Washington State

Distribution Management Plan

December 2021

Washington Military Department
Emergency Management Division

Distribution Management Plan

1. Introduction

1.1. Purpose

1.1.1. This Distribution Management Plan is intended to provide initial planning for State, Local, Tribal and Territorial (SLTT) Emergency Managers for staging sites, commodity points of distribution (CPOD), staffing transportation and resource management. This will enhance, create, foster, and maintain supply chain resilience. Supply Chain Resilience is the ability of a preexisting network of demand and supply to deploy surviving capacity, and/or introduce new capacity, under severe duress. It is the ability of a network, or portion of a network, to continue moving (directing, redirecting, flowing) goods and services even when important elements of the network are no longer operating. This Distribution Management Plan addresses:

1.1.1.1. End-to-end commodity and resource management.

1.1.1.2. Warehouse and transportation operations to effectively and efficiently distribute supplies to staging areas and distribution points.

1.1.1.3. Provision of equipment and services to support incident requirements.

1.1.1.4. A mechanism for supplies and commodities to be provided to survivors.

1.2. Background

1.2.1. Washington State Geographic uniqueness

1.2.2. State EOC

1.2.3. Road Networks

1.2.3.1. Rural Communities far apart (east/west divide)

1.2.3.2. Limited access to the coast/mountain areas

1.2.3.3. Robust General Aviation (GA) and seaplanes

1.3. Intent

1.3.1. The Emergency Management Division leads and coordinates Prevention, Protection, Mitigation, Response and Recovery in Washington State to minimize the impact of disasters and emergencies on the people, property, environment and economy.

1.4. Submission and Evaluation

1.4.1. WA EMD has demonstrated its commitment to continuous improvement through review of past LCAT2 data, annual review of THIRA and local jurisdiction assessments and close working relationships with private sector stakeholders.

1.4.2. Any changes to procedures or capability will be reflected in this plan.

1.4.3. Lessons learned from after action reports (exercises and actual events) will be reflected in this plan.

1.5. Primary Core Capabilities

Primary Core Capabilities	
Logistics & Supply Chain Management	Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.
Critical Transportation	Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals, and the delivery of vital response personnel, equipment, and services into the affected areas.
Mass Care Services	Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.
Situational Assessment	Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

Supporting Core Capabilities	
Planning	Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.
Public Information and Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate.
Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities.
Environmental Response/Health and Safety	Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities.
On-Scene Security, Protection, and Law Enforcement	Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for response personnel engaged in lifesaving and life-sustaining operations.
Operational Communications	Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces.

2. Authorities and Policies

2.1. Washington State

2.1.1. Revised Code of Washington (RCW) 38.10 Emergency Management Assistance Compact - Emergency Management Assistance Compact (EMAC) provides interstate mutual aid. EMAC is a national governor's interstate mutual aid compact that facilitates the sharing of resources, personnel and equipment across state lines during times of disaster and emergency. EMAC is formalized into law (RCW 38.10.010) and requires a Governor's Proclamation before use. The members of EMAC include all 50 U.S. states, Puerto Rico, the U.S. Virgin Islands, Guam and the District of Columbia.

2.1.2. Revised Code of Washington (RCW) 38.52 Emergency Management - to insure that preparations of this state will be adequate to deal with such disasters, to insure the administration of state and federal programs providing disaster relief to individuals, and further to insure adequate support for search and rescue operations, and generally to protect the public peace, health, and safety, and to preserve the lives and property of the people of the state, the policy of the state that all emergency management functions of this state and its political subdivisions be coordinated to the maximum extent with the comparable functions of the federal government including its various departments and agencies of other states and localities, and of private agencies of every type, to the end that the most effective preparation and use may be made of the nation's manpower, resources, and facilities for dealing with any disaster that may occur.

2.1.3. Revised Code of Washington (RCW) 38.56 Intrastate Mutual Aid System - The intrastate mutual aid system is established to provide for mutual assistance in an emergency among political subdivisions and federally recognized Indian tribes that choose to participate as member jurisdictions.

2.1.4. Revised Code of Washington (RCW) 39.26 Procurement of Goods and Services - promote open competition and transparency for all contracts for goods and services entered into by state agencies, unless specifically exempted under this chapter. It is further the intent of this chapter to centralize within one agency the authority and responsibility for the development and oversight of policies related to state procurement and contracting. To ensure the highest ethical standards, proper accounting for contract expenditures, and for ease of public review.

2.1.5. Washington Administrative Code (WAC) Chapter 118-04 - Emergency Worker Program and RCW 38.52.310 provide the authority and the rules for how the emergency worker program is administered including worker registration, the uses of emergency workers, the personal responsibilities of emergency workers, and the benefits of the program to both the state and the individual workers. Employees of the state or a political subdivision as defined by RCW 38.52 and emergency workers registered by local jurisdiction emergency management programs do not need to register again to work on the site regardless of its location

2.1.6. Public Law 05-381 Pacific Northwest Emergency Management Arrangement – regionally based emergency preparedness, response and recovery measures will benefit all jurisdictions within the Pacific Northwest, and best serve their respective national interests in cooperative and coordinated emergency preparedness as facilitated by the Consultative Group on Comprehensive Civil Emergency and Management established in the Agreement Between the government of the United States of America and the government of Canada on Cooperation and Comprehensive Civil Emergency Planning and Management

2.2. Economy Act

2.2.1. Authorizes federal agencies to provide supplies and services to each other and mandates cost-reimbursement including pay and allowances.

2.3. The Defense Production Act (DPA)

2.3.1. States, localities, tribes, and territories can petition to use the authorities of the DPA to expedite and expand the supply of critical resources from the United States private sector to support national defense. The DPA broadly defines national defense to include emergency management preparedness, response, and recovery activities.

2.4. Emergency Management Preparedness Grant (EMPG) requirements were updated in 2019 to require that recipients' Emergency Operations Plans include a Distribution Management Plan.

2.4.1. After the initial assessment, an EMPG recipient is expected to make continued progress in subsequent years, working with the FEMA Regional Logistics Branch as necessary.

2.5. Voluntary Agreements

2.5.1. Allows key business sectors that are likely to be severely impacted by catastrophic disasters, or suppliers of critical materials or services for disaster response and recovery, to coordinate emergency preparedness plans and actions. A voluntary agreement allows cooperation among what otherwise may be business competitors to expedite or expand the supply of critical materials or services to meet national defense needs, including emergency preparedness, response, recovery, and mitigation activities and critical infrastructure protection and restoration.

3. Situation Overview

3.1. Scope

3.1.1. Disasters disrupt preexisting networks of demand and supply. Quickly reestablishing flows of water, food, pharmaceuticals, medical goods, fuel, and other crucial commodities is almost always in the immediate interest of survivors and longer-term recovery.

3.1.2. Large-scale disasters often disrupt normal supply chains, triggering the need for temporary relief supply chains that address critical emergency supplies such as food, water, and fuel. This temporary distribution management system is managed by state, local, tribal, and territorial (SLTT) agencies or voluntary, faith-based, or community-based organizations.

3.1.3. When there has been catastrophic damage to critical infrastructure, such as the electrical grid and telecommunications systems, there will be an urgent need to resume—and possibly redirect—preexisting flows of life-preserving resources. In the case of densely populated places, when survivors number in the hundreds of thousands, only preexisting sources of supply have enough volume and potential flow to fulfill demand.

3.2. Geography and Demographics

3.2.1. Understanding the demographics and geographic dispersion of the affected population is necessary for state, local, territorial, and tribal plans to identify affected populations. Using federal census data, and local/tribal housing assessments will enable logistical planners to determine commodity requirements. Washington has a population of 7.7 million (currently the 13th most populated state) with 63% of that population located in the Puget Sound Region; the remainder of that state is smaller cities, rural, and farming/forestry land. The state has 29 federally recognized Indian Tribes, and 39 Counties.

3.2.2. Washington's land area totals 66,455.5 square miles and is geographically separated by the Cascade Mountain Range with 1 major Interstate (I-90) as a major freight corridor and 4 highways that can handle minimal freight traffic; US-12 through White Pass, US-2 through Stevens Pass, SR-20 through Loup Pass, and SR-14 following the Columbia River. Access to the coast is limited by smaller highways and during disasters would most likely be cut-off from other communities and become a micro-island requiring support by air or water delivery modes

3.3. Assumptions

3.3.1. Distribution will be primarily focused on SLTT and the Federal Government will be a supporting role.

3.3.2. A detailed and credible common operating picture might not be achievable for 24-72 hours or longer after the incident. As a result, response activities will begin without the benefit of a detailed or complete situation and critical needs assessment.

3.3.3. For this plan to be activated local and regional supply chains and infrastructure will have been significantly disrupted, destroyed, or over-extended.

3.3.4. Demand may exceed supply, evidenced through shortages of response teams, first responders, equipment, and supplies. A viable resource allocation and adjudication system must be immediately in place to get the maximum benefit of critical resources.

3.3.5. Multiple jurisdictions will have to work together to share emergency commodities.

3.3.6. Multiple incidents may occur simultaneously or sequentially in contiguous and/or noncontiguous areas. This will require prioritization of limited resources.

3.3.7. The incident may result in significant disruptions (for an extremely long duration of time) of critical infrastructure including transportation, commodities, energy, telecommunications, public health, and medical systems.

3.3.8. Wireless Voice and Data networks may be severely interrupted, if not destroyed, during the early phases of a disaster.

3.3.9. Ground transportation to impacted areas may be disrupted due to damaged roads, bridges, rail, and airports. The limited capability to refuel delivery vehicles within an affected jurisdiction may become a critical factor in planning.

3.3.10. Unaffected jurisdictions may be requested through mutual aid (WAMAS, PNEMA, EMAC) to provide personnel and equipment to the affected jurisdiction/region for distribution support.

3.3.11. An area's response capabilities and resources, including resources normally available through EMAC, MOUs and/or MOAs, may be insufficient and quickly overwhelmed. It is highly likely that local public safety personnel who normally respond to such events may be among those affected and unable to perform their duties.

3.3.12. An incident might result in such severe damage to a jurisdiction's infrastructure that habitation is not feasible during response operations. Consequently, appropriate local authority may order mandatory evacuation. Distribution of commodities will decrease as the population shifts due to evacuations.

3.3.13. The status of supply chains, infrastructure, fuel, transportation providers, material handling equipment, staffing, and other major systems will have to be reframed under Community Lifelines on an on-going basis to understand and communicate incident impacts using plain language and promote unity of effort across the whole community to prioritize efforts to stabilize the lifelines during incident response.

4. Distribution Management Plan Components

4.1. A Distribution Management Plan This plan establishes strategies, functional plans, and tactical guidance for SLTT logistical response operations in order to ensure the providing of life-sustaining resources in a timely manner following a catastrophic incident. These plans cover staging sites and operations, logistical support including services and personnel, information management, transportation of resources to point of need, commodity points of distribution (C-PODs), inventory management, resource sourcing, and demobilization. Thus, a Distribution Management Plan includes sections with information on the following seven components:

4.2. Requirements Defining

4.2.1. Research Pre-existing Data - Conducting research prior to the development of a Distribution Management Plan is vital to determining a jurisdiction's potential resource requirements. A critical first step in developing a robust distribution plans is to conduct an unbiased assessment of the state, local, territorial, or tribal logistics capabilities. Although none of these are explicitly required, the following sources and tools provide mechanisms to research and collect pre-existing data.

4.2.2. Deliberate Plans and Historical Data

~~4.2.2.1.~~ Historical Data: From a logistical perspective the Local, State and Federal COVID-19 response conducted from March 2020 to present stressed every level of the supply chain. Within Washington State the resource request process has been fully tested with more than 35,000 individual resource requests (as of 12/01/2021) being processed within the WebEOC system. The State EOC demonstrated the ability to request, receive, document and distribute resources from the Federal level (Strategic National Stockpile and HHS), while at the same time integrating donations management and commercial procurement on a massive scale. The COVID incident has provided an opportunity to refine resource forecasting using both burn rate estimates and real time reporting. Lessons learned from both procurement, warehousing and distribution have been integrated into all-hazards planning. This incident has provided State and Local Emergency managers with the requirement to scale up and scale down operations over the course of the pandemic causing all levels to re-evaluate what right-sizing truly looks like. In addition to the COVID incident, SLTT organizations can review smaller scale incidents and extrapolate data to estimate affected population and anticipated commodity needs. SLTT can make use of the extensive library of incident and exercise After Action Reports (AARs) which can be found on WebEOC.

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~~4.2.2.3.~~4.2.2.2. Deliberative Plans:

~~4.2.2.3.1.~~4.2.2.2.1. Washington Movement Coordination Plan, National Protection and Program Directorate (NPPD) Office of Infrastructure Threat and Risk Analysis Center (HITRAC) to determine the Infrastructure Impacts to electric power, natural gas, telecommunications, transportation fuels, road transportation, water transportation, rail transportation, emergency services, banking and finance, health care, and water and wastewater facilities. This study first examined the impacts of the earthquake and tsunami on the human population within the affected area. The expected damage and loss of life would occur along the coastal regions of northern California, Oregon, and Washington. The National Infrastructure Simulation and Analysis Center (NISAC) estimates that the tsunami and ground shaking effects are likely to result in 3,000 or more fatalities. This scenario will also likely result in an estimated 25,000 people or more injured. Counties that would be particularly hard hit by the ground shaking in terms of fatalities are: Coos County, Oregon, and King and Grays Harbor counties in Washington due to their proximity to the epicenter, structure types, and population

density. Many of the deaths would be attributed to building collapse. Damage to the telecommunications, waterborne transportation, and transportation fuels sectors will result in the greatest cascading economic impacts. Electrical power is a driver of economic impact, however the restoration times for electric power infrastructure are not expected to be as long as those for telecommunications.

4.2.3. Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review: For the logistics and supply chain management core capability the CSZ threat was used. The description of the core capability target is to synchronize logistics capabilities and enable the restoration of impacted supply chains to deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. The State's current capability is described as, within (30) (days) of an incident, identify and mobilize life-sustaining commodities, resources, and services to (102,352) people requiring shelter and (500,000) people requiring food and water. Maintain distribution system for (1) (year). The capability target is described as, within (30) (days) of an incident, identify and mobilize life-sustaining commodities, resources, and services to (500,000) people requiring shelter and (3,000,000) people requiring food and water. Maintain distribution system for (1) (year). Incident-specific analysis

4.2.4. Hazard Identification and Vulnerability Assessment (HIVA) - Washington State Recovery and Response Framework-HIVA. Incident Specific Analysis – EMAP Gap Analysis from both the HIVA and the Enhanced Mitigation Plan have identified as the following significant all-hazards threats to Washington State, these include: Agricultural Disease Outbreak, Avalanche, Climate Change, Coastal Hazards, Dam Failure, Drought, Earthquake, Flood, Hazardous Materials, Landslide, Public Health, Severe Weather, Terrorism and Cyber-Terrorism, Tsunami, Volcano and Wildfire.

4.2.5. Regional Resiliency Assessment Program (RRAP) The Regional resiliency Assessment Program (RRAP) assessed both Transportation and Airports in order to identify the vulnerabilities and resilience of statewide surface transportation infrastructure systems to the anticipated impacts of a CSZ earthquake. These include both direct earthquake impacts (e.g., seismic forces) and secondary impacts (e.g., ground failure, tsunamis). RRAP analysis areas include:

4.2.5.1. An evaluation of state highway seismic vulnerabilities and identification of priority highway Routes.

4.2.5.2. A hazard exposure analysis and summary of stakeholder engagement findings for maritime Transportation infrastructure.

4.2.5.3. A hazard exposure analysis and summary of findings for rail infrastructure.

4.2.6. Generic Planning Factors – Based on an estimation of the % of the population being affected by the incident and requiring assistance for 72- to 96-hours.

4.2.6.1. FEMA has the planning assumption for CSZ established at approximately 21% of the population will require commodity support. (1.6 million personnel, or 672k housing units, based upon 2020 Census Data)

4.2.6.2. Affected population for all other hazards within the state will be addressed on a situational basis (low frequency, high impact) based off the impact and county/jurisdictional population.

4.2.6.3. Extensive geographic separation: Coastal communities, Islands, the Cascade Range, and I-5 Corridor possess limiting factors that could isolate the large urban centers in those regions.

4.2.6.4. Weather extremes: There are limiting factors during winter months which severely limit ground mobility of the East/West divide.

4.2.6.5. Population densities: City and large urban interfaces populate the I-5 Corridor, the outside is sparse with small pockets of communities prone to isolation in disaster situations.

4.2.6.6. Awareness of Individual and Family preparedness: Metropolitan areas are not prepared to sustain themselves for greater than 72 hours. The THIRA capability targets indicate the need for at least 2 weeks of self-sustaining.

4.2.7. Determining Commodity Requirements / Considerations for Refining the Requirement - Based upon an analysis of affected population (location, and density) the following planning factors will be used to determine commodity requirements unless otherwise noted.

4.2.7.1. Food – Usage Planning: Two (2) meals of 1,250 calories each per person per day (standard shelf stable meal ready to eat contains 1,250 calories). 1 standard pallet contains 144 cases of prepackaged meals (12 meals per case / 6 day supply per person), and an average of 20 pallets can be stored and/or delivered per truck load. Planning considerations for colder/winter months may require an increase of up to 4,500 calories per person per day. Planning considerations for warmer/summer months may require supplemental salt/minerals.

4.2.7.2. Water – Usage Planning: 3 liters of potable water per person per day (standard 16.9 oz bottled water is equivalent to 0.5 liters). Preference not to transport potable water (bottled) if possible. Transport of ROPU, water purification capacity, etc. will be necessary. Inability to transport large quantities of water due to impassable roads necessitates the use of purification devices. Some cities alongside/near ports have established de-salination hook-ups for naval vessels.

4.2.7.3. Ice – Usage Planning: 1 bag per person per day (standard 8lb bag of ice), 1 standard pallet contains 250 bags of ice, and can be stored in a freezer trailer at an estimated 20 pallets/5000 bags per truck.

4.2.7.4. Mass Care Supplies - The dedicated caches of state-owned pre-positioned supplies for mass care are limited to COVID-19 mitigation and are non-existent for general mass care or for or sheltering. DSHS and DOH own limited resources however maintain a network of public health districts that have the capability to respond. Common mass care supply requirements for feeding and sheltering include kitchen support packages, portable restrooms, water tankers for field kitchens, water bladders for downed infrastructure systems, laundry facilities, shower facilities, lights and generators, reefer trailers, dry trailers, and shelter supplies. To meet the Mass Care Supply requirement, SEOC utilizes standby emergency services contracts. Local level governments have limited quantities for mass care and sheltering, VOADS, and the state has an MOU with the American Red Cross Northwest Region for support of this nature.

4.2.7.5. Support/Transportation - The geography of the jurisdiction will dictate/drive diverse transportation strategies and requirements.

4.2.7.5.1. Key Consideration is the need for fuel/oil/other power source for electrical generation.

4.2.7.5.2. Vendor Contracted Base Camps: There are 2 providers (DRC and Deployed Resources) based outside the area of impact

4.2.7.5.3. Hub & Spoke Delivery process

4.2.7.5.4. Unconventional transportation methods: due to the geography and economy of Washington State the ability to leverage unique and unconventional transportation assets is a force multiplier.

4.2.7.5.4.1. Chartered / Private Aircraft: Washington State ranks 4th in the nation in the number of private aircraft (6,943) and 9th in the nation in the number of airstrips statewide (137). Multiple Disaster Assistance Response Teams (DART) are active within Washington state to provide commodity transport during an incident.

4.2.7.5.4.2. Seaplanes: General Aviation (GA), community based linked to County Emergency Management

4.2.7.5.4.3. Small boats: Private or government. Washington State maintains several shallow draft and open water vessels under the Department of Fish and Wildlife, Department of Natural Resources, and the Department of Ecology. Private vessels can be coordinated with the Vessel of Opportunity (VOOP) program which pre-identifies and conducts Incident Management training with privately owned maritime assets for contracted use during declared emergencies.

4.2.7.5.4.4. Ferry and Port System: Medium and Large ocean-going government owned ferries are active within Washington State at both the State (Washington State Department of Transportation) and County level (King County, Skagit County, Kitsap County. Commercial Ferry systems are active and operating between Washington State and British Columbia (BC Ferries, Black Ball Line, Victoria Clipper). Western Washington Maritime Port locations provide local regional and international commercial shipment of goods and supplies. Eight (8) port locations were visited and assessed as part of the 2019 RRAP. (See figure 4.2.7.4.4.4)

4.2.7.5.4.4.1. Maritime transportation offers the ability to move large volumes of goods to support post-disaster response and recovery activities. The focus of the Airport and Transportation RRAP studies were to better understand the extent of seismic impacts to the state's maritime transportation infrastructure, and the potential of that system to support CSZ earthquake response and recovery. To provide a baseline characterization of port seismic vulnerabilities, the RRAP research team first visited eight of the major commercial ports in Washington (Port of Bellingham, Port of Everett, Port of Grays Harbor, Port of Port Angeles, Port of Seattle, Port of Tacoma, Port of Vancouver).

