



OR-TF 1

**FORM
005RTM**

POINT OF DEPARTURE (POD) CHECKLIST

The POD Officer is an assignment, and not an actual position. The POD Officer organizes the POD, and reports directly to the Rescue Team Manager (RTM). The RTM has ultimate responsibility for the POD and movement of the convoy from the POD to the incident. Ideally the first arriving Rescue or Search Crew Officer will assume the duties of the POD Officer, or the RTM may designate someone to fill this assignment.

- Consider appointing an assistant(s); determine where incoming vehicles will park. Immediately process personnel through check in and assign them to a manpower pool. Personnel should stay in the manpower pool unless assigned to another task, or permitted to leave. Perform listed Tasks and Forms listed below.

Necessary Tasks and Forms

Forms	Task	Assigned to	Completed ?
Roster	Personnel Check in		
FSP01a	ID check/Dept. payroll		
None	Establish Manpower Pool		
ICS212	Vehicle Safety Check		
PPE list	Check PPE/ 72 hr supplies		
	Assign Convoy Spots	(print 1/vehicle)	
006RTM	Prepare Convoy Plan	(print 1/vehicle)	
003TFL	Brief Task Force	Rescue Team Manager	
None	Make Travel Maps	(print 1/vehicle)	

Point of Departure Information

Address			
Phone 1	Phone 2	Phone 3	FAX
POD Officer		Cell:	
Assistant POD Officer		Cell:	

Notifications

	AOC notified when Task Force leaves POD		TFL notified when Task Force leaves POD
	AOC notified when Task Force arrives staging		TFL notified when Task Force 15 minutes out

Notes: