



# Logistics Staging Area Standard Operating Guide

2022



## **Approval and Implementation**

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

## Executive Summary

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The Logistics Staging Area SOG describes the necessary steps the State will take to prepare and respond to an incident that requires the use of an LSA. 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 LSA 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 LSA SOG also meets the Americans with Disabilities Act requirements to make it accessible under the ADA.

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Record of Change

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Change #	Date	Part Affected	Date Posted	Who Posted

## Record of Distribution

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Plan #	Office/Department	Representative	Signature
1			
2			
3			
4			
5			
6			
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## **1.0 Introduction**

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### **1.1 Purpose**

It is the purpose of this Logistics Staging Area (LSA) Standard Operating Guide (SOG) to the Distribution Management Plan is to define the actions and roles necessary to provide a coordinated logistics response within the State of Georgia. This guide provides direction to agencies within the State of Georgia with the guidelines of potential emergency assignments before, during, and following emergency situations. It also provides for the systematic integration of emergency resources when activated and does not replace county or local emergency operations plans or procedures.

### **1.2 Scope**

This SOG applies to all participating departments and agencies of the jurisdictions contained within the geographical boundary of the State of Georgia.

### **1.3 Policy**

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

## **2.0 Concept of the Operation**

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### **2.1 General**

When an emergency or disaster has occurred or is imminent, the Governor of Georgia may issue a State of Emergency. This provides the Director of the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) has the authority for the deployment and use of state personnel, supplies, equipment, materials, and/or state-owned, leased, or operated facilities to support response operations.

If a disaster or emergency occurs prior to the Governor issuing a State of Emergency, the Director of GEMA/HS is authorized to activate the Distribution Management Plan and implement any emergency response actions that may be necessary for the immediate protection of life and property.

All supporting governmental agencies, non-governmental organizations, and Voluntary Agencies Active in Disasters shall cooperate fully with the Director of GEMA/HS, by providing any personnel, equipment, information, or any other assistance that may be requested by the Governor, the Director of GEMA/HS to coordinate all response and recovery efforts.

During activation of the Distribution Management Plan, GEMA/HS will forward all received Resource Requests to the appropriate Emergency Support Function(s) (ESF).

## 2.2 SOG Activation

SOG activation will occur in accordance with the issuance of a Governor declared State of Emergency for all or a portion of Georgia. The Distribution Management Plan is activated with the LSA SOG in support.

General guidelines for SOG activation are based on the need to establish and activate the State LSA.

## 3.0 General Objectives

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During an event, the activation and establishment of a State Logistics Staging Area may be necessary to conduct resource fulfillment operations. Therefore, the general objectives of the Logistics Staging Area SOG are as follows:

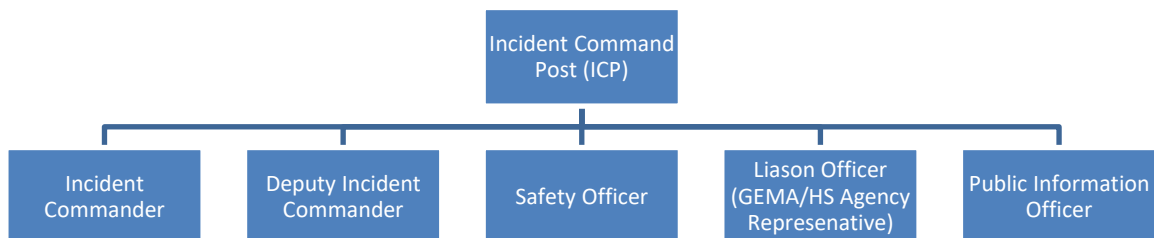
- To establish procedures for the notification of personnel on the activation of a State Logistics Staging Area.
- To establish procedures for activating a State Logistics Staging Area.
- To establish procedures for conducting operations at a State Logistics Staging Area.

To this end, this SOG is written specifically to aid the Logistics Staging Area Staff, Incident Command Team Members, and Assisting Agency Personnel in the Preparation, Activation and Operation of a State Logistics Staging Area.

## 4.0 LSA IMT Organization and Assignment of Responsibilities

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### 4.1 LSA IMT Organization Chart



## **4.2 Incident Command Post (ICP)**

- Incident Commander
- Deputy Incident Commander
- Safety Officer
- Liaison Officer (GEMA/HS Agency Representative)
- Public Information Officer

## **4.3 Operations Section**

- Section Chief
- Deputy Ops
- Receiving Group
- Parking Group
- Distribution Group
- Warehouse Group
- Defense/Military
- Law Enforcement Escort Group

## **4.4 Planning Section**

- Section Chief
- Technical Specialist (Information Technology)
- Resource Unit
- Situation Unit
- Demobilization Unit
- Documentation Unit
- Technical Specialist (WebEOC)

## **4.5 Logistics Section**

- Section Chief
- Ground Support Unit
- Food Unit
- Communications Unit
- Supply Unit
- Medical Unit
- Facilities Unit

## **4.6 Finance Section**

- Section Chief
- Time Unit
- Cost Unit
- Procurement Unit
- Compensation/Claims Unit

## **5.0 Concept of Operations**

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### **5.1 LSA Operational Layout**

A map of the Macon State Farmers Market depicting the locations of various components of the LSA operation is at Appendix A.

#### **5.1.1 Entering and Exiting the Macon State Farmers Market**

The gate located on Whitfield Street off Oglesby Place will be used for all entry and exit to the Macon State Farmers Market.

#### **5.1.2 Welcome and Information Center**

Upon entering the facility, inbound trucks will be stopped at the main gate (guard shack) and a member of the Incident Management Team (IMT) will relay the shipment information to the command center.

#### **5.1.3 LSA IMT Headquarters**

The LSA IMT Headquarters staff will set up and operate in the main GEMA/HS Warehouse office.

#### **5.1.4 Initial Resource Requirement (IRR) Material Handling Area**

The parking lot and spaces located directly in front of the Warehouse #1 and along the campus facing Eisenhower Pkwy is used for the IRR federal trailer parking and material handling area. Additionally, there are two loading docks on the inner side of the Warehouse that will be used for material handling in loading and offloading trailers.

#### **5.1.5 Truck Receiving/Dispatch Point**

All truck drivers delivering IRR to the LSA or transporting IRR to county Points of Distribution (POD) will stop and undergo receiving or dispatch processing at the tent located on the back side of Warehouse #1.

#### **5.1.6 Aircraft Staging/Loading**

The parking lot to the left of the guard shack/on top of the campus will be used as a helicopter Staging and Landing Area. Additional Aircraft staging areas can be positioned at the overflow sites of Central Georgia Technical College and Middle Georgia State University Campuses. Appendix C provides further procedures on the establishment and operations of these overflow sites.

