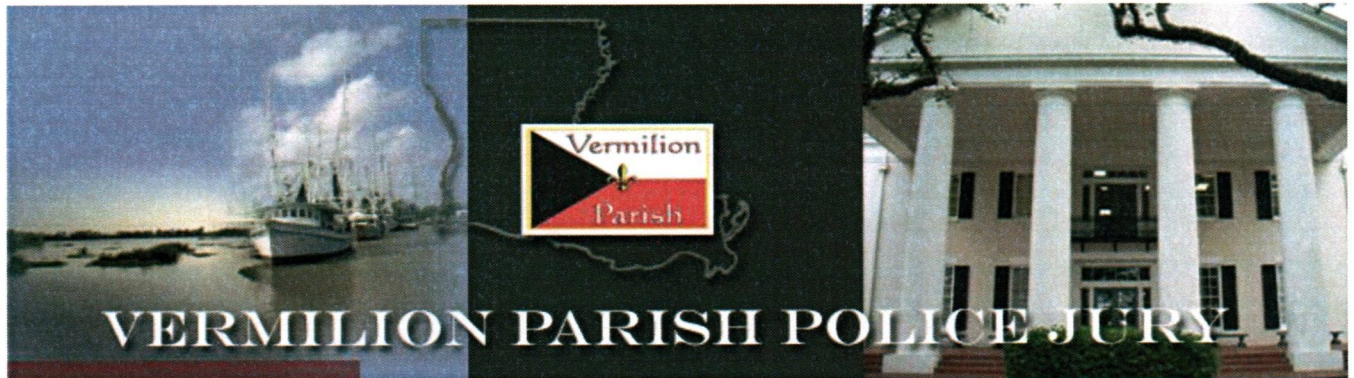


*Vermilion Parish
Office of Homeland Security &
Emergency Preparedness*



MULTI-HAZARD
EMERGENCY OPERATIONS PLAN

ANNEX F
POINT OF DISTRIBUTION

June 2019

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ANNEX F

POINT OF DISTRIBUTION (POD) PLAN

I. PURPOSE

This annex outlines protocols for the initiation and termination of Point of Distribution (POD) sites that could be implemented during a disaster.

Note: This plan does not cover the mass dispensing of medical supplies to the general public. See Annex O – Occupational Point of Dispensing (OPOD) Plan, Appendix 2.

Any disaster can lead to wide spread power outages and the impact of the loss of power ties in directly to the ability of the general public to sustain themselves. The loss of power affects commercial services, including utilities, and lack of commodities for the general public. With respect to Vermilion Parish, hurricanes, flooding and tornados are by far the most common incidents and can have a cascading impact on utilities and basic commodities (food, ice, water and tarps).

II. SITUATION & ASSUMPTIONS

1. Vermilion Parish has a population of 57,999, but experiences an increase in population during disasters with the influx of evacuees.
2. Vermilion Parish is 1,532 square miles, of which 1,174 square miles are comprised of land, and 365 square miles are comprised of water, while also consisting of six incorporated cities/towns, (Erath – 2,144, Abbeville – 12,257, Maurice - 964, Kaplan – 4,600, Gueydan – 1,398 and Delcambre – 1,866) and is subject to a variety of hazards that may affect its population to include: hurricanes, tornados, flooding, thunderstorms, and fire.
3. Upon the detection of a critical incident, the Vermilion Parish Office of Homeland Security and Emergency Preparedness (OHSEP), under the direction of the Parish - President's Office and/or mayor of affected Municipality, will initiative Parish POD site locations to distribute commodities to the general public.
4. Activation of POD sites within the Parish will initially be setup through the State of Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) WebEOC portal to request various commodities.
5. The response effort will be directly portioned to the amount of citizens and business without power or commodities.
6. With temporary generator capabilities now in effect with some of our residents, the duration of POD sites will only decrease.

