Distribution Management Plan (Version 3)

September 2022

State of Hawai‘i Emergency Management Agency (HI-EMA)

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September 30, 2022

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(c) FEMA Region-IX Hawai'i Smart Book Version 3.0 2022
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(a) State Managed C-POD Operations

1. **Situation**

a. Orientation. Hawai'i's Emergency Management Agency's (HI-EMA) mission is to help the Hawai'i 'Ohana prepare for, respond to, recover from, and mitigate against disasters and emergencies. A state's distribution management plan (DMP) details the process for an effective and efficient distribution of critical resources to disaster survivors during a crisis. The plan addresses the numerous activities normally a part of "physical distribution" systems including materials handling, warehousing, supply chain and logistics of critical equipment, commodities and services that meet incident requirements. Successful distribution of commodities in a post-disaster environment requires understanding all modes of transportation and various distribution or logistics systems. In a post-disaster environment, life sustaining distribution of critical commodities is a priority. The DMP details the supply chain of and provides a clear and mutual understanding of the critical nodes within the system which may require augmentation or for which alternatives should be developed. The plan provides specific strategies to ensure the distribution of critical commodities to the community is organized, resourced, and provides critical information sharing elements.

b. Method. On September 20, 2017, Hurricane Maria (category 4) barreled across Puerto Rico. The quick succession of three (3) hard-hitting storms exposed several aspects of supply chain resilience and non-resilience. Island economies traditionally have huge population densities centered around the capital metroplex. With centralized political, communications, economic, trade and import mechanisms metropolitan areas tend to have severely impact the supply chains post storms. The impact on the roadways and traffic patterns exacerbated the ability to conduct an effective response operation much less execute commodity distribution down to the last mile. HI-EMA realized that there are many similarities between Puerto Rico and Hawai'i and decided to look at the impacts and requirements that Maria generated for Puerto Rico as a baseline for Hawai'i requirements for DMP. HI-EMA, in conjunction with Federal Emergency Management Agency (FEMA) Region IX (RIX) Logistics Branch, conducted an in-

depth data analysis of commodities moved from Continental United States (CONUS) to Puerto Rico. Using this data as the base, HI-EMA adjusted the commodity data to reflect the percentages associated to Hawai'i's population. The basic method is outlined below.

PR Population: 3,400,000 / HI Population: 1,421,403 } HI is 41% of PR

Took 41% to find the 3 month requirement

Took 33% to find the 1st 30-day requirement

c. Method Planning Factors

2020 Hawai'i Population		% of the Population
Honolulu	980,080	69%
Hawai'i	200,983	14%
Maui	167,207	12%
Kauai	73,133	5%
Total	1,421,403	

FEMA CONSOLIDATED HURRICANE MARIA 2017 COMMODITIES TRANSPORTED BY AIR & SEA									
	MEALS	GROCERY MEAL KITS	BOTTLED WATER	TARPS	SHEETING	5GL WATER JUGS	CUSI KITS	GENS	FUEL / WATER /POWER TRUCKS
SEP	6,733,412	0	5,210,228	49,859	0	23,600	0	30	38 (FUEL)
OCT	33,268,904	1,998,000	33,887,386	96,051	31,398	15,000	247,035	161	17 (WTR)
NOV	16,119,490	1,836,000	79,641,085	68,715	23,280	8,560	3,537,902	438	0
DEC	0	0	3,529,464	0	0	0	0	55	22 (PWR)
TOT	56,121,806	3,834,000	122,268,263	214,625	54,678	347,160	3,998,562	684	77

Hawaii 3 Month Requirement									
	MEALS	GROCERY MEAL KITS	BOTTLED WATER	TARPS	SHEETING	5GL WATER JUGS	CUSI KITS	GENS	FUEL/WATER POWER TRUCKS
TOT	23,009,940	1,571,940	50,129,988	87,996	22,418	142,336	1,639,410	281	
Honolulu	15,876,858	1,084,638	34,589,692	60,717	15,468	98,212	1,131,193	194	
Hawaii	3,221,391	220,071	7,018,198	12,319	3,139	19,927	229,517	40	
Maui	2,761,192	188,633	6,015,598	10,560	2,690	17,080	196,729	34	
Kauai	1,150,499	78,598	2,506,500	4,400	1,121	7,117	81,971	13	

Hawaii 1st 30-day Requirement									
	MEALS	GROCERY MEAL KITS	BOTTLED WATER	TARPS	SHEETING	5GL WATER JUGS	CUSI KITS	GENS	FUEL/WATER POWER TRUCKS
TOT	7,593,280	518,740	16,542,896	29,039	7,398	46,971	541,006	93	
Honolulu	5,239,363	357,931	11,414,598	20,037	5,105	32,410	373,294	64	
Hawaii	1,063,059	72,624	2,316,005	4,065	1,035	6,576	75,741	13	
Maui	911,193	62,249	1,985,148	3,485	888	5,636	64,921	11	
Kauai	379,665	25,936	827,145	1,452	370	2,348	27,050	5	

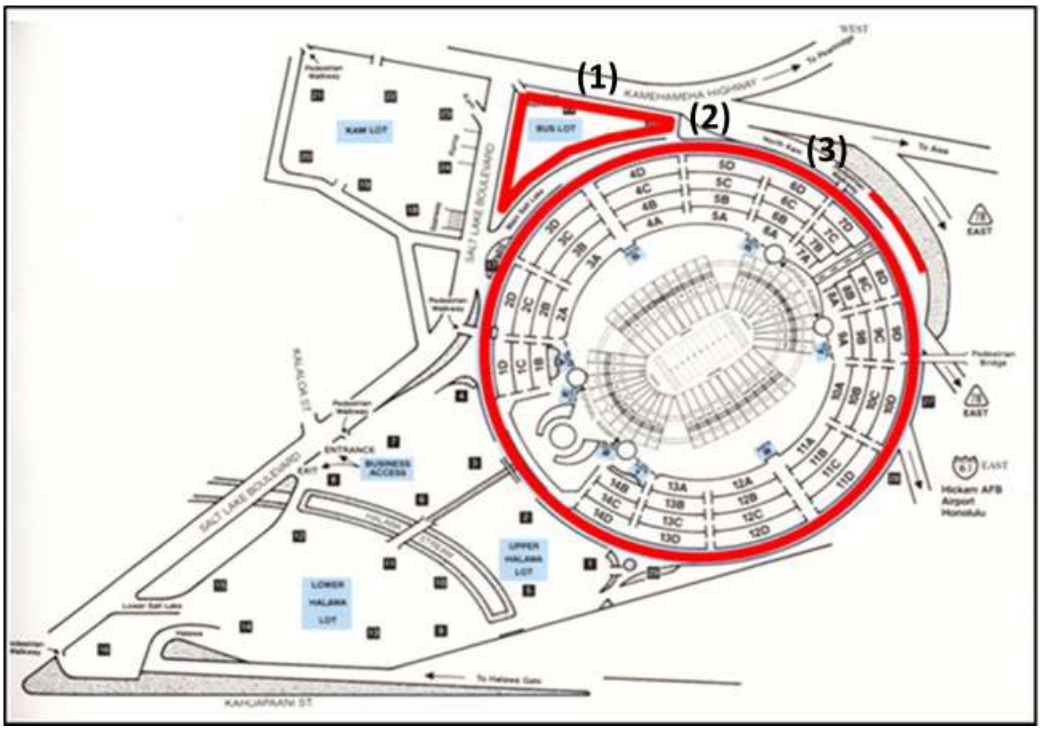
d. Critical Infrastructure. A detailed list of the state's critical infrastructure is contained in reference (a) (pg. 4-4-4-7) and in the figure below.

In addition to the infrastructure referenced, Aloha Stadium's parking lots will be used as the State's Staging Area (SSA). Details are outlined in reference (b). Aloha Stadium provides approximately 104 acres and is eight (8) miles from Port of Honolulu, two (2) miles from the Daniel K. Inouye International Airport (HNL) / Joint Base Pearl Harbor-Hickam (JBPHH) and two (2) miles from FEMA Distribution Center – Hawai'i. The size and location make it ideal as the SSA. The below map reflects the areas of the stadium parking areas that are acceptable to receive containers. Starting from the upper left:

(1) The perimeter of the bus lot can go 3 containers-wide deep. The outer perimeter of this lot is roughly 1,750 linear foot (LF) long (450 LF along Salt Lake Blvd, & 500 LF along Kamehameha Hwy, with an 800 LF long arc).

(2) The entire width of the circular road is acceptable. The perimeter road is roughly 5,150 LF long & 36 ft wide.

(3) North Kam Ramp is acceptable. The maximum length of the arc is roughly 300 LF long, one container wide.



FEMA's potential federal staging areas (FSAs) are contained in reference (c).

e. Authorities. Chapter 127A, Emergency Management, of the Hawai'i Revised Statutes provides the legal framework for county and state disaster response activities, including fiduciary, material support and procurement activities.

f. Indications & Warnings. The National Weather Service (NWS), U.S. Geological Survey (USGS), Whitehouse and Department of Defense develops several forecast advisories and conditions for natural and man-made occurrences. These will be used as the primary means for indications and warnings to begin plan implementation.

Severity →	Incident Type					
	Tsunami	*Tropical Cyclone*	*Flooding*	*Volcano*	*Pandemic*	*Terrorist*
	warning	warning	flash flood/high surf warning	warning	5	FPCON Delta
	advisory	watch	flood/flash flood watch	watch	4	FPCON Charlie
	watch		flood/high surf advisory	advisory	3	FPCON Bravo
	statement		coastal flood statement		2	FPCON Alpha
					1	

g. Plan Maintenance. HI-EMA's Logistics Branch will take over as HI-EMA's office of primary responsibility (OPR) after the publication of this version and continue to revise this plan until a fully developed DMP is created. Per the 2021 Preparedness Grants Manual, EMPG recipients are required to submit their DMP to the Regional Grants Office along with the Q3 (quarter ending September 30) Periodic Performance Report (PPR) of their most recent EMPG award. After the publication of the final plan, HI-EMA will maintain annually and determine if revisions are needed. Factors such as new guidance from senior leadership, and/or lessons learned from incident or exercises; NWS predictions and forecasts; and the state of preparedness of relevant county, state, and federal response capabilities may create the need for review and revision. For this version, reference (j) was used as a starting point to address issues identified by FEMA Region IX (RIX) contained in reference (i).

Date	Plan Title	Summary of Updates
December 31 2020	State of Hawai'i Distribution Management Plan	Not applicable; Initial plan
September 30 2021	State of Hawai'i Distribution Management Plan Version 2	1. Added finalized Memorandum of Agreement [ref (b)] 2. Added COVID-19 distribution related actions (Paragraph 2) 3. Added FSA/SSA/CSA/C-POD map (2.b.1) 4. Added i-l to Facts, Assumptions & Planning Factors (2.c.2) 5. Developed CSA to C-POD schedules (2.c.4.d) 6. Updated "Preparation Phase" objectives (2.c.5.a) 7. Expanded Pre-Staged Commodity concept (2.c.5.a.1) 8. Separated FEMA pre-positioned stocks from previous section (2.c.5.a.2) 9. Added Container Management Section Concept (2.c.5.b.2.a.2) 10. Added Private Sector concept (2.c.5.b.2.e.3) 11. Added Operational Assessments (2.c.5.b.2.e.1.f.2.c) 12. Updated Tasks (2.d) *Note: The section "annotations" relate to DMP V2 structure and do not necessarily correlate to DMP V3 structure*
September 30 2022	State of Hawai'i Distribution Management Plan Version 3	1. Updated references (c), (d), (e), (g), (i) & (j) 2. Added reference (k) 3. Added State Managed C-POD Operations (Annex (a)) 4. Added County C-POD locations (Enclosures 1-4) 5. Updated Indications & Warnings (1.f) 6. Updated Plan Maintenance (1.g) 7. Added Exercise Development and Implementation (1.h) 8. Added Technical Assistance (1.i) 9. Added FEMA relief supply chain OCONUS (2.a) 10. Added FEMA Distribution Center – Hawai'i (2.a.1) 11. Added Distribution Efforts (2.b.1) 12. Added Food Warehouse (2.b.2.a.6) 13. Added Grocery Store (2.b.2.a.7) 14. Updated Key Areas/Critical Nodes Relationships (2.b.2.b) 15. Updated FSA, SSA, CSA map (2.b.2.d.1) 16. Added Food Warehouse map (2.b.2.d.2)

		17. Added Grocery Store location link (2.b.2.d.3) 18. Added m-p [Facts, Assumptions & Planning Factors] (2.c.2) 19. Updated Operational Design (2.c.3) 20. Updated 14 Days of Supply (2.c.5.a.1) 21. Updated County Pre-Staged Commodities (2.c.5.a.2) 22. Added HFA Pre-covery POD (2.c.5.a.2.a) 23. Added FEMA Pre-Positioned Stocks (2.c.5.a.3) 24. Updated Response Phase (2.c.5.b) 25. Added Port of Debarkation Operations (2.c.5.b.1) 26. Added Dual Concept (2.c.5.b.2) [*includes all sub sections*] 27. Added "Go Local" (2.c.5.b.2.b.2.e.3) 28. Added Supported and Supporting (2.c.5.b.3) 29. Added Mix and Match (2.c.5.b.4.b) 30. Added CIRCA-Hawai'i (2.c.5.b.4.c) 31. Updated Assessments (2.c.5.b.4.d.3) 32. Updated Tasks (2.d) 33. Added communications diagram (4.b)

h. Exercise Development and Implementation. Since the development of the State Distribution Management Plan in 2020, HI-EMA has conducted a series of workshops and tabletop exercises (TTXs) in 2021-2022. The last two TTXs have not identified any major gaps with the DMP that require changes. However, FEMA Region IX Distribution Management Plan Evaluation Sheet (reference (j)) identified the need to "focus on SLTT distribution capacity with the Federal Government in a supporting role……..Federal government remains the primary provider of all commodities". As a result of this feedback, a new concept of operations (CONOP) was developed for this iteration of the plan.

(1) In accordance with reference (k), HI-EMA scheduled a series of Logistics and Distribution/C-POD Sheltering Workshops-TTXs in 2023 with each county.

January 2023	February 2023	March 2023	April 2023	May 2023
Logistics & Dist./CPOD Sheltering Works-TTX (Honolulu)	Logistics & Dist./CPOD Sheltering Works-TTX (Maui)	Logistics & Dist./CPOD Sheltering Works-TTX (Kauai)	Logistics & Dist./CPOD Sheltering Works-TTX (Hawai'i)	MP23 Statewide Logistics & Dist./CPOD Sheltering TTX

i. Technical Assistance. Technical assistance is available for developing a DMP. FEMA Regional IX Logistics staff and FEMA Integration Teams (FITs) worked with HI-EMA to provide technical assistance and resources to develop and maintain this version of the DMP. HI-EMA engaged in the following types of technical assistance as outlined in reference (d).

- ✓ Reviewed the Comprehensive Preparedness Guide 101 (CPG 101), Developing and Maintaining Emergency Operations Plans
- ✓ Participated in the DHS Regional Resiliency Assessment Program (RRAP)
  - Resiliency Assessment Hawai'i Maritime Transportation (July 2022)
- ✓ Received FEMA Technical Assistance through the FEMA National Integration Center
- ✓ Received FEMA Technical Assistance through FEMA Region IX Logistics Branch
  - Participated in HI-EMA planning sessions: Oct 12, 2021 & Jun 24, 2022

- Participated in HI-EMA's Makani Pahili TTX & AAR: Dec 16, 2021 & May 12, 2022
- HI-EMA participated in FEMA's Transportation ROC Drill: Mar 8, 2022

✓ Participated in the Points of Distribution (PODs) Training (e.g., IS-26) and/or any other relevant training available

✓ Conducted Special Analyses or Studies on supply chain, logistics, and/or distribution

- Hawai'i Emergency Management Agency, CRITICAL SYSTEMS: Vulnerabilities & Resiliency Strategies
- Critical Infrastructure Resilience Collaboration & Assessment CIRCA – HAWAI'I 27 April 2022

✓ Reviewed the Supply Chain Resilience Guide

✓ Conducted Logistics Capability Assistance Tool (LCAT) Workshop

- Participated in LCAT workshops in 2016

☐ Participated in Emergency Management Institute's Interagency Logistics Training and Staging Area Operations (e.g., L854 and L660 courses)

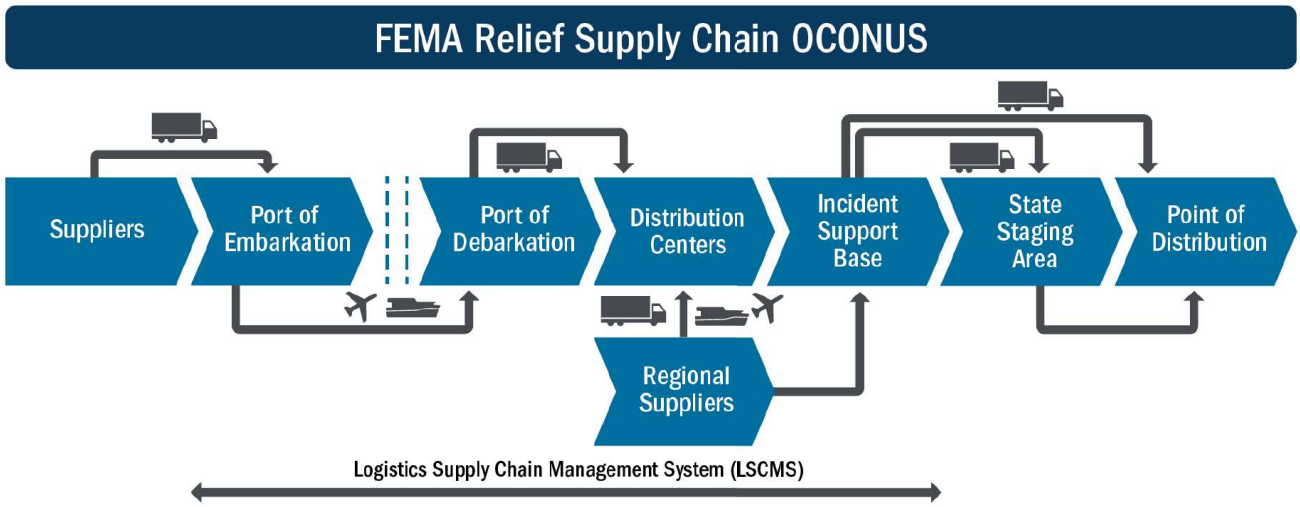
2. **Execution**. Re-establishing the flow of critical commodities to Hawai'i post-incident includes restoring or supplementing Hawai'i's maritime and air transportation system, the on-road transportation system, the warehousing of commodities and the orderly, efficient distribution of goods into a disaster impacted community. The purpose of this plan is to establish written processes and procedures to activate, operate, and demobilize a state emergency distribution network to ensure that the state can receive, track, and distribute emergency resources throughout the state in an efficient, effective, and timely manner following or in anticipation of a significant planned event, major disaster or emergency. Additionally, this is the first plan version that private industry is being considered as a partner in recovery efforts after a major disaster or emergency. It makes sense to include the private companies that feed Hawai'i 365 days a year in this plan version to support the state's population after a disaster. Only private industry has the combined, end-to-end, resources and capabilities, including container ships, container yard staging, container management, cargo planes, trucking designed for food pallets, sources of resupply on the mainland, and local staffing to help support and help feed the affected populations on each island during recovery efforts.

Some of the procurement, inventorying, warehousing and distribution procedures and processes outlined in this plan were exercised and refined because of COVID-19 (DR-4510). The below table contains the distribution actions completed because of COVID-19 and the lessons learned from these actions have been incorporated into this plan.

1. Purchased, received, and warehoused $85M of PPE and industrial hygiene supplies.	5. Implemented a state-of-the-art cloud-based computerized logistics system.
2. Received and processed over 5,000 forty-foot containers (FEUs).	6. Received and distributed over 12,000 pallets of materials state-wide.
3. Developed container yard operations to manage FEU traffic.	7. Planned and executed over twelve (12) PPE PODs state-wide employing ESF-20 and county volunteers.
4. Established multiple distribution channels to support hospitals, acute and long-term care, state agencies, independent medical providers, and the private sector.	8. Developed and managed commercial and internal ESF-20 warehouse operations covering four (4) warehouses totaling more than 100,000 square feet.

a. Federal Emergency Management Agency's (FEMA) Concept of Support. A catastrophic incident impacting Hawai'i will require extensive CONUS based resource support. FEMA Region IX (RIX) will provide logistics coordination to affected areas within the region by deploying resources in a timely manner to support a successful response. Resources and capabilities will be coordinated and pushed from CONUS beginning pre-impact in order to facilitate an effective response. The Unified Coordination Staff (UCS) will coordinate post-impact resources based on assessments and requirements. The FEMA Distribution Center-Hawai'i (DC-HI), located on Oahu, will provide immediate response resources from its warehouse in support of Unified Coordination Group (UCG) priorities. The operational area extends

from CONUS to the four (4) counties of the State of Hawai'i. The primary federal Incident Support Base (ISB) used by FEMA in support of Hawai'i is located at Travis AFB, California. Resources and capabilities may be sourced throughout the United States and staged at the ISB awaiting deployment to the state of Hawai'i. FEMA will employ a "push/pull" concept for resources based on UCG priorities. Initially, critical response assets will be "pushed" to CONUS-based ISBs in order to establish an approximate 72-hour supply. During the first 72 hours of response operations, planners anticipate pushing resources to Hawai'i. Once operational control in the field is established, the "push" concept will transition to a "pull" concept. (reference (a)).



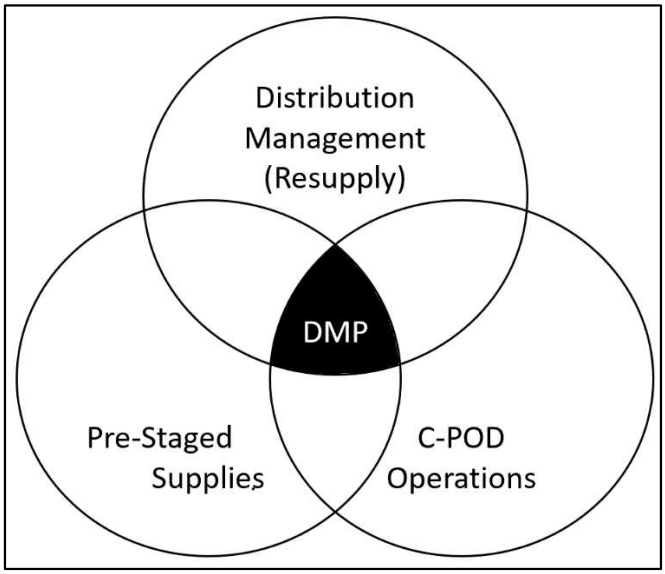
(1) FEMA Distribution Center – Hawai'i. One of the advantages that Hawai'i has are the commodities stored in FEMA's Distribution Center (DC) on Oahu. There are eight (8) FEMA DCs located across the county and territories. FEMA's DC-Hawai'i (DC-HI) is located in Halawa's Industrial Park (Aiea), is 145,500 sq.ft. and maintains the following: "Big Six" (water, meals, blankets, cots, tarps, plastic sheeting), Soft Sided Tent Shelters with Support Package and Portable Toilet, Infant & Toddler Care Items (diapers, bottles, formula etc.), Durable and Consumable Medical Equipment, Joint Field Office Kits and Generators. It is eight (8) miles from the Port of Honolulu, five (5) miles from Daniel K. Inouye International Airport (HNL) and two (2) miles from Aloha Stadium. DC-HI is considered a major resource hub stocked with Immediate Response Resources (IRR) to be utilize under the Stafford Act following an Emergency Declaration (EM) or a Major Disaster Declaration (DR). In addition, FEMA may also pre-position these resources with no declaration in anticipation of a threat or hazard using regional surge funding. Distribution Centers are strategically positioned across CONUS/OCONUS to provide immediate, life-sustaining support to states, tribal nations, and territories, to include those located in remote areas of the Pacific. During the drawdown of DC-HI IRR during an event, burn rates will be continually monitored and additional supplies may be sought from across the FEMA distribution center network, the private sector, voluntary or corporate donations, among others. DC-HI support will be maintained until existing inventory is depleted; local supply chains are reestablished, and the food, water, and shelter lifeline has stabilized; and/or the state or territory reduces or eliminates the requirement. In the unlikely event that Pacific Islands are impacted by disasters simultaneously, FEMA RIX and the Logistics Management Directorate at FEMA HQ will adjudicate resource requests and fulfill requirements from across the network of distribution centers—and other sources—to maximize resource availability for life-sustaining operations.

While DC-HI serves the Pacific Area, FEMA confirmed that Hawai'i is the priority for the assets maintained in DC-HI. FEMA will empty DC-HI in support of Hawai'i first and foremost. The quantities of supplies and how they tie into HI-EMA's concept of operations is described later in 2.c.5.a.3. [FEMA Pre-Positioned Stocks].

b. HI-EMA's Concept of Operations. The objectives of this plan are contained in the table below.

Distribution Management Plan Objectives	1. Establish emergency distribution network.
	2. Maintain emergency distribution network until steady-state operations are supportable.
	3. Provide critical supplies to the counties.

(1) Distribution Efforts. To achieve the plan objectives, HI-EMA developed three (3) distribution efforts. While each effort can be considered a "stand-alone" pursuit, when they are incorporated and coordinated, they form the foundation of the Distribution Management Plan.



(a) Distribution Management (Resupply). Distribution management refers to overseeing the effective and efficient movement of critical resources from a supplier to disaster survivors in the community. Throughout this process, there are several activities and processes that take place, including acquisition, inventory management, and last-mile delivery. 2.c.5.b. [Response Phase] describes the foundation of Hawai'i's emergency distribution management.

(b) Pre-Staged Supplies. These are efforts the state and counties can make in advance of an incident in order to have the supplies already staged within the state. The ability to establish and continuously improve emergency commodity surplus on each island to cover the gap between the catastrophic event and the opening of the emergency supply lines. These can include vendor managed inventories or other storage methods. This is discussed in 2.c.5.a.2. [County Pre-Staged Commodities].

(c) Commodity Points of Distribution (C-POD) Operations. C-POD operations encompass all aspects which establishes an initial accessible point(s) where the public can obtain life-sustaining emergency relief supplies. These facilities must serve the population until no longer needed; this may be indicated when power is restored, traditional facilities reopen (e.g., retail establishments), fixed and mobile feeding sites and routes are established,

and/or relief social service programs are in place. The process and procedures for the state to run a C-POD is contained in Annex (a).

The success of Hawai'i's DMP consists of four (4) major organization actions: FEMA, HI-EMA, the county emergency management or civil defense agencies and the private sector. Each organization has roles and responsibilities in the execution of this plan. While all organizations will need to coordinate, the primary focus of each agency will be on establishing or maintaining and managing their respective key "areas" or critical nodes as summarized below in 2.b.2. [Key Areas/Critical Nodes].

