

Comprehensive Emergency Management Plan



Section 2-Logistics Plan
January 2022

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Section 2 – 2 Logistics Plan

I. INTRODUCTION

A. General

It is the policy of Horry County Emergency Management to endeavor to prevent/mitigate, prepare for, respond to and recover from all natural, technological and civil emergencies/disasters. Recognizing the difficulties and impediments to providing disaster relief supplies, HCEMD has developed the Horry County Logistics Plan.

B. Specific

1. This plan establishes policies and procedures, by which Horry County will coordinate the proper management of resources in order to effectively respond to an emergency or disaster.
2. This plan describes how Horry County Government will coordinate post-disaster logistics operations; including assessing and procuring needed supplies, staging and or warehousing supplies; distributing supplies; as well as the ordering, processing, and transportation of supplies to the Points of Distribution (PODs).
3. This plan addresses the National Incident Management System and assigns responsibilities for coordinating these activities.
4. This plan addresses the need for a multi-jurisdictional approach when coordinating logistics operations after a major disaster that would affect Horry County as a whole.

C. Mission

To meet the basic human needs of disaster citizens in Horry County that sustains life, health, and sanitation needs through the distribution of resources by the PODs and local non-profit organizations.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Horry County may experience a major emergency or disaster such as a hurricane, tornado, flooding, a major hazardous materials spill, or a large fire, or a countywide ice storm resulting in power outages to the extent that local and immediate resources would be depleted. Resources such as fuel, potable water, food, large equipment, generators, as well as transportation routes, and shelter space might be depleted.

2. The county may be required to provide limited life sustaining relief supplies to damaged communities. POD sites may be needed to implement a large logistics operation.
3. Local, County and State mutual aid agreements are currently in place for these types of emergencies.
4. Horry County Government does not currently have a stockpile of disaster supplies in place. However, Horry County has a disaster response and recovery services contract in place to provide professional services and logistical support. The Logistics Resource Manager (ESF 7) will coordinate requests with the contractors' representative in the Emergency Operations Center (EOC).

B. Assumptions

1. Organized resource management activities will enhance response and recovery operations.
2. Resources will not be available in a reasonable amount of time; normal retail supply routes will be interrupted.
3. The county will exhaust local resources by means of mutual aid or contracts before requesting resources from the state.
4. Response agencies will sustain themselves during the first 24 hours of an emergency. Households and businesses located in the area directly affected by the emergency situation will sustain themselves during the first 72 hours of an emergency.
5. Evacuees located in congregate shelters will receive necessary life sustaining services while in the facility.
6. There is a potential for donations, given any emergency, even a forecast emergency, which generates sustained media coverage.
7. Performance of the resource management function will depend on the availability of a large pool of volunteers. Offers of help will be received.
8. South Carolina State Emergency Contracts through the Materials Management Office with State Procurement will be utilized and depleted by the South Carolina Emergency Operations Center via other county requests. Therefore, emergency supplies purchased by state contract will not be available.
9. It is the desire of Horry County Government to secure state or federal assistance in setup and operation of any public points of distribution (PODs) in Horry County.

III. CONCEPT OF OPERATIONS

A. General Policies

1. **Priorities.** Disaster citizens will take precedence in the allocation of resources. The Logistics & Recovery Coordinator (ESF 7) in consultation with the EOC Manager or a designated official in the EOC will set specific priorities.
2. **Initial sustainability.** Response agencies will sustain themselves during the first 24 hours of an emergency.
3. **Supplier of last resort.** Emergency response groups should exhaust their own channels of support (e.g., mutual aid agreements with similar agencies in other jurisdictions) before turning to the resource management function.
4. **Costs.** Costs should initially be considered the responsibility of the requesting agency. All emergency response groups and agencies shall keep all records and receipts pertaining to the incident.
5. **Resource Management.** Requested resources will be tracked through the resource request board on SCEMD's Palmetto.

B. Sequence of Activities

1. **Notification.** Inform all municipalities, SCEMD, and all EOC participants that the plan is being activated. When warning is available, our response and recovery contractor and suppliers with whom agreements exist should be notified of the intent to activate the agreements.
2. **Mobilization.** The Executive Group in coordination with the Emergency Management Director activates the resource management function. The Logistics & Recovery Coordinator (ESF 7) has the discretion and authority to activate additional functions such as: the Resource Manager, Supply Division Supervisor, and Distribution Division Supervisor.
3. **Response.** All resource requests shall be handled by the Resource Manager and tracked using SCEMD's Palmetto application. Resource requests should be prioritized and passed to the Supply Division Supervisor. The Supply Division Supervisor will, in turn, submit the request to the Distribution Division Supervisor. Upon distribution of the resource, the Distribution Division Supervisor shall confirm to the Supply Division Supervisor and the Resource Manager of the distribution.
 - a. Determining needs
 - 1) All departments/agencies and jurisdictions are tasked to report to the Resource Manager when they are unable to acquire through their own channels any emergency resource.
 - 2) Below are the basic requirements when requesting resources through the Resource Manager via the SCEMD's Palmetto application:
 - a) WHAT is needed and WHY, as specifically as possible since a different item might work as well or better and be readily available. (See National Resource Typing Protocol & the

DHS Schedule of Equipment Rates)

- b) HOW MUCH is needed?
 - c) WHO needs it?
 - d) WHERE it is needed?
 - e) WHEN it is needed?
- 3) Prioritization (ongoing). The Resource Manager will apprise the Needs Division Supervisor of priorities set by the EOC Manager or a designated representative.
- a) Top Priority - relates to the immediate safety of life.
 - b) Priority - relates to the immediate safety of property.
 - c) Low Priority - needs that can be addressed at a later time.

b. Obtaining Supplies

- 1) Notification of suppliers. The Supply Division Supervisor shall notify our response and recovery contractor and the suppliers with whom contracts exist. The Supply Division Supervisor will also verify the availability of resources and reserve any critical resources.
- 2) Evaluation of requests against known supplies. Upon receipt of a request, the Supply Division Supervisor should attempt to fill the need with local resources or resources for which contracts are in place. If the needed resource is on hand, the Supply Division Supervisor contacts the supplier, confirms transportation responsibilities and provides necessary information (e.g., to pass checkpoints), notifies the Distribution Division Supervisor of the incoming resource (or of the need to pick it up) and its priority, and informs the Needs Division Supervisor that action has been taken on the request. If the needed resource is not listed among prearranged supplies, the next step is to contact the VOAD representative at ESF 18 to see if the resource has been or can be donated. If not, the options are to procure (or hire), solicit a donation or submit a request to the SEOC of the needed resource.
- 3) Procurement and Hiring. When requests are of top priority an expedited procurement or hiring process may be used, in coordination with the Procurement Director and Finance Director and Legal Advisor, if necessary. The Supply Division Supervisor, Distribution Division Supervisor, and Needs Division Supervisor will be notified.
- 4) Donated Goods. When top priority needs cannot be satisfied quickly through procurement and hiring, or when cost begins to outweigh time as a

consideration, contact can be made to the VOAD representative at ESF 18 to see if the goods in question are available. The VOAD will manage the receiving and distributing of all donated goods that are received.

- c. Maintaining financial and legal accountability. The Finance Director shall keep the Logistics & Recovery Coordinator (ESF 7), the Resource Manager and the Supply Division Supervisor aware of their authorized budget, log and process transactions, track accounts, and secure access to more funding as necessary and feasible. The Legal Advisor shall keep them aware of their legal obligations — and also of any special powers granted by law to expedite their tasks.
- d. Distributing goods (and services)
 - 1) Activating and operating key facilities. The Logistics & Recovery Coordinator (ESF 7), in conjunction with the Resource Manager shall determine what facilities (e.g., PODs, checkpoints, and warehouses) will be required to handle the flow of resources into and through the county. The Resource Manager shall then direct the Distribution Division Supervisor to set up and operate the facilities.
 - 2) Traffic control. The Distribution Division Supervisor shall ensure that high priority resources are dispatched quickly to where they need to be. Unnecessary traffic should be held back or rerouted.
 - 3) Hauling. Procurement and donation efforts shall ensure that suppliers of a resource also supply transportation to the county’s warehouse and/or PODs. However, if transportation is unavailable for a critical resource the Supply Division Supervisor will work with ESF 1 in the EOC to arrange transportation.
 - 4) Reporting and coordination. The Distribution Division Supervisor will notify checkpoints and other facilities (as applicable) of incoming resources, as well as their priority designation. Checkpoints, PODs and other facilities (as applicable) will provide regular reports on resources passing through (or inventory), allowing the Distribution Division Supervisor to track location of resources and timeliness of delivery.
- 4. **Demobilization.** When needs have largely been met, the crisis subsides, and the county government can begin to function in its normal, day-to-day mode, the resource management function will address five areas.
 - a. Disposal of excess stocks. Loaned equipment will be returned to its owners. Surplus property can be dealt with through normal procedures — except perhaps where hazardous materials are concerned. Donated goods will be dispersed to local and area volunteer agencies; the VOAD Executive Group in conjunction with the Donations Division Supervisor would then have a role in finding takers for the excess.

- b. Stand down. Facilities and staff should be deactivated as soon as it is feasible. All reports and documentation must be filed with the Logistics & Recovery Coordinator (ESF 7) before the official closeout.
- c. Financial settlement. The county may need to reimburse or compensate the owners of private property. It may also have to submit required reports that address the financial liability for any assistance received under the Stafford Act.
- d. Thank-yous. Suppliers and donors who came through for the county should receive some acknowledgment from the EOC Manager or the county JIC. New suppliers will be polled about their interest in developing a contract or memorandum of agreement in time for the next emergency.
- e. Notification. Once the demobilization has begun, the Logistics & Recovery Coordinator (ESF 7) will coordinate with the local non-profit organizations and the local VOAD to support the remaining areas of need.

C. Coordination with Voluntary Agencies

- 1. The Logistics and Recovery Coordinator will coordinate resource donations from voluntary agencies with the Donations Division Supervisor and the local VOAD. Monetary donations will be referred to the fiscal agent for the local VOAD or Long Term Recovery Group.
- 2. All civilian volunteer labor must report to the Volunteer Reception Center, if applicable, for processing and will then be assigned a supervisor or volunteer through the VOAD.
- 3. The VOAD will coordinate the receiving and distribution of all donated goods.

D. Local, State, and Federal Coordination

- 1. The Logistics & Recovery Coordinator (ESF 7) shall maintain communications of logistical concern with the SEOC through State ESF 7.
- 2. Once all local resources have been exhausted, the Resource Manager shall request State resources through the SEOC by entering a request into SCEMD's Palmetto application.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Resource Manager

- 1. Is assigned by and reports to the Logistics & Recovery Coordinator (ESF 7).
- 2. Directs and supervises the activities of the Needs, Supply, and Distribution Division Supervisors, who are assigned by the Logistics & Recovery Coordinator (ESF 7).
- 3. Coordinates with the Logistics & Recovery Coordinator (ESF 7) and key organizations' representatives in the EOC regarding needs and priorities for meeting them.
- 4. During the emergency, monitors potential resource shortages in the county and advises the

Logistics & Recovery Coordinator (ESF 7) on the need for action.

5. Maintain accountability and current inventory of all incoming and outgoing resources.
6. Maintain inventory of supplies and equipment.
7. Determines the need for and directs activation of facilities necessary for the coordinated reception, storage, and physical distribution of resources.
8. Makes arrangements for workspace and other support needs for resource management staff.
9. Recruits personnel to meet emergency staffing needs.

B. Needs Division Supervisor

1. When notified of an emergency, reports to the EOC or other location specified by the Resource Manager.
2. During multiple scene emergencies or disasters, monitors resource demands from Incident Command Logistics Officers and maintains list of all staging area resources, itemized by incident location.
3. Tabulates needs assessment and specific requests.
4. Prioritizes needs for Supply Division Supervisor, with concurrence of the Resource Manager.
5. Provides regular reports to Resource Manager on the status of requests (e.g., pending, en route, met.)
6. Receive specific requests, eliciting essential information from requesting parties.
7. Through the JIC, disseminates information to ensure that offers are not inappropriate to needs.
8. Makes special requests as directed by the Supply Division Supervisor.
9. Ensures that Resource Manager is apprised of "needs/unmet needs" list and that physical distribution efforts (in those jurisdictions that treat donations logistics separately) are coordinated with the Distribution Division Supervisor.

C. Supply Division Supervisor

1. When notified of an emergency, reports to the EOC or other location specified by the Resource Manager.
2. Determines appropriate means for satisfying requests (with concurrence of Resource Manager.)
3. Handles unsolicited bids.

4. Keeps Needs Division Supervisor informed of action taken on requests.
5. Keeps Distribution Division Supervisor informed of expected movement of resources, along with the priority designation for the resources.
6. Requests transportation from Distribution Division Supervisor (with concurrence of Resource Manager) when the county must provide transportation in order to make use of the resource.
7. When warning is available, notifies private industry parties to any memorandum of agreement or contract of the county's intent to activate the agreement, confirms availability of resources specified by the agreement, and reserves supply.
8. Locates needed resources using database and/or resource listings for the county.
9. Seeks to procure resources not available through pre-arranged channels.
10. In all cases, contacts suppliers, settles terms for transportation, and provides information necessary to pass checkpoints.

D. Distribution Division Supervisor

1. When notified of an emergency, reports to the EOC or other location specified by the Resource Manager.
2. Ensures delivery of resources by overseeing routing, transportation, collection, sorting/aggregating, storage, and inventory.
3. Oversees transportation and physical distribution of resources.
4. Controls movement of resources.
5. Performs materials-handling work.
6. Heads Distribution Group.
7. Ensures facilities are activated as directed by Resource Manager.
8. When multiple scene emergencies or disasters occur, establishes liaison with all Incident Command Staging Officers to monitor location, passage, and inventory of resources.
9. Monitors location, passage, and inventory of resources.

E. Law Enforcement

1. Provides escort and security as appropriate for the delivery, storage, and distribution of resources.

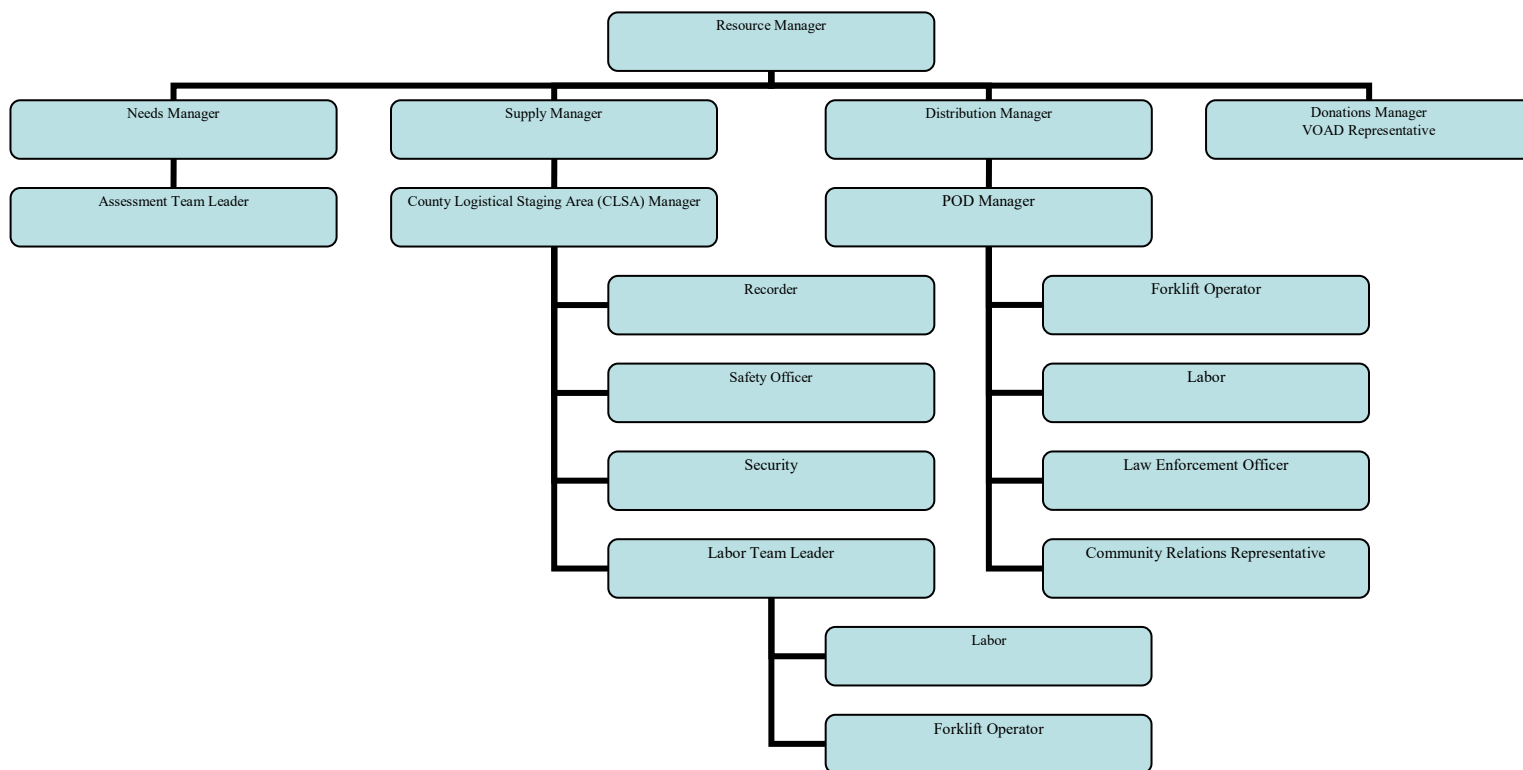
F. Joint Information Center

1. The JIC will notify the public when the PODs are open and what locations are available. When downsizing or closing a POD operation, 24-hour notice will be given to the public and information will be sent out concerning the location of additional resources available. All information will be sent out in a press release to the television, print and radio media. The press releases will also be posted on the County website and the information shared on the Horry County Government Information Line.

G. All Agencies

1. Provide staff knowledgeable in a particular resource category to work with Needs Division Supervisor and/or Supply Division Supervisor.
2. Provide updated emergency resource listings on a regular basis or as requested by Logistics & Recovery Coordinator (ESF 7).
3. Make personnel/resources available as needed in an emergency.

H. Organizational Chart



V. ADMINISTRATION AND LOGISTICS

A. Administration

1. All records and reports are found at ESF 7 in the EOC.

2. All forms should be filled out completely and forwarded to the appropriate ESF.
3. All funds appropriated shall be solely for the use of incident response and recovery. Any remaining funds are to be returned to the County Treasurer or to the proper line item in the county budget as determined by the Chief Financial Officer (CFO). Contingency funds are available when authorized by the County Administrator.
4. The Procurement Director, CFO or County Attorney must approve emergency procurement of resources.

B. Logistics

1. Staffing

- a. The staff needed to perform the resource management function will consist of the Logistics & Recovery Coordinator (ESF 7), Resource Manager, Supply Division Supervisor, Distribution Division Supervisor, and Needs Division Supervisor.
- b. All PODs will be staffed with pre-identified county staff serving as POD Managers and other county staff. The Human Resources Department will initiate the mandatory duty of county staff.
- c. The augmentation of a staffing shortfall in Resource Management shall be the reassignment of county personnel, aid from other jurisdictions, area volunteers or contracted support.

2. Facilities

- a. Basic Resource Management activities will be conducted at the EOC.
- b. The County Logistical Staging Area (CLSA) will serve as the "point of arrival" as the designated location within or near the disaster-affected area where supplies, and equipment are initially directed.
- c. All warehouse and staging operations will be determined at the time of incident.
- d. The VOAD partners will locate and secure donation coordination centers.
- e. In the event of a large influx of resources via semi-trucks, the following checkpoints will be used for inspection, scheduling and re-routing, if necessary:
 - 1) At Hwy 501 in the Town of Aynor, Operational Area 5101
 - 2) At Hwy 701 North in the City of Loris, Operational Area 5102
 - 3) At Hwy 17 North in Little River, Operational Area 5103
 - 4) At Hwy 17 South in Murrells Inlet, Operational Area 5104

5) At Hwy 378 at Pee Dee Hwy, Operational Area 5105

- f. The VOAD will supervise the distribution of donated goods. Area churches and other volunteer agencies' facilities will be used for distribution centers.
- g. Shelters and/or local motels will be used for volunteers and government workers in need of lodging.

3. Communications

- a. The number of telephone lines, fax machines, and other standard equipment required will depend on the size of the Resource Management operations. See the POD SOP and the CLSA SOP for equipment requirements. Equipment such as computers and fax machines will be obtained through ESF 2. Citizen band radios will be used for communication between semi-trucks and the warehouse. Amateur radio or the 800 Mhz can also be used for inter-communications among Resource Management personnel.

