Annex 4

Job Action Sheets

And

Volunteer Information Sheet

**POD Organizational Chart**

State EOC

City County EOC

Public Information Officer

Liaison Officer

Planning Section Chief

Finance/Administration Section Chief

Logistics Section Chief

Operations Section Chief

Resource Tracking Unit Leader

Time Unit Leader

Service Branch Director

Branch Director

Situation Tracking Unit Leader

Procurement Unit Leader

Communication Unit Leader

Triage/Eval Group Supervisor

Documentation Tracking Unit Leader

Compensation/Claims Unit Leader

EMS Unit Leader

Medication Group Supervisor

Demobilization Unit Leader

Cost Unit Leader

Staff Support Unit Leader

Medication Travel Teams

Support Branch Director

Patient Flow Group Supervisor

Supply Unit Leader

Special Needs Unit

Security Manager

Clinic Education Group Supervisor

Facilities Manager

Mental Health Group Supervisor

**EOC Staff**

**Liaison Officer EOC Command Staff**

**Name:**

**POD Assigned:**

**The Person You Report To: Unified Command***.*

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

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

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

**Check-In:**

􀂉 Gather needed materials:

o Radio or other communication devices

o POD Plan

o Briefing format

o All other appropriate forms

􀂉 Sign-in at Workforce Staging Area.

􀂉 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.

􀂉 Conduct briefing to assisting agencies as necessary.

**Duties:**

􀂉 Identify an area where assisting agencies should report.

􀂉 Greet assisting agency representatives when they arrive.

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

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

􀂉 Keep log of assisting agencies on site.

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

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

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

**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.).

􀂉 Return forms and materials as needed.

􀂉 Pick up exit materials, as appropriate.

􀂉 Sign-out.

􀂉 Promptly leave the clinic site.

􀂉 Refer all media inquiries to PIO.

**Feedback:**

**Public Information Officer EOC Command Staff**

**Name:**

**POD Assigned:**

**The Person You Report To: Unified Command***.*

**Reporting To You Are:** *None.*

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

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

**Check-In:**

􀂉 Gather needed materials:

o Radio or other communication devices.

o Media packet (FAQs).

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

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

o Information about the disease and the treatment being provided.

o Risk Communication Plan.

􀂉 Review Job Action Sheet.

􀂉 Receive vaccination/prophylaxis, if not already treated.

􀂉 Coordinate with PIC.

􀂉 Attend briefing.

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

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

**Duties:**

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

􀂉 Prepare initial information summary to include:

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

o Incident information and activities already underway.

o Primary point of contact for media and public.

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

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

o No comment; refer media to a specific contact.

o Explanatory statement; no media admittance.

o Media visits permitted.

o Media permitted to attend briefing station only.

􀂉 Develop media statement(s) as appropriate.

􀂉 Determine who will participate in media interviews.

􀂉 Coordinate media activities:

o Make media contacts as necessary.

o Provide media statements and answer questions as necessary.

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

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

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

􀂉 Answer appropriate media calls.

􀂉 Ensure that reporters receive media packets.

**Public Information Officer -** *Continued* **EOC Command Staff**

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

􀂉 Document all media contacts on Unit Log (ICS Form 214).

􀂉 Publicize and optimize attendance at each POD.

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

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

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

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

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

o Advise public of hours of POD operations.

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

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

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

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

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

􀂉 Provide information to local information and referral services.

**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 POD.

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

􀂉 Return forms and materials as needed.

􀂉 Pick up exit materials, as appropriate.

􀂉 Sign-out.

**Feedback:**

**Safety Officer**

**Name:**

**POD Assigned:**

**The Person You Report To: Unified Command***.*

**Reporting To You Are:** *Safety Team Leader, Vehicle Traffic Control Leader.*

**Purpose:** *To ensure the health and safety of POD workforce and client.*

**Qualifications:** *Knowledge of OSHA, infection control, PPE, ICS and POD Plan.*

**Check-In:**

􀂉 Sign-in at EOC.

􀂉 Review Job Action Sheet.

􀂉 Sign-out equipment and resource packet, if necessary.

􀂉 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 Unified Command.

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

**Duties:**

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

􀂉 Complete an Incident Safety Analysis (ICS 215A) for each shift.

􀂉 Develop a safety action plan to include:

o Incident Safety Analysis (ICS 215 A).

o Potentially hazardous situations in the clinic.

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

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

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

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

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

o Discuss with Branch Manager and document action on Unit Log (ICS Form 214).

􀂉 Initiate accident investigations within the POD.

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

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

o Coordinate with Medical Leadership as needed.

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

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

􀂉 Monitor personal protective equipment usage.

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

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

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

**Safety Officer - *Continued***

􀂉 Provide routine progress and/or status report to Unified Command.

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

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

**Check-out:**

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

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

􀂉 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 EOC.

􀂉 Refer all media inquiries to PIO.

**Feedback:**

**Logistics Section Chief Logistics Section**

**Name:**

**POD Assigned:**

**The Person You Report To: Unified Command**

**Reporting To You Are:** Support Branch Director, Services Branch Director, Security Manager, Facilities Manager

**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, POD Facilities Management, Volunteer Recruitment & Credentialing, Staff Services such as food, travel & housing *(as appropriate)* and EMS Staff.

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

**Check-In:**

􀂉 Sign-in at EOC.

􀂉 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.

􀂉 Conduct briefing for those reporting to you.

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

**Duties:**

􀂉 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 Facilities Management 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 Health and Safety Officer and the 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.

**Logistics Section Chief - *Continued*  Logistics Section**

􀂉 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 Supply 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 Clinic Incident Commander.

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

􀂉 Coordinate with the EOC when receiving notification of significant illnesses and injuries from the Medical Unit Staff.

􀂉 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, distress or needing medical or mental attention. Notify the EMS staff as appropriate.

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

**Check-out:**

􀂉 When relieved, hand-in all documents, including Job Action Sheet with 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:**

**Planning Section Chief Planning Section**

**Name:**

**POD Assigned:**

**The Person You Report To: Unified Command**

**Reporting To You Are:** Resource Tracking Unit Leader, Situation Tracking Unit Leader, Documentation Tracking Unit Leader, Demobilization Unit Leader.

**Job Description:***.*

To manage & oversee the Planning resources of the POD.

To answer the questions, **“Where we are 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.

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, Compiles Activity Reports, Manages Secure Filing System for POD Documents, Manages Resources no longer needed, Documents Resource Release, Manages Demobilization.

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

**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.

􀂉 Conduct briefing for those reporting to you.

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

􀂉 Ensure that your section has adequate people & resources to carry out your functions.

**Duties:**

􀂉 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, (to include).

o POD Incident Briefing Form (adapted ICS Form 201)

o Assignment List (adapted ICS Form 203)

o POD objectives

o Command staff goals and objectives

**Planning Section Chief** *-Continued* **Planning Section**

o Map(s) of facility and POD operation

o POD communication plan (ICS Form 205) from Communications Unit Leader

o Transportation plan from EOC

o Security plan from EOC

o Incident Safety Analysis (ICS 215a) from the Health and Safety Officer

􀂉 Provide the “Incident Action Plan” to the Unified Command.

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

􀂉 Coordinate with Resource Tracking Unit Leader and ensure that that we have identified current & future resource needs for each POD. *(plan 48 hrs out)*

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

􀂉 Ensure that the Documentation Tracking 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 Unified Command.

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

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

**Check-out:**

􀂉 When relieved, hand-in all documents, including Job Action Sheet with 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:**

**Finance/Administration Section Chief Finance/Admin. Section**

**Name:**

**POD Assigned:**

**The Person You Report To: Unified Command**

**Reporting To You Are:** Time Unit Leader, Procurement Unit Leader, Compensation Claims Unit Leader, Cost Unit Leader

**Job Description:***.*

To manage & oversee the overall Financial/Administrative functions of the POD.

To ensure accurate collection and reporting of mass clinic documents and records

To coordinate with the EOC to ensure that the POD has the purchasing power to complete it’s mission.

**Key services** your section provides include: Purchasing & Procurement authorization for the POD, Tracking of personnel man-hours of the POD staff,

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

**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.

􀂉 Conduct briefing for those reporting to you.

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

**Duties:**

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

􀂉 Coordinate with EOC for financial and cost information if necessary.

􀂉 Obtain resources needed throughout documentation process.

􀂉 Maintain security of documents and records.

􀂉 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 Unified Command.

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

**Finance/Administration Section Chief *(continued)* Finance/Admin. Section**

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

**Check-out:**

􀂉 When relieved, hand-in all documents, including Job Action Sheet with 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 EOC.

􀂉 Refer all media inquiries to PIO.

**Feedback:**

**Operations Section Chief Operations Section**

**Name:**

**POD Assigned:**

**The Person You Report To: Unified Command**

**Reporting To You Are: POD Branch Director(s)**

**Job Description:** To manage & oversee the overall operational functions of the POD. Key services your section provides include; Greetings, Patient Flow, Forms Distribution, Triage-Evaluation-Evacuation of ill persons, Medical Screening, Mental Health, Special Needs, and Meds/ Vaccine Travel Teams.

**Qualifications:** ICS 100, 200, POD plan, general medical knowledge, organizational skills and management experience.

**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 Unified Command at the EOC.

􀂉 Attend briefing.

􀂉 Conduct briefing for those reporting to you.

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

**Duties:**

􀂉 Obtain Incident Briefing Form (adapted ICS Form 201) from the public health representative at the EOC.

􀂉 Conduct initial briefing/planning meeting with Unified Command, Command Staff and Section Chiefs.

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

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

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

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

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

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

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

􀂉 Work closely with security to monitor any media breaches.

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

􀂉 Review safety considerations with Safety Officer.

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

􀂉 Communicate with EOC at regular intervals.

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

**Operations Section Chief** *(continued)* **Operations Section**

􀂉 Assist all Command Staff and Section Chiefs when needed.

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

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

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

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

**Prior to Shift Change:**

􀂉 Ensure that a designated individual is left in charge while briefing the replacement Branch Manager.

􀂉 With replacement Branch Manager, conduct briefing/planning meeting.

o Assess current POD situation.

o Update the POD Incident Action Plan.

o Modify goals and objectives of Command Staff and Section Chiefs.

􀂉 Send all reports, documents, etc. to the necessary members of the EOC.

**At POD Closing:**

􀂉 Coordinate between the EOC and Planning Chief to develop the Demobilization Plan (adapted ICS Form 221).

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

􀂉 Release resources and supplies and workforce as appropriate.

􀂉 Arrange to have equipment & supplies returned.

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

􀂉 Restore facility to pre-POD conditions.

􀂉 Secure facility and return keys to facility representative.

**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 POD.

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

􀂉 Sign-in equipment.

􀂉 Pick up exit materials, as appropriate.

􀂉 Sign-out.

􀂉 Promptly leave the EOC.

􀂉 Refer all media inquiries to PIO.

**Feedback:**

Branch Staff

**POD Branch Director – Upon Opening**

**Name:**

**POD Assigned:**

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

**Reporting To You Are:** *Triage/Evaluation Group Supervisor, Medicine Group Supervisor, Patient Flow Group Supervisor, Clinic Education Group Supervisor, Mental Health Group Supervisor*

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

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

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Review Job Action Sheet.

􀂉 Sign-out equipment and resource packet, if necessary.

􀂉 Receive vaccination/prophylaxis, if not already treated.

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

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

􀂉 Conduct briefing for those reporting to you.

**Duties:**

􀂉 At initial briefing, identify units within the section to be activated and resources required for section operations. Ensure section is ready to receive patients, signs are up & staff is in place.

􀂉 Monitor client flow patterns and work to correct any problems through the Patient Flow Branch Director.

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

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

􀂉 Request the need for additional pharmaceuticals as determined by the pharmacy through the Logistics Chief.

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

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

o Client log sheets from Greeter/Registration Supervisor submitted to Client Data Entry Leader.

o Patient information tracking forms and related documents submitted to Client Data Entry Leader.

o Special Needs Services Branch documents submitted to Operations Chief.

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

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

􀂉 Monitor colleagues and clients for signs of fatigue and distress. Notify EMS Staff as appropriate.

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

􀂉 Communicate with EOC at regular intervals.

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

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

**POD Branch Director – Upon Opening *(continued))***

**Prior to Shift Change:**

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

􀂉 Ensure that a designated individual is left in charge while briefing the replacement POD Branch Director.

􀂉 With replacement POD Branch Director, conduct briefing/planning meeting.

o Assess current POD situation.

o Update the POD Incident Action Plan.

􀂉 Send all reports, documents, etc. to the Operations Chief.

**Check-out:**

􀂉 When relieved, hand-in all documents, including Job Action Sheet with feedback, to the replacement Branch Manager.

􀂉 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 POD site.

􀂉 Refer all media inquiries to PIO.

**Feedback:**

**POD Branch Director – Replacement**

**Name:**

**POD Assigned:**

**The Person You Report To: Operations Section Chief.**

**Reporting To You Are:** *Triage/Evaluation Group Supervisor, Medication Group Supervisor, Patient Flow Group Supervisor, Clinic Education Group Supervisor, Mental Health Group Supervisor.*

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

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

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Review Job Action Sheet.

􀂉 Sign-out equipment and resource packet, if necessary.

􀂉 Receive vaccination/prophylaxis, if not already treated.

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

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

􀂉 Conduct briefing for those reporting to you.

**Duties:**

􀂉 At initial briefing, identify units within the section to be activated and resources required for section operations. Ensure section is ready to receive patients, signs are up & staff is in place.

􀂉 Monitor client flow patterns and work to correct any problems through the Patient Flow Branch Director.

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

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

􀂉 Request the need for additional pharmaceuticals as determined by the pharmacy through the Logistics Chief.

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

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

o Client log sheets from Greeter/Registration Supervisor submitted to Client Data Entry Leader.

o Patient information tracking forms and related documents submitted to Client Data Entry Leader.

o Special Needs Services Branch documents submitted to Operations Chief.

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

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

􀂉 Monitor colleagues and clients for signs of fatigue and distress. Notify EMS Staff as appropriate.

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

􀂉 Communicate with EOC at regular intervals.

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

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

**POD Branch Director – Replacement *(continued))***

**Prior to Shift Change:**

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

􀂉 Ensure that a designated individual is left in charge while briefing the replacement POD Branch Director.

􀂉 With replacement POD Branch Director, conduct briefing/planning meeting.

o Assess current POD situation.

o Update the POD Incident Action Plan.

􀂉 Send all reports, documents, etc. to the Operations Chief.

**Check-out:**

􀂉 When relieved, hand-in all documents, including Job Action Sheet with feedback, to the replacement Branch Manager.

􀂉 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 POD site.

􀂉 Refer all media inquiries to PIO.

**At POD Closing:**

􀂉 Coordinate between the EOC and Planning Chief to develop the Demobilization Plan (adapted ICS Form 221).

􀂉 Schedule and hold demobilization planning meeting with Group Supervisors.

􀂉 Release resources and supplies and workforce as appropriate.

􀂉 Arrange to have equipment & supplies returned.

􀂉 Send all reports, documents, etc. to the EOC.

􀂉 Restore facility to pre-POD conditions.

􀂉 Secure facility and return keys to facility representative.

**Feedback:**

**Operations Section**

**Each POD is a Branch. There are 5 Key Groups in each Branch.**

**Triage/Evaluation Group Medicine Group**

Triage Forms Distribution

Illness Clinic Meds/Vaccine Management & Prep

Medical Screening Meds/Vaccine Travel Teams

**Patient Flow Group Clinic Education Group**

Greeters

Patient Flow

Special Needs / Interpreters

**Mental Health Group**

Mental Health Services

Patient Education

**Triage/Evaluation Group Supervisor Operations Section**

**Name:**

**POD Assigned:**

**The Person You Report To: POD Branch Director**

**Reporting To You Are:** Medical Screening Manager, Triage Manger, Ill Clinic Manager, Forms Manager.

**Job Description:** To Supervise and manage all operational functions in your Group pertaining to:

* Patient forms distribution & assistance in filling-out patient forms,
* Triaging of the public for ill persons, referral of ill persons to the illness evaluation center and follow-on transport to illness treatment center as appropriate,
* Medical pre-screening & registration of the public to ensure that they qualify for meds/vaccine,
* To “fast-track” folks with no medical problems or special needs through the screening process.
* Referral of persons with unique medical circumstances to medical counseling for resolution,
* Referral of persons with Mental Health needs or Special Needs (as appropriate).

The **main purpose** for the **Triage & Evaluation Group** is to screen & qualify folks to go to the next group (Meds/Vaccine) to receive their medications or vaccines.

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

**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 the POD Branch Director.

􀂉 Attend briefing.

􀂉 Conduct briefing for those reporting to you.

􀂉 Report to your assigned area for observation before beginning duties as needed and coordinate with your predecessor on the previous shift.

**Duties:**

􀂉 At initial briefing, identify units within the section to be activated and resources required for your Group’s operations. Ensure your folks are ready to receive patients, signs are up & staff is in place.

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

􀂉 Communicate all requests for incoming and outgoing resources with the POD Branch Director.

􀂉 Check in with your managers to ensure that they have adequate supplies, personnel & other resources to continue to provide services. Request the need for additional supplies through the POD Branch Director.

**Triage/Evaluation Group Supervisor** *- Continued* **Operations Section**

􀂉 Ensure that your people have the appropriate Personal Protective Equipment (PPE) for their duties.