#### **5.1.7 Vehicle Parking/Staging**

The parking lot extending behind Warehouse #1 and Warehouse #2 as well as parking spaces alongside Warehouse #2 will be used for staging of trucks and trailers. If the spaces at the Macon State Farmers Market are all consumed, then additional overflow staging/parking is available at the Central Georgia Technical College and Middle Georgia State University Campuses. Appendix C provides further procedures in reference to overflow staging areas.

### **5.1.8 Lodging**

GEMA/HS-owned camper trailers can be staged in the covered parking area on the west side of the campus to support staff lodging needs if necessary. Additionally, there exists many local establishments for filling lodging needs if any.

### **5.1.9 Meals**

Catering services will be contracted at the time of the LSA SOG activation to support the LSA staff.

### **5.1.10 LSA Staff Briefing and Staging**

The conference room/break room located to the left and behind Warehouse #1 will be used to conduct LSA Staff Briefings. Additionally, space is available in the office building located next to the Aircraft Loading/Landing Zone if needed.

### **5.1.11 Check-In**

All LSA staff will check in at the Incident Command Post (ICP). All personnel will check-in and check-out at the main desk located in the office. Lodging and meal arrangements can be made at this desk.

### **5.1.12 Fuel**

State agencies will utilize their own agency policy regarding fueling. If there is any need for bulk fueling, then a state vendor is ready to provide refueling operations.

### **5.1.13 Truck Traffic Flow**

At the main gate, a member of the IMT will verify shipping documents before being allowed to enter the facility. When verified and called forward, trucks will proceed onto the campus following the affixed traffic patterns and proceeding to the receiving point. Trucks will then park their trailer/unload their cargo in the Material Handling Area, as applicable. Trucks will then proceed back to the main gate for departure.

All trucks will follow the counterclockwise pattern of the campus.

If all available spaces are taken at the LSA, then a member of the IMT will escort the truck and trailer to the overflow sites mentioned in the appendix below.

## **6.0 Procedures / Guidelines**

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### **6.1 LSA Activation Sequence**

#### **6.1.1 Activation**

The Governor issues a State of Emergency Declaration for all or a portion of Georgia. The State Operations Center (SOC) is activated, and GEMA/HS ESF-7 (Logistics) directs the establishment and conduct of State LSA operations.

#### **6.1.2 Within 1 hours of notification**

The SOC Logistics Section Chief notifies the Georgia Forestry Commission (GFC) Type III Incident Management Team, Georgia Department of Defense (GA DOD), Georgia Department of Agriculture (GDA), and GEMA/HS staff of the decision to activate the LSA.

#### **6.1.3 Within 3 hours of notification**

The GFC, GDA, and GA DOD notify internal staff and LSA supporting agencies of the LSA activation.

#### **6.1.4 Within 12 hours of notification**

The GEMA/HS Logistics Liaison to the IMT Logistics Section Chief arrives at the Macon State Farmers Market Campus and sets up the office and prepares to receive the remainder of LSA ICP personnel and equipment. The SOC Logistics Section Chief establishes the 24-hour duty schedule for the LSA.

#### **6.1.5 Within 24 hours of notification**

The remainder of the LSA Incident Command Post staff report for duty.

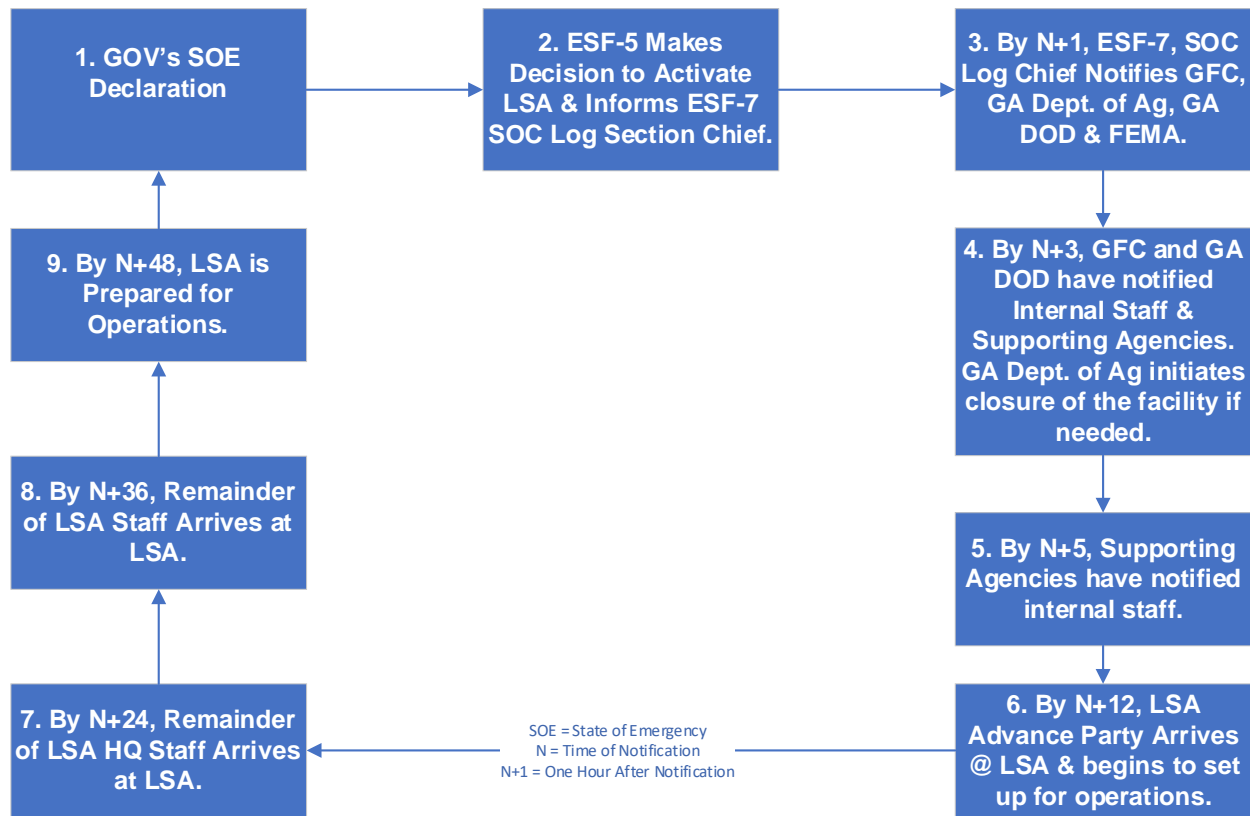
#### **6.1.6 Within 36 hours of notification**

The remainder of the requested LSA staff and equipment/vehicles, including state trucks and drivers, law enforcement vehicles and officers, and helicopters and air crews, arrive for duty. State material handling equipment, rental equipment, purchased material, such as lumber and supporting contractors, such as the fuel vendor, arrive and prepare for operations.

#### **6.1.7 Within 48 hours of notification**

The LSA ICP is fully prepared to begin IRR operations.

