

POD SITE SETUP LIST

POD Manager: _____

Location: _____

		YES	NO	REMARKS
1	Team members arrived			
2	Site hazard assessment complete			
3	Communications established with the EOC			
4	Inspect the POD kit			
5	Determine the location of Supply, Loading and Vehicle lines			
6	Establish port-o-let location			
7	Establish the dumpster location			
8	Set-up traffic ones around the vehicle line			
9	Establish the break area			
10	Ensure supply truck can enter and exit			
11	Assign staffing positions			
12	Distribute PPE			
13	Conduct safety briefing			
14	Determine signage locations and post signs			
15	Receive port-o-lets			
16	Receive dumpster			
17	Receive pallet jack			
18	Receive first supply			
19	Notify the EOC that the PEO is ready and opened			

Other remarks:

POD Manager Initials:

Date and Time Complete: