WILSON COUNTY EMERGENCY OPERATIONS PLAN
County Receiving/Distribution Point
Point of Distribution

I. PURPOSE
This standard operating guidelines (SOG) establishes procedures and assigns responsibilities for establishing and operating the Wilson County Receiving and Distribution Point (WCRDP) and Points of Distribution (PODs). The responsibility for implementation of this SOG is the Wilson County Emergency Operations Director.

II. MISSION STATEMENT
The main Wilson County Receiving and Distribution Point is located at the Wilson County Fairgrounds, US 301 in Wilson, with an alternate location at the Wilson County Solid Waste Facility, on NC 42 East, Wilson. Points of Distribution will be established at various locations as the incident dictates. . However, this SOG may be used to establish a receiving and distribution point anywhere in the County. This SOG may be used in part or its entirety for other incidents such as search, Hazmat, plane crash, etc. The Wilson County Receiving and Distribution Point is initiated during disaster operations (and may be during Search Operations) to provide a central point to:

A. Stage personnel and equipment that are in an "available status" and may be immediately dispatched on a support mission or demobilized.

B. Provide a check-in point for personnel and equipment that are either reporting in to the County or are returning from a mission. Resources received from State will check in, be processed and broken down for redistribution within County.

C. Maintain accountability of mission support, responsible for supplies, personnel and equipment being utilized during disaster operations.

D. Provide limited logistics support to staged personnel and equipment.

III. OPERATIONAL TASKS
The Receiving and Distribution Point Manager/POD Manager (assigned by and reports to the Logistics Chief in the EOC) is responsible for the following:

A. Physical set up, management, environmental concerns and closing the WCRDP/POD on direction from the Logistics Chief.

B. Ensuring the safety of all operations in the WCRDP/POD.

C. Maintaining accurate records of all personnel, supplies and equipment checking in and out of the WCRDP/POD.

D. Responsible for an accurate account of all resources. A daily resource form will be kept for all available resources; resources used, and required resources for the following day. This resource form will be forwarded to the OPS EOC daily.

E. Ensure that personnel and equipment in the WCRDP are available for mission dispatch within ten (10) minutes of mission assignment.

F. Provide a "break area" where drivers and crews may wait prior to dispatch. Responsible for supplying area with adequate food, water, and ice.

G. Ensure minimal maintenance support is available.

H. Ensure security of the receiving and distribution point.

IV. RECEIVING AND DISTRIBUTION POINT/POD PERSONNEL AND LOGISTICS
The WCRDP may be required to be fully operational 24 hours a day. Personnel requirements based on an operational period or "per shift" basis:

A. County Receiving and Distribution Point/POD Personnel:
1. Manager
2. Mechanic/Generator Operator
3. Safety Officer
4. Recorder
5. Support Personnel (2 or more)

B. County Receiving and Distribution Point/POD Logistics: The following list is the minimum recommended equipment based on the following assumptions:
 (1) fixed facility is not available
and that crews awaiting dispatch will not be in the WCRDP for more than 2 hours:
1. Good road network supporting the WCRDP.
2. Area will support "check-in and check-out" procedures.
3. Area will support one-way traffic inside the WCRDP.
4. Tents (shelter) for WCRDP administrative requirements, check-in/out and break area. (Request through EOC OPS if required in fixed facility)
5. Tables and chairs. (Request through EOC OPS)
6. Port-a-johns. (Request through EOC OPS)
7. Generators. (Request through EOC OPS)
8. Light Sets. (For both VCSA and interior lighting)
9. Potable water source – Water can be obtained from school.
10. Gravel. (Request through EOC OPS)
11. Coolers. (To ice down drinks, water, etc.)
12. Assigned vehicle for administrative and internal support use.
13. Materials handling equipment.

C. Administrative Procedures: The primary task of the WCRDP/POD is accountability of resources, Both personnel and equipment that are either checking into the County for the first time or departing County for home station.

