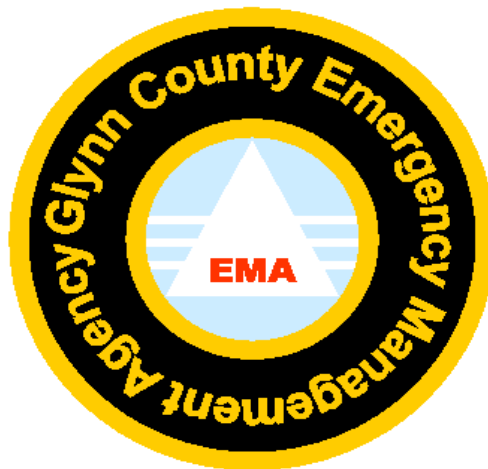




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GLYNN COUNTY POINTS OF DISTRIBUTION (POD) PLAN



Written Nov 2007; Reviewed: 2009, 2010, 2011, 2012, 2013

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Purpose:

A Point of Distribution (POD) is for establishing initial points where the general public will obtain **life sustaining emergency relief supplies** until such time as power is restored, retail establishments reopened, or fixed and mobile feeding sites (if any) and relief social service programs (if any) are in place.

Overview:

The type and quantity of supplies that the public will need in the aftermath of a hurricane will vary due to many factors and no one storm will be just like another. Emergency response experience over the years suggests some common necessities that the public will require to meet health, safety, and lifesaving needs. They include potable water (usually bottled), packaged ice, Meals Ready to Eat (MRE), and, in some cases, tarps. These commodities are often supplied by state and local governments, donations from industry, and volunteer agencies.

The Federal Emergency Management Agency (FEMA) provides commodities that are delivered from the federal staging areas to state logistical staging areas where the state in-turn supplies the local distribution points. Glynn County also has a contract with Ceres, Inc., a private vendor who can be called upon to make deliveries, if needed. In this instance, Glynn County will be responsible for paying Ceres, Inc. and will submit the invoice to FEMA for reimbursement.

Commodities and supplies are most often delivered in tractor-trailer loads. Since these types of trucks (eighteen-wheelers) are eighteen to thirty feet long with a trailer that is forty-five to fifty-two feet long, large open areas are required to accommodate the vehicles with their loads. Points of Distribution (PODs) must also be located in areas that are paved, concrete, or gravel hardstand and can withstand national roadway load limits. In addition to the area needed for the trucks, planning must include an area for unloading, dumpsters, proper traffic flow, stockpiles, and ingress and egress for the distribution to the public.

Points of Distribution (POD) Planning:

Storm victims will drive through a distribution point without exiting their vehicles.

Personnel working in PODs must limit the quantity of commodities distributed to each family in the first 72-hour period due to the limitation of resources, unless the pipeline has been established.

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

- 1 gallon or 3 liters of water per person, per day
- 8 pounds (1 bag) of ice per person, per day
- 2 MREs per person, per day
- 1 tarp to cover roof damage

After it is determined that the pipeline for resources has been established, the following assumptions **may** be used for distribution planning, if allowed by GEMA:

- Each car represents an average family of three.
- Each vehicle passing through a POD may receive the following:

- 2 or 3 bags of ice
- 1 case of water (9 – 12 liters)
- 6 MREs
- 1 tarp

GEMA's Initial Response Resources (IRR) Planning Factors indicate:

IRR items are usually packaged as follows (may vary based on vendor so these numbers are approximate):

Water:

- ½ liter bottles @ 1,728 bottles per pallet, 20 pallets per truckload. One truckload can supply the one-day need for approximately 5,760 people. 3 liters per person per day
 - Liter bottles @ 900 bottles per pallet, 20 pallets per truckload. One truckload can supply the one-day need of approximately 6,000 people. 3 liters per person per day
- Minimum issue is 3 liters of water per person per day.

Emergency Meals/MREs:

576 meals per pallet, 40 pallets per truckload. One truckload can supply the one-day need of approximately 11,520 people. 2 MREs per person per day
Minimum issue is two meals per person per day.

Ice:

8 lb bags @ 250 bags per pallet, 20 pallets per truckload. One truckload can supply the one-day need of approximately 5,000 people. 1 bag of ice per person per day
Minimum issue is one bag per person per day, if ice is being issued to all survivors. Those with medical needs may require more and will be considered on a case-by-case basis.

Tarps:

20'x 25' each, 200 tarps per pallet, 4,400 tarps per truckload.

GEMA asks that tarps only be issued at the request of the citizen and tarps may not be made available to PODs. It is preferable to identify tarp needs when survivors process thru a Disaster Relief Center, if available, and have a Voluntary Organization Active in Disasters (VOAD) group, such as Georgia Baptists, install tarps on houses. In this case the tarps would be provided to the Georgia Baptists.

In summary:

- 1 tractor-trailer truck load of ice and water will serve 1,660 vehicles or about 5,000 people
- 1 tractor-trailer truck load of MREs will serve 3,624 vehicles or about 10,000 people
- 1 tractor-trailer truck load of tarps will serve 4,400 vehicles or about 4,400 homes

PODs will be open to the public up to 12 hours per day; the actual hours will be determined based on need and resources.

Re-supply of PODs will primarily be at night (while closed to the public). GEMA has stated the delivery trucks will deliver to each of the POD locations. The workers (County staff)

will unload the trucks using contractor-provided pallet jacks and forklifts. The goal is to have the delivery trucks unloaded within one hour.

Stockpiles of ice, water, MREs, and tarps are located at loading points. Each loading point has a team of people (1 for water, 1 for ice, and 1 for MREs/tarps) that load these items into the vehicle as it stops in front of their position (see Figure 2).

A well-planned and operated distribution point with one lane of traffic and 3 loading points can service 140 cars per hour. Based on a 12-hour workday, about 1,680 vehicles or $1,680 \times 3 = 5000$ people can be served.

POD Site Selection:

Sites should be located adjacent to a major highway and have the ability to establish safe one-way traffic through the compound and be reasonably secure. **Three potential sites should be identified for each POD: a primary, an alternate, and a contingency.**

PODs would not be placed near an open store that has water, food, and ice available for sale. The objective is to ensure that resources are “available” to the community. This does not mean it has to be free.

Glynn County has designated four (4) POD sites and site layouts:

United Pentecostal Church, 5608 New Jesup Highway

Bay Harbor Church of God, 3210 Highway 82

Brunswick-Golden Isles Airport

Malcolm McKinnon Airport, St. Simons

The recommended minimum space for each area is as follows:

Vehicle Line - 20 feet wide

Loading Point – 80 feet by 40 feet each

Supply Line – 50 feet wide

The Damage Assessment Team will review these sites and make a recommendation as to whether these sites are safe and adequate. If they are in poor condition, alternate sites will be used.

The Jekyll Island Authority will also open and manage a POD. Commodity orders will be placed through Glynn County.

Layout plans for PODs:

A proper layout of the loading points can ensure a smooth and efficient flow through the POD. Each loading point should be 80 feet by 40 feet. These dimensions are a guide to be adjusted according to the size and quantity of commodities being distributed. In the Distribution Point diagrams below, Water (W), Ice (I), MREs (M) and Tarps (T) are being distributed. If the POD is only providing water and food, the loading point could be smaller.

Pallets of commodities must be separated at each loading point. This allows for a more efficient loading and resupply of materials. By mixing pallets of commodities, loaders have to spend additional time sorting.

Traffic cones are used to guide citizens through the POD. Cones should create a lane that is 12 feet wide. It is recommended that cones not be placed more than 20 feet apart.

