

**MADISON COUNTY EMERGENCY OPERATIONS PLAN
ANNEX P
COUNTY RECEIVING AND DISTRIBUTION**

Updated: April 17, 2009

Primary Agencies:	Emergency Management
	Honeywell International
Support Agencies:	Administration
	Maintenance
	Municipal Public Works – Mars Hill
	Others as required or requested

I. PURPOSE

- A. This guideline establishes procedures and responsibilities for establishing and operating the Madison County Receiving & Distribution Point.
- B. The County Receiving and Distribution Point is defined as a designated area that receives supplies and equipment requested during a disaster. The supplies and equipment will either be distributed to smaller receiving points in the county, and/or distributed to the general population from the CRDP. County assets and/or assets requested and received by the County will be used for shipment from the CRDP to points within the county.
- C. The current site for this CRDP is located at 400 Hickory Drive, Mars Hill and known as the Honeywell Plant. This building is a mixed occupancy that houses office space, manufacturing space and warehouse space for Honeywell. Loading docks are part of this facility’s warehouse. This property is owned by Honeywell International, Incorporated and serves as a receiving and distribution point in disaster operations by agreement with Madison County Emergency Management.

II. ASSUMPTIONS

- A. Pre-event, the County will attempt to resolve resource shortfalls identified in the **Operational Planning Evaluation and Resource Analysis (OPERA)**.
- B. Resource needs will exceed County capabilities.
- C. The County will exhaust local resources by means of mutual aid or contracts before requesting resources from the State.
- D. The County operates under the NIMS Incident Command System.

III. DIRECTION AND CONTROL

- A. Support agencies requested by and assigned to support a county will work at the direction and control of the County.
- B. Resources provided by the State will only be shipped directly to the County Receiving and Distribution Point.

- C. An audit trail will be maintained at all levels (i.e., care stations, Fire Departments, etc.) to include recovery of resources.
- D. All recovered resources will be processed through the County Receiving and Distribution Point for demobilization or reassignment. Supporting documentation must be completed prior to release.

IV. ROLES AND RESPONSIBILITIES

A. Madison County

- 1. The County is responsible for the County Receiving and Distribution Point management and operations in cooperation and coordination with Honeywell International.
- 2. The County is responsible for ensuring that all County Receiving and Distribution Point personnel are trained. Those individuals requiring certification (i.e. forklift operators, etc.), will be either OSHA or military certified. All others should be trained and qualified either through ICS (civilian) or Military Occupation Specialty (MOS, military).
- 3. The County is responsible for providing to the State, the following information on the County Receiving and Distribution Point (include information on alternate sites):
 - Site Location
 - Directions (written and map)
 - Points of Contact (all pertinent contact information for day/night)
 - GPS Coordinates
- 4. The County will be responsible for providing communications to support agencies operating within the county.
- 5. The County will be responsible for redistribution of resources to County Staging Areas or other points of distribution (PODs). Transportation resources assigned to the County to assist in redistribution will only be used within the county.
- 6. The County will be responsible for internal logistics (feeding distribution staff, personnel, etc.).
- 7. Local personnel will staff the County Staging Areas or other PODs.

B. State

- 1. The State is responsible for the distribution of resources to the County Receiving and Distribution Point.
- 2. After exhausting local resources, and upon request, the State may provide assistance to counties in the staffing of the County Receiving and Distribution Point.

3. The State will ensure that any required Receiving and Distribution Point personnel are trained. Those individuals requiring certification (i.e. forklift operators), will be either OSHA or military certified. All others will be trained and qualified either through ICS (civilian) or Military Occupation Specialty (MOS, military).

