



Logistics Management and Resource Support Standard Operating Guide

2022

Approval and Implementation

Transmitted herewith is the Logistics Management and Resource Support Standard Operating Guide (SOG). This SOG supersedes any previous SOG of the same name or previous date and any/all previous emergency management/civil defense 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 Logistics Management and Resource Support SOG will be revised in accordance with paragraph 6.1.2 of the GEMA/HS Plans Standardization and Maintenance Policy.

Executive Summary

The Logistics Management and Resource Support Standard Operating Guide (SOG) describes the necessary steps the State will take to prepare and respond to an All-Hazards incident. It describes the actions taken by the State's agencies that have been assigned Emergency Support Function (ESF) and response roles within the Georgia Emergency Operations Plan (GEOP). 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 Logistics Management and Resource Support 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 Logistics Management and Resource Support 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
1	4/25/2022	Entire document reformatted to current GEMA/HS template	4/25/2022	W. Radcliffe

Record of Distribution

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1.0 Introduction

1.1 Purpose

The Logistics Management and Resource Support Standard Operating Guide (SOG) supports the Emergency Support Function (ESF) -7 Logistics Management & Resource Support Annex to the Georgia Emergency Operations Plan (GEOP) and the Georgia Emergency Management and Homeland Security Agency's (GEMA/HS) Distribution Management Plan (DMP). It describes ESF-7 operations in response to a Governor's State of Emergency and a Presidential Emergency or Disaster Declaration.

1.2 Scope

This SOG applies to all state agencies, departments, authorities and commissions, county governments and volunteer and private organizations listed herein.

1.3 Situation

1.3.1 Incident Condition – When the GEOP is implemented, ESF-7 may be activated to conduct Logistics Management and Resource Support operations in support of the overall State's response to the incident.

1.3.2 Assumptions.

- A major disaster may occur in Georgia with little or no advance notice.
- A major disaster in Georgia may cause widespread damage including downed trees, utility towers, poles and lines, the destruction of buildings and flooding, all of which may block and/or damage roadways and result in extended, widespread power outages and disruption in public water system operations.
- The Governor of Georgia will declare a State of Emergency either prior to or shortly following a disaster event.
- The Secretary, Department of Homeland Security, will activate plans and applicable coordination structures of the National Response Framework.
- Upon the Governor's request, a Presidential Emergency and/or Presidential Disaster Declaration (PDD) may be issued.
- A known event projected to be catastrophic in Georgia could cause the Governor to request a pre-disaster Presidential Emergency or a PDD allowing Federal assistance to be integrated into the preparedness phase of operations.
- Resources in the disaster area may be destroyed or unavailable to the public.
- State and local government resources may be overwhelmed, requiring the use of Voluntary Organizations Active in Disasters (VOAD), commercial, mutual aid, and/or federal resources.
- Multiple events may occur simultaneously or following the initial incident that would adversely affect the availability of resources needed for a response effort.
- A catastrophic incident resulting in the long-term evacuation of large numbers of people will overwhelm private and ESF-6 – Mass Care & Human Services shelter operations necessitating State ESF-7 assistance.

- Response operations will be affected by the availability of air and ground transportation and communication assets, key resources such as fuel, food, and water for emergency workers, environmental impacts, and the post-event condition of the transportation and communications infrastructure.
- Commercial lodging, food service, and fuel facilities near the disaster area and along evacuation routes may be closed, have limited supplies, or be overwhelmed with civilian customers and cannot be depended upon to support emergency responders.
- Some disaster events in Georgia may not reach the threshold for a PDD, requiring a response using only State, VOAD, and commercial and mutual aid resources.

1.4 Mission

When activated, ESF-7 conducts Logistics Management and Resource Support operations within Georgia to support affected counties, state agencies, and state emergency workers with critical goods and services to save lives, minimize human suffering, and to assist in the restoration of State and local government to a pre-disaster condition.

2.0 Concept of the Operation

The Unified Logistics Section with Branches and Units in the State Operations Center (SOC) and Logistics Staging Area (LSA), Staging Areas (SA), and Camp(s) in the field will coordinate logistics management and resource support operations. This includes planning, acquisition, implementing, and facilitating the flow of goods and services from the point of origin to the point of distribution and/or point of need.

Resource Requests (RR) submitted by counties and State agencies will be fulfilled via existing State resources, donations, borrowing, or renting equipment, procurement, mutual aid, Emergency Management Assistance Compact (EMAC) and/or federal assistance based on the situation and available funding. Resources will be received and delivered by the State's LSA to counties Points of Distribution (POD) or other designated locations or delivered directly from the vendor or other provider to designated locations.

State emergency workers' logistics support in the field, including meals, water, and lodging, will be provided via the establishment of temporary Camps operated by the State and/or a commercial vendor.

