Community Point Of Distribution

CPOD Manager Course (EMD-4026)

United States Army Corps of Engineers

Introductions

- Name
- Job Title
- Organization
- "I've done something you haven't done!"

Washington State Emergency Management
Logistics Webpage / Contact Information
http://mil.wa.gov/other-links/logistics-and-resources

Instructor Expectations

- Turn all pagers/cell phones to "stun".

- Return to class at stated times.

- Exhibit mutual cooperation with the group.

- Be open minded to new ideas.

- Participate actively in all of the training.

- Use what is presented to perform effectively within a Community Point of Distribution.

Course Logistics

- Course Agenda
- Course Material
- Sign-In Sheet
- Breaks
- Lunch
- Restrooms
- Emergency Procedures

Module One - Introduction and Overview

Course Objectives

- Review FEMA IS-26, Guide to Points of Distribution:
  - IS-26 Course Completion certificate must be provided to receive CPOD Manager Course completion certificate.
- Overview of how Community Points of Distribution (CPODs) are operated.
- Conduct hands-on practical exercises.
- Prepare CPOD Managers to train and supervise Community Point of Distribution Staff.

Course Structure

IS-26 Review:

- Staffing
- CPOD Setup
- Equipment
- Operations
- Resource Accountability
- Safety

- Demobilization
- Emergency Worker Administration
- Practical Exercise
- Training and Exercises
- Conclusion

CPOD Pre-Test

- Helps confirm each student's understanding and retention of the pre-requisite course.

- Place names on the top, right corner of the test sheet.

- Circle responses to each of the 16 questions.

- Answers will be reviewed together before the pre-test is turned in.

- Time allotted is 15 minutes.

So let's begin!

- What is a Community Point of Distribution?

Community Point of Distribution

- Community Points of Distribution are centralized locations where the public picks up life sustaining commodities following a disaster or emergency.

- Usually includes shelf stable food and water.

Summary

- Understand the course structure and logistics.

- Describe a Community Point of Distribution.
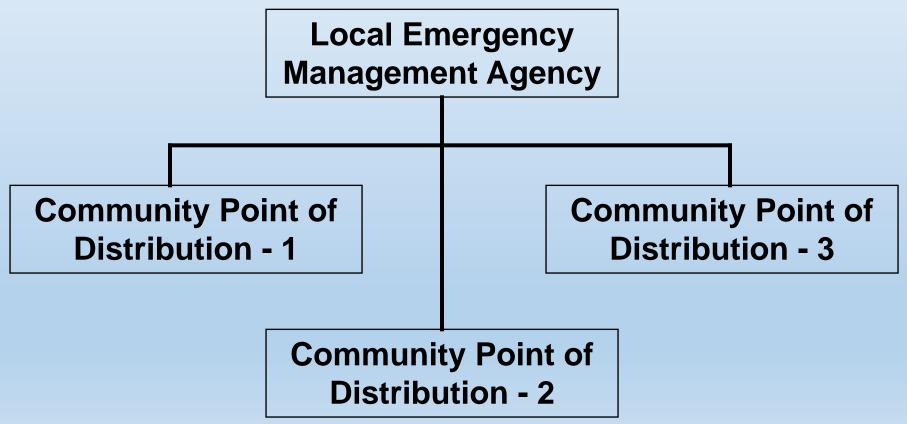
Module Two - Guide to Points of Distribution

Lesson Objectives

Overview of IS-26

- Staffing & Organization
- CPOD Set Up
- Equipment
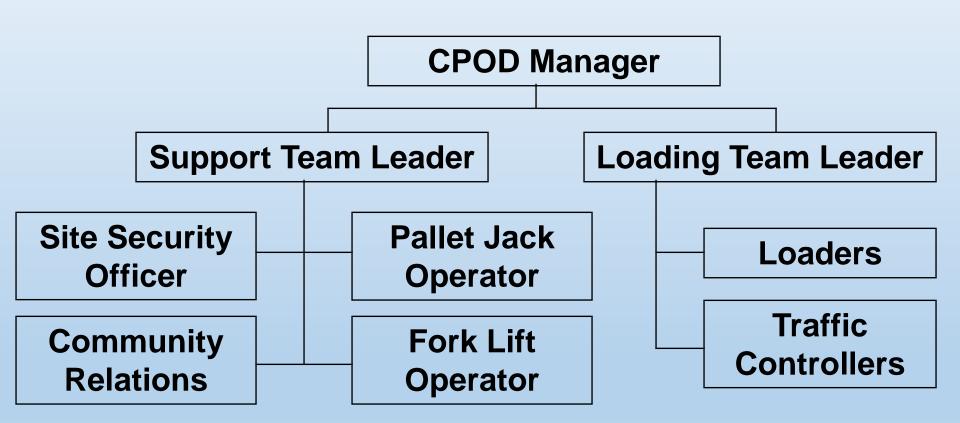- Operations
- Resource Accountability
- Safety
- Demobilization

