

Annex 7 to Florence County EOP
ESF 7
Resource Support

- PRIMARY: Florence County Procurement Department
- SECONDARY: Florence County Facilities Management Department
Florence County Treasurer’s Office
Florence County Finance Department
Florence County Human Resources Department
Florence County Sheriff’s Office
Florence County Clerk of Court’s Office
Florence County Library System
Pee Dee Chapter, American Red Cross
Pee Dee Volunteer Organizations Active in Disasters (VOAD)

I. Introduction

Disasters can close normal resource channels, deplete vital commodities and create a high demand for personnel with specialized skills. Normal methods of obtaining needed resources and employees will be unable to keep pace with the rapid and high volume demanded during a disaster response. This annex, therefore, was developed to outline methods and procedures necessary to evaluate, locate and procure resources needed during and following a disaster and to handle the potentially large volume of goods and services which could be donated to help local victims.

II. ESF Actions

The Primary ESF-7 agency will have a liaison in the EOC when directed by the EM Director to do so, however, most of the ESF’s work is done in the field or from their regular offices. Generally most of the efforts of ESF 7 take place during the late response and recovery phases of the emergency. For this reason it is not uncommon for this ESF to be unmanned pre-landfall during a hurricane event.

III. Concept of Operations

For the sake of continuity, the official federal disaster categories (“Emergency”, “Major” and “Catastrophic”), as defined in the Glossary of this EOP (page GD-2), will be used in this ESF annex. During an “Emergency” local resources (municipal, county, local VOAD members and limited mutual aid) are usually sufficient to handle the needs. During a “Major Disaster” local resources are not sufficient to deal with the event and generally need to be supplemented by mutual aid agreements with surrounding counties and by state and federal resources.

During a “Major Disaster” it is possible that donated goods and services could arrive in the county. A “Catastrophic Disaster” is one in which local resources are totally and immediately unable to cope with the event or they have been destroyed by the disaster event itself. During a “Catastrophic Disaster” large amounts of donated goods and services should be expected to pour into the county and the county must be prepared to handle these items effectively.

Florence County procurement and logistics support actions in each of these disaster categories are as follows:

A. “Emergency”:

This is the lowest level of response and most of Florence County’s disaster responses will fall into this category. The Primary ESF 7 agency will be prepared to send a liaison to the EOC if requested. Limited assistance or personnel from Secondary ESF agencies may be required to supplement the efforts of the Primary agency during an “Emergency”.

During an “Emergency” response the main focus of ESF 7 will be obtaining the resources and supplies necessary for county departments to continue to function and provide public safety efforts for citizens. Any humanitarian relief needed by local citizens should be within the capability of local VOAD organizations (Red Cross, Salvation Army, etc.) and would require no assistance from the county.

To accomplish its mission of supplying county departments, ESF 7 will ensure that local, on hand, resources are expended first. The limited supplies maintained by the county are of an operational nature and intended solely to support the continued operation of county departments during an emergency. If additional resources are needed, they will be obtained through normal procurement procedures. The County Procurement Officer can utilize current county contacts, pre-existing county charge accounts or state MMO contracts to order items with pre-arranged pricing to speed the purchasing process.

If County Council has declared a “State of Emergency” (see Basic Plan, paragraph VII, sub-paragraph B for details) the purchasing officer will be authorized, as outlined in county code, to use emergency purchasing procedures. Emergency purchasing procedures allows the Purchasing Officer to streamline the normal procurement process.

Direct purchasing (County to vendor) is the preferred method of obtaining relief supplies. The County Purchasing Officer can get supplies from vendors who can arrange transportation directly to the county department needing the supplies. This method eliminates the state as a middleman.

Once it has been determined by ESF 7, that a particular resource is not available locally or it would not be cost effective to purchase the resource, the resource will be requested from the SEOC via WebEOC, telephone or radio. Official request will be processed and tracked by the ESF 7 liaison in the EOC. The authority to request resources from outside the county is limited to the ESF 7 Primary agency, the County EM Director or the EOC Manager.

B. “Major Disaster”:

During a “Major Disaster” response ESF 7 will focus not only on resources necessary for county departments to function but also on the humanitarian needs of the county’s citizens. Based on the magnitude of the event it may become necessary for ESF 7 to activate and run any or all of the following: Donated goods plan (Appendix A), donated services plan (Appendix B), Points of Distribution (POD) plan (Appendix C), and the Reception Center-Warehouse plan (Appendix D). When activated each of these plans are implemented and controlled by one of the ESF 7 Secondary agencies.

The decision to activate one or more of these plans is based on the “need” for humanitarian relief. Some organizations within Florence County do maintain limited humanitarian relief stockpiles. Among these are the Pee Dee Chapter of the ARC, Salvation Army, Harvest Hope Food Bank, Southern Baptist Disaster Relief Teams, the Pentecostal Holiness Feeding Team and similar organizations. All of these organizations are VOAD members and signatories of statewide mutual agreements. They will respond to events in Florence County within the limits and stipulations of their agreements. When these organizations can no longer meet the humanitarian need one or more of the above referenced plans will be activated by the ESF 7 Primary agency in coordination with the EM Director or EOC Manager.

Following the disaster, needs and damage assessments will be conducted by several county and volunteer organizations. The gathered information will be reported to the EOC where it will be used to make estimates of required support. (See Annex 14 to this EOP for specific information about how these assessments will be conducted).

