



County Disaster Logistics Standard Operating Guide

2022

Approval and Implementation

Transmitted herewith is the County Disaster Logistics Standard Operating Guide (SOG) to the Georgia Emergency Operations Plan (GEOP). This SOG supersedes any previous SOG of the same name or previous date and any/all previous emergency management/civil defense County Disaster Logistics SOGs promulgated by the State of Georgia for this purpose. It provides a framework in which the agencies of the State of Georgia can plan and perform their respective emergency functions during a disaster or state emergency. All recommended changes can be submitted in accordance with Annex B of the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) Plans Standardization and Maintenance Policy which might result in its improvement or increase its usefulness. The County Disaster Logistics SOG will be revised in accordance with paragraph 6.1.2 of the GEMA/HS Plans Standardization and Maintenance Policy.

Executive Summary

The County Disaster Logistics SOG provides counties resource guidance; moreover, it describes the necessary steps counties will take to request resources or emergency power in support of an All-Hazard incident. This SOG is meant to be a guide, in that it allows the State of Georgia to adjust its response based upon the size and scope of the incident. The County Disaster Logistics SOG is designed to meet Federal Emergency Management Agency (FEMA) standards, Emergency Management Accreditation Program standards, National Incident Management System (NIMS) requirements, and is compliant with the GEOP. This County Disaster Logistics SOG also meets the Americans with Disabilities Act requirements to make it accessible under the ADA.

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Record of Change

| Change # | Date | Part Affected | Date Posted | Who Posted |
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Record of Distribution

| Plan # | Office/Department | Representative | Signature |
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1.0 Introduction

1.1 Purpose

It is the purpose of this guide to define the actions and roles necessary for a county to take to request resources or resource support from the State. This guide provides direction to the State's 159 counties with the resource request guidance and the procedures to follow in order to ensure resource requests are properly posted to WebEOC. It also provides for the systematic integration of emergency resources when activated and does not replace county or local emergency operations plans or procedures.

1.2 Scope

This guide is activated any time a county has a resource need beyond their local control. This SOG applies to all participating departments and agencies of the jurisdictions contained within the geographical boundary of the State of Georgia.

1.3 Policy

This Standard Operating Guide complies with the National Response Framework and the NIMS Incident Command System protocols.

2.0 Concept of the Operation

2.1 General

The State's response to a disaster is determined by the Governor's State of Emergency declaration. This declaration activates the GEOP and defines the use of State personnel, equipment, material, and funds for the response. It may also impose certain constraints on the use of State resources. Prior to the issuance of this declaration, the State's response will be limited to those tasks that are the normal responsibility and activity of each State agency and coordination of any non-governmental organization (NGO) or Voluntary Agency Active in Disasters (VOAD) response. The State's response is also affected by any type of federal emergency or disaster declaration that may be issued by a federal agency or the President. This means that the content of the federal declaration will determine whether the State can rent, lease, purchase or contract for emergency services or supplies or ask FEMA for federal assistance.

The logistics response to a disaster is most effective when each level of government - federal, state and county, is knowledgeable and prepared to execute its role in the logistics system. The intent of this SOG is to help ensure County Emergency Management Agency (EMA) Directors are aware of how the State Resource Request (RR) System functions, of key county logistics responsibilities, and to provide or direct them to key tools to aid in preparedness efforts. To this end, this SOG is written specifically to aid the County EMA Director. When an emergency or disaster has occurred or is imminent, the Governor may issue a State of Emergency. This provides

the Director of GEMA/HS the authority for the deployment and use of state personnel, supplies, equipment, materials and/or state owned, leased, or operated facilities to support response operations.

All supporting governmental agencies, NGOs, and VOADs shall cooperate fully with GEMA/HS, by providing any personnel, equipment, information, or any other assistance that may be requested by the Governor, the Director of GEMA/HS, or Head of a Supporting Agency to coordinate all **response** and **recovery** efforts.

During activation of the GEOP, GEMA/HS will forward all received Resource Requests to the appropriate ESFs.

2.2 SOG Activation

This SOG is activated once the Governor declares a State of Emergency. However, the process by which you request resources via WebEOC applies during both declared and non-declared emergencies.

3.0 General Objectives

The logistics response to a disaster is most effective when each level of government - federal, state and county, is knowledgeable and prepared to execute its role in the logistics system. The general objectives of the County Disaster Logistics SOG are as follows:

- To help ensure County EMA Directors are aware of how the State RR System functions.
- To inform counties of key logistics responsibilities in the State's resource request process.
- To provide or direct counties to key tools to aid in preparedness efforts.

To this end, this SOG is written specifically to aid the County EMA Director and his or her staff.

4.0 Organization and Assignment of Responsibilities

4.1 General

It is important for County EMA Directors to understand how the State Operations Center (SOC) is organized, when activated, and how the State responds to disasters, including the Resource Request process.

The SOC is organized as a Multi-Agency Coordination Center in accordance with the NIMS. This organization includes the General Staff, Command Staff, Action Officers (State Warning Point Operators) and representatives of the 17 ESFs. It may also include representatives of supporting State agencies including public utility companies, VOADs, civilian corporations, and NGOs. The SOC may be activated incrementally. Level 3 (Green) is a Normal Activity/Monitoring level. Level 2 (Yellow) is a Partial Activation wherein selected ESFs, and other agency representatives may be activated.

Level 1 (Red) is a Full-Scale Activation. The SOC staffing will vary depending upon the type and severity of the disaster.

4.2 Emergency Support Functions (ESF)

The GEOP is supported by a Governor's Executive Order, which assigns ESFs 1 thru 17 to specific State agencies. These assignments are listed in the GEOP and include the following functions:

- ESF-1 – Transportation
- ESF-2 – Communications
- ESF-3 – Public Works and Engineering
- ESF-4 – Firefighting
- ESF-5 – Emergency Management, Information and Planning
- ESF-6 – Mass Care, Emergency Assistance, Temporary Housing, & Human Assistance
- ESF-7 – Logistics
- ESF-8 – Public Health and Medical Services
- ESF-9 – Search and Rescue
- ESF-10 – Oil and Hazardous Materials Response
- ESF-11 – Agriculture and Natural Resources
- ESF-12 – Energy
- ESF-13 – Public Safety and Security Services
- ESF-14 – Cross-Sector Business and Infrastructure
- ESF-15 – External Affairs
- ESF-16 – Defense
- ESF-17 – Cyber Security

5.0 Procedures / Guidelines

5.1 Pre-Activation (Preparedness)

5.1.1 Point of Distribution (POD) Sites Board

- Responsible Agency: GEMA/HS.
- Task: Provide a Counties with a Point of Distribution Sites Board within the State's WebEOC.
- **Process Summary:** GEMA/HS provides training on the use of this board to all EMAs during the New Director's Academy.

5.1.2 Point of Distribution (POD) Planning

- Responsible Agency: ALL Counties.
- Task: Counties should plan to conduct POD operations within their respective counties in accordance with State Logistics SOG, this SOG, the FEMA and U.S. Army Corps of Engineers (USACE) Guide to Points of Distribution, and USACE POD Initial Response Resources (IRR) calculating tools.

- **Process Summary:** This guidance describes the purpose, layout, staffing, and equipment for Type 1, 2 and 3 PODs. The USACE has designed a pre-event IRR calculating tool to assist counties in estimating how much IRR will be needed with the first 72 hours following landfall of a hurricane, and the type and number of PODs needed to service the estimated population. The USACE has also designed a post-event IRR calculating tool for this purpose. County EMA Directors can access current State plans, SOGs, the FEMA POD Guide, the POD Operations Orientation Video and the USACE IRR calculation tools on the logistics page of the GEMA/HS website at <https://gema.georgia.gov/what-we-do/logistics>. You can also use the quick links at the top of the GEMA/HS Homepage to locate the Tab “What We Do.” Select Response, then Logistics.
 - County POD plans should identify POD types, locations, and sources of personnel and equipment necessary to operate the POD. The staff organization should be identified for each POD, including the POD Manager, Deputy Manager and Teams necessary to execute 24/7 operations. The plan should include Memorandums of Agreement with property owners of POD sites, if the site is not owned by the county. The POD plan concept of operations should incorporate IRR distribution operations to members of the public during daylight hours and IRR re-supply operations during hours of darkness.
 - **Counties should plan to use county employees and equipment,** augmented by members of local VOAD or other volunteer groups, to staff, equip and organize POD Teams to operate PODs. Counties should plan to borrow or rent any additional equipment needed from local sources. To further ensure the ability to execute POD operations, counties are encouraged to develop mutual aid agreements with other counties to provide POD Teams. Counties should report any shortfalls in capability to operate PODs to the GEMA/HS Logistics Program Manager. This will assist GEMA/HS in the development of pre-scripted missions for state agencies or plans to use other resources to augment county POD operations as necessary.
 - Counties should report their POD locations and other key information via WebEOC and the WebEOC Points of Distribution Sites Board. As needed, the GEMA/HS Logistics Program Manager will provide a consolidated county POD list to the FEMA Region IV Logistics Section and appropriate suppliers/vendors upon going to OPGON 3 (for hurricanes) in the State SOC.
 - Counties should conduct an exercise for their POD Teams. This training should be in the form of a seminar, drill, tabletop, or other Homeland Security Exercise Evaluation Program (HSEEP) type exercise. Ideally, such training would progress upward, using the “building block” approach, from a seminar to a full-scale exercise whereby a POD operation is established at a site, including real or simulated IRR, and the POD Team is afforded the opportunity to execute distribution and re-supply tasks. Assistance with the conduct of such training may be available from the GEMA/HS Exercise Program Manager and Logistics Program Manager with prior coordination.

5.1.3 Facility Emergency Power Database

- Responsible Agency: GEMA/HS.
- Task: Provide counties with a Facility Emergency Power Database.
- **Process Summary:** GEMA/HS provides training on the use of this board to all EMAs during the New Director's Academy.

5.1.4 Temporary Emergency Power Planning

- Responsible Agency: ALL Counties.
- Task: Identify and pre-plan critical power needs for critical facilities with their respective county.
- **Process Summary:**
 - Pre-Disaster Planning
 - As a result of a disaster counties could lose power at critical facilities. This power loss could last for days. Current guidance indicates it could take up to 96 hours to establish temporary power at some locations. To reduce this time, counties are asked to pre-plan possible power needs for critical facilities.
 - Critical facilities are defined as: "Those facilities that will assist in saving lives and prevent human suffering and those that house the workplaces from which first responders operate."
 - Counties should strive to obtain and install emergency electrical generators with Automatic Transfer Switches (ATS) for all critical facilities. If this is not immediately feasible, counties should strive to obtain and install the appropriate Manual Transfer Switch (MTS), based on the assessment and determination of the appropriate size and type of generator for the facility. This will facilitate generator installation if/when needed to power the facility. If counties are unable to determine type/size generator requirements and as a last resort, counties should report their critical facilities to GEMA/HS. This identifies a need for possible contractor assistance following a disaster.
 - County EMA Directors should input emergency power assessments of their critical facilities to the Facility Emergency Power database in WebEOC. Critical facilities with existing emergency power should also be reported in case this equipment should become damaged or inoperable because of the disaster. The following WebEOC positions in each county are authorized to add/edit facilities:
 - EMA Director (ESF-5)
 - EXEC Deputy EMA Director (ESF-5)
 - EXEC EOC Director (ESF-5)
 - LOG Section Chief (ESF-7)
 - OPS Public Works (ESF-3)
 - OPS Section Chief (ESF-5)
 - PLN Section Chief (ESF-5)
- The responsibility for planning, coordinating, and providing temporary emergency power rests with State ESF-7 – Logistics. Requirements will

be met either by state contract or FEMA ESF-3 – Public Works and Engineering (USACE). Data provided to GEMA/HS by counties via WebEOC will be maintained to support a response if necessary. This data may also be provided to FEMA/USACE for use the establishment of power packs that may be used in a disaster.

- Post Disaster
 - Immediately following a disaster, the county is responsible for assessing all critical facilities and determining the need for temporary emergency power. A determination must also be made as to the estimated length of time the facility will be without power. Due to the request and installation time, it is not recommended to seek generators for short term power losses (24-36 hours).
 - Once all critical facilities have been assessed the county must prioritize the facilities that will not have power and can submit a prioritized request to GEMA/HS for temporary emergency power assets. The county must certify that each facility is capable to receive power and is not damaged in a way that would preclude connecting a generator. Moreover, Counties should identify if the facilities are equipped with a transfer switch with quick disconnects as all GEMA/HS' organic power assets all come with quick disconnect cables. If a facility is not equipped with a transfer switch or one without quick disconnects and the county still deems it a critical facility, then the county will be responsible for providing an electrician and appropriate cabling.
 - If the county was unable to get a reliable source to determine the power requirements as part of the pre disaster planning phase, then it will be necessary for a contractor to come to the facility and determine the exact requirements for the facility prior to any valid generator request being acted upon. This will greatly reduce the response time and the establishment of temporary power to the facility.

