

Logistics Staging Areas (LSA) and State Points of Distribution (SPOD)

Operations Guidance

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1 Introduction

A. Disasters come in all sizes and forms, yet they all have one thing in common. They disrupt lives and destroy property. In order to meet the immediate needs of victims of disasters, the State will establish State Logistics Staging Areas (LSA's) and State Points of Distribution (SPOD) to expedite the response and recovery process. These facilities are temporary sites established in close proximity to an impact area immediately after impact of an event in order to provide resource support to local jurisdictions and emergency managers. Logistics Staging Areas and State Points of Distribution take different forms based on size and physical resources available.

2 Mission and Purpose

A. The purpose of a Logistics Staging Areas and Points of Distribution is to supplement and fill resource deficiencies from counties, municipalities and response agencies, in responding to, and recovering from an emergency event.

1. LSA: State Logistics Staging Area– a State controlled facility for the staging and onward movement of commodities, goods, responders and other resources needed to support the response and recovery operations of a given disaster or emergency. This includes the warehousing of commodities; equipment and supplies needed to support victims, emergency responders and the community infrastructure. In addition, it serves as a location from which response teams can be staged, such as search and rescue, medical teams, utility restoration crews, debris management teams and others. It can contain:

- a. Logistics Team
- b. Material Handling Equipment
- c. Security Team
- d. Transportation Assets

2. SPOD: This is a State facility where equipment and fuel is staged, maintained and issued to local jurisdictions. This is typically heavy equipment such as construction yellow iron, generators, pumps, material handling equipment, light towers, etc. In addition, there is typically an equipment refueling and maintenance capability at the site. It can contain:

- a. Logistics Team
- b. Material Handling Equip.
- c. Security Team
- d. Transportation Assets
- e. Refuel Team
- f. Maintenance Team

NOTE: the State does not operate commodity POD's for food water, ice, etc – Jurisdictions operates this level of facility.”

3 Assumptions

- A. The need for these facilities will be predicated on the size and severity of the impact of an emergency event occurring in the State.
- B. Logistics Staging Areas or State Points of Distribution will be established when local or multi-area facilities are not available to adequately respond to a disaster and will be located as close as possible to the impact area to allow resources quick access to the impacted area.
- C. Each site will have a manager who will have the overall responsibility of the daily operations of the facility.
- D. The State of Missouri will contract out to commercial resources most staging area, base camp and fueling operations. In declared emergencies, Logistics Staging Area and State Points of Distribution operations will be considered a Category B expense under the Public Assistance Program. Documentation of all expenses will be kept in order to seek proper reimbursement from the requesting state (under the Emergency Management Assistance Compact) or from the Federal Emergency Management Agency (Public Assistance Program)

4 Issues common to all Logistics Staging Area and State Points of Distribution Sites

- A. A safety officer will be assigned at all times, at all locations; responsible for security, fire, medical and life safety concerns. This includes compliance with all OSHA regulations. All LSA or POD personnel will read and comply with Annex G, Disaster Risk Management & Personnel protection and Annex L, Field Operating Guide of this LOG SOG.
- B. Resource Management: It is imperative that accurate records are maintained regarding the receiving, inventorying, shipment and field movement of all resources.
- C. Staffing: A Manager will manage State Logistics Staging Areas and State Points of Distribution. This individual will be a State of Missouri, a State Emergency Management Agency employee, an emergency manager from a political subdivision, an emergency manager from another state under the Emergency Management Assistance Compact or a contracted individual designated by the State Coordinating Officer to act on behalf of the State. Such individuals are responsible for site direction and control under the direction of the State Emergency Management Agencies, Director, Deputy Director, Operations Chief or Logistics Chief in that order. Direct supervision and support comes from the ESF 7 Section in the SEOC. **NOTE:** The Manager will have overall management responsibility for all activities conducted at their site. This will include the coordination of all support agencies, voluntary agencies and other local, state and/or federal agencies as needed.
- D. Communications: Logistics Staging Areas or State points of Distribution will have Satellite phone, internet, and radio communications available to them. ESF-2 is tasked with providing this resource whenever possible. Use of local communication or contracted communication assets will be used if ESF-2 is unable to provide the resources.

E. A Logistics Staging Area or State Point of Distribution, in coordination with the State Area Coordination Center, or a Multi-Agency Coordination Center and, the State Emergency Operations Center ESF7, will be responsible for the tracking of all resources from the time of ordering or other procurement source through delivery and receipt by the requesting entity until the resources is consumed or returned to its owner. State Logistic Staging Areas may include State Points of Distribution for various resources.

5 Site Operations:

A. The LSA or SPOD Manager is responsible for the on-site design, establishment, and operation of the facility. The Manager will request resources needed to establish and maintain their facility from the SACC, if established, or the SEOC.

B. Site Managers will confirm communications with the SEOC, or SACC if established, as soon as they arrive at the facility site. Status reports/SITREP updates will be submitted to the SEOC/SACC Logistic Section every six hours (twice per shift).

C. The Site manager is responsible for all resources assigned to the facility and will use Logistics Section systems to track resources. Orders received by a Logistics Staging Area or a State Point of distribution will either come directly from a State Area Coordination Center (SACC), a regional Multi-Agency Coordination Center (MACC) or from the State Emergency Operations Center, ESF7 Section but will only be filled with a verified and approved resource request issued by the SEOC.

D. Resource Accountability:

1. Recourse Receipt:

a. The Resource is received, added to the inventory of resources at the site and staged for distribution. All resources delivered to an LSA or SPOD will be inventoried upon receipt. The Site Manager, or designated representative, will not sign any Bills of Lading, Delivery Tickets, Invoices, etc., until the resource has been inventoried. After inventory, sign delivery documents and maintain copies for the record and future reimbursement.

b. Record any delivery of goods, materials & supplies by the resource type and amounts, date received and location within the LSA or SPOD.

c. For equipment; record date received, equipment serial numbers, make note of vendor, record engine hours if equipment has engine clock. Keep all parts and accessories with the major piece of equipment (i.e. hoses and connectors with pumps) Note any preexisting damage and fuel tank levels. Take pictures if situation permits.

d. When staging personnel, Confirm arrival of personnel and their equipment with SEOC. Include new personnel on SITREPs, Organizational Assignment Lists, Organizational charts, etc as required; update resource status changes (ICS Forms 201, 203, 204, 207) Use incident check-in lists (ICS Form 211) and record vehicles/equipment on a Support Vehicle Inventory list (ICS Form 218).

2. Resource Provision: Assign resource to fill resource request. Record where resource will be used and update the SEOC/SACC when the resources are provided.

- a. Issue equipment by serial number using a signature receipt form to the personnel who will use it. Maintain an accurate status of who signed for it and where the equipments will be used. Record the engine hours and keep all parts and accessories with the major piece of equipment (i.e. hoses and connectors with pumps) Note any preexisting damage and top of the fuel tank levels.
- b. Record any issue of goods, material & supplies by resource type and amount, whom it was issued to, the date of issue, and issuer's name. Update site resource totals in the resource tracking inventory and inform the SEOC/SACC of the action.
- c. Track Personnel resources assigned using deployment date, who assigned to, mission, planned demobilization date and the equipment resources they possess.

3. Resource Demobilization: When a resource is no longer needed, it is returned to facility from which it was issued or to a location coordinated with the provider. Insure that all equipment is accompanied by any parts & accessories that came with it.

