

Fuel Management Appendix

Primary Agency

Mississippi Emergency Management Agency (MEMA)

Support Agencies

Mississippi Department of Transportation (MDOT)

Department of Finance and Administrative (DFA)

Mississippi Development Authority

Energy Division (MDA/ED)

Mississippi Military Department (MMD)

Mississippi National Guard (MSNG)

All other state departments, agencies, and organizations, as required

1. INTRODUCTION.

a. Purpose. The Fuel Management Appendix to the Logistics Support Annex of the Comprehensive Emergency Management Plan (CEMP) provides the overarching framework for supplying fuel in an affected area of operations.

This appendix describes the fuel operations, concepts, and guidelines. It provides an overview of fueling operations and defines key logistics management responsibilities. This document does not describe the specific mechanisms, facilities, or locations. The Mississippi Emergency Management Agency (MEMA) and its partner agencies will execute various logistics functions in response to a particular emergency.

b. Scope. This appendix applies to all tribal, state, and local government, private, and volunteer agencies involved in an emergency event's response and recovery phases when activated by the CEMP.

2. POLICY AND AUTHORITY. The authority to plan and execute such a system is vested in that portion of the Official Code of Mississippi known as the Mississippi Emergency Management Law, Title 33, Chapter 15 Mississippi Code of 1972, Annotated, and § 33-15-11, Emergency Management Powers of the Governor 2006. *"In accordance with such plan and program for emergency management of this state, to ascertain the requirements of the state or the political subdivisions thereof for food or clothing or other necessities of life in the event of an attack or natural or man-made or technological disasters and to plan for and procure supplies, medicines, materials, and equipment, and to use and employ from time to time any of the property, services,*

and resources within the state, for the purposes outlined in this article; to make surveys of the industries, resources, and facilities within the state as are necessary to carry out the purposes of this article; to institute training programs and public information programs, and to take all other preparatory steps, including the partial or full mobilization of emergency management organizations in advance of an actual disaster, to ensure the furnishing of adequately trained and equipped forces of emergency management personnel in time of need.”

3. SITUATION AND ASSUMPTIONS.

a. Situation. MEMA coordinates and controls the State’s response to any emergency following the Governor’s declaration of a “State of Emergency,” which activates the CEMP. The MEMA State Emergency Operations Center (SEOC) is activated and functions as a Multi-Agency Coordination Center (MACC). Logistics management is a vital function of the SEOC.

b. Assumptions.

- (1) A catastrophic incident may occur with little or no advance notice.
- (2) The Governor of Mississippi will declare a State of Emergency before or shortly following a disaster event.
- (3) A massive evacuation of populations in the hundreds of thousands may have national implications, necessitating long-term sheltering and housing assistance.
- (4) The availability of air and ground transportation assets and the post-event condition of the transportation infrastructure will affect response timing.
- (5) Extreme and widespread structural damage could result in significant and long-term disruptions of critical infrastructure such as health and medical services, utilities, transportation networks, and communications.
- (6) Environmental impacts resulting from a catastrophic incident may slow response and recovery efforts.
- (7) Catastrophic incidents may result from a terrorism-related chemical, biological, radiological, nuclear, or high-yield explosive attack (CBRNE), man-made hazards such as a chemical plant explosion, disease epidemic, or major predictable or unpredictable natural events such as a hurricane or tsunami.

4. CONCEPT OF OPERATION.

a. Mission. MEMA coordinates and manages a comprehensive logistics operation within the State in accordance with the CEMP to save lives, minimize human suffering, and restore State and local government operations to a normal operating state.

b. Execution. Logistics operations will be coordinated and managed by the Logistics Section within the SEOC. This includes planning, implementing, and controlling the flow of goods, services, information, and other resources from the point of origin to the point of consumption and establishing the logistics management structure in the field that will enable the delivery of resources.

c. Coordination. State agencies, departments, and commissions should coordinate directly to prepare for the execution of logistical support operations for any disaster event.

5. ORGANIZATION.

a. Logistics Section Chief. The Logistics Section Chief (LSC) is a member of the general staff in the SEOC and is the person charged with coordinating and controlling the logistics management system during an operational period. The LSC reports to the SEOC Incident Commander (IC).

b. Logistics Section. The Logistics Section comprises personnel from various state agencies, Emergency Support Functions (ESFs), and MEMA Disaster Reservists. The section is an “ad hoc” organization with no official structure within MEMA; therefore, staffing of the section will vary depending upon the type and scope of the emergency event and the discretion of the LSC.

c. Logistics Facilities. Depending on the type of event and the necessary response, various state facilities may be set up and operated in the field as the logistical infrastructure to support response and recovery operations. This may include the following:

(1) State Staging Areas (SSA). The SSA is a site that receives and organizes resources from various locations and then deploys those resources to impacted areas or counties. An SSA will be established at the direction of the IC. The SSA Manager reports directly to the LSC in the SEOC. Two types of SSAs could be established in the State as follows:

(a) Type I SSA (Joint State and Federal Sites. A minimum of 350,000 square feet of hardstand (asphalt or concrete) space to accommodate commercial vehicle parking, outdoor storage, and material movement; four to six loading docks or ramps. This operation will accommodate 300 tractor-trailers.