Organizational Structure

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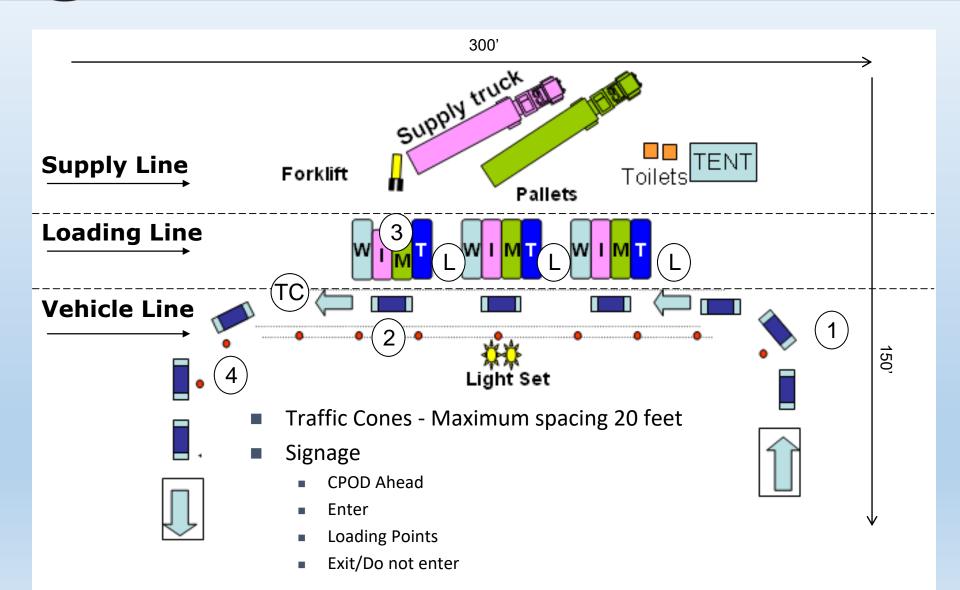# CPOD Staff

NOTE: Site Security Officer and Traffic Controllers are switched in this org chart vs. the one provided in IS-26 course.

Site Layout

- Vehicle Line:
  - Minimum 20 feet wide
- Load Line:
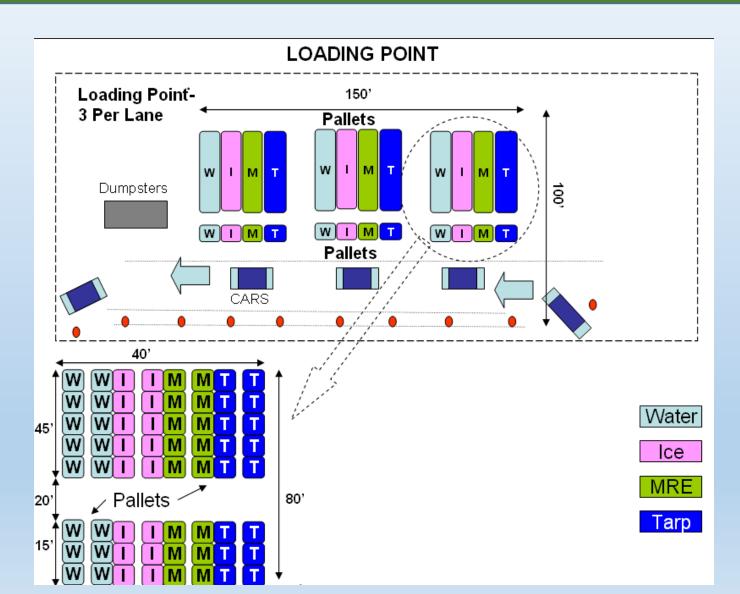 - Each loading point should be 80' by 40'
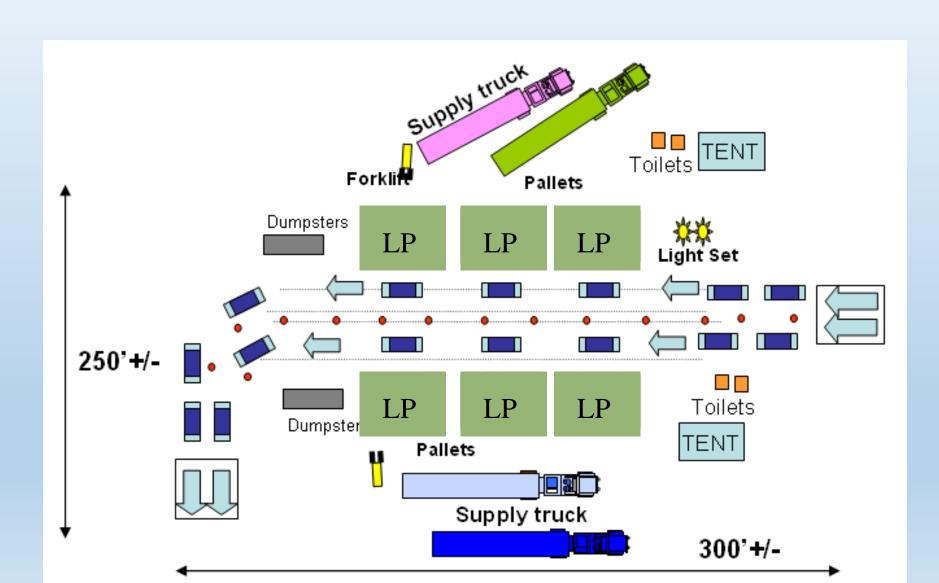- Supply Line:
  - 50 feet deep