- a. Equipment: Perform necessary maintenance. Note engine hours in and record it next to the engine hours noted when equipment was issued. Note if equipment is operational, note any damage – take pictures! Clean equipment. Prepare equipment for return to the owner.
- b. Personnel: allow needed crew rest and equipment maintenance and reassign to next mission or release from duty. Assist mutual aid & volunteer personnel to return their personnel and equipment to deployment readiness as needed.
- c. Commodities, Goods and Supplies: Return to LSA for consolidation final distribution to jurisdictions or return to the vendor for a refund.
- d. Update resource tracking status systems and inform SEOC as soon as practicable, (ICS Form 210). Inform the SACC (if used) or SEOC of any resource demobilization by the jurisdiction and its return to a provider regardless of where the resource came from. When demobilizing personnel, use a demobilization checklist to insure all jurisdictional equipment is returned, all paperwork in support of the deployment is complete and all ICS sections are aware of the demobilization (ICS Form 221).
- e. Organize documentation on each resource used; delivery tickets, issue forms, bills associated with the resource, engine hour logs, etc. Submit ALL documentation to the Logistics Section at the SEOC/SACC.

E. Actual site operations will be tasked to one of the following entities:

1. The State Emergency Management Agency – The Logistics Section/ESF 7 will send personnel to manage State LSA's or State Points of Distribution whenever possible. Due to the manpower available to the Logistics Section to manage responsibilities in the SEOC, daily State requirements and any field operations; the decision to deploy SEMA personnel to manage State LSA's or SPOD's will be based on the scope, forecasted duration, type and circumstances of any given emergency event.

2. Missouri National Guard – the Missouri National Guard may agree to manage Logistics Staging Area or Points of Distribution sites during emergency operations. Management structure would be controlled by the National Guard using standard military tables of organization and procedures. They will respond fully equipped and staffed to manage and operate all activities related to the site. This includes warehouse operations, loading and unloading, inventory, tracking, mission tasking and other tasks related to site operations. Security need not be tasked to the Missouri National Guard, unless they choose to provide it. All costs related to the actual operation of the site, outside the costs of supplies & equipment sent to the field, would be borne by the MONG, and included in their final request for reimbursement to the State.

F. Commercial Contractor: if State Emergency Management personnel or, Missouri National Guard units, cannot provide the resources to operate a State Logistics Staging Area or Point of Distribution, the State Emergency Management Agency will enter into non-binding, no retainer agreements with commercial firms that establish, manage, and operate these types of Logistics sites. Once activated, the State will enter into a binding contract with the vendor. Under the terms of the contract, the contractor would provide for all administrative and operational elements, to include all equipment, services and personnel necessary to conduct LSA or Point of Distribution operations under the State Emergency Operating Procedures and this SOG/SOP. Overall site management would be, as with the others, under the direction and control of the Site Manager. All costs related to the actual operation of the site, outside of the costs of supplies and equipment sent to the field, would be borne by the contractor, and included in the final billing statement to the State.

6 Logistics Staging Area Types

6.1 TYPE 1 Logistics Staging Area (State Site):

A. LEAD: State Emergency Management Agency

B. Site Requirements:

1. Aircraft: A site that has the ability to receive fixed wing aircraft up to and including at a minimum, C-130 / C-17 military. Some sites, typically international airports, will have the capability to receive large aircraft. The site must also be able to accept at least two military helicopters in a designated area. Due to strict the Federal Aviation Administration regulations, sites are subject to all Federal Aviation Administration regulations regarding vehicle and personnel traffic and activity on the site. This may include the display of orange and white-checkered flags, or amber strobe lights on each vehicle. Strict fencing and safety precautions must be taken.

2. Covered Space: The site should have at least 150,000 square feet of covered and secured space in order to store unloaded resources. Where such covered space is not available, additional resources may be brought in to include items such as tents and/or temporary buildings. Some resources can be stored outdoors if covered with waterproof tarps, but this is acceptable only for a few hours due to inclement weather conditions.

3. Hard Stand: The site will also have a minimum of 350,000 square feet of hardstand space to accept commercial vehicle parking, outdoor storage and material movement. Where paved or asphalt hardstand is inadequate, hard pack dirt may be acceptable depending upon water runoff. In some locations, a 3" layer of large gravel may have to be spread in order to facilitate water runoff.

6.2 Type 1-a Logistics Staging Area (State Site: National Pharmaceutical Stockpile support)

A. LEAD: DHHS and the State Emergency Management Agency

B. This classification of site is employed in support of the State Department of Health and Senior Services (DHHS) to assist in their management of the National Center for Disease Control, National Pharmaceutical Stockpile. The DHHS is responsible for the receipt and management of all resources within the Stockpile. Other than the minor variations listed below, all normal Logistics Staging Area operations will continue the same as for any event.

C. The Centers for Disease Control National Pharmaceutical Stockpile Support "push package" is a cache of various pharmaceuticals and emergency medical support items that will be used in the event of a chemical, biological, or potential pandemic event in the state.

D. The cache may arrive in either a full cargo 747 or comparable sized aircraft, or in eight (8) overland 48'-53' semi trailers. It is shipped in custom containers that have clear sides, are color-coded, and have inventory manifest lists on the outside of each container. DHHS is responsible for the official receipt, inventory, management and disbursement of the package. The Logistics Section staff supports the DHSS in any way it can in their efforts by providing whatever resources that are needed.

E. In addition to the National Pharmaceutical Stockpile Support "push package", additional National Stockpile Support resources may arrive in the state through the "Vendor Managed Inventory". VMI shipments may either be shipped through the Logistics Staging Area or shipped directly to recipients depending upon the situation. VMI resources are comprised of case lot pharmaceuticals and other resources that can be ordered, as required, by DHHS.

F. Site Requirements:

1. Aircraft: A site that has the ability to receive fixed wing aircraft up to and including, cargo 747 commercial or C-141 military aircraft, with a minimum 8,000 foot runway and a "K" Loader. A "K" Loader is required to unload the custom aircraft containers the National Pharmaceutical Stockpile Support is packaged in. Some sites, typically international airports, will have the capability to receive larger aircraft. The site must also be able to accept at least two military helicopters in a designated area. Due to strict Federal Aviation Administration regulations, sites are subject to all FAA regulations regarding vehicle & personnel traffic and activity on the site. Strict fencing and safety precautions must be taken.

2. Covered Space: The site will have at least 12,000 square feet of air conditioned covered and secured space in order to store National Pharmaceutical Stockpile Support resources. Of these 12,000 square feet, 5,000 are required for receipt and storage of the package. 7,000 square feet are dedicated to unloading, reorganizing and managing the package and 5,000 square feet will be designated for the repackaging of medications included in the package. The entire 12,000 square feet must be climate controlled at all times, as well as having controlled access to the facility. This facility will be designated a RESTRICTED ACCESS area, limited only to those with authorized clearance to be in the facility. This may mean that not all persons authorized to work in a Logistics Staging Area will have access to the National Pharmaceutical Stockpile facility.

3. Hard Stand: The site will also have a minimum of 50,000 square feet of hardstand space to accept commercial vehicle parking and material movement. Must be a paved or asphalt hardstand, hard pack dirt or gravel is not acceptable. (Note: If a Type 1-A Logistics Staging Area is established in conjunction with a conventional Type 1 Logistics Staging Area, then all Type 1 requirements must also be met)

6.3 Type 2 Logistics Staging Area (State Site):

A. LEAD: State Emergency Management Agency or State Area Coordination Center

B. State Logistics Staging Areas do not include camps. Camps are addressed in Annex N, of the LOGSOG although a camp maybe co-located nearby.

C. State Logistic Staging Areas may include State Points of Distribution for various resources. The State of Missouri does not operate Points of Distribution for basic commodities like shelf stable meals, water, ice and tarps. These resources are delivered through Local Points of Distribution operated by the local jurisdiction, volunteer agencies, or mutual aid resources.

D. Site Requirements:

1. Aircraft: The site must be able to accept at least two military helicopters in a designated area. Due to strict Federal Aviation Administration regulations, sites are subject to all Federal Aviation Administration regulations regarding vehicle and personnel traffic and activity on the site.

2. Covered Space: The site will have at least 100,000 square feet of covered and secured space in order to store unloaded resources. Where such covered space is not available, additional resources may have to be brought in to include items such as tents and/or temporary buildings. Some resources can be stored outdoors if covered with waterproof tarps, but this would only be acceptable for a few hours due to inclement weather.

