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Purpose:

This Point of Distribution* (POD) Field Operations Guide (FOG) is designed to assist local governments, state partner agencies, and volunteer organizations in the planning, establishing, operating and demobilizing of POD operations to support an affected populace.

***NOTE:** *“Distribution” describes the process of providing goods to customers. For the purposes of this FOG, distribution does not include the process of procurement, staging, or transportation of supplies to the POD.*

The guidance in the FOG is neither rigid nor comprehensive. Not every POD activation requires all of the activities outlined in the guide. Use your good judgement and discretion in determining the most appropriate actions at the time of the response.

Introduction:

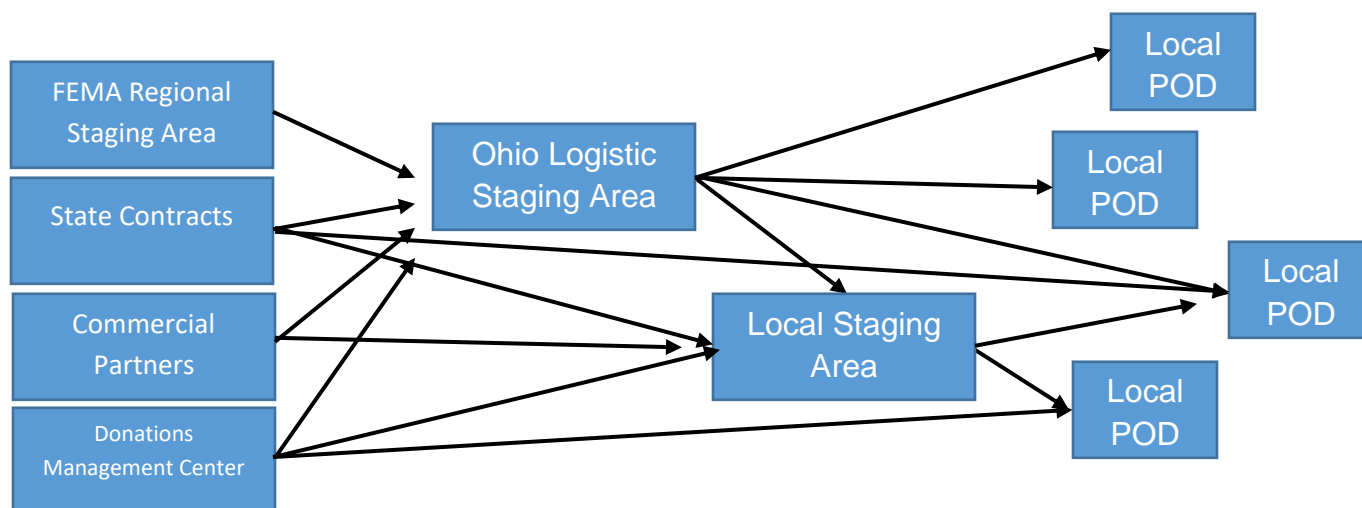
A POD is a centralized location where the public receives **life-sustaining commodities and supplies** following a disaster or emergency. PODs provide a commodity to the community when it is NOT available via normal means. It is usually located on a flat, paved area that is easily accessible to the public and will operate until power is restored, commercial facilities re-open or another support program replaces it.

PODs distribute a variety of commodities: potable water (usually bottled), packaged ice, Ready-to-Eat meals and sometimes baby formula and tarps. The Federal Emergency Management Agency (FEMA), state & local governments and donations from industry & volunteer agencies, supplies the commodities. Depending of the size of the response, supplies may flow through one or more staging areas or directly to a POD.

A POD is only activated when local residents do not have access to life-sustaining commodities and supplies. Do not open a POD if life-sustaining commodities are available via commercial retailers. Close and demobilize PODs as soon as life-sustaining commodities and supplies are commercially available.

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Potential Flows of Commodities:



If limited supplies are available in the first 72 hours after the disaster / emergency, the state may need to restrict the quantity of commodities distributed to each person passing through the POD. The minimum restricted distribution in the first 72 hours is:

- 1 Gallon water (8 each 16 or 16.9 ounce bottles) per person passing thru the POD
- 6 – 8 lbs. of ice per person passing thru the POD
- 2 MREs / Heater Meal Kits per person passing thru the POD
- 1 tarp per family

Preparing commodities for restricted distribution requires additional personnel and time to break cases down into individual items. Therefore, as soon as a sustainable supply flow is established the state may increase the distribution quantities to a standard per car* issue. Each car is considered to support three persons and will normally receive:

- 1 case of water (3-5 gallons) per car
- 2 or 3 bags of ice per car
- 1 case (up to 12 meals) MREs / Heater Meal Kits per car

* Cars may receive additional quantities if more than three (3) persons are in the car i.e. a family of two adults and three children over the age of one. Use your best judgement in determining when to issue additional commodities to a vehicle.

Multiple sources can provide the commodities, so the actual volume in the individual cases and cases per pallet received / issued may vary.

When issuing by case / per car, in order to capture ground truth the POD Manager must capture the actual volume of commodities issued and report that as well as the number of pallets consumed, and customers / vehicles served. (See Annex H: POD Forms – Commodities Reporting Sheet).

Examples of standard bottled water volume variations by vendor:

Brand	UI	BTL / CSE	VOL / BTL	CSE/PLT	VOL / CSE	VOL/PLT
Kirkland	case	40	16.9	48	5.28	253.50
Crystal Geyser	case	24	16.9	84	3.17	266.18
Nestle	case	24	16.9	78	3.17	247.16
Nestle	case	35	16.9	54	4.62	249.54
Dasani	case	32	16.9	50	4.23	211.25

Types of PODs

The charts and diagrams that follow identify and describe PODs based on the number of customers served and whether distribution is to vehicles or pedestrians.

Dedicated Vehicle (Drive-Through) POD

Type I	<ul style="list-style-type: none"> • Can serve up to 20,000 people per day • Up to 560 vehicles per hour • Four distribution lanes (100,000 square feet of space required)
Type II	<ul style="list-style-type: none"> • Can serve up to 10,000 people per day • Up to 280 vehicles per hour • Two distribution lanes (75,000 square feet of space required)
Type III	<ul style="list-style-type: none"> • Can serve up to 5,000 people per day • Up to 140 vehicles per hour • One distribution lane (50,000 square feet of space required)

Dedicated Pedestrian (Walk-up) POD

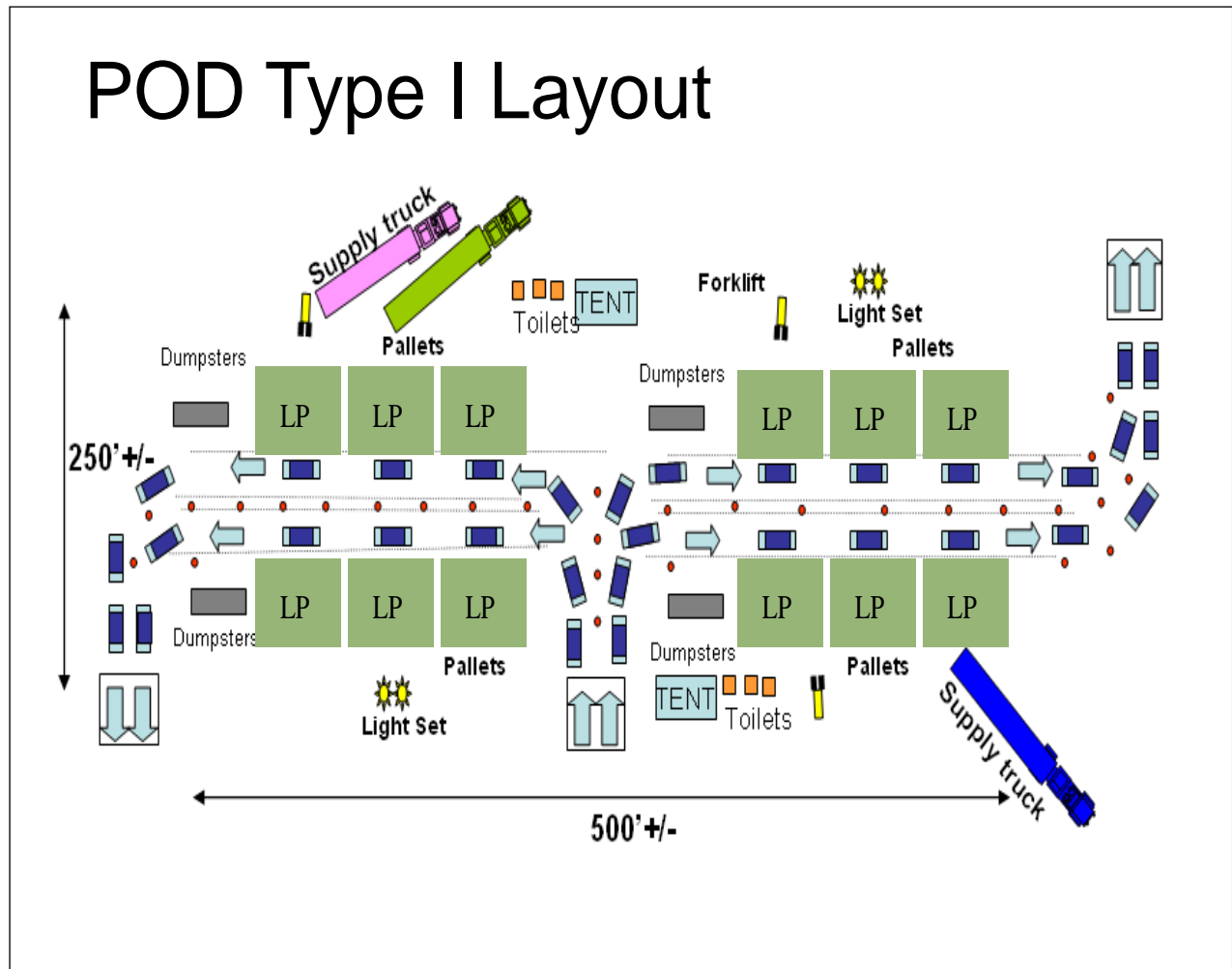
Type I	<ul style="list-style-type: none"> • Can serve up to 1,680 customers per hour (20,000 per day) • Used in parks, parking lots, and other large open spaces
Type II	<ul style="list-style-type: none"> • Can serve up to 840 customers per hour (10,000 per day) • Used in parks, parking lots, and other open spaces

NOTE: The number of persons served per day assumes that one (1) car equals three (3) people with 12-hours daytime distribution & 12-hours overnight restocking. Most PODs distribute commodities from 07:00 thru 19:00 and restock from 19:00 to 07:00.

The next pages provide layouts for each of the different POD types. In addition to the actual distribution lanes, each POD also contains an administrative area and zones for staging / re-stocking operations.

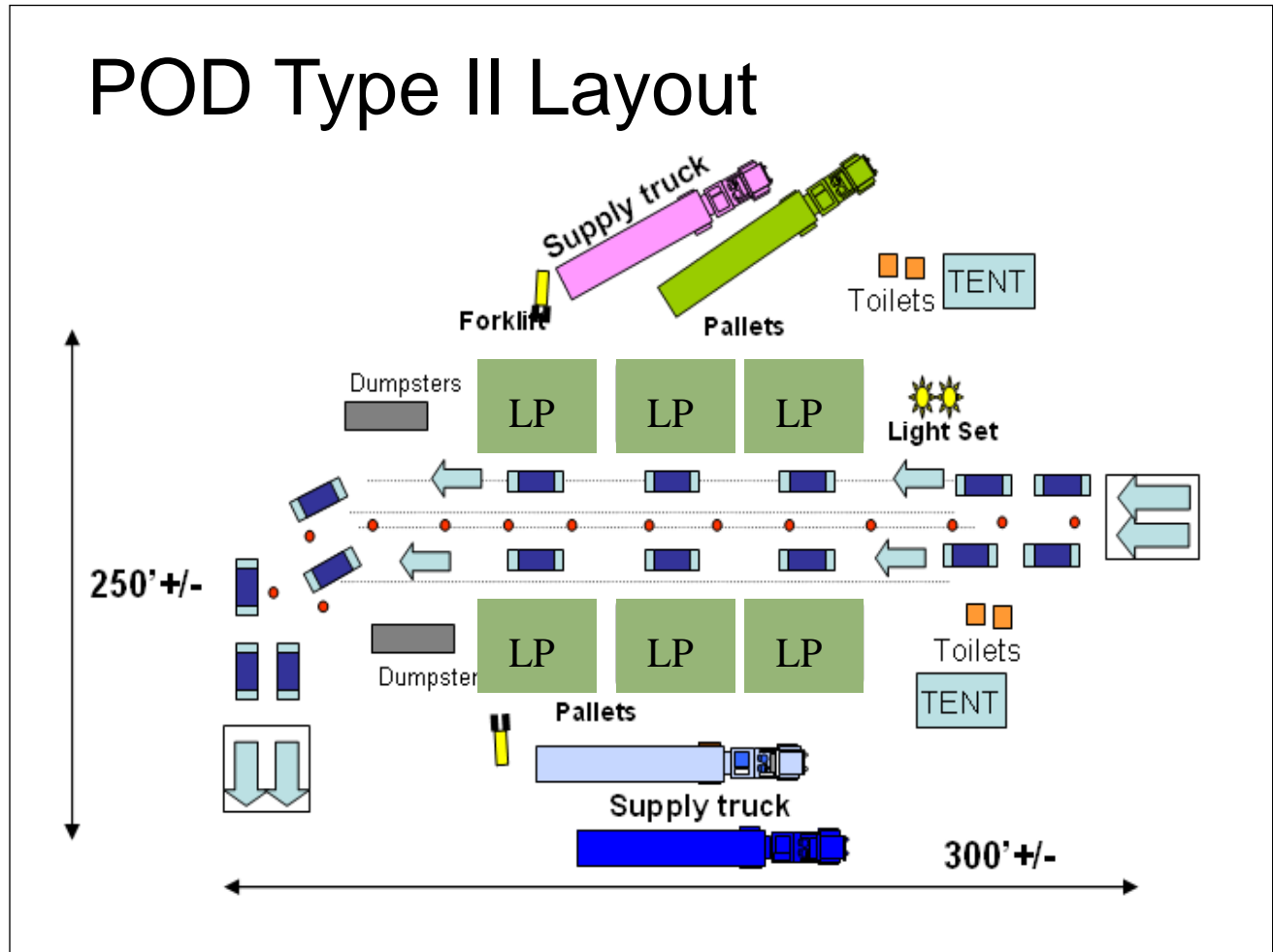
Type I Vehicle (Drive-Through) POD

The largest of the Vehicle / Drive-Through PODs is a Type I. A Type I POD is 250 feet by 500 feet and has *four* (4) vehicle lanes, each with *three* (3) Loading Points (LP), (12-total Loading Points).



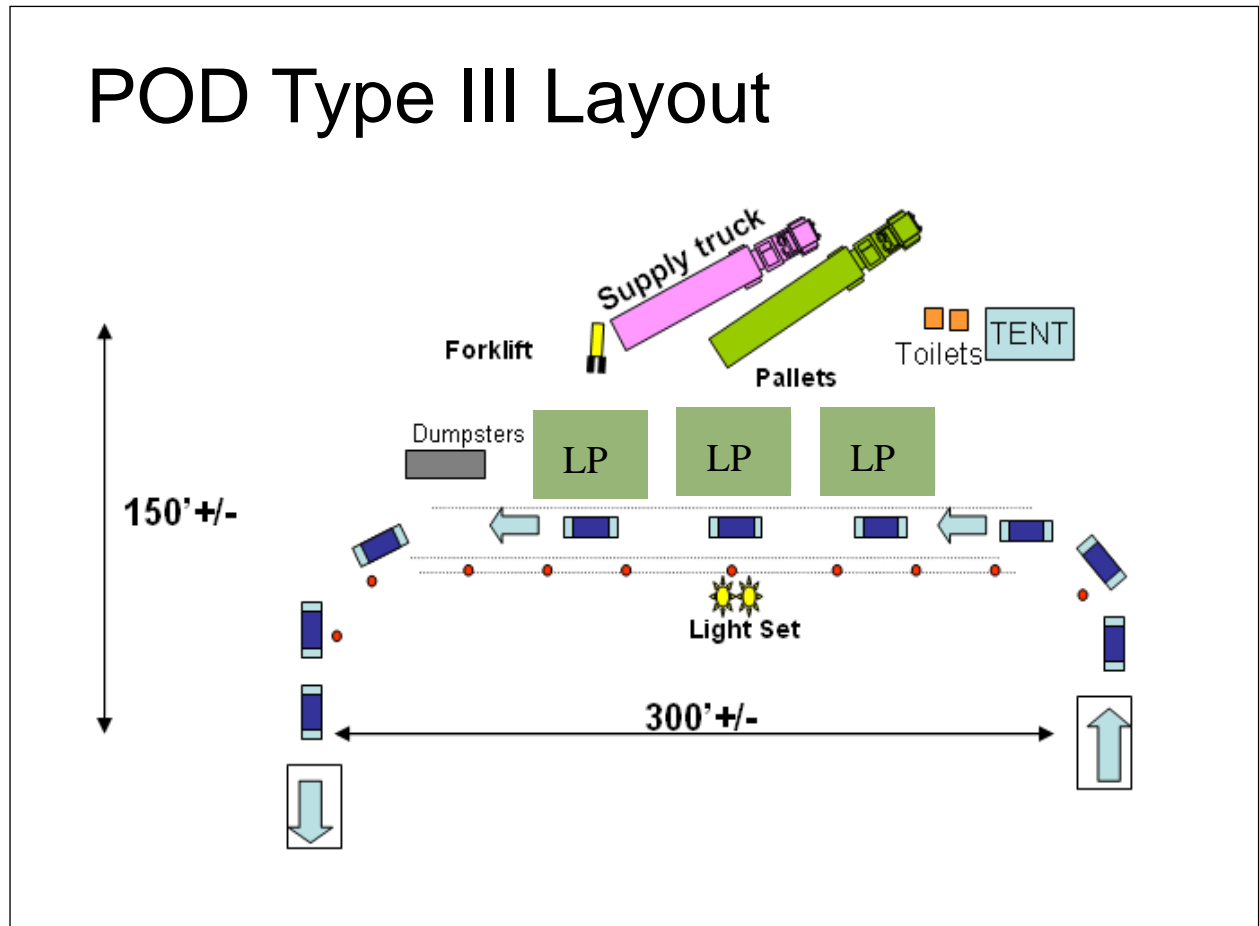
Type II Vehicle (Drive-Through) POD

A Type II Vehicle / Drive-Through POD is twice the size of a Type III and has *two* (2) Vehicle Lanes, each with *three* (3) Loading Points (6-total Loading Points).



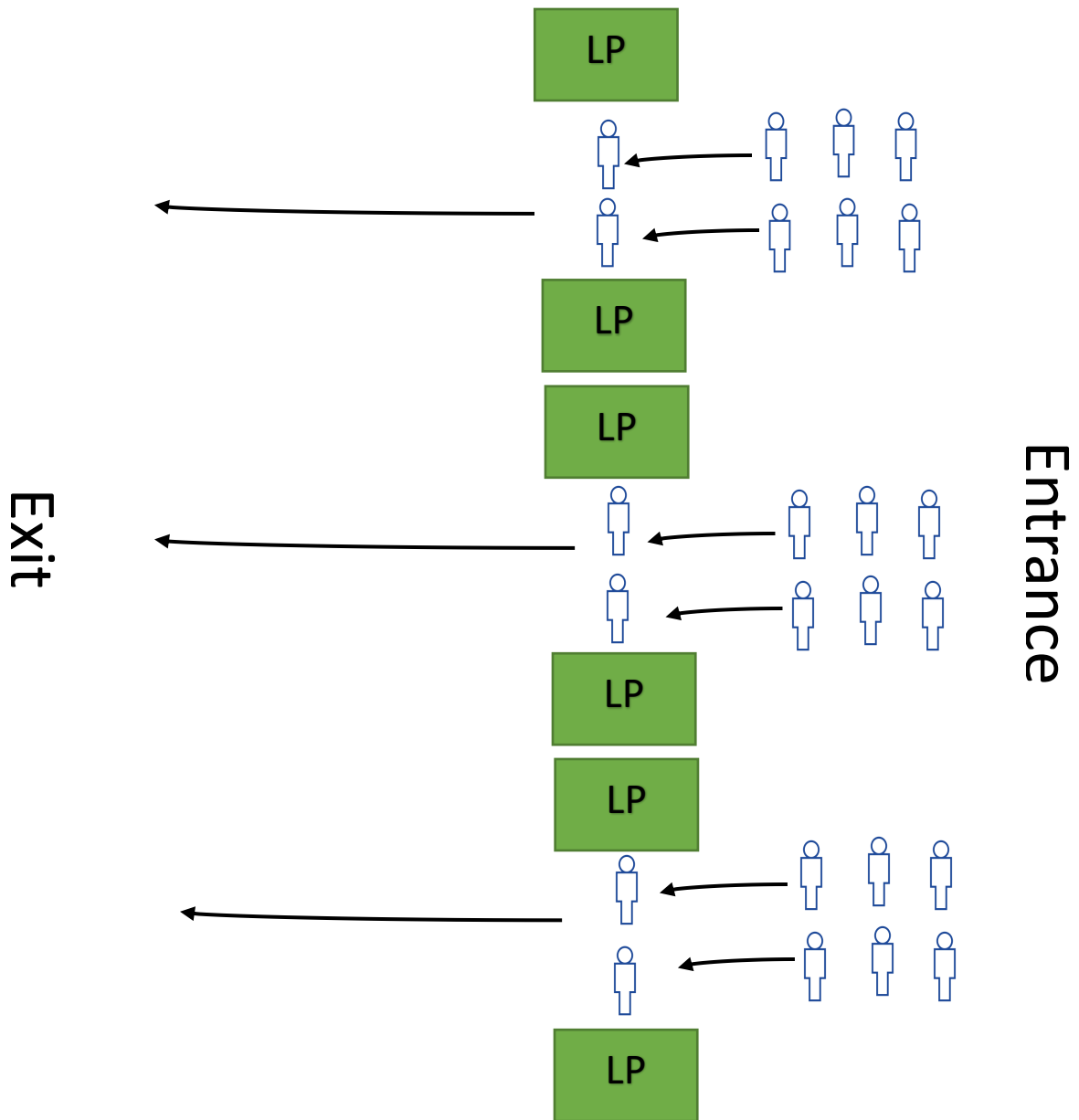
TYPE III Vehicle (Drive-Through) POD

The smallest of the Drive-Through PODs is a Type III. A Type III POD is 150 feet by 300 feet and has *one* (1) Vehicle Lane with *three* (3) Loading Points.

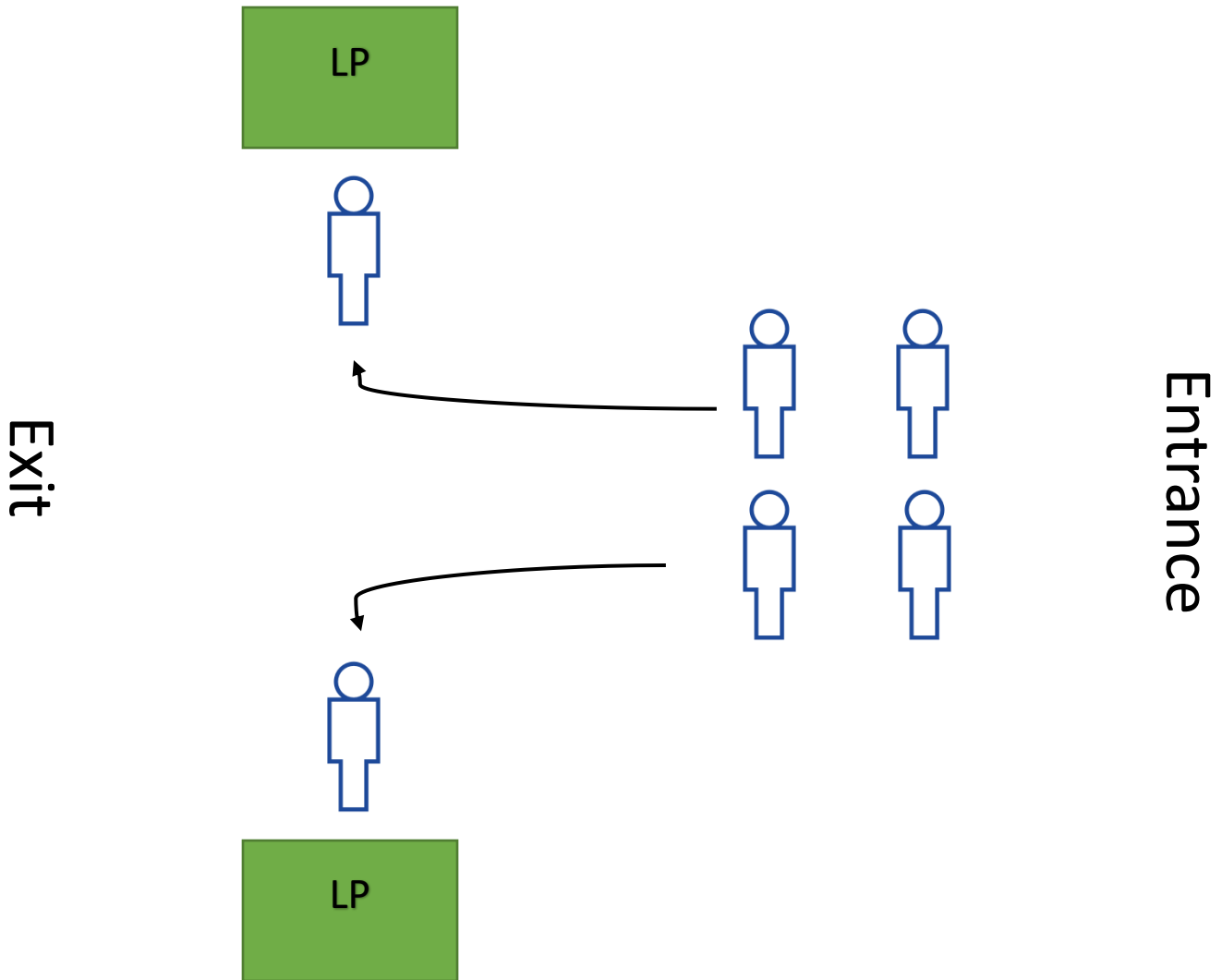


The Ohio Emergency Management Agency (Ohio EMA) developed a trailer based POD kit that is available to counties in support of distribution operations. With minimal support augmentation (forklift, personnel, pallet jack(s), sanitation and lighting), it can easily support a Type III or Type II POD mission. With further support augmentation and supplemental safety equipment (vests, cones, light wands, etc.), it can support a Type I POD mission. It can also support both Type I and Type II pedestrian POD operations or serve as a County Logistic Staging Area (LSA).

TYPE I Pedestrian (Walk-Up) POD



Type II Pedestrian (Walk-Up) POD



While not covered in doctrine as a combined operation, POD operators must plan to accommodate any pedestrian customers, in a safe area separate from vehicle loading operations, who arrives at a vehicle POD and visa-versa.

POD Setup

Site Identification

Counties and municipalities are encouraged to identify potential POD sites in advance of a disaster or emergency. Whether pre-identified or just in time the site survey should consider the following:

- What type and size of POD(s) is / are required to support the affected populace: Vehicle, Pedestrian, Type I – III, etc.?
- Internal traffic flow: How will vehicles / pedestrians efficiently enter, move through and exit the POD?
- External traffic flow: How is traffic flow leading to the distribution site affected?
 - Do pedestrian customers need to cross-busy streets?
 - Is there sufficient room for vehicles to queue (line-up) without impeding the flow of other traffic?
 - Will the site obstruct on-going emergency response and recovery operations?
 - Is the site's ground/roadways able to support the weight and volume of vehicles operating over an extended operational period?
- Are there turns leading to, entering / exiting or within the site that require extra maneuvering? Can large trucks maneuver with no assistance?
 - Are supply vehicles (Semis with trailers up to 54 ft. long) able to access the site? Are you going to have drivers pre-stage off-site and then call them forward as parking space on-site becomes available?
- What hazards are present that may threaten the site or staff?
 - Is the POD in a weather vulnerable area? Such as for flooding.
 - Is there debris on the site? Will it affect operations or present a safety hazard?
 - Will operations at the site create any new hazards?

POD Site Layout

Use tape measures and marking material (spay chalk for blacktop and marking paint for hard pack / turf surfaces) to ensure that proper spacing is correctly laid out and maintained. Use traffic cones and signs to maintain order and guide customers & supply vehicles through the site. The standard for placing traffic cones is to keep them spaced no more than 20' apart.

- Mark out the "Vehicle Line" 20' Wide and running 300' long. Within that line, mark out a vehicle drive lane that is 12 feet wide. If there is no fixed barrier, such as a curb, use additional cones to delineate the edge, closest to the loaders, of the 12' driving lane.

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- Mark out the “Loading Line” 80’ wide. Along the “Loading Line”, mark out the three (3) Loading Points, each 40’ long. When laying out a Type II or Type I POD be sure to align the Loading Points for each set of lanes.
- Starting at the back edge of the Loading Line, mark out the 50’ wide Supply Line.
- For Pedestrians Lanes, mark out distribution paths that are 5 feet wide and place traffic cones no more than 10 feet apart. If lines are long and there are insufficient cones to control the line, utilize wire barrier stakes and caution / hazard tape to extend the lane of control.
- Between the Loading Line and the Supply Line mark off a location for the administrative area. The area needs to support not only supervisory / administrative activities but also worker breaks / meals, briefings, PIO operations, medical treatment, safety equipment issuance and storage of other support supplies.
- Mark out an area for dumpster placement and pallet collection.
- Locate the latrines and hand washing station on level ground and at least 50 feet away and downwind from the break area.

