

[Insert name of jurisdiction (county or city)], Washington
COMMUNITY POINTS OF DISTRIBUTION PLAN

Table of Contents

Table of Contents
List of Tables

SIGNATORIES	SG-1
APPROVAL AND IMPLEMENTATION	AI-1
RECORD OF CHANGES.....	RC-1
RECORD OF DISTRIBUTION	RD-1
Section 1 INTRODUCTION.....	1-1
1.1 Purpose.....	1-1
1.2 Scope.....	1-1
1.3 Situation Overview	1-1
1.3.1 Limitations.....	1-1
1.4 Planning Assumptions.....	1-2
Section 2 CONCEPT OF OPERATIONS.....	2-1
2.1 General	2-1
2.1.1 Make Decisions to Open CPODs.....	2-2
2.1.2 Determine Suitability of CPOD Sites.....	2-4
2.1.3 CPOD Operations.....	2-5
2.1.4 CPOD Strategy for Optimizing Resources Within the Region.....	2-8
Section 3 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.....	3-1
Section 4 DIRECTION, CONTROL, INFORMATION MANAGEMENT AND COMMUNICATIONS	4-1
Appendix A LIST OF PRE-IDENTIFIED CPOD SITES	A-1
Appendix B INVENTORY MANAGEMENT CALCULATOR	B-1
Appendix C <i>[Insert Name of Jurisdiction]</i> PRE-ESTABLISHED VENDOR CONTRACTS	C-1
Appendix D TIME-PHASED COMMODITY DISTRIBUTION STRATEGY	D-1
Appendix E GUIDANCE ON FACILITY USE AGREEMENTS	E-1
Appendix F FORMS.....	F-1

APPROVAL AND IMPLEMENTATION

This section introduces the plan, outlines the plan's applicability, and indicates if the plan supersedes any previous plans for the jurisdiction. This section specifies who is allowed to make changes to the plan and any limitations to the type of modifications.

This section should be signed by the jurisdiction's senior official (such as county executive, county commissioner, city manager, mayor, or emergency management director).

The *[insert jurisdiction name]* Community Points of Distribution (CPOD) Plan establishes the authorities, capabilities, responsibilities, and supporting procedures for disaster relief commodity distribution operations. This plan is intended to be used by *[insert jurisdiction name]* and private and nongovernmental organizations that support them. This plan supports the Washington State Emergency Management Division (EMD) resource management and logistics procedures. It is consistent with the National Incident Management System (NIMS) and the National Response Framework (NRF).

The *[insert jurisdiction name]* CPOD Plan supersedes *[insert name of previous plan or annex]*.

The following individuals are authorized to make changes to the plan as specified in Table X-1 below.

[Table X-1]: Authorization to Make Changes to Plan

Name	Title	Modifications Allowed
■ <i>[Insert name]</i>	<i>[Insert title]</i>	Full authority to change any component of the <i>[insert jurisdiction name]</i> CPOD Plan
■ <i>[Insert name]</i>	<i>[Insert title]</i>	Full authority to change any component of the <i>[insert jurisdiction name]</i> CPOD Plan

This plan was implemented on *[insert approval date]*.

[Signature]

Name

Title

RECORD OF DISTRIBUTION

Name and Title	Organization	Date of Receipt	Number of Copies

1.1 Purpose

The *[insert jurisdiction name]* CPOD Plan establishes the authority, roles and responsibilities, and procedures for *[insert jurisdiction name]* agencies and departments, volunteer organizations, and private nonprofit organizations to support the distribution of commodities and resources needed by residents who are affected by an emergency or disaster.

1.2 Scope

This plan is activated at the discretion of the *[insert jurisdiction name Office of Emergency Management (OEM)/Emergency Management Agency (EMA)]* Director during a disaster affecting the availability of basic life-sustaining commodities and resources in *[insert jurisdiction name]*.

This section should provide an overview of steps taken by the jurisdiction to prepare for disasters and should reference the jurisdiction's Emergency Operations Plan (EOP)/Comprehensive Emergency Management Plan (CEMP). Any references to the State's resource management and preparedness activities should also be included in this section.

This section should also describe the jurisdiction's limitations with regard to establishing, staffing, equipping, and supporting CPODs.

1.3 Situation Overview

Please see *[insert name of jurisdiction's CEMP, Section X.X.]* for an overview of the hazards and threats likely to impact *[insert jurisdiction name]* and activities undertaken to prepare for, respond to, recover from and mitigate these threats and hazards.

1.3.1 Limitations

No guarantee of a perfect system is implied by this plan. As assets and personnel may be overwhelmed, *[Insert jurisdiction name]* can only endeavor to make a reasonable effort to respond to each emergency based on the situation, and on information and resources available at the time. *[Insert jurisdiction name]* will endeavor to carry out essential services as soon as and as long as possible.

[Insert jurisdiction name] has identified the following training, equipment, and staffing limitations for supporting CPOD operations. *[Insert jurisdiction OEM/EMA]* will make every attempt to overcome these limitations by identifying alternative strategies.

1.4 Planning Assumptions

This section references planning assumptions described in the jurisdiction's EOP/CEMP and lists additional assumptions related to CPODs. CPOD-specific assumptions may include the following:

- CPODs are only a *temporary* lifesaving measure in disaster.
- It may be impossible to travel long distances due to debris, blocked traffic routes, flooding, damaged bridges, etc. For this reason, multiple CPODs of varying types and sizes should be planned for based on the size of the populace requiring services.
- CPODs are not meant to compete with retail stores that are open for business, but to provide essential commodities to communities that are not able to access them. CPODs should not be established in close proximity to operational commercial businesses that have water, food, and ice available for sale.
- The general populace will receive the following at a CPOD:
 - Two packaged meals per person per day
 - One gallon of water per person per day
 - Other commodities such as tarps and ice if available and necessary

Section 2

CONCEPT OF OPERATIONS

The type and quantity of supplies that the public will need in the aftermath of disasters or other crises will vary due to many factors and no one event will be just like another. Common necessities that the public will require to meet health, safety, and lifesaving needs include potable water (usually bottled), packaged ice, meals ready to eat (MRE), and other supplies. This section provides an overall picture of how *[insert name of jurisdiction]* will select, activate, manage, coordinate, and demobilize CPODs.

A CPOD is a location where the general public can obtain life-sustaining emergency relief supplies, such as water, ice, food, and tarps until such time as power is restored and traditional facilities (such as retail establishments) reopen or comfort stations, fixed and mobile feeding sites and routes, and relief social service programs are in place.

The number of CPODs required and their locations are based on distribution models and projections determined by *[insert name of jurisdiction]* and supported by this and other pertinent documents.

CPODs are traditionally drive-through sites with continuous flow. The public does not exit their vehicles. The public drives through the site and CPOD workers load commodities into the trunks of their cars. However, not all areas allow drive-through operations and other types of CPODs may be better suited to a specific location or population. Alternatives types include the following:

- Walk-up CPODs serve individuals accessing the location on foot.
- Mass Transit CPODs provide commodities to people dependent on transportation assistance such as buses or trains.
- Direct delivery is where commodities are taken in bulk to support a hospital, nursing home, shelter, etc.
- Mobile delivery is common in rural areas and where roads are damaged. The commodities are driven into an affected area and dropped at different neighborhood locations such as fire stations or community centers.

2.1 General

Distribution of these disaster relief supplies is the responsibility of *[insert name of jurisdiction]* in coordination with *[insert name of partnering organizations and jurisdictions]*. *[Insert name of jurisdiction OEM/EMA]* will coordinate planning for, activating, establishing, managing, and demobilizing CPODs.

When a small incident or event occurs, *[insert authorized position]* will decide to open the *[select county or city]* staging area (CSA) to stage supplies for distribution to designated CPODs. If opened, commodities will be distributed from the CSA to CPODs using *[select county or city]* or municipal assets.

Section 2

When a large incident or event occurs, *[insert authorized position]* will open the CSA to stage a reserve capacity for CPODs and to distribute supplies to response personnel. The *[insert name of jurisdiction OEM/EMA]* will identify those areas within the jurisdiction that will require a CPOD to be established.

The *[insert name of jurisdiction OEM/EMA]* will notify the State via WebEOC or other available means of communication when the CSA and CPOD sites are activated. Relief supplies coming into the jurisdiction may not be delivered directly to distribution points.

[Insert name of jurisdiction] will establish typed CPODs that will fulfill several needs:

- CPODs are established in appropriate areas to support commodity distribution to the public.
- Agency pickup points are established for direct delivery and mobile delivery to provide commodities to special and isolated communities such as isolated farms, nursing homes, high-rise communities, adult living facilities, and the homebound. Agency pickup points are not open to the public.

Primary and alternate CPOD locations have been pre-identified along with the communities they support. (See *Appendix X* for a list of CPOD sites that have been pre-identified as potential locations)

CPODs will be activated based on criteria and needs established in Section 2.1.1 of this Plan to meet the needs of residents in *[insert name of jurisdiction]*.

2.1.1 Make Decisions to Open CPODs

This section should describe the criteria, situation, and circumstances under which *[insert name of jurisdiction]* OEM/EMA will open a CPOD. This section should also describe who has the authority to open a CPOD. A supporting appendix may be developed to describe time line goals, decision points, and possible infrastructure disruptions.

Determine Commodity Needs

The OEM/EMA Director, Plans Chief, Logistics Chief, and Operations Chief will determine general populace commodity needs based on event information and existing census data and/or estimated population densities.

- Determine extent of damage and affected population
- Determine the footprint of the damaged zone
- Determine transportation infrastructure damage
- Determine the power and water outages in the damaged zone
- Evaluate damage reports from jurisdictions and agencies
- Evaluate planning models such as HAZUS-MH
- Determine the population groups in need based on planning models

Determine Sites to Activate

The *[insert authorized position]* will determine which commodity distribution sites to open. Factors to consider in determining sites to activate include:

- Availability of CPOD Managers and staff.
- How many and what type of CPODs are needed.
- Infrastructure damage.
- Route-clearing priorities affecting commodity movement.
- Availability of commodities.

Establish a distribution strategy

- Determine the amounts that will be distributed from the CPODs per individual or vehicle. The amount may fluctuate depending on the circumstance of the event, the needs of affected populations, and the availability of commodities.
- Coordinate with bordering jurisdictions to avoid duplication of effort.

2.1.2 Determine Suitability of CPOD Sites

This section should describe factors that should be considered when identifying which pre-identified CPOD sites should be opened (for example, roadway damage, needs of the affected area and neighboring jurisdictions, and proximity to stores, etc.). Sample criteria for this section follows:

- The placement of CPODs in a community is a well thought out process. It is counterproductive to place a CPOD across the street from an open store that has water, food, and ice available for sale. The objective should be to ensure that resources are available to a community. This does not mean resources must be free. CPODs are not intended to compete with local retail stores. The jurisdiction should focus on placing CPOD sites based on affected populations where these types of stores are not located in order to ensure that resources are available to those in need.
- Populations may be naturally inclined to take their normally travelled routes following an event. As a result, individuals seeking assistance may inadvertently access a CPOD in a neighboring jurisdiction depending on the CPOD's location. When planning for CPOD operations, it is beneficial to consider locations that populations inherently gravitate toward (for example, a shopping mall or school).
- The final selection of which CPODs will be opened for a specific event should be determined by the jurisdiction based on information shared through coordination conference calls and impact assessments.
- The jurisdiction should provide CPOD location information to the State Emergency Operations Center (EOC) Logistics Section as soon as possible.
- Selected sites should be inspected by damage assessment teams to determine if they are unusable due to debris, flooding, road impediments, or other factors. If a site is not available, alternate sites must be selected.
- Once CPODs are open, they should remain open for at least 72 hours due to the level of resources, personnel, and equipment that must be allocated and deployed in support of the CPODs. After 72 hours, CPOD locations can be reevaluated and moved, as well as closed, or new CPODs can be established. Changing or establishing new locations takes at least 24 hours. The public should be notified about location changes at least 36 hours in advance.

2.1.3 CPOD Operations

This section presents a general description of actions needed to establish and manage a CPOD. This section is not intended to provide detailed procedures/job aids for each position. Detailed procedures are provided in the Washington EMD CPOD Manager Course (4026) and in the FEMA Emergency Management Institute Independent Study Course 26 (IS-26).

The following steps should be taken to establish and manage a CPOD:

- **Notification:** At the request of *[insert authorized position]*, the *[insert name of jurisdiction] warning system/communications/ESF #2* will notify appropriate parties that the *[insert name of jurisdiction] CPOD Plan* has been implemented.
 - *[insert name of jurisdiction] warning system/communications/ESF #2* will notify *[insert names of organizations that will provide CPOD and CSA personnel]* to support the CSA and CPODs.
 - Within 24 hours following the decision to establish CSA and CPODs *[insert name of jurisdiction] warning system/communications/ESF #2* will notify the State of Washington which CSAs and CPOD sites have been activated.
- **Activation:** Within *[insert time]* of being notified, CPOD and CSA personnel will report to their distribution point with all necessary equipment. The CPOD Manager will notify the *[insert appropriate position]* when the site is operational
- **Operation:** The CSA and CPOD sites will operate 24 hours per day until demobilized. CPOD sites will be open to the general populace for 12 hours daily, usually between the hours of 7 a.m. and 7 p.m. Resupply of the sites may occur around the clock. Separate travel lanes will be created solely for resupply. Security will be maintained at all times at all sites. (See Appendix B of the Puget Sound CPOD Planning Guide for sample CPOD layouts)
 - The amount of supplies that can be distributed at each site is determined by the type of CPOD established (which in turn is determined by the demographics of the area and an assessment of needs). CPOD Managers should place orders to accomplish at least 1 ½ to 2 days of operations. Some commodities may require 3 to 4 days of lead-time. In these instances, CPOD Managers should place orders earlier. An inventory management tool is provided in Appendix B to help CPOD Managers and the *[insert name of jurisdiction] EOC* with asset acquisition, sustainment, accounting, auditing, and reimbursement reconciliation of commodities, resources, and equipment used at the CPODs.
 - The service capability for drive-through CPODs is shown below. Walk-up and mass transit CPODs will accommodate varying amounts of people; however, data are inconclusive at this time. In the operation of these specialized CPODs, it will be imperative to consistently monitor burn rates and order commodities accordingly.
 - Type 1 CPOD can distribute to 20,000 people per day (via vehicle)
 - Type 2 CPOD can distribute to 10,000 people per day (via vehicle)

Section 2

- Type 3 CPOD can distribute to 5,000 people per day (via vehicle)

To provide the supplies needed to serve these populations, the *[insert name of jurisdiction]* OEM/EMA will arrange delivery of the stock of supplies based on CPOD type.

CPOD Type	Meals	Water
1	40,000 each	20,000 gals
Serves 20,000	2 trailer loads	4 trailer loads
2	20,000 each	10,000 gallons
Serves 10,000	1 trailer loads	2 trailer loads
3	10,000 each	5,000 gallons
Serves 5,000	1/2 trailer loads	1 trailer loads
* Note: The numbers provided in this table are initial planning assumptions that should be adjusted as CPOD operations require.		

- *[Insert name of jurisdiction]* has pre-established contracts with vendors for meals, water, ice, and tarps. Appendix C provides a list of vendors with whom *[insert name of jurisdiction]* has established contracts.
- The following equipment and personnel are needed to support CPOD operations.

CPOD Equipment Requirement				
Item	Quantity Needed			Training needed
	Type 1	Type 2	Type 3	
Forklift	3	2	1	Operator cert/training
Pallet Jack	3	2	1	JIT
Power light sets	2	1	1	JIT
Toilets	6	4	2	n/a
Tents	2	2	1	JIT
Dumpsters	4	2	1	n/a
CPOD Kit (see exhibit 4)	4	2	1	n/a
Traffic Cones	30	15	10	n/a
Two-way Radios	4	0	0	JIT
County 800 MHz Radio	1	1	1	JIT

CPOD Personnel Requirements							
Item	Quantity Needed						Training needed
	Type 1		Type 2		Type 3		
	Op Hrs	Non-op	Op Hrs	Non-op	Op Hrs	Non-op	
CPOD Manager	1	0	1	0	1	0	State course
Support Team Leader	2	1	1	1	1	1	State course
Forklift Operator	3	3	2	2	1	1	Cert
Labor - Pallet Jacks	6	1	4	1	1	1	IS 26 and JIT
Community Relations	4	0	2	0	1	0	IS 26 and JIT
Traffic Control	4	1	2	1	2	1	
Load Team Leader	4	0	2	0	1	0	IS 26 and JIT
Labor - Loading Point	24-36	0	12-18	0	6-9	0	IS 26 and JIT
Law Enforcement/Security	4	1	2	1	1	1	JIT

- The following CPOD Kit is capable of supporting one Type III CPOD operation.

Type III CPOD Kit	
Item	Quantity
96 gallon trash can, wheeled (for storage of the kit)	1
Leather work gloves (pairs)	16
Duct tape (rolls)	4
Flashlights, battery powered, D-Cell	19
D-Cell batteries	36
Reflective safety vests	19
First aid kit	1
36" reflective traffic cones	12
Safety hard hats	16
Glow sticks, red or orange	30
Back support belts or vests, medium	8
Back support belts or vests, large	8
5 lb. fire extinguisher	1

- **Demobilization:** The need for each CPOD site will be evaluated as power and services are restored to the community. Upon notification of demobilization, the distribution of commodities to the general populace will cease. Those citizens currently in line will be serviced. Inventory counts will be taken and reported back to the *[insert name of jurisdiction]* EOC. The EOC will then make arrangements for the handling of leftover supplies. Once commodities are picked up at the site, CPOD Managers may release personnel and equipment retained for demobilization. Recommendations to demobilize CPODs will be based on the following criteria: restoration of utilities, availability of food and water, or a needs assessment conducted by *[insert name of jurisdiction]* EOC confirming that the resource is no longer needed.

2.1.4 CPOD Strategy for Optimizing Resources Within the Region

This section should incorporate coordination concepts established in regional plans.

Section 3

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This section should provide an overview of key functions that Emergency Support Functions (ESFs) and local agencies should accomplish to support CPOD operations. This section should also describe how state, federal, and private sector organizations will support local CPOD operations.

Emergency Operations Center

ESF #1 - Transportation

- Provide transportation assets to distribute commodities
- Track shipments of commodities
- Coordinate transportation missions with ESF #7, Resource Support

ESF #2 - Communications

- Make notifications to assigned agencies
- Develop a communications plan
- In coordination with the public information officer, disseminate fliers to the CPODs that have pertinent local information for the general populace. Such information may include general hotline telephone numbers, dates/times of CPOD operations, shelter locations, etc.

ESF #3 - Public Works and Engineering

- Provide traffic cones to the CPODs
- Provide dumpster service to the CPODs
- Provide portable toilets and hand washing stations to the CPODs

ESF #4 - Firefighting

- Provide facilities to temporarily store commodities or for use as agency pickup points upon request
- Deliver commodities to the fragile/medical populace upon request

Section 3

- Distribute minimal commodities such as tarps in impact areas

ESF #6 - Mass Care, Housing, and Human Services

- Coordinate with ESF #1, Transportation and ESF #7, Resource Support concerning their needs

ESF #7 - Resource Support

- Notify the Logistics Section Chief and State EOC with information on the status of all CPOD sites
- Order necessary resources to operate CPODs
- Fill resource requests
- Track resource requests
- Track commodity burn rates and report them to the Logistics Section Chief and the State EOC daily
- Work with the Logistics Section Chief in the activation, operation, and demobilization of distribution sites

ESF #8 - Public Health and Medical Services

- Coordinate resource requests through ESF #7, Resource Support
- Coordinate transportation needs through ESF #1, Transportation
- Avoid the collocation or establishment of a medical point of dispensing at or near a CPOD unless the selected site can facilitate both mass commodity distribution and mass prophylaxis dispensing (super-POD).

ESF #11 - Agriculture and Natural Resources

- Coordinate resource requests through ESF #7, Resource Support
- Coordinate transportation needs through ESF #1, Transportation
- Avoid the collocation or establishment of an agriculture POD near a CPOD

ESF #12 - Energy

- Share power information with ESF #7, Resource Support and the Logistics Section Chief so they can determine when to activate, operate, and demobilize distribution points

ESF #13 - Public Safety and Security

- Provide 24-hour security for distribution points

State

The Logistics Section in the State EOC serves as a single point of contact to assist local jurisdictions and state agencies in finding resources during an emergency. This involves the evaluation, location, procurement, distribution,

and coordination of resource support. This may include emergency relief supplies, facilities, equipment, telecommunications, contracting, transportation services, maintenance, and personnel required to support immediate response activities. Support is also provided for federal and state surplus items and donated goods. *[Insert name of jurisdiction]* may request resources from the State EOC as local resources are depleted or are insufficient to meet the needs of the impacted community.

Federal

If State resources are exhausted, outside sources will be utilized such as the Emergency Management Assistance Compact (EMAC) or federal resources. The Federal Logistics Supply Chain includes multiple nodes to provide commodities to disaster victims.

Private Sector

To the extent possible *[insert name of jurisdiction]* will work with local private sector entities to establish memoranda of understanding and contracts to provide resources following an incident that impacts *[insert name of jurisdiction.]* These entities may also be able to assist with logistical support, including transportation and distribution.

Section 4

DIRECTION, CONTROL, INFORMATION MANAGEMENT AND COMMUNICATIONS

This section should refer to relevant sections of each jurisdiction's EOP/CEMP and specify specific processes relevant to CPODs.

Direction, Control, and Coordination

This section describes

- The framework for all direction, control, and coordination activities for CPODs
- Identifies who has tactical and operational control CPOD
- Discusses multijurisdictional coordination systems and processes used during an emergency

Information Collection, Analysis, and Dissemination

This section describes the required critical or essential information needed for the post-event selection of a CPOD.

Communications

This section describes

- The communication and coordination protocols used between CPODs and the Emergency Operations Center (EOC)
- The framework for delivering communications support to the CPODs

Direction, Control, and Coordination

[Insert name of jurisdiction] OEM/EMA is responsible for overseeing the direction, control, and coordination activities for CPODs. Emergency powers are described in detail in RCW 38.52.070 and *[insert appropriate reference to jurisdiction's code or ordinance.]*

OEM/EMA will work with *[insert name of department(s)]* to staff and manage CPODs as long as the situation requires.

Multijurisdictional mutual aid and coordination will occur according to processes documented in *[Insert name of plan]*.

Information Collection, Analysis, and Dissemination

As soon as possible following the incident, it will be necessary to conduct a damage assessment to determine the need for CPODs throughout the jurisdiction.

Section 3

A rough estimate for determining the amount of population in need can be surmised from the total number of individuals without power. Appendix G contains an inventory management worksheet for calculating commodities based on the amount of the population without power. Planning should consider three days at a time, assuming two meals per person per day, and one gallon of water per person per day.

Ongoing needs will be evaluated daily through the monitoring of burn rates at each operational CPOD and reporting to the EOC.

Communications

CPOD Managers will communicate with the EOC through *[insert method (email, WebEOC, etc.)]* The forms provided in Appendix G will also be completed daily and provided to the EOC via *[insert method (email, WebEOC, etc.)]* to coordinate an appropriate level of distribution to serve the needs of the community.

Appendix A

LIST OF PRE-IDENTIFIED CPOD SITES

The following locations have been pre-identified as possible CPOD sites. The specific locations used to respond to a disaster will be dependent upon several factors such as road access and community needs. The *[insert title of person]* will determine which CPOD sites to open.

CPOD Site Name	Address	GPS Location or other Location References	CPOD Type	Point of Contact

[Insert maps showing location with possible pictures of site if provided by the jurisdiction]

Appendix B

INVENTORY MANAGEMENT CALCULATOR

This section provides a tool to support asset acquisition, sustainment, accounting, auditing, and reconciliation.

The following inventory management calculator helps identify THE amount of commodities needed and assists the CPOD Manager with maintaining inventory records. Maintaining good records is essential for accounting, auditing, and reimbursement reconciliation. The CPOD Manager should complete this information at the end of each shift and submit it to the EOC via [fax/e-mail/WebEOC] within [Insert Time].

Item	Total Received	Total Shipped	Available for issue	
Water	0	0	0	In Gallons
Ice	0	0	0	In Pounds
MREs	0	0	0	# of Meals
Tarps	0	0	0	# of Tarps
Roofing	0	0	0	# of Rolls
Cots	0	0	0	# of Cots
Blankets	0	0	0	# of Blankets
Toilets	0	0	0	# of Units
Cleaning Kits	0	0	0	# of Units
Generators on Hand				
KV				
Size	Bar Code	Status		
0	0			
0	0			
0	0			

Section 3

Item	Total Received	Total Shipped	Available for issue	
0	0			
0	0			
0	0			
0	0			
0	0			
0	0			
0	0			
0	0			
0	0			
0	0			
0	0			
0	0			
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0	0			

Appendix C

[Insert Name of Jurisdiction] PRE-ESTABLISHED VENDOR CONTRACTS

The following is a list of pre-established vendor contracts for basic commodities and resources needed during a disaster.