(2) Key Areas/Critical Nodes

(a) Key Areas/Critical Nodes Description

1. Port of Debarkation (POD). The port of debarkation can either be maritime or aerial. However, based upon Hawai'i's initial 30-day requirement, it would be logistically sound to have the primary port be sea-based. FEMA would have the requirement for arranging the shipment of CONUS based commodities to Hawai'i, while the private sector will try to maintain their logistics/resupply lines. Deconfliction of arriving vessels at the SPOD is discussed in 2.c.5.b.1. [Port of Debarkation Operations]. Due to the uncertainty of the incident effects, the POD location cannot be accurately determined. The primary sea POD (SPOD) is Port of Honolulu and the primary air POD (APOD) is Joint Base Peral Harbor-Hickam. A complete detailed list is contained in reference (c).

2. Federal Staging Area (FSA). A base located closer to the area of operations (AOR) that provides logistical support to a disaster/operation under the control of the Incident Management Assistance Team (IMAT) or Joint Field Office (JFO); resources are committed to the disaster.

3. State Staging Area (SSA). Staging area designated by the state to temporarily manage relief supplies for onward movement to county staging areas (CSA). FEMA considers the relief supplies expended when they are delivered to the SSA and no longer tracked in Logistics Supply Chain Management System (LSCMS).

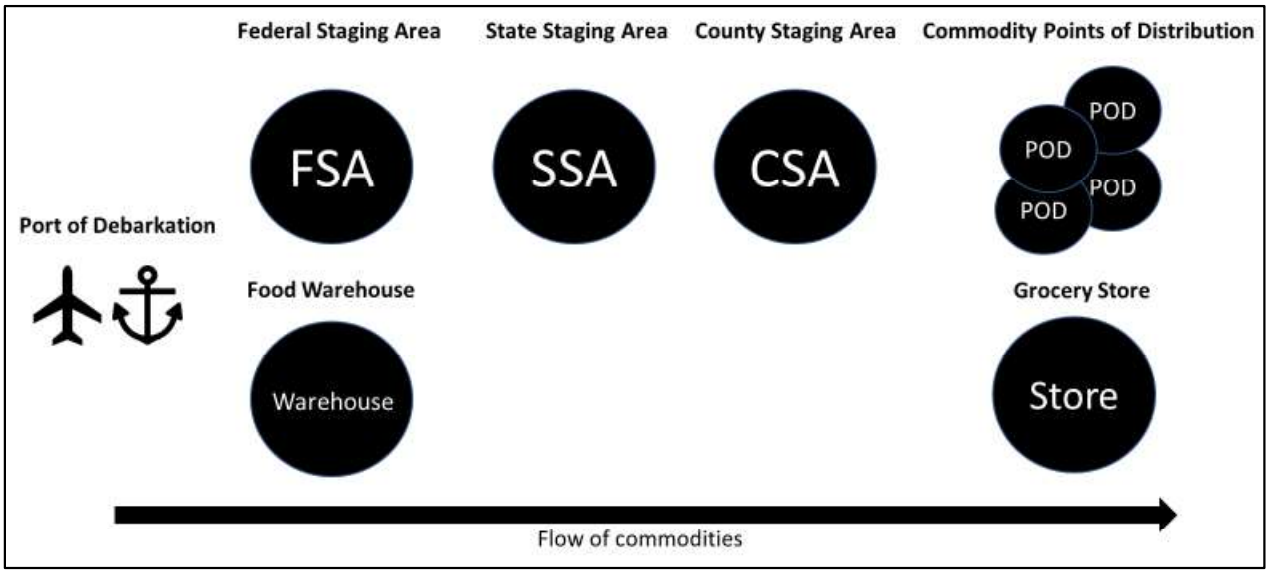
4. County Staging Area (CSA). Staging area designated by the county to temporarily manage relief supplies for onward movement to C-PODs. The CSA can be co-located with a C-POD. HI-EMA considers the relief supplies expended when they are delivered to the CSA.

5. Commodity Point of Distribution (C-PODs). Centralized locations where the public picks up life-sustaining commodities following a disaster or emergency. A C-POD establishes an initial point(s) where the public can obtain life-sustaining emergency relief supplies. These facilities must serve the population until no longer needed; this may be indicated when power is restored, traditional facilities reopen (e.g., retail establishments), fixed and mobile feeding sites and routes are established, and/or relief social service programs are in place. These are managed by the counties.

6. Food Warehouse. A specialized warehouse facility that is designed to process orders and facilitate order fulfillment and is designed to handle and store inventory for retailers, wholesalers or goods that are stocked to be transported directly to consumers. Positioned to handle a large number of products in inventory within a single location, the food warehouse is critical to the supply chain and usually service multiple retail locations, depending upon the size of the food warehouse.

7. Grocery Store. Any establishment or section of an establishment where food and food products are offered to the consumer and intended for off-premises consumption. Typically comprises meat, fresh produce, dairy, and baked goods aisles, along with shelf space reserved for canned and packaged goods as well as for various non-food items such as kitchenware, household cleaners, pharmacy products and pet supplies.

(b) Key Areas/Critical Nodes Relationship. The below graphic displays the overall concept of operations and the relationships between the key areas. While there are two (2) distinct supply lines identified (government and private sector) with the critical node linkages, the POD is the one key area that is utilized by both supply lines.

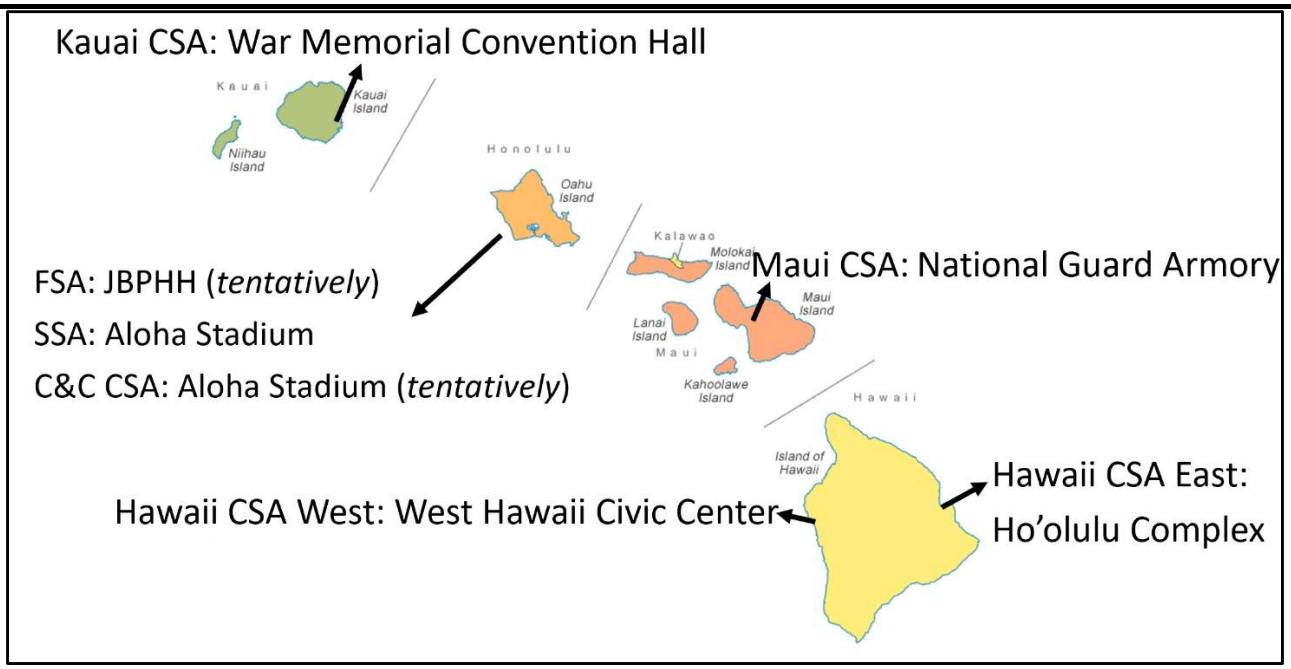


(c) Key Areas/Critical Nodes Responsibility

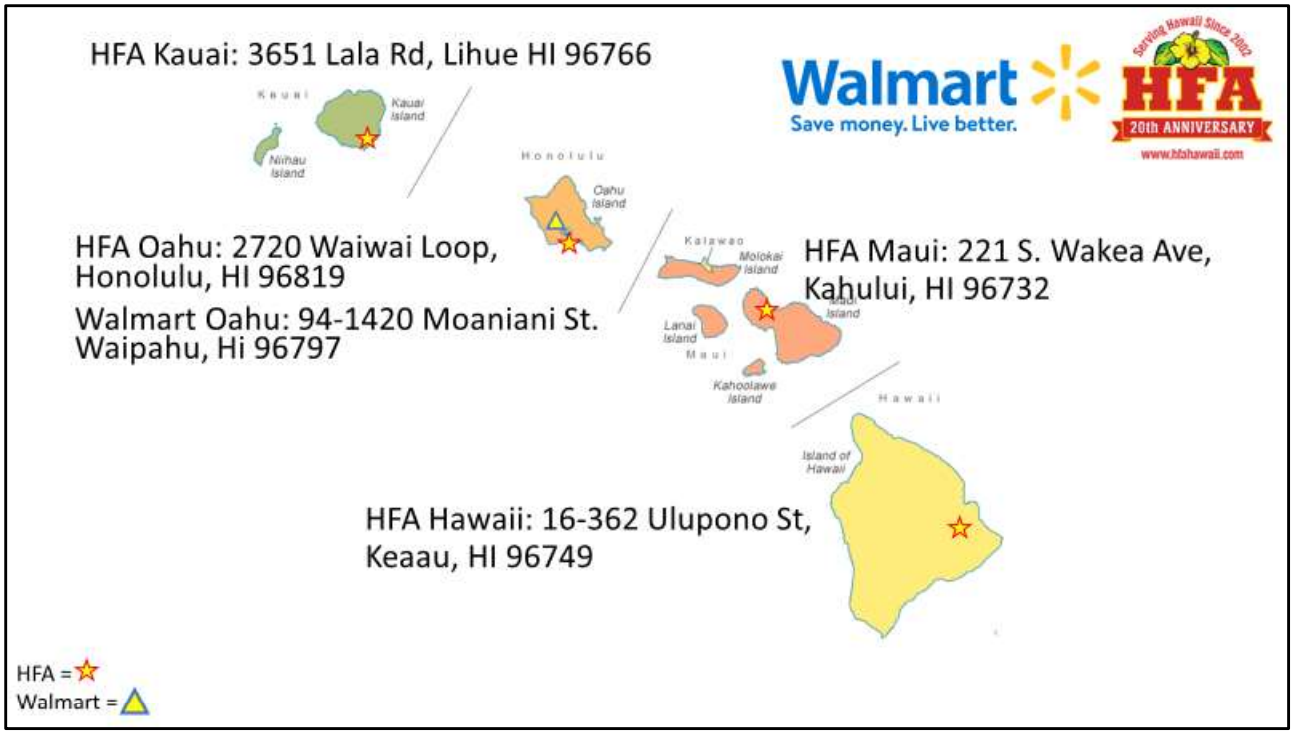
Nodes	Responsibility
Port of Debarkation	Federal / State
Federal Staging Area	Federal
State Staging Area	State
County Staging Area	County
Commodity Point of Distribution	
Food Warehouse	Private Sector
Grocery Store	

(d) Key Areas/Critical Nodes Locations

1. FSA, SSA, CSAs and C-POD locations. The below map displays the planned locations of the FSA, SSA and CSAs. County C-POD locations are contained in Enclosures (1-4).



2. The map below that displays the private sector's food warehouses. While the below is not all inclusive, it does display Hawai'i Food Service Alliance (HFA) and Walmart's food distribution centers.



3. Grocery store locations can be found at: https://services9.arcgis.com/aKxrz4vDVjfUwBWJ/arcgis/rest/services/food_related_retailers_grocers_club_locations/FeatureServer

While the store locations are known, the prioritization of which ones would require state intervention and support is unknown at this time.

(3) Phases. This plan is broken down into three (3) phases as outlined in the table below.

Phase #	Phase Name	Brief Description
1	Preparation	The preparation phase consists of all the activities that can be performed in advance of the incident itself. This phase begins with the refinement of this plan. This typically involves having the policies and procedures that govern incident response in place, a completed and published DMP, training and education, conducting incident response exercises, developing and maintaining documentation, and numerous other such activities.
2	Response	The response phase will begin when it is determined to activate the SSA or when private sector requires infrastructure support to maintain their supply lines and distribution. When declared operational, resource delivery to the SSA will begin immediately. The goal of each staging area, once stocked, is to provide needed resources to each CSA on a rotational schedule.
3	Demobilization	The demobilization phase commencement will be situational dependent. However, some triggers are restoration of the power grid, reopening of retail stores, operable point-of-sale systems, restoration of traditional transportation systems (e.g., seaport, airport), diminishing population in shelters, and decreased demand for resources at C-PODs. Demobilization is when resources are retrieved, rehabilitated, replenished, disposed of and retrograded. Property reconciliation is conducted and an organized shutdown of the response. This phase will end once all reimbursements are completed.

c. Concept of Operations Approach. The concept of operation (CONOP) approach was developed using requirements, conversion factors, geography, facts, limitations, and some assumptions. The approach has flexibility written into the distribution model which allows to adjust to the most affected counties (see 2.c.4) [SSA Processing Schedule]. It also allows for time to establish a fully operational SSA. Using the requirements contained in 1.c. [Method Planning Factors], historical FEMA analysis and FEMA's conversion planning factors from requirements to 40-foot container requirement which is listed below.

(1) County Daily & 4-day 40-foot Container Requirements

State of Hawaii 1 Day Commodity Requirements		
County	***40-foot Container (40 Ft CTRN) Requirement***	***% of population supported***
Honolulu	30	10.57%
Kauai	3	23.63%
Maui	6	20.69%
Hawaii	6	17.20%
Total	**45 40 Ft CNTR**	

4 Day Requirements	**45 x 4 = 180 (40 FT CNTR)**

State of Hawaii 4 Day Commodity Requirements	
County	***40-foot Container (40 Ft CTRN) Requirement***
Honolulu	120
Kauai	12
Maui	24
Hawaii	24
Total	**180 40 Ft CNTR**

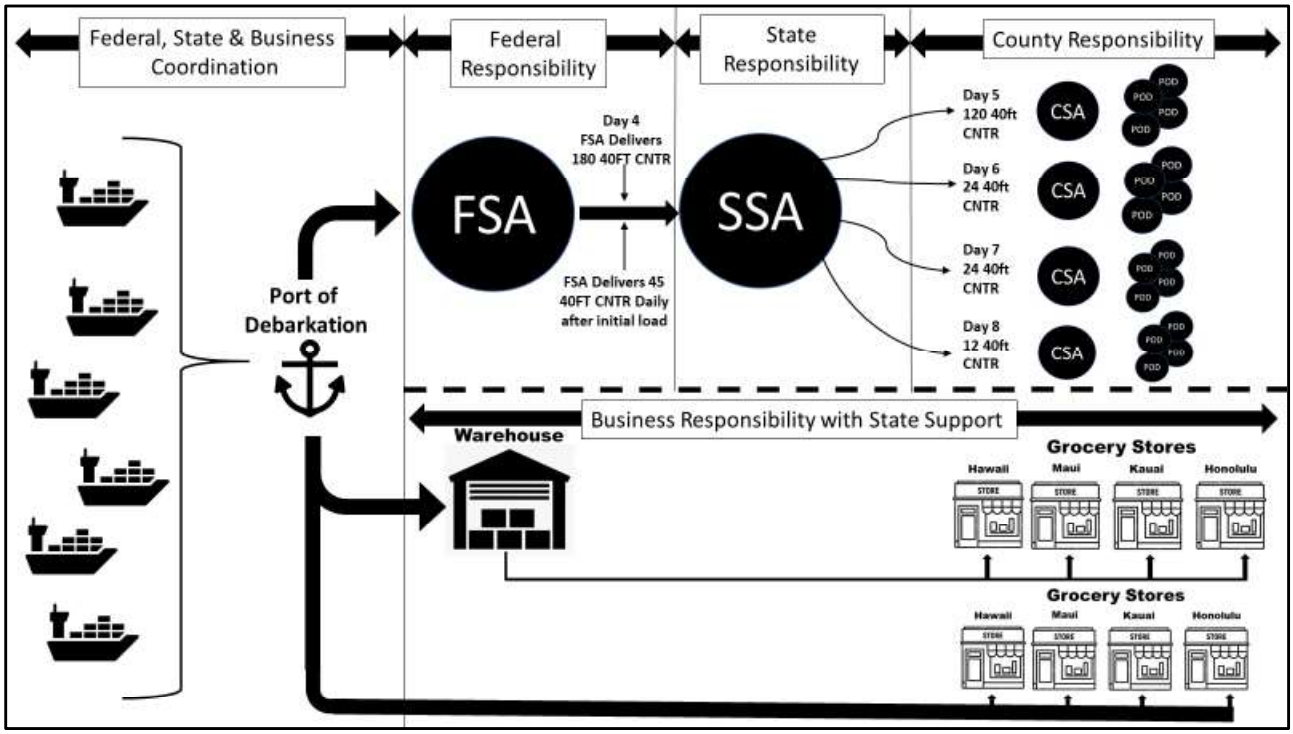
(2) Concept of Operations Facts, Assumptions & Planning Factors

Statement	Type
(a) FEMA will provide SSA 45 containers (on chassis) a day starting on day four (4) after the SSA achieves a fully operating capacity status.	A & PF
(b) Maintain no more than four (4) days of state supplies in the SSA.	PF
(c) FEMA is responsible for delivering to SSA; HI-EMA is responsible for delivering to CSAs.	F
(d) No mixed containers; containers are pure.	F
(e) It will take four (4) days to establish the SSA.	A & PF
(f) Each county can hold four (4) days of supplies.	A & PF
(g) SSA outbound total transit time (SSA-CSA/Port-SSA) to average 90-minute cycle time (hookup, drive to, drop, return).	PF
(h) Commercial Driver's Licensed (CDL) drivers have maximum 14 hours per 24-hours.	F
(i) Detention fees will be charged for containers not returned to container collection point.	F
(j) Detention fees will begin on the 16th day after it has departed the FSA.	A & PF
(k) Containers cannot be used as storge at C-PODs.	F & PF
(l) Two (2) meals and one (1) gallon of water per person of the impacted population each day.	PF
(m) Hawai'i has priority on assets maintained in FEMA DC-HI & can be used in deliberate planning.	F & PF
(n) Annual DC Hawai'i Container Load Plan (Apr 2022) was utilized.	PF
(o) One (1) 40 ft CTNR of food can feed 17,280 people per day (2 meals per day)	PF

(p) One (1) 40 ft CTNR of water can provide 4,435 people per day (1 gallon per day)	PF

Legend: A = Assumption; F = Fact; PF = Planning Factor

(3) Operational Design. The below graphic expands the overall concept of operations to include the requirements and the flow of commodities between the key "government" areas. At time of publication, the requirements for the "private sector" are unknown. It focuses on the "response" phase of the plan.



(4) SSA Processing Schedule. The below table displays the SSA processing schedule based upon the requirements and the conversion into 40-foot containers.

(a) The below table can be adjusted based upon county priorities and the effects of the disaster. For example, the table shows that the first delivery would be to Honolulu. However, if another county had a greater requirement, the delivery schedule can be adjusted.

(b) The below table displays that the SSA receives the first shipment on day four (4) and begins delivery on day five (5). This is based upon SSA attaining full operational capacity. However, if the SSA becomes operational before, the cycle can be sped up.

(c) The "gap" displayed for the first four (4)-days will be addressed in 2.c.5.a.2. [County Pre-Staged Commodities] and 2.c.5.b.2.b.4.a. [Alternate Distribution Concept].

Receiving & Distribution Schedule													After day-12, the rotation will repeat from day-4
Day	1	2	3	4	5/13	6/14	7/15	8/16	9/17	10/18	11/19	12/20	
40ft container Received in SSA				180	45	45	45	45	45	45	45	45	
Honolulu					120				120				
Hawaii						24				24			
Maui							24				24		
Kauai								12				12	
Total in SSA (start/end)	0	0	0	0	180	105	126	147	180	105	135	156	
	0	0	0	180	105	126	147	180	105	126	147	180	

(d) County receiving from the SSA and distribution from their CSAs to their C-PODs schedules are contained in enclosures (1-4).

(5) Operational Phases

(a) Preparation Phase. This phase begins with the development of this plan. The following are the objectives during this phase.

Preparation Phase Objectives	1. DMP 2022 completion and continue plan refinement.
	2. Turn the scope of work into a contract with SSA management company.
	3. Validate planning assumptions.
	4. Refine SSA layout.
	5. Refine the county pre-staged commodity concept.
	6. Develop the private sector concept and incorporate into overall plan.
	7. Identify multiple sourcing mechanisms in resource ordering section.
	8. Exercise CONOPs.

1. 14 Days of Supplies. HI-EMA recommends all residents stock emergency preparedness kits with enough food and water for at least 14 days. However, it is unknown on how many households actually adhere to this recommendation. In order to determine this percentage, HI-EMA worked with Dr. Albie Miles (UH) and Dr. Konstantinos Zougris (UHWO) to develop a survey/study to measure the percentage of households across the state of Hawai'i with the recommended 14 day supply of food and water. This study is to be distributed during the summer of 2022 (assistance requested to enhance response rate) with data analysis and reporting complete by spring 2023. The instrument will be shared in advance with DoD/HI-EMA to ensure usable/actional data is gathered for emergency planning purposes.

2. County Pre-Staged Commodities. As displayed in 2.c.4. [SSA Processing Schedule] and in the image displayed below, there is a "gap" in state to county support for four (4) days post incident.

Receiving & Distribution Schedule								
Day	1	2	3	4	5/13	6/14	7/15	8/16
40ft container Received in SSA				180	45	45	45	45

While HI-EMA's guidance and direction to maintain 14 days' worth of survival supplies is the preferred method to address this gap, the state needs an alternate method to ensure the counties are able to provide commodities to their population as soon as possible. The idea of pre-staging water and food is one possibility to bridge this gap (Another method is discussed in 2.c.5.b.2.b.4.a. [Alternate Distribution Concept]). This concept was discussed with the counties during the planning process time between publication of reference (i) and this version. The state and all counties agree to further research and continue to develop the pre-staged commodity concept.

As mentioned in reference (i) the biggest issues are financial risk to benefit, stores rotation, storage location and responsibility. These issues will be addressed after the publication of this plan. The below table outlines very basic planning factors used and determined between HI-EMA and the vendor.

- Base Planning Factor: 1,000,000 people for 4 days
- Breakfast, lunch & dinner serving 500 calories per day/per meal (1,500 calories a day)
- Vendor applied a discount even further below their typical bulk discounts for the quantity needed.
  - Total cost (without shipping): **$14,674,126**
  - This is $.61 per serving, $1.22 per adult sitting.
- Storage Requirements:
- Total amount of pallets: ≈ **2,885**
- Equates to 8,500 sqft of warehousing
  - Pallets can be double stacked to reduce sqft requirements
- No temperature control is required
- 25 year shelf life

As previously published and remains true for the execution of this plan, this is currently not a feasible method to bridge the gap in this version of the DMP because funding is not available. Unfortunately, this method does not qualify under hazard mitigation for public assistance or hazard mitigation grant program. However, this concept has the most potential in moving forward should the funding become available through different federal or state funding channels.

a. Hawai'i Foodservice Alliance (HFA) Pre-Covery POD. In January 2022, Hawai'i Foodservice Alliance, LLC, one of Hawai'i's largest statewide food distributors took the initiative to launch the first-ever disaster

recovery POD to hold a stockpile of food in case of emergencies. HFA's pre-covery POD aligns with HI-EMA's pre-staged supply effort that would provide meals for vulnerable communities in the event a disaster disrupts Hawai'i's delicate supply lines. The insulated storage container, located in Waianae, Oahu and maintained by the Waianae Coast Comprehensive Health Center holds 135,000 healthy, shelf-stable meals that be stored for 25 years. HFA selflessly donated the state's first pre-covery POD and specifically targeted one of Oahu's most vulnerable communities. Hopefully, HFA's actions will be used as a "proof of concept" which eventually leads to numerous state/county funded pre-covery PODs.

3. FEMA Pre-Positioned Stocks. In July 2022, FEMA confirmed that the assets maintained in FEMA Distribution Center – Hawai'i (introduced in 2.a.1. [FEMA Distribution Center – Hawai'i]) are the priority for Hawai'i and therefore can be used in deliberate planning. The assets maintained in DC-HI do not fully correspond to the categories of supplies used to determine the State of Hawai'i 1-day commodity requirement (2.c.1. [County Daily & 4-day 40-foot Container Requirements]). Therefore, to compare the 1 day requirement against the items holistically maintained in DC-HI would be impossible. However, it's been determined that the amount of food and water maintained in DC-HI would provide approximately 4.25 days for the state. Calculations are summarized below:

DC-Hawaii Inventory			1-day County Requirement*			
Commodity	Amount*		Honolulu	Kauai	Maui	Hawaii
Water (Boxed/ Canned)	109		24	2	4	4
Meals Humanitarian Daily Ration (HDR)	83		6	1	2	2
Total	**192**	Total	30	3	6	6
		Total	**45**			

** = Amount & Requirement are expressed in number of 40 ft containers*

192 / 45 ≈ 4.25 Days

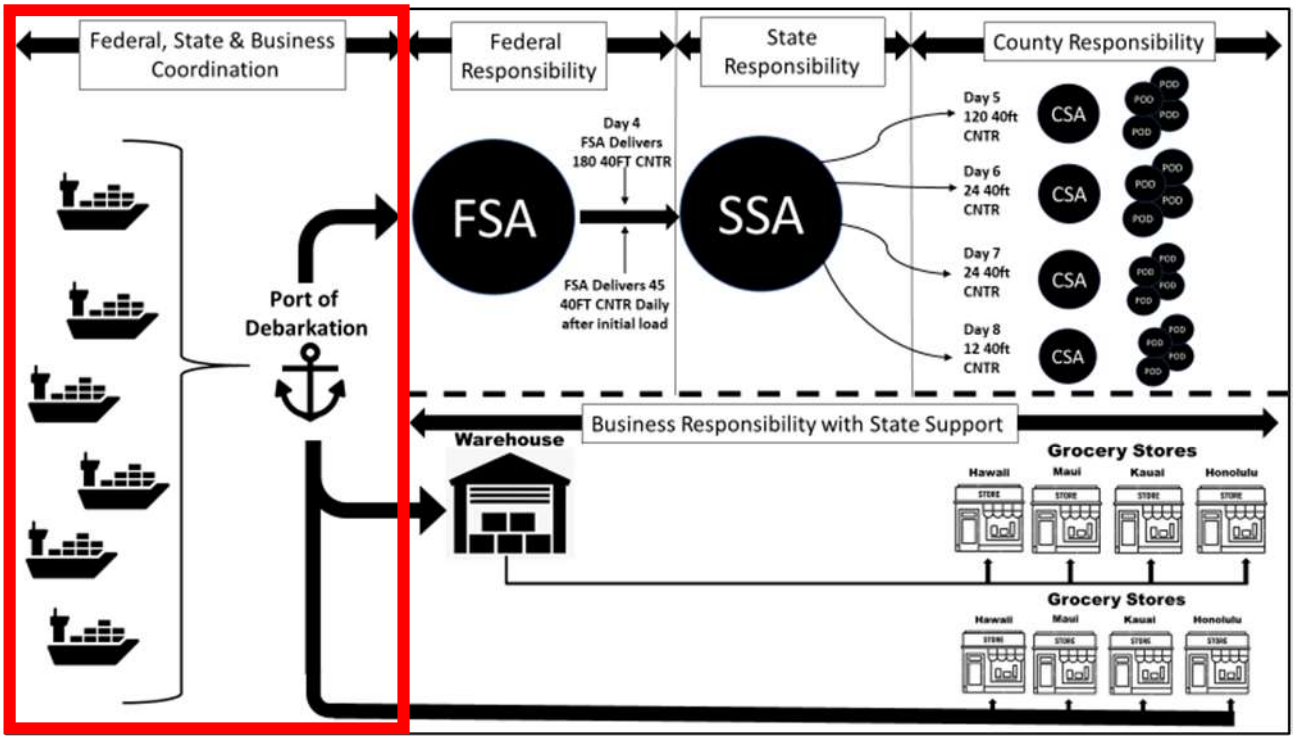
a. While the assets maintained in DC-Hawai'i can be considered as a form of prepositioning, they still require pre-land fall emergency declarations to be effective. If the governor issues a pre-landfall emergency proclamation, the proclamation would authorize the expenditure of state funds for the quick and efficient relief of disaster-related damage, losses and suffering that may result from the storm. As a result, the United States President would issue an emergency declaration for the entire state in preparation of the storm which would allow FEMA RIX to pre-position assets from DC-HI to the outer islands pre-landfall. In addition to their centralized location being a limiting factor, the timing to activate the SSA and/or the CSAs play an important part of their effectiveness.

