



CHATHAM COUNTY EMERGENCY OPERATIONS PLAN

**SUPPORT ANNEX D
APPENDIX 1**

**LOGISTICS FACILITIES
MANAGEMENT**

FEBRUARY 2010



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ACRONYMS

AD	Assistant Director
CEMA	Chatham Emergency Management Agency
CPG	Command Policy Group
DO	Duty Officer
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
GEMA	Georgia Emergency Management Agency
GEOP	Georgia Emergency Operations Plan
IC	Incident Command(er)
ICP	Incident Command Post
ICS	Incident Command System
IRR	Immediate Response Resources
JIC	Joint Information Center
LSA	Logistics Staging Area
MHz	Megahertz
NIMS	National Incident Management System
NEF	National Response Framework
OSHA	Occupational Safety and Health Administration
POD	Point of Distribution
SOP	Standard Operating Procedure
UHF	Ultra High Frequency
VHF	Very High Frequency



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Tab C	Logistical Support Area (LSA) Coordination
Tab D	Points of Distribution (PODS)
Tab E	Staging Area Coordination



I. INTRODUCTION

- A. Following an emergency event in Chatham County, established logistics facilities that provide support to the public and various governmental agencies may have been damaged and/or destroyed, resulting in a decreased or total loss of logistics support capacity. Despite the conditions, emergency response personnel will be required to deploy into the affected area and begin recovery operations.
- B. In addition to County responders, the influx of personnel and equipment from outside the County to assist during any long-term recovery will place additional burdens on the already limited, if nonexistent, county resources. Additional temporary facilities may be required specifically to provide logistics support to these personnel and their equipment. In order to sustain the momentum of the recovery, logistics facilities must be available or established to the level that is sufficient to support the response efforts.

II. PURPOSE

- A. The purpose of this Appendix is to outline the procedures used by Chatham County to establish and manage logistics facilities supporting emergency response operations during local emergencies and/or catastrophic events/major disasters.
- B. This Appendix provides basic guidelines for Emergency Operations Center (EOC) Staff and facility management teams regarding how the overall logistics facilities management system will function. The information contained herein is broad and general in nature. Depending on the situation or complexity of the response, these guidelines may be modified as required.

III. SCOPE

- A. Logistics support facilities are established as needed during an emergency event. When available, activating these facilities follow established local and County standard operating procedures (SOP).
- B. The provisions of this Appendix apply county-wide and to all hazards and disasters; natural and/or man made that call for either a partial or full activation of the County's Emergency Operations Plan (EOP). This Appendix is not intended to replace established jurisdictional emergency response plans and/or procedures.



IV. AUTHORITIES

- A. This Appendix is developed under the authority of the Chairman of the Board of the County Commission, Chatham County, Georgia; and the Director of the Chatham Emergency Management Agency (CEMA) Chatham County, Georgia. This Appendix supersedes all similar and previous versions to date.
- B. CEMA has primary responsibility for compliance with provisions for the County's EOP; and is responsible for ensuring execution of the response activities outlined in this Appendix and supporting documents.
- C. Assignment and Responsibilities:
 - 1. CEMA has the responsibility for compliance with the provisions of the Chatham County EOP; therefore has primary responsibility for ensuring execution of activities outlined in the supporting documents.
 - 2. Municipalities, and Emergency Support Function (ESF) partners responsible for providing support to this Appendix coordinate internal resources and personnel to carry out the tasking defined in this document.
- D. This Appendix is developed in accordance with the following legal references:
 - 1. FEDERAL:
 - a. National Response Framework (NRF) October 2008, as amended
 - b. Robert T. Stafford Disaster Relief and Emergency Assistance Act
 - 2. STATE:
 - a. Georgia Constitution
 - b. Georgia Emergency Management Act of 1981, as amended
 - c. Georgia Emergency Operations Plan (GEOP)
 - 3. COUNTY: Chatham County EOP



V. ASSUMPTIONS

- A. Local jurisdictions first utilize established facilities during the response to any event of local significance. Unless there are catastrophic disruptions to these facilities, this Appendix is not activated.
- B. Activation of this Appendix indicates response and support requirements to an event of local significance have grown in scope and size to the point additional Logistical Facilities need to be established to provide sites to house, feed, and support responders; and/or to receive and distribute supplies and other material.
- C. All support facilities established by the Logistics Section will have a site manager and management team with overall responsibility of the daily on-site operations.
- D. Any response/recovery requiring activation of this Appendix will be a long term effort that requires the Logistics Section and support facilities to be in place for a significant period of time.

VI. IMPLEMENTATION

- A. Implementation of this Appendix is coordinated through the EOC, based on decisions made by the Chatham County Command Policy Group (CPG) and EOC Manager. If the event is limited in scope the Incident Commander, his/her Logistics Officer, and the CEMA Duty Officer (DO), will determine the size and scope of the logistics response.
- B. Once the decision is made to implement this Appendix in all or part; management of this plan will be coordinated through the EOC Logistics Chief and established County ESF partners working in appropriate logistics facilities units. The EOC Manager and Logistics Chief jointly make determinations necessary for the required response level to implement the plan. Participating ESF Partners may include:
 - 1. ESF-3 – Public Works and Engineering
 - 2. ESF-5 – Emergency Management
 - 3. ESF-6 – Mass Care, Housing, and Human Services
 - 4. ESF-7 – Resource Support
 - 5. ESF-13 – Public Safety and Security



C. Functions.

1. Management. All facilities established during an event will have assigned management teams. A management team is responsible to ensure the day-to-day functions required to support their facility's operations are coordinated, and proper accountability procedures are maintained.
 - a. Facility Operations. Depending on the designated function of the established facility, management teams must coordinate and maintain services and resources to provide support to emergency response personnel, and/or facilitate the transit of supplies and other material.
 - b. Accountability. Supplies, materials, and other resources, arriving to support the initial response; and that come into the community post-disaster will require careful tracking to ensure that appropriate control and stock management practices are maintained. It is imperative that management teams maintain accurate records regarding the receipt, inventory, shipment and field movement of all resources used or passing through their assigned facilities. This includes the accountability of all expendable and non-expendable property. These records and accountability procedures are required to maximize post-incident cost recovery efforts. See EOP, Annex D, Appendix 2 (Logistics Resources and Supply Management).
2. Maintenance
 - a. Facility management teams are responsible to maintain safe and sustainable on-site conditions to support the personnel and other resources utilizing their facility. An ongoing maintenance plan must be developed that supports the facility. Maintenance requirements will differ depending on the facility, but may include: structural and mechanical repairs, custodial/housekeeping, water, power, and sanitary and solid waste disposal.
 - b. Maintenance for established and temporary facilities is coordinated through the Facilities Maintenance Unit. The Maintenance Unit coordinates with public works departments, and utility providers throughout the County, and/or locates private contractors and vendors to provide the required level of maintenance and services.



3. Security. Security personnel should be assigned and procedures established at all logistics facilities/operations to safeguard personnel, equipment, supplies, and other commodities. The Facilities Security Team Leader coordinates security requirements and support through the ESF-13 (Public Safety and Security) Group.

- D. Demobilization. As response/recovery efforts wind down, requirements to operate/maintain additional logistics facilities will decrease and preparations must be made to demobilize facilities no longer needed and/or under utilized. When possible, several logistics functions may be relocated and consolidated to a common facility. During demobilization the recovery and accountability of resources is a major task. Equipment must be accounted for, serviced, and returned to the lending agency. Close-out paper work is critical to ensure appropriate cost recovery documentation is available. Many of the facilities established to support the event may continue to have significant rolls during the demobilization process.

- E. Safety. Throughout all logistics operations, safety must be stressed. These operations have inherent risks due to the high volume of vehicle and pedestrian traffic moving supplies, resources and materials. The physical nature of the work being done while loading/unloading, stocking, and during the general movement of these supplies and materials in warehouses and storage facilities pose risks for numerous types of injuries including but not limited to pinch/crush injuries, cuts and abrasions, muscular injuries and strains, heat injuries, electrocutions and suffocations. The potential for serious injury or even death to workers at Points of Distribution (PODs), Logistics Staging Areas (LSAs), and other logistics facilities due to motor vehicle crashes, pedestrian-vehicle strikes, and/or equipment malfunctions, are always risks to consider. Safety practices during an incident are monitored by ESF-5 (Emergency Management) and the Incident Commander's (IC), Command Staff Safety Officer. It is vital that logistics facility workers comply with established Occupation Safety and Health Administration (OSHA) rules and regulations.



- F. Predesignated Incident Facilities. The National Incident Management System (NIMS) recognizes six basic facilities established as part of the Incident Command System (ICS): Incident Command Post (ICP), Incident Base, Incident Camps, Incident Helipoint, Helispots, and Staging Areas. In addition to the facilities listed above, Chatham County has designated two additional functional logistics facilities: Logistical Support Areas, and Points of Distribution. This Appendix does not address the ICP due to it being a local command facility versus a County logistics facility. Chatham County does establish an EOC that requires logistical support. EOC requirements are specifically addressed in the Chatham County EOP, Support Annex F, EOC Staff Manual.
1. Incident Base/Camp(s)
 - a. The Incident Base is the primary location from which logistics and administrative functions are coordinated and administered. Resources in the Incident Base are always out of service. The Base is established by the Logistics Section and managed by an Incident Base Manager. The Incident Base is designated by using the incident name and can be located on the incident map by a capital "B" in a circle. See Tab A, Base/Camp Coordination.
 - b. An Incident Camp is where resources may be kept to support incident operations if a Base is not accessible. Multiple Camps may be used, but not all incidents will have or need the additional facility. Incident Camps are temporary locations within the general incident area staffed to provide sleeping, food, water, and sanitary services. Incident Camps are designated by geographic area and managed by a Camp Manager. Camps are designated on the incident map as a "C" with a circle around it. See Tab A, Base/Camp Coordination.
 2. Helipoint/Helispot(s)
 - a. A Helibase is the main location within the general incident area for parking, fueling, maintaining, and loading rotary-wing aircraft. Usually located near the Incident Base, it is managed by a Helibase Manager, and is designated on the incident map as an "H" with a circle around it. See Tab B, Helibase/Helispots.



