**Job Action Sheets**

**Planning Section**

**General Overview of the Planning Section**

The main role for the Planning Section is to answer the questions;

**Where are we at ?** and **Where do we need to go ?**

To accomplish this, the Planning Section monitors & measures the current status of the POD and recommends to the POD manager what changes may be necessary for the POD to complete it’s mission on time.

**There are 4 Main Units in the Planning Section**

**Resource Documentation**

ID Current & Future Resource Needs Compiles Activity Reports

Volunteer Recruitment Manages Secure Document Filing System

Volunteer Credentialing

Workforce Staging

**Situation Demobilization**

Monitors POD Line Lengths Manages Resources no longer needed

Times Documents Resource Release

Flow Rates Manages Manages Demobilization

Identifies Bottlenecks

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**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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**Planning Section Chief**

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

**Area Assigned:** Planning Section

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

**Persons Reporting to You:** Resource Unit Leader, Situation Unit Leader,

Documentation Unit Leader, Demobilization Unit Leader.

**Job Description:***.*

To manage & oversee the Planning resources of the POD.

To answer the questions, **“Where are we at” ?** and **“Where do we need to go” ?** in order to complete the POD mission on time.

To coordinate and collaborate with the other Section Chiefs and POD manager and make recommendations to add or subtract personnel & resources *(when not needed)* to fulfill the POD’s mission.

Develop an **“Incident Action Plan”** for each operational period.

To plan for the orderly eventual demobilization of the POD.

**Key services your section provides include:** Identification of Current & Future Resource Needs, Monitors POD Line Lengths-Times-Flow Rates-Identifies Bottlenecks, Recruitment of Volunteers, Maintaining Personnel Rosters, Managing Workforce Staging, Credentialing of Volunteers, Volunteer Management, Compiles Activity Reports, Manages Secure Filing System for POD Documents, Manages Resources no longer needed, Documents Resource Release, Manages Demobilization.

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

**Planning Section Chief - *(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.

􀂉 At initial briefing, identify resources required for your section operations.

􀂉 Brief section and hand out job action sheets.

􀂉 Develop the length of operational periods, and start times for operational periods.

􀂉 Develop a section action plan.

􀂉 Develop an **“Incident Action Plan”** for each operational period.

􀂉 Provide the “Incident Action Plan” to the POD Commander.

􀂉 Document all actions and decisions in a Section Activity Log.

􀂉 Coordinate with Resource Unit Leader and ensure that that we have identified Current & Future Resource Needs for the POD. *(plan 48 hours out)*

􀂉 Ensure that the Resource Unit Leader has established a “Workforce Staging Area” & has received the list of volunteer positions that the POD needs to recruit.

􀂉 Ensure that the Volunteer Coordination Manager is actively recruiting for volunteers to fill positions we have identified as needing filled.

􀂉 Ensure that the Situation Unit Leader is monitoring Monitors POD Line Lengths, Flow Rates Times, and is Identifies Bottlenecks.

􀂉 Ensure that the Documentation Unit Leader is Compiling Activity Reports and has developed a Secure Filing System for POD Documents.

􀂉 Coordinate with the Demobilization Unit Leader and ensure that we are releasing resources that are no longer needed, and that we document when those resources are released.

􀂉 Ensure that the Demobilization Unit Leader has a plan for the eventual demobilization of the POD and that the plan will be an orderly draw-down.

􀂉 Ensure accuracy of documents in compliance with the proper jurisdictions and/or EOC policies.

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

􀂉 Collect all completed Job Action Sheets, Unit Logs and General Messages.

􀂉 Ensure scheduled breaks and relief for all unit staff.

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

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

􀂉 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 person you report to.

**Planning Section Chief *- (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:**

**Resource Unit Leader**

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

**Area Assigned:** Workforce Staging Area

**The Person You Report To:** Planning Section Chief

**Persons Reporting to You:** Volunteer Coordination Manager

Credentialing Manager

Resource Staff

**Job Description:**

* To manage & oversee the ability of the POD to Recruit, Staff, & Train volunteer personnel.
* To manage & oversee the credentialing of licensed or highly skilled volunteer personnel.
* To manage & oversee all **check-in** activity and for maintaining the status on all personnel and equipment resources assigned to the POD.
* Identify resources currently being utilized in the POD.
* Identify the need for future resources for the POD.
* Track the availability of resources to support the POD
* Assists Planning Chief in assembling the “**Incident Action Plan**”.

**Key services your unit provides include:**

Recruitment of Volunteers

Maintaining Personnel Rosters

Managing Workforce Staging

Credentialing of Volunteers

Volunteer Management

Tracking Equipment Resources

Identify Current & Future Resource Needs

**Recommended Qualifications:** Management experience and the ability to supervise a large group of people, with diverse tasks.

**Resource Unit Leader – *(Cont.)***

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Sign-out equipment and resource packet.

􀂉 Review the Job Action Sheets of yourself & your subordinates

􀂉 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.

􀂉 Relay from the Planning Section Chief to the Volunteer Coordination Manager the number of people, listing of jobs, and other personnel resources that will need to be recruited.

􀂉 Ensure that the Volunteer Coordination Manager has an adequate staff to recruit volunteers to support the POD.

􀂉 Ensure that the Volunteer Coordination Staff has established a “Workforce Staging Area” where volunteers can be given their assignments, badges, vests, job specific equipment, and Job Action Sheets.

􀂉 Ensure that the Volunteer Coordination Staff is keeping track of the status of all volunteers supporting the POD and relaying that information to the “Time Unit Leader” in the Finance Administration Section.

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

* + Workforce sign-in/out sheets.
  + Workforce vaccination/prophylaxis records.
  + Equipment sign-in/out sheets.
  + All completed Job Action Sheets, Unit Logs and General Messages.

􀂉 Ensure that the Volunteer Coordination Staff has received staffing projections for follow-on shifts, and is actively recruiting to fill those shifts.

􀂉 Ensure that licensed personnel such as physicians, nurses, pharmacists, etc. have been properly credentialed through the Credentialing Staff prior to performing volunteer services.

􀂉 Oversee workforce sign-in process and ensure accuracy and completeness of forms.

􀂉 Work with Communications Unit Leader for proper distribution of internal communication device (i.e. walkie-talkies).

􀂉 Ensure that the Resource Staff is tracking equipment resources and has a solid understanding of present and future equipment & medical supply needs.

􀂉 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 Planning Section Chief.

**Resource 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:**

**Volunteer Coordination Manager**

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

**Area Assigned:** Workforce Staging Area

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

**Persons Reporting to You:** Volunteer Coordination Staff

**Job Description:** The Volunteer Coordinator is responsible for managing and overseeing all aspects of volunteer participation, including recruitment, induction & deployment.

**Key services your team provides include:**

Recruitment of Volunteers

Training Volunteers

Maintaining Personnel Rosters

Managing Workforce Staging

Referring Volunteers for Credentialing

Volunteer Management

Issuing Equipment to Volunteers

**Recommended Qualifications:** Management experience and the ability to supervise a team of people.

**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.

**Volunteer Coordination Manager – *(Cont.)***

**Duties:**

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

􀂉 Receive from the Resource Unit Leader the number of people, listing of jobs, and other personnel resources that will need to be recruited to Support the POD.

􀂉 Ensure that the Volunteer Coordination Team has an adequate staff to recruit Workforce volunteers, and manage the Workforce Staging Area to support the POD.

􀂉 Ensure that the Volunteer Coordination Staff has established a “**Workforce Staging Area**” where volunteers can be given their assignments, badges, vests, job specific equipment, Job Action Sheets, and workforce packets (as applicable).

􀂉 Ensure that your team keeps records for all workforce volunteers actively working by Name, Address, Telephone #, Time-In, Job, and Section that they are working.

􀂉 Ensure that all equipment (such as radios, walkie-talkies, vests etc.) are signed-out and signed back in when returned.

