

**STATE OF CONNECTICUT**

**COMMODITIES DISTRIBUTION**

**STANDARD OPERATING PROCEDURE**

**Prepared By:**  
**State of Connecticut SESF # 7**  
**Commodities and Resource Support Group**  
**Department of Emergency Services and Public Protection/**  
**Division of Emergency Management and Homeland Security**

*September, 2019*

## TABLE OF CONTENTS

### Contents

RECORD OF CHANGE LOG .....	3
SECTION 1 – Situation and Assumptions.....	4
SECTION 2 – CTF & SEOC Operations / Ordering.....	5
SECTION 3 – SSA Operations.....	9
SECTION 4 – Inventory Management .....	10
SECTION 5 – Establishment and Operation of Local Commodities Points of Distribution (Local C-PODs).....	11
SECTION 6– Fuel Task Force Standard Operating Procedure .....	12
SECTION 7 – Additional Resources .....	13
FIGURE A – Commodities Distribution Information Flow Diagram.....	14
ATTACHMENT 1 – FEMA Action Request Form .....	16
APPENDIX A – Field Communications .....	17
APPENDIX C – List Of Local Commodities Points of Distribution .....	29
APPENDIX C –Suggested List Of Equipment For State Staging Area .....	42
APPENDIX D – Checklist For SSA Command Post Administrative Area.....	44
APPENDIX E – Suggested List Of Equipment For Type III Local Points of Distribution .....	45
APPENDIX F – Acronyms And Abbreviations .....	46
APPENDIX G – State Commodities Staging Area Concept Brief.....	49

## RECORD OF CHANGE LOG

Date	Change Made	Edits by
7/2019	Add Record of Change log, intro adjusted	RMS
9/2019	Regional Office input, revisions and updates to local distribution sites	RMS/BB

As with all procedures for the State of Connecticut's emergency management program, this manual supports emergency management priorities including: life, safety and health; property protection; environmental protection; restoration of essential utilities; restoration of essential program functions; and coordination among appropriate stakeholders.

## **SECTION 1 – Situation and Assumptions**

### **Situation**

A significant storm or man-made threat has struck the State of Connecticut and its approximately 3.5 million residents. There are widespread power outages. Estimates from utility providers indicate it may take weeks if not a month to restore power, even longer in some areas. As a result of prolonged power outages, destruction of residences and property, and/or disruptions to some public water supply systems, it is estimated that over one million residents will require assistance with commodities. Depending on the level of state and federal involvement, the commodities may be as follows:

- Food
- Bottled Water
- Tarps
- Cots
- Plastic Sheeting
- Blankets
- Generators

### **Assumptions**

1. The Governor has declared a state of emergency, under Section 28-9 of the Connecticut General Statutes (CGS).
2. A Presidential major disaster or emergency declaration is being considered, is imminent, or has been made. (Remember that federal fiscal disaster reimbursement assistance is not available until Presidential Disaster is declared, and that there are different thresholds for different programs.)
3. The State Emergency Operations Center (SEOC) is activated and staffed.
4. The Governor, DESPP/DEMHS Deputy Commissioner, the State Emergency Management Director, or their designee, has activated the Commodities Distribution Standard Operating Procedure and the Commodities Task Force (CTF) and State Staging Area (SSA) Team have been stood up.
5. The Governor's Office has ordered, through DEMHS, the establishment and operation of an SSA and is available for use for as long as necessary for distribution of commodities as listed above to assist the residents in need of life-sustaining emergency supplies.
6. The State has initiated its emergency commodities procurement process.
7. The State has requested federal assistance from FEMA; and the request has been approved, for direct support in the form of food, water, and other commodities and services that might be required by the State.

- **NOTE:** These will not be provided for at least 72 hours after the disaster has occurred.
8. DEMHS regional offices have been activated and staffed.
  9. Local authorities are establishing Local Commodities Points of Distribution throughout the disaster-affected areas and have activated Local Emergency Operations Centers.

## **SECTION 2 – CTF & SEOC Operations / Ordering**

For at least 72 hours after a catastrophic disaster occurs, residents and municipal governments will be expected to provide for themselves, without State or Federal assistance. Thereafter, residents and local governments will be provided necessary and appropriate assistance through a coordinated Federal-State-Local disaster assistance delivery system.

### **Establishment of the Commodities Distribution Task Force (CTF) and State Staging Area (SSA)**

#### **Operations:**

The SSA Team is responsible for receiving, offloading, and staging of commodities from FEMA at the SSA. Once they receive orders from the CTF at the State Emergency Operations Center (SEOC), they fill the order, load trucks, and deliver to town local commodities points of distribution.

At the SEOC, the CTF receives orders for commodities, transmits orders to the SSA team, receives fulfillment information from the SSA team, and reports back to requestors. The SEOC process includes a Commodities Liaison in each affected DEMHS Regional Office, as well as a Regional Information Manager for each affected DEMHS Region at the SEOC. The Commodities Liaisons will be trained DOC employees who are deployed by the DOC as requested by DEMHS. The Commodities Liaisons will be members of the CTF.

Upon activation of the Commodities Distribution SOP, the CTF will establish a daily communications rhythm for commodities ordering, delivery, and status reporting. The CTF reports to the SEOC Operations Section on fulfillments at an established time each day. At the end of the day, the CTF leader is responsible for two (2) reports:

1. Work Assignment Sheets (e.g., ICS 204) – The CTF leader is responsible for coordinating with the SSA Team Leader for the work assignment sheets for both teams which details the who, what, and where of work assignments for the next day's IAP.
2. A report of how many commodities have been ordered and delivered and to how many towns. (may be obtained from Web EOC).

Upon receipt of this information from the CTF Leader, the SEOC Operations Section Chief is responsible to bring this information to the Incident Action Plan (IAP) planning and tactical

meetings for inclusion in the IAP, and to the Situation Assessment Unit of the Planning Section for inclusion in Situation Reports.

Life-sustaining commodities, specifically food and water, are a priority. Local governments will communicate requirements for food, water and other commodities, using the Local Commodities Request Form (See Attachment 1) to their applicable DEMHS Region Office who will then compile requirements and send to the SEOC (See FEMA Attachment 2). As needed and requested by the State Emergency Management Director or his designee, DOC will provide a CTF Liaison to staff each DEMHS Regional Office.

DEMHS, in conjunction with FEMA and other appropriate organizations represented at the State Emergency Operations Center, will work with DEMHS Regional Offices to determine quantities of life-sustaining commodities required state-wide. FEMA will provide life-sustaining commodities that the State is not able to provide for itself. FEMA-provided commodities will arrive at a State Staging Area (SSA) and will be re-directed by state officials to Local Commodities Points of Distribution operated by local authorities. (See Commodities Distribution Information Flow at Figure A).

Upon activation of the CTF, the CTF, in consultation with representatives of FEMA, representatives of the 2 major electric utility companies (Eversource and United Illuminating/Avangrid) and the Department of Public Health Drinking Water Supply Unit will determine the initial order of food, water, and tarps based on the Army Corps of Engineers (USACE) “needs requirement” model. (*See the website at <http://www.enlink.usace.army.mil/igp/index.html> .*) This model projects that 40% of persons without power statewide will require food and water and tarps.

Model results will be tailored in accordance with the practical experience of FEMA representatives and other factors related to the disaster. It is anticipated that commodities orders may be reduced from the numbers indicated in the USACE needs requirement model based on FEMA’s experiences in previous catastrophic disasters around the country.

The initial order of commodities by the state will be enough for a three-day period. The order will be written on a FEMA Action Request Form (ARF) (See Attachment 1) by the CTF and signed by the Governor’s Authorized Representative (GAR), the Alternate GAR (AGAR), or a DEMHS representative in possession of an appropriate letter of authorization from the Governor or GAR/AGAR.

The aforementioned individuals will be authorized to complete and submit Action Request Forms to FEMA and to sign as the “State Approving Official”, obligating the State to pay any required cost share for commodities.

### **Daily Regional Commodities Orders**

After commodities have begun arriving at the SSA, and upon direction from the CTF, each affected DEMHS Regional Office will collect commodities orders each morning from its municipal EOCs to determine requirements for food and water. Remember that orders submitted each day should indicate the next day's requirements.

A regular schedule for placement of commodities orders will be determined at the beginning of the incident. Each municipality will indicate the number and type of Local Commodities Points of Distribution (Local C-PODs) that will be operating during the upcoming operational period (e.g., 0800 to 2000 for public distribution).

Municipalities requiring commodities for the upcoming operational period must communicate their commodities requirements to the appropriate DEMHS Regional Office through the Municipal Commodities Request Form via Web EOC by a specified time each morning. Other methods of communication may be necessary if Web EOC is not operating, such as fax, email, or phone. Requests received by the DEMHS Regional Office after the daily deadline, will be noted as a "late order."

**NOTE: The State will only attempt to fill late orders if there are sufficient supplies of commodities available.**

After the initial order, local officials will order commodities daily based on the amount of remaining commodities and on the demands/needs of the public for additional commodities such as tarps. Requests for generators will be forwarded to the Fuel Task Force.

The CTF will communicate the status of commodities requests back through the DEMHS Regional Office to municipalities on a regular schedule, which will be established upon the activation of the CTF. The CTF will provide the municipalities with information on the size of the order, so that the municipalities can make the proper arrangements at their Local C-PODs. The Regional Coordinator may communicate with the municipalities through the Commodities Liaison deployed to the DEMHS Regional Office. (See Commodities Distribution Information Flow at Figure A).

The attached Commodities Request Form can be used to determine needed commodities, and to track orders:

**Department of Emergency Services and Public Protection  
Division of Emergency Management and Homeland Security**



**ESF 7  
Municipal Commodities Request Form**

Each day, DEMHS Regional Office will collect requirements for food and water. Each municipality will indicate the number and type of Local Distribution Points (LDPs) that will be operating during the upcoming operational period (i.e. 0800 to 2000 for public distribution). Municipalities requiring commodities for the upcoming operational period must communicate their commodities requirements to the appropriate DEMHS Regional Office through this form via Web EOC, or other means of communication by a specified time each morning, if requested to do so. Requests received by the DEMHS Regional Office after the normally scheduled conference call will be passed to the State EOC Operations Group orally or via fax or email and noted as a "late order."

**NOTE: The State will only attempt to fill late orders if there are sufficient supplies of commodities available.**

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**Town** \_\_\_\_\_

**Requestor** \_\_\_\_\_

**Point of Distribution Contact**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Location \_\_\_\_\_

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**Food and Water**

Provide the number of people and the anticipated number of days (check if needed):

Food # people \_\_\_\_\_ # days \_\_\_\_\_ dates requested: initial date \_\_\_\_\_ thru \_\_\_\_\_

Water # people \_\_\_\_\_ # days \_\_\_\_\_ dates requested: initial date \_\_\_\_\_ thru \_\_\_\_\_

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**Cots**

Provide the number of cots, with or without blankets and/or the number of blankets.

Cots # \_\_\_\_\_ with blankets Yes  No

Blankets only # \_\_\_\_\_ each

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**Tarps**

Provide the number of tarps needed. Tarps size is 20' x 25' # \_\_\_\_\_ each



### **SECTION 3 – SSA Operations**

See Appendix B for the Connecticut National Guard Standing Operating Procedure for the Commodities State Staging Area.

## **SECTION 4 – Inventory Management**

1. Food and water will be distributed to a Local Commodities Points of Distribution (Local C-POD) from the time it commences operation until it ceases operations.

### **Donations Management**

The procedure for accepting donated water only is as follows:

1. Shipments of donated water arriving at the State Staging Area (SSA) will be moved out of line by Access Control Point personnel, and staged in a separate area.
2. The SSA manager will contact the CTF leader at the SEOC, who will request an inspection from DPH.
3. Once inspected and cleared, the water will be moved back into regular inventory for distribution.

If donated commodities other than water arrive at the State Staging Area, they will not be accepted unless specifically authorized on a case by case (i.e., truck by truck) basis by the CTF in coordination with DEMHS, the Military Department, the SEOC Donations Management Task Force and any appropriate state regulatory agency (e.g., DPH, the Department of Consumer Protection.)

## **SECTION 5 – Establishment and Operation of Local Commodities Points of Distribution (Local C-PODs)**

The Division of Emergency Management and Homeland Security (DEMHS) will notify local authorities statewide or in appropriate areas of the State if a decision is made by the State to obtain and provide commodities for distribution to local authorities.

Local authorities will determine whether and when to begin commodities distribution operations in their respective municipalities and will be responsible for activating, staffing, equipping and operating pre-identified Local Commodities Points of Distribution (Local C-POD) in accordance with guidance provided by the U.S. Army Corps of Engineers. (*See Supplement or the website at <http://www.englink.usace.army.mil/igp/index.html>* )

A municipality must have at least one Local C-POD staffed and equipped before the State will direct commodities to the municipality. See Appendix C for a List of Local Commodities Points of Distribution.

Local Emergency Operations Centers (EOC) will communicate requirements for commodities via a conference call with the appropriate DEMHS Regional Office at a regular established time each day. Other methods of communication may be necessary, such as Web EOC, fax, or satellite phone.

Towns must operate Local C-POD in support of their residents, which must be opened, staffed, and ready to receive commodities as necessary to support operations, including possible 24 hour/7 day a week operations.

A local official at the Local C-POD will be required to receive shipments by signing a Property Transfer Report and any other required paperwork provided by the driver.

Local C-POD will immediately notify their local EOC when shipments are received. A CTF member will notify local EOCs of when their shipments are to be expected. A CTF member will also contact local EOCs and confirm receipt of commodities. The CTF member may be a Commodities Liaison stationed at the DEMHS Regional Office.

## **SECTION 6– Fuel Task Force Standard Operating Procedure**

**Fuel Task Force:** This task force is made up of the Department of Motor Vehicles (DMV), DEMHS, Department of Transportation (DOT), Department of Administrative Services (DAS), Connecticut National Guard (CTNG), Department of Consumer Protection (DCP), and other fuel partners including the Independent Connecticut Petroleum Association, the Connecticut Chapter of the National Propane Gas Association, the Motor Transport Association of Connecticut and the Connecticut Petroleum Council. Its mission is the restoration and provision of emergency fuel, and generators for power needs, including:

1. Priority restoration of power to all of the DOT Service Plazas along I-95, I-395 and Rte. 15;
2. The monitoring of the supply of the state’s eight (8) fuel terminals;
3. Establishing communications with municipalities to determine fuel and generator needs for emergency responders and critical infrastructures, in coordination with the CTF;
4. Establishing communications with utilities to determine status of their back-up power sources to aid in restoration efforts;
5. Coordinating with FEMA to obtain generators when demand exceeds supply (size and/or number) and the US Army Corps of Engineers to assess installation requirements;
6. Providing information to the public concerning open retail fuel outlets;
7. Communicating with public service companies and emergency responders regarding fuel needs and availability;
8. Coordinating fuel access at state DOT locations for municipal vehicles involved in the emergency effort.

The Fuel Task Force (FTF) will be led by the DMV and DCP, with possible additional leadership by DEMHS or the CT National Guard. At the SEOC, the FTF receives fuel issues from the SEOC intake process, transmits requests for assistance to the appropriate state agency representative, receives fulfillment information, and reports back to requestors. Upon activation of the Commodities Distribution Standard Operating Procedure, the FTF will establish a daily communications rhythm for information gathering, ordering, delivery, and status reporting.

If the FTF is unable to fulfill the request with state agency assets, then a request for federal assistance will be made through FEMA. The FTF reports to Operations Section on fulfillments at a regular, established time each day, assuming that fuel supplies will be “restocked” overnight. At the end of the day, the FTF leader is responsible for two (2) reports:

1. Work Assignment Sheet (e.g., ICS 204 form) – The FTF leader is responsible for the work assignment sheet, which details the who, what, and where of work assignments for the next day’s Incident Action Plan (IAP).
2. A report of how many fuel issues have been received, what municipality or other facility has been assisted, and how they have been resolved.

The Operations Section Chief is responsible to bring this information to the IAP planning and tactical meetings for inclusion in the IAP, and to the Situation Assessment Unit of the Planning Section for inclusion in Situation Reports.

## **SECTION 7 – Additional Resources**

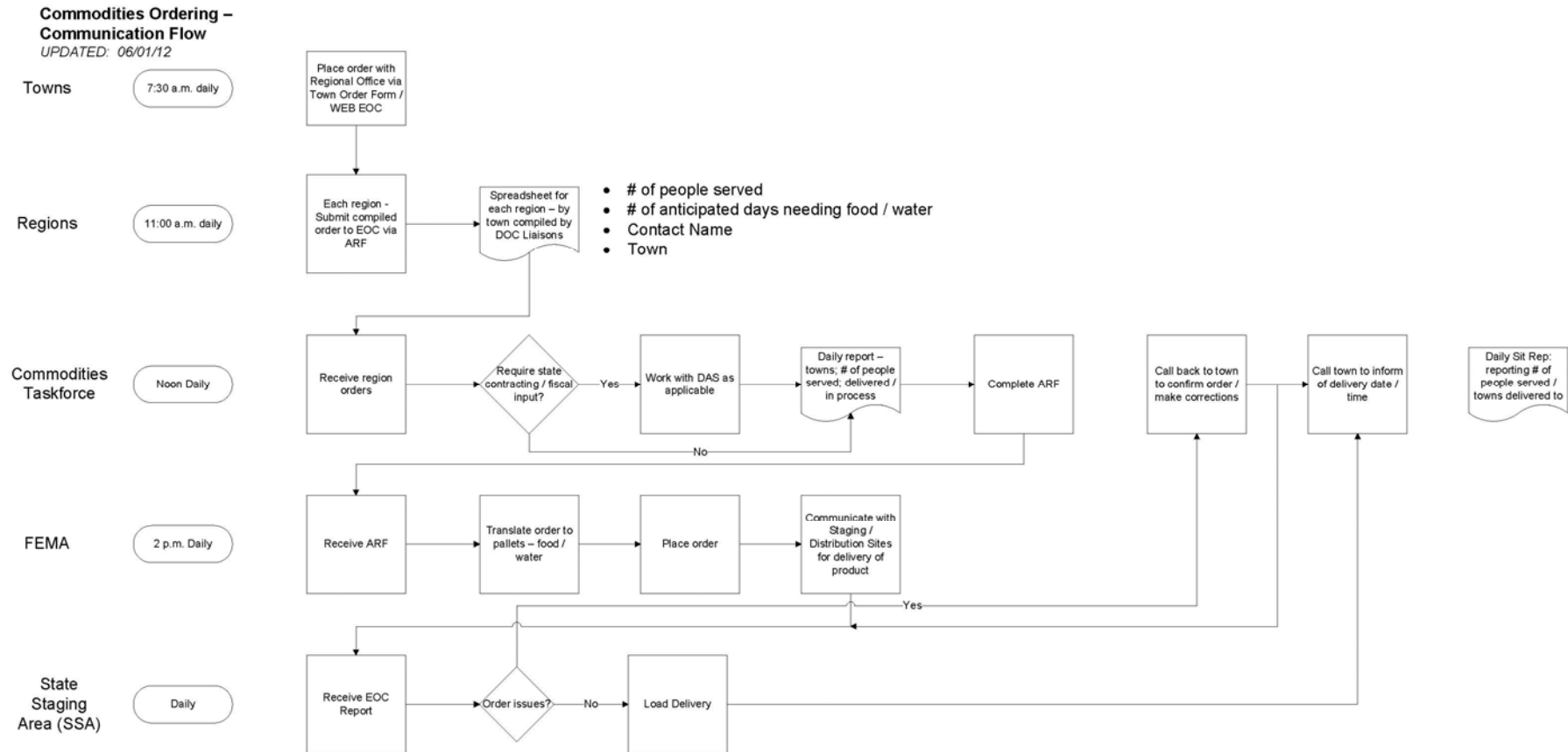
US Army Corps of Engineers – Commodity Distribution Planning Guidance

FEMA – Point of Distribution (POD) Training

State Response Framework (SRF)

Fuel Task Force Standard Operating Procedure (see Section 7, below)

**FIGURE A – Commodities Distribution Information Flow Diagram**



**Communication Modes**

- WEB EOC
- Cell Phone
- Landline
- Radio
- Fax

**Commodities Taskforce Members**

- EOC based team – DOC / DESPP
- 5 Region Liaisons – DOC / DESPP
- DAS contract sourcing staff
- DESPP Procurement / Finance staff
- CT National Guard
- Chairperson - DOC



## ATTACHMENT 1 – FEMA Action Request Form

U.S. Department of Homeland Security Federal Emergency Management Agency <b>ACTION REQUEST</b>		See Reverse for Paperwork Disclosure Notice	OMB No. 1660-0047 Expires November 30, 2007
<b>I. REQUESTING ASSISTANCE (To be completed by Requestor)</b>			
1. Requestor's Name (Please Print)		2. Title	3. Phone No.
4. Requestor's Organization		5. Fax No.	6. Email Address
<b>II. Requested Assistance (Completed by Requestor)</b>			
1. Description of Requested Assistance:			
2. Quantity	3. Priority: <input type="checkbox"/> Life-saving <input type="checkbox"/> Life-sustaining <input type="checkbox"/> Normal <input type="checkbox"/> High <input type="checkbox"/> Medium		4. Date and Time Needed
5. Delivery Site Location:		6. Site Point of Contact (POC)	
		7. 24 Hour Phone No.	8. Fax No.
9. State Approving Official Signature			10. Date
<b>III. Sourcing the Request - Review/Coordination (Operations Section Only)</b>			
1. <input type="checkbox"/> OPS Review by: _____ <input type="checkbox"/> Log Review by: _____ <input type="checkbox"/> Other Coordination by: _____ <input type="checkbox"/> Other Coordination by: _____ <input type="checkbox"/> Other Coordination by: _____		2. <input type="checkbox"/> Donation <input type="checkbox"/> Other (explain) _____ <input type="checkbox"/> Requisition <input type="checkbox"/> Procurement <input type="checkbox"/> Interagency Agreement <input type="checkbox"/> Mission Assignment	
3. Immediate Action Required <input type="checkbox"/> Yes <input type="checkbox"/> No		4. Date	5. Time Assigned
6. Action Request    ESF#    Other		7. Assigned to	
<b>IV. STATEMENT OF WORK (Operations Section Only)</b>			
1. OFA Action Officer:		2. 24 Hour Phone No.	3. Fax No.
4. FEMA Project Officer:		5. 24 Hour Phone No.	6. Fax No.
7. Justification / Statement of Work:			
8. Estimated Completion Date:		9. Cost Estimate:	
<b>V. Action Taken (Operations Section Only)</b>			
<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Accountable Property Coordinated with APO			
Disposition:			
<b>TRACKING INFORMATION (FEMA USE ONLY)</b>			
ECAPS/NEMIS Task ID:	Action Request No.	Program Code/Event #:	<input type="checkbox"/> Originated as verbal
Received by (Name and Organization):	State:	Date/Time Submitted:	
FEMA Form 90-136, NOV 04 (This particular form has been updated for compatibility with DART)			



## **APPENDIX A – Field Communications**

If necessary and requested, DEMHS may provide a low-band radio and a radio-equipped DEMHS agency vehicle with low-band radio and satellite radio to the SSA Command Post for communications with the State EOC. The low-band radio in the Command Post will operate on DEMHS low-band Frequency 2 and will communicate with a dedicated DEMHS low-band radio at the EOC specifically assigned to communicate with the SSA Command Post.

FEMA will provide communications between and among its management team representatives and other FEMA representatives and staff.

DEMHS will arrange for Amateur Radio support, if necessary, at the SSA Command Post through the Civil Air Patrol.

If necessary, DEMHS may request AT&T to provide a mobile cell tower and cell phones to provide cellular communications at the SSA.

**Appendix B--CT NATIONAL GUARD STANDING OPERATING  
PROCEDURE FOR COMMODITIES STATE STAGING AREA**

**TABLE OF CONTENTS**

- 1. PURPOSE**
- 2. APPLICABILITY**
  - a. CONCEPT OF SUPPORT**
- 3. ACTIONS UPON RECEIPT OF MISSION**
- 4. RESOURCE REQUIREMENTS**
  - a. BASIC SITE REQUIREMENTS**
  - b. BASIC MANPOWER REQUIREMENTS**
  - c. EQUIPMENT REQUIREMENTS**
  - d. EXTERNAL STAFFING REQUIREMENTS**
- 5. BATTLE RHYTHM**
- 6. MATERIAL RELEASE ORDER FLOW CHART**
- 7. REPORTS AND TRACKERS**
  - a. PERSONNEL**
  - b. TRANSPORTATION**
  - c. MATERIAL MANAGEMENT**
  - d. TOC (BATTLE CAPTAIN/MESSAGE CENTER)**

**1. PURPOSE:** This SOP outlines the responsibilities and resource requirements of HQ, 143<sup>rd</sup> CSSB while performing Commodity Distribution at a State Staging Area (SSA) in support of civil authorities.

**1. APPLICABILITY:** This SOP applies to all personnel assigned, attached or under the operational control of HQ, 143<sup>rd</sup> CSSB.

**a. CONCEPT OF SUPPORT:** HQ, 143<sup>rd</sup> CSSB establish a central SSA in support to civil authority.

- i. Receives, offloads, stores, accounts for, and distributes commodities ICW CT-DOC.
- ii. Provides a centralized/semi-centralized commodity pick up point for affected municipalities.
- iii. Provides a scalable force capable of delivering supplies to severely affected areas on a limited basis

## **2. ACTIONS UPON RECEIPT OF MISSION**

**a. MISSION ANALYSIS:** The staff will analyze WARNO/OPORD for site suitability, trafficability and manning requirements and the Officer In Charge (OIC) will report capabilities and shortcomings to headquarters.

