

**[Enter County Name] County Commodity Staging and Distribution  
Plan  
[Date]**

**Introduction**

[County Name] County is a rural county in [location] Alabama. It has a population of [County population] The county is a [area] square miles. The County seat is in [City] with a population of [City population]. The County is subject to the impacts from [major hazards]. These hazard can lead to wide spread power interruptions. The impact of the loss of power leads directly to the ability of the general public to sustain themselves. The loss of power on the commercial side leads to the loss of critical services for the general public. Other hazards can lead to the same result but [common hazards] are the most common. The loss of power can have a cascading impact on other utilities such as phone, water and sewer.

Upon the detection of a critical event, [County name] County EMA will activate portions of ESF 6 (Mass Care), ESF 7 (Resource Support) and ESF 11 (Food & Water). The response effort will be directly portioned to the amount of citizens and business without power or the number of uninhabitable dwelling units. Temporary generator capability is beginning to reduce the negative impact of individual households. Critical utilities and commercial services power loss impact are being reduced through initiatives to provide FEMA / State generator assets and through the 5% hazard mitigation grant program.

**Scope of this Plan**

This plan is address the ordering, receiving and distribution of mass commodities provided to [County name] County during times of major crisis. Specifically, this plan addresses water, ice, MRE's and tarps or plastic. This plan does not cover the SNS ordering, receiving and distribution.

**Primary Contacts**

The primary contacts for this plan are the following:

Local – [EMA Director] – [County name] County EMA  
Phone:[            ]       Linc: [            ]

State – Frank McCrory – Alabama EMA  
800 843 0699 Ext# 260   Linc: 77\*49

**Recognition of the Problem**

Until the event occurs and a damage assessment has been completed, prediction of the needs is an educated guess, based on past events. [County Name] County EMA

will make initial assessment as soon as practical after the event has occurred. It will consult with the power company(ies) that serve [County Name] County as to the magnitude of the outages and the anticipated repair times. EMA will consult with other emergency agencies to determine the extent of the damage to the community infrastructure.

Utility POCs: [Enter name(s) and contact numbers here]

### **Principle of Supply & Distribution**

It is recognized that the flow of commodities is not instant but is a pipeline effect. That fact complements the reality that it takes time and resources to set up public distribution centers, and the general public in this region generally has several days of water, ice & food available to them at their places of residence based on the hazards that are more frequent to this county. Unusual hazard occurrences could make these planning assumptions invalid. Community water supplies will generally last several days to a week based on reduced consumption. Since there are [number of water systems] water systems within the county with various degrees of backup, some form of drinking should always be available. MRE needs are related to the operating status of the grocery stores, of which there are [number] in the county. The financial condition of the population will sometimes dictate the need for MRE's to bridge the time between the event and the next normal pay day.

Unfortunately, the public desire for commodities outpaces their need for commodities. Arrangements for commodities will be based on power, water and grocery store status. Generally the nature of our disasters determines the need for tarps or plastic. They are usually dispensed as requested directly from EMA office.

### **County Staging Areas**

The staging area utilized for commodity staging is [location of County staging area]. This facility has large open areas for parking. It has secure and unsecured storage parking as well as dry storage within the building itself. Commercial fork truck and pallet jacks availability is nearby. Commercial storage is available in [location, if applicable]. Detail information sheets are attached at end of this document.

The County has [number] official shelters. They are located at [location(s)]. Each shelter has a capacity of [capacity(ies)] people each. If the shelters need supplies from the commodities distribution, they would be split off prior to the public distribution. Similarly, first responder and utility companies' needs would be accommodated prior to public distribution.

Various charitable and private organizations have provided dry food and other disaster supplies in the past. They often arrive via truck loads. They would be placed in the [name of location], where the [agency/organization designated] would be requested to sort and arrange for the distribution of these goods. An alternative and

more desirable plan would be the placement at one of the local churches and allow them to distribute to the persons in need.

