

# FOOD & WATER DISTRIBUTION PLAN



**09/2011**

1. *PURPOSE*

The purpose of the Operational Action Plan – Food and Water Distribution (OAPFWD) is to provide operational guidance and serve as a concept of operations for jurisdictions undertaking missions for the distribution of food and water to the public.

This document supplements policy and procedures contained in the Emergency Operations Plan (EOP) and is consistent with the National Incident Management System (NIMS).

Upon implementation of the OAP-FWD will deploy resources as necessary, to protect the health, safety, and welfare of responders, and citizens in designated areas of operations affected by disaster.

The OAP-FWD plan does not address long-term recovery actions.

2. *SITUATION AND ASSUMPTIONS*

2.1 Situation

2.1.1 Conditions

2.1.1.1 A disaster event has occurred resulting in damage to infrastructure, and/or the environment, and injury to people.

2.1.1.2 Public facilities for potable water and/or food preparation and supply are inoperable or incapable of supplying the public's life essential needs.

2.2 Assumptions

2.2.1 Humanitarian aid and well-being efforts are required.

2.2.2 Suitable locations are available for OAP-FWD implementation

2.2.3 Adequate resources are available to staff and equip designated distribution locations.

2.2.4 Adequate supplies of potable water and ready-to eat-meals are available for distribution.

2.2.5 Ingress/Egress transportation routes used for the movement of resources (State and local), other response organizations, and citizens may require additional force security and protection resources.

2.2.6 County and Municipal Emergency Operations Centers (EOCs) in affected areas may be activated.

2.2.7 Local, State, Federal, mutual aid, volunteer organizations, and private resources may be utilized as necessary throughout response.

2.2.8 State assistance may be required to assist in potable water and food distribution

3. *TERMINOLOGY AND DEFINITIONS*

3.1 For the purposes of the OAP-FWD, the definitions provided in Section 8 – Definitions will apply for planning purposes.

#### 4. CONCEPT OF OPERATIONS

##### 4.1 General

4.1.1 The OAP-FWD provides operational guidelines for local jurisdictions, agencies, and other organizations activated pursuant to the from initial event response, until there are no imminent life safety issues and distribution of food and water to the public is not required.

##### 4.2 Organization and Structure

###### 4.2.1 Local Level:

4.2.1.1 shall access and utilize all available resources for the distribution of food and water under the direction of the Chief Elected Official. When local governments determine that available resources are not adequate or have been exhausted, requests for assistance may be directed to the Illinois Emergency Management Agency (IEMA). Initial requests for state assistance shall be made by the local emergency management agency or authorized designee. In accordance with procedures, requests will be directed to the IEMA Regional Coordinator, State Incident Response Center (SIRC), or State Unified Area Command as appropriate.

4.2.1.2 may activate mutual aid agreements with adjacent political jurisdictions to share resources.

###### 4.2.2 Authority for Command, Control, and Coordination

4.2.2.1 The overall authority for direction and control of response to an emergency rests with the, or designee.

###### 4.2.3 Agency Duties and Responsibilities:

###### 4.2.3.1 Primary Agency for OAP-FWD implementation

4.2.3.1.1

###### 4.2.3.2 Support Agencies for OAD-FWD implementation

4.2.3.2.1

###### 4.2.3.3 Mutual Aid

4.2.3.3.1

##### 4.3 Direction and Control

#### 4.3.1 EOC:

- 4.3.1.1 The EOC serves as the strategic coordination point for multi-agency response to disasters and emergencies. The is responsible for developing protective action recommendations, resource prioritization, and ensuring safe and effective use of resources assigned to protect the public, infrastructure, and environment.
- 4.3.1.2 The Communications Center is the designated 24-hour contact point for agencies and departments. Responsibilities include notification of agency liaisons and/or other representatives designated to report for activation.

#### 4.4 Authorities, References, and Limitations

##### 4.4.1 Authorities and References:

###### 4.4.1.1

4.4.1.2 Emergency Operations Plan (EOP).

4.4.1.3 Illinois Emergency Management Agency Act (20 ILCS 3305).

4.4.1.4 National Incident Management System (NIMS).

##### 4.4.2 Limitations:

- 4.4.2.1 Personnel will be trained, equipped and aware of risks involved with missions and tasks.
- 4.4.2.2 Resources available for food and water distribution may be limited by location, training, and/or operational readiness.
- 4.4.2.3 Mutual aid may be incapable of providing resources in a safe and timely manner due to operational constraints.
- 4.4.2.4 Response cannot occur until weather conditions permit movement.

#### 4.5 Resource Management

- 4.5.1 departments and agencies are responsible for tracking, accountability, and maintenance of assets necessary for or used in response and short-term recovery.
- 4.5.2 In accordance with the EOP, each responding agency representative must have sufficient knowledge of his/her organization's capabilities and resources and must have authority to implement designated responsibilities.

#### 4.6 Safety

- 4.6.1 Safety will be considered at all levels, with briefings occurring at all incident sites, or designated Safety Officer.

4.6.2 An Incident Commander or Team Leader will be assigned at satellite facilities or other designated areas of operations.

4.6.3 For the purposes of OAP-FWD, a Distribution Commanders will be assigned, and designate a Safety Officer at approved OAP-FWD.

4.6.4 Safety Officers will conduct safety briefings at approved OAP-FWD locations.

#### 4.7 Reporting Requirements

4.7.1 The EOC will establish a reporting schedule to ensure that all participants (EOC liaisons, Unified Command, Incident Command, planning cells, key officials) keep senior staff and public information officers apprised of the situation.

### 5. *RESPONSIBILITIES TO AGENCIES AND ACTIVATED RESOURCES*

5.1 Any agency is a potential candidate for response and short-term recovery tasking through EOP doctrine.

5.1.1 During activation/implementation of the OAP-FWD, departments and agencies will perform response tasks in support of authorized and/or approved missions.

5.1.2 Upon activation, mutual aid, contracted private sector, non-governmental organizations, and/or other resources will perform response tasks in support of authorized and/or approved missions.

### 6. *RESPONSE ACTIONS AND CONSIDERATIONS*

6.1 All organizations must work in a collaborative fashion to safely and efficiently conduct response and short-term recovery operations.

### 7. *DEVELOPMENT & MAINTENANCE*

7.1 The EMA is responsible for developing and maintaining this plan in accordance with basic plan guidelines.

7.2 This OAP-FWD distribution plan will be reviewed, as necessary for changes in resources, posture, and guidance.

### 8. *DEFINITIONS*

8.1 Heater Meal ®: Made in a high quality food cooking and packaging process (similar to canning) called retort packaging, shelf-life is good, and storage is uncomplicated. Retort is a cooking process that uses heat and pressure to cook food in its sealed package - either a retort tray or a retort pouch. HeaterMeals Entrees & HeaterMeals Plus Entrees come in 3/4 pound retort trays. HeaterMeals EX Entrees and HeaterMeals 3 Entrees are in 3/4 pound retort pouches, similar to military food pouches. Website provided at: (<http://www.heatermeals.com/faq.html>)

8.2 Meals Ready to Eat: (MRE) the standard field ration that replaced the C- and Erations of World War II. The MRE's aluminum foil pouch may contain precooked spaghetti, beef stew, sliced ham, chicken à la king, Swiss steak, etc. (*Oxford Essential Dictionary of the U.S. Military*)

8.3 Jurisdiction: *Authority Having Jurisdiction (AHJ)* — the organization, office, or individual responsible for approving equipment, materials, an installation, or a procedure. (*NFPA 472*)

9. **ANNEX AND APENDIX MATERIALS**

9.1 Annex A1 – Food and Water Distribution Typing and Templates

9.2 Appendix X1 – Distribution Tracking and Allocation Sheet

9.3 Appendix X2 – Incident Action Plan Templates (FWDT Specific – IEMA)

FOOD AND WATER DISTRIBUTION - PUBLIC					
<b>Category:</b>	HEALTH ESF # 8	<b>Kind:</b>	Humanitarian Aid and Well-Being Food and Water Distribution Team		
<b>Components and Capabilities:</b> <i>Defined by typing.</i>					
Minimum Capabilities:		Level I	Level II	Level III	Level IV
Component	Metric				
<b>TEAM TYPE</b>	Capability	3,000	1,500	800	400
Population Served	Capability	3,000	1,500	800	400
Registrants per hour <sup>(a)</sup>	Capability	75 vehicles/hr	37 vehicles/hr	20 vehicles/hr	10 vehicles/hr
<b>PERSONNEL</b>	Team composition for 10 hour staffing	<i>See Typing Roster</i>	<i>See Typing Roster</i>	<i>See Typing Roster</i>	<i>See Typing Roster</i>
<b>EQUIPMENT AND SUPPLIES</b>	Minimum requirement	<i>See Typing Roster</i>	<i>See Typing Roster</i>	<i>See Typing Roster</i>	<i>See Typing Roster</i>
<b>POTABLE WATER ALLOWANCE</b>	Minimum requirement	3-liters / person / day / 72-hour supply or 1 gal / person / day / 72-hour supply	3-liters / person / day / 72-hour supply or 1 gal / person / day / 72-hour supply	3-liters / person / day / 72-hour supply or 1 gal / person / day / 72-hour supply	3-liters / person / day / 72-hour supply or 1 gal / person / day / 72-hour supply
<b>READY-TO-EAT MEAL ALLOWANCE</b>	Minimum requirement	2 Meals Ready to Eat (MRE) / person / day or 2 Heater Meals ® / person / day	2 MRE / person / day or 2 Heater Meals ® / person / day	2 MRE / person / day or 2 Heater Meals ® / person / day	2 MRE / person / day or 2 Heater Meals ® / person / day
<b>DISTRIBUTION AREA SET-UP &amp; FLOW</b>	Adjustable set-up based on flow	<i>See diagram</i>	<i>See diagram</i>	<i>See diagram</i>	<i>See diagram</i>

(a) Estimated capability based on the movement of: 75 vehicles per hour, with 4 persons per vehicle, through an established and sustained distribution area.

POTABLE WATER DISTRIBUTION SCHEDULE									
Number of persons in household ▼	Quantity of water (liters / person / day / 72-hours)				Quantity of water (gallons / person / day / 72-hours)				
	2 Liter	1 Liter	0.5 Liters	0.25 Liters	1 Gallon	0.5 Gallon	Quarts	Pints	0.5 Pints
1	5	9	18	36	3	6	12	24	48
2	9	18	36	72	6	12	24	48	96
3	14	27	54	108	9	18	36	72	144
4	18	36	72	144	12	24	48	96	192
5	23	45	90	180	15	30	60	120	240
6	27	54	108	216	18	36	72	144	288
7	32	63	126	254	21	42	84	168	336
8	36	72	144	288	24	48	96	192	384
9	41	81	162	344	27	54	108	216	432
10	45	90	180	360	30	60	120	240	480

FOOD DISTRIBUTION SCHEDULE						
Number of persons in household ▼	Quantity of Food (MRE or Heater Meal® / person / day)			Quantity - Case MRE or Heater Meal®		
	1-day	2-day	3-day	1-day	2-day	3-day
1	2	4	6			½ case
2	4	8	12		½ case	1 case
3	6	8	18	½ case	1 case	1 ½ cases
4	8	12	24	½ case + 2 meals	1 case + 4 meals	2 cases
5	10	16	30		1 case + 10 meals	2 ½ cases
6	12	24	36	½ case	2 cases	2 ½ cases
7	14	28	42	1 case + 2 meals	2 cases + 4 meals	3 ½ cases
8	16	32	48	1 case + 4 meals	2 cases + 8 meals	4 cases
9	18	36	54	1 ½ cases	3 cases	4 cases + 8 meals
10	30	60	90	2 ½ cases	5 cases	7 ½ cases

- Pallet Quantity Estimate – 48 cases @ 12 ready-to-eat meals per case = 576 meals
- Pallet weight Estimate – 975 lbs
- Case Weight Estimate – 20 lbs



TYPING ROSTER – FOOD AND WATER DISTRIBUTION - PUBLIC					
Category:	HEALTH ESF # 8	Kind:	Humanitarian Aid and Well-Being Food and Water Distribution Team Level I		
<i>Components and Capabilities: Delivery of food and water at a drive-through site to public for life essential services</i>					
Minimum Capabilities:		Task Force	Quantity	Sector	Training Requirement
Component	Metric				
<b>Distribution Commander</b>		Yes	1	ESDA/EMA, CERT	NIMS – 100, 200, 700, 300/400 minimum
Distribution Asst. Commander		Yes	Option 2	ESDA/EMA, CERT, MRC, SAL. ARMY	NIMS – 100, 200, 700, 300/400 minimum
Safety Officer		Yes	1	ESDA/EMA, CERT, MRC, FIRE	NIMS – 100, 200, 700, 300/400 minimum
Forms & Data Entry		Yes	4	ESDA/EMA, CERT, MRC, SAL. ARMY	Just-In-Time
Loader		Yes	6	ESDA/EMA, CERT, MRC, SAL. ARMY	Just-In-Time
<b>Traffic and Access Control Leader</b>		Yes	1	ESDA/EMA, L/E	NIMS – 100, 700 minimum
Traffic and Access Attendant		Yes	2	ESDA/EMA	Just-In-Time
<b>Logistics Leader</b>		Yes	1	ESDA/EMA, CERT, MRC	NIMS – 100, 700 minimum
Re-Supplier		Yes	4	CERTIFIED OPERATOR	NO – Fork Lift Certification <sup>1</sup> , YES – pallet jack only <sup>2</sup>
Supplier & Stacker		Yes	4	ESDA/EMA, CERT. MRC, SAL. ARMY	Just-In-Time
<b>Equipment</b>		Requirement	Quantity	Purpose	Capability
Traffic Cones		Yes	45	Traffic control / safety	Lane identification, flow, barriers
Stop Signs, Portable		Yes	5	Traffic control / safety	Flow, checkpoints
MRE pallets		Yes	<b>35 initial (18,000)</b>	Sustainment, life essential support	2 Meals Ready to Eat (MRE) / person / day or 2 Heater Meals ® / person / day
Water pallets		Yes	<b>50 initial</b>	Hydration, life essential support	3-liters / person / day / 72-hour supply or 1 gal / person / day / 72-hour supply
Ground cover		Optional	4 each	Pallet area flooring	25' X 30'
Pallet Jack		Optional	2	Pallet movement	1 pallet manual lever, portable
Fork Lift		Optional	1	Pallet movement	Gasoline, propane, or electric suitable for conditions
Safety Vests		Yes	35	Safety	Multiple sizes, reflective
Back Belts		Yes	15	Safety, Ergonomics	Lower back support
Gloves, Leather		Yes	45 pair	Safety	PPE for pinches, punctures, drops, and splinters
Hard Hats		Yes	20	Safety	PPE for overhead hazards
Barrier Tape		Yes	6 rolls	Barrier markings	Safety and authorized only entry
Computers, laptop		Yes	4	Data entry	Resource Management
Forms		Yes	1,000 (Attached)	Resource Management	Resource Management
Pencils, pens		Yes	3 pack each	Data Entry	Resource Management
Chairs, foldable		Yes	35	Rest and Recuperation	Safety
Tables, collapsible		Yes	8	Work area	Ergonomics, equipment layout
Clipboards		Yes	10	Ergonomics, data entry	Resource Management
Tent, Collapsible		Optional	2	Safety	Safety, R/R

