

## 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>

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
<b>CAPACITY PER TEAM WAREHOUSE SIZE</b>	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.
<b>EQUIPMENT PER TEAM MEMBER ELECTRONICS AND COMMUNICATIONS</b>	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.
<b>PERSONNEL PER TEAM MANAGEMENT AND OVERSIGHT</b>	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
<b>PERSONNEL PER TEAM MINIMUM</b>	12	6	4	Not Specified
<b>PERSONNEL PER TEAM OPERATIONS AND SUPPORT</b>	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.

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

Superseded