Point of Distribution (POD) Site Setup Checklist				
1. Incident Name:		**2. Operational Period (Date and Time:**		
3. POD Manager:		From:		
4. Location:		To:		

5. POD Setup

Line:	Item:	Yes	No	Remarks
1	Team members arrived	☐	☐	
2	Site hazard assessment complete	☐	☐	
3	Communications established with LEMA	☐	☐	
4	Inspect POD Kit	☐	☐	
5	Determine the location of the Supply, Loading, and Vehicle lines	☐	☐	
6	Establish the port-a-potty location	☐	☐	
7	Establish the dumpster location	☐	☐	
8	Establish the break area location	☐	☐	
9	Set up traffic cones around the vehicle line	☐	☐	
10	Ensure supply trucks can enter and exit	☐	☐	
11	Assign staffing positions	☐	☐	
12	Distribute PPE	☐	☐	
13	Conduct a safety briefing	☐	☐	
14	Determine signage locations	☐	☐	
15	Receive port-a-potties	☐	☐	
16	Receive dumpster	☐	☐	
17	Receive pallet jack	☐	☐	
18	Receive first supply	☐	☐	
19	Notify LEMA that the POD is ready for opening	☐	☐	
20	Put up signage	☐	☐	
21	Open POD	☐	☐	
22	Notify LEMA that the POD is open	☐	☐	

6. Additional Comments or Concerns:

7. POD Setup Completed:	**Date and Time:**
8. Prepared By (POD Support Team Leader):	**Date and Time:**
9. Reviewed By (POD Manager):	**Date and Time:**

Note: Line numbers are used for radio communications.

Point of Distribution (POD) Site Setup Checklist

Purpose: The Point of Distribution (POD) Site Setup Checklist provides information on incident POD stations.

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

Distribution: The Point of Distribution (POD) Site Setup Checklist 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 Setup	Complete Checklist and enter any additional remarks.
6.	Additional Comments or Concerns	Enter any additional comments or concerns.
7.	POD Setup Completed	Enter date (month, day & year) and time prepared (24-hour clock).
8.	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).
9.	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).