3.0 Organization

3.1 Logistics Section Chief. The Logistics Section Chief is a member of the General Staff in the SOC and is responsible for the ESF-7 functions during an operational period. The Logistics Section Chief reports to the Deputy Director for Emergency Management.

3.2 Logistics Section. The Logistics Section may consist of up to two branches and eight units in the SOC and several facilities (LSA, Staging Area(s), and Camp(s)) that may be established in the field. This includes the Service Branch, Food Unit, Facilities Unit, Fuel Unit, Emergency Power Unit and the Support Branch, Mutual Aid Unit, Material Management Unit, Movement Control Unit, Purchasing/Contracting Unit, and Facilities Unit (LSA, SA(s), and Camp(s)). The Branches and Units manage State logistics operations and coordinate with private, county, state, and federal government logistics partners to ensure unity of effort and operational efficiency. The Facilities Unit executes logistics operations in the field. In the absence of Branch Directors, the Unit Leaders report to the Logistics Section Chief or designated Deputy Logistics Chief.

3.3 Branch & Unit Responsibilities.

3.3.1 Service Branch: The establishment of the Branch will depend on the complexity of the incident and the experience of the personnel. The Service Branch Director supervises the operations of his/her assigned units. The Director participates in briefing and planning meetings within the Logistics Section. He/she coordinates the activities of all assigned branch units and briefs the Logistics Section Chief on Branch activities.

- **Food Unit.** The Food Unit is responsible for determining food and water requirements to support state first responders executing state level response operations. Moreover, it is to determine the best method of feeding first responders in the field. The Food Unit is also tasked with contract oversight and the coordination with contracted caterers and/or food and water delivery vendors. If organic state field feeding is the method of field feeding selected to best support the response, then the Food Unit will oversee the field feeding operations. Finally, the Food Unit is to ensure that all appropriate health and safety regulations are being followed.
- **Facilities Unit.** The Facilities Unit is responsible for coordinating the establishment and closure of the temporary logistics facilities in the field, monitoring the operation of such facilities and the provision of temporary emergency power to critical facilities. The establishment of temporary logistics facilities will be either via use of existing state, county, or private facilities for logistics purposes, leasing existing facilities or contracting for portable facilities. Establishment of a facility will also include coordinating for on-site management, staffing, administration, personnel life support services (including lodging, meals, showers, restrooms, laundry, medical), vehicle services (fuel and maintenance), information technology systems, communications, safety, and security support. The Facilities Unit will monitor ongoing facility operations, receive, and validate vendor invoices and provide the invoices to the Purchasing Contracting Unit (PCU).
 - **LSA.** The LSA is responsible for establishing the LSA to receive, temporarily store and distribute Initial Response Resources (IRR) and be prepared to execute Reception, Staging, Onward Movement, and Integration (RSOI) of mutual aid resources.
 - **Camp.** The Camp is responsible for providing logistics support to state emergency workers in the field including food, water, and lodging, if the Camp is operated by state resources or supervision of a commercial vendor

providing Camp services. The Branch will also be responsible for management or supervision of associated state vehicle and equipment SA(s). Multiple Camp Branches may be established if needed.

- **Fuel Unit.** In conjunction with the PCU, the Fuel Unit is responsible for coordinating for diesel, gasoline, propane, and natural gas through one or more of our state level vendors. Moreover, they will oversee the emergency retail distribution of fuel to first responders and other authorized parties. Additionally, the Fuel Unit will ensure the proper employment of the state's six 2,000 gallon and two 1,000-gallon fuel tanks. The intent of the fuel tanks is support first responders fuel requirement within the affected area. The Fuel Unit will also coordinate and oversee the employment of one or multiple Georgia DoD 2,500-gallon Heavy Expanded Mobility Tactical Truck (HEMTT) fuelers to support diesel refueling operations in austere locations within the impacted area. If the situation is serious enough to where the state must call upon federal assets, then the Fuel Unit will oversee that contract and the employment of those assets. To accomplish these functions, the Fuel Unit will coordinate with commercial vendors, GA DoD (ESF-16), ESF-12, ESF-7 PCU and GEMA/HS Finance as well as with other ESF's that have assets forward deployed in the response area.
- **Emergency Power Unit.** The Emergency Power Unit is responsible for overseeing emergency power resource requirements as posted by county EMAs in the Facility Emergency Power Board within Web EOC. The Emergency Power Unit will manage all state-level power generation assets and employ them to fulfill emergency power requirements. Furthermore, the Emergency Power Unit will deconflict emergency power resource requirements with ESF-3 to ensure that all water/wastewater power requirements are directed to ESF-3. Moreover, the Emergency Power Unit will work intrastate mutual aid and interstate (EMAC) mutual aid to acquire power generation resources to bolster the state's power generation resource pool to aid in fulfilling county level power requirements. The Emergency Power Unit is also responsible for verifying RRs for temporary emergency power, ordering generators from FEMA via preparation of a FEMA Resource Request Form (RRF) or through the PCU for generator rental from commercial vendors, and maintaining the status of orders for generators. When renting generators, the Emergency Power Unit must validate that the requestor either has a transfer switch to accommodate the generator or ensure that the requestor can coordinate electrician services to install the generator upon its arrival. To accomplish these functions, the Emergency Power Unit will coordinate with commercial vendors, county EMAs, State ESFs, the State Properties Commission (SPC), the PCU, and SOC Finance Section Chief, as applicable.

