



Draper City Comprehensive Emergency Management Plan

Logistics Annex | January 2026

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1. PROMULGATION

Transmitted herewith is the Draper City Comprehensive Emergency Management Plan (CEMP). The CEMP was developed through the collaborative efforts of Draper City Fire Department Emergency Management (EM) and stakeholders from Draper City departments, municipalities, Salt Lake County Emergency Management, and the Utah Division of Emergency Management (DEM).

EM appreciates the cooperation and support from all stakeholders that contributed to the development of the CEMP. EM, Draper City departments, and supporting municipal, County and State organizations listed in this plan will review the CEMP for accuracy on a periodic basis.

The CEMP and its supporting documents supersede any previous Emergency Management plan and have been approved for implementation by:

<i>N. Roble</i>	Emergency Manager	01/07/2026
Name	Position	Date

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4. INTRODUCTION

The Logistics Annex is a support document to the Draper City Comprehensive Emergency Management Plan and is designed to be used during the response and recovery phases of an emergency incident. This Annex is designed to be scalable and used during incidents with minimal to extensive operations. While it is difficult to accurately predict the location, frequency, and scale of an emergency or disaster, it is possible to plan for the coordinated distribution of supply and equipment to responders and the public during such incidents.

4.1 Purpose

The information in this Annex reflects Draper City's procedures and assigned responsibilities for the logistical coordination of supply and equipment distribution. To minimize duplication of efforts, this Logistics Annex covers key areas such as: supply and equipment delivery and Points of Distribution (PODs). Logistics management describes the processes by which resources are delivered to field sites for distribution to emergency responders and the general public. These resources often flow through distribution operational components such as responder drop points, and PODs. This strategy underlies the processes, responsibilities, and concepts required to utilize these components for timely and accurate distribution. The Logistics Annex identifies specific options available to manage these processes at all operational levels, including the coordination of supply and equipment requests among entities in the field and within the Draper City Emergency Operations Center.

It is the policy of Draper City Emergency Management 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, Draper City has developed the Draper City Logistics Plan.

4.2 Scope

This Logistics Annex establishes policies and procedures, by which Draper City will coordinate the proper management of resources to effectively respond to an emergency or disaster. This annex describes how Draper City Government will coordinate post-disaster logistics operations including:

- Assessing and procuring needed supplies
- Staging and or warehousing supplies
- Distributing supplies
- Ordering, processing, and transportation of supplies to the Points of Distribution (PODs)

This plan addresses the need for a multi-jurisdictional approach when coordinating logistics operations after a major disaster that would affect Draper City as a whole.

4.3 Mission

To meet the basic human needs of disaster citizens in Draper City that sustains life, health, and sanitation needs through the distribution of resources by the PODs and local non-government organizations (NGOs).

5. SITUATION AND ASSUMPTIONS

5.1 Situation

Draper City may experience a major emergency or disaster such as a tornado, flooding, major hazardous materials spill, wildfire, countywide blizzard, or 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.

Draper City may be required to provide limited life sustaining relief supplies to damaged communities. The local community where POD sites are located will be needed to manage the logistical operations. Staging sites, Local Primary Receiving Facilities (LPRF) and POD sites may be needed to implement large logistics operations. Local, County, State and non-government organizations (NGOs) mutual aid agreements are currently in place for these types of emergencies.

Draper City does not currently have a stockpile of disaster supplies in place. However, Draper City has a disaster response and recovery services MOU in place to provide professional services and logistical support. The Resource Unit Leader will coordinate requests with the agency representative in the Emergency Operations Center (EOC).

5.2 Assumptions

The following planning assumptions were considered in the development and execution of the base plan.

1. Organized resource management activities will enhance response and recovery operations.
2. Vital infrastructure such as potable water supplies, electrical power, natural gas, and sewer services could be compromised. Re-establishment of these vital resources will be critical.
3. Resources will not be available in a reasonable amount of time; normal retail supply routes will be interrupted.
4. Transportation of supply and equipment to affected areas may be interrupted due to damage to roads, bridges, airports, and other transportation means.
5. Draper City will exhaust local resources by means of mutual aid or contracts before requesting resources from the County.

6. Response agencies will sustain themselves during the first 24 hours of an emergency.
7. Households and businesses located in the area directly affected by the emergency will sustain themselves during the first 96 hours of the incident. Evacuees located in an American Red Cross shelter will receive necessary life sustaining services while in the facility.
8. There is a potential for donations, given any emergency, even a forecast emergency, which generates sustained media coverage.
9. Performance of the resource management function will depend on the availability of a large pool of volunteers. Offers of help will be received.
10. A disaster of significance will likely require mutual aid from other Cities, County, State and Federal resources.
11. The management and logistics of supply and equipment delivery and distribution is highly situational and is dependent upon flexibility and adaptability.

