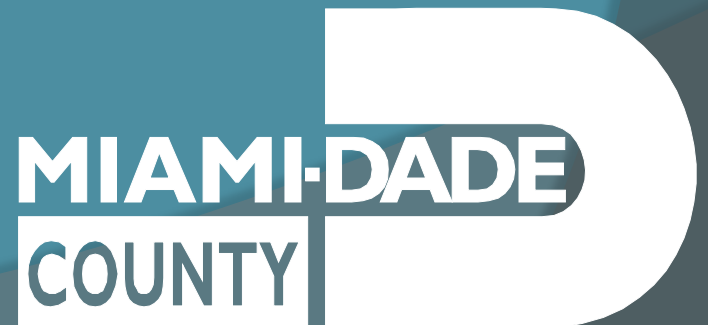


DISASTER ASSISTANCE EMPLOYEES (DAEs)

POD Management Training



Essential Designations

- ⦿ *Department Essential*

Employees who are required to maintain the day-to-day operations of a department needed to function during the first hours after an emergency: Firefighters, Police Officers, Trash Collectors, or Bus Drivers.

- ⦿ *EOC Essential*

Every employee that is not designated Department Essential is considered EOC Essential. This is for employees who are not required by their department to perform departmental duties before the onset of a hurricane and in the first 24-72 hours after an emergency. Employees will be assigned to essential countywide tasks through the Emergency Operations Center (EOC).

All employees are considered
essential to serve the community
at a moment's notice



ALL HANDS ON DECK!

Additional Job Descriptions Pre- and Post-Disaster



- Managing Shelters
- Shuttering homes of the elderly and persons with disabilities
- Directing traffic at intersections without signalization
- Answering phone lines or making callouts
- Disaster Assistance Centers
- Employee Wellness

DAE Activation

- ⦿ Not just for hurricanes
- ⦿ Any disaster or significant event
 - Terrorism, riots, wild fires, tornadoes, plane crash, biohazard

Have a personal disaster plan

- Employees need to take care of themselves and their families before being able to respond to community needs which includes :
 - Know the types of disasters that could occur and how to prepare for each
 - Have a plan on when to evacuate and when to shelter in place



Personal Disaster Plan cont.

- Establish two meeting places outside of the home in case of a sudden emergency
 - One near the home and the other near work or school
- Choose an out-of-state friend as a "check-in contact" for everyone to call
- Write down important contact numbers and give a copy to each family member
- Have a plan for pets
- Practice and maintain your plan

BlueBook

On-line guide to employee information

[Logout](#) [Help](#)

MIAMI-DADE COUNTY

Bluebook - Your e-Directory for County Employees!

[Search](#) [My Profile](#) [Emergency Contact](#) [Reports](#) [User Management](#) [Security](#)

user: dwighte

Personal Info

User Name **DWIGHTE**

First Name MI Last Name

Address

City/State

Zip Code

Home Email

Education

Home Phone

Cell Phone

Home Fax

Work Info

Work Location

Occupation Title

Office Phone/Ext.

Dept/Div/Loc

Pager

Email

Cubicle/Suite Floor #

Badge Number

Work Cell

Fax

Essential **EOC Essential**

The BlueBook gathers preferences, skills, languages, licenses and certification of County employees

Training Info											
No training information found for this employee.											
OEM Info											
<input type="button" value="Update"/>											
DISASTER ROLES: AREAS OF INTEREST											
Pre-Assigned:		<input type="text" value="Call Centers"/>									
Primary Area of Interest:		<input type="text" value="EOC Positions"/>									
Secondary Area of Interest:		<input type="text" value="Call Centers"/>									
<hr/>											
LANGUAGES		Write	Speak	Both	N/A	LANGUAGES		Write	Speak	Both	N/A
English		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Spanish		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creole		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	French		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Portuguese		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	German		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sign Language		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
<hr/>											
SKILLS		Yes	No			PRIOR DISASTER EXPERIENCE		Yes	No		
General Office Skills		<input checked="" type="radio"/>	<input type="radio"/>			Shelter Management		<input type="radio"/>	<input checked="" type="radio"/>		
General Computer Skills		<input checked="" type="radio"/>	<input type="radio"/>			Damage Assessment		<input type="radio"/>	<input checked="" type="radio"/>		
Computer Programming		<input type="radio"/>	<input checked="" type="radio"/>			Call Taker/Phone Bank		<input checked="" type="radio"/>	<input type="radio"/>		
Supervisory Experience		<input checked="" type="radio"/>	<input type="radio"/>			Volunteer Management		<input checked="" type="radio"/>	<input type="radio"/>		
						Donation/Distribution Center		<input type="radio"/>	<input checked="" type="radio"/>		
						Construction/Home Repair		<input type="radio"/>	<input checked="" type="radio"/>		
<hr/>											
LICENSES & CERTIFICATIONS		Yes	No			LICENSES & CERTIFICATIONS		Yes	No		
EMT/Paramedic		<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value="Select One"/>		CPR/First Aid		<input type="radio"/>	<input checked="" type="radio"/>	<input <="" td="" type="text" value="Select One..."/>	
LPN/RN/CNA		<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value="Select One"/>		P.E./E.I.T		<input type="radio"/>	<input checked="" type="radio"/>	<input <="" td="" type="text" value="Select One..."/>	
Mental Health Provider		<input type="radio"/>	<input checked="" type="radio"/>			Drivers License		<input checked="" type="radio"/>	<input type="radio"/>	<input type="text" value="Class E (Stand"/>	
Child Care		<input type="radio"/>	<input checked="" type="radio"/>			Forklift Operator		<input type="radio"/>	<input checked="" type="radio"/>		
Class D Security License		<input type="radio"/>	<input checked="" type="radio"/>			Ham Radio Operator		<input type="radio"/>	<input checked="" type="radio"/>		
Building Contractor		<input type="radio"/>	<input checked="" type="radio"/>			Heavy Equipment Operator		<input type="radio"/>	<input checked="" type="radio"/>		

Points of Distribution (PODs)

Objective - To provide immediate relief to impacted areas by providing emergency supplies, such as:

- Water
- Tarps
- Ice*
- Shelf Stable Meals/Meals Ready to Eat

~PODs are meant to provide a commodity to the community when it is NOT available via normal means.~

Where will my POD be located?



I don't know...

Key decision points for POD locations

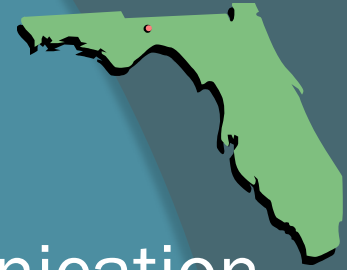
- Where did the disaster occur? Heavily impacted areas considered for PODs.
- Is the area served by the Water and Sewer Department, municipal water supplies, well water? Is it contaminated or inaccessible?
- Rural areas that do not have access to stores
- Area where water and other emergency supplies are not locally available in neighborhood stores that are open for business



Further considerations for POD locations

- Coordination with local retail stores and State of Florida to discuss POD opening locations
- Publix/Winn Dixie/Sedanos/Wal-Mart stores outfitting their locations with generators to ensure that they are operational as soon as possible after a storm
- Coordinate with local not-for-profit and faith based groups to:
 - Identify alternate POD locations, if needed
 - Provide support in the delivery of communities in vulnerable populations or hard to reach areas through mobile distribution, if needed
- Final decision is made by the County Mayor or his designee

State/Local Coordination



- Continuous coordination and communication between DEM & HS and State DEM
- Florida National Guard provides operational support for the first 72 hours
- DEM & HS requests State deployment supplies to the County Staging Area
- County assumes responsibility after the first 72 hours until demobilization, but you may be asked to step in earlier depending on need



Supply Links

- ⦿ State Logistical Staging Area (LSA)
 - Homestead Air Force Base (HAFB)
- ⦿ County Staging Area (CSA)
 - Opa-Locka Airport
 - ✓ Commodities received and distributed to PODs
- ⦿ Points of Distribution (PODs)
 - Potential POD sites geographically dispersed throughout the county

Activation of the PODs

- DEM & HS will notify the DPR, POD Management and the Department Director
- DPRs & POD Management will contact departmental employees assigned to PODs*
- POD Management teams will obtain information regarding sites selected for opening through the DAE POD unit
- Reverse 311 communication system is available to notify employees roles but will need still need to know location



Preparations for POD Opening

- POD Managers will report to the EOC and pick up their POD kits
- 800 MHz radios for communications with DAE POD Unit at WASD
 - Dedicated POD radio channel CW-6A
- Cell phones (if cell towers are working properly)

POD Kits

Box 1 of 2

(48) Safety vests (L, XL)

(48) Work gloves (pairs)

Box 2 of 2

- ☐ (1) First aid kit
- ☐ (25) Individual sunscreen packets
- ☐ (4) Insect repellent bottles
- ☐ (4) Box cutters
- ☐ (4) Yellow caution tape rolls
- ☐ (2) Counters
- ☐ (1) Weather Radio
- ☐ (1) Flashlight
- ☐ (1) Multi-function tool (not yet received)
- ☐ Office Supplies
 - (2) notebook pads
 - (2) boxes of pens
 - (2) manila envelopes
- ☐ POD Binder
 - (1) POD SOPs
 - (1) Communications Plan
 - (1) Position descriptions
 - (1) Site layout
 - (1) Departmental assignment sheet
 - Forms
 - (100) EPAR timesheets
 - (5) Volunteer tracking
 - (20) Volunteer applications
 - POD tracking/reporting forms
 - (20) Operational Update
 - (20) Inventory Tracking
 - (10) Incident Report
- ☐ (1) Radio
- ☐ (1) Radio Charger
- ☐ (1) spare battery

POD Team

- POD Manager
- POD Logistics Coordinator
- Team Supervisor
- Media Relations Contact
- POD Workers



POD Manager

- Coordinates with the POD unit and EOC Logistics
- Reports burn rates and supplies to POD Unit
- Oversees staff assignments and safety needs
- Reports problems to the POD Unit for resolution
- Ensures that all DAEs sign in and out
- Coordinates with Florida National Guard and security personnel
- Coordinates with partner POD Managers
- Ensures all paperwork is completed, collected and secured
- Returns DAE sign-in/sign-out sheets and all POD operations documentation to the appropriate personnel after demobilization

POD Logistics Coordinator

- Tracks all incoming commodities i.e. logging truck number, contents, date and time
- Tracks all equipment assigned to the site for use during the activation
- Collects data from counters
- Relays commodity burn rates to POD Manager
- Ensures stockpiles are stocked and reloaded
- Manages traffic flow
- Assists the POD Manager with any duties as needed

POD Team Supervisor

- Provides an orientation to DAEs and other volunteers regarding POD operations and setup, safety considerations, bathroom locations, rest areas, etc.
- Ensures staff is rotated for breaks
- Oversees work site safety
- Monitors lightening potential near POD site
- Assigns people to various positions on the commodity line based on their abilities
- Assists the POD Manager with any duties as needed.



POD Media Relations Contact

- Greeting and signing in all media.
- Designating a specific area for media personnel.
- Escorting the media around the POD.
- Responding to basic media questions.
 - Items distributed
 - Quantities distributed
 - Hours of operation
 - Number of County employees and volunteers assisting
- Direct media to the EOC PIO for further inquiries.

Site Set-up – Type I POD

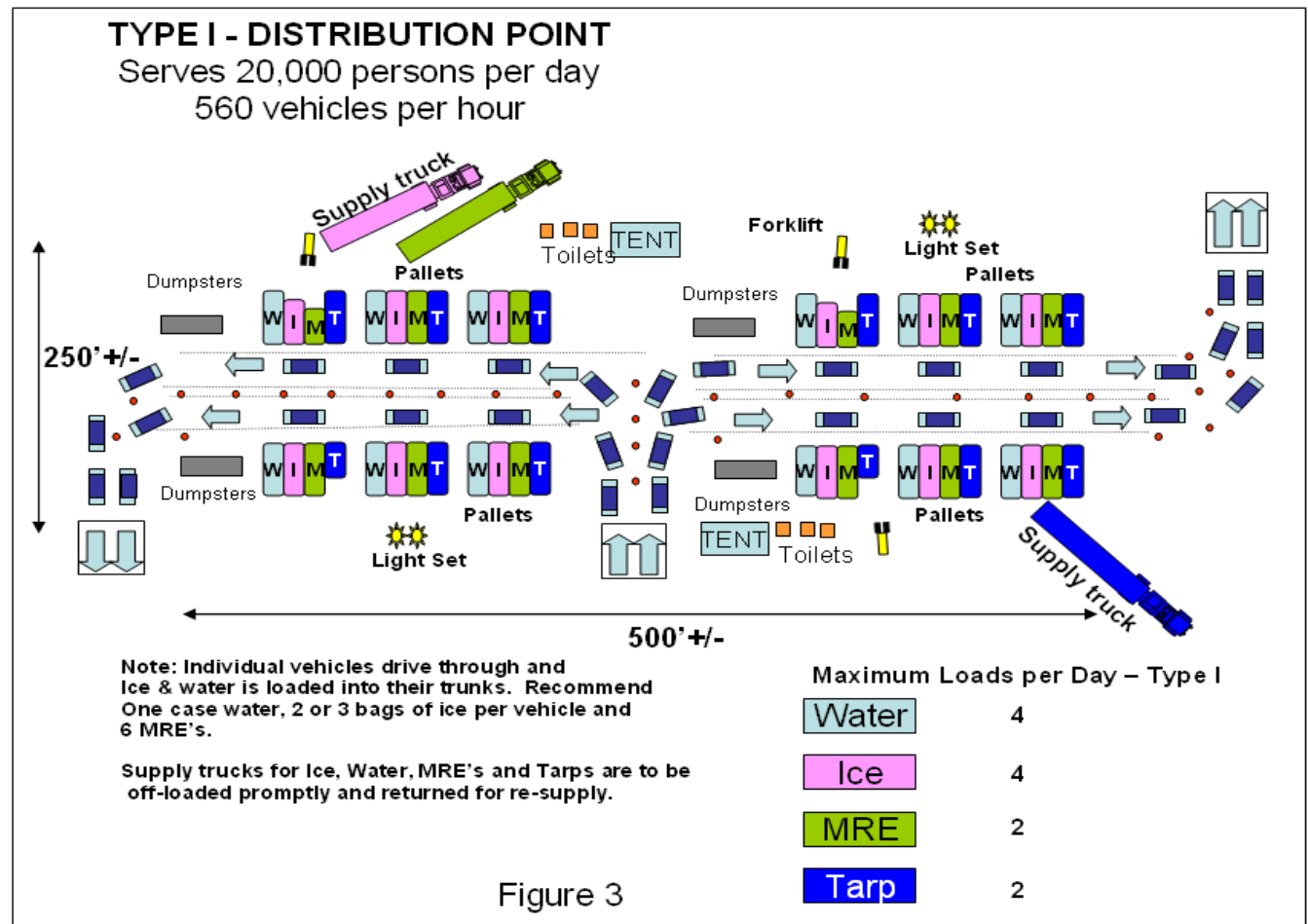
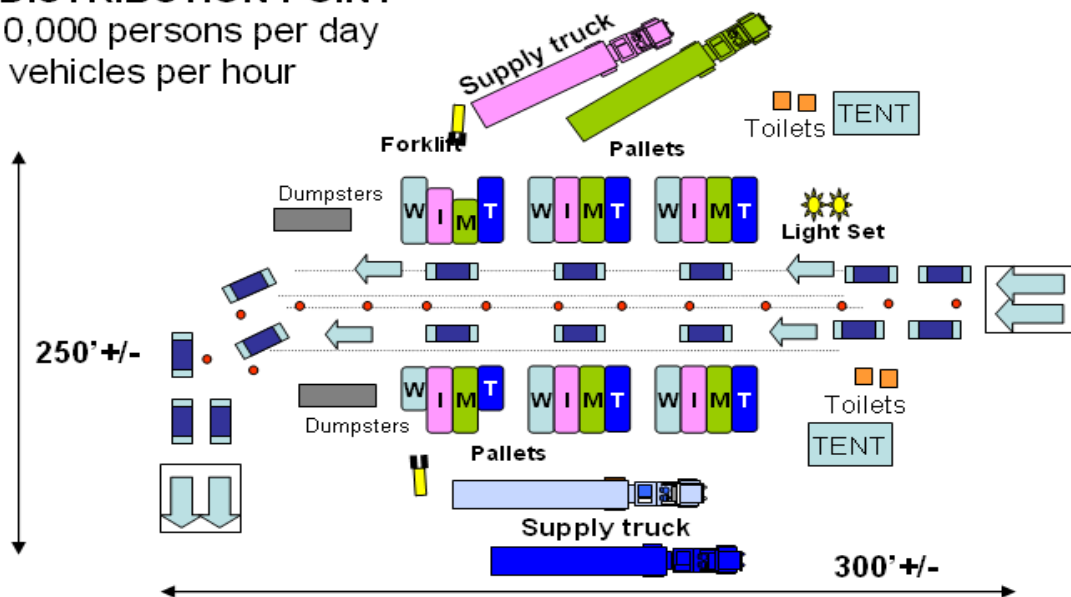


Figure 3

Site Set-up – Type II POD

TYPE II - DISTRIBUTION POINT

Serves 10,000 persons per day
280 vehicles per hour



Note: Individual vehicles drive through and Ice & water is loaded into their trunks. Recommend One case water, 2 or 3 bags of ice per vehicle and 6 MRE's

Supply trucks for Ice, Water, MRE's and Tarps are to be off-loaded promptly and returned for re-supply.

Maximum Loads per Day – Type II

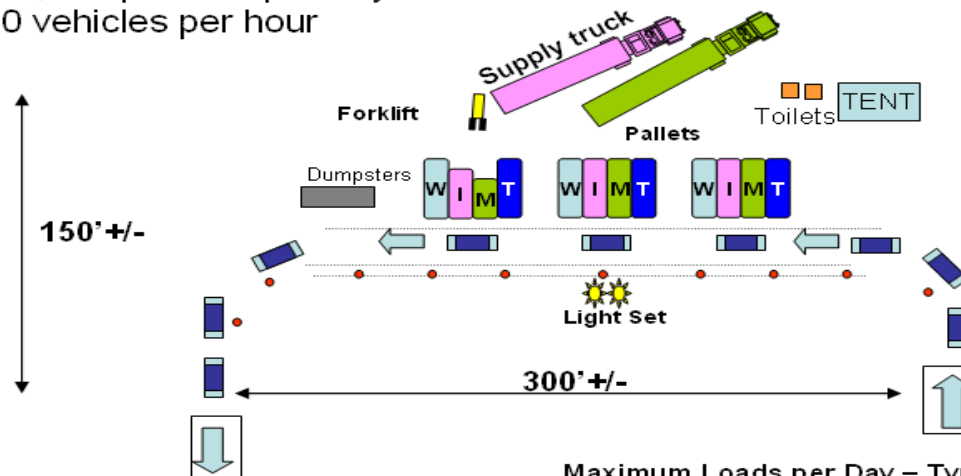
Water	2
Ice	2
MRE	1
Tarp	1

Figure 5

Set-up – Type III POD

TYPE III - DISTRIBUTION POINT

Serves 5,000 persons per day
140 vehicles per hour



Note: Individual vehicles drive through and Ice & water is loaded into their trunks. Recommend One case water, 2 or 3 bags of ice per vehicle and 6 MRE's

Supply trucks for Ice, Water, MRE's and Tarps are to be off-loaded promptly and returned for re-supply.

Maximum Loads per Day – Type III

Water	1
Ice	1
MRE	1/2
Tarp	1/2

Figure 7

POD Staffing Chart

	Type I	Type II	Type III	
POD Manager	1	1	1	Day
	1	1	1	Night
Team Supervisor	2	1	1	Day
	-	-	-	Night
Fork Lift Operator	2	1	1	Day
	3	2	1	Night
Loading Staff	36	18	9	Day
	4	3	2	Night
Back-up Load	18	9	5	Day
	-	-	-	Night
Pallet Jack Operators	3	2	1	Day
	-	-	-	Night
Media Relations	1	1	1	Day
	-	-	-	Night
Logistics Coordinator	1	1	1	Day
	1	1	1	Night
Security	2	2	2	Day
	1	1	1	Night

Distribution of Commodities

- 1 Gallon of water per person per day
- 8 pounds (1 bag) of ice per person per day
- 2 MRE's or equivalent per person per day
- 1 Tarp, if needed and available

Other distribution issues

- ◉ Walk-ups



- ◉ Buses/Commission Vehicles

Non-vehicular traffic

How frequently do you use mass transit
in Miami-Dade County?

by percentage of respondents



Source: ETC Institute DirectionFinder (Miami-Dade County 2008)

POD Checklists



POD OPENING CHECKLIST

TASK	ISSUES/CONCERNS
<input type="checkbox"/> Make contact with Florida National Guard Officer-In-Charge	
<input type="checkbox"/> Make contact with Location Site Manager	
<input type="checkbox"/> Review Site Assessment provided in POD Supply Kit	
<input type="checkbox"/> Contact POD Operation Headquarters in WASD for further instructions	
<input type="checkbox"/> Gather necessary supplies/equipment to facilitate a sign-in area	
<input type="checkbox"/> Set-up a sign-in area (tables, chairs, and sign-in sheets) for DAE's	
<input type="checkbox"/> Staff Orientation <ol style="list-style-type: none"> 1. Show diagram of POD 2. Location of restrooms 3. Port-a-potties (if necessary) 4. Water outlets 5. Electrical outlets 6. Dumpsters 7. Conduct Safety Orientation and issue Safety Equipment 	
<input type="checkbox"/> Review roles and assignments with DAE's	
<input type="checkbox"/> Assign DAE's to jobs within POD locations	
<input type="checkbox"/> Locate fork lift, pallet jacks and all other equipment necessary for moving commodities and take inventory of equipment	
<input type="checkbox"/> Place cones within POD and at entrance to POD to facilitate traffic control, according to diagram, or modify as necessary.	
<input type="checkbox"/> Find location to charge radio batteries and test radio communications.	

POD Closing Checklist on back



POD Reporting Requirements

- # of vehicles served
- # of walk-ups, if applicable
- # of DAEs working at each site
- # of volunteers, if applicable
- Burn rates (commodities distributed)
- Notify POD Unit ASAP if commodities are depleting faster than anticipated
- Any urgent issues that arise, call the POD Unit
- Maintain daily sign-in records to be turned in after the event

Operational Update Form



POD Operational Update Form

Date: _____ Time: _____

TO: Emergency Operations Center
Commodity Distribution Coordinator

Phone: (305) 468-58XX

FROM:
POD: _____

Contact Person: _____
Phone: _____

Population Count:

Number of Cars

POD Operations:

Staff		Needs (Be specific)	Resolution
Management Assistant Staff	<input type="checkbox"/> OK <input type="checkbox"/> SHORTAGE		
Heavy Equipment Operators	<input type="checkbox"/> OK <input type="checkbox"/> SHORTAGE		
Security	<input type="checkbox"/> OK <input type="checkbox"/> SHORTAGE		
Support Staff	<input type="checkbox"/> OK <input type="checkbox"/> SHORTAGE		

Inventory Tracking Form



POD Inventory Tracking Form

Date: _____ Time: _____

TO: Emergency Operations Center
Logistics Section
Phone: (305) 468-58XX

FROM: _____
(Print Name & Initial)

POD: _____

Contact Person: _____
Phone: _____

Item	Qty Recd	Qty Issued	Balance	Comments
Water				
Tarp				
MRE				
Other				



POD Workers

- Must sign-in/sign-out each day
- Use DAE Payroll and Attendance Record (EPAR)
- Follow directions of the POD Management Team
- Alert POD Management Team to any issues that may impact the smooth operation of the POD
- Alert supervisors and DAE Hotline if unable to show for assignment
- Come prepared to work

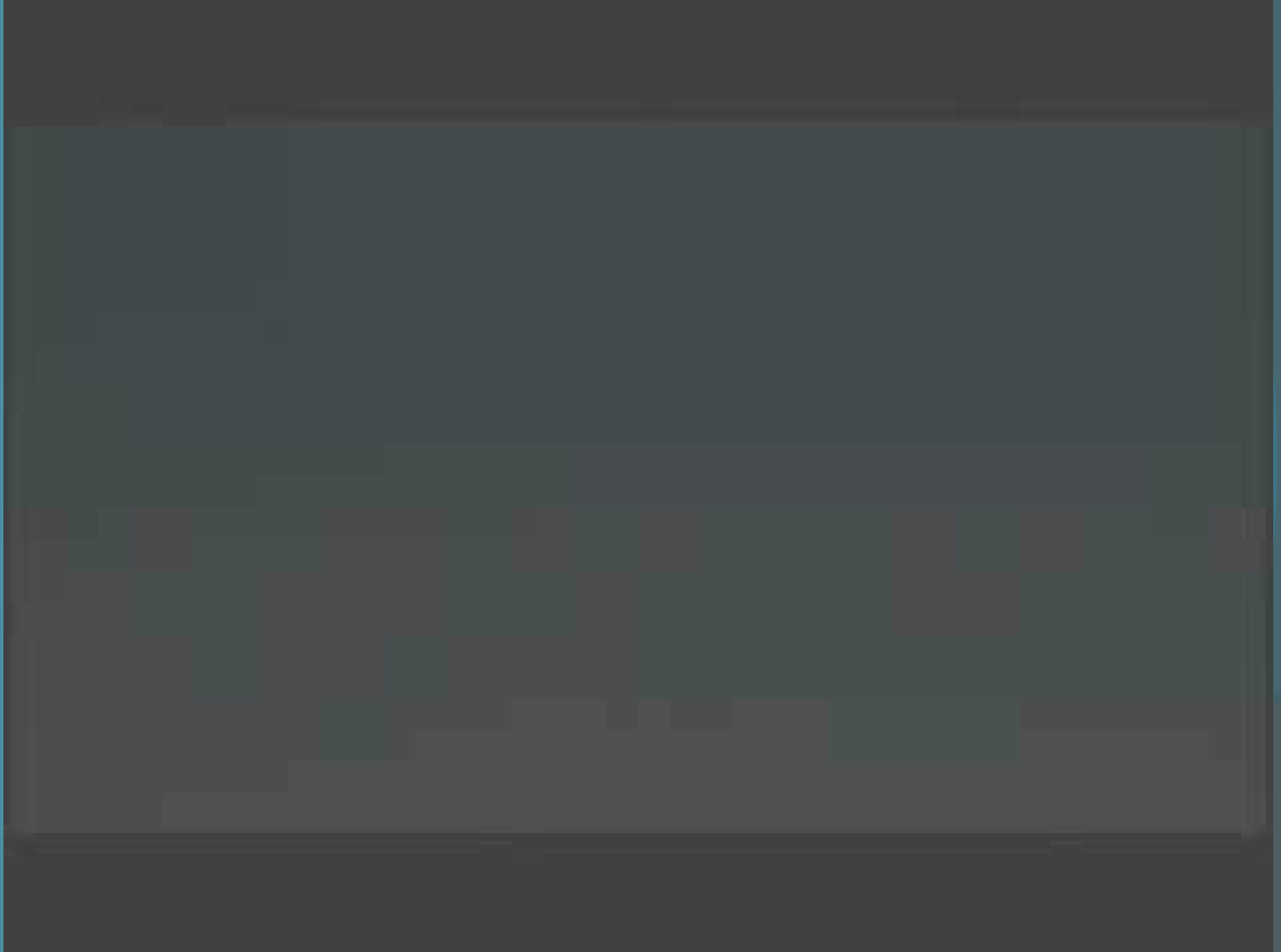
Employee Work Duties

- Loading commodities into vehicles
- Traffic control
- Equipment aide
- Vehicle counter
- Employee orientation
- Completing documentation
- Data collection
- Volunteer reception
- Employee welfare

Priorities

- ◉ Commodity receiving
- ◉ Orientation
- ◉ Site setup
- ◉ Assignment of duties
- ◉ Traffic flow
- ◉ Safety
- ◉ Communication
- ◉ Accurate & timely reporting
- ◉ Documentation
- ◉ Demobilization

POD Video



To Do

- Identify & inform POD Workers
- Ensure BlueBook is up to date
- Identify special skills
- Establish work shifts/schedules
- Transportation
- Communications
 - Contact list
 - Notification/call tree
 - Radio & Cell Phone
- Management Team job assignments
- Work with partner Department(s)

Compensation and Leave

- Appendix 2 of DAE SOPs
 - “Working as a DAE is not voluntary; it is an assignment made by the County Executive Office and outlined in County Ordinance 8-B...”

Purchasing Supplies for PODs

- Supplies may be needed for operation of PODs
 - Lunch for workers (only if absolutely necessary)
 - Shortages of essential items
- Logistics Coordinator will order and take delivery of additional supplies
- Use Purchasing Card (P-card) for POD purchases

What is a P-Card?

- It is a credit card assigned to specific employees for purchases related to County business
- Cardholders must follow appropriate County guidelines
- Card will not be used to:
 - Receive cash advances
 - Receive a cash credit for returned merchandise
 - Purchase non-business items
 - Purchase personal use items



How do I use the P-card and what are the limits?

- Use as you would a regular credit card only for County business
- Cards are linked to Departmental index code. Departments will seek FEMA reimbursements.
- Initially card will be issued with a \$1 limit until we have a hurricane warning when the limits will be raised as follows:
 - \$500 per item purchased food and beverage order for emergency only
 - \$2,000 per day
 - \$5,000 per month



MIAMI-DADE COUNTY PODS SAFETY

POD Safety

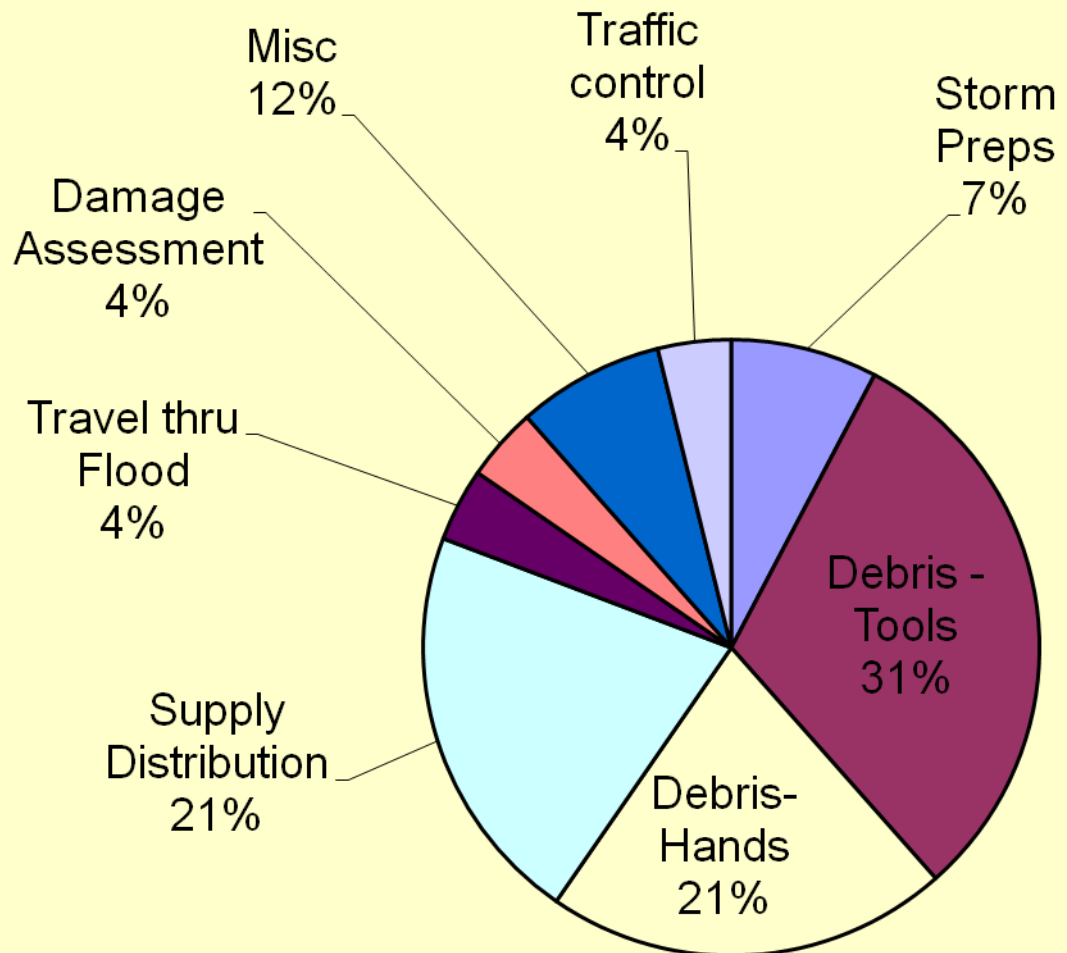
- Proper Lifting
 - Back Injuries
 - Lifting Techniques
- Heat Illness
 - Types off Heat Illness
 - Prevention
 - Treatment
 - Sun Protection



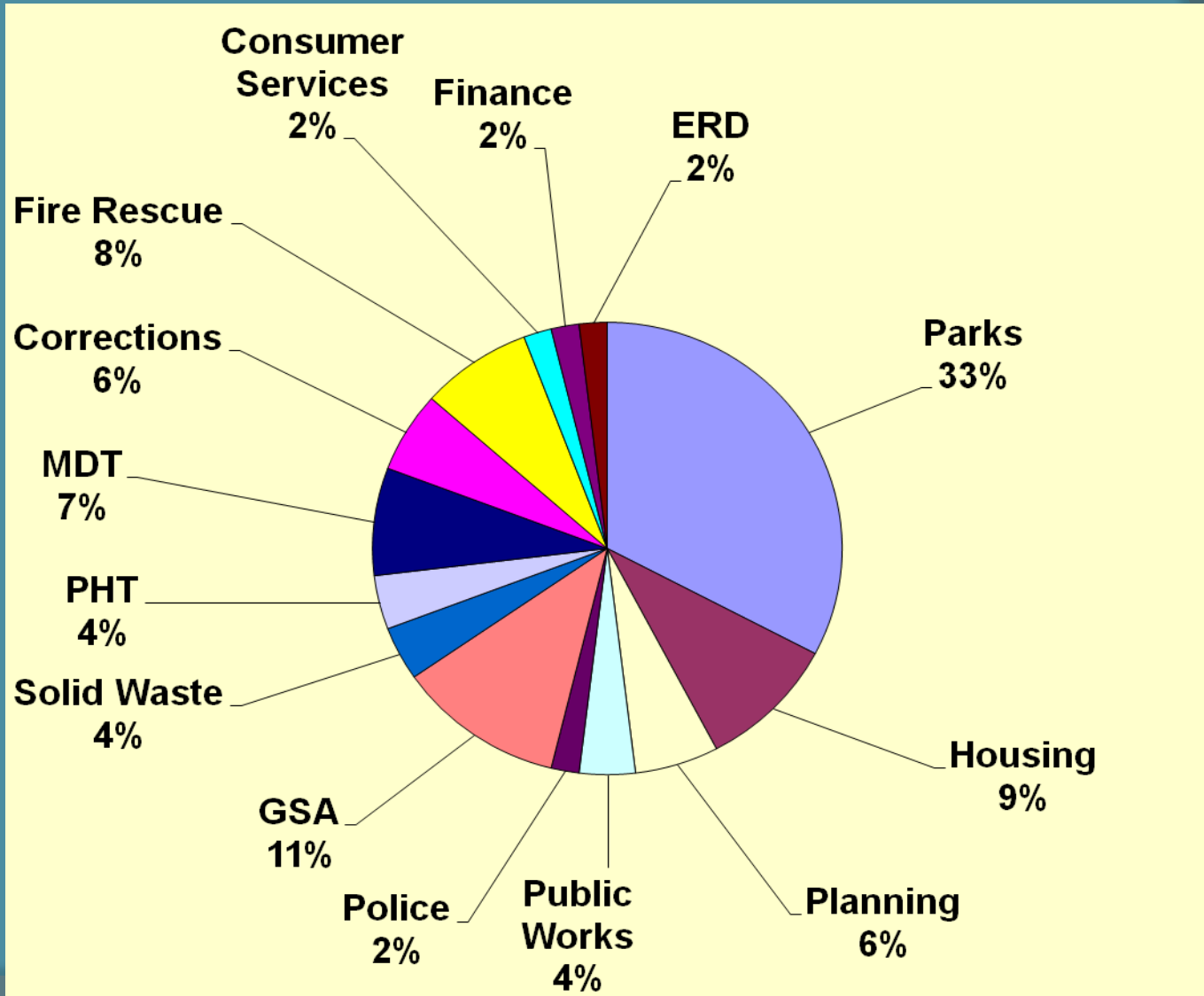
POD Safety Cont.

- ⦿ Lightning
 - When a Storm Approaches
 - Prevention of injury
- ⦿ Traffic
 - Concerns from passenger vehicles
 - Concerns from Trucks and forklifts
- ⦿ Protective measures

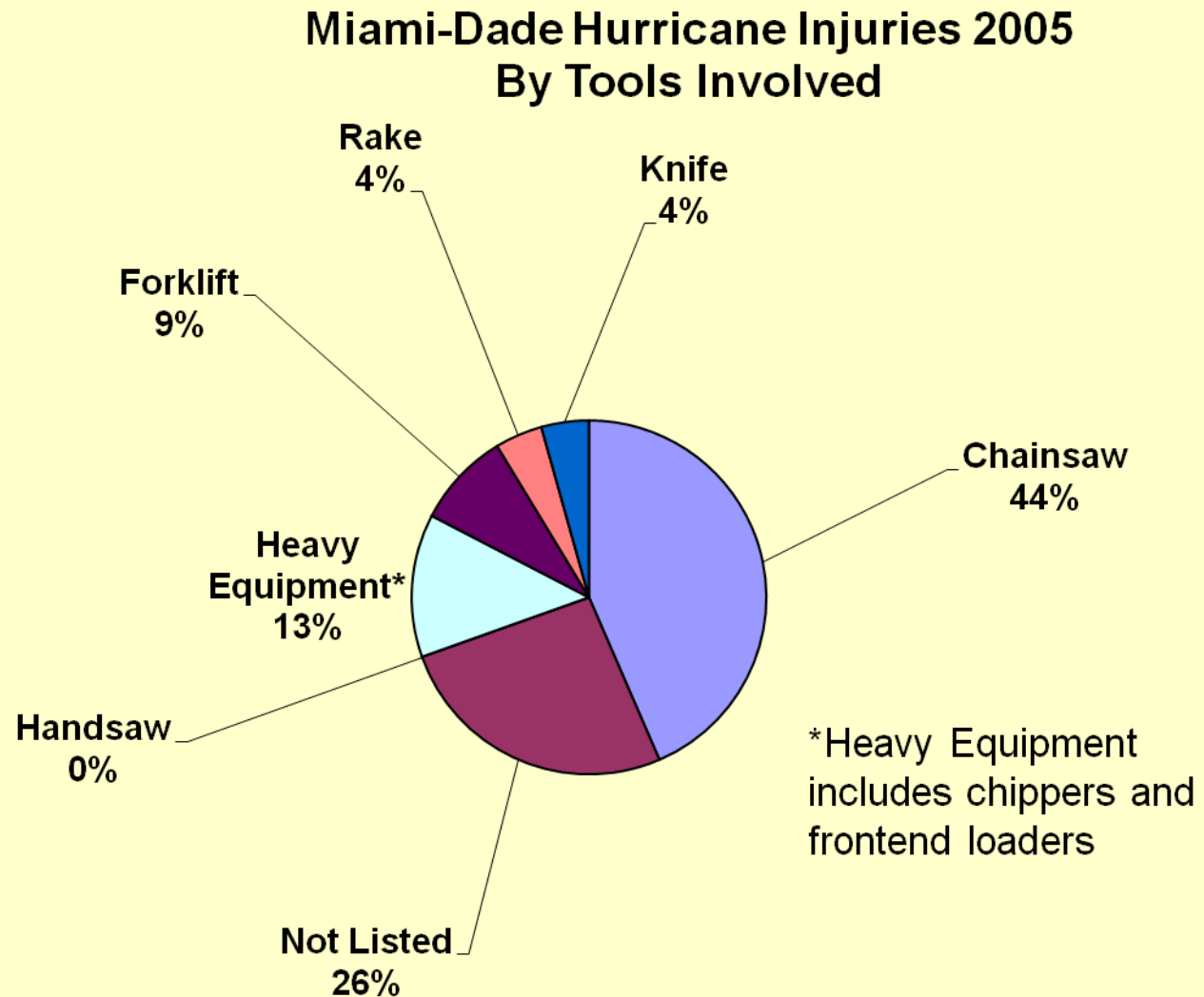
Activity at Time of Injury during Hurricane Season 2005



Department Having Injury

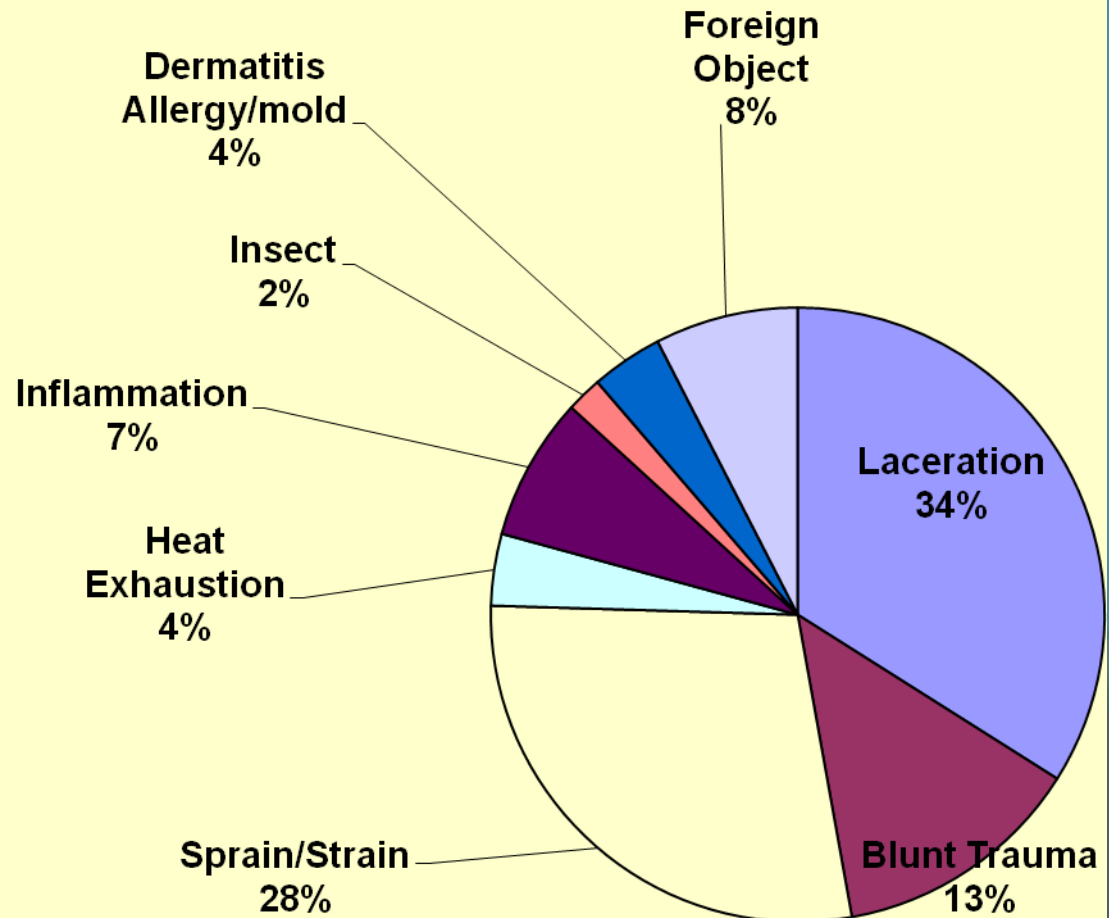


Cause of Injury

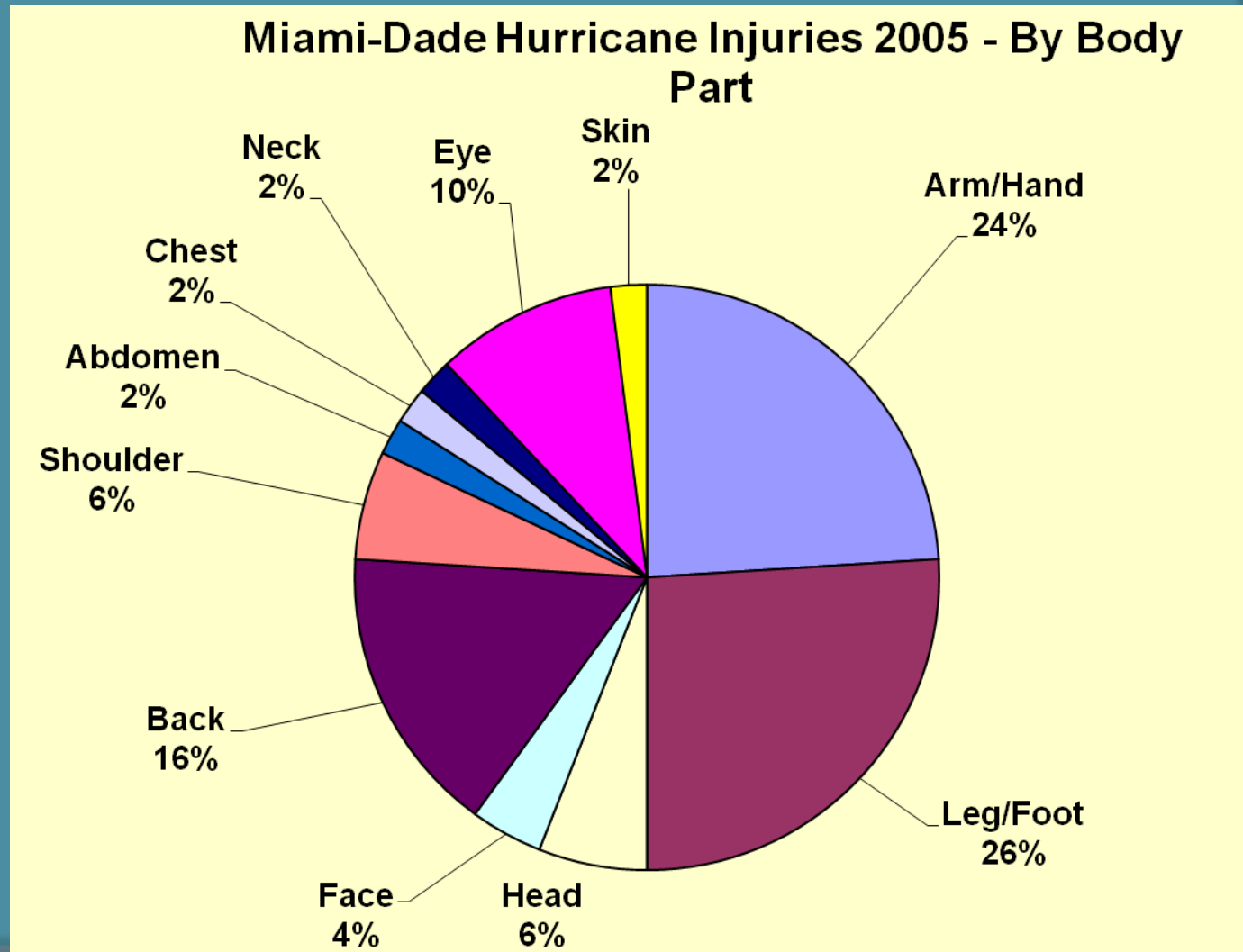


Type of Injury

**Miami-Dade Hurricane Injuries 2005
By Injury Type**

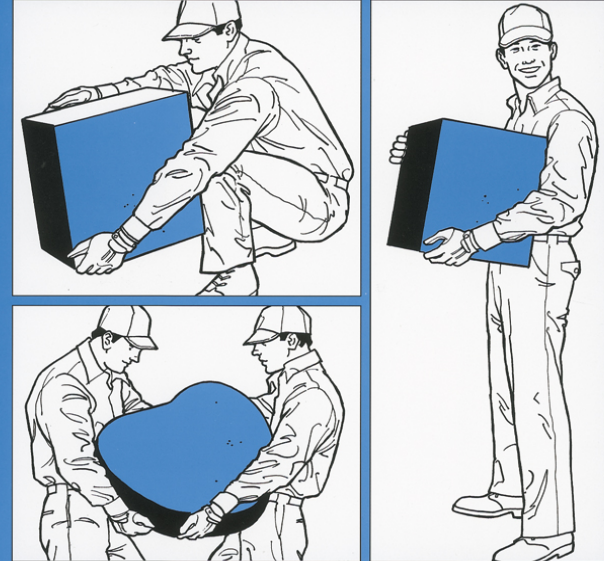


Body Part Injured



Lifting Safety

Rules to lift by



The Bureau of Labor Statistics says back injuries account for 20% of all workplace injuries

- Plant your body firmly — get a stable base
 - Bend at your knees, not at your waist
- Tighten your abdominal muscles to help support your spine
 - Get a good grip
- Keep the load close to your body
- Use your leg muscles as you lift
- Lift steadily, without jerking



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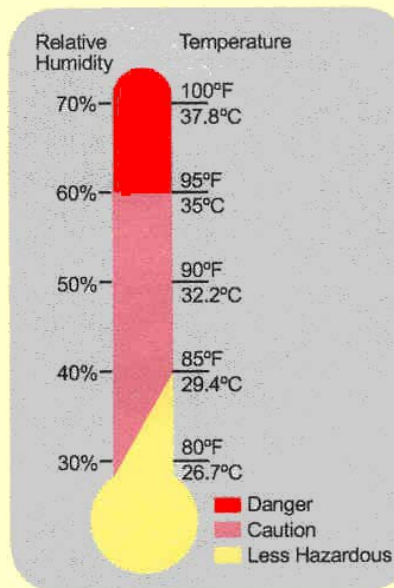
Heat Related Illness



The Heat Equation

**HIGH TEMPERATURE + HIGH HUMIDITY
+ PHYSICAL WORK = HEAT ILLNESS**

When the body is unable to cool itself through sweating, **serious** heat illnesses may occur. The most severe heat-induced illnesses are heat exhaustion and heat stroke. If left untreated, **heat exhaustion** could progress to **heat stroke** and possible **death**.



U.S. Department of Labor
Occupational Safety and Health Administration

OSHA 3154
2002

Lightning Safety



LIGHTNING KILLS **Play It Safe !**



Lightning Facts...

- ✓ No place outside is safe during a thunderstorm.
- ✓ Lightning kills more people annually than tornadoes or hurricanes.
- ✓ If you hear thunder, you're likely within striking distance of the storm.

Outdoors...

- ✓ Plan outdoor activities to avoid thunderstorms.
- ✓ Monitor weather conditions. If you hear thunder, get inside a substantial building immediately.
- ✓ If a substantial building is not available, get inside a hard-topped metal vehicle.
- ✓ Avoid open areas and stay away from isolated tall objects.

**National Lightning
Safety Institute**

Indoors...

- ✓ Avoid contact with any equipment connected to electrical power, such as computers or appliances.
- ✓ Avoid contact with water or plumbing.
- ✓ Stay off corded phones.
- ✓ Stay away from windows and doors.
- ✓ Remain inside for 30 minutes after the last rumble of thunder is heard.

If Someone Is Struck...

- ✓ Victims do not carry an electrical charge and may need immediate medical attention.
- ✓ Call 911 for help.
- ✓ Monitor the victim and begin CPR or AED, if necessary.

For more information, visit:
www.lightningsafety.noaa.gov



Traffic Safety





DAEs working at POD Sites

- Wear closed shoes or steel-toed shoes
- Wear light comfortable clothing
- Wear a hat for added sun protection
- Bring sunscreen with you
- Bring snacks and/or other munchies
- Drink plenty of fluids
- Take periodic breaks

References

- DAE Program: <http://intra.miamidade.gov/dae/>
- Get prepared:
http://www.miamidade.gov/oem/get_prepared.asp
- Purchase Cards:
http://intra.miamidade.gov/Finance/form_purchase.asp
- FEMA POD Video
<http://training.fema.gov/EMIWeb/IS/is26.asp>
- BlueBook
<https://secure.miamidade.gov/enet/wps/portal>

Thank You Questions?



Contact: Craig Hall 305-468-5409
DAEMail@miamidade.gov

