

LEVY COUNTY FLORIDA

Logistics Plan

Created by Levy County Emergency Management

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LEVY COUNTY LOGISTICS PLAN

I. INTRODUCTION	Page 1
II. MISSION/PURPOSE	Page 1
III. PLANNING ASSUMPTIONS	Page 1
IV. ROLES AND RESPONSIBILITIES	Page 2
A. State Logistics Section	Page 2
B. Multi-Agency Coordination Group	Page 3
C. County Logistics Functions	Page 3
D. Municipal Logistics Functions	Page 3
E. Private Sector	Page 3
F. Non-Government and Volunteer Organizations	Page 4
G. Community Emergency Response Teams (CERT)	Page 5
V. CONCEPT OF OPERATIONS	Page 5
A. State Mobilization Areas	Page 5
B. State Logistics Staging Areas	Page 5
C. Forward Operations base	Page 5
D. Resource Request and Management	Page 6
1. Requesting State Resources	Page 6
2. Adjusting Resource Requests	Page 7
3. Bulk Commodity Planning	Page 8
E. County Logistics Organization	Page 8
F. County Staging Areas	Page 9
1. Site Selection	Page 9
2. Agreements and Leases	Page 9
3. Planning Considerations	Page 10
4. County Managed Operations	Page 10
5. Municipalities within Levy County	Page 11
6. Site Layouts	Page 12
7. Check-in and Check-out Points	Page 12
8. Planning Factors	Page 12
9. Driver Information Center and Support Services	Page 13
10. Staging Area Logistics Team	Page 13
11. Field Logistics Sites Commonalities	Page 17
12. Field Logistics Site Distribution	Page 18
G. County Points of Distribution	Page 18
1. Placement of Points of Distribution	Page 18
2. Site Assessment	Page 19
3. Opening Points of Distribution	Page 20

4. Resource Planning	Page 23
a. Intergovernmental Mutual Aid	Page 25
b. Communications	Page 25
H. Disaster Recovery Centers	Page 25
1. Assumptions	Page 26
2. Roles and Responsibilities	Page 27
3. Concept of Operations	Page 27
VI. Financial Management	Page 28
VII. Authorities and References	Page 28
Acronyms	Page 29
Annexes:	Page 30
A. Emergency Management Director's Logistics Checklist	Page 30
B. County Staging Areas	Page 33
C. Points of Distribution	Page 47
D. Disaster Recovery Centers	Page 66

I. INTRODUCTION

Many factors impact the types and quantity of resources that the public will need in the aftermath of disasters; and no one disaster event will ever be just like another. Therefore, the Levy County Logistics Plan (“the Plan”) must ensure that it can be well-implemented and effectively communicated in order to mitigate the negative effects of planning to provide resources in support of the unknown.

This Plan has been developed as an Annex to the *Levy County Comprehensive Emergency Management Plan* and is supported by the *State of Florida Unified Logistics Plan*. The Levy County Logistics Plan addresses how the County will support local municipalities, unincorporated portions of the county, public shelters (general and special needs), critical facilities, County Staging Areas (CSA), County Points of Distribution (POD) and Disaster Recovery Centers (DRC). In addition, the County’s Fuel Strategy is included as an Attachment to the Plan.

II. MISSION/PURPOSE

The mission of the Logistics Section is to coordinate and support the resource management process that plans, implements and controls the efficient and effective flow of goods, services and related information from the point of origin to the point of consumption. This is done in a unified manner in order to meet emergency requirements on behalf of the County and the State of Florida for emergency response and recovery phases. It also acts as an agent on behalf of other local agencies to locate and facilitate necessary emergency resources.

Effective logistics management relies heavily on participation from multiple entities of government, from the county to the state and federal levels. The purpose of this Annex is to describe the interaction between Levy County’s Logistics Section and the State Logistics Section, and those actions that will integrate the resources being mobilized and used for impacted citizens in Levy County.

III. PLANNING ASSUMPTIONS

1. Levy County has limited resources to support a major disaster that results in a full activation of its logistics organization and/or extended logistics operation, and will require mutual aid and/or commercial assistance to meet the resource demands of its citizens.
2. Levy County resources (public and commercial) will receive the highest priority for use, as available, before out-of-county or out-of-state resources are utilized.
3. A catastrophic event or a series of concurrent smaller events will require a vast amount of emergency resources in order to respond to

the emergency needs of affected communities as well as recover from their effects.

4. Local resources will be exhausted quickly in a major or catastrophic event.
5. Resource requirements under these conditions will be for an extended period of time.
6. In-state or out-of-state mutual aid, and commercial resources and personnel will be required for an extended period of time.
7. Expedient field logistic staging areas, temporary operations centers, and emergency worker living and support accommodations will be required to support relief efforts.
8. Military resources may not be available to support operations due to other national security mission requirements.
9. Concurrent events in other counties or states may exhaust available state, federal and commercial resources in a short period of time.
10. Impacts or restrictions on transportation assets may delay the response time of some resources.
11. Multiple response agencies operating on different communications frequencies may not be able to communicate with each other without specialized interoperable communications systems or mutual aid radio networks.

IV. ROLES AND RESPONSIBILITIES

A. State Logistics Section

The State Logistics Section (SLS) has the responsibility to manage the overall logistics operations during an emergency event in the State of Florida. As such, each of the three Logistics Section Branches (Support, Services, and Mutual Aid) will work in tandem to support response and recovery operations. The SLS will also work closely with Levy County Emergency Management (LCEM) staff to ensure that any action taken in the county is fully coordinated. The SLS will also coordinate with the County to secure resources for distribution through pre-determined County networks, if available.

B. Multi-Agency Coordination Group

In the event that a Regional Multi-Agency Coordination Group (MAC group) is activated, the SLS will closely coordinate its activities with that of Levy County and the Regional Multi-Agency Coordination Group (MAC Group). The MAC Group is an extension of the State Emergency Operations Center (SEOC), in a direct fusion with the Levy County Emergency Operations Center (Levy EOC). Regional assets are mobilized and used in a logical and coordinated manner. The SLS will deploy personnel to a MAC Group in order to ensure that maximum use of limited resources is achieved.

C. County Logistics Functions

The key to the success of Levy County's logistics operation is the interface of the County's Logistics Plan with the State Logistics Plan and coordination with the State and the Regional MAC Group, should one be activated. County Staging Areas and Points of Distribution will be managed by county resources, if possible. It is for this reason that Levy County has developed this Plan and provides training and exercises to ensure its capabilities.

D. Municipal Logistics Functions

It is likely that Points of Distribution will be located in impacted municipalities. As such, each municipality has a key role in the planning and management of logistics operations. There needs to be a coordinated planning effort between Levy County departments and agencies and their respective municipal counterparts in order to identify logistical needs and available resources.

E. Private Sector

Private sector entities – commercial businesses and industries – can play a key role in providing needed resources to impacted citizens. County staff will make every attempt to pre-identify types and sources of resources that could be used in a disaster and prioritize the use of local resources to the fullest extent possible.

F. Non-Government, Volunteer and Faith-based Organizations

Non-governmental and volunteer organizations frequently provide critical services to citizens before disasters. For this reason, they are an integral part of the state and local logistics operation. Organizations such as the American Red Cross, Salvation Army and other volunteer-based entities that respond to disasters, including faith-based organizations with organized disaster response operations, can provide substantial resources, such as manpower, and feeding and sanitary sites to support CSAs, PODs and other logistics operations. In addition, they can serve as a primary coordination point for management of volunteers by receiving and assigning spontaneous volunteers to logistics operations.

G. Citizens Corps/Community Emergency Response Teams

Community Emergency Response Teams (CERTs) provide an organized, ready source of trained citizens to support logistics operations. Coordinated and trained by LCEM, the CERTs can be assigned to a variety of critical activities, including traffic control at logistics sites, rehabilitation for emergency workers, and manpower for PODs and DRCs.

V. CONCEPT OF OPERATIONS

Because there are numerous considerations that must be addressed in the planning phase, Levy County has pre-selected several fixed field logistics sites and some mobile sites. The two types of fixed sites are the County Staging Area and the County Points of Distribution. Additionally, Levy County has planned for and is prepared to support Emergency Worker Commodity Pick-Up Sites as well as mobile distribution to support special populations such as special needs, homebound elderly, and the transportation-dependent. These sites will be used for the purpose of receiving and distributing bulk emergency relief supplies such as water, ice, food and tarps within the first 24-96 hours after an event.

In addition to the fixed sites for the CSA and PODs, locations have been pre-selected as operational sites for mobile Disaster Recovery Centers. Levy County does not have the capability to support fixed DRCs. The Site Survey Forms for the CSA and PODs are located in Annex E of this Plan.

A. State Mobilization Areas

In order to support County logistics functions, the SLS establishes a state mobilization area. These areas are designed for pre-staging of resources outside of potential impact areas until post event. Once operational, resources are then moved forward to one or more SLS areas. Mobilization Areas can either close or remain open as a rear area in order to accept a backlog of resources.

The location of a State Mobilization Area is critical for rapid receipt and deployment of needed resources. The ideal location for the State Mobilization Area is one that is on or near a major highway (required); near commercial or military airport/field (desired); near rail spur/head (desired); is fenced or otherwise secure; has a large covered area of 50,000+ square feet; has a minimum of four loading docks; has an administrative area; has telephone lines available; has a hard stand area; and has an approximate perimeter area of 800,000 square feet (20 acres).

B. State Logistical Staging Areas

A Logistical Staging Area (LSA) is a temporary site established in close proximity to an impact area immediately after impact of an event in order to provide

resource support to counties and municipalities. The purpose of a LSA is to supplement resource deficiencies from counties, municipalities and response agencies, in responding to and recovering from an emergency event. This includes the warehousing of commodities; equipment and supplies needed to support victims, emergency responders and the community infrastructure. In addition, it serves as a location from which response teams can be staged, such as search and rescue, medical teams, utility restoration crews, debris management teams and others.

A LSA is a managed site to receive *structured* resources from various sources. Such sites are typically activated for a longer period of time in response to an event in close proximity to the event site, yet still out of harm's way. The goal of the LSA is to be able to deploy resources directly to the requestor or site. Multiple LSAs may be needed for an event depending upon the span of control the site can support.

C. Forward Operations Base

A Forward Operations Base may be established to support small quick response teams to include: Urban Search and Rescue Teams; Area Reconnaissance Teams; Damage Assessment Teams; Disaster Medical Assistance Teams; and Disaster Mortuary Teams. Only essential services are provided to support teams to include food, water, fuel and health and sanitation items. A Forward Operations Base is not a long term site, and is typically operated for only a few days.

D. Resource Request and Management

Critical to the success of any logistics operations where resources are being requested and distributed, is the process by which resource needs are estimated and adjusted based on consumption rates. The following describes how Levy County requests resources through the State:

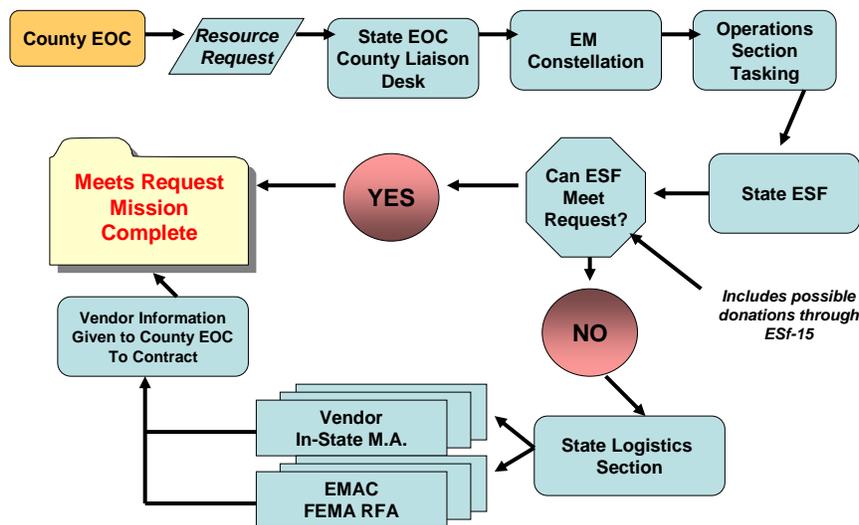
1. Requesting State Resources

- a. Resource requests should be put into Emergency Management Constellation (EM Constellation) electronically via the Internet. This **MUST** be done through the Levy County Emergency Management Office, without exception.
- b. Resource requests must be singular in nature. They must not combine dissimilar requests in one message, or mix Situation Report information with a Resource Request. This would require the State Emergency Operations Center to re-enter the entire mission into separate messages, thus delaying the processing of the mission.

- c. All resource requests must be complete and contain the point of contact of the requestor, including name, and contact information; delivery site name and address; and specific details to include quantity and size. It must be known if this is a one-time order or recurring for XX number of days.

The resource request process is illustrated in **Figure 1**, below.

Figure 1: County Resource Request Flow Chart



Other factors include:

- Place orders to cover at least 1.5 to 2 days (24-hour) Operational Period.
- Each operation will establish Operational Periods, with time cut-offs for orders. Orders placed beyond the cut-off time are subject to shipment the following day.
- Some commodities require 3-4 days lead time due to source and distance. The County will be notified that they must forecast their requirements 4 days in advance for these resources.
- Note that there are no backorders. If an order cannot be filled completely by the LSA, the balance will be canceled. Another

order must be placed the next day for the next operational period.

- Recipients will be required to sign for every resource and delivery. Recipients will be held accountable for all non-expendable property.

2. Adjusting Resource Requests

Post-event actions are adjusted once further intelligence has been obtained, to include actual resource requirements established through burn rates (how much of an item is actually being consumed) based on actual distribution. “Par levels” are then set for each resource to insure that critical resource levels do not fall below 1.5 days of inventory.

Resource ordering is then based on changing outcomes, power restoration, the degree of damage and residential occupancy, and social services becoming available. The latter includes financial assistance, resource support, and the preparation of long-term recovery plans.

3. Bulk Commodity Planning

Paramount to the success of planning for bulk commodities is an understanding of the “pipeline effect” and its effect on requisitioning, receipt, and distribution. The required rate of delivery of bulk commodities is directly proportional to the point of end use’s ability to distribute resources to victims (or “throughput”), and the status of commercial power restoration and/or respective outages. Simply stated, the County will not request more commodities than its affected population (as determined by commercial power status) can reasonably consume in the operational period nor can be effectively distributed to the same; doing so can and will hinder neighboring communities and Levy County’s ability to support the needs of its citizens.

The *Commodity Forecasting Tool* (Excel spreadsheet) assists in determining the initial quantities of commodities (water, ice, food and tarps) required based on the forecast-impacted population. The forecast tool will also estimate the number of PODs, staffing, material handling resources and other logistics support resources that the County would require in an event. The Tool is included in this Plan in Appendix D.

E. County Logistics Organization

The organization to facilitate logistics in Levy County is based on the Incident Command System as structured in the Levy County CEMP. The Emergency Management Director/Emergency Operations Center (EOC) Manager is

responsible for command and control of the logistics function in the EOC. The Logistics Section Chief in the EOC is the point of contact and organizational entity responsible for implementation of the Logistics Plan, in coordination with other Command and General staff. The County Staging Area is organized functionally under the Operations Section.

F. County Staging Areas

If Levy County makes the decision to establish a County Staging Area (CSA), it must pre-identify those locations and be capable of receiving resources within 24-hours post event. Based on this Plan, the State will push an initial allocation of material handling equipment and consumable resources to each affected county. Levy County must be able to turn trucks around so that they may immediately pick up additional loads. As such, all arriving deliveries must be down or cross-loaded within four hours of arrival unless other prior arrangements have been made with the Unified Logistics Section at the SEOC.

1. Site Selection

Levy County has surveyed potential sites for supporting a CSA based on the following criteria:

- A 5-acre area with 50,000 square feet of warehouse storage;
- At least one loading dock;
- 250,000 square feet of hardstand (preferably paved; but capable of supporting 65,000 pound semi trailers, if unpaved);
- One forklift and two pallet jacks; and
- 300' x 300' designated area, clear of wires, for helicopter landing zone.

In addition to these criteria, the site should be adjacent to a major highway and have the ability to establish safe one-way traffic through the compound and be reasonably secure. The CSA must also be located in a region that can support countywide relief operations.

Levy County has identified three (3) CSA sites: a primary, an alternate, and a contingency, which are described in Annex A.

2. Agreements and Leases

The current CSA sites are publicly owned and will not incur any costs to Levy County. If any privately owned sites, or sites that will incur a cost to the County are used, either a lease or a Memorandum of Understanding (MOU) will be executed. In this situation, the County will, prior to implementing the MOU or lease, confirm geographic boundaries of the site; explore overflow options, available assets and on-site resources;

determine restrictions and expectations of the property owner; identify exit/entry points and parking areas (one-way traffic), lights/lighting, phone lines and road access; determine the responsibility for repairs; and document the site with photographs before and after use.

3. Planning Considerations

The State typically direct-ships resources to the point of end use. In the case of consumable commodities, they are usually direct-shipped to the Point of Distribution. Resources such as generators, transformers, portable heat/ventilation/air conditioning (HVAC) systems, flood pumps, light towers, dozers, cranes and other accountable resources, the State typically delivers and can also install these directly to the point of end use or application.

If Levy County chooses to establish a CSA as their point of end use, it will assume responsibility for directly supporting the in-county PODs. If the CSA is established, the County will assume responsibilities for the support resources to include, but not be limited to:

- Material handling equipment (MHE)
- Loading docks or ramps
- Warehouse space
- Hardstand staging (truck parking)
- Area Lighting
- Signage
- Security to include fencing
- 24-hour staffing
- Communications (voice and data)
- Resource tracking and accountability
- Transportation resources

4. County Managed Operations

Levy County will consider the following constraints when evaluating its capability to manage its own logistics operation:

- All resources must be pushed out to end user sites, resources downloaded and transportation assets released within 4-8 hours of receipt;
- Trucks must be released as soon as possible in order to pick up additional shipments. (Government incurs detention time at \$1,200 - \$1,800 per truck per day when remaining at a site.)

- Staffing must be provided by the County. The State may initially be able to provide staffing assets (including the Florida National Guard and the Division of Forestry) to support County operations, but other priority mission requirements may prohibit this support.
- If Levy County determines that it has the capability to establish and manage a CSA, it must convey its intentions, in writing, to the Florida Division of Emergency management prior to hurricane season.
- Levy County acknowledges that by agreeing to directly manage its own resources when requesting that the State drop-ship resources directly to pre-established CSAs, it will assume full responsibility for forward movement and management of those resources, which requires that water is on-site for distribution to the victims within the first 24-hours.
- If the need exists, and the sites are pre-identified, the State can provide fork-lift(s) and pallet jacks to facilitate the immediate off-loading of resources at each pre-established CSA. The County will be financially liable for these resources if not returned at the end of the operation.
- The County Emergency Management Director must ensure that he/she has reviewed the County's ability to directly manage its logistics operation on its own without State assistance, other than that provided for in this Plan and that requested and agreed upon in future plans.

5. Municipalities within Levy County

Levy County must coordinate with its municipalities to determine exact locations for PODs, and staffing and resource requirements. If Levy County manages its own staging areas, it must fully support every municipality in the county with resources as requested, and process resource requests to the State when shortfalls exist.

6. Site Layouts

Many considerations were taken into account when determining a suitable location for a County Staging Area. These items correlate to the site layout diagrams in **Annex B**.

- Command Area
- Check-in and Check-Out

- Parking Areas segregated by resource type
- Heavy Equipment Staging Areas
- Enclosed Warehouse
- Loading Docks and/or Ramps
- Refueling Depot
- Driver Support Area(s)
 - Information Center
 - Catering
 - Showers
 - Restrooms

7. Check-in and Check-out Points/Parking Areas

Items to consider when setting up a CSA include the approach to the facility, the road network, infrastructure, road surface, proximity to entrance point, situational factors, through-put, presence of limiting gates, and size of the turn-around area.

Parking areas should be able to accommodate the ability to segregate commodities; limit disruptions; allow for easy identification; have cones and traffic flow safety precautions; have area lights; have private vehicle and agency vehicle parking; have established perimeter barriers; site security; command post location; have one-way-in and one-way-out; and have room to maneuver.

8. Planning Factors

The following should be considered when planning for a CSA:

- One tractor and trailer requires a 12' x 100' space allocation (1,200 sq. ft.)
- One trailer only requires a 12' x 60' space allocation (720 sq. ft.)
- One tractor only requires a 12' x 40' space allocation (480 sq. ft.)
- One Generator Trailer Pack (200 – 750 kW) requires a 10' x 20' space allocation (200 sq. ft.)
- Check-in Area should accommodate at least 8 trucks at a time (9,600 sq. ft.)
- Check-Out Area should accommodate at least 8 trucks at a time (9,600 sq. ft.)
- 1 acre = 42,000 sq. ft.
- One emptied semi trailer, single pallet layer, requires a 12' x 60' floor space allocation (720 sq. ft.)
- 80 square feet per office worker
- Typical Staff of 30 office workers = 2,400 sq. ft.

- Office equipment space = 500 sq. ft.

9. Driver Information Center and Support Services

As truck drivers enter the CSA, they will need support services. These services must be convenient to contain drivers and close to driver facilities. Once inside the CSA compound, drivers will need to understand the movement inside the staging area; shuttle services; emergency contacts; and the location of life support facilities. Drivers and staff support services include food services, restrooms (port-a-potties or restroom trailers that are serviced daily), showers, rest area that is covered and cooled, and medical area.

10. Staging Area Logistics Team

A Staging Area should have the following personnel to help manage the facility:

- Manager (Trained and experienced)
- Transportation Specialists
- Accountable Property Officer (APO)
- Material Handlers
- Inventory Management Specialists
- Ground Support Team
- Safety Officer
- Mission Specialists
- Planning Specialist/Reports
- Ordering Specialist

Responsibilities of the personnel are described below.

Staging Area Manager:

- Manage resources at staging area.
- Dispatch resources as directed by County Operations Section Chief through Logistics Staging Area Manager.
- Establish staffing levels to support operational requirements.
- Maintain reporting requirements established by Ops Section Chief.
- Maintain open communications with assigned SLS Area Manager.

Ground Support Unit:

- Responsible for safe and orderly storage of assets and commodities.
- Provide space/storage for specialized items (perishables, controlled materials).
- Establish centralized receiving process at facilities.
- Conduct cross-loading operations.
- Identify transportation requirements.
- Manage physical environment, e.g. receiving, temporary storage and distribution; provide controls and procedures.
- Maintain equipment.
- Operate equipment.
- Ensure operators are trained and certified.
- Responsible for Driver Support Area.

Ordering Unit:

- Provide general financial guidance to the Staging Area Manager and staff.
- Plan for and assure the proper acquisition process is in place.
- Prepare and provide financial tracking reports.
- Identify potential financial management concerns.
- Track all purchases by credit card and purchase order.
- Secure funding for equipment and other essentials for operation.
- Determine funding needs for feeding/billeting.
- Establish local vendor contract for services.
- Purchase supplies.
- Plan and initiate fiscal closeout procedures for Staging Area.
- In-processing of personnel.
- Establish building maintenance and custodial arrangements.
- Identify and manage billeting/lodging requirements in coordination with County EOC.

County Accountable Property Officer:

- Ensure all accountable property received is properly marked and inventoried.
- Prepare accountable property reports.
- Establish internal controls.
- Issue equipment, e.g. cell phones, computers, etc.
- Establish tracking mechanisms for recoverable accountable property.
- Conduct “wall-to-wall” inventory at closeout of Staging Area.
- Recover and properly dispose of property during demobilization phase.

NOTE: Leased assets made by the State on behalf of a County are financially transferred from the State to the County upon delivery and issuance of a County Purchase Order to the vendor to cover the lease period. For example, if a County requests 50 generators, they will be billed for 50 generators. Counties will be held accountable for all physical property assigned during the operation. Counties will be billed the purchase/replacement price of tangible property for Lease Property not returned to the vendor or recovered or turned back in to the State. (NOTE: Leased equipment is reimbursable, while purchased equipment is not reimbursable.)

Transportation Unit:

- Plan for and execute all support activities of both ground and air transportation.
- Conduct fueling operations.
- Coordinate traffic flow at site.
- Manage fleet vehicles.
- Provide layout and traffic control of Staging Area.
- Coordinate with State Logistical Staging Area on shuttle drivers.
 - SLS area works through the State Movement Coordination Center at the SEOC.

Planning Unit:

- Provide receiving and distribution services for the CSA.
- Process mission taskings from the EOC to field sites.
- Develop an operational checklist for pre- and post- activities.
- Provide distribution assistance in some cases.
- Develop Staging Area Incident Action Plans in support of the County EOC, ESF-5 Incident Action Plan.
- Develop and publish shipping schedules (movement coordination).
- Publish safety, security, and operational plans to keep staff informed.
- Prepare demobilization plan/transition plan.
- Conduct planning meetings for staff.

Resource Tracking:

- Ensure all assets are tracked moving through the system and Staging Area.

- Utilize appropriate programs to prepare asset visibility reports to management.
- Maintain current inventory of assets.
- Maintain receiving and distribution reports.

Reporting:

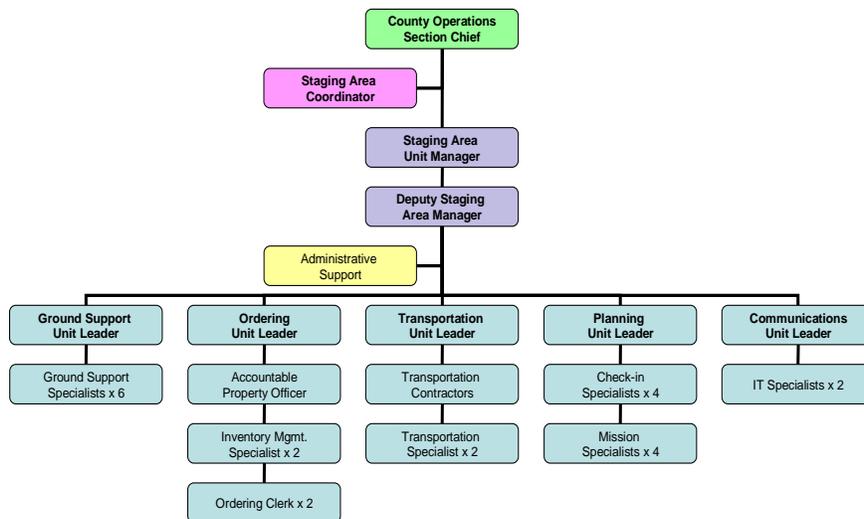
- Coordinate and implement standard reporting procedures to include formats, timeframes, and methods.
- Insure that common units of measurement are consistent with the SLS area and reporting requirements.
- Prepare management reports.
- Central point of collection for reports.

Twice Each Day:

- Receiving – Check-in gate log
- Shipping – Check-out logs
- Inventory
- Accountable Property

Figure 6 below illustrates the Levy County Staging Area Organizational Chart:

Figure 6: Levy County Staging Area Organizational Chart



11. Field Logistics Sites Commonalities

Safety Issues: A safety officer will be assigned at all times at all CSA and POD locations. This individual will be responsible for overall security, fire, medical and life safety concerns, which includes compliance with OSHA regulations such as forklift operations and certification of operators.

Risk Management: Anyone involved in disaster response and recovery needs to be concerned about managing the potential risks surrounding the Logistics operations. Personnel should proceed with extreme caution and under the guidance of supervisors and unit leaders when they arrive in the staging area.

Safety is paramount when people interface with active traffic. All persons must pay close attention to traffic control and management at CSAs and PODs. Safety vests are critical for all persons loading or operating around vehicles. A Safety Officer must be designated at each site to monitor safety concerns and call a halt to operations if a safety violation is observed.

12. Field Logistics Site Distribution

Placement and distribution of the County Staging Area and multiple Points of Distribution throughout the County should be based on population density. (Census data may be obtained from <http://www.census.gov/census2004/states/fl.html>.)

G. County Points of Distribution

Points of Distribution will be used by the County for the purpose of receiving and distributing bulk emergency relief supplies. Two types of Points of Distribution exist in the State of Florida:

- Those established post-event for the purpose of distributing life-sustaining commodities such as water, ice, food and tarps and other bulk resources within the first 24-96 hours after an event.
- Those established under the State's Strategic National Stockpile Program for purposes of distributing pharmaceuticals, antidotes and prophylactic medications in the event of a pandemic, biological or chemical attack. Details for this program reside with the State Department of Health, County Health Departments, and County Emergency Management Offices.

The number of PODs required and their locations is based upon distribution models and projections defined by each county supported by this and other pertinent documents, e.g. U.S. Census Data (See Figure 7).

The purpose of a POD is for the County to establish initial points where the general public will obtain life sustaining emergency relief supplies until such time as power is restored, traditional facilities such as retail establishments reopen; Comfort Stations, fixed and mobile feeding sites and routes, and relief social service programs are in place.

1. Placement of Points of Distribution

The placement of Points of Distribution in a community must be a well thought-out process. Since 2004, many major grocer and home improvement chains have enhanced their capabilities to reopen stores as soon as possible in areas impacted by hurricanes. Consequently, it is counter-productive to place a POD across the street from an open store that has water, food and ice available for sale. The State's objective is to ensure that resources are "available" in a community; this does not mean that they have to be free.

For this reason, Levy County's focus for POD placement is in outlying areas where these types of stores are not located, to ensure that resources are available. Levy County will coordinate with any major chain stores prior to establishing a POD that might "compete" with their business during a disaster. This coordination may take place with direct interaction between the County EOC or Emergency Management Director and local store management, or through a representative of the Florida Retail Federation at the SEOC. In the event that a pre-designated commercial facility such as a supermarket has sustained significant damage and cannot reopen, a POD can be placed post-event to support that geographic area. In this case, continued coordination will take place between the County and the commercial entity to ensure that POD operations do not conflict with the store's reopening.

The list of pre-identified PODs in Levy County will be provided to the State Logistics Center by June 1 of each year. The final selection of which PODs will be opened for a specific event must be provided by the County to the SEOC, Logistics Section no later than 96-hours prior to hurricane landfall. Post landfall, identified sites will be inspected by the Florida National Guard assigned to the POD and adjustments made in coordination with the County EOC in the event the site cannot be used due to debris, flooding, road impediments, or other factors.

Once PODs are open, they **MUST** remain open for the first 72-hours due to the level of resources, personnel and equipment that must be allocated

and deployed in support of PODs. After 72-hours, POD locations can be jointly evaluated and moved, closed or new PODs established in the County. PODs take at least 24-hours to change or establish, so all location changes must have at least 36-hours advance notice.

2. Site Assessment

Levy County PODs are critical to the success of providing immediate relief to affected citizens: therefore, the strategic placement of PODs around the county must consider several factors:

Population Base: East site must serve the resident community in which it is located. POD placement will be determined based on Census Tract and density maps, and will be matched to the POD Type (I, II or III – see Appendix B). More than one Type I may be required in a given community due to the second factor.

Geography and Travel Distance: In “blue sky” planning, a distance of 5 – 10 miles may not seem like a great distance, but in a post-disaster environment, it may be impossible to travel these distances due to debris, blocked traffic routes, flooding, damaged bridges or other impediments that would restrict citizens from accessing a site. For this reason, multiple PODs of varying sizes should be planned for based on known flood plains, bridges, canopy roads and other factors. Sites should be placed on major roads that allow four lanes where possible since at least one lane in each direction must be dedicated for POD traffic.

Remote and Special Communities: One cannot assume that the public will travel far from their homes to access resources. For this reason, Type III PODs should be planned for in small communities, large subdivision developments, migrant worker camps, Indian reservations, low income areas and barrier islands. Comfort Stations and feeding kitchens are never collocated with PODs, so that traffic may flow at maximum throughput.

Mobile Distribution: Levy County plans for mixed load mobile distribution to isolated farms and small agricultural entities, nursing homes, adult living facilities, the homebound and elderly, trailer and mobile home parks, special facilities such as prisons and work camps, and isolated marinas that have fewer than 100 people. The American Red Cross and Salvation Army may be able to conduct limited mobile distribution to these areas while conducting feeding operations, but this Plan assumes that the County will have to conduct some mobile operations in order to reach inaccessible populations.

3. Opening Points of Distribution

Depending upon the event and impact, not all pre-designated PODs will require opening. Levy County will advise the SEOC at least 48 hours prior, as to which PODs it intends to open. This requirement is due to the time it takes to assign personnel, equipment and truck resources to each location. After the event, additional PODs can be opened, depending upon local requirements.

It is the objective, but not a guarantee, that the State will be able to have designated PODs open within 24-hours of the event. Levy County will not advertise the opening time and location of the PODs in advance. Once on site, teams may find that a location is not usable as a POD due to debris, flooding or damage. Timing cannot be assured due to access into areas, fuel availability, shortage of trucks and other unforeseeable situations post event.

Some PODs may need to open without the availability of material handling equipment in the first 24-hours. There is limited access to “roll-back” trucks, which are used to spot drop forklifts, light towers, pallet jacks and related equipment. These are deployed from the SLS areas in waves.

Site Operations: Once sites are established, they must remain open, stay in place and not move or close on Day 1. When this occurs, it poses numerous problems, both for the public trying to locate resources, as well as workers and truck drivers delivering products. All PODs should be allowed to operate for the initial 72-hour period, and then assessed to determine if they should be closed or relocated. It takes 24-36 hours to move a POD from one location to another due to the movement of personnel, equipment and resources.

Hours of Operation: PODs operate only during daylight hours for security and safety reasons. Once PODs are in full operation, deliveries to re-supply PODs will be made during the evening, and staged for morning distribution. Daytime deliveries will only be made in emergency situations, because this will stop all distribution operations while trucks arrive and are off-loaded.

Commodity Distribution: The State will push resources based on established projection models for the first three days based on emergency needs, not wants or perceived entitlements. By Day 3, each site will have an established “burn rate” of the quantities being distributed. Par levels will be established for each site, and future quantities will be direct shipped to each site. The State will use the current Commodity Resource Model developed by the SLS.

Commodities distributed during the first 72-hours shall be as indicated below. Once a steady flow of resources is available, the quantities of commodities handed out at PODs may be increased.

The Florida Division of Emergency Management will push water (and ice depending upon availability) directly to the County PODs (or CSA, if activated) within the first 24-hours post event, or within 24-hours of when gale force winds clear the regional area in hurricane events. Ice and food may also be pushed based on the emergency needs of the event and community.

Distribution: Personnel working in PODs must limit the quantity of commodities distributed to each family in the first 72-hour period due to the limitation of resources. It is not uncommon for the SLS to push out 100% of available resources on Day 1 with no back up until additional commodities arrive later in the evening.

Personnel must be instructed not to “fill the trunk” with commodities until a strong pipeline can be assured. The County EOC will be advised when full distribution can commence at the PODs.

Initial distribution must be limited to the following in the **first 72-hour period of operations:**

- 1 gallon of water per person, per day (4 liters)
- 2 emergency food rations (MRE's, shelf-stable meal or equivalent) per person, per day (if available and required)
- 1 each 20' x 25' tarp (if available)

Throughput of Commodities: On average, the following is the calculated distribution model for each commodity.

- 1 truck of water (4,750 gal) = 1,500 vehicles*
- 1 truck of MRE's (20,976 ea) = 3,624 vehicles*
- 1 truck of tarps (4,400 ea) = 4,400 vehicles*

** Vehicles represent 3.17 persons per household according to U.S. Census data.*

Initial Push of Emergency Need Resources by the State:

Day 1 will include:

- 10-20 FLNG soldiers
- Water
- One* forklift
- One* pallet jack
- One* light tower for night security and truck offloading

One SanPac* (portable toilets, hand wash station and dumpster)

**Quantity based on Point of Distribution Type I, II or III and may be delayed due to debris, lack of fuel or trucking or personnel in the first 24-hours. PODs may still open without these resources on site.*

Day 2 will include:

Emergency Food rations (if available and required in select areas)

Day 2/3 will include:

State purchased Emergency Food Rations (commercial, not MRE's)

- Two each, 10'x 20' portable sun shades
- Tables and chairs
- Fan (Power generated by light tower)

NOTE: Meals Read to Eat and grommeted tarps if available through the federal system are not available to a state until a Presidential Declaration is in place, and MRE's are released from regional warehouses.

4. Resource Planning

Staffing: Levy County is responsible for the staffing, security and management of PODs. The State will provide minimum staffing (10-20 personnel) for up to the first 72 hours, typically through the Florida Department of Military Affairs (Florida National Guard), to open the site, establish initial management and beginning distribution if the need has been pre-identified in this Plan.