### 6.1.8 LSA Activation Sequence Diagram



### 6.2 LSA Operational Rhythm

The LSA will receive IRR from FEMA during the day and ship IRR to county PODs or other locations at night.

A trailer rotation system will be established. Federal trucks will park and leave their loaded trailers at the LSA. State trucks will haul, park, and leave these trailers at county PODs or other designated locations. On subsequent trips to the PODs, the State trucks will pick up empty federal trailers and return them to the LSA. Federal trucks will pick up empty federal trailers on their subsequent delivery trips to the LSA. Some cross docking of IRR may be required for deliveries to those locations requiring a mixed load or less than a full truckload of IRR. State trailers will be used for this purpose. State trailers will not be left at a delivery location, rather they must be unloaded and returned to the LSA State trailer staging area.

### 6.3 LSA Mission Assignment Process

#### 6.3.1 IRR

The SOC Logistics Section will receive requests for IRR from county Emergency Management Agency (EMA) Directors and state agencies. These requests will be entered into the WebEOC Point of Distribution (POD) Board. The SOC Logistics Section Material Management Unit (MMU) will review the POD Board and Daily County Logistics Call to assign these Resource Requests for IRR to the LSA Branch primarily

via WebEOC. Alternate methods of transmitting mission assignments will be by fax, email, or phone.

## **6.4 IRR Operations**

### **6.4.1 Ordering IRR**

The SOC Logistics Section MMU will coordinate the ordering and delivery of IRR to the LSA with FEMA, commercial vendors and other entities as the situation dictates. FEMA delivery of IRR will be based on a “pull” system. This means that IRR must be requested by the State via the submission of a FEMA Resource Request Form (RRF).

The IRR order will be calculated using the POD Calculator Tool and will be based on the most current county population data of the counties in the projected storm path. Post landfall, in the case of a hurricane, or post storm, in the case of a winter/severe storm or flood event, IRR orders will be based on county EMA requests with consideration of the established burn rate and schedule for restoration of utilities in the local area.

The MMU will attempt to order and coordinate delivery of IRR 48-72 hours in advance of desired delivery date to the LSA. The MMU will advise the LSA Plans Section of the IRR shipment arrival schedule.

### **6.4.2 Receiving IRR**

The LSA ICP will operate a Welcome and Information Center located at the Guard Station at the main entrance. This center will provide truck drivers with a map of the campus, instructions on the traffic flow and directions to the Receiving Point (RP).

The LSA Receiving Group will meet the arriving truck at the RP, review the FEMA Property Transfer Form and physically inspect the cargo to ensure this form accurately reflects the cargo aboard the trailer, accept the delivery by signing the FEMA Property Transfer Form and direct the truck driver to the Material Handling Area (MHA) to park the trailer. The Receiving Group must ensure that the number of pallets for each truckload is listed on the FEMA Property Transfer Form for accountability and finance purposes. When the Receiving Group accepts the delivery and signs the FEMA Property Transfer Form, the State is obligated for the cost of that load. The Receiving Group will advise the Warehouse Group of the arrival of the shipment.

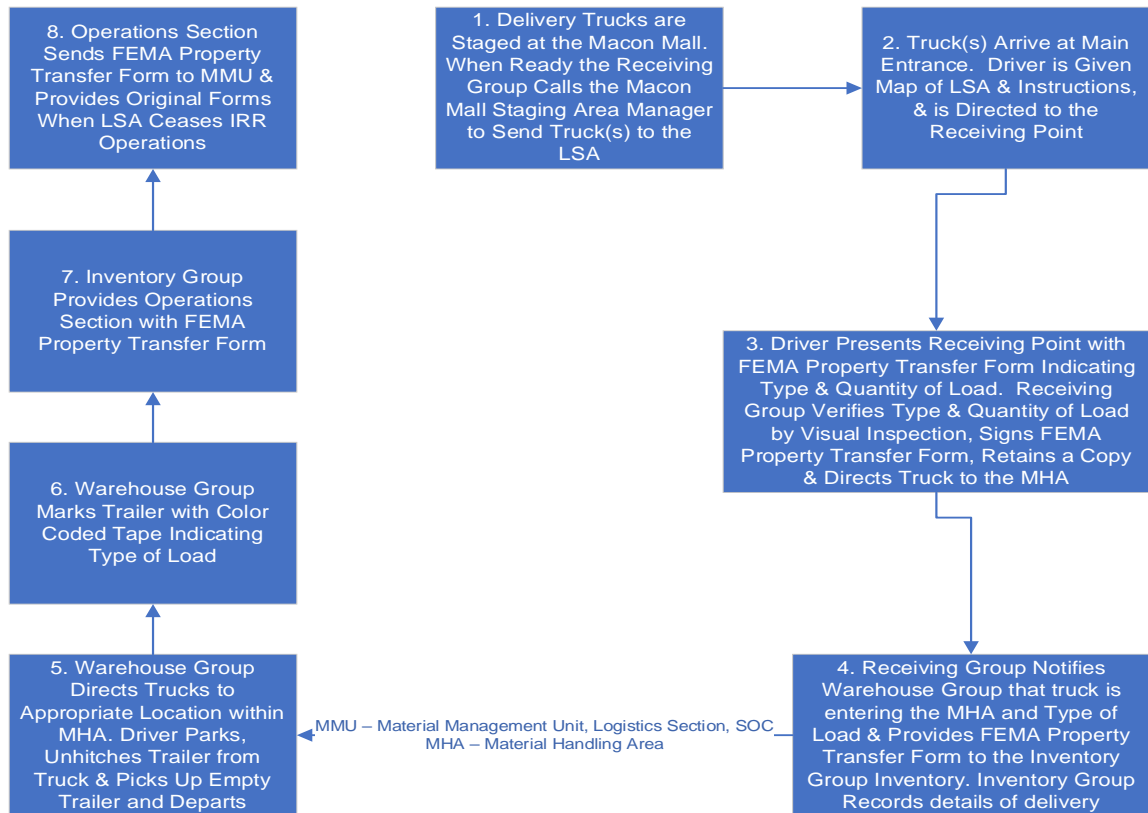
The Warehouse Group will direct the truck to the appropriate location in the MHA, based on type IRR load, to park and detach the trailer. The Warehouse Group will then mark the trailer with the appropriate color of reflective tape (**Blue = Tarps**, **Green = Food**, **Yellow = Water**, **Red = Hygiene Kits**, **Orange = Infant Kits**, Black = Cots) according to type IRR load on board the trailer.

The Receiving Group will provide a copy of the FEMA Property Transfer Form to the Inventory Group, which will record the delivery and adjust the LSA IRR inventory accordingly.

The Inventory Group will then provide a copy of the FEMA Property Transfer form to the Operations Section, which will then advise the SOC Logistics Section MMU of the arrival of the shipment at the LSA and send a copy of the FEMA Property Transfer Form

to the MMU. When the LSA is directed to cease operations, the Operations Section will provide the original FEMA Property Transfer Forms to the MMU.

### *LSA IRR Receiving Process Diagram*



### **6.4.3 Unloading and Storing IRR**

In most cases, IRR will not be unloaded or cross docked at the LSA. This will only be necessary if the State must deliver a mixed or partial truckload of IRR.

The Warehouse Group should be prepared to operate at least two loading/unloading docks, using portable ramps, industrial warehouse forklifts and pallet jacks, or a combination of all-terrain, shooting boom (extended reach) forklifts, pallet jacks and pallet pullers, if portable ramps cannot be used.

The IRR will be unloaded and stored or cross docked from a federal to a state trailer. If IRR must be temporarily stored outside, then it will be placed on the ground in the MHA, segregated by type, and covered with tarps to protect it from direct sunlight and moisture.

The Warehouse Group Pallet Repair Strike Team will repair any pallets that are broken during material handling operations.

### **6.4.4 Accountability**

The Inventory Group will establish and maintain written accountability for all IRR from initial delivery to the LSA until delivered to the requesting agency. The Inventory Group will maintain the IRR inventory at the LSA by number of pallets of each type of IRR on hand. This inventory will be updated as IRR arrives and departs the LSA. The Inventory Group will also maintain supporting files containing the completed FEMA and GEMA/HS Property Transfer Forms (Appendix B).

The Distribution Group will track the real-time status of all state shipments via direct communication with drivers/pilots, satellite tracking system or other electronic means, if available. WebEOC will be used to document and transmit requests for IRR and document, monitor and report the status of IRR shipments.

At the end of each operational period, the Inventory Group will provide an inventory report to the Operations Section. The Operations Section will forward this report to the MMU. This report will list the amount of IRR by type and number of pallets on hand in the LSA.

### **6.4.5 Fulfilling Mission Assignments**

The SOC Logistics Section MMU will receive resource requests from impacted county EMA and State Agencies/ESFs and provide the LSA Operations Section WebEOC Specialist with Resource Requests via WebEOC; including the type and amount of IRR, the destination (physical address and GPS coordinates), date/time needed and the local point of contact.

### **6.4.6 IRR Loading and Delivery Process**

The Operations Section will notify the Distribution Group of the mission assignment including IRR to be delivered, delivery mode, destination, requestor's point of contact, approved route, and travel date/time. When directed, the Distribution Group will contact the Staging Area Manager, and the Air Operations Group Supervisor (as applicable),

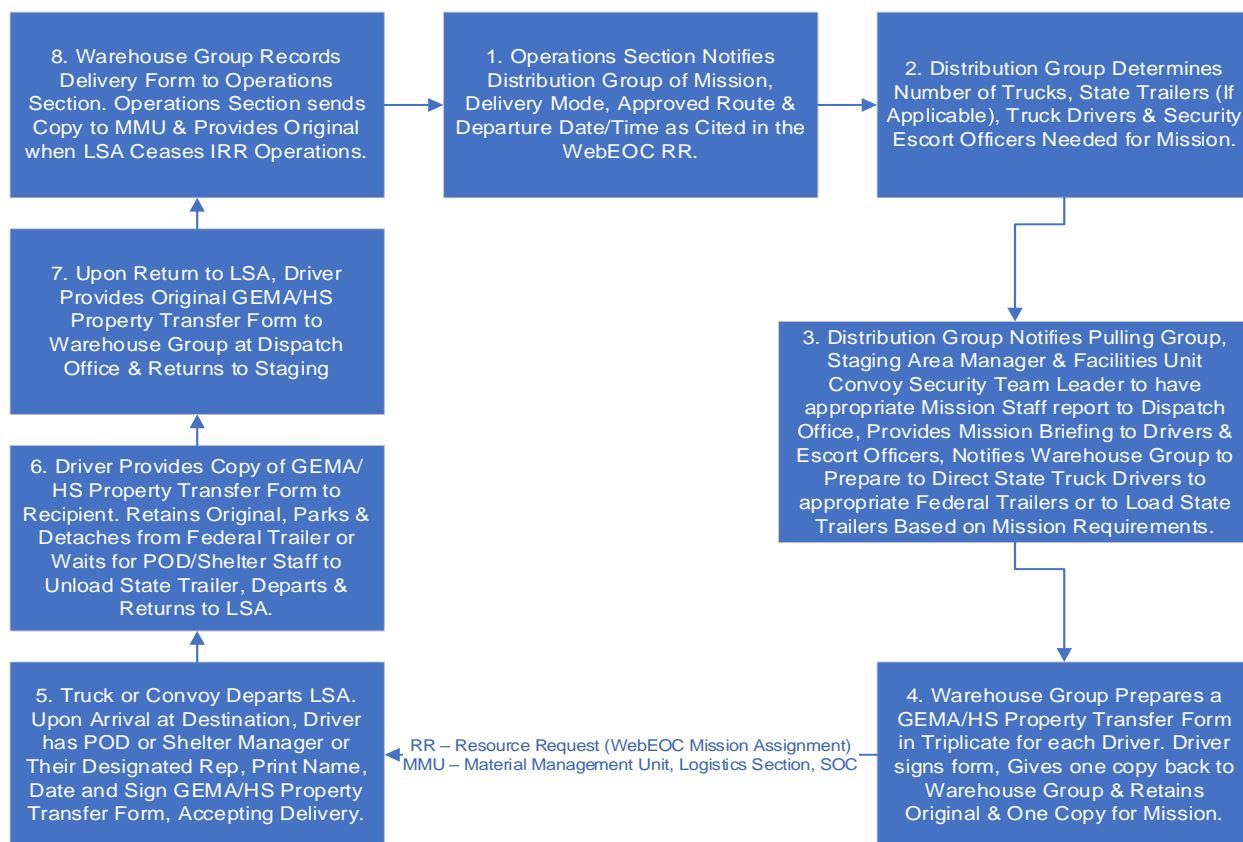
and have the appropriate number of State truck drivers (or flight crews as applicable) to pick up a load for delivery.

The Distribution Group will provide the drivers with a mission briefing including the destination, local point of contact, approved route, and travel date/time. If the mission requires a mixed or partial load, a state trailer will be used and drivers will proceed to the State trailer staging area, attach a trailer, and return to the MHA for loading. The Distribution Group will notify the Warehouse Group of the mission assignment including the number of truckloads by type IRR and destination. In the case of a mixed truckload of IRR, the number of pallets of each type of IRR will be specified.

The Warehouse Group will load the State trailers or direct the State truck drivers to the appropriate federal trailers according to the mission assignment, prepare a GEMA/HS Property Transfer Form in triplicate for each truck load, provide the original and a copy to the truck driver and retain a copy for temporary record.