The following plans provide examples of different sizes of distribution points and the resources required for operations:

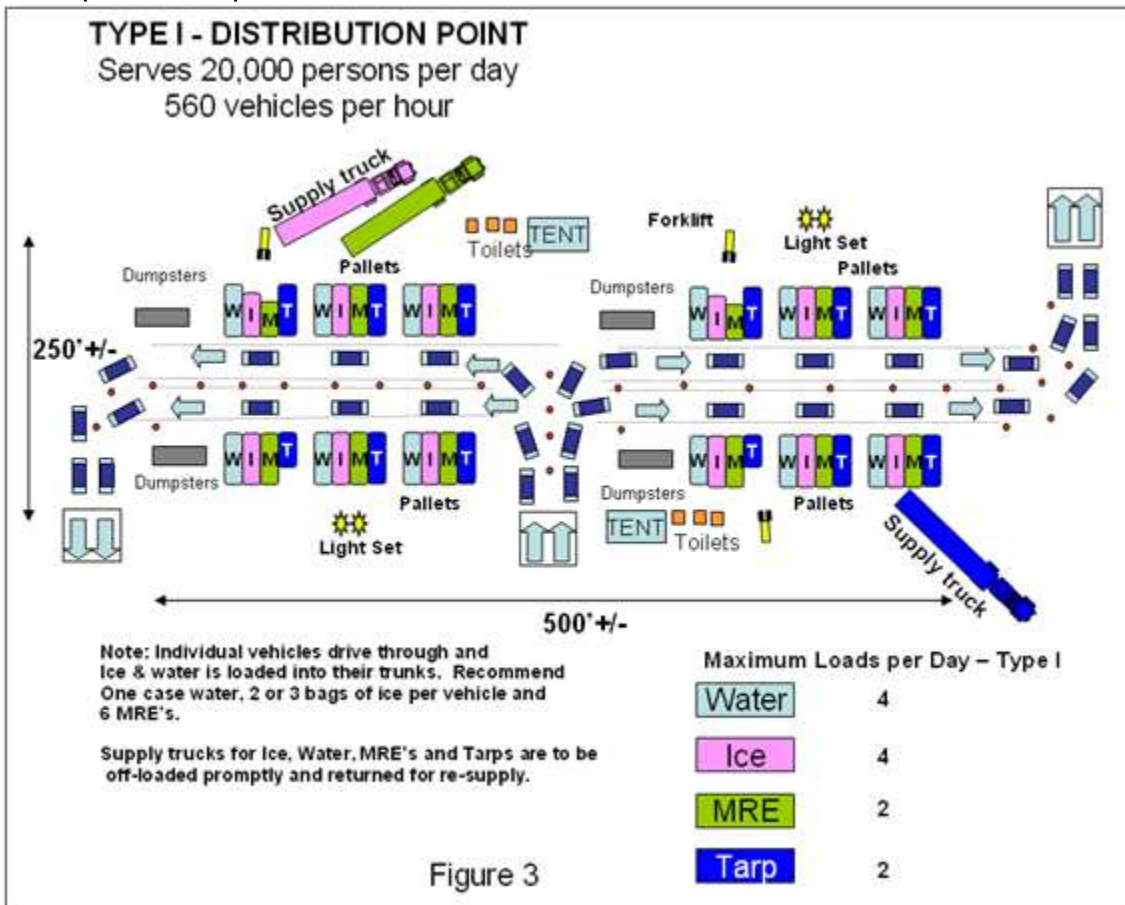


Figure 3

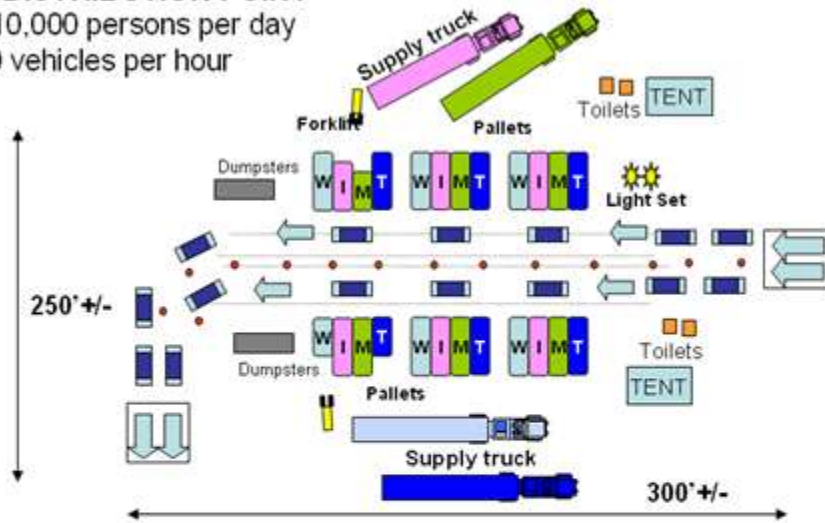
Type I Distribution Point Resources Required

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

Figure 4

TYPE II - DISTRIBUTION POINT

Serves 10,000 persons per day
280 vehicles per hour



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

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

Maximum Loads per Day - Type II

Water	2
Ice	2
MRE	1
Tarp	1

Figure 5

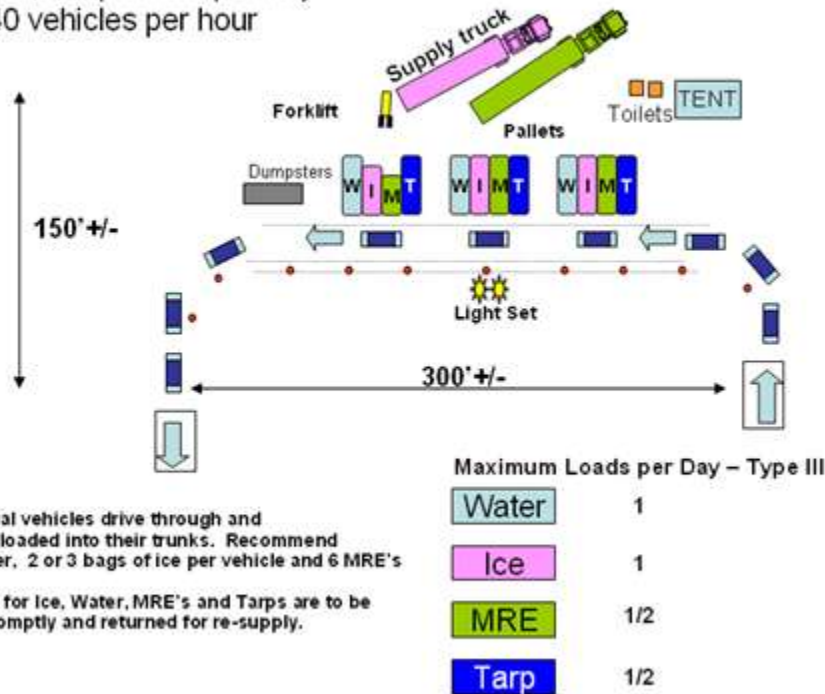
Type II Distribution Point Resources Required

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

Figure 6

TYPE III - DISTRIBUTION POINT

Serves 5,000 persons per day
140 vehicles per hour



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

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

Figure 7

Type III Distribution Point Resources Required

Type III Distribution Point					
Manpower				Equipment	
Type		Day	Night	Type	Number
Local Responsibility	Team Leader	1	0	Forklifts	1
	Forklift Operator	1	1	Pallet Jacks	1
	Labor	14	2	Power Light Sets	1
	Loading PT	9		Toilets	2
	Back-up Loading PT	4		Tents	1
	Pallet Jacks Labor	1		Dumpsters	1
	Totals	16	3	Traffic Cones	10
Others	Law Enforcement	2	1	Two-way radios	0
	Community Rel.	1	0		
Grand Total		19	4		

Figure 8

Once PODs are open, they should remain open for the first 72-hours due to the level of resources, personnel, and equipment that must be allocated and deployed in support of the POD. After 72-hours, POD locations can be evaluated and moved, closed or new PODs established in the county. Depending upon the event and impact, not all pre-designated PODs will require opening. It may be determined that a POD site is not usable due to debris, flooding,

or damage on site. In this event, alternate locations will be considered based on information received from the Damage Assessment Teams, EOC, and Georgia Power.

POD Operations:

PODs will operate only during the daylight hours for security and safety reasons. Once PODs are in full operation, deliveries to resupply should be made during the evening, and staged for morning distribution. Daytime deliveries should only be made during emergencies, because this may stop all distribution operations while trucks arrive and are off-loaded. Of course, this is subject to change depending on the availability of the delivery truck’s schedule.

The following checklist will be used to assist in setting up a POD (Figure 9).

