



DONATED GOODS WAREHOUSE MANAGEMENT TEAM

DESCRIPTION	The Donated Goods Warehouse Management Team manages donated goods in a warehouse and coordinates with the Donations Coordination Task Force
RESOURCE CATEGORY	Mass Care Services
RESOURCE KIND	Team
OVERALL FUNCTION	The Donated Goods Warehouse Management Team performs the following warehouse operation tasks, as necessary: 1. Office management 2. Floor management 3. Shipping management 4. Receiving management 5. Sorting management 6. Inventory management 7. Information technology coordination 8. Voluntary agency liaison 9. Volunteer coordination 10. Safety and security
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. Requestor provides work space, transportation/vehicles, communication capability, equipment, and supplies, unless the provider can obtain these locally

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	TYPE 1	TYPE 2	TYPE 3	NOTES
MINIMUM PERSONNEL PER TEAM	12	6	4	Not Specified
MANAGEMENT AND OVERSIGHT PERSONNEL PER TEAM	Same as Type 2, PLUS: 1 - NIMS Type 1 Donated Goods Warehouse Management Team Leader	1 - NIMS Type 1 Donated Goods Warehouse Management Team Leader	1 - National Incident Management System (NIMS) Type 2 Donated Goods Warehouse Management Team Leader	Not Specified
SUPPORT PERSONNEL PER TEAM	Same as Type 2, PLUS: 5 - NIMS Type 1 Donations Specialist	Same as Type 2, PLUS: 2 - NIMS Type 1 Donations Specialist	3 - NIMS Type 1 Donations Specialist	Volunteer staff can replace NIMS Type 1 Donations Specialists.
ELECTRONICS AND COMMUNICATIONS EQUIPMENT PER TEAM MEMBER	Same as Type 2	Same as Type 3	1 - Cellular phone 1 - Laptop computer	Consider alternate forms of communication, such as satellite phones, based on the mission assignment and team needs.
WAREHOUSE SIZE CAPACITY PER TEAM	Over 150,000 square feet	50,000 to 150,000 square feet	Less than 50,000 square feet	Large warehouses or 24-hour-a-day operations need additional teams.



NOTES

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

REFERENCES

1. FEMA, NIMS 508: Distribution of Emergency Supplies Task Force
2. FEMA, NIMS 509: Distribution of Emergency Supplies Task Force Leader
3. FEMA, NIMS 509: Distribution of Emergency Supplies Team Leader
4. FEMA, NIMS 509: Donated Goods Warehouse Management Team Leader
5. FEMA, NIMS 509: Donations Call Center Supervisor
6. FEMA, NIMS 508: Donations Coordination Task Force
7. FEMA, NIMS 509: Donations Coordination Task Force Leader
8. FEMA, NIMS 509: Donations Specialist
9. FEMA, NIMS 508: Drive-Through Point of Distribution Team
10. FEMA, NIMS 509: Mass Care Specialist
11. FEMA, NIMS 508: Mobile Distribution Team
12. FEMA, NIMS 508: Pedestrian Point of Distribution Team
13. FEMA, NIMS 509: State Mass Care Coordinator
14. FEMA, National Incident Management System (NIMS), October 2017
15. FEMA, Recovery Policy RP9525.2, Donated Resources, February 2014