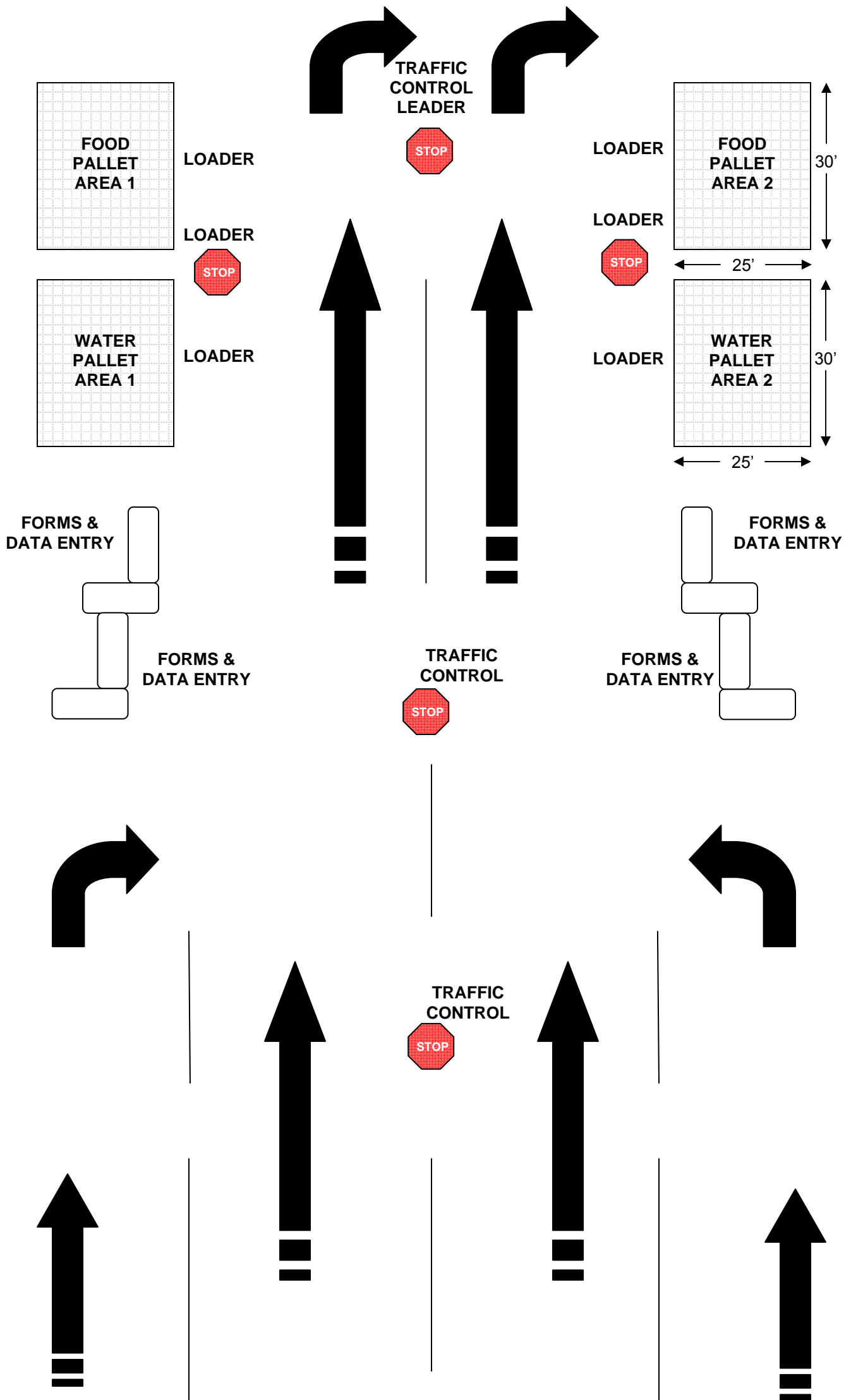
TYPING ROSTER – FOOD AND WATER DISTRIBUTION - PUBLIC					
<b>Category:</b>	HEALTH ESF # 8	<b>Kind:</b>	Humanitarian Aid and Well-Being Food and Water Distribution Team Level II		
<b>Components and Capabilities:</b> <i>Delivery of food and water at a drive-through site to public for life essential services</i>					
Minimum Capabilities:		Task Force	Quantity	Sector	Training Requirement
Component	Metric				
<b>Distribution Commander</b>		Yes	1	ESDA/EMA, CERT	NIMS - 100, 200, 700, 300/400 minimum
Distribution Asst. Commander		Yes	Option 1 or Option 2	ESDA/EMA, CERT, MRC, SAL. ARMY	NIMS - 100, 200, 700, 300/400 minimum
Safety Officer		Yes	1	ESDA/EMA, CERT, MRC, FIRE	NIMS - 100, 200, 700, 300/400 minimum
Forms & Data Entry		Yes	2	ESDA/EMA, CERT, MRC, SAL. ARMY	Just-In-Time
Loader		Yes	4	ESDA/EMA, CERT, MRC, SAL. ARMY	Just-In-Time
<b>Traffic and Access Control Leader</b>		Yes	1	ESDA/EMA, L/E	NIMS – 100, 700 minimum
Traffic and Access Attendant		Yes	2	ESDA/EMA	Just-In-Time
<b>Logistics Leader</b>		Yes	1	ESDA/EMA, CERT, MRC	NIMS – 100, 700 minimum
Re-Supplier		Yes	2	CERTIFIED OPERATOR	NO – Fork Lift Certification <sup>1</sup> , YES – pallet jack only <sup>2</sup>
Supplier & Stacker		Yes	2	ESDA/EMA, CERT, MRC, SAL. ARMY	Just-In-Time
<b>Equipment</b>		<b>Requirement</b>	<b>Quantity</b>	<b>Purpose</b>	<b>Capability</b>
Traffic Cones		Yes	35	Traffic control / safety	Lane identification, flow, barriers
Stop Signs, Portable		Yes	6	Traffic control / safety	Flow, checkpoints
MRE pallets		Yes	16 initial (9,000)	Sustainment, life essential support	2 Meals Ready to Eat (MRE) / person / day or 2 Heater Meals @ / person / day
Water, pallets		Yes	30 initial	Hydration, life essential support	3-liters / person / day / 72-hour supply or 1 gal / person / day / 72-hour supply
Ground cover		Optional	2 each	Pallet area flooring	25' X 30'
Pallet Jack		Optional	2	Pallet movement	1 pallet manual lever, portable
Fork Lift		Optional	1	Pallet movement	Gasoline, propane, or electric suitable for conditions
Safety Vests		Yes	25	Safety	Multiple sizes, reflective
Back Belts		Yes	10	Safety, Ergonomics	Lower back support
Gloves, Leather		Yes	30 pair	Safety	PPE for pinches, punctures, drops, and splinters
Hard Hats		Yes	15	Safety	PPE for overhead hazards
Barrier Tape		Yes	6 rolls	Barrier markings	Safety and authorized only entry
Computers, laptop		Yes	4	Data entry	Resource Management
Forms		Yes	1,000 (Attached)	Resource Management	Resource Management
Pencils, pens		Yes	3 packs each	Data Entry	Resource Management
Chairs, foldable		Yes	25	Rest and Recuperation	Safety
Tables, collapsible		Yes	8	Work area	Ergonomics, equipment layout
Clipboards		Yes	6	Ergonomics, data entry	Resource Management
Tent, Collapsible		Optional	2	Safety	Safety, R/R