**b. ALERT ROSTER:** Entity chosen to complete mission will call all members to gauge initial staffing capabilities.

**c. CONTRACTING REQUESTS AND STAFFING:** OIC will request support for both equipment and manpower that the organic entity cannot sustain on its own to headquarters.

**d. SITE OCCUPATION:** Advanced Party will coordinate and prepare the site for occupation by main body effort. Main body falls in and is prepared to officially activate the SSA and distribute commodities by times dictated within the Operations Order.

**e. ESTABLISH INITIAL OPERATING CAPABILITY**

**f. ATTAIN FULL OPERATING CAPABILITY**

### 3. RESOURCE REQUIREMENTS

**a. Basic Site Requirements (To Establish and Run Commodity Distribution Operations) the site should be at a minimum:**

- i. a relatively open area approx. 500m x 2000m
- ii. contain a strip of paved road 1500' long
- iii. provide sufficient onload/offload and transfer areas
- iv. centrally located to the affected towns and municipalities
- v. provide adequate access to major roadways (i.e. Interstates 91, 84 and 95) without causing significant congestion

**b. Basic Manpower Requirements**

**i. Tactical Operations Center (TOC) Staff**

- 1. Battalion Commander/OIC (SSA Supervisor):** Exercises Command and Control (C2) over all personnel assigned to the mission while advising headquarters on the status of external logistical support.
- 2. Executive Officer:** Serves as the Chief of Staff, directing and supervising the staff on site. Oversees the coordination between headquarters and subordinate units.
- 3. Battalion Command Sergeant Major/NCOIC:** Supervises all enlisted personnel and responsible for the execution of all orders issued by OIC.
- 4. Support Operations Officer (SPO):** Develops the Sustainment Plan and Integrates external support.
- 5. Battle Captain (BC):** Is responsible for managing the Operations Center distributes Warning, Operations and Fragmentary Orders as they are published.
- 6. Message Center Monitor:** Responsible for managing correspondence. Ensures messages are directed to the correct individuals and keeps a running log of all correspondence, to include RFIs.

- 7. S1 OIC and NCOIC (Personnel):** Provides administrative/personnel support to SM called to duty on the SSA (process payroll information, awards, and medical care, etc.)
- 8. S3 OIC and NCOIC (Operations):** Manages current operations, advises the BC to any change in mission, and delivers reports to HHQ headquarters as needed. Works hand-in-hand with the Battle Captain to ensure all orders are properly produced and distributed in a timely manner.
- 9. S4 OIC and NCOIC (Supply):** Responsible for managing the internal logistic of the unit to sustain operations. Accounts for all equipment, tracks usage, ensures mess and maintenance service operations are completed. Prepares analysis of organic equipment in order to process requests for necessary resources from outside organizations. Manages fuel consumption as well as contracting of equipment not organic to the operation.
- 10. S6 OIC and NCOIC (Communications Support):** Develops and executes the communications plan to ensure the unit has all required capabilities, provides on-site technical support and assistance.
- 11. Transportation OIC/NCOIC:** Assists the SPO in planning and coordinating transportation (distribution) support missions, analyzes internal assets to determine capabilities, designates routes, assesses and advises the trafficability of routes.
- 12. Material Management OIC/NCOIC:** Receives external municipality requests from Material Management Cell and processes them in conjunction with the Transportation section. Issues reports of on hand and delivered commodity quantities and creates Material Release Orders (MROs) to be signed by Department of Corrections and Town representatives.
- 13. Distribution Representative:** Reports all internal transportation capabilities directly to the Transportation section. Assigns vehicles and drivers for missions based on MROs. Tracks missions as they depart the SSA, complete

download and return to the SSA and reports status to Battle Captain.

**14. Medics:** Responds to any injury sustained during SSA Operations. Provides transportation to external medical facility (as required).

**15. Fuelers:** Responsible for ensuring all vehicles are fueled and reports usage to the S4. Oversees all refueling operations, to include fueling organic vehicles and rental equipment (if required).

## **ii. Commodity Distribution (Yard) Staff**

**1. Officer in Charge/NCO in Charge:** Oversees all loading and unloading operations within the Distribution Point. Enforces all safety regulations/shift changes and interacts with TOC personnel as needed in order to manage the flow of traffic in/out of the SSA.

**2. Commodity Upload OIC:** Oversees the loading of commodities into vehicles. Ensures the correct count and signs off on MROs prior to any mission leaving the SSA.

**3. Commodity Download OIC:** Oversees the offloading of all commodities into the yard. Provides Material Management with an exact count by pallet. Interacts with the Yard OIC and reports capabilities as needed.

**4. Forklift Operators:** Licensed personnel capable of operating both military and commercial forklifts for both Upload/Download operations within the SSA.

**5. General Workers:** Provide site support as required.

**6. MRO NCOIC:** Provides Upload OIC with a copy of the MRO and works with forklift/pallet jack operators to load a truck for shipment.

**7. FEMA Order Representative:** Works with CT-DOC representative and FEMA driver in order to ensure the proper

paperwork is completed prior to downloading commodities from a FEMA truck into the SSA.

- 8. Truck Drivers:** Licensed personnel capable of operating vehicles designated to deliver commodities to municipalities per MRO request.
- 9. Assistant Drivers:** Personnel (preferably licensed on the designated vehicle) who serve as chief navigator and inspector of all loads. Ensures vehicle is properly serviced and maintained in case it is designated for a shipment on a moment's notice.
- 10. Security Personnel:** Responsible for directing the flow of traffic in and out of the SSA at points designated by the SPO. Security OIC will report to the SPO and provide reports to security breaches and concerns as necessary.
- 11. Runners:** Responsible for relaying messages and MROs to and from the TOC.

**c. Basic Equipment Requirements (Quantities of Equipment dependent on size of chosen site and scale of operation and determined once the unit has completed a recon of the site). Initially identified requirements are listed below.**

- i. \*Light Sets
- ii. \*Portable Toilets/Latrines (Port-o-Lets)
- iii. \*Yard Ramp, 36', portable, 20,000lb capacity
- iv. \*Tentage [Drash] (Operations Center, Warming/Break, Mess, Sleep, etc.
- v. \*Portable or fixed loading ramps (facility dependent)
- vi. \*Trailer, 48', single-drop 2/beavertail load rams
- vii. Command Trailer
- viii. \*Forklifts (to include Propane Tanks for immediate fuel resupply)
- ix. Water Buffalos
- x. \*Pallet Jacks
- xi. Handheld Radios (For internal communications between TOC, Yard and Security Personnel)
- xii. Laptops
- xiii. Mi-Fi/Wi-Fi Connectivity Cards (Internet Access)
- xiv. Plug-and-Play Printers

- xv. Fueler (HEMTT M978 with Environment Spill Kit)
- xvi. Engineer/Caution Tape
- xvii. \*Traffic Cones
- xviii. M915 Tractors with flatbed Semi-Trailer
- xix. 15-PAX Vehicle
- xx. 7-PAX Vehicle
- xxi. Gators
- xxii. \*Traffic Signs
- xxiii. Cell phones
- xxiv. Field Ambulance (for Medics)
- xxv. Tactical Vehicles (for Entry Control Points/Security Detail) w/comms

\*Note: State contract support required

**d. External Staffing Requirements**

- i. Material Management Cell (MMC):** Directly coordinates with DEMHS and FEMA representation in Hartford and higher headquarters to processed and vet incoming commodity requests from municipalities. MMC calculates town needs and provides MROs to SSA.
- ii. Department of Corrections Signature Authority:** Accept all incoming FEMA commodities on behalf of the State of Connecticut and accounts for all outgoing commodity shipments delivered to municipalities.
- iii. Entry Control Point/Security Detail:** Provides SSA security by ensuring only approved vehicles and personnel enter/leave the SSA. Directs flow of traffic, provides guidance on possible choke points/unsafe areas and reports incidents to the TOC.

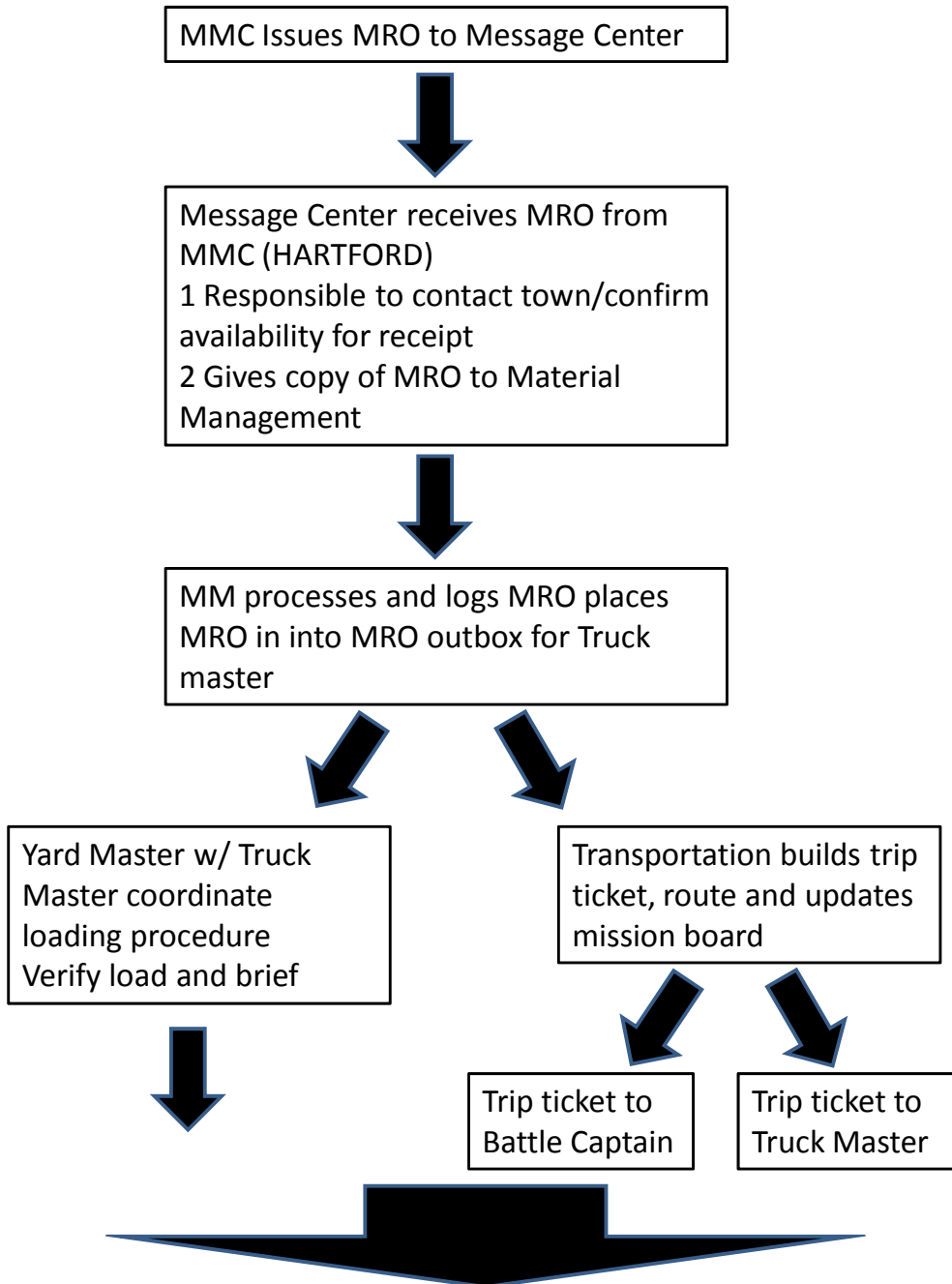


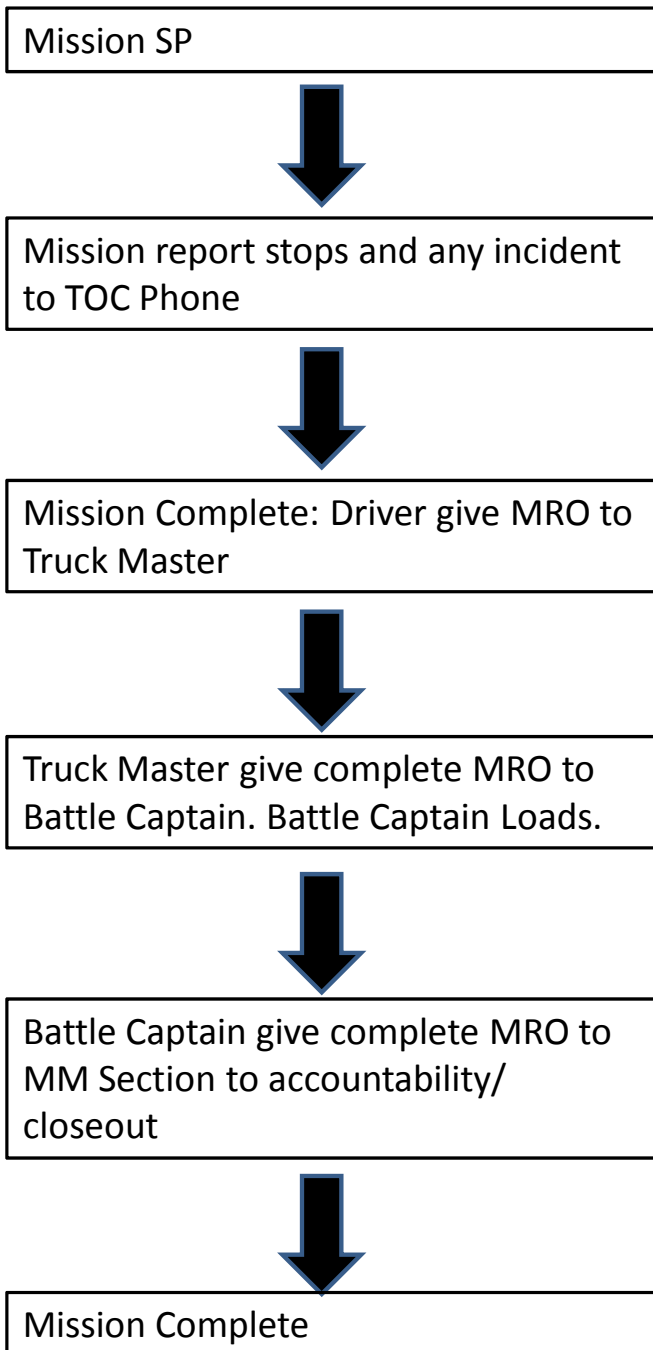
**4. BATTLE RHYTHM**

- a. This battle rhythm is based on three, nine-hour shifts, to include reports due to HHQ headquarters. ***ALL REPORTS AND TIMES ARE SUBJECT TO CHANGE BASED ON MISSION ANALYSIS, Higher Headquarters (HHQ) INTENT AND THE SITE OIC'S RECOMMENDATIONS.***

<b>TIME</b>	<b>ACTION</b>	<b>METHOD/LOCATION</b>
0400	GREEN ONE REPORT DUE	VIA EMAIL TO HHQ
0400	LOGSTAT REPORT DUE	VIA EMAIL TO HHQ
0400	STORM REPORT DUE	VIA EMAIL TO HHQ
0400	COMMODITIES DISTRIBUTION REPORT DUE	VIA EMAIL TO HHQ
0700	TOC SHIFT CHANGE BRIEF	TOC
0730	TOC SHIFT CHANGE	TOC
1000	COMMODITIES DISTRIBUTION REPORT DUE	VIA EMAIL TO HHQ
1500	GREEN ONE REPORT DUE	VIA EMAIL TO HHQ
1500	LOGSTAT REPORT DUE	VIA EMAIL TO HHQ
1500	STORM REPORT DUE	VIA EMAIL TO HHQ
1500	COMM. DISTRO REPORT DUE	VIA EMAIL TO HHQ
1500	OIC SITREP	TOC
1500	TOC SHIFT CHANGE BRIEF	TOC
1530	TOC SHIFT CHANGE	TOC
2300	TOC SHIFT CHANGE BRIEF	TOC
2330	TOC SHIFT CHANGE	TOC

### 5. MATERIAL RELEASE ORDER FLOW CHART





## **6. REPORTS AND TRACKERS**

All Reports and Trackers can be found via AKO/GKO by following this link: **TBD.**

- a. S-1 (Personnel)**
  - i. GREEN ONE (DAILY PERSONNEL STRENGTH REPORT)**
  - ii. GREEN TWO (DAILY SICK CALL/INJURY REPORT)**
  
- b. TRANSPORTATION SECTION**
  - i. CULT/DEADLINE REPORT**
  - ii. MISSION BOARD TRACKER**
  - iii. TRIP TICKET FORMAT**
  
- c. MATERIAL MANAGEMENT SECTION**
  - i. COMMODITY DISTRIBUTION REPORT**
  - ii. ON-HAND QUANTITY TRACKER**
  
- d. TOC REPORTS (BATTLE CAPTAIN/MESSAGE CENTER)**
  - i. TOC DUTY OFFICER LOG**
  - ii. RFI LOG/TRACKER**
  - iii. SITREP FORMAT FOR SHIFT CHANGE**
  
- e. S-4 (Supply)**
  - i. COMMODITIES TRACKER**
  
- f. REPORTS/TRACKERS FOR HHQ HEADQUARTERS**
  - i. COMMODITIES EXECUTIVE SUMMARY (For MMC)**
  - ii. MATERIAL MANAGEMENT CELL CONTACT ROSTER**

**APPENDIX C – List Of Local Commodities Points of Distribution**

<b>Town</b>	<b>Local C-POD Name &amp; Address</b>	<b>Local C-POD Type</b>	<b>Region #</b>
9/2019			
Andover	Andover Elementary School 35 School Rd, Andover	III	3
Ansonia	Ansonia Public Works North Division St, Ansonia	II	2
Ashford #1	Ashford Senior Center 25 Tremko Lane, Ashford	III	4
Ashford #2	Cedar Hollow Shoppes Plaza 141 Nott Highway, Ashford	III	4
Avon	Avon Public Works 11 Arch Rd, Avon	II	3
Barkhamsted	Barkhamsted Elementary School 65 Ripley Hill Rd, Barkhamsted	III	5
Beacon Falls	Beacon Falls Fire House 35 North Main St, Beacon Falls	III	5
Berlin	Sage Park 1499 Berlin Turnpike, Berlin	II	3
Bethany	Town Building 765 Amity Road, Bethany		
Bethel #1	Bethel High School Parking Lot 3000 Whittlesey Drive, Bethel	III	5
Bethel #2	Bethel Municipal Center 1 School Street, Bethel	III	5
Bethlehem	Bethlehem Elementary School 92 East St, Bethlehem	III	5
Bloomfield	Bloomfield High School 5 Huckleberry Lane, Bloomfield	III	3
Bolton	Notch Rd Municipal Center/Bolton Center School 104-108 Notch Rd, Bolton	III	3
Bozrah	Bozrah Dept. of Public Works 227 Fitchville Rd, Bozrah	111	4
Branford	Walmart Lot 120 Commercial Parkway, Branford	II	2
Bridgeport #1	Food World Parking Lot 345 Huntington Turnpike, Bridgeport	I	1
Bridgeport #10	Shaw's Supermarket Parking Lot 500 Sylvan Ave, Bridgeport	II	1
Bridgeport #11	Harding High School 379 Bond Street, Bridgeport	3 IIIs	1

State of Connecticut Commodities Distribution  
Standard Operating Procedure

Bridgeport #12	United Technologies Sikorsky Aircraft Parking Lot 1043 South Ave, Bridgeport	III	1
Bridgeport #13	Stop & Shop Supermarket Parking Lot 2600 Madison Ave, Bridgeport	III	1
Bridgeport #2	Veterans Park 4450 Park Ave, Bridgeport	I	1
Bridgeport #3	Brookside Shopping Center 4537 Main St, Bridgeport	I	1
Bridgeport #4	Bullard Havens Technical Vocational School Athletic Field Parking Lot 500 Palisade Ave, Bridgeport	II	1
Bridgeport #5	Bob's Discount Furniture Parking Lot 815 Lafayette Blvd, Bridgeport	I	1
Bridgeport #6	Harbor Yard Parking Lots corner of Broad & Allen Sts, Bridgeport	2 Is	1
Bridgeport #7	Shoreline Star Parking Lot 165 Kossuth St, Bridgeport	I	1
Bridgeport #8	Sikorsky Memorial Airport Parking Lot 1000 Great Meadows Rd, Bridgeport	II	1
Bridgeport #9	Captain's Cove Marina/Seaport 1 Bostwick Ave, Bridgeport	II	1
Bridgeport #14	Central High School/Kennedy Stadium 1 Lincoln Blvd, Bridgeport	I	1
Bridgewater	Bridgewater Fire Dept. 100 Main St South, Bridgewater	II	5
Bristol	Bristol Senior Citizens Center 240 Stafford Ave, Bristol	II	3
Brookfield	Brookfield High School 45 Longmeadow Hill Rd, Brookfield	III	5
Brooklyn	Brooklyn Fairgrounds Canterbury Rd (RT 169), Brooklyn	III	4
Burlington	Burlington Town Hall 200 Spielmen Highway, Burlington	III	3
Canaan	Canaan Municipal Offices 108 Mains St, Canaan	III	5
Canterbury	Canterbury Plaza parking lot 140 Westminster Road (Rte 14) Canterbury CT (between Municipal Dr. and Knollwood Dr,	III	4
Canton	Mill Pond Recreation Center 10 East Hill Rd, Canton	III	3
Chaplin	Chaplin Volunteer Fire Dept 106 Phoenixville Rd (RT 198) Chaplin	III	4
Cheshire	Cheshire Community Pool Parking Lot 520 Main St, Cheshire	I, II, or III	2
Chester	Chester Airport 61 Winthrop Rd, Chester	III	2

State of Connecticut Commodities Distribution  
Standard Operating Procedure

Clinton	Morgan High School Killingworth Turnpike, Clinton	?	2
Colchester #1	Colchester Recreation Complex 215 Old Hebron Rd, Colchester	II	4
Colchester #2	Bacon Academy High School 611 Norwich Ave, Colchester	II	4
Colebrook	Colebrook Senior/Community Center 562 Colebrook Rd, Colebrook	III	5
Columbia #1	Columbia DPW Highway Garage 89 RT 6, Columbia	III	4
Columbia #2	Columbia Maintenance Facility (old fire hours) 166 RT 66, Columbia	III	4
Cornwall	Cornwall Consolidated School 5 Cream Hill Rd, Cornwall	III	5
Coventry	Coventry Dept. of Public Works 100 Olsen Farms Road Coventry	II	4
Cromwell	Pierson Park 5 West St, Cromwell	III	3
Danbury	Danbury Fair Mall 7 Backus Avenue, Danbury	III	5
Darien #1	Middlesex Middle School 204 Hollow Tree Ridge Rd, Darien	II	1
Darien #2	Darien High School 80 High School Lane, Darien	II	1
Darien #3	Darien Town Hall 2 Renshaw Rd, Darien	II	1
Deep River	John Winthrop Jr. High 1 Winthrop Rd, Deep River	III	2
Derby #1	Derby High School Front & Rear Parking Lots 8 Nutmeg Ave, Derby	III	2
Derby #2	Bradley School Front Parking Lot 155 David Humphrey Rd, Derby	III	2
Durham	Durham Fairgrounds RT 17 & Canfield Lane, Durham	II	2
East Granby	East Granby Middle/High School 95 South Main St, East Granby	III	3
East Haddam	East Haddam Industrial Park Mathews Dr, East Haddam	III	3
East Hampton	Center School Bevin Blvd, East Hampton	III	3
East Hartford	Former Showcase Cinemas Parking Lot 936 Silver Lane, East Hartford	I	3
East Haven	East Haven High School 35 Wheelbarrow Lane	III	2
East Lyme	East Lyme High School 30 Chesterfield Road	II	4

State of Connecticut Commodities Distribution  
Standard Operating Procedure

	E. Lyme		
East Windsor	East Windsor Town Garage 6 Woolam Rd, Broad Brook, CT	III	3
Eastford	Eastford Town Office Building 16 Westford Rd, Eastford	III	4
Easton	Samuel Staples Elementary School 515 Morehouse Rd, Easton	III	1
Ellington #1	Crystal Lake School Sandy Beach Rd, Ellington	III	3
Ellington #2	Windermere School Abbott Rd, Ellington	III	3
Ellington #3	Brookside Park Sadds Mill Rd (RT 140), Ellington	III	3
Ellington #4	Arbor Park (contingency only) Main Street (RT 286)	III	3
Enfield	Henry Barnard Elementary School 27 Shaker Rd, Enfield	II	3
Essex	Lee Company 55 Bokum Rd, Essex	III	2
Fairfield #1	Fairfield University 1073 North Benson Rd, Fairfield	III	1
Fairfield #2	Fairfield Ludlowe High School 785 Unquowa Rd, Fairfield	III	1
Fairfield #3	Fairfield Warde High School 755 Melville Ave, Fairfield	III	1
Farmington	West Woods Upper Elementary School 50 Judson Lane, Farmington	II	3
Franklin	Petrowsky Auctioneers 275 RT 32, Franklin	III	4
Glastonbury	Glastonbury Town Garage Physical Services Dept.2380 New London Turnpike, Glastonbury	II	3
Goshen	Goshen Center School parking lot 1 Elementary Drive,Goshen	III	5
Granby	Granby Memorial High School 315 Salmon Brook St, Granby	III	3
Greenwich #1	Greenwich High School 10 Hillside Dr, Greenwich	I	1
Greenwich #2	Greenwich Town Hall 101 Field Pt Rd, Greenwich	II	1
Griswold #1	Griswold Elementary School 303 Slater Ave, Griswold	III	4
Griswold #2	Griswold Dept. of Public Works 1148 Voluntown Rd, Griswold	III	4
Groton City	City of Groton Municipal Bldg 295 Meridian St, Groton	III	4
Groton Town	Poquonnock Plains Park 150 Fort Hill Rd, Groton	II	4



