

Chapter 6

CLOSED POD OPERATIONS JOB CHECKLISTS

Incident Commander/Closed POD Manager

Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the Closed POD activation.

Please review the following points with your worker(s) during your Just-in-Time training session. This should be conducted after each initial briefing the workers receive upon arrival, prior to starting work.

General

- Remind them to utilize ICS and go to their direct supervisors with any questions.

Other

- Brief unit leads prior to overall meeting with all Closed POD staff.
- Notify them of clinic start time, when everything needs to be set up and ready to go for your enrollees.
- Provide everyone a briefing of events and your plans.
- Introduce leads.
- Release all staff to separate units/areas to begin job specific Just-in-Time training, including Closed POD set up.

Just-in-Time Training efforts include:

- Instruct trainees to assist with POD set up.
- Clarify the role(s) the trainees will play.
- Explain the forms and templates the trainee will use.
- Description of the physical layout and organization of the POD site.
- The shift hours the trainee will work.
- Information about related POD functions to help the trainee know where he or she fits in the process.
- Whom the trainee reports to for problems or questions during a shift, and
- Evacuation and emergency procedures for the POD.



Task

1. Ensure welfare and safety of incident personnel.

2. Supervise Command and General Staff.

3. Obtain initial briefing from current Incident Commander.

4. Assess incident situation:

- Review the current situation status and initial incident objectives.

5. Determine the need for Unified Command, initiate it if necessary.

6. Authorize protective action statements, as necessary.

7. Activate appropriate Command and General Staff positions. Safety Officer must be appointed on hazardous materials incidents:

- Confirm work assignments.

8. Brief staff:

- Identify incident objectives and any policy directives for the management of the incident.
- Provide a summary of current organization.
- Provide a review of current incident activities.

9. Determine information needs and inform staff of requirements.

10. Establish parameters for resource requests and releases:

- Review requests for critical resources.
- Confirm who has ordering authority within the organization.
- Confirm those orders that require Command authorization.

11. Authorize release of information to the media

12. Ensure Planning Meetings are conducted as indicated:

Sample Planning Meeting Agenda

Agenda Item

Responsible Party

| | | |
|----|---|--|
| 1 | Briefing on situation/resource status. | Planning/Operations Section Chiefs |
| 2 | Discuss safety issues. | Safety Officer |
| 3 | Set/confirm incident objectives. | Incident Commander |
| 4 | Plot control lines & Division boundaries. | Operations Section Chief |
| 5 | Specify tactics for each Division/Group. | Operations Section Chief |
| 6 | Specify resources needed for each Division/Group. | Operations/Planning Section Chiefs |
| 7 | Specify facilities and reporting locations. | Operations/Planning/Logistics Section Chiefs |
| 8 | Develop resource order. | Logistics Section Chief |
| 9 | Consider communications/medical/transportation plans. | Logistics/Planning Section Chiefs |
| 10 | Provide financial update. | Finance/Administration Section Chief |
| 11 | Discuss interagency liaison issues. | Liaison Officer |
| 12 | Discuss information issues. | Public Information Officer |
| 13 | Finalize/approve/implement plan. | Incident Commander/All |



13. Ensure Command and General Staff coordination:

- Periodically check progress on assigned tasks of Command and General Staff personnel.



14. Assure communications are maintained with staff of St. Louis County DOH.



15. Deactivation of POD Operations:

- Ensure all staff sign out.
- Collect all assigned equipment (vests, communication equipment, etc).
- Clean facility and pick up trash.
- Collect and repack supplies in accordance with manifest.
- Collect Internal and External signage.
- Collect and pack cones and barriers.
- Examine site to ensure that conditions are returned to normal.
- Participate in post clinic debriefing session.

Public Information Officer

Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

Just-in-Time Training:

- Assist with POD set up.
- Review forms and templates you will use.
- Review the physical layout and organization of the POD and where you will work.
- Review the shift hours you will work.
- Review who you will report to for problems or questions during a shift, and
- Review evacuation and emergency procedures for the POD.



Task

1. Obtain briefing from Incident Commander:
 - Determine current status of Incident.
 - Determine point of contact for media (scene or Command Post).
 - Determine current media presence.

2. Participate in Administrative Officer's briefing:
 - Determine constraints on information process.

3. Assess need for special alert and warning efforts, including the hearing impaired, non-English speaking populations, and industries especially at risk for a specific hazard, or which may need advance notice in order to shut down processes.

4. Arrange for necessary work space, materials, telephones, and staff. Consider assigning Assistant Public Information Officers.

5. Coordinate, with Logistics, the activation and staffing of message center "rumor control" lines to receive requests and answer questions from the public. Provide statement to operators.

6. Obtain current incident status reports from Planning Section; coordinate a schedule for updates.

7. Observe constraints on the release of information imposed by the Incident Commander and according to agency guidance.

8. Obtain approval for information release from Incident Commander:

- Confirm details to ensure no conflicting information is released.

9. Release news to media if required, and post information in Command Post and other appropriate locations.

10. Record all interviews and copy all news releases:

11. Update off-site management on a regular basis:

- Utilize electronic mail for agency updates.
- Establish phone line in the Command Post dedicated to internal communications to update management.
- Provide standard statement which can be given to general requests for information.

12. Attend Planning Meetings:

Sample Planning Meeting Agenda

| Agenda Item | Responsible Party |
|---|--|
| 1 Briefing on situation/resource status. | Planning/Operations Section Chiefs |
| 2 Discuss safety issues. | Safety Officer |
| 3 Set/confirm incident objectives. | Incident Commander |
| 4 Plot control lines & Division boundaries. | Operations Section Chief |
| 5 Specify tactics for each Division/Group. | Operations Section Chief |
| 6 Specify resources needed for each Division/Group. | Operations/Planning Section Chiefs |
| 7 Specify facilities and reporting locations. | Operations/Planning/Logistics Section Chiefs |
| 8 Develop resource order. | Logistics Section Chief |
| 9 Consider communications/medical/transportation plans. | Logistics/Planning Section Chiefs |
| 10 Provide financial update. | Finance/Administration Section Chief |
| 11 Discuss interagency liaison issues. | Liaison Officer |
| 12 Discuss information issues. | Public Information Officer |
| 13 Finalize/approve/implement plan. | Incident Commander/All |

13. Respond to special requests for information.

14. Provide all news releases, bulletins, and summaries to Documentation Unit to be included in the final incident package.

15. Confirm the process for the release of information concerning incident-related injuries or deaths.



16. Document all activity on a Unit Log (e.g. ICS Form 14)



17. Deactivation of POD Operations:

- Ensure all staff sign out.
- Collect all assigned equipment (vests, communication equipment, etc).
- Clean up facility and pick up trash.
- Collect and repack supplies in accordance with manifest.
- Collect Internal and External signage.
- Collect and pack cones and barriers.
- Examine site to ensure that conditions are returned to normal.
- Participate in post clinic debriefing session.

Safety Officer

Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the Closed POD activation.

Just-in-Time Training:

- Assist with POD set up.
- Review forms and templates you will use.
- Review the physical layout and organization of the POD and where you will work.
- Review the shift hours you will work.
- Review who you will reports to for problems or questions during a shift, and
- Review evacuation and emergency procedures for the POD.



Task

1. Obtain briefing from Incident Commander and/or from initial on-scene Safety Officer.

2. Identify hazardous situations associated with the incident. Ensure adequate levels of protective equipment are available, and being used.

3. Staff and organize function, as appropriate:

- In multi-discipline incidents, consider the use of an Assistant Safety Officer from each discipline.
- Multiple high-risk operations may require an Assistant Safety Officer at each site.
- Request additional staff through incident chain of command.

4. Identify potentially unsafe acts.

5. Identify corrective actions and ensure implementation. Coordinate corrective action with Command and Operations.

6. Ensure adequate sanitation and safety in food preparation.

7. Debrief Assistant Safety Officers prior to Planning Meetings.



8. Prepare Incident Action Plan Safety and Risk Analysis (e.g. USDA ICS Form 215A).



9. Participate in Planning and Tactics Meetings:

- Listen to tactical options being considered. If potentially unsafe, assist in identifying options, protective actions, or alternate tactics.
- Discuss accidents/injuries to date. Make recommendations on preventative or corrective actions.