6. CONCEPT OF OPERATIONS

6.1 General Policies

Disaster impacted citizens will take precedence in the allocation of resources. The Logistics & Recovery Coordinator in consultation with the EOC Manager or a designated official in the EOC will set specific priorities. Response agencies will sustain themselves during the first 24 hours of an emergency. 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.

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.

6.2 Sequence of Activities

6.2.1 Notification

Inform Salt Lake County EM, and all local 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.

6.2.2 Mobilizations

Resource Unit Leader activates the resource management function.

6.2.3 Response

6.2.3.1 Determining needs

- a) All departments/agencies and jurisdictions are tasked to report to the Resource Unit Leader when they are unable to acquire any emergency resources through their own channels.
- b) Below are the basic requirements when requesting resources through the Resource Unit Leader via the WebEOC application:
 - *WHAT* is needed and *WHY*? Be as specific as possible since different items might work as well or better and be readily available. (See *National Resource Typing Protocol & the Department of Homeland Security (DHS) Schedule of Equipment Rates*)
 - *HOW MUCH* is needed?
 - *WHO* needs it?
 - *WHERE* is it needed?
 - *WHEN* is it needed?
- c) Prioritize needs on an ongoing basis. Priority levels are as follows:
 - Top Priority - need relates to the immediate safety of life.
 - Priority - need relates to the immediate safety of property.
 - Low Priority - need that can be addressed later.

6.2.3.2 Obtaining supplies

- a) **Notification of suppliers:** The Resource Unit Leader shall notify the response and recovery contractor and the suppliers with whom contracts exist. The Resource Unit Leader will also verify the availability of resources and reserve any critical resources.
- b) **Evaluation of requests against known supplies:** Upon receipt of a request, the Resource Unit Leader 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 Resource Unit Leader contacts the supplier, confirms transportation responsibilities and provides necessary information (e.g., to pass checkpoints), local warehouse/staging site of the incoming resource or of the need to pick it up and its priority. If the needed resource is not listed among prearranged supplies, the next step is to contact the Voluntary Organizations Active in Disaster (VOAD) representative 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 SLCo Emergency Management via WebEOC.
- c) **Procurement and Hiring:** When requests are of top priority an expedited procurement or hiring process may be used, in coordination with the Finance/Administration Section Chief.

- d) **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 to see if the goods in question are available. The VOAD will manage receiving and distributing all donated goods.

Maintaining financial and legal accountability

The Finance/Admin Section Chief shall keep the Logistics & Recovery Coordinator and the Resource Unit Leader aware of their authorized budget, log and process transactions, and track Accounts. They must also secure access to more funding as necessary and feasible. The Legal Advisor shall keep them aware of their legal obligations – and of any special powers granted by law to expedite their tasks.

6.2.3.3 Activating and operating key facilities

The Resource Unit Leader shall determine what facilities (e.g., PODs, checkpoints, and warehouses) will be required to handle the flow of resources into and through the county.

6.2.3.4 Traffic control

The Resource Unit Leader shall ensure that high priority resources are dispatched quickly to where they need to be. Unnecessary traffic should be held back or rerouted.

6.2.3.5 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 Resource Unit Leader will work with ESF 1 in the EOC to arrange transportation.

6.2.3.6 Reporting and coordination

The Resource Unit Leader 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 Resource Unit Leader to track location of resources and timeliness of delivery.

6.2.4 Demobilization

When needs have largely been met, the crisis subsides, and the community can begin to function in its normal, day-to-day mode, the resource management function will address five areas.

6.2.4.1 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.

6.2.4.2 Stand down

Facilities and staff should be deactivated as soon as it is feasible. All reports and documentation must be filed with the Resource Unit Leader before the official closeout.

6.2.4.3 Financial settlement

Draper City 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.

6.2.4.4 Notification

Once the demobilization has begun, the Resource Unit Leader will coordinate with the local non-profit organizations and the local VOAD to support the remaining areas of need.

6.3 Coordination with Voluntary Agencies

The Resource Unit Leader will coordinate resource donations from voluntary agencies and the local VOAD. All civilian volunteer labor must report to the Volunteer Reception Center for processing and will then be assigned a supervisor. The VOAD will coordinate the receiving and distribution of all donated goods.

6.4 Local, State, and Federal Coordination

The Logistics & Recovery Coordinator shall maintain communications of logistical concern with the EOC through ESF 7.

