

# Walton County, Georgia Point of Distribution (POD) Plan



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**Goal:** The goal of this outline is to establish baseline standards and define tasks for Local Government Emergency Operations Center (EOC) personnel and partners to enable the mass distribution of life-sustaining commodities.

**Objectives:**

1. Provide time-phased, task-based guidance for EOC personnel and partners assigned to support POD operations:
  - Establish triggers for manual activation.
  - Identify support roles and responsibilities
  - Outline a mechanism for determining the appropriate number, type and location of PODs.
  - Identify the resources that are required to support POD operations.
  - Recognize jurisdictional lines of authority, current plans, and procedures.
2. Outline preparedness actions and recommend key information and data points that should be pre-identified by the local government for each POD site.
3. Serve as a common point of reference for any emergency response official from within or outside Walton County and its municipalities, who supports POD operations.

**Intended Audience:**

- Government officials and advisors at all levels.
- Emergency response officials (agency heads, their deputies and logistics managers) at the local government, operational area, region, state and federal levels.
- Agency or organization personnel assigned to manage any aspect of distribution strategy.
- Nonprofit or private sector partners who play key roles in general feeding or supply restoration.

## **Planning Assumptions:**

- Public and private resources are exhausted quickly, resulting in competing priorities for supplies.
- A major disaster declaration will be made for all or part of Walton County and the surrounding jurisdictions and/or region.
- Utilities (water supply, electric grid, natural gas, wastewater, and telecom systems) across Walton County could be significantly disrupted for many days or weeks.
- Transportation infrastructure will range from operable to severely compromised. A combination of private and publicly operated ground transportation modes will be necessary to reach all affected areas with commodities. Debris removal operations may be required to facilitate ground transportation.
- PODs will be required regardless of the modes of transportation used to move commodities.
- The county (via the state) must be prepared to coordinate the receipt and distribution of massive aid packages coordinated by the federal government, and to obtain supplemental aid from other sources.
- Municipalities within Walton County may need to be prepared to receive rations of these large aid packages and distribute them.
- Efforts to pre-identify field sites will have been made in collaboration with other jurisdictions prior to an incident.
- PODs are activated when local retail establishments have been compromised and are not capable of providing essential resources.
- Conditions under which distribution takes place are expected to be adverse, and may include widespread sustained power outages; lack of shelter; excessive heat, cold, or wet weather conditions; poor sanitary conditions; lack of access to healthcare and general conditions of population insecurity.
- The population that may be served by PODs will include the general population in Walton County, as well as, stranded visitors or commuters.
- The following characteristics may increase the likelihood that an individual will suffer diminished access to life-sustaining commodities during a disaster or emergency and need to visit a POD:
  - Age 65 and older, or 4 years and younger.
  - Functional needs.

- Serious chronic health condition(s) (heart disease, high blood pressure, psychiatric, or cognitive disorders, etc).
- Living near, on, or below the poverty line.
- Language barriers
- The supply chain operations required to meet public demand in the aftermath of a catastrophic incident may surpass all historical perspective or references and the scale of operations will need to remain fluid and dynamic.
- Other forms of distribution must be pre-planned, to include mobile delivery of food and water to homebound populations or hospitals.

## DECISION MAKING

**This section identifies triggers for activating PODs, and provides executive level checklists for decision-makers to use during activation, operations, and demobilization.**

### **Activation:**

PODs are activated when, upon activation of the EOC, Walton County EMA, in collaboration with partner agencies and organizations, determines that one of the following triggers has been met.

- **Trigger A:** An incident significantly impedes or disrupts (or is expected to disrupt) normal access to life-sustaining commodities for the local population for at least 48 hours, AND other mass feeding strategies cannot meet the needs of the population or are not appropriate based on the precipitating incident.
- **Trigger B:** A visible need for life-sustaining commodities arises in the population, AND this need cannot be met through existing mechanisms in the private or public sector.
- **Trigger C:** The EOC Director directs the activation of PODs based on incident-specific criteria.