300'

Supply Line

Supply truck

Forklift

Pallets

Toilets

TENT

Loading Line

③ W I M T L W I M T L W I M T L

Vehicle Line

TC

②

Light Set

150'

④

①

- Traffic Cones - Maximum spacing 20 feet
- Signage
  - CPOD Ahead
  - Enter
  - Loading Points
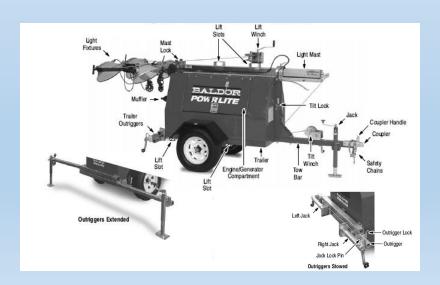 - Exit/Do not enter

15

CPOD Type I Layout

Supporting the Site

- CPOD Kit.

- See inventory list:
  - Tab 7
    - 4th and 6th sheets

- Packaged by position.

Supporting the Site

- Dumpster(s)
- Portable Restroom(s)
- Break Area
- Light Set(s)/Tower(s)

Equipment

- Pallets
- Pallet Jack
- Fork Lift

Practical Exercise

- Design a Type III CPOD Layout.
- Given the CPOD model kit, divide into groups and experiment with different layouts.
- Keep in mind:
  - Traffic flow
  - Vehicle maneuvering
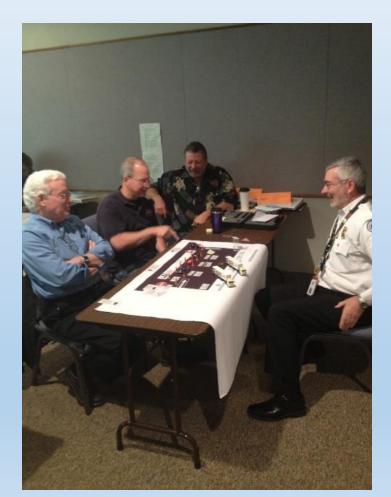- Time to complete exercise: 10 minutes.
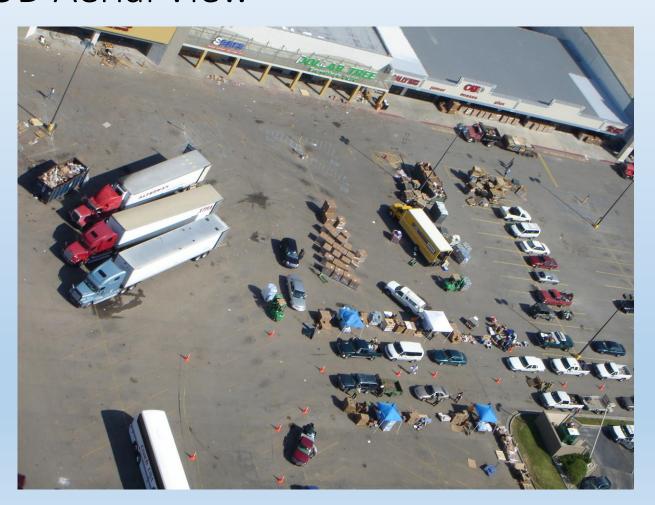
Practical Exercise

