

| Point of Distribution (POD) Daily Supply Report | | | | | | | | | |
|--|---|------|------|---------|---|----------------|-------------------|----------------------|-----------------|
| 1. Incident Name: | | | | | 2. Operational Period (Date and Time): | | | | |
| 3. POD Manager: | | | | | From: | | | | |
| 4. Location: | | | | | To: | | | | |
| 5. POD Daily Activity | | | | | | | | | |
| Line: | Item: | Date | Time | Truck # | Mission # | Type of Supply | Quantity Received | Quantity Distributed | Balance on Hand |
| 1 | Quantity of Water Received (gallons) | | | | | | | | |
| 2 | Quantity of Food Received(meals/pallets) | | | | | | | | |
| 3 | Quantity of Tarps Received(tarps/pallets) | | | | | | | | |
| 4 | Quantity of Ice Received (bags/pallets) | | | | | | | | |
| 5 | Quantity of Water Distributed (gallons) | | | | | | | | |
| 6 | Quantity of Food Distributed (meals/pallets) | | | | | | | | |
| 7 | Quantity of Tarps Distributed (tarps/pallets) | | | | | | | | |
| 8 | Quantity of Ice Distributed (bags/pallets) | | | | | | | | |
| 9 | Quantity of Food Received (each) | | | | | | | | |
| 10 | Quantity of Food Distributed (each) | | | | | | | | |
| 11 | Quantity and Type of Commodity Received | | | | | | | | |
| 12 | Quantity and Type of Commodity Distributed | | | | | | | | |
| 13 | Number of Day Staff | | | | | | | | |
| 14 | Number of Night Staff | | | | | | | | |
| 15 | Number of Unassigned Staff | | | | | | | | |
| 16 | Number of Spontaneous Volunteers | | | | | | | | |
| 17 | Initials of Reporting Manager | | | | | | | | |
| 6. Additional Comments or Concerns: | | | | | | | | | |
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| 7. Prepared By (POD Loading Team Leader): | | | | | Date and Time: | | | | |
| 8. Reviewed By (POD Manager): | | | | | Date and Time: | | | | |

Note: Line numbers are used for radio communications.

Point of Distribution (POD) Daily Supply Report

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

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

Distribution: The Point of Distribution (POD) Daily Supply 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 and distributed. |
| 6. | Additional Comments or Concerns | Enter any additional comments or concerns. |
| 7. | Prepared By | Enter the name of the POD Loading 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). |