􀂉 Ensure that your Volunteer Coordination Staff has signs up asking for volunteers, what jobs are open, on what shifts, and is actively working the lines of people that have entered the POD and are leaving the POD to fill those positions.

􀂉 Consider offering incentives to volunteers such as; they & their immediate family will be expressed through the POD process, so that Staff is keeping track of the status of all Workforce volunteers supporting the POD and relaying that information to the “Time Unit Leader” in the Finance Administration Section who tracks man-hours for the POD..

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

* + Workforce sign-in/out sheets.
  + Workforce vaccination/prophylaxis records.
  + Equipment sign-in/out sheets.
  + All completed Job Action Sheets, Unit Logs and General Messages.

􀂉 Ensure that you receive the staffing projections for follow-on shifts, and that your team is actively recruiting and planning to fill those shifts.

􀂉 Ensure that licensed personnel such as physicians, nurses, pharmacists, etc. are referred to the Credentialing Staff and have been properly credentialed prior to performing volunteer workforce services.

􀂉 Brief the Resource Unit Leader on the status of your section periodically, especially if there are problems or concerns.

􀂉 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.

**Volunteer Coordination Manager – *(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:**

**Volunteer Coordination Staff**

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

**Area Assigned:** Workforce Staging Area

**Person You Report To:** Volunteer Coordination Manager

**Job Description:** To recruit, staff, & train workforce volunteer personnel and to conduct sign-in/out process for staff and volunteers arriving at the POD.

**Key services your team provides include:**

Recruitment of Volunteers

Maintaining Personnel Rosters

Managing Workforce Staging

Referring Volunteers for Credentialing

Volunteer Management

Issuing Equipment to Volunteers

**Recommended Qualifications:** Ability to recruit and work with people.

**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.

**Volunteer Coordination Staff – *(Cont.)***

**Duties:**

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

**Workforce Staging**

􀂉 Establish a “Workforce Staging Area” where volunteers can be given their assignments, badges, vests, job specific equipment, Job Action Sheets, and workforce packets (as applicable).

􀂉 Create a record for all Workforce Volunteers with the following information:

Name, Address, Telephone #, Date, Time-In, Time-Out, Job, and work area.

􀂉 Ensure that all equipment issued (such as radios, walkie-talkies, vests etc.) are signed-out and signed back in when returned.

􀂉 Refer licensed personnel such as physicians, nurses, pharmacists, etc. to the Credentialing Staff and have been properly credentialed prior to performing volunteer workforce services.

􀂉 Keep a running status of all Workforce Volunteers on site at the POD, so that we always have a snap-shot of where people are located in case we need to get a message to them from their families.

􀂉 If a family member of a Workforce Volunteer comes to the workforce area asking to speak with their family member, contact your supervisor by runner or radio to assist them. Since the POD area is secure, be sure to keep that family member at the door. Contact Security if necessary.

􀂉 Report any security breaches to your supervisor or Security immediately.

􀂉 During shift change or at close of POD, conduct sign-out process of staff and volunteers.

* + Collect identification.
  + Collect their Job Action Sheet (with comments filled in).
  + Sign-in equipment, if necessary.
  + Hand out exit materials.

􀂉 Ensure the following documents and reports are complete and safely secured.

* + Workforce sign-in/out sheets.
  + Workforce vaccination/prophylaxis records.
  + Equipment sign-in/out sheets.
  + All completed Job Action Sheets, Unit Logs and General Messages.

􀂉 Periodically update the “Time Unit Leader” in the Finance Administration Section with a Workforce Status Report containing the Name, Address, Telephone #, Date, Time-In, Time-Out, Job, and work area of all Workforce volunteers supporting the POD.

**Recruiting Activities**

􀂉 Put up signs asking for volunteers, detailing what jobs are open, on what shifts.

􀂉 Actively recruit volunteers from the lines of people that have entered the POD and are leaving the POD to fill vacant and projected positions.

􀂉 Consider offering incentives to volunteers such as; they & their immediate family will be expressed through the POD process, so that they can start helping out right away.

