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| **POD Name Here**  |
| **POD Plan**  | **Description**  | **Review Date**  | **Completed**  | **Notes** |
| Main Plan  | Main Plan  |  |  | Review/update all contact information annually  |
| Annex 1 | Activation Checklist |  |  | Template. Review/update annually. |
| Annex 2 | ICS Chart |  |  | Review/update quarterly. |
| Annex 3 | Public Info and Media |  |  | Review/update annually. |
| Annex 4 | Traffic & Parking  |  |  | Review/update annually. |
| Annex 5 | Site Survey |  |  | Review/update contact information annually. |
| Annex 6 | Equip & Supply |  |  | Review/update annually. |
| Annex 7 | Med Prep Strg & Handling |  |  | Review/update annually. |
| Annex 8 | Clinic Flow & Sign Placement |  |  | Review/update annually. |
| Annex 9 | Demobilization Checklist |  |  | Template. Review/update annually. |
| Annex 10 | Legal Authority |  |  | Review/update annually. |
| Annex 11 | Security Plan |  |  | Review/update annually and obtain signatures if needed.  |
| Annex 12 | Forms |  |  | Template. Review/update annually. |
| Annex 13 | MOUs |  |  | Review/update annually and obtain signatures or verbal agreements if needed. |
| Annex 14 | Managing POD Personnel |  |  | Template. Review/update annually |
| Annex 15 | Job Action Sheets |  |  | Template. Review/update annually. |
| **Key Positions** | **POD Manager**  | **Planning**  | **Operations** | **Finance** | **Logistics**  | **Facilities**  | **Security**  | **(\*) Indicates Registered in Serv SD** |
| Primary |  |  |  |  |  |  |  |
| Alternate |  |  |  |  |  |  |  |
| Alternate  |  |  |  |  |  |  |  |
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