V. SITE REQUIREMENTS

A. Equipment

- Forklift (minimum of 1)
- Dock Plate (minimum of 10,000 lb. capacity)
- Pallet jacks (minimum of 2)
- Pallets and large bins
- Hand trucks
- Shrink wrap and stretch wrapper
- Refrigerated trailers (locally procured)
- Sufficient parking
- Telephone, fax/copier, and office supplies
- Tables/chairs
- Warehouse space (8,500 sq. ft. recommended)
- Equipment maintenance capability
- Supplies (fuel)
- Port-a-Potty(s)
- Emergency lighting for the site
- Security
- Electricity
- Dumpster (Large)

B. Personnel Requirements: (Per shift) **(NOTE:** Some positions may be combined)

- County Receiving and Distribution Point Manager (1)
- Recorder (1)
- Warehouse Workers (6)
- Forklift operators (3) Certified
- Safety Officer (1)

C Other site considerations:

- Paved Parking
- Loading dock
- Ease of movement
- Generator capability
- Safety considerations (lighting for night operations)

VI. DISTRIBUTION SITES

- A. Pre-selected sites for Distribution of supplies are not listed. These will be selected as needed, depending on the area of need and on the supplies to be distributed.
- B. Volunteer Fire Departments are located throughout the county and would be first choice for selected sites.

- C. Staffing of these sites would be by using volunteer firefighters along with other available personnel to assist with tracking in and sending out supplies.
- D. All supplies are to be accounted for and unused supplies are to be returned to the main CDRP once no longer needed at that site.
- E. Equipment for off-loading supply trucks will be needed on site as well as moving supplies around for staging.

VII. DISTRIBUTION SITES PLANNING FACTORS

A. Commodity information / amounts:

- Ice – 1 truck load (40,000 lbs, 8 lbs/per) serves 5000 people
- Water – 1 truck load (18,000 liters, 3+ liters/per) serves 5000 people
- MREs – 1 truck load (21,744 ea, 2 ea/per) serves 10,000 people
- Tarps – 1 truck load (4,400 ea) serves 4000 families with roof damage
- 1 car represents 1 family or 3 people

B. Each car is provided the following:

- 2 or 3 bags of ice
- 1 case of water (9-12 liters)
- 6 MREs
- 1 tarp, if they state they have roof damage

C. A Distribution Point (DP) with one (1) supply lane can serve 1,660 cars or 5000 people in one day (Type III Distribution Point).

D. Staffing recommendation for a Type III DP:

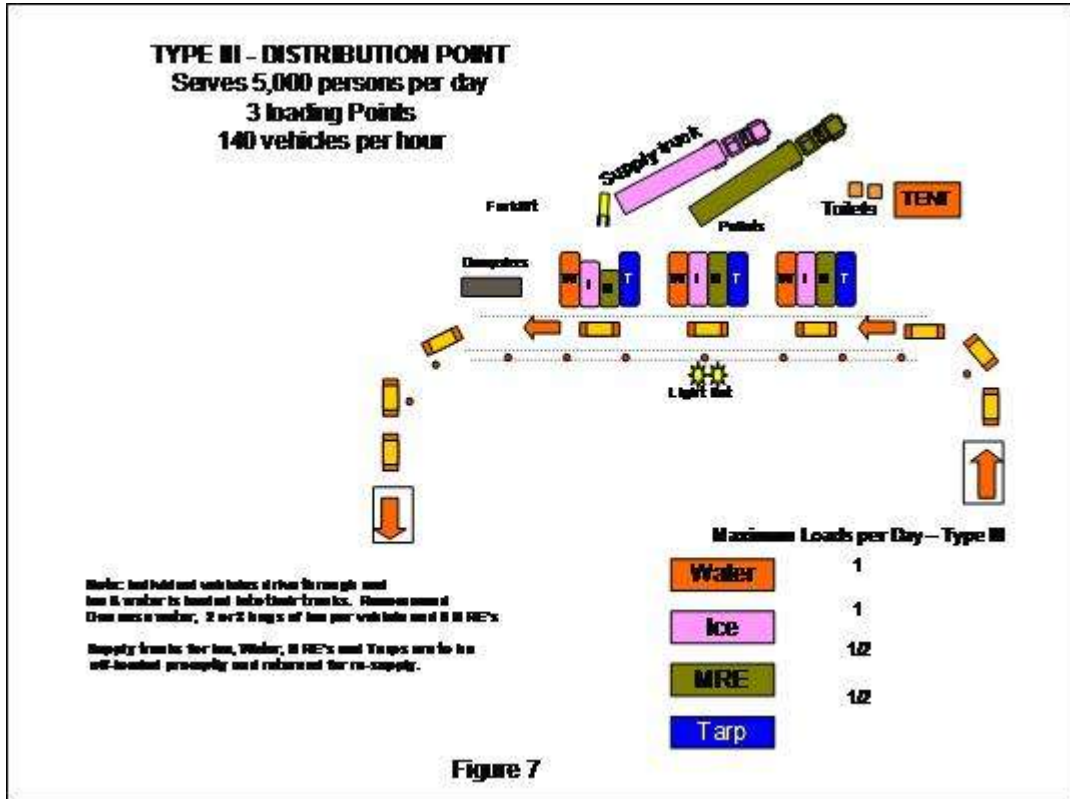
	Day Operations	Night Operations
Team Leader	1	0
Forklift Operator	1	1
Labor	14	2
Law Enforcement	2	1
Community Relations	1	0