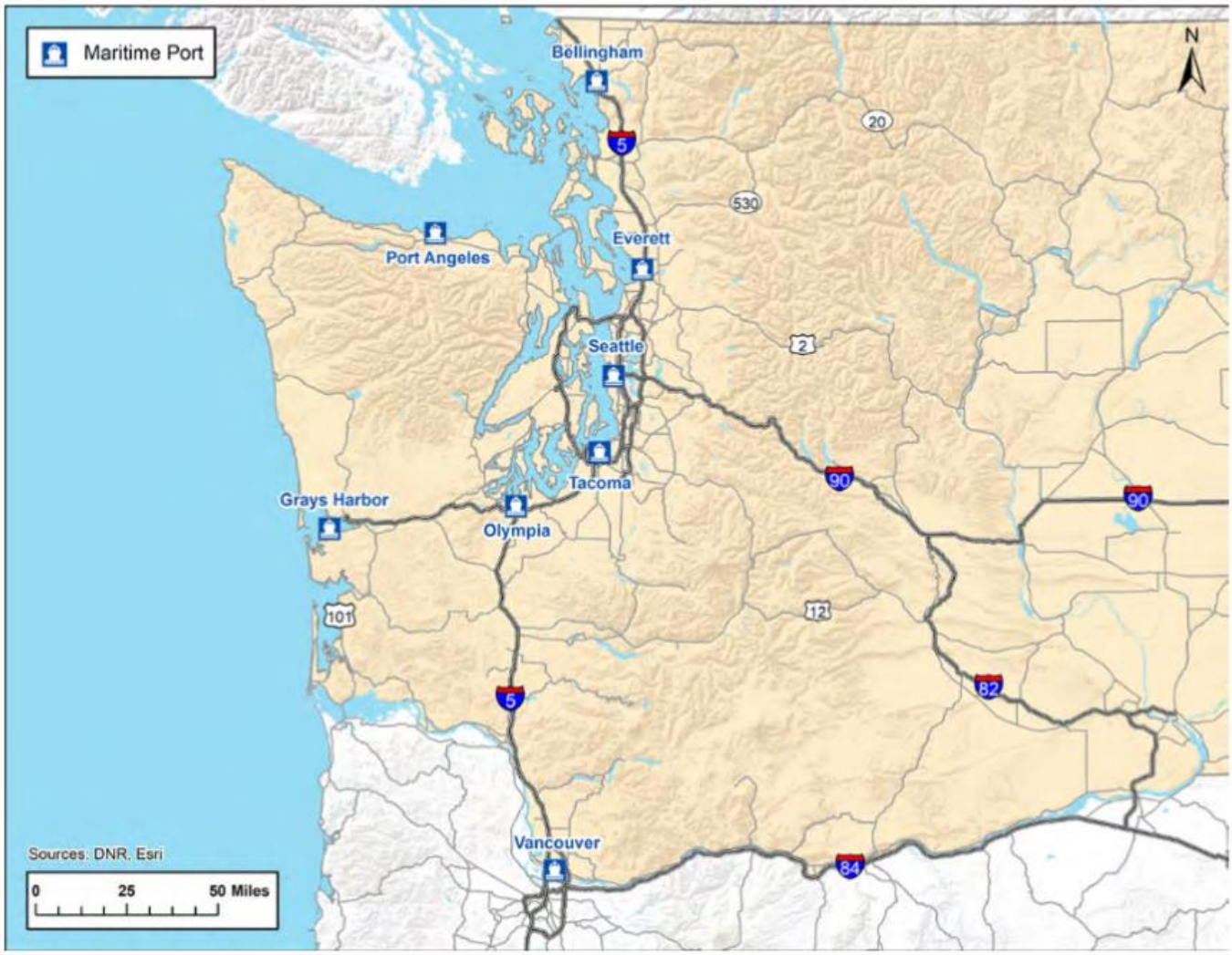


Figure 4.2.7.4.4.4.1 Maritime Port Locations

4.2.7.5.5. Capability and Capacity of Distribution Network: WSDOT conducts periodic transportation Corridor Capacity reports (previously known as Congestions Reports) to identify capacity and capability of the distribution networks within Washington State. WSDOT's approach to multimodal system performance evaluation, including maximum throughput, multimodal performance measures, and associated thresholds can provide a predictive model for constraints on the distribution network. Understanding the corridor capacity prior to an incident will allow planners to have a baseline for performance and will aid in evaluating distribution network disruptions.

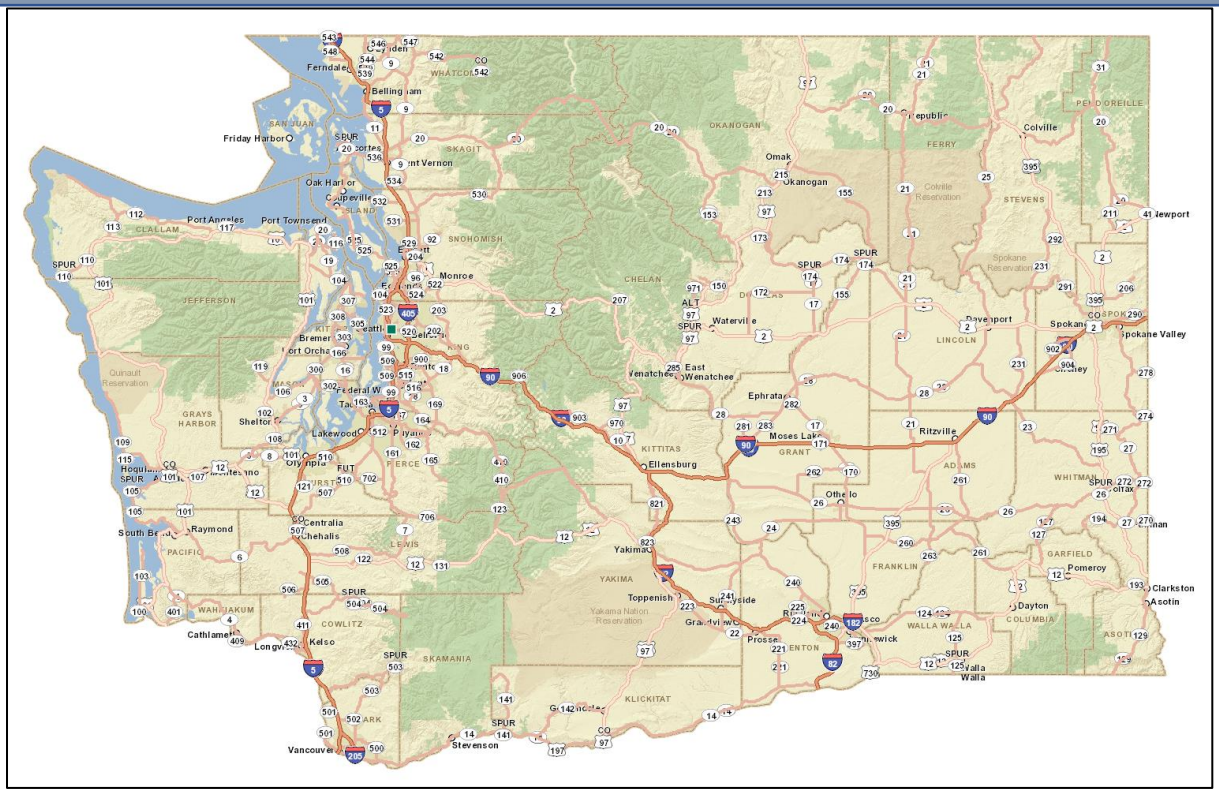


Figure 4.2.7.4.5 Key Highway Routes

4.2.7.5.5.1. Maximum Throughput: To operate the highway system as efficiently as possible, the speed at which the highest number of vehicles can move through a highway segment (maximum throughput) Maximum throughput is generally achieved when vehicles travel at speeds between 70% and 85% of the posted speed limit (for a 60 mph speed limit, between 42 and 51 mph). At maximum throughput speeds, highways operate at peak efficiency.

4.2.7.5.5.2. Congestion Thresholds: Congestion thresholds refer to a highway's operating speed at which analysts identify the system as being congested or delayed. They are typically expressed as a percentage of the highway's posted speed, in order to allow for the thresholds to be applied to highways of multiple classifications.

4.2.7.5.5.3. Throughput productivity: measures the efficient use of the existing highway capacity. It can be reported for vehicles or for persons, making it a very adaptive metric. WSDOT uses the maximum throughput standard as a basis for measurement to assess travel delay relative to a highway's most efficient speed of about 85% of posted speed

4.2.7.5.6. Transportation Corridors: The Multimodal Planning Division of WSDOT has identified five (6) primary travel corridors in Washington State, these are: I-5, I-405, SR 520, I-90, SR 167 and US 395/SR 240. (See figure (4.2.7.4.5 Key Highway Routes)

4.2.7.5.6.1. Interstate 5 (I-5): Interstate 5 (I-5) is one of the key commute and economic corridors in the central Puget Sound region. More than 2.6-billion-person miles were traveled between Federal Way and Everett in 2017, a 2.6% increase over 2015. Highway capacity constraints vary based on the presence of managed lanes and multimodal travel options; parts of the I-5 corridor in the central Puget

Sound region are served by Link light rail, Sounder commuter rail, transit buses and high occupancy vehicle (HOV) lanes.

4.2.7.5.6.2. Interstate 405 (I-405): Interstate 405 (I-405) is one of the key commute and economic corridors in the central Puget Sound region, running parallel to I-5 between Tukwila and Lynnwood. Over 1.1-billion-person miles were traveled on I-405 in 2017, a decrease of 0.4% from 2015. Highway capacity constraints vary based on the presence of managed lanes and multimodal travel options; the I-405 corridor in the central Puget Sound region is served by high occupancy vehicle (HOV) lanes.

4.2.7.5.6.3. State Route 520 (SR 520): State Route 520 (SR 520) is a key commute and economic corridor in the central Puget Sound region, connecting Seattle to Eastside suburbs and I-5 to I-405. Over 241-million-person miles were traveled on the corridor in 2017, a 0.6% increase over 2015. SR 520 has two major destination points: I-5 and I-405, both of which are typically congested during the peak commute periods. As a result, traffic is slow to enter I-5 or I-405, which in turn increases congestion on SR 520. In addition to delaying commuters, congestion on SR 520 directly impacted the movement of goods in Washington, as trucks accounted for 4% of the total daily traffic volume on the corridor in 2017. Highway capacity constraints vary based on the presence of managed lanes and multimodal travel options. Parts of the SR 520 corridor were served by high occupancy vehicle (HOV) lanes beginning in 2015 and 2017, although HOV lanes do not span the entire corridor.

4.2.7.5.6.4. Interstate 90 (I-90): Interstate 90 (I-90) runs parallel to SR 520 across Lake Washington and is a key commute and economic corridor connecting I-5 and I-405 in the central Puget Sound region. The I-90 floating bridge is the non-tolled alternative to SR 520 across Lake Washington. Around 500-million-person miles (approximately twice the person miles traveled on SR 520) were traveled on the corridor each year in both 2015 and 2017. Highway capacity constraints vary based on the presence of managed lanes and multimodal travel options. Interstate 90 (I-90) in the Spokane area is one of the region's key commute and economic corridors. Over 250-million-person miles were traveled on I-90 between Division Street and Argonne Road in 2017, an increase of 1.8% since 2015.

4.2.7.5.6.5. State Route 167 (SR 167): is a key commute and economic corridor in the central Puget Sound region that functions as an extension of Interstate 405 (I-405) south of the Tukwila/Renton area. Nearly 315-million-person miles were traveled on SR 167 between Renton and Auburn in 2017, Highway capacity constraints vary based on the presence of managed lanes and multimodal travel options; the SR 167 corridor is served by Sounder commuter rail, transit buses, and high occupancy toll (HOT) lanes.

4.2.7.5.6.6. US 395 and State Route 240 (SR 240): US 395 and State Route 240 (SR 240) are two of the key commute and economic corridors in the Tri-Cities region. The segment of US 395 between Interstate 82 (I-82) and I-182 includes a five-mile section in Kennewick with eight traffic signals, a two-mile freeway segment mostly in Pasco and a small freeway segment in Kennewick. More than 73 million weekday person miles were traveled on this corridor in 2017, a 5.5% increase over 2015. The US 395/SR 240 interchange at the south end of the Columbia River Bridge is a key chokepoint on US 395. There are two bottlenecks created by a complicated series of merges, weaves and lane reductions (see graphic below). In the northbound direction, two lanes of traffic are restricted to one lane (bottleneck

1), followed by traffic merging from the Columbia Drive on-ramp into one lane (bottleneck 2). Shortly after, traffic from SR 240 merges onto US 395. These capacity issues cause significant congestion as the corridor crosses the Columbia River.

4.2.7.5.6.7. Washington State Ferries (WSF): WSF's nine ferry service routes function as marine highway corridors, with stops at 19 ferry terminals in Washington and one stop in Sidney, British Columbia. Washington State Ferries are integral links across Puget Sound, connecting island and peninsula communities with major employment centers in addition to facilitating leisure trips. Seven of the nine ferry routes are served by multiple vessels operating simultaneously in order to keep terminal wait times low. Route capacity is defined as the cumulative passenger and vehicle capacities for all sailings of each vessel serving a particular route and may fluctuate depending on vessel size or crew availability for each trip.

4.2.7.5.6.8. Rail Capability: Amtrak Cascades operates 16 passenger trains each day between Vancouver, British Columbia and Eugene, Oregon, providing a viable transportation option for travelers on the I-5 corridor and supporting the state's long-term goal of providing a sustainable multimodal transportation system. (See figure 4.2.7.4.6.8 Statewide location of rail yards.)

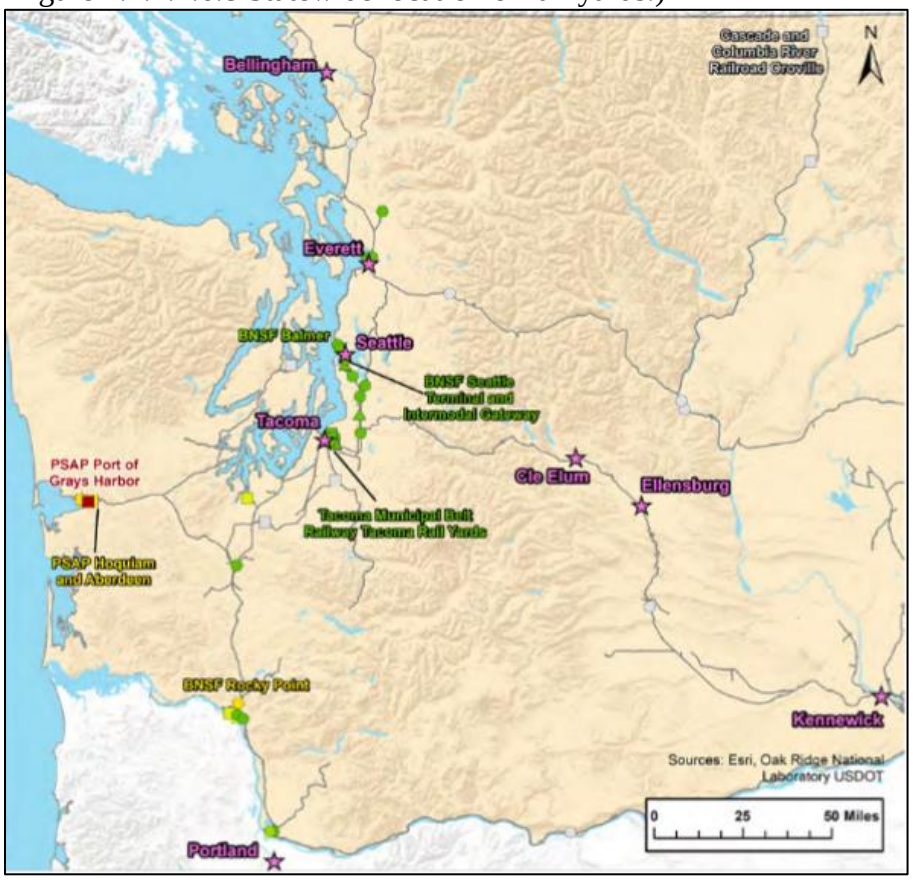


Figure 4.2.7.4.6.8 Statewide location of rail yards

4.2.7.5.7. There is a great deal of redundancy in the transportation corridors of Western Washington with multiple highway and rail corridors to support North-South travel and port connectivity. However, the geographic limitations of the state are such that there is limited capability & capacity both on the Olympic Peninsula and over the Cascade Mountain Range. Winter weather events can limit East-West Routes, and flooding

events can severely reduce access to coastal regions. Outside of the I-5 corridor and major urban centers there is far less redundant capability. Primary state routes are depicted above (Figure 4.2.7.4.5 Key Highway Routes)

4.2.7.5.8. Federal/State Staging Areas are co-located and represented on the map in 5.8.2.

4.2.7.5.9. Use state agency partners or state IMT personnel for staffing; support for distribution can be from DES partners, contracted service, or the WANG

4.2.7.5.10. The state will run the distribution of all commodities coming from the Federal Government.

4.2.7.5.11. To facilitate this movement twenty (20) key airfields were assessed by ARGON National Labs and CISA in a shortened RRAP. Report is available by state or FEMA Region X and the airfields assessed are shown below. (Figure and Table 4.2.7.4.1.1)

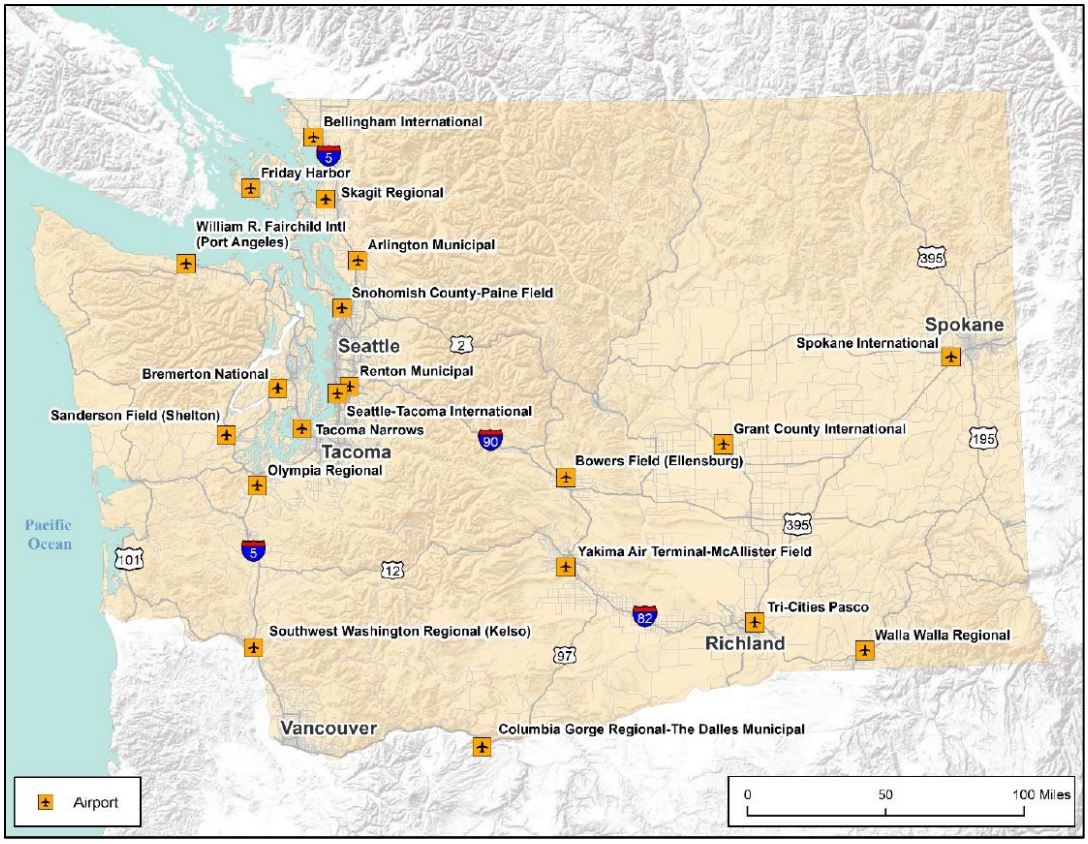


Figure 4.2.7.4.1.1 Assessed Airports

Table 4.2.7.4.1.1 Assessed Airports

AIRPORT CODE	AIRPORT NAME
RNT	Renton Municipal Airport
CLM	Fairchild International Airport
ELN	Bowers Field Airport
OLM	Olympia Regional Airport
YKM	Yakima Air Terminal-McAllister Field
KLS	Southwest Washington Regional Airport
SHN	Sanderson Field Airport
SEA	Seattle-Tacoma International
ALW	Walla Walla Regional Airport
BVS	Skagit Regiona
PWT	Bremerton National Airport
FHR	Friday Harbor
AWO	Arlington Municipal
PAE	Paine Field
PSC	Tri-Cities Airport
DLS	Columbia George Regional
GEG	Spokane International
MWH	Grant Coutny International
BLI	Bellingham International
TIW	Tacoma Narrows

4.2.7.6. Private Sector Capability versus Requirement: In a less than catastrophic event, private sector retains the capability to support using regular supply chain. During critical market shortages the private sector may be leveraged to aid in support to the state. Microsoft and Amazon may be used to support logistical endeavors to include advising leadership, aid in procurement, and distribution support.

5. Resource Ordering

5.1.1. The state does not have a dedicated cache of supplies. State could send SEOC representatives to impacted jurisdictions in the absence of the local or mid-level government to aid resource requests to State EOC. Expectation exists that recognized counties will consolidate or collect resource requirements from subordinate jurisdictions, which may include Federally recognized Tribes. Resource ordering is a tiered process; lower echelons will exhaust all means available prior to submitting requests to higher echelon resource providers. During National or International supply shortages the state may exercise the right to procure items on behalf of the local jurisdictions. Priorities for scarce commodities will be determined by the Multi-Agency Coordination Group or Unified Coordination Group.

