BROOKINGS AREA

POD Plan

Points of Dispensing

(Circa 1940s, New York City)

January 27, 2011

Revision 2023

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Record of Review and Update:

04/22/08- Original Draft Plan

Change Date with brief description of changes:

07/28/08-_____corrected language for clarity________

08/14/08-_____corrected language for clarity________

09/04/08-______corrected Plan Points of Contact address and minor language in document_______

03/10/10- added BHS Survey Tool, PF Plan, & Security Plan; updated Annex 6 Supplies; & Annex 2 updated

01/27/11-____updates to Annex 2____

2017- updated POC and pg. 17 of main document; Annex 2 moved to excel format and updated; Annex 3 added Phone and Social Media; Annex 5 Survey Tools updated for all 3 facilities; Annex 6 updated/Gordon D; and Annex 13 MOU added verbal agreement with BHS____________________

2018- Annex 2 updated; Annex 3 enhanced radio and newspaper information; Annex 5 Dakota Bank Center updated survey tool and SDSU maps updated; Annex 8 & Annex 11 Maps combined for Dakota Bank Center & SDSU; and Annex 13 added MOU for Alt Care Site between Dakota Bank Center and Brookings Health System __________

2019- updated interpreter services in main plan document; Annex 1 added Priority Prophylaxis Plan tool; Annex 2/ 21 Key Worksheet now matches HAN; Annex 2/ Vol Orgs & Critical Infra added to; Annex 3 added Brookings County AlertSense; Annex 4 & 11 reviewed with law enforcement and Fire Chief for BHS & Dakota Bank Center; Annex 5 Survey tools updated for BHS and Dakota Bank Center; Annex 7 updated websites; Annex 8 & 11 maps combined for BHS; and Annex 13 added Closed POD Worksheet. Additions to the plan include: IAP (ICS 202, 205, 206 & 208).

2023 – Name Change of Dakota Bank Center to Dacotah Bank Center throughout the entire plan.

Plan Maintenance

Plan will be reviewed annually for necessary updates and changes. This is the responsibility of the local POD Development Committee, see Annex 2.
A call-down drill for the seven Key POD Staff Positions will be done quarterly, see Annex 2

Plan Points of Contact:

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Common Acronyms, Definitions, and Terms Used in this Plan

CDC - Centers for Disease Control and Prevention

EM - Emergency Manager: regional, county, tribal or local managers that assist in directing and planning for emergency responses

EMA - emergency management agency

EOC - Emergency Operations Center: state, county, tribal or local coordination centers available during emergencies to coordinate the response effort between state, county, tribal or local governments and their partners

EOP - Emergency Operations Plan

Full Scale - Situations where it is necessary to provide medications or vaccinations to the entire POD service area population within 48 hours of the decision to do so. Full scale operations typically target the entire POD service area population and would operate 48 hours non-stop. Full scale operations will provide necessary medications or vaccinations to key personnel, community first responders and their families prior to opening to the general public. Full scale operations must be able to commence within 12 hours of notice to activate.

GMRS/FRS *(radios)* **-** General Mobile Radio Service/Family Radio Service: Small portable usually inexpensive walkie-talkie type VHF or UHF portable radios

HAN – Health Alert Network

JAS - Job Action Sheet: description of the job responsibilities for each position

JIC - Joint Information Center: a JIC is a collocated group of representatives from various agencies and organizations involved in an event that are designated to handle public information needs

Limited Scale - Situations where less than full-scale 24-hour POD operations are necessary to rapidly provide medications or vaccinations. Limited scale operations target specific groups of people. An example would be to provide medications to just those individuals exposed during a sporting event. Limited scale operations must be able to commence within 6 hours of notice to activate

Mini-PODs - small extension clinics in adjacent communities to a POD that have adequate resources to safely distribute medications or vaccines

NAPH - Name, Address and Patient History registration form

NIMS/ICS - Compatible with the guidelines outlined in the Department of Homeland Security's National Incident Management System and Incident Command System

OEM - Office of Emergency Management at the state level under the South Dakota Department of Public Safety

PIO - Public Information Officer

POD - Points of Dispensing (may include vaccinations): place where medications or vaccinations can be provided on a mass scale to an entire community in a short period of time

Public Health Emergency - a public health threat or event that leads to a public health emergency declaration by the Governor or the state Secretary of Health

RSS - Receive, Stage, Store

SEOC - State Emergency Operation Center

SDDOH - South Dakota Department of Health

SNS - Strategic National Stockpile, state and federal stockpiles of strategic medications, vaccines or other medical supplies that have been stockpiled in the event of a declared public health emergency

Brookings Area POD Plan

Serving Brookings, Moody and Kingsbury Counties

Primary Location:	Dacotah Bank Center **824 32nd Ave.**
Mini-POD Location:	SDSU HPER Center **1047 16th Ave.**
Alternate Location:	Brookings High School **530 Elm Ave.**

Total population expected to be served – 40,630

Mission Statement:

This plan will provide step-by-step guidance and instruction to assist the local communities, staff and volunteers to successfully activate/mobilize, recruit, staff, operate and de-mobilize the Brookings Area POD.

POD Goals:

- To be ready to receive medications and medical supplies and to commence operations on a limited scale within 6 hours of notice to activate.

- To be able to commence full scale POD Operations within 12 hours of notice to activate. Full scale operations will service the entire POD service area population within 48 hours of the decision to do so**.** Federal guidance allows approximately 36 hours after opening of the POD.

Purpose:

The purpose of the POD plan is to prepare a community to respond immediately to a public health emergency or event that would require the rapid dispensing of medications or vaccinations.

Factors that might require a local POD to be activated may include:

a. During a Public Health Emergency when local and regional resources have been expended and it is necessary to request additional outside resources from the state or the federal government available through the state or federal SNS (Strategic National Stockpile).
b. Exposure of a large group of people to a known pathogen where immediate medical intervention is available. (i.e., anthrax attack and a large quantity of antibiotics can be made readily available).

c. Smallpox outbreak anywhere in the world that cannot be contained and has a high potential for spread.
d. Any other medical event that is time critical, that could be mitigated by an immediate dispensing of available medications or vaccinations, requiring a rapid community wide response. (i.e., sudden availability of a vaccine in the midst of a pandemic).

The key points for the activation of a POD most likely would include:

a. Large group of people exposed or at risk for exposure.
b. Time critical event where immediate intervention is necessary to save lives.
c. Traditional local and regional medical resources are unable to serve the affected population in sufficient time.
d. Medications or vaccines are readily available through the state or federal SNS.
e. A public health emergency has been declared by the State of South Dakota.

Scope:

This plan is a collaborative effort from numerous state, county, municipal and local EMA (emergency management agencies), medical and other local agencies and represents a plan based on local assets and current capabilities. This plan was developed in support of the state and federal SNS plan.

A copy of this plan will be maintained at the SDDOH, Office of Public Health Preparedness and Response, Pierre, local Community Health Services office, County EM's (Emergency Manager's) office, Dakota Bank Center, SDSU HPER Center, and the local Emergency Operations Center (EOC). Other agencies or organizations supporting this plan are welcome to maintain a copy.

In accordance with CDC (Centers for Disease Control and Prevention) and SDDOH requirements, this guide will be reviewed annually to ensure accurate and updated information. Changes will be posted on the Record of Review and Update found at the front of the plan. The procedures described in this plan outline basic activities required to operate a POD. This plan is intended to be flexible and scalable; these procedures can be applied to any environment where POD's may be activated, scaled according to the number of citizens expected. The elements of this plan are based on existing emergency response structures, authorities, and responsibilities identified in the local emergency operations plans. See Annex 10 for legal authorities and policy issues that support the plan.

Summary:

The South Dakota Department of Health has formed a POD Development Committee to assist with the plans for managing and dispensing the Strategic National Stockpile, in accordance with CDC guidance. The POD Development Committee will meet SNS program requirements as set forth by the CDC in the Site Assessment Tool (Annex 5). The Brookings Area POD Development Committee is comprised of elected officials, emergency management, health agencies, hospitals, and other community partners. A list of the POD Development Committee members and their point-of-contact information is found in (Annex 2).

Following the Governor's declaration of a public health emergency, the state EOC (SEOC) would coordinate through local Emergency Managers with local officials to assess whether there are adequate resources to respond to the event. If the nature of the event requires immediate large-scale mass dispensing of medications or vaccinations, the local PODs in those affected areas will be activated with coordination and cooperation of the local county EOC or local EM.

Available state level SNS assets would be sent to the affected community. The local EM would be informed by the SEOC when they can expect to receive the first shipments of state available medications and medical assets. (Approximately 6-12 hours after a decision by the state to deploy those assets). If there are not adequate state or regional assets available, the state would request additional assets through the federal SNS. (Approximately 12-24 hours after a decision by the federal government to deploy those assets).

Through multiple media outlets coordinated through the state EOC JIC (Joint Information Center), people in the affected area would be instructed where and when to go to receive medications/vaccinations through the POD.

Command and Control:

The POD plan is NIMS/ICS (National Incident Management System/Incident Command System) compatible and is scalable up or down to meet the level of response necessary based on the conditions of the public health emergency. A complete detailed copy of the Incident Command System Chart for the Brookings Area POD is located is located in Annex 2.

The flow of information, command and control in support of POD activities flows to and from the State EOC to the Brookings County EOC. The Brookings County EOC will coordinate with Moody County's EOC and Kingsbury County's EOC to coordinate activities related to POD operations.

Seven Key Positions – Brookings Area POD Organizational Chart:

Seven key POD positions have been identified as necessary to activating the POD:

- POD Manager
- Logistics Section Chief
    Facilities Unit Leader
    Security Manager
- Operations Section Chief
- Planning Section Chief
- Finance/Administration Section Chief

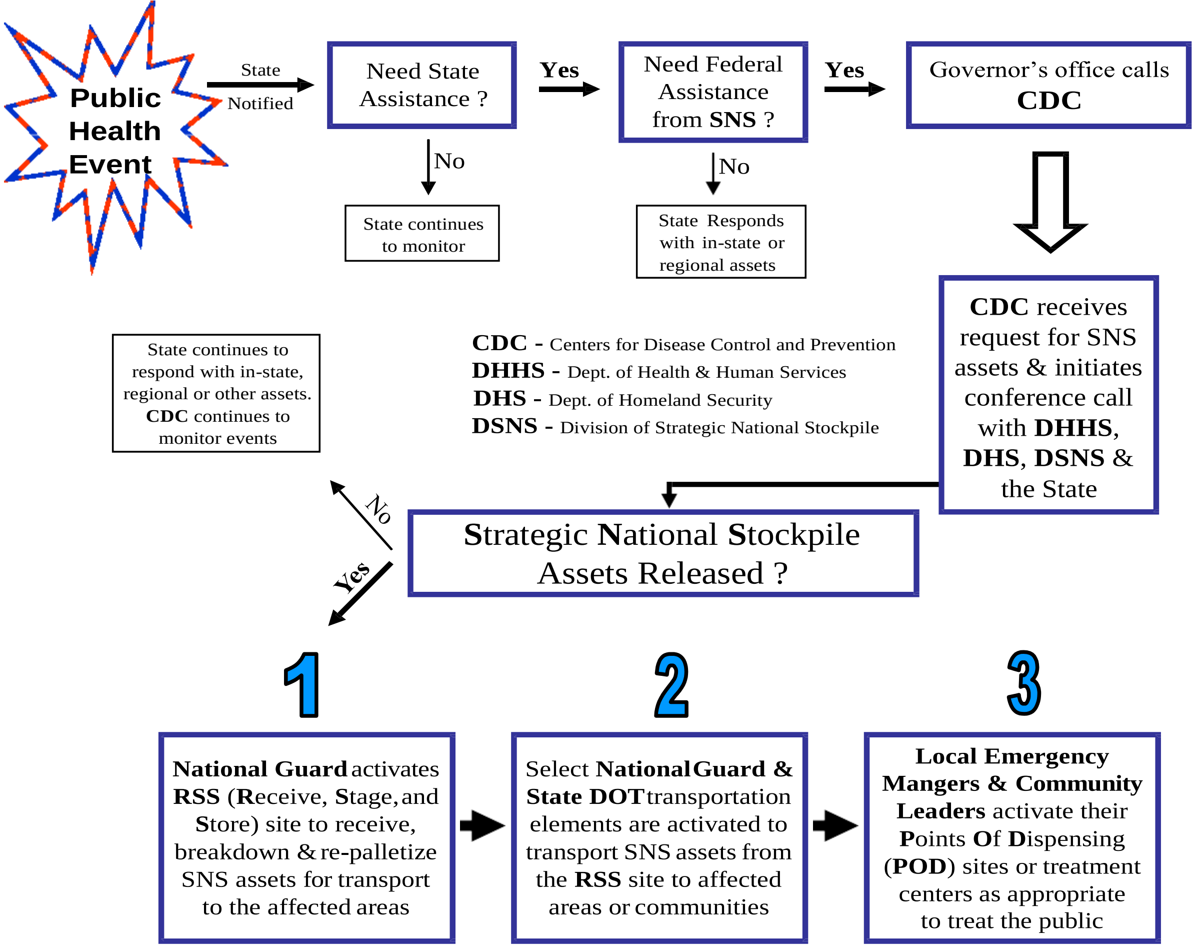
These positions are staffed three-deep in accordance to pre-POD planning activities. Their point of contact information can be found in Annex 2. Job Action Sheets (JAS) for these positions are located in Annex 15.

A complete POD organizational chart with all planned POD positions can be found in Annex 2.

Requesting State or Federal Strategic National Stockpile (SNS) Assets:

In a public health emergency, local and regional medications and resources should be utilized first since they are readily available. The state EOC will query the affected counties through their county EMs or county EOCs to assess their needs.

The criteria that will be used when requesting state or federal assets is when local and regional resources are expended or projected not to meet the expected need. County EMs may request state and federal assets through the SEOC. Requests for materiel must be coordinated through the local or county EOC's to the SEOC.


Public Health Event
State Notified
Need State Assistance ?
Yes
No
State continues to monitor
Need Federal Assistance from SNS ?
Yes
No
State Responds with in-state or regional assets
Governor's office calls CDC
CDC receives request for SNS assets & initiates conference call with DHHS, DHS, DSNS & the State
State continues to respond with in-state, regional or other assets. CDC continues to monitor events
CDC - Centers for Disease Control and Prevention
DHHS - Dept. of Health & Human Services
DHS - Dept. of Homeland Security
DSNS - Division of Strategic National Stockpile
Strategic National Stockpile Assets Released ?
No
Yes
1
2
3
National Guard activates RSS (Receive, Stage, and Store) site to receive, breakdown & re-palletize SNS assets for transport to the affected areas
Select National Guard & State DOT transportation elements are activated to transport SNS assets from the RSS site to affected areas or communities
Local Emergency Mangers & Community Leaders activate their Points Of Dispensing (POD) sites or treatment centers as appropriate to treat the public

Transportation of SNS Materiel to the Brookings Area POD:

All requests for state or federal SNS assets in support of the Brookings Area POD must go through the Brookings County EOC. The Brookings EOC communicates these requests to the SEOC.

POD related SNS assets can be expected to arrive in support of the Brookings Area POD by two ways:

1. Ground transport by secure carrier. (State National Guard, Highway Patrol, or Law Enforcement escorted carrier) right to the Dakota Bank Center.

    - Where possible the secure carrier will have state digital radio access and will be able to maintain direct communications with the POD.
    - The Brookings Area POD will be informed as to the route, schedule, expected arrival time of the carrier and type and quantity of items being shipped.

2. Air transport by State National Guard, state plane, or secure chartered air-carrier directly to the local airport.
    - This method could be used for isolated events such as anthrax attacks where initial quantities of state stockpiles of antibiotics need to be flown to the affected area immediately.
    - The Brookings Area POD will need to then arrange for secure ground transport from the airport to the Dakota Bank Center. (A police escort is acceptable).

Management of SNS Assets:

SNS assets should be received for the Brookings Area POD by the POD Logistics Section Chief. If the Logistics Section Chief cannot receive the SNS materiel, the Supply Unit Leader will function as the back-up for receipt. Point-of-contact information for the POD Logistics Section Chief is found in Annex 15.

Before signing for the SNS materiel, the SNS materiel should be quickly inventoried upon receipt to ensure that all requested supplies and medications are received.

To avoid delays in treatment, the POD Manager, Logistics Section Chief or their designee may sign for SNS materiel. The POD Logistics Chief or the POD Manager must co-sign the material later.

SNS materiel should be stored at the POD location in a secure room or area with controlled access.

Medications requiring environmental controls need to be stored and secured in accordance with manufacturer’s specifications. (i.e., refrigerate vaccines).

Any additional transportation of SNS material once it is received by the POD will be coordinated by the Brookings Area POD Logistics Chief. (i.e., medications forwarded to the hospital, county jail, nursing homes or other institutions with medical staff who will distribute/vaccinate in-house).

POD representatives must account for the limited SNS assets the POD is utilizing. Any SNS assets leaving the POD for other locations (such as hospitals, institutions, mini-POD locations, etc.) must be accounted for with an inventory sheet and be signed for at the receiving destination. See inventory sheet in Annex 12.

The POD Security Manager for the Brookings Area POD will be responsible for coordination of security at the storage site and assure security of subsequent transport of SNS materiel throughout Brookings, Moody, and Kingsbury counties.

Mini-PODs – The Brookings EOC will coordinate transport of POD assets to Mini-POD locations within Brookings County. Should the Brookings Area POD Manager decide to expand the distribution of POD assets further to additional mini-PODs outside of Brookings County, it is the responsibility of that mini-POD to transport the assets from the Dakota Bank Center to the mini- POD location.

Communications:

The Communications Unit Leader is responsible for coordinating communication resources for the Brookings Area POD. Those duties can be found in the JAS in Annex 15.

External Communications – the Brookings County EOC communicates with the state through the statewide digital radio system. In the event of a public health emergency, the Brookings County EOC will maintain communications with the state through the statewide digital radio system, phones, internet, fax, and runners. As soon as possible, radio/phone/fax and internet connections should be established between the Brookings Area POD and the Brookings County EOC, 911 Center, JIC (if operational), local hospitals, long term care facilities, alternative care facilities (if being used), and mini-PODs (if established).

A portable digital radio compatible with common state frequencies shall be issued when available to the POD Manager.

After an emergency has been declared, state and POD PIOs (Public Information Officers) will assume primary responsibility for all media relations activities. These individuals will coordinate communications through a coordinate Joint Information System.

Internal Communications systems that may be used on-site for POD operations include phones, radios, portable talk-a-bout GMRS/FRS (General Mobile Radio Service/Family Radio Service) radios, runners, flags, signage, public address systems, or bullhorns.

POD personnel based on their positions may be issued a small, inexpensive type GMRS/FRS portable radio to maintain internal POD connectivity, command and control.

The POD Manager or their designee will announce the portable radio channel to be used at the beginning of each shift. Portable radios are not secure and can be scanned by the media or the community, so sensitive information should be relayed by a secure means.

Portable radio messages will be short and concise. The party being called should always be announced first; followed by a sector identifier (i.e., Medical Branch Director this is POD Manager, over). Portable radios and personal cell phones shall be charged when not in use. Technical problems encountered with portable radios should be reported to the Communications Unit Leader. Portable radio and personal cell phone messages can be monitored by persons not involved in the response effort.

POD Risk Communications/Health Education:

The Brookings County EOC PIO is responsible for providing risk communications information on the POD. The job action sheet for the PIO is located in Annex 15.

The media outlets available for the Brookings Area POD are listed in Annex 3. The Brooking County EOC PIO will maintain contact with the local media to provide accurate and timely information to the public.

During operation of a POD, a media staging area will be designated by the PIO to ensure efficient clinic operations and protection of client privacy. Media access to the POD clinic during operations will be limited and media personnel will be required to have an escort if they desire access.

The Education Group Supervisor for the Brookings Area POD is responsible for providing POD and health related information to the community once clients enter the POD area. The Job Action Sheet for the POD Education Group Supervisor is located in Annex 15.

The Brookings Area POD will use easily seen, durable signs in English and subtitled in Spanish to identify the following areas (list all applicable clinic stations):

- Parking
- Entrance
- Medical Screening
- Medical Counseling
- Mental Health
- 1st Aid Station
- Education/Orientation
- Forms
- Staff Lounge
- Bathrooms
- Exit
- Exit Review

Each area will be clearly identified, and the direction of traffic flow marked. Where possible, illustrations will also appear on signage to reinforce the intended message.

Safety:

The local EOC Safety Officer will provide Safety Staff at the POD locations in Brookings to ensure that the work environment is safe for POD personnel and the public. The local EOC Safety Officer or their designee has the authority to halt operations at any time due to unsafe conditions.

Security:

The security functions of the Brookings Area POD site will be coordinated through the Brookings Police Department and the Brookings County Sheriff’s Department. Additional staff and personnel will be incorporated into the security operations. Security resources may include other sworn law enforcement agencies such as SD Game, Fish, and Parks, SD Highway Patrol, and SD Carrier Enforcement. Security forces may also recruit able-bodied personnel who can assist sworn law enforcement personnel. Security will be provided for all personnel, materiel and equipment involved in the management and distribution of the Strategic National Stockpile. Security to be provided includes, but is not limited to:

- Preventing unauthorized access to locations that support SNS operations,
- Facilitating movement of vehicles that transport the SNS after initial receipt,
- Controlling crowds that might interfere with effective operations,
- Controlling traffic flow that might interfere with effective operations, and
- Protecting personnel, equipment and materiel of the SNS.

Security personnel at a POD site will need to be clearly identified and visibly positioned throughout the POD site.

A detailed security plan for the Brookings Area POD is found in Annex 11.

Traffic Control and Parking:

The Vehicle Traffic Control Manager under the EOC Ground Support Unit Leader will be responsible for the coordination of the Brookings Area POD vehicle traffic control.

Site parking will be the responsibility of the Facilities Unit Leader.

It is imperative to manage vehicle traffic and parking to keep a smooth flow of people entering and leaving the POD. The traffic flow and parking plan for the Brookings Area POD can be found in Annex 4.

Staffing:

The key position for Staffing and Credentialing is the Resource Unit Leader who oversees both the Volunteer Coordination and Credentialing functions. It is imperative that these positions be filled early in the activation of the POD. The Job Action Sheets for the Resource Unit Leader can be found in the Planning Section of Annex 15.

The Resource Unit Leader and staff will identify, recruit, credential, assign and train volunteers during a public health emergency. All medical licenses will be verified with the current employer or the appropriate medical board. See credentialing instructions and procedures Annex 14.

Medical volunteers will be required to show a valid medical license and valid photo identification when reporting to the POD.

Non-medical spontaneous volunteers will be required to show valid photo identification when reporting to the POD. Other volunteers will be managed by the Volunteer Coordinator and will be required to show valid photo identification and medical license if applicable, upon arrival at the POD. After presenting appropriate credentials, POD staff will be supplied with POD

identification. An off-site volunteer staging location may be determined by the Resource Unit Leader.
All staff and volunteers who will be working for the POD will receive a JAS and training according to their assigned position in the POD command structure.

Pre-identified volunteer agencies willing to assist with POD functions such as CERT, churches, Ministerial Association, VFW etc., and other volunteer resources can be found in Annex 2.

Not all staffing positions identified in the POD staffing plan may need to be filled. In accordance with the guidelines outlined in the NIMS and ICS, fill only those positions you will need and expand or contract the number of positions as necessary throughout POD operations.

Hours of operation and shift durations will be dictated by the nature of the public health emergency. The POD manager in consultation with the local EOC and SEOC will announce the POD hours of operations. There will be an effort to standardize those times across the state.

Facility Operations:

POD Activation

SDDOH and emergency management officials, in consultation with the SEOC and in accordance with the local response planning shall activate the POD.

Mobilization

The Brookings County EM shall alert the designated POD Manager and inform him/her where to report. The POD Manager will notify section chiefs and command staff according to the ICS command staff chart. The POD activation and call down list is located in Annex 1.

The Logistics Section Chief will alert the POD facility contact person at both the primary POD location and mini-POD location and advise them of the need to open the facility and when.

The Brookings County EM or their designee will notify county/local civic leaders, law enforcement, fire, hospitals, EMS, and other designated support agencies that the Brookings Area POD and other designated mini-PODs are being activated.

Local law enforcement agencies will conduct an initial assessment of the security of the POD facilities, surrounding area, and travel routes.

The Supply Unit Leader is responsible for obtaining, receiving, storing and distributing supplies to the POD. The Logistics Section Chief will request the Supply Unit Leader obtain pre-identified equipment and supplies in the community for the POD facilities.

After the POD has been set up, media requests will be coordinated through the EOC PIO and given briefing information about the POD (address, available transportation means, hours of operation, etc.). This will be done in coordination with the Brookings County EOC and the POD manager.

POD Site Set-up

The designated POD sites will be initially set up as quickly as possible using pre-identified resources as outlined in Annex 6.

Medication Preparation

Pediatric dosing and select geriatric dosing may require some liquid medication preparation. The preparation of these medications will take place under the direction of the POD Medical Branch Director. The CDC- recommended preparation procedures shall be followed as closely as possible. See Annex 7.

Client Traffic Flow

A map of POD clinic flow with designated POD stations is located in Annex 8. POD flow may be altered to meet the needs of the public health event or disease outbreak.

- Entrance - POD staff shall be located at the front entrance to provide direction and guidance.
- Triage - designated staff shall visually screen each person as they enter and ask "Are you sick?"
    - Persons answering “no” to the question shall be directed to the education area.
    - Persons answering “yes” shall be redirected to the POD Illness Evaluation Area for further screening.
- Patient Orientation/Education – groups of clients shall be provided information developed on the incident and the medication/vaccination.
- Forms Distribution - required information on a NAPH, form for each person is needed before proceeding on.
- Medical Screening – questions concerning, and contraindications shall be asked, such as pregnancy and underlying illness. Based on the answers given, clients will be directed to the dispensing/vaccination area or medical counseling area.
- Medical Counseling – medical personnel will evaluate clients and make recommendations as to whether the patient is:
    - Eligible for medications/vaccine
    - Should not receive medications/vaccine and sent home.
    - Should be transported to an off-site treatment center for other treatment.
- Dispensing – the client shall hand the dispensing staff the appropriate forms. The medication dispenser shall record the drug name and lot on the appropriate form before placement in a storage box.

  OR

  Vaccination – the client shall hand the vaccinator the appropriate forms. The client will be given the immunization/vaccination. The vaccinator shall record the drug name and lot on the appropriate form before placement in a storage box.
- Mental Health – clients in need of mental health support may stop at this area if needed. Clients may also be referred to this area by POD staff working in other areas. Mental health professionals should be available to provide needed evaluation and acute assistance to clients seeking help as well as the POD staff.

- Exit Review - once the client has completed all stations then they will exit through the designated area.

POD Staff Leads

All JAS for POD command and general staff positions are found in Annex 15.
The SDDOH and Brookings County EM has identified POD clinic management. These positions include, but are not limited to:

- POD Manager
- Safety Officer (EOC)
- Public Information Officer (EOC)
- Liaison Officer (EOC)
- Logistics Section Chief (EOC)
- Operations Section Chief (EOC)
- Planning Section Chief (EOC)
- Finance/Administration Section Chief (EOC)

Those identified above as POD Clinic management will wear easily seen identification and a vest in the appropriate ICS color. Vest colors for each section are Command – Black, Operations – Red, Logistics, Yellow, Finance/Administration – Green, and Planning - Blue. White vests will be provided for health care personnel and florescent yellow vests for traffic control personnel.

The incident command structure for the Brookings Area POD is found in Annex 2.

Each Unit Leader, Team Leader, Group Supervisor and Branch Director shall be responsible for supervising assigned staff and remediation of identified problems within their sector. Problems that cannot be solved at the sector level will follow the ICS chain of command.

The POD Manager will keep the Operations Section Chief or Brookings County EOC regularly apprised of the progress being made, problems encountered, and resources needed.

POD Orientation

At the opening of the POD, the POD Manager in conjunction with the Operations Section Chief should orient their command personnel and staff.

The Unit Leaders and Group Supervisors will distribute JAS for all clinic functions during orientation; JAS are located in Annex 15.

Orientation for POD volunteers and staff will include, but is not limited to:

- Situation update
- POD mission
- Chain of command
- Safety
- Work assignments

- Communication procedures
- Client processing
- Medical care capabilities
- Injury reporting procedure
- Sign in and out procedure
- Credentialing
- Triage criteria
- Confidentiality

A walk-through of the process will be demonstrated. POD staff will be observed by the Safety Officer or their designees for signs of fatigue or stress as defined in the JAS for that position. Staffing shifts, if possible, should not be longer than 12 hours.

When checking in at the POD for the first time, each staff member will complete a brief registration and emergency contact form that will be maintained by the Documentation Tracking Unit Leader. At the beginning of each shift everyone will sign the shift sign-in sheet and present photo identification. When personnel complete their shift, they will sign out. It is not permitted for anyone to sign in or out for another person.

Every POD staff member will receive a form of POD identification. POD staff members will prominently wear the POD identification during their shift. Identification will be picked up at shift sign–in and turned in at the end of the shift each day.

Health and Hygiene

Standard precautions will be observed by all personnel. Additional infection control measures relative to specific agents will also be practiced.

Bathroom facilities shall be made available inside and outside the facility for staff and the public. Outside portable latrines should be placed where necessary as time permits.

The Safety Officer or their designees will routinely look for and correct any health and hygiene related problems.

Documentation

Accurate documentation will be kept during POD operations. Completed forms shall be given to the Documentations Tracking Unit for filing. Example copies of forms are provided in Annex 12.

Tracking Inventory

The Logistics Section Chief will establish an inventory control system for the POD. Included in the system will be the recipient of listed items, identification of essential items, documentation of types and quantities of all medications and material, and their location.

Lot numbers for all medications shall be recorded for future reference as needed. As soon as possible the system of logging and tracking of items should be computerized.

Depletion of Medications/Supplies

If medications or other equipment/supplies are depleting, the POD Manager and their staff shall develop a hold strategy (conserving supplies).

Hold Strategies will be identified for the following considerations:

1. Can substitutes for items in short supply be used?
2. How soon before needed items arrive?
3. Implications of terminating the client processing.
4. Are other PODs able to pick up the remaining clients?

The Brookings County EOC and SEOC shall be told of the situation and provide assistance if possible. The decisions reached shall first be announced to staff members and then, if appropriate to the client population in the POD.

De-mobilization

The decision to terminate operation will be made by the Brookings EOC. Principle decision criteria will be the estimated completion of medication distribution/immunization of the assigned population. The POD Manager will make recommendations on demobilizing POD Operations. The media and general public will then be advised by the PIO when the POD will be closing.

Priority Prophylaxis:

The goal of priority prophylaxis is to maintain those personnel or institutions that are critical to continuing services in order to prophylax the rest of the population and slow or stop the spread of disease.

The reason that household members are stressed in this section is to ensure that the priority person takes their medication and remain healthy rather than share their meds with their loved ones and become ill.

In non-48-hour situations, priority prophylaxis for community responders and their household members will be determined based on recommendations made by the CDC and SDDOH. Planned recommendations include:

1. POD volunteers and staff
2. Hospital, health department staff
3. Emergency operations staff
4. Key civic leaders
5. Emergency medical services
6. Law enforcement
7. Fire department
8. Public works
9. Close contacts identified by the SDDOH.

Priority agencies designated by the SDDOH will be communicated through the SEOC to the Brookings County EOC.

In the event that a 48-hour prophylaxis timeline is designated by the SDDOH, priority prophylaxis will be coordinated through the Brookings County EOC and implemented for facilities outside of the POD through the POD Travel Teams.

Special Needs Populations:

The populations that have been identified in the Brookings Area as having special needs include:

1. Limited English speakers
2. Hearing or sight impaired
3. Homebound individuals
4. Children
5. Institutionalized persons (hospital, nursing homes, assisted living)
6. Incarcerated individuals
7. Undocumented aliens
8. Indigent persons

During a public health emergency, translators/interpreters will be available during POD operations to assist limited English speakers. POD operations will provide special needs helpers to assist sight impaired individuals and semi-ambulatory individuals through the POD clinic. Written materials may be read to individuals and assistance provided for the completion of all forms.

Available interpreter services and services for the hearing impaired include:

- **Language Link:** www.language.link/
  - Call 1.888.338.7394
  - Enter South Dakota Department of Health Account number **15162**, followed by the # sign
  - Select 9 to be connected to a 3rd party call with an interpreter
  - Enter ID number, followed by # sign (100# Public Health Preparedness)
- www.freetranslation.com may be a useful website for staff who are working with clients who only need help interpreting a couple of sentences or words
- Relay South Dakota **711** **(**https://relaysd.com/get-started-on-relay)

In some situations, caregivers (i.e., social service workers, home health workers, etc.), will be issued medications to deliver to the head of the household. Mobile teams may be established to provide homebound and fixed-site populations with medications.

The number of long-term care facilities and assisted living facilities in Brookings Area POD jurisdiction is 11. A list of these facilities with point-of-contact information is provided in Annex 2. In the event of a public health emergency, the Brookings Area POD, through the travel teams, will provide medications/vaccinations to the listed contact at the facility so they may prophylax or vaccinate their own populations using in-house medical staff.

The Brookings Area POD jurisdiction contains one correctional facility. The point-of-contact information for this facility is listed in Annex 2. The Brookings Area POD travel teams will deliver and dispense medications for this facility.

The Brookings Police Department and the Brookings County Sheriff's Office have determined that undocumented aliens reside within the Brookings Area POD jurisdiction. Undocumented aliens will be prophylaxed/vaccinated with the general population in a POD clinic setting. No proof of residency will be required. The local designated PIO will develop and implement a public health education campaign to inform undocumented aliens that they may bring their families to POD sites and will not be required to show proof of residency.

Head of Household and Underage Policies:

Family Member Maximum Courses Pick-Up and Identification - The maximum number of courses that family members can pick up is 10. The minimum identification required at POD sites is a valid form of picture identification.

Unaccompanied Minors Picking up Medications - If underage clients present at the POD alone, the Mental Health worker will interview the client and evaluate the situation, making phone calls to parents, guardians, etc. as necessary. Based upon the available information, the POD Medical Branch Director will determine the suitability of providing the needed medication/vaccination.

The POD Manager or designee may adjust the head of household, multiple regimen policy, unaccompanied minor and identification requirements:

- The local dispensing site leadership has knowledge that the pick-up family member truly represents more than 10 family members.
- The local dispensing site leadership feels that the nature of the situation should warrant a local policy change to not delay any distribution efforts due to local conditions.
- The local dispensing site leadership has the authority to waive these recommendations on an individual case by case basis as needed.

Equipment and Supplies:

In order to operate a POD clinic, the Brookings Area POD will need clinic supplies that can be readily transported to the POD site. A list of equipment and supplies needed for the Brookings Area POD operations is found in Annex 6. Existing emergency management protocols through local Emergency Operations Plans (EOP) will be utilized to obtain additional resources.

Storage and Handling Requirements for SNS Materiel are found in Annex 7.

Transport of clinic supplies will be under the direction of the POD Supply Unit Leader and will be coordinated with the Ground Support Unit Leader. City/County Departments may provide vehicles and assist with transportation of supplies to the POD site.

Sample POD clinic forms including the NAPH form are located in Annex 12. In the event of a public health emergency these forms will be updated to reflect the situation or disease outbreak. The SDDOH is in charge of updating forms for a public health emergency. If the SDDOH cannot update forms, it will need to be done locally.

Sick Patient Transport and Treatment Centers:

If a symptomatic patient presents at the POD clinic, the Triage/Evaluation Group Supervisor is responsible for triage. Ill patients will be advised to self-transport to local hospitals and treatment centers. Severely ill or injured patients or staff will be transported to the hospital or local treatment center via existing 911 transport protocols.

The city of Brookings has one hospital, Brookings Health System, at 300 22nd Avenue. Additional hospitals in the Brookings Area POD jurisdiction include: Avera DeSmet Memorial Hospital and Avera Flandreau Hospital. In the event of a public health emergency, the Liaison Officer will contact the hospitals. During a public health emergency, the Planning Section Chief will keep timely records of local hospital capacity. In an SNS event, the local hospitals will implement controlled access procedures as outlined in their hospital disaster plans.

Brookings Area POD Plan- 2019 Review & Update

Main Document-

- Sites- Primary is Dakota Bank Center; Mini-POD at SDSU; and Alternate is Brookings High School
- Long-term Care Facilities- 11
- Correctional Facilities- 1
- Hospitals-1 each in Brookings, DeSmet, and Flandreau

Annex 1- template

Annex 2-

Focused enhancements- Volunteer Organization & Critical Infrastructure

Annex 3-

Annex 4, 5, 8, & 11-

- Dakota Bank Center-
- SDSU-
- BHS-

Annex 6- Gordon D.

Annex 7, 9 & 10- templates

Annex 12- template

Annex 13- no written MOUs on file for POD; verbal agreement noted (MOU for ACS between Dakota Bank Center and BHS)

Annex 14 & 15- templates

IAP-

202- updates

205

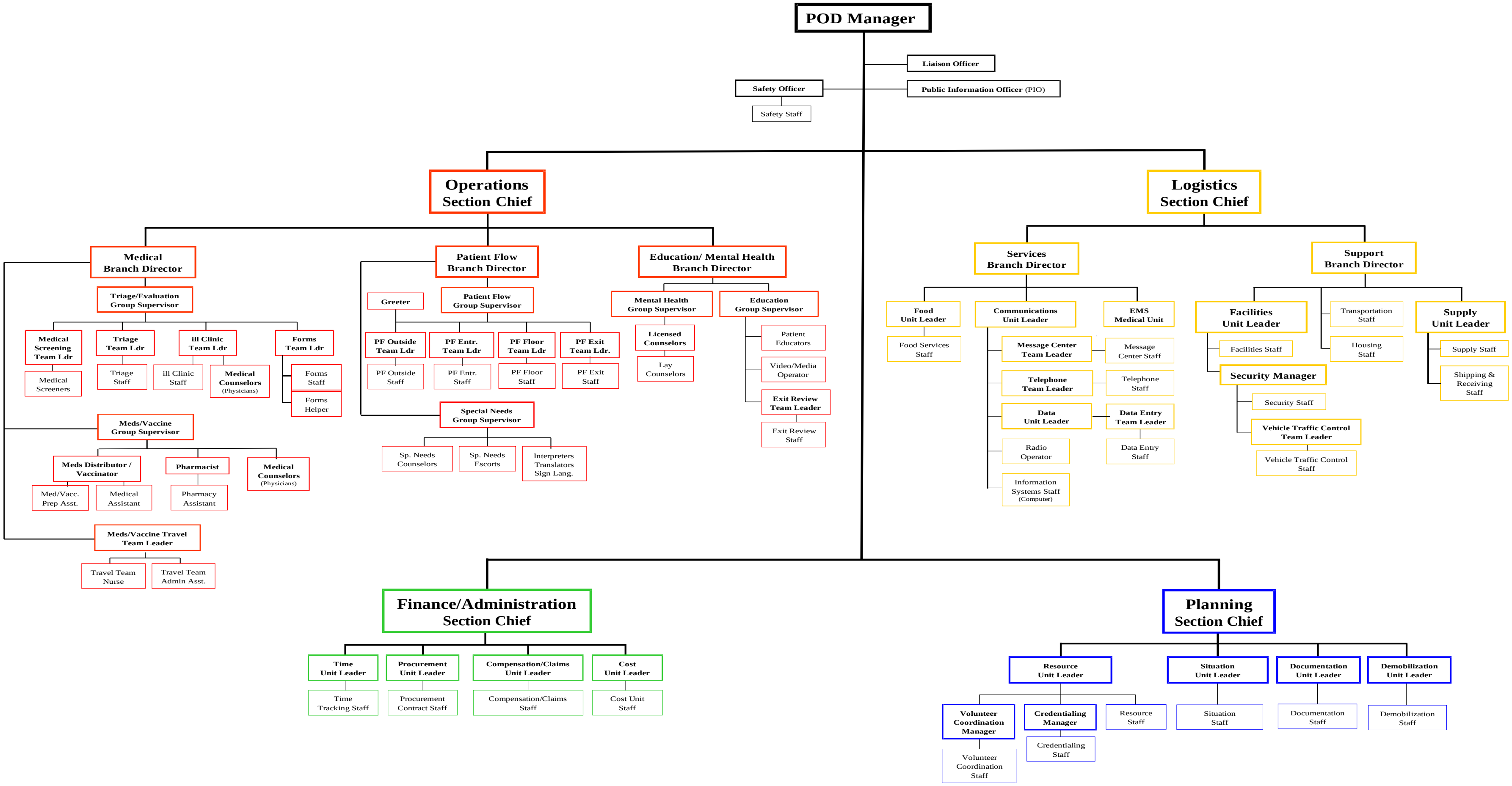
206

208

Additions: MOUs for Closed POD Facilities & Priority Prophylaxis Plan

Annex 1

POD Activation Checklist
and
Call Down


POD Manager
Liaison Officer
Safety Officer
Public Information Officer (PIO)
Safety Staff
Operations Section Chief
Logistics Section Chief
Medical Branch Director
Triage/Evaluation Group Supervisor
Medical Screening Team Ldr
Medical Screeners
Triage Team Ldr
Triage Staff
ill Clinic Team Ldr
ill Clinic Staff
Medical Counselors (Physicians)
Forms Team Ldr
Forms Staff
Forms Helper
Meds/Vaccine Group Supervisor
Meds Distributor / Vaccinator
Med/Vacc. Prep Asst.
Medical Assistant
Pharmacist
Pharmacy Assistant
Medical Counselors (Physicians)
Meds/Vaccine Travel Team Leader
Travel Team Nurse
Travel Team Admin Asst.
Patient Flow Branch Director
Greeter
Patient Flow Group Supervisor
PF Outside Team Ldr
PF Outside Staff
PF Entr. Team Ldr
PF Entr. Staff
PF Floor Team Ldr
PF Floor Staff
PF Exit Team Ldr.
PF Exit Staff
Special Needs Group Supervisor
Sp. Needs Counselors
Sp. Needs Escorts
Interpreters Translators Sign Lang.
Education/ Mental Health Branch Director
Mental Health Group Supervisor
Licensed Counselors
Lay Counselors
Education Group Supervisor
Patient Educators
Video/Media Operator
Exit Review Team Leader
Exit Review Staff
Services Branch Director
Food Unit Leader
Food Services Staff
Communications Unit Leader
Message Center Team Leader
Message Center Staff
Telephone Team Leader
Telephone Staff
Data Unit Leader
Data Entry Team Leader
Data Entry Staff
Radio Operator
Information Systems Staff (Computer)
EMS Medical Unit
Support Branch Director
Facilities Unit Leader
Facilities Staff
Security Manager
Security Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff
Transportation Staff
Housing Staff
Supply Unit Leader
Supply Staff
Shipping & Receiving Staff
Finance/Administration Section Chief
Time Unit Leader
Time Tracking Staff
Procurement Unit Leader
Procurement Contract Staff
Compensation/Claims Unit Leader
Compensation/Claims Staff
Cost Unit Leader
Cost Unit Staff
Planning Section Chief
Resource Unit Leader
Volunteer Coordination Manager
Volunteer Coordination Staff
Credentialing Manager
Credentialing Staff
Resource Staff
Situation Unit Leader
Situation Staff
Documentation Unit Leader
Documentation Staff
Demobilization Unit Leader
Demobilization Staff

Annex 3

Public Information and Media Outlets

Television

SD Public Broadcasting (TV and Radio)
KESD 88.3 FM- Brookings-Hetland
www.sdpb.org
PO Box 5000
555 N. Dakota Street
Vermillion, SD 57069
Phone: 1-800-456-0766 (24 hours a day)
Email: news@sdpb.org

KELOLAND (CBS)- KELO/KDLO/KPLO
www.keloland.com
501 South Phillips Ave.
Sioux Falls, SD 57105
Phone: 1-800-888-KELO (5356) or 605-336-1100
Email: ushare@keloland.com or news@keloland.com

KSFY (ABC) & KDLT (NBC)
www.dakotanewsnow.com
325 S. 1st Ave
Suite 100
Sioux Falls, SD 57104
Phone: 605-336-9999 (news tips) and 605-373-7361 (newsroom)
Email: news@dakotanewsnow.com

KTTM/KTTW (FOX)
www.kttw.com
2817 West 11th Street
Sioux Falls, SD 57104
Phone: 1-605-338-0017
Email:

Local Cable Access Channels:

City TV Channel #9 (605) 692-6281
Mediacom (800) 332-0245

Radio

https://radio-locator.com

Brookings Radio
www.brookingsradio.com
227 22nd Ave S.
Brookings, SD 57006
Front Desk: 605-692-1430
Fax: 605-692-6434
Studio Lines:
KCountry 102.3 – KKQQ: 605-696-1023
The Hawk 107.1 – KDBX: 605-696-1071
B93.7 – KBRK: 605-692-9370
1430 KBRK: 605-692-1434
The Ranch AM 910: 605-692-9100

KSJD New Rock 90.7 FM
www.ksdjradio.com
SDSU Student Union (basement)
Phone: (605)688-5559

Information 1000 KSOO-AM- The Talk of Sioux Falls
https://ksoo.com/
5100 S Tennis Ln
Sioux Falls, SD 57108
Phone: 605-361-0300
Studio Line: 605-338-5766
Business Line: 605.361.0300

National Weather Service
www.weather.gov/abr/nwr
824 Brown County 14 South
Aberdeen, SD 57401-9311
Phone: (605) 225-0519
Email: w-abr.webmaster@noaa.gov

Newspaper
www.sdna.com/directory

County	Newspaper	Freq.	Circ.	Address	Phone	Website	General/Editor Email
Brookings	Brookings Register	Daily	4,642	PO Box 177 Brookings 57006	692-6271	www.brookingsregister.com	news@brookingsregister.com
Brookings	Volga Tribune	Weekly	565	PO Box 18 Volga 57071	627-9471	www.rfdnewsgroup.com	rfdnews@mchsi.com
Brookings	Elkton Record	Weekly	268	PO Box K Elkton 57026	542-4831	www.rfdnewsgroup.com	ern@mchsi.com
Brookings	White Tri-City Star	Weekly	413	PO Box 341 White 57276	629-2052	www.rfdnewsgroup.com	T.C.S@mchsi.com
Kingsbury	DeSmet News	Weekly	1,046	PO Box 69 DeSmet 57231	854-3331	www.desmetnews.com	mail@desmetnews.com
Kingsbury	Lake Preston Times	Weekly	691	PO Box 368 Lake Preston 57249	847-4421	www.lakeprestontimes.net	mail@lakeprestontimes.net
Kingsbury	Arlington Sun	Weekly	629	PO Box 370 Arlington 57212	983-5491	www.rfdnewsgroup.com	asn@mchsi.com
Moody	Flandreau Moody County Enterprise	Weekly	1,150	PO Box 71 Flandreau 57028	997-3725	www.moodycountyenterprise.com	Mce6@mcisweb.com
Minnehaha	Argus Leader	Daily	23,721	PO Box 5034 Sioux Falls 57117	331-2200	www.argusleader.com	editor@argusleader.com

Internet

SD Dept of Health - http://doh.sd.gov/
Brookings County- www.brookingscountysd.gov
City of Brookings- www.cityofbrookings.org
Brookings Chamber of Commerce- www.brookingssd.com
BAHRA- www.bahra.us
Brookings Health System- www.brookingshealth.org/
Moody County- www.moodycounty.net/
Kingsbury County- www.kingsburycountysd.org/
City of Flandreau- www.cityofflandreau.com
City of DeSmet- https://cityofdesmet.com/
BeReadyBrookings- http://bereadybrookings.com/

Alert Sense (IPAWS)

Brookings County

Social Media

Facebook
Twitter
Instagram

Schools

- **See information listed in Annex 2/ Educational Institutions**

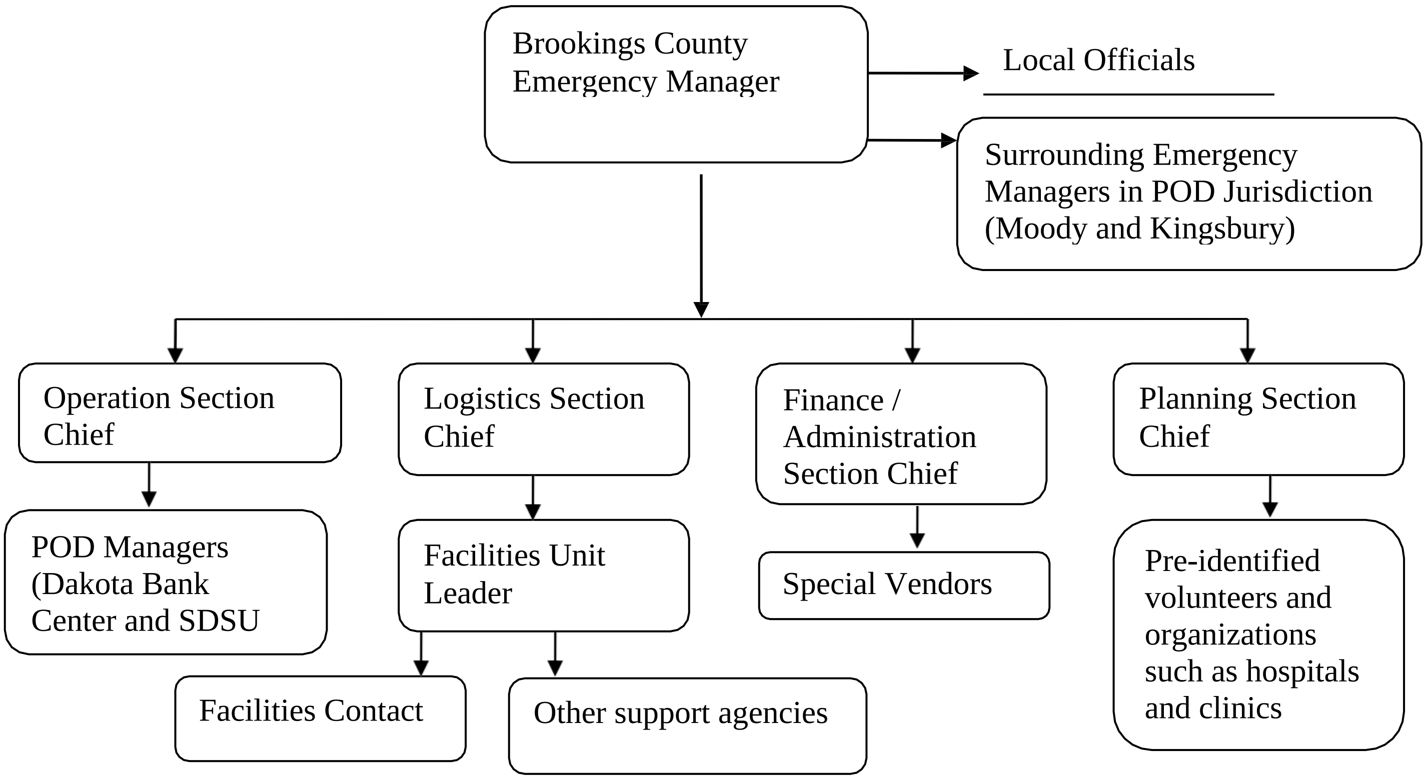
Signs

Daktronics
I-29 Amber Alert Signs

POD Activation Checklist

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

Person Responsible	Actions	Completed
Logistics Chief	Test communication systems available at the POD site	
Logistics Chief	Coordinate with Emergency Manager on the status of SNS medications and supplies and equipment and supplies from the state.	
Logistics Chief	Establish communication messaging center to coordinate incoming and outgoing messages.	
Logistics Chief	Prepare for receipt of SNS; identify location to receive supplies at facility, identify location(s) to store supplies, identify temperature-controlled resources for storage and prepare these areas if needed	
Logistics Chief	Activate retrieval of pre-stored items for POD (Personal Protective Equipment, vests, radios, etc.)	
Logistics Chief	Coordinate with Emergency Manager for additional supplies as needed.	
Facilities Unit Leader	Unlock or arrange for facility to be unlocked.	
Facilities Unit Leader	Support Operations Chief in POD site set-up	
Facilities Unit Leader	Activate Security Plan - conduct security sweep	
Facilities Unit Leader	Implement Security Plan - establish and maintain law enforcement presence following security sweep.	
Facilities Unit Leader	Implement Traffic Plan	
Finance Chief	Notify special vendors that have been identified to support the POD and request assistance as needed	


Brookings County Emergency Manager
Local Officials
Surrounding Emergency Managers in POD Jurisdiction (Moody and Kingsbury)
Operation Section Chief
Logistics Section Chief
Finance / Administration Section Chief
Planning Section Chief
POD Managers (Dakota Bank Center and SDSU
Facilities Unit Leader
Special Vendors
Pre-identified volunteers and organizations such as hospitals and clinics
Facilities Contact
Other support agencies

Annex 4

Traffic and Parking Plan

Traffic and Parking Plan Checklist

- Establish traffic route in and route out of POD facility
- Determine busing/shuttle use and pick-up sites if applicable
- Identify parking:
  1. Public off-site within walking distance & on-site
  2. Volunteer/staff
  3. Handicapped
  4. Busing pick-up sites
- Incorporate emergency vehicle considerations
- Identify needs for Traffic Control Devices- barricades/no parking signs
- Identify Staffing- the number of team leaders and traffic staff & their locations
- Identify SNS delivery point and delivery route (Annex 8-Patient Flow Plan & Annex 5 Site Survey Tool)
- Map all above information

Brookings Area POD Street Traffic Plan 3/12/08
Rev. 2019

Bus and individual car traffic will be allowed to enter the sites. All traffic will be directed to enter facilities from the north and exit going south. No busing system is established within the City of Brookings. Surrounding towns and counties will be encouraged to set-up a busing system for their community members. Signs to guide traffic to the entrance of Dakota Bank Center site will be placed at the following locations: Hwy 14 at By-Pass coming from the east and Hwy 14 and 16th Ave. W.

Dakota Bank Center
All traffic will be directed to enter facility at the intersection of US HWY 14 By-Pass (18th St.) and 34th Ave.

Traffic Control Individuals will be placed at the following intersections:
  - Hwy 14 By-Pass and Exit Ramps (north and south) to direct vehicles onto Hwy 14 By-Pass-2
  - Hwy 14 and 34th Ave.
  - Hwy 14 and 32nd Ave.
  - Hwy 14 By-Pass and 34th Ave.
  - 34th Ave and Parking Lot entrance into Dakota Bank Center

- Road barricades will be placed at the following locations:
  - I-29 Exits (North and South) onto HWY 14 (6th St.) will be closed. Amber Alert signs will be used to notify traffic of closed exits.
  - Hwy 14 and 34th Ave.

- Volunteer Parking:
  - West Parking Lot at Larson Ice Center
  - Capitol Parking
  - East Parking Lot (gravel) at Dakota Bank Center

- On–site parking:
  - 700 in South Parking Lot (16 handicap spaces)

- Off-site Parking within walking distance is available in the following locations:
  - Open areas and unpaved lots

  - Paved parking lots
    - Research Parking

- Emergency Vehicle Route:
  - ER vehicles will enter and exit facility at intersection of Hwy 14 and 34th Ave.
  - Ambulance will be kept on-site during operations
  - This route will also be allowed to be used for POD supply transportation

All traffic will exit Dakota Bank Center on 32nd Ave. No left turns onto Hwy 14 will be allowed.

Frost Arena *(NOTE- not updated in 2023)*

All traffic will be directed to enter facility at the intersections of Hwy 14 By-pass (18th St.) and Medary Ave. or Hwy 14 By-pass and Jackrabbit Ave.

- Traffic Control Individuals will be placed at the following intersections:
    - University Blvd. and 22nd Ave.
    - University Blvd. and Jackrabbit Ave.
    - North Campus Drive and Jackrabbit Ave.
    - North Campus Drive and Stadium Rd.
    - North Campus Drive and Medary Ave.
    - Hwy 14 By-Pass and Medary Ave.
    - Hwy 14 By-Pass and Jackrabbit Ave. W.
    - Hwy 14 By-Pass and Stadium Rd.

- Road barricades will be placed at the following locations:
    - University Blvd. and 22nd Ave.
    - University Blvd. and Jackrabbit Ave.

- Roads to be designated one-way:
    - Stadium Rd between Hwy 14 by-Pass and N. Campus Drive
    - Jackrabbit Ave. between Hwy 14 By-Pass and 8th St.
    - Medary Ave. between Hwy 14 By-Pass and N. Campus Drive

- Volunteer Parking:
    - Lot #163 north of arena
    - Student Union #150 Hourly Pay Lot (155 spaces)

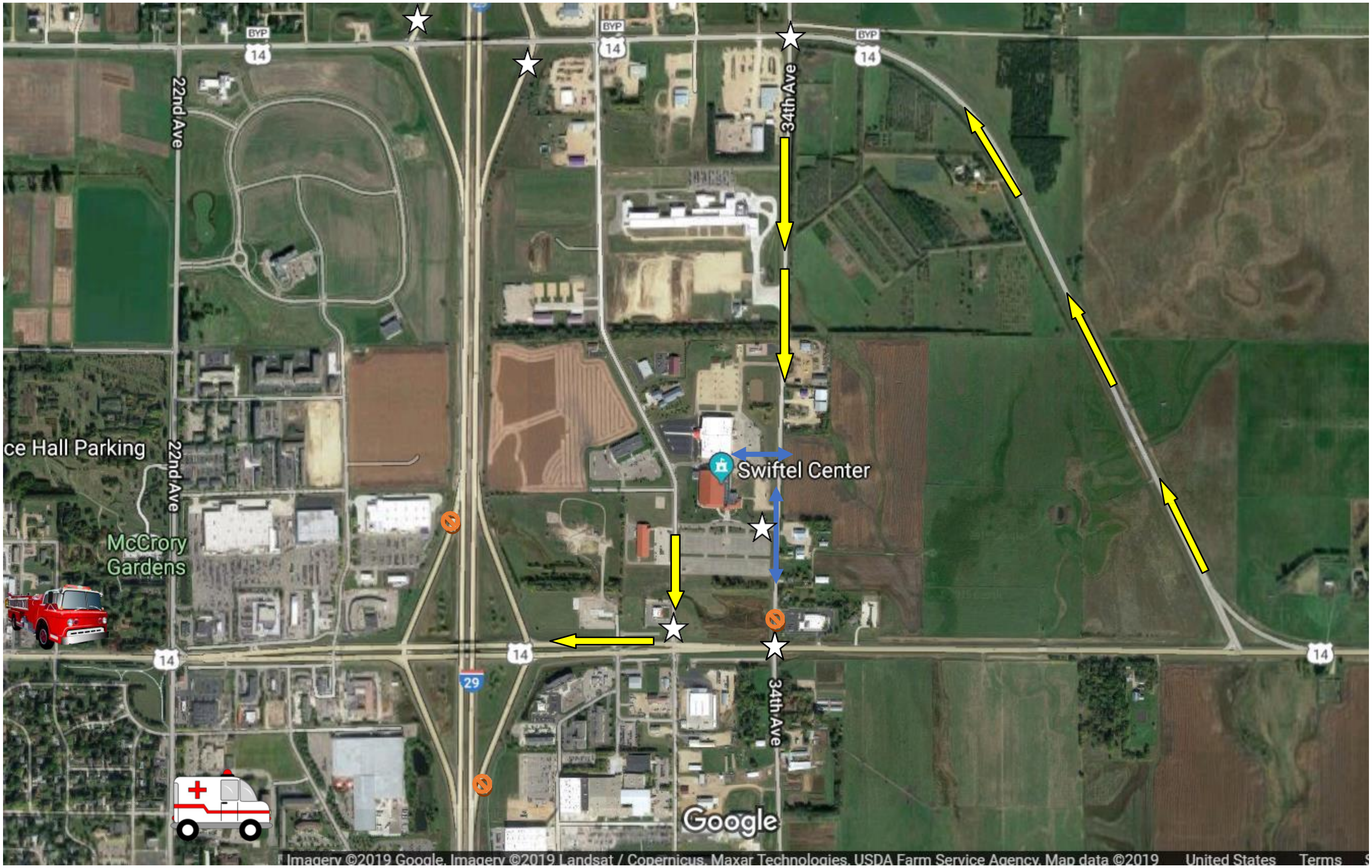
- On–site parking (Special Needs & Handicap): *see current campus parking maps online*

- Off-site Parking within walking distance is available in the following locations: *see current campus parking maps online*

- Bus Route:
    - Buses will be directed to enter at Hwy 14 By-Pass and Stadium Road

- Emergency Vehicle Route:
    - ER vehicles will enter and exit facility at intersection of University Blvd. and 22nd Ave.
    - Ambulance will be kept on-site during operations
    - This route will also be allowed to be used for POD supply transportation

All traffic will be directed to exit to the south of facility.


BYP
14
22nd Ave
34th Ave
ce Hall Parking
Swiftel Center
McCrory Gardens
29
Google
Imagery ©2019 Google, Imagery ©2019 Landsat / Copernicus, Maxar Technologies, USDA Farm Service Agency, Map data ©2019 United States Terms

Annex 5

This Annex has been classified as

“For Official Use Only”

Annex 6

Equipment and Supply List

List of Suggested Supplies for a POD

*** State will provide N-95 masks, antimicrobial hand washing solution, syringes for vaccines, vests, gloves, portable radios (minimum of 10), and digital radio (1).**

Item **(Excluding pharmaceutical and other durable medical equipment included in the SNS)**	**#**	**Does your site currently have this item in inventory for the POD?**		**If your POD does not have this item, is your POD planning on obtaining this item for your inventory?**		**If supply not available where will it be purchased or obtained?**	**Where will this item be stored?**	**Will this item need to be distributed to the POD site from the storage location?**		**If this item needs to be distributed, describe how this item will be transported to the POD site?**
		YES	**NO**	**YES**	**NO**	**LOCATION**	**LOCATION**	**YES**	**NO**	**Distribution Process**
SET-UP										
List of emergency phone numbers										
Patient Registration/Consent/Record										
Name badges										
Station Identification Signs										
Sign-in sheets for patients										
Sign-in sheets for staff										
Signs directing flow for traffic										
Signs to mark way to restrooms										
Staff vests *****										
Option (in place of listed item)										

Item **(Excluding pharmaceutical and other durable medical equipment included in the SNS)**	**#**	**Does your site currently have this item in inventory for the POD?**		**If your POD does not have this item, is your POD planning on obtaining this item for your inventory?**		**If supply not available where will it be purchased or obtained?**	**Where will this item be stored?**	**Will this item need to be distributed to the POD site from the storage location?**		**If this item needs to be distributed, describe how this item will be transported to the POD site?**
		YES	**NO**	**YES**	**NO**	**LOCATION**	**LOCATION**	**YES**	**NO**	**Distribution Process**
OFFICE SUPPLIES										
3-ring Binder										
Any applicable site evacuation plans or procedures										
Binder Clips (assorted sizes)										
Boxes for collecting forms										
Calculator										
Clipboards										
Colored Dots										
Colored markers										
Copy Paper										
Easel Paper-includes stand										
English Spanish Dictionary										
Envelopes - interoffice										
Envelopes - letter size										
File Folders										
File Totes										
First Aid Kit										
Highlighter										
In-boxes										
Job action sheets										
Manual 3 Hole Punch										
Markers										
Masking Tape										
Medical Dictionary										
Paper Clips - jumbo										
Paper Clips - standard										
Paper tablets										
Pencil Sharpener										

Item **(Excluding pharmaceutical and other durable medical equipment included in the SNS)**	**#**	**Does your site currently have this item in inventory for the POD?**		**If your POD does not have this item, is your POD planning on obtaining this item for your inventory?**		**If supply not available where will it be purchased or obtained?**	**Where will this item be stored?**	**Will this item need to be distributed to the POD site from the storage location?**		**If this item needs to be distributed, describe how this item will be transported to the POD site?**
		YES	**NO**	**YES**	**NO**	**LOCATION**	**LOCATION**	**YES**	**NO**	**Distribution Process**
OFFICE SUPPLIES (cont)										
Pencils										
Pens										
Photocopy machine										
Photocopy Paper (assorted colors)										
Photocopy Paper (white)										
Photocopier Toner Cartridge										
POD site maps with clinic flow diagrams										
Post-it Notes 3x3										
Poster Board										
Push Pins										
Record Book										
Rubber Bands										
Scissors										
Scotch Tape										
Stapler										
Staples										
Thumbtacks										
Whiteout										
Option (in place of listed item)										

Item **(Excluding pharmaceutical and other durable medical equipment included in the SNS)**	**#**	**Does your site currently have this item in inventory for the POD?**		**If your POD does not have this item, is your POD planning on obtaining this item for your inventory?**		**If supply not available where will it be purchased or obtained?**	**Where will this item be stored?**	**Will this item need to be distributed to the POD site from the storage location?**		**If this item needs to be distributed, describe how this item will be transported to the POD site?**
		YES	**NO**	**YES**	**NO**	**LOCATION**	**LOCATION**	**YES**	**NO**	**Distribution Process**
GENERAL SUPPLIES & EQUIPMENT										
2-Way Radios *****										
All-purpose cleaner										
AV Cart										
Batteries (double AA, C's, D's)										
Battery-operated radio weather band										
Battery-less Flashlights										
Biohazard bags										
Bleach										
Bottled water										
Caution tape										
Chairs										
Clear Plastic Storage Boxes (assorted sizes)										
Clock (large battery operated)										
Cots, blankets, pillows										
Digital Radio *****										
Duct Tape										
Electric lantern										
Facial tissue										
Flashlight										
Food and drink for staff										
Free Standing Light Set										
Ice Packs										
Industrial Extension Cords (50ft)										
Industrial Hand Cart										
Lantern battery										
Laptop, LCD Projector & Screen										
Liquid hand soap										
Orange cones for traffic flow										

Item **(Excluding pharmaceutical and other durable medical equipment included in the SNS)**	**#**	**Does your site currently have this item in inventory for the POD?**		**If your POD does not have this item, is your POD planning on obtaining this item for your inventory?**		**If supply not available where will it be purchased or obtained?**	**Where will this item be stored?**	**Will this item need to be distributed to the POD site from the storage location?**		**If this item needs to be distributed, describe how this item will be transported to the POD site?**
		YES	**NO**	**YES**	**NO**	**LOCATION**	**LOCATION**	**YES**	**NO**	**Distribution Process**
GENERAL SUPPLIES & EQUIPMENT (cont)										
Packing Tape and Dispenser										
Paper cups - Styrofoam										
Paper napkins										
Paper to cover table										
Paper towels										
Portable Generator										
Portable Indoor/Outdoor Retractable Stanchions										
Portable TV with VCR/DVD										
Posts and chains										
Replacement Light Bulbs for Light Sets										
Safety pins										
Screens										
Spray bottles										
Storage Coolers										
Tables										
Toilet tissue										
Tool kit										
Trash bags										
Option (in place of listed item)										

Item **(Excluding pharmaceutical and other durable medical equipment included in the SNS)**	**#**	**Does your site currently have this item in inventory for the POD?**		**If your POD does not have this item, is your POD planning on obtaining this item for your inventory?**		**If supply not available where will it be purchased or obtained?**	**Where will this item be stored?**	**Will this item need to be distributed to the POD site from the storage location?**		**If this item needs to be distributed, describe how this item will be transported to the POD site?**
		YES	**NO**	**YES**	**NO**	**LOCATION**	**LOCATION**	**YES**	**NO**	**Distribution Process**
MEDICAL SUPPLIES										
Alcohol wipes										
Antibacterial hand washing solution *****										
OTC Fever/Analgesics										
Bandages										
Band-Aids										
Biohazard Waste Bags										
Biohazard Waste Boxes										
Biohazard Waste Tape										
Blood pressure cuffs; Pediatric set, Adult-large and obese cuffs										
Chux										
Cold/hot packs										
Control of Communicable Disease Handbook										
Cotton Balls										
Disposable emesis bags										
Disposable lab coats										
Emesis basins										
Eye Protection or Face Shields										
Gauze 2x2										
Gloves - non-latex/powder free/assorted sizes *****										
Internal Medicine Resource Book										
IV Start kits										
IV tubing										
Masks (general, N-95) *****										
Medication/vaccine refrigerator										
Medicine cups										
Needles & Syringes for vaccine *****										
Normal Saline										

Item (Excluding pharmaceutical and other durable medical equipment included in the SNS)	**#**	**Does your site currently have this item in inventory for the POD?**		**If your POD does not have this item, is your POD planning on obtaining this item for your inventory?**		**If supply not available where will it be purchased or obtained?**	**Where will this item be stored?**	**Will this item need to be distributed to the POD site from the storage location?**		**If this item needs to be distributed, describe how this item will be transported to the POD site?**
		YES	**NO**	**YES**	**NO**	**LOCATION**	**LOCATION**	**YES**	**NO**	**Distribution Process**
MEDICAL SUPPLIES (cont)										
Nursing Drug Handbook										
Paper Drapes										
Paper gowns										
Pediatric Resource Book										
Pen lights										
Physicians’ Desk Reference Manual										
Pill Bottles										
Pill Bottle Labels										
Pill Counters/Spatulas										
Plastic containers with casters										
Plastic Bags-dispensing meds for home										
Privacy Screens										
Protective Eyewear										
Scales, Adult										
Scales, Pediatric										
Sharps Containers										
Shoe covers										
Spill Kits										
Stethoscopes										
Surgical Tape										
Syringes (3cc)										
Thermometers and probe covers										
Tongue depressors										
Tourniquets										
Wheelchairs										
Option (in place of listed item)										
Micropore Paper Tape										
Millipore Tape										

Item **(Excluding pharmaceutical and other durable medical equipment included in the SNS)**	**#**	**Does your site currently have this item in inventory for the POD?**		**If your POD does not have this item, is your POD planning on obtaining this item for your inventory?**		**If supply not available where will it be purchased or obtained?**	**Where will this item be stored?**	**Will this item need to be distributed to the POD site from the storage location?**		**If this item needs to be distributed, describe how this item will be transported to the POD site?**
		YES	**NO**	**YES**	**NO**	**LOCATION**	**LOCATION**	**YES**	**NO**	**Distribution Process**
EMERGENCY SUPLIES										
AED (automatic external defibrillator)										
Ammonia										
Ampules of diphenhydramine (50mg/ml)										
Blanket										
Cot										
CPR masks										
Emergency drug dosing charts										
Epinephrine 1:1000 SQ or EPI PEN adult/child; Benadryl 50 mg										
Oxygen Tubing & O_2 nasal cannulas										
Pillow										
Option (in place of listed item)										

Item **(Excluding pharmaceutical and other durable medical equipment included in the SNS)**	**#**	**Does your site currently have this item in inventory for the POD?**		**If your POD does not have this item, is your POD planning on obtaining this item for your inventory?**		**If supply not available where will it be purchased or obtained?**	**Where will this item be stored?**	**Will this item need to be distributed to the POD site from the storage location?**		**If this item needs to be distributed, describe how this item will be transported to the POD site?**
		YES	**NO**	**YES**	**NO**	**LOCATION**	**LOCATION**	**YES**	**NO**	**Distribution Process**
POD COMMUNICATIONS										
Backup internet connection										
Battery less AM/FM Radio										
Blank CDs										
Bullhorn										
Computer cable (25 ft. or longer)										
Digital camera										
Fax capability or Fax machine										
Fax Machine Ink Cartridges										
Formatted Floppy Disks										
Internet Access: Dial up or wireless connection as a minimum (if within range)										
Jewel Cases (for CDs)										
Land line phone connection, cordless headsets										
Laptop or desktop with software loaded										
Large screen video setups with VCRs or DVD players to show educational videos										
Long phone cord (25 ft. or longer)										
Phone backup – cell (if within range) or satellite; pager(s)										
Plain Paper Fax Machine										
Printer(s)										
Printer Ink Cartridges										
Radio (VHF/UHF)										
Telephones										
Walkie talkies										
Option (in place of listed item)										

Item **(Excluding pharmaceutical and other durable medical equipment included in the SNS)**	**#**	**Does your site currently have this item in inventory for the POD?**		**If your POD does not have this item, is your POD planning on obtaining this item for your inventory?**		**If supply not available where will it be purchased or obtained?**	**Where will this item be stored?**	**Will this item need to be distributed to the POD site from the storage location?**		**If this item needs to be distributed, describe how this item will be transported to the POD site?**
		YES	**NO**	**YES**	**NO**	**LOCATION**	**LOCATION**	**YES**	**NO**	**Distribution Process**
EDUCATIONAL MATERIALS										
(1) Small supply on hand										
Consumer question and answer sheets specific to BT event										
Disease Information Sheet										
Educational Videos										
Medication Inventory Sheet										
Patient Drug Information sheets (available in 48 languages from CDC)										
Registration Form										
Vaccine Information Sheet										
Option (in place of listed item)										

Item **(Excluding pharmaceutical and other durable medical equipment included in the SNS)**	**#**	**Does your site currently have this item in inventory for the POD?**		**If your POD does not have this item, is your POD planning on obtaining this item for your inventory?**		**If supply not available where will it be purchased or obtained?**	**Where will this item be stored?**	**Will this item need to be distributed to the POD site from the storage location?**		**If this item needs to be distributed, describe how this item will be transported to the POD site?**
		YES	**NO**	**YES**	**NO**	**LOCATION**	**LOCATION**	**YES**	**NO**	**Distribution Process**
OTHER MATERIALS										
Other (Please describe and add as many rows as needed to complete this)										

Annex 7

Medication Preparation, Storage and Handling

Medication Preparation, Storage and Handling

Storage and Handling

Follow instructions for medications/vaccinations per package inserts.

Pediatric Dispensing

Ciprofloxacin, Doxycycline and Amoxicillin Suspensions

The Strategic National Stockpile has limited amounts of oral suspensions of ciprofloxacin, doxycycline, and amoxicillin in managed inventory. This is due to the:

- High cost,
- Relatively short shelf life,
- Limited use in the private sector (thus making it difficult to rotate), and
- Difficulty in predicting the numbers of people who might need these drugs.

Suspensions will need to be mixed at the POD site. Pharmacists will need to oversee the performance of this task; creating the suspensions centrally in the POD will minimize the number of pharmacists that will be needed. In addition, this procedure should occur at the POD in an area, separate from dispensing, where there is easy access to water.

Consider the amount of effort and staff that are needed to produce oral suspensions and plan accordingly. All pharmacists learn how to compound drugs, but few do it frequently enough to be proficient. However, every community has a small number of pharmacies that specialize in compounding. A pharmacist that specializes in compounding can be located by calling your local pharmacies or contacting the State Board of Pharmacy. Establishing MOUs would be beneficial to all parties.

Weighing Children

Young children cannot take the same regimen as larger children and adults. The regimen they need will depend on their age and weight but weighing a child will take time and reduce throughput. Decide whether to physically weigh children or use an average weight chart based on age and height. The CDC provides these charts, and can be located at: https://www.cdc.gov/growthcharts/cdc_charts.htm.
Another source to calculate dosage would be with the use of the "Broselow Pediatric Emergency Tape" information can be found at: https://assetcloud.roccommerce.net/files/_armstrong/2/8/4/broselow-age-chart.pdf.

Compounding Ciprofloxin and Doxycycline Tablets

An alternative to suspensions is to convert ciprofloxacin and doxycycline tablets into oral suspensions. You can find information about this process at: https://www.cdc.gov/anthrax/medical-care/emergency-use-doxycycline-ciprofloxacin.html

1. Compounding Ciprofloxacin Oral Suspension

The instructions below produce 100 ml of 50 mg/ml ciprofloxacin hydrochloride oral suspension. If the mortar and pestle allow, it is possible to double or triple ingredient quantities to triturate sufficient tablets. Typically, however, the size of the mortar and pestle will limit the number of tablets that can be crushed, wet, and suspended at one time. Mechanized equipment can speed the process and becomes increasingly important if large quantities are needed.

The instructions below use 500 mg Bayer brand ciprofloxacin (Cipro) tablets, which are in the SNS inventory. This tablet contains 500 mg of the active drug component. These instructions do not require sieving, although the tablet contains a thin film coating.

Ingredients

The following ingredients prepare 100 ml of ciprofloxacin hydrochloride oral suspension in strength of 50 mg/ml:

- Active ingredient: 10 Bayer Cipro 500 mg tablets
- Wetting agent: distilled water
- Suspending agent: Ora-Plus (Paddock Laboratories), 50 ml
- Vehicle: Ora-Sweet (Paddock Laboratories), to fill to (q.s.) to final volume (100 ml).

Directions

a. Triturate tablets in a mortar with pestle

Finely grind tablets with a ceramic or Wedgwood mortar and pestle. The finer the powder, the better the suspension. The resultant powder should be uniform in color and particle size.

b. Wet powder with distilled water (CRITICAL STEP)

Wet the powder mass with a minimal amount of water to form a thick viscous paste. A common mistake in compounding suspensions is to use too much wetting agent. Add water gradually to ensure minimal use and a thick paste. The mass should be smooth and uniform with no lumps when you are done.

c. Add 50 ml of Ora-Plus in geometric dilution

Add Ora-Plus to the paste in ever-increasing amounts, working in each addition until there is a uniform mix. The volume of the first addition of Ora-Plus should be similar to that of the Cipro/water paste. Geometric dilution means that each addition of Ora-Plus should approximately equal the volume of mixture in the mortar until you add all 50 ml.