Once all local resources have been exhausted, the Resource Unit Leader shall request County resources through the SLCo ECC by entering a request into WebEOC.

7. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

7.1 Draper City Emergency Management

- Provide for EOC activation readiness and coordination responsibilities.

- Coordinate the release of public information regarding the closure of POD sites.
- Coordinate and integrate overall Draper City efforts associated with POD operations.
- Oversee POD function at the EOC.
- Oversee distribution of commodities at PODs

7.2 Resource Unit Leader

- This position shall report to the Plans Section Chief and coordinate with the Logistics and Operations Section as necessary. RESL will also support Finance as Check-In Status Recorder for resources.
- Coordinates with the EOC Manager and key organizations' representatives in the EOC regarding needs and priorities for meeting them.
- During the emergency, monitors potential resource shortages in the county and advises the EOC Manager on the need for action.
- Maintain accountability and current inventory of all incoming and outgoing resources.
- Maintain inventory of supplies and equipment.
- Determines the need for and directs activation of facilities necessary for the coordinated reception, storage, and physical distribution of resources.
- Arranges for workspace and other support needs required for resource management staff.
- Recruits personnel to meet emergency staffing needs.

7.3 POD Manager

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

7.4 Law Enforcement

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

7.5 Joint Information Center (JIC)

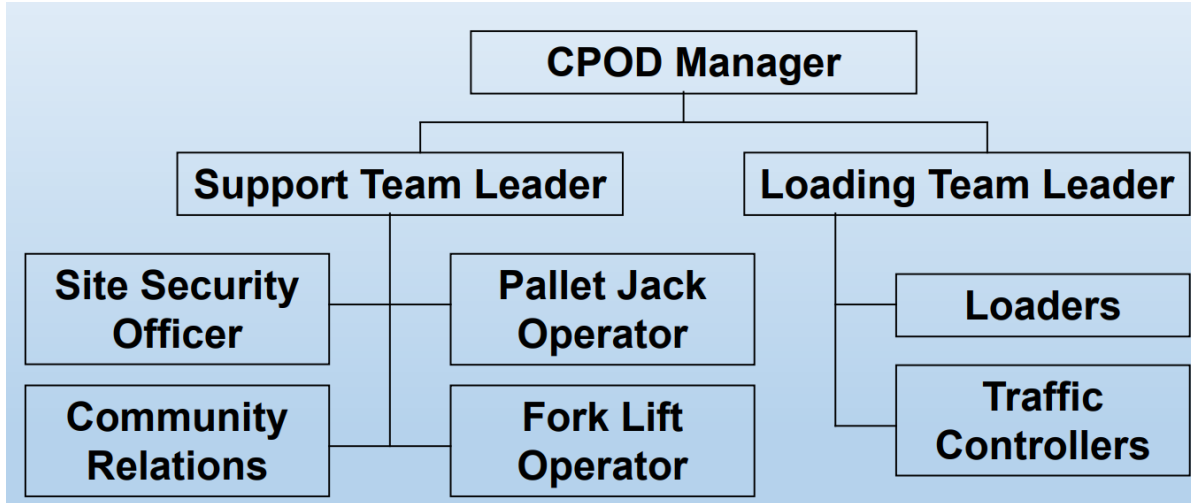
The local EM PIO, who serves as the JIC manager, will notify the public when the PODs are open and what locations are available. When downsizing or closing a POD operation, 24-hour notice will be given to the public and information will be sent out concerning the location of additional resources available. 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 Draper City website and the information shared on the Draper City Information Line.

7.6 All Agencies

- Provide staff knowledgeable in a particular resource category to work with Resource Unit Leader.
- Provide updated emergency resource listings on a regular basis or as requested by Logistics & Recovery.
- Make personnel/resources available as needed in an emergency.

7.7 Organizational Chart

Figure 1: Organizational Chart



8. ADMINISTRATION AND LOGISTICS

Each department is required to have documented internal administrative procedures in place to track financial costs related specifically to the response and/or recovery of an incident. These procedures must include tracking all expenditures specifically related to the incident, including personnel costs such as straight and overtime payroll costs related specifically to the incident. Departments are also required to document internal administrative procedures for requesting, fulfilling and tracking resource requests. Each department is responsible for the tracking of their own resources, including the tracking of personnel. If an incident meets designated thresholds for Proclamation or Declaration of a State and/or Federal Emergency or Disaster, the Department of the Chief Financial Officer (CFO), acting as the Draper City Authorized Agent, will develop a method for collecting financial documentation from departments as needed for submission as part of the Draper City reimbursement application process.

