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## Inventory and Supply Team

**Purpose:**

- Ensure adequate levels of equipment and supplies are provided for all POD functions to ensure continuous dispensing operations.
- Inventory POD equipment and supplies
- Ensure operational safety

**Qualifications:** Trained staff or volunteer

**Supervisor:** Inventory and Supply Team Leader

**Responsible For:** Self

**Responsibilities upon Arrival:**

- Sign in on Check In/Out Log (ICS-211)
- Receive assignment and Just- in-Time (JIT) training from their Team Leader
- Review Job Aid(s)
- Review and familiarize self with POD site surroundings for workstations, Command Post, loading dock areas, receiving and storage areas, etc
- Secure inventory of equipment and supplies
- Ensure all staff are familiar with procurement system procedures and paperwork
- Ensure delivery of requested materiel

**Ongoing Responsibilities:**

- Inform Inventory and Supply Team Leader about status of communication systems; immediately report problems with any systems
- Carry out requisition requests as per established procedures
- Confirm that requested equipment and supplies reach their destination
- Follow-up and resolve any procurement problems
- Conduct POD inventory status as directed to determine supply use and what supplies need to be ordered
- Ensure that established safety requirements throughout the POD are being carried out and report any discrepancies to the Supply Unit Leader or the POD Director/Manager immediately
- Provide continued updates of facility status to Inventory and Supply Team Leader

**Demobilization Responsibilities:**

- Prepare Inventory and Supply area for next operational period
- Assist with POD facility clean-up
- Assist with demobilization and asset recovery
- Identify issues for After Action Report
- Participate in scheduled debriefing sessions
- Check out with the Screening Team Leader and sign out on Check In/Out Log (ICS-211)