**Job Action Sheets**

**Logistics Section**

**General Overview of the Logistics Section**

The main role for the Logistical Section is to Manage Supplies, Communications, Facilities, Security, Data Entry, and support the Staff.

**There are 2 Key Branches**

**Services Branch**

Food Communications & Message Center

EMS Data Entry/Info Systems

**Support Branch**

**Facility Unit Leader Transportation & Housing Supply Unit**

Facility Services Transportation Staff Supplies

Heat, Air, Water Electricity Housing Staff Shipping & Receiving

Security

Vehicle Parking & Traffic Control



**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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**Logistics Section Chief**



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

**Area Assigned:** Logistics Section

**Person You Report To:** POD Manager

**Persons Reporting to You:** Services Branch Director, Support Branch Director.

**Job Description:**

* To manage & oversee the overall Logistical functions of the POD.
* To coordinate and direct the work associated with maintenance of the POD and ensure adequate levels of amenities and supplies to support the POD.
* Organize and direct those operations associated with maintenance of the physical environment, and adequate levels of food, shelter, and supplies to support the POD’s objectives.

**Key services your section provides include:**

Supply Management, Shipping & Receiving,

Communications, Data Entry,

POD Security, Vehicle Traffic Control

Facilities Management,

Services *(food, travel & housing)*.

**Recommended Qualifications:** ICS 100, 200, knowledge of the POD Logistical Plan, organizational skills and management experience.

**Logistics Section Chief - *Continue***

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 Review the Job Action Sheets of yourself & your immediate 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 your supervisor.

􀂉 Attend briefing.

**Duties:**

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

􀂉 At initial briefing, identify units within the section to be activated and resources required for section operations.

􀂉 Confirm with POD manager at least 1.5 hours prior to start time that the Facilities Unit Leader has set-up all equipment and supplies on site and facility is ready to open.

􀂉 Conduct a general inspection of the facility prior to it becoming operational with the Safety Officer and a facility representative.

􀂉 Confirm that security is on-site and adequate.

􀂉 Confirm that transportation and traffic control plans are activated.

􀂉 Obtain information and updates from those reporting to you for resources needed and resources requested.

􀂉 Obtain necessary resources through EOC.

􀂉 Communicate all requests for incoming and outgoing resources with POD Manager.

􀂉 When requests come from the Operations Chief on the need for additional pharmaceuticals, determine through the Support Branch if enough supplies are on-site or if supplies need to be ordered through the EOC.

􀂉 Coordinate medical waste management according to pre-arranged agreements through the EOC.

􀂉 Ensure appropriate numbers of workforce meals are being planned for the workforce.

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

􀂉 Ensure all documents and reports are complete for section and submitted appropriately.

o All supply and inventory documents.

o All sign off documents when supplies were delivered.

o Modified POD floor plan *(if available)*.

o Workforce Medical Unit Staff activity documentation.

o POD Communication Plan.

o Documentation from waste removal services.

o All completed Job Action Sheets, Unit Logs and General Messages to the POD Manager.

􀂉 Anticipate possible resource needs and support requirements for the POD.

􀂉 Ensure scheduled breaks and relief for the section is being appropriately handled.

**Logistics Section Chief - *Continue***

􀂉 Ensure a safe working environment for you yourself and your staff.

􀂉 Review and confirm staffing levels for next day or next shift with supervisors and leaders.

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

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

􀂉 Exercise authority to stop and prevent any unsafe acts.

**Check-out:**

􀂉 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 clinic.

􀂉 Return to Workforce Staging Area.

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

􀂉 Sign-in equipment.

􀂉 Pick up exit materials, as appropriate.

􀂉 Sign-out.

􀂉 Promptly leave the clinic site.

􀂉 Refer all media inquiries to PIO.

**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:**

**Services Branch Director**



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

**Area Assigned:** POD Services

**Person You Report To:** Logistics Section Chief

**Persons Reporting to You:** Food Unit Leader, Communications Unit Leader,

EMS Medical Unit

**Job Description:** To manage & direct the overall services provided by the “Data, Communications, & Staff Services” units.

**Key Services the Three Units you direct include:**

Food Unit

* + Staff Food, Workforce Rest Area

Communications

* + Radio communications,
  + Telephone communications,
  + Message Center
  + Data Entry of records & reports & Internet/Info Systems connectivity.

EMS

* Supporting their availability to respond/assist.

**Recommended Qualifications:** The ability to supervise a large group of people, over a large area, and effectively maintain command and control.

**Services Branch Director - *(Cont.)***

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 Review the Job Action Sheets of yourself & your immediate 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 your supervisor.

􀂉 Attend briefing.

**Duties:**

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

􀂉 Conduct a coordination meeting with each of your unit leaders.

􀂉 Ensure that the Communications unit has radio, telephone, message center and other communications links established with the County or State Emergency Operations Center as applicable.

􀂉 Ensure that the Data unit has computer data links (e-mail) established with the County or State Emergency Operations Center as available.

􀂉 Ensure that the Food Unit Leader has set up a “Workforce Refreshment Area” where the POD workforce can periodically rest and receive food & refreshments (as available).

􀂉 If data entry is being employed, verify that adequate staff & equipment are on hand.

􀂉 Request the need for additional resources through the Logistics Chief.

􀂉 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.

􀂉 Perform other duties as assigned and approved by the Logistics Section Chief.

**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).

**Services Branch Director - *(Cont.)***

**Feedback/Comments:**

**Food Unit Leader**



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

**Area Assigned:** Kitchen/Workforce Rest Area

**Person You Report To:** Services Branch Director

**Persons Reporting to You:** Food Services Staff

**Job Description:** To supervise the preparation of food & refreshments to the POD workforce and provide a “Workforce Rest Area” where they can refresh & relax.

**Recommended Qualifications:** Ability to prepare and serve food and supervise food preparation staff.

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 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.

**Food Unit Leader – *(Cont.)***

**Duties:**

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

􀂉 Coordinate with the Services Branch Director to determine the number of workforce needing meals and estimate number of meals to be served for the duration of POD operations. Determine space and facilities needed for kitchen and feeding area set-up.