Vendor Name	24-Hour POC	Jurisdiction Contract Number	Jurisdiction Procurement POC	Special Contract Terms
Commodity				

Appendix D

TIME-PHASED COMMODITY DISTRIBUTION STRATEGY

The following table shows when commodity distribution decisions and activities that should be completed following an incident.

Event Timeframe/ Phase	Logistics Section Responsibilities	County/City Staging Area (CSA) and Community Points of Distribution (CPOD) Responsibilities
Pre-event Phase I	<ul style="list-style-type: none"> ■ Receive notification of impending event. ■ Prepare to activate the Logistics Section. ■ Understand the situation and potential impact on the jurisdiction. ■ Conduct availability check with vendors, suppliers, and other sources, including government, mutual aid, private sector, etc. ■ Determine the availability of needed resources. ■ Review logistics plans. ■ Arrange for staffing of the Logistics Section. ■ Ensure vehicles are adequately fueled. ■ Participate in incident action planning (IAP) sessions. ■ Determine support requirements to meet operational objectives (evacuation, sheltering, etc.). ■ Order resources as required. ■ Participate in state logistics conference calls. 	<ul style="list-style-type: none"> ■ Conduct initial evaluation of the need for CSA and CPOD activation. ■ Review CSA and CPOD procedures.
Pre-event Phase II	<ul style="list-style-type: none"> ■ Further assess the situation. ■ Participate in IAP sessions. ■ Participate in state logistics conference calls. ■ Assess the situation to determine if there is a need to activate responder base camps. ■ Determine support requirements to meet operational objectives (evacuation, sheltering, etc.). ■ Order resources as required. 	<ul style="list-style-type: none"> ■ Assess the situation to determine if there is a need to activate CSA and CPODs. ■ Review CSA and CPOD procedures. ■ Arrange for staffing of locations and ensure locations are prepared to receive deployed personnel. ■ Identify and prepare CSA and CPOD equipment and personnel for deployment. ■ Notify vendors of support requirements. ■ Determine assets to deploy.
Pre-event Phase III	<ul style="list-style-type: none"> ■ Further assess the situation. ■ Participate in IAP sessions. ■ Determine support requirements to meet operational objectives (evacuation, sheltering, water, food, ice, and other 	<ul style="list-style-type: none"> ■ Review CSA and CPOD procedures. ■ Contact site owners and coordinate or activate memoranda of understanding (MOU) or prepare to

Event Timeframe/ Phase	Logistics Section Responsibilities	County/City Staging Area (CSA) and Community Points of Distribution (CPOD) Responsibilities
	<p>supplies).</p> <ul style="list-style-type: none"> ■ Order resources as required. ■ Participate in state logistics conference calls. ■ Prepare to deploy personnel and assets. 	<p>execute leases.</p> <ul style="list-style-type: none"> ■ Continue to arrange for the staffing of locations and ensure locations are prepared to receive deployed personnel. ■ Identify and prepare CSA and CPOD equipment and personnel for deployment. ■ Notify vendors of support requirements.
<p>Post-event Impact (0-24 hours)</p>	<p>Emergency operations center (EOC) leadership should do the following:</p> <ul style="list-style-type: none"> ■ Conduct initial situational assessment. ■ In coordination with the jurisdictions, determine impacted populations. ■ Determine affected infrastructure, transportation routes, and critical facilities. ■ Determine if the event will require commodities, supplies, equipment, and teams in the incident area. ■ Determine if it is necessary to activate responder base camps. ■ Request water, food, ice, and other supplies. ■ Evaluate resource needs for next operational period. ■ Order resources as required. ■ Monitor the situation. 	<ul style="list-style-type: none"> ■ Determine if it is necessary to activate CSAs and CPODs. ■ Determine the numbers, types, and locations of CPODs to be opened. ■ Verify the suitability of CSA and CPOD sites (by jurisdiction). ■ Determine and conduct necessary CSA site repairs. ■ Determine shortfalls in personnel, material handling equipment (MHE), and other support requirements for the CPODs and other designated sites. ■ Determine points of contact for local CPOD sites. ■ Deploy CSA equipment resources and staff, MHE, transportation, traffic control, and support equipment. ■ As required, make requests to the state and vendors for food (shelf-stable meals), water and ice, supporting equipment, or personnel to open the CPODs.
<p>Post-event Impact (24-48 hours)</p>	<ul style="list-style-type: none"> ■ Further assess the situation. ■ Participate in IAP sessions. ■ Determine support requirements to meet operational objectives (evacuation, sheltering, water, food, ice, and other supplies). ■ Order resources as required. ■ Participate in state logistics conference calls. ■ Evaluate resource needs for the next operational period. ■ Provide distribution plan to the state logistics staging area (LSA). ■ Monitor the situation. 	<ul style="list-style-type: none"> ■ Deploy personnel and equipment to the CSA. ■ Establish the CSA. ■ Move resources to the CSA. ■ Activate the CSA. ■ Monitor the activation of CPODs. ■ Begin CSA operations. ■ Mission assignments will begin. ■ Track resources and revise the tracking database as necessary. ■ Communicate current situation and issues to the Logistics Section/EOC.

TIME-PHASED COMMODITY DISTRIBUTION STRATEGY

Event Timeframe/ Phase	Logistics Section Responsibilities	County/City Staging Area (CSA) and Community Points of Distribution (CPOD) Responsibilities
Post-event Impact (48-72 hours)	<ul style="list-style-type: none"> ■ Further assess the situation. ■ Participate in IAP sessions. ■ Determine support requirements to meet operational objectives (evacuation, sheltering, water, food, ice, and other supplies). ■ Order resources as required. ■ Participate in state logistics conference calls. ■ Fulfill resource requirements. ■ Evaluate resource needs for the next operational period. ■ Provide distribution plan to the state LSA. ■ Monitor the situation. 	<ul style="list-style-type: none"> ■ Conduct CSA operations. ■ Conduct CPOD operations. ■ Resupply CPODs as necessary. ■ Evaluate the amount of commodities distributed and begin determining the burn rate. ■
Post-event Impact (72 hours +)	<ul style="list-style-type: none"> ■ Further assess the situation. ■ Participate in IAP sessions. ■ Determine support requirements to meet operational objectives (evacuation, sheltering, water, food, ice, and other supplies). ■ Order resources as required. ■ Participate in state logistics conference calls. ■ Prepare to deploy personnel and assets. ■ Fulfill resource requirements. ■ Evaluate resource needs for the next operational period. ■ Provide distribution plan to the state LSA. ■ Assess resource requirements. ■ Begin demobilization planning. ■ Monitor the situation. 	<ul style="list-style-type: none"> ■ Conduct CSA operations. ■ Conduct CPOD operations. ■ Resupply CPODs as necessary. ■ Evaluate the amount of commodities distributed and refine the burn rate. ■ Re-evaluate need for CPODs and either activate, close, or reassign them as required.
Post-event through Demobilization	<ul style="list-style-type: none"> ■ Further assess the situation. ■ Participate in IAP sessions. ■ Determine support requirements to meet operational objectives (evacuation, sheltering, water, food, ice, and other supplies). ■ Order resources as required. ■ Participate in state logistics conference calls. ■ Prepare to deploy personnel and assets. ■ Continue to assess resource requirements . ■ Fulfill resource requirements. ■ Evaluate resource needs for the next operational period. ■ Provide distribution plan to the state LSA. ■ Resupply the CPODs as necessary. ■ Monitor the situation. ■ Refine demobilization plans. ■ Prepare for demobilization. 	<ul style="list-style-type: none"> ■ Conduct CSA operations. ■ Conduct CPOD operations. ■ Resupply CPODs as necessary. ■ Evaluate the amount of commodities distributed and refine the burn rate. ■ Re-evaluate need for CPODs and either activate, close, or re-assign them as required.

Appendix D

Event Timeframe/ Phase	Logistics Section Responsibilities	County/City Staging Area (CSA) and Community Points of Distribution (CPOD) Responsibilities
Demobilization	<ul style="list-style-type: none">■ Contact vendors to return leased or contracted resources.■ Demobilize Logistics Section/county EOC.	<ul style="list-style-type: none">■ Reference the demobilization annexes of LSA and CPOD standard operating guidelines (SOGs).■ Demobilize CPODs.■ Demobilize CSAs.