CDC recommends using Ora-Plus as the suspending agent because its physical characteristics make it easer to achieve proper volume than with some other suspending agents. Veegum is a viable alternative to Ora-Plus for this recipe. Other agents may work in an emergency after trial and error. Carefully inspect the resultant product for desired physical characteristics.

d. Q.S. to 100 ml with Ora-Sweet
Transfer the mixture from Step C into the final container and use Ora-Sweet as the vehicle to wash out the mortar. Add Ora-Sweet in portions to the empty mortar to lift any drug mixture that sticks to the mortar's walls. Gradually add the washes to the final container. Top off the final container with Ora-Sweet to the desired volume and shake well. It is helpful to use a container that is slightly larger than the final desired volume for this step to allow for even dispersion after vigorous shaking.

CDC recommends Ora-Sweet in this step. It is a berry-flavored vehicle that masks the bitter taste of drugs. It is compatible with Ora-Plus; the same manufacturer makes both.

> It may be more convenient to compound a volume that intentionally exceeds the desired dispensing volume because when the final volume is poured directly from the mortar to the dispensing container some mixture will stick to the mortar walls.
>
> Alternatives to Ora-Sweet are cherry syrup, USP; sorbitol 70%; and simple syrup, USP. Cherry syrup, USP, is a good substitute because it effectively masks drug taste. If you use sorbitol or simple syrup, USP, you need to add a flavoring agent because their sweetness alone does not mask drug taste.
>
> To achieve the proper final volume, you need to include the volume of the flavoring agent. A 3- to 4-ml addition of cherry flavor, USP (not the same as syrup), should be sufficient.
>
> Taste the final product to confirm its sweetness. If it is unpleasant, make adjustments. Flavoring is very important to achieve patient compliance. Not all flavorings mask the taste of drugs equally. Cherry and berry flavors usually work well at hiding bitter drug taste, as does unsweetened Kool-Aid powder. Add small amounts of the flavoring until you mask the drug's bitterness.
>
> The bitterness of ciprofloxacin suspension made from tablets makes it a particular challenge. Several compounding pharmacists stated it is very difficult to mask its bitter taste. In addition, it was indicated that the flavorings suggested above might not be acceptable to all patients. Further suggestions are to try to give patients a dose dab of Hershey's syrup (assuming no chocolate allergy) before and after administering the suspension. This is common practice in children's hospitals. Suggestions are that the dispensing pharmacist witnesses the administration of the first dose to ensure compliance.

e. Label the container
Label the container as follows:

- Do not freeze, store in refrigerator.
- Preparation is stable for 2 months in refrigerator.
- Shake well before use.

Mark filling levels (based on patient weight) on the reusable calibrated oral dosing syringes in the SNS inventory and use them to dispense this suspension.

2. Compounding Doxycycline Hyclate Oral Suspension

The instructions below produce 60 ml of doxycycline hyclate oral suspension in strength of 10 mg/ml. Using a mortar and pestle, double or triple ingredient quantities if able to triturate sufficient tablets. Typically, however, the size of the mortar and pestle will limit the number of tablets that can be crushed, wet, and suspended at one time. Mechanized equipment can speed the process and becomes increasingly important if large quantities are needed.

The instructions below use Zenith-Goldline and Schein brands of doxycycline tablet, which are in the SNS inventory. These brands do not contain excessive film coatings or other formulation characteristics that require additional preparation steps (e.g., sieving), which may not be true for other brands of doxycycline tablet. Note that a 100-mg doxycycline hyclate tablet contains 100 mg of doxycycline. Thus, complicated adjustments are not necessary to compensate for the hyclate portion in the tablet to deliver 100% of the active drug component.

Ingredients
The ingredients below prepare doxycycline hyclate oral suspension, 10 mg/ml, 60 ml:

- Active ingredient: 6 doxycycline hyclate tablets
- Wetting agent: glycerin, USP, 1 ml
- Suspending agent: Ora-Plus (Paddock Laboratories), 30 ml
- Vehicle: Ora-Sweet (Paddock Laboratories), to q.s. to final volume (60 ml).

To provide flexibility, some alternatives to the wetting agent are mentioned as well as suspending agent and vehicle in the directions.

Directions

a. Triturate tablets in a mortar with pestle
Finely grind tablets with a ceramic or Wedgwood mortar and pestle. The finer the powder, the better the suspension. The resultant powder should be uniform in color and particle size.

b. Wet powder with 1 ml glycerin (CRITICAL STEP)
Wet the powder mass with minimal amounts of glycerin to form a thick viscous paste (the full 1 ml may be needed). Adding too much wetting agent is a common mistake in compounding suspensions. Add glycerin gradually to ensure minimal use and a thick paste. The mass should be smooth and uniform with no lumps when done.

If glycerin, USP, is not available, ethanol, docusate sodium liquid or Ora-Plus may be used as a wetting agent. Ora-Plus is primarily a suspending agent but can be used as a wetting agent. Whichever wetting agent used, make sure a smooth, uniform, thick paste is produced.

c. Add 30 ml Ora-Plus in geometric dilution
Add Ora-Plus to the paste in ever-increasing amounts, working in each addition until a uniform mix is formed. The volume of the first addition of Ora-Plus should be similar to that of the doxy/glycerin paste. Geometric dilution means that each addition of Ora-Plus should approximately equal the volume of mixture in the mortar until you add all 30 ml.

CDC suggests you use Ora-Plus as your suspending agent because its physical characteristics make it easier to achieve proper volume than some suspending agents. Scrip-Tech suggests no alternatives to Ora-Plus for this recipe; therefore, no alternatives are recommended. Other agents may work in an emergency after trial and error. Make sure to carefully inspect the resultant product for desired physical characteristics.

d. Q.S. to 60 ml with Ora-Sweet
Transfer the mixture from Step C into the final container and use Ora-Sweet as the vehicle to wash out the mortar. Add Ora-Sweet in portions to the empty mortar to lift any drug mixture that sticks to the mortar’s walls. Gradually add the washes to the final container. Top off the final container with Ora-Sweet to the desired volume and shake well. It is helpful to use a container that is slightly larger than the final desired volume for this step to allow for even dispersion after vigorous shaking.

Ora-Sweet is recommended in this step. It is a berry-flavored vehicle that masks the bitter taste of drugs. It is compatible with Ora-Plus; the same manufacturer makes both.
It may be more convenient to compound a volume that intentionally exceeds the desired dispensing volume so that when the final volume can be poured from the mortar to the dispensing container even though some mixture will stick to the mortar walls.

Alternatives to Ora-Sweet are cherry syrup, USP; sorbitol 70%; and simple syrup, USP. Cherry syrup, USP, is a good substitute because it effectively masks drug taste. If sorbitol or simple syrup, USP, is used, add a flavoring agent because their sweetness alone does not mask drug taste.

To achieve the proper final volume, include the volume of the flavoring agent. A 2-ml addition of cherry flavor, USP (not the same as syrup), should be sufficient.

Taste the final product to confirm its sweetness. If it is unpleasant, make adjustments. Flavoring is very important to achieve patient compliance. Not all flavorings mask the taste of drugs equally. Cherry and berry flavors work especially well at hiding bitter drug taste. Unsweetened Kool-Aid powder also works well as a flavoring agent. Add small amounts of it until you mask the drug's bitterness.

e. Label the container
Label the container as follows:

- Do not freeze, store in refrigerator.
- Preparation is stable for 2 months in refrigerator.
- Shake well before use.

It is also suggested to mark filling levels (based on patient weight) on the reusable calibrated oral dosing syringes in the SNS and use them to dispense this suspension.

Annex 8

Clinic Flow Map and Sign Placement

Clinic Flow and Sign Placement Checklist

Identify and map the following areas utilizing arrows to indicate flow:

- SNS delivery point
- SNS storage at facility
- Public entrance
- Public exit
- Volunteer staff entrance and exit
- Forms distribution area
- Triage
- Illness evaluation area
- Patient orientation and education
- Medical screening
- Mental health
- Medical counseling
- Dispensing/Vaccinating
- First aid station
- EMS Staging
- Exit review area
- Data Entry
- IC Post
- Restrooms

Determine signage needed and map on facility floor plan.

Sign Inventory- 24”x18”
1- Enter Here
2- Flu Vaccination Clinic ‘POD’ Entrance
2- POD Staff Entrance Only
1- Illness Evaluation Area
3- Forms Pick-up & Instruction
3- Raise Your Hand for Any Questions…
3- All Forms Must Be Completed
1- Please Have Family Members Together & All Forms Ready
2- Patient Education Area
1- Medical Screening Area
1- Medical Counseling Area
2- Medication Vaccination Area
2- First Aid Station
1- Exit Review Area
2- Please Wait 15 minutes After Vaccination
2- Exit
10- ‘Arrow’ signs

Annex 9

Demobilization Checklist

POD Demobilization Checklist

☐ 1. Protect the incident scene from unauthorized personnel. Coordinate with outside agencies such as Sheriff or Police for scene security if required.

☐ 2. Close the POD when demand decreases, or medications are no longer available.

☐ 3. Secure and document all remaining pharmaceutical inventory. Contact the EOC for return instructions. Maintain security at all times.

☐ 4. Inform local EOCs of the closing status of the Brookings Area POD.

☐ 5. Release management and volunteer staff as workload allows in coordination with the POD Manager. Staff should assist in recovery and removal of administrative supplies from the POD facility. Professional medical staff will be released through the Medical Operations Branch Director in coordination with the POD Manager.

☐ 6. Return the POD facility to the facility manager.

☐ 7. Collect all costs associated with POD operations.

☐ 8. Collect all records used or generated during POD operations.

☐ 9. Issue a final POD close-out report to the EOC.

Annex 10

Legal Authority and Policy Issues

Policy Issues

Family Member Maximum Courses Pick-Up and Identification - The maximum number of courses that family members can pick up is 10. The minimum identification required at POD sites is a valid form of picture identification.

Unaccompanied Minors Picking up Medications - If underage clients present at the POD alone, a Mental Health worker will interview the client and evaluate the situation (making phone calls to parents, guardians, etc.) Based upon the available information gather by the Mental Health worker, the POD Medical Branch Director will determine the suitability of providing the needed medication/vaccination.

The POD Manager or designee may adjust the head of household, multiple regimen policy, unaccompanied minor and identification requirements:

The local dispensing site leadership has knowledge that the pick-up family member truly represents more than 10 family members.

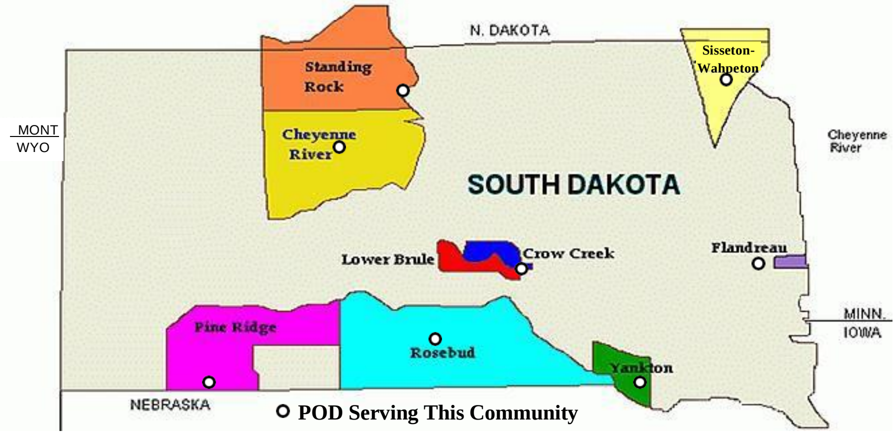
The local dispensing site leadership feels that the nature of the situation should warrant a local policy change as to not delay any distribution efforts due to local conditions.

The local dispensing site leadership has the authority to waive these recommendations on an individual case by case basis as needed.

Rules on Use of Force - Rules on Use of Force and procedures for law enforcement will follow the policies currently in effect by each individual agency. The South Dakota National Guard will follow existing protocols for National Guard members. At the state level, any changes or recommendations to the state rules on Use of Force will be released through the State Emergency Operations Center.

Native American Reservations - There are nine Native American reservation areas within South Dakota. Although Standing Rock's tribal address is in North Dakota, it shares lands located in South Dakota.

Cheyenne River
Crow Creek
Flandreau
Lower Brule
Pine Ridge
Rosebud
Sisseton-Wahpeton
Standing Rock
Yankton



Native American populations living on reservations will be counted as part of the total resident county population. The local POD dispensing site will receive the SNS assets for this population. The residents of Native American reservations will receive medications through the local POD. Additionally, local POD plans may include outreach programs to reach small population clusters that are geographically distant from a local dispensing site.

Penitentiaries - South Dakota has one federal minimal security Federal Prison Camp. The state has three large penitentiary facilities, three minimal units, and numerous smaller specialty facilities. The SDDOH is currently responsible for the health services within state correctional facilities. Federal, state, tribal, county or city inmates will be counted as part of the resident county population and medications will be delivered by the local POD to the correctional facility for dispensing. **Dispensing will be done by medical staff at the correctional facility**.

Eligibility to Receive SNS Medications and Services - All people are eligible for all SNS medications and services regardless of residency, or residency status. POD planners will take into consideration the number of people in addition to South Dakota residents that may be expected to present to the PODs for medications or services and adjust their plans accordingly. For all people, there are no other discriminatory factors. SNS medications are not to be used for animals, pets, livestock, etc, unless clearly stated by the SDDOH.

Priority to Receive SNS Medications and Services - During mass dispensing/vaccination operations, Receive, Stage and Store (RSS), Transportation, and POD personnel and their household members will have priority for treatment to ensure continuity of operations.

Legal Issues

Standing orders for medications from the state caches or SNS will be written and issued by the State Health Officer. Standing orders will be sent to the local health offices, PODs, hospital or medical clinics through the Health Alert Network (HAN), email, fax, or on paper with their SNS shipment. Local/County Health Officers or other local Medical Directors may also issue standing orders for the dispensing of local caches.

Select South Dakota Laws related to SNS Functions

This Annex lists the specific laws that support the authority and guidance for the state to carry out the South Dakota Strategic National Stockpile Plan and Operating Guide.

GOVERNOR

1-7-1	Powers and duties of Governor.
1-7-16	Use of state or federal armed forces to suppress riot or unlawful assembly.

JOINT EXERCISE OF GOVERNMENTAL POWERS

1-24-1	Definition of terms.
1-24-2.	Joint exercise of powers authorized--Exceptions.

ACTIVE SERVICE OF NATIONAL GUARD

33-9-1	Authority of Governor to order active service--Application of other public officials.
33-9-8	Response to disasters--Suppression of riots--Duty to obey civilian officials.

EMERGENCY MANAGEMENT

33-15-1	Definitions.
33-15-8	Authority of Governor in time of disaster, terrorist attack, or emergency.
33-15-13	Mutual aid arrangements with other states and between political subdivisions.
33-15-17	Assignment of workers to reinforce local organization--Call to duty--Place of duty.
33-15-18	Emergency management workers--Rights, duties, and compensation.
33-15-18.1	Civil immunity of persons requested to assist with hazardous material incidents--Exceptions.
33-15-18.2	Scope of immunity extends to employers and other responsible parties.
33-15-20	Reimbursement of local governments for employees' expenses and damages.
33-15-21	Duty to utilize already existing facilities.
33-15-22	Secretary of public safety responsible for carrying out emergency management program.
33-15-34	Mutual aid arrangements of local organizations.
33-15-35	Interstate mutual aid arrangements.
33-15-38	Emergency management as governmental function--Exceptions--Worker's compensation.
33-15-39	Exemption from licensing requirements during emergency.
33-15-41	Civil defense shelters on private property--Immunity from liability.
33-15-48	Uniform Emergency Management Assistance Compact.

STATE DEPARTMENT OF HEALTH

34-1-7.1	State health officer's position abolished--Performance of functions.

CONTAGIOUS DISEASE CONTROL

34-22-41	"Public health emergency" defined.
34-22-42	Secretary may declare public health emergency--Contents of order.
34-22-43	Department primarily responsible for public health emergency response--Scope of authority--Promulgation of rules.
34-22-44	Termination of declared emergency--Renewal.
34-22-45	Voluntary vaccination program for first responders--Exposure to infectious diseases at disaster locations.

NONPROFIT CORPORATIONS--MEMBERS, DIRECTORS, OFFICERS AND AGENTS

47-23-28	Definition of terms.
47-23-29	Immunity of volunteers of nonprofit organizations, free clinics, certain hospitals, and governmental entities.
47-23-30	Person not immune where negligent operation of vehicle caused injury.
47-23-31	Effect on other statutes concerning immunity.
47-23-32	Waiver of immunity to extent of risk sharing pool or liability insurance coverage--Volunteer serving as director, officer, or trustee exempt.

DEFINITIONS AND GENERAL PROVISIONS

62-1-5.1 Volunteers serving state or political subdivision without pay --Computing or imputing wage--Certain persons not deemed volunteers.

Select South Dakota Codified Laws - http://legis.state.sd.us/statutes/index.aspx

SDCL 1-7-1. Powers and duties of Governor.

The Governor shall possess the powers and perform the duties entailed upon him by the Constitution and by special provisions throughout this code and among others, but without limiting other prescriptions of his powers and duties, as follows:

(1) He shall supervise the official conduct of all executive and ministerial officers;
(2) He shall see that the laws of the state are faithfully and impartially executed;
(3) He shall make appointments and fill vacancies in the public offices as required by law;
(4) He is the sole official organ of communication between the government of this state and the government of any other state of the United States;
(5) He shall issue patents for land as required by law and prescribed by the provisions of this code;
(6) He may offer rewards, not exceeding one thousand dollars each, payable out of the general fund, for the apprehension of any convict who has escaped from the penitentiary or for any person who has committed or is charged with the commission of an offense punishable with imprisonment for life;
(7) He is authorized to appoint a private secretary and to employ such clerks and stenographers as he shall deem necessary for the proper discharge of his official duties, each of whom shall serve during the pleasure of the Governor and receive such compensation as shall be provided by the Legislature;
(8) He shall have such other powers and must perform such other duties as are or may be devolved upon him by law.

Source: SDC 1939, § 55.1101.

SDCL 1-7-16. Use of state or federal armed forces to suppress riot or unlawful assembly.

The Governor, as commander-in-chief of the armed forces of the state, may call out armed forces to suppress any riot or unlawful assembly. If such armed forces are insufficient to suppress the riot or unlawful assembly, the Governor may apply to the military forces of the United States for a force sufficient to suppress such riot or unlawful assembly.

Source: SDC 1939 & Supp 1960, § 34.0204; SDCL, §§ 23-11-3, 23-11-4; SL 1976, ch 158, § 10-7; SDCL § 22-10-13; SL 2005, ch 120, § 351.

SDCL 1-24-1. Definition of terms. Terms used in this chapter mean:

(1) "Participating public agency," any public agency which has elected to participate in a pool arrangement;

(2) "Public agency," any county, municipality, township, school district, consumers power district or drainage district of the State of South Dakota; any agency of South Dakota state government or of the United States; any political subdivision of this state; any political subdivision of another adjacent state; and any Indian tribe;

(3) "State," a state of the United States and the District of Columbia;

(4) "State agency," each association, authority, board, commission, committee, council, department, division, office, officer, task force, or other agent of the state vested with the authority to exercise any portion of the state's sovereignty; provided that the term shall not include the legislative or judicial branch of the government of the state or units of local government, including but not limited to counties, townships, municipalities, chartered governmental units, or school or other special districts, or Indian tribes.

Source: SL 1966, ch 187, § 1; SL 1970, ch 9; SL 1974, ch 13; SL 1974, ch 14, § 1; SL 1975, ch 14, § 1; SL 1976, ch 12; SL 1991, ch 11, § 1.

SDCL 1-24-2. Joint exercise of powers authorized--Exceptions.
Any power or powers, privileges, or authority exercised or capable of exercise by a public agency of this state may be exercised and enjoyed jointly with any other public agency of this state and jointly with any public agency of any other state or of the United States to the extent that the laws of such other state or of the United States permit such joint exercise or enjoyment. Any agency of South Dakota state government when acting jointly with any public agency may exercise and enjoy all of the powers, privileges, and authority conferred by §§ 1-24-2 to 1-24-9, inclusive, upon a public agency. The provisions of this section do not apply to the power to tax or police powers, unless jointly held or otherwise authorized by law.

Source: SL 1966, ch 187, § 2; SL 1986, ch 19; SL 1990, ch 17.

SDCL 33-9-1. Authority of Governor to order active service--Application of other public officials.
In case of war, insurrection, rebellion, riot, invasion, resistance to the execution of the law of this state or of the United States, or in the event of public disaster or upon application of any marshal of the United States, or the mayor of any first or second class municipality or any sheriff in this state, the Governor may order into active service all or any portion of the national guard.

Source: SL 1887, ch 100, §§ 43, 44; CL 1887, §§ 1959, 1960; SL 1893, ch 117, § 14; SL 1901, ch 176, § 8; RPolC 1903, § 2497; SL 1903, ch 185, § 27; SL 1917, ch 297, § 37; RC 1919, § 10597; SDC 1939, § 41.0149; SL 1951, ch 206; SL 1992, ch 60, § 2.

SDCL 33-9-8. Response to disasters--Suppression of riots--Duty to obey civilian officials.
An armed force may be called out to respond to public disaster resulting from flood, conflagration, or tornado, or for the purpose of suppressing any tumult or riot, or for the purpose of dispersing any group of persons that is acting together by force with intent to commit any felony or to offer violence to persons or property, or that is acting with intent by force or violence to resist or oppose the execution of the laws of this state. Upon arrival at the place of such unlawful, riotous, or tumultuous assembly, the armed force shall obey any orders by the Governor for suppressing the riot or tumult or for dispersing and arresting all persons who are

committing any such offenses. The armed force shall also obey any such orders from any judge of a court of record, or from the sheriff of the county, and also any further orders for such purposes from any two of the magistrates or other officers mentioned in this section.

Source: SL 1917, ch 297, § 71; RC 1919, § 10631; SDC 1939, § 41.0179; SL 2007, ch 187, § 83.

SDCL 33-15-1. (Emergency Management) Definitions. Terms used in this chapter mean:

(1) "Secretary," the secretary of the Department of Public Safety;

(2) "Disaster," any natural, nuclear, man-made, war- related, or other catastrophe producing phenomena in any part of the state which, in the determination of the Governor, causes damage of sufficient severity and magnitude to warrant all state assistance that is reasonably available, above and beyond emergency resource commitments;

(3) "Emergency," any natural, nuclear, man-made, war- related, or other catastrophe producing phenomena in any part of the state which in the determination of the Governor requires the commitment of less than all available state resources to supplement local efforts of political subdivisions of the state to save lives and to protect property, public health, and safety or to avert or lessen the threat of a disaster;

(4) "Emergency management," the preparation for and the carrying out of all emergency functions, other than functions for which military forces are primarily responsible, to prevent, minimize, repair injury and damage resulting from disasters caused by enemy attack, sabotage, or other hostile action, fire, flood, snowstorm, windstorm, tornado, cyclone, drought, earthquake, or other natural causes and provide for the relief of distressed humans and livestock in areas where such conditions prevail whether affecting all or only a portion of the state. These functions include, without limitation, fire fighting services, police services, medical and health services, hazardous materials, search and rescue, engineering, warning, communications, radiological, chemical, and other special weapons of defense, evacuation of persons or livestock, emergency welfare services, emergency transportation, existing or properly assigned functions of plant protection, temporary restoration of public utility services, and other functions related to civilian or livestock protection, together with other activities necessary or incidental to the preparation for any carrying out of the foregoing functions including cooperation with the federal government, county and tribal governments, national relief organizations, public or private organizations, and persons;

(5) "Emergency management worker," any full or part- time paid, volunteer or auxiliary employee of this state, or other state, territory, possession, or the District of Columbia, of the federal government, or any neighboring county, or of any political subdivision thereof, or of any agency or organization, performing services at any place in this state subject to the order or control of, or pursuant to a request of, the state government or any political subdivision thereof;

(6) "Hazardous material," any material, including but not limited to, explosives, flammable liquids, flammable compressed gas, flammable solids, oxidizing materials, poisons, corrosive materials, and radiological materials, the loss of

control or mishandling of which could cause personal injury or death to humans or damage to property or the environment;

(7) "Local effort," the expenditure for emergency or disaster purposes within the twelve-month period preceding the date of the request, of an amount equal to two mills of the assessed valuation, exclusive of capital asset purchases, in each county for the assessment date preceding the date of the request under an emergency or disaster declaration by the Governor;

(8) "Local organization for emergency management," an organization created in accordance with the provisions of this chapter by state or local authority to perform local emergency management functions;

(9) "Political subdivision," counties, townships, Indian tribes, and municipalities; and

(10) "Search and rescue," the preparation and carrying out of search for and rescue of persons.

Source: SL 1949, ch 236, § 3; SL 1951, ch 285, § 3; SL 1955, ch 236, § 2; SDC Supp 1960, § 41.01C03; SL 1972, ch 188; SL 1977, ch 271, § 1; SL 1985, ch 15, § 41; SL 1989, ch 30, § 59; SL 1992, ch 236, § 1; SL 2004, ch 17, § 185.

SDCL 33-15-8. Authority of Governor in time of disaster, terrorist attack, or emergency. In the event of disaster, war, act of terrorism as defined in state law, or emergency that is beyond local government capability, the Governor:

(1) May assume direct operational control over all or any part of the emergency management functions within the state which may affect all or any portion of the state;

(2) May declare an emergency or disaster to exist in the stricken area and employ emergency management to assist local authorities to affect relief and restoration;

(3) May call upon and use any facilities, equipment, other nonmedical supplies, and resources available from any source**,** other than personal or private funds, in order to carry out the purposes of this chapter by contributing to the expense incurred in providing relief in such amounts as the Governor shall determine. However, nothing in this subdivision may be construed to authorize the taking of firearms, as defined in subdivision 22-1-2(16), without the consent of the owner;

(4) May suspend the provisions of any rules of any state agency, if strict compliance with the provisions of the rule would in any way prevent, hinder, or delay necessary action in managing a disaster, war, act of terrorism, or emergency, including fire, flood, earthquake, severe high and low temperatures, tornado storm, wave action, oil spill, or other water or air contamination, epidemic, blight, drought, infestation, explosion, riot, or hostile military or paramilitary action, which is determined by the Governor to require state or state and federal assistance or actions to supplement the recovery efforts of local governments in alleviating the damage, loss, hardship, or suffering caused thereby;

(5) May control the ingress and egress in a designated disaster or emergency area, the movement of vehicles upon highways within the area, the movement of persons within the area, and the occupancy of premises within the area;

(6) May procure, acquire, store, distribute, and dispense any pharmaceutical agents or medical supplies located within the state as may be reasonable and necessary to respond to the disaster, emergency, or act of terrorism;

(7) May appoint and prescribe the duties of such out-of-state health care providers as may be reasonable and necessary to respond to the disaster, emergency, or act of terrorism;
(8) May provide for the examination and safe disposal of any dead body as may be reasonable and necessary to respond to the disaster, emergency, or act of terrorism; and
(9) May provide for the protection, construction or reconstruction, repair, and maintenance of public or private transportation facilities.

The powers granted to the Governor under this section shall remain in effect for a period of six months and may be restored for one or more successive six-month periods by declaration of the Governor that the conditions permitting such powers persist.

Source: SL 1949, ch 236, § 6; SL 1951, ch 285, § 6; SL 1955, ch 236, § 3; SDC Supp 1960, § 41.01C05 (1); SL 1977, ch 271, § 4; SL 1989, ch 283, § 1; SL 2002, ch 162, §§ 1, 2; SL 2004, ch 223, § 1.

SDCL 33-15-13. Mutual aid arrangements with other states and between political subdivisions.

The secretary with the approval of the Governor may enter into mutual aid arrangements with other states and coordinate mutual aid plans between political subdivisions of this state.

Source: SL 1949, ch 236, § 6; SL 1951, ch 285, § 6; SDC Supp 1960, § 41.01C05 (2) (e); SL 1977, ch 271, § 13; SL 2004, ch 17, § 193.

SDCL 33-15-17. Assignment of workers to reinforce local organization--Call to duty--Place of duty.

The secretary may assign emergency management workers, to be controlled by the secretary, as may be necessary to reinforce emergency management organizations in stricken areas. Emergency management workers shall be called to duty by orders of the secretary and shall perform their functions in any part of the state or without the state in compliance with mutual aid agreements.

Source: SL 1949, ch 236, § 7; SL 1951, ch 285, § 7; SDC Supp 1960, § 41.01C06 (1); SL 1977, ch 271, § 16; SL 1992, ch 236, § 4; SL 2004, ch 17, § 195.

SDCL 33-15-18. Emergency management workers--Rights, duties, and compensation. An emergency management worker while on duty, whether within or without the state, shall:

(1) If the worker is an employee of the state, have the powers, duties, rights, privileges, and immunities and receive the compensation incidental to the worker's employment;
(2) If the worker is an employee of a political subdivision of the state, and whether serving within or without such political subdivision, have the powers, duties, rights, privileges, and immunities and receive the compensation incidental to the worker's employment;
(3) If the worker is not an employee of the state or a political subdivision thereof, be compensated by the state at a rate set by rules promulgated pursuant to chapter 1-26 by the secretary, and have the same rights and immunities as are provided by law for the employees of this state; and

(4) Be subject to the operational control of the authority in charge of emergency management activities in the area in which the worker is now serving.

Source: SL 1949, ch 236, § 7; SL 1951, ch 285, § 7; SDC Supp 1960, § 41.01C06 (2); SL 1977, ch 271, § 34; SL 1986, ch 272, § 16; SL 1992, ch 236, § 5; SL 2004, ch 17, § 196.

SDCL 33-15-18.1. Civil immunity of persons requested to assist with hazardous material incidents-- Exceptions.

A person who provides assistance at the request of any emergency management agency in the event of an accident or other emergency situation involving the use, handling, transportation, transmission, or storage of hazardous material defined in subdivision 33-15-1(6) is not liable in any civil action for damages as a result of his acts of commission or omission in rendering assistance. Nothing in this section grants immunity to a person causing damages as a result of his business activities or by his willful or wanton act of commission or omission in rendering assistance. Nothing in this section grants immunity to a person causing damages as a result of his business activities or by his willful or wanton act of commission or omission which takes place without the request of an emergency management agency.

Source: SL 1980, ch 235, § 1; SL 1987, ch 29, § 16; SL 1992, ch 236, § 6.

SDCL 33-15-18.2. Scope of immunity extends to employers and other responsible parties.

The immunity granted by § 33-15-18.1 shall extend to the employer of the person rendering such assistance, and to any other person, employer, partnership, or corporation legally responsible for the acts or omissions of such individual.

Source: SL 1980, ch 235, § 2.

SDCL 33-15-20. Reimbursement of local governments for employees' expenses and damages.

The state shall reimburse a political subdivision for the compensation paid and actual and necessary travel, subsistence and maintenance expenses of employees of such political subdivision while serving as emergency management workers, and for all payments for death, disability, or injury of such employees incurred in the course of such duty, and for all losses of or damage to supplies and equipment of such political subdivision resulting from the operation of emergency management workers under state control.

Source: SL 1951, ch 285, § 7; SDC Supp 1960, § 41.01C06 (3); SL 1977, ch 271, § 35; SL 1992, ch 236, § 7.

SDCL 33-15-21. Duty to utilize already existing facilities.

The Governor, the secretary, and the executive officers or governing bodies of the political subdivisions of the state shall utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies of the state and of the political subdivisions thereof to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies. Such departments, offices, and agencies shall cooperate with and extend such services and facilities to the Governor, the secretary and to the emergency management organizations of the state upon request. A local political subdivision must exhaust its available resources prior to obtaining assistance from another political subdivision. The state must exhaust all available governmental resources prior to obtaining private resources.

Source: SL 1949, ch 236, § 12; SL 1951, ch 285, § 12; SDC Supp 1960, § 41.01C11; SL 1977, ch 271, § 15; SL 2004, ch 17, § 197.

SDCL 33-15-34. Mutual aid arrangements of local organizations.

The director of a local emergency management organization may develop mutual aid arrangements consistent with state plans and programs. The provisions of such arrangements shall be implemented in the event of emergency or disaster.

Source: SL 1949, ch 236, § 9; SL 1951, ch 285, § 9; SDC Supp 1960, § 41.01C08 (1); SL 1977, ch 271, § 22; SL 1992, ch 236, § 20.

SDCL 33-15-35. Interstate mutual aid arrangements.

The director of each local organization for emergency management may, subject to the approval of the Governor, enter into mutual aid arrangements with emergency management agencies or organizations in other states for reciprocal emergency management aid and assistance in case of disaster too great to be dealt with unassisted.

Source: SL 1949, ch 236, § 9; SL 1951, ch 285, § 9; SDC Supp 1960, § 41.01C08 (2); SL 1977, ch 271, § 23; SL 1992, ch 236, § 21.

SDCL 33-15-38. Emergency management as governmental function--Exceptions--Worker's compensation.

All functions under this chapter and all other activities relating to emergency management are governmental functions. Neither the state nor any political subdivision thereof, nor other agencies, nor, except in cases of willful misconduct, gross negligence, or bad faith, any emergency management worker complying with or reasonably attempting to comply with this chapter, or any order, rule promulgated pursuant to the provisions of this chapter, or pursuant to any ordinance relating to blackout or other precautionary measures enacted by any political subdivision of this state, is liable for the death of or injury to persons, or damage to property, as a result of such activity. The provisions of this section do not affect the right of any person to receive benefits to which he would otherwise be entitled under this chapter, or under the worker's compensation law, or under any pension law, nor the right of any such person to receive any benefits or compensation under any act of Congress.

Source: SL 1949, ch 236, § 10; SL 1951, ch 285, § 10; SL 1953, ch 288, § 6; SDC Supp 1960, § 41.01C09 (1); SL 1977, ch 271, § 38; SL 1992, ch 236, § 24.

SDCL 33-15-39. Exemption from licensing requirements during emergency.

Any requirement for a license to practice any professional, mechanical, or other skill does not apply to any authorized emergency management worker who shall, in the course of performing his duties as such, practice such professional, mechanical, or other skill during a disaster or emergency.

Source: SL 1953, ch 288, § 6; SDC Supp 1960, § 41.01C09 (2); SL 1977, ch 271, § 39; SL 1992, ch 236, § 25.

SDCL 33-15-41. Civil defense shelters on private property--Immunity from liability.
Any person owning or controlling real estate or other premises who voluntarily and without compensation grants a license or privilege, or otherwise permits the designation or use of the whole or any part or parts of such real estate or premises for the purpose of sheltering persons during an actual, impending, mock, or practice attack or other disaster or emergency as defined within this chapter shall, together with his successors in interest, if any, not be civilly liable for negligently causing the death of, or injury to, any person on or about such real estate or premises for loss of, or damage to, the property of such person.

Source: SL 1953, ch 288, § 6; SDC Supp 1960, § 41.01C09 (5); SL 1992, ch 236, § 26.
SDCL 33-15-48. Uniform Emergency Management Assistance Compact.
The Uniform Emergency Management Assistance Compact is hereby enacted into law and entered into by the State of South Dakota with all other states legally joining the compact, in the form substantially as follows:

ARTICLE I--PURPOSE AND AUTHORITIES

This compact is made and entered into by and between the participating member states which enact this compact, hereinafter called party states. For the purposes of this agreement, the term "states" is taken to mean the several states, the Commonwealth of Puerto Rico, the District of Columbia, and all U.S. territorial possessions.

The purpose of this compact is to provide the mutual assistance between the states entering into this compact in managing any emergency or disaster that is duly declared by the Governor of the affected state, whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortages, community disorders, insurgency, or enemy attack.

This compact shall also provide for mutual cooperation in emergency-related exercises, testing, or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of aid by party states or subdivisions of party states during emergencies, such actions occurring outside actual declared emergency periods. Mutual assistance in this compact may include the use of the states' National Guard forces, either in accordance with the National Guard Mutual Assistance Compact or by mutual agreement between states.

ARTICLE II--GENERAL IMPLEMENTATION

Each party state entering into this compact recognizes many emergencies transcend political jurisdictional boundaries and that intergovernmental coordination is essential in managing these and other emergencies under this compact. Each state further recognizes that there will be emergencies which require immediate access and present procedures to apply outside resources to make a prompt and effective response to such an emergency. This is because few, if any, individual states have all the resources they may need in all types of emergencies of the capability of delivering resources to areas where emergencies exist. The prompt, full, and effective utilization of resources of the participating states, including any resources on hand or available from the federal government or any other source, that are essential to the safety, care, and welfare of the people in the event of any emergency or disaster declared by a party state, shall be the underlying principle on which all articles of this compact shall be understood.

On behalf of the Governor of each state participating in the compact, the legally designated state official who is assigned responsibility for emergency management will be responsible for formulation of the appropriate interstate mutual aid plans and procedures necessary to implement this compact.

ARTICLE III--PARTY STATE RESPONSIBILITIES

A. It shall be the responsibility of each party state to formulate procedural plans and programs for interstate cooperation in the performance of the responsibilities listed in this article. In formulating such plans, and in carrying them out, the party states, insofar as practical, shall:

i. Review individual state hazards analyses and, to the extent reasonably possible, determine all those potential emergencies the party states might jointly suffer, whether due to natural disaster, technological hazard, man-made disaster, emergency aspects of resource shortages, civil disorders, insurgency, or enemy attack.
ii. Review party states individual emergency plans and develop a plan which will determine the mechanism for the interstate management and provision of assistance concerning any potential emergency.
iii. Develop interstate procedures to fill any identified gaps and to resolve any identified inconsistencies or overlaps in existing or developed plans.
iv. Assist in warning communities adjacent to or crossing the state boundaries.
v. Protect and assure uninterrupted delivery of services, medicines, water, food, energy and fuel, search and rescue, and critical lifeline equipment, services, and resources, both human and material.
vi. Inventory and set procedures for the interstate loan and delivery of human and material resources, together with procedures for reimbursement or forgiveness.
vii. Provide, to the extent authorized by law, for temporary suspension of any statutes or ordinances that restrict the implementation of the above responsibilities.

B. The authorized representative of a party state may request assistance of another party state by contacting the authorized representative of that state. The provisions of this agreement shall only apply to requests for assistance made by and to authorized representatives. Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing within thirty days of the verbal request. Requests shall provide the following information:

i. A description of the emergency service function for which assistance is needed, such as fire services, law enforcement, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services, and search and rescue.
ii. The amount and type of personnel, equipment, materials and supplies needed, and a reasonable estimate of the length of time they will be needed.

iii. The specific place and time for staging of the assisting party's response and a point of contact at that location.

C. There shall be frequent consultation between state officials who have assigned emergency management responsibilities and other appropriate representatives of the party states with affected jurisdictions and the United States Government, with free exchange of information, plans, and resource records relating to emergency capabilities.

ARTICLE IV--LIMITATIONS

Any party state requested to render mutual aid or conduct exercises and training for mutual aid shall take such action as is necessary to provide and make available the resources covered by this compact in accordance with the terms hereof; provided that it is understood that the state rendering aid may withhold resources to the extent necessary to provide reasonable protection for such state.

Each party state shall afford to the emergency forces of any party state, while operating within its state limits under the terms and conditions of this compact, the same powers (except that of arrest unless specifically authorized by the receiving state), duties, rights, and privileges as are afforded forces of the state in which they are performing emergency services. Emergency forces will continue under the command and control of their regular leaders, but the organizational units will come under the operational control of the emergency services authorities of the state receiving assistance. These conditions may be activated, as needed, only subsequent to a declaration of a state of emergency or disaster by the Governor of the party state that is to receive assistance or commencement of exercises or training for mutual aid and shall continue so long as the exercises or training for mutual aid are in progress, the state of emergency or disaster remains in effect or loaned resources remain in the receiving state, whichever is longer.

ARTICLE V--LICENSES AND PERMITS

Whenever any person holds a license, certificate, or other permit issued by any state party to the compact evidencing the meeting of qualifications for professional, mechanical, or other skills, and when such assistance is requested by the receiving party state, such person shall be deemed licensed, certified, or permitted by the state requesting assistance to render aid involving such skill to meet a declared emergency or disaster, subject to such limitations and conditions as the Governor of the requesting state may prescribe by executive order or otherwise.

ARTICLE VI--LIABILITY

Officers or employees of a party state rendering aid in another state pursuant to this compact shall be considered agents of the requesting state for tort liability and immunity purposes; and no party state or its officers or employees rendering aid in another state pursuant to this compact shall be liable on account of any act or omission in good faith on the part of such forces while so engaged or on account of the maintenance or use of any equipment or supplies in connection therewith. Good faith in this article shall not include willful misconduct, gross negligence, or recklessness.

ARTICLE VII--SUPPLEMENTARY AGREEMENTS

Inasmuch as it is probable that the pattern and detail of the machinery for mutual aid among two or more states may differ from that among the states that are party hereto, this instrument contains elements of a broad base common to all states, and nothing herein contained shall preclude any state from entering into supplementary agreements with another state or affect any other agreements already in force between states. Supplementary agreements may comprehend provisions for evacuation and reception of injured and other persons and the exchange of medical, fire, police, public utility, reconnaissance, welfare, transportation and communications personnel, and equipment and supplies.

ARTICLE VIII--COMPENSATION

Each party state shall provide for the payment of compensation and death benefits to injured members of the emergency forces of that state and representatives of deceased members of such forces in case such members sustain injuries or are killed while rendering aid pursuant to this compact, in the same manner and on the same terms as if the injury or death were sustained within their own state.

ARTICLE IX--REIMBURSEMENT

Any party state rendering aid in another state pursuant to this compact shall be reimbursed by the party state receiving such aid for any loss or damage to or expense incurred in the operation of any equipment and the provision of any service in answering a request for aid and for the costs incurred in connection with such requests; provided, that any aiding party state may assume in whole or in part such loss, damage, expense, or other cost, or may loan such equipment or donate such services to the receiving party state without charge or cost; and provided further, that any two or more party states may enter into supplementary agreements establishing a different allocation of costs among those states. Article VIII expenses may not be reimbursable under this provision.

ARTICLE X--EVACUATION

Plans for the orderly evacuation and interstate reception of portions of the civilian population as the result of any emergency or disaster of sufficient proportions to so warrant, shall be worked out and maintained between the party states and the emergency management/services directors of the various jurisdictions where any type of incident requiring evacuations might occur. Such plans shall be put into effect by request of the state from which evacuees come and shall include the manner of transporting such evacuees, the number of evacuees to be received in different areas, the manner in which food, clothing, housing, and medical care will be provided, the registration of the evacuees, the providing of facilities for the notification of relatives or friends, and the forwarding of such evacuees to other areas or the bringing in of additional materials, supplies, and all other relevant factors. Such plans shall provide that the party state receiving evacuees and the party state from which the evacuees come shall mutually agree as to reimbursement of out-of-pocket expenses incurred in receiving and caring for such evacuees, for expenditures for transportation, food, clothing, medicines and medical care, and like items. Such expenditures shall be reimbursed as agreed by the party state from which the evacuees come.

After the termination of the emergency or disaster, the party state from which the evacuees come shall assume the responsibility for the ultimate support of repatriation of such evacuees.

ARTICLE XI--IMPLEMENTATION

A. This compact shall become operative immediately upon its enactment into law by any two states; thereafter, this compact shall become effective as to any other state upon its enactment by such state.

B. Any party state may withdraw from this compact by enacting a statute repealing the same, but no such withdrawal shall take effect until thirty days after the Governor of the withdrawing state has given notice in writing of such withdrawal to the governors of all other party states. Such action shall not relieve the withdrawing state from obligations assumed hereunder prior to the effective date of withdrawal.

C. Duly authenticated copies of this compact and of such supplementary agreements as may be entered into shall, at the time of their approval, be deposited with each of the party states and with the Federal Emergency Management Agency and other appropriate agencies of the United States Government.

ARTICLE XII--VALIDITY

This Act shall be construed to effectuate the purposes stated in Article I hereof. If any provision of this compact is declared unconstitutional, or the applicability thereof to any person or circumstances is held invalid, the constitutionality of the remainder of this Act and the applicability thereof to other persons and circumstances shall not be affected thereby.

ARTICLE XIII--ADDITIONAL PROVISIONS

Nothing in this compact shall authorize or permit the use of military force by the National Guard of a state at any place outside that state in any emergency for which the President is authorized by law to call into federal service the militia, or for any purpose for which the use of the Army or the Air Force would in the absence of express statutory authorization be prohibited under Section 1385 of title 18, United States Code.

Source: SL 1996, ch 210.

SDCL 34-1-7.1. State health officer's position abolished--Performance of functions.
The position of state health officer is abolished, and all its functions shall be administered by the secretary of health as provided by § 1-43-2.

Source: SL 1974, ch 3, § 27.

SDCL 34-22-41. "Public health emergency" defined.
For the purposes of §§ 34-3-26, 34-16-22 to 34-16-25, inclusive, and 34-22-41 to 34-22-44, inclusive, a public health emergency is an occurrence or imminent threat of an illness, health condition, or widespread exposure to an infectious or toxic agent that poses a significant risk of substantial harm to the affected population.
Source: SL 2002, ch 168, § 1.

SDCL 34-22-42. Secretary may declare public health emergency--Contents of order.
The secretary of health, with the consent of the Governor, may declare a public health emergency as defined by § 34-22-41. In declaring a public health emergency, the secretary shall issue an order that specifies:

(1) The nature of the public health emergency;
(2) The geographic area subject to the declaration;
(3) The conditions that have brought about the public health emergency; and
(4) The expected duration of the state of public health emergency, if less than thirty days.

Source: SL 2002, ch 168, § 2.

SDCL 34-22-43. Department primarily responsible for public health emergency response-Scope of authority--Promulgation of rules.
The department shall have primary jurisdiction, responsibility, and authority for responding to a public health emergency declared pursuant to § 34-22-42 including:

(1) Planning and executing public health emergency assessment, mitigation, preparedness, and response;
(2) Coordinating public health emergency response between state and local authorities;
(3) Collaborating with relevant federal, state, tribal, and local authorities; and
(4) Organizing public information activities regarding public health emergency response operations.

The Department of Health may promulgate rules, pursuant to chapter 1-26, to implement the provisions of this section.

Source: SL 2002, ch 168, § 3.

SDCL 34-22-44. Termination of declared emergency--Renewal.
Any public health emergency declared pursuant to § 34-22-42 shall be terminated automatically after thirty days unless renewed by the secretary under the same standards and procedures set forth in § 34-22-42.

Source: SL 2002, ch 168, § 4.

SDCL 34-22-45. Voluntary vaccination program for first responders--Exposure to infectious diseases at disaster locations.

(The provisions of this section are effective on the date federal funding is received for administering vaccinations for first responders pursuant to SL 2005, ch 185, § 2.) Voluntary vaccination program for first responders--Exposure to infectious diseases at disaster locations. The Department of Health shall offer a vaccination program for first responders who may be exposed to infectious diseases when deployed to disaster locations. For purposes of this section, the term, first responder, means state and local law enforcement personnel, fire department personnel, and emergency medical personnel who will be deployed to sites of bioterrorism attacks, terrorist attacks, catastrophic or natural disasters, and other disasters. The vaccinations shall include vaccinations for hepatitis B, diphtheria, tetanus, influenza, and other vaccinations when recommended by the United States Public Health Service and in accordance with Federal Emergency Management Agency policy. Immune globulin shall be made available if necessary. Participation in the vaccination program is voluntary.

Source: SL 2005, ch 185, § 1.

SDCL 47-23-28. Definition of terms. Terms used in §§ 47-23-28 to 47-23-32, inclusive, mean:

(1) "Free clinic," a clinic in which health care services are offered voluntarily through a nonprofit corporation by health care professionals licensed or certified under the laws of this state to patients without charge or at a charge based on a sliding fee scale or the ability to pay;

(2) "Governmental entity," any county, municipality, township, school district, chartered governmental units, other special districts, or any association, authority, board, commission, division, office, officer, task force, or other agency of the State of South Dakota;

(3) "Nonprofit corporation," any corporation organized under chapters 47-22 to 47-28, inclusive, and which is exempt from taxation pursuant to Section 501(a) of the Internal Revenue Code, 26 U.S.C. Section 501(a);

(4) "Nonprofit organization," any organization which is exempt from taxation pursuant to Section 501(c) of the Internal Revenue Code, 26 U.S.C. Section 501(c) as amended;

(5) "Volunteer," an individual performing services for a nonprofit organization, a nonprofit corporation, a hospital organized pursuant to chapter 34-8, 34-9, or 34-10, or a governmental entity without compensation, other than reimbursement for actual expenses incurred. The term includes a volunteer serving as a director, officer, trustee, or direct service volunteer.

Source: SL 1987, ch 344, § 1; SL 1993, ch 340, § 1.

SDCL 47-23-29. Immunity of volunteers of nonprofit organizations, free clinics, certain hospitals, and governmental entities.

Any volunteer of a nonprofit organization, a nonprofit corporation, a free clinic, any hospital organized pursuant to chapter 34-8, 34-9, or 34-10, or a governmental entity shall be immune from civil liability in any action brought in any court in this state on the basis of any act or omission resulting in damage or injury if:

(1) The individual was acting in good faith and within the scope of such individual's official functions and duties for the nonprofit organization, the nonprofit corporation, the free clinic, a hospital organized pursuant to chapter 34-8, 34-9, or 34-10, or a governmental entity; and
(2) The damage or injury was not caused by gross negligence or willful and wanton misconduct by such individual.

Source: SL 1987, ch 344, § 2; SL 1993, ch 340, § 2.

SDCL 47-23-30. Person not immune where negligent operation of vehicle caused injury.
No immunity provided in §§ 47-23-28 to 47-23-32, inclusive, extends to any person causing personal injury or wrongful death resulting from the negligent operation of a motor vehicle.
Source: SL 1987, ch 344, § 3.

SDCL 47-23-31. Effect on other statutes concerning immunity.
Sections 47-23-28 to 47-23-32, inclusive, shall not be construed to constitute a modification or repeal of §§ 33-15-18.1, 33-15-18.2, 20-9-3, 20-9-4, and 20-9-4.1.

Source: SL 1987, ch 344, § 4.

SDCL 47-23-32. Waiver of immunity to extent of risk sharing pool or liability insurance coverage-- Volunteer serving as director, officer, or trustee exempt.
To the extent that any volunteer, nonprofit corporation, nonprofit organization, governmental entity, or hospital organized pursuant to chapter 34-8, 34-9, or 34-10 participates in a risk sharing pool or purchases liability insurance and to the extent that coverage is afforded thereunder, the immunity provided by § 47-23-29 is deemed to have been waived and may not be raised by way of affirmative defense. This section does not apply to a volunteer serving as a director, officer, or trustee.

Source: SL 1987, ch 344, § 5.

SDCL 62-1-5.1. Volunteers serving state or political subdivision without pay--Computing or imputing wage--Certain persons not deemed volunteers.
Any volunteer worker rendering services in or for any agency, department, institution, or instrumentality of the state or of any of its political subdivisions, including counties, townships, school districts, or municipalities, whose services have been duly recommended to the officer or governing body responsible for employment of personnel for the respective entity and duly appointed thereto by such officers or governing body, shall for purposes of this title be deemed an employee of the state or the political subdivision, as the case may be. The appointment shall be entered into the official records or minutes of the entity.

In the event of injury or death, for the purposes of computing compensation for volunteer workers other than volunteer firefighters, a volunteer uncompensated worker's employment earnings from all sources during the last six months of employment shall be used. In the event the volunteer uncompensated worker has never been employed, the worker shall be considered to be earning the state minimum wage over a forty-hour week. The worker's average weekly wage shall be calculated by one of the methods in §§ 62-4-25 to 62-4-27, inclusive. In no event may payments to volunteer uncompensated workers exceed the maximum limitations for benefits as set out in this title. No local prisoner, state inmate, or federal inmate providing services to the state or any of its political subdivisions may be considered a volunteer worker under this section.

Source: SL 1971, ch 278, § 1; SL 2001, ch 292, § 1.

Annex 11

Security Plan
BHS

POD Security Plan: Brookings Area POD

Brookings High School (BHS)

The security functions of the Brookings Area POD BHS site will be coordinated through the Brookings Police Department and the Brookings Sheriff's Office. Additional staff and personnel will be incorporated into the security operations. Security will be provided for all personnel, materiel and equipment involved in the management and distribution of the Strategic National Stockpile. Security to be provided includes, but is not limited to:

- Preventing unauthorized access to locations that support SNS operations
- Facilitating movement of vehicles that transport the SNS after initial receipt
- Controlling crowds that might interfere with effective operations
- Controlling traffic flow that might interfere with effective operations; and
- Protecting the equipment and materiel of the SNS.

Security personnel will be deployed in shifts determined by the Security Manager for the duration of the POD activation. Additional personnel will be activated should conditions or circumstances at the site demand increased staffing. Actual security personnel staffing levels and times will be determined at the time of the event by unified incident command. Responsibilities of the security manager and security staff are detailed in Job Action Sheets in Annex 15 of the Brookings Area POD plan.

Minimal Personnel Deployment: Brookings High School
(see BHS Patient Flow & Security Map in Annex 8)

- 1 Law Enforcement Officer In-Charge (Security Manager)
- 2 Security Staff- SNS Materiel security
- 1 Security Staff- POD Site Worker's Entrance security
- 2 Security Staff- POD Public Entrance and Exit Points security
- 6 Security Staff- Roving POD Site Security Patrol (Screening and Dispensing areas)

Traffic control and parking lot security will be provided by traffic control staff as detailed in Job Action Sheets in Annex 15.

Upon initial activation of the Brookings Area POD BHS site, a security sweep of the facility will be done by the local law enforcement. The security sweep will include a facility perimeter security sweep, facility internal sweep, and sweep of the traffic route to and from the POD site to make sure the route is open and available. Local law enforcement presence will be maintained from that point forward, until decommissioning of the POD site. Additional security sweeps of the facility will be done upon discovery of any suspicious items or persons. Random security patrols of the site by the security personnel will provide visible security presence. People and vehicles may be subject to random inspection by security personnel, should there be an elevated level of security risk at the site.

Security of SNS materiel will be provided by locking materiel in secured rooms within the facility. Security staff and other personnel will be posted at SNS materiel storage locations as required. Security presence will be sustained while medications are maintained within the building even after POD operations cease.

Crowd management and movement within the POD is designed to provide the most direct and safe movement of people within the facility. Safety and security of POD workers and the public is of paramount importance. All exterior doors will be locked with exception of the entrances. The public will require a combination of directional signage, personal direction from POD workers, and a dissemination of information regarding the POD procedures.

Local law enforcement policies and procedures for use of force will be followed.

Communication: All security personnel will need to be able to communicate with each other. Security Manager will need to communicate with Vehicle Traffic Control Team Leader(s) Facilities Manager(s), Logistics Chief and POD Manager.

This plan has been reviewed and approved by:

____
Brookings Police Dept

____
Brookings Sheriff Dept

Annex 11

Security Plan
Dakota Bank Center/SDSU

POD Security Plan: Brookings Area POD

Dakota Bank Center/SDSU HPER Center

The security functions of the Brookings Area POD sites will be coordinated through the Brookings Police Department, the Brookings Sheriff's Office and the SDSU Police. Additional staff and personnel will be incorporated into the security operations. Security will be provided for all personnel, materiel and equipment involved in the management and distribution of the Strategic National Stockpile. Security to be provided includes, but is not limited to:

- Preventing unauthorized access to locations that support SNS operations
- Facilitating movement of vehicles that transport the SNS after initial receipt
- Controlling crowds that might interfere with effective operations
- Controlling traffic flow that might interfere with effective operations; and
- Protecting the equipment and materiel of the SNS.

Security personnel will be deployed in shifts determined by the Security Manager for the duration of the POD activation. Additional personnel will be activated should conditions or circumstances at the site demand increased staffing. Actual security personnel staffing levels and times will be determined at the time of the event by unified incident command. Responsibilities of the security manager and security staff are detailed in Job Action Sheets in Annex 15 of the Brookings Area POD plan.

Minimal Personnel Deployment: Dakota Bank Center
(see Dakota Bank Center Patient Flow & Security Map in Annex 8)

- 1 Law Enforcement Officer In-Charge (Security Manager)
- 2 Security Staff- SNS Materiel security
- 1 Security Staff- POD Site Worker's Entrance security
- 3 Security Staff- POD Public Entrance and Exit Points security
- 6 Security Staff- Roving POD Site Security Patrol (Screening and Dispensing areas)

Minimal Personnel Deployment: SDSU HPER Center
(see Frost Patient Flow & Security Map in Annex 8)

- 1 Law Enforcement Officer In-Charge (Deputy Security Manager)
- 2 Security Staff- SNS Materiel security
- 1 Security Staff- POD Site Worker's Entrance security
- 3 Security Staff- POD Public Entrance and Exit Points security
- 6 Security Staff- Roving POD Site Security Patrol (Screening and Dispensing areas)

Traffic control and parking lot security will be provided by traffic control staff as detailed in Job Action Sheets in Annex 15.

Upon initial activation of the Brookings Area POD site, a security sweep of the facility will be done by the local law enforcement. The security sweep will include a facility perimeter security sweep, facility internal sweep, and sweep of the traffic route to and from the POD site to make sure the route is open and available. Local law enforcement presence will be maintained from that point forward, until decommissioning of the POD site. Additional security sweeps of the facility will be done upon discovery of any suspicious items or persons. Random security patrols of the site by the security personnel will provide visible security presence. People and vehicles may be subject to random inspection by security personnel, should there be an elevated level of security risk at the site.

Security of SNS materiel will be provided by locking materiel in secured rooms within the facility. Security staff and other personnel will be posted at SNS materiel storage locations as required. Security presence will be sustained while medications are maintained within the building even after POD operations cease.

Crowd management and movement within the POD is designed to provide the most direct and safe movement of people within the facility. Safety and security of POD workers and the public is of paramount importance. All exterior doors will be locked with exception of the entrances. The public will require a combination of directional signage, personal direction from POD workers, and a dissemination of information regarding the POD procedures.

Local law enforcement policies and procedures for use of force will be followed.

Communication: All security personnel will need to be able to communicate with each other. Security Manager will need to communicate with Vehicle Traffic Control Team Leader(s) Facilities Manager(s), Logistics Chief and POD Manager.

This plan has been reviewed and approved by:

____
Brookings Police Dept.

____
Brookings Sheriff’s Office

____
SDSU Police

Annex 12

Forms

Forms and Information Sheets

For reimbursement purposes, accurate record keeping is essential during POD operations.

Documentation shall be completed during POD operations to ensure identification of staffing/volunteers, patient information to include medication/vaccination information, and incident/injury.

Completed forms shall be given to the Documentation Tracking Unit Leader for filing. Example copies of suggested forms are listed below. These forms are provided; however, they may be modified or replaced with local forms.

Required Forms
Staff/Volunteer Clinic Sign-In Sheets
Clinic Staff Emergency Information Form
Name, Address, Patient History (NAPH)
Incident/Injury report
DEA Form 222
Inventory Sheet for SNS supplies
Medication Instruction Sheet – when applicable
Immunization/Vaccination Sheet – when applicable, available from SDDOH/CDC
Vaccination Consent Form – when applicable, available from SDDOH/CDC

Optional Forms
Shift Schedule
Incident Briefing, ICS Form 201
Incident Objectives, ICS Form 202
Organization Assignment List, ICS Form 203
Medical Plan, ICS Form 206
Organizational Chart, ICS Form 207
Incident Status Summary, ICS Form 209
Check In List, ICS Form 211
General Message, ICS Form 213
Unit Log, ICS Form 214
Demobilization Plan, ICS Form 221
Demobilization Checkout, ICS Form 221, page 1
Instructions for Demobilization, ICS Form 221
Resource Order Form, ICS Form 308
Other forms as identified to help recoup costs or assist with documentation

ICS forms can be found at: https://training.fema.gov/icsresource/icsforms.aspx

Staff/Clinic Sign-In Sheet

Clinic Location:

Date:

Agency	Name	Job Assigned	Time in	Time Out	

Clinic Staff Emergency Information Form

Date last updated: ___________________________

Personal Information	
Agency Affiliation	
Professional certification or license	
First name	
Middle name	
Last name	
Gender	
Home address	
Home phone	
Cellular phone	
Home e-mail address	
Birthday (MM/DD/YYYY)	
Medical Information	
Doctor’s name	
Address	
Phone number	
Blood type	
Medical conditions	
Allergies	
Current medications	
Emergency Information	
Emergency contact’s name	
Relationship	
Address	
Phone number(s)	

Completed By: ____

Volunteer Sign-In Sheet

Clinic Location: **Date:**

Name	Phone	Department	Skills, competencies	Assigned to:	Time In	Time Out

Contact Phone Numbers

NAPH (name, address, patient history) Form

Street Address:____

Home: ( )
Cellular: ( )
Work: ( )

City:_____________________State:_______Zip Code:__________

I am picking up medications for myself. I agree to take them as prescribed.

I am picking up medications for others in my household. I am authorized to sign for these people, and I agree to provide the medications and instructions to all of them.

Print name:___________________________________Signature:______________________________________ Date ____________________

	A	B	C
	Enter the name and date of birth of each person to receive medication. **Enter weight for any person under 90 Lbs.** ***The person picking up the medications should be listed 1st***		
1	Name *(Last, First)* Date of Birth: Age: Weight if less than 90 pounds:	✓ if you have any of the following conditions: ☐ Pregnant or nursing ☐ Kidney failure/dialysis ☐ Taking birth control pills ☐ Difficulty swallowing tablets	✓ if you have an allergy to: ☐ Cipro (ciprofloxacin) ☐ Vibramycin (doxycycline) ☐ Penicillin
	For Office Use Only adult: ☐ Doxy ☐ 100 mg child: ☐ Doxy Dosage: ☐ Cipro ☐ 500 mg ☐ Cipro		*1* *SNS Medication Label Here*
2	Name *(Last, First)*: Date of Birth: Age: Weight if less than 90 pounds:	✓ if you have any of the following conditions: ☐ Pregnant or nursing ☐ Kidney failure/dialysis ☐ Taking birth control pills ☐ Difficulty swallowing tablets	✓ if you have an allergy to: ☐ Cipro (ciprofloxacin) ☐ Vibramycin (doxycycline) ☐ Penicillin
	For Office Use Only adult: ☐ Doxy ☐ 100 mg child: ☐ Doxy Dosage: ☐ Cipro ☐ 500 mg ☐ Cipro		*2* *SNS Medication Label Here*
3	Name *(Last, First)*: Date of Birth: Age: Weight if less than 90 pounds:	✓ if you have any of the following conditions: ☐ Pregnant or nursing ☐ Kidney failure/dialysis ☐ Taking birth control pills ☐ Difficulty swallowing tablets	✓ if you have an allergy to: ☐ Cipro (ciprofloxacin) ☐ Vibramycin (doxycycline) ☐ Penicillin
	For Office Use Only adult: ☐ Doxy ☐ 100 mg child: ☐ Doxy Dosage: ☐ Cipro ☐ 500 mg ☐ Cipro		*3* *SNS Medication Label Here*

NAPH (name, address, patient history) Form (continued)

4

Name *(Last, First)*:

Date of Birth: Age: Weight if less than 90 pounds:

For Office Use Only adult: ☐ Doxy ☐ 100 mg child: ☐ Doxy Dosage:
☐ Cipro ☐ 500 mg ☐ Cipro

✓ if you have any of the following conditions:
☐ Pregnant or nursing
☐ Kidney failure/dialysis
☐ Taking birth control pills
☐ Difficulty swallowing tablets

✓ if you have an allergy to:
☐ Cipro (ciprofloxacin)
☐ Vibramycin (doxycycline)
☐ Penicillin

4
SNS Medication Label Here

5

Name *(Last, First)*:

Date of Birth: Age: Weight if less than 90 pounds:

For Office Use Only adult: ☐ Doxy ☐ 100 mg child: ☐ Doxy Dosage:
☐ Cipro ☐ 500 mg ☐ Cipro

✓ if you have any of the following conditions:
☐ Pregnant or nursing
☐ Kidney failure/dialysis
☐ Taking birth control pills
☐ Difficulty swallowing tablets

✓ if you have an allergy to:
☐ Cipro (ciprofloxacin)
☐ Vibramycin (doxycycline)
☐ Penicillin

5
SNS Medication Label Here

6

Name *(Last, First)*:

Date of Birth: Age: Weight if less than 90 pounds:

For Office Use Only adult: ☐ Doxy ☐ 100 mg child: ☐ Doxy Dosage:
☐ Cipro ☐ 500 mg ☐ Cipro

✓ if you have any of the following conditions:
☐ Pregnant or nursing
☐ Kidney failure/dialysis
☐ Taking birth control pills
☐ Difficulty swallowing tablets

✓ if you have an allergy to:
☐ Cipro (ciprofloxacin)
☐ Vibramycin (doxycycline)
☐ Penicillin

6
SNS Medication Label Here

7

Name *(Last, First)*:

Date of Birth: Age: Weight if less than 90 pounds:

For Office Use Only adult: ☐ Doxy ☐ 100 mg child: ☐ Doxy Dosage:
☐ Cipro ☐ 500 mg ☐ Cipro

✓ if you have any of the following conditions:
☐ Pregnant or nursing
☐ Kidney failure/dialysis
☐ Taking birth control pills
☐ Difficulty swallowing tablets

✓ if you have an allergy to:
☐ Cipro (ciprofloxacin)
☐ Vibramycin (doxycycline)
☐ Penicillin

7
SNS Medication Label Here

Screener:_______________________________________

Dispenser:_____________________________________

Incident Report

☐	An incident is an event that caused injury to a person or damage to equipment, facilities, or materials.					
☐	A near miss is an event that potentially could have caused injury to a person or damage to equipment, facilities, or materials.					
Form completed by:			Person involved in incident:			
Witness(es):						
Employee's occupation:						
Date of incident:	Time of incident:	☐ A.M.	☐ P.M.	Date reported:		
Department and location where incident occurred:						
Worker's shift on day of injury, from:	☐ A.M.	☐ P.M.	to:	☐ A.M.	☐ P.M.	
Nature of injury (such as strain, cut, or bruise):						
Body parts affected (such as left hand or right ankle):						
Medical treatment required:	☐ None	☐ First aid/Med express	☐ Hospital or physician			
Name of hospital or attending physician:						
Was employee hospitalized overnight as a patient?	☐ Yes	☐ No				
Did employee leave work because of the injury?	☐ Yes	☐ No	If yes, what time:	☐ A.M.	☐ P.M.	
Date employee returned to regular duty:	Date employee returned with light-duty restrictions:					
Describe incident fully (use back of sheet if necessary, or sketch on back of sheet if needed to clarify):						
List all equipment, machinery, materials, or chemicals employee was using when incident occurred:						
Identify factors you believe contributed to or caused the incident:						

Review Date: March 2019 (no template changes)

Incident Report (continued)

Complete this section if an injury occurred or equipment was damaged.			
Were proper procedures being followed when incident occurred?	☐ Yes		☐ No
If no, explain:			
Was employee wearing proper personal protective equipment?	☐ N/A	☐ Yes	☐ No
If no, explain:			
Are changes in equipment necessary to prevent recurrence?	☐ Yes		☐ No
If yes, explain:			
Employee signature:		Date:	
Supervisor signature:		Date:	

Please forward this form to the Clinic Safety Officer as soon as possible following the incident or near miss.

Note: If an employee or volunteer receives medical treatment from a hospital or physician, additional forms need to be filled out and forwarded to the Clinic Safety Officer along with the incident report so that a workers' compensation claim can be filed.

Safety Officer --- Send copies to:	☐ Documentation Tracking Unit	☐	☐	☐

Inventory Sheet

If individual items from the Push Package are issued to the State, indicate which items below.				
Initial	**Item Description**	**NDC/ Product Number**	**Lot Number**	**Qty**

____
Provisionary CDC Strategic National Stockpile Authority
(PRINT NAME AND TITLE)

____
(SIGNATURE AND DATE)

____
Authorized Receiving Authority
(PRINT NAME AND TITLE)

____
(SIGNATURE AND DATE)

If control Schedule II Substances are transferred:

____
Authorized Receiving DEA Registrant
(PRINT NAME AND TITLE)

____
(SIGNATURE AND DATE)

____
(DEA REGISTRATION NO.)

Annex 13

Memorandum of Understanding (MOU's)

Memorandum of Understanding

Memorandum of Understanding (MOU) should be developed with following:

1. Facility
2. Law Enforcement
3. Service Agencies (food service, garbage, cleaning, etc.)

The MOU should include:

1. Purpose – The purpose of this memorandum is to describe the responsibilities of the organization and the POD in a collaborative effort related to the Brookings Area POD plan
2. Objectives – The objective is to work together to respond immediately to a public health emergency or event that would require the rapid dispensing of medications or vaccinations.
3. Roles and Responsibilities – The roles and responsibilities describe the primary responsibility the facility/service agency agreed to perform or provide. Include any equipment, supplies, personnel, and etc. that are excluded in this agreement. The POD agrees to provide services in response to the public health emergency or event.
4. Period of Agreement – This agreement becomes effective on the date of the last signature and continues indefinitely. It may be modified by mutual written consent to the two parties. This agreement may be terminated by either party upon a 30-day advance, written notice.
5. Signatures and Titles – Includes the signatures and titles along with the date of the signatures.

If parties are unwilling to sign the MOU, documentation of a verbal agreement should be included in the Annex.

Following is an example of an MOU; however, any MOU agreeable to both parties is acceptable.

**All 3 facilities including Brookings High School, SDSU and Dakota Bank Center have verbally agreed that their facilities can be used in the event of a public health emergency declared by the Governor of South Dakota. MOU on file between Dakota Bank Center and Brookings Health System for an Alternate Care Site with Brookings PPCC.*

MEMORANDUM OF UNDERSTANDING

Between

Insert Facility or Local Service Agency here
Include complete address

and

Insert POD Manager here
Include complete address

Signed this______day of______, 20___

Insert Name, Title and Affiliation of Facility or Local Service Agency contact

---

Insert Name, POD Manager and Name of POD

Memorandum of Understanding

Purpose

The purpose of this memorandum is to describe the responsibilities of (insert the provider) in a collaborative effort related to the Insert POD Name here POD Plan.

Objectives

The objective is to work together to respond immediately to a public health emergency or event that would require rapid dispensing of medications or vaccinations.

Roles and Responsibilities

1. Provider:
   - Describe the primary responsibilities the facility agreed to perform or provide. Include any equipment, supplies, personnel that are included in this agreement.

2. POD:
   - Agrees to provide services in response to the public health emergency or event.

Period of Agreement

This agreement becomes effective on the date of the last signature and continues indefinitely. It may be modified by mutual written consent of the two parties. This agreement may be terminated by either party upon a 30-day advance, written notice.

