



COMMODITY POINT OF DISTRIBUTION (CPOD) GUIDE

City of Kirkland

Office of Emergency Management

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Introduction

Purpose

The purpose of the Commodity Point of Distribution (CPOD) Guide is to describe the operational process to establish, facilitate, and demobilize a CPOD site in the Kirkland community, as needed during an incident.

Scope

A CPOD is a site where Kirkland community members can pick-up supplies to support basic needs during and after an incident, as well as during other times when the City may want to distribute resources directly to community members, businesses, or other segments of the community. Supplies distributed during or after an incident may include things like shelf-stable food, potable water, or other supplies to meet basic needs.

Situation Overview

Incident Conditions and Hazards

A significant natural, human-caused, or technological incident may have the capacity to disrupt supply chains and/or the ability of community members to locate and acquire needed supplies, including food and potable water.

Incidents such as an earthquake or a landslide may cause significant physical damage to transportation infrastructure that would prevent commodities from entering the Kirkland community. Similar incidents may also cause direct damage to water infrastructure, preventing community members from accessing potable water in their homes.

Community members may feel the need to stock up on certain items in anticipation of or as a reaction to an incident, causing a local or more widespread commodity shortage. Severe winter weather or windstorms may prompt community members to purchase large quantities of goods, causing regional shortages. The threat of a pandemic or public health incident may also prompt similar behavior. This mass purchasing can lead to a shortage of supplies in the community.

Assumptions

Assumptions that apply to CPOD operations include, but are not limited to:

- Needed supplies may include commodities such as shelf-stable food, potable water, fuel or gasoline, or other commodities as determined at the time of the incident.
- Local resources for commodities may be exhausted following an incident and there may not be enough resources for private and/or public demand.
- There may be a delay between recognizing the community need for a CPOD and the ability of the City to acquire needed commodities to distribute to the community.
- The City may need to open more than one CPOD to accommodate community need.
- Potential CPOD sites may be determined in advance, but during or after an incident may not be safe locations for commodity distribution.
- The population that may require support includes Kirkland residents, visitors, commuters, business owners and employees, school staff and students, and City employees.

Roles and Responsibilities

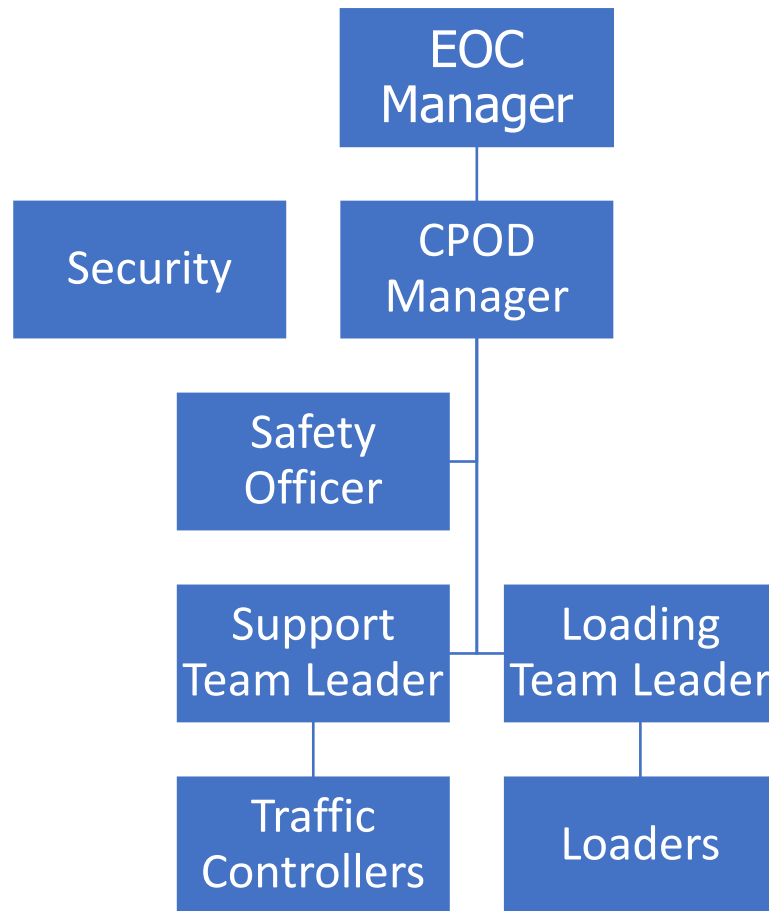


Figure 1 - CPOD Organizational Chart

CPOD Manager

The CPOD Manager has overall responsibility for the operations of a Commodity Point of Distribution.

