

I. Purpose. The SOG supports the ESF #7 Annex to the Georgia Emergency Operations Plan (GEOP). It describes ESF #7 operations in response to a Governor's State of Emergency and a Presidential Emergency or Disaster Declaration.

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

III. Situation

a. 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.

b. Assumptions

1. A major disaster may occur in Georgia with little or no advance notice;
2. 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.
3. The Governor of Georgia will declare a State of Emergency either prior to or shortly following a disaster event;
4. The Secretary, Department of Homeland Security, will activate plans and applicable coordination structures of the National Response Framework;
5. Upon the Governor's request, a Presidential Emergency and/or Presidential Disaster Declaration (PDD) may be issued;
6. 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;
7. Resources in the disaster area may be destroyed or unavailable to the general public.
8. State and local government resources may be overwhelmed, requiring the use of Volunteer Organizations Active in Disasters (VOAD), commercial, mutual aid and federal resources;
9. Multiple events may occur simultaneously or following the initial incident that would adversely affect the availability of resources needed for a response effort.

10. A catastrophic incident resulting in the long-term evacuation of large numbers of people will overwhelm private and ESF #6 – Mass Care, Housing and Human Services shelter operations necessitating State ESF #7 assistance.

11. 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.

12. 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.

13. 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.

IV. 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 in order to save lives, minimize human suffering and assist in the restoration of State and local government to a pre-disaster condition.

V. Execution.

a. Concept of Operation.

1) The Unified Logistics Section with branches and units in the SOC and LSA, Staging Areas, 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 or delivery and establishing temporary logistics operations in the field that will deliver these resources when and where needed.

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

3) 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.

b. Organization

1) Logistics Chief. The Logistics Chief is a member of the General Staff in the SOC and is responsible for the ESF #7 function during an operational period. The Logistics Chief reports to the Deputy Director for Emergency Management.

2) Logistics Section. The Logistics Section consists 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 (LSA, Staging Area(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 execute logistics operations in the field. In the absence of branch directors, the Unit leaders report to the Logistics Chief or designated Deputy Logistics Chief.

3) Branch & Unit Responsibilities.

a) 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.

1) 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 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 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.

2) Facilities Unit. The 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 unit will monitor ongoing facility operations, receive and validate vendor invoices and provide the invoices to the PCU.

i. LSA. The LSA is responsible for establishing the LSA, receipt, storage and distribution of IRR and RSOI of mutual aid resources.

ii. 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 Staging Areas (SA). Multiple Camp Branches may be established as needed.

3) Fuel Unit. The unit is responsible for coordinating, ICW the PCU, 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 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 unit will also coordinate and oversee the employment of one or multiple Georgia DoD 2,500 gallon HEMMT fuelers to support diesel refueling operations in austere locations within the impacted area. If the situation is serious enough to where the state has to call upon federal assets, the fuel unit will oversee that contract and the asset employment of those assets. To accomplish these functions the unit will coordinate with commercial vendors, GA DoD, ESF 12, ESF 7 PCU and GEMA/HS Finance as well as other ESF's that have assets forward deployed in the response area.

4) Emergency Power Unit. The unit is responsible for overseeing emergency power resource requirements as posted in the emergency power board and resource board within Web EOC. The unit will manage all state level power generation assets and employ them to fulfill emergency power requirements. Furthermore, the unit will deconflict emergency power resource requirements with ESF 3 to ensure that all water/waste water power requirements are directed to ESF 3. Moreover, the 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 unit is also responsible for verifying RRs for temporary emergency power, ordering generators from FEMA via preparation of a FEMA Action Request Form (ARF) or through the PCU for generator rental from commercial vendors, and maintaining the status of orders for generators. When renting generators, the 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 unit will coordinate with commercial vendors, county emergency management agencies, State ESFs, the State Properties Commission (SPC), the PCU, and SOC Finance Chief as applicable.

a) Support 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 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.