If there is a need to deliver the IRR by air, then a CH-47 (Chinook) or a UH-60 will be requested to move from the helicopter Staging Area Landing Zone (LZ) to the loading area LZ. The Warehouse Group will transport pallets of IRR via forklift to the helicopter loading area LZ and load according to the Aircraft Crew Chief's instructions. The GEMA/HS Property Transfer Form will be executed and handled in the same manner as a truck delivery.

#### 6.4.7 IRR Loading and Delivery Process Diagram



#### 6.4.8 IRR Delivery Modes

ESF-16 (GA DOD) will support LSA Branch operations with ground and air transportation for IRR. ESF-16 will mobilize an initial fleet of tractor-trailer rigs with enclosed cargo trailers, tractors (to pull federal trailers), and truck drivers. ESF-16 will be prepared to mobilize a combination of medium and heavy-lift helicopters and flight crews. These resources will assemble and stage at the LSA when requested. ESF-16 will mobilize additional ground and air transportation resources if needed.

The SOC Logistics Section's Movement Coordination Unit (MCU) will coordinate the appropriate routes and movement times for IRR shipments from the LSA to the various destinations in coordination with ESF-16 (Defense), ESF-13 (Public Safety and Security), the SOC Air Operations Branch, and the SOC Operations Section.

The Air Operations Branch will coordinate with the requesting agency to determine the location and verify the adequacy of the destination LZ and provide this information to the MCU.

The MCU will provide the MMU with the approved route, LZ coordinates as applicable, movement date/time and movement control number. The MMU will include this information in the WebEOC Resource Request (mission assignment) to the LSA Branch.

**Ground Transportation** – The Distribution Group will manage all aspects of ground shipment of IRR including:

- Determine the type of truck (and trailer as applicable) needed.
- Arrange for the truck to move from the State truck staging area to the appropriate loaded federal trailer or loading dock in the MHA. If a state trailer is needed for the mission, then arrange for the State truck driver to pick up a trailer from the State trailer staging area before arriving in the MHA.
- Ensure the movement control number is annotated on each GEMA/HS Property Transfer Form (Appendix B). No shipments will depart the LSA without proper movement control clearance. This number, determined by the SOC Logistics Section MCU, should be listed in the WebEOC Resource Request and provided to the Distribution Group by the LSA Operations Section together with the approved route to the destination and departure date/time.
- If required, then coordinate with the LSA Security Unit to arrange for escort of the shipment from the LSA to the destination(s).
- Report the departure of the shipment to the LSA Operations Section, which will update the status of the Resource Request to "Enroute". The LSA Operations Section will also call the SOC Logistics Section MCU and advise of the departure. The MCU will advise the MMU, which will then advise the requesting agency of the estimated time of arrival.
- Maintain contact with the state truck driver (senior driver if traveling in a convoy) and report problems enroute and arrival at the destination to the LSA Operations Section. The LSA Operations Section will call the SOC Logistics Section MCU and advise of the arrival of the shipment at its destination. The SOC Logistics Section MCU will advise the MMU.

- Ensure state truck drivers have a representative of the receiving agency at the destination complete and sign the GEMA/HS Property Transfer Form, acknowledging receipt of the shipment. The recipient is responsible for unloading the cargo, if required, as quickly as possible.
- Ensure the state truck driver returns to the LSA and provides a copy of the executed GEMA/HS Property Transfer Form to the Receiving Group. The Receiving Group will provide the executed GEMA/HS Property Transfer Form to the LSA Operations Section. The LSA Operations Section will email a copy of this document to the SOC Logistics Section MMU and maintain the original for official accountability. When the LSA is directed to cease operations, the LSA Operations Section will provide the original documents to the MMU.
- Debrief truck drivers on problems and the road conditions they encountered on their mission and report this information to the LSA Operations Section. The LSA Operations Section will report this information to the SOC Logistics Section MCU.

**Air Transportation** – The LSA Distribution Group Air Operations Unit, will manage air shipment of IRR, in coordination with the Operations Section, Air Operations Branch, SOC, and the State Aviation Support Operations Center(s) (ASOC) including:

- Preparation of the LSA helicopter staging area LZ and loading area LZ, including ensuring the LZs are free of obstacles and marked for both day and night (aided and unaided) operations.
- Coordination with the GA DOD to determine the type of helicopter and equipment, such as sling apparatus, needed for the shipment.
- Arrange for the helicopter(s) to move from the staging area LZ, if applicable, to the loading area LZ.
- Coordination with the applicable ASOC in the disaster area for approval of the flight plan for the shipment.
- Report the departure of the shipment to the LSA Operations Section, which will update the Resource Request in WebEOC to “Enroute”. The LSA Operations Section will also call the SOC Logistics Section MCU and advise of the departure. The SOC Logistics Section MCU will advise the MMU, which will then advise the requesting agency of the estimated time of arrival.
- Maintain contact with the pilot (flight commander if traveling in a flight of multiple aircraft) and report problems enroute and arrival at the destination to the LSA Operations Section. The LSA Operations Section will also call the SOC Logistics Section MCU and advise of the arrival of the shipment. The SOC Logistics Section MCU will advise the MMU.
- Ensure pilots have a representative of the receiving agency at the destination complete and sign the GEMA/HS Property Transfer Form, acknowledging receipt of the shipment. The recipient is responsible for unloading the cargo as quickly as possible.
- Ensure the pilot returns to the LSA and provides a copy of the executed GEMA/HS Property Transfer Form to the Receiving Group at the Dispatch Point. The Receiving Group will provide the executed GEMA/HS Property Transfer Form to the LSA Operations Section. The LSA Operations Section will send a copy of this document to the SOC Logistics Section MMU. When the LSA is

directed to cease operations, the LSA Operations Section will provide the original documents to the MMU.

- Debrief flight crews and security escorts on the conditions they encountered on their mission and report this information to the LSA Operations Section. The LSA Operations Section will report this information to the SOC Logistics Section MCU.

#### **6.4.9 Support Operations**

**Administration** – The LSA ICP will establish and maintain accountability of all assigned personnel. All LSA personnel will check-in with the LSA Plans Resource Unit upon arrival at the LSA. All personnel will demobilize (check-out) through the LSA Plans Demobilization Unit Leader prior to departing the LSA when their assignment is complete. A centralized check-in/Demobilization Unit will be established at the ICP.

**Finance** – The LSA Finance Section Chief will put in a WebEOC Resource Request to the SOC Finance Section Chief requesting the item needed. The SOC Finance Section Chief will procure the item or resource needed and have it delivered to the LSA.

#### **6.4.10 Logistical Support**

**Lodging** – If needed, then there are local hotels and establishments that can provide lodging or lodging quarters can be contracted with a base camp company.

**Laundry Service** – If needed, then Laundry Services can be provided by a contractor.

**Meals** – Food and Drinks will be catered to the LSA Staff by a contractor.

**Fuel** – Individual State Agencies are responsible for how they go about refueling their equipment. If there is any issues or reasons fueling cannot be accomplished within their own policies and procedures, then it will be accomplished with a contract fuel vendor at the direction of ESF-7. At the LSA, the vendor should provide diesel, gasoline and propane fuel for state vehicles and equipment, including rental equipment used in support of LSA operations.

#### **6.4.11 Communications**

GEMA/HS (ESF-2) and IMT Communication Unit Leader will coordinate and provide communications support to the LSA Branch.

- **LSA Mission Assignments** – The primary means of transmitting LSA mission assignments from the SOC to the LSA Branch will be via WebEOC. The secondary means will be by email or fax. The tertiary means will be by landline, push-to-talk cellular or satellite telephone.
- **Local Communications** – The primary means of LSA staff communication in and around the Macon State Farmers Market campus will be by hand-held radio system. The secondary means will be by mobile or push-to-talk cellular telephone. The tertiary means will be by messenger.
- **Long Range Communications** – The primary means of LSA staff communication with personnel or organizations outside the Macon State Farmers Market campus, including state truck drivers transporting IRR, will be SouthernLinc cellular telephone and regular cellular service. The secondary means will be relayed messages through internal law enforcement radio

communications. State truck drivers and law enforcement personnel will be equipped with a cellular telephone with normal cellular and push-to-talk capability.

#### **6.4.12 Security and Traffic Control**

If needed, then the Georgia Department of Public Safety (ESF-13) will coordinate law enforcement support for the LSA Branch. The LSA Logistics Section Chief will manage security and law enforcement support for LSA operations. This will include access control, traffic control, and convoy escort operations as follows:

- Provide access control at each entrance and exit for the LSA.
- Provide Traffic Control Points (TCP) at key intersections on and off the Macon State Farmers Market to facilitate LSA truck traffic.
- Provide law enforcement escort for each ground IRR shipment. Provide one officer in a marked vehicle for single truck shipments. Provide two officers and two marked vehicles, one in front and one in rear, of multiple-truck convoys. Ensure convoys stay on assigned routes and arrive at destination on time. Ensure truck drivers remain in convoy. Provide security for convoy during any stops while enroute. Assist the LSA Branch in tracking convoy movements via internal law enforcement communications.
- Provide law enforcement escort for interstate mutual aid resource (Emergency Management Assistance Compact) convoy movements. Provide one officer in a marked vehicle for such movements. Resources with many vehicles or oversize vehicles may require additional officers and vehicles. Escort mission may entail meeting the arriving resource at the state line and escorting it to the LSA or other Reception, Staging, Onward Movement, and Integration site.

#### **6.4.13 Temporary Signs**

The Georgia Department of Transportation (ESF-1) will provide portable, electronic signs on I-75 and I-475 prior to the exit for the LSA to notify truck drivers of the correct exit to use.

#### **6.4.14 Rental Equipment**

It is anticipated that the following equipment will be rented/leased to support LSA operations. Additional rental equipment may be required.

- Portable, generator powered light sets for use in illuminating the LSA MHA and key intersections where TCPs are located.
- Forklifts, 5,000lb. capacity, all-terrain, standard, and extended reach, propane or diesel powered, for use in unloading and loading trucks and moving palletized IRR in and around the LSA MHA.
- Dumpsters for proper recycling of wood, paper and plastic trash generated by the material handling operation.
- Porta-Potties for use by LSA staff and truck drivers in the MHA.
- Golf carts for LSA staff movement in and around the LSA.

#### **6.4.15 Services**

It is anticipated that the following services will be purchased to support LSA operations.

- Dumpster service to empty dumpsters as required.
- Porta-Potty service to clean and re-supply porta-potties as required.
- Laundry service for LSA staff.
- Fuel delivery and dispensing service.
- Meals for LSA Staff.

### **7.0 Facilities**

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#### **7.1 Description and Location of Emergency Operations Centers**

**7.1.1 State Operation Center**, 935 United Avenue, Atlanta, GA. 30316.

**7.1.2 Alternate State Operation Center**, 2046 Collier Road, Forsyth, GA 31029.

**7.1.3 Logistics Staging Area**, Macon State Farmers Market, 2055 Eisenhower Pkwy, Macon, GA 31206, 32-48.58N, 83-41.02W.

**7.1.4 Truck Staging Overflow (Central Georgia Technical College)**, 3300 Macon Tech Dr, Macon, GA 31206.

**7.1.5 Truck Staging Overflow (Middle Georgia State University)**, 100 University Pkwy, Macon, GA 31206.

### **8.0 SOG Maintenance and Revision**

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#### **8.1 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 Distribution Management 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 Distribution Management Plan, it's Annexes, or SOGs, when applicable.

#### **8.2 Maintenance and Revision**

The Logistics Staging Area 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.

## **9.0 Authorities and References**

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### **9.1 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.

## **10.0 Appendices**

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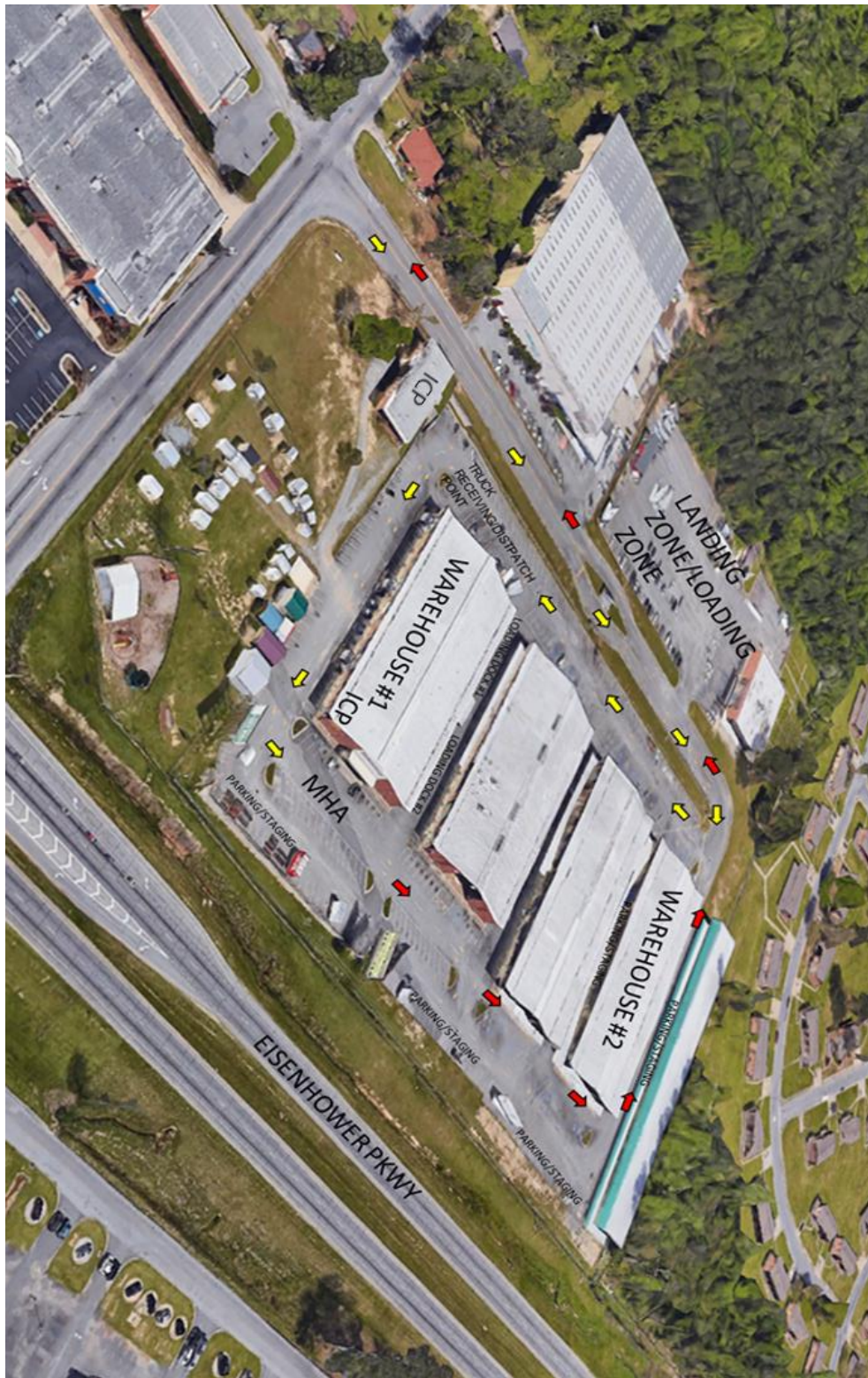
Appendix A – Layout of Macon State Farmers Market Logistics Staging Area (LSA)

