

CHATHAM COUNTY EMERGENCY OPERATIONS PLAN

SUPPORT ANNEX D APPENDIX 2

LOGISTICS RESOURCES AND SUPPLY MANAGEMENT

OCTOBER 2009

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ACRONYMS

AD	Assistant Director
BC	Base Camp
CEMA	Chatham Emergency Management Agency
DO	Duty Officer
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
GEMA	Georgia Emergency Management Agency
IC	Incident Command
LSA	Logistics Staging Area
POD	Point of Distribution

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TABLE OF CONTENTS

Acronyms i

Table of Contentsiii

I. Introduction 1

II. Purpose 1

III. Scope..... 1

IV. Authorities2

V. Assumptions2

VI. Implementation 2

VII. Concept of the Operations 3

 A. Overview 3

 B. Logistics Management System 3

 C. Resources and Capabilities 3

 D. Safety 3

 E. Logistics Resources 4

 F. Supply Management 4

 G. Resource Tracking 5

 H. Resource Recovery 5

VIII. Responsibilities 6

 A. CEMA Director 6

 B. CEMA Assistant Director 6

 C. Logistic Section Chief 6

 D. CEMA Duty Officer 6

IX. Appendix Management and Maintenance 6

A.	Executive Agent	6
B.	Types of Changes	6
C.	Coordination and Approval.....	6
D.	Notice of Change	6
E.	Distribution	7

TABS

Tab A	Commodities, Food and Water Coordination	CFWC-1
Tab B	Clothing, Sets, Kits, and Outfits Coordination	CSKOC-1
Tab C	Petroleum, Oil and Lubricants Coordination.....	POLC-1
Tab D	Construction, Bracing and Blocking Materials Coordination.....	CBBMC-1
Tab E	Personal Items and Administrative Supplies Coordination.....	PIASC-1
Tab F	Major Equipment Items Coordination	MEIC-1
Tab G	Medical Supplies Coordination.....	MSC-1
Tab H	Donated Goods Coordination.....	DGC-1

I. INTRODUCTION

- A. The Logistics Resources and Supplies Management Appendix was developed to ensure that there will be an adequate and appropriate logistical support to any response to an incident or multi-incidents that may occur in Chatham County.
- B. This Appendix is the outline by which the Logistical System will activate, expand and contract to the size and scope of the response, and includes the tracking of resources to ensure that there is accountability of all resources and to minimize the cost while maximizing the effectiveness of the response logistically.
- C. This Appendix was developed by the Chatham Emergency Management Agency (CEMA) Logistics Section Chief and is based on common operational Logistical Management Practices.

II. PURPOSE

- A. The purpose of this Appendix is to define and provide the overall concepts of how the logistics system and resource management will be implemented during a response to any significant event that may occur within Chatham County.
- B. Logistics Resources and Supplies Management includes the development of Logistical Support Areas (LSA) for receipts and storage and accountability of supplies and resources, the movement of supplies and resources, the sustainment, health and safety of the responders, the sustainment of the general population as they return to the county, the maintenance, fueling and tracking of equipment, supplies and other resources, and the recovery and return of accountable equipment and supplies post disaster.

III. SCOPE

- A. This document provides the guidelines to responders, Emergency Operations Center (EOC) staff and the logistical workers on how the logistics resources and supply management system will function. The information contained herein is broad and general in nature and can be modified depending upon the situation or complexity of the response.
- B. This document is not intended to supplant any existing logistics resource and supply management program currently being used by any agency but will apply to logistics resource and supply management during the response and recovery of the county.

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 County Emergency Management Agency, Chatham County, Georgia. This Appendix supersedes all similar and previous versions to date.
- B. Assignment and Responsibilities:
 - 1. CEMA has the responsibility for compliance with the provisions of the Chatham County Emergency Operations Plan (EOP); therefore will have 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 will coordinate internal resources and personnel to carry out the tasking defined in this document.

V. ASSUMPTIONS

- A. Local resources and supplies are requested and used first in the response to any event of local significance.
- B. The response has exceeded the ability of all county and municipal resources, contractors and suppliers and requires the establishment of an EOC Logistics Section.
- C. The response has grown in scope and size and requires the development of a Logistical system to manage the ordering, receipt and forward movement of resources to the responders.
- D. The response/recovery will be long term in duration and will require the Logistics Section to be in place for a significant period of time.

VI. IMPLEMENTATION

- A. Implementation of this Appendix in a major event will be coordinated through the EOC based on a decision by the Command Policy Group (CPG) and EOC Manager.
- B. Once the decision is made to implement this Appendix, the designated Logistics Section Chief will determine the size and scope that the Logistics section and will activate the necessary units to support the response and projected recovery.

- C. If the event is limited in scope the Incident Commander (IC), his/her logistics officer and the CEMA Duty Officer (DO) will determine the size and scope of the logistics response.

VII. CONCEPT OF THE OPERATIONS

- A. In an event of local significance, all resources and logistics will be provided by equipment and resources immediately available to the IC. Additional resources will be requested locally through Mutual Aid request or by local suppliers and contractors.
- B. An event of major significance necessitating the partial or full activation of the EOC may require that this Appendix be activated. If the decision is made to activate this Appendix the following actions will take place:
 - 1. The EOC Manager will designate a Logistics Section Chief. The Logistics Section Chief is an individual trained in Logistical Operations and is familiar with this Appendix.
 - 2. The Logistics Section Chief will determine the size and scope of the logistical requirements needed and active any units needed to support the response. The Logistics Section Chief must also anticipate future logistical needs and plan on activating or de-activating units as needed.
 - 3. The Logistics Section Chief along with any activating staff will determine the need for the opening of any LSAs or Points of Distribution (PODs) and will develop the movements plan for supplies and resources to support the responders.
 - 4. If the event is long term the Logistics Section will also activate the Base Camp (BC) contract.
 - 5. The Logistics Section will ensure that any resources requested to support the response is tracked and accounted for throughout the response and recovery.
- C. The Logistics Section will make a determination of available resources on hand and the capability of the county and municipalities to sustain operations with those resources. Based upon available and projected needs, the Logistics Section will commence re-supply and rehab operation of available assets, and will implement the sustainment operations by requesting supplies and resources from outside sources such as contactors, suppliers and State and Federal sources.
- D. Throughout all Logistics Operations, safety will be stressed. Supply operations have an inherent risk. Due to high volume traffic movement of supplies, resources and materials the possibility of injury or death to workers in PODs and in the LSAs due to motor vehicle crashes or pedestrian-vehicle strikes is

always a risk. Additionally the physical nature of the work being done in warehousing, stocking, and movement of supplies and materials poses risk 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.

