
**Appendix H:
Commodity Points of Distribution**

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Acronyms

Appendix	Appendix H: Commodity Points of Distribution
ANSI.....	American National Standards Institute
ARC	American Red Cross
Cal-EMA.....	California Emergency Management Agency
C-POD	Commodity Point of Distribution
CONPLAN.....	San Francisco Bay Area Earthquake Readiness Response: Concept of Operations Plan
DOC	Department Operations Center
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
FOG	Field Operations Guide
IAP	Incident Action Plan
ICP	Incident Command Post
ICS	Incident Command System
IS.....	Independent Study
MRE	Meal, Ready-to-Eat
NY-NJ-CT-PA	New York-New Jersey-Connecticut-Pennsylvania
POD	point of distribution
RCPGP	Regional Catastrophic Preparedness Grant Program
USACE.....	U.S. Army Corps of Engineers

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H.1 Introduction

This document, Appendix H: Commodity Points of Distribution (Appendix), provides guidance on points of distribution (PODs) of commodities, including an overview of POD operations, roles and responsibilities of local government, POD organization structure, position descriptions for personnel who manage and operate PODs, requirements to set up and operate PODs, additional planning considerations, and training guidelines.

The Appendix is strategic in nature and focuses primarily on command-and-control and Emergency Operations Center (EOC) operations. A separate tactical guide, the POD Field Operations Guide (FOG), provides details on how to manage an individual POD.

H.1.1 Purpose of the Appendix

This Appendix:

- Provides a baseline overview of POD operations
- Outlines standardized POD typing, in accordance with the National Incident Management System, and associated capabilities and operational requirements for specific types of PODs
- Provides a concept of operations to coordinate support for PODs from the EOC
- Identifies planning considerations for PODs in advance of, and in response to, a catastrophic incident
- Outlines key decisions that must be made by local government
- Provides tools and reference materials that support emergency managers and other key local government personnel in advance of, and during, POD operations

H.1.2 Scope

This Appendix is limited in scope to a concept of operations for conducting POD planning, managing POD operations from the POD Operations Center or Department Operations Center (DOC), coordinating support for PODs from the EOC, and considerations for pre-incident planning and incident action planning. Specific instructions for execution of POD operations at individual PODs are provided separately in the POD FOG.

POD operations must be viewed as part of a general mass feeding and food supply-chain restoration strategy. The operations described in this Appendix are intended to complement and support emergency feeding as necessary.

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H.2 POD Overview

This section provides basic information about PODs, including definition, situations requiring POD activation, and typical commodities distributed at PODs.

H.2.1 POD Definition

A POD is a centralized location where the public receives commodities following a disaster or emergency,¹ typically life-sustaining in nature, such as pre-packaged, shelf-stable meals and bottled water

PODs are not the same as points of dispensing.²

H.2.2 Situations Requiring POD Activation

A POD is a mechanism for bulk distribution to the public when ordinary sources such as grocery stores, household food (including refrigeration thereof), and potable tap water are not available or otherwise cannot supply sufficient goods to meet basic needs.

A POD is required when:

- An incident significantly impedes or disrupts normal access to life-sustaining commodities for the local population for at least 48 hours, AND other mass feeding strategies cannot meet the needs of the population or are not appropriate based on the precipitating incident
- A visible need for life-sustaining commodities arises in the population, AND this need cannot be met through existing mechanisms in the private or public sector

H.2.3 Commodities Distributed at PODs

Below is a description of commodities that may be provided at PODs. Emergency managers must determine which items to provide, based on need. Shelf-stable food, bottled water, and baby formula are the most commonly needed items.

H.2.3.1 Shelf-Stable Meals

For the purpose of emergency logistics, shelf-stable meals are unopened, pre-packaged meals that do not require refrigeration and may or may not be self-heating. Typical examples include Meals, Ready-To-Eat (MREs), and Heater Meals. If possible, consideration should be given to special dietary needs of the population, including the provision of kosher, halal, vegetarian, and/or vegan meals.

¹ In some cases, PODs may distribute non-life-sustaining commodities such as tools or other supplies that assist with immediate recovery.

² Points of dispensing are intended solely for bulk distribution of pharmaceuticals.

H.2.3.1.1 Meal, Ready-To-Eat

The MRE is a self-contained, self-heating, individual field ration in lightweight packaging. The MRE is intended to remain stable outdoors across a wide range of temperatures. MREs are to be eaten for a maximum of 21 days. MREs are available in multiple varieties, including kosher, halal, vegan, and vegetarian.

H.2.3.1.2 Other Shelf-Stable Meals

Various brands of shelf-stable meals are commonly provided via bulk distribution during disasters.

H.2.3.2 Bottled Water

Bottled water is provided in containers, or in cases. Container sizes vary.

H.2.3.3 Baby Formula

Baby formula, if available, should be provided to households with infants under 1 year of age.

H.2.3.4 Ice

Ice may be provided for the purposes of temporary refrigeration in the absence of power. Priority should be given to individuals/households dependent upon medications requiring refrigeration. A list of such medications is provided in the POD FOG. Ice may also be used to help preserve existing household food supplies.

H.2.3.5 Other Items

Other items that a jurisdiction may choose to distribute at PODs include:

- Personal sanitary supplies, including diapers and feminine hygiene products
- Tarps
- Medications³
- Tools or cleanup supplies

³ PODs may be co-located with points of dispensing, as points of dispensing may be required to serve individuals requiring medications.

H.3 POD Organization

PODs are managed using the Incident Command System (ICS) and are supported by the EOC. This section describes roles and responsibilities of local government regarding PODs, the organization structure for command and control of PODs, and its relationship to the EOC. Roles and responsibilities of specific personnel in the POD organization structure are also described.

H.3.1 Roles and Responsibilities of Local Government

This section describes specific roles and responsibilities of organizations and of Local Government in activating, operating, and demobilizing PODs.

H.3.1.1 Local Government

Local governments are responsible for activating, operating, and demobilizing PODs. To enhance this capability, local governments should perform the following in advance of a catastrophic incident:

- Determine requirements to establish and operate PODs in response to a catastrophic event
- Identify potential POD sites
- Determine staffing and equipment resources existing in the jurisdiction to operate PODs
- Identify anticipated resource shortfalls
- Develop partnerships to address resource shortfalls
- Following a catastrophic incident, local governments should activate the EOC to:
 - Develop appropriate situational awareness of population, housing, and infrastructure impacts
 - Coordinate POD requirements as part of a comprehensive mass feeding strategy
 - Estimate needs in order to determine initial requirements to activate the appropriate number of PODs
 - Select the kinds, types, quantity, and locations of PODs to be established
 - Provide notice to the appropriate entities to activate and manage POD staff and to equip PODs
 - Coordinate with the Operational Area regarding POD locations that are adjacent to other local governments
 - Coordinate ongoing operational and logistical support for PODs

H.3.1.2 Lead Agency

Local government must identify a lead agency responsible for activating, operating, and demobilizing PODs. The lead agency will typically be the local general services or public works agency.

H.3.1.3 Operational Area

The Operational Area is responsible for sharing information with local governments on the locations of PODs in adjacent jurisdictions and coordinating between jurisdictions to ensure PODs are efficiently and effectively dispersed so as to meet the needs across affected areas in the Operational Area. In some cases, local governments may wish to collectively manage PODs using a Multi-Agency Coordination Group at the Operational Area level or delegate authority to the County, if mutually agreed upon.

H.3.2 Organizational Structure

This section outlines the organizational structure for the command and control of PODs and their relationship to the EOC. PODs are managed using ICS and led by a POD Manager (or Task Force Leader). The most basic unit in the organizational structure is the POD Task Force, which is the organizational unit that executes POD operations at a given POD. **Section H.3.2.1** outlines the organizational structure for a POD Task Force. **Section H.3.2.2** outlines the organizational structure for the POD Operations Center, which manages all POD Task Forces in the jurisdiction.

H.3.2.1 POD Task Force

Figure H.3-1 provides the organizational structure for a POD Task Force.

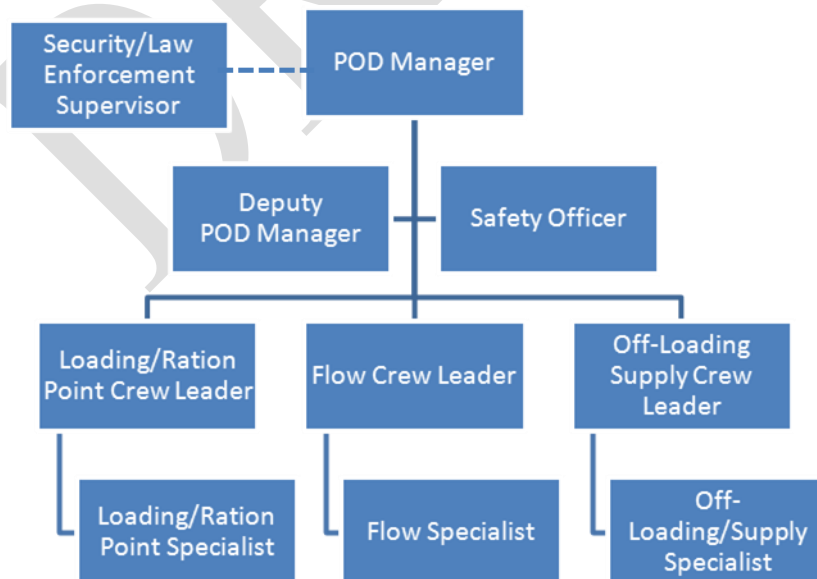


Figure H.3-1. POD task force.

H.3.2.2 POD Operations Center

The POD Operations Center serves the role of command post from which to manage all POD operations in the jurisdiction; it is led by the POD Operations Center Commander, typically a senior member of the lead agency. The DOC of the lead agency may serve as the POD Operations Center. The POD Operations Center should be established as soon as action is taken in the field to establish and operate PODs. The POD Operations Center requests resources from the EOC, based on resource needs identified by POD Managers. For span of control purposes, Division Supervisors or Branch Directors may be used. **Figure H.3-2** provides an example command structure for the operation of multiple PODs, showing POD Operations Center personnel and POD task forces, as well as the EOC, which supports the POD Operations Center Commander.