Appendix B – Property Transfer Form


Appendix C – Transportation Staging Area(s)/Overflow

## Appendix A – Layout of Macon State Farmers Market Logistics Staging Area (LSA)

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## Appendix B – Property Transfer Forms

 <b>GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY PROPERTY TRANSFER REPORT</b>		DATE		
		REPORT NUMBER WebEOC Resource Requests Number:		
FROM		TO		
STATE LSA		RECEIVING AGENCY		
ADDRESS-NUMBER AND STREET		ADDRESS-NUMBER AND STREET		
CITY, STATE, AND ZIP CODE		CITY, STATE, AND ZIP CODE		
LINE ITEM	DESCRIPTION OF PROPERTY	QUANTITY	UNIT VALUE	TOTAL VALUE
			<b>TOTAL</b>	
<b>SHIPPING INSTRUCTIONS</b>				
APPROVED	NAME (Printed) and Signature:	TITLE		DATE
RELEASED	NAME (Printed) and Signature:	TITLE		DATE
RECEIVED	NAME (Printed) and Signature:	TITLE		DATE

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY <b>PROPERTY TRANSFER REPORT</b>				DATE: _____	
				REPORT NUMBER: _____	
				TASKER NUMBER: _____	
FROM			TO		
RELEASING OFFICE NAME/ADDRESS			RECEIVING OFFICE NAME/ADDRESS		
ACCOUNTABLE PROPERTY OFFICER			CONSIGNEE/RECEIVING APO		
LINE ITEM	DESCRIPTION OF PROPERTY, BARCODE NUMBER, AND SERIAL NUMBER	QUANTITY	TOTAL VALUE	DUE IN BARCODE	
Total items					
SHIPPING INSTRUCTIONS:					
APPROVED	PRINT/SIGN	TITLE		DATE	
RELEASED	PRINT/SIGN	TITLE		DATE	
RECEIVED	PRINT/SIGN	TITLE		DATE	
All manually generated Property Transfer Reports (119-7-1-2) must be entered into the property management system of record within 3 calendar days of creation. The local PMO must approve all manually generated 119-7-1-2 forms prior to shipment and print and sign in the appropriate box above. All information must be printed legibly or typed. A copy of the property management system generated 119-7-1-2 shall be affixed to the manually created 119-7-1-2 and retained in accordance with FEMA Manual 5400.2 and DHS MD 0565.					

## **Appendix C – Transportation Staging Area(s)/Overflow**

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### **1.0 Purpose**

This Appendix supports the Logistics Staging Area Support Operations Guide to the Distribution Management Plan. This Appendix describes the Truck and Trailer Overflow procedures in the event the primary LSA truck and trailer staging areas are full.

### **2.0 Scope**

This Appendix applies to all agencies that will execute or support LSA operations.

### **3.0 Situation**

LSA operations will only be initiated if needed following the Governor's State of Emergency Declaration. Upon and during the establishment of the LSA, the decision to increase the footprint of the truck and trailer staging areas will be made. Dependent upon the size and scope of an event, the scale of the staging areas is adjustable to fit the requirements.

### **4.0 Assumptions**

- State LSA Operations will be conducted 24/7 to provide needed resources until the situation is stabilized, utility services are restored, and resources become available from local sources.
- It is recommended that affected counties be self-sufficient for up to 72 hours to give adequate time for response operations and fulfilling Initial Response Resources (IRR) to be delivered to county PODs.
- FEMA will provide a 3-day supply of IRR to the State LSA prior to landfall of tropical storm force winds based on the State's request if a Presidential Emergency or Disaster Declaration has been issued.
- FEMA IRR will be delivered to the State LSA aboard 53' enclosed cargo trailers. FEMA will use a commercial contractor for this service.
- FEMA will not use ice as part of IRR unless the State specifically requests such for life saving or other medical purposes.
- Pre-determined parking/staging area at these campuses will be marked and identifiable for Department of Defense Truck Companies, FEMA Contractors, etc. in the event overflow parking/staging is needed.

### **5.0 Organization and Assignment of Responsibilities**

- GEMA/HS – will provide a LSA Liaison to staff the truck staging overflow at Central Technical College and Middle Georgia State University. This Liaison will be based out of the LSA and can easily transport to and from sites as they are all conveniently located within a five-minute radius. The Liaison will help provide and relay information to and from the LSA to the Overflow Sites.
- Georgia Department of Defense – Upon activation, GA DOD will provide a Truck Company to assist in the movement of IRR to and from County PODs and other sites.

- Georgia Forestry Commission – If available, then an additional GFC IMT can be called upon to assist the GA DOD in the establishment and management of the LSA Overflow sites. If unavailable, then the IMT located at the State LSA will direct members to serve and assist with the overflow sites.
- Georgia Department of Transportation – If needed, then GDOT will provide signage for traffic patterns and closure of entrances/roads at both the Primary LSA and Truck Overflow sites.
- Technical College System of Georgia – Through established Memoranda of Understanding/Memoranda of Agreement (MOU/MOA), the Central Georgia Technical College has agreed to provide air-conditioned rooms and hard concrete pads for parking/staging. The rooms can be used for establishing an Incident Command Post, Briefing, and Feeding Areas.
- University System of Georgia – Through established MOU/MOAs, the Middle Georgia State University has agreed to provide multiple sites for Helicopter Loading/Off-Loading Staging Areas and Landing Zones and Truck Overflow Parking. As needed, Middle Georgia State University can provide security with their on-site police force.

## **6.0 Procedures/Guidelines**

### **6.1 Pre-Activation (Preparedness)**

MOU/MOAs will be reviewed periodically to determine accuracy and incorporate any additions or deletions. Every 4 years, these MOU/MOAs need to be reviewed and re-signed if both parties agree to continue its partnerships regarding the establishment of truck overflow sites to the establishment and activation of the State LSA.

Maintain communication with each agency representative to ensure in the event of an activation, plans and procedures conducted in the manner or as close to the manner agreed upon in the MOU/MOAs.

### **6.2 Activation (Response)**

Upon the emergency declaration and the decision to activate the State LSA, a decision will be made concerning the size and scope of the operation. If the LSA Truck Staging Area or Aircraft Staging and Loading/Landing Zone needs to be expanded beyond the physical footprint of the Macon State Farmers Market campus, then a notification will be made to the Central Georgia Technical College and Middle Georgia State University Representatives informing them of the intent to establish the overflow sites.

The University Representatives will notify their presidents or agency heads and follow their plans/procedures for the establishment of these sites.

Central Georgia Technical College will provide space for Incident Command, Briefing, and possible Feeding in the Conference Area in the Charles H. Jones Advanced Technology Center, Building H, or Building I. A map of the layout is below in paragraph 6.4. In addition to this, Central Georgia Technical College will provide hardscape parking overflow from the State LSA near the following areas: Charles H. Jones Advanced Technology Center, Building H, Building I, and if needed the CDL Training Program Pad. If needed and agreed upon, then showers and general hygiene areas

are available for use of the staff. If the use of these hygiene areas is unavailable, then contracted portable showers and toilets will be brought in and established in a location adjacent to the parking overflow pads or Incident Command area.

In conjunction to the establishment of the Central Georgia Technical College Overflow site, Middle Georgia State University will establish an overflow site and provide truck and trailer staging in the hardscape parking lot located next to both the Charles H. Jones Building (#7 on the map below in paragraph 6.5) and the Campus Support Services Building (#4 on the map below in paragraph 6.5). Additionally, truck/trailer parking and staging will be set up in the parking spaces located behind the tennis courts and alongside University Parkway. A helicopter loading/landing zone will be established in the open field at the intersection of Ivey Drive and Columbus Road. If more space is needed for helicopter loading/landing operations, then space is potentially available behind the Professional Sciences Center (#8 on the map below in paragraph 6.5). In a worst-case scenario, there are 10 acres that can be available for staging of trucks, trailers, and helicopters known as the Georgia Premier Track (Middle Georgia State University Property).

*Note that both the Central Georgia Technical College and Middle Georgia State University have buildings named “Charles H. Jones”.*

GDOT and ESF-13 will establish signage and traffic flow patterns for the entry and exit of both campuses. Central Georgia Technical College has two entrances and exits. Both can be utilized dependent upon student and staff onsite numbers. One entryway is located off Eisenhower Parkway and will be utilized as the primary entryway. The second entryway is located off Williamson Road. Middle Georgia State University has multiple entrances and exits but only a few will be utilized as to not interrupt daily operations. Truck Overflow traffic need to bypass both main entrances located directly off Eisenhower Pkwy and turn right onto Ivey Drive. Continue down and pass the truck/deliveries entrance, pull onto University Drive to the South Lot and prepare to stage. If this lot is full, then continue along Ivey Drive until it intersects with Columbus Road. Take a right onto Columbus Road and then another right back onto University Pkwy. Follow University Pkwy around until the parking lot located directly next to the tennis courts.

Middle Georgia State University and Central Georgia Technical College have on-site Law Enforcement and can provide security if needed. ESF-13 will be utilized to support any supplemental law enforcement needs.

During activation and set up of the Truck Overflow operations, a contractor will be notified to support standalone facilities, i.e., portable showers, restrooms, etc. if needed as to not interrupt daily operations.

### **6.3 Deactivation/Demobilization (Recovery)**

Once the determination has been made that affected counties/areas are self-sustaining and power services have been restored, the notification to demobilize will be made. Each of the representing agencies will demobilize in accordance with their individual policies and procedures.

## 6.4 Layout of Central Georgia Technical College



**Macon Campus**  
3300 Macon Tech Drive  
Macon, GA 31206



\*Traffic Pattern Flow ➡

**SELF-GUIDED TOUR**

**Macon Campus**

1. Administration (ADMIN) Academic Affairs • Finance & Operations • President's Office • University Advancement
2. Library (LIB) Library • Library • Student Success Center • Technical Assistance Center
3. Plant Operations (PLANT) Police • Technology Resources
4. Mathematics (MATH) Mathematics Dept.
5. Auditorium (AUD) (liner through Math Bldg.)
6. Charles H. Jones Building (JONES) School of Health Sciences • History and Political Science Dept. • Human Resources • Natural Sciences Dept.
7. Professional Sciences Center (PSC) School of Business • Career Center • Continuing Education • Higher Conference Center • School of Information Technology
8. Teacher Education Building (TEB) School of Education & Behavioral Sciences • Psychology • Sociology & Criminal Justice
9. AED / Defibrillator locations • Accessible Entrance • Emergency Cell Box
10. Student Life Center (SLC) Admissions • Auxiliary Services • Campus Store • Barter • Contact Center (Living) • Career Center • Counseling and Disability Services • Enrollment Services • Financial Aid • Game Room • Registrar • Student Affairs • Student Life • Student Support Services • Testing Center
11. Community Education Center (CEC) Gymnasium (GYM) • Health Clinic • Music Dept.
12. Arts Complex (ART) Art Studio • Behavioral Hall • Theater
13. School of Arts & Letters (SOAL) English Dept. • Media, Culture & the Arts Dept.
14. Recreation & Wellness Center (REC) Dale's Sport (living)

**Legend:**

- AED / Defibrillator locations
- Accessible Entrance
- Emergency Cell Box

**Map Labels:**

- 10 Acres Field for Staging/ Georgia Premier Track
- Open Field
- Truck Staging/50 Spaces
- University Parkway
- Chickasaw Avenue
- Potential Aircraft LZ
- Potential Helipad
- Truck Staging/195 Spaces
- Bomberger Road
- University Parkway
- North Entrance
- Track

**Compass Rose:**

- I-475 N to Atlanta
- I-475 S to Valdosta
- U.S. 80
- 0 to 1.75 miles

25