assessments of potential CPOD sites prior to the next meeting.</li> </ul>
Meetings 5 and 6	<ul style="list-style-type: none"> <li>■ Provide feedback on potential CPOD sites.</li> <li>■ Start to prioritize CPOD sites.</li> <li>■ Assign someone to initiate discussion with CPOD owners and operators and arrange a time to conduct a full CPOD site assessment.</li> </ul>
Meetings 7-9	<ul style="list-style-type: none"> <li>■ Provide feedback on CPOD sites.</li> <li>■ Identify resources, equipment, personnel, and other needs to support CPODs.</li> </ul>
Meetings 10-12	<ul style="list-style-type: none"> <li>■ Document concept of operations in a CPOD plan/annex (see Section 5: CPOD Plan Template).</li> <li>■ Review drafts of plan.</li> </ul>

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# Chapter 4

## Identifying CPOD Sites

This section describes a process for determining how many CPOD sites are needed and where they should be located. Once a list of potential sites is created and ranked, the CPOD Site Assessment Tool (Appendix A) may be used to further evaluate the sites and document how they should be laid out.

### CPOD Site Selection

This eight-step CPOD site selection process is designed to help jurisdictions optimize the locations of their CPODs. For each step, tips and best practices learned during the pilot study are shown.

#### Step 1: Estimate the number of people a jurisdiction will need to serve with a CPOD.

The U.S. Army Corp of Engineers (USACE) developed a model for calculating the number of people a jurisdiction will need to serve using CPODs.

Number of people who need to be served = Population within the affected area \* 0.40

Another method for estimating how many people will need to be served is to determine the number of people within the affected area without power.

#### Step 2: Estimate the number of Type III CPOD sites needed.

Next, identify the number of Type III CPODs needed to serve the population identified in Step 1.

Number of Type III CPODs needed = Number of people who need to be served / 5,000

#### Step 3: Identify general areas for CPOD sites.

The general area for locating a CPOD site can be determined based on population density. When selecting a site, planners should also take into consideration the delivery method(s) that is best for the area, for example if the area is very urbanized with few members of the population having cars, it would be best to look for a site that can support distributing commodities to residents who walk-up to the site.

Use geographic information systems (GIS) to produce a dot density map based on a density of 1 dot for every 12,500 people.

(40 percent of 12,500 = 5,000 (which is the number of people served by a Type III CPOD)).

**Product:** Jurisdiction dot density map

USACE MODEL	
<p>WV Emergency Management Division has determined that the USACE model is valid for the State of West Virginia.</p> <ul style="list-style-type: none"> <li>The smallest, a Type III CPOD, is capable of serving 5,000 people per day or 140 vehicles per hour using 3 load points. It requires a 45,000 square foot area and a daytime staff of 19 people.</li> <li>A Type II CPOD is capable of supporting 10,000 people per day or 280 vehicles per hour using 6 load points. It requires a 75,000 square foot area and a daytime staff of 34 people.</li> <li>A Type I CPOD is only used in large metro areas and serves 20,000 people per day using 12 points, 4 vehicle lanes and a staff of 78</li> </ul>	
<p><b>Note:</b> Not every incident will require all of a jurisdiction's CPODs to be activated. Resources such as personnel and equipment to staff CPODs, as well as the demographics, transportation infrastructure, and the jurisdiction's knowledge of the region, will affect the number of CPODs that will be planned for and activated.</p>	

Handwritten notes in blue ink:

- Type III 5,000
- Type II 10,000
- Type I 20,000

**Step 4: Consider adding additional sites.**

The location of each dot will provide a starting place for situating a CPOD site.

Review the dot density map and identify tribal communities, isolated rural communities, and/or other concentrations of people who may need additional sites.

**Product:** Revised jurisdiction dot density map

**Step 5: Identify potential CPOD sites within each general area.**

Next, begin to identify potential CPOD sites within each general area.

Use jurisdictional, parcel maps and neighborhood planning information to identify the following types of sites within each of the identified general areas:

- Schools with adjacent parking
- Athletic fields parking areas
- Civic center parking areas
- Vacant shopping center parking areas
- Fairgrounds parking areas

**Product:** Detailed maps with dots indicating potential sites for each general area identified

### Socioeconomic Factors should be Considered when Selecting CPOD Sites

In areas where people are economically challenged, a higher percentage of the population is likely to access a CPOD. Consider placing additional CPOD sites near existing food bank locations in order to better serve low income populations.

### Incorporating Access Into Your Site Selection

Site accessibility should be given a large amount of emphasis when determining where you'll place your CPOD. Placing a CPOD in an area that can only be reached by crossing a bridge is probably not a good idea unless further down the road there is an airfield that can handle large transport aircraft. In the previous example the additional accessibility by air makes your location viable. Your methods of accessibility will determine the mode of transport for goods flowing into your CPOD so make sure your plan covers any accessibility challenges in detail with feasible and implementable solutions.



#### Privately-Owned Versus Publicly Owned Sites

Jurisdictions may find it easier to use publicly owned sites as their CPOD locations because they may have immediate access to the site. For example, the Fire Department may have access to the lock boxes for most of the publicly owned facilities, schools, and parks. The jurisdiction may already have insurance for any accidents that might occur on the premises. However, many publicly owned facilities may already be committed to supporting other emergency response activities, such as shelter location, staging area, or alternate site for continuity of government operations.

Privately owned sites may be better locations because the infrastructure for large trucks to enter, exit, and be unloaded is already in place. In addition, the location of privately owned sites is often well known to the public.

Regardless of the type of location, CPOD planners should update the CPOD site list annually. Private and public facilities may no longer be viable CPOD sites due to closure, change of ownership, or transportation and/or infrastructure changes.



### Step 6: Screen potential CPOD sites within each general area.

It is likely that not all of the potential sites identified will be suitable. Therefore, the next step is to narrow the list of potential sites. This step may take several iterations and discussions. Bringing jurisdictional planners and neighborhood representatives into these discussions may be very valuable.

Using jurisdictional, parcel-level maps, neighborhood planning details, and other key stakeholder information, answer yes or no to the following screening questions for each potential site:

- Is the potential site located in a flood zone or other hazard area?
- Does the potential site have access to major road and parking capabilities?
- Does the potential site accommodate one-way traffic in and out?
- Is the potential site well known locally?
- Could the local population find the potential site without having detailed directions?

**Product:** Matrix of potential sites in each general area with yes or no answers to screening questions

**Suggested Screening Criteria**

Jurisdictions may use whatever criteria they choose to narrow their list of potential sites. However, it is recommended that they begin by answering the questions included in this guide.

### Step 7: Rank potential CPOD sites for each general area.

Once the potential CPOD sites have been screened, they should be ranked for each general area. The top three sites in each general area will undergo a more detailed site assessment (Step 8). It is important to rank all CPOD sites because a ranked list allows the jurisdiction to move quickly to the next best option if one of the top three CPOD sites is unavailable.

Using the answers to the screening questions, rank the potential CPOD sites and identify the top three CPOD sites for each general area.

**Product:** List of ranked or tiered potential CPOD sites, including identification of the top three CPOD sites for each general area.

**Things to Note:**

- It is counterproductive to open a CPOD near a store that is open for business and has sufficient capacity to meet the local public's needs.
- Populations will not necessarily go to CPODs within the boundaries of their own community. They may travel to locations that they are familiar with or that they go to regularly, regardless of jurisdictional boundaries.

### Step 8: Conduct a site assessment for the top three potential CPOD sites for each general area.

For each of the top three potential CPOD sites in each general area, conduct an on-the-ground visual reconnaissance and site survey. Use the CPOD Site Assessment Tool (Appendix A) to conduct the survey. Include all completed surveys in the final CPOD plan.

Working with site owners, organizations that will be involved in CPOD site operations, and key neighborhood stakeholders is critical to the success of this step.

**Tip:** When conducting the CPOD site assessments, it may be helpful to bring along subject matter experts such as a traffic engineer, facility engineer or logistician.

**Product:** Completed CPOD Site Assessment Surveys for each of the top three CPOD sites for each general area

## Working with Site Owners and Operators

Once the top three CPOD sites are known, develop written agreements or establish contracts for using the sites. Consider the following factors when creating facility use agreements:

- **Liability coverage.** Describe how the jurisdiction will address liability for accidents that occur on the site. Clarify how the jurisdiction will compensate the property owner for property damage. Describe the requirements for returning the site to its previous condition.
- **Restricted areas.** Specify if there are any off-limit areas on the site. For example, does the site contain environmentally sensitive or unsafe areas?
- **Site security.** Address security requirements and clarify any expectations that the owner or the jurisdiction might have regarding security. For example, specify who will provide security, what hours security will be provided, where, and what level of security will be needed.
- **Terms and conditions of use.** Describe the factors or situational criteria for when the site may be used as a CPOD, who can request it, who will authorize its use and for how long.
- **Use/rental fees.** Specify if there are any fees for use of the site.
- **Utility fees.** Identify who will be responsible for any fees associated with power, water, trash pickup, and other utilities.
- **Containment and maintenance of the site.** Clarify expectations for containment methods that will be employed in case of spills of any hazardous materials or to protect any sensitive areas or endangered wildlife or plants and how the CPOD team will maintain the site's appearance.
- **Entrance and exit routes.** Specify access routes that will be utilized and describe any entrances or routes that may need to be avoided.
- **Labor costs of support staff.** Clarify if any of the site staff will help support CPOD operations and whether they will be compensated.

**Note:** Take several pictures prior to activating a CPOD site. These pictures will establish what condition the site was in prior to being used as a CPOD, in case there are issues with liability.

## Examples of CPOD Layouts

Appendix B contains theoretical layouts for a variety of CPOD sites. These include Type I, II and III drive-through sites as well as walk up, mass transit, direct delivery, high-density urban and rural sites.

**Note:** All CPODs should be able to accommodate walk-up traffic. This does not mean that in every case, you must be able to distribute commodities to walk-up individuals, but rather have a system in place to assist them.

While no two CPOD plans should be identical, there are standard elements that should be included in a CPOD plan; this chapter describes these common elements. A CPOD plan template is provided in Appendix D to help jurisdictions complete their plans. The template can be customized to meet the specific and unique needs of each community.

## Concept of Operations

The following topics should be addressed in a CPOD plan's Concept of Operations section:

**Who has the authority to open and close a CPOD?** The determination to activate, operate and demobilize a CPOD is at the discretion of the local Emergency Management Agency. The authority to open and to close a CPOD should be closely aligned with the decision-making authority outlined in the jurisdiction's Emergency Operations Plan or the State EOP if your jurisdiction does not have a plan.

### Who is designated as having Authority to Activate a CPOD?

This is often the most overlooked aspect of a CPOD plan. It is imperative that you determine who has the authority to open or close a CPOD in your jurisdiction.

Once you have determined who has the authority you also need to have a discussion with the individual or individuals to determine a line of succession in the event that the individual(s) having authority are not available or the worst case scenario they are part of the impacted group during an event.

