

# Commodity Flow Report

Use this report to track the distribution of commodities during the operational period.

Commodity Flow Report: Non-electronic					
County or City:			POD Address:		
Time	# Cars per Hour	# Water per Hour	# MREs per Hour	# of Ice per Hour	# Other Commodity per Hour
0800-0900					
0900-1000					
1000-1100					
1100-1200					
1200-1300					
1300-1400					
1500-1600					
1600-1700					
1700-1800					
<b>TOTAL</b>					

# Daily Site Hazard Assessment Checklist

Prior to opening the POD for the operational period, an assessment of the POD site should be conducted daily. This allows the POD staff the opportunity to size up the readiness of the POD site, staff, and equipment.

Daily Site Hazard Assessment Checklist			
POD Location:		Date:	
Assessment Areas	Yes	No	Comments
<b>TRAINING:</b>			
Is each person assigned a job within their capability?			
Did each person receive a safety brief at shift change?			
Is training on personal protective equipment (PPE) and equipment provided?			
<b>ENVIRONMENT:</b>			
Are resources available for weather conditions?			
Are staff trained to recognize symptoms of heat/freezing weather injuries?			
Is illumination level adequate for safe performance of duties?			
<b>HOUSEKEEPING:</b>			
Is the work area clear of debris and trip hazards?			
Are materials properly stacked and spaced?			
Are work areas clear of fluid spills?			
Are aisles and passageways clear of obstructions?			
Are walkways clear of holes, debris, protruding nails, and loose boards?			
Is the break area kept clean and sanitary?			
Are the dumpsters being serviced properly?			
Are the restrooms/porta-potties clean, sanitary, and restocked?			
<b>PPE:</b>			
Is required equipment provided, maintained, and used?			
Does equipment meet requirements?			
Are warning signs displayed in hazardous areas?			
<b>MATERIAL HANDLING and STORAGE:</b>			
Is there safe clearance for all equipment through aisles and doors?			
Are stored materials stable and secure?			
Are storage areas free from tripping hazards?			
Are only trained operators allowed to operate forklifts?			
Do personnel use proper lifting techniques?			
<b>VEHICLE TRAFFIC:</b>			
Are cones placed to direct traffic?			
Is the vehicle line free of pedestrians when vehicles are moving?			
Are vehicle and pedestrian traffic separated?			
<b>Additional Comments or Concerns:</b>			

# Non-Electronic Commodity Flow Report

Use this report to track the distribution of non-electronic commodities during the operational period.

Non-Electronic Commodity Flow Report					
County or City:			POD Address:		
Time	# Cars per Hour	# Water per Hour	# MREs per Hour	# of Ice per Hour	# Other Commodity per Hour
0800-0900					
0900-1000					
1000-1100					
1100-1200					
1200-1300					
1300-1400					
1500-1600					
1600-1700					
1700-1800					
<b>TOTAL</b>					


# POD Site Setup Checklist

Use the table below to track activities before opening a POD site.

POD Site Setup Checklist					
POD Manager:			Location:		
Prior to Commodity Arrival			Prior to Opening POD		
Item to Complete	Yes	No	Item to Complete	Yes	No
Size hazard assessment			Distribute personal protective equipment (PPE)		
Communications established with local emergency manager			Conduct safety briefing		
Inspect POD Kit			Determine signage locations		
Identify supply line location			Receive Porta-Potties		
Identify loading line location			Receive dumpster		
Identify vehicle line(s) location			Receive pallet jack		
Identify Porta-Potty location			Receive first supply		
Establish dumpster location			Notify jurisdiction that the POD is ready for opening		
Establish break area location			Put up signage		
Set up traffic cones around the vehicle line			Open POD		
Ensure supply trucks can enter and exit			Notify jurisdiction of POD opening		
Assign staffing positions					
<b>Remarks:</b>					

# State Supported Points of Distribution Checklist

In state supported points of distribution (PODs), use the State of Texas Assistance Request (STAR) POD Checklist shown below when submitting a STAR. Attach the STAR POD Checklist to the STAR.

STAR POD Checklist	
General Site Information	
Site Name	
Street Address, City, Zip	
Site POC and 24 hr. Phone Number	
Latitude/Longitude	
Basic Information	
POD Type	Modifications
<input type="checkbox"/> Type I	<input type="checkbox"/> Walk-Up Load Point
<input type="checkbox"/> Type II	<input type="checkbox"/> Mass Transit Load Point
<input type="checkbox"/> Type III	<input type="checkbox"/> Delivery Vehicle Load Point
<input type="checkbox"/> Type IV (Untyped)	
Site Summary	
Site dimensions in feet and area in acres	
Paved, concrete, or gravel hard stand?	
Maximum load site can withstand	
Accessible at all times?	
Ingress/egress suitable for tractor-trailers	
Site security (fencing/lighting, etc.)	
Covered areas?	
Secured storage?	
Potable running water?	
Electricity?	
Restrooms?	
Can jurisdiction provide material handling equipment (MHE)?	
Can jurisdiction provide 24 hr. security?	
Site Diagram	
	
Submitted by:	
Name:	
Contact Number	
Date and Time:	