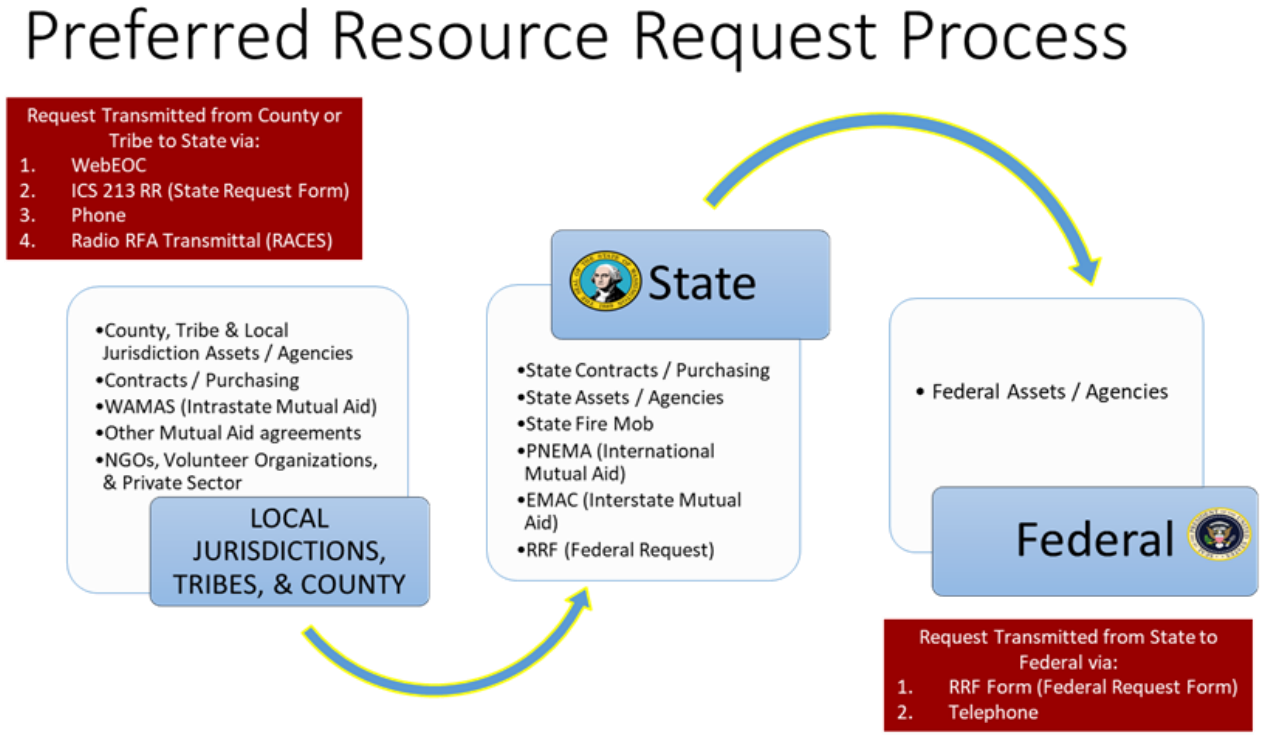


Figure 5.1.1 WA Preferred Resource Request Process

5.1.2. Contracts

5.1.2.1. WA EMD has pre-existing contracts for Base Camp Operations with vendors outside of the region.

5.1.2.2. WA EMD / State EOC initiates most resource contracts in disaster response. Standing contracts exist for all government agency use; contracts cover fuel, water and basic lifesaving/sustaining commodities.

5.1.2.3. Additional contract considerations include: Some additional considerations when preparing contracts include the following: Legislation and Military Department Contracting Policies, Existing Contracts: MOU's, memorandums of Agreement. Staffing: Logistics/Washington Military Department and Finance and Administration division to prepare contracts. Vendor Deconfliction: Department of Enterprise Services (DES) holds the master contract for state-use procurement and contract policy, in addition to the internal contract staff at the Washington Military Department. Redundancy: Ensure different state agencies do not have contracts with the same vendor. Purchase cards: Military Department Finance and Admin have access to all purchase cards, State Emergency Operations Center has

access to one purchase card, and Mutual Aid has access to five purchase cards. Federal options (GSA/USDA, Etc.) Federal Surplus Program, consisting of a Strategic National Stockpile, for the National Disaster Medical System, and a Veterinary stockpile.

5.1.3. Voluntary Organizations Active in a Disaster (VOADs) / Faith-Based Organizations

5.1.3.1. State Contracts (volunteer program administered by EMD)

5.1.3.2. Military Department Contracts

5.1.3.3. Washington Conservation Corps – coordinated through the Washington Department of Agriculture)

5.1.3.4. - Red Cross has a current MOU with the State and is supportive during any response and recovery operation.

5.1.3.5. Religious/Faith-based groups such as the 7th Day Adventists can be brought on to operate donation management. NW Baptist volunteers can provide mobile shower and laundry facilities during recovery efforts.

5.1.3.6. National Animal Rescue and Sheltering Coalition (NARSC)

5.1.3.7. Volunteer management and additional VOADs are ideally managed at the local level.

5.1.4. Intrastate Request Process

5.1.4.1. WAMAS - Washington Mutual Aid System (WAMAS) is an Intra-State mutual aid mechanism, which all local jurisdictions are members. The State is not a member to this construct however it is a legal means for local emergency management to share and reimburse for resources.

5.1.4.2. Mutual Aid at the State level - All resources and mutual aid agreements must be exhausted or forecasted prior to making a request.

5.1.5. Interstate Requests Process -

5.1.5.1. EMAC - Emergency Management Assistance Compact (EMAC) is an Inter-State mutual aid construct that can be used between members after a Governor's Proclamation of Emergency has been declared. Below are the most frequent resources requested using EMAC:

5.1.5.1.1. PODs

5.1.5.1.2. Staging Area Teams

5.1.5.1.3. IMTs

5.1.5.1.4. NG multiuse teams

5.1.5.2. PNEMA - The Pacific Northwest Emergency Management Arrangement (PNEMA) is an International mutual aid construct that includes the member jurisdiction of Alaska, The Yukon Territory, British Columbia, Idaho, Oregon, and Washington. This mutual aid system is very similar to EMAC with the one exception that no Governors Emergency declaration is required to use; it can be used at the discretion of party members. An Authorized Representative or Designated Contact from Washington State must be involved in all aspects of the Request for Assistance process.

5.1.6. Donations Are managed at the local level and if state assistance is requested, the state will utilize VOADs, contracts, or mutual aid to facilitate management of storage and distribution centers

5.1.7. Federal Request Process - All resource requests from the state or local level for federal assistance will go through the logistics section and be approved by the State Coordinating Officer (SCO) / Governors Authorized Representative (GAR). Requests from Federally recognized Tribes can be submitted to local and state level emergency managers or can be submitted directly to the federal level. Common requests are listed below:

5.1.7.1. Commodities
5.1.7.2. Meals
5.1.7.3. Cots/Blankets/other
5.1.7.4. POD/Staging Support
5.1.7.5. IMTs
5.1.7.6. Technical Assistance
5.1.7.7. Medical Supplies - Items such as Personal Protective Equipment (PPE) when asked for from the Strategic National Stockpile will be delivered to State run facilities, where the state will then distribute to requestors that have met requirements

5.2. Distribution Methods

5.2.1. Methods of distribution describe how commodities are provided directly to the impacted communities. Distribution is scalable and can be adjusted by using ICS methodology. During large scale operations the State may use organic resources or contracted services to provide for the distribution of commodities to County and Tribal distribution points. The use of such resources may be paid for by the state Disaster Response Account and cannot be relied upon Federal reimbursement.

5.2.2. Overview of Methods

5.2.2.1. Following an incident, the SEOC Logistics Section will review all resource requests to ensure that distribution is robust yet scalable. The number of Points of Distribution required, and their locations will be based upon distribution models and projections defined by each county supported by this and other pertinent documents, e.g., United States Census Data.

5.2.2.2. Health and Welfare Checks/Direct Distribution: Health and welfare checks and direct distribution are generally the responsibility of the county. If a state resource is providing either of these it is usually while they are deployed on a mission supporting the county. Supplies can be delivered directly to a survivor's residence through direct distribution. Supplies may be initially delivered to a central location for personnel to provide "door-to-door" residential delivery. This distribution can be combined with wellness checks performed by the National Guard during relocation of citizens (as requested by local emergency management).

5.2.2.2.1. Food resource contracting
5.2.2.2.2. Utilization of existing programs (Community based such as meals-on-wheels)

5.2.2.3. Mobile Delivery: Counties and Tribal Nations are asked to plan for mixed load mobile distribution to isolated farms and small plantations, nursing homes, adult living facilities, the homebound and elderly, trailer and mobile home parks, special facilities such as correctional facilities, educational sites, and isolated coastal locations.

5.2.3. County/Tribal Staging Areas: Counties are encouraged to not only list their CSAs but also develop a localized County Logistics Plan to address how the county will support existing and incoming resources such as emergency power, pumping, material handling equipment, food, water and medical supplies, as well as all other necessary resources to support response and recovery. Depending upon the scope and severity of an incident, County Staging areas must be capable of receiving resources within 24-hours post event. All effort must me made when drafting County-level logistical plans to have adequate material handling equipment available to allow state transportation assets to quickly be placed back into operation.

5.3. Inventory Management: Inventory management addresses the quantity of commodities and equipment that an organization physically has on hand. Managing the acquisition, use, distribution, storage, and disposal of commodities and equipment is vital to identifying available resources, controlling costs, and

improving the efficiency and readiness of an organization. Inventory Management will be tracked through state owned systems such as WebEOC, and the REUSE system used by DES. Orders will be tracked as they are placed and communicated to the requesting jurisdiction. Orders, when at all possible, should be for direct delivery from supplier to the requesting jurisdiction, or from State Staging area to County Point of Distribution. If necessary, the Logistics Section within the SEOC may assign an inventory manager to track commodity inventory based upon the scale of the incident.

5.3.1. Assessment of needs: Close communication is required both laterally and vertically to assessment burn rates and on-the ground needs. All inventory, when received either by the local jurisdiction or by the state, will be checked against the placed order and received shipping manifest. Discrepancies in received orders will be documented. Resources that are damaged on receipt will be reported to the SEOC and to the supplier and may be held before acceptance. After 72-hours of operations, commodities will be resupplied based on actual consumption assessments and mission requests from county EOCs as related to them by POD management teams. When distributing inventory to local and tribal partners and stakeholders, all local and tribal partners will provide trackers of supplies on hand and supplies needed through their burn rate consumption inventory trackers every 72-96 hours. This will allow State EMD to provide and better assist all 39 counties, tribal partners, and stakeholder involvement while maintaining integrity through proper tracking channels at all levels.

5.3.2. Regular accounting of resources: Local and Tribal jurisdictions maintain visibility on locally managed caches of food, water and mass care supplies, the State EOC maintains integrated contracts for vendor supplied food and water. The WA Department of Enterprise Services (DES) has established inventory data systems for use with state managed stock, as well as assets acquired from Federal sources. As the primary agency for ESF-7, DES will track all federal assets provided through federal aid and assistance according to the Robert T. Stafford Act.

5.3.3. Policies and procedures: The State EOC logistics sections maintain contact with FEMA representatives to leverage federal contracting capability and General Services Administration offerings. The EMD finance staff will coordinate with GSA Customer Service personnel when using GSA schedules and Disaster Purchasing Program.

5.3.4. Resource Identification and Typing

5.3.4.1. This plan follows the FEMA resource typing (Tier 1) definition when applicable and utilizes the Resource Typing Library Tool (RTLT).

5.3.5. Resource Tracking

5.3.5.1. A common operating picture (COP) is shared via the interned-based WebEOC incident management system with access to information based upon position in the ICS structure. WebEOC allows State EOC planners and logistics personnel have access to current information on the status of regional and local roadways. This information is used for transportation and movement coordination and is shared among federal, State, Local, Tribal, and Territorial (SLTT), and private-sector partners as appropriate.

5.3.5.2. Reporting Methods: Daily reporting of on-hand balance and what was issued during the day is transmitted through status reports and the use of WebEOC based reporting systems.

5.3.6. Warehousing of supplies: If approved by the Office of Financial Management, supplies and commodities deemed necessary for the state to procure will be handled by either the lead state agency during the event or the Department of Enterprise Services (DES). In this instance items will be purchased from the Disaster Response Account or by the lead agency and reimbursement sought from the requestor. Warehouse operations can be conducted at a DES facility and will be distributed through:

5.3.6.1. Contracted mail

5.3.6.2. State owned vehicles

5.3.6.3. VOAD organizations

5.3.6.4. Other state partners for the given incident

5.4. Transportation

5.4.1. Modes of Transportation

5.4.1.1. Ground: Direct distribution to County Points of Distribution or to large medical facilities. With considerations given to the primary transportation routes delivery would be made from FSA to SSAs and further distribution.

5.4.1.2. Air: A large majority of airports located within the state have been identified as staging areas. If the road network is not operational then the use of air assets will be utilized to move commodities in limited quantities for distribution.

5.4.1.3. Water

5.4.1.3.1. Marine highway system, both the state (WSDOT) and Puget Sound Region (King, Skagit, Kitsap Counties) have an extensive Ferry system that can be utilized to reach populations on islands and to move between different landmasses within the Puget Sound Region.

5.4.1.3.2. Commercial Shipping and Ports, Washington has the largest locally controlled public port system in the world with 75 port districts. Ports range in size from accommodating deep-draft trade, rail operators and small community marinas.

5.4.1.4. Rail

5.4.1.4.1. 3,100 miles of active rail lines with coverage in all geographic regions of the state.

5.4.1.5. Operators

5.4.1.5.1. Supply chains function across air, land, and sea. Authorization and availability of pilots, drivers, and captains may require specific considerations for various supply chains. For example, in healthcare supply chains, strict rules relate to who may transport certain products and the tracking and accountability of these products. Requirements for temperature and environmental controls may limit the transporters that can provide the service.

5.4.1.5.2. Transportation operators often rely heavily on information technology and communications to direct their movements and deliveries. Consider what, if any, plans exist to address loss of these normal capabilities.

5.4.1.5.3. Large-scale disasters can significantly diminish available transport staff, drivers, and dispatchers. Union member operators and volunteer operators may have different regulations for operation than other private or public operators. Pre-standing MOUs with unions, volunteer organizations, and private/public sector entities may alleviate a lack of authorized drivers in an emergency.

5.4.1.5.4. Transportation operators may need clearances to transport materials and/or enter facilities. Personnel entering secure areas of maritime facilities and vessels require the Transportation

5.4.1.5.5. Worker Identification Credential (TWIC) 12 and fuel truck drivers require site-specific certifications before they can receive fuel at individual distribution terminals. Steps include:

5.4.1.5.6. Review transportation operators' regulations as applicable during incident, these include: Union membership and guidelines, use of volunteers, clearances required (time and security restriction based).

5.4.2. Strategic Considerations

5.4.2.1. State Employees: Most State employees are represented by the WFSE Union and as part of the contract can work 6 days without a break and then rotated back into the staffing for incident support.

5.4.3. Movement of Resources

5.4.3.1. Local Movement - ESF 7 co-primary Department of Enterprise Services (DES) can assist in the limited movement of commodities: DES organically maintains 2 tractor-trailers and a fleet of cargo vans located in Tumwater. For less than truckload (LTL) commodity delivery the Washington State Department of Corrections has assets that can be utilized for large commodity missions the movement will have to be contracted using existing DES contracting systems.

5.4.3.2. Statewide/Regional Movement – ESF 1 partner Washington State Department of Transportation (WSDOT) provides coordination of State and civil transportation maintenance, repair, and technical assistance to State agencies, local jurisdictions, tribal governments, volunteer organizations and non-governmental organizations requiring transportation to perform disaster assistance missions. WSDOT will coordinate the use of state transportation infrastructure in support of the flow of land (roadway and rail), air, and marine traffic in and to the disaster area for the effective movement of response or recovery supplies, personnel and equipment. Depending upon the type and scope of an incident, WSDOT will liaison with commercial transportation providers concerning significant interruptions of service (freight resiliency) as described in the ESF 1Attachment to the Washington State Comprehensive Emergency Management Plan (CEMP).

5.4.3.3. Tracking Material and Equipment

5.4.3.3.1. Methods of control - All resource requests are managed using WebEOC from the initial request through the demobilization of the resource.

5.4.3.3.2. Identification and validation - While resources are in transport, they with have resource request numbers assigned that can be cross referenced with any Bills of Lading that have been entered into WebEOC as part of the request. Goods will be received and validated prior to full acceptance and further distribution.

5.4.3.3.3. Procedures - Procedures for resource tracking can be found inside the SEOC SOP, a digital version is accessible to all users within the WebEOC internet-based system.

5.4.3.3.4. Routes - Will be identified using priority routes and road conditions as reported by local emergency management and WSDOT Regional offices. Routes will be depicted in the Washington Information Sharing Environment (WISE) a GIS portal accessible through WebEOC.

5.4.4. Empty Trailer Management - The state does not currently have this capability and will need to request from FEMA or contract these services.

5.5. Staging Areas

5.5.1. The State Emergency Operations Center (SEOC) Logistics Section Chief or Logistics Deployment & Planning Branch Director activates State Staging Areas upon notification of an impending or occurring major emergency or disaster. Activation of any State Staging Areas will initiate readiness in all agencies and organizations to provide support for staging area activities.

5.5.2. When declared operational, resource delivery to the State Staging Area will begin immediately. The goal of each staging area, once stocked, is to provide needed resources within 12 hours of receiving a request.

5.5.3. The State Staging Area will maintain a current inventory of all on site resources and ensure the State EOC receives updates at least daily.

5.5.4. Actions undertaken by State Staging Areas will be coordinated with Tribal and local jurisdiction emergency managers. Communication is key to ensuring all parties understand resource availability and delivery timelines.

5.5.5. Resources staged at a State Staging Area may be distributed directly to the point of use or to a County Staging Area or Community Point of Distribution (CPOD). Co-location of state, tribal and/or local jurisdictions will provide a more efficient transfer of ownership.

5.5.6. As the existing structure (civilian, government, municipality etc.) becomes self-sufficient and local resource supply systems resume operations, staging areas will be demobilized.

5.5.7. Connection to State Staging Area - The state staging area is the focal point in the supply chain for resources to be delivered from multiple sources to survivors in a community:

5.5.7.1. Federal resources move from FEMA incident support bases (ISBs) or Federal staging areas.

5.5.7.2. States move inventory from state distribution centers or from state partners.

5.5.7.3. Private sector resources originate from commercial contracts or donations.

5.5.7.4. Resources move from state staging areas to county staging areas or commodity points of distribution.

5.6. Establishing a New Staging Area

5.6.1. Site Selection: Site selection begins by evaluating potential sites against established criteria. In order to maintain flexibility in logistics operations in Washington State, there are no minimum and maximum requirements for State Staging Areas. Therefore, this plan will reflect the minimum attributes of an optimum staging area operation. Any site is usable if it can support the response and/or recovery mission. The primary attribute that reflects maximum capacity for a staging area is the road network around the site. If staging area traffic interferes with local or emergency response traffic on a continuing basis, consider opening a second site. Site visits are necessary to assess the actual potential for use of identified sites. A site visit checklist is Attachment C1. Once a site is assessed as being of potential use a site file will be created for assessment (Attachment C1) which will include the Staging Area Site Capacities Assessment (Attachment C2) and a Staging Area Site Hazard Checklist (Attachment C3)

5.6.1.1. Minimum requirements for an ideal staging area operation include:

5.6.1.1.1. Location:

5.6.1.1.2. Near Major Highway

5.6.1.1.2.1. Fenced or otherwise secure area (desirable)

5.6.1.1.2.2. Separate ingress/egress routes for disaster shipments

5.6.1.1.2.3. Entrance/exit(s) for staff and operational equipment (preferably on a different approach to the site than the trucking route)

5.6.1.1.2.4. On-site Commercial or Military Airport/Field (desirable)

5.6.1.1.2.5. On-site rail spur/head (desirable)

5.6.1.1.3. Covered Area

5.6.1.1.3.1. 20,000 square feet (can be open areas with portable cover)

5.6.1.1.3.1.1. Administrative area

5.6.1.1.3.1.2. Loading Docks located inside permanent structures (desirable)

5.6.1.1.4. Hard Stand (paved, chipped asphalt, or compressed rock) Area

5.6.1.1.4.1. 250,000 square feet (6 Acres) to accommodate 208 tractors with trailer)

5.6.1.1.4.2. Helicopter Landing Zone

5.6.1.2. Site Memorandum of Understanding - For some sites, it may be necessary to involve Tribal or local officials to ensure compliance with regulations for land and facility use. These officials don't necessarily need to be involved in the site visit, but they should be given an opportunity to review and approve site use plans. A file will be available from the State Logistics Section in the SEOC on each identified staging area to allow for quick access to information. An MOU is necessary to set expectations between the state and the potential staging area facility. Signature of both the authorized site representative and state

representative must fully execute the MOU before it is in effect. A draft MOU is provided in Attachment D1. The MOU must contain the following elements:

5.6.1.2.1. Purpose – The MOU should explain the logistics and supply distribution need and the importance of staging areas to this process.

5.6.1.2.2. Authority – RCW 38.52.020 provides the basic authority for the state to enter into the agreement.

5.6.1.2.3. Duration and Modification – the MOU should be no more than five years to provide an opportunity to renew contact with the site within that timeframe. Staging Area MOUs will be reviewed annually to ensure each location remains viable.

5.6.1.2.4. Areas of Agreement – specific details regarding activation, use, repair of the site, and any requirements placed upon the site manager.

5.6.1.2.5. Points of Contact – contact names, titles, addresses, and phone numbers for both the site and the state.

5.6.1.2.6. Other Provisions – states that if any part of the MOU is determined in conflict with current law, the remaining portions remain in effect.

5.6.1.2.7. Effective Date – the date the MOU begins.

5.6.1.2.8. Termination – states the date of termination (five years from effective date) and provides for early termination if the parties decide to do so.

