Appendix A – Fuel Management

Primary Agency

Mississippi Emergency Management Agency

Support Agencies

Department of Transportation
Department of Finance and Administrative (DFA)
Mississippi Development Authority
Energy Division (MDA/ED),
Mississippi National Guard (MSNG)
All other state departments, agencies and organizations as required

Introduction

Purpose

The Fuel Management Appendix to the Logistics Management Annex provides the overarching framework through which the fuel is provided in an affected area of operations.

This appendix describes the fuel operations, concepts and guidelines. It provides an overview of fueling operations and defines key logistics management responsibilities. This document does not describe the specific mechanisms, facilities or locations through which Mississippi Emergency Management Agency (MEMA) and its partner agencies will execute various logistics functions in response to a particular emergency event.

Scope

This appendix applies to all State and local government, private and volunteer agencies involved in the response and recovery phases of an emergency event when the MEOP is activated.

Policy and Authority

The authority to plan and execute such a system is vested in that portion of the Official Code of Mississippi known as the Mississippi Emergency Management Law, Title 33, Chapter 15 Mississippi Code of 1972, Annotated, and § 33-15-11, Emergency Management Powers of the Governor 2006. “In accordance with such plan and program for emergency management of this state, to ascertain the requirements of the state or the political subdivisions thereof for food or clothing or other necessities of life in the event of attack or natural or man-made or technological disasters and to plan for and procure supplies, medicines, materials, and equipment, and to use and employ from time to time any of the property, services, and resources within the state, for the purposes set forth in this article; to make surveys of the industries, resources and facilities within the state as are necessary to carry out the purposes of this article; to institute training programs and public information programs, and to take all other preparatory steps, including the partial or full mobilization of emergency management organizations in advance of actual disaster, to insure the furnishing of adequately trained and equipped forces of emergency management personnel in time of need.”
Situation

Incident Condition

MEMA coordinates and controls the State response to any emergency event following the Governor’s declaration of a “State of Emergency”, which activates the Mississippi Comprehensive Emergency Management Plan (CEMP). The MEMA State Emergency Operations Center (SEOC) is activated and functions as a Multi-Agency Coordination Center (MAC). Logistics management is a key function of the SEOC.

Assumptions

- A catastrophic incident may occur with little or no advance notice.
- The Governor of Mississippi will declare a State of Emergency either prior to or shortly following a disaster event.
- A massive evacuation of populations in the hundreds of thousands may have national implications, necessitating long term sheltering and housing assistance.
- Response timing will be affected by the availability of air and ground transportation assets and the post-event condition of the transportation infrastructure.
- Extreme and widespread structural damage could result in significant and long-term disruptions of critical infrastructure such as health and medical services, utilities, transportation networks, and communications.
- Environmental impacts resulting from a catastrophic incident may slow a response and recovery effort.
- Catastrophic incidents may result from a terrorism-related chemical, biological, radiological, nuclear or high yield explosive attack, manmade hazard such as a chemical plant explosion, disease epidemic or a major predictable, or unpredictable, natural event such as a hurricane or tsunami.

Concept of Operation

Mission

MEMA coordinates and manages a comprehensive logistics operation within the state in accordance with the CEMP to save lives, minimize human suffering and restore State and local government operations to a normal operating state.

Execution

Logistics operations will be coordinated and managed by the Logistics Section within the SEOC. This includes planning, implementing, and controlling the flow of goods, services, information, and other resources from the point of origin to the point of consumption and establishing the logistics management structure in the field that will enable the delivery of resources.
Coordination

State agencies, departments, and commissions should coordinate directly to prepare for execution of logistical support operations for any disaster event.

Organization

Logistics Chief- The Logistics Chief is a member of the general staff in the SEOC and is the person charged with coordinating and controlling the logistics management system during an operational period. The Logistics Chief reports to the SEOC Incident Commander (IC).

Logistics Section- The Logistics Section is comprised of personnel from various state agencies, Emergency Support Functions (ESFs) and MEMA Reservist. The section is an “ad hoc” organization with no official structure within MEMA; therefore, staffing of the section will vary depending upon the type and scope of the emergency event and the discretion of the Logistics Chief.