Another authority consideration is multi-jurisdictional events i.e., City vs. County or regional events containing multiple counties. If more than one county shares a CPOD site which can be the case in border cities or in areas that are unincorporated but sit on county lines; who is the authority?

Authority can be shared or can occur in a chain; either way it needs to be determined, placed at the front of your plan, and all parties need to acknowledge who the authority resides with and how authority flows.

- **What factors should be considered when selecting which of the pre-identified CPOD sites to open?** The following are some general criteria that should be considered when selecting which CPOD site to open:
  - What kinds of CPODs are needed (drive through, walk-up etc.)?

- In what general area are they needed?
  - How many people need to be served?
  - Are commodities available and in what quantity?
  - How many CPOD Managers and staff are available?
  - What is the status of critical infrastructure at and around potential sites?
  - What are the route-clearing priorities that may affect commodity movement?
  - Will any sites duplicate the efforts of bordering jurisdictions?
- **Who will manage and provide the staff needed to run the CPOD sites?** The organization that manages and/or provides the staff to run a CPOD may differ from site to site. Some organizations may be willing to run multiple sites and others may only be willing to run one locally due to travel constraints. Faith-based organizations are an excellent source of volunteers especially when their organization is close to the site. You can consider recruiting nonessential city/county employees, faith-based organizations, food bank volunteers and community watch program participants to name a few to staff and manage your sites. You can adjust the times that a CPOD is open in order to stretch a small volunteer force.
  - **Who will provide the equipment and other supplies needed to operate the CPOD sites?** A good place to look for support for CPOD equipment and supplies is the private sector or site owners or operators. For example, you can enter to agreements with local grocers or hardware store to borrow equipment such as pallet jacks or forklifts. Some volunteer organizations may come completely equipped to handle your needs. Ensure that any agreement that you have is embedded in your plan and is captured in writing with an acknowledgment from all parties to prevent confusion.

### Finding CPOD Staff Support

Finding volunteers to support a CPOD in rural or small communities can be difficult. There are a multitude of volunteer organizations within the state of West Virginia and without. When researching or soliciting a volunteer force ensure that you write in contingencies to fall back on in case you're short on volunteers or in the event that your volunteers become survivors.

### Finding Funds to Purchase CPOD Staff Supplies

There are a number of grants and additional funding to purchase supplies (hard hats, vests) for your CPOD volunteers. Contact your county or the WVEMD to see what's available to you.

## List and Site Maps of Pre-identified CPOD Sites

The CPOD plan should include the ranked list of all pre-identified CPOD sites. The list should include information that characterizes each site such as:

- What kind of site is it (drive-through, walk-up etc.)?
- How many people will it serve (Type I, II or III)?
- Who owns the site?
- Is there a pre-arranged agreement with the site owner/operator in place?
- Are there any conflicting uses?

- Can the site accommodate alternate methods of delivery?
- Is there any onsite equipment or staffing to support CPOD operations?

## Incorporating the CPOD Plan into Other Emergency Plans

The CPOD plan can exist as a stand-alone plan or be incorporated into other emergency plans. It can become an annex to the Emergency Operations Plan or an Emergency Support Function (ESF) Annex.

### How do I Incorporate CPOD Plans Into my Current Emergency Plans?

There are many places that you can place a CPOD plan within larger Emergency Plans and wherever you choose is dependent on you, with some considerations.

- Keep the CPOD plan complete, don't break it up and place pieces in different sections of a larger plan.
- Since sections CPOD plans usually cross over into many areas of plans, pick one area to contain the whole plan and in other areas simply reference a portion from the whole plan or where the whole plan is contained.

## Exercising the CPOD Plan

Once the CPOD plan is developed, it should be exercised with the organizations responsible for implementing it. Appendix D includes the situation manual for a CPOD tabletop exercise based on a flood scenario. This situational manual can be easily customized to suit any jurisdiction's needs.

As for most emergency plans, testing the CPOD plan annually is recommended. Consider leveraging an annual food drive or preparedness fair to set up a CPOD-like distribution. WVEMD can assist in exercising your plans by providing trained evaluators, role-players, equipment, and depending on scale certain commodities to enhance your exercise. An After-Action Report (AAR) should be generated at the end of every exercise to help you in reevaluating your plan and providing emphasis to leadership when addressing concerns or needs. AARs are also helpful to partners or other jurisdictions in order to learn from both best practices and mistakes so don't be afraid to share your results with others.

## Risk Management

Risk Management is a process designed to identify and mitigate hazards in an operational environment. CPODs are inherently dangerous places due to the amount of personnel and equipment in such a tight space. The fast pace at which CPODs operate only increase the likelihood of accidents happening. CPOD Managers are ultimately responsible for the safety of CPOD operations and to assist them use the following tools to aid in decisions and plans.

### Why conduct Risk Management?

Risk Management (RM) when properly conducted can eliminate the majority of hazards present during operations

- RM is a continuous process, keep it going until operations have ceased!
- For RM to be effective all of the steps must be utilized
- Write out each step in RM to ensure that all steps are completed. Doing this results in an assessment that can be transferred into a Safety Action Plan.

### Risk Management Steps:

- **Step 1: Identify the Hazards** (This can be done at a planning table or in the middle of an operation.) Think about all the activities to be performed in your operation, the environment your operating in, the experience level of staff/volunteers, the type of equipment your using, etc.
- **Step 2: Assess the Hazards** (This should be done in the planning process) Look at each hazard individually, determine the impact the hazard will have of safety, determine the probability and severity of each hazard, ask yourself "How likely is this to happen and what will the consequences be to people, equipment, the mission?" Use the following matrix to aid in determining probability and severity.

Risk Assessment Matrix		Probability (expected frequency)				
		Frequent: Continuous, regular, or inevitable occurrences	Likely: Several or numerous occurrences	Occasional: Sporadic or intermittent occurrences	Seldom: Infrequent occurrences	Unlikely: Possible occurrences but improbable
Severity (expected consequence)		A	B	C	D	E
Catastrophic: Mission failure, unit readiness eliminated; death, unacceptable loss or damage	I	EH	EH	H	H	M
Critical: Significantly degraded unit readiness or mission capability; severe injury, illness, loss, or damage	II	EH	H	H	M	L
Moderate: Somewhat degraded unit readiness or mission capability; minor injury, illness, loss, or damage	III	H	M	M	L	L
Negligible: Little or no impact to unit readiness or mission capability; minimal injury, loss, or damage	IV	M	L	L	L	L

Legend: EH - Extremely High Risk   H - High Risk   M - Medium Risk   L - Low Risk

Risk Assessment Matrix Fig. 6-1

- **Step 3: Develop Controls and Make Decisions** (This is done in planning and during preparation for an operation.) This is the point in RM where the focus shifts to action. Developing a control is the process of mitigating a hazard's impact or likelihood of occurring. This can be done using the the following mitigation techniques. Decide who has the authority to accept which levels of risk; increasingly higher levels of risk should be granted to higher levels of authority in the organization.

**1- Administrative:** This is the process of applying a rule or policy to prevent people from encountering a hazard like "Use seat belts", "Don't climb on containers", or "No Smoking near fuel". Administrative techniques are only as effective as the ability or maturity of the individuals that follow them.

**2- Engineering:** This is the most effective but often the hardest to implement. The engineering mitigation is used to completely remove a hazard from an environment and usually means that you have to redesign the environment in such a way that the hazard is no longer present. For example, if the area that your using is a gravel lot and individuals are continually tripping and injuring themselves you can simply pave the lot to engineer the hazard out of existence. Due to time and financial resources most hazards can't be mitigated using this technique even though it is the most effective.

**3-Personally Protective Equipment PPE:** Many people automatically default to using PPE as a hazard mitigation and never give any thought to administrative or engineering. Considering PPE as a way to mitigate a hazard should only be used after administrative or engineering has been deemed not feasible. PPE also requires fitting and training for each individual user in order to be effective. Ensure that training is given to each individual on each type of PPE to be used during your operation.

- **Step 4: Implement Controls** (This occurs during planning, preparing, and executing) Implementing controls is where assessment moves to action, and you start placing your mitigations into effect. This is the point where you disseminate safety policies, hang placards or signs, pay contractors to fix walkways or handrails, issue out PPE to volunteers, and train individuals on PPE use. Make sure that all of your controls are in place before conducting operations.
- **Step 5: Supervise and Evaluate Controls** This final step in the RM process is the most important because without it you have no way of knowing whether your mitigations are having an effect on the safety of your operation. With all of the steps in RM this step is most often overlooked, forgotten, or not given much emphasis, but it is the most critical step. Are personnel adhering to policies? Can everyone read the signs you posted? Did paving that parking lot reduce the number of trips and falls? Are the volunteers wearing their PPE properly and at the right times? These are all examples of questions to ask yourself. It's imperative to have individuals assigned to monitor controls to ensure they're working, otherwise you may have to refine your control or develop new controls for a hazard in lieu of the ones you're currently using. Don't forget this step!

### Risk Management Is a continuous process



Risk Management Process *Fig. 6-2*



The following safety briefing will be conducted prior to every shift and briefed to any incoming CPOD personnel that were not present during the start of the shift prior to any duties being performed. This list is not all inclusive and there will be unique hazards associated with each individual site, therefore it is incumbent upon the Local EM and CPOD Manager to conduct a joint safety assessment prior to the CPOD opening. CPOD Managers are expected to use Risk Management (*fig 6-2*) in all aspects of CPOD operations and to make safety the paramount priority on a continuous basis. Accidents can derail operations and deplete valuable manpower. All accidents are preventable when using proper Risk Management!

### SHIFT SAFETY BRIEFING

- The CPOD Shift Manager is ultimately responsible for conducting the safety briefing and ensuring the safety and welfare of all CPOD personnel. In the event of Fire or Serious injury all activities will be suspended and 911 dialed immediately. Once the manager has a handle on the situation the manager will determine when to resume activities. Report all incidents to the State Emergency Operations Center.
- **PPE**  
Identify who does and who does not have the required PPE in the group. Describe the hazards present at the CPOD and who, when, where, and how PPE will be used. Use this time to identify and correct any deficiencies before duties begin.
- **Forklifts**  
Identify those individuals who are properly trained and certified to use forklifts to the group. Only authorized personnel are to use forklifts. All forklift movements require at least one ground guide on foot to accompany the driver anywhere in the CPOD. During periods of low illumination Dusk, Night, Dawn the ground guide will have a flashlight or illuminated wand to assist in guiding the forklift driver. Forklifts will not be operated any faster than an average person can walk. Ground guides will ensure that drivers have ample space to maneuver the forklift prior to committing the driver to any action. Drivers and ground guides will remain vigilant of other personnel and equipment in their areas at all times! Wear seatbelt, sound horn at all intersections or walkways, and always be aware of what is overhead when lifting. Forklifts are one of the leading causes of severe injury and/or death in confined logistics spaces.
- **Walkways**  
Identify those areas that are protected walkways for personnel to move freely about the CPOD. These walkways shall be free of tripping hazards or have tripping hazards mitigated and will provide at least 36" of width. Walkways shall provide ample overhead clearance and be free of items that can fall on to employees below. Walkways will be labeled accordingly to denote where vehicles or equipment intersect and employees will treat these intersections in the same manner as a vehicle intersections with stop signs.
- **Loading Areas**  
Loading areas are one of the greatest risks in the CPOD due to the volume of vehicles entering/exiting and to the sometimes-unpredictable behavior of bad drivers. Ensure that there is always a traffic safety officer present in the loading area to ensure that drivers are complying with safety protocols and adhering to CPOD procedures. The traffic officer should conduct routine inspections of the line to ensure vehicles are in park to limit the chance of accidental contact with CPOD personnel.

