

# MISSISSIPPI COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

## Logistics Support Annex

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### Coordinating and Primary Agencies

Mississippi Emergency Management Agency (MEMA)

### Support Agencies

Mississippi Forestry Commission (MFC)

Mississippi Department of Transportation (MDOT)

Mississippi Department of Finance and Administration (DFA)

Mississippi Military Department (MMD)

Mississippi National Guard (MSNG)

Office of the State Treasurer (OST)

Office of the Attorney General (AGO)

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

### Federal Coordinating Agency

Department of Homeland Security (DHS)

Federal Emergency Management Agency (FEMA)

### Federal Support Agencies

All federal agencies

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# MISSISSIPPI COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

## Logistics Support Annex

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**1. INTRODUCTION.** The Logistics Annex to the Mississippi Comprehensive Emergency Management Plan (CEMP) provides the overarching framework for coordinating and expedient logistics operations to support the Mississippi CEMP implementation.

**a. Purpose.** This Annex describes the logistics mission, operational organization, and functions when operating in accordance with the CEMP. It provides an overview of logistics operations and defines key logistics management responsibilities. This document does not describe the specific mechanisms, facilities, or locations through which the Mississippi Emergency Management Agency (MEMA) and its partner agencies will execute various logistics functions in response to an emergency. Such details will be included in plans developed for specific events and the Logistics Section standard operating guidelines (SOGs).

**b. Scope.** This Annex applies to all state, local, and tribal government, private, and volunteer agencies involved in emergency response and recovery phases when the CEMP is activated. It can be partially or fully implemented, anticipating a significant event or response to an incident. The selective implementation allows for a scaled response, delivery of the needed resources, and coordination appropriate to the incident. It is also used when Mississippi's capabilities are exceeded and a federal government response is requested.

**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 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) At the request of the Governor, a Presidential Emergency and/or Major Disaster Declaration will be issued if conditions warrant.
- (4) An event projected to be catastrophic will trigger the issuance of a pre-disaster Presidential Disaster Declaration, allowing federal assistance to be integrated into the preparedness phase of operations.
- (5) Local and state-level resources will be overwhelmed, necessitating the use of the Emergency Management Assistance Compact (EMAC) and federal resources.
- (6) Multiple events may coincide or following the initial incident that would adversely affect the availability of resources, personnel, and commodities for a response effort.
- (7) A catastrophic incident may result in significant casualties, possibly in the tens of thousands.
- (8) A massive evacuation of populations in the hundreds of thousands may have national implications, necessitating long-term sheltering and housing assistance.
- (9) The availability of air and ground transportation assets and the post-event condition of the transportation infrastructure will affect response timing.
- (10) 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.
- (11) Environmental impacts resulting from a catastrophic incident may slow response and recovery efforts.

(12) Catastrophic incidents may not be limited to terrorism-related chemical, biological, radiological, nuclear, or high explosive attacks (CBRNE), man-made hazards such as a chemical plant explosion, disease epidemic, or major predictable or unpredictable natural events such as a hurricane or hurricane tornado.

#### 4. CONCEPT OF OPERATIONS.

**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 and services, non-medical commodities and equipment 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. The logistics section will coordinate with the county emergency management agency (EMA) Director or the designated representative for supplies and equipment shipped to the county staging area.

**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 AND FACILITIES.

**a. Logistics Section Chief.** The Logistics Section Chief (LSC) is a member of the Crisis Action Team (CAT), Unified Coordination Group (UCG), and Command & General Staff (C&GS) in the SEOC. The LSC is the person charged with coordinating and controlling the logistics management system during an operational period. The LSC reports to the MEMA Incident Commander (IC).

**b. Logistics Section.** The Logistics Section comprises personnel from various state agencies, Emergency Support Functions (ESFs), MEMA Disaster Reservists, and private sector representatives. 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. The Support Branch will be organized into three teams: Commodity Management, Resource Management, and Acquisition Management. Logistics management during operations is primarily conducted in the Logistics Section of various National Incident Management System (NIMS) structured organizations.

Although the organizational structure for logistics management is NIMS-based, it is modified as follows to better support the complex logistical management requirements of a catastrophic event. The teams will synchronize internal logistics operations and coordinate with the various ESFs to ensure unity of effort and efficient operations. The core of the section is comprised of the personnel/ESF representatives listed below:

- (1) Mississippi Military Department (MSNG) G-4 (Logistics) Officer representative.
- (2) MSNG G-4 Logistics Non-Commissioned Officer (NCO) representative.
- (3) Mississippi Forestry Commission (MFC) Logistics Specialists.
- (4) MEMA Disaster Reservists.
- (5) ESF #7 (Logistics) Contracting Specialist representative.
- (6) ESF #7 Assistant Contracting Specialist representative.
- (7) MSNG Movement Control NCO representative.
- (8) MEMA selected staff.