The dimensions provided for each zone of the different PODs are the ideal size to support your site operations. However, they are also adjustable according to the constraints of the actual distribution site and quantity of commodities disseminated.

1. Entrance

A clearly marked, managed and secured POD entrance is critical to the efficient distribution of commodities. It is necessary to integrate traffic from all the various avenues of approach into a single line of flow through this choke point. Traffic control and safety is a must. It is important to understand that vehicle occupants are under great stress as they endeavor to adjust to their new reality. Some may be nervous, worried, oversensitive, tired, tense or depressed. As a result, they may not react to events, such as waiting in line, in a calm and patient manner. For everyone’s safety POD staff and local law enforcement personnel must maintain order at the entrance and along the access routes leading up to the POD.

2. Supply Line

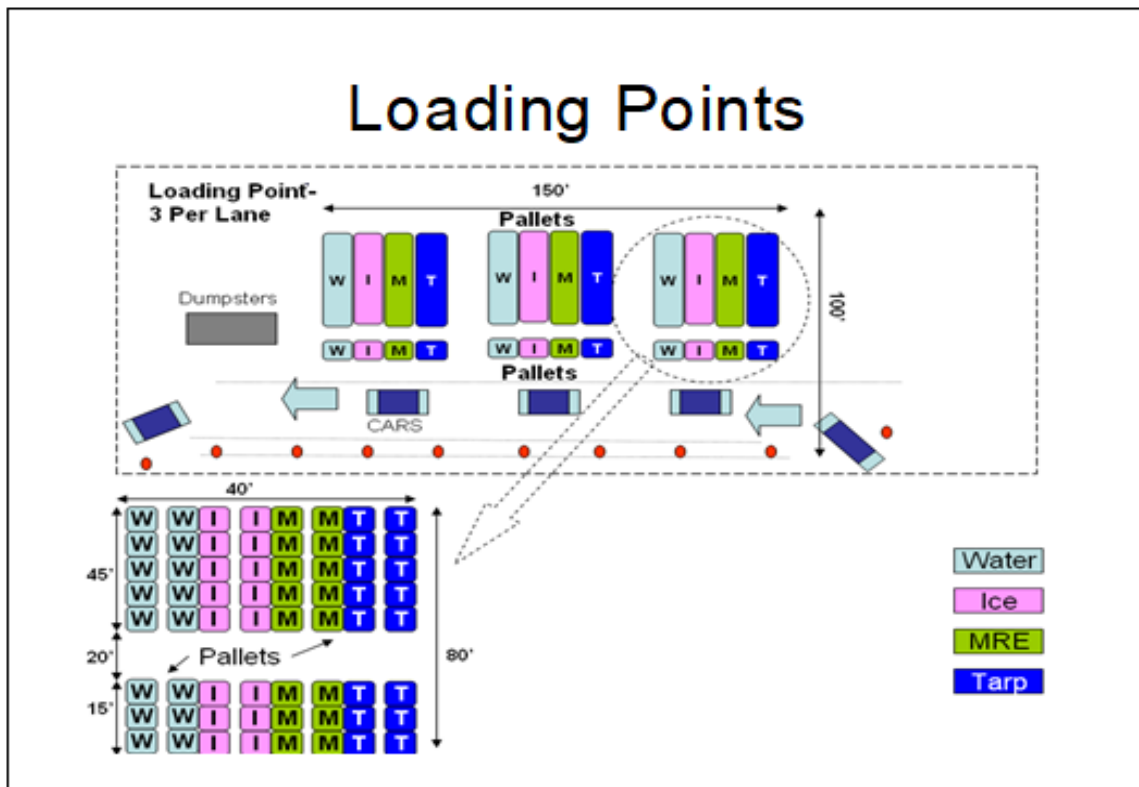
The Supply Line (50 feet wide) is the area where delivery trucks, usually tractor-trailers, are unloaded and the commodities moved to the Loading Line and pre-positioned to support the next operational period. Support assets / facilities such as forklifts, light sets, dumpsters (for dunnage / packaging), hygiene / sanitation stations, medical support, site administration and the break area are located in this zone.

3. Loading Line

The Loading Line is where commodity pallets are pre-positioned for immediate

distribution to customers. The 80' wide loading Line has a distinct set of commodity pallets and personnel for each of the three (3) Loading Points.

Proper layout of the Loading Points will help ensure a smooth and efficient flow of commodities and supplies through the POD. Separate pallets of each commodity, and supplies, are staged at each Loading Point. This allows more efficient loading and resupply of materials thus reducing the time loaders would need if pulling from mixed pallets of commodities.



Note: Water (W), Ice (I), MREs (M) and Tarps (T)

4. Vehicle Line

The Vehicle Line is where drive-thru customers receive commodities and supplies.

5. Pedestrian Line

The Pedestrian Lane is where walk-up customers receive commodities and supplies. Use traffic cones create a 5' wide lane to guide customers through the POD site. The standards for placing traffic cones along the pedestrian lane is no more than 10' apart. If necessary wire barrier post and yellow tape is available to extend the pedestrian line.



6. Exit

All customers leave the POD through the designated vehicle and pedestrian exits. Maximize signage, staff and security personnel to keep the flow moving in an orderly manner. Maintain a count of the total number of vehicles or individuals who received commodities.

7. Administrative Area

This is where personnel report in / out for each shift, administrative forms are completed and reports submitted, breaks taken and supplies stored.

POD Staffing

Depending on the size and type of the POD, between 19 and 98 staff* are required. Additionally, security, medical and PIO personnel are recommended.

- Vehicle / Drive-Through POD:
 - Type III – staff of 25 per day and 6 per night “
 - Type II – staff of 42 per day and 8 per night *
 - Type I – staff of 85 per day and 13 per night *
- Pedestrian / Walk-up POD: Type II – staff of 15 Type I – staff of 30

POD Type	Type III		Type II		Type I	
	Day	Night	Day	Night	Day	Night
POD Manager	1	0	1	0	1	0
POD Administrative Support	1	1	1	1	2	2
Law Enforcement	2	1	2	1	4	2
Medical Support	2	1	2	1	3	1
Community Relations / PIO	2	0	2	0	4	0
Support Team Leader	1	1	2	1	4	1
Forklift Operator	1	1	2	2	2	3
Pallet Jack Operator	1	1	2	2	3	4
Rotational Worker	3	0	6	0	18	0
Loading Team Leader	1	0	2	0	4	0
Vehicle Loaders	9	0	18	0	36	0
Traffic Controllers	1	0	2	0	4	0
Total	25	6	42	8	85	13

Assumes that three (3) different commodities (ex. water, meals, ice) are issued per Loading Point”. For each commodity less (ex. water, ice only), subtract three (3) Loaders and one (1) Rotational Worker. For each additional commodity (ex. water, meals, ice, tarps), add three (3) Loaders and one (1) Rotational Worker.

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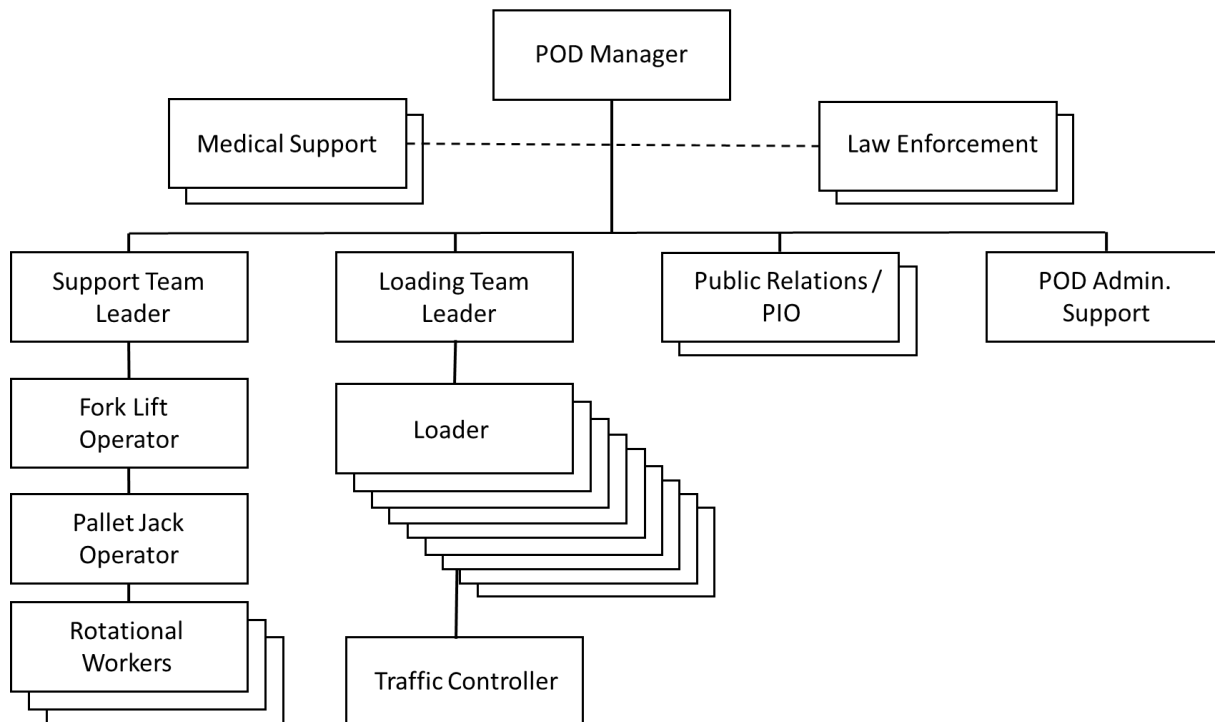
While over-all POD safety is the ultimate responsibility of the POD Manager; everyone must remain observant and report any unsafe acts or potential threats. Operating a POD for twelve (12) hours with one crew is intensive and physically demanding, on the “Loaders” in particular. Maintaining a physically safe work environment necessitates that the Support and Loading Team Leaders properly manage their personnel and provide rest and meal breaks as needed. The utilization of “Rotational Workers” supports the break / meal routine while maintaining continuous distribution operations.

SAMPLE Daily Schedule for 12-hour POD Operations (Approx. 13 1/2 hour work -day)

6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00
Day-Shift Report / Shift Change	Open POD		15 min. Breaks	Mid-Shift Meal Period 2 1/2 Hrs. (30 Min x 5)			15 min. Breaks		Late-Shift Meal Period 2 1/2 Hrs. (30 Min x 5)			Night Shift Report	Close POD / Shift Change
18:00	19:00	20:00	21:00	22:00	23:00	0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00
Night Shift Report	Shift Change Re-stock begins		15 min. Breaks	Mid-Shift Meal Period 2 1/2 Hrs. (30 Min x 5)			15 min. Breaks		Late-Shift Meal Period 2 1/2 Hrs. (30 Min x 5)			Day-Shift Report / Shift Change	Open POD

Below is a POD organizational chart. Under the direction of the POD Manager, a POD normally operates using two teams, a loading and a support team.

Sample Type III POD Organizational Structure



See Annex I POD Position Descriptions for a description of the job responsibilities for each POD position.

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Public Information

The county EMA's Public Information Officer (PIO) and the local news media are key to the success of POD operations. They are the primary contact with the supported populace and set the public's expectations. It is necessary to provide the PIO with accurate information regarding POD location, operating times, available commodities and issue quantities.

It is advisable that the county EMA maintain a PIO presence at the POD to handle any public or media inquiries. Direct all questions from the media to that PIO. This ensures message continuity throughout the jurisdiction and other PODs. Ensure that the PIO advises the media not interfere with ongoing POD operations, such as stopping or disrupting traffic flowing in and out of the POD site.

POD Signs

Use signs to assist with directing vehicle and pedestrian traffic to and through the POD. **Place the signs external to the POD, directing vehicles and pedestrians to the POD, no earlier than 30 minutes prior to the POD opening.**

The table below outlines a list of signs that are available in the Ohio EMA POD kit. This list is a guide and is not all-inclusive or exclusive. POD staff may create additional signs as needed. Annex O contains visuals of each sign.

Sign Text	Number
Point of Distribution (Base Sign) 18" x 24"	5
Point of Distribution (Deliveries) 18" x 24"	5
Point of Distribution (Base Sign) 24 " x 36"	30
Point of Distribution (Deliveries) 24 " x 36"	4
Plain Arrows 6" x 6"	15
Plain Arrows 8" x 8"	9
Plain Arrows 16" x 4"	18
Plain Arrows 20" x 6"	12
Point of Distribution (Left) 24 " x 36"	2
Point of Distribution (Right) 24 " x 36"	2
Point of Distribution (Pedestrian) ³ 24 " x 36"	3
Point of Distribution (Vehicle) ⁴ 24 " x 36"	3

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Sign Text	Number
Point of Distribution (Site) ¹ 24 " x 36"	2
Commodity Signs – Food / Plate Icon	4
Commodity Signs – Water Icon	4
Commodity Signs – Ice Bag Icon	4
Distribution Loading Instructions 36" x 62" ²	1
Vehicle Loading Lane 1 24 " x 36"	2
Vehicle Loading Lane 2 24 " x 36"	2
Vehicle Loading Point 1 18" x 24"	2
Vehicle Loading Point 2 18" x 24"	2
Vehicle Loading Point 3 18" x 24"	2
Commodities Pallet Placards - Meals	6
Commodities Pallet Placards - Water	6
Commodities Pallet Placards - Ice	6
Commodities Pallet Placards - Tarps	6
Administrative Area	1
Break Area	1
Trash	1
"ENTER" Arrow Left 24" x 8"	4
"ENTER" Arrow Right 24" x 8"	4
"EXIT" Arrow Left 24" x 8"	4
"EXIT" Arrow Right 24" x 8"	4
Restricted Access	2
Recycle	1
Do Not Enter	2
No Smoking	2
No Weapons	4

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Sign Text	Number
Point of Distribution - Arabic, Chinese, French, German, Greek, Hindi, Korean, Russian, Somali, Swahili, Ukrainian, Vietnamese	2 each language

Notes:

1. Includes hours of operation
2. Includes driver instructions for Vehicle (Drive-Through) PODs:
3. For use at Walk-up PODs.
4. For use at Drive-Through PODs.

As much as possible all signs use common symbols instead of text. Arrows and commodity symbols are attached to the basic signs with Velcro[®]. This provides flexibility in directions and information.

Communications

The requesting county EOC should provide "POD Managers" with instructions and equipment for communications, commodity resupply requests and status reporting. Counties may request additional Multi-Agency Radio Communication System (MARCS) radio support from the Ohio EMA. The Ohio EMA POD Kit trailer is equipped with eight (8) pre-programmed push-to-talk (PTT) radios for communicating within the POD site.

The POD Manager will establish a regular internal POD reporting and meeting schedule.

- Determine time and frequency of meetings for all POD staff.
- Identify an area as the central point for all meetings and make sure relevant details are clearly posted.

Preparing for POD Operations

Daily Personnel Accountability Sheet- (See Annex A)

Upon arrival at the POD site, all staff members will report to the Administrative Area and sign-in on the *Daily Personnel Accountability Sheet*. In addition to providing name, date, and time of arrival, it is requested that each person provide emergency point-of-contact information. This information is only for use in the event of an actual emergency.

If, out of privacy concerns, anyone is uncomfortable with placing their emergency point-of-contact information on the *Daily Personnel Accountability Sheet*, they also have the option of placing it on a separate piece of paper and sealing it in an envelope. These envelopes will remain with the *Daily Personnel Accountability Sheets* throughout the POD mission. Personnel will receive their envelopes back as a part of their out-processing activities.

Job Assignments Sheet - (See Annex B)

Assigning Staff

The POD Manager is responsible for assigning staff to the appropriate positions. Depending on the type of POD, it may require making 88 assignments. Ideally, each county will possess pre-established POD teams. These teams will arrive fully trained on POD operations and their individual assigned job(s).

Organize and assign staff members as soon as they arrive on-site. If POD staff are not part of a trained team, use the “Individual Skills and Background Qualification” guidelines to help determine the best position assignment.

- Annex A, Appendix 1 contains an Individual Background and Skills Questionnaire. Have any new personnel complete one of these as soon as they sign-in.
- Cross-reference the data from the *Individual Skills and Qualifications*, below, with the *Individual Background and Skills Sheet* to best align the individual to a position.
- Assign any new staff member to work with an experienced staff member. This will ensure timely on the job training.
- After assigning everyone from the sign-in sheet, alert the County EMA with specific details of how many additional personnel, and any special skills, that are needed.
- Be sure to document all training given to POD staff.

Individual Skills and Qualifications to Job Position:

Managerial experience

Support or Loading Team Leader

Pod Administrative Support

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Certified to use a forklift and / or experience using pallet jacks

Pallet Jack Operator

Forklift Operator

Able to lift heavy objects (up to 30 pounds)

Loader

Experience with vehicle and pedestrian traffic control

Traffic Controller

Language skills

Traffic Controller

Loader

Community Relations

No special skills or qualifications

Loader (if able to lift 30 pounds)

Other POD support as needed

Reassigning POD staff

Sometimes it is necessary to reassign POD staff to positions that better suits their skills or abilities or to address changing needs at the POD. This may necessitate conducting just in time (JIT) training for personnel moving to a new position. Be sure and document any JIT training conducted.

Safety Information, Procedures and Equipment Issue (Annex D)

- Distribute equipment and personal protective equipment (PPE) (reflective vests, back braces, work gloves, etc.)
- Ensure staff members have visible identification.

Train staff members (Annex E)

- Train POD staff as needed using the *Just-in-Time Training Guideline*.
- Review *Job Action Sheets* for each position.
- Conduct an initial safety briefing for the entire POD staff using the *Staff Safety Guideline*.

Conducting POD Operations

- The local or state EOC or POC will provide commodity distribution guidance. Ensure that all POD personnel are aware of and adhere to it.
- As a rule, anyone who waits in line will receive a daily allocation of commodities and supplies.
- Do not require customers to show identification (Unless directed otherwise by the state / local EOC).
- If directed by the local or state EOC or POC, inform customers they may only visit the POD once a day.

Direct Vehicle Traffic and Distribute Commodities and Supplies

- Ensure all Traffic Controllers are wearing reflective vests and any required signs and/or other traffic control devices.
- Traffic Controllers will make eye contact with vehicle drivers when directing traffic.
- Traffic Controllers will stand to one side of moving vehicles and NOT directly in front of them.
- Traffic Controllers will watch out for vehicle mirrors, protruding cargo or any other hazardous objects.
- As vehicles enter the POD, the Traffic Controller stands at the front of the line near the last Loading Point” where all vehicles can see him/her and directs the next three (3) vehicles forward. Stopping the fourth vehicle to await the next rotation.
- As the vehicles align with each Loading Points, the point’s senior loader will motion for the car to stop and will direct the driver to place the car in park and unlatch the trunk for loading.
 - Direct customers to remain in their vehicle and use the remote release to open the trunk or hatchback. If the vehicle is not equipped with a remote trunk / hatch release, ask the customer for the trunk or hatchback key.
- After all three (3) vehicles have come to a stop and are ready the Traffic Controller blows one long whistle blast and shouts “LOAD” in a loud voice. The Loaders echo with loud “LOAD” indicating they heard the instruction.
- Loaders place the allocated amount of commodities and supplies in the vehicle (trunk, hatchback, pickup truck bed) and the point’s senior loader will add one click to their hand tally.
- Once the loaders complete loading supplies they step back from the “Loading Line” and shout, “CLEAR” in a loud voice.
- The Traffic Controller visually verifies that all loaders have cleared the “Loading Line” and that it is safe for vehicles to move. He / she blows a second long whistle and the senior loaders will motion the vehicles toward the exit.

- Once the vehicles have cleared the “Loading Line”, he/she blows another long whistle blast and directs the next vehicle(s) to move forward.

Direct Pedestrian Traffic and Load Commodities and Supplies

- Traffic Controllers direct individual pedestrians / families to the farthest open distribution point.
- Loaders distribute the allocated amount of commodities and supplies.
- After receiving their commodities and supplies, direct pedestrians to the POD exit. Do not allow pedestrians to loiter in the distribution area.

Record Consumption (“Burn”) Rates

- At the beginning of the day (commodity issuance) shift, assign a Support Team Rotational Worker as the inventory monitor. He / she will inventory the POD’s opening and closing commodity quantities and report it to the POD Manager. At the top of each hour, he / she will also record the hand tally totals from each Loading Point”.
- The senior loader for each Loading Point” will use a hand tally to track the number of customers served at the point. For Drive-Thru PODs each vehicle equals one customer. For Pedestrian / Walk-up PODs, count the number of individuals or families. Count families as one customer regardless of number of people.
- The POD Manager or his/her designated representative will utilize the POD Commodities and Supplies Tracking Sheet to record the amount of commodities and supplies received, distributed, and on hand.

Report to Local or State EOC or POC

- The County / Local EMA / EOC will provide the POD Manager with a daily POD operations reporting schedule.
- The POD Manager or his/her designated representative will record the data on the POD Operations Report and submit it to the County EMA/EOC as directed. POD reports will include general organizational and operations updates, commodities inventory status and the consumption / “burn” rate.
- The County EMA will forward the report to the State EOC, ESF 7 in accordance with the reporting timeline provided at the time of the incident.

Resupply the POD

- Remove empty pallets from the “Loading Line” and carefully stack them in the designated storage area, within the “Supply Line”, for pick up. Rotate the remaining “Loading Line” stock forward and back fill with new supplies from the “Supply Line”. Keep ready-to-issue stocks positioned as far forward on the “Loading Line” as

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possible. This will reduce the distance the loaders must carry the commodities and expedite vehicle loading.

- Whenever possible POD re-supply will occur at night while the POD is closed. If re-supply must take place during operational daylight hours, pay close attention to the safety of the public and staff and unload the truck as quickly and safely possible.
- At Night, restock the Loading Points from the re-supply delivery. During the day, replace empty pallets with full pallets close to the Vehicle Line to reduce loaders having to walk excessively to and from the Vehicle Line.

Equipment Maintenance

- Inspect all equipment daily prior to operation. Schedule refueling to ensure that equipment does not run out during operations.

Secure the POD

- When there are no night-time resupply operations, security personnel are required to secure the site. When security personnel are not available, it is necessary to secure all equipment, supplies, and commodities within a secure area (building, trailer, container etc.)

Demobilizing the POD

The County EOC will notify the POD Manager when the POD will close and to prepare for demobilization. Simultaneously they will coordinate with the county and state staging areas to ensure that resupply shipments reduced and discontinued to coincide with the POD closing. The County PIO / Joint Information Center (JIC) will prepare and distribute messaging to inform the public of the POD's closure.

The POD Manager will brief all POD staff of the closure and demobilization plan. To close the POD the staff will:

- Remove all external POD directional and informational signs.
- Inventory, pack, load and coordinate for pick-up of any remaining commodities and supplies.
- Inventory, pack and load all POD support equipment (Collect and pack staff PPE last).
- Coordinate with the County EOC for any needed equipment / personnel transportation support.
- Clean the distribution site. Conduct a site inspection and note and report any damage or discrepancies to the local or state EOC or POC. Collect all garbage and dispose of in dumpsters or other designated receptacles. Restore the site to its preoperational condition, or better
- Coordinate with the County EMA to disconnect any utilities activated to support the POD operation (electrical, water, Wi-Fi, phone, etc.)
- Coordinate with the County EMA to return control of the site to the owner.
- Ensure that all staff turned in their PPE, any other assigned equipment, provided after action report (AAR) comments, completed any accident / injury reports, provided post-operations contact information and signed out on the Check-in/check-out log.
- Transfer all bills of lading, truck documentation / photos, expenditure receipts, reports, logs, POD trailer keys etc. to the County EOC.
- Notify the County EOC when the POD closure is complete.

Annex A: POD Kit Components

The Federal Emergency Management Agency (FEMA) and the U.S. Army Corps of Engineers (USACE) developed a small kit containing the minimum equipment necessary to operate a POD Loading Line. The concept is that one (1) kit will support a Type III POD, two (2) a Type II POD and four (4) for a Type I POD. The original reference is on page 38 of the IS-26 Guide to Points of Distribution (PODs) Student Manual. A .pdf version of the IS-26 manual is available at <https://harriscountyares.org/training/FMA/FMA-105.pdf>

Based on several Pod missions and exercises, the Ohio EMA added some recommended items. The chart below outlines the POD items from both sources along with a sample cost guide based on the best prices identified (July 2019). Actual

Basic POD KIT						
Item	FEMA Kit	Item Cost	Total Cost	OEMA Recommended	Item Cost	Total Cost
96 Gallon Wheeled Trash Can	1	\$100	\$100	1	\$100	\$100
Staple Gun w/ Staples	0	\$0	\$0	1	\$25	\$25
Whistle	0	\$0	\$0	2	\$5	\$10
12" Stop & Go Paddles	0	\$0	\$0	3	\$18	\$54
Traffic Flags	0	\$0	\$0	3	\$4	\$12
Disposable Hearing Protection	0	\$0	\$0	1	\$14	\$14
Utility Shears	0	\$0	\$0	1	\$15	\$15
Leather Work Gloves	16	\$10	\$160	3	\$10	\$30
Coated Cotton Gloves	0	\$0	\$0	16	\$4	\$64
Duct Tape	4	\$3	\$12	1	\$3	\$3
Flash Lights	19	\$10	\$190	2	\$10	\$20
Flashlight Batteries	38	\$1	\$38	8	\$1	\$8
Reflective Vests	19	\$23	\$437	21	\$23	\$483
1 First Aid Kit	1	\$45	\$45	1	\$45	\$45
36 " Reflective Cones	12	\$25	\$300	25	\$25	\$625
Safety (Hard) Hats	16	\$10	\$160	6	\$10	\$60
Red or Orange Glow Sticks	30	\$3	\$90	5	\$3	\$15
Medium Back Support Belts	8	\$14	\$112	4	\$14	\$56
Large Back Support Belts	8	\$14	\$112	6	\$14	\$84
X-Large Back Support Belts	0	\$0	\$0	6	\$14	\$84
5 lb. Fire Extinguisher	1	\$25	\$25	1	\$25	\$25
Garbage Bags	0	\$0	\$0	3	\$1	\$3
Cooler	0	\$0	\$0	1	\$20	\$20
Break Area Chairs	0	\$0	\$0	3	\$5	\$15
Office Supplies and Compartment clipboard	0	\$0	\$0	1	\$25	\$25
			\$1,781			\$1,895
Support						
Signs	0	0	0	20	\$10	\$200

procurement costs will vary by jurisdiction.

In addition to the items POD Kit, at a minimum the site will require a forklift, pallet jack,

Annex A: POD Kit Components

dumpster, portable restroom, hand washing station, break area, and light set. These items support for the staff and provide for a safe work environment.

Annex B: Safety

The POD Manager is the site's primary safety officer and is responsible for the safety of all POD staff and visitors. When staffing permits, the POD Manager may delegate the safety oversight duties, but not the responsibility, to a designated Safety Officer. The POD's Safety Officer is responsible for:

- Ensuring all staff members receive the proper training for the safe operation of equipment.
- Enforcing all safety measures.
- Providing a safety briefing at the beginning of each shift.
- Conducting a daily site hazard assessment.
- Taking immediate actions to correct unsafe equipment, actions or situations.
- Conducting accident investigations and reporting all accidents, injuries and illnesses to the County EOC. The County EOC will then inform the Ohio EMA and the parent organization of the personnel supporting the POD operation (for example the Ohio Military Reserve, Ohio National Guard, Ohio VOAD Member or the County's CERT Coordinator) and provide documentary, administrative and compliance support.
- Identifying and informing POD staff of the locations of the on-site medical personnel and the nearest hospital / medical treatment facility.

While the POD Manager has primary responsibility for safety, safety is also everyone's responsibility. Staff members will keep work areas clean and clear of hazards and immediately report any safety hazards or unsafe acts to their Team Leader or the POD Manager.

General Safety Rules:

- Take frequent rest breaks and consume plenty of water. Drink at least 16 ounces (one-half liter) of water per hour.
- Use teams of two or more to move bulky objects and avoid lifting more than 30 pounds individually. Always maximize the use of forklifts or pallet jacks.
- Dress appropriately. Wear personal protective equipment (PPE) (safety vest, work gloves, etc.) and closed-toed shoes (steel-toed boots are ideal). Wear a back brace when carrying heavy items.
- Always maintain at least a 10-foot distance from moving cars and delivery trucks.
- Stay aware of and out of truck driver's blind spots.
- Report any observed hazards (uneven pavement, downed power lines, fuel cans next to running equipment, unsecured electric cords, hanging branches, etc.), injuries, accidents and illness to your supervisor.
- Wash hands frequently with soap and use hand sanitizer.
- If you have a question regarding safety, ask your supervisor.

Annex B: Safety

- Follow the 20-20-20 rule: Take 20 seconds to assess all risks within 20 feet of where you will be working every 20 minutes.

The POD Manager will prepare a POD Emergency Plan for each operational period. Consider the following key points when drafting a POD Emergency Plan:

- Emergency phone numbers
 - Fire
 - Ambulance
 - Police
 - Hospital
- The POD address or location. Include cross streets.
- Utility company contacts (if applicable)
- Location of the first aid kits and any automatic external defibrillators (AED).
- POD evacuation routes and assembly areas
 - Primary and secondary evacuation routes
 - Assembly areas
 - Staff accountability

Emergency Reporting Procedures

In the event of an emergency, provide the following information when requesting assistance:

- a. Nature of the emergency.
- b. Location of the emergency (address, cross street, mile marker, etc.).
- c. Your name and the phone number from which you are calling.

You should not move any accident victim unless they are in immediate danger of sustaining further harm or injury (i.e. unsafe accident scene, traffic hazards, fire, etc....) or it is necessary for providing life-saving first aid such as CPR.

Injuries and illness can occur during POD operations. Whenever possible it is always advisable to have medical personnel available at the site. However, this may not always be possible. Therefore, it is important to identify and assign personnel with first aid training to the POD First Aid Team. It is also necessary that the team members have access to first aid supplies and equipment.

A First Aid Kit compliant with the Occupational Safety and Health Administration's (OSHA) requirement (under paragraphs § 1915.87(a) and (d)) that first aid supplies "are required to be adequate and readily accessible" and the American National Standards

Annex B: Safety

Institute (ANSI) content standard ANSI Z308.1-2015, Class A, "Minimum Requirements for Workplace First Aid Kits and Supplies" is recommended at each POD location.

The most current 2015 Minimal contents of a Class A generic first aid kit is:

- 16 adhesive bandages, 1 x 3 inches
- 1 adhesive tape, 2.5 yards
- 10 antibiotic application, 1/57 ounce
- 10 antiseptic 1/57 ounce
- 1 breathing barrier
- 1 burn dressing (gel soaked), 4 x 4 inches
- 2 burn treatment, 1/32 ounce
- 1 cold pack, 4 x 5 inches
- 2 eye covering with means of attachment, 1.9 square inches
- 1 eye/skin wash, 1 fluid ounce
- 1 first aid guide
- 6 hand sanitizer 1/32 ounce
- 2 pair medical exam gloves
- 1 roller bandage 2 inches by 4 yards
- 1 scissors
- 2 sterile pad 3 x 3 inches
- 2 trauma pad 5 x 9 inches
- 1 triangular bandage

There are numerous on-line sites where personnel can obtain basic first-aid training. Some sites are free and others do charge a fee, usually for a certification. It is advisable that several members of a POD team complete first aid training.

Annex B: Safety – Appendix 1: Injury Avoidance

Proper Lifting Procedures:

Know Before You Lift: Before attempting to lift or move something heavy, step back and evaluate the situation. Know or test the object's weight. When in doubt DO NOT lift a load you believe is too heavy. Everyone has different lifting capabilities so what is too heavy or one person may be just right for another. Do not feel pressured to lift more than is comfortable for you.

Be aware that the **least** stress on the body is caused when the objects are lifted from a height that fall within the area between the individual's shoulder and the knuckle height of a relaxed arm (close to the same height of a person's buttock). Pay special attention to maintaining proper lifting technique when lifting from below this area the shoulder

Maximize Lift Assistance: Do not risk injury, instead ask for assistance (two-person lift) or use the proper material handling equipment i.e. hand truck, pallet jack, forklift etc.... to safely lift and move heavy loads. **** Always get help with heavy or bulky loads****

Use Proper Lift Technique:

- Get as close to the object as possible.
- Keep feet shoulder-width apart with one foot forward and to the side of the object / item. This provides good balance in preparation for lifting.
- Pay attention to your foot position when lifting an object to ensure they are safe if the object falls or drops.
- Keeping your back straight, bend your knees, push your buttocks out and lower yourself down to the object.
- Grasp the object firmly and pull it as close as possible to your body. Be alert for pinch points and watch your hand position.
- Grasp the far corner / side of the object with the hand on the same side as your forward foot. Grasp the diagonally opposite or near corner with the other hand.
- Hold the object tightly with both hands and prepare to lift.
 - To lift, tighten your abdominal muscles (your core) look forward and upward over the top of the object
 - With your back straight, inhale then extend your legs and exhale as you raise up; keeping the object close to your body.
- Move your feet to turn and never twist your body while lifting.
- Watch out when passing other objects to ensure that you do not hit your arm, hand or fingers.
- When it is time to put the load down, reverse the procedures for lifting to minimize the strain on the back.

Annex B: Safety – Appendix 1: Injury Avoidance

Lifting Don'ts:

- Do not hold your breath when lifting. Inhale in preparation to lifting, exhaling on lifting and slowly inhale again when setting the object down. This increases the oxygen in your blood when your muscles are under stress. Improper breathing when lifting can raise your blood pressure even causing a person to black out.
- Do not use only a few fingers to grasp the object. Without a proper hold, it is easy to lose control of or drop the object causing injury.
- Do not bend, twist or jerk when lifting. Doing so can cause muscle strains, sprains, tendonitis and other back injuries.

Adequate Rest and Recuperation:

It is important that all POD personnel receive adequate breaks. For Loaders this is even more important. In designing our recommended POD, staffing levels the Ohio EMA added one Rotational Worker for each Loading Point. The addition of the rotational workers provides a means for ensuring that all Loaders get their breaks while maintaining the customer flow through the POD.

Depending on the personnel, staffing the POD and the volume of customers served it may be necessary to add additional Rotational Workers. PODs staffed with personnel who normally live a more sedentary lifestyle along with older or younger workers may need to plan for more than two (2) rest and two (2) meal breaks.

Another good practice is to rotate loaders within their group. Consider having loaders change their commodities each hour. The first hour a Loader may load water (25 lbs.), the second hour blue polyethylene 20'x20' tarps (2 lbs.), the third hour MREs (22 lbs.) and in the fourth hour blankets (3.75 lbs.)

Use Personal Protective Equipment (PPE):

The use of proper personal protective equipment (PPE) will also reduce injuries from repetitive motion, lifting and sustained exposure activities.

POD operators will always make PPE available to the workers. Some workers may want to bring their own PPE, which is acceptable, as it will encourage personnel to maximize usage. Everyone is unique so one item may work for one person, but not as well for another. PPE for lifting includes gloves and back support belts.

Gloves – Most persons want to lift and carry items using their bare hands and it is true that using bare hands provides for a good grip; however, gloves provide the added benefit of protection from injuries such as cuts and abrasions.

- **Cotton with PVC / nitrile coated palm and fingers.** This is the best choice for lifting and loading operations as they protect against minor cuts and abrasions and are lightweight & breathable while providing good dexterity and a secure grip for lifting objects.

Annex B: Safety – Appendix 1: Injury Avoidance

- **Mechanic's gloves.** These are made of synthetic leather with a padded palm. They too are lightweight, offer good dexterity and a secure grip for lifting objects. They protect against cuts and abrasions as well as lightweight impact and vibration resistance. However, they are minimally breathable and are not optimal for long time wear. These are best for operating equipment such as the forklifts and pallet jacks.
- **All leather pigskin work gloves.** These gloves offer the highest level of protection against cuts, abrasions and punctures. However, they are also the heaviest, offer reduced flexibility, are not breathable and do provide for a good grip on items with smooth sides. These are better for heavy operations such as with moving pallets, pounding grounding rods and tent stakes and working around sharp objects such as utility knives and dumpsters.

Back Support Belt

- Back support belts, also known as back supports, abdominal belts or back belts have recently gained support as a tool for preventing back injuries.
- The Ohio EMA POD trailer has a variety of back support belts to accommodate those who wish to wear them. However, according to the National Institute for Occupational Safety and Health (NIOSH), a part of the Centers for Disease Control and Prevention (CDC), there is no scientific evidence to either prove or disprove that the use of the belts prevent back injuries.
- Whether or not to use a back support belt is a very personal choice and should be left up to the individual rather than required.
- If the worker decides to use a back support belt
 - Make sure you have the correct size. If needed, go a size up, it is more comfortable than using one that is too small.
 - Make sure the belt is wide enough and supports the lower back.
 - If the belt has side flaps, that Velcro to the main belt, release the flaps from the belt and fasten them back out of the way while positioning and attaching the belt. Later you can adjust the flaps to fine tune the fit.
 - Stand in a neutral relaxed position to put on the belt. Do not suck your stomach in all the way and likewise do not slouch.
 - Back support belts usually have a marker tag. For proper belt positioning, place the tag in the center of the lower back.
 - Before fastening, make sure that any side seams are aligned with your pants side seams.
 - After positioning the belt, wrap the ends around to the front. Make sure the Velcro sections line up straight and provide a good foundation. If the Velcro is misaligned, the belt can twist and ride up.
 - Complete fine-tuning the fit by adjusting any side flaps.

Annex B: Safety – Appendix 1: Injury Avoidance

- Check the fit by ensuring that the top edge of the belt is at or below the navel.
- Remove the belt if restricts breathing, increase in blood pressure or heart rate, causes general discomfort or rubs / blisters the skin.

Annex B: Safety – Appendix 2: Carbon Monoxide Safety Awareness

Generally, the risk of carbon monoxide illness at the POD site is relatively low. The greatest risk occurs when drive through facilities (buildings) are used for commodity distribution or generators, forklifts and light sets powered by combustion engines are operating near occupied facilities such as buildings and the Ohio EMA POD trailer.

Carbon monoxide is a colorless, odorless, tasteless gas emitted during combustion. It is one of the most common workplace hazards. In our work area, the primary source of carbon monoxide is **engine exhaust**. Taking a few simple measures can reduce the risk of carbon monoxide exposure and poisoning.

Whenever working with generators, vehicles and forklifts adequate ventilation is required.

- Check to make sure all exhaust systems are in proper working order.
- Immediately repair any leaks in vehicle exhaust systems.
- Never run vehicles / generators or forklifts in a confined building or space.
- Never take a break / sleep in a vehicle or in an area where vehicles / equipment engines are running.

The longer the carbon monoxide exposure the stronger and more dangerous the symptoms become. Be suspicious of carbon monoxide poisoning if you have been working around running engines and develop any the following symptoms:

- Headache
- Flushed Face
- Dizziness
- Weakness
- Tightness across the chest
- Nausea

Recovery from minor carbon monoxide exposure is easy; however, failure to recognize and respond to the early symptoms can lead to carbon monoxide poisoning resulting in acute damage to the heart and brain.

Symptoms of severe carbon monoxide poisoning are:

- Loss of coordination
- Severe weakness and confusion.

If you suspect carbon monoxide exposure:

- Leave the area immediately and get into the fresh air.
- Move anyone overcome by carbon monoxide to an area of fresh air and provide

Annex B: Safety – Appendix 2: Carbon Monoxide Safety Awareness

artificial respiration if required.

- Contact emergency response personnel immediately and evacuate the victim for further evaluation and treatment.
- Severe injury and even death can result to anyone overcome by carbon monoxide does not receive immediate medical attention.

Maintain your awareness of the carbon monoxide hazards in our area and take the appropriate actions.

Annex B: Safety - Appendix 3: Fire Safety

The best way to respond to a fire emergency is to prevent it from ever occurring. Use good fire prevention behaviors to reduce the potential for a fire emergency.

- Keep working fire extinguishers on site.
- Use the proper class fire extinguisher to smother a starting fire.
- Keep all trash in the designated area and in proper collection containers.
- Store dunnage (pallets) neatly and separate from trash containers.
- Strictly enforce the worksite “No Smoking” Policy.
- During the each Safety Briefing, remind all persons of the emergency evacuation rally point.
- For each shift, designate a fire response crew and ensure they are trained in the proper use of the fire extinguisher(s).
- Keep generators away from flammable materials.
- Never refuel a “Hot” or running generator, light set, forklift or other gas / liquid fuel powered piece of equipment.
 - Turn off equipment and let it cool off.
 - Refuel only from an approved fuel containers
 - Keep a fire extinguisher near when refueling.
 - Immediately wipe and spilled fuel from equipment.
 - Dispose of any fuel / oil coated clothes / towels in a metal container and treat as hazardous waste.
- Properly store gasoline, diesel fuel, kerosene, propane and other flammables.
 - Store fuels at least 50 feet from garbage, dunnage, trailers, buildings, and other equipment.
 - Protect the cans from direct sunlight and in a cool place.
 - Do not store more than 25 gallons of fuel at the POD site.
 - Completely empty one can before using another.
 - Segregate fuels by type. Do not mix containers of gasoline, kerosene diesel or other fuels.
 - Only store fuel in approved containers:

Annex B: Safety - Appendix 3: Fire Safety



Gasoline



Kerosene



Diesel

- Place “Do Not Enter” tape and “Authorized Personnel Only” signs to form a perimeter around the fuel storage site.

Fire Classes and Extinguishers:

Fires have a letter designation (classification) to identify the type of material / fuel that is burning.

Universal Symbol



Class A Fires – fueled by common combustibles such as wood, fabric, paper, trash or anything else that leaves an **ash**. Water or dry chemicals such as potassium bicarbonate or ammonium phosphate are best to extinguish a Class A fire.



Class B Fires – fueled by flammable or combustible liquids. This includes gasoline, diesel, kerosene, oils and other similar materials. Class B fires are extinguished by smothering and depleting the oxygen that supports combustion. Dry chemicals such as potassium bicarbonate or ammonium phosphate work best. Never use water (it will flow and spread the burning liquid) on a Class B fire.



Class C Fires – fueled by an Energized electrical source. Causes of a Class C fire include short circuits, faulty wiring, damaged power cord, overcharged devices, or overloaded electrical outlets. Safely “de-energize” the smoldering / burning item before using the extinguisher. Dry chemicals such as potassium bicarbonate or ammonium phosphate work best as they are non-conductive as well as smothering. Never use water (conductive) on a Class C fire.

To help remember these think A for Ash, B for Barrel (i.e. a barrel of oil) and C for current. Always use an extinguisher rated for the type of fire in need of snuffing.

Fire extinguishers are labeled with the letter designation, and often the universal symbol, for the class(s) of fire they are approved to extinguish.

Annex B: Safety - Appendix 3: Fire Safety

Each extinguisher label also contains a numeric designation that tells how large a fire that extinguisher will put out. An extinguisher needs at least a rating of 2A and 10B if it is to be effective at all. An explanation of the numeric equivalents follows:

3-A - Each number before the A is equal to 1.25 gallons of water, so a 3A is equal to 3.75 gallons of water.

40-B - Each number before the B will smother 1 square foot of flammable liquids, 40B smothers 40 square feet

C - There are no numeric ratings for Class C capability.

Inspect fire extinguishers daily, during POD operations, and monthly, when the POD kit is in storage, to ensure they are always serviceable. These inspections should include the following:

- The extinguisher is in plain sight and in its assigned location.
- The locking pin is in place and the anti-tamper seal is unbroken.
- Check for any physical damage: dents, corrosion, leakage, damaged nozzle.
- Confirm the pressure gauge or indicator is in the operable range (in the GREEN).
- Make sure the operating instructions are legible and facing outward.
- Check the last professional service date on the tag.
- Initial and date the back of the tag.

Actions When a Fire Is Discovered:

Notify the local Fire Department by calling 911 or the emergency number provided by the County EOC during POD coordination and set-up (_____). If cell phone service is not available, contact the county EOC on the MARCs radio.

Notify everyone on the POD site (staff and customers) about the fire emergency by the following means (check applicable) and provide direction on evacuation / hold fast status:

- Voice Communication
- Megaphone
- Radio
- Other (specify) i.e. cell phone

The Fire Response Crew will only try to extinguish the fire:

- After the Fire Department is called.

Annex B: Safety - Appendix 3: Fire Safety

- The fire is small, is just beginning and can be easily controlled.
- Do not try to extinguish a spreading or raging fire unless necessary for the safe evacuation of POD staff or visitors.
- Fighting the fire will not place responding personnel in a life-threatening situation.

Extinguish the fire using the PASS – Pull, Aim, Squeeze, & Sweep method staying at least 8 – 10 feet from the fire. As you gain control of the fire carefully, move in closer maintaining the sweeping motion.

- **PULL** the pin of the extinguisher. This pin will release the lock and allow you to discharge the dry chemical agent.
- **AIM** the extinguisher at the base of the fire. Aiming at the flames will cause the flames to blow around, allow it to spread and cause even more damage, aiming at the base will extinguish it.
- **SQUEEZE** the lever on the fire extinguisher slowly. This will release the dry chemical agent.
- **SWEEP** the nozzle from side to side to cover the area of the fire's source until the fire is completely extinguished. Wait a few seconds until you are completely certain the fire is out and does not reignite.

When notified of a Fire Emergency, POD staff and customers should:

- Evacuate the POD site via designated or most appropriate escape routes.
- Assemble in the designated area (Rally Point):
- Remain at the Rally Point until the POD Manager announces that it is safe to reenter the POD site.

The POD Manager should:

- Coordinate an orderly evacuation of personnel.
- Account for all POD staff.
- Provide Fire Department personnel with the necessary information about the POD site.

Annex B: Safety - Appendix 4: Chemical Spills

The most common hazardous material at a Point of Distribution (POD) site is equipment fuel and motor oil. In the event of a spill, immediate action is necessary to prevent environmental damage and reduce the threat of fire.

In the event of a spill, take the following actions immediately:

1. Notify the POD Manager and other POD personnel.
2. Evacuate the POD site as necessary
3. Isolate the spill area.
4. Confirm the identity of the spilled material.
5. Keep the area free from open flames or other ignition sources.
6. Get the spill kit from the trailer.
7. Use the socks to keep the spill from spreading.
8. Notify the County EOC for further guidance and assistance.

If directed by the county EOC:

- Let the pads and socks absorb the spill for at least 20 minutes.
- Pick up the contaminated pads and socks and place them in the yellow bag.
- Place the yellow bag in a safe place, away from the POD work area, for pick up and disposal by county (such as soil removal, pressure washing or bioremediation) as per the county's policy.

If there is no spill kit at the site or if there is a hazardous chemical spill other than petroleum based fuel / oil; isolate the area; follow steps 1 thru 5 and 8 from above and follow the guidance received from the county EOC.

Annex B: Safety - Appendix 5: Severe Weather Awareness and Response

Severe weather can occur any time and at any place. A primary consideration when choosing the POD location is identifying a shelter for the rapid evacuation and safety of POD personnel and any others persons unable to safely leave the POD area.

The POD must utilize multiple communication methods to maintain contact with the EOC and other media to maintain awareness of threatening weather conditions. These may include MARCS radio, telephone, monitoring relevant social media (Local news, NOAA and EMA websites) weather radio and warning sirens.

During the Safety Briefing, the POD Manager or designated Safety Officer should inform personnel of the current weather forecast, potential weather threats and probability of occurrence. In addition, the briefer should inform personnel of the location of the emergency shelter and the actions to take in the event the potential weather threat.

The best way to stay safe from hazardous weather is to maintain awareness and prepare before the weather becomes dangerous:

- Coordinate with the County EOC and determine the risk of continuing POD operations.
- Make preparations as soon as the threat of severe weather is identified. This will prevent employees working out in the open and provide customers with sufficient time to evacuate the area to a place of safety.
- If necessary to close the POD, even temporarily, coordinate with the EOC for the PIO to issue a press release informing the public of any POD closures, alternate issue sites and / or re-opening information.
- Work with on-site law enforcement personnel to inform all in line of the weather threat, need to close the POD and guidance on when the POD will safely re-open. If no local law enforcement personnel are on-site, request their presence through the County EOC.
- Securely cover and tie-down all unloaded commodities with plastic sheeting and cover and secure the equipment such as forklifts, pallet jacks etc. with tarps.

Thunderstorms, High Winds and Lightning:

- Secure all loose items such as cones, signs, canopies etc. to preclude them from blowing away or causing damage to surrounding vehicles, structures or persons.
- If personnel need sheltering, proceed to the approved shelter taking any available flashlights, several cases of food, water, the first aid kit and any blankets with you.
- Verify all POD personnel are accounted for and report their status along with any unassigned personnel (visitors, POD pedestrian customers requiring shelter etc.) status to the County EOC.
- DO NOT take shelter under any on-site canopy or tent.
- Once the storm is past, coordinate with the County EOC for further directions

Annex B: Safety - Appendix 5: Severe Weather Awareness and Response

regarding the continuance of POD operations.

Tornado:

Tornados occur as an extension of a severe thunderstorm. If there is the threat of a tornado, take these additional protective actions.

- Immediately evacuate to the nearest building and take shelter in the approved tornado sheltering area.
- If the facility does not contain an approved tornado shelter, assemble in the best protected area following the following guidelines:
 - Stay on the lowest level of the building.
 - Go to a windowless interior room (such as a bathroom, closet or inner hallway).
 - If you cannot escape windows, stay as far from them as possible.
 - Stay in the center of the room – corners tend to attract debris
 - If available, take shelter under a sturdy piece of furniture; church pew, heavy table or desk, and hold on to it.
 - Use your arms to protect head and neck.
 - If possible, cover your head and face with a towel, a blanket, coat or other cover.

After the tornado passes and the all safe is given:

- Check that everyone is all right.
- Render first aid as necessary.
- Check the POD site for damage.
- Stay away from power lines and puddles with wires in them.
- Watch your step to avoid broken glass, nails, and other sharp objects.
- Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby.
- Report the POD and personnel status to the County EOC and request an area update.

Flash Flood:

Be aware that flash floods can occur in conjunction with or following a severe thunderstorm. Heavy rainfall can cause water to rise rapidly in a short period and flash flooding can occur with little or no warning. It can also develop slowly after the rain has ceased.

Maintain good communication with the County EOC to determine the potential for a

Annex B: Safety - Appendix 5: Severe Weather Awareness and Response

flash flood and the best response to any threat. In most circumstances, evacuation to a higher safer area is the best course of action.

If the EOC recommends evacuation move following the safest possible route. **DO NOT** drive through moving water.

If the EOC recommends sheltering in place, seek the highest level in the building. Turn off utilities at the main switches and unplug any electrical appliances. Place any available sandbags along the base of the doors to slow water seeping in. Stay out of rising water keep dry and warm. Maintain communication with the EOC and request evacuation assistance / guidance if the situation begins to deteriorate.

Sample Safety Brief

The following safety brief is provided to assist the POD Manager / Safety Manager in ensuring that all personnel are properly advised on the importance of POD safety. Modify the BOLD / underlined areas as necessary to match the POD's actual mission / status / conditions:

POD operations by nature contain hazardous conditions. Our goal today is to safely distribute commodities or other resources to the local populace. We conducted a risk assessment and determined that our general risk level is (Circle and read applicable) Low / Moderate / High. (If there is a moderate to high level risk give the cause i.e.: rain, night, snow etc.). Local law enforcement is/is not onsite to provide security. Based on this risk level we will take "no additional security measures" / or "the following additional security measures _____ (as directed by local law enforcement). Other factors such as weather, traffic congestion and stressed civilian vehicle operators may affect our operation. We are providing you with some additional guidance to reduce the potential for injuries and make our distribution mission safer.

GENERAL SAFETY:

Equipment Operators - be sure and conduct good maintenance checks of your equipment, if you find any problems tell the Support Team Leader (Point out and identify Supply Team Leader by Name) immediately.

Everyone: Always wear the appropriate Personal Protective Equipment (PPE) for the job. This includes reflective safety vests, hard hats, and gloves, lifting belts, hearing and eye protection. Report any injury, no matter how small to your Team Leader. We do/do not have medical support on site

Annex B: Safety - Appendix 6: Sample Safety Briefing

today. **The medics are located at _____**. In the event of a medical emergency notify **them, the POD Manager or Safety Officer** immediately. DO NOT CALL 911! Our medical support will determine if a 911 call for assistance is required. **(If onsite medical support is not available, provide first aid treatment and “CALL 911” guidance)** In addition, there **is/are a First Aid Kit located at location (give location).**

There are Fire Extinguishers on site **(give location).**

TRAFFIC SAFETY:

Even though the speed inside the POD is 5 MPH or less (in the Loading Areas). Stay alert to the movements of the civilian traffic. Anticipate their actions and be prepared to act accordingly. NEVER step in front of a moving vehicle and follow the loading directions of the Traffic Controller. Traffic Controllers will ensure that all loaders are out of the Traffic Lane before signaling the vehicles to move to the POD exit. If a civilian vehicle breaks down while at a Loading Point, safely move it off to the side of the Vehicle Line (opposite from the commodities staging area). Have the occupants remain inside the vehicle and place safety cones to mark any portion of the vehicle that may hamper traffic flow. The Traffic Controller will notify POD Security and the POD Manager. The POD Manager will contact the County EOC and request assistance to remove the vehicle from the POD to a safe location.

REST BREAKS:

Everyone will get a 15-minute rest break at least every 90 minutes. If you need an additional break, let your Team Leader know. There is a **Rotational Loader assigned to each Loading Point. This person is your support for breaks and meals.** The Break Area is located at _____ . There is a cooler with ice / water and chairs to support your rest and recovery. **Lunch is from _____ to _____ and dinner is from _____**

Annex B: Safety - Appendix 6: Sample Safety Briefing

MHE:

Material handling equipment (MHE) is a valuable tool when used properly. Primarily we will use forklifts to support commodity-unloading operations. Only licensed forklift operators will operate the equipment. Operators will follow all safety regulations for forklift operations:

- No one will ride on the forks or external to the cab.
- The forklift will always be operated within safe speed limits. This means that there will be no speeding and operators will slow down for congested areas, slippery spots, or areas of low visibility.
- Use horns when going around blind corners, road crossings, or backing.
- The driver must always keep a clear view of the path of travel. Loads will not be stacked so high as to block the driver's vision.
- The forklifts will only move stable loads within their rated capacity.
- If the operator believes a load is unsafe, he / she will refuse to transport it until it is remade in a safe configuration.

HEARING PROTECTION:

Whenever working around equipment proper hearing protection will be worn. This includes, but is not limited to vehicles, forklifts, generators, and compressors.

The items covered here are designed to remind you of most of the common hazards. There is a Safety Book in the break area (Annex D and Appendices). Be sure to review it at your first break and sign off on the first page. We want to all leave here safely, so always put safety first.

Annex C: Material Handling Equipment

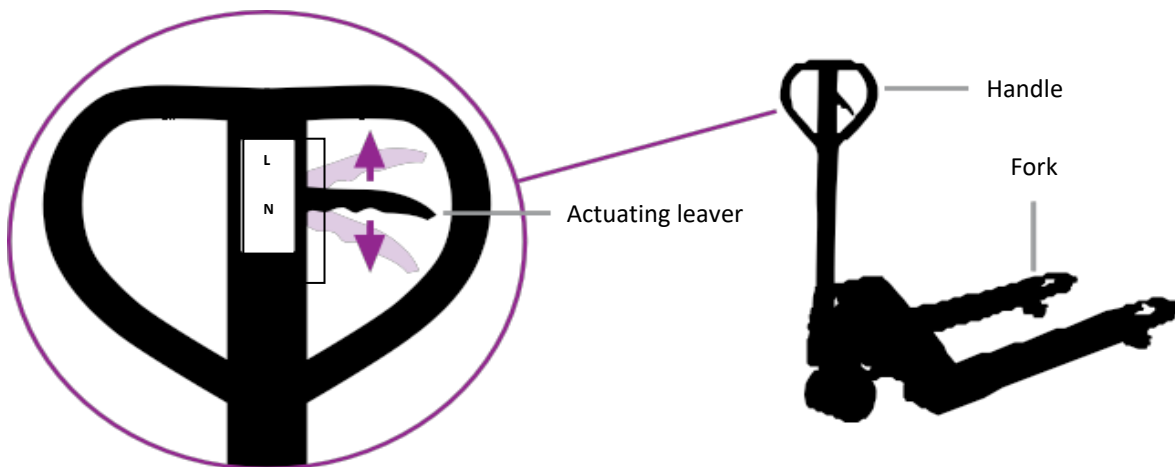
Supplies and equipment will arrive at the POD on pallets and will need to be handled with special equipment.

Pallet Jack

Most pallet jacks do not operate on gravel. They will only operate on unbroken concrete or asphalt surfaces. If you must operate on gravel or turf, you will need to maximize the forklifts for pallet movement or submit a request to the County EMA for a rough terrain pallet jack or bobcat.

Pallet Jack Operators use a pallet jack to lift and move pallets. A standard pallet jack is depicted below:

Components of a Pallet Jack



Steps to move pallets using a pallet jack

- Lower the forks by pulling the actuating lever up (see diagram) and hold it there until the forks are in their lowest position.
- Insert the forks of the pallet jack into the wheel openings of the pallet.
- Release the actuating lever (see diagram) and pump the handle up and down. One inch of clearance between the floor and the pallet is usually sufficient.
- Move the pallet.
- Once the pallet is in the desired position lower the forks.
- Remove the forks of the pallet jack from the wheel openings of the pallet.

When using the pallet jack, always:

- Wear PPE.
- Ensure that the load is balanced:

Annex C: Material Handling Equipment

- Center the forks evenly under the load to maintain good balance.
- Avoid overloading.
- Ensure the stability of the load.
- Use both forks for lifting a load.
- Do not carry riders.
 - Check that pallets are shrink-wrapped and strapped before moving; if they are not, loads should be no higher than three feet.
 - Be aware of tripping hazards associated with the forks and handle.
 - Park the pallet jack out of high-traffic areas in a safe, level place with the forks lowered.
 - Leave the handle in the “up” position to reduce the tripping hazard.
 - Recognize that it is difficult to control the speed of the pallet jack because it does not have brakes; take the following measures:
 - Avoid moving loads up or down ramps.
 - Operate at a controllable speed.
 - Announce loudly “Pallet coming through” to alert others.
 - Operate at a controllable speed.
- Pull (rather than push) loads for increased maneuverability.
- Be alert to your surroundings. Stay out of vehicle lanes when vehicles are moving.

Forklifts

Forklift Operators will use forklifts to move pallets around the POD. Only operators with documented training or experience operating forklifts will use forklifts.

Annex D: Public Information and Community Support

The POD Public Information Officer (PIO) will oversee any contact with the media. The PIO will coordinate with the County Joint Information Center (JIC) to ensure that the messages to the media and the public are accurate and consistent.

POD staff will not actively seek out the media for interviews. However, the media may visit the POD and it is important that staff adhere to the following public information guidelines:

- During the shift briefing, the PIO will inform the staff of any media visits that will occur during the upcoming shift. He / She will also give the staff a brief overview of the current disaster response status, POD messaging and talking points.
- The PIO will notify the County EOC / Joint Information Center (JIC) of any media requests or unannounced media visits to the POD.
- When any media arrives at the POD immediately direct them to the PIO. Do not allow reporters or other media personnel to visit / explore the POD without permission of the county EOC or JIC.
- The PIO will escort all reporters and other media personnel while they are at the POD site.
- All PPOD staff will complete a photo release as a part of their initial in processing into the POD.

Annex E: Communications

External Communications

Except for 911 emergencies, the POD Manager will manage all external communications between the County EOC and the POD:

- Both external and internal communications are needed at the POD. Plan to use the MARCS radio (provided by the supported county EMA) as the primary means of external communications. Cell phones, if available, are the secondary means. For internal communications, two-way Point-to-Point (PTP) radios are the best platform.
- Email communications with the EOC is authorized if County or State computer / Internet connectivity is available at the POD.
- A cache of VHF radios is available, from the Ohio EMA, to the County EMA. This cache will expand and enhance communications between multiple PODS and the EOC.
- If phone, internet and radio communications fail, use a runner.

Internal Communications

Good internal communications are essential for successful operations:

- Conduct a brief staff meeting at the beginning of every shift to provide updates on POD operations, resolve issues, and answer questions.
- Capture best practices and lessons learned as they are identified. Do not wait to the end of the operation as context, details and even the entire point deteriorates over time and in the push to close the POD.
- Issue two-way radios to the POD Manager, Support Team Leader, Loading Team Leader, Traffic Controller and other staff as needed for internal communications at the POD site.

Public Communications

Signage is the first POD communication with the public. Every effort was made to ensure that all members of the public can understand the signs contained in the POD trailer**. The use of universal icons and arrows were maximized. Limited translations of information is included with the sets.

*Thumbnails for each of the POD sign are included in Annex O. Printable graphics for each sign is available in the POD Tool Kit (Under-development) in the Logistics section on the Ohio EMA website.

.Although signs explaining distribution guidelines are posted at the POD; all staff members should be prepared to answer questions regarding POD hours of operation and expected wait times. When POD staff interact with the public, adhere to the following guidelines:

Annex E: Communications

- Provide only correct information.
- Do not discuss grievances.
- Do not engage in unruly discussions.
- Maintain poise; if confronted by hostile people, do not show anger.
- Manage expectations and be straightforward about expected wait times and distribution guidelines.

Annex F: POD Position Descriptions

POD Manager

Reports to: County or state emergency operations center (EOC) or designated point of contact (POC).

Supervises: Support Team Leader, Loading Team Leader

Job Summary: The POD Manager is overall responsible for the safe operation of the POD. This includes all staff and resources on the site throughout the activation. The POD Manager reports to the local or state EOC or POC for guidance and information. The POD Manager is also the primary safety officer and ensures all operations are conducted in a safe manner for the staff and the POD customers.

START OF SHIFT

- Sign in on the *Check-in/Check-out Log*.
- Receive a transition briefing from the outgoing POD Manager:
 - Conduct a site walk-through with the Site Security Officer and outgoing POD Manager; ensure that the site can continue to support safe operations and distribution of commodities and supplies to customers.
 - Take possession of equipment/supplies from the outgoing POD Manager.
- Contact the county or state EOC or POC for guidance and to and receive any updates.
- Receive a list of staff assignments.
- Conduct a shift briefing using the *Staff Briefing, Staff Safety, and Communications* guidelines.
- Ensure that team leaders conduct just-in-time training for any new staff, using the *Just-In-Time Training guideline*.
- Check that all staff members have visible ID and appropriate PPE.

DURING SHIFT

- Receive instruction from and provide situational updates to the county or state EOC or POC.
- Hold staff meetings as needed. Use the *Staff Briefing* guideline as a guide.
 - Discuss problems or areas where additional support is needed.
 - Document concerns in the *POD Operations Report*.
- Be visible and accessible while moving about the site. Ensure that all operations are following applicable guidelines.
- Work closely with the Site Security Officer to ensure that the site remains safe and secure.

Annex F: POD Position Descriptions

- Instruct the Support Team Leader to inform of equipment break-down or inbound truck delays:
 - Work together to determine the point at which the POD will run out of commodities, and alert the county or state EOC or POC.
 - Work with the Support Team Leader to ensure that empty pallets are placed in a designated area until they are needed for demobilization purposes.

END OF SHIFT

- Submit a *POD Operations Report* to the county or state EOC or POC.
- Use the *Staff Debriefing* guideline to brief the incoming POD Manager, and transition any equipment and supplies.
- Sign out.

Annex F: POD Position Descriptions

Site Security Officer

Reports to: Loading Team Leader

Supervises: N/A

Job Summary: The Site Security Officer is responsible for security the POD site and ensuring/maintaining good order. The Site Security Officer works with angered or agitated POD customers. The Site Security Officer should be a law enforcement officer or an individual trained in security operations.

START OF SHIFT

- Sign in on the *Check-In/Check-Out Log*.
- Receive a transition briefing from the outgoing Site Security Officer:
 - Take possession of any equipment/supplies from the outgoing Site Security Officer.
- Attend the shift briefing. Identify any ongoing issues or changes to POD safety procedures.

DURING THE SHIFT

- Control crowds as required.
- Ensure a secure work environment for POD staff members and a safe environment for customers to receive commodities and supplies.
- Report security incidents and unusual occurrences to the POD Manager immediately, and to law enforcement personnel as appropriate and applicable.
- Remain visible and on-post.
- Coordinate responding law enforcement and emergency services personnel as necessary.

END OF SHIFT

- Update the POD Manager of any changes/updates to the Security Plan.
- Use the *Staff Debriefing* guideline to brief the incoming Security Supervisor, and transition any equipment and supplies.
- Verify the start time of your next assigned shift.
- Sign out.

Annex F: POD Position Descriptions

Support Team Leader

Reports to: POD Manager

Supervises: Traffic Controller, Community Relations/Public Information Officer (PIO), Forklift Operators, Pallet Jack Operators

Job Summary: The Support Team Leader supervises all support operations including:

- Ensuring equipment used on the site has been inspected, maintained and is used in a safe manner
- Coordinating supply truck movement on the site
- Conducting resupply operations including offloading commodities and supplies and resupplying the Loading Line.
- Maintaining accountability of all commodities and supplies received, on-hand, and distributed from the site
- Maintaining all paperwork related to resource accountability and providing daily resource reports to the local or state EOC/POC.

START OF SHIFT

- Sign in on the *Check-In/Check-Out Log* and put on PPE and ID.
- Receive a transition briefing from outgoing Support Team Leader:
 - Verify starting inventory levels and provide an accurate count to the POD Manager. Record any discrepancies and general operational information in the *POD Operations Report*.
 - Verify operability and fuel levels of all equipment, and provide this information to the POD Manager.
 - Take possession of any equipment/supplies from the outgoing Support Team Leader.
- Attend the shift briefing:
 - Identify any ongoing issues or changes in POD procedure.
 - Issue PPE and IDs to support team members if needed.
- Conduct a Support Team briefing and issue assignments. Refer to the *Staff Briefing Guideline*, *Staff Safety Guideline*, *Materials Handling Equipment Guideline*, and *Traffic Control Guideline*.

DURING THE SHIFT

- Check on-site equipment such as forklifts, pallet jacks and light towers to ensure they are in proper working order.

Annex F: POD Position Descriptions

- Check on the availability/supply of fuel and oil for all equipment.
- Include daily operations in the *POD Operations Report*.
- Oversee the receipt of arriving equipment and supplies:
 - Work with the Traffic Controller manage and account for resupply vehicles entering the POD.
 - Count and inspect commodities and supplies during unloading.
 - Check for damage and evidence of tampering, carefully inspect for missing contents.
 - Compare quantities received to the bill of lading or packing list.
 - Record quantities received on *POD Commodities Tracking Sheet*.
 - Record any damaged or missing items and report the shortfall to the POD Manager in the *POD Operations Report*.
- Ensure safe heavy lifting as well as forklift and pallet jack operations. Refer to *Materials Handling Equipment Guideline*.
- Oversee positioning of supplies either in the off-loading/supply area or at the distribution area.
- Coordinate with the Loading Team Leader when moving commodities and supplies to the Loading Line; stop or adjust operations as necessary to ensure staff safety.
- Ensure that the site is kept clean and free of debris.
- Ensure that all staff members are given adequate break/rest time. Refer to *Staff Breaks and Feeding Guideline*.

END OF SHIFT

- Report any updates on Support Team operations to the POD Manager.
- Debrief and collect equipment and supplies from the team. Refer to *Staff Debriefing Guideline*.
- Brief the incoming Support Team Leader on current operations and transition equipment and supplies.
- Verify the start time of your next assigned shift.
- Sign out.

Annex F: POD Position Descriptions

Traffic Controller

Reports to: Support Team Leader

Supervises: N/A

Job Summary: The Traffic Controller manages the movement of all vehicles (customer and resupply) through the POD. The Traffic Controller directly controls the movement of vehicles in the vehicle lane and oversees the safety of loaders on the vehicle lane. All issues with customer vehicles, such as breakdowns, are coordinated with and directed by the Traffic Controller or Support Team Leader.

START OF SHIFT

- Sign in on the Check-In/Check-Out Log.
- Receive a transition briefing from the outgoing Traffic Controller:
 - Take possession of any equipment/supplies from the outgoing Traffic Controller.
- Attend the shift briefing:
 - Identify any ongoing issues or changes in POD procedure.
 - Put on PPE and identification.

DURING THE SHIFT

- Manage the flow of vehicles through the POD:
- Oversee the safety of Loaders.

END OF SHIFT

- Brief incoming Traffic Controller and transition any equipment and supplies.
- Verify the start time of your next assigned shift.
- Sign out.

Annex F: POD Position Descriptions

Community Relations/Public Information Specialist

Reports to: Support Team Leader

Supervises: N/A

Job Summary: The Community Relations/Public Information Specialist serves as the central point of contact for media and public relations on the POD site.

START OF SHIFT

- Sign in on the *Check-In/Check-Out Log* and put on PPE.
- Attend shift briefing and receive assignment.

DURING THE SHIFT

- Work with local or state public information staff or joint information center (JIC) to develop and distribute public information (flyers, handouts, etc.).
 - Work with Support Team Leader on best means to distribute information about POD operations (hours of operation, distribution guidelines, etc.) to POD customers.

END OF SHIFT

- Report any public information updates.
- Debrief and return any equipment and supplies.
- Verify the start time of your next assigned shift.
- Sign out.

Annex F: POD Position Descriptions

Forklift/Pallet Jack Operator

Reports to: Support Team Leader

Supervises: N/A

Job Summary: The Forklift Operator operates a forklift to move pallets to and from resupply vehicles. This includes resupplying the Loading Line.

The Pallet Jack Operator operates a pallet jack to move pallets to and from the Loading Line and to remove empty pallets.

Forklift Operators **MUST BE QUALIFIED TO OPERATE A FORKLIFT**. Pallet Jack Operators should be trained and familiar with operating a pallet jack.

START OF SHIFT

- Sign in on *Check-in/Check-out Log* and put on PPE.
- Attend shift briefing and receive assignment.
- Review *Staff Safety Guideline*.

DURING THE SHIFT

- Look at site layout and identify the following:
 - Location of arriving trucks.
 - Location of the Supply Line.
 - Location of the Loading Line.
- Work with the Loading Team to decide how to position commodities and supplies as they are unloaded from the truck.

END OF SHIFT

- Report any updates on off-loading or supply operations to the Support Team Leader.
- Debrief and return any equipment and supplies.
- Verify the start time of your next assigned shift.
- Sign out.

Loader

Reports to: Loading Team Leader

Job Summary: Loaders are responsible for loading set quantities of commodities and

Annex F: POD Position Descriptions

supplies into customer vehicles. Loaders also coordinate with the Support Team for resupply of the Loading Line.

START OF SHIFT

- Sign in on the *Check-In/Check-Out Log* and put on PPE.
- Attend shift briefings and receive your assignment.

DURING THE SHIFT

- Look at the site layout and identify the Loading Points. Each Loader is assigned to a specific Loading Point.
 - For vehicle PODs, each Loading Point should have three or four members to load each vehicle.
 - For pedestrian PODs, each distribution lane should have three or four members to hand out commodities and supplies to individuals.
 - Enforce allocation guidelines.
 - Notify the Loading Team Leader if you notice that commodities are running low at the Loading Point.
 - Notify the Loading Team Leader and the Site Security Officer of any disturbances.

END OF SHIFT

- Debrief and return any equipment and supplies.
- Verify the start time of your next assigned shift.
- Sign out.

Annex F: POD Position Descriptions

Loading Team Leader

Reports to: POD Manager

Supervises: Loaders, Site Security Officer

Job Summary: The Loading Team Leader supervises all loading and sustainment operations including:

- Loading commodities and supplies into customer vehicles
- Ensuring the Loading Line has adequate supplies
- Coordinating the staff sustainment and care.
 - Restrooms
 - Rest Areas
 - Feeding
 - Shift Schedules
- Oversees site security and coordinates with law enforcement for assistance.

START OF SHIFT

- Sign in on the Check-In/Check-Out Log and put on PPE.
- Receive a transition briefing from the outgoing Loading Team Leader and take possession of equipment/supplies.
- Attend the shift briefing and identify any ongoing issues or changes in POD operations.

DURING THE SHIFT

- Monitor the Loading Line:
 - Watch for any interruptions in the distribution process.
 - Enforce distribution guidelines.
 - Work with the Loaders to vehicles through the POD as quickly and safely as possible.
 - Work with the Support Team to ensure there are enough commodities at each distribution point.
 - Work with the Site Security Officer to ensure the safe and secure movement of people through the POD
- Ensure that all Loaders are given adequate break/rest time. The Loaders are doing heavy lifting at the POD. Implement a break schedule and watch carefully for any injuries. Refer to *Staff Breaks and Feeding Guideline*.

Annex F: POD Position Descriptions

END OF SHIFT

- Report any updates on loading operations to the POD Manager.
- Debrief and collect equipment and supplies. Refer to the *Staff Debriefing Guideline*.
- Brief the incoming Loading Team Leader on current operations.
- Verify the start time of your next assigned shift.
- Sign out.

Annex G: POD Forms - Sign-In Sheet

POD Site Name / Number and Address:				Date:		
Type of POD (Circle One) Type III TYPE II Type I				Shift (Circle one) Day Night		
POD Manager:				Hours:		
No.	Name (Please Print)	Signature	Time In	Time out	Agency/Organization	Emergency POC and Phone
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Annex G: POD Forms - Sign-In Sheet

No.	Name (Please Print)	Signature	Time In	Time out	Agency/Organization	Emergency POC and Phone

Annex G: POD Forms – Demobilization Log

POD Site Name / Number and Address:				Date:		
Type of POD (Circle One)	Type III	TYPE II	Type I	Shift (Circle one)	Day	Night
POD Manager:				Hours:		
Delivery Location:						
Pallet Demob #	Commodity Type	Pallet Repacking Date/Time	Trucking Company Name and ID#	Driver Name and Cell Phone #	Pickup Date/Time	Notes

Annex G: POD Forms - Supply Receipts Log

POD Site Name / Number and Address:					Date:			
Type of POD (Circle One)		Type III	TYPE II	Type I	Shift (Circle one)		Day	Night
POD Manager:					Hours:			
Delivery Location:								
#	Date/Time	Truck Number	Resource/Commodity	Shippers # (Bill of Lading Verification)	Driver's Last Name	Drivers Fire Name	Driver's Company	Driver's Cell Phone
1								
2								
3								
4								
5								
6								

Annex G: POD Forms - Commodities Reporting Sheet

POD Site Name / Number				Date:	
Type of POD (Circle One)	Type III	TYPE II	Type I	POD Address:	
Send to County EMA Address :				POD POC Telephone:	
County EMA POC :		County EMA POC Phone:		County EMA POC Email:	
Day's Unit of Issue: CS, GL, EA, LB	Water -	Ice -	Meals -	Other-	
Commodity/Supply	Inventory Details	Received last 24 hours (Units of Issue / Volume)	Distributed last 24 hours (Units of Issue)	On-Hand (Units of Issue)	Order for Tomorrow (Units of Issue)
Water (UI / Contents / Issue Volume)	Case / 40 - 16.9 oz./5.28 gal	2016 cases / 10,640 gal	1,670 cases	346 Cases	1,354 cases
Ice UI / Issue Weight / Cube / Block)	Bag / 7 lbs. / Cube	1700 / 11,900 lbs.	1640	0	1,700
Meals (Type / UI / Qty - UI)	Kosher & Halal Meals/ Case / 12 MREs / Case / 12	150 Cases (1,800 meals) 2016 Cases (24,192 meals)	50 cases 1,630 cases	100 Cases 386	0 Cases 1,314 Cases
Other (Item, UI)	Tarp / each	200	50	150	0
Notes /Comments: Remaining ice used internally or given away. Loss due to melting.					
Water (UI / Contents / Issue Volume)					
Ice UI / Issue Weight / Cube / Block)					
Meals (Type / UI / Qty - UI)					
Other (Item, UI)					
Notes /Comments:					

Annex G: POD Forms - Commodities Reporting Sheet

POD Site Name / Number				Date:	
Type of POD (Circle One)	Type III	TYPE II	Type I	POD Address:	
Send to County EMA Address :				POD POC Telephone:	
County EMA POC :		County EMA POC Phone:		County EMA POC Email:	
Day's Unit of Issue: CS, GL, EA, LB	Water -	Ice -	Meals -	Other-	
Commodity/Supply	Inventory Details	Received last 24 hours (Units of Issue / Volume)	Distributed last 24 hours (Units of Issue)	On-Hand (Units of Issue)	Order for Tomorrow (Units of Issue)
Water (UI / Contents / Issue Volume)					
Ice UI / Issue Weight / Cube / Block)					
Meals (Type / UI / Qty - UI)					
Other (Item, UI)					
Notes /Comments: Remaining ice used internally or given away. Loss due to melting.					
Water (UI / Contents / Issue Volume)					
Ice UI / Issue Weight / Cube / Block)					
Meals (Type / UI / Qty - UI)					
Other (Item, UI)					
Notes /Comments:					

Annex G: POD Forms – POD Operations Report

POD Site Name:	Operational Period
Type of POD:	Date:
POD Manager:	Hours:
Progress Report: <i>Include brief summary of activities during last operational period</i>	
Special/Security Considerations:	

Annex G: POD Forms – POD Operations Report

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 Site Name:	Operational Period:
Type of POD:	Date:
POD Manager:	Hours

Annex G: POD Forms – POD Operations Report

Distribution Guidelines				
	Water	Meals	Baby Formula	Other
Pedestrians (Per Person/Family)				
Vehicles (Per Vehicle)				
Total Pedestrians Served				
Total Vehicles Served				

Annex G: POD Forms – Job Assignment Sheet

Type III CPOD		Date:
POD Site Name / Number and Address:		Shift (Circle one) Day Night
Delivery Location:		Hours:
Position	Filled By	Notes
POD Manager		
POD Administrative Support		
Law Enforcement Support		
Law Enforcement Support		
Medical Support		
Medical Support		
Community Relations / PIO		
Community Relations / PIO		
Support Team Leader		
Fork Lift Operator		
Pallet Jack Operator		
Rotational Worker		

Annex G: POD Forms – Job Assignment Sheet

Position	Filled By	Notes
Rotational Worker		
Rotational Worker		
Loading Team Leader		
Loading Point 1 / Loader 1		
Loading Point 1 / Loader 2		
Loading Point 1 / Loader 3		
Loading Point 2 / Loader 1		
Loading Point 2 / Loader 2		
Loading Point 2 / Loader 3		
Loading Point 3 / Loader 1		
Loading Point 3 / Loader 2		
Loading Point 3 / Loader 3		
Traffic Controller		
Night Support Team Leader		
Night Administrative Support		

Annex G: POD Forms – Job Assignment Sheet

Position	Filled By	Notes
Night Law Enforcement		
Medical Support		
Night Fork Lift Operator		
Night Pallet Jack Operator		

Annex G: POD Forms – Job Assignment Sheet

Type II CPOD		Date:
POD Site Name / Number and Address:		Shift (Circle one) Day Night
Delivery Location:		Hours:
Position	Filled By	Notes
POD Manager		
POD Administrative Support		
Law Enforcement Support		
Law Enforcement Support		
Medical Support		
Medical Support		
Community Relations / PIO		
Community Relations / PIO		
Support Team Leader Alpha		
Fork Lift Operator Alpha		
Pallet Jack Operator Alpha		

Annex G: POD Forms – Job Assignment Sheet

Position	Filled By	Notes
Rotational Worker Alpha		
Rotational Worker Alpha		
Rotational Worker Alpha		
Support Team Leader Bravo		
Fork Lift Operator Bravo		
Pallet Jack Operator Bravo		
Rotational Worker Bravo		
Rotational Worker Bravo		
Rotational Worker Bravo		
Loading Team Leader Alpha		
Loading Point 1 / Loader 1 Alpha		
Loading Point 1 / Loader 2 Alpha		
Loading Point 1 / Loader 3 Alpha		
Loading Point 2 / Loader 1 Alpha		
Loading Point 2 / Loader 2 Alpha		

Annex G: POD Forms – Job Assignment Sheet

Position	Filled By	Notes
Loading Point 2 / Loader 3 Alpha		
Loading Point 3 / Loader 1 Alpha		
Loading Point 3 / Loader 2 Alpha		
Loading Point 3 / Loader 3 Alpha		
Traffic Controller		
Loading Team Leader Bravo		
Loading Point 1 / Loader 1 Bravo		
Loading Point 1 / Loader 2 Bravo		
Loading Point 1 / Loader 3 Bravo		
Loading Point 2 / Loader 1 Bravo		
Loading Point 2 / Loader 2 Bravo		
Loading Point 2 / Loader 3 Bravo		
Loading Point 3 / Loader 1 Bravo		
Loading Point 3 / Loader 2 Bravo		
Loading Point 3 / Loader 3 Bravo		

Annex G: POD Forms – Job Assignment Sheet

Position	Filled By	Notes
Traffic Controller		
Night Support Team Leader		
Night Administrative Support		
Night Law Enforcement		
Medical Support		
Night Fork Lift Operator		
Night Fork Lift Operator		
Night Pallet Jack Operator		
Night Pallet Jack Operator		

Annex G: POD Forms – Job Assignment Sheet

Type I CPOD		Date:
POD Site Name / Number and Address:		Shift (Circle one) Day Night
Delivery Location:		Hours:
Position	Filled By	Notes
POD Manager		
POD Administrative Support		
POD Administrative Support		
Law Enforcement Support		
Law Enforcement Support		
Law Enforcement Support		
Law Enforcement Support		
Medical Support		
Medical Support		
Medical Support		
Senior Community Relations / PIO		
Community Relations / PIO		

Annex G: POD Forms – Job Assignment Sheet

Position	Filled By	Notes
Community Relations / PIO		
Community Relations / PIO		
Support Team Leader Alpha		
Fork Lift Operator Alpha		
Pallet Jack Operator Alpha		
Rotational Worker Alpha		
Rotational Worker Alpha		
Rotational Worker Alpha		
Support Team Leader Bravo		
Fork Lift Operator Bravo		
Pallet Jack Operator Bravo		
Rotational Worker Bravo		
Rotational Worker Bravo		
Rotational Worker Bravo		
Support Team Leader Charlie		

Annex G: POD Forms – Job Assignment Sheet

Position	Filled By	Notes
Fork Lift Operator Charlie		
Pallet Jack Operator Charlie		
Rotational Worker Charlie		
Rotational Worker Charlie		
Rotational Worker Charlie		
Support Team Leader Delta		
Fork Lift Operator Delta		
Pallet Jack Operator Delta		
Rotational Worker Delta		
Rotational Worker Delta		
Rotational Worker Delta		
Loading Team Leader Alpha		
Loading Point 1 / Loader 1 Alpha		
Loading Point 1 / Loader 2 Alpha		
Loading Point 1 / Loader 3 Alpha		

Annex G: POD Forms – Job Assignment Sheet

Position	Filled By	Notes
Loading Point 2 / Loader 1 Alpha		
Loading Point 2 / Loader 2 Alpha		
Loading Point 2 / Loader 3 Alpha		
Loading Point 3 / Loader 1 Alpha		
Loading Point 3 / Loader 2 Alpha		
Loading Point 3 / Loader 3 Alpha		
Traffic Controller		
Loading Team Leader Bravo		
Loading Point 1 / Loader 1 Bravo		
Loading Point 1 / Loader 2 Bravo		
Loading Point 1 / Loader 3 Bravo		
Loading Point 2 / Loader 1 Bravo		
Loading Point 2 / Loader 2 Bravo		
Loading Point 2 / Loader 3 Bravo		
Loading Point 3 / Loader 1 Bravo		

Annex G: POD Forms – Job Assignment Sheet

Position	Filled By	Notes
Loading Point 3 / Loader 2 Bravo		
Loading Point 3 / Loader 3 Bravo		
Traffic Controller		
Loading Team Leader Charlie		
Loading Point 1 / Loader 1 Charlie		
Loading Point 1 / Loader 2 Charlie		
Loading Point 1 / Loader 3 Charlie		
Loading Point 2 / Loader 1 Charlie		
Loading Point 2 / Loader 2 Charlie		
Loading Point 2 / Loader 3 Charlie		
Loading Point 3 / Loader 1 Charlie		
Loading Point 3 / Loader 2 Charlie		
Loading Point 3 / Loader 3 Charlie		
Traffic Controller		
Loading Team Leader Delta		

Annex G: POD Forms – Job Assignment Sheet

Positon	Filled By	Notes
Loading Point 1 / Loader 1 Delta		
Loading Point 1 / Loader 2 Delta		
Loading Point 1 / Loader 3 Delta		
Loading Point 2 / Loader 1 Delta		
Loading Point 2 / Loader 2 Delta		
Loading Point 2 / Loader 3 Delta		
Loading Point 3 / Loader 1 Delta		
Loading Point 3 / Loader 2 Delta		
Loading Point 3 / Loader 3 Delta		
Traffic Controller		
Night Support Team Leader		
Night Administrative Support		
Night Administrative Support		
Night Law Enforcement		
Night Law Enforcement		

Annex G: POD Forms – Job Assignment Sheet

Position	Filled By	Notes
Medical Support		
Night Fork Lift Operator		
Night Fork Lift Operator		
Night Fork Lift Operator		
Night Pallet Jack Operator		
Night Pallet Jack Operator		
Night Pallet Jack Operator		
Night Pallet Jack Operator		

Annex G: POD Forms - Individual Skills and Background Questionnaire

Name: _____ Date: _____

Phone # Cell _____ Phone # Home _____

E- Mail Address

Please answer the following questions YES or NO to assist us to maximize your skills and experience in assigning you to the best job position.

Are you currently associated with a Volunteer Organization Active in Disasters (VOAD)? If **YES**, which organization: _____

Have you registered on the Ohio Responds Website and completed any necessary training? If **YES**, for which organization: _____

Have you ever volunteered in a disaster situation before? _____

Have you ever worked a Point of Distribution before? _____

Do you have your own transportation? _____

Are you over 18? _____

Can you lift 30 lbs.? _____

Can you stand for long periods? _____

Do you speak any language other than English? _____

Are you available and prepared to work a shift from 06:30 a.m. to 07:30 p.m.? _____

If you cannot work a full shift, what times are you available? _____ to _____
(time from – time to)

Annex G: POD Forms - Individual Skills and Background Questionnaire

Are you available to work for the next 5 days? _____

Can you operate a pallet jack? _____

Do you have a valid license operate a forklift?
(If **YES**, we need a copy or to take a photo for our records) _____

Are you experienced directing pedestrian or vehicle traffic? _____

Do you have experience managing a team? _____

Do you have experience managing documentation flow? _____

Do you have any additional skills that may be relevant to this mission? _____

Signature: _____

Annex H: POD Sign Visuals



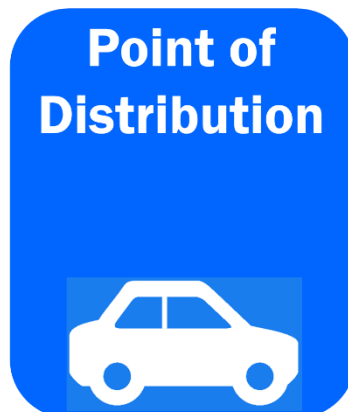
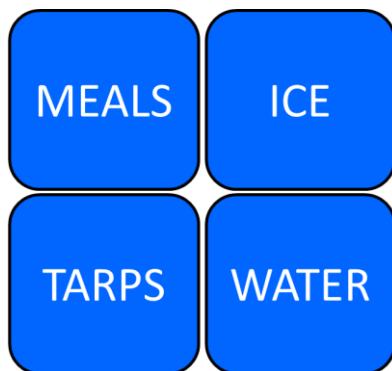
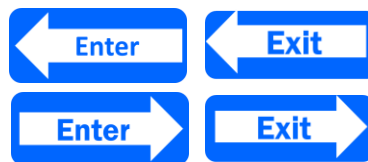
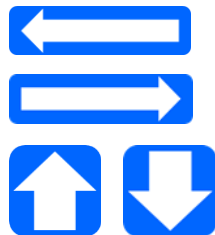
Instructions

1. When directed move to your designated "LOADING POINT".
2. Place your car in "PARK".
3. DO NOT turn off your engine.
4. Remain in your vehicle and lower your "Driver Window".
5. Release your "Trunk Latch"
6. All items will be loaded for you in your vehicle trunk

Each vehicle will receive:

Water _____ cases
 Ice _____ bags
 Meals _____ each

7. When directed SLOWLY follow the signs to the EXIT.



Annex H: POD Sign Visuals



Annex H: POD Sign Visuals

