

BIG HORN COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

121 3rd St W
First Floor Meeting Room
Hardin, MT 59034



Members

BIG HORN COUNTY LOCAL EMERGENCY PLANNING COMMITTEE AGENDA January 9, 2023 2:00 PM

1. Call to Order
2. Roll Call
3. Approve Minutes and Supporting Documents
4. Discussion

DES - [State Homeland Security Grant](#)

<https://des.mt.gov/Grant-Programs/State-Homeland-Security-Grants>

5. Old Business
6. New Business

Distribution Plan

7. Public Comments
8. Adjourn

Resource/Commodities Point of Distributions	Example Location	Location Name	Location Name	Location Name
Address	123 Main Street, Anytown, MT			
Location/Facility Phone	(406) xxx-xxxx			
Location/Facility Point of Contact				
Name:	J. Doe			
Phone (Primary)1:	(406) xxx-xxxx			
Phone 2 (Cell):	(406) xxx-xxxx			
Email:	pocemail@noemail.com			
GPS Location:	46.6179426, -112.0992804			
Anticipated Hours available to operate:				
Physical Description of Drop Off Location	Large Brick Building with Radio Towers, Loading area on South Side			
Max size acceptable size of deliver vehicle	65ft, 18 wheel semi			
Characteristics:				
Type of /Lcoation Facility	`Select best description~	`Select best description~	`Select best description~	`Select best description~
Size/Square Feet	200 x 150 ft. (30,000 Sq Feet)			
Loading Dock	2 loading docs			
Climate Controlled	Yes			
Vehicle Drive Through Capable?	No			
MOU Needed?	Yes/No			
If yes/ is one signed	No - Needed			
Available Equipment				
Forklift(s)	No - Needed			
Hand Truck(s)	3			
Pallet Jacks	2			
Estimated staffing needs (all shifts)				
POD Managers	2			
Loading Staff	10			
Traffic Control	3			
Pallet Jack Operators	2			
Fork Lift Operators	1			
Community Relations	1			
Site Security	2			
Supplies:				
Identify if the supplies are available on site, or where you can get it.				
Traffic Cones	Contact Law Enforcement			
Signage	Contact Roads Dept, Health Dept.			
Work Gloves	Just in time Purchase			
Duct Tape	Just in time Purchase			
Flashlights/Batteries	N/A			
First Aid Kit	2 on site			
Hard Hats				
Red/Orange glow sticks (for traffic controllers)				
	Fire Dept Health Dept Law Enforcement			
Safety Vests				
Back Supporting Belts	Not Available			
Fire Extinguisher	2 On Site			
Light Towers	Roads Department			

Instructions:

- This plan template is for Jurisdictions to use to assist with local distribution planning. Use of this plan template is **not** mandatory. This template may be used in full or altered to fit the needs of the jurisdiction.
- It is recommended that planners developing local distribution plans and procedures take the "[FEMA IS-26: Guide to Points of Distribution](#)" prior to completing this plan. This independent study course will assist in understanding the necessary steps to plan for and operate a Commodities (or other resource) Point of Distribution site.
- Planning should consider the identified threats and hazards in communities and based on the estimated percentage of the population that would be affected by those highest threats and hazards.
- Local Public Health Departments have worked on "Mass Dispensing" plans that may be flexible and adaptable to Commodities Distribution. It is encouraged that local distribution planning efforts collaborate with public health planners on the development of commodities distribution efforts.

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<INSERT JURISDICTION> COMMODITIES POINT OF DISTRIBUTION plan

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Background & Demographics

Instructions:

This section should describe the demographics of the county, including age groups, special considerations and populations. Include considerations such as college/university, retirement community or other unique communities that may include additional considerations when considering requesting and distributing commodities and other supplies to meet the needs of each community and the jurisdiction.

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During a disaster or emergency, normal supply chains may be disrupted. Disruptions in supply chains may cause disruptions in commodities or supplies for the county, including food/meals, and potable water. Other resource distribution may be supported by this plan including those items which may be necessary to support the life, safety and wellbeing of the community. This plan is done based on the following threats and hazards for this jurisdiction which are:

Helpful Tip:

Use a jurisdictions multi-hazard mitigation plan to help identify what threats may required a distribution plan to be operational.

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- <INSERT THREAT/HAZARD>
- <INSERT THREAT/HAZARD>

These threats and hazards, if occurring may affect up to <INSERT POPULATION PERCENTAGE>.

<INSERT DEMOGRAPHIC INFORMATION>

Section I: Purpose, Scope, and Assumptions

Instructions:

This section defines the purpose for the standard operating procedures. Briefly give any relevant background information, and then outline the purpose. Be sure to name the lead organization responsible along with any reference documents and authorities. If necessary, include goals.

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Purpose

In the event of a crisis, emergency, or disaster that affects, or can affect, the life and safety of the residents and visitors of Montana, this plan describes the necessary activities to support distributing commodities to the public during an emergency or disaster. Therefore, the purpose of this plan is to:

- Identify roles and responsibility for emergency receiving and distribution of commodities and supplies
- Identify where receiving and Commodities Points-of-Distribution (C-POD) activities will take place
- Identify communications process between all parties, including
 - Local Authorities (IDENTIFY WHO THESE ARE)
 - Receiving and Distribution Sites
 - State Emergency Coordination Center (SECC)
- Identify needs analysis process
- Identify staffing/personnel needs
- Identify equipment needs

The process to push resources into a location is based on the population of the jurisdiction versus an estimate of the percent affected. Detailed local distribution plans will make this effort more efficient. The main objective is for the State to provide the county with commodities at the right time, the right size, and at the right place. Transportation of commodities and material handling is a major component of distribution. This data in Appendix A will enable the State to better understand the capability strengths and gaps which will lead to increased operating efficiency.

Helpful Tip:

Appendix A is a spreadsheet that contains important data about the C-POD facility. This data is important in order the state to deliver needed resources to the right location in an appropriate vehicle and with appropriate material handling equipment. It is also a quick reference sheet for the jurisdiction to quickly assess the location choices, and what equipment and supplies are available.

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Scope

Instructions:

Identify the intended audience and activities where the plan may be relevant. List any assumptions (criteria you assume are in place for this plan to be functional).

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This plan is limited to the specific operations of <INSERT JURISDICTION>. Implementation is not contingent on the activation other emergency response plans. The procedures defined in this document

will be conducted under the structure of the Incident Command System (ICS) during emergency response operations.

This plan does not replace the day-to-day duties of <INSERT JURISDICTION>. It only supplements activities and defines procedures in the event of a crisis, emergency, or disaster.

Assumptions

Instructions:

Assumptions for planning purposes are those elements you expect to exist at the time of an emergency response, as well as the conditions necessary to implement the plan

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- In the event that emergency distribution is required, coordination with other emergency response operations will be underway, including:
 - Within the <INSERT JURISDICTION>
 - At the State Level
 - Within other jurisdictions
- Operations involving these standard methods of action are inclusive, based on established relationships and partnerships with the public, stakeholders and partners, and contributing agencies, including local, state, and federal entities.
- (Add others as needed)

Section II: Roles & Responsibilities

Instructions:

Identify personnel (by title) or the group that has a primary role in the plan and describe how their responsibilities relate to this plan.

If key positions are pre-identified, which is also encouraged, include contact information, or identify where the contact information is kept.

Add as many Roles and Responsibilities positions below as necessary.

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Helpful Tip:

- Development of Job Action Sheets and other supporting documentation may assist individuals in completing their responsibilities.

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(INSERT TITLE OF PERSON OR RESPONSIBLE ORGANIZATION)

The *(title or agency)* has primary responsibility for the activating this plan and for the following activities:

- _____
- _____
- _____

(INSERT TITLE OF PERSON OR RESPONSIBLE ORGANIZATION)

The *(title or agency)* has primary responsibility for the following activities:

- _____
- _____
- _____

(INSERT TITLE OF PERSON OR RESPONSIBLE ORGANIZATION)

The *(title or agency)* has primary responsibility for the following activities:

- _____
- _____
- _____

Section III: Concept of Operations

Commodities Points of Distribution planning is primarily based on the distribution of food and water. However distribution efforts may include other items such as cots, blankets, flashlights, tarps or those items which may be necessary to support the life, safety and wellbeing of the community. In order to accommodate a wide variety of resources needing distribution, planning efforts should remain flexible to accommodate the distribution of other life & safety items to support the affected population.

Type (Size) of C-POD

Helpful Information:

FEMA identifies POD types by the anticipated size of the C-POD by using the Maximum “throughput” (Maximum number of people it will serve in a day), use the definitions below to help determine the size of C-POD. Using the C-POD typing system below helps the SECC communicate with FEMA with ongoing operations and the size of each operation. It is important that local jurisdictions plan a C-POD that meets their needs, which may differ from the exact definitions below.

C-POD Type III

The smallest of the C-PODs is a Type III. A Type III POD serves 5,000 people a day based on one vehicle representing a household of 3 people. A Type III POD is 150 feet by 300 feet and requires a staff of 19 per day and 4 per night. A Type III POD should have three loading points and only one vehicle lane.

C-POD Type II

A Type II C-POD is twice the size of a Type III and serves 10,000 people a day based on one vehicle representing a household of 3 people. A Type II POD should be a minimum of 250 feet by 300 feet and requires a minimum staff of 34 per day and 6 per night. Type II POD should have six loading points and two vehicle lanes.

C-POD Type I

The largest of the C-PODs is a Type I. A Type I POD serves 20,000 people a day based on one vehicle representing a household of 3 people. A Type I POD should be at least 250 feet by 500 feet and requires a minimum staff of 78 per day and 10 per night. ***Type I PODs are only used in large metropolitan areas. A Type I POD has twelve loading points and four vehicle lanes. Very few if any Type I PODs will be used in Montana.***

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Due to the demographic and population characteristics of <INSERT JURISDICTION> may use up to <INSERT QUANTITY OF C-PODS, AND THE TYPE OF C-PODS> (Example: Due to the demographic and population characteristics of XYZ County, a single type II C-POD in <insert city> and two type II C-PODs may be used in <Insert Town> and <Insert Town>)

Food & Water Calculations

The demographic and impacted populations will determine the actual quantity of food and water needed for distribution. Events requiring distribution of commodities are unique and will require assessment of the immediate need.

To determine the need planners may use the following

- Two (2) meals per impacted individual per day
- Three (3) liters (0.8 Gallons) per impacted individual per day

Instructions:

For the numbers below, use the current population figures and calculate the needs. Adjustments may be used to indicate your planning figures such as 25% or 50% of the population being impacted, based on local hazard analysis.

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For preliminary planning purposes, **<INSERT JURSDICITION>**, may need the following for total number of meals and liters of water during the first 72 hours:

- **<Insert Number>** Meals
- **<Insert Number>** Liters of water

***Identify (within reason) the projected quantity of that may be needed, such as percentage being vegetarian, or other needs based on local, cultural, dietary and age preferences)**

Instructions:

Address each area identified below, addressing the questions in italics. Please refer to [FEMA IS-26: Guide to Points of Distribution](#) for assistance in understanding the need of each area and identifying the best processes for your jurisdictions.

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Plan Activation

- *How is the plan activated? (Who decides? Who is notified? What action takes place to begin procedures?)*
- *What other plans or SOPs do you need to implement?*

Helpful Tip:

- Consider those plans that may be associated with distribution, these may include:
- Donations Management
- Alerting and Notification
- Mutual aid processes
- Resource Request process

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Scheduling

- *Consider scheduling (shifts, timelines, etc.) is needed to accomplish the SOP goals?*

Staffing Resource

- *How will C-POD staff be acquired*

Procedures

- *How are duties and actions accomplished? What is order of each step? How do you know when to go to the next step? This includes:*
 - *Site preparation (What steps are necessary to prepare and activate the site)*
 - *Alerting and notification: How will you alert staff and the public?*
 - *What supplies will needed (IS-26 has some suggested lists).*

Site personal training

- *What training will need to be completed for staff*

Receiving

- *Identify receiving procedures including:*
 - *Transfer of Resources*
 - *Tracking and Inventory of received supplies*

Commodities Distribution Operations

Helpful Tip:

FEMA's IS-26 has a full process of distribution operations that may be adapted for the needs of the jurisdiction and unique characteristics of each C-POD location.

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- *How are inventory levels tracked*

Helpful Tip:

- *Inventory Levels need to be tracked to assure adequate supply is available and that resources are ordered and received prior to being exhausted.*

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- *How are reordering and resupply of commodities accomplished*

Recovery and Demobilization

- *What actions are needed to return to "business as usual?"*
- *After Action: Briefing and report (synopsis) of the results of the SOP*

Commodities Points of Distribution Locations

Instructions:

Identify each location that may serve as a Commodities Point of Distribution. Identify address, contact information and characteristics of each location such as equipment handling equipment available, loading dock, etc. Including location maps, and diagrams of C-POD layout. Maps and diagrams may be included as an appendix for ease of plan use and maintenance.

Duplicate the location and characteristic sections below for each C-POD in the plan.

**Please reference FEMA IS26 course for Recommended C-POD Layouts*

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Name of C-POD Location: **<INSERT FACILITY NAME>**

Address: **<INSERT STREET ADDRESS>**, City: **<Insert City>**, State: Montana

Type: Indicate if a Type 1 or Type 2 Expected Population to serve: **<INSERT CALCULATED POPULATION>**

GPS Coordinates: **<INSERT GPS COORDINATES>**

Is MOU Needed and on file? ☐ Yes ☐ NO

**(If Yes, reference location of MOU)*

<INSERT OR REFERENCE LOCATION MAP>

<INSERT OR REFERENCE OR C-POD LAYOUT DIAGRAM> *(Please reference IS-26 for example diagrams)*

Location Characteristics:

Instructions:

- List the maximum throughput of the C-POD (hourly)
- Identify the material handling capability for the primary site
- List the capacity for the number of pallets that can be securely stored at the C-POD
- Identify how many 53' trailers (parked) can the primary C-POD accommodate at one time?
- List the capacity for the number of pallets that can be securely stored at the C-POD.

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Section IV: Maintenance

Instructions:

Identify how this plan will be maintained, including:

- Who reviews and edits it?
- How often it will be reviewed and edited?
- How major changes are relayed to interested parties, including local authorities and responders and to the State Emergency Coordinating Center?

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Section V: Appendices

Instructions:

Include a list of attachments or appendices that may be necessary for the implementation of this plan. This may include, maps, job actions sheets, contact lists, etc.

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Appendix A: C-POD locations and equipment worksheet