10. Attend Planning meetings:

Sample Planning Meeting Agenda

| Agenda Item | Responsible Party |
|---|--|
| 1 Briefing on situation/resource status. | Planning/Operations Section Chiefs |
| 2 Discuss safety issues. | Safety Officer |
| 3 Set/confirm incident objectives. | Incident Commander |
| 4 Plot control lines & Division boundaries. | Operations Section Chief |
| 5 Specify tactics for each Division/Group. | Operations Section Chief |
| 6 Specify resources needed for each Division/Group. | Operations/Planning Section Chiefs |
| 7 Specify facilities and reporting locations. | Operations/Planning/Logistics Section Chiefs |
| 8 Develop resource order. | Logistics Section Chief |
| 9 Consider communications/medical/transportation plans. | Logistics/Planning Section Chiefs |
| 10 Provide financial update. | Finance/Administration Section Chief |
| 11 Discuss interagency liaison issues. | Liaison Officer |
| 12 Discuss information issues. | Public Information Officer |
| 13 Finalize/approve/implement plan. | Incident Commander/All |



11. Participate in the development of Incident Action Plan (IAP):

- Review and approve Medical Plan (e.g. ICS Form 206).
- Provide Safety Message (e.g. ICS Form 202) and/or approved document.
- Assist in the development of the "Special Instructions" block of ICS Form 204, as requested by the Planning Section.



12. Investigate accidents that have occurred within incident areas:

- Ensure accident scene is preserved for investigation.
- Ensure accident is properly documented.
- Recommend corrective actions to Incident Commander and agency.



13. Coordinate critical incident stress, hazardous materials, and other debriefings, as necessary.



14. Deactivation of POD Operations:

- Ensure all staff sign out.
- Collect all assigned equipment (vests, communication equipment, etc).
- Clean up facility and pick up trash.
- Collect and repack supplies in accordance with manifest.
- Collect Internal and External signage.
- Collect and pack cones and barriers.
- Examine site to ensure that conditions are returned to normal.
- Participate in post clinic debriefing session.

Liaison Officer

Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the Closed POD activation.

Just-in-Time Training:

- Assist with POD set up.
- Review forms and templates you will use.
- Review the physical layout and organization of the POD and where you will work.
- Review the shift hours you will work.
- Review who you will reports to for problems or questions during a shift, and
- Review evacuation and emergency procedures for the POD.



Task

1. Obtain briefing from Incident Commander:
 - Obtain summary of incident organization (e.g. ICS Forms 201 and 203).

2. Establish workspace for Liaison function.

3. Contact and brief assisting/cooperating agency representatives and mutual aid cooperators.

4. Interview agency representatives concerning resources and capabilities, and restrictions on use-provide this information at planning meetings.

5. Monitor incident operations to identify potential inter-organizational problems. Keep Command apprised of such issues.

6. Participate in Planning Meetings:

Sample Planning Meeting Agenda

| Agenda Item | Responsible Party |
|---|--|
| 1 Briefing on situation/resource status. | Planning/Operations Section Chiefs |
| 2 Discuss safety issues. | Safety Officer |
| 3 Set/confirm incident objectives. | Incident Commander |
| 4 Plot control lines & Division boundaries. | Operations Section Chief |
| 5 Specify tactics for each Division/Group. | Operations Section Chief |
| 6 Specify resources needed for each Division/Group. | Operations/Planning Section Chiefs |
| 7 Specify facilities and reporting locations. | Operations/Planning/Logistics Section Chiefs |

- | | | |
|----|---|--------------------------------------|
| 8 | Develop resource order. | Logistics Section Chief |
| 9 | Consider communications/medical/transportation plans. | Logistics/Planning Section Chiefs |
| 10 | Provide financial update. | Finance/Administration Section Chief |
| 11 | Discuss interagency liaison issues. | Liaison Officer |
| 12 | Discuss information issues. | Public Information Officer |
| 13 | Finalize/approve/implement plan. | Incident Commander/All |

7. Document all activity on a Unit Log (e.g. ICS Form 214).

8. Deactivation of POD Operations:

- Ensure all staff sign out.
- Collect all assigned equipment (vests, communication equipment, etc).
- Clean up facility and pick up trash.
- Collect and repack supplies in accordance with manifest.
- Collect Internal and External signage.
- Collect and pack cones and barriers.
- Examine site to ensure that conditions are returned to normal.
- Participate in post clinic debriefing session.

Operations Section Chief

Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the Closed POD activation.

Just-in-Time Training:

- Assist with POD set up.
- Review forms and templates you will use.
- Review the physical layout and organization of the POD and where you will work.
- Review the shift hours you will work.
- Review who you will reports to for problems or questions during a shift, and
- Review evacuation and emergency procedures for the POD.



Task

1. Obtain briefing from Incident Commander:

- Determine incident objectives and recommended strategies.
- Determine status of current tactical assignments.
- Identify current organization, location of resources, and assignments.
- Confirm resource ordering process.

2. Organize Operations Section to ensure operational efficiency, personnel safety and adequate span of control.

3. Establish operational period.

4. Attend Operations Briefing and assign Operations personnel in accordance with Incident Action Plan (IAP):

- Brief tactical elements (Branches, Divisions/Groups, Task Force/Strike-Team Leaders) on assignments, ordering process, protective equipment, and tactical assignments.

5. Develop and manage tactical operations to meet Closed POD objectives.

6. Assess life safety:

- Adjust perimeters, as necessary, to ensure scene security.

- Evaluate and enforce use of appropriate protective clothing and equipment.
- Implement and enforce appropriate safety precautions.

7. Determine need and request additional resources.

8. Notify Resources Unit of Section Branches, Divisions/Groups, Strike Teams/Task Forces, and single resources which are staffed, including location of resources and names of leaders.

9. Keep Resources Unit up to date on changes in resource status.

10. Write formal Operations portion of IAP with the Planning Section Chief, if so directed by the Incident Commander:

- Identify assignments by Division or Group.
- Identify specific tactical assignments.
- Identify any additional resources needed to accomplish assignments.

11. Ensure coordination of the Operations Section with other Command and General Staff:

- Ensure Operations Section time-keeping, activity logs, and equipment use documents are maintained and passed to Planning, Logistics, and Finance/Administration Sections, as appropriate.
- Ensure resource ordering and logistical support needs are passed to Logistics in a timely fashion-enforce ordering process.
- Notify Logistics of communications problems.
- Keep Planning up-to-date on resource and situation status.
- Notify Liaison Officer of issues concerning cooperating and assisting agency resources.
- Keep Safety Officer involved in tactical decision-making.
- Keep Incident Commander apprised of status of operational efforts.

12. Attend the Tactics Meeting with Planning Section Chief, Safety Officer, and Incident Commander prior to the Planning Meeting to review strategy, discuss tactics, and outline organization assignments.

13. Attend Planning Meetings:

Sample Planning Meeting Agenda

| Agenda Item | Responsible Party |
|--|------------------------------------|
| 1 Briefing on situation/resource status. | Planning/Operations Section Chiefs |

| | | |
|----|---|--|
| 2 | Discuss safety issues. | Safety Officer |
| 3 | Set/confirm incident objectives. | Incident Commander |
| 4 | Plot control lines & Division boundaries. | Operations Section Chief |
| 5 | Specify tactics for each Division/Group. | Operations Section Chief |
| 6 | Specify resources needed for each Division/Group. | Operations/Planning Section Chiefs |
| 7 | Specify facilities and reporting locations. | Operations/Planning/Logistics Section Chiefs |
| 8 | Develop resource order. | Logistics Section Chief |
| 9 | Consider communications/medical/transportation plans. | Logistics/Planning Section Chiefs |
| 10 | Provide financial update. | Finance/Administration Section Chief |
| 11 | Discuss interagency liaison issues. | Liaison Officer |
| 12 | Discuss information issues. | Public Information Officer |
| 13 | Finalize/approve/implement plan. | Incident Commander/All |



14. Hold Section meetings, as necessary, to ensure communication and coordination among Operations Branches, Divisions, and Groups.