Appendix E

GUIDANCE ON FACILITY USE AGREEMENTS

Sites that have the potential to be used to support disaster response operations should have a Facility Use Agreement. They should also be inspected for suitability. Such sites include:

- Logistics Staging Area
- Emergency Worker Base Camps
- Community Point of Distribution (CPOD)

Site plans should be developed for each potential site and should include:

- 24-hour contact information
- Availability of loading docks, forklifts and pallet jacks onsite
- Hardstand
- Helispot (LZ) site
- Supporting infrastructure, electricity, telephones, potable water
- Warehouse space in square feet

Written agreements should be in place in advance, including:

- Containment and maintenance of the site
- Entrance and exit routes
- Labor costs of support staff
- Liability coverage
- Restricted areas
- Security of the site
- Terms and conditions of use
- Use/rental fees
- Utility fees

Prior to use, a walkthrough should be conducted with the site manager to ensure that the site is usable and to document any prior damage.

Appendix F FORMS

- Tab A: CPOD Activation Notification Form
- Tab B: CPOD Site Setup Checklist
- Tab C: Daily Site Hazard Assessment Form
- Tab D: Equipment Inventory Form
- Tab E: CPOD Daily Report
- Tab F: CPOD Supply Inventory Form
- Tab G: EMD-024 Emergency Worker Registration Card (Side A front and back)
- Tab H: EMD-024 Emergency Worker Registration Card (Side B front and back)
- Tab I: EMD-78 Daily Activity Report
- Tab J: Inventory Management Workbook

Tab A
CPOD Activation Notification Form

CPOD ACTIVATION NOTIFICATION FORM		
Line 1	Date and Time of Message	
Line 2	CPOD Manager Name/Org	
Line 3	Location of POD	
Line 4	Size (by type)	
Line 5	Date to Open	
Line 6	Time to Open	
Line 7	Quantity of Water per Vehicle	
Line 8	Quantity of Food per Vehicle	
Line 9	Type and Quantity of other commodity	
Line 10	Date and Time of First Supply	
Line 11	LEMA / EOC Point of Contact	
Line 12	LEMA / EOC POC Number	

Note: Line numbers are used for radio communications.

Tab B
CPOD Site Setup Checklist

CPOD Site Setup Checklist				
CPOD Manager: _____ Location: _____				
		Yes	No	Remarks
1	Team members arrived			
2	Site hazard assessment complete			
3	Communications established with LEMA			
4	Inspect CPOD Kit			
5	Determine the location of the Supply, Loading, and Vehicle lines			
6	Establish the port-a-potty location			
7	Establish the dumpster location			
8	Establish the break area location			
9	Set up traffic cones around the vehicle line			
10	Ensure supply trucks can enter and exit			
11	Assign staffing positions			
12	Distribute PPE			
13	Conduct a safety briefing			
14	Determine signage locations			
15	Receive port-a-potties			
16	Receive dumpster			
17	Receive pallet jack			
18	Receive first supply			
19	Notify LEMA/ EOC that the CPOD is ready for opening			
20	Put up signage			
21	Open CPOD			
22	Notify LEMA / EOC that the CPOD is open			
Other Remarks:				
CPOD Manager Initials: _____ Date and Time Complete: _____				

Tab C
Daily Site Hazard Assessment Form

DAILY SITE HAZARD ASSESSMENT FORM			
Inspected by: _____	Date: _____		
Location: _____	Time: _____		
Training:	Yes	No	Comments
Is each person assigned to a job within their capability?	<input type="checkbox"/>	<input type="checkbox"/>	
Did each person receive a safety brief at shift change?	<input type="checkbox"/>	<input type="checkbox"/>	
Is training on PPE and equipment provided?	<input type="checkbox"/>	<input type="checkbox"/>	
Environment:	Yes	No	Comments
Are resources available to deal with very hot or very cold conditions? (drinking water, heated tent, shade)	<input type="checkbox"/>	<input type="checkbox"/>	
Does staff know the symptoms of heat cramps, heat stroke, hypothermia?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the level of light adequate for safe and comfortable performance of work?	<input type="checkbox"/>	<input type="checkbox"/>	
Housekeeping:	Yes	No	Comments
Is the work area clear of debris and tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>	
Are materials properly stacked and spaced?	<input type="checkbox"/>	<input type="checkbox"/>	
Are work areas clear of fluid spills or leakage?	<input type="checkbox"/>	<input type="checkbox"/>	
Are aisles and passageways clear of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	
Are walkways clear of holes, loose debris, protruding nails, and loose boards?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the break area kept clean and sanitary?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the dumpsters being serviced properly?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the restrooms (portable or fixed) clean, sanitary and restocked?	<input type="checkbox"/>	<input type="checkbox"/>	
Personal Protective Equipment:	Yes	No	Comments
Is required equipment provided, maintained and used?	<input type="checkbox"/>	<input type="checkbox"/>	
Does equipment meet requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
Are warning signs prominently displayed in all hazard areas?	<input type="checkbox"/>	<input type="checkbox"/>	
Material Handling and Storage:	Yes	No	Comments
Is there safe clearance for all equipment through aisles and doors?	<input type="checkbox"/>	<input type="checkbox"/>	
Is stored material stable and secure?	<input type="checkbox"/>	<input type="checkbox"/>	
Are storage areas free from tipping hazards?	<input type="checkbox"/>	<input type="checkbox"/>	
Are only trained operators allowed to operate forklifts?	<input type="checkbox"/>	<input type="checkbox"/>	
Do personnel use proper lifting techniques?	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle Traffic:	Yes	No	Comments
Are cones placed to direct traffic?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the vehicle line free of pedestrians when vehicles are moving?	<input type="checkbox"/>	<input type="checkbox"/>	
Are pedestrian and vehicular traffic separated?	<input type="checkbox"/>	<input type="checkbox"/>	
ADDITIONAL COMMENTS OR CONCERNS			

Tab D Equipment Inventory Form

Date	Type of Equipment	Serial Number	Condition	Owner Name (Company/Jurisdiction)	Location

This form can serve as the basis for equipment accountability files. Maintain copies of any equipment transfer forms and inventories (such as the CPOD Kit inventory) in the file as back up to this form to provide additional detailed information.

- Enter the date the equipment is received
- What kind of equipment
- Serial number (if any)
- The condition of the equipment (i.e., "complete" for kits, "leaking hydraulics", "dented front right fender", "no defects", etc.)
- Where it came from
- Its location in the POD (supply line, loading line, etc.)

Tab E
CPOD Daily Report

CPOD DAILY REPORT		
Line 1	Date of Message	
Line 2	Time of Message	
Line 3	Manager Last Name	
Line 4	Managing Organization	
Line 5	Location	
Line 6	Date Opened	
Line 7	Quantity of Water Received (gal)	
Line 8	Quantity of Water Distributed (gal)	
Line 9	Quantity of Food Received (each)	
Line 10	Quantity of Food Distributed (each)	
Line 11	Quantity and Type of Other Commodity Received	
Line 12	Quantity and Type of Other Commodity Distributed	
Line 13	Number of Day Staff	
Line 14	Number of Night Staff	
Line 15	Number of Unassigned Staff	
Line 16	Number of Spontaneous Volunteers	
Line 17	Initials of Reporting Manager	

Summary form for daily reports. CPOD Daily Report form is provided for that purpose. Enter only the balances on this form and use your inventory form as detailed back up.

Tab F
CPOD Supply Inventory Form

CPOD Supply Inventory Form							
Date	Time	Truck#	Mission #	Type of Supply	Qty received	Qty distributed	Balance on Hand

Used for daily inventory tracking.
Provide to the Local EMA /EOC.