(b) Type II SSA (State Site). A minimum of 200,000 square feet of hardstand (asphalt or concrete) space to accommodate commercial vehicle parking, outdoor storage, and material movement; four to six loading docks or ramps. This will accommodate 150 tractor-trailers.

(2) Fuel Operations at Staging Areas. MEMA will coordinate through vendors and contract retail fuel operations at these locations if commercial fuels for trucks are not accessible in the area. This will ensure commodities can be shipped to the affected area. The vendor will track fuel dispensed to a particular truck/trailer number and purchase orders of commodities. This will be done through pre-arranged forms and procedures with the vendor. If fuel is dispensed into the reefer units to maintain the commodities, the company will not charge this due to trucks being delayed or retained at the staging area.

(3) Base. There is typically only one base established per incident. This is where primary logistics and administrative functions are coordinated and administered. Joint Reception, Staging, Onward Movement, and Integration (JRSOI) activities for incoming civilian resources are conducted at this site. This site also provides emergency responders with sleeping, food/water, shower/bath, laundry, and recreational and administrative support. The facility is also staffed and equipped to fuel emergency worker vehicles (gas and diesel).

(4) Fuel Operations at Base Camps. Through a contract with a vendor, retail fuel operations will be available 24/7 during the base camp operation to support emergency services and supporting agencies with operational fuel. The vendor will operate a refueling point accessible for all vehicles and fuel types to support local responders if commercial fuel is unavailable.

(5) Temporary Refueling Point (TRP). A TRP is a site where emergency workers can refuel their vehicles. A TRP may be established along a major route used by emergency workers or co-located at a facility described above. The site will usually consist of a fuel truck and operator to dispense diesel and gasoline to support direct refueling of vehicles. These sites will be established as required based on the devastation caused by natural or man-made disasters. The sites will need the following criteria:

- (a) Fenced area with controlled access.
- (b) Lighting.
- (c) Accessible to all responders and government agencies.

(d) Security at sites to be provided as required by MEMA; this will be tasked to ESF #13 or a vendor contract.

(e) Identified Temporary Refueling Points: TRP.

6. RESPONSIBILITIES.

a. County.

(1) Plan for fuel operations in advance of a disaster. Based on the fuel storage capability of each county-owned facility, the county should order and receive delivery before a known natural disaster occurs. This will assist the county in providing services during initial operations.

(2) The county should exhaust all methods of re-supply from local vendors and submit for reimbursement of fuel used to support *declared* emergency operations per appropriate state guidelines and procedures.

(3) If fuel is unavailable for purchase locally, provide the fuel vendor with information to ensure he has the right equipment to deliver fuel to the required site. Attach spreadsheet to WebEOC Resource Request Deployment Module (RRDM) Request contained in the Logistics Section SOP; this will be forwarded to the vendor along with county or state purchase order for required fuel. The Acquisition Management Team will add in the comments section of WebEOC RRDM Request who provides the fuel, Purchase Number, Amount, and anticipated delivery date and change the status to order.

b. State Agencies, Departments, and Commissions. Assist MEMA with developing logistical annexes to the Mississippi Emergency Operation Procedure (MEOP) and specific contingency plans.

(1) Department of Finance and Administration (ESF #7).

(a) Provide contracting and procurement specialists as SEOC Logistics Section members for each operational period when the SEOC is activated.

(b) Ensure expedient, streamlined contracting and procurement procedures are in place to facilitate quick response to any RRDM Request.

(2) **Department of Transportation (ESF #1).** Provide MDOT storage/ dispensing locations and procedures for the utilization of fuel pumps.

(3) **Department of Public Safety/Mississippi Highway Safety Patrol (ESF #13).** Coordinate security of refueling site as required.

(4) Mississippi National Guard (ESF #16). The Mississippi National Guard (MSNG) may be tasked with tanker fuel support to hospitals and other critical infrastructure if vendor resources are unattainable based on a catastrophic disaster.

(5) Mississippi Emergency Management Agency (ESF #5).

(a) The Logistics Section will contract for fuel services as required and receive fuel reports based on on-hand availability at each site daily.

(b) Issuing activities will provide a daily log of issues, whether a vendor, Army National Guard (ARNG), or state-operated site.

(6) Public Utilities Staff (ESF #12).

(a) Provide enough power and fuel supplies to state agencies, response organizations, and areas along evacuation routes.

(b) Establish and maintain communication with utility representatives and/or fuel suppliers to determine response and recovery needs.