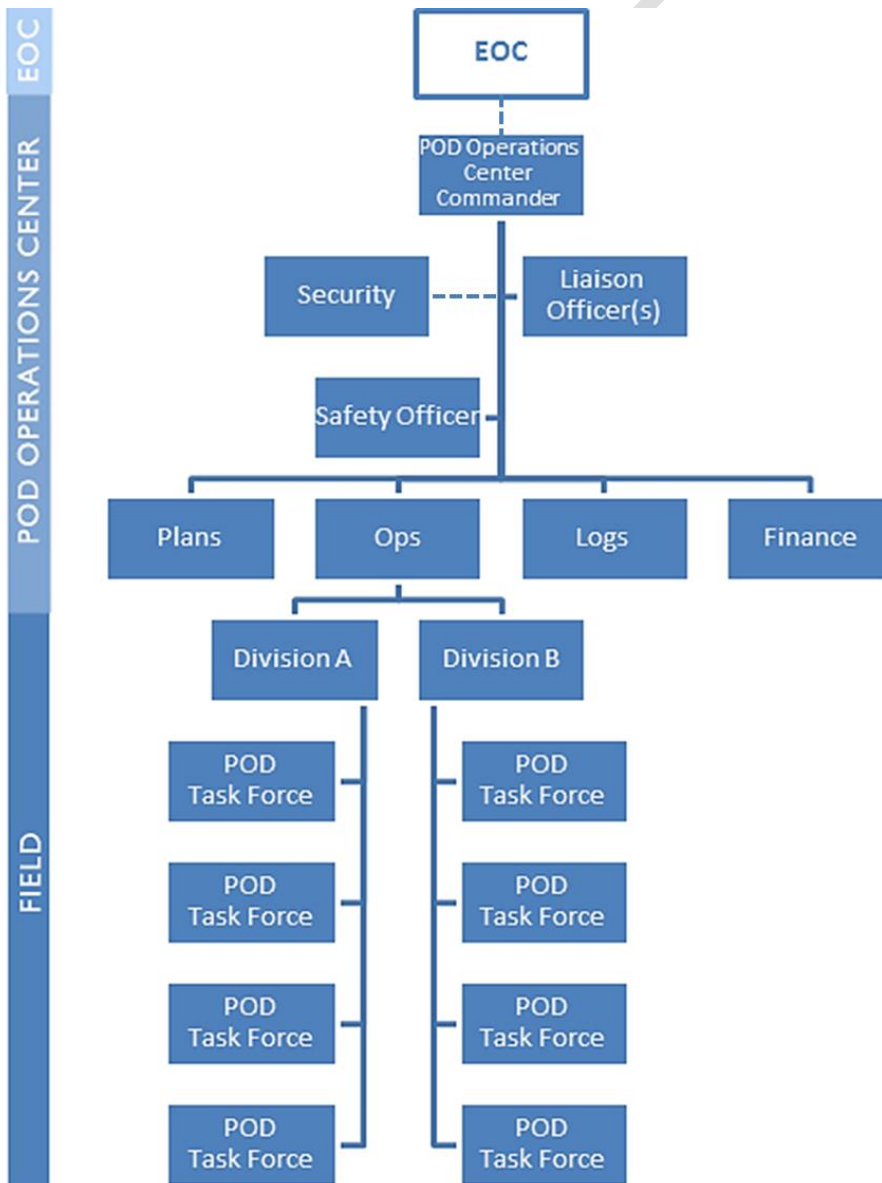


Figure H.3-2. Example command structure for the operation of multiple PODs.

H.3.3 Position Descriptions

H.3.3.1 POD Operations Center

The following tables describe roles and responsibilities of Command Staff and General Staff and positions in each Section, with the exception of POD Task Forces. These personnel constitute the POD Operations Center Team and are responsible for staffing the POD Operations Center. POD Task Force personnel are responsible for staffing PODs; they are described in **Section H.3.2.1**. Below, **Table H.3-1** lists Command Staff, **Table H.3-2** lists General Staff, and **Table H.3-3** lists staff who support the various Section Chiefs.

Table H.3-1. Command Staff.

POD Operations Center Commander	<ul style="list-style-type: none"> • Maintains command and control of all PODs in the jurisdiction or operational area • Establishes objectives • Typically staffed by a senior-level representative from the lead agency
Liaison Officer	<ul style="list-style-type: none"> • Serves as a point of contact for partner agencies, organizations, and private entities that are part of the POD organization structure but not the lead agency
Public Information Officer	<ul style="list-style-type: none"> • Facilitates the two-way flow of information between the POD Command and the Joint Information Center • Serves as an external interface with the public, media, and other agencies to provide coordinated information • Develops accurate and complete briefings on operations, situation status, resources committed, and other matters of general interest
Safety Officer	<ul style="list-style-type: none"> • Monitors, reports, and provides for the conduct of safe operations at all locations in the jurisdiction • Coordinates with safety officers at individual PODs, monitoring POD operations and advising the POD Operations Center Commander on all matters relating to operational safety, including the health and safety of POD personnel • Retains the authority to stop or prevent operations if a life-safety issue warrants such action • Establishes systems and procedures to ensure staff safety, as well as the general safety of operations • Advises the Safety Officer at each POD on all matters relating to operational safety

Source: C-POD Plan, developed by the NY-NJ-CT-PA RCPGP Regional Logistics Program

C-POD = Commodity Point of Distribution

NY-NJ-CT-PA = New York-New Jersey-Connecticut-Pennsylvania

POD = Point of Distribution

RCPGP = Regional Catastrophic Preparedness Grant Program

Table H.3-2. General Staff.

Operations Section Chief	<ul style="list-style-type: none"> Oversees and supports POD operations Develops and implements strategies and tactics to carry out distribution objectives Organizes, assigns, and supervises all tactical field resources Supervises up to seven Division Supervisors (or Branch Directors), depending on the number of PODs required
Planning Section Chief	<ul style="list-style-type: none"> Collects information about the status of POD operations and resources Manages the planning process Develops the Incident Action Plan for each operational period Provides situation reports to the EOC Looks beyond the current and next operational periods to anticipate potential problems or events
Logistics Section Chief	<ul style="list-style-type: none"> Issues resource requests and acquires necessary resources not currently under the control of the POD Command. Seeks support from the EOC when needed.
Finance/ Administration Section Chief	<ul style="list-style-type: none"> Tracks costs associated with POD operations

Source: C-POD Plan, developed by the NY-NJ-CT-PA RCPGP Regional Logistics Program

C-POD = Commodity Point of Distribution

EOC = Emergency Operations Center

NY-NJ-CT-PA = New York-New Jersey-Connecticut-Pennsylvania

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Table H.3-3. Staff who support the Section Chiefs.

Operations Section Staff (Field Personnel)	
Branch Director	<ul style="list-style-type: none"> Used in a very large POD organization structure to supervise up to seven Division Supervisors
Division Supervisor	<ul style="list-style-type: none"> Oversees and supports non-security operations at up to seven PODs Directly supervises up to seven POD Managers/Task Force Leaders
POD Manager/Task Force Leader	<ul style="list-style-type: none"> See Table H.3-4
Planning Section Staff	
Resources Unit Leader	<ul style="list-style-type: none"> Maintains the status of, and tracks, all resources Plans the staffing of personnel and resources Plays a significant role in preparing the IAP
Situation Unit Leader	<ul style="list-style-type: none"> Collects and analyzes information on the current situation Prepares situation reports and provides updates to the EOC Develops staffing, equipment, and commodity projections
Documentation Unit Leader	<ul style="list-style-type: none"> Gathers, maintains, and stores all incident-related documentation Provides duplication services, including for the IAP
Demobilization Unit Leader	<ul style="list-style-type: none"> Ensures that resources are released from the incident in an orderly, safe, and cost-effective manner
Logistics Section Staff	
Communications Unit Leader	<ul style="list-style-type: none"> Prepares and supports the POD Communications Plan Distributes and maintains communications equipment; sources any additional communications equipment from the EOC Ensures all communications work properly at all PODs in the operational area or jurisdiction
Medical Unit Leader	<ul style="list-style-type: none"> Provides guidance, as needed, to the Safety Officer at each POD; confirms that a Medical Plan is established at each POD
Food Unit Leader	<ul style="list-style-type: none"> Establishes a feeding plan for the lead agency and PODs (if not emergency meals) Coordinates with the Ground Support Unit Leader to arrange for meals to be delivered to the PODs. Works with the POD Deputy Manager to arrange for POD staff to consume water and emergency meals if meal service cannot be arranged.
Supply Unit Leader	<ul style="list-style-type: none"> Assists in determining the type and amount of supplies needed to support the incident Coordinates with the EOC to acquire equipment and supplies needed for the POD and the operations of the lead agency Receives, stores, and distributes equipment, supplies, and commodities Coordinates service of non-expendable equipment Maintains inventory of supplies and equipment
Facilities Unit Leader	<ul style="list-style-type: none"> Sets up and maintains the facility used by the lead agency Coordinates site security with the Security Director Identifies maintenance services and needs (sanitation, refuse, etc.) of the lead agency and PODs

Table H.3-3 (Continued)

Ground Support Unit Leader	<ul style="list-style-type: none"> • Identifies transportation and ground resource needs • Arranges for, activates, and documents the fueling and maintenance of ground resources, including vehicles, forklifts, and portable light towers/generators • Arranges for ground transportation • Arranges for the transportation of food for staff to POD sites, if needed • Provides any repairs to vehicles, as needed • Assists with signage at and around the sites
Finance/Administrative Section Staff	
Time Unit Leader	<ul style="list-style-type: none"> • Tracks time and hours worked by lead agency staff • Works with the POD Manager to ensure that ICS 211 (Check-in/Check-out) forms are completed accurately and submitted for each operational period
Compensation/Claims Unit Leader	<ul style="list-style-type: none"> • Supports and directs all administrative matters pertaining to compensation for injury and claims related to POD operations
Cost Unit Leader	<ul style="list-style-type: none"> • Collects all cost data associated with the operations of PODs in the Operational Area or jurisdiction • Performs cost effectiveness analyses • Provides cost estimates • Makes cost savings recommendations

Source: C-POD Plan, developed by the NY-NJ-CT-PA RCPGP Regional Logistics Program

C-POD = Commodity Point of Distribution

EOC = Emergency Operations Center

IAP = Incident Action Plan

ICS = Incident Command System

NY-NJ-CT-PA = New York-New Jersey-Connecticut-Pennsylvania

POD = Point of Distribution

RCPGP = Regional Catastrophic Preparedness Grant Program

H.3.3.2 POD Task Force

Table H.3-4 states roles and responsibilities of POD Task Force personnel. Action checklists for these positions are provided in the POD FOG.

Table H.3-4. POD Task Force personnel.

POD Manager (Task Force Leader)	<ul style="list-style-type: none"> • Oversees and manages all aspects of the operation of an individual POD • Establishes and maintains proper lines of command, control, and communication • Manages communication between the POD and POD Operations Section Chief or Division Supervisor
Deputy POD Manager	<ul style="list-style-type: none"> • Supports the POD Manager as head of staff • Ensures that all roles in the POD are staffed, staff are signed in and trained, and operations run smoothly
Safety Officer	<ul style="list-style-type: none"> • Develops and recommends measures for ensuring personnel safety; assesses and directs the mitigation of hazardous and unsafe situations

Table H.3-4 Continued

Security/Law Enforcement Supervisor	<ul style="list-style-type: none"> • Oversees security inside and outside the POD • Provides protection to staff and the public and otherwise deters criminal activity • Controls crowds and manages traffic • Coordinates with law enforcement personnel • Works with the Off-Loading/Supply Crew Leader to control truck entry to the POD • Works with the Flow Crew Leader to control public entry to the POD
Loading/Ration Point Crew Leader	<ul style="list-style-type: none"> • Oversees the distribution of commodities to the public in a safe and efficient manner • Ensures that goods are distributed fairly and according to set guidelines • Coordinates with the Off-Loading/Supply Crew Leader to maintain a steady and efficient commodity distribution flow
Flow Crew Leader	<ul style="list-style-type: none"> • Serves as the public face of the POD • Leads a crew that directs the movement of the public • Manages the line leading into the POD and disseminates information to the public concerning operating hours, commodity allocation, and commodity status • Leads a crew that directs the public to the POD, through the distribution area, and out the exit
Off-Loading/Supply Crew Leader	<ul style="list-style-type: none"> • Oversees the unloading, positioning, and movement of commodities in the storage and distribution areas • Manages documentation and inventory control • Ensures that work areas are organized and free of trash and debris
Loading/Ration-Point Specialist	<ul style="list-style-type: none"> • Distributes commodities to the public • Performs the final check to ensure that commodities have not expired or are not otherwise unfit for consumption
Off-Loading/Specialist	<ul style="list-style-type: none"> • Secures, organizes, and stocks commodities for distribution • Unloads commodities and operates equipment • Some personnel must be forklift certified
Flow Specialist	<ul style="list-style-type: none"> • Directs recipients to and through the POD • Provides information to the public (operating hours, commodity allocation, etc.) • Determines individual eligibility for additional commodities when necessary • Records the number of pedestrians or vehicles receiving commodities

Source: C-POD Plan, developed by the NY-NJ-CT-PA RCPGP Regional Logistics Program

C-POD = Commodity Point of Distribution

NY-NJ-CT-PA = New York-New Jersey-Connecticut-Pennsylvania

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H.4 POD Requirements

This section outlines POD types, basic capabilities, and basic equipment and staff requirements. Staffing requirements are provided in **Section H.4.3**. Equipment requirements are provided in **Section H.4.4**. Information on commodity requirements is outlined in **Section H.4.5**.

H.4.1 POD Typing

This section provides an overview of PODs by kind (Vehicular or Pedestrian⁴) and type (I, II, or III). POD typing is helpful in determining layout, staffing, equipment, and commodity requirements. Forecasting the required quantity of PODs, by kind and type, is described in **Section H.5.1**.

Table H.4-1 provides the number of persons served per day by Type I, II, and III PODs, based on a 12-hour-per-day-distribution/12-hour-per-day-restocking operating pattern. Note that criteria for Type III Pedestrian PODs do not exist.

Table H.4-1. Persons served per day, based on POD type.

POD Type	POD Kind	Persons Served per Day
Type I	Vehicular or Pedestrian	20,000
Type II	Vehicular or Pedestrian	10,000
Type III	Vehicular	5,000

Source: C-POD Plan, developed by the NY-NJ-CT-PA RCPGP
Regional Logistics Program

C-POD = Commodity Point of Distribution

NY-NJ-CT-PA = New York-New Jersey-Connecticut-Pennsylvania

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H.4.2 POD Layout

This section provides schematics of the physical layout of each kind and type of POD, which are shown on **Figures H.4-1** (legend) and **Figures H.4-2** through **H.4-6**. Each kind and type of POD requires a level, graded, and preferably paved surface on which to load and unload supplies, ensure smooth flow of pedestrians or traffic, and load and distribute rations. Specific information on the setup of PODs is provided separately in the POD FOG.

⁴ Vehicular POD typing is based on a model developed jointly by the Federal Emergency Management Agency (FEMA) and the U.S. Army Corps of Engineers (USACE). Pedestrian POD typing is based on a model developed by the New York City Office of Emergency Management, in cooperation with FEMA and the USACE.

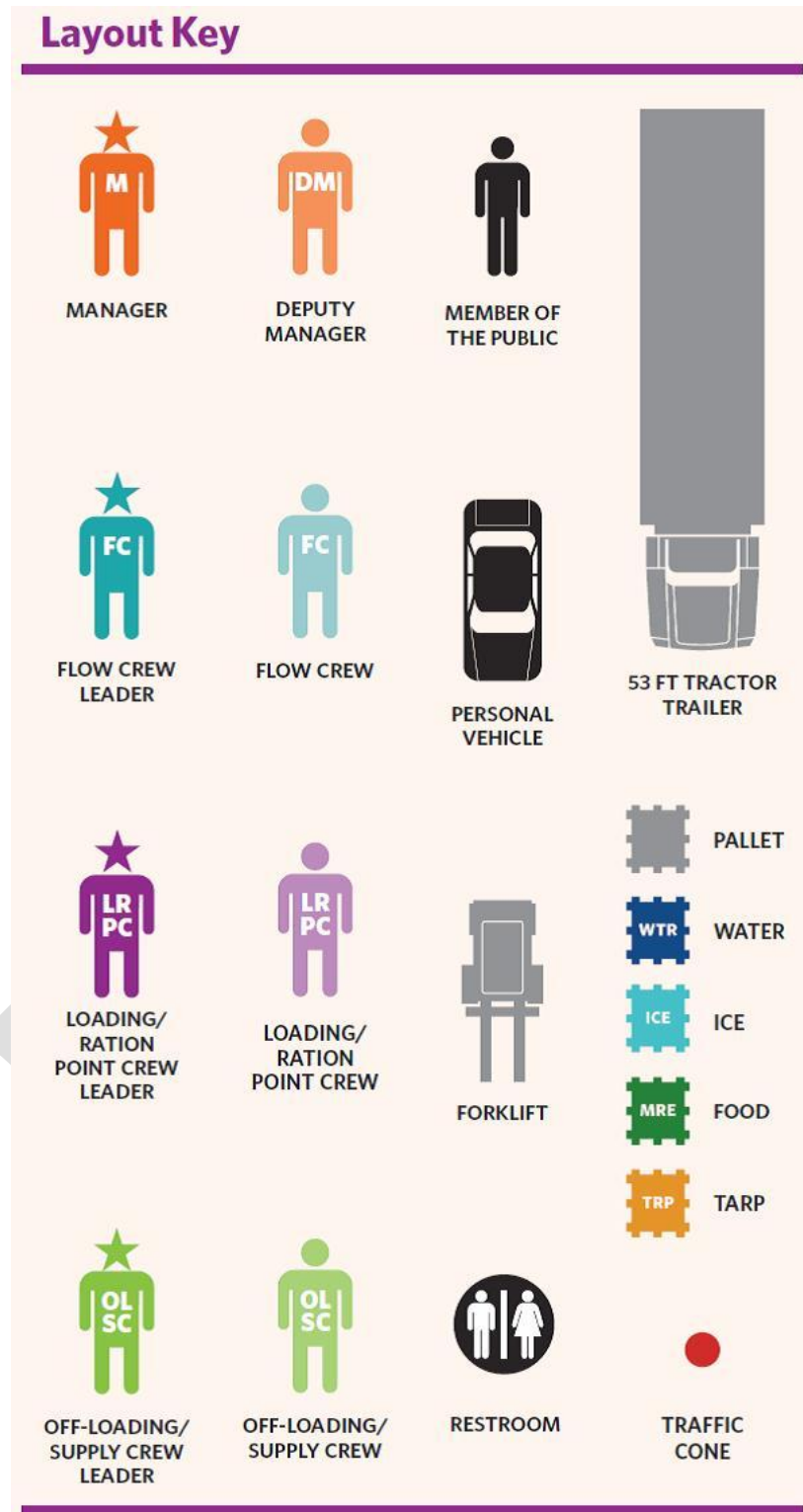
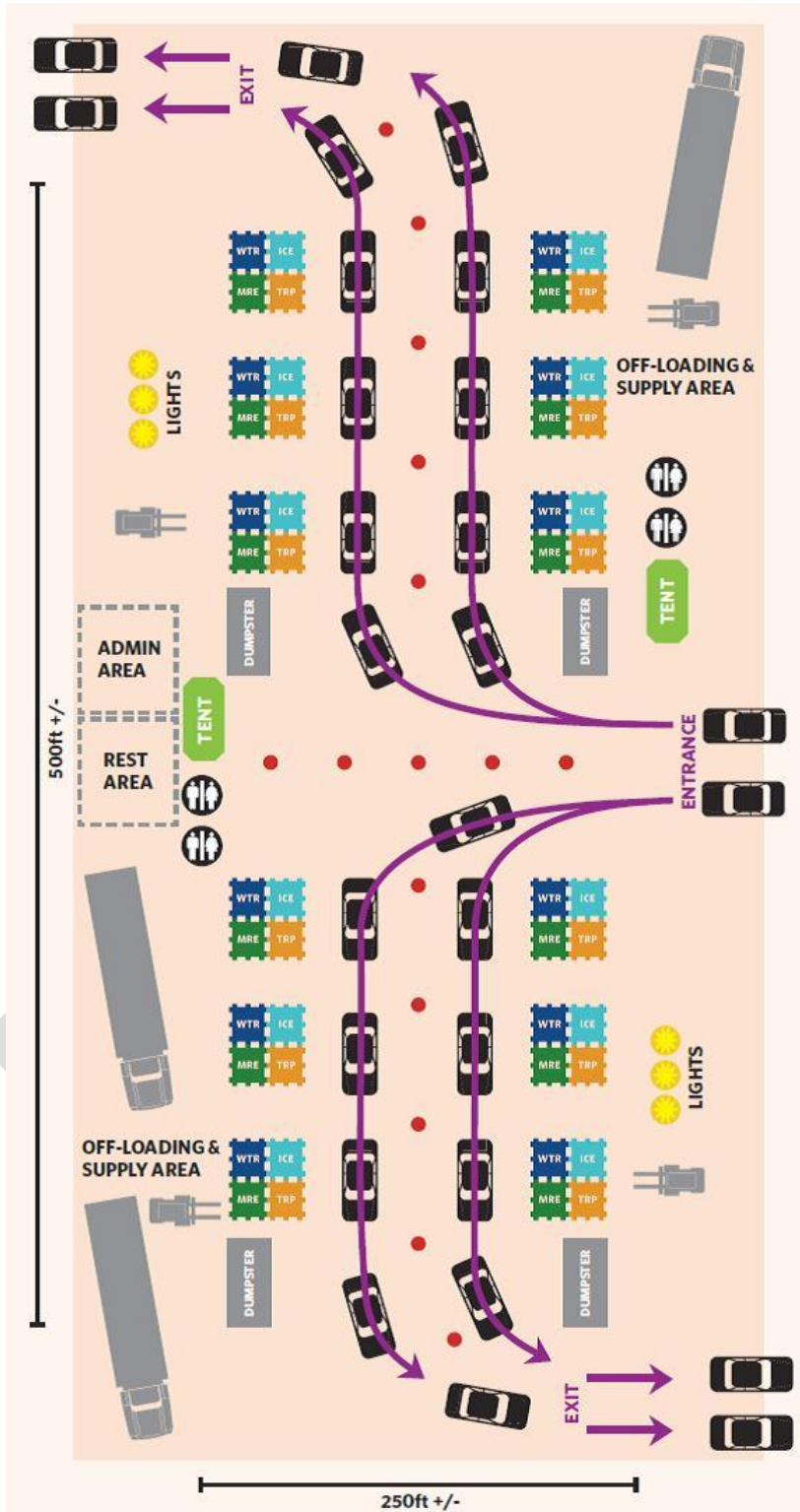