- Operates the site and manages staff.
- Coordinate CPOD status and needs with the OEM or EOC.
- Tracks supply use and volume, needs of the public, and reports daily to the OEM or the EOC.
- Monitors supplies and inventory.
- Completes, tracks, and stores CPOD paperwork.

Security

Security staff supports security for staff, volunteers, and the public.

- Oversees security operations inside and outside of the CPOD.
- Provides protection to staff and the public and otherwise deters potential criminal activity.
- Coordinates with law enforcement personnel.

Safety Officer

The Safety Officer is responsible for maintaining site and worker safety during operations.

Duties include:

- Monitors CPOD worker safety including encouraging safe lifting practices, wearing appropriate personal protective equipment (PPE) which may include vests, work gloves, hard hats, etc.; encourages workers to take breaks and stay hydrated; and delivers the safety briefing to oncoming workers during each shift.
- Monitors the CPOD site for any environmental hazards and reports concerns to the CPOD Manager.
- Completes the Daily Site Hazard Assessment Form.
- Completes an Accident Form, as needed.

Loading Team

Loading Team Leader

The Loading Team Leader supervises the delivery of supplies into vehicles, including:

- Monitoring loading points and loading team so that supplies are delivered in a safe and efficient manner.
- Track supply distribution on the Supply Tracking Form and update the CPOD Manager of supply or inventory issues.

Loaders

Loaders are responsible for loading supplies into vehicles.

- Loaders place materials into the vehicle.
- One Loader should be available to speak to the driver, who remains in the vehicle.
- Loaders should rotate positions so workers get a chance to rest from loading supplies and speaking to drivers.

Support Team

Support Team Leader

The Support Team Leader supervises the flow of traffic into, through, and out of the CPOD site.

Traffic Controllers

Traffic controllers direct the flow of traffic:

- Place signage directing the public to the CPOD site and signage providing instruction to drivers.
- Direct the public through the CPOD site, including stopping vehicles before they enter the loading area until the Loading Team is ready.

Concept of Operations

General

The CPOD is intended to distribute basic emergency supplies to the public during an incident. These supplies may include food, water, PPE, sheltering supplies, or other goods as determined by the EOC.

The CPOD location and hours of operation will be determined by the EOC.

The EOC Resourcing Section is responsible for acquiring supplies to distribute to the public, as well as for supplies needed for CPOD operations. See the Kirkland EOC Emergency Operations Guide (EOG) for additional information on the resource order process.

The CPOD Manager or their designee will deliver an orientation to oncoming CPOD staff, which will include the Safety Briefing.

The CPOD will utilize just-in-time training to train CPOD workers on their positions, roles, and responsibilities.

The CPOD Manager will contact the EOC if additional support is needed for the CPOD.

The same amount of supplies will be given to each vehicle. The amount of supplies to be distributed will be determined by the OEM or EOC, if activated.

Vehicles form a single line to enter the CPOD. Vehicles enter the Vehicle Line of the CPOD, and stop adjacent to the next open Loading Point. The Loading Points are arranged in the Loading Line, and are where supplies are kept to be distributed directly to vehicles. Once the vehicles in the Vehicle Line are stopped, the Loading Team will place supplies from the Loading Line directly into the vehicle. Once all vehicles have received supplies and all Loading Team Members are clear of the Vehicle Line, the Traffic Control team will direct vehicles to exit the CPOD. Once those vehicles are clear, new vehicles are directed to enter the CPOD and the process begins again. Supplies are delivered to the CPOD in the Supply Line, where they can be categorized, counted, and sorted into the Loading Line (Figure 2).