Levy County must provide on-site, full-time security and traffic control from the time of opening through closure at PODs. Florida National Guard (FLNG) personnel are not authorized to provide security at Points of Distribution since they are assigned a logistics support mission versus a security mission. All security missions can only be assigned at the SEOC by ESF 16 – Law Enforcement, and National Guard personnel on site do not have the authority to assume security missions on their own.

Levy County should not count on the availability of the Florida Division of Forestry or the FLNG either in its initial planning or beyond the 72-hour period as both agencies are tasked under the Florida Division of Emergency Management (FDEM) for comprehensive statewide response. This does not preclude the County from submitted a request to the SEOC for staffing assistance, but it is important to note that whatever assistance is available may or may not come from within these agencies.

The FDEM will provide a FLNG Logistics Officer to the County EOC for purposes of coordinating logistics support to the county, who in turn will report directly and only to the State Unified Logistics Section POD Support Office at the SEOC. Each POD must report through this individual with quantities on hand, arrival of trucks, requesting additional resources if the initial shipment is inadequate and end of day quantities distributed for that operational period. The individual may serve a multi-purpose role, but will not be responsible for the entire county logistics program.

Site Support: In addition to staffing, Levy County is responsible for providing the following at PODs on Day 1 opening:

Traffic Control Equipment: This includes traffic cones, barricades, barrier tape, temporary signage, and other assets for managing vehicular traffic around the site. If the County is short on resources, they can be requested through the SEOC by normal resource request channels.

Site Security and Traffic Management: Levy County is responsible for assigning law enforcement and traffic control personnel to each POD. The FLNG deployed for the purpose of establishing a POD will not perform any form of security mission at PODs. Levy County is responsible for assigning adequate law enforcement personnel to secure the site on a 24-hour basis as well as traffic management and control. If the County is short on law enforcement resources, mutual aid support can be requested through normal channels from the SEOC. The County may also choose to contract for private security for these sites.

Point of Distribution Types: (See Annex B for site layouts)

Type I –

- 4-lane operation (100,000 sq. ft. min). This Type can only be placed on a 4-lane road due to volume requirements and traffic control concerns.
- 20,000 persons per day, 560 vehicles per hour

Type II –

- 2-lane operation (75,000 sq. ft. min). 4-lane roads preferred due to volume and traffic concerns.
- 10,000 persons per day, 280 vehicles per hour

Type III –

- 1-lane operation (50,000 sq. ft. min). May be placed on 2-lane road with traffic control
- 5,000 persons per day, 140 vehicles per hour

5. Intergovernmental Mutual Aid

Due to its limited resources, Levy County will require outside assistance through mutual aid to manage multiple logistics sites in a major disaster. Assistance will be requested through the SEOC by normal methods.

6. Communications

Communications will be necessary at all County logistics sites. This may be provided through whatever system is available, including public safety radio (tactical channel), or cell phone. If necessary, the County will request additional communications equipment through the SEOC by normal methods.

H. Disaster Recovery Centers

Disaster Recovery Centers (DRCs) are placed where impacted victims of disasters can go for limited services and information immediately after an event. They are often make-shift facilities that are not designed to exist for an extended period of time. Disaster Recovery Centers are a joint venture between County, State and Federal Emergency Management officials.

The primary responsibility for a DRC lies with the Federal government, but each of the levels of government has a role. This Plan identifies those limited

circumstances where Levy County resources are needed in order to expedite the recovery process.

This section of the Plan describes conditions for establishing a Disaster Recovery Center and the types of resources that could be needed. In most likelihood, this would take the form of vehicles, tents, or other conveyances or portable structures that could be used to support a DRC.

1. Assumptions

- a. A catastrophic event or a series of concurrent smaller events require a vast amount of emergency resources in order to respond to the emergency needs of affected communities as well as recovery from their effects.
- b. Local and State owned resources would be exhausted quickly in a catastrophic event.
- c. Resource requirements under these conditions will be required for an extended period of time.
- d. In-state mutual aid, out-of-state Emergency Management Assistance Compact (EMAC), Federal and commercial resources and personnel will be required to support extended operations.
- e. Expedient field logistic staging areas, temporary operations centers, emergency worker living and support accommodations will be required to support relief efforts.
- f. Military Reserves and National Guard resources may not be available to support operations due to other national security mission requirements.
- g. Concurrent events in other states may exhaust available federal, EMAC and commercial resources in a short period of time.
- h. Impacts or restrictions on transportation assets may delay the response time of some resources.
- i. Disaster Recovery Centers are expected to be operational within the first 24 hours of impact of a disaster large enough to warrant the presence of a DRC.

2. Roles and Responsibilities

The SEOC co-manages Disaster Recovery Centers with his/her counterpart with the Federal Emergency Management Agency (FEMA). Both the Federal and State Disaster Recovery Managers interface with the County Emergency Manager or EOC. DRC sites are requested by the County in close coordination with the Federal and State partners.

Given the objective to have DRCs up and running virtually immediately after an event has occurred, the State Disaster Recovery Manager may seek assistance for locating assets for DRCs from the State Logistics Section. In most probabilities, this assistance would come in the form of locating either mobile vehicles that could be used as a temporary DRC, or in the form of more fixed assets, such as large tents with chairs and tables. Normally, this is the responsibility of the local government to provide, but given the potentially unique circumstances of an event, it may require assistance from the State.

It is Levy County's responsibility to pre-identify potential locations for establishing Disaster Recovery Centers. Due to the limited facilities that meet requirements for a DRC, Levy County can establish only mobile DRC locations. Potential sites for mobile DRCs are described in **Annex D** of this Plan.

3. Concept of Operations

The State Disaster Recovery Manager may request assistance from the County to help secure needed assets to open a DRC before State and Federal assets can be arranged. In those circumstances, the Logistics Section Chief at the County EOC will take the request from the State Recovery Manager of State Logistics Section to ascertain the feasibility of securing resources. This process will not be used if State and Federal assets are readily available, given that this activity may not be eligible for reimbursement under the Stafford Act. Regardless of eligibility, there could be situations where such assistance is necessary in order to more quickly serve the needs of affected citizens of Levy County.

When this request is made, the County Logistics Section will determine what assets are required, what assets are available, where they could be obtained and estimated costs. The County Logistics Section would arrange for available or acquired resources and provide information related to costs to the Finance Section for documentation.

Management of local assets would be the responsibility of Levy County, in coordination with State/Federal DRC staff.

VI. FINANCIAL MANAGEMENT

This Plan notes resources that are the responsibility of Levy County. Management of disaster costs incurred by Levy County, including budget/funding sources, procurement, monitoring and reporting, is described in the CEMP, Basic Plan.

VII. AUTHORITIES AND REFERENCES

Federal, State and Local references are noted in the Levy County CEMP (current revision). Additional authorities and references include:

- State Unified Logistics Plan, Annex to the State Comprehensive Emergency Management Plan; State of Florida, 2009 Revision.

ACRONYMS

APO	Accountable Property Officer
CERT	Community Emergency Response Team
CSA	County Staging Area
DRC	Disaster Recovery Center
EMAC	Emergency Management Assistance Compact
EMD	Emergency Management Director
EOC	Emergency Operations Center
EREC	Emergency Response Educators and Consultants, Inc.
ESF	Emergency Support Function
FDEM	Florida Division of Emergency Management
FEMA	Federal Emergency Management Agency
FLNG	Florida National Guard
HVAC	Heat, ventilation and air conditioning
IMT	Incident Management Team
KW	Kilowatt
LCEM	Levy County Emergency Management
LNO	Liaison Officer
LSA	Logistical Staging Area (State)
MAC	Multi-Agency Coordination
MHE	Material Handling Equipment
MOU	Memorandum of Understanding
MRE	Meals Ready to Eat
NHC	National Hurricane Center
NWS	National Weather Service
OSHA	Occupational Safety and Health Administration
POD	Point of Distribution
SEOC	State Emergency Operations Center
SERT	State Emergency Response Team
SLS	State Logistics Section (SEOC)

ANNEX A

EMERGENCY MANAGEMENT DIRECTOR'S LOGISTICS CHECKLIST

REQUIRED ACTION	INDICATORS/ ACTIONS	DATE/TIME COMPLETED
PRE-STORM		
1. Assess probabilities of storm impact and consequences.	SEOC, NHC, NWS, local resource status	
2. Is it likely to be major or catastrophic?	Will impact more than 50% of population	
3. Do we want to open a County Staging Area and/or PODs? <ul style="list-style-type: none"> - Is the CSA site available (pending post-storm damage assessment)? - Is there adequate staff to fill CSA organizational roles? - Is equipment (forklifts, pallet jacks, port-a-lets, etc.) available to support CSA? - Will POD sites be available and ready to use? 	Availability of resources (facility, manpower, equipment, etc.) – contact site/facility owner's managers to confirm current availability pending post-storm assessment.	
4. If decision is to open CSA – with assistance and resource support, identify tentative opening date/time and carry out following actions.	a. Alert SEOC of planned activation of CSA.	
	b. Request SERT Liaison through Region 3 Coordinator or SEOC	
	c. Request FLNG LNO	
	d. Request IMT	
	e. Request Mobile Command Vehicle for Logistics Operation.	
5. Conduct notifications to prepare for activation and resource deployment.	a. Notify facility owner/manager of planned activation of CSA	
	b. Notify personnel for CSA organization.	
	c. Notify other agencies with required CSA resources.	
	d. Assess other logistical support resources needed to support CSA (see plan)	
7. Coordinate with CSA/POD manager(s) to Initiate required activation measures.	See activation checklists	

8. Take personal safety and security measures.	All	
DURING THE STORM (IN THE EOC)		
1. Convene CSA/POD management meeting to develop schedule and logistics plan for opening, based on current impact projections.	EMD, Planning Section, FLNG, SERT LNO, Logistics Section	
2. Place orders for expendables/supplies.	Levy ESF 7, FLNG	
3. Prepare standby media releases	Levy EOC PIO	
4. Alert ESFs 4 & 16 of tentative POD opening schedule.	EMS and Security support at CSA and/or PODs	
5. Provide SEOC with anticipated CSA/POD locations/types & schedule to be opened.	Levy EOC - Logistics Section	
6. Alert POD staff to report to assigned PODs following event.	Levy EOC - Logistics Section	

IMMEDIATELY AFTER STORM PASSAGE		
1. Receive initial windshield assessment reports.	Levy Damage Assessment Team	
2. Convene CSA/POD Planning group to finalize activation process	State LNOs, Levy EOC (Planning, Operations, Logistics, ESFs)	
3. Notify facility owners of activation (if possible)	Levy EOC	
4. Activate contracts for supplies/equipment, fuel, generators, tents, port-a-lets, light sets, fork lifts, pallet jacks, dumpsters, traffic cones, barricades, etc. from local contractors/vendors	Levy EOC, ESF 7	
5. Continue to attempt to alert remaining CSA/POD staff to report to assigned sites.	Levy Logistics Section	
6. Notify SEOC of POD activations	EMD	
7. Implement procedures for recording personnel hours, costs, inventory control, ordering/replenishing, etc.	CSA/POD Managers	
8. Notify appropriate fire stations of POD activations in their districts	Levy EOC	
9. Notify fuel providers of requirement to refill generators, providing locations and points of contact.	ESF 7	

CONTINUING OPERATIONS		
1. Assess need for additional resources, in coordination with FLNG, SERT Liaison and CSA/POD managers.	Request additional resources, as needed.	
2. If FLNG is managing CSA/PODs, coordinate turnover schedule and actions for County management.	FLNG, EMD, SERT Liaison, Logistics Section, Planning Section	

Acronyms (Checklist only):

CSA	County Staging Area
EMD	Emergency Management Director
EMS	Emergency Medical Services (Rescue)
ESF	Emergency Support Function
FLNG	Florida National Guard
IMT	Incident Management Team
LNO	Liaison Officer
NHC	National Hurricane Center
NWS	National Weather Service
PIO	Public Information Officer
POD	Point of Distribution
SEOC	State Emergency Operations Center
SERT	State Emergency Response Team (SEOC)

ANNEX B: COUNTY STAGING AREAS (CSAs)

Primary CSA: Williston Airport

ADDRESS: 1800 SW 19th Ave, Williston, FL 32696

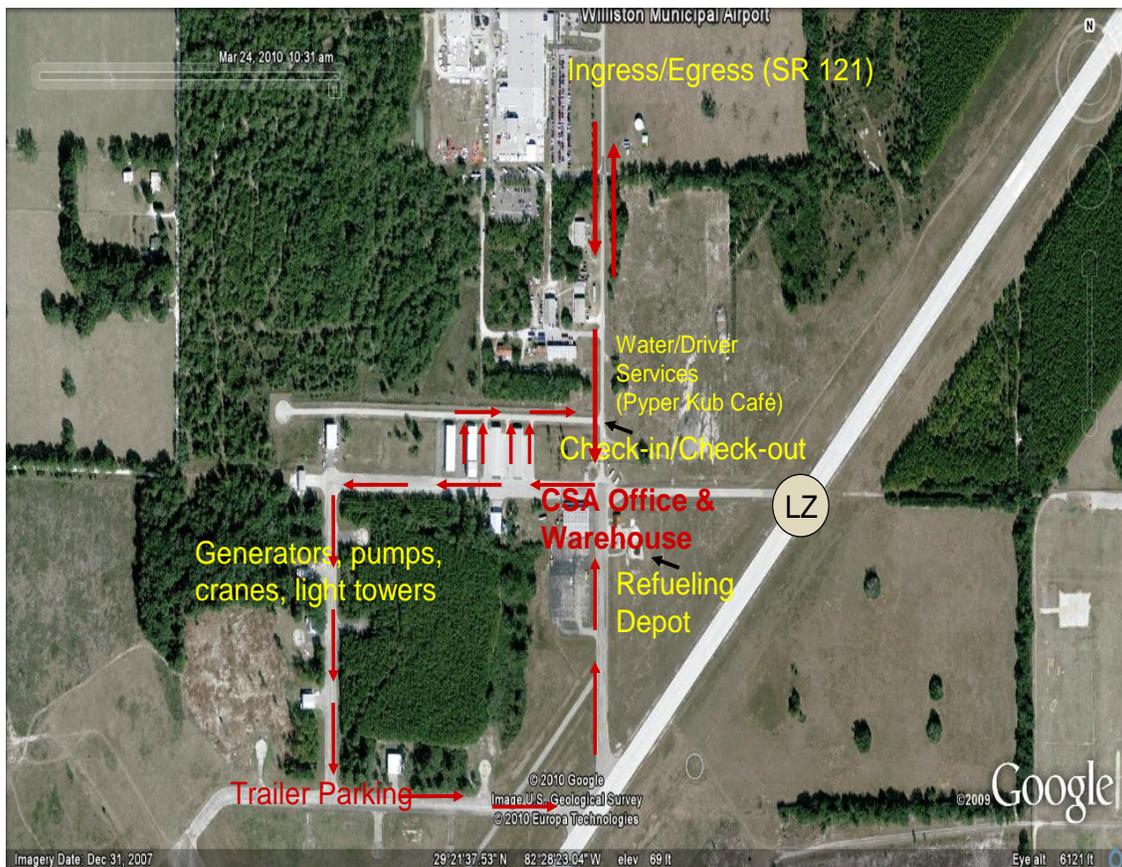
USNG: 17R LN 57046 48736

Lat/Long: 29.3554469 / -82.4718727

Primary Point of Contact: Scott Lippmann
Office – 352-528-3060
Cell – 352-224-8050
Scott.lippmann@willistonfl.org

Alternate Point of Contact: Danny Wallace, Asst. Fire Chief, Williston
Office - 352-528-5003
Cell – 352-258-5990
wallaced@willistonfire.org

Figure 2: County Staging Area Site Layout – Williston Airport



Site Information: Primary CSA - Williston Airport

- Access Roads: SR 121 (Primary), U.S. 41 (Secondary)
- Runway Lengths: Runway 1 – 6,600' x 100' wide
Runway 2 – 4,400' x 100' wide

Fuel: Jet fuel and Gas onsite; bulk fuel facility 2 miles away

- CSA Office - Flight Operations Building
Pilot's Briefing Room
Conference Room – for IMT
Kitchen
- 8,000 square feet of outside covered storage
- Additional paved (uncovered) outside storage (near hangers and in unused storage depot areas)
 - Outside Restrooms at end of hanger buildings
- No loading docks on site – some at Monterey Boat manufacturing site at airport entrance that may be used.
- Driver's service area at Pyper Kub Café (airport entrance)
- Other areas adjacent to site that may be used: Horse Facility (staging?)

Paved Landing Zone

Secondary CSA: Williston Horseman's Park

ADDRESS: 803 SW 19th St, Williston, FL 32696

USNG: 17R LN 58178 48738

Lat/Long: 29.360294 / -82.459238

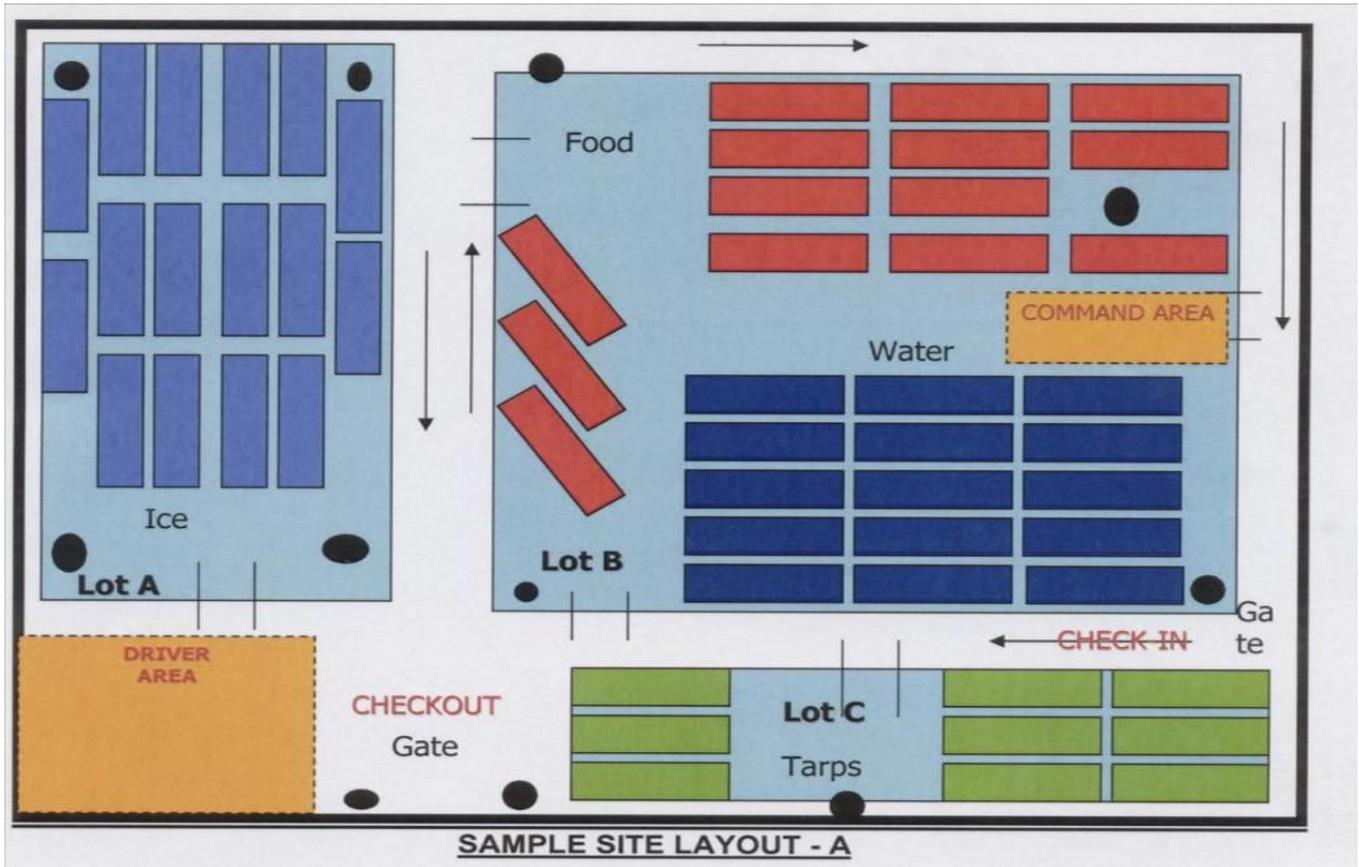
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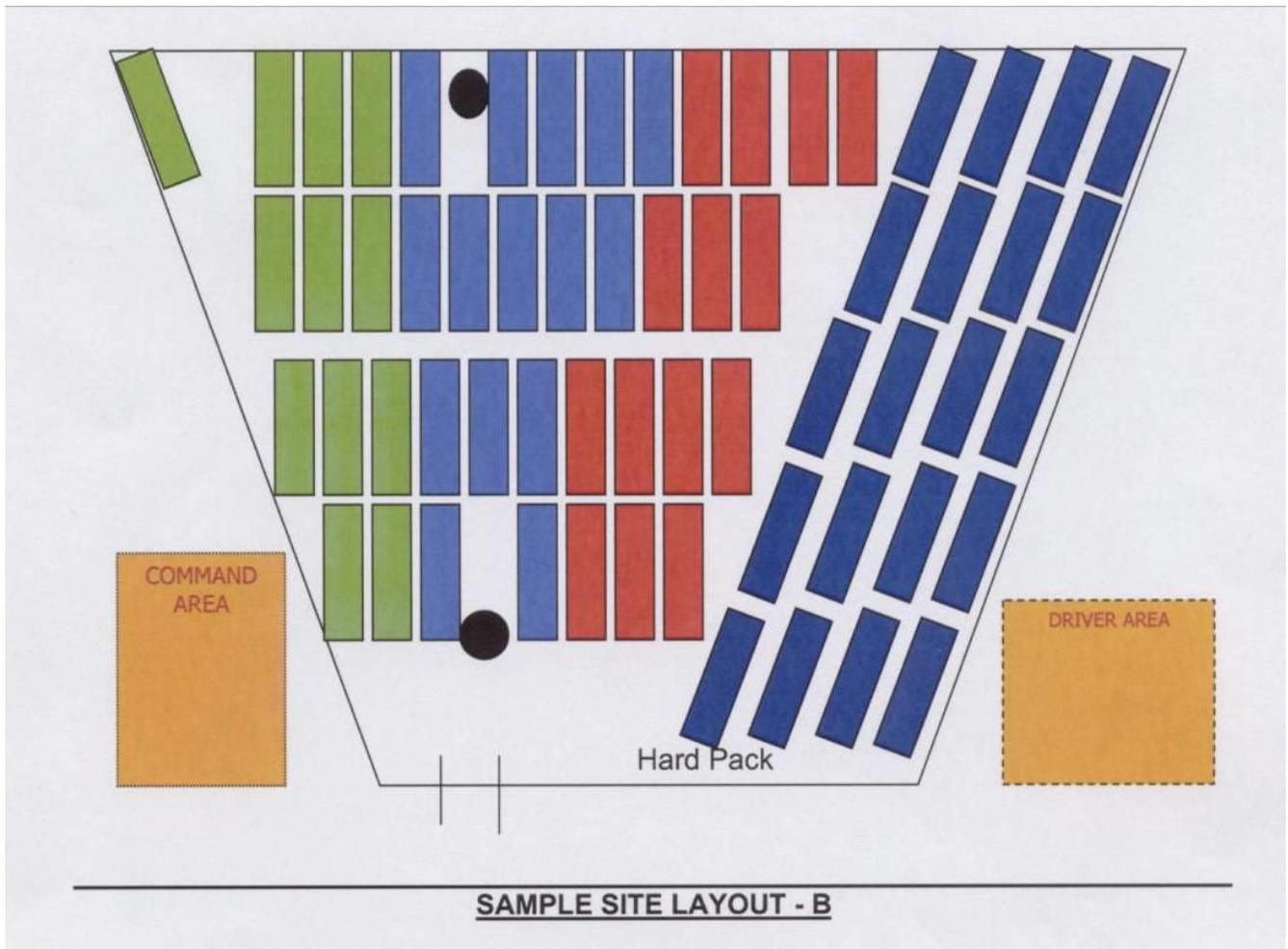
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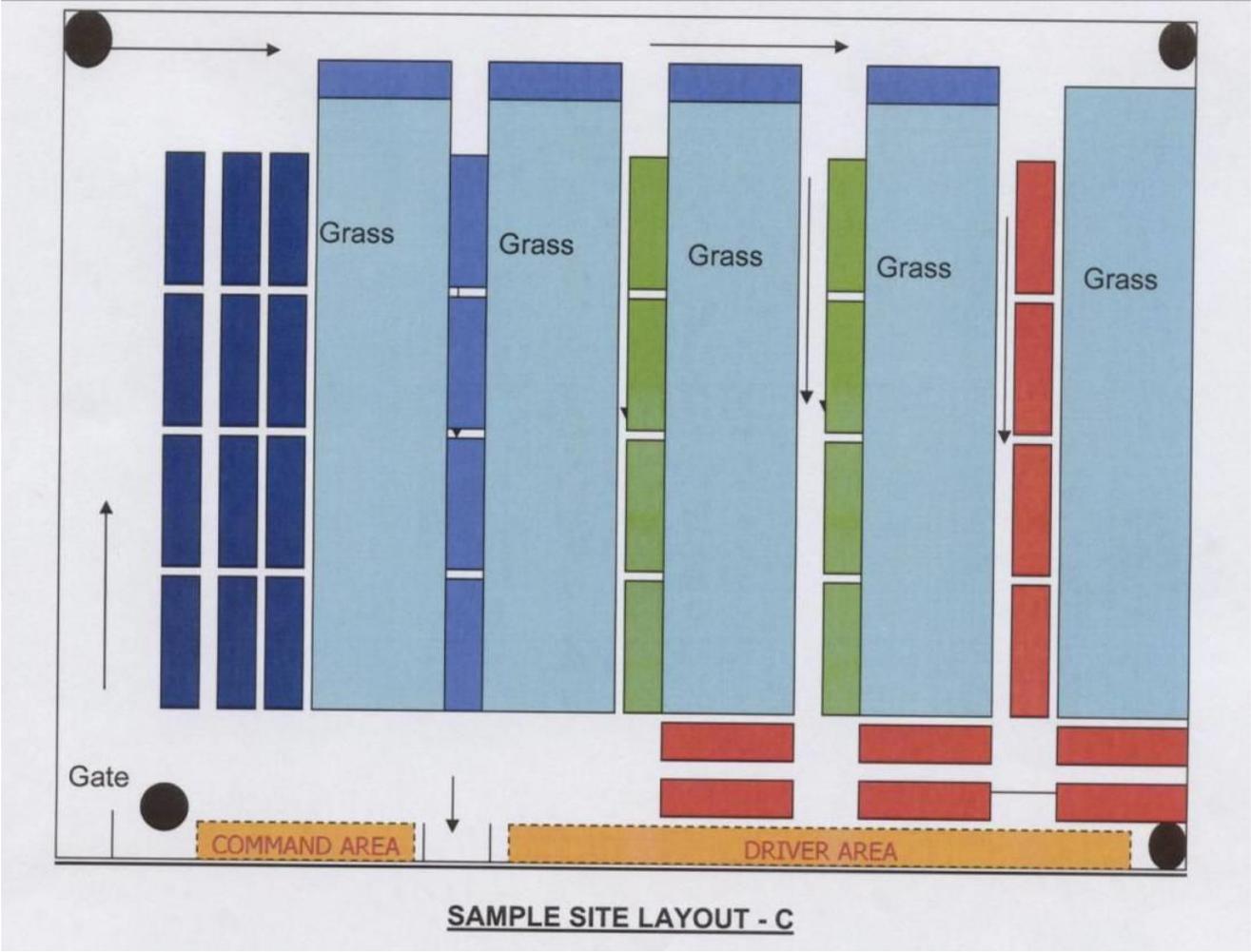
Figure 2A- County Staging Area Site Layout- Horseman's Park