15. Deactivation of POD Operations:

- Ensure all staff sign out.
- Collect all assigned equipment (vests, communication equipment, etc).
- Clean up facility and pick up trash.
- Collect and repack supplies in accordance with manifest.
- Collect Internal and External signage.
- Collect and pack cones and barriers.
- Examine site to ensure that conditions are returned to normal.
- Participate in post clinic debriefing session.

Distribution Leader

Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the Closed PID activation.

Please review the following points with your distribution worker(s) during your Just-in-Time training session. This should be conducted after each initial briefing the workers receive upon arrival, prior to work starting.

General

- Remind them to utilize ICS and come to the Operations Manager with any questions.

Other

- Emphasize chain of custody receipting for pharmaceuticals
 - Who is authorized to sign at delivery point

Just-in-Time Training efforts include:

- Instruct trainees to assist with POD set up,
- The role(s) the trainee will play,
- The forms and templates the trainee will use,
- The physical layout and organization of the POD where the trainee will work,
- The shift hours the trainee will work,
- Information about related POD functions to help the trainee know where he or she fits in the process,
- Whom the trainee reports to for problems or questions during a shift, and
- Evacuation and emergency procedures for the POD.



Task

1. Obtain status update from Operations Chief.

2. Review Job Action Sheet.

3. Obtain and prepare needed operational supplies and equipment.

4. Obtain status update from Operations Chief.

5. Monitor employees and contractors for sign and symptoms of illness and stress.



6. Design and implement a rest / meal break schedule for staff and contractors.

7. Deactivation of POD Operations:

- Ensure all staff sign out.
- Collect all assigned equipment (vests, communication equipment, etc).
- Clean up facility and pick up trash.
- Collect and repack supplies in accordance with manifest.
- Collect Internal and External signage.
- Collect and pack cones and barriers.
- Examine site to ensure that conditions are returned to normal.
- Participate in post clinic debriefing session.

Planning Section Chief

Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the Closed POD activation.

Just-in-Time Training efforts include:

- Instruct trainees to assist with POD set up,
- The role(s) the trainee will play,
- The forms and templates the trainee will use,
- The physical layout and organization of the POD where the trainee will work,
- The shift hours the trainee will work,
- Information about related POD functions to help the trainee know where he or she fits in the process,
- Whom the trainee reports to for problems or questions during a shift, and
- Evacuation and emergency procedures for the POD.

Tasks may be delegated to the appropriate Unit Leader.



Task

1. Obtain briefing from Incident Commander:

- Determine current resource status.
- Determine current situation status/intelligence.
- Determine current incident objectives and strategy.
- Determine whether Incident Commander requires a written Incident Action Plan.
- Determine time and location of first Planning Meeting.
- Determine desired contingency plans.

2. Activate Planning Section positions, as necessary, and notify Resources Unit of positions activated.

3. Establish and maintain resource tracking system.

4. Advise Incident Command Post (ICP) staff of any significant changes in incident status.

5. Establish information requirements and reporting schedules for ICP and field staff.



6. Prepare contingency plans:

- Review current and projected incident and resource status.
- Develop alternative strategies.
- Identify resources required to implement contingency plan.
- Document alternatives for presentation to Incident Commander and Operations, and for inclusion in the written IAP.



7. Meet with Operations Section Chief and/or Command, prior to Planning Meetings, to discuss proposed strategy and tactics and diagram incident organization and resource location.



8. Conduct Planning Meetings according to following agenda:

Sample Planning Meeting Agenda

| Agenda Item | Responsible Party |
|---|--|
| 1 Briefing on situation/resource status. | Planning/Operations Section Chiefs |
| 2 Discuss safety issues. | Safety Officer |
| 3 Set/confirm incident objectives. | Incident Commander |
| 4 Plot control lines & Division boundaries. | Operations Section Chief |
| 5 Specify tactics for each Division/Group. | Operations Section Chief |
| 6 Specify resources needed for each Division/Group. | Operations/Planning Section Chiefs |
| 7 Specify facilities and reporting locations. | Operations/Planning/Logistics Section Chiefs |
| 8 Develop resource order. | Logistics Section Chief |
| 9 Consider communications/medical/transportation plans. | Logistics/Planning Section Chiefs |
| 10 Provide financial update. | Finance/Administration Section Chief |
| 11 Discuss interagency liaison issues. | Liaison Officer |
| 12 Discuss information issues. | Public Information Officer |
| 13 Finalize/approve/implement plan. | Incident Commander/All |



9. Supervise preparation and distribution of the written IAP, if indicated. Minimum distribution is to all Command, Command Staff, General Staff, and Operations personnel to the Division/Group Supervisor level:

- Establish information requirements and reporting schedules for use in preparing the IAP.
- Ensure that detailed contingency plan information is available for consideration by Operations and Command.
- Verify that all support and resource needs are coordinated with Logistics Section prior to release of the IAP.
- Include fiscal documentation forms in written IAP as requested by the Finance/Administration Section.

- Coordinate IAP changes with General Staff personnel and distribute written changes, as appropriate.

10. Coordinate development of Incident Traffic Plan with Operations and the Ground Support Unit Leader.

11. Coordinate preparation of the Safety Message with Safety Officer.

12. Coordinate preparation of the Incident Communications Plan and Medical Plan with Logistics.

13. Instruct Planning Section Units in distribution of incident information.

14. Provide periodic predictions on incident potential.

15. Establish a weather data collection system, when necessary.

16. Identify need for specialized resources; discuss need with Operations and Command; facilitate resource requests with Logistics.

17. Ensure Section has adequate coverage and relief.

18. Hold Section meetings as necessary to ensure communication and coordination among Planning Section Units.

19. Ensure preparation of demobilization plan, if appropriate.

20. Provide briefing to relief on current and unusual situations.

21. Ensure that all staff observe established level of operational security.

22. Ensure all Planning functions are documenting actions on a Unit Log (e.g. ICS Form 214).

23. Submit all Section documentation to Documentation Unit.

24. Deactivation of POD Operations:

- Ensure all staff sign out.
- Collect all assigned equipment (vests, communication equipment, etc).

- Clean up facility and pick up trash.
- Collect and repack supplies in accordance with manifest.
- Collect Internal and External signage.
- Collect and pack cones and barriers.
- Examine site to ensure that conditions are returned to normal.
- Participate in post clinic debriefing session.

Logistics Section Chief

Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the Closed POD activation. Tasks may be delegated to the appropriate Branch Director or Unit Leader.

Please review the following points during your Just-in-Time training session. This should be conducted after each initial briefing the workers receive upon arrival, prior to work starting.

General

- Remind them to utilize ICS and report to direct supervisor with questions.

Communications

- Test contact methods with Area Command
 - Phone (verify numbers)
 - Fax (verify number)
 - Email
 - Other

Supply/Inventory

- Ensure dispensers have enough forms and meds.
- Provide hourly inventory updates of antibiotics.
- Ensure antibiotics are stored in a secure place, especially if personnel are not around to watch it (secured from people and temperature extremes).
- Use runners as needed to deliver supplies

Just-in-Time Training efforts include:

- Instruct trainees to assist with POD set up.
- The role(s) the trainee will play.
- The forms and templates the trainee will use.
- The physical layout and organization of the POD where the trainee will work.
- The shift hours the trainee will work.
- Information about related POD functions to help the trainee know where he or she fits in the process.
- Whom the trainee reports to for problems or questions during a shift, and
- Evacuation and emergency procedures for the POD.



Task



1. Obtain briefing from Incident Commander:

- Review situation and resource status for number of personnel assigned to Closed POD.
- Review current organization.

- Determine which incident facilities have been/should be activated.
2. Ensure Incident Command Post and other incident facilities are physically activated, as appropriate.
3. Assess adequacy of current Incident Communications Plan (e.g. ICS Form 205).
4. Organize and staff Logistics Section, as appropriate, and consider the need for facility security, and Communication and Supply Units.
5. Assemble, brief, and assign work locations and preliminary work tasks to Section personnel:
- Provide summary of emergency situation.
 - Provide summary of the kind and extent of Logistics support the Section may be asked to provide.
6. Notify Resources Unit of other Units activated, including names and location of assigned personnel.
7. Attend Planning Meetings:

Sample Planning Meeting Agenda

| Agenda Item | Responsible Party |
|---|--|
| 1 Briefing on situation/resource status. | Planning/Operations Section Chiefs |
| 2 Discuss safety issues. | Safety Officer |
| 3 Set/confirm incident objectives. | Incident Commander |
| 4 Plot control lines & Division boundaries. | Operations Section Chief |
| 5 Specify tactics for each Division/Group. | Operations Section Chief |
| 6 Specify resources needed for each Division/Group. | Operations/Planning Section Chiefs |
| 7 Specify facilities and reporting locations. | Operations/Planning/Logistics Section Chiefs |
| 8 Develop resource order. | Logistics Section Chief |
| 9 Consider communications/medical/transportation plans. | Logistics/Planning Section Chiefs |
| 10 Provide financial update. | Finance/Administration Section Chief |
| 11 Discuss interagency liaison issues. | Liaison Officer |
| 12 Discuss information issues. | Public Information Officer |
| 13 Finalize/approve/implement plan. | Incident Commander/All |

8. Participate in preparation of Incident Action Plan (IAP):
- Provide input on resource availability, support needs, identified shortages, and response time-lines for key resources.
 - Identify future operational needs (both current and contingency), in order to anticipate logistical requirements.
 - Ensure an Incident Communications Plan (e.g. ICS Form 205) is prepared.

- Ensure a Medical Plan (e.g. ICS Form 206) is prepared.
- Assist in the preparation of Transportation Plan.

9. Review IAP and estimate section needs for next operational period; order relief personnel if necessary.

10. Research availability of additional resources.

11. Hold Section meetings, as necessary, to ensure communication and coordination among Logistics Branches and Units.

12. Ensure coordination between Logistics and other Command and General Staff.

13. Ensure general welfare and safety of Section personnel.

14. Provide briefing to relief on current activities and unusual situations.

15. Ensure that all personnel observe established level of operational security.

16. Ensure all Logistics functions are documenting actions on a Unit Log (e.g. ICS Form 214).

17. Submit all Section documentation to Documentation Unit.

18. Deactivation of POD Operations:

- Ensure all staff sign out.
- Collect all assigned equipment (vests, communication equipment, etc).
- Clean up facility and pick up trash.
- Collect and repack supplies in accordance with manifest.
- Collect Internal and External signage.
- Collect and pack cones and barriers.
- Examine site to ensure that conditions are returned to normal.
- Participate in post clinic debriefing session.

Finance/Administration Section Chief

Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the Closed POD activation. Tasks may be delegated to the appropriate Unit Leader.

Just-in-Time Training:

- Assist with POD set up.
- Review forms and templates you will use.
- Review the physical layout and organization of the POD and where you will work.
- Review the shift hours you will work.
- Review who you will reports to for problems or questions during a shift, and
- Review evacuation and emergency procedures for the POD.



Task



1. Obtain briefing from Incident Commander:

- Incident objectives.
- Participating/coordinating agencies.
- Anticipated duration/complexity of incident.
- Determine any political considerations.
- Obtain the names of any agency contacts the Incident Commander knows about.
- Possibility of cost sharing.
- Work with Incident Commander and Operations Section Chief to ensure work/rest guidelines are being met, as applicable.



2. Obtain briefing from Finance/Administration representative:

- Identify financial requirements for planned and expected operations.
- Important local contacts.
- Agency/local guidelines, processes.
- Copies of all incident-related agreements, activated or not.



3. Attend Planning Meeting:

- Provide financial and cost-analysis input.
- Provide financial summary on labor, materials, and services.
- Prepare forecasts on costs to complete operations.
- Provide cost benefit analysis, as requested.
- Obtain information on status of incident; planned operations; changes in objectives, use of personnel, equipment, aircraft; and local agency/political concerns.

Sample Planning Meeting Agenda

| Agenda Item | Responsible Party |
|---|--|
| 1 Briefing on situation/resource status. | Planning/Operations Section Chiefs |
| 2 Discuss safety issues. | Safety Officer |
| 3 Set/confirm incident objectives. | Incident Commander |
| 4 Plot control lines & Division boundaries. | Operations Section Chief |
| 5 Specify tactics for each Division/Group. | Operations Section Chief |
| 6 Specify resources needed for each Division/Group. | Operations/Planning Section Chiefs |
| 7 Specify facilities and reporting locations. | Operations/Planning/Logistics Section Chiefs |
| 8 Develop resource order. | Logistics Section Chief |
| 9 Consider communications/medical/transportation plans. | Logistics/Planning Section Chiefs |
| 10 Provide financial update. | Finance/Administration Section Chief |
| 11 Discuss interagency liaison issues. | Liaison Officer |
| 12 Discuss information issues. | Public Information Officer |
| 13 Finalize/approve/implement plan. | Incident Commander/All |



4. Gather continuing information:

- Accident reports – Safety Officer, Ground Support Unit Leader, and Operations Section.
- Potential and existing claims – Operations Section, Safety Officer, equipment contractors, agency representative, and Compensation/Claims Unit Leader.
- Arrival and demobilization of personnel and equipment – Planning Section.
- Daily incident status – Planning Section.
- Injury reports – Safety Officer, Medical Unit Leader, and Compensation/Claims Unit Leader.
- Status of supplies – Supply Unit Leader and Procurement Unit Leader.

- Guidelines of responsible agency – Incident Business Advisor, local administrative personnel.
- Use agreements – Procurement Unit Leader and local administrative personnel.
- What has been ordered? – Supply Unit Leader.
- Unassigned resources – Resource Unit Leader and Cost Unit Leader.

5. Initiate, maintain, and ensure completeness of documentation needed to support claims for emergency funds, including auditing and documenting labor, equipment, materials, and services:

- Labor - with breakdown of work locations, hours and rates for response personnel, contract personnel, volunteers, and consultants.
- Equipment - with breakdown of work locations, hours and rates for owned and rented aircraft, heavy equipment, fleet vehicles, and other equipment.
- Materials and supplies purchased and/or rented, including equipment, communications, office and warehouse space, and expendable supplies.

6. Initiate, maintain, and ensure completeness of documentation needed to support claims for injury and property damage. (Injury information should be kept on contracted personnel formally assigned to the incident, as well as paid employees and mutual aid personnel).

7. Ensure that all personnel time records reflect incident activity and that records for non-agency personnel are transmitted to home agency or department according to policy:

- Notify incident management personnel when emergency timekeeping process is in effect and where timekeeping is taking place.
- Distribute time-keeping forms to all Sections-ensure forms are being completed correctly.

8. Ensure that all obligation documents initiated by the incident are properly prepared and completed.

9. Assist Logistics in resource procurement:

- Identify vendors for which open purchase orders or contracts must be established.
- Negotiate ad hoc contracts.

10. Ensure coordination between Finance/Administration and other Command and General Staff.

11. Coordinate Finance/Administration demobilization.

12. Provide briefing to relief on current activities and unusual events.

13. Ensure all Logistics Units are documenting actions on a Unit Log (e.g. ICS Form 214).

14. Submit all Section documentation to Documentation Unit.

15. Deactivation of POD Operations:

- Ensure all staff sign out.
- Collect all assigned equipment (vests, communication equipment, etc).
- Clean up facility and pick up trash.
- Collect and repack supplies in accordance with manifest.
- Collect Internal and External signage.
- Collect and pack cones and barriers.
- Examine site to ensure that conditions are returned to normal.
- Participate in post clinic debriefing session.

Communications Officer

Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the Closed POD activation.

Just-in-Time Training:

- Assist with POD set up.
- Review forms and templates you will use.
- Review the physical layout and organization of the POD and where you will work.
- Review the shift hours you will work.
- Review who you will reports to for problems or questions during a shift, and
- Review evacuation and emergency procedures for the POD.



Task

1. Obtain briefing from the Logistics Section Chief or Service Branch Director.

2. Organize and staff Unit as appropriate:

- Assign Communications Center Manager and Lead Incident Dispatcher.
- Assign general staff as necessary and ensure adequate staff is assigned to answer phones and attend fax machines.

3. Assess communications systems/frequencies in use; advise on communications capabilities/limitations.

4. Develop and implement effective communications procedures (flow) internal and external to the incident/Incident Command Post.

5. Assess phone call load and request additional lines as needed.

6. Prepare and implement an Incident Communications Plan (e.g. ICS Form 205):

- Obtain current organizational chart.
- Determine most hazardous tactical activity; ensure adequate communications.
- Make communications assignments to all other Operations elements, including volunteer, contract, or mutual aid.
- Determine Command communications needs.