4. Computers

- a. ESF 2 will be responsible for all computer needs, maintenance and set up during activation.

5. Office Equipment and Supplies

- a. All available office equipment and supplies shall first be used. When the county supply has been exhausted, supplies and equipment will then be obtained through local retailers or through pre-arranged contracts.

6. Forms

- a. The EOC will supply pre-printed forms to be copied by emergency response group for their use if the computer system is not available.

7. Transportation

- a. The Supply Division Supervisor or designee will oversee transportation of all resources to their designated locations.

8. Training

- a. All staff/participants of the Logistics Operations are trained annually.

VI. ANNEX MAINTENANCE

Horry County Emergency Management has the responsibility of coordinating, developing and maintaining the Logistics Plan and is the designated Lead Agency. The Logistics Plan will be updated in conjunction with the CEMP as stated in Section VII, Plan Development and Maintenance.

ATTACHMENTS

- A. Pre-Emergency Operations Checklist
- B. Commodities Planning Factors & Models (PODs)
- C. Response Operations Checklist
- D. Recovery Operations Checklist
- E. Logistic Section SOPs for Primary Receiving Facility
- F. Logistic Section SOPs for Points of Distribution (PODs)
- G. Operational Area POD Maps

ATTACHMENT A

PRE-EMERGENCY OPERATIONS CHECKLIST

- ☐ Train assigned Resource Management Staff and volunteer augmenters to perform emergency functions.
- ☐ Obtain and maintain radiological and hazardous material detection devices.
- ☐ Analyze resource requirements and determine availability.
- ☐ Develop and maintain a Resource Manual.
- ☐ Negotiate, coordinate, and prepare mutual aid agreements and contracts, as necessary.

ATTACHMENT B

COMMODITIES PLANNING FACTORS & MODELS (PODs)

I. PLANNING FACTORS:

It is the desire of Horry County Government to secure state or federal assistance in setup and operation of any public points of distribution (PODs) in Horry County. Prior to the response phase of a disaster ending, the Emergency Management Director along with the Executive team will make a decision on whether or not PODs will need to be in place to support community recovery operations. If it is determined that the County wishes to execute PODs, a resource request for operation support and supplies will be made in the statewide resource request system by Logistics & Recovery Coordinator (ESF 7) in the EOC. Upon fulfillment of that request Logistics & Recovery Coordinator (ESF 7) will serve as a liaison for the assets that are running the POD operation for Horry County.

The following are general information and common planning factors as reported by the US Army Corp of Engineers to help in coordinating and communicating during the planning and response process.

A. General Information

Ice: 8# (1bag) per person per day
40,000 # per truckload
20 Pallets per truck, 2000# per pallet, 250 - 8# bags per pallet, 5000 bags per truck
25 Trucks = 1 million #

Water: 3 liters or 1 gal per person per day (3.79 liters per gal)
18,000 liters or 4,750 gal per truck
20 Pallets per truck, 900 liters per pallet, 237 gal per pallet, 1900 # per pallet
212 Trucks = 1 million gal

MREs: 2 MREs per person per day
21,744 MREs per truckload
12 MREs per case, 1812 cases per truck
46 truck loads = 1 million MREs

Tarps: 4 tarps in a case
48 cases per pallet
4,224 tarps per truckload
Tarp size is generally 20' x 30'

B. PODs (POD) Planning

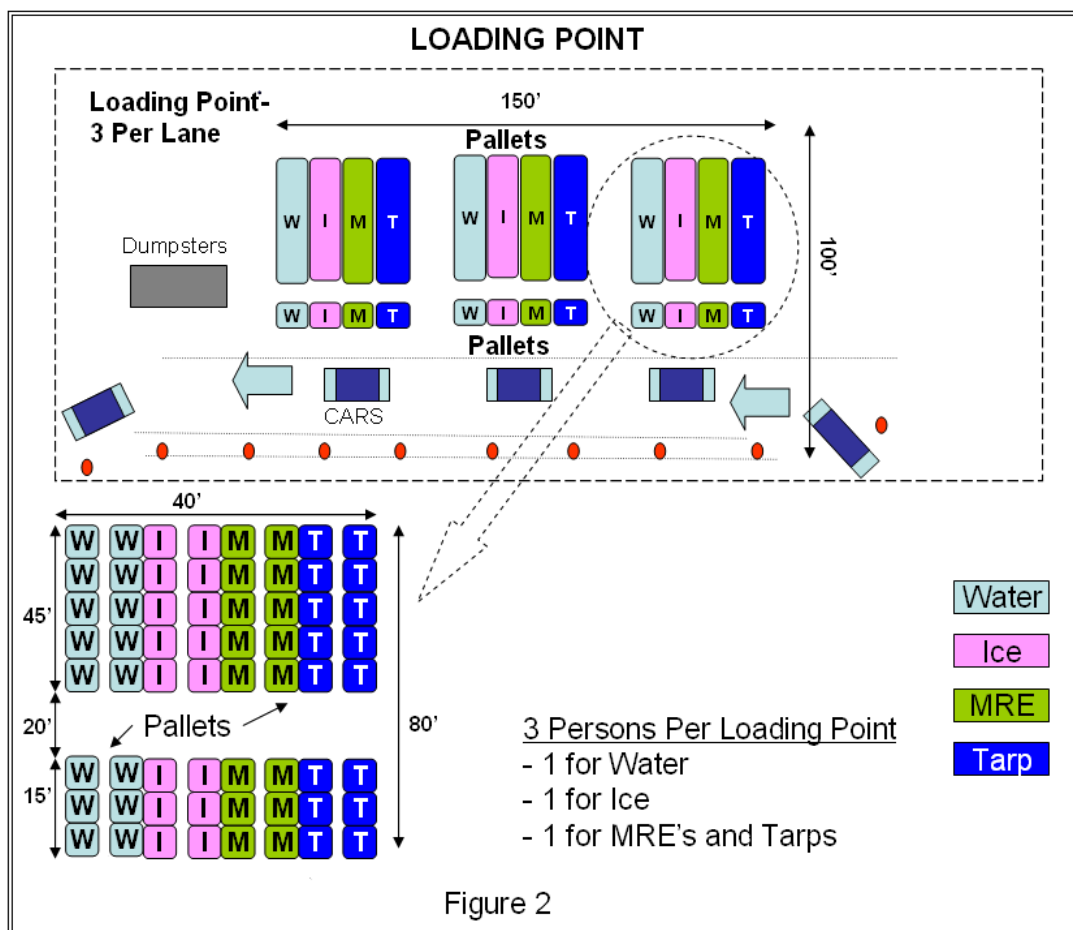
- ☐ Citizens will drive through a POD and be served without leaving their vehicles.
- ☐ Each car represents an average family of 3.
- ☐ Each vehicle passing through a POD would receive the following:
 - 2 or 3 bags of ice

- 1 case of water (9 – 12 liters)
 - 6 MREs
 - 1 tarp
- ❑ 1 truckload of ice and water will serve 1,660 vehicles or about 5000 people
- ❑ 1 truckload of MREs will serve 3,624 vehicles or about 10,000 people
- ❑ 1 truckload of tarps will serve 4,400 vehicles or about 4,400 homes

- ❑ PODs will be open to the public for 12 hours per day.
- ❑ Re-supply of PODs will primarily be at night (while the point is closed to the public).
- ❑ A loading point is where a stockpile of ice, water, MREs, and tarps are located. Each loading point has a team of people (1 for water, 1 for ice, and 1 for MREs/tarps) that load these items into the vehicle as it stops in front of their position (see Diagram below).
- ❑ Ice will be stacked no higher than 4 ft. and be covered by a white canopy to prevent further melting.
- ❑ Based on the USACE Local Distribution Point Planning for Commodities, a well-planned and operated POD with one lane of traffic and 3 loading points can service 140 cars per hour. Based on a 12-hour workday, about 1,680 vehicles or $1,680 \times 3 = 5000$ people can be served using a Type III POD.

II. COMMODITIES MODELS

A. POD Model



III. Determining the Location and Number of PODs

The number and general location of most PODs will be determined by population, however most all municipalities, and or major communities affected will require a POD, and in some cases, several. Horry County and the participating jurisdictions have pre-identified sites for PODs. Horry County Government has an agreement with the Horry County School District to utilize any school in Horry County that is not already being used as a shelter for a POD location. The amount of debris will also play into the location of a POD.

The number of PODs can be determined mathematically. The Excel model shown below will calculate the number of PODs required when the total number of people without commercial power is entered. The model uses a 40% factor to calculate the estimated number of people that will visit a POD. This figure is an estimated average percentage based on the USACE recommendations. The model also considers only Type III PODs, which consists of a one-lane operation. A Type III DP provides for 5000 people, and can handle one truckload of ice and water per day along with MREs and tarps. Therefore, for every truckload of ice or water

ordered, there should be a corresponding POD or lane for off-loading. The number of actual PODs can be lowered if a Type II POD is used; however the number of "lanes" will remain the same. For example: If the model computes 32 Type III PODs that would equal 16 Type III and 8 Type II; all equaling 32 lanes.

Another method for determining the number and also location of PODs is through Geographical Information Systems (GIS). Through GIS you can produce a dot density map that provides a visual dot for a selected density of population. To determine the location of PODs a dot density map should be produced based on a density of one dot for every 12,500 people (40% of 12,500 = 5000, the number of people served by a Type III DP). The location of the dot will provide a general start for locating a POD however, as stated before, consider all municipalities, and or major communities, having at least one POD.

