

DRIVE-THROUGH POINT OF DISTRIBUTION TEAM

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| DESCRIPTION | A Drive-Through Point of Distribution (POD) Team establishes a location that the public can access by car to obtain critical emergency supplies during and after an emergency. Government agencies, Nongovernmental Organizations (NGO), private sector organizations, and combinations of these groups can establish and operate these sites. | | |
| RESOURCE CATEGORY | Mass Care Services | RESOURCE KIND | Team |
| OVERALL FUNCTION | A Drive-Through POD Team: 1. Establishes drive-through distribution operations at a site, as specified by the Authority Having Jurisdiction (AHJ) 2. Works closely with the Distribution of Emergency Supplies (DES) Task Force to regulate the flow of supplies and to notify the public of locations and hours of operation 3. Distributes supplies in an orderly, efficient, and safe manner via defined vehicle lanes and loading points 4. Maintains accurate records of items distributed 5. Restocks supplies at the site | COMPOSITION AND ORDERING SPECIFICATIONS | 1. Discuss logistics for deploying this team, such as security, lodging, transportation, and meals, prior to deployment 2. This team works 12 hours per shift, is self-sustainable for 72 hours, and is deployable up to 14 days 3. This team supports pre-disaster planning and post-disaster supply distribution to meet survivors' immediate needs 4. The number of Drive-Through POD sites varies depending on the incident type, size, scale, and duration 5. The condition of the transportation infrastructure may obstruct access to a POD site or affect resupply operations 6. A Drive-Through POD may operate for extended hours to give the public maximum access 7. The requestor determines the amount and type of security to prevent theft and provide traffic control |

| RESOURCE TYPES | | | TYPE 1 | TYPE 2 | TYPE 3 | NO TYPE 4 |
|---|--------------------|--------------------------|---|---|---|----------------|
| COMPONENT | METRIC/ MEASURE | CAPABILITY | | | | |
| Personnel | Per Team | Management and Oversight | Same as Type 2, PLUS: 1 - NIMS Type 1 DES Team Leader 2 - NIMS Type 2 DES Team Leader | Same as Type 3, PLUS: 1 - NIMS Type 1 DES Team Leader | 2 - National Incident Management System (NIMS) Type 2 DES Team Leader | Not Applicable |
| NOTES: Not Specified | | | | | | |
| Personnel | Per Team | Operations and Support | Same as Type 2, PLUS: 2 - Forklift Operator 39 - NIMS Type 1 Mass Care Specialist | Same as Type 3, PLUS: 1 - Forklift Operator 13 - NIMS Type 1 Mass Care Specialist | 2 - Forklift Operator 15 - NIMS Type 1 Mass Care Specialist | Not Applicable |
| NOTES: 1. All forklift operators have training and certification in accordance with Occupational Safety and Health Administration (OSHA) requirements. Forklift operators also have Authority Having Jurisdiction (AHJ) authorization to operate assigned equipment. 2. The forklift operator is not a NIMS typed position. | | | | | | |



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|----------------|--------------------|------------|---|---|---|----------------|
| COMPONENT | METRIC/ MEASURE | CAPABILITY | | | | |
| Site | Per Team | Size | 250' x 500' to accommodate four vehicle lanes and 12 loading points | 250' x 300' to accommodate two vehicle lanes and six loading points | 150' x 300' to accommodate one vehicle lane and three loading points | Not Applicable |
| | | | NOTES: Type 2 and Type 3 Drive-Through POD sites may include a pedestrian lane if space permits and if there are no safety concerns. | | | |
| Team | Per Team | Throughput | 276 to 550 | 141 to 275 | Up to 140 | Not Applicable |
| | | | NOTES: 1. Type 1 POD supports up to 12 loading points and four vehicle lanes, and serves up to 20,000 people per day. 2. Type 2 POD supports up to six loading points and two vehicle lanes, and serves up to 10,000 people per day. 3. Type 3 POD supports up to three loading points and one vehicle lane, and serves up to 5,000 people per day. 4. Throughput is the estimated number of vehicles the Drive-Through POD Team serves per hour. The number of vehicles served varies based on available personnel, number of load stations, and item packaging. 5. Throughput estimates assume that one vehicle represents a household of three people, per the U.S. Army Corps of Engineers (USACE) Local Distribution Point Planning for Commodities document. | | | |
| Equipment | Per Team | Operations | Same as Type 2 | Same as Type 3 | Equipment includes the following: 1. Forklifts 2. Pallet jacks 3. Hand trucks 4. Lighting 5. Large trash containers 6. Traffic control devices 7. Portable toilets 8. Tents or canopies | Not Applicable |
| | | | NOTES: The DES Team Leader orders equipment to supplement what the requestor provides, based on the FEMA and USACE Guide to Points of Distribution. | | | |

Superseded



| RESOURCE TYPES | | | TYPE 1 | TYPE 2 | TYPE 3 | NO TYPE 4 |
|---|--------------------|--------------------------------|----------------|----------------|---|----------------|
| COMPONENT | METRIC/ MEASURE | CAPABILITY | | | | |
| Equipment | Per Team | Electronics and Communications | Same as Type 2 | Same as Type 3 | Cellular Phone (one per team member) Laptop computer (one per team member) Handheld two-way radio (one per team member) 1 - GPS unit 1 - Handheld public address horn or system 1 - National Oceanic and Atmospheric Administration (NOAA) weather alert radio 1 - Directional sign | Not Applicable |
| NOTES: 1. The DES Team Leader communicates depletion rates and operational changes to the Logistics Staging Area (LSA), the Distribution of Emergency Supplies Task Force, and the Logistics Chief. 2. The AHJ determines the number of directional signs after completing a risk assessment. 3. Requestor selects and programs two-way radios based on AHJ requirements. 4. Consider alternate forms of communication, such as satellite phones, based on the mission assignment and team needs. | | | | | | |

Superseded

COMMENTS

1. To ensure safety, POD staff restocks supplies only when the site is closed or in areas without public access.
2. Security considerations typically include a minimum of one security person at each gate for traffic control during operational periods and at least one roaming guard at night.
3. Designate the site as a restricted access area during resupplying operations, limiting facility access to those with Authority Having Jurisdiction (AHJ) authorization.
4. Sites comply with the Americans with Disabilities Act (ADA), which includes reasonable accommodation for individuals with functional needs.
5. Distribution strategies allow teams to combine Drive-Through POD and Pedestrian POD sites.

REFERENCES

1. FEMA, NIMS 508: Distribution of Emergency Supplies Task Force
2. FEMA, NIMS 509: Distribution of Emergency Supplies Team Leader
3. FEMA, NIMS 508: Donated Goods Warehouse Management Team
4. FEMA, NIMS 508: Donations Coordination Task Force
5. FEMA, NIMS 509: Donations Specialist
6. FEMA, NIMS 509: Mass Care Specialist
7. FEMA, NIMS 508: Mobile Distribution Team
8. FEMA, NIMS 509: Pedestrian Point of Distribution Team
9. FEMA, NIMS 509: Volunteer Agency Liaison
10. FEMA and United States Army Corps of Engineers (USACE), Guide to Points of Distribution, January 2009
11. American Red Cross, Bulk Distribution Handbook, 2013
12. Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.178(l): Powered Industrial Trucks, latest edition adopted
13. USACE, Local Distribution Point Planning for Commodities, June 2005

NOTES

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

Superseded