**c. Support Branch/Supply Unit.** The Support Branch/Supply Unit supervisor will manage the following teams:

(1) **SEOC Commodity Management Team.** MFC will support this team and manage assets procured by the acquisition management team (water, rations, and ice). This includes requirements processing, maintaining asset visibility (resource tracking), accountability, inventory, distribution, recovery, and disposition.

(2) **SEOC Acquisition Management Team.** This team will consist of personnel from the MEMA Office of Finance and Accounting, the Department of Finance and Administration (DFA), and other qualified personnel. They will provide procurement expertise and locate supplies and services to support operational requirements. This includes requirements for processing, requisitioning, purchasing, maintaining asset visibility, accountability, inventory, distribution, recovery, and disposition for all non-expendable, durable, and expendable property.

(3) **SEOC Log Resource Management Team.** This team will manage and monitor the equipment and services that Plans and Operations require. The team will use existing state and county supply and equipment stocks. Resources will be reviewed within the WebEOC Resource



Request and Deployment Module (RRDM) for available items as the system receives a resource request from a county or state agency. If the needed items are non-existent or insufficient, the team will determine whether it is most expedient to purchase or lease the items with the acquisition management team, use the Statewide Mutual Aid Compact (SMAC), EMAC, or request federal assistance.

**(4) SEOC State Staging Area.** Mississippi's State Staging Area (SSA) management team is the MFC Incident Management Assistance Team (IMAT) staff that will establish, manage, and operate the SSA as required to receive, store, dispatch, and account for commodities.

**d. Service Branch.** The Service Branch will have NIMS teams to support the SEOC at its Pearl location. The teams are SEOC Medical, SEOC Food Unit, SEOC Security, and SEOC Communication Unit.

**(1) Ground Support Unit.** Coordinates support transportation through state assets and vendor contracts to support the operations.

**(2) Facilities Unit.** The Facilities Unit will support the SEOC in Pearl through the MEMA Logistics Office Facility manager. All external facility requests will be approved by operations and forwarded to ESF #7 for action. DFA, Building, and Grounds will locate and negotiate contracts for the required facilities. DFA will also notify the Mississippi Tort Claims Board for leased or rented real estate. The SEOC Log Acquisition Management Team will request base camps to meet the operational needs of the IC.

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

**(a) State Staging Area (SSA).** The SSA site 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 SEOC IC. The SSA Manager reports directly to the LSC at the SEOC. Two types of SSAs could be established in the State as follows:

- **Type I SSA (Joint State and Federal Sites).** This site should have approximately 150,000 square feet of covered and secured space. The site may be required to store unloaded resources; 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, and sufficient runway length and tarmac space to accommodate fixed-wing aircraft up to and including C-130 and C-17 aircraft and temporary landing zones for rotary-wing aircraft up to and including two CH-47 helicopters.

- **Type II SSA (State Site).** This site should have at least 100,000 square feet of covered and secured space that may be required to store unloaded resources; 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, and adequate temporary landing zones for rotary-wing aircraft up to and including two CH-47 helicopters.

**(b) County Staging Area.** Each county may establish a County Staging Area (CSA) to receive all commodities and other property requested through WebEOC RRDM. This site will provide property accountability to support the county emergency operations and ensure the County EMA Director can direct resources to required locations. Counties will ensure trucks with commodities will be offloaded at the CSA or forwarded to CPOD sites. State or federal trailers will be offloaded promptly to deliver follow-on trailers, and the empty trailer will be picked up and returned to the SSA. All truckloads of commodities redirected to a CPOD site will have the State or federally-leased trailer dropped on site, excluding ice trucks; this commodity will be completely offloaded. Immediately releasing the truck and trailer back into the supply system will assist in prompt re-supply.

**(c) Joint Reception, Staging, Onward-Movement, and Integration Site.** Typically, only one Joint Reception, Staging, Onward-Movement, and Integration Site (JRSOI) is established per incident. This is where primary logistics and administrative functions are coordinated and administered. JRSOI activities for incoming military and 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). The site should have permanent or temporary facilities (tents) for personnel support and a hardstand (asphalt or concrete) area for vehicle parking. The site should be located near a major highway. It should have enough space to accommodate a landing zone for at least one rotary-wing aircraft, including a UH-60 Blackhawk military helicopter. It is typically activated for a minimum of 30 days. It should be de-mobilized when local resources can support the needs of emergency responders without adversely impacting disaster survivors. The JRSOI will initially be at Pearl's Mississippi Law Enforcement Officer Training Academy (MLEOTA) and Mississippi State Fire Academy (MSFA). Primary ESFs must coordinate, credential, and receive EMAC resources. A JRSOI site will be established at the direction of the SEOC IC.

**(d) Base Camp.** This facility is a small camp version of a base where resources may be kept supporting incident operations if a base is not accessible to all resources. Camps are usually established near the impacted area and equipped and staffed to provide emergency responders with food, water, sleeping areas, and sanitary services. As deemed necessary, multiple camps may be established at the direction of the SEOC IC. Camp managers will report to the Base Manager or LSC at the SEOC.

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Eight types of Base Camps could be established:

- Type I Support (2001 + persons).
- Type II Support (1501-2000 persons).
- Type III Support (1001 - 1500 persons).
- Type IV Support (751 - 1000 persons).
- Type V Support (501-750 persons).
- Type VI Support (251-500 persons).
- Type VII Support (101-250 persons).
- Type VIII Support (0-100 persons).

**(e) Helibase.** This facility is the location from which helicopter air operations are conducted. It is generally located at an airport near the impacted area. It provides helicopter fueling, maintenance, and air and ground crew support, including food/water, sleeping areas, and sanitary services.

**(f) Temporary Refueling Point.** A Temporary Refueling Point (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 one of the facilities described above. The site will usually consist of one or more fuel trucks with diesel and/or gasoline outfitted with pumps to enable direct refueling of vehicles. Additional fuel procedures are outlined in Appendix A (Fuel Management).

**(g) Mississippi Business Emergency Coordination Center.** The Mississippi Business Emergency Coordination Center (MS BECC) will provide a virtual portal for local businesses and business associations to register and provide information during a disaster. The unmet requests will be posted for solicitation for quotes for goods and services required if standby, State, and General Services Administration (GSA) contracts are unavailable.

**(h) Commodity Point of Distribution Site.** A CPOD is a site where life-sustaining supplies such as water, food, ice, and tarps are distributed to the public. CPODs are typically established and operated by county personnel or as required by state resources. Counties may establish multiple CPODs as required to serve their population. MEMA logistics will provide an open CPOD list from the WebEOC POD board to ESF #15 (External Affairs) to facilitate news

releases and support the impacted area's non-English-speaking population. Four types of CPODs could be established:

- **Type I** – Serves 20,000 people per day.
- **Type II** – Serves 10,000 people per day.
- **Type III** – Serves 5,000 people per day.
- **Non-Typed** – Serves rural areas (less than a truckload).

**6. RESOURCE FULFILLMENT CYCLE OVERVIEW.** The sourcing, requisitioning, transportation, and issuing of state resources generally follow the steps outlined below. This section of the Annex addresses the overall methodology used to anticipate and subsequently fulfill the requirements of survivors during an Incident of State Significance. For this overview, the term “survivors” includes individuals, local jurisdictions, and counties. The state logistics operation may consist of a “push” and a “pull” system. Resource fulfillment operations may begin with a “push” system and convert to a “pull” delivery system. Both methods may operate simultaneously.

**a. The Push System.** A “push” system is defined as a delivery of State resources to a predetermined location before requests for state assistance. After an initial situational assessment, the SEOC Incident Commander decides what logistics facilities will be established and whether to “push” response supplies, equipment, and services to a location closer to the impacted area. This decreases the time it takes to fulfill a validated request for state assistance.

**(1) Logistics Section SEOC Log Acquisition Management Team.** The Logistics Section SEOC Log Acquisition Management Team (AMT) will coordinate the required logistics facilities, equipment, and services. This will be accomplished through a combination of State and contracted assets. The team will track requests from counties and fill requests approved by the Operations Section through all available means. The team will account for non-expendable property owned and leased to support the current operation. Expendable items approved by the operation section will be procured through appropriate procedures. The AMT will coordinate the service required in logistical operations (i.e., forklifts, hand trucks, port-e-lets, etc.).

**(2) Logistics Section Commodity Management Team.** The Logistics Section Commodity Management Team (CMT) coordinates and obtains initial emergency supplies, primarily water, food, and ice, to meet the estimated requirement for the first 72 hours. These supplies are then “pushed” to the SSA located outside the impacted area. This aims to prevent unneeded resources from creating a demand on the support structure in the affected area. By marshaling all anticipated state resources outside the impacted area, the response time for fulfilling

validated requests for state resources decreases. At the same time, the draw on already stretched capabilities is minimized.

**(3) Logistics Section Resource Management Team.** The Logistics Section Resource Management Team (RMT) will maintain a comprehensive resource tracking system using WebEOC RRDM, which will provide the status of all county and state resources that have been input within the system. The RMT will coordinate with counties and municipalities that have input equipment resources to meet the needs of a Request. The RMT will document the request as a SMAC and coordinate through Mississippi Civil Defense Emergency Managers Association (MCDEMA) staff for the recipient and provider to document and account for the property through proper reimbursement procedures.

**b. The Pull System.** A “pull” system is defined as delivering state resources to the impacted area to fulfill a validated request for state assistance. Upon the Governor’s State of Emergency Declaration, the SEOC staff receives and processes requests for state assistance. This is the beginning of the “pull” system of resource fulfillment. The process of fulfilling requirements from identifying the need to deliver the state resource is explained below. For this overview, the discussion begins the cycle at the individual survivor level. In state response operations, the cycle starts when a county submits a request for state assistance and ends when the state resource is delivered to an official county representative at the CSA.

**c. Steps in the Resource Fulfillment Cycle.**

**(1)** A survivor identifies a need for a resource. This can be a type of supply, equipment, or service. The victim contacts their local jurisdiction with a Request for Assistance (RM REQUEST) to meet the need.

**(2)** The local jurisdiction tries to fill the need from existing resources. They submit an RM REQUEST to their county EMA if they do not have the resource. The county attempts to fill the need from existing resources or local vendors. If they do not have the resource or cannot obtain it, they submit the RM REQUEST to the SEOC through WebEOC RRDM.

**(3)** When the State receives and processes the RRDM REQUEST, the State attempts to fill the need via the most expedient source. This may be done from existing, on-hand resources or through commercial sources. If the State cannot fulfill the RRDM REQUEST, it may submit the RRDM REQUEST to the EMAC coordinator for assistance from another state or the Federal Emergency Management Agency (FEMA) through a Resource Request Form (RRF) for federal assistance or both.

(4) Once the source is identified and the resource is obtained, transportation to the needed location is accomplished. This will entail direct shipment from the origin to a county CSA or indirect shipment from the origin to the state SSA with subsequent shipment to a County CSA. The RRDM request is fulfilled when the resource is delivered and received by the requesting county. This completes the request cycle. If the resource was filled from existing state resources, replenishment activities begin to replace the resource.

(5) MEMA will use the Emergency Operation Supply Tracker (EOST) to document the goods receipt, allocation, inventory, and delivery of commodities. The delivery receipt will have a statement: “The undersigned agrees that upon taking delivery of MEMA furnished items, they will ensure equitable distribution to individuals in need, without consideration of race, sex, gender, or income.”

(6) All equipment loaned or leased to a county must be recovered and returned to the vendor or other agency when the incident is completed. Upon equipment termination, reimbursement can be made to vendors and agencies as required. The county will notify the Logistics Section as the equipment is recovered and brought to a redeployment or vendor retrieval location.

(7) Procedures and types of resources are identified in *Appendix 2 (Transportation)*. The resources and procedures for property owned by the State, county, city-owned, and/or leased from a vendor are also identified in *Appendix 2*.

**7. OVERVIEW OF THE LOGISTICS OPERATIONS CYCLE.** When an event or threat causes response personnel to organize an event, the state logistics officers are brought together. The logistical management personnel engage in preparedness activities such as planning, managing resources, and interagency coordination to increase efficiency and effectiveness in delivering goods and services.

**a. Preparedness and Readiness Phase.**

(1) The Logistics Section conducts preparedness and training activities with WebEOC and develops commodity management programs to support agency personnel and MEMA Disaster Reservists.

(2) Establishes a Memorandum of Understanding (MOU) with local, tribal, State, and Federal agencies to support operational readiness.

(3) Maintain vendor relationships and standby contracts with vendors to support operational requirements.

(4) Review anticipated needs with the Response Director for various hazard types and possible quantities needed to support requirements.

(5) Establish shortfalls and Gap Analysis of possible disasters will be conducted based on estimated needs. Identify available assets in the MEMA warehouse, local and State resources maintained in WebEOC RRDM, and available through standby, multi-agency state contracts, and GSA contracts.

(6) In conjunction with the National Response Framework (NRF), MEMA logistics will:

(a) Identify logistics requirements through the after-action process for incidents and operational requirements for anticipated incidents from the IC.

(b) Identify logistics resources of state-owned supplies, equipment, and services to meet anticipated requirements.

(c) Establish and communicate logistics policies, procedures, and plans.

(d) Coordination with FEMA Region IV.

**b. SEOC Activation and Response Phase.**

(1) Directed agencies and Disaster Reservists (DRs) will staff the logistics Section to perform required logistical functions to meet response needs.

(2) Upon activation, the logistics section will locate goods and services required to support the RRDM request approved by the Request Assignment Coordination (RAC) officer.

(3) The MFC will be directed to activate the SSA based on the IC's initial disaster assessment.

(4) Logistics staff from MEMA and cooperating state agencies begin to transition from day-to-day operations into active disaster logistics management activities:

(a) Anticipate initial requirements.

(b) Participate in coordination, planning, and decision-making meetings.

(c) Develop recommendations of logistical quantities for procurement and lease to support the IC's Intent.

(d) Establish communications and coordination with identified vendors and state agencies for needed goods and services.

(e) Identify the location and requirements of an SSA.

(f) Coordinate with FEMA Logistics Section Chief with the FEMA Incident Management Assistance Team (IMAT).

**c. Demobilization and Return to Preparedness Phase.**

(1) Based on the directives of the IC and the nature of the incident, the Logistics Section will begin termination of required contracts upon completion, demobilizing personnel and equipment.

(2) County representatives will assist vendors in ensuring that delivered leased property is retrieved and returned as appropriate.

(3) Complete logistics operational activities and return to day-to-day logistics preparedness activities.

**8. POLICIES.**

**a. Acquisition Management.**

(1) Acquisition management personnel will find appropriate, time-sensitive, and cost-effective ways to fill the material requirements developed by operations personnel through financial and procurement expertise and document all funds expenditures in the MEMA Procurement Portal <https://my.msema.org/index.cfm>.

(2) Resource requests are submitted through WebEOC and approved by the duty operations officer for purchases through the Disaster Trust Fund (DTF) for state cost-share of a declared disaster.

(3) All appropriate state contracting laws pertaining to purchasing and leasing supplies and equipment during a State of Emergency shall be followed.

**b. Resource Management.**

(1) All state departments and agencies acting within the scope of the Robert T. Stafford Disaster Relief and Emergency Assistance Act account for property in accordance with the State



Statutes, Federal Property Management Regulations (41 CFR 44), and existing agency property management policies. This occurs whether the property is acquired from an agency's stock or available federal excess.

(2) Agencies must receive approval for the purchase of property required to conduct mission assignments from MEMA, and ownership of the property after the incident will revert to MEMA if the procurement cost exceeds five hundred dollars (\$500.00) or is listed on the State of Mississippi's Property Exception List as promulgated by the State Auditor (OSA).

(3) Agencies may purchase items that will enable them to complete mission assignments and retain them by submitting required documentation through public assistance and managing the State's cost share of purchased items.

(4) Expendable equipment and supplies purchased with DTF funds and issued to support responders and field facilities are recovered and located at the county staging area. The logistics section will coordinate to pick up usable items for use in other incidents. Nonstandard or non-mission-capable items will be excess or disposed of at the incident site.

(5) Leased property will be consolidated within the county staging areas to secure equipment before the vendor's arrival. The vendor may require items to be picked up at the location where the items were delivered. This is based on equipment and vendor requirements.

(6) State agencies should be familiar with Mississippi Code 31-7-13(K) requirements.

**c. Facility Management.**

(1) DFA supports the requirements for obtaining facilities, space management, building services, and general facility operations to meet disaster requirements. The Bureau of Building and Grounds will notify and coordinate with Tort Claims when facilities are leased to support operations.

(2) MEMA Logistics Office Facility Management Officer will maintain the SEOC.

**d. Transportation Management.**

(1) Transportation of commodities will be F.O.B from the vendor to the State's standby contract for transportation services. The vendor will provide cross-docking operations to leased trailers and movement to the SSA as an option. The vendor will provide power units to support the movement to and from the SSA to the CSA or CPOD.

(2) Commodities purchased or on consignment will be coordinated with a contracted transportation company for transportation management in line haul to leased trailers.

(3) Commodities received from FEMA via Incident Command Base (ICB) on federal leased or procured trucks will be received at the SSA and released to the CSA or CPOD for unloading and distribution. Identified counties will move commodities to CPOD sites to stage and unload commodities, then release trucks for further mission requirements (counties will not hold ice trucks for storage reasons).

(4) Transportation for the donation management warehouse to move donated goods into the incident area will be coordinated through voluntary organizations then local vendors.

(5) To the extent possible, transportation services are acquired from state resources, commercial/private resources, and the Military Department, respectively. Military Department assets are requested through the SEOC MSNG Liaison Officer (LNO) and are subject to availability and approval.

## **9. RESPONSIBILITIES.**

### **a. Counties.**

(1) Plan for CPOD operations in advance of a disaster. WebEOC will have a CPOD board for maintaining CPOD locations and be available to counties for updating, opening, and closing during an event. The county will identify safety equipment barricades, dumpsters, restroom facilities, security, and communications. The county will coordinate forklifts and pallet jacks from local businesses as appropriate to support CPOD operations. If these are unavailable, a request for required equipment will be submitted to the WebEOC Resource Request and Deployment Module. Ensure CSA and CPOD sites expedite the offloading of commodities from transportation assets.

(2) Identify critical facilities needing emergency electrical power due to a disaster and provide this information to the SEOC Logistics Chief. If there is more than one facility, list facilities in priority order. Include facility name, location (street address and GPS coordinates), description, size and type, unloading capabilities, Build of Material (BOM) required for connection, personnel to make electrical connections, point of contact, and telephone numbers. Use WebEOC RRDM to request a generator. Electricians do generator assessments to identify the proper generator requirement and BOM to increase the response time. The counties can provide the above information to the SEOC Logistics Chief to maintain a list at the EOC before the event to estimate the need for FEMA and vendors.

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(3) Prepare to be as self-sufficient as possible during the first 72-96 hours following a disaster. This includes having on-hand consumable supplies and readily available sources of water, food, and portable electrical generators.

(4) Identify any critical resource shortfalls of supplies, equipment, manpower, or services to the SEOC Director before a disaster event to facilitate planning at the state level.

(5) Appoint personnel before an event to support county operations as the County Resource Coordinator or Logistics Officer, County Staging Manager, CPOD site coordinator/Managers, and others as required.

**b. State Agencies, Departments, and Commissions.** All agencies, departments, and commissions will:

(1) Assist MEMA with developing logistical annexes to the CEMP and specific contingency plans.

(2) Provide typical/non-typical NIMS resources (i.e., box trucks, equipment, teams) into the Resource Management database available for disaster response. These resources are outside the equipment and teams the agencies, departments, and commissions support their designated disaster response.

(3) The table on the pages below outlines additional roles and responsibilities of the Annex's primary and supporting agencies:

Agency	Functions
<b>Mississippi Emergency Management Agency (MEMA)</b>	<ul style="list-style-type: none"><li>• As ESF #5 primary agency, coordinate the establishment of a communications network, including radio, telephone, satellite telephone, and Internet connectivity between the SEOC and all State logistical facilities that may be established to support the operation;</li><li>• Obtain emergency supplies of water, food, and roofing tarps to meet the estimated requirement for the first 72 hours following a disaster event through available vendors. Supplies will be purchased upon funds being available at the Declaration of Emergency. DFA maintains a contract list of Emergency Goods and Services, and commodities will be requested for delivery as soon as possible. Coordination with FEMA will be ongoing to ensure Pre-Positioned Commodities are available for initial distribution after a declared disaster;</li><li>• Establish MOU to use identified federal and local government or</li></ul>

Agency	Functions
<b>Mississippi Emergency Management Agency (MEMA) cont.</b>	<p>private facilities in support of State response and recovery operations;</p> <ul style="list-style-type: none"> <li>• Provide a prioritized list of critical state and county facilities that may require emergency electrical power as a result of a disaster event to the U.S. Army Corps of Engineers (USACE). Coordinate USACE site surveys of these facilities to determine and validate detailed generator size, type, and installation requirements.</li> </ul>
<b>Mississippi Forestry Commission (MFC)</b>	<ul style="list-style-type: none"> <li>• Provide an experienced logistician to serve as a member of the CMT in the SEOC Logistics Section for each operational period when the SEOC is activated;</li> <li>• Provide personnel to manage and operate the SSA;</li> <li>• Provide equipment and supplies as required to support and operate the SSA.</li> </ul>
<b>Mississippi Department of Finance and Administrative (DFA)</b>	<ul style="list-style-type: none"> <li>• Provide contracting and procurement specialists to serve in the SEOC Logistics Section for each SEOC activated period;</li> <li>• Ensure expedient, streamlined contracting and procurement procedures are in place to facilitate quick response to any RRDM request;</li> <li>• Provide an experienced property auditor/assistant to serve as a member of the AMT in the SEOC Logistics Section for each operational period when the SEOC is activated.</li> </ul>
<b>Mississippi Department of Transportation (MDOT)</b>	<ul style="list-style-type: none"> <li>• Assist and provide the Logistics Section with routes to move commodities and supplies to the affected county’s staging areas;</li> <li>• Assist the Logistics Section with coordination and planning transportation assets to meet operational needs.</li> </ul>
<b>Mississippi Public Utilities Staff (MPUS)</b>	<ul style="list-style-type: none"> <li>• Will provide a fuel report to the Logistics Section daily to assist in supplying fuel to support response and recovery operations.</li> </ul>
<b>Mississippi Law Enforcement Officers Training Academy (MLEOTA)</b>	<ul style="list-style-type: none"> <li>• Serve as a State Mobilization Site of Search and Rescue and law enforcement personnel as required to include hardstand parking for vehicles, helipads or areas for helicopter landing zones, vehicle refueling point for fuel support, vehicle maintenance facility, and mechanics for emergency vehicle repair, showers, restrooms, and dining facility for personnel support and auditorium, chapel, and</li> </ul>

Agency	Functions
<b>MLEOTA cont.</b>	classrooms for meetings/briefings. If food service operation is required, MEMA will provide a contract caterer to support operations.
<b>Mississippi State Fire Academy (MSFA)</b>	<ul style="list-style-type: none"> <li>• Serve as the backup State Mobilization Site of Search and Rescue personnel, with a primary staging area for ESF #4 firefighting. Provide as required, including hardstand parking areas for vehicles, helipads or open areas for helicopter landing zones, vehicle refueling point for fuel support, vehicle maintenance facility and mechanics for emergency vehicle repair, showers, restrooms, and dining facility for personnel support, and auditorium, chapel and classrooms for meetings/briefings. If food service operation is required, MEMA will provide a contract caterer to support operations;</li> <li>• The MSFA will provide enough space to locate a 100-man base camp if the incident warrants this action to support MEMA response operations.</li> </ul>
<b>Mississippi Military Department (MMD)/Mississippi National Guard (MSNG)</b>	<ul style="list-style-type: none"> <li>• On order, provide workforce and equipment to assist affected counties with CPOD operations;</li> <li>• Provide two senior logisticians to serve as members of the RMT in the Logistics Section when the SEOC is activated;</li> <li>• Provide one senior movement control specialist to serve as a member of the Ground Support Unit in the SEOC Logistics Section for each operational period when the SEOC is activated;</li> <li>• Establish a radio and/or satellite telephone and IP network between the forward EOC and rear SEOC;</li> <li>• Conduct JRSOI of all military equipment arriving to provide response and recovery support for the State, including resources obtained via EMAC, in support of the Base Manager and the SEOC;</li> <li>• Be prepared to provide and operate Temporary Vehicle Refueling Points along routes used for response and recovery operations and at all state logistical facilities as required to support the SEOC Logistics Section and ESF #12 (Energy);</li> <li>• Be prepared to provide ground and air transport of supplies, equipment, and personnel to support the AMT, Logistics Section, and ESF #1 (Transportation);</li> <li>• Provide Mississippi Air National Guard (ANG) facilities at the Combat Readiness Training Center (CRTC) to serve as a Forward Logistical Support Area (LSA);</li> </ul>

Agency	Functions
<b>MMD/MSNG cont.</b>	<ul style="list-style-type: none"> <li>• Be prepared to provide MSNG facilities at Camp Shelby Joint Forces Training Center (CSJTFC) and Camp McCain, as staging areas are required;</li> <li>• Provide MSNG Armories and other facilities to serve as Forward Staging Areas (FSAs) and Camps as needed;</li> <li>• Be prepared to manage and operate a second-state staging area supporting the distribution of commodities and equipment based on event requirements.</li> </ul>
<b>Office of the State Treasurer (OST)</b>	<ul style="list-style-type: none"> <li>• In coordination with MEMA, serve as a liaison to banking and financial institutions during incidents;</li> <li>• Provide support and guidance to state agencies during an incident.</li> </ul>
<b>Office of the Attorney General (OSA)</b>	<ul style="list-style-type: none"> <li>• Address issues related to consumer protection during disaster response and recovery;</li> <li>• Provide information to disaster survivors regarding consumer protection against fraud.</li> </ul>

**10. AUTHORITIES AND REFERENCES.** The procedures in this Annex are built on the core coordinating structures of the CEMP. The specific responsibilities of each department and agency are described in the respective ESF, Support, and Incident Annexes, internal agency plans, policies, and procedures. See the CEMP Base Plan for a comprehensive list of Authorities and References.

- a. Robert T. Stafford Disaster Relief and Emergency Assistance Act; amended the Disaster Relief Act of 1974, PL 93-288.  
[https://www.fema.gov/sites/default/files/2020-03/stafford-act\\_2019.pdf](https://www.fema.gov/sites/default/files/2020-03/stafford-act_2019.pdf)
- b. Public Law 104-321, October 1996 (EMAC)  
[Public Law 104-321, October 1996](#)
- c. MS Code, Ann. Â§ 33-15(1972): Mississippi Emergency Management Act of 1995, Title 33-15, et al. [Successor to Mississippi Emergency Management Law of 1980]  
[MS Code 33-15](#)
- d. MS Code, Title 45, Chapter 18 Emergency Management Assistance Compact (EMAC)  
[Mississippi Code of 2018, Title 45, Chapter 18](#)

## Logistics Support Annex to CEMP

- e. National Preparedness Goal, Second Edition, September 2015  
<https://www.fema.gov/media-library/assets/documents/25959>
- f. National Incident Management System, Third Edition, October 2017  
<https://www.fema.gov/media-library/assets/documents/148019>
- g. National Response Framework, Fourth Edition, October 2019  
[https://www.fema.gov/sites/default/files/2020-04/NRF\\_FINALApproved\\_2011028.pdf](https://www.fema.gov/sites/default/files/2020-04/NRF_FINALApproved_2011028.pdf)
- h. FEMA National Incident Support Manual, Change 1, January 2013  
[https://www.fema.gov/sites/default/files/2020-04/FEMA\\_National\\_Incident\\_Support\\_Manual-change1.pdf](https://www.fema.gov/sites/default/files/2020-04/FEMA_National_Incident_Support_Manual-change1.pdf)
- i. FEMA Incident Action Planning Guide, July 2015  
[https://www.fema.gov/sites/default/files/2020-07/Incident\\_Action\\_Planning\\_Guide\\_Revision1\\_august2015.pdf](https://www.fema.gov/sites/default/files/2020-07/Incident_Action_Planning_Guide_Revision1_august2015.pdf)
- j. FEMA Developing and Maintaining Emergency Operations Plan, Comprehensive Preparedness Guide (CPG) 101, Version 3.0, September 2021  
[https://www.fema.gov/sites/default/files/documents/fema\\_cpg-101-v3-developing-maintaining-eops.pdf](https://www.fema.gov/sites/default/files/documents/fema_cpg-101-v3-developing-maintaining-eops.pdf)
- k. MEMA Response Framework, March 2021  
[MEMA Downloads/MEMA Publications](#)

The MEMA reference repository, containing the CEMP base plan, associated annexes, appendices, and other supporting documents, can be found at [MEMA Downloads](#).

Most Mississippi emergency management stakeholders have access to the MEMA Downloads site. However, non-registered stakeholders may access the repository by submitting an e-mail request to [preparedness@mema.ms.gov](mailto:preparedness@mema.ms.gov).

**11. REVIEW AND MAINTENANCE.** This Annex will be continuously reviewed and exercised to evaluate the state's and political subdivisions' ability to execute response and recovery operations and support tribal, local, and municipal emergency management agencies. Directors of primary state agencies are responsible for maintaining internal policies, plans, SOPs, checklists, and resource data to ensure a prompt and effective response to a disaster in support of this Annex. For training purposes and exercises, the MEMA Executive Director may activate this Annex as deemed necessary to ensure high operational readiness.

## Logistics Support Annex to CEMP

MEMA will revise this Annex on a biennial basis. The revision will include testing, reviewing, and updating the document and its procedures. This Annex will be updated every two years, or as necessary, to incorporate new presidential or state directives, legislative changes, and procedural changes based on lessons learned from exercises and actual incidents. This Annex will be rewritten every four (4) years.

MEMA coordinates updates, modifications, and changes to the Annex. Heads of state agencies with ESF coordinator responsibility will periodically provide information regarding changes with available resources, personnel, and operating procedures. Recommended changes will be submitted to MEMA for approval and distribution. Submit recommendations via e-mail to [preparedness@mema.ms.gov](mailto:preparedness@mema.ms.gov).

This Annex applies to all state agencies, state boards, state commissions, and state departments assigned emergency responsibilities and to all elements of local government in accordance with current law and Executive Orders (EOs).

### **APPENDICES:**

Appendix 1 (Fuel Management)

Appendix 2 (Transportation)