Introduction

Purpose

The Logistics Management Annex to the Mississippi Comprehensive Emergency Management Plan (CEMP) provides the overarching framework through which coordinated and expedient logistics operations will be conducted in support of the Mississippi CEMP implementation.

This annex describes the logistics mission, operational organization and functions when operating in accordance with the CEMP. It provides an overview of logistics operations and defines key logistics management responsibilities. This document does not describe the specific mechanisms, facilities or locations through which MEMA and its partner agencies will execute various logistics functions in response to a particular emergency event. Such details will be included in plans developed for specific events and the Logistics Section standard operating guidelines (SOGs).

Scope

This annex applies to all state, local, and tribal government, private and volunteer agencies involved in the response and recovery phases of an emergency event when the CEMP is activated.

Policy and Authority


“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 and Assumptions**

**Situation**

The Mississippi Emergency Management Agency (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.
- At the request of the Governor, a Presidential Emergency and/or Major Disaster Declaration will be issued if conditions warrant.
- An event with notice and planning time that is projected to be catastrophic will trigger the issuance of a pre-disaster Presidential Disaster Declaration allowing federal assistance to be integrated into the preparedness phase of operations.
- Local and state-level resources will be overwhelmed, necessitating the use of the Emergency Management Assistance Compact (EMAC) and federal resources.
- Multiple events may occur simultaneously or following the initial incident that would adversely affect the availability of resources, personnel, and commodities for a response effort.
- A catastrophic incident may result in large numbers of casualties, possibly in the tens of thousands.
- 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 not be limited to 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 tornado.

**Concept of Operations**

**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 and services, non-medical commodities and equipment 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. The logistics section will coordinate with the county emergency management agency (EMA) Director or the designated representative for supplies and equipment shipped to the county staging area.

**Coordination**

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

**Organization and Responsibilities**

**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 MEMA Deputy Director and SEOC Director of Response.

**Logistics Section**

The Logistics Section is comprised of personnel from various state agencies, Emergency Support Functions (ESFs) and MEMA Reservist and private sector representatives. 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. The Support Branch will be organized into three teams: Commodity Management, Resource Management and Acquisition Management. Logistics management during operations is primarily conducted in the Logistics Section of various National Incident Management System (NIMS) structured organizations. Although the organizational structure for logistics management is NIMS based, it is modified as follows to better support the complex logistical management requirements of a catastrophic event. The teams will synchronize internal logistics operations and coordinate with the various ESFs to ensure unity of effort and efficient operations. The core of the section is comprised of the personnel/ESF representatives listed
below:

- Mississippi Military Department G-4 (ARNG Logistics Officer) representative.
- Mississippi Military Department G-4 (ARNG Logistics NCO) representative.
- Mississippi Forestry Commission (MFC) Logistics Specialists.
- MEMA Reservist.
- ESF #7 Contracting Specialist representative.
- ESF #7 Assistant Contracting Specialist representative.
- Mississippi Military Department (ARNG Movement Control NCO) representative.
- Mississippi Emergency Management Agency selected staff.

Support Branch

The Support Branch supervisor will manage the following teams:

Supply Unit

- **SEOC Commodity Management Team**- This team will be supported by Mississippi Forestry Commission (MFC) will manage assets procured by the acquisition management team (water, rations and ice). This includes requirements processing, requisitioning, purchasing, maintaining asset visibility (resource tracking), accountability, inventory, distribution, recovery, and disposition.

- **SEOC Acquisition Management Team**- This team will consist of personnel from Support Services of MEMA and the Department of Finance and Administration (DFA) and other qualified personnel. They will provide procurement expertise and will locate required supplies and services to support operational requirements. This includes requirements processing, requisitioning, purchasing, maintaining asset visibility, accountability, inventory, distribution; recovery, and disposition for all non-expendable, durable and expendable property.

- **SEOC Log Resource Management Team**- This team will manage and monitor equipment and services required by Plans and Operations. The team will make use of existing state and county supply and equipment stocks. Resources will be reviewed within WebEOC® Resource Request and Deployment Module for available items as the system receives resource request from county and state agencies. If the needed items are non-existent or insufficient, the team will determine whether it is most expedient to purchase or lease the items with the acquisition management team; use SMAC/EMAC or request Federal assistance.