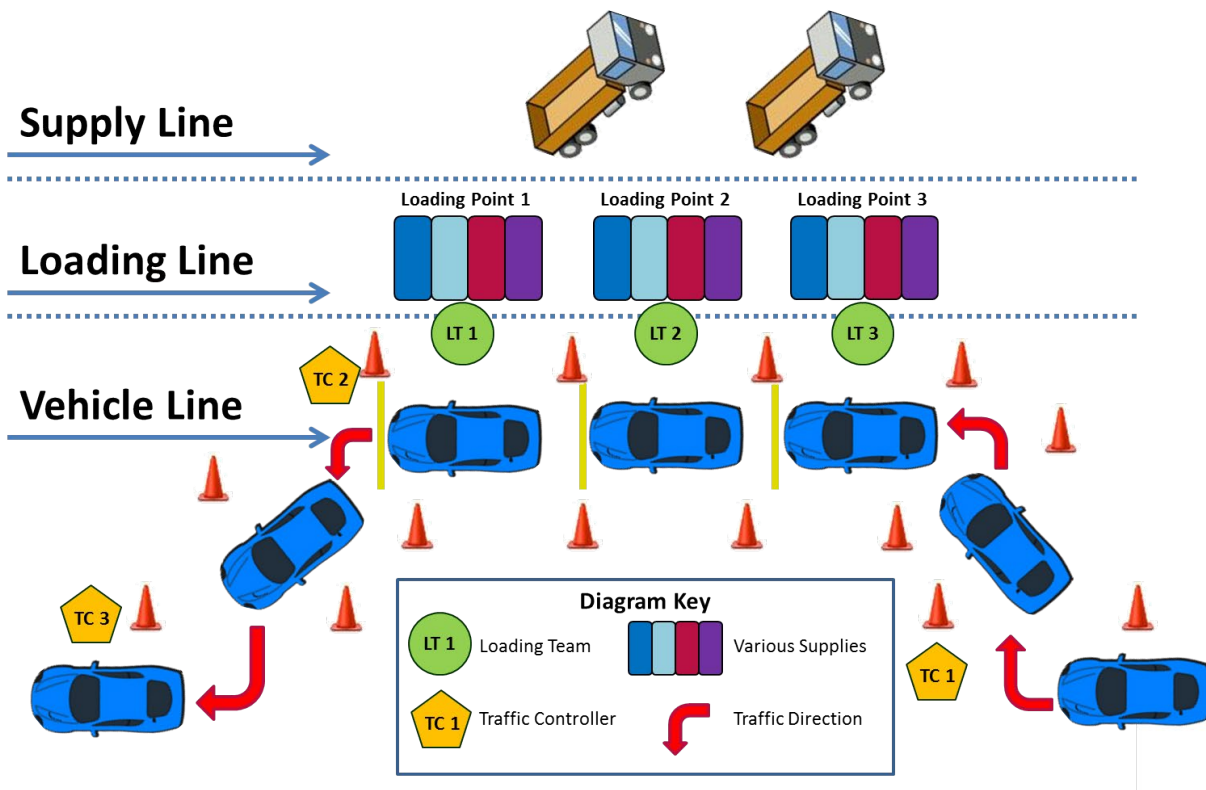


Figure 2 – CPOD Site Setup Diagram

For the safety of staff and the public, all vehicles will come to a complete stop before staff begins loading supplies into vehicles. If one of the Loading Points is empty after the loading process has begun, new vehicles are not allowed to enter the CPOD until all vehicles already in the CPOD have exited safely.

Procedures

Setting Up the CPOD Site

Step 1. Determine entry and exit routes.

- Place signage at entry, exit, and along nearby roadways to direct traffic to, through, and out of the CPOD.
- Place information signs at CPOD entry and along the vehicle path. These signs should inform drivers of the process, including that they should stay in their vehicle, roll down windows, and unlock doors for supplies to be loaded. Unless otherwise directed by the driver, supplies will be loaded into the trunk of the vehicle.
- Do not place signage more than 30 minutes before CPOD is scheduled to open.

Step 2. Place traffic cones.

- Place traffic cones to mark vehicle line and loading areas.
- Placing a flag in cones at the loading points helps inform drivers of where to stop.

Step 3. Designate area for supply storage and delivery

- a. Allow space in the Supply Line for vehicles or trucks to deliver additional supplies to the site without interrupting the public traffic flow, if possible.
- b. Arrange extra supplies so they can be easily transferred into the Loading Line for the Loaders to grab and put into vehicles.

Step 4. Set up loading points

- a. Arrange distribution supplies in a manner that is easy to grab and load into vehicles.
- b. Assign Loaders to each loading point, including someone to interact with the driver and others to load supplies into the vehicle.
- c. The Loading Team Leader oversees operation of the Loaders and tracks supply levels and restock needs.

Step 5. Staff Area

- a. Set up an area for CPOD staff to rest and take breaks. This area should have adequate shelter from weather (protection from rain, shade from heat, heaters for warmth, etc.).

Opening the CPOD

Step 1. Assemble CPOD staff.

- a. All staff must sign in and out on the Daily Activity Report form.
- b. Staff should arrive at least half an hour before the CPOD is scheduled to open. Staff who are assisting with site set up should arrive at least an hour before the CPOD is scheduled to open.
- c. Provide a safety briefing to staff at the beginning of each shift
- d. Verify staff roles and supervisors of each.

Step 2. Complete the Setting Up the CPOD Checklist (page 19).

- a. The CPOD Manager should make sure each step of this checklist is completed prior to opening the CPOD to the public.

CPOD Operations

Step 1. Traffic Controller (TC) 1 waves in vehicles into the designated route.

Step 2. TC 2 is positioned at the entrance to the Vehicle Line, where all vehicles entering the Vehicle Line can see them. TC 2 signals the vehicles to stop in each loading point.

Step 3. Once all vehicles in the Vehicle Line have come to a complete stop, the loaders may begin loading supplies into the vehicle. Supplies should typically be placed in the trunk of the vehicle unless the driver requests something else. One loader should be available to talk to the driver to tell them to stay in their vehicle, unlock their trunk, and answer any quick questions.

Step 4. Once the Loaders load the supplies into each vehicle, they step out of the Vehicle Line and raise their hands into the air to signal that they are clear.

Step 5. TC 2 verifies that all Loaders are clear of the Vehicle Line, and then directs the vehicles to exit the CPOD.

Step 6. If needed, TC 3 is positioned at the CPOD exit to help vehicles reenter traffic. TC 3 can also count vehicles, if needed.

Step 7. Once all vehicles have cleared the CPOD site, TC 1 can direct more vehicles to enter.

Step 8. The next set of vehicles enters the Vehicle Line and the process repeats.

Closing the CPOD Site

End of Operational Period

- Step 1.** Inform any public who had to be turned away (either due to lack of supplies or arriving after CPOD site is closed) when and where the next CPOD will be open. Post signage indicating when and where the next CPOD will be open. If that information is not known, post signage indicating how the public can get updates and information.
- Step 2.** If supplies can be pre-staged for easy set up the next operational period, do so.
- Step 3.** Secure CPOD supplies if there will not be staff present.
- Step 4.** Inform the OEM or EOC of any logistical needs, including site-support, restocking supplies, or similar concerns.
- Step 5.** Remove signage directing public to the CPOD. If possible, place a sign that informs the public when and where the CPOD will re-open.
- Step 6.** File all forms for that operational period into the filing box.

Demobilizing the CPOD

- Step 1.** Record and note all damage to equipment, host facility, and any notable incident, accidents, or injuries that occurred at the CPOD.
- Step 2.** Return all documentation to the OEM or EOC Planning Section for records retention.
- Step 3.** Return CPOD Kit materials to container, report any items that need to be replaced to the OEM.

Resources

CPOD Staffing

Staffing requirements will depend on the size and nature of both the incident and the CPOD.

17 staff members are able to support a minimally staffed CPOD with three loading sites to accommodate up to 3 vehicles at a time. If the commodities that are designated for distribution are lightweight or fairly minimal, only two loading team members may be necessary per loading site.