One of the primary information sources for post disaster humanitarian needs will come from utility company power outage reports provided to the county EOC. This information will be used to develop a basic needs determination as follows:

1. The total number of power outages in a given area (including commercial and residential customers) will be multiplied by 3. The

assumption is that everything without power is a home and each home contains a family of three.

2. Relief supplies for 60% of this “population” figure will then be requested from the SEOC by the county EOC. The assumption behind this is that 40% of the population in the impacted area will evacuate the area, be residing in ARC shelters or be self-sufficient. If indications are that these supplies are insufficient then subsequent request will be increased until the need is met.
3. The planning formula for requesting ice, food and water for the 60% population will be (1) one bag of ice per person per day, (2) two Meals Ready to Eat (MRE) per person per day and (1) one gallon of water per person per day. For example, if 20,000 customers were reported to be without power the following quantities would be ordered for a 24 hour period:

$$20,000 \text{ house holds} \times 3 \text{ in each family} = 60,000 \text{ people}$$
$$60,000 \text{ people} \times 60\% \text{ of population in need} = 36,000 \text{ people}$$
$$36,000 \text{ people} \times 1 \text{ bag of ice per day} = 36,000 \text{ bags of ice}$$
$$36,000 \text{ people} \times 2 \text{ MRE's per day} = 72,000 \text{ MRE's or } 6,000 \text{ cases}$$
$$36,000 \text{ people} \times 1 \text{ gallon of water per day} = 36,000 \text{ gallons of water}$$
4. These relief supplies would be ordered for delivery directly to the Points Of Distribution (PODs) in the effected area (See Appendix C for details about POD layout and locations).

C. “Catastrophic Disaster”:

During a “Catastrophic Disaster” event it will be necessary for ESF 7 to immediately implement the emergency procurement system as well as the donated goods plan (Appendix A), donated services plan (Appendix B), Points of Distribution (POD) plan (Appendix C), and the Reception Center-Warehouse plan (Appendix D). Responsible agencies should be prepared to implement these plans in alternate locations, as their primary offices may become unusable following a “Catastrophic Disaster”.

IV. Specific Responsibilities

A. Procurement:

1. Serve as the Primary agency point of contact for this ESF and for development of plans and procedures to support its operation.
2. Develop and maintain internal department SOG necessary to implement

this ESF. Develop and implement staff training programs to accomplish tasks assigned in this Annex.

3. Maintain emergency purchasing, contract and requisition procedures to use when County Council declares a State of Emergency.
4. Maintain list of local vendors, contractors and equipment rental companies for use during emergency operations.
5. Develop contracts, as needed, to rent additional warehouse, storage and distribution space to support long and short term humanitarian relief efforts.

B. Treasurer:

1. Develop and maintain internal agency SOG necessary to implement this ESF.
2. Develop and implement staff training programs necessary to run the County POD Plan (Appendix A) and the Reception Center-Warehouse Plan (Appendix B).
3. Provide personnel, administrative and logistical support to other ESF members in accomplishing their assigned task.
4. Develop a contingency plan for emergency requisitions in the event the Treasurer is unavailable to sign checks and other required documents.

C. Finance Department:

1. Develop and maintain internal agency SOG necessary to implement this ESF.
2. Develop and implement staff training programs to accomplish tasks assigned and implied in this Annex.
3. Develop, in coordination with other ESF members, emergency purchasing, contract and requisition procedures to use when County Council declares a State of Emergency.
4. Work closely with EM Director, ESF-3 personnel and other county departments to capture cost and properly file for reimbursement following federally declared disasters.
5. Insure workers' compensation and liability insurance is maintained on identified county emergency workers (IE: Volunteer Firefighters, Emergency Response Team, etc.)
6. Provide personnel, administrative and logistical support to other ESF members in accomplishing their assigned task.

7. Monitor fuel levels and usage in county tanks to ensure adequate fuel supply. Maintain contract agreements with fuel providers (Fuelman, etc.)

D. Human Resources Department:

1. Develop and maintain internal agency SOG necessary to implement this ESF. Develop and implement staff training programs to accomplish tasks assigned in this Annex.
2. Work with Finance department to insure workers' compensation and liability insurance are addressed concerning emergency workers.
3. Develop plans for implementing local volunteers and emergency response workers from outside the county into the county work force.
4. Provide personnel, administrative and logistical support, as available, to other ESF members in accomplishing their assigned task.

E. Facilities Management Department:

1. Develop and maintain internal agency SOG necessary to implement this ESF.
2. Develop and implement staff training programs to accomplish tasks assigned in this Annex.
3. Work with Procurement Officer and Treasurer's Office to assist in set up and operation of county reception and distribution point (Appendix D).
4. Provide personnel, administrative and logistical support to other ESF members in accomplishing their assigned task.

F. Sheriff's Office:

1. Develop and maintain internal agency SOG necessary to implement this ESF.
2. Be prepared to provide or coordinate for security at county reception and distribution points.
3. Be prepared to provide inmate/work camp labor force to assist at county Points of Distribution (PODs).
4. Be prepared to provide transportation and security for inmate/work camp labor force working at PODs.
5. Provide personnel, administrative and logistical support to other ESF members in accomplishing their assigned task.