- Determine support communications needs.
- Establish and post any specific procedures for use of incident communications equipment.

7. Include cellular phones and pagers in an Incident Communications Plan (e.g. ICS Form 205), if appropriate:

- Determine specific organizational elements to be assigned telephones.
- Identify all facilities/locations with which communications must be established (shelters, press area, liaison area, agency facilities, other governmental entities' Emergency Operations Centers (EOCs), etc.), identify and document phone numbers.
- Determine which phones/numbers should be used by what personnel and for what purpose. Assign specific telephone numbers for **incoming** calls, and report these numbers to staff and off-site parties such as other local jurisdictions, State and Federal agencies.
- **Do not publicize OUTGOING call lines.**

8. Ensure radio and telephone logs are available and being used.

9. Document malfunctioning communications equipment, facilitate repair.

10. Establish and maintain communications equipment accountability system.

11. Estimate Unit needs for expected operations; order relief personnel.

12. Provide briefing to relief on current activities and unusual situations.

13. Document all activity on a Unit Log (e.g. ICS Form 214).

14. Deactivation of POD Operations:

- Ensure all staff sign out.
- Collect all assigned equipment (vests, communication equipment, etc).

- Clean up facility and pick up trash.
- Collect and repack supplies in accordance with manifest.
- Collect Internal and External signage.
- Collect and pack cones and barriers.
- Examine site to ensure that conditions are returned to normal.
- Participate in post clinic debriefing session.

Advisory Physician/Medical Director

Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the Closed POD activation.

Just-in-Time Training:

- Assist with POD set up.
- Review forms and templates you will use.
- Review the physical layout and organization of the POD and where you will work.
- Review the shift hours you will work.
- Review who you will reports to for problems or questions during a shift, and
- Review evacuation and emergency procedures for the POD.



Task

1. Communicate with local/regional, state, and federal health authorities to assist in the determination of appropriate therapy.

2. Ensure standing orders for medication dispensing are accurate and signed.

3. Establish treatment protocols for dispensing.

4. Provide briefings to Incident Commander as requested.

5. As able, provide medical-related information to all dispensing sites.

6. Deactivation of POD Operations:

- Ensure all staff sign out.
- Collect all assigned equipment (vests, communication equipment, etc).

- Clean up facility and pick up trash.
- Collect and repack supplies in accordance with manifest.
- Collect Internal and External signage.
- Collect and pack cones and barriers.
- Examine site to ensure that conditions are returned to normal.
- Participate in post clinic debriefing session.

Site Manager

Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the Closed POD activation.

Please review the following points with your shipping/receiving worker(s) during your Just-in-Time training session. This should be conducted after each initial briefing the workers receive upon arrival, prior to work starting.

General

- Remind all site staff to utilize ICS and go to their direct supervisors with any questions.

Other

- Brief unit leads prior to overall meeting with all POD staff
- Notify of clinic start time (when everything needs to be setup and ready to go for your enrollees.
- Introduce leads.
- Release all staff to separate units/areas to begin job specific Just-in-Time training.

Just-in-Time Training efforts include:

- Instruct trainee to assist with POD set up.
- The role(s) the trainee will play.
- The forms and templates the trainee will use.
- The physical layout and organization of the POD where the trainee will work.
- The shift hours the trainee will work.
- Information about related POD functions to help the trainee know where he or she fits in the process.
- Whom the trainee reports to for problems or questions during a shift, and
- Evacuation and emergency procedures for the POD.



Task

1. Obtain briefing from Incident Commander.

2. Report to dispensing site.

- Familiarize to site-layout and personnel
- Establish a traffic-flow pattern for dispensing operations (if not provided)

3. Request that all Area Leads check-in.

4. Establish an Incident Command Structure as needed.

- Hold Site Meeting as necessary.

5. Monitor dispensing site set-up and staffing.

6. As needed, sign for SNS Pharmaceutical Supplies.

7. Establish communication links to Communications Center.

8. Open dispensing site at the appropriate time.

9. Monitor traffic-flow and address problems

10. Maintain liaisons with appropriate outside agencies – Law Enforcement, Dispensing Site, etc.

11. Direct any media requests to the St. Louis County Department of Health. MEDIA SHOULD NOT BE ALLOWED INTO THE DISPENSING SITE UNLESS INSTRUCTED OTHERWISE.

12. Provide reports to Operations Center as requested.

13. Observe all staff, volunteers, and enrollees for signs of stress and inappropriate behavior.

14. Participate in monitoring safety concerns/issues.

15. Deactivation of POD Operations:

- Ensure all staff sign out.
- Collect all assigned equipment (vests, communication equipment, etc).
- Clean up facility and pick up trash.
- Collect and repack supplies in accordance with manifest.
- Collect Internal and External signage.
- Collect and pack cones and barriers.
- Examine site to ensure that conditions are returned to normal.
- Participate in post clinic debriefing session.

Nurse Supervisor Dispensing

Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the Closed POD activation.

Please review the following points with your distribution worker(s) during your Just-in-Time training session. This should be conducted after each initial briefing the workers receive upon arrival, prior to work starting.

General

- Remind medical staff to utilize ICS and come to their direct supervisor (you) with any questions.
- Remind staff of treatment Medications (antibiotics/vaccines).
- Go over the antibiotics being used and also the suspect/actual agent being treated.
- Review drug allergies to each drug.
- Demonstrate vaccination techniques.

NAPH Forms & Other forms

- Show examples of NAPH forms (possibly give a color-coded template – if allergic to X drug – provide this). Review form in entirety.
 - Try to give entire family same medication (if one is allergic to Doxy – give all Cipro; if one is allergic to Doxy and one is allergic to Cipro – try to give the oldest a separate drug and everyone else the same)
- For small children requiring compounding, provide the appropriate handout – review with the parent how to crush and how much to give.
 - Explain to only make enough for that day so it does not expire
- Hand out drug interaction forms – explain to enrollees if any of this applies to them to contact their PCP immediately for instructions. (Some PODs may choose to have the line attendants pass this out and ask the enrollees review prior to getting to the dispenser.)
 - Hand out the drug information sheet. Write the enrollees' names on the form(s)
 - Instruct where and how to file the forms to keep the enrollee information confidential

Other

- Show dispensers how to label the Dispensing Log and how to label the prescription bottle
- Instruct dispensers on how to request additional antibiotics and forms
 - Ensure the logistics/inventory personnel are using the same request signals so there is no confusion on what is needed or when it is needed

Just-in-Time Training efforts include:

- Instruct trainee to assist with POD set up.
- The role(s) the trainee will play.
- The forms and templates the trainee will use.
- The physical layout and organization of the POD where the trainee will work.
- The shift hours the trainee will work.
- Information about related POD functions to help the trainee know where he or she fits in the process.
- Whom the trainee reports to for problems or questions during a shift, and
- Evacuation and emergency procedures for the POD.



Task

1. Assign nursing/dispensing staff according to throughput predictions

2. If applicable, ensure that automated system (MEDS | POD) is configured to treatment protocols established by Medical Director and staff is trained on its use.

3. Coordinate intra-site dispensing activities.

4. Ensure that dispensing staff understand how to interpret the Health Assessment form and/or how to use any automated system.

5. Monitor for unusual and/or unexpected enrollee Health Assessment information trends and/or medication utilization.

6. Ensure all dispensing functions are in accordance with all applicable standards.

7. Ensure needed and/or excess supplies are identified and coordinate transfer of supplies, including medications, using appropriate procedures.

8. Ensure appropriate documentation of dispensing activities is prepared in accordance with applicable standards.

9. Account for all unused medications.

10. Observe all staff, volunteers, and enrollees for signs of stress and inappropriate behavior.

11. Participate in monitoring safety concerns/issues.

12. Deactivation of POD Operations:

- Ensure all staff sign out.
- Collect all assigned equipment (vests, communication equipment, etc).

- Collect and repack supplies in accordance with manifest.
- Collect Internal and External signage and pick up all trash.
- Collect and pack cones and barriers.
- Examine site to ensure that conditions are returned to normal.
- Participate in post clinic debriefing session.

Dispensing

Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the Closed POD activation.

Please review the following points with your distribution worker(s) during your Just-in-Time training session. This should be conducted after each initial briefing the workers receive upon arrival, prior to work starting.

General

- Remind medical staff to utilize ICS and come to their direct supervisor (you) with any questions.
- Remind staff of treatment Medications (antibiotics/vaccines).
- Go over the antibiotics being used and also the suspect/actual agent being treated.
- Review drug allergies to each drug.
- Demonstrate vaccination techniques.

NAPH Forms & Other forms

- Show examples of NAPH forms (possibly give a color-coded template – if allergic to X drug – provide this). Review form in entirety.
 - Try to give entire family same medication (if one is allergic to Doxy – give all Cipro; if one is allergic to Doxy and one is allergic to Cipro – try to give the oldest a separate drug and everyone else the same)
- For small children requiring compounding, provide the appropriate handout – review with the parent how to crush and how much to give.
 - Explain to only make enough for that day so it does not expire
- Hand out drug interaction forms – explain to the people if any of this applies to them to contact their PCP immediately for instructions. (Some PODs may choose to have the line attendants pass this out and ask the enrollees review prior to getting to the dispenser.)
 - Hand out the drug information sheet. Write the enrollees' names on the form(s)
 - Instruct where and how to file the forms to keep the enrollee information confidential

Other

- Show dispensers how to label the Dispensing Log and how to label the prescription bottle
- Instruct dispensers on how to request additional antibiotics and forms
 - Ensure the logistics/inventory personnel are using the same request signals so there is no confusion on what is needed or when it is needed

Just-in-Time Training efforts include:

- Instruct trainee to assist with POD set up.
- The role(s) the trainee will play.
- The forms and templates the trainee will use.
- The physical layout and organization of the POD where the trainee will work.
- The shift hours the trainee will work.
- Information about related POD functions to help the trainee know where he or she fits in the process.
- Whom the trainee reports to for problems or questions during a shift, and
- Evacuation and emergency procedures for the POD.



Task

1. Assign nursing/dispensing staff according to throughput predictions

2. If applicable, ensure that automated system (MEDS | POD) is configured to treatment protocols established by Medical Director and staff is trained on its use.

3. Coordinate intra-site dispensing activities.

4. Ensure that dispensing staff understand how to interpret the Health Assessment form and/or how to use any automated system.

5. Monitor for unusual and/or unexpected enrollee Health Assessment information trends and/or medication utilization.

6. Ensure all dispensing functions are in accordance with all applicable standards.

7. Ensure needed and/or excess supplies are identified and coordinate transfer of supplies, including medications, using appropriate procedures.

9. Ensure appropriate documentation of dispensing activities is prepared in accordance with applicable standards.

10. Account for all unused medications.

11. Observe all staff, volunteers, and enrollees for signs of stress and inappropriate behavior.

12. Participate in monitoring safety concerns/issues.

13. Deactivation of POD Operations:

- Ensure all staff sign out.
- Collect all assigned equipment (vests, communication equipment, etc).

- Clean up facility and pick up trash.
- Collect and repack supplies in accordance with manifest.
- Collect Internal and External signage.
- Collect and pack cones and barriers.
- Examine site to ensure that conditions are returned to normal.
- Participate in post clinic debriefing session.

Pharmacist

Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the Closed POD activation.

Just-in-Time Training:

- Assist with POD set up.
- Review forms and templates you will use.
- Review the physical layout and organization of the POD and where you will work.
- Review the shift hours you will work.
- Review who you will reports to for problems or questions during a shift, and
- Review evacuation and emergency procedures for the POD.



Task

1. Report to Site Manager.

2. Familiarize with dispensing area and/or any automated system (MEDS | POD).

3. Check all pharmaceutical supplies on-site for dispensing.

4. Assess the drug packaging.

5. Assess current supplies and request any needed from Supply.

6. Provide Rx direction/consultation.

7. Coordinate with Nurse Supervisor, as needed.

8. Provide direct oversight of dispensing site Rx operations.

9. Project needs for additional medications based on throughput forecasting.

10. Account for all unused medications.

11. Observe all staff, volunteers, and enrollees for signs of stress and inappropriate behavior.

12. Participate in monitoring safety concerns/issues.

13. Deactivation of POD Operations:

- Ensure all staff sign out.
- Collect all assigned equipment (vests, communication equipment, etc).
- Clean up facility and pick up trash.
- Collect and repack supplies in accordance with manifest.
- Collect Internal and External signage.
- Collect and pack cones and barriers.
- Examine site to ensure that conditions are returned to normal.
- Participate in post clinic debriefing session.

Safety Officer (POD)

Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the Closed POD activation.

Please review the following points with your safety workers during your Just-in-Time training session. This should be conducted after each initial briefing the workers receive upon arrival, prior to work starting.

General

Remind them to utilize ICS and come to their supervisor or unit leader with any questions.

Safety

- Lift with your legs, not your back
- Be mindful of slip, trip and fall obstacles:
 - Conduct initial sweep to identify puddles, cords, hazardous materials
 - Put up signage, block off area or fix problem while conducting sweep.
 - Identify health hazards and fix problems
- Dead, decaying or hazardous waste should be cleaned up or sectioned off from the working environment.

Other

- Remind volunteers of evacuation and assembly points and procedures.
- Remind them of hazards associated with material handling equipment.
- Remind them of falling objects or other overhead dangers (hard hat may be required).
- Remind them that foreign objects or debris that can impede equipment operation.
- Remind them of pinch points in working with material handling equipment, packaging equipment, loading or unloading heavy containers, doors, windows, or other office equipment
- Remind them to use hearing protection because noise level in a warehouse can become high.

Just-in-Time Training efforts include:

- Instruct trainee to assist with POD set up.
- The role(s) the trainee will play.
- The forms and templates the trainee will use.
- The physical layout and organization of the POD where the trainee will work.
- The shift hours the trainee will work.
- Information about related POD functions to help the trainee know where he or she fits in the process.
- Whom the trainee reports to for problems or questions during a shift, and
- Evacuation and emergency procedures for the POD.



Task

1. Obtain briefing from Site Manager.

2. Identify any existing hazardous situations. Ensure adequate levels of protective equipment are available, and being used.

3. Oversee monitoring of safety concerns/issues.

4. Identify potentially unsafe acts, equipment, facilities, and/or operations.

5. Identify corrective actions and ensure implementation. Coordinate corrective action with Site Manager.

6. Ensure adequate sanitation and safety.

7. If necessary, prepare an Incident Action Plan Safety and Risk Analysis (e.g. USDA ICS Form 215A)

8. Attend Site meetings.

9. Investigate accidents that have occurred within incident areas:

- Ensure accident scene is preserved for investigation.
- Ensure accident is properly documented.
- Prepare accident report
- Recommend corrective actions to Site Manager

10. Coordinate critical incident stress, hazardous materials, and other debriefings, as necessary.

11. Document all activity on a Unit Log (e.g. ICS Form 214).

12. Deactivation of POD Operations:

- Ensure all staff sign out.
- Collect all assigned equipment (vests, communication equipment, etc).
- Clean up facility and pick up trash.
- Collect and repack supplies in accordance with manifest.
- Collect Internal and External signage.
- Collect and pack cones and barriers.
- Examine site to ensure that conditions are returned to normal.
- Participate in post clinic debriefing session.

Information Technology Officer/Liaison

Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the Closed POD activation.

Please review the following points with your communications worker(s) during your Just-in-Time training session. This should be conducted after each initial briefing the workers receive upon arrival, prior to work starting.

General

- Remind them to utilize ICS and come to their supervisor or unit leader with any questions.

Other

- Review all available redundant communication systems
- Remind not to use jargon
- Speak in plain clear English
- Remind them to provide only general information over open air communication devices
- On satellite phone or HAM radios, always:
 - Call people by "Location calling to name" followed by "This POD name"
 - Wait until the Location calling to acknowledges then carry on with message
 - End messages with "over"
- Remind them that messages are given to unit leader to forward to appropriate personnel
- Remind them to always get a call-back phone number and name first just in case a disconnect occurs.