Pre-Landfall	Phase 1	Figure 9
	<ul style="list-style-type: none"> • Make preparations to activate Points of Distribution (PODs) 	
	<ul style="list-style-type: none"> • Assure Logistics Plans are reviewed 	
	<ul style="list-style-type: none"> • Contact site owner and activate MOUs or execute Lease (photo sites if possible) 	
	<ul style="list-style-type: none"> • Arrange for staffing of locations and ensure staff will be prepared prior to evacuation (including dry camping supplies) 	
	<ul style="list-style-type: none"> • Assure temporary housing for POD workers is secure and accessible (locate keys if using community buildings, etc) 	
	<ul style="list-style-type: none"> • Pack POD supply boxes (see Figure 10 below) 	
	<ul style="list-style-type: none"> • Notify GEMA/vendors/contractors of support requirements 	
	Phase 2	
	<ul style="list-style-type: none"> • Review POD Procedures 	
	<ul style="list-style-type: none"> • Fuel Vehicles 	
	<ul style="list-style-type: none"> • Determine assets to deploy 	
	Phase 3	
	<ul style="list-style-type: none"> • Prior to evacuating, contact POD workers and confirm locations, contact information, and that they will return with supplies/food to be self-sustaining 	
Post-Landfall	Phase 1	
(0-24hours)	<ul style="list-style-type: none"> • Evaluate needs to determine where PODs should be opened (Damage Assessment Team) 	
	Where are power outages?	
	Will power be out longer than 48 hours? If no, may not need POD.	
	Are roadways cleared and PODs accessible?	
	<ul style="list-style-type: none"> • Call up the POD workers 	
	<ul style="list-style-type: none"> • Verify suitability of POD sites to assure they are adequate 	
	<ul style="list-style-type: none"> • Determine necessary site repairs to be accomplished 	
	<ul style="list-style-type: none"> • Deploy POD Equipment Resources and Staff 	
	Ice storage trucks for each POD, Material Handling Equipment (MHE), Traffic Control, Support Equipment, Resources (commodities), Managers, MHE Operators, labor, security	
(24-48 hours)	Phase 2	

	<ul style="list-style-type: none"> • Establish Logistics Staging Area if necessary
	<ul style="list-style-type: none"> • Deploy personnel and equipment to PODs
	<ul style="list-style-type: none"> • Activate PODs
	<ul style="list-style-type: none"> • Assignments begin
	<ul style="list-style-type: none"> • Resource tracking
	<ul style="list-style-type: none"> • Situation reporting
(48-72 Hours)	Phase 3
	<ul style="list-style-type: none"> • Fulfill POD orders/requirements
	<ul style="list-style-type: none"> • Evaluate resource needs during next operational period
	Is it necessary to continue operating PODs?
(72+ Hours)	<ul style="list-style-type: none"> • Begin demobilization planning
Demobilization	<ul style="list-style-type: none"> • Contact vendors and return leased/contracted resources • Return site to previous condition

Key checklist for POD operations:

- | |
|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Always keep safety first <input type="checkbox"/> Adequate Manpower (Consider backups for each position) <input type="checkbox"/> Equipment (Forklift and pallet jack a must) <input type="checkbox"/> Site Layout, good traffic flow <input type="checkbox"/> Room for delivery trucks (18-wheelers without disrupting operations) <input type="checkbox"/> Forklift Operator <input type="checkbox"/> Security (Help with the general public) <input type="checkbox"/> Traffic Control (Police at main intersections) <input type="checkbox"/> Signs identifying the site as "Point of Distribution (POD)" <input type="checkbox"/> Provide a notebook for securing delivery charts and receipts <input type="checkbox"/> Communications (Team Manager will require communications) <input type="checkbox"/> Train an assistant for night operations <input type="checkbox"/> Ask for technical help through EOC if assistance is needed |
|---|

Resourcing PODs:

POD operations, including manpower and equipment, are the responsibility of Glynn County with support from the Georgia Emergency Management Agency (GEMA). A partnership between the community and county is essential for the establishment of a successful distribution system that serves the public in their time of need. The most challenging resource to provide is manpower. Most local governments depend on the National Guard, volunteer fire departments, church groups and other volunteer agencies for manpower. One good example of using our local resources is the use of churches within the disaster area. Some churches have very large parking areas that work well for a Type III POD and the church can work with their congregation to establish a ministry to man and operate the POD. In addition to these resources, Glynn County will also ask for volunteers that sign up at the

Volunteer Reception Center to work the PODs. This example uses people from the community to help people in the community.

Figures 4, 6, and 8 show the personnel and equipment requirements for each type of POD.

This list of equipment and supplies is the baseline for establishing **one Type 3 POD**; it will be reviewed prior to the establishment of a POD and adjusted if needed to meet the needs of the mission.

Figure 10

RESOURCE	QTY REQD	LEAD AGENCY
Forklifts (conventional 6,000 lb.)	1	Vendor Contract
Pallet Grabbers and Chain sets	1	Vendor Contract
Pallet Jacks, hand operated	1	Vendor Contract
Cellular Phones or Radios	1	Information Technology
Extension Cords	500'	Locally provided
Eye Protection, safety glasses	25	Locally provided
Flashlights	12	Locally provided
Hard Hats	25	Locally provided
Megaphone	1	Locally provided
Traffic Cones	10	Public Works
Work Gloves (pair)	20	Locally provided
Barricade Tape 1000' rolls	4	Locally provided
Barricades	12	Public Works
10x10 Shade Tents	4	Vendor Contract
Fans, electrical	1	Vendor Contract
Lights, portable, 4,000 watt Light Tower	1	Vendor Contract
Portable Generator	1	Vendor Contract
Portable Toilets (self-contained) and hand wash station, with daily service contract	2	Vendor Contract
Dumpsters	1	Vendor Contract
Two-way Radios	1	Locally provided
Flashlights with extra batteries	4	Locally provided
First Aid Kits	1	Locally provided
Vests, safety	20	Locally provided
Portable signage (POD Ahead, Enter, Loading Point, Exit, Do Not Enter)		Locally provided
Documentation supplies (pens, pencils, markers, paper, tacks, tape, poster board)		Locally provided
Tables & Chairs	10	Locally provided
Freezer Units	2	Vendor Contract

Each POD requires an equipment package, as shown in Figures 4, 6, and 8 and summarized in Figure 10 (Type 3 POD). If the disaster receives a Presidential Declaration, then the costs for obtaining this equipment will qualify for Federal reimbursement. The Logistics Section Chief (the County staffer responsible for providing communications, supplies, facilities, food, and medical support as required by the Federal Government's National Incident Management System {NIMS}) will provide the equipment to the PODs. Logistics will work with

local vendors, the Georgia Emergency Management Agency (GEMA), and/or the County's Logistics Contractor (Ceres, Inc.) and will have agreements in place to provide the required equipment, such as freezer units to store ice. This method of supplying equipment helps prevent duplication and allows for easier reimbursement.

Post event actions will be adjusted once additional information has been obtained:

- Actual commodity requirements
- Burn Rates (how much of an item is actually being consumed) based on actual distribution

Par levels are then set for each commodity (water, ice, MREs, tarps) to insure that critical Commodity levels do not fall below 1.5 days of inventory. Ordering is then based on these projections:

- Local businesses reopening
- Changing outcomes
- Power restoration
- Degree of damage and residential occupancy
- Social Services becoming available (Red Cross, volunteer agencies, donations)
- Financial assistance
- Resource support
- Long term recovery plan

Planning Commodity Distribution:

Paramount to successful bulk commodities planning is an absolute understanding of the "pipeline effect" and its effect on requisitioning, receipt, and distribution. The required rate of delivery of bulk commodities is directly proportional to the POD's ability to distribute resources to victims, and the status of power restoration and/or respective outages. Simply stated, we cannot request more commodities than the affected population (as determined by power status) can reasonably consume or can be effectively distributed; doing so can and will hinder our neighboring counties' ability to support the needs of their citizens. **There is not an unlimited amount of resources.**

Vendors have to continue to support their normal customer base and gear up operations to support disaster requirements. This process, by rule of thumb for large orders, takes 48 hours during the weekday and 72 hours if initiated on a Friday after 12:00 noon. Because of these factors, the pre-positioning of commodities for a pending event is crucial.

Ordering commodities from GEMA:

See GEMA's Annex A – POD Commodities Procedures (Nov. 2010) attached to this Plan as Exhibit B.