### SHIFT SAFETY BRIEFING CONTINUED

- **Equipment Fueling/Defueling**

All equipment such as generators, vehicles, forklifts, or any other equipment that utilizes an internal combustion power source must be off and cool before refueling or defueling. Hot refuel is not authorized in any CPOD at any time to reduce the threat of flash fire. Managers must plan refuel times so that personnel will be aware of any disruptions that refueling operations create.

- **Hand Trucks / Pallet Jacks**

Personnel must not overload hand trucks or Pallet Jacks. Overloading not only includes the equipment's designed rating or physical abilities of the operator, but the ability for the operator to be visually aware of their surroundings at all times. Hand trucks and pallet jack loads should never exceed the ability to safely negotiate thresholds or fit through openings. Careful consideration must be given when operating hand trucks or pallet jacks on inclines and operating areas must be free of potential tripping hazards.

- **Hazardous materials**

CPOD managers are required to inform all personnel of any hazardous materials (fuel, bulk battery storage, solvents or cleaners, etc.) on site. Managers must brief where the materials are located, PPE required when handling, and what to do in case of accidental exposure or exposure outside of limits in accordance with Safety Data Sheets and OSHA CFR 1910. Managers can get safety data sheets from manufacturer websites or from free on-line repositories. Managers should print safety data sheets for quick reference and be able to interpret each of the 16 sections, so they know how to handle, store, and react to exposure to hazardous materials.

- **Material storage**

Managers shall inform personnel of where and how certain items are stored in the CPOD to prevent contamination (storing cleaning products directly beside food/water), material spillage, damage to materials (direct sunlight exposure, temperature, exposure to precipitations, etc.), and reactivity especially when certain hazardous materials are collocated with consumables. CPOD managers will brief disposal points for refuse such as packing materials or food containers. Refuse, debris, and garbage will never be stored in vehicle trailers! Placing refuse, debris, and garbage in empty trailers creates unsanitary conditions, prevents trailers from being used for back haul, results in cleaning and damages fees from rental companies, vendors, or other agencies.

- **Charging stations for equipment**

Managers will provide and brief the location of equipment charging stations. Managers will create at a minimum of 2 separate areas for charging, one for state or agency equipment such as radios and another for personal devices. Both areas shall be secure from the general public to prevent theft and to protect equipment from the environment. All devices whether county, state, or personal shall be locked or safeguarded in such a manner as to prevent access while charging. CPOD managers are not responsible for damage or theft of personal devices; personnel using provided charging stations do so at their own risk. It is always a good idea to place these items near an area that is manned at all times such as administrative areas so long as it does not distract or interfere with duties in that area.

### SHIFT SAFETY BRIEFING CONTINUED

- **Stacking/Loading/Unloading**

Stack loads straight and keep items as even as possible.

Put heavier loads on lower shelves.

Remove tripping hazards from storage areas.

Keep hazardous materials that could lead to fire, explosion, or pest infestations in designated storage areas.

Keep safe clearances for aisles where mechanical handling equipment is used.

Center loads as close to the forklift mast and centered on the forks.

Cross-tier loads when stacking for greater stability.

Separate non-compatible goods to keep storage stable.

Adhere to height limitations when stacking materials.

- **Fire Safety and Evacuation Plans**

The CPOD manager will brief the method used to notify personnel of a fire whether it's 3 horn blasts, an alarm, or simply shouting and echoing "Fire!". The first individual noticing a fire in the CPOD will immediately notify 911. If the fire is electrical in nature, consider shutting down generators unless doing so places personnel at risk. Fire extinguisher locations and proper use will be briefed. Personnel should not attempt to extinguish fires unless they are small in nature and in doing so will not endanger them, let the Fire Department handle fires. The evacuation routing and rendezvous points will be briefed. The final step will be to conduct accountability of personnel and relay the status of personnel and equipment to the State Emergency Operations Center (SEOC) Coordinator and Local EM. The most important factor in fire safety is to safeguard the personnel in the CPOD; equipment can be replaced! CPOD managers will designate smoking areas that are well away (minimum 150') from flammable or combustible materials.

- **Medical Emergencies**

CPOD managers will brief the location in the CPOD where injured personnel can be taken to expedite first-aid treatment or evacuation. The area selected must provide unimpeded access to first responders while not distracting CPOD operations if possible. The area should be out of the elements as much as possible and an additional person shall be assigned to monitor the patient until help arrives. Never leave injured personnel alone, even for one second; seemingly small injuries can quickly become life threatening!

- **Ergonomics**

CPOD managers will brief techniques for lifting and moving equipment and commodities in such a way as to prevent or mitigate injuries. Whenever possible use lifting equipment, buddy lifting, or reducing the weight of items being lifted by breaking them down in to smaller increments; doing so prevents injury and prevents exhaustion. Managers will brief locations of break areas and work/rest cycles to safeguard the wellbeing and morale of all personnel. CPODs can remain in operation for weeks; what you do today impacts tomorrow, plan for it.

# Chapter 6

## Hot and Cold Weather Injury Prevention

▪ **Hot and Cold Weather Injury Prevention**

Hot and cold weather injuries both very common and very deadly, as such CPOD managers will brief personnel on the signs and symptoms based on the type of weather. Personnel must constantly observe each other to ensure that these injuries are caught quickly at the onset. Managers will routinely observe the weather and all assigned personnel for potential symptoms to ensure that the environment the managers are providing best mitigates these injuries. In temperate environments such as West Virginia it is possible to have conditions and activities that can cause both hot and cold weather injuries in the same area. If personnel are suspected of having a hot/cold weather injury or are displaying symptoms; don't wait, take action immediately! The following figures will assist with briefing personnel and assist in manager risk management. Be aware of what personnel are consuming energy drinks and caffeinated beverages promote both hot and cold weather injuries.

### Protect Yourself Against Heat Exposure.

You are at risk if you:

Are new to the job
Work in hot and humid conditions
Do heavy physical labor
Don't drink enough water

#### Dress Appropriately

Wear clothes that are:

- ☀ Light-colored (white, etc.)
- ☀ Loose-fitting
- ☀ Lightweight

If you need to wear protective clothing or personal protective equipment, like impermeable clothing, you may need more frequent breaks for water, rest, and shade.

#### Drink Water & Take Breaks

- ☀ Take frequent breaks out of the sun
- ☀ Drink 1 cup (8 ounces) of water every 15-20 minutes.
- ☀ **DO NOT** wait until you are thirsty to drink water.
- ☀ **DO NOT** drink alcohol and **AVOID** caffeine.

#### Know the Warning Signs

**Heat Exhaustion:**

Weakness & Wet Skin

Headache, Dizziness or Fainting

Nausea or Vomiting

**Heat Stroke:**

Excessive sweating or red, hot, dry skin

Confusion or Fainting

Convulsions or Seizures

#### Seek Medical Assistance

Heat Stroke is a medical emergency

Look out for your co-workers—if you see the warning signs take action!

Call 911

Getting help can be the difference between **life** and **death**.

Heat Injury Signs and Symptoms Fig.

# Chapter 6 Hot and Cold Weather Injury Prevention

## Working in the Cold

**Employers should:**

- Choose equipment with thermal insulating materials and tools that can be operated with gloves.
- Survey and monitor the temperature.
- Train managers, supervisors and workers on symptoms, safe work practices, re-warming procedures, proper clothing practices, and what to do in case of cold injury.
- Clearly outline emergency procedures, with at least one trained person available at all times.

- Use a buddy system to watch for symptoms in others.
- Adjust the pace or rate of work (not too low that a person becomes cold, nor too high and cause heavy sweating or wet clothing).
- Allow time for new workers to become accustomed to the conditions.
- Provide or make sure that protective clothing is worn at or below 4°C, including layers of warm clothing, with an outer layer that is wind-resistant, a hat, mittens or insulated gloves, a scarf, neck tube or face mask, and insulated, waterproof footwear.

The toes, fingers, ears and nose are at greatest risk because they do not have major muscles to produce heat. Mental alertness is also reduced.

- **Chilblain** – redness, swelling, tingling and pain
- **Frostnip** – caused when top layers of skin freeze, turning white, numb and hard, but deeper tissue feels normal
- **Frostbite** – occurs when tissue temperature falls below the freezing point or when blood flow is obstructed; symptoms include inflammation of the skin in patches and slight pain

In severe cases, there could be tissue damage without pain, or burning or prickling sensations that result in blisters.

- **Immersion foot/Trenchfoot** – caused by prolonged wet or cold feet; symptoms include tingling, numbness, itching, pain, swelling, and blisters

Workers need to maintain a core body temperature of +37°C (+98.6°F) for normal body functioning as well as to provide energy for activity.

**Hypothermia** is the most severe cold injury. The excessive loss of body heat can be fatal. Warning signs can include **nausea, fatigue, dizziness, irritability** or **euphoria, pain in the extremities** (hands, feet, ears) and **severe shivering**. Move workers to a heated shelter and seek medical advice when appropriate.

Cold Injury Signs and Symptoms Fig.

## Chapter 6

# Hot and Cold Weather Injury Prevention

CPOD Managers will be the authority for stopping work at a CPOD due to adverse hot weather conditions. CPOD managers will report any work stoppage to the SEOC Coordinator and Local EM. The CPOD manager will work with the SEOC and Local EM to determine solutions for resuming work in a safe manner.

		Air Temp	75°F	80°F	85°F	90°F	95°F
<b>Work/Rest Schedules</b>	<b>Light Work</b>	<b>Full Sun</b>	Normal Schedule	30/30	15/45	Use Caution	Stop Work
		<b>Partly Cloudy</b>	Normal Schedule	Normal Schedule	40/20	15/45	Stop Work
		<b>No Sun</b>	Normal Schedule	Normal Schedule	Normal Schedule	40/20	15/45
	<b>Moderate Work</b>	<b>Full Sun</b>	Normal Schedule	20/40	10/50	Use Caution	Stop Work
		<b>Partly Cloudy</b>	Normal Schedule	Normal Schedule	25/35	Use Caution	Stop Work
		<b>No Sun</b>	Normal Schedule	Normal Schedule	Normal Schedule	25/35	Stop Work
	<b>Heavy Work</b>	<b>Full Sun</b>	35/25	10/50	Use Caution	Stop Work	Stop Work
		<b>Partly Cloudy</b>	Normal Schedule	40/20	15/45	Use Caution	Stop Work
		<b>No Sun</b>	Normal Schedule	Normal Schedule	40/20	15/45	Stop Work

Hot weather Work Rest Cycles Fig.