(b) Response Phase. The response phase is the priority phase of this plan. This phase will begin once the decision to active this plan. Activation process is contained in 4.a.1. [HI-EMA] and 2.c.5.b.2.b.1. [SSA Activation Procedures]. This plan focuses on actions associated with successful SSA operations and are addressed in 2.c.5.b.2.b. [Government Distribution Management]. Additionally, it introduces the initial incorporation of the "private sector" into the overall concept of operations (2.c.5.b.2. [Dual Concept], 2.c.5.b.2.a. [Private Sector Distribution Management] and 2.c.5.b.3. [Supported and Supporting].

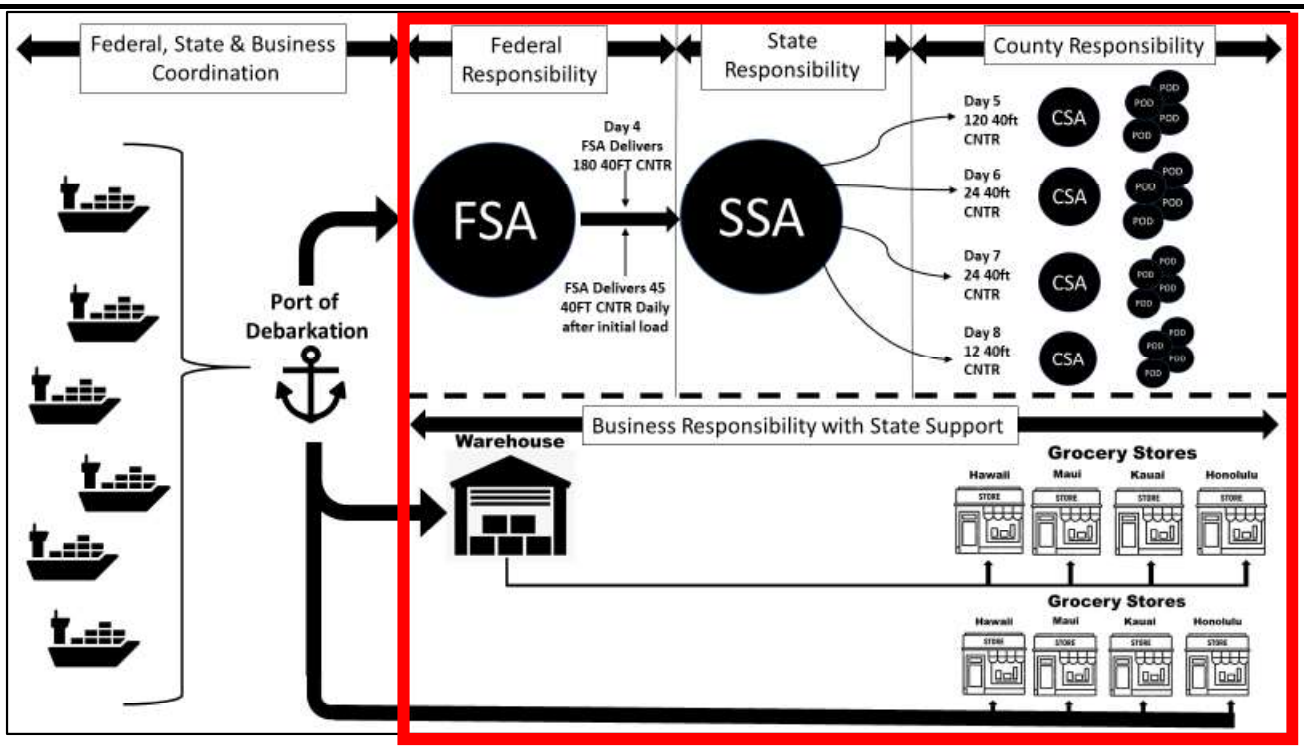
Response Phase Objectives	1. Assess county requirements and prioritize the counties support required.
	2. Establish SSA within prescribed timeline.
	3. Coordinate with FEMA to ensure FSA to SSA process is established.
	4. Ensure ground LOCs are cleared to and from FSA and SSA.
	5. Coordinate with FEMA for direct CSA shipments for first 4-days.
	6. Enact emergency contracts and procurement process.
	7. Provide support to private sector distribution management.

1. Port of Debarkation Operations. U.S Coast Guard's (USCG) Captain of the Port may utilize Vessel Arrivals Scoring and Prioritization Tool (VASPT) to prioritize arriving vessels at the Port of Honolulu (SPOD). VASPT is an access database which enables the upload of vessel arrivals from the Marine Information for Safety and Law Enforcement (MISLE) database system and calculates a prioritization score of arriving vessels. VASPT includes data on cargo, terminal status, vessels cleared for entry, draft restrictions, and labor schedules. Additionally, Cybersecurity and Infrastructure Security Agency (CISA) through their Regional Resiliency Assessment Program (RRAP) created the

Vessel Routing and Suitability Tool (VRST). The VRST is an application that assists emergency management personnel regarding routing options for incoming vessels to Hawai'i ports during an emergency. It provides specifications on ports, piers, berthing options, container yards and vessels which can be edited in case a disaster interrupts normal operations. VASPT can be used in conjunction with VRST to assist identifying which docks/harbors are capable of receiving the size/types of ships once the state identifies which ships' cargoes are priority. The key to this is that the Unified Coordination Group identifies cargo priorities or specific ships (crude oil tankers, gasoline tankers, LPG, etc.) and communicates that information to the USCG/Marine Transportation System Recovery Unit (MTSRU) so they can prioritize ship sequencing. Vessels with non-essential cargo may be deferred or prohibited from berthing. The "red section" highlighted below represents SPOD operations in the overall CONOP.

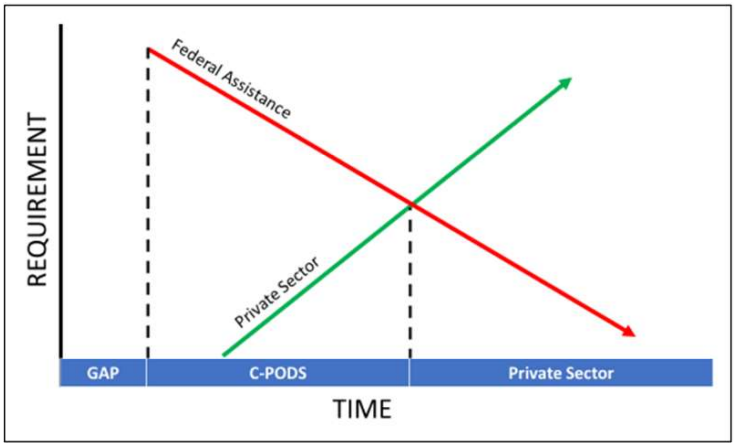


2. Dual Concept. The "red section" highlighted in the below image illustrates how both the private sector and the federal supplies can mutually work. In the "dual concept", both private sector distribution management and government distribution management maintain their respective supply lines and work simultaneously. Each "effort" is discussed in detail, as a section later in the in the plan.

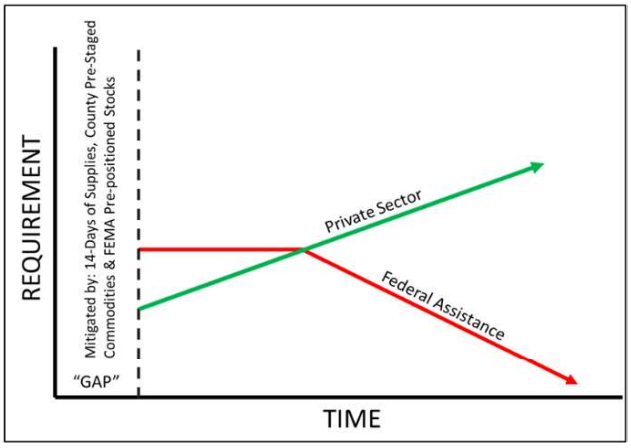


As with all emergency plans, the goal is to get back to normalcy as soon as possible. The desire to "wean" off federal assistance while the private sector builds back their capability and capacity until they can resume normal operations was introduced as in the "procurement" section (2.c.5.b.2.e.3) in State of Hawai'i Distribution Management Plan V2 (30 September 2021 (reference (i)). The below graph on the left, illustrates the relationship between federal assistance and the private sector as introduced in reference (i). It is clear, that the "federal assistance" supply chain was the primary provider of supplies and not in a supporting role. The below graph on the right, attempts to illustrate the change in methodology and thinking of the "dual concept".

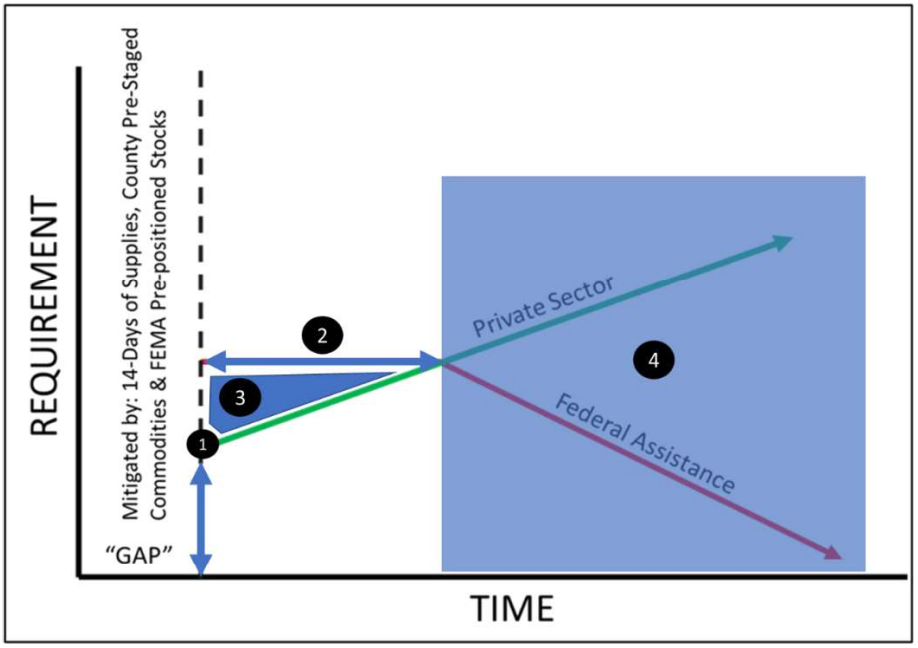
DMP 2021



DMP 2022

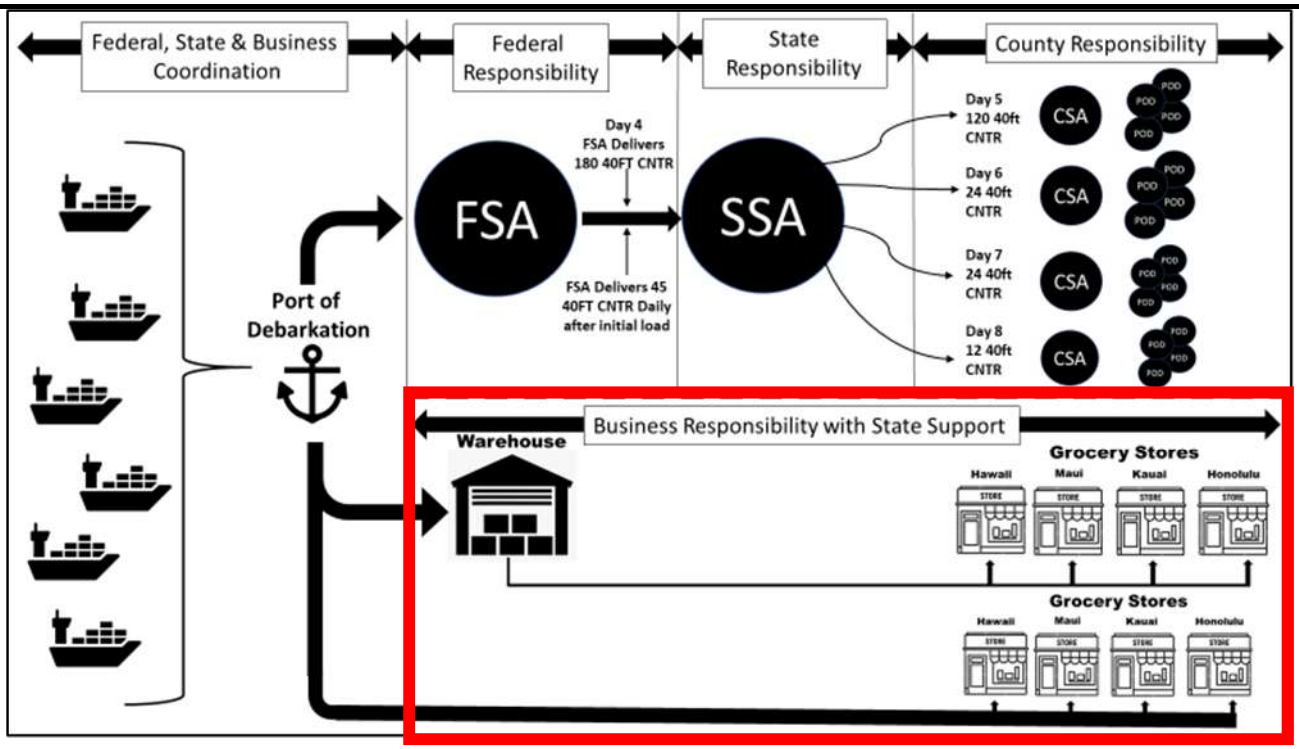


The image below, attempts to "break-down" the notional timing between both efforts. While the concept doesn't display the "exact time" (or how long into the emergency duration), it provides an established baseline for the private sector while the federal assistance requirements decrease over time. Section 2.c.5.b.3. [Supported and Supporting] introduces the relationships between both efforts.

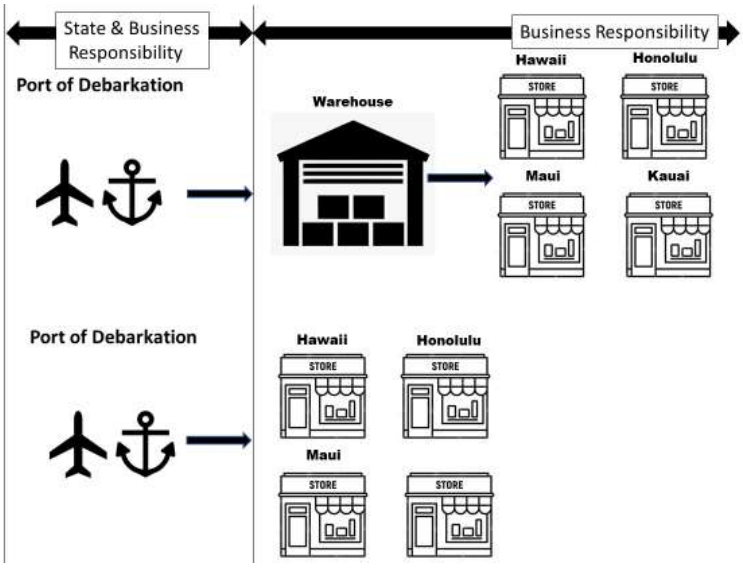


"Number"	Description
1	Goal is to have the private sector maintain a certain number of stores in critical locations to remain open with support from the state. During the 4 days "gap" period state will support the private sector to keep open or open as many private sector stores as possible.
2	Goal is to only open C-PODs as required based upon the number of private retailers who can stay open. The "federal" effort should never increase its operations, only gradually maintain and then begin to decrease.
3	Goal is to decrease the "delta" between number of active C-PODs and number of private grocery stores open for business.
4	Goal is to keep increasing private sector capabilities while decreasing the federal/state and county distribution management efforts.

a. Private Sector Distribution Management. "Supply chain resilience is key to disaster response. Successful SLTT distribution management planning depends on a clear understanding of private sector supply chain norms and flows" (reference (d) pg. 11). By not incorporating the private sector fully into reference (i) was an obvious "shortfall". As a result, HI-EMA expanded discussions and developed concepts with Hawai'i Foodservice Alliance and Walmart and incorporated them into the process. The "red section" highlighted below represents private sector operations in the overall CONOP and is discussed in the proceeding section.



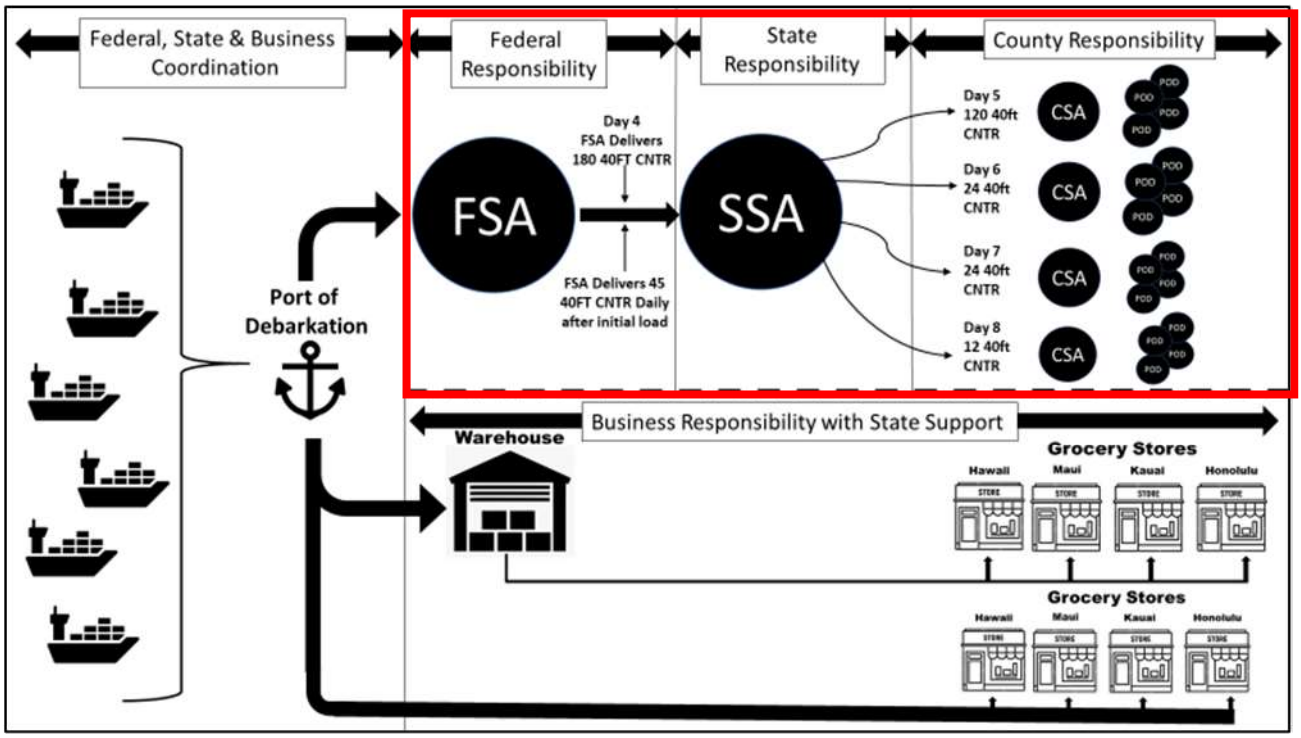
(1) Private Sector Supply Chain. Under normal conditions, the private sector utilizes one or the other or a combination of the two distribution models to supply their stores or customers displayed below. Port➡warehouse➡store or port➡store. The idea moving forward is to incorporate the private sector's resources and capabilities into the overall operational design.



(2) Competing for limited infrastructure and resources. Whether it's federal assistance or private sector the fact remains that they will be competing for the same limited ports, road access, inter-county

transportation assets and possibly trucking. While this plan version doesn't contain enough detailed information to deconflict or prioritize those resources, it has been identified to conduct further detailed planning into how to prioritize and coordinate these assets.

b. Government Distribution Management. The "red section" highlighted below represents the government distribution portion in the overall CONOP. Within the "red section" contains both the federal portion (FEMA) and the state's portion, which are annotated appropriately. The FEMA portion is discussed in 2.a. [Federal Emergency Management Agency's (FEMA) Concept of Support], the state's actions are outlined in the proceeding sections of this plan, while the county actions are contained in the individual county DMPs.

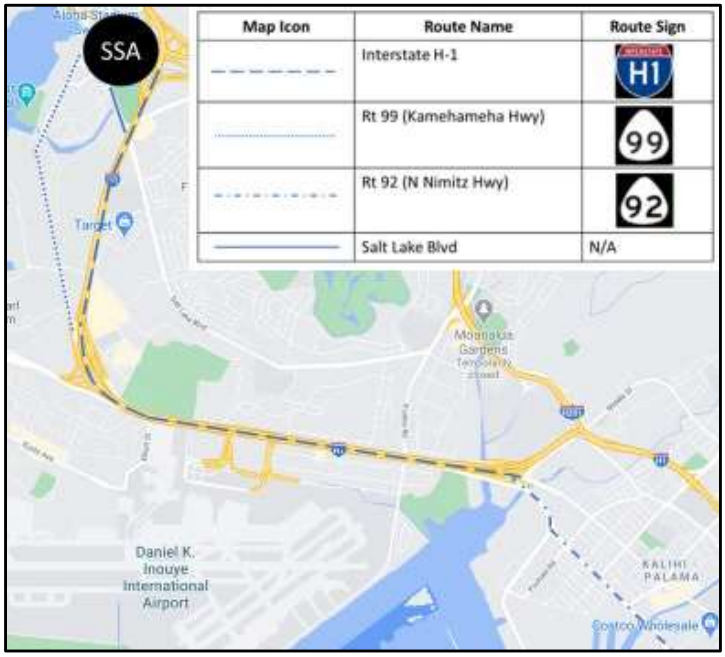


(1) SSA Activation Procedures. The authority for opening the SSA lies with the State Emergency Operations Center (SEOC) and Unified Coordination Group (UCG). The SEOC Logistics Section coordinates activation and operation of the staging area site. In the best of conditions, the state would require 24-hours to establish and implement initial capability for the disaster resource movement process and a full capacity within 96-hours. The SEOC Logistics Section Chief (LSC) determines the need for the staging areas based on the location, size of the site versus anticipated resource quantities, population of the affected area, the condition of local infrastructure, and transportation corridors for material traveling in and out of the site.

(2) State Staging Area (SSA) Operations. SSA operations are successful if the following support efforts are planned accordingly.

SSA Supporting Efforts				
(a) Transportation	(b) Manpower & Equipment	(c) SSA Design	(d) Inventory Management	(e) Procurement

(a) Transportation. The ability to transport essential commodities between critical nodes is one of the principles of this plan. While this plan doesn't address the details of the Hawai'i Debris Management Operational Support Plan (reference (e), it does identify the main supply routes that need to be cleared to and from the SSA. Additionally, since it is undetermined where the FSA will be located, it most likely will be near the Port of Honolulu or Joint Base Pearl Harbor-Hickam. Therefore, the below map outlines the key routes that will need to be cleared.

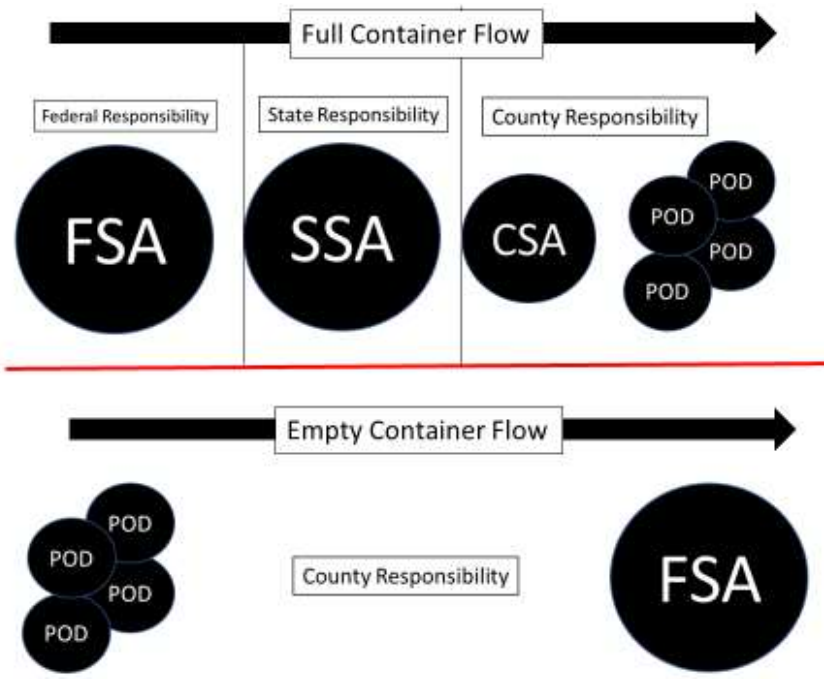


1. Outbound Transportation (SSA to CSA)

a. City & County of Honolulu transportation will not be required if the SSA is co-located with Honolulu County's CSA. However, if the county determines another CSA location on Oahu, transportation will be provided by a contracted freight company (e.g., Courier Corp of Hawai'i, Royal Transport, DHX Hawai'i) at the volume of 120 units every 4 days. The contracted freight company will be responsible for performing and reporting dock-to-dock transportation from the SSA to the City & County of Honolulu CSA. City & County of Honolulu requirement will be thirteen (13) drivers and tractors to process their commodity flow process. (120 units * 1.5 hours ÷ 14 hours = 12.8 ≈ 13).

b. Neighbor Island transport will be provided by a contracted freight company (e.g. Courier Corp of Hawai'i, Royal Transport, DHX Hawai'i) at the volume of 23 units every 4 days. Contracted freight company will be responsible for performing and reporting dock-to-dock transportation (pick-up, delivery to Inter-island barge, pick-up at the far terminal, and delivery to the CSA). The neighbor island deliveries are hard to predict at this stage in the planning. Coordination with Young Brothers (YB) needs further development with the request of possible surge operation hours. YB operate three (3) hours in the morning and three (3) hours in the afternoon and is closed for lunch.