􀂉 Determine space and facilities needed for kitchen and feeding area set-up.

􀂉 Ensure food service facilities are set-up properly.

􀂉 Ensure that a “Workforce Rest Area” where the POD workforce can receive food & refreshments and relax.

􀂉 Submit list of food, water, cups & utensil needs to the Services Branch Director.

􀂉 If possible, serve extra snacks, fruit, beverages and condiments, during non-meal hours.

􀂉 Enforce hand-washing and safe food handling procedures when preparing & serving food.

􀂉 Update the Staff Services Unit Leader periodically on the availability of food and water and recommend when re-supply may be needed.

􀂉 Coordinate with the Facility Staff for removal of garbage.

􀂉 Approve contingency plans for continuing food service.

􀂉 Ensure adequate rest breaks are provided for yourself, it’s going to be a long day.

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

􀂉 Exercise authority to stop and prevent any unsafe acts.

􀂉 Perform other duties as assigned and approved by your supervisor.

**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:**

**Food Services Staff**



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

**Area Assigned:** Kitchen/Workforce Rest Area

**Person You Report To:** Food Unit Leader

**Job Description:** To prepare and provide food & refreshments to the POD workforce and provide a “Workforce Rest Area” where they can refresh & relax.

**Recommended Qualifications:** Ability to prepare and serve food.

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 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.

**Food Services Staff – *(Cont.)***

**Duties:**

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

􀂉 Coordinate with the Food Unit Leader to determine the number of workforce needing meals and estimate number of meals to be served for the duration of POD operations. Determine space and facilities needed for kitchen and feeding area set-up.

􀂉 Determine space and facilities needed for kitchen and feeding area set-up.

􀂉 Ensure food service facilities are set-up properly.

􀂉 Set up a “Workforce Rest Area” where the POD workforce can receive food & refreshments and relax.

􀂉 Submit list of food, water, cups & utensil needs to the Food Unit Leader.

􀂉 If possible, serve extra snacks, fruit, beverages and condiments, during non-meal hours.

􀂉 Enforce hand-washing and safe food handling procedures when preparing & serving food.

􀂉 Update the Food Unit Leader periodically on the availability of food and water and recommend when re-supply may be needed.

􀂉 Coordinate with the Facility Staff for removal of garbage.

􀂉 Approve contingency plans for continuing food service.

􀂉 Ensure adequate rest breaks are provided for yourself, it’s going to be a long day.

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

􀂉 Exercise authority to stop and prevent any unsafe acts.

􀂉 Perform other duties as assigned and approved by your supervisor.

**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:**

**Communications Unit Leader**



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

**Area Assigned:** Communications Area

**Person You Report To:** Services Branch Director

**Persons Reporting to You:** Message Center Team Leader, Telephone Team Leader, Data Unit Leader, Radio Operator, Information Systems Staff.

**Job Description:** To coordinate internal and external communication resources and the technology infrastructure of POD.

**Recommended Qualifications:** Knowledge of the POD’s communications technology infrastructure.

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 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 your supervisor.

􀂉 Attend briefing.

**Communications Unit Leader - *(Cont.)***

**Duties:**

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

􀂉 Establish contact with Liaison Officer for external communication coordination (i.e. radios).

􀂉 Work with Workforce Staging Area for internal communication (i.e. walkie-talkies) assignments.

􀂉 Identify useable channels/frequencies.

􀂉 Develop a Clinic Communication Plan to include:

* + Inventory & Assessment of technological equipment (i.e. fax, phones) and communication devices (i.e. radios) needs.
  + Contingency plans for power and telephone outages such as using amateur radio operators.
  + Proper storage of all communication equipment.

􀂉 Request additionally needed items through the needed items through the Services Branch Director.

􀂉 Establish a POD message board for the Command Staff, Section Chiefs & Volunteers.

􀂉 Establish a communication center to include digital radios & telephone services.

􀂉 Consider purchases of small portable Walkie-Talkies, for internal POD operations with the Services Branch Director.

􀂉 Ensure you have enough telephone operators for the available lines you have.

􀂉 Assign communications equipment and maintain an equipment log

􀂉 Set up, test, maintain and arrange for repair of technological equipment and communication devices. Work with Facilities Unit Leader as needed.

􀂉 Provide routine progress and/or status reports to Services Branch Director.

􀂉 Maintain log of all communication requests.

􀂉 Document all actions and decisions in an Activity Log**.**

􀂉 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.

􀂉 Perform other duties as assigned and approved by your supervisor.

**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:**

**Message Center Team Leader**



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

**Area Assigned:** Communications Area

**Person You Report To:** Communications Unit Leader

**Persons Reporting to You:** Message Center Staff

**Job Description:** Supervise the Message Center Operations & staff, and ensure that messages are received and sent.

**Recommended Qualifications:** Ability to supervise a small staff of people.

**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 your supervisor.

􀂉 Attend briefing.

**Message Center Team Leader - *(Cont.)***

**Duties:**

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

􀂉 Coordinate with the Communications Unit Leader, and Telephone Team Leader for the proper receipt & distribution of messages throughout the POD facility.

􀂉 Set up a Message “Posting Board” where people may come to periodically check for messages.

􀂉 Coordinate with the “Volunteer Coordination Center” to find out where key people will be located in the POD facility.

􀂉 Ensure that Message Center Staff properly logs in all incoming & out-going messages.

* Record the date, time, who the message is from, and who it is for, plus a very brief description of the message (as applicable) in the message log.
* Mark on the message the assigned message # *(relates message to your log,* date & time it was received, sent, or posted.
* After you deliver the message to the person it is for, mark in your log that it was delivered.
* Use Message Center staff or designated runners to deliver your messages outside of the communications center.

􀂉 Ensure that you have adequate staff based on volume of messages received.

􀂉 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.

􀂉 Perform other duties as assigned and approved by your supervisor.

**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:**

**Message Center Staff**



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

**Area Assigned:** Communications Area

**Person You Report To:** Message Center Team Leader

**Job Description:** Ensure that messages are received, sent, posted, & logged.

**Recommended Qualifications:** Ability to process messages.

**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 your supervisor.

􀂉 Attend briefing.

**Message Center Staff - *(Cont.)***

**Duties:**

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

􀂉 Set up a Message “Posting Board” where people may come to periodically check for messages.

􀂉 **Incoming Messages** - when a message comes in from the Radio or Telephone Center:

* Record the date, time, who the message is from, and who it is for, plus a very brief description of the message (as applicable) in the message log.
* Assign a message number (#) to each message; mark it on the message & in the log.
* After you deliver the message to the person it is for, mark in your log that it was delivered.
* If you post a message on the message board, mark in your log that the message the date & time that the message was posted.
* Use Message Center staff or designated runners to deliver your messages outside of the communications center.

􀂉 **Out-Going Messages** - when a message leaves the message center:

* Record the date, time, who the message is from, going to, plus a very brief description of the message (as applicable) in the message log.
* Assign a message number (#) to each out-going message; mark it on the message & in the log.
* After the message goes out through the telephone or radio center, mark on the message & in your log that it was sent & how.

􀂉 Ensure that you have adequate staff based on volume of messages received.

􀂉 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.

􀂉 Perform other duties as assigned and approved by your supervisor.

**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:**

**Telephone Team Leader**



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

**Area Assigned:** Communications Area

**Person You Report To:** Communications Unit Leader

**Persons Reporting to You:** Telephone Staff

**Job Description:** Supervise a telephone communications center, and ensure that messages are received and sent.

**Recommended Qualifications:** Ability to supervise a small staff of people.

**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 your supervisor.

􀂉 Attend briefing.

**Telephone Team Leader - *(Cont.)***

**Duties:**

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

􀂉 Check out the facility and see how many telephone lines are available.

􀂉 If possible, coordinate with the Communications Unit Leader to have as many phones as needed routed to one room through the facility switchboard, call forwarding functions, or extension lines.

􀂉 Make a list of Key telephone numbers such as County Emergency Operations Center (EOC), State EOC, Dept. of Health, hospital, County, Tribal, City government (etc.) and post them or make up a local “mini-telephone book” for the event.

􀂉 Set up a telephone call center to send & receive calls supporting POD operations.

􀂉 Ensure that telephone operators log in all incoming & out-going calls.

* Record the date, time, who the message is from, and who it is for, plus a very brief description of the message (as applicable) in the message log.
* Mark on the message the date & time it was received.
* After you deliver the message to the person it is for, mark in your log that it was delivered.
* Use runners to deliver your messages outside of the telephone communications center.
* If a Message Center is established, forward messages to them for delivery to the proper person.

􀂉 Ensure that you have adequate staff based on volume of calls received.

􀂉 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.

􀂉 Perform other duties as assigned and approved by your supervisor.

**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:**

**Telephone Staff**



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

**Area Assigned:** Communications Area

**Person You Report To:** Telephone Team Leader

**Job Description:** Sends and receives calls at the telephone communications center, logs incoming & outgoing messages.

**Recommended Qualifications:** Can use a telephone and record messages.

**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.

􀂉 Check in with your supervisor.

􀂉 Attend briefing.

**Telephone Staff - *(Cont.)***

**Duties:**

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

􀂉 Answer the telephone and log in all incoming & out-going calls.

* Record the date, time, who the message is from, and who it is for, plus a very brief description of the message (as applicable) in the message log.
* Mark on the message the date & time it was received.
* After you deliver the message to the person it is for, mark in your log that it was delivered.
* Use runners to deliver your messages outside of the telephone communications center.
* If a Message Center is established, forward messages to them for delivery to the proper person.

􀂉 Contact the Telephone Team Leader if you have any questions.

􀂉 Ensure adequate rest breaks are provided for yourself.

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

􀂉 Exercise authority to stop and prevent any unsafe acts.

􀂉 Perform other duties as assigned and approved by your supervisor.

**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:**

**Data Unit Leader**



#### Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Shift: \_\_\_\_\_\_\_\_\_

**Area Assigned:** Data Unit

**Person You Report To:** Communications Unit Leader

**Persons Reporting to You:** Data Entry Team Leader

**Job Description:** To supervise the data management and computer support elements of the POD.

**Recommended Qualifications:** Knowledge of computer and data systems.

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 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 your supervisor.

􀂉 Attend briefing.

**Data Unit Leader - *(Cont.)***

**Duties:**

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

􀂉 Conduct a coordination meeting with each of your staff.

􀂉 Assess the availability of data link services in the facility.

􀂉 Assist staff with setting up technological equipment such as computers, etc.

􀂉 Assist with technology problems when requested.

􀂉 Attempt to establish e-mail links with the county & state Emergency Operation Centers.

􀂉 Ensure back up and protection of existing and on-going data on computer systems.

􀂉 Report disruptions in services to the Communication Unit Leader.

􀂉 If data entry is being employed, verify that adequate staff & equipment are on hand.

􀂉 Request the need for additional resources through the Communication Unit Leader.

􀂉 Maintain a log of all data requests received. Analyze collected data.

􀂉 Report any problems with data to Communication Unit Leader.

􀂉 Notify Communication Unit Leader of data not received in a timely manner.

􀂉 Compute projections for situation and generate reports.

􀂉 Communicate report findings and projections to Communication Unit Leader.

􀂉 Provide routine progress and/or status reports to Communication Unit Leader.

􀂉 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.

􀂉 Perform other duties as assigned and approved by your supervisor.

**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:**

**Data Entry Team Leader**



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

**Area Assigned:** Data Entry Area

**Person You Report To:** Data Unit Leader

**Persons Reporting to You:** Data Entry Staff

**Job Description:** Supervise the data entry staff and ensure the proper entry of data.

**Recommended Qualifications:** Ability to survey people, knowledge of data systems.

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 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 your supervisor.

􀂉 Attend briefing.

**Data Entry Team Leader *– (Cont.)***

**Duties:**

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

􀂉 Ensure that adequate data entry equipment is available, shortages should be addressed through the Data Unit Leader.

􀂉 Receive guidance from Data Unit Leader on what data will be entered into the computer.

􀂉 Brief your staff on data entry guidance & procedures.