􀂉 Ensure that medical privacy & HIPPA guidelines are being followed as appropriate to the situation.

􀂉 Act as liaison between the managers in your group and shift resources as necessary.

􀂉 Review the Triage guidelines for the current incident and ensure that the Triage staff has a “firm definition” of what symptoms or criteria identifies persons to be screened out for evaluation at the “Illness Clinic”.

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

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

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

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

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

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

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

**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:**

**TRIAGE ATTENDANT Operations Section**

**Position assigned to:**

**You Report to:** Triage/Evaluation Group Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Shift(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission:** Identify ill or symptomatic individuals and make referral to appropriate treatment site.

**Qualifications (Recommended):**

Familiar with Mass Clinic Operations

ICS Training

Required POD Training

Medical Background Required – Physician, Nurse, Paramedic, or other trained medical professional

**Equipment (Recommended):**

Communications Equipment – 2-way radio, cell phone, contact numbers, laptop

Vest/ID Badge

Signage

**Immediate Duties:**

Read this entire Job Action Sheet

Obtain briefing from the Triage/Evaluation Group Supervisor

Ensure appropriate signage is in place

Review Triage guidelines with the Triage/Evaluation Group Supervisor

Check equipment and supply expiration dates if appropriate

Conduct triage – direct symptomatic persons to alternate treatment center

Follow established medical procedure emergency protocols

**Ongoing Duties:**

Maintain patient referral tracking log

Evaluate needs and report requests to Triage/Evaluation Group Supervisor

Maintain contact with the Triage/Evaluation Group Supervisor

**Extended Duties:**

Plan for the possibility of extended deployment

Prepare end of shift report and brief oncoming Triage Attendant

**MEDICAL COUNSELOR Operations Section**

**Position assigned to:**

**You Report to:** Triage Evaluation Group Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Shift(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission:** To evaluate individuals to determine the presence or absence of contraindications and make prophylaxis decisions.

**Qualifications (Recommended):**

Required POD Training

Medical Background Required – Physician, Nurse, Paramedic, or other trained medical professional

**Equipment (Recommended):**

Communications Equipment – cell phone, contact numbers

Vest/ID Badge

Reference Materials – PDRs, etc.

**Immediate Duties:**

Read this entire Job Action Sheet

Obtain briefing from the Triage Evaluation Group Supervisor

Review screening and prophylaxis guidelines with the Triage Evaluation Group Supervisor

Make and document prophylaxis decisions (individual identity, rationale for decisions

and outcome)

Direct individuals to Meds Dispensing/Vaccination Area if prophylaxis is warranted

Direct individuals to building exit if prophylaxis is not warranted

Provide first-aid as needed

**Ongoing Duties:**

Request resources as needed

Document verification of contraindication(s) and retain screening form(s)

Participate in briefings to receive status reports and update the Incident Action Plan

**Extended Duties:**

Plan for the possibility of extended deployment

Prepare end of shift report and brief oncoming Medical Counselor

**FORMS DISTRIBUTION ATTENDANT Operations Section**

**Position assigned to:**

**You Report to:** Triage/Evaluation Group Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Shift(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission:** Distribute form(s) to persons receiving prophylaxis.

**Qualifications (Recommended):**

Required POD Training

**Equipment (Recommended):**

Vest/ID Badge

Supply of form(s)

**Immediate Duties:**

Read this entire Job Action Sheet

Obtain briefing from the Triage/Evaluation Group Supervisor

Review form(s) and form protocol with Triage/Evaluation Group Supervisor

Ensure form(s) are distributed according to protocol

Answer any questions persons may have regarding form(s)

Direct individuals to Patient Orientation/Education OR Medical Screening Area

**Ongoing Duties:**

Request resources as needed

Participate in briefings to receive status reports

**Extended Duties:**

Plan for the possibility of extended deployment

Prepare end of shift report and brief oncoming Forms Distribution Attendant

**Medication Group Supervisor Operations Section**

**Name:**

**POD Assigned:**

**The Person You Report To: POD** **Branch Director**

**Reporting To You Are:** Medication Distributor/Vaccinator, Pharmacist

**Job Description:** To Supervise and manage all operational functions concerning the preparation, proper storage, documentation, and distribution of medications or vaccines to be dispensed/administered.

* Ensure that adequate medications and vaccines are available, properly stored, viable (within expiration dates) and ready for immediate dispensing.
* Ensure that adequate support materials (needles, syringes, alcohol swipes, bottle labels, etc.) are readily available.
* Ensure that your staff is knowledgeable in the medical procedures that will be used.
* Ensure that the public is being provided services in an expeditious and safe manner.
* That all paperwork or documentation related to the dispensing or administration of vaccine is properly being accomplished at the dispensing/vaccination stations.

**Bottom Line**: You are supervising the people whose duties are the main reason we are here.

**Qualifications:** RN, LPN, Paramedic *(Preferred with supervisory experience)* and specific medical knowledge and experience in the dispensing of medications or vaccines.

***ICS Training:*** 100, 200 preferred, but not required.

**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 the POD Branch Director.

􀂉 Attend briefing.

􀂉 Conduct briefing for those reporting to you.

􀂉 Report to your assigned area for observation before beginning duties as needed and coordinate with your predecessor on the previous shift.

**Duties:**

􀂉 Coordinate with the POD Branch Director and identify how many meds/vaccine stations you will need to handle the anticipated patient flow on your shift.

􀂉 Check the availability of medications or vaccine with the Pharmacist and mitigate any potential shortfalls in supply. If you anticipate any supply problems with anything go through your POD Branch Director.

􀂉 Check the layout of your meds/vaccine stations and coordinate with the Patient Flow personnel on how you want them to flow patients through your stations.

􀂉 Ensure that adequate medical supplies (forms, labels, needles, etc.) are readily available.

**Medication Group Supervisor -** *Continued* **Operations Section**

􀂉 Ensure that you have a safe working environment for your staff, and that they know what do in the case of an emergency.

􀂉 Ensure that adequate security is readily available, and your staff knows how to request assistance.

􀂉 Ensure that your people have the appropriate Personal Protective Equipment (PPE) for their duties.

􀂉 Ensure that medical resources are readily available in the case of a reaction to meds or vaccine.

􀂉 Ensure that you have adequate staff to conduct initial operations. If not, go through your POD Branch Director for assistance.

􀂉 Ensure your folks are ready to receive patients, signs are up & staff is in place.

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

􀂉 Communicate all requests for incoming and outgoing resources with the POD Branch Director.

􀂉 Periodically check in with your staff to ensure that they have adequate supplies, personnel & other resources to continue to provide services.

􀂉 Monitor the flow of patients, and adjust resources as necessary to increase patient flow through your stations.

* express lines for people with no issues,
* special lines for people with special needs,
* special lines for families with small children.

􀂉 Periodically adjust staff level and number of working stations to handle surges or fall-off in the numbers of patients presenting for services and adjust as necessary.

􀂉 Ensure that medical privacy & HIPPA guidelines are being followed as appropriate to the situation.

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

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

o All completed Job Action Sheets, Unit Logs and General Messages to the Medical Branch Director.

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

􀂉 Monitor colleagues and clients for signs of fatigue and distress. Notify the POD Branch Director as appropriate.

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

**Check-out:**

􀂉 When relieved, hand-in all documents, including Job Action Sheet with 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.

**Medication Group Supervisor -** *Continued* **Operations Section**

**Feedback:**

**MEDICATION DISTRIBUTOR Operations Section**

**Position assigned to:**

**You Report to:** Medication Group Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Shift(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission:** Administer vaccines/dispense medication.

**Qualifications (Recommended):**

Required POD Training

Medical Background Required – Physician, Nurse, Pharmacist, Paramedic, or other

trained personnel

**Equipment (Recommended):**

Communications Equipment – 2-way radio, cell phone, contact numbers, laptop

Vest/ID Badge

Medication dispensing/vaccination supplies

**Immediate Duties:**

Read this entire Job Action Sheet

Obtain briefing from the Medication/Vaccine Supervisor

Review prophylaxis guidelines and protocols with the Medication/Vaccine Supervisor

Obtain appropriate supplies and Personal Protective Equipment (PPE)

Check expiration date and prepare medication/vaccine for dispensing/administration

Administer vaccine/dispense medication

Observe for signs for anaphylaxis and follow established protocol

**Ongoing Duties:**

Request resources as needed

Participate in briefings to receive status reports

Maintain contact with the Medication/Vaccine Supervisor; provide status reports

Alternate duties with Medication/Vaccination Assistant

**Extended Duties:**

Plan for the possibility of extended deployment

Prepare end of shift report and brief oncoming Medication Distributor/Vaccinator

**MEDICATION ASSISTANT Operations Section**

**Position assigned to:**

**You Report to:** Medication Group Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Shift(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission:** Assist the Medication Distributor/Vaccinator with prophylaxis process.

**Qualifications (Recommended):**

Required POD Training

Medical Background Required – Physician, Nurse, Pharmacist, Paramedic, or other

trained medical professional

**Equipment (Recommended):**

Communications Equipment – 2-way radio, cell phone, contact numbers, laptop

Vest/ID Badge

Medication dispensing supplies

**Immediate Duties:**

Read this entire Job Action Sheet

Obtain briefing from the Medication Group Supervisor

Review prophylaxis guidelines and protocols with the Medication Group Supervisor

Greet individual(s) and obtain completed form(s)

Ensure that vaccine dispensing forms are filled out completely

Verify that the person(s) are to be medicated

Check for appropriate consent and signature

Answer any questions person(s) may have

Complete and sign vaccine administration/dispensing forms

Ensure that vaccine dispensing forms are retained and submitted for data entry

Provide written medication regimen and follow-up instructions

**Ongoing Duties:**

Request resources as needed

Alternate duties with Medication Distributor

Participate in briefings to receive status reports

**Extended Duties:**

Plan for the possibility of extended deployment

Prepare end of shift report and brief oncoming Medication Assistant

**Meds/Vaccine Travel Team Leader Operations Section**

**Name:**

**POD Assigned:**

**The Person You Report To: POD** **Branch Director**

**Reporting To You Are:** Travel Team Nurse, Travel Team Assistant

**Job Description:** To Supervise the POD **“**Meds/Vaccine Travel Team”.

The POD travel team should be composed of 2 Nurses *(which includes the Travel Team Leader)* and an Administrative Assistant.

The Medical Branch Director provides the POD Travel Teams with their assignments.

**Meds/Vaccine Travel Teams have two main functions:**

1. To act as an “outreach” extension of the POD and provide direct dispensing of medications or administration of vaccines to shut-ins, special needs populations other identified persons that can’t travel to the POD sites.

2. To transport medicine, materials, & training to facilities, outside the POD site, that have the medical resources & staff to properly administer medications or vaccine with additional training, and supplies from the POD. These would include hospitals, clinics, nursing homes, prisons or select businesses etc.

**Qualifications:** RN, LPN, Paramedic *(Preferred with supervisory experience)* and specific medical knowledge and experience in the dispensing of medications or vaccines.

***ICS Training:*** 100, 200 preferred, but not required.

**Note:** If a large number of travel teams are being utilized... the Medical Branch Director may elect to delegate coordination of the Meds/Vaccine travel teams to a “Travel Teams Coordinator” who will assume those responsibilities.

**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 the POD Branch Director.

􀂉 Attend briefing.

􀂉 Conduct briefing for those reporting to you.

􀂉 Ensure that transportation and security (as necessary) is in place for you & your team.

**Duties:**

􀂉 Receive a listing from the POD Branch Director of the sites & duties that your team will be expected to visit and perform.

**Meds/Vaccine Travel Team Leader -** *Continued* **Operations Section**

􀂉 Coordinate with the POD Branch Director and identify equipment, forms, supplies, procedures, medications, training aides, and any other resources that you will need for your travel team.

􀂉 Check for the availability of medications or vaccine with the Pharmacist and mitigate any potential shortfalls in supply. If you anticipate any supply problems with anything go through your POD Branch Director.

􀂉 Ensure that your radio or cell phone is working properly and you and your team are familiar with communication procedures to maintain connectivity with the POD.

􀂉 After you receive your travel assignments, sketch on a map the routes you expect to take, and a projected schedule of your activities for your shift. Provide a copy to the Medical Branch Director and each member of your team.

􀂉 As you arrive or depart from a travel assignment, check in with the POD Branch Director so that they can track your locations & progress.

􀂉 Ensure that adequate medical supplies (forms, labels, needles, etc.) are readily available.

􀂉 Ensure that you have a safe working environment for your staff, and that they know what do in the case of an emergency.

􀂉 Ensure that adequate security is readily available, and your staff knows how to request assistance.

􀂉 Ensure that your people have the appropriate Personal Protective Equipment (PPE) for their duties to include a “sharps-container” if needles are used.

􀂉 Ensure that medical resources are readily available in the case of a reaction to meds or vaccine.

􀂉 Ensure that you have adequate staff to conduct initial operations. If not, go through your POD Branch Director for assistance.

􀂉 Communicate all requests for incoming and outgoing resources with the Medical Branch Director.

􀂉 Ensure that medical privacy & HIPPA guidelines are being followed as appropriate to the situation.

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

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

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

􀂉 Ensure scheduled breaks and relief for yourself and your team.

􀂉 Monitor colleagues and clients for signs of fatigue and distress. Notify the POD Branch Director.

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

**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.

**Meds/Vaccine Travel Team Leader -** *Continued* **Operations Section**

􀂉 Refer all media inquiries to PIO.

**Feedback:**

**PATIENT FLOW GROUP SUPERVISOR**

**Position assigned to:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**You Report to:** POD Branch Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Shift(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission:** Coordinate and supervise all activities and staff of the Patient Flow and carry out tasks/directives established by the Branch Director.

**Qualifications (Recommended):**

NIMS IS700 or equivalent

ICS Training

Required POD Training

**Equipment (Recommended):**

Communications Equipment – 2-way radio, cell phone, contact numbers, laptop

Vest/ID Badge

Multi-language forms and fact sheets

Jurisdictional demographic information

Orientation video/DVD

VHS/DVD player(s)

Office supplies

**Immediate Duties:**

Read this entire Job Action Sheet

Obtain briefing from the Branch Director

Obtain feedback from POD Flow Staff to identify bottlenecks

Identify and report to the Branch Director any tactical resources needed

Appoint Group staff and distribute Job Action Sheets

Brief all Group staff on the Incident Action Plan and their job functions

Ensure necessary supplies/resources are obtained

**Ongoing Duties:**

Request resources as needed or identified by Group staff

Monitor POD flow to ensure efficient throughput; report patient throughput to ranch Director

Participate in Operations Section briefings to receive status reports

Ensure necessary supplies/resources are obtained

**Extended Duties:**

Prepare updated end of shift report and brief oncoming Patient Flow

Group Supervisor

Plan for the possibility of extended deployment

**GREETER Operations Section**

**Position assigned to:**

**You Report to:** Patient Flow Group Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Shift(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission:** Greet individuals entering the POD site and direct persons to forms distribution area.

**Qualifications (Recommended):**

Required POD Training

**Equipment (Recommended):**

Communications Equipment – 2-way radio, cell phone

Vest/ID Badge

**Immediate Duties:**

Read this entire Job Action Sheet

Obtain briefing from the Patient Flow Group Supervisor

Review signs/symptoms identified by triage guidelines

Greet individuals entering the POD site

Direct persons to forms distribution area

Answer questions that individuals might have and make appropriate referrals

**Ongoing Duties:**

Participate in briefings to receive status reports

**Extended Duties:**

Plan for the possibility of extended deployment

Prepare end of shift report and brief oncoming Greeter

**PATIENT FLOW ATTENDANT Operations Section**

**Position assigned to:**

**You Report to:** POD Patient Flow Group Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Shift(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission:** Maintain the flow of exiting persons; ensure appropriate paperwork.

**Qualifications (Recommended):**

Required POD Training

**Equipment (Recommended):**

Communications Equipment – 2-way radio

Vest/ID Badge

**Immediate Duties:**

Read this entire Job Action Sheet

Obtain briefing from the Patient Flow Group Supervisor

Answer questions persons might have at exit

Collect overlooked screening form(s) and return to Meds/Vaccination Supervisor

**Ongoing Duties:**

Participate in briefings to receive status reports

Make referrals as necessary

**Extended Duties:**

Plan for the possibility of extended deployment

Prepare end of shift report and brief oncoming Patient Flow Attendant

**SPECIAL NEEDS UNIT LEADER Operations Section**

**Position assigned to:**

**You Report to:** Patient Flow Group Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Shift(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission:** Coordinate and supervise all activities and staff of the Special Needs Unit and carry out tasks/directives established by the Patient Flow Group Supervisor.

**Qualifications (Recommended):**

NIMS IS700 or equivalent

ICS Training

Required POD Training

Special Needs Background (preferable)

**Equipment (Recommended):**

Communications Equipment – 2-way radio, cell phone, contact numbers, laptop

Vest/ID Badge

Wheelchairs

Multi-language forms and fact sheets

Jurisdictional demographic information

Special Needs resource/contact lists (local and state)

**Immediate Duties:**

Read this entire Job Action Sheet

Obtain briefing from the Patient Flow Group Supervisor

Identify and report to the Patient Flow Group Supervisor any tactical resources needed

Appoint Group staff and distribute Job Action Sheets

Brief all Group staff on the Incident Action Plan and their job functions.