5.7. Site Activation

5.7.1. Activation Process: The authority for opening a state staging area lies with the State Emergency Operations Center (SEOC), Multi-Agency Coordinating Group (MACG). The SEOC Logistics Section coordinates activation and operation of the staging area site. In the best of conditions, the state would require 24-hours to establish and implement initial capability for the disaster resource movement process. The SEOC Logistics Section Chief (LSC) determines the need for one or more staging areas and selects the best potential site(s) based on the location, size of the site versus anticipated resource quantities, population of the affected area, the condition of local infrastructure, and transportation corridors for material traveling in and out of the site(s). If a site has not been prescreened and designated, then coordination with the Department of Enterprise Services must be

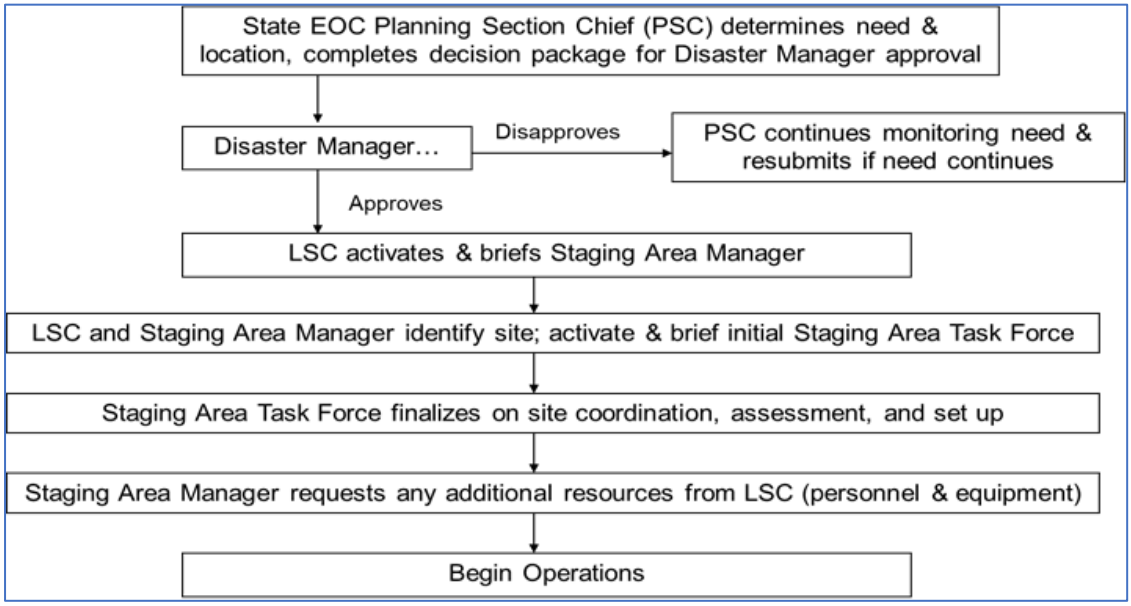


Figure 5.7.1 SSA Activation

initiated to contract a location. Once selection is finalized, the Local Emergency Management Agency (LEMA) is notified of the pending SSA activation. See figure 5.7.1. below. Based on mission requirements, a disaster may require more than one Staging Area. The State EOC Planning

Section Chief (in coordination with the LSC) will determine the need to establish additional facilities. The activation of additional staging areas follows the same process as listed above. If more than one staging area is opened, the Logistics Section Chief may activate the Staging Area Unit to coordinate activities between the areas. Based on operational requirements, the transportation, handling, and coordination for delivery of disaster resources will be the responsibility of the Logistics Section (as designated under a Staging Area Task Force) assigned to support and operate the facility.

5.7.1.1. Staging Area Staffing - Department of Enterprise Services (DES) Supply Chain Management provides initial staffing and equipment for staging area activation. If DES Supply Chain Management cannot provide the initial staffing, an Incident Management Team (IMT) will be requested to staff the site and DES will facilitate equipment acquisition. In the absence of both DES staff and IMT, the augmentation process listed below will be used by the State EOC LSC or the Logistics Section Staging Area Unit Leader to initiate staffing and equipping of staging area sites. The Staging Area Manager develops needs for staff, equipment, and/or supply augmentation for the staging area and submits a request for the needed resources through the designated State EOC Logistics Section staff to fill. The Staging Area Manager should plan effectively so that requests are made at least 24 hours in advance, more if possible, to ensure arrival at the site by the time of need. Additional staff will be requested using existing established processes by the State EOC Logistics Section from available sources including:

- Washington National Guard
- State Agencies
- Local Government Organizations from unaffected areas
- Volunteer Organizations
- Designated Contractors
- Incident Management Teams (Local, Regional, National)
- Mutual Aid Sources

5.7.1.2. Staging Area Equipment – Equipment is identified on the initial site survey and may be different for each location based upon existing infrastructure or limitation.

5.7.1.3. Staging Area Resources - Requests for resources from Staging Area Managers may be made via WebEOC, emailed or faxed using a Washington Resource Request Form ICS 213RR (Attachment G1) In cases where no other form of transmission is available, telephone or radio-based requests will be accepted. Requests must include:

5.7.1.3.1. Staging Area designation and location
5.7.1.3.2. Ordering individual's name and contact information
5.7.1.3.3. Date and time the resource(s) is needed
5.7.1.3.4. How long it will be needed (staff or equipment only)
5.7.1.3.5. Specific information on the resource needed:

- Quantity
- Size
- Type (capability)
- Qualifications (staff only)

5.7.1.3.6. Any other information deemed appropriate by the State EOC Logistics Section

5.7.2. Direction and Control of Staging Area Activates

5.7.2.1. State Staging Area Setup – the figure below (figure 5.7.2.1 and figure 5.7.2.2) is for planning purposes and is not to scale, actual staging area site planning will be dependent upon terrain, infrastructure, access and facilities. The Staging Area Manager will have to determine site layout either pre-event or onsite during the event.

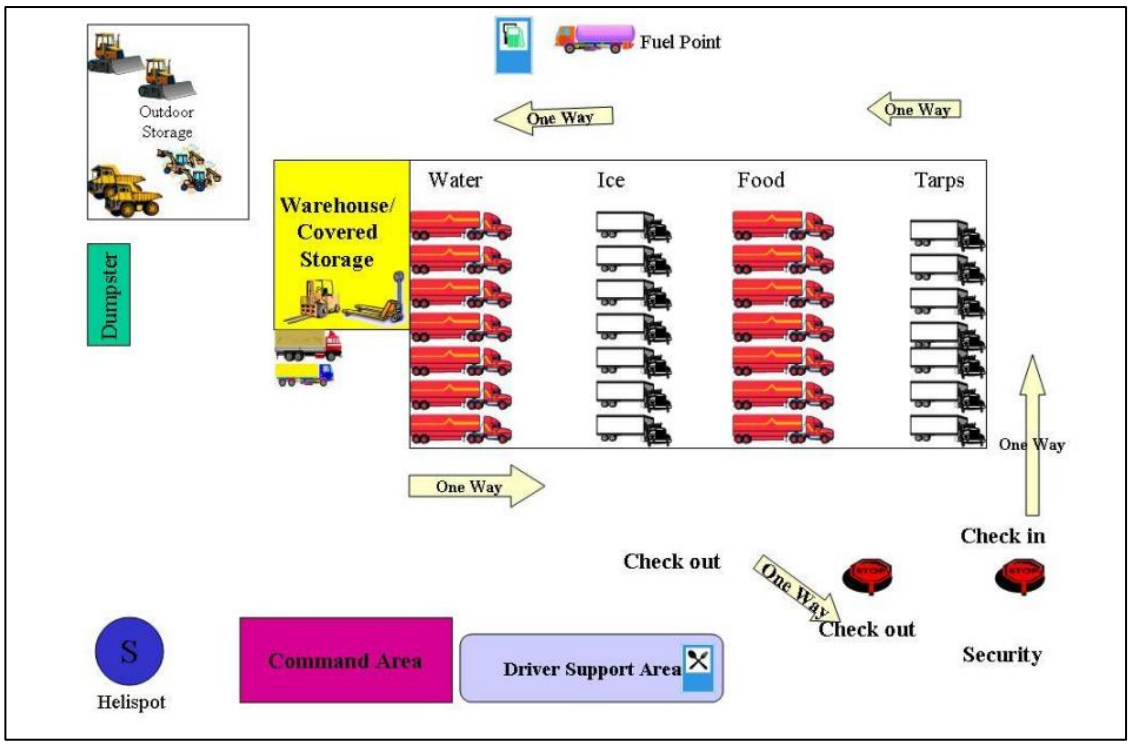


figure 5.7.2.1 Sample Staging Area Setup 1

5.7.2.2. Warehouse Layout – The figure below (figure 5.7.2.2) is used for planning purposes and is not to scale. Warehouse Site planning will be dependent on availability and size of the facility. The Staging Area Manager will have to determine site layout either pre-event or onsite during the event.

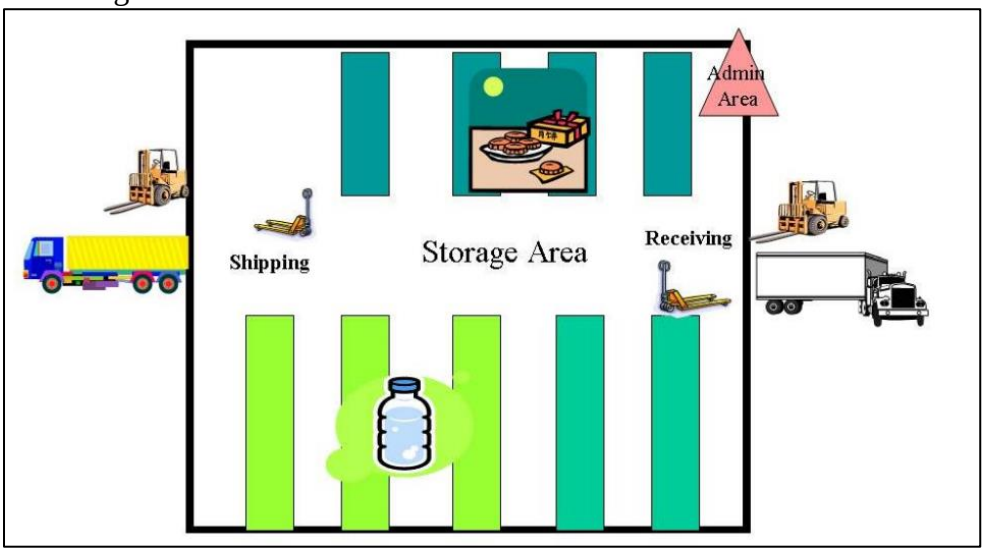


figure 5.7.2.2 Staging Area Warehouse Layout

5.7.2.3. Staff Management - Fundamental Incident Command System (ICS) management concepts will be used to manage staff at the state staging area (see figure 5.9.1.2 Staffing) including:

5.7.2.3.1. Span of control, three to seven people under one supervisor. Leaders are authorized to appoint crew chiefs or other subordinates to leadership roles as necessary to limit span of control.

5.7.2.3.2. Unity of command dictates that each individual report to only one supervisor.

5.7.2.3.3. Effective resource management requires that all equipment and personnel will be tracked and accounted for.

5.7.2.5.1. Staff Management Control - Staff at the staging area may come from a variety of sources. Staff resources stay under the administrative and policy control of their agencies, but operationally they respond to mission assignments under the coordination and direction of the Staging Area Manager or designated representative. All staff must check in and be added to the Daily Activity Report (Attachment G2 Emergency Worker Daily Activity Report) before beginning their duties, including the unit leader. Each Section Chief is responsible to compile Daily Activity Reports provided by their subordinate branches/groups/units and submit them to the Finance/Admin Section Time Unit for each 24-hour period (including the day shift and night shift). Multiple columns for time began and stopped are used when an individual is signs out and signs back in during a single shift. The round-trip mileage column is for those who must commute and/or are sent on a mission during their shift. It is especially important to record volunteers as this form is the primary means used to identify and register spontaneous volunteers as temporary emergency workers and is proof, they worked the disaster. Should personnel scheduled to work a shift fail to appear by conclusion of the shift change briefing, the leader of their unit or group will report the absence to the Branch Director/Section Chief for follow up.

Leaders from all sections, branches, groups and units are responsible for ensuring that shift change briefings are provided to their staff prior to the start of each work shift. These briefings will follow the established checklist included in Attachment B (Briefing Checklist) and include at a minimum a disaster situational update, weather forecast, a safety review, and expected activities for the work period.

5.7.2.5.2. Staging Area Staff Credentialling

5.7.2.5.2.1. Permanent registration with the State EOC is accomplished in advance by contacting the State EOC Logistics Section. The State EOC Logistics Section records required information on the individual in an electronic database, verifies classification experience, skills and abilities, and issues an emergency worker registration card. Temporary registration is accomplished by the Time Unit Leader via the Daily Activity Report and primarily involves people who show up at the site and want to help. Once emergency workers are registered, they are covered by the state for accidents that occur while on the way to or actively involved at the staging area, whether for training or an actual activation. Additionally, they are covered for some damage to personal property not caused by negligence on the part of the worker. In the case of accident or reimbursement claims, original receipts for such claims will be necessary along with the claim forms. The staging area manager should also be prepared to provide a statement regarding the situation that resulted in a need for reimbursement. Emergency workers are responsible for their individual behaviors. The staging area manager retains the right to remove emergency workers from the site for dangerous actions, inebriation, or willful misconduct including misrepresenting certifications such as forklift licensing.

Removal from the site may result in emergency worker status being revoked. All emergency worker forms including claims are available on the Emergency Management Division website at http://emd.wa.gov/search_rescue/sar_forms.shtml.

5.7.2.5.2.2. Licensing and Certification - Operation of forklifts, trucks, and other heavy equipment requires specific training and licensing. All personnel assigned to positions requiring operation of equipment requiring specific training and qualifications must be licensed or certified to operate that equipment as verified by the site safety officer. All operators, whether they arrive on the site with credentials, must complete familiarization and an observed evaluation of equipment handling to verify their skills with the equipment they will be operating.
On site certification for operation of forklifts and other material handling equipment may be accomplished by trainers who: are familiar with WAC 296-863, have experience on the equipment being trained, are recognized as a competent operator and/pr a designated trainer by their home agency. At a minimum a two-hour training period will be conducted which includes formal instruction on safety (to include a review of WAC 296-863), practical exercise, and written evaluation. All materials needed for training will be referenced by the DOL and/or L&I and may be obtained through the State EOC Logistics Section. Training will be documented using Labor and Industries Publication F417-202-0000. Licensing for all on-road vehicles (including buses, vans, trucks and tractor/trailer combinations) must be accomplished by the Department of Licensing in accordance with state law.

5.7.2.5.3. Staging Area Safety - The staging area safety officer is responsible for providing safety briefings to the Staging Area Manager and all Section/Branch/Unit Leaders at the beginning of each shift. The safety officer completes the Daily Hazard Analysis Checklist each day by moving throughout the staging area and observing the area and activities for safety hazards.

5.7.2.5.4. Staging Area Security - Security must be provided for State Staging Area facilities, equipment, personnel, and disaster supplies. Potential resources that could be used for security operations:

- Private Security Contractors
- Washington National Guard
- Washington State Patrol
- County Deputy Sheriffs,
- City Police Officers
- Federal Officers (Federal ESF-13 resources)

5.7.2.5.4.1. A Unified Incident Command Post (UICP) for law enforcement will be established,

5.7.2.5.4.2. WSP will be tasked with multiple concurrent duties,

5.7.2.5.4.3. Initial response by the Troopers in the affected area will be impacted by the incident,

5.7.2.5.4.4. There will be traffic chokepoints in the affected area(s).

5.7.2.5.4.5. The statutory authority for activation and use of National Guard is contained in RCW 38.08.040. The statutory authority for the Washington State Patrol and their use of police powers is contained in RCW 43.43.030. Federal ESF-13 resources operate under the statutory authority of their Department (USDOJ,

USDHS, etc.). These guidelines can be found in various sections of the US Code, Combined Federal Rules, Presidential Directives, and Homeland Security Presidential Directives. A security lead will deploy with the initial Staging Area Task Force to assess the need for security staff, liaise with local law enforcement to coordinate traffic control and response to the staging area site, and initiate personnel requests as appropriate. The security lead will coordinate with the Staging Area Transportation Branch to determine the best staffing and location for security at staging area ingress and egress points. Requests for additional security at a staging area will be forwarded by the security liaison through the State Staging Area Manager and State EOC Logistics Section to the UICP.

5.7.2.5.5. Staging Area Accountability and Distribution - The basic process flow for resource accountability and distribution is reflected in the following flow chart (see figure 5.7.2.5.5) Resource Accountability and Distribution Flow Chart) This flow chart should be printed and posted at the SSA for reference by all staff.

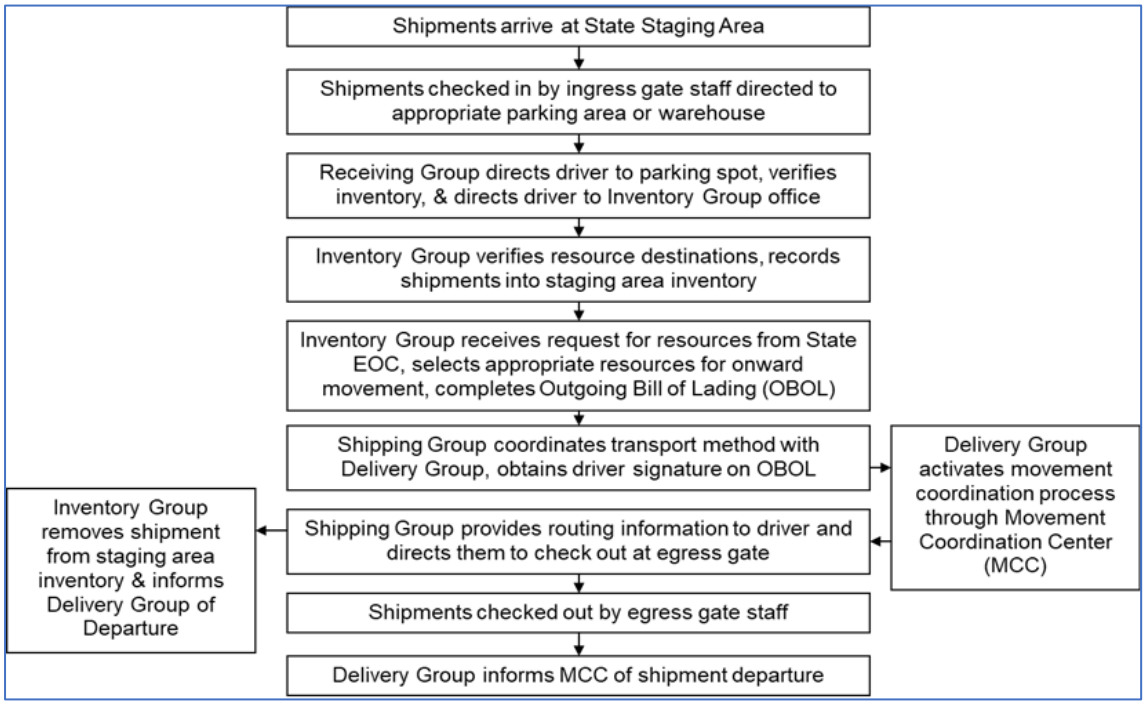


figure 5.7.2.5.5 Resource Accountability and Distribution Flow Chart

5.7.2.5.5.1. Resources may arrive at a State Staging Area via truck, aircraft, watercraft, or train depending upon available modes of transportation near the site. Regardless of the mode of transportation, the check in process remains the same as noted in Attachment E (Check in Process for Arriving Resources). If water, air, or train facilities exist at the staging area, reception points need to be established at those facilities and the ingress gate. Resource accountability by a State Staging Area begins at the point of check in at the site and continues until resources have been accepted and signed for by a receiving party. Resources are distributed using "First In, First Out" (FIFO) processes. If a Movement Coordination Center (MCC) has been activated as part of the incident response, the Delivery Group will use the

MCC to assist with movement planning as reflected in the following flow chart. If an MCC is not activated, the Delivery Group is responsible for all activities noted in the flow chart. The positions referenced in the flow chart are doctrinal positions within the ICS structure, actual positions being utilized in the operation and management of the State Staging area will be based upon available personnel and scope of the incident. This flow chart should be printed and posted at the SSA for reference by Delivery Group staff. (see figure 5.7.2.3.5.1 Movement Planning Flow Chart).