Logistics Facilities- Depending upon the type event and the response that is necessary, various state facilities may be set up and operated in the field as the logistical infrastructure to support response and recovery operations. This may include the following:

- **State Staging Area (SSA)** - The SSA is a site which receives and organizes resources from various locations and then deploys those resources to impacted areas or counties. An SSA will be established at the direction of the SEOC Director/IC. The SSA Manager reports directly to the Logistics Chief in the SEOC. There are two types of SSAs which could be established in the state as follows:
  - **Type I SSA (Joint State and Federal Site)** - A minimum of 350,000 square feet of hard stand (asphalt or concrete) space in order to accommodate commercial vehicle parking, outdoor storage and material movement; four to six loading docks or ramps. This operation will accommodate 300 tractor-trailers.
  - **Type II SSA (State Site)** - A minimum of 200,000 square feet of hard stand (asphalt or concrete) space to accommodate commercial vehicle parking, outdoor storage and material movement; four to six loading docks or ramps. This will accommodate 150 tractor-trailers.

- **Fuel Operations at Staging areas** - MEMA will coordinate through vendors and contract retail fuel operations at these locations if commercial fuels for trucks are not accessible in the area. This will ensure commodities can be shipped into the affected area. The vendor will track fuel dispensed to particular truck/trailer number and purchase order of commodities. This will be done through pre-arranged forms and procedures with the vendor. If fuel is dispensed into the reefer units to maintain the commodities this will not be charged to the company due to trucks being delayed or retained at the staging area.

- **Base** - There is typically only one base established per incident. This is the location from which primary logistics and administrative functions are coordinated and administered. Receipt, Staging, Onward Movement and Integration (RSOI) activities for incoming civilian resources are conducted at this site. This site also provides emergency responders with sleeping, food/water, shower/bath, laundry, and recreational and administrative support. The facility is also staffed and equipped to provide fuel for emergency worker vehicles (gas and diesel).

- **Fuel Operations a Base Camp** - Through a contract with a vendor retail fuel operation that will be
available 24/7 during the base camp operation to support Emergency services and supporting agencies with operational fuel. The vendor will operate a refueling point that is accessible for all types of vehicles and fuel to support local responders if commercial fuel is not available.

- **Temporary Refueling Point (TRP)** - A TRP is a site where emergency workers can refuel their vehicles. A TRP may be established along a major route being used by emergency workers or it may be co-located at a facility described above. The site will usually consist of a fuel truck and operator able to dispense diesel and gasoline to support direct refueling of vehicles. These sites will be established as required based on the devastations caused by natural or man-made disasters. The sites will need the following criteria:
  - Fenced area with controlled access
  - Lighting
  - Accessible to all responders and government agencies
  - Security at sites to be provided as required from MEMA this will be tasked to ESF #13 or a vendor contract.
  - Identified Temporary Refueling Points: TRP

---

**Responsibilities**

**Counties**

- Plan for fuel operations in advance of a disaster. Based on the fuel storage capability of each county-owned facility, the county should order and receive delivery prior to a known natural disaster occurring. This will assist the county in providing services during initial operations.

- The county should exhaust all methods of re-supply from local vendors and submit for reimbursement of fuel used in support of declared emergency operations per appropriate state guidelines and procedures.

- If fuel is not available for purchase from local vendors use the form as shown as appendix A. This will provide the vendor with information to ensure he has the right equipment to deliver fuel to required site. Attach spreadsheet to WebEOC® Resource Manager Request; this will be forwarded to the vendor along with county or state purchase order for required fuel. The Acquisition Management Team will add in the comments section of WebEOC® Resource Manager (RM) Request with who is providing the fuel, Purchase Number, Amount, anticipated deliver date and change the status to order.

**State Agencies, Departments, Commissions**

Assist MEMA with development of logistical annexes to the MEOP and specific contingency plans.

**Department of Finance and Administration (DFA)/ESF #7**

- Provide contracting and procurement specialists to serve as members of the SEOC Logistics Section for each operational period when the SEOC is activated.

- Ensure expedient, streamlined contracting and procurement procedures are in place to facilitate quick response to any RM Request.
Department of Transportation (MDOT)/ESF #1

- Provide MDOT storage/dispensing locations and procedures for utilization of fuel pumps.

Department of Public Safety/Mississippi Highway Safety Patrol (DPS/MHSP)/ESF #13

- Coordinate security of refueling site as required.

Mississippi National Guard (MSNG)

- Based on a catastrophic disaster, the MSNG may be tasked with tanker fuel support to hospitals and other critical infrastructure if vendor resources are unattainable.

Mississippi Emergency Management Agency (MEMA)/ESF #5

- The Logistics Section will contract for fuel services as required and receive fuel reports based on on-hand availability at each site daily.

- Issuing activities will provide a daily log of issues weather it is vendor, Army National Guard (ARNG) or state operated site with attached spreadsheet.

Public Utilities Staff/ESF #12

- Provide sufficient power and fuel supplies to state agencies, response organizations, and areas along evacuation routes.

- Establish and maintain communication with utility representatives and/or fuel suppliers to determine response and recovery needs.