GEMA requests the County provides the POD locations on annual basis to GEMA Logistics. GEMA Logistics will maintain a database of the County's POD locations.

OPCON 4 (96 hours before landfall) – GEMA will contact Glynn County to confirm the POD locations. Any changes should be provided at this time.

OPCON 3 (72 hours before landfall) – GEMA will provide POD information to FEMA Logistics and other vendors that may be used to deliver commodities.

OPCON 2 (48 hours before landfall) – GEMA will provide Glynn County EMA with the appropriate format for order commodities.

24 hours before opening POD – Glynn EMA will submit the first order of commodities to GEMA who will immediately process the request with FEMA or the State’s contract vendors for delivery after 7:00 p.m., but before 7:00 a.m. the next morning. GEMA asks that orders be submitted in alphabetical order according to POD location name.

Resupply of PODs – Each day Glynn EMA will provide GEMA with the quantity desired for the next delivery cycle. Daily orders will be taken verbally during a daily conference call between Glynn EMA and GEMA. (See Exhibit C – GEMA’s Daily Logistics Conference Call)

POD Site Setup Checklist:

POD Site Setup Checklist				
POD Manager: _____				
Location: _____				
		Yes	No	Remarks
1	Team members arrived			
2	Site hazard assessment complete			
3	Communications established with EMA			
4	Inspect POD Kit			
5	Determine the location of the Supply, Loading, and Vehicle lines			
6	Establish the port-a-potty location			
7	Establish the dumpster location			
8	Establish the break area location			
9	Set up traffic cones around the vehicle line			
10	Ensure supply trucks can enter and exit			
11	Assign staffing positions			
12	Distribute PPE – Personal Protective Equipment (gloves, vests, etc)			
13	Conduct a safety briefing			
14	Determine signage locations			
15	Receive port-a-potties			

16	Receive dumpster			
17	Receive pallet jack			
18	Receive first supply			
19	Notify POD Coordinator or EMA that the POD is ready for opening			
20	Put up signage – less than 30 min before opening			
21	Open POD			
22	Notify EMA that the POD is open			
Other Remarks: POD Manager Initials: _____ Date and Time Complete: _____				

Each POD should also have a POD Kit on site to support the initial setup. This POD Kit is designed for a Type III POD. A Type II POD would need two kits and a Type I POD would need four kits.

POD Kit		
1	96 gallon trash can, wheeled (for storage of the kit)	
16	Pairs of leather work gloves	
4	Rolls of duct tape	
19	Battery-powered (D-cell) flashlights	
36	D-cell batteries	
1	First Aid Kit	
12	36" reflective traffic cones	
16	Hardhats	
30	Orange or red glow sticks – nighttime restocking	
8	Medium back support belts	
8	Large back support belts	
1	5 lb. fire extinguisher	
1	Light set	
1	Rest tent (preferably one tent for each loading area)	
1	Port-a-john	
1	dumpster	

Point of Distribution (POD) Managers:

The successful operations of a POD require a POD Manager that understands the purpose, functions, and requirements of a POD. A successful POD Manager must have the skills to motivate people, organize shifts, assure the right equipment is available, keep records

on equipment usage, gather/record information on deliveries, arrange for future deliveries based on usage, and act as the primary point of contact for the POD with the EOC.

Figures 11 – 14 are samples of tracking charts that gather key information on deliveries. This information, as well as any contract/delivery forms that require signing by the delivery driver, must be collected and provided to the POD Manager at the end of each day. This information is vital for documenting payment to the delivery contractors and future planning. The POD Manager will submit orders to the EOC and be responsible for tracking the commodities received.

Figure 15 is a POD Unit Log, which should be completed by the POD Manager and submitted to the Logistics Section Chief. This document will assist in future planning of PODs by providing examples of events that took place during the commodity distribution.

Point of Distribution (POD) Workers:

It is Glynn County's mission to provide a safe work environment for its employees. In the event an employee's home is no longer habitable, Glynn County will provide shelter after the storm.

Dedicated POD workers are as essential to the POD as the commodities being distributed. POD workers are asked to make their evacuation plans at the beginning of hurricane season. Know where they will evacuate, take their stuff with them and be ready to return as soon as called upon. POD workers must be self-sustaining. Meals, clothing, and shelter must be brought with them to the POD.

Before evacuation efforts begin, POD volunteers must contact the Emergency Management Agency (912-267-5678) with their contact information (email, telephone, cell phone). EMA will contact POD workers when it is safe for their return to begin setting up the PODs. Please listen to radio broadcasts, visit the County's website at www.glynncounty.org, and call the County's employee-only emergency info phone number (1-800-875-6179) for information.

POD workers must be able to:

- stand for long periods
- lift 25 lbs over several hours
- work 12-hour shifts with minimal breaks

Recommended Supplies POD Workers should bring to the POD:

Water- one gallon per person per day, for drinking and sanitation
Food - at least five to seven days of non-perishable food
Battery-powered radio and extra batteries
Flashlight and extra batteries
First Aid Kit

Moist wipes, garbage bags and plastic ties for personal sanitation
Can opener for food
Sturdy shoes
Hat and gloves
Comfortable clothing
Sleeping bag/blankets
Tent
Cooking utensils and other supplies needed for dry camping
Rain gear
Personal hygiene items
Medications (2-week supply)
Cash

Temporary Emergency Housing:

Temporary Emergency Housing will be provided to POD Workers that are not able to return to their homes. Such housing may be in the form of simply a safe place to camp. Therefore, the supplies workers bring with them to the POD should include all items necessary for dry camping, including a tent. Depending on the severity of the storm and the condition of buildings, housing may be provided at the County's community buildings (in Brookman, Highland Park, Ballard, Demere Rd, Blythe Island) or at other County facilities.

Forward Operations Base (FOB):

Taking care of our First Responders...

FOBs maybe established to support small, quick response teams such as :

- Search and Rescue Teams
- Damage Assessment Teams
- Debris Management Teams

Only essential services would be provided to support teams:

- Food and Water
- Fuel
- Health & Sanitation

FOBs are NOT long term sites, and may only be operated for a few days. They may also be mobile, depending on the situation.

POD PLANNING & RESOURCING - EXHIBIT A

Planning Methods:

This document provides methods to determine the location and number of PODs, provide suggestions for supplying manpower and equipment resources, and discuss distribution point operations.

Determining the Location and Number of PODs:

The number and general location of most PODs will be determined mathematically based on population. The Excel model shown below will calculate the number of PODs required when the total number of people without commercial power is entered. The model uses a 40% factor to calculate the estimated number of people that will visit a POD. This figure is an estimated average percentage based on the Army Corps of Engineers past experience. The model also considers only Type III PODs that consist of a one-lane operation. **A Type III POD provides for 5,000 people and can handle one truckload of ice and water per day along with MREs and tarps. Therefore, for every truckload of ice or water ordered, there should be a corresponding POD or lane for off-loading.** The number of actual PODs can be lowered if Type I or Type II PODs are used; however, the number of "lanes" will remain the same. For example: If the model computes 32 Type III PODs, then that would equal 16 Type III and 8 Type II; or 16 Type III, 4 Type II and 2 Type I; all equaling 32 lanes.

The pre-planning of POD locations is critical to the public. This allows the locations of the PODs to be known to the public prior to an event before communications are impacted. This also allows for route clearing priorities and route mapping to be performed during the pre-planning process in lieu of the response process.

Glynn County has designated four (4) POD sites and site layouts are below. The four sites are:

United Pentecostal Church, 5608 New Jesup Highway

Bay Harbor Church of God, 3210 Highway 82

Brunswick-Golden Isles Airport

Malcolm McKinnon Airport, St. Simons

The Jekyll Island Authority will also open and manage a POD. Commodity orders will be placed through Glynn County. The commodities will be delivered to the POD near Jekyll Island and will be picked up and transported by JIA staff.

Once PODs are open, they must remain open for the first 72-hours due to the level of resources, personnel, and equipment that must be allocated and deployed in support of the POD. After 72-hours, POD locations can be evaluated and moved, closed or new PODs established in the county. Depending upon the event and impact, not all PODs pre-designated will require opening. It may be determined that a POD site is not usable due to debris, flooding, or damage on site.