Tab G
EMD-024 Emergency Worker Registration Card (Side A front and back)

EMERGENCY WORKER REGISTRATION CARD					
Jurisdiction:				Issue Date:	Registration Number:
Name (Last):		(First):	(Middle):		
Address 1:				PHOTOGRAPH	
Address 2:					
City:		State:	Zip Code:		
Driver's License No.:	Date of Birth:	Blood Type:	Sex (M-F):		
Height:	Weight:	Color Eyes:	Color Hair:		
Physical Disabilities (if any):					
Home Telephone:		Work Telephone:		- In Case of Emergency - Please Notify:	
I certify that the information on this card is true and correct to my best knowledge and belief.					
Emergency Worker Signature:			Date of Signature:	Name:	
Emergency Worker Assignment (WAC-118-04):				Telephone Number with Area Code:	
Authorizing Signature:		Local Jurisdiction:	Date of Signature:	Relation to Emergency Worker:	

EMD-024 (7/06) (FRONT)

EMERGENCY WORKER TRAINING RECORD		
COURSE	HOURS	DATE COMPLETED
ADDITIONAL INFORMATION - REMARKS:		

EMD-024 (7/06) (BACK)

Tab H
EMD-024 Emergency Worker Registration Card (Side B front and back)

EMERGENCY WORKER TRAINING RECORD		
COURSE	HOURS	DATE COMPLETED
ADDITIONAL INFORMATION - REMARKS:		

Emd-024 (7/06) (BACK)

EMERGENCY WORKER REGISTRATION CARD					
Jurisdiction:			Issue Date:	Registration Number:	
Name (Last):	(First):	(Middle):	PHOTOGRAPH		
Address 1:					
Address 2:					
City:	State:	Zip Code:			
Driver's License No.:	Date of Birth:	Blood Type:			Sex (M-F):
Height:	Weight:	Color Eyes:			Color Hair:
Physical Disabilities (If any):					
Home Telephone:		Work Telephone:			
I certify that the information on this card is true and correct to my best knowledge and belief.				- In Case of Emergency - Please Notify:	
Emergency Worker Signature:		Date of Signature:	Name:		
Emergency Worker Assignment (WAC-118-04):			Telephone Number with Area Code:		
Authorizing Signature:	Local Jurisdiction:	Date of Signature:	Relation to Emergency Worker:		

Emd-024 (7/06) (FRONT)

Tab I
EMD-78 Daily Activity Report

STATE OF WASHINGTON EMERGENCY WORKER DAILY ACTIVITY REPORT											
County in which mission/incident took place:				Mission/Incident Number:							
Mission/Incident Name:				Date From:		Date To:					
Unit Name:											
Unit Address:											
EMERGENCY WORKER NAME	CARD No.	ASSIGNMENT OR TEAM	DATE		DATE		DATE		TOTAL HOURS	ROUND TRIP MILES (DRIVER)	
			IN	*OUT	IN	*OUT	IN	*OUT			
1.											
2.											
3.											
4.											
5.											
6.											
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27.											
28.											
29.											
30.											
* The time a person could reasonably have expected to reach home without stopping enroute.											
TOTAL PERSONNEL:				TOTAL HOURS:				TOTAL MILEAGE:			
THIS FORM MUST BE SIGNED BY LOCAL EMERGENCY MANAGEMENT DIRECTOR/COORDINATOR OR SHERIFF'S DEPUTY. By my signature below, I certify that these persons did participate in this mission/incident:											
Print Name and Title								Signature			
EMD - 078 (02/00)											

Tab J Inventory Management Workbook

This worksheet is available as an Excel worksheet.

INSTRUCTIONS FOR USING THE INVENTORY MANAGEMENT WORK BOOK

(Print these instructions so you have them in hand as you explore the worksheets.)

This Excel workbook is used for maintaining inventory records at a CPOD or Staging Area.

Each work sheet is named for a commodity and is used like a stock record card, or a "T=Card" in ICS. All incoming shipments of water, for example, are recorded on the work sheet labeled "Water." Likewise, all issues of water from the CRDP are recorded on the "Water" worksheet. The quantity for each transaction is recorded in the appropriate "Issue Quantity" or "Received Quantity" column. The work sheet is designed to total all receipts and all issues in order to maintain a total inventory balance on hand in the CRDP for the item. All of the totals on-hand for all the work sheets are summarized on the "Summary Balances" work sheet.

Work sheets (or T-Cards) are already set-up for you for water, meals, ice, tarps, and plastic sheeting. These are ready to use now. **You can use these by clearing/deleting the example transactions.**

When setting up a work sheet, you must decide what stock keeping unit you want to use for recording your on-hand balance (such as pallet, case, each). Once established, you must stay with that unit of issue. If you later decide you want to issue some water by the case, rather than by "pallet," you must establish a new work sheet to record water issued by the case. You can then "issue" one pallet of water to the CSA itself, then receive that pallet as cases on the new worksheet. If CSA personnel use different stock keeping units for various transactions, then the balance will not be accurate. For example, if you make one issue for 3 *pallets* and another issue for 2 *cases*, then the resulting issue total would be 5 pallets instead of 3+ pallets.

Each transaction entry on a worksheet includes a field for date, name of individual involved in the issue or receipt, and the organization. Each line also has a field for recording WebEOC Message number, CSA control number, or purchase order number that applies to the transaction. The later fields help maintain an audit trail, and WebEOC message numbers record justifications for transactions. Most important for each transaction entry are the columns for Quantity Issued and Quantity Received. Users must be careful to record an issue transaction quantity in the "Quantity Issued" column -- likewise for receiving quantities.

To add an item to the system, you can use the "New Item 1" work sheet already established. Simply "rename" the work sheet and record the new item description on the Summary Balances page where the existing "New Item 1" is listed. The Summary Balances work sheet will already record the new item balance. Then add the item description and stock keeping unit to the work sheet in those blocks or fields.

If your county is involved in a big disaster, the State may issue water and meals using "trailer load" as the stock keeping unit. You have the option of receiving them in terms of pallets (using the existing Water work sheet), and you have the option of creating a new work sheet (or T-card) to track water also in trailer load units.

The "Summary Balances" work sheet can be printed &/or emailed as a daily inventory report.

Note that the bottom of the "Summary Balances" work sheet has a "Leased Trailer Report." It can be used to keep track of leased trailers "drop-shipped" (or left) at the CRDP. It can also be used to "issue" trailers within the county and provides a method for tracking the location of these trailers.

SAMPLE

Commodities Calculator			
Step	Item	Qty	Remarks
1	Enter # of people needing support	2000	Request should state number of people needing support and the number of days not to exceed 3 days. Request more if needed on Day 2 for days after
2	Enter # of days support is needed	3	
	No. of meals	12000	2 meals per person per day
	Gallons of Water	6000	1 gallon of water per person per day
	Ice	2000	1 each bag per 3 persons (planning). Issue one bag per person

No Cases/Pallet	Each/Case	Each/Pallet	
48	12	576	Meals

No Cases/Pallet	Each/Case	Each/Pallet	
		0	Water

No 7# Bags/Pallet	Each/Case	Each/Pallet	Ice
315	1	315	

No Cases/Pallet	Each/Case	Each/Pallet
		0

SAMPLE

Item description:			Water, pallets, 240 gallons									
	Pallets	Gallons										
Balance On-Hand:	12	2880										
							Subtotals:	28	40	Stock Keeping Unit		
Date	Issued to or Received from:			Mission No.	Transportation Mission No.	Quantity Issued	Quantity Received	Stock Keeping Unit				
	First Name	Last Name	Organization									
9/1/10			State	WebEOC3215	3215-1		1	Pallets				
9/2/10			State	WebEOC3225	3225-1		14	Pallets				
9/2/10			State	WebEOC3300	DIS03-1		25	Pallets				
9/3/10	Chief	Jones	Fire 1	GPOD001		10		Pallets				
9/3/10	Jim	Smith	Fire 5	GPOD002		5		Pallets				
9/4/10	Pastor	Evans	First Baptist Church	GPODF004		13		Pallets				
								Pallets				
								Pallets				
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SAMPLE

Item description:		Meals, Ready to Eat, pallets of 576 meals						
	Pallets	Meals						
Balance On-Hand:	32	18,432						
					Subtotals:	28	60	Stock Keeping Unit
Date	Issued to or Received from:			Mission No.	Transportation Mission No.	Quantity Issued	Quantity Received	Stock Keeping Unit
	First Name	Last Name	Organization					
9/1/07			State	WebEOC3215	3215-1		1	Pallets
9/2/07			State	WebEOC3225	3225-1		14	Pallets
9/2/07			State	WebEOC3300	DIS03-1		25	Pallets
9/3/07	Chief	Jones	Fire 1			10		Pallets
9/3/07	Jim	Smith	Fire 5			5		Pallets
9/3/07	Pastor	Evans	First Baptist Church			13		Pallets
9/4/07			State				20	Pallets
								Pallets
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SAMPLE

Item description:		Ice, pallet of 315 7lb bags						
	Pallets	Bags						
Balance On-Hand:	28	8,820						
					Subtotals:	28	56	Stock Keeping Unit
Date	Issued to or Received from:			Mission No.	Transportation Mission No.	Quantity Issued	Quantity Received	
	First Name	Last Name	Organization					
9/1/07			State	3215	3217-1		18	Pallets
9/2/07			State	3225	3225-1		18	Pallets
9/3/07	Chief	Jones	Fire 1			10		Pallets
9/3/07	Jim	Smith	Fire 5			5		Pallets
9/3/07	Pastor	Evans	First Baptist Church			13		Pallets
9/4/07			State				20	Pallets
								Pallets
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SAMPLE

Item description:	X
--------------------------	----------

< Record the item description in the field to the left.

