POD Manager PHEP Checklist

This checklist is designed to simplify the Public Health Emergency Preparedness (PHEP) Grant requirements into actionable steps to assure grant funding is secured. These are the MINIMUM requirements and schedule that must be followed.

- **Review** means the data entered should be reexamined for accuracy.
- **Update** means any data that is no longer accurate should be edited.
- **Validate** means that supporting evidence must be routinely maintained and documents must have dates within the required range.

According to the CDC through Public Health Emergency Preparedness (PHEP), the guidance is to review these items _annually_:

POD plan with supporting documents
Examples: annexes, ICS chart, SOPs, algorithm, flowchart, checklists, POD location map
Facilitation of an exercise
Full scale or tabletop example: annexes, flowchart, algorithm, dispensing log, after action report (AAR), informed consent

Annual Requirements

1. **Annual POD Plan Review and Update (Documentation to be sent to DOH POD contact/PHPR)**
   a. Review/confirm/update 7 key positions.
   b. MOU Review and Renewal as necessary
   c. Annex Review & updates as necessary
2. **Annual POD Inventory Review and Restock**
   a. Review inventory / expendable medical supplies.
   b. Trailers/Storage (Safety and Maintenance)
3. **Quarterly Call Down Volunteer Contacts Review and Update**
   a. Review and update contact lists from quarterly report
   b. Remove any inactive or unavailable volunteers.
   c. Recruit active volunteers and assist with sign up.
4. **Conduct Quarterly POD Meeting**
   a. Include key positions/community leaders/Emergency Managers/PHPR
   b. Follow structured agenda to lead discussion.
      i. PHEP Requirements
      ii. Manpower and Training (ICS 100/200 required for POD Manager & key positions)
      iii. Supply and Logistics
      iv. Sustaining and volunteer recruitment
      v. Exercise planning.
5. **Conduct Annual Training (Documentation to be sent to DOH POD contact/PHPR)**
   a. Choose one: Tabletop Exercise/ Drill/Functional Exercise/Full Scale Exercise
   b. Complete After-Action Report (AAR)
   c. Attend PHEP Sponsored classes as available.
6. **Attend Statewide Annual POD Meeting**
   a. Attendees: POD Manager, Regional Preparedness coordinators, Emergency Managers, DIS/CHN.
   b. Bring questions/comments/concerns to DOH representatives to help improve PODs across SD.

3 Year Requirements

CDC/DOH completes 3-year validation - Validates POD Exercise, AAR, and POD Plan Revisions