PRE-EVENT Commodities Model

This is an active Excel File, simply double click on the face of the sheet, enter the # of people without power and push the enter key, the data will update with each entry.

Enter # of people without power (Equals number of customers x 3)

10,000

of people requiring commodities 4,000

of Type III Dist. Points Req'd 1

Type III Dist. Point				
Manpower	Day	Night	Equipment	
Local Req.			Forklifts	1
Forklift Oper	1	1	Pallet Jacks	1
Laborers	12	2	Traff Cones	8
Total	13	2	Light Sets	1
Law Enf	2	1	Toilets	2
Comun Rel	1	0	Tents	1
Grand Total	15	3	Dumpsters	1

Tarps	
Loads	Each
1	4,000

Number of truck loads required per day for 24 days	Days	Water		ICE		MREs	
		Loads	K Gal	Loads	K Pounds	Loads	Each
	1	1	3.8	1	32	0	8,698
	2	1	3.5	1	29	0	0
	3	1	3.1	1	27	0	7,207
72 Hour Planning Total >		2		2		1	
	4	1	2.8	1	24	0	6,461
	5	1	2.5	1	21	0	5,716
	6	0	2.2	0	18	0.2	4,970
	7	0	1.8	0	16	0.2	4,225
60% Power back on-line >	8	0	1.5	0	13	0.2	3,479
	9	0	1.4	0	12	0.1	3,153
	10	0	1.2	0	10	0.1	2,827
	11	0.2	1.1	0.2	9	-	-
	12	0.2	1.0	0.2	8	-	-
	13	0.2	0.8	0.2	7	-	-
	14	0.1	0.7	0.1	6	-	-
	15	0.1	0.5	0.1	4	-	-
90% Power back on-line >	16	0.1	0.4	0.1	3	-	-
	17	0.1	0.3	0.1	3	-	-
	18	0.1	0.3	0.1	2	-	-
	19	0.1	0.2	0.1	2	-	-
	20	0.0	0.2	0.0	2	-	-
	21	0.0	0.1	0.0	1	-	-
	22	0.0	0.1	0.0	1	-	-
	23	0.0	0.0	0.0	0	-	-
	24	0.0	0.0	0.0	0	-	-
Total Loads		6.2	29.6	6.2	250	2	46,734

POST EVENT Ordering Model

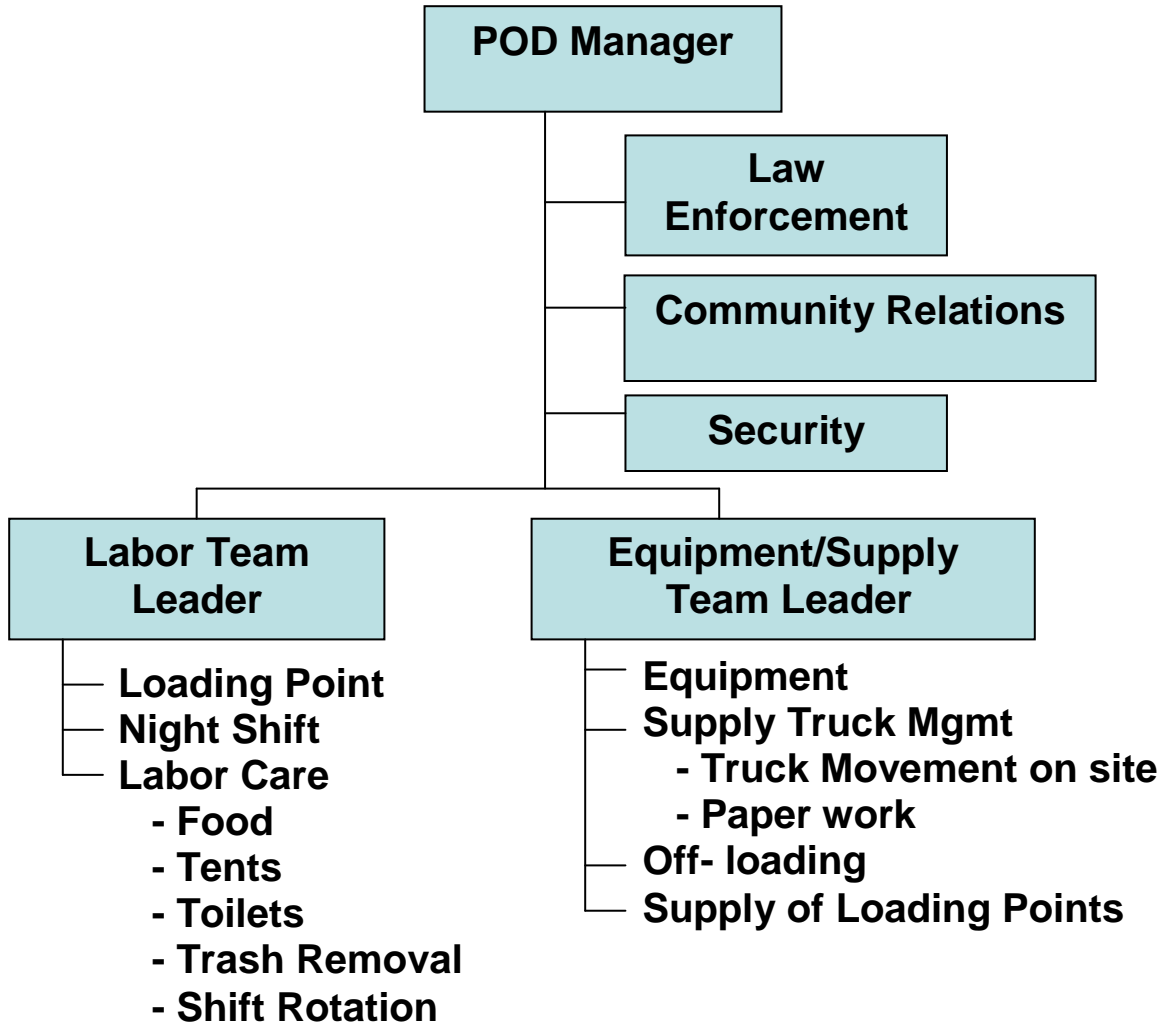
This is an active Excel File, simply double click on the face of the sheet, enter the # of active Distribution Points and push the enter key, the data will update with each entry.