Figure H.4-1. Legend.

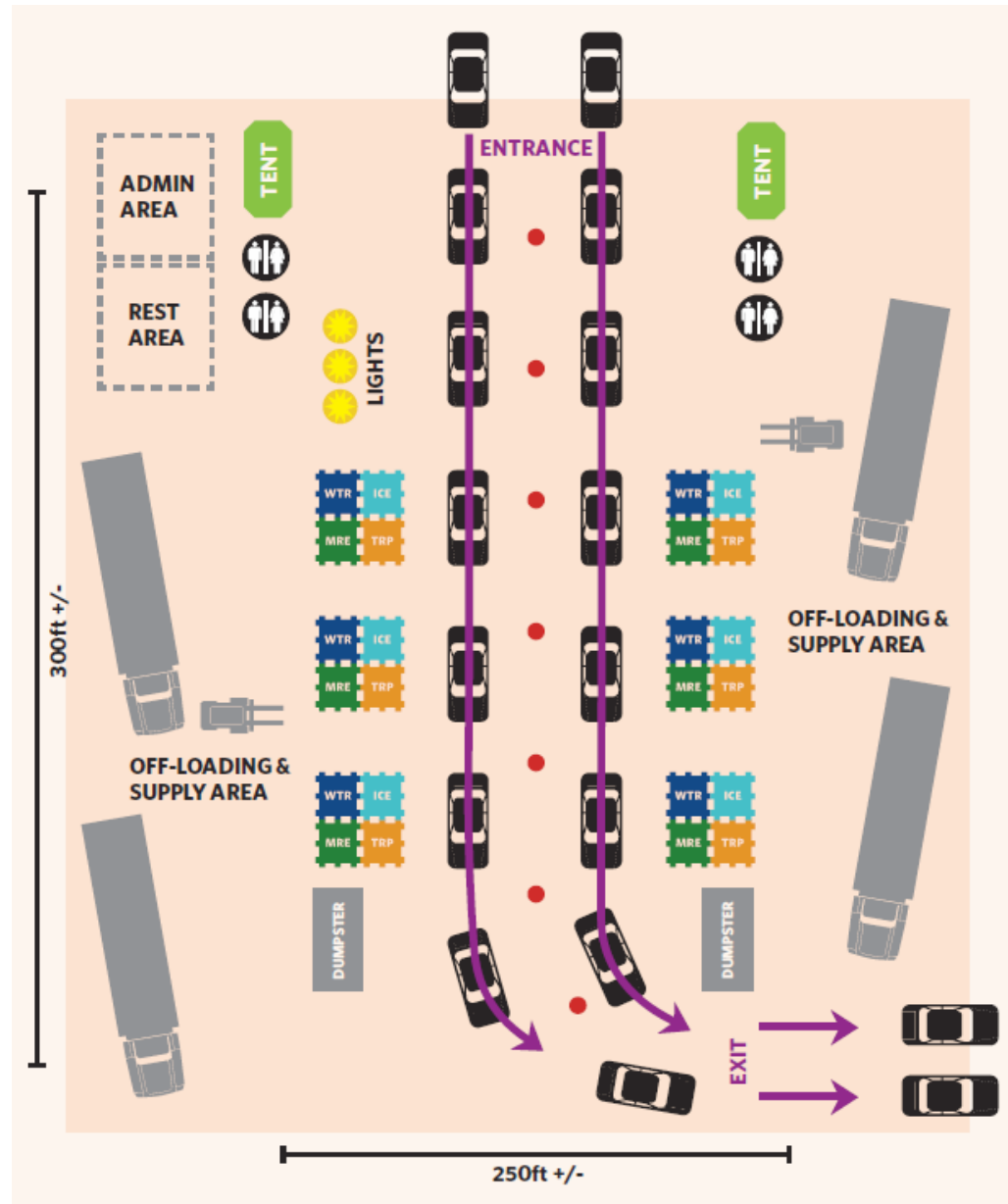
H.4.2.1 Type I Vehicular POD



Note: minimum space requirement is 100,000 square feet.

Figure H.4-2. Type I Vehicular POD layout.

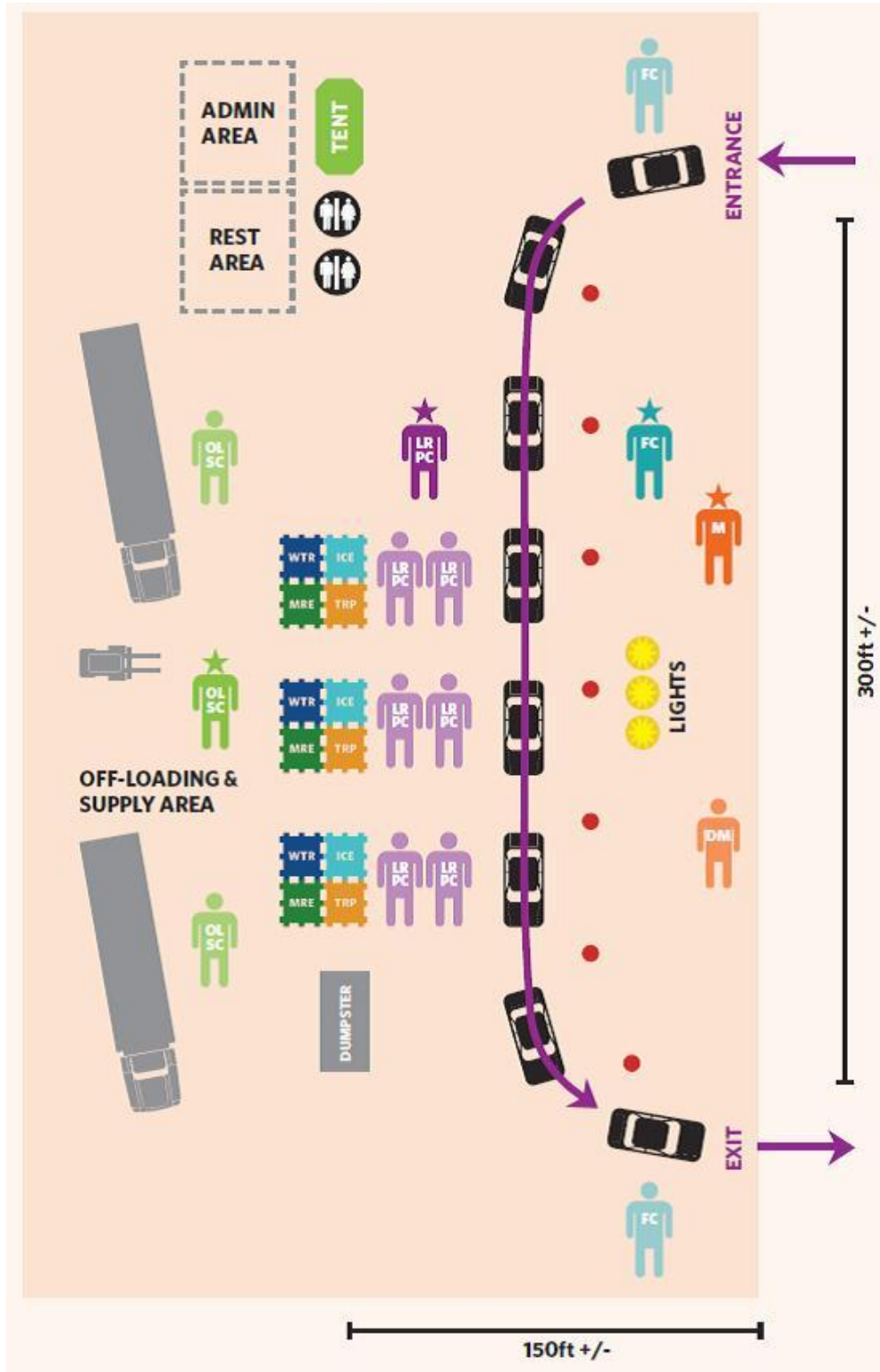
H.4.2.2 Type II Vehicular POD



Note: minimum space requirement is 75,000 square feet.

Figure H.4-3. Type II Vehicular POD layout.

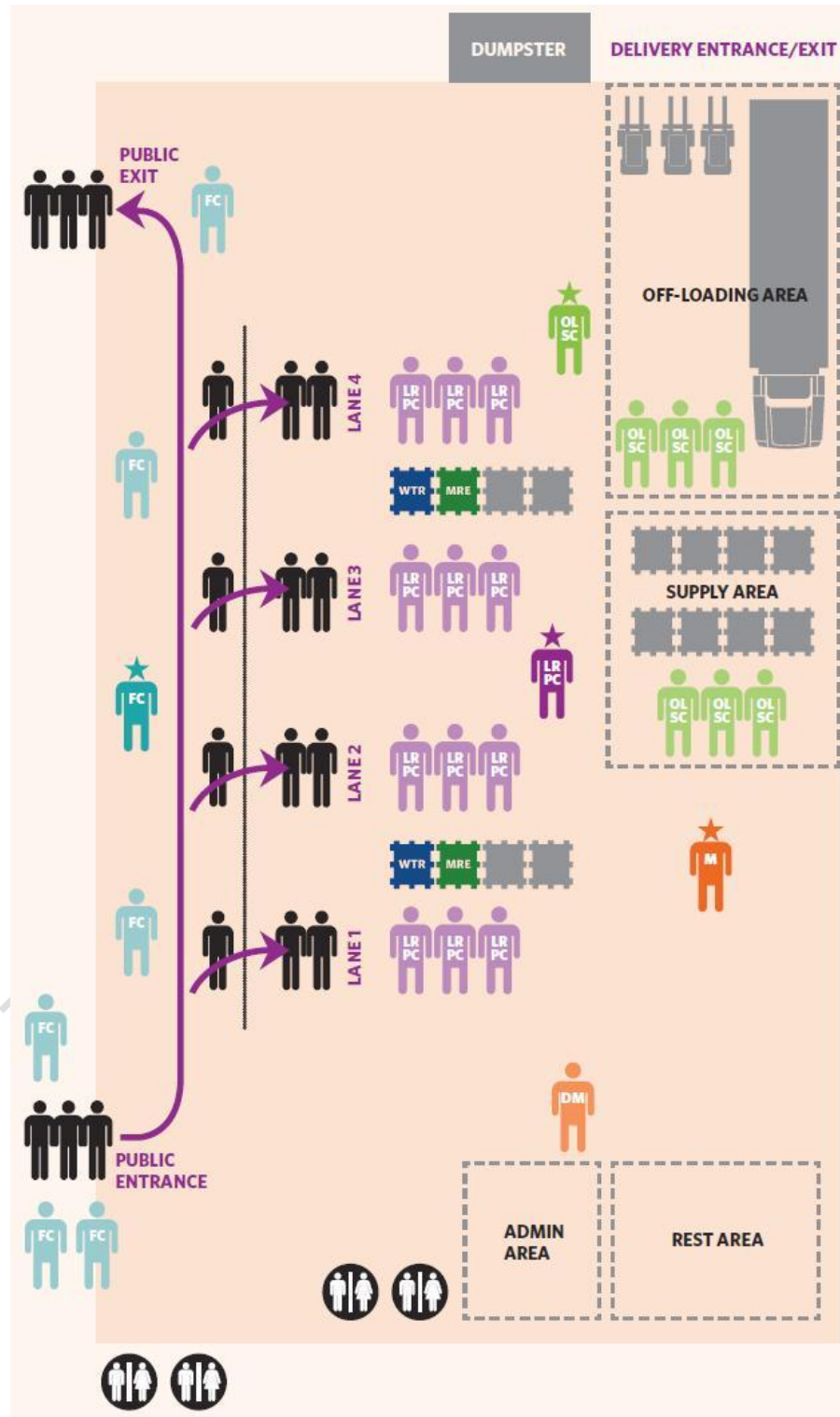
H.4.2.3 Type III Vehicular POD



Note: minimum space requirement is 50,000 square feet.

Figure H.4-4. Type III Vehicular POD layout.

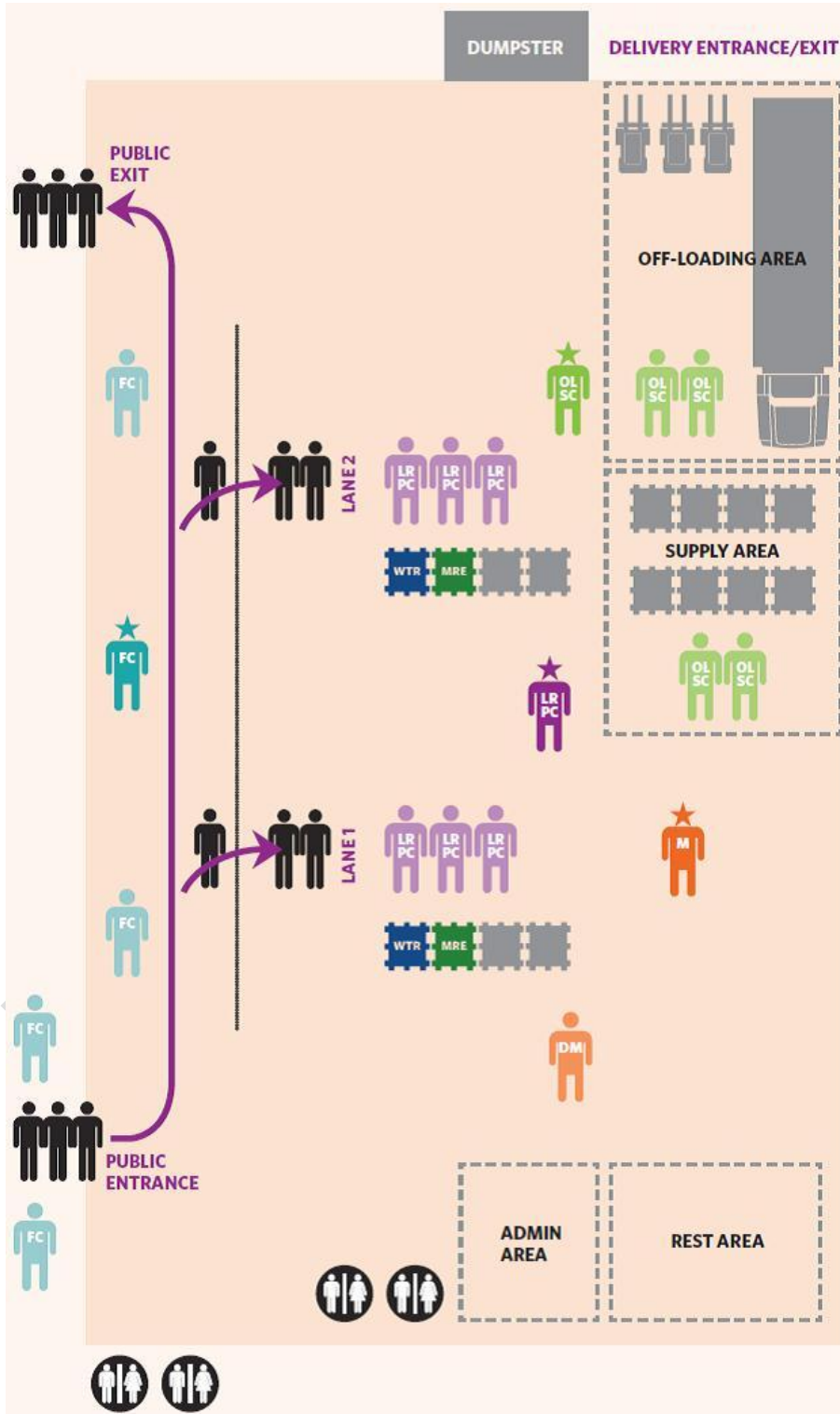
H.4.2.4 Type I Pedestrian POD



Note: Pedestrian PODs are established in parks, parking lots, and other large, open spaces. There are no specific standardized requirements for the dimensions of a Pedestrian POD.

Figure H.4-5. Type I Pedestrian POD layout.

H.4.2.5 Type II Pedestrian POD



Note: Pedestrian PODs are established in parks, parking lots, and other large, open spaces. There are no specific standardized requirements for the dimensions of a Pedestrian POD.

Figure H.4-6. Type II Pedestrian POD layout.

H.4.3 Staff Requirements

This section provides staff requirements for each kind and type of POD. Specific staff requirements are outlined in **Tables H.4-2** through **H.4-6** and assume a daily operating pattern of 12-hour distribution (day) and 12-hour restocking (night).

The operating pattern may be adjusted to 24-hour distribution with concurrent restocking or less than 12-hour distribution with daytime restocking. Personnel requirements vary based on operating pattern. These staffing requirements are guidelines for minimum staffing. Additional staff may be necessary, as determined by the POD Manager.

Law enforcement staffing requirements listed in **Table H.4-2** assume civil order; they may require augmentation. These are minimum requirements. Actual law enforcement staffing is to be determined at the discretion of local law enforcement.

Staff positions are classified as skilled and unskilled. Skilled workers require training in advance. Unskilled positions do not and they can be staffed by volunteer personnel who may have limited advance training. However, forklift training is preferred for some otherwise unskilled staff positions. Suggested resources to staff unskilled positions are provided in **Section H.5.2.3**. POD Training is described in **Section H.6**. All personnel operating at PODs, including volunteers, must be registered Disaster Service Workers.

H.4.3.1 Type I Vehicular POD

Table H.4-2. Staffing requirements for a Type I Vehicular POD.

Position	Day	Night
POD Manager	1	1
Deputy POD Manager	1	1
Safety Officer	1	1
Security/Law Enforcement Supervisor	1	1
Security/Law Enforcement Staff	4	1
Loading/Ration Point Crew Leader	1	1
Loading/Ration Point Specialists	36	0
Flow Crew Leader	1	1
Flow Crew Specialists	8	0
Off-Loading/Supply Crew Leader	1	1
Off-Loading/Supply Crew Specialists*	6	6
Total Skilled	8	5
Total Unskilled	53	9
Total	61	14

* Forklift certification preferred

Source: C-POD Plan, developed by the NY-NJ-CT-PA RCPGP Regional Logistics Program

C-POD = Commodity Point of Distribution

NY-NJ-CT-PA = New York-New Jersey-Connecticut-Pennsylvania

POD = Point of Distribution

RCPGP = Regional Catastrophic Preparedness Grant Program

H.4.3.2 Type II Vehicular POD

Table H.4-3. Staffing requirements for a Type II Vehicular POD.

Position	Day	Night
POD Manager	1	1
Deputy POD Manager	1	1
Safety Officer	1	1
Security/Law Enforcement Supervisor	1	1
Security/Law Enforcement Staff	2	1
Loading/Ration Point Crew Leader	1	1
Loading/Ration Point Specialists	18	0
Flow Crew Leader	1	0
Flow Crew Specialists	5	0
Off-Loading/Supply Crew Leader	1	1
Off-Loading/Supply Crew Specialists*	4	4
Total Skilled	6	5
Total Unskilled	30	6
Total	36	11

* Forklift certification preferred

Source: C-POD Plan, developed by the NY-NJ-CT-PA RCPGP Regional Logistics

C-POD = Commodity Point of Distribution

NY-NJ-CT-PA = New York-New Jersey-Connecticut-Pennsylvania

POD = Point of Distribution

RCPGP = Regional Catastrophic Preparedness Grant Program

H.4.3.3 Type III Vehicular POD

Table H.4-4. Staffing requirements for a Type III Vehicular POD.

Position	Day	Night
POD Manager	1	1
Deputy POD Manager	1	1
Safety Officer	1	1
Security/Law Enforcement Supervisor	1	1
Security/Law Enforcement Staff	1	1
Loading/Ration Point Crew Leader	1	1
Loading/Ration Point Specialists	9	0
Flow Crew Leader	1	0
Flow Crew Specialists	3	0
Off-Loading/Supply Crew Leader	1	1
Off-Loading/Supply Crew Specialists*	2	2
Total Skilled	5	5
Total Unskilled	17	4
Total	22	9

* Forklift certification preferred

Source: C-POD Plan, developed by the NY-NJ-CT-PA RCPGP Regional Logistics

C-POD = Commodity Point of Distribution

NY-NJ-CT-PA = New York-New Jersey-Connecticut-Pennsylvania

POD = Point of Distribution

RCPGP = Regional Catastrophic Preparedness Grant Program

H.4.3.4 Type I Pedestrian POD

Table H.4-5. Staffing requirements for a Type I Pedestrian POD.

Position	Day	Night
POD Manager	1	1
Deputy POD Manager	1	1
Safety Officer	1	1
Security/Law Enforcement Supervisor	1	1
Loading/Ration Point Crew Leader	1	0
Loading/Ration Point Specialists	16	0
Flow Crew Leader	1	0
Flow Crew Specialists	10	0
Off-Loading/Supply Crew Leader	1	1
Off-Loading/Supply Crew Specialists*	6	6
Total Skilled	4	4
Total Unskilled	35	7
Total	39	11

* Forklift certification preferred

Source: C-POD Plan, developed by the NY-NJ-CT-PA RCPGP Regional Logistics

C-POD = Commodity Point of Distribution

NY-NJ-CT-PA = New York-New Jersey-Connecticut-Pennsylvania

POD = Point of Distribution

RCPGP = Regional Catastrophic Preparedness Grant Program

H.4.3.5 Type II Pedestrian POD

Table H.4-6. Staffing requirements for a Type II Pedestrian POD.

Position	Day	Night
POD Manager	1	1
Deputy POD Manager	1	1
Safety Officer	1	1
Security/Law Enforcement Supervisor	1	1
Loading/Ration Point Crew Leader	1	0
Loading/Ration Point Specialists	8	0
Flow Crew Leader	1	0
Flow Crew Specialists	5	0
Off-Loading/Supply Crew Leader	1	1
Off-Loading/Supply Crew Specialists*	4	4
Total Skilled	4	4
Total Unskilled	20	5
Total	24	9

* Forklift certification preferred

Source: C-POD Plan, developed by the NY-NJ-CT-PA RCPGP Regional Logistics

C-POD = Commodity Point of Distribution

NY-NJ-CT-PA = New York-New Jersey-Connecticut-Pennsylvania

POD = Point of Distribution

RCPGP = Regional Catastrophic Preparedness Grant Program

H.4.4 Equipment Requirements

This section lists specific equipment requirements (both required and preferred equipment) for each kind and type of POD. Signage requirements are also provided separately in **Section 4.4.2**.

H.4.4.1 Equipment

Table H.4-7 lists required equipment for each kind and type of POD. **Table H.4-8** lists equipment that is preferred or that may be helpful but is not required.

Table H.4-7. Required equipment by POD type.

Equipment	Unit	Vehicular			Pedestrian	
		Type I	Type II	Type III	Type I	Type II
Barricade tape (rolls of 1,000 feet)	Roll	4	4	2	4	4
Batteries (assorted sizes based on equipment needs)	Box of 12	4	4	2	4	4
Batteries, portable radio	Each	4	4	2	4	4
Box cutter	Each	4	4	2	4	4
Chalk	Box	10	10	5	10	10
Dumpster, open top (30 cubic yards) with service	Each	4	2	1	4	4
Electrical distribution (spider box), 50 amp	Each	2	2	1	2	2
Forklift (4,000 pound capacity)*	Each	1	1	1	1	1
Fire extinguisher (ABC type, 5-pound)	Each	3	2	1	2	2
First aid kit (ANSI-compliant for up to 50 persons)	Each	3	2	1	2	2
Gasoline/diesel	Gallon	TBD	TBD	TBD	TBD	TBD
Hand truck	Each	6	6	6	6	6
Index cards (blue)	Pack	15	15	7	15	15
Index cards (pink)	Pack	15	15	7	15	15
Pallet jack (hand-operated)	Each	3	2	1	2	2
Paper	Ream	10	10	5	10	10
Pens	Dozen	36	36	18	36	36
Portable light tower/generator	Each	4	4	4	4	4
Portable radio, Public safety	Each	4	4	2	4	4
Portable toilet with service	Each	6	4	2	4	4
Safety vest (for all staff, standard ANSI 207)	Each	79	43	25	50	28
Support belts or vests for loading/unloading point and off-loading supply crews (medium, for the back)	Each	25	13	7	18	9
Talkabout two-way radios	Dozen	16	16	8	16	16
Traffic cones	Each	30	15	10	15	15
Trash bags (18 to 20 per box)	Box	10	10	5	10	10
Work gloves**	Pair	14	10	6	14	10
Whistle	Each	4	4	2	4	4

*Additional forklifts recommended, per **Table H.4-8**

Required for off-loading/supply personnel, additional work gloves recommended for other personnel, per **Table H.4-8

Source: C-POD Plan, developed by the NY-NJ-CT-PA RCPGP Regional Logistics

ANSI = American National Standards Institute

C-POD = Commodity Point of Distribution

DOC = Departmental Operations Center

ICP = Incident Command Post

NY-NJ-CT-PA = New York-New Jersey-Connecticut-Pennsylvania

POD = Point of Distribution

RCPGP = Regional Catastrophic Preparedness Grant Program

Table H.4-8. Preferred equipment by POD type.

Equipment	Unit	Vehicular			Pedestrian	
		Type I	Type II	Type III	Type I	Type II
Barricades	Each	12	12	6	12	12
Bus, 40-passenger (cooling station or rain shelter, based on whether conditions)	Each	1	1	1	1	1
Calculator	Each	2	2	1	1	1
Chocks, vehicle (for each piece of rolling equipment)	Pair	4	2	1	2	2
Copier/scanner/printer	Each	2	2	1	1	1
Duct tape	Roll	4	4	2	4	4
Ear plugs (all staff)	Pair	79	43	25	50	28
Extension cords, 12/3 gauge (50 feet)	Each	10	10	5	10	10
Flashlight, industrial	Each	12	12	6	12	12
Folding chair (17 x 31 inch)	Each	79	43	25	50	28
Folding table (30 x 96 x 29 inch)	Each	10	10	5	10	10
Forklift (4,000-pound capacity)*	Each	2 (3 total)	1 (2 total)	N/A (1 total)	1 (2 total)	1 (2 total)
Glasses, safety	Each	79	43	25	50	28
Glow sticks (orange or red)	Pack of 2	45	30	15	30	30
Hand/tally counter	Each	4	4	2	4	4
Hand-washing station/hand sanitizer (with daily service)	Each	3	2	1	2	2
Hard hat	Each	79	43	25	50	28
HazMat spill kit	Each	1	1	1	1	1
Hole punch	Each	2	2	1	2	2
Ink cartridges (for printer)	Each	3	3	1	3	3
Laptop (heavy duty preferred)	Each	2	2	1	1	1
Marker (black)	Each	15	15	7	15	15
Megaphone	Each	1	1	1	1	1
Measuring tape (300 feet)	Each	1	1	1	1	1
Nametag	Each	400	400	200	400	400
Pallet grabbers	Set	1	1	1	1	1
Recycle bin (with service contract)	Each	2	2	1	2	2
Stop/Slow sign; handheld, two-sided	Each	8	5	3	0	0
Sunscreen	TBD	TBD	TBD	TBD	TBD	TBD
Tent, shade (20 x 40 feet)	Each	2	2	1	2	2
Tire repair kit	Each	2	2	2	2	2
Trash can, wheeled (96-gallon)	Each	2	2	1	2	2
Warehouse fan (26 inch)	Each	2	2	1	2	2
White board	Each	2	2	1	2	2
White board marker	Each	10	10	5	10	10
Work gloves*	Pair	65 (79 total)	33 (43 total)	19 (25 total)	36 (50 total)	18 (28 total)
Zip ties	Each	50	50	25	50	50

*In addition to those listed under Required Equipment; total quantity preferred is provided in parentheses.

Source: C-POD Plan, developed by the NY-NJ-CT-PA RCPGP Regional Logistics

N/A = Not applicable

C-POD = Commodity Point of Distribution

NY-NJ-CT-PA = New York-New Jersey-Connecticut-Pennsylvania

POD = Point of Distribution

RCPGP = Regional Catastrophic Preparedness Grant Program

TBD = to be determined

H.4.4.2 Signage

Table H.4-9 lists required signage. Signage requirements are the same for all PODs, regardless of kind or type.

Table H.4-9. POD signage requirements.

Sign	Quantity
About the POD*	2
Administrative Area	8
Meals	6
Water	6
Point of Distribution	4
Deliveries	15
Hours of Operation	2
Distribution Guidelines	8
Do Not Enter	8
Entrance (Forward Arrow)	2
Entrance (Right Arrow)	2
Entrance (Left Arrow)	2
Exit	10
Lane**	12
Loading Point***	12
No Parking	6
Off-Loading Area	2
Please Keep Moving	20
Restrooms (Men)	2
Restrooms (Women)	2
Staff Only	4
Storage Area	2

* Includes hours of public distribution and rules of the POD (members of the public should not return same day, etc.)

** Lane signs will be numbered (1-6) with two signs per lane, for use at Pedestrian PODs

*** Loading-Point signs will be numbered (1-6) with two signs per lane, for use at vehicle sites.

Source: C-POD Plan, developed by the NY-NJ-CT-PA RCPGP Regional Logistics

C-POD = Commodity Point of Distribution

NY-NJ-CT-PA = New York-New Jersey-Connecticut-Pennsylvania

POD = Point of Distribution

RCPGP = Regional Catastrophic Preparedness Grant Program

H.4.5 Commodity Requirements

The forecasting model identified in **Section H.5.1** is used to determine commodity requirements. **Table H.4-10** provides ration guidelines per person (for Pedestrian PODs) and per household (for Vehicular PODs). Rations are provided to

individuals/households on a daily basis. However, rations at Vehicular PODs are typically distributed to vehicles on a household basis, whereas rations at Pedestrian PODs are typically distributed to persons on an individual basis. Additional information is provided in the POD FOG.

Table H.4-10. Per-person and per-household^a rations.

Commodity	Per Person (Pedestrian PODs)	Per Household (Vehicular PODs)
Shelf-Stable Meal	2 meals	6 meals
Bottled Water	4 liters (or 1 gallon)	9 to 12 liters (or 1 case)
Baby Formula (if applicable)	48 ounces	48 ounces
Ice (if applicable)	1 (8-pound) bags	3 (8-pound) bag

Source: C-POD Plan, developed by the NY-NJ-CT-PA RCPGP Regional Logistics

^a Households are determined to include an average of 2.5 persons based on U. S. Census data. For this table, households have been rounded up to 3 persons.

C-POD = Commodity Point of Distribution

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Analysis conducted during the development of the CONPLAN estimated a per-person requirements of four liters of water and two MREs per day.

H.5 POD Planning

This section describes planning considerations for POD operations following an incident. This includes a model for forecasting the type and quantity of PODs required (**Section H.5.1**), sequential steps for strategic planning required to initiate POD operations (**Section H.5.2**), strategic planning considerations to meet the needs of individuals with access and functional needs (**Section H.5.3**), and incident action planning (**Section H.5.4**). In addition, considerations for pre-incident planning are also described (**Section H.5.5**).

H.5.1 Forecasting

An Excel spreadsheet for forecasting the number of PODs required—as well as basic staff, equipment, and commodity requirements—is provided separately as “Commodity Forecasting Model.”⁵

The forecasting model may be helpful in determining the appropriate combination of kind, type, and quantity of PODs. For example, the model will calculate how many resources will be needed to supply a Type I POD that serves as many as 20,000 in a 12-hour period.

H.5.2 Strategic Planning

The following sequential steps outline strategic planning considerations necessary to initiate POD operations. This includes estimating the demand for PODs; determining physical requirements and locations; and estimating staffing, equipment, and commodity requirements.

H.5.2.1 Estimate Demand

The following steps should be taken to estimate the demand for PODs based on geographic and population impacts and other strategies that address the need for life-sustaining commodities.

- Review damage assessments from impacted areas
- Use census data or other population data to estimate the impacted population in impacted areas
- Use forecasting models if they can assist in estimating demand
- Of the affected population, approximate the population that will be provided access to life-sustaining commodities through other mass feeding strategies, such as mobile feeding and fixed-site feeding at shelters or other locations, consistent with the Regional Mass Care and Shelter Plan⁶

⁵ Developed by USACE and used by the State of Florida, Division of Emergency Management. Available online at: <http://floridadisaster.org/Response/Logistics/Index.htm>

⁶ The ARC coordinates the provision of meals to evacuees at ARC shelters and may provide limited mobile feeding.

H.5.2.2 Determine Physical Requirements/Locations

Based on estimated demand, the number of PODs required can be approximated using the Commodity Forecasting Model referenced in **Section H.5.1** as well as the table provided in the same section. Consider:

- Transportation infrastructure disruptions
- Available routes to supply POD locations
- Available routes for pedestrian and/or vehicular access to potential POD locations

Determine the quantity, kind, type, and location of PODs required. This may result in a combination of Vehicular and Pedestrian PODs.

Considerations for selecting a site that is level, graded, and preferably paved are provided in the layout schematics in **Section H.4.2** and are also provided in the POD FOG.

H.5.2.3 Determine Staffing Requirements and Assess Staffing Capability

Staffing requirements are determined based on the quantity of PODs required by kind and type. Once the quantity, kind, and type of PODs are determined, use the tables in **Section H.4.3** to:

- Determine skilled staff required
- Determine unskilled staff required

The following are potential sources of paid and volunteer staff to meet unskilled staff needs.

- American Red Cross (ARC)⁷
- AmeriCorps
- California Conservation Corps
- California National Guard
- California Volunteers Disaster Corps
- Community Emergency Response Team Program
- Non-governmental organizations
- Convoy of Hope
- Northern California Voluntary Organizations Active in Disaster
- Private businesses
- Spontaneous volunteers
- The Salvation Army

⁷ ARC will prioritize staffing of ARC shelters first and may not be available to staff PODs.

H.5.2.4 Determine Equipment Requirements and Capabilities

Equipment requirements are determined based on the expected quantity of PODs required by kind and type. Based on this information, use the tables in **Section H.4.4** to:

- Inventory equipment available in the jurisdiction
- Conduct a gap analysis and identify shortfalls
- Identify potential partner sources for equipment
- Request equipment to meet shortfalls

H.5.2.4 Determine Commodity Requirements and Capabilities

Commodity requirements can be determined using the forecasting model mentioned in **Section H.5.1**. FEMA is familiar with commodity requirements for each POD type; it can partially anticipate commodity needs based on aggregate information on the quantity of PODs by type. However, more complete information is required to maximize the chances of meeting actual commodity needs.

H.5.3 Access and Functional Needs

The following factors may limit access of an individual to PODs:

- Functional needs, including mobility impairment
- Lack of access to a vehicle
- Serious or chronic health conditions
- Language barriers
- Age (65 years or older or 4 years and younger)

The following strategies should be considered to address access and functional needs:

- Mobile feeding and/or mobile distribution of critical commodities (consider partnering with Meals on Wheels, ARC, and other community-based organizations)
- Direct mobile delivery of critical commodities⁸
- Bus and paratransit service to transport individuals to and from PODs
- Language assistance at PODs

H.5.4 Incident Action Planning

The POD Operations Center's Planning Section Chief is responsible for developing a POD Incident Action Plan (IAP) for each operational period. The information contained in the POD Operations Report is to be used by the POD Operations Center's Planning Section to develop the IAP. A POD Operations Report is

⁸ Commodities may be delivered directly to residences, hospitals, long-term care facilities, and other sites as deemed appropriate.

provided in **Section H.7.5**. The POD Operations Report is completed by the POD Manager/Task Force Leader by the end of each operational period and is immediately provided to the next level of command.

H.5.5. Pre-Incident Planning

H.5.5.1 Planning Assumptions

Catastrophic scenario-specific planning assumptions, based on HAZUS analysis, are provided in **Appendix B**. The assumptions include estimates of the number of households without electricity and potable water. This information can be used to estimate needs for food, water, and other life-sustaining commodities to be distributed at PODs. Additionally, assumptions about transportation system disruptions are helpful in determining available routes to supply PODs as well as public access to potential Vehicular POD sites.

H.5.5.2 Pre-Incident Planning

Pre-incident planning should be conducted based on catastrophic scenario-specific assumptions and should include:

- Determination of neighborhood-specific impacts based on the scenario and POD requirements by kind and type, to meet the consequent needs
- Identification of a sufficient number of POD sites capable of supporting the appropriate kinds and types of actions to meet these needs
- Identification of potential staffing resources for the EOC and POD Operations Center and skilled and unskilled personnel to staff PODs
- Where appropriate, establishing and maintaining agreements with partner governments, organizations, and vendors to secure staffing and equipment resources

H.6 POD Training

This section provides training guidelines for various positions in the POD organizational structure, as described in **Section H.3.2**.

PODs require both skilled and unskilled staff positions, as described in **Section H.4.3**. Skilled staff positions require specialized training in advance of an incident. Unskilled positions do not require specialized training in advance of an incident. Therefore, if there is not sufficient trained and available staff immediately following an incident, the unskilled positions listed in **Section H.6.4** may be staffed with volunteers with no prior training. Recommended training and experience are listed below in **Sections H.6.1** through **H.6.4** for those positions.

The Bay Area Regional Catastrophic Logistics Plan POD Operations Training Course is a POD train-the-trainer program developed for emergency managers, the POD Operations Center Team, POD managers, and POD Task Force leadership. This training is available through the California Emergency Management Agency (Cal EMA) via the Cal EMA website.

Just-in-time training guidelines are provided in the POD FOG. Just-in-time training is conducted by skilled and unskilled POD personnel (the Deputy POD Manager and Crew Leaders) for their staffs. The POD FOG also contains Job Action Sheets specific to each position.

H.6.1 Emergency Managers

The following training is recommended for emergency management and EOC personnel who will support PODs:

- Independent Study (IS) 26, Guide to Points of Distribution
- IS 27, FEMA Logistics
- Bay Area Regional Catastrophic Earthquake Logistics Plan POD Operations Training Course

H.6.2 POD Operations Center Team

The following training is recommended for the POD Operations Center Commander, Safety Officer, and General Staff, as well as Division Supervisors or Branch Directors, if used:

- IS 26, Guide to Points of Distribution
- IS 27, FEMA Logistics
- Bay Area Regional Catastrophic Earthquake Logistics Plan POD Operations Training Course

H.6.3 POD Task Force Leadership

The following training is recommended for POD Task Force Leadership, including the POD Manager/Task Force Leader, Deputy POD Manager, and Safety Officer:

- IS 26, Guide to Points of Dispensing
- Bay Area Regional Catastrophic Earthquake Logistics Plan POD Operations Training Course

H.6.4 POD Staff

The following training, experience, and teamwork requirements are recommended for POD staff, including the Loading/Ration Point, Flow, and Off-Loading/Supply Crew Leaders; Loading/Ration Point, Flow and Off-Loading Supply Crew staff; and Off-Loading Supply Crew members who are assigned as forklift operators.

H.6.4.1 Crew Leaders

Crew Leaders should have the following combination of training and experience:

- Just-in-time training, provided in the POD FOG
- Discipline-specific experience such as materials handling and traffic/crowd control (helpful)
- Experience managing a team (helpful)
- Ability to work as part of a team (required)

H.6.4.2 Crew Members

Crew Members should have the following combination of training and experience:

- Just-in-time training, provided in the POD FOG
- Discipline-specific experience such as materials handling and traffic/crowd control (helpful)
- Ability to work as part of a team (required)

H.6.4.3 Forklift Operators

One or more members of the Off-Loading/Supply Crew should possess forklift training. Although there is no specific curriculum for individuals to operate a forklift, the Occupational Safety and Health Administration and the California Department of Industrial Relations, Division of Occupational Safety and Health, require that training on the operation of a forklift be conducted by a qualified person, and that the training be documented. Training may be conducted on a just-in-time basis by qualified personnel; it generally takes several hours.

H.7 POD Forms

This section presents forms to be used in the field to track resources and communicate information in the POD organization structure. These forms are provided on the disk accompanying this plan; they are also referenced in the POD FOG.

H.7.1 ICS 211, Check-in/Check-out

Check-in/Check-out (In Lieu of ICS Form 211)

POD Site Name and Number: _____						Operational Period: _____					
Type of Site: _____						Date: _____					
POD Manager: _____						Hours: _____					
Name	Time IN	Initials	Time OUT	Initials	Agency/ Organization <i>(Volunteer?)</i>	Registered DSW? <i>(Y or N)</i>	Previously Managed a Team? <i>(Y or N)</i>	Experience with Pallet Jack or Forklift? <i>(Y or N)</i>	Experience Controlling Crowds or Directing Traffic? <i>(Y or N)</i>	Can lift 30 lbs.? <i>(Y or N)</i>	Languages Spoken <i>(List)</i>

H.7.2 ICS 213, General Message

General Message Log (ICS 213)

GENERAL MESSAGE		
TO:	POSITION:	
FROM:	POSITION:	
SUBJECT:	DATE:	TIME:
MESSAGE:		
SIGNATURE:	POSITION:	
REPLY:		
DATE:	TIME:	SIGNATURE/POSITION:

H.7.3 ICS 259, Resource Order Log

INCIDENT/PROJECT ORDER NUMBER	RESOURCE ORDER				INITIAL DATE/TIME	2. INCIDENT/PROJECT NAME				3. INCIDENT /PROJECT ORDER NUMBER				4. OFFICE REFERENCE NUMBER						
	5. DESCRIPTIVE LOCATION/RESPONSE AREA								6. SEC.	TVN	RNG	Base MDM	8. INCIDENT BASE/PHONE NUMBER				9. JURISDICTION/AGENCY			
									7. MAP REFERENCE				10. ORDERING OFFICE							
	11. AIRCRAFT INFORMATION								LAT.				LONG.							
	BEARING	DISTANCE	BASE OR OMNI		AIR CONTACT	FREQUENCY		Ground Contact	FREQUENCY		RELOAD BASE		OTHER AIRCRAFT/HAZARDS							
	12. Request Number	Ordered Date/Time	From	To	QTY	RESOURCE REQUESTED		Needed Date/Time	Deliver To	To	From	Time	Agency ID	RESOURCE ASSIGNED		ETA	RELEASED Date	To	Time	ETA
13. ORDER RELAYED				ACTION TAKEN								ORDER RELAYED				ACTION TAKEN				
Req. No.	Date	Time	To/From									Req. No.	Date	Time	To/From					

ICS 259-3 (7/87) NFES 2202



H.7.4 Gate Log

GATE LOG

POD Site Name and Number: _____				Operational Period: _____				
Type of Site: _____				Date: _____				
POD Manager: _____				Hours: _____				
Delivery Location: _____								
#	Date/Time	Truck Number	Resource/Commodity	Shipper's # (Bill of Lading Verification)	Driver's Last Name	Driver's First Name	Driver's Company	Driver's Cell Phone
1								
2								
3								
4								
5								
6								
7								
8								

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H.7.5 POD Operations Report

(page 1 of 5)

POD OPERATIONS REPORT	
POD Site Name and Number: _____	Operational Period: _____
Type of Site: _____	Date: _____
POD Manager: _____	Hours: _____
Progress Report: <i>Include brief summary of activities during last operational period.</i>	
Special/Security Considerations:	
Local Needs Assessment: <i>Have stores opened? Is there still a need for a POD? What is the chief complaint of those waiting at the POD?</i>	
Other Items:	

POD Operations Report (page 2 of 5)

POD OPERATIONS REPORT				
POD Site Name and Number: _____		Operational Period: _____		
Type of Site: _____		Date: _____		
POD Manager: _____		Hours: _____		
Distribution Guidelines				
	Water	Shelf Stable Meals/MREs	Baby Formula <i>(if applicable)</i>	Other Commodities
Pedestrians (Per Person)	Four (4) liters or one (1) gallon (3.79 liters per gallon)	Two (2)	Equivalent of 48 ounces	
Vehicles (Per Vehicle)	One (1) case of water (9-12 liters)	Six (6)	Equivalent of 144 ounces	
Total Served: (Pedestrians)				
Total Served: (Vehicles)				

POD Operations Report (page 3 of 5)

POD OPERATIONS REPORT	
POD Site Name and Number: _____ Operational Period: _____ Type of Site: _____ Date: _____ POD Manager: _____ Hours: _____	
Staff Assignments	
<p>POD ORG CHART – Local Organization</p> <pre> graph TD PM[POD MANAGER] --- SLES[SECURITY/LAW ENFORCEMENT SUPERVISOR] PM --- DPM[DEPUTY POD MANAGER] PM --- SO[SAFETY OFFICER] DPM --- LRPC[LOADING / RATION POINT CREW LEADER] DPM --- FLC[FLOW CREW LEADER] DPM --- OLS[OFF-LOADING / SUPPLY CREW LEADER] LRPC --- LRPS[LOADING/RATION POINT SPECIALIST] FLC --- FLS[FLOW SPECIALIST] OLS --- OLS_S[OFF-LOADING/SUPPLY SPECIALIST] </pre>	
Position	Name
POD Manager	
Deputy POD Manager	
Security/Law Enforcement Supervisor	
Safety Officer	
Loading/Ration Point Crew Leader	
Loading/Ration Point Specialist	

POD Operations Report (page 4 of 5)

POD OPERATIONS REPORT	
POD Site Name and Number: _____ Operational Period: _____	
Type of Site: _____ Date: _____	
POD Manager: _____ Hours: _____	
Flow Crew Leader	
Flow Specialist	
Off-Loading/Supply Crew Leader	
Off-Loading Supply Specialist	
Additional Positions	

POD Operations Report (page 5 of 5)

POD OPERATIONS REPORT				
POD Site Name and Number: _____		Operational Period: _____		
Type of Site: _____		Date: _____		
POD Manager: _____		Hours: _____		
<p>Site Layout: <i>Sketch the current layout if changed since the previous operational period. Include entrances, exits, unloading area, storage area, distribution area, rest area, and administrative area. Note any space constraints.</i></p> 				
Approximate Space being used for POD Operations (sq. feet): _____				
Burn Rate				
	Water	Shelf Stable Meals/MREs	Baby Formula <i>(if applicable)</i>	Other Commodities
Opening Balance (a*)				
Quantity Received (b**)				
Quantity Remaining (c***)				
Total Quantity Distributed (a + b - c)				

*To calculate (a), inventory all supplies on-site at the beginning of the operational period.

**Use the total numbers from the Resource Tracking Log as values for (b).

***To calculate (c), inventory all supplies on-site at the end of the operational period.

H.7.6 POD Commodities Tracking Sheet

POD Commodities Tracking Sheet

POD Commodities Tracking Sheet		NAME _____			
POD Name:		Address:			
Operational Area / Jurisdiction:		GPS Coordinates:			
POC Name:		POC Telephone:			
Date:	Commodity:	Received Last 24	Distributed Last 24	On-Hand	Order for Tomorrow
	Ice (pounds)				
	Water (liters/gallons)				
	MRE/SSM (meals)				
	Baby formula (ounces)				
	Ice (pounds)				
	Water (liters/gallons)				
	MRE/SSM (meals)				
	Baby formula (ounces)				
	Ice (pounds)				
	Water (liters/gallons)				
	MRE/SSM (meals)				
	Baby formula (ounces)				

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H.7.7 POD Demobilization Log

Demobilization Log

POD Site Name and Number: _____ Type of Site: _____ POD Manager: _____ Delivery Location: _____	Operational Period: _____ Date: _____ Hours: _____
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Pallet Demob #	Commodity Type	Pallet Repacking Date / Time	Trucking Company Name and ID#	Driver Name and Cell Phone#	Pickup Date / Time	Notes



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