􀂉 Ensure that you receive the staffing projections for follow-on shifts, and that your team is actively recruiting and planning to fill those shifts.

**Volunteer Coordination Staff – *(Cont.)***

**General**

􀂉 Periodically update the Volunteer Coordination Manager on your activities, especially if there are problems or concerns.

􀂉 Maintain adequate supply levels....contact a Runner for additional supplies.

􀂉 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:**

**Credentialing Manager**

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

**Area Assigned:** Workforce Staging Area

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

**Persons Reporting to You:** Credentialing Staff

**Job Description:** You & your team verify that licensed or highly skilled staffs such as physicians, nurses, pharmacists, etc. are properly licensed to perform those skilled duties and are who they say they are.

**Recommended Qualifications:** Ability to supervise a small 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.

**Credentialing Manager – *(Cont.)***

**Duties:**

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

􀂉 Conduct a briefing with your staff on what duties they can be expected to perform, and the credentialing process.

􀂉 You & your team are here to ensure that licensed or certified personnel who present themselves for volunteer services to the POD are:

* Who they say they are.
* Are licensed or certified to perform the work they are here to perform.

􀂉 Persons who are known to you or your staff from the local community may be verified through this process if their license & position are common knowledge within the community (ie. everyone knows Dr. Smith and that she is the ER Doc at the local hospital).

􀂉 Persons who can be recognized and vouched for by another known & trusted healthcare professional can also be considered verified. (Dr. Smith vouches for Dr. Jones)

􀂉 Persons that **CAN NOT BE** verified by local or by professional peer organizations need to be checked out to ensure they are properly certified by their board agency, **BEFORE** they can begin volunteer work.

􀂉 Use this process to verify their qualifications:

* Check their Drivers license and one additional form of photo ID to establish their identity.
* Ask them for the board or association that certifies them.
* Ask them for a professional membership or association card as available.
* Ask them if their membership or certification is current.
* **Contact the County or State Emergency Operations Center (Dept. of Health), give them the information you have obtained, and have them contact the association to verify the status of that person.**
* Once the person’s credentials have been established, they are cleared to work in that capacity.
* Notify the POD’s “Volunteer Coordination Staff” of the outcome and whether the person has been credentialed or not.
* Maintain a log of all persons you requested credentialing on and the results.

􀂉 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.

**Credentialing Manager – *(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:**

**Credentialing Staff**

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

**Area Assigned:** Workforce Staging Area

**Person You Report To:** Credentialing Manager

**Job Description:** Verify that licensed or highly skilled staffs such as physicians, nurses, pharmacists, etc. are properly licensed to perform those skilled duties and are who they say they are.

**Recommended Qualifications:** Ability to screen volunteers

**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 your supervisor.

􀂉 Attend briefing.

**Credentialing Staff – *(Cont.)***

**Duties:**

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

􀂉 Attend a briefing with your supervisor on what duties they can be expected to perform, and the credentialing process.

􀂉 You are here to ensure that licensed or certified personnel who present themselves for volunteer services to the POD are:

* Who they say they are.
* Are licensed or certified to perform the work they are here to perform.

􀂉 Persons who are known to you or your staff from the local community may be verified through this process if their license & position are common knowledge within the community (ie. everyone knows Dr. Smith and that she is the ER Doc at the local hospital).

􀂉 Persons who can be recognized and vouched for by another known & trusted healthcare professional can also be considered verified. (Dr. Smith vouches for Dr. Jones)

􀂉 Persons that **CAN NOT BE** verified by local or by professional peer organizations need to be checked out to ensure they are properly certified by their board agency, **BEFORE** they can begin volunteer work.

􀂉 Use this process to verify their qualifications:

* Check their Drivers license and one additional form of photo ID to establish their identity.
* Ask them for the board or association that certifies them.
* Ask them for a professional membership or association card as available.
* Ask them if their membership or certification is current.
* Contact the County or State Emergency Operations Center (Dept. of Health), give them the information you have obtained, and have them contact the association to verify the status of that person.
* Once the person’s credentials have been established, they are cleared to work in that capacity.
* Notify the POD’s “Volunteer Coordination Staff” of the outcome and whether the person has been credentialed or not.
* Maintain a log of all persons you requested credentialing on and the results.