E. Equipment recommendation for a Type III DP:

Equipment	Number
forklift	1
pallet jack	1
power light set	1
toilets	2
tent	1

dumpster	1
traffic cones	10

F. Type III DP recommended layout



Attachment 1
County Receiving and Distribution Point Personnel Job Descriptions

A. County Receiving and Distribution Point Manager

Responsible for all operations in the County Receiving and Distribution Point to include the receiving and distribution of all supplies and equipment and the service and repair of tools and equipment. The County Receiving and Distribution Manager reports to the Logistics Sections Chief in the County Emergency Operations Center (EOC). Other responsibilities include:

- Order personnel required to operate the Receiving/Distribution Point.
- Organize physical layout of the Receiving/Distribution Point.

- Establish procedures for operations in the Receiving/Distribution Point.
- Maintaining accountability and current inventory of **all** incoming and outgoing resources to include special attention to leased and rented property.
- Maintain inventory of supplies and equipment.
- Develop security requirements for the Receiving/Distribution Point.
- Establish procedures for receiving and distributing supplies and equipment.
- Package and distribute supplies and equipment to the County Staging Areas at the direction of the Logistics Section Chief.
- Submit required and/or necessary reports to the Logistics Section Chief.
- Set up filing system for receipt and distribution of supplies and equipment

B. Assistant Safety Officer

Responsible for monitoring and assessing hazards and unsafe situations and developing measures that assure personnel and equipment safety. The Assistant Safety Officer will correct unsafe acts or conditions through the regular line of authority, although the Assistant Safety Officer may exercise emergency authority to stop or prevent unsafe acts. Individual reports to the County Receiving and Distribution Point Manager. Other responsibilities include:

- Establish system to monitor activities for hazards and risks. Take appropriate preventive action.
- Place hazards and risks in priority for actions.
- Present safety briefing at receiving point.

C. Recorder

It shall be the responsibility of the Recorder to ensure that all resources assigned to the incident are accounted for. The Recorder reports to the County Receiving and Distribution Point Manager. Other duties include:

- Post signs so incoming resources can easily find the County Receiving and Distribution Point.
- Transmit check-in information to County Receiving and Distribution Point Manager on a regular basis.
- Forward completed Check-in list (ICS Form 211) to the County Receiving and Distribution Point Manager.
- Prepare, post, and maintain Resource Status Cards (ICS Form 219) or T-Cards.
- Ensure all resources sign out on ICS Form 211.
- Ensure all forms required for accountability of receiving and distribution of supplies and equipment to County Staging Areas are signed and filed.

Attachment 2
County Receiving and Distribution Point (CRDP) Overhead Team Recommendations

A. Assumptions:

- County can only provide a CRDP Manager (both shifts) and yard personnel.
- Only an administrative (Overhead) team will be required.
- Power will be available, either normal or generator.
- County will have necessary equipment to physically operate the CRDP.
- County will provide life support to the team.
- Team will work a 16 hour shift.