- **SEOC State Staging Area (SSA)** - The SSA for MEMA is the Mississippi Forestry Commission (MFC) staff that will establish, manage and operate the SSA as required to receive, store, dispatch and account for commodities.

- **State Emergency Response Teams (SERT) Logistics**- Responds with the forward SERT to support
the anticipated counties. The SERT logistics officers will have the following responsibilities as some of their duties:

- Coordinate and follow-up on Logistics Request in area of responsibility.
- Manage and allocate resources available to the SERT and validate request.
- Coordinate Resource Request and Deployment Module request through state agencies for available resources within the immediate response area and refer to SEOC as needed.
- Monitor commodities and provide county feedback on receipt and commodities on Point of Distribution (POD) sites for next day issue.
- Based on fuel availability in the event counties cannot obtain fuel, fuel forms are filled out as completely as possible by county and forwarded to SEOC.

Service Branch

- **Service Branch** - Will consist of NIMS teams to support the SEOC at its Pearl location. These teams’ normal operations are within the Support Services Office of MEMA as identified within the CEMP and may be detailed to the Logistics Section as the Director of Response directs at his discretion. The teams are SEOC Medical, SEOC Food Unit, SEOC Security and SEOC Communication Unit.

- **Ground Support Unit** - Coordinates support transportation through state assets and vendor contracts to support the operations.

- **Facilities Unit** - Will provide support to the SEOC in Pearl by MEMA Support Services Facility manager. All external facilities request will be approved by operations and forwarded to ESF #7 for action. DFA, Building and Grounds will locate and negotiate contracts for the required facilities. DFA will also notify Mississippi Tort Claims Board for leased or rented real estate. Base camps will be requested by the SEOC Log Acquisition Management Team to meet operational needs of the Director of Response.

- **Logistics Facilities** - Depending upon the type of 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/Director of Response. 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)** - This site should have approximately 150,000 square feet of covered and secured space may be required to store unloaded resources; 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, and sufficient runway length and tarmac space to accommodate fixed wing aircraft up to and including C-130 and C-17 military aircraft and temporary landing zones for rotary wing aircraft up to and including two CH-47 military helicopters.
➢ **Type II SSA (State Site)** - This site should have at least 100,000 square feet of covered and secured space may be required to store unloaded resources; 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, and adequate temporary landing zones for rotary wing aircraft up to and including two CH-47 military helicopters.

➢ **Location of SSA** - The SSA will be out of the heavily impacted area. Memorandum of Understanding (MOU) with the Mississippi Joint Forces Headquarters has the SSA at Camp Shelby to Support hurricane operations and the Lee County Agri-Center, at Verona to support Earthquake response.

➢ **County Staging Area (CSA)** - Each County will establish a CSA to receive all commodities and other property requested through WebEOC® Resource Request and Deployment Module. This site will provide accountability of property provided to support the county emergency operations and ensure the County Emergency Manager can direct resource to required locations. Counties will ensure trucks with commodities will be off-loaded at the CSA or forwarded POD sites. State or federal trailers will be off-loaded in a timely manner for delivery of follow on trailers and the empty trailer to be picked up and returned to the SSA. All truckloads of commodities that are redirected to a POD site will have the state or federal leased trailer dropped on site excluding ice trucks, this commodity will be completely off loaded on site. The immediate release of the truck and trailer back into the supply system will assist in prompt re-supply.

- **RSOI Site** - 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 military and 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). The site should be equipped with permanent or temporary facilities (tents) for personnel support and a hardstand (asphalt or concrete) area for vehicle parking. The site should be located near a major highway and should have sufficient space to accommodate a landing zone for at least one rotary wing aircraft up to and including a Blackhawk military helicopter. It is typically activated for a minimum of 30 days. It should be de-mobilized when local resources can support the needs of emergency responders without adversely impacting disaster victims. JRSOI will initially be at the Mississippi Law Enforcement Officer Training Academy (MLEOTA) and Mississippi State Fire Academy (SFA) in Pearl. Primary Emergency Support Functions (ESF) must be responsible for the coordination, credentialing and receiving Emergency Mutual Aid Compact Assistance (EMAC) state resources. A RSOI site will be established at the direction of the SEOC Director/Director of Response.