A. Pre-event Commodities Model

[illegible]

B. Post-event Ordering Model

Enter Number of Type III Dist. Points to be used	32								
- 1 Type II = 2 Type III									
- 1 Type I = 4 Type III									
Number of truck loads required per day for 24 days	Days	Water Loads	K Gal	ICE Loads	K #	MREs Loads	Each	Tarps Loads	Each
	1	32	152.0	32	1280	16	347,904		
	2	29	139.0	29	1170	15	318,084		
	3	27	125.9	27	1061	13	288,263		
Initial Order (72 Hour Planning Total) >		88		88		44		36	160,000
	4	24	112.9	24	951	12	258,443		
	5	21	99.9	21	841	11	228,623		
	6	18	86.9	18	731	9.1	198,802		
Next Order (next 72 Hour Planning Total) >		63		63		32			
	7	16	73.8	16	622	7.8	168,982		
60% Power back on-line >	8	13	60.8	13	512	6.4	139,162		
	9	12	55.1	12	464	5.8	126,115		
	10	10	49.4	10	416	5.2	113,069		
	11	9.2	43.7	9.2	368	-	-		
	12	8.0	38.0	8.0	320	-	-		
	13	6.8	32.3	6.8	272	-	-		
	14	5.6	26.6	5.6	224	-	-		
	15	4.4	20.9	4.4	176	-	-		
90% Power back on-line >	16	3.2	15.2	3.2	128	-	-		
	17	2.8	13.3	2.8	112	-	-		
	18	2.4	11.4	2.4	96	-	-		
	19	2.0	9.5	2.0	80	-	-		
	20	1.6	7.6	1.6	64	-	-		
	21	1.2	5.7	1.2	48	-	-		
	22	0.8	3.8	0.8	32	-	-		
	23	0.4	1.9	0.4	16	-	-		
	24	0.0	0.0	0.0	0	-	-		
Total Loads		249.6	1185.6	249.6	9984	101	2,187,446	36	160,000

ATTACHMENT C

RESPONSE OPERATIONS CHECKLIST

- ☐ Activate Resource Management personnel.
- ☐ Continue to train assigned Resource Management staff and volunteers to perform emergency functions.
- ☐ Organize, manage, coordinate, and channel donations and services of individual citizens and volunteer groups during the emergency situation.
- ☐ Record services and resources rendered during the emergency.

ATTACHMENT D

RECOVERY OPERATIONS CHECKLIST

- ☐ Support cleanup and recovery operations.
- ☐ Coordinate resource management during recovery.
- ☐ Assess needs of citizens.
- ☐ Estimate costs to provide resources.
- ☐ Maintain records of resource utilization.
- ☐ Record resource needs and available supplies.

ATTACHMENT E

<i>Horry County Emergency Management</i> Standard Operating Procedure	<i>Effective Date:</i> January, 2022		<i>SOP Number:</i> TBD
	<i>Supersedes:</i> N/A	<i>Superseded:</i> N/A	<i>Page:</i> 23 of 44
<i>Subject:</i> Primary Receiving Facility	<i>Approval:</i> Randall S. Webster <i>Signature:</i>		<i>Title:</i> Director

I. PURPOSE

- A. The County Primary Receiving Facility (CPRF) SOP establishes procedures and responsibilities for establishing and operating the Horry County Primary Receiving Facility during an activation of the Horry County Logistics Plan.
- B. The County Primary Receiving Facility is defined as a designated area that receives supplies and equipment requested during an emergency or disaster.

II. ASSUMPTIONS

- A. The activated CPRF should be operational within 24 hours of the decision to implement the Horry County Logistics Plan.
- B. The CPRF, once activated, may remain operational for the duration of an event.
- C. CPRF activation will be based on the size of the disaster and the needs of the affected communities.
- D. For hurricane operations, a decision to activate the CPRF SOP may be made at OPCON 2, and all notifications will be made to place all agencies and personnel on standby.

III. ROLES AND RESPONSIBILITIES

A. County Primary Receiving Facility Manager & Assistant Manager

The County Primary Receiving Facility, when activated, is under the supervision of the CPRF Manager and/or Assistant Manager. The CPRF Manager/Assistant Manager is responsible for all operations in the CPRF to include receiving and distribution of all supplies and equipment.

The CPRF Manager/Assistant Manager reports to the Supply Division Supervisor in the Emergency Operations Center (EOC). Other responsibilities include:

1. Organize physical layout of the CPRF.
2. Establish procedures for operations in the CPRF.
3. Maintain accountability and current inventory of all incoming and outgoing resources to include special attention to leased and rented property.
4. Maintain inventory of supplies and equipment.
5. Develop security requirements for the CPRF.
6. Establish procedures for receiving and distributing supplies and equipment.
7. Package and distribute supplies and equipment to the PODs at the direction of the Distribution Division Supervisor.
8. Submit required and/or necessary reports to the Supply Division Supervisor.
9. Set up filing system for the receipt and distribution of supplies and equipment.
10. Establish a Labor Team Leader for each shift.

B. Safety Officer

The Safety Officer is responsible for monitoring and assessing hazards and unsafe situations when developing measures that assure personnel and equipment safety. He/She will correct unsafe acts or conditions through the chain of command, although the Safety Officer may exercise emergency authority to stop or prevent unsafe acts. The Safety Officer reports to the CPRF Manager. Other responsibilities include:

1. Establish system to monitor activities for hazards and risks. Take preventative action.
2. Place hazards and risks in priority for corrective actions.
3. Establish procedures to meet OSHA standards for handling and palletizing hazardous materials.
4. Present safety briefing at CPRF.

C. Recorder

The Recorder shall ensure that all resources coming in and going out of the CPRF are accounted for. The Recorder reports to the CPRF Manager. Other duties include:

1. Post signs so incoming resources easily find the CPRF.

2. Transmit check-in information to the CPRF Manager on a regular basis.
3. Maintain and update Check-in list (ICS Form 211) available on Palmetto.
4. When resources are received or shipped out to the PODs, enter appropriate information into iRISS or Palmetto as appropriate and give the Packing/Shipping form to the Labor Team Leader for shipping.
5. Ensure all resources sign out on ICS Form 211.
6. Ensure all forms required for accountability of receiving and distribution of supplies and equipment to PODs (POD) are signed and filed.

D. Security

The Security representative will be responsible for the overall site security and safety of warehouse workers. This representative will report to the CPRF Manager. Other duties include:

1. Ensure all warehouse staff have the proper credentials.
2. Ensure order around the grounds of the warehouse.
3. Coordinate security of the warehouse surroundings with other law enforcement agencies.

E. Forklift Operator

The Forklift Operator will be OSHA certified and assist all CPRF areas with forklift operations or manual assistance as needed. The Forklift Operator reports to the CPRF Manager. Other duties include:

1. Safely operate forklift for moving cargo from incoming trucks to receiving area for inventory.
2. Safely operate forklift for moving cargo from receiving area to holding area.
3. Safely operate forklift for moving cargo from holding area to packaging area, or loading onto trucks awaiting departure.

F. Labor Team Leader

The Labor Team Leader supervises all labor and receives and disseminates instructions from the CPRF Manager. Reports to the CPRF Manager. Other duties include:

1. Maintain a clean and safe work area.
2. Assembles boxes, pallets and other packages for packing resources.

3. Ensures all packed items are labeled and identifiable and that a copy of the order form is attached to the packaged materials awaiting deployment.
4. Assists other functional areas as assigned.

G. Labor

Labor is responsible for receiving cargo and packaging resources for deployment. All laborers report to the Labor Team Leader. Other duties include:

1. Maintain a clean and safe work area.
2. Assembles boxes, pallets and other packages for packing resources.
3. Ensures all packed items are labeled and identifiable and that a copy of the order form is attached to the packaged materials awaiting deployment.
4. Assists other functional areas as assigned.

IV. CONCEPT OF OPERATIONS

A. Site Requirements

Listed below is the equipment needed to function as the CPRF. The site for the CPRF is currently the Horry County Government Procurement Warehouse. Therefore, equipment such as telephones, faxes, computers, pallet jacks and restrooms are available onsite 24/7. Personnel requirements are based on 12-hour shifts.

County Primary Receiving Facility Site Requirements				
Personnel			Equipment	
Type	Day	Night	Type	Number
Manager/Assistant Manager	1	1	Forklift	1
Safety Officer	1	1	Pallets & large bins	50
Recorder	1	1	Hand trucks	5
Security	1	1	Shrink wrap	10 boxes
Forklift Operator	1	1	Refrigerated trailers	3
Labor Team Leader	1	1	Power light sets	2
Labor	5	5	Tents	2
Totals	11	11	Traffic Cones	10
			Two-way radios	6
			Portable Eyewash Station	1

B. Activation Phase

- ❑ The CPRF may be activated at any time designated by the Supply Division Supervisor; however, the Resource Manager and the Logistics & Recovery Coordinator (ESF 7) may also activate the CPRF as needed.
- ❑ Respond to the CPRF location.
- ❑ Identify yourself and position within the CPRF.
- ❑ Review the CPRF SOP.
- ❑ Determine staffing requirements to meet the 24-hour operations periods (two 12-hour shifts); request additional personnel as required.
- ❑ Brief incoming personnel on the following:
 - Current situation assessment.
 - Identification of specific job responsibilities.
 - Identification of co-workers within the job function.
 - Availability of communications.
 - Location of work area.
 - Tour of facility.
 - Procedural instructions for obtaining additional supplies, services and personnel.
 - Identification of operational period work shifts.
- ❑ Maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
 - Messages received.
 - Actions Taken.
 - Decisions, justification, and documentation.
 - Requests filled.
 - CPRF personnel, time on duty, and assignments.
- ❑ Begin staging loads of resources received through activated existing contract purchases

and/or emergency purchases.

C. Operational Phase

- ❑ Ensure the CPRF is set up properly and that the appropriate personnel, equipment, and supplies are in place, including maps, status boards, and other operational needs.
- ❑ Mobilize staffing for 24-hour operations.
- ❑ Monitor the emergency/disaster.
- ❑ Scheduling for initial deliveries begins.
 - When a logistics request is received, the Recorder will adjust the inventory and then supply the Labor Team Leader with a paper copy of the packing/shipping document.
 - Once the request is palletized and wrapped with shrink-wrap, the order will be placed in the holding area for that night's shipment.
- ❑ Provide periodic status reports through to the Supply Division Supervisor.
- ❑ Ensure all resources are tracked and accounted for, as well as resources ordered through mutual aid.
- ❑ Begin deliveries to PODs during nighttime hours.
- ❑ Prepare loads for emergency deliveries as needed.
- ❑ Pull next day loads during the daylight hours.
- ❑ If approached, refer all media to the County JIC at the EOC.
- ❑ Ensure all CPRF personnel and equipment time records are provided to the Supply Division Supervisor at the end of each operational period.
- ❑ Ensure a record of expendable materials used is provided to the Supply Division Supervisor at the end of each operational period.
- ❑ Brief your relief at each shift change; ensure that in-progress activities are identified and follow up requirements are known.
- ❑ Brief the Supply Division Supervisor at the end of each shift on resources and support concerns of the CPRF, include this information:
 - Priority requirements completed/filled.
 - Logistics shortfalls and unresolved problems.

- Major new problems since previous brief.
- Assistance needed from other agencies.
- Information developed by the CPRF that should be passed to other EOC sections or to the public.

