**Annex 1**

**POD Activation Checklist**

**and**

**Call Down**

**POD Activation Checklist**

|  |  |  |
| --- | --- | --- |
| Person Responsible | Actions | Completed |
| Emergency Manager | Notify local officials. Local elected officials and County/City officials will be apprised of the situation at this time in accordance with established emergency management protocols. |  |
| Emergency Manager | Activate the EOC to the level required for the incident.  |  |
| Emergency Manager | Initiate call-down roster (Attached) |  |
| POD Manager | Select POD site |  |
| POD Manager | Establish POD Command and Control Structure (Annex 2) |  |
| POD Manager | Establish Control Center |  |
| POD Manager | Notify the Emergency Manager once SNS medications and supplies arrive on the status and capabilities of the POD operation. |  |
| POD Manager | Prior to opening the POD to the Public- meet with section chiefs and management staff for a quick assessment and then provide a mass briefing to POD staff on goals & objectives, expectations, command & control, shifts, and concept of operations. |  |
| Planning Section Chief | Set up workforce check-in area (see Annex 4) |  |
| Planning Section Chief | Notify pre-identified organizations/volunteers (Annex 2); inform them of when and where to report to the POD site. |  |
| Planning Section Chief | Determine work schedules/shifts |  |
| Planning Section Chief | Assure POD staff receive JIT (Just-in-time) training |  |
| Operations Chief | Conduct POD site set-up with operations staff |  |
| Operations Chief | Once SNS medications and supplies arrive, implement a dispensing/vaccination operation for POD staff, people identified for priority prophylaxis, and their household members. |  |

|  |  |  |
| --- | --- | --- |
| Logistics Chief | Establish communications with EOC and test communication systems available at the POD site.  |  |
| Logistics Chief | Coordinate with Emergency Manager on the status of SNS medications and supplies & equipment and supplies from the state. |  |
| Logistics Chief | Establish Communication Messaging Center to coordinate incoming and outgoing messages. |  |
| Logistics Chief | Prepare for receipt of SNS; identify the location to receive supplies at the facility, identify the location(s) to store supplies, identify temperature-controlled resources for storage and prepare this area if needed |  |
| Logistics Chief | Activate retrieval of pre-stored items for POD (PPE, vests, radios, etc.) |  |
| Logistics Chief | Coordinate with the Emergency Manager for additional supplies as needed. |  |
| Facilities Unit Leader | Unlock or arrange for the facility to be unlocked. |  |
| Facilities Unit Leader | Support Operations Chief in POD site set-up |  |
| Security Manager/local law enforcement | Activate Security Plan 1. Conduct Security Sweep
 |  |
| Security Manager | Implement Security Plan* Establish and maintain law enforcement presence following security sweep.
 |  |
| Security Manager | Activate Traffic Plan |  |
| Finance Chief | Notify special vendors that have been identified to support the POD and request assistance as needed |  |

Emergency Manager

Operation Section Chief

POD Site Manager

Logistics Section Chief

Planning Section Chief

Finance / Administration Section Chief

Facilities Unit Leader

Special Vendors

Security Manager

Pre-identified volunteers and organizations such as hospitals and clinics

Local law enforcement and other support agencies

Surrounding Emergency Managers

Local Officials

Facilities Contact