Position	Staff Needed	Notes
Safety Officer	1	
Security	1	Additional Support may be needed
Support Team Leader	1	
Support Team Members	3	
Loading Team Leader	1	
Loading Team Members	9	3 per loading site
Total	17	

Table 1 – Staffing needs for a CPOD

CPOD Supplies

CPOD Kit

Most CPOD supplies can be stored and maintained in CPOD kits. These kits can be maintained on-site at CPOD locations, but should be stored in such a way that they can be transported to other potential CPOD sites as needed. Some kit items may need to be kept separately from the container to save space.

Logistical Box			
<input type="checkbox"/>	Work Gloves – 18	<input type="checkbox"/>	Sticky Notes
<input type="checkbox"/>	First Aid Kit	<input type="checkbox"/>	Hammer
<input type="checkbox"/>	Notebooks (5x8)	<input type="checkbox"/>	Duct Tape
<input type="checkbox"/>	Scissors	<input type="checkbox"/>	Mechanical Pencils
<input type="checkbox"/>	Pop Up Safety Cones – 16	<input type="checkbox"/>	Ear plugs – 50
<input type="checkbox"/>	Slow / Stop signs – 2	<input type="checkbox"/>	Whistles – 12
<input type="checkbox"/>	Wooden Stakes for Signs – 24	<input type="checkbox"/>	Tarp
<input type="checkbox"/>	Tape Measure	<input type="checkbox"/>	Permanent Marker
<input type="checkbox"/>	Collapsible trash can	<input type="checkbox"/>	
Safety Vests – High Visibility marking preferred			
<input type="checkbox"/>	Blue Vests (For Support Staff) – 2	<input type="checkbox"/>	Orange Vests – 10
<input type="checkbox"/>	Yellow Vests – 20	<input type="checkbox"/>	
Signage			
<input type="checkbox"/>	Directional signage (parking lot, nearby intersection)	<input type="checkbox"/>	Blank paper/Signs for specific needs
Administrative File Box			
<input type="checkbox"/>	Supply sheets	<input type="checkbox"/>	Registration forms
<input type="checkbox"/>	Operational checklists	<input type="checkbox"/>	

Table 2 - CPOD Kit Inventory

Additional CPOD Resources

Additional resources may be needed for CPOD operations depending on the CPOD size and location as well as the type and amount of supplies to be distributed to the community.

Additional resources may include things like:

- Additional traffic control (flags, stop signs, cones, etc.).
- Additional signage directing the public to the CPOD or advertising the CPOD location(s) throughout Kirkland.
- Additional security staffing.
- Pallet jack or fork lift with trained operator.
- Trucks for delivering and loading distribution supplies.
- Staff and volunteer supplies (food, refreshments, portable restrooms, hygiene supplies, etc.)
- Office supplies (pens, paper, notebooks, etc.)

Administration

Training and Exercise

The CPOD is designed to utilize just-in-time training for most, if not all, staff positions. The CPOD Manager will utilize the Appendix A: CPOD Just-In-Time Operations Training Script to orient CPOD staff to the CPOD operations and their duties.

FEMA course IS-26: Guide to Points of Distribution is available online and can be used to train and orient staff or volunteers to working at a CPOD.

The OEM will train City staff as CPOD Managers to oversee CPOD operations prior to implementing this plan.

The CPOD function may be exercised as part of an EOC exercise or as a standalone exercise. If the CPOD is not activated for community support, the CPOD should be exercised at least once every 5 years.

Revision Process

The CPOD guide will be reviewed and updated as appropriate by the OEM after each activation of a CPOD in Kirkland. If the guide is not utilized, it will be reviewed and updated at least once every 5 years.

References

City of Kirkland Comprehensive Emergency Management Plan (CEMP)

FEMA Independent Study Course IS-26: Guide to Points of Distribution

FEMA Distribution Management Plan Guide, August 2019

Appendix A: CPOD Just-In-Time Operations Training Script

****The CPOD Manager or their designee will read this script at the beginning of the Operational Period to all CPOD staff, and to new staff as they enter the CPOD site for their shift. Be sure to include specific details regarding the CPOD site, highlighted in yellow below. ****

CPOD Script Introduction

Thank you for working at this Commodity Point of Distribution, also called a CPOD. This CPOD delivers supplies to our community. Today we will be handing out _____ [SUPPLIES] _____ to community members who drive through this site. We will be serving up to [XX] vehicles at a time.

The CPOD is being supported by the City. The CPOD Manager is [NAME].

I am going to describe the general layout of the CPOD, the traffic pattern of vehicles, how we will staff the CPOD, and how the CPOD works. Then we will assign positions and get set up. There will be time for questions at the end.

CPOD Layout

****It is helpful for this section to show a diagram of the CPOD site layout. A printed version should be included in the CPOD Kit, as well as in the CPOD Manual Binder.****

The CPOD has three lanes, and each lane has a different function.

The Vehicle Lane is where vehicles drive through to pick up supplies. Traffic cones are used to mark the vehicle lane.

The Loading Lane will have [XX] vehicle loading stations **point these out to CPOD staff**, one for each parking spot where vehicles will stop for supplies. There should be equal amounts of supplies at each station.

The Supply Lane is where incoming supplies will be kept, sorted, and distributed to each loading station. It is the furthest away from the Vehicle Lane.

Vehicle Traffic Pattern

Vehicles will enter the CPOD site at [REDACTED].

Vehicles will exit the CPOD at [REDACTED].

If a line of vehicles forms, the line pattern will be [REDACTED].

There will be traffic controllers who are in charge of directing vehicles through the CPOD. I will talk about all the positions and duties in a minute.

Up to [XX] vehicles will enter the CPOD at a time. They will enter at the same time, in a line, and one vehicle will stop at each loading station. Nobody is to be loading into any vehicle until all of the vehicles have come to a complete stop. Nobody should enter the Vehicle Lane while vehicles are moving.

Staffing the CPOD

**** If individuals have not already received their CPOD roles, assign them now. ****

[NAME] is the CPOD Manager. They are in charge of overall operations, and is the one who communicates needs.

- (If there is a Deputy CPOD Manager, introduce them as well).

[NAME] is the Safety Officer. The Safety Officer's role is to keep CPOD staff and the public safe. The Safety Officer will deliver a safety briefing to all CPOD staff. The Safety Officer will also be monitoring the CPOD site and workers for any unsafe situations. If the Safety Officer asks you to do something, listen to them!

Now I will assign positions. Please make sure you take all necessary supplies with you to your assigned location.

- General Safety Officer
- Support Team Leader
- Traffic Controllers
 - Traffic Controller 1 (At CPOD Entrance)
 - Traffic Controller 2 (At front of Vehicle Lane)
 - Traffic Controller 3 (At CPOD Exit, counts vehicles)
- Loading Team Leader
- Loaders

CPOD Operations

This is how the CPOD will work.

1. Traffic Controller One will confirm that there are no vehicles in the CPOD, and the Vehicle Lane is clear of CPOD staff.
2. Traffic Controller One will give one long blast on their whistle, and will direct [XX] vehicles to enter the CPOD.
3. Traffic Controller Two will direct the vehicles forward in the Vehicle Lane and stop them so that there is one vehicle at each Loading Point.

Appendix B: CPOD Staff Safety Briefing Script

The Safety Officer will use this briefing list to brief all CPOD staff. CPOD staff will receive the safety briefing each operational period, even if they have staffed the CPOD previously.

- Follow all instructions and information from the CPOD Manager and your Leader while on site.
 - This location has been inspected for safety concerns and potential hazards. If you notice something unsafe, report it to your Leader right away.
 - Safety is your number one priority.
- Evacuation Instructions
 - If we need to evacuate the CPOD, we will meet at [REDACTED]
 - The CPOD Manager or the Safety Officer will take the Activity Report sign in sheet and use it to account for staff during an evacuation.
- Staff Care
 - Share the location of snacks, water, restrooms, and rest areas for staff.
 - Remind staff to take regular breaks, stay hydrated, and take care of themselves.
- If you are injured or you see someone get hurt, inform your Leader right away.
 - A first aid kit is located at [REDACTED]
 - The CPOD Manager will fill out an Accident Report Form in case of an accident.
- You must sign in and out of the CPOD on the Daily Activity Report
 - This is important in case we need to evacuate the CPOD or if there's an incident while we are here.
 - We are required to keep track of the hours that staff and volunteers work. Please do not forget to sign out when you leave!
- No one under the age of 18 is allowed to work at the CPOD site, regardless of parent or guardian signature or supervision.
- It's okay to feel overwhelmed, sad, angry, scared, or nervous during an incident.
 - Working at the CPOD and interacting with people who have been through an incident and need help has the potential to generate emotions, this is normal.
 - You are providing a valuable service to the community by helping distribute supplies.
 - If you feel overwhelmed or need a break, please inform your Leader and take care of yourself.
- Please attend any debriefing that may be conducted.
- General reminders:
 - In the event of an earthquake or aftershock, Drop, Cover, and Hold On. Do not try to run.
 - If an emergency happens at the CPOD site, the Safety Officer will call 9-1-1 or arrange assistance.
 - If we need additional security or resources, inform your Leader. All requests for assistance will be routed to the CPOD Manager.
 - Remember to Sign In when you arrive and Sign Out when you leave.
 - If you have any questions, please ask the Safety Officer or your Leader.