D. Deactivation Phase

- ❑ The CPRF may be closed at any time designated by the Supply Division Supervisor; however, the Logistics Services Branch Director and the EOC Manager may also close the CPRF as seen fit.
- ❑ Ensure all required forms or reports are completed and turned in to the Supply Division Supervisor prior to the release and departure.
- ❑ Return any loaned equipment to the appropriate owner.
- ❑ Inventory stock of supplies and resources.
- ❑ Conduct debriefs on how the CPRF operation could be improved.
- ❑ Deactivate the CPRF and close out logs when authorized by the CPRF Manager.
- ❑ Leave forwarding contact information where personnel can be reached.

ATTACHMENT F

<i>Horry County Emergency Management</i> Standard Operating Procedure	<i>Effective Date:</i> January, 2022		<i>SOP Number:</i> TBD
	<i>Supersedes:</i> N/A	<i>Superseded:</i> N/A	<i>Page:</i> 30 of 44
<i>Subject:</i> Points Of Distribution (PODs)	<i>Approval:</i> Randall S. Webster <i>Signature:</i>		<i>Title:</i> Director

I. PURPOSE

This SOP contains detailed information relating to Horry County Points of Distribution (PODs), assigns specific procedures and responsibilities for establishing and operating a POD during an activation of the Horry County Logistics Plan. The POD organization is based on the Incident Command System (ICS), which provides the foundation for emergency response. The PODs primary role is to receive emergency supplies and commodities during an emergency or disaster for distribution to the public.

II. OVERVIEW

The PODs establish initial points where the general public will obtain life-sustaining emergency relief supplies until power is restored, traditional facilities, such as retail establishments reopen; and comfort stations, fixed and mobile feeding sites and routes, and relief social service programs are in place.

III. ASSUMPTIONS

- A. It is the desire of Horry County Government to secure state or federal assistance in setup and operation of any public points of distribution (PODs) in Horry County. Prior to the response phase of a disaster ending, the Emergency Management Director along with the Executive team will make a decision on whether or not PODs will need to be in place to support community recover operations. If it is determined that the County wishes to execute PODs, a resource request for operation support and supplies will be made in the statewide resource request system by the Logistics & Recovery Coordinator (ESF 7) in the EOC. Upon fulfillment of that request Logistics & Recovery Coordinator (ESF 7) or their designee will serve as a liaison for the assets that are running the POD operation for Horry County.
- B. The activated POD should be operational within 24 hours of a disaster or emergency affecting the county.
- C. The POD, once activated, may remain operational for the duration of an event.
- D. The number of PODs activated will be based on the size of the disaster and the needs of the affected communities.
- E. For hurricane operations, notifications may be made at OPCON 2 to put all agencies and personnel on standby to execute activation after the storm has passed. Supplies and personnel will be prepared for deployment, but will not be deployed.

IV. POD STAFF ACTIVATION PROCEDURES

A. When to Activate:

- 1. The PODs may be activated within 24 hours of a disaster/emergency or upon the order of the Emergency Management director or their designee or other authorized official.

B. Where to Report:

1. The Horry County EOC in the M.L. Brown Public Safety Building at 2560 Main Street, Conway, SC.

C. When to Report:

1. Appropriate staff will report when directed by proper authority.

V. POD STAFF RESPONSIBILITIES

A. POD Manager

Each POD, when activated, is under the supervision of the POD Manager. The POD Manager is responsible for all operations in the POD to include the receiving and distribution of all supplies and commodities. The POD Manager reports to the Distribution Division Supervisor at the EOC. Other responsibilities include:

1. Organize physical layout of the POD.
2. Establish procedures for operations in the POD.
3. Maintain accountability and current inventory of all incoming and outgoing supplies.
4. Maintain records on equipment usage, supply tracking charts and deliveries.
5. Develop security requirements for the POD.
6. Establish procedures for receiving and distributing supplies.
7. Submit required and/or necessary reports to the Distribution Division Supervisor.
8. Set up filing system for the receipt and distribution of supplies and equipment.
9. Gather/Record information on deliveries and arrange for future deliveries based on usage.
10. Act as the primary point of contact for the POD.

B. Forklift Operator

The Forklift Operator will be OSHA certified and assist all POD areas with forklift operations or manual assistance as needed. The Forklift Operator reports to the POD Manager. Other duties include:

1. Safely operate forklift for unloading supplies from incoming trucks to stockpiles.

C. Labor

Labor is responsible for receiving supplies and distributing resources to the public. All laborers report to the POD Manager. Other duties include:

1. Maintain a clean and safe work area.
2. Load vehicles as they stop in front of the appropriate commodity.
3. Operate pallet jacks as needed.
4. Assists other functional areas as assigned.

D. Law Enforcement Officer

The Law Enforcement Officer will be responsible for the overall site security and safety of the POD workers. This representative will report to the POD Manager. Other duties include:

1. Ensure all POD staff have the proper credentials.
2. Maintain order in and around the POD to ensure proper operations.
3. Coordinate security of the POD surroundings with other law enforcement agencies.

E. Community Relations Representative

The Community Relations Representative will be responsible for distributing packaged information in a handout format to the public. The representative will work in the distribution line to prevent people from exiting their vehicles. The CRR will report to the POD Manager.

VI. CONCEPT OF OPERATIONS

A. The PODs will operate under the following policies and procedures during a disaster/emergency:

1. The Incident Command System (ICS) and the Horry County Comprehensive Emergency Management Plan will be followed.
2. All existing agency's or departmental operating guidelines (unless modified by the Chief Elected Official or Emergency Management Director).
3. Operational periods established by the Emergency Management director or their designee.

B. General POD Information

1. Citizens will drive through a POD and be served without leaving their vehicles.
2. POD staff must limit the quantity of commodities distributed to each family in the first 72-hour period due to the limitation of resources. Personnel must be instructed not to "fill the trunk" with commodities until a strong pipeline can be assured. The EOC will advise the POD Manager when full distribution can commence.
3. Initial distribution must be limited to the following in the first 72-hour period of operations:
 - 1 Gallon of water per person, per day (3.79 liters)
 - 1 Bag of ice per person, per day (8 lb. Bag)
 - 2 MREs per person, per day
 - 1 20 X 25 Tarp each (if available)
4. PODs will be open to the public for 12 hours per day.

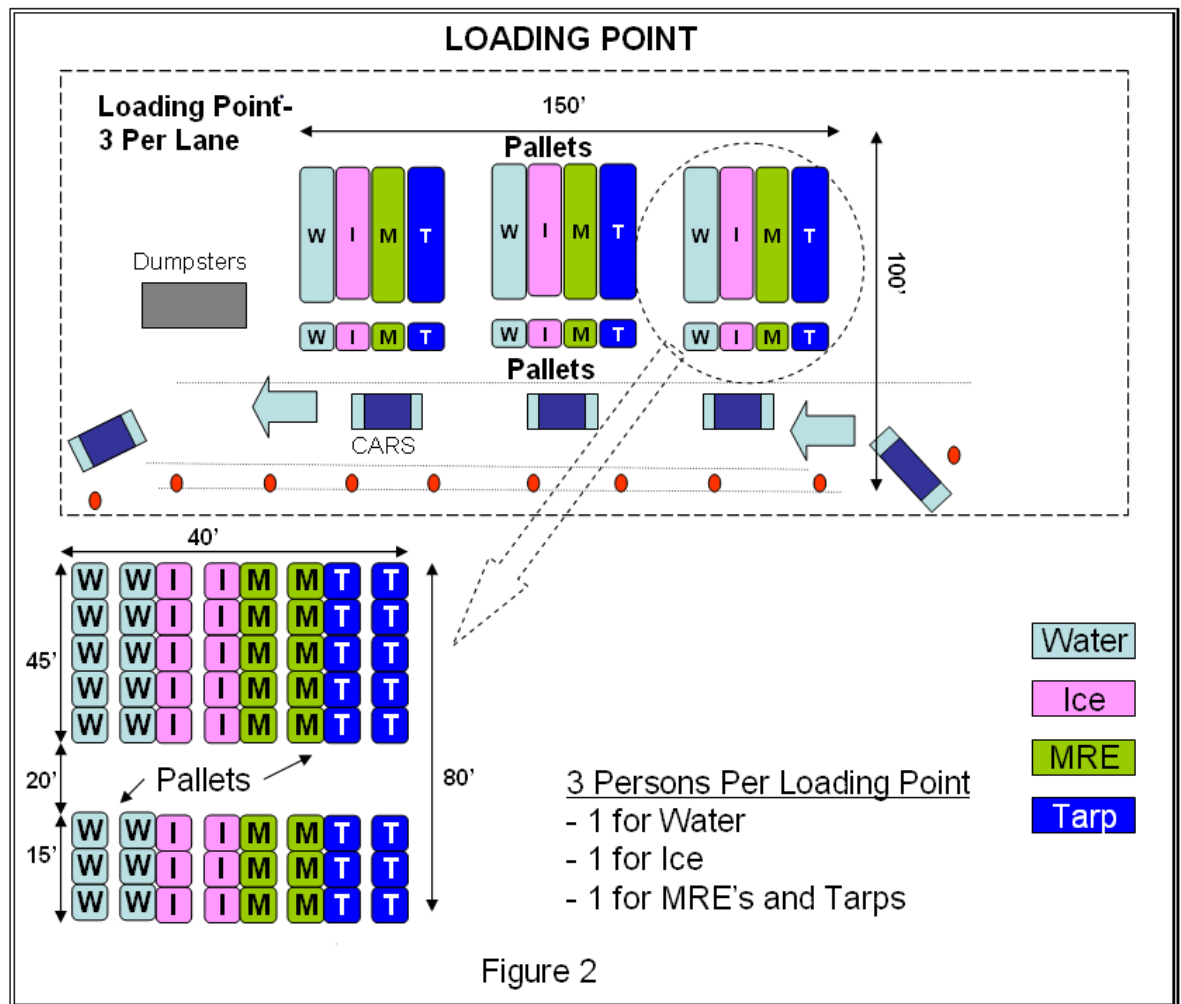
C. Site Requirements

This list of administrative equipment and supplies is the baseline for managing a POD; the POD Manager will review the list prior to the establishment of the POD and adjust if needed to meet the needs of the mission. Equipment used to operate the POD is listed in Section D, and will differentiate depending on the type of POD being used.

POD Site Requirements			
Administrative Equipment			
Type	Number	Type	Number
Hardwired Phone	1	Hanging File Box	2
Hardwired Fax	1	Hanging Files	1 box
Laptop	1	Highlighters	1 set
5 KW Generator	1	Clip Boards	6
50 ft. Extension Cords	4	Pencils	4 boxes
8 ft. Tables	2	Pens	2 boxes
Tape	2 boxes	Paper Clips	2 boxes
Binder Clips (lg)	4 boxes	Rubber Bands	1 box
Box Cutter	4	Stapler	1
Phone Message Book	2	Staples	1 box
Eye Protection/Safety Glasses	25	Hard Hats	30
Megaphone	1	Safety Vests	40

D. POD Model & Loading Point

1. Re-stocking of all PODs will primarily be at night (while the point is closed to the public).
2. Ice will be stacked no higher than 4 feet and be covered by a white canopy to prevent further melting.
3. A loading point is where a stockpile of ice, water, MREs, and tarps are located. Each loading point has a team of people (one for water, one for ice, and one for MREs/tarps) that load these items into the vehicle as it stops in front of their position (see diagram below).



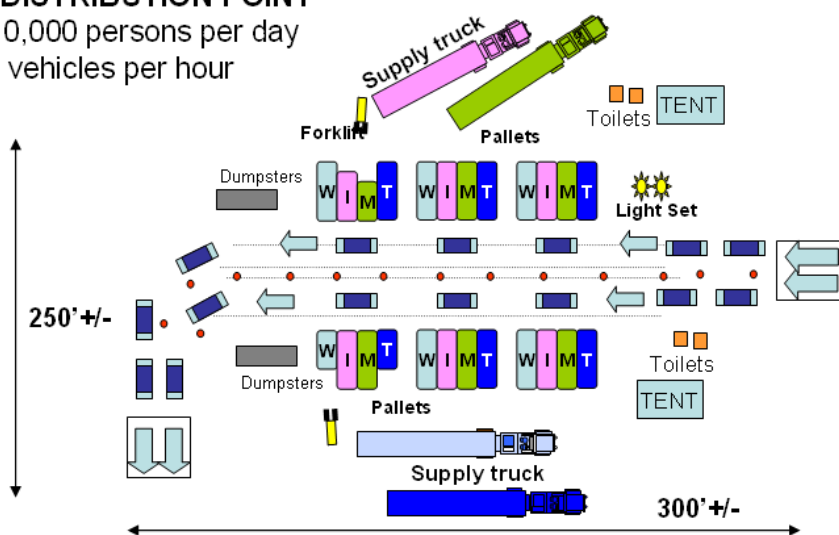
E. Types of PODs and Layouts

Horry County will use two different types of PODs depending on the magnitude of the disaster and the needs of the citizens. The PODs are typed according to the US Army Corps of Engineers Local Distribution Point Planning for Commodities guidance.

1. A Type II POD is a two lane operation (needing a minimum of 75,000 sq. ft. to operate) and will serve 10,000 persons per day or 280 vehicles per hour (see page 5).
2. A Type III POD is a one-lane operation (needing a minimum of 50,000 sq. ft. to operate) and will serve 5,000 persons per day or 140 vehicles per hour (see page 6).

TYPE II - DISTRIBUTION POINT

Serves 10,000 persons per day
280 vehicles per hour



Note: Individual vehicles drive through and Ice & water is loaded into their trunks. Recommend One case water, 2 or 3 bags of ice per vehicle and 6 MRE's

Supply trucks for Ice, Water, MRE's and Tarps are to be off-loaded promptly and returned for re-supply.

Maximum Loads per Day – Type II

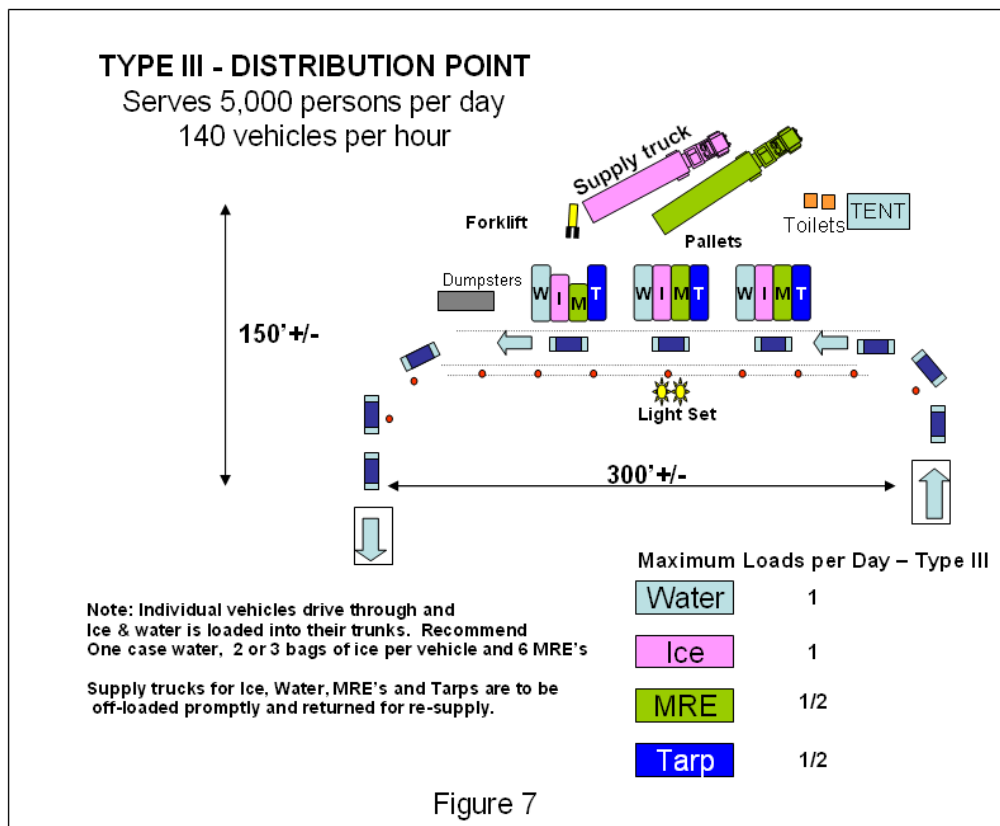
Water	2
Ice	2
MRE	1
Tarp	1

Figure 5

Type II Distribution Point Resources Required

Type II Distribution Point					
Manpower				Equipment	
Type		Day	Night	Type	Number
Local Responsibility	Team Leader	1	0	Forklifts	2
	Forklift Operator	1	2	Pallet Jacks	2
	Labor	28	3	Power Light Sets	1
	Loading PT	18		Toilets	4
	Back-up Loading PT	9		Tents	2
	Pallet Jacks Labor	1		Dumpsters	2
Totals		30	5	Traffic Cones	15
Others	Law Enforcement	2	1	Two-way radios	0
	Community Rel.	2	0		
Grand Total		34	6		

Figure 6



**Type III Distribution Point
Resources Required**

Type III Distribution Point					
Manpower				Equipment	
Type		Day	Night	Type	Number
Local Responsibility	Team Leader	1	0	Forklifts	1
	Forklift Operator	1	1	Pallet Jacks	1
	Labor	14	2	Power Light Sets	1
	Loading PT	9		Toilets	2
	Back-up Loading PT	4		Tents	1
	Pallet Jacks Labor	1		Dumpsters	1
	Totals	16	3	Traffic Cones	10
Others	Law Enforcement	2	1	Two-way radios	0
	Community Rel.	1	0		
	Grand Total	19	4		

Figure 8

F. Locations of the PODs

Horry County has pre-identified Horry County Schools and Educational Facilities as possible sites for PODs. Once a disaster or emergency has occurred, the pre-identified sites will be evaluated for safety, accessibility, functionality and needs in the area. Listed below are the possible POD sites:

GRADE	SCHOOL	ADDRESS	CITY	ZIP
12-Sep	Acad. for Arts, Sci., Tech	895 International Drive	Myrtle Beach	29579
9-12	Acad. for Tech. & Acad.	5639 Hwy 701, N.	Conway	29526
9-12	Early College	2050 Hwy 501; HGTC; PO Box 261966	Conway	29528
6-12	Integrated Support Services	2694 Highway 905	Conway	29526
9-12	Scholars Academy	104 Chanticleer Dr. E; CCU	Conway	29526
Ad Ed	Conway Education Ctr.	1620 Sherwood Drive	Conway	29526
Ad Ed	HCS Adult Education	3301 Oak Street	Myrtle Beach	29577
Ad Ed	SOAR Academy	3101 Oak Street	Myrtle Beach	29577
	Playcard	Highway 19, W	Loris	29569
K-12	Therapeutic Lrn Center	1620 Sherwood Drive	Conway	29526
9-12	Aynor High	201 Jordanville Road	Aynor	29511
9-12	Carolina Forest High	700 Gardner Lacy Road.	Myrtle Beach	29579
9-12	Conway High	2301 Church Street	Conway	29526
6-12	Green Sea Floyds High	4990 Tulip Grove Road	Green Sea	29545
9-12	Loris High	301 Loris Lions Road	Loris	29569
9-12	Myrtle Beach High	3302 Robert Grissom Pkwy	Myrtle Beach	29577
9-12	N. Myrtle Beach High	3750 Sea Mountain Hwy	Little River	29566
12-Sep	Socastee High	4900 Socastee Blvd	Myrtle Beach	29588
9-12	St. James High	10800 Highway 707	Murrells Inlet	29576
6-8	Aynor Middle	400 Frye Road	Galivants Ferry	29544
6-8	Black Water Middle	900 East Cox Ferry Road	Conway	29526
6-8	Conway Middle	1104 Elm Street	Conway	29526
8-Jun	Forestbrook Middle	4430 Gator Lane	Myrtle Beach	29588
6-8	Loris Middle	5209 Highway 66	Loris	29569
6-8	Myrtle Beach Middle	3101 N. Oak Street	Myrtle Beach	29577
6-8	N. Myrtle Beach Middle	11240 Highway 90	Little River	29566
6-8	Ocean Bay Middle	905 International Drive	Myrtle Beach	29579
6-8	Socastee Middle	151 Sheffield Parkway	Myrtle Beach	29588
8-Jul	St. James Middle	9775 St. James Road	Myrtle Beach	29588
6-8	Ten Oaks Middle	150 Revolutionary War Way	Myrtle Beach	29579
6-8	Whittemore Park Middle	1808 Rhue Street	Conway	29527
CD-5	Aynor Elementary	516 Jordanville Road	Aynor	29511
CD-4	Burgess Elementary	9645 Scipio Lane	Myrtle Beach	29588
CD-5	Carolina Forest Elementary	285 Carolina Forest Blvd.	Myrtle Beach	29579
CD-5	Conway Elementary	1101 Snowhill Drive	Conway	29526
CD-5	Daisy Elementary	2801 Red Bluff Road	Loris	29569
CD-5	Forestbrook Elementary	4000 Panthers Parkway	Myrtle Beach	29588
CD-5	Green Sea Floyds Elem	5000 Tulip Grove Road	Green Sea	29545
CD-5	Homewood Elementary	108 N. Clemson Circle	Conway	29526
CD-5	Kingston Elementary	4580 Highway 472	Conway	29526
CD-5	Lakewood Elementary	1675 Highway 396	Myrtle Beach	29575
CD-5	Loris Elementary	901 Highway 9 Bus., E.	Loris	29569
CD-5	Midland Elementary	3011 Nichols Highway	Galivants Ferry	29544

2-3	Myrtle Beach Elementary	950 Seahawk Way	Myrtle Beach	29577
4-5	Myrtle Beach Primary	620 29 th Ave. North	Myrtle Beach	29577
CD-1	Myrtle Beach Early Childhood School	612 29 th Ave., N.	Myrtle Beach	29577
CD-5	Ocean Bay Elementary	950 International Drive	Myrtle Beach	29579
CD-5	Ocean Drive Elementary	901 11th Ave., N.	N. Myrtle Beach	29582
CD-5	Palmetto Bays Elementary	8900 Highway 544	Myrtle Beach	29588
CD-5	Pee Dee Elementary	6555 Highway 134	Conway	29527
CD-5	River Oaks Elementary	700 Augusta Plantation Drive	Myrtle Beach	29579
CD-5	Riverside Elementary	1283 Highway 57, S.	Little River	29566
CD-4	Seaside Elementary	1605 Woodland Drive	Garden City	29576
CD-5	Socastee Elementary	4223 Socastee Blvd.	Myrtle Beach	29588
CD-5	South Conway Elementary	3001 Fourth Ave.	Conway	29527
CD-4	St. James Elementary	9711 St. James Rd.	Myrtle Beach	29588
5-6	St. James Intermediate	9641 Scipio Lane	Myrtle Beach	29588
CD-5	Waccamaw Elementary	251 Claridy Road	Conway	29526
CD-5	Waterway Elementary	700 Sandridge Road	Little River	29566
*Horry County Education Center is an alternative school.				

VII. CHECK LISTS

A. Activation Phase

- ☐ The POD may be activated at any time designated by the Distribution Division Supervisor; however, the Logistics Services Branch Director and the EOC Manager may also activate the POD as needed. Consideration for POD activation will be based on the general public need to obtain life-sustaining emergency relief supplies until power is resorted, traditional facilities, such as retail establishments reopen; and comfort stations, fixed and mobile feeding sites and routes, and relief social service programs are in place.
- ☐ Respond to the EOC at 2560 Main Street, Conway.
- ☐ Identify your position within the POD.
- ☐ Report to the Distribution Division Supervisor for a briefing on the situation and your orders.
- ☐ Once given your orders, arrive at the appropriate POD location at the designated shift.
- ☐ Review the POD SOP.
- ☐ Brief incoming personnel on the following:
 - Identification of specific job responsibilities.
 - Identification of co-workers within the job function.
 - Availability of communications.

- Tour of work area and facilities.
- Identification of operational period work shifts.
- Maintain all required records and documentation to support FEMA reimbursement if it is a declared disaster and the After Action Report to include:
 - Messages received.
 - Actions taken.
 - Decisions, justifications, and documentation.
 - Requests Filled.
 - POD personnel, time on duty, and assignments.
 - Begin setting up the POD layout according to Section D & E of the SOP.

B. Operational Phase

- Ensure the POD is set up properly and that the appropriate personnel, equipment, and supplies are in place.
- Mobilize staffing for 24-hour operations. 12 hour shifts will run from 7 AM to 7 PM and 7 PM to 7 AM.
- Day shift will set up each loading point with a team of people to load items into each vehicle as it stops in front of their position:
 - One person for water.
 - One person for ice.
 - One person for MREs and tarps.
- Citizens will drive through a distribution point and be served without leaving their vehicles.
- An average vehicle representing a family of 3 will receive the following (based on Section VI part B distribution requirements):
 - 2 or 3 bags of ice.
 - 1 case of water (9-12 liters)
 - 6 MREs

- 1 tarp
- ❑ Provide periodic status reports to the Distribution Division Supervisor.
- ❑ Ensure all resources are tracked and accounted for using the provided tracking sheets and turned into the Distribution Division Supervisor at the end of each operational period.(see Appendix A).
- ❑ If approached, refer all media to the County JIC at the EOC.
- ❑ Close down distribution operations at 7 PM.
- ❑ Brief your relief at each shift change; ensure that in progress activities are identified and follow up requirements are known.
- ❑ The night shift will receive deliveries and restock stockpiles for the next day.
- ❑ Ensure all POD personnel and equipment time records are provided to the Distribution Division Supervisor at the end of each operational period.
- ❑ Ensure the site is clean and prepped for daytime distribution operations.

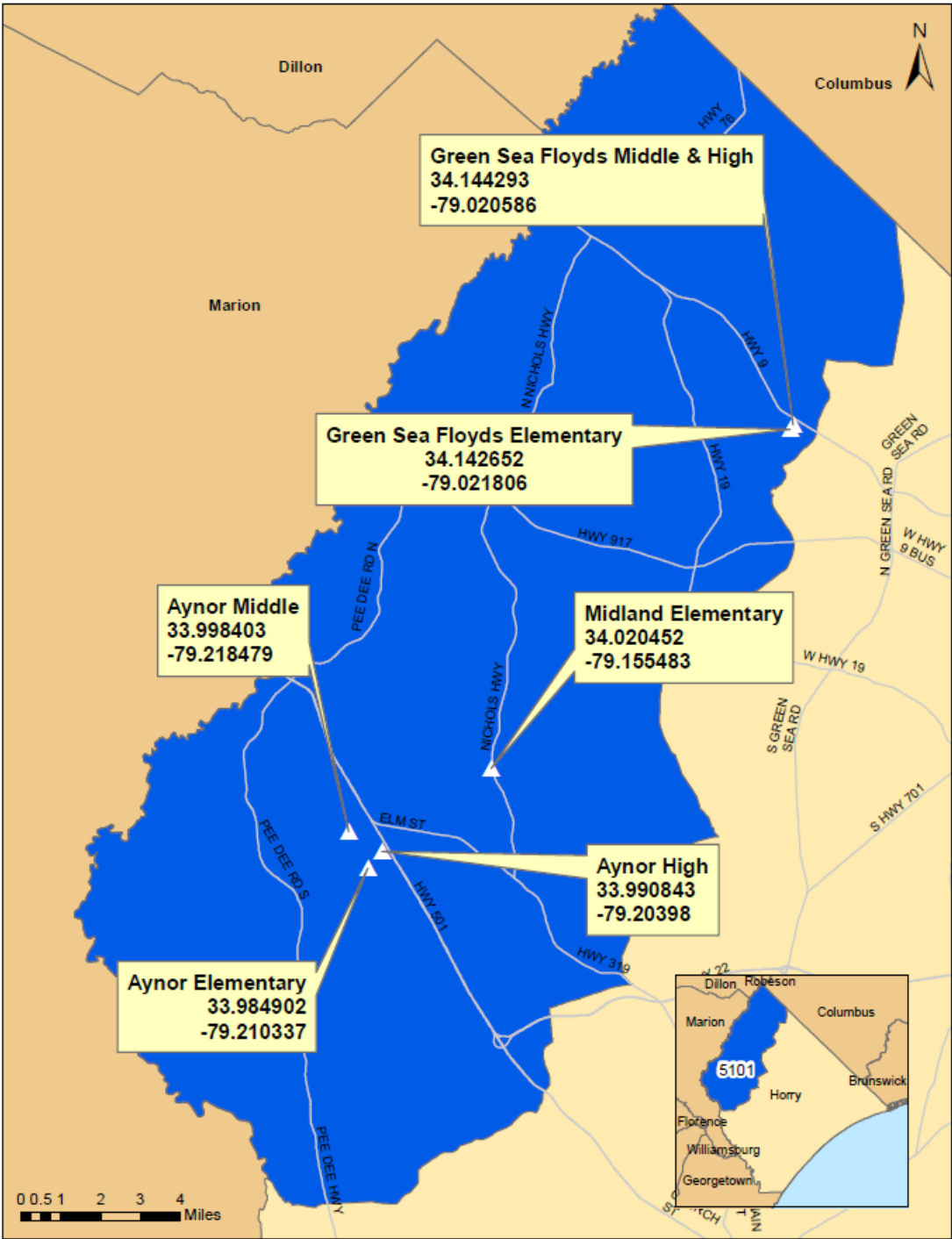
C. Deactivation Phase

- ❑ A POD may be closed at anytime designated by the Distribution Division Supervisor; however, the Logistics Services Branch Director and the EOC Manager may also close a POD as seen fit.
- ❑ Ensure all required forms or reports are completed and turned into the Distribution Division Supervisor prior to the release and departure.
- ❑ Inventory stock of supplies.
- ❑ Contact the Distribution Division Supervisor in the EOC to arrange transportation for the remaining stock to be sent to the CPRF.
- ❑ Conduct debriefs on how the POD operation could be improved.
- ❑ Deactivate the POD and close out logs when authorized by the Supply Division Supervisor.
- ❑ Leave forwarding contact information where personnel can be reached.
- ❑ The County JIC will send out information for citizens to receive more help.

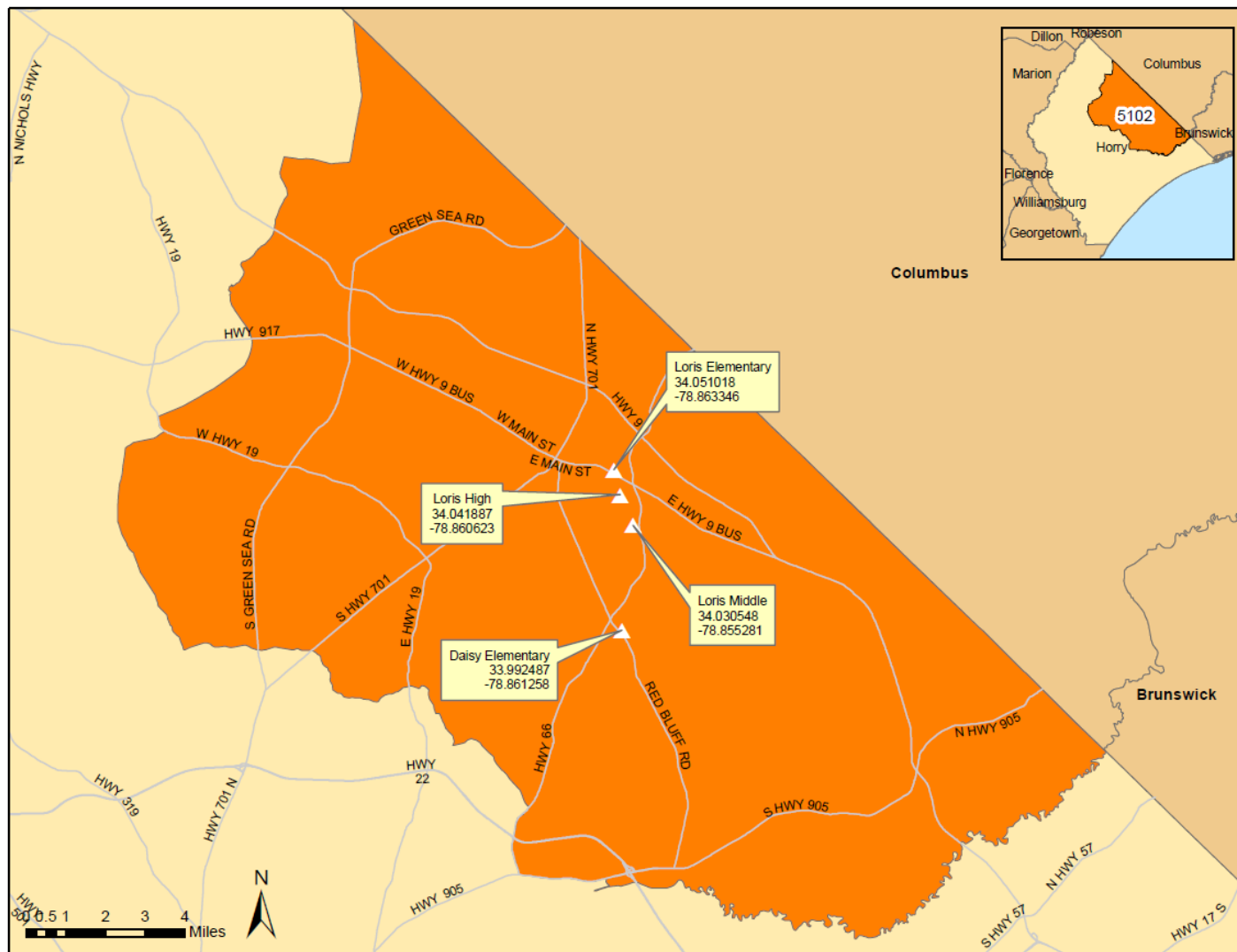
ATTACHMENT G

Operational Area POD Maps

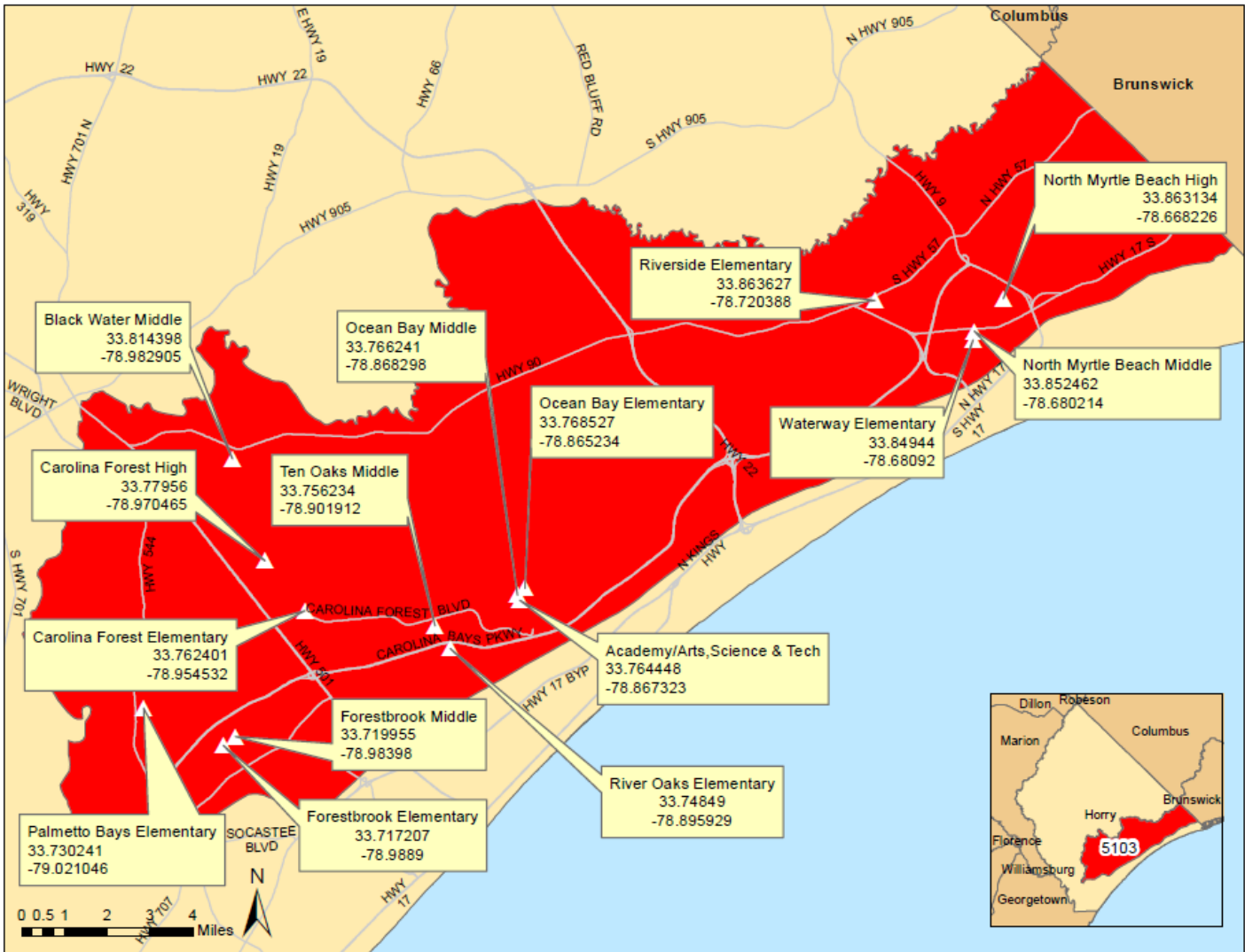
Operational Area 5101



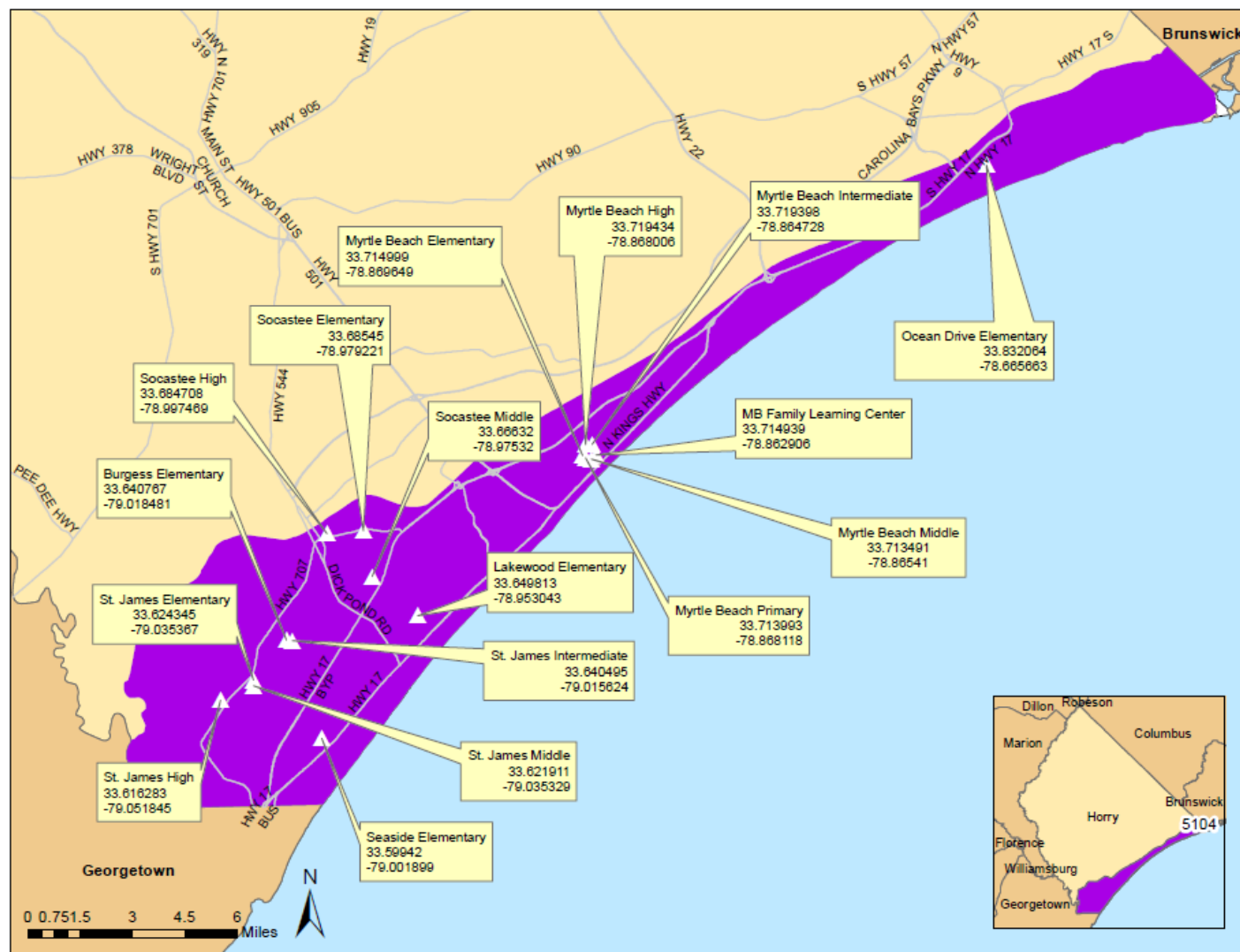
Operational Area 5102



Operational Area 5103



Operational Area 5104



Operational Area 5105

