



KENTON COUNTY EOP SUPPORT PLAN POINT OF DISTRIBUTION (POD) PLAN

KENTON COUNTY POINT OF DISTRIBUTION PLAN

PURPOSE

The purpose of this plan is to establish basic policies and procedures for activating, operating, and demobilizing a Point Of Distribution (POD) site in support of the response to a significant emergency or disaster in Kenton County or one of its cities. This plan specifically addresses POD set-up, organization, equipment, operations, resource accountability, safety, demobilization, exercising, and revision of this plan.

This is a supplemental plan to the Kenton County Emergency Operations Plan (EOP) and some information that is included in the EOP may not be repeated in here. Refer to the EOP for additional information.

SITUATION AND ASSUMPTIONS

Chapter 39 of the Kentucky Revised Statutes (KRS) requires the development of a local Emergency Operations Plan (EOP) for each county within the Commonwealth, and further identifies the local Emergency Management agency as the local government authority responsible for the development of the EOP. Resource Management is one function that has been identified as a responsibility of local government, and therefore requires subsequent planning. This plan has been developed to fulfill these statutory requirements.

In a significant emergency or disaster situation, local government agencies and emergency responders will require a great deal of equipment and supplies to support emergency response and recovery efforts.

Local governments and emergency response agencies must plan ahead for the rapid influx and distribution of equipment and supplies. One way to accomplish this is to set up one or more “Point Of Distribution” sites.

DIRECTION AND CONTROL

When the distribution of bulk commodities is necessary, the EOC will establish one or more Point Of Distribution (POD) sites for the purpose of receiving and distributing bulk emergency relief supplies (such as ice, water, food, blankets, tarps, etc.). The timeframe of activation will depend greatly upon the incident itself and the ability to set up locations, but generally occurs within the first 72 – 96 hours of an event.

POD's will operate under the direction and guidance of ESF 7 – Resource Management, which is located within the Logistics Section of the EOC. If the EOC is



KENTON COUNTY EOP SUPPORT PLAN

POINT OF DISTRIBUTION (POD) PLAN

not activated, then the POD will operate under the direction and guidance of Kenton County Homeland Security Emergency Management (KCHSEM).

The purpose of these locations is to provide emergency supplies when they are not readily available to the community via normal means. The specific types of supplies to be provided will be based on the emergency needs of the community.

POD site operating times can vary, but they are generally open 12 hours a day. This reduces the amount of time the POD is open in low-light conditions. Operating hours can vary based on the length of daylight hours, additional lighting for the site, availability of staff, ability of customers to reach the site after hours, etc.

CONCEPT OF OPERATIONS

POD Types

PODs are categorized into three types based on the number of people they are expected to serve daily.

The smallest POD is a Type III which serves 5,000 people a day based on one vehicle representing a household of 3 people. A Type III POD is 150 feet by 300 feet and requires a staff of 19 per day and 4 per night. A Type III POD has three loading points and one vehicle lane.

A Type II POD is twice the size of a Type III and serves 10,000 people a day based on one vehicle representing a household of 3 people. A Type II POD is 250 feet by 300 feet and requires a staff of 34 per day and 6 per night. A Type II POD has six loading points and two vehicle lanes.

The largest POD is a Type I which serves 20,000 people a day based on one vehicle representing a household of 3 people. Type I PODs are only used in large metropolitan areas. A Type I POD is 250 feet by 500 feet and requires a staff of 78 per day and 10 per night. A Type I POD has twelve loading points and four vehicle lanes.

Descriptions	Type I	Type II	Type III
Approximate Square Feet Of Space	125,000	75,000	45,000
# Of Drive-Through Lanes	4	2	1
# Of People Served Per Day	20,000	10,000	5,000
Staffing (Day / Night)	78 / 10	34 / 6	19 / 4
Loading Points	12	6	3
Vehicle Lanes	4	2	1

POD Location

Potential POD locations should be identified in the preparedness phase. Considerations for locations include:

- Hardstand gravel or paved routes for ingress and egress



KENTON COUNTY EOP SUPPORT PLAN

POINT OF DISTRIBUTION (POD) PLAN

- Sites known by the public (school bus delivery areas, fairgrounds, commercial parking areas, etc.)
- Anticipated POD Type / size
- Resource requirements (personnel and equipment)

When developing your site layout, there are several considerations to keep in mind:

- **What type of POD is needed?** (Vehicle, pedestrian, or mass transit) There are different set up requirements for each.
- **Are there entrance and exit concerns?** Is there more than one entry / exit point? Are there hazards to pedestrians or drivers?
- **What is the traffic flow around the site?** Will residents have to cross a busy street? Will having a POD at this location halt the surrounding traffic and cause a traffic jam? Will this site impede emergency response vehicles?
- **Are there turns within the site or at the entry/exit points that require extra maneuvering?** Can large semi-trucks get in and out without assistance?
- **Are there any hazards threatening the site or staff?** Is the POD in a location that may flood? Is there debris on the site that could injure someone? Are there new hazards the disaster has created (Unstable structures that could fall on the POD, Fires burning nearby that could affect the site, etc.)?

POD's are not meant to provide commodities to the community when they are available by normal means, so POD sites should be located in:

- Areas without power
- Areas where no grocery stores, restaurants, or food distributors are open for business within a 5-mile radius
- Areas where a "Boil Water" order is in effect

This is not an all-inclusive list and other criteria that are pertinent to the situation must be considered.

ACTIVATION OF THE POD

Depending on the nature of the disaster, there may or may not be advance warning of an event. In situations where warning is given, preparation for the event will begin with as much lead-time as possible. In cases where advance warning was not possible, KCHSEM or the EOC Logistics Section Chief will determine if there is a need for POD's.

If it is decided that one or more POD's are needed, KCHSEM or the EOC Logistics Section Chief will determine the following (See Appendix 2 – POD ACTIVATION FORM):

- Location and type / size of the POD(s)
- Type and quantity of commodities to be distributed
- Estimated date and time of first supply shipment



KENTON COUNTY EOP SUPPORT PLAN

POINT OF DISTRIBUTION (POD) PLAN

- Time and date POD's will open
- Scheduled hours of daily operations

The number and location of POD's to be opened will be based on the following criteria:

- Impact to the area(s)
- Availability of potable water
- Availability of commodities within affected areas

Debris removal crews will evaluate the ability to make the sites and access routes passable. They will report to the EOC an approximate time of their ability to clear the area and make it accessible. If access cannot be easily gained, alternate locations should be considered.

Once the decision to activate a POD(s) has been made, POD Teams will be selected and POD Managers will be designated. Each POD Manager will be provided with the location, size (Type I, II or III), and expected time of availability for their POD site.

The POD Manager will determine at what time the team will assemble at the POD site. POD Managers will inspect the POD site to assess damage and determine the suitability of the site, then report their findings to the EOC. If the site is deemed safe the team will begin to set-up the POD in accordance with this plan.

The POD Manager will create a Site Plan showing the location of the vehicle lines, loading points, supply areas, entrance / exit points, office area, restrooms, and meal / break facilities. The Site Plan will be used by the POD Team to set up the site.

POD Layouts

A POD is divided into three areas. Diagrams of typical POD layouts follow the written descriptions below.

