**Job Action Sheets**

**Command Staff**

**General Overview of the Command Staff**

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**POD Manager -** organizes and directs all operations at the POD site.

**Liaison Officer -** coordinates assisting agencies reporting to the POD.

**Public Information Officer (PIO) -** Coordinates information to inform the public of the disease, POD(s) situations, POD(s) times, and other incident information.

**NOTE:** The POD “PIO” position may be fulfilled by the County EOC Public Information Officer.

***Only one Public Information Officer is necessary for each POD Jurisdiction.***

**Safety Officer** - ensure the health and safety of POD workforce and clients; supervises EMS support, Parking & Vehicle Traffic Flow & all aspects of Safety.

**Safety Staff** - assists with safety analysis for each shift, monitors hazards, risks and potentially unsafe situations, monitors staff rest, food, water or medical needs.

**POD Organizational Chart Showing All Identified Positions**

(Select Only Those Positions You Feel You Will Need - Expand & Contract Positions As Necessary)



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** POD Manager Command Staff**

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**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Shift: \_\_\_\_\_\_\_\_\_**

**POD Assigned: \_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Person You Report To:** County/Tribal EOC Incident Commander

**Reporting To You Are:** Liaison Officer, Public Information Officer, Safety Officer, Logistics Chief, Operations Chief, Finance & Administration Chief, Planning Chief

**Purpose:** To organize and direct all operations at the POD site.

**Recommended Qualifications:** Thorough knowledge of ICS, POD Plan, all stations of a POD, organizational skills and management experience.

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

o Radio or other communication devices

o POD Plan

o Briefing format

o All other appropriate forms

􀂉 Review the Job Action Sheets of yourself & your subordinates

􀂉 Receive vaccination/prophylaxis, if not already treated.

􀂉 Receive and put on identification (vest, id badge, etc.).

􀂉 Sign necessary forms, if applicable (confidentiality forms, etc.).

􀂉 Check in with the County EOC Incident Commander for update brief.

􀂉 Conduct Initial Briefing.

􀂉 Wear appropriate Personal Protective Equipment (PPE) as directed.

**POD Manager *– (Cont.)* Command Staff**

**Duties:**

**If You Have Just Been Notified to Activate the POD:**

􀂉 Activate the POD by notifying “Key Staff” (activate your POD Recall Plan).

* Recall all pre-identified “Key Staff” positions.
* Recall any previously identified volunteers or groups that agreed to provide volunteers.

􀂉 Coordinate with the Community to get a key-holder to open up the POD facilities.

􀂉 Contact local Law Enforcement to provide initial security on the POD facility.

􀂉 Set up an area in the POD that will set up your command center.

* Big enough to put maps/charts on the wall, phones, and conduct small briefings.

􀂉 Coordinate with the County/Tribal/Community EOC for an update briefing on the current situation.

􀂉 Conduct initial briefing/planning meeting with Command Staff and Section Chiefs and Facilities Unit Leader.

**Briefing may include:**

o Overview of the POD goals & objectives

o Map(s) of facility and POD operation

o Set-up Plan (signage, traffic cones, tables & chairs in place, forms, etc.)

o Communication Plan (radios, phones, fax, message center, etc)

o Transportation Plan

o Security Plan

o Job Assignment List (what positions we will need to fill and in what priority)

o Safety Plan

o Volunteer Recruitment Plan

o Public Information Plan (Coordinate with County/Tribal EOC on getting the message out to the public for volunteers and when the POD will be open to the public).

o Set Time of the next briefing.

􀂉 Set some appropriate times for ongoing briefings/planning meetings with Command Staff and Section Chiefs.

􀂉 Confirm with Logistics Chief at least 1½ hours prior to start time that Facilities is set up all equipment and supplies on site and facility is ready to open.

􀂉 Confirm with Planning Chief at least 1 hour prior to POD start time that staffing is adequate.

**On-Going POD Operations**

􀂉 Approve staff schedule & assignments as developed by Planning Chief, including hours of operation.

􀂉 Review with the Staff Resources Supervisor the job tasks of all staff.

􀂉 Approve the use of the Job Action Sheets for “Just in Time” training for POD staff.

􀂉 Obtain overall media policy and strategies for VIP visits (i.e. government reps) from PIO.

􀂉 Work closely with security to monitor any media breaches.

􀂉 Assist local government representatives in briefing officials and media, as appropriate.

􀂉 Review safety considerations with Safety Officer.

**POD Manager *– (Cont.)* Command Staff**

􀂉 Review with Liaison Officer the security plans of assisting agencies.

􀂉 Periodically check work progress of Command Staff and Section Chiefs’ goals & objectives.

􀂉 Assist all Command Staff and Section Chiefs when needed.

􀂉 Communicate with EOC at periodic intervals to provide them with an update.

􀂉 Manage any incidents or problems while the POD is operational.

􀂉 Approve requests for incoming or outgoing resources (between PODs or from EOC).

􀂉 Contact the RSS through the EOC for reconciliation regarding any discrepancies (excess/deficiency or wrong medications/supplies) between the order and delivery of items from SNS, EOC or other sources.

􀂉 Ensure adequate rest breaks are provided for yourself & your staff.

􀂉 Monitor colleagues and clients for signs of fatigue and distress.

􀂉 Exercise authority to stop and prevent any unsafe acts.

**Prior to Shift Change:**

􀂉 With next shift POD Manager in attendance, conduct a shift-change briefing.

**Briefing may include:**

o Operations Update (conducted by the Operations Chief)

o Logistics Update (conducted by Logistics Chief)

o Finance/Admin Brief (conducted by Finance/Admin Chief)

o Planning Brief (conducted by Planning Chief)

o POD Manager Brief (Assess current POD situation - Progress)

o Update the POD Goals & Objectives as needed.

o Set Time of the next briefing.

**At POD Closing:**

􀂉 Coordinate between the EOC and Planning Chief to develop the Demobilization Plan.

􀂉 Schedule and hold demobilization planning meeting with Command Staff and Section Chiefs.

􀂉 Release resources and supplies and workforce as appropriate.

􀂉 Arrange to have equipment & supplies returned.

􀂉 Send all reports, documents, etc. to the necessary Section Chiefs or EOC.

􀂉 Restore facility to pre-POD conditions.

􀂉 Secure facility and return keys to the community facility representative.

**Check-out** *(after each shift)***:**

􀂉 When relieved, hand-in all documents, including Job Action Sheet with feedback, to the person you report to.

􀂉 Participate in scheduled debriefing at shift change or close of POD.

􀂉 Return to Workforce Staging Area.

􀂉 Return identification (vest, ID badge, etc.).

􀂉 Sign-in equipment.

􀂉 Pick up exit materials, as appropriate.

􀂉 Sign-out.

􀂉 Refer all media inquiries to the POD Public Information Officer (PIO).

**Feedback/Comments:**

**Liaison Officer Command Staff**



**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Shift: \_\_\_\_\_\_\_\_\_**

**Area Assigned:** Medical Screening Area

**The Person You Report To:** POD Manager.

**Reporting To You Are:** Agency representatives from assisting agencies.

**Purpose:** To coordinate assisting agencies reporting to the POD.

**Recommended Qualifications:** Knowledge of ICS, POD Plans and EOC function.

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

o Radio or other communication devices

o POD Plan

o Briefing format

o All other appropriate forms

􀂉 Review Job Action Sheet.

􀂉 Receive vaccination/prophylaxis, if not already treated.

􀂉 Receive and put on identification (vest, id badge, etc.).

􀂉 Sign necessary forms, if applicable (confidentiality forms, etc.).

􀂉 Check in with your supervisor.

􀂉 Attend briefing.

**Duties:**

􀂉 Wear appropriate Personal Protective Equipment (PPE) as directed.

􀂉 Identify an area where assisting agencies should report.

􀂉 Greet assisting agency representatives when they arrive.

􀂉 Brief assisting agencies on the needed information for them to do their job functions properly.

􀂉 Arrange for communication network between POD and assisting agency representative.

􀂉 Keep log of assisting agencies on site.

􀂉 Provide routine progress and/or status reports to POD Manager or EOC.

􀂉 Monitor colleagues and clients for signs of fatigue or distress. Notify the person you report to as appropriate.

􀂉 Perform other duties as assigned by the POD Manager.

**Liaison Officer *– (Cont.)*  Command Staff**

**Check-out:**

􀂉 When relieved, hand-in all documents, including Job Action Sheet with comments/feedback to your supervisor.

􀂉 Participate in scheduled debriefing at shift change or close of clinic.

􀂉 Return to Workforce Staging Area.

􀂉 Return identification (vest, id badge, etc.).

􀂉 Sign-in equipment.

􀂉 Pick up exit materials, as appropriate.

􀂉 Sign-out.

􀂉 Refer all media inquiries to the POD Public Information Officer (PIO).

**Feedback/Comments:**

**Public Information Officer Command Staff**

 

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Shift: \_\_\_\_\_\_\_\_\_**

**Area Assigned:** Public Information Office

**The Person You Report To:** POD Manager.

**Purpose:** To coordinate media activities, messaging, and act as a primary media focal point for the POD.

**Recommended Qualifications:** Crisis communication skills and PIO expertise*.*

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

o Radio or other communication devices.

o Media packet (Frequently Asked Questions (FAQs).

o Contact information of local officials and county, regional and state PIOs.

o Schedule and locations of POD(s) in operational jurisdiction.

o Information about the disease and the treatment being provided.

o Risk Communication Plan.