3. Hard Stand: The site will also have a minimum of 200,000 square feet of hardstand space to accept commercial vehicle parking, outdoor storage and material movement. Where paved or asphalt hardstand is inadequate, hard pack dirt may be acceptable

depending upon water runoff. In some locations, a 3" layer of large gravel may have to be spread in order to facilitate water runoff.

6.4 Type 3 Logistics Staging Area (State Site):

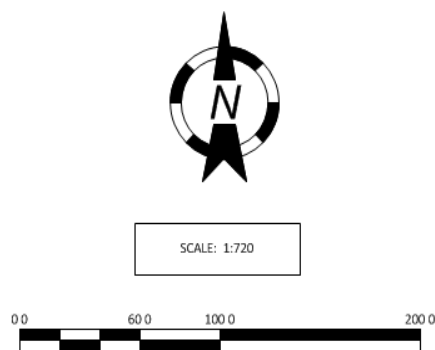
A. The site requirements above are the preferred location qualifications but State Logistic Staging Areas may still be established if the minimum size or required covered space requirements are not met. Sites should be able to accommodate a single helicopter.

B. These non-conforming LSA locations will be typed as Type 3 State LSA's. Type 3 LSA's may be of any size and may provide all or only limited services/resources. Regardless of size, a Type 3 LSA Manager must still meet the requirements for LSA Management defined in this Annex and the site must meet all other requirements for State LSA's contained in paragraph M-4. Figure M-6.4.1 is a depiction of a sample Type 3, Logistics Staging Area.

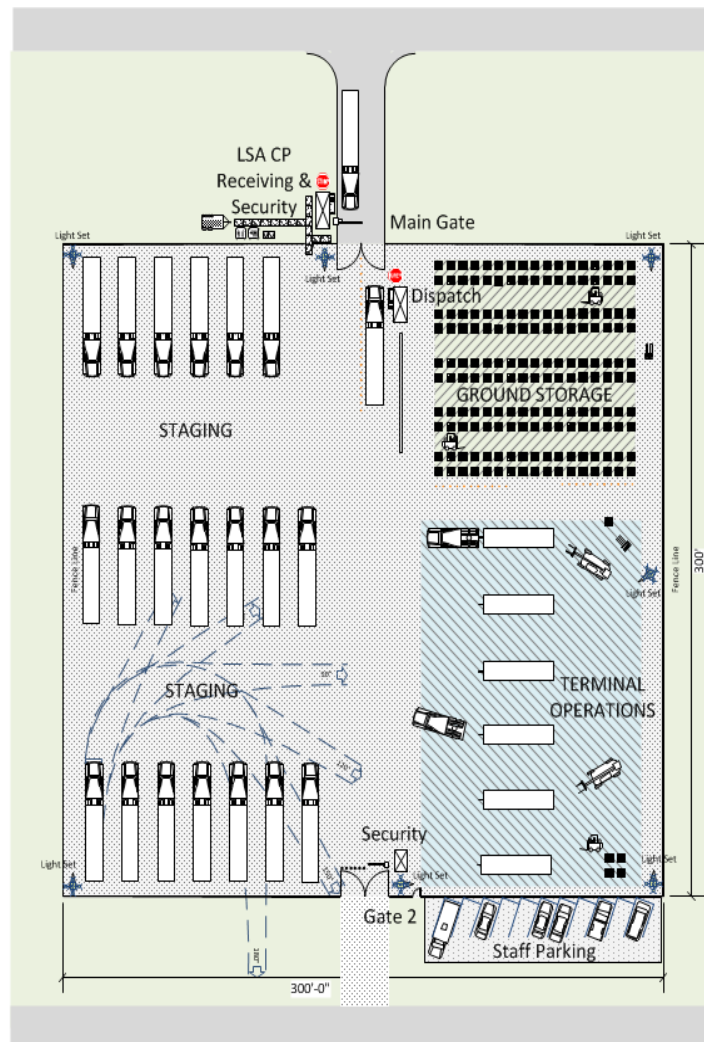
Figure 6.4.1 Sample Type 3 Logistics Staging Area

STATE EMERGENCY
MANAGEMENT AGENCY
Type 3
LOGISTICS STAGING AREA
SAMPLE SITE PLAN

90,000 Square Feet Site



Prepared By SEMA Resources – Dan Harrison



6.5 Type 4 Logistics Staging Area (Multi Agency Coordination Center LSA):

A. LEAD: Multi-Agency Coordination Center (Local Jurisdictions)

B. Site Requirements: **This site is not operated by the State but by multiple jurisdictions responding to the event. The following are recommendations only.**

1. Aircraft: The site should be able to accept at least one military helicopter in a designated area. Due to strict Federal Aviation Administration regulations, sites are subject to all FAA regulations on vehicle & personnel traffic and activity on the site.
2. Covered Space: The site should have at least 20,000 square feet of covered and secured space in order to store unloaded resources. Where such covered space is not available, additional resources may have to be brought in to include items such as tents and/or temporary buildings. Some resources can be stored outdoors if covered with waterproof tarps, but past operations have shown that this would only be acceptable for a few hours due to inclement weather conditions.
3. Hard Stand: The site will also have a minimum of 50,000 square feet of hardstand space to accept commercial vehicle parking, outdoor storage and material movement. Where paved or asphalt hardstand is inadequate, hard pack dirt may be acceptable depending upon water runoff. In some locations, a 3" layer of large gravel may have to be spread in order to facilitate water runoff.

6.6 Type 5 Logistics Staging Area (Local Jurisdiction Staging Area):

A. LEAD: Local Jurisdiction

B. Site Requirements: **This site is not operated by the State but by a local recipient jurisdiction. The following are recommendations only.**

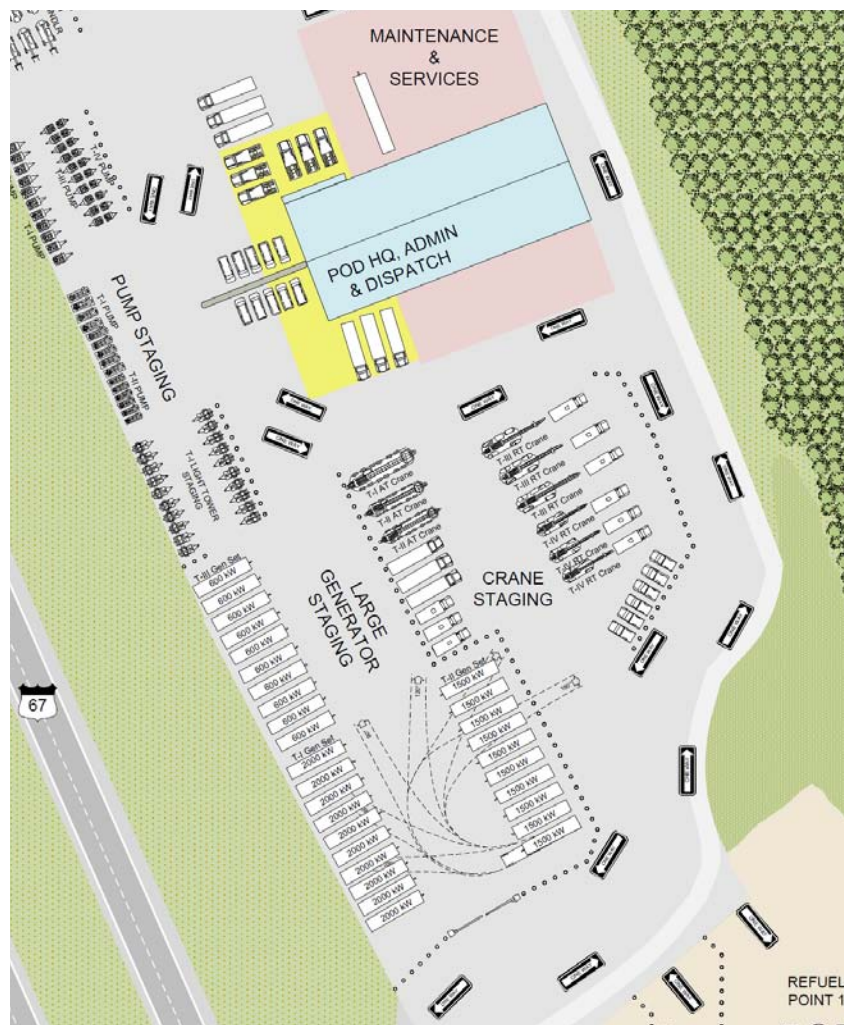
1. Aircraft: The site should be able to accept at least one military helicopter in a designated area. Due to strict Federal Aviation Administration regulations, sites are subject to all FAA regulations regarding vehicle & personnel traffic & activity on site.
2. Covered Space: The site will have at least 20,000 square feet of covered and secured space in order to store unloaded resources. Where such covered space is not available, additional resources may have to be brought in to include items such as tents and/or temporary buildings. Some resources can be stored outdoors if covered with waterproof tarps, but this would only be acceptable for a few hours due to inclement weathers.
3. Hard Stand: The site will also have a minimum of 50,000 square feet of hard stand space to accept commercial vehicle parking, outdoor storage and material movement. Where paved or asphalt hardstand is inadequate, hard pack dirt may be acceptable depending upon water runoff. In some locations, a 3" layer of large gravel may have to be spread in order to facilitate water runoff.