1) Mutual Aid Unit. The unit is responsible for coordinating intrastate mutual aid, in accordance with the GEMA 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

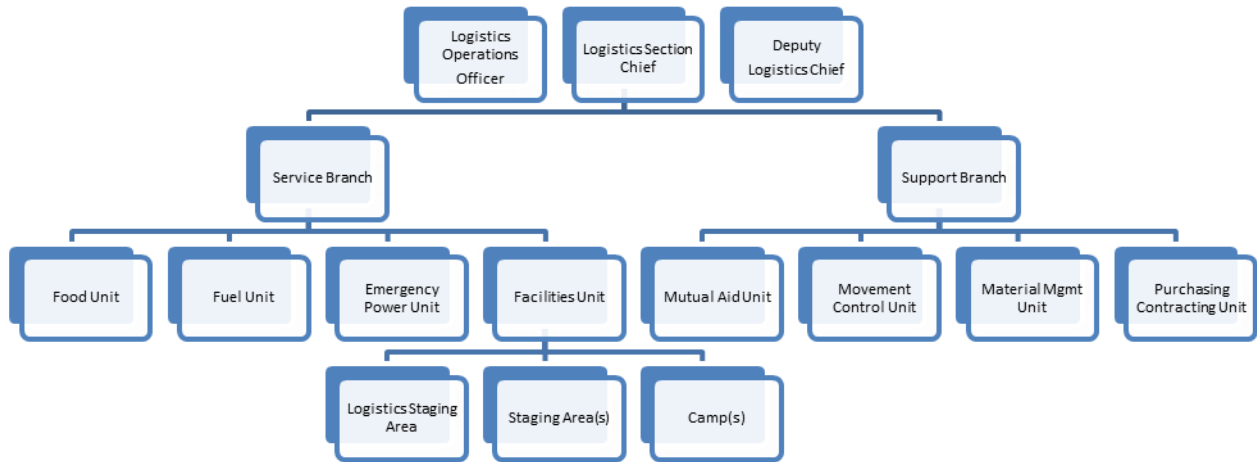
requests for mutual aid resources including EMAC Request for Assistance (REQ-A) forms, coordinating deployment of mutual aid resources to the Georgia LSA, ensuring and monitoring Reception, Staging, Onward Movement and Integration (RSOI) of mutual aid resources at the LSA, providing EMAC situation reports as required by the National Emergency Management Association (NEMA) EMAC National Coordinator, and processing requests for reimbursement. To accomplish these responsibilities, the unit will coordinate with requesting agencies, the NEMA EMAC National Coordinator, EMAC Coordinators of other states, the GEMA EMAC Authorized Representatives, the providers of mutual aid resources, the GA DOD, the GMAG, State ESFs, the MCU and the LSA Branch.

2) Material Management Unit. The unit is responsible for verifying RRs for IRR with requesting agencies, forecasting IRR requirements, ordering IRR from FEMA via preparation of a FEMA Action Request Form (ARF), maintaining the status of requests for IRR, and monitoring the status of IRR on hand at the LSA. The unit will receive, file and maintain receipts for IRR and periodic inventory reports from the LSA. The unit 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 unit will coordinate with commercial vendors, county emergency management agencies, state agencies, State ESF #12, the LSA Branch, MCU, PCU, federal ESF #3 (USACE) and federal ESF #7 (FEMA Logistics) as applicable. ICW 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).

3) Movement Control Unit. The 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 unit will also coordinate the controlled movement of interstate mutual aid resources from the point of entry in the State to the LSA and intrastate and interstate mutual aid resources from the 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 en route. To accomplish these functions, the unit 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.

4) Purchasing and Contracting Unit. The 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 unit will receive and process vendor invoices for payment, document all expenditures of funds and maintain the status of requests for goods and services. The unit will work in close coordination with commercial vendors, the Business Executives for National Security (BENS) Georgia Business Force (GBF), county emergency management agencies, State agencies, the MMU, FU, LSA, Camps, SOC Finance Chief and federal ESF #7 (GSA Resource Support) as applicable.

c. Logistics Section Organization. See the diagram below.



d. Logistics Section Staffing. The section is a unified organization staffed by personnel from several State agencies when activated. Staffing will vary depending upon the type and scope of the emergency event and the discretion of the Logistics 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.

e. 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:

1) Logistics Staging Area (LSA). A State LSA will be established at the direction of State ESF #5 – Emergency Management. 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 II 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:

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

(1) Approximately 150,000 square feet of covered and secured space in order to store unloaded resources.

(2) A minimum of 350,000 square feet of hard stand (asphalt or concrete) space to accommodate commercial vehicle parking, outdoor storage and material movement.

(3) Four to six loading docks or ramps.

(4) Sufficient runway length and tarmac space to accommodate fixed wing aircraft up to and including C130 and C-17 military aircraft.

(5) Helispot for rotary wing aircraft up to and including two CH-47 (Chinook) military helicopters.

b) 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:

(1) At least 12,000 square feet of climate controlled covered and secured space to store unloaded resources.

(2) A minimum of 50,000 square feet of hard stand (asphalt or concrete) space to accommodate commercial vehicle parking, outdoor storage and material movement

(3) Four to six loading docks or ramps.

(4) 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.

(5) Helispot for rotary wing aircraft up to and including two CH-47 (Chinook) military helicopters.

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

(1) At least 100,000 square feet of covered and secured space to store unloaded resources.

(2) A minimum of 200,000 square feet of hard stand (asphalt or concrete) space to accommodate commercial vehicle parking, outdoor storage and material movement.

(3) Four to six loading docks or ramps.

(4) Heli spot for rotary wing aircraft up to and including two CH-47 (Chinook) military helicopters.

2) Camp. A camp will be established at the direction of State ESF #5 – Emergency Management. Camps are usually established in close proximity to 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 Helispot in a nearby open area of at least 125’ in circumference to accommodate one rotary wing aircraft up to and including a UH60/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.

3) Staging Areas (SA). SAs will be established at the direction of the Operations Chief, SOC. A SA may be established adjacent to a Camp or at a separate location in close 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 in close proximity to 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 Helispot 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) Heli spot. Helispots will be established by facility managers in coordination with the Air Operations Branch, Operations Section, SOC. This is a temporary landing zone for a helicopter. Helispots are typically co-located with a LSA, Camp and SA. Helispots 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 Helispot 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. Helispots 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 Helispot should be clearly marked with a large, white letter “H” painted on its surface.

5) Temporary Re-fueling Point (TRP). TRPs will be established by State ESF #16 (GA DoD) at the request of the Logistics 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, 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 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.

6) Point of Distribution (POD). This type 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 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. 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 (CERT), 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 Helispot in a nearby open area of at least 160' in circumference for one rotary wing aircraft up to and including a CH47 (Chinook) military helicopter. The 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, 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:

- a) Type I. Serves 20,000 people per day.
- b) Type II. Serves 10,000 people per day.
- c) Type III. Serves 5,000 people per day.

7) Point of Dispensing (POD). This type POD is established at the direction of State ESF #8 – Department of Community Health 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 general 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.

f. Temporary Field Logistics Facility Support.

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 land-line 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.

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.

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. 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.

5. Aviation Ground Support. Helispots should be marked and equipped with the appropriate temporary lighting and other equipment and personnel as required by the Air Operations Branch, Operations Section, SOC.

f. Logistics Disaster Preparedness.

1. Pre-Event Temporary Field Facility/Site Selection. The Logistics Program Manager, GEMA, 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, GEMA, may recommend potential temporary field facilities to support the Georgia DOT Hurricane Re-Entry Plan.

2. Pre-Event “Contingency” Contracts. The DOAS assists with the management and execution of contingency contracts and/or make arrangements 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, GEMA. 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.

3. Pre-Event IRR Stockage. The state does not intentionally stock supplies. As early as elevated activation, the Logistics Program Manager ICW with GEMA 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 should validate the location of the state's servicing FEMA ISBs to calculate the transit time for IRR stocks should the emergency situation escalate to a point that necessitates that IRR be ordered to support first responders and citizens.

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 County Disaster Logistics SOG and the FEMA/USACE Guide to Points of Distribution.

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.

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 Logistics Program Manager via the Critical Facility Emergency Power Assessment Report Form within WebEOC's Facility Emergency Power Database.

g. Response Operations.

1. Resource Request (RR) Process.

a. 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 emergency management software and submit it to the SOC Operations or Logistics Chief. Alternate methods of submitting a RR including faxing it to the SOC Communications Center at 404-635-7205 or asking the GEMA Field Coordinator to submit the RR on behalf of the county via WebEOC and the Internet directly to the SOC Operations or Logistics Chief.

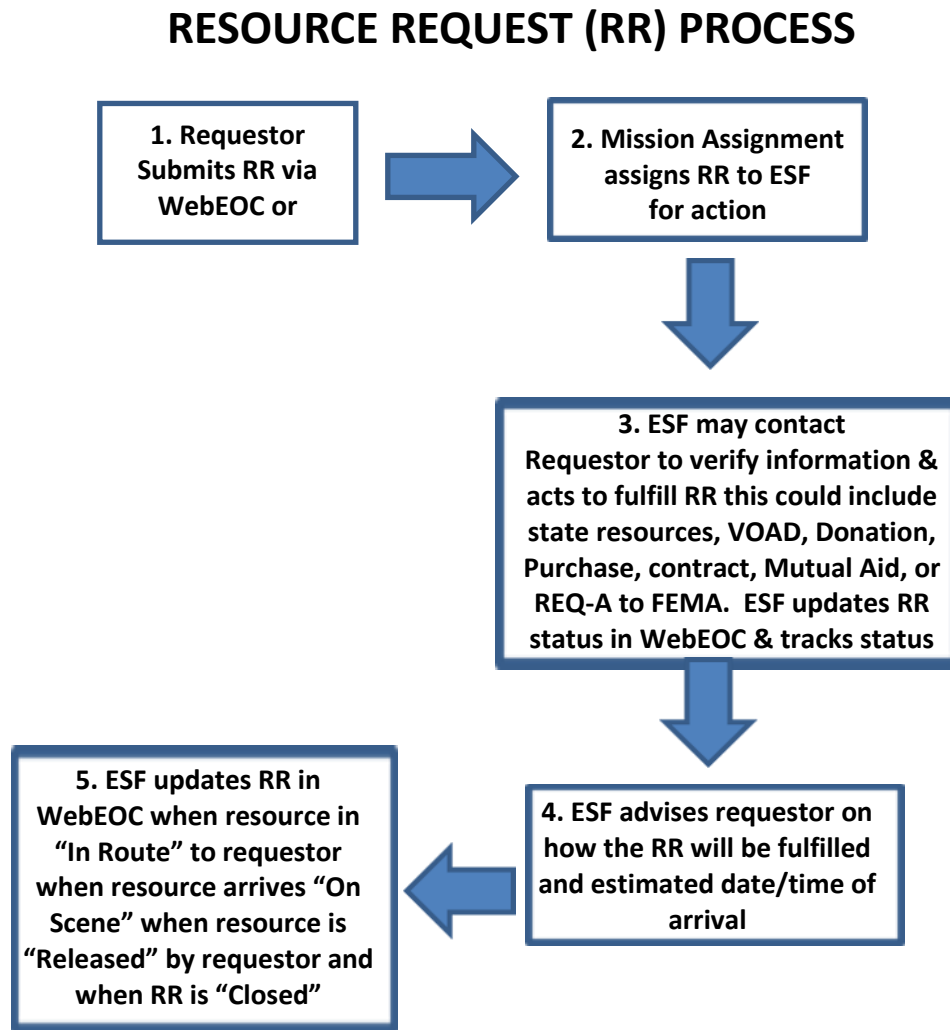
b. A state agency identifies a need for a resource. If the need cannot be fulfilled from internal agency resources, a RR will be submitted through the appropriate management chain to the state agency representative in the SOC. This representative will enter a RR into WebEOC and submit it to the SOC Operations or Logistics Chief.

c. Upon receipt of a RR, the Mission Assignment section, SOC Operations or Logistics 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, 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 GBF may assist in identifying commercial sources for goods and services. The American Red Cross (ARC) or other Voluntary Organizations Active In Disasters (VOAD) may be used to explore donation options. If the RR cannot be filled by one of these options, 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, the State may opt to submit an ARF to the FEMA Region IV Federal Coordinating Officer (FCO) for federal assistance. Requesting assistance via the EMAC does not preclude the State from also submitting an ARF 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.

d. 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 Web EOC indicated the resource is "in route". 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.

1) The diagram below depicts the RR process:



2) Expenditure of funds. The federal/state cost share percentage and categories 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 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 amount of purchases or obligation of state funds which can be made by ESF #7 and the disposition of purchase receipts.

3) RSOI of Mutual Aid Resources. Civilian mutual aid resources from other states that deploy to Georgia via EMAC will undergo RSOI at the LSA immediately upon arrival and prior to their departure from Georgia. 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.

4) 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 NLSA 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 en route to its intended destination. See LSA Operations and the LSA SOG for details.

2. LSA Operations. See LSA Operations and the LSA SOG for details.

h. Responsibilities.

1. Counties.

a. Temporary Emergency Power for Critical Facilities. Counties should identify their critical facilities and obtain and install an emergency power generator and Automatic Transfer Switch (ATS) in each these facilities. At a minimum, counties assess the emergency electrical power requirements for these facilities and provide this information to the GEMA Logistics Program Manager using the Facility Emergency Power Database located in WebEOC. Counties should also obtain and install a Manual Transfer Switch (MTS) in each facility. The definition of a critical facility is contained in paragraph V.f.6 above. If more than one critical facility is identified, counties should identify facilities in priority order. See the County Disaster Logistics SOG for details.

b. Point of Distribution (POD) Operations. Counties should plan for POD operations and enter this information into the Points of Distribution Sites in WebEOC. See the County Disaster Logistics SOG on the GEMA Website for detailed POD operations instructions.

c. Self-Sufficiency. Counties should prepare to be as self-sufficient as possible during the first 72 hours following a disaster event. This may include establishing critical on-hand IRR stocks or readily available sources of IRR and critical equipment.

d. Resource Shortfalls. Counties should identify any resource shortfall that will negatively impact POD or other emergency response operations and report this to the GEMA Logistics Program Manager as county emergency operations plans are developed. This will allow the State an opportunity to plan to fill the shortfall.

2. State Agencies, Authorities, Departments, Commissions

a. All agencies, authorities, departments and commissions

(1) Assist ESF #7 with development of logistics plans and procedures in support of the GEOP as required.

(2) Make personnel, equipment, vehicles and facilities available to support ESF #7 operations during a State of Emergency as required.

(3) Ensure personnel staffing the Logistics Section in the SOC have completed the following training: GEMA SOC 1 & 2 orientation classes and, FEMA IS 100, 200, 700 and 800b online courses. Additionally, personnel should have completed logistics and resource management specific unit training (i.e. Food Unit Leader, Facilities Unit Leader, etc.).

b. GFC.

(1) As an ESF #7 primary agency for Logistics Management, when the SOC is activated and upon request from GEMA, provide personnel to staff the positions in the Logistics Section.

(2) As an ESF #7 primary agency for Logistics Management, when the GEOP is activated and upon request from GEMA, provide Incident Management Teams to manage the State temporary logistics facilities which may be established including the LSA and Camps/SAs. Establish a unified command with the GPSTC and GA DOD for LSA operations in accordance with LSA Operations and the LSA SOG. Establish a unified command with the DOT for Camp/SA operations in accordance with the DOT Hurricane Re-Entry Plan.