- E. During the response/recovery adequate stocks of supplies and materials are critical in ensuring the response/recovery progresses at an acceptable pace. Often during any response/recovery operation Logistical Resources becomes a “Show Stopper” and the response/recovery operations is brought to a halt. Logistics resources planning and operations must be considered from the onset of an event to lessen the effect on response/recovery time. Some things that the Logistics Section must do to prevent the lack of logistical resources from hindering operations are:
1. Ensure contingency stocks of commonly used items are developed and maintained.
 2. Ensure all requests for logistics support identified during any planning meeting is immediately filled.
 3. Maintain equipment on-hand charts to quickly identify available needed equipment in the recovery area .
 4. Maintain a Critical Items list and pool of equipment for immediate availability.
 5. Anticipate logistical needs base upon ongoing missions and pre-order or pre-stage supplies and equipment.
 6. Develop contingency plans for alternative movement of supplies, materials and resources such as air lifting critical items into the response area. Ensure that adequate trained and qualified operators are available for all equipment.
 7. Stress preventative maintenance of all deployed equipment.
- F. The management of the sometimes overwhelming volume of supplies, materials and resources coming into a community post-disaster requires careful management of the ordering, receipt, forward shipping, tracking and accountability to ensure appropriate control and stock management practices can be maintained. This is one area of vital documentation post-disaster if any expenses are recoverable with Federal Funds. The Logistics system can accomplish this by several means:
1. Ensure all received items are inventoried and accounted for upon receipt. Any discrepancy needs to be documented immediately.

2. Items shipped forward need to be inventoried by the requestor and any discrepancy noted.
 3. Regular and periodic inventories must be conducted at LSAs and PODs for stock accountability of contingency stock materials.
 4. Recoverable items need to be tracked utilizing resource tracking forms. The receiving agency must maintain and return items in serviceable condition.
 5. Expendable supplies need to be managed by each receiving agency to cut down on waste.
 6. Sensitive items such as radios, gauges, etc need to be assigned to individuals and they are held accountable for these items until returned.
 7. Lost, damaged or destroyed equipment of recoverable items need to be reported as soon as possible to the Logistical Section for proper investigation and accountability. Unused materials that are serviceable or usable needs to be returned to stock for usage in other projects.
- G. Recoverable resources and personnel assets need to be tracked very carefully. This is accomplished by utilizing EOC Form 409. This form will track recoverable equipment and supplies and personnel upon receipt into the County thru the deployment of the resource until recovered.
1. The resource must be in one of three status; available, deployed or out of service.
 2. It is the responsibility of the receiving agency to maintain this tracking and keep the logistics Section updated on the status of the resource.
 3. As the response/recovery winds down the equipment must be prepared for demobilization and returned either thru the LSA or released back to the lending agency. If the equipment is returned directly to the lending agency a copy of the tracking form showing the release must be forwarded to the resource team in the Logistics Section for final accountability.
- H. During demobilization the recovery of resources is a major task. Equipment must be serviced, given a complete technical inspection, cleaned and returned either thru the LSA or directly to the lending agency. The close-out paper work is critical in requesting any available funds to assist in payment for the equipment, and for the billable personnel time for personnel assets. Additionally there will be supplies and materials ordered by the county or municipalities that are not recoverable but need to be accounted for cost recovery.

VIII. RESPONSIBILITIES

- A. CEMA Director: Responsible as the primary advisor to the County Commission and County Manager regarding the logistical situation in the county. His role is to insure that the Logistical system and a supply management system are in place to facilitate the response and recovery, and ensure that proper documentation is being maintained for any cost recovery.
- B. CEMA Assistant Director: Is the Primary Operations Officer and assumes the responsibilities of the Director in his absence. The CEMA Assistant Director (AD) determines the need for the response actions and the levels of activation of the EOC. In local events the CEMA AD works in close concert with the CEMA DO in determining the extent and scope of the response.
- C. Logistics Section Chief: Upon activation is responsible for determining the scope and need for the Logistics Section. Based upon both immediate and anticipated needs of the responders, the Logistics Section Chief activates or de-activates Logistics branches and units to provide for adequate Logistical Operations.
- D. CEMA Duty Officer: Responsible to the CEMA AD and the IC in determining the immediate logistical needs to support response to any local event.

IX. APPENDIX MANAGEMENT AND MAINTENANCE

- A. CEMA is the executive agent for Appendix management and maintenance. The Tabs and supporting documents will be updated periodically based on lessons learned from exercises and actual events. This section establishes procedures for interim changes and full updates of the Appendix and related Tabs.
- B. Types and Changes: Changes include additions of new or supplementary materials and deletions. No proposed change should contradict or override authorities or other plans contained in statute, order, or regulations.
- C. Coordination and Approval: Any Department, ESF representative of partner assigned with responsibilities in the Appendix may propose a change to this Appendix. CEMA is responsible for coordinating all proposed modifications to the Appendix with all interested parties. 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. This notice will specify the date, number, subject, purpose, background and action required and will provide the change language on one or more numbered and dated insert pages that will replace the modified pages in the 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 annexes 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 annexes, and a complete revision every four years (more frequently if the County Commission or GEMA deems 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 Annex documents for the purpose of interagency review and concurrence.

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**TAB A
COMMODITIES, FOOD AND WATER COORDINATION**

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DESCRIPTION

Commodities are bulk items ordered and delivered in bulk containers generally measured in cases, tons or gallons. The term commodity is generally used in post disaster recovery efforts to order large quantities of food and water (i.e. Meals-Ready-to-Eat or potable water). In logistics terms, Food and Water refers to meals prepared for service to individuals. For the purposes of this Tab, Food and Water is used to define the concept of providing meals to emergency responders or to the general public through a field or mobile food distribution sites or through congregate shelters.

DETERMINING NEED

Whenever any incident of critical significance occurs the need for commodities or food and water must be determined by several factors. These factors include but are not limited to:

- Size and scope of the response;
- Number of hours the expected Operational Period will last;
- The total expected duration the response will last;
- Demands from the responders or from the public; and
- The Health and Safety of the responders.

The requirement to support Food and Water Operations is determined jointly between the On-Scene Incident Commander, the On-Scene Logistics Officer, and in some cases, the CEMA Duty Officer. The need for this service will be dictated by the severity of the incident. For smaller incidents, arranging for food and water may not be a critical decision factor. Other incidents, however, may require the support of many local and mutual aid responders.

If the decision is to start a food and water operation, the resources are local (Salvation Army, Savannah Chapter of the American Red Cross) and no funds are committed.

If the scope of the incident is a major incident of critical significance:

1. The EOC will be activated and decisions regarding the ordering of Commodities will be made by the ESF 11 Commodities Unit Leader.
2. ESF 6 will coordinate a food and water plan for the general population.
3. The Food Unit Leader will coordinate feeding of responders.
4. The Base Camp Contractor will provide for feeding of responders in all base camps and contractor provided forward camps.

Bulk commodities such as Meals-Ready-to-Eat and bulk water will be needed to sustain the responders and any population remaining in the effected area. These items are ordered thru the ESF-11 Commodities Unit Leader in the EOC.

Additionally food and water operation will need to address the feeding of the response force and the returning populations. The agencies providing for feeding and hydration

sites will be coordinated through ESF 6 and will include such organizations a VOAD, food service contractors, and shelter kitchens.

The commodities and food and water operations may last for many days or weeks until local services and utilities are restored.