V. State Interface

This annex is supported at the state level by ESF-7 (Resource Support), Attachment A (SC Disaster Logistics Support Plan). The lead agency at the state level is Budget & Control Board, General Services Division. The donated goods and services plan for the state is outlined in ESF- 18 (Donated Goods and Services), ESF 11 (Food Services) and Appendix 6 (SC Recovery Plan) to the SC Emergency Operations Plan. The B&CB, General Service Division is the lead agency for state ESF-18 while the Recovery Branch of the SC Emergency Division is the agency responsible for development and coordination of Appendix 6 (SC Recovery Plan). At the federal level ESF-7 (Resource Support) is headed by the General Services Agency (GSA).

Direct coordination, before and during a disaster, is encouraged between county ESF and state ESF agencies/departments.

VI. Update and Maintenance

This annex will be updated in accordance with paragraph XI (Plan Development and Maintenance) of the Basic Plan.

Appendixes:

- A- Points of Distribution (POD) Plan
- B- County Reception Point - Warehouse

Appendix A
(Points of Distribution Plan—PODs)
To
Annex 7 (Resource Support)
To
Florence County EOP

PRIMARY: Florence County Treasurer’s Office

SECONDARY: Florence County Finance Department
Florence County Human Resources Department
Florence County Procurement Department
Florence County Facilities Management Department
Florence County Sheriff’s Office

I. INTRODUCTION:

During a “Major” or “Catastrophic Disaster” there may be a need to provide the county’s citizens with water, food, tarps and other humanitarian needs in a rapid and efficient manner. This appendix outlines the procedures Florence County will implement to accomplish this task.

II. CONCEPT OF OPERATIONS:

A. State Level

SCEMD and FEMA maintain contracts/agreements with companies capable of providing the needed humanities relief supplies as well as transportation assets necessary to move the supplies to Florence County. During a hurricane or other disaster event that allows preparation time before impact, these resources will be staged for rapid deployment. During disasters where there is no warning time, deployment of these supplies will be slower because the supplies and transportation assets must first be marshaled and loaded at staging areas.

As soon as roads are cleared into the impacted area and the county has established the PODs, the state will begin the flow of supplies. The state goal for movement of supplies into the impacted area is 12-24 hours after impact.

Relief supplies will be sent based on the need identified by Florence County. The need identification process is described in ESF 7 (Resource Support), pages 7-3 and 7-4. Mixed loads will not be sent; rather supplies will arrive at the POD as a full load (IE: a tractor trailer load of bottled water, a load of food, etc).

Once the flow of relief supplies begins, the state will continue to “force feed” supplies to the PODs for at least 72 hours. After 72 hours the humanitarian relief effort will be evaluated to determine if there is a need for it to continue.

The primary relief supplies to be sent to the PODs will be food, water, ice and tarps.

B. Florence County

1. Pre-Disaster:

Florence County has identified 33 possible locations for PODs. These sites are at public schools across the county. The PODs to be opened will be decided upon post impact and will be based on damage assessment and identified humanitarian needs.

There are three types of PODs, each requiring a different number of personnel to staff and each possessing the capability to support a different numbers of citizens. Florence County reserves the right to open PODs at various staffing levels (Type I, II, or III) based on the identified need.

Sufficient county volunteers and staff have NOT been pre-identified to man and run all PODs. The assumption is that if a “Catastrophic Disaster” impacts Florence County most local volunteers will be survivors themselves and will be unable to man PODs. The concept therefore is to train enough local staff to run 2 or 3 PODs. If additional PODs are needed the EOC will submit a manpower request to the SCEOC.

The Florence County Treasurer’s office will work with the County Risk Manager and Human Resources Department to develop a safety-training program for employees who will work at the PODs. This training should address basic safety procedures for employees working in a warehouse environment and should include, at a minimum, the proper wearing of safety glasses, hard hats and gloves; proper lifting techniques; safety awareness when working around moving equipment/vehicles; and blood borne pathogens awareness. This safety training class will be presented annually prior to the start of hurricane season.

1. Post Disaster:

During, or prior to a “Major” or “Catastrophic Disaster” event the EM Director, in coordination with the ESF 7 Primary agency will make the decision to implement this plan. Once this decision is made the ESF 7 Primary agency will contact the owners of the facility concerning their use as PODs and obtain keys as necessary.

7-A-2

The Florence County Treasurer's Office will set up and run the PODs in accordance with the attached layout and staffing diagrams. Operation of the sites, to include setup, unloading of supply trucks, storage of supplies and distribution of supplies to citizens, will be under the direction and management of the Treasurer's Office.

Supplies delivered to the PODs are intended to be given to citizens without regard to accountability. There is no requirement to maintain a list of whom the supplies were given to. It will still be necessary, however, for the Treasurer's Office staff to inventory and verify the items delivered as well as maintaining accountability of on hand supplies. This information is necessary to insure sufficient supplies are ordered to replace stock.

PODs will be open to the public for 12 hours per day. Re-supply of the points will be at night (while the point is closed to the public).

The PODs are not long term operations but rather will be phased out as soon as the community begins to "return to normal". For PODs a key aspect of this "return to normal" will be the opening of area grocery stores and big box stores such as Wal-Mart, Kmart, Lowes, Home Depot, etc.