􀂉 Ensure that staff is properly entering data.

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

􀂉 Ensure that data is routinely backed up and secured.

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

􀂉 Exercise authority to stop and prevent any unsafe acts.

􀂉 Perform other duties as assigned and approved by your supervisor.

**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:**

**Data Entry Staff**



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

**Area Assigned:** Data Entry Area

**Person You Report To:** Data Entry Team Leader

**Job Description:** Ensure the proper entry of data.

**Recommended Qualifications:** Ability to enter data.

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 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 your supervisor.

􀂉 Attend briefing.

**Data Entry Staff *– (Cont.)***

**Duties:**

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

􀂉 Ensure that adequate data entry equipment is available, shortages should be addressed through the Data Entry Team Leader.

􀂉 Receive guidance from Data Entry Team Leader on what data will be entered into the computer.

􀂉 If you have questions on data entry or procedures, don’t hesitate to ask your supervisor.

􀂉 Per your supervisors guidance periodically back up data

􀂉 Ensure that the data and patient forms are secured.

􀂉 Ensure adequate rest breaks are provided for yourself.

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

􀂉 Exercise authority to stop and prevent any unsafe acts.

􀂉 Perform other duties as assigned and approved by your supervisor.

**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:**

**Radio Operator**



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

**Area Assigned:** Communications Area

**Person You Report To:** Communications Unit Leader

**Job Description:** Operate & Monitor the Digital Radio Communications for the POD and relay information.

**Recommended Qualifications:** Ability to operate a portable digital radio (will be given a crash course on the state digital radio) and take messages. (This is the same radio used by police, fire, EMS)

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 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.

**Radio Operator – *(Cont.)***

**Duties:**

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

􀂉 Minimum equipment you will need is a portable digital radio, spare battery, charger, and (as available) a magnetic mount antenna, to extend the portable’s range.

􀂉 If not familiar with operating the state digital radio, receive a crash course from someone who has one (Police, Fire, and other EMS).

􀂉 Check out the radio, make sure it is operating.

􀂉 Keep a spare battery in the charger.

􀂉 Obtain the channels the POD will need to monitor from the Communications Unit Leader.

* Channels will most likely to be used are those that communicate with the County Emergency Operations Center (EOC), State EOC and Dept. of Health.
* Coordination channels will be assigned on the day of the event.
* Monitor all assigned channels using the scanner function.

􀂉 Maintain a log of all radio traffic & messages.

* Record all incoming & out-going messages.
* Record the date, time, who the message is from, and who it is for, plus a very brief description of the message in the message log.
* Mark on the message the date & time it was received.
* After you deliver the message to the person it is for, mark in your log that it was delivered.
* Use runners to deliver your messages outside of the communications center.
* If a Message Center is established, forward messages to them for delivery to the proper person.

􀂉 Conduct a radio check at least once an hour with other assigned agencies.

􀂉 Ensure adequate rest breaks are provided for yourself, it’s going to be a long day.

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

􀂉 Exercise authority to stop and prevent any unsafe acts.

􀂉 Perform other duties as assigned and approved by your supervisor.

**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:**

**Information Systems Staff**



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

**Area Assigned:** Data Entry Area

**Person You Report To:** Communications Unit Leader

**Job Description:** To set up and assist with any problems with technical equipment at the POD site.

**Recommended Qualifications:** Knowledge of computer equipment.

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 Review your 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 initial briefing.

**Information Systems Staff - *(Cont)***

**Duties:**

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

􀂉 Set-up technological equipment such as computers, etc.

􀂉 Assist with technology problems when requested.

􀂉 Assist with back up and protection services of existing and on-going data on computer systems.

􀂉 Report disruptions to Communications Unit Leader.

􀂉 Provide routine progress and/or status reports to Communications Unit Leader.

􀂉 Ensure adequate rest breaks are provided for yourself, it’s going to be a long day.

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

􀂉 Exercise authority to stop and prevent any unsafe acts.

􀂉 Perform other duties as assigned and approved by your supervisor.

**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:**

**EMS Medical Unit**  

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

**Area Assigned:** EMS Station

**Person You Report To:**  Services Branch Director

**Job Description:** To provide EMS services for the POD, respond to medical emergencies, and assist with the evacuation of ill or symptomatic persons to treatment centers.

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**Recommended Qualifications:** Nurse, Paramedic, EMT, First Responder

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 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.).

􀂉 Attend briefing.

􀂉 Report to your assigned clinic area for observation before beginning duties as needed.

**EMS Medical Unit *- (Cont.)***

**Duties:**

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

􀂉 Ensure you have the appropriate safety vests, flashlights & radio (as available).

􀂉 Assess and provide emergency medical services to POD staff & public as needed.

􀂉 Provide patient transport to Hospital or Treatment Center as required.

􀂉 Staff EMS stations within the POD facilities.

􀂉 Report any adverse events, illness, injuries or blood-borne pathogen exposures to the Safety Officer.

􀂉 Report any vaccine-related adverse events to the Services Branch Director.

􀂉 Report any unusual occurrences or potentially dangerous situations to the Safety Officer.

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

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

􀂉 Perform other duties as assigned and approved by your supervisor.

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

**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:**

**Support Branch Director**



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

**Area Assigned:** Logistics Section

**Person You Report To:** Logistics Section Chief

**Persons Reporting to You:** Facilities Unit Leader, Supply Unit Leader

Transportation Staff Housing Staff

**Job Description:**

* To manage & oversee the overall Logistical Support functions of the POD.
* To coordinate and direct the work associated with physical facilities supporting the POD.
* Ensure the security of POD facilities, supplies, staff, & public.
* Ensure vehicle traffic control facilitates the public’s ability to arrive, park & depart the POD or access bussing or other transportation services.
* Coordinate transportation and housing needs to support POD staff & objectives.

**Key services your section provides include:**

Supply Management, Shipping & Receiving,

POD Security, Traffic Control & Transport

POD Facilities Management,

Staff Services *(travel & housing)*.

**Recommended Qualifications:** ICS 100, 200, knowledge of the POD Logistical Plan, organizational skills and management experience.