􀂉 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.

**Credentialing Staff – *(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:**

**Resource Staff**

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

**Area Assigned:** Workforce Staging Area

**The Person You Report To:** Resource Unit Leader

**Job Description:**

* To manage & track all equipment & personnel resources assigned to the POD.
* Identify resources currently being utilized in the POD.
* Identify the need for future resources for the POD.
* Track the availability of resources to support the POD

**Recommended Qualifications:** Ability to track personnel & equipment resources.

**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.

**Resource Staff – *(Cont.)***

**Duties:**

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

􀂉 Conduct a quick inventory of all major equipment brought into the POD, such as radios, ventilators, beds, needles, syringes, pill counters, vests, flashlights, clip-boards, etc.

􀂉 Track equipment resources & create a sign-out sheet that so you know what equipment you have, where it is located, who is using it, condition of equipment, and if equipment available for immediate use or on stand-by.

􀂉 Ensure that you track all equipment signed-in or out.

􀂉 Based on equipment usage, project the future needs for all equipment, and brief the Resource Unit Leader so he/she can put a request for additional equipment as necessary through the Logistics Section.

􀂉 Coordinate with the Volunteer Coordination Staff, keep track what POD personnel job positions are filled, not filled, and will need to be recruited for the next shift.

􀂉 Assist the Resource Unit Leader with filling out the “**Incident Action Plan**”.

􀂉 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:**

**Situation Unit Leader**



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

**Area Assigned:** Planning Section

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

**Persons Reporting to You:** Situation Staff

**Job Description:** The main function of the Situation Unit is to answer the questions;

**“Where we are at ” ?** and **“Where do we need to go” ?**

To accomplish this task, you & your staff need to:

* Monitor POD Line Lengths,
* Calculate Time to accomplish mission with present resources
* Calculate Flow Rates (how fast are the lines moving)
* Identifies Bottlenecks

**Recommended Qualifications:** Ability to supervise a small staff and perform simple calculations.

**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.

**Situation Unit Leader – *(Cont.)***

**Duties:**

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

􀂉 Brief your staff on what they need to accomplish for their shift.

􀂉 Prepare an “Incident Situation Status Report” that surveys these areas every hour:

* Total # of people you estimate will go through the your POD for this event,
* # of People Waiting - (estimate of the number of people waiting at the main entrance),
* # of people processed so far (obtain that number from the “Exit Review Section”),
* # people processed through the Illness Clinic,
* # of people seen at the Illness Clinic and were not given Meds/Vaccine,
* Flow Rate - How long it takes one person to complete the process - barring complications,
* Flow rate through the “Medication/Vaccination” section only (# people per 5 minutes),
* Identify Bottlenecks (if any),
* Volunteer Status - # of positions filled, and # of positions needing to be filled,
* Brief update on traffic & parking situation,
* Other problems or concerns that will affect the mission.

􀂉 Submit the “Incident Situation Status Report” to the Planning Section Chief each hour.

􀂉 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:**

**Situation Staff**



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

**Area Assigned:** Planning Section

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

**Job Description:** The main function of the Situation Unit is to answer the questions,

**“Where we are at” ?** and **“Where do we need to go” ?**

To accomplish this task, you need to:

* Monitor POD Line Lengths,
* Calculate Time to accomplish mission with present resources
* Calculate Flow Rates (how fast are the lines moving)
* Identifies Bottlenecks

**Recommended Qualifications:** Ability to monitor events and perform simple calculations.

**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.

**Situation Staff – *(Cont.)***

**Duties:**

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

􀂉 Prepare an “Incident Situation Status Report” that surveys these areas every hour:

* Total # of people you estimate will go through the your POD for this event,
* # of People Waiting - (estimate of the number of people waiting at the main entrance),
* # of people processed so far (obtain that number from the “Exit Review Section”),
* # people processed through the Illness Clinic,
* # of people seen at the Illness Clinic and were not given Meds/Vaccine,
* Flow Rate - How long it takes one person to complete the process - barring complications,
* Flow rate through the “Medication/Vaccination” section only (# people per 5 minutes),
* Identify Bottlenecks (if any),
* Volunteer Status - # of positions filled, and # of positions needing to be filled,
* Brief update on traffic & parking situation,
* Other problems or concerns that will affect the mission.

