

## **RICHLAND COUNTY LOGISTICS PLAN TEMPLATE DEVELOPMENT RESOURCES**

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### **ATTACHMENT 14**

#### **COUNTY DISTRIBUTION POINT OPERATIONAL GUIDELINES**

- I. Purpose--The CDP is an area set-up for the direct distribution of relief supplies to the residents of a disaster-affected area. This guidance can be used to develop Annex 3 County Distribution Point SOP.
- II. Concept of Operation
  - A. Location--The CDP should be set up as close to the affected population as possible to facilitate easy access by residents. As a result, the CDP may be located at a facility without commercial power or other services. Generators, portable toilets, bulk and bottled water and other operational items may be required.
  - B. Incidental Considerations--The location and number of County Distribution Points activated will be based on geography, population, type of disaster, severity of disaster, transportation considerations, and availability of resources. Considerations include:
    1. Geography—Islands (real or virtual) isolate areas and populations when transportation routes (bridges, roads, etc.) are hindered or cut off.
    2. Population—CDPs should be located to allow easy access to the majority of disaster victims.
    3. Type of Disaster—Issues will be different based on disaster type.
    4. Severity of Disaster—The disaster could be countywide or affect a small portion of the jurisdiction.
    5. Transportation Considerations—Roadway conditions, availability of gasoline, public transportation availability, and ability to get resources to and from CDPs. Does the county have transportation assets to move supplies from CRP to CDPs or will the county have to contract for services?
  - C. CDP Operations--Counties will develop SOPs for Distribution Point operations to include site locating, activation, staffing, procedures and processing, layout, supervision, reporting, security, and outsourcing.

*The flowcharts, organization charts and diagrams in this section are intended as models for locally developed plans and procedures for a county disaster logistics support plan and can be modified to fit local conditions.*

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### **COUNTY DISTRIBUTION POINT OPERATIONAL GUIDELINES [Continued (Page 2)]**

1.     **Site Locating**—All CDP locations should be preplanned and specific information kept on file at the county emergency management office. Sites should be selected based on availability, population concentration, transportation routes, parking, security, and disaster vulnerability.
2.     **Activation**—Specific criteria and actions leading to selection of an appropriate CDP site, set-up and implementation, public notification of activation, and operation.
3.     **Staffing**—Each site will need a manager and several staff members to supervise the orderly distribution of supplies to residents. The county will develop a staffing plan, assign and train workers, and ensure security is available onsite to maintain order.
4.     **Procedures and Processing**—The county will develop procedures for operating the CDPs and an outline for operational flow or processing residents through the CDP.
5.     **Layout**—The county will develop a generic layout for CDPs to ensure efficient movement through the process. Layout can be modified based on individual site characteristics.
6.     **Supervision**—The county will diagram how the CDP and other logistic functions will report to and be coordinated by the county EOC, and the County Receiving Point.
7.     **Reporting**—The CDP manager will report on the number of people accessing the CDP, the type and amount of supplies available and distributed through the CDP, as well as other administrative reporting.
8.     **Security**—Each CDP will have on site security to prevent chaos and improper behavior. If supplies remain on-site after operating hours, the site will be secured and regular security patrols will be conducted.

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9. Outsourcing—Distribution Point operations (or parts of operations) can be out sourced to volunteer or other agencies or run by temporary employees provided by a labor supplier. In the event

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that operations are out sourced, all plans, procedures, layouts, and diagram must still be developed and maintained.

- III. Transportation--The county will develop plans and procedures for transportation of supplies from the CRP to the CDPs. The county must detail who will provide transportation and what transportation resources will be used.
- IV. Public Information--The county will develop plans and procedures for ensuring the public is informed of CDP locations, procedures, hours of operation and types of supplies available. Plans must include ensuring the most up to date information is provided, and media monitoring is conducted to ensure the message is being disseminated and mistakes are corrected.
- V. Coordination--Coordination of relief suppliers must be maintained to ensure there is no duplication of effort and that all providers ensure cooperation to fulfill the overall mission of providing relief supplies.
- VI. Set Up--The county will develop a list of items needed for CDP operation such as tables, chairs, tarps, plastic sheeting, computers and printers, administrative/office supplies, signage, and other items to allow for orderly processing and operation. The county will also develop a layout template and a customer flow process.
- VII. Products--The county will plan for and make arrangements for distribution of a variety of relief supplies depending on the severity of the disaster and the needs of the population. Items to be distributed may include (but are not limited to):

Ice	Lumber
Water	Plywood
Food	Furring Strips
Baby Supplies	Tents
Insect Repellant	Sleeping Bags
Tarps	Cots
Plastic Sheeting	Blankets
Hammers	Cleaning Supplies
Nails	Personal Care Items
First Aid Kits	Flashlights

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