maintain redundant communications capabilities with the County EOC.

2. Communications Methods. Regardless of the location of the County EOC, available communications resources will be coordinated through ESF-2 (Communications) and may include:

- a. Commercial Land Line Telephone
- b. Commercial Satellite Telephone
- c. 800 MHz Radio
- d. UHF Radio (ARES)
- e. VHF Radio (ARES and Public Safety Nets)
- f. Internet Connectivity
- g. Message Courier
- h. Commercial Radio and Television Stations

H. Public Information. All information released regarding the County's logistics facilities during an event will be coordinated through the Joint Information Center (JIC).

I. Training and Exercises. During exercises and other emergency planning activities, the need for logistics facilities should be considered.

VIII. RESPONSIBILITIES

A. CEMA Director. The CEMA Director serves as the primary advisor to the County Commissioners and the County Manager regarding emergency management and logistical support requirements in the County. His role is to insure that the Logistical system and supply management system are in place to facilitate the response and recovery, and ensure that proper documentation is being maintained for any cost recovery. The Director also has signature authority and responsibility to issue and/or request support through the County and the Georgia Emergency Management Agency (GEMA).



- B. CEMA Assistant Director. The CEMA Assistant Director (AD) is the Primary Operations Officer and assumes the responsibilities of the Director in his absence. The CEMA AD determines response actions and the levels of activation of the EOC. During local events, the CEMA AD works in close concert with the CEMA Duty Officer in determining the extent and scope of the response.
- C. CEMA Duty Officer. The CEMA Duty Officer (DO) is the primary County contact for an IC to request additional resources during a local emergency event. The DO is responsible to and coordinates with the CEMA AD to identify the available County resources that meet the immediate request and projected needs.
- D. Logistics Section Chief. When designated, the Logistics Section Chief is responsible for determining the scope and need for the Logistics Section. Based on both immediate and anticipated needs of the responders, the Logistics Section Chief activates or de-activates logistics branches and functional units to provide for adequate logistical support to response operations.
- E. Facilities Group Supervisor. A member of the Logistics Support Branch, the Facilities Group Supervisor serves as the primary incident coordinator for facility management operations and coordinates all aspects of feeding, housing, and security for response personnel.

IX. APPENDIX MANAGEMENT AND MAINTENANCE

- A. Executive Agent: CEMA is the executive agent for Appendix management and maintenance. The Appendix and supporting documents will be updated periodically as required to incorporate new directives and changes based on lessons learned from exercises and actual events. This section establishes procedures for interim changes and full updates of the Appendix.
- B. Types and Changes: Changes include additions of new or supplementary material and deletions. No proposed change should contradict or override authorities or other plans contained in statute, order, or regulation.
- C. Coordination and Approval: Any department or agency with assigned responsibilities within the Appendix may propose a change to the plan. CEMA is responsible for coordinating all proposed modifications to the Appendix with primary agencies, support agencies and other stakeholders. CEMA will coordinate review and approval for proposed modifications as required.



- D. Notice of Change: After coordination has been accomplished, including receipt of the necessary signed approval supporting the final change language, CEMA will issue an official Notice of Change. The notice will specify the date, number, subject, purpose, background, and action required, and provide the change language on one or more numbered and dated insert pages that will replace the modified pages in the Emergency Operations Plan (EOP), Annex, or supporting documents. Once published, the modifications will be considered part of the EOP for operational purposes pending a formal revision and re-issuance of the entire document. Interim changes can be further modified or updated using the above process.

- E. Distribution: CEMA will distribute the Notice of Change to all participating agencies. Notice of Change to other organizations will be provided upon request. Re-issuance of the individual Appendix or the entire EOP will take place as required. Working toward continuous improvement, CEMA is responsible for an annual review and update of the EOP to include related Appendices, and a complete revision every four years (or more frequently if the County Commission or Georgia Emergency Management Agency deem necessary). The review and update will consider lessons learned and best practices identified during exercises and responses to actual events, and incorporate new information technologies. CEMA will distribute revised EOC documents for the purpose of interagency review and concurrence.



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