



DRIVE-THROUGH POINT OF DISTRIBUTION TEAM

DESCRIPTION	A Drive-Through Point of Distribution (POD) team establishes a location where the public can drive to and obtain critical emergency supplies during and after an emergency. Government agencies, non-government organizations (NGO), private sector organizations, or a combination of these groups can establish and operate these sites.		
RESOURCE CATEGORY	Mass Care	RESOURCE KIND	Team
OVERALL FUNCTION	<p>A Drive-Through POD team:</p> <ol style="list-style-type: none"> Distributes emergency supplies as the Agency Having Jurisdiction (AHJ) specifies Works closely with the Distribution of Emergency Supplies Management Team to regulate the flow of supplies and to notify the public of locations and hours of operation Distributes supplies in an orderly, efficient, and safe manner Maintains accurate records of items distributed, and restocks supplies 	COMPOSITION AND ORDERING SPECIFICATIONS	<ol style="list-style-type: none"> A POD team supports pre-disaster planning, and post-disaster distribution of supplies to accommodate the immediate needs of disaster survivors The number of Drive-Through PODs varies depending on the type, size, scale, and duration of the event The condition of the transportation infrastructure may restrict access to a POD site or impact resupply operations Discuss logistics for this team (such as security, lodging, transportation, and meals) prior to deployment

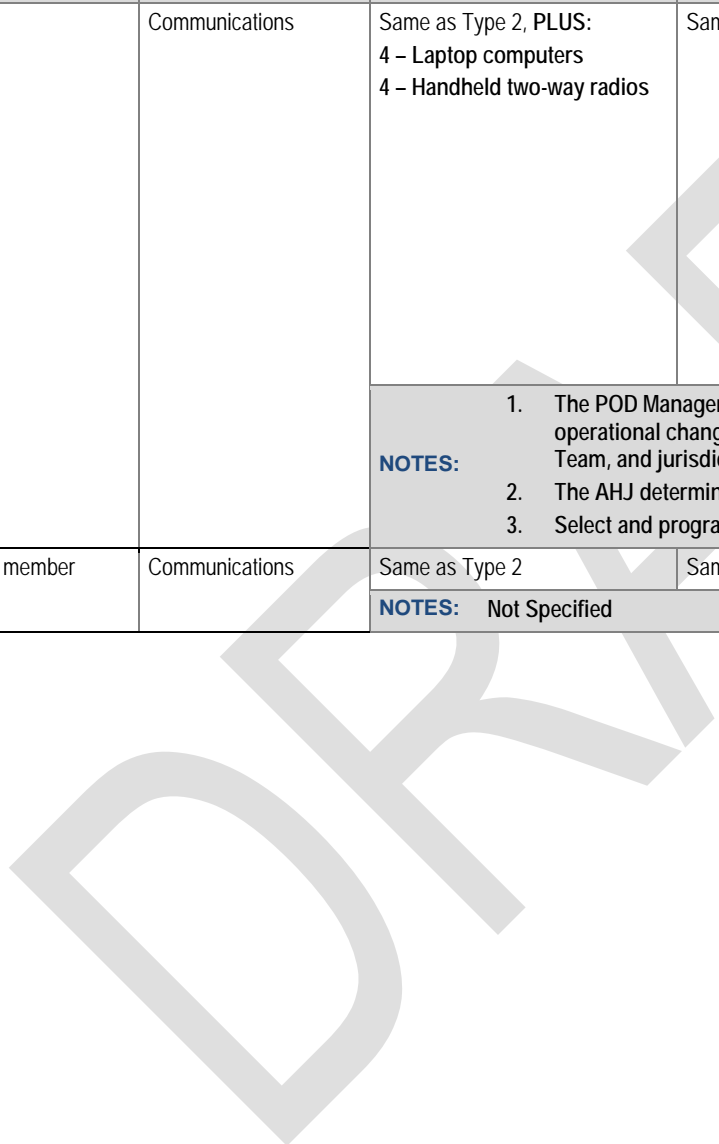
RESOURCE TYPES			TYPE 1	TYPE 2	TYPE 3	NO TYPE 4
COMPONENT	METRIC/ MEASURE	CAPABILITY				
Personnel	Per team	Quantity	73	37	21	Not Applicable
NOTES: Not Specified						
Personnel	Per team	Management and oversight	Same as Type 2, PLUS: 1 – NIMS Type 1 Distribution of Emergency Supplies Specialist 1 – NIMS Type 1 Resource Inventory Specialist 2 – NIMS Type 1 POD Team Leader	1 – NIMS Type 1 POD Manager 2 – NIMS Type 1 POD Team Leader	1 – National Incident Management System (NIMS) Type 2 POD Manager 2 – NIMS Type 1 POD Team Leader	Not Applicable
NOTES: The POD Manager may assign a POD Team Leader to supervise up to three loading points, or to direct operations such as resupply, traffic flow, and security.						



RESOURCE TYPES			TYPE 1	TYPE 2	TYPE 3	NO TYPE 4
COMPONENT	METRIC/ MEASURE	CAPABILITY				
Personnel	Per team	Operations and support	Same as Type 2, PLUS: 2 – Forklift operator 30 – NIMS Type 2 Mass Care Specialist	Same as Type 3, PLUS: 1 – Forklift operator 15 – NIMS Type 2 Mass Care Specialist	2 – Forklift operator 16 – NIMS Type 2 Mass Care Specialist	Not Applicable
			NOTES: <ol style="list-style-type: none"> All forklift operators must possess training and certification in accordance with Occupational Safety and Health Administration (OSHA) requirements. Additionally, forklift operators must have the AHJ’s authorization to operate the assigned equipment. The forklift operator is not a NIMS typed support position. Security to prevent theft and provide traffic control is essential. The AHJ determines the amount and type of security. 			
Site	Per team	Size	250’ x 500’ to accommodate 4 vehicle lanes and 12 loading points	250’ x 300’ to accommodate 2 vehicle lanes and 6 loading points	150 feet (’) x 300’ to accommodate 1 vehicle lane and 3 loading points	Not Applicable
			NOTES: Type 2 and 3 Drive-Through POD sites may include a pedestrian lane if space permits and if there are no safety concerns.			
Team	Per team	Throughput	281 – 560	141 – 280	1 – 140	Not Applicable
			NOTES: <ol style="list-style-type: none"> Throughput is the number of vehicles the POD team serves per hour. The number of vehicles the POD team serves per hour varies based on the available personnel, number of load stations, and item packaging. This estimate assumes that one vehicle represents a household of three people, as the U.S. Army Corps of Engineers (USACE) Local Distribution Point Planning for Commodities describes. 			
Equipment	Per team	Operations	Same as Type 2	Same as Type 3	Includes the following: <ul style="list-style-type: none"> Forklifts Pallet jacks Hand trucks Lighting Large trash containers Traffic control devices Portable toilets Tents or canopies 	Not Applicable
			NOTES: The POD management and oversight team members order equipment to supplement what the requestor provides, based on the Guide to Points of Distribution.			



RESOURCE TYPES			TYPE 1	TYPE 2	TYPE 3	NO TYPE 4
COMPONENT	METRIC/ MEASURE	CAPABILITY				
Equipment	Per team	Communications	Same as Type 2, PLUS: 4 – Laptop computers 4 – Handheld two-way radios	Same as Type 3	1 – Satellite phone 3 – Laptop computers 3 – Handheld two-way radios 1 – Global Positioning System (GPS) unit 1 – Handheld public address horn or system 1 – National Oceanic and Atmospheric Administration (NOAA) weather alert radio 1 – Directional signs	Not Applicable
			NOTES: <ol style="list-style-type: none"> The POD Manager should be in constant two-way communications to relay depletion rates and any operational changes with the Logistics Staging Area (LSA), Distribution of Emergency Supplies Management Team, and jurisdictional operations center Logistics Chief. The AHJ determines the number of directional signs upon completion of a risk assessment. Select and program two-way radios based on AHJ requirements. 			
Equipment	Per team member	Communications	Same as Type 2	Same as Type 3	1 – Cellular phone	Not Applicable
			NOTES: Not Specified			



COMMENTS

1. To ensure safety, POD staff should restock after public access hours or separate from public areas.
2. Security considerations typically include a minimum of one security person at all gates 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, with facility access limited to those with AHJ authorization.
4. A well-planned and operated distribution point with one lane of traffic and three loading points can service 140 cars per hour and over 5,000 people during a 12-hour workday.
5. Sites must comply with the Americans with Disabilities Act (ADA), which includes reasonable accommodation for individuals with functional needs.
6. No model or matrix can consider all factors. Make adjustments or additions on an on-going basis.
7. When possible, a POD should not duplicate the retail sector capability to provide saleable resources to survivors. The retail sector should be party to a coordinated effort for distribution in a community.
8. Distribution strategies may include a combination of Drive-Through and Pedestrian POD sites.

REFERENCES

1. FEMA, NIMS 508-9: Distribution of Emergency Supplies Management Team
2. FEMA, NIMS 509-9: Distribution of Emergency Supplies Specialist
3. FEMA, NIMS 509-9: Point of Distribution Manager
4. FEMA, NIMS 509-9: Point of Distribution Team Leader
5. FEMA, NIMS 509-9: Resource Inventory Specialist
6. FEMA and US Army Corps of Engineers (USACE), Guide to Points of Distribution, January 2009
7. American Red Cross, Bulk Distribution Handbook, 2013
8. OSHA, 29 Code of Federal Regulations (CFR) 1910.178(l), Powered Industrial Trucks
9. USACE, Local Distribution Point Planning for Commodities, June 2005

NOTE

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