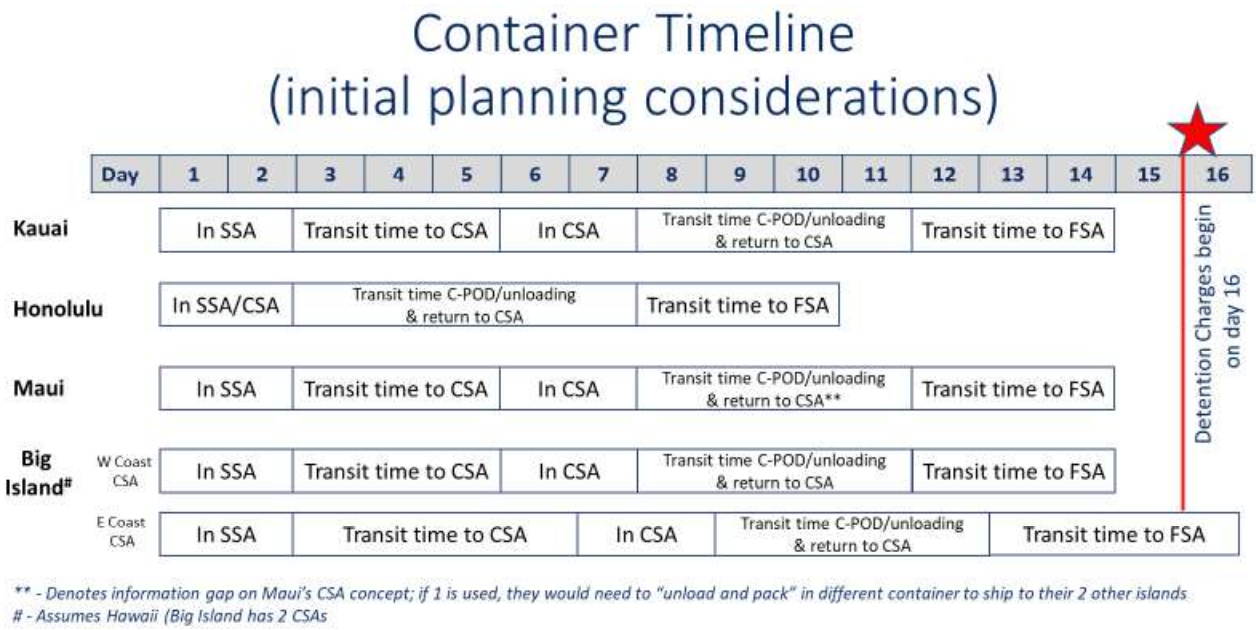
2. Container Management. Containers are crucial to the success of distribution operations. Containers provide a secure means of transporting cargo, facilitate increased responsiveness to changes across the impacted area, simplify the rapid movement of materiel across the state, and provide protection to materiel from the weather. Containers will be used from the FSA to as far forward as possible and must be managed while used in the state. Ideally, ITV/RFID (outlined in (2.c.5.b.2.b.4.d.2. [In-Transit Visibility (ITV) and Radio Frequency Identification (RFID) Tags]) could alleviate some container inventory issues, but ITV/RFID is merely a tracking method and doesn't establish any "method". Therefore, a container management process needs to be created. The below graphic will be the basic concept that the DMP will adhere to.



a. Container management basic information. There are a few key pieces of information when planning and dealing with containers that must be taken into consideration when developing the container management process. The most important ones are listed below.

Information about overall container management	Container management applicable to the DMP
1. Shipping containers are either leased or owned by the shipping company.	5. Containers will not be used at storage at C-PODS.
2. A container not being used to ship items is lost revenue to companies.	6. State will start incurring "detention charges" when containers do make it back to empty trailer yard (ETY) in a certain time period.
3. Shipping companies rely on the timely return of containers to re-use and ship more products.	7. County responsibility to ship empty containers back to ETY. FSA will act as ETY for planning purposes.
4. The increase of empty containers in the state means less products can be delivered.	8. Counties may need to cross-load from shipping containers to county owned/leased containers for isolated communities or areas that will bust the detention timeline.

b. Container Timelines. The below timelines are based upon transit times between Oahu and the neighboring counties, loading and unloading factors, reasonable time to transit from CSA to C-PODs and unloading at C-PODs. While on the surface it might appear that the detention fees, which is a charge made on a carrier conveyance held by or otherwise delayed through the cause of the state of Hawai'i, is the primary driver of the timeline, it isn't. The primary driver is getting empty containers back to the shipping companies to allow them to ship more products.



As displayed in the "Container Timeline" graphic above, Kauai and Honolulu should not have any issues with returning their empty containers to the empty trailer yard (ETY). Maui could possibly have issues depending on how their inter-county distribution chain is developed. Finally, Hawai'i (Big Island) will have issues in returning empty containers to the ETY based on the initial unrefined timelines. Additionally, all counties need to consider "isolated communities" and how to supply those areas while still adhering to the container timeline.

(b) Manpower & Equipment (SSA Scope of Work). The following is the scope of work required for SSA operations, the manpower requirement and table of equipment.

1. SSA Scope of Work. Establish State Staging Area (SSA) container handling yard at Aloha Stadium equipped with necessary contracted staff and equipment to receive, store, and handle up to 200 40' trailer mounted containers per 12-hour day with the ability to surge to 24-hour operations for the first twelve (12) days.

a. SSA Operations (SSAO) Unit will coordinate the delivery and reception of inbound units from the FSA and direct the delivering vehicles to the appropriate storage staging location where the containers will be unhooked from their primary movers and placed in their storage location.

(1) If containers must be removed from the trailer, then a minimum of two container loaders and or more necessary to unload up to 180 trailers within an eight-hour period.

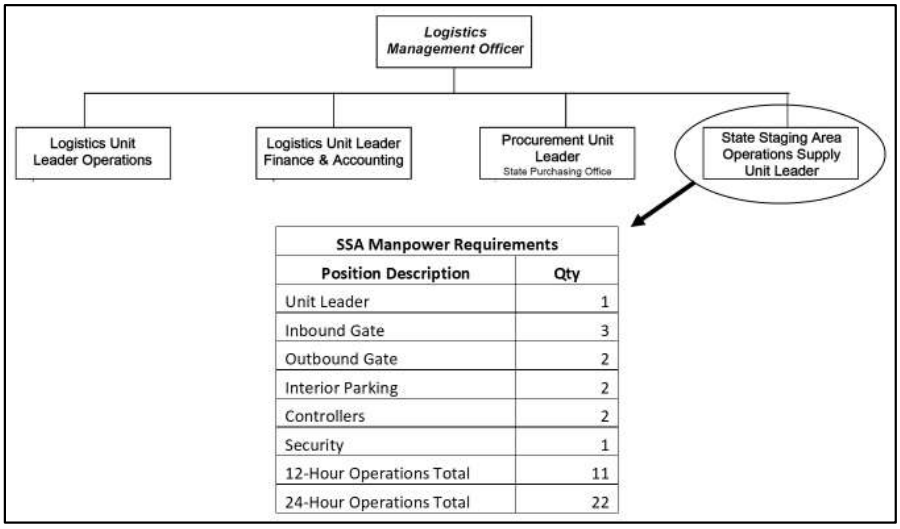
(2) If containers are permitted to remain on the trailer, then the need for container loaders can be reduced to single unit.

b. SSA Operations (SSAO) Unit will coordinate the outbound delivery of specified containers to designated CSAs via on-island surface transportation or via interisland barge transportation through the employment of Hawai'i based contracted transportation services.

(1) If marine port transportation link to a neighbor island CSA is not operational, the SSAO will direct the transportation company to break-bulk the container and convert for air cargo shipment and delivery.

c. The SSA Operations (SSAO) Unit will provide staffing for a Logistics Unit to manage the process, coordinate with the EOC, the FSA, the CSAs, and the engaged logistics contractors. The SSAO Unit will be responsible for accounting and tracking of all supplies from receipt to delivery.

2. SSA Manpower & Organization. The SSAO is one unit within HI-EMA's Logistics Section. SSA will have inbound and outbound gate teams with an interior parking team and a controller team to manage the administrative work and communicate with the FSA, CSA and SEOC. The below diagram depicts the SSAO unit in relation to HI-EMA Logistics Branch and then the SSA manpower requirements.



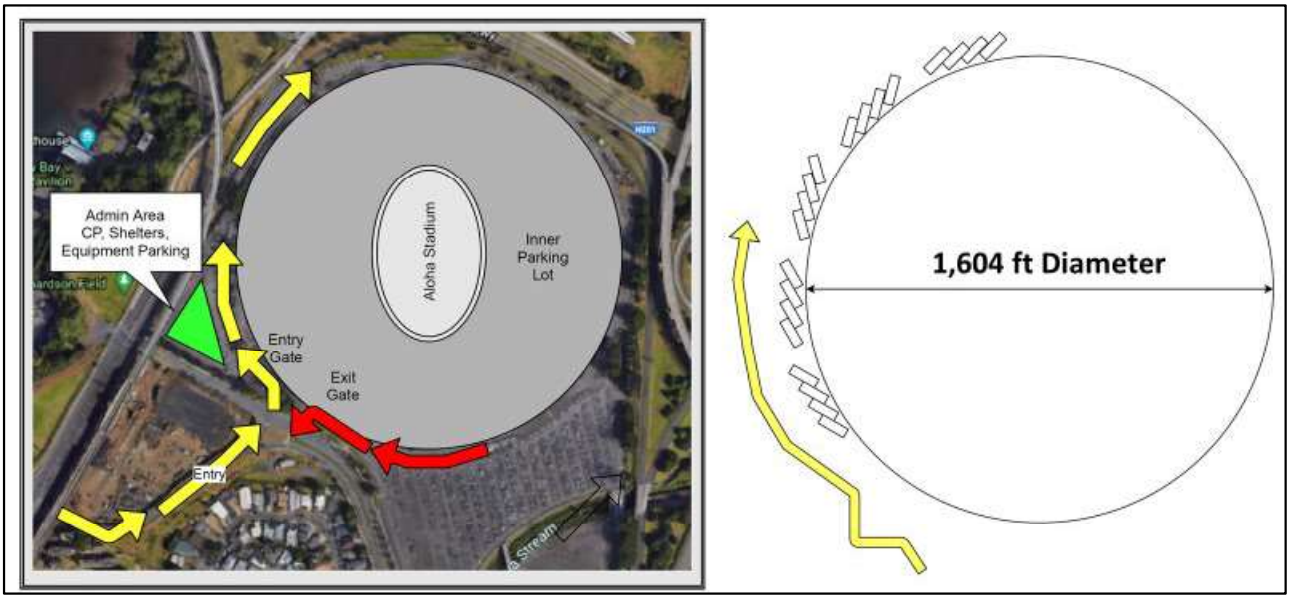
SSA Manpower Requirements	
Position Description	**Qty**
Unit Leader	1
Inbound Gate	3
Outbound Gate	2
Interior Parking	2
Controllers	2
Security	1
12-Hour Operations Total	11
24-Hour Operations Total	22

3. SSA Table of Equipment. Contractor will provide all equipment except communications and laptops which are provided by the state (configured to operate on State Emergency Networks). There is no warehouse for the SSAO as it is a container-only operation. Warehouse services are only for pallets being delivered to HI-EMA for RFAs or donations.

SSA Table of Equipment			
Nomenclature	**Qty**	**Nomenclature**	**Qty**
Dual Floodlight Sets	4	Traffic Direction Signs w/stands	5
Gensets 2000kw	6	Stop Signs w/stands	4

10 x 10 Portable Shelters	3	Illuminated Traffic wands	10
10 x 20 Portable Shelters	2	Support Vehicles (Crew Cab)	2
Folding Tables	3	Cellular Phones	12
Folding Chairs	10	LMR Radios	12
Folding Cots	4	MiFi Wifi	2
On-site ATVs	3	Laptops	4
Flashlights	12	Satellite phone	1
First Aid Kit	1	Portable Toilet	1
Safety Vests	12	Bottled Water - Cases	10
Traffic Cones	50		

(c) SSA Design (Layout). The following diagram is the SSA container storage plan. The plan utilizes the four (4) lane exterior parking ring road which is approximately 4,921.26 ft in circumference. The received containers will be parked diagonally (pull up reverse in) allowing space for an estimated 375 thirteen (13) foot wide parking spaces. Not all of the circumference is available for parking which reduces total space to 250 spaces.



(d) Inventory Management (Resource Accountability & Distribution). The basic process flow for resource accountability and distribution is reflected in the following table.

Step	Description	Data
Start		Emergency Declaration
1	A Purchase Request (PR) is drafted to describe supplies that are requested by RFA or "pushed" by Federal distributions (i.e. SNS, FEMA) or Donations (i.e. NGO, Private).	RFA Purchase Request FEMA Waybill Donation Waybill

2	PR is routed for internal purchasing approvals that result in a Purchase Order (PO).	MPR PO
3	PO is routed to the State Purchasing Office (SPO) for sourcing.	PO
4	PO is sourced by SPO and routed for approvals. Final executed PO costs are assigned to the RFA.	PO RFA
5	Upon approval and PO execution, HI-EMA Logistics confirms and validates PO items, assigns necessary SKUs, item descriptions, units of measure, and quantity available. *All inbound items regardless of purchase, FEMA, or donation are assigned to a PO for tracking and accounting purposes. This would apply to FEMA containers where the items within the container are assigned SKUs and the container is considered a unit-of-measure and tracked by the shipping container number.*	PO Container Number
6	The supplier provides delivery ETA and packing lists to HI-EMA Logistics which assigns the data to the RFA and notifies the receiving entity (i.e. HI-EMA warehouse or SSA) of the projected delivery time and date.	PO Waybill Packing List Container Number
7	HI-EMA warehouse and or SSA receives the shipment and performs a Receiving Report and reconciles delivered counts and reports. **Received goods are assigned and entered in HI-EMA's inventory and resource tracker and are available for disbursement**.	PO Waybill Packing List Container Number Receiving Report
8	HI-EMA Logistics Staff reviews PO-Packing List-Receiving Report and approves Receiving Report and Payment of Invoice by DOD Fiscal.	PO Receiving Report Invoice
9	Inventory items are disbursed by assigned SKU to meet requirements of the RFA using HI-EMA's ICS 213rr forms. One ICS 213rr details quantity, SKU, costs, and delivery point and an accompanying ICS 213rr details the transportation. Each ICS213rr contains related RFA number for tracking purposes.	RFA ICS213rr Goods ICS213rr Transport
10	Transportation unit delivers the ICS213rr order to delivery point, CSA, or port and receives acknowledgment and confirms with HI-EMA Logistics.	ICS213rr Transport
11	The Logistics Unit will produce weekly or ad hoc inventory status reports, delivery reports, and financial reports that reconcile purchases, donations/pushes, RFAs, and deliveries.	RFA PO Receiving Report Invoice ICS213rr Goods ICS213rr Transport
12	The consolidated and reconciled cost data and the associated PO and delivery data is employed by HI-EMA's Disaster Assistance Section to compile the Stafford Act Project Worksheets which are submitted for protective measures reimbursement.	RFA PO Invoice ICS213rr Goods ICS213rr Transport PW Worksheets

Resources will most likely arrive at the SSA via truck. Regardless of the mode of transportation, the check in process remains the same. Resource accountability by the SSA begins at the point of check in at the SSA and continues until resources have been accepted and signed for by a receiving party. Resources are distributed using "First In, First Out" (FIFO) processes.

(e) Procurement

1. Locally Procured/RFA Items. For the acquisition of materials, goods, and services not provided by FEMA or Donations, HI-EMA's WebEOC Request for Assistance (RFA) process will be employed. This process starts with requesting department, agency, or county emergency management officer submitting a RFA through the WebEOC system describing the unmet need. The below outlines the process and it is also contained in enclosure (5).

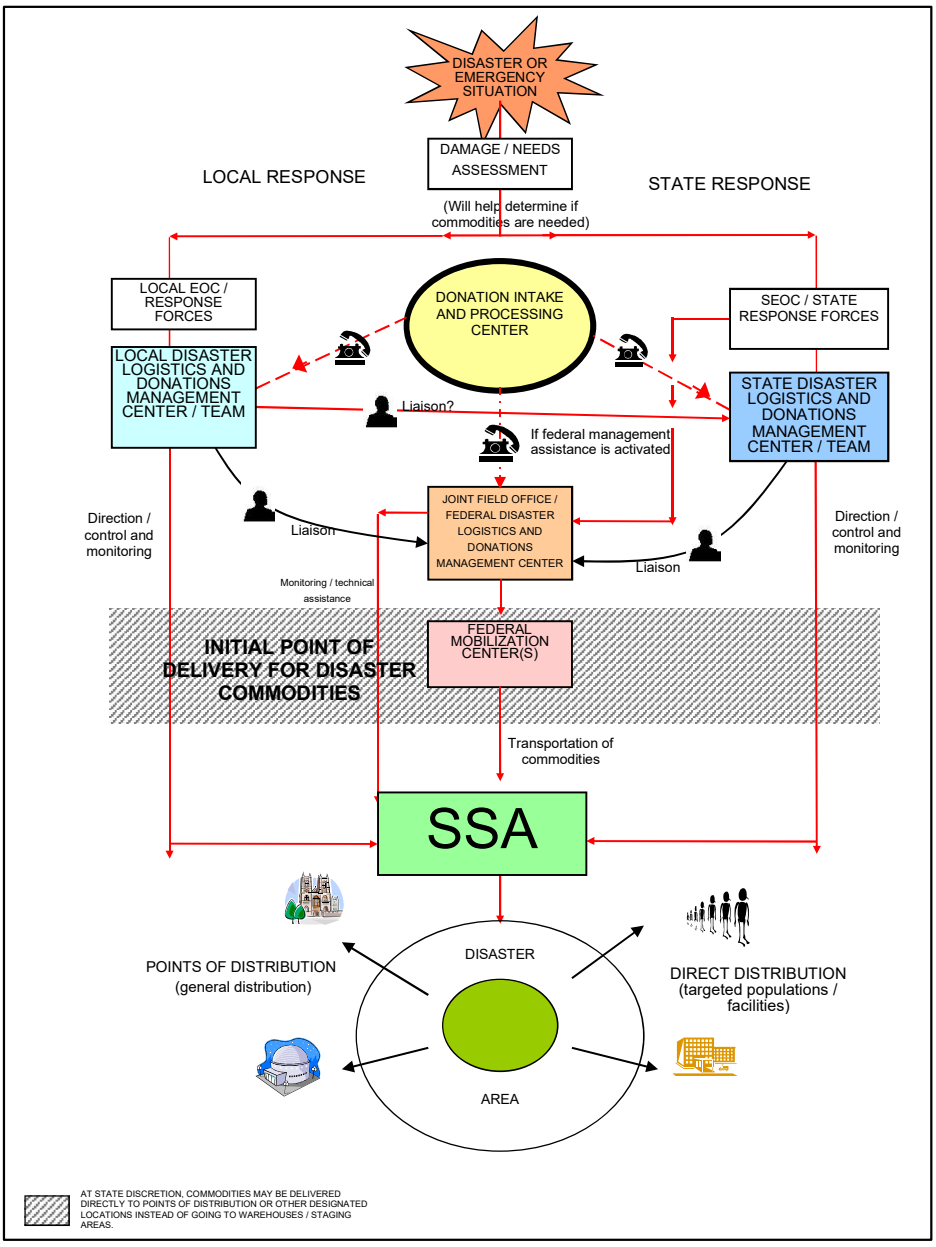
a. The RFA is processed and approved for execution by HI-EMA Operations and those requiring logistics support are routed to HI-EMA's Logistics Branch which serves as the lead for ESF-7. RFAs are reviewed by HI-EMA Logistics and cost estimates are developed for review by the Finance & Accounting Branch (ESF-16). ESF-16 reviews and either declines or approves the cost estimate for the RFA and provides the appropriate funding code for the procurement.

b. Upon approval of the pending RFA by ESF-16, HI-EMA Logistics issue a bulk purchasing target or alternatively a narrower Emergency Purchasing Request (EPR) to the State Purchasing Office (SPO) who initiates the formal purchasing cycle. SPO compiles a purchasing package which contains the EPR, quotes for the specified material, delivery ETA, and technical specifications. HI-EMA Logistics approves the technical specifications and ESF-16 approves the cost estimates.

c. Following the final approval of the EPR, the State Purchasing Office (SPO) creates an Emergency Purchase Order (EPO) which is approved by HI-EMA Logistics and which in-turn is approved by HI-EMA Fiscal which encumbers the EPO in the State Financial System (FAMIS). The EPO is then approved by the Incident Finance Section Leader. Final approval of the EPO is made by the Incident Commander.

d. The completed and approved EPO is issue to SPO for the Purchase execution with copies of the EPO issued to HI-EMA Logistics, HI-EMA Fiscal, and the receiving site (SSA) or warehouse with the inbound ETA. Upon receipt of the purchased good and services the receiving site (SSA) or warehouse issues a receiving report and indicates on the invoice that Goods and Services were received. This is then communicated to HI-EMA Logistics for entry into the warehouse and to HI-EMA Fiscal to direct payment. Final cost information is entered into the RFA record to summarize RFA costs for incident records.

2. Donations. As applicable, there will be a donations management element to designed to control and coordinate the influx of unsolicited, donated goods and services, including cash contributions and spontaneous (emergent), unaffiliated volunteers. Because HI-EMA's capabilities in donations management are somewhat limited in terms of facilities, expertise and experience, the donations management element will necessarily rely on NGOs to provide significant support in the management of unsolicited donations. Acceptable donations will ultimately follow the same process at step 7 of inventory management process ((2.c.5.b.2.b.2.d.) [Inventory Management (Resource Accountability & Distribution)]) and then follow the remaining steps. In the diagram below, the SSA is represented by the "green box".

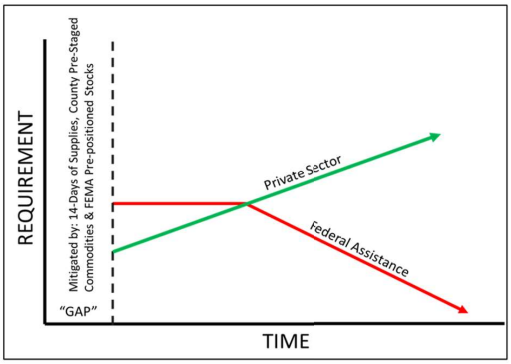


3. "Go Local". Establishing emergency contingency contracts and disaster coordination efforts with local business for life-sustaining commodities that can be produced in state is a possible solution to decrease the overall requirement on "imported" emergency supplies. While the process to attain locally procured items is outlined in 2.c.5.b.2.e.1 [Locally Procured/RFA Items] the "go local" premise is based on utilizing local capabilities to either alter their supply lines or to alter their final product. The most logical commodity would be water since there are both bottling companies and bottled water companies in each county. Two (2) examples of this would be: Coca-Cola Bottling Co on Kauai begins to bottle uncarbonated water either before or after an emergency. This is an example of altering their final product. The next example would be Aloha Water Co on Oahu would supply their bottled water directly to either the CSA or C-PODs. This is an example of altering their supply lines. The idea is

for the counties to establish these emergency contingency contracts with local business. This would take both the FSA and SSA out of the supply lines and allow the county the flexibility to either look into this option or not. The below list is not all inclusive, but just a sampling of water bottling companies and businesses that require a bottling capability. It is unknown on the limitations of each company. HI-EMA reached out to two (2) of these listed businesses but never received a reply.

Bottling Possibilities			
County	Business	County	Business
Kauai	Coca-Cola Bottling Co	Honolulu	Aloha Bottling Co
	Hanalei Spirits Distillery		Aloha Water Co
	Kauai Springs Inc		Coca-Cola Bottling Co
	Menehune Water Co		Hawaiian Isles Water Company
Hawai'i	Coca-Cola Bottling Co		Menehune Water Co
	Hawaiian Springs LLC		Pepsi-Cola Bottling
	Kona Deep Corp	Maui	Hawai'i Sea Spirits Organic Farm & Distillery
	Ohana Bottled Water LLC		Maui Soda & Ice Works
	Pepsi-Cola Bottling		Menehune Water Co
	Waiākea Hawaiian Volcanic Water		Ocean Vodka Organic Farm & Distillery
			Tropic Water LLC

3. Supported and Supporting. When there are two (2) operations simultaneously occurring and one (1) effort isn't more important than the other, there needs to be a relationship established between them when resources are limited. One method is to establish a "supported" and "supporting" relationship. Each operation is both "supported" and "supporting". For example, while the private sector attempts to re-establish their operations (supported), the state & counties will provide any assistance requested (supporting). The same relationship is maintained when the government distribution operation is in execution. The amount of support can change throughout an operation and the shift in support is normally at a certain point in time or when a certain objective is achieved. The below graphic captures the idea of supported/supporting relationship between government and private sector over time. It also lists out a few possible ways the private sector can support the emergency distribution network and vice versa.