􀂉 Receive vaccination/prophylaxis, if not already treated.

􀂉 Receive and put on identification (vest, id badge, etc.).

􀂉 Sign necessary forms, if applicable (confidentiality forms, etc.).

􀂉 Review the Job Action Sheets of yourself & your subordinates

􀂉 Check in with the POD Manager.

􀂉 Attend briefings.

􀂉 Conduct briefing to assistants or staff reporting to you, if applicable.

**Public Information Officer - (*Cont.)* Command Staff**

**Duties:**

􀂉 Wear appropriate Personal Protective Equipment (PPE) as directed.

􀂉 Establish coordination of information & dissemination of information with POD(s) and EOC.

􀂉 Prepare initial information summary to include:

o Level of public/media interest in incident/clinic(s).

o Incident information and activities already underway.

o Primary point of contact for media and public.

􀂉 Ensure that media considerations are a part of the overall POD plan.

􀂉 Inform each POD of overall media policy upon initial activation.

o No comment; refer media to a specific contact.

o Explanatory statement; no media admittance.

o Media visits permitted.

o Media permitted to attend briefing station only.

􀂉 Develop media statement(s) as appropriate.

􀂉 Determine who will participate in media interviews.

􀂉 Coordinate media activities:

o Make media contacts as necessary.

o Provide media statements and answer questions as necessary.

o Arrange guided tours for media at clinic(s) as necessary.

􀂉 Develop strategies for informing or involving VIPs (i.e. government representatives).

􀂉 Ensure updates are made to other local, regional and state PIOs, the EOC or the JIC.

􀂉 Answer appropriate media calls.

􀂉 Ensure that reporters receive media packets.

􀂉 Ensure that all equipment for news conferences is available (i.e. microphones, podiums, etc.).

􀂉 Document all media contacts on a Unit Log.

􀂉 Publicize and optimize attendance at each POD.

o Announce method to organize the population to attend specific POD sites based upon EOC determination (i.e. risk categories, zip code, first come-first serve, etc.).

o Advise whom the POD is intended for and for whom it is not intended.

o Advise public on what to bring with them for identification purposes.

o Advise how to access sites via public/private transportation, if available.

o Notify the public of services available to special needs populations, including but not limited to transportation for physically handicapped or elderly persons, if available.

o Advise public of hours of POD operations.

o Advise public that vaccination/prophylaxis is free of charge.

o Advise public that undocumented residents will not risk deportation if present at POD.

o Advise that interpreters will be available (as applicable).

􀂉 Monitor media outlets to check accuracy of information being reported.

o Contact media outlets to correct errors of fact and control rumors about the incident.

􀂉 Provide information to local information and referral services.

**Public Information Officer - (*Cont.)* Command Staff**

**Check-out:**

􀂉 When relieved, hand-in all documents, including Job Action Sheet with comments/feedback to your supervisor.

􀂉 Participate in scheduled debriefing at shift change or close of clinic.

􀂉 Return to Workforce Staging Area.

􀂉 Return identification (vest, id badge, etc.).

􀂉 Sign-in equipment.

􀂉 Pick up exit materials, as appropriate.

􀂉 Sign-out.

􀂉 Refer all media inquiries to the POD Public Information Office.

**Feedback/Comments:**

**Safety Officer Command Staff**



**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Shift: \_\_\_\_\_\_\_\_\_**

**Area Assigned:** Safety Area

**Person You Report To:** POD Manager

**Persons Reporting to You:** Safety Staff

**Job Description:** To ensure the health and safety of POD the workforce and clients.

**Recommended Qualifications:** Knowledge of Worksite Safety, OSHA, infection control, PPE, ICS and POD Plan desirable.

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 Receive vaccination/prophylaxis, if not already treated.

􀂉 Receive and put on identification (vest, id badge, etc.).

􀂉 Sign necessary forms, if applicable (confidentiality forms, etc.).

􀂉 Review the Job Action Sheets of yourself & your subordinates

􀂉 Check in with the POD Manager.

􀂉 Attend briefings.

􀂉 Conduct briefing to assistants or staff reporting to you, if applicable.

**Duties:**

􀂉 Wear appropriate Personal Protective Equipment (PPE) as directed.

􀂉 Conduct a general inspection of the facility prior to it becoming operational with the Logistics Chief and the Facility Manager.

􀂉 Develop a safety action plan to include:

o Safety Inspections.

o Potentially hazardous situations in the POD.

o Hazards, risks and potentially unsafe situations and how they will be monitored.