III. SCOPE OF THIS PLAN

This Plan shall address the ordering, receiving, pre-staging, distribution and storage of mass commodities provided to Vermilion Parish during times of major disasters. Specifically, this

plan shall address WATER, ICE, Meals Ready to Eat (MREs), and TARPS to offset the severity of a disaster.

Note: This plan does not cover the mass dispensing of medical supplies to the general public. See Annex O – Occupational Point of Dispensing (OPOD) Plan, Appendix 2.

IV. PRIMARY CONTACTS

The primary contacts for this plan are the following:

1. Local:

Ronald Menard (or current) – Vermilion Parish

Police Jury President

Phone: (337) 898-4300

Rebecca M. "Becky" Broussard – Vermilion Parish

OHSEP Director

Phone: (337) 898-4308

2. State:

Kevin Davis (or Current) – State of Louisiana

GOHSEP Director

Phone: (225) 925-7500

V. RECOGNITION OF POD NEED

1. Vermilion Parish is able to gauge its predicted needs more accurately by several factors to include:
 - a. Magnitude of storm or incident (extent of power outages)
 - b. Location of storm or incident
 - c. H-Hour Timeline.
2. These factors are monitored closely inside the Vermilion Parish Emergency Operations Center (EOC) prior to the onset of any disaster.
3. POD sites are potentially a critical asset to Vermilion Parish's operations during any disaster, as residents within the Parish will be allowed to access the POD sites that are operational.
4. Due to the extent of damages and disasters that this geographical area is prone to, POD sites are vital to this community to ensure the revitalization and stabilization of Vermilion Parish and the re-entry of its residents through our credentialing protocols.

VI. PRINCIPLE OF SUPPLY AND DISTRIBUTION

1. It is recognized that the flow of commodities is not instantaneous, but is a pipeline effect. Reality is that it takes time and resources to setup public PODs.
2. The majority of the general public in the Parish generally have several days of water, ice and food available to them at their places of residence, due to preparedness planning and public outreach, based on the vulnerability of hazards that are more frequent to this parish.

The need for WATER at POD sites will be correlated to the Vermilion Parish water companies, and its ability to function through a major disaster due to a redundant operating and generator system. Upon notice of system failure from the Vermilion Parish water companies, Vermilion Parish will request WATER through WebEOC and the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP).

3. The need for MRE's at POD sites will be directly related to the operating status of the community grocery stores, and the availability of re-stocking these facilities. The financial condition of the population will sometimes dictate the need for MRE's to bridge the time between the event and the next normal pay day for the residents of Vermilion Parish immediately following a disaster.
4. The need for ICE at POD sites will depend on the parish power outage assessment and the availability for ice distributors to get their product to the suppliers in the community, as well as the suppliers' operating power status. The Office of Homeland Security and Emergency Preparedness (OHSEP) will continue to work closely with Vermilion Parish power companies to determine this need for future disasters.
5. The need for TARPS at POD sites will largely be determined by the severity of widespread damages throughout Vermilion Parish. Damages to residential and commercial properties will mainly influence the need for this particular commodity, concerning how many homes and businesses have structural damage to either the roof or structure itself.
6. A damage assessment will be conducted by Parish Officials immediately following an incident, and the Parish will have statistics to base their commodity requests on.
7. All commodity requests will be requested from the Parish Police Jury President and his elected staff directly and will be inputted via WebEOC by the EOC Staff at the Vermilion Parish EOC.
8. Unfortunately, the public desire for commodities outpaces their actual need, so arrangements for requested commodities will be based on current damages, power outages, water supply, and grocery store status.

VII. PARISH STAGING AREAS

The staging areas utilized for commodity placement is located at two (2) separate facilities, which are included in the Vermilion Parish Critical Infrastructure and Key Resource (CI/KR) facility list:

Both facilities possess large open parking areas for ingress and egress, as well as secure parking. Trucks, forklifts and pallet jacks are available for usage at any point during an incident at either staging area.

For detailed information for equipment assessment at each facility and aerial images, please advise the Office of Homeland Security and Emergency Preparedness.

VIII. PLANNING FACTORS

1. Outlined below are information and common planning factors that will help Parish Officials in coordinating and communicating during the planning and response phases for POD logistics.
2. POD sites must be areas that are paved, concrete, or gravel hard-stand that can withstand loads that are at load limits of national roadways. In addition to the area needed for the trucks, planning must include area for unloading, dumpsters, portalets, proper traffic flow, stockpiles, and ingress/egress access for the distribution to the public.
3. General Commodity Information:
 - a. Ice:
 - 8 lbs (1bag) per person per day
 - 40,000 lbs per truck load
 - 20 Pallets per truck, 2000 lbs per pallet, 250 – 8 lbs bags per pallet, 5000 bags per truck
 - 25 Trucks = 1 million lbs
 - b. 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
 - c. MRE's:
 - 2 MRE's per person per day
 - 21,744 MRE's per truck load
 - 12 MRE's per case, 1812 cases per truck
 - 46 truckloads = 1 million MRE's
 - d. Tarps:
 - 4,400 tarps per truck load
 - Standard tarp size = 20' x 25'
4. Distribution Point Planning:

The following are assumptions used for distribution planning:

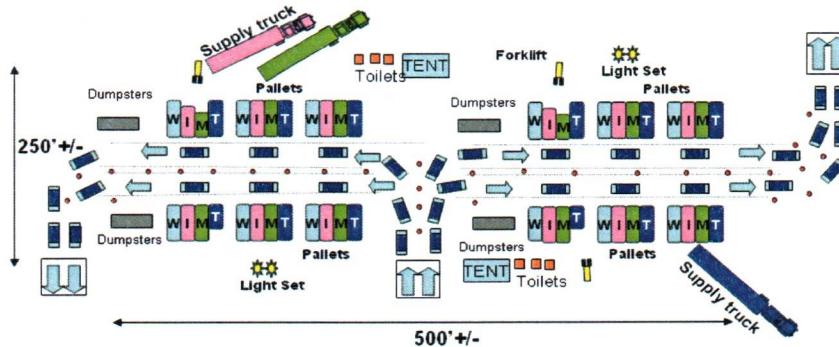
 - a. Citizens will drive through a POD site and be served without leaving their vehicles.
 - b. Each car represents an average family of 3.
 - c. Each vehicle passing through a POD site will receive the following:
 - 2 bags ICE

- 1 case WATER
 - 2 cases MRE's
 - 2 TARPS
- d. One truck load of ICE and WATER will serve 1,660 vehicles or about 5,000 people
 - e. One truck load of MRE's will serve 3,624 vehicles or about 10,000 people
 - f. One truck load of TARPS will serve 4,400 vehicles or about 4,400 homes
5. Distribution points will be open to the public from 7:00 AM to 7:00 PM and restocking operations will take place from 8:00 PM to 2:00 AM, while the POD is closed to the public.

IX. POINT OF DISTRIBUTION TYPES

1. Vermilion Parish has identified the need for Types I, II, and III distribution sites.
2. Depending on the size and scale of an incident, the parish population (including the influx of evacuees) is large enough, that a Type I POD could potentially be necessary.
3. During the onset of any given disaster, Parish planning efforts will be in effect to determine:
 - a. The appropriate size POD (Type I, II, or III)
 - b. The appropriate geographical location inside the Parish
 - c. Pages 7 – 9 of this Plan Annex will depict each Type of POD layout, with size, and give a detailed description.
 - d. Definitions of Types:
 - 1) TYPE III POD
 - Serves 5,000 persons per day
 - 4 loading points
 - 140 vehicles per hour
 - Requires 19 personnel (day) and 4 personnel (night)
 - 2) TYPE II POD
 - Serves 10,000 persons per day
 - 8 loading points
 - 280 vehicles per hour
 - Requires 37 personnel (day) and 8 personnel (night)
 - 3) TYPE I POD
 - Serves 20,000 persons per day
 - 16 loading points
 - 560 vehicles per hour
 - Requires 73 personnel (day) and 10 personnel (night)

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

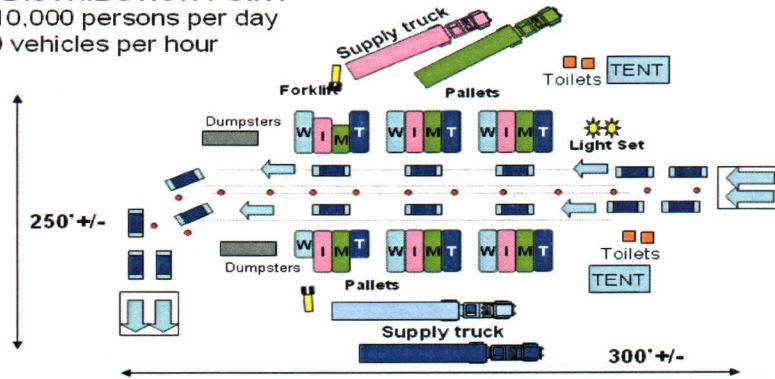
**Type I Distribution Point
 Resources Required**

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		



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

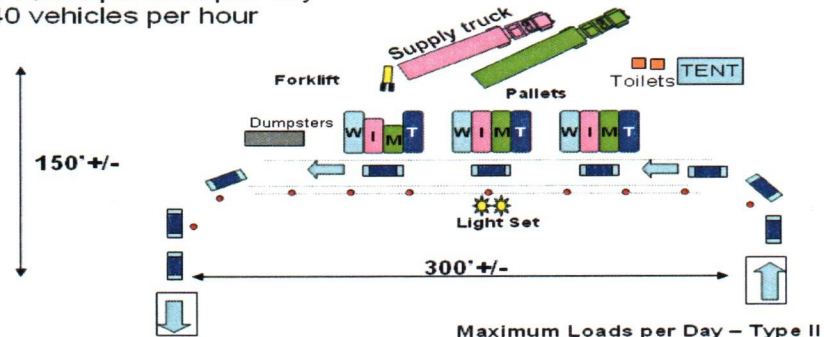
Water	2
Ice	2
MRE	1
Tarp	1

**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		

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 II

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

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		

X. LOCATIONS

1. The location of Parish POD sites is critical to the success of the operation.
2. Each POD site will be strategically located in an area of the Parish that is easily accessible to the general public.
3. For parish-wide disasters (*Proposed Type I, II and III POD s*):
 - a. Location # 1: AA Comeaux Park, 301 AA Comeaux, Abbeville, LA 70510
 - b. Location # 2: Erath City Hall, 115 West Edwards, Erath, LA 70533
 - c. Other Locations – TBD Depending on Affected Area - Vermilion Parish Schools

XI. DIRECTION AND CONTROL

1. OHSEP will be responsible for keeping track of WebEOC reports and Tracking Charts for reimbursement documentation for the Parish.
2. During any disaster one of the most critical functions for any department is documenting your expenditures and requested resources.
3. Complete documentation of your commodities is critical for your reimbursement and close out procedures.
4. Attached are 4 different Tracking Charts for ICE, WATER, MRE'S, and TARPS that will be vital to the operation itself.
5. A Parish Official will be on site at each POD location to ensure full compliance of all documentation procedures and the receipt for all deliveries made to each POD location.
6. At 7:00PM each day of operation, a Parish Official will report back to the EOC and log all tracking charts into the OHSEP database.
7. Upon termination of a POD site, paperwork and receipts from that specific location will be closed out and put into that particular POD file.

XII. APPENDICES TO ANNEX

1. Memorandum of Understanding (MOU)
2. Type III POD Drawing

PROPOSED TYPE III POD LAYOUT DESIGN