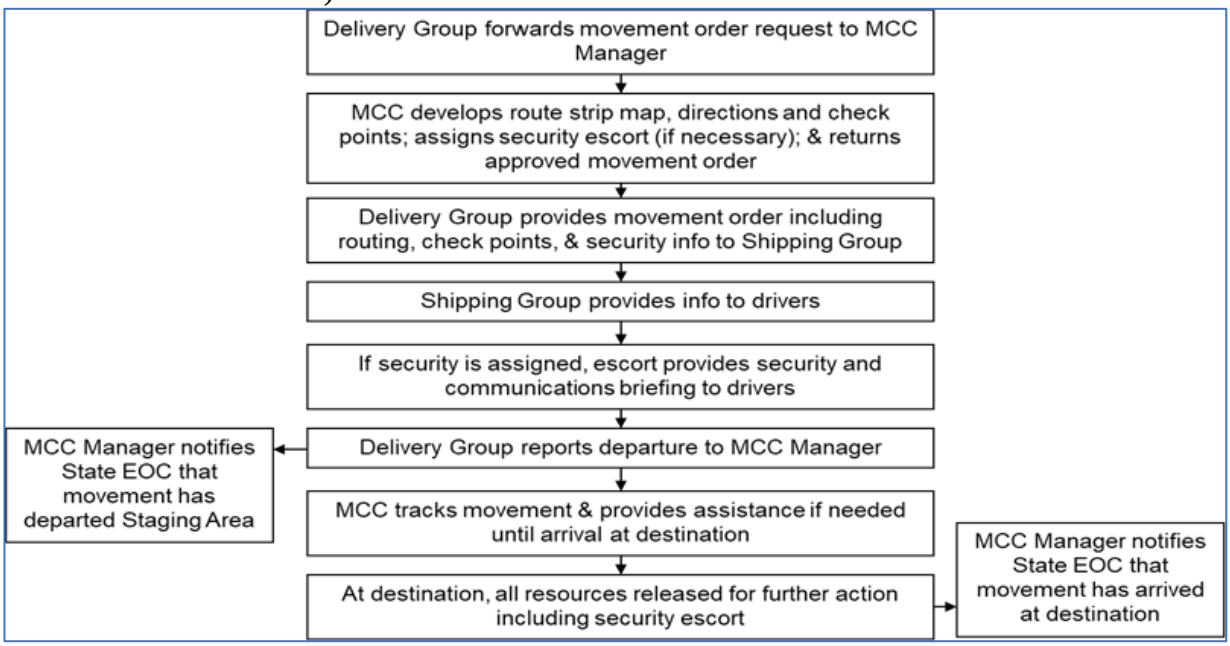


Figure 1.7.2.3.5.1 Movement Planning Flow Chart

5.7.2.5.6. Resources used by the State Staging Area as part of their operations are managed and tracked by the Logistics Section separately from staged resources. Orders of office supplies, equipment and other necessary items for day-to-day operations are accomplished through the Logistics Section in coordination with Finance/Administration. The Accountable Property Officer will ensure that all non-expendable property is signed for and tracked while the State Staging Area is activated.

5.7.3. Staging Area Reporting - report intervals are established by the State EOC Logistics Section Chief but will occur at the end of each shift at a minimum. Reports will include the following elements:

5.7.3.1. Quantity and type of arriving resources
5.7.3.2. Quantity and type of departing resources by destination
5.7.3.3. Balance of resources on hand by type in the staging area
5.7.3.4. Any other details requested by the State EOC Logistics Section Chief.

5.7.4. Staging Area Finance and Administration - the incident charge code will be used for all purchases and contracting unless the State EOC designates a special charge code for this purpose. Purchasing and contracting will follow the emergency purchasing process established by the State EOC.

5.7.5. Staging Area Communications - Primary communication between State Staging Areas and the State EOC is via telephone, WebEOC, and email. It is imperative that these systems be activated and/or installed immediately once the State Staging Area has been established. Telephone

communication should be established via hardline phone rather than cell if the infrastructure exists on the site. The State Staging Area Manager will ensure a contact list containing telephone numbers and email addresses for State Staging Area staff, the State EOC, and local contacts is developed once the State Staging Area has been established. Computers are issued as needed depending on the mission. The following staff will be issued computers based on availability:

5.7.5.1. Computer Operations: the following staff will be issued computers based on availability:

- SSA Manager/Admin Assistant (1 system)
- Operations Section Chief (1 system)
- Warehouse Branch Director (1 system)
- Transportation Branch Director/Delivery Group (1 system)
- Shipping Group Supervisor (1 system)
- Inventory Group Supervisor (2 systems)
- Logistics Section Chief (1 system)
- Planning Section Chief (1 system)
- Finance/Admin Section Chief (1 system)

5.7.5.1.1. If telephone and computer communication cannot be established due to a lack of infrastructure, the State Staging Area Manager or his designated representative works with the State EOC RACES officer to enlist the aid of a volunteer radio operator with appropriate equipment to set up on site at the State Staging Area to establish radio communication with the State EOC. A low band radio will be issued to the site by EMD to provide for this form of communication.

5.7.5.2. Mission tasking is accomplished primarily via WebEOC if available. Verbal missions from the State EOC are accepted if WebEOC is not available. All verbal mission tasks should be written down as early as possible. FRS/GMRS radios are provided at a minimum to all unit leaders to allow for immediate contact on the site when coordination of activities is required. Additional radios may be provided to other staff as needed to facilitate communication within branches and groups. These radios are for official use only and excessive chatter or personal use is prohibited. The State Staging Area Manager will work with other local users of radio frequencies to establish which channels will be used during State Staging Area operation.

5.7.6. Staging Area Co-Location

5.7.6.1. Co-Location with Federal or local staging operations is an option to maximize use of limited available sites following a catastrophic disaster. Although neither party is obligated to do so, co-location provides the opportunity to share site equipment, infrastructure, and personnel during peak activity periods. At a minimum, it is recommended that co-located operations share a secured administrative entry gate for site personnel and consolidate support services for the sites such as janitorial and food services.

5.7.6.2. Staging area managers will meet at startup of a co-location and coordinate processes for site communications, reporting, resource transfers, and what services can be combined to increase efficiency and/or cost effectiveness for both operations. Segregation of commodities between different sites must be maintained.

5.7.6.3. Whenever possible, separate ingress and egress points must be established for each co-located staging operation to assist with keeping incoming and outgoing resources for the individual operations separate. All vehicles coming into a co-location site must be screened to ensure they are checking into the appropriate operation.

5.7.6.4. The state will not immediately accept all resources staged by federal partners when co-located. Resources will only be accepted by a co-located state staging area operation after approval has been issued by the State EOC.

5.8. Staging Area Model

5.8.1. Federal Staging Area – A Federal Staging Area (FSA) is a base located closer to the Area of Operations (AOR) that provides logistical support to a disaster/operation under the control of the Incident Management Assistance Team (IMAT) or Joint Field Office (JFO); resources are committed to the disaster.

5.8.2. Incident Support Base - An Incident Support Base (ISB) is a base outside of the immediate disaster area that provides logistical support to a disaster/operation that involves a large geographical area or multiple states; resources are uncommitted to the disaster. The ISB may receive resources from FEMA Distribution Centers (DCs), Commercial Suppliers of other sources such as state stockpiles or direct from manufacturers.

5.8.3. State Staging Area (SSA) Staging area designated by the state to temporarily manage relief supplies for onward movement to points of distribution. Preference for these locations to be co-located with federally operated locations to reduce the need for transportation resources.

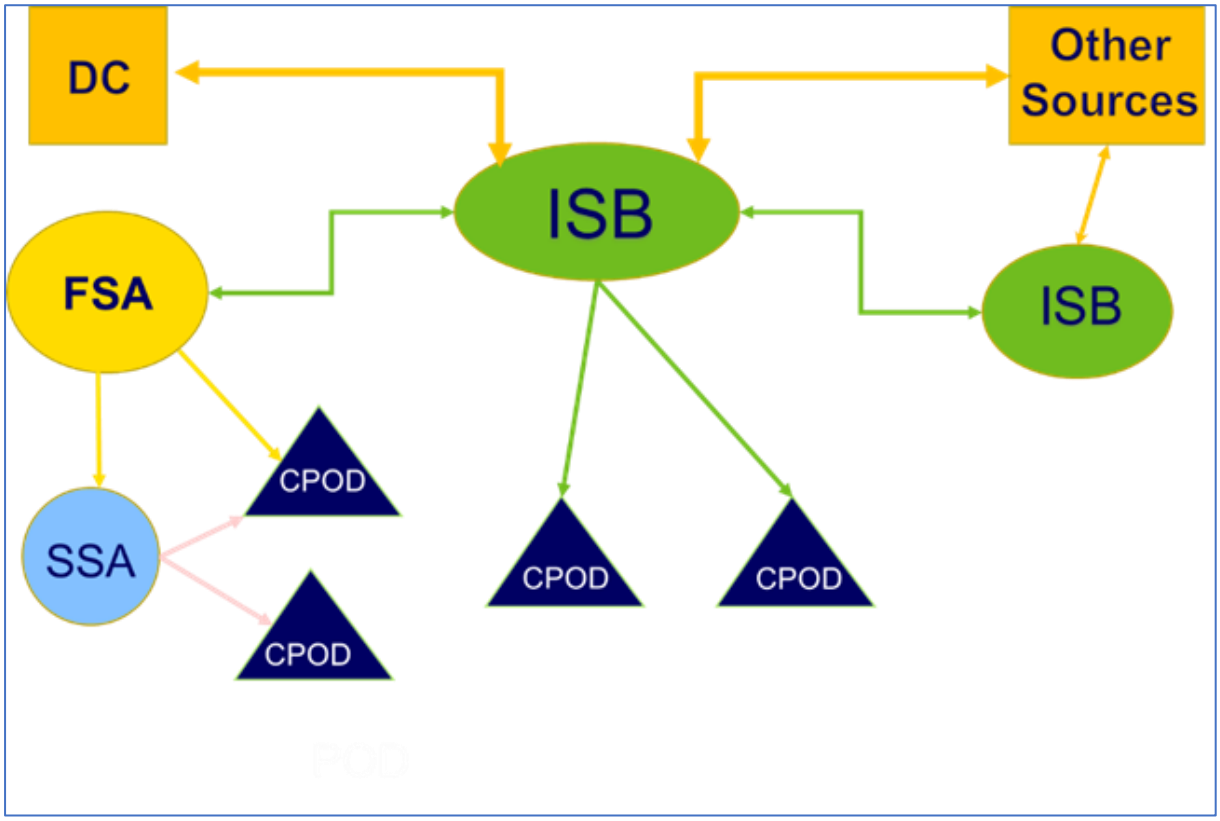


Figure 5.8 Staging Area Model

5.8.3.1. Predetermined staging areas as indicated int the State Staging Area Folder (Clark County event Center, Ephrata, Renton Municipal Airport, San Juan Friday Harbor, Skagit, Vancouver Pearson Field, Yakima) (see figure 5.8.3.1 Logistic Node Locations)

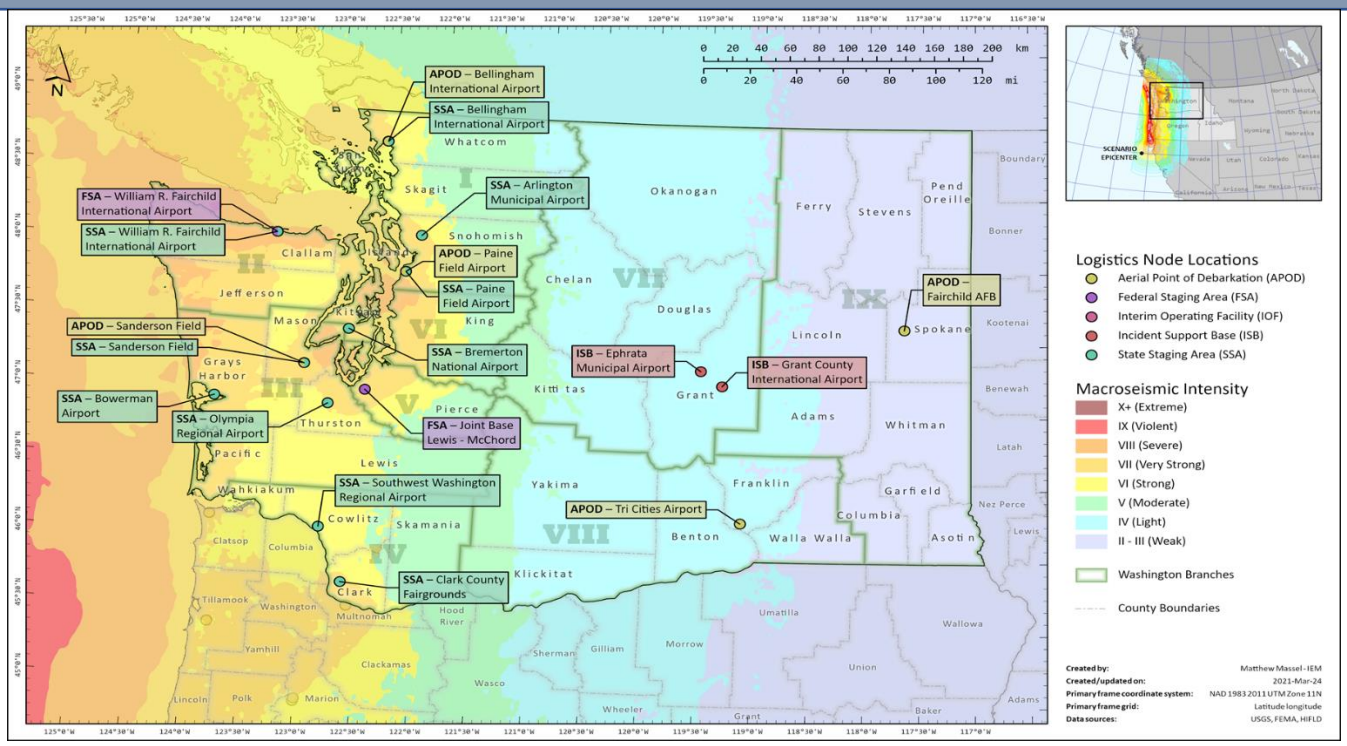


Figure 5.8.3.1 Logistic Node Locations

5.8.3.2. Pre-Identified Logistics Nodes (see table 5.8.2.1 CSZ Logistical Nodes -created for Cascadia Subduction Zone planning and can be adapted for additional incidents based upon location and specific need)

Table 5.8.3.2 CSZ Logistical Nodes

WA Locations	Node Function
Grant County International Airport	Incident Support Base
Ephrata Municipal Airport	Incident Support Base
Joint Base Lewis McChord (JBLM)	Federal Staging Area
William R. Fairchild International Airport	Federal Staging Area
Bellingham International Airport	Aerial Point of Debarkation
Paine Field Airport	Aerial Point of Debarkation
Sanderson Field	Aerial Point of Debarkation
Fairchild AFB	Aerial Point of Debarkation
Tri Cities Airport	Aerial Point of Debarkation
Clark County Fairgrounds	State Staging Area
Paine Field Airport	State Staging Area
William R. Fairchild International Airport	State Staging Area
Bellingham International Airport	State Staging Area
Sanderson Field	State Staging Area
Olympia Regional Airport	State Staging Area
Bowerman Airport	State Staging Area
Southwest Washington Regional Airport	State Staging Area
Bremerton National Airport	State Staging Area
Arlington Municipal Airport	State Staging Area

5.9. CPOD Model

5.9.1. Commodity Point of Distribution – Local Emergency Management will determine the need for a CPOD and will adjust the CPOD staffing based upon the location of the CPOD and the type and number of commodities to be distributed there. A CPOD should be planned in such a way that it accommodates vehicle, pedestrian and mass traffic transit or a combination of all three. The overview and descriptions listed below are to be used as starting point in planning. The US Army

Corps of Engineers (USACE) has developed standard typing for PODS/CPODs based upon their capacity for service. Type I – serves 20,000 people/day, Type II – Serves 10,000 people/day, and Type III serves 5,000 people/day. The example shown below illustrates the most common CPOD type that will be utilized a Type III CPOD. Examples of Type I and Type II PODS can be found in IS-0026: Guide to Points of Distribution.

5.9.2. Organizational Structure – the Local Emergency Management Agency is the primary authority for the activation, operation and demobilization of the points of distribution.

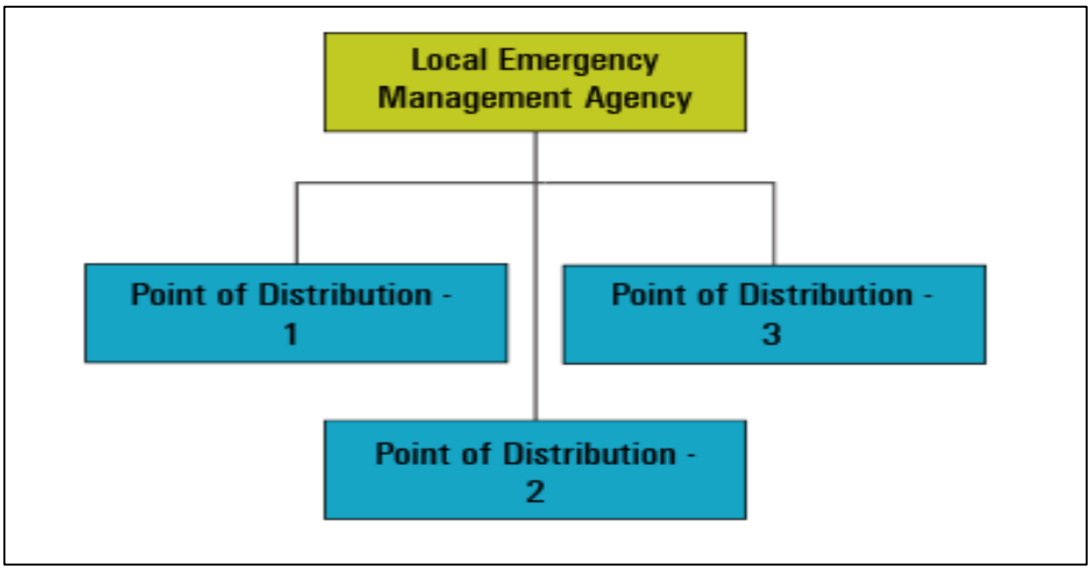


figure 5.9.2 Organizational Structure

5.9.3. CPOD Staff - Management Structure of a CPOD. The structure begins with the CPOD Manager, who oversees the Support Team Leader and the Loading Team Leader. The Support Team Leader

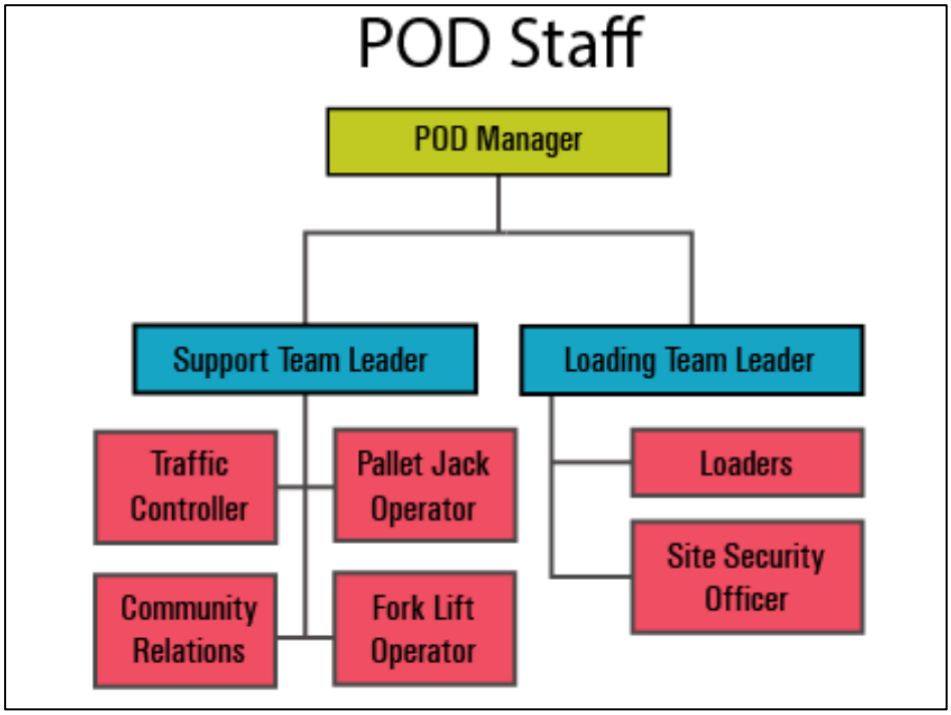


Figure 5.9.3 CPOD Staffing

supervises the Traffic Controller, Pallet Jack Operator, Community Relations, and Forklift Operator. The Loading Team Leader oversees the Loaders and the Site Security Officer.

5.9.4. Site Layout - The site is ideally divided into three lines: supply line, loading line, and vehicle line. The supply line contains a forklift, supply trucks, pallets, toilets, and a tent. The loading line contains of three loading points (each containing different categories of commodities) The vehicle line contains a row of vehicles travelling to the left in a single-file line in front of a light set.

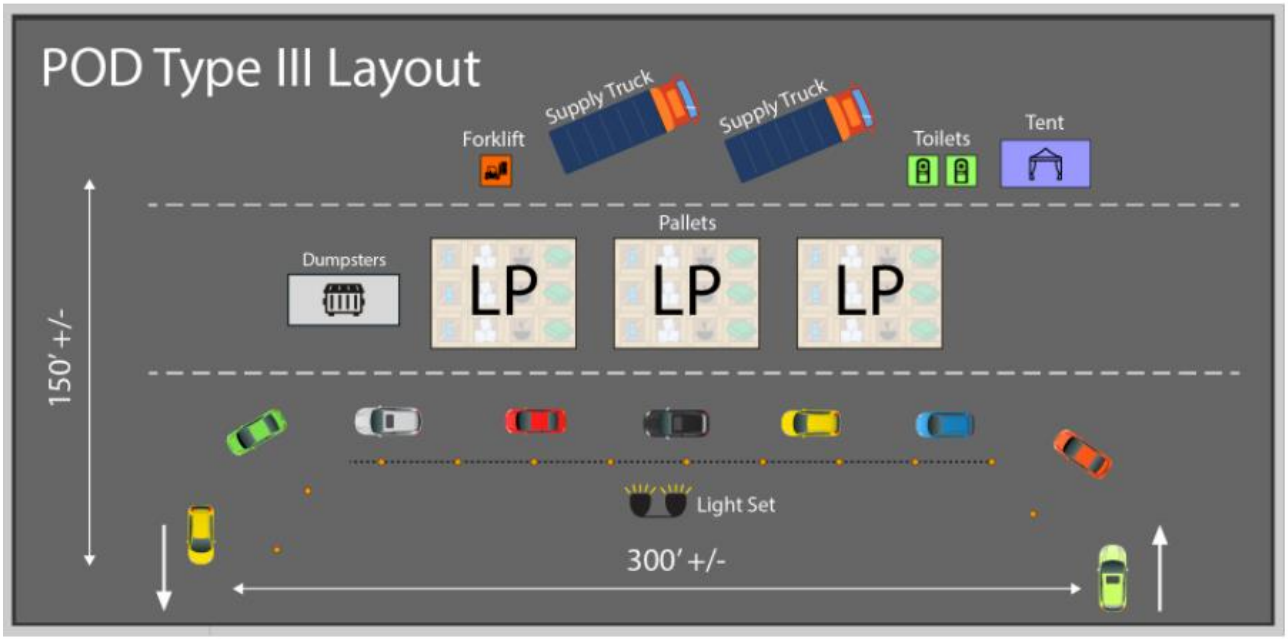


figure 5.9.4 Site Layout

5.10. Trigger to Activation

5.10.1. Upon the operational need for a SSA a decision package will be completed by Planning Section Chief (in coordination with the Logistics Section Chief) This decision package can be found in the SEOC SOPs and will be verified by all Command and General Staff elements prior to being reviewed by the Policy Group.

5.10.1.1. Requirements: Ingres, Egress, substructures of roads, routes and traffic patterns, hard structure pavement

5.10.1.2. Equipment and supplies: Staging Area Assessment, Site Capabilities Assessment Form; Site Assessment and Hazard Assessment Form can be found in Attachment D.

5.10.1.2.1. Staffing Requirements: (see figure 5.9.1.2.1 Staffing)

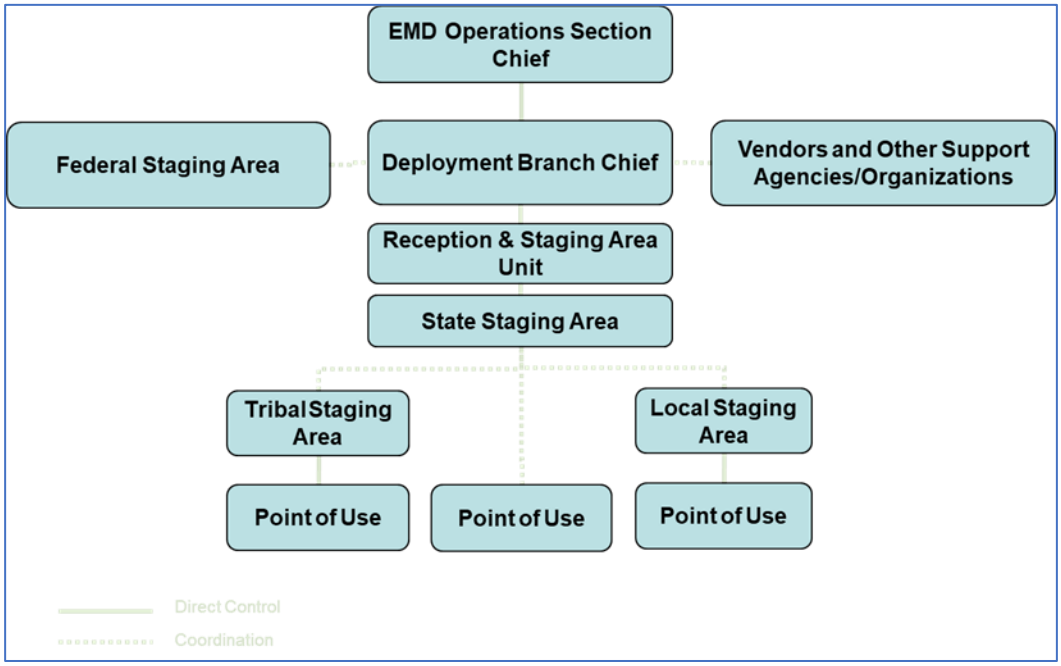


Figure 5.9.1.2.1 Staffing

5.10.1.2.2. Additional Staging Site information can be found in the Logistics Training SSA Course Manual (2014).

5.11. Demobilization

5.11.1. Triggers and Indicators - The process of demobilization begins as soon as possible following mobilization. Indicators of impending demobilization include declining number of resource requests, press interests decline, and resources may be returned or released. As soon as possible the staging operations will be shut down to bring the private sector and commerce back to operational status.

5.11.2. Property Reconciliation - All property will be tracked using WebEOC during the incident in real-time and will be tracked until its return to the originating destination.

5.11.2.1. Procedures – Demobilization procedures can be found inside the SEOC SOP, a digital version is accessible to all users within the WebEOC internet-based system.

5.11.3. Right-Sizing the Mission - The use of burn rates and commodity demands will be the driving factor to ensure the PODs and staging areas being used are not too little or more than necessary.

5.11.4. Organizational Shutdown - The SEOC Operations section will take the lead on the shutdown of the site and will transfer all documentation to WebEOC and to the Finance and Admin section.

5.11.5. Reimbursement - Reimbursement Packets are handled by Finance personnel.

5.11.6. Final Records and Reporting - WebEOC is used as Form 214a. Mobilization and Demobilization plans and information are in the ESF 7 CEMP Appendix 2-State Staging Areas section. All necessary forms and the After-Action Report Template are also located in Appendix 2.

6. Whole Community Involvement

6.1. Collaboration: Collaborate with the whole community. Partnership with SLTT partners, private sector, the Emergency Management Assistance Compact (EMAC), and nonprofits can bridge gaps until normal supply chain systems are restored. Improved communication among all responsible parties mitigates the risk of artificial demand and ensures that the jurisdictions place teams and critical commodities in areas that support survivors and communities. Involving the whole community will most effectively re-establish the normal supply chains, reducing the need for relief supply chains.

Logistics and Supply Chain Management	
Critical Task I.D.	**Critical Task Description**
1	Mobilize and deliver governmental, nongovernmental, and private sector resources to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors.
2	Enhance public and private resource and services support for an affected area.

Critical Transportation	
Critical Task I.D.	**Critical Task Description**
1	Establish physical access through appropriate transportation corridors and deliver required resources to save lives and to meet the needs of disaster survivors.
2	Ensure basic human needs are met, stabilize the incident, transition into recovery for an affected area, and restore basic services and community functionality.
3	Clear debris from any route type (i.e., road, rail, airfield, port facility, waterway) to facilitate response operations.

Mass Care Services	
Critical Task I.D.	**Critical Task Description**
1	Move and deliver resources and capabilities to meet the needs of disaster survivors, including individuals with access and functional needs.

Situational Assessment	
Critical Task I.D.	**Critical Task Description**
1	Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.
2	Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery.

Planning	
Critical Task I.D.	**Critical Task Description**
1	Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the timeframe contemplated in the plan using available resources.

Public Information and Warning	
Critical Task I.D.	**Critical Task Description**
1	Inform all affected segments of society of critical lifesaving and life-sustaining information by all means necessary, including accessible tools, to expedite the delivery of emergency services and aid the public to take protective actions.
2	Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions, and facilitate the transition to recovery.

Operational Coordination	
Critical Task I.D.	**Critical Task Description**
1	Mobilize all critical resources and establish command, control, and coordination structures within the affected community, in other coordinating bodies in surrounding communities, and maintain as needed throughout the duration of an incident.
2	Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery.

Environmental Response/Health and Safety	
Critical Task I.D.	**Critical Task Description**
1	Identify, assess, and mitigate worker health and safety hazards, and disseminate health and safety guidance and resources to response and recovery workers.

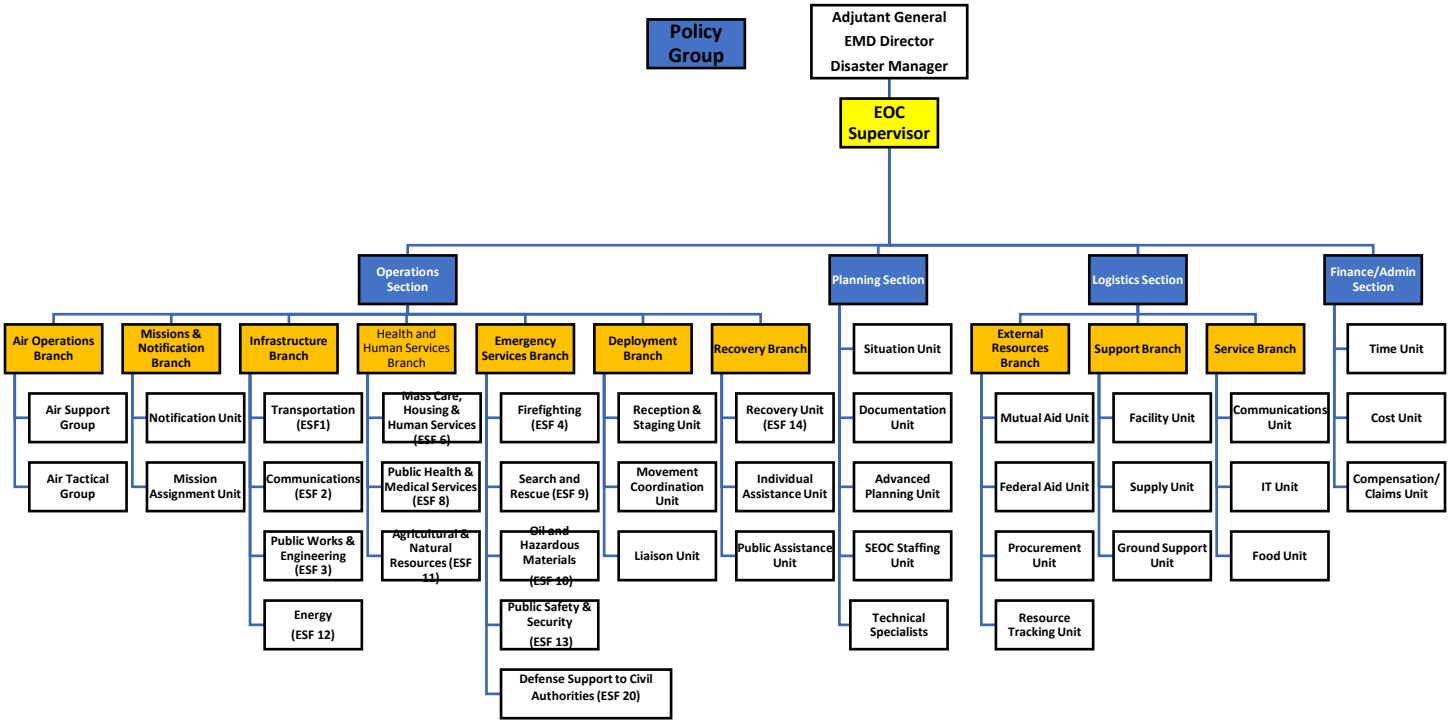
On-Scene Security, Protection, and Law Enforcement	
Critical Task I.D.	**Critical Task Description**
1	Establish a safe and secure environment in an affected area.

Operational Communications	
Critical Task I.D.	**Critical Task Description**
1	Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice and data communications between Federal, tribal, state, and local first responders.

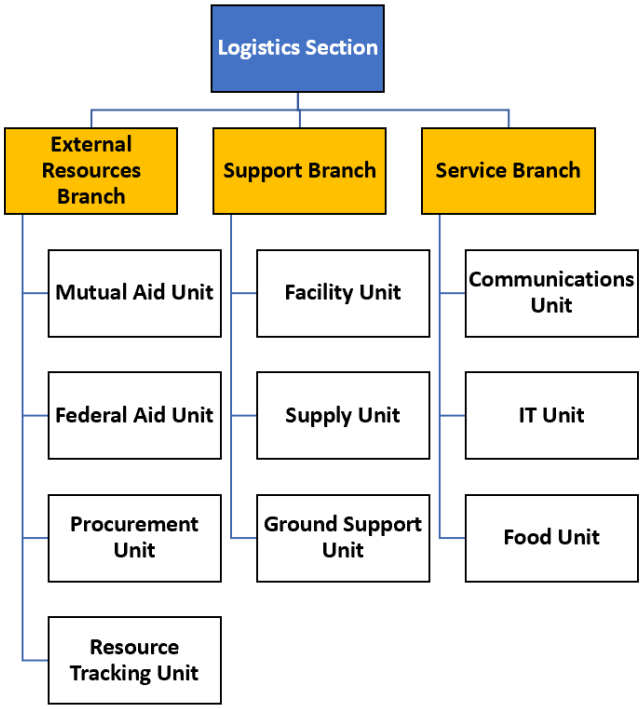
7. Organization

7.1. Summary

7.2. State EOC (SEOC) Organization – Level 1 Activation



7.3. Logistics Section Structure (State SEOC)



8. Information Collection, Analysis, & Dissemination

8.1. Information Collection

8.1.1. Community Lifelines

8.1.1.1. Food, Water, sheltering – Supports current and projected community needs for food, water, durable goods, and shelter capacity, as well as evacuations and water and agricultural infrastructure.

8.1.1.2. Transportation – Enables the movement of goods and services to support the whole community. Transportation infrastructure generally includes highway/roadways, mass transit, rail, aviation, shipping, pipeline, and intermodal systems. This lifeline supports the whole community's response efforts by enabling all other community lifelines.

8.1.2. Essential Elements of Information (EEIs) – To be published at a later date.

8.1.2.1. Information Analysis

8.1.2.2. Information Dissemination

9. Resource Requirements

9.1. Micro-level (EOC/ECC)

9.1.1. Community Point of Distribution Manager Course #EMD – 4026 (2016)

9.1.1.1. This course is an adaptation of FEMA IS-26 Guide to Points of Distribution Course. It is designed to instruct community organizations in CPOD operations for the Adopt-a-POD program.

9.1.2. FEMA IS-26: Guide to Points of Distribution Course

9.1.2.1. FEMA's comprehensive POD training helps SLTT partners develop actionable plans for emergency distribution and understand associated challenges.

9.1.3. Interagency Logistics Training: The L854: Basic Interagency Logistics Course familiarizes participants with interagency logistics concepts of planning and response. It provides an overview of interagency logistics partner disaster response organizations, discusses parameters for logistics support coordination, and creates a whole community forum to exchange best logistics practices.

9.2. Macro-level (Emergency-wide)

9.2.1. POD Kit

9.2.1.1. At each POD location, it is best to have POD kit(s) on site to support the initial setup of the POD. Each POD kit is designed for a Type III POD. If a Type II POD is established at that site, the site should have two kits. A Type I POD would need four kits. The POD kit has supplies for the site and individual staff positions.

9.3. LCAT2

9.3.1. The LCAT2 is a transferrable tool for use by SLTT governments that encourages collaboration from multiple stakeholders to assess core logistics functions, identify strengths and relative weaknesses, and focus efforts for continued improvement within disaster response logistics. The LCAT2 enables an unbiased assessment of the SLTT logistics capabilities, by:

9.3.1.1. Evaluating current SLTT disaster logistics readiness

9.3.1.2. Identifying areas for targeted improvement

9.3.1.3. Developing a roadmap to mitigate weaknesses and further enhance strengths.

10. References and Supporting Guidance

10.1. Crisis Event Response and Recovery Access (CERRA) Framework *(March 2018)*

10.1.1. CERRA, developed by the DHS Office of Infrastructure Protection, outlines a common approach to manage access to affected areas during and after an incident.

10.2. Distribution Management Plan Guide *(August 2019)*

10.2.1. FEMA Distribution Management Plan Evaluation Sheet (See Attachment A.)

10.2.1.1. The FEMA Regional Logistics Branch uses the evaluation sheet to determine a baseline assessment of a Distribution Management Plan. It includes 13 questions to evaluate the inclusion of key components. The "Comments" column identifies areas or actions for improvement. Based on the results of the evaluation, the Plan is placed in one of three Tiers:

10.2.1.1.1. Tier 1: Approved and complete

10.2.1.1.2. Tier 2: Approved with comments, action plan required

10.2.1.1.3. Tier 3: Received, technical assistance and action plan required

10.3. Preparedness Grants Manual *(April 2019)*

10.3.1. Provides applicants and recipients of FEMA grant funding information on how to manage their grants and other resources. Also, details FEMA EMPG requirements for maintaining and submitting a Distribution Management Plan.

10.4. Supply Chain Resilience Guide *(April 2019)*

10.4.1. Provides emergency managers and planners at every level with a basic introduction to supply chains. This guide also provides emergency managers with recommendations on how to analyze supply chains and to work with the private sector to enhance supply chain resilience

10.5. IS-26: Guide to Points of Distribution Course *(2008)*

10.6. Public Transportation Mobility Report – WSDOT Public Transportation Division *(December 2020)*

11. Terms and Definitions

11.1. Community lifelines: Provide a common lexicon to facilitate unity of purpose among the whole community to prioritize, sequence, and focus response efforts towards maintaining or restoring the most critical services and infrastructure.

11.2. Demobilization: resources are retrieved, rehabilitated, replenished, disposed of, and retrograded.

11.3. Direct distribution: is when supplies are initially moved to a central location for staff to collect and redistribute through "door-to-door" residential delivery.

11.4. Distribution Centers (DCs): Provides supplies to disaster survivors. DCs stock meals, water, cots, blankets, infant and toddler kits, durable medical equipment and consumable medical supply kits, tarps, blue roof sheeting, and generators. These items are moved forward to the staging area if the situation dictates.

11.5. Distribution Management: Effective and efficient distribution of critical resources to disaster survivors in the community, replicating and augmenting a supply chain during a response.

11.6. Key Enablers/Choke Points: Aspects that may disrupt or assist supply chain flows in the supply chain include the electrical grid, road network, refueling points, or telecommunications.

11.7. Last Mile: The movement of products along the final stretch of the supply chain to deliver products to their final destination, often covering the movement of the product from the distributor to the demand node.

11.8. Lead and Cycle time: Lead time measures the time elapsed between order and delivery; thus, it measures production process from a customer's perspective. Cycle time starts when the actual work begins on the unit and ends when it is ready for delivery.

11.9. Mobile Delivery: A method that utilizes vehicles to drive into an affected area and provide commodities at different drop locations or where the need is identified. This type of distribution is common in rural areas and where roads are damaged.

11.10. POD Manager: The POD Manager has overall responsibility for the safe operation of the POD. This includes all staff and resources on site throughout the activation. The POD Manager reports to emergency management for guidance and information. The POD Manager is also the primary safety officer and ensures all operations are conducted in a safe manner for the staff and the POD customers.

11.11. Points of Distribution (POD): Points of Distribution are centralized locations where the public picks up life sustaining commodities following a disaster or emergency.

11.11.1. Adopt-a-POD: A program to assist with staffing and operating CPODs. CPODs are staffed by community groups operating within the terms of an Organizational Agreement. Staff at these locations are registered Emergency Workers.

11.11.2. Commodity Points of Distribution (C-PODs): An initial point(s) where the public can obtain life-sustaining emergency relief supplies. These facilities must serve the population until no longer needed; this may be indicated when power is restored, traditional facilities reopen (e.g., retail establishments), fixed and mobile feeding sites and routes are established, and/or relief social service programs are in place.

11.11.3. Pedestrian Point of Distribution (P-PODs): A location that disaster survivors can walk to and obtain critical emergency supplies during and after an emergency. Pedestrian PODs can be established in high population density areas, areas with damaged transportation infrastructure, or where Drive-Through PODs prove unpractical.

11.12. Sea and Airports of Embarkation and Debarkation: Transportation requires loading and unloading at commercial or military air or seaports. This process greatly increases the level of complexity. These ports create bottlenecks when relief supplies complete with commercial or military traffic.

11.13. Staging Area: A designated temporary site established in the community to receive and distribute emergency relief supplies (e.g., water, food, cots, blankets, tarps, generators) following an incident

11.14. Staging Area Models:

11.14.1. *Hub-and-Spoke Model:* A central fixed location to dispatch commodities to the locally operated C-PODs, like the traditional hub-and-spoke model. A good site is near a major highway or interstate for access to ground transportation, ideally co-located with an operational airport, and near the impacted area (e.g., within an hour) without impeding response efforts.

11.14.2. *Fixed Site:* Operation from a fixed location such as a warehouse to receive, store, and cross-dock resources. A third-party logistics provider or state-run warehouse may be needed for temperature control or for inventory management during unloading from trailers.

11.14.3. *Cross-Docking:* Cross-docking optimizes the delivery size of shipments. Commodities may arrive in shipments that require reconfiguration. In some cases, optimizing resources in smaller delivery quantities, the layout of the receiving C-PODs, or transportation constraints dictate a smaller conveyance for distribution.

11.15. State Staging Area (SSA): Staging area are designated by the state to temporarily manage relief supplies for onward movement to points of distribution.

11.16. Suppliers: Suppliers deliver supplies to the distribution centers to restock inventory and can deliver directly to the staging area.

11.17. Supply Chain: The socio-technical network that identifies, targets, and fulfills demand. It is the process of deciding what, when, and how much should move to where.

11.18. Supply Chain Resilience: Supply chain resilience is the ability of a preexisting network of demand and supply to deploy surviving capacity, and/or introduce new capacity, under severe duress. It is the ability of a network, or portion of a network, to continue moving (directing, redirecting, flowing) goods and services even when important elements of the network are no longer operating.

11.19. Vendor-Managed Inventory (VMI): VMI is a family of business models in which the buyer of a product provides certain information to a supplier of that product (vendor), and the supplier takes full responsibility for maintaining an agreed-upon inventory of the material. On occasion, vendors may hold a portion of inventory in their own warehouses to more effectively rotate stock, though they may charge associated holding costs, regardless of the rate of consumption. The unit costs of this method may be higher than maintaining inventory in warehouses, but the opportunity costs of procurement after disasters occur may favor VMI.

12. Development and Maintenance

12.1. WA EMD will submit its Distribution Management Plan to the FEMA Regional Grants Office each year during the grant's period of performance. The State EOC coordinates with the FEMA Regional Logistics Branch to provide technical assistance and review the Distribution Management Plan. FEMA Regions use a standardized list of evaluation criteria when reviewing Distribution Management Plans (See Attachment A).