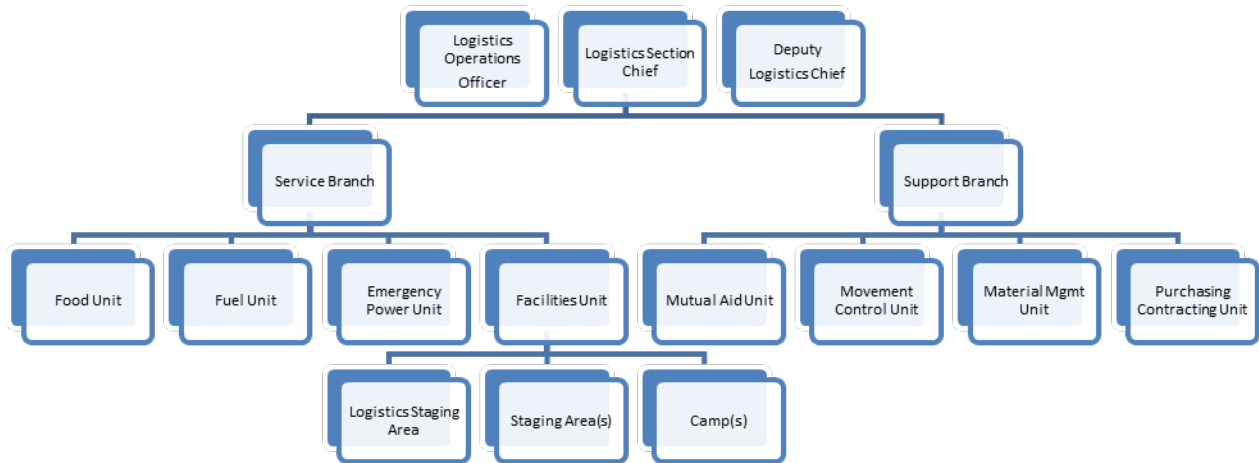
3.3.2 Support Branch. The establishment of the Support Branch will depend on the complexity of the incident and the experience of the personnel. The Support Branch Director supervises the operations of his/her assigned units. The Director participates in briefing and planning meetings within the Logistics Section. He/she coordinates the activities of all assigned branch units and briefs the Logistics Section Chief on Branch activities.

- **Mutual Aid Unit (MAU).** The Mutual Aid Unit is responsible for coordinating intrastate mutual aid, in accordance with the GEMA/HS Statewide Mutual Aid and Assistance Agreement, and interstate mutual aid, in accordance with the EMAC articles and standard operating procedures. This includes verifying RRs for mutual aid resources, locating potential mutual aid resources including preparing and dispatching EMAC broadcasts, processing formal requests for mutual aid resources including EMAC Request for Assistance (REQ-A) forms, coordinating deployment of mutual aid resources directly to the point of need or to the Georgia RSOI site or LSA, ensuring and monitoring RSOI of mutual aid resources at the RSOI site or LSA, providing EMAC situation reports as required by the National Emergency Management Association (NEMA) EMAC National Coordinator, and processing requests for reimbursement. To accomplish these responsibilities, the MAU will coordinate with requesting agencies, the NEMA EMAC National Coordinator, EMAC Coordinators of other states, GEMA/HS EMAC Authorized Representatives, providers of mutual aid resources, GA DOD, Georgia Mutual Aid Group, State ESFs, the Movement Control Unit (MCU) and the LSA Branch.
- **Material Management Unit (MMU).** The Material Management Unit is responsible for verifying RRs for IRR with requesting agencies. The Points of Distribution (POD) Sites board within WebEOC is an essential tool to aid the MMU with determining county requirements for IRR. This board is a conglomeration of all our counties and their POD details; moreover, it is where an affected county will request IRR. The MMU will also forecast IRR requirements, order IRR from our water and ice vendor, and FEMA via preparation of a FEMA RRF, maintain the status of requests for IRR, and monitor the status of IRR on hand at the LSA. The Material Management Unit will receive, file, and maintain receipts for IRR and periodic inventory reports from the LSA. Moreover, the MMU will load resource data into the State's Wasp Cloud Inventory Management system to maintain accountability of both consumable and durable/non-expendable property (resources). The MMU will also maintain a comprehensive "real time" resource tracking system which indicates the status of all resources in the supply pipeline. To accomplish these functions, the MMU will coordinate with commercial vendors, county emergency management agencies, state agencies, State ESF-12, the LSA Branch, MCU, PCU, federal ESF-3 (U.S. Army Corps of Engineers - USACE) and federal ESF-7 (FEMA Logistics) as applicable. Along with the MCU, the MMU Leader will lead the daily County Logistics Call to validate all POD IRR resupply requests (for additional details see County Disaster Logistics SOG).
- **Movement Control Unit.** The Movement Control Unit is responsible for coordinating the controlled movement of State or contract shipments of supplies and equipment from the LSA to the PODs or other locations and any FEMA shipments that may go directly to the PODs or other locations. The MCU will also coordinate the controlled movement of interstate mutual aid resources from the point of entry in the State to the RSOI site or LSA and intrastate and interstate mutual aid resources from the RSOI site or LSA to their final mission destination. This will include determining the status of shipment and convoy

routes, determining which route(s) to use for each movement, refueling and rest stops, movement time, coordination for access through law enforcement checkpoints, and “real time” tracking of shipments enroute. To accomplish these functions, the MCU will coordinate with State ESFs -1, -12 and -13, the MMU, MAU, LSA Branch, Air Operations Branch, and federal ESF-7 (FEMA Logistics) as applicable. The MCU Leader is responsible for participating in the daily County Logistics Call.

- Purchasing and Contracting Unit.** The Purchasing and Contracting Unit is responsible for verifying Resource Requirements (RRs) for goods and services and executing emergency purchases or contracts as required to support State emergency response operations. The PCU will receive and process vendor invoices for payment, document all expenditures of funds and maintain the status of requests for goods and services. The PCU will work in close coordination with commercial vendors, the Department of Administrative Services (DOAS), the Business Executives for National Security, Georgia Business Force, county Emergency Management Agencies, State agencies, the MMU, Facilities Unit, LSA, Camps, SOC Finance Section Chief, and federal ESF-7 (GSA Resource Support) as applicable.

3.4 Logistics Section Organization. See the diagram below.



3.5 Logistics Section Staffing. The Logistics Section is a unified organization staffed by personnel from several State agencies and vendors when activated. Staffing will vary depending upon the type and scope of the emergency event and the discretion of the Logistics Section Chief. Moreover, the staffing will depend on availability of personnel in other state agencies. LSA Branch support and staffing by position will be

fulfilled by a minimum a Type III (-) IMT. Additional details for the LSA and its manning may be found in the LSA SOG.

4.0 Temporary Field Logistics Facilities

Depending upon the type and scope of the emergency event and the response necessary, various temporary State facilities may be established and operated in the field to support response and recovery operations which may include the following:

4.1 Logistics Staging Area (LSA). A State LSA will be established at the direction of State ESF-5 – Emergency Management, Information and Planning. The LSA should be equipped to provide essential logistics support for on-duty staff, including water and restrooms. The LSA or nearby facilities must afford lodging, showers, restrooms, and meals for LSA staff. The LSA operates as a unified command and is staffed by a Type III Incident Management Team augmented with personnel from various State agencies. See LSA Operations and the LSA SOG to this SOG for details. There are three types of LSAs which could be established in the State as follows:

4.1.1 Type I LSA (Joint State and Federal Site). This site should have:

- Approximately 150,000 square feet of covered and secured space to store unloaded resources.
- A minimum of 350,000 square feet of hard stand (asphalt or concrete) space to accommodate commercial vehicle parking, outdoor storage, and material movement.
- Four to six loading docks or ramps.
- Sufficient runway length and tarmac space to accommodate fixed-wing aircraft up to and including C-130 and C-17 military aircraft.
- Heli spot for rotary-wing aircraft up to and including two CH-47 (Chinook) military helicopters.

4.1.2 Type I-A LSA-NPS (Joint State and Federal Site). This site is specifically for receipt and management of material from the National Pharmaceutical Stockpile (NPS). This site should have:

- At least 12,000 square feet of climate controlled covered and secured space to store unloaded resources.
- A minimum of 50,000 square feet of hard stand (asphalt or concrete) space to accommodate commercial vehicle parking, outdoor storage, and material movement.
- Four to six loading docks or ramps.
- Sufficient runway length and tarmac space to accommodate fixed-wing aircraft up to and including commercial cargo 747 or military C-141 or C-17 aircraft.
- Heli spot for rotary-wing aircraft up to and including two CH-47 (Chinook) military helicopters.

4.1.3 Type II LSA (State Site). This site should have:

- At least 100,000 square feet of covered and secured space to store unloaded resources.
- A minimum of 200,000 square feet of hard stand (asphalt or concrete) space to accommodate commercial vehicle parking, outdoor storage, and material movement.
- Four to six loading docks or ramps.
- Heli spot for rotary wing aircraft up to and including two CH-47 (Chinook) military helicopters.

4.2 Camp. A Camp will be established at the direction of State ESF-5 – Emergency Management, Information and Planning. Camps are usually established near the disaster area and will have an adjacent or nearby SA. The site should be equipped with permanent or temporary facilities (trailers or tents) for personnel support and a “hard stand” (asphalt or concrete) area for vehicle parking. Camp services should include administration/check-in, access control, security, meals, water, sleeping areas, showers, restrooms, medical services, Internet access, telephone and radio communications and vehicle fuel and maintenance for emergency workers. The Camp should have a supporting Heli spot in a nearby open area of at least 125’ in circumference to accommodate one rotary wing aircraft up to and including a UH-60/Blackhawk military helicopter. Camp Branch Directors should be supported by a Type III IMT augmented by State employees of the agency that owns the State facility and/or contractor personnel if the State has contracted for Camp service.

4.3 Staging Areas (SA). SAs will be established at the direction of the State ESF #5 – Emergency Management, Planning and Information. A SA may be established adjacent to a Camp or at a separate location in proximity. A SA is a site where personnel and equipment are kept in a “mission ready” status while awaiting tactical mission assignments. It is typically established near a major roadway and near the disaster area. The site should be staffed and equipped to provide limited logistics support to meet the immediate needs of staff and on-duty response personnel including meals, water, restrooms, and a holding/comfort area in which personnel may relax while awaiting their assignment. Primary logistics support maybe provided by a supporting Camp. The facility maybe also be staffed and equipped to provide fuel for emergency worker vehicles (gas and diesel). The site should be equipped with permanent or temporary facilities (trailers or tents) for personnel support and a “hard stand” (asphalt or concrete) area for vehicle parking. The SA should have a supporting Heli spot nearby in open area of at least 125’ in circumference to accommodate one rotary wing aircraft up to and including a UH-60/Blackhawk military helicopter. SA Managers will report to the Facility Unit. SA Managers may be assisted by additional staff from various State agencies as necessary.

4.4 Heli Spot. Heli spots will be established by facility managers in coordination with the Air Operations Branch and / or the Aviation Support Operations Center(s), Operations Section, or SOC. This is a temporary landing zone for a helicopter. Heli spots are typically co-located with a LSA, Camp, and SA. Heli spots should be in areas of open terrain, free from obstacles such as sand, gravel, stumps, and tall grass or other objects over 3’ in height, trees, utility poles, wires, or towers. The size of the Heli spot varies by type helicopter it is intended to support. A CH-47 (Chinook) military helicopter

requires a clear area of at least 160' in circumference. A UH-60 (Blackhawk) or UH-1H (Huey) military helicopter requires a clear area of at least 125' in circumference. Heli spots should be kept segregated and well clear of vehicle traffic and parking areas, portable facilities, such as trailers or tents, and personnel working areas to avoid damage due to flying objects and strong wind resulting from helicopter prop wash. The center of a Heli spot should be clearly marked with a large, white letter "H" painted on its surface.

4.5 Temporary Re-fueling Point (TRP). TRPs will be established by State ESF-16 (GA DoD) at the request of the Logistics Section Chief, SOC (ESF-7). A TRP is a site where fuel is dispensed to vehicles from a fuel truck (tender) or trailer. A TRP may be established along a major evacuation route to support evacuation operations, a route being used by emergency workers, or at any of the temporary field facilities described above. The site will usually consist of one or more fuel trucks with diesel and/or gasoline tanks outfitted with pumps to enable direct dispensing of fuel to vehicles. Each fuel truck should be staffed with a primary and assistant driver/operator and be equipped with the required safety (including HAZMAT) and fire protection equipment. If the TRP is established along a highway, then team members must bring their own meals and water for the duration of their time on site. Team members should have ready access to a fixed facility restroom near the site or a portable restroom placed at the site. ESF-1 may be required to provide temporary signage at the exit for the TRP and ESF-13 may be required to provide traffic control and security of the site, if located along a highway. The TRP is managed by a Team Leader who reports to the Logistics Section Chief of the supported temporary facility or the Fuel Unit Leader in ESF-7 within the SOC, depending upon its location. TRPs may be operated by State agencies or contractors.