Appendix C: CPOD Forms

Printed copies of these forms are maintained in the CPOD Kit for incident use. Electronic copies are maintained by OEM. All completed forms should be turned into OEM documentation.

CPOD Site Setup Checklist

CPOD Manager:				Date:	
CPOD Location:				Time:	
Step		Yes	No	Remarks	
1.	Team members arrived				
2.	Site hazard assessment complete				
3.	Communications established with the City OEM/EOC				
4.	Inspect CPOD Kit				
5.	Determine the location of the Supply, Loading, and Vehicle lines				
6.	Establish the break area location				
7.	Set up traffic cones around the vehicle line				
8.	Confirm supply trucks can enter and exit				
9.	Conduct Operations Brief				
10.	Assign staffing positions				
11.	Distribute PPE				
12.	Conduct a safety briefing				
13.	Determine signage locations				
14.	Receive first supply				
15.	Put up signage				
16.	Open CPOD				
Other Remarks: 					
CPOD Manager Signature					

Daily Activity Report

STATE OF WASHINGTON EMERGENCY WORKER DAILY ACTIVITY REPORT											
County In Which Mission Took Place: _____				State Mission Number: _____							
Mission Name: _____				Date From: _____		Date To: _____					
Unit Name: _____											
Unit Address: _____											
	EMERGENCY WORKER NAME	CARD NO.	DATE		DATE		DATE		TOTAL HOURS	ROUND TRIP MILES	
			TIME IN	TIME OUT*	TIME IN	TIME OUT*	TIME IN	TIME OUT*			
1											
2											
3											
4											
5											
6											
7											
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26											
27											
28											
29											
30											
* Actual Incident Check Out Time.											
TOTAL PERSONNEL				TOTAL HOURS				TOTAL MILEAGE:			
THIS FORM MUST BE SIGNED BY LOCAL EMERGENCY MANAGEMENT DIRECTOR/COORDINATOR OR SHERIFF'S DEPUTY <i>By my signature below, I certify that these persons did participate in this mission in accordance with WAC 118-04-220:</i>											
_____ Print Name and Title					_____ Signature and Date						

EMD-078 (Rev. 01/15)

Daily Site Hazard Assessment Form

The CPOD Safety Office will complete this form at the beginning of each operational period.

Inspected By:		Date:	
CPOD Location:		Time:	
Training	Yes	No	Comments
Is each person assigned to a job within their capability?			
Did each person receive the safety briefing?			
Do people know how to use their personal protective equipment?			
Were safe lifting techniques reviewed?			
Environment	Yes	No	Comments
Are resources available to deal with weather conditions? (Drinking water, shade, heat?)			
Is the light level appropriate for a safe work environment?			
Housekeeping	Yes	No	Comments
Is the CPOD site clear of debris that may present a fall or trip hazard?			
Are materials properly stacked and spaced?			
Is the work area clear of fluid spills or leakage?			
Are aisles, passageways, and driving lanes clear of obstruction?			
Is the break area clean and sanitary? Are cleaning supplies available?			
Are the dumpsters provided being serviced regularly?			
Are the restrooms clean, sanitary, and restocked?			
Personal Protective Equipment (PPE)	Yes	No	Comments
Is required equipment provided and usable?			
Does equipment meet general operating requirements?			
Is staff compliant with PPE requirements? (gloves, safety vests, etc.)			

Material Handling and Storage		Yes	No	Comments
Is there safe clearance for all equipment through aisles and driving lanes?				
Are storage areas free of debris and tripping hazards?				
Are only trained operators operating forklifts or other heavy machinery?				
Vehicle Traffic		Yes	No	Comments
Are cones/signs placed to direct traffic?				
Is the vehicle lane clearly marked for both drivers and CPOD staff?				
Is pedestrian and vehicular traffic separated?				
Additional Comments or Concerns				
CPOD Safety Officer Signature:				Date/Time:
CPOD Manager Signature:				Date/Time:

Accident Form

- ☐ Property Damage ☐ Personal Injury
☐ Vehicle Damage ☐ Equipment Damage



CITY OF KIRKLAND ACCIDENT REPORT FORM

I. GENERAL INFORMATION

Employee:	
Job Title:	
Department:	

II. DESCRIPTION OF ACCIDENT

Date:	Time:
Location of Accident:	
Describe what happened: Include what the injured person(s) was doing; what equipment, if any, was involved; general conditions; protective equipment in use; safety precautions followed; etc.	
Description of injury (include part of body affected and name of the object or substance which directly injured the employee)	
Were others injured in the accident? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list and describe injury:	
Were any steps taken to correct or improve the situation at that time? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what were they?	
Witnesses: List names, addresses and phone numbers.	

III. CAUSE OF ACCIDENT *(To be filled out with the Supervisor)*

Was the employee:	Yes	No	N/A	Was the tool / equipment:	Yes	No	N/A
Placed in the right job?				Adjusted correctly?			
Properly trained for the job?				Properly guarded?			
Experienced for the job?				In proper condition?			
Physically fit?				Would the accident have occurred if a different tool or piece of equipment had been used?			
In a safe position?				Was the employee using the proper personal protective equipment?			
Attentive to the job?				Was the accident site:			
Supplied with the proper tools?				Equipped with the proper tools?			
Properly Supervised / Accompanied?				Well lit?			
				Congested?			
Was the tool / equipment:				Noisy?			
Right for the job?				Clear of fumes and smoke?			
Working Properly?				Clean and Neat?			
Describe any other acts of commission or omission, or any other contributing factors to the accident (i.e. weather conditions):							
Was there any time lost from work due to the accident? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If Yes, how much? _____							
Is this report being filled out for precautionary reasons only? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Was a physician seen? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list name: _____							
Was an L&I Report filled out? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, please explain: _____							
If hospitalized, list name of hospital and address: _____							
Was there any damage to a City vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Vehicle Number: _____ If yes, was a vehicle damage report filled out? <input type="checkbox"/> Yes <input type="checkbox"/> No							

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Distribution: Original to Safety/Risk Analyst or Fire Department Safety Officer; Copy to Supervisor and Employee

CPOD Post-Activation Equipment Inventory

CPOD Post-Activation Equipment Inventory

Incident Name: _____ Completed By: _____ Date: _____

Item	Minimum Quantity Needed	End Inventory	Added Inventory <i>FOR OEM PURPOSES ONLY</i>
Container	1		
Work Gloves	12		
First Aid Kit	1		
Notebooks	1		
Scissors	2		
Pop Up Safety Cones	16		
Slow / Stop Signs	2		
Sticky Notes	4		
Hammer	2		
Duct Tape	2		
Mechanical Pencils	12		
Ear plugs	50		
Tape Measure	2		
Whistles	12		
Blue Vests	2		
Orange Vests	10		
Yellow Vests	20		
Face Masks	50		
Wooden Stakes	24		
Signs	Variable		
Trash Can	2		
Permanent Marker	2		
Tarp	1		

Please report and submit end inventory numbers to EOC/EM for documentation and replacement of materials

Appendix D: Potential CPOD Sites by Neighborhood

Potential CPOD sites were identified during the 2020 COVID-19 pandemic response to potentially hand out supplies to community members. A general best practice is to use a City-owned site to establish a CPOD, when possible.

Specific locations and plans are redacted for internal planning use only. Public will be notified of locations when an official CPOD site is opened.