CSA SITE - SAMPLE LAYOUTS







Appendix B – 2: County Staging Area Checklist

COUNTY STAGING AREAS HURRICANE CHECKLIST	
Hurricane Time Line –	
Pre-Landfall	<p>Phase I:</p> <ul style="list-style-type: none"> • Make preparations to activate CSA. • Ensure Logistics plans are reviewed • Contact site owner and activate MOU or execute lease (if required) • Arrange for staffing of locations • Prepare personnel and equipment for deployment • Identify CSA equipment to be deployed • Pack CSA Jump Boxes • Fuel Vehicles
	<p>Phase II</p> <ul style="list-style-type: none"> • Review CSA procedures • Assess the situation • Notify vendors of support requirements • Determine assets to deploy • CSA Team: <ul style="list-style-type: none"> ✓ <i>CSA Manager</i> ✓ <i>Operations</i> ✓ <i>Plans</i> ✓ <i>Logistics</i> ✓ <i>Finance</i> ✓ <i>Others as required.</i>
	<p>Phase III</p> <ul style="list-style-type: none"> • Prepare to deploy personnel and assets post landfall
Post-Landfall (0-24 hours)	<p>Phase I:</p> <ul style="list-style-type: none"> • Evaluate resource needs for next operational period • Verify suitability of CSA site • Decision to open CSA • Determine CSA site repairs to be accomplished. • Deploy CSA equipment resources and staff <ul style="list-style-type: none"> ✓ MHE, Traffic Control, Support Equipment ✓ Manager, MHE Operators, labor, CR Staff, Security • Monitor the situation
(24-48 hours)	<p>Phase II</p> <ul style="list-style-type: none"> • Evaluate resource needs for next operational period • Establish the CSA • Move resources to the CSA • Monitor the Situation • Deploy personnel and equipment to the CSA

	<ul style="list-style-type: none"> • Open the CSA • Begin CSA operations • Transfer resource request activity to the CSA • Mission assignments beginning • Resource Tracking • Situation Reporting
(48-72 hours)	<ul style="list-style-type: none"> • Fulfill resource requirements • Evaluate resource needs for next operational period • Monitor the Situation
(72 hours +)	<ul style="list-style-type: none"> • Fulfill resource requirements • Evaluate resource needs for next operational period • Re-supply the CSA • Assess resource requirements • Begin Demobilization Planning • Monitor the Situation
Post-Landfall through Demobilization	<ul style="list-style-type: none"> • Continue to assess resource requirements • Fulfill resource requirements • Evaluate resource needs for next operational period • Re-supply the CSA • Monitor the Situation • Prepare for demobilization
Demobilization	<ul style="list-style-type: none"> • Contact vendors to return leased/contracted resources • Assess other Logistical Areas of Operations • CSA status/assessment • County EOC status/assessment

CSA DEMOBILIZATION CHECKLIST	
Demobilization Initiated	
	<p>Notification:</p> <ul style="list-style-type: none"> • County in conjunction with SEOC evaluates requirements to suspend or relocate CSA. • Notify all agencies supporting the CSA of need to demobilize operations.
	<p>End of Receiving:</p> <ul style="list-style-type: none"> • Notify SEOC and vendors of demobilization and to stop shipment at least 24-hours prior to final delivery request. • Notify incoming shipments of need to change ship point prior to demobilization.
	<p>Demobilization Planning:</p> <ul style="list-style-type: none"> • Develop transfer plans for all goods, inventory, and support systems • Develop plans for re-packing state equipment and goods for transfer back to FDEM control.

	<ul style="list-style-type: none"> • Notify vendors of demobilization date and time for pick-up of vendor supplied non-expendable equipment.
	<p>Demobilization Preparation:</p> <ul style="list-style-type: none"> • State supplies for shipping to distribution sites, Volunteer Agencies and other active agencies. • Stage materials and state provided resources and support systems for pick up. • Stage vendor-provided resources and support systems for pick-up.
Redistribute Supplies	
	<p>Redistribute Supplies:</p> <ul style="list-style-type: none"> • In coordination with ESF-11 and other active ESFs in the POD redistribute remaining supplies to distribution sites, Volunteer Agencies, Federal agencies, state or other active agencies.
	<p>Redistribute Materials:</p> <ul style="list-style-type: none"> • In coordination with ESF-11 and other active ESFs in the POD redistribute remaining materials to distribution sites, Volunteer Agencies, Federal agencies, state or other active agencies. • Recycle pallets.
DISMANTLE THE POINT OF DISTRIBUTION	
	<p>End Operations:</p> <ul style="list-style-type: none"> • Notify SEOC and County EOC that shipping to distribution sites will be ending as of a certain date and time. • Identify locations of logistics support trailer equipment. • Recover all equipment belonging to the County and/or State.
	<p>Pack Equipment:</p> <ul style="list-style-type: none"> • Dismantle all equipment, especially office systems, and support equipment. • Prepare forklifts and pallet jacks for pickup and loading. • Recover all unused equipment and properly store it in the appropriate location.
	<p>Decontaminate Equipment:</p> <ul style="list-style-type: none"> • Decontaminate any equipment that has been used in flooded areas, such as pumps and pipes used to pump out flooded areas.
	<p>Inventory Equipment:</p> <ul style="list-style-type: none"> • Inventory all office equipment and systems versus initial receipts. • Inventory all forklifts, pallet jacks and other floor operation equipment for pickup. • Inventory Logistic support trailer equipment.
	<p>Transport Ready:</p> <ul style="list-style-type: none"> • Contact vendors, provide pickup date and time for remaining equipment and systems. • Contact state resources to pick up all equipment and support systems.

	<ul style="list-style-type: none"> • Ensure transport available for any remaining resources.
	Load Equipment: <ul style="list-style-type: none"> • Work with County EOC, SEOC and vendors to load last equipment and support systems.
	Clean Site: <ul style="list-style-type: none"> • Perform final site cleaning for transfer back to local or vendor control.
	Site Inspection: <ul style="list-style-type: none"> • Perform site inspection to determine readiness for return.
	Return Site: <ul style="list-style-type: none"> • Return site to local control. • Arrange to disconnect hard lines. • Notify SEOC that control has been returned.
Close Out Operations/Records	
	Release Staff: <ul style="list-style-type: none"> • Ensure staff is properly rested prior to departing for home station. • Have staff turn in all issued safety equipment, signage, and other CSA equipment. • Notify agencies and SEOC. • Release CSA/ management from duties.
	Notify SEOC: <ul style="list-style-type: none"> • Notify SEOC and all local agencies that CSA operations are discontinued and demobilization is complete.
	Return Records: <ul style="list-style-type: none"> • Send all shipping, receiving and truck logs plus copies of all electronic media and records to Logistics Section at County EOC. • Send copies of all bills, receipt of equipment, shipping reports, etc. to Logistics Section at County EOC.
	End Deployment: <ul style="list-style-type: none"> • Everyone go home for much-needed rest.

ANNEX C: POINTS OF DISTRIBUTION

Appendix C-1: Equipment and Supplies

This list of equipment and supplies is the baseline for establishing a Point of Distribution; it will be reviewed prior to the establishment of a Point of Distribution and adjusted if needed to meet the needs of the mission. (*“Locally provided” means County or Municipality.*)

Resource	Quantity Required	Lead Agency
Forklifts – conventional 6,000 lb.	1-2	Vendor contract
Pallet Grabbers and Chain sets	1/1	Locally provided
Pallet Jacks, hand operated	2	Vendor contract
Cellular Phones	1	SEOC/ESF 2
Extension Cords 12/3 GA.	500’	Locally provided
Eye Protection, safety glasses	25	Locally provided
Flashlights, “D” cell (2), industrial	12	Locally provided
Motorola Talk-Abouts or equivalent (optional)	6	Locally provided
Hard Hats, conventional	30	Locally provided
HazMat spill kit	1	Locally provided
Hearing Protection, plugs, disposable	100	Locally provided
Megaphone, 25 watt, w/remove mike	1	Locally provided
Traffic cones	40	Locally provided
Work gloves (pair)	10	Locally provided
Barricade tape (rolls) 1000’	4	Locally provided
Barricades	12	Locally provided
10 x 10 Shade tent	4	Vendor contract
Electrical Boxes, Spider	2	Vendor contract
Fans, Warehouse, 36”	1	Vendor contract
Lights, portable, 4,000 watt Light Tower	2	Vendor contract

Appendix C -2:

POINTS OF DISTRIBUTION (PODs) ACTIVATION CHECKLIST

REQUIRED ACTION	RESPONSIBILITY	DATE/TIME COMPLETED
PRE-STORM		
1. Alert the Logistics Section Chief as to possible or probable activation of county PODs within 24 hrs after the event.	Emergency Management Director (EMD)	
2. Alert ESFs with POD responsibilities of the anticipated activation.	Logistics Section Chief (LSC)	
3. Alert standby contractors of possible need for supplies/equipment.	Finance Section Chief (FSC)	
4. Alert all POD Supervisors of possible opening of respective POD within 24 hours after event.	LSC	
5. Alert FDEM of possible activation of PODs	EMD	
6. Alert owners of POD sites of possible POD activation	EOC	
7. Initiate required POD activation measures.	EOC/ESF/POD representatives	
8. Take personal safety and security measures.	All	
DURING THE STORM (IN THE EOC)		
1. Convene POD management meeting to develop tentative list of PODs to be opened, based on event's anticipated severity.	EMD	
2. Place orders for expendables/supplies.	ESF 7	
3. Prepared standby media releases	EOC PIO	
4. Alert ESFs 4 & 16 of tentative POD opening schedule.	EOC	
5. Provide FSC with anticipated POD locations/types to be opened.	LSC	
6. Alert FDEM of anticipated activation schedule for PODs	EMD	
7. Alert POD staff to report to assigned PODs following event.	LSC	

REQUIRED ACTION	RESPONSIBILITY	DATE/TIME COMPLETED
IMMEDIATELY AFTER STORM PASSAGE		
1. Receive initial windshield assessment reports.	EOC	
2. Convene POD Planning group to finalize list of PODs to activate	Operations, Logistics, ESFs	
3. Notify POD owners of activations (if possible)	EOC	
4. Activate contracts for supplies/ equipment, fuel, generators, tents, port-a-lets, light sets, fork lifts, pallet jacks, dumpsters, traffic cones, barricades, etc. from local contractors/vendors	ESF 7	
5. Continue to attempt to alert remaining POD staff to report to assigned PODs	LSC	
6. Notify FDEM of POD activations	EMD	
7. Implement procedures for recording personnel hours, costs, inventory control, ordering/replenishing, etc.	POD Supervisors	
8. Notify appropriate fire stations of POD activations in their districts	EOC	
9. Notify fuel providers of requirement to refill generators, providing locations and points of contact.	ESF 7	

Appendix C- 3: POD MANAGER’S CHECKLIST - OPENING A POD

REQUIRED ACTION	RESPONSIBILITY	DATE/TIME COMPLETED
1. Arrive at assigned POD.	All personnel	
2. Report arrival to EOC.	POD Supervisor	
3. Establish contact/coordination with site property owner (if possible)	EOC	
4. Receive and assign arriving FLNG personnel.	POD Supervisor	
5. Establish POD Control HG where volunteers and resource providers can report.	Assistant POD Supervisor	
6. Physically lay out POD in accordance with guidance in County Logistics Plan.	Assistant POD Supervisor	
7. Establish sign-in/assignment area for volunteers.	Assistant POD Supervisor.	
8. Designate a POD Safety Officer and alternate to monitor operations to ensure that POD is operated in a safe manner	POD Supervisor	
9. Assign staff to meet and direct supply trucks into position to offload supplies in accordance with the POD layout.	POD Supervisor	
10. Receive and position forklifts, pallet jacks, and other equipment necessary for POD operations.	Assistant POD Supervisor	
11. Ensure that equipment operators are available and ready to work.	POD Supervisor	
12. Make contact with closest designated fire station to request support if necessary.	POD Supervisor	
13. Ensure that the entrance to the POD for supply pickup is clearly marked with cones and signs.	Assistant POD Supervisor	
14. Use Traffic cones/signs to mark the lane(s) used for supply pickup.	POD Supervisor	
15. Coordinate security support with local law enforcement.	POD Supervisor	
16. During establishment, report any major problems being encountered to the EOC.	POD Supervisor	
17. Report to EOC when POD is ready to open.	POD Supervisor	

Appendix C - 4: CHECKLIST FOR CLOSING A POD

REQUIRED ACTION	RESPONSIBILITY	DATE/TIME COMPLETED
1. Alert Staff regarding POD's scheduled closing.	POD Supervisor	
2. Alert property owner of POD's scheduled closure.	EOC	
3. Cease all deliveries and notify vendors of termination of contracts with respect to closing POD.	Purchasing	
4. Disseminate a media release announcing POD closure. Ensure that locations of all remaining PODs are also announced.	EOC PIO	
5. Post signs informing POD customers time/date that POD is closing.	Assistant POD Supervisor	
6. EOC PIO to provide flyers with locations of any remaining PODs to POD for distribution.	Designated POD Staff	
7. Provide inventory of all remaining emergency resources to EOC.	POD Supervisor	
8. Arrange for redistribution of any remaining undistributed emergency resources.	EOC	
9. Inventory and account for all borrowed/rented equipment.	Assistant POD Supervisor	
10. Coordinate with Emergency management to arrange a schedule for return of all rental equipment.	POD Supervisor	
11. Conduct a thorough "policing" of the area to ensure all trash is collected and placed in dumpster.	Assistant POD Supervisor	
12. Collect and close out all reports of expenditures for consumable supplies, hours worked by volunteers and paid staff, and of commodities distributed.	POD Supervisor	
13. Notify EOC when POD Site is vacated.	POD Supervisor	

Appendix C-5 POINTS OF DISTRIBUTION (POD) SITE SURVEYS AND SAMPLE LAYOUTS

POD Location #1: Bronson Athletic Field

Address: 220 Picnic Street, Bronson, FL 32621

Access Roads to Site: State Road 24

POD Supervisor: John MacDonald
Phone: 352-486-5213

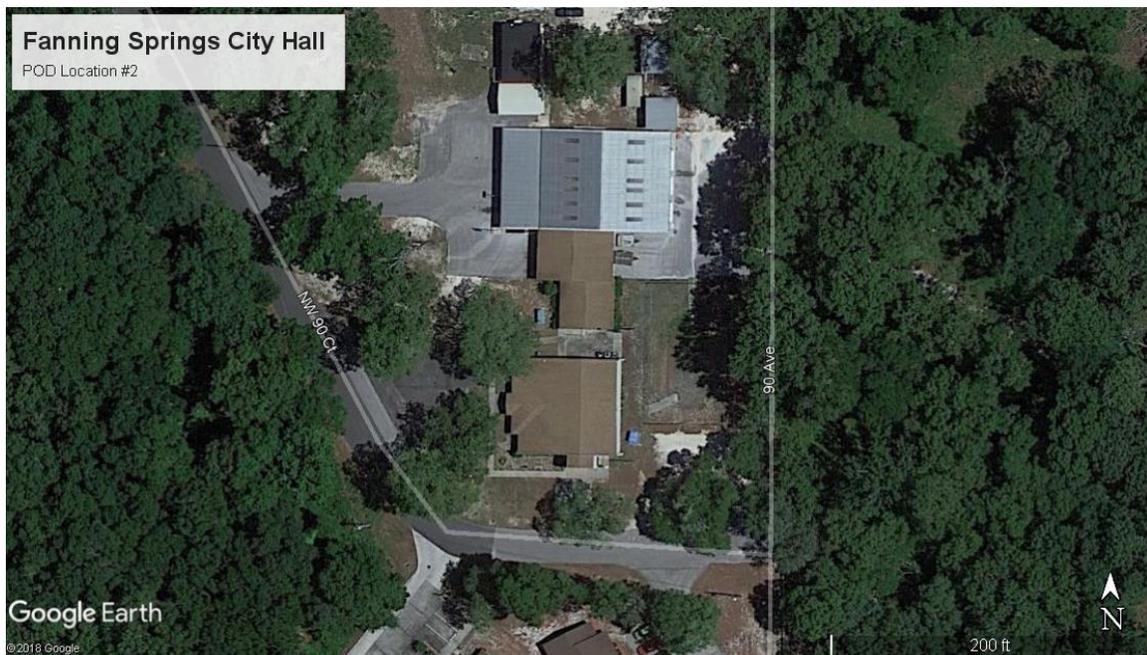
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Total Acreage: 33 Acres

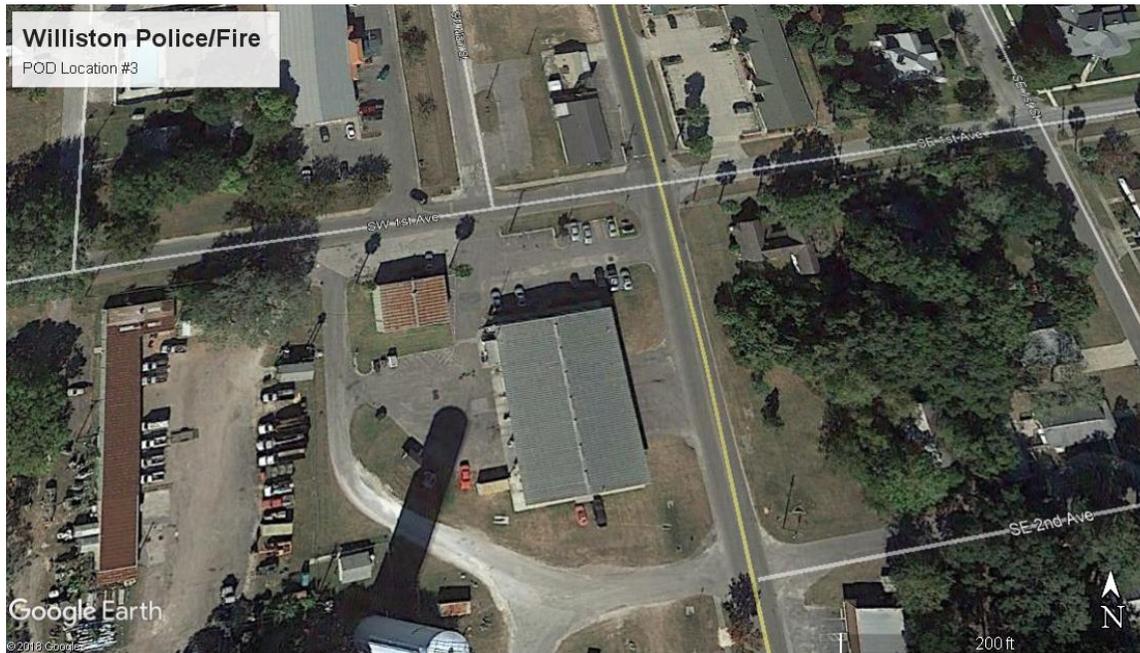
Property Owner: Town of Bronson
POC Phone: (352) 486-2354



POD Location #2: Fanning Springs City Halls
Address: 17651 NW 90th CT, Fanning Springs, FL 32693
Access Roads to Site: US Hwy 19 and NW 90th Ave
POD Supervisor: John MacDonald
Phone: 352-486-5213
USNG: 17R LN 13658 74373
GPS Coordinates: 29.585195 / -82.923480
Total Acreage: 1 Acre
Property Owner POC: City of Fanning Springs
POC Phone: 352-463-1673



POD Location #3: Williston Fire/Police Department
Address: 5 SW 1st Ave, Williston FL, 32696
Access Roads to Site: SW 1st Ave and Main Street
POD Supervisor: Scott Lippmann
Phone: 352-528-3060
USNG: 17RLN5955651611
GPS Coordinates: 29.385890 / -82.447259
Total Acreage: 1.8 Acres
Property Owner POC: City of Williston
POC Phone: 352-528-3060



POD Location #4: Inglis Community Center
Address: 135 Hwy. 40 West, Inglis, FL 34449
Access Roads to Site: US Hwy 19 and Hwy 40 West
POD Supervisor: John MacDonald
Phone: 352-486-5213
USNG: 17RLN3704412715
GPS Coordinates: 29.032266 / -82.673457
Total Acreage: 0.61Acres
Property Owner POC: Town of Inglis
POC Phone: 352-447-2203