**Support Branch Director - (*Cont.)***

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 Review the Job Action Sheets of yourself & your immediate 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 your supervisor.

􀂉 Attend briefing.

**Duties:**

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

􀂉 Collaborate with Logistics Section Chief prior to start time that the POD facility is set up and ready to receive the public.

* A general inspection of the facility has been conducted prior to it becoming operational with the Safety Officer and a facility representative.
* Facilities Management has set-up all equipment, directional signs are posted.
* Confirm that security is on-site and adequate.
* Adequate supplies on site and ready for distribution.
* Confirm that transportation and traffic control plans are ready for activation.
* The facility is ready to open to the public.

􀂉 Obtain information and updates from those reporting to you for resources needed and resources requested.

􀂉 Obtain necessary logistical supplies & resources through EOC.

􀂉 Communicate all requests for incoming and outgoing resources the Logistics Section Chief.

􀂉 Monitor the level of pharmaceuticals through the Supply Support Branch and ensure that adequate supplies are available to conduct POD operations.

􀂉 Coordinate medical waste management according to pre-arranged agreements through the Facility Unit Leader & County EOC.

􀂉 Ensure that the transportation resources for the POD are being coordinated through the “Transportation Staff”.

􀂉 Ensure that Housing needs for out of town POD staff are being coordinated through the “Housing Staff”.

􀂉 Provide routine progress and/or status reports to Logistics Section Chief.

􀂉 Anticipate possible supply & resource needs for the POD.

􀂉 Ensure scheduled breaks and relief for the section is being appropriately handled.

􀂉 Ensure a safe working environment for you yourself and your staff.

􀂉 Review and confirm staffing levels for next day or next shift with supervisors and leaders.

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

􀂉 Perform other duties as assigned and approved by your supervisor.

􀂉 Exercise authority to stop and prevent any unsafe acts.

**Support Branch Director - (*Cont.)***

**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:**

**Facilities Unit Leader**



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

**Area Assigned:** Logistics

**Person You Report To:** Support Branch Director

**Persons Reporting to You:** Security Manager, Vehicle Traffic Control Team Leader,

Facilities Staff

**Job Description**: To coordinate & supervise the set-up, security, and vehicle traffic control of the POD facilities. In short... you manage the facilities that the POD will operate from to include physical layout, security & traffic control.

**Recommended Qualifications:** Understanding of the POD set-up, client flow plans and ability to supervise the facility staff.

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 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 your supervisor.

􀂉 Attend briefing.

**Facilities Unit Leader *– (Cont.)***

**Set-up Duties:** *(When Opening the POD on the First Day)*

􀂉 When notified, contact appropriate facility representative to open the facility.

􀂉 Call pre-designated Facilities Unit Staff to report for POD set-up.

􀂉 Contact the POD Manager (or Logistics Chief if already assigned) to brief on Facilities Staff availability and the expected POD set-up timeline.

􀂉 Ensure that security will be on site when setting up the POD.

􀂉 Ensure that transportation issues (such as snow plowing) and traffic control plans are activated.

􀂉 Set-up POD according to the POD floor plan.

􀂉 When traffic control personnel arrive on site, be sure to coordinate plans with them.

􀂉 Gather appropriate supplies and document the inventory.

􀂉 Set up, test, maintain and arrange for repair of technological equipment (i.e. fax, copy machines, phones, etc.), work with Communications Unit Leader as needed.

􀂉 Attend initial briefing/planning meeting with Command Staff and Section Chiefs to review POD set-up.

**Security Duties:**

􀂉 Ensure that you have adequate security personnel to implement POD security plan, if not request additional resources through the Support Branch Director.

􀂉 Ensure that the Security Manager conducts a general security inspection of the POD facility prior to it becoming operational or prior to a shift change.

􀂉 Monitor the Vehicle Traffic Control & Transportation activities and ensure adequate public flow to & from the POD.

**Maintenance Duties:**

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

􀂉 Determine appropriate number of staff needed for on-going security & maintenance of POD.

􀂉 Ensure Facility Staff clean up medical spills in accordance with OSHA standards.

􀂉 Ensure that Facility Staff develop a schedule for monitoring restroom supplies and clean up.

􀂉 Develop a schedule for removal of garbage from workforce food area and throughout POD.

􀂉 Coordinate medical waste management according to pre-arranged agreements through the Support Branch Director.

􀂉 Coordinate with Facility Staff for facility maintenance needs.

􀂉 Ensure scheduled breaks and relief for unit staff.

􀂉 Review and confirm staffing levels for next day or next shift with the Support Branch Director.

􀂉 Provide routine progress and/or status reports to Support Branch Director.

􀂉 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.

􀂉 Perform other duties as assigned and approved by your supervisor.

**At POD Closing:** *(When Closing the POD on the Last Day)*

􀂉 Coordinate with Planning Chief plans for demobilization.

􀂉 Assist with restoring facility to pre-clinic conditions.

**Facilities Unit Leader *– (Cont.)***

**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:**

**Facilities Staff**



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

**Area Assigned:** Logistics

**Person You Report To:** Facilities Unit Leader

**Job Description**: To set-up of the POD facility prior to POD opening and provide maintenance services for the duration of the POD activities.

**Recommended Qualifications:** Knowledge of the facility’s maintenance and equipment.

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 Review your 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 your supervisor.

􀂉 Attend briefing.

**Facilities Staff *– (Cont.)***

**Set-up Duties:** *(When Opening the POD on the First Day)*

􀂉 Attend meeting with the Facilities Unit Leader to review the POD set-up.

􀂉 Gather appropriate supplies and document the inventory.

􀂉 Set-up POD according to the POD floor plan.

􀂉 Set up the signs in accordance with the POD plan.

􀂉 Set up, test, maintain and arrange for repair of technological equipment (i.e. fax, copy machines, phones, etc.), work with Communications Unit Leader as needed.

**Maintenance Duties:**

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

􀂉 Adjust clinic set-up as identified by Facilities Unit Leader.

􀂉 Follow schedule for removal of garbage from workforce food area, restrooms and throughout clinic.

􀂉 Follow medical waste management protocols for removal of medical waste.