12.2. WA EMD will review the State Distribution Management Plan following each training event, organizational exercise, or real-world incident to incorporate lessons learned.

Approval Signature

Mark Douglas Digitally signed by Mark Douglas
Date: 2021.12.31 11:05:03 -08'00'

Mark Douglas
Title: Logistics Branch Supervisor
Date: 12-31-2021

Date Received by FEMA Regional Office: (MO/DA/YR)

Date Reviewed by FEMA: (MO/DA/YR)

Attachment A. Distribution Management Plan Evaluation (FEMA)

Distribution Management Plan Evaluation Sheet
Baseline Assessment – Year 1

Region : I II III IV V VI VII VIII IX X

State/Territory: Reviewed by:

Date Received: Date Reviewed:

No.	Question	Rating		Comment
		Yes	No	
1	Did the EMPG recipient submit a Distribution Management Plan?			
2	Does the plan address all seven components—Requirement Defining; Resource Ordering; Distribution Methods; Inventory Management; Transportation; Staging; and Demobilization?			
3	Is the focus on SLTT distribution capacity with the Federal Government in a supporting role?			
4	Does the plan indicate how to integrate private sector, nonprofit, and local and Federal partners?			
5	Does the plan identify innovative solutions?			
6	Does the Requirements Defining section refine the requirement based on anticipated demand for meals, water, mass care supplies, and transportation of resources and include private sector capabilities?			
7	Does the Resource Ordering section include multiple sourcing mechanisms?			
8	Does the Distribution Methods section include robust and scalable methods to accommodate any level of disaster?			
9	Does the Inventory Management section describe how the state will acquire, use, distribute, store, and dispose of commodities and equipment?			
10	Does the Transportation section describe the transportation architecture (e.g., key routes and nodes) and inbound and outbound flows?			
11	Does the Staging section predetermine and assess sites for equipment, staff, contracts, and other support needs?			
12	Does the Demobilization section describe how the recipient will conduct a property reconciliation and organized shutdown?			
13	Is the plan implementable for the EMPG recipient?			

Score (total number of yes) _____ of 13

Baseline Evaluation:

- ☐ **Tier 1: Approved and complete**
- ☐ **Tier 2: Approved with comments, action plan required**
- ☐ **Tier 3: Received, technical assistance and action plan required**

This evaluation sheet provides a baseline assessment of a EMPG Recipient's Distribution Management Plan. A recipient should make continued progress from this baseline assessment in subsequent years, working with the FEMA Regional Logistics Branch as necessary. Comments are areas or actions for improvement.

Attachment B. Briefing Checklist

EOC Logistics Section	Date/Time
	Prepared By
Shift Change Briefing Checklist	Situation Status
	Number of total resource requests
	Number of Open, Current, On-Going Resources/Missions:
	Number of missions still assigned or accepted?
	Reources Ordered and in Transit:
	Anticipated disaster resource shipments (resource request trends):
	Anticiapted release od deployed reources:
	Travel arrangement of status for deployed personnel in the field:
	Support facilities available (lodging, etc)
	List important Contact information as appropriate and applicable:
	Other:
EOC Logistics Section	Current Operational Period Tasks:
	Next Operational Period Projections:
Objectives and Priorities	Required Reports Completed (attach copy) and/or due:
	Issues requiring coordination with other Sections / ESFs:
	Ongoing activities in routing areas:
	Issues/Concerns:
	Meal Information for next shift :
	Light refreshment supply and purchase status:
	Status of approval forms:
	Status of pruchase card binder:

Attachment C. Site Visit – C1. Site Visit Checklist

EOC Logistics Section **Site Assesment Visit Checklist**	Site manager briefing - This should include discussion of the site's capabilities and expectations for site use. Include time for any other representatives to explain their participation. Provide the manager a short 1-2 page briefing paper on the staging area program for reference.
	Completion of a Site Capabilities Assessment form. Sending this to the site manager to complete in advance can save time. Be sure to get information on contacts, amount of hardstand, communications, power and water sources, outdoor lighting, and equipment/fuel supplies.
	Collection of site diagrams, aerial photographs (if available), and local infrastructure information (hotels, restaurants, medical facilities) will assist with planning for possible staging area layouts.
	Facility tours of areas that may be particularly well suited to staging area operations - Bring a camera and capture images for future reference. Ask for permission to take the pictures and assure the manager you will not photograph sensitive areas. Ask questions about current and future plans for areas you would like to use.
	Completion of a site hazard analysis form. A site may be good for some uses but not others depending on what you find in your hazard analysis. Remember to include hazards from outside the perimeter of the site, such as large trees or buildings that could impact the staging area zone of operations.
	Review of a Memorandum of Understanding (MOU) form. This will probably need to be reviewed by the site's legal advisor. Do not expect to finalize the MOU during the assessment visit.
EOC Logistics Section **Site File Contents Checklist**	Site Name:.
	Site forms: Completed Site Capabilities Assessment Form and Hazard Assessment Checklist.
	Site Survey: Site Survey: Written observations noted and photos taken during site visits. Be sure to note if there is a hazard that will disqualify the site from use after certain incidents (i.e., the site is in a floodplain and not suitable for use in flood incidents).
	Maps/Layout: Site layouts / diagrams, aerial photos and local maps and directions to site. This information is particularly useful during planning and to provide information to truck drivers or other personnel that need to travel to the staging area.
	Transportation: Local transportation companies and facilities including trucking, rail, airports and water ports. Detailed information on airports, including operations, communication frequencies, navigation, services, and capacity, is available online at www.airnav.com. This information is useful when planning and executing transport of inbound or outbound resources.
	Local Information: Information on hotels, restaurants, catering services, hospitals, medical clinics or other personnel support facilities in the area. This information is useful for care of staff and other personnel at the staging area.
	Ensure a fully executed MOU with applicable jurisdiction is valid.

Attachment C. Site Visit C2. Staging Area Site Capabilities Assessment (Page 1 of 6)

Staging Area Site Capabilities Assessment

Site Location and Contact Information			
Site Name:		MOU#:	Exp. Date:
Physical Address:			
Mailing Address:			
County:	Inspection Date:	Inspected by:	
Site Type			
CPOD: ☐ 1 ☐ 2 ☐ 3	State Staging Area: ☐ 1 ☐ 2 ☐ 3	Reception/Integration Center: ☐ 1 ☐ 2 ☐ 3	
HAZMAT Compliant: ☐ Yes ☐ No	In State: ☐	Out of State: ☐	
Proximity			
Closest Interstate:	Distance From:	NA ☐	
Closest Airport:	Distance From:	NA ☐	
Closest Rail:	Distance From:	NA ☐	
Closest Port:	Distance From:	NA ☐	
Owner Information			
Registered Name of Owner/Business/Jurisdiction:			
POC Name:	POC Title:	POC Phone:	
Agency:	POC Cell:	POC Email:	
POC Address:			
Alternate POC Name (APOC):	APOC Title:	APOC Phone:	
Agency:	APOC Cell:	APOC Email:	
APOC Address:			
Private (for profit): ☐ Yes ☐ No	Private (not for profit): ☐ Yes ☐ No		
Public: ☐ Yes ☐ No	Other (Details):		
On Site Structures			
Building Name #1:			
Location Description:			
Total Interior Square Footage:	Interior Ceiling Height:		
Total Covered Storage Square Footage:	Total Covered Storage Ceiling Height:		
HVAC: ☐ Yes ☐ No	Number of Loading Docks:	Number of Loading Bay Doors:	
Drive In Capability: ☐ Yes ☐ No	Load Levelers: ☐ Yes ☐ No		
Cross Dock Capable: ☐ Yes ☐ No	Dock Lighting: ☐ Yes ☐ No		
Restrooms: ☐ Yes ☐ No	Quantity:	Temperature Control for Commodities: ☐ Yes ☐ No	
Functional Sprinkler System: ☐ Yes ☐ No	Number of Functional Sprinkler Systems: ☐ NA		
Building Total KVA:	110 / Single Phase: ☐ Yes ☐ No	220 / Three Phase: ☐ Yes ☐ No	
Back-up Generator: ☐ Yes ☐ No	Fuel Type:	Site Photos Attached: ☐ Yes ☐ No	
Gen. Provider:	POC:	POC Phone:	
Gen. Maint./Repair:	POC:	POC Phone:	
Administrative Area			
Square Footage:	No. of Rooms:	Phone Lines: ☐ Yes ☐ No	No. of Phone Lines:
Fax: ☐ Yes ☐ No	Copier: ☐ Yes ☐ No	No. of Tables:	No. of Chairs:

Attachment C. Site Visit C2. Staging Area Site Capabilities Assessment (Page 2 of 6)

Building Name #2:			
Location Description:			
Total Interior Square Footage:		Interior Ceiling Height:	
Total Covered Storage Square Footage:		Total Covered Storage Ceiling Height:	
HVAC: ☐ Yes ☐ No	Number of Loading Docks:	Number of Loading Bay Doors:	
Drive In Capability: ☐ Yes ☐ No		Load Levelers: ☐ Yes ☐ No	
Cross Dock Capable: ☐ Yes ☐ No		Dock Lighting: ☐ Yes ☐ No	
Restrooms: ☐ Yes ☐ No	Quantity:	Temperature Control for Commodities: ☐ Yes ☐ No	
Functional Sprinkler System: ☐ Yes ☐ No	Number of Functional Sprinkler Systems: ☐ NA		
Building Total KVA:	110 / Single Phase: ☐ Yes ☐ No	220 / Three Phase: ☐ Yes ☐ No	
Back-up Generator: ☐ Yes ☐ No	Fuel Type:	Site Photos Attached: ☐ Yes ☐ No	
Gen. Provider:	POC:	POC Phone:	
Gen. Maint./Repair:	POC:	POC Phone:	
Administrative Area			
Square Footage:	No. of Rooms:	Phone Lines: ☐ Yes ☐ No	No. of Phone Lines:
Fax: ☐ Yes ☐ No	Copier: ☐ Yes ☐ No	No. of Tables:	No. of Chairs:
Building Name #3:			
Location Description:			
Total Interior Square Footage:		Interior Ceiling Height:	
Total Covered Storage Square Footage:		Total Covered Storage Ceiling Height:	
HVAC: ☐ Yes ☐ No	Number of Loading Docks:	Number of Loading Bay Doors:	
Drive In Capability: ☐ Yes ☐ No		Load Levelers: ☐ Yes ☐ No	
Cross Dock Capable: ☐ Yes ☐ No		Dock Lighting: ☐ Yes ☐ No	
Restrooms: ☐ Yes ☐ No	Quantity: _____	Temperature Control for Commodities: ☐ Yes ☐ No	
Functional Sprinkler System: ☐ Yes ☐ No	Number of Functional Sprinkler Systems: ☐ NA		
Building Total KVA:	110 / Single Phase: ☐ Yes ☐ No	220 / Three Phase: ☐ Yes ☐ No	
Back-up Generator: ☐ Yes ☐ No	Fuel Type:	Site Photos Attached: ☐ Yes ☐ No	
Gen. Provider:	POC:	POC Phone:	
Gen. Maint./Repair:	POC:	POC Phone:	
Administrative Area			
Square Footage:	No. of Rooms:	Phone Lines: ☐ Yes ☐ No	No. of Phone Lines:
Fax: ☐ Yes ☐ No	Copier: ☐ Yes ☐ No	No. of Tables:	No. of Chairs:

Material Handling Equipment On-Site			
Forklifts ☐ Yes ☐ No		Total No. From Below:	
Quantity:	Type:	Capacity:	Other:
Quantity:	Type:	Capacity:	Other:
Motorized Pallet Jacks ☐ Yes ☐ No		Total No. From Below:	
Quantity:	Type:	Capacity:	Other:
Quantity:	Type:	Capacity:	Other:
Manual Pallet Jacks ☐ Yes ☐ No		Total No. From Below:	
Quantity:	Type:	Capacity:	Other:
Quantity:	Type:	Capacity:	Other:

Attachment C. Site Visit C2. Staging Area Site Capabilities Assessment (Page 3 of 6)

Other Equipment				
High Boy Lifts: ☐ Yes ☐ No	Quantity:	Capacity:	Other:	
Flat Bed Hand Trucks: ☐ Yes ☐ No	Quantity:	Capacity:	Other:	
Hand Dollies: ☐ Yes ☐ No	Quantity:	Capacity:	Other:	
Hand Truck (motor): ☐ Yes ☐ No	Quantity:	Capacity:	Other:	
Banding Machines: ☐ Yes ☐ No	Quantity:	Capacity:	Other:	
Pallets: ☐ Yes ☐ No	Quantity:	Capacity:	Composition:	
Pallet Grabbers: ☐ Yes ☐ No	Quantity:	Capacity:	Other:	
Dock Ramps: ☐ Yes ☐ No	Quantity:	Capacity:	Other:	
Installation Transportation Support:	☐ Yes ☐ No	Type:	Quantity:	
Other: ☐ Yes ☐ No	Quantity:	Capacity:	Other:	
Other: ☐ Yes ☐ No	Quantity:	Capacity:	Other:	
Other: ☐ Yes ☐ No	Quantity:	Capacity:	Other:	
Nearest Resource:				
Additional Comments:				

Additional On-Site Information			
External Field Lighting: ☐ Yes ☐ No		Parking Lot Lighting: ☐ Yes ☐ No	
Parking Lot Surface Type:		Sq. Ft.	
Alarm System: ☐ Yes ☐ No	No. of Panels:	Alarm Company:	
Alarm Company POC:		Alarm Company Contact #:	
Covered Hard Stand Storage: ☐ Yes ☐ No	Sq. Ft.:	No. Loading Docks:	
Hard Stand: ☐ Yes ☐ No	Sq. Ft.:	Comments:	
Covered Warehouse Area: ☐ Yes ☐ No	Sq. Ft.:	Comments:	
Climate Controlled Cold Storage: ☐ Yes ☐ No		Available Sq. Ft.:	
JP8 Bulk Fuel Storage: ☐ Yes ☐ No	Gal.:	Comments:	
Gasoline Bulk Fuel Storage: ☐ Yes ☐ No	Gal.:	Comments:	
Additional Fuel Storage: ☐ Yes ☐ No	Gal.:	Comments:	
Bulk Water Storage: ☐ Yes ☐ No	Gal.:	Comments:	
Maintenance Bays: ☐ Yes ☐ No	No.:	Comments:	
Break Room Area: ☐ Yes ☐ No	Sq. Ft.:	Location:	Ops Hrs:
On Site Billeting: ☐ Yes ☐ No	No. of Rooms:	No. of Beds:	No. of Showers:
Contractor: ☐	DOD: ☐	DOD Civilian: ☐	Other: ☐
List of Commercial Lodging Sites Attached: ☐ Yes ☐ No		Potable Water On Site: ☐ Yes ☐ No	
Tent Space: ☐ Yes ☐ No	Acres/SF:	Composition:	
No. Portable Toilets Needed: ☐ NA		Commercial Laundry On Site: ☐ Yes ☐ No	
On Site Feeding: ☐ Yes ☐ No	Contractor: ☐	DOD: ☐ DOD Civilian: ☐ Other: ☐	☐ NA
Commercial Kitchen On Site: ☐ Yes ☐ No		List of Local Eateries Attached: ☐ Yes ☐ No	
Contract Feeding Available: ☐ Yes ☐ No	Vendor Name:	Contract No.:	
Contract Feeding Location(s):			
Contract Feeding Hours:			
Feeding Capacity Per Meal:			

Attachment C. Site Visit C2. Staging Area Site Capabilities Assessment (Page 4 of 6)

Communications Capabilities		
Commercial Phone (POTS) Lines: ☐ Yes ☐ No		Quantity:
POTS Location:		POTS Location:
POTS Location:		POTS Location:
POTS Location:		POTS Location:
POTS Provider:	POTS POC:	POC Phone No:
Pay Phones: ☐ Yes ☐ No	Quantity:	Pay Phone Location:
Pay Phone Location:		Pay Phone Location:
Land Lines: ☐ Yes ☐ No	Quantity:	Land Line Location:

FEMA Installed Phones: ☐ Yes ☐ No	Quantity:	Location:
Location:		Comments:
Host Installed Phones: ☐ Yes ☐ No	Quantity:	Location:
Location:		Comments:
Radio: ☐ Yes ☐ No	Quantity:	Type:
Location:		Comments:
SATCOM: ☐ Yes ☐ No	Quantity:	Type:
Location:		Comments:
LAN Lines: ☐ Yes ☐ No	Quantity:	LAN LINE Range:
LAN Line Location:		LAN Line Location:
LAN Line Location:		Comments:
Computer Network: ☐ Yes ☐ No		Network Jack Location:
Network Jack Location:		Network Jack Location:
Network Jack Location:		Comments:
Date Lines (T1/ISDN): ☐ Yes ☐ No	Quantity:	Data Line Location:
Data Line Location:		Data Line Location:
Data Line Location:		Comments:
Other: ☐ Yes ☐ No	Quantity:	Location:
Location:		Comments:

Utilities		
Electric Provider:	POC Name:	
POC Phone Number:	Comments:	
Water Provider:	POC Name:	
POC Phone Number:	Comments:	
Comments:		
Water Tower: ☐ Yes ☐ No	Municipal Water: ☐ Yes ☐ No	Well Water: ☐ Yes ☐ No
Waste Treatment Provider:	POC Name:	
On Leach Field: ☐ Yes ☐ No	Capacity:	
POC Phone Number:	Comments:	
Natural Gas Provider:	POC Name:	
POC Phone Number:	Comments:	
Contract Propane Provider:	POC Name:	
POC Phone Number:	Comments:	

Attachment C. Site Visit C2. Staging Area Site Capabilities Assessment (Page 5 of 6)

Site Security & Safety									
Site Security Mgmt: ☐ Yes ☐ No	Comments:								
DOD: ☐	State: ☐	County: ☐	City: ☐	Contractor: ☐	DOD Civilian: ☐	Other: ☐	NA: ☐		
Approved Law Enforcement Agency:					POC Name:				
POC Phone Number:					Comments:				
Hours of Operation:					After Hours Contact No.				
Is there a contract in place with Fed/State/Local law enforcement for security/arrest capability?: ☐ Yes ☐ No									
Contract No.:	Between: &							Expiration:	

Site Security Assessment Completed By:					Date:
Security Perimeter:					
Outer Distance:			Inner Distance:		
Outer Perimeter: (attach photos of all four sides)	Fence: ☐	Wall: ☐	Earthen: ☐	Water: ☐	Other: ☐
Comments:					
Number of Fire Extinguishers:	Locations:				
Entry Access Description:					
Can access be secured?: ☐ Yes ☐ No					
Is this facility in a 100 year flood plain?: ☐ Yes ☐ No	FIRM Panel No: (Flood Insurance Rate Map)				
Is this facility in a tsunami or lahar area?: ☐ Yes ☐ No	Description:				

Emergency Services Medical Information					
Medical Facility on Site: ☐ Yes ☐ No	Hours of Operation:				☐ NA
☐ DOD	☐ Contractor	☐ DOD Civilian			☐ NA
☐ State	☐ County	☐ City	☐ Other		☐ NA
Primary EMS Agency:	Primary No: 911				Alt. No.
Primary EMS Location:					Public Access No. :
Secondary EMS Agency:	Primary No: 911				Alt. No.
Secondary EMS Location:					Public Access No. :
Closest Hospital:					Phone No.
Address:		POC:			Phone No.
Military Police: ☐ Yes ☐ No	POC:	☐ NA	Phone No.		☐ NA
Sheriff's Department Address:					Phone No.
Police Department Address:					Phone No.