- What did you learn?
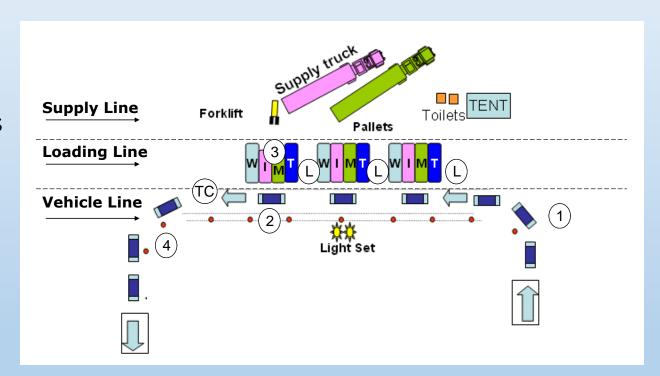

Community
Point
Of
Distribution

CPOD Aerial View

Activation Process

- Notification
- Establish the CPOD
- Assign Positions
- Receive First Supply

General Operations

- Hours of Operation
- Feeding & Breaks
- Operational Process

Operational Considerations

- Ordering & Resupply.
- Maintaining Equipment:
    - Perform daily equipment operational checks.

    - Perform daily equipment maintenance.

- Volunteers, Media & Public.

Time & Resource Accounting

- Provides a day to day inventory of personnel, equipment and supplies on site.

  - Ensures that all positions are staffed as needed

  - Allows for accuracy in restocking

  - Provides accountability for returnable equipment

- Used by the local jurisdiction to recoup costs after the disaster.

Time & Resource Accounting

What Items Are Tracked?

- Equipment on Site

- Vehicle Counts

- Resource Supplies

- Staff

Equipment Inventory Form

- Provides a complete list of equipment on site.
- Provides a quick reference when closing the CPOD and returning equipment.

CPOD Equipment Inventory					
Date	**Type of Equipment**	**Serial Number**	**Condition**	**Owner Name (Company/Jurisdiction)**	**Location**
	CPOD KIT		Complete		

Supply Inventory Form

- Used for daily inventory tracking.
- Provided to local emergency management agency.

CPOD SUPPLY INVENTORY FORM							
DATE	**TIME**	**TRUCK #**	**MISSION #**	**TYPE OF SUPPLY**	**QTY REC**	**QTY DIST**	**BAL ON HAND**

Staff Reporting Form

Daily Activity Report:

- Form #EMD-78.

- Required to document emergency worker use.

- Provided to local Department of Emergency Management.

Overall Safety Practices

- Work areas inspected daily.

- Daily Safety Briefing.

- Staff observes – stays alert.

- Best Housekeeping Practices.

- Use of the best safety device – THINKING.

- Questions asked if unknown/unsure.

- Report injuries/incidents/illnesses.

- Report safety issues to your supervisor.

CPOD Manager Role

- Train CPOD Staff.

- Communicates hazards and preventive measures.

- Sets the example.

- Enforces rules.

- Encourages positive behavior.

- Investigates accidents.

- Open to safety observations from staff.

Other Safety Concerns

- Personal Protective Equipment

- Lifting

- Fire Extinguishers

- Weather Injuries

- Equipment Safety

- Hazard Communication

- Workplace Violence

Closing the CPOD Site

- Once local infrastructure begins to come back the need for CPOD sites will be reduced.

- The local Emergency Management Agency will determine when to close individual CPOD sites.

- Closure of CPODs may be on an individual or group basis – do not anticipate closure prematurely.

Demobilization Steps

- Turn In Excess Supplies.

- Return Equipment.

- Clean and Replenish CPOD Kit.

- Complete Final Reports.

After Action Review

- Provide a final briefing and complete an After Action Review (AAR) with staff.

- Submit any AAR findings with other reports to local emergency management agency.

Check on Learning

- Helps confirm each student's understanding and retention of the material in the module.

- Put your name on the top, right corner of the test sheet.

- Place the letter for each job description in the blank in front of the correct job title.

- We will review the answers together before you turn it in.

- You have 10 minutes to finish.

Lesson Summary

Reviewed IS-26 elements including:

- Staffing & Organization.

- CPOD Set Up.

- Equipment.

- Operations.

- Resource Accountability.

- Safety.

- Demobilization.

Module Three - Emergency Worker Administration

Lesson Objectives

- Adopt-A-Pod.

- Emergency Worker Status.

- Benefits.

- Responsibilities of Emergency Workers.

- Forms.

Adopt-A-Pod

- Suggested program to assist with staffing and operating CPODs.

- Community groups are the foundation.

- Groups adopting CPODs need to be registered as emergency workers in their jurisdiction.

- Organizational Agreement(s).

Emergency Worker Status

RCW 38.52.310:

"...establish by rule and regulation various classes of emergency workers, the scope of the duties of each class, and the conditions under which said workers shall be deemed to be on duty and covered by the provisions of this chapter. The department shall also adopt rules and regulations prescribing the manner in which emergency workers of each class are to be registered."

Emergency Worker Status

WAC 118-04

Emergency Worker Status

- Registration required by WAC 118-04.

- 18 Classes of Emergency Workers.

- Registration decentralized to local DEM.

- Permanent Registration.

- Temporary Registration (on scene).

Emergency Worker Benefits

- Liability assumed by the state (RCW 38.52.180).

- Medical, property loss, fuel, and extraordinary expense reimbursement (RCW 38.52.020(1)(d)).

- Covers missions/incidents and training.

Emergency Worker Benefits

- Claims filed through local DEM.

- Forms on the Search and Rescue Forms page of the EMD Web site:

  http://mil.wa.gov/other-links/search-and-rescue-sar-program

Emergency Worker Responsibilities

- WAC 118-04-200 outlines the personal responsibilities of emergency workers:

  (1) Comply with all applicable responsibilities and requirements:

     (a) Notification of use of medical prescription or other drug.

     (b) Narcotics or any illegal controlled substance prohibited.

     (c) Under the influence of alcohol prohibited.

     (d) Valid operator's license required.

     (e) Insurance required.

     (f) Adherence to all applicable traffic regulations.

  (2) Comply with all other requirements of authorized official.

  (3) Mentally/physically fit for assigned duties.

  (4) Check in!

Emergency Worker Forms

Emergency Worker ID Card:

- Issued by local Department of Emergency Management.
- Required for permanent emergency workers.

Emergency Worker Forms

Daily Activity Report

- Required to document emergency worker use and spontaneous volunteers.
- Provided to local Department of Emergency Management.

STATE OF WASHINGTON
EMERGENCY WORKER DAILY ACTIVITY REPORT

Emergency Worker Forms

Other forms:

- Emergency Worker Registration Card.
- Training Mission Request.
- Fuel, Toll & Ferry Reimbursable Expenses Claim Form.
- Medical Expenses Claim Form.
- Property Loss or Damage Claim Form.
- Extraordinary Expense Claim Form.

Lesson Summary

- Reviewed Adopt-A-Pod program.

- Described how to obtain emergency worker status for staff.

- Discussed the benefits of emergency worker status.

- Identified the responsibilities of emergency workers.

- Reviewed the forms used for emergency workers.

Module Four - Practical Exercise

Lesson Objectives

- Assign roles for CPOD operation.

- Perform site orientation.

- Break out CPOD Kit.

- Set up and operate the exercise CPOD.

- Tear down the CPOD.

- Conduct After Action Review (AAR).

Assign Roles

- Designate CPOD Manager
- Assign roles for CPOD operations:
  - Material Handling
  - Loaders
  - Traffic Control
  - Security
- Switch roles during exercise.

Site Orientation

- Identify operational locations:
  - Ingress and egress / security checkpoints.
  - Supply line
  - Loading line
  - Vehicle/Pedestrian line
  - Rest area
- Designate locations for port-a-potties and dumpsters.

Site Set Up

- Break out CPOD kit and check contents:
  - Obtain missing items from local jurisdiction.
  - Immediately provide PPE to set-up staff.
- Use traffic cones to establish vehicle/pedestrian lines.
- Post signage for ingress/egress.
- Establish loading points.
- Inventory and offload supplies to supply line.

CPOD Operations

- Provide operational briefing to staff:
  - Emphasize safety of the staff and the public.
  - Establish daily schedule.
  - Designate amount of supplies to be provided to each customer.
- Stock loading points.
- Begin distribution of supplies and information:
  - Remember vehicle count.
  - Keep drivers in vehicles.
  - Signal each operational step clearly as loading progresses.

Closing the CPOD

- Close off vehicle/pedestrian lane(s).

- Consolidate and inventory supplies.

- Account for equipment.

- Load excess supplies for return to staging area / vendor.

- Account for CPOD kit items and return them to container.

- Clean up area.

- Submit reports.

After Action Review

- Final meeting with staff.
- Review operation statistics.
- Discuss what went right / wrong.
- Submit findings to local DEM.

Practical Exercise

Let's put together a CPOD!

Review of Practical Exercise

- Instructor review of exercise:
  - What was accomplished?
  - What was missed?

- Class input to exercise
  - What things went well?
  - What are the primary areas needing improvement during each phase (set up, operation, closure)?
  - What steps or activities in each phase can be enhanced and how?

Lesson Summary

- Assigned roles for the exercise and conducted site orientation.

- Used the CPOD kit to set up the site.

- Exercised operation of the CPOD.

- Closed the CPOD, completed reports, and performed AAR.

- Reviewed the exercise.

Module Five - Training and Exercises

Lesson Objectives

- Training Requirements.

- Planned Training.

- Just In Time Training.

- Setting Up Planned Training Events.

- Executing Exercises.

- Emergency Worker Forms.

Training Requirements

- IS-26, Guide to Points of Distribution.

- CPOD Manager Training:
  - Conducted by LEMA or State Emergency Management Division.

- CPOD Staff Training:
  - Provided by CPOD Manager.
  - Initial staff training should be soon after completing CPOD Manager training.
  - Annual refresher recommended.

Planned Training

- Training set-up before a disaster strikes.

- Provides an opportunity for in-depth discussion of all aspects of a CPOD.

- Allows time for CPOD staff to exercise and experience CPOD set up, operation, and demobilization without stress.

Just In Time Training

- Used for spontaneous volunteers or new CPOD staff recruits during a disaster.

- Job Sheets are prepared for each position:
    - Step by Step guidance on position responsibilities.
    - Little or no additional guidance required of the CPOD Manager.

- Considered as a fall back for those who cannot participate in planned training.

Setting Up Training Events

- Training events coordinated by Local Department of Emergency Management.

- Request for training submitted 30 days out.

- Training Event (Mission) Numbers issued by state EMD for individual events or training series.

- Same liability, medical, and property loss coverage as actual missions.

Administrative Process

- Submit Training Mission Request form to Local Emergency Management Agency:
    - Form Number EMD-079.
    - Online at http://mil.wa.gov/other-links/search-and-rescue-sar-program

- Include Lesson Plan or other documentation with details of training.

- Receive mission number for training upon approval.

Things to Consider

- Location of the training:
    - Number of attendees.
    - Classroom space.
    - Exercise area.
- Lesson Plan Development.
- Necessary Equipment:
    - Computer/Projector.
    - PA System.
    - CPOD Equipment for Exercise.
- Additional Course Resources:
    - Workbooks.
    - Sample forms.

Executing Exercises

- Beneficial to link exercises with planned training
- Advance equipment coordination:
  - CPOD Kit
  - Lifts
  - Light sets
  - Simulated supplies
- Licensed team members only to operate equipment.
- Apply Practical Exercise from this training.

Emergency Worker Forms

- Emergency Worker Daily Activity Report is completed for each training event.

- Some Local Emergency Management Agencies require an After Action Review.

- Survey form is completed by attendees after training to obtain feedback.

Lesson Summary

- Discussed the need for training and how often.
- Explained the difference between planned training and Just In Time training.
- Described the process for obtaining training approval.
- Provided guidance on training exercises.
- Identified required Emergency Worker Forms.

Module Six - Course Conclusion

Course Objectives

- Describe Community Points of Distribution.

- Explain how Community Points of Distribution are operated.

- Conduct hands-on practical exercise.

- Prepare CPOD Managers to train and supervise a Community Point of Distribution Staff.

What did you learn?

- Work in groups.

- Fill out the "What did you learn" worksheet.

- 10 minutes.

- Class discussion.

Instructor Contact Info

Washington State Emergency Management
Logistics Webpage / Contact Information

http://mil.wa.gov/other-links/logistics-and-resources

Washington State Emergency Management Division

Building 20, MS: TA-20

Camp Murray, WA 98430-5122

CPOD Manager Training

Community
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Of
Distribution

Thank you for your participation!