4.6 Point of Distribution (POD). This type of POD is established at the direction of a County Commission Chairperson or County EMA Director. It is a site where IRR are received from the State LSA and distributed by county personnel to members of the public. Survivors drive through the POD and receive supplies without leaving their vehicles. This is typically accomplished by establishing a one-way traffic route through the POD area with different types of IRR positioned adjacent to the lane of traffic for ease of distribution. County POD Managers should be prepared to assist survivors who may walk or use other transportation modes to a POD. This may require having a supply of paper or plastic grocery bags on hand. PODs are normally staffed and operated by county personnel, Community Emergency Response Team(s), other volunteers or State personnel as necessary. Counties will equip their POD should be equipped with essential logistics support for staff including meals, water, restrooms, and temporary shelter for protection from inclement weather. Security and traffic control should be provided by local law enforcement. The POD should have a supporting Heli spot in a nearby open area of at least 160' in circumference for one rotary-wing aircraft up to and including a CH-47 (Chinook) military helicopter. The County POD Manager reports to the county EMA Director or other authority as directed by the county. Counties may establish multiple PODs as required to serve their population. Details concerning POD operations, including configuration, in bound and out bound flow, equipment, and staffing requirements are contained in FEMA's Guide to Pod Operations

(IS26). The basic IRR distribution model is two shelf-stable, emergency meals, and 3 liters of water per person per vehicle. There are three types of PODs which could be established:

- Type I. Serves 20,000 people per day.
- Type II. Serves 10,000 people per day.
- Type III. Serves 5,000 people per day.

4.7 Point of (“Dispensing”) Distribution (POD). This type of POD is established at the direction of State ESF-8 – Public Health and Medical Services in coordination with the SOC staff, State ESF partners, and County EMA Directors. It is a site where medicine is administered or issued to members of the public in event of a medical emergency. These PODs will be operated by State ESF-8 with support from other State ESFs and County EMA Directors.

4.8 Temporary Field Logistics Facility Support.

4.8.1 Communications Support. All field facilities should be equipped with redundant means of communications to ensure reliable connectivity with the SOC and other field facilities including landline and push-to-talk cellular telephones. Facility staff should be equipped with hand-held radios for local communications capability in and around each facility. Facility managers should have at least one satellite telephone.

4.8.2 Staff Logistics Support. In lieu of State resources, the various levels of staff logistics support as described above for each facility may be provided via a “turn-key” contract with a commercial vendor who specializes in such service. Typically, such vendors provide comprehensive service including portable lodging, showers, restrooms, laundry, administrative, and recreation facilities; portable electrical power generation and HVAC capability; and sanitary services including grey water management.

4.8.3 Medical Support. If not locally available, the LSA and Camps should have basic medical support on site to treat minor injuries, perform triage to determine the need for more advanced medical care, and ground medical transport capability. Additionally, the LSA may need to provide immunizations to transiting mutual aid personnel. ESF-8 will coordinate for the provision of this support as required.

4.8.4 Vehicle Maintenance Support. The level of vehicle maintenance service will vary based on facility type. A SA should be equipped with a mobile first echelon (operator) maintenance assistance capability, including a compressed air source for tire inflation adjustments, battery charger, jumper cables, air wrenches, and other tools for assistance with changing tires and making emergency repairs, and vehicle towing capability. A LSA and Camp should be equipped to provide second echelon (light repair) maintenance including the capability to diagnose mechanical problems, make repairs (excluding removing or rebuilding the engine or drive train components or body repair), and heavy vehicle towing/recovery.

4.8.5 Aviation Ground Support. Heli spots should be marked and equipped with the appropriate temporary lighting and other equipment and personnel as required by the Air Operations Branch, Aviation Support Operations Center(s), Operations Section, or SOC.

5.0 Logistics Disaster Preparedness Procedures / Guidelines

5.1 Pre-Event Temporary Field Facility/Site Selection. The GEMA/HS Logistics Program Manager identifies potential temporary field facilities/sites to support State disaster logistics operations in advance of the occurrence of an emergency event and coordinates the establishment of a Memorandum of Agreement (MOA) between all pertinent parties for contingency use of each identified facility/site. The Logistics Program Manager may recommend potential temporary field facilities to support the Georgia DOT Hurricane Re-Entry Plan.

5.2 Pre-Event “Contingency” Contracts. The DOAS assists with the management and execution of contingency contracts and/or plan to use existing state level contracts for the emergency provision of critical goods and services needed to support State response operations, based on requirements identified by the Logistics Program Manager. Once the SOC Logistics Section is activated, the PCU executes these contracts as needed, via established DOAS emergency contracting procedures, with the selected vendor(s) for such goods and/or services.

5.3 Pre-Event IRR Stockage. The state does not intentionally stock supplies. As early as elevated activation, the Logistics Program Manager/Logistics Section Chief ICW with GEMA/HS Finance Manager and DOAS should be prepared to execute an emergency IRR order either through an existing state vendor, other non-state vendor or FEMA should the situation dictate the need. Moreover, the Logistics Program Manager/Logistics Section Chief should validate the location of the state’s servicing FEMA Interim Staging Base(s) to calculate the transit time for IRR stocks should the emergency escalate to a point that necessitates that IRR be ordered to support first responders and citizens.

5.4 Pre-Event Point of Distribution (POD) Planning. Planning for this type of POD operation should be done in accordance with this SOG, the GEMA/HS County Disaster Logistics SOG, and the FEMA/USACE Guide to Points of Distribution.

5.5 Pre-Event Point of Dispensing (POD) Planning. Planning for this type of POD operation should be done accordance with State ESF-8 planning guidance and in coordination with the federal ESF partners, SOC staff, State ESF partners and County EMA Directors.

5.6 Pre-Event Temporary Emergency Electrical Power Planning for Critical Facilities. State agencies and local governments should designate critical facilities within WebEOC, which defines critical facilities as “those facilities that will assist in saving lives and prevent human suffering and those that house the workplaces from which first responders operate”. The owner of a critical facility is responsible for assessing the temporary emergency power requirement of that facility. The affected county determines the emergency power requirements. The responsibility for planning, coordinating, and providing temporary emergency power rests with State ESF-7 – Logistics Management and Resource Support and federal ESF-3 – Public Works and Engineering (USACE). In order to better meet the State’s requirement, USACE requests the State coordinate with counties to: (1) identify critical facilities that would likely need temporary emergency power following the event, (2) prioritize the list of

critical facilities, (3) have a qualified electrician conduct an on-site facility technical assessment to determine the size and type generator needed (kilowatts, voltage and phase), location and installation requirements for each facility, (4) provide this information to USACE, and (5) conduct a post-event assessment of each facility to validate the requirements and ensure the facility can still safely receive temporary emergency power. Based on the State's information, USACE can tailor its staging of emergency generator assets and more effectively support the State's requirements. State agencies and 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, State agencies and 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. Funding assistance may be available through existing federal grant programs to offset a portion of the cost. State agencies and County EMA Directors should report emergency power assessments of their critical facilities to the GEMA/HS Logistics Program Manager via the Critical Facility Emergency Power Assessment Report Form within WebEOC's Facility Emergency Power Database.

5.7 Response Operations

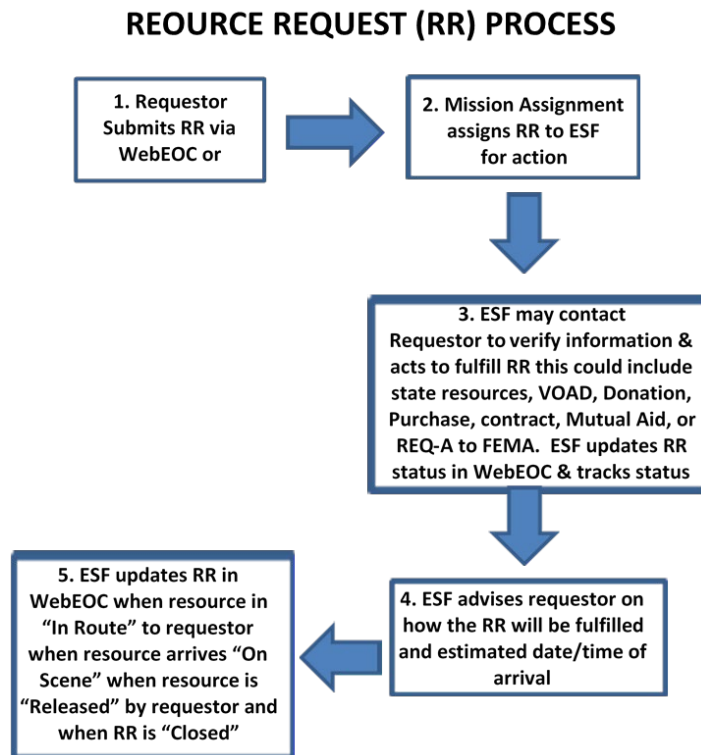
5.7.1 Resource Request (RR) Process.

- A County EMA Director identifies a need for a resource. The county tries to fill the need from existing resources, county rental/purchase, private citizen loan/donation, VOAD or via their established intrastate mutual aid agreements. If this is not possible, the County EMA Director submits a resource request via WebEOC or calling 1-800-TRY-GEMA and speaking to an SOC Action Officer. The Action Officer will create a RR in the SOC WebEOC incident management software system and submit it to the SOC Operations or Logistics Section Chief. Alternate methods of submitting a RR including faxing it to the SOC Communications Center at 404-635-7205 or asking the supporting GEMA/HS Field Coordinator to submit the RR on behalf of the county via WebEOC and email directly to the SOC Operations or Logistics Section Chief.
- A state agency identifies a need for a resource. If the need cannot be fulfilled from internal agency resources, a RR will be submitted through the appropriate management chain to the state agency representative in the SOC. This representative will enter a RR into WebEOC and submit it to the SOC Operations or Logistics Section Chief.
- Upon receipt of a RR, the Mission Assignment section, SOC Operations or Logistics Section Chief will review the RR and assign it to the most appropriate ESF for action. The ESF will determine the most time-sensitive and cost-effective option to fulfill the request. Options considered will be (1) use existing State resources, (2) purchase or contract for the item or service, or (3) seek a donation from private sources. If the item needed is a durable piece of equipment, then emphasis will be placed on borrowing or leasing the item versus purchasing the item. All leases, purchases, or contracts will be based on funding availability. The DOAS may assist in identifying commercial sources for goods