### **Distribution Points**

[Name of County] County has identified [number] type III distribution sites. The first site is in [location] and the second one is at the [location, if applicable]. Sites have access to fork trucks and pallet jacks. The County tends to do its commercial business on a north / south basis and these distribution centers would support this habit. The [name of location] site would be primary and the [location, if applicable] site would be the secondary site. This would provide capability for almost [percentage] of the population of the County. Up scaling this/these sites slightly could handle the balance of the population, should it be necessary. This/these sites have been used in the past and have proven to be workable distribution sites.

The distribution sites must be ready to receive trucks as they arrive and be unloaded promptly. Arrival times will be communicated when received. Tarps and plastic are generally available from [name of County] EMA to cover the commodities, especially the ice. Blankets from community shelter operation may also be available to provide additional insulating properties for the ice storage. Recording of arrival information for supply trucks is necessary to ensure that vendors / truckers receive payment. A delivery receiving form is attached.

Incidental operating costs are recoverable from FEMA / State (85% of) during declared events. These costs need to be reasonable and must be fully documented to ensure payment.

The [number of sites] distribution centers will provide access to the majority of citizens of this county. There are citizens who do not have the capability of coming to the distribution centers for various reasons including fuel shortages. In these cases, the County Commission, municipalities fire departments and churches may be tasked in taking the goods directly to the consumer.

An alternative to direct delivery is that sub distribution centers can be set up at area fire stations should the fire department be willing to open its facility and transport the commodity from the staging area. In all these cases, areas to be covered shall be communicated in advance to the distribution manager to ensure duplication of areas do not occur.

<b>[County name] County Distribution and Staging Area</b>	<b>Required Information</b>
Name of Staging Area	
Address	
Access	
MOU	
Point of Contact	
Point of Contact Alternative	
Physical Description of Facility	
Line Drawing of Facility	Attached after form
Communications	
Secure or Open / Building / parking	
Site Plan or parking	
Directions to the facility	
Parking Area Type	
Is electricity available	
Phone Service	
Flooding Potential	
Restrictions on use	
Latitude / Longitude	
Fork truck / pallet jack availability	
People Resources	

Picture of Staging Area

SAMPLE

Diagram of Staging Area/Distribution Site

SAMPLE

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People Resources	

Picture of Additional Staging Area/Distribution Point

SAMPLE

Diagram of Secondary Staging Area/Distribution Point

SAMPLE

## State Resources Needs

The desired state of affairs is that staging and distribution centers shall be equipped with local resources for operation. The practicality of this, decreases rapidly when the return of normal commercial operations occurs consuming the volunteers back to their normal employment. Since commodity distribution often extends beyond core commercial operation, shortfalls can occur.

The following is considered to be the maximum state support needed for [County Name] County for anticipated emergency events.

- [XX]- Support personnel
- [XX]- Support vehicle(3)
- 1 fork truck
- 1 pallet jack

SAMPLE

**Memorandum of Understanding**

**Between**

**[County Name] County EMA**

**and**

**[Owner of Proposed Staging Area/Distribution Point]**

[Name of Owner] owns and operates a/an [type of Business] at [Street address/City/County/State]. This site is desired to be used as a distribution and staging area for critical commodities during times of emergencies.

The Town of [location of staging area/distribution point] agrees that this shall be the preferred distribution site for the Town of [location of staging area/distribution point] and surrounding areas of [Name of County] County. The Town of [location of staging area/distribution point] will provide logistical and protective services for the operation of this facility.

[Name of County] County EMA will arrange for commodity ordering and administrative support for the distribution center operation.

This memorandum of Understanding will be effective upon signature and will remain in effect until terminated by either party with a 60 day notice.

\_\_\_\_\_  
[Owner of proposed SA/POD]

\_\_\_\_\_  
[County Name] County EMA

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

SAMPLE



SAMPLE