**Considerations:** When activating the PODs, the EOC Director may:

1. Estimate the need for the POD, accounting for:
  - The scale, duration, and context of power outages, which may impact residential, commercial and industrial refrigeration and potable water distribution systems.
  - The potability or integrity of the water supply.
  - Damage to infrastructure and personal property.
  - Sudden decreases in the public's ability to purchase food and water.
  - The ability of private industry to supply food and water for public purchase.
  - The ability of public and nonprofit support mechanisms to meet public need for services that enable access to food and water.
  - Impending weather events and resulting damage expected.
2. Work with mass care and shelter resources and public/private agencies to determine how many people in need cannot be served by other supply or feeding operations. These people will need to be served by PODs.

**Deactivation:**

After the POD plan is activated, public access to life-sustaining commodities must be continually monitored. Support must be provided to assist the private and non-profit sectors in restoring normal access to life-sustaining commodities to the community. Once access has been sufficiently restored and PODs are no longer needed, public announcements are made and PODs are deactivated and demobilized.

# THE POD

## **Operational Component:**

This section provides a brief overview of the POD for the Local Government EOC user. The POD is a last resort, temporary location where life-sustaining commodities, such as emergency meals and water, are distributed to up to 20,000 members of the public during daytime operations. This will most likely include two emergency meals and four liters of drinking water per person. Other commodities, such as clean-up kits, tarps and cots may also be distributed using the POD model.

## **Layout:**

Each POD uses one of the five possible layouts. Each layout is either vehicle-only (vehicular) or pedestrian-only (pedestrian). (Combining vehicular and pedestrian sites leads to significant safety and operational concerns and is not recommended). When determining whether to establish a vehicular or pedestrian POD, consideration should be given to fuel scarcity and traffic congestion impacts of vehicular PODs.

## **POD Layout Options:**

- **Vehicular:**

- Type I – Largest vehicular layout, can serve up to 20,000 people per day\* and generally accommodates a four lane traffic plan (100,000 sq ft minimum space).

- Type II – Medium vehicular layout, can serve approximately 10,000 people per day\* and generally accommodates a two lane traffic plan (75,000 sq. ft. minimum space).

- Type III – Smallest vehicular layout, can serve approximately 5,000 people per day\* and supports a one lane traffic plan.

- **Pedestrian:**

- Type I – Largest pedestrian layout, can serve up to 20,000 people per day and used in parks, parking lots, and/or other large open spaces.

- Type II – Smallest pedestrian layout, can serve 10,000 people per day and also uses large open spaces like parks and parking lots.

\*The number of people served per day is based on operations in which distribution takes place during daytime hours, and restocking occurs at night.

### **POD Location Selection:**

- Suitable locations for points of distribution will be identified, considering accessibility, proximity to affected areas, and available infrastructure. In the event of a large scale incident, in which multiple communities are affected, consideration will be given to operating more than one POD and all attempts will be made to centralize locations to best serve the transportation needs of those affected.
- Alternate POD locations will be identified and accounted for, in the event that a primary location becomes inaccessible or the needs of the event change.
- Locations will be evaluated over time and monitored for suitability.
- Appendix (A) will maintain the active list of intended locations and site plans, to include MOU's with location owners/representatives when applicable.

### **Coordination and Communication:**

- In the event of an activation of a POD, coordination between relevant agencies and resources will be handled at the EOC level.
- In the event of a POD activation, the Walton County Emergency Management Agency will coordinate with the Public Information Officer, in managing the dissemination of information to the public/media and coordinating with relevant stakeholders.
- Location, times of operation, types of commodities being delivered, and demobilizations will be included in all communication to the public. Various channels of communication can be utilized, such as CivicPlus alerts, social media, local television and radio news outlets, community bulletin boards, and any other appropriate means made available.



## **Staffing and Training:**

- Periodic training will be offered to Walton County volunteers in a variety of relevant emergency procedure areas. Just-in-time training can be offered to new volunteers for some roles. All efforts will be made to maintain a diverse group of volunteers to staff a POD.
- Primary POD staff will be registered with the Walton EMA, especially those in leadership or POD manager assignment roles.
- Specific roles will be designated to appropriately trained volunteers, including registration, distribution, security, information, auxiliary communication, medical assistance, and traffic control. Roles will be incident specific and the staffing needs will be communicated through the EMA volunteer coordinator.