ORDERING

- When the decision is made to provide food and water during a local event, the CEMA DO calls the providing agency and makes the request.
- During major incidents of critical significance the EOC would be activated. This changes the way in which food and water is ordered and also starts the commodities program.
- ESF 6 will coordinate the food and water program for the general population. This will be done in conjunction with VOAD.
- The food service operations associated with VOAD will order their food stocks through their normal suppliers.
- Contractors providing food service operations to the general public will order their food stocks through their normal suppliers.
- Base Camp contractors will order their food stocks through their normal suppliers.
- The ESF 11 Commodities Unit Leader will order bulk commodities and water utilizing EOC form 407 submitted to GEMA. The initial request will provide for a working stock of 3 days of supplies for a workforce of 5,000 people. This 3-day stockage will be maintained until local services and supplies are restored.
- All food service operators will provide the Logistics Section with a completed head count sheet at the end of each day's operations.
- This head count is the basis for cost recovery for meals for contract operations and for the food service operations run by the Food Unit. The head count also serves as the basic document for re-ordering of supplies by the Food Unit Leader and any paid contractors.
- The Food Unit Leader is responsible to insure adequate feeding arrangements have been made for responders based upon numbers from the head count and any additional projected meals from the IAP.

RECEIVING AND ACCOUNTING

Commodities, food and water require receipt and storage area that are climate controlled and meet Chatham County Health Department Environmental Health Food Service Rules and Regulations.

- Food and water received at the Logistics Support Areas will be inventoried by warehouse specialist and moved into a pre-designated area for food and water.
- Food supplies requiring refrigeration or freezer storage will be moved to food service approved walk-in coolers, freezers or portable REEFERs or freezers. Temperature will be monitored throughout the process of unloading and storage.

- Food inventory sheets will be maintained by the Food Unit Leader (for food designated for responders) or the ESF 6 representative (for food designated for the general populations or shelters).
- Bulk Commodities received at the LSA will be inventoried upon receipt and moved to an approved bulk storage area. The inventory sheets will be maintained by the ESF 11 Commodities Unit Leader.
- Bulk Commodities shipped directly to feeding sites or PODs will be inventoried by the receiving manager and a copy of the inventory sheet will be forwarded to the ESF 11 Commodities Unit for accountability of total items shipped to the County.
- A close of business roll-up report will be forwarded to the appropriate EOC representative each day including the Head Count report, amount or number of rations issued by site and remaining stocks on hand.
- Supplies remaining on hand at the feeding site will be stored or disposed of in a manner approved by the Chatham County Health Dept.

DISTRIBUTION

Commodities, food and water can be distributed to the food service operation or the POD in one of means.

1. Commodities can be shipped from the LSA or food storage site to the feeding sites or the PODs via transportation arranged through ESF 1 (for feeding general population or Shelters) or the Ground Support Unit (for feeding responders).
2. Commodities can be shipped directly to the feeding or POD location.
3. Food and water can also be distributed to the responders through sack meals that are prepared at the feeding site and issued to the responders as they depart for their assigned work site.
4. Mobile feeding sites can receive their food supplies either at the LSA or food storage site, or it can be delivered to them via transportation arranged at the EOC through the appropriate representative.

RECOVERY

As services and utilities are restored in the county, the need to start demobilization of the commodities, food and water programs needs to occur. The demands and number of feeding sites and PODs will rapidly start to reduce but there will be food, bulk water and commodities still in the inventory. The following steps need to take place to return some items into the inventory, or re-distribute them into the local food system:

- Unopened canned food will be moved to the Second Harvest Food Bank.
- Unopened cases of MRE's will be recovered and stored at the LSA for turn-in back to GEMA.
- Bulk and bottled water will be moved to the Second Harvest Food Bank.
- Perishable food items will be transferred to Second Harvest Food Bank.
- All other food supplies will be disposed of in accordance with the Rules and Regulations of the Chatham County Health Department

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TAB B
CLOTHING, SETS, KITS AND OUTFITS COORDINATION

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DESCRIPTION

Clothing are those items for wear that are not donated but are purchased for use by responders. These items are required for safety (i.e. safety boots, work gloves, etc.) or identification purposes (i.e. reflective vests, agency arm bands, etc.). These items are not a required part of the responders normal work wear.

Sets are items purchased in common groups such as hand tools (screw driver sets, drill bits etc) purchased so that the responders can perform required tasks

Kits are items that are purchased and are a collection of tools or implements (such as a carpenters kit that includes saws, hammers chisels etc.). Kits also include such items as water sampling testing kits, etc.

Outfits are the tools and equipment necessary for a particular profession or job. Examples of outfits include such items as an electrician's outfit that would include multi-meters, volt meters, crimping tools, electricians tape and other hand tools.

DETERMINING NEED

Whenever any incident of critical significance occurs, the need for Clothing, Sets, Kits and Outfits must be determined by several factors. These factors include but are not limited to:

- The Health and Safety of the responders;
- The items qualified volunteers brought with them to the response;
- The expendable items and others items that must be replenished due to normal wear and tear;
- Items that are damaged thru no fault of the responder;
- Additional items needed to adequately respond to the event;
- Items needed for any identified special operation;
- Items required for a safe working environment to unskilled volunteers;

The size and scope of the response is driven by the severity of the incident.

If the incident is limited in size:

1. Clothing, sets, kits and outfits may not be a critical decision factor.
2. If the size of the response is large with many responders involved the need for clothing, sets, kits, and outfits may be a critical factor in keeping the responders safely and properly equipped and supplied to do their job.
3. If responders come into the county from areas outside the county they may not have adequate space in their vehicles to bring all the items they normally have for a response in their own community. In order to properly equip them for the missions they may be qualified and tasked to do, the ordering of clothing, sets, kits and outfits may be required.

4. Unskilled volunteers may be tasked to work with agencies such as public works crews. These volunteers must be provided with safety items such as safety toe boots, work gloves, hard hats, and safety glasses.
5. Special clothing such as reflective vests or brassards for volunteers manning PODS, check-points etc may also be required.

In any of the above criteria, the decision to provide clothing, sets, kits or outfits needs to be made by a joint decision of the Incident Commander, his or her logistics officer, and appropriate EOC staff in operations. In the event of a safety issue the Safety Officer can order the use of safety clothing. If the event is local, clothing, sets, kits and outfits will be obtained thru mutual aid agreements and local purchase (if necessary).

If the scope of the incident is a major incident of critical significance:

1. The EOC will be activated and decisions regarding the ordering of Clothing, Sets, Kits and Outfits will be made a joint decision made by the Incident Commander and the EOC Manager.
2. The Supply Unit will coordinate a plan for the ordering of the items.
3. The Resource Team Leader will provide for the tracking of recoverable items via the use of EOC form 409 (Resource Tracking Form).

Bulk shipments of clothing such as disposable protective suits, gloves, etc. will be needed to keep responders mission ready and will be ordered and stored in a LSA.

The agencies providing clothing, sets, kits and outfits to their responders will continue to do so through their normal suppliers.

ORDERING

- When the decision is made to provide clothing, sets kits, or outfits during a local event, the Incident Commander through his/her Logistics Officer calls the providing agency and makes the request.
- During major incidents of critical significance the EOC would be activated. This changes the way in which clothing, sets kits and outfits are ordered.
- The ESF Representative responsible to the requesting agency will forward any approved request to the Logistics section for ordering.
- The Supply Unit will order the items via suppliers or forward the request to GEMA (if the requested item cannot be found through normal supply system).
- Base Camp contractors will provide their own clothing, sets, kits and outfits.
- Supply Unit Leader orders clothing, sets, kits and outfits utilizing EOC Form 407.
- All recoverable items issued will be accounted for by the receiving agency.
- Hand Tools are especially difficult to account for and it is the receiving agency's responsibility to have a system to track and recover any recoverable tools.

RECEIVING AND ACCOUNTING

Clothing, sets, kits and outfits require receipt and storage area that are out of the weather and in some cases climate controlled.

- Bulk Clothing received at the LSA will be inventoried upon receipt and moved to an approved bulk storage area. The inventory sheets will be maintained by the Supply Unit Leader.
- Clothing, sets, kits and outfits will be shipped directly to the requesting agency whenever possible and receipt copy will be forwarded to the Resource Tracking Unit for record and accountability.
- If items cannot be shipped directly to the requesting agency, it will be shipped to the LSA and distributed through the Supply Unit via coordination with Ground Support shipping.
- A Hand tool inventory will be taken by the receiving agency for recoverable hand tools at least once a week and the report will be forwarded to the Resource Unit for accountability.

DISTRIBUTION

Clothing, Sets, Kits and Outfits can be distributed directly to the requesting agency or through the LSA.

1. Items can be shipped from the LSA sites via transportation arranged through the Ground Support Unit.
2. Requesting Agency can pick up items at LSA directly upon notification that item has been received if they so desire to expedite receiving.
3. Items can be shipped directly to the requesting agency from the suppliers, contractors or the State.
4. Mobile supply operations can be established to bring high use expendable items such as disposable protective suits, gloves, non-recoverable tools etc directly to the response area.

RECOVERY

As the response/recovery progresses the need to recover non-expendable items of Clothing, Sets, Kits and Outfits will need to start. The following steps need to take place to return items to inventory, or re-distribute them into the local supply system:

- Clothing such as durable outerwear (rain coats, hard hats, etc) will need to be recovered in a clean and serviceable condition. Clothing, if issued such as boots, shirts, trousers etc will not normally be turned in.
- Unused clothing will be recovered and stored at the LSA for turn-in back to suppliers, contractors or GEMA.
- Sets will be inventoried and returned to the LSA for turn-in or re-distribution.
- Kits will be inventoried and returned to the LSA for turn-in or redistribution.
- Outfits will be inventoried and returned to the LSA for turn-in or re-distribution.

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TAB C
PETROLEUM, OILS AND LUBRICANTS COORDINATION

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DESCRIPTION

Petroleum is the accepted term for petroleum products used as a fuel. This term includes but is not limited to Gasoline, Kerosene, Diesel Fuel, Aviation Fuel, and Heating fuels.

Oils are the accepted term for any thick fatty oil of either petroleum or mineral origin especially used to lubricate machinery or engines. It is a viscous liquid such as motor oil, sewing machine oil, etc.

Lubricants are materials with a higher viscosity than oils (usually a semisolid) designed to provide lubrication or sealing between two moving items where lubricating oil would not stay in position. Examples of lubricants are grease, mineral oils, petroleum jellies and synthetic greases.

DETERMINING NEED

Whenever any incident of critical significance occurs the need for POL must be determined by several factors. These factors include but are not limited to:

- The length of the response.
- The type(s) and number(s) of vehicles or equipment involved in the response.
- The amount of available petroleum, oils and lubricants on hand with the responders.
- The temperature and weather conditions.
- Anticipate consumption rates for fuels.
- The location of the center of response activities in relationship to fuel points.

The size and scope of the response is driven by the severity of the incident.

If the incident is limited in size:

1. POL may not be a critical decision factor.
2. If the size of the response is large with many responders involved the need for POL may be a critical factor in keeping the responders properly equipped and supplied to do their job.
3. If responders come into the county from areas outside the county they may need to refuel their vehicles upon arrival. Coordination for refueling should be made as early as possible in the response for such contingencies.
4. Equipment requiring special oils or lubricants.

In any of the above criteria, the decision to provide POL needs to be made by a joint decision of the Incident Commander, his or her logistics officer, and appropriate EOC staff in operations.

If the event is local, POL will be obtained thru mutual aid agreements and local purchase (if necessary).

If the scope of the incident is a major incident of critical significance:

1. The EOC will be activated and decisions regarding the ordering of will be made a joint decision made by the Incident Commander and the EOC Manager.
2. The Supply Unit will coordinate a plan for the ordering of the items.
3. The Resource Team Leader will provide for the tracking of recoverable items via the use of EOC form 409 (Resource Tracking Form).
4. The Ground Support Unit will fill out the proper request forms for the required POL and submit them thru the Supply Unit for ordering.
5. The Ground Support Unit will also coordinate the location and support for fixed fueling points and if necessary coordinate mobile fueling operations.

Bulk Fuel in tanker trucks or packaged petroleum products such as fuel in drums will be ordered thru the Supply Unit at the EOC.

Fuel will not be available for the general population.

POL operations may last for many days or weeks until local services and fuel sites are restored.

ORDERING

- When the decision is made to provide POL during a local event, the Incident Commander or his/her Logistics Officer calls the providing agency and makes the request.
- During major incidents of critical significance the EOC would be activated. This changes the way in which POL is ordered and also starts the bulk fuel operations.
- Fuel supply request will go from the Ground Support Unit thru the supply Unit for ordering from contractors or from GEMA.
- The POL will be available to VOAD agencies supporting the response and recovery if they cannot get fuel through their normal suppliers.
- Contractors providing POL to the State or Federal responders will through their order their POL through their normal suppliers.
- If Federal or State responders need fuel while in Chatham County the county will provide the fuel to them on a reimbursable basis.
- Base Camp contractors will provide for their POL requirements through their normal suppliers.
- The Ground Unit Leader will order POL stocks utilizing EOC form 407 through contractors or through GEMA. This request will be routed through the Supply Unit for processing.
- The Ground Unit Leader will order bulk POL utilizing EOC form 407 submitted to GEMA. This request will be routed through the Supply Unit. The initial request will provide for a working stock of 3 days of POL to fuel the number of vehicles identified to support a workforce of 5000 people. This 3 day stockage will be maintained until local services and supplies are restored.

- All Fueling points will provide the Logistics Section with a completed fuel utilization sheet at the end of each day's operations.
- This fuel utilization sheet is the basis for cost recovery for POL operations and will be broken down by municipality, Federal agency, and State Agency or County Department. This fuel utilization sheet also serves as the basic document for re-ordering of supplies by the Ground Support Unit Leader and any paid contractors.
- The Ground Support Unit Leader is responsible to insure adequate POL is ordered to support projected operations during the next operational period.

RECEIVING AND ACCOUNTING

POL operations require a receipt and storage area that are secure and provide adequate fire protection.