The Florence County Sheriff's Office will provide manpower (inmate labor) necessary to assist in off load of supply trucks and distribution of relief supplies to area citizens at the PODs.

The ESF 7 Primary agency will be responsible for ordering, purchasing or renting equipment necessary to run the PODs (see attached diagrams for lists of necessary equipment).

Recovery items leftover after POD operations end will be returned to the vendor if possible or they will be incorporated into the county Surplus Property inventory for sale. Any monies generated from the sale will be returned to county General Fund for use in future disaster relief and training programs.

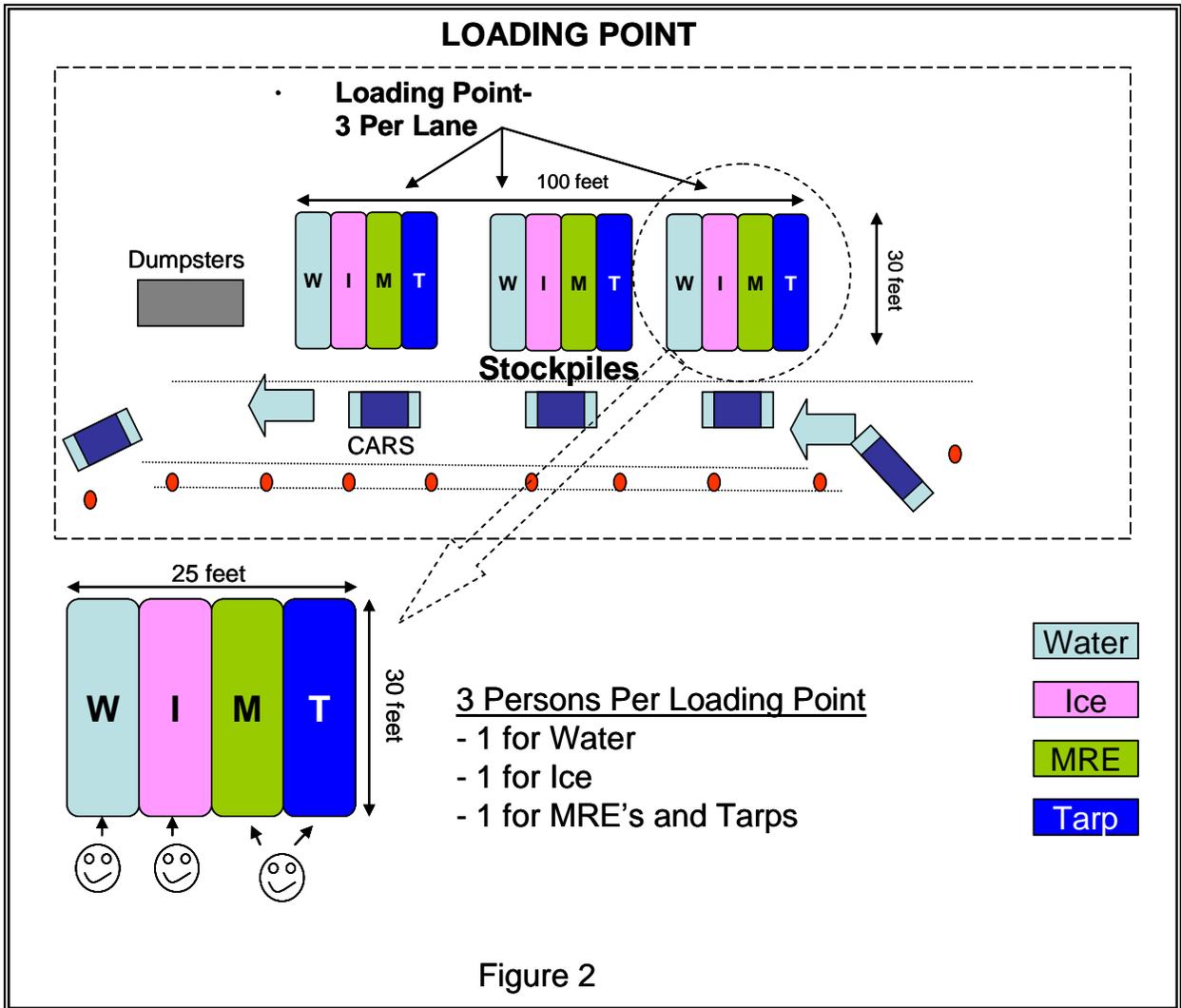
Attachments:

1. POD locations
2. Loading point layout
3. Type I POD layout and staffing requirement
4. Type II POD layout and staffing requirement
5. Type III POD layout and staffing requirement
6. POD planning figures

POD NAME	TYPE	NUMBER	ADDRESS	LAT	LONG
BRIGGS ELEM.	3	Flo 4101	1012 Congaree Dr, Florence 29501	34.17626492	79.78034488
CARVER ELEM.	3	Flo 4102	515 N Cashua Dr, Florence 29501	34.20517130	79.80226331
DELMAR HEIGHTS ELEM.	3	Flo 4103	1211 S Cashua Dr, Florence 29501	34.17113649	79.81925343
DEWEY L. CARTER ELEM.	3	Flo 4104	4937 S Irby Street, Florence, SC 29501	34.08779016	79.76906497
GREENWOOD ELEM.	3	Flo 4105	2300 E Howe Springs Rd, Florence 29505	34.14404701	79.72839527
HANNAH-PAMPLICO ELEM/MID.	3	Pam 4201	2131 S Pamplico Hwy, Pamplico 29583	33.94201721	79.54975473
HANNAH-PAMPLICO HIGH	1	Pam 4202	2050 S Pamplico Hwy, Pamplico 29583	33.94627376	79.55117206
HENRY TIMROD ELEM.	3	Flo 4106	1901 E Old Marion Hwy, Florence 29506	34.23058634	79.70589555
J. C. LYNCH ELEM.	3	LC 4301	124 Hicks Rd, Coward 29530	33.97113638	79.75160862
J. PAUL TRULUCK MID.	3	LC 4302	319 Carlisle St, Lake City 29560	33.87458401	79.76536733
JOHNSONVILLE ELEM.	3	Jville 4501	160 E Marion St, Johnsonville 29555	33.81627483	79.44588875
JOHNSONVILLE HIGH	1	Jville 4502	237 S Georgetown, Johnsonville 29555	33.81601595	79.44307339
JOHNSONVILLE MID.	3	Jville 4503	415 Maple Ave, Johnsonville 29555	33.80965468	79.44689436
LAKE CITY ELEM.	3	LC 4303	906 N Matthews Rd, Lake City 29560	33.86804157	79.74803906
LAKE CITY HIGH	1	LC 4304	652 N Matthews Rd, Lake City 29560	33.88908844	79.76564816
MAIN ST. ELEM.	3	Flo 4107	318 E Main St, Lake City 29560	33.87109938	79.74824769
MOORE INTERMEDIATE	3	Flo 4108	1101 Cheraw Dr, Florence 29501	34.17848490	79.79145534
NORTH VISTA ELEM.	3	Flo 4109	1100 N Irby St, Florence 29501	34.21154444	79.76450422
OLANTA ELEM.	3	O 4305	312 N Jones Rd, Olanta 29114	33.93848946	79.93173261
RICHARD MCLAURIN ELEM.	3	Flo 4110	1400 McMillan Lane, Florence 29506	34.17682698	79.74395430
RONALD E. MCNAIR MID.	3	LC 4306	311 Carver St, Lake City 29560	33.86877341	79.76756929
ROYALL ELEM.	3	Flo 4111	1400 Woods Rd, Florence 29501	34.18682522	79.79200522
SAVANNAH GROVE ELEM.	3	Flo 4112	2348 Savannah Grove Rd, Effingham	34.14737575	79.82756698
SCRANTON ELEM.	3	S 4307	1649 US 52 Hwy, Scranton 29591	33.91223464	79.74747449
SNEED MID.	3	Flo 4113	1102 Ebenezer Rd, Florence 29501	34.16915747	79.85140321
SOUTH FLORENCE HIGH	1	Flo 4114	3200 S Irby St, Florence 29501	34.13182652	79.77172606
SOUTHSIDE MID.	3	Flo 4115	200 Howe Springs Rd, Florence 29505	34.13293662	79.76978573
THEODORE LESTER ELEM.	3	Flo 4116	3500 E Palmetto St, Florence 29506	34.19848531	79.69589248
TIMMONSVILLE ED. CENTER	1	Tville 4401	304 Kemper St, Timmons ville, SC 29161	34.14250693	79.94627135
WALLACE GREGG ELEM.	3	Flo 4117	515 Francis Marion Rd, Florence 29506	34.18637433	79.65756298
WEST FLORENCE HIGH	1	Flo 4118	221 N Beltline Dr, Florence 29501	34.19487497	79.82395488
WILLIAMS MID.	3	Flo 4119	1119 N Irby St, Florence 29501	34.21376409	79.76867468
WILSON HIGH	1	Flo 4120	1411 Old Marion Hwy, Florence 29506	34.21987461	79.73089331

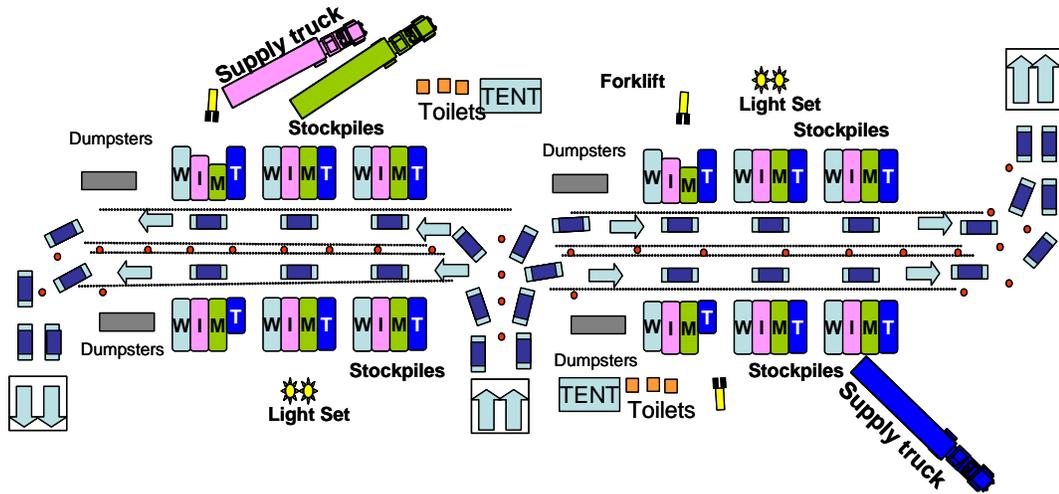
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Loading point layout. This layout is duplicated in sufficient numbers to set up the following 3 types of PODS.



TYPE I - DISTRIBUTION POINT

Serves 20,000 persons per day
560 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 I

Water	4
Ice	4
MRE	2
Tarp	2

Figure 3

Type I Distribution Point Resources Required

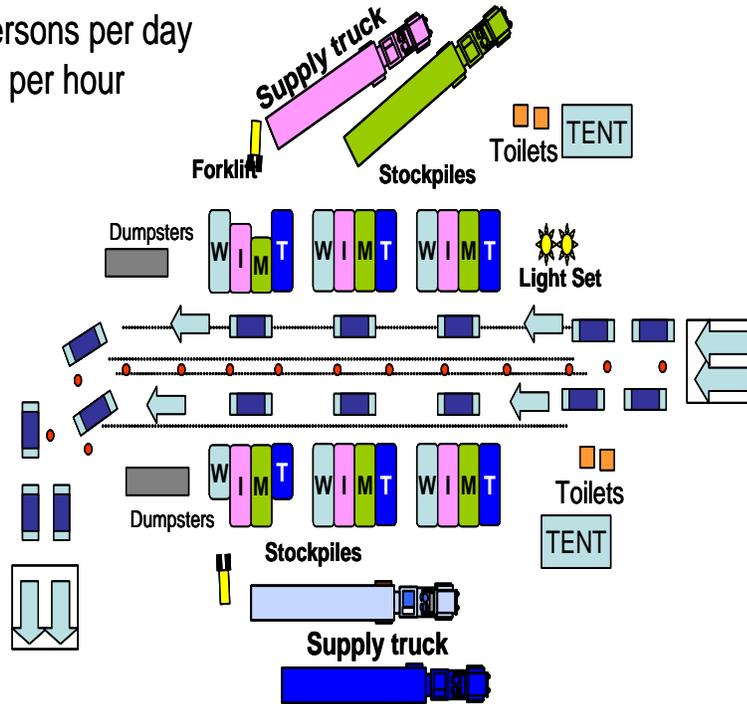
Type I Distribution Point					
Manpower				Equipment	
Type		Day	Night	Type	Number
Local Responsibility	Manager	1	0	Forklifts	3
	Team Leader	2	1	Pallet Jacks	3
	Forklift Operator	2	3	Power Light Sets	2
	Labor	57	4	Toilets	6
	Loading Point	36		Tents	2
	Back-up Loading PT	18		Dumpsters	4
	Pallet Jacks Labor	3		Traffic Cones	30
Totals		70	9	Two-way radios	4
Others	Law Enforcement	4	1		
	Community Rel.	4	0		
Grand Total		78	10		

Figure 4

7-A-3-3-1

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		

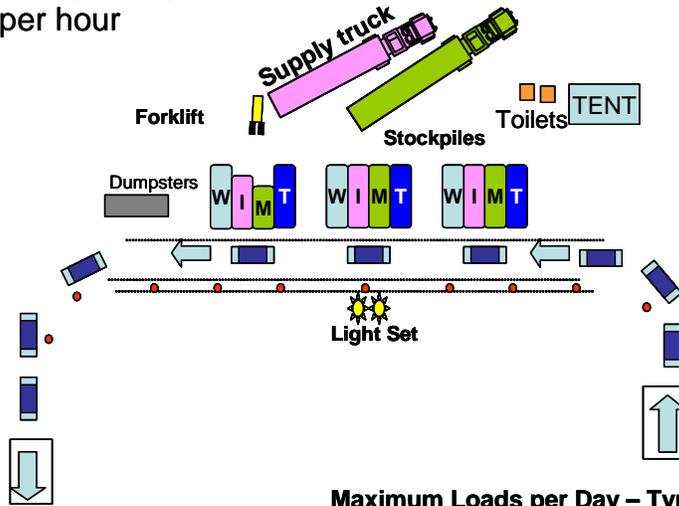


Figure 6

7-A-3-4-2

TYPE III - DISTRIBUTION POINT

Serves 5,000 persons per day
140 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 III

Water	1
Ice	1
MRE	1/2
Tarp	1/2

Figure 7

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

7-A-3-5-1

Attachment 6-POD Planning Figures: The following are general information and common planning factors developed by the US Army Corps of Engineers that will be used by Florence County in setting up PODs and ordering supplies.

General Information:

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

(Note: As of 2009 FEMA has stated they will no longer provide ice during disaster recovery. This information is included for planning purposes—ice may not be available at POD sites).

Water: 3 liters or 1 gal per person (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 lbs 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: 4,400 tarps per truckload
Tarp size is generally 20' x 25'
(Note: Tarps may or may not be provided by FEMA at POD sites).

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

Shelters and Mobile Kitchen Requirements:

Shelters will require a mixed load of commodities consisting of 3 pallets water, 1 pallet ice, 1 pallet MREs per 500 person facility.
Mobile kitchens require 2 trailers water and 1 trailer ice per 10,000 meals per day per site.

Appendix B
(County Reception Point-Warehouse)
To
Annex 7 (Resource Support)
To
Florence County EOP

PRIMARY: Florence County Treasurer's Office

SECONDARY: Florence County Finance Department
Florence County Human Resources Department
Florence County Procurement Department
Florence County Facilities Management Department
Florence County Sheriff's Office

I. INTRODUCTION:

During a "Catastrophic Disaster" there may be a need to provide the county's citizens with supplies beyond those handed out at PODs. This appendix outlines the procedures Florence County will implement to accomplish its long term recovery.

II. CONCEPT OF OPERATIONS:

A. State Level

SCEMD and FEMA maintain contracts/agreements with companies capable of providing humanitarian relief supplies as well as transportation assets necessary to move the supplies to Florence County. During a hurricane or other disaster event that allows preparation time before impact, these resources will be staged for rapid deployment. During disasters where there is no warning time, deployment of these supplies will be slower because the supplies and transportation assets must first be marshaled and loaded at staging areas.

Many of the relief supplies are currently stored or will be stored temporarily in a state owned warehouse in Winnsboro, SC before being moved to Florence County. Transportation assets to move these supplies to the county will be coordinated or contracted by SCEMD.

These recovery supplies will be sent to the reception point for distribution to the general public and government agencies alike. Unlike the humanitarian relief supplies sent to the PODs, these recovery supplies are accountable. Therefore the reception point staff must document what was delivered to the county warehouse and what was issued.

The state will send supplies to the county reception point (Warehouse) based on the numbers identified by the county. A variety of relief supplies, depending on the severity of the disaster and the needs of the population, many be needed. After 72 hours the state will be prepared to shift from a strictly humanitarian relief effort and begin to move items necessary for long term recovery (rebuilding supplies, roofing materials, etc). 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
Rain Gear	Batteries

C. County Level

1. Pre-Disaster:

Florence County does not own, maintain or operate warehouses or storage facilities. Therefore Florence County has entered into a Memorandum of Understanding (MOU) with the Pee Dee Regional Airport to use a hanger and fenced hardstand at the airport as the county reception point (warehouse). This facility can be secured and is easily accessible by the Interstate highway system.

In the event that this facility is damaged during the disaster or unusable for any other reason the ESF 7 Primary agency, in coordination with Florence County EMD, will work with the Florence County Economic Development Partnership to identify available facilities suitable for use as county reception points (warehouse). ESF 7 will obtain permission, in a disaster, to use these facilities from the owners.

The Florence County Treasurer's office will work with the County Risk Manager and Human Resources Department to develop a safety-training program for those employees who will work at the reception centers (warehouse). This training should address basic safety procedures for employees working in a warehouse environment and should include, at a minimum, the proper wearing of safety glasses, hard hats and gloves; proper lifting techniques; safety awareness when working around moving equipment/vehicles; and blood borne pathogens awareness. This safety training class will be presented annually prior to the start of hurricane season.

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2. Post Disaster:

During, or prior to a “Catastrophic Disaster” event the EM Director, in coordination with the ESF 7 Primary agency will make the decision to implement this plan. Once this decision is made the ESF 7 Primary agency will contact the airport concerning use of the hanger as a reception point.

The Florence County Treasurer’s Office will set up and run the reception center (warehouse). Operation of the site, to include setup, unloading of supply trucks, storage of supplies and distribution of supplies to citizens, will be under the direction and management of the Treasurer’s Office.

Once the reception point (warehouse) is set up and operational SCEMD will be provided a list of requested supplies. As trucks with these supplies arrive at the reception point they must be unloaded and the supplies logically organized for distribution. Once the Treasurer’s office has accomplished this a press release will be disseminated to the media by the county POI announcing the location, operational hours and items available at the reception center, as well as who is eligible to receive the items.

As much as possible municipalities, civic groups and VOADS will be encouraged to pick up items in bulk for distribution at other locations within the county. The reception point (warehouse) will, however, be capable of issuing supplies directly to citizens on an individual basis.

The Florence County Sheriff’s Office will provide necessary security at the distribution points.

The ESF 7 Primary agency will be responsible for ordering, purchasing or renting equipment necessary to run the reception point.

If it is deemed necessary by the EM Director that additional distribution points are needed, the EM Director will work with the ESF 7 Primary agency as well as ESF 1 (Transportation) and ESF 4 (Fire Fighting) to find vehicles and drivers necessary to move the relief supplies from the reception point to identified distribution points within the county.

Recovery items leftover after the reception and distribution points end operations will be returned to the vendor if possible or they will be incorporated into the county Surplus Property inventory for sale. Any monies generated from the sale of this surplus property will be returned to the county General Fund for specific use in future disaster relief and training programs.

Attachments:

- 1 - Reception Point job positions and duty descriptions
- 2 - Reception Point Equipment list
- 3 - Ice handling guidelines

Attachment 1-Reception Point Job Position and Duty Descriptions

Title	Agency	Duties
CRP Manager	Florence County Treasurer's Office	<ol style="list-style-type: none"> 1. Reports to the County Emergency Operations Center 2. Responsible for direct supervision of all CRP & CDP staff. 3. Assures all duties and responsibilities are fulfilled. 4. Responsible for safe operation of CRP.
Reception Coordinator	Florence County Treasurer's Office	<ol style="list-style-type: none"> 1. Reports to CRP Manager. 2. Responsible for direct supervision of all reception staff. 3. Responsible for off load and staging of supplies. 4. Responsible for proper handling & storage of supplies. 5. Reports supplies status to CRP Manager. 6. Orders more supplies when necessary 7. Supervises forklift operators.
Distribution Coordinator	Florence County Treasurer's Office	<ol style="list-style-type: none"> 1. Reports to CRP Manager. 2. Responsible for direct supervision of all distribution staff. 3. Responsible for distribution of supplies to citizens. 4. Reports supplies status to CRP Manager. 5. Orders more supplies when necessary.
Inventory Clerk	Florence County Treasurer's Office	<ol style="list-style-type: none"> 1. Provide assistance to CRP Manager. 2. Documents receiving, shipping and transfers of supplies and equipment. 3. Provide filing for paper copies of all transactions. 4. Tracks number of people/families served. 5. Serves as administrative assistant.
Fork Lift Operator	<i>Identify the agency responsible for this job assignment</i>	<ol style="list-style-type: none"> 1. Load, unload and move inventory items and supplies. 2. Operate forklift in a safe manor as directed by safety standards. 3. Assist with setup of County Receiving Point. 4. Assist with other duties as assigned.
CRP Helper (2 Positions)	Florence County Treasurer's Office	<ol style="list-style-type: none"> 1. Report to CRP Coordinator. 2. Assist with counting and putting up of received supplies 3. Assist v₁ setup of County Receiving Point. 4. Assist with other duties as assigned.
Security Supervisor	Florence County Sheriff's Office	<ol style="list-style-type: none"> 1. Provide Security for CRP. 2. Supervises inmate/work camp labor force. 3. Patrols CRP to ensure order and discourage chaos.

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Distribution Section Leaders	Florence County Treasurer's Office	<ol style="list-style-type: none"> 1. Supervise section assigned (i.e. Food, Ice/Water, Building Supplies, etc.). 2. Supervise assigned helpers to ensure orderly delivery of relief supplies to the public. 3. Reports shortages/overages to CDP manager. 4. Ensures order in assigned distribution area.
Distribution Section Helpers		<ol style="list-style-type: none"> 1. Assist in orderly delivery of relief supplies to the public in assigned distribution area. 2. Assist in other areas as assigned. 3. Assist with other duties as assigned.

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Attachment 2- Reception Point Equipment List

ITEM	UNIT	QUANTITY	SUPPLIER	COMMENT
Forklift (5000 # capacity)	EA	1		Rent
Pallet Jack	EA	2		Rent
Pallets	EA	50		Purchase
Laptop Computer	EA	1	EMD	
Copier	EA	1		Rent
Fax Machine	EA	1		Purchase
Radios	EA	2	EMD	
Office Supplies				Purchase
Table 8 Foot	EA	4		Purchase
File Boxes	EA	4		Purchase
Folding Chairs	EA	4		Purchase
Rope	FT	200		Purchase
Trash Cans	EA	4		Purchase
Brooms	EA	2		Purchase
Mops	EA	2		Purchase
Gloves	PR	10		Purchase
Hand Tools	SET	1		Purchase
Boxes (Different Sizes)	EA	100		Purchase
Hard Hats/Safety Glasses	EA	20		Purchase
Electric Extension Cords	EA	4		Purchase
Flashlights	EA	5		Purchase
Batteries	EA	20		Purchase
Dock Plate (10,000lb.)	EA	1		Rent
Fuel for Forklift and other operations equipment			County fuel truck or contract company	
Emergency electrical power for site (Generators) and lights	EA	1		Rent
Dumpster	EA	1		Rent
Port-A-Johns	EA	2		Rent
Directional Signage	SET	1	EMD	

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Attachment 3--ICE HANDLING GUIDELINES

Ice is not a life sustaining resource, but it can alleviate some suffering and will assist in rebuilding the overall welfare of disaster victims. Ice must be handled in a sanitary manner and care should be used in storage, handling and distribution.

Ice is packaged in a variety of ways, with the most common an 8 or 10 pound plastic bag. Frozen or refrigerated storage is preferred, but large amounts of ice can be stored temporarily without refrigeration.

I. Refrigerated Storage

- A. Refrigerated or freezer trailers may be available for lease or rent. Most trailers are equipped with onboard generators and fuel tanks to allow self-contained operation. For extended periods of time, arrangements for fueling must be made. Consider drainage for runoff to prevent accumulation of water and mud in a traffic or work area.
- B. Ice distributors may be able to supply commercial freezers to maintain supplies of ice. Operating commercial freezers requires commercial or generator power.
- C. Distribution point may be located at a facility equipped with a commercial freezer, such as an abandoned restaurant or grocery store. This would also require commercial power.

II. Non Refrigerated Storage

- A. Ice stored in a pile will maintain a solid state for several hours. Place a tarp or plastic sheeting on the ground and stack ice. Ensure sanitary conditions as much as possible. Plywood or foam board can also be use as a base for the pile.
- B. Ice pile should be maintained in a shady area under a canopy of trees, a tent, awning, or other type shelter.
- C. Cover ice pile with sheeting or tarp.
- D. Consider drainage for runoff to prevent accumulation of water and mud in traffic or work area. There will be more runoff from piled ice than refrigerated ice. Locate ice pile on an incline when possible and near storm drains to prevent pooling.