7 State Points of Distribution (SPOD)

7.1 General Description: State Logistic Staging Areas may include State Points of Distribution for various resources; typically heavy construction equipment, generators, pumps, etc. These specialized logistics facilities are used to receive, stage, maintain, and distribute large, durable, items of equipment to local jurisdictions in response to resource requests. These facilities provide expanded level of control over the issue, maintenance, and accountability of major pieces of State leased or contracted equipment and provides a mechanism to capture log/resource data on equipment use, current status, location, etc.

A. LEAD: State Emergency Management Agency or State Area Coordination Center

B. Site Requirements: It is preferable that a State Point of Distribution meet the site requirements of a Type 2 State LSA however the true size and capability of the SPOD will be determined by the scope of the event, the manpower and equipment anticipated and, the amount of terrain available to establish the site. As a minimum, SPOD's will meet the requirements of a Type 3, State LSA.



Appendix 1 Logistics Staging Area Equipment Requirements

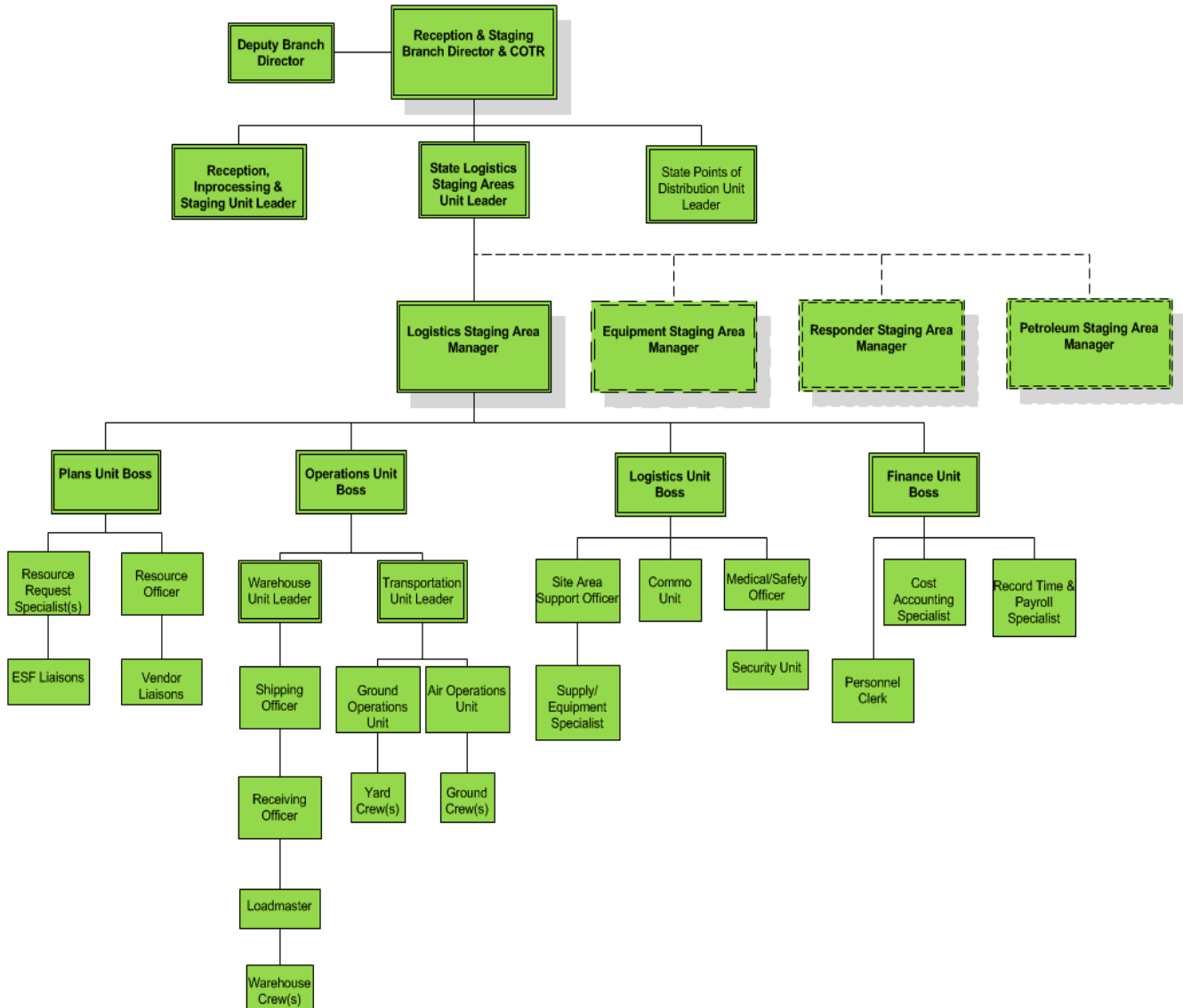
The following chart summarizes the types of equipment and resources needed to manage a Logistics Staging Area. This list of equipment and supplies is the base line for establishing a Logistics Staging Area. This list will be reviewed prior to the establishment of a Logistics Staging Area and adjusted if needed to meet the needs of the mission.		
Material Handling		
Item	QTY Req'd	Lead Agency
Forklifts conventional 6000 lb.	2	Vendor
Forklifts extended reach with operators 12000 lb.	2	Vendor
Forklifts military up to 15000 lb. (see notes)	2	MONG/Vendor
Pallet Grabbers and Chain sets	12 / 3	Vendor / LSA Trailer
Pallet Jacks motorized	2	Vendor
Pallet Jacks, hand operated	2	Vendor
Pallets Used	50-75	Vendor: TBD Locally
Portable loading dock ramps (if a dock exists at the facility)(see notes)	2	MONG/Vendor
Portable loading ramps (if there are no loading docks) (see notes)	2	MONG/Vendor
Transportation Equipment		
Item	QTY Req.	Lead
Fuel, #2 Diesel gal.	4000 Gal	Vendor
Trailer, Drop-deck 48' with tractor and operator	4	Vendor
Trailer, Dry Van 48' with tractor and operator	2	Vendor
Trailer, Flatbed 48' with tractor and operator	2	Vendor
Trailer, Refrigerated 48'	1	Vendor
Truck, Flatbed roll-back with operator	2	Vendor
Truck, Fuel, 4000 Gal #2 Diesel with operator	1	Vendor
Truck, Military 5 Ton with operator (see notes)	2	MONG
Truck, Military Cargo HMMWV or equivalent with operator (see notes)	2	MONG
Truck, straight, 28' or 32' with operator	2	Vendor
Supplies and Equipment		
Item	QTY Req.	Lead Agency
Axe, 8#	1	Contractor/LSA Trailer
Basic Office supplies.	TBD	Contractor/LSA Trailer
Battery operated clock.	1	Contractor/LSA Trailer
Beverage dispenser, 10 gallon insulated w/cup dispenser	1	Contractor/LSA Trailer
Beverage dispenser, 5 gallon insulated w/cup dispenser	1	Contractor/LSA Trailer
BLS Medical Response Kit	1	Contractor/LSA Trailer
Brooms, Push	2	Contractor/LSA Trailer
Burn Kit, full body	1	Contractor/LSA Trailer
Cellular Phones	1	Contractor/LSA Trailer
Chain Saw, 20", gasoline	1	Contractor/LSA Trailer
Chest, Ice 28 quart	1	Contractor/LSA Trailer