8.1 Administration

- All records and reports are found at ESF 7 in the EOC.
- All forms should be filled out completely and forwarded to the appropriate ESF.
- All funds appropriated shall be solely for the use of incident response and recovery. Any remaining funds are to be returned to the local Treasurer or to the proper line item in the Draper City budget as determined by the Chief Financial Officer (CFO). Contingency funds are available when authorized by the Draper City Manager.
- The Draper City Logistics Chief, Procurement Director, CFO or Attorney must approve emergency procurement of resources.

8.2 Logistics

8.2.1 Staffing

- The staff needed to perform POD resource management function will consist of the Resource Unit Leader, Local Primary Receiving Facility (LPRF) and the POD Manager.
- All PODs will be staffed with pre-identified city and/or county staff serving as POD Managers and other city and/or county staff. The Logistics Section Chief with approval of the Human Resources Department, will initiate the mandatory duty of Draper City staff.

- The augmentation of a staffing shortfall in Logistics shall be the reassignment of city and/or county personnel, aid from other jurisdictions, area volunteers or contracted support.

8.2.2 Facilities

- Basic Resource Management activities will be conducted at the EOC.
- The Logistical Staging Area 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.
- All warehouse and staging operations will be determined at the time of incident.
- The VOAD partners will locate and secure donation coordination centers in coordination with Draper Emergency Manager.
- 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:

Galena Hills Park East Lot, 12500 S 550 W, Draper, UT, 84020

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

8.2.3 Communication

The number of telephone lines, fax machines, and other standard equipment required will depend on the size of Logistics operations. 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 Logistics and POD personnel. ESF 2 will be responsible for all computer needs, maintenance and set up during activation.

- **Office Equipment and Supplies**
All available office equipment and supplies shall first be used. When the municipal supply has been exhausted, supplies and equipment will then be obtained through local retailers or through pre-arranged contracts.
- **Forms**
The EOC will supply pre-printed forms to be copied by the emergency response group for their use if the computer network system is not available.
- **Transportation**

The Resource Unit Leader or designee will oversee transportation of all resources to their designated locations.

9. ANNEX MAINTENANCE

Draper City EM 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 Draper City CEMP.

10. CONCEPT OF OPERATIONS

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

- ICS and the Draper City CEMP will be followed.
- All existing agency or departmental operating guidelines (unless modified by the Chief Elected Official or EOC Manager).
- All on duty personnel to remain on duty until properly relieved of duty; off-duty personnel will return to work in accordance with agency or departmental standard operating procedures or guidelines established by the EOC Manager.
- Operational periods established by the EOC Manager (may be extended to 12 hours for the duration of the event to meet response requirements).
- PODs will be open to the public for 12 hours per day.
- Citizens will drive through a POD and be served without leaving their vehicles.
- 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.
- Initial distribution must be limited to the following in the first 72-hour period of operations:
 - One (1) Gallon of water per person, per day (3.79 liters)
 - One (1) Bag of ice per person, per day (8 lb. Bag)
 - Two (2) MREs per person, per day
 - One (1) 20 X 25 Tarp each (if available)

10.1 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. Draper City and the participating jurisdictions have pre-

identified sites for PODs. The amount of debris will also play into the location of a POD. Once a disaster or emergency has occurred, the pre-identified sites will be evaluated for safety, accessibility, functionality and needs in the area.

A method for determining the number and 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.

10.1.2 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.

- One (1) 96 gal. trash can, wheeled (for storage of the kit)
- Sixteen (16) pairs of leather work gloves
- Four (4) rolls of duct tape
- Nineteen (19) battery-powered (D-cell) flashlights
- Nineteen (19) reflective safety vests
- One (1) First Aid Kit
- Twelve (12) 36ll, reflective traffic cones
- Sixteen (16) safety hard hats
- Thirty (30) orange or red glow sticks
- Thirty-six (36) D-cell, batteries
- Eight (8) medium back support belts or vests
- Eight (8) large back support belts or vests
- One (1) 5 lb. fire extinguisher

In addition to the resources available in the POD Kit, the site will need, *at a minimum*, a dumpster, portable restroom, break area, and light set. These will provide support for the staff and allow safer working condition

10.2 Activation Phase:

- POD Operations may be activated at any time designated by the Logistics Section; however, EM or the Resource Unit Leader may also activate POD sites as needed.
- Respond to the POD site.
- Identify yourself and position within the operation.

- Review the POD 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.
- Procedural instructions for obtaining additional supplies, services, and personnel.
- Identification of operational period work shifts.
- Open and maintain a Position Log in WebEOC and 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.
 - POD personnel, time on duty, and assignments.
- Begin staging loads of resources received through activated existing contract purchases and/or emergency purchases.