Enter Number of Type III Dist. Points to be used 5

- 1 Type II = 2 Type III
- 1 Type I = 4 Type III

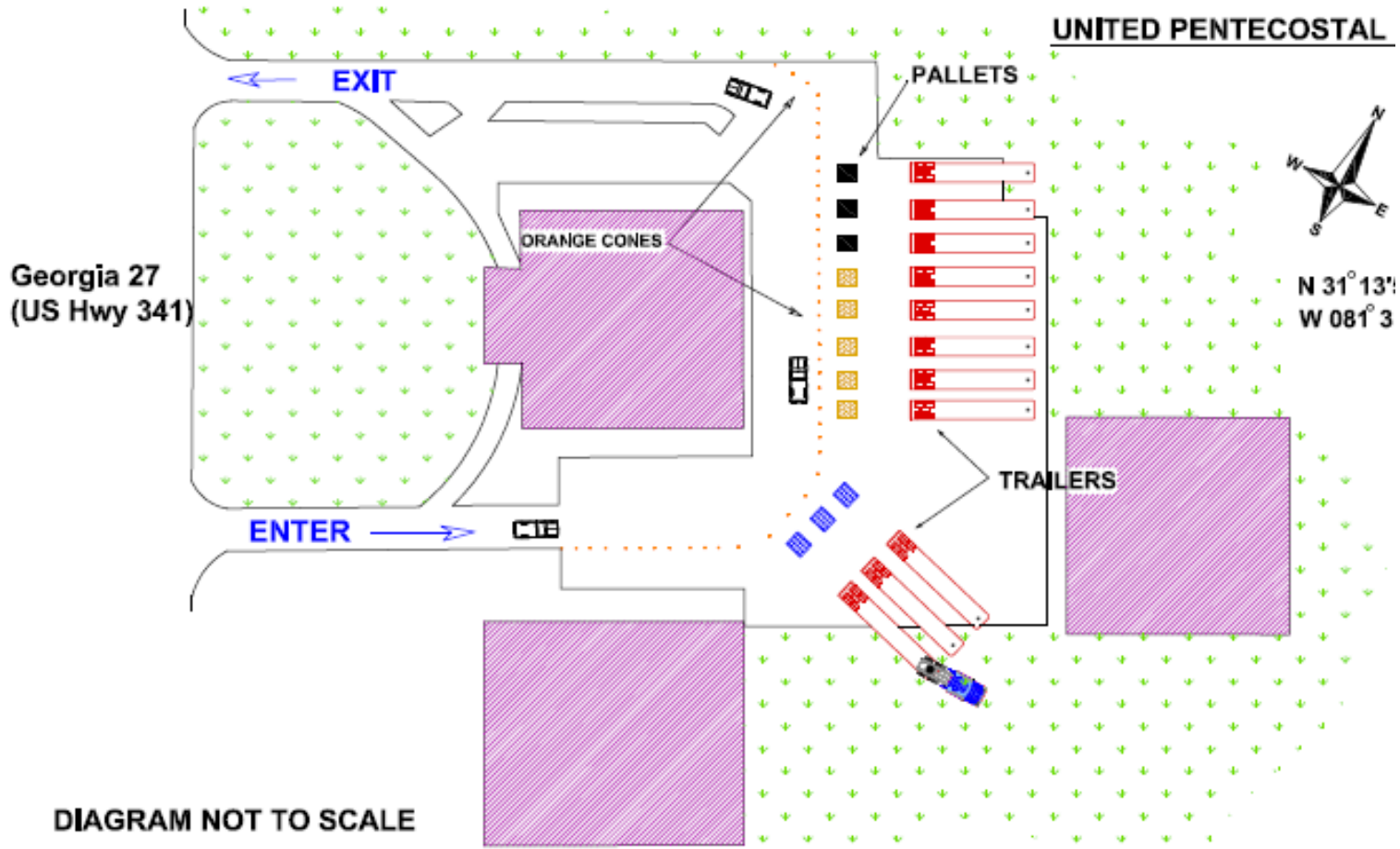
Number of truck loads required per day for 24 days	Days	Water		ICE		MREs		Tarps	
		Loads	K Gal	Loads	K #	Loads	Each	Loads	Each
	1	5	23.8	5	200	3	54,360		
	2	5	21.7	5	183	2	49,701		
	3	4	19.7	4	166	2	45,041		
Initial Order (72 Hour Planning Total) >		14		14		7		6	25,000
	4	4	17.6	4	149	2	40,382		
	5	3	15.6	3	131	2	35,722		
	6	3	13.6	3	114	1.4	31,063		
Next Order (next 72 Hour Planning Total) >		10		10		5			
	7	2	11.5	2	97	1.2	26,403		
60% Power back on-line >	8	2	9.5	2	80	1.0	21,744		
	9	2	8.6	2	73	0.9	19,706		
	10	2	7.7	2	65	0.8	17,667		
	11	1.4	6.8	1.4	58	-	-		
	12	1.3	5.9	1.3	50	-	-		
	13	1.1	5.0	1.1	43	-	-		
	14	0.9	4.2	0.9	35	-	-		
	15	0.7	3.3	0.7	28	-	-		
90% Power back on-line >	16	0.5	2.4	0.5	20	-	-		
	17	0.4	2.1	0.4	18	-	-		
	18	0.4	1.8	0.4	15	-	-		
	19	0.3	1.5	0.3	13	-	-		
	20	0.3	1.2	0.3	10	-	-		
	21	0.2	0.9	0.2	8	-	-		
	22	0.1	0.6	0.1	5	-	-		
	23	0.1	0.3	0.1	3	-	-		
	24	0.0	0.0	0.0	0	-	-		

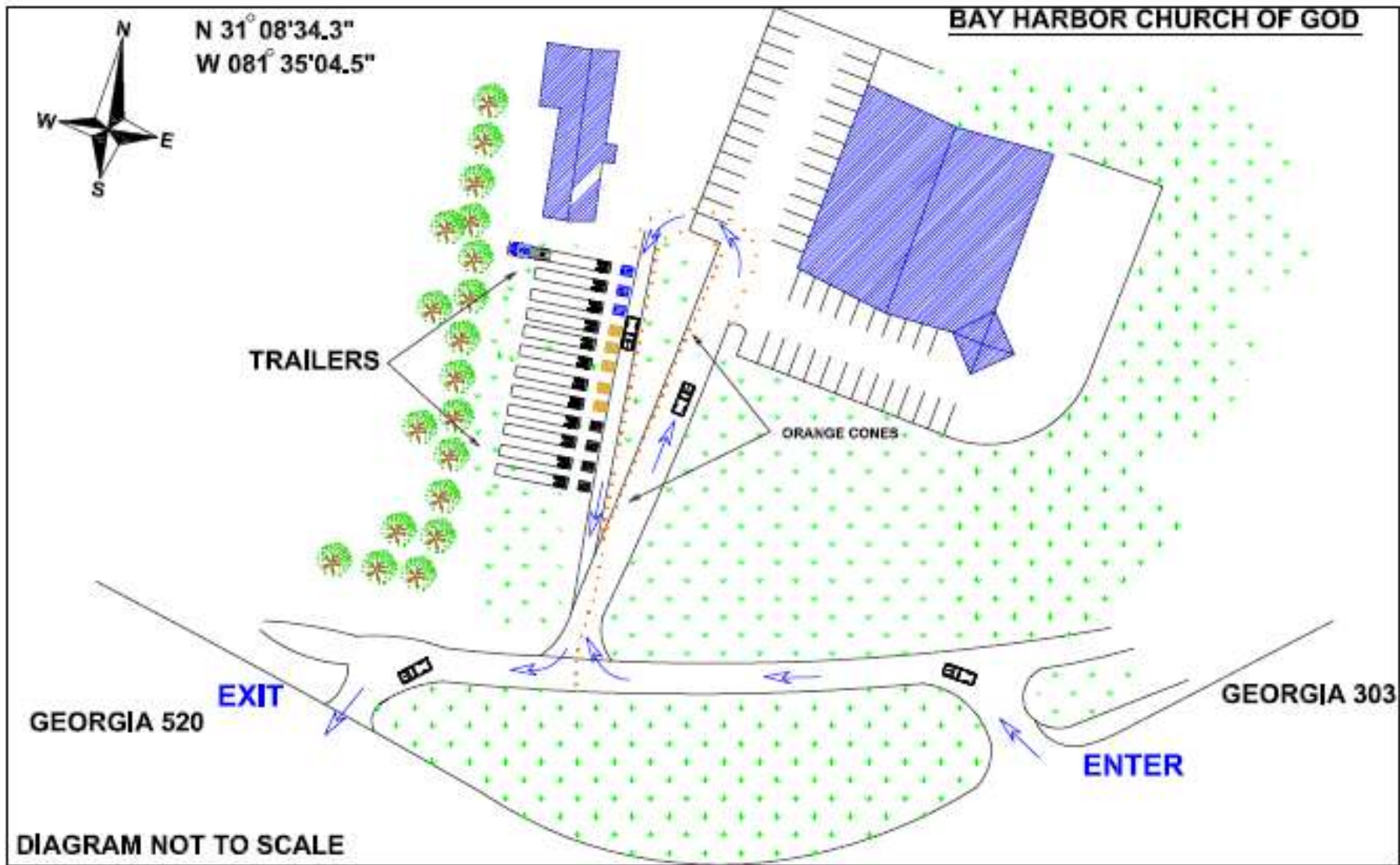
ORGANIZATION CHART – TYPE II AND III DISTRIBUTION POINT SITE MANAGEMENT

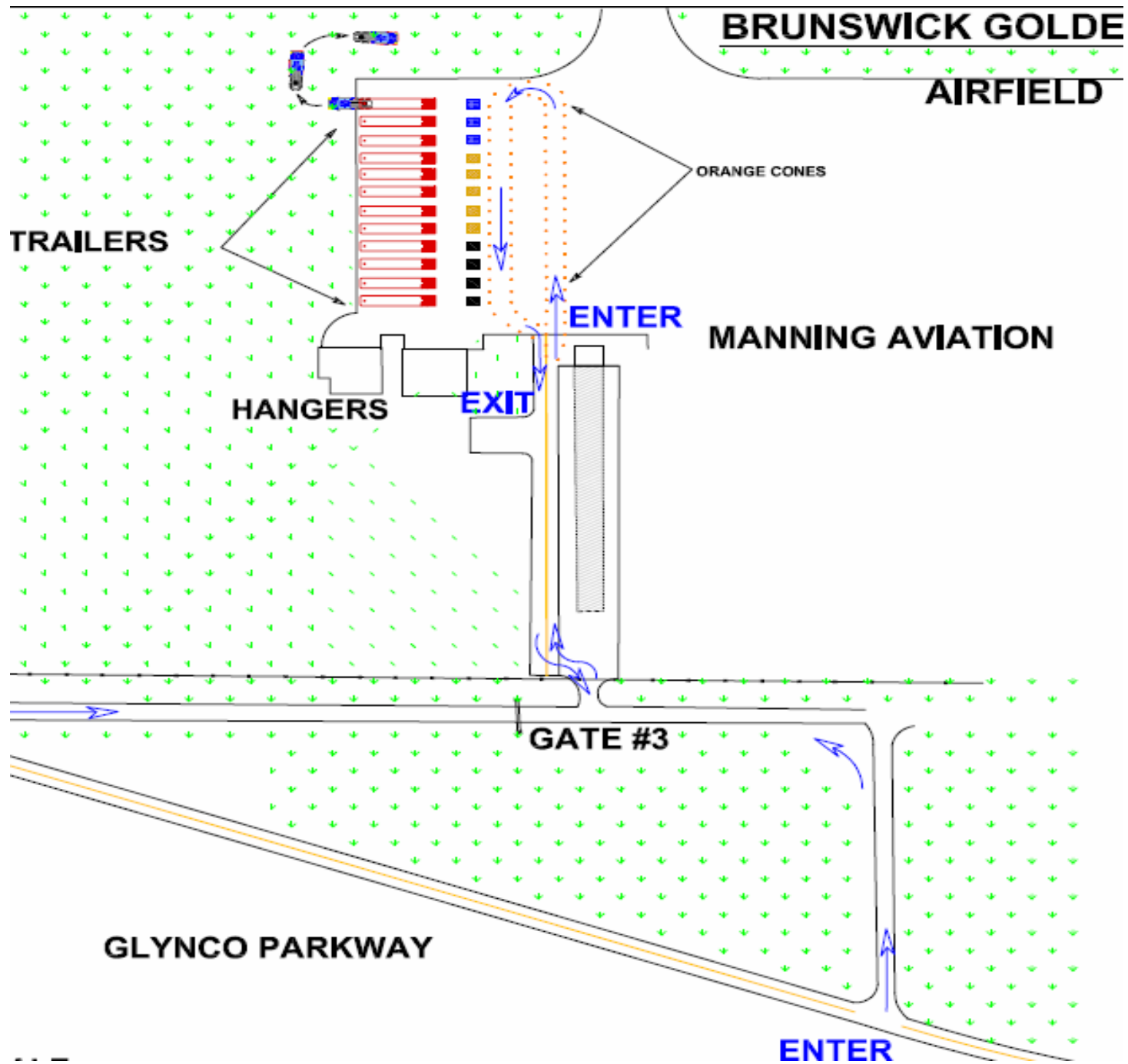


In an ideal situation, there will be enough staff to operate the POD as shown in this organizational chart; however, depending on the severity of the storm and many other factors, the POD manager and workers may be required to take on several roles.

POD SITE DIAGRAMS







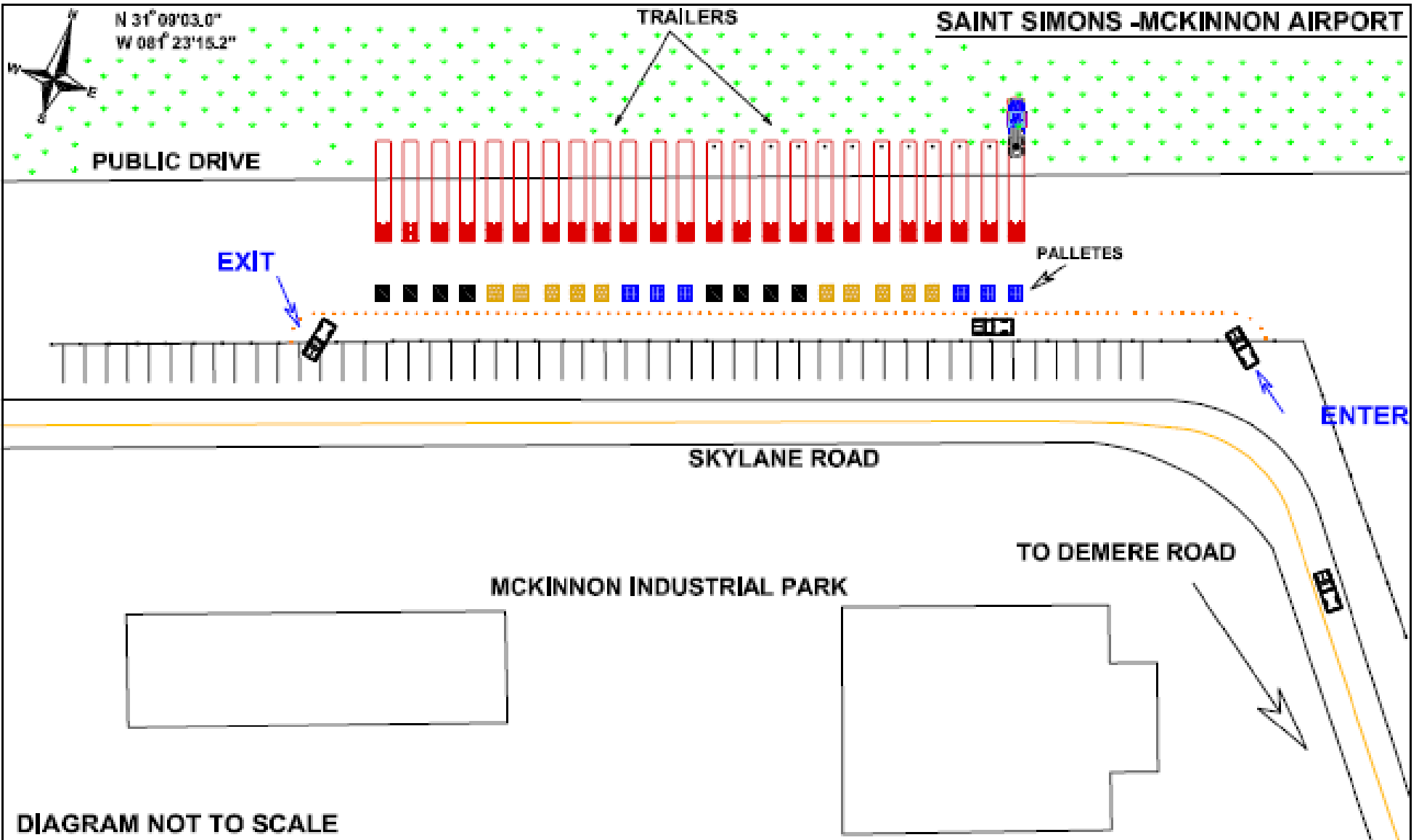


DIAGRAM NOT TO SCALE

GEMA's POD COMMODITY PROCEDURES - EXHIBIT B

GENERAL.

Following a disaster it may be necessary for counties to operate Points of Distribution (PODs). These are centralized points where commodities are delivered and the public travels to the site to pick up the commodities. The three most common commodities provided at PODs are shelf stable food, bottled water and ice. The determination to activate, operate and demobilize a POD is at the discretion of the County Emergency Management Director.

The operation of PODs requires special logistical processes to insure that adequate commodities will be available to meet the public demand and a deliberate logistical planning cycle must be established outside the normal resource request process set forth for E-Team to meet this demand. ESF7 will collect commodity orders for POD supply/re-supply verbally using a daily logistics conference call. Call times will be announced and will be done to allow all counties the opportunity to insure orders can be delivered by 7:00 am the following morning.