Just-in-Time Training efforts include:

- Instruct trainee to assist with POD set up.
- The role(s) the trainee will play.
- The forms and templates the trainee will use.
- The physical layout and organization of the POD where the trainee will work
- The shift hours the trainee will work.
- Information about related POD functions to help the trainee know where he or she fits in the process.
- Whom the trainee reports to for problems or questions during a shift, and
- Evacuation and emergency procedures for the POD.



Task

1. Obtain/familiarize all necessary equipment.

2. Configure all available Information Technology devices

3. Ensure all available Information Technology devices remain operational.

4. Support dispensing site with issues related to Information Technology

5. Identify sources for additional or replacement hardware as necessary

6. Monitor Information Technology devices for errors/malfunctions

7. Observe all staff, volunteers, and enrollees for signs of stress and inappropriate behavior.

8. Participate in monitoring safety concerns/issues.

9. Deactivation of POD Operations:

- Ensure all staff sign out.
- Collect all assigned equipment (vests, communication equipment, etc).
- Clean up facility and pick up trash.
- Collect and repack supplies in accordance with manifest.
- Collect Internal and External signage.
- Collect and pack cones and barriers.
- Examine site to ensure that conditions are returned to normal.
- Participate in post clinic debriefing session.

Area Leader

Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the Closed POD activation.

Just-in-Time Training efforts include:

- Instruct trainee to assist with POD set up.
- The role(s) the trainee will play.
- The forms and templates the trainee will use.
- The physical layout and organization of the POD where the trainee will work.
- The shift hours the trainee will work.
- Information about related POD functions to help the trainee know where he or she fits in the process.
- Whom the trainee reports to for problems or questions during a shift, and
- Evacuation and emergency procedures for the POD.



Task

1. Report to Site Manager

2. Ensure all staff report/check-in/check-out.

3. Establish area within dispensing site.

4. Provide supervision/coordination for your area and staff.

5. Assign tasks applicable to area functions.

6. Assign staff and shift schedules.

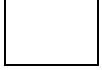
7. Monitor staff's ability to move enrollees through in a rapid manner, while performing the necessary functions.

8. Provide Site Manager with regular/requested reports.

9. Observe all staff, volunteers, and enrollees for signs of stress and inappropriate behavior.



10. Participate in monitoring safety concerns/issues.



11. Deactivation of POD Operations:

- Ensure all staff sign out.
- Collect all assigned equipment (vests, communication equipment, etc).
- Clean up facility and pick up trash.
- Collect and repack supplies in accordance with manifest.
- Collect Internal and External signage.
- Collect and pack cones and barriers.
- Examine site to ensure that conditions are returned to normal.
- Participate in post clinic debriefing session.

Supply Officer

Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the Closed POD activation.

Please review the following points during your Just-in-Time training session. This should be conducted after each initial briefing the workers receive upon arrival, prior to work starting.

General

- Remind them to utilize ICS and report to direct supervisor with questions.

Communications

- Test contact methods with Area Command
 - Phone (verify numbers)
 - Fax (verify number)
 - Email
 - Other

Supply/Inventory

- Ensure dispensers have enough forms and meds.
- Provide hourly inventory updates of antibiotics to communications.
- Ensure antibiotics are stored in a secure place, especially if personnel are not around to watch it (secured from people and temperature extremes).
- Use runners as needed to deliver supplies

Just-in-Time Training efforts include:

- Instruct trainee to assist with POD set up.
- The role(s) the trainee will play.
- The forms and templates the trainee will use.
- The physical layout and organization of the POD where the trainee will work.
- The shift hours the trainee will work.
- Information about related POD functions to help the trainee know where he or she fits in the process.
- Whom the trainee reports to for problems or questions during a shift, and
- Evacuation and emergency procedures for the POD.



Task

1. Report to Area Leader

2. Establish SECURE supply areas.

3. Maintain inventory of supplies and medications.

4. Provide supplies and medications (via runners) to each area upon request.

5. Notify Site Manager of current inventory upon request.

6. Notify Site Manager of needed supplies.

7. Forecast medication use and supply to anticipate future orders as to not hinder dispensing site operations.

8. Observe all staff, volunteers, and enrollees for signs of stress and inappropriate behavior.

9. Participate in monitoring safety concerns/issues.

10. Deactivation of POD Operations:

- Ensure all staff sign out.
- Collect all assigned equipment (vests, communication equipment, etc).
- Clean up facility and pick up trash.
- Collect and repack supplies in accordance with manifest.
- Collect Internal and External signage.
- Collect and pack cones and barriers.
- Examine site to ensure that conditions are returned to normal.
- Participate in post clinic debriefing session.

Educator

Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the Closed POD activation.

Just-in-Time Training:

- Assist with POD set up.
- Review forms and templates you will use.
- Review the physical layout and organization of the POD and where you will work.
- Review the shift hours you will work.
- Review who you will reports to for problems or questions during a shift, and
- Review evacuation and emergency procedures for the POD.



Task

1. Report to Area Leader

2. Establish education areas.

3. Obtain/procure/replicate applicable subject material for enrollee education. (Fact Sheets, Information Sheets, Follow-up Information, etc.)

4. Provide education and subject material to enrollees in a rapid fashion.

5. Monitor enrollee flow as to not stall any previous section.

6. Identify enrollees with special needs and coordinate with specialized personnel (if available) to provide education.

7. Observe all staff, volunteers, and enrollees for signs of stress and inappropriate behavior.

8. Participate in monitoring safety concerns/issues.

9. Deactivation of POD Operations:

- Ensure all staff sign out.
- Collect all assigned equipment (vests, communication equipment, etc).

- Clean up facility and pick up trash.
- Collect and repack supplies in accordance with manifest.
- Collect Internal and External signage.
- Collect and pack cones and barriers.
- Examine site to ensure that conditions are returned to normal.
- Participate in post clinic debriefing session.

Triage Leader

Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the Closed POD activation.

General

- Remind them to utilize ICS and come to you with any questions.

Triage

- Remind them before allowing enrollees access to the building to stand outside and ask illness questions.
 - If enrollee answers yes to any illness questions, direct to the nearest hospital
- Remind them to pass out driving directions to the nearest hospital if an enrollee answers yes to any of the following questions

NEED QUESTIONS HERE

Just-in-Time Training efforts include:

- Instruct trainee to assist with POD set up.
- The role(s) the trainee will play.
- The forms and templates the trainee will use.
- The physical layout and organization of the POD where the trainee will work.
- The shift hours the trainee will work.
- Information about related POD functions to help the trainee know where he or she fits in the process.
- Whom the trainee reports to for problems or questions during a shift, and
- Evacuation and emergency procedures for the POD.



Task

1. Report to Area Leader/Nurse Practitioner

2. Before allowing access to the building staff will triage enrollees by asking illness questions. If enrollee answers yes to any illness questions, direct to the nearest hospital.

3. Establish dispensing areas.

4. Become familiar with treatment/dispensing protocols.

5. Become familiar with Health Assessment form and or automated system (MEDS | POD)

6. Review enrollee Health Assessment forms and select appropriate medications as detailed in approved protocols.

- Dispensing medications accordingly in a rapid manner.

7. Identify enrollees with special needs and coordinate with specialized personnel (if available) to provide medications.

8. Refer any advanced questions to Area Leader/Nurse Practitioner.

9. Observe all staff, volunteers, and enrollees for signs of stress and inappropriate behavior.

10. Participate in monitoring safety concerns/issues.

11. Deactivation of POD Operations:

- Ensure all staff sign out.
- Collect all assigned equipment (vests, communication equipment, etc).
- Clean up facility and pick up trash.
- Collect and repack supplies in accordance with manifest.
- Collect Internal and External signage.
- Collect and pack cones and barriers.
- Examine site to ensure that conditions are returned to normal.
- Participate in post clinic debriefing session.

Runner

Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the Closed POD activation.

Please review the following points during your Just-in-Time training session. This should be conducted after each initial briefing the workers receive upon arrival, prior to work starting.

General

- Remind them to utilize ICS and report to direct supervisor with questions.

Communications

- Test contact methods with Area Command
 - Phone (verify numbers)
 - Fax (verify number)
 - Email
 - Other

Supply/Inventory

- Ensure dispensers have enough forms and meds.
- Provide hourly inventory updates of antibiotics to communications to send into Area Command.
- Ensure antibiotics are stored in a secure place, especially if personnel are not around to watch it (secured from people and temperature extremes).
- Use Runners as needed to deliver supplies

Just-in-Time Training efforts include:

- Instruct trainee to assist with POD set up.
- The role(s) the trainee will play.
- The forms and templates the trainee will use.
- The physical layout and organization of the POD where the trainee will work.
- The shift hours the trainee will work.
- Information about related POD functions to help the trainee know where he or she fits in the process.
- Whom the trainee reports to for problems or questions during a shift, and
- Evacuation and emergency procedures for the POD.



Task

1. Report to Area Leader.

2. Respond to request for assistance from dispensing site areas.

3. Conduct supply and/or communication 'runs' between areas

4. Provide required reports upon request.

5. Observe all staff, volunteers, and enrollees for signs of stress and inappropriate behavior.

6. Participate in monitoring safety concerns/issues.

7. Deactivation of POD Operations:

- Ensure all staff sign out.
- Collect all assigned equipment (vests, communication equipment, etc).
- Clean up facility and pick up trash.
- Collect and repack supplies in accordance with manifest.
- Collect Internal and External signage.
- Collect and pack cones and barriers.
- Examine site to ensure that conditions are returned to normal.
- Participate in post clinic debriefing session.

Greeter

Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the Closed POD activation.

Please review the following points with your workers during your Just-in-Time training session. This should be conducted after each initial briefing the workers receive upon arrival, prior to work starting.

General

- Remind them to utilize ICS and come to you with any questions.

Greeting

- Remind them to ensure doors are unlocked and that your enrollees can open them easily.
- Remind them that every person or group/family must receive a NAPH form.
- Remind them to provide a pen and hard surface to write on.
- Remind them to request translators as needed – may need to ask the enrollee if unsure.
- Remind them to make sure knows how to request a translator: through supervisor or directly through a Walkie-talkie and what would they need to say.
- Remind them to hand out non-English NAPH forms as needed.
- Remind them to request special assistance and/or direct those with mobility issues to special lines (make sure greeter knows how to make the request for special needs – same as above)
- Remind them to direct people to correct line once they have received a form and pen/"clipboard".
- Remind them to instruct families to stay together and to fill out one form
- Remind them to direct people's questions to supervisor.

Just-in-Time Training efforts include:

- Instruct trainee to assist with POD set up.
- The role(s) the trainee will play.
- The forms and templates the trainee will use.
- The physical layout and organization of the POD where the trainee will work.
- The shift hours the trainee will work.
- Information about related POD functions to help the trainee know where he or she fits in the process.
- Whom the trainee reports to for problems or questions during a shift, and
- Evacuation and emergency procedures for the POD.



Task

1. Report to Area Leader.

2. Engage all enrollees with scripted messages

3. Screen all enrollees at the earliest point of contact to the dispensing site

- Utilize Q/A algorithm

4. Provide information/direction to assist enrollee flow through dispensing clinic

5. Coordinate with appropriate personnel to facilitate enrollees with physical or linguistic impairment.

6. Coordinate with appropriate personnel to direct symptomatic enrollees to the nearest hospital.

7. As appropriate, provide feedback to Area Lead regarding issues with enrollee status/conditions.

8. Provide required reports upon request.

9. Observe all staff, volunteers, and enrollees for signs of stress and inappropriate behavior.

10. Participate in monitoring safety concerns/issues.

11. Deactivation of POD Operations:

- Ensure all staff sign out.
- Collect all assigned equipment (vests, communication equipment, etc).
- Clean up facility and pick up trash.
- Collect and repack supplies in accordance with manifest.
- Collect Internal and External signage.
- Collect and pack cones and barriers.
- Examine site to ensure that conditions are returned to normal.
- Participate in post clinic debriefing session.

Data Entry/Forms Collection

Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the Closed POD activation.

Please review the following points with your distribution worker(s) during your Just-in-Time training session. This should be conducted after each initial briefing the workers receive upon arrival, prior to work starting.

General

- Remind them to utilize ICS and come to their direct supervisor (you) with any questions.

Collecting NAPH Forms

- Show them where the dispensers are located and where they can pick up the completed forms.
- Remind them about HIPPA and the need to keep forms secure due to enrollee confidentiality.

Entering in Data (this function may not be carried out at every POD)

- If a computer and program is available, review and compare the data entry program with the NAPH form and make sure they are no questions about how to enter the data.
- When data entry is complete, be sure to initial, date and time the form as entry complete.

Just-in-Time Training efforts include:

- Instruct trainee to assist with POD set up.
- The role(s) the trainee will play.
- The forms and templates the trainee will use.
- The physical layout and organization of the POD where the trainee will work.
- The shift hours the trainee will work.
- Information about related POD functions to help the trainee know where he or she fits in the process
- Whom the trainee reports to for problems or questions during a shift, and
- Evacuation and emergency procedures for the POD.



Task

1. Report to Area Leader.

2. Establish Data Entry/Forms Collection area.

3. Collect Health Assessment forms (NAPH) from enrollees prior to them exiting the dispensing site.

4. Provide information/direction to enrollees exiting the dispensing site.

5. Enter data from Health Assessment forms into the utilized database.

6. Prepare reports on the number of enrollees seen, medication dispensed, etc.

7. Provide required reports upon request.

8. Observe all staff, volunteers, and enrollees for signs of stress and inappropriate behavior.

9. Participate in monitoring safety concerns/issues.

10. Deactivation of POD Operations:

- Ensure all staff sign out.
- Collect all assigned equipment (vests, communication equipment, etc).
- Clean up facility and pick up trash.
- Collect and repack supplies in accordance with manifest.
- Collect Internal and External signage.
- Collect and pack cones and barriers.
- Examine site to ensure that conditions are returned to normal.
- Participate in post clinic debriefing session.

Translator

Position Checklist

The following checklist should be considered as the minimum requirements for this position, if this position is necessary. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the Closed POD activation.

Just-in-Time Training:

- Assist with POD set up.
- Review forms and templates you will use.
- Review the physical layout and organization of the POD and where you will work.
- Review the shift hours you will work.
- Review who you will reports to for problems or questions during a shift, and
- Review evacuation and emergency procedures for the POD.



Task

1. Report to Area Leader.

2. Answer non-medical questions about the dispensing site/process and give information as able to non-English speaking participants.

3. Translate for dispensing site as able.

4. Observe all staff, volunteers, and enrollees for signs of stress and inappropriate behavior.

5. Participate in monitoring safety concerns/issues.

6. Deactivation of POD Operations:

- Ensure all staff sign out.
- Collect all assigned equipment (vests, communication equipment, etc).

- Clean up facility and pick up trash.
- Collect and repack supplies in accordance with manifest.
- Collect Internal and External signage.
- Collect and pack cones and barriers.
- Examine site to ensure that conditions are returned to normal.
- Participate in post clinic debriefing session.

Volunteer Coordinator

Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the Closed POD activation. Depending upon the number of staff reporting to the dispensing site, this position may be coupled with command staff responsible for sign-in and job assignment of all staff.

Just-in-Time Training:

- Assist with POD set up.
- Review forms and templates you will use.
- Review the physical layout and organization of the POD and where you will work.
- Review the shift hours you will work.
- Review who you will reports to for problems or questions during a shift, and
- Review evacuation and emergency procedures for the POD.



Task

1. Report to Site Manager

2. Ensure all volunteer staff report/check-in/check-out.

3. Establish area within dispensing site.

4. Assign volunteers to area and supervisory staff.

5. Ensure that volunteers are assigned shift schedules.

6. Throughout each shift, maintain dialogue with Area Supervisors to monitor volunteers' ability to perform assigned tasks. Reassign or dismiss from duty as necessary.

7. Provide Site Manager with regular/requested reports.

8. Observe all staff, volunteers, and enrollees for signs of stress and inappropriate behavior.

9. Participate in monitoring safety concerns/issues.



10. Deactivation of POD Operations:

- Ensure all staff sign out.
- Collect all assigned equipment (vests, communication equipment, etc).
- Clean up facility and pick up trash.
- Collect and repack supplies in accordance with manifest.
- Collect Internal and External signage.
- Collect and pack cones and barriers.
- Examine site to ensure that conditions are returned to normal.
- Participate in post clinic debriefing session.