Managing

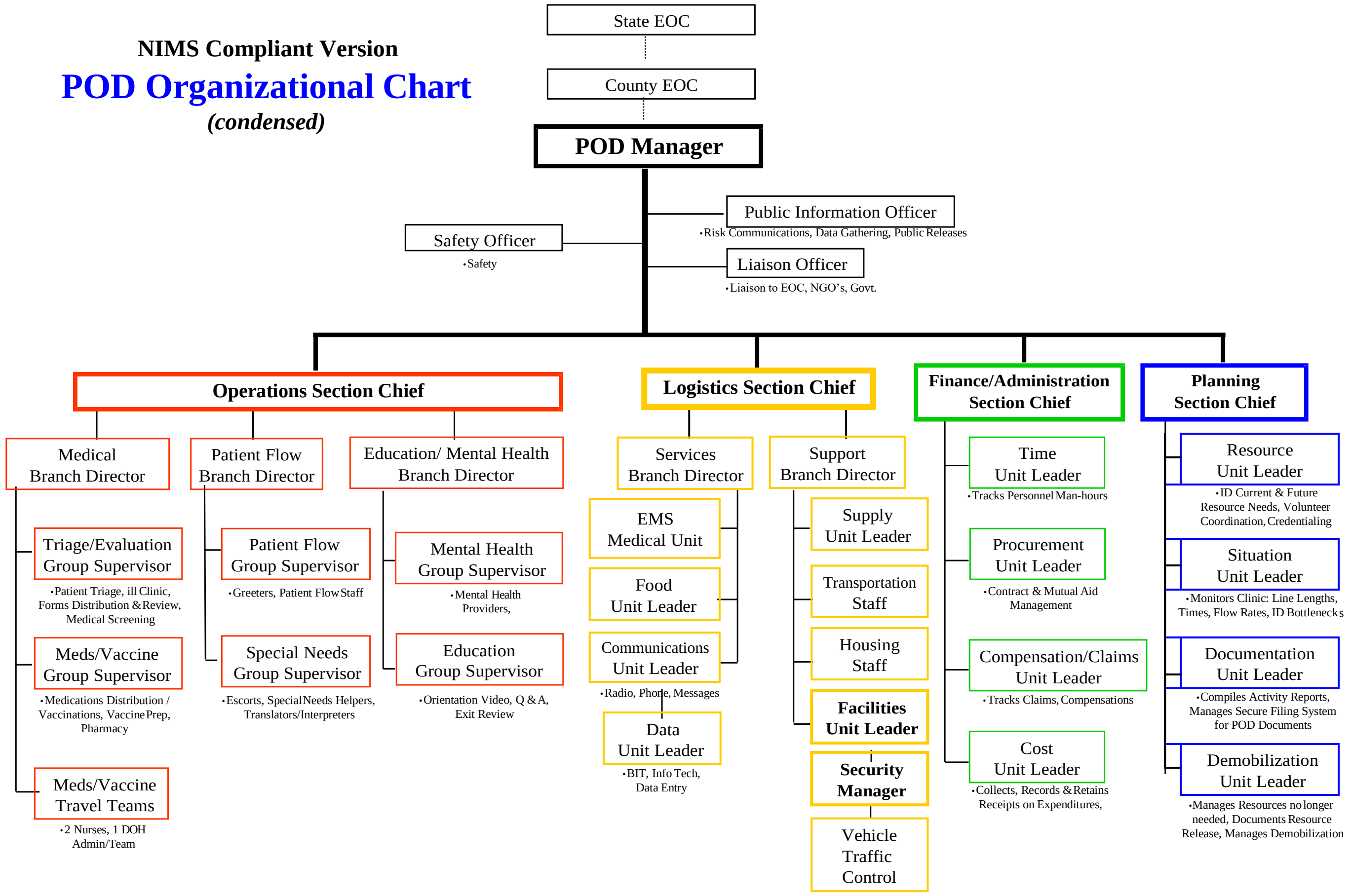
POD Personnel

(Level "A" POD)

NIMS Compliant Version

POD Organizational Chart

(condensed)

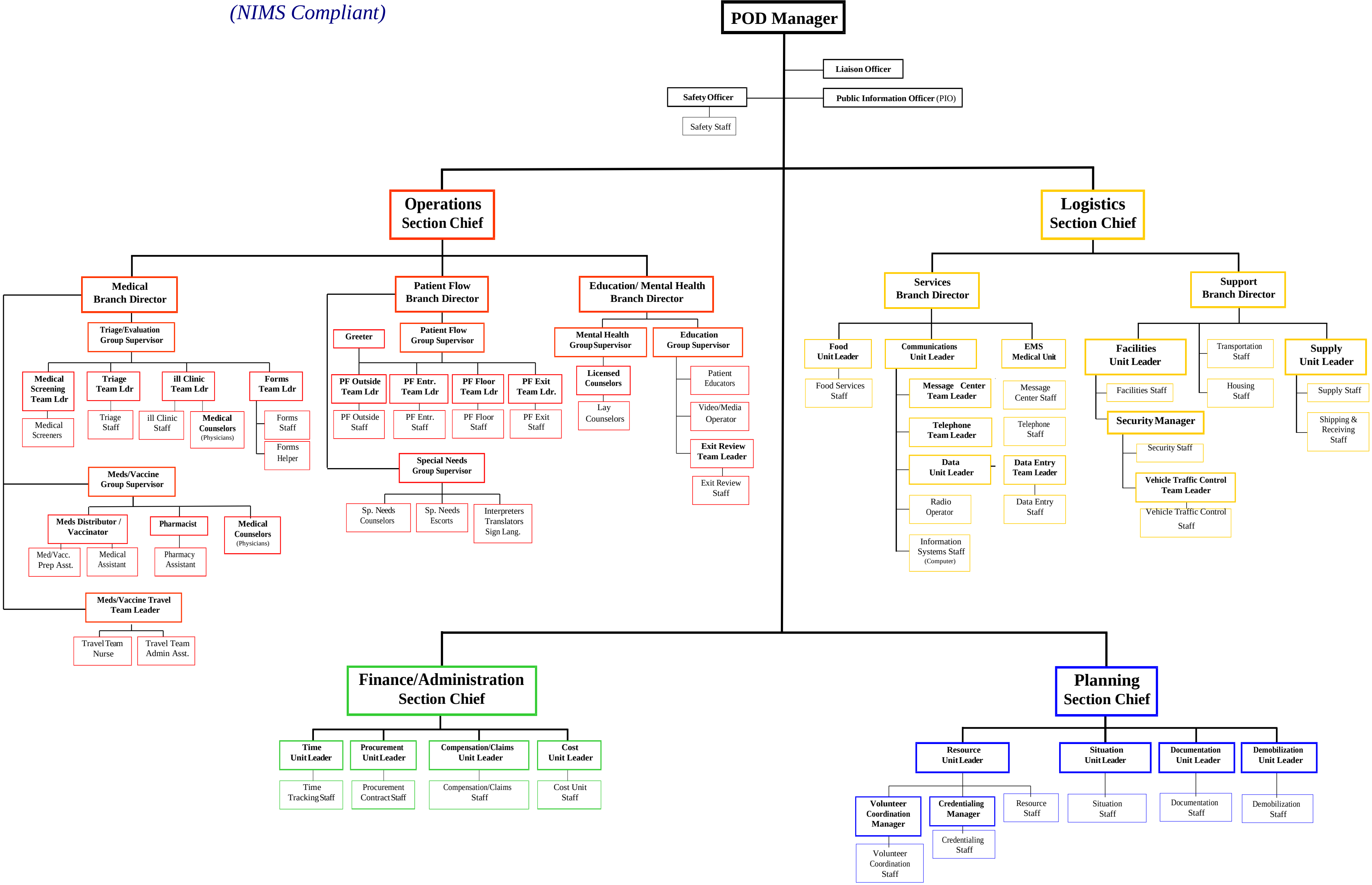

State EOC
County EOC
POD Manager
Public Information Officer
•Risk Communications, Data Gathering, Public Releases
Safety Officer
•Safety
Liaison Officer
•Liaison to EOC, NGO's, Govt.
Operations Section Chief
Logistics Section Chief
Finance/Administration Section Chief
Planning Section Chief
Medical Branch Director
Patient Flow Branch Director
Education/ Mental Health Branch Director
Triage/Evaluation Group Supervisor
•Patient Triage, ill Clinic, Forms Distribution & Review, Medical Screening
Meds/Vaccine Group Supervisor
•Medications Distribution / Vaccinations, Vaccine Prep, Pharmacy
Meds/Vaccine Travel Teams
•2 Nurses, 1 DOH Admin/Team
Patient Flow Group Supervisor
•Greeters, Patient Flow Staff
Special Needs Group Supervisor
•Escorts, Special Needs Helpers, Translators/Interpreters
Mental Health Group Supervisor
•Mental Health Providers,
Education Group Supervisor
•Orientation Video, Q & A, Exit Review
Services Branch Director
EMS Medical Unit
Food Unit Leader
Communications Unit Leader
•Radio, Phone, Messages
Data Unit Leader
•BIT, Info Tech, Data Entry
Support Branch Director
Supply Unit Leader
Transportation Staff
Housing Staff
Facilities Unit Leader
Security Manager
Vehicle Traffic Control
Time Unit Leader
•Tracks Personnel Man-hours
Procurement Unit Leader
•Contract & Mutual Aid Management
Compensation/Claims Unit Leader
•Tracks Claims, Compensations
Cost Unit Leader
•Collects, Records & Retains Receipts on Expenditures,
Resource Unit Leader
•ID Current & Future Resource Needs, Volunteer Coordination, Credentialing
Situation Unit Leader
•Monitors Clinic: Line Lengths, Times, Flow Rates, ID Bottlenecks
Documentation Unit Leader
•Compiles Activity Reports, Manages Secure Filing System for POD Documents
Demobilization Unit Leader
•Manages Resources no longer needed, Documents Resource Release, Manages Demobilization

Positions, Definitions, Qualifications, Numbers, Credentialing, Volunteer Registration & Tracking Forms

(as of August 7, 2007)

Local POD Organizational Chart

(NIMS Compliant)



- **POD Manager**
  - Liaison Officer
  - Public Information Officer (PIO)
  - Safety Officer
    - Safety Staff
  - **Operations Section Chief**
    - Medical Branch Director
      - Triage/Evaluation Group Supervisor
        - Medical Screening Team Ldr
          - Medical Screeners
        - Triage Team Ldr
          - Triage Staff
        - ill Clinic Team Ldr
          - ill Clinic Staff
          - Medical Counselors (Physicians)
        - Forms Team Ldr
          - Forms Staff
          - Forms Helper
      - Meds/Vaccine Group Supervisor
        - Meds Distributor / Vaccinator
          - Med/Vacc. Prep Asst.
          - Medical Assistant
        - Pharmacist
          - Pharmacy Assistant
        - Medical Counselors (Physicians)
      - Meds/Vaccine Travel Team Leader
        - Travel Team Nurse
        - Travel Team Admin Asst.
    - Patient Flow Branch Director
      - Greeter
      - Patient Flow Group Supervisor
        - PF Outside Team Ldr
          - PF Outside Staff
        - PF Entr. Team Ldr
          - PF Entr. Staff
        - PF Floor Team Ldr
          - PF Floor Staff
        - PF Exit Team Ldr.
          - PF Exit Staff
      - Special Needs Group Supervisor
        - Sp. Needs Counselors
        - Sp. Needs Escorts
        - Interpreters Translators Sign Lang.
    - Education/ Mental Health Branch Director
      - Mental Health Group Supervisor
        - Licensed Counselors
          - Lay Counselors
      - Education Group Supervisor
        - Patient Educators
        - Video/Media Operator
        - Exit Review Team Leader
          - Exit Review Staff
  - **Logistics Section Chief**
    - Services Branch Director
      - Food Unit Leader
        - Food Services Staff
      - Communications Unit Leader
        - Message Center Team Leader
          - Message Center Staff
        - Telephone Team Leader
          - Telephone Staff
        - Data Unit Leader
          - Data Entry Team Leader
            - Data Entry Staff
        - Radio Operator
        - Information Systems Staff (Computer)
      - EMS Medical Unit
    - Support Branch Director
      - Facilities Unit Leader
        - Facilities Staff
        - Security Manager
          - Security Staff
          - Vehicle Traffic Control Team Leader
            - Vehicle Traffic Control Staff
      - Transportation Staff
      - Housing Staff
      - Supply Unit Leader
        - Supply Staff
        - Shipping & Receiving Staff
  - **Finance/Administration Section Chief**
    - Time Unit Leader
      - Time Tracking Staff
    - Procurement Unit Leader
      - Procurement Contract Staff
    - Compensation/Claims Unit Leader
      - Compensation/Claims Staff
    - Cost Unit Leader
      - Cost Unit Staff
  - **Planning Section Chief**
    - Resource Unit Leader
      - Volunteer Coordination Manager
        - Volunteer Coordination Staff
      - Credentialing Manager
        - Credentialing Staff
      - Resource Staff
    - Situation Unit Leader
      - Situation Staff
    - Documentation Unit Leader
      - Documentation Staff
    - Demobilization Unit Leader
      - Demobilization Staff

POD Personnel Management

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Quick Definitions for this Section

Activation Time: Time needed to bring a POD to operational status ready to receive the public. **The goal is 12 hours from notification**.

Basic Job Skill: A general level of skill needed to perform a job.

Credentialing: Process to ensure that person claiming to be a doctor, nurse EMT or other skilled position is actually properly licensed or certified to perform those skilled tasks or duties.

Desired Experience: Experience which would enhance the ability to perform the job but is not required.

Detailed Job Skill: A more defined set of skills needed to perform a specific job above the basic job skill level.

Incident Command System (ICS): An incident management system used throughout the United States by most emergency agencies to standardize a chain of command case and establish common terminology for each position.

Job Action Sheets (JAS): A brief description on 1-2 pages that instructs each volunteer as to what their job is, who they report to, who they supervise, job expectations/procedures and a checklist of actions they will need to complete.

The "Job Actions Sheets" support the "**J**ust **I**n **T**ime" training.

Just In Time (JIT) Training: Training given to people as people show up to volunteer at a POD.

Key Personnel: Persons selected and trained ahead of time to fill the **7 key positions** identified as necessary to effectively start up and manage a POD. Each of these positions requires 3 people (Primary, Secondary, Alternate) be trained and ready to go. These 21 people (7 positions x 3 deep) will be on a call-down list with contact information should a POD need to be activated.

1. POD Manager
2. Security Manager
3. Facilities Unit Leader
4. Operations Section Chief
5. Logistics Section Chief
6. Finance/Admin. Section Chief
7. Planning Section Chief

Volunteer Personnel: Volunteers from the community that support a POD.

POD *(Point of Dispensing)* **Volunteer Application Form**

Name ____________________ ___________________ _____ Driver's Lic # ______________
Last First Middle Initial

Home Address ____ Age _______
Address City/Town State Zip Code

Home Phone # (___)__________Work # (____)___________Cell Phone # (____) ___________

E-mail (work)__________________________________E-mail (other) ____________________________________

Are you feeling Well Today ?_____**Yes** _____**No** *(If No Why?)* ______________________________________

Can you stand for long periods of time (6-12 hours) ?______**Yes** _____**No** _____**Rather have a sitting type Job**

Can you work either day or night hours ? _____**Both** _____**Just Days** _____**Just Nights**

For some areas of the POD, we are looki for volunteers with special skills	**For other areas of the POD, we need volunteers to do the following tasks** *Check off all that apply*
_____Accountant_______Accounting Assistant/Bookkeeper	_____Comforting People
_____Licensed Medical Professional ______________________________________ *(please describe)* (If a Medical, Nursing or Pharmacy Student please indicate)	_____Help with Parking and Traffic Control
_____EMT _______Paramedic	_____Assist with Set-up/Take down of POD equipment
_____ Law Enforcement Officer	_____Greeting People
_____Cook / Food Handler _____Custodian	_____Helping people fill out forms
_____ Media Experience – (radio, newspaper, TV)	_____Reviewing & Pre-screening completed forms
_____ Manager/Supervisor/Administrator	_____Directing people through the POD
_____Information Specialist (Computer/Technology)	_____Entering Computer Data
_____Digital Radio Operator or HAM Operator	_____Handling Supplies
_____Certified Nurse Assistant______Certified Med. Asst.	_____Media Relations
_____Mental Health Provider/Tech. (Lay Counselor)	_____ Tracking Supplies & Inventory
_____Licensed Social Worker/Counselor _____Clergy	_____Operating AV Equipment
_____ Receptionist/Secretary/Administrative Asst.	_____Preparing / Serving Food
_____Teacher/Educator______Licensed Bus Driver	_____Help Provide Security
_____ Military/Security Experience	_____Providing Transportation Services
_____ **Other** – *please describe* ______________________	_____ **I am willing to help in any area**

I am willing to be a volunteer. I understand that my contact information will be kept confidential and will not be shared for any reason other than POD planning/activities.

Volunteer Signature X:_______________________________ Date: ____________________

Staff Only

Credentialing Required? Yes No Credentialing Results:_______________________ Initials: _______
(If Yes send to Credentialing Staff with this paperwork) If Yes -- Indicate title they are credentialed for (ie. MD, RN, LPN) Credentialing Staff

Position #_______Title:____ Section: ____________________________

Completed forms are *"For Official Use Only"* and contain confidential personal information

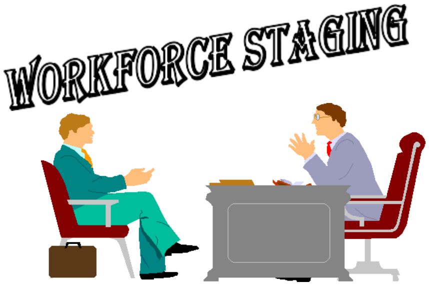
Recruiting Volunteers from the Community Line

Volunteer Coordination Staff announces the needs for volunteers and passes out "**POD Volunteer Application Forms**" to interested people

Volunteers are brought to the "**Workforce Staging Area**" for processing

Volunteer's families are given special **priority** for treatment & processing

families
To Triage



After they fill out the **Volunteer Form**, they are quickly interviewed for job positions.

Credentialed Positions will require a visit to the Credentialing Staff *(The **Volunteer Form** goes with the person to the Credentialing Staff)*

Need Credentialing??

Credentialing Staff

Credentialed Y/N

Job
Action
Sheet

After a Job Position is assigned the Volunteer then:

- Is recorded in the **POD Personnel Tracking Log**
- Given the related **Job Action Sheet**
- Issued Job Related Equipment (ie: Vest, ID Tag)
- Receives vaccination/prophylaxis, if not already treated
- Reports to their Supervisor

"Pre-Identified" Volunteers can report directly to "Workforce Staging Area"

Job Actions Sheets *(with the comments section filled in)* **& Issued Job Related Equipment are turned in at the "Workforce Staging Area" at the end of each shift**

A copy of this page will be needed by the Volunteer Coordination Staff

Summary of Total

POD Personnel

"Estimated" to be Needed

This section identifies:

- **The number of people estimated to be needed run a POD based on the POD Size.**
- **The types of basic skills that may have to be recruited & staffed.**
- **The specific jobs that are listed according to the "Job Action Sheets".**
- **The number of people that may be needed for each specific job.**

These are estimates based on a full maximum POD effort. Staffing of some positions or the number of persons in those positions may be reduced based on the scenario.

At the same time always consider that some positions may need to be added or extra staff recruited to fill those positions as conditions warrant.

According to NIMS (National **I**ncident **M**anagement **S**ystem**) we only fill those jobs we need to get the job done; and expand or contract our plan continuously as conditions or needs change.**

POD Personnel "Estimated" to be Needed to Run a POD

(Based on the Size of the POD)

POD Sizes:

Level **"A"**: (**50,000** treated/48hrs) Level **"C"**: (**20,000** treated/48hrs)
Level **"B"**: (**30,000** treated/48hrs) Level **"D"**: (**10,000** treated/48hrs)

Summary of Total POD Personnel "Estimated" to be Needed *(based on POD Size)*

Position	**Staff 12hr Shift**				**Staff 24hr Day**			
POD Size	***A***	***B***	***C***	***D***	***A***	***B***	***C***	***D***
Command Section	6	6	5	5	14	14	12	12
Operations Section	239	172	134	100	478	344	268	200
Logistics Section	94	74	54	44	188	148	108	88
Finance/Admin Section	12	11	9	9	24	22	18	18
Planning Section	32	26	21	20	64	52	42	40
Totals	**383**	**289**	**223**	**178**	**766**	**578**	**446**	**356**

- CDC Recommends **12-hour** shifts
- These numbers represent a **"maximum"** effort with "all" functions being filled. Based on the situation, PODs may cut back in some areas where services are not needed or can be limited.
- **Vaccination** PODs will need more positions filled than a "**bottle of medications**" PODs.
- Under **NIMS (N**ational **I**ncident **M**anagement **S**ystem**)** we should fill only those positions we will need to accomplish the mission.
- The number of people you will actually need on each shift will expand or contract based on what services you need to provide within the time requirements.

Summary of the Basic Job Skills Needed according to POD Size

Job Skills	**POD Size**			
	"A"	**"B"**	**"C"**	**"D"**
Supervisor/Manager	32	32	32	32
Medical Providers (MD, PA, NP-C, RN, P-Medic)	12	10	8	6
Nurses (RN, LPN, Paramedic, EMT)	43	31	25	17
Pharmacists/Pham-Tech/Pharmacy Student	5	4	3	2
EMT or Higher	10	8	6	4
Special Ed., Training	7	5	3	2
Linguists/Interpreters	4	3	2	1
MSW, Licensed Counselor	7	6	5	4
Law Enforcement Supervisor	1	1	1	1
Law Enforcement/Security	8	6	4	2
Computer Technician/BIT	2	2	1	1
Media Experience	1	1	1	1
Non-medical Volunteers	250	172	127	101
Totals	**383**	**289**	**223**	**178**

Summary - Basic Job Skills by Section & POD Size

Command

Job Skills	"A"	"B"	"C"	"D"
Supervisor/Manager	3	3	3	3
Media Experience	1	1	1	1
Non-medical Volunteers	2	2	1	1
Totals	**6**	**6**	**5**	**5**

Operations

Job Skills - Medical Branch (includes Ops Sec Chief)	"A"	"B"	"C"	"D"
Supervisor/Manager	4	4	4	4
Medical Providers (MD, PA, NP, RN, P-Medic)	12	10	8	6
Nurses (RN, LPN, P-Medic, EMT)	42	30	24	16
Pharmacists/Pham-Tech/Pharmacy Student	5	4	3	2
Non-medical Volunteers	85	56	45	32
Totals	**148**	**104**	**84**	**60**

Job Skills - Patient Flow Branch	"A"	"B"	"C"	"D"
Supervisor/Manager	2	2	2	2
Special Ed., Training	7	5	3	2
Linguists/Interpreters	4	3	2	1
Non-medical Volunteers	41	31	22	19
Totals	**54**	**41**	**29**	**24**

Job Skills - Ed./Mental Health Branch	"A"	"B"	"C"	"D"
Supervisor/Manager	3	3	3	3
MSW, Licensed Counselor	7	5	4	3
Non-medical Volunteers	27	19	14	10
Totals	**37**	**27**	**21**	**16**

Operations Combined Totals	**239**	**172**	**134**	**100**

Logistics

Job Skills	"A"	"B"	"C"	"D"
Supervisor/Manager	9	9	9	9
Law Enforcement Supervisor	1	1	1	1
Law Enforcement/Security	8	6	4	2
EMT or Higher	10	8	6	4
Computer Technician/BIT	2	2	1	1
Non-medical Volunteers	64	48	33	27
Totals	**94**	**74**	**54**	**44**

Finance/Administration

Job Skills	"A"	"B"	"C"	"D"
Supervisor/Manager	5	5	5	5
Non-medical volunteer	7	6	4	4
Totals	**12**	**11**	**9**	**9**

Planning

Job Skills	"A"	"B"	"C"	"D"
Supervisor/Manager	6	6	6	6
Nurse, P-Medic, EMT, Public Health	1	1	1	1
Non-medical Volunteers	25	19	14	13
Totals	**32**	**26**	**21**	**20**

Grand Totals for 12 hr Shift	**383**	**289**	**223**	**178**

Patient Flow Rates *(Planning Factors & Calculations)*

Flow rates are calculated for the critical event of the actual medication dispensing or vaccination.

Most bottlenecks will occur during the in-processing screening, a maximum effort should be focused on getting folks through the screening process.

Approximate Patient Flow Rates for Each Size POD

POD Size	Population to Be Served	# Patients /48hrs "Goal Rate"	# Patients/ Day	# Patients/ Hour	# Patients / Minute	# Patients / Second
A	50,000	50,000	25,000	1,042	17.36	0.289
B	30,000	30,000	15,000	625	10.41	0.174
C	20,000	20,000	10,000	416	6.93	0.116
D	10,000	10,000	5,000	208	3.5	0.058

Based on 48 hour continuous operations with no interruptions of services

# Meds/Vaccinate Stations Needed Based on Time to Dispense Meds/Vaccinate in 48 Hours

POD Size	# Patients/ Minute	Average Time it takes to Dispense Meds or Vaccinate a Person											
		1 Sec	:05	:10	:15	:30	:45	**1:00 min**	1:15	1:30	**2:00 min**	2:15	2:30
		Minimum Number of Meds/Vaccinate Stations that will be Needed *(Based on Time to treat one patient listed above)*											
A	17.36	1	2	3	5	9	14	18	22	26	35	37	44
B	10.41	1	1	2	3	6	8	11	13	16	21	24	26
C	6.93	1	1	2	2	4	6	7	9	11	14	16	18
D	3.5	1	1	1	1	2	3	4	5	6	7	8	9

Based on 48-hour continuous operations *(Formula: Patients/sec* **x** *#seconds/Patient = Stations Needed)*

For planning purposes, the **below table** is the recommended **"average" # of Patient Lanes** for a Medication Dispensing or Vaccination type event. Considering that there will be peak times that folks will show up, planners should **adjust the number of Patient Lanes accordingly.**

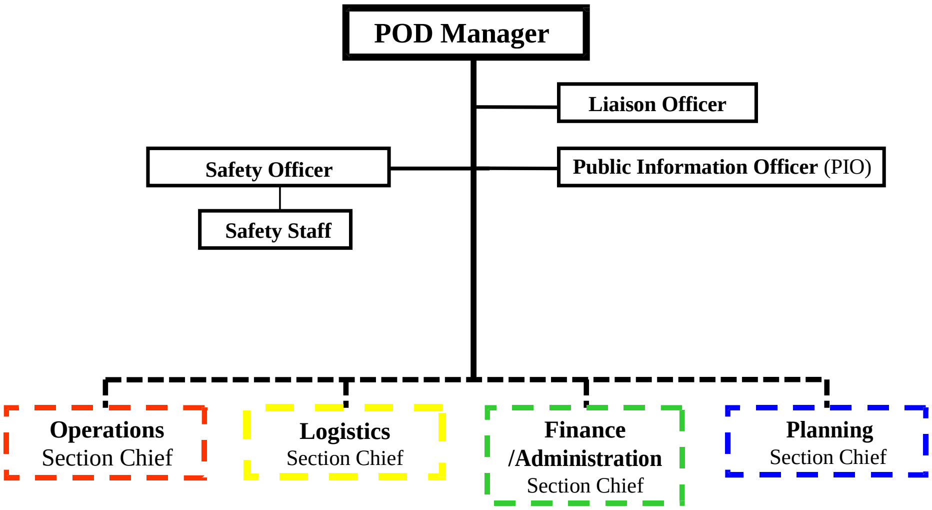
"Average" Recommended Meds/Vaccinate Stations for Medication Dispensing or Vaccination Operations			
POD Size	**Population to Be Served Within 48 hrs**	**Dispensing Medications Event**	**Vaccination Event**
A	50,000	**10**	**16**
B	30,000	**8**	**10**
C	20,000	**6**	**8**
D	10,000	**4**	**6**

Be prepared to add more **Meds/Vaccinate Stations** as patient load will surge at peak times of the day.

“Detailed” Summary of Total POD Personnel “Estimated” to be Needed

(Broken Out by Section/POD Size)

Command Section


POD Manager
Liaison Officer
Safety Officer
Public Information Officer (PIO)
Safety Staff
Operations Section Chief
Logistics Section Chief
Finance /Administration Section Chief
Planning Section Chief

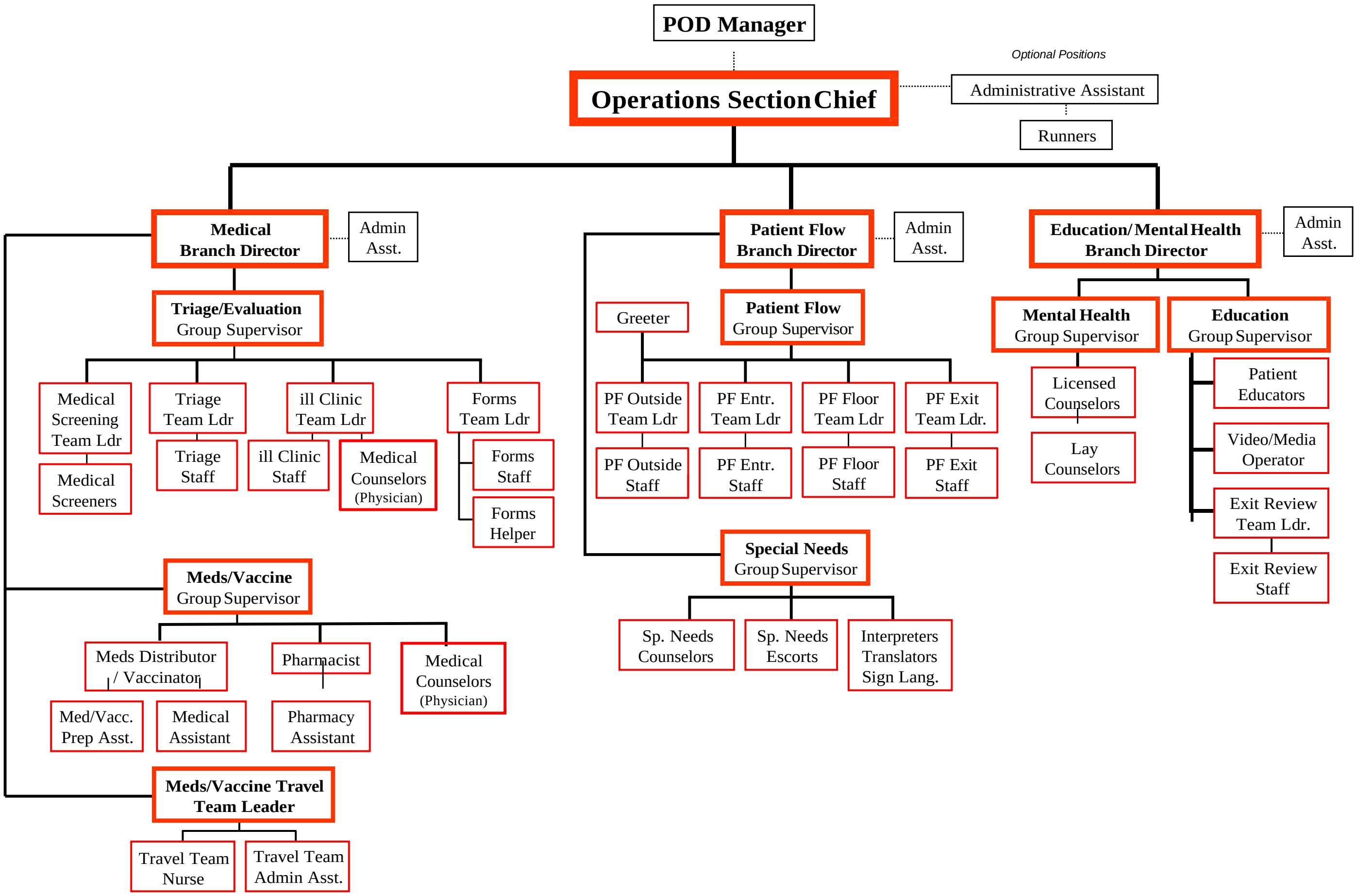
POD Command Section

Position	Staff 12hr Shift				Staff 24hr Day				Desired Experience
POD Class Size	*A*	*B*	*C*	*D*	*A*	*B*	*C*	*D*	
POD Manager	1	1	1	1	2	2	2	2	Supervisor/Manager
Liaison Officer	1	1	1	1	2	2	2	2	Supervisor/Manager
Public Info Officer (PIO)	1	1	1	1	2	2	2	2	Media Experience
Safety Officer	1	1	1	1	2	2	2	2	Supervisor/Manager
Safety Staff	2	2	1	1	4	4	2	2	Non-medical volunteer
Totals	**6**	**6**	**5**	**5**	**12**	**12**	**10**	**10**	

Summary of Job Skills Needed for One “12hr” Shift

Job Skills	“A”	“B”	“C”	“D”
Supervisor/Manager	3	3	3	3
Media Experience	1	1	1	1
Non-medical Volunteers	2	2	1	1
Totals	**6**	**6**	**5**	**5**

Operation Section


POD Manager
Optional Positions
Operations Section Chief
Administrative Assistant
Runners
Medical Branch Director
Admin Asst.
Patient Flow Branch Director
Admin Asst.
Education/Mental Health Branch Director
Admin Asst.
Triage/Evaluation Group Supervisor
Medical Screening Team Ldr
Medical Screeners
Triage Team Ldr
Triage Staff
ill Clinic Team Ldr
ill Clinic Staff
Medical Counselors (Physician)
Forms Team Ldr
Forms Staff
Forms Helper
Meds/Vaccine Group Supervisor
Meds Distributor / Vaccinator
Med/Vacc. Prep Asst.
Medical Assistant
Pharmacist
Pharmacy Assistant
Medical Counselors (Physician)
Meds/Vaccine Travel Team Leader
Travel Team Nurse
Travel Team Admin Asst.
Greeter
Patient Flow Group Supervisor
PF Outside Team Ldr
PF Outside Staff
PF Entr. Team Ldr
PF Entr. Staff
PF Floor Team Ldr
PF Floor Staff
PF Exit Team Ldr.
PF Exit Staff
Special Needs Group Supervisor
Sp. Needs Counselors
Sp. Needs Escorts
Interpreters Translators Sign Lang.
Mental Health Group Supervisor
Licensed Counselors
Lay Counselors
Education Group Supervisor
Patient Educators
Video/Media Operator
Exit Review Team Ldr.
Exit Review Staff

There are 3 “Key” Branches in the Operations Section

Medical Branch

Triage
Meds/Vaccine Distribution
Forms Distribution
Meds/Vaccine Travel Teams
Medical Screening
Illness Clinic

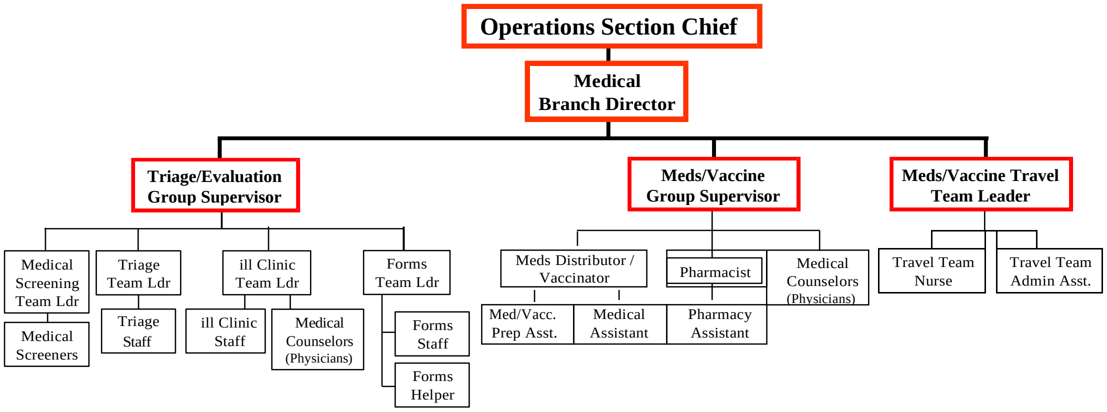
Patient Flow Branch

Greeters
Patient Flow
Special Needs / Interpreters

Education & Mental Health Branch

Patient Education
Mental Health Services
Exit Review

Operations - Medical Branch


Operations Section Chief
Medical Branch Director
Triage/Evaluation Group Supervisor
Meds/Vaccine Group Supervisor
Meds/Vaccine Travel Team Leader
Medical Screening Team Ldr
Triage Team Ldr
ill Clinic Team Ldr
Forms Team Ldr
Medical Screeners
Triage Staff
ill Clinic Staff
Medical Counselors (Physicians)
Forms Staff
Forms Helper
Meds Distributor / Vaccinator
Pharmacist
Medical Counselors (Physicians)
Med/Vacc. Prep Asst.
Medical Assistant
Pharmacy Assistant
Travel Team Nurse
Travel Team Admin Asst.

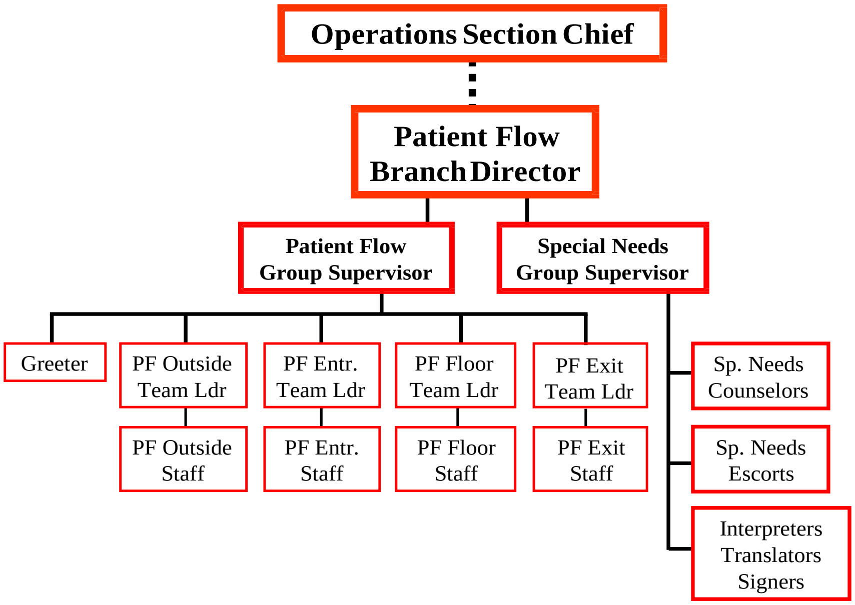
Operations Section - Medical Branch

Position	**Staff 12hr Shift**				**Staff 24hr Day**				**Desired Experience**
POD Class Size	***A***	***B***	***C***	***D***	***A***	***B***	***C***	***D***	
Operations Section Chief	1	1	1	1	2	2	2	2	Supervisor/Manager
Medical Branch Director	1	1	1	1	2	2	2	2	Supervisor/Manager
Triage/Eval. Group Sup	1	1	1	1	2	2	2	2	Supervisor/Manager
Medical Screening Tm Ldr	1	1	1	1	2	2	2	2	Supervisor/Manager
Medical Screener	32	20	16	12	64	40	32	24	Non-medical volunteer
Triage Team Leader	1	1	1	1	2	2	2	2	**MD**, PA, NP-C, RN, P-Medic
Triage Staff	4	3	2	2	8	6	4	4	Nurse, P-Medic, EMT
ill Clinic Team Leader	1	1	1	1	2	2	2	2	Nurse, P-Medic, EMT
ill Clinic Staff	4	3	2	2	8	6	4	4	Nurse, P-Medic, EMT
Medical Counselors	1	1	1	1	2	2	2	2	**MD**, PA, NP, RN, P-Medic
Forms Team Leader	1	1	1	1	2	2	2	2	Non-medical volunteer
Forms Staff	8	6	4	3	16	12	10	6	Non-medical volunteer
Forms Helper	4	3	3	2	8	6	6	4	Non-medical volunteer
Med/Vacc. Group Sup	1	1	1	1	2	2	2	2	Nurse, P-Medic, EMT, PH
Meds Distributor / Vaccinator	16	10	8	6	32	20	16	12	Nurse, P-Medic, EMT
Med/Vacc. Preparation Asst.	16	10	8	6	32	20	16	12	Non-medical volunteer
Medical Assistant	16	10	8	6	32	20	16	12	Non-medical volunteer
Pharmacy Supervisor	1	1	1	1	2	2	2	2	Pharmacist, Phar.-Tech, RN
Pharmacy Asst.	4	3	2	1	8	6	4	2	Pharmacist, Phar-Tech, LPN
Medical Counselors	10	8	6	4	20	16	12	8	**MD**, PA, NP, RN, P-Medic
Meds/Vaccine Travel Tm Ldr	8	6	5	2	16	12	8	4	Nurse, P-Medic, EMT
Meds/Vacc. Travel Tm Nurse	8	6	5	2	16	12	8	4	Nurse, P-Medic, EMT
Meds/Vaccine Admin Asst.	8	6	5	2	16	12	8	4	Non-medical volunteer
Totals	**148**	**104**	**84**	**60**	**296**	**208**	**168**	**120**	

Summary of Job Skills Needed for One “12hr” Shift

Job Skills - Medical Branch (includes Ops Sec Chief)	**“A”**	**“B”**	**“C”**	**“D”**
Supervisor/Manager	4	4	4	4
Medical Providers (MD, PA, NP, RN, P-Medic)	12	10	8	6
Nurses (RN, LPN, P-Medic, EMT)	42	30	24	16
Pharmacists/Pham-Tech/Pharmacy Student	5	4	3	2
Non-medical Volunteers	85	56	45	32
Totals	**148**	**104**	**84**	**60**

Operations - Patient Flow Branch


Operations Section Chief
Patient Flow Branch Director
Patient Flow Group Supervisor
Special Needs Group Supervisor
Greeter
PF Outside Team Ldr
PF Entr. Team Ldr
PF Floor Team Ldr
PF Exit Team Ldr
PF Outside Staff
PF Entr. Staff
PF Floor Staff
PF Exit Staff
Sp. Needs Counselors
Sp. Needs Escorts
Interpreters Translators Signers

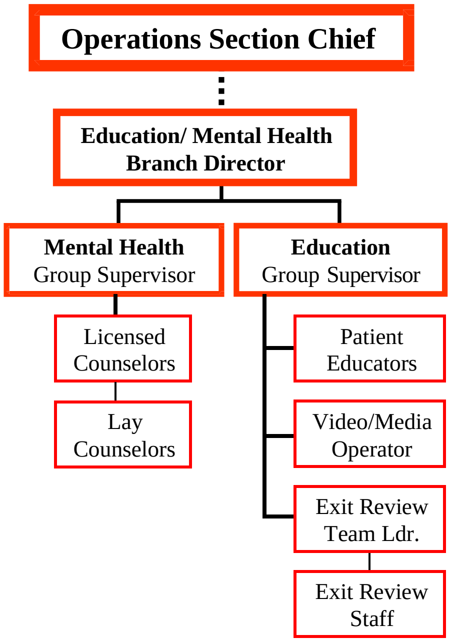
Operations Section - Patient Flow Branch

Position	Staff 12hr Shift				Staff 24hr Day				Desired Experience
POD Class Size	*A*	*B*	*C*	*D*	*A*	*B*	*C*	*D*	
Patient Flow Branch Dir.	1	1	1	1	2	2	2	2	Supervisor/Manager
Patient Flow Group Sup	1	1	1	1	2	2	2	2	Supervisor/Manager
Greeter	1	1	1	1	2	2	2	2	Non-medical volunteer
P.F. **Outside** Team Leader	1	1	1	1	2	2	2	2	Non-medical volunteer
P.F. Outside Staff	6	4	2	2	12	8	4	4	Non-medical volunteer
P.F. **Entrance** Team Leader	1	1	1	1	2	2	2	2	Non-medical volunteer
P.F. Entrance Staff	4	4	2	2	8	8	4	4	Non-medical volunteer
P.F. **Floor** Team Leader	1	1	1	1	2	2	2	2	Non-medical volunteer
P.F. Floor Staff	12	8	6	6	24	16	12	12	Non-medical volunteer
P.F. **Exit** Team Leader	1	1	1	1	2	2	2	2	Non-medical volunteer
P.F. Exit Staff	6	4	3	2	12	8	6	4	Non-medical volunteer
Special Needs Group Sup	1	1	1	1	2	2	2	2	Special Ed. Training
Special Needs Counselors	6	4	2	1	12	8	4	2	Special Ed. Training
Special Needs Escorts	8	6	4	2	16	12	8	2	Non-medical volunteer
Translators/Interpreters	4	3	2	1	8	6	4	2	Linguists/Interpreters
Totals	**54**	**41**	**29**	**24**	**108**	**82**	**58**	**48**	

Summary of Job Skills Needed for One “12hr” Shift

Job Skills - Patient Flow Branch	“A”	“B”	“C”	“D”
Supervisor/Manager	2	2	2	2
Special Ed., Training	7	5	3	2
Linguists/Interpreters	4	3	2	1
Non-medical Volunteers	41	31	22	19
Totals	**54**	**41**	**29**	**24**

Operations - Education / Mental Health Branch


Operations Section Chief
Education/ Mental Health Branch Director
Mental Health Group Supervisor
Education Group Supervisor
Licensed Counselors
Lay Counselors
Patient Educators
Video/Media Operator
Exit Review Team Ldr.
Exit Review Staff

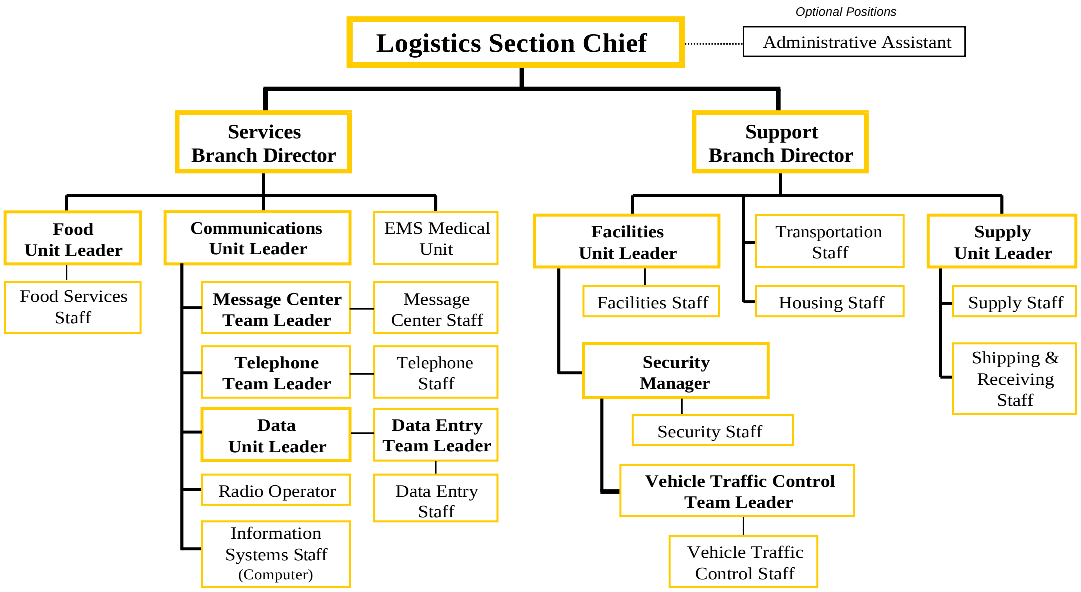
Operations Section - Education / Mental Health Branch

Position	Staff 12hr Shift				Staff 24hr Day				Desired Experience
POD Class Size	*A*	*B*	*C*	*D*	*A*	*B*	*C*	*D*	
Education/Mental Health Branch Director	1	1	1	1	2	2	2	2	Supervisor/Manager
Mental Health Group Sup	1	1	1	1	2	2	2	2	MSW, Counselor
Licensed Counselors	6	4	3	2	12	8	6	4	MSW, Counselor
Lay Counselors	12	8	6	4	24	16	12	8	Non-medical volunteer
Education Group Supervisor	1	1	1	1	2	2	2	2	Supervisor/Manager
Patient Educators	8	6	4	3	16	12	8	6	Non-medical volunteer
Video Media Operator	1	1	1	1	2	2	2	2	Non-medical volunteer
Exit Review Team Leader	1	1	1	1	2	2	2	2	Supervisor/Manager
Exit Review Staff	6	4	3	2	12	8	6	4	Non-medical volunteer
Totals	**37**	**27**	**21**	**16**	**74**	**54**	**42**	**32**	

Summary of Job Skills Needed for One "12hr" Shift

Job Skills - Ed./Mental Health Branch	**"A"**	**"B"**	**"C"**	**"D"**
Supervisor/Manager	3	3	3	3
MSW, Licensed Counselor	7	5	4	3
Non-medical Volunteers	27	19	14	10
Totals	**37**	**27**	**21**	**16**

Logistics Section


Optional Positions
Logistics Section Chief
Administrative Assistant
Services Branch Director
Support Branch Director
Food Unit Leader
Food Services Staff
Communications Unit Leader
EMS Medical Unit
Message Center Team Leader
Message Center Staff
Telephone Team Leader
Telephone Staff
Data Unit Leader
Data Entry Team Leader
Radio Operator
Data Entry Staff
Information Systems Staff (Computer)
Facilities Unit Leader
Facilities Staff
Transportation Staff
Housing Staff
Supply Unit Leader
Supply Staff
Shipping & Receiving Staff
Security Manager
Security Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff

Logistics Section

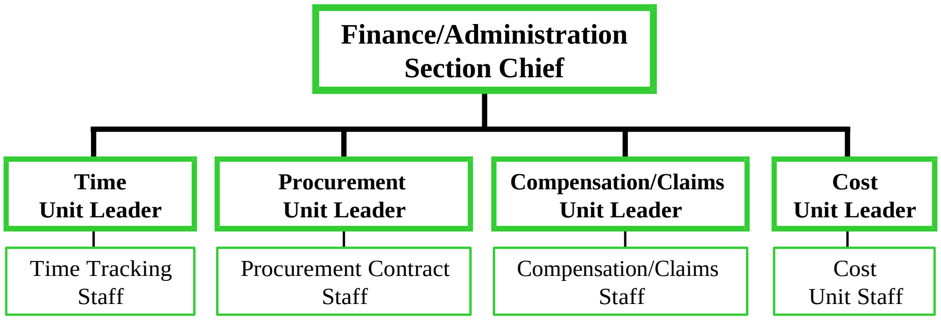
Position *POD Class Size*	**Staff 12hr Shift** *A*	*B*	*C*	*D*	**Staff 24hr Day** *A*	*B*	*C*	*D*	**Desired Experience**
Logistics Chief	1	1	1	1	2	2	2	2	Supervisor/Manager
Services Branch Director	1	1	1	1	2	2	2	2	Supervisor/Manager
Food Unit Leader	1	1	1	1	2	2	2	2	Supervisor/Manager
Food Services Staff	10	8	6	4	20	16	12	8	Non-medical volunteer
Communications Unit Leader	1	1	1	1	2	2	2	2	Supervisor/Manager
Message Center Team Leader	1	1	1	1	2	2	2	2	Non-medical volunteer
Message Center Staff	4	3	2	1	8	6	4	2	Non-medical volunteer
Telephone Team Leader	1	1	1	1	2	2	2	2	Non-medical volunteer
Telephone Staff	6	4	2	2	12	8	4	4	Non-medical volunteer
Data Unit Leader	1	1	1	1	2	2	2	2	Supervisor/Manager
Data Entry Team Leader	1	1	1	1	2	2	2	2	Non-medical volunteer
Data Entry Staff	6	4	2	2	12	8	4	4	Non-medical volunteer
Radio Operator	2	1	1	1	4	2	2	2	Non-medical volunteer
Information Systems Staff	2	2	1	1	4	4	2	2	Information Systems
EMS Medical Unit	10	8	6	4	20	16	12	8	EMT or Above
Support Branch Director	1	1	1	1	2	2	2	2	Supervisor/Manager
Facilities Unit Leader	1	1	1	1	2	2	2	2	Supervisor/Manager
Facilities Staff	4	3	2	1	8	6	4	2	Non-medical volunteer
Security Manager	1	1	1	1	2	2	2	2	L.E. Supervisor
Security Staff	8	6	4	2	16	12	8	4	L.E. & Volunteers
Vehicle Traffic Control Tm Ldr	1	1	1	1	2	2	2	2	Supervisor/Manager
Vehicle Traffic Control Staff	10	8	6	4	20	16	12	8	Non-medical volunteer
Transportation Staff	8	6	4	4	16	12	8	8	Non-medical volunteer
Housing Staff	3	2	1	1	6	4	2	2	Non-medical volunteer
Supply Unit Leader	1	1	1	1	2	2	2	2	Supervisor/Manager
Clinic Supply Staff	4	3	2	2	8	6	4	4	Non-medical volunteer
Shipping & Receiving Staff	4	3	2	2	8	6	4	4	Non-medical volunteer
Totals	**94**	**74**	**54**	**44**	**188**	**148**	**108**	**88**	

Logistics Section *(Cont.)*

Summary of Job Skills Needed for One “12hr” Shift

Job Skills	“A”	“B”	“C”	“D”
Supervisor/Manager	9	9	9	9
Law Enforcement Supervisor	1	1	1	1
Law Enforcement/Security	8	6	4	2
EMT or Higher	10	8	6	4
Computer Technician/BIT	2	2	1	1
Non-medical Volunteers	64	48	33	27
Totals	**94**	**74**	**54**	**44**

Finance Administration Section


Finance/Administration Section Chief
Time Unit Leader
Procurement Unit Leader
Compensation/Claims Unit Leader
Cost Unit Leader
Time Tracking Staff
Procurement Contract Staff
Compensation/Claims Staff
Cost Unit Staff

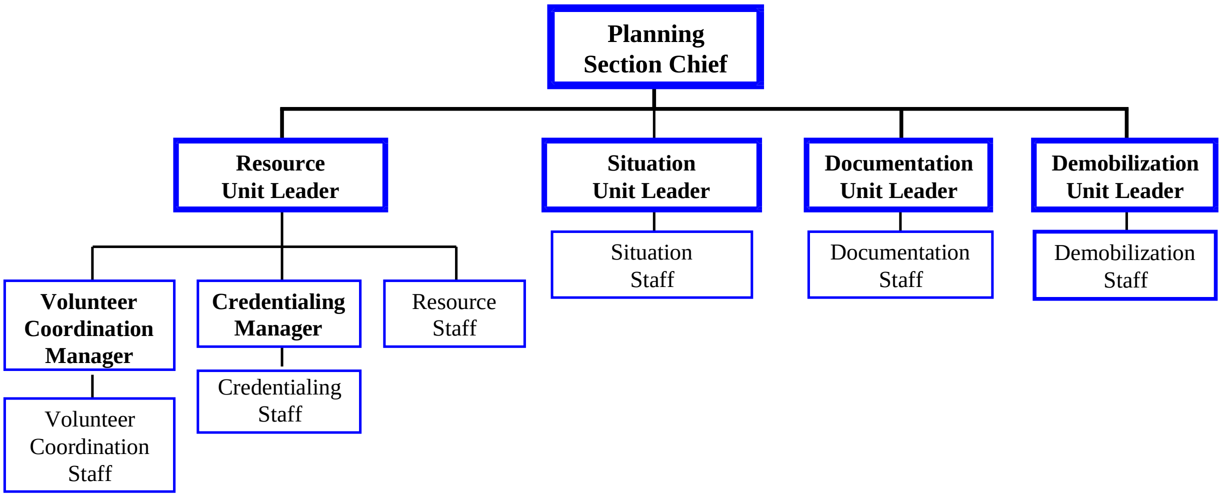
Finance/Administration Section

Position	Staff 12hr Shift				Staff 24hr Day				Desired Experience
POD Class Size	***A***	***B***	***C***	***D***	***A***	***B***	***C***	***D***	
Finance/Admin Chief	1	1	1	1	2	2	2	2	Logistics Supply Manager
Time Unit Leader	1	1	1	1	2	2	2	2	Finance/ HS Management
Time Tracking Staff	2	2	1	1	8	6	4	4	Personnel/ HS
Procurement Unit Leader	1	1	1	1	2	2	2	2	Finance
Procurement Contract Staff	3	2	1	1	6	4	2	2	Non-medical volunteer
Compensation Claims Unit Leader	1	1	1	1	2	2	2	2	Finance/ Legal
Compensation Claims Staff	1	1	1	1	4	4	2	2	Non-medical volunteer
Cost Unit Leader	1	1	1	1	2	2	2	2	Finance
Costs Unit Staff	1	1	1	1	6	4	2	2	Non-medical volunteer
Totals	**12**	**11**	**9**	**9**	**24**	**22**	**18**	**18**	

Summary of Job Skills Needed for One “12hr” Shift

Job Skills	“A”	“B”	“C”	“D”
Supervisor/Manager	5	5	5	5
Non-medical volunteer	7	6	4	4
Totals	**12**	**11**	**9**	**9**

Planning Section


Planning Section Chief
Resource Unit Leader
Situation Unit Leader
Documentation Unit Leader
Demobilization Unit Leader
Volunteer Coordination Manager
Credentialing Manager
Resource Staff
Situation Staff
Documentation Staff
Demobilization Staff
Volunteer Coordination Staff
Credentialing Staff

Planning Section

Position	**Staff 12hr Shift**				**Staff 24hr Day**				**Desired Experience**
POD Class Size	***A***	***B***	***C***	***D***	***A***	***B***	***C***	***D***	
Planning Section Chief	1	1	1	1	2	2	2	2	Supervisor/Manager
Resource Unit Leader	1	1	1	1	2	2	2	2	Supervisor/Manager
Resource Staff	4	3	2	2	8	6	4	4	Non-medical volunteer
Volunteer Coordination Manager	1	1	1	1	2	2	2	2	Supervisor/Manager
Volunteer Coordination Staff	10	8	6	5	12	8	4	4	Non-medical volunteer
Credentialing Manager	1	1	1	1	2	2	2	2	Nurse, P-Medic, EMT, PH
Credentialing Staff	2	1	1	1	4	2	2	2	Non-medical volunteer
Situation Unit Leader	1	1	1	1	2	2	2	2	Supervisor/Manager
Situation Staff	1	1	1	1	2	2	2	2	Non-medical volunteer
Documentation Unit Leader	1	1	1	1	2	2	2	2	Supervisor/Manager
Documentation Staff	4	3	2	2	8	6	4	4	Non-medical volunteer
Demobilization Unit Leader	1	1	1	1	2	2	2	2	Supervisor/Manager
Demobilization Staff	4	3	2	2	8	6	4	4	Non-medical volunteer
Totals	**32**	**26**	**21**	**20**	**64**	**52**	**42**	**40**	

Summary of Job Skills Needed for One "12hr" Shift

Job Skills	**"A"**	**"B"**	**"C"**	**"D"**
Supervisor/Manager	6	6	6	6
Nurse, P-Medic, EMT, Public Health	1	1	1	1
Non-medical Volunteers	25	19	14	13
Totals	**32**	**26**	**21**	**20**

Level "A" POD

Detailed Job Description Summary

by Job Position Number *(#)*

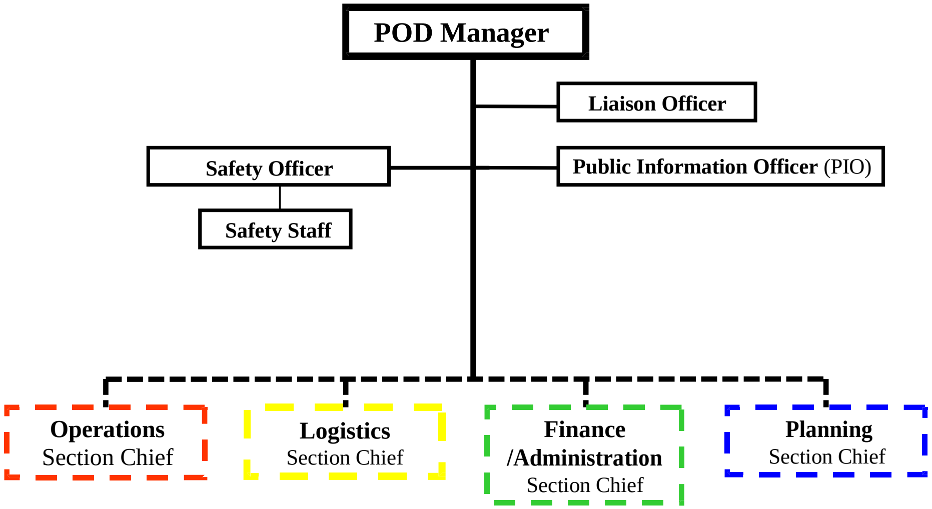
The purpose of this section is to provide a quick reference of the skills & responsibilities that have been identified for each position.

Job Position Numbers are assigned to each identified Job listed.

"Pre-fixes" for the Job Position #'s are based on Each Section

C-	**Command Section**
O-	**Operations Section**
OM-	**Operations Section - Medical Branch**
OPF-	**Operations Section - Patient Flow Branch**
OEM-	**Operations Section - Education /Mental Health Branch**
L-	**Logistics Branch**
FA-	**Finance/Administration Section**
P-	**Planning Section**
A-	**Additional Positions** ***(not listed within a Section)***

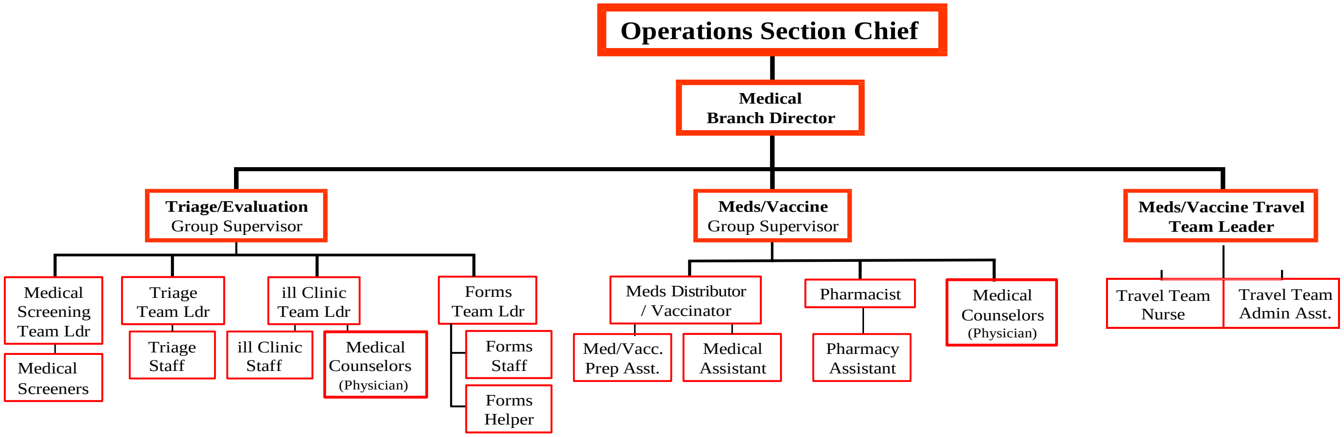
A copy of this section will be needed by the Volunteer Coordination Staff & Credentialing Staff


POD Manager
Liaison Officer
Safety Officer
Public Information Officer (PIO)
Safety Staff
Operations Section Chief
Logistics Section Chief
Finance /Administration Section Chief
Planning Section Chief

Level “A” POD Personnel Job Description Summary - by Position # Command Section

Position #	CR	Position	Basic Skills Desired	Detailed Skills Desired	Job Description
C-1		**POD Manager**	Supervisor/Manager	Thorough knowledge of ICS, POD Plan, all stations of a POD, organizational skills and management experience.	To organize and direct all operations at the POD site.
C-2		**Liaison Officer**	Supervisor/Manager	Knowledge of ICS, POD Plans and EOC function.	To coordinate assisting agencies reporting to the POD.
C-3		**Public Info Officer**	Media Experience	Crisis communication skills and PIO expertise.	To coordinate media activities, messaging, and act as a primary media focal point for the POD.
C-4		**Safety Officer**	Supervisor/Manager	Knowledge of Worksite Safety, OSHA, Infection Control, PPE, ICS and POD Plan desirable.	To ensure the health and safety of POD the workforce and clients.
C-5 thru C-6		Safety Staff (2)	Non-medical volunteer	Knowledge of Personal Protective Equipment (PPE), Safety.	To ensure the health and safety of POD workforce and clients.

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.


Operations Section Chief
Medical Branch Director
Triage/Evaluation Group Supervisor
Meds/Vaccine Group Supervisor
Meds/Vaccine Travel Team Leader
Medical Screening Team Ldr
Medical Screeners
Triage Team Ldr
Triage Staff
ill Clinic Team Ldr
ill Clinic Staff
Medical Counselors (Physician)
Forms Team Ldr
Forms Staff
Forms Helper
Meds Distributor / Vaccinator
Med/Vacc. Prep Asst.
Medical Assistant
Pharmacist
Pharmacy Assistant
Medical Counselors (Physician)
Travel Team Nurse
Travel Team Admin Asst.

Level "A" POD Personnel Job Description Summary - by Position

Operations Section

Medical Branch

Position #	CR	Position	Basic Skills Desired	Detailed Skills Desired	Job Description
O-1		**Operations Section Chief**	Supervisor/Manager	ICS 100, 200, Has Read the POD plan, Organizational & Management skills, has Supervisory experience.	To manage & oversee the overall Operations functions of the POD.
OM-1		**Medical Branch Director**	Supervisor/Manager	ICS 100, 200, knowledge of the POD plan, general understanding of medicine, organizational skills and management experience.	To manage & oversee the overall medical services provided by the POD.
OM-2		**Triage/Eval. Group Sup**	Supervisor/Manager	General medical knowledge, organizational skills and management experience.	To Supervise and manage all operational functions in your Group. The **main purpose** is to screen & qualify folks to go to the next group (Meds/ Vaccine) to receive their medications or vaccines.
OM-3		**Medical Screening Tm Ldr**	Supervisor/Manager	Ability to supervise and manage people.	Supervise & Manage the Medical Screening staff.
OM-4 thru OM-35		Medical Screener (32)	Non-medical volunteer	Ability to survey people.	Using the medical screening forms and from talking to patients, assure that all persons are screened for contraindications.
OM-36	**Y**	**Triage Team Leader** (Medical Providers)	**MD**, PA, NP-C, RN, P-Medic	Medical Background Required – Physician, PA-C, NP, Nurse, Paramedic, or other trained medical professional.	Manage the Screening & Identification of all ill or symptomatic individuals prior to them entering the main POD building and refer them to the Illness Clinic for evaluation.

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

Level “A” POD Personnel Job Description Summary - by Position

Operations Section *(Cont.)*

Medical Branch

Position #	CR	Position	Basic Skills Desired	Detailed Skills Desired	Job Description
OM-37 thru OM-40	**Y**	Triage Staff (4)	Nurse, P-Medic, EMT	RN, LPN, Paramedic, EMT, or other trained medical professional.	Screen & Identify ill or symptomatic individuals prior to them entering the main POD building and refer them to the Illness Clinic for evaluation.
OM-41	**Y**	**ill Clinic Team Leader**	Nurse, P-Medic, EMT	RN, LPN, Paramedic, EMT, or other trained medical professional.	Supervise the staff setting up and running the Illness Clinic, Assure that all medical documentation is completed, Provide medications or vaccines to eligible patients and their family members as directed by the Medical Counselor (Provider).
OM-42 thru OM-45	**Y**	ill Clinic Staff (4)	Nurse, P-Medic, EMT	RN, LPN, Paramedic, EMT, or other trained medical professional.	Assist in setting up and running the Illness Clinic, Assure that all medical documentation is completed, Provide medications or vaccines to eligible patients and their family members as directed by the Medical Counselor (Provider).
OM-46	**Y**	**Medical Counselor** (Medical Provider)	MD, PA, NP-C, RN, P-Medic	Medical Background Required – Physician, PA-C, NP, Nurse, Paramedic, or other trained medical professional.	Evaluate the patient and make recommendations as to whether the patient is: Eligible for meds/vaccine, Should not receive meds/vaccine, and sent home, Should be transported to an off-site Treatment Center for other treatment.
OM-47		**Forms Team Leader**	Non-medical volunteer	Ability to supervise people.	Manages the distribution of form(s) to persons coming into the POD for medications or vaccinations. Supervises Forms Helpers to assist public with filling out the forms.
OM-48 thru OM-55		Forms Staff (8)	Non-medical volunteer	Ability to pass out forms & work with people.	Distribute form(s) to persons coming to the POD for medications or vaccinations.
OM-56 thru OM-59		Forms Helper (4)	Non-medical volunteer	Ability answer questions about the POD medical screening forms & works well with people.	Assist the public in filling out the Medical Screening POD forms.
OM-60		**Med/Vacc. Group Sup**	Nurse, Public Health, EMT	RN, LPN, Paramedic (Preferred with supervisory experience) and specific medical knowledge and experience in the dispensing of medications or vaccines.	To Supervise and manage all operational functions concerning the preparation, proper storage, documentation, and distribution of medications or vaccines to be dispensed/administered.
OM-61 thru OM-76	**Y**	Medication Distributor/ (16) Vaccinator	Nurse, P-Medic, EMT	RN, LPN, Paramedic, EMT and medical knowledge or experience in the dispensing of medications or administration of vaccines.	To manage all operational functions concerning the preparation, proper storage, documentation, and distribution of medications or vaccines to be dispensed/administered at your station.

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

Level “A” POD Personnel Job Description Summary - by Position

Operations Section *(Cont.)*

Medical Branch

Position #	CR	Position	Basic Skills Desired	Detailed Skills Desired	Job Description
OM-77 thru OM- 92		Med/Vacc. Preparation (16) Asst.	Non-medical volunteer	LPN, Paramedic, EMT and medical knowledge or experience in the dispensing of medications or administration of vaccines.	To assist the Medication Distributor/ Vaccinator, thereby minimizing the tasks they have to do, so we can get more people quickly and efficiently through this station.
OM-93 Thru OM-108		Medical Assistant (16)	Non-medical volunteer	Medical Administrative – Medical Assistant, Secretaries, Administrative Assistants with medical knowledge Administrative Assistant.	To assist the Medication Distributor/Vaccinator with prophylaxis/vaccine process. Your job is to minimize the administrative tasks of the Medication Distributor/ Vaccinator so that they can more efficiently provide medications or administer vaccines.
OM-109	**Y**	**Pharmacy Supervisor**	Pharmacist, Pharmacy-Tech, LPN	Registered Pharmacist	To supervise the preparation and distribution of the pharmaceuticals needed for vaccination or dispensing at the POD. To provide counsel to people on potential side effects related to the pharmaceuticals the POD is providing and potential side effects/interactions.
OM-110 Thru OM-113	**Y**	Pharmacy Asst. (4)	Pharmacist, Pharmacy-Tech, LPN	Pharmacist Assistant, RN, LPN, or an appropriately trained individual qualified to prepare pharmaceuticals under the direction of the pharmacist.	To prepare and distribution of the pharmaceuticals needed for vaccination or dispensing at the POD.
OM-114 Thru OM-123	**Y**	**Medical Counselors** (10) (Medical Providers)	**MD**, PA, NP-C, RN, P-Med.	Medical Background Required – Physician, PA-C, NP, RN, Paramedic, or other trained medical professional.	To evaluate individuals to determine the presence or absence of contraindications and make prophylaxis decisions.
“8” Meds/Vaccine Travel Teams - Position #’s are group into 3 person teams - Starting with OM-124 thru OM-147					
OM-124	**Y**	**Meds/Vaccine Travel Team Leader** (8)	Nurse, P-Medic	RN, LPN, Paramedic (Preferred with supervisory experience) and specific medical knowledge and experience in the dispensing of medications or vaccines.	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.
Thru	**Y**	Meds/Vaccine Travel Team Nurse (8)	Nurse, P-Medic	RN, LPN, Paramedic, EMT and specific medical knowledge and experience in the dispensing of medications or vaccines.	To provide nursing service to the Medication Vaccination Travel Team.
OM-147		Meds/Vaccine Administrative Asst. (8)	Non-medical volunteer	Medical Administrative – Medical Assistant, Secretaries, Administrative Assistants with medical knowledge Administrative Assistant.	Your job is to minimize the administrative tasks of the Medication Distributor/Vaccinator so that they can more efficiently provide medications or administer vaccines in the field.

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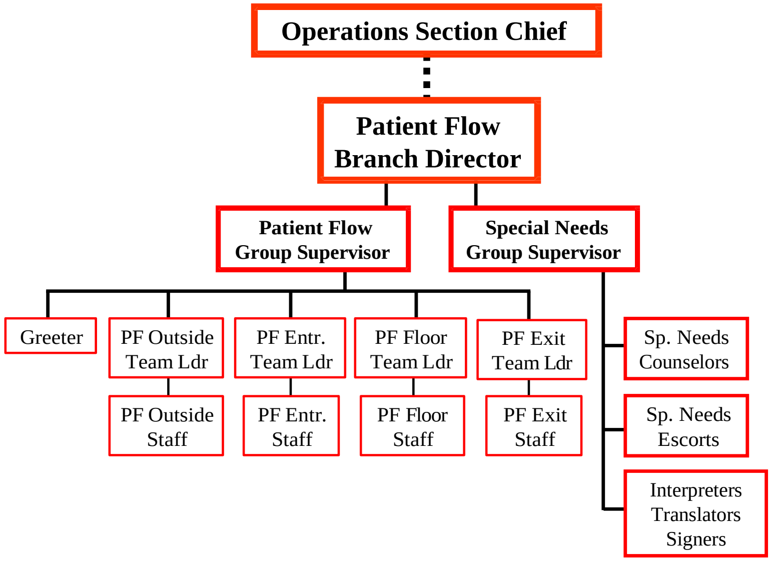

Operations Section Chief
Patient Flow Branch Director
Patient Flow Group Supervisor
Special Needs Group Supervisor
Greeter
PF Outside Team Ldr
PF Entr. Team Ldr
PF Floor Team Ldr
PF Exit Team Ldr
PF Outside Staff
PF Entr. Staff
PF Floor Staff
PF Exit Staff
Sp. Needs Counselors
Sp. Needs Escorts
Interpreters Translators Signers

Level "A" POD Personnel Job Description Summary - by Position

Operations Section *(Cont.)*

Patient Flow Branch

Position #	CR	Position	Basic Skills Desired	Detailed Skills Desired	Job Description
OPF-1		**Patient Flow Branch Dir.**	Supervisor/Manager	The ability to supervise a large group of people, over a large area, and effectively maintain command and control.	To manage & direct the overall services provided by the "Patient Flow" and "Special Needs" Groups.
OPF-2		**Patient Flow Group Sup**	Supervisor/Manager	The ability to supervise a large group of people, over a large area, and effectively maintain command and control.	To coordinate & supervise all activities and staff of the Patient Flow Group and carry out the tasks & directives established by the Patient Flow Branch Director.
OPF-3		Greeter	Non-medical volunteer	Ability to greet people.	Greet individuals entering the POD site and direct persons to forms distribution.
OPF-4		P.F. **Outside** Team Leader	Non-medical volunteer	Ability to supervise small staff of people.	Supervise staff maintaining the smooth flow of persons outside, waiting to enter the POD facility.
OPF-5 thru OPF-10		P.F. Outside Staff (6)	Non-medical volunteer	Ability to direct people to maintain a line.	Maintain a smooth flow of persons outside, waiting to enter the POD.

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

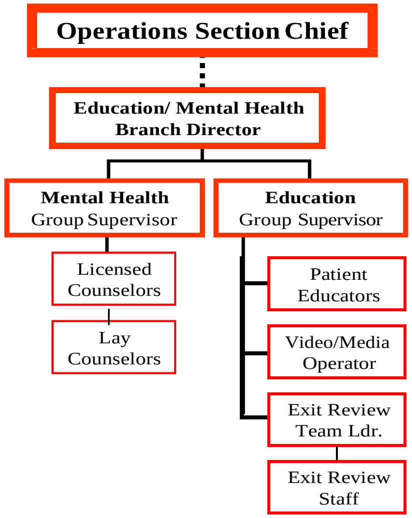
Level "A" POD Personnel Job Description Summary - by Position

Operations Section *(Cont.)*

Patient Flow Branch

Position #	CR	Position	Basic Skills Desired	Detailed Skills Desired	Job Description
OPF-11		P.F. **Entrance** Team Leader	Non-medical volunteer	Ability to supervise small staff of people.	Supervise staff maintaining the smooth flow of persons outside, **entering** the POD facility.
OPF-12 thru OPF-15		P.F. Entrance Staff (4)	Non-medical volunteer	Ability to direct people to maintain a line.	Maintain a smooth flow of persons outside, **entering** the POD facility
OPF-16		P.F. **Floor** Team Leader	Non-medical volunteer	Ability to supervise small staff of people.	Supervise staff maintaining the smooth flow of persons moving **through** the various stations inside the POD facility.
OPF-17 thru OPF-28		P.F. Floor Staff (12)	Non-medical volunteer	Ability to direct people to maintain a line.	Maintain a smooth flow of persons moving **through** the various stations inside the POD facility.
OPF-29		P.F. **Exit** Team Leader	Non-medical volunteer	Ability to supervise small staff of people.	Supervise staff maintaining the smooth flow of persons **exiting** the POD facility.
OPF-30 thru OPF-35		P.F. Exit Staff (6)	Non-medical volunteer	Ability to direct people to maintain a line.	Maintain a smooth flow of persons **exiting** the POD facility.
OPF-36		**Special Needs Group Sup**	Special Ed. Training	Mental Health/Physical/ Occupational Therapist/ Special Needs Background *(preferable).*	Coordinate and supervise all activities and staff of the Special Needs Group and carry out tasks/directives established by the Patient Flow Branch Director.
OPF-37 thru OPF-42		Special Needs Counselors (6)	Special Ed. Training	Mental Health/Physical/ Occupational Therapist/ Special Needs Background *(preferable).*	Assess persons with special needs or physical disabilities and make recommendations on what resources may be required to assist them through the POD process.
OPF-43 thru OPF-50		Special Needs Escorts (8)	Non-medical volunteer	Ability to work with people with special needs and knowledge of proper wheelchair use.	To provide personal assistance and transportation to clients with physical disabilities or special needs through the clinic process.
OPF-51 thru OPF-54		Translators/Interpreters (4)	Linguists/Interpreters	Ability to communicate in foreign language(s) or sign language.	To provide translation services to persons with communication limitations.

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.


Operations Section Chief
Education/ Mental Health Branch Director
Mental Health Group Supervisor
Education Group Supervisor
Licensed Counselors
Lay Counselors
Patient Educators
Video/Media Operator
Exit Review Team Ldr.
Exit Review Staff

Level "A" POD Personnel Job Description Summary - by Position

Operations Section *(Cont.)*

Education / Mental Health Branch

Position #	CR	Position	Basic Skills Desired	Detailed Skills Desired	Job Description
OEM-1		**Education/Mental Health Branch Director**	Supervisor/Manager	Management & Supervisory experience with a general basic knowledge of Mental Health & Educational services.	To manage & oversee the overall Educational & Mental Health services provided by the POD.
OEM-2	**Y**	**Mental Health Group Su**	MSW, Lic. Counselor	Licensed Counselor/Social Worker (preferred with supervisory experience).	To provide crisis mental health counseling services at the POD site to people & staff in need. To utilize your staff of licensed & non-licensed Mental Health Counselors to assist the public & POD staff through this process.
OEM-3 thru OEM-8	**Y**	Licensed Counselors (6)	MSW, Lic. Counselor	Licensed Counselor/Social Worker (preferred with supervisory experience).	To provide crisis related mental health counseling services at the POD site to people & staff in need. To supervise non-licensed Mental Health Counselors to assist the public & POD staff through this process.
OEM-9 thru OEM-20		Lay Counselors (12)	Non-medical volunteer	Counseling Experience preferred - (Mental Health, Schools, Clergy, and PTSD Disaster Counselors) Position may also be filled by a caring persons, who works well with people.	To provide crisis related mental health counseling services at the POD site to people & staff in need.

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

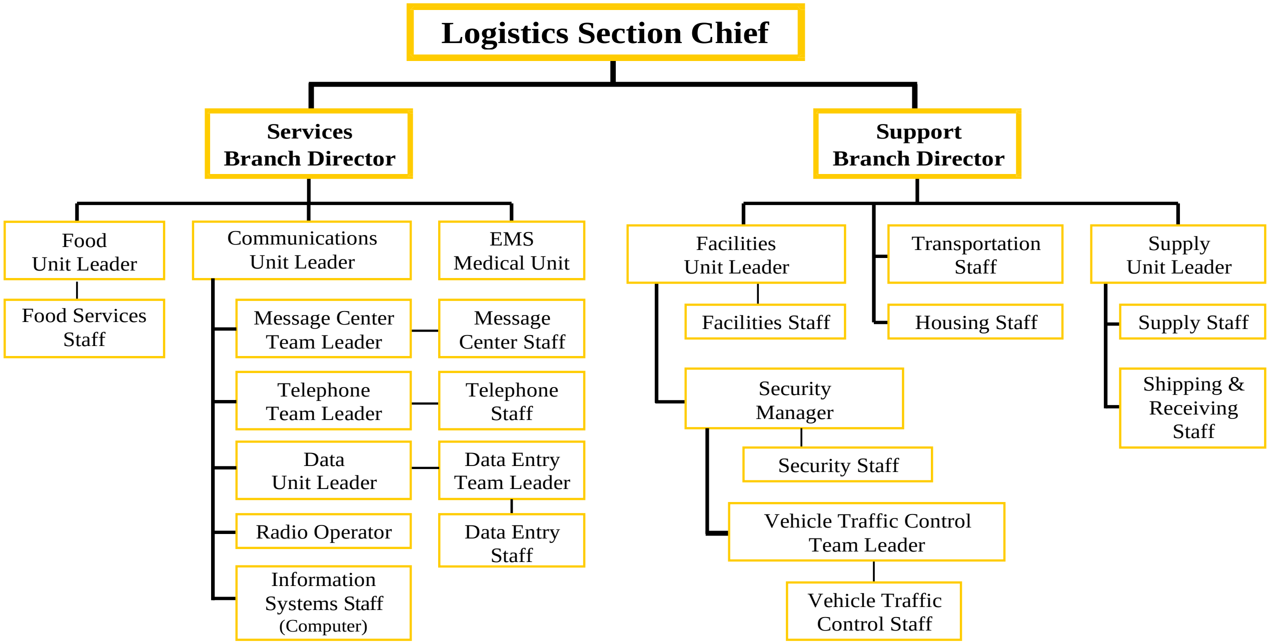
Level "A" POD Personnel Job Description Summary - by Position

Operations Section *(Cont.)*

Education / Mental Health Branch

Position #	CR	Position	Basic Skills Desired	Detailed Skills Desired	Job Description
OEM-21		**Education Group Supervisor**	Supervisor/Manager	Public Health, Teacher, RN, LPN, Paramedic, EMT (with supervisory experience)	You Supervise the POD Education Group which has two major responsibilities: Provide POD clients with educational materials and an initial educational presentation and to conduct an Exit Review where staff will collect all forms & reinforce education messages.
OEM-22 thru OEM 29		Patient Educators (8)	Non-medical volunteer	Public Health, Teacher, RN, LPN, Paramedic, EMT.	Provide POD clients with educational materials and an initial educational presentation explaining why we are here, the POD process, and information on the medicines or vaccinations they are about to receive.
OEM-30		Video Media Operator	Non-medical volunteer	Knowledge of A/V equipment.	To set up & run operate audio/visual equipment.
OEM-31		**Exit Review Team Leader**	Supervisor/Manager	Ability to supervise a small staff.	Supervise the Exit Review Team, whose main function is to provide clients with exit material, answer any final questions, and collect & secure any remaining medical forms.
OEM-32 thru OEM-37		Exit Review Staff (6)	Non-medical volunteer	Administrative skills.	Provide clients with exit material, answer any final questions, assist with waiting area (for post-vaccination clinics) collect & secure any remaining medical forms.