D. The following guidelines are established to maintain accountability.
1. Newly arrived (to the incident) personnel and equipment:
Resources will be in one of the following status: Available (ready for deployment in ten (10) minutes); Assigned (performing an active assignment); or Out of Service (not assigned or not available).
a. Sign in on ICS form 211 at check-in point.
b. Determine if mission ready. (Fueled, require food or rest, etc.)
c. Notify EOC OPS of the resource's arrival and mission capability. Check in form must be fully completed prior to check in with EOC OPS.
d. Resource notification will either be sent to Dispatch officer for assignment or to base camp for rest, refuel, refit.
e. Resource will normally rest, refuel, or refit prior to mission departure.
2. Demobilization:
a. Sign out on ICS form 211.
b. Notify EOC OPS of departure and ETA of return to home base.
c. Obtain call back number for notification of return to home base.

V. COMMUNICATIONS
Primary communications should be landline. If landline is not available and cannot be installed for the incident, portable radios, or cell phones, Internet, fax or messenger will be the backup source.

VI. JOB DESCRIPTIONS

A. CRDP MANAGER - Responsible for all operations in the County Receiving and Distribution Point to include the receiving and distribution of all supplies and equipment and the service and repair of tools and equipment. The County Receiving and Distribution Manager reports to the Logistics Sections Chief in the County Emergency Operations Center (EOC). Other responsibilities include:
1. Order personnel required to operate the Receiving/Distribution Point.
2. Organize physical layout or the Receiving/Distribution Point.
3. Establish procedures for operations in the Receiving/Distribution Point.
4. Maintaining accountability and current inventory of **all** incoming and outgoing resources to

include special attention to leased and rented property.
5. Maintain inventory of supplies and equipment.
6. Develop security requirements for the Receiving/Distribution point/POD.
7. Establish procedures for receiving and distributing supplies and equipment.
8. Package and distribute supplies and equipment to the County Staging Areas at the direction of the Logistics Section Chief.
9. Submit required and/or necessary reports to the Logistics Section Chief.
10. Set up filing system for receipt and distribution of supplies and equipment.

B. SAFETY OFFICER **-** Responsible for monitoring and assessing hazards and unsafe situations and developing measures that assures personnel and equipment safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority, although the Safety Officer may exercise emergency authority to stop or prevent unsafe acts. Individual reports to the County Receiving and Distribution Point manager. Other responsibilities include:
1. Establish system to monitor activities for hazards and risks. Take appropriate preventive action.
2. Place hazards and risks in priority for actions.
3. Present safety briefing at receiving point.

C. RECORDER **–** It shall be the responsibility of the Recorder to ensure that all resources assigned to the incident are accounted for. The recorder reports to the County Receiving and Distribution Point/POD Manager. Other duties include:

1. Post signs so incoming resources can easily find the County Receiving and Distribution Point.
2. Transmit check-in information to County Receiving and Distribution Point Manager on a regular basis.
3. Forward completed Check-in list (ICS Form 211) to the County Receiving and Distribution Point Manager.
4. Prepare, post, and maintain Resource Status Cards (ICS Form 219) or T-cards.
5. Ensure all resources sign out on ICS form 211.
6. Ensure all forms required to accountability of receiving and distribution of supplies and equipment to County Staging Areas are signed and filed.

D. MECHANIC/GENERATOR OPERATOR **-** To ensure all equipment is properly maintained and in proper operating condition.

E. SUPPORT PERSONNEL **-** To support any and all operations of the VCSA.

VII. GUIDELINES FOR CHECK-IN AND CHECK-OUT
A. Wilson County Receiving and Distribution Point/POD Resource Check in Guidelines for incident check-in.
1. Sign in on ICS form 211 at check-in point.
2. Complete resource check in form and notify EOC OPS.
3. Check in with CRDP Manager for briefing.
4. If necessary refuel, refit, or rest.
5. Sign out on ICS form 211 for mission departure.
B. Wilson County Staging Area Resource Check out Procedures Demobilization
1. Sign out on ICS form 211.
2. Refuel if necessary.
3. Notify Dispatcher of departure and ETA of return to home station.
4. Obtain call back number for notification of return to home station.

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