

Closed POD Supply Checklist

The following supplies should be kept in a secured trunk that can be easily transported to the POD site when your POD is activated. POD supplies should be designated for POD use only. Content should be reviewed annually, and any expired or outdated supplies should be replaced.

POD OPERATIONS SUPPLIES		
ITEM DESCRIPTION	PIECES/UNIT	PIECES/POD
Completed Closed POD Plan		
Copies of Head of Household Forms		
Copies of Screening Forms		
Copies of Medical Information Dosage Guide for Dispensed MCM		
Copies of Job Action Sites		
Direction Signs (including entrance, screening, dispensing, and exit)		
Screening Signs (red/green, 8 1/2 x 11)		
Medical Signs (yellow directional signs, 11x14)		
Barrier Tape		
OFFICE SUPPLIES		
Pens		
Clipboards		
Box Cutters		
Tape (duct and packing)		
Tape (scotch tape)		
Extension Cords		
Trash Bags		
SAFETY SUPPLIES		
First Aid Kit		
CPR Mask		
Epi-Pens		
Hand Sanitizer		
Flashlights		

In addition to the supplies listed above, staff members should be knowledgeable of where tables, chairs, and other furniture are stored and may be relocated to the POD site during POD activation. One staff member should be responsible for relocating furniture during POD setup. The staff member responsible for retrieving furniture for the POD is

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