## **POD Personnel Assignments:**

- Each POD site will have variables that dictate the staffing and personnel requirements, to include number of personnel and types of assignments. There will, however, be consistency in the assignment, organizational structure, and terminology.
  - POD Manager – This position will be appointed by the Walton EMA and will oversee all operations at an individual POD site and will maintain primary responsibility over safety aspects of the POD. POD managers will be registered with Walton EMA and will be properly trained/registered as an Emergency Worker. This assignment will require experience and working knowledge of emergency management operations.
  - Support Team – Those assigned to the support team will hold a variety of roles to include, but not limited to, traffic controllers, community relations, pallet jack operators, fork lift operators, logistics technicians, medical support, comfort and sanitation, and other functions related to supporting the loading operations.
  - Loading Team – Those assigned to the loading team will be directly involved with loading commodities into recipient vehicles as they enter the loading point areas. This will require physical ability to lift substantial amounts of materials and maintain the endurance necessary to continue an efficient operation.

- Team Leaders – Every POD site manager will assign a loading team leader and a support team leader. These team leaders will oversee their respective teams and report directly to the POD Manager on issues related to supply/resource management, burn rate, safety, personnel matters, and security.

### **Supplies and Equipment:**

- An inventory of emergency supplies and equipment required for the POD operation will be maintained.
- Regular inspections will be conducted to restock deficient supplies and ensure readiness.
- Walton EMA maintains relevant necessary operational equipment, such as trailers, tents, tables, signage, communication tools, generators, traffic cones, and documentation.
- Specific inventories of commodities to be distributed will be coordinated through Walton County EMA and the Georgia Emergency Management Agency (GEMA).

### **Registration and Data Collection:**

- A streamlined registration process will be developed to efficiently gather essential information from recipients of POD supplies.
- The system for collecting and recording data will ensure privacy and compliance with relevant regulations.
- Volunteers assigned to registration will be properly trained to maintain the integrity of secure and/or sensitive information.

### **Traffic Management:**

- Traffic flow plans will be created for each intended POD site, in order to prevent congestion or adversely affect the surrounding area. This will apply to external traffic ingress and egress to/from the site, but will also consider the safe and efficient movement of people and vehicles within the site itself. Volunteers may be capable of being assigned roles to ensure proper traffic within the POD site, but this may require assistance from law enforcement. This planning function will be conducted at the time of an

activation, as variables such as traffic volume, roadway infrastructure damage, size of POD, evacuation routes and other unforeseen situation-specific variables will need to be evaluated in the activation process.

- External traffic flow on roadways and at intersections/driveways will require official law enforcement assignments by the Walton County Sheriff's Office, or municipal police agencies, depending on the location.
- Any anticipated personnel resources needed from law enforcement will be enumerated and described in each POD site plan.

### **Security:**

- Security protocols will be implemented to safeguard both staff and POD supply recipients.
- Each site will require different security needs and will be described in individual site plans. Similar to traffic operations, some security and monitoring functions may be assigned to volunteer staff, while most security functions will be assigned to official law enforcement.
- A minimum of one law enforcement officer will be required for visible security presence within the POD site operation and will be separate from the traffic operations. This will ensure proper attention to internal security operations and the ability to efficiently communicate security incidents to other law enforcement.

### **Accessibility:**

- POD site locations will ensure consideration to accessibility to all community members, including those with functional and accessibility needs or disabilities.
- Accommodations will be attempted as needed, depending on the dynamics of the crisis or incident, such as designated lines for vulnerable populations and mobile delivery for legitimate home-bound populations.

### **Documentation and Financial Considerations:**

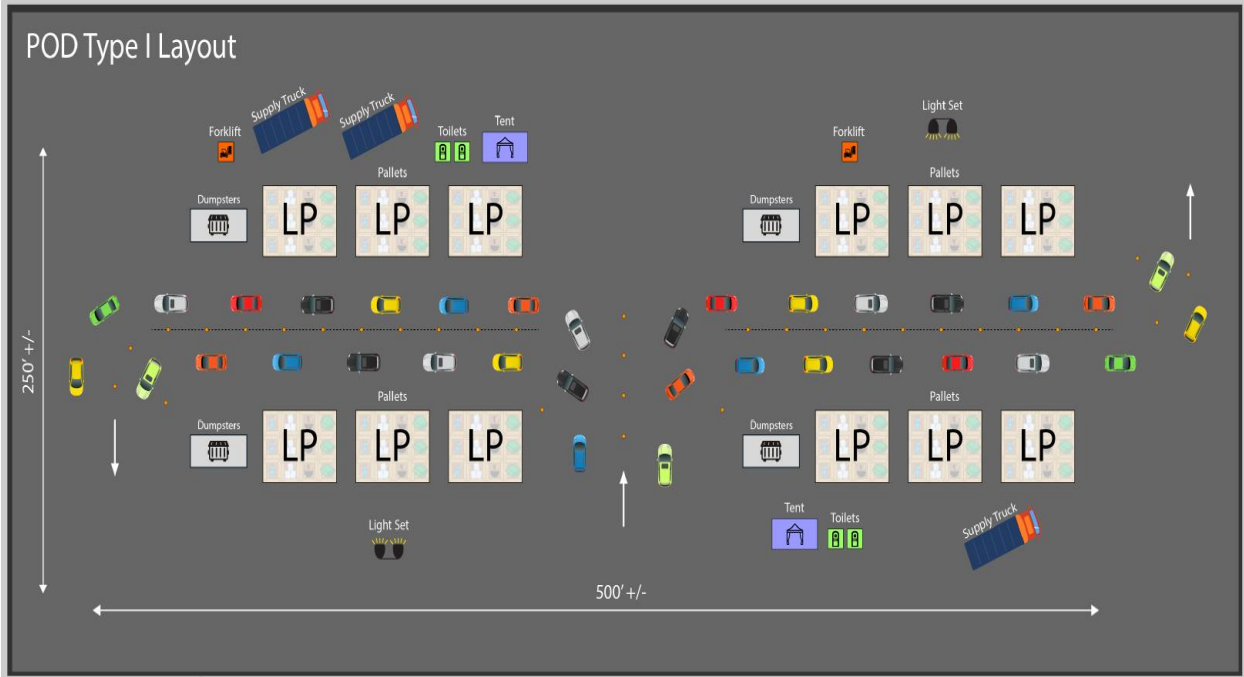
- The POD manager or Support Team leader will assign staff with pertinent skillsets to organize and maintain documentation related to logistics, receipts, bills of lading, staff registration, and recipient paperwork.

- Financial records of all associated costs will be maintained and regularly communicated to the EMA director for funding requirements and compliance with Walton County purchasing policies and ordinances.