10.3 Operational Phase

- Ensure the POD 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. 12-hour shifts will run from 7 AM to 7 PM and 7 PM to 7 AM.
- Monitor the emergency/disaster.
- Schedule 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.
- Provide periodic status reports through to the Resource Unit Leader.
- 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.

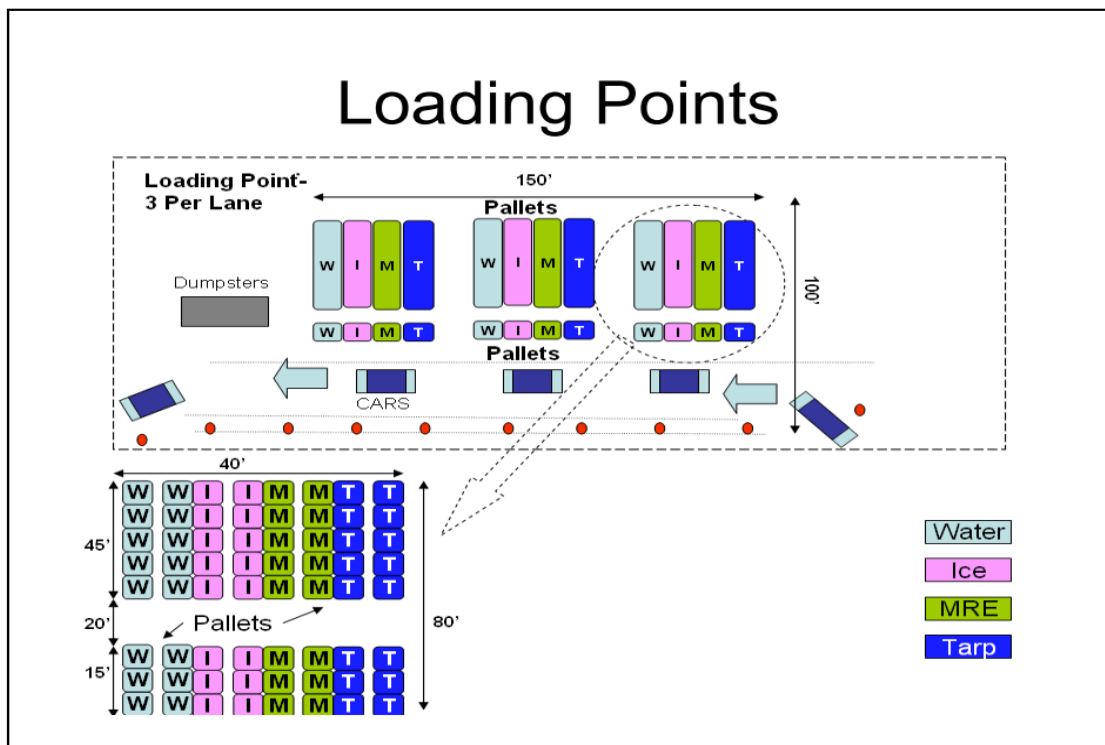
- If approached, refer all media to the County and/or Draper City JIC at the EOC as determined by the EOC Manager.
- Ensure all personnel and equipment time records are provided to the Resource Unit Leader at the end of each operational period.
- Ensure a record of expendable materials used is provided to the Resource Unit Leader 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 Resource Unit Leader at the end of each shift on resources and support concerns of the POD, 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 Logistics Section that should be passed to other EOC sections or to the public.
- 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 (1) person for water.
 - One (1) person for ice.
 - One (1) 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 Annex 8.2.3):
 - 2 or 3 bags of ice.
 - 1 case of water (9-12 liters)
 - 6 MREs
 - 1 tarp
- Provide periodic status reports to the Resource Unit Leader.
- Ensure all resources are tracked and accounted for using the provided tracking sheets and turned into the POD Manager Supervisor at the end of each operational period. (See Attachment 4).
- If approached, refer all media to the PIO.
- 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 POD Manager and Resource Unit Leader at the end of each operational period.
- Ensure the site is clean and prepped for daytime distribution operations.

10.3.1 POD Model and Loading Point

- Re-stocking of all PODs will primarily be at night (while the POD is closed to the public).
- Ice will be stacked no higher than four (4) feet and be covered by a white canopy to prevent further melting.
- 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 Figure 2).

Figure 2: Loading Point Diagram

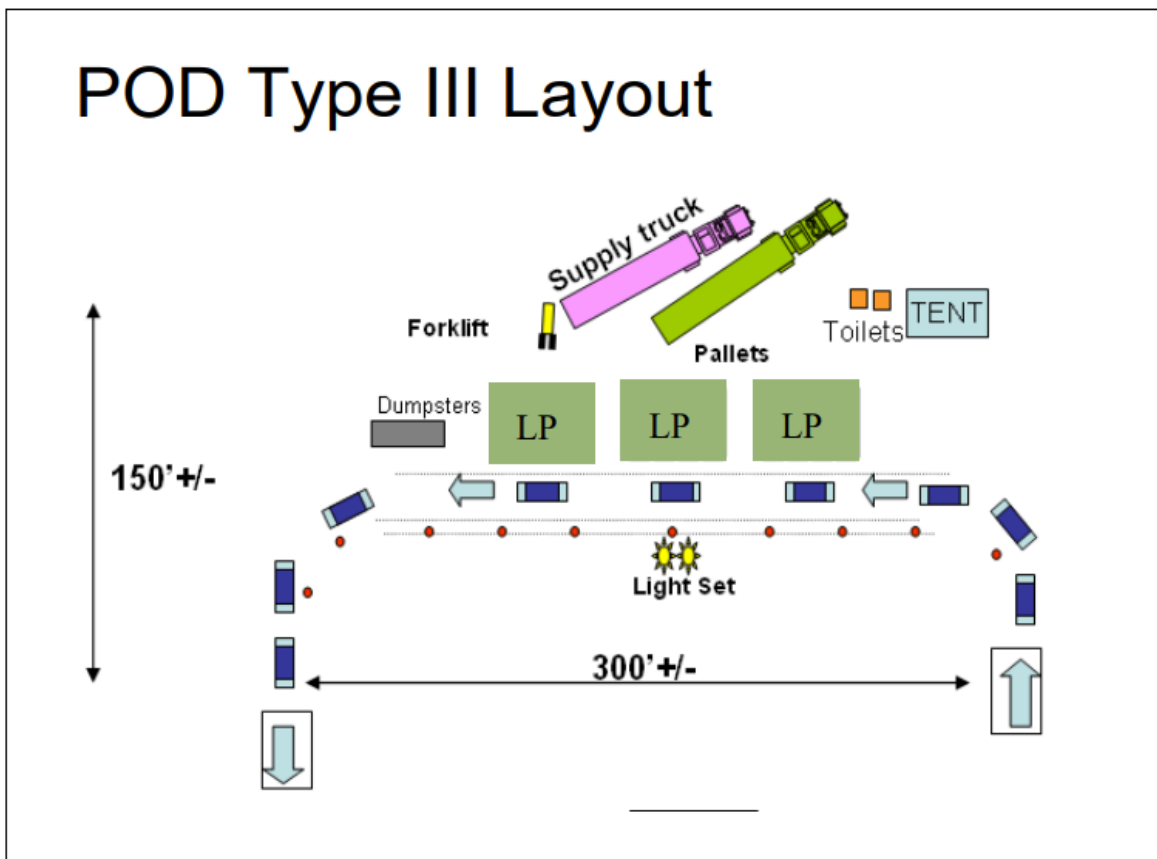


10.3.2 Types of PODs and Layouts

Draper City will use Type III PODs depending on the magnitude of the disaster and the needs of the citizens. The PODs are typed according to the U.S. Army Corps of Engineers Local Distribution Point Planning for Commodities guidance.

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. A Type III POD is 150 feet by 300 feet and requires a staff of 19 per day and 4 per night (see Figure 5).

Figure 5: Type III - Distribution Point Diagram



10.4 Deactivation Phase

The need for a POD is based on a lack of infrastructure (roadways, power, water) to support normal distribution of food, water, or other supplies. Once the local infrastructure starts coming back, close your POD. For example, if your POD is in the parking lot of a grocery store, once the electricity and roadways are back to working order and the store begins receiving stock, you don't want to interfere with their operation. The community can begin to support itself again.

Local Emergency Management will let the POD manager know when it is time to close the POD. EM has the overall picture of the community and can best judge when recovery has reached a point that the community can sustain itself. EM can close all PODs or only those at specific sites. It is important to remember that even if PODs are closing in nearby locations, yours may need to remain open a bit longer. Infrastructure restoration may be more difficult in some areas than in others.

- A POD may be closed at any time designated by the Draper City Manager; however, the Draper City Fire Chief, Draper City Police Chief, and the EOC Manager may also close a POD as deemed fit.
- Ensure all required forms or reports are completed and turned into the POD Manager. The POD Manager will report to the Resource Unit leader prior release and departure.
- Inventory stock of supplies.
- Contact the Resource Unit Leader in the EOC to arrange transportation for the remaining stock to be sent to the LPRF.
- Conduct debriefs on how the POD operation could be improved.
- Deactivate the POD and close out logs when authorized by the Resource Unit Leader.
- Leave forwarding contact information where personnel can be reached.
- The Draper City JIC will send out information for citizens to receive more help.