- **Base Camp** - This facility is a small version of a base where resources may be kept to support incident operations if a base is not accessible to all resources. Camps are usually established in close proximity to the impacted area and are equipped and staffed to provide food, water, sleeping areas and sanitary services for emergency responders. Multiple camps may be established at the direction of the SEOC Director/Director of Response, as deemed necessary. Camp managers will report to the Base Manager or Logistics Chief in the SEOC.
There are five types of Bases which could be established:

<table>
<thead>
<tr>
<th>Type</th>
<th>Population Range</th>
</tr>
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<tbody>
<tr>
<td>Type I Support</td>
<td>(2001 + persons)</td>
</tr>
<tr>
<td>Type II Support</td>
<td>(1501 - 2000 persons)</td>
</tr>
<tr>
<td>Type III Support</td>
<td>(1001 - 1500 persons)</td>
</tr>
<tr>
<td>Type IV Support</td>
<td>(751 - 1000 persons)</td>
</tr>
<tr>
<td>Type V Support</td>
<td>(501 - 750 persons)</td>
</tr>
<tr>
<td>Type VI Support</td>
<td>(251 - 500 persons)</td>
</tr>
<tr>
<td>Type VII Support</td>
<td>(101 - 250 persons)</td>
</tr>
<tr>
<td>Type VIII Support</td>
<td>(0 - 100 persons)</td>
</tr>
</tbody>
</table>

- **Helibase** - This facility is the location from which helicopter air operations are conducted. It is normally located at an airport in close proximity to the impacted area and provides such services as helicopter fueling and maintenance, and air and ground crew support including food/water, sleeping areas, and sanitary services.

- **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 one of the facilities described above. The site will usually consist of one or more fuel trucks with diesel and/or gasoline outfitted with pumps to enable direct refueling of vehicles. Additional fuel procedures are outlined in Appendix A.

- **Mississippi Business Emergency Coordination Center** - Will provide a virtual portal for local business and business associations to register for and provide information during a disaster. Unmet request will be posted for solicitation for quotes for goods and services required if standby, state and GSA contracts are unavailable.

- **Point of Distribution (POD)** - A POD is a site where life-sustaining supplies such as water, food, ice and tarps are distributed to members of the public. PODs are normally established and operated by county personnel. Counties may establish multiple PODs as required to serve their population. MEMA logistics will provide an open POD list from WebEOC® POD board to ESF #15 to facilitate news releases to support non-English speaking population in the impacted areas. There are four types of PODs which could be established:
  1. **Type I** Serves 20,000 people per day
  2. **Type II** Serves 10,000 people per day
  3. **Type III** Serves 5,000 people per day
  4. **Non Typed** Serves Rural Areas (less than Truckload)
Resource Fulfillment Cycle Overview

The sourcing, requisitioning, transportation, and issuing of state resources generally follow the steps outlined below. This section of the annex addresses the overall methodology used to anticipate and subsequently fulfill requirements of victims during an Incident of State Significance. For the purpose of this overview, the term “victim” includes: individuals, local jurisdictions, and counties. The state logistics operation may consist of a “push” and a “pull” system. Resource fulfillment operations may begin with a “push” system and subsequently convert to a “pull” system of delivery. Both systems may operate simultaneously.

- A “push” system is defined as a delivery of State resources to a predetermined location in advance of requests for state assistance. After an initial situational assessment, the SEOC Director/Response decides what logistics facilities will be established and whether to “push” response supplies, equipment, and services to a location closer to the impacted area. The purpose of this is to decrease the time it takes to fulfill a validated request for state assistance.

  - The Logistics Section SEOC Log Acquisition Management Team (AMT) will coordinate the establishment of the required logistics facilities, equipment and services. This will be accomplished through a combination of state and contracted assets. The team will track request from counties and fill request approved by the Operations Section through all available means. The team will account for non-expendable property owned and leased in support of current operation. Expendable items approved by the operation section will be procured through appropriate procedures. The AMT will coordinate for service required in support of logistical operations (i.e. forklifts, hand trucks, port-e-lets and etc.).

  - The Logistics Section Commodity Management Team (CMT) coordinates and obtains initial emergency supplies, primarily water, food, and ice to meet the estimated requirement for the first 72 hours. These supplies are then “pushed” to the State Staging Area located outside the impacted area. The purpose of this is to prevent unneeded resources from creating a demand on the support structure in the impacted area. By marshalling all anticipated state resources outside of the impacted area, the response time for fulfilling validated requests for state resources is decreased while the draw on already stretched capabilities is minimized.

  - The Logistics Section Resource Management Team (RMT) will maintain a comprehensive resource tracking system using WebEOC® Resource Request and Deployment Module, which will provide status of all county and state resources that has been input within the system. The RMT will coordinate with counties and municipalities who have input equipment resources to meet the need of a Request. The RMT will document the Request as a State Mutual Aid Compact (SMAC) and coordinate through Mississippi Civil Defense Emergency Managers Association staff for the recipient and provider to document and account for the property through proper reimbursement procedures.

- A “pull” system is defined as a delivery of state resources to the impacted area in fulfillment of a validated request for state assistance. Upon the Governor’s State of Emergency Declaration, the SEOC staff receives and processes requests for state assistance. This is the beginning of the “pull” system of resource fulfillment. The process of fulfilling requirements from the identification of the need to the delivery of the state resource is explained below. For the purposes of this overview, the discussion begins the cycle at the individual victim level. In state response operations, the actual cycle starts when a county submits a request for state assistance and ends when the state resource is delivered to an official representative of the county at the County Staging Area (CSA).
Steps in the Resource Fulfillment Cycle:

- A victim identifies a need for a resource. This can be a type of supply, equipment, or a service. The victim contacts his/her local jurisdiction with a Request for Assistance (RM REQUEST) to have the need met.

- The local jurisdiction tries to fill the need from existing resources. If they do not have the resource, they submit a RM REQUEST to their county Emergency Management Agency (EMA). The county tries to fill the need from existing resources or local vendors. If they do not have the resource or cannot obtain the resource, they submit the RM REQUEST to the SEOC through WebEOC® Resource Request and Deployment Module.

- When the state receives and processes the RM REQUEST, the state attempts to fill the need via the most expedient source. This may be done from existing, on-hand resources or through commercial sources. If the State cannot fulfill the RM REQUEST, it may submit the RM REQUEST to EMAC for assistance from another state or the Federal Emergency Management Agency (FEMA) through a Action Request Form (ARF) for federal assistance or both.

- Once the source is identified and the resource is obtained, transportation of the resource to the location it is needed is accomplished. This will entail direct shipment from the point of origin to a county CSA or indirect shipment from the point of origin to the state SSA with subsequent shipment to a County CSA. The RM REQUEST is fulfilled when the resource is delivered and received by the requesting county. This completes the request cycle. If the resource was filled from existing state resources, replenishment activities begin to replace the resource.

- When the incident is completed all equipment that was loaned or leased to a county must be recovered and returned to the vendor or other agency. Upon termination of equipment reimbursement can be made to vendors and agencies as required. The county will notify the Logistics Section as equipment is recovered and brought to a location for redeployment or vendor retrieval.

Procedures and types of resources are identified in Appendix B Transportation. The resources and procedures for property owned by state, county, city owned and/or leased from a vendor are identified in the above appendix.

Policies

Acquisition Management

- Acquisition management personnel will find appropriate, time-sensitive, and cost-effective ways to fill the material requirements developed by operations personnel through financial and procurement expertise and will document all expenditures of funds in MEMA Procurement Portal. https://my.msema.org/index.cfm

- Resource request are submitted through WebEOC® and approved by the duty operations officer for purchases through the Disaster Trust Fund (DTF) for state cost share of a declared disaster.

- All appropriate state contracting laws pertaining to the purchase and lease of supplies and equipment during a State of Emergency shall be followed.
Resource Management

- All state departments and agencies acting within the scope of the Robert T. Stafford Disaster Relief and Emergency Assistance Act account for property in accordance with the State Statutes, Federal Property Management Regulations (41 CFR 44) and existing agency property management policies. This occurs whether property is acquired from an agency’s stock or from available federal excess.

- Agencies must receive approval for purchase of property required to conduct mission assignments from MEMA, ownership of the property after the incident will revert to MEMA. If the procurement cost exceeds five-hundred dollars ($500.00) or is listed on the State of Mississippi’s Property Exception List as promulgated by the Office of the State Auditor.

- Agencies may purchase items that will enable them to complete mission assignments and retain these items by submitting required documentation through public assistance and manage the states cost share of purchased item.

- Expendable equipment and supplies purchased with DTF funds and issued to support responders and field facilities is recovered and located at the county staging area. The logistics section will coordinate for pick up of useable items for use in other incidents. Nonstandard or non-mission-capable items will be excess or disposed of at the incident site.

- Leased property will be consolidated within the county staging areas to secure equipment prior to vendor’s arrival. The vendor may require items to picked up at location the items was delivered this is based on equipment and the vendor requirements.

- State agencies should be familiar with the requirements of Mississippi Code 31-7-13(K).

Facility Management

- DFA supports the requirements for obtaining facilities, space management, building services, and general facility operations to meet disaster requirements. Bureau of Building and Grounds will notify and coordinate with Tort Claims when facilities are leased to support operations.

- MEMA Support Services Facility Management Officer will maintain the SEOC.

Transportation Management

- Transportation of commodities will be F.O.B from the vendor to the state’s standby contract for transportation services. The vendor will provide cross-docking operation to leased trailers and movement to the SSA. The vendor will provide power units to support the movement to and from the SSA to the CSA.

- Commodities purchased or on consignment will be coordinated with contracted transportation company for transportation management in line haul to leased trailers.

- Commodities received from FEMA via Incident Command Base (ICB) on federal leased or procured trucks will be received at the SSA and released to the CSA for unloading and distribution. Identified counties will move commodities to POD sites to stage and unload commodities then release truck for further mission requirements (counties will not hold ice trucks for storage reasons).
• Transportation for the donation management warehouse to move donated goods into the incident area will be coordinated as required through voluntary organizations then local vendors.

• Transportation services, to the extent possible, are acquired from state resources, commercial/private resources and the Military Department respectively. Military Department assets are requested through the SEOC National Guard Liaison Officer (LNO) and are subject to availability and approval.

Overview of the Logistics Operations Cycle

• **Purpose**- The state logistics officers are brought together when an event or the threat of an event causes response personnel to organize. The logistical management personnel engage in preparedness activities such as: planning, managing resources, and interagency coordination aimed at increasing efficiency and effectiveness in the delivery of goods and services.

• **Preparedness/Readiness Phase**
  - Logistics Section conducts preparedness and training activities with WebEOC® and developing commodity management program for support agency personnel and MEMA reservist
  - Establishes Memorandum of Understandings (MOU) with local, state, and federal agencies to support operational readiness.
  - Maintain vendor relationships and standby contracts with vendors to support operational requirements. DFA will maintain a qualified providers list of vendors with supplies and services offered.
  - Review anticipated needs with the Response Director for various hazard types and possible quantities needed to support requirements.
  - Establish shortfall/Gap Analysis of possible disasters will be conducted based on estimated needs. Identify known assets in MEMA warehouse, local and state resources maintained in WebEOC® RM and assets available through standby, multi-agency state contracts and General Service Administration (GSA) contracts as applicable.
  - In conjunction with the National Response Framework (NRF) MEMA logistics will:
    - Identify logistics requirements through after-action process for incidents and operational requirements for anticipated incidents from the Response Director.
    - Identify logistics resources of state owned supplies, equipment and services to meet anticipated requirements.
    - Establish and communicate logistics policies, procedures and plans.
    - Coordination with FEMA Region IV.

• **SEOC Activation/Response Phase**
  - Logistics Section will be staffed by directed agencies and Reservist to perform required logistical
functions to meet response needs.

- Upon activation the logistics section will locate goods and services as required to support RM REQUEST approved by Request Assignment Coordination officer.

- The MFC will be directed to activate the SSA based on the Response Director’s initial assessment of the disaster.

- Logistics staff from MEMA and cooperating state agencies begin to transition from day-to-day operations into active disaster logistics management activities:
  
  ➢ Anticipate initial requirements.
  
  ➢ Participate in coordination and planning and decision making meetings.
  
  ➢ Develop recommendation of logistical quantities for procurement and lease to support the Director of Response Intent.
  
  ➢ Establish communications and coordination with identified vendors, state agencies for needed goods and services.
  
  ➢ Identify the location and requirements of a SSA.
  
  ➢ Coordinate with FEMA Logistics Section Chief with the FEMA Incident Management Assistance Team (IMAT).

• Demobilization and Return to Preparedness Phase

  - Based on the directives of the Director of Response and the nature of the incident, the Logistics Section will begin termination of required contracts upon completion, demobilizing personnel and equipment.

  - County representatives will assist vendors to ensure leased property that was delivered is retrieved and returned as appropriate.

  - Complete logistics operational activities and return to day-to-day logistics preparedness activities.

Responsibilities

Counties

• Plan for POD operations in advance of a disaster. WebEOC® will have a POD board for maintaining POD locations and be available to counties for updating, opening and closing during an event. The county will identify safety equipment barricades, dumpsters, restroom facilities, security, and communications. The county will coordinate forklifts and pallet jacks from local businesses as appropriate to support POD operations. If these are not available, a request will be submitted into WebEOC® Resource Request and Deployment Module for required equipment. Ensure CSA and POD sites expedite the off loading of commodities from transportation assets.

• Identify critical facilities which will need emergency electrical power as a result of disaster event and provide this information to the SEOC Logistics Chief. If there is more than one facility, list facilities

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in priority order. Include facility name, location (street address and GPS coordinates), description, size and type, unloading capabilities, Build of Material (BOM) required for connection, personnel to make electrical connections, point of contact and telephone numbers. Use WebEOC® RM to request a generator. To increase the response time, a generator assessment is done by electricians to identify the proper generator requirement and BOM. The counties can provide the above information to the SEOC Logistics Chief to maintain a list at the EOC prior to the event for estimate of need to FEMA and vendors.

- Prepare to be as self-sufficient as possible during the first 72-96 hours following a disaster event. This includes having on-hand consumable supplies and readily available sources of water, food, and portable electrical generators.

- Identify any critical resource shortfalls of supplies, equipment, manpower, or services to the SEOC Director in advance of a disaster event to facilitate planning at the state level.

- Appoint personnel prior to an event to support county operations as the County Resource Coordinator or Logistics Officer, County Staging Manager, POD site coordinator/Managers and others as required.

**State Agencies, Departments, Commissions**

All agencies, departments, and commissions:

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

- Provide typical/non typical NIMS resources (i.e. box trucks, equipment, teams) into the Resource Management database that is available for disaster response. These resources are outside the equipment and teams the agencies, departments and commissions use to support their designated disaster response.

**Support Agencies (State Government)**

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<thead>
<tr>
<th>Agency</th>
<th>Functions</th>
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<tbody>
<tr>
<td>Mississippi Emergency Management Agency</td>
<td>• As ESF #5 primary agency, coordinate the establishment of a communications network, including radio, telephone, satellite telephone and Internet connectivity between the SEOC and all State logistical facilities that may be established to support the operation.</td>
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<tr>
<td></td>
<td>• Obtain sufficient emergency supplies of water, food and roofing tarps to meet the estimated requirement for the first 72 hours following a disaster event through available vendors. Supplies will be purchased upon funds being available at the Declaration of Emergency. DFA maintains a vendor list of Emergency Goods and Services and commodities will be requested for delivery as soon as possible. Coordination with FEMA will be ongoing to ensure Pre Positioned Commodities are available for initial distribution after a declared disaster.</td>
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<tr>
<td></td>
<td>• Establish Memoranda of Understanding (MOU) for use of identified Federal and local government or private facilities in support of State response and recovery operations.</td>
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<tr>
<td></td>
<td>• Provide prioritized list of critical state and county facilities that may</td>
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require emergency electrical power as a result of a disaster event to the
U.S. Army Corps of Engineers (USACE). Coordinate USACE site
surveys of these facilities to determine and validate detailed requirements
for generator size, type and installation.

| Mississippi Forestry Commission | • Provide an experienced logistician to serve as a member of the CMT in
| the SEOC Logistics Section for each operational period when the SEOC is
| activated.  
| • Provide personnel to manage and operate the State Staging Area.  
| • Provide equipment and supplies as may be required to support and operate
| the State Staging Area. |
| Mississippi Department of Finance and Administrative | • 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.  
| • Provide an experienced property auditor/assistant to serve as a member of
| the AMT in the SEOC Logistics Section for each operational period when
| the SEOC is activated. |
| Mississippi Department of Transportation | • Assist and provide the Logistics Section with routes for movement of
| commodities and supplies to affected counties staging areas.  
| • Assist the Logistics Section with coordination and planning transportation
| assets to meet operational needs. |
| Mississippi Public Utilities Staff | • Will provide a daily fuel report to the Logistics Section of ESF #5 on a
daily basis to assist in locating and providing fuel to support response and
recovery operations. |
| Mississippi Public Safety Training Center | • Provide the Mississippi Public Safety Training Center to serve as the State
Mobilization Site of Search and Rescue and law enforcement personnel as
required to include hard stand parking areas for vehicles, helipads or open
areas for helicopter landing zones, vehicle re-fueling point for fuel
support, vehicle maintenance facility and mechanics for emergency
vehicle repair, showers, restrooms and dining facility for personnel
support and auditorium, chapel and classrooms for meetings/briefings. If
food service operation is required MEMA will provide a contract caterer to
support operations.  
| • The State Fire Academy will provide enough available space to locate a
100-man base camp if the incident warrants this action to support MEMA
response operations. |
| Mississippi State Fire Academy | • Provide the Mississippi Fire Academy Training Center to serve as the
backup State Mobilization Site of Search and Rescue personnel, with
primary staging area for ESF #4 firefighting. Provide as required, to
include hardstand parking areas for vehicles, helipads or open areas for
helicopter landing zones, vehicle re-fueling point for fuel support, vehicle
maintenance facility and mechanics for emergency vehicle repair,
showers, restrooms and dining facility for personnel support and
auditorium, chapel and classrooms for meetings/briefings. If food service
operation is required, MEMA will provide a contract caterer to support
operations.  
| • The State Fire Academy will provide enough available space to locate a
100-man base camp if the incident warrants this action to support MEMA
response operations. |
| Mississippi National Guard | • On order provide manpower and equipment to assist affected counties
with POD operations.  
| • Provide two senior logisticians to serve as members of the RMT in the

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SEOC Logistics Section for each operational period when the SEOC is activated.
- Provide one senior movement control specialist to serve as a member of the Ground Support Unit in the SEOC Logistics Section for each operational period when the SEOC is activated.
- Establish a radio and/or satellite telephone and IP network between the forward SEOC and rear SEOC.
- Conduct RSOI of all military equipment arriving to provide response and recovery support for the state, including resources obtained via EMAC, in support of the Base Manager and the SEOC.
- Be prepared to provide and operate Temporary Vehicle Re-fueling Points along routes used for response and recovery operations and at all state logistical facilities as required in support of the SEOC Logistics Section and ESF #12.
- Be prepared to provide and air transport of supplies, equipment and personnel in support of the AMT, SEOC Logistics Section and ESF #1.
- Provide Mississippi Air National Guard facilities at the Combat Readiness Training Center to serve as Forward LSA.
- Be prepared to provide Mississippi National Guard facilities at Camp Shelby and Camp McCain, as staging areas are required.
- Provide Mississippi National Guard Armories and other facilities to serve as FSAs and Camps as required.
- Be prepared to manage and operate a second state staging area in support of distribution of commodities and equipment based on event requirements.

| Office of the State Treasurer | In coordination with MEMA, serve as a liaison to banking and financial institutions during incidents.
|                             | Provide support and guidance to state agencies during an incident. |

| Office of the Attorney General | Address issues related to consumer protection during disaster response and recovery.
|                               | Provide and information to disaster victims regarding consumer protection against fraud. |

**Review and Maintenance**

As a minimum, the state agency contact will coordinate and conduct an annual review of this annex with all support agencies. Additional reviews may be conducted if experience with an incident or regulatory changes indicate a need. Recommendations for change will be submitted to MEMA for approval, publication, and distribution.

**Authorities and References**

USACE POD Guidance

EMAC Operations Manual

DFA Contracting and Purchasing policy

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NRF Logistics Management Support Annex

Appendices

Appendix A: Fuel Management

Appendix B: Transportation