- Documents for staff registration, recipient registration, POD setup checklists, on-site training, compliance documents, etc. will be listed in Appendix B.

**Evaluation and Improvement:**

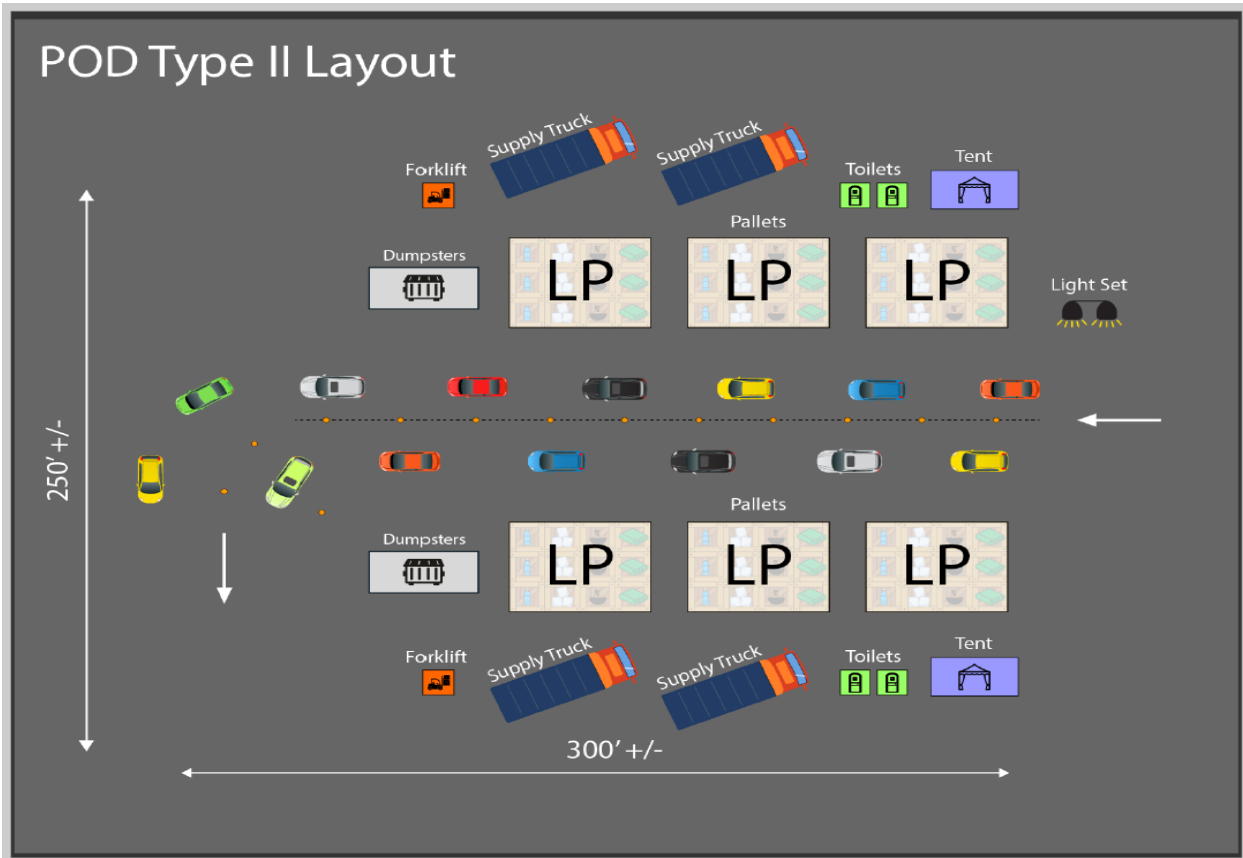
- Ongoing evaluation and improvement of POD operations will be conducted.
- Debrief sessions will be conducted after each operational period of a POD and at the time of demobilization to gather feedback from staff and community.
- Debriefs and lessons learned will be used to make updates to current POD plans.