# Chapter 6

## Hot and Cold Weather Injury Prevention

CPOD Managers will be the authority for stopping work at a CPOD due to adverse cold weather conditions. CPOD managers will report any work stoppage to the SEOC Coordinator and Local EM. The CPOD manager will work with the SEOC and Local EM to determine solutions for resuming work in a safe manner.

**DANGER STARTS WELL BEFORE ZERO**

**FROST BITE**  
 SYMPTOMS: PALE, WAXY-WHITE SKIN COLOR; SKIN BECOMES HARD AND NUMB. USUALLY AFFECTS EXTREMITIES INCLUDING EARS AND NOSE.  
 RESPONSE:  

- Move the person to a warm and dry area and remove any wet/tight clothing that may cut off blood circulation.
- DO NOT** rub the affected area; rubbing can cause skin/tissue damage.
- Gently place the affected area in warm (105°F) water. Do not pour water directly on affected area. Warming will take 25-40 mins.
- Once normal movement and color return to area, dry and wrap to keep warm.
- Seek medical attention as soon as possible.

**HYPOTHERMIA**  
 SYMPTOMS: FATIGUE/DROWSINESS, UNCONTROLLED SHIVERING, COOL BLuish SKIN, SLURRED SPEECH, CLUMSY MOVEMENTS, IRRITABLE/IRRATIONAL/CONFUSED BEHAVIOR.  
 RESPONSE: CALL FOR EMERGENCY HELP IMMEDIATELY.  

- Move the person to a warm and dry area and remove any wet/tight clothing and replace with dry clothing or wrap in a blanket.
- Drink warm, sweet drinks (sugar water or sports-type drinks). Avoid caffeinated drinks.
- Have the person move their arms and legs to create muscle heat. If unable to do so, place hot packs in armpits, groin, neck, and head. **DO NOT** rub the person or place them in warm water.

PART # 00907

## COLD STRESS SOLUTIONS

### WORK//BREAK SCHEDULE FOR A FOUR HOUR SHIFT

Limiting exposure to cold is key in the prevention of cold stress. It's especially dangerous as temperatures lower and wind speed picks up. Below is a work/break schedule for workers based on the air temperature and wind speed of the environment:

AIR TEMPERATURE		NO NOTICEABLE WIND	5 MPH/8 KPH WIND	10 MPH/16 KPH WIND	15 MPH/24 KPH WIND	20 MPH/32 KPH WIND				
°C (approx.)	°F (approx.)	Maximum Work Period	Number of Breaks (>10 mins each)	Maximum Work Period	Number of Breaks (>10 mins each)	Maximum Work Period	Number of Breaks (>10 mins each)	Maximum Work Period	Number of Breaks (>10 mins each)	
-26° to -28°	-15° to -19°	(Normal Breaks) 1	(Normal Breaks) 1	75 min.	2	55 min.	3	40 min.	4	
-29° to -31°	-20° to -24°	(Normal Breaks) 1	75 min.	2	55 min.	3	40 min.	4	30 min.	5
-32° to -34°	-25° to -29°	75 min.	2	55 min.	3	40 min.	4	30 min.	5	
-35° to -37°	-30° to -34°	55 min.	3	40 min.	4	30 min.	5			
-38° to -39°	-35° to -38°	40 min.	4	30 min.	5			EMERGENCY WORK ONLY	EMERGENCY WORK ONLY	
-40° to -42°	-40° to -44°	30 min.	5			EMERGENCY WORK ONLY	EMERGENCY WORK ONLY	EMERGENCY WORK ONLY	EMERGENCY WORK ONLY	
-43° & below	-45° & below			EMERGENCY WORK ONLY	EMERGENCY WORK ONLY	EMERGENCY WORK ONLY	EMERGENCY WORK ONLY	EMERGENCY WORK ONLY	EMERGENCY WORK ONLY	

**HOW TO USE THIS SCHEDULE:**

- Across the top row, locate today's predicted wind speed.
- Down the left side, locate today's predicted air temperature.
- Follow across and down to find the recommended work time and warm-up/break-time in a four hour shift.

**Example:** if the wind speed is 5mph with an air temp of -20°F/29°C, workers shouldn't be outside for longer than 75 minutes at a time and should take a minimum of two, 10 minute breaks (warm-ups) in a heated area during a four-hour shift.

Source: Adapted from Threshold Limit Values for Chemical Substances and Physical Agents and Biological Exposure Indices. Cincinnati: American Conference of Government Industrial Hygienists (ACGIH), 2013, page 202.

Cold Weather Work Rest Cycles Fig.

## Chapter # References and Resources

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For more information on CPODs, we recommend the following:

- Federal Emergency Management Agency (FEMA) Independent Study (IS) 26: Guide to Points of Distribution
- U.S. Army Corps of Engineers (USACE)
- The WV Emergency Operations Plan, Distribution Management Plan (DMP) annex
- The Washington State CPOD Planning Guide January 2013



# Appendix A

## CPOD Site Assessment Tool

During the site assessment, CPOD planners, in particular the organization(s) identified to provide support to the CPOD manager, should work with the site owner/operator to evaluate the potential site. They should discuss transportation routes that affect the site, develop a site setup diagram, and evaluate ingress and egress, traffic management, safety and security.

When conducting site assessments, it is helpful to have the following individuals available:

- The site owner or operator to provide information about the site, identify any sensitive areas or areas that should be cordoned off, discuss security measures, identify any on-site staff or equipment that may be available to support CPOD operations, and describe traffic patterns.
- Traffic or transportation engineer to help create the traffic flow maps and identify how trucks and tractor-trailers should enter the site and where they should park.
- Risk assessment manager to help identify any potential liability concerns or risk areas.
- CPOD manager to learn how to set up and operate the CPOD.
- Local Emergency Managers and/or representatives who are responsible for CPOD activities to better understand how the CPODs will operate.

Some of the questions included in this site survey may not need to be answered for every site.

**Enter the following information for each site:**

Basic Information	
Site Name	
Site Address	
CPOD Type	Type I
	Type II
	Type III
Variations	Urban CPOD
	High-Density Urban CPOD
	Rural CPOD
Modifications	Walk-Up Load Point
	Mass Transit Load Point
	Delivery Vehicle Load Point

## Appendix A

### General Site Information

General Site Information	
Date information obtained	
Site name	
Street address	
City	
Zip code	
Memorandum of understanding (MOU) in place	Date:
Site owner or manager	
Site owner or manager's address (address, city, state, zip code)	
Site owner or manager's phone number	
City/county jurisdiction	
Police jurisdiction and division/region	
Fire department jurisdiction and division/region	
County supervisory district	
City council district	
Latitude	
Longitude	
Electric provider	

Additional Information

Site Summary	
Dimensions of site in feet	
Size of site in acres	
Paved, concrete, or gravel hard stand	

Site Summary	
Maximum load site can withstand	
Accessible at all times	
Access controlled by an automated gate	
Ingress and egress large enough to accommodate tractor-trailer-sized vehicles	
Total number of driveways	
Location of driveways	
Spike strips at any of the driveways	
Perimeter fencing	
Fixed lighting through the site	
Exterior lighting	
Site monitored by the use of closed-circuit TV cameras	
Public address system in place	
Covered areas	
Fixed equipment or non-fixed heavy equipment located on the site that may be difficult to move	

Additional Information

Additional Site Services/Facilities	
In-house staff available for distribution	
Secondary storage sites available for inventory	
Pay phones	
Potable water available	
Restrooms on site	
Availability of enclosed trucks to pick up resources	
In-house forklifts/pallet jacks	

## Appendix A

Additional Site Services/Facilities	
Commercial telephone lines	
On-site generator	
Feeding facility available	

### Transportation Details

Freeway, Highway, or Toll Road Access		
Freeway/Highway/Toll Road	Nearest On-Ramp Location	Nearest Exit

Major Cross Streets	
Street Name	Direction Street Runs

Streets Bordering the Site			
	Street	Is the street one-way?	Are there median barriers? If so, note location of turn pockets.
North Side			
South Side			
East Side			
West Side			

Public Transit Accessible Within ____ Mile of The Site			
	Provider	Line Number	Stop Location and Direction
Bus			
Light Rail			

## Appendix A

Private Transit Accessible Within ____ Mile of The Site			
	Provider	Stop Location and Direction	Line #
Church Bus	Mt. Hope Baptist Church	Mt. Hope Church, Coal Town, CPOD 4	

Additional Information

Site Capacity	
Type I, II, or III site	
Number of supply lines	
Number of loading lines	
Number of vehicle lines	
Number of pedestrian lines	
Number of mass transit drop-off/pick-up locations	
Accessibility considerations	

Location of Directional Signage	
Commodity Distribution Ahead	Provides directions to inbound customers on locating the entrance to the CPOD. There can be multiple signs placed away from the CPOD to give the estimated distance to the CPOD.
Enter	Directs customers to enter at the correct point of the vehicle lane.
Loading Point	Each loading point should be marked so that customers know to stop for materials to be loaded.
Exit/Do Not Enter	Marks the vehicle lane exit. It is also important to clearly mark the opposite side of the sign with "DO NOT ENTER".
One Way	
Turn Here	

## Appendix A

### Staffing and Equipment

Personnel		
Site staffed by		
Position	Name/Agency	Contact Info
CPOD manager		
CPOD staff		
Adopt a CPOD		
Forklift operator(s)		

Equipment		
Item	Provider	Contact Info
Forklift		
Pallet jacks		
Temporary restrooms		
Portable lights		
CPOD kit		
Rest Tents		
Communications equipment		

Equipment Allocation								
Commodity Distribution						Staff		Total
	Per Supply Line	Per Loading Line	Per Vehicle Line	Per Pedestrian Line	Mass Transit Area	Staff Parking Area	Staff Drop-Off/ Pick-Up Area	
Cones								
Barricade								
<b>Total</b>								

### Site Diagram

Create an illustration that can be imposed on the aerial image. The illustration should include the following:

- Traffic flow (one way in and one way out)
- Supply line (truck parking and safety room to maneuver)
- Break and restroom areas
- Load line and load points
- Parking
- Perimeter barriers
- Site security
- Command post location

**Close-up of Supply Line, Loading Line, and Vehicle Line**

Include an illustration that shows supply, loading, and vehicle lines, including dimensions of designated areas and space between each location.

**Close-up of Pedestrian Line**

Include an illustration that shows the layout of pedestrian line, including dimensions of designated areas and space between each line.

**Lane 1: Supply, Loading, and Vehicle Lines**

Supply Line 1: Supply Trucks	
Dimensions of designated area	
Location for supply unloading	
Specific driveway(s) designated for ingress	
Special instructions for ingress	
Special instructions for egress	
Specific driveway(s) designated for egress	
Accessibility considerations	

Supply Line 1: Staff Care Facilities	
Location for temporary rest tent	
Location of temporary restrooms	
Accessibility considerations	

Loading Line 1	
Dimensions of designated area	
Specific location of loading line	

## Appendix A

Space allocated for each loading point	
Space between each of three loading points	
Vehicle Line 1	
Dimensions of designated area	
Specific driveway(s) designated for ingress	
Specific driveway(s) designated for egress	

### Lane 2: Supply, Loading, and Vehicle Lines

Supply Line 2: Supply Trucks	
Dimensions of designated area	
Location for supply unloading	
Specific driveway(s) designated for ingress	
Special instructions for ingress	
Special instructions for egress	
Specific driveway(s) designated for egress	
Accessibility considerations	

Supply Line 2: Staff Care Facilities	
Location for temporary rest tent	
Location of temporary restrooms	
Accessibility considerations	

Loading Line 2	
Dimensions of designated area	
Specific location of loading line	
Space allocated for each loading point	
Space between each loading point	

Vehicle Line 2	
Dimensions of designated area	



Specific driveway(s) designated for ingress	
Specific driveway(s) designated for egress	

**Pedestrian Line: Supply and Loading Lines and Mass Transit Drop-Off/Pick-Up**

Pedestrian Supply Line: Supply Trucks	
Dimensions of designated area	
Location of designated area	
Specific driveway(s) designated for ingress	
Special instructions for ingress	
Special instructions for egress	
Specific driveway(s) designated for egress	
Location for supply unloading	
Accessibility considerations	

Pedestrian Supply Line: Staff Care Facilities	
Location for temporary rest tent	
Location of temporary restrooms	
Accessibility considerations	

Pedestrian Loading Line	
Dimensions of designated area	
Number of loading lines	
Specific location of loading line	

Mass Transit Drop-Off/Pick-Up	
Location of designated area	
Dimensions of designated area	
Specific driveway(s) designated for ingress	
Special instructions for ingress	
Special instructions for egress	
Specific driveway(s) designated for egress	
Location for drop-off	
Location for pick-up	

## Appendix A

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### Staff Transportation and Parking

Staff Bus Transportation	
Location of designated area	
Dimensions of designated area	
Specific driveway(s) designated for ingress	
Special instructions for ingress	
Special instructions for egress	
Specific driveway(s) designated for egress	
Drop-off/pick-up location	
Accessibility considerations	

Staff Parking Area	
Location of designated area	
Dimensions of area	
Maximum capacity	
Number of handicap spots (existing/needed)	
Resources needed	
Accessibility considerations	

### Traffic Management

Roadways and Intersections	
Major intersections within 1 mile of site	
Things that may affect traffic	
Accessibility considerations	
Driveways used in this plan	
Accessibility considerations	

Traffic Control Post Location	Description of Functions and Duties

**Site Security and Emergency Services**

General Security Measures and Strategies

Site-Specific Security Measures and Strategies

Security Measures and Strategies for the Delivery and Storage of Supplies

Security Post Location	Function(s)	Number of Armed Officers	Number of Unarmed Officers
<b>Total Officers</b>			

## Appendix A

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Medical and Emergency Services	
Primary emergency medical services (EMS) agency	
EMS public access number	
Closest hospital/medical treatment facility	
Address (street, city, state, zip):	
POC:	
Phone:	
Sheriff department public access number:	
Police department public access number:	

Insert full size pictures that show the following:

- Tight view vicinity map of site
- Tight view aerial image of site
- Wide view vicinity map of site
- Wide view aerial image of site

## Appendix B Example Site Layouts

Figure 2  
Type I CPOD Site

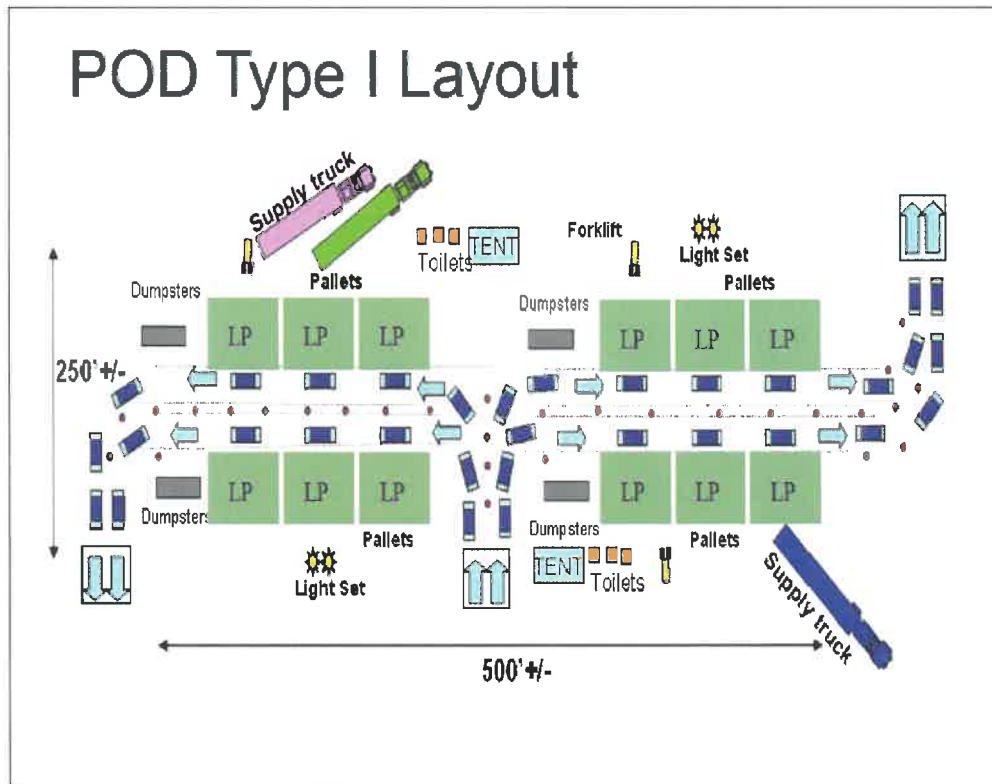


Figure 3  
Type II CPOD Site

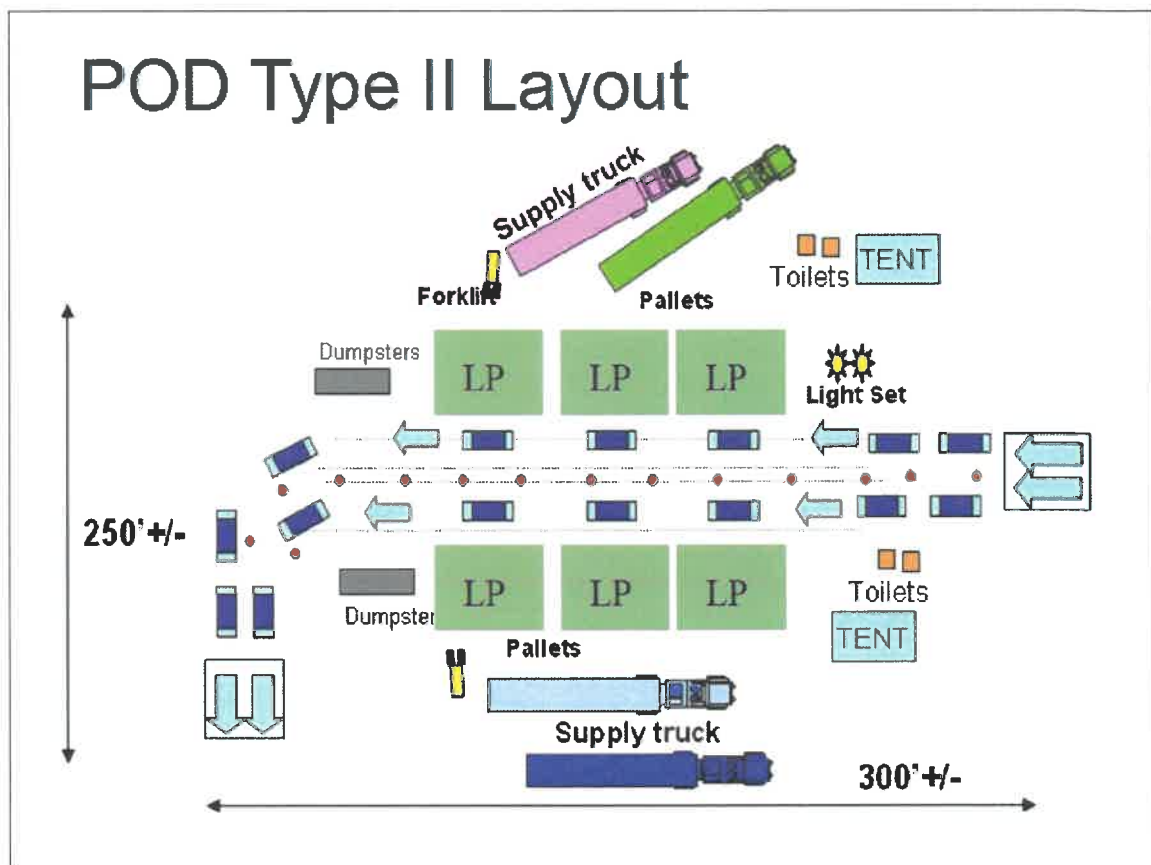
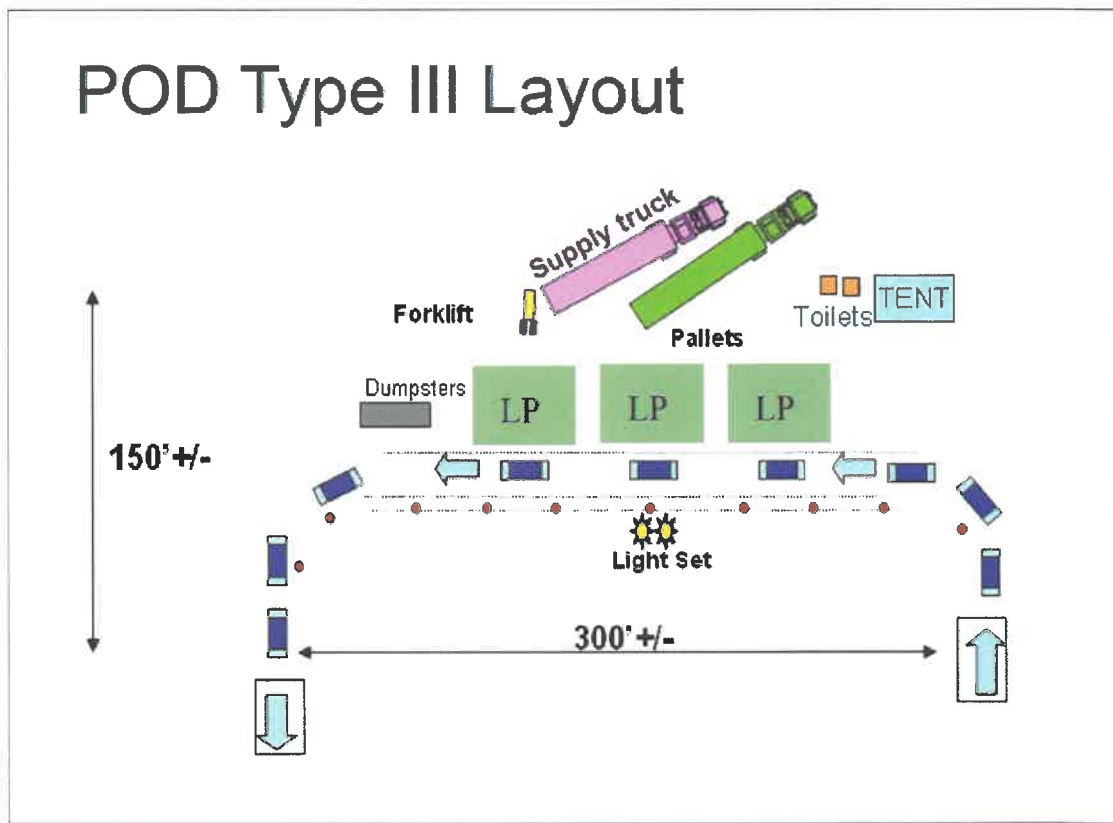


