

## **POD COMMODITY PROCEDURES**

### **GENERAL.**

Following a disaster it may be necessary for counties to operate Points of Distribution (PODs). These are centralized points where commodities are delivered and the public travels to the site to pick up the commodities. The three most common commodities provided at PODs are shelf stable food, bottled water and ice. The determination to activate, operate and demobilize a POD is at the discretion of the County Emergency Management Director.

The operation of PODs requires special logistical processes to insure that adequate commodities will be available to meet the public demand and a deliberate logistical planning cycle must be established outside the normal resource request process set forth for WebEOC to meet this demand.

POD management will be accomplished in WebEOC using the Points of Distribution Sites Board. This will allow the county and the state a common operating picture regarding POD status. Quantity entries are date/time stamped by the system to provide for clear detail and decision making.

ESF7 will verify commodity orders for POD supply/re-supply verbally using a daily logistics conference call and the Points of Distribution Board in WebEOC. Call times will be announced and will be done to allow all counties the opportunity to insure orders can be delivered by 7:00 am the following morning.

ESF7 will make every effort to make shipments to PODs direct from the supplier. GEMA does not stock disaster commodities and will be placing the county order direct with the supplier for delivery. This method greatly reduces the amount of lead time for placement of orders and provides the counties the greatest amount of planning time.

### **PREPAREDNESS.**

County Pre-Planned POD Locations. WebEOC will be used to record all county pre-planned POD locations. Locations are maintained on the Points of Distribution Sites Board. This board contains information regarding site details, POD Commodity Status, Contact Information, POD Management Information and Comments. Once this location is created the record can be used to order POD commodities during a disaster. Use of this form also helps to insure that all personnel operating in the distribution process have a common picture and current accurate information.

Annex A, POD Commodity Procedures to County Disaster Logistics SOG  
WebEOC Version, December 2012

Every county is set up in the GEMA WebEOC disaster management software. Each county has seven (7) positions assigned that can add/update POD locations. They are:

- EMA Director (ESF 5)
- EXEC Deputy EMA Director (ESF 5)
- EXEC EOC Director (ESF 5)
- LOG Section Chief (ESF 7)
- LOG Deputy Chief (ESF)
- OPS Section Chief (ESF 7)
- PLN Section Chief (ESF 5)

**POD LOCATIONS UPDATE.** On an annual basis counties should review their POD locations for any additions/deletions/updates. Any changes can be made by updating the record. All updated records move to the top of the Points of Distribution Sites List View. Location changes are monitored on a routine basis within ESF-7 at GEMA.

**POD DATABASE.** WebEOC creates a POD Location database which can be monitored by GEMA Logistics. GEMA Logistics can download this information rapidly and provide to necessary providers of commodities. For a known impending disaster the following process will be used.

AT OPGON 4, L-96 hrs. Counties will review and add/update locations as necessary. Counties should verify the site details portion of the input form for each site.

**Points of Distribution Sites**  
Incident: Statewide WebEOC Exercise - October 24, 2012

**Site Details**

Status:

Type:

Hours of Operation:

Name:

Address:

Lat/Long:  /

County:

GEMA Area:

The Contact Information portion of the input form should also be reviewed.

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Contact Information	
Primary Contact:	<input type="text"/>
Primary Phone:	<input type="text"/>
Primary Mobile:	<input type="text"/>
Secondary Contact:	<input type="text"/>
Secondary Phone:	<input type="text"/>
Secondary Mobile:	<input type="text"/>
POD Manager:	<input type="text"/>
Phone:	<input type="text"/>
Mobile:	<input type="text"/>
Radio Channel:	<input type="text"/>

AT OPCON 2, L-48 hrs. Counties should make a PDF copy of the Points of Distribution Sites List View Screen. This list can be used to provide information to the State SOC should WebEOC not be available after the disaster. To create this copy click “Generate PDF” on the List View Screen.



**RESPONSE.**

Counties should open PODs in WebEOC and record data on a daily basis in the POD Commodity Status portion of the input form. These entries will be verified daily during the Logistics Conference Call. If a county is unable to access WebEOC this action will be accomplished during the conference call. The end state is that the POD site record reflects the intent of the county for that commodity cycle ordering period.