11. APPENDICES

- 11.1 Pre-Emergency Operations Checklist
- 11.2 Commodities Planning Factors & Models
- 11.3 Response Operations Checklist
- 11.4 Recovery Operations Checklist
- 11.5 Operational POD SOP

11.1 Appendix: Pre-Emergency Operations Checklist

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

11.2 Appendix: Commodities Planning Factors & Models

11.2.1 Planning Factors

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.

11.2.2 General Information

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

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 per pallet
212 Trucks = 1 million gal

MREs: 2 MREs per person per day
21,744 MREs per truckload
12 MREs per case, 1,812 cases per truck
46 truckloads = 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'

11.2.3 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
- One truckload of ice and water will serve 1,660 vehicles or about 5000 people.
- One truckload of MREs will serve 3,624 vehicles or about 10,000 people
- One 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 (One (1) for water, One (1) for ice, and One (1) for MREs/tarps) that load these items into the vehicle as it stops in front of their position
- 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 $1,680 \times 3 = 5,000$ people can be served using a Type III POD.

11.3 Appendix C: Response Operations Checklist

- Activate Logistics personnel.
- Continue to train assigned Logistics 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.

11.4 Appendix 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.

11.5 Appendix E: Operational POD SOP

11.5.1 PURPOSE

This SOP contains detailed information relating to Draper City PODs, assigns specific procedures and responsibilities for establishing and operating a POD during an activation of the Draper City 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.

11.5.2 ASSUMPTIONS

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.

- The activated POD should be operational within 24 hours of a disaster or emergency affecting the jurisdiction.
- The POD, once activated, may remain operational for the duration of an event.
- The number of PODs activated will be based on the size of the disaster and the needs of the affected communities.

11.5.3 POD STAFF ACTIVATION

- **When to Activate:** The PODs may be activated within 24 hours of a disaster/emergency or upon the order of the EOC Manager or other authorized official.
- **Where to Report:** The Draper City EOC at *1020 S. Pioneer Road, Draper, UT, 8402*.
- **When to Report:** Appropriate staff will report when directed by proper authority.

11.5.4 ROLES AND RESPONSIBILITIES

11.5.4.1 POD Manager

The POD Manager has overall responsibility for the safe operation of the POD. This includes all staff and resources on site throughout the activation. The POD Manager reports to local EM for guidance and information. The POD Manager is also the primary safety officer and ensures all operations are conducted in a safe manner for the staff and the POD customers.

11.5.4.2 Safety Officer

The Safety Officer is responsible for monitoring and assessing hazards and unsafe situations when developing measures that assure personnel and equipment safety and 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 POD Manager. Other responsibilities include:

- Establish system to monitor activities for hazards and risks. Take preventative action.
- Place hazards and risks in priority for corrective actions.
- Establish procedures to meet Occupational Safety and Health Administration (OSHA) standards for handling and palletizing hazardous materials.
- Present safety briefing at the POD.

11.5.4.3 Recorder

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

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

11.5.4.4 Site Security Officer

The Site Security Officer is responsible for securing the POD site and ensuring/maintaining good order. The Site Security Officer will be the primary staff member that will work with angered or agitated customers. The Site Security Officer should be a law enforcement officer or an individual trained in security operations.

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

- Ensure all warehouse staff have the proper credentials.
- Ensure order around the grounds of the warehouse.
- Coordinate security of the site with other law enforcement agencies.

11.5.4.5 Labor Team Leader

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

- Maintain a clean and safe work area.
- Assembles boxes, pallets, and other packages for packing resources.
- Ensures all packed items are labeled and identifiable and that a copy of the order form is attached to the packaged materials awaiting deployment.
- Loading of supplies into customer vehicles
- Ensuring Loading Line has adequate supplies.
- Coordinating the staff sustainment and care including:
 - Restrooms
 - Rest Areas
 - Feeding
 - Shift Schedules
- Oversees site security and coordinates with local law enforcement for assistance.
- Assists other functional areas as assigned.

11.5.4.6 Laborers

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

- Maintain a clean and safe work area.
- Assembles boxes, pallets, and other packages for packing resources.
- Ensures all packed items are labeled and identifiable and that a copy of the order form is attached to the packaged materials awaiting deployment.
- Loading set quantities of supplies into customer vehicles
- Coordinate with the Support Team for resupply of the Loading Line.
- Assists other functional areas as assigned.