Balance On-Hand:	X	0
-------------------------	----------	----------

< Record the stock keeping unit, or unit of issue, in the yellow block to the left.

				Subtotals:	0	0	Stock Keeping Unit
Date	Issued to or Received from:			WebEOC or Mission No.	Transportation Mission No.	Quantity Issued	Quantity Received
	First Name	Last Name	Organization				

SAMPLE

Custody Receipt									
Date	Issued to or Received from:			Mission No.	Transportation Mission No.	Item	Quantity Issued	Quantity Received	Stock Keeping Unit
	First Name	Last Name	Organization						
9/3/10	Chief	Jones	Fire 1	CRDP001		Water	10		Pallets
9/3/10	Chief	Jones	Fire 1			Meals	10		Pallets
9/3/10	Chief	Jones	Fire 1			Ice	10		Pallets
						Tarps			Each
						Plastic			Each
Received by:									
Signature									

Introduction

The "Adopt-a-CPOD program" is a program for recruiting volunteers to staff Community Points of Distribution. Any Non-Governmental Organization (NGO), Community Based Organization (CBO), Faith Based Organization (FBO) or private business may Adopt-a-CPOD. They must enter into an Adopt-a-CPOD Agreement with a local jurisdiction. Individuals may volunteer also.

The Adopt-a-CPOD Program provides guidance (training should be provided locally) and supports and emphasizes partnerships between government agencies and NGOs, CBOs, FBOs and the private sector. It also maintains a focus on all-hazards disaster planning and management. The Program requires implementation and activation by local jurisdictions; it supplements their current CPOD plans and procedures.

The Adopt-a-CPOD Program does not guarantee CPOD locations and staff will be utilized in every situation or event. It also does not guarantee resources for CPOD operations or the resources provided to the public (food, water, etc) will be provided. The Program does not replace any existing or future programs or processes of the state or local jurisdiction.

The primary method of staffing CPODs is using volunteers. These volunteers will be registered by local jurisdictions as emergency workers. Information regarding the registration of emergency workers is provided in Tab B to this appendix.

Planning Assumptions and Considerations

- Some emergencies or disasters will occur with enough warning that appropriate notification will be issued to ensure some level of preparation. Other situations will occur with no advanced warning.
- A Catastrophic Event or series of concurrent smaller events will require a vast amount of emergency resources in order to respond to the emergency needs of affected communities.
- Citizens, businesses, state agencies, and industries will provide their own resources for the first three days; however, the need may exist to provide a limited amount of life sustaining resources to the community due to loss of infrastructure.
- Local jurisdictions will comply with any and all administrative codes regarding the program and operation of CPODs.
- Local and State owned resources, including personnel, will be exhausted quickly in a catastrophic event.
- CPODs will be needed at the local level to support the distribution of life sustaining supplies to the community.
- The Washington State National Guard resources will not be available to support operations due to other national security missions.
- Local jurisdictions may not have the personnel available to staff CPODs due to other emergency response roles and responsibilities. Citizens and businesses will be interested in supporting their communities by participating in this program.

Concept of Operations

- Any city, county, or tribal jurisdiction within the state may participate in the Adopt-a-POD program. To apply for participation, Washington EMD requires that a jurisdiction provide a State POD Agreement Form. The CPOD Organizational Agreement from the Washington State Emergency Management Division is at Tab A to this annex.
- The jurisdiction should identify the number of CPODs by type and identify possible locations for CPODs or at least identify the general areas of coverage needed. This information will help focus the jurisdiction to areas that require coverage.
- Identify organizations to participate in the program.
 - **Promoting Sponsorship.** Jurisdictions are encouraged to promote the Adopt-a-CPOD Program to identify potential participating organizations. This public outreach can include:
 - a. Letters to organizations
 - b. Newspaper Article
 - c. Community group meetings
 - **Sign-up.** Upon identification of a participating organization, the following must be completed:
 - a. CPOD Agreement signed. A copy of the form is kept with the local jurisdiction.
 - b. CPOD Staff completes all necessary paperwork as defined by the state or local jurisdiction.
 - c. CPOD kit is delivered, inventoried, and signed for.
 - d. One or two CPOD managers are identified. These CPOD managers should attend CPOD training within three months of the agreement (as available).
 - e. CPOD Manager Training. Jurisdictions will provide POD Manager Training.
 - f. Bi-Annual Update. Upon completion of the two year obligation, if a participating organization wishes to renew their agreement, the local jurisdiction has the option of renewing the agreement. A new agreement will be signed and kept on file. If the participating organization does not wish to renew the agreement, the CPOD Kit will be returned to the jurisdiction.
 - **Recognition.** Jurisdictions are encouraged to recognize participating organizations for their commitment to assist their communities. Examples of possible forms of recognition include:
 - a. Certificate of Appreciation for the Organization
 - b. Plaque
 - c. Recognition in a jurisdiction newsletter
 - d. Letter of Appreciation signed by the senior executive officer
- Jurisdictions may utilize the volunteer time towards cost sharing during an actual event in accordance with 44 CFR Chapter 1.
- Participation from organizations
 - a. Organizations that wish to adopt a CPOD should contact their local emergency management agency.
 - b. The Organization can provide staff or staff and a location for the CPOD.
 - c. The local emergency management agency makes the determination if the location fits the requirements as a CPOD and meets the intent of the jurisdiction's CPOD forecast model.
 - d. Upon notification that the CPOD site is suitable, the participating organization will identify a CPOD Manager, sign the Adopt-A-POD agreement, and pick up their CPOD Kit.
 - e. Organizations will adopt a CPOD for a period of no less than two years.

- f. The CPOD Manager is required to attend the CPOD Manager Training within three months of signing the agreement.
- g. The Organization is required to conduct a CPOD exercise a minimum of once a year.
- h. The Organization must provide the exercise date(s) to the local emergency management agency a minimum of 30 days prior to the exercise.

Roles and Responsibilities

- **Local Jurisdiction**
 - Abide by all terms and conditions of any CPOD Intergovernmental Agreement.
 - Maintain the Adopt-a-CPOD Program at the local level.
 - Recruit participating organizations.
 - Ensure all participating organizations abide by the terms and conditions of the agreement.
 - Identify CPOD staffs and register them as necessary. Background checks are at the discretion of the local jurisdiction.
 - Provide representative(s) to attend CPOD Manager Training.
 - Provide training for CPOD Managers.
- **Participating Organization**
 - Provide a designated CPOD Manager.
 - Abide by all terms and conditions of any agreement.
 - Provide training to all identified CPOD staff.
 - Conduct a functional or full scale exercise of the CPOD a minimum of once a year.
 - Ensure the safety of all CPOD staff and customers.
 - Maintain and store the organization's assigned CPOD kit.
- **CPOD Manager**
 - Attend the CPOD Manager Training provided by the State EMD or local jurisdiction.
 - Provide training for all participants using the safety information and training aids provided by the Program Administrator and local jurisdiction.
 - Ensure all CPOD Staff is properly accounted for during training, exercises and actual activations.

Tab A
Example CPOD Organizational Agreement
Adopt-a-CPOD Program

Jurisdiction Symbol	Group Name and Address:
Agreement Number:	

THIS AGREEMENT is made and entered into by and between [City, County, Tribe], hereinafter called the "Jurisdiction" and the above named group, hereinafter called the "Group."