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.


Logistics Section Chief
Services Branch Director
Support Branch Director
Food Unit Leader
Food Services Staff
Communications Unit Leader
EMS Medical Unit
Message Center Team Leader
Message Center Staff
Telephone Team Leader
Telephone Staff
Data Unit Leader
Data Entry Team Leader
Radio Operator
Data Entry Staff
Information Systems Staff (Computer)
Facilities Unit Leader
Facilities Staff
Security Manager
Security Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff
Transportation Staff
Housing Staff
Supply Unit Leader
Supply Staff
Shipping & Receiving Staff

Level "A" POD Personnel Job Description Summary - by Position

Logistics Section

Position #	CR	Position	Basic Skills Desired	Detailed Skills Desired	Job Description
L-1		**Logistics Chief**	Supervisor/Manager	ICS 100, 200, knowledge of the POD Logistical Plan, organizational skills and management experience.	To manage & oversee the overall Logistical functions of the POD. To coordinate and direct the work associated with the 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.
L-2		**Services Branch Director**	Supervisor/Manager	The ability to supervise a large group of people, over a large area, and effectively maintain command and control.	To manage & direct the overall services provided by the "Data, Communications, & Staff Services" units.

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

Level "A" POD Personnel Job Description Summary - by Position # Logistics Section *(Cont.)*

Position #	CR	Position	Basic Skills Desired	Detailed Skills Desired	Job Description
L-3		**Food Unit Leader**	Supervisor/Manager	Ability to prepare and serve food and supervise food preparation staff.	To supervise the preparation of food & refreshments to the POD workforce and provide a "Workforce Rest Area" where they can refresh & relax.
L-4 Thru L-13		Food Services Staff (10)	Non-medical volunteer	Ability to prepare and serve food.	To prepare and provide food & refreshments to the POD workforce and provide a "Workforce Rest Area" where they can refresh & relax.
L-14		**Communications Unit Ldr.**	Supervisor/Manager	Knowledge of the POD's communications technology infrastructure.	To coordinate internal and external communication resources and the technology infrastructure of POD.
L-15		**Message Center Team Ldr.**	Non-medical volunteer	Ability to supervise a small staff of people	Supervise the Message Center Operations & staff, and ensure that messages are received and sent.
L-16 thru L-19		Message Center Staff (4)	Non-medical volunteer	Ability to process messages.	Ensure that messages are received, sent, posted, & logged.
L-20		**Telephone Team Leader**	Non-medical volunteer	Ability to supervise a small staff of people.	Supervise a telephone communications center, and ensure that messages are received and sent.
L-21 Thru L-26		Telephone Staff (6)	Non-medical volunteer	Can use a telephone and record messages.	Sends and receives calls at the telephone communications center, logs incoming & outgoing messages.
L-27		**Data Unit Leader**	Supervisor/Manager	Knowledge of computer and data systems.	To supervise the data management and computer support elements of the POD.
L-28		**Data Entry Team Leader**	Non-medical volunteer	Knowledge of data systems.	Team Leader to the data entry staff and ensure the proper entry of data.
L-29 Thru L-34		Data Entry Staff (6)	Non-medical volunteer	Ability to enter data.	Ensure the proper entry of data.
L-35 Thru L-36		Radio Operator (2)	Non-medical volunteer	Ability to operate a portable digital radio (will be given a crash course on the state digital radio) and take messages. (This is the same radio used by police, fire, EMS)	Operate & Monitor the Digital Radio Communications for the POD and relay information.
L-37 thru L-38		Information Systems (2) Staff	Information Systems	Knowledge of computer equipment.	To set up and assist with any problems with technical equipment at the POD site.
L-39 thru L-48	**Y**	**EMS Medical Unit** (10)	EMT or Above	Nurse, Paramedic, EMT, First Responder	To provide EMS services for the POD, respond to medical emergencies, and assist with the evacuation of ill or symptomatic persons to treatment centers.

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

Level "A" POD Personnel Job Description Summary - by Position

Logistics Section *(Cont.)*

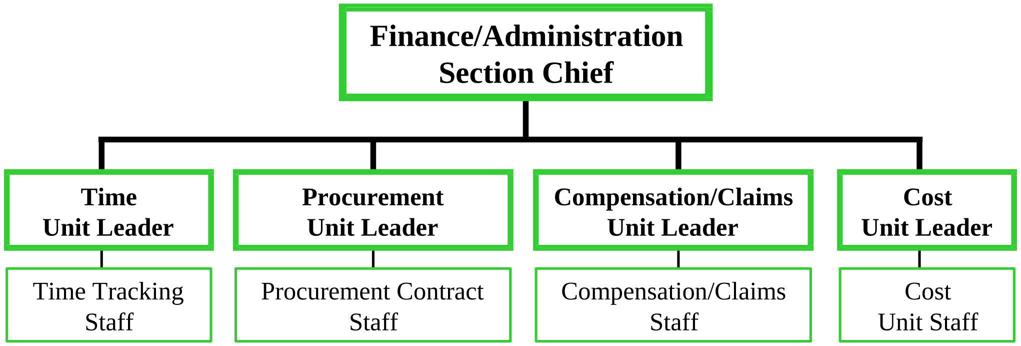
Position #	CR	Position	Basic Skills Desired	Detailed Skills Desired	Job Description
L-49		**Support Branch Director**	Supervisor/Manager	ICS 100, 200, knowledge of the POD Logistical Plan, organizational skills and management experience.	To manage & oversee the overall Logistical Support functions of the POD to include. • Physical facilities supporting the POD. • Ensure the security of POD facilities, supplies, staff, & public. • Ensure vehicle traffic control facilitates the public's ability to arrive, park & depart. • Coordinate transportation and housing needs to support POD staff & objectives.
L-50		**Facilities Unit Leader**	Supervisor/Manager	Understanding of the POD set-up, client flow plans and ability to supervise the facility staff.	To coordinate & supervise the set-up, security, and vehicle traffic control of the POD facilities. In short... manage the facilities that the POD will operate from to include physical layout, security & traffic control.
L-51 Thru L-54		Facilities Staff (4)	Non-medical volunteer	Knowledge of the facility's maintenance and equipment.	To set-up of the POD facility prior to POD opening and provide maintenance services for the duration of the POD activities.
L-55		**Security Manager**	L.E. Supervisor	ICS 100, 200, knowledge of the POD plan, Law Enforcement experience, Understands the Jurisdictional Powers of Arrest.	• To manage & oversee the Security of the POD within the POD operational area. • To liaise with Local, County, State, Tribal & Federal Law Enforcement agencies. • To manage the physical security section of the POD plan. • To Oversee POD vehicle Traffic through the Vehicle Traffic Control Team Leader. • 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.
L-56 Thru L-63		Security Staff (8)	L. E. & Volunteers		To provide Law Enforcement authority for safe and effective POD operations, and the security of POD staff and public alike.

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

Level "A" POD Personnel Job Description Summary - by Position # Logistics Section *(Cont.)*

Position #	CR	Position	Basic Skills Desired	Detailed Skills Desired	Job Description
L-64		**Vehicle Traffic Control Team Leader**	Supervisor/Manager	Ability to Supervise people, knowledge of POD traffic control plan.	To manage the safe & efficient flow of vehicle traffic and parking within the POD traffic area.
L-65 Thru L-74		Vehicle Traffic Control (10) Staff	Non-medical volunteer	Knowledge of POD Traffic Flow Plan, and ability to direct traffic.	Direct the safe & efficient flow of vehicle traffic & parking within the POD traffic area.
L-75 Thru L-82		Transportation Staff (8)	Non-medical volunteer	Ability to coordinate & provide transportation needs.	To coordinate & provide POD transportation requirements in accordance to the POD plan and for out of town personnel & POD local needs.
L-83 Thru L-85		Housing Staff (3)	Non-medical volunteer	Ability to coordinate housing needs.	To coordinate temporary housing requirements for out of town personnel.
L-86		**Supply Unit Leader**	Supervisor/Manager	Knowledge of supply operations, pharmaceutical storage and handling and inventory tracking and good organizational skills. May involve moderate physical requirements such as movement & carrying supplies.	To supervise and organize the Shipping & Receiving and Supply staff. To maintain and distribute adequate levels of medical and non-medical care equipment and supplies.
L-87 Thru L-90		Supply Staff (4)	Non-medical volunteer	Knowledge of supply operations. May involve moderate physical requirements such as movement and carrying supplies.	Distribute supplies within the POD, • track what supplies have been used, and • fill requests for additional supplies by either bringing those supplies to where they are needed, or • putting in a request for supplies with the Supply Unit Leader.
L-91 Thru L-94		Shipping & Receiving (4) Staff	Non-medical volunteer	Knowledge of shipping & receiving operations, inventory tracking and good organizational skills. May involve moderate physical requirements such as movement and carrying supplies.	Track the Shipping & Receiving of medical & non-medical supplies needed to support POD operations.

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.


Finance/Administration Section Chief
Time Unit Leader
Procurement Unit Leader
Compensation/Claims Unit Leader
Cost Unit Leader
Time Tracking Staff
Procurement Contract Staff
Compensation/Claims Staff
Cost Unit Staff

Level "A" POD Personnel Job Description Summary - by Position # Finance/Admin Section

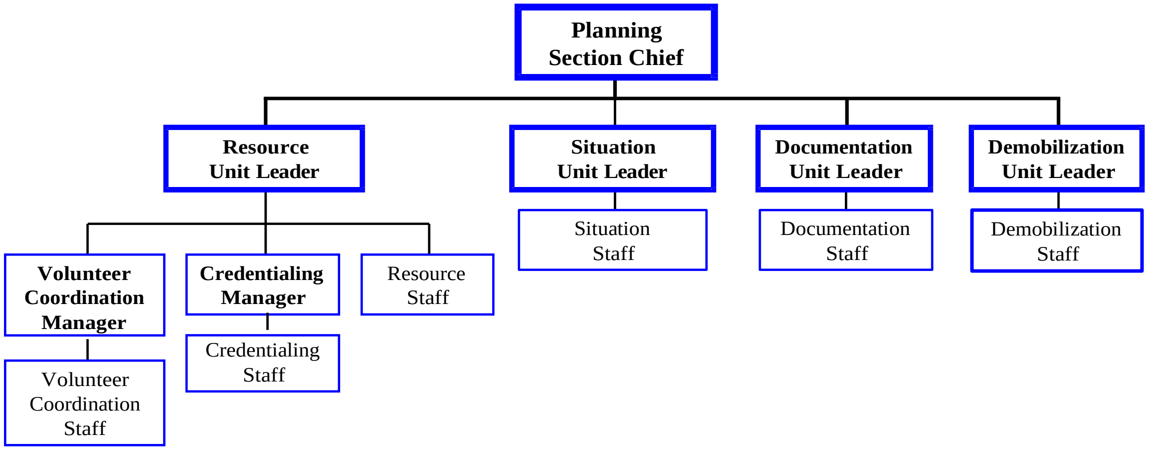
Position #	CR	Position	Basic Skills Desired	Detailed Skills Desired	Job Description
FA-1		**Finance/Admin Chief**	Supervisor/Manager Finance/Human Services Management	ICS 100, 200 (recommended) knowledge of the POD plan, organizational skills and financial management experience.	To manage & oversee the overall Financial/Administrative functions of the POD. To ensure accurate collection and reporting of mass clinic documents & records To coordinate with the EOC to ensure that the POD has the purchasing power to complete its mission.
FA-2		**Time Unit Leader**	Supervisor/Manager Personnel/Human Svcs	Computer skills helpful, can supervise small staff tracking time records.	To supervise the daily tracking of the time records for POD Workforce personnel.
FA-3 thru FA-4		Time Tracking Staff (2)	Non-medical volunteer	Computer skills helpful, can track time records.	To maintain the daily tracking of the time records for POD Workforce personnel.
FA-5		**Procurement Unit Leader**	Supervisor/Manager Finance/Purchasing	Purchasing Officer experience helpful, can supervise a small staff.	To manage all financial matters pertaining to vendor contracts, leases and fiscal agreements, establish local resources for equipment and supplies, manage all equipment rental agreements, process rental and supply billing invoices.
FA-6 Thru FA-8		Procurement Contract (3) Staff	Non-medical volunteer	Purchasing experience helpful, computer skills.	To assist the Procurement Leader with all financial matters pertaining to vendor contracts, leases and fiscal agreements, establish local resources for equipment and supplies, manage all equipment rental agreements, process rental and supply billing invoices.

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

Level "A" POD Personnel Job Description Summary - by Position # Finance/Admin Section *(Cont.)*

Position #	CR	Position	Basic Skills Desired	Detailed Skills Desired	Job Description
FA-9		**Compensation Claims Unit Leader**	Supervisor/Manager Finance/Legal	Legal or knowledge of Workman's Compensation claims, can supervise small staff.	To manage a staff that will complete all forms required by Workers Compensation and local agencies, maintain a file of injuries and illnesses associated with the POD, investigate all claims involving property associated with POD activities.
FA-10		Compensation Claims Staff	Non-medical volunteer	Legal or knowledge of Workman's Compensation claims.	To complete all forms required by Workers Compensation and local agencies, maintain a file of injuries and illnesses associated with the POD, investigate all claims involving property associated with POD activities.
FA-11		**Cost Unit Leader**	Supervisor/Manager Finance	Financial background, computer skills, supervises small staff.	To manage all incident cost analysis, identify workforce & equipment requiring payment, record all cost data, prepare estimates of clinic costs, and secure all financial records.
FA-12		Costs Unit Staff	Non-medical volunteer	Financial background, computer skills.	To provide all incident cost analysis, identify workforce & equipment requiring payment, record all cost data, prepare estimates of clinic costs, and secure all financial records.

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.


Planning Section Chief
Resource Unit Leader
Situation Unit Leader
Documentation Unit Leader
Demobilization Unit Leader
Situation Staff
Documentation Staff
Demobilization Staff
Volunteer Coordination Manager
Credentialing Manager
Resource Staff
Credentialing Staff
Volunteer Coordination Staff

Level “A” POD Personnel Job Description Summary - by Position

Planning Section

Position #	CR	Position	Basic Skills Desired	Detailed Skills Desired	Job Description
P-1		**Planning Section Chief**	Supervisor/Manager	ICS 100, 200, knowledge of the POD plan, organizational skills and management experience.	• To manage the Planning resources of the POD. • To coordinate and collaborate with the other Section Chiefs and POD manager and make recommendations to add or subtract personnel & resources to fulfill the POD’s mission. • To develop an “Incident Action Plan” for each operational period. • To plan for an orderly demobilization of the POD.
P-2		**Resource Unit Leader**	Supervisor/Manager	Management experience and the ability to supervise a large group of people, with diverse tasks.	• To manage & oversee the ability of the POD to Recruit, Train, & Credential volunteers. • To manage & oversee all **check-in** activity. • Maintaining the status on all personnel and equipment resources assigned to the POD. • Identify current & future resource needs and the availability of resources to support the POD. • Assists Planning Chief in assembling the “Incident Action Plan”.

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

Level "A" POD Personnel Job Description Summary - by Position # Planning Section *(Cont.)*

Position #	CR	Position	Basic Skills Desired	Detailed Skills Desired	Job Description
P-3 Thru P-6		Resource Staff (4)	Non-medical volunteer	Ability to track personnel & equipment resources.	• To manage & track all equipment & personnel resources assigned to the POD. • Identify resources currently being utilized. • Identify the need for future resources. • Track the availability of resources.
P-7		**Volunteer Coordination Mgr.**	Supervisor/Manager	Management experience and the ability to supervise a team of people	The Volunteer Coordinator is responsible for managing and overseeing all aspects of volunteer participation, including recruitment, induction & deployment of Volunteers to include: • Training Volunteers • Maintaining Personnel Rosters • Managing Workforce Staging • Referring Volunteers for Credentialing • Volunteer Management • Issuing Equipment to Volunteers
P-8 Thru P-17		Volunteer Coordination (10) Staff	Non-medical volunteer	Ability to recruit and work with people.	To recruit, staff, & train workforce volunteer personnel and to conduct sign-in/out process for staff and volunteers arriving at the POD.
P-18		**Credentialing Manager**	Nurse, Paramedic, EMT, Public Health	Ability to supervise a small staff.	You & your team verify that licensed or highly skilled staffs such as physicians, nurses, pharmacists, etc. are properly licensed to perform those skilled duties and are who they say they are.
P-19 Thru P-20		Credentialing Staff (2)	Non-medical volunteer	Ability to screen volunteers	Verify that licensed or highly skilled staffs such as physicians, nurses, pharmacists, etc. are properly licensed to perform those skilled duties and are who they say they are.
P-21		**Situation Unit Leader**	Supervisor/Manager	Ability to supervise a small staff and perform simple calculations.	Supervise a staff that: • Monitor POD Line Lengths, • Calculate Time to accomplish mission with present resources • Calculate Flow Rates (how fast are the lines moving) • Identifies Bottlenecks.

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

Level "A" POD Personnel Job Description Summary - by Position # Planning Section *(Cont.)*

Position #	CR	Position	Basic Skills Desired	Detailed Skills Desired	Job Description
P-22		Situation Staff	Non-medical volunteer	Ability to monitor events and perform simple calculations.	☐ Monitor POD Line Lengths, ☐ Calculate Time to accomplish mission with present resources ☐ Calculate Flow Rates (how fast are the lines moving) ☐ Identifies Bottlenecks.
P-23		**Documentation Unit Leader**	Supervisor/Manager	Ability to file & store documents and supervise a small staff.	Manage the Documentation Unit and maintain a secure area where documents can be filed & stored.
P-24 Thru P-27		Documentation Staff (4)	Non-medical volunteer	Ability to secure, file & store documents.	Maintain a secure area where documents can be filed & stored.
P-28		**Demobilization Unit Leader**	Supervisor/Manager	Ability to track resources and supervise a small staff.	To supervise a small staff that is to identify, obtain, and track the availability and of resources no longer in use and manage demobilization.
P-29 Thru P-32		Demobilization Staff (4)	Non-medical volunteer	Ability to track resources and supervise a small staff.	To identify, obtain, and track the availability and of resources no longer in use and manage demobilization.

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

Level "A" POD

POD Personnel Tracking Log

Each Person Is Recorded by the Position That They Fill

The purpose of this log is to keep a record of each person that fills a position for each shift.

Instructions for use:

- This log is to be filled out for each shift.
- The box marked **"To Be Filled ??"** will be ☑ checked for those positions that have been identified as needing to be filled on that shift.
- As a position is filled the "**Filled**" box will be ☑ checked.
- The Name of each person filling a position will be recorded on this log as well as the time they started and finished each shift.
- At the end of a shift, a new Personnel Tracking Log will be started for the next shift.
- This is an Official "POD" document and needs be turned over to the Documentation Unit of the Planning Section when it is no longer needed for operational use so that we can track what staff & volunteers were present and the number of hours that they worked.
- For positions marked with a "**Y**" *(for Yes)* in the **CR** column......the person that is to fill that position must be credentialed prior to working in this position **- Refer this person to the Credentialing Staff prior to recording them in that position.**
- After the credentialing staff has credentialed this person, record that person in that position.
- If a person **can not** get credentialed by the Credentialing Staff ..... they may still be eligible to work in a "non-credentialed" position.
- **Additional Positions** are for positions not previously identified, or if more than one person is filling an identified position,(ie, Bob was the POD manager for ½ of a shift and Mary replaced Bob for the 2nd half, etc.)

A copy of this section will be needed by the Volunteer Coordination Staff

Level "A" POD Personnel Tracking Log - Personnel Recorded by Position *(Make one out for each shift)*

POD Location: ____________________
City/Town

Date:____/____/____**to** **Date:**____/____/____
Day Month Year Day Month Year

Shift:______**to** ______
Time Time

Command Section

Position #	**To Be Filled ? ☑**	**Filled ☑**	**Position**	**Basic Skills Desired**	**C R**	**Last Name**	**First Name**	**Time In**	**Time Out**
C-1			**POD Manager**	Supervisor/Manager					
C-2			**Liaison Officer**	Supervisor/Manager					
C-3			**Public Info Officer**	Media Experience					
C-4			**Safety Officer**	Supervisor/Manager					
C-5			Safety Staff	Non-medical volunteer					
C-6			Safety Staff	Non-medical volunteer					
Additional Positions									
C-7									
C-8									
C-9									
C-10									
C-11									
C-12									
C-13									
C-14									
C-15									
C-16									
C-17									
C-18									
C-19									

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

Level “A” POD Personnel Tracking Log - Personnel Recorded by Position

Operations Section

Medical Branch

Position #	To Be Filled ? ☑	Filled ☑	Position	Basic Skills Desired	CR	Last Name	First Name	Time In	Time Out
O-1			**Operations Section Chief**	Supervisor/Manager					
OM-1			**Medical Branch Director**	Supervisor/Manager					
OM-2			**Triage/Eval. Group Supervisor**	Supervisor/Manager					
OM-3			**Medical Screening Team Ldr**	Supervisor/Manager					
OM-4			Medical Screener (32)	Supervisor/Manager					
OM-5			Medical Screener	Non-medical volunteer					
OM-6			Medical Screener	Non-medical volunteer					
OM-7			Medical Screener	Non-medical volunteer					
OM-8			Medical Screener	Non-medical volunteer					
OM-9			Medical Screener	Non-medical volunteer					
OM-10			Medical Screener	Non-medical volunteer					
OM-11			Medical Screener	Non-medical volunteer					
OM-12			Medical Screener	Non-medical volunteer					
OM-13			Medical Screener	Non-medical volunteer					
OM-14			Medical Screener	Non-medical volunteer					
OM-15			Medical Screener	Non-medical volunteer					
OM-16			Medical Screener	Non-medical volunteer					
OM-17			Medical Screener	Non-medical volunteer					
OM-18			Medical Screener	Non-medical volunteer					
OM-19			Medical Screener	Non-medical volunteer					
OM-20			Medical Screener	Non-medical volunteer					
OM-21			Medical Screener	Non-medical volunteer					
OM-22			Medical Screener	Non-medical volunteer					
OM-23			Medical Screener	Non-medical volunteer					
OM-24			Medical Screener	Non-medical volunteer					
OM-25			Medical Screener	Non-medical volunteer					

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

Level "A" POD Personnel Tracking Log - Personnel Recorded by Position

Operations Section *(Cont.)*

Medical Branch

Position #	To Be Filled ? ☑	Filled ☑	Position	Basic Skills Desired	CR	Last Name	First Name	Time In	Time Out
OM-26			Medical Screener	Non-medical volunteer					
OM-27			Medical Screener	Non-medical volunteer					
OM-28			Medical Screener	Non-medical volunteer					
OM-29			Medical Screener	Non-medical volunteer					
OM-30			Medical Screener	Non-medical volunteer					
OM-31			Medical Screener	Non-medical volunteer					
OM-32			Medical Screener	Non-medical volunteer					
OM-33			Medical Screener	Non-medical volunteer					
OM-34			Medical Screener	Non-medical volunteer					
OM-35			Medical Screener	Non-medical volunteer					
OM-36			**Triage Team Leader** (Providers)	**MD**, PA, NP-C, RN, P-Medic	**Y**				
OM-37			Triage Staff (4)	Nurse, P-Medic, EMT	**Y**				
OM-38			Triage Staff	Nurse, P-Medic, EMT	**Y**				
OM-39			Triage Staff	Nurse, P-Medic, EMT	**Y**				
OM-40			Triage Staff	Nurse, P-Medic, EMT	**Y**				
OM-41			**ill Clinic Team Leader**	Nurse, P-Medic, EMT	**Y**				
OM-42			ill Clinic Staff (4)	Nurse, P-Medic, EMT	**Y**				
OM-43			ill Clinic Staff	Nurse, P-Medic, EMT	**Y**				
OM-44			ill Clinic Staff	Nurse, P-Medic, EMT	**Y**				
OM-45			ill Clinic Staff	Nurse, P-Medic, EMT	**Y**				
OM-46			Medical Counselor (Providers)	**MD**, PA, NP-C, RN, P-Medic	**Y**				
OM-47			**Forms Team Leader**	Non-medical volunteer					
OM-48			Forms Staff (8)	Non-medical volunteer					
OM-49			Forms Staff	Non-medical volunteer					
OM-50			Forms Staff	Non-medical volunteer					

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

Level "A" POD Personnel Tracking Log - Personnel Recorded by Position

Operations Section *(Cont.)*

Medical Branch

Position #	To Be Filled ? ☑	Filled ☑	Position	Basic Skills Desired	CR	Last Name	First Name	Time In	Time Out
OM-51			Forms Staff	Non-medical volunteer					
OM-52			Forms Staff	Non-medical volunteer					
OM-53			Forms Staff	Non-medical volunteer					
OM-54			Forms Staff	Non-medical volunteer					
OM-55			Forms Staff	Non-medical volunteer					
OM-56			Forms Helper (4)	Non-medical volunteer					
OM-57			Forms Helper	Non-medical volunteer					
OM-58			Forms Helper	Non-medical volunteer					
OM-59			Forms Helper	Non-medical volunteer					
OM-60			**Med/Vacc. Group Sup**	Nurse, Pub. Health, EMT					
OM-61			Meds Distributor/Vaccinator (16)	Nurse, P-Medic, EMT	**Y**				
OM-62			Meds Distributor/Vaccinator	Nurse, P-Medic, EMT	**Y**				
OM-63			Meds Distributor/Vaccinator	Nurse, P-Medic, EMT	**Y**				
OM-64			Meds Distributor/Vaccinator	Nurse, P-Medic, EMT	**Y**				
OM-65			Meds Distributor/Vaccinator	Nurse, P-Medic, EMT	**Y**				
OM-66			Meds Distributor/Vaccinator	Nurse, P-Medic, EMT	**Y**				
OM-67			Meds Distributor/Vaccinator	Nurse, P-Medic, EMT	**Y**				
OM-68			Meds Distributor/Vaccinator	Nurse, P-Medic, EMT	**Y**				
OM-69			Meds Distributor/Vaccinator	Nurse, P-Medic, EMT	**Y**				
OM-70			Meds Distributor/Vaccinator	Nurse, P-Medic, EMT	**Y**				
OM-71			Meds Distributor/Vaccinator	Nurse, P-Medic, EMT	**Y**				
OM-72			Meds Distributor/Vaccinator	Nurse, P-Medic, EMT	**Y**				
OM-73			Meds Distributor/Vaccinator	Nurse, P-Medic, EMT	**Y**				
OM-74			Meds Distributor/Vaccinator	Nurse, P-Medic, EMT	**Y**				
OM-75			Meds Distributor/Vaccinator	Nurse, P-Medic, EMT	**Y**				
OM-76			Meds Distributor/Vaccinator	Nurse, P-Medic, EMT	**Y**				

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

Level "A" POD Personnel Tracking Log - Personnel Recorded by Position

Operations Section *(Cont.)*

Medical Branch

Position #	To Be Filled ? ☑	Filled ☑	Position	Basic Skills Desired	C R	Last Name	First Name	Time In	Time Out
OM-77			Med/Vacc. Preparation Asst. (16)	Non-medical volunteer					
OM-78			Med/Vacc. Preparation Asst.	Non-medical volunteer					
OM-79			Med/Vacc. Preparation Asst.	Non-medical volunteer					
OM-80			Med/Vacc. Preparation Asst.	Non-medical volunteer					
OM-81			Med/Vacc. Preparation Asst.	Non-medical volunteer					
OM-82			Med/Vacc. Preparation Asst.	Non-medical volunteer					
OM-83			Med/Vacc. Preparation Asst.	Non-medical volunteer					
OM-84			Med/Vacc. Preparation Asst.	Non-medical volunteer					
OM-85			Med/Vacc. Preparation Asst.	Non-medical volunteer					
OM-86			Med/Vacc. Preparation Asst.	Non-medical volunteer					
OM-87			Med/Vacc. Preparation Asst.	Non-medical volunteer					
OM-88			Med/Vacc. Preparation Asst.	Non-medical volunteer					
OM-89			Med/Vacc. Preparation Asst.	Non-medical volunteer					
OM-90			Med/Vacc. Preparation Asst.	Non-medical volunteer					
OM-91			Med/Vacc. Preparation Asst.	Non-medical volunteer					
OM-92			Med/Vacc. Preparation Asst.	Non-medical volunteer					
OM-93			Medical Assistant (16)	Non-medical volunteer					
OM-94			Medical Assistant	Non-medical volunteer					
OM-95			Medical Assistant	Non-medical volunteer					
OM-96			Medical Assistant	Non-medical volunteer					
OM-97			Medical Assistant	Non-medical volunteer					
OM-98			Medical Assistant	Non-medical volunteer					
OM-99			Medical Assistant	Non-medical volunteer					
OM-100			Medical Assistant	Non-medical volunteer					
OM-101			Medical Assistant	Non-medical volunteer					

CR - Credentialed Position - **Refer person to the Credentialing Staff for approval prior to recording them in that position.**

Level “A” POD Personnel Tracking Log - Personnel Recorded by Position

Operations Section *(Cont.)*

Medical Branch

Position #	To Be Filled ? ☑	Filled ☑	Position	Basic Skills Desired	C R	Last Name	First Name	Time In	Time Out
OM-102			Medical Assistant	Non-medical volunteer					
OM-103			Medical Assistant	Non-medical volunteer					
OM-104			Medical Assistant	Non-medical volunteer					
OM-105			Medical Assistant	Non-medical volunteer					
OM-106			Medical Assistant	Non-medical volunteer					
OM-107			Medical Assistant	Non-medical volunteer					
OM-108			Medical Assistant	Non-medical volunteer					
OM-109			**Pharmacy Supervisor**	Pharmacist, Phar-Tech, LPN	Y				
OM-110			Pharmacy Asst. (4)	Pharmacist, Phar-Tech, LPN	Y				
OM-111			Pharmacy Asst.	Pharmacist, Phar-Tech, LPN	Y				
OM-112			Pharmacy Asst.	Pharmacist, Phar-Tech, LPN	Y				
OM-113			Pharmacy Asst.	Pharmacist, Phar-Tech, LPN	Y				
OM-114			Medical Counselors (10) Providers	**MD**, PA, NP-C, RN, P-Med.	Y				
OM-115			Medical Counselors (Providers)	**MD**, PA, NP-C, RN, P-Med.	Y				
OM-116			Medical Counselors (Providers)	**MD**, PA, NP-C, RN, P-Med.	Y				
OM-117			Medical Counselors (Providers)	**MD**, PA, NP-C, RN, P-Med.	Y				
OM-118			Medical Counselors (Providers)	**MD**, PA, NP-C, RN, P-Med.	Y				
OM-119			Medical Counselors (Providers)	**MD**, PA, NP-C, RN, P-Med.	Y				
OM-120			Medical Counselors (Providers)	**MD**, PA, NP-C, RN, P-Med.	Y				
OM-121			Medical Counselors (Providers)	**MD**, PA, NP-C, RN, P-Med.	Y				
OM-122			Medical Counselors (Providers)	**MD**, PA, NP-C, RN, P-Med.	Y				
OM-123			Medical Counselors (Providers)	**MD**, PA, NP-C, RN, P-Med.	Y				

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

Level "A" POD Personnel Tracking Log - Personnel Recorded by Position

Operations Section *(Cont.)*

Medical Branch

Position #	To Be Filled ? ☑	Filled ☑	Position	Basic Skills Desired	CR	Last Name	First Name	Time In	Time Out
"8" Meds/Vaccine Travel Teams - Position #'s are group into 3 person teams - Starting with OM-124 thru OM-147									
Travel Team #1									
OM-124			**Meds/Vaccine Travel Tm Ldr**	Nurse, P-Medic	**Y**				
OM-125			Meds/Vacc. Travel Tm Nurse	Nurse, P-Medic	**Y**				
OM-126			Meds/Vaccine Admin Asst.	Non-medical volunteer					
Travel Team #2									
OM-127			**Meds/Vaccine Travel Tm Ldr**	Nurse, P-Medic	**Y**				
OM-128			Meds/Vacc. Travel Tm Nurse	Nurse, P-Medic	**Y**				
OM-129			Meds/Vaccine Admin Asst.	Non-medical volunteer					
Travel Team #3									
OM-130			**Meds/Vaccine Travel Tm Ldr**	Nurse, P-Medic	**Y**				
OM-131			Meds/Vacc. Travel Tm Nurse	Nurse, P-Medic	**Y**				
OM-132			Meds/Vaccine Admin Asst.	Non-medical volunteer					
Travel Team #4									
OM-133			**Meds/Vaccine Travel Tm Ldr**	Nurse, P-Medic	**Y**				
OM-134			Meds/Vacc. Travel Tm Nurse	Nurse, P-Medic	**Y**				
OM-135			Meds/Vaccine Admin Asst.	Non-medical volunteer					
Travel Team #5									
OM-136			**Meds/Vaccine Travel Tm Ldr**	Nurse, P-Medic	**Y**				
OM-137			Meds/Vacc. Travel Tm Nurse	Nurse, P-Medic	**Y**				
OM-138			Meds/Vaccine Admin Asst.	Non-medical volunteer					
Travel Team #6									
OM-139			**Meds/Vaccine Travel Tm Ldr**	Nurse, P-Medic	**Y**				
OM-140			Meds/Vacc. Travel Tm Nurse	Nurse, P-Medic	**Y**				
OM-141			Meds/Vaccine Admin Asst.	Non-medical volunteer					

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

Level "A" POD Personnel Tracking Log - Personnel Recorded by Position

Operations Section *(Cont.)*

Medical Branch

Position #	To Be Filled ? ☑	Filled ☑	Position	Basic Skills Desired	CR	Last Name	First Name	Time In	Time Out
Travel Team #7									
OM-142			**Meds/Vaccine Travel Tm Ldr**	Nurse, P-Medic	**Y**				
OM-143			Meds/Vacc. Travel Tm Nurse	Nurse, P-Medic	**Y**				
OM-144			Meds/Vaccine Admin Asst.	Non-medical volunteer					
Travel Team #8									
OM-145			**Meds/Vaccine Travel Tm Ldr**	Nurse, P-Medic	**Y**				
OM-146			Meds/Vacc. Travel Tm Nurse	Nurse, P-Medic	**Y**				
OM-147			Meds/Vaccine Admin Asst.	Non-medical volunteer					
Additional Positions									
OM-148									
OM-149									
OM-150									
OM-151									
OM-152									
OM-153									
OM-154									
OM-155									
OM-156									
OM-157									
OM-158									
OM-159									
OM-160									
OM-161									
OM-162									
OM-163									
OM-164									

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

Level "A" POD Personnel Tracking Log - Personnel Recorded by Position

Operations Section *(Cont.)*

Patient Flow Branch

Position #	To Be Filled ? ☑	Filled ☑	Position	Basic Skills Desired	C R	Last Name	First Name	Time In	Time Out
OPF-1			**Patient Flow Branch Dir.**	Supervisor/Manager					
OPF-2			**Patient Flow Group Sup**	Supervisor/Manager					
OPF-3			Greeter	Non-medical volunteer					
OPF-4			P.F. **Outside** Team Leader	Non-medical volunteer					
OPF-5			P.F. Outside Staff (6)	Non-medical volunteer					
OPF-6			P.F. Outside Staff	Non-medical volunteer					
OPF-7			P.F. Outside Staff	Non-medical volunteer					
OPF-8			P.F. Outside Staff	Non-medical volunteer					
OPF-9			P.F. Outside Staff	Non-medical volunteer					
OPF-10			P.F. Outside Staff	Non-medical volunteer					
OPF-11			P.F. **Entrance** Team Leader	Non-medical volunteer					
OPF-12			P.F. Entrance Staff (4)	Non-medical volunteer					
OPF-13			P.F. Entrance Staff	Non-medical volunteer					
OPF-14			P.F. Entrance Staff	Non-medical volunteer					
OPF-15			P.F. Entrance Staff	Non-medical volunteer					
OPF-16			P.F. **Floor** Team Leader	Non-medical volunteer					
OPF-17			P.F. Floor Staff (12)	Non-medical volunteer					
OPF-18			P.F. Floor Staff	Non-medical volunteer					
OPF-19			P.F. Floor Staff	Non-medical volunteer					
OPF-20			P.F. Floor Staff	Non-medical volunteer					
OPF-21			P.F. Floor Staff	Non-medical volunteer					
OPF-22			P.F. Floor Staff	Non-medical volunteer					
OPF-23			P.F. Floor Staff	Non-medical volunteer					
OPF-24			P.F. Floor Staff	Non-medical volunteer					
OPF-25			P.F. Floor Staff	Non-medical volunteer					
OPF-26			P.F. Floor Staff	Non-medical volunteer					

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

Level "A" POD Personnel Tracking Log - **Personnel Recorded by Position**

Operations Section *(Cont.)*

Patient Flow Branch

Position #	To Be Filled ? ☑	Filled ☑	Position	Basic Skills Desired	CR	Last Name	First Name	Time In	Time Out
OPF-27			P.F. Floor Staff	Non-medical volunteer					
OPF-28			P.F. Floor Staff	Non-medical volunteer					
OPF-29			P.F. **Exit** Team Leader	Non-medical volunteer					
OPF-30			P.F. Exit Staff (6)	Non-medical volunteer					
OPF-31			P.F. Exit Staff	Non-medical volunteer					
OPF-32			P.F. Exit Staff	Non-medical volunteer					
OPF-33			P.F. Exit Staff	Non-medical volunteer					
OPF-34			P.F. Exit Staff	Non-medical volunteer					
OPF-35			P.F. Exit Staff	Non-medical volunteer					
OPF-36			**Special Needs Group Sup**	Special Ed. Training					
OPF-37			Special Needs Counselors (6)	Special Ed. Training					
OPF-38			Special Needs Counselors	Special Ed. Training					
OPF-39			Special Needs Counselors	Special Ed. Training					
OPF-40			Special Needs Counselors	Special Ed. Training					
OPF-41			Special Needs Counselors	Special Ed. Training					
OPF-42			Special Needs Counselors	Special Ed. Training					
OPF-43			Special Needs Escorts (8)	Non-medical volunteer					
OPF-44			Special Needs Escorts	Non-medical volunteer					
OPF-45			Special Needs Escorts	Non-medical volunteer					
OPF-46			Special Needs Escorts	Non-medical volunteer					
OPF-47			Special Needs Escorts	Non-medical volunteer					
OPF-48			Special Needs Escorts	Non-medical volunteer					
OPF-49			Special Needs Escorts	Non-medical volunteer					
OPF-50			Special Needs Escorts	Non-medical volunteer					

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

Level "A" POD Personnel Tracking Log - Personnel Recorded by Position

Operations Section *(Cont.)*

Patient Flow Branch

Position #	To Be Filled ? ☑	Filled ☑	Position	Basic Skills Desired	CR	Last Name	First Name	Time In	Time Out
OPF-51			Translators/Interpreters (4)	Linguists/Interpreters					
OPF-52			Translators/Interpreters	Linguists/Interpreters					
OPF-53			Translators/Interpreters	Linguists/Interpreters					
OPF-54			Translators/Interpreters	Linguists/Interpreters					
Additional Positions									
OPF-55									
OPF-56									
OPF-57									
OPF-58									
OPF-59									
OPF-60									
OPF-71									
OPF-72									
OPF-73									
OPF-74									
OPF-75									
OPF-76									
OPF-77									
OPF-78									
OPF-79									
OPF-80									
OPF-81									
OPF-82									
OPF-83									
OPF-84									
OPF-85									

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

Level "A" POD Personnel Tracking Log - Personnel Recorded by Position

Operations Section *(Cont.)*

Education / Mental Health Branch

Position #	To Be Filled ? ☑	Filled ☑	Position	Basic Skills Desired	CR	Last Name	First Name	Time In	Time Out
OEM-1			**Education/Mental Health Branch Director**	Supervisor/Manager					
OEM-2			**Mental Health Group Sup**	MSW, Lic. Counselor	Y				
OEM-3			Licensed Counselors (6)	MSW, Lic. Counselor	Y				
OEM-4			Licensed Counselors	MSW, Lic. Counselor	Y				
OEM-5			Licensed Counselors	MSW, Lic. Counselor	Y				
OEM-6			Licensed Counselors	MSW, Lic. Counselor	Y				
OEM-7			Licensed Counselors	MSW, Lic. Counselor	Y				
OEM-8			Licensed Counselors	MSW, Lic. Counselor	Y				
OEM-9			Lay Counselors (12)	Non-medical volunteer					
OEM-10			Lay Counselors	Non-medical volunteer					
OEM-11			Lay Counselors	Non-medical volunteer					
OEM-12			Lay Counselors	Non-medical volunteer					
OEM-13			Lay Counselors	Non-medical volunteer					
OEM-14			Lay Counselors	Non-medical volunteer					
OEM-15			Lay Counselors	Non-medical volunteer					
OEM-16			Lay Counselors	Non-medical volunteer					
OEM-17			Lay Counselors	Non-medical volunteer					
OEM-18			Lay Counselors	Non-medical volunteer					
OEM-19			Lay Counselors	Non-medical volunteer					
OEM-20			Lay Counselors	Non-medical volunteer					
OEM-21			**Education Group Supervisor**	Supervisor/Manager					
OEM-22			Patient Educators (8)	Non-medical volunteer					
OEM-23			Patient Educators	Non-medical volunteer					
OEM-24			Patient Educators	Non-medical volunteer					
OEM-25			Patient Educators	Non-medical volunteer					

CR - Credentialed Position - **Refer person to the Credentialing Staff for approval prior to recording them in that position.**

Level "A" POD Personnel Tracking Log - Personnel Recorded by Position

Operations Section *(Cont.)*

Education / Mental Health Branch

Position #	To Be Filled ? ☑	Filled ☑	Position	Basic Skills Desired	CR	Last Name	First Name	Time In	Time Out
OEM-26			Patient Educators	Non-medical volunteer					
OEM-27			Patient Educators	Non-medical volunteer					
OEM-28			Patient Educators	Non-medical volunteer					
OEM-29			Patient Educators	Non-medical volunteer					
OEM-30			Video Media Operator	Non-medical volunteer					
OEM-31			**Exit Review Team Leader**	Supervisor/Manager					
OEM-32			Exit Review Staff (6)	Non-medical volunteer					
OEM-33			Exit Review Staff	Non-medical volunteer					
OEM-34			Exit Review Staff	Non-medical volunteer					
OEM-35			Exit Review Staff	Non-medical volunteer					
OEM-36			Exit Review Staff	Non-medical volunteer					
OEM-37			Exit Review Staff	Non-medical volunteer					
Additional Positions									
OEM-38									
OEM-39									
OEM-40									
OEM-41									
OEM-42									
OEM-43									
OEM-44									
OEM-45									
OEM-46									
OEM-47									
OEM-48									
OEM-49									
OEM-50									

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

Level "A" POD Personnel Tracking Log - Personnel Recorded by Position

Logistics Section

Position #	To Be Filled ? ☑	Filled ☑	Position	Basic Skills Desired	C R	Last Name	First Name	Time In	Time Out
L-1			**Logistics Chief**	Supervisor/Manager					
L-2			**Services Branch Director**	Supervisor/Manager					
L-3			**Food Unit Leader**	Supervisor/Manager					
L-4			Food Services Staff (10)	Non-medical volunteer					
L-5			Food Services Staff	Non-medical volunteer					
L-6			Food Services Staff	Non-medical volunteer					
L-7			Food Services Staff	Non-medical volunteer					
L-8			Food Services Staff	Non-medical volunteer					
L-9			Food Services Staff	Non-medical volunteer					
L-10			Food Services Staff	Non-medical volunteer					
L-11			Food Services Staff	Non-medical volunteer					
L-12			Food Services Staff	Non-medical volunteer					
L-13			Food Services Staff	Non-medical volunteer					
L-14			**Communications Unit Leader**	Supervisor/Manager					
L-15			**Message Center Team Leader**	Non-medical volunteer					
L-16			Message Center Staff (4)	Non-medical volunteer					
L-17			Message Center Staff	Non-medical volunteer					
L-18			Message Center Staff	Non-medical volunteer					
L-19			Message Center Staff	Non-medical volunteer					
L-20			**Telephone Team Leader**	Non-medical volunteer					
L-21			Telephone Staff (6)	Non-medical volunteer					
L-22			Telephone Staff	Non-medical volunteer					
L-23			Telephone Staff	Non-medical volunteer					
L-24			Telephone Staff	Non-medical volunteer					
L-25			Telephone Staff	Non-medical volunteer					
L-26			Telephone Staff	Non-medical volunteer					

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

Level "A" POD Personnel Tracking Log - Personnel Recorded by Position

Logistics Section *(Cont.)*

Position #	To Be Filled ? ☑	Filled ☑	Position	Basic Skills Desired	CR	Last Name	First Name	Time In	Time Out
L-27			**Data Unit Leader**	Supervisor/Manager					
L-28			**Data Entry Team Leader**	Non-medical volunteer					
L-29			Data Entry Staff (6)	Non-medical volunteer					
L-30			Data Entry Staff	Non-medical volunteer					
L-31			Data Entry Staff	Non-medical volunteer					
L-32			Data Entry Staff	Non-medical volunteer					
L-33			Data Entry Staff	Non-medical volunteer					
L-34			Data Entry Staff	Non-medical volunteer					
L-35			Radio Operator (2)	Non-medical volunteer					
L-36			Radio Operator	Non-medical volunteer					
L-37			Information Systems Staff (2)	Information Systems					
L-38			Information Systems Staff	Information Systems					
L-39			EMS Medical Unit (10)	EMT or Above	**Y**				
L-40			EMS Medical Unit	EMT or Above	**Y**				
L-41			EMS Medical Unit	EMT or Above	**Y**				
L-42			EMS Medical Unit	EMT or Above	**Y**				
L-43			EMS Medical Unit	EMT or Above	**Y**				
L-44			EMS Medical Unit	EMT or Above	**Y**				
L-45			EMS Medical Unit	EMT or Above	**Y**				
L-46			EMS Medical Unit	EMT or Above	**Y**				
L-47			EMS Medical Unit	EMT or Above	**Y**				
L-48			EMS Medical Unit	EMT or Above	**Y**				
L-49			**Support Branch Director**	Supervisor/Manager					
L-50			**Facilities Unit Leader**	Supervisor/Manager					
L-51			Facilities Staff (4)	Non-medical volunteer					
L-52			Facilities Staff	Non-medical volunteer					

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

Level "A" POD Personnel Tracking Log - Personnel Recorded by Position

Logistics Section *(Cont.)*

Position #	To Be Filled ? ☑	Filled ☑	Position	Basic Skills Desired	C R	Last Name	First Name	Time In	Time Out
L-53			Facilities Staff	Non-medical volunteer					
L-54			Facilities Staff	Non-medical volunteer					
L-55			**Security Manager**	L.E. Supervisor					
L-56			Security Staff (8)	L. E. & Volunteers					
L-57			Security Staff	L. E. & Volunteers					
L-58			Security Staff	L. E. & Volunteers					
L-59			Security Staff	L. E. & Volunteers					
L-60			Security Staff	L. E. & Volunteers					
L-61			Security Staff	L. E. & Volunteers					
L-62			Security Staff	L. E. & Volunteers					
L-63			Security Staff	L. E. & Volunteers					
L-64			**Vehicle Traff. Control Tm Ldr**	Supervisor/Manager					
L-65			Vehicle Traffic Control Staff (10)	Non-medical volunteer					
L-66			Vehicle Traffic Control Staff	Non-medical volunteer					
L-67			Vehicle Traffic Control Staff	Non-medical volunteer					
L-68			Vehicle Traffic Control Staff	Non-medical volunteer					
L-69			Vehicle Traffic Control Staff	Non-medical volunteer					
L-70			Vehicle Traffic Control Staff	Non-medical volunteer					
L-71			Vehicle Traffic Control Staff	Non-medical volunteer					
L-72			Vehicle Traffic Control Staff	Non-medical volunteer					
L-73			Vehicle Traffic Control Staff	Non-medical volunteer					
L-74			Vehicle Traffic Control Staff	Non-medical volunteer					
L-75			Transportation Staff (8)	Non-medical volunteer					
L-76			Transportation Staff	Non-medical volunteer					
L-77			Transportation Staff	Non-medical volunteer					
L-78			Transportation Staff	Non-medical volunteer					
L-79			Transportation Staff	Non-medical volunteer					

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

Level "A" POD Personnel Tracking Log - Personnel Recorded by Position

Logistics Section *(Cont.)*

Position #	To Be Filled ? ☑	Filled ☑	Position	Basic Skills Desired	CR	Last Name	First Name	Time In	Time Out
L-80			Transportation Staff	Non-medical volunteer					
L-81			Transportation Staff	Non-medical volunteer					
L-82			Transportation Staff	Non-medical volunteer					
L-83			Housing Staff (3)	Non-medical volunteer					
L-84			Housing Staff	Non-medical volunteer					
L-85			Housing Staff	Non-medical volunteer					
L-86			**Supply Unit Leader**	Supervisor/Manager					
L-87			Supply Staff (4)	Non-medical volunteer					
L-88			Supply Staff	Non-medical volunteer					
L-89			Supply Staff	Non-medical volunteer					
L-90			Supply Staff	Non-medical volunteer					
L-91			Shipping & Receiving Staff (4)	Non-medical volunteer					
L-92			Shipping & Receiving Staff	Non-medical volunteer					
L-93			Shipping & Receiving Staff	Non-medical volunteer					
L-94			Shipping & Receiving Staff	Non-medical volunteer					
Additional Positions									
L-95									
L-96									
L-97									
L-98									
L-99									
L-100									
L-101									
L-102									
L-103									
L-102									
L-103									

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

Level "A" POD Personnel Tracking Log - Personnel Recorded by Position

Finance/Admin Section

Position #	To Be Filled ? ☑	Filled ☑	Position	Basic Skills Desired	CR	Last Name	First Name	Time In	Time Out
FA-1			**Finance/Admin Chief**	Supervisor/Manager Finance/H. Svcs Mgt					
FA-2			**Time Unit Leader**	Supervisor/Manager Personnel/Human Svcs					
FA-3			Time Tracking Staff (2)	Non-medical volunteer					
FA-4			Time Tracking Staff	Non-medical volunteer					
FA-5			**Procurement Unit Leader**	Supervisor/Manager Finance/Purchasing					
FA-6			Procurement Contract Staff (3)	Non-medical volunteer					
FA-7			Procurement Contract Staff	Non-medical volunteer					
FA-8			Procurement Contract Staff	Non-medical volunteer					
FA-9			**Compensation Claims Unit Leader**	Supervisor/Manager Finance/Legal					
FA-10			Compensation Claims Staff	Non-medical volunteer					
FA-11			**Cost Unit Leader**	Supervisor/Manager Finance					
FA-12			Costs Unit Staff	Non-medical volunteer					
Additional Positions									
FA-13									
FA-14									
FA-15									
FA-16									
FA-17									
FA-18									
FA-19									
FA-20									
FA-21									
FA-22									
FA-23									

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

Level “A” POD Personnel Tracking Log - Personnel Recorded by Position

Planning Section

Position #	To Be Filled ? ☑	Filled ☑	Position	Basic Skills Desired	C R	Last Name	First Name	Time In	Time Out
P-1			**Planning Section Chief**	Supervisor/Manager					
P-2			**Resource Unit Leader**	Supervisor/Manager					
P-3			Resource Staff (4)	Non-medical volunteer					
P-4			Resource Staff	Non-medical volunteer					
P-5			Resource Staff	Non-medical volunteer					
P-6			Resource Staff	Non-medical volunteer					
P-7			**Volunteer Coordination Mgr.**	Supervisor/Manager					
P-8			Volunteer Coord. Staff (10)	Non-medical volunteer					
P-9			Volunteer Coordination Staff	Non-medical volunteer					
P-10			Volunteer Coordination Staff	Non-medical volunteer					
P-11			Volunteer Coordination Staff	Non-medical volunteer					
P-12			Volunteer Coordination Staff	Non-medical volunteer					
P-13			Volunteer Coordination Staff	Non-medical volunteer					
P-14			Volunteer Coordination Staff	Non-medical volunteer					
P-15			Volunteer Coordination Staff	Non-medical volunteer					
P-16			Volunteer Coordination Staff	Non-medical volunteer					
P-17			Volunteer Coordination Staff	Non-medical volunteer					
P-18			**Credentialing Manager**	Nurse, P-Medic, EMT, PH					
P-19			Credentialing Staff (2)	Non-medical volunteer					
P-20			Credentialing Staff	Non-medical volunteer					
P-21			**Situation Unit Leader**	Supervisor/Manager					
P-22			Situation Staff	Non-medical volunteer					
P-23			**Documentation Unit Leader**	Supervisor/Manager					
P-24			Documentation Staff (4)	Non-medical volunteer					
P-25			Documentation Staff	Non-medical volunteer					
P-26			Documentation Staff	Non-medical volunteer					
P-27			Documentation Staff	Non-medical volunteer					

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

Level "A" POD Personnel Tracking Log - Personnel Recorded by Position

Planning Section *(Cont.)*

Position #	To Be Filled ? ☑	Filled ☑	Position	Basic Skills Desired	CR	Last Name	First Name	Time In	Time Out
P-28			**Demobilization Unit Leader**	Supervisor/Manager					
P-29			Demobilization Staff (4)	Non-medical volunteer					
P-30			Demobilization Staff	Non-medical volunteer					
P-31			Demobilization Staff	Non-medical volunteer					
P-32			Demobilization Staff	Non-medical volunteer					
Additional Positions									
P-33									
P-34									
P-35									
P-36									
P-37									
P-38									
P-39									
P-40									
P-41									
P-42									
P-43									
P-44									
P-45									
P-46									
P-47									
P-48									
P-49									
P-50									

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

Level "A" POD Personnel Tracking Log - Additional Positions *(not listed within a Section)*

Position #	To Be Filled ? ☑	Filled ☑	Position	Basic Skills Desired	C R	Last Name	First Name	Time In	Time Out
A-1									
A-2									
A-3									
A-4									
A-5									
A-6									
A-7									
A-8									
A-9									
A-10									
A-11									
A-12									
A-13									
A-14									
A-15									
A-16									
A-17									
A-18									
A-19									
A-20									
A-21									
A-22									
A-23									
A-24									
A-25									
A-26									

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

Level "A" POD Personnel Tracking Log - Additional Positions *(not listed within a Section)*

Position #	To Be Filled ? ☑	Filled ☑	Position	Basic Skills Desired	C R	Last Name	First Name	Time In	Time Out
A-27									
A-28									
A-29									
A-30									
A-31									
A-32									
A-33									
A-34									
A-35									
A-36									
A-37									
A-38									
A-39									
A-40									
A-41									
A-42									
A-43									
A-44									
A-45									
A-46									
A-47									
A-48									
A-49									
A-50									
A-51									
A-52									

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

Level “A” POD Personnel Tracking Log - Additional Positions *(not listed within a Section)*

Position #	To Be Filled ? ☑	Filled ☑	Position	Basic Skills Desired	C R	Last Name	First Name	Time In	Time Out
A-53									
A-54									
A-55									
A-56									
A-57									
A-58									
A-59									
A-60									
A-61									
A-62									
A-63									
A-64									
A-65									
A-66									
A-67									
A-68									
A-69									
A-70									
A-71									
A-72									
A-73									
A-74									
A-75									
A-76									
A-77									
A-78									

CR - Credentialed Position - Refer person to the Credentialing Staff for approval prior to recording them in that position.

Credentialing Instructions

Purpose: The credentialing staff is to ensure that licensed or certified personnel who present themselves for volunteer services to the POD are:

- Who they say they are.
- Are licensed or certified to perform the work they are here to perform.
- **Only Positions identified as requiring credentialing will require this process.** *(for example if an EMT is volunteering to work in a position not requiring credentialing such as "Medical Branch Director", in this case they do not need to be credentialed as an EMT. However if they change positions requiring EMT credentialing, then they must be credentialed.*
- Persons that **CAN NOT BE** verified by local or by professional peers or organizations need to be checked out to ensure they are properly certified by their board/agency, **BEFORE** they can begin volunteer work.

For persons that are "known" in the community to be licensed or certified practitioners:

- Persons who are known to you or your staff from the local community may be considered "credentialed" if their license or position are common knowledge within the community *(i.e.. everyone knows Dr. Smith and that she is the ER Doc at the local hospital).*
- Persons who can be recognized and vouched for by another known & trusted professionals can also be considered "credentialed". *(Dr. Smith vouches for Dr. Jones & Nurse Kelly)*
- In these cases just fill out the information in the Credentialing Tracking Log & notify the "Volunteer Coordination Staff" that this person is "credentialed".
- In the **Credentialing Tracking Log**, just fill out the **Name**, **Title** *(Dr. RN, EMT etc.)*, **Current Employment** *(City Clinic)* & check "**Y**" in the "**Credentialed**" column.
- Medical, Nursing, Pharmacy, Counseling **students** are considered "credentialed" while under the supervision of a credentialed person in the same field. *(i.e., a physician can supervise a medical student).*

For person that are NOT known in the community to be licensed or practioners:

Step 1: Ask the person for Confirmation of Identification & Licensing Association or Board Certification.

- Check their Drivers license and one additional form of photo ID to establish their identity.
- Ask them for the board or association that certifies/license them.
- Ask them for a professional membership or association card as available.
- Most associations have a toll-free # or website on the card that can be contacted to verify the person's licensing.
- Ask them if their membership or certification is current.
- Ask them where they are currently employed and the contact information for their employer.

Step 2: Record the information on the "Credentialing Tracking Log".

- Minimum information should include: Title, Full Name, Address, Driver's license # & state, Licensing Board or Association, and Association's contact information.

Step 3: Contact the County or State Emergency Operations Center *(Dept. of Health)*:

- Give them the information you have obtained and have them contact the association to verify the status of that person.
- The State/County EOC will validate the information & call you back.

Step 4: Credentialed or Not Credentialed

- Once the person's credentials have been established, they are cleared to work in that capacity **for the remainder of the event.**
- Notify the POD's "Volunteer Coordination Staff" of the outcome and whether the person has been credentialed or not.
- Maintain a log of all persons that have requested credentialing on the **"Credentialing Tracking Log"** and the results.
- Consider the information on the Credentialing Tracking Log as *"For Official Use Only"* and as confidential personal information.
- **"Credentialing Tracking Logs"** when no longer in use need to be properly stored with the "Documentation Staff" in the POD Planning Section.

Step 5: Emergency Override

The POD Manager in coordination with the State/County EOC (Dept. of Health) can approve a person not credentialed to assume "***limited***" duties in a credentialed position; based on the nature of the threat, availability of qualified persons, and the consequences to the public should this position remain vacant.

Level "A" POD Positions Requiring Credentialing - by Position

Position #	C R	Position	Basic Skills Desired	Detailed Skills Desired	Job Description
Operations Section - Medical					
OM-36	**Y**	**Triage Team Leader** (Medical Providers)	**MD**, PA, NP-C, RN, P-Medic	Medical Background Required – Physician, PA-C, NP, Nurse, Paramedic, or other trained medical professional.	Manage the Screening & Identification of all ill or symptomatic individuals prior to them entering the main POD building and refer them to the Illness Clinic for evaluation.
OM-37 thru OM-40	**Y**	Triage Staff (4)	Nurse, P-Medic, EMT	RN, LPN, Paramedic, EMT, or other trained medical professional.	Screen & Identify ill or symptomatic individuals prior to them entering the main POD building and refer them to the Illness Clinic for evaluation.
OM-41	**Y**	**ill Clinic Team Leader**	Nurse, P-Medic, EMT	RN, LPN, Paramedic, EMT, or other trained medical professional.	Supervise the staff setting up and running the Illness Clinic, Assure that all medical documentation is completed, Provide medications or vaccines to eligible patients and their family members as directed by the Medical Counselor (Provider).
OM-42 thru OM-45	**Y**	ill Clinic Staff (4)	Nurse, P-Medic, EMT	RN, LPN, Paramedic, EMT, or other trained medical professional.	Assist in setting up and running the Illness Clinic, Assure that all medical documentation is completed, Provide medications or vaccines to eligible patients and their family members as directed by the Medical Counselor (Provider).
OM-46	**Y**	**Medical Counselor** (Medical Provider)	**MD**, PA, NP-C, RN, P-Medic	Medical Background Required – Physician, PA-C, NP, Nurse, Paramedic, or other trained medical professional.	Evaluate the patient and make recommendations as to whether the patient is: Eligible for meds/vaccine, Should not receive meds/vaccine, and sent home, Should be transported to an off-site Treatment Center for other treatment.
OM-61 thru OM-76	**Y**	Medication Distributor/ (16) Vaccinator	Nurse, P-Medic, EMT	RN, LPN, Paramedic, EMT and medical knowledge or experience in the dispensing of medications or administration of vaccines.	To manage all operational functions concerning the preparation, proper storage, documentation, and distribution of medications or vaccines to be dispensed/administered at your station.
OM-109	**Y**	**Pharmacy Supervisor**	Pharmacist, Pharmacy-Tech, LPN	Registered Pharmacist	To supervise the preparation and distribution of the pharmaceuticals needed for vaccination or dispensing at the POD. To provide counsel to people on potential side effects related to the pharmaceuticals the POD is providing and potential side effects/interactions.
OM-110 Thru OM-113	**Y**	Pharmacy Asst. (4)	Pharmacist, Pharmacy-Tech, LPN	Pharmacist Assistant, RN, LPN, or an appropriately trained individual qualified to prepare pharmaceuticals under the direction of the pharmacist.	To prepare and distribution of the pharmaceuticals needed for vaccination or dispensing at the POD.

Level “A” POD Positions Requiring Credentialing - by Position

Position #	CR	Position	Basic Skills Desired	Detailed Skills Desired	Job Description
Operations Section - Medical					
OM-114 Thru OM-123	**Y**	**Medical Counselors** (10) (Medical Providers)	**MD**, PA, NP-C, RN, P-Med.	Medical Background Required – Physician, PA-C, NP, RN, Paramedic, or other trained medical professional.	To evaluate individuals to determine the presence or absence of contraindications and make prophylaxis decisions.
“8” Meds/Vaccine Travel Teams - Position #’s are group into 3 person teams - Starting with OM-124 thru OM-147					
OM-124 thru OM-146	**Y**	**Meds/Vaccine Travel Team Leader** (8)	Nurse, P-Medic	RN, LPN, Paramedic (Preferred with supervisory experience) and specific medical knowledge and experience in the dispensing of medications or vaccines.	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.
	Y	Meds/Vaccine Travel Team Nurse (8)	Nurse, P-Medic	RN, LPN, Paramedic, EMT and specific medical knowledge and experience in the dispensing of medications or vaccines.	To provide nursing service to the Medication Vaccination Travel Team.
Operations Section - Education / Mental Health Branch					
OEM-2	**Y**	**Mental Health Group Su**	MSW, Lic. Counselor	Licensed Counselor/Social Worker (preferred with supervisory experience).	To provide crisis mental health counseling services at the POD site to people & staff in need. To utilize your staff of licensed & non-licensed Mental Health Counselors to assist the public & POD staff through this process.
OEM-3 thru OEM-8	**Y**	Licensed Counselors (6)	MSW, Lic. Counselor	Licensed Counselor/Social Worker (preferred with supervisory experience).	To provide crisis related mental health counseling services at the POD site to people & staff in need. To supervise non-licensed Mental Health Counselors to assist the public & POD staff through this process.
Logistics Section					
L-39 thru L-48	**Y**	**EMS Medical Unit** (10)	EMT or Above	Nurse, Paramedic, EMT, First Responder	To provide EMS services for the POD, respond to medical emergencies, and assist with the evacuation of ill or symptomatic persons to treatment centers.

Credentialing Tracking Logs

These logs are for *"For Official Use Only"* and contain confidential personal information.

The purpose of a "POD Credentialing Tracking Log" is to record & track the information collected during the "Credentialing" process

Sample *(for Mary Doe who is an out of state Nurse volunteering to work at the POD)*

Position #	**Position to be filled**	**Name** *(Last, First, Middle initial)*	**Title**	**Driver's License # & State**	**Association/ Board Member #, Current ?? Board /Association Contact info**	**Current Employment** *(Employer, Position, City, State, Phone#)*	**Credentialed Y / N**
OM-42	Illness Clinic Staff	Doe, Mary E.	RN	00023456 North Dakota	North Dakota Board of Nursing Lic. # 56836, Current (800) 555-6847	Grand Forks Hospital 203 E. Cupcake Ave. Grand Forks, ND (800) 555-1000 ER Nurse, RN	Y

All the information is collected prior to calling the County/State EOC. ... the "**Y**" for Yes is added **after** the county or state Dept. of Health EOC Representative has called you back and confirmed that Mary E. Doe is indeed a Registered Nurse in good standing.

Once a person is "Credentialed" they are "Credentialed" in any position requiring that title or skills

(i.e. .Mary Doe, was credentialed as a RN for the "ill clinic", she does not have to be re-credentialed to work as a "vaccinator" since that is also a Nursing position.

This is an Official "POD" document and needs to be forwarded to the Documentation Unit of the Planning Section when it is no longer needed for operational use.

POD Credentialing Tracking Logs - These logs are for *"For Official Use Only"* and contain confidential personal information.

Position #	**Position to be filled**	**Name** *(Last, First, Middle initial)*	**Title**	**Driver's License # & State**	**Association/ Board Member #, Current ?? Board /Association Contact info**	**Current Employment** *(Employer, Position, City, State, Phone#)*	**Credentialed Y / N**

"Credentialing Tracking Logs" when no longer in use need to be properly stored with the "Documentation Staff" in the POD Planning Section.

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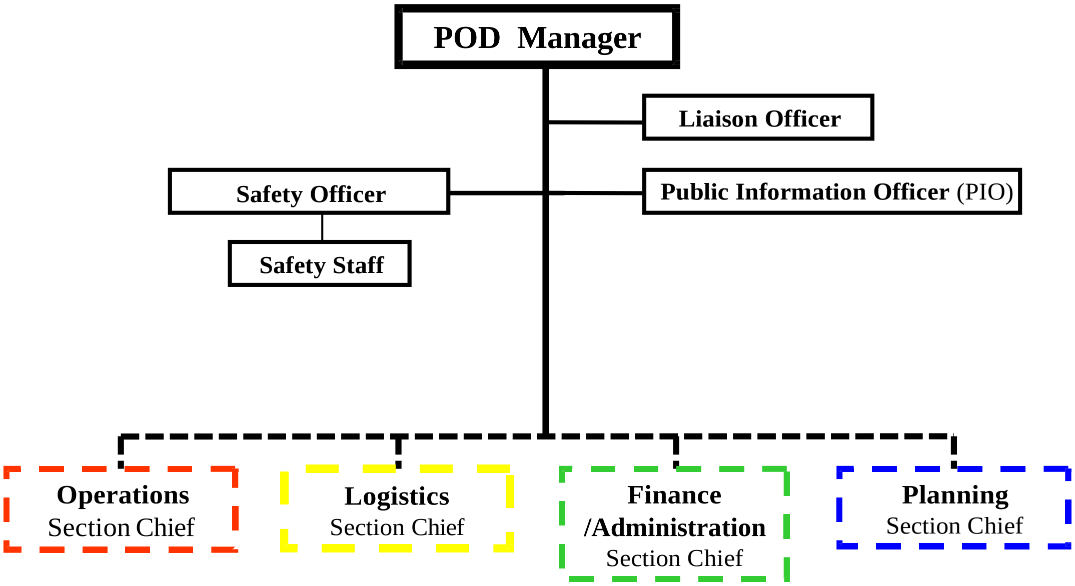
"Credentialing Tracking Logs" when no longer in use need to be properly stored with the "Documentation Staff" in the POD Planning Section.

Job Action Sheets

Command Staff

General Overview of the Command Staff


POD Manager
Liaison Officer
Safety Officer
Public Information Officer (PIO)
Safety Staff
Operations
Section Chief
Logistics
Section Chief
Finance
/Administration
Section Chief
Planning
Section Chief

POD Manager - organizes and directs all operations at the POD site.

Liaison Officer - coordinates assisting agencies reporting to the POD.

Public Information Officer (PIO) - Coordinates information to inform the public of the disease, POD(s) situations, POD(s) times, and other incident information.

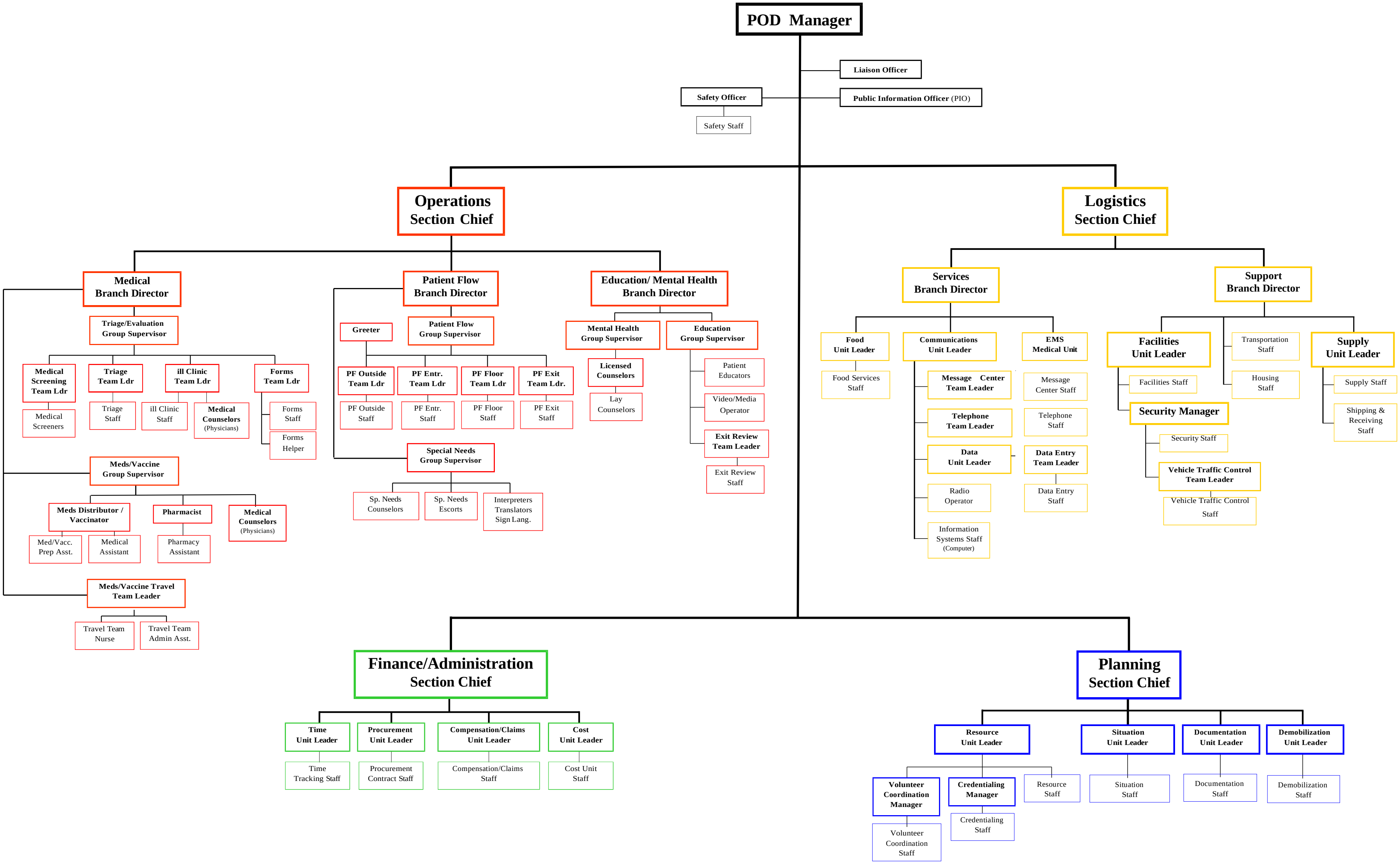
NOTE: The POD "PIO" position may be fulfilled by the County EOC Public Information Officer.
Only one Public Information Officer is necessary for each POD Jurisdiction.

Safety Officer - ensure the health and safety of POD workforce and clients; supervises EMS support, Parking & Vehicle Traffic Flow & all aspects of Safety.

Safety Staff - assists with safety analysis for each shift, monitors hazards, risks and potentially unsafe situations, monitors staff rest, food, water or medical needs.