TYPING ROSTER – FOOD AND WATER DISTRIBUTION - PUBLIC					
Category:	HEALTH ESF # 8	Kind:	Humanitarian Aid and Well-Being Food and Water Distribution Team Level III		
<b>Components and Capabilities:</b> <i>Delivery of food and water at a drive-through site to public for life essential services</i>					
Minimum Capabilities:		Task Force	Quantity	Sector	Training Requirement
Component	Metric				
<b>Distribution Commander</b>		Yes	1	ESDA/EMA, CERT	NIMS - 100, 200, 700, 300/400 minimum
Distribution Asst. Commander		Optional	Option 1	ESDA/EMA, CERT, MRC, SAL. ARMY	NIMS - 100, 200, 700, 300/400 minimum
Safety Officer ( <i>May be CMDR or Assistant CMDR</i> )		Optional	1	ESDA/EMA, CERT, MRC, SAL. ARMY	NIMS - 100, 200, 700, 300/400 minimum
Forms & Data Entry		Yes	2	ESDA/EMA, CERT, MRC, SAL. ARMY	Just-In-Time
Loader		Yes	4	ESDA/EMA, CERT, MRC, SAL. ARMY	Just-In-Time
<b>Traffic and Access Control Leader</b>		Yes	1	ESDA/EMA, L/E	NIMS – 100, 700 minimum
Traffic and Access Attendant		Yes	1	ESDA/EMA	Just-In-Time
<b>Logistics Leader</b>		Optional	1	ESDA/EMA, CERT, MRC	NIMS – 100, 700 minimum
Re-Supplier		Yes	1	CERTIFIED OPERATOR	Fork Lift Certification <sup>1</sup> , YES – pallet jack only <sup>2</sup>
Supplier & Stacker		Yes	2	ESDA/EMA, CERT, MRC, SAL. ARMY	Just-In-Time
<b>Equipment</b>		Requirement	Quantity	Purpose	Capability
Traffic Cones		Yes	20	Traffic control / safety	Lane identification, flow, barriers
Stop Signs, Portable		Yes	6	Traffic control / safety	Flow, checkpoints
MRE pallets		Yes	9 initial (4,799)	Sustainment, life essential support	2 Meals Ready to Eat (MRE) / person / day or 2 Heater Meals® / person / day
Water, pallets		Yes	15 initial	Hydration, life essential support	3-liters / person / day / 72-hour supply or 1 gal / person / day / 72-hour supply
Ground cover		Optional	2 each	Pallet area flooring	25' X 30'
Pallet Jack		Optional	1	Pallet movement	1 pallet manual lever, portable
Fork Lift		Optional	1	Pallet movement	Gasoline, propane, or electric suitable for conditions
Safety Vests		Yes	15	Safety	Multiple sizes, reflective
Back Belts		Yes	8	Safety, Ergonomics	Lower back support
Gloves, Leather		Yes	20 pair	Safety	PPE for pinches, punctures, drops, and splinters
Hard Hats		Yes	15	Safety	PPE for overhead hazards
Barrier Tape		Yes	3 rolls	Barrier markings	Safety and authorized only entry
Computers, laptop		Yes	2	Data entry	Resource Management
Forms		Yes	1,000 (Attached)	Resource Management	Resource Management
Pencils, pens		Yes	1 pack each	Data Entry	Resource Management
Chairs, foldable		Yes	20	Rest and Recuperation	Safety
Tables, collapsible		Yes	4	Work area	Ergonomics, equipment layout
Clipboards		Yes	6	Ergonomics, data entry	Resource Management
Tent, Collapsible		Optional	1	Safety	Safety, R/R

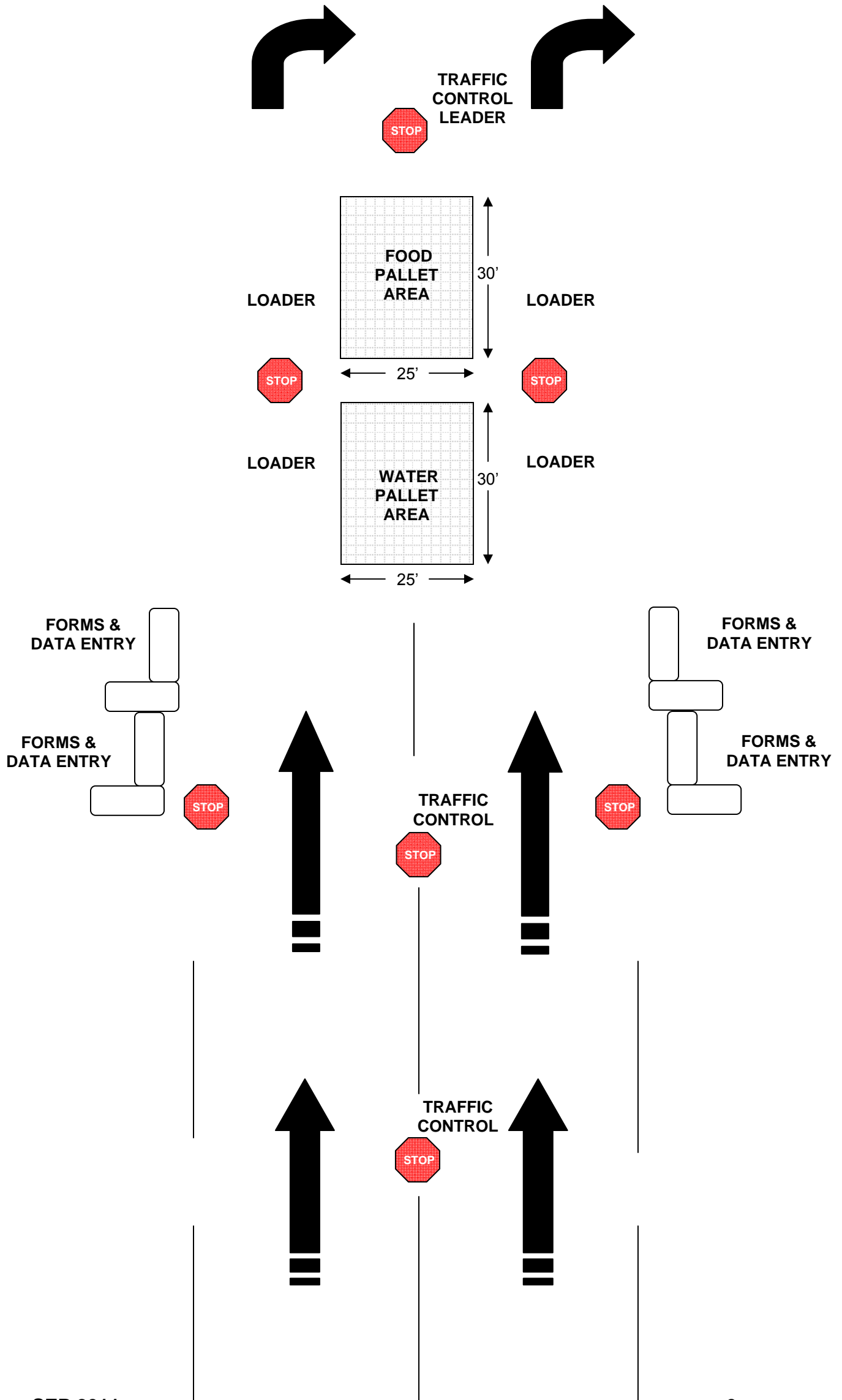
TYPING ROSTER – FOOD AND WATER DISTRIBUTION - PUBLIC					
Category:	HEALTH ESF # 8	Kind:	Humanitarian Aid and Well-Being Food and Water Distribution Team Level IV		
<i>Components and Capabilities: Delivery of food and water at a drive-through site to public for life essential services</i>					
Minimum Capabilities:		Task Force	Quantity	Sector	Training Requirement
Component	Metric				
<b>Distribution Commander</b>		Yes	1	ESDA/EMA, CERT	NIMS - 100, 200, 700, 300/400 minimum
Distribution Asst. Commander		Optional	Option 1	-	-
Safety Officer (CMDR)		No	-	-	-
Forms & Data Entry		Yes	2	ESDA/EMA, CERT, MRC, SAL. ARMY	Just-In-Time
Loader		Yes	3	ESDA/EMA, CERT, MRC, SAL. ARMY	Just-In-Time
<b>Traffic and Access Control Leader</b>		Yes	1	ESDA/EMA, L/E	NIMS – 100, 700 minimum
Traffic and Access Attendant		Yes	1	ESDA/EMA	Just-In-Time
<b>Logistics Leader</b>		Yes	1	-	-
Re-Supplier		Yes	1	CERTIFIED OPERATOR	NO – Fork Lift Certification <sup>1</sup> , YES – pallet jack only <sup>2</sup>
Supplier & Stacker		Yes	1	-	-
<b>Equipment</b>		Requirement	Quantity	Purpose	Capability
Traffic Cones		Yes	10	Traffic control / safety	Lane identification, flow, barriers
Stop Signs, Portable		Yes	3	Traffic control / safety	Flow, checkpoints
MRE pallets		Yes	5 initial (2,400)	Sustainment, life essential support	2 Meals Ready to Eat (MRE) / person / day or 2 Heater Meals @ / person / day
Water, pallets		Yes	10 initial	Hydration, life essential support	3-liters / person / day / 72-hour supply or 1 gal / person / day / 72-hour supply
Ground cover		Optional	1 each	Pallet area flooring	10' X 15'
Pallet Jack		Optional	1	Pallet movement	1 pallet manual lever, portable
Fork Lift		Optional	1	Pallet movement	Gasoline, propane, or electric suitable for conditions
Safety Vests		Yes	10	Safety	Multiple sizes, reflective
Back Belts		Yes	6	Safety, Ergonomics	Lower back support
Gloves, Leather		Yes	10 pair	Safety	PPE for pinches, punctures, drops, and splinters
Hard Hats		Yes	10	Safety	PPE for overhead hazards
Barrier Tape		Yes	3 rolls	Barrier markings	Safety and authorized only entry
Computers, laptop		Yes	1	Data entry	Resource Management
Forms		Yes	1,000 (Attached)	Resource Management	Resource Management
Pencils, pens		Yes	1 pack each	Data Entry	Resource Management
Chairs, foldable		Yes	10	Rest and Recuperation	Safety
Tables, collapsible		Yes	2	Work area	Ergonomics, equipment layout
Clipboards		Yes	4	Ergonomics, data entry	Resource Management
Tent, Collapsible		Optional	1	Safety	Safety, R/R

FOOD AND WATER DISTRIBUTION - PUBLIC			
<b>Category:</b>	HEALTH ESF # 8	<b>Kind:</b>	Humanitarian Aid and Well-Being Team (Food/Water Distribution)
<b>Components and Capabilities:</b> Variations based on requesting jurisdiction's operational requirements.			
Minimum Capabilities:		<b>POSITION DESCRIPTION</b>	
Component	Metric		
Comments:	<p>The Food and Water Distribution Team (FWDT) is comprised of a Commander and staff appropriate for providing direct assistance to members of the public requiring food and water for life essential functions. Deployed FWDT operate under command and control of the on-scene Incident Commander (IC), State Unified Commander, or Emergency Operations Center (EOC) authorizing deployment and operations.</p> <p><b>Distribution Commander(s):</b> The Distribution Commander is responsible for overall command and control of FWDT functions on-site to which they are assigned. The Distribution Commander may have an Assistant Commander, assigned to ensure adequate span of control exists throughout deployments. FWDT operates under direction and control of an EOC, Unified Area Command (UAC), and/or IC, as appropriate. Dependent on a jurisdiction's need and/or identified area requiring food and water, FWDT composition may be increased or decreased to provide adequate and sustainable operations. FWDT Commanders and Assistant Commanders must meet the same basic knowledge, skills, and abilities. As such, training requirements for both are similar. Tasks for either position include, but are not limited to: command and control of staff and area of operations; coordination with local officials and representatives; briefings and updates to the IC, UAC, EOC, or other designee(s); maintenance of safe and efficient operations; compliance with applicable laws, rules, regulations, guidance, and policy; and maintenance/sustainment of FWDT operations throughout deployments. Distribution Commanders and Assistant Commanders have the authority to cease all operations for imminent life-safety issues.</p> <p>Assistant Commander (Option 1): Single Assistant Commander to manage and coordinate food and water operations.</p> <p>Assistant Commander (Option 2): individual Assistant Commander to manage and coordinate food operations, and an individual Assistant Commander to manage and coordinate water operations.</p> <p><b>Safety Officer:</b> The FWDT Safety Officer is responsible for overall scene safety. The Safety Officer position may be filled by the Distribution Commander based on level of team structure and/or scope and magnitude of event. Safety Officers will meet the same basic knowledge, skills, and abilities as the Distribution Commander. Tasks for the Safety Officer include, but are not limited to: conducting a walk-through and hazard analysis of scene operations prior to distribution; providing an overall safety briefing to FWDT members; ensuring appropriate and/or required personal protective equipment (PPE) is worn at all times; providing briefings to the Distribution Commander as appropriate; monitoring and surveillance of operations to ensure a safe working environment; and maintenance/sustainment of FWDT operations throughout deployments. The Safety Officer has the authority to cease all operations for imminent life-safety issues.</p> <p><b>Forms and Data Entry:</b> The Forms and Data Entry staffs are responsible for collecting client information and assigning a total approved distribution count for each recipient of food and water, tracking of total distribution amounts, and entering information into computers for situational awareness. The Forms and Data Entry staffs may be assisted by the FWDT Logistics Leader in the completion of tasks. Forms and Data Entry staffs will be provided just-in-time training for the completion of duties.</p> <p><b>Loader(s):</b> The FWDT Loaders are responsible for actual distribution of food and water to a recipient's vehicle. Loaders work within the pallet area and track movement of food and water supplies approved by the Forms and Data Entry staffs. Loader staffs may be supported by the FWDT Logistics Leader in the completion of tasks. Loaders will be provided just-in-time training for the completion of duties.</p> <p><b>Traffic and Access Control Leader:</b> The Traffic and Access Control Leader is responsible for ensuring an orderly flow of vehicles into, and out of, the distribution area. Traffic and Access Control Leaders maintain traffic lanes throughout operations and ensure a safe movement of vehicles occurs. Traffic and Access Control Leaders will be provided just-in-time training for the completion of duties. Tasks for the Traffic and Access Control Leader include, but are not limited to: establishing traffic lanes to support operations; implementing traffic barriers; monitoring and surveillance of ingress and egress points; requesting additional traffic and access control assistance; and maintenance/sustainment of FWDT operations throughout deployments.</p> <p><b>Traffic and Access Control Attendant:</b> Traffic and Access Control Attendant staffs are responsible for the safe and efficient movement of traffic into, through, and out of the distribution area. Traffic and Access Control Attendants work under the direct supervision of the Traffic and Access Control Leader. Traffic and Access Control Attendant staffs will be provided just-in-time training for the completion of duties.</p> <p><b>Logistics Leader:</b> The Logistics Leader is responsible for coordinating and managing movement of equipment, supplies, and vehicles necessary for sustainment of distribution operations. The Logistics Leader coordinates requests for assistance and delivery of services through designated chains of command at IC, UC, and EOC locations. Logistics Leaders will be provided just-in-time training for the completion of duties. Tasks for the Logistics Control Leader include, but are not limited to: maintenance of supply chains; establish a staging area for additional supplies; movement of pallets/waiter to from distribution areas; support and establishment of traffic lanes, barriers, and data entry positions; coordination with organizations delivering potable water supplies; requesting additional support and supply chain items; and maintenance/sustainment of FWDT operations throughout deployments.</p> <p><b>Re-Supplier:</b> The Re-Supplier staffs ensure that the pallet area(s) maintain an adequate supply of food and water for sustained operations and remove empty pallets/boxes as necessary. Re-Suppliers will work directly through the Logistics Leader. Re-Suppliers may be used to off-load incoming transport vehicles and establish a staging area. Re-Supplier staffs will be provided just-in-time training for the completion of duties.</p> <p style="padding-left: 40px;">Re-Supplier Option 1: Licensed or certified fork lift operator required for equipment on-site.</p> <p style="padding-left: 40px;">Re-Supplier Option 2: Pallet jack only. No licensure or certification required.</p> <p><b>Supplier &amp; Stacker:</b> The Supplier &amp; Stacker staffs ensure the pallet area is free of debris and food and water is available for immediate dispensing by Loaders. Supplier &amp; Stackers assist logistics in establishing a pallet area and staging area. Dependent on flow, suppliers &amp; stackers may assist in the delivery of food and water to clients. Supplier &amp; Stacker staffs will be provided just-in-time training for the completion of duties.</p>		

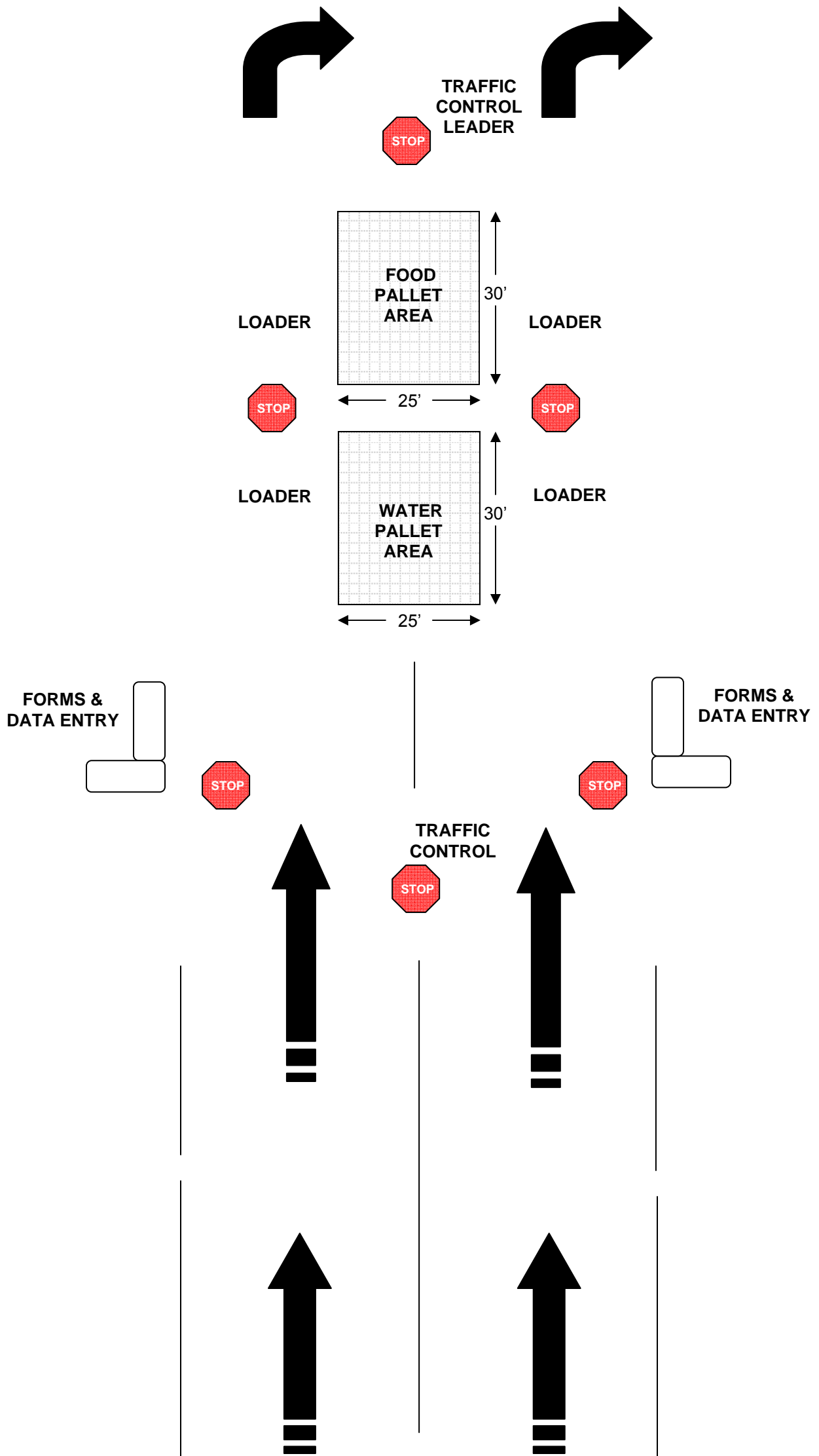
### Food and Water Distribution Level I – Capacity



### Food and Water Distribution Level II – Capacity

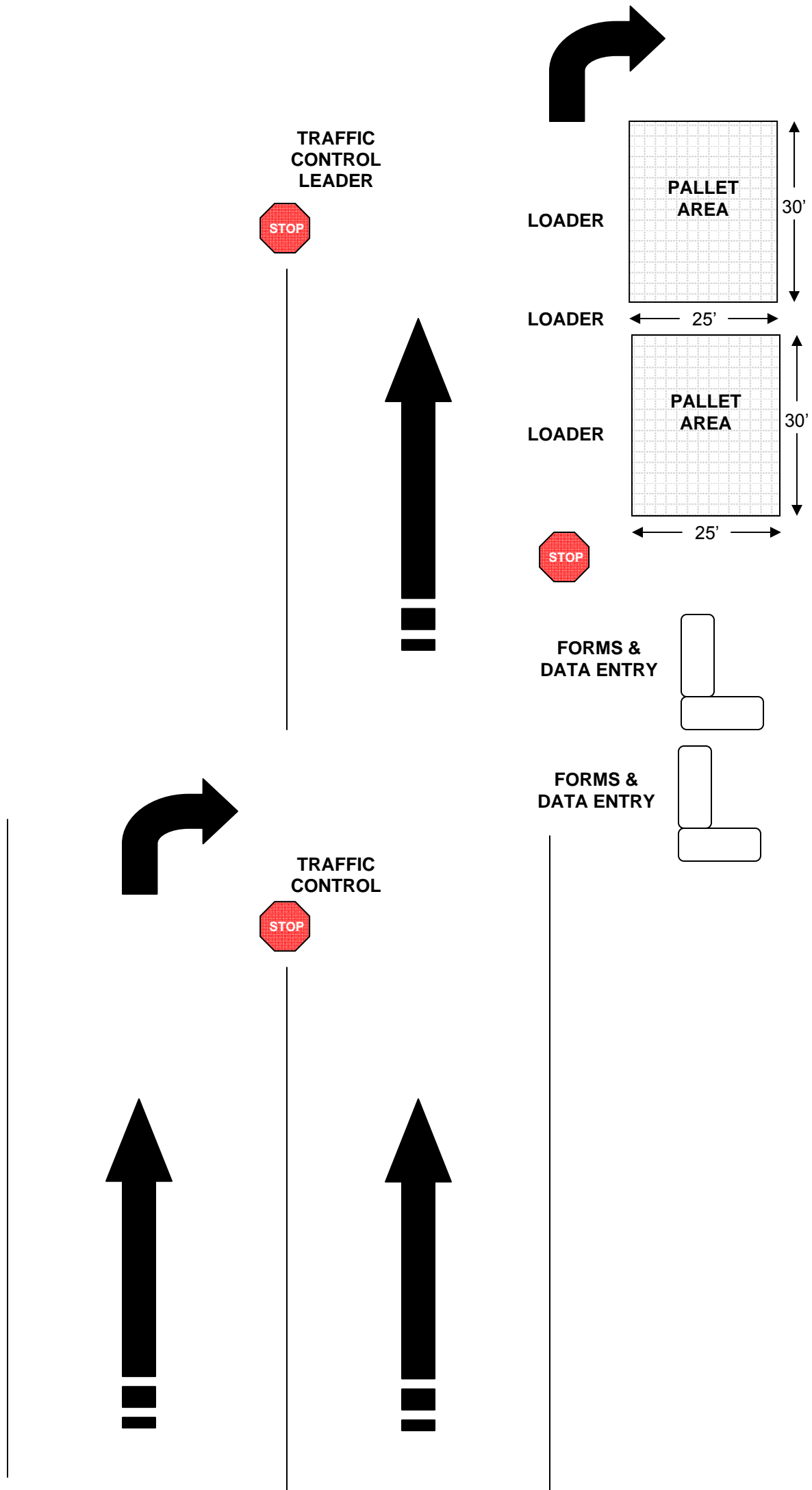


### Food and Water Distribution Level III – Capacity





### Food and Water Distribution Level IV – Capacity





DISTRIBUTION POINT:					
FOOD and WATER DISTRIBUTION FORM					
<b>NAME</b>				<b>DATE</b>	
<b>ADDRESS</b>	Street Address			<b>COUNTY</b>	
	City			<b>CONTACT NUMBER</b>	(XXX) XXX – (XXXX)
<b>NUMBER IN HOUSEHOLD</b>	Total Quantity	<b>POTABLE WATER REQUIREMENT</b>	Total Household X (Liters or Gallons) X 3 = SUM	<b>FOOD REQUIREMENT</b>	Total Household X 2 meals X 3 = SUM
Perforate Here					
DISTRIBUTION POINT:					
FOOD and WATER DISTRIBUTION FORM					
<b>NAME</b>				<b>DATE</b>	
<b>ADDRESS</b>	Street Address			<b>COUNTY</b>	
	City			<b>CONTACT NUMBER</b>	(XXX) XXX – (XXXX)
<b>NUMBER IN HOUSEHOLD</b>	Total Quantity	<b>POTABLE WATER REQUIREMENT</b>	Total Household X (Liters or Gallons) X 3 = SUM	<b>FOOD REQUIREMENT</b>	Total Household X 2 meals X 3 = SUM
Perforate Here					
DISTRIBUTION POINT:					
FOOD and WATER DISTRIBUTION FORM					
<b>NAME</b>				<b>DATE</b>	
<b>ADDRESS</b>	Street Address			<b>COUNTY</b>	
	City			<b>CONTACT NUMBER</b>	(XXX) XXX – (XXXX)
<b>NUMBER IN HOUSEHOLD</b>	Total Quantity	<b>POTABLE WATER REQUIREMENT</b>	Total Household X (Liters or Gallons) X 3 = SUM	<b>FOOD REQUIREMENT</b>	Total Household X 2 meals X 3 = SUM

**IEMA ICS 201 FWDT – Incident Briefing**

**IEMA ICS 202b FWDT – Incident Objectives**

**IEMA ICS 203 FWDT – FWDT List**

**IEMA ICS 206 FWDT – Staff Medical**

**IEMA ICS 214 FWDT – Unit Log**

**IEMA 203 – FWDT LIST**

**Food and Water Distribution -**

<b>1. INCIDENT NAME</b>	<b>2. DATE PREPARED</b>	<b>3. TIME PREPARED</b>	<b>4. OPERATIONAL PERIOD DATE/TIME</b>
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<b>POSITION</b>	<b>NAME / AGENCY</b>
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<b>5. Command and Coordination Staffs</b>	
FWDT Commander	
FWDT Assistant Commander 1st	
FWDT Assistant Commander 2nd	
Safety Officer	
Forms and Data Entry	
Forms and Data Entry	
Forms and Data Entry	
Forms and Data Entry	
Loader	
Loader	
Loader	
Loader	
Loader	
Loader	
Traffic and Access Control Leader	
Traffic and Access Assistant	
Traffic and Access Assistant	
Traffic and Access Assistant	
Traffic and Access Assistant	
Logistics Leader	
Re-Supplier	
Re-Supplier	
Re-Supplier	
Re-Supplier	
Supplier and Stacker	
Supplier and Stacker	
Supplier and Stacker	
Supplier and Stacker	

<b>6. TBD On-Scene Assignments</b>	

<b>7. PREPARED BY (NAME AND POSITION):</b>
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<b>8. DISTRIBUTION NAME/ADDRESS</b>
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**IEMA 206 – FWDT STAFF MEDICAL PLAN**

Food and Water Distribution -

<b>1. INCIDENT NAME</b>	<b>2. DATE PREPARED</b>	<b>3. TIME PREPARED</b>	<b>4. OPERATIONAL PERIOD DATE/TIME</b>
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**5. TREATMENT OF INJURED/ ILL STAFF and PUBLIC**

<b>Location of Staff Treatment Area</b>	<b>Contact Information</b>
<b>Treatment Area Team Leader</b>	<b>Contact Information</b>

**Special Instructions**

Staff on-site will assist within their scope, certifications and licensure.

Emergency medical will be provided by local EMS/911.

Life safety and life essential services are the highest priority.

Medical issues, concerns, and conditions will be reported immediately.

**6. RESOURCES ON HAND**

<b>STAFF</b>	<b>MEDICAL TRANSPORTATION</b>	<b>MEDICATION</b>	<b>SUPPLIES</b>
Local EMS/911	Ambulance		

**7. ALTERNATE CARE SITE(S)**

<b>NAME</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>SPECIALTY CARE (specify)</b>

**8. PREPARED BY (NAME AND POSITION):****9. DISTRIBUTION (NAME/ADDRESS):**

<b>IEMA 201 FWDT – INCIDENT BRIEFING</b>	Food and Water Distribution -
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<b>1. INCIDENT NAME</b>	<b>FWDT TEAM</b>	<b>2. DATE OF BRIEFING</b>	<b>3. TIME OF BRIEFING</b>
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**4. EVENT HISTORY AND CURRENT ACTIONS SUMMARY**

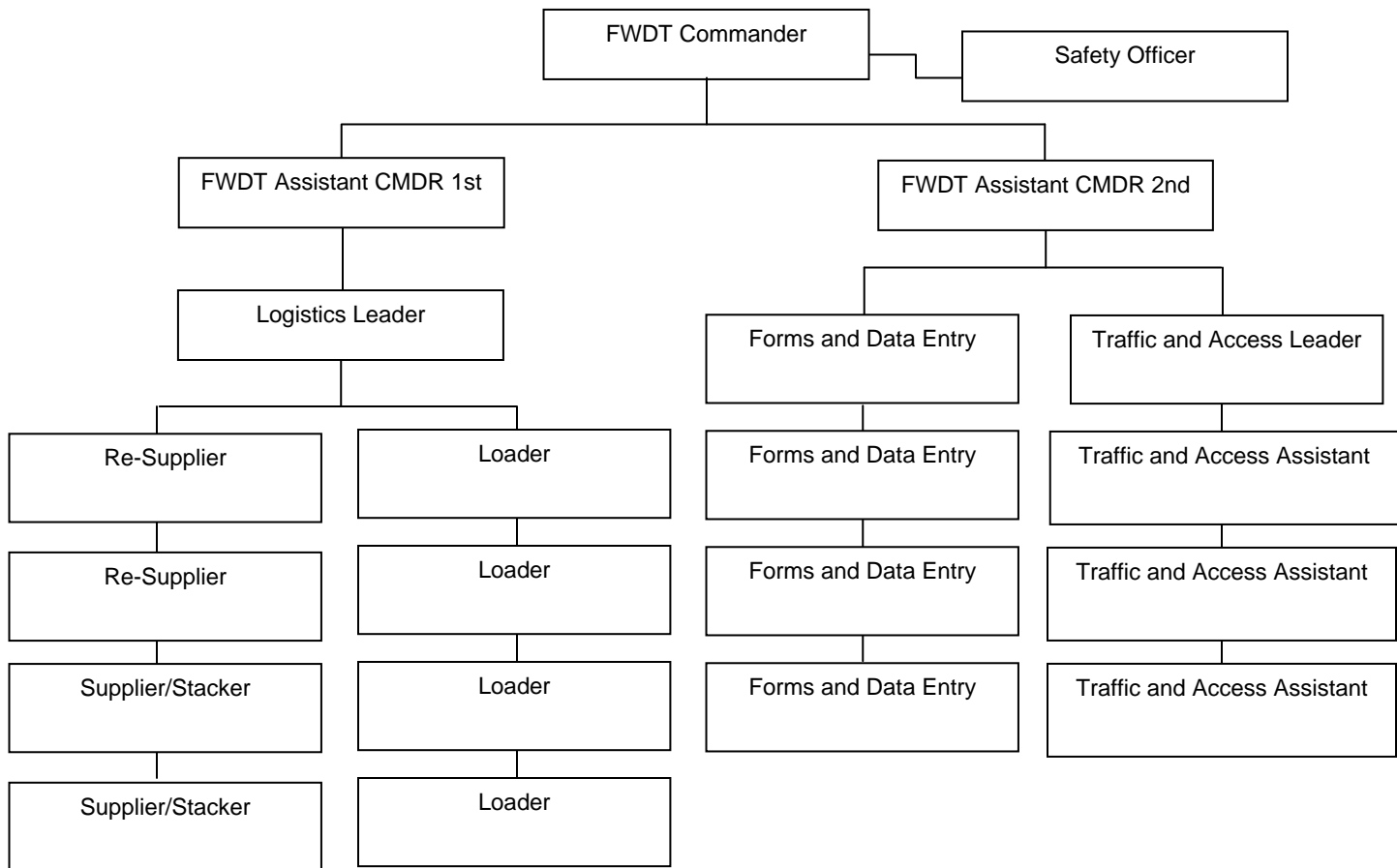
The \_\_\_\_\_ is conducting food and water distribution efforts as a result of the \_\_\_\_\_ that has resulted in the need to provide life essential services to the citizens of \_\_\_\_\_. Food and distribution efforts will follow established protocol for the overall safety of response personnel and to ensure the citizens receive life essential supplies of food and water.

The expected duration of food and water distribution efforts is \_\_\_\_\_ thru \_\_\_\_\_.

Food and water distribution will be managed and coordinated using a NIMS compliant management structure. The Food and Water Distribution Team is part of a larger effort that is being coordinated and managed by the \_\_\_\_\_.

Our mission and objectives include the timely and efficient distribution of food and water to citizens effected by the \_\_\_\_\_. Safety is our highest priority at all times.

**5. FWDT CURRENT ORGANIZATION**





**6. NOTES (including accomplishments, issues, warnings/directives)**

**Warning/Directive:** Expect long durations of standing, or periods without rest.

**Warning/Directive:** ALL STOP ORDER: On directive by Safety, FWDT CMDR, or Law Enforcement – “STOP OPERATIONS”. All staff must stop operations, remain in position, and await further instructions for safety and accountability.

**Warning/Directive:** ALL CLEAR ORDER: On directive by Safety, FWDT CMDR – “ALL CLEAR”. Operations continue.

**Warning/Directive:** Unity and Chain-of-Command will remain in place throughout operations.

**Warning/Directive:** Primary form of communications – Face-to-Face

**Warning/Directive:** All law enforcement will be provided through local services. Do not intervene.

**Warning/Directive:** Emergency medical will be provided through local EMS/911 services.

**7. DISTRIBUTION CENTER LOCATIONS**

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**8. AGENCY INSTRUCTIONS AND OPERATIONAL POLICY/GUIDANCE**

**FWDT CMDR and ASSISTANTS:** Maintain management and coordination of food and water distribution efforts. Coordinate requests for re-supply and augmented support through chain of command.

**LOADERS, RE-SUPPLY, STACKERS:** Maintain continuous sustainment of supplies thru and to citizens and/or pallet areas.

**FORMS and DATA ENTRY:** Receive, assign distribution quantities, and process citizens seeking life essential food and water supplies.

**TRAFFIC AND ACCESS:** Maintain the orderly and safe flow of vehicles into and through food and water distribution areas.

**PUBLIC INFORMATION:** Public information and education will be coordinated by the ICP and EOC as appropriate.

**SEVERE WEATHER:** Food and water distribution efforts will be suspended for severe weather and/or other hazardous conditions. FWD Team members will follow the directions provide by the FWDT CMDR and local law enforcement as appropriate.

**8. PREPARED BY (NAME AND POSITION)**

**9. DISTRIBUTION NAME/ADDRESS**

<b>IEMA202 – FWDT</b>	Food and Water Distribution -		
<b>INCIDENT OBJECTIVES</b>			
<b>1. INCIDENT NAME</b>	FWDT TEAM	<b>2. DATE PREPARED</b>	<b>3. TIME PREPARED</b>
<b>4. OPERATIONAL PERIOD DATE/TIME</b>			
<b>5. GENERAL COMMAND AND CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDING ALTERNATIVES)</b>			
<p>Establish food and water distribution area.  Provide life essential supplies of food and water to citizens.  Sustain distribution of food and water.  Establish and provide security at distribution location.  Establish and maintain effective communications (interoperable between FWDT, IC, and EOC.  Provide coordination staff to maintain distribution efforts and safety.  Coordinate media inquiries and rumor control concerns to PIO</p>			
<b>6. WEATHER / ENVIRONMENTAL IMPLICATIONS FOR PERIOD (include as appropriate: forecast, wind speed/direction, daylight)</b>			
<p>Operations will be conducted in both climate controlled and open environments. Regardless FWD Team members should be aware of existing weather conditions that may present hazards to themselves and the public.</p> <p>Should a situation warrant evacuation or shelter, FWD Team members will receive and adhere to directions given the FWDT Commander, Safety Officer, and/or law enforcement.</p>			
<b>7. GENERAL SAFETY / STAFF MESSAGES TO BE GIVEN</b>			
(Examples: Personal Protective Equipment (PPE), Precautions, Case Definitions (refer to 261 Incident Action Plan Safety Analysis))			
<p>Staff will maintain a safe work environment throughout operations.</p> <p>Due to the extended working period, staff will be cognizant of stress, fatigue, and the need for adequate rest periods.</p> <p>All staff should be cognizant of lift, trip, fall, pinch, electrical, and environmental hazards associated with clinic locations and operations.</p> <p>Security will be provided by on-site security appropriate and assigned. Any and all situations that warrant law enforcement intervention will be immediately directed to the appropriate authorities. At no time will FWD Team members attempt to intercede in law enforcement activities.</p> <p>Injuries or medical concerns/conditions will be reported to the FWDT CMDR and/or Safety Officer immediately.</p>			
<b>8. ATTACHMENTS (mark if attached)</b>			
<input type="checkbox"/> Organization Assignment List - 203 <input type="checkbox"/> Medical Plan - 206 <input type="checkbox"/> Traffic Plan <input type="checkbox"/> Branch Assignment List - 204 <input type="checkbox"/> Facility System Status Report – 251 <input type="checkbox"/> Incident Map <input type="checkbox"/> Incident Communications Plan - 205 <input type="checkbox"/> Incident Action Plan Safety Analysis – 261 <input type="checkbox"/> Other <u>Inventory / Contact List</u>			
<b>9. PREPARED BY (PLANNING SECTION CHIEF):</b>		<b>10. APPROVED BY (INCIDENT COMMANDER):</b>	
<b>11. FACILITY NAME</b>			
Team		Clinic	