- Bulk and Packaged POL received at the LSA's will be inventoried by a Ground Support Unit Fuel Specialist and moved into a pre-designated area for parking or storage.
- POL requiring climate controlled or indoor storage will be stored in an approved warehouse area that meets all fire safety codes.
- Inventory sheets will be maintained by the Ground Support Unit.
- Tank Farm Operations records will be kept separate from packaged POL sheets and will be maintained by the Ground Support Unit Leader.
- Bulk POL shipped directly to fueling points will be inventoried by the receiving manager and a copy of the inventory sheet will be forwarded to the Ground Support Unit for accountability of total quantity of POL shipped to the County.
- A close of business the Fuel utilization sheet will be forwarded to the appropriate EOC representative from the fuel points. This utilization sheet will include the amount of fuel, oil and lubricants issued by agency. The fuel utilization sheet will also reflect the amount of POL on hand.
- Supplies remaining on hand will be utilized for the as part of the next Operational Period's fuel consumption plan.

DISTRIBUTION

POL can be distributed to the Fueling Point from the LSA or it can be shipped directly to the fuel points by contractors.

1. POL can be shipped from the LSA to the Fueling Points via transportation arranged through ESF 1. Shipment can be by truck(for packaged POL) tanker truck, or by air via fuel bladders.
2. POL can be shipped directly to the Fueling Points by the suppliers.
3. POL can also be distributed to the responders through mobile fueling operations via truck or tanker truck.
4. Mobile Fueling operations require security and fire safety support.

RECOVERY

As services and utilities are restored in the county, the need to start demobilization of the POL programs needs to occur. The demands and number of Fueling Points will rapidly start to reduce but there will be POL still in the inventory.

The following steps need to take place to return some items into the inventory, or re-distribute them into the local food system:

- Unopened Packaged POL will be distributed to the County Public Works Department for turn-in or use.
- Unopened Oils and Lubricants will be recovered and stored at the LSA.
- Bulk POL in Fueling Points will be distributed to County and Municipal agencies via fuel fill operations.
- If temporary fabric tank farms are utilized, any remaining fuel will be transferred via tanker truck to permanent storage sites in the county.
- All other POL products that are opened and are not consumed through normal use will be disposed of in accordance with the Rules and Regulations that meet all EPA/EPD guidelines.

TAB D
CONSTRUCTION, BRACING AND
BLOCKING MATERIALS COORDINATION

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DESCRIPTION

Construction Materials are those items used in the construction or repair of buildings, roads, bridges or protective barriers. Examples of these items include but are not limited to: lumber, plywood dry wall, cement, paints, sealants, pre-constructed building items such as window frames, doorways, roofing tiles and shingles, flooring, tarpaulins etc

Bracing and Blocking Materials are items used to add strength to or protect items during usage or shipping. Such items include bridging timbers, wood blocks and wedges used for shipping or shoring items, packing materials such as bubble wrap, shrink wrap packing Styrofoam etc. and tie down materials such as strapping and chains. Bracing materials also include materials use during search and rescue operations for stabilizations of vehicles and structures such as inflatable supports, wood and metal wedges etc.

DETERMINING NEED

Whenever any incident of critical significance occurs, the need for Construction, Bracing and Blocking Materials must be determined by several factors. These factors include but are not limited to:

- The Health and Safety of the responders
- What items did qualified volunteers bring with them to the response.
- What items are considered expendable and must be replenished due to normal wear and tear.
- What items were/are damaged or destroyed thru normal usage.
- What additional items are needed to adequately respond to the event.
- What items are needed for any identified special operations.
- What items will be needed to transport or ship equipment and supplies from the LSA or staging areas to work sites.
- What degree of building repair or restoration will be allowed during the response.

The size and scope of the response is driven by the severity of the incident. If the incident is limited in size:

1. Construction, Bracing and Blocking Materials may not be a critical decision factor.
2. If the size of the response is large with many responders involved the need for Construction, Bracing and Blocking Materials may be a critical factor in keeping the responders safely and properly equipped and supplied to do their job.
3. If the response requires the county or municipalities to conduct immediate repairs to critical facilities in order for them to be utilized during the recovery phase of an emergency the need for construction materials is critical for an effective and efficient response.
4. The need for basic construction materials such as tarpaulins for homeowners is critical whenever the emergency is a major wind event.
5. Bracing and Blocking materials for movement of equipment must be included in any transportation plan by the responders.

In any of the above criteria, the decision to provide construction materials or bracing and blocking materials needs to be made by a joint decision of the Incident Commander, his or her logistics officer, and appropriate EOC staff in operations. In the event of a safety issue the Safety Officer can order the use of bracing and blocking materials.

If the event is local, Construction, Bracing and Blocking Materials will be obtained thru mutual aid agreements and local purchase (if necessary).

If the scope of the incident is a major incident of critical significance:

1. The EOC will be activated and decisions regarding the ordering of Construction, Bracing and Blocking Materials will be a joint decision made by the Incident Commander and the EOC Manager based upon guidance made by the CPG.
2. The Supply Unit will coordinate a plan for the ordering of the items.
3. The Resource Team Leader will provide for the tracking of recoverable items via the use of EOC form 409 (Resource Tracking Form).
4. Bracing and Blocking materials used for transporting equipment or vehicles moved by trailers will be determined by the Ground Support Unit.

Bulk construction materials such as lumber and cement will be ordered on a projected need based upon estimates from the Damage Assessment teams. Additionally these projections will address the facilities identified as critical and repairable.

The construction materials and bracing and blocking materials operations thru the EOC will last for many days or weeks until local suppliers and contractors are back in operation.

ORDERING

- When the decision is made to order Construction, Bracing and Blocking Materials during a local event, the Incident Commander calls the providing agency and makes the request.
- During major incidents of critical significance the EOC would be activated. This changes the way in which Construction, Bracing and Blocking Materials are ordered.
- ESF 3 will coordinate the Construction, Bracing and Blocking Materials program for the general population. This will be done per the guidance from the CPG goals and objectives.
- The County and Municipal agencies will order their Stockage through their normal suppliers.
- Contractors providing repair and construction to the county or municipal governments will order their stocks through their normal suppliers.
- Base Camp contractors will order their stocks through their normal suppliers.

- The Supply Unit Leader will order Construction, Bracing and Blocking Materials stocks utilizing EOC form 407 through GEMA.
- The ESF 3 will order bulk Construction, Bracing and Blocking Materials utilizing EOC form 407 submitted to GEMA. until local services and supplies are restored.
- Special Bracing and Blocking Materials such as air bags for Search and Rescue Operations will be coordinated through ESF 9.

RECEIVING AND ACCOUNTING

Construction, Bracing and Blocking Materials require receipt and storage areas that are protected for the direct exposure to weather.

Construction, Bracing and Blocking Materials received at the LSA's will be inventoried by warehouse specialist and moved into pre-designated areas that are not exposed to direct weather.

- Inventory sheets will be maintained by the Supply Unit Leader for Construction, Bracing and Blocking Materials for general use, or the ESF9 representative (for materials designated for search and rescue operations).
- Construction, Bracing and Blocking Materials received at the LSA will be inventoried upon receipt and moved to an approved storage area. The inventory sheets will be maintained by the Supply Unit Leader.
- Items shipped directly to requesting agency will be inventoried by the receiving manager and a copy of the inventory sheet will be forwarded to the Supply Unit for accountability of total items shipped to the County.
- A close of business roll-up report will be forwarded to the appropriate EOC representative each day including the amount of construction materials received (board feet of lumber, gallons of paint, etc)r and remaining stocks on hand.
- Supplies remaining on hand will be stored or disposed of in an appropriate manner.

DISTRIBUTION

Construction, Bracing and Blocking Materials can be distributed from the LSA to the operation or shipped directly to the requesting agency.

1. Items shipped from the LSA to the requesting agency will be moved via transportation arranged through the Ground Support Unit.
2. Items can be shipped directly to the requesting agency from the supplies, contractors or the State.
3. Requesting agency can pick-up items at the LSA when they are notified of receipt by the LSA.
4. Bulk items stored at the LSA for general use may be pick-up by any agency needing the items if they request such items thru the Supply Unit on an approved EOC Form 407.

RECOVERY

As the response/recovery progresses the need for construction materials and bracing and blocking materials will need to be carefully managed:

- Unissued bulk materials at the LSA such as lumber, cement, etc will need to be redistributed to the County and Municipalities.
- Unused bracing and blocking materials will need to be recovered in serviceable condition for return to the supply system.
- Unopened cans of paint will need to be stored in appropriate paint storage facilities for future use.
- Opened cans of Paint will need to be stored in appropriate paint storage facilities or disposed of in an approved manner.

TAB E
PERSONAL ITEMS AND ADMINISTRATIVE
SUPPLIES COORDINATION

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DESCRIPTION

Personal Items are those items used for personal hygiene and health, or for the maintaining of moral or welfare for individuals. This Tab addresses personal items for responders only. Personal items received through donations for distribution to the general population upon return is the responsibility of the numerous non-profit agencies receiving the items.

Administrative Supplies are items used for office/administrative support or job operations and include but are not limited to such as paper, pens, pencils staplers, staples, rubber bands paste, glue, printer cartridges, etc.

DETERMINING NEED

Whenever any incident of critical significance occurs the need for personal items and Administrative supplies must be determined by several factors. These factors include but are not limited to:

- The length of time the response will require.
- What items did responders bring with them to the response?
- The rate expendable administrative supplies are being used and must be replenished.
- The rate of usage of bench stocks of supplies.
- What additional items are needed to adequately respond to the event?
- What items are needed for any identified special operations such as portable printers, etc.

The size and scope of the response is driven by the severity of the incident. If the incident is limited in size:

1. Personal items and administrative supplies may not be a decision factor.
2. If the size of the response is large with many responders involved for several operational periods, the need for personal items and administrative supplies may be one critical factor in keeping the responders safe, healthy and properly equipped and supplied to do their jobs.
3. If the response is local in scope, personal items are not a factor. Administrative supplies are consumed through the normal office usage and are ordered and restocked through normal office procedures.
4. The need for special administrative supplies needs to be immediately considered if the response requires special field equipment such as portable printers, tractor fed printer paper or forms, batteries etc.
5. If the event is major such as a major Hurricane, personal items and administrative supplies will be a planning factor for resupply.

In any of the above criteria, the decision to provide personal items and administrative supplies needs to be made by a joint decision of the Incident Commander, his or her logistics officer, and appropriate EOC staff in operations.

In the event of a safety issue the Safety Officer can order the use of special administrative supplies such as heat monitoring thermometers, etc.

If the event is local, personal items and administrative supplies will be obtained through mutual aid agreements and local purchase (if necessary).

If the scope of the incident is a major incident of critical significance:

1. The EOC will be activated and decisions regarding the ordering of Personal items and administrative supplies will be a joint decision made by the Incident Commander and the EOC Manager based upon guidance made by the CPG.
2. The Supply Unit will coordinate a plan for the ordering of the items.
3. The Resource Team Leader will provide for the tracking of recoverable items via the use of EOC form 409 (Resource Tracking Form).
4. Administrative supplies used at the EOC will be available through a bench stock maintained at EOC.
5. Administrative supplies at the base camp will be supplied by the contractor.

Personal items used for personal hygiene will be ordered on a projected need based upon estimates from the demands generated by the recovery workers.

Many personal items will be obtained through donated goods or from non-profit agencies for recovery workers.

ORDERING

- When the decision is made to order personal items and administrative supplies during a local event, the Incident Commander calls the providing agency and makes the request.
- During major incidents of critical significance the EOC would be activated. This changes the way Personal Items and Administrative Supplies are ordered.
- ESF 6 will coordinate ordering personal items.
- The County and Municipal agencies will order their administrative supplies through their normal suppliers.
- Contractors providing repair and construction to the county or municipal governments will order their stocks through their normal suppliers.
- Base Camp contractors will order their stocks through their normal suppliers.
- The Supply Unit Leader will order personal items and administrative supplies for the EOC staff utilizing EOC form 407 through normal supplies or through GEMA if the normal supply system cannot fill the order.
- The ESF 6 will also coordinate the request for personal items through donations or through non-profit agencies for responders utilizing EOC form 407 submitted to the appropriate agencies until local services and supplies are restored.

RECEIVING AND ACCOUNTING

Personal Items and Administrative Supplies require receipt and storage areas that are protected for the direct exposure to weather.

Personal Items and administrative Supplies received at the LSA's will be inventoried by warehouse specialist and moved into pre-designated areas that are not exposed to direct weather.

- Inventory sheets will be maintained by the Supply Unit Leader for Personal Items and administrative supplies for general use and distribution to the responders.
- Personal Items and Administrative Supplies received at the LSA will be inventoried upon receipt and moved to an approved storage area. The inventory sheets will be maintained by the Supply Unit Leader.
- Personal Items shipped directly to non-profit agencies for distribution to responders are the responsibility of that agency.
- ESF 6 will maintain a demand history for personal items and is responsible for the ordering of items.
- Supplies remaining on hand post disaster will be stored or re-distributed in an appropriate manner.

DISTRIBUTION

Personal items and administrative supplies can be distributed from the LSA to the operation or shipped directly to the requesting agency.

1. Items shipped from the LSA to the requesting agency will be moved via transportation arranged through the Ground Support Unit.
2. Items can be shipped directly to the requesting agency from the supplies, contractors or the State.
3. Requesting agency can pick-up items at the LSA when they are notified of receipt by the LSA.
4. Bulk items stored at the LSA for general use may be pick-up by any agency needing the items if they request such items thru the Supply Unit on an approved EOC Form 407.

RECOVERY

As the response/recovery progresses the need for personal items and administrative supplies will need to be carefully managed:

- Unissued personal items at the LSA such as soaps, deodorants, toothpaste, feminine products etc will need to be redistributed to non-profit agencies for future disaster responses.
- Unused administrative supplies will need to be stored in the supply storage area at the EOCs or recovery centers.
- Unopened liquid supplies such as "white-out", dry erase markers, glue, etc will need to be stored in appropriate storage facilities for future use.
- Opened liquid supplies will need to be stored in appropriate storage facilities or disposed of in an approved manner.