5.2 General Procedures / Guidelines

5.2.1 Resource Request Process (Non-POD Items).

- **How the Process Works:**
 - A County EMA Director identifies a resource need that cannot be filled by county assets, county purchasing or leasing action, established intrastate mutual aid agreements, donations, use of local volunteers, or other local means.
 - The County EMA Director or his/her representative can enter the Resource Request direct into WebEOC, the State's emergency management system of record. The Director, Deputy Director, EOC Chief or the Logistic Chief positions in WebEOC are authorized to release Resource Requests to the State SOC. If WebEOC is not available, then a call can be made to 1-800-TRY-GEMA (800-879-4362), speak to an Action Officer, and submit a Resource Request. The Action Officer will obtain the key information needed from the EMA Director to enter the RR into WebEOC. As an alternative, a

GEMA/HS Field Coordinator may call the SOC Action Officer on the County EMA Director's behalf or enter the RR directly in WebEOC, which he or she can access via the Internet. An example of the Resource Request format in WebEOC is provided on page 11-12 of this document.

- Once the Resource Request is entered into WebEOC, the county has the capability to always monitor the status of the request.
- The ESF representative (resource provider) will contact the County EMA Director or other point of contact identified in the RR to discuss the request and obtain more details as needed. The ESF will then proceed to fulfill the request. This coordination will be recorded in the Comments Section at the bottom of the Resource Request for your review.

| Comments | | | | | Add Comment |
|-------------------------|----------------|--------------|---------------------|--|-------------|
| Position | Name | Phone | Date/Time | Comment | Update |
| SOC - LOG Section Chief | Richard Stokes | 404-354-9308 | 10/24/2012 14:01:59 | EXERCISE – Statewide GEMA WebEOC – October 24, 2012 - EXERCISE Contract specifications allow bottles any size from 12 ounces to 1 gallon (16 9-ounces preferred), at the Contractor's discretion. Truckloads may vary. Truckload should be 18,000 liters (20 Pallets at 900 liters per pallet for planning purposes). Contract Cost is \$.49 per liter or \$8820 per load delivered to any POD location in Georgia. EXERCISE – Statewide GEMA WebEOC – October 24, 2012 - EXERCISE | Select |

- If the ESF or one of the supporting agencies cannot fulfill the RR, then the ESF will seek to fulfill it via use of VOAD, NGOs, intrastate or interstate mutual aid, purchase or contract, or direct federal assistance through FEMA. Again, these options may be limited based on the State or federal emergency or disaster declarations issued.
- If the RR cannot be fulfilled, then the ESF will advise the County EMA Director. If the RR can be fulfilled, then the ESF will advise the Director regarding how, by whom, and the estimated time of arrival. The Deployment Section of the Resource Request in WebEOC contains specific information regarding the delivery of a resource.

| Deployments | | | | Add Deployment |
|-------------------|-----------------|-----|--|----------------|
| Deployment # | Resource | Qty | Remarks | Details |
| WAYN-5958078-1 | Water, Drinking | 1 | EXERCISE – Statewide GEMA WebEOC – October 24, 2012 - EXERCISE Water to be delivered by State Contract Vendor, Lipsey Water after 7:00 PM and prior to 7:00AM. Trucks must be off-loaded immediately. Insure material handling equipment is present for safe unloading. EXERCISE – Statewide GEMA WebEOC – October 24, 2012 - EXERCISE | Select |
| Deployment Total: | | 1 | | |

- County EMA Directors are encouraged to access WebEOC, using their assigned username and password, to monitor the status of their RRs. Counties can use the Comments Section of the Resource Request to record the arrival of the resource or report any problems noted with the request.

5.2.2 Tips for Submitting Resource Requests (RRs)

- RRs must be singular in nature. Do not attempt to combine requests in one RR, **the only exception to this rule is for COVID-19 PPE requests**. If calling, then only one call is needed but tell the Action Officer that you have multiple RRs. Each resource needed must be entered into WebEOC as an individual RR.
- Be patient. The Action Officer will lead you through the process. It is better

to allow the Action Officer to ask you the key questions to complete the RR in an orderly and timely fashion.

- The normal unit of issue for Initial Response Resources (emergency meals, bottled water, ice) will be by the truckload. Exceptions will be made on a case-by-case basis.
- Certain key information is needed for a RR. Have this information ready including:
 - Requesting agency (county name).
 - Requester's name and best phone number (usually the EMA Director and his/her cell phone number).
 - What resource is needed, how much and when.
 - On site POC name and best phone number (such as a POD Manager and his/her cell phone number).
 - Delivery site name and physical address. WebEOC will determine the latitude/longitude of the locations when a complete delivery address is provided.
 - Any special instructions, requirements, or other pertinent information.
 - Place RRs for IRR at least 48 hours, but preferably 72 hours before your required delivery date/time. Some IRR may require more lead time due to source and distance. Counties will be advised of any unusual forecast requirements.
 - Recipients will be required to sign for every resource delivered and will be held accountable for all non-expendable property or equipment such as generators.
 - Special request procedures will be used to supply/re-supply POD sites. These procedures are provided in Appendix A of this SOG.
 - 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. To reduce the melt time of a pallet of ice it can be double wrapped with tarps. FEMA reimburses (under the FEMA Public Assistance Program) for eligible costs associated with purchasing and distributing ice as an emergency protective measure.

5.2.3 Initial Response Resources (IRR)

- IRR are those critical items people need for their immediate survival while living in their homes without electrical power *and* when area businesses that normally provide such items are closed. IRR may also be used to supply shelters. IRR most commonly consists of some form of emergency, shelf- stable meals, ½ liter bottled water, 8 lb. bags of crushed ice and 20' x 25' tarps. Other items sometimes include personal hygiene or comfort kits, baby formula, baby diapers and baby wipes.
- The State will obtain IRR from FEMA or by State contract. It is the intent of the State to through put this IRR from FEMA or State vendor direct to the county POD location as a full truckload. Delivery to the county PODs will be at night (7:00 pm – 7:00 am) so that the POD staff can issue IRR to members of the public during the day. The county is responsible to verify the load quantity, sign

delivery documents and provide signed documents to GEMA/HS upon termination of POD operations. Because we will be shipping direct from FEMA, or the vendor, state personnel WILL NOT have validated the load quantity. The county is also responsible for having adequate staff and material handling equipment to unload the delivery truck within 1 hour of arrival. Some contract agreements allow the trailer to be dropped.

During the daily logistics conference call, ESF-7 representatives will advise if your delivery qualifies for an exception to immediate off-loading.

- **IRR Planning Factors.** 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.
 - Liter bottles @ 900 bottles per pallet, 20 pallets per truckload. One truckload can supply the one-day need of approximately 6,000 people.
 - 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.
 - 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.
 - 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.
 - Issue only on request of survivor. Note – tarps may not be made available to PODs. It is preferable to identify tarp needs when survivors process thru a Disaster Relief Center and have a VOAD, such as Georgia Baptists, install tarps on houses. In this case the tarps would be provided to the Georgia Baptists.

6.0 Facilities

6.1 Description and Location of Emergency Operations Centers

6.1.1 State Operation Center: 935 United Avenue SE, Atlanta, GA 30316.

6.1.2 Alternate State Operations Center: 2046 Collier Road, Forsyth, GA 31029.

6.1.3 State Logistics Staging Area 2055 Eisenhower Pkwy, Macon, GA 31206

7.0 SOG Maintenance and Revision

7.1 Evaluation

GEMA/HS conducts all exercises within the structure provided by the Homeland Security Exercise Evaluation Program. ESFs will participate in all exercise activities when applicable and will follow the HSEEP process to include active participation in planning and evaluation meetings, workshops, and conferences.

GEMA/HS systematically coordinates and conducts event debriefings and compiles After Action Reports for any incident that calls for the activation of all or any portion of the GEOP. Necessary ESFs/participating agencies shall participate in this process when applicable. After Action Reports will document areas for improvement, resource shortfalls, and corrective action planning requirements which will be incorporated into subsequent updates to the GEOP, it's Annexes, or SOG, when applicable.

7.2 Maintenance and Revision

The County Disaster Logistics SOG will be revised in accordance with paragraph 6.1.2 of the GEMA/HS Plans Standardization and Maintenance Policy. In addition, the document shall be evaluated for recommended revisions and corrective measures as an integral part of the Agency Exercise or Event After Action Reports / Improvement Plans, as well as internal reviews that will follow the issuance of any Governor's Executive Order or passage of legislation impacting the Agency.

8.0 Authorities and References

8.1 Federal

8.1.1 2020 FEMA Public Assistance Program and Policy Guide

8.1.2 USACE IRR calculating tool (located at <https://gema.georgia.gov/what-we-do/logistics>)

8.1.3 FEMA IS 26 Guide to Points of Distribution (POD) (linked at <https://gema.georgia.gov/what-we-do/logistics>)

8.1.3 FEMA POD Operations Orientation Video (located at <https://gema.georgia.gov/what-we-do/logistics>)

The DVD, POD guide and online exam are available at <http://training.fema.gov/EMIWeb/IS/is26.asp>. Both the DVD and POD guide may also be ordered, at no cost, for mail delivery through the FEMA Publications Warehouse 1-800-480-2520.

8.2 State

The authority for the Georgia Emergency Operations Plan is based on Official Code of Georgia, Title 38, Section 3, Articles 1 through 3, known as the Georgia Emergency

Management Act of 1981, and is compliant with the National Incident Management System and supports the National Response Framework.

O.C.G.A. § 38-3-1 et. seq. establishes legal authority for development and maintenance of Georgia's Emergency Management Program and organization, and defines the emergency powers, authorities, and responsibilities of the Governor and Director of GEMA/HS. Moreover, the State's Emergency Services and Disaster Laws require that state and local governments develop and maintain current Emergency Operations Plans to be prepared for a variety of natural and human caused hazards. Executive Orders by the Governor supplement the laws and establish specific planning initiatives and requirements.

9.0 Appendices

Appendix A – POD Commodity Procedures

Appendix B – GEMA/HS Daily Logistics Conference Call Format

Appendix A – POD Commodity Procedures

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 EMA Director.

The operation of PODs requires special logistical processes to ensure 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 WebEOC to meet this demand.

POD management will be accomplished in WebEOC using the Points of Distribution Sites Board. This will allow the county and the state a common operating picture regarding POD status. Quantity entries are date/time stamped by the system to provide for clear detail and decision making.

ESF-7 will verify commodity orders for POD supply/re-supply verbally using a daily logistics conference call and the Points of Distribution Board in WebEOC. Call times will be announced and will be done to allow all counties the opportunity to ensure 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/HS does not stock disaster commodities and will be placing the county order directly 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. Counties must use WebEOC to record all county pre-planned POD locations. Locations are maintained on the Points of Distribution Sites Board. This board contains information regarding site details, POD Commodity Status, Contact Information, POD Management Information, and Comments. Once this location is created, the record can be used to order POD commodities during a disaster. Use of this form also helps to ensure that all personnel operating in the distribution process have a common picture and current accurate information

Every county is set up in the GEMA/HS WebEOC disaster management software. Each county has seven positions assigned that can add/update POD locations. They are:

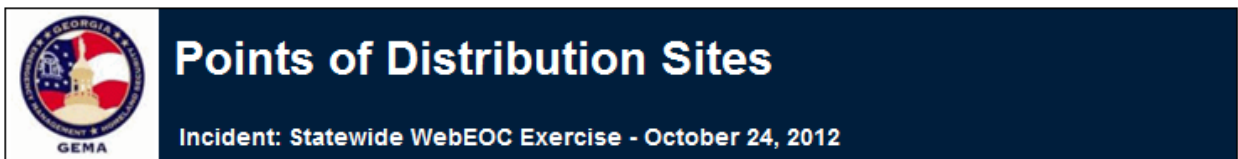
- EMA Director (ESF-5)
- EXEC Deputy EMA Director (ESF-5)
- EXEC EOC Director (ESF-5)
- LOG Section Chief (ESF-7)
- LOG Deputy Chief (ESF-7)
- OPS Section Chief (ESF-7)

- PLN Section Chief (ESF-5)

POD Locations Update. On an annual basis, counties should review their POD locations for any additions/deletions/updates. Any changes can be made by updating the record. All updated records move to the top of the Points of Distribution Sites List View. Location changes are monitored within ESF-7 at GEMA/HS.

POD Database. WebEOC creates a POD Location database which can be monitored by GEMA/HS Logistics. GEMA/HS Logistics can download this information rapidly and provide to necessary providers of commodities. For a known impending disaster, the following process will be used:

- At OPCON 4, L-96 hrs.: Counties will review and add/update locations as necessary. Counties should verify the site details portion of the input form for each site.



Site Details

Status:

Type:

Hours of Operation:

Name:

Address:

Lat/Long: /

County:

GEMA Area:

- The Contact Information portion of the input form should also be reviewed

Contact Information

Primary Contact:

Primary Phone:

Primary Mobile:

Secondary Contact:

Secondary Phone:

Secondary Mobile:

POD Manager:

Phone:

Mobile:

Radio Channel:

- At OPCON 2, L-48 hrs.: Counties should make a PDF copy of the Points of Distribution Sites List View Screen. This list can be used to provide information to the State SOC should WebEOC not be available after the disaster. To create this copy, click "Generate PDF" on the List View Screen.

Response

Counties should open PODs in WebEOC and record data daily in the POD Commodity Status portion of the input form. These entries will be verified daily during the Logistics Conference Call. If a county is unable to access WebEOC this action will be accomplished during the conference call. The end state is that the POD site record reflects the intent of the county for that commodity cycle ordering period.

| POD Commodity Status | | | |
|---------------------------|---|------------|---|
| Water | | | |
| Qty. Ordered: | <input type="text" value="2"/> | Truckloads | Last Update: <input type="text" value="11/27/2012 12:38:14"/> |
| Total Qty. Received: | <input type="text"/> | Truckloads | <input type="text"/> |
| Qty. On Hand: | <input type="text"/> | Truckloads | <input type="text"/> |
| Total Qty. Distributed | <input type="text"/> | Truckloads | <input type="text"/> |
| Comments: | <input type="text"/> | | |
| ICE | | | |
| Qty. Ordered: | <input type="text" value="1"/> | Truckloads | Last Update: <input type="text" value="11/27/2012 12:38:14"/> |
| Total Qty. Received: | <input type="text"/> | Truckloads | <input type="text"/> |
| Qty. On Hand: | <input type="text"/> | Truckloads | <input type="text"/> |
| Total Qty. Distributed | <input type="text"/> | Truckloads | <input type="text"/> |
| Comments: | <input type="text"/> | | |
| Shelf Stable Meals | | | |
| Qty. Ordered: | <input type="text" value="1"/> | Truckloads | Last Update: <input type="text" value="11/27/2012 12:38:14"/> |
| Total Qty. Received: | <input type="text"/> | Truckloads | <input type="text"/> |
| Qty. On Hand: | <input type="text"/> | Truckloads | <input type="text"/> |
| Total Qty. Distributed | <input type="text"/> | Truckloads | <input type="text"/> |
| Comments: | <div style="border: 1px solid black; padding: 5px;"> Note that when a quantity is entered the entry will contain a date/time stamp. This is used to verify that entries were made during the correct operational period. </div> | | |

24 hrs. Prior to Opening of POD – County Orders Initial POD Commodities. Orders for POD operations will be input to the Points of Distribution Board in WebEOC. After verifying quantities during the Logistics Conference Call, GEMA/HS 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. Conference call format is provided as Appendix 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/HS the quantity desired for the next delivery cycle for the PODs that will be operational.

Emergency Response

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

Commodity Ordering Cycle. At the onset of POD Operations, the State Operations Center (ESF-7) will establish a cycle for ordering commodities. This time will be established by reviewing sources of supply and order lead times required by existing contracts/suppliers. This method allows counties to enter data at any time when the “Order Period” is open. Commodity ordering cycle information will be posted to the Statewide Significant Event Board in WebEOC for counties to view. Below is an example of an ordering cycle.

| CALENDAR DATE | ORDER PERIOD OPENS in WebEOC | ORDER PERIOD CLOSES in WebEOC | LOGISTICS CONFERENCE CALL TIME | NO ORDER PERIOD (No Entries in WebEOC) | DELIVERY PERIOD |
|---------------|---|--|--------------------------------|--|---|
| DATE | Opens the previous Day/time | Just prior to the Conference Call Time on today's date | Time | Today's date to allow for processing data within the State SOC | Starts tonight, ends @ 0700 hrs. tomorrow |
| EXAMPLE: | | | | | |
| 12/4/2021 | 12/3/21, 1200 hrs. – 12/4/21, 0800 hrs. | 12/4/21, 0800 hrs. | 0800 hrs. | 12/4/21, 0800 – 1200 hrs. | 12/4/21, 1900 hrs. – 12/5/21, 0700 hrs. |

Manual Procedures if WebEOC Fails.

If for some reason WebEOC is not available at the county level following a disaster, then ESF-7 is prepared to switch to a manual system to take POD commodity orders. The SOC will take verbal orders during the Logistics Conference Call using the POD listing that was prepared prior to the event. ESF-7 will provide copies if none are available in the county.

POD Planning Considerations.

- By default, delivery times will be scheduled between 7:00pm and 7:00am unless otherwise requested.

- The county is responsible for having adequate staff and material handling equipment to unload the delivery trailer.
- Trailers should be unloaded within an hour after arrival.
- Some contract agreements may allow the trailer to be dropped. ESF-7 will advise if this is possible during the daily logistics call.
- 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.
- The county is responsible to verify the load quantity, sign delivery documents and provide signed documents to GEMA/HS for audit purposes.

Appendix B – GEMA/HS Daily Logistics Conference Call

GEMA/HS DAILY LOGISTICS CONFERENCE CALL

0900 Hrs.

URL: <https://gema.webex.com>

Conference Numbers:
 U.S. Toll Free – (855) 282-6330
 U.S. Toll – (415) 655-0003

Host Access Code: 29426785
 Attendee Access Code: 29566802
 Moderator PIN: 4823

COUNTY: _____ DATE: _____

COUNTY REP: _____ PHONE: _____

(If Changed from Previous Report)

Agenda

First. Counties verify/ place commodity orders for next day’s delivery using the Points of Distribution Board List view in WebEOC. Counties will go down the open POD locations in WebEOC and verify quantities are correct for each location. If a county does not have access to WebEOC data will be input into WebEOC during the meeting by ESF-7 personnel.

| Points of Distribution Sites | | | | | | | | | |
|--|--------------------------------------|----------------|-----------|----------|--------|--------------------|---------------------|---------|--------|
| Incident: Statewide WebEOC Exercise - October 24, 2012 | | | | | | | | | |
| Name | Address | County | GEMA Area | Type | Status | Hours of Operation | Last Update | Details | Update |
| Tybee Island Gymnasium (YMCA) | 204 5th St, Tybee Island, GA 31328 | Chatham County | 5 | Type III | Closed | | 10/01/2012 12:39:36 | Select | Update |
| Thunderbolt Elementary School | 3313 Louis St, Thunderbolt, GA 31404 | Chatham County | 5 | Type III | Closed | | 10/01/2012 12:38:14 | Select | Update |
| Meyers Middle School | 2025 E 52nd St, Savannah, GA 31404 | Chatham County | 5 | Type II | Closed | | 10/01/2012 12:38:02 | Select | Update |

Conversion Factors (Estimates only. Actual figures will depend on vendor packaging):
 Water 1 Truckload = 20 pallets, 900 liters (237 gal)/pallet = 18,000 liter/4,750 gal
 Meals 1 Truckload = 40 pallets, 45 cases (540 meals)/pallet = 21,600 meals
 Ice 1 Truckload = 20 pallets, 250 – 8 lbs. bags/pallet = 5,000 bags

PODS Closing Tomorrow

| NAME/ADDRESS | SIZE (TYPE) |
|--------------|-------------|
| | |
| | |
| | |
| | |

After the daily order/report process, 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/HS 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)

- Resources reported as enroute 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 (offline).
- Local businesses that have re-opened or will be reopening to relieve logistical support (i.e., Home Depot, Lowes, Walmart, 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