􀂉 Assist with spills and clean up while monitoring proper OSHA standards.

􀂉 Continuously work with facility representative for facility maintenance needs.

􀂉 Exercise authority to stop and prevent any unsafe acts.

􀂉 Provide routine progress and/or status reports to Facilities Unit Leader.

**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:**

**Security Manager**



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

**Area Assigned:** POD Security

**Person You Report To:** Facilities Unit Leader

**Persons Reporting to You:** Vehicle Traffic Control Team Leader, Security Staff*(Law Enforcement Officers with arrest powers and Augmented Non-Law Enforcement Security Staff without arrest powers)*

**Job Description:**

* To manage & oversee the Security of the POD within the POD operational area.
* To liaise with Local, County, State, Tribal & Federal Law Enforcement agencies.
* To manage the physical security section of the POD plan.
* To Oversee POD vehicle Traffic through the Vehicle Traffic Control Team Leader.
* To assist POD staff with persons that may need assistance or disrupt POD operations.
* To establish a temporary holding facility to contain persons detained or may need to be escorted off-site.
* To provide Law Enforcement authority for safe and effective POD operations, and the security of POD staff and public alike.

**Key services your section provides include:**

Maintain a visible security presence,

Manage POD vehicle Traffic & Parking,

Temporarily detain disruptive persons,

Maintain a temporary holding area,

Liaise with outside LE agencies,

Manage the physical security of the POD.

**Recommended Qualifications:** ICS 100, 200, knowledge of the POD plan, Law Enforcement experience, Understands the Jurisdictional Powers of Arrest.

**Security Manager *(Cont.)***

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 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 your supervisor.

􀂉 Attend briefing.

**Duties:**

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

􀂉 Ensure that you have adequate security personnel to implement POD security plan, if not request additional resources through the Logistics Section Chief.

􀂉 Conduct a general security inspection of the POD facility prior to it becoming operational or prior to a shift change.

􀂉 Confirm that security is on-site and adequate.

􀂉 Ensue weapons safety and handling is briefed to all armed staff.

􀂉 Brief to all Security staff any changes to normal law enforcement procedures or any additional “rules of engagement” that have been announced in response to this event.

􀂉 Ensure that Communications have been coordinated between Law Enforcement Agencies.

􀂉 Ensure that a Law Enforcement presence is highly visible to the public.

􀂉 Coordinate with National Guard personnel (as available) and fold them into your security operations.

􀂉 Confirm that transportation and vehicle traffic control plans are activated.

􀂉 Oversee POD vehicle traffic and parking through the Vehicle Traffic Control Team Leader.

􀂉 Coordinate with the Vehicle Traffic Control Team Leader to ensure that law enforcement personnel can respond to assist Traffic Control personnel if a situation develops that would require LE personnel with arrest powers.

􀂉 Ensure that a temporary holding facility is established to detain personnel awaiting escort off of the POD site or transport to a jail.

􀂉 Ensure that a log of events is maintained of all significant events.

􀂉 Provide periodic status reports to the Logistic Section Chief.

􀂉 Ensure a safe working environment for you yourself and your staff.

􀂉 Ensure scheduled breaks and relief for the section is being appropriately handled.

􀂉 Monitor colleagues for signs of fatigue or distress.

􀂉 Review and confirm staffing levels for next day or next shift with supervisors and leaders.

􀂉 Exercise authority to stop and prevent any unsafe acts.

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

**Security Manager *(Cont.)***

**Check-out:**

􀂉 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 clinic.

􀂉 Return to Workforce Staging Area.

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

􀂉 Sign-in equipment.

􀂉 Pick up exit materials, as appropriate.

􀂉 Sign-out.

􀂉 Promptly leave the clinic site.

􀂉 Refer all media inquiries to PIO.

**Feedback/Comments:**

**Security Staff *(Law Enforcement Officers)***



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

**Area Assigned:** POD Security

**Person You Report To:** Security Manager

**Job Description:**

* To provide Law Enforcement authority for safe and effective POD operations, and the security of POD staff and public alike.
* To provide Physical Security to the POD within the POD operational area.
* To assist POD staff with persons that may need assistance or disrupt POD operations.
* To maintain a temporary holding facility to contain persons detained or may need to be escorted off-site.
* Ensure that all POD property is protected from theft or destruction.

**Key services your section provides include:**

Maintain a visible security presence,

Assist POD staff & public on security matters,

Temporarily detain disruptive persons,

Maintain a temporary holding area,

Liaise with outside LE agencies,

Manage the physical security of the POD.

**Recommended Qualifications:** Law Enforcement experience, Jurisdictional powers of arrest.

**Security Staff *(Law Enforcement Officers)***

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 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.

􀂉 Conduct a general security inspection within your area of responsibility prior to it becoming operational or prior to a shift change.

􀂉 Confirm that security is adequate.

􀂉 Ensue weapons safety and handling at all times.

􀂉 Ensure that you are aware of any changes to normal law enforcement procedures or any additional “rules of engagement” that have been announced in response to this event.

􀂉 Ensure that you have adequate communications with other Law Enforcement Officers.

􀂉 As appropriate, maintain a highly visible Law Enforcement presence to the public.

􀂉 Coordinate with National Guard personnel (as available) and fold them into your security operations. (National Guard personnel can be expected to be armed).

􀂉 As available, be prepared to use “non-Law Enforcement” security personnel to assist you in conducting security operations.

􀂉 As required, you may be required to assist the Traffic Control personnel if a situation develops that would require LE personnel with arrest powers.

􀂉 As required, be prepared to assist the temporary holding facility with the detention of personnel awaiting escort off of the POD site or transport to a jail.

􀂉 Ensure that you document any significant events and report them to the Security Manager.

􀂉 Exercise authority to stop and prevent any unsafe acts.

􀂉 Ensure a safe working environment for you yourself and your fellow officers.

􀂉 Ensure adequate rest breaks are provided for yourself, it’s going to be a long day.

􀂉 Monitor colleagues for signs of fatigue or distress.

􀂉 Exercise authority to stop and prevent any unsafe acts.

