DISTRIBUTION SUPPORT TEAM

DESCRIPTION	The Distribution Support Team provides planning and distribution services in support of the Authority Having Jurisdiction's (AHJ) incident responders. This team supports the Emergency Operations Center (EOC), State Operations Center (SOC), Multiagency Coordination (MAC) Group, Emergency Coordination Center (ECC), and Logistics Staging Area (LSA).
RESOURCE CATEGORY	Logistics and Transportation
RESOURCE KIND	Team
OVERALL FUNCTION	The Distribution Support Team: 1. Supports the AHJ's Logistics Section with planning expertise in identifying, locating, ordering, procuring, and distributing material resources for incident responders 2. Provides planning support and prepares Points of Distribution (POD) plans for traditional PODs, direct delivery, and mobile delivery a. Direct delivery includes coordinating with a specific location, such as a shelter, feeding site, or hospital, to deliver specific items and quantities 3. Helps complete needs analysis 4. Evaluates the current methods of distribution while tracking POD activity and keeping warehoused supplies in stock 5. Recommends appropriate supply allocations for distribution to responders based on incident need 6. Tracks and accounts for POD inventories, electronically or on paper 7. Coordinates with the AHJ's Finance/Administration Section on contracts, ordering, and finance/administrative functions up and down the chain of command
COMPOSITION AND ORDERING SPECIFICATIONS	1. Discuss logistics for deploying this team, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment 2. Discuss security arrangements for PODs 3. Discuss Information Technology (IT) needs, such as internet and printing capabilities, in coordination with the Communications Unit Leader (COML) 4. Requestor orders a Medical Countermeasure Point of Dispensing Management Team for pharmaceutical support, storage, and dispensing, if necessary 5. Ensure Americans with Disabilities Act-compliant restrooms, sinks, and dining facilities for all personnel 6. Ensure transportation for personnel to off-site rest and recuperation facilities, if necessary

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	SINGLE TYPE	NOTES
MINIMUM PERSONNEL PER TEAM	5	Not Specified
MANAGEMENT AND OVERSIGHT PERSONNEL PER TEAM	1 - National Incident Management System (NIMS) Type 3 Logistics Section Chief	Not Specified
SUPPORT PERSONNEL PER TEAM	1 - NIMS Type 3 Planning Section Chief 1 - NIMS Type 1 Resources Unit Leader 1 - NIMS Type 1 Situation Unit Leader 1 - NIMS Type 1 Supply Unit Leader	Not Specified
ELECTRONICS EQUIPMENT PER TEAM	1. Computer or tablet per team member 2. Printer 3. Wi-fi equipment	Discuss the need for additional electronics, such as wide-format printers.

COMPONENT	SINGLE TYPE	NOTES
ADMINISTRATION AND INVENTORY MANAGEMENT SUPPLIES PER TEAM	1. Operational Planning Worksheet or equivalent 2. Inventory forms 3. Resource ordering forms 4. General office supplies	Discuss the need for office equipment such as tables and chairs.
COMMUNICATIONS EQUIPMENT PER TEAM MEMBER	1. Two-way portable radio 2. Cell phone	Consider alternate forms of communication, such as satellite phones, based on the mission assignment and unit needs.

NOTES

Nationally typed resources represent the minimum criteria for the associated component and capability.

REFERENCES

1. FEMA, NIMS 508: Medical Countermeasure Point of Dispensing Management Team
2. FEMA, NIMS 509: Communications Unit Leader
3. FEMA, NIMS 509: Logistics Section Chief
4. FEMA, NIMS 509: Planning Section Chief
5. FEMA, NIMS 509: Resources Unit Leader
6. FEMA, NIMS 509: Situation Unit Leader
7. FEMA, NIMS 509: Supply Unit Leader
8. FEMA, National Incident Management System (NIMS), October 2017