"Private Sector" →

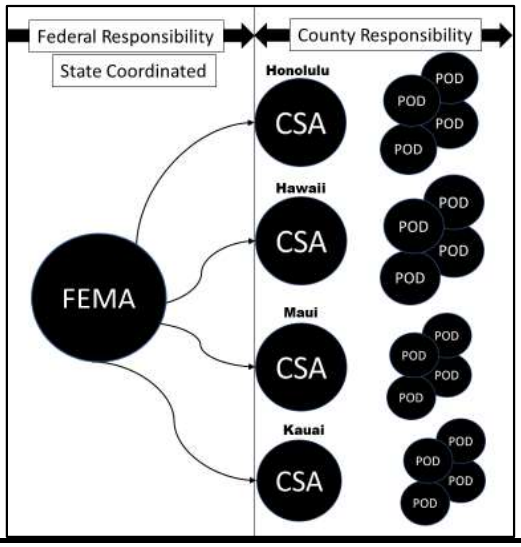
Government (supporting)	Private Sector (supported)
Priority for ports	Normal Operations
Priority for GLOC transportation	
Power	
Messaging	
Debris Clearance	

"Federal Assistance" →

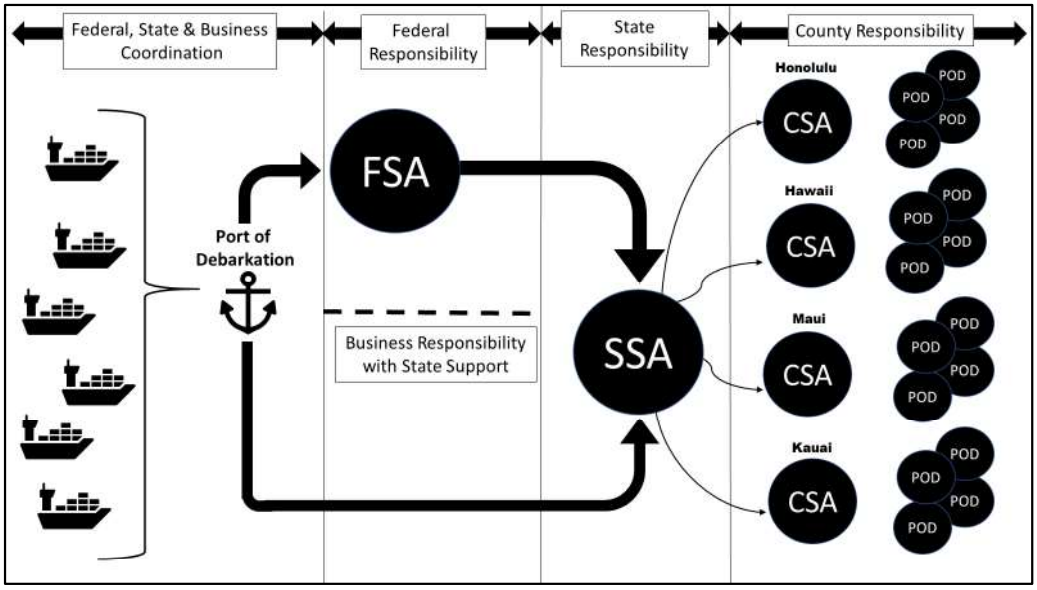
Government (supported)	Private Sector (supporting)
Emergency Distribution	Transportation
Emergency Supplies	

4. Additional Distribution Concepts/Process & Innovation

a. Alternate Distribution Concept. As described in 2.c.4.c. [The "gap"] there is a "gap" in state to county support for 4 days post incident. Three (3) options to alleviate the issue have been discussed in this plan (14-days of supply, county pre-staged commodities and FEMA DC-HI assets). The fourth option would be for FEMA to deliver directly to the counties for first four (4) days. It would probably be a combination of all four (4) options that would bridge the gap. However, for planning purposes, each option is an independent action. The method below is a "pull-method" since it would be a request for assistance (RFA) driven process for a shortfall in distribution capability/capacity. FEMA will deliver directly to where the SEOC requests whether it be the CSA or C-PODs.



b. “Mix and Match”. The “dual concept” section (2.c.5.b.2) clearly identifies two (2) distribution efforts: private sector and government sector. It additionally proposes a supported/supporting relationship between the efforts. However, what it lacks is the ability to “cross-pollinate” sources of supply and final distribution nodes. In other words, private sector supplies are only available in grocery stores and the federal/state supplies are only available at C-PODS. While it makes sense to keep the efforts as pure as possible, there is the possibility that the following situations may occur. First (and of them, the most likely) situation is private sector supplies arrive in the SPOD before federal supplies, grocery stores are not operational, however, the SSA/CSAs and some C-PODS are established. The second situation (and unlikely) is federal supplies arrive in SPOD, grocery stores are operational and SSA/CSA/C-PODs are not operational. This plan only discusses the first example and proposes a concept. Both of these situations are not optimal or desired since the goal is to support the private sector as much as possible. The below process illustrates how private sector supplies could be distributed by the state/county supply lines. While it is extremely immature and simply an idea, the process is possible. The biggest identified issue would be funding. This concept will either be researched and further developed or abandoned for the next publication of this plan.

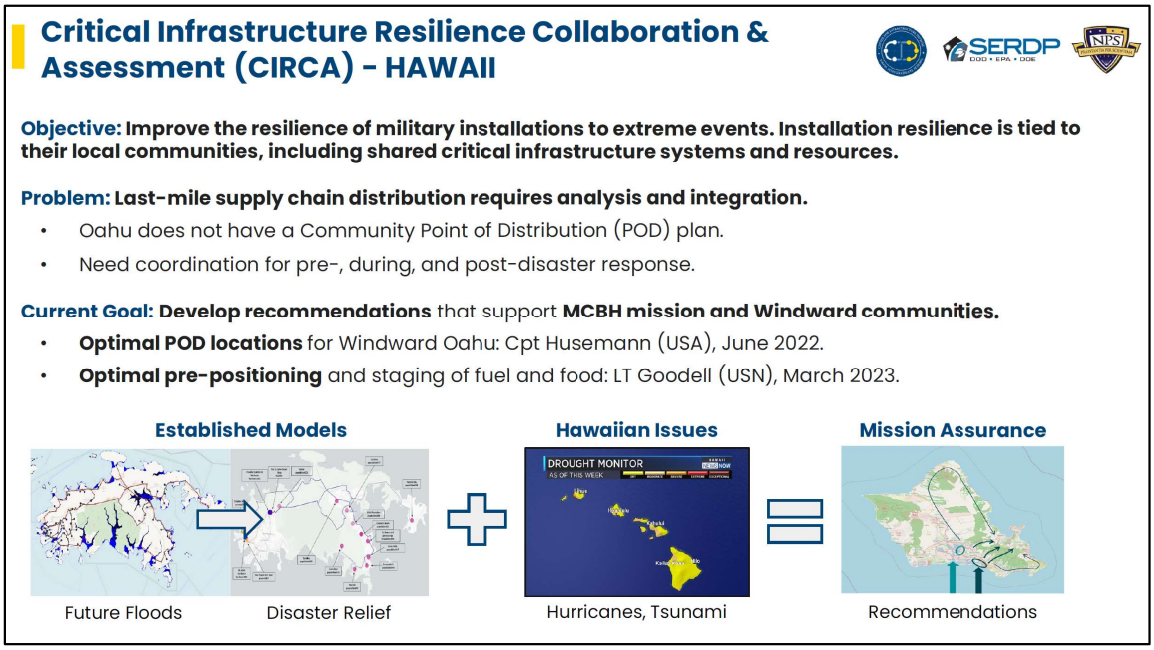


c. Critical Infrastructure Resilience Collaboration & Assessment (CIRCA) – Hawai‘i. The Naval Postgraduate School (NPS) Center for Infrastructure Defense (CID) is supporting the DMP with modeling and analysis for plan execution given uncertain food supply needs in future disasters. The goal is to produce data sets, models, maps, and reports that help execution of State and local goals for prepositioning of emergency supplies, delivery of supplies to cities and counties, and managing last-mile supply chains to deliver food to populations in need.

(1) Background. This work is coordinated through the Disaster Management Office (DMO) of Marine Corps Base Hawai‘i (MCBH) and is focused on Windward Oahu communities near the installation and is funded by the Strategic Environmental Research and Development Program of the Office of the Secretary of Defense. Work is completed by CID team alongside active-duty military officer students attending the NPS Operations Research and related curricula. Current efforts involve determining C-POD locations where food and water will be handed out to populations in case of disaster. Current considerations include land ownership, space, egress, and travel time for communities to reach PODs.

(2) Method. NPS CID works with local agencies across the DoD and state to identify data, models, and results that are appropriate to DMP requirements and decision-maker needs. Data is primarily modified and stored as geospatial data sets usable in geographic information systems (GIS) software. Data analysis and optimization models are written in the Python programming language using open-source methods and tools. Results are compiled into interactive maps and reports published online for public access and review.

(a) CID is refining the results in a thesis to be published and released at library.nps.edu. The team is working with local stakeholders to make initial C-POD recommendations as an enclosure to the DMP for state execution. Future work involves determining more accurate round-trip travel times to C-PODs, considering prepositioning of food and water, and more accurate estimates of need.



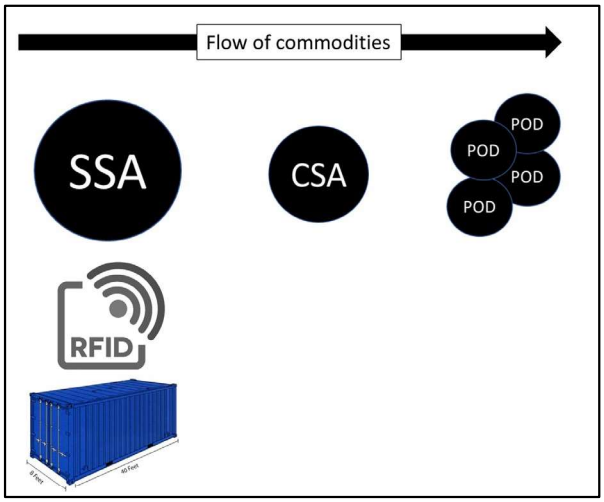
d. Innovation

(1) Regional Staging Area (RSA) Concept. Co-Location with Federal or local staging operations is an option to maximize use of limited available sites following a catastrophic disaster. Although neither party is obligated to do so, co-location provides the opportunity to share site equipment, infrastructure, and personnel during peak activity periods. At a minimum, it is recommended that co-located operations share a secured administrative entry gate for site personnel and consolidate support services for the sites such as janitorial and food services. Staging area managers will meet at startup of a co-location and coordinate processes for site reporting, communications, resource transfers, and what services can be combined to increase efficiency and/or cost effectiveness for both operations. Segregation of commodities between different sites must be maintained. This method was looked at between HI-EMA and FEMA early in the planning process.

(2) In-Transit Visibility (ITV) and Radio Frequency Identification (RFID) Tags. In-Transit Visibility (ITV) is a capability that uses Radio Frequency (RF)/Automatic Identification Technology (AIT) and is designed

to provide the logistics customer with maximum visibility and near real-time status on the movement of all commodities. RFID refers to a technology whereby digital data encoded in RFID tags or smart labels are captured by a reader via radio waves. RFID is like barcoding in that data from a tag or label are captured by a device that stores the data in a database. RFID, however, has several advantages over systems that use barcode asset tracking software. The most notable is that RFID tag data can be read outside the line-of-sight, whereas barcodes must be aligned with an optical scanner.

RFID belongs to a group of technologies referred to as Automatic Identification and Data Capture (AIDC). AIDC methods automatically identify objects, collect data about them, and enter those data directly into computer systems with little or no human intervention. RFID methods utilize radio waves to accomplish this. At a simple level, RFID systems consist of three components: an RFID tag or smart label, an RFID reader, and an antenna. RFID tags contain an integrated circuit and an antenna, which are used to transmit data to the RFID reader (also called an interrogator). The reader then converts the radio waves to a more usable form of data. Information collected from the tags is then transferred through a communications interface to a host computer system, where the data can be stored in a database. In addition to tracking full containers, it can also help with tracking empty container inventory.



(3) Assessments. Once a plan is in execution, it needs to be assessed. An operational assessment is a continuous process that measures the overall effectiveness of any operation. The assessment measures the progress of the operation toward the desired end state in the time frame desired. It offers perspective and insight, and provides the opportunity for self-correction, adaptation, and thoughtful results-oriented learning. There are three (3) fundamental issues that any assessment must address: where are we, so what and why, and what's next.

- First, assessment must determine "where we are." The assessment process must examine the data received and determine, in relation to the desired effects, the current status of the operation and the operational environment. This is the most basic and fundamental question that assessment must answer.
- The second fundamental issue that assessment must address is "so what and why" (i.e., what does the data mean and what is its significance)? To answer this question, an assessment team (most likely comprised of HI-EMA planners) will examine the measure of effectiveness indicators, both individually and in relation to each other.

- Finally, and perhaps most importantly, assessment must begin to address the "what's next?" Assessment must combine the analysis of the "where we are" and the "so what" and develop thoughtful, logical guidance for the state's planning efforts.

One method to conduct an operational assessment is to create "measures of performance (MoP)" and "measures of effectiveness (MoE)". MoP is a metric used to determine the accomplishment of actions. MOPs address the ways and means employed during execution to help achieve desired effects; they indicate progress toward accomplishing planned tasks or actions. "Are the actions being executed as planned?". It basically tries to answer, "are we doing things right?". While MoE is a metric used to measure a current system state. MOEs assess progress toward creating desired effects and thus achieving the objectives and end state. "Are we on track to achieve the intended new system state within the planned timescale?". It basically tries to answer, "are we doing the right things?".

It is important to remember that assessment criteria be developed during the planning process and not an after-thought. Therefore, as the plan continues to develop, the assessment criteria will develop as well. This plan version (Version 3) contains the first attempt to identify some possible MoPs and MoEs. The goal is to further define and refine in future plan versions.

Measures of Performance (MoP) *"are we doing things right?"*	**Measures of Effectiveness (MoE)** *"are we doing the right things?"*
1. Time to establish FOC SSA.	1. Amount of households relying on C-PODs decreasing.
2. What day does the first shipment arrive to SSA from FSA.	2. Amount of FEMA procured shipments decreasing
3. Transit time from SSA to CSAs.	3. Amount of RFAs to FEMA decreasing.
4. Number of grocery stores operational on day 4.	4. Amount of C-PODs decreasing.
5. Amount of ships with critical supplies offloaded per day.	5. Number of operational grocery stores increasing.

(c) Demobilization Phase. Demobilization planning begins upon activation of the SSA. Non-essential equipment and personnel will be released to their points of origin when the mission no longer requires their use. If the mission requires replacement personnel for staff that must be demobilized due to recall back to their normal duties, the Staging Area Manager will request replacements through the SEOC Logistics Section.

Demobilization Phase Objectives	1. Borrowed, rented, or leased equipment is returned to owners.
	2. Inventories completed.
	3. SSA returned to its pre-SSA condition.

The Logistics Section Chief at the State EOC will determine the need to demobilize a staging area based on a lack of resource requests from affected jurisdictions or reduction in incoming resource shipments in coordination with the EOC, UCG and state and federal coordinating officers. The SEOC Logistics Section will then direct the SSAO Unit Leader to begin the demobilization process, including a recommended end date by which all activities and use of the staging area site will conclude. Any final site restoration or financial activities still remaining to be completed after the end date become the responsibility of the SEOC. Upon notification by the SEOC that the staging area is to be closed, the SSAO Unit Leader will meet with all unit leaders and the site owner/manager to discuss timelines for demobilization, solicit after action review comments, and determine expectations for site restoration. The SSAO Unit Leader will coordinate activities to ensure all demobilization processes are completed.

1. SSA Close-Out & Reconciliation Procedures. All borrowed, rented, leased or contracted equipment will be returned to the owner(s) upon demobilization of a site. Remaining disaster resources will be reported to the SEOC for determination of final disposition, before the site is closed. The below process will be utilized when closing out the SSA.

Step	Description	Data
Start		Demobilization Orders
1	Upon receipt of SSA Demobilization Orders the SSAO Unit Leader will confirm the final disposition schedules for any remaining containers located at the SSA or in-transit and coordinate with HI-EMA and FEMA Operations.	Logistics Status Report
2	Upon confirmation of final disposition schedules of all remaining containers in the pipeline the SSAO Unit Leader will issue Contract Termination Orders to supporting private contractors and personnel indicating specific ending dates and closing dates for submission of invoices.	Contract Termination Order via email
3	In concert with the demobilization of private contractors that SSAO Unit Leader will complete the Demobilization Check-out form ICS-221	ICS-221
4	The SSAO Unit Leader is responsible for ensuring that all SSA work areas are cleaned up prior to release; that all non-expendable property items are returned or accounted for prior to release; and that all Government vehicles receive a safety inspection prior to release.	Email SITREP
5	SSAO Unit Leader performs final site inspection prior to release back to Stadium Authority.	Return Acceptance
6	SSAO Unit Leader informs HI-EMA Logistics and HI-EMA Fiscal that the SSA has been demobilized.	Email SITREP
7	HI-EMA Logistics and HI-EMA Fiscal reconcile supporting Purchase Orders, Invoices, Time Sheets, RFAs, and ICS213rr Goods and Transport orders to summarize and report SSA costs.	POs Invoices Time Sheets, RFAs ICS213rr Goods ICS213rr Transport

d. Tasks

(1) Hawai‘i Emergency Management Agency (HI-EMA)

(a) Operations Branch

1. Relinquish lead branch role for planning upon publication of DMP V3.
2. Maintain lead branch role during execution.
3. Maintain Aloha Stadium MOA for use of the property as the SSA handling yard.
4. Facilitate the coordination and be a stakeholder of state support as required.
5. Activate reference (e) to clear all major transportation routes connecting the critical nodes listed in 2.b.2.d. [Key Areas/Critical Nodes Locations]

(b) Logistics Branch

1. Assume lead branch role for planning upon publication of DMP V3.
2. Conduct ongoing planning with DAGS, AG, DOT, counties and private sector.
3. Publish future plan versions and update as required.

4. Confirm FEMA load factors for contracting purposes.
5. Confirm CSA locations and designated traffic routes.
6. Issue and execute contingency stand-by contracts for SSA handling yard support.
7. Issue and execute contingent transportation contracts.
8. Develop SSA Incident Action Plan with mobilization conditions.
9. Upon activation of the SSAO establish equipped command posts at SSA and B303.
10. Mobilize SSAO workforce at Aloha Stadium.
11. Control SSA inbound and outbound traffic.
12. Provide daily reports to the EOC.
13. Submit resource utilization reports during demobilization.
14. Reconcile resource utilization reports with purchase orders during demobilization.
15. Authorize resource utilization invoices during demobilization.

(2) Department of Accounting & General Services (DAGS)

(a) Public Works Division (PWD)

1. Keep HI-EMA updated on any engineering issues that could affect the operation of the SSA.
2. Conduct SSA pre-incident walk-through with ASA and HI-EMA.
3. Conduct SSA post-incident walk-through with ASA and HI-EMA.
4. Conduct periodic review of reference (b) and provide updates to HI-EMA and ASA.

(b) Aloha Stadium Authority (ASA)

1. Provide the state land to be utilized as SSA.
2. Keep HI-EMA updated on any issues that could affect the operation of the SSA.
3. Conduct SSA pre-incident walk-through with PWD and HI-EMA.
4. Conduct SSA post-incident walk-through with PWD and HI-EMA.
5. Adhere to the stipulations contained in reference (b).
6. Conduct periodic review of reference (b) and provide updates to HI-EMA.

(c) State Procurement Office (SPO)

1. Conduct emergency procurement as required.
2. Be prepared to provide procurement support/LNO to HI-EMA's Logistics Branch.

(3) Department of the Attorney General (AG)

(a) Be prepared to provide GLOC security and control traffic to and from SSA.

(b) Be prepared to contract security for SSA.

(4) Department of Transportation (DOT)

(a) Clear state maintained GLOCs to and from the FSA and SSA in accordance with reference (e).

(b) Clear primary and secondary state-owned ports.

(5) Counties

(a) In accordance with the information provided in this plan, develop a county distribution management plan.

(b) Provide updates to planning factors and requirements to HI-EMA.

(6) Private Sector

(a) Coordinate with HI-EMA Logistics Branch for transportation support.

(b) Identify each counties busiest grocery stores which would require power generation and access during emergencies.

3. **Administration & Logistics**

a. Administration

(1) Legal. Chapter 127A, Emergency Management, of the Hawai‘i Revised Statutes provides the legal framework for county and state disaster response activities, including fiduciary and material support and procurement activities.

(2) Record Keeping. During an emergency or incident, it is imperative to keep specific records related to staff assignments and costs, related to the response to and recovery from the emergency/incident. Each individual State Department or Agency and Counties have their own internal processes for ensuring proper documentation and record retention of incident specific cost tracking, personnel time keeping, and record retention of these documents. In accordance with standard cost accountability practices for unique events, man-made and/or natural disasters, all state departments and counties are required to document their financial costs of labor, materials, and equipment in addressing the event. Each state department or agency operates their respective accounting practices within the guidelines of the Governor's Executive Directives, Chapter 127A, Emergency Management, of the Hawai‘i Revised Statutes, and the Federal Code of Regulations Title 44 of the Stafford Act to maximize potential reimbursement eligible costs and minimize ineligible costs.

(3) Financial Procedures. All federal, state, and county departments and agencies are responsible for managing their own financial activities during all operational phases and across all mission areas within their established processes and resources. HI-EMA Public Assistance (PA) and Individual Assistance (IA) administrative plans provide basic financial management requirements for county and state agencies. Chapter 127A, Emergency Management, of the Hawai‘i Revised Statutes provides the legal framework for county and state disaster response activities, including fiduciary and material support and procurement activities. Accurate record keeping and documentation critical for ensuring appropriate expenditures and reimbursement.

(a) Federal Emergency Management Agency (FEMA). The Stafford Act provides the legal framework for program requirements, fiduciary and material support, and material acquisition and disbursement. FEMA is authorized to obligate surge funds to mobilize and deploy resources to improve the timeliness of the response as needed and approved. Employment of most resources is predicated on a presidential declaration and is subject to a cost-share arrangement. The FEMA Disaster Finance Center and National Processing and Service Centers, support operations conducted by the Joint Field Office (JFO) finance and administration section as appropriate.

(b) HI-EMA Finance/Administration Branch (ESF-16). During disaster operations, ESF-16 is responsible for overseeing all financial and administrative support activities for the state and HI-EMA SEOC operations, which includes the following:

1. Ensure all disaster related emergency expenditures comply with applicable statutes, rules, and best practices.

2. Track and document all response related expenses, to include personnel hours, for potential disaster declaration or reimbursement requests.

3. Coordinate the completion and submission of reimbursement requests from the state's Major Disaster Fund or FEMA, as appropriate.

4. Arrange and track disaster related travel of SERT personnel to the affected areas.

5. Issue guidance and collaborate with other state agency finance and administration offices on tracking the estimated cost of the disaster for the management of state financial resources and for future federal reimbursement.

6. Ensure there is sufficient budget authority and federal funds to compensate for response costs. This will include any required state matching fund commitments to ensure proper reimbursement of funds to eligible county, state and non-profit entities for reimbursable activities.

7. Support the Resource and Logistics Section with the preparation of emergency contracts and funds for purchases.

8. Maintaining, documenting other administrative support required for SEOC Operations.

b. Logistics

(1) Accountability & Procurement. See 2.c.5.b.2.b.2.d. [Inventory Management (Resource Accountability & Distribution)] and 2.c.5.b.2.b.2.e. [Procurement].

(2) Emergency Contracting & Procurement Operations. All emergency procurements executed by State of Hawai'i Departments and Agencies will follow conditions outlined in HRS 103D-307 and is monitored by the Hawai'i State Procurement Office. An Emergency Procurement defined as is a good, service, or construction item essential to meet an or construction item essential to meet an emergency when all the following conditions exist.

(a) A situation of an unusual or compelling urgency creates a threat to life, public health, welfare, or safety by reason of health, welfare, or safety by reason of major natural disaster, epidemic, riot, fire, or such other reason as may be determined by the head of the purchasing agency.

(b) The emergency condition generates an immediate and serious need for goods, services, or construction that cannot be met through normal procurement methods and the government would be seriously injured if the purchasing agency is not permitted to employ the means it proposes to use to obtain goods, services, or construction.

(c) Without the needed goods, services, or construction, the continued functioning of government, the preservation or protection of irreplaceable property, or the health and safety of any person will be threatened.

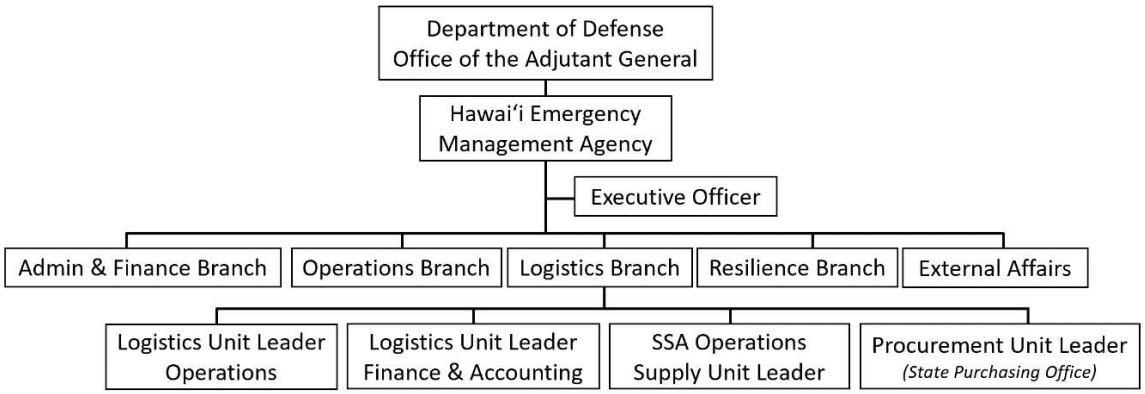
1. Procedures. The requesting agency determines in writing on form SPO-002, that the required goods, services, or construction meets the requirements in HRS 103D-307. Competition shall be obtained as practicable to assure that the good, service, or construction is procured in time to meet the emergency. As soon as practicable, a confirming purchase order/pCard must be prepared. The payment document shall include, in detail, any agreements, including price, made orally with the contractor. Finally, Hawai'i Compliance Express (HCE) compliance documentation is not required at the time services are rendered. However, SPO may check at when the form SPO-002 is submitted. The procedures outlined in 2.c.5.b.2.b.2.d. [Inventory Management (Resource Accountability & Distribution)] and 2.c.5.b.2.b.2.e. [Procurement] will adhere to the above process.

4. **Coordination & Control & Communications**

a. Command & Control

(1) HI-EMA. HI-EMA has the lead role and is responsible for implementing an incident's logistics plan and priorities communicated by the Director and for providing operational oversight of the state's support response to an incident. HI-EMA will direct the emergency logistical activities of state departments and agencies as they relate to response and recovery operations. HI-EMA will integrate and coordinate the emergency logistical activities across all levels of government and with NGO and private sector partners responding to the incident.

(a) Logistics Branch. The Logistics Branch functions as the lead for HI-EMA and is responsible for the provision of overall management and support to facilities, services, and material in support of the incident. The Logistics Branch will develop and implement the SSA IAP and supervises the state's distribution response to an incident.



1. Liaison Officers (LNO)s. LNOs liaise between two organizations to communicate and coordinate their activities to achieve the best utilization of resources or employment of services of one organization by another. It would be ideal to have LNOs at the critical nodes. The below table outlines the desired LNO exchange.

Critical Node	Responsibility	FEMA	HI-EMA	County
APOD/SPOD	Federal		If 2.c.5.b.4.a = 1 LNO required	N/R
FSA			1 LNO	If 2.c.5.b.4.a = 1 LNO required
SSA	State	1 LNO		1 LNO
CSA	County	N/R	1 LNO	
C-POD			N/R	

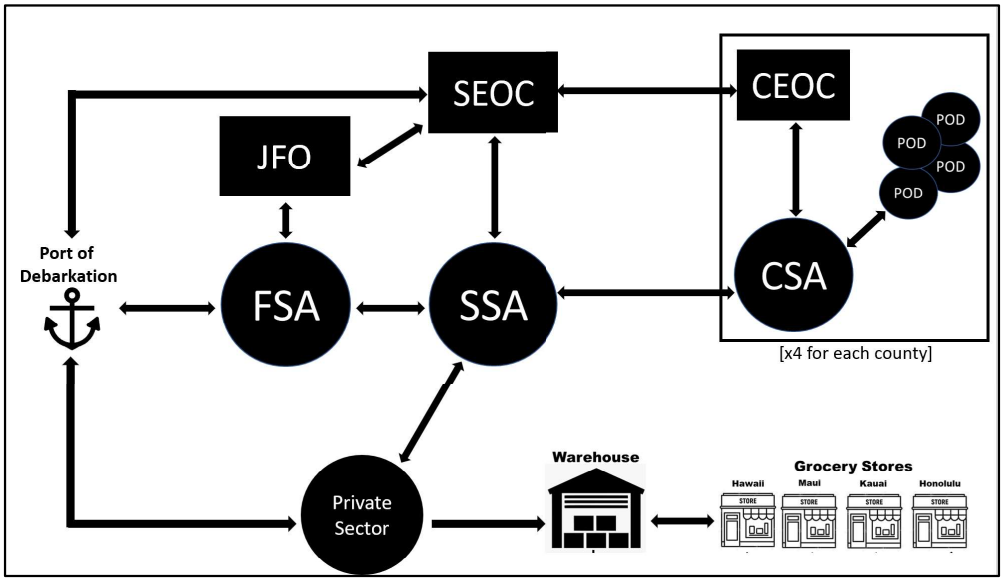
2. Reporting Procedures. Reporting times and procedures will be in accordance with reference (g) and the State's IAP. Enclosure (8) of annex (a) will be used by counties to report the status of their CSA. Enclosures (1-7) of annex (a) can be used by the counties to report their C-POD status internally to county distribution operations.

(2) Counties. Counties will function as the lead within their respective counties and develop a localized county DMP. The county plan must address how the county will support critical logistics requirements, critical

nodes, critical facilities, CSA and C-PODs; with resources such as emergency power, material handling equipment, food, water and medical supplies, as well as all other necessary resources.

(3) State Departments & Agencies. All state departments and agencies function in a supporting role as required in response to an incident. They will accomplish this through providing Emergency Management Officers (EMO) which are part of the State Emergency Response Team (SERT) and will function as the liaison between HI-EMA and their departments during emergency operations. The arrangement of the State Emergency Support Function (SESF) will follow procedures established in reference (g).

b. Communications. Primary communication between SSA and the SEOC is via telephone, WebEOC, and email. It is imperative that these systems be activated and/or installed immediately once the SSA has been established. Telephone communication should be established via hardline phone rather than cell if the infrastructure exists at Aloha Stadium. The SSAO Unit Leader will ensure a contact list containing telephone numbers and email addresses for SSA staff, the SEOC, and local contacts is developed once the SSA has been established. The SSA and its traffic controllers who will be deployed to the Aloha Stadium SSA site and potentially to the FSA and CSAs will require voice and optionally data communications between their locations, the Aloha Stadium SSA site, and the SEOC. The Aloha Stadium site will require voice and Wifi provided by cellular or satellite with the remote sites requiring voice only. The below depicts the key nodes and command centers and the communication lines required between them.



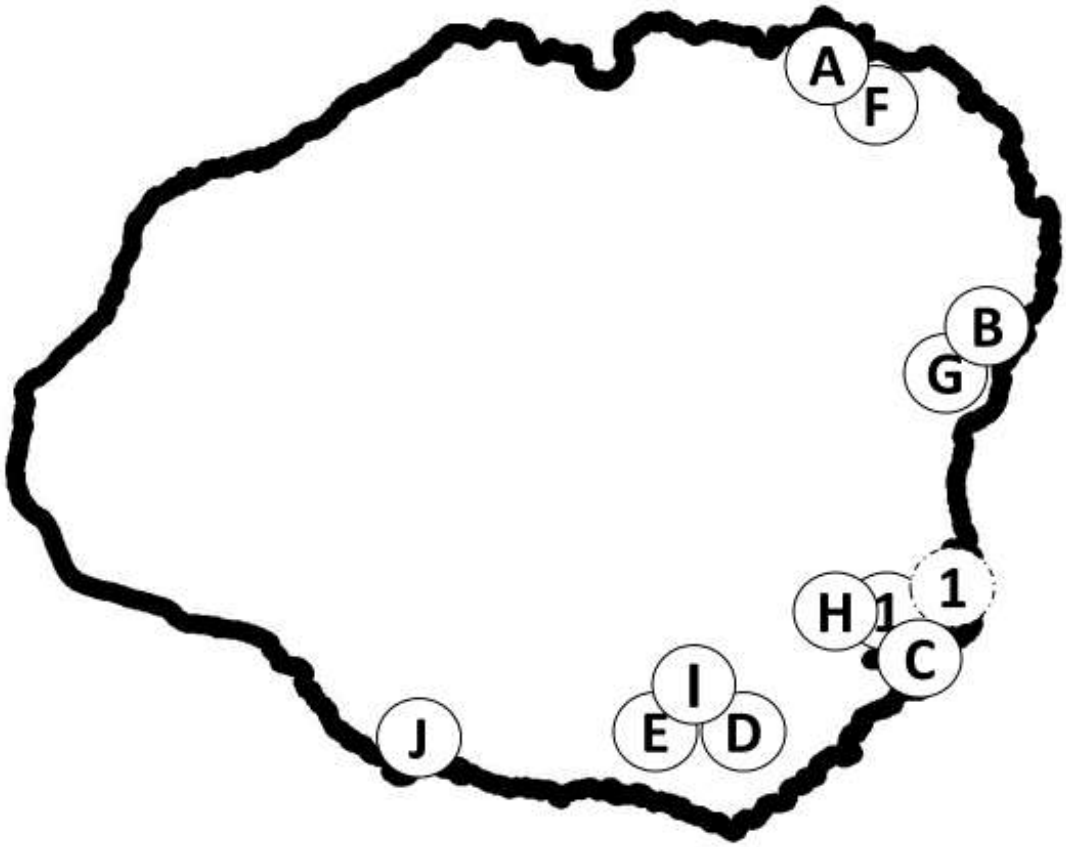
(1) Available Communications

(a) Voice. Landline, cellular, Land Mobile Radio (LMR), satellite phone, Broadband Global Area Network (BGAN) Satellite.

(b) Data. Cellular, BGAN Satellite, Ka/Ku Band Satellite.

Signature David Lopez
_____
David Lopez, HI-EMA Administrator (Acting)

Map	Type	Location	Address	CSA: C-POD (mi)
1	CSA	Kauai War Memorial Convention Hall	4191 Hardy St, Lihue, HI 96766	
1*	CSA *Future location	Lihue Airport Emergency Staging & Storage Facility	3901 Mokulele Loop, Lihue, HI 96766	
A	C-POD (D)	Kilauea Elementary School	2440 Kolo Rd, Kilauea, HI 96754	23.6
B	C-POD (D)	Kapaa Bypass	Kapaa Bypass, HI 96746	8.6
C	C-POD (D)	Vidinha Stadium	3170 Hoolako St, Lihue, HI 96766	.8
D	C-POD (D)	Koloa Bypass	2731 Ala Kinoiki Rd, Koloa, HI 96756	12.4
E	C-POD (D)	Halewili Road	870 Halewili Rd, Eleele, HI 96705	15.6
F	C-POD (W)	Kilauea Neighborhood Center	2460 Keneke St, Kilauea, HI 96754	25.3
G	C-POD (W)	Kapaa Armory	4750 Kahau Rd, Kapaa, HI 96746	9.7
H	C-POD (W)	Kauai War Memorial Convention Hall	4191 Hardy St, Lihue, HI 96766	0
I	C-POD (W)	Knudsen Park	3680 Maluhia Rd, Koloa, HI 96756	10.7
J	C-POD (W)	Hanapepe Neighborhood Center	4451 Puolo Rd, Hanapepe, HI 96716	17.6

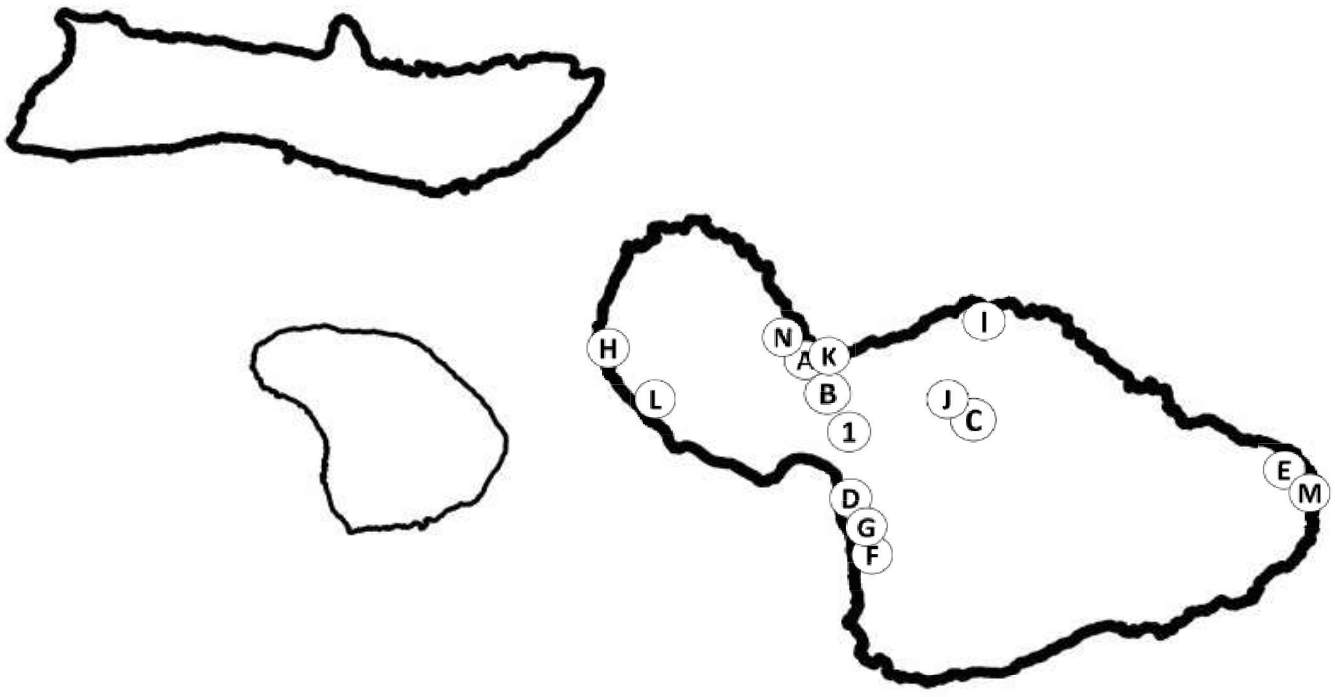


Enclosure (1)

Kauai					
Day		1/5/9	2/6/10	3/7/11	4/8/12
IN	CSA Received	12/12/12	0	0	0
DRIVE THROUGH C-PODS					
OUT	C-POD A	0/0/0	0/3/0	2/0/2	0/0/0
	C-POD B	0/0/0	3/0/0	0/2/2	0/0/0
	C-POD C	0/0/0	3/0/3	0/2/0	0/0/0
	C-POD D	0/0/0	0/0/3	2/2/0	0/0/0
	C-POD E	0/0/0	0/3/0	2/0/2	0/0/0
WALK THROUGH C-PODS					
OUT	C-POD F	0/0/0	0/0/0	0/0/0	0/0/0
	C-POD G	0/0/0	0/0/0	0/0/0	0/0/0
	C-POD H	0/0/0	0/0/0	0/0/0	0/0/0
	C-POD I	0/0/0	0/0/0	0/0/0	0/0/0
	C-POD J	0/0/0	0/0/0	0/0/0	0/0/0

Enclosure (1)

Map	Type	Location	Address	CSA:C-POD (mi)
1	CSA	National Guard Armory	2701 Maui Veterans Hwy, Kihei, HI 96753	
A	C-POD	War Memorial Stadium Parking Lot	1580 W Kaahumanu Ave, Kahului, HI 96732	7.2
B	C-POD	Maui High School	660 Lono Ave, Kahului, HI 96732	6
C	C-POD	King Kekaulike High School	121 Kula Hwy, Makawao, HI 96768	14.6
D	C-POD	Kihei Community Center	303 E Lipoa St, Kihei, HI 96753	5.1
E	C-POD	Hana High School	4111 Hana Hwy, Hana, HI 96713	52.6
F	C-POD	Kamali'I Elementary School	180 Alanui Ke'ali'i, Kihei, HI 96753	7.2
G	C-POD	Lokelani Intermediate School	1401 Liloa Dr, Kihei, HI 96753	5.4
H	C-POD	Lāhainā Civic Center	1840 Honoapiilani Hwy, Lahaina, HI 96761	24.4
I	C-POD	Haiku Community Center	Pilialoha St, Haiku, HI 96708	15.4
J	C-POD	Pukalani Community Center	90 Pukalani St, Makawao, HI 96768	13.2
K	C-POD	Keopuolani Park	Kahului, HI 96732	7
L	C-POD	Lāhainā Bypass	Lāhainā Bypass, Lahaina, HI	20.8
M	C-POD	Hana Ball Park	Hauoli Rd, Hana HI 96713	54.4
N	C-POD	Papohaku Park	395 Waena St, Wailuku, HI 96793	7.9



Enclosure (2)

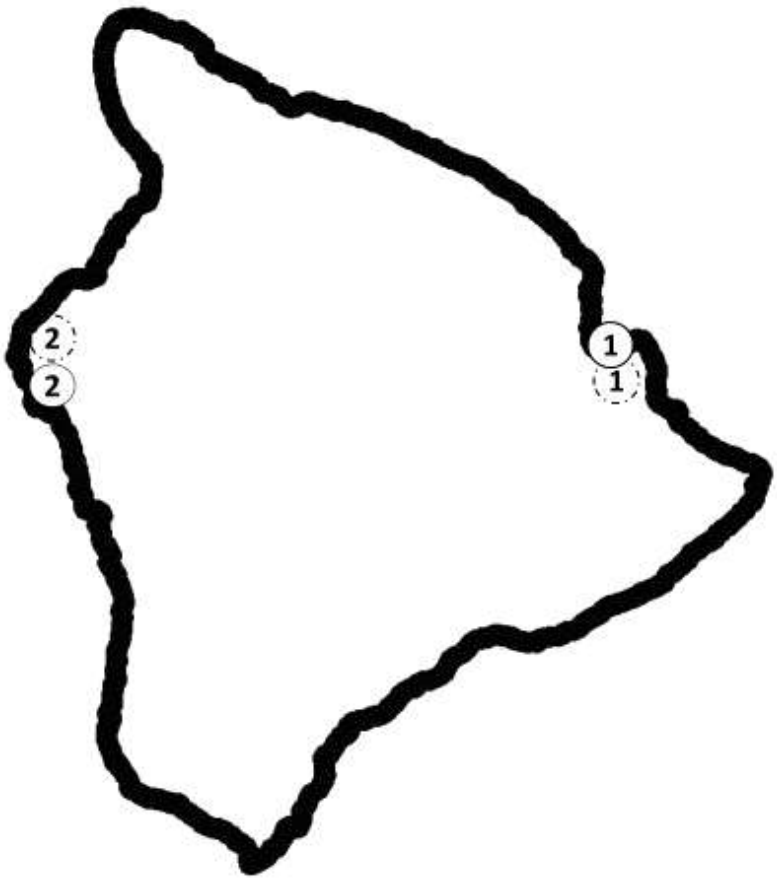
Maui					
Day		1/5/9	2/6/10	3/7/11	4/8/12
IN	CSA Received	24/24/24	0	0	0
OUT	C-POD A	0/0/0	0/0/0	0/0/0	0/0/0
	C-POD B	0/0/0	0/0/0	0/0/0	0/0/0
	C-POD C	0/0/0	0/0/0	0/0/0	0/0/0
	C-POD D	0/0/0	0/0/0	0/0/0	0/0/0
	C-POD E	0/0/0	0/0/0	0/0/0	0/0/0
	C-POD F	0/0/0	0/0/0	0/0/0	0/0/0
	C-POD G	0/0/0	0/0/0	0/0/0	0/0/0
	C-POD H	0/0/0	0/0/0	0/0/0	0/0/0
	C-POD I	0/0/0	0/0/0	0/0/0	0/0/0
	C-POD J	0/0/0	0/0/0	0/0/0	0/0/0
	C-POD K	0/0/0	0/0/0	0/0/0	0/0/0
	C-POD L	0/0/0	0/0/0	0/0/0	0/0/0
	C-POD M	0/0/0	0/0/0	0/0/0	0/0/0
	C-POD N	0/0/0	0/0/0	0/0/0	0/0/0

Enclosure (2)

Map	Type	Location	Address
1	CSA-E	Ho'olulu Complex	799 Piilani St, Hilo HI 96720
1*	CSA-E	Herbert Shipman Park	16-510 Old Volcano Rd, Keaau, HI 96749
2	CSA-W	West Hawaii Civic Center	74-5044 Ane Keohokalole Hwy, Kailua-Kona HI 96740
2*	CSA-W	Kailua Park (Old A's)	75-5500 Kuakini Hwy Kailua-Kona, HI 96740
A	C-POD	TBD	TBD
B	C-POD	TBD	TBD
C	C-POD	TBD	TBD
D	C-POD	TBD	TBD
E	C-POD	TBD	TBD
F	C-POD	TBD	TBD
G	C-POD	TBD	TBD
H	C-POD	TBD	TBD
I	C-POD	TBD	TBD
J	C-POD	TBD	TBD

Amount C-PODs are "notional"

** = Will be CSA location eventually*



Enclosure (3)

Hawaii (Big Island)					
Day		1/5/9	2/6/10	3/7/11	4/8/12
IN	CSA 1 (East) Received	12/12/12	0	0	0
	CSA 2 (West) Received	12/12/12	0	0	0
OUT	C-POD A	0/0/0	0/0/0	0/0/0	0/0/0
	C-POD B	0/0/0	0/0/0	0/0/0	0/0/0
	C-POD C	0/0/0	0/0/0	0/0/0	0/0/0
	C-POD D	0/0/0	0/0/0	0/0/0	0/0/0
	C-POD D	0/0/0	0/0/0	0/0/0	0/0/0

Needs to be completed

Enclosure (3)

Map	Type	Location	Address
1	CSA	Aloha Stadium*	99-500 Salt Lake Blvd, Honolulu, HI 96818
A	C-POD	TBD	TBD
B	C-POD	TBD	TBD
C	C-POD	TBD	TBD
D	C-POD	TBD	TBD
E	C-POD	TBD	TBD
F	C-POD	TBD	TBD
G	C-POD	TBD	TBD
H	C-POD	TBD	TBD
I	C-POD	TBD	TBD
J	C-POD	TBD	TBD

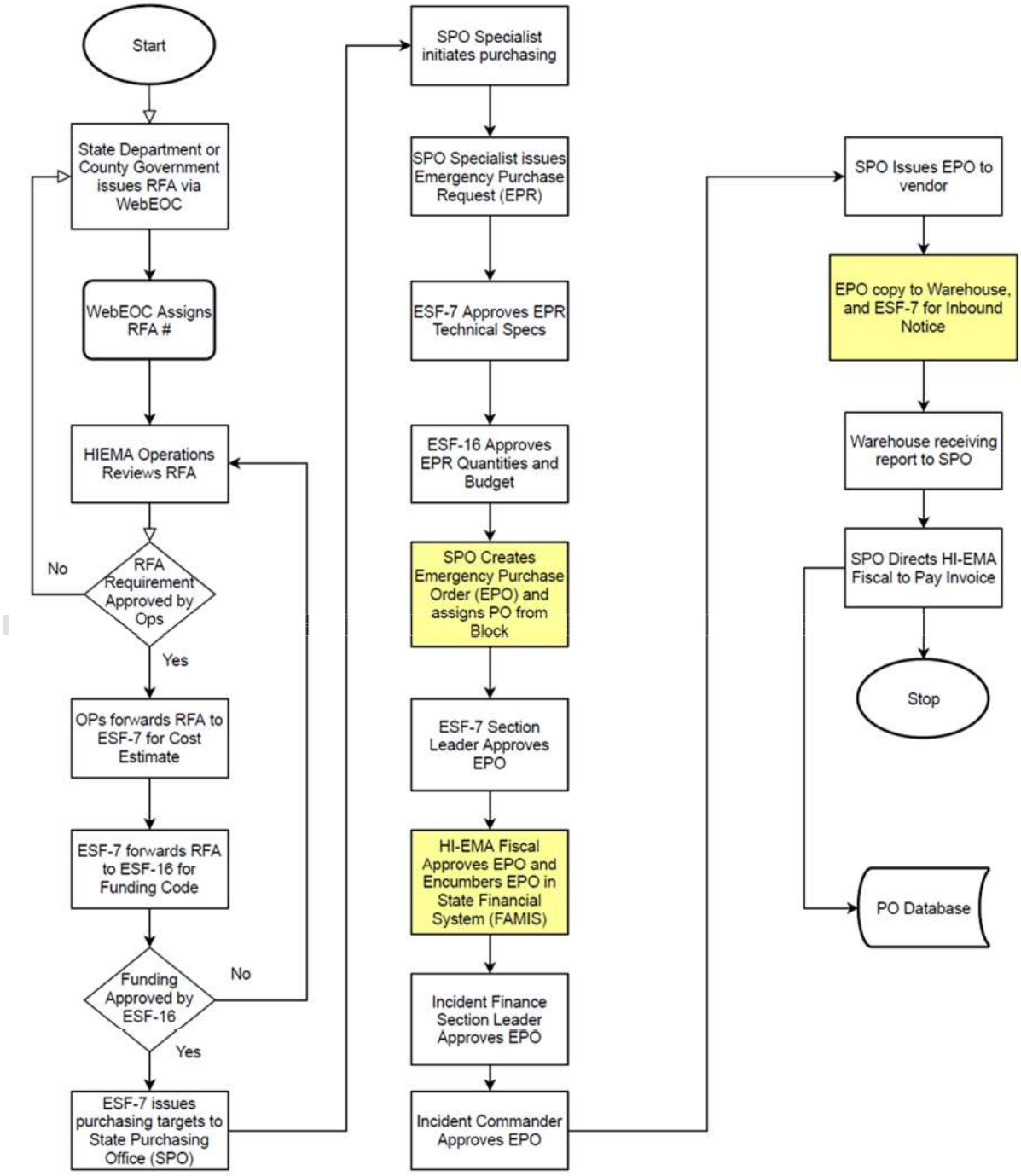
** = Tentative*

Amount C-PODs are "notional"

Enclosure (4)

City & County of Honolulu					
Day		1/5/9	2/6/10	3/7/11	4/8/12
IN	CSA Received	120/120/120	0	0	0
OUT	C-POD 1	0/0/0	0/0/0	0/0/0	0/0/0
	C-POD 2	0/0/0	0/0/0	0/0/0	0/0/0
	C-POD 3	0/0/0	0/0/0	0/0/0	0/0/0
	C-POD 4	0/0/0	0/0/0	0/0/0	0/0/0
	C-POD 5	0/0/0	0/0/0	0/0/0	0/0/0

Enclosure (4)


Start
State Department or County Government issues RFA via WebEOC
WebEOC Assigns RFA #
HIEMA Operations Reviews RFA
RFA Requirement Approved by Ops
No
Yes
OPs forwards RFA to ESF-7 for Cost Estimate
ESF-7 forwards RFA to ESF-16 for Funding Code
Funding Approved by ESF-16
No
Yes
ESF-7 issues purchasing targets to State Purchasing Office (SPO)
SPO Specialist initiates purchasing
SPO Specialist issues Emergency Purchase Request (EPR)
ESF-7 Approves EPR Technical Specs
ESF-16 Approves EPR Quantities and Budget
SPO Creates Emergency Purchase Order (EPO) and assigns PO from Block
ESF-7 Section Leader Approves EPO
HI-EMA Fiscal Approves EPO and Encumbers EPO in State Financial System (FAMIS)
Incident Finance Section Leader Approves EPO
Incident Commander Approves EPO
SPO Issues EPO to vendor
EPO copy to Warehouse, and ESF-7 for Inbound Notice
Warehouse receiving report to SPO
SPO Directs HI-EMA Fiscal to Pay Invoice
Stop
PO Database

Enclosure (5)

Distribution Management Plan Annex (a)

State Managed C-POD Operations

State of Hawai‘i Emergency Management Agency (HI-EMA)

September 2022

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Distribution Management Plan
Annex a
State Managed C-POD Operations

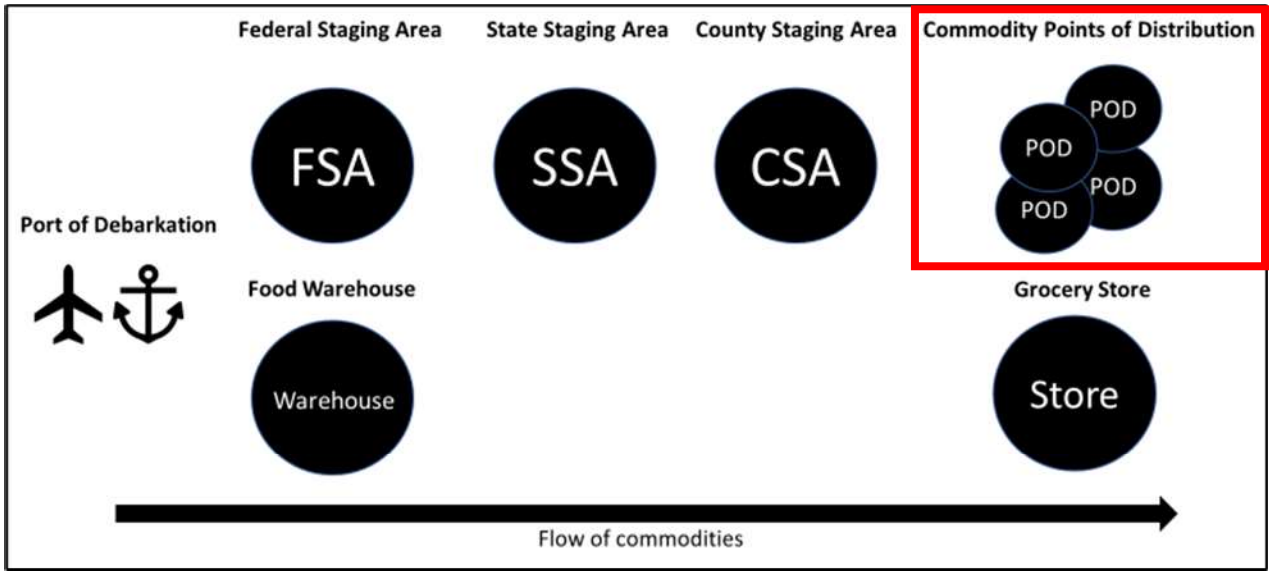
September 30, 2022

References
(a) State of Hawai'i Distribution Management Plan V3 (September 30, 2022)
(b) FEMA/USACE IS-26 Guide to Points of Distribution (PODs) (December 2008)

Enclosures
(1) C-POD Activation Notification Form
(2) C-POD Activation Checklist
(3) C-POD Site Setup Checklist
(4) Daily Site Hazard Assessment Form
(5) Equipment Inventory Form
(6) C-POD Supply Inventory Form
(7) Staff Reporting Form
(8) C-POD Daily Situation Report (SITREP)

1. **Situation**

a. Orientation. Per reference (a), counties are currently developing their county level distribution management plan which would be activated after a disaster or event that disrupts the private sector distribution network. Commodity points of distribution (C-PODs) are established post-incident to distribute life-sustaining commodities (such as water, ice, food, tarps, and other bulk resources) to the public. They generally operate until power is restored and traditional facilities (such as retail establishments) reopen or comfort stations, fixed and mobile feeding sites, and relief social service programs are in place. While C-PODs are the responsibility of the county government, there might be a situation where the state needs to establish and manage a C-POD within one of the affected counties.



This annex describes the actions and requirements that HI-EMA would execute to establish and manage a C-POD to support existing county distribution and dispensing capabilities.

b. Method. There are three (3) types of distribution systems a local emergency management/civil defense agency [for the remainder of this annex, will be referred to as "LEMA"] could use to issue supplies: mobile delivery, direct delivery, and commodity points of distribution (C-PODs). These can be used exclusively or all at once. All three (3) complement each other and provide expanded distribution coverage.

Method	Description
Mobile delivery	Utilizes vehicles to drive into an affected area and provide commodities at different drop locations or where the need is identified. This type of distribution is common in rural areas and where roads are damaged.
Direct delivery	Coordinates with a specific location, such as a shelter, feeding site, or hospital for the delivery of specific items and quantities. These commodities could be food, water, comfort kits, etc. Direct deliveries are usually larger in size and more specific in commodity type than what is delivered through mobile delivery.
Commodity points of distribution (C-PODs)	Centralized points where supplies are delivered and the public travels to the site to pick up the commodities.

(1) C-PODs. The C-POD method will be the sole delivery system described in this annex referencing the United States Army Corps of Engineers (USACE) typing standard for C-PODs. The specific USACE typing C-POD reference used is a "type II" resource. C-POD types are listed below with a brief description. Furthermore, this annex will focus on the requirements and establishment of a type II C-POD.

C-POD Type	Description
Type III	The smallest of the C-PODs is a type III. A type III C-POD serves 5,000 people a day based on one vehicle representing a household of 3 people. A type III C-POD is 150 feet by 300 feet and requires a staff of 19 per day and 4 per night. A type III C-POD has three loading points and only one vehicle lane.
Type II	A type II C-POD is twice the size of a type III and serves 10,000 people a day based on one vehicle representing a household of 3 people. A type II C-POD is 250 feet by 300 feet and requires a staff of 34 per day and 6 per night. Type II C-POD has six loading points and two vehicle lanes.
Type I	The largest of the C-PODs is a type I. A type I C-POD serves 20,000 people a day based on one vehicle representing a household of 3 people. A type I C-POD is 250 feet by 500 feet and requires a staff of 78 per day and 10 per night. Type I C-PODs are only used in large metropolitan areas. A type I C-POD has twelve loading points and four vehicle lanes.

(a) Type II C-POD Quantities. For this annex, HI-EMA will focus on type II C-POD operations. As described in 2.c.1 [County Daily & 4-day 40-foot Container Requirements] in reference (a) and illustrated in the first table below in the column titled "% of population supported", the percentage of affected population planned for is not uniform across the counties as the planning assumptions used to quantify the planning factors were compared to Hurricane Maria which hit Puerto Rico on September 20, 2017. The planning methodology is fully described in reference (a) [1.b. Method & 1.c. Method Planning Factors]. Using this information and type II C-POD daily capacity of 10,000 people per day, the second table illustrates the amount of type II C-PODs that would be required by county.

Distribution Management Plan
Annex a
State Managed C-POD Operations

September 30, 2022

State of Hawaii 1 Day Commodity Requirements		
County	***40-foot Container (40 Ft CTRN) Requirement***	***% of population supported***
Honolulu	30	10.57%
Kauai	3	23.63%
Maui	6	20.69%
Hawaii	6	17.20%
Total	**45 40 Ft CNTR**	

Type II C-PODs required by percentage of population*							
	Population	*100%*	*50%*	*25%*	*20%*	*10%*	*5%*
Honolulu	980,080	99	50	25	20	10	5
Hawai'i	200,983	21	11	6	5	3	2
Maui	167,207	17	9	5	4	2	1
Kauai	73,133	8	4	2	2	1	1
Total	1,421,403	145	74	38	31	16	9

c. Facts, Assumptions & Planning Factors

Statement	Type
(a) One (1) 40 ft CTNR of food can feed 17,280 people per day (2 meals per day)	F & PF
(b) One (1) 40 ft CTNR of water can provide approximately 4,435 people per day (1 gallon per day)	A & PF
(c) Two (2) meals and one (1) gallon of water per person of the impacted population each day	PF
(d) The state will employ type II C-POD	F & PF
(e) Only one (1) state run C-POD can be employed at any given time	A & PF
(f) C-POD will accommodate vehicles only	A & PF
(g) Type II C-POD can provide sustenance for 10,000 people per day	PF
(h) Type II C-POD can service 280 cars per hour	PF
(i) Type II C-POD is 250 ft x 300 ft	PF
(j) Minimum space: Vehicle Line - 20 ft wide; Loading Point - 80 ft x 40 ft; Supply Line - 50 ft wide	PF
(k) C-POD will operate for twelve (12) hours a day	A & PF
(l) One (1) vehicle represents a household of three (3) people	A & PF
(m) Three (3) gallons of water and six (6) meals will be issued for each vehicle	PF

Legend: A = Assumption; F = Fact; PF = Planning Factor

Distribution Management Plan
Annex a
State Managed C-POD Operations

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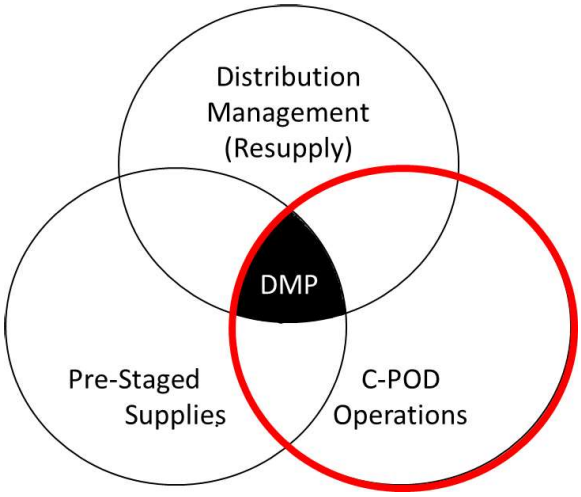
d. C-POD Locations. A detailed list of county proposed C-POD locations are contained in reference (a) [enclosures 1-4].

2. **Execution**. In the event that a county exceeds its C-POD capacity, the state needs to be prepared to assist the affected county and answer their request for assistance (RFA). As described in reference (a) and illustrated and highlighted below, C-POD operations are one of the distribution efforts that form the foundation of the *State of Hawai'i Distribution Management Plan* (DMP). The purpose of this annex is to establish written processes and procedures for the activation, operation, and demobilization of a state managed C-POD.



a. HI-EMA's Concept of Operations. The enabling objectives of this annex are contained in the table on the right below. These enabling objectives taken holistically are one of the essential efforts that are required to meet the *DMP's* #2 objective, which is in bold and contained in the *DMP* (reference (a)).

Distribution Management Plan Objectives
1. Establish emergency distribution network.
2. Maintain emergency distribution network until steady-state operations are supportable.
3. Provide critical supplies to the counties.

C-POD Annex Enabling Objectives
1. Distribute commodities to affected community
2. Provide counties with C-POD support
3. Effective and efficient C-POD accountability

(1) Phases. This operation is broken down into three (3) phases as outlined in the table below.

Phase #	Phase Name	Brief Description
1	Preparation	The preparation phase consists of all the activities that can be performed in advance of C-POD activation. This phase begins with the publication of this annex. This typically involves establishing policies and procedures that govern C-POD operations in place, acquiring manpower and equipment, training and

		education, conducting C-POD response exercises, developing and maintaining documentation, and numerous other such activities.
2	Response	The response phase will begin when it is determined to activate the C-POD. When declared operational, resource delivery to the C-POD will begin immediately. Response phase will continue until it is determined that the C-POD is no longer required and ceases distribution operations.
3	Demobilization	Demobilization commencement will be situational dependent. However, some triggers are restoration of the power grid, reopening of retail stores, operable point-of-sale systems, restoration of traditional transportation systems (e.g., seaport, airport) diminishing population in shelters, and decreased demand for resources at C-PODs. Demobilization is when resources are retrieved, rehabilitated, replenished, disposed of and retrograded. Property reconciliation is conducted and an organized shutdown of the response. This phase will end once all administrative requirements are completed.

(a) Preparation Phase. This phase begins with the development of this annex. The following are the objectives during this phase.

Preparation Phase Objectives	1. Annex refinement.
	2. Validate and secure manpower and equipment sourcing.
	3. Validate planning assumptions.
	4. Refine C-POD layout based upon county C-POD proposed locations.
	5. Exercise CONOPs.

1. Phase Objectives and Actions. Actions identified should be conducted from October 2022-September 2023 to improve the next annex version.

Preparation Phase Objectives	Actions required to achieve objective
Annex refinement	• Refine process and add more specific information • Review enclosures and adjust based on feedback • Confirm manpower and table of equipment requirements
Source manpower and equipment	• Find sourcing via: contracts, pre-scripted RFAs, EMAC
Validate planning assumptions	• Turn assumptions into facts through research
Refine C-POD layout based upon county C-POD proposed locations	• Overlay C-POD dimensions on proposed C-POD locations and validate the selected locations can accommodate type II C-POD
Exercise CONOPs	• Conduct internal C-POD exercise to identify gaps and weaknesses which will help with annex refinement

(b) Response Phase. The response phase is the priority phase of this operation. This phase will begin once the decision to active the state managed type II C-POD. Activation process in contained in 2.a.1.b. [C-POD

Activation Procedures]. This annex primarily focuses on actions associated with successful C-POD operations and are addressed in 2.a.1.b.2. [C-POD Operations].

Response Phase Objectives	1. Source manpower and equipment.
	2. Deploy C-POD team and equipment to requesting county.
	3. Establish C-POD within prescribed timeline.
	4. Clear ground LOCs to and from CSA and C-POD.
	5. Distribute commodities to affected population.

1. C-POD Activation Procedures. Once an incident occurs, the county determines if there is a need for the state managed C-POD. The requesting county determines the need for the C-POD based on anticipated resource quantities, population of the affected area, the condition of local infrastructure, and transportation corridors for material traveling in and out of the site. If needed, the LEMA determines the location, timeframe for operation, and what commodities will be provided to the public at the C-POD. Once these are determined, the county will submit a request for assistance (RFA) in accordance with procedures outlined in reference (g) contained in reference (a).

The authority for employing the C-POD lies with the State Emergency Operations Center (SEOC) and Unified Coordination Group (UCG). The SEOC Logistics Section coordinates activation and operation of the C-POD. In the best of conditions, the state would require 72-hours to establish and implement initial capability for the disaster resource movement process and a full capacity within 96-hours. However, the earliest date any C-POD would be able to receive supplies would be on the sixth (6^{th}) day post incident based upon the SSA Processing Schedule in reference (a) (2.c.4) [SSA Processing Schedule]. The only exception to this would be utilizing County or FEMA Pre-Staged Commodities as described in reference (a).

Once C-POD activation is authorized through the approved RFA, the next step would be to initiate C-POD notification process. The SEOC Logistics Section Chief (LSC) contacts the C-POD manager via phone, radio, or messenger and provides, at a minimum, the following information: Location of the C-POD, time and date C-POD will open, type and quantity of commodities, estimated date and time of first supply shipment and timelines. At the same time, the requesting county will publish C-POD Activation Notification Form (enclosure (1)) and provide a copy to the SEOC. The requesting county and state will then review enclosure (2) to ensure C-POD preparation activities are occurring.

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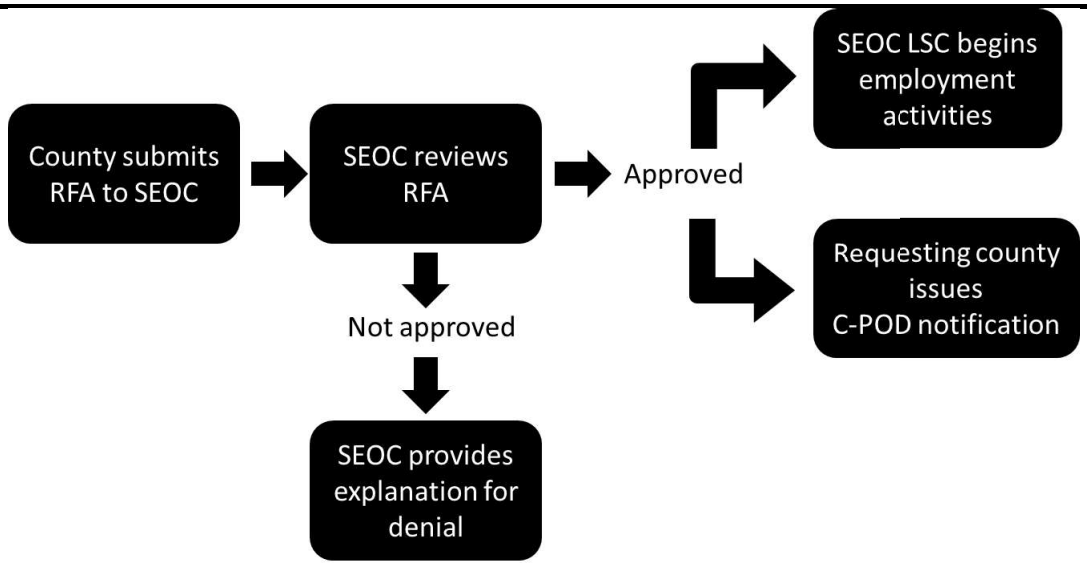
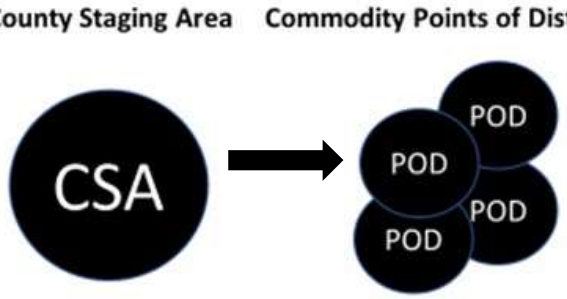


2. C-POD Operations. C-POD operations are successful when the following support efforts are planned and executed accordingly. The C-POD manager will utilize enclosure (3) to assist in setting up the C-POD site. Additionally, the C-POD manager will utilize enclosure (4) to conduct the C-POD site initial hazard assessment.

C-POD Supporting Efforts				
a. Transportation	b. Manpower & Equipment	c. C-POD Design	d. Inventory Management	e. Procurement

a. Transportation. The ability to transport essential commodities between critical nodes is one of the principles of the *DMP*. While this principle remains true for this annex, this annex additionally needs to consider and plan for the transportation of C-POD manpower and equipment. Therefore, the below sections outline the requirements for each leg of movement.

(1) Commodities. Transportation from the CSA to the C-POD is a county responsibility. Since the county will be establishing the C-POD daily distribution schedule and volume (not to exceed 10,000 per day), it will be the responsibility to resupply the C-POD based upon their CSA receiving and distribution schedule. This would also include replenishing any C-POD internally expended asset (such as fuel for light set and generator).



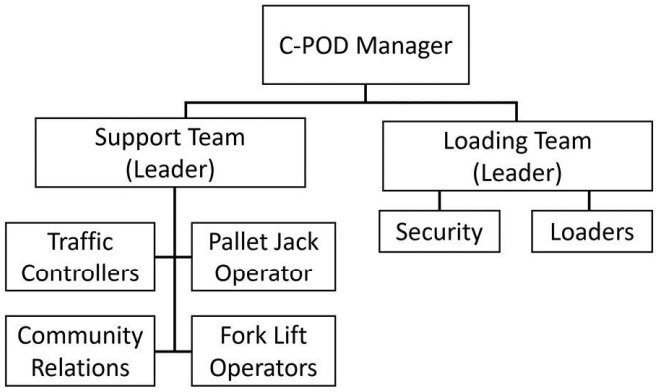
(2) Manpower & Equipment

(a) C-POD Manpower. The state will be responsible for arranging the movement of C-POD manpower from point of origin to the requested county. While the sourcing of the manpower is currently unknown, the state will be responsible for their movement to the C-POD location. The only exception is that the two (2) positions identified in manpower below will be the affected/requesting county to ensure those positions have the required transportation.

(b) C-POD Equipment. The state will be responsible for arranging the movement of C-POD equipment from point of origin to the C-POD location. While the sourcing of the equipment is currently unknown, wherever the equipment is sourced from, it will be the state's responsibility to ensure delivery to and upon completion, back to the point of origin.

b. Manpower & Equipment

(1) C-POD Organization. The below diagram depicts the organizational chart of the C-POD team.



(2) C-POD Position Descriptions and Responsibilities. The below chart identifies the position, position description and responsibilities.

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Type II C-POD Manpower	
Position	**Deception/Responsibilities**
Manager	**Description**: Has overall responsibility for the safe operation of the C-POD. This includes all staff and resources on site throughout the activation. Reports to the LEMA for guidance and information. Serves as the primary safety officer and ensures all operations are conducted in a safe manner for the staff and customers. **Responsibilities**: - Trains the staff - Conducts a daily site hazard assessment - Develops preventative safety measures and communicates this to all staff - Conducts accident investigations - Develops preventative measures based on the outcome of the investigation - Provides connectivity with the Logistics Team - Maintains accurate accounting of C-POD resources
Loading Team Leader	**Description**: Supervises all loading and sustainment operations **Responsibilities:** - Supervises the loading of supplies into customer vehicles - Maintains adequate supplies on the loading lines - Coordinates staff sustainment/care including: restrooms, rest areas, meals, shift schedules - Oversees site security and coordinates with local law enforcement for assistance
Support Team Leader	**Description**: Supervises all support operations **Responsibilities:** - Inspects and maintains equipment - Enforces the safe employment of equipment - Coordinates supply truck movement on site - Conducts resupply operations including: downloading commodities and resupplying loading line - Maintains accountability of all commodities received, on hand, and distributed from the site - Maintains all paperwork relating to resource accountability and provides daily resource reports to the Local Emergency Management Agency
Forklift Operator	**Description**: Operates the C-POD forklift with the necessary qualifications and licensure **Responsibilities**: - Manages the movement of pallets to and from the resupply vehicle(s) - Resupply the loading lines
Security*	**Description**: Responsible for securing the C-POD site and maintaining good order. Should be a local law enforcement officer or an individual trained in security operations. **Responsibilities**: - Assigned to critical points and traffic control - Resolve any issues that develop with drivers

	- Works with angered or agitated customers
Community Relations*	**Description**: Serve as the central point of contact for media and public relations **Responsibilities**: - Relays the common message provided by Local Emergency Management Agency - Work closely with the C-POD manager to ensure the correct message (whether verbal or written) is being provided to the public by rest of the C-POD team - Distribute public information (flyers, handouts, etc.)
Loaders	**Description**: Responsible for loading supplies **Responsibilities**: - Loads the set quantities of supplies into customer vehicles - Coordinate with the Support Team for resupply of the loading line - Maintain vehicle counts
Pallet Jack Operator	**Description**: Operates the C-POD pallet jacks with the necessary qualifications and licensure **Responsibilities**: - Moves pallets to and from the loading line - Removes empty pallets

** = Provided by supported county*

(3) Manpower Requirements. The below chart identifies the quantities required to operate a type II C-POD. The sourcing of each position is the responsibility of HI-EMA, except for the two (2) positions annotated with a *.

Type II C-POD Manpower Quantities		
Position	***Day***	***Night***
Manager	1	0
Load Team Leader	1	0
Support Team Leader	1	0
Forklift Operator	1	2
Security*	2	1
Community Relations*	2	0
Loading Point	18	3
Back-up Loading Point	7	0
Pallet Jack Operator	1	0
Totals	34	6

(4) C-POD Table of Equipment. HI-EMA will provide all equipment though a sourcing solution that needs to be determined. HI-EMA will acquire and maintain the C-POD kit.

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(a) C-POD Table of Equipment. The below chart identifies the principal end items and the quantities required to run a type II C-POD.

Type II C-POD Table of Equipment			
End Item	***Qty***	***End Item***	***Qty***
Forklifts	2	Computer	1
Pallet Jacks	2	Trash Cans	8
Generator	1	Barricades	3
Light Set	1	Radios	10
Tents	2	Toilets	4
Dumpsters	2		

(b) C-POD Kit. The C-POD kit has supplies for the site and individual staff positions. It is best to have C-POD kit on site to support the initial setup of the C-POD. Each C-POD kit is designed for a type II C-POD.

Type II C-POD Kit	
Item	***Qty***
96 gal trash can, wheeled (for storage of the kit)	2
Leather work gloves (pairs)	32
Rolls of duct tape	8
Battery-powered (D-cell) flashlights	38
D-cell, batteries	72
50’ Electrical cord	2
Reflective safety vests	38
First Aid Kit	2
36” reflective traffic cones	24
Safety hard hats	32
Orange/red glow sticks	60
Medium back support belts or vests	16
Large back support belts or vests	16
5 lb. fire extinguisher	2
Administrative supplies (pens, pencils, markers, paper, tacks, tape, poster board, clip boards)	8
Tables & Chairs	10

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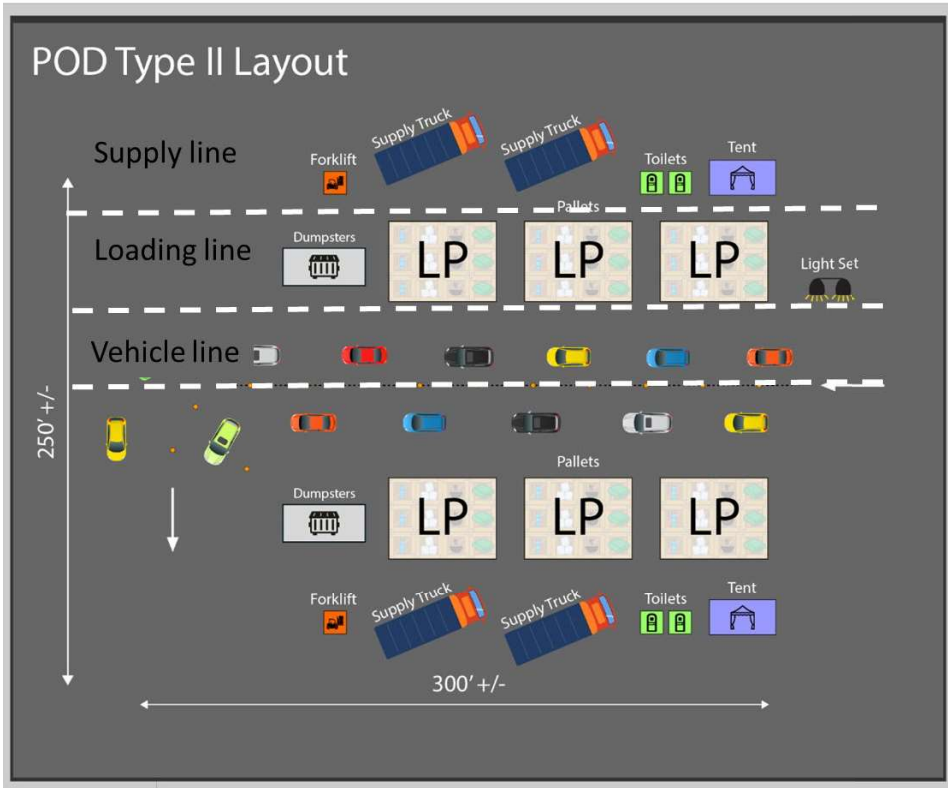
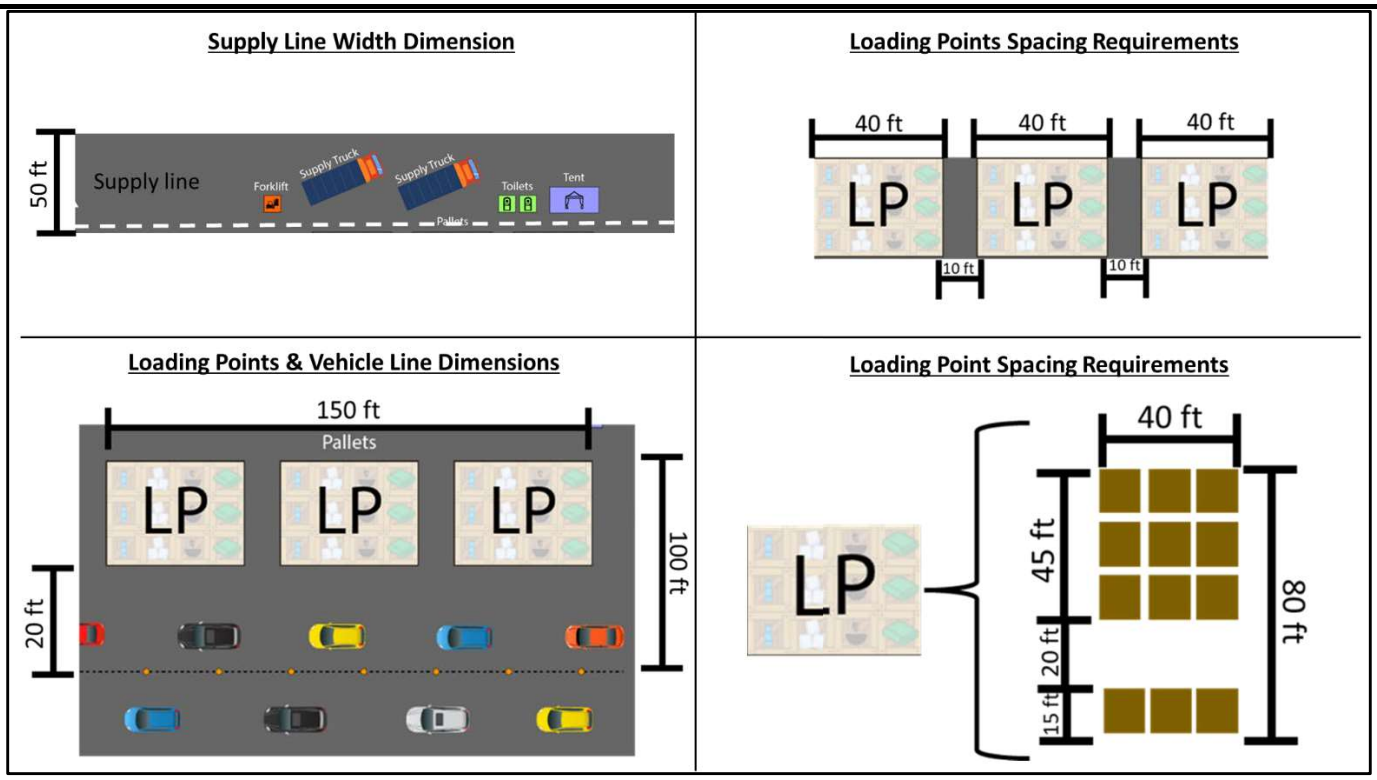
c. C-POD Design (Layout). The diagrams presented below illustrates a type II C-POD layout and basic dimensions. Overall, the C-POD is divided into three (3) lines or areas. Each “line” is described below and then illustrated in the figure below.