Ensure necessary supplies/resources are obtained

**Ongoing Duties:**

Request resources as needed or identified by Unit staff

Participate in Group briefings to receive status reports

**Extended Duties:**

Prepare updated end of shift report and brief oncoming Special Needs Unit Leader

Plan for the possibility of extended deployment

**ESCORT Operations Section**

**Position assigned to:**

**You Report to:** Special Needs Unit Leader\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Shift(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission:** Provide personal assistance to person(s) with special needs.

**Qualifications (Recommended):**

Required POD Training

**Equipment (Recommended):**

Communications Equipment – 2-way radio, cell phone, contact numbers

Vest/ID Badge

**Immediate Duties:**

Read this entire Job Action Sheet

Obtain briefing from the Special Needs/Mental Health Supervisor

Assist person(s) with special needs completing form(s)

Accompany person(s) to and from the Mental Health Area

Accompany person(s) with special needs to other POD stations

**Ongoing Duties:**

Request resources as needed

**Extended Duties:**

Plan for the possibility of extended deployment

Prepare end of shift report and brief oncoming Escort

**TRANSLATOR/INTERPRETER Operations Section**

**Position assigned to:**

**You Report to:** Special Needs Unit Leader\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Shift(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission:** To provide translation services to persons with communication limitations

**Qualifications (Recommended):**

Required POD Training

Ability to communicate in foreign language(s) or sign language.

**Equipment (Recommended):**

Communications Equipment – 2-way radio, cell phone, contact numbers

Vest/ID Badge

TeleLanguage Services contract and contact information

Pens, paper, and pictorials

**Immediate Duties:**

Read this entire Job Action Sheet

Obtain briefing from the Special Needs/Mental Health Supervisor

Translate for individuals who cannot speak English and are not accompanied by someone who can translate for them.

Provide sign language, if applicable

Employ TeleLanguage Services, if necessary

Accompany person(s) to and from POD stations as needed

Assist person(s) with completing form(s)

Assure that the person is able to understand information related to the

vaccination/medication process

**Ongoing Duties:**

Request resources as needed

**Extended Duties:**

Plan for the possibility of extended deployment

Prepare end of shift report and brief oncoming Translator/Interpreter

**Clinic Education Group Supervisor Operations Section**

**Name:**

**POD Assigned:**

**The Person You Report To: POD** **Branch Director**

**Reporting To You Are:**

**Job Description:**

**Qualifications:**

**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 the POD Branch Director.

􀂉 Attend briefing.

􀂉 Conduct briefing for those reporting to you.

􀂉 Ensure that transportation and security (as necessary) is in place for you & your team.

**Duties:**

**Check-out:**

**Feedback:**

**VIDEO ORIENTATION ATTENDANT Operations Section**

**Position assigned to:**

**You Report to:** Clinic Education Group Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Shift(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission:** Instruct persons to review educational materials and direct individuals to the Medical Screening Area.

**Qualifications (Recommendations):**

Required POD Training

**Equipment (Recommended):**

Vest/ID Badge

Video/DVD

DVD Player(s)/VCR(s)

TV(s)/Screens

**Immediate Duties:**

Read this entire Job Action Sheet

Obtain briefing from the Clinic Education Group Supervisor

Review triage guidelines (agent signs/symptoms)

Power on TV(s) and VCR(s)/DVD players(s); load DVD(s)/VHS tape(s)

Instruct persons to view the VHS or DVD educational material

Answer questions, make appropriate referrals

Direct individuals to the Medical Screening Area

**Ongoing Duties:**

Request resources as needed

Participate in briefings to receive status reports and update the Incident Action Plan

**Extended Duties:**

Plan for the possibility of extended deployment

Prepare end of shift report and brief oncoming Video Orientation Attendant

**MENTAL HEALTH GROUP SUPERVISOR Operations Section**

**Position assigned to:**

**You Report to:** POD Branch Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Shift(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission:** Coordinate and supervise all activities and staff of the Mental Health Group and carry out tasks/directives established by the Branch Director.

**Qualifications (Recommended):**

NIMS IS700 or equivalent

ICS Training

Required POD Training

Mental Health/Special Needs Background (preferable)

**Equipment (Recommended):**

Communications Equipment – 2-way radio, cell phone, contact numbers, laptop

Vest/ID Badge

Wheelchairs

Multi-language forms and fact sheets

Jurisdictional demographic information

Mental Health resource/contact lists (local and state)

**Immediate Duties:**

Read this entire Job Action Sheet

Obtain briefing from the Branch Director.

Identify and report to the Branch Director any tactical resources needed.

Appoint Group staff and distribute Job Action Sheets.

Brief all Group staff on the Incident Action Plan and their job functions.

Ensure necessary supplies/resources are obtained

**Ongoing Duties:**

Request resources as needed or identified by Group staff

Participate in Branch briefings to receive status reports

**Extended Duties:**

Prepare updated end of shift report and brief oncoming Mental Health Group

Supervisor

Plan for the possibility of extended deployment

**MENTAL HEALTH COUNSELOR Operations Section**

**Position assigned to:**

**You Report to:** Mental Health Group Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Shift(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission:** To provide crisis related mental health services at the POD site.

**Qualifications (Recommended):**

Required POD Training

Counseling experience - (Mental Health, Schools, Clergy, and Disaster)

**Equipment (Recommended):**

Communications Equipment – 2-way radio, cell phone, contact numbers

Vest/ID Badge

**Immediate Duties:**

Read this entire Job Action Sheet

Obtain briefing from the Special Needs/Mental Health Supervisor

Provide Mental Health services at the POD site

Monitor environment and alert security staff of concerns of potential violent

situations

**Ongoing Duties:**

Request resources as needed

Participate in briefings to receive status reports

**Extended Duties:**

Plan for the possibility of extended deployment

Prepare end of shift report and brief oncoming Mental Health Counselor

**Logistical Section**

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

**There are 2 Key Branches**

**2 Managerial Sections**

**Support Branch Facility Manager Security Manager**

* Supplies
* Shipping & Receiving
* Facility Services
* Heat, Air, Water Electricity
* Law Enforcement
* Security

**Services Branch**

* Data Entry/Info Systems
* Communications
* Staff Services: Food -Travel - Housing
* Volunteer Coordination
* Credentialing
* EMS

**Support Branch Director Logistics Section**

**Position Assigned to:**  Support Branch Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**You Report to:** Logistics Chief \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Shift(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mission:**

**Qualifications (Recommended):**

NIMS

Familiar with EOC Operations

ICS Training

Required POD training

**Equipment (Recommended):**

Communications Equipment – 2-way radio, cell phone, contact numbers, laptop

Computer with printer and fax machine

Vest/ID Badge

**Immediate Duties:**

Read this entire Job Action Sheet

Meet with Logistics Chief for initial Incident briefing.

Advise Logistics Chief of current supply status.

Acquire necessary work materials.

Establish ordering process and ensure all sections are aware of the process.

**Ongoing Duties:**

Update staff of all new developments and receive status reports

Obtain information from unit leaders to maintain current status

Establish Incident Action Plan

Manage incident supplies

Obtain supplies as requested by Operations and Planning

Track Incident expansion/contraction due to changing conditions

Sign out all dispersements

Document all actions and decisions in Activity Log

**Extended Duties:**

Review progress reports with Logistics Chief

Plan for the possibility of extended deployment

Prepare updated end of shift report and present to oncoming POD Supply

Unit Leader

**POD SUPPLY UNIT LEADER Logistics Section**

**Position Assigned to:**  Supply Unit Leader\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**You Report to:** Support Branch Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Shift(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mission:** Provide material resources for incident management.

**Qualifications (Recommended):**

NIMS

Familiar with EOC Operations

ICS Training

Required POD training

**Equipment (Recommended):**

Communications Equipment – 2-way radio, cell phone, contact numbers, laptop

Computer with printer and fax machine

Vest/ID Badge

**Immediate Duties:**

Read this entire Job Action Sheet

Meet with Support Branch Director for initial Incident briefing.

Advise Support Branch Director of current supply status.

Acquire necessary work materials.

Establish ordering process and ensure all sections are aware of the process.

**Ongoing Duties:**

Update staff of all new developments and receive status reports

Obtain information from unit leaders to maintain current status

Establish Incident Action Plan

Manage incident supplies

Obtain supplies as requested by Operations and Planning

Track Incident expansion/contraction due to changing conditions

Sign out all dispersements

Document all actions and decisions in Activity Log

**Extended Duties:**

Review progress reports with Support Branch Director

Plan for the possibility of extended deployment

Prepare updated end of shift report and present to oncoming POD Supply

Unit Leader

**SUPPLY CLERK Logistics Section**

**Position assigned to: Supply Clerk**\_\_\_\_\_\_\_\_\_

**You Report to:** POD Supply Unit Leader\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Shift(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission:** Perform clerical duties. In charge of ordering medical and/or non-medical supplies, tracking inventory, receiving and shipping of supplies.

**Qualifications (Recommended):**

Required POD Training

Experience with inventory management

**Equipment (Recommended):**

Communications Equipment – 2-way radio, cell phone, contact numbers, laptop

Computer with printer and fax machine

Vest/ID Badge

**Immediate Duties:**

Read entire Job Action Sheet

Obtain briefing from POD Supply Unit Leader

Stuff envelopes

Keep an inventory of supplies and request as needed

File and perform copy and mailroom services as needed

**Ongoing Duties:**

Assist POD Supply Unit Leader in tracking, receiving, shipping supplies

Document all actions and decisions in activity log

**Extended Duties:**

Plan for the possibility of extended deployment

Review progress reports with POD Supply Unit Leader

Prepare end of shift report and present to oncoming clerk

**SERVICES BRANCH DIRECTOR Logistics Section**

**Position assigned to:** Services Branch Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**You Report to:** Logistics Section Chief\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Shift(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission:** Assure the provision of logistical, subsistence and equipment support for incident response staff

**Qualifications (Recommended):**

NIMS IS700 or equivalent

Familiar with EOC Operations

ICS Training

Required POD Training

**Equipment (Recommended):**

Communications Equipment – 2-way radio, cell phone, contact numbers, laptop

Computer with printer and fax machine

Vest/ID Badge

**Immediate Duties:**

Read this entire Job Action Sheet

Obtain briefing from Logistics Section Chief

Establish Staff Support Unit Center/Staging Area

Review the Incident Action Plan

Communicate your contact information to the Section Chiefs

Assign a Volunteer Unit Manager and Staff Nutritional and Personnel Needs Manager

Plan for subsistence resources (e.g., food, water, rest space, hygiene supplies)

**Ongoing Duties:**

Establish a log and document all requests for support

Identify and request support or resources needed and report to Logistics Section Chief

Assist with removal of used or out of service supplies/equipment

Document all actions and decisions in an Activity Log

**Extended Duties:**

Brief Logistics Section Chief about status of POD staff support activities

Assist staff with logistical and personal concerns; act as facilitator when appropriate

Plan for the possibility of extended deployment

Prepare end of shift report and present to oncoming POD Services Branch Director

**COMMUNICATIONS UNIT LEADER Logistics Section**

**Position Assigned to:** Communications Unit Leader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**You Report to:** Services Branch Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Shift(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission:** Organize and coordinate communications support within the POD.

**Qualifications (Recommended):**

Communications equipment experience

Required POD training

**Equipment (Recommended):**

Communications Equipment – 2-way radio, cell phone, contact numbers, laptop

Computer with printer and fax machine

Vest/ID Badge

**Immediate Duties:**

Read this entire Job Action Sheet

Obtain briefing from Services Branch Director

Inventory Communications equipment

Advise Services Branch Director of current status and equipment needs

Communicate your contact information to other Section Chiefs

Establish a communication center

Identify channels/frequencies

Supervise data entry and data analysis

Assign communications equipment and maintain log

**Ongoing Duties:**

Update staff of all new developments and receive status reports

Maintain log of all communication requests

Report to the Services Branch Director unresolved issues

Establish Incident Action Report

Facilitate communication equipment

Provide reports generated by data analysis to Section Chiefs as requested

Document all actions and decisions in Activity Log

**Extended Duties:**

Brief Services Branch Director about status of communication requirements and prepare report for oncoming unit leader

Plan for the possibility of extended deployment and brief incoming Logistics Chief

Prepare end of shift report and brief oncoming Communications Unit Leader.

**Data Entry Logistics Section**

**Position assigned to:** Data Entry\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**You Report to:** Communication Unit Leader\_\_\_\_\_\_\_\_

**Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Shift(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission:** Ensure accurate and timely recording and collection of data.

**Qualifications (Recommended):**

Experience with data entry

**Equipment (Recommended):**

Laptop

Pens, pencils, paper

Vest/ID Badge

**Immediate Duties:**

Read this entire Job Action Sheet

Obtain briefing from Communication Unit Leader

Familiarize self with core data elements and procedures required by Incident Action

Plan

Enter information into data collection system in use during the event

Assist Communication Unit Leader in establishing data entry procedures that

ensure consistency

Identify and communicate equipment needs to Documentation Unit Leader

**Ongoing Duties:**

Provide information to Communication Unit Leader

Identify and report data issues

Maintain a log of data requests

Notify Communication Unit Leader of data not received in a timely fashion

Communicate your contact information to other Section Chiefs

Document all actions and decisions in an Activity Log

**Extended Duties:**

Prepare End of Shift Report and present to oncoming Data Entry

Plan for the possibility of extended deployment

**Data Analysis Logistics Section**

**Position assigned to:** Data Analysis\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**You Report to:** Communications Unit Leader\_\_\_\_\_\_\_

**Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Shift(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission:** Analyze and interpret data and generate reports and trend analysis

**Qualifications (Recommended):**

Experience with data entry and analysis

**Equipment (Recommended):**

Access to communications equipment

Pens, pencils, paper

Vest/ID Badge

Laptop, printer, fax

Required POD Training

**Immediate Duties:**

Read this entire Job Action Sheet

Obtain briefing from the Communications Unit Leader

Familiarize self with core data elements and procedures required by Incident Action

Plan

Review collected data and determine missing elements

Work with Logistics Section Chief to select data elements required by IAP

Determine essential reports needed

Communicate data analysis equipment need to Logistics Section Chief

**Ongoing Duties:**

Analyze collected data

Report any problems with data to Planning Section Chief

Maintain a log of all data requests received

Notify Communications Unit Leader of data not received in a timely manner

Compute projections for situation and generate reports

Communicate report findings and projections to Logistics Section Chief

**Extended Duties:**

Communicate and refine results

Brief Communications Unit Leader on status of data analysis activities

Conduct trend analysis as needed

Document all actions and decisions in an Activity Log

Prepare updated end of shift report and brief oncoming Data Analysis

Plan for the possibility of extended deployment

**EMS Unit Leader**

**Logistics Section**

**Name:**

**POD Assigned:**

**The Person You Report To: Service Branch Director**

**Reporting To You Are:** *EMS Staff*

**Purpose:** *To provide EMS services for the POD, respond to medical emergencies, and assist with evacuation of ill persons.*

**Qualifications:** *EMT, Paramedic, RN, MD, PA, NP, trained First Responder*

**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 Services Branch Director.

􀂉 Review the POD Plan for EMS responsibilities & locations.

􀂉 Check your equipment & station & if needed request additional materials.

**Duties:**

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

􀂉 Assess and provide care to clients and staff with medical emergencies.

􀂉 Make arrangements for referral or transport, as indicated.

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

􀂉 Report any vaccine-related adverse events to the Safety Officer.

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

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

􀂉 Exercise emergency 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 POD activities.

􀂉 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 POD site.

􀂉 Refer all media inquiries to PIO.

**Feedback:**

**EMS Staff Logistics Section**

**Name:**

**POD Assigned:**

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

**Reporting To You Are:** *None*

**Purpose:** *To provide EMS services for the POD, respond to medical emergencies, and assist with evacuation of ill persons.*

**Qualifications:** *EMT, Paramedic, RN, MD, PA, NP, trained First Responder*

**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 EMS Unit Leader.

􀂉 Review the POD Plan for EMS responsibilities & locations.

􀂉 Check your equipment & station & if needed request additional materials.

**Duties:**

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

􀂉 Assess and provide care to clients and staff with medical emergencies.

􀂉 Make arrangements for referral or transport, as indicated.

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

􀂉 Report any vaccine-related adverse events to the Safety Officer.

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

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

􀂉 Exercise emergency 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 POD activities.

􀂉 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 POD site.

􀂉 Refer all media inquiries to PIO.

**Feedback:**

**Staff Support Unit Leader Logistics Section**

**Position assigned to:** Staff Support Unit Leader

**You Report to:** Service Branch Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Shift(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission:**  *Organize for food, water, refreshments, and other personal support items, such as soap, paper towels, towels, toothpaste, toilet paper, housing, etc.*

**Qualifications (Recommended):**

Required POD training

**Equipment (Recommended):**

Communications Equipment – 2-way radio, cell phone, contact numbers

Vest/ID Badge

**Immediate Duties:**

Read entire Job Action Sheet

Obtain briefing from Service Branch Director on current and proposed staffing situation

Identify/Report nutritional and personal item requirements to the POD Services Unit

Leader

Obtain subsistence resources (e.g. food, water, rest space, hygiene supplies)

**Ongoing Duties:**

Obtain approved vendor list and accounting information

Create delivery schedule and coordinate through POD Services Unit Leader

Document all actions and decisions in the Activity Log

**Extended Duties:**

Prepare End Shift Report and present to oncoming Staff Nutritional and Personal Needs Manager

Plan for the possibility of extended deployment

**STAFF NUTRITIONAL and PERSONAL NEEDS MANAGER Logistics Section**

**Position assigned to:** Staff Nutritional and Personal Needs Manager

**You Report to:** Staff Support Unit Leader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Shift(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission:**  Organize for food, water, refreshments, and other personal support items, such as soap, paper towels, towels, toothpaste, toilet paper, housing, etc.

**Qualifications (Recommended):**

Required POD training

**Equipment (Recommended):**

Communications Equipment – 2-way radio, cell phone, contact numbers

Vest/ID Badge

**Immediate Duties:**

Read entire Job Action Sheet

Obtain briefing from Staff Support Unit Leader on current and proposed staffing situation

Identify/Report nutritional and personal item requirements to the POD Services Unit

Leader

Obtain subsistence resources (e.g. food, water, rest space, hygiene supplies)

**Ongoing Duties:**

Obtain approved vendor list and accounting information

Create delivery schedule and coordinate through POD Services Unit Leader

Document all actions and decisions in the Activity Log

**Extended Duties:**

Prepare End Shift Report and present to oncoming Staff Nutritional and Personal Needs Manager

Plan for the possibility of extended deployment

**Security Manager Logistics Section**

**Name:**

**POD Assigned:**

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

**Reporting To You Are:** Security Staff*(Law Enforcement Officers with arrest powers and augmented Non-Law Enforcement Security Staff)*

**Job Description:***.*

To manage & oversee the Security of the POD within the POD operational area.

To coordinate and liaise with Local, County, State, Tribal & Federal Law Enforcement agencies.

To manage the physical security section of the POD plan.

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, assist POD staff and public with security matters, temporarily detain disruptive persons, maintain a temporary holding area, liaise with outside LE agencies, manage the physical security section of the POD plan.

**Qualifications:** ICS 100, 200, knowledge of the POD plan, Law Enforcement experience, Jurisdictional powers of arrest.

**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 Logistics Section Chief.

􀂉 Attend Logistics Section Briefing.

􀂉 Conduct briefing for those reporting to you.

**Duties:**

􀂉 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 adequate.

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

**Security Manager *(Continued)*  Logistics Section**

􀂉 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.

􀂉 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. Notify the person you report to as appropriate.

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

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

**Check-out:**

􀂉 When relieved, hand-in all documents, including Job Action Sheet with 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:**

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

**Name:**

**POD Assigned:**

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

**Reporting To You Are:** None

**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 and public with security matters, temporarily detain disruptive persons, maintain a temporary holding area, liaise with outside LE agencies, manage the physical security section of the POD plan.

**Qualifications:** ICS 100, 200, Law Enforcement experience, Jurisdictional powers of arrest.

**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:**

􀂉 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.

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

􀂉 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.

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

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

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

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

**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:**

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

**Name:**

**POD Assigned:**

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

**Reporting To You Are:** None

**Job Description:**

To **Assist** 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 and public with security matters, **assist** Law Enforcement Authorities with temporarily detain disruptive persons, maintain a temporary holding area, liaise with outside LE agencies, assist in the management of the physical security section of the POD plan.

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

**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:**

􀂉 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.

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

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

􀂉 As required, you may be required to assist the Traffic Control personnel if a situation develops that would require LE 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 scheduled breaks and relief for the section is being appropriately handled.

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

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

**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:**

**FACILITY MANAGER Logistics Section**

**Position Assigned to:** Facility Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**You Report to:** Logistics Chief\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Shift(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission:** Maintain and secure appropriate physical facilities to support the mission or

assignment (custodial care, heat, A/C, electricity, etc).

**Qualifications (Recommended):**

NIMS IS700

Familiar with EOC Operations

ICS Training

Required training, required vaccine/prophylaxis

**Equipment (Recommended):**

Communications Equipment – 2-way radio, cell phone, contact numbers, laptop

Computer with printer and fax machine

Vest/ID Badge

**Immediate Duties:**

Read this entire Job Action Sheet

Meet with POD Services Branch Director for initial Incident briefing

Inventory and report on POD facility status to POD Support and Supply Unit Leader

Advise POD Support and Supply Unit Leader of current logistical service/support  Acquire necessary work materials

Establish ordering process and insure all sections are aware of the process

Distribute appropriate signage for placement by Operations personnel

**Ongoing Duties:**

Update staff of all new developments and receive status reports

Secure areas as needed to limit unauthorized personnel

Obtain information from unit leaders to maintain current status in all areas

Establish Incident Action Report

Prepare to manage potential personnel

Obtain supplies as requested by Operations and Planning

Track Incident expansion/contraction due to changing conditions

Document all actions and decisions in Activity Log

**Extended Duties:**

Prepare end of shift report and brief oncoming Facility Manager

Plan for the possibility of extended deployment

Prepare emergency evacuation plan if not already available in conjunction with Safety

Officer

**Finance/Administration Section**

The main role for the Finance/AdministrationSection is to track man-hours, maintain financial records, monitor contract & mutual aid agreements, track compensation claims, and account for all expenditures.

The role of the Finance/Administration section can not be over-emphasized. Municipalities who can track expenses stand a far greater chance of being compensated with federal emergency dollars following the event.

**There are 4 Main Units in the Finance/Administration Section**

**Time Unit**

* Tracks Personnel Man-hours

**Procurement Unit**

* Purchases
* Contracts & Mutual Aid Management

**Compensation/Claims Unit**

* Tracks Claims, Compensations

**Cost Unit**

* Collects Financial Records
* Retains Receipts on Expenditures

**Note:** Portions or all of the Finance Administration Section functions can be accomplished

“off-site” by the Municipality’s Emergency Operations Center (EOC) if adequate communications & oversight are present. This is a management decision between the EOC and the POD manager.

**PROCUREMENT UNIT LEADER Finance/Administration Section**

**Position assigned to: Procurement Unit Leader\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**You Report to:** Finance/Administration Section Chief\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Shift(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mission:** Activates and manages all contracts and mutual aid agreements. Authorizes

procurement of resources.

**Qualifications (Recommended):**

Required POD Training

Bookkeeping

**Equipment (Recommended):**

ID badge

Forms

Computer, printer

**Immediate Duties:**

Read this entire Job Action Sheet

Obtain briefing from the Finance Unit Leader

Procure data on quantity, kinds of equipment, cost and specifications from Planning,

Operations and Logistics Sections

Advise Finance Unit Leader of any special procedures for any special procurement

Refer all unusual procurement requests to the Finance Unit Leader

Thoroughly review all financial regulations concerning eligible expenses and

documentation required by all federal, state, local, and other agencies

**Ongoing Duties:**

Follow up on status of all contracts and mutual aid agreements

Prepare report for Finance Unit Leader on a periodic basis to be determined

Coordinate activities with Finance Section Chief

Authorize procurement of resources

**Extended Duties:**

Prepare an end of shift report and brief the oncoming Procurement Unit Leader

Plan for the possibility of extended deployment

**COST UNIT LEADER** ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­Finance/Administration Section

**Position assigned to: Cost Unit Leader**

**You Report to:** Finance/Administration Section Chief

**Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Shift(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission:** Tracks resource and personnel man hours. Collects, records, and retains receipts on

expenditures.

**Qualifications (Recommended):**

Bookkeeping/Finance Experience

**Equipment (Recommended):**

Vest/ID badge

Forms

Computer, Printer

Adding Machine, Fax Machine

**Immediate Duties:**

Read this entire Job Action Sheet

Obtain briefing from Finance/Administration Section Chief

Provide time and leave tracking forms

Keep track of hours worked for staff and volunteers

Collect and reconcile time and leave data

Thoroughly review all financial regulations concerning eligible expenses and

documentation required by all federal, state, local, and other agencies

**Ongoing Duties:**

Collect, record, and retain time sheets

Record time in a log or automated system

Maintain a back-up log of Time and Leave usage

Provide information on personnel time upon request

Follow up on status of all orders and requests

Establish inventory of vendor information

Prepare report for Finance Unit Leader on a periodic basis to be determined

Analyze and prepare estimates of incident cost

Obtain and record all cost data

Provide cost analysis for the incident

Identify all equipment and personnel that will be required to be reimbursed

**Extended Duties:**

Organize and maintain files

Prepare reports for senior administrative staff as required

Complete all cost documentation for all federal, state, and local reimbursement

Prepare an end of shift report and brief the oncoming Cost/Time Unit Leader

Plan for the possibility of extended deployment

**Planning Section**

The main role for the Planning Section is to assess where we are and where 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 Tracking**

* ID Current & Future Resource Needs

**Situation Tracking**

* Monitors POD Line Lengths
* Times
* Flow Rates
* Identifies Bottlenecks

**Documentation Tracking**

* Compiles Activity Reports
* Manages Secure Filing System for POD Documents

**Demobilization**

* Manages Resources no longer needed
* Documents Resource Release
* Manages Demobilization

****

ID Current & Future Monitors POD lines- Compiles Activity Reports, Manages Resources not needed,

Resource Needs lengths, times, flow- Manages Secure filing- Documents Resources released,

Rates, Identifies system for POD documents Manages demobilization

bottlenecks

**Resource Tracking Unit Leader Planning Section**

**Name:**

**POD Assigned:**

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

**Reporting To You Are:** Resource Tracking Staff

**Job Description:**

You are responsible for 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 section provides include: Identification of Current & Future Resource Needs.

**Qualifications:** Organizational skills, management experience, ability to track personnel, equipment & services.

**Situation Tracking Unit Leader Planning Section**

**Position assigned to:** Situation Tracking Unit Leader\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**You Report to:** Planning Section Chief\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Shift(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission:** Maintain current information regarding the incident status for all staff.

**Qualifications (Recommended):**

NIMS IS700 or equivalent

Familiar with local resources

ICS100 Training

Required POD Training

**Equipment (Recommended):**

Communications Equipment – 2-way radio, cell phone, contact numbers, laptop

Vest/ID Badge

**Immediate Duties:**

Read this entire Job Action Sheet

Obtain briefing from Planning Section Chief

Assign resources and categorize by capability and capacity across disciplines

Assign a recorder to document decisions, actions, and attendance in Operations

Center

Establish a status/condition board with a documentation aide and keep current

Establish status/condition board with a documentation aide

**Ongoing Duties:**

Prepare incident situation status (SITSTAT) report relative to incident and goals

Monitor clinic: line lengths, times, and flow rates

Identify any bottlenecks throughout POD and report to Planning Section Chief

Collect incident related data

Assist in preparation of the Incident Action Plan

Participate in incident action and recovery planning as requested

Consider preparing information sheet for internal staff

Document all actions and decisions in an Activity Log

**Extended Duties:**

Prepare End of Shift Report and present to oncoming Situation Tracking Unit Leader

Plan for the possibility of extended deployment

**Clerk** **Planning Section**

**Position assigned to:** Clerk

**You Report to:** Situation Tracking Unit Leader\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Shift(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission:** Perform recording duties as assigned. Monitor Clinic line lengths, times, flow rates, ID bottlenecks.

**Qualifications (Recommended):**

None

**Equipment (Recommended):**

Laptop

Pencil and paper

Vest/ID Badge

**Immediate Duties:**

Read this entire Job Action Sheet

Obtain incident briefing from Situation Tracking Unit Leader

Determine specific information recording needs and proper method for documentation

from Situation Tracking Unit Leader

**Ongoing Duties:**

Provide recorded information as requested

Continue documentation

Assist with recording projects as specified by Situation Tracking Unit Leader

Perform historian duties as requested

Document all actions and decisions in an Activity Log

**Extended Duties:**

Prepare end of shift report and present to oncoming Clerk

Plan for the possibility of extended deployment

**Documentation Unit Leader Planning Section**

**Position assigned to:** Documentation Unit Leader\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**You Report to:** Planning Section Chief\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Shift(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission:** Compile activity reports and manage secure filing system for POD documents. Collect, evaluate, process, and disseminate information needed for the incident.

**Qualifications (Recommended):**

NIMS IS700 or equivalent

Familiar with documentation needs and methodology

ICS100 Training

Required POD Training

**Equipment (Recommended):**

Communications Equipment – Family Radio Service radio, cell phone, contact

numbers, laptop

Photocopier and paper

Digital camera

Vest/ID Badge

**Immediate Duties:**

Read this entire Job Action Sheet

Obtain briefing from Planning Section Chief

**Ongoing Duties:**

Maintain accurate and complete incident files

Provide duplication and photographic services to incident personnel

Store files for legal, analytical and historical purposes

Document all actions and decision in an Activity Log

Manage secure filing system for POD documents

**Extended Duties:**

Prepare End of Shift Report and present to oncoming Documentation Unit Leader

Plan for the possibility of extended deployment

**Demobilization Unit Leader Planning Section**

**Position assigned to:** Demobilization Unit Leader\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**You Report to:** Planning Section Chief\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Shift(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission:** To identify, obtain, and track the availability and use of resources and manage demobilization.

**Qualifications (Recommmended):**

NIMS IS700 or equivalent

Familiar with local resources

ICS100 Training

Required POD Training

**Equipment (Recommended):**

Communications Equipment –FRS radio, cell phone, contact numbers, laptop

Vest/ID Badge

**Immediate Duties:**

Read this entire Job Action Sheet

Obtain briefing from Planning Section Chief

Assign resources and categorize by capability and capacity across disciplines

**Ongoing Duties:**

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

Track out of service resources

Manage resources no longer needed

Document resource release

Manage demobilization

Brief Planning Section Chief as necessary

Document all actions and decisions in an Activity Log

**Extended Duties:**

Continue to receive projected activity reports from Planning Section Chief

Prepare End of Shift Report and present to oncoming Resource/Demob Unit Leader

Plan for the possibility of extended deployment

**Safety and Vehicle**

**Safety Team Leader**

**Name:**

**POD Assigned:**

**The Person You Report To:** *Safety Officer.*

**Reporting To You Are:** *Safety Staff members*

**Purpose:** *To ensure the health and safety of POD workforce and client.*

**Qualifications:** *Knowledge of OSHA, infection control, PPE, Safety*

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Review Job Action Sheet.

􀂉 Sign-out equipment and resource packet, if necessary.

􀂉 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.

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

**Duties:**

􀂉 Assist Safety Officer with completing an Incident Safety Analysis (ICS 215A) for each shift.

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

o Incident Safety Analysis (ICS 215 A).

o Potentially hazardous situations in the clinic.

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

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

􀂉 Supervise additional Safety Staff.

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

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

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

􀂉 Monitor personal protective equipment usage.

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

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

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

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

**Check-out:**

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

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

􀂉 Return to Workforce Staging Area.

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

**Safety Team Leader -** *Continued*

􀂉 Sign-in equipment.

􀂉 Pick up exit materials, as appropriate.

􀂉 Sign-out.

􀂉 Promptly leave the POD site.

􀂉 Refer all media inquiries to PIO.

**Feedback:**

**Safety Staff**

**Name:**

**POD Assigned:**

**The Person You Report To:** *Safety Team Leader*

**Reporting To You Are:** *None*

**Purpose:** *To ensure the health and safety of POD workforce and client.*

**Qualifications:** *Knowledge of, PPE, Safety*

**Check-In:**

􀂉 Sign-in at Workforce Staging Area.

􀂉 Review Job Action Sheet.

􀂉 Sign-out equipment and resource packet, if necessary.

􀂉 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 Team Leader.

**Duties:**

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

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

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

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

􀂉 Monitor personal protective equipment usage.

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

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

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

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

**Check-out:**

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

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

􀂉 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 POD site.

􀂉 Refer all media inquiries to PIO.

**Feedback:**

**Vehicle Traffic Control Team Leader**

**Name:**

**POD Assigned:**

**The Person You Report To:** *Safety Officer.*

**Reporting To You Are:** *Vehicle Traffic Control Staff*

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

**Qualifications:** *Knowledge of POD Traffic Flow Plan, and ability to supervise*

**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.

**Duties:**

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

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

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

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

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

􀂉 Report all vehicle accidents to Safety Officer.

**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 POD activities.

􀂉 Return to Workforce Staging Area.

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

􀂉 Sign-in equipment.

**Vehicle Traffic Control Team Leader** *- Continued*

􀂉 Pick up exit materials, as appropriate.

􀂉 Sign-out.

􀂉 Promptly leave the POD site.

􀂉 Refer all media inquiries to PIO.

**Feedback:**

**Vehicle Traffic Control Staff**

**Name:**

**POD Assigned:**

**The Person You Report To:** *Vehicle Control Team Leader*

**Reporting To You Are:** *None*

**Purpose:** *To conduct the safe & efficient flow of vehicle traffic & parking within the POD traffic area*

**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:**

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

􀂉 Direct traffic flow to appropriate parking areas.

􀂉 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.

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

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

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

􀂉 Report all vehicle accidents to Vehicle Control Team Leader.

**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 POD activities.

􀂉 Return to Workforce Staging Area.

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

􀂉 Sign-in equipment.

􀂉 Pick up exit materials, as appropriate.

􀂉 Sign-out.

**Vehicle Traffic Control Staff** *- Continued*

􀂉 Promptly leave the POD site.

􀂉 Refer all media inquiries to PIO.

**Feedback:**