POD Organizational Chart Showing All Identified Positions

(Select Only Those Positions You Feel You Will Need - Expand & Contract Positions As Necessary)


POD Manager
Liaison Officer
Safety Officer
Public Information Officer (PIO)
Safety Staff
Operations Section Chief
Logistics Section Chief
Medical Branch Director
Patient Flow Branch Director
Education/ Mental Health Branch Director
Triage/Evaluation Group Supervisor
Medical Screening Team Ldr
Medical Screeners
Triage Team Ldr
Triage Staff
ill Clinic Team Ldr
ill Clinic Staff
Medical Counselors (Physicians)
Forms Team Ldr
Forms Staff
Forms Helper
Meds/Vaccine Group Supervisor
Meds Distributor / Vaccinator
Med/Vacc. Prep Asst.
Medical Assistant
Pharmacist
Pharmacy Assistant
Medical Counselors (Physicians)
Meds/Vaccine Travel Team Leader
Travel Team Nurse
Travel Team Admin Asst.
Greeter
Patient Flow Group Supervisor
PF Outside Team Ldr
PF Outside Staff
PF Entr. Team Ldr
PF Entr. Staff
PF Floor Team Ldr
PF Floor Staff
PF Exit Team Ldr.
PF Exit Staff
Special Needs Group Supervisor
Sp. Needs Counselors
Sp. Needs Escorts
Interpreters Translators Sign Lang.
Mental Health Group Supervisor
Licensed Counselors
Lay Counselors
Education Group Supervisor
Patient Educators
Video/Media Operator
Exit Review Team Leader
Exit Review Staff
Services Branch Director
Support Branch Director
Food Unit Leader
Food Services Staff
Communications Unit Leader
Message Center Team Leader
Message Center Staff
Telephone Team Leader
Telephone Staff
Data Unit Leader
Data Entry Team Leader
Data Entry Staff
Radio Operator
Information Systems Staff (Computer)
EMS Medical Unit
Facilities Unit Leader
Facilities Staff
Security Manager
Security Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff
Transportation Staff
Housing Staff
Supply Unit Leader
Supply Staff
Shipping & Receiving Staff
Finance/Administration Section Chief
Time Unit Leader
Time Tracking Staff
Procurement Unit Leader
Procurement Contract Staff
Compensation/Claims Unit Leader
Compensation/Claims Staff
Cost Unit Leader
Cost Unit Staff
Planning Section Chief
Resource Unit Leader
Volunteer Coordination Manager
Volunteer Coordination Staff
Credentialing Manager
Credentialing Staff
Resource Staff
Situation Unit Leader
Situation Staff
Documentation Unit Leader
Documentation Staff
Demobilization Unit Leader
Demobilization Staff

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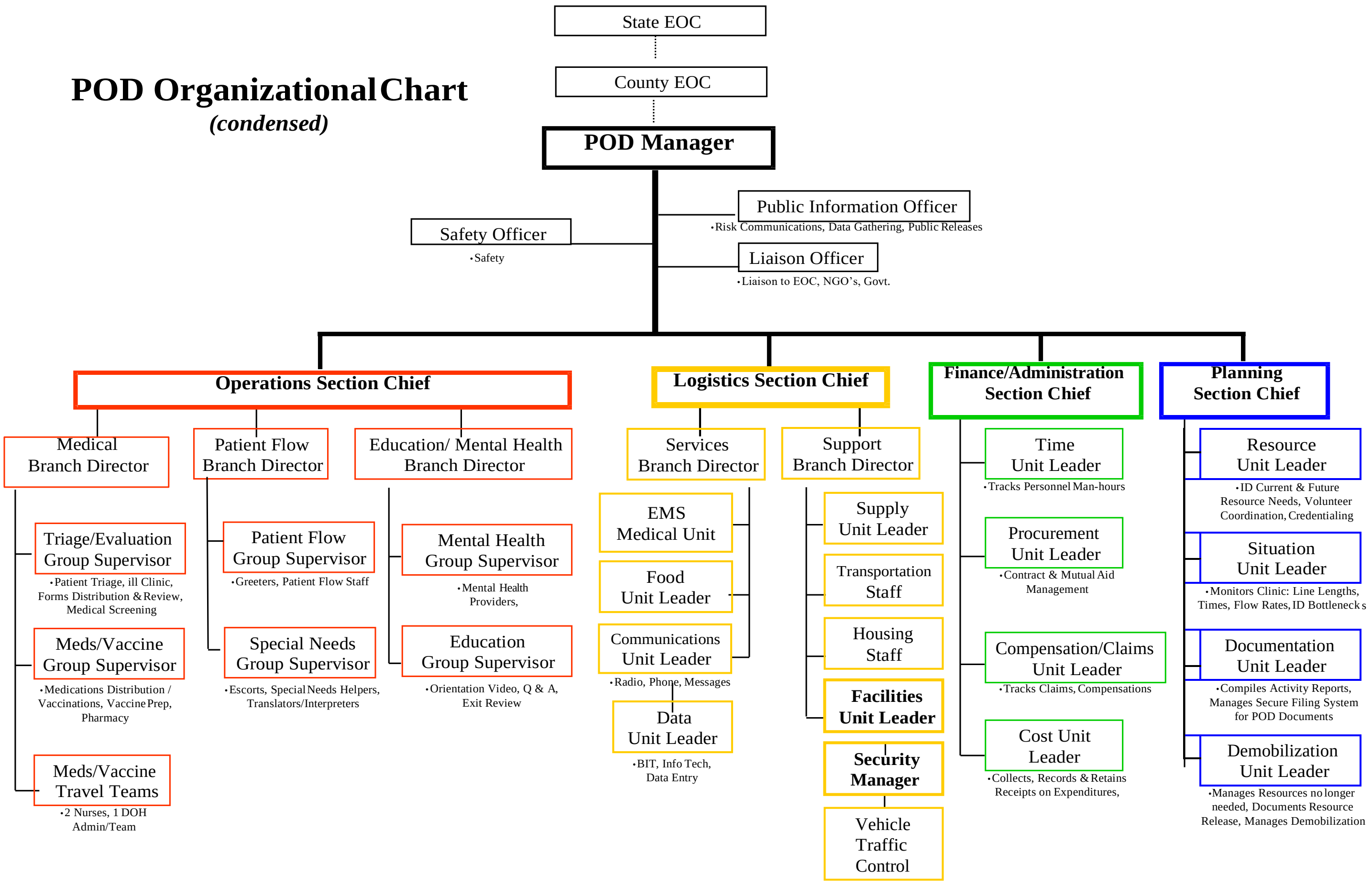
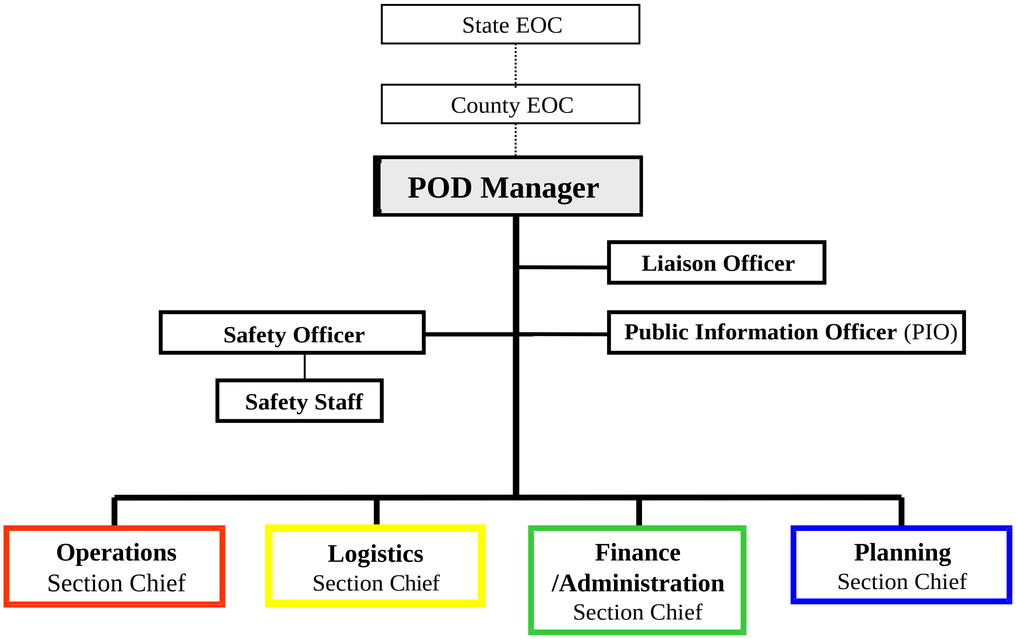
POD Organizational Chart

(condensed)


State EOC
County EOC
POD Manager
Public Information Officer
•Risk Communications, Data Gathering, Public Releases
Safety Officer
•Safety
Liaison Officer
•Liaison to EOC, NGO's, Govt.
Operations Section Chief
Medical Branch Director
Patient Flow Branch Director
Education/ Mental Health Branch Director
Triage/Evaluation Group Supervisor
•Patient Triage, ill Clinic, Forms Distribution & Review, Medical Screening
Meds/Vaccine Group Supervisor
•Medications Distribution / Vaccinations, Vaccine Prep, Pharmacy
Meds/Vaccine Travel Teams
•2 Nurses, 1 DOH Admin/Team
Patient Flow Group Supervisor
•Greeters, Patient Flow Staff
Special Needs Group Supervisor
•Escorts, Special Needs Helpers, Translators/Interpreters
Mental Health Group Supervisor
•Mental Health Providers,
Education Group Supervisor
•Orientation Video, Q & A, Exit Review
Logistics Section Chief
Services Branch Director
Support Branch Director
EMS Medical Unit
Food Unit Leader
Communications Unit Leader
•Radio, Phone, Messages
Data Unit Leader
•BIT, Info Tech, Data Entry
Supply Unit Leader
Transportation Staff
Housing Staff
Facilities Unit Leader
Security Manager
Vehicle Traffic Control
Finance/Administration Section Chief
Time Unit Leader
•Tracks Personnel Man-hours
Procurement Unit Leader
•Contract & Mutual Aid Management
Compensation/Claims Unit Leader
•Tracks Claims, Compensations
Cost Unit Leader
•Collects, Records & Retains Receipts on Expenditures,
Planning Section Chief
Resource Unit Leader
•ID Current & Future Resource Needs, Volunteer Coordination, Credentialing
Situation Unit Leader
•Monitors Clinic: Line Lengths, Times, Flow Rates, ID Bottlenecks
Documentation Unit Leader
•Compiles Activity Reports, Manages Secure Filing System for POD Documents
Demobilization Unit Leader
•Manages Resources no longer needed, Documents Resource Release, Manages Demobilization

POD Manager

Command Staff


State EOC
County EOC
POD Manager
Liaison Officer
Safety Officer
Public Information Officer (PIO)
Safety Staff
Operations Section Chief
Logistics Section Chief
Finance /Administration Section Chief
Planning Section Chief

Name:______________________________**Date:**__________________**Shift:**__________

POD Assigned: ________________________

The Person You Report To: County/Tribal EOC Incident Commander

Reporting To You Are: Liaison Officer, Public Information Officer, Safety Officer, Logistics Chief, Operations Chief, Finance & Administration Chief, Planning Chief

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

Recommended 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.
- Sign-out equipment and resource packet.
    - Radio or other communication devices
    - POD Plan
    - Briefing format
    - All other appropriate forms
- Review the Job Action Sheets of yourself & your subordinates
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with the County EOC Incident Commander for update brief.
- Conduct Initial Briefing.
- Wear appropriate Personal Protective Equipment (PPE) as directed.

POD Manager – *(Cont.)*

Command Staff

Duties:

If You Have Just Been Notified to Activate the POD:

🕒Activate the POD by notifying “Key Staff” (activate your POD Recall Plan).
- Recall all pre-identified “Key Staff” positions.
- Recall any previously identified volunteers or groups that agreed to provide volunteers.

🕒Coordinate with the Community to get a key-holder to open up the POD facilities.
🕒Contact local Law Enforcement to provide initial security on the POD facility.
🕒Set up an area in the POD that will set up your command center.
- Big enough to put maps/charts on the wall, phones, and conduct small briefings.

🕒Coordinate with the County/Tribal/Community EOC for an update briefing on the current situation.
🕒Conduct initial briefing/planning meeting with Command Staff and Section Chiefs and Facilities Unit Leader.

Briefing may include:

o Overview of the POD goals & objectives
o Map(s) of facility and POD operation
o Set-up Plan (signage, traffic cones, tables & chairs in place, forms, etc.)
o Communication Plan (radios, phones, fax, message center, etc.)
o Transportation Plan
o Security Plan
o Job Assignment List (what positions we will need to fill and in what priority)
o Safety Plan
o Volunteer Recruitment Plan
o Public Information Plan (Coordinate with County/Tribal EOC on getting the message out to the public for volunteers and when the POD will be open to the public).
o Set Time of the next briefing.

🕒Set some appropriate times for ongoing briefings/planning meetings with Command Staff and Section Chiefs.
🕒Confirm with Logistics Chief at least 1½ hours prior to start time that Facilities is 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.

On-Going POD Operations

🕒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 the Job Action Sheets for “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.

POD Manager – *(Cont.)*

Command Staff

🕐Review with Liaison Officer the security plans of assisting agencies.
🕐Periodically check work progress of Command Staff and Section Chiefs' goals & objectives.
🕐Assist all Command Staff and Section Chiefs when needed.
☐ Communicate with EOC at periodic intervals to provide them with an update.
🕐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.
🕐 Ensure adequate rest breaks are provided for yourself & your staff.
🕐 Monitor colleagues and clients for signs of fatigue and distress.
🕐 Exercise authority to stop and prevent any unsafe acts.

Prior to Shift Change:

🕐With next shift POD Manager in attendance, conduct a shift-change briefing.

Briefing may include:

- o Operations Update (conducted by the Operations Chief)
- o Logistics Update (conducted by Logistics Chief)
- o Finance/Admin Brief (conducted by Finance/Admin Chief)
- o Planning Brief (conducted by Planning Chief)
- o POD Manager Brief (Assess current POD situation - Progress)
- o Update the POD Goals & Objectives as needed.
- o Set Time of the next briefing.

At POD Closing:

🕐Coordinate between the EOC and Planning Chief to develop the Demobilization Plan.
🕐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 the community facility representative.

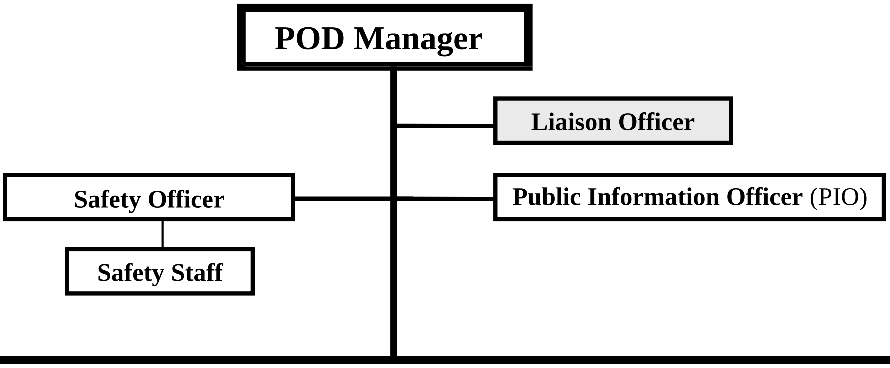
Check-out *(after each shift)*:

🕐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 to Workforce Staging Area.
🕐Return identification (vest, ID badge, etc.).
🕐Sign-in equipment.
🕐Pick up exit materials, as appropriate.
🕐Sign-out.
🕐Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Liaison Officer

Command Staff



Name:________________________________ **Date:**___________________ **Shift:**__________

Area Assigned: Incident Command Post

The Person You Report To: POD Manager.

Reporting To You Are: Agency representatives from assisting agencies.

Purpose: To coordinate assisting agencies reporting to the POD.

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

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
  - Radio or other communication devices
  - POD Plan
  - Briefing format
  - All other appropriate forms
- Review Job Action Sheet.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- 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 POD Manager or 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 POD Manager.

Liaison Officer – *(Cont.)*

Command Staff

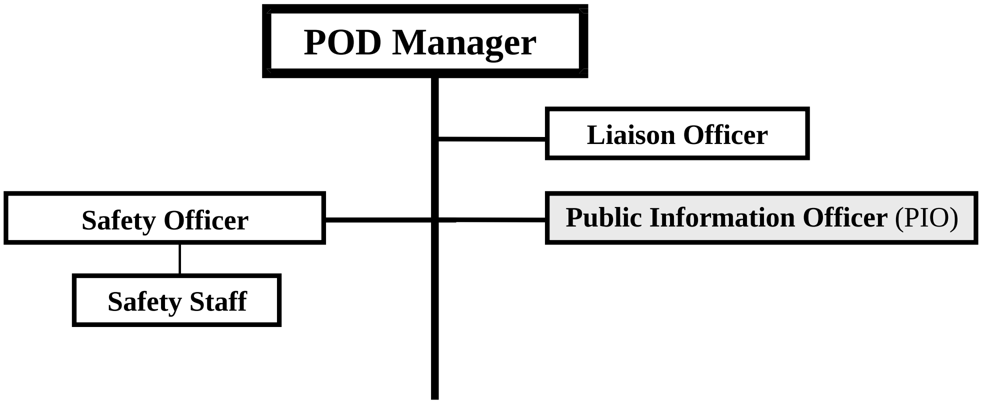
Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Public Information Officer

Command Staff



Name:______________________________**Date:**____________________**Shift:**__________

Area Assigned: Public Information Office

The Person You Report To: POD Manager.

Purpose: To coordinate media activities, messaging, and act as a primary media focal point for the POD.

Recommended Qualifications: Crisis communication skills and PIO expertise.

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
    - Radio or other communication devices.
    - Media packet (Frequently Asked Questions (FAQs).
    - Contact information of local officials and county, regional and state PIOs.
    - Schedule and locations of POD(s) in operational jurisdiction.
    - Information about the disease and the treatment being provided.
    - Risk Communication Plan.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Review the Job Action Sheets of yourself & your subordinates
- Check in with the POD Manager.
- Attend briefings.
- Conduct briefing to assistants or staff reporting to you, if applicable.

Public Information Officer - *(Cont.)*

Command Staff

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Establish coordination of information & dissemination of information with POD(s) and EOC.
- Prepare initial information summary to include:
  - Level of public/media interest in incident/clinic(s).
  - Incident information and activities already underway.
  - 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.
  - No comment; refer media to a specific contact.
  - Explanatory statement; no media admittance.
  - Media visits permitted.
  - Media permitted to attend briefing station only.
- Develop media statement(s) as appropriate.
- Determine who will participate in media interviews.
- Coordinate media activities:
  - Make media contacts as necessary.
  - Provide media statements and answer questions as necessary.
  - 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.
- Ensure that all equipment for news conferences is available (i.e., microphones, podiums, etc.).
- Document all media contacts on a Unit Log.
- Publicize and optimize attendance at each POD.
  - 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.).
  - Advise whom the POD is intended for and for whom it is not intended.
  - Advise public on what to bring with them for identification purposes.
  - Advise how to access sites via public/private transportation, if available.
  - Notify the public of services available to special needs populations, including but not limited to transportation for physically handicapped or elderly persons, if available.
  - Advise public of hours of POD operations.
  - Advise public that vaccination/prophylaxis is free of charge.
  - Advise public that undocumented residents will not risk deportation if present at POD.
  - Advise that interpreters will be available (as applicable).
- Monitor media outlets to check accuracy of information being reported.
  - Contact media outlets to correct errors of fact and control rumors about the incident.
- Provide information to local information and referral services.

Public Information Officer - *(Cont.)*

Command Staff

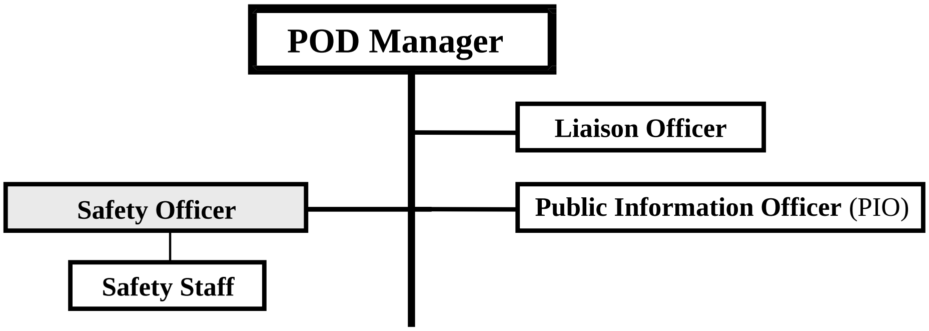
Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Office.

Feedback/Comments:

Safety Officer

Command Staff



Name:________________________________**Date:**___________________**Shift:**___________

Area Assigned: Safety Area

Person You Report To: POD Manager

Persons Reporting to You: Safety Staff

Job Description: To ensure the health and safety of POD the workforce and clients.

Recommended Qualifications: Knowledge of Worksite Safety, OSHA, infection control, PPE, ICS and POD Plan desirable.

Check-In:

- Sign-in at Workforce Staging Area.
- 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.).
- Review the Job Action Sheets of yourself & your subordinates
- Check in with the POD Manager.
- Attend briefings.
- Conduct briefing to assistants or staff reporting to you, if applicable.

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Conduct a general inspection of the facility prior to it becoming operational with the Logistics Chief and the Facility Manager.
- Develop a safety action plan to include:
  - Safety Inspections.
  - Potentially hazardous situations in the POD.
  - 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.

Safety Officer - (*Cont.)*

Command Staff

- 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.
  - Discuss with POD Manager any potential unsafe acts or conditions.
- Initiate accident investigations within the POD.
  - Ensure that accident investigation reports are completed and provided to POD Manager.
  - Ensure a copy is given to the local health agency for follow up purposes (i.e., worker compensation).
  - Coordinate with Medical Leadership as needed.
  - 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.
- Provide routine progress and/or status report to POD Manager.
- Monitor colleagues and clients for signs of fatigue or distress.
- Ensure adequate rest breaks are provided for yourself & your staff.
- Monitor colleagues and clients for signs of fatigue and distress.
- Perform other duties as assigned and approved by the POD Manager.

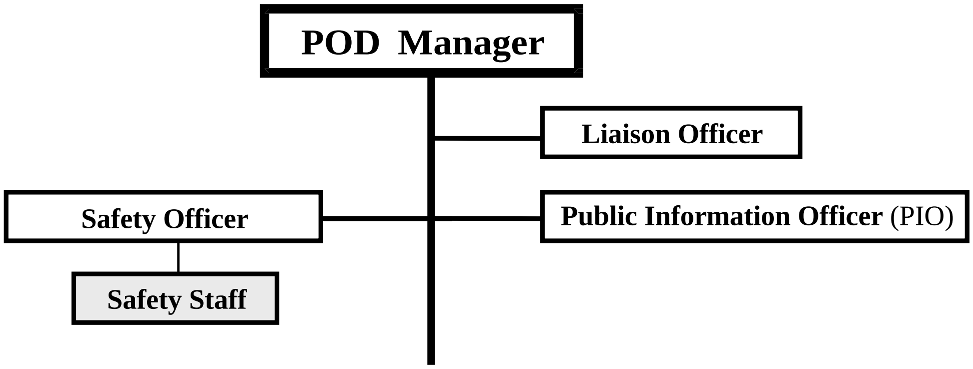
Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Safety Staff

Command Staff



Name:_________________________________**Date:**____________________**Shift:**___________

Area Assigned: Safety Area

Person You Report To: Safety Officer

Job Description: To ensure the health and safety of POD workforce and clients.

Recommended Qualifications: Knowledge of Personal Protective Equipment (PPE), Safety

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check-In with the Safety Officer.
- Attend briefing.

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Assist Safety Officer with completing an Incident Safety Analysis for each shift.
- Assist Safety Officer with developing a safety action plan to include:
  - Safety Inspections.
  - Potentially hazardous situations in the clinic.
  - Hazards, risks and potentially unsafe situations and how they will be monitored.
- Ensure that all POD staff understand that they can Exercise their authority to stop and prevent any unsafe acts.
- Direct POD staff needing rest, food, medical or mental attention to Workforce “Break” area.
- 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.

Safety Staff - *(Cont.)*

Command Staff

- 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.
- Ensure adequate rest breaks are provided for yourself & your staff.
- Monitor colleagues and clients for signs of fatigue and distress.
- 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 comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Job Action Sheets

Finance/Administration Section

General Overview of the Finance/Admin. Section

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

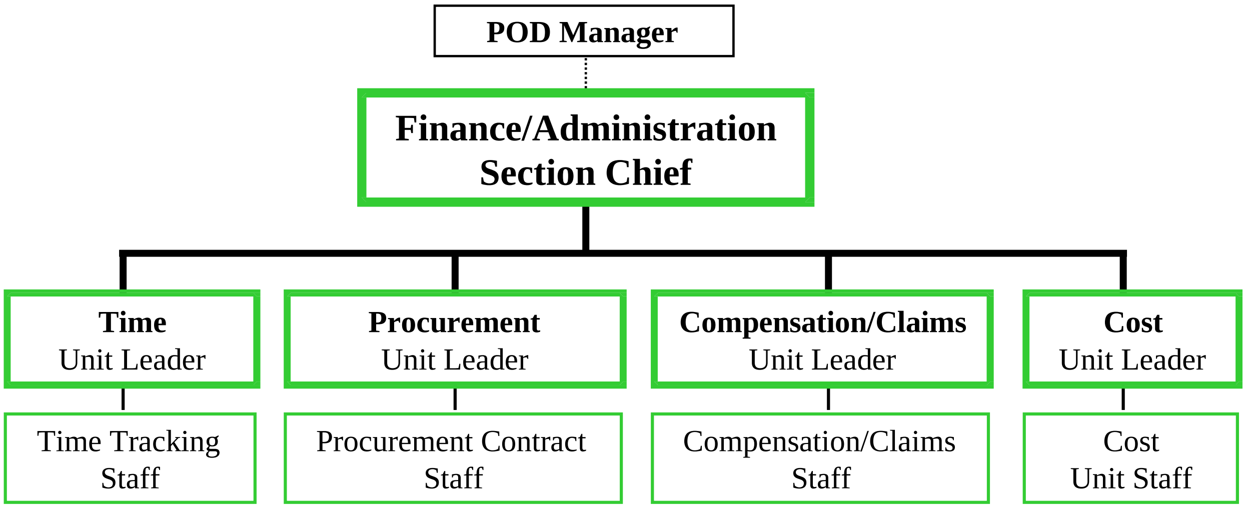
There are 4 Main Units in the Finance/Administration Section

Time Unit
Tracks Personnel Man-hours

Procurement Unit
Purchases
Contracts & Mutual Aid Management

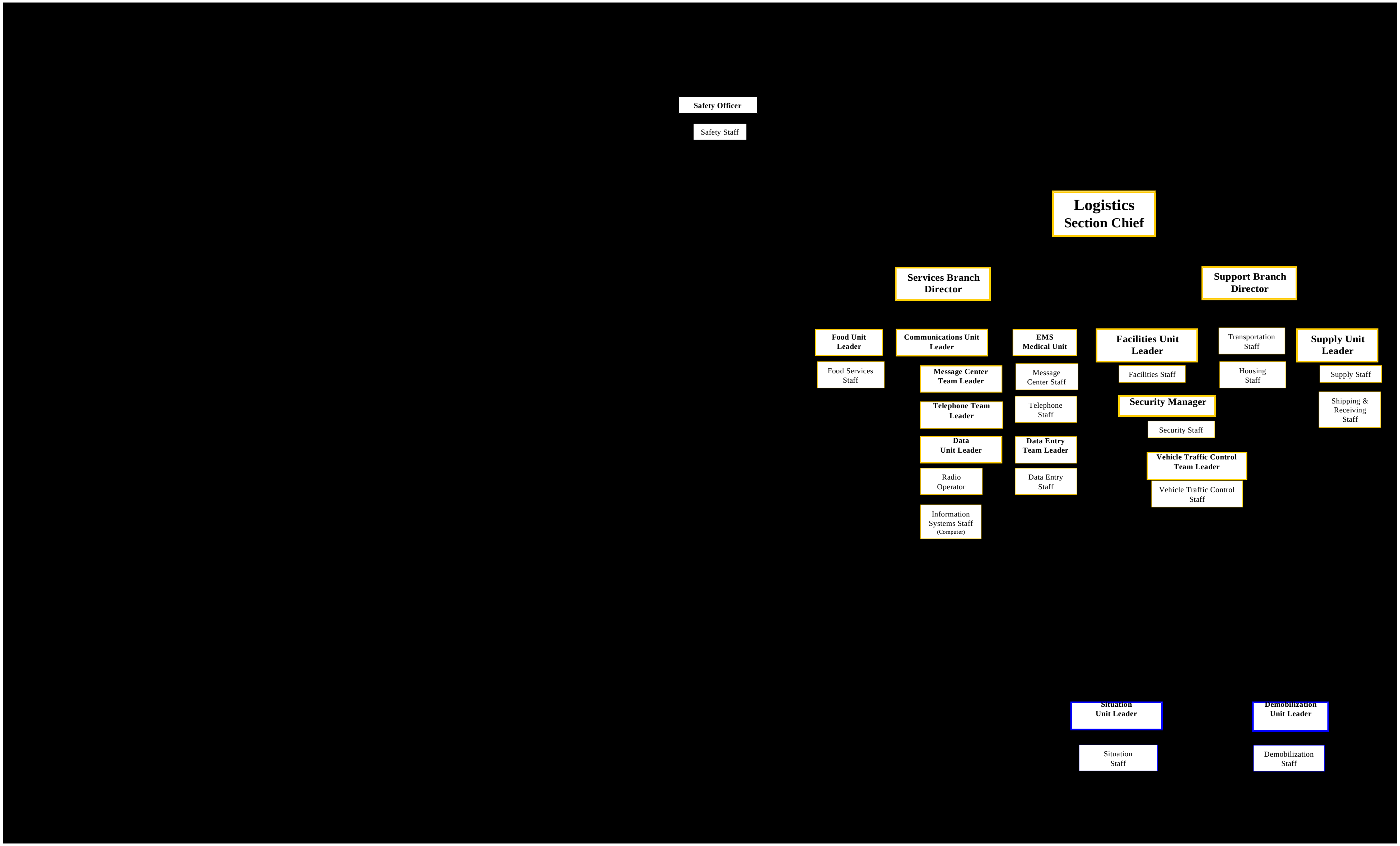
Compensation/Claims Unit
Tracks Claims, Compensations

Cost Unit
Collects Financial Records


POD Manager
Finance/Administration Section Chief
Time Unit Leader
Procurement Unit Leader
Compensation/Claims Unit Leader
Cost Unit Leader
Time Tracking Staff
Procurement Contract Staff
Compensation/Claims Staff
Cost Unit Staff

POD Organizational Chart Showing All Identified Positions

(Select Only Those Positions You Feel You Will Need - Expand & Contract Positions As Necessary)


Safety Officer
Safety Staff
Logistics Section Chief
Services Branch Director
Support Branch Director
Food Unit Leader
Food Services Staff
Communications Unit Leader
Message Center Team Leader
Telephone Team Leader
Data Unit Leader
Radio Operator
Information Systems Staff (Computer)
EMS Medical Unit
Message Center Staff
Telephone Staff
Data Entry Team Leader
Data Entry Staff
Facilities Unit Leader
Facilities Staff
Security Manager
Security Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff
Transportation Staff
Housing Staff
Supply Unit Leader
Supply Staff
Shipping & Receiving Staff
Situation Unit Leader
Situation Staff
Demobilization Unit Leader
Demobilization Staff

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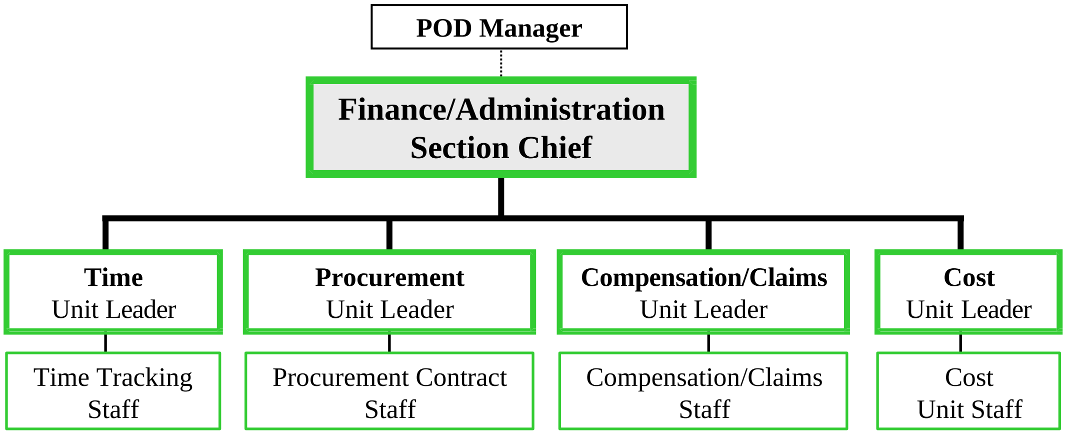
Compensation/Claims Staff.. 19

Cost Unit Leader 21
Cost Unit Staff 23

Finance/Administration Section Chief


POD Manager
Finance/Administration Section Chief
Time Unit Leader
Procurement Unit Leader
Compensation/Claims Unit Leader
Cost Unit Leader
Time Tracking Staff
Procurement Contract Staff
Compensation/Claims Staff
Cost Unit Staff

Name:______________________________**Date:**____________________**Shift:**___________

Area Assigned: Finance Administration Section

Person You Report To: POD Manager

Persons Reporting to You: Time Unit Leader, Compensation/Claims Unit Leader, Procurement 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 & records
- To coordinate with the EOC to ensure that the POD has the purchasing power to complete its mission.

Key services your section provides include:

Purchasing & Procurement authorization for the POD,
Tracking of personnel man-hours of the POD staff,

Recommended Qualifications: ICS 100, 200 (recommended) 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 Sheets for yourself and those reporting to you.
- 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.

Finance/Administration Section Chief – *(Cont.)*

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- At initial briefing, ensure that all Unit Leaders understand their responsibilities.
- Coordinate with county/state EOC for finance information, cost information & purchasing authority.
- Ensure that it is established in your section who has "purchasing authority" and the steps needed to exercise that authority.
- Ensure that the Time Unit Leader is coordinating with the Volunteer Coordination Team Leader (Logistics) to keep track of workforce volunteer personnel and the number of man-hours expended.
- Ensure that the Procurement Unit Leader is tracking purchases, contracts & rental agreements, and referring documentations to the Cost Unit Leader.
- Ensure that the Compensation/Claims Unit is tracking potential claims, or compensations.
- Ensure that the Cost Unit Leader collects financial records & retains receipts on expenditures.
- Ensure accuracy of documents in compliance with the proper jurisdictions and/or EOC policies.
- Ensure security of documents and records.
- Ensure all documents and reports are complete for the section and submitted appropriately prior to demobilization.
- Collect all completed Job Action Sheets, Unit Logs and General Messages within your section.
- Ensure scheduled breaks and relief for all unit staff.
- Review and confirm staffing levels for the next day or next shift.
- Provide routine progress and/or status reports to POD Manager.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by the person you report to.

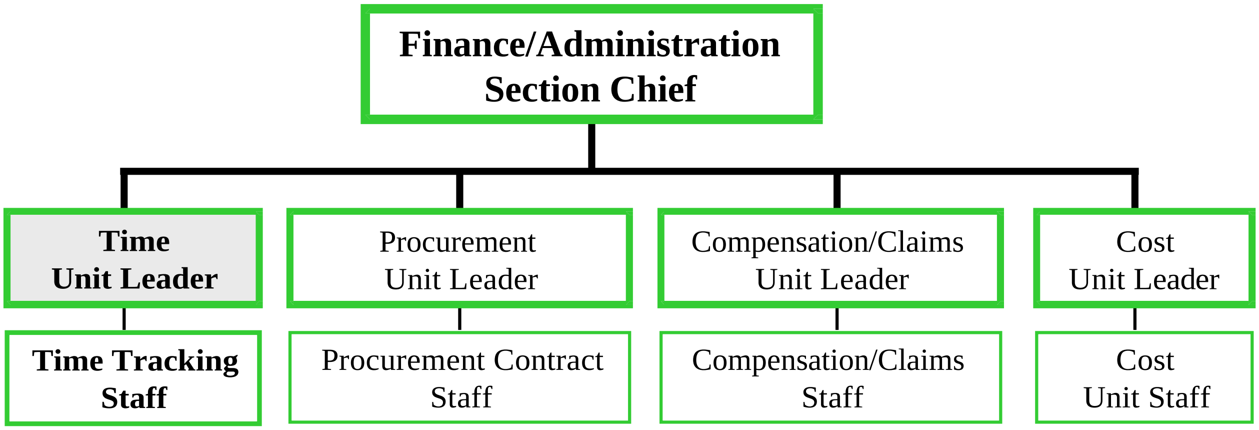
Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Finance/Administration Section Chief – *(Cont.)*

Feedback/Comments:

Time Unit Leader


Finance/Administration Section Chief
Time Unit Leader
Procurement Unit Leader
Compensation/Claims Unit Leader
Cost Unit Leader
Time Tracking Staff
Procurement Contract Staff
Compensation/Claims Staff
Cost Unit Staff

Name:________________________________ **Date:**____________________ **Shift:**___________

Area Assigned: Finance/Administration

Person You Report To: Finance/Administration Section Chief

Persons Reporting to You: Time Tracking Staff

Job Description: To supervise the daily tracking of the time records for POD Workforce personnel.

Recommended Qualifications: Computer skills helpful, can supervise small staff tracking time records.

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets of yourself & your subordinates
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Coordinate with the Volunteer Coordination Team Leader (Logistics) and receive from them the list of workforce volunteer personnel and the number of man-hours expended.
- Document each member of the workforce by name, position, date worked, and man-hours they completed. (This includes all staff and volunteers)
- Maintain security of all documents and records.
- Ensure that all records are current and complete prior to demobilization.
- Release reports to Finance and Administration Chief as requested.
- Ensure adequate rest breaks are provided for yourself & your staff.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

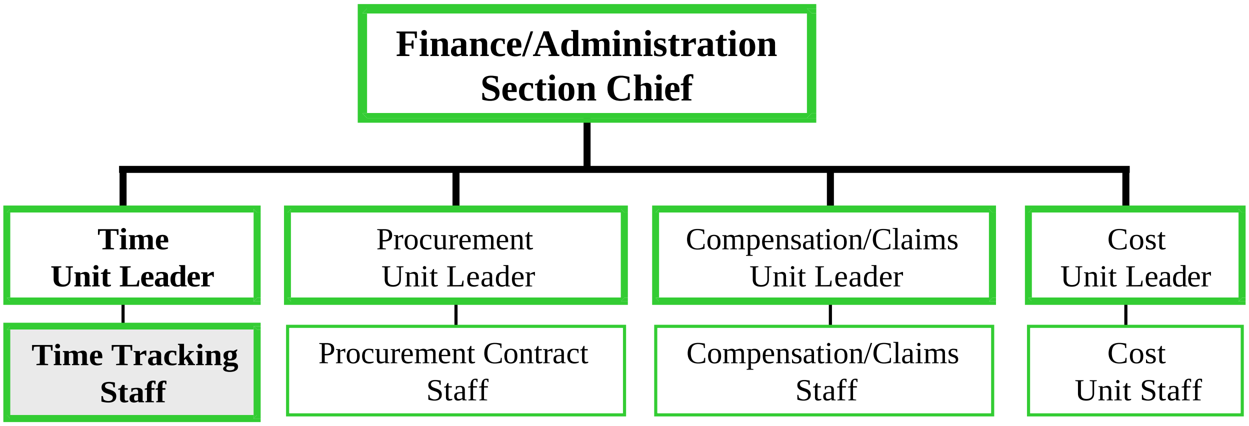
Time Unit Leader - *(Cont.)*

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Time Tracking Staff


Finance/Administration Section Chief
Time Unit Leader
Procurement Unit Leader
Compensation/Claims Unit Leader
Cost Unit Leader
Time Tracking Staff
Procurement Contract Staff
Compensation/Claims Staff
Cost Unit Staff

Name:______________________________**Date:**___________________**Shift:**__________

Area Assigned: Finance/Administration

Person You Report To: Time Unit Leader

Job Description: To maintain the daily tracking of the time records for POD Workforce personnel.

Recommended Qualifications: Computer skills helpful, can track time records.

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets of yourself & your subordinates
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Coordinate with the Time Unit Leader to receive the list of workforce volunteer personnel and the number of man-hours expended.
- Document each member of the workforce by name, position, date worked, and man-hours they completed. (This includes all staff and volunteers)
- Maintain security of all documents and records.
- Ensure that all records are current and complete prior to demobilization.
- Prepare reports as requested.
- Ensure adequate rest breaks are provided for yourself, it's going to be a long day.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

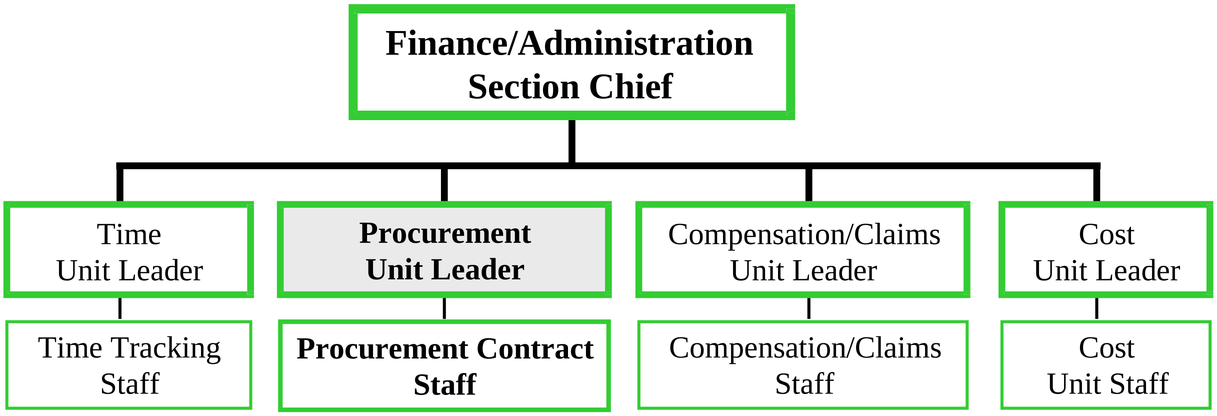
Time Tracking Staff - *(Cont.)*

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Procurement Unit Leader


Finance/Administration Section Chief
Time Unit Leader
Procurement Unit Leader
Compensation/Claims Unit Leader
Cost Unit Leader
Time Tracking Staff
Procurement Contract Staff
Compensation/Claims Staff
Cost Unit Staff

Name:_______________________________**Date:**___________________**Shift:**__________

Area Assigned: Finance/Administration

Person You Report To: Finance/Administration Section Chief

Persons Reporting to You: Procurement Contract Staff

Job Description: To manage all financial matters pertaining to vendor contracts, leases and fiscal agreements, establish local resources for equipment and supplies, manage all equipment rental agreements, process rental and supply billing invoices.

Recommended Qualifications: Purchasing Officer experience helpful, can supervise a small staff.

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets of yourself & your subordinates
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Authorize procurement of resources.
- Ensure that it is established in your section who has “purchasing authority” and the steps needed to exercise that authority.
- Ensure that all purchases, contracts, mutual aid agreements, rental agreements, and other purchase related items are properly tracked and that all receipts or documents are forwarded to the Cost Unit Leader.
- Coordinate cost data in contracts with Cost Unit Leader.

Procurement Unit Leader - *(Cont.)*

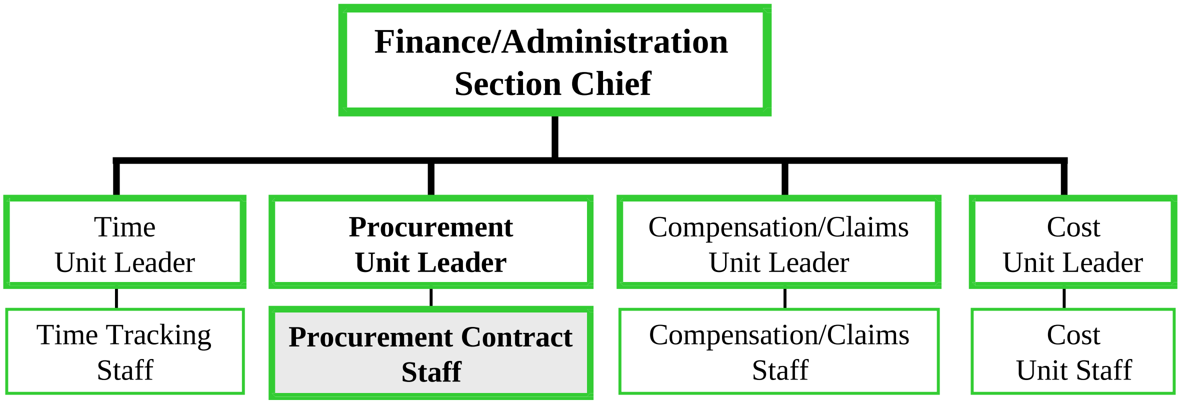
- 🕐 Prepare documents in compliance with the proper jurisdictions and/or EOC policies as assigned by Finance and Administration Chief. This may include:
    - Contracts and agreements with supply vendors.
    - Resource logs.
    - Agency specific records and summaries.
    - Unit log/status report compilation.
- 🕐 Ensure adequate rest breaks are provided for yourself & your staff.
- 🕐 Maintain security of documents and records.
- 🕐 Ensure that all records are current and complete prior to demobilization.
- 🕐 Provide routine progress and/or status reports to Finance and Administration Chief.
- 🕐 Monitor colleagues and clients for signs of fatigue and distress.
- 🕐 Exercise authority to stop and prevent any unsafe acts.
- 🕐 Perform other duties as assigned and approved by your supervisor.

Check-out:

- 🕐 When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- 🕐 Participate in scheduled debriefing at shift change or close of clinic.
- 🕐 Return to Workforce Staging Area.
- 🕐 Return identification (vest, id badge, etc.).
- 🕐 Sign-in equipment.
- 🕐 Pick up exit materials, as appropriate.
- 🕐 Sign-out.
- 🕐 Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Procurement Contract Staff


Finance/Administration Section Chief
Time Unit Leader
Procurement Unit Leader
Compensation/Claims Unit Leader
Cost Unit Leader
Time Tracking Staff
Procurement Contract Staff
Compensation/Claims Staff
Cost Unit Staff

Name:______________________________**Date:**___________________**Shift:**__________

Area Assigned: Finance/Administration

Person You Report To: Procurement Unit Leader

Job Description: To assist the Procurement Leader with financial matters pertaining to vendor contracts, leases and fiscal agreements, establish local resources for equipment and supplies, manage all equipment rental agreements, process rental and supply billing invoices.

Recommended Qualifications: Purchasing experience helpful, computer skills.

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets of yourself & your subordinates
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Ensure that it is established in your section who has “purchasing authority” and the steps needed to exercise that authority.
- Ensure that all purchases, contracts, mutual aid agreements, rental agreements, and other purchase related items are properly tracked and that all receipts or documents are forwarded to the Cost Unit Leader.
- Prepare documents in compliance with the proper jurisdictions and/or EOC policies as assigned by Finance and Administration Chief. This may include:
    - Contracts and agreements with supply vendors.
    - Resource logs.
    - Agency specific records and summaries.
    - Unit log/status report compilation.

Procurement Contract Staff - *(Cont.)*

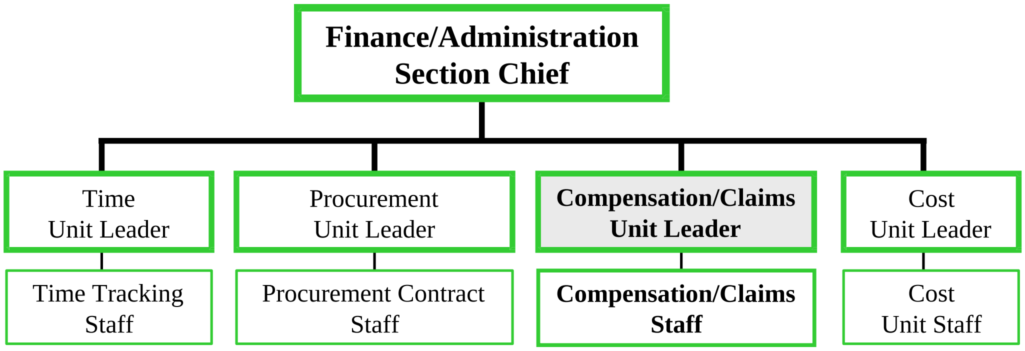
- Ensure adequate rest breaks are provided for yourself.
- Maintain security of documents and records.
- Ensure that all records are current and complete prior to demobilization.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Compensation/Claims Unit Leader


Finance/Administration Section Chief
Time Unit Leader
Procurement Unit Leader
Compensation/Claims Unit Leader
Cost Unit Leader
Time Tracking Staff
Procurement Contract Staff
Compensation/Claims Staff
Cost Unit Staff

Name:______________________________**Date:**___________________**Shift:**__________

Area Assigned: Finance/Administration

Person You Report To: Finance/Administration Section Chief

Persons Reporting to You: Compensation/Claims Staff

Job Description: To manage a staff that will complete all forms required by Workers Compensation and local agencies, maintain a file of injuries and illnesses associated with the POD, investigate all claims involving property associated with POD activities.

Recommended Qualifications: Legal or knowledge of Workman’s Compensation claims, supervise small staff.

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets of yourself & your subordinates
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Review with your staff any POD Policies & procedure concerning Compensation claims or accident investigations.
- Establish contact with the Safety Officer for coordination of accident investigation reports.
- Ensure that an Accident /Incident investigation form is filled out for all illnesses or accidents that occur in relationship to POD activities.
- Prepare documents in compliance with the proper jurisdictions and/or EOC policies as assigned by Finance and Administration Chief. This may include:
  - Accident investigation reports.
  - Agency specific records and summaries.
  - Unit log/status report compilation.

Compensation/Claims Unit Leader - *(Cont.)*

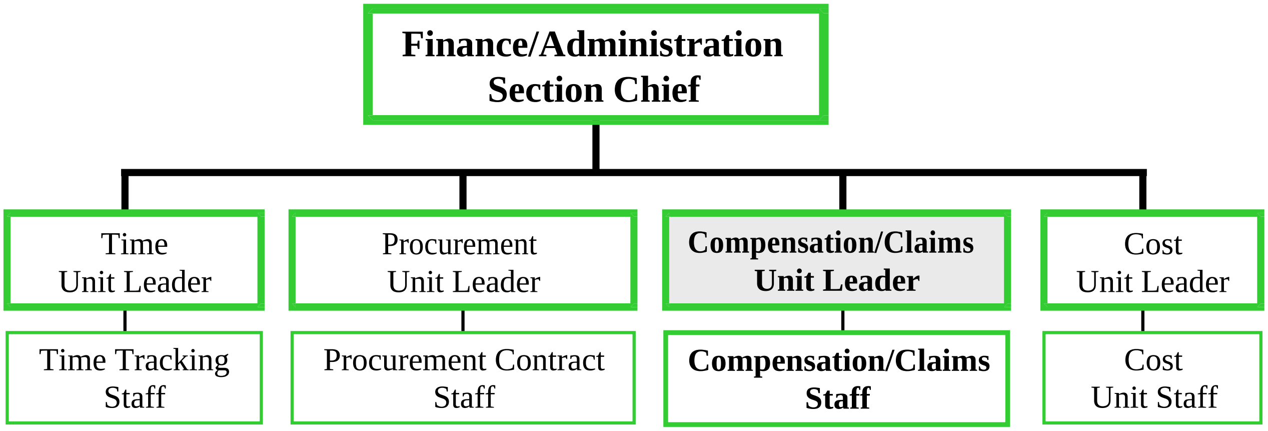
- Maintain security of documents and records.
- Ensure that all records are current and complete prior to demobilization.
- Release reports to Finance and Administration Chief as requested.
- Provide routine progress and/or status reports to Finance and Administration Chief.
- Ensure adequate rest breaks are provided for yourself & your staff.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Compensation/Claims Staff


Finance/Administration Section Chief
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Procurement Unit Leader
Compensation/Claims Unit Leader
Cost Unit Leader
Time Tracking Staff
Procurement Contract Staff
Compensation/Claims Staff
Cost Unit Staff

Name:________________________________**Date:**____________________**Shift:**___________

Area Assigned: Finance/Administration

Person You Report To: Compensation/Claims Unit Leader

Job Description: To complete all forms required by Workers Compensation and local agencies, maintain a file of injuries and illnesses associated with the POD, investigate all claims involving property associated with POD activities.

Recommended Qualifications: Legal or knowledge of Workman’s Compensation claims.

Check-In:

- 🕒Sign-in at Workforce Staging Area.
- 🕒Sign-out equipment and resource packet.
- 🕒Review the Job Action Sheets of yourself & your subordinates
- 🕒Receive vaccination/prophylaxis, if not already treated.
- 🕒Receive and put on identification (vest, id badge, etc.).
- 🕒Sign necessary forms, if applicable (confidentiality forms, etc.).
- 🕒Check in with your supervisor.
- 🕒Attend briefing.

Duties:

- 🕒Wear appropriate Personal Protective Equipment (PPE) as directed.
- 🕒Review with your supervisor any POD Policies & procedure concerning Compensation claims or accident investigations.
- 🕒Ensure that a Accident /Incident investigation form is filled out for all illnesses or accidents that occur in relationship to POD activities.
- 🕒Prepare documents in compliance with the proper jurisdictions and/or EOC policies as assigned. This may include:
    - Accident investigation reports.
    - Agency specific records and summaries.
    - Unit log/status report compilation.

Compensation/Claims Staff - *(Cont.)*

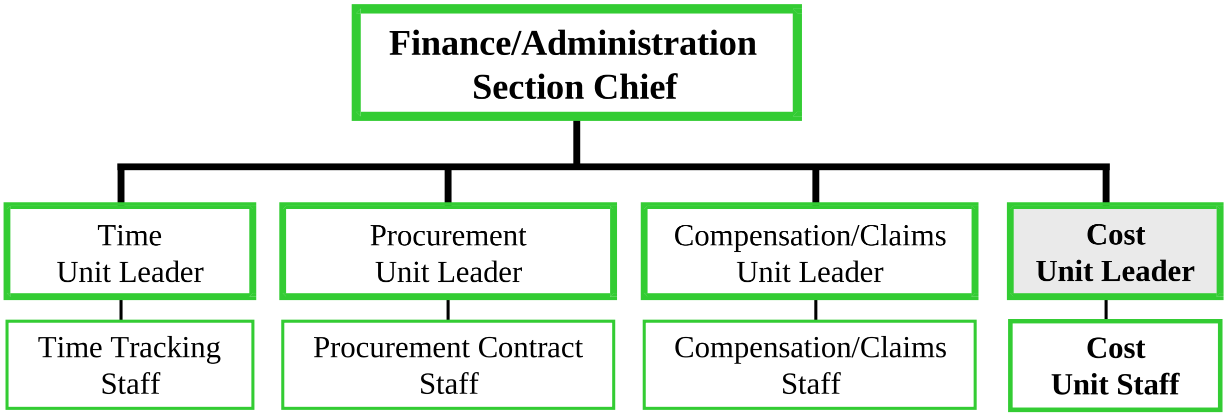
- Maintain security of documents and records.
- Ensure that all records are current and complete prior to demobilization.
- Release reports to Finance and Administration Chief as requested.
- Ensure adequate rest breaks are provided for yourself.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Cost Unit Leader


Finance/Administration Section Chief
Time Unit Leader
Procurement Unit Leader
Compensation/Claims Unit Leader
Cost Unit Leader
Time Tracking Staff
Procurement Contract Staff
Compensation/Claims Staff
Cost Unit Staff

Name:______________________________**Date:**___________________**Shift:**__________

Area Assigned: Finance/Administration

Person You Report To: Finance/Administration Section Chief

Persons Reporting to You: Cost Unit Staff

Job Description: To manage all incident cost analysis, identify workforce & equipment requiring payment, record all cost data, prepare estimates of clinic costs, and secure all financial records.

Recommended Qualifications: Financial background, computer skills, supervises small staff.

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets of yourself & your subordinates
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Obtain briefing from Finance/Administration Section Chief.
- Review with your staff the duties they can be expected to perform.
- Thoroughly review all financial regulations concerning eligible expenses and documentation required by all federal, state, local, and other agencies
- Ensure that all receipts for financial transactions are received by your unit for processing, documentation and safe keeping.

Cost Unit Leader - *(Cont.)*

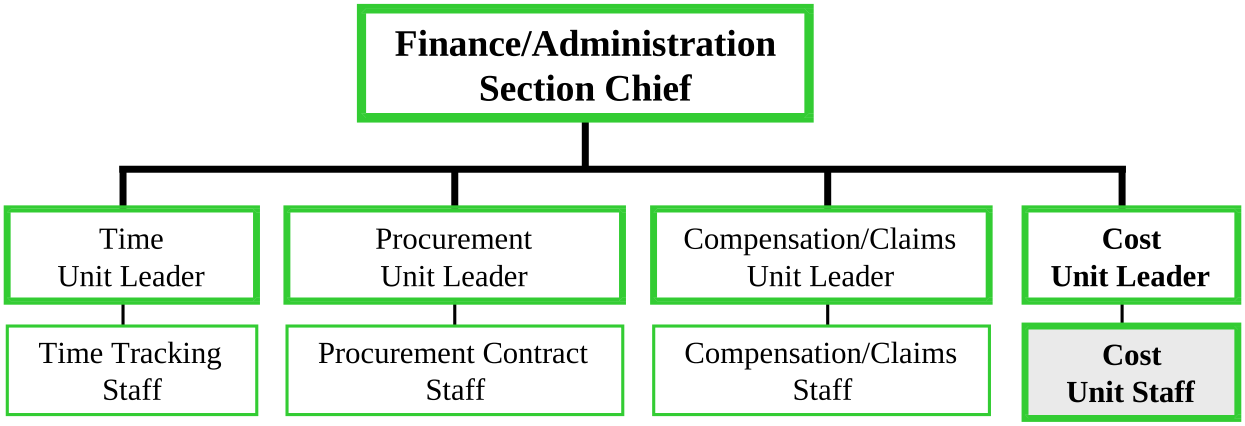
- Prepare documents in compliance with the proper jurisdictions and/or EOC policies as assigned by Finance and Administration Chief. This may include:
  - Cost summaries or spreadsheets.
  - Agency specific records and summaries.
  - Unit log/status report compilation.
- Maintain security of documents and records.
- Ensure adequate rest breaks are provided for yourself & your staff.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Cost Unit Staff


Finance/Administration Section Chief
Time Unit Leader
Procurement Unit Leader
Compensation/Claims Unit Leader
Cost Unit Leader
Time Tracking Staff
Procurement Contract Staff
Compensation/Claims Staff
Cost Unit Staff

Name:________________________________**Date:**____________________**Shift:**___________

Area Assigned: Finance/Administration

Person You Report To: Cost Unit Leader

Job Description: To provide all incident cost analysis, identify workforce & equipment requiring payment, record all cost data, prepare estimates of clinic costs, and secure all financial records.

Recommended Qualifications: Financial background, computer skills.

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review Job Action Sheet.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Obtain briefing from Finance/Administration Section Chief.
- Review with your staff the duties they can be expected to perform.
- Thoroughly review all financial regulations concerning eligible expenses and documentation required by all federal, state, local, and other agencies.
- Ensure that all receipts for financial transactions are received by your unit for processing, documentation and safe keeping.

Cost Unit Staff - *(Cont.)*

- Prepare documents in compliance with the proper jurisdictions and/or EOC policies as assigned by Finance and Administration Chief. This may include:
  - Cost summaries or spreadsheets.
  - Agency specific records and summaries.
  - Unit log/status report compilation.
- Maintain security of documents and records.
- Ensure adequate rest breaks are provided for yourself & your staff.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Job Action Sheets

Logistics Section

General Overview of the Logistics Section

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

There are 2 Key Branches

Services Branch

- Food
- EMS
- Communications & Message Center
- Data Entry/Info Systems

Support Branch

Facility Unit Leader

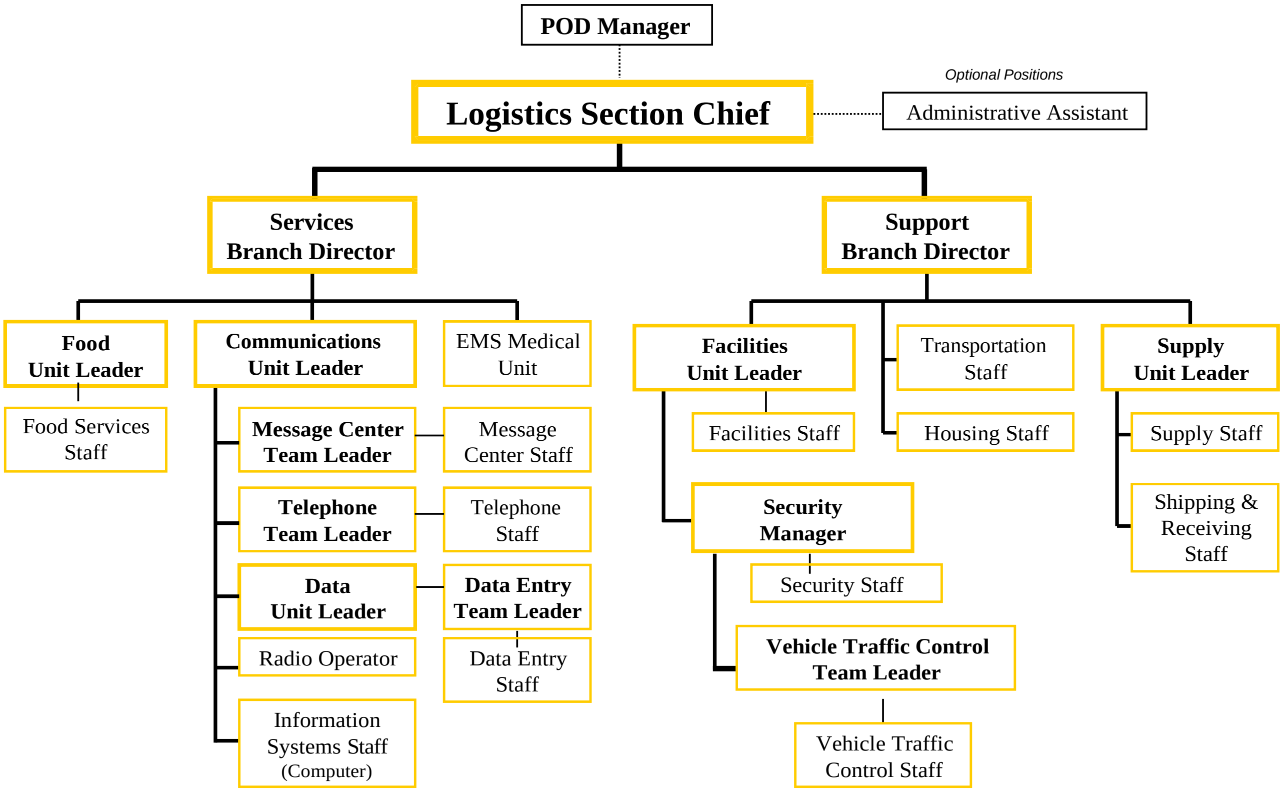
- Facility Services
- Heat, Air, Water Electricity
- Security
- Vehicle Parking & Traffic Control

Transportation & Housing

- Transportation Staff
- Housing Staff

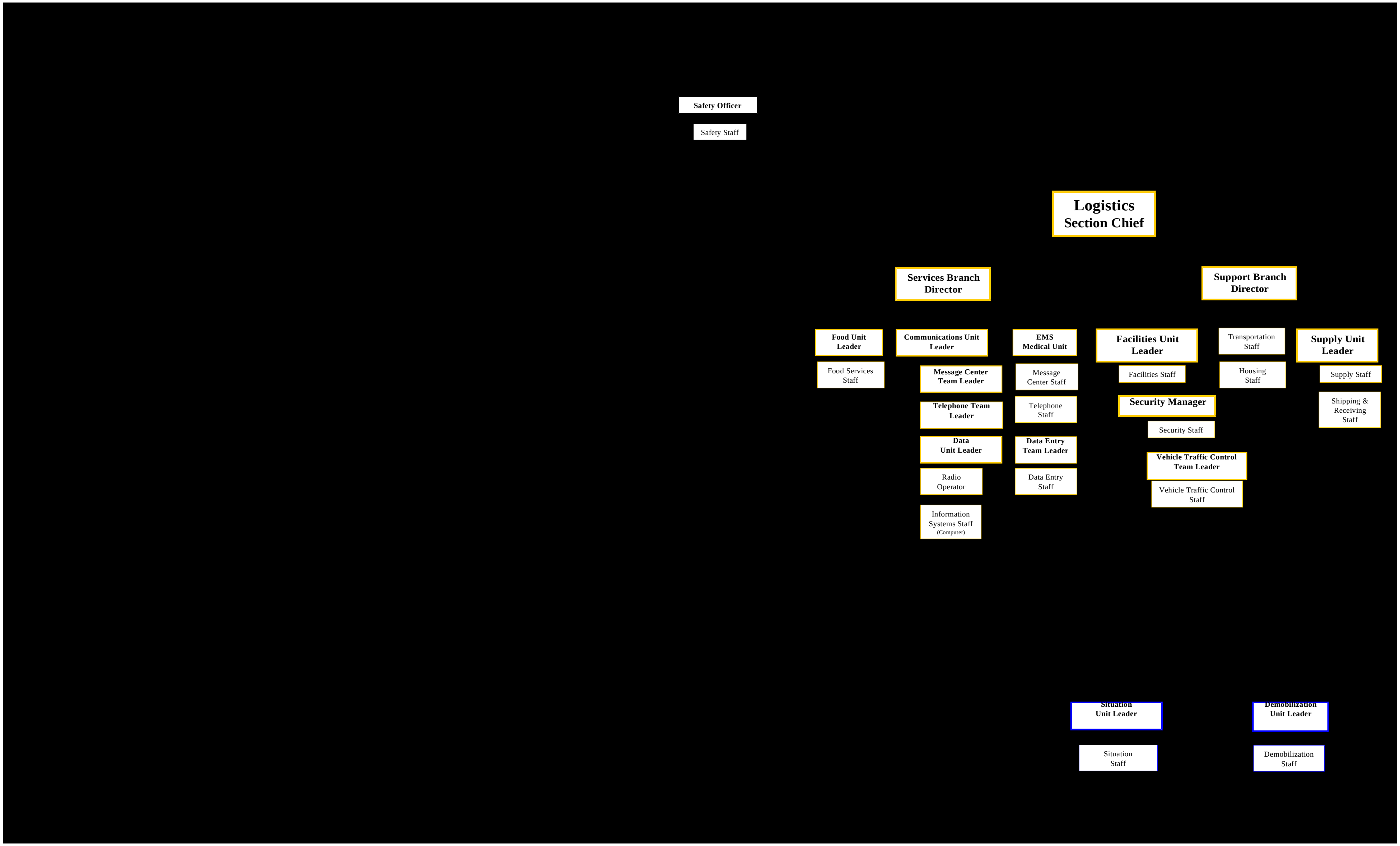
Supply Unit

- Supplies
- Shipping & Receiving


POD Manager
Optional Positions
Logistics Section Chief
Administrative Assistant
Services Branch Director
Support Branch Director
Food Unit Leader
Food Services Staff
Communications Unit Leader
EMS Medical Unit
Message Center Team Leader
Message Center Staff
Telephone Team Leader
Telephone Staff
Data Unit Leader
Data Entry Team Leader
Radio Operator
Data Entry Staff
Information Systems Staff (Computer)
Facilities Unit Leader
Transportation Staff
Supply Unit Leader
Facilities Staff
Housing Staff
Supply Staff
Security Manager
Shipping & Receiving Staff
Security Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff

POD Organizational Chart Showing All Identified Positions

(Select Only Those Positions You Feel You Will Need - Expand & Contract Positions As Necessary)



Safety Officer

Safety Staff

Logistics Section Chief

Services Branch Director

Support Branch Director

Food Unit Leader

Food Services Staff

Communications Unit Leader

Message Center Team Leader

Telephone Team Leader

Data Unit Leader

Radio Operator

Information Systems Staff (Computer)

EMS Medical Unit

Message Center Staff

Telephone Staff

Data Entry Team Leader

Data Entry Staff

Facilities Unit Leader

Facilities Staff

Security Manager

Security Staff

Vehicle Traffic Control Team Leader

Vehicle Traffic Control Staff

Transportation Staff

Housing Staff

Supply Unit Leader

Supply Staff

Shipping & Receiving Staff

Situation Unit Leader

Situation Staff

Demobilization Unit Leader

Demobilization Staff

Logistics Section Table of Contents

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EMS Medical Unit 37

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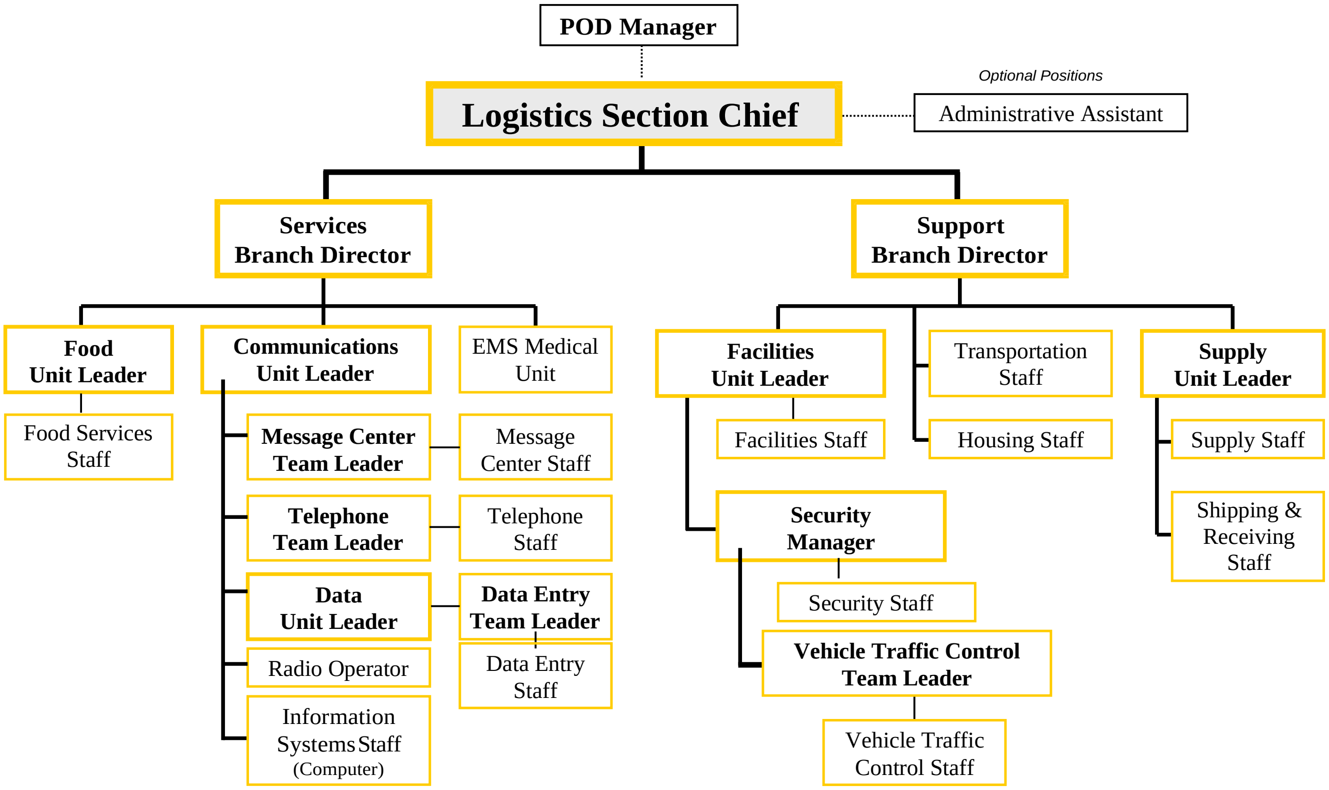
Shipping & Receiving Staff 71

Logistics Section Chief


POD Manager
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Logistics Section Chief
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Services Branch Director
Support Branch Director
Food Unit Leader
Food Services Staff
Communications Unit Leader
EMS Medical Unit
Message Center Team Leader
Message Center Staff
Telephone Team Leader
Telephone Staff
Data Unit Leader
Data Entry Team Leader
Data Entry Staff
Radio Operator
Information Systems Staff (Computer)
Facilities Unit Leader
Facilities Staff
Transportation Staff
Housing Staff
Supply Unit Leader
Supply Staff
Shipping & Receiving Staff
Security Manager
Security Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff

Name:______________________________**Date:**____________________ **Shift:** __________

Area Assigned: Logistics Section

Person You Report To: POD Manager

Persons Reporting to You: Services Branch Director, Support Branch Director.

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, Facilities Management,
Communications, Data Entry, Services *(food, travel & housing)*.
POD Security, Vehicle Traffic Control

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

Logistics Section Chief - *Continue*

Check-In:

- ◷ Sign-in at Workforce Staging Area.
- ◷ Sign-out equipment and resource packet.
- ◷ Review the Job Action Sheets of yourself & your immediate subordinates.
- ◷ Receive vaccination/prophylaxis, if not already treated.
- ◷ Receive and put on identification (vest, id badge, etc.).
- ◷ Sign necessary forms, if applicable (confidentiality forms, etc.).
- ◷ Check in with your supervisor.
- ◷ Attend briefing.

Duties:

- ◷ Wear appropriate Personal Protective Equipment (PPE) as directed.
- ◷ At initial briefing, identify units within the section to be activated and resources required for section operations.
- ◷ Confirm with POD manager at least 1.5 hours prior to the start time that the Facilities Unit Leader 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 Safety Officer and a 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.
- ◷ 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 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.
    - All supply and inventory documents.
    - All sign off documents when supplies were delivered.
    - Modified POD floor plan *(if available)*.
    - Workforce Medical Unit Staff activity documentation.
    - POD Communication Plan.
    - Documentation from waste removal services.
    - All completed Job Action Sheets, Unit Logs and General Messages to the POD Manager.
- ◷ Anticipate possible resource needs and support requirements for the POD.
- ◷ Ensure scheduled breaks and relief for the section is being appropriately handled.

Logistics Section Chief - *Continue*

- 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 or distress.
- Perform other duties as assigned and approved by POD Manager.
- Exercise authority to stop and prevent any unsafe acts.

Check-out:

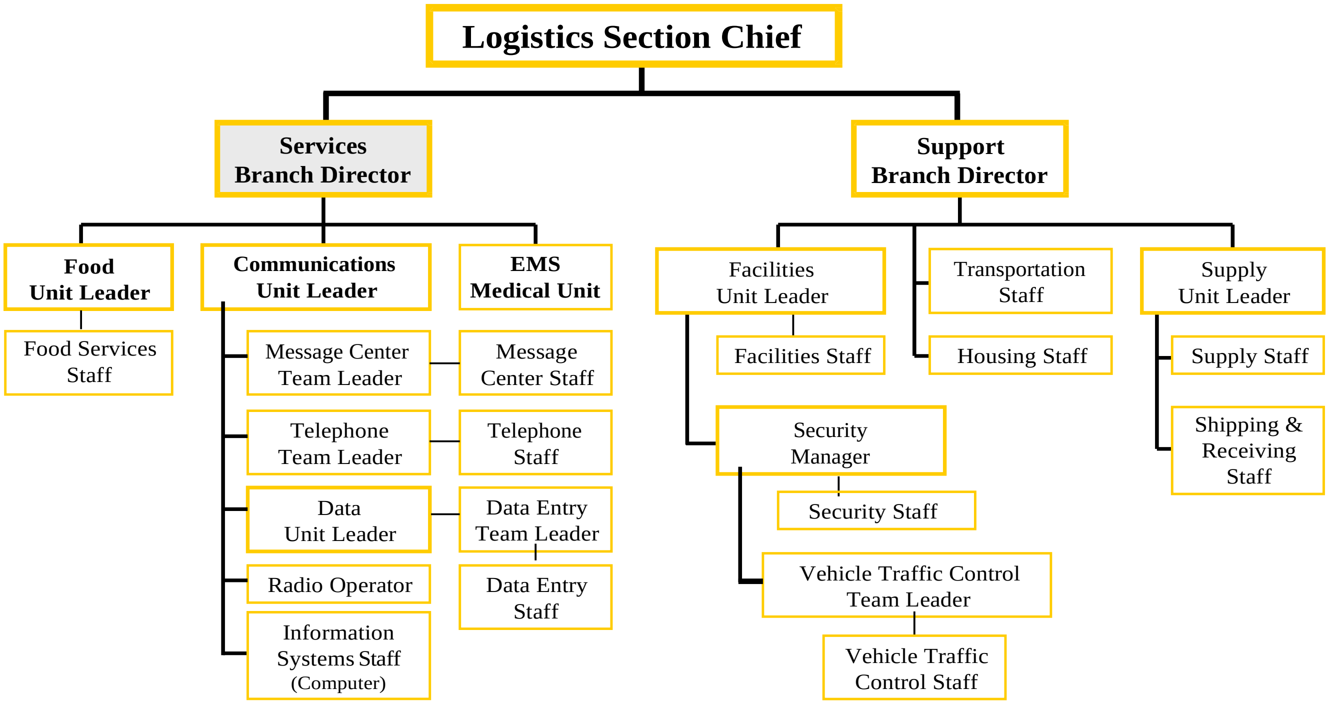
- When relieved, hand in all documents, including Job Action Sheet with feedback, to the person you report to.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Promptly leave the clinic site.
- Refer all media inquiries to PIO.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Services Branch Director


Logistics Section Chief
Services Branch Director
Support Branch Director
Food Unit Leader
Food Services Staff
Communications Unit Leader
EMS Medical Unit
Message Center Team Leader
Message Center Staff
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Telephone Staff
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Radio Operator
Data Entry Staff
Information Systems Staff (Computer)
Facilities Unit Leader
Facilities Staff
Transportation Staff
Housing Staff
Supply Unit Leader
Supply Staff
Security Manager
Security Staff
Shipping & Receiving Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff

Name:________________________________**Date:**____________________ **Shift:** __________

Area Assigned: POD Services

Person You Report To: Logistics Section Chief

Persons Reporting to You: Food Unit Leader, Communications Unit Leader, EMS Medical Unit

Job Description: To manage & direct the overall services provided by the "Data, Communications, & Staff Services" units.

Key Services the Three Units you direct include:

Food Unit

- Staff Food, Workforce Rest Area

Communications

- Radio communications,
- Telephone communications,
- Message Center
- Data Entry of records & reports & Internet/Info Systems connectivity.

EMS

- Supporting their availability to respond/assist.

Recommended Qualifications: The ability to supervise a large group of people, over a large area, and effectively maintain command and control.

Services Branch Director - *(Cont.)*

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets of yourself & your immediate subordinates.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Conduct a coordination meeting with each of your unit leaders.
- Ensure that the Communications unit has radio, telephone, message center and other communications links established with the County or State Emergency Operations Center as applicable.
- Ensure that the Data unit has computer data links (e-mail) established with the County or State Emergency Operations Center as available.
- Ensure that the Food Unit Leader has set up a "Workforce Refreshment Area" where the POD workforce can periodically rest and receive food & refreshments (as available).
- If data entry is being employed, verify that adequate staff & equipment are on hand.
- Request the need for additional resources through the Logistics Chief.
- Ensure adequate rest breaks are provided for yourself & your staff.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by the Logistics Section Chief.

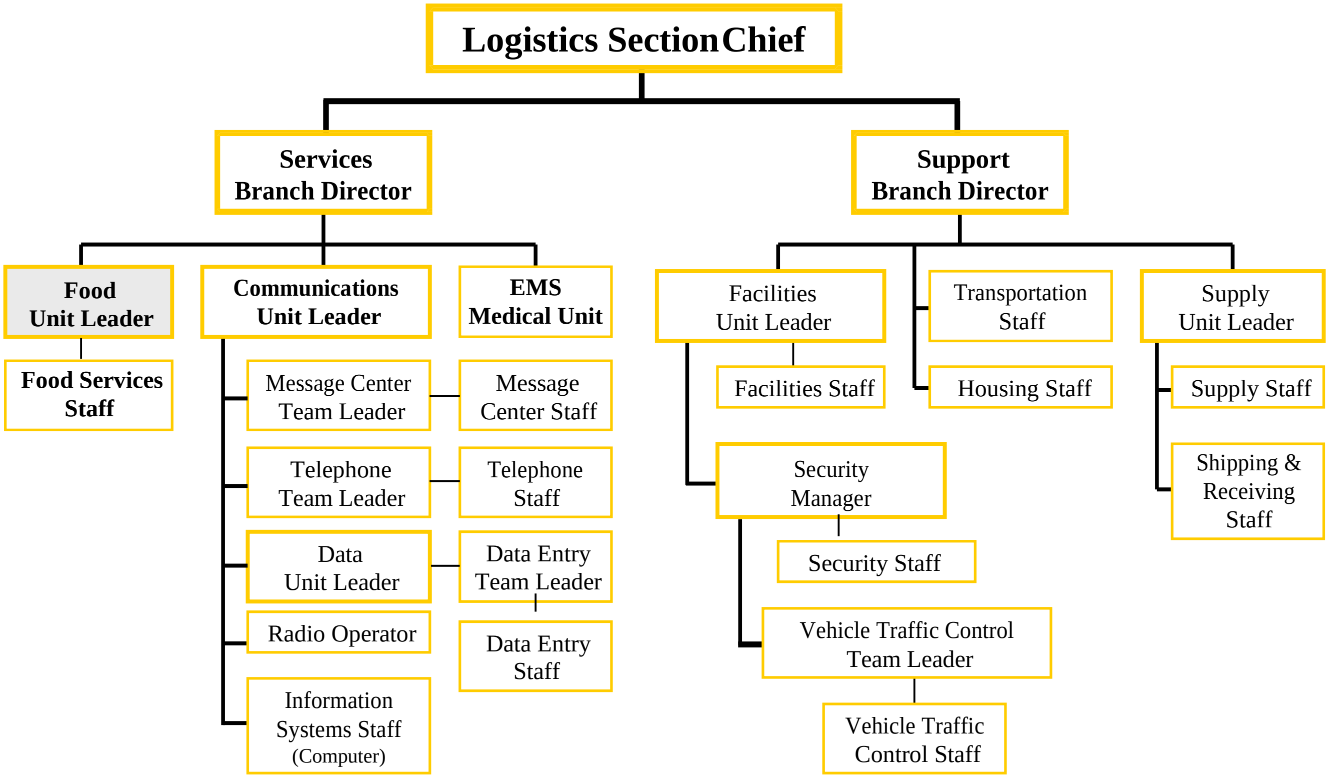
Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Services Branch Director - *(Cont.)*

Feedback/Comments:

Food Unit Leader


Logistics Section Chief
Services Branch Director
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Telephone Staff
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Data Entry Team Leader
Radio Operator
Data Entry Staff
Information Systems Staff (Computer)
Facilities Unit Leader
Transportation Staff
Supply Unit Leader
Facilities Staff
Housing Staff
Supply Staff
Security Manager
Shipping & Receiving Staff
Security Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff

Name:__________________________________**Date:**_____________________ **Shift:** __________

Area Assigned: Kitchen/Workforce Rest Area

Person You Report To: Services Branch Director

Persons Reporting to You: Food Services Staff

Job Description: To supervise the preparation of food & refreshments to the POD workforce and provide a "Workforce Rest Area" where they can refresh & relax.

Recommended Qualifications: Ability to prepare and serve food and supervise food preparation staff.

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review Job Action Sheet.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Food Unit Leader – *(Cont.)*

Duties:

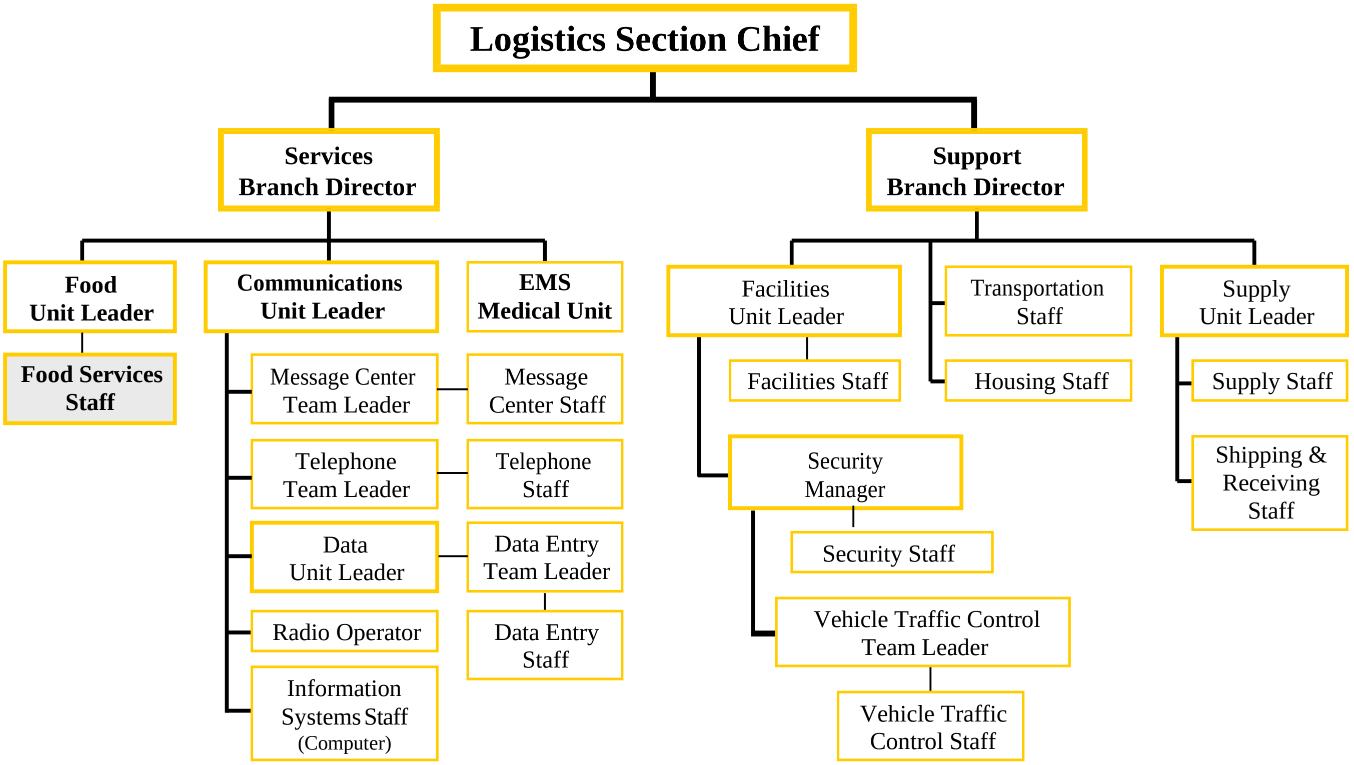
- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Coordinate with the Services Branch Director to determine the number of workforce needing meals and estimate number of meals to be served for the duration of POD operations. Determine space and facilities needed for kitchen and feeding area set-up.
- Determine space and facilities needed for kitchen and feeding area set-up.
- Ensure food service facilities are set up properly.
- Ensure that a “Workforce Rest Area” where the POD workforce can receive food & refreshments and relax.
- Submit list of food, water, cups & utensil needs to the Services Branch Director.
- If possible, serve extra snacks, fruit, beverages and condiments, during non-meal hours.
- Enforce hand-washing and safe food handling procedures when preparing & serving food.
- Update the Staff Services Unit Leader periodically on the availability of food and water and recommend when re-supply may be needed.
- Coordinate with the Facility Staff for removal of garbage.
- Approve contingency plans for continuing food service.
- Ensure adequate rest breaks are provided for yourself, it’s going to be a long day.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Food Services Staff


Logistics Section Chief
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Support Branch Director
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Communications Unit Leader
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Facilities Staff
Housing Staff
Supply Staff
Security Manager
Shipping & Receiving Staff
Security Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff

Name:________________________________**Date:**____________________ **Shift:** __________

Area Assigned: Kitchen/Workforce Rest Area

Person You Report To: Food Unit Leader

Job Description: To prepare and provide food & refreshments to the POD workforce and provide a "Workforce Rest Area" where they can refresh & relax.

Recommended Qualifications: Ability to prepare and serve food.

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review Job Action Sheet.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Food Services Staff – *(Cont.)*

Duties:

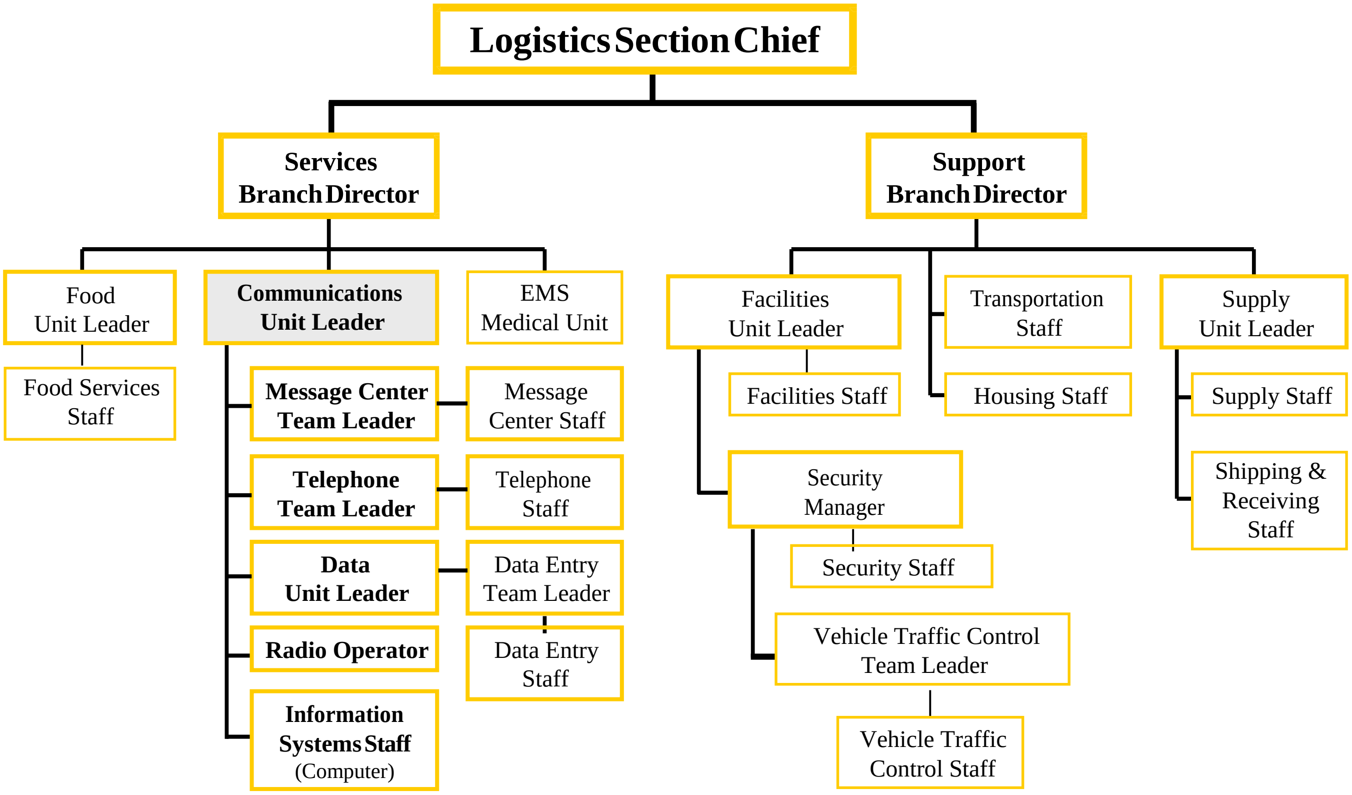
- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Coordinate with the Food Unit Leader to determine the number of workforce needing meals and estimate number of meals to be served for the duration of POD operations. Determine space and facilities needed for kitchen and feeding area set-up.
- Determine space and facilities needed for kitchen and feeding area set-up.
- Ensure food service facilities are set up properly.
- Set up a "Workforce Rest Area" where the POD workforce can receive food & refreshments and relax.
- Submit list of food, water, cups & utensil needs to the Food Unit Leader.
- If possible, serve extra snacks, fruit, beverages and condiments, during non-meal hours.
- Enforce hand-washing and safe food handling procedures when preparing & serving food.
- Update the Food Unit Leader periodically on the availability of food and water and recommend when re-supply may be needed.
- Coordinate with the Facility Staff for removal of garbage.
- Approve contingency plans for continuing food service.
- Ensure adequate rest breaks are provided for yourself, it's going to be a long day.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Communications Unit Leader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Facilities Staff
Transportation Staff
Housing Staff
Supply Unit Leader
Supply Staff
Shipping & Receiving Staff
Security Manager
Security Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff

Name:______________________________**Date:**____________________ **Shift:** __________

Area Assigned: Communications Area

Person You Report To: Services Branch Director

Persons Reporting to You: Message Center Team Leader, Telephone Team Leader, Data Unit Leader, Radio Operator, Information Systems Staff.

Job Description: To coordinate internal and external communication resources and the technology infrastructure of POD.

Recommended Qualifications: Knowledge of the POD’s communications technology infrastructure.

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets of yourself & your subordinates
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Communications Unit Leader - *(Cont.)*

Duties:

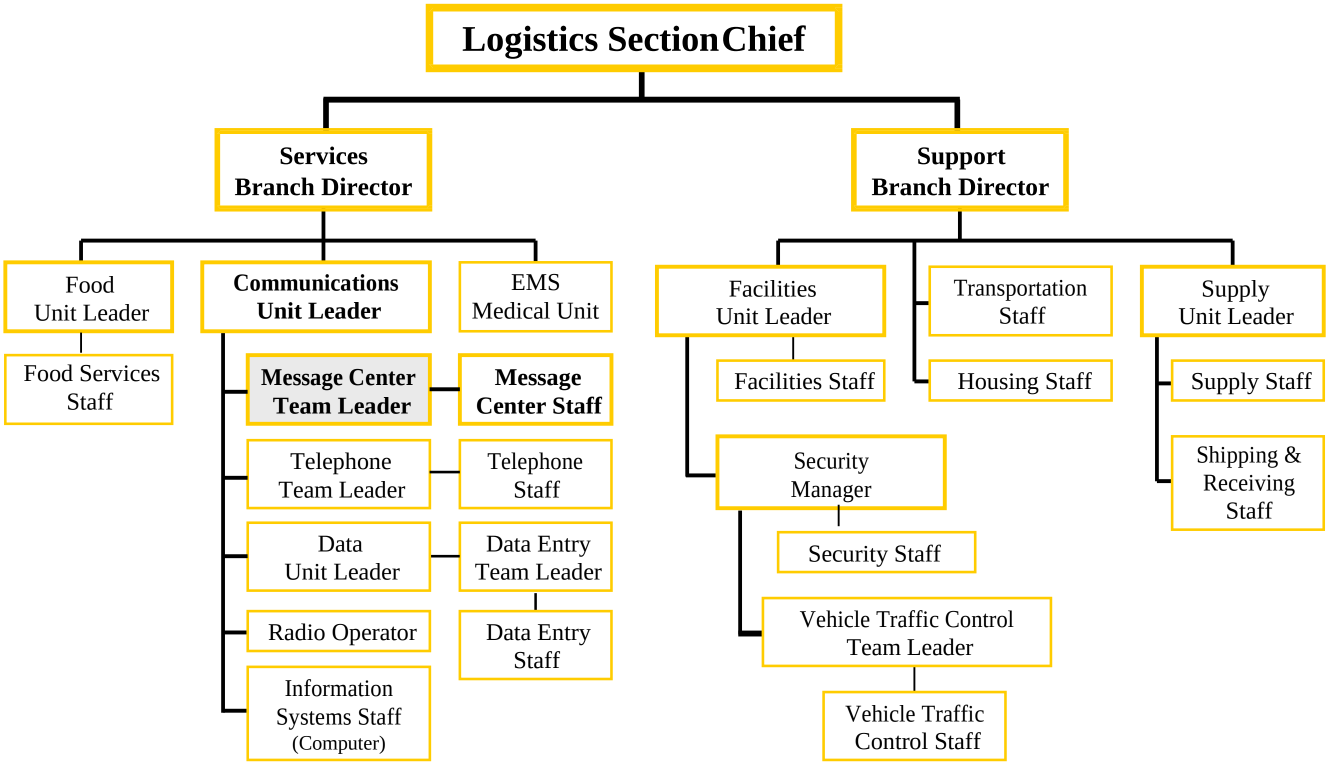
- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Establish contact with Liaison Officer for external communication coordination (i.e., radios).
- Work with Workforce Staging Area for internal communication (i.e., walkie-talkies) assignments.
- Identify useable channels/frequencies.
- Develop a Clinic Communication Plan to include:
    - Inventory & Assessment of technological equipment (i.e., fax, phones) and communication devices (i.e., radios) needs.
    - Contingency plans for power and telephone outages such as using amateur radio operators.
    - Proper storage of all communication equipment.
- Request additionally needed items through the needed items through the Services Branch Director.
- Establish a POD message board for the Command Staff, Section Chiefs & Volunteers.
- Establish a communication center to include digital radios & telephone services.
- Consider purchases of small portable Walkie-Talkies, for internal POD operations with the Services Branch Director.
- Ensure you have enough telephone operators for the available lines you have.
- Assign communications equipment and maintain an equipment log
- Set up, test, maintain and arrange for repair of technological equipment and communication devices. Work with Facilities Unit Leader as needed.
- Provide routine progress and/or status reports to Services Branch Director.
- Maintain log of all communication requests.
- Document all actions and decisions in an Activity Log**.**
- Ensure adequate rest breaks are provided for yourself & your staff.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Message Center Team Leader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Supply Staff
Shipping & Receiving Staff
Security Manager
Security Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff

Name:________________________________**Date:**_____________________ **Shift:** __________

Area Assigned: Communications Area

Person You Report To: Communications Unit Leader

Persons Reporting to You: Message Center Staff

Job Description: Supervise the Message Center Operations & staff, and ensure that messages are received and sent.

Recommended Qualifications: Ability to supervise a small staff of people.

Check-In:

- Sign-in at Workforce Staging Area.
- 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.).
- Review the Job Action Sheets of yourself & your subordinates
- Check in with your supervisor.
- Attend briefing.

Message Center Team Leader - *(Cont.)*

Duties:

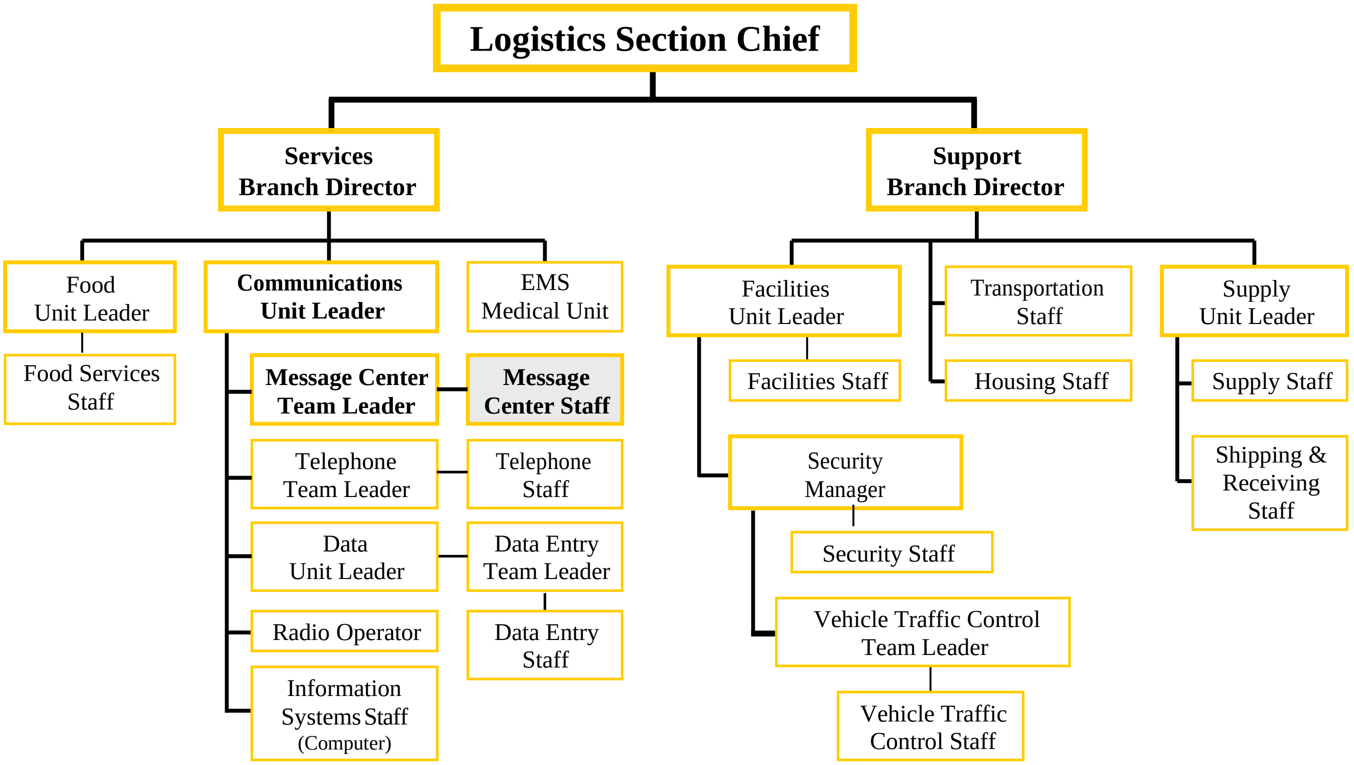
- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Coordinate with the Communications Unit Leader, and Telephone Team Leader for the proper receipt & distribution of messages throughout the POD facility.
- Set up a Message "Posting Board" where people may come to periodically check for messages.
- Coordinate with the "Volunteer Coordination Center" to find out where key people will be located in the POD facility.
- Ensure that Message Center Staff properly logs in all incoming & out-going messages.
  - Record the date, time, who the message is from, and who it is for, plus a very brief description of the message (as applicable) in the message log.
  - Mark on the message the assigned message # *(relates message to your log*, date & time it was received, sent, or posted.
  - After you deliver the message to the person it is for, mark in your log that it was delivered.
  - Use Message Center staff or designated runners to deliver your messages outside of the communications center.
- Ensure that you have adequate staff based on the volume of messages received.
- Ensure adequate rest breaks are provided for yourself & your staff.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Message Center Staff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Security Manager
Security Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff

Name:________________________________**Date:**____________________ **Shift:** __________

Area Assigned: Communications Area

Person You Report To: Message Center Team Leader

Job Description: Ensure that messages are received, sent, posted, & logged.

Recommended Qualifications: Ability to process messages.

Check-In:

- Sign-in at Workforce Staging Area.
- 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.).
- Review the Job Action Sheets of yourself & your subordinates
- Check in with your supervisor.
- Attend briefing.

Message Center Staff - *(Cont.)*

Duties:

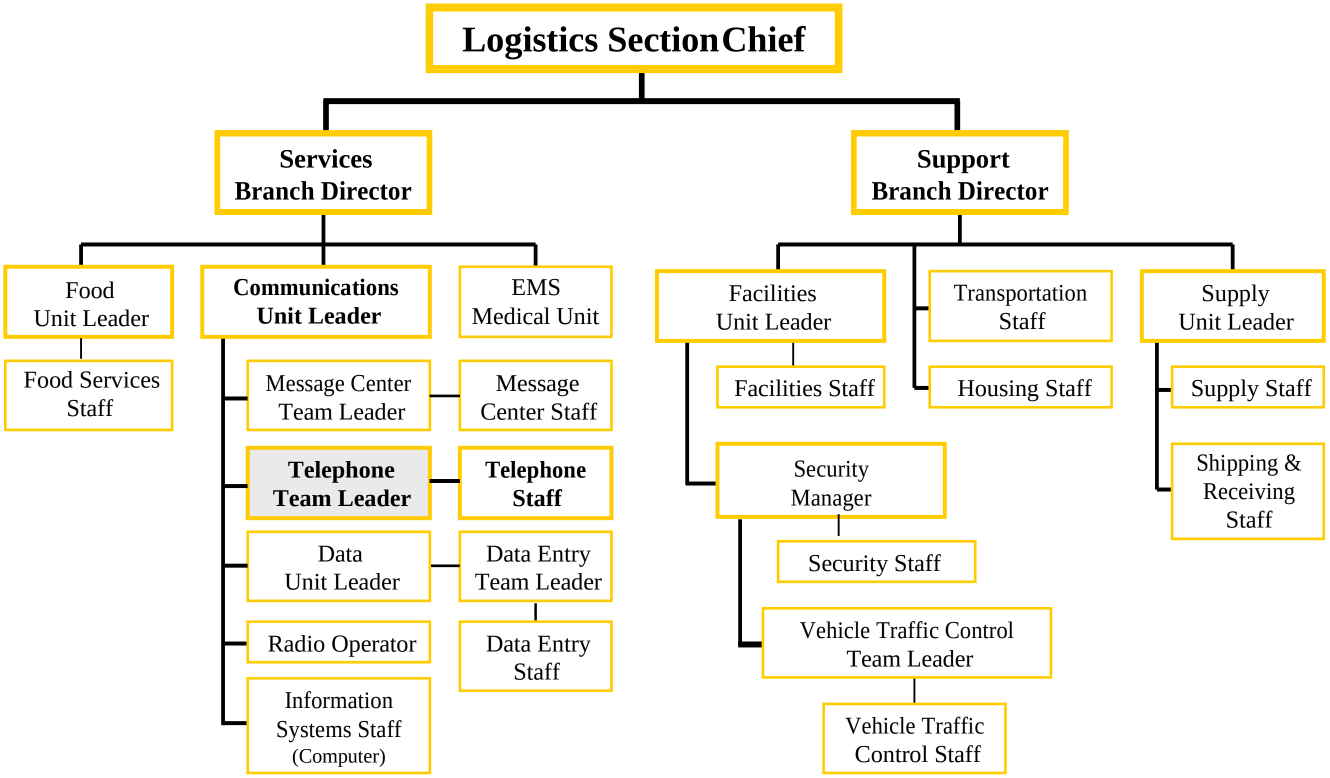
- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Set up a Message "Posting Board" where people may come to periodically check for messages.
- **Incoming Messages** - when a message comes in from the Radio or Telephone Center:
  - Record the date, time, who the message is from, and who it is for, plus a very brief description of the message (as applicable) in the message log.
  - Assign a message number (#) to each message; mark it on the message & in the log.
  - After you deliver the message to the person it is for, mark in your log that it was delivered.
  - If you post a message on the message board, mark in your log the message the date & time that the message was posted.
  - Use Message Center staff or designated runners to deliver your messages outside of the communications center.
- **Out-Going Messages** - when a message leaves the message center:
  - Record the date, time, who the message is from, going to, plus a very brief description of the message (as applicable) in the message log.
  - Assign a message number (#) to each out-going message; mark it on the message & in the log.
  - After the message goes out through the telephone or radio center, mark on the message & in your log that it was sent & how.
- Ensure that you have adequate staff based on the volume of messages received.
- Ensure adequate rest breaks are provided for yourself & your staff.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Telephone Team Leader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Supply Staff
Security Manager
Shipping & Receiving Staff
Security Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff

Name:______________________________**Date:**___________________ **Shift:** __________

Area Assigned: Communications Area

Person You Report To: Communications Unit Leader

Persons Reporting to You: Telephone Staff

Job Description: Supervise a telephone communications center, and ensure that messages are received and sent.

Recommended Qualifications: Ability to supervise a small staff of people.

Check-In:

- Sign-in at Workforce Staging Area.
- 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.).
- Review the Job Action Sheets of yourself & your subordinates
- Check in with your supervisor.
- Attend briefing.

Telephone Team Leader - *(Cont.)*

Duties:

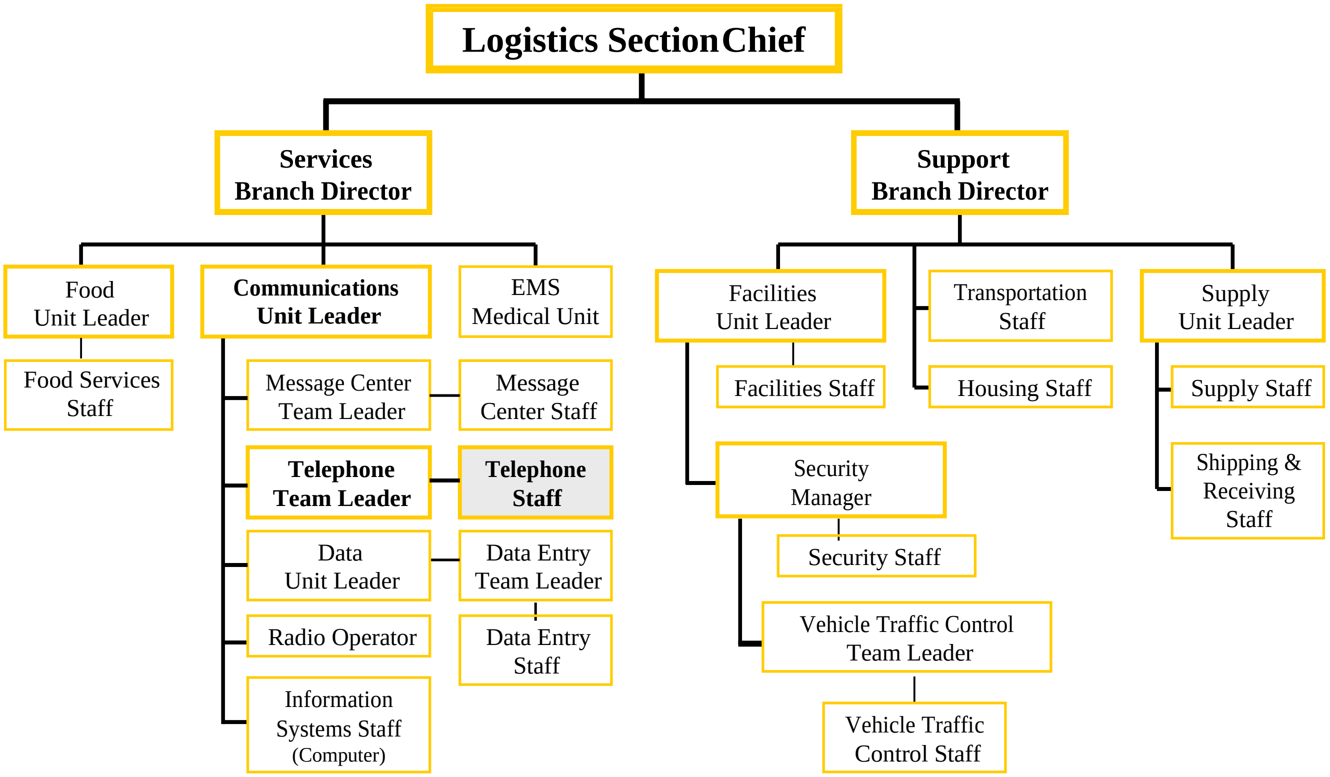
- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Check out the facility and see how many telephone lines are available.
- If possible, coordinate with the Communications Unit Leader to have as many phones as needed routed to one room through the facility switchboard, call forwarding functions, or extension lines.
- Make a list of Key telephone numbers such as County Emergency Operations Center (EOC), State EOC, Dept. of Health, hospital, County, Tribal, City government (etc.) and post them or make up a local “mini-telephone book” for the event.
- Set up a telephone call center to send & receive calls supporting POD operations.
- Ensure that telephone operators log in all incoming & out-going calls.
  - Record the date, time, who the message is from, and who it is for, plus a very brief description of the message (as applicable) in the message log.
  - Mark on the message the date & time it was received.
  - After you deliver the message to the person it is for, mark in your log that it was delivered.
  - Use runners to deliver your messages outside of the telephone communications center.
  - If a Message Center is established, forward messages to them for delivery to the proper person.
- Ensure that you have adequate staff based on the volume of calls received.
- Ensure adequate rest breaks are provided for yourself & your staff.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Telephone Staff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Housing Staff
Supply Staff
Security Manager
Shipping & Receiving Staff
Security Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff

Name:______________________________**Date:**___________________ **Shift:** __________

Area Assigned: Communications Area

Person You Report To: Telephone Team Leader

Job Description: Sends and receives calls at the telephone communications center, logs incoming & outgoing messages.

Recommended Qualifications: Can use a telephone and record messages.

Check-In:

- Sign-in at Workforce Staging Area.
- 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.).
- Review the Job Action Sheets.
- Check in with your supervisor.
- Attend briefing.

Telephone Staff - *(Cont.)*

Duties:

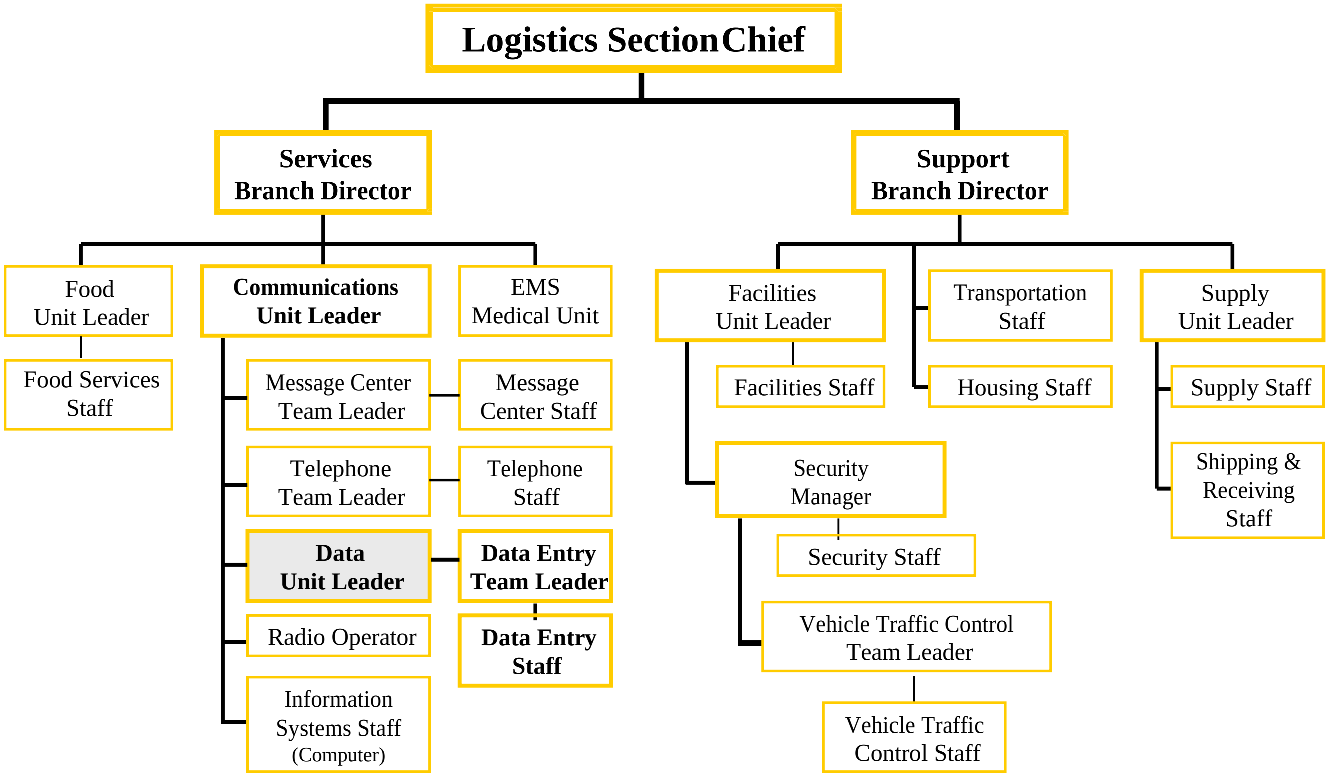
- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Answer the telephone and log in all incoming & out-going calls.
  - Record the date, time, who the message is from, and who it is for, plus a very brief description of the message (as applicable) in the message log.
  - Mark on the message the date & time it was received.
  - After you deliver the message to the person it is for, mark in your log that it was delivered.
  - Use runners to deliver your messages outside of the telephone communications center.
  - If a Message Center is established, forward messages to them for delivery to the proper person.
- Contact the Telephone Team Leader if you have any questions.
- Ensure adequate rest breaks are provided for yourself.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Data Unit Leader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Security Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff

Name:________________________________**Date:**____________________**Shift:**__________

Area Assigned: Data Unit

Person You Report To: Communications Unit Leader

Persons Reporting to You: Data Entry Team Leader

Job Description: To supervise the data management and computer support elements of the POD.

Recommended Qualifications: Knowledge of computer and data systems.

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets of yourself & your subordinates
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Data Unit Leader - *(Cont.)*

Duties:

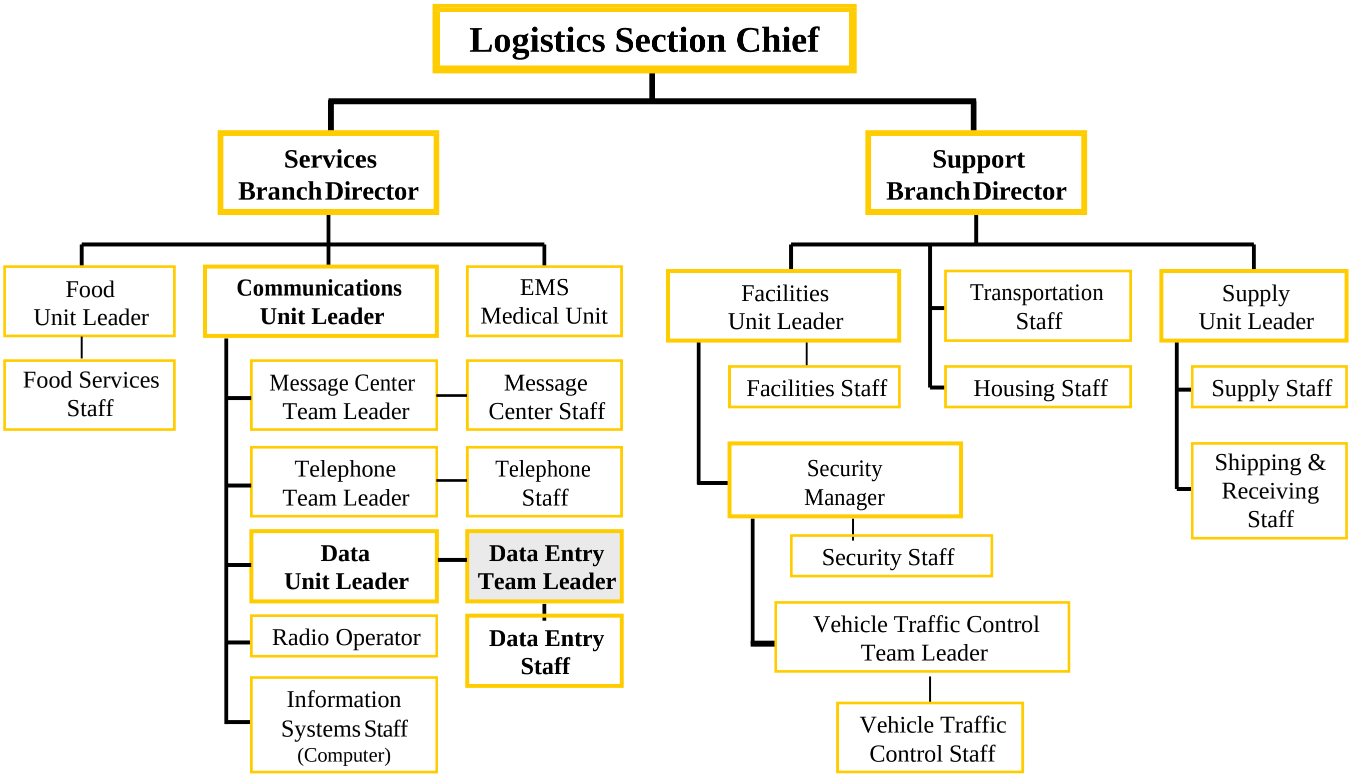
- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Conduct a coordination meeting with each of your staff.
- Assess the availability of data link services in the facility.
- Assist staff with setting up technological equipment such as computers, etc.
- Assist with technology problems when requested.
- Attempt to establish e-mail links with the county & state Emergency Operation Centers.
- Ensure back up and protection of existing and on-going data on computer systems.
- Report disruptions in services to the Communication Unit Leader.
- If data entry is being employed, verify that adequate staff & equipment are on hand.
- Request the need for additional resources through the Communication Unit Leader.
- Maintain a log of all data requests received. Analyze collected data.
- Report any problems with data to Communication Unit Leader.
- Notify Communication Unit Leader of data not received in a timely manner.
- Compute projections for situation and generate reports.
- Communicate report findings and projections to Communication Unit Leader.
- Provide routine progress and/or status reports to Communication Unit Leader.
- Ensure adequate rest breaks are provided for yourself & your staff.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Data Entry Team Leader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Housing Staff
Supply Staff
Security Manager
Shipping & Receiving Staff
Security Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff

Name:________________________________**Date:**___________________ **Shift:** __________

Area Assigned: Data Entry Area

Person You Report To: Data Unit Leader

Persons Reporting to You: Data Entry Staff

Job Description: Supervise the data entry staff and ensure the proper entry of data.

Recommended Qualifications: Ability to survey people, knowledge of data systems.

Check-In:

- ☐ Sign-in at Workforce Staging Area.
- ☐ Sign-out equipment and resource packet.
- ☐ Review the Job Action Sheets of yourself & your subordinates
- ☐ Receive vaccination/prophylaxis, if not already treated.
- ☐ Receive and put on identification (vest, id badge, etc.).
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.).
- ☐ Check in with your supervisor.
- ☐ Attend briefing.

Data Entry Team Leader – *(Cont.)*

Duties:

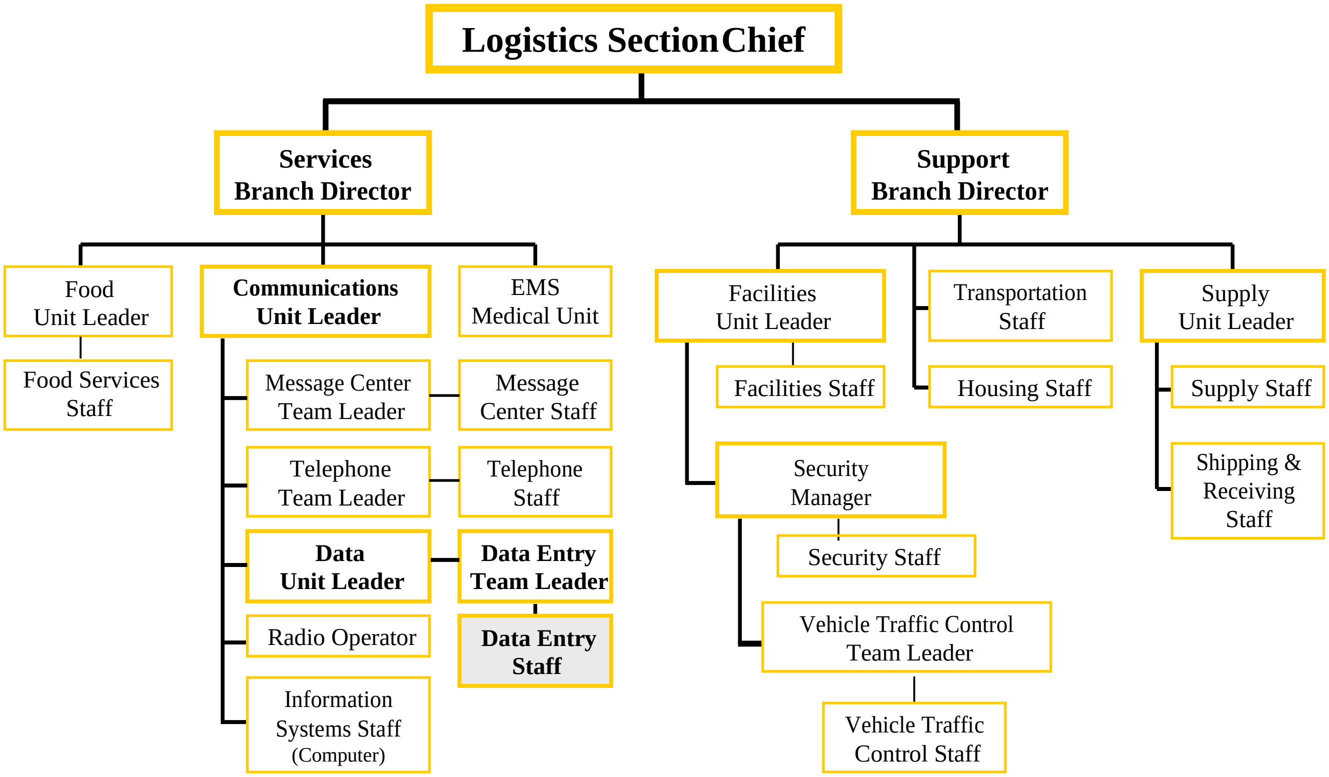
- ☐ Wear appropriate Personal Protective Equipment (PPE) as directed.
- ☐ Ensure that adequate data entry equipment is available, shortages should be addressed through the Data Unit Leader.
- ☐ Receive guidance from Data Unit Leader on what data will be entered into the computer.
- ☐ Brief your staff on data entry guidance & procedures.
- ☐ Ensure that staff is properly entering data.
- ☐ Ensure adequate rest breaks are provided for yourself & your staff.
- ☐ Ensure that data is routinely backed up and secured.
- ☐ Monitor colleagues and clients for signs of fatigue and distress.
- ☐ Exercise authority to stop and prevent any unsafe acts.
- ☐ Perform other duties as assigned and approved by your supervisor.

Check-out:

- ☐ When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of clinic.
- ☐ Return to Workforce Staging Area.
- ☐ Return identification (vest, id badge, etc.).
- ☐ Sign-in equipment.
- ☐ Pick up exit materials, as appropriate.
- ☐ Sign-out.
- ☐ Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Data Entry Staff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Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff

Name:________________________________**Date:**____________________ **Shift:** __________

Area Assigned: Data Entry Area

Person You Report To: Data Entry Team Leader

Job Description: Ensure the proper entry of data.

Recommended Qualifications: Ability to enter data.

Check-In:

- ☐ Sign-in at Workforce Staging Area.
- ☐ Sign-out equipment and resource packet.
- ☐ Review the Job Action Sheets of yourself & your subordinates
- ☐ Receive vaccination/prophylaxis, if not already treated.
- ☐ Receive and put on identification (vest, id badge, etc.).
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.).
- ☐ Check in with your supervisor.
- ☐ Attend briefing.

Data Entry Staff – *(Cont.)*

Duties:

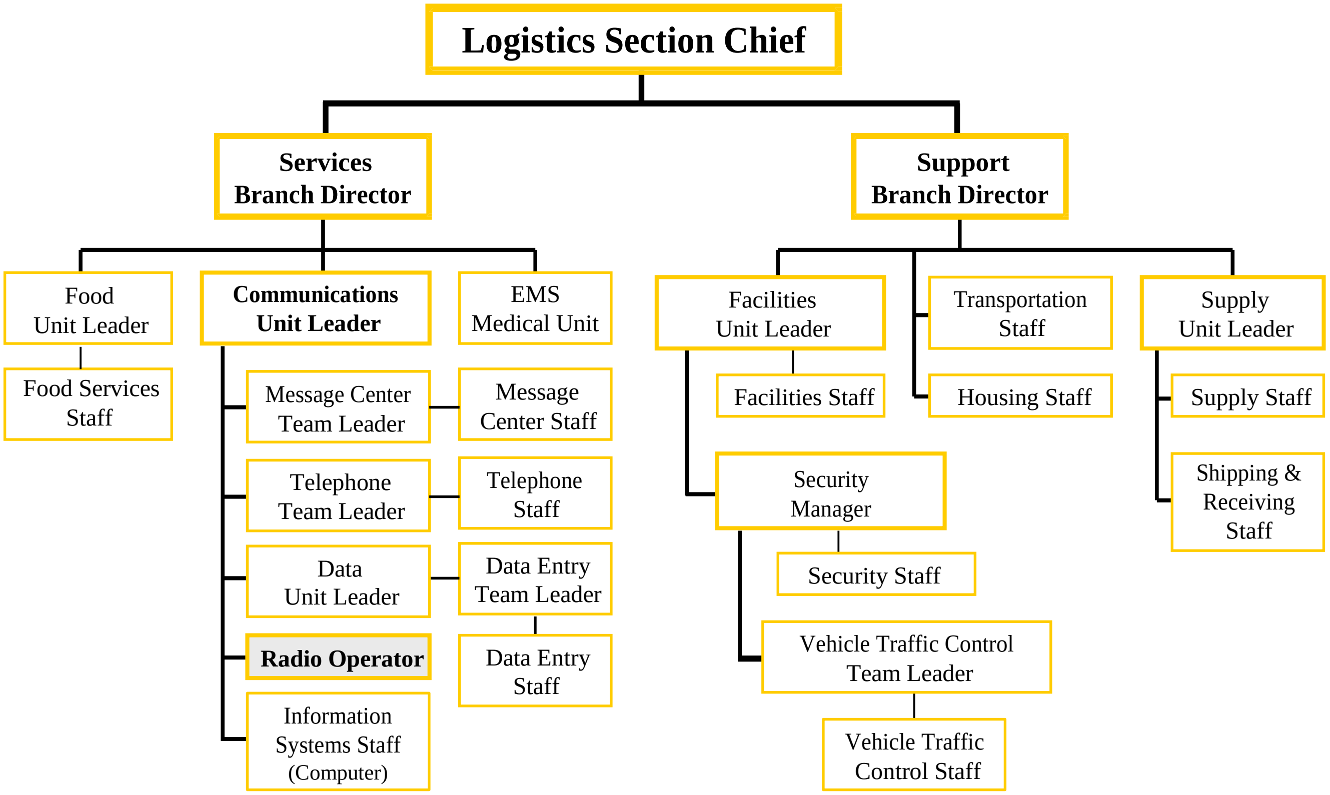
- ☐ Wear appropriate Personal Protective Equipment (PPE) as directed.
- ☐ Ensure that adequate data entry equipment is available, shortages should be addressed through the Data Entry Team Leader.
- ☐ Receive guidance from Data Entry Team Leader on what data will be entered into the computer.
- ☐ If you have questions on data entry or procedures, don’t hesitate to ask your supervisor.
- ☐ Per your supervisor’s guidance periodically back up data
- ☐ Ensure that the data and patient forms are secured.
- ☐ Ensure adequate rest breaks are provided for yourself.
- ☐ Monitor colleagues and clients for signs of fatigue and distress.
- ☐ Exercise authority to stop and prevent any unsafe acts.
- ☐ Perform other duties as assigned and approved by your supervisor.

Check-out:

- ☐ When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of clinic.
- ☐ Return to Workforce Staging Area.
- ☐ Return identification (vest, id badge, etc.).
- ☐ Sign-in equipment.
- ☐ Pick up exit materials, as appropriate.
- ☐ Sign-out.
- ☐ Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Radio Operator


Logistics Section Chief
Services Branch Director
Support Branch Director
Food Unit Leader
Food Services Staff
Communications Unit Leader
EMS Medical Unit
Message Center Team Leader
Message Center Staff
Telephone Team Leader
Telephone Staff
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Facilities Unit Leader
Facilities Staff
Transportation Staff
Housing Staff
Supply Unit Leader
Supply Staff
Shipping & Receiving Staff
Security Manager
Security Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff

Name:________________________________**Date:**___________________ **Shift:** __________

Area Assigned: Communications Area

Person You Report To: Communications Unit Leader

Job Description: Operate & Monitor the Digital Radio Communications for the POD and relay information.

Recommended Qualifications: Ability to operate a portable digital radio (will be given a crash course on the state digital radio) and take messages. (This is the same radio used by police, fire, EMS)

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review Job Action Sheet.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Radio Operator – *(Cont.)*

Duties:

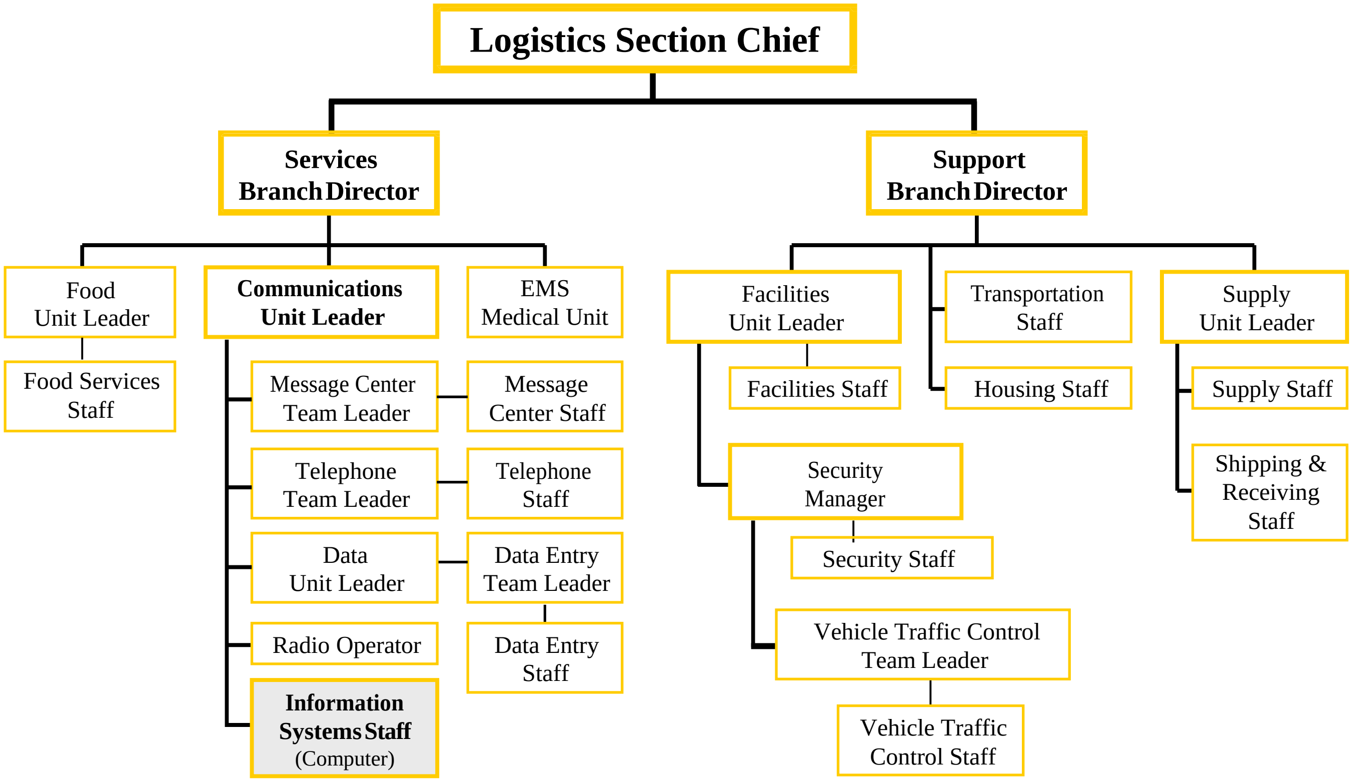
- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Minimum equipment you will need is a portable digital radio, spare battery, charger, and (as available) a magnetic mount antenna, to extend the portable's range.
- If not familiar with operating the state digital radio, receive a crash course from someone who has one (Police, Fire, and other EMS).
- Check out the radio, make sure it is operating.
- Keep a spare battery in the charger.
- Obtain the channels the POD will need to monitor from the Communications Unit Leader.
  - Channels will most likely to be used are those that communicate with the County Emergency Operations Center (EOC), State EOC and Dept. of Health.
  - Coordination channels will be assigned on the day of the event.
  - Monitor all assigned channels using the scanner function.
- Maintain a log of all radio traffic & messages.
  - Record all incoming & out-going messages.
  - Record the date, time, who the message is from, and who it is for, plus a very brief description of the message in the message log.
  - Mark on the message the date & time it was received.
  - After you deliver the message to the person it is for, mark in your log that it was delivered.
  - Use runners to deliver your messages outside of the communications center.
  - If a Message Center is established, forward messages to them for delivery to the proper person.
- Conduct a radio check at least once an hour with other assigned agencies.
- Ensure adequate rest breaks are provided for yourself, it's going to be a long day.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Information Systems Staff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Facilities Unit Leader
Transportation Staff
Supply Unit Leader
Facilities Staff
Housing Staff
Supply Staff
Security Manager
Shipping & Receiving Staff
Security Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff

Name:________________________________**Date:**___________________ **Shift:** __________

Area Assigned: Data Entry Area

Person You Report To: Communications Unit Leader

Job Description: To set up and assist with any problems with technical equipment at the POD site.

Recommended Qualifications: Knowledge of computer equipment.

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review your Job Action Sheet.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend initial briefing.

Information Systems Staff - *(Cont.)*

Duties:

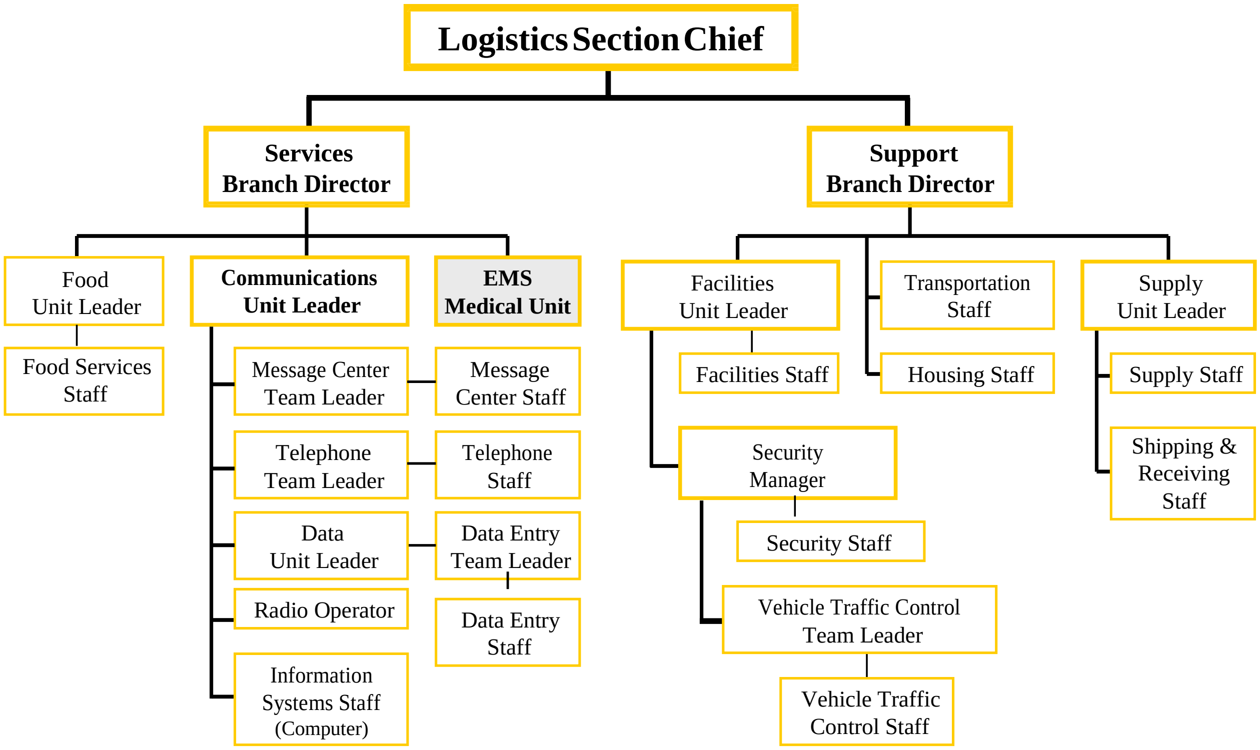
- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Set-up technological equipment such as computers, etc.
- Assist with technology problems when requested.
- Assist with back up and protection services of existing and on-going data on computer systems.
- Report disruptions to Communications Unit Leader.
- Provide routine progress and/or status reports to Communications Unit Leader.
- Ensure adequate rest breaks are provided for yourself, it’s going to be a long day.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/ feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

EMS Medical Unit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Security Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff
Transportation Staff
Housing Staff
Supply Unit Leader
Supply Staff
Shipping & Receiving Staff

Name:______________________________**Date:**___________________ **Shift:** __________

Area Assigned: EMS Station

Person You Report To: Services Branch Director

Job Description: To provide EMS services for the POD, respond to medical emergencies, and assist with the evacuation of ill or symptomatic persons to treatment centers.

Recommended Qualifications: Nurse, Paramedic, EMT, First Responder

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

EMS Medical Unit - *(Cont.)*

Duties:

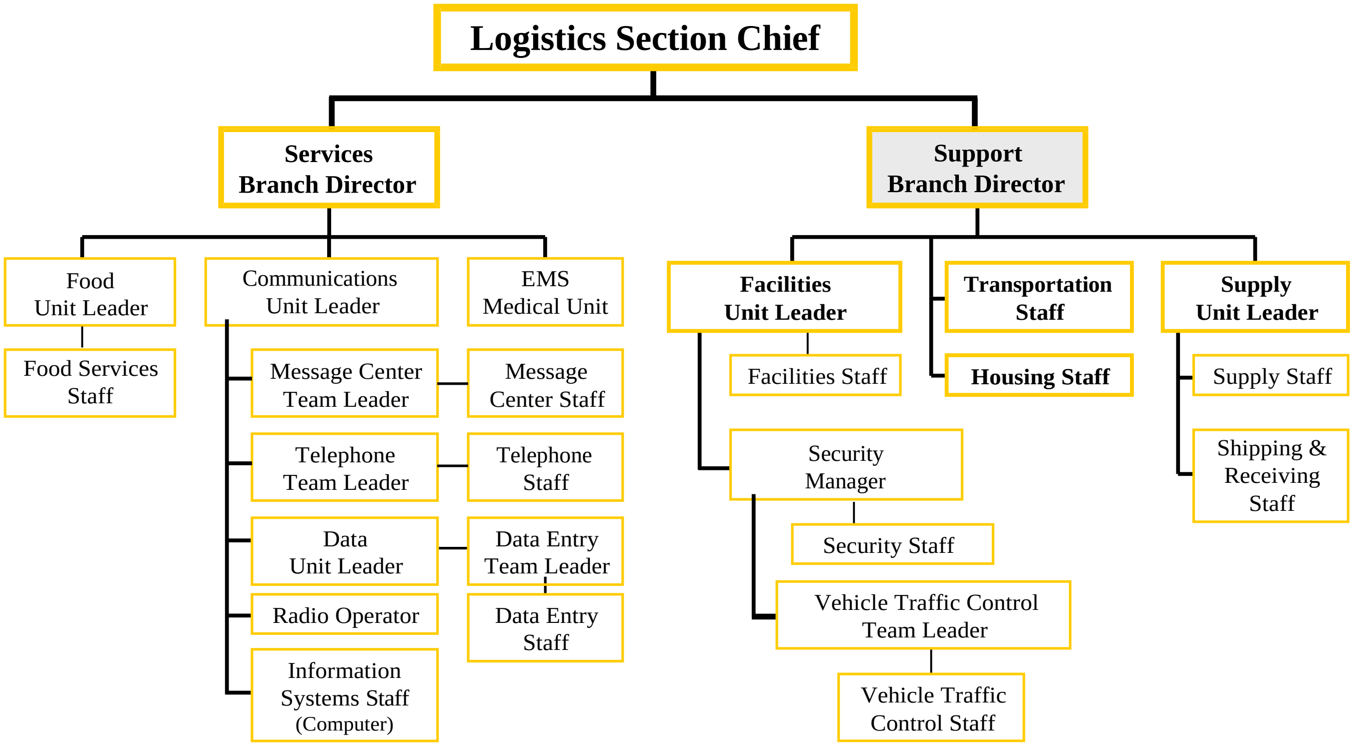
- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Ensure you have the appropriate safety vests, flashlights & radio (as available).
- Assess and provide emergency medical services to POD staff & public as needed.
- Provide patient transport to the Hospital or Treatment Center as required.
- Staff EMS stations within the POD facilities.
- Report any adverse events, illness, injuries or blood-borne pathogen exposures to the Safety Officer.
- Report any vaccine-related adverse events to the Services Branch Director.
- Report any unusual occurrences or potentially dangerous situations to the Safety Officer.
- Direct staff needing rest, food, medical or mental attention to POD staff "Break" areas.
- Monitor colleagues and clients for signs of fatigue and distress.
- Perform other duties as assigned and approved by your supervisor.
- Exercise emergency authority to stop and prevent any unsafe acts.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Support Branch Director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Supply Staff
Security Manager
Shipping & Receiving Staff
Security Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff

Name:_______________________________**Date:**___________________ **Shift:** __________

Area Assigned: Logistics Section

Person You Report To: Logistics Section Chief

Persons Reporting to You: Facilities Unit Leader, Supply Unit Leader
Transportation Staff Housing Staff

Job Description:

- To manage & oversee the overall Logistical Support functions of the POD.
- To coordinate and direct the work associated with physical facilities supporting the POD.
- Ensure the security of POD facilities, supplies, staff, & public.
- Ensure vehicle traffic control facilitates the public's ability to arrive, park & depart the POD or access bussing or other transportation services.
- Coordinate transportation and housing needs to support POD staff & objectives.

Key services your section provides include:
Supply Management, Shipping & Receiving, POD Facilities Management,
POD Security, Traffic Control & Transport Staff Services *(travel & housing)*.

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

Support Branch Director - *(Cont.)*

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets of yourself & your immediate subordinates.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Collaborate with Logistics Section Chief prior to start time that the POD facility is set up and ready to receive the public.
  - A general inspection of the facility has been conducted prior to it becoming operational with the Safety Officer and a facility representative.
  - Facilities Management has set up all equipment, directional signs are posted.
  - Confirm that security is on-site and adequate.
  - Adequate supplies on site and ready for distribution.
  - Confirm that transportation and traffic control plans are ready for activation.
  - The facility is ready to open to the public.
- Obtain information and updates from those reporting to you for resources needed and resources requested.
- Obtain necessary logistical supplies & resources through EOC.
- Communicate all requests for incoming and outgoing resources the Logistics Section Chief.
- Monitor the level of pharmaceuticals through the Supply Support Branch and ensure that adequate supplies are available to conduct POD operations.
- Coordinate medical waste management according to pre-arranged agreements through the Facility Unit Leader & County EOC.
- Ensure that the transportation resources for the POD are being coordinated through the "Transportation Staff".
- Ensure that Housing needs for out-of-town POD staff are being coordinated through the "Housing Staff".
- Provide routine progress and/or status reports to Logistics Section Chief.
- Anticipate possible supply & resource needs for the POD.
- 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 the next day or next shift with supervisors and leaders.
- Monitor colleagues and clients for signs of fatigue or distress.
- Perform other duties as assigned and approved by your supervisor.
- Exercise authority to stop and prevent any unsafe acts.

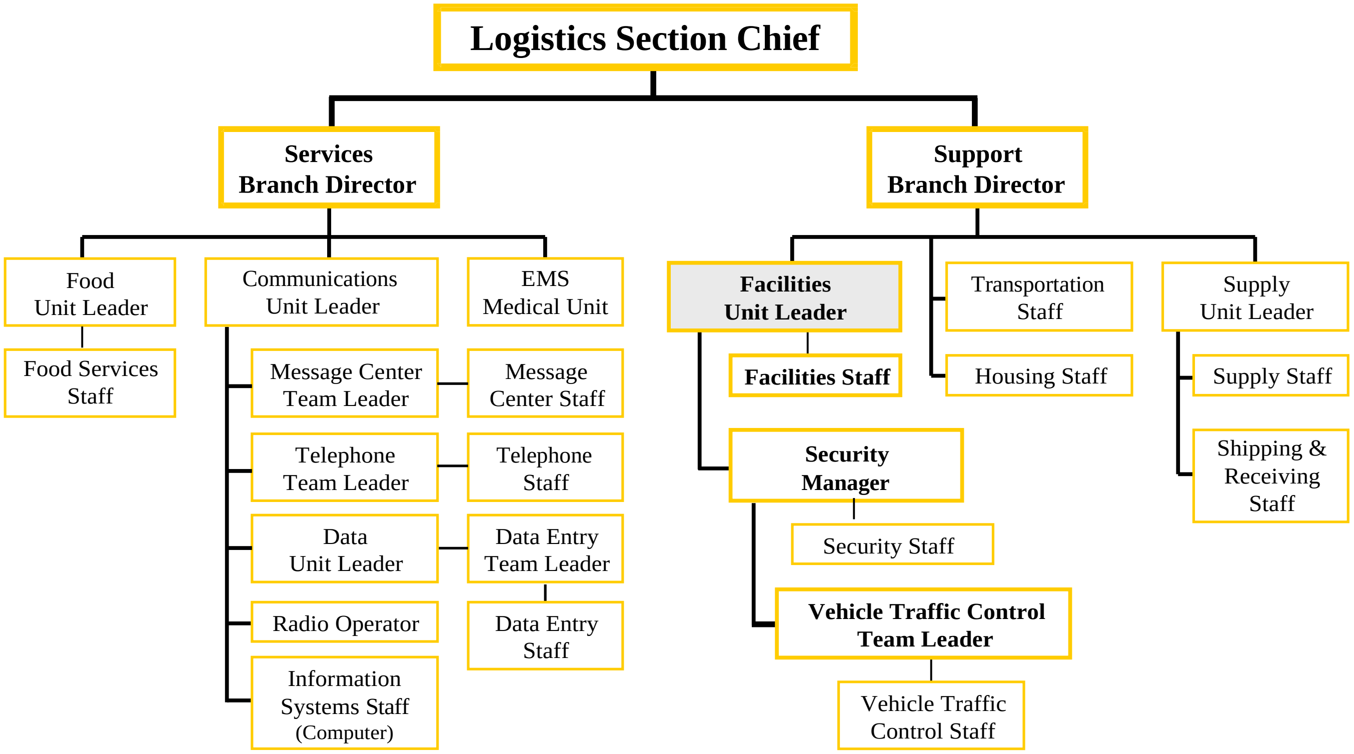
Support Branch Director - *(Cont.)*

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/ feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Facilities Unit Leader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Security Staff
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Vehicle Traffic Control Staff
Transportation Staff
Housing Staff
Supply Unit Leader
Supply Staff
Shipping & Receiving Staff

Name:______________________________**Date:**__________________**Shift:**________

Area Assigned: Logistics

Person You Report To: Support Branch Director

Persons Reporting to You: Security Manager, Vehicle Traffic Control Team Leader, Facilities Staff

Job Description: To coordinate & supervise the set-up, security, and vehicle traffic control of the POD facilities. In short... you manage the facilities that the POD will operate from to include physical layout, security & traffic control.

Recommended Qualifications: Understanding of the POD set-up, client flow plans and ability to supervise the facility staff.

Check-In:

⌚Sign-in at Workforce Staging Area.
⌚Sign-out equipment and resource packet.
⌚Review the Job Action Sheets of yourself & your subordinates
⌚Receive vaccination/prophylaxis, if not already treated.
⌚Receive and put on identification (vest, id badge, etc.).
⌚Sign necessary forms, if applicable (confidentiality forms, etc.).
⌚Check in with your supervisor.
⌚Attend briefing.

Facilities Unit Leader – *(Cont.)*

Set-up Duties: *(When Opening the POD on the First Day)*

- 🕐 When notified, contact appropriate facility representative to open the facility.
- 🕐 Call pre-designated Facilities Unit Staff to report for POD set-up.
- 🕐 Contact the POD Manager (or Logistics Chief if already assigned) to brief on Facilities Staff availability and the expected POD set-up timeline.
- 🕐 Ensure that security will be on site when setting up the POD.
- 🕐 Ensure that transportation issues (such as snow plowing) and traffic control plans are activated.
- 🕐 Set-up POD according to the POD floor plan.
- 🕐 When traffic control personnel arrive on site, be sure to coordinate plans with them.
- 🕐 Gather appropriate supplies and document the inventory.
- 🕐 Set up, test, maintain and arrange for repair of technological equipment (i.e., fax, copy machines, phones, etc.), work with Communications Unit Leader as needed.
- 🕐 Attend initial briefing/planning meeting with Command Staff and Section Chiefs to review POD set-up.

Security Duties:

- 🕐 Ensure that you have adequate security personnel to implement POD security plan, if not request additional resources through the Support Branch Director.
- 🕐 Ensure that the Security Manager conducts a general security inspection of the POD facility prior to it becoming operational or prior to a shift change.
- 🕐 Monitor the Vehicle Traffic Control & Transportation activities and ensure adequate public flow to & from the POD.

Maintenance Duties:

- 🕐 Wear appropriate Personal Protective Equipment (PPE) as directed.
- 🕐 Determine appropriate number of staff needed for on-going security & maintenance of POD.
- 🕐 Ensure Facility Staff clean up medical spills in accordance with OSHA standards.
- 🕐 Ensure that Facility Staff develop a schedule for monitoring restroom supplies and clean up.
- 🕐 Develop a schedule for removal of garbage from workforce food area and throughout POD.
- 🕐 Coordinate medical waste management according to pre-arranged agreements through the Support Branch Director.
- 🕐 Coordinate with Facility Staff for facility maintenance needs.
- 🕐 Ensure scheduled breaks and relief for unit staff.
- 🕐 Review and confirm staffing levels for the next day or next shift with the Support Branch Director.
- 🕐 Provide routine progress and/or status reports to Support Branch Director.
- 🕐 Ensure adequate rest breaks are provided for yourself & your staff.
- 🕐 Monitor colleagues and clients for signs of fatigue and distress.
- 🕐 Exercise authority to stop and prevent any unsafe acts.
- 🕐 Perform other duties as assigned and approved by your supervisor.

At POD Closing: *(When Closing the POD on the Last Day)*

- 🕐 Coordinate with Planning Chief plans for demobilization.
- 🕐 Assist with restoring facility to pre-clinic conditions.

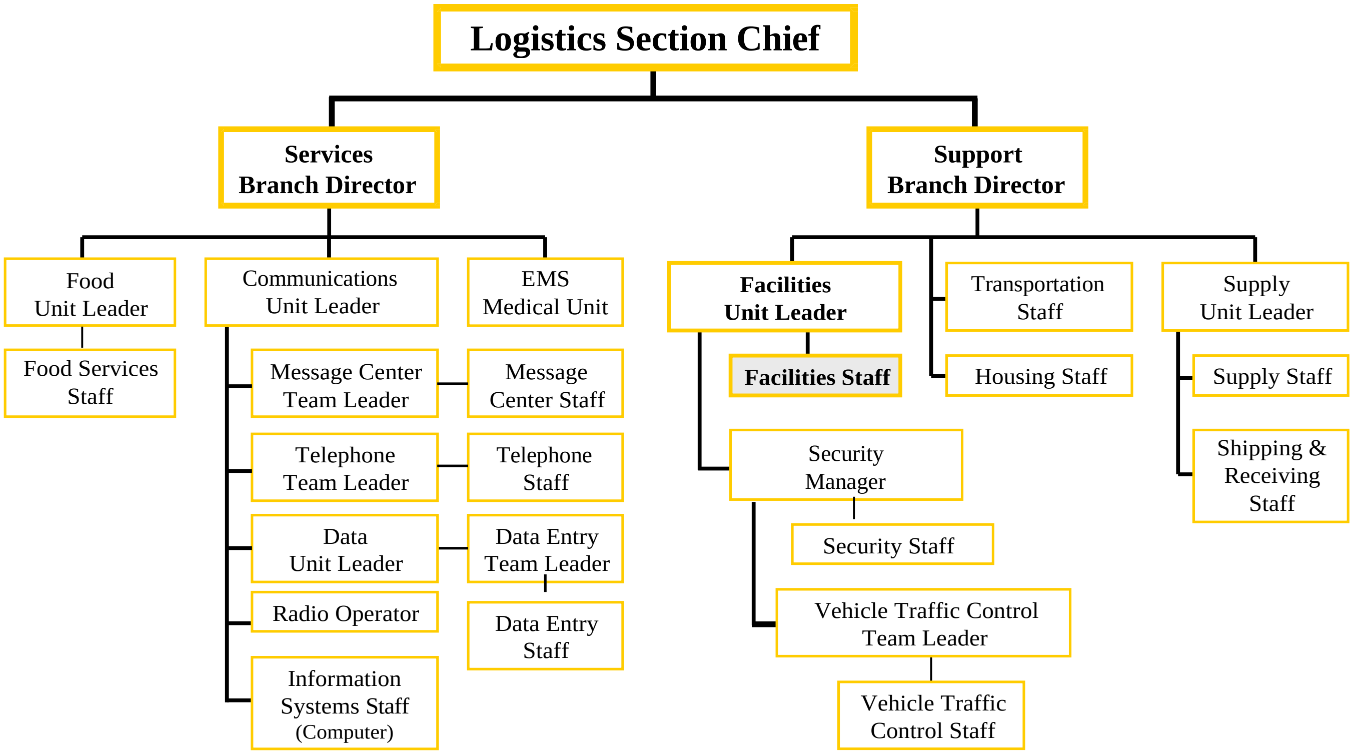
Facilities Unit Leader – *(Cont.)*

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/ feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Facilities Staff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Security Manager
Security Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff

Name:________________________________**Date:**____________________**Shift:**__________

Area Assigned: Logistics

Person You Report To: Facilities Unit Leader

Job Description: To set-up of the POD facility prior to POD opening and provide maintenance services for the duration of the POD activities.

Recommended Qualifications: Knowledge of the facility's maintenance and equipment.

Check-In:

🕐Sign-in at Workforce Staging Area.
🕐Sign-out equipment and resource packet.
🕐Review your Job Action Sheets.
🕐Receive vaccination/prophylaxis, if not already treated.
🕐Receive and put on identification (vest, id badge, etc.).
🕐Sign necessary forms, if applicable (confidentiality forms, etc.).
🕐Check in with your supervisor.
🕐Attend briefing.