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

**Security Staff *(Law Enforcement Officers)***

**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:**

**Security Staff *(Non-Law Enforcement Officers)***



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

**Area Assigned:** POD Security

**Person You Report To:** Security Manager

**Job Description:**

* To **Assist** Law Enforcement authority for safe and effective POD operations, and the security of POD staff and public alike.
* Law Enforcement authority for safe and effective POD operations, and the security of POD staff and public alike.
* To provide Physical Security to the POD within the POD operational area.
* To assist POD staff with persons that may need assistance or disrupt POD operations.
* To maintain a temporary holding facility to contain persons detained or may need to be escorted off-site.
* Ensure that all POD property is protected from theft or destruction.

**Key services your section provides include:**

Maintain a visible security presence,

Assist POD staff & public on security matters,

**Assist** L.E. with temporarily detain disruptive persons,

Maintain a temporary holding area,

Liaise with outside LE agencies,

Manage the physical security of the POD.

**Recommended Qualifications:** Willingness to assist Law Enforcement Authorities.

**Security Staff *(Non-Law Enforcement Officers)***

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 Review Job Action Sheet.

􀂉 Receive vaccination/prophylaxis, if not already treated.

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

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

􀂉 Check in with Security Manager.

􀂉 Attend Security Section Briefing.

**Duties:**

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

􀂉 Conduct a general security inspection within your area of responsibility prior to it becoming operational or prior to a shift change.

􀂉 Confirm that security is adequate.

􀂉 Ensue weapons safety and handling at all times, if armed.

􀂉 Ensure that you are aware of any changes to normal law enforcement procedures or any additional “rules of engagement” that have been announced in response to this event.

􀂉 Ensure that you have adequate communications with other Law Enforcement Officers.

􀂉 As appropriate, maintain a highly visible Law Enforcement presence to the public.

􀂉 As required, you may be required to assist the Traffic Control personnel.

􀂉 As required, be prepared to assist the temporary holding facility with the detention of personnel awaiting escort off of the POD site or transport to a jail.

􀂉 Ensure that you document any significant events and report them to the Security Manager.

􀂉 Ensure a safe working environment for you yourself and your fellow officers.

􀂉 Ensure adequate rest breaks are provided for yourself, it’s going to be a long day.

􀂉 Monitor colleagues for signs of fatigue or distress.

􀂉 Perform other duties as assigned and approved by the Security 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:**

**Vehicle Traffic Control Team Leader**



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

**Area Assigned:** POD Vehicle Parking & Traffic Areas

**Person You Report To:** Security Manager

**Persons Reporting to You:** Vehicle Traffic Control Staff

**Job Description:** To Mange the safe & efficient flow of vehicle traffic and parking within the POD traffic area.

**Recommended Qualifications:** Ability to Supervise people, knowledge of POD traffic control plan.

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Review Job Action Sheet.

􀂉 Sign-out equipment and resource packet, (should contain a radio).

􀂉 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.

􀂉 Review the POD Traffic Flow Plan

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

**Vehicle Traffic Control Team Leader - *(Cont.)***

**Duties:**

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

􀂉 Ensure Vehicle Traffic Control Staff have the appropriate safety vests, flashlights & radio (as available).

􀂉 Ensure you staff have the appropriate clothing for the seasonal weather conditions.

􀂉 Stage subordinates at key locations to effectively control vehicle traffic and parking.

􀂉 Coordinate with local Law Enforcement on traffic congestion outside POD area.

􀂉 Coordinate with Security Manager when Law Enforcement services may be required.

􀂉 Monitor traffic congestion & recommend changes to the plan with the Security Manager as required.

􀂉 Monitor vehicle parking situation and recommend changes to the plan as necessary.

􀂉 Supervise vehicle parking areas and ensure that vehicles can egress the parking lots when their owners’ return.

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

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

􀂉 Report all vehicle accidents to Safety Officer & your immediate supervisor..

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

􀂉 Exercise authority to stop and prevent any unsafe acts.

􀂉 Perform other duties as assigned and approved by your supervisor.

**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:**

**Vehicle Traffic Control Staff**



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

**Area Assigned:** POD Vehicle Parking & Traffic Areas

**Person You Report To:** Vehicle Traffic Control Officer

**Job Description:** Direct the safe & efficient flow of vehicle traffic & parking within the POD traffic area.

**Recommended Qualifications:** Knowledge of POD Traffic Flow Plan, and ability to direct traffic.

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Review Job Action Sheet.

􀂉 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.).

􀂉 Check-In with the Vehicle Control Team Leader.

􀂉 Review the POD Traffic Flow Plan

**Duties:**

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

􀂉 Ensure you have the appropriate safety vests, flashlights & radio (as available).

􀂉 Ensure you have the appropriate clothing for the seasonal weather conditions.

􀂉 Direct traffic flow to appropriate parking areas.

**Vehicle Traffic Control Staff - *(Cont.)***

􀂉 Keep emergency & bus lanes open.

􀂉 Supervise vehicle parking areas and ensure that vehicles can egress the parking lots when their owners’ return.

􀂉 Coordinate with Vehicle Control Team Leader when Law Enforcement services may be required.

􀂉 Monitor traffic congestion & recommend changes to the plan with the Vehicle Control Team Leader as required.

􀂉 Monitor vehicle parking situation and recommend changes to the plan as necessary.

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

􀂉 Report all vehicle accidents to Vehicle Control Team Leader.

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

􀂉 Exercise authority to stop and prevent any unsafe acts.

􀂉 Perform other duties as assigned and approved by your supervisor.

**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:**

**Transportation Staff**



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

**Area Assigned:** POD Services

**Person You Report To:** Support Branch Director

**Job Description:** To coordinate & provide POD transportation requirements in accordance to the POD plan and for out of town personnel & POD local needs.

**Recommended Qualifications:** Ability to coordinate & provide transportation needs.

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 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.

**Transportation Staff – (Cont.)**

**Duties:**

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

􀂉 Review the POD transportation plan.

􀂉 Assess all transportation requirements that may be needed.

􀂉 Coordinate the transport of the community to and from the clinic as needed.

􀂉 Coordinate the transport of resources into the clinic.