WHEREAS, the Jurisdiction is a participant of the Washington State Emergency Management Division's Adopt-a-CPOD Program, and whereas, the Group wishes to contribute toward the effort to support the community during and after an emergency or disaster;

NOW THEREFORE, the Jurisdiction does hereby grant the Group permission to participate in the Adopt-a-CPOD Program by establishing and staffing a Community Point of Distribution (CPOD) as authorized by the Jurisdiction, in accordance with the following terms and conditions:

The Group does hereby agree to adopt _____ CPOD for a period of not less than two years and agrees:

- a. To conduct activities in a safe manner and comply with any conditions as may be required by the Jurisdiction for safety of participants. Safety is the number one priority of the program.
- b. To assign a CPOD Manager to represent the Group and coordinate the activities at the assigned Community Point of Distribution. The CPOD Manager shall have a copy of this Agreement and copies of all Washington State Emergency Worker forms with him/her while the CPOD is active. The CPOD Manager will attend CPOD Training provided by the Jurisdiction.
- c. To store the assigned CPOD Kit assigned to the CPOD and inventory the kit once a quarter.
- d. To have all participants wear the safety equipment furnished by the Jurisdiction when participating in CPOD activities.
- e. Participants shall be 16 years of age or older. The Group shall furnish supervision by one or more adults for every eight minors (under 18 years of age) participating in the activity.
- f. Each participant shall, before participating in CPOD activities, attend a training and safety brief provided by the CPOD Manager or the Jurisdiction.
- g. To comply with the Adopt-a-CPOD program specifications when participating in an active CPOD.
- h. To not possess or consume alcoholic beverages while at an activated CPOD.
- i. To conduct training and exercises on operating a CPOD a minimum of once a year. Notification of training and exercises must be annotated on an EMD-079 Training Request Form and submitted to the local Emergency Management Agency a minimum of 30 days prior to training.
- j. To provide the local Emergency Management Agency a copy of the completed EMD-078 Form with names and time worked of individual participants in the authorized activity within 7 calendar days following each training, exercise, and actual activation.
- k. That the CPOD Manager shall report any injuries incurred by participants during maintenance activities to the local Emergency Management Agency within two working days of the injury. Notification should include Name of Injured Person, Nature of Injury, Date and Time of Injury, How the Injury Occurred.
- l. To return all assigned CPOD Kit supplies to the Local Emergency Agency at the termination of this agreement.

The Jurisdiction does hereby agree to:

- a. Provide a complete CPOD Kit, safety materials, and training to the CPOD Manager.
- b. Maintain necessary records required under RCW 38.52 to secure medical aid benefits for participants.

Other Considerations, Terms and Conditions:

It is recommended the Group have at least one person with a valid First Aid/CPR card be present during activities.

It is also recommended the Group have a cellular phone, radio, or some form of two-way communications on site to coordinate with the local Emergency Management Agency and in case of emergency.

The Jurisdiction is authorized to terminate this Agreement without notice if it deems it necessary, for any reason, or if the Group fails to comply with any conditions of this Agreement or the Adopt-A-POD program specifications, or for any public purpose, without cost to the Jurisdiction. This Agreement will automatically terminate upon 30 days written notice of non-compliance, unless the Group takes corrective action(s).

The term of this Agreement shall commence on _____, and shall end on _____ unless renewed, or terminated on 30-day notice by the Jurisdiction, or the Group.

The Group and its agents agree to protect the state of Washington and the Jurisdiction, its officers and employees and save them harmless from all claims, actions or damages of every kind and description which may accrue to or be suffered by any person, persons, or property by reason of the acts or omissions of the Group or its agents in use or occupancy of the airport right of way or in the exercise of this Agreement.

In case any suit or action is brought against the State of Washington or the Jurisdiction, its officers and/or employees, arising out of or by reason of any of the above causes, the Group and its agents will, upon notice of such action, defend the same at their sole cost and expense and satisfy any judgment against the State of Washington or the Jurisdiction, its officers, or employees: PROVIDED, that if the claims or damages are caused by or result from the concurrent negligence of (a) State of Washington's agents or employees, (b) the Jurisdiction's agents or employees and (c) the Group or its agents, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Group or its agents.

The Group and on behalf of its assigns and agents agrees to waive any claims for losses, injury to persons and or property, expenses, damages or lost revenues incurred by it or its agents in connection with Group, its assigns or agents in the use or occupancy of the airport right of way or in the exercise of this Agreement against the State of Washington, the Jurisdiction, its agents or employees except the reasonable costs of repair of property resulting from the negligent injury or damage to the Group's property by the State of Washington, the Jurisdiction, its agents, or employees.

Group

By: _____
Representative

Title: _____

Date: _____

Jurisdiction

By: _____
Representative

Title: _____

Date: _____

Tab B Emergency Worker Registration

Introduction

The State of Washington has established procedures and authorities for registering emergency workers.

- RCW 38.52.310 provides the legal basis for registration of emergency workers and establishment of rules governing their registration, use and coverage.
- WAC 118-04 established the rules for registration, use and coverage for emergency workers.

Registration of Emergency Workers

- Registration is a prerequisite for eligibility of emergency workers for benefits and legal protection under RCW 38.52, and is required by WAC 118-04-080.
- There are 18 classes of Emergency Workers listed in WAC 118-04-100. The following classes may apply to CPOD operations:
 - 1 (Administration class) includes, but is not limited to, technical, administrative, and clerical services and may involve recruiting, coordinating, and directing any emergency support activities.
 - 6 (General class, most workers fall under this) includes, but is not limited to, duties which can be performed by persons without permanent specific emergency assignment. These emergency workers may include personnel who are not ordinarily a part of an emergency response organization and who do not have any specific training or qualifications, but whose participation is essential to a specific emergency operation such as conducting sandbagging operations during a flood. These persons may be necessary for training or exercise activities such as serving as disaster casualties. These personnel shall register as temporary emergency workers for the period of time they are participating in emergency activities.
 - 14 (Supply class) includes, but is not limited to, procurement, warehousing, staging, sorting, and release of supplies, equipment, and materials required during a mission, emergency, or disaster.
 - 16 (Transportation class) includes, but is not limited to, the planning, organizing, maintaining, operating, and coordinating available means of transportation for the movement of supplies, evacuees, personnel, service animals, livestock, and equipment.
- Per WAC 118-04-080, LEMAs are authorized and responsible for registering emergency workers for their jurisdictions.
- Permanent Registration is accomplished in advance by the Local EMA.
- Temporary Registration (on scene) is authorized by WAC 118-04-080(3)(c) by including the worker on the Emergency Worker Daily Activity Report, Form #EMD-78.

Benefits of the Emergency Worker Program

- Emergency Worker benefits are authorized under RCW 38.52.
- Liability for actions is assumed by the state under RCW 38.52.180
 - Covered during or while traveling to or from an emergency or disaster
 - Coverage is not provided for cases of willful misconduct, gross negligence or bad faith on the part of any emergency worker
- Emergency workers are authorized reimbursement for medical, property loss, fuel, and extraordinary expense reimbursement by RCW 38.52.020(1)(d)

- Per WAC 118-04-300(2), registered emergency workers are covered during actual CPOD missions and for training authorized by the Emergency Management Division
 - See WAC 118-04-240 for details on how to authorize training and get mission numbers
 - Training authorization will go through the Local EMA to obtain.
- Eligibility and procedures for claiming benefits is covered under WAC 118-04-320 (personal injury), 118-04-340 (property loss if property was necessary and reasonable to the mission), 118-04-360 (fuel, tolls, or ferry travel expenses), and 118-04-380 (extraordinary expenses such as feeding or lodging).
 - Claims are filed through the LEMA.
 - Forms are located on your curriculum CD and via the EMD website.
- Emergency workers have personal responsibilities in the performance of their assigned tasks as outlined in WAC 118-04-200:
- Comply with all applicable responsibilities and requirements.
 - Notification of use of medical prescription or other drug.
 - Narcotics or any illegal controlled substance prohibited.
 - Under the influence of alcohol prohibited.
 - Valid operator's license required.
 - Insurance required.
 - Adherence to all applicable traffic regulations.
 - Comply with all other requirements of authorized official.
 - Mentally/physically fit for assigned duties.
 - Ensure they are recorded on EMD-78 prior to starting shift.

Required Emergency Worker Forms

- Emergency Worker ID Card
 - Issued by Local EMA
 - Required for permanent emergency workers
 - Local EMAs have adopted a variety of types of cards the generic EMD-025 is as in Annex ____ Forms.
- Daily Activity Report
 - Required to document emergency worker use and spontaneous volunteers
 - Provided to Local EMA.
 - Purpose of this Use form is for documenting both training and actual CPOD operations
- Other forms include:
 - Emergency Worker Registration Card (developed for Local EMAs to document registrations – may not be used by Local EMA if they have developed a database or other system)
 - Training Mission Request
 - Fuel, Toll & Ferry Reimbursable Expenses Claim Form

Appendix H

- Medical Expenses Claim Form
- Property Loss or Damage Claim Form
- Extraordinary Expense Claim Form
- Reminder, all forms are available on the Washington EMD website.