POD Commodity Status			
<b>Water</b>		<b>Last Update</b>	
Qty. Ordered:	<input type="text" value="2"/> Truckloads	<input type="text" value="11/27/2012 12:38:14"/>	
Total Qty. Received:	<input type="text"/> Truckloads	<input type="text"/>	
Qty. On Hand:	<input type="text"/> Truckloads	<input type="text"/>	
Total Qty. Distributed	<input type="text"/> Truckloads	<input type="text"/>	
Comments: <input type="text"/>			
<b>ICE</b>		<b>Last Update</b>	
Qty. Ordered:	<input type="text" value="1"/> Truckloads	<input type="text" value="11/27/2012 12:38:14"/>	
Total Qty. Received:	<input type="text"/> Truckloads	<input type="text"/>	
Qty. On Hand:	<input type="text"/> Truckloads	<input type="text"/>	
Total Qty. Distributed	<input type="text"/> Truckloads	<input type="text"/>	
Comments: <input type="text"/>			
<b>Shelf Stable Meals</b>			
Qty. Ordered:	<input type="text" value="1"/> Truckloads	<input type="text" value="11/27/2012 12:38:14"/>	
Total Qty. Received:	<input type="text"/> Truckloads	<input type="text"/>	
Qty. On Hand:	<input type="text"/> Truckloads	<input type="text"/>	
Total Qty. Distributed	<input type="text"/> Truckloads	<input type="text"/>	
Comments: <input type="text"/>			
<div style="border: 1px solid black; padding: 5px;">           Note that when a quantity is entered the entry will contain a date/time stamp. This is used to verify that entries were made during the correct operational period.         </div>			

24 Hrs Prior to Opening of POD – County Orders Initial POD Commodities. Orders for POD operations will be input to the Points of Distribution Board in WebEOC. After verifying quantities during the Logistics Conference Call GEMA Logistics/ESF 7 will immediately process requirements with FEMA or state contract vendors for delivery after 7:00pm and before 7:00 am the next morning. Conference call format is provided as Annex B to this SOG. This method is used to eliminate the requirement on counties to do individual resource request for each POD in operation.

Resupply of Commodities. Each day counties will provide to GEMA the quantity desired for the next delivery cycle for the PODs that will be operational.

**EMERGENCY RESPONSE.**

Any requirements to support a POD operation outside this prescribed logistical planning cycle must be coordinated direct with ESF #7 to determine if the request can be supported.

**COMMODITY ORDERING CYCLE.** At the onset of POD Operations the State Operations Center (ESF7) will establish a cycle for ordering commodities. This time will be established by reviewing sources of supply and order lead times required by existing contracts/suppliers. This method allows counties to enter data at any time when the “Order Period” is open. Commodity ordering cycle information will be posted to the Statewide Significant Event Board in WebEOC for counties to view. Below is an example of an ordering cycle.

CALENDAR DATE	ORDER PERIOD OPENS in WebEOC	ORDER PERIOD CLOSES in WebEOC	LOGISTICS CONFERENCE CALL TIME	NO ORDER PERIOD (No Entries in WebEOC)	DELIVERY PERIOD
DATE	Opens the <u>previous</u> Day/time	Just prior to the Conference Call Time on today's date	Time	Today's date to allow for processing data within the State SOC	Starts tonight, ends @ 0700 hrs <u>tomorrow</u>
EXAMPLE:					
12/4/12	12/3/12, 1200 hrs – 12/4/12, 0800 hrs	12/4/12, 0800 hrs	0800 hrs	12/4/12, 0800-1200 hrs	12/4/12, 1900 hrs – 12/5/12, 0700 hrs

**MANUAL PROCEDURES IF WEBEOC FAILS.**

If for some reason WebEOC is not available at the county level following a disaster ESF-7 is prepared to switch to a manual system to take POD commodity orders. The SOC will take verbal orders during the Logistics Conference Call using the POD listing that was prepared prior to the event. ESF 7 will provide copies if none are available in the county.

**POD PLANNING CONSIDERATIONS.**

- a. By default, delivery times will be scheduled between 7:00pm and 7:00am unless otherwise requested.
- b. The county is responsible for having adequate staff and material handling equipment to unload the delivery trailer.
- c. Trailers should be unloaded within an hour after arrival.
- d. Some contract agreements may allow the trailer to be dropped. ESF #7 will advise if this is possible during the daily logistics call.

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- e. Ice will be delivered in refrigerated trailers. No provisions are made for refrigerated trailers to remain at POD locations. Ice must be off loaded immediately.
- f. The county is responsible to verify the load quantity, sign delivery documents and provide signed documents to GEMA for audit purposes.