􀂉 Ensure that all assisting agencies are included in the safety action plan by working with the Liaison Officer.

**Safety Officer - (*Cont.)*  Command Staff**

􀂉 Ensure adequate rest is provided to all clinic staff by monitoring the sign-in and assignments at the Workforce Staging Area.

􀂉 Direct POD staff needing rest, food, medical or mental attention to Workforce Services.

􀂉 Exercise emergency authority to stop and prevent any unsafe acts.

o Discuss with POD Manager any potential unsafe acts or conditions.

􀂉 Initiate accident investigations within the POD.

o Ensure that accident investigation reports are completed and provided to POD Manager.

o Ensure a copy is given to the local health agency for follow up purposes (i.e. worker compensation).

o Coordinate with Medical Leadership as needed.

o An investigation should not interfere with the primary duties of the Safety Officer.

􀂉 Prepare safety messages (verbal, written, signage, etc.) for the POD.

􀂉 Monitor personal protective equipment usage.

􀂉 Conduct follow-up inspections on a periodic basis for compliance to all health and safety standards.

􀂉 Monitor weather forecasts for any change in weather conditions during POD activities that was not predicted and could cause high-risk conditions.

􀂉 Conduct periodic briefings to keep assisting agencies informed of safety action plans.

􀂉 Provide routine progress and/or status report to POD Manager.

􀂉 Monitor colleagues and clients for signs of fatigue or distress.

􀂉 Ensure adequate rest breaks are provided for yourself & your staff.

􀂉 Monitor colleagues and clients for signs of fatigue and distress.

􀂉 Perform other duties as assigned and approved by the POD Manager.

**Check-out:**

􀂉 When relieved, hand-in all documents, including Job Action Sheet with comments/feedback to your supervisor.

􀂉 Participate in scheduled debriefing at shift change or close of clinic.

􀂉 Return to Workforce Staging Area.

􀂉 Return identification (vest, id badge, etc.).

􀂉 Sign-in equipment.

􀂉 Pick up exit materials, as appropriate.

􀂉 Sign-out.

􀂉 Refer all media inquiries to the POD Public Information Officer (PIO).

**Feedback/Comments:**

**Safety Staff Command Staff**



**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Shift: \_\_\_\_\_\_\_\_\_**

**Area Assigned:** Safety Area

**Person You Report To:** Safety Officer

**Job Description:** To ensure the health and safety of POD workforce and clients.

**Recommended Qualifications:** Knowledge of Personal Protective Equipment (PPE), Safety

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 Review the Job Action Sheets.

􀂉 Receive vaccination/prophylaxis, if not already treated.

􀂉 Receive and put on identification (vest, id badge, etc.).

􀂉 Sign necessary forms, if applicable (confidentiality forms, etc.).

􀂉 Check-In with the Safety Officer.

􀂉 Attend briefing.

**Duties:**

􀂉 Wear appropriate Personal Protective Equipment (PPE) as directed.

􀂉 Assist Safety Officer with completing an Incident Safety Analysis for each shift.

􀂉 Assist Safety Officer with developing a safety action plan to include:

o Safety Inspections.

o Potentially hazardous situations in the clinic.

o Hazards, risks and potentially unsafe situations and how they will be monitored.

􀂉 Ensure that all POD staff understand that they can Exercise their authority to stop and prevent any unsafe acts.

􀂉 Direct POD staff needing rest, food, medical or mental attention to Workforce “Break” area.

􀂉 Prepare safety messages (verbal, written, signage, etc.) for the POD.

􀂉 Monitor personal protective equipment usage.

􀂉 Conduct follow-up inspections on a periodic basis for compliance to all health and safety standards.

**Safety Staff - *(Cont.)*  Command Staff**

􀂉 Exercise emergency authority to stop and prevent any unsafe acts.

􀂉 Monitor weather forecasts for any change in weather conditions during POD activities that was not predicted and could cause high-risk conditions.

􀂉 Ensure adequate rest breaks are provided for yourself & your staff.

􀂉 Monitor colleagues and clients for signs of fatigue and distress.

􀂉 Perform other duties as assigned and approved by the person you report to.

**Check-out:**

􀂉 When relieved, hand-in all documents, including Job Action Sheet with comments/feedback to your supervisor.

􀂉 Participate in scheduled debriefing at shift change or close of clinic.

􀂉 Return to Workforce Staging Area.

􀂉 Return identification (vest, id badge, etc.).

􀂉 Sign-in equipment.

􀂉 Pick up exit materials, as appropriate.

􀂉 Sign-out.

􀂉 Refer all media inquiries to the POD Public Information Officer (PIO).

**Feedback/Comments:**