and services. The American Red Cross or other VOAD may be used to explore donation options. If the RR cannot be filled by one of these options, then the State may seek assistance from another state via the EMAC; however, there must be a Governor's State of Emergency declaration before the EMAC can be used. If there is PDD, then the State may opt to submit an RRF to the FEMA Region IV Federal Coordinating Officer for federal assistance. Requesting assistance via the EMAC does not preclude the State from also submitting an RRF to FEMA; however, only one source will be selected to fulfill the RR. The ESF will update WebEOC indicating how the RR will be fulfilled and monitors the status of the RR.

- Once the source is identified and the resource is obtained, coordination for transportation of the resource to the location needed is accomplished by the ESF. This may entail direct shipment from the point of origin to the requestor's designated delivery location (a county POD, State shelter or other State site) or indirect shipment from the point of origin to the State LSA with subsequent shipment to the requestor's designated delivery location. The ESF advises the requestor of the estimated date/time of arrival of the resource and updates WebEOC indicated the resource is "enroute". Upon arrival of the resource, the ESF updates WebEOC indicated the resource is "on scene". Upon completion of mission of the resource, the ESF updates WebEOC indicating the resource is "released". When the resource has returned home or the mission is fulfilled, the ESF updates WebEOC indicating the RR is "closed". The RR is fulfilled when the resource is delivered, received, and signed for by an official of the requesting State agency or county. This completes the RR process.

5.7.2 The diagram below depicts the Resource Request process:



of federal emergency funding available to the State will be defined in the PDD. This will determine the expenses for which the State can seek reimbursement from FEMA. ESF-5 (SOC Finance Section Chief) shall issue operational guidance concerning the expenditure of such funds in writing to ESF-7 whenever the SOC is activated. This guidance shall define the categories of emergency funding received from FEMA, as applicable, any purchase review and approval process which may be implemented, any limitations on the number of purchases or obligation of state funds which can be made by ESF-7, and the disposition of purchase receipts.

5.9 RSOI of Mutual Aid Resources. EMAC resources, if deployed prior to the onset of an emergency, would be directed to arrive to a state-level RSOI site. While at the RSOI site, the resources would be processed, inspected, outfitted, combined with other resources if needed, and readied to mobilize to fill county or state agency resource requirement(s). For EMAC resources, this process would be reversed in preparation for demobilization and return of EMAC resources to their home state. The National Guard RSOI process will be as prescribed by the Adjutant General, Georgia National Guard. See the LSA SOG and Mutual Aid SOG for details concerning RSOI of civilian resources.

5.10 Transportation of IRR. Transportation of IRR from the LSA to the disaster area will be accomplished with State agency cargo truck and heavy lift helicopter assets or by state contracted carrier. These assets will be augmented with contract transportation assets as necessary. By exception and request of the State, FEMA may transport some IRR directly from the national LSA to a POD. All shipments of IRR into the disaster area should be escorted by state law enforcement officers. The purpose is twofold: (1) to ensure the shipment transits the planned route to its intended destination and (2) to ensure there is no unauthorized delay, diversion, pilfering, black marketing, or hijacking of the shipment while enroute to its intended destination. See LSA Operations and the LSA SOG for details.

5.11 Mobilization of Resources. GEMA/HS possesses limited organic resources that could be deployed either prior to or during a response to an emergency (e.g.; generators, fuel tanks, cots, etc.). All GEMA/HS response resources are maintained in a deployable state of readiness and do not require to be mobilized, but instead deployed. Contracted resources of equipment and/or personnel would be mobilized in accordance with (IAW) the vendors' internal policies and procedures during an emergency deployment. Moreover, response resources acquired from non-affected counties within the state or state agencies would be mobilized IAW their internal county or state policies and procedures. EMAC resources: see RSOI of Mutual Aid Resources above for their mobilization.

6.0 SOG Maintenance and Revision

6.1 Evaluation

GEMA/HS conducts all exercises within the structure provided by the Homeland Security Exercise Evaluation Program (HSEEP). 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 Georgia Emergency Operations Plan. 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.

6.2 Maintenance and Revision

The Logistics Management and Resource Support 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.

7.0 Authorities and References

7.1 Federal

7.2 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.