

Municipal Commodity Point of Distribution (C-POD) Checklist

A C-POD is a designated area where commodities are distributed to the public following a disaster or emergency. C-POD staff members safely and efficiently distribute life-sustaining commodities to the public on a first-come, first-served basis. Items distributed at a C-POD often include emergency meals and water.

The C-POD will be located at a municipal facility, such as a school, community center, town office or fire station. There should be a large enough parking area to accommodate the supplies and the members of the public who are arriving to pick up their supplies. Each C-POD should have a Manager and 2-6 helpers. A C-POD will only be open during the daylight hours.

C-POD Manager

- _____ Oversee and manage all aspects of the C-POD operation.
- _____ Have a small dumpster for collecting any trash. Recycle cardboard as you are able.
- _____ Ensure there is some place for the C-POD work crew to go to the bathroom.
- _____ Ensure you have a first aid kit available.
- _____ Ensure that you have food, water and shelter for the C-POD work crew.
- _____ Establish and maintain proper lines of command, control, and communications.
- _____ Log in and out all members of the C-POD Team during their work time.
- _____ Develop and recommend measures for ensuring personnel safety, and assess and mitigate hazardous or unsafe situations.
- _____ Identify where the supplies will be offloaded and stored until distributed to the public.
- _____ Supervise Helpers to ensure a safe and efficient distribution of commodities to the public (work gloves, boots, proper lifting, etc).
- _____ Distribute allotted supplies to the public as they come (1 gal of water + 2 MREs/person).
- _____ Record each household address as they receive their daily allotment. Ensure that residents do not acquire more than their daily ration.
- _____ Track how much of the supplies are handed out. Determine if the Town should request more or less of a delivery for the next day.