B. Recommended Team: (double the requirements for two 12 hour shifts)

- Assistant CRDP Manager (may function as Warehouse Manager)
- Safety Officer
- Yard Leader
- Recorders (recommend 2 per shift if the CRDP has heavy shipping & receiving requirements)
- Load Verifier

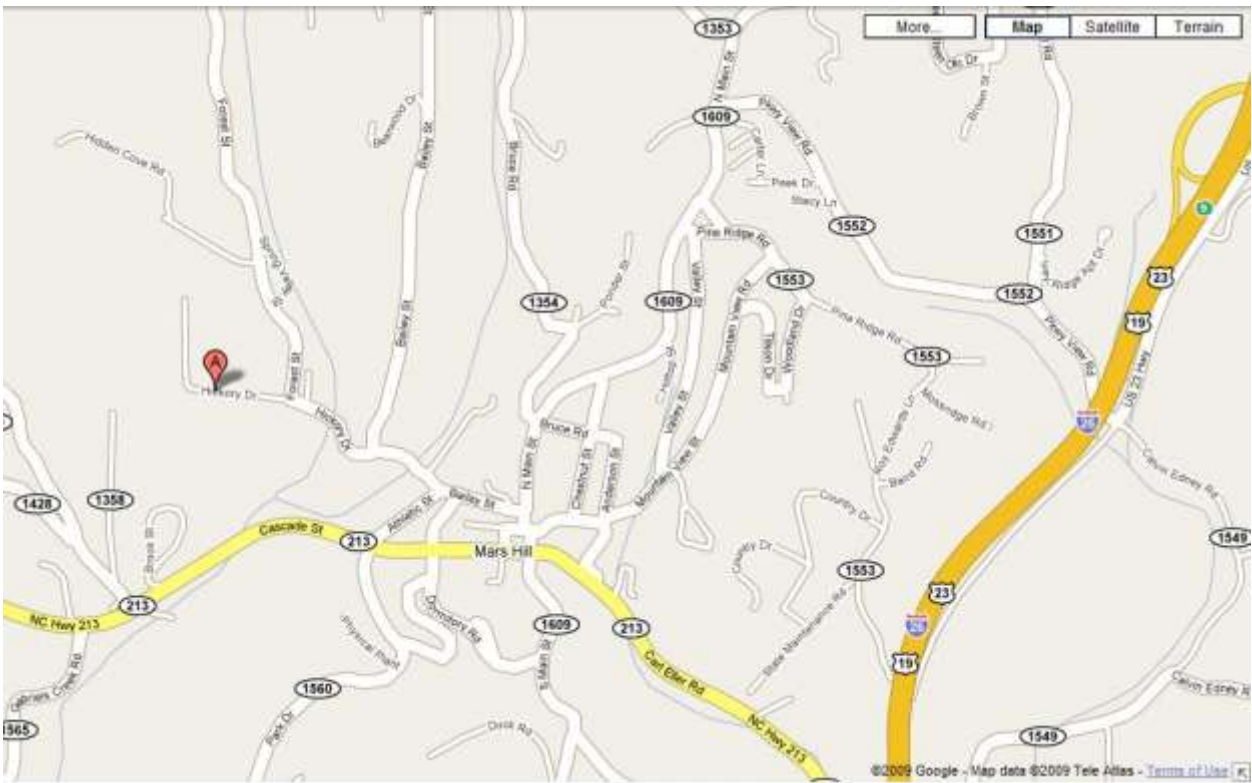
C. Recommended Equipment: (Ensure the team is either equipped with, or the following *is available for dedicated use by the CRDP*)

- Vehicle (especially if EOC and sleeping facilities are not on site).
- Computer with the following software:
 - [State WebEOC](#)
 - Microsoft Word
 - Power Point
 - Excel
 - OPERA (good for basic requirements computations)
 - Internet (both Modem and High Speed capability)
 - Email capability
 - Folder with printable ICS Forms
 - Floppy and CD capability
- Printer/Copier/Scanner (ensure compatibility with computer the team will have or use).
- Hand-held radio's (minimum of 4) (COSCO has good hand held for \$30.00 a set).
- One cell phone.

D. Recommended Office Supplies:

- Case of copy paper
- Pens, pencils, magic markers, etc.
- Stapler (at least two)
- Staples (at least two boxes)
- Staple remover
- Clipboards (at least two)
- Masking tape

- Duct tape
- Three hole punch
- Three ring binders (minimum of two, three inch)
- File dividers (at least two packages with blank tabs)
- File Folders (one box)
- Tablets (at least six)
- Note pads (Post-it notes)
- Steno pads
- Paper clips (various size)
- Medium and large binder clips
- Blank CD and Floppy Disks



Honeywell Plant Location – Mars Hill NC