

# Distribution Management Plans

---

## Frequently Asked Questions

### 1. What is distribution management?

Distribution management means effective and efficient distribution of critical resources to disaster survivors in the community. Distribution management involves managing a comprehensive supply chain. This includes end to end commodity and resource management; warehouse and transportation operations to effectively and efficiently distribute supplies to distribution points and staging areas; provision of equipment and services to support incident requirements; and a mechanism for supplies and commodities to be provided to survivors.

### 2. What is a Distribution Management Plan?

Distribution Management Plans enable SLTT partners to strengthen capabilities before a disaster to enhance capacities to distribute resources to survivors after a disaster. FEMA has developed the Distribution Management Plan Guide and is available at [Distribution Management Plan Guide \(fema.gov\)](https://www.fema.gov/distribution-management-plan-guide).

### 3. Is there a template for a Distribution Management Plan?

FEMA has developed a template for Distribution Management Plans that is available for use. A Distribution Management Plan addresses the following components: 1) Defining Requirements, 2) Resource Orderings, 3) Distribution Methods, 4) Inventory Management, 5) Transportation, 6) Staging, and 7) Demobilization.

### 4. How often must an EMPG recipient review and update their Distribution Management Plan?

The Distribution Management Plan must be reviewed and updated annually by the EMPG recipient.

### 5. Is assistance available for developing the Distribution Management Plan?

Technical assistance in developing a Distribution Management Plan is available. FEMA Regional Logistics staff and/or FEMA Integration Teams (FIT), where applicable, will work with EMPG recipients to provide technical assistance, to include the resources below, during the development and maintenance of their Distribution Management Plans. States and Territories should contact their respective FEMA Regional Logistics Branch to learn more about these programs and tools:

- **Logistics Capability Assessment Tool 2 (LCAT2):** LCAT2 is available to help SLTTs conduct self-assessments to determine their readiness to respond to disasters. The surveystyle tool provides a detailed evaluation of core logistics functions; helps jurisdictions identify specific strengths and weaknesses; and constructs a systematic roadmap for SLTTs to improve upon current logistics processes and procedures.
- **Points of Distribution (PODs) Training:** FEMA developed a comprehensive POD training to assist States in developing actionable plans for emergency distribution and understanding associated challenges. Additional information, including an explanatory DVD, POD guide, and online exam, are available on the Emergency Management Institute (EMI) [website](https://www.fema.gov/emergency-management-institute).



# FEMA

- **Interagency Logistics Training:** This basic course familiarizes participants with interagency logistics concepts of planning and response. The course provides an overview of Interagency Logistics Partner disaster response organizations, discusses parameters for logistics support coordination, and creates a whole community forum to exchange the best logistics practices. More information on the course is available on [EMI's website](#).
- **Comprehensive Preparedness Guide (CPG) for Logistics Planning:** Recipients may find additional guidance in CPG 101 v2 on how to incorporate logistics into Emergency Operations Plans.
- **Distribution Management Plan Template:** FEMA has created a template for states and territories to use when developing their Distribution Management Plans.
- **Distribution Management Plan Guide:** [The Distribution Management Plan Guide](#) assists SLTTs in developing and updating their Distribution Management Plans.
- **FEMA Technical Assistance Program:** Provides specialized expertise and services to SLTT partners to improve emergency management capabilities based on greatest need, risk, national priorities, and resources available. FEMA technical assistance includes in-person workshops to support implementing the National Preparedness System and opportunities for peer-to-peer learning on emerging, cross-cutting, or complex topics.
- **Special Directed Studies or Analyses:** FEMA will consider special case studies or analyses, such as the National Academy of Sciences 2017 Supply Chain Resilience Study and the [Supply Chain Resilience Guide](#), particularly in advance of major disaster plans updates, that can contribute to Distribution Management Plan updates or development.

#### **6. An EMPG recipient requested critical emergency supplies. What plans are required for requesting funding for critical emergency supplies under the EMPG?**

Since 2009, critical emergency supplies, such as shelf stable products, water, and basic medical supplies, are an allowable expense under EMPG. Each State or territory must have FEMA's approval of a five-year viable Inventory Management Plan if the grant expenditure is over \$100,000. The Inventory Management Plan includes a distribution strategy and related sustainment costs and is specific to the critical emergency supplies. It is a separate requirement from the Distribution Management Plan.

#### **7. We wrote a Distribution Management Plan. Now what?**

Submit your plan to your FEMA EMPG Program Manager and Regional Logistics Branch for review and feedback by September 30.