Appendix A  
(Layout Examples)



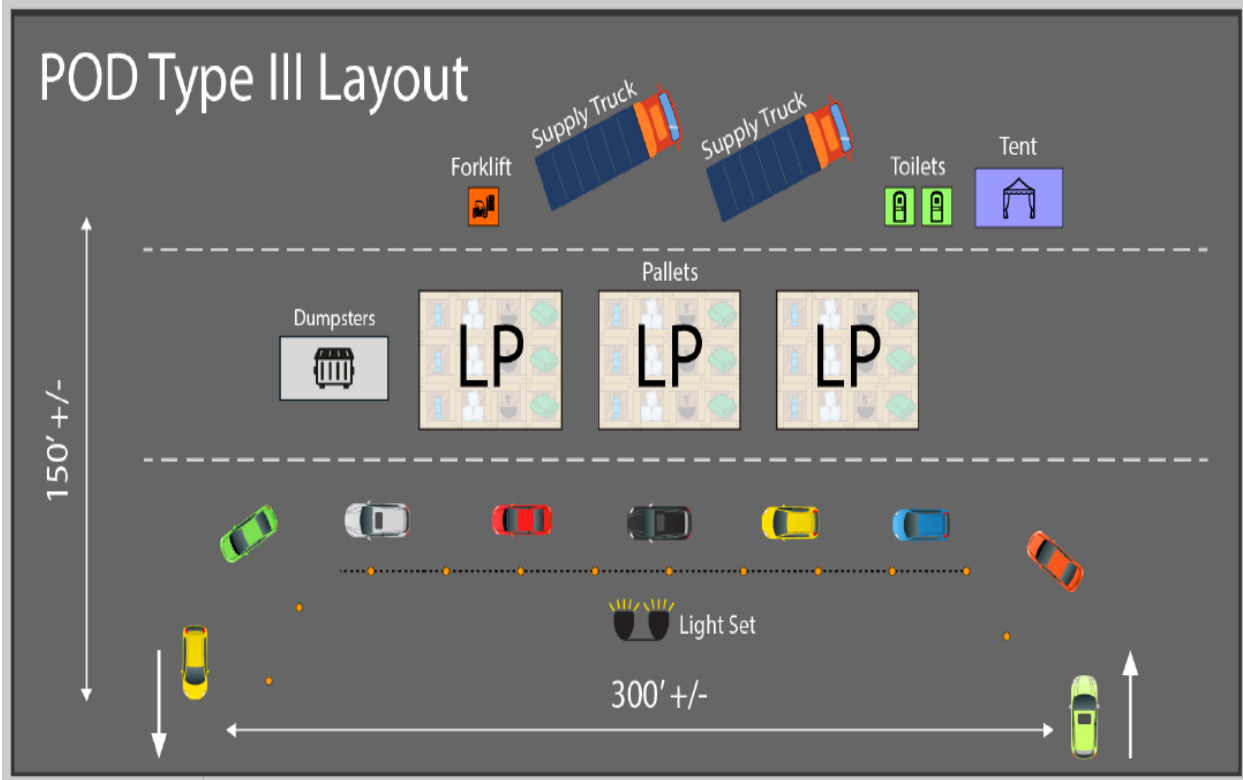
Type 1 POD Layout

A Type 1 point of distribution layout can accommodate twelve loading points, amongst four vehicle travel lanes. This type of POD should be capable of serving 20,000 recipients per day (12 hours). Staffing could reach up to 78 during the daytime operations and 10 during nighttime restocking operations.



Type 2 POD Layout

A Type 2 point of distribution layout can accommodate six loading points, amongst two vehicle travel lanes. This type of POD should be capable of serving 10,000 recipients per day (12 hours). Staffing could reach up to 34 during the daytime operations and 6 during nighttime restocking operations.



Type 3 POD Layout

A Type 3 point of distribution layout can accommodate three loading points, amongst one vehicle travel lane. This type of POD should be capable of serving 5,000 recipients per day (12 hours). Staffing could reach up to 19 during the daytime operations and 4 during nighttime restocking operations.

## **Proposed POD Site Locations**

1. Loganville High school [POD Type 1, 2, or 3]
  - 100 Trident Trail, Loganville
  - Walton BOE
2. Monroe Area High School [POD Type 2 or 3]
  - 1241 Double Springs Rd, Monroe
  - Walton BOE
3. Walnut Grove High School [POD Type 1, 2, or 3]
  - 4863 Guthrie Cemetery Road, Loganville
  - Walton BOE
4. Social Circle High School [POD Type 1, 2, or 3]
  - 154 Alcova Dr, Social Circle
  - Social Circle BOE
5. Criswell Park [Type 1, 2, or 3]
  - 1190 Criswell Road, Monroe
  - Walton BOC Parks & Rec
6. First Baptist Church of Loganville [Type 1, 2, or 3]
  - 680 Tom Brewer Rd, Loganville
  - First Baptist of Loganville
7. Center Hill Baptist Church [Type 1, 2, or 3]
  - 6372 Ga Hwy 20, Loganville
  - Center Hill Baptist Church
8. Corinth Christian Church [Type 1, 2, or 3]
  - 1635 Hwy 81, Loganville
  - Corinth Christian Church
9. Youth Middle School [Type 2 or 3]
  - 1804 Hwy 81, Loganville
  - Walton BOE
10. Harmony Elementary School [Type 2 or 3]
  - 934 Harmony Church Rd, Monroe
  - Walton BOE
11. Sharon Elementary School [Type 2 or 3]
  - 2700 White Rd, Loganville
  - Walton BOE



## Appendix B

[Supporting Documents to be listed below]

**Water Delivery Tracking Chart**

Date	Time	Contract#	Vendor	Driver	Driver Px#	Trailer#	Quantity

### MRE Delivery Tracking Chart

Date	Time	Contract#	Vendor	Driver	Driver Px#	Trailer#	Quantity

### Tarp Delivery Tracking Chart

Date	Time	Contract#	Vendor	Driver	Driver Px#	Trailer#	Quantity



### **POD KIT**

Each POD should have a POD Kit on site to support the initial setup. Below is one POD Kit for a Type III POD. A Type II POD would need two kits and a Type I POD would need four kits.