ESF# 7 will make every effort to make shipments to PODs direct from the supplier. GEMA does not stock disaster commodities and will be placing the county order direct with the supplier for delivery. This method greatly reduces the amount of lead time for placement of orders and provides the counties the greatest amount of planning time.

PREPAREDNESS.

County Pre-Planned POD Locations. The speed and ease of the execution of POD operations is facilitated by counties pre-planning POD locations. County POD location information should be provided to GEMA as part of the county preparedness cycle utilizing the Point of Distribution (POD) Report. A copy of this report can be found on the GEMA website. Click on "Response", Select "State Operations Center", select "Logistics", Select "Forms", Select "POD Report Form". Forms should be submitted to the Logistics Section in the State Operations Center (FAX: 404-635-7205) and this information is then maintained in a database. Attached hereto as Exhibit D

POD Locations Updates. On an annual basis counties should review their POD locations for any updates. Any changes should be submitted to GEMA Logistics.

POD Database. GEMA Logistics will maintain a database of all pre-planned POD locations. The database will be used as follows:

AT OPCON 4, L-96 hrs. GEMA Logistics will download into an excel format a county's POD location information in alphabetical order using the facility name at the POD location. This spreadsheet will be provided to the counties for review and update of any information. Any changes must be provided to GEMA Logistics for database update.

AT OPCON 3, L-72 hrs. GEMA Logistics will provide county POD information to FEMA Logistics and other possible vendors that might be used to deliver commodities. The pre-loading of this data reduces the response time on the delivery of commodities to selected PODs.

AT OPCON 2, L-48 hrs. GEMA Logistics will provide counties with an excel spreadsheet that will be the format for ordering commodities should the determination be made to activate and operate PODs within a county.

RESPONSE.

24 Hrs Prior to Opening of POD – County Orders Initial POD Commodities. Orders for POD operations will be taken during the GEMA Logistics Conference Call. Counties will use the excel spreadsheet provided by GEMA Logistics during OPCON 2 and provide the quantity desired by truckload for each POD location. GEMA Logistics/ESF 7 will immediately process requirements with FEMA or state contract vendors for delivery after 7:00pm and before 7:00 am the next morning. Please order commodities in alphabetical order using the facility name. Conference call format is provided as Annex B to this SOG. This method is used to eliminate the requirement on counties to do individual resource request for each POD in operation.

Resupply of Commodities. Each day counties will provide to GEMA the quantity desired for the next delivery cycle for the PODs that will be operational. Daily orders will be taken verbally during the logistics conference call using the excel spreadsheet provided by GEMA Logistics.

EMERGENCY RESPONSE.

Any requirements to support a POD operation outside this prescribed logistical planning cycle must be coordinated direct with ESF #7 to determine if the request can be supported.

POD PLANNING CONSIDERATIONS.

- a. By default, delivery times will be scheduled between 7:00pm and 7:00am unless otherwise requested.
- b. The county is responsible for having adequate staff and material handling equipment to unload the delivery trailer.
- c. Trailers should be unloaded within an hour after arrival.
- d. Some contract agreements may allow the trailer to be dropped. ESF #7 will advise if this is possible during the daily logistics call.
- e. Ice will be delivered in refrigerated trailers. No provisions are made for refrigerated trailers to remain at POD locations. Ice must be off loaded immediately.
- f. The county is responsible to verify the load quantity, sign delivery documents and provide signed documents to GEMA for audit purposes.

GEMA DAILY LOGISTICS CONFERENCE CALL - EXHIBIT C

0900 Hrs

Dial 1-866-339-6642, Enter Meeting Number *9074965*

COUNTY: _____

DATE: _____

COUNTY REP: _____

PHONE: _____

(If Changed From Previous Report)

AGENDA:

FIRST. Counties place commodity orders for next day's delivery. Please allow each county to order prior to discussing topics on page 2. Each county will be provided an Excel Spreadsheet of its POD locations to facilitate this process. Locations will be listed in alphabetical order by county, by facility name, and address. The POD type number is listed in (). Counties simply go down the POD location and indicate the number of truckloads desired for tomorrow (Delivery between 1900 hours today and 0700 hours tomorrow)

(EXAMPLE ONLY)

ORDER FOR TOMORROW'S DELIVERY IN TRUCKLOADS

POD NAME/ADDRESS	Truckloads for Tomorrow			
	Water	Ice	Meals	Tarps
Bryan-Bryan County High School, 1234 Camelia Dr., Pembroke, GA 31321 (3)	1	1	1	0
Bryan-Hendrix Recreation Park, 3960 Wilma Edwards Rd., Ellabell, GA 31308 (3)	1	1	0	0
Bryan-Kroger Parking Lot, 9701 Ford Ave, Richmond Hill, GA 31324 (3)				
Camden-Kingsland Elementary School, Hwy 40, Kingsland, GA 31548 (3)	1	1	1	0
Camden-St. Mary's Middle School, Hwy 40, St. Mary's GA 31558 (3)				

(Sample Excel Spreadsheet for illustration only)

Conversion Factors (Estimates only. Actual figures will depend on vendor packaging):

Water 1 Truckload = 20 pallets, 900 liters(237 gal)/pallet = 18,000 ltr/4,750 gal

Meals 1 Truckload = 40 pallets, 45 cases (540 meals)/pallet = 21,600 meals

Ice 1 Truckload = 20 pallets, 250 – 8 lb bags/pallet = 5,000 bags

PODS CLOSING TOMORROW

NAME/ADDRESS	SIZE (TYPE)

AFTER the daily order/report process (Excel Spreadsheet), counties may provide additional resource requests and/or discuss other concerns or unmet needs. Suggested topics are provided.

SUGGESTED TOPICS FOR ADDITIONAL DISCUSSION

(Conducted AFTER all counties have ordered commodities)

➤ **POD Operations:**

- Estimated number of people requiring commodities tomorrow: _____
- Commodity Levels: Available, Shortages, and other issues regarding stock. Include available excess GEMA may utilize elsewhere.
- Shipping and Receiving Concerns: Road Conditions and available routes, Timing, Local Handling and Distribution Issues.
- Burn Rates: Report last 24 hours and provide estimate for next 72 hours.

➤ **Logistical Resource Request (RR):**

- Status Update. E-Team request number format: Res. 130747-759-020310 130747-759 is system generated.
020310 represents the date the request was generated, Feb. 3, 2010.
- Resources reported as en-route but not yet received.
- Critical resources arriving in the last 24 hours.
- Resources released in the last 24 hours or expected to be released.
- Resources cancelled.

➤ **Status of Utilities and Critical Facilities/Issues:**

- Power. Number of homes in county without power today: _____
- Status of Water/Water Treatment Facilities and number of customers affected.
- Status of Other Critical Facilities to include those operating on external emergency power (off line) .
- Local businesses that have re-opened or will be reopening to relieve logistical support (i.e., Home Depot, Lowes, Wal-Marts, Major grocery stores, etc).

➤ **Planning Issues:**

- Status of mutual aid request (EMAC, coming from outside the state).
- Anticipated Logistical Request/Issues for future operations but not yet requested.
- Anticipated Purchase(s) of Goods and Services exceeding county contract or leasing capability for which state assistance might be requested.

➤ **Notes/Other Issues:**



POINT OF DISTRIBUTION (POD) REPORT - EXHIBIT D

Date: _____

GEMA Area: _____ County: _____

ADD THIS POD TO DATABASE:

Type of Facility (Circle One): Type 1 – Serves 20,000 daily
Type 2 - Serves 10,000 daily
Type 3 - Serves 5,000 daily

Name of Facility: _____

Physical Address: _____
Street City State Zip

Nearest Cross Street _____

GPS Coordinates in Decimal Degrees (DD) _____
Latitude Longitude
(mm.mmmm° N) (-mm.mmmm° W)

REMOVE THIS POD FROM DATABASE:

Name of Facility:: _____

Physical Address: _____
Street City State Zip

Submitted By: _____
Last Name First Name Agency

(____) _____ (____) _____
Phone # Cell Phone # Email Address

**Please return this information to The Georgia Emergency Management Agency
Attn: SOC
PO Box 18055
Atlanta, GA 30316-0055
Phone: 1-800-TRY-GEMA Fax: 404-635-7205**