Facilities Staff – *(Cont.)*

Set-up Duties: *(When Opening the POD on the First Day)*

- Attend meeting with the Facilities Unit Leader to review the POD set-up.
- Gather appropriate supplies and document the inventory.
- Set-up POD according to the POD floor plan.
- Set up the signs in accordance with the POD plan.
- Set up, test, maintain and arrange for repair of technological equipment (i.e., fax, copy machines, phones, etc.), work with Communications Unit Leader as needed.

Maintenance Duties:

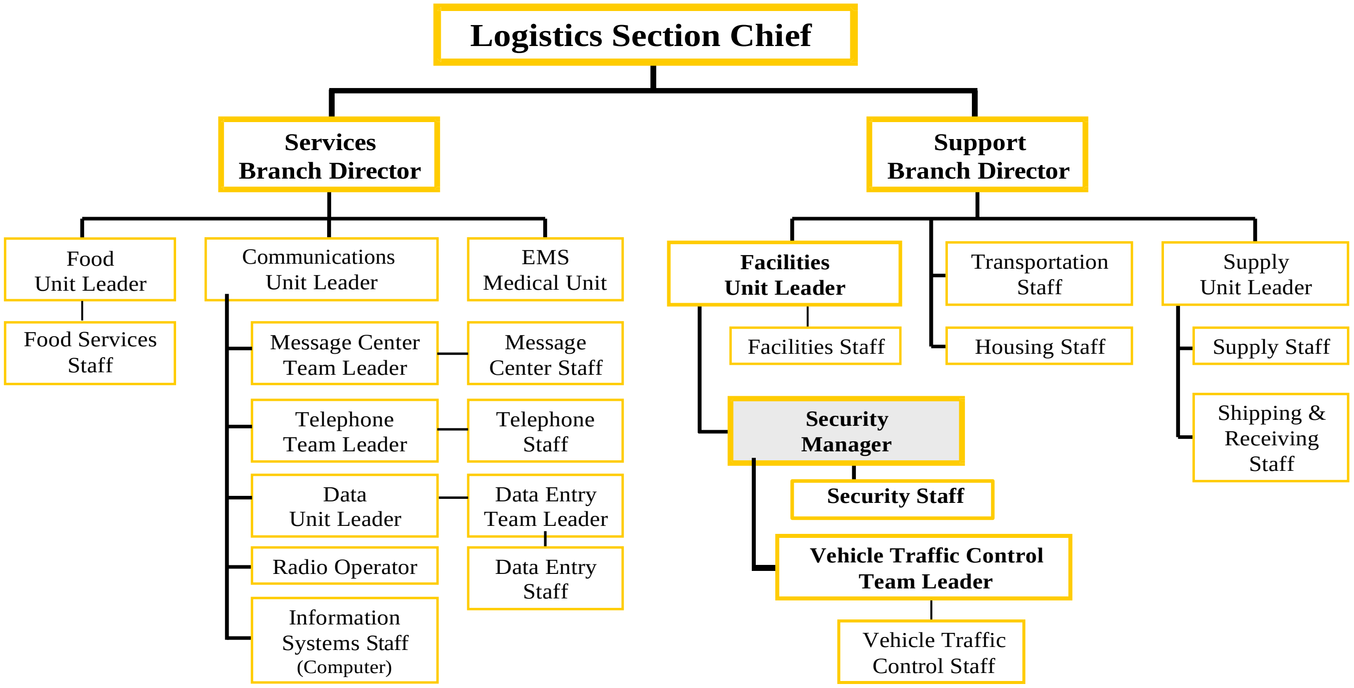
- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Adjust clinic set-up as identified by Facilities Unit Leader.
- Follow schedule for removal of garbage from workforce food area, restrooms and throughout clinic.
- Follow medical waste management protocols for removal of medical waste.
- Assist with spills and clean up while monitoring proper OSHA standards.
- Continuously work with facility representative for facility maintenance needs.
- Exercise authority to stop and prevent any unsafe acts.
- Provide routine progress and/or status reports to Facilities Unit Leader.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Security Manager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Security Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff

Name:________________________________**Date:**____________________**Shift:**____________

Area Assigned: POD Security

Person You Report To: Facilities Unit Leader

Persons Reporting to You: Vehicle Traffic Control Team Leader, Security Staff *(Law Enforcement Officers with arrest powers and Augmented Non-Law Enforcement Security Staff without arrest powers)*

Job Description:

- To manage & oversee the Security of the POD within the POD operational area.
- To liaise with Local, County, State, Tribal & Federal Law Enforcement agencies.
- To manage the physical security section of the POD plan.
- To Oversee POD vehicle Traffic through the Vehicle Traffic Control Team Leader.
- 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,
Manage POD vehicle Traffic & Parking,
Temporarily detain disruptive persons,
Maintain a temporary holding area,
Liaise with outside LE agencies,
Manage the physical security of the POD.

Recommended Qualifications: ICS 100, 200, knowledge of the POD plan, Law Enforcement experience, Understands the Jurisdictional Powers of Arrest.

Security Manager *(Cont.)*

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets of yourself & your subordinates
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- 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 on-site and adequate.
- Ensure weapons safety and handling is briefed to all armed staff.
- 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.
- Confirm that transportation and vehicle traffic control plans are activated.
- Oversee POD vehicle traffic and parking through the Vehicle Traffic Control Team Leader.
- 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 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 yourself and your staff.
- Ensure scheduled breaks and relief for the section is being appropriately handled.
- Monitor colleagues for signs of fatigue or distress.
- Review and confirm staffing levels for the next day or next shift with supervisors and leaders.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by the person you report to.

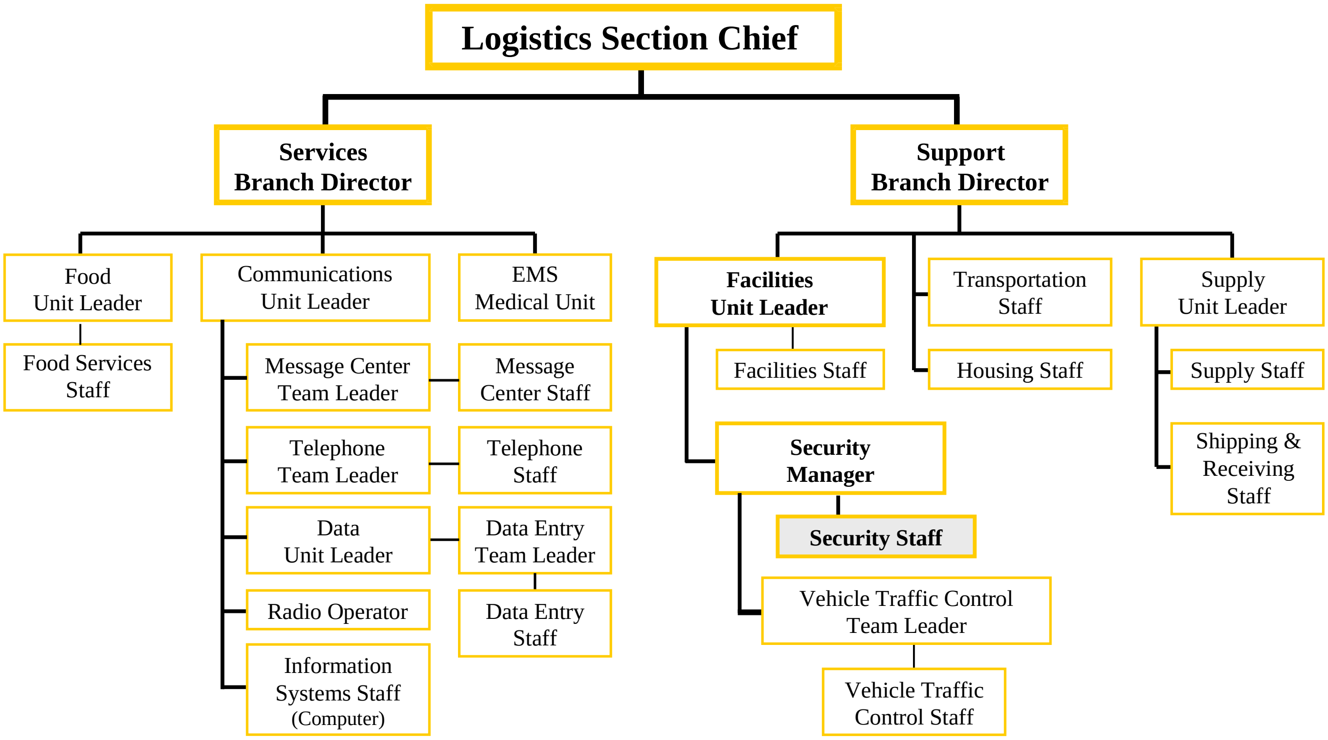
Security Manager *(Cont.)*

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/Comments:

Security Staff *(Law Enforcement Officers)*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Supply Unit Leader
Supply Staff
Shipping & Receiving Staff

Name:______________________________**Date:**___________________**Shift:**__________

Area Assigned: POD Security

Person You Report To: Security Manager

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 & public on security matters,
Temporarily detain disruptive persons,
Maintain a temporary holding area,
Liaise with outside LE agencies,
Manage the physical security of the POD.

Recommended Qualifications: Law Enforcement experience, Jurisdictional powers of arrest.

Security Staff *(Law Enforcement Officers)*

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review Job Action Sheet.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- 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.
- Ensure 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.
- 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 the POD site or transport to a jail.
- Ensure that you document any significant events and report them to the Security Manager.
- Exercise authority to stop and prevent any unsafe acts.
- Ensure a safe working environment for you yourself and your fellow officers.
- Ensure adequate rest breaks are provided for yourself, it's going to be a long day.
- Monitor colleagues for signs of fatigue or distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by the Security Manager.

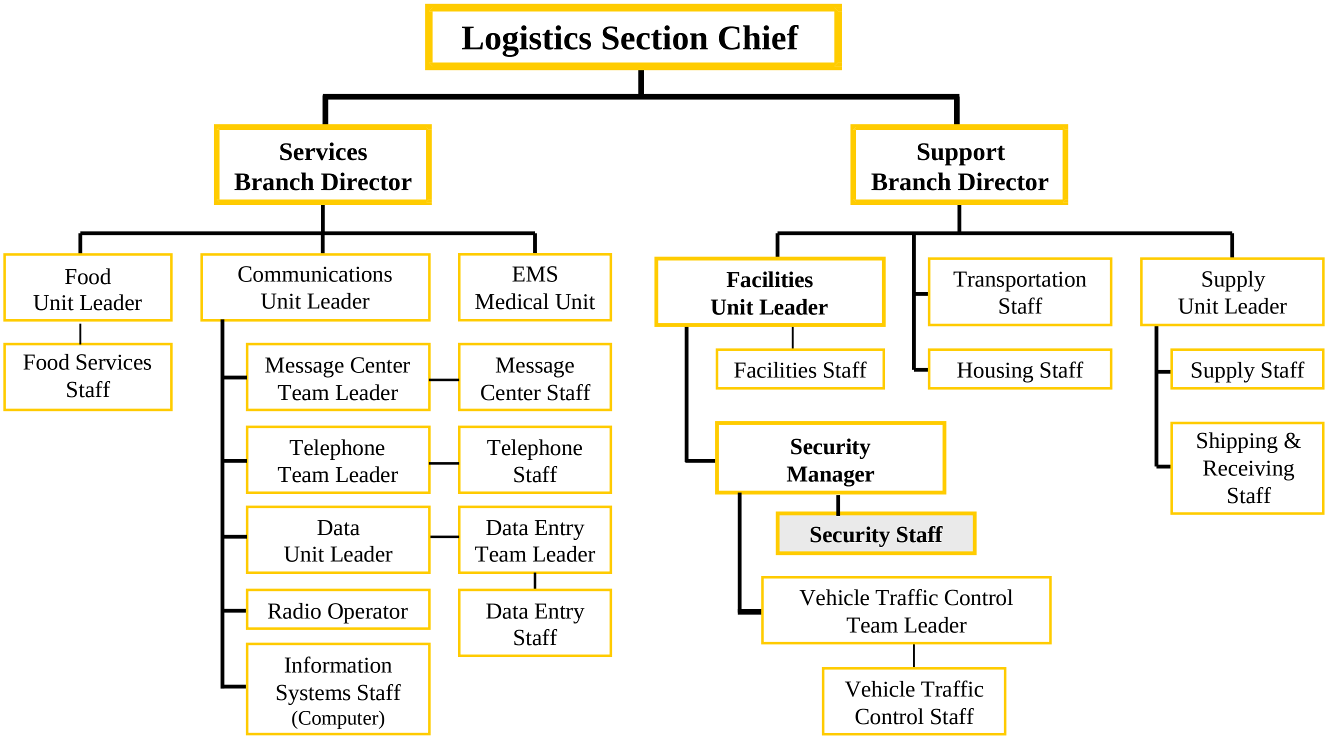
Security Staff *(Law Enforcement Officers)*

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Security Staff *(Non-Law Enforcement Officers)*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Housing Staff
Supply Staff
Security Manager
Shipping & Receiving Staff
Security Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff

Name:______________________________**Date:**___________________**Shift:**__________

Area Assigned: POD Security

Person You Report To: Security Manager

Job Description:

- To **Assist** Law Enforcement authority for safe and effective POD operations, and the security of POD staff and public alike.
- 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 & public on security matters,
Assist L.E. with temporarily detain disruptive persons,
Maintain a temporary holding area,
Liaise with outside LE agencies,
Manage the physical security of the POD.

Recommended Qualifications: Willingness to assist Law Enforcement Authorities.

Security Staff *(Non-Law Enforcement Officers)*

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 the Security Manager.
- Attend Security Section Briefing.

Duties:

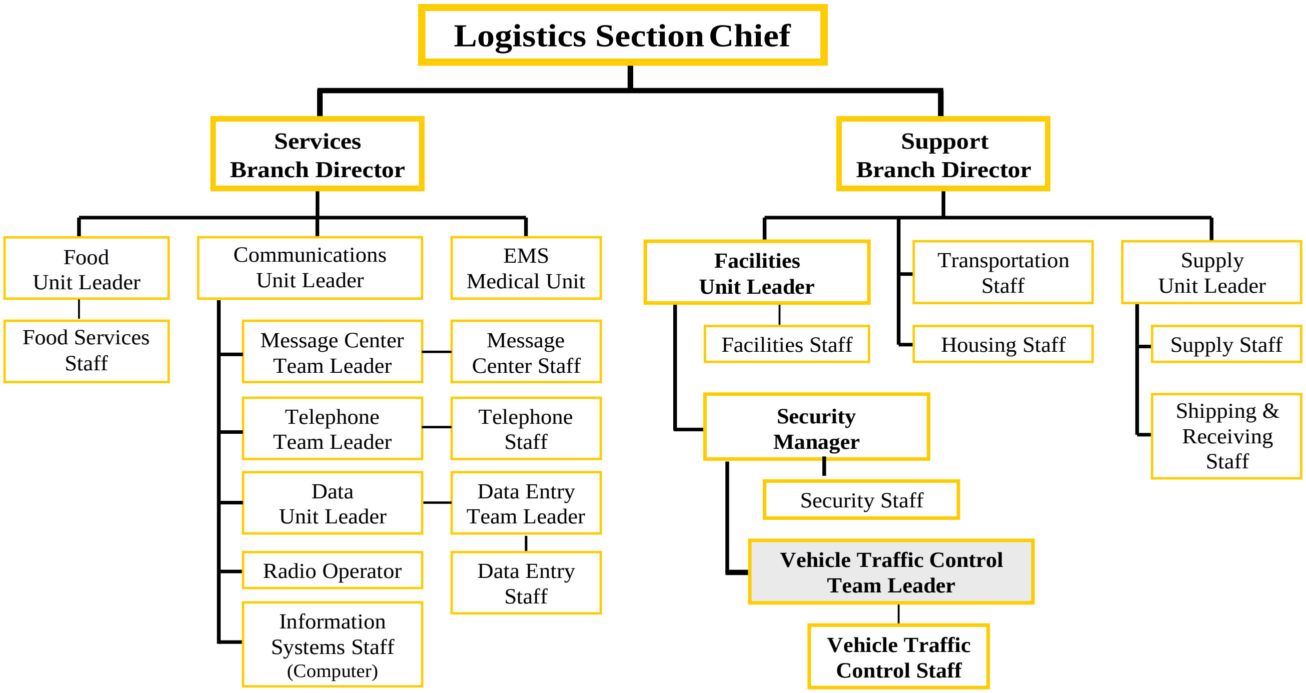
- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Conduct a general security inspection within your area of responsibility prior to it becoming operational or prior to a shift change.
- Confirm that security is adequate.
- Ensue weapons safety and handling at all times, if armed.
- 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.
- As required, you may be required to assist the Traffic Control personnel.
- As required, be prepared to assist the temporary holding facility with the detention of personnel awaiting escort off 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 adequate rest breaks are provided for yourself, it's going to be a long day.
- Monitor colleagues for signs of fatigue or distress.
- Perform other duties as assigned and approved by the Security Manager.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Vehicle Traffic Control Team Leader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Facilities Unit Leader
Facilities Staff
Transportation Staff
Housing Staff
Supply Unit Leader
Supply Staff
Shipping & Receiving Staff
Security Manager
Security Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff

Name:______________________________**Date:**____________________**Shift:**___________

Area Assigned: POD Vehicle Parking & Traffic Areas

Person You Report To: Security Manager

Persons Reporting to You: Vehicle Traffic Control Staff

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

Recommended Qualifications: Ability to Supervise people, knowledge of POD traffic control plan.

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.

Vehicle Traffic Control Team Leader - *(Cont.)*

Duties:

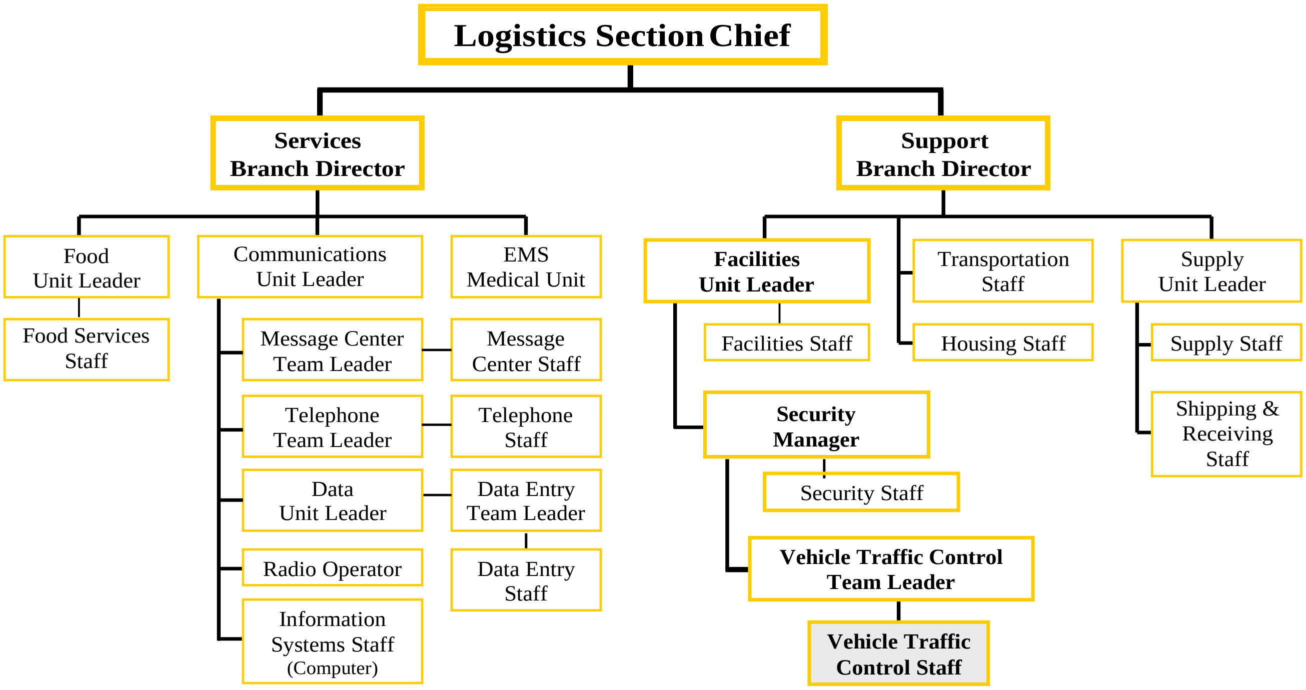
- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Ensure Vehicle Traffic Control Staff have the appropriate safety vests, flashlights & radio (as available).
- Ensure you staff have the appropriate clothing for the seasonal weather conditions.
- Stage subordinates at key locations to effectively control vehicle traffic and parking.
- Coordinate with local Law Enforcement on traffic congestion outside POD area.
- Coordinate with the Security Manager when Law Enforcement services may be required.
- Monitor traffic congestion & recommend changes to the plan with the Security Manager 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 breaks are provided for yourself & your staff.
- 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 the Safety Officer & your immediate supervisor.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Vehicle Traffic Control Staff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Facilities Unit Leader
Transportation Staff
Supply Unit Leader
Facilities Staff
Housing Staff
Supply Staff
Security Manager
Shipping & Receiving Staff
Security Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff

Name:________________________________**Date:**_____________________**Shift:**___________

Area Assigned: POD Vehicle Parking & Traffic Areas

Person You Report To: Vehicle Traffic Control Officer

Job Description: Direct the safe & efficient flow of vehicle traffic & parking within the POD traffic area.

Recommended 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:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Ensure you have the appropriate safety vests, flashlights & radio (as available).
- Ensure you have the appropriate clothing for the seasonal weather conditions.
- Direct traffic flow to appropriate parking areas.

Vehicle Traffic Control Staff - *(Cont.)*

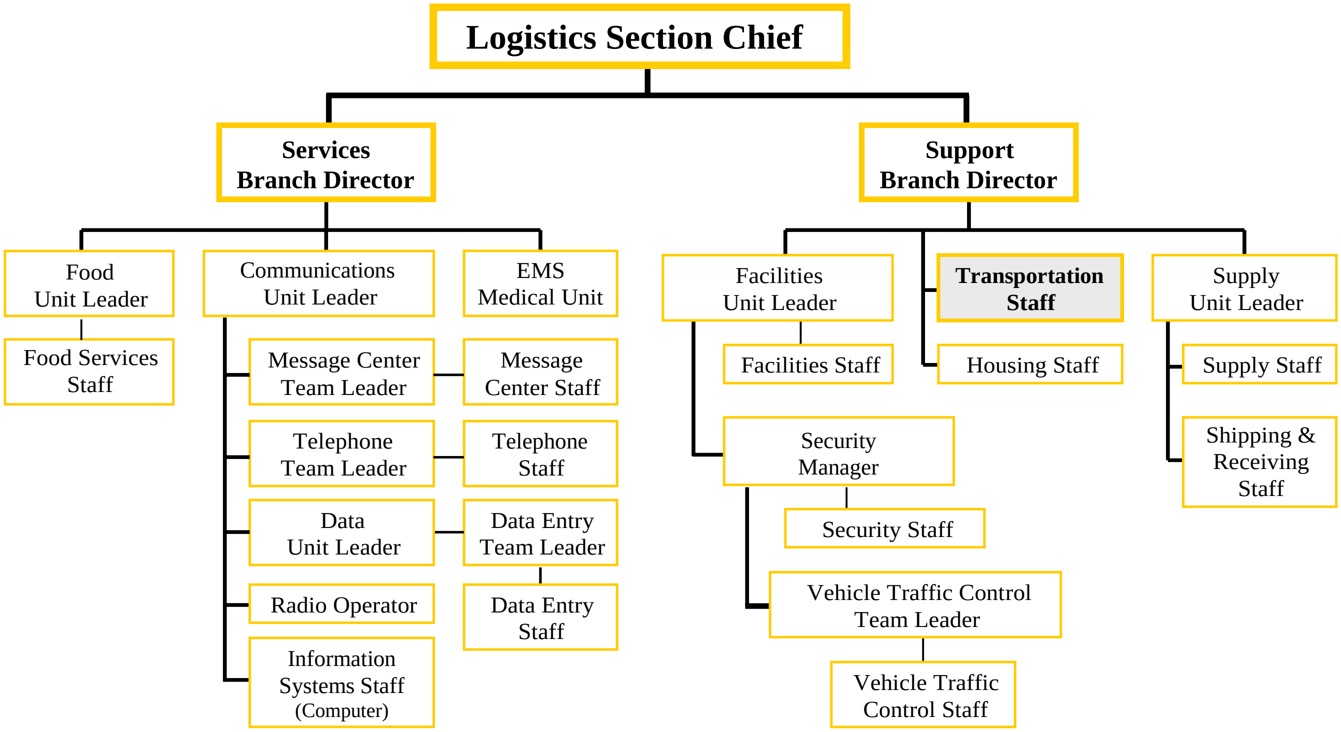
- Keep emergency & bus lanes open.
- Supervise vehicle parking areas and ensure that vehicles can egress the parking lots when their owners return.
- Coordinate with Vehicle Control Team Leader when Law Enforcement services may be required.
- Monitor traffic congestion & recommend changes to the plan with the Vehicle Control Team Leader as required.
- Monitor vehicle parking situation and recommend changes to the plan as necessary.
- 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.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Transportation Staff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Housing Staff
Supply Unit Leader
Supply Staff
Shipping & Receiving Staff

Name:____________________________**Date:**___________________**Shift:**__________

Area Assigned: POD Services

Person You Report To: Support Branch Director

Job Description: To coordinate & provide POD transportation requirements in accordance to the POD plan and for out of town personnel & POD local needs.

Recommended Qualifications: Ability to coordinate & provide transportation needs.

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review Job Action Sheet.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Transportation Staff – (Cont.)

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Review the POD transportation plan.
- Assess all transportation requirements that may be needed.
- Coordinate the transport of the community to and from the clinic as needed.
- Coordinate the transport of resources into the clinic.
- Communicate with local transportation services to coordinate the transport.
- Assemble and record information on the use of rental, contract and agency transportation equipment.
- Ensure that all agreements, contracts and inspections are completed, and copies filed with the Procurement Unit.
- Coordinate transportation needs of POD staff with special needs.
- Ensure adequate rest breaks are provided for yourself, it’s going to be a long day.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

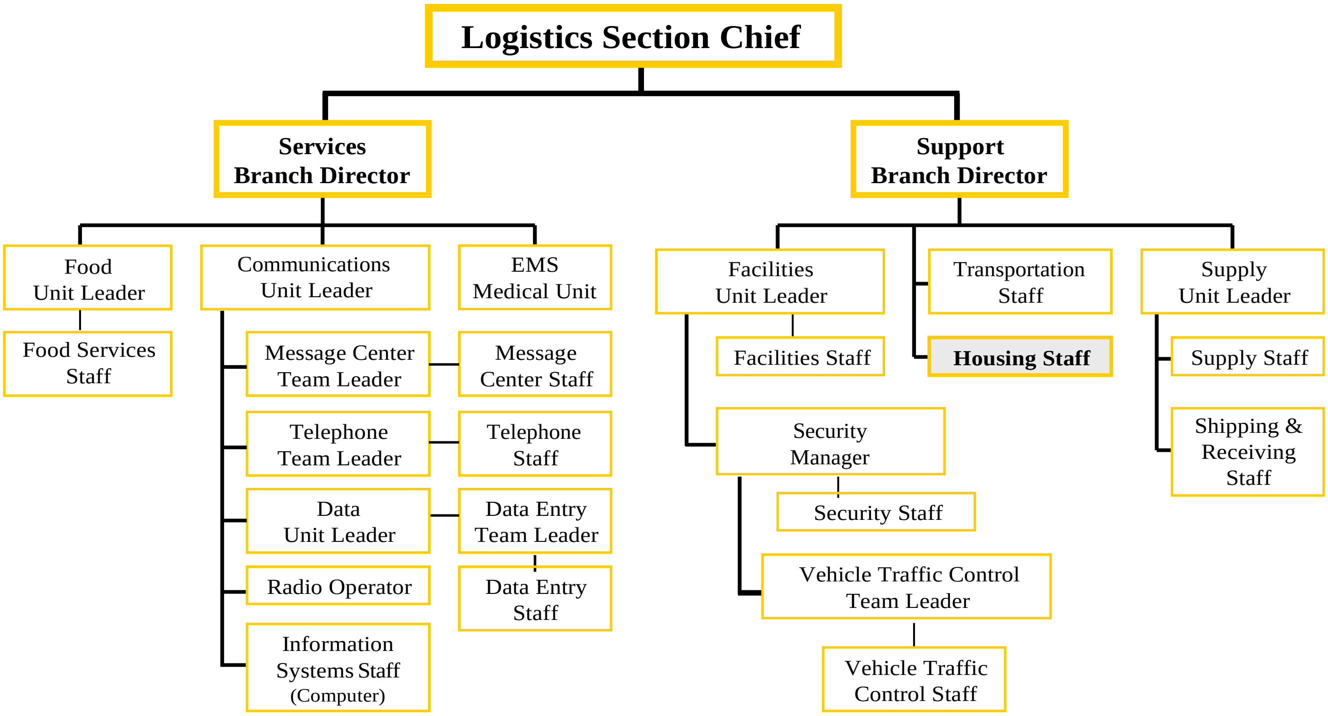
Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Housing Services Staff

This position can be accomplished “off-site” through an on-call telephone contact number or delegated to an outside agency such as the Red Cross (as available).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Facilities Staff
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Housing Staff
Supply Unit Leader
Supply Staff
Shipping & Receiving Staff
Security Manager
Security Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff

Name:________________________________**Date:**______________________**Shift:**____________

Area Assigned: POD Services

Person You Report To: Support Branch Director

Job Description: To coordinate temporary housing requirements for out-of-town personnel.

Recommended Qualifications: Ability to coordinate housing needs.

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review Job Action Sheet.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Housing Services Staff – *(Cont.)*

Duties:

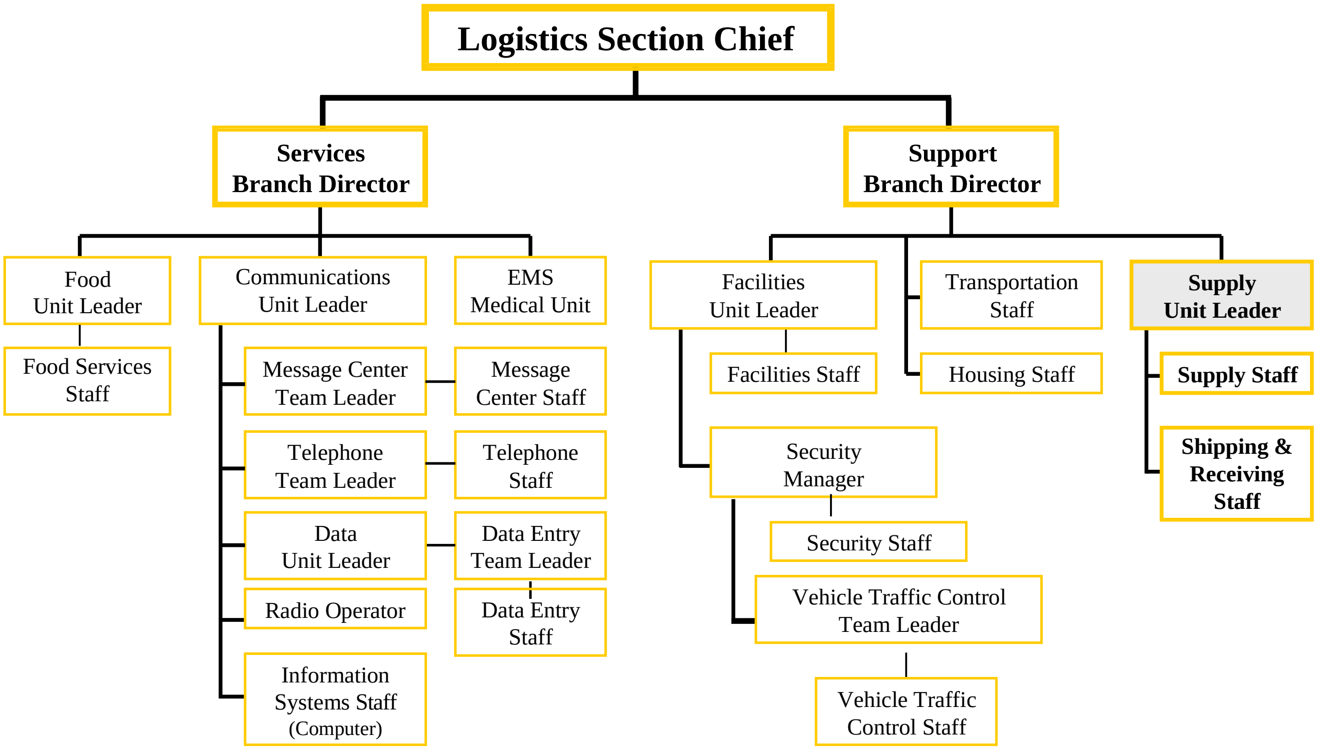
- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Assess the availability of available temporary housing (motels, dorms, armories, Red Cross) housing in the POD area for out-of-town POD staff.
- If conditions are necessary, consider establishing a program for housing through local homeowners willing to volunteer a room for out-of-town POD personnel.
- Assist POD staff with temporary housing needs.
- Ensure adequate rest breaks are provided for yourself, it's going to be a long day.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Supply Unit Leader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Supply Staff
Shipping & Receiving Staff
Security Manager
Security Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff

Name:______________________________**Date:**___________________**Shift:**___________

Area Assigned: Logistics Supply

Person You Report To: Support Branch Director

Persons Reporting to You: Supply Staff, Shipping & Receiving Staff,

Job Description: To supervise and organize the Shipping & Receiving and Supply staff. To maintain and distribute adequate levels of medical and non-medical care equipment and supplies.

Recommended Qualifications: Knowledge of supply operations, pharmaceutical storage and handling and inventory tracking and good organizational skills. May involve moderate physical requirements such as movement and carrying supplies.

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets of yourself & your subordinates
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Supply Unit Leader - *(Cont.)*

Duties:

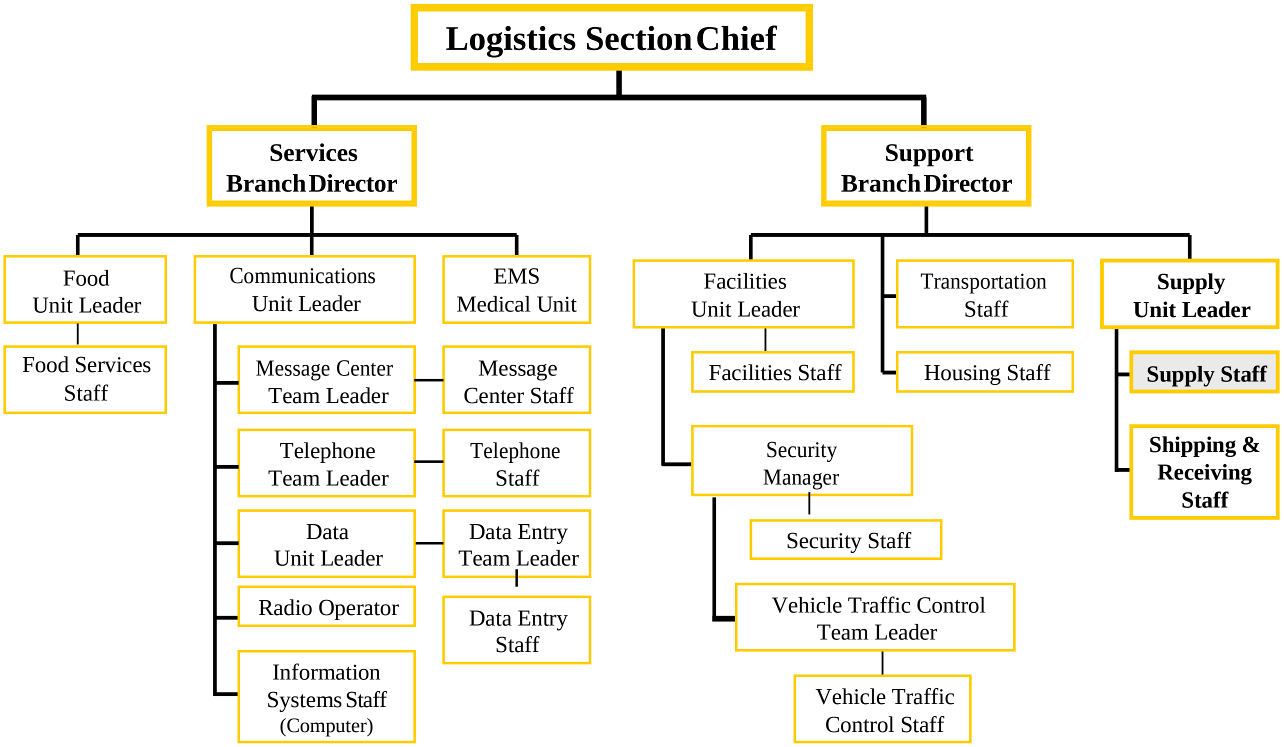
- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Brief your staff on your expectations and their responsibilities.
- Coordinate for the arrival of a possible earlier smaller stockpile of medicines & supplies to treat or prophylaxes the POD staff & their families.
- Ensure that you have adequate storage space available.
- Ensure that you have the appropriate containers or refrigeration for temperature sensitive drugs & medications.
- Coordinate for arrival of additional Strategic National Stockpile (SNS) supplies:
    - Prepare loading docks and hand trucks if necessary.
    - Establish refrigeration needs.
    - Procure security needs for controlled substances.
    - Establish documentation and sign-off procedures for supplies when delivered.
- Ensure that current and future resource and supply requirements have been closely estimated.
- Maintain an inventory and accountability record of supplies and equipment.
- Keep track of what supplies & medicines you have on hand & periodically report that data to your supervisor.
- Review and confirm staffing levels for the next day or next shift with Support Branch Director.
- Provide routine progress and/or status reports to Support Branch Director.
- Monitor colleagues and clients for signs of fatigue or distress.
- Ensure adequate rest breaks are provided for yourself & your staff.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Supply Staff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Security Staff
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Vehicle Traffic Control Staff
Transportation Staff
Housing Staff
Supply Unit Leader
Supply Staff
Shipping & Receiving Staff

Name:_______________________________**Date:**___________________**Shift:**__________

Area Assigned: Logistics Supply Area

Person You Report To: Supply Unit leader

Job Description: Distribute supplies within the POD, track what supplies have been used, and fill requests for additional supplies by either bringing those supplies to where they are needed, or putting in a request for supplies with the Supply Unit Leader.

Recommended Qualifications: Knowledge of supply operations. May involve moderate physical requirements such as movement and carrying supplies.

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review Job Action Sheet.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Supply Staff - *(Cont.)*

Duties:

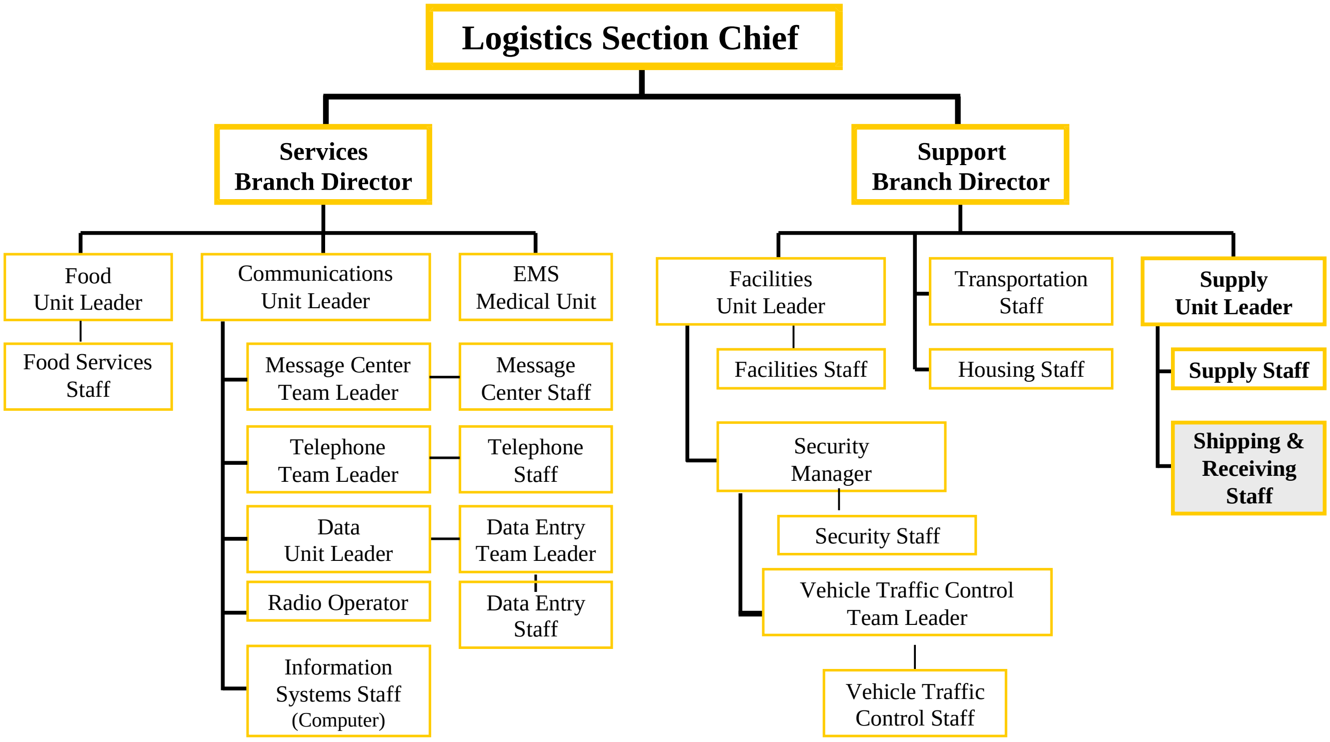
- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Assist with arrival of Interim Stockpile caches of supplies & medicine.
- Assist with arrival of Strategic National Stockpile (SNS) supplies.
- Assist with maintaining an inventory and accountability record of supplies and equipment.
- Assist in processing all orders for resources and supplies.
- Transport supplies throughout the POD area as required.
- Assist in the periodic inventory of medicines & supplies.
- Provide routine progress and/or status reports to Supply Unit Leader.
- After the POD closes, prepare excess medications & supplies for return back to the SNS.
- Perform other duties as assigned and approved by the person you report to.
- Ensure adequate rest breaks are provided for yourself, it's going to be a long day.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Shipping & Receiving Staff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Housing Staff
Supply Unit Leader
Supply Staff
Shipping & Receiving Staff
Security Manager
Security Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff

Name:____________________________**Date:**____________________**Shift:**___________

Area Assigned: Logistics Supply Area

Person You Report To: Supply Unit Leader

Job Description: Track the Shipping & Receiving of medical & non-medical supplies needed to support POD operations

Recommended Qualifications: Knowledge of shipping & receiving operations, inventory tracking and good organizational skills. May involve moderate physical requirements such as movement and carrying supplies.

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review Job Action Sheet.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Shipping & Receiving Staff - *(Cont.)*

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Assist with arrival of Interim Stockpile caches.
- Assist with arrival of Strategic National Stockpile (SNS) supplies:
    - Prepare loading docks and hand trucks if necessary.
    - Establish refrigeration needs.
    - Procure security needs for controlled substances.
    - Establish documentation and sign-off procedures for supplies when delivered.
- Ensure that current and future resource and supply requirements have been closely estimated and inform Supply Unit Leader.
- Maintain an inventory and accountability record of supplies and equipment.
- Assist in processing all orders for resources and supplies.
- Provide routine progress and/or status reports to Supply Unit Leader.
- After the POD closes, prepare excess medications & supplies for return back to the SNS.
- Perform other duties as assigned and approved by the person you report to.
- Ensure adequate rest breaks are provided for yourself, it’s going to be a long day.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Job Action Sheets

Operations Section

General Overview of the Operations Section

There are 3 “Key” Branches in the Operations Section

Medical Branch

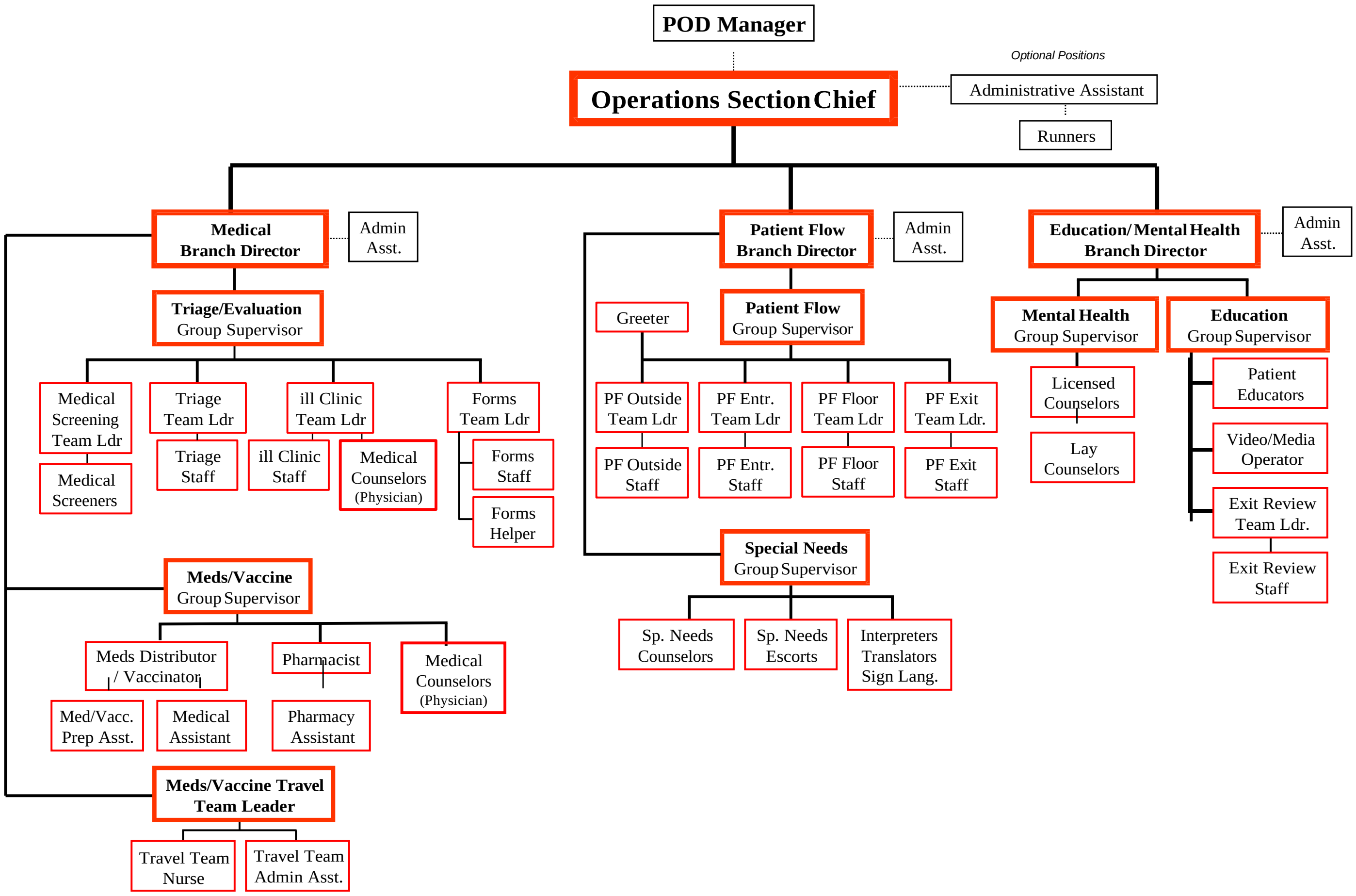
Triage	Forms Distribution	Medical Screening
Meds/Vaccine Distribution	Meds/Vaccine Travel Teams	Illness Clinic

Patient Flow Branch

- Greeters
- Patient Flow
- Special Needs / Interpreters

Clinic Education & Mental Health Branch

- Patient Education
- Mental Health Services
- Exit Review


POD Manager
Optional Positions
Operations Section Chief
Administrative Assistant
Runners
Medical Branch Director
Admin Asst.
Patient Flow Branch Director
Admin Asst.
Education/Mental Health Branch Director
Admin Asst.
Triage/Evaluation Group Supervisor
Medical Screening Team Ldr
Medical Screeners
Triage Team Ldr
Triage Staff
ill Clinic Team Ldr
ill Clinic Staff
Medical Counselors (Physician)
Forms Team Ldr
Forms Staff
Forms Helper
Meds/Vaccine Group Supervisor
Meds Distributor / Vaccinator
Med/Vacc. Prep Asst.
Medical Assistant
Pharmacist
Pharmacy Assistant
Medical Counselors (Physician)
Meds/Vaccine Travel Team Leader
Travel Team Nurse
Travel Team Admin Asst.
Greeter
Patient Flow Group Supervisor
PF Outside Team Ldr
PF Outside Staff
PF Entr. Team Ldr
PF Entr. Staff
PF Floor Team Ldr
PF Floor Staff
PF Exit Team Ldr.
PF Exit Staff
Special Needs Group Supervisor
Sp. Needs Counselors
Sp. Needs Escorts
Interpreters Translators Sign Lang.
Mental Health Group Supervisor
Licensed Counselors
Lay Counselors
Education Group Supervisor
Patient Educators
Video/Media Operator
Exit Review Team Ldr.
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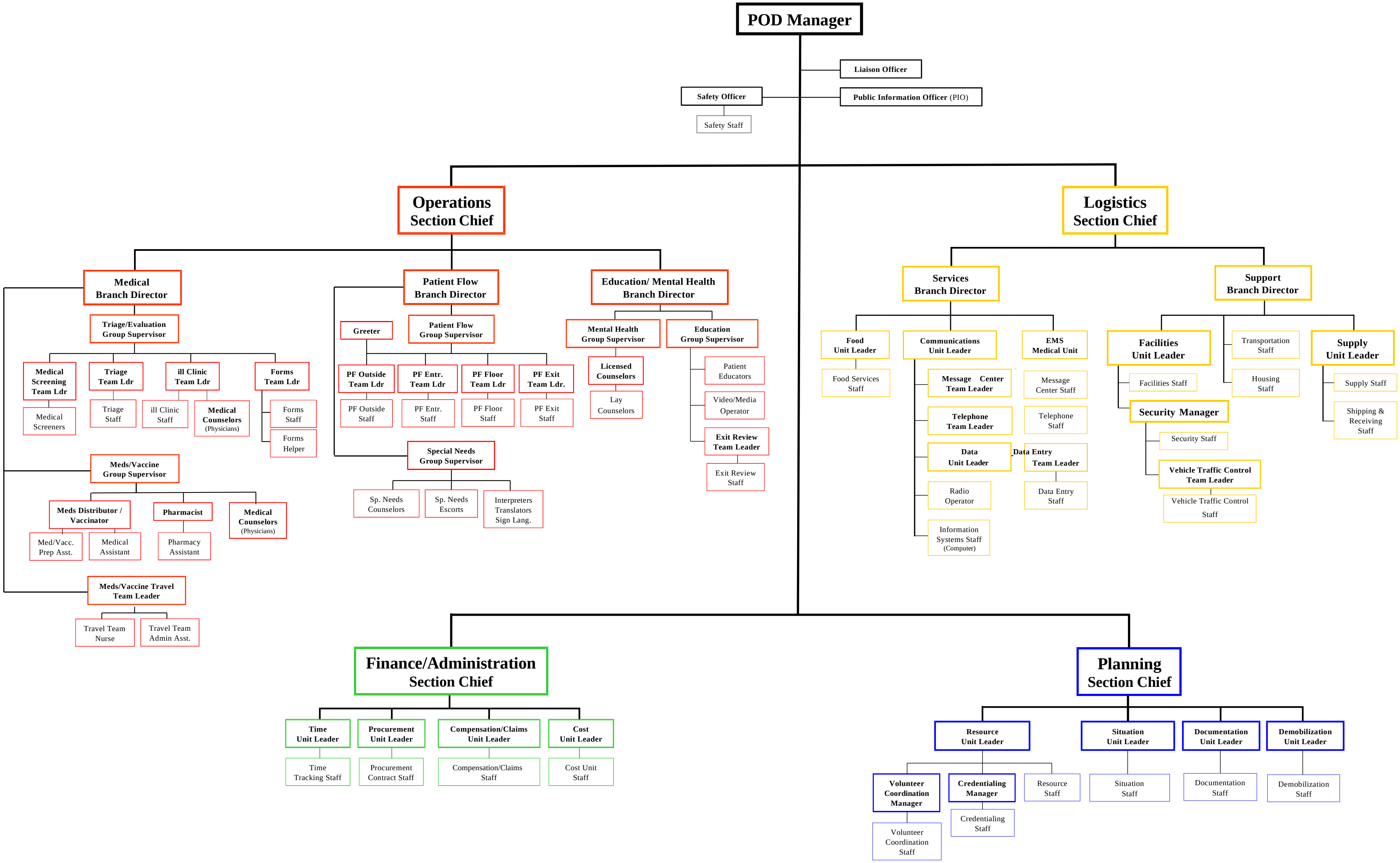
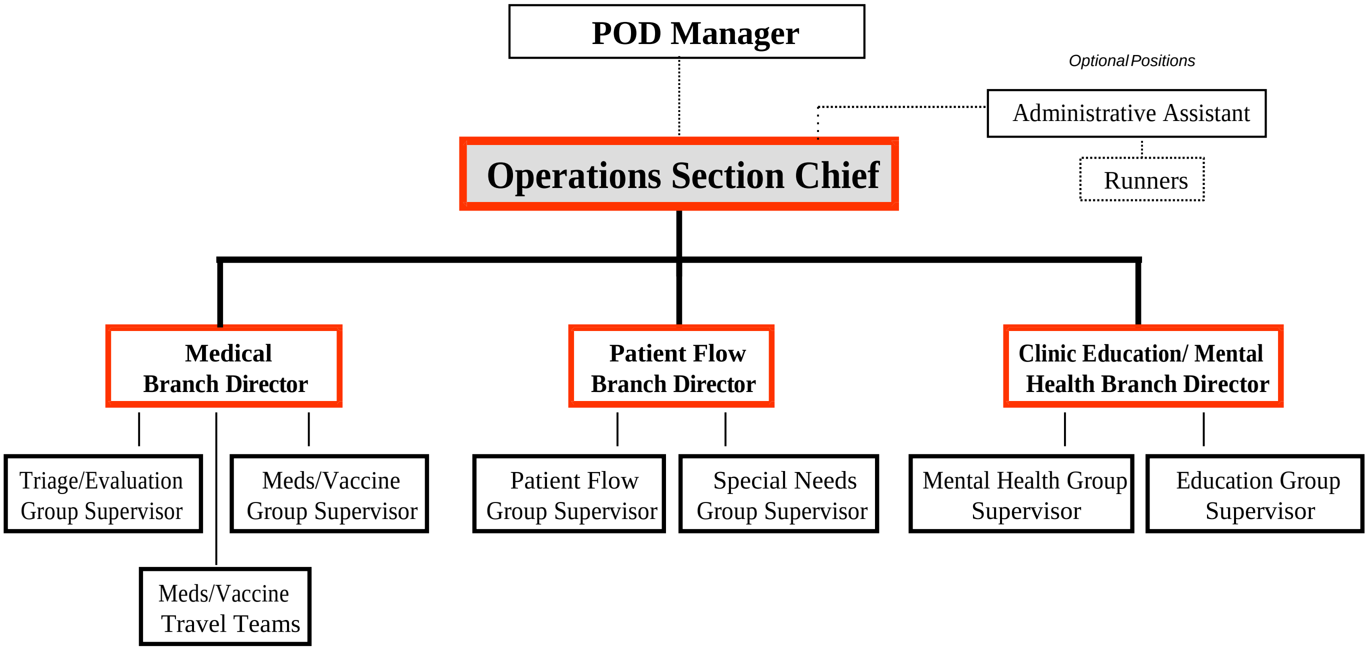
POD Organizational Chart Showing All Identified Positions

(Select Only Those Positions You Feel You Will Need - Expand & Contract Positions As Necessary)


POD Manager
Liaison Officer
Safety Officer
Public Information Officer (PIO)
Safety Staff
Operations Section Chief
Logistics Section Chief
Medical Branch Director
Patient Flow Branch Director
Education/ Mental Health Branch Director
Triage/Evaluation Group Supervisor
Medical Screening Team Ldr
Triage Team Ldr
ill Clinic Team Ldr
Forms Team Ldr
Medical Screeners
Triage Staff
ill Clinic Staff
Medical Counselors (Physicians)
Forms Staff
Forms Helper
Meds/Vaccine Group Supervisor
Meds Distributor / Vaccinator
Pharmacist
Medical Counselors (Physicians)
Med/Vacc. Prep Asst.
Medical Assistant
Pharmacy Assistant
Meds/Vaccine Travel Team Leader
Travel Team Nurse
Travel Team Admin Asst.
Greeter
Patient Flow Group Supervisor
PF Outside Team Ldr
PF Entr. Team Ldr
PF Floor Team Ldr
PF Exit Team Ldr.
PF Outside Staff
PF Entr. Staff
PF Floor Staff
PF Exit Staff
Special Needs Group Supervisor
Sp. Needs Counselors
Sp. Needs Escorts
Interpreters Translators Sign Lang.
Mental Health Group Supervisor
Education Group Supervisor
Licensed Counselors
Lay Counselors
Patient Educators
Video/Media Operator
Exit Review Team Leader
Exit Review Staff
Services Branch Director
Support Branch Director
Food Unit Leader
Food Services Staff
Communications Unit Leader
Message Center Team Leader
Message Center Staff
Telephone Team Leader
Telephone Staff
Data Unit Leader
Data Entry Team Leader
Data Entry Staff
Radio Operator
Information Systems Staff (Computer)
EMS Medical Unit
Facilities Unit Leader
Facilities Staff
Security Manager
Security Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff
Transportation Staff
Housing Staff
Supply Unit Leader
Supply Staff
Shipping & Receiving Staff
Finance/Administration Section Chief
Time Unit Leader
Time Tracking Staff
Procurement Unit Leader
Procurement Contract Staff
Compensation/Claims Unit Leader
Compensation/Claims Staff
Cost Unit Leader
Cost Unit Staff
Planning Section Chief
Resource Unit Leader
Volunteer Coordination Manager
Volunteer Coordination Staff
Credentialing Manager
Credentialing Staff
Resource Staff
Situation Unit Leader
Situation Staff
Documentation Unit Leader
Documentation Staff
Demobilization Unit Leader
Demobilization Staff

Operations Section Chief


POD Manager
Optional Positions
Administrative Assistant
Runners
Operations Section Chief
Medical Branch Director
Patient Flow Branch Director
Clinic Education/ Mental Health Branch Director
Triage/Evaluation Group Supervisor
Meds/Vaccine Group Supervisor
Meds/Vaccine Travel Teams
Patient Flow Group Supervisor
Special Needs Group Supervisor
Mental Health Group Supervisor
Education Group Supervisor

Name:______________________________**Date:**____________________**Shift:**___________

Area Assigned: Medical Screening Area

Person You Report To: POD Manager

Persons Reporting to You: Medical Branch Director, Patient Flow Director, Education & Mental Health Branch Director

Job Description: To manage & oversee the overall Operations functions of the POD. Key services your section provides include:

- Greetings
- Patient Flow
- Forms Distribution
- Triage-Evaluation & Evacuation of Ill or Symptomatic people
- Medical Screening
- Medication Dispensing or Vaccination
- Mental Health Services
- Special Needs Services
- Meds/Vaccine Travel Teams to provide outreach services for shut-ins, special populations or institutions that can administer Meds/Vaccine to their people with minimal instruction.

Recommended Qualifications: ICS 100, 200, Has Read the POD plan, Organizational & Management skills, has Supervisory experience.

Operations Section Chief – *(Cont.)*

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 POD Manager.
- Attend briefing.
- Conduct briefing for those reporting to you.

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- At initial briefing, identify units within the section to be activated and resources required for section operations. Ensure the 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.
- Coordinate with other Section Chiefs to ensure efficient POD Operations.
- Provide routine progress and/or status reports to POD Manager.
- Ensure all documents and reports are complete for the Operations Section and submitted appropriately.
  - Pharmaceutical records submitted to POD Manager.
  - Patient information tracking forms and related documents submitted to Data Entry through the Logistics Section Chief.
  - All completed Job Action Sheets, Unit Logs and General Messages to POD Manager.
- Ensure scheduled breaks and relief for the section is being appropriately handled.
- Review and confirm staffing levels for the next day or next shift with directors and supervisors.
- Monitor colleagues and clients for signs of fatigue and distress.
- Perform other duties as assigned and approved by the POD Manager.

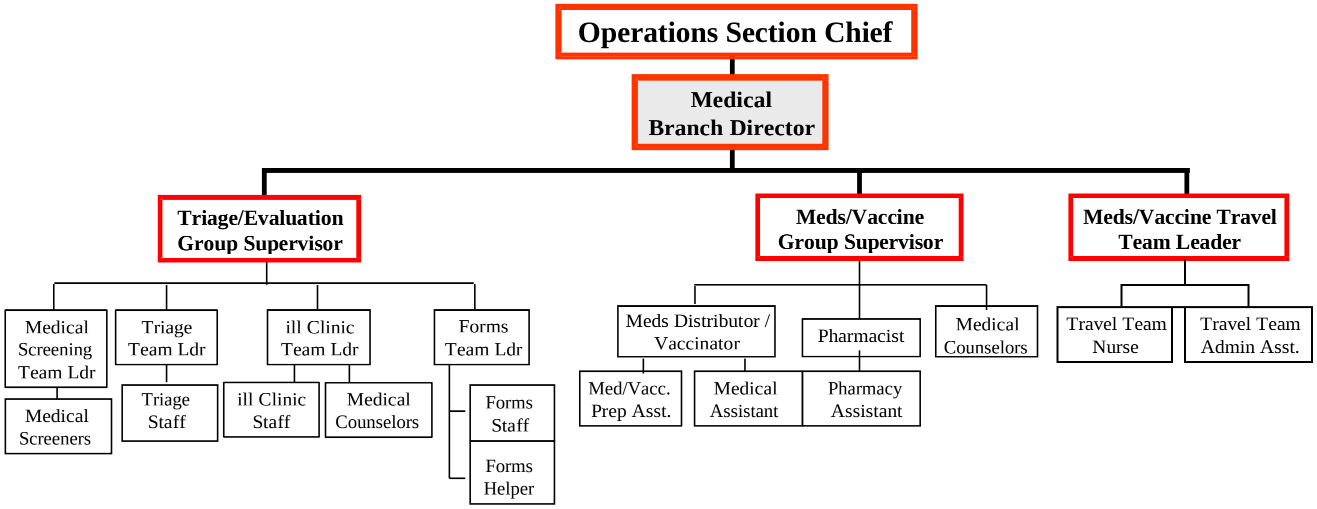
Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Operations Section Chief – *(Cont.)*

Feedback/Comments:

Medical Branch Director


Operations Section Chief
Medical Branch Director
Triage/Evaluation Group Supervisor
Meds/Vaccine Group Supervisor
Meds/Vaccine Travel Team Leader
Medical Screening Team Ldr
Medical Screeners
Triage Team Ldr
Triage Staff
ill Clinic Team Ldr
ill Clinic Staff
Medical Counselors
Forms Team Ldr
Forms Staff
Forms Helper
Meds Distributor / Vaccinator
Med/Vacc. Prep Asst.
Medical Assistant
Pharmacist
Pharmacy Assistant
Medical Counselors
Travel Team Nurse
Travel Team Admin Asst.

Name:______________________________**Date:**____________________**Shift:**___________

Area Assigned: Operations Area

Person You Report To: Operation Section Chief

Persons Reporting to You: Triage/Evaluation Group Supervisor, Medication/Vaccination Group Supervisor, Meds/Vaccine Travel Team Leader.

Job Description: To manage & oversee the overall medical services provided by the POD. Key services your Branch provides include:

- Medical Forms Distribution & Screening,
- Triage-Evaluation-Evacuation of ill/symptomatic people,
- Medical Screening, Medication Dispensing or Vaccination,
- Meds/Vaccine Travel Teams to provide outreach services for shut-ins, special populations or institutions that can administer Meds/Vaccine to their people with minimal instruction.

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

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.

Medical Branch Director - *Continue*

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 Operations Section Chief.
- Attend briefing.
- Conduct briefing for those reporting to you.
- Report to your assigned area for observation before beginning duties as needed and coordinate with the Medical Branch Director on the previous shift.

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- At initial briefing, identify units within the Branch to be activated and resources that may be required to carry out those operations.
- Ensure all functions within your Branch are 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.
- Provide periodic info updates to your subordinate sections to keep them in the loop.
- Request personnel & Equipment resources through the Operations Section Chief.
- Request the need for additional pharmaceuticals or supplies as determined by the pharmacy through the Logistics Chief.
- Monitor the status of the Triage/Evaluation Group, Medication/Vaccination Group, and Meds/Vaccine Travel Teams, make adjustments as necessary.
- Direct the activities of the Meds/Vaccine Travel Teams and prioritize their missions and ensure they have the resources to fulfill those missions (locations, meds, personnel & materiel).
- Instruct appropriate staff on the policies and methods for administration of vaccine or dispensing of medications.
- Monitor client flow patterns and assist the Operations Chief in correcting any problems.
- When station supervisors report disruptions and changes in client flow, report to Operations Chief.
- Provide routine progress and/or status reports to the Operations Section Chief.
- Ensure consistency in information provided to clients at all stations.
- Ensure that proper documentation is maintained for all station activities.
- Ensure all documents and reports are complete for your Branch and submitted appropriately.
- Ensure scheduled breaks and relief for the section is being appropriately handled.
- Review and confirm staffing levels for the next day or next shift with directors and supervisors.
- Monitor colleagues and clients for signs of fatigue and distress.
- Perform other duties as assigned and approved by the Operations Section Chief.

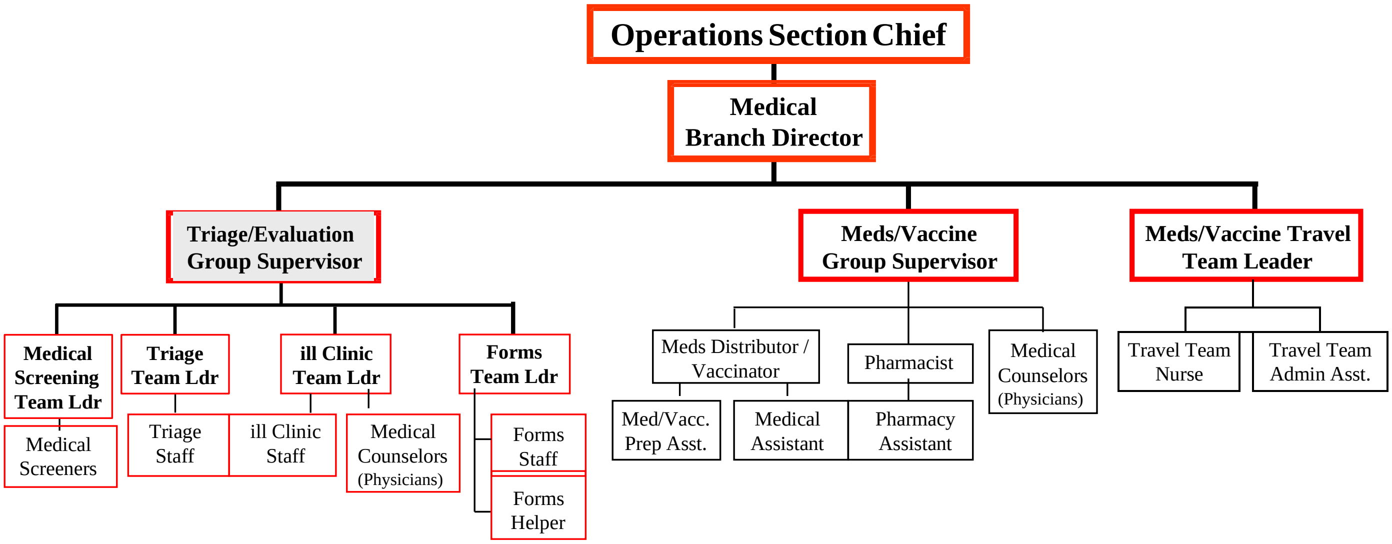
Medical Branch Director - *Continue*

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the Public Information Officer (PIO).

Feedback/Comments:

Triage/Evaluation Group Supervisor


Operations Section Chief
Medical Branch Director
Triage/Evaluation Group Supervisor
Meds/Vaccine Group Supervisor
Meds/Vaccine Travel Team Leader
Medical Screening Team Ldr
Triage Team Ldr
ill Clinic Team Ldr
Forms Team Ldr
Medical Screeners
Triage Staff
ill Clinic Staff
Medical Counselors (Physicians)
Forms Staff
Forms Helper
Meds Distributor / Vaccinator
Pharmacist
Medical Counselors (Physicians)
Med/Vacc. Prep Asst.
Medical Assistant
Pharmacy Assistant
Travel Team Nurse
Travel Team Admin Asst.

Name:______________________________**Date:**___________________ **Shift:** __________

Area Assigned: Operations Area (Triage & Medical Screening)

Person You Report To: Medical Branch Director

Persons Reporting to You: Medical Screening Team Leader, Triage Team Leader, Ill Clinic Team Leader, Forms Team Leader

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

- Medical Screening form distribution & patient forms assistance,
- Triaging of the public for ill/symptomatic 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 (as appropriate).
- 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.

Recommended Qualifications: General medical knowledge, organizational skills and management experience.

Triage/Evaluation Group Supervisor – *(Cont.)*

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 Medical 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:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- 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 Medical 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 Medical Branch Director.
- 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 Operations Section Chief.
- Ensure all documents and reports are complete for section and submitted appropriately.
- Ensure scheduled breaks and relief for the section is being appropriately handled.
- Review and confirm staffing levels for the next day or next shift with directors and supervisors.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

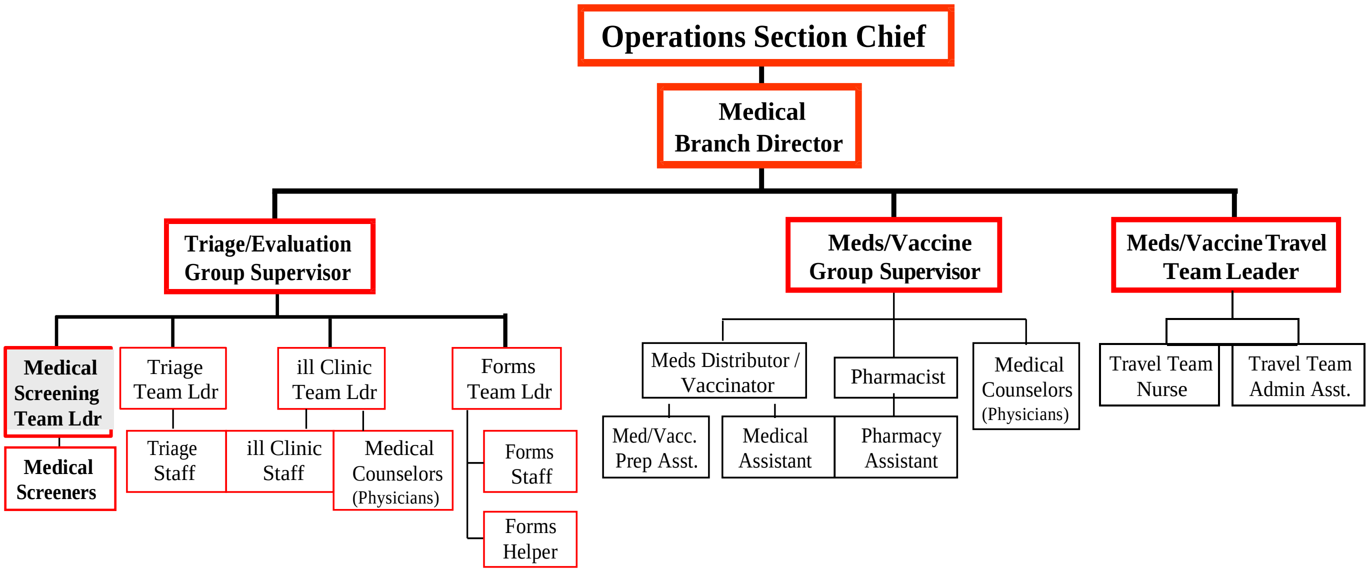
Triage/Evaluation Group Supervisor - *Continue*

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Medical Screening Team Leader


Operations Section Chief
Medical Branch Director
Triage/Evaluation Group Supervisor
Meds/Vaccine Group Supervisor
Meds/Vaccine Travel Team Leader
Medical Screening Team Ldr
Medical Screeners
Triage Team Ldr
Triage Staff
ill Clinic Team Ldr
ill Clinic Staff
Medical Counselors (Physicians)
Forms Team Ldr
Forms Staff
Forms Helper
Meds Distributor / Vaccinator
Med/Vacc. Prep Asst.
Medical Assistant
Pharmacist
Pharmacy Assistant
Medical Counselors (Physicians)
Travel Team Nurse
Travel Team Admin Asst.

Name:_______________________________**Date:**____________________**Shift:**___________

Area Assigned: Medical Screening Area

Person You Report To: Triage/Evaluation Group Supervisor

Persons Reporting to You: Medical Screeners

Job Description: Supervise & Manage the Medical Screening staff.

- Ensure that each person has filled out the medical screening forms,
- That the medical screeners refer persons with contraindications to the Medical Counseling Area,
- And persons with NO contraindications go to the Meds Dispensing/ Vaccination Area.

Recommended Qualifications: Ability to supervise and manage people.

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

Medical Screening Team Leader – *(Cont)*

Duties:

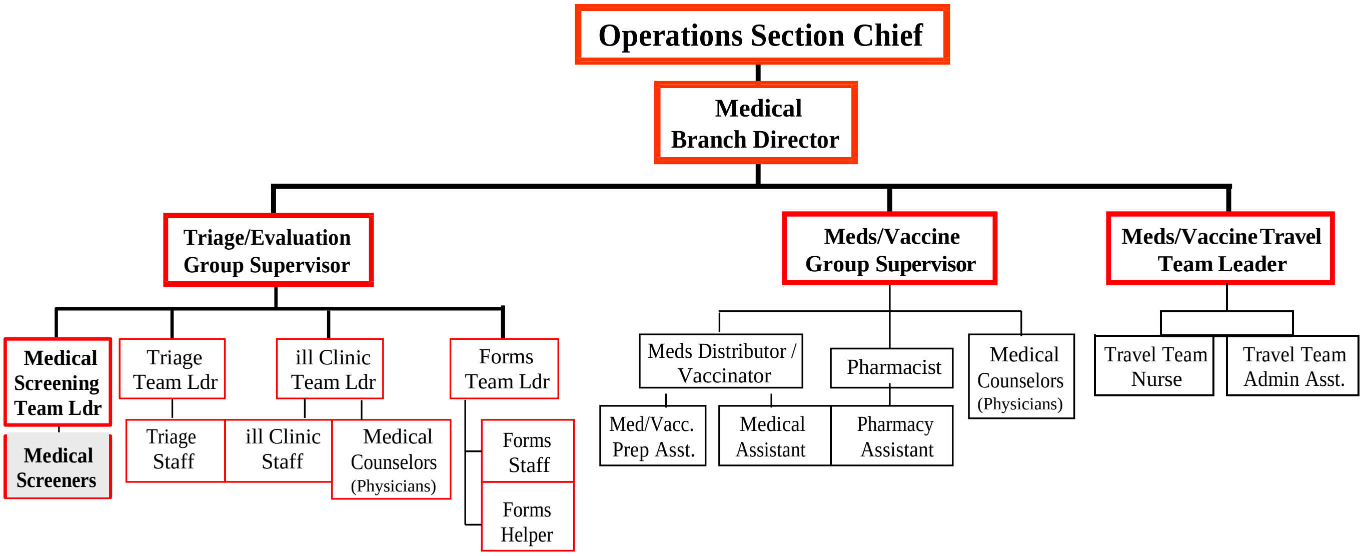
- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Set-up Medical Screening area as appropriate.
- Review contraindication procedures with the Triage/Evaluation Group Supervisor
- Ensure that the staff is properly reviewing the completed survey forms and making the proper referrals.
- Assure that persons with NO contraindications are directed to the Meds Dispensing/ Vaccination Area
- Assure that persons with contraindications are directed to the Medical Counseling Area to be seen by the Medical Evaluators
- Maintain client flow.
- Provide routine progress and/or status reports to Triage/Evaluation Group Supervisor.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Medical Screener


Operations Section Chief
Medical Branch Director
Triage/Evaluation Group Supervisor
Meds/Vaccine Group Supervisor
Meds/Vaccine Travel Team Leader
Medical Screening Team Ldr
Medical Screeners
Triage Team Ldr
Triage Staff
ill Clinic Team Ldr
ill Clinic Staff
Medical Counselors (Physicians)
Forms Team Ldr
Forms Staff
Forms Helper
Meds Distributor / Vaccinator
Med/Vacc. Prep Asst.
Pharmacist
Medical Assistant
Pharmacy Assistant
Medical Counselors (Physicians)
Travel Team Nurse
Travel Team Admin Asst.