􀂉 Submit the “Incident Situation Status Report” to the Planning Section Chief each hour.

􀂉 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:**

**Documentation Unit Leader**



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

**Area Assigned:** Planning Section

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

**Persons Reporting to You:** Documentation Staff

**Job Description:** The main function of the Documentation Unit is to maintain a secure area where documents can be filed & stored.

**Recommended Qualifications:** Ability to file & store documents and supervise a small 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.

**Documentation Unit Leader**

**Duties:**

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

􀂉 Prepare an area within the POD where documents such as reports, rosters, memos, receipts, logs, etc, can be safely stored & retrieved as necessary.

􀂉 Set up a basic filing system that will store documents in an orderly fashion.

􀂉 Limit access to POD documents, based on a need to know basis, when in doubts consult with the Planning Section Chief.

􀂉 Document all major actions and decision 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:**

**Documentation Staff**



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

**Area Assigned:** Planning Section

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

**Job Description:** The main function of the Documentation Unit is to maintain a secure area where documents can be filed & stored.

**Recommended Qualifications:** Ability to secure, file & store documents.

**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.

**Documentation Staff**

**Duties:**

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

􀂉 Prepare an area within the POD where documents such as reports, rosters, memos, receipts, logs, etc, can be safely stored & retrieved as necessary.

􀂉 Set up a basic filing system that will store documents in an orderly fashion.

􀂉 Limit access to POD documents, based on a need to know basis, when in doubts consult with the Document Unit Leader.

􀂉 Document all major actions and decision in an Activity Log.

􀂉 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:**

**Demobilization Unit Leader**

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

**Area Assigned:** Planning Section

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

**Persons Reporting to You:** Demobilization Staff

**Job Description:** To identify, obtain, and track the availability and of resources no longer in use and manage demobilization.

**Recommended Qualifications:** Ability to track resources and supervise a small 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.

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

**Duties:**

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

􀂉 Obtain briefing from Planning Section Chief.

􀂉 Track status of assigned and available resources and any change in status.

􀂉 Track “out of service” resources.

􀂉 Manage resources no longer needed.

􀂉 Document equipment resources released from POD control or area.

􀂉 Manage demobilization, by making recommendation to the Planning Section Chief on equipment or personnel resources that are no longer needed.

􀂉 Have a brief plan on how to close down the POD when its mission is complete.

􀂉 Ensure that all medications & equipment not used is safely secured for possible return back to the state.

􀂉 Brief Planning Section Chief as necessary.

􀂉 Ensure adequate rest breaks are provided for yourself and 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:**

**Demobilization Staff**

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

**Area Assigned:** Planning Section

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

**Job Description:** To identify, obtain, and track the availability and of resources no longer in use and manage demobilization.

**Recommended Qualifications:** Ability to track resources and supervise a small 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.

**Demobilization Staff – *(Cont.)***

**Duties:**

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

􀂉 Obtain briefing from Demobilization Unit Leader.

􀂉 Track status of assigned and available resources and any change in status.

􀂉 Track “out of service” resources.

􀂉 Manage resources no longer needed.

􀂉 Document equipment resources released from POD control or area.

􀂉 Manage demobilization, by making recommendation to the Planning Section Chief on equipment or personnel resources that are no longer needed.

􀂉 Assist in developing a brief plan on how to close down the POD when its mission is complete.

􀂉 Ensure that all medications & equipment not used is safely secured for possible return back to the state.

􀂉 Ensure adequate rest breaks are provided for yourself and 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:**