SUPPLY LINE

This is where supply trucks (usually tractor-trailers) unload the supplies to be given out at the POD, and must include enough room for them to turn around, back in, load / unload, etc.

This area also includes staff care facilities including restroom facilities and rest tent.

LOADING LINE

This is where pallets of supplies are set up to be distributed to the public. This is also where loaders will safely wait while vehicles are moving through the Vehicle Line, and where the dumpsters are located.

The Loading Line will generally consist of 3 "Loading Points" where vehicles are loaded with the supplies being given out. Each Loading Point will be able to accommodate 2 or 3 cars at a time in the Vehicle Line.



KENTON COUNTY EOP SUPPORT PLAN

POINT OF DISTRIBUTION (POD) PLAN

VEHICLE LINE

This is where the public drives through to get supplies. Entry into the vehicle line occurs only when all vehicles have come to a complete stop and the Traffic Controller has instructed the staff to "LOAD."

When setting up your POD, there is a minimum space for each area: Recommended widths of each area are:

- Vehicle Line - 20 feet wide
- Loading Line - 80 feet wide
- Supply Line - 50 feet wide

The length of the POD site depends on the type. Type II and III POD's are approximately 300' long, and Type I POD's are approximately 500' long.

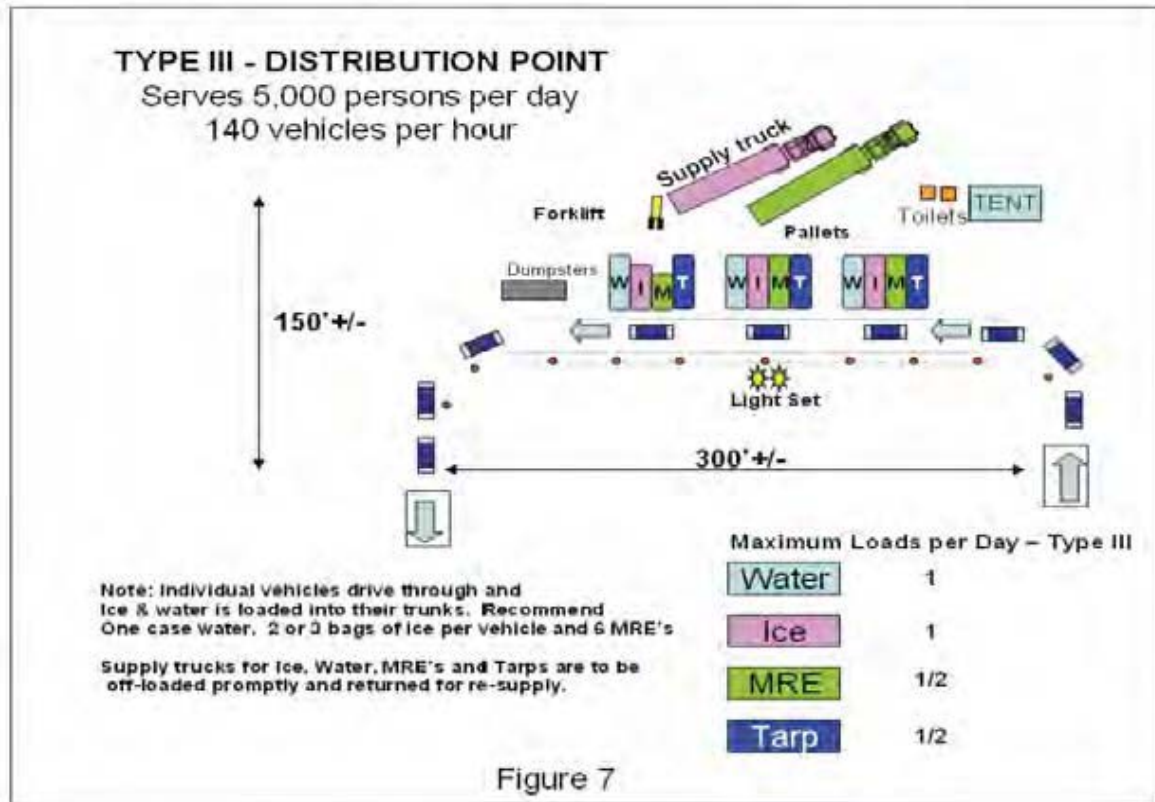
Other facilities that must be located on site are portable toilets and dumpsters. See the "Resources Required" charts on the diagrams for POD Layouts for the number of these that are necessary for the different POD Types.

Office facilities, meal / feeding facilities, and break areas are also necessary at a POD site. These facilities should be suitable for the number of personnel staffing the site, and are usually located in a portable tent. When determining the locations of these facilities, the safety and health of the staff is of utmost importance.

KENTON COUNTY EOP SUPPORT PLAN

POINT OF DISTRIBUTION (POD) PLAN

TYPICAL TYPE III LAYOUT



Type III Distribution Point Resources Required

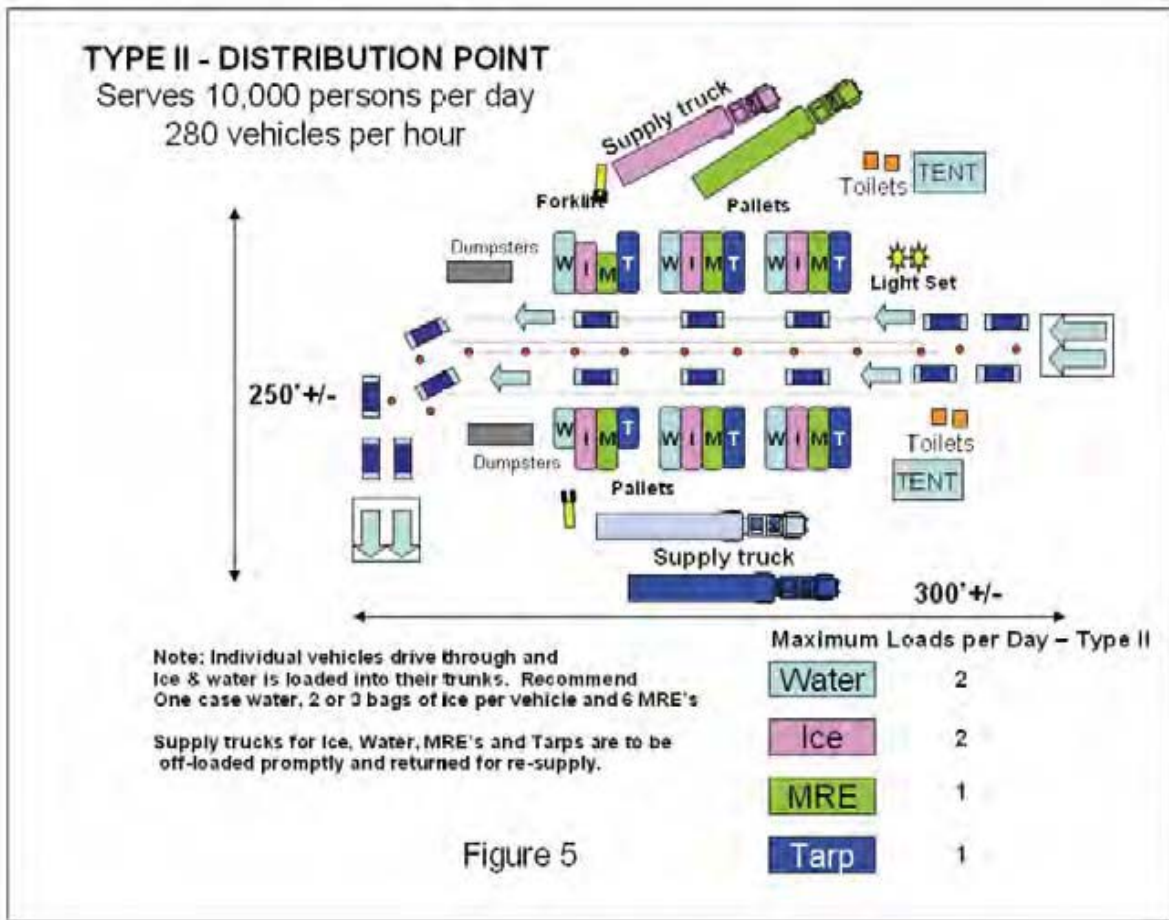
Type III Distribution Point					
Manpower				Equipment	
Type		Day	Night	Type	Number
Local Responsibility	Team Leader	1	0	Forklifts	1
	Forklift Operator	1	1	Pallet Jacks	1
	Labor	14	2	Power Light Sets	1
	Loading PT	9		Toilets	2
	Back-up Loading PT	4		Tents	1
	Pallet Jacks Labor	1		Dumpsters	1
Totals	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

Figure 8

KENTON COUNTY EOP SUPPORT PLAN

POINT OF DISTRIBUTION (POD) PLAN

TYPICAL TYPE II LAYOUT



Type II Distribution Point Resources Required

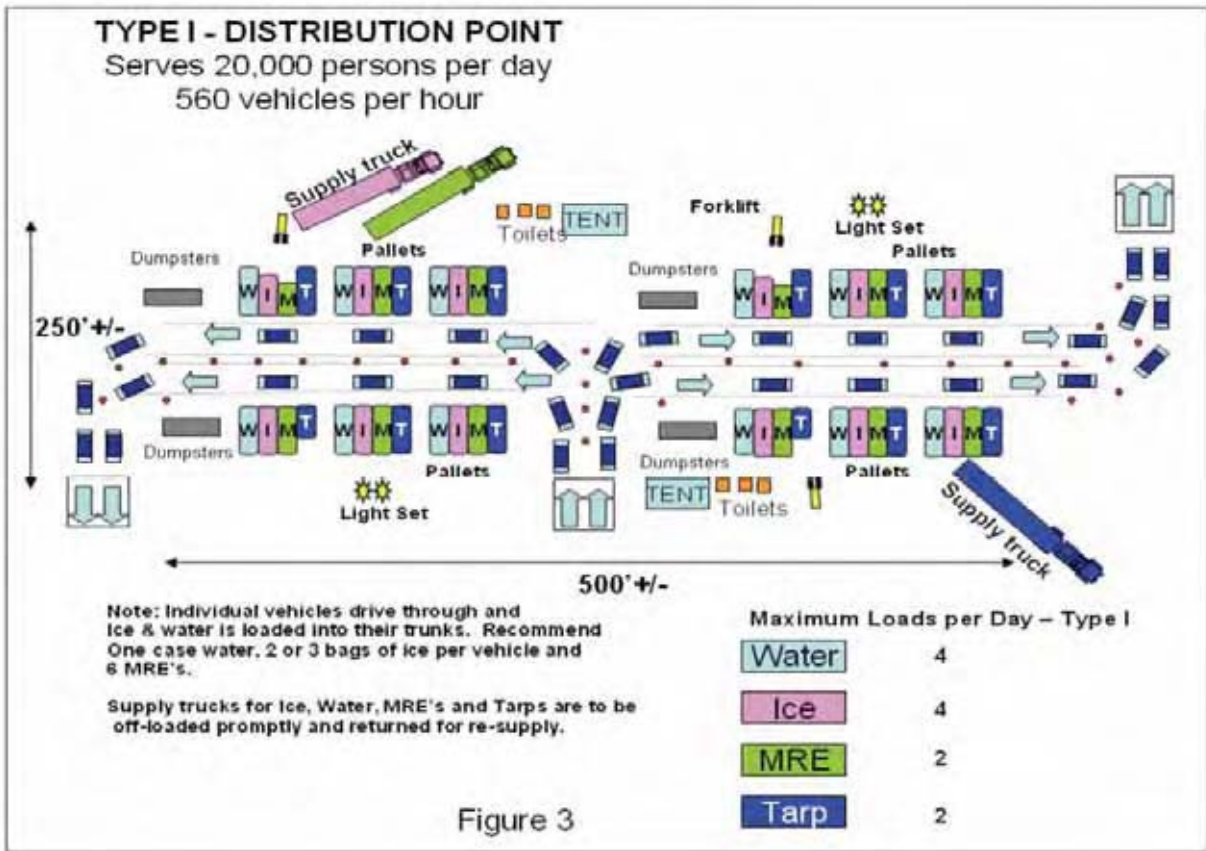
Type II Distribution Point					
Manpower				Equipment	
Type		Day	Night	Type	Number
Local Responsibility	Team Leader	1	0	Forklifts	2
	Forklift Operator	1	2	Pallet Jacks	2
	Labor	28	3	Power Light Sets	1
	Loading PT	18		Toilets	4
	Back-up Loading PT	9		Tents	2
	Pallet Jacks Labor	1		Dumpsters	2
Totals	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

Figure 6

KENTON COUNTY EOP SUPPORT PLAN

POINT OF DISTRIBUTION (POD) PLAN

TYPICAL TYPE I LAYOUT



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



KENTON COUNTY EOP SUPPORT PLAN

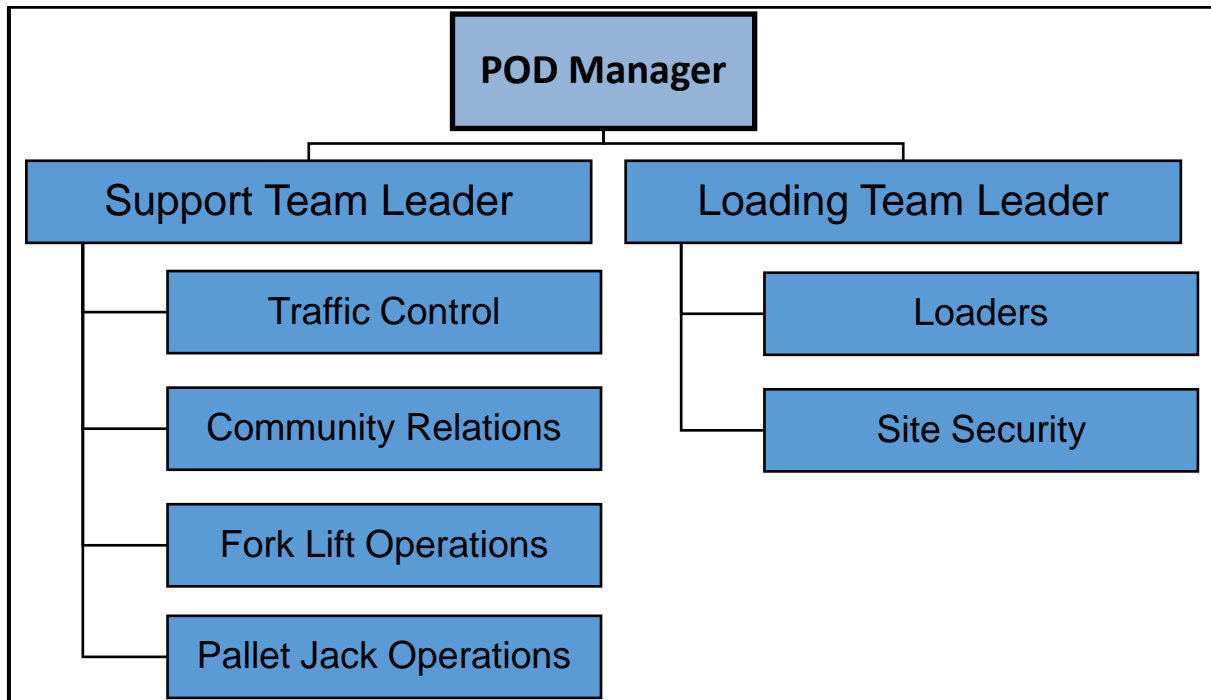
POINT OF DISTRIBUTION (POD) PLAN

POD PERSONNEL

The EOC will designate a POD Manager who has overall responsibility for the safe operation of the POD, including all staff and resources on site throughout the activation. The POD Manager reports to the EOC Logistics Section Chief.

All POD personnel should complete FEMA IS-26 training. However, for new staff and spontaneous volunteers, “Just-in-Time” training may have to be provided on site.

POD Organization Chart



POD MANAGER

The POD Manager will assign staff to the positions based on who is available and who is trained for specific positions. The order for filling staff positions is:

- Team Leaders (Support and Loading)
- Traffic Controller
- Community Relations
- Fork Lift And Pallet Jack Operators
- Loaders (one per loading point)
- Security Officers
- Additional Loaders (as needed)

The POD Manager will verify the operating schedule for the site with the Logistics Chief and EOC staff.



KENTON COUNTY EOP SUPPORT PLAN

POINT OF DISTRIBUTION (POD) PLAN

The POD Manager will develop schedules for staffing the site, including regular breaks and meal times.

The POD Manager will maintain an accurate accounting of the POD inventory and resources each day. Reports should include how much has been distributed, what is left, and what is needed for tomorrow?

The POD Manager will maintain communications with the EOC Logistics Officer and will receive and provide status updates regularly. Information that will be exchanged includes:

- **INVENTORY**: Current supply inventory, supplies and resources that will be arriving, where supplies are coming from and what time they will arrive, anticipated supply needs
- **RESOURCES AND PERSONNEL**: Current resources and personnel on site, Future resource and personnel needs
- **SAFETY ISSUES AND INCIDENTS**: Any additional equipment or training that is needed to address safety issues, information on any accidents or injuries

In addition to general management and administrative responsibilities, the POD Manager is the primary safety officer for the POD site. Safety responsibilities include:

- Conducting a Daily Site Hazard Assessment (See Appendix 9 – Daily Site Hazard Assessment Form)
- Conducting safety training with staff, including proper and safe operation of all equipment
- Developing preventive safety measures and communicating them to all staff
- Ensuring safety measures are enforced
- Conducting accident investigations and developing preventative measures based on the outcome of the investigation
- Providing a safety briefing at the beginning of each shift. The safety briefing should contain, at a minimum, the following information:
 - Review of the Daily Site Hazard Assessment Form
 - Reminder to properly use and care for PPE
 - Prevention of weather-related injuries
 - Any additions, removal, or changes to Hazardous Materials on site
 - Any additional safety items for discussion

SUPPORT TEAM LEADER

The Support Team is responsible for unloading bulk commodities from arriving supply vehicles, re-supplying loading points, maintaining traffic control, and providing community relations for the site.



KENTON COUNTY EOP SUPPORT PLAN

POINT OF DISTRIBUTION (POD) PLAN

The Support Team Leader supervises all support operations including:

- Ensuring equipment used on site is inspected, maintained, and used in a safe manner
- Coordinating supply truck movement on site
- Conducting operations to re-supply the loading line
- Maintaining inventory and accountability of all commodities received, on hand, and distributed from the site
- Maintaining all documentation relating to resource accountability and providing daily resource reports to the POD Manager and / or EOC

The Support Team consists of the following positions that report to the Support Team Leader:

Traffic Controller

Manages the movement of the all vehicles through the POD, including both customer vehicles and supply vehicles. The Traffic Controller directly controls the movement of vehicles in the vehicle lane(s) and oversees the safety of Loaders operating in the vehicle line. If customer vehicles break down in the vehicle lanes, the Traffic Controller is responsible for making sure the problem is handled quickly and efficiently.

Community Relations Staff

Serve as the central point of contact for media and public relations on the site. They coordinate with other POD's to ensure the correct messages (whether verbal or written) are being provided to the public.

The Community Relations staff works with the EOC's Public Information Officer (PIO) to distribute public information (flyers, handouts, etc.).

The Community Relations staff must ensure that the media **DOES NOT** interfere with on-going POD operations, particularly disrupting or stopping the traffic flow.

Fork Lift Operator

Responsible for unloading pallets and materials from the re-supply vehicle(s) and moving them around the site. Forklifts may be used to re-supply the loading line along with Pallet Jacks. Fork lifts will also be used to reload vehicles during demobilization. Fork lift operators must have the proper licensing and qualifications to operate this equipment.

Pallet Jack Operator

Responsible for the movement of pallets to and from the loading line and removing empty pallets. Pallet jack operators must have the proper licensing and qualifications to operate this equipment.



KENTON COUNTY EOP SUPPORT PLAN

POINT OF DISTRIBUTION (POD) PLAN

LOADING TEAM LEADER

The Loading Team is responsible for loading operations, site security, and sustainment of staff.

The Loading Team Leader supervises all team operations including:

- Loading of supplies into customer vehicles
- Ensuring the loading line has adequate supplies
- Coordinating sustainment and care of the loading staff including:
 - Restrooms
 - Rest Areas
 - Meals
 - Trash Removal
 - Shift Schedules
- Oversees site security and coordinates with local law enforcement for assistance as needed

The Loading Team consists of the following positions that report to the Loading Team Leader:

Loaders

Responsible for loading set quantities of supplies into customer vehicles. Loaders also coordinate with the Support Team for resupply of the line.

Site Security Officer

Responsible for securing the POD site and ensuring / maintaining good order. The Site Security Officer will be the primary staff member that will work with angered or agitated customers. This position should be staffed by a law enforcement officer (LEO) or an individual trained in security operations.

Volunteers

POD sites may get spontaneous volunteers willing to assist with POD operations. They may be from local organizations, friends of your staff, or spontaneous public volunteers. The decision to accept volunteers must be coordinated with the EOC so that all applicable rules, regulations, policies, and procedures are followed. Volunteers on the POD site must follow the same rules and procedures as the trained staff.



KENTON COUNTY EOP SUPPORT PLAN

POINT OF DISTRIBUTION (POD) PLAN

POD OPERATIONS

Set-Up And Preparation

Once the POD location has been established and cleared for use, the POD staff will begin setting up the location as designated in the Site Plan (See Appendix 3 for a sample set-up checklist). If alterations need to be made, the POD Manager should be notified and the reasons for the change should be documented.

The POD Manager will notify the EOC of the time when shipments can start being accepted. Once the site begins receiving supplies, the Forklift and Pallet Jack Operators will begin setting up the Loading Points with supplies.

The POD Manager will coordinate with the EOC or the KCHSEM to determine when to open the POD to the public, and will later contact them to confirm that operations have begun.

POD sites shall not be opened to the public until all signage, security, traffic cones, loading points, and personnel are ready. POD sites should remain open in a location for a minimum of 3 days, even if there is very little activity or use by the public. Due to interruptions in communication systems, the public may not be able to find out about the location right away.

Signage And Directions

In order to maintain the flow of traffic coming through the POD, one entrance and one exit way will be established. Signs will be placed to identify the entrance and exit, and additional signs with directional arrows should be placed on access routes around the POD directing traffic to the appropriate entrance.

Signage for consumers at a POD is the same for vehicles and pedestrians. Exterior signs will be posted in pre-designated areas to guide traffic to the POD. Interior signs will be posted to identify the various stations and important locations within the POD.

The following signs should be used:

- **POD Ahead** - Provides directions to inbound customers in locating the entrance to the POD. There can be multiple signs placed in the area to give the estimated distances to the POD.
- **Enter** - Directs customers to enter at the correct point of the vehicle or pedestrian lane(s).
- **Loading Point** - Each loading point should be marked so that customers know where to stop for materials to be loaded.
- **Exit Only / Do Not Enter** - This marks the vehicle lane exit. It is also important to clearly mark the opposite side of the sign with "DO NOT ENTER."

Interior signs should also be placed to help staff navigate throughout the facility. Signs designating and showing directions to the Office, Restrooms, Break Area, Meal Area, etc. should be placed around the POD, as well as signs designating the Supply Lines and Loading Lines.



KENTON COUNTY EOP SUPPORT PLAN

POINT OF DISTRIBUTION (POD) PLAN

No earlier than 30 minutes before opening, place the signage out. This will reduce traffic in the area and set a reasonable expectation with the public.

Traffic cones are used to guide customers through the POD site. The standards for placing traffic cones are different for pedestrian and vehicle POD's.

- For vehicles, cones should create a lane that is 12 feet wide and cones should not be placed more than 20 feet apart.
- For pedestrians, cones should create a lane that is 5 feet wide and cones should not be placed more than 10 feet apart.

Personnel Check-In

The POD manager should ensure that all POD employees and volunteers register at the site office. Staff members should fill out the staff sign-in sheet (See Appendix 8 – POD Daily Staffing Form – Page 2) located at the registration desk and maintain an accurate log of the hours they work while the center is open.

All staff should be given a briefing before they start. All volunteers should be properly oriented, supervised by the appropriate staff member, and wear identification vests. Additionally, staff must also be familiar with safety protocols. An informational bulletin board will be set up in the rest tent to keep all staff updated.

It is extremely important that accurate records are maintained and that this information is forwarded to the EOC, when applicable, upon demobilization.

Operations

The Traffic Controller is responsible for providing traffic control. The flow of traffic for people going into the POD should be setup so that traffic flows one-way into and through the POD in order to ensure a smooth flow.

When vehicles approach the POD, the Traffic Controller stands at the front of the Vehicle Line where all vehicle drivers in the lane can see them. When the first vehicle is adjacent to the first Loading Point, the Traffic Controller signals the vehicle to stop. Each vehicle behind the first vehicle stops as well.

Once all vehicles come to a stop, the Traffic Controller blows one long whistle blast and says, with a projected voice, "LOAD". "LOAD" is echoed by the Loaders, who then load the set amount of supplies from the pallets into the trunk of the vehicle. Once the Loaders complete loading supplies into the vehicle, they step back to the loading line and speak with a projected voice, "CLEAR."

When the Traffic Controller hears "CLEAR," they visually verify that all staff and Loaders have cleared the vehicle line. Using hand signals, they then instruct the vehicles to depart the POD and blows a long whistle blast. The next set of vehicles enters the vehicle lane and the process repeats.

Each person or vehicle will receive a pre-determined, set amount of supplies based on the assumption that each person or vehicle is being provided supplies for a household of three. It is important to not "over-distribute" (especially in the mornings) so that you



KENTON COUNTY EOP SUPPORT PLAN

POINT OF DISTRIBUTION (POD) PLAN

will have adequate supplies for the whole day. POD personnel must be instructed not to "fill the trunk" with commodities until a strong pipeline can be assured.

Re-Stocking

POD's will provide commodities to the public during the day but will be closed to the public at night. Re-stocking of commodities will occur overnight or early in the morning. The night crew will unload the supply trucks and re-organize the Supply and Loading Lines with the new resources. Loading Points should be re-stocked and organized during the night from the supply delivery. It is advisable to replace empty pallets close to the vehicle line with full pallets to reduce excessive walking to and from the vehicle line by Loaders.

Commodities should be organized on a first-in/first-out basis.

During the day, empty pallets should be cleared from the Loading Line and stored in the Supply Line area for pick-up at night

Supply Inventory Control And Reporting

The POD Manager will be responsible for maintaining an accurate inventory of supplies, and for requesting additional supplies when they are needed. This information should be included on the POD Daily Report (see POD Daily Report section of this plan for additional information) to the EOC. A Daily Inventory Form (See Appendix 7) should be used which will allow accurate inventory tracking and re-stocking information.

Basic items to report for each type of supply are:

- Quantities received
- Quantities distributed
- Quantities on hand
- Anticipated Consumption Rates

When providing daily inventory information to the EOC, the POD Manager should also order any supplies needed for site operations such as fuel, PPE (gloves, masks, vests), office supplies, etc.

Consumption Rates

To track Commodity Consumption Rates, the number of vehicles served will be multiplied by the amount of items being given to each vehicle. The POD Manager may assign a **Check-in Specialist** position that would be responsible for keeping a running tally on a clipboard as vehicles arrive at the check-in-point. This information can then be cross-checked with Consumption Rates indicated by daily inventory counts to ensure accurate accounting for commodities.

Receiving Inventory

As commodity supplies arrive, the Support Team Leader should verify that the amount of supplies received matches the trucker's Bill of Lading or Mission Assignment Form. The Leader should sign for receipt of the supplies before the delivery truck leaves.



KENTON COUNTY EOP SUPPORT PLAN

POINT OF DISTRIBUTION (POD) PLAN

If there is a discrepancy, the Leader should contact the Point of Origin (Staging Area or vendor) and discuss the difference. If a resolution of the discrepancy cannot be reached, the Support Team Leader should make a note of the discrepancy (and steps taken) on the form before signing. Do not sign the form without including this information. In any case, the manager should never accept supplies without signing for them.

When inventory is received, it should be recorded on a Supply Inventory Form (See Appendix 6). Information to be recorded includes the date, time, truck number, mission number (from the trucker's mission form), type of supply (water, MRE, etc.), quantity received, and the new balance on hand at the POD.

Inventory Distribution

The amount of supplies being issued should be checked at regular intervals during the operational period. Hourly checks are recommended, but may not be possible if there are staffing shortages or other issues that prevent it.