Line Type	Description
Supply Line	The is where supply trucks, usually tractor-trailers, have room to unload. This area also includes staff care facilities including restroom facilities and rest tent. Having an informational bulletin board in the rest tent is a good way to keep C-POD staff updated.
Loading Line	This is where supplies are kept waiting on stacked pallets to be distributed to the public. This is also where loaders wait while vehicles are moving through the vehicle line.
Vehicle Line	This is where the public drives through to get supplies. Entry into the vehicle line occurs only when all vehicles have come to a complete stop and the traffic controller has instructed the staff to "load."



(1) C-POD Dimensions. As illustrated above, the overall area for a type II C-POD should be 75,000 sqft (250’ x 300’). The below figure then illustrates the dimensions for each line and point.



d. Inventory Management (Resource Accountability & Distribution). Accounting for all personnel, equipment, and supplies at the C-POD location is paramount and is one of the C-POD manager's primary responsibilities. Accuracy in this effort helps ensure that staffing levels are adequate to the task, supplies for the public are maintained at needed levels, and equipment on the site is returned to its point of origin. Additionally, the reports and forms will be used to recoup costs once the disaster winds down. Therefore, equipment, supplies and staff reports will need to be produced and maintained.

(1) Equipment Management. Due to possible different equipment sources of supply, it's important to keep an equipment inventory. Keeping track of inventory allows the C-POD manager to know what they should have on hand for use and provides an easy reference tool to get items back to their point of origin when closing the C-POD. Defective or missing equipment should also be reported. Requests for replacements due to faulty or damaged equipment may not be immediately available in a major disaster. Enclosure (5) should be utilized by the C-POD manager to keep track of the equipment.

(a) Vehicle Counts. While not technically part of C-POD equipment inventory, vehicle counts are important for several reasons. By gathering basic statistics on the number of customers served, the supported county can gain an understanding of what will be needed to continue to provide goods at the C-POD. In addition, it helps the C-POD manager track the actual amount of goods issued so that they can report on this. To that end, there should be a loader at each point who is additionally assigned as a “Check-in Specialist”. This person should

keep a running tally on a clipboard as vehicles arrive at their distribution point and provide the information to the C-POD manager upon request.

(2) Supply Inventory. Daily reporting of inventory to the county allows accurate restocking. The county will inform the C-POD manager when and how to report each day and may want a verbal report instead of a written one. Either way, the C-POD manager will utilize enclosures (5-8) for the reporting.

As inventory is received, enter on the Supply Inventory Form (enclosure (6)) the date, time, truck number, mission number from the trucker's mission form, the type of supply (water, MRE, etc.), the quantity received, and the new balance on hand at the C-POD. As supplies arrive at the C-POD, the manager should use the trucker's bill of lading or mission assignment number to account for the supplies being delivered. If there is a discrepancy, the manager should contact the point of origination (the CSA or vendor) and discuss the difference. If a resolution of the discrepancy cannot be reached, the manager should make a note of the discrepancy (and steps taken) on the form before signing. Do not sign the form without including this information. In any case, the manager should never accept supplies without signing for them.

(a) Issued Commodities. For supplies being issued, make entries at regular intervals during the operational period. A suggestion is to do this hourly, but the supported county will establish reporting procedures. For these entries, record the date, the time, the type of supply, the amount distributed and the balance on hand. The Supply Inventory Form is useful because it allows the C-POD manager to keep track of supplies on a regular basis and keep better control of inventory.

(3) Staff Reporting. Daily reporting of staffing to the state and county helps both keep a handle on C-POD activities and staffing needs. At a minimum, the C-POD should report the number of people assigned to the day shift and night shift. If the C-POD has unassigned personnel, the state may be able to use them at another location or offer those people to the county. The C-POD manger will utilize the Staff Reporting Form (enclosure (7)) to capture data on staffing levels and activities. A new form should be completed each day (including the day shift and night shift). It is extremely important to record all C-POD personnel on this form as it becomes a part of the official record for the disaster. It is especially important to record spontaneous volunteers as this form is their proof that they worked the disaster.

e. Procurement. Consumption rates are determined by the number of customers through the C-POD per day. This information must be passed by the C-POD to the supported county each day. This helps to determine C-POD needs and quantity of supplies to distribute. Therefore, the C-POD will never procure any commodities that are to be distributed to the population directly from a source of supply or vendor. The C-POD is on a “push” method from the CSA as determined by the county. When providing the C-POD consumption rates to the county, the report should also include any supplies needed at the site. Supplies could include fuel for equipment or expendable C-POD equipment (gloves, vests, etc.). Any attempt at a direct donation to the C-POD should be directed to the county or CSA.

(c) Demobilization Phase. Demobilization planning begins upon activation of the C-POD. C-POD demobilization efforts should meet the objectives as outlined below.

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Demobilization Phase Objectives	1. Borrowed, rented, or leased equipment is returned to owners.
	2. Excess supplies returned, and inventories completed.
	3. C-POD location returned to its pre-C-POD condition.

1. Demobilization Operations. The supported county will determine the need to demobilize the C-POD based on information from the state as informed by local conditions. Conditions could include a lack of resource requests from them or a reduction in incoming resource shipments illustrates a declining requirement. While an increase in the local private sector capacity to meet the local demand and decreasing C-POD customers are local indicators that the C-POD might no longer be required. The county has the overall picture of the community and can best judge when local recovery is self-sustainable. The county can close all C-PODs or only those at specific sites. It is important to remember that even if C-PODs are closing in nearby locations, others may need to remain open a bit longer due to infrastructure restoration being more difficult in some areas than in others.

Once the determination to close the state managed C-POD has been made , the county will inform both the C-POD manager and the SEOC Logistics Section. The state will then direct the C-POD manager to begin the demobilization process, including a recommended end date by which all activities and use of the C-POD site will conclude. Upon notification by the SEOC that the C-POD is to be closed, the C-POD manager will meet with all unit leaders and the site owner/manager to discuss timelines for demobilization, solicit after action review comments, and determine expectations for site restoration. Ideally, the order to cease C-POD operations will not be during operating hours. Any final site restoration or financial activities remaining to be completed after the end date become the responsibility of the county. The C-POD manager will coordinate activities to ensure all demobilization processes are completed.

1. C-POD Close-Out & Reconciliation Procedures. All borrowed, rented, leased, or contracted equipment will be returned to the owner(s) upon demobilization of the C-POD. Remaining disaster resources will be reported to the CSA and county to determine final disposition before the site is closed. The below process will be utilized when closing out the C-POD.

Step	Description	Data
Start		Demobilization Order
1	Upon receipt of C-POD Demobilization Order, the C-POD manager will conduct an inventory of all commodities remaining at the C-POD and prepare them for pick-up coordinated with supported county.	C-POD Supply Inventory Form (x2) - (1) retained by C-POD - (1) used as bill of lading
2	Once all supplies are loaded and off site, begin equipment inventory and arrange for the equipment to be returned to the owner.	Equipment Inventory Form
2a	If equipment was shipped from another island, arrange transportation through SEOC. If procured locally, then return to owner.	RFA
3	Inventory C-POD kit and arrange transportation back to HI-EMA through SEOC.	C-POD Kit Inventory form RFA

4	Conduct C-POD location clean-up.	Email SITREP
5	C-POD manager performs final site inspection prior to release back to county.	Return Acceptance
6	C-POD manager informs HI-EMA Logistics, HI-EMA Fiscal and supported county that the C-POD has been demobilized.	Email SITREP ICS-221
7	HI-EMA Logistics and HI-EMA Fiscal reconcile supporting Invoices, Time Sheets, RFAs, and ICS213rr Goods and Transport orders to summarize and report C-POD costs; Provide supported county with all documentation.	C-POD Supply Inventory Form Invoices Time Sheets, RFAs ICS213rr Goods ICS213rr Transport
8	Conduct after action review (AAR).	AAR Report

b. Tasks

(1) Hawaii Emergency Management Agency (HI-EMA)

(a) Logistics Branch

1. Assume state lead coordination role for planning and during execution.
2. Conduct ongoing planning with counties.
3. Publish annex as part of reference (a) and update as required.
4. Implement this annex when directed.
5. Source manpower requirements identified in this annex.
6. Issue and execute contingency stand-by contracts for C-POD equipment.
7. Coordinate activation and operation of the C-POD.
8. In conjunction with county, review enclosure (2) during C-POD establishment.
9. Acquire C-POD kit items and maintain at HI-EMA.
10. Arrange transportation for C-POD team and equipment to requesting county.
11. Develop C-POD Incident Action Plan.
12. Provide lodging, transportation and meals for HI-EMA sourced personnel.
13. Direct the C-POD manager to begin the demobilization process as determined by county.
14. Reconcile all resource utilization reports during demobilization.

(b) Operations Branch

1. Facilitate the coordination and be a stakeholder of state support as required.
2. Be prepared to answer county request for assistance (RFA).
3. Schedule internal HI-EMA C-POD exercise between October 2022 – September 2023.

(2) C-POD Manager

(a) Execute C-POD manager position description and responsibilities.
(b) Account for all personnel, equipment, and supplies at the C-POD location.
(c) Utilize enclosure (3) to assist in setting up the C-POD site.
(d) Utilize enclosure (4) to conduct the C-POD site initial hazard assessment.
(e) Report commodity status as directed to by supported county.

(f) Report C-POD status as directed by HI-EMA.
(g) Conduct vehicle counts at the C-POD.
(h) Submit C-POD internally expended asset requests to supported county.
(i) Notify any attempt at a direct donation to the county and CSA.
(j) Conduct C-POD Close-Out & Reconciliation Procedures.

(3) Counties
(a) Use a planning factor of 75,000 sqft requirement when updating proposed C-POD locations.
(b) If required, submit RFA to HI-EMA for state managed C-POD support.
(c) Determine C-POD location, timeframe for operation, and commodities.
(d) Clear ground LOCs to and from CSA and C-POD.
(e) Publish POD Activation Notification Form.
(f) In conjunction with HI-EMA, review enclosure (2) during C-POD establishment.
(g) Provide the manpower for the (2) positions identified in manpower.
(h) Inform the C-POD manager when and how to report each day.
(i) Coordinate the transportation of commodities from the CSA to the C-POD.
(j) Determine daily C-POD issue rates.
(k) Replenish any C-POD internally expended asset (such as fuel for light set and generator).
(l) Inform the C-POD manager and the SEOC Logistics Section when C-POD will cease operations.

3. **Administration & Logistics**

a. Administration

(1) Legal. Per reference (a).

(2) Record Keeping. The following chart illustrates to required records to maintained for C-POD operations.

Report	Frequency	Publisher	Maintains Copies
C-POD Activation Notification Form	Once	County	County & state
C-POD Activation Checklist	Once	C-POD	State & county
C-POD Site Setup Checklist	Once	C-POD	State & county
Daily Site Hazard Assessment Form	Daily	C-POD	State & county
Equipment Inventory Form	Daily	C-POD	State & county
C-POD Supply Inventory Form	Daily	C-POD	State & county
Staff Reporting Form	Daily	C-POD	State & county
C-POD Daily Situation Report	Daily	C-POD	State & county

(3) Financial Procedures. Per reference (a).

b. Logistics

(1) Accountability & Procurement. See 2.a.1.b.2.d. [Inventory Management] and 2.a.1.b.2.e. [Procurement].

(2) Safety. The C-POD manager is the primary safety officer and is responsible for the safety of all staff and visitors to the site. The C-POD manager trains the staff on proper and safe operation of all equipment and ensures safety measures are enforced. The C-POD manager conducts safety training with staff and provides a safety briefing at the beginning of each shift. The safety brief should contain, at a minimum, the following information: Review of the Daily Site Hazard Assessment Form, reminder to use and care for PPE, prevention of weather-related injuries, changes to the HAZMAT on site and any additional safety items for discussion. Most importantly, the C-POD manager sets the example for the rest of the staff in their actions. This encourages positive behavior from the staff and assists in the enforcement of safety rules.

(a) C-POD Hazard Assessment. The C-POD manager accomplishes a daily site hazard assessment utilizing enclosure (4) and develops preventive safety measures and communicates this to all staff.

(3) C-POD Support. HI-EMA will be responsible for feeding, transporting, and lodging all C-POD personnel that HI-EMA has sourced. The manpower (security and community relations) sourced by the affected county will be the responsibility of the county.

4. **Coordination & Control & Communications**

a. Command & Control. Due to the nature of the C-POD relationship between the state and the requesting county, the easiest way to understand the responsibility "lanes" is that in general the state has control and responsible for the C-POD before and after operations. The county will have control of the C-POD during operations. The below chart outlines/summarizes the state and county responsibilities discussed throughout this annex.

C-POD Responsibility	
State	**County**
Source manpower outlined in 2.a.1.b.2.b.3	Source manpower outlined in 2.a.1.b.2.b.3
Source equipment outlined in 2.a.1.b.2.b.4	Provide expended consumables to C-POD
Train C-POD staff	Establish C-POD operating hours
Coordinate transportation of equipment & manpower to C-POD location and back to point of origin	Determine daily C-POD issue rates
Arrange inter-county transportation for personnel, feeding and accommodations	Coordinate the daily resupply of C-POD
	Submit a RFA for any C-POD manpower or equipment degradation during operations

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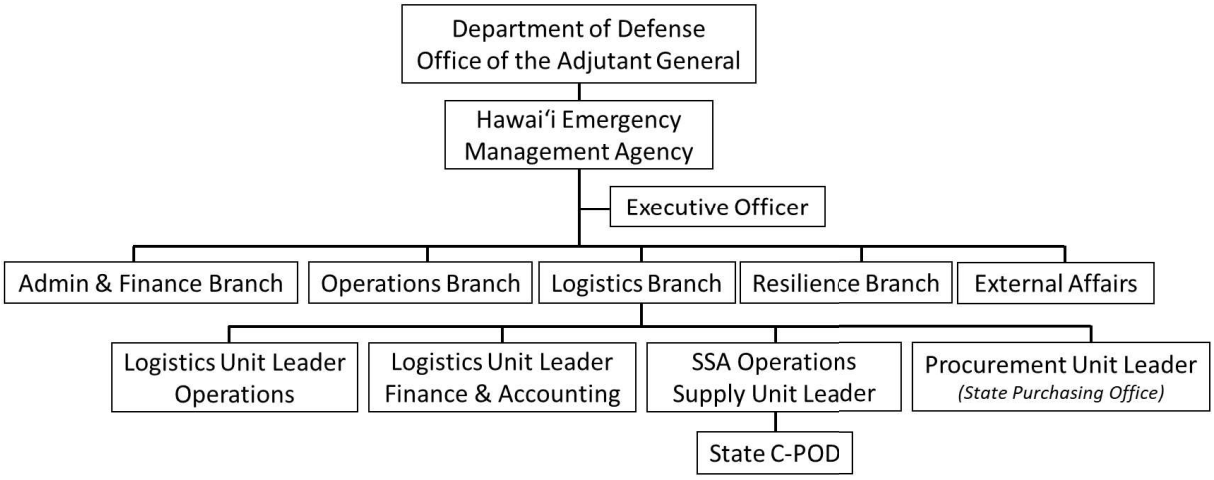
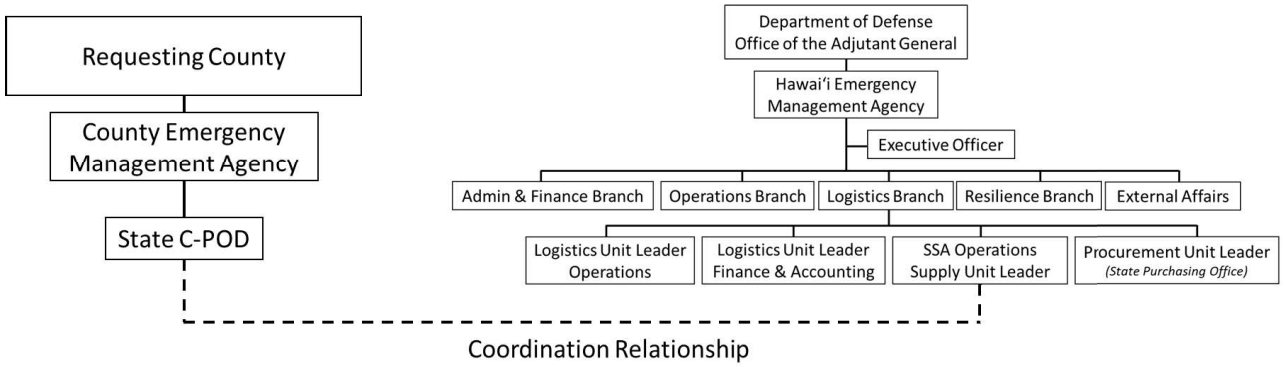
(1) HI-EMA. HI-EMA has the lead role and is responsible for manning, equipping, and training the C-POD team. HI-EMA will arrange for transportation to the requesting county and will maintain responsibility to feed, provide lodging and transportation while operating in the affected county.

(a) Logistics Branch. The Logistics Branch will function as the lead for HI-EMA and is responsible for the provision of overall management and support to the C-POD. The below command and control diagram illustrates the C-POD relationship while the C-POD is under the control of HI-EMA.



(2) Counties. The requesting county will function as the lead within their respective counties and incorporate the state managed C-POD into its overall distribution efforts. The county will establish the C-POD's distribution daily goals and be responsible for supplying the C-POD with commodities and any consumables. While it will be at the discretion of the requesting county on where they want the C-POD in their organization hierarchy, the below diagram illustrates the relationship between the C-POD, the requesting county and HI-EMA during C-POD operations.



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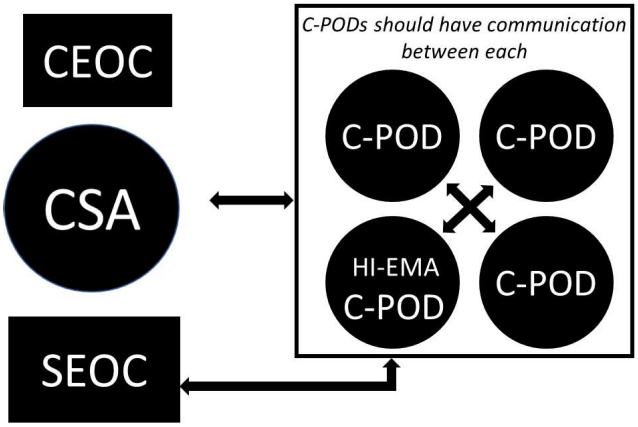
(a) Reporting Procedures. Reporting times and procedures will be in accordance with reference (a) and the State's IAP. The enclosures will be used by the C-POD manager and county to report their C-POD status. Reporting frequencies are outlined in 3.a.2. [Record Keeping]. Counties will direct the due times for each report.

b. Communications. Primary communication between C-POD and the SEOC, adjacent C-PODS and the CSA is via telephone, WebEOC, and email. It is imperative that these systems be activated and/or installed immediately once the C-POD has been established. Telephone communication should be established via hardline phone rather than cell if the infrastructure exists at the C-POD location. The C-POD manager will ensure a contact list containing telephone numbers and email addresses for C-POD principal staff is developed once the C-POD has been established.

Counties will establish the communication architecture between C-PODS, CSA & CEOC



(1) Available Communications

(a) Voice. Landline, cellular, Land Mobile Radio (LMR), satellite phone, Broadband Global Area Network (BGAN) Satellite.

(b) Data. Cellular, BGAN Satellite, Ka/Ku Band Satellite.

(2) Community Relations. Community relations will be a shared state and county responsibility and coordinated through the Joint information Center.

Signature David Lopez

David Lopez, HI-EMA Administrator (Acting)

C-POD ACTIVATION NOTIFICATION FORM		
Line 1	Date and Time of Message	
Line 2	C-POD Manager Name/Org	
Line 3	Location of C-POD	
Line 4	Size (by type)	Type II
Line 5	Date to Open	
Line 6	Time to Open	
Line 7	Quantity of Water per Vehicle	
Line 8	Quantity of Food per Vehicle	
Line 9	Type and Quantity of other commodities	
Line 10	Date and Time of First Supply	
Line 11	LEMA Point of Contact	
Line 12	LEMA POC Number	

Enclosure (1)

C-POD Activation Checklist

Pre-Event	Phase 1
	Make preparations to activate C-POD(s)
	Assure Logistics Plans are reviewed
	Contact site owner and activate MOU/MOAs or execute Lease (photo sites ifpossible)
	Arrange for staffing of locations and ensure staff will be prepared prior to evacuation (including dry camping supplies)
	Assure temporary housing for C-POD workers is required, secure and accessible (locate keys if using community buildings, etc)
	Pack C-POD kit(s)
	Notify LEMA/vendors/contractors of support requirements
	Phase 2
	Review C-POD Procedures
	Activate contracts for C-POD manpower & equipment
	Determine assets to deploy
	Phase 3
	Prior to evacuating, contact C-POD workers and confirm locations, contact information, and that they will return with supplies/food to be self-sustaining
Post-Event	**Phase 1**
(0-24hours)	Evaluate needs to determine where C-PODs should be opened (Damage Assessment Team) Where are power outages? Will power be out longer than 48 hours? If no, may not need C-POD. Are roadways cleared and C-POD accessible?
	Recall C-POD personnel
	Verify suitability of C-POD site to assure access
	Determine necessary site repairs or modifications
	Deploy C-POD Equipment Resources and Personnel Material Handling Equipment (MHE), Traffic Control, Support Equipment, Resources (commodities), Managers, MHE Operators, labor, security

Enclosure (2)

C-POD SITE SETUP CHECKLIST

C-POD Manager: _____ Location: _____

Item	Yes	No	Remarks
1. Team members arrived			
2. Site hazard assessment complete			
3. Communications established with the LEMA			
4. Inspect C-POD Kit			
5. Determine location of supply, loading, & vehicle lines			
6. Establish the port-a-potty location			
7. Establish the dumpster location			
8. Establish the break area location			
9. Set up traffic cones around the vehicle line			
10. Ensure supply trucks can enter and exit			
11. Assign staffing positions			
12. Distribute PPE			
13. Conduct a safety briefing			
14. Determine signage locations			
15. Receive port-a-potties			
16. Receive dumpster			
17. Receive pallet jacks & Forklifts			
18. Receive first supply			
19. Notify LEMA that the C-POD is ready for opening			
20. Put up signage			
21. Open C-POD			
22. Notify LEMA that the C-POD is open			

Other Remarks:

C-POD Manager Initials: _____ Date and Time Complete: _____

Enclosure (3)

DAILY SITE HAZARD ASSESMENT FORM

Inspected by: _____ Date: _____ Location: _____

Assessment Areas	Yes	No	Comments
Training:			
Is each person assigned to a job within their capability?			
Did each person receive a safety brief at shift change?			
Is training on PPE and equipment provided?			
Environment:			
Are resources available to deal with very hot or very cold conditions? (drinking water, heated tent, shade)			
Does staff know the symptoms of heat cramps, heat stroke, hypothermia?			
Is the level of light adequate for safe and comfortable performance of work?			
Housekeeping:			
Is the work area clear of debris and tripping hazards?			
Are materials properly stacked and spaced?			
Are work areas clear of fluid spills or leakage?			
Are aisles and passageways clear of obstructions?			
Are walkways clear of holes, loose debris, protruding nails, and loose boards?			
Is the break area kept clean and sanitary?			
Are the dumpsters being serviced properly?			
Are the restrooms (portable or fixed) clean, sanitary and restocked?			
Personal Protective Equipment:			
Is required equipment provided, maintained and used?			
Does equipment meet requirements?			
Are warning signs prominently displayed in all hazard areas?			
Material Handling and Storage:			
Is there safe clearance for all equipment through aisles and doors?			

Is stored material stable and secure?			
Are storage areas free from tipping hazards?			
Are only trained operators allowed to operate forklifts?			
Do personnel use proper lifting techniques?			
Vehicle Traffic:			
Are cones placed to direct traffic?			
Is the vehicle line free of pedestrians when vehicles are moving?			
Are pedestrian and vehicular traffic separated?			
ADDITIONAL COMMENTS OR CONCERNS			

Enclosure (4)

Equipment Inventory Form

Location		Vehicle/ Equipment	Property owner	Serial Number	Condition	Number of Units	Date
In Use	In Storage						

Sheet number: _____ Inventoried by: _____

Enclosure (5)

C-POD Supply Inventory Form: C-POD # _____

Sheet number: _____ Inventoried by: _____

Arrival		Truck #	Mission #	Item Nomenclature	Amount Requested	Amount Received	Amount Distributed	Balance On-Hand
Date	Time							

Enclosure (6)

State of Hawaii

Staff Reporting Form

(Emergency Worker Daily Activity Report)

County In Which Mission Took Place _____ **State Mission Number** _____

Mission Name: _____ **Date** _____ **Date To:** _____

Unit Name: _____

Unit Address: _____

EMERGENCY WORKER NAME	COUNTY & CARD #	INCIDENT ASSIGNMENT	DATE:		DATE:		TOTAL HOURS	TOTAL MILES
			TIME IN *	TIME OUT *	TIME IN *	TIME OUT *		

**** Actual Incident Check In and Out Times.***

TOTAL PERSONNEL **TOTAL HOURS** **TOTAL MILEAGE:**

THIS FORM MUST BE SIGNED BY C-POD Manager

By my signature below, I certify that these persons did participate in this mission

Print Name and Title **Signature and Date**

Enclosure (7)

CSA/C-POD Daily SITREP: CSA____ C-POD _____

Line 1	Date of Message	
Line 2	Time of Message	
Line 3	Manager's Name	
Line 4	Managing Organization	
Line 5	Location	
Line 6	Date Opened	
Line 7	Quantity of Water Received (Gal)	
Line 8	Quantity of Water Distributed (Gal)	
Line 9	Quantity of Food Received (Each)	
Line 10	Quantity of Food Distributed (Each)	
Line 11	Quantity and Type of Other Commodity Received	
Line 12	Quantity and Type of Other Commodity Distributed	
Line 13	Number of Day Staff	
Line 14	Number of Night Staff	
Line 15	Number of Unassigned Staff	
Line 16	Number of Volunteers	
Line 17	Initials of Reporting Manager	

Enclosure (8)