**Annex 2**

**ICS Chart and Contact Information**

**ICS Chart**

**POD Management Team - (Pre-Identified)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **1** | **2** | **3** |
| POD Manager |  |  |  |
| Operations Chief |  |  |  |
| Logistics Chief |  |  |  |
| Finance/Admin Chief |  |  |  |
| Planning Chief |  |  |  |
| Facility Manager |  |  |  |
| Security Manager |  |  |  |
| **Other** |  |  |  |
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**Contact Information – Key POD Positions, Volunteer Resources and Community Agency Organizations**

**1. Facility Contacts** - to authorize use and open the facility.

**Primary**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Private Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Alternates**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Private Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Private Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Key POD Staff Positions – Incident Command System**

**Primary POD Manager**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Private Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail (work): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail (other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Secondary POD Manager**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Private Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail (work): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail (other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Alternate POD Manager**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Private Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail (work): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail (other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Primary Operations Chief**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Private Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail (work): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail (other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Secondary Operations Chief**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Private Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail (work): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail (other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Alternate Operations Chief**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Private Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail (work): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail (other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Primary Logistics Chief**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Private Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail (work): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail (other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Secondary Logistics Chief**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Private Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail (work): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail (other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Alternate Logistics Chief**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Private Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail (work): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail (other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Primary Finance/Admin Chief**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Private Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail (work): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail (other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Secondary Finance/Admin Chief**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Private Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail (work): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail (other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Alternate Finance/Admin Chief**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Private Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail (work): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail (other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Primary Planning Chief**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Private Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail (work): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail (other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Secondary Planning Chief**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Private Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail (work): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail (other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Alternate Planning Chief**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Private Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail (work): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail (other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Primary Facility Manager**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Private Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail (work): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail (other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Secondary Facility Manager**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Private Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail (work): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail (other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Alternate Facility Manager**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Private Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail (work): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail (other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Primary Security Manager**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Private Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail (work): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail (other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Secondary Security Manager**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Private Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail (work): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail (other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Alternate Security Manager**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Private Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail (work): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail (other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Hospitals** (if available)

**Insert County Name here County**

Insert local hospital(s), include phone and fax numbers

**Insert County Name here County**

Insert local hospital(s), include phone and fax numbers

**4. Long-Term Care Facilities** (if available)

**Insert County Name here County**

**Long-Term Care Facilities:**

Insert Long-Term Care Facilities, include phone and fax numbers

**Assisted Living Centers:**

Insert Assisted Living Centers, include phone and fax numbers

**Residential Living Centers:**

Insert Residential Livings Centers, include phone and fax numbers

**Insert County Name here County**

**Long-Term Care Facilities:**

Insert Long-Term Care Facilities, include phone and fax numbers

**Assisted Living Centers:**

Insert Assisted Living Centers, include phone and fax numbers

**Residential Living Centers:**

Insert Residential Livings Centers, include phone and fax numbers

**5. Community Emergency Response Team (CERT)** (if available)

**6. Emergency Management**

Insert County Name County EOC - Contact information

State EOC

**7. Identified Volunteer Organizations (**i.e. Red Cross, Salvation Army, American Legion, Veterans of Foreign Wars, Religious Organizations, 4-H, Boy Scouts, Girl Scouts, etc.)

Insert local volunteer organizations

**8. Identified Volunteers Individuals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Address** | **Contact Info** | **Position** |
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**9. Identified Materials Resources** (i.e. Wal-Mart, Fred’s Hardware, Menard’s, etc.)

Insert local material resource stores

**10. Medical Clinics, Pharmacies, Ambulance Providers**

Insert local medical services

**11. Correctional Facilities**

Insert local correctional facilities

**12. Special Needs Populations, Adjustment Training Centers, Mental Health Centers**

Insert local special needs population’s faclilities

**13. Law Enforcement, Highway Patrol, Sheriff**

Insert local law enforcement

**14. Critical Infrastructure, Utilities, Phone Company, IT Services (Computer Support), Public Transportation**

Insert local critical infrastructure facilities

**15. Educational Institutions** (i.e. Colleges, Universities, etc)

Insert higher education facilities