The form used can be individual (one for each type of supply) or combined (one form for all supply types). Record the date, the time checked, the type of supply, the amount of each supply type distributed, and the balance on hand for each type.

Accurate inventory control and tracking is an essential part of POD operations. There is a cost share between the state and the federal government. This documentation will be used to make sure billing is accurate, provide support for cost re-imbursements, and provide information for reports about the incident.

Security

KCHSEM is responsible for arranging security at POD sites. Arrangements for security are made beforehand at the request of the EOC Logistics Section Chief through the ESF-13 Law Enforcement Coordinator. However, should the need for additional security arise, the POD Manager is responsible for submitting a formal request.

Media Relations

Media visits must be coordinated with the EOC's Public Information Officer (PIO) or ESF-15. All questions from the media should initially be directed to that PIO so that a common message is delivered among all POD's.

The Community Relations Coordinator should handle all media relations at the POD. A specific "Media Area" should be established in a location that does not interfere with POD operations. The Community Relations Coordinator should respond to media requests as soon as he/she is able.

Media personnel should be greeted and asked to sign-in, then wait in the designated area. They must be escorted around the POD by the Community Relations Coordinator or their designee, and should not be allowed to wander on their own. They must not be allowed to interfere with ongoing POD operations, such as stopping or disrupting traffic flowing in and out of the POD site.



KENTON COUNTY EOP SUPPORT PLAN

POINT OF DISTRIBUTION (POD) PLAN

POD personnel shall not talk to any media personnel unless specifically authorized by the Community Relations Coordinator. If authorized, they should only comment on areas of the operation with which they have knowledge.

The Community Relations Coordinator will also provide information to POD customers. It may be done verbally or through handouts/flyers. The POD Manager should work closely with the Community Relations Coordinator to ensure correct messages are being provided.

Rest And Meal Breaks

It is the responsibility of the POD Management Team to ensure that the personnel they are supervising are regularly rotated to prevent exhaustion. No staff member or volunteer should work more than a twelve-hour shift, and a “Buddy System” should be developed to ensure that staff members have someone looking out for them to prevent exhaustion.

The POD Manager will determine the schedule for staff including rest and meal breaks. Due to the physical nature of the work, it is recommended that staff get a ten-minute break every hour and a twenty-minute meal break.

The staff rest area should be located in a shaded area where staff can get out of the sun, cool off, and hydrate. It should have a supply of water, sunscreen, first aid supplies, chairs, etc.

Ideally, food will be provided at least twice a day (noon and midnight). However, if the situation does not allow delivery of hot food, POD staff are permitted to utilize the shelf-stable meals and water on site for meal breaks.

In order to prevent exhaustion and rapid burn-out, staff that refuse to rest or take a break should be identified and forced to take a break.

Equipment Inventory And Care

The POD Manager will insure that accurate records are maintained for equipment on site, including regular usage reports. An Equipment Inventory shall be kept showing the date of arrival, source, and identifying numbers or markings of all equipment (See Appendix 5 for an example of this form). Any damages or repairs made to the equipment while being used at the POD site will be noted. Once the equipment is returned to its original owner, the return date and condition will be recorded.

Forklifts, pallet jacks, light towers, and any other equipment on site should be inspected daily using a checklist. Any maintenance or repair, including preventative maintenance that is required, will be coordinated by the POD Manager and recorded in the Equipment Inventory files. Damaged, defective, or missing equipment should be reported to the POD Manager immediately.

If replacements are needed, they should be requested through the EOC. However, in a major disaster, replacements may not be immediately available.



KENTON COUNTY EOP SUPPORT PLAN

POINT OF DISTRIBUTION (POD) PLAN

POD Daily Report

The POD Manager will provide a Daily Report (See Appendix 4) to the EOC Logistics Section Chief or appropriate designee. Items included in the Daily Report are Staffing Information, Inventory And Supply Information, and any problems in the POD that may require additional assistance.

Staffing Information

Daily reporting of staffing is necessary to adequately maintain staffing needs for the POD site. The Daily Staff Report (See Appendix 8) is a tool for documenting staffing levels and activity, and allows the POD Manager to provide summary information in the Daily POD Report. Basic elements of the Daily Staff Report are:

Basic Information

Basic information such as POD Location, Date Of Report, and Person Filling Out Report should be recorded.

Individual Information

Basic personnel information should be recorded for each member of the staff, including:

- Name, Address, Contact Information (Phone & Email)
- Start Time, End Time, and Total Hours Worked
- Position(s) Worked
- Paid Or Volunteer
- Miles Commuted (to record total mileage of those who need to commute and/or are sent on a mission during their shift)

Position Assignments

The number of people assigned to each position should be recorded on the form (Loaders, Forklift Operators, Security, etc.). If numbers change throughout the day, this should be recorded as well.

This item should also include whether there were enough staff for all positions, so that staffing shortages and / or overages can be identified and addressed.

Completed Daily Staff Report forms will become part of the official record for the disaster, and will be used for cost-share and re-imbusement purposes. Therefore, it is very important to accurately record all information.

Inventory And Supply Information

Daily reporting of inventory is necessary to adequately maintain sufficient quantities of the commodities needed for the POD site. The Daily Inventory Report is a tool for documenting the amount of supplies given out, on hand, and needed. This report allows the POD Manager to provide summary information in the Daily POD Report. Basic elements of the Daily Inventory Report are:



KENTON COUNTY EOP SUPPORT PLAN

POINT OF DISTRIBUTION (POD) PLAN

Basic Information

Basic information such as POD Location, Date Of Report, and Person Filling Out Report should be recorded.

Commodity Information

The following information for each commodity that is being distributed should be recorded:

- Name / Type Of Commodity
- Quantity On Hand At Beginning Of Day
- Quantity Handed Out
- Quantity Received
- Quantity On Hand At End Of Day

Vehicle Counts / Consumption Rates

The total number of vehicles served each day determines the Consumption Rate. Standard quantities of each commodity are given to each vehicle, so the amount of each commodity distributed can be easily calculated.

POD Supplies Needed

Any POD operating supplies (office supplies, PPE, hygiene items, etc.) that are needed should be listed on the form so the POD Manager or EOC can provide them

Completed Daily Inventory Report forms will become part of the official record for the disaster, and will be used for cost-share and re-imbusement purposes. Therefore, it is very important to accurately record all information.

MOBILE DISTRIBUTION

A mobile distribution process may be needed to assist special populations or isolated areas. Local social service agencies, municipalities, and voluntary organizations will assist with the identification of isolated people in need.

Organizations who desire to participate in mobile distribution of commodities to the elderly, homebound, handicapped / immobile or other special needs populations must meet the following criteria:

- Provide an overnight storage facility with adequate site security
- Own, or have access to, equipment and vehicles capable of transporting the commodities they plan to distribute
- Provide staff for distribution and warehousing of items

Allocation of emergency resources will be based upon the standard State/Federal model:

- 1 gallon of water per person per day
- 2 MRE's or equivalent per person per day



KENTON COUNTY EOP SUPPORT PLAN

POINT OF DISTRIBUTION (POD) PLAN

DEMOBILIZATION

When the local infrastructure (roads, utilities, supply chains, etc.) is able to support the community needs, steps can be taken to scale back or discontinue POD operations. The EOC will determine when this will occur and inform the POD Manager. The EOC can scale back or shut down POD sites individually or all at once.

If an individual POD site is ordered to decrease the level of operations, the POD Manager will adjust open and closing times in conjunction with the EOC. Once these adjusted times are established, the POD Manager will adjust the staffing schedule accordingly.

If a POD site is ordered to close, the following actions will be taken:

- The vehicle or pedestrian entrance will be blocked with traffic cones and signs posted that the POD site is closed.
- Signs should direct customers to the nearest location that supplies will be available. If all POD's are closed, signs should indicate who to contact for assistance and the necessary contact information (telephone, email, social media, etc.)
- Any remaining supplies located on the Loading Line will be moved back to the Supply Line area, grouped together by type, and individual types will be consolidated onto pallets for transportation to another POD or to the warehouse as returned inventory. All pallets should be properly secured with strapping materials or plastic wrap for loading and transportation.
- A final inventory of remaining supplies will be conducted and recorded prior to loading any supplies for transportation.
- As trucks arrive to remove the supplies, they will be loaded by the forklift and / or pallet jack operators. The truck drivers will be provided with a "Bill Of Lading" showing the quantity and types of supplies they were loaded with, and a copy will be retained by the POD site.
- Once all supplies are loaded and off site, consolidate equipment behind the supply line and conduct an equipment inventory to confirm everything is present. The POD Manager will be responsible for finding any missing equipment, or documenting steps taken to locate it if it cannot be found. Damage to equipment will be noted and included in the final inventory report.
- Once everything is accounted for, the POD Manager will contact the EOC or Emergency Management Agency to schedule the pickup and return of the equipment to the owners.
- The POD Manager will work with the EOC to arrange pickup of items such as dumpsters, portable toilet facilities, tents, etc. from the site.
- The POD Manager will conduct a short debriefing session with the POD staff to wrap up all POD business before the staff leaves, and to solicit feedback on how the operations can be improved for future activations.

After all of the equipment and supplies have been cleared from the site, collect the elements of the POD kit for repacking. Use the kit inventory sheet to ensure all elements



KENTON COUNTY EOP SUPPORT PLAN

POINT OF DISTRIBUTION (POD) PLAN

are returned, inspect them for damage, and clean them prior to repacking. Report any damaged or missing items to the EOC or Emergency Management Agency. Return the POD kit to its original storage location.

The POD Manager and staff should conduct a final clean-up of the site to return it to a condition as close as possible to its original condition, and control of the site returned to the owner.

FINAL REPORTS

The POD Manager will gather all necessary documentation and reports from the POD operations, and submit them to the EOC or KCHSEM. Reports included will be:

- Daily Staff Reports
- Daily Inventory Reports
- Daily Safety Inspections / Briefings
- Equipment Inventory Reports
- Accident and / or Incident Reports

The POD management team should prepare an After Action Report on the operation and submit it to the EOC Logistic Section Chief or KCHSEM. This report should include:

- Location of the POD site
- Dates of operation
- Summary of services provided
- A minimum of 3 positives noted in the POD operations
- Problems noted in the POD operations along with suggestions and recommendations to correct them in the future

PLAN MAINTENANCE

Kenton County Homeland Security Emergency Management (KCHSEM) is responsible for maintaining the Kenton County Emergency Operations Plan, including all support plans. Specific responsibilities for this plan include:

- Review and update this plan and any accompanying documents annually
- Distribute the plan to participating organizations and / or agencies
- Identify and train personnel that can be assigned to POD operations
- Maintain an updated list of POD personnel and resources
- Prepare a list of potential POD sites, staffing and equipment needs
- Establish and maintain POD kits
- Enter into contracts and / or agreements for supplies, equipment, and services that may be needed for POD operations



KENTON COUNTY EOP SUPPORT PLAN

POINT OF DISTRIBUTION (POD) PLAN

APPENDIX 1 – POD EQUIPMENT LIST

At each POD location, it is best to have POD kit(s) on site to support the initial setup of a POD. The POD kit has supplies for the site and individual staff positions.

Each POD kit is designed for a Type III POD, so if a Type II POD is established you will need two kits. A Type I POD would need four kits.

- One (1) 96 gal trash can, wheeled (for storage of the kit)
- Sixteen (16) pairs of leather work gloves
- Four (4) rolls of duct tape
- Nineteen (19) battery-powered flashlights, including spare batteries
- Nineteen (19) reflective safety vests
- One (1) First Aid Kit
- Twelve (12) 36" reflective traffic cones
- Sixteen (16) safety hard hats
- Thirty (30) orange or red glow sticks
- Eight (8) back support belts or vests – Medium Size
- Eight (8) back support belts or vests – Large Size
- One (1) 5 lb. Type ABC fire extinguisher

In addition to the resources available in the POD Kit, the site will need adequate numbers of the following items:

- Forklifts
- Pallet Jacks
- Dumpsters
- Portable restrooms
- Portable light set
- Office and Rest Break tent (or other suitable facility)



KENTON COUNTY EOP SUPPORT PLAN POINT OF DISTRIBUTION (POD) PLAN

APPENDIX 2 – POD ACTIVATION FORM

The following form can be used to assist in notifying people about POD activation.

MESSAGE DATE & TIME: ___/___/___ ___:___

POD LOCATION: _____

POD TYPE (Circle One): TYPE I TYPE II TYPE III

POD MANAGER NAME: _____

PHONE: (____) ____-____ EMAIL: _____

DATE OF FIRST SUPPLY ARRIVAL: ___/___/___

DATE & TIME TO OPEN POD: ___/___/___ ___:___

EOC / KCHSEM POINT OF CONTACT NAME: _____

PHONE: (____) ____-____ EMAIL: _____

COMMODITIES TO BE DISTRIBUTED (PER VEHICLE):

ITEM	QUANTITY PER VEHICLE
1.) _____	_____
2.) _____	_____
3.) _____	_____
4.) _____	_____
5.) _____	_____

(Additional commodities can be listed on a separate page or on the back)

POD SITE PLAN CREATED: DATE ___/___/___ TIME ___:___

POD MANAGER INSPECTION: DATE ___/___/___ TIME ___:___



KENTON COUNTY EOP SUPPORT PLAN POINT OF DISTRIBUTION (POD) PLAN

APPENDIX 3 – POD SITE SET-UP CHECKLIST

POD MANAGER: _____

POD LOCATION: _____

		YES	NO	REMARKS
1	All team members arrived and signed in			
2	All staffing positions assigned			
3	Site hazard assessment complete			
4	Communications established with the EOC or KCHSEM			
5	Inspect POD kit and unpack			
6	Establish Supply, Loading and Vehicle Line locations			
7	Establish portable restroom location			
8	Establish dumpster location			
9	Set-up traffic cones for the vehicle line			
10	Set up portable light set			
11	Establish break area			
12	Ensure supply trucks can enter and exit			
13	Conduct safety briefing			
14	Distribute PPE			
15	Determine signage locations and post signs			
16	Receive forklifts			
17	Receive pallet jacks			
18	Receive dumpster			
19	Receive portable restrooms			
20	Receive first load of supplies			
21	Notify the EOC that the POD is opened			

POD MANAGER SIGNATURE: _____



**KENTON COUNTY EOP SUPPORT PLAN
POINT OF DISTRIBUTION (POD) PLAN**

APPENDIX 4 – POD DAILY REPORT

The following form can be used to assist in creating the POD Daily Report to EOC.

MESSAGE DATE & TIME: ____/____/____ ____:____

POD LOCATION: _____

POD MANAGER NAME: _____

PHONE: (____) ____-____ EMAIL: _____

INVENTORY INFORMATION

COMMODITY DESCRIPTION	QTY. RECEIVED	QTY. DISTRIBUTED	QTY. ON-HAND

STAFFING INFORMATION

TOTAL STAFF PERSONNEL: ____ (Daytime Staff: ____) (Night Staff: ____)

NUMBER NEEDED: ____ (Excess Staff: ____) (Staff Shortage: ____)

NUMBER OF SPONTANEOUS VOLUNTEERS: ____

ADDITIONAL INFORMATION

EQUIPMENT MAINTENANCE AND / OR REPAIRS (Write comments below):

POD SUPPLIES NEEDED (List below if operating supplies are needed):

ANY ADDITIONAL COMMENTS:

REPORT PREPARED BY: _____



KENTON COUNTY EOP SUPPORT PLAN
POINT OF DISTRIBUTION (POD) PLAN

APPENDIX 5 – POD EQUIPMENT INVENTORY FORM

POD MANAGER: _____

POD LOCATION: _____

COMPLETE THIS FORM FOR EVERY PIECE OF EQUIPMENT USED AT THE POD SITE

ITEM DESCRIPTION: _____

DATE RECEIVED: ____/____/____

MAKE / MODEL: _____ SERIAL #: _____

OWNER NAME: _____

CITY: _____ ST: ____ ZIP: _____

CONDITION UPON RECEIPT (Note any damage, maintenance, or repair issues):

MAINTENANCE OR REPAIRS PERFORMED DURING USE:

DATE	DESCRIPTION
____/____/____	_____
____/____/____	_____
____/____/____	_____
____/____/____	_____
____/____/____	_____

DATE RETURNED: ____/____/____

CONDITION UPON RETURN (Note any damage, maintenance, or repair issues):

SIGNATURE OF POD MANAGER: _____



**KENTON COUNTY EOP SUPPORT PLAN
POINT OF DISTRIBUTION (POD) PLAN**

APPENDIX 6 – POD SUPPLY INVENTORY FORM

POD MANAGER: _____

POD LOCATION: _____

Anytime a supply of inventory is received, record the following information on this form.

Date	Time	Truck #	Mission #	Type of Supply	Quantity Received	New Balance On Hand	Receivers Initials



KENTON COUNTY EOP SUPPORT PLAN POINT OF DISTRIBUTION (POD) PLAN

APPENDIX 7 – POD DAILY INVENTORY FORM

POD MANAGER: _____

POD LOCATION: _____

REPORT DATE: ___ / ___ / ___ PREPARED BY: _____

COMMODITY DESCRIPTION	BEGINNING QTY.	QTY. DISBURSED	QTY. RECEIVED	ENDING QTY.

TOTAL VEHICLES OR PERSONS SERVED FOR THE DAY: _____

DAILY CONSUMPTION RATES (Number of vehicles / persons times amount given to each vehicle or person):

COMMODITY DESCRIPTION	AMOUNT PER VEHICLE / PERSON	CALCULATED DAILY CONSUMPTION RATE

LIST ANY ADDITIONAL OPERATIONAL SUPPLIES NEEDED BELOW (PPE, Office Supplies, Hygiene Supplies, etc.):

SIGNATURE OF POD MANAGER: _____



**KENTON COUNTY EOP SUPPORT PLAN
POINT OF DISTRIBUTION (POD) PLAN**

APPENDIX 8 – POD DAILY STAFFING FORM

POD LOCATION: _____

REPORT DATE: ___/___/___ PREPARED BY: _____

PAGE 1 – GENERAL INFORMATION

POD MANAGER NAME: _____

SUPPORT TEAM LEADER NAME: _____

LOADING TEAM LEADER NAME: _____

TRAFFIC CONTROLLER NAME: _____

COMMUNITY RELATIONS LEADER NAME _____

SITE SECURITY LEADER NAME: _____

NUMBER OF FORKLIFT OPERATORS: _____

NUMBER OF PALLET JACK OPERATORS: _____

NUMBER OF LOADERS: _____

ADDITIONAL POSITIONS FILLED: _____

TOTAL NUMBER OF STAFF: _____

ADDITIONAL STAFF NEEDED FOR UNFILLED POSITIONS: _____

EXCESS STAFF THAT COULD BE USED ELSEWHERE: _____



**KENTON COUNTY EOP SUPPORT PLAN
POINT OF DISTRIBUTION (POD) PLAN**

POD MANAGER: _____

POD LOCATION: _____

REPORT DATE: ___ / ___ / ___ PREPARED BY: _____

PAGE 2 – DAILY STAFF SIGN-IN FORM

Last Name	First Name	Start Time	End Time	Total Hours Worked	Position(s)	Pd. / Vol.	Miles
		:	:				
		:	:				
		:	:				
		:	:				
		:	:				
		:	:				
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**KENTON COUNTY EOP SUPPORT PLAN
POINT OF DISTRIBUTION (POD) PLAN**

APPENDIX 9 – POD DAILY HAZARD ASSESSMENT FORM

POD MANAGER: _____

POD LOCATION: _____

REPORT DATE: ____/____/____

Assessment Areas	Yes	No	Comments
Training:			
Is each person assigned to a job within their capability?			
Did each person receive a safety brief at shift change?			
Has training on PPE and equipment been provided to all necessary persons?			
Environment:			
Are resources available to deal with very hot or very cold conditions? (drinking water, heated tent, shade, etc.)			
Does staff know the symptoms of heat cramps, heat stroke, frostbite, hypothermia?			
Is the level of light adequate for safe and comfortable performance of work?			
Housekeeping:			
Is the work area clear of debris and tripping hazards?			
Are materials properly stacked and spaced?			
Are work areas clear of fluid spills or leakage?			
Are aisles and passageways clear of obstructions?			
Are walkways clear of holes, loose debris, protruding nails, and loose boards?			
Is the break area kept clean and sanitary?			
Are the dumpsters being serviced properly?			
Are the restrooms (portable or fixed) clean, sanitary and restocked?			



KENTON COUNTY EOP SUPPORT PLAN POINT OF DISTRIBUTION (POD) PLAN

Assessment Areas	Yes	No	Comments
Personal Protective Equipment:			
Is required PPE provided, maintained, and used properly?			
Does PPE meet required standards?			
Are warning signs prominently displayed in all hazard areas?			
Material Handling and Storage:			
Are clearances through aisles and doors adequate for equipment and loads?			
Is stored material stable and secure?			
Are storage areas free from tipping hazards?			
Are only trained operators operating forklifts?			
Are all personnel using proper lifting techniques?			
Vehicle Traffic:			
Are cones properly placed to direct traffic?			
Is the vehicle line kept free of pedestrians when vehicles are moving?			
Are pedestrian and vehicular traffic safely separated?			

ADDITIONAL COMMENTS: _____

POD MANAGER SIGNATURE: _____