(3) Provide vehicles, equipment and supplies as may be required to support and operate State temporary field logistics facilities.

c. DOAS.

(1) As the ESF #7 primary agency for resource support, when the SOC is activated and upon request from GEMA, provide personnel to staff the Logistics Section PCU.

(2) As the ESF #7 primary agency for resource support, execute resource support functions. Ensure expedient, streamlined emergency purchasing and contracting procedures are developed and in place to facilitate quick response to any RR.

(3) Document all emergency purchasing and contracting actions taken during a response to a disaster event and provide this documentation to the SOC Finance Chief upon de-activation of the PCU.

d. DOA.

- (1) Provide support to the LSA in accordance with LSA Operations and the LSA SOG.
- (2) Provide facilities and equipment to support logistics operations within the state ISO emergency response operations.

e. GPSTC. When the GEOP is activated and upon request from GEMA, provide support to the LSA in accordance with LSA Operations and the LSA SOG.

f. Board of Regents. When the GEOP is activated and upon request from GEMA, provide support to the LSA in accordance with LSA Operations and the LSA SOG. Be prepared to support staging areas ISO response operations throughout the state.

g. DOT. When the GEOP is activated and upon request from GEMA, provide support to the LSA in accordance with LSA Operations and the LSA SOG.

h. TCSG.

(1) When the GEOP is activated and upon request from GEMA, provide support to the LSA in accordance with LSA Operations and the LSA SOG.

(2) Be prepared to support staging areas ISO of response operations throughout the state.

(3) Be prepared to provide equipment and personnel ISO of response operations.

i. GA DOD

(1) When the SOC is activated and upon request from GEMA, provide personnel to staff the positions in the Logistics Section IAW the ESF 7 Logistics Chief's resource request.

(2) When the GEOP is activated and upon request from GEMA, provide support to the LSA in accordance with the LSA SOG and published resource requests. Be Prepared To (BPT) provide additional support as necessary including, but not limited to, facilities, heavy lift helicopters, ground transportation, material handling equipment, fuel and fuel trucks with vehicle dispensing capability, forklifts, field mess (meal service), portable generators, portable light towers, portable loading ramps, communications, military police and other personnel.

(3) Conduct RSOI of all out-of-state National Guard personnel and equipment arriving and departing Georgia via EMAC, in accordance with the NEMA and GEMA EMAC SOPs, in addition to any internal GA DOD requirements and procedures.

(4) BPT support State Camps and SAs with field mess support (meal service), emergency electrical power, portable light towers and communications support. BPT augment Camp Branch staff with additional personnel as necessary.

(5) BPT provide to set up and operate PODs of all types and to provide personnel and equipment to assist affected Counties with POD operations.

(6) Provide personnel and equipment to dispense emergency fuel ISO first responder response operations.) Document all fuel dispensed by the TRPs including the person's name, agency, amount, fuel type and date/time. Provide this documentation and invoices for fuel and fuel service to the Logistics Section PCU.

j. GEMA

(1) As ESF #2 primary agency, coordinate the establishment of a communications network, including radio, telephone, satellite telephone and Internet connectivity between the SOC and all State field logistical facilities that may be established to support the emergency response operation.

(2) As ESF #5 primary agency, obtain sufficient IRR, based on funding availability, including bottled water and shelf-stable emergency meals to meet the estimated requirement for the first 72 hours following a disaster event.

(3) As ESF #5 primary agency, establish MOAs for potential use of selected federal, State, local government and private facilities in support of State response and recovery operations.

(4) When the SOC is activated and upon request from the Logistics Section Chief, provide personnel to staff the positions in the Logistics Section IAW with published SOC chief's manning report.

(5) As an ESF #7 primary agency for logistics management, oversee the priority list of critical State and county facilities that may require emergency electrical power as a result of a disaster. As requested, coordinate the emergency power assessments of county critical facilities with county EMAs.