Name:________________________________**Date:**____________________**Shift:**___________

Area Assigned: Medical Screening Area

Person You Report To: Medical Screening Team Leader

Job Description: Using the medical screening forms and from talking to patients, assure that all persons are screened for contraindications.

- Refer persons with contraindications to the Medical Counseling Area
- Refer and persons with NO contraindications to the Meds Dispensing/Vaccination Area.

Recommended Qualifications: Ability to survey people.

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Read this entire Job Action Sheet and those of those you supervise.
- 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.
- Report to your assigned clinic area for observation before beginning duties as needed.

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Obtain briefing from the Medical Screening Team Leader.
- Review the list of contraindications with Medical Screening Team Leader.
- Assist persons with completing screening form(s).
- Direct persons with NO contraindications to the Meds Dispensing/Vaccination Area.
- Direct persons with contraindications to the Medical Counseling Area.
- Monitor colleagues and clients for signs of fatigue and distress.

Medical Screener - *(Cont.)*

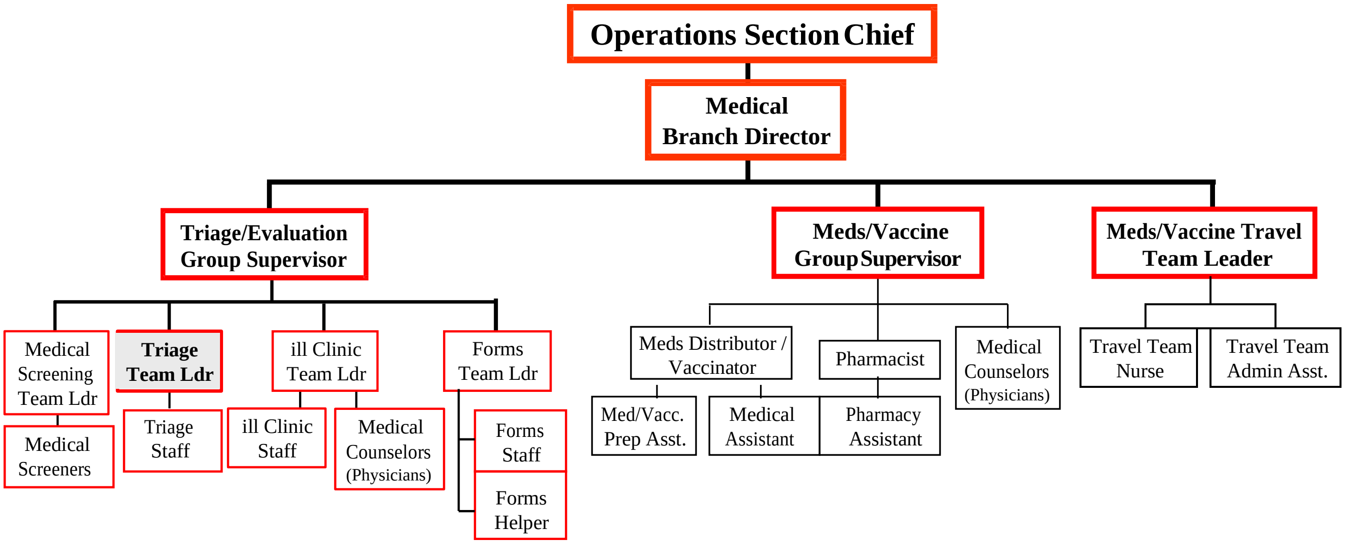
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the Public Information Officer (PIO).

Feedback/Comments:

Triage Team Leader


Operations Section Chief
Medical Branch Director
Triage/Evaluation Group Supervisor
Meds/Vaccine Group Supervisor
Meds/Vaccine Travel Team Leader
Medical Screening Team Ldr
Medical Screeners
Triage Team Ldr
Triage Staff
ill Clinic Team Ldr
ill Clinic Staff
Medical Counselors (Physicians)
Forms Team Ldr
Forms Staff
Forms Helper
Meds Distributor / Vaccinator
Med/Vacc. Prep Asst.
Medical Assistant
Pharmacist
Pharmacy Assistant
Medical Counselors (Physicians)
Travel Team Nurse
Travel Team Admin Asst.

Name:____________________________**Date:**__________________**Shift:**__________

Area Assigned: Triage Area

Person You Report To: Triage/Evaluation Group Supervisor

Persons Reporting to You: Triage Staff

Job Description: Manage the Screening & Identification of all ill or symptomatic individuals prior to them entering the main POD building and refer them to the Illness Clinic for evaluation.

Qualifications: Medical Background Required – Physician, PA-C, NP, Nurse, Paramedic, or other trained medical professional

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Read this entire Job Action Sheet and those of those you supervise.
- 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.
- Report to your assigned clinic area for observation before beginning duties as needed.

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Ensure the station has appropriate equipment and is set-up properly.
- Check equipment for serviceability and supply expiration dates as appropriate
- Ensure appropriate signage is in place
- Obtain briefing from the Triage/Evaluation Group Supervisor

Triage Team Leader – *(cont.)*

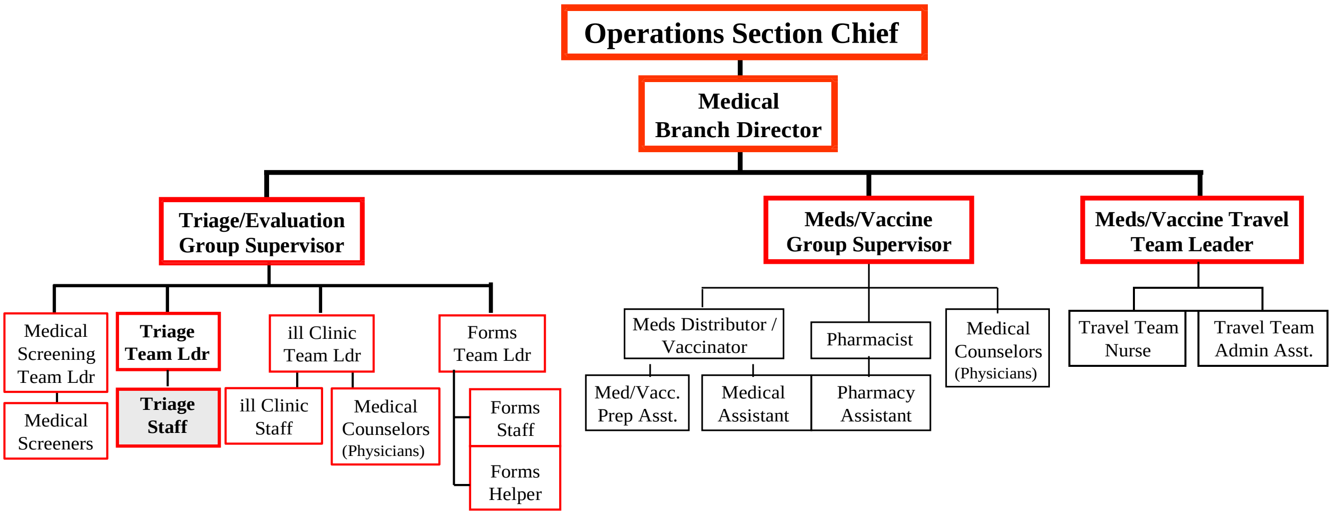
- Review Triage guidelines with the Triage/Evaluation Group Supervisor
- Observe clients entering the clinic site for visible symptoms.
- Assess visibly ill clients and determine whether or not they are symptomatic.
- Direct people with an illness that day or persons with symptoms suggestive of the disease we are trying to prevent, to the Illness Clinic for medical evaluation.
- Follow established medical procedure emergency protocols Maintain tracking documents as needed.
- Maintain client flow.
- ***Try to keep families together***, even if one member of the family is sent on to the Illness Clinic, have the rest of the family be given meds/vaccine there also.
- Provide routine progress and/or status reports to Triage/Evaluation Group Supervisor.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Triage Staff


Operations Section Chief
Medical Branch Director
Triage/Evaluation Group Supervisor
Meds/Vaccine Group Supervisor
Meds/Vaccine Travel Team Leader
Medical Screening Team Ldr
Medical Screeners
Triage Team Ldr
Triage Staff
ill Clinic Team Ldr
ill Clinic Staff
Medical Counselors (Physicians)
Forms Team Ldr
Forms Staff
Forms Helper
Meds Distributor / Vaccinator
Med/Vacc. Prep Asst.
Medical Assistant
Pharmacist
Pharmacy Assistant
Medical Counselors (Physicians)
Travel Team Nurse
Travel Team Admin Asst.

Name:______________________________**Date:**__________________ **Shift:** __________

Area Assigned: Triage Area

Person You Report To: Triage Team Leader

Purpose: Screen & Identify ill or symptomatic individuals prior to them entering the main POD building and refer them to the Illness Clinic for evaluation.

Recommended Qualifications: RN, LPN, Paramedic, EMT, or other trained medical professional

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

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Set-up station as appropriate.
- Observe clients entering the clinic site for visible symptoms.
- Assess visibly ill clients and determine whether or not they are symptomatic.
- Direct people with an illness that day or persons with symptoms suggestive of the disease we are trying to prevent, to the Triage Team Leader or Illness Clinic for medical evaluation.
- Maintain tracking documents as needed.
- Maintain client flow.
- ***Try to keep families together***, even if one member of the family is sent on to the Illness Clinic, have the rest of the family be given meds/vaccine there also.
- Provide routine progress and/or status reports to Triage Team Leader.

Triage Staff - *(Cont.)*

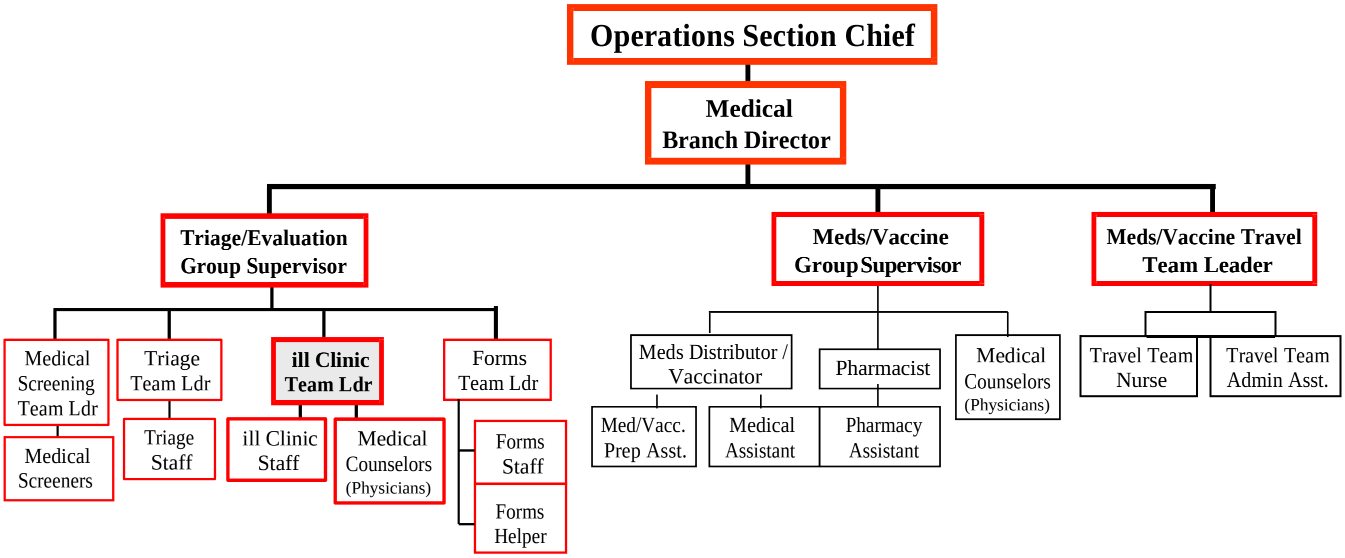
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Illness Clinic Team Leader


Operations Section Chief
Medical Branch Director
Triage/Evaluation Group Supervisor
Meds/Vaccine Group Supervisor
Meds/Vaccine Travel Team Leader
Medical Screening Team Ldr
Medical Screeners
Triage Team Ldr
Triage Staff
ill Clinic Team Ldr
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Medical Counselors (Physicians)
Forms Team Ldr
Forms Staff
Forms Helper
Meds Distributor / Vaccinator
Med/Vacc. Prep Asst.
Medical Assistant
Pharmacist
Pharmacy Assistant
Medical Counselors (Physicians)
Travel Team Nurse
Travel Team Admin Asst.

Name:______________________________**Date:**____________________**Shift:**___________

Area Assigned: Illness Clinic Area

Person You Report To: Triage/Evaluation Group Supervisor

Persons Reporting to You: Ill Clinic Staff, Medical Counselors

Job Description: The Illness Clinic's is a follow-on station for persons "triaged" due to illness of some type on that day, or persons symptomatic with symptoms for the disease are trying to prevent. The Medical Counselors (Providers) will evaluate the patient and make recommendations as to whether the patient is:

- Eligible for meds/vaccine,
- Should not receive meds/vaccine, and sent home,
- Should be transported to an off-site Treatment Center for other treatment.

Your main job is to:

- Supervise the staff setting up and running the Illness Clinic,
- Assure that all medical documentation is completed,
- Provide medications or vaccines to eligible patients and their family members as directed by the Medical Counselor (Provider).

Recommended Qualifications: RN, LPN, Paramedic, EMT, or other trained medical professional.

Check-In:

- 🕐 Sign-in at Workforce Staging Area.
- 🕐 Sign-out equipment and resource packet.
- 🕐 Review the Job Action Sheets of yourself & your subordinates
- 🕐 Receive vaccination/prophylaxis, if not already treated.
- 🕐 Receive and put on identification (vest, id badge, etc.).
- 🕐 Sign necessary forms, if applicable (confidentiality forms, etc.).
- 🕐 Check in with your supervisor.
- 🕐 Attend briefing.

Illness Clinic Team Leader - *(Cont.)*

Duties:

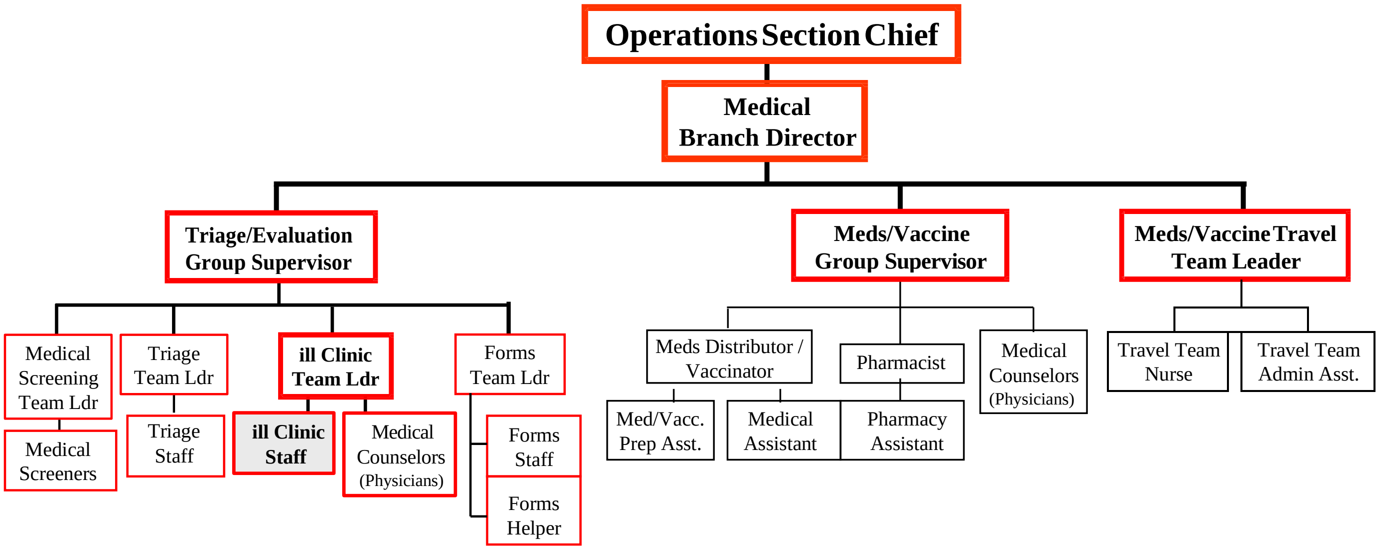
- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Ensure the station has appropriate equipment and is set-up properly.
- Coordinate communication to and from station as needed.
- Observe clients entering the clinic site for visible symptoms.
- Assess visibly ill clients and determine whether or not they are symptomatic for the illness we are trying to prevent.
- Coordinate for appropriate care of clients with external facilities or Treatment Centers
- Coordinate patient transport to Treatment Center from Illness Clinic as directed.
- Maintain patient tracking & medical documents as needed and ensure that a copy goes with the patient if they are transported to another medical facility off-site.
- Maintain client flow.
- ***Try to keep families together***, even if one member of the family is sent on to the Illness Clinic, have the rest of the family be given meds/vaccine there also.
- Provide medications or vaccines to eligible patients and their family members as directed by the Medical Counselor (Provider).
- Work with Triage/Evaluation Group Supervisor to incorporate changes within station as needed.
- Provide routine progress and/or status reports to Triage/Evaluation Group Supervisor.
- Monitor colleagues and clients for signs of fatigue or distress. Notify the person you report to as appropriate.
- Ensure adequate rest breaks are provided for yourself & your staff.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your Triage/Evaluation Group Supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Illness Clinic Staff


Operations Section Chief
Medical Branch Director
Triage/Evaluation Group Supervisor
Meds/Vaccine Group Supervisor
Meds/Vaccine Travel Team Leader
Medical Screening Team Ldr
Medical Screeners
Triage Team Ldr
Triage Staff
ill Clinic Team Ldr
ill Clinic Staff
Medical Counselors (Physicians)
Forms Team Ldr
Forms Staff
Forms Helper
Meds Distributor / Vaccinator
Med/Vacc. Prep Asst.
Medical Assistant
Pharmacist
Pharmacy Assistant
Medical Counselors (Physicians)
Travel Team Nurse
Travel Team Admin Asst.

Name:______________________________**Date:**____________________**Shift:**___________

Area Assigned: Illness Clinic Area

Person You Report To: Illness Clinic Team Leader

Job Description: The Illness Clinic's is a follow-on station for persons "triaged" due to illness of some type on that day, or persons symptomatic with symptoms for the disease are trying to prevent. The Medical Counselors (Providers) will evaluate the patient and make recommendations as to whether the patient is:

- Eligible for meds/vaccine,
- Should not receive meds/vaccine, and sent home,
- Should be transported to an off-site Treatment Center for other treatment.

Your main job is to:

- Assist in setting up and running the Illness Clinic,
- Assure that all medical documentation is completed,
- Provide medications or vaccines to eligible patients and their family members as directed by the Medical Counselor (Provider).

Recommended Qualifications: RN, LPN, Paramedic, EMT, or other trained medical professional.

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets of yourself & your subordinates
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Illness Clinic Staff - *(Cont.)*

Duties:

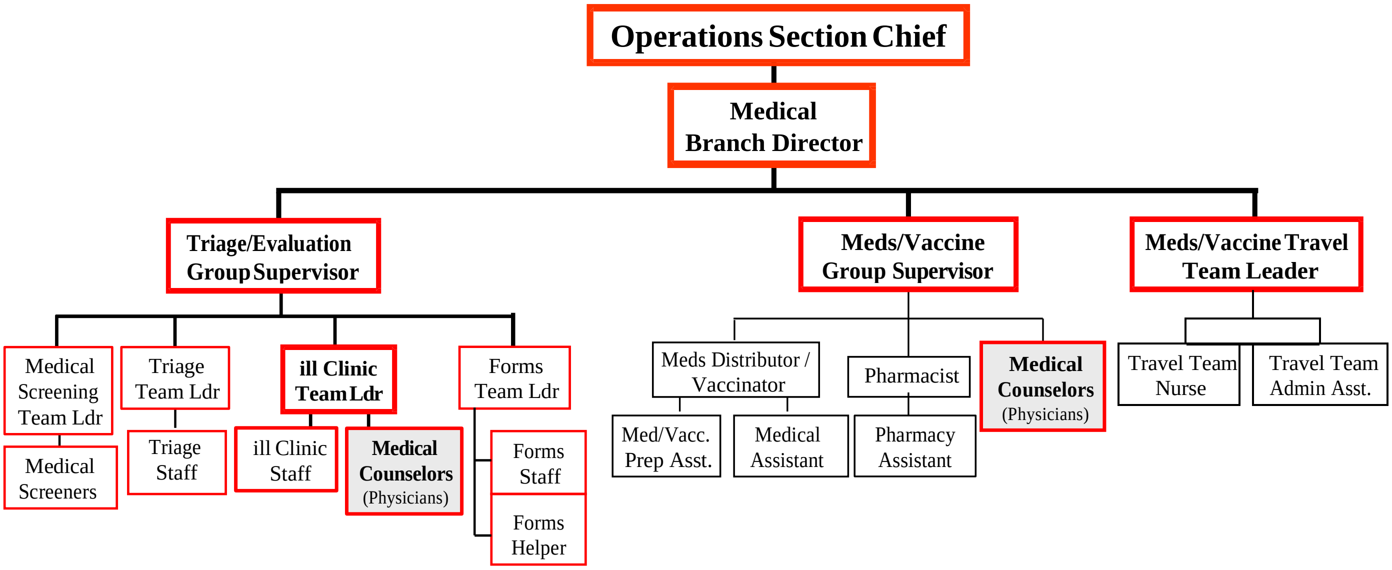
- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Ensure the station has appropriate equipment and is set up properly.
- Observe clients entering the clinic site for visible symptoms.
- Assess visibly ill clients and determine whether or not they are symptomatic for the illness we are trying to prevent.
- Coordinate for appropriate care of clients with external facilities or Treatment Centers
- Coordinate patient transport to Treatment Center from Illness Clinic as directed.
- Maintain patient tracking & medical documents as needed and ensure that a copy goes with the patient if they are transported to another medical facility off-site.
- Maintain client flow.
- ***Try to keep families together***, even if one member of the family is sent on to the Illness Clinic, have the rest of the family be given meds/vaccine there also.
- Provide medications or vaccines to eligible patients and their family members as directed by the Medical Counselor (Physician/Provider).
- Ensure adequate rest breaks are provided for yourself.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by the Illness Clinic Team Leader.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Medical Counselors *(Physician, PA-C, NP, Nurse, Paramedic)*


Operations Section Chief
Medical Branch Director
Triage/Evaluation Group Supervisor
Meds/Vaccine Group Supervisor
Meds/Vaccine Travel Team Leader
Medical Screening Team Ldr
Medical Screeners
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Medical Counselors (Physicians)
Forms Team Ldr
Forms Staff
Forms Helper
Meds Distributor / Vaccinator
Med/Vacc. Prep Asst.
Medical Assistant
Pharmacist
Pharmacy Assistant
Medical Counselors (Physicians)
Travel Team Nurse
Travel Team Admin Asst.

Medical Counselors may serve in two areas (Illness Clinic & Medical Counseling Area)

Name:______________________________**Date:**__________________**Shift:**__________

Area Assigned: Ill Clinic or Medical Counseling Area Services

Person You Report To: Ill Clinic Team Leader or Meds/Vaccine Group Supervisor

Purpose: Illness Clinic: The Medical Counselors (Providers) will evaluate the patient and make recommendations as to whether the patient is:

- Eligible for meds/vaccine,
- Should not receive meds/vaccine, and sent home,
- Should be transported to an off-site Treatment Center for other treatment.

Medical Counseling Area: To evaluate individuals to determine the presence or absence of contraindications and make prophylaxis decisions.

Qualifications: Medical Background Required – Physician, PA-C, NP, RN, Paramedic, or other trained medical professional.

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, Reference Materials – PDRs, etc).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Medical Counselor - *(Cont.)*

Duties:

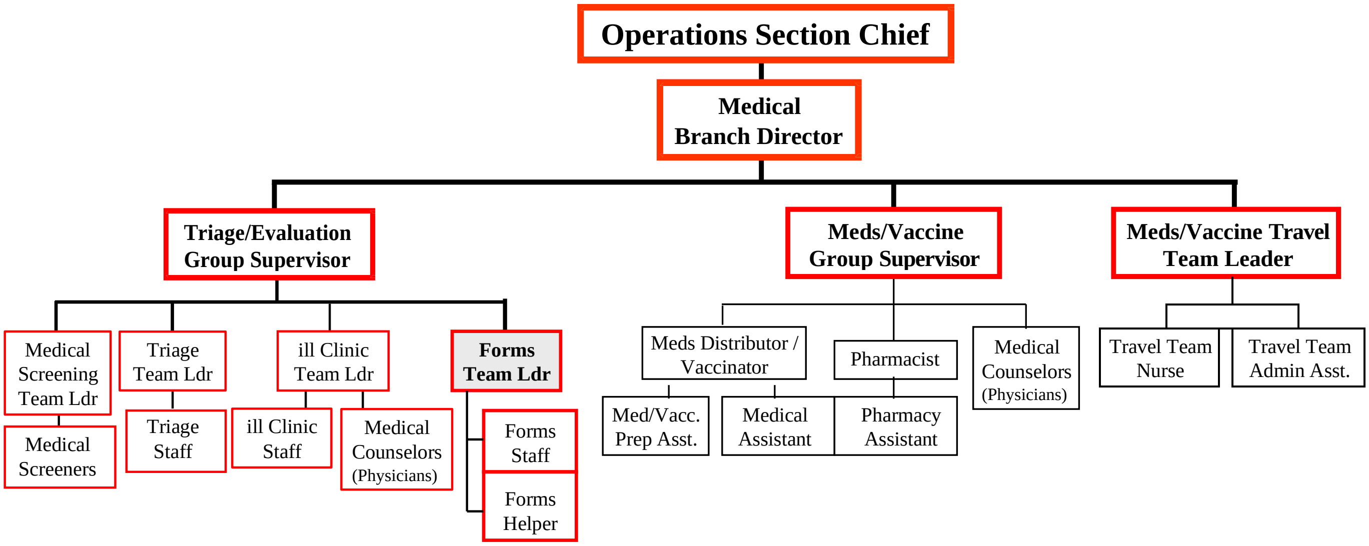
- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Obtain briefing and current prophylaxis guidelines from the Illness Clinic Team Leader or Meds/Vaccine Group Supervisor as appropriate.
- Make and document prophylaxis decisions (individual identity, rationale for decisions and outcome).
- Direct individuals to Meds Dispensing/Vaccination Area if prophylaxis/vaccine is warranted.
- Direct individuals to building exit if prophylaxis is not warranted.
- Document verification of contraindication(s) and retain screening form(s).
- Provide first-aid as needed.
- Ensure adequate rest breaks are provided for yourself.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Forms Distribution Team Leader


Operations Section Chief
Medical Branch Director
Triage/Evaluation Group Supervisor
Meds/Vaccine Group Supervisor
Meds/Vaccine Travel Team Leader
Medical Screening Team Ldr
Medical Screeners
Triage Team Ldr
Triage Staff
ill Clinic Team Ldr
ill Clinic Staff
Medical Counselors (Physicians)
Forms Team Ldr
Forms Staff
Forms Helper
Meds Distributor / Vaccinator
Med/Vacc. Prep Asst.
Medical Assistant
Pharmacist
Pharmacy Assistant
Medical Counselors (Physicians)
Travel Team Nurse
Travel Team Admin Asst.

Name:______________________________**Date:**____________________**Shift:**___________

Area Assigned: Forms Distribution Area

Person You Report To: Triage/Evaluation Group Supervisor

Persons Reporting to You: Forms Distribution Staff, Forms Helpers

Job Description: You are in charge of Supervising the Form Distribution process to persons entering the POD and ensuring them assistance in understanding & filling out those forms.

- Manages the distribution of form(s) to persons coming into the POD for medications or vaccinations.
- Supervises Forms Helpers to assist public with filling out the forms.

Recommended Qualifications: Ability to supervise people.

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets of yourself & your subordinates
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Forms Distribution Team Leader– *(Cont.)*

Duties:

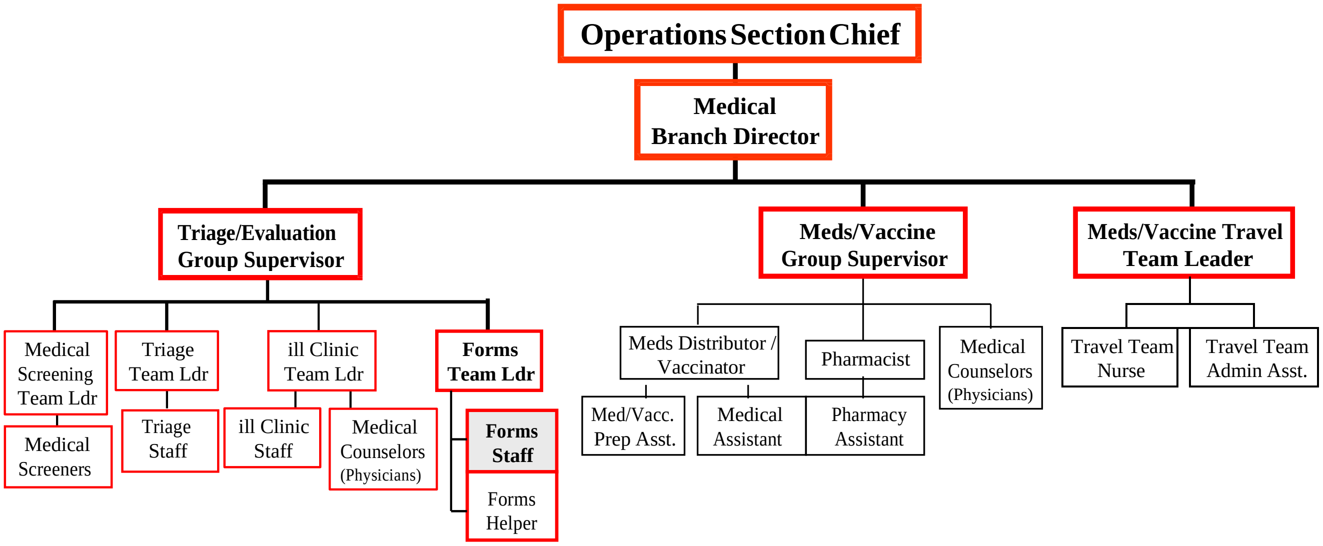
- 🕘Wear appropriate Personal Protective Equipment (PPE) as directed.
- 🕘Obtain briefing from the Triage/Evaluation Group Supervisor
- 🕘Review form(s) and form protocol with Triage/Evaluation Group Supervisor.
- 🕘Brief your staff and answer any questions they may have.
- 🕘Ensure that you have an adequate supply of forms available.
- 🕘Ensure your area is set up, and your staff is ready to go.
- 🕘Position your Forms Distribution staff so that persons entering the POD are briefed on filling out the forms and know that assistance from Form Helpers is available.
- 🕘Coordinate with Special Needs Group Supervisor for the services of Interpreters, Translators, Sign Language personnel as needed.
- 🕘Ensure that adequate supplies of pens or pencils are available.
- 🕘Ensure that tables or places to write on are available for persons to fill out forms:
    - a table area where persons may comfortably fill out forms,
    - tables that parallel with a line of people, so they can fill them out and still shuffle along,
    - an assembly area with writing surfaces that may be used.
- 🕘Ensure form(s) are distributed according to your POD's protocol.
- 🕘Collect completed forms from Exit Review Staff and ensure they are properly secured.
- 🕘Ensure adequate rest breaks are provided for yourself & your staff.
- 🕘Monitor colleagues and clients for signs of fatigue and distress.
- 🕘Exercise authority to stop and prevent any unsafe acts.
- 🕘Perform other duties as assigned and approved by your supervisor.

Check-out:

- 🕘 When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- 🕘 Participate in scheduled debriefing at shift change or close of clinic.
- 🕘 Return to Workforce Staging Area.
- 🕘 Return identification (vest, id badge, etc.).
- 🕘 Sign-in equipment.
- 🕘 Pick up exit materials, as appropriate.
- 🕘 Sign-out.
- 🕘 Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Forms Distribution Staff


Operations Section Chief
Medical Branch Director
Triage/Evaluation Group Supervisor
Meds/Vaccine Group Supervisor
Meds/Vaccine Travel Team Leader
Medical Screening Team Ldr
Triage Team Ldr
ill Clinic Team Ldr
Forms Team Ldr
Medical Screeners
Triage Staff
ill Clinic Staff
Medical Counselors (Physicians)
Forms Staff
Forms Helper
Meds Distributor / Vaccinator
Pharmacist
Medical Counselors (Physicians)
Med/Vacc. Prep Asst.
Medical Assistant
Pharmacy Assistant
Travel Team Nurse
Travel Team Admin Asst.

Name:______________________________**Date:**____________________**Shift:**___________

Area Assigned: Forms Distribution Area

Person You Report To: Forms Distribution Team Leader

Job Description: Distribute form(s) to persons coming to the POD for medications or vaccinations.

Recommended Qualifications: Ability to pass out forms & work with people.

Check-In:

☐ Sign-in at Workforce Staging Area.
☐ Sign-out equipment and resource packet.
☐ Review Job Action Sheet.
☐ Receive vaccination/prophylaxis, if not already treated.
☐ Receive and put on identification (vest, id badge, etc.).
☐ Sign necessary forms, if applicable (confidentiality forms, etc.).
☐ Check in with your supervisor.
☐ Attend briefing.

Duties:

☐ Wear appropriate Personal Protective Equipment (PPE) as directed.
☐ Assist in setting up the forms distribution area.
☐ Review form(s) and form protocol with Forms Distribution Team Leader.
☐ Distribute form(s) to persons coming to the POD for medications or vaccinations.
☐ Ensure pens or pencils are readily available for people to use.
☐ Ensure form(s) are distributed according to protocol.
☐ Answer any simple questions persons may have regarding form(s).
☐ Refer persons with technical questions about the forms to the Form Helpers.
☐ Monitor colleagues and clients for signs of fatigue and distress.
☐ Exercise authority to stop and prevent any unsafe acts.
☐ Perform other duties as assigned and approved by your supervisor.

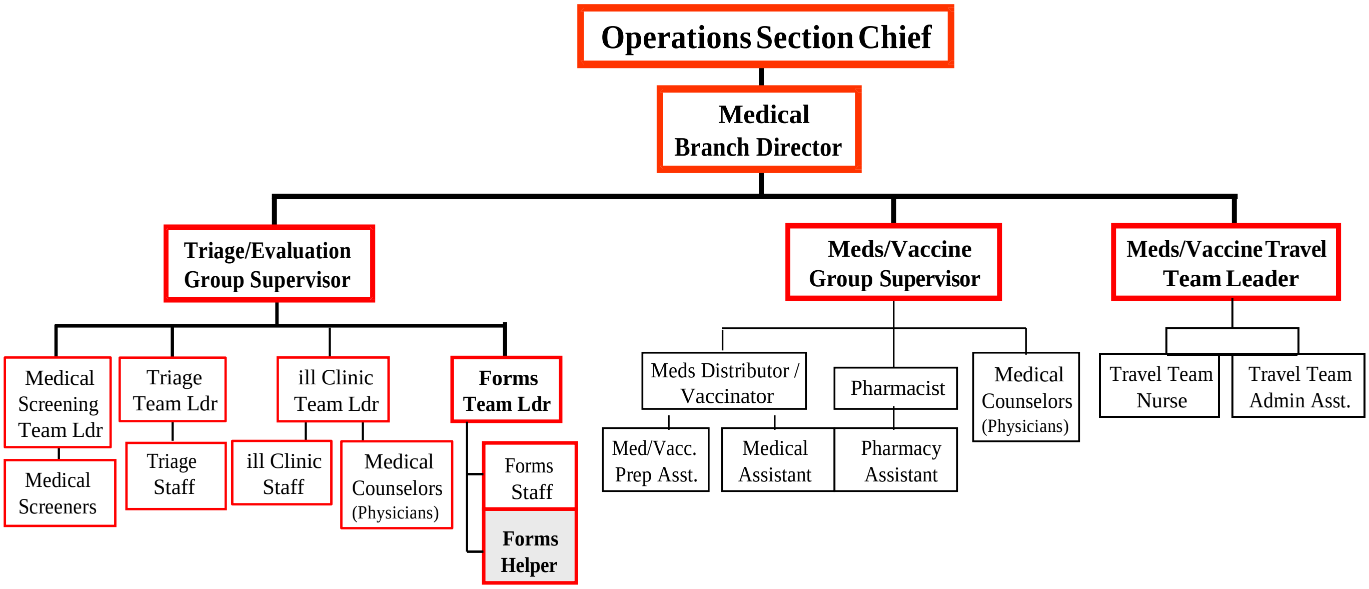
Forms Distribution Staff

Check-out:

- ☐ When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of clinic.
- ☐ Return to Workforce Staging Area.
- ☐ Return identification (vest, id badge, etc.).
- ☐ Sign-in equipment.
- ☐ Pick up exit materials, as appropriate.
- ☐ Sign-out.
- ☐ Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Forms Helper


Operations Section Chief
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Forms Staff
Forms Helper
Meds Distributor / Vaccinator
Med/Vacc. Prep Asst.
Medical Assistant
Pharmacist
Pharmacy Assistant
Medical Counselors (Physicians)
Travel Team Nurse
Travel Team Admin Asst.

Name:____________________________**Date:**___________________**Shift:**__________

Area Assigned: Forms Distribution Area

Person You Report To: Forms Distribution Team Leader

Job Description: Assist the public in filling out the Medical Screening POD forms.

Recommended Qualifications: Ability answer questions about the POD medical screening forms & works well with people.

Check-In:

- ☐ Sign-in at Workforce Staging Area.
- ☐ Sign-out equipment and resource packet.
- ☐ Review Job Action Sheet.
- ☐ Receive vaccination/prophylaxis, if not already treated.
- ☐ Receive and put on identification (vest, id badge, etc.).
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.).
- ☐ Check in with your supervisor.
- ☐ Attend briefing.

Duties:

- ☐ Wear appropriate Personal Protective Equipment (PPE) as directed.
- ☐ Assist in setting up the forms distribution area.
- ☐ Review form(s) and form protocol with Forms Distribution Team Leader.
- ☐ Answer any questions persons may have regarding form(s).
- ☐ Refer persons with technical questions you can’t answer to your Forms Team Leader.
- ☐ Monitor colleagues and clients for signs of fatigue and distress.
- ☐ Exercise authority to stop and prevent any unsafe acts.
- ☐ Perform other duties as assigned and approved by your supervisor.

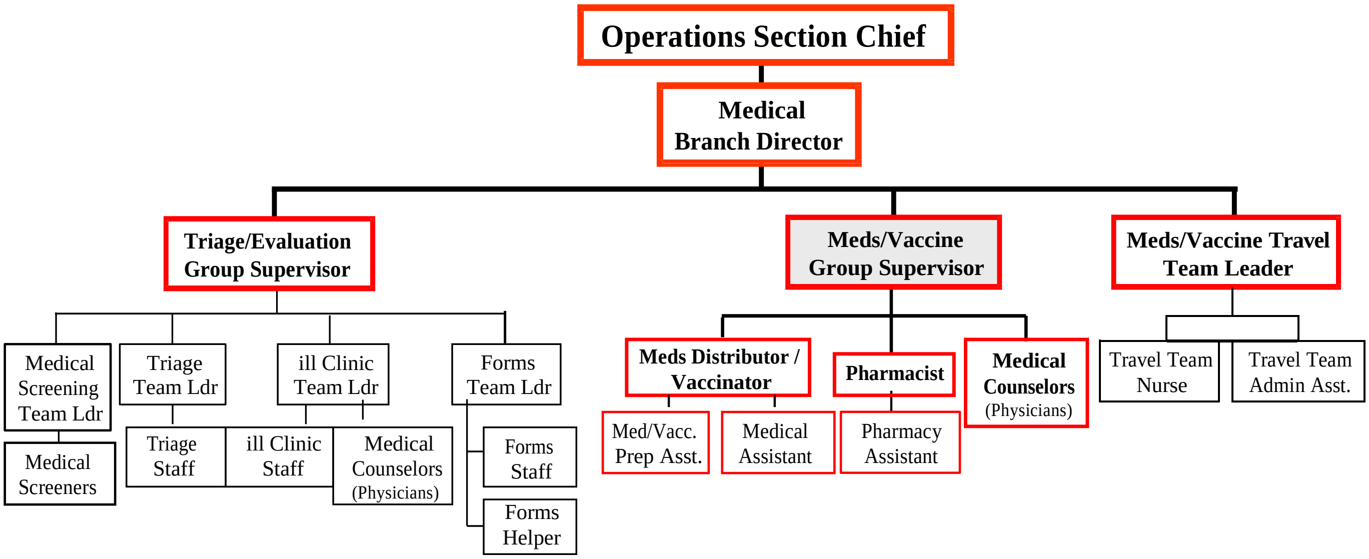
Forms Helper - *(Cont.)*

Check-out:

- ☐ When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of clinic.
- ☐ Return to Workforce Staging Area.
- ☐ Return identification (vest, id badge, etc.).
- ☐ Sign-in equipment.
- ☐ Pick up exit materials, as appropriate.
- ☐ Sign-out.
- ☐ Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Medication/Vaccine Group Supervisor


Operations Section Chief
Medical Branch Director
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ill Clinic Staff
Medical Counselors (Physicians)
Forms Staff
Forms Helper
Meds Distributor / Vaccinator
Pharmacist
Medical Counselors (Physicians)
Med/Vacc. Prep Asst.
Medical Assistant
Pharmacy Assistant
Travel Team Nurse
Travel Team Admin Asst.

Name:______________________________**Date:**____________________**Shift:**___________

Area Assigned: Medicine Distribution/Vaccine Group

Person You Report To: Medical Branch Director

Persons Reporting to You: Medication Distributor/Vaccinator, Pharmacist, Medical Counselors

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 of 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.

Recommended 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.

Medication/Vaccine Group Supervisor – *(Cont.)*

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review Job Action Sheet and of those you supervise.
- 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 Medical 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:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Coordinate with the Medical 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 Medical 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.
- Ensure that you have a safe working environment for your staff, and that they know what to 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 Medical 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 Medical 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.

Medication/Vaccine Group Supervisor – *(Cont.)*

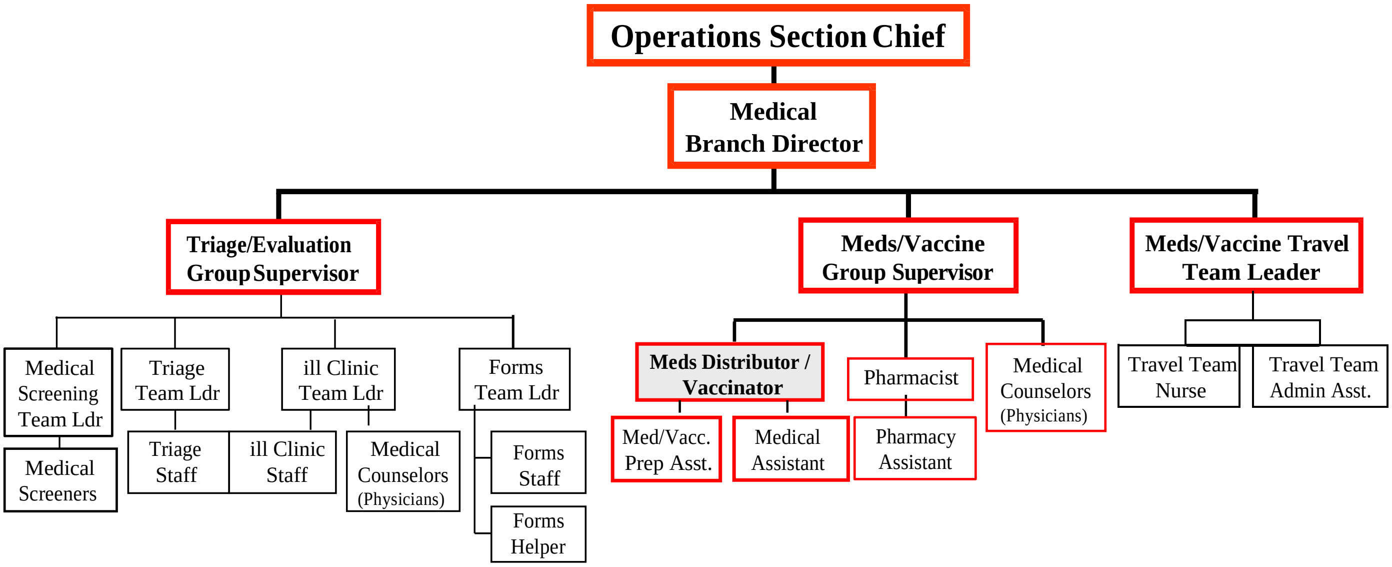
- Periodically adjust staff level and number of working stations to handle surges or fall-off in the numbers of patients presenting for services….. adjust as necessary.
- Ensure that medical privacy & HIPPA guidelines are being followed as appropriate to the situation.
- Provide routine progress and/or status reports to the Medical Branch Director.
- Ensure all documents and reports are complete for section and submitted appropriately.
    - 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.
- Exercise authority to stop and prevent any unsafe acts.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Medication Distributor/Vaccinator


Operations Section Chief
Medical Branch Director
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Meds Distributor / Vaccinator
Med/Vacc. Prep Asst.
Medical Assistant
Pharmacist
Pharmacy Assistant
Medical Counselors (Physicians)
Travel Team Nurse
Travel Team Admin Asst.

Name:_______________________________**Date:**____________________**Shift:**___________

Area Assigned: Medicine Distribution/Vaccination Area

The Person You Report To: Medication Vaccine Group Supervisor

Persons Reporting to You: Medication/Vaccination Preparation Assistant,
Medical Administration Assistant

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

- 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 of 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: Your station and your staff are the main reason we are here.

Recommended Qualifications: RN, LPN, Paramedic, EMT and medical knowledge or experience in the dispensing of medications or administration of vaccines.

Medication Distributor/Vaccinator – *(Cont.)*

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets of yourself & your subordinates.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with the Medication Vaccine Group Supervisor.
- 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:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Ensure that adequate medical supplies (forms, labels, needles, etc.) are readily available.
- Check the availability of medications or vaccines and mitigate any potential shortfalls in supply. If you anticipate any supply problems with anything, go through your Medication Vaccine Group Supervisor.
- Check the layout of your meds/vaccine station and coordinate with the Patient Flow personnel in your immediate area on how they plan to flow patients through your station.
- Ensure that you have a safe working environment for you & your staff, and that they know what to 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) or sharps containers 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 operations. If not, go through your Medication Vaccine Group Supervisor for assistance.
- Ensure your folks are ready to receive patients, signs are up & staff is in place.
- Periodically check in with your staff to ensure that they have adequate supplies, personnel & other resources to continue to provide services.
- Ensure that medical privacy & HIPPA guidelines are being followed as appropriate to the situation.
- Ensure you and your staff receive scheduled breaks and relief.
- Monitor colleagues and clients for signs of fatigue and distress. Notify the Medication Vaccine Group Supervisor as appropriate.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by the Medication Vaccine Group Supervisor.

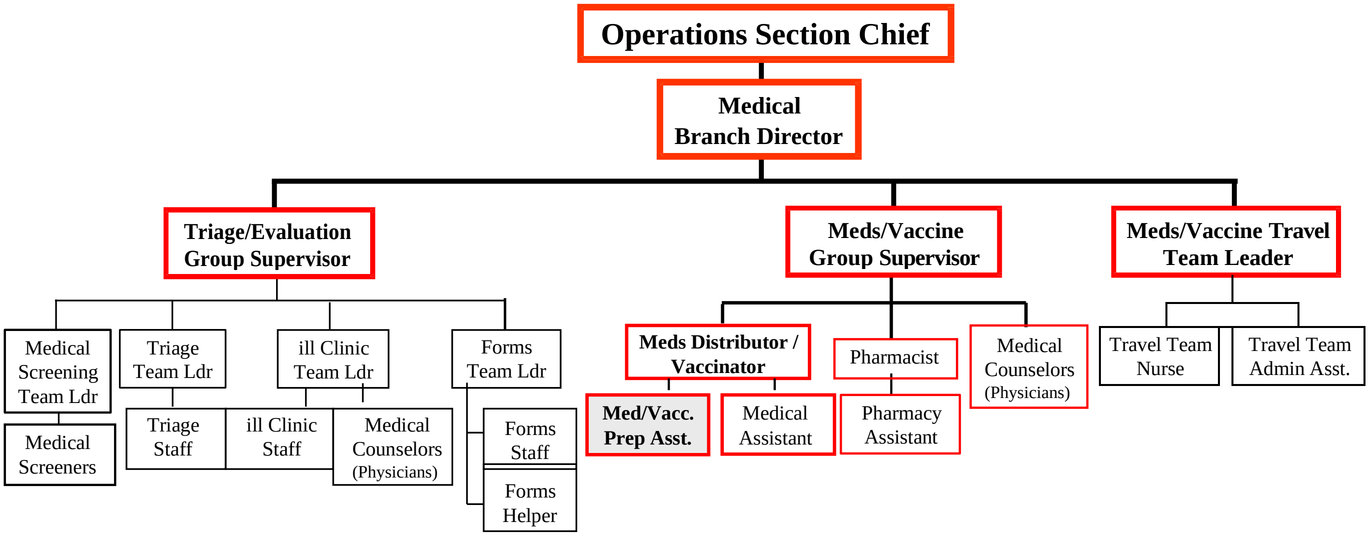
Medication Distributor/Vaccinator – *(Cont.)*

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Medication/Vaccination Preparation Assistant


Operations Section Chief
Medical Branch Director
Triage/Evaluation Group Supervisor
Meds/Vaccine Group Supervisor
Meds/Vaccine Travel Team Leader
Medical Screening Team Ldr
Medical Screeners
Triage Team Ldr
Triage Staff
ill Clinic Team Ldr
ill Clinic Staff
Medical Counselors (Physicians)
Forms Team Ldr
Forms Staff
Forms Helper
Meds Distributor / Vaccinator
Med/Vacc. Prep Asst.
Medical Assistant
Pharmacist
Pharmacy Assistant
Medical Counselors (Physicians)
Travel Team Nurse
Travel Team Admin Asst.

Name:______________________________**Date:**____________________**Shift:**___________

Area Assigned: Medicine Distribution/Vaccination Area

The Person You Report To: Medication Distributor/Vaccinator

Job Description: Your job is to “assist” the Medication Distributor/Vaccinator, thereby minimizing the tasks they have to do, so we can get more people quickly and efficiently through this station. Although the Medication Distributor/Vaccinator will provide guidance at the time on what they need you to do, here are some possible tasks you may expect:

- 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.
- Load syringes (Vaccinations only)
- That all paperwork or documentation related to the dispensing or administration of vaccine is being accomplished at the dispensing/vaccination stations.

Recommended Qualifications: LPN, Paramedic, EMT and medical knowledge or experience in the dispensing of medications or administration of vaccines.

Check-In:

☐ Sign-in at Workforce Staging Area.
☐ Sign-out equipment and resource packet.
☐ Review Job Action Sheet.
☐ Receive vaccination/prophylaxis, if not already treated.
☐ Receive and put on identification (vest, id badge, etc.).
☐ Sign necessary forms, if applicable (confidentiality forms, etc.).
☐ Check in with your supervisor.
☐ Attend briefing.

Medication/Vaccination Preparation Assistant – *(Cont.)*

Duties:

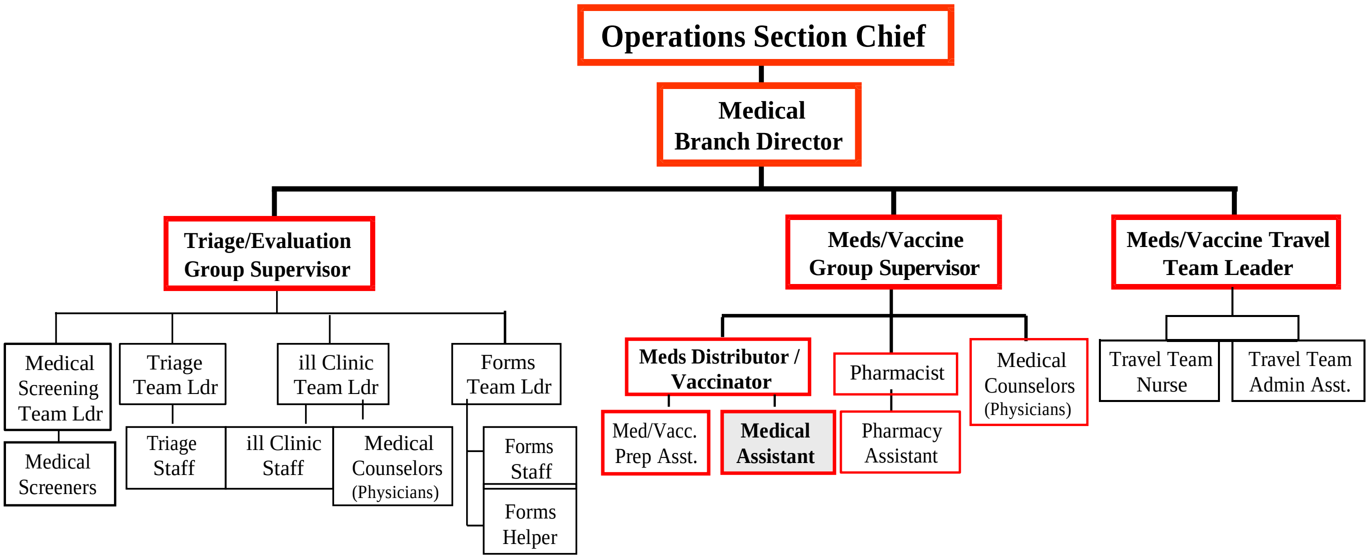
☐ Wear appropriate Personal Protective Equipment (PPE) as directed.
☐ Obtain briefing from the Medication Distributor/Vaccinator at your station.
☐ Ensure that you have the appropriate Personal Protective Equipment (PPE).
☐ Review prophylaxis guidelines and protocols with the Medication/Vaccine Supervisor.
☐ Prepare medications for administration (load syringes or label bottles).
☐ Greet individual(s) and obtain completed form(s).
☐ Verify that the person(s) are qualified to receive medications or vaccines.
☐ Check for appropriate consent and signature.
☐ Ensure that vaccine administration/dispensing forms are filled out completely.
☐ Record appropriate lot # or other medication information.
☐ Answer any questions person(s) may have.
☐ Ensure adequate rest breaks are provided for yourself.
☐ Monitor colleagues and clients for signs of fatigue and distress.
☐ Exercise authority to stop and prevent any unsafe acts.
☐ Perform other duties as assigned and approved by your supervisor.

Check-out:

☐ When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
☐ Participate in scheduled debriefing at shift change or close of clinic.
☐ Return to Workforce Staging Area.
☐ Return identification (vest, id badge, etc.).
☐ Sign-in equipment.
☐ Pick up exit materials, as appropriate.
☐ Sign-out.
☐ Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Medical Administrative Assistant


Operations Section Chief
Medical Branch Director
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Meds/Vaccine Group Supervisor
Meds/Vaccine Travel Team Leader
Medical Screening Team Ldr
Medical Screeners
Triage Team Ldr
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Med/Vacc. Prep Asst.
Medical Assistant
Pharmacist
Pharmacy Assistant
Medical Counselors (Physicians)
Travel Team Nurse
Travel Team Admin Asst.

Name:______________________________**Date:**____________________**Shift:**___________

Area Assigned: Medicine Distribution/Vaccination Area

The Person You Report To: Medication Distributor/Vaccinator

Job Description: To Assist the Medication Distributor/Vaccinator with prophylaxis/vaccine process. Your job is to minimize the administrative tasks of the Medication Distributor/Vaccinator so that they can more efficiently provide medications or administer vaccines.

Although the Medication Distributor/Vaccinator will provide guidance at the time on what they need you to do, here are some possible tasks you may expect:

- 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.
- That all paperwork or documentation related to the dispensing or administration of vaccine is properly being accomplished at the dispensing/vaccination stations.

Recommended Qualifications: Medical Administrative – Medical Assistant, Secretaries, Administrative Assistants with medical knowledge Administrative Assistant

Check-In:

- ☐ Sign-in at Workforce Staging Area.
- ☐ Sign-out equipment and resource packet.
- ☐ Review Job Action Sheet.
- ☐ Receive vaccination/prophylaxis, if not already treated.
- ☐ Receive and put on identification (vest, id badge, etc.).
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.).
- ☐ Check in with your supervisor.
- ☐ Attend briefing.

Medical Administrative Assistant – *(cont.)*

Duties:

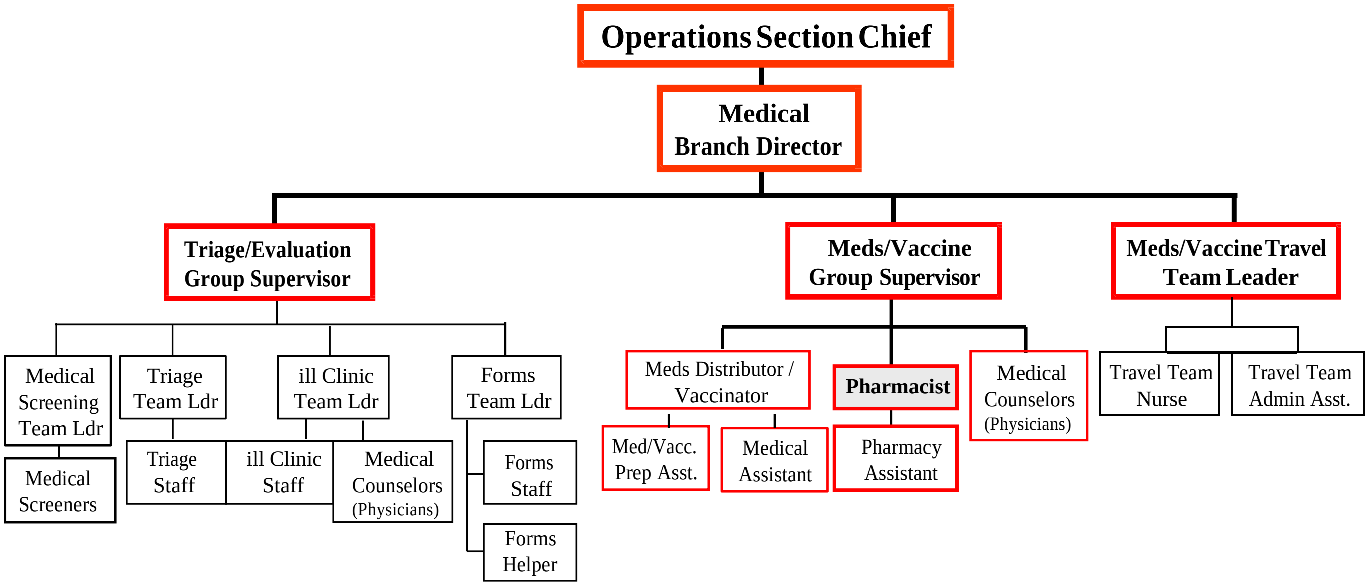
- ☐ Wear appropriate Personal Protective Equipment (PPE) as directed.
- ☐ Obtain briefing from the Medication Distributor/Vaccinator at your station.
- ☐ Ensure that you have the appropriate Personal Protective Equipment (PPE).
- ☐ Review administrative procedures for this station with the Medication/Vaccine Supervisor.
- ☐ Prepare medications for administration.
- ☐ Greet individual(s) and obtain completed form(s).
- ☐ Verify that the person(s) are qualified to receive medications or vaccines.
- ☐ Check for appropriate consent and signature.
- ☐ Ensure that vaccine administration/dispensing forms are filled out completely.
- ☐ Record appropriate lot # or other medication information, as directed.
- ☐ Answer any questions person(s) may have.
- ☐ Ensure adequate rest breaks are provided for yourself.
- ☐ Monitor colleagues and clients for signs of fatigue and distress.
- ☐ Exercise authority to stop and prevent any unsafe acts.
- ☐ Perform other duties as assigned and approved by your supervisor.

Check-out:

- ☐ When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of clinic.
- ☐ Return to Workforce Staging Area.
- ☐ Return identification (vest, id badge, etc.).
- ☐ Sign-in equipment.
- ☐ Pick up exit materials, as appropriate.
- ☐ Sign-out.
- ☐ Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Pharmacist


Operations Section Chief
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Meds Distributor / Vaccinator
Med/Vacc. Prep Asst.
Medical Assistant
Pharmacist
Pharmacy Assistant
Medical Counselors (Physicians)
Travel Team Nurse
Travel Team Admin Asst.

Name:______________________________**Date:**____________________**Shift:**___________

Area Assigned: Pharmacy

Person You Report To: Meds/Vaccine Group Supervisor

Persons Reporting to You: Pharmacy Assistant

Job Description: To supervise the preparation and distribution of the pharmaceuticals needed for vaccination or dispensing at the POD.

To provide counsel to people on potential side effects related to the pharmaceuticals the POD is providing and potential side effects/interactions.

Recommended Qualifications: Registered Pharmacist

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets of yourself & your subordinates
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Ensure all your staff is adhering to proper personal protective equipment protocols.
- Set-up pharmacy properly with appropriate forms and equipment needed.
- Assess pharmaceutical supplies and request needed supplies through the Supply Unit Leader in the Logistics section.

Pharmacist – *(Cont.)*

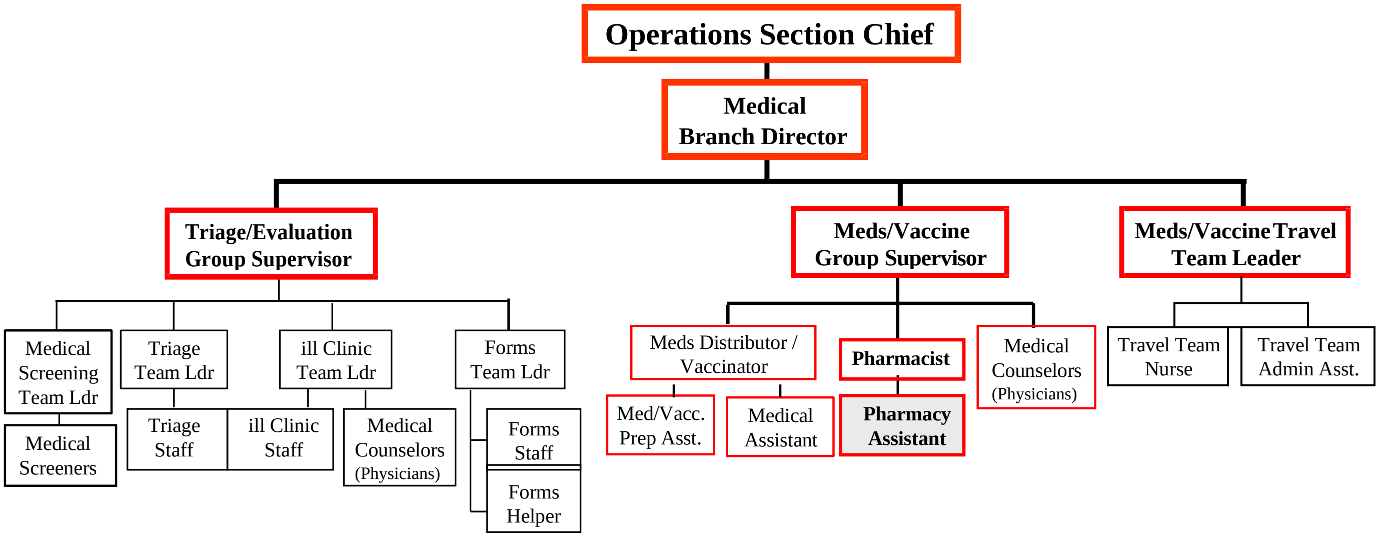
- Review labels for the unit of dose bottles per guidance of the State Dept. of Health.
- Instruct appropriate staff on the policies and methods for preparation of medications.
- Ensure that unit of dosage bottles are properly labeled.
- Supervise the reconstitution of vaccine into appropriate dosages according to instructions.
- Supervise repackaging of medicines to unit of dosage packages, as required.
- Maintain security and proper storage of pharmaceuticals and vaccines.
- Ensure that pharmaceutical supplies are properly distributed to the meds/vaccine stations.
- Provide routine progress and/or status reports to the Meds/Vaccine Group Supervisor.
- Monitor colleagues and clients for signs of fatigue or distress.
- Ensure adequate rest breaks are provided for yourself & your staff.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by the person you report to.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Pharmacy Assistant


Operations Section Chief
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Forms Staff
Forms Helper
Meds Distributor / Vaccinator
Med/Vacc. Prep Asst.
Medical Assistant
Pharmacist
Pharmacy Assistant
Medical Counselors (Physicians)
Travel Team Nurse
Travel Team Admin Asst.

Name:____________________________**Date:**____________________**Shift:**___________

Area Assigned: Pharmacy

Person You Report To: Pharmacist

Job Description: To prepare and distribution of the pharmaceuticals needed for vaccination or dispensing at the POD.

Recommended Qualifications: Pharmacist Assistant, RN, LPN, or an appropriately trained individual qualified to prepare pharmaceuticals under the direction of the pharmacist.

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheet.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Ensure you are adhering to proper personal protective equipment protocols.
- Set-up pharmacy properly with appropriate forms and equipment needed.
- Assess pharmaceutical supplies and request needed supplies through the Pharmacist (or in their absence) the Supply Unit Leader in the Logistics section.
- Review labels for the unit of dose bottles per guidance of the State Dept. of Health.
- Ensure that unit of dosage bottles are properly labeled.
- Supervise the reconstitution of vaccine into appropriate dosages according to instructions.
- Maintain security and proper storage of pharmaceuticals and vaccines.

Pharmacy Assistant – *(Cont.)*

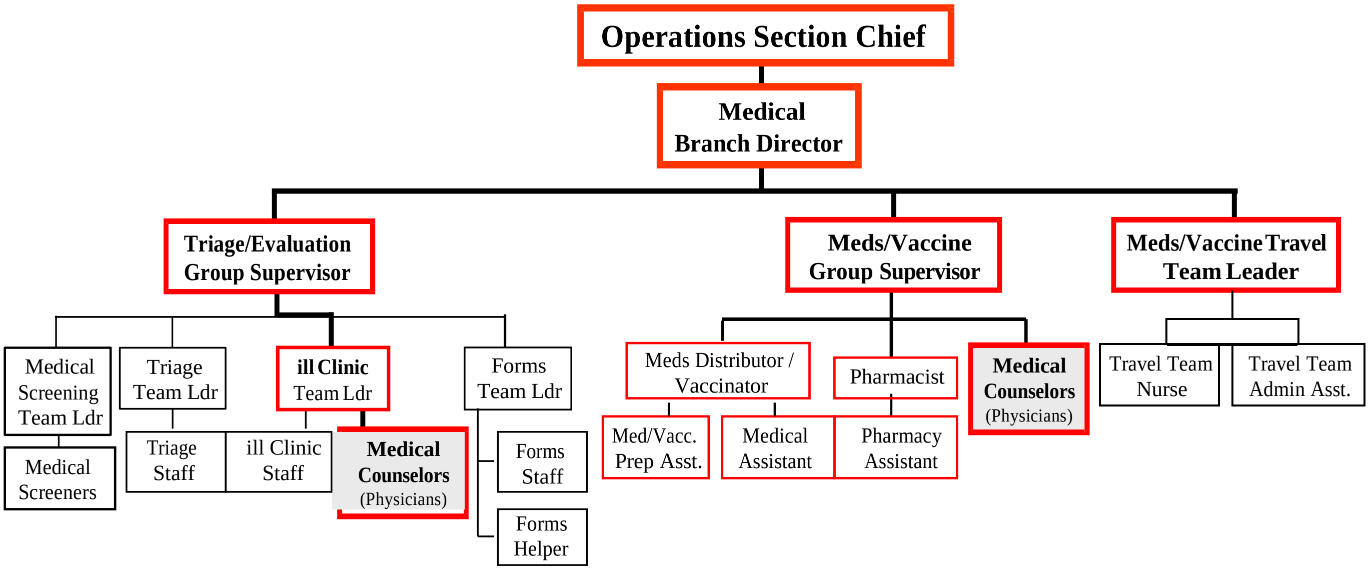
- Ensure that pharmaceutical supplies are properly distributed to the meds/vaccine stations.
- Repackage medicines to unit of dosage packages, as required.
- Provide routine progress and/or status reports to the Pharmacist.
- Monitor colleagues and clients for signs of fatigue or distress.
- Ensure adequate rest breaks are provided for yourself & your staff.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by the person you report to.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Medical Counselors *(Physician, PA-C, NP, Nurse, Paramedic)*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Travel Team Admin Asst.

Medical Counselors may serve in two areas (Illness Clinic & Medical Counseling Area)

Name:______________________________**Date:**____________________**Shift:**___________

Area Assigned: Ill Clinic or Medical Counseling Area Services

Person You Report To: Ill Clinic Team Leader or Meds/Vaccine Group Supervisor

Purpose: Illness Clinic: The Medical Counselors (Providers) will evaluate the patient and make recommendations as to whether the patient is:

- Eligible for meds/vaccine,
- Should not receive meds/vaccine, and sent home,
- Should be transported to an off-site Treatment Center for other treatment.

Medical Counseling Area: To evaluate individuals to determine the presence or absence of contraindications and make prophylaxis decisions.

Qualifications: Medical Background Required – Physician, PA-C, NP, RN, Paramedic, or other trained medical professional.

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, Reference Materials – PDRs, etc.).
⏲ Sign necessary forms, if applicable (confidentiality forms, etc.).
⏲ Check in with your supervisor.
⏲ Attend briefing.

Medical Counselor - *(Cont.)*

Duties:

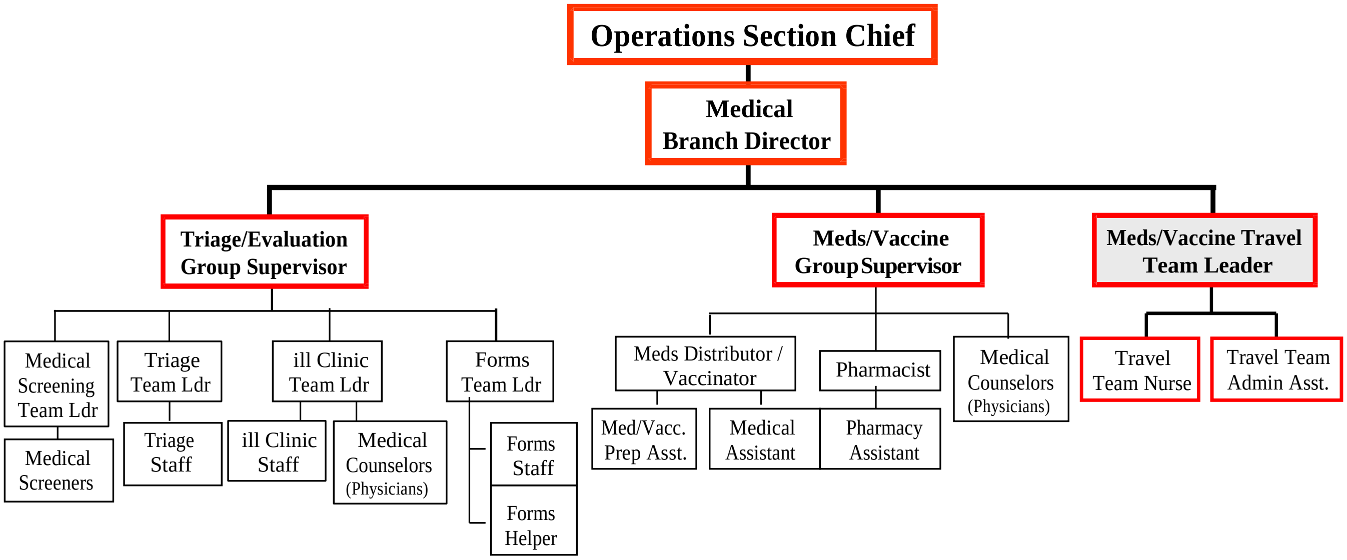
- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Obtain briefing and current prophylaxis guidelines from the Illness Clinic Team Leader or Meds/Vaccine Group Supervisor as appropriate.
- Make and document prophylaxis decisions (individual identity, rationale for decisions and outcome).
- Direct individuals to Meds Dispensing/Vaccination Area if prophylaxis/vaccine is warranted.
- Direct individuals to building exit if prophylaxis is not warranted.
- Document verification of contraindication(s) and retain screening form(s).
- Provide first-aid as needed.
- Ensure adequate rest breaks are provided for yourself.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Meds/Vaccine Travel Team Leader


Operations Section Chief
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Forms Team Ldr
Forms Staff
Forms Helper
Meds Distributor / Vaccinator
Med/Vacc. Prep Asst.
Medical Assistant
Pharmacist
Pharmacy Assistant
Medical Counselors (Physicians)
Travel Team Nurse
Travel Team Admin Asst.

Name:________________________________**Date:**____________________**Shift:**___________

The Person You Report To: Medical 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.

Recommended 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.

Meds/Vaccine Travel Team Leader - *Continue*

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 Medical 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:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Receive a listing from the Medical Branch Director of the sites & duties that your team will be expected to visit and perform.
- Coordinate with the Medical 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 Medical 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 Medical 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 to 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 Medical 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 Medical Branch Director.

Meds/Vaccine Travel Team Leader - *Continue*

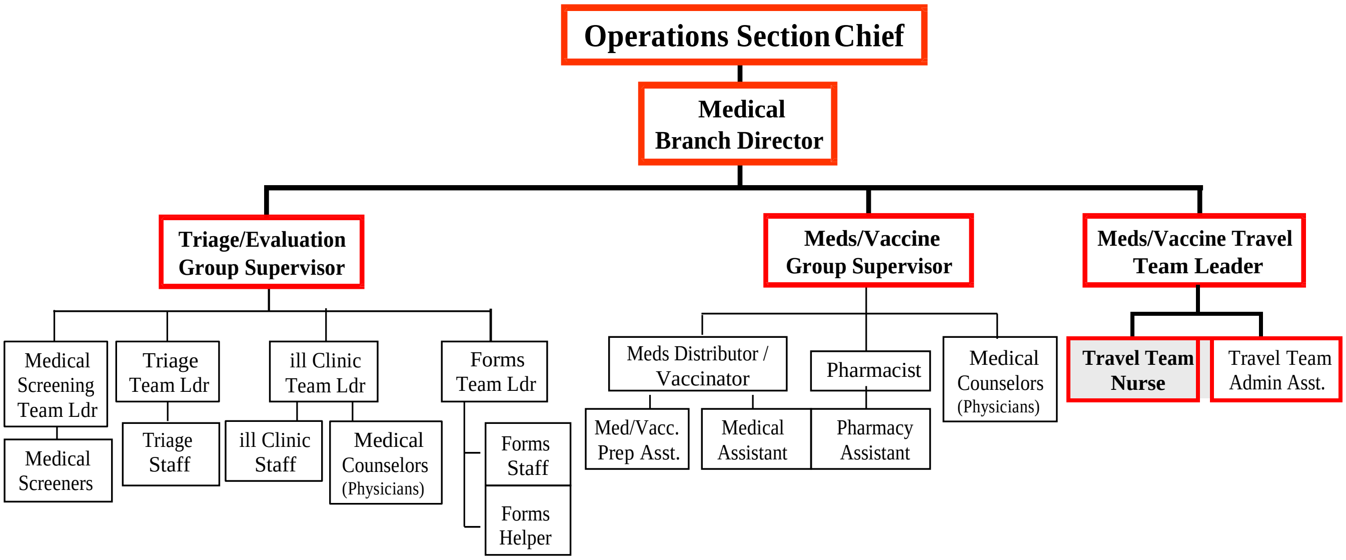
- Ensure all documents and reports are complete for section and submitted appropriately.
  - All completed Job Action Sheets, Unit Logs and General Messages to the Medical Branch Director.
- Ensure scheduled breaks and relief for yourself and your team.
- Monitor colleagues and clients for signs of fatigue 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 comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Meds/Vaccine Travel Team Nurse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Med/Vacc. Prep Asst.
Medical Assistant
Pharmacist
Pharmacy Assistant
Medical Counselors (Physicians)
Travel Team Nurse
Travel Team Admin Asst.

Name:______________________________**Date:**___________________**Shift:**__________

The Person You Report To: Meds/Vaccine Travel Team Leader

Job Description: To provide nursing service to the Medication Vaccination 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.

Recommended Qualifications: RN, LPN, Paramedic, EMT and specific medical knowledge and experience in the dispensing of medications or vaccines.

Meds/Vaccine Travel Team Nurse- *Continue*

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 Meds/Vaccine Travel Team Leader.
- Attend briefing.

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Coordinate with the Meds/Vaccine Travel Team Leader and identify equipment, forms, supplies, procedures, medications, training aides, and any other resources that you will need for the 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 Meds/Vaccine Travel Team Leader.
- 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.
- Ensure that adequate medical supplies (forms, labels, needles, