

POD DAILY REPORT

Line 1	Date of Message	
Line 2	Time of Message	
Line 3	POD Manager	
Line 4	Managing Organization/Agency	
Line 5	Location	
Line 6	Date Opened	
Line 7	Quantity of Water Received (Gallon)	
Line 8	Quantity of Water Distributed (Gallon)	
Line 9	Quantity of Food Received (Each)	
Line 10	Quantity of Food Distributed (Each)	
Line 11	Quantity and Type of Other Commodity Received	
Line 12	Quantity and Type of Other Commodity Distributed	
Line 13	Number of Day Staff	
Line 14	Number of Night Staff	
Line 15	Number of Unassigned Staff	
Line 16	Number of spontaneous Volunteers	
Line 17	Initials of Reporting Manager	
Other Remarks:		