Airport Information			
On Site Airport: ☐ Yes ☐ No		Airport Code:	
Airport Name:		Address:	
Latitude:		Longitude:	
Primary POC:	Title:	POC Phone:	POC Cell:
Airport Manager:		Phone:	Cell:
Helicopter Landing Zone: ☐ Yes ☐ No		Square Feet of Landing Zone: ☐ NA	
Total No. of Runways:		Air Traffic Control: ☐ Yes ☐ No	
Comments:			

Attachment C. Site Visit C2. Staging Area Site Capabilities Assessment (Page 6 of 6)

Aircraft Handling Capability							
C-130 ☐	C-17 ☐	C-141 ☐	C-5A ☐	DC-3 ☐	L-1011 ☐	747 ☐	757/767 ☐
CH-58 ☐	UH-60 ☐	UH-1 ☐	CH-47 ☐	Other ☐			
Runway No.:	Length:	Surface Material:					
Runway No.:	Length:	Surface Material:					
Runway No.:	Length:	Surface Material:					
Covered Storage: ☐ Yes ☐ No	Sq. Ft.:	No. Loading Docks:	All Weather: ☐ Yes ☐ No				
Hard Stand: ☐ Yes ☐ No	Sq. Ft.:	Comments:					
Aviation Fuel Capacity by Type:							

Rail Information	
Rail Site Name:	Point of Contact:
POC Phone:	POC Cell:
Distance from MOB Site:	Hours of Operation:

Material Handling Equipment (MHE) at Rail Site			
Type:	Quantity:	Capacity:	Comments:
Type:	Quantity:	Capacity:	Comments:
Type:	Quantity:	Capacity:	Comments:
Type:	Quantity:	Capacity:	Comments:
MHE Staff: Union: ☐	Non-Union: ☐	Contractor: ☐	Uniformed DOD: ☐
Other:			
Comments:			
Rail Storage Capacity on the Installation (listed by number of cars):			
No. of Rail Lines into Installation:	No. of Access Gates:		

Water Ports Information	
Port Site Name:	Point of Contact:
POC Phone:	POC Cell:
Distance from MOB Site:	Hours of Operation:

Material Handling Equipment (MHE) at Rail Site			
Type:	Quantity:	Capacity:	Comments:
Type:	Quantity:	Capacity:	Comments:
Type:	Quantity:	Capacity:	Comments:
Type:	Quantity:	Capacity:	Comments:
MHE Staff: Union: ☐	Non-Union: ☐	Contractor: ☐	Uniformed DOD: ☐
Other:			
Comments:			

Attachment Forms Checklist			
Site Map: (Blueprints, when possible)	☐ Yes ☐ No	Facility Assessment Supplements	☐ Yes ☐ No
Airport Diagrams:	☐ Yes ☐ No	Airport Photos:	☐ Yes ☐ No
Building Photos:	☐ Yes ☐ No	Perimeter Photos:	☐ Yes ☐ No
Gate Photos:	☐ Yes ☐ No	Other Photos:	☐ Yes ☐ No
Area Map:	☐ Yes ☐ No	Hotel/Motel Listings:	☐ Yes ☐ No
Road Network:	☐ Yes ☐ No	Commercial Transportation List:	☐ Yes ☐ No
Local Cargo and Air Services:	☐ Yes ☐ No	Other:	☐ Yes ☐ No
Site Limitations:			
Additional Information:			

Attachment C. Site Visit C3. Staging Area Assessment Site Hazard Checklist (Page 1 of 2)

Staging Area Assessment
Site Hazard Checklist

Site Information:

Site Name	Physical Address	County
Assessor Name	GPS Location	Date of Visit

Potential Hazards

Items Assessed	Yes	No	N/A	Source / Remarks
GENERAL				
In a Floodplain				
Wetlands/Sensitive Areas				
Landslide Potential				
Liquifaction Risk				
Lahar Zone				
Difficult or Uneven Terrain				
Security Threats				
Perimeter Hazards				
General Comments:				
FIRE				
Dry Grassland				
Forested Areas				
Abandoned/Dilapidated Buildings				
Sprinkler Equipped Buildings				
Fire Comments:				
ON SITE				
Hazardous Materials				
Debris				
Outside Lighting Missing				
Buildings in Poor Condition				
On Site Comments:				
INFRASTRUCTURE				
Overhead Lines				
Electric Service Not Grounded				
Underground Fuel Pipelines				
Hydrants (Potable/ Non-potable)				
Infrastructure Comments:				
TRANSPORTATION				
Traffic Flow Inadequate				
Landing Zone(s)				
100 Meter Square Area				
Surface is level, free of obstacles				
Lighting Available for Night Ops				
Watercraft Dock(s)				
Structurally adequate				
Min, capacity of 5000 lbs				
Transportation Comments:				

Attachment C. Site Visit C3. Staging Area Assessment Site Hazard Checklist (Page 2 of 2)

Staging Area Assessment
Site Hazard Checklist

Other Hazards Noted				

Recommendations

Attachment D. Staging Area – D1. Memorandum of Understanding (MOU) Draft Example (Page 1 of 5)

Military Department #U22-XXX

MEMORANDUM OF UNDERSTANDING
STAGING AREA USE

Washington Military Department Emergency Management Division Building #20, M.S. TA-20 Camp Murray, WA 98430-5122	AND	Owner: _____ Address: _____ City, State, Zip: _____
(253) 512-7055; FAX: (253) 512-7207 Contact Person: Ray Madrid E-mail : ray.madrid@mil.wa.gov		(XXX) XXX-XXXX FAX: (XXX) XXX-XXXX Contact Person: _____ E-mail : _____

Beginning Date: **Upon Execution** Expiration Date: _____

I. PURPOSE

A. This Memorandum of Understanding (MOU) is made and entered into by and between the State of Washington, through the Washington State Military Department, Emergency Management Division (hereinafter referred to as the "Department"), and XXXXXXXXX County, a political subdivision of the State of Washington [remove if a port] (hereinafter referred to as "Owner"), owner of the property described in Exhibit A attached to this MOU (hereinafter referred to as the "Property"). The Department desires to obtain permission from the Owner to use the Property as necessary for a State Staging Area for emergency or disaster preparation, response and recovery activities as described herein.

B. An emergency or disaster often results in a significant response of personnel and equipment. Staging Areas are needed for receiving, staging, repackaging and distributing lifesaving and life sustaining commodities, including but not limited to, water, food, ice and generators, in response to resource shortages. Large quantities of resources may be brought into the state or relocated within a geographic region within the state to satisfy these needs. Past disasters throughout the United States have proven that pre-planned staging areas contribute to the efficient receipt, sorting, storage, and distribution of resources until normal distribution channels are restored. Past practice has also demonstrated that preparation contributes to effective response and recovery activities.

C. In consideration of the mutual covenants and promises contained below, the sufficiency of which is acknowledged, the Owner and the Department agree to the terms contained herein.

II. AUTHORITY

The Department has authority to enter into this MOU pursuant to RCW 38.52.005, RCW 38.52.020, RCW 38.52.030 and RCW 38.52.050. The Owner has authority to enter into this MOU pursuant to RCW 38.52.020 [remove if a port] RCW 14.08.020 and RCW 14.08.120 [municipalities] RCW 14.08.200 [joint operations]. (PICK ONE)

Attachment D. Staging Area – D1. Memorandum of Understanding (MOU) Draft Example (Page 2 of 5)

III. OBLIGATIONS OF THE OWNER

A. The Owner agrees to allow the Department to use the Property as a Staging Area for emergency or disaster preparation, response and recovery activities as described herein; provided, however, that use of the Property after receipt of the Department's notification of intent to activate the Property as a Staging Area is subject to the following:

1. The parties reach agreement regarding the extent of the intended use of the Property, as described in Exhibit A and attached hereto, and the terms for payment by the Department of reasonable costs for use of the Property, if any, as described in Exhibit B and attached hereto; and

2. The Owner may elect to refuse the Department access to the Property for use as a Staging Area due to unavailability, damage, conflict with commercial interest, or any other condition that renders the site unsuitable for Staging Area operations. Any such denial of access will not operate to terminate this MOU or otherwise apply to future notifications of intent to activate the Property as a Staging Area.

B. If the Owner has agreed to allow the Department to activate the Property for use as a Staging Area, the Owner will ensure that the Department has access to the Property twenty-four (24) hours per day, seven (7) days per week during the period of that activation. The Owner will supply the Department with two (2) copies of all pertinent keys to the Property, and all pertinent access security codes.

C. If the Owner has agreed to allow the Department to activate the Property for use as a Staging Area, the Owner will ensure that the Property is in good repair and all utilities are in good working order.

D. If the Owner has agreed to allow the Department to activate the Property for use as a Staging Area, and if the parties have identified costs for use of the Property in attached Exhibit B, the Owner will submit monthly signed, approved invoice vouchers (state form A-19) that identify and document the charges billed in accordance with Exhibit B. These invoices should be submitted to Washington Military Department, Attention: Accounts Payable at Building 1, Camp Murray, WA 98430. A-19 forms will be available from the State Staging Area Manager on site and should include reference to this MOU by number.

E. If the Owner has agreed to allow the Department to activate the Property for use as a Staging Area, the Owner will allow the Department to erect temporary facilities, utilities, telecommunications lines, security measures, make reasonable alterations as needed and other temporary measures necessary to operate the Staging Area, at the Department's expense.

F. If the Owner has agreed to allow the Department to activate the Property for use as a Staging Area, the Owner will cooperate with the Department's reasonable efforts during de-activation to repair and/or restore the Property to substantially the same condition as it existed at the time of initial occupancy, at the Department's expense, reasonable wear and tear excepted. If the Owner is dissatisfied with the Department's efforts, the Owner may submit a written request for repairs to the Washington Military Department, State EOC Logistics Section, Building 20, MS: TA-20, Camp Murray, WA 98430-5122. If the Owner is dissatisfied with the response of the Department, the Owner may file a claim for damages with the Washington State Office of Financial Management pursuant to applicable state law.

G. In the event the Owner sells or lists the Property for sale, the Owner agrees to notify the Department immediately.

IV. OBLIGATIONS OF THE DEPARTMENT

A. If the Department desires to activate the Property as a Staging Area for purposes of emergency or disaster preparation, response or recovery, the Department will notify the Owner as soon as practicable.

B. The Department's notification of intent to activate the Property as a Staging Area shall be in writing, unless impracticable, in which case the Department will provide oral notice with subsequent written confirmation of notice. The parties understand that while notification may be provided over seventy-two (72) hours prior to desired use, due to exigent need for the Property, such notice may also be provided less than twenty-four (24 hours) prior to desired use. The notice will include a projected timeline for use of the Property, including a requested start date and hour.

C. After the Department's notification of intent to activate the Property for use as a Staging Area, the parties will use their best efforts to reach agreement regarding the extent of the intended use of the Property and the terms for payment by the Department of reasonable costs for use of the Property, if any. Such terms will be described in Exhibit B and attached hereto.

D. If the Owner has agreed to allow the Department to activate the Property for use as a Staging Area, and if the parties have identified costs for use of the Property in attached Exhibit B, the Department will reimburse the Owner within thirty (30) days of receipt of signed, dated, and approved invoice vouchers (state form A-19), based upon adequate documentation of costs, as applicable and in accordance with Exhibit B.

E. It is anticipated that the Department's use of the Property as a Staging Area will normally be for a period not to exceed 365 days from the Department's entry on to the Property.

F. The Department will provide Owner written notice of its intent to vacate the Property at least seven (7) days in advance.

G. If the Owner has agreed to allow the Department to activate the Property for use as a Staging Area, the Department will make reasonable efforts during de-activation to repair and/or restore the Property to substantially the same condition as it existed at the time of initial occupancy, at the Department's expense, reasonable wear and tear excepted. The Owner and Department will cooperate in these efforts. If the Owner is dissatisfied with the Department's efforts and submits a written request for repairs to the Department in accordance with Section III(F), the Department will review and make a good faith attempt to resolve any such request.

H. The Department will assume financial responsibility for cost of operations, including building utilities and sanitation required for the Staging Area.

I. The Department will be responsible for the cost of installation, maintenance, and removal of telecommunication equipment and lines installed for use and in support of the Staging Area.

Attachment D. Staging Area – D1. Memorandum of Understanding (MOU) Draft Example (Page 4 of 5)

J. The Department will be responsible for providing security for the resources, personnel, and facilities in the Staging Area as necessary; which may include erecting temporary fencing.

K. The Department retains ownership of all equipment brought by the Department to the Staging Area for operations.

V. POINTS OF CONTACT

A. Owner's Point of Contact:
Name: _____
Title: _____
Address: _____
City, State, Zip:_____
Phone _____
Cell Phone _____
Fax _____
E-mail: _____

B. Washington State Emergency Management Division Point of Contact:
Ray Madrid
Logistics Program Coordinator
Washington State Emergency Management Division
Building 20, MS: TA-20
Camp Murray, WA 98430-5122
Desk: 253.512.7058
Cell: 253.208.6507
E-mail: adam.mulvey@mil.wa.gov

C. FAA Safety and Standards Branch (for air usage questions):
Carol Suomi
Manager, Safety & Standard Branch (Airports Division)
Desk: 425.227.2606
Cell: 206.890.6274
E-mail: carol.suomi@faa.gov

VI. EFFECTIVE DATE, DURATION AND MODIFICATION

A. The period of performance of this MOU shall commence as of the final dated signature of the parties to this MOU and end on November 30, 2025, approximately sixty (60) months from that start date. This MOU may be extended at any time by mutual written consent of both parties.

B. This MOU may be amended at any time by mutual written amendment to this MOU. No alteration or variation of the terms of this MOU shall be valid unless made in writing and signed by the parties hereto, and any oral understanding or agreements not incorporated herein shall not be binding.

VII. TERMINATION

A. Termination for Convenience. Either party may terminate this MOU by giving no less than thirty (30) calendar days' written notice to the other party.

Attachment D. Staging Area – D1. Memorandum of Understanding (MOU) Draft Example (Page 5 of 5)

B. Termination for Cause. Either party may terminate this MOU for cause if the other party fails to comply with any of the terms and conditions of this MOU in a timely and acceptable manner, including failure to comply with all federal, state, and local health and safety laws and regulations. The terminating party shall notify the other party in writing of the need to take corrective action. If the default or violation is not corrected after ten (10) days or within a reasonable timeframe as determined by the terminating party, the MOU shall be deemed terminated. The terminating party reserves the right to suspend all or part of the MOU during investigation of the alleged compliance breach and pending corrective action by the terminating party or a decision by the terminating party to terminate the MOU. The rights and remedies of the parties provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law.

C. In the event this MOU is terminated, the Department will be given reasonable time and access to the Property to remove any equipment, cache, supplies or improvements.

VIII. LEGAL RELATIONS

To the fullest extent permitted by law, each party to this Agreement shall be responsible for injury to persons or damage to property resulting from negligent acts or omissions on the part of itself, its employees, agents or officers. Each party shall defend, protect, and hold harmless the other party from and against all claims, actions, costs, damages, or expenses of any nature arising out of or incident to that party's negligent performance or failure to perform this agreement. Neither party assumes any responsibility to the other party for the consequences of any act or omission of any third party.

IN WITNESS HEREOF, the parties hereto have executed this Memorandum of Understanding the_____ day of _____, 2019.

By: _____ _____
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx Date
xxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

By: _____ _____
Regan Hesse Date
Chief Financial Officer
Washington Military Department

BOILERPLATE APPROVED AS TO FORM:
Brian E. Buchholz (signature on file) 7/17/2018
Assistant Attorney General

Attachment D. Staging Area – D2. Staging Area Exhibit A Site Details

EXHIBIT A TO BE FILLED OUT UPON ACTIVATION

Exhibit A

Site Details

Event:	
MOU Number:	Date:
Site Owner:	
Address:	
Beginning Date:	Estimated Ending Date:
Narrative Description of Area to be Used	
Site Map (Area to be Used is Highlighted)	

Attachment D. Staging Area – D3. Staging Area Exhibit B Cost

EXHIBIT B TO BE FILLED OUT UPON ACTIVATION

Exhibit B

Cost for Site Use as State Staging Area

Event:

MOU	Dat

Site Owner:

Address:

Beginning	Estimated Ending

A. Utility Costs (Initial appropriate box(es)):

Utility costs, if any, are included in the Cost per Square Foot listed below.

X The following utility costs will be billed for reimbursement by the Department Sewage Water Electric Gas Garbage Phone

B. Building Costs, If Any:

Building #	Square Feet	Cost per Sq Ft	Total
	0	Current Rate	$ 0.00
	0	$0.00	$ 0.00
	0	$0.00	$ 0.00
Total Building Costs			$ 0.00

C. Ramp Space Costs:

Location	Square Feet	Cost per Sq Ft	Total
	0	Current Rate	$ 0.00
	0	$0.00	$ 0.00
	0	$0.00	$ 0.00
Total Open Space Costs			$ 0.00

D. Cost of Equipment Available for Use, If Any:

Type of Equipment	Cost
	$0.00
	$0.00
	$0.00
	$0.00
Total Equipment Costs	$ 0.00

E. Other Costs (Explain in Remarks):

☐

☐ ☐ ☐ ☐ ☐ ☐

$0.00

Grand Total

$ 0.00

Remarks

Accepted By (Owner):	Signature:
Title:	Date:
Accepted By (Department):	Signature:
Title:	Date:

The Owner of the Property certifies that the totals for each category are correct and complete for use of the site by the Department as a Staging Area. Any additional costs shall be documented and submitted as a claim to be considered for reimbursement.

Attachment D. Staging Area – D4. Staging Area Annual Review

COUNTY STAGING AREA MOU ANNUAL REVIEW			
MOU #		**EXECUTION DATE**	
FACILITY NAME AND ADDRESS			
MOU EXPIRATION DATE		**ANNUAL REVIEW DATE**	
Annual review of Memorandum of Understanding (MOU) for the use of the property as a Staging Area for emergency or disaster preparation and response and recovery activities.			
☐	The attached Memorandum of Understanding has been reviewed and is current with the following editorial changes:		
☐	The attached Memorandum of Understanding has been reviewed and is not current as written. Required changes are in the box below.		
☐	The attached Memorandum of Understanding appears to be unnecessary, and discussions about its continuation should be heard, with requested topics in the box below.		
Approval Authority Printed Name			
Approval Authority Signature			
Date			
Received at EMD by:		**Date**	

Attachment E. Check in Process for Arriving Resources

1. Check in personnel use State Staging Area receiving log forms to record:

   Name of check in staff
   Receiving sequence number (used to ensure FIFO)
   Date and time of arrival
   Driver's name and contact information
   Tractor license plate number, aircraft registration number, or barge/watercraft registration number
   Trailer license plate number
   Bar code number from order
   Type of commodity (nomenclature) arriving
   Completion of a quick initial damage inspection on arriving trucks/trailers

2. Receiving logs will be turned in to the Inventory Group on a periodic basis as determined by the staging area manager or inventory group supervisor.

   Sequence number is placed on the driver's side of the truck (front bumper) and trailer (rear bumper) using black marker on silver tape.

3. Strips of colored tape no shorter than one foot in length are placed on the rear corners of the trailer to denote the type of commodity contained therein as follows:

   Blue for water
   Black for food
   White for ice
   Green for tents, tarps (write type of contents on tape with black marker)
   Brown for cots, blankets (write type of contents on tape with black marker)
   Red for mixed commodities

4. If damage is noted on a truck or trailer as they enter the gate, check in personnel will record this on the driver's bill of lading by drawing a rectangle to represent the vehicle, marking the rectangle in the location of the damage, and writing a short note to indicate the type of damage.

5. Check in personnel will provide a site map and other information as directed by staging area manager to each driver.

6. Check in personnel direct drivers to appropriate parking area based on commodity being delivered. Mixed commodities are directed to park at the cross-loading area.

7. Receiving Group personnel receive drivers at designated parking areas and:

   Ensure vehicles are parked appropriately for access to the load by personnel or forklifts.
   Perform a visual inventory check of trailer using driver's bill of lading/order form (note: sealed FEMA trucks do not need visual inventory if seal is inspected and intact; if not intact, note on the BOL and perform visual inventory).
   If inventory does not match documentation provided by the truck driver, personnel make a note of the discrepancy on the initial bill of lading/order form for later action by the Situation Unit.
   Initial bill of lading/order form that inventory is complete.
   Refer driver to Inventory Group for paperwork turn in

8. Inventory Group receive driver's bill of lading/order form and:

   Confirm that receiving staff initials are present indicating the visual inventory has been completed. Sign form to signify receipt of commodities.
   Take a copy of the form for State Staging Area files (in the absence of copy capability, record information on State Staging Area Incoming Bill of Lading/Order Form). o Direct drivers to Driver Services Group for other driver processing as needed.
   Record incoming resource details into available accounting system (WebEOC database, electronic spreadsheet, and/or whiteboard)

Attachment G. Forms - G1 Washington Resource Request Form (ICS 213 RR)

WA RESOURCE REQUEST FORM (ICS 213 RR)

1. Mission Number & Incident Name:	2. Requesting Agency:	3. Date & Time: (mm/dd/yy - 00:00)	4. Requester Tracking Number:

Requestor

5. Resource Requested

a. Qty.	b. Kind (if known)	c. Type (if known)	d. Detailed item description and/or of task to be accomplished: (***Vital characteristics, brand, specs, experience, size, etc.***) and, if applicable, purpose/use, diagrams and other info.	SHADED AREA TO BE FILLED BY LOGISTICS SECTION		
				Needed Date & Time		g. Cost
				e. Requested	f. Estimated	

6. Additional Personnel/Support Needed: *(Driver/Fuel Etc.)*

7. Duration needed:

8. Requested Delivery/Reporting Location: *(Address/landmarks etc.)*

9. POC at Delivery/Reporting Location: *(Name & Contact info)*

10. Suitable Substitutes and/or Suggested Sources: (if known)

11. Priority: ☐ Life Saving ☐ Incident Stabilization ☐ Property Preservation

12. a. Have all commercial resources been exhausted: ■ Yes ☐ No
b. Have all local resources been exhausted: ■ Yes ☐ No
c. Have all mutual aid resources been exhausted: ■ Yes ☐ No

13. Requestor is willing to provide Funding: ☐ Yes ■ No
If "No", explain:

14. Requested by Name/Position & phone/email:

15. Request Authorized by:

Logistics

16. EOC/ECC Logistics Tracking Number:

17. Name of Supplier/POC, Phone/Fax/Email:

18. Notes:

19. Approval Signature of Authorized Logistics Representative:

20. Date & Time: (mm/dd/yy – 00:00)

21. Order placed by (check box): ☐ ORD UNIT ☐ PROC UNIT ☐ OTHER_____

22. Elevate to State: ☐

23. State Tracking #:

24. Mutual Aid Tracking #:

Finance

25. Reply/Comments from Finance:

26. Finance Section Signature:

27. Date & Time: (mm/dd/yy – 00:00)

Original to: Documentation Unit **Copies to: Logistics Section, originating ESF/agency, and Finance & Administration Section**

Attachment G. Forms – G2 Emergency Worker Daily Activity Report

STATE OF WASHINGTON
EMERGENCY WORKER DAILY ACTIVITY REPORT

County In Which Mission Took Place _____ State Mission Number _____

Mission Name: _____ Date _____ Date To: _____

Unit Name: _____

Unit Address: _____

	EMERGENCY WORKER NAME	COUNTY & CARD #	INCIDENT ASSIGNMENT	DATE:		DATE:		TOTAL HOURS	TOTAL MILES
				TIME IN *	TIME OUT *	TIME IN *	TIME OUT *		
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									

** Actual Incident Check In and Out Times.*

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 in accordance with WAC 118-04-220:

_____ _____

Print Name and Title Signature and Date

EMD-078 (Rev. 12/2017)

Attachment G. Forms – G3 Request Log, Shipping Log, Inbound Bill of Lading, Outbound Bill of Lading, Locator Sheet and Warehouse Inventory Management Sheet

Note – These forms are contained within ESF 7 Appendix 2 of the Washington State CEMP