

## DONATED GOODS WAREHOUSE MANAGEMENT TEAM

<b>DESCRIPTION</b>	The Donated Goods Warehouse Management Team manages donated goods in a warehouse and coordinates with the Donations Coordination Task Force		
<b>RESOURCE CATEGORY</b>	Mass Care Services	<b>RESOURCE KIND</b>	Team
<b>OVERALL FUNCTION</b>	<p>The Donated Goods Warehouse Management Team performs the following warehouse operation tasks, as necessary:</p> <ol style="list-style-type: none"> <li>1. Office management</li> <li>2. Floor management</li> <li>3. Shipping management</li> <li>4. Receiving management</li> <li>5. Sorting management</li> <li>6. Inventory management</li> <li>7. Information technology coordination</li> <li>8. Voluntary agency liaison</li> <li>9. Volunteer coordination</li> <li>10. Safety and security</li> </ol>	<b>COMPOSITION AND ORDERING SPECIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. Discuss logistics for deploying this team, such as security, lodging, transportation, and meals, prior to deployment</li> <li>2. This team works 12 hours per shift, is self-sustainable for 72 hours, and is deployable up to 14 days</li> <li>3. Requestor provides work space, transportation/vehicles, communication capability, equipment, and supplies, unless the provider can obtain these locally</li> </ol>

RESOURCE TYPES			TYPE 1	TYPE 2	TYPE 3	NO TYPE 4
COMPONENT	METRIC/ MEASURE	CAPABILITY				
Personnel	Per Team	Minimum	12	6	4	Not Applicable
<b>NOTES:</b> Not Specified						
Personnel	Per Team	Management and Oversight	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 Applicable
<b>NOTES:</b> Not Specified						
Personnel	Per Team	Operations and Support	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	Not Applicable
<b>NOTES:</b> Volunteer staff can replace NIMS Type 1 Donations Specialists.						
Equipment	Per Team Member	Electronics and Communications	Same as Type 2	Same as Type 3	1 - Cellular phone 1 - Laptop computer	Not Applicable
<b>NOTES:</b> Consider alternate forms of communication, such as satellite phones, based on the mission assignment and team needs.						



RESOURCE TYPES			TYPE 1	TYPE 2	TYPE 3	NO TYPE 4
COMPONENT	METRIC/ MEASURE	CAPABILITY				
Capacity	Per Team	Warehouse Size	Over 150,000 square feet	50,000 to 150,000 square feet	Less than 50,000 square feet	Not Applicable
			NOTES: Large warehouses or 24-hour-a-day operations need additional teams.			

Superseded

## COMMENTS

1. This team may need support from additional positions and volunteers, including volunteers from Nongovernmental Organizations (NGO) and unaffiliated volunteers.

## 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, Recovery Policy RP9525.2, Donated Resources, February 2014

## NOTES

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

**Superseded**