Coffee Maker, 10 cup	1	Contractor/LSA Trailer
Cots (Night Security)	2	Contractor/LSA Trailer
Drill, ½" cordless, w/charger and extra battery & bits	1 set	Contractor/LSA Trailer
Extension Cords 12/3 GA.	500'	Contractor/LSA Trailer
Eye Protection, safety glasses	25	Contractor/LSA Trailer
Flashlights, "D" Cell (2), Industrial	12	Contractor/LSA Trailer
Flashlights, rechargeable, spot/flood 150,000/500,000 watt	2	Contractor/LSA Trailer
Missouri state maps	100	ESF 1
Handheld radios	6	ESF 2/LSA Trailer
Hard Hat, Chainsaw protection w/mesh shield & Hearing Protection	1	Contractor/LSA Trailer
Hard Hats, conventional, green (Logistics)	30	Contractor/LSA Trailer
HazMat spill kit	1	Contractor/LSA Trailer
Hearing Protection, plugs, disposable	100	Contractor/LSA Trailer
Megaphone, 25 watt, w/remote mike	1	Contractor/LSA Trailer
Microwave Oven, 1200 watts	1	Contractor/LSA Trailer
Oxygen Tank, "D" with suction	1	Contractor/LSA Trailer
Padlocks, keyed alike to secure gates	4	Contractor/LSA Trailer
Portable filing cabinet or boxes.	1	Contractor/LSA Trailer
Power boxes, GFI, Switched 4-outlet, water tight	12	Contractor/LSA Trailer
Rake, metal, tine	1	Contractor/LSA Trailer
Refrigerator,	1	Contractor/LSA Trailer
Shovel Round Nosed	2	Contractor/LSA Trailer
Shovel Square Nosed	2	Contractor/LSA Trailer
Shrink-wrap and Tape	4 rolls	Contractor/LSA Trailer
Sign making capabilities or pre-made signs	Asst.	Contractor/LSA Trailer
Sledge Hammer, 8#	1	Contractor/LSA Trailer
Stove, portable, propane, 25,000 BTU x 2 burners with cooking kit and stand	1	Contractor/LSA Trailer
Television (Satellite service)	1	Contractor/LSA Trailer
Tool Kit, Hand	1	Contractor/LSA Trailer
Traffic cones	100/ 40	ESF1 / LSA Trailer
Work gloves (Pr)	50	Contractor/LSA Trailer
Logistics Staging Area Support		
Item	QTY Req.	Lead Agency
Barricade tape (rolls)	TBD	Contractor/LSA Trailer
Barricades	12 / 3	ESF1 / LSA Trailer
Cable generator	300'	Vendor
Chairs, folding	100	Vendor
Command Tent 15 X 25 ft (with supporting electrical systems)	1	Contractor/LSA Trailer
Computers and associated equipment. W / full time internet connection.	3	Contractor/LSA Trailer
Dumpsters 8 Cu Yd Roll-off	2	ESF 7- Contracted
Electrical Boxes, spider	8 / 2	Vendor/ LSA Trailer
Facsimile Machine	1	Logistics
Facsimile machines (toner, paper, service)	1	ESF 7/Vendor

Fans, Warehouse, 60"	4	Vendor
Generator, Diesel Silenced 250KW	1	Vendor
Helicopter Landing Zone Kit (Strobes, panels, wind sock)	1 Set	Vendor
HVAC Unit 10 ton for Command tent	1	Vendor
HVAC Unit 50 ton self contained, trailer mounted	1	Vendor
Light stands, 2 X 500 watt, portable, 6' w/GFI outlet	2	Contractor/LSA Trailer
Light string 55'	12 / 2	Contractor/LSA Trailer
Light towers, self contained metal halide 6000 watt	6	Vendor
Lights, fluorescent, 4', weather proof, for command tent	3	Contractor/LSA Trailer
Lights, portable, 500 watt, floor type	4	Contractor/LSA Trailer
LSA Support Trailer and Tow Vehicle	1	Contractor/Logistics
LSA Support Vehicle, battery operated, cargo type	1	Contractor/LSA Trailer
Mobile Kitchen trailer (see notes)	1	ESF 7 - contracted
Phone lines* 15 to the Command tent, 5 for the LSA Trailer, ESF 11 add 5, ESF 8 add 5 each additional ESF add 3.	20 - 36	ESF2 or Fiscal for payment of phone/internet service
Portable Sink, self-contained (if no running water)	1	ESF 7
Portable Toilets, self contained, emergency w/bags	2	Contractor/LSA Trailer
Portable Toilets, self contained, with daily service contract	6	ESF 7 - contracted
Pressure Washer, 2800 # PSI	1	Vendor
Scanner/copier/printer/facsimile machine (toner, paper, service)	1	Contractor/LSA Trailer
Stretcher (see notes)	1	Contractor/LSA Trailer
Tables, Folding 6 ft	10 / 10	Contractor/LSA Trailer
Computers	2	Logistics
Telephones, Single line	15	Contractor/LSA Trailer
Vests, SEMA, Blue	20	Contractor/LSA Trailer
Water purification unit, 5 gallon capacity	1	Contractor/LSA Trailer

Appendix 2:

Suggested Logistics Staging Area Organizational Chart

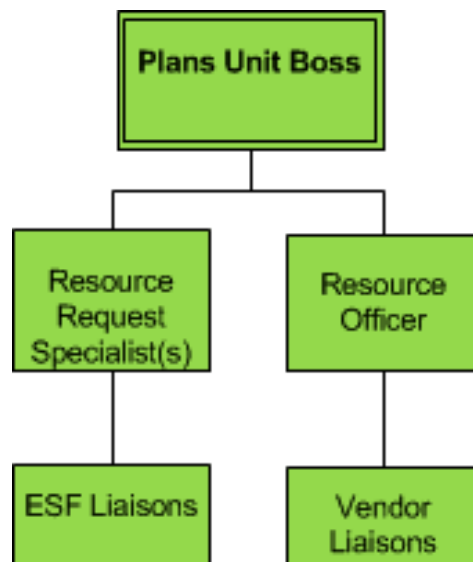


Appendix 3:

Logistics Staging Area Planning Unit

A. the LSA Plans Unit is responsible for mission tracking, the administrative requirements of the Logistics Staging Area and situation reporting. A Plans Unit Boss, Mission Assignment Specialists, Resource Officer, other ESF and Vendor liaisons, as needed, are assigned to staff the Plans Unit.

B. Positions in the plans Unit can be filled by lead support agency, Missouri National Guard, EMAC and contracted personnel.



Appendix 3.1 Logistics Staging Area Plans Unit Boss

A. the Logistics Staging Area Plans Unit Boss leads the Plans Unit.

B. All of the tasks performed by the Logistics Staging Area Plans Unit Boss will be coordinated with those personnel and agencies involved with the mission process

C. Obtain a briefing from the Logistics Staging Area Manager.

D. Coordinate setting up the Logistics Staging Area, which includes acquisition of supplies and materials using the Logistics and Finance Units.

E. the Logistics Staging Area Plans Unit Boss is responsible for the management of all Logistics Staging Area resource requests.

F. the Logistics Staging Area Plans Unit Boss will also be responsible for the development of a consolidated list of resources to support priority missions for the next 24-hour operational period.

- G. Authorize (sign off on) all resource requests as the Logistics Staging Area Managers designated representative.
- H. Provide the State Emergency Operations Center, State Area Coordination Center, Multi-Agency Coordination Center or Jurisdictional Emergency Operations Center with current inventory and mission status reports every 12 hours. (Resource Officer)
- I. Maintain and update the resource request using web based resource tracking form.
- J. Ensure that all requests are closed out properly with the Mission Assignment Specialist, Logistics Staging Area Operations Unit, Resource Tracking Form and the State EOC.
- K. Coordinate the acquisition of the inventory and mission status reports from participating agencies once every 24-hour operational period.
- L. Identify potential conflicts and ways for the Logistics Staging Area Management Team to develop and maintain compatible operations.
- M. Record and document all mission and resource requests using the web based tracking form.
- N. Maintain status of Logistics Staging Area resources. (Resource Officer)
- O. Ensure advanced planning beyond the next operational period is being accomplished.
- P. Ensure demobilization plans are coordinated between State Emergency Response Team Agencies and resources.
- Q. Coordinate all of the above activities with the Logistics/ESF 7 at the SEOC or at a State Area Coordination Center or Multi-Agency Coordination center if either is established).
- R. Prepare Logistics Staging Area briefings as requested.
- S. Conduct incident briefings and planning meetings as needed.
- T. Maintain a Log of major actions and decisions. (ICS Form 214Activity Log)
- U. Assist with the Logistics Staging Area closure.

Appendix 3.2 Logistics Staging Area Resource Request Specialist(s)

- A. Supports operations by performing resource status duties on behalf of the Logistics Staging Area Plans Unit Boss in coordination with the State EOC.
- B. Coordinate with the Logistics Staging Area Operations Unit and County EOCs in tracking and closing all of resource requests made of the LSA.
- C. Obtain a briefing from the Logistics Staging Area Plans Unit Boss.

- D. Record and document all actions and resource requests using the resource tracking spreadsheet on the SEMA web based system and ICS Form 308- Resource Order.
- E. Establish and maintain resource tracking system so that current status and location of all resources are immediately available using SEMA web based system.
- F. Assist the Logistics Staging Area Manager with the development of the demobilization plan.
- G. Maintain Unit Log (ICS Form 214 Activity Log)

Appendix 3.3 Logistics Staging Area Resource Officer

- A. Assigned to the LSA Plans Unit and reports to the Plans Unit Boss.
- B. Obtain a briefing from the Logistics Staging Area Plans Unit Boss.
- C. Maintains summary information by agency on equipment and personnel assigned to the Logistics Staging Area
- D. Establish and manage check-in locations and procedures to ensure that all resources are properly checked (Receiving Officer) and ensure information is recorded on SEMA web based tracking spreadsheet and ICS form 211 Check In list
- E. Establish and maintain resource tracking system so that current status and location of resources are immediately available using SEMA web based system.
- F. Prepare and maintain Command Post display
- G. Maintains current inventories of all expendable and non-expendable resources.
- H. Enforces expendable use item thresholds.
- I. Provides inventories as requested.
- J. Receives inventory reports from the Receiving Officer and Shipping Officer.
- K. Coordinates inventory issues with Emergency Support Function liaisons.
- L. Coordinates activities with Resource Request Specialists.
- M. Maintains a demobilization suspense file on all non-expendable items issued from the Logistics Staging Area. (Temporary Property Transfer Form)

Appendix 3.4 Logistics Staging Area Emergency Support Function Liaisons

- A. ESF Liaisons assigned to the Logistics Staging Area work under the supervision of the Plans Unit Boss.

- B. Obtain a briefing from the Logistics Staging Area Plans Unit Boss.
- C. Emergency Support Function Liaisons have the same basic duties as the Resource Request Specialist.
- D. Account for and monitor the resources specific to the responsibilities of your Emergency Support Function.
- E. Coordinate with supporting agencies as established and defined by this document.

Appendix 3.4.a Logistics Staging Area Emergency Support Function 6 Liaisons specific duties (if Donated resources or Volunteers are at the LSA)

- A. Account for and monitor distribution of all donated resources as defined by the Missouri State Emergency Operations Plan; under the direction of the MOVOAD and the ESF 6 cell at the State Emergency Operations Center.

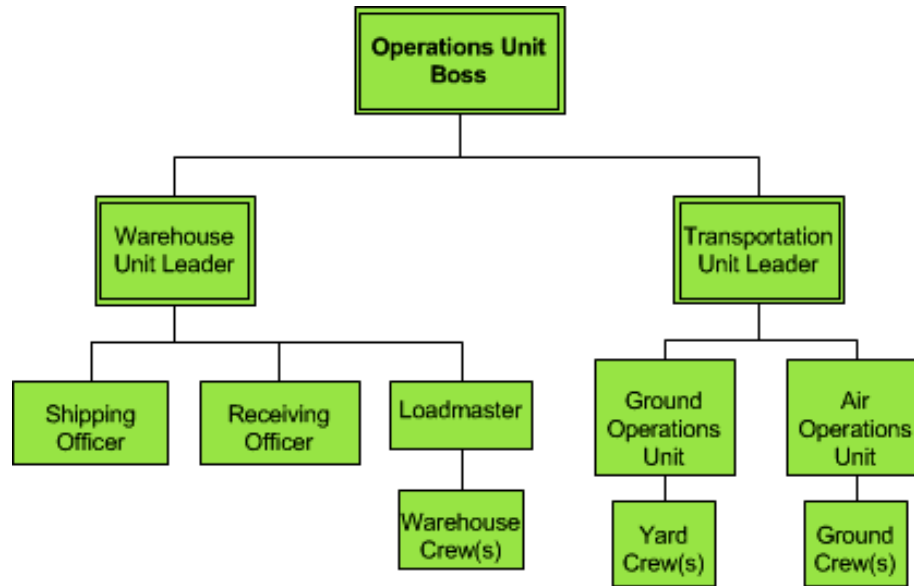
Appendix 3.5 Vendor Liaisons

- A. Contractor/vendors providing resources may assign a liaison to assist in the management of their vendor supplied resources.
- B. the Vendor Liaisons will work with Resource Officer to insure that all vendor resources at the Logistics Staging Area are tracked from deployment until demobilization and return to the vendor.
 - 1. Maintain serial number accountability of non-expendable equipment.
 - 2. Maintain accountability of all equipment and personnel.
 - 3. Maintain accurate records of mileage, hourly use of equipment and personnel timesheets.
 - 4. For leased equipment, provide Resource Officer and Receiving Officer with inventories of incoming equipment that lists; company I.D. numbers, serial numbers, engine hours at receipt and all included accessories or parts.
 - 5. Provide Resource Officer and Logistics Unit Boss with a list of all Company personnel assigned to the LSA and any equipment for their own use. I.e. maintenance crew trucks, welders, etc.
 - 6. Provide Resource Officer and Receiving Officer with copies of all delivery tickets, bills of lading, invoices, etc.
 - 7. Provide Resource Officer with copies of any company logs for each service activity performed; i.e. operating a pumping site, maintenance route logs, etc.
 - 8. Provide Resource Officer with a daily roll up of all resources provided to the State.

Appendix 4 Logistics Staging Area Operational Support – Operations Unit

A. The lead support agency or contractor establishes the Operations Unit. The Lead Support Agency will designate the Operations Unit Chief.

B. the Operations Unit consists of a Warehouse Unit that includes shipping, receiving and storage and the Transportation Unit that includes both air and ground operations and staging.



C. Lead support agency personnel, contractor provided transportation and equipment operators and other staff as assigned, staff the Operations Unit.

Appendix 4.1 Logistics Staging Area Operations Unit Boss

A. the Logistics Staging Area Operations Unit Boss is responsible for the management of all operations directly applicable to the execution of Logistics Staging Area Missions.