11.5.4.7 Forklift Operator

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

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

- Manages the movement of pallets to and from the resupply vehicle(s). This includes resupplying the loading line.

11.5.4.8 Community Relations Staff

The Community Relations staff serves as the central point of contact for media and public relations on the site. The Community Relations staff works with Draper City Public Information Officer (PIO) to distribute public information (flyers, handouts etc.). In order to ensure a common message across the jurisdiction and other PODs, all questions from the media must be directed to that PIO. Additionally, the media must be directed to not interfere with ongoing POD operations, such as stopping or disrupting traffic flowing in and out of the POD site.

Additionally, the Community Relations staff will provide information from Draper City's PIO to the C-POD customers. The information may be verbal or through handout flyers and will follow the accessibility guidelines established in the Citywide ADA Guidance -Inclusionary, Accessible Messaging and Effective Communication. The POD Manager should work closely with the Community Relations staff to ensure correct messages are being provided.

Attachment 1: Sample POD Site Setup Checklist

POD SITE SETUP CHECKLIST				
POD Manager:				
Location:		Yes	No	Remarks
1	Team members arrived			
2	Site hazard assessment complete			
3	Communications established with EOC			
4	Inspect POD Kit			
5	Determine the location of the Supply, Loading, and Vehicle lines			
6	Establish the port-a-potty location			
7	Establish the dumpster location			
8	Establish the break area location			
9	Set up traffic cones around the vehicle line			
10	Ensure supply trucks can enter and exit			
11	Assign staffing positions			
12	Distribute PPE			
13	Conduct a safety briefing			
14	Determine signage locations			
15	Receive port-a-potties			
16	Receive dumpster			
17	Receive pallet jack			
18	Receive first supply			
19	Notify EOC that the POD is ready for opening			
20	Put up signage			
21	Open POD			
22	Notify EOC that the POD is open			
POD Manager Initials:		Other Remarks:		
Date and Time Complete:				

Attachment 2: List of POD Sites

	SITE NAME	ADDRESS
1	Andy Ballard Arena	1600 E. Highland Drive, Draper, UT, 84020
2	Corner Canyon High	12943 S 700 E, Draper, UT, 84020
3	Draper Elementary	1080 E 12660 S, Draper, UT, 84020
4	Draper City Splash Pad	150 E 13400 S, Draper, UT, 84020
5	Draper Recreation Center	657 E. Vestry Road, Draper, UT, 84020
6	Galena Hills Park W Lot	12500 S 550 W, Draper, UT, 84020
7	Galena Hills Park E Lot	12500 S 550 W, Draper, UT, 84020
8	Southfork Park	14125 S. Bangerter Parkway, Draper, UT, 84020
9	South Mountain Golf Course	1247 E. Rambling Road, Draper, UT, 84020
10	Summit Academy	1285 E 13200 S, Draper, UT, 84020
11	Willow Springs Elementary	13288 S. Lone Rock Drive, Draper, UT, 84020

Attachment 3: Sample Equipment Inventory Form

Sample Equipment Inventory Form

- Keep complete list of equipment on site
- Provides a quick reference when closing the POD and returning equipment.
- Report to RESL (Resource Unit Leader)

DATE	TYPES OF EQUIPMENT	SERIAL NUMBER	CONDITION	OWNER NAME (COMPANY, JURISDICTION)	LOCATION

Attachment 4: Sample Supply Inventory Form

POD Supply Inventory Form

- Use daily for inventory tracking
- Provide to Plans Section/EOC Manager at end of shift

Date	Time	Truck #	Mission #	Type Of Supply	Qty Rec	Qty Dist.	Bal On Hand

Attachment 5: Sample POD Demobilization Checklist

POD SITE DEMOBILIZATION CHECKLIST				
POD Manager:				
Location:		Yes	No	Remarks
1	Conduct final inventory of all commodities			
2	Reconcile distributed vs. remaining supplies			
3	Report inventory and equipment to EOC			
4	Prepare leftover supplies for return transport			
5	Store or return unused POD kit materials			
6	Ensure all staff sign out on ICS 211			
7	Collect all paperwork			
8	Submit documentation to POD Manager			
9	Conduct debriefing with all staff			
10	Ensure all injuries, incidents, damage reports are completed			
11	Remove all cones, barricades, and signage			
12	Fold tents/canopy and return to storage			
13	Pick-up trash and debris			
14	Conduct final walk-through for hazards/damage			
15	Restore site to pre-POD condition			
16	Confirm equipment return with RESL			
17	Final status update to RESL for EOC			
18	Release staff as appropriate			
19	Secure and close site			
POD Manager Initials:		Other Remarks:		