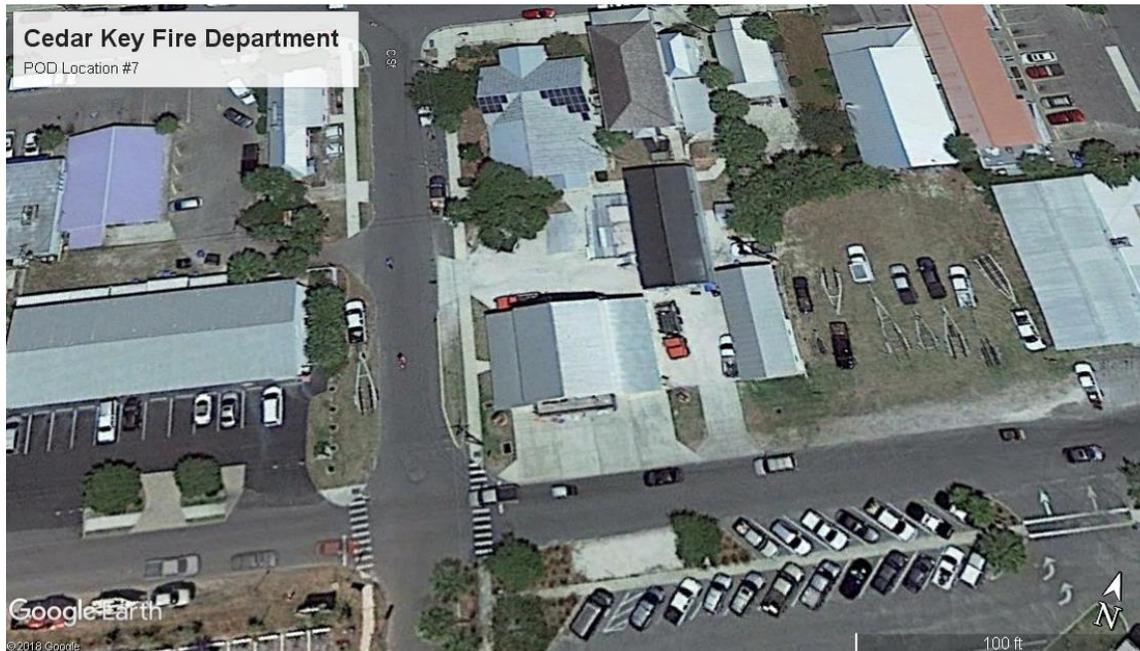
POD Location #5: Otter Creek Baptist Church
Address: 171 SW 3rd ST, Otter Creek, FL 32683
Access Roads to Site: State Road 24
POD Supervisor: John MacDonald
Phone: 352-486-5213
USNG: 17RLN2760645086
GPS Coordinates: 29.323047 / -82.775360
Total Acreage: 4.5 Acres
Property Owner POC: Otter Creek Baptist Church



POD Location #6: Rosewood Baptist Church
Address: 6331 SW 98th Terrace, Cedar Key, FL 32625
Access Roads to Site: State Road 24
POD Supervisor: John MacDonald
Phone: 352-486-5213
USNG: 17RLN1196535813
GPS Coordinates: 29.237165 / -82.934786
Total Acreage: 0.85 Acres
Property Owner POC: Rosewood Baptist Church



POD Location #7: Cedar Key Fire Department
Address: 2nd Street, Cedar Key FL 32625
Access Roads to Site: D Street and 2nd Street
POD Supervisor: John MacDonald
Phone: 352-486-5213
USNG: 17RLN0233424776
GPS Coordinates: 29.136138 / -83.031871
Total Acreage: 0.25 Acres
Property Owner POC: Town of Cedar Key
POC Phone: 352-543-5192



POD Location #8: Chiefland – Strickland Park
Address: 1500 NW 23rd Ave, Chiefland, FL 32626
Access Roads to Site: Old Fanning Road, NW 120th Street
POD Supervisor: John MacDonald
Phone: 352-486-5213
USNG: 17R LN 17974 65526
GPS Coordinates: 29.505029 / -82.879540
Total Acreage: 29 Acres
Property Owner POC: City of Chiefland
POC Phone: 352-493-6711



Appendix C - 6 INDEPENDENT POINTS OF DISTRIBUTION

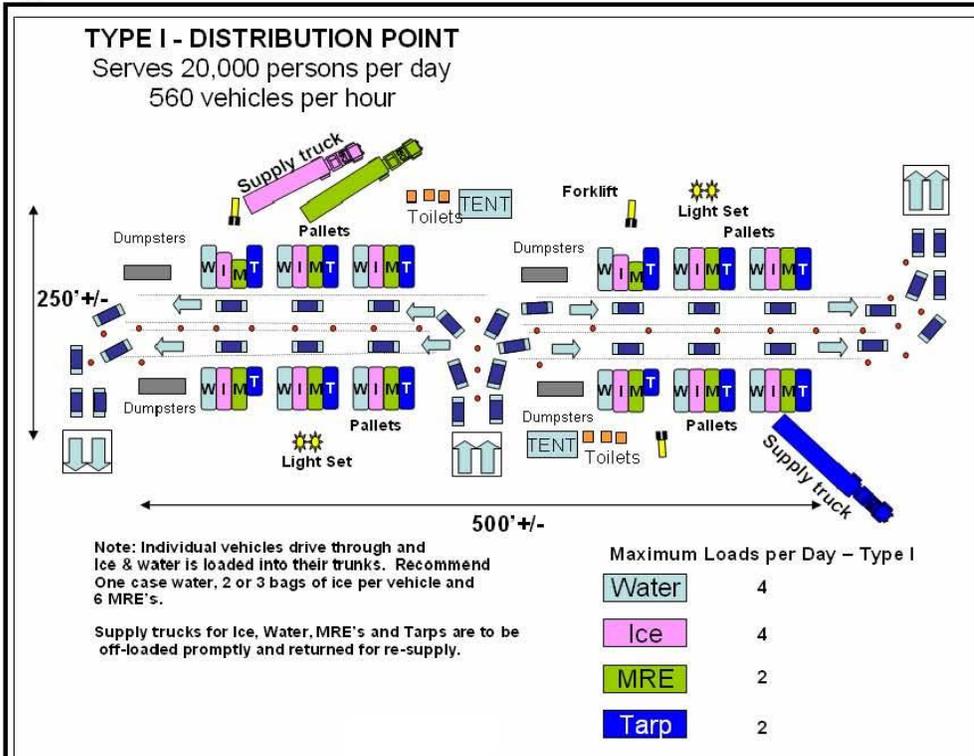
Following a disaster, PODs independent from the County may be established for distribution of emergency resources (food, water, and ice) by churches or local civic groups. These operations are welcomed, and they should be identified in advance and urged to pre-register with the County Health Department for coordination purposes.

The following list identifies those organizations and/or groups who have pre-registered their intention to establish an independent POD at the designated location. (Pre-registration does not obligate the entity to fulfill this intention if conditions prevent them from doing so.)

ORGANIZATION	ADDRESS	POINT-OF-CONTACT	CONTACT NUMBER(S)	RESOURCES HANDED OUT

APPENDIX C-7: POD Layouts

Annex C: Points of Distribution

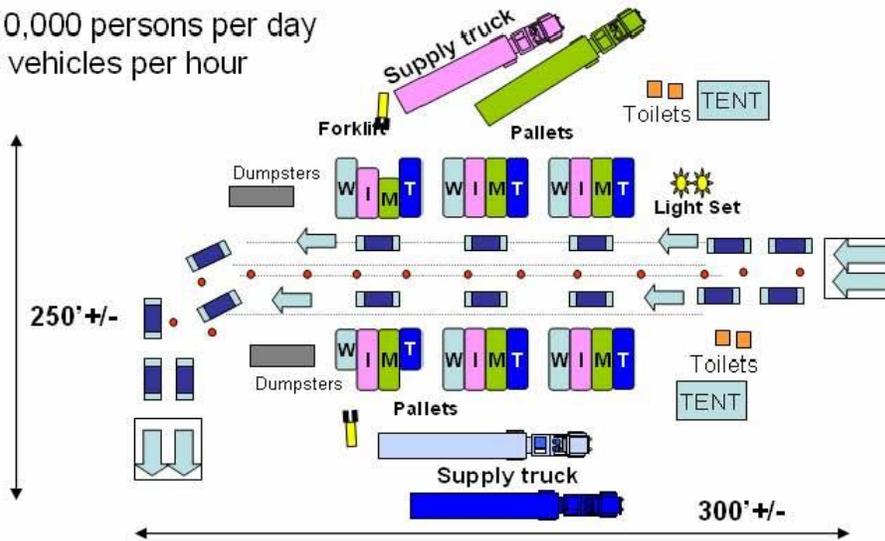


Type I Distribution Point Resources Required

Type I Distribution Point					
Manpower				Equipment	
	Type	Day	Night	Type	Number
Local Responsibility	Manager	1	0	Forklifts	3
	Team Leader	2	1	Pallet Jacks	3
	Forklift Operator	2	3	Power Light Sets	2
	Labor	57	4	Toilets	6
	Loading Point	36		Tents	2
	Back-up Loading PT	18		Dumpsters	4
	Pallet Jacks Labor	3		Traffic Cones	30
	Totals	70	9	Two-way radios	4
Others	Law Enforcement	4	1		
	Community Rel.	4	0		
	Grand Total	78	10		

TYPE II - DISTRIBUTION POINT

Serves 10,000 persons per day
280 vehicles per hour



Note: Individual vehicles drive through and ice & water is loaded into their trunks. Recommend One case water, 2 or 3 bags of ice per vehicle and 6 MRE's

Supply trucks for Ice, Water, MRE's and Tarps are to be off-loaded promptly and returned for re-supply.

Maximum Loads per Day - Type II

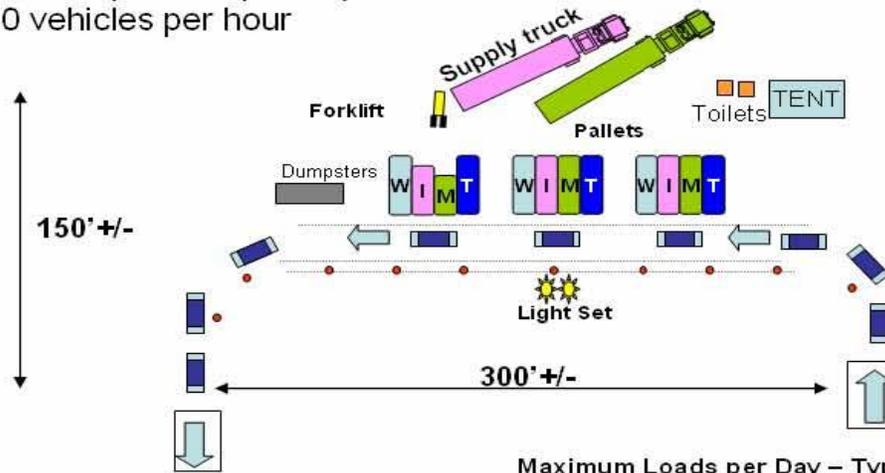
Water	2
Ice	2
MRE	1
Tarp	1

Type II Distribution Point Resources Required

Type II Distribution Point					
Manpower				Equipment	
Type		Day	Night	Type	Number
Local Responsibility	Team Leader	1	0	Forklifts	2
	Forklift Operator	1	2	Pallet Jacks	2
	Labor	28	3	Power Light Sets	1
	Loading PT	18		Toilets	4
	Back-up Loading PT	9		Tents	2
	Pallet Jacks Labor	1		Dumpsters	2
Totals		30	5	Traffic Cones	15
Others	Law Enforcement	2	1	Two-way radios	0
	Community Rel.	2	0		
Grand Total		34	6		

TYPE III - DISTRIBUTION POINT

Serves 5,000 persons per day
140 vehicles per hour



Note: Individual vehicles drive through and Ice & water is loaded into their trunks. Recommend One case water, 2 or 3 bags of ice per vehicle and 6 MRE's

Supply trucks for Ice, Water, MRE's and Tarps are to be off-loaded promptly and returned for re-supply.

Maximum Loads per Day – Type III

Water	1
Ice	1
MRE	1/2
Tarp	1/2

Type III Distribution Point Resources Required

Type III Distribution Point					
Manpower				Equipment	
Type		Day	Night	Type	Number
Local Responsibility	Team Leader	1	0	Forklifts	1
	Forklift Operator	1	1	Pallet Jacks	1
	Labor	14	2	Power Light Sets	1
	Loading PT	9		Toilets	2
	Back-up Loading PT	4		Tents	1
	Pallet Jacks Labor	1		Dumpsters	1
Totals		16	3	Traffic Cones	10
Others	Law Enforcement	2	1	Two-way radios	0
	Community Rel.	1	0		
Grand Total		19	4		

ANNEX D: Disaster Recovery Centers

DISASTER RECOVERY CENTERS (DRC)

Levy County Ag Extension
625 N. Hathaway Ave. Alt. 27
Bronson, FL. 32621

USNG: 17R LN 40037 59196

Strickland Park
23 SE 2nd Ave.
Chiefland, FL. 32644

USNG: 17R LN 17974 65526