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TAB F
MAJOR EQUIPMENT ITEMS COORDINATION

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DESCRIPTION

Major Equipment is defined as fully assembled items such as trucks, construction equipment, generators etc shipped and ready for use. It also means assembled major components of such equipment such as engines, transmissions etc that are complete and ready to install.

DETERMINING NEED

Whenever any incident of critical significance occurs the need for Major Equipment must be determined by several factors. These factors include but are not limited to:

- The size and scope the response will require.
- What items of equipment did responders bring with them to the response?
- The rate of usage (hours of run time or miles) the equipment is being used.
- The ability of the responders to service and maintain the equipment.
- Terrain, weather and operating conditions required for the response.
- What major equipment is needed for any identified special operations such as dredging, demolition etc.

The size and scope of the response is driven by the severity of the incident. If the incident is limited in size:

1. Major items may not be a decision factor.
2. If the size of the response is large with many responders involved for several operational periods, the need for major items may be one critical factor in keeping the responders properly equipped and supplied to do their jobs.
3. If the response is local in scope, Major items are usually not a factor. Usually they are addressed in pre-existing mutual aid agreements.
4. The need for special major items needs to be immediately considered if the response goes beyond the capabilities of local resources.
5. If the event is major such as a major Hurricane, Major items will be a planning factor for temporary replacement supply.

In any of the above criteria, the decision to provide major items needs to be made by a joint decision of the Incident Commander, his or her logistics officer, and appropriate EOC staff in operations.

Major items also require that the receiving agency have properly trained and licensed operators, or such operators are included in personnel request.

If the scope of the incident is a major incident of critical significance:

1. The EOC will be activated and decisions regarding the ordering of Major items will be a joint decision made by the Incident Commander and the EOC Manager based upon guidance made by the CPG.
2. The Supply Unit will coordinate a plan for the ordering of the items.
3. All major items are recoverable or accountable. The Resource Team Leader will provide for the tracking of recoverable items (vehicles, heavy equipment etc) via

the use of EOC form 409 (Resource Tracking Form). Accountable major items such as engines or transmissions will be the responsibility of the receiving agency to track and maintain.

4. Major items ordered through the EOC are on a loan basis and will be returned to the lending agency in serviceable, clean condition.
5. Post disaster ordering of major items will be the responsibility of the requesting agency through their normal procurement process.

ORDERING

- When the decision is made to order major items during a local event, the Incident Commander calls the providing agency and makes the request.
- During major incidents of critical significance the EOC would be activated. This changes the way in which major items are ordered.
- The appropriate ESF will coordinate ordering major items.
- If the disaster is catastrophic in scope and the results are destruction of many major items, the County and Municipal agencies will order the replacement items through their normal procurement process utilizing funds identified by their Finance sections
- Major items for temporary replacement of damaged or destroyed equipment will be through the EOC and appropriate ESF representative.
- Contractors providing repair and construction to the county or municipal governments will order their major items through their normal suppliers.
- Base Camp contractors will order their major items through their normal suppliers.
- The ESF representatives will try to fill any request for major items through mutual aid first utilizing EOC form 407 submitted to the appropriate agencies.
- The Supply Unit Leader will order major items requested by the ESF's that cannot be filled through mutual aid utilizing EOC form 407 through GEMA if the normal supply system cannot fill the order.

RECEIVING AND ACCOUNTING

Major items usually require hard top parking areas due to the size and weight of the equipment. Additionally provisions must be made to allow for parking of oversized or over height loads. Major Items received at the LSA's will be inventoried by warehouse specialist and moved into pre-designated parking areas that can accommodate the weight and size requirements.

- Inventory sheets will be maintained by the Supply Unit Leader for major items ordered through the supply unit. ESF representatives will maintain inventory sheets for items received through mutual aid request.
- Major items shipped directly to responders are the responsibility of that agency to account for and track.
- ESF representatives will maintain a tracking history for major items and are responsible for insuring that the major items are maintained and returned in serviceable condition.

- Major items intended for end use such as engines or transmissions will be accounted for by the receiving agency in an appropriate manner.

DISTRIBUTION

Major items may be distributed from the LSA to the operation or shipped directly to the requesting agency.

1. Major Items shipped from the LSA to the requesting agency will be moved via transportation arranged through the Ground Support Unit.
2. Major Items can be shipped directly to the requesting agency from the supplier, contractors or the State.
3. Requesting agency can pick-up major items at the LSA when they are notified of receipt by the LSA.
4. Special Major items are shipped directly to the requesting agency needing the items if they request such items thru the Supply Unit on an approved EOC Form 407.

RECOVERY

As the response/recovery progresses the need for major items will need to be carefully managed:

- Issued major items will need to be serviced, technically inspected and prepared for return to the lending agency.
- The County and the Municipal agencies need to have a replacement program and identified funds for any equipment they had on hand prior to the event that was destroyed.
- Major items that are accountable but not recoverable such as engines and transmissions need to be entered in an accountable system to track those items.
- Shipping the major item back to the lending agency is the responsibility of the requesting agency.

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TAB G
MEDICAL SUPPLIES COORDINATION

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DESCRIPTION

Medical Supplies are those items used for treatments, therapy, lifesaving and disease prevention and health maintenance. It includes such items as bandages, dressings, pharmaceuticals, vaccines, ventilators, oxygen, disinfectants antibiotics and support medical equipment and supplies. This Tab addresses medical supplies for both the responders and for the general population if the medical care system for the county is damaged or destroyed due to a major event.

DETERMINING NEED

Whenever any incident of critical significance occurs the need for Medical Supplies must be determined by several factors. These factors include but are not limited to:

- The type and nature of the event.
- What medical supplies are in the community at the start of the response?
- The rate medical supplies are being used and must be replenished.
- The rate of usage of contingency stocks of supplies being consumed.
- What additional items are needed to adequately respond to the event?
- What items are needed for any identified special medical conditions.

The size and scope of the response is driven by the severity of the incident. If the incident is limited in size:

1. Medical supplies may not be a decision factor.
2. If the size of the response is large with many responders involved for several operational periods, the need for medical supplies may be one critical factor in keeping the responders safe and healthy.
3. If the response is local in scope, medical supplies are usually not a factor. Medical supplies are consumed through the normal usage and are ordered and restocked through normal medical system.
4. The need for special medical supplies needs to be immediately considered if the response is due to terrorist activities. In this case, ESF 8 needs to start the medical response to the Strategic National Stockpile.
5. If the event is major such as a major Hurricane, medical supplies will be a planning factor for re-supply since the response and recovery will be long term with a large number of responders.

In any of the above criteria, the decision to provide medical supplies needs to be made by a joint decision of the Incident Commander, his or her logistics officer, and ESF 8 staff. In the event of a safety issue the Safety Officer can request special medical supplies through the Medical Unit. If the event is local medical supplies will be obtained thru mutual aid agreements and local purchase (if necessary). If the scope of the incident is a major incident of critical significance:

1. The EOC will be activated and decisions regarding the ordering of medical supplies will be a joint decision made by the Incident Commander and the EOC Manager based upon guidance made by the CPG.