State of Connecticut Commodities Distribution  
Standard Operating Procedure

Guilford	Guilford Senior Center 605 New England Rd, Guilford	III	2
Haddam	Town Hall 439 Saybrook Road		
Hamden #1	Quinnipiac University 275 Mt. Carmel Ave, Hamden	I	2
Hamden #2	Our Lady of Mt. Carmel Church 2819 Whitney Ave, Hamden	II	2
Hamden #3	Knights of Columbus 2630 Whitney Ave, Hamden	III	2
Hamden #4	Walgreen's - Spring Glen 1697 Whitney Ave, Hamden	III	2
Hamden #5	Hamden High School 2040 Dixwell Ave, Hamden	II	2
Hamden #6	Hyde School (Blessed Sacrament) 322 Circular Ave, Hamden	III	2
Hamden #7	Salvation Army 1359 Dixwell Ave, Hamden	III	2
Hamden #8	CT Motor Vehicle Dept - Hamden Office 1985 State St, Hamden	III	2
Hamden #9	Commuter Parking Lot - State and Ridge 1936 State St, Hamden	III	2
Hampton	Hampton Public Works Garage 182 Wet Old Route 6, Hampton	III	4
Hartford #1	Morgan Street Parking Garage 155 Morgan St, Hartford	II	3
Hartford #2	Church Street Parking Garage 200 Church St, Hartford	II	3
Hartford #3	MAT Parking Garage 55 South Chapel St, Hartford	I	3
Hartland #1	East Hartland Fire Dept 34 South Rd, Hartland	III	5
Hartland #2	West Hartland Fire Dept 152 Center St, Hartland	III	5
Harwinton	Harwinton Highway Garage 104 Locust Rd, Harwinton	III	5
Hebron	Hebron Lions Fair Grounds 347 Gilead St (Lions Club Park)	III	3
Kent	Kent Town Hall 41 Kent Green Blvd, Kent	III	5
Killingly #1	Killingly Public Library 25 Westcott Road, Danielson	III	
Killingly #2	Killingly Department of Public Works 79 Putnam Pike, Dayville	III	
Killingly #3	Killingly Intermediate School 1599 Upper Maple St, Dayville 06241	11	4

State of Connecticut Commodities Distribution  
Standard Operating Procedure

Killingworth	Killingly DPW Recycle Way (Town Dump Rd) 313 RT 81	III	2
Lebanon	Lebanon Middle School 891 Exeter Rd (RT 207), Lebanon	III	4
Ledyard	Ledyard Middle School RT 12 & 214 (1860 RT 12), Gales Ferry, CT 06335	II	4
Lisbon	Lisbon Fire Dept/Senior Center Parking Lot 7-11 Newent Rd, Lisbon	III	4
Litchfield #1	Bantam Industrial Park 607 Bantam Rd., Litchfield	III	5
Litchfield #2	Litchfield Public Works Garage 101 Russell St, Litchfield	III	5
Litchfield #3	Wamogo VoAg 101 Russell St, Litchfield	III	5
Lyme	Lyme Public Safety Facility Hamburg Fire Station 213 Hamburg Rd (RT 156), Lyme	III	4
Madison	Polson School 302 Green Hill Rd, Madison	III	2
Manchester	Parkade Distribution Center 310 Broad St, Manchester	I	3
Mansfield	Mansfield Middle School 205 Spring Hill Rd, Mansfield	III	4
Marlborough	Elmer Thienes/Mary Hall Elementary School 25 School Drive, Marlborough	III	3
Marlborough	Farley Field (Soccer Field) Kristi Lane, Marlborough	III	3
Mashantucket-Pequot Tribal Nation	Mashantucket Pequot Public Safety Building, 101 Pequot Trail, Mashantucket, CT	I or II or III	4
Meriden #1	Pratt & Myrtle Streets 290 Pratt St, Meriden	II	2
Meriden #2	Holy Angels Church Main Street: South Meriden	III	2
Meriden #3	Hubbard Park (near swimming pool lot) West Main St (near Southington Town Line), Meriden	III	2
Meriden #4	Butler St Municipal Parking Lot Butler St, Meriden	III	2
Meriden #5	CEPPA Field Parking Area Gale Ave, Meriden	III	2
Meriden #5	Hunter Golf Course Westfield Rd at Bee St, Meriden	III	2
Middlebury	Quassapaug Amusement Park 2132 Middlebury Rd, Middlebury	I	5
Middlefield	Fire Station 406 Jackson Hill Road, Middlefield		

State of Connecticut Commodities Distribution  
Standard Operating Procedure

Middletown #1	Lawrence School Kaplin Dr, Middletown	III	3
Middletown #2	Macdonough School 66 Spring St, Middletown	III	3
Middletown #3	Moody School 300 Country Club Rd, Middletown	III	3
Middletown #4	Snow School 299 Washington St, Middletown	III	3
Middletown #5	South Fire District 445 Randolph Rd, Middletown	III	3
Milford	Fire Station 55 Seeman's Lane, Milford	III	2
Mohegan Tribe	Mohegan Sun Casino 1 Mohegan Sun Blvd, Uncasville 06382	II	4
Monroe	Masuk High School 1014 Monroe Tpke (RT 111), Monroe	III	1
Montville	Fair Oaks Complex 836 Old Colchester Rd, Montville	III	4
Morris	Morris Firehouse, 15 South St, Morris	III	5
Naugatuck #1	City Middle School 441 City Hill St, Naugatuck	II	5
Naugatuck #2	Naugatuck High School 543 Rubber Ave, Naugatuck	II	5
New Britain #1	Willow Brook Park/New Britain High School S.Main St, New Britain	III	3
New Britain #2	Chesley Park Wildwood St, New Britain	III	3
New Britain #3	Wal Mart Store Farmington Ave, New Britain	II	3
New Britain #4	Stop & Shop Car Park 677 W. Main St, New Britain	II	3
New Britain #5	Central CT State University (CCSU) CCSU Kaiser Drive Parking Lot	III	3
New Britain #6	New Brite Plaza Car Park 60 E. Main St, New Britain	III	3
New Canaan #1	Saxe School 468 South Ave (RT 124), New Canaan	II	1
New Canaan #2	Lapham Community Center 663 South Avenue (Rt 124) (Waverly Park) New Canaan	III	1
New Canaan #3	New Canaan High School 111 Farm Road, New Canaan	III	1
New Fairfield	New Fairfield High School/ Middle School 54 Gillotti Rd, New Fairfield	I	5
New Hartford	Bakerville School Cedar Lane, New Hartford	III	5

State of Connecticut Commodities Distribution  
Standard Operating Procedure

New Haven #1	East Shore Park 250 Woodward Ave, New Haven	III	2
New Haven #2	Hillhouse High School 480 Sherman Parkway, New Haven	III	2
New Haven #3	Southern CT State University Athletic Fields 501 Crescent Dr, New Haven	I	2
New Haven #4	Sports Haven 600 Long Wharf Dr, New Haven	I	2
New Haven #5	Wilbur Cross High School 181 Mitchell Drive, New Haven	III	2
New Haven #6	Yale University Athletic Fields 76 Yale Avenue, New Haven	I	2
New Haven #7	Tweed New Haven Airport 155 Burr St, New Haven	II	2
New London	New London High School 490 Jefferson Ave, New London	III	4
New Milford #1	John Pettibone Elementary School 2 Pickett District Rd, New Milford	II or III	5
New Milford #2	Northville Elementary School 22 Hipp Rd, New Milford	II or III	5
Newington	John Wallace Middle School 71 Halleran Drive, Newington	I-III	3
Newington	Martin Kellog Middle School 155 Harding Avenue, Newington	III	
Newtown	Parks & Rec Maintenance Operations Facility 2 Trades Lane, Newtown	III	5
Norfolk	Center Cemetery Workshop 34 Old Colony Drive, Norfolk	III	5
North Branford	North Branford High School Parking Lot 49 Caputo Rd, North Branford	?	2
North Canaan #1	Lawrence Field 17 Main St, North Canaan	III	5
North Canaan #2	Canaan Airport 546 West Main St, North Canaan	III	5
North Haven #1	Town Hall Annex (soccer field) 7 Lindsley St, North Haven	III	2
North Haven #2	Wharton Brook State Park 650 Washington Ave, North Haven	III	2
North Haven #3	North Haven Fairgrounds 266 Washington Ave, North Haven	III	2
North Haven #4	Ridge Road School 1333 Ridge Rd, North Haven	III	2
North Haven #5	North Haven Crossing Shopping Center (Staples) 400-500 Universal Dr North, North Haven	III	2
North Stonington	North Stonington Recreational Center 267 Norwich-Westerly Road, North Stonington	III	4

State of Connecticut Commodities Distribution  
Standard Operating Procedure

Norwalk #1	Brien McMahon High School 300 Highland Park	I	1
Norwalk #2	BDF Distribution Center 380 Dr. Martin Luther King Dr, Norwalk	I	1
Norwalk #3	Andrews Field Lot 1 Walter Street Norwalk	I	1
Norwich #1	Dodd Stadium 14 Stott Ave, Norwich	II	4
Norwich #2	Rose City Senior Center 8 Mahan Dr, Norwich	II	4
Norwich #3	Norwich Golf Course 685 New London Turnpike, Norwich	II	4
Old Lyme #1	Old Lyme High School Lyme St, Old Lyme	I	4
Old Lyme #2	Lyme/Old Lyme Senior Center Townswood Rd, St, Old Lyme	I	4
Old Saybrook	Old Saybrook Senior High School 1111 Boston Post Road, Old Saybrook		
Orange	High Plains Community Center 525 Orange Center Rd, Orange	III	2
Oxford	Oxford Public Works 21 Great Oak Rd, Oxford	III	5
Plainfield #1	former Plainfield Greyhound Track Lathrop Rd, Plainfield	I or II	4
Plainfield #2	Shepard Hill Elementary School 234 Shepard Hill Rd, Plainfield	III	4
Plainville	Connecticut Commons (Lowe's Plaza) 250 New Britain Ave, Plainville	II	3
Plymouth	Eli Terry Jr. Middle School 21 North Main St, Terryville	III	5
Pomfret	Loos & Company 168 Mashamoquet Road (Route 101), Pomfret Center	III	4
Portland	Portland Veterinary Clinic 455 Portland-Cobalt Rd. E/B, Portland	II	3
Portland	F40 Motor Sports 464 Portland-Cobalt Rd. W/B, Portland	II	3
Preston	Preston Veterans Memorial School RT 165, 325 Shetucket Turnpike	III	4
Prospect #1	Prospect Senior Center 6 Center St, Prospect	III	5
Prospect #2	Prospect Town Hall 36 Center St, Prospect	III	5
Prospect #3	Prospect Fire Department 26 New Haven Rd, Prospect	III	5
Putnam #1	152 Woodstock Avenue, Putnam	III	4

State of Connecticut Commodities Distribution  
Standard Operating Procedure

Putnam #2	East Putnam Fire Station 263 Providence Pike, Putnam	III	4
Redding	Redding Community Center 37 Lonetown Rd, Redding	III	5
Ridgefield	Ridgefield High School 700 North Salem Rd, Ridgefield	III	5
Rocky Hill	Rocky Hill High School Playing Field 50 Chapin Ave, Rocky Hill	II	3
Roxbury	Roxbury Public Works Dept. 30 North St, RT 67, Roxbury	III	5
Salem	Center St 1 Center St	III	4
Salisbury	Community Field 6 Sharon Rd, Lakeville 06068	III	5
Scotland	Scotland Volunteer Community Hall 47 Brook Rd, Scotland	III	4
Seymour #1	Middle School Mountain Rd, Seymour	III	2
Seymour #2	Matthies Field Silvermine Rd, Seymour	III	2
Sharon	Sharon Town Hall 63 Main St, Sharon	III	5
Shelton	Shelton High School 120 Meadow Street, Shelton		
Sherman	Holy Trinity Church parking lot RTs 37 & 39, Sherman	III	5
Simsbury	Simsbury Public Works Garage 66 Forest Rd, Simsbury	II	3
Somers	Somers Field Road Recreation Area Field Rd, Somers	III	3
South Windsor #1	South Windsor High School 161 Nevers Rd, South Windsor	III	3
South Windsor #2	Timothy Edwards Middle School 100 Arnold Way, South Windsor	III	3
Southbury	Community House Park (near #160 Community House Road (it is a large park and the park is not numbered, however one outbuilding owned by the town is #160) Southbury	I	5
Southington	Southington High School 720 Pleasant St, Southington	II	3
Sprague	Sprague Town Hall 1 Main St, Baltic 06330	III	4
Stafford	Stafford Fire Dept., Station 245 27 Willington Ave, Stafford	III	3
Stamford #1	West Hill High School 125 Roxbury Rd, Stamford	I	1

State of Connecticut Commodities Distribution  
Standard Operating Procedure

Stamford #2	Rippowam Middle School 381 High Ridge Rd, Stamford	I	1
Stamford #3	Stamford High School 55 Strawberry Hill Ave, Stamford	II	1
Sterling	Sterling Fire Station 225 Main St, Sterling	III	4
Stonington #1	Stonington High School 176 South Broad St (RT 1), Stonington	II	4
Stonington #2	Mystic Aquarium 55 Coogan Blvd, Stonington	II	4
Stratford #1	Sikorsky Aircraft 6900 Main St, Stratford	II	1
Stratford #2	DeLuca Hall of Fame Field 1000 Main St, Stratford	II	1
Stratford #3	Wooster Middle School Freeman Ave Parking Lot 150 Lincoln St, Stratford	II	1
Suffield	Suffield Middle School 350 Mountain Rd, Suffield	II	3
Thomaston	Thomaston Center School Thomas Ave, Thomaston	II	5
Thompson	Thompson DPW Garage 255 Buckley Hill Rd, Thompson	III	4
Tolland	Tolland High School One Eagle Hill, Tolland	II	3
Torrington #1	Torrington High School Major Bess Dr, Torrington	II	5
Torrington #2	Torrington Armory 153 South Main St, Torrington	III	5
Trumbull #1	Madison Middle School 4630 Madison Ave, Trumbull	I	1
Trumbull #2	Unity Park Unity Park, RT 127 near RT 15, Trumbull	III	1
Trumbull #3	Hillcrest Middle School 530 Daniels Farm Road, Trumbull		
Union	Union Town Office Building 1043 Buckley Highway, Union	III	4
Vernon	Vernon Center Middle School 777 Hartford Turnpike, Vernon	II	3
Voluntown	Voluntown Firehouse RT 165, Preston City Rd, Voluntown	I	4
Wallingford #1	Lyman Hall High School 70 Pond Hill Rd, Wallingford	III	2
Wallingford #2	Sheehan High School/Moran Middle School 141-142 Hope Hill Rd, Wallingford	II	2
Warren	Warren Public Works Dept. 18 Lake Rd, Warren	III	5

State of Connecticut Commodities Distribution  
Standard Operating Procedure

Washington #1	Montessori School RT 202, Litchfield Turnpike, Woodville/New Preston	I ?	5
Washington #2	Washington Primary School Grounds 11 School St, Washington Depot	I ?	5
Washington #3	Shepaug Middle School/High School Regional District 12 South St, Washington (at Roxbury Town Line)	I ?	5
Waterbury #1	Municipal Stadium 1200 Watertown Ave, Waterbury	I	5
Waterbury #2	Crosby High School 300 Pierpont Rd, Waterbury	II	5
Waterbury #3	Kennedy School 4222 Highland Ave, Waterbury	II	5
Waterford	Hartford Road Complex 1000 Hartford Rd, Waterford	III	4
Watertown	John Trumbull Primary School 779 Buckingham Street, Oakville, CT	?	5
West Hartford #1	Univ. of CT Parking Lot 1360 Trout Brook Dr., West Hartford	II	3
West Hartford #2	West Hartford Public Works Dept. 11 Brixton ST, West Hartford	II	3
West Hartford #3	West Hartford Town Hall 59 South Main ST, West Hartford	II	3
West Haven	Municipal Parking Lot 355 Main St (City Hall) Civil Preparedness, West Haven	III or II	2
Westbrook	Tanger Outlets 314 Flat Rock Place, Westbrook	I & II	2
Weston	Weston Intermediate School 95 School Rd, Weston	III	1
Westport #1	Bedford Middle School 88 North Ave, Westport	III	1
Westport #2	Kings Highway Elementary School 125 Post Rd West, Westport	III	1
Wethersfield #1	Cove Park (State Street)/Motor Vehicle Dept. Cove Park, State St, Wethersfield	I or II or III	3
Wethersfield #2	Mill Woods Park Distribution Point Prospect St, Wethersfield	I & II	3
Willington #1	Willington Town Office Building 40 Old Farms Rd, Willington	III	4
Willington #2	Hall Memorial School 111 River Rd (RT 32), Willington	III	4
Willington #3	Center School 24 Old Farms Rd, Willington	III	4
Willington #4	Willington Fire Department, Station 13 426 River Rd, Route 32, Willington	III	4



State of Connecticut Commodities Distribution  
Standard Operating Procedure

Wilton	Wilton High School Field Complex 395 Danbury Rd, Wilton	III	1
Winchester	Isabelle M. Pearson School 2 Wetmore Ave, Winsted	III	5
Windham #1	Access Agency 1315 Main St, Willimantic CT	III	4
Windham #2	Wal-Mart Super Center 474 Boston Post Rd, Willimantic CT	II	4
Windham #3	B-J's Wholesale Store/Plaza 1859 Main St, Willimantic CT	III	4
Windsor #1	Sage Park Middle School 25 Sage Park Rd, Windsor	II	3
Windsor #2	Stop N Shop/Target Shopping Center 1095 Kennedy Rd, Windsor	II	3
Windsor #3	Windsor Shopping Center 590 Windsor Ave, Windsor	I	3
Windsor #4	Mototown 1001 Day Hill Rd, Windsor	II	3
Windsor Locks	Windsor Locks High School 58 South Elm St, Windsor Locks	III	3
Wolcott	Frisbie Elementary School 24 Todd Road, Wolcott	I	5
Woodbridge #1	Alegi Soccer Field 160 Pease Rd, Woodbridge	III	2
Woodbridge #2	Jewish Community Center (JCC) 360 Amity Rd, Woodbridge	III	2
Woodbury	Nonnewaug High School 5 Minertown Rd, Woodbury	III	5
Woodstock	Woodstock Academy (North Campus) 57 Academy Road, Woodstock	III	4

**APPENDIX C – Suggested List Of Equipment For State Staging Area**

ITEM	QUANTITY
Trailer, 48', single-drop 2/beavertail load rams	1
Yard Ramp, 36' portable, 20,000 lb capacity	2
Loading Ramps	2
Forklift, 4,000 lb w/side shift, propane	4
Forklift, 6,000 lb w/side shift, - Propane	2
Pallet Jacks, 27' x 48', 5,000 lb capacity	6
Rope, 3/8" poly 500 ft roll	1
Pallet Puller	1
Fire Extinguisher	8
Chain, 100 ft drum	1
Chain sling	1
Chain Hooks	6
Wheel Chocks	4
Portable Light Sets	4
Portable Generators	4
Passenger Vans (8-12 passengers)	4
4-Passenger Cars	6
Pick Up trucks	2
Mobile Command Post Vehicle	1
Parking, Outside Storage Area, 30,000 sq ft	
Covered/Inside storage, 20,000 sq ft	
Inside Office Area with HVAC (700-1,000 sq ft)	
Telephone lines	
Telephones	
Cellular/Satellite Phones	
Computer Work Stations	
Computers	
Computer Printers	
Copy Machines	
FAX Machines	
TV/VCR w/cable connection	3
Commercial Radios	4
Radio Base Station	1
Radio, portable, 2-way, Motorola JT1000 (w/batteries and chargers)	6
Hand-held Radios	10-15
Fluorescent Duct Tape Rolls	10
Truck seals	100
Tape, sealing, case	3

State of Connecticut Commodities Distribution  
Standard Operating Procedure

Strapping, steel	1
Banding machine	1
Tensioner , strapping	1
Cutters, strapping	1
Stretch Wrap, cases	6
Hard Hats	
Rain gear	
Leather Gloves	
Ear Plugs	
Safety Kits	
Safety Fluorescent Vests	
Flashlights & Batteries	
Glow Sticks	
Clipboards	

RH- 2xCP tent with ECU

RH 2xwarming tents/sun shelters

RH -2xmess/snack area

## **APPENDIX D – Checklist For SSA Command Post Administrative Area**

radio chargers/ extra radios  
20 Hand-held low band radios  
Extension cords  
Power strips  
Duct Tape  
Printer (s)  
Road maps  
Aerial photos for distribution site  
Easels – Easel Pads  
SOPs  
CDs  
Digital Camera  
PA System/microphones – email Jay Martyn – Need to Test  
Binoculars  
Radio headsets  
File cabinets  
Bullhorns for outside  
Copiers –  
Carbon paper  
Clipboards  
Sequence Number stickers

Truck Receiving and Assignment Forms - TRAFS

Table signs  
Whiteboards  
Erasable Markers  
Magnets  
Large Corkboard with thumbtacks/push pins

Wireless LAN router and toughbooks - # needed = 13 minimum – up to 16  
Computer Mouses and Computer Mousepads

**APPENDIX E – Suggested List Of Equipment For Type III Local Points of Distribution**

ITEM	QUANTITY
Forklifts, conventional, 6,000 lbs	1-2
Pallet Grabbers and Chain Sets	1/1
Pallet Jacks, hand-operated	2
Traffic Cones	40
Barricade Tape (rolls) 1000'	4
Barricades	12
Shade Tent, 10'x10'	4
Electrical Boxes, spider	2
Lights, portable, 4,000 watt Light Tower	2
Extension Cords 12/3 GA. 100'	5
Portable Toilets, self-contained, with daily service contract	6
Fans, Warehouse, 36"	1
HazMat spill kit	1
Dumpsters	1
Cellular Phones	5
Motorola Talkabouts or equivalent (optional	6
Megaphone, 25 watt, w/remote mike	1
Flashlights, "D" Cell (2), Industrial	12
Eye Protection, Safety Glasses	25
Hearing Protection, plugs, disposable	100
Safety Vests	50
Hard Hats, conventional	30
Work gloves (pair)	10

## **APPENDIX F – Acronyms And Abbreviations**

<b>ADD</b>	<b>Automated Deployment Database.</b> A FEMA system.
<b>AGAR</b>	<b>Alternate Governor’s Authorized Representative.</b> Individual designated by the Governor in the FEMA/State Agreement to exercise the same powers as the Governor’s Authorized Representative (GAR) in the administration of Federal disaster assistance on behalf of the State and local governments and other grant and loan recipients.
<b>APO</b>	<b>Accountable Property Officer.</b> FEMA position title for a Logistical staff member.
<b>ARES</b>	<b>Amateur Radio Emergency Service</b>
<b>ARF</b>	<b>Action Request Form.</b> A FEMA-required form.
<b>CERT</b>	<b>Community Emergency Response Team</b>
<b>CFR</b>	<b>Code of Federal Regulations</b>
<b>C.G.S.</b>	<b>Connecticut General Statutes</b>
<b>COTR</b>	<b>Contracting Officer Technical Representative.</b> FEMA position title for a Logistical staff member.
<b>CP</b>	<b>Command Post</b>
<b>CSP</b>	<b>Connecticut State Police</b>
<b>CTNG</b>	<b>Connecticut National Guard</b>
<b>DAS</b>	<b>Department of Administrative Services (State of Connecticut)</b>
<b>DCO</b>	<b>Defense Coordinating Officer.</b> Designated on-scene military official who coordinates Requests for Assistance and Mission Assignments with the FCO and forwards Mission Assignments to the appropriate military organizations.
<b>DCT</b>	<b>Donations Coordination Team.</b> A Donations Coordination Team is made up of representatives of voluntary organizations and State and local governments who have a vested interest in the effective management of unsolicited donated goods and voluntary services. The DCT is managed by the Department of Emergency Management and Homeland Security. Its mission is to implement the State Donations Management Plan, with the aim of keeping unneeded goods and services out of the disaster area.
<b>DEMHS</b>	<b>Division of Emergency Management and Homeland Security (State of Connecticut)</b>
<b>DEEP</b>	<b>Department of Energy and Environmental Protection (State of Connecticut)</b>
<b>DESPP</b>	<b>Department of Emergency Services and Public Protection (State of Connecticut)</b>
<b>DHS</b>	<b>Department of Homeland Security (U.S.)</b>
<b>FEMA</b>	<b>Federal Emergency Management Agency</b>
<b>EMAC</b>	<b>Emergency Management Assistance Compact.</b> A Congressionally-sanctioned interstate mutual aid compact to which almost all states, including Connecticut, belong.
<b>EOC</b>	<b>Emergency Operations Center.</b> Protected site from which State and local government officials coordinate, monitor, and direct emergency response activities during an emergency.
<b>EST</b>	<b>Emergency Support Team</b>
<b>FCO</b>	<b>Federal Coordinating Officer.</b> The Federal officer who is appointed by FEMA to manage and coordinate Federal Resource support activities and disaster assistance programs related to Stafford Act disasters and emergencies.

<b>FEMA</b>	<b>Federal Emergency Management Agency.</b> Formerly an independent agency, in March 2003 FEMA became a part of the Emergency Preparedness and Response Directorate of the U.S. Department of Homeland Security.
<b>GAR</b>	<b>Governor’s Authorized Representative.</b> Individual designated by the Governor in the FEMA/State Agreement to administer Federal disaster assistance programs on behalf of the State and local governments and other grant and loan recipients.
<b>GIS</b>	<b>Geospatial Information System</b>
<b>GPS</b>	<b>Global Positioning System</b>
<b>GSA</b>	<b>General Services Administration(U.S.)</b>
<b>ICS</b>	<b>Incident Command System.</b> A standardized organizational structure used to command, control, and coordinate the use of resources and personnel responding to the scene of an emergency. ICS concepts and principles include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and comprehensive resource management.
<b>JFO</b>	<b>Joint Field Office.</b> The primary field location for the coordination of response and recovery operations in a Presidentially-declared disaster or emergency. The JFO houses the Principal Federal Official (PFO) and staff comprising the Federal Emergency Response Team (ERT). The JFO operates with a schedule (up to 24 hours per day) sufficient to sustain Federal response operations. The State Coordinating Officer (SCO) usually maintains a staff at the JFO.
<b>JIC</b>	<b>Joint Information Center.</b> An intergovernmental public information center established to ensure the coordinated release of information by Federal, State and local officials to the media and the public regarding disaster-related activities and recovery programs.
<b>JOC</b>	<b>Joint Operations Center.</b> Established by the FBI.
<b>Local C- POD</b>	<b>Local Commodities Point of Distribution.</b> A center established and operated by local authorities to distribute federally- and state-provided food and other commodities to disaster victims.
<b>MA</b>	<b>Mission Assignment</b>
<b>MERS</b>	<b>Mobile Emergency Response Support.</b> A FEMA detachment that deploys to a disaster area to support the initial federal responders with communications, data processing, food, water, shelter, etc. Designed to be self-supporting for at least 72 hours.
<b>MHE</b>	<b>Material Handling Equipment</b>
<b>NGO</b>	<b>Non-Governmental Organization.</b> A nonprofit entity serving a public purpose.
<b>NIMS</b>	<b>National Incident Management System.</b> As directed by the President and administered by the US DHS, this is a system that includes a standardized approach to incident management and response, training, credentialing, communications, equipment, and technologies. The NIMS system provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and non-governmental organizations (NGOs) to work together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. The NIMS includes a core set of concepts, principles, and terminology – the Incident Command System (ICS). The NIMS includes, and is in the process of developing, multi-agency coordination systems; training; identification and management of resources; qualification and certification of personnel; and the collection, tracking, and reporting of incident information and resources.
<b>NRF</b>	<b>National Response Framework.</b> Promulgated by U.S. DHS in January 2008, the NRF is a guide to how the nation conducts an all-hazards response. The NRF describes how federal agencies will coordinate with each other to provide support and assistance

to state, local, and tribal governments; non-governmental organizations; and the private sector.

<b>OIC</b>	<b>Officer-In-Charge</b>
<b>OPM</b>	<b>Office of Policy and Management (State of Connecticut)</b>
<b>OSHA</b>	<b>Occupational Safety and Health Administration (U.S.)</b>
<b>PAR</b>	<b>Personnel Accountability Report</b>
<b>PFA</b>	<b>Primary Federal Agency.</b>
<b>PIO</b>	<b>Public Information Officer.</b> Designated spokesperson for a public or private organization in dealing with the media. Also, a position appointed by the Incident Commander or Unified Command to coordinate all public information released from the incident scene.
<b>PTR</b>	<b>Property Transfer Report.</b> A FEMA-required form.
<b>RACES</b>	<b>Radio Amateur Civil Emergency Services</b>
<b>RETCO</b>	<b>Regional Emergency Transportation Coordinator.</b> Designated U.S. Department of Transportation Regional representative for providing and coordinating emergency transportation resources.
<b>RRCC</b>	<b>Regional Response Coordination Center.</b> Located in Maynard, Massachusetts, the Region I RRRC is a Federal interagency operations center for coordination of Federal support to states in disasters and emergencies. The RRCC houses the Federal Emergency Response Team (ERT) prior to the establishment of the Joint Field Office (JFO) in the disaster-affected State.
<b>SSAMST</b>	<b>State Staging Area Management Support Team</b>
<b>SAO</b>	<b>State Approving Official.</b> This could be the Governor's Authorized Representative [GAR] or an Alternate GAR) who provides final approval on requests for Federal assistance.
<b>SCO</b>	<b>State Coordinating Officer.</b> State official designated by the Governor in the FEMA-State Agreement following a Presidentially declared disaster or emergency to coordinate State and local response and recovery activities with those of the Federal government. The SCO is usually the State Emergency Management Director.
<b>SLO</b>	<b>State Liaison Officer.</b> A FEMA official assigned to a particular State, who handles initial coordination with the State in the early stages of an emergency.
<b>SSA</b>	<b>State Staging Area</b>
<b>TAG</b>	<b>The Adjutant General</b>
<b>TAV</b>	<b>Total Asset Visibility.</b> System for accountable property tracking.
<b>TRAF</b>	<b>Truck Receiving and Assignment Form</b>
<b>UC</b>	<b>Unified Command</b>
<b>UCS</b>	<b>Unified Command System.</b> Multi-agency, multi-jurisdictional command system in which operational goals and response strategies are jointly determined by the various responding organizations.
<b>USC</b>	<b>United States Code</b>
<b>USDOT</b>	<b>United States Department of Transportation</b>



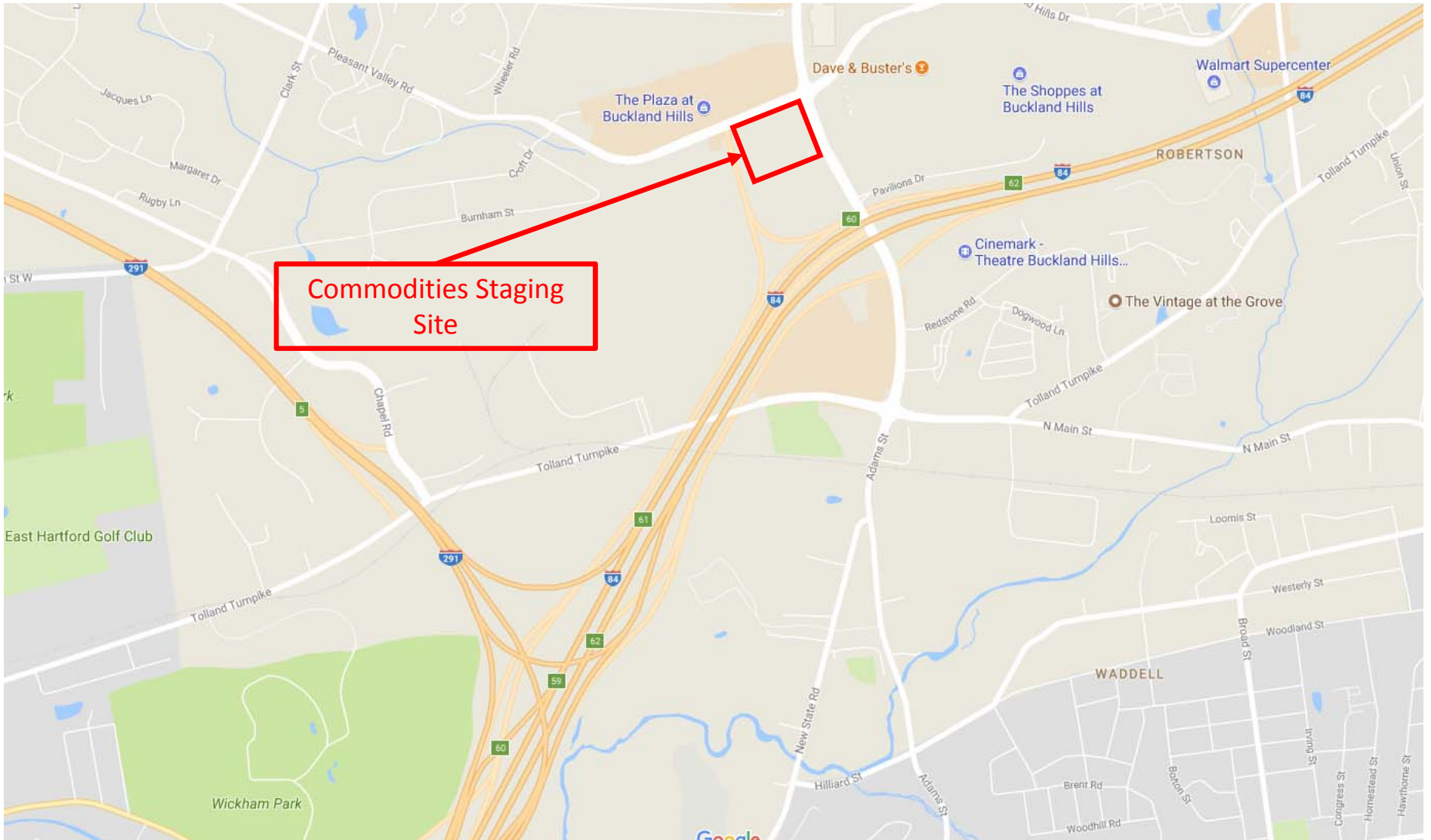
**APPENDIX G – State Commodities Staging Area Concept Brief**

# State Commodities Staging Area Concept Brief

CT National Guard Joint Staff

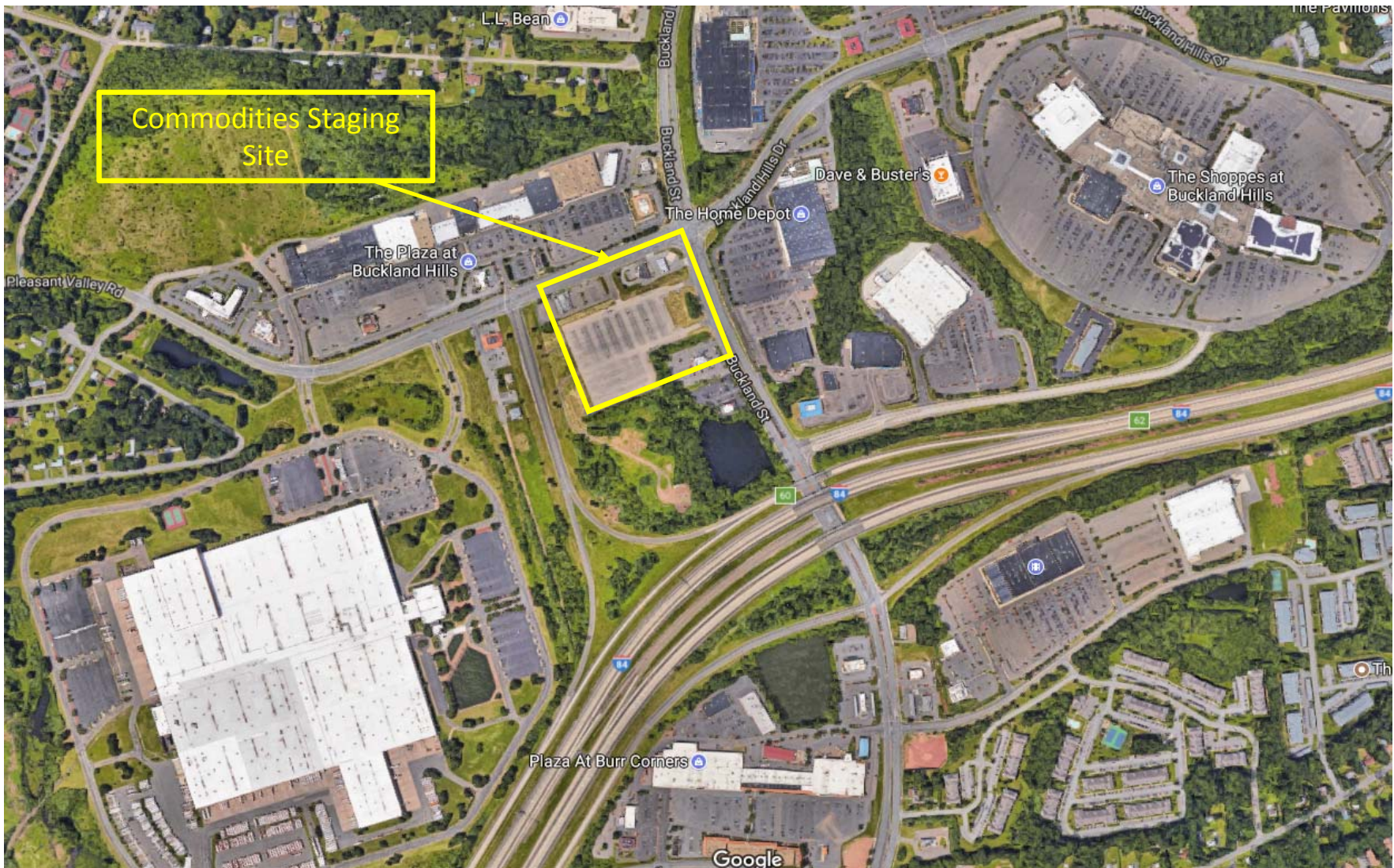
31 July 2019

## COMMODITIES STAGING AREA - MAP VIEW



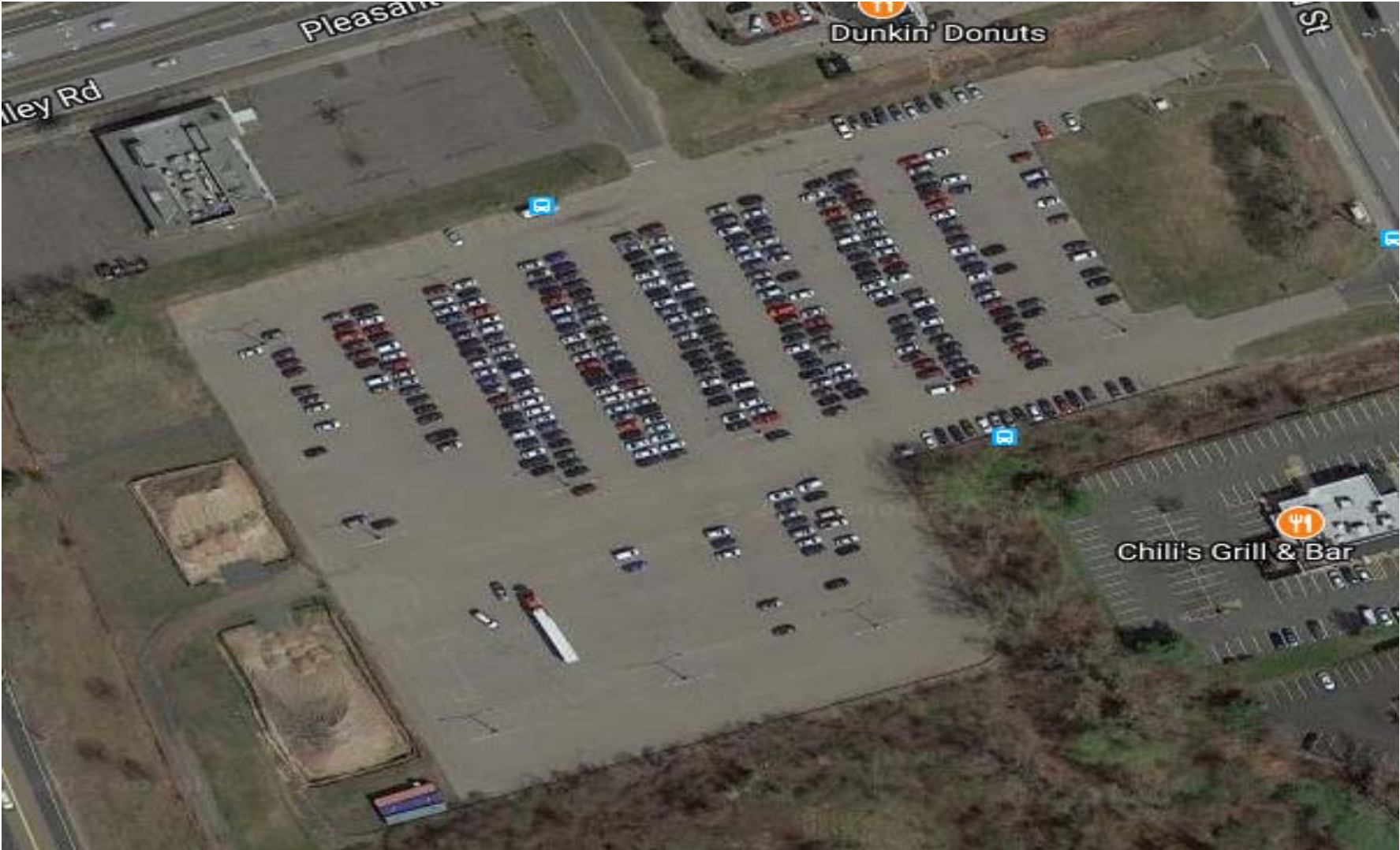


## COMMODITIES STAGING AREA - AERIAL VIEW



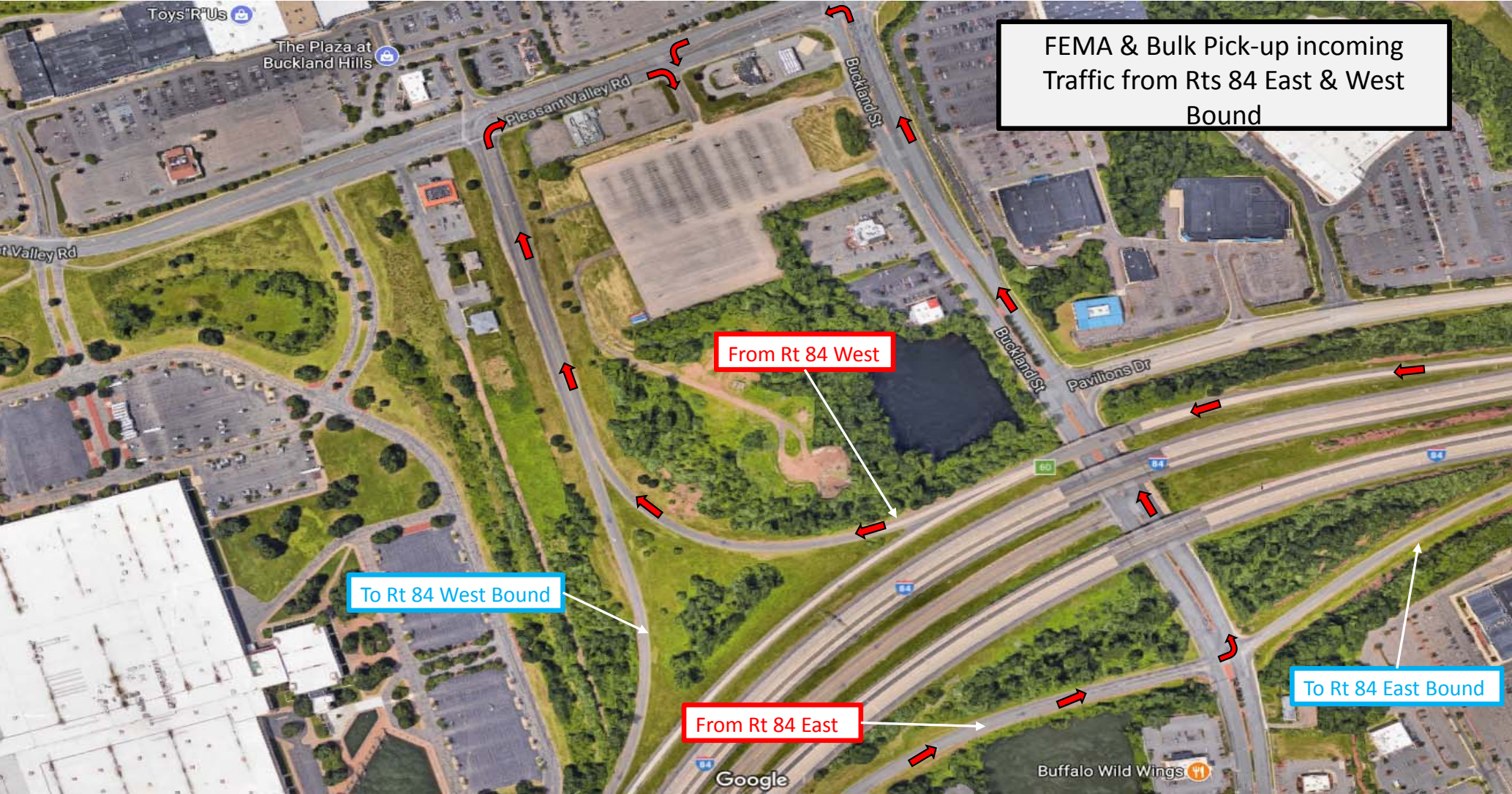


COMMODITIES STAGING AREA - ZOOM VIEW





**PROPOSED COMMODITIES STAGING AREA BULK VEHICLE ENTRANCE PLAN**



FEMA & Bulk Pick-up incoming Traffic from Rts 84 East & West Bound

From Rt 84 West

To Rt 84 West Bound

From Rt 84 East

To Rt 84 East Bound

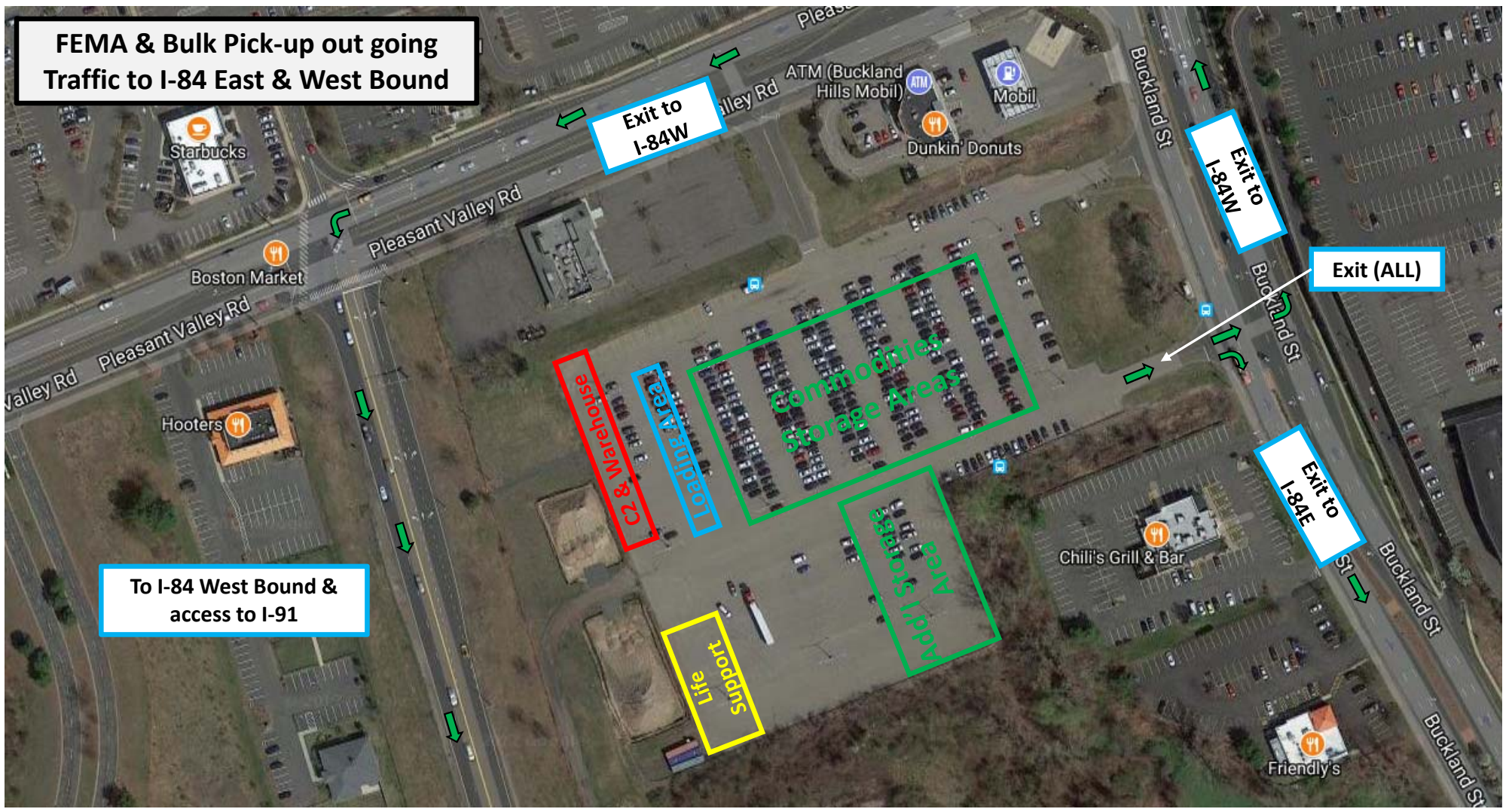


# PROPOSED COMMODITIES STAGING AREA SET-UP





# PROPOSED COMMODITIES STAGING AREA BULK VEHICLE EXIT PLAN





# PROPOSED COMMODITIES STAGING AREA BULK VEHICLE EXIT PLAN – EXPANDED VIEW