􀂉 Communicate with local transportation services to coordinate the transport.

􀂉 Assemble and record information on the use of rental, contract and agency transportation equipment.

􀂉 Ensure that all agreements, contracts and inspections are completed and copies filed with the Procurement Unit.

􀂉 Coordinate for transportation needs of POD staff with special needs.

􀂉 Ensure adequate rest breaks are provided for yourself, it’s going to be a long day.

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

􀂉 Exercise authority to stop and prevent any unsafe acts.

􀂉 Perform other duties as assigned and approved by your supervisor.

**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:**

**Housing Services Staff**

**This position can be accomplished “off-site” through an on-call telephone contact number**

**or delegated to an outside agency such as the Red Cross (as available).**



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

**Area Assigned:** POD Services

**Person You Report To:** Support Branch Director

**Job Description:** To coordinate temporary housing requirements for out of town personnel.

**Recommended Qualifications:** Ability to coordinate housing needs.

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 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.

**Housing Services Staff – *(Cont.)***

**Duties:**

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

􀂉 Assess the availability of available temporary housing (motels, dorms, armories, Red Cross) housing in the POD area for out of town POD staff.

􀂉 If conditions are necessary, consider establishing a program for housing through local homeowners willing to volunteer a room for out of town POD personnel.

􀂉 Assist POD staff with temporary housing needs.

􀂉 Ensure adequate rest breaks are provided for yourself, it’s going to be a long day.

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

􀂉 Exercise authority to stop and prevent any unsafe acts.

􀂉 Perform other duties as assigned and approved by your supervisor.

**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:**

**Supply Unit Leader**



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

**Area Assigned:** Logistics Supply

**Person You Report To:** Support Branch Director

**Persons Reporting to You:** Supply Staff, Shipping & Receiving Staff,

**Job Description:** To supervise and organize the Shipping & Receiving and Supply staff.

To maintain and distribute adequate levels of medical and non-medical care equipment and supplies.

**Recommended Qualifications:** Knowledge of supply operations, pharmaceutical storage and handling and inventory tracking and good organizational skills. May involve moderate physical requirements such as movement and carrying supplies.

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 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 your supervisor.

􀂉 Attend briefing.

**Supply Unit Leader - *(Cont.)***

**Duties:**

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

􀂉 Brief your staff on your expectations and their responsibilities.

􀂉 Coordinate for the arrival of a possible earlier smaller stockpile of medicines & supplies to treat or prophylaxes the POD staff & their families.

􀂉 Ensure that you have adequate storage space available.

􀂉 Ensure that you have the appropriate containers or refrigeration for temperature sensitive drugs & medications.

􀂉 Coordinate for arrival of additional Strategic National Stockpile (SNS) supplies:

* + Prepare loading docks and hand trucks if necessary.
  + Establish refrigeration needs.
  + Procure security needs for controlled substances.
  + Establish documentation and sign-off procedures for supplies when delivered.

􀂉 Ensure that current and future resource and supply requirements have been closely estimated.

􀂉 Maintain an inventory and accountability record of supplies and equipment.

􀂉 Keep track of what supplies & medicines you have on hand & periodically report that data to your supervisor.

􀂉 Review and confirm staffing levels for next day or next shift with Support Branch Director.

􀂉 Provide routine progress and/or status reports to Support Branch Director.

􀂉 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.

􀂉 Exercise authority to stop and prevent any unsafe acts.

􀂉 Perform other duties as assigned and approved by your supervisor

**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:**

**Supply Staff**



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

**Area Assigned:** Logistics Supply Area

**Person You Report To:** Supply Unit leader

**Job Description:** Distribute supplies within the POD, track what supplies have been used, and fill requests for additional supplies by either bringing those supplies to where they are needed, or putting in a request for supplies with the Supply Unit Leader.

**Recommended Qualifications:** Knowledge of supply operations. May involve moderate physical requirements such as movement and carrying supplies.

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 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.

**Supply Staff - *(Cont.)***

**Duties:**

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

􀂉 Assist with arrival of Interim Stockpile caches of supplies & medicine.

􀂉 Assist with arrival of Strategic National Stockpile (SNS) supplies.

􀂉 Assist with maintaining an inventory and accountability record of supplies and equipment.

􀂉 Assist in processing all orders for resources and supplies.

􀂉 Transport supplies throughout the POD area as required.

􀂉 Assist in the periodic inventory of medicines & supplies.

􀂉 Provide routine progress and/or status reports to Supply Unit Leader.

􀂉 After the POD closes, prepare excess medications & supplies for return back to the SNS.

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

􀂉 Ensure adequate rest breaks are provided for yourself, it’s going to be a long day.

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

􀂉 Exercise authority to stop and prevent any unsafe acts.

**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:**

**Shipping & Receiving Staff**



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

**Area Assigned:** Logistics Supply Area

**Person You Report To:** Supply Unit leader

**Job Description:** Track the Shipping & Receiving of medical & non-medical supplies needed to support POD operations

**Recommended Qualifications:** Knowledge of shipping & receiving operations, inventory tracking and good organizational skills. May involve moderate physical requirements such as movement and carrying supplies.

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 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.

**Shipping & Receiving Staff - *(Cont.)***

**Duties:**

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

􀂉 Assist with arrival of Interim Stockpile caches.

􀂉 Assist with arrival of Strategic National Stockpile (SNS) supplies:

* + Prepare loading docks and hand trucks if necessary.
  + Establish refrigeration needs.
  + Procure security needs for controlled substances.
  + Establish documentation and sign-off procedures for supplies when delivered.

􀂉 Ensure that current and future resource and supply requirements have been closely estimated and inform Supply Unit Leader.

􀂉 Maintain an inventory and accountability record of supplies and equipment.

􀂉 Assist in processing all orders for resources and supplies.

􀂉 Provide routine progress and/or status reports to Supply Unit Leader.

􀂉 After the POD closes, prepare excess medications & supplies for return back to the SNS.

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

􀂉 Ensure adequate rest breaks are provided for yourself, it’s going to be a long day.

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

􀂉 Exercise authority to stop and prevent any unsafe acts.

**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:**