Quantity	Description
1	96 gallon trash can, wheeled (can be used for storage of the kit)
1	Full box of trash bags for 96 gallon can
16	Pairs of leather work gloves
4	Rolls of duct tape
19	Battery-powered flashlights
36	Batteries for flashlights
1	First Aid kit
12	36" reflective cones
16	Hard hats
30	Orange or red glow sticks (for night time restocking)
8	Medium back support belts
8	Large back support belts
1	5 lb. fire extinguisher
1	Light set
1	Rest tent (preferably one tent for each loading area)
1	Port-a-john
1	Dumpster (could be soft-sided haul-off service dumpster)

<b>POD Site Setup Checklist</b>	
<b>POD Location:</b>	
<b>POD Manager:</b>	

		YES	NO	Remarks
1	Team members arrived			
2	Site hazard assessment complete			
3	Establish communications with EMA			
4	Inspect POD Kit			
5	Determine the location of the Supply, Loading, and Vehicle lines			
6	Establish the port-a-john location			
7	Establish the dumpster location			
8	Establish the break area			
9	Set up traffic cones around lines			
10	Ensure supply trucks can enter/exit			
11	Assign staffing positions			
12	Distribute PPE (gloves, vests, etc)			
13	Conduct safety briefing			
14	Determine signage location			
15	Receive port-a-john(s)			
16	Receive dumpster			
17	Receive pallet jack			
18	Receive first supply			
19	Notify POD Coordinator or EMA that the POD is ready for opening			
20	Put up signage			
21	Open POD			
22	Notify EMA that POD is open and brief on any challenges			

Other Remarks: \_\_\_\_\_

Date/Time Complete: \_\_\_\_\_

POD Manager Initials: \_\_\_\_\_

## POD Setup Checklist (Page 2)

Additional operational and setup considerations:

1. Always keep safety first (even at the expense of the operation)
2. Maintain adequate manpower (consider backups for each position)
3. Proper equipment is paramount for safety (forklift, pallet jack, etc)
4. Monitor traffic flow for needed layout changes
5. Establish mandatory security for safety of workers and recipients
6. Traffic control for ingress/egress (Law enforcement)
7. Signs properly identify location as “Point of Distribution (POD)”
8. Provide a notebook for managing deliveries and receipts
9. Ensure communications are working between team managers
10. Train an assistant for night operations
11. Ask for technical help through EOC



## Appendix C

(Memorandums of Understanding for POD Locations)

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into on \_\_\_\_\_ by and between:  
[Date]

### **Walton County Emergency Management Agency (EMA)**

303 S. Hammond Drive

Monroe, Ga 30655

And

Partner Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

This MOU outlines the terms and conditions under which Walton County EMA and the above listed partner organization will collaborate to establish and operate an Emergency Point of Distribution (POD) location in response to emergency situations.

#### **1. Purpose:**

1.1 The purpose of this MOU is to establish a cooperative relationship between Walton County EMA and the partner organization to facilitate the efficient distribution of emergency supplies to the affected population during emergency events.

#### **2. Scope:**

2.1 This MOU specifically pertains to the establishment and operation of an Emergency POD location, as well as the coordination of resources and efforts to ensure effective response and recovery.

#### **3. Roles and Responsibilities:**

3.1 **Walton County EMA** agrees to:

- Provide personnel, equipment, and supplies for the establishment and operation of the Emergency POD.
- Coordinate with relevant authorities and agencies for the procurement of emergency supplies.
- Conduct training sessions for staff and volunteers involved in the POD operation.

**3.2 Partner Organization** agrees to:

- Provide support in terms of personnel to provide access and location insight for the successful operation of the Emergency POD.
- Collaborate with Walton County EMA to establish effective communication channels with local authorities, community leaders, and volunteers.
- Assist in the identification and assessment of the most effective potential POD logistics on site.

**4. Communication and Coordination:**

- 4.1 Both parties agree to maintain open communication to ensure a coordinated and effective response during emergency situations.
- 4.2 Emergency contact information for key personnel from each organization will be shared and updated periodically.

**5. Resource Sharing:**

- 5.1 Walton County EMA and the partner organization agree to share resources and information relevant to the establishment and operation of the Emergency POD.

**6. Duration:**

- 6.1 This MOU shall become effective on the date of signing and remain effective for a period of three years or until such time as the partner organization ceases to exist. Either party may terminate this agreement with written notice to the other party.

**7. Amendments:**

- 7.1 Any amendments to this MOU must be made in writing and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding as of the date of signature.

Walton County Emergency Management Agency

\_\_\_\_\_  
[Partner Organization Name]

\_\_\_\_\_  
[Authorized Signature]

\_\_\_\_\_  
[Authorized Signature]

\_\_\_\_\_  
[Printed Name and Title]

\_\_\_\_\_  
[Printed Name and Title]

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Date]