Figure 4  
Type III CPOD Site



Appendix B

Figure 5  
Walk-Up CPOD Site

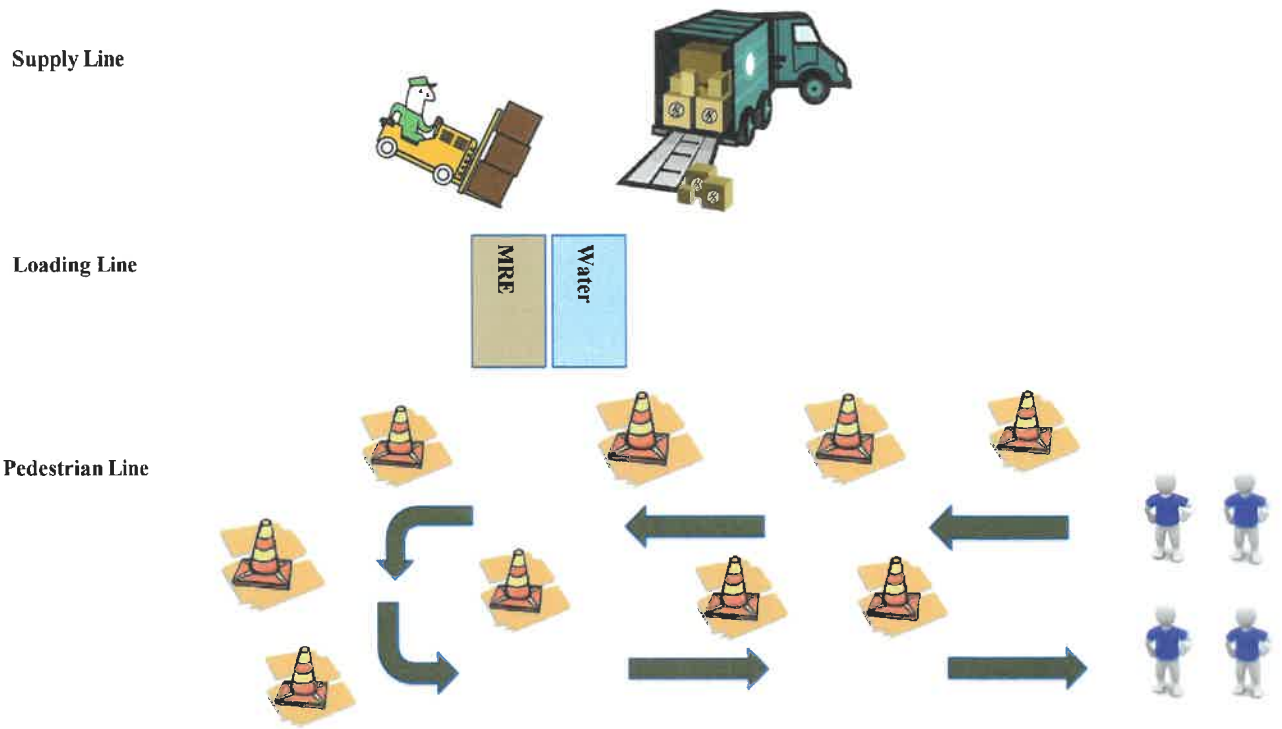




Figure 6  
Mass Transit CPOD Site

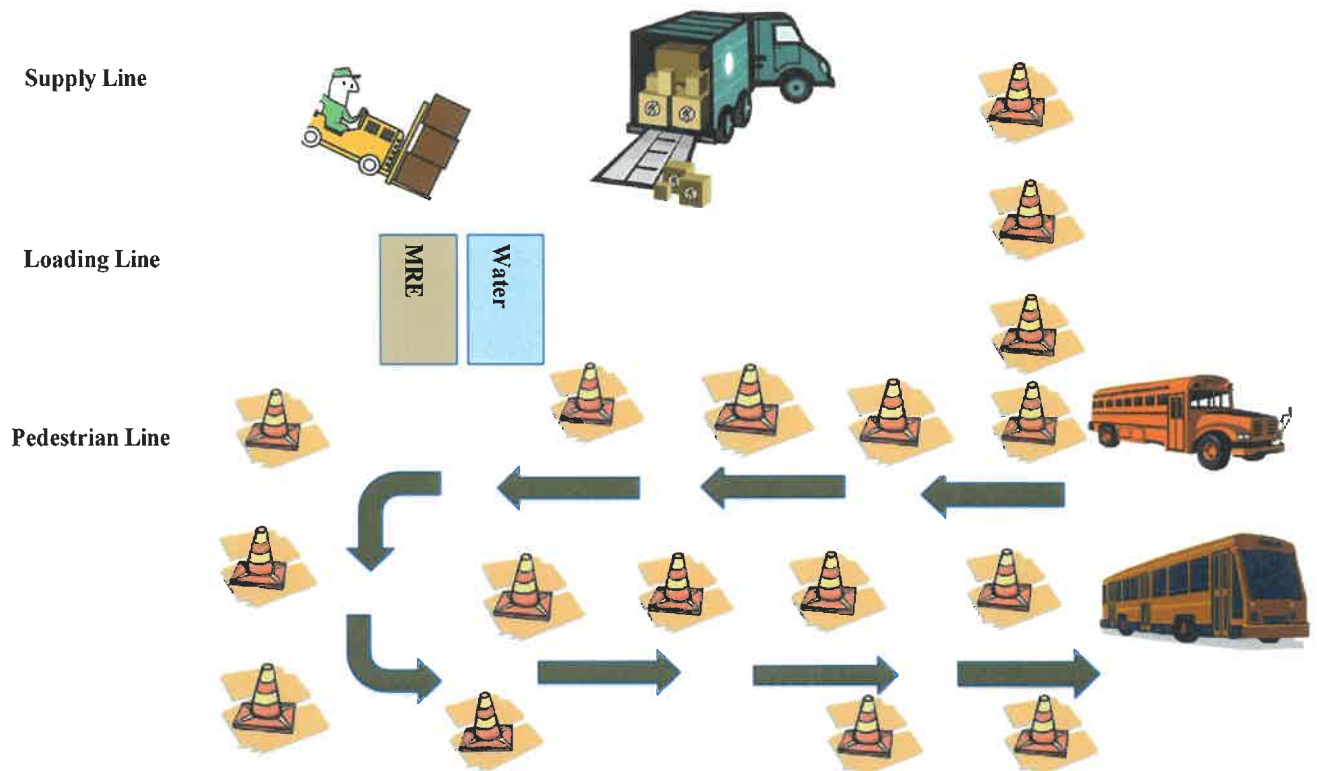


Figure 7  
Delivery Vehicle CPOD Site

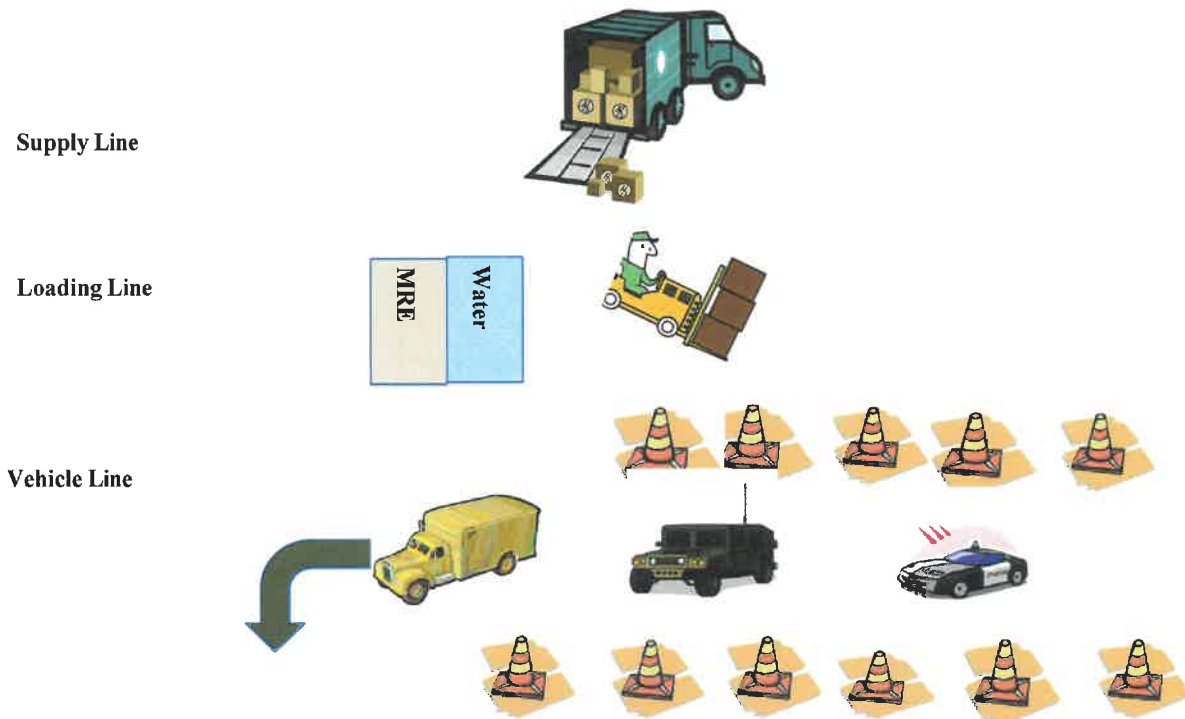
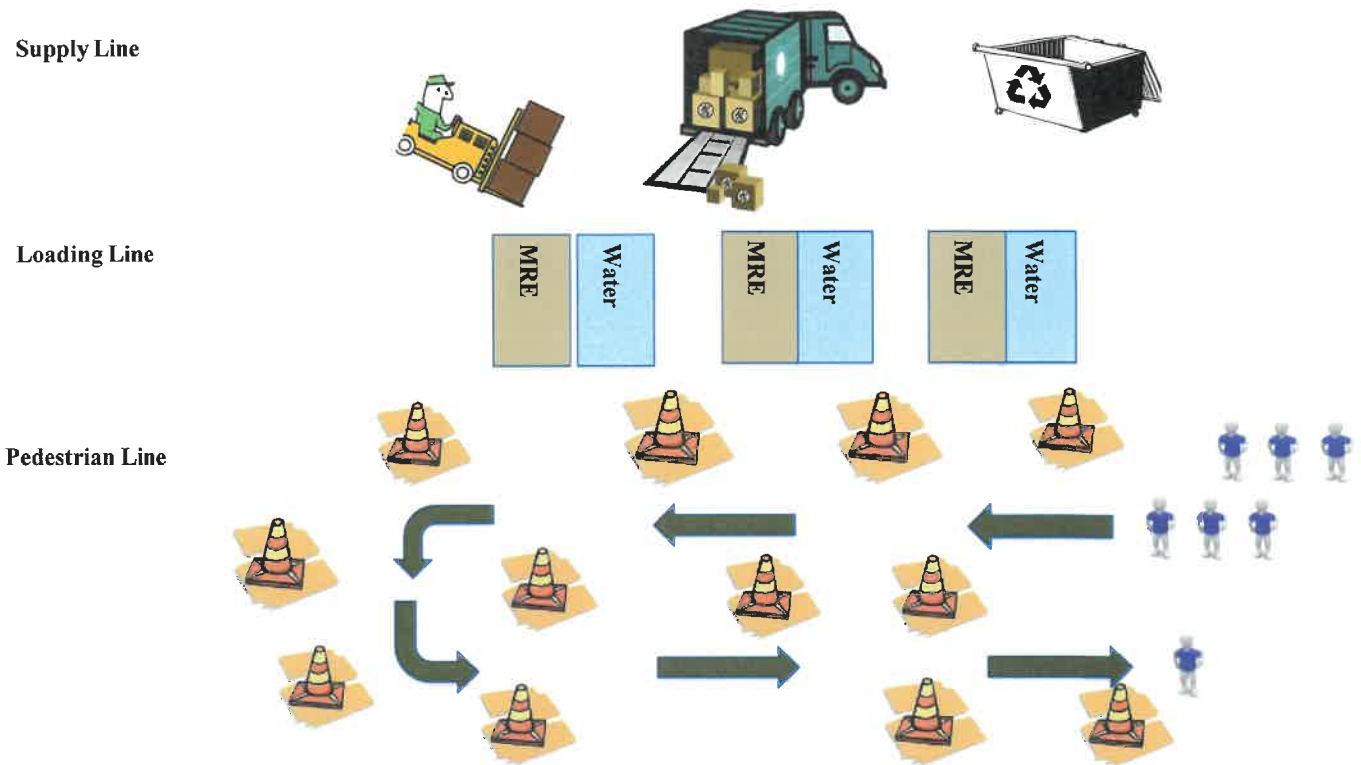
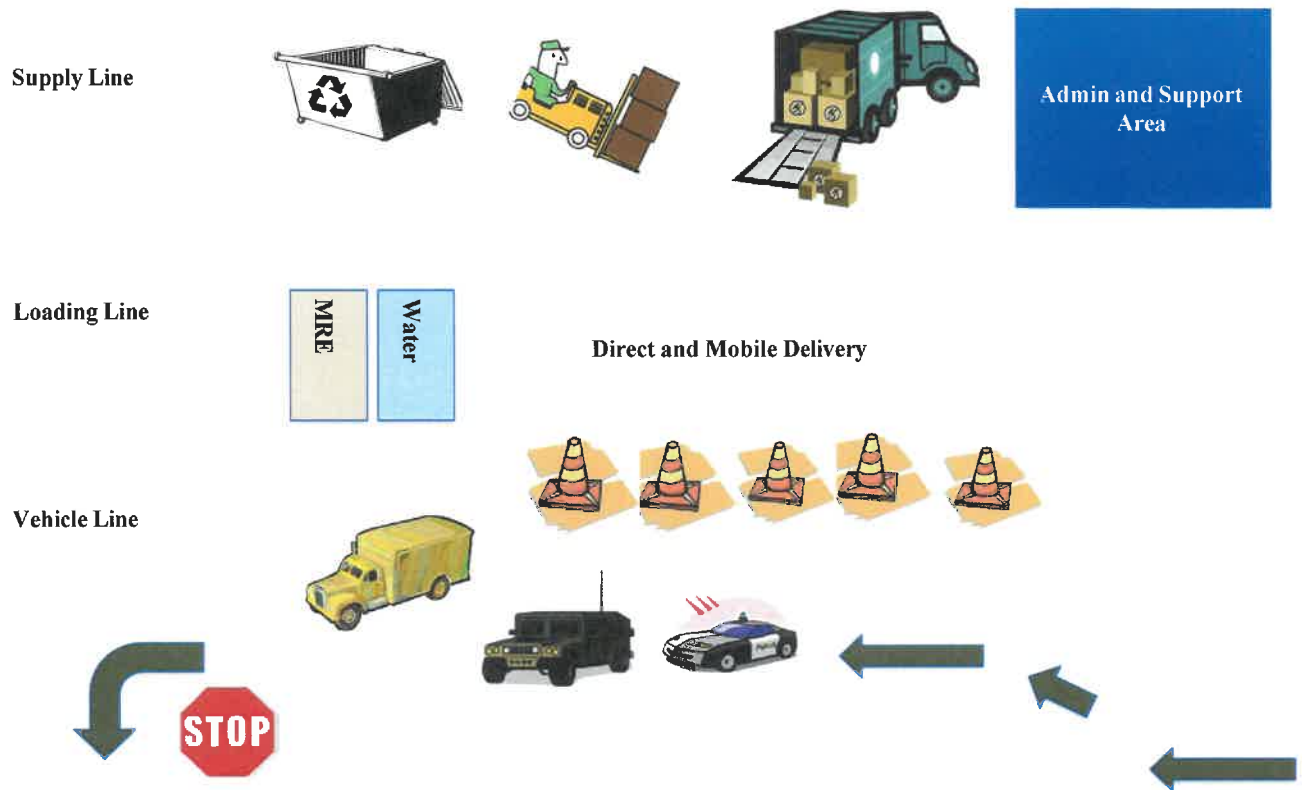


Figure 8  
High-Density Urban CPOD Site



Appendix B

Figure 9  
Rural CPOD Site



## Appendix C CPOD Plan Template

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The following CPOD plan template can be customized to meet the specific and unique needs of each community. Directions on how to complete each section and the type of information that should be included are shown in the accompanying text boxes.

## Appendix D

# CPOD Tabletop Exercise Situation Manual Template

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The attached situation manual provides an exercise scenario and facilitator question for a CPOD tabletop exercise. The scenario and facilitator questions are designed to achieve the following exercise objectives:

- Discuss the decision-making process for activating the CPOD plan and selecting appropriate CPOD sites in the aftermath of a catastrophic flood in accordance with the current draft of the CPOD plan.
- Discuss the procedures for activating and opening a CPOD site, to include notifying the site owner, notifying the CPOD operational staff to begin preparations, ordering and moving commodities and notifying the public in the aftermath of a catastrophic flood in accordance with the current draft of the CPOD plan.
- Discuss the procedures for operation of a CPOD site to include customer flow, security, volunteer/staff management, documentation needs, and inventory management during an average operational period in accordance with the current draft of the CPOD plan.
- Discuss the procedures for coordination and communication between the CPOD site and EOC, as well as other stakeholders in the aftermath of a catastrophic flood in accordance with the current draft of the CPOD plan.
- Discuss the procedures for determining current stock of inventory and burn rate, as well as discuss the procedure for communicating commodity and other resource needs to the appropriate organization during the operational stage of a CPOD site in accordance with the current draft of the CPOD plan.
- Discuss the procedures for demobilizing and closing a CPOD site, including notification to the public, securing and redistributing/storing commodities, and releasing the site to the owner in accordance with the current draft of the CPOD plan.

## MEMORANDUM OF UNDERSTANDING

In order to facilitate the resourcing/typing of private sector equipment and assets in the state, this memo is designed to provide limited information to the state in the event of emergencies or natural disasters. Providing this information is completely voluntary and in no way implies a contractual obligation of your resources to the state. The information provided assists the WVEMD in determining the location and quantity of resources available to be potentially contracted in the event it is needed. This memo serves additionally to expedite the contract process. You are not required to list your entire capability, only those assets that you would be willing to commit to the state during emergencies. Please annotate "N/A" on any question or questions you do not wish to answer or those that are not applicable.

**Business Name:**

**Business Type:**

**Primary Business Location:**

**Primary Contact Name(s):**

**Contact Telephone:**

**Contact Email:**

**Hours of Operation:**

**24 Hour Dispatch Available:**

YES  NO

**DOT Number:**

**Number of Qualified Drivers or Personnel:**

**Total number of hours in a 24-hour period your employees can work:**

**Total number of hours of required rest between duty shifts:**

**HAZMAT Certified:**

YES  NO

**Estimated Hourly Rate or Mileage for contract:**

**Please list your maximum operating area: (i.e., City, County or Counties, State)**

**Equipment Type and Number Available: (i.e., dump truck, semi with 53' trailer, low boy trailer, bulldozer, reefer capable, oversized capable, etc.)**

**Equipment Location(s):**

**Additional Comments:**

**Name and Signature of individual authorized to enter in to understanding with WVEMD**

**Typed Name**

**Signature**

**Date**





# The West Virginia Emergency Management Division

CPOD Site Setup Checklist				
<b>CPOD MANAGER:</b>				
Site Location				
Before Team Arrives:		Yes	No	Remarks
1	Site Inspection: determine bathroom, break area, and dumpster area			
2	Inspect CPOD kit and supplies for distribution, if already on site			
3	Determine entry/exit, signage locations, vehicle line route, location of loading points, and where supplies can enter and Unload, reference WV CPOD Guide (Site Setup Section)			
4	Communication with local EM established, request any resources			
After Team Arrives:		Yes	No	Remarks
5	Sign In, conduct safety briefing and determine break/shift schedule			
6	Assign Staff positions			
7	Orient staff with site map made before team arrives. Adjust as needed.			
8	Distribute Protective Equipment			
9	Set up: traffic controllers at entry/exit			
10	Set up: traffic cones around vehicle line, use spray chalk to designate route			
11	Cones designating the points			
12	All staff in position			
13	Put up signage at entry and beyond			
14	Notify EM that CPOD is ready to distribute			
15	Open CPOD			

16	Notified <b>EM</b> of changes.	
Remarks or Changes		
	CPOD Manager Initials	
Date and <b>Time</b> Completed		



# The West Virginia Emergency Management Division

## CPOD Outside Equipment Inventory:

Date In	Date Out	Equipment Type	Serial Number	Condition	Owner	Location



# The West Virginia Emergency Management Division

## CPOD Kit Inventory List

Trailer Number: \_\_\_\_\_

Item	Start Quantity	End Quantity: Day 1	End Quantity: Day 2	End Quantity: Day 3	End Quantity: Day 4	End Quantity: Day5	End Quantity: Day 6
Container							
Flags							
Spray chalk							
6 large back braces							
3 Extra large back braces							
Nametags							
Duct tape							
Safety vests							
Whistles							
Gloves							
Filing container							
First aid kit							
Helmets							
Pens							
Signage							
Traffic cones							
Trash bags							
Clipboards							
<b>NEED TO REQUEST FROM EM:</b>							



# The West Virginia Emergency Management Division

<b>Supply: Tracking Sheet</b>					
Date	Time	Type of Supply	QTY Received	QTY Distributed	Closing Balance
<b>Loading Team Lead Signature:</b>				<b>Date/Time</b>	
<b>CPOD Manager Signature:</b>					



# The West Virginia Emergency Management Division

STATE OF WEST VIRGINIA EMERGENCY WORKER DAILY ACTIVITY REPORT										
Mission/Incident Name:										
Area or Location:					Date From:			Date To:		
Unit Name:										
Unit Address:										
EMERGENCY WORKER NAME	CARD / BADGE No.	ASSIGNMENT OR TEAM	DATE		DATE		DATE		TOTAL HOURS	ROUND TRIP MILES (DRIVER)
			IN	'OUT	IN	'OUT	IN	'OUT		
1.										
2.										
3.										
4.										
5.										
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27.										
28.										
29.										
30.										
<small>* The time a person could reasonably have expected to reach home without stopping enroute.</small>										
TOTAL NUMBER OF PERSONNEL:					TOTAL HOURS:			TOTAL MILEAGE:		
<b>THIS FORM MUST BE SIGNED BY LOCAL EMERGENCY MANAGEMENT DIRECTOR/COORDINATOR OR SHERIFF'S DEPUTY.</b> <i>By my signature below, I certify that these persons did participate in this mission/incident:</i>										
Print Name and Title _____					Signature _____					



# The West Virginia Emergency Management Division

Daily Site Hazard Assessment Form			
<b>Inspected By:</b>		<b>Date:</b>	
<b>Location:</b>		<b>Time:</b>	
<b>Training</b>		<b>Yes</b>	<b>No</b> <b>Comments</b>
Is each person assigned to a job within their capability?		<input type="checkbox"/>	<input type="checkbox"/>
Did each person receive a safety briefing?		<input type="checkbox"/>	<input type="checkbox"/>
Do people know how to use their personal protective equipment?		<input type="checkbox"/>	<input type="checkbox"/>
<b>Environment</b>		<b>Yes</b>	<b>No</b> <b>Comments</b>
Are resources available to deal with very hot or cold conditions? ( drinking water, heated tent, shade?)		<input type="checkbox"/>	<input type="checkbox"/>
Do staff know symptoms of heat stroke, hypothermia, or other illnesses brought on by extreme weather conditions?		<input type="checkbox"/>	<input type="checkbox"/>
Is the light level appropriate for a safe work environment?		<input type="checkbox"/>	<input type="checkbox"/>
<b>Housekeeping</b>		<b>Yes</b>	<b>No</b> <b>Comments</b>
Is the CPOD site clear of debris and tripping/falling hazards?		<input type="checkbox"/>	<input type="checkbox"/>
Are materials properly stacked and spaced?		<input type="checkbox"/>	<input type="checkbox"/>
Are work areas clear of fluid spills or leakage?		<input type="checkbox"/>	<input type="checkbox"/>
Are aisles, passageways, and lanes clear of obstruction?		<input type="checkbox"/>	<input type="checkbox"/>
Is the break area clean and sanitary?		<input type="checkbox"/>	<input type="checkbox"/>
Are the dumpsters provided being serviced regularly?		<input type="checkbox"/>	<input type="checkbox"/>
Are the restrooms clean, sanitary, and restocked?		<input type="checkbox"/>	<input type="checkbox"/>
<b>Personal Protective Equipment (PPE)</b>		<b>Yes</b>	<b>No</b> <b>Comments</b>
Is required equipment provided, maintained, and used?		<input type="checkbox"/>	<input type="checkbox"/>
Does equipment meet general operating requirements?		<input type="checkbox"/>	<input type="checkbox"/>
Are staff members compliant with PPE requirements? (Helmets, safety vests, etc.)		<input type="checkbox"/>	<input type="checkbox"/>
<b>Material Handling and Storage</b>		<b>Yes</b>	<b>No</b> <b>Comments</b>
Is there safe clearance for all equipment through aisles, alleyways, and doors?		<input type="checkbox"/>	<input type="checkbox"/>
Are storage areas free of debris and tripping hazards?		<input type="checkbox"/>	<input type="checkbox"/>
Are only trained operators operating forklifts or other heavy machinery?		<input type="checkbox"/>	<input type="checkbox"/>
Are staff using proper lifting techniques?		<input type="checkbox"/>	<input type="checkbox"/>
<b>Vehicle Traffic</b>		<b>Yes</b>	<b>No</b> <b>Comments</b>
Are cones/signs placed to direct traffic?		<input type="checkbox"/>	<input type="checkbox"/>

Is the vehicle lane clearly marked for both drivers and CPOD staff?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the vehicle lane free of staff when vehicles are moving?	<input type="checkbox"/>	<input type="checkbox"/>	
Are pedestrian and vehiclular traffic separated?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Additional Comments or Concerns:</b>			





# WVEMD CPOD DEMOBILIZATION CHECKLIST

Incident Name/Number:

Checklist Completed By:

Date Checklist Completed:

Location Checklist Completed:

Authorizing Authority Name:

Authorizing Authority Agency:

Date Authorization Given:

Is this demobilization checklist associated with an (IAP)?

- YES
- NO

If answer is Yes, enter IAP Name or Number.

## Demobilization Actions Initiated:

Notification of CPOD Closure  Counties, Cities, Regions, Tribes, Localities - In conjunction with WVEMD Logistics / SEOC Coordinator will evaluate the requirements to suspend or relocate CPODS through a shared understanding of needs.

CPOD Managers - In conjunction with jurisdiction's EM and WVEMD SEOC will notify all supporting agencies of the need or intent to demobilize all or portions of CPOD operations.

End Receiving  CPOD Manager - Notifies supporting vendors and SEOC Coordinator of demobilization to initiate stoppage of all shipments at least 24 hours prior to the expected final delivery.

Notify any in-transit or affected incoming shipments of any need to change the delivery location or shipping instructions prior to demobilization of any CPOD.

Demobilization Planning  Develop transfer plans for all goods, inventory, and support systems.

Develop plans for re-packing state or local jurisdiction's equipment and goods for transfer back to WVEMD or Local EM.

Notify vendors and SEOC of projected demobilization date/time to arrange pick-up of vendor supplied non-expendable equipment.

## Redistribute Remaining/Residual Supplies:

Redistribute Supplies  In coordination with WVEMD SEOC and jurisdiction EM, CPOD Managers will redistribute remaining supplies to other CPODs and or assigned location. Full coordination with receiving location and understanding of expectations for receiving location must be accomplished prior to transport.

Redistribute Materials  In coordination with WVEMD SEOC and jurisdiction EM, CPOD managers will redistribute remaining materials/ equipment to other CPODs or receiving locations-with full coordination of receiving location.

Recycle or return all pallets to owning entities. Or coordinate with jurisdiction EM for removal.

## Dismantle the CPOD:

End Operations  Locate and identify all local and WVEMD owned equipment, conduct inventory, and secure.

Recover all equipment belonging to the CPOD trailer, load, and secure for transport.



# WVEMD CPOD DEMobilization CHECKLIST

## Dismantle the CPOD continued:

### CPOD Manager Remarks:

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### Jurisdiction EM Remarks:

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Inventory Equipment

- Inventory all equipment against hand receipts, leases, and agreements. Note and document any damages, discrepancies, or missing items. WVEMD Form# DMP-203
- Inventory the CPOD trailer if used and recover all unused equipment for proper storage. WVEMD Form# DMP-204

Pack Equipment

- Dismantle all equipment, office systems, and support equipment.
- Prepare and stage forklifts and pallet jacks for pickup and loading.

Transport Ready

- Contact vendors to coordinate pickup date and time for remaining equipment and systems.
- Contact SEOC Coordinator to arrange pickup for all State-owned equipment and support systems.
- Ensure transport confirmed and available for any remaining resources.

Transport Ready

- Work with CPOD support team, jurisdiction EM, and WVEMD, and supporting vendors to execute the loading of remaining equipment and supplies.

Clean Site

- Perform final site cleaning for transfer back to owner control.

Site Inspection

- Perform site inspection to determine readiness for return to owner.

Return Site

- Arrange to disconnect communication or power lines.
- Return site to local control/ownership.
- Document that control has been returned by obtaining signature of owner at the end of this form.

## Close Out Operations / Records Management:

Release Staff

- Ensure staff is properly rested prior to departing for home station - initiate a rest plan if needed.
- Have staff return all official and/or issued safety equipment, signage, and other local or WVEMD equipment accordingly.
- Notify agencies, partnered organizations, and the SEOC Coordinator of staff release.
- Provide final safety brief which includes remaining local area hazards, safest route out of area, expected travel and weather conditions.



# WVEMD CPOD DEMobilIZATION CHECKLIST

**Site/Land/Facility Owner's  
Remarks, Concerns, Deficiencies:**

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WVEMD SEOC received this form on:  
Date: \_\_\_\_\_  
By: \_\_\_\_\_

**Close Out Operations / Records Management continued:**

- Release Staff  Release CPOD staff from duties in order to travel to follow-on locations or home station.
- Notify Emergency Management  Notify jurisdiction EM and WVEMD via SEOC that all or specific CPOD operations have been discontinued and that the demobilization checklist is complete for the affected location.
- Return Records  CPOD Managers send all shipping, receiving, and truck logs plus copies of all electronic media, forms, and records back to the SEOC for audit and archive.
- CPOD Managers send copies of all bills, receipts of equipment, shipping reports, etc. to jurisdiction EM and the SEOC.
- End Deployment  All Staff returns to daily routine operations.

I certify that I have completed all applicable sections of the WVEMD Demobilization Checklist and that all required records have been returned to the WVEMD. I have completed an inventory of all supplies, assigned equipment, and systems and have made the jurisdiction EM and the WVEMD aware any discrepancies

CPOD Manager's Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

I certify that I have conducted a joint assessment of the CPOD site, supplies, equipment, and systems. I have verified the accuracy of all records and the restoration of the site back to its original condition.

Jurisdiction EM's Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

I certify that I have conducted a site assessment of the land/facility and documented any issues or grievances in the site owner's column on this page.

Site Owner's Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

## Master CPOD Inventory

100 traffic cones	1 bags of leather gloves
14 chairs	8 safety glasses
6 tables	4 large totes
3 light trees	5 small totes
3 fuel cans – gasoline	3 (10x10) pop up tents
2 hand trucks	6 hard hats
3 cable ramps	1 hand tool kit
1 pallet jacks	2 bags of bungee cords
1 spill kits	3 4-paks of racket straps
3 trash cans	1 bags of brown jersey gloves
2 rolling trays	2 torpedo heaters
1 generator	3 diesel fuel cans
1 large first aid kits	
2 small first aid kits	
6 radios	
2 wheel chokes	
4 floor dollies	
3 fire extinguishers	
3 cases of caution tape	
1 boxes of ear plugs	
4 extension cords (50ft)	
3 power strips	
8 traffic wands	
8 safety vests	
4 head lamps	
10 bags of zip ties	