B. Obtain a briefing from the Logistics Staging Area Manager.

C. Brief and assign operations personnel.

D. Supervise operations.

E. Determine and request additional resources.

F. Review mission tasking.

G. Report information about special activities, events, and occurrences to the LSA Manager.

H. Maintain a Unit Log. (ICS Form 214 Unit Log)

Appendix 4.2 - Warehouse Unit

A. Responsible for the receipt, storage, classification, maintenance, inventory and shipment of all expendable and non-expendable supplies and equipment.

B. Warehouse Unit Leader

1. Assigned by the lead support agency.
2. Responsible for the storage, receipt, shipment and accountability of warehouse operations.
3. Obtain a briefing from the Operations Unit Boss.
4. Organize the Warehouse operation and layout of the warehouse and storage sites & areas.
5. Assign specific work.
6. Monitor and inspect progress.
7. Resolve problems reported by subordinates.
8. Maintain a unit log. (ICS Form 214 Unit Log)

C. Receiving Officer

1. Assigned to the Warehouse Unit.
2. Ensures that all resources assigned and delivered to the Logistics Staging Area are accounted for.
3. Ensures that all Bills of Lading and Manifests are collected from all loads.
4. Posts signs for arriving resources to easily find the check-in location.
5. Records check-in information and inventory lists expendable and non-expendable. (Receipt of Inventory)
6. Records check-in information for teams and Crews. (ICS Form 211 Check In list)
7. Transmits check in information to the Resource Officer.
8. Assists with the accounting of all Logistics Staging Area Resources.
9. Coordinates receipt of resources with the Warehouse Officer.

D. Shipping Officer

1. Assigned to the Warehouse Unit under the Operations Unit.

2. Ensures that all resources requested under a valid resource request are identified for shipment.
3. Ensures that all resources shipped from to the Logistics Staging Area are accounted for.
4. Records shipping information and updates inventory lists of expendable and non-expendable resources. (Logistics Staging Area - Shipment of Inventory)
5. Prepares temporary receipts on non-expendable items. (Logistics Staging Area -Temporary Property Transfer)
6. Transmits shipping information to the Resource Officer.
7. Assists with the accounting of all Logistics Staging Area Resources.
8. Coordinates shipment of resources with the Warehouse Officer.

E. Loadmaster

1. Obtain a briefing form the Warehouse Unit Leader
2. Ensure the proper posting of loading and unloading areas both air and ground.
3. Manifest and load personnel and cargo; supervise loading and unloading crews.
4. Ensure sling-load equipment is safe if conducting external load helicopter operations,

Appendix 4.3 - Transportation Unit

A. The transportation unit is responsible for determining the mode of transportation for mission accomplishment, management of military and commercial modes of transportation assigned to the Logistics Staging Area, both ground and air.

B. Transportation Unit Leader

1. Assigned by the lead support agency.
2. Responsible for determining the mode of transportation for mission accomplishment, management of military and commercial modes of transportation assigned to the Logistics Staging Area, both ground and air.
3. Supervise the Ground and Air Operations Units
4. Obtain a briefing from the Operations Unit Boss.
5. Organize the transportation operation and layout the ground and aircraft holding and staging areas.

6. Assign specific work.
7. Monitor and inspect progress.
8. Resolve problems reported by subordinates.
9. Maintain a unit log. (ICS Form 214)

C. Ground Operations Unit Leader

1. Assigned by the lead support agency.
2. Responsible ground traffic movement in the Logistics Staging Area, selecting and staging commercial and military vehicles for deliveries.
3. Obtain a briefing from the Transportation Unit Leader.
4. Organize the Ground Operations.
5. Layout the vehicle staging and holding areas.
6. Post areas for identification and traffic control.
7. Establish a Check-in site for incoming resources.
8. Maintain and provide a status to the Resource Management Officer/Section of all resources in the staging and holding areas.
9. Maintain staging and holding areas in an neat and orderly condition.
10. Supervise commercial transportation /contract drivers.
11. Maintain Support Vehicle Inventory. (ICS Form 218 Support Vehicle Inventory)
12. Assign specific work.
13. Manage yard workers and cargo handlers.
14. Monitor and inspect progress.
15. Resolve problems reported by subordinates.
16. Maintain a unit log. (ICS Form 214 Unit Log)

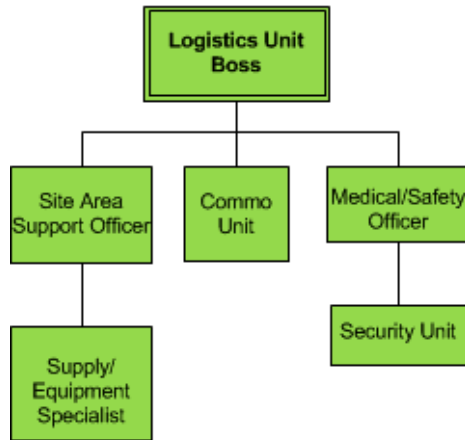
D. Air Operations Unit Leader

1. Assigned by the lead support agency.

2. Responsible for aircraft and helicopter loading and unloading, coordination with the airport manager, Loading Zone identification and safety, and user of aircraft radio frequency.
3. Obtain a briefing from the Transportation Unit Leader.
4. Organize the Air Operations. Setup the aircraft staging and holding areas.
5. As appropriate, initiate requests for temporary flight restrictions.
6. Perform operational planning for air operations.
7. Evaluate heliport/helicopter landing zone locations.
8. Establish procedures for emergency reassignment of aircraft.
9. Schedule approved flights of non-incident aircraft into the incident area.
10. Evaluate requests for non-tactical use of incident aircraft.
11. Assign specific work.
12. Monitor and inspect progress.
13. Resolve problems reported by subordinates.
14. Maintain the Air Operations Summary. (ICS Form 220 Air Operations Summary)
15. Supervise and manage ground crews for aircraft loading and external load operations.
16. Maintain a unit log. (ICS Form 214 Unit Log)

Appendix 5: Logistics Staging Area Logistics Support Unit

- A. the Logistics Staging Area Logistics Unit is responsible for the Logistics support of the Logistics Staging Area This includes supply, facilities, medical, security, communications, lodging, feeding, fueling and maintenance of Logistics Staging Area personnel & equipment.
- B. the Lead support agency or contractor establishes the Logistics Unit. The Lead Support Agency will designate the Logistics Unit Boss.
- C. the Logistics Unit consists of a Logistics Staging Area Support Unit, Communications, Medical/Safety, Security, Supply/Equipment; State Emergency Management personnel, contractors or other State Agency staff as assigned, staff the Logistics Unit.



Appendix 5.1 Logistics Unit Boss

A. the Logistics Staging Area Logistics Unit Boss is responsible for the management of Logistics support of the Logistics Staging Area.

1. Obtain a briefing from the Logistics Staging Area Manager.
2. Brief and assign logistics personnel.
3. Supervise Logistics operations of the Logistics Staging Area.
4. Identify anticipated and known incident service and support requirements.
5. Determine and request additional resources.
6. Determine support requirements to include feeding, sleeping, sanitation and recreation.
7. Review mission tasking.
8. Report information about special activities, events, and occurrences to the Logistics Staging Area Manager.
9. Maintain a Unit Log. (ICS Form 214 Unit Log)

B. Logistics Staging Area, Site Area Support Officer

1. The Logistics Staging Area, Site Support Unit is responsible for providing facilities, services, and materials in support of the Logistics Staging Area Operation.
2. Logistics Staging Area Support Unit also provides for maintenance and support for all State Emergency Response Team equipment.
3. Obtain and issue receipts for radios and other State Emergency Response Team equipment distributed and received in the Logistics Staging Area.

C. Safety/Medical Officer

1. The Function of the Safety/Medical Officer is to develop and recommend measures for assuring safety and to assess and/or anticipate hazardous and unsafe
2. Obtain a briefing from the Logistics Unit Boss and participate in planning meetings.
4. Identify and correct hazardous situation associated with the State Emergency Response Team and with personnel & equipment assigned to carry out specific disaster relief missions.
5. Review the incident action plan for safety implications.
6. Attempt to provide an accident free environment. Ensure investigations are conducted on accidents that have occurred within the State Emergency Response Team.
7. Prepare the medical plan for the State Emergency Response Team.
8. Maintain LSA medical kit and provide basic First Aid.
9. A safety officer will be assigned at all times at all State Emergency Response Team locations.

D. Supply / Equipment Specialist

1. Provide Logistics support to the State Emergency Response Team to include equipment and supplies.
2. Ordering, receiving, processing and storing all State Emergency related resources.
3. Respond to requests for personnel, equipment and supplies to support State Emergency Response Team operations.
4. Request Logistics support for personnel as required.
5. Obtain fueling services for equipment in the State Emergency Response Team.
6. Report resource status changes as required.
7. Maintain Unit Log. (ICS Form 214 Unit Log)

E. Data and Communications Units

1. The Data and Communications Unit is responsible for developing plans for use of State communications equipment and facilities; telephone and radio communications; satellite and telephone operations, computer network connections, installing and testing of communications equipment; and distribution and maintenance of commo equipment.
2. Provide technical advice on:
 - a. Adequacy of communications system

- b. Geographical limitations
 - c. Equipment capabilities
 - d. Amount and types of equipment available
3. Maintain accountability of communications equipment.

F. Security Unit

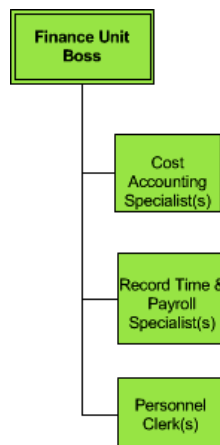
1. Provides safeguards necessary for protection of personnel and property from loss or damage and establish contacts with local law enforcement agencies as required.
2. If needed, make requests to the State EOC for additional security assets.
3. Develop a security plan for the Logistic Staging Area.
4. Prevent theft of all property.
5. Investigate and document complaints and suspicious occurrences.
6. Maintain Unit Log. (ICS Form 214 Unit Log)

Appendix 6 Logistics Staging Area Finance Support

Appendix 6.1 Logistics Staging Area Finance Unit

A. the Finance Unit Boss is responsible for managing all aspects of the Logistics Staging Area Finance Unit.

B. the Finance Unit Boss is responsible for managing all financial aspects of the LSA. A spreadsheet will be used for the management of the Logistics Staging Area expenses.



C. the Finance Unit Boss will be responsible for tracking of all Logistics Staging Area expenses and payments and will maintain the disposition of all bills of lading and purchase orders and receipts for the Logistics Staging Area.

1. The authority to spend state funds in support of Logistics Staging Area operations will be vested in the Finance Unit Boss with approval from the Finance Section of the SEOC.
2. Purchases must be approved by SEMA management. Purchases exceeding \$1,000 must be approved by the Governor's office.
3. After initial approval – a new purchase of a like resource under \$500.00 may be approved by the Logistics Staging Area Manager in concert with the Finance Unit Boss in the Logistics Staging Area. All necessary documentation must be completed and maintained and confirmation of purchases sent to the finance Section of ESF7 at the SEOC.
4. After initial approval – a new purchase of a like resource between \$500.00 and \$3,000 must be approved by the Logistics Chief or ESF7 Chief in the State Emergency Operations Center with the concurrence of the Fiscal Branch Chief or the Procurement Officer. The State Emergency Management Finance Unit Chief or Procurement Officer must acquire a purchase order number before making a purchase. Purchase order numbers or other identifying account numbers issued by the Finance and Administration Branch must be attached to all paperwork.

Appendix 6.2 Lead Support Agency or Contractor

- A. Maintain records of costs accounting for their personnel and equipment.
- B. Maintain records of time and payroll for their personnel.
- C. Maintain personnel records, accountability and other personnel issues for their staff.
- D. A spreadsheet will be established for the management of the Logistics Staging Area expenses.

Appendix 6.3 Other Agencies

- A. Keep the Division of Emergency finance officer informed of expenditures related to Logistics Staging Area assignment.
- B. Maintain records of costs accounting for their personnel and equipment.
- C. Maintain records of time and payroll for their personnel.
- D. A spreadsheet will be established for the management of the Logistics Staging Area expenses.

Appendix 7 Logistics Staging Area Risk Management

- A. See Annex G; DISASTER RISK MANAGEMENT AND PERSONNEL PROTECTION, for a comprehensive explanation of safety and risk management policies and procedures for all State Logistics sites to include Logistic Staging Areas and Logistic branch field operations. Large-scale logistics operations potentially pose several risks that need to be planned for and addressed during an actual operation. Risk management is the process of making disaster response and recovery operations safer without compromising the effectiveness of disaster response operations. Knowing and avoiding the risks known in logistics staging operations will help

reduce the risks in an operation. The key to risk management is hazard identification. Once you identify the risk, you must evaluate it and control it.

B. Anyone involved in disaster response and recovery needs to be concerned about managing the potential risks surrounding the Logistics Staging operations particularly those individuals should proceed with extreme caution and under the guidance of supervisors and unit leaders when they arrive in the staging area.

C. There are a variety of potential risks in the area of logistics staging operations: liability risks, material handling risks, transportation risks, health and safety risks, and work environment risks. Some of the specific risks and how could you manage them?

1. Risk: Improvised base of operations.
 - a. Select the most suitable facility. Do not operate out of unsound buildings.
 - b. Set up internal fire/health/safety structure.
 - c. Ensure vehicles have a ground guides in high volume and sleeping areas.
 - d. Enforce sounding horn when backing vehicles.
2. Risk: Lack of protective equipment for HAZMAT operations.
 - a. Untrained individuals should not work with HAZMAT.
 - b. Use proper equipment to handle hazardous materials.
3. Risk: Psychological problems resulting from response operations.
 - a. Recognize stress in workers staff/self.
 - b. Persuade worker to leave the immediate area.
 - c. Bring appropriate mental health resources to worker.
4. Risk: Successive disasters are common.
 - a. Ensure the staffs prepare for repeat or secondary disaster.
 - b. Protect or move critical relief equipment.
5. Risk: Fatigue.
 - a. Establish sleep discipline.
 - b. Minimize travel within the impact zone.
 - c. Eliminate nonproductive duties.
6. Risk: Over-motivation
 - a. Control individual's enthusiasm. Control of Stress needed to conserve energy.
7. Risk: Untrained individuals using power equipment.
 - a. Do not allow untrained individuals to use equipment.
 - b. Find personnel who have the proper background.

- c. Conduct training for unskilled personnel
8. Risk: Heavy equipment and material-handling equipment operators not trained/licensed.
- a. Enforce operator qualification standards. Communicate need for trained personnel at the appropriate level.
9. Risk: Improvised crews lack personal protective equipment.
- a. Stop work until appropriate safety supplies arrive.
 - b. Deploy with supplies of PPE.
10. Risk: Inadequate lighting.
- a. Request and provide Light Towers
 - b. Assign safety watch officers.
 - c. Restrict unnecessary vehicle movement. Use vehicle headlights. No Blackout light use by Military vehicles.
11. Risk: Lift/carry procedures.
- a. Enforce use of correct techniques: Do not carry a load that is too heavy. When in doubt, get assistance.
 - b. Bend from the hips and knees, not just the waist. Carry heavy objects close to the body. Avoid sudden movements. Do not carry unbalanced loads.
12. Other Tips:
- a. Ensure that debris does not build up.
 - b. Ensure safety belts are worn at all times when operating equipment.
 - c. Protect flammables from extreme heat exposure.
 - d. Ensure adequate vehicle maintenance is available.
 - e. Ensure adequate waste disposal facilities are present.
 - f. Ensure adequate toilets or latrines are available.