2. The Supply Unit will coordinate a plan for the ordering of medical supplies requested by ESF 8 or the Medical Unit.
3. The Resource Team Leader will provide for the tracking of recoverable items via the use of EOC form 409 (Resource Tracking Form).
4. Medical supplies used at the EOC will be available through a bench stock maintained at EOC.
5. Medical supplies at the base camp will be supplied by the contractor.

Medical supplies used for response personal such as prescriptions, eye glasses, prescription safety glasses etc. will be ordered on demands generated by the Medical Unit supporting the response workers.

Many non-prescription drugs will be obtained through donated goods or from non-profit agencies for recovery workers. These items will be requested from the VOAD representative in the EOC via the Medical Unit.

ORDERING

- When the decision is made to order medical supplies during a local event, the Incident Commander calls the providing agency and makes the request.
- During major incidents of critical significance the EOC would be activated. This changes the way in which Medical Supplies are ordered.
- ESF 8 and the Medical Unit(if activated) will coordinate ordering medical supplies.
- The Hospital system if not damaged will order their supplies through their normal suppliers.
- If the Hospital system is damaged or destroyed, ESF 8 will provide for the establishment of an emergency care system up to and including the establishment of Acute Care Hospitals until such time that the repair or rebuilding of the hospital systems is able to support the community.
- Base Camp contractors will order their stocks for the emergency clinic at the camp through their normal suppliers.
- The Supply Unit Leader will order medical supplies for the EOC staff utilizing EOC form 407 through normal supplies or through GEMA if the normal supply system cannot fill the order.
- The Medical Unit will coordinate the receipt and distribution of medical supplies through donations or through non-profit agencies for responders utilizing EOC form 407 submitted to the appropriate agencies until local services and supplies are restored.

RECEIVING AND ACCOUNTING

Medical Supplies require receipt and storage areas that are protected for the direct exposure to weather. Controlled substances will also need a secure storage area with strict access control. Medical Supplies received at the LSA's will be inventoried by medical specialist and moved into pre-designated areas that are not exposed to direct weather.

- Inventory sheets will be maintained by the Supply Unit Leader for medical supplies for general use and distribution to the Medical Unit or into the medical system by ESF 8 representatives.
- Medical Supplies received at the LSA will be inventoried upon receipt and moved to an approved storage area. The inventory sheets will be maintained by the Supply Unit Leader.
- Medical Supplies shipped directly from non-profit agencies for distribution to responders are the responsibility of the Medical Unit.
- ESF 8 will maintain a demand history for medical supplies of Over-the-counter medical supplies and is responsible for the ordering of items.
- Supplies remaining on hand post disaster will be distributed into the medical system of the county in an appropriate manner.

DISTRIBUTION

Medical supplies can be distributed from the LSA to the hospital system or Medical Unit, or shipped directly to the requesting Hospital.

1. Items shipped from the LSA to the requesting Hospital will be moved via transportation arranged through the Ground Support Unit ,or the hospital can pick up medical supplies at the LSA as the supplies arrive.
2. Items can be shipped directly to the requesting hospital from the suppliers, contractors, or the State.
3. Requesting agency can pick-up items at the LSA when they are notified of receipt by the LSA.
4. Bulk items such as over-the-counter drugs stored at the LSA for general use may be pick-up by any agency needing the items if they request such items thru the Supply Unit on an approved EOC Form 407.

RECOVERY

As the response/recovery progresses the need for medical supplies will need to be carefully managed:

- Unissued over- the- counter drugs at the LSA such as non-prescription pain killers, feminine products etc will need to be redistributed to non-profit agencies for future disaster responses.
- Unused medical supplies will need to be moved into the community hospital system for storage and use.

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TAB H
DONATED GOODS COORDINATION

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DESCRIPTION

Donated Goods are those items not requested through the logistical system. They are usually sent to a disaster by various VOAD groups or individuals and can create a logistical problem due to the volume of items being sent and the unplanned shipment, receiving and storage of the resources. The other complicating factor of donated goods is that each shipment may be varied in composition (mixed cargos of clothing, food supplies etc) and will need to be sorted and stored in different locations. Donated Goods are the responsibility of the VOAD representative in the EOC. This representative will need to have a good plan in place to deal with the volume, receipt, storage and movement of the goods. This plan needs to be developed in conjunction with the Logistics section so that there is no competing with logistical assets needed to provide support to the response.

DETERMINING NEED

Whenever any incident of critical significance occurs donated goods are generated by one of two main sources. They may be requested through the EOC via the VOAD representative or they may be spontaneous donations sent to the response area by various VOADs, or by corporations or private citizens. Items requested through the EOC by a VOAD representative have been identified via a needs assessment. Spontaneous donations are usually sent without a needs assessment and are perceived by the donors as needed items. The need for donated goods is usually determined by:

- The type and nature of the event.
- The need for volunteer agencies to contribute to the disaster
- What additional items are needed to adequately respond to the event?
- What items are needed for any identified special operations such as pet rescue.

The size and scope of the response is driven by the severity of the incident.

If the incident is limited in size:

1. Donated goods may not be a decision factor.
2. If the size of the response is large with many responders involved for several operational periods, the need for donated goods may be one critical factor in keeping the responders supplied with materials needed to do their job.
3. If the response is local in scope, donated goods are usually not a factor.
4. The spontaneous delivery of donated goods may occur based upon the "good will" of people trying to help victims of a disaster.
5. If the event is large such as a major Hurricane, Donated goods will be a planning factor for the Logistics Section and for the VOAD representative in the EOC.
6. The volume of donated goods can quickly overwhelm the logistics system and create major problems of receipt, storage and movement of the goods into the community.

If the scope of the incident is a major incident of critical significance:

1. The EOC will be activated and the VOAD representative needs to begin work with the Logistics section on the issues of donated goods.
2. The Supply Unit will work with the VOAD representative in developing a plan for the receipt, storage and movement of donated goods.
3. VOAD representative will provide for the tracking of recoverable items via the use of EOC form 409 (Resource Tracking Form).

Medical supplies donated for response personal such as prescriptions, eye glasses, prescription safety glasses etc. will be transferred from VOAD to the Medical Unit for management.

ORDERING

- Donated Goods are not ordered but are spontaneously sent to a disaster by numerous VOAD organizations and by individuals.
- On some occasions the EOC may request donations to assist responders in conducting their missions. If this is done, the requesting ESF representative will need to coordinate with the VOAD representative for the shipping, receiving and transfer forward of such items.

RECEIVING AND ACCOUNTING

VOAD is responsible for the receiving and accounting of donated supplies and goods. Usually the VOAD agency receiving the goods takes responsibility for goods shipped from their agencies.

However donated goods sent by individuals will need to be addressed. The VOAD representative will need to coordinate for these goods with possible ESF representatives who could use the goods, or with the Logistics Section for distribution to the responders.

DISTRIBUTION

The responsible VOAD organization is required to have a storage and distribution system for their donated goods..

RECOVERY

Donated goods not used in the response or recovery are the property of the receiving VOAD agency and must be recovered and returned into that agencies logistics system, or disposed of in an approved manner.