(6) As an ESF #7 primary agency for logistics management, provide any changes to County POD information to the FEMA Region IV Logistics Section to facilitate potential direct delivery of IRR to PODs.

V. Coordination. State agencies, authorities, departments and commissions should coordinate directly as necessary to prepare for support of logistics operations as described in this SOG.

VI. References

- A.** FEMA Emergency Management Institute (EMI) Guide to Points of Distribution (PODs) and accompanying DVD-ROM with PODs Overview (available from the EMI by calling 800-480-2520). Also see the USACE Commodities Guidance available at <https://eportal.usace.army.mil/sites/ENGLink/DisasterImpactModels/default.aspx>. Click on the "Commodities" link on the left side of the web page.

B. Appendix F, Annex C (Operations), USACE OPLAN XX-05, USACE Support to the NRP (available via the USACE Emergency Response Portal at <https://eportal.usace.army.mil/sites/ENGLink/DisasterImpactModels/default.aspx>). Click on the “Emergency Power” link on the left side of the web page.

C. ESF #7 Annex - Logistics Management and Resource Support

VII. Acronyms and Definitions

ARC. American Red Cross

ASOC. Aviation Support Operations Center.

BENS. Business Executives For National Security.

DHR. Georgia Department of Human Resources.

DOAS. Georgia Department of Administrative Services.

DOA. Georgia Department of Agriculture.

DOT. Georgia Department of Transportation.

DPS. Georgia Department of Public Safety.

DNR. Georgia Department of Natural Resources.

EMAC. Emergency Management Assistance Compact.

ERB. Evacuation and Re-Entry Branch of the Operations Section, State Operations Center.

ESF. Emergency Support Function.

FMU. Facilities Management Unit, Logistics Section, State Operations Center.

GA DOD. Georgia Department of Defense.

GBF. Georgia Business Force (formally referred to as BENS).

GEFA. Georgia Environmental Facilities Authority.

GEMA. Georgia Emergency Management Agency.

GEOP. Georgia Emergency Operations Plan.

GFSTC. Georgia Firefighter Standards and Training Council.

GISFC. Georgia Insurance and Safety Fire Commission.

GMAG. Georgia Mutual Aid Group.

GPSTC. Georgia Public Safety Training Center.

GSA. Generator Staging Area.

GSPC. Georgia State Properties Commission.

HSEEP. Homeland Security Exercise and Evaluation Program

ISO. In Support Of

IRR. Initial Response Resources.

LSA. Logistics Staging Area Branch, Logistics Section, State Operations Center.

MACC. Multi-Agency Coordination Center.

MAU. Mutual Aid Unit, Logistics Section, State Operations Center.

MCU. Movement Control Unit, Logistics Section, State Operations Center.

MMU. Material Management Unit, Logistics Section, State Operations Center.

NEMA. National Emergency Management Association.

NFA. Georgia National Fairgrounds and Agricenter.

NLSA. National Logistics Staging Area.

NPS. National Pharmaceutical Stockpile.

NRF. National Response Framework.

OCGA. Official Code of Georgia as Amended.

PCU. Purchasing and Contracting Unit, Logistics Section, State Operations Center.

PDD. Presidential Disaster Declaration.

POD. Point of Distribution or Dispensing.

PSC. Georgia Public Service Commission.

RFA. Request for Assistance.

RR. WebEOC Resource Request.

RSOI. Reception, Staging, Onward Movement and Integration.

SA. Staging Area.

SNS. Strategic National Stockpile.

SOC. State Operations Center.

TCSG. Technical College System of Georgia.

TRP. Temporary Refueling Point.

USACE. United States Army Corps of Engineers.

VOAD. Voluntary Organizations Active in Disasters.

VIII. Supporting Documents

A. LSA Operations.

B. LSA SOG

C. Mutual Aid Operations

D. Mutual Aid SOG

E. County Disaster Logistics SOG