

Point of Distribution (POD) Daily Equipment Inventory Report

Purpose: The Point of Distribution (POD) Daily Equipment Inventory Report provides information on incident POD stations.

Preparation: The Point of Distribution (POD) Daily Equipment Inventory Report is prepared by the POD Support Team Leader and reviewed by the POD Site Manager.

Distribution: The Point of Distribution (POD) **Daily Equipment Inventory Report** may be attached to the Incident Objectives (ICS form 202-OS), or information from the plan pertaining to incident distribution procedures may be taken from the plan and noted on the Assignment List (ICS form 204-OS) or on the Assignment List Attachment (ICS form 204a-OS). All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3-4.		Enter Inspected By and Location information.
5.	POD Activity	Complete as items are received.
6.	Additional Comments or Concerns	Enter any additional comments or concerns.
7.	Prepared By	Enter the name of the POD Support Team Leader preparing the form.
	Date/Time	Enter date (month, day & year) and time prepared (24-hour clock).
8.	Reviewed By	Enter the name of the POD Site Manager who must review the plan.
	Date/Time	Enter date (month, day & year) and time reviewed (24-hour clock).