

(a) Operational Safety

All workers are expected to adhere to generally accepted safety principles regarding personal protective equipment, lifting objects, and working near moving equipment (e.g., pallet jacks, forklifts). Workers are expected to maintain food in accordance with food storage standards. Storage areas will be regularly cleaned. At a minimum, training materials will be pamphlet type and cover the above information annually. The training materials must be in an easy to understand, easy to deliver format for community volunteers staffing receiving and distribution points. Attachment 18 contains a Safety Checklist that each facility coordinator can use to address safety concerns at their facility.

(b) Facility Security

Security at reception points is provided by the Richland County Sheriff's Department. Department personnel, municipal officers, and other security officers may be used at the Sheriff's discretion. If additional security officers are needed, requests will be made through the SEOC. Based on the Governor's authorization, the National Guard may be utilized to augment facility security operations

2. Distributing Relief Supplies (County Distribution Points)

See Attachment 14 for CDP Outline.
Pre-Designation of Distribution Points
a. Distribution Point Activation

The Richland County EOC will assess the damage to county infrastructure and personal property. Based on this assessment, the Director will discuss the need to provide basic life sustaining

services with disaster relief groups and the SEOC. Based on the results of the assessment and the agreement on the need for relief services, the Director will implement this plan requiring the activation of a central receiving point and local distribution points for the distribution of donated and purchased goods. The designated distribution points are considered critical facilities and list under a separate document at Richland County ESD.

Pre-Designation of Distribution Points

a. Distribution Point Activation

The Richland County EOC will assess the damage to county infrastructure and personal property. Based on this assessment, the Director will discuss the need to provide basic life sustaining services with the ESF 14 support agencies and the SEOC. Based on the results of the assessment and the agreement on the need for relief services, the Director will implement this plan requiring the activation of a central receiving point and local distribution points for the distribution of donated and purchased goods. The designated distribution points are county fire stations and recreation centers, exact locations will be determined at the time of the event.

b. Public Notification of Relief Supplies Distribution

Public notification of locations to obtain supplies will be provided by the Richland County Public Information Officers under the guidance of the Emergency Services Department. Information distributed to media outlets should include: distribution center hours of operation, supplies available, supplies devoted to special populations, and other important information deemed useful to citizens. All available media outlets are to be used when distributing information regarding locations for citizens to obtain supplies.

c. Distribution Point Command Structure and Organization

Each distribution point will be staffed by a total of three county employees and/or volunteers. Each distribution point will have a Coordinator, Clerk, and staff support person. Attachment 1 provides a graphic illustration of the staffing arrangement.

d. Distribution Point Operation

As outlined in Attachment 11, a total of seven possible distribution points have been identified. One or all of the designated distribution points can be activated. Each Distribution Point Coordinator is responsible for operations and distribution of their distribution point. The Coordinator will routinely communicate with the Richland County Emergency Services Director and the Emergency Operations Center. To establish effective goods/equipment accountability, the Clerk is responsible for establishing Community Assistance for Relief in Emergencies (CARE) Packages.

A typical CARE Package includes:

- Two gallons of water
- Various non-perishable food items
- Two eight pound bags of ice
- Candles or batteries

(1) Procedures/Process

Richland County has elected to utilize county recreation facilities and fire stations as the designated distribution points. The methodology behind selecting these locations was the understanding that citizens are familiar with the locations and minimal public information will be needed to explain where to obtain goods and equipment.

(2) Staffing

The Richland County Emergency Services Director has developed a strategy of utilizing county employees and volunteers as receiving and distribution point staff. Upon activation, the Director will establish a 12-hour shift assignment (7:00 am until 7:00 pm) for staffing the receiving and distribution points. County employees from various departments not affected by the disaster and volunteers from churches, fire departments, and local industries will staff the receiving and distribution points.

(3) Resource/Supplies Tracking

When supplies first come into Richland County, they will go to the central receiving point. There, the Receiving Point Clerk will maintain a log sheet of all supplies, equipment, etc. received and then distributed to distribution points. At a minimum, the receiving point log sheet will include the following information: date, time, item description, and number of items, location item shipped to, and the name of the delivery person. Keeping a log detailing what came into the county and what was distributed out to the

various distribution points will help account for where equipment and supplies were utilized during the emergency. At each distribution point, the distribution point Clerk will be responsible for documenting receipt of any item shipped from the central receiving point and maintaining an inventory log sheet tracking items that were distributed. The distribution point log will keep track of the goods/equipment distributed to the local citizens. At a minimum, the Distribution Point Clerk will total the number of CARE packages distributed to citizens. It will not be necessary to identify which citizen received a package or supplies, just how many packages, supplies, etc. were handed out from the distribution point.

(4) Security

Security is provided on a 24-hour basis at receiving and distribution points. This is provided by the Richland County Sheriff's Department. Department personnel, municipal police officers, or other security officers may be used at the Sheriff's discretion. If additional security officers are needed, requests will be made through the SEOC. Receiving and distribution points are open on a 12-hour shift (7:00 am until 7:00 pm). Based on the Governor's authorization, the National Guard may be utilized to augment facility security operations.

(5) Operational Safety

All workers are expected to adhere to generally accepted safety principles regarding personal protective equipment, lifting objects, and working near moving equipment (e.g., pallet jacks, forklifts). Workers are expected to maintain food in accordance with food storage standards. Storage areas will be regularly cleaned. At a minimum, training materials will be pamphlet type and cover the above information annually. The training materials must be in an easy to understand, easy to deliver format for community volunteers staffing receiving and distribution points. Attachment 16 contains a Safety Checklist that each facility coordinator can use to address safety concerns at their facility. Volunteers from Adventist Community Services and World Church Services have completed warehouse safety before arrival.

D. Escalation of Activities

1. Determination of Need for Additional Resources

The Richland County EOC will be responsible for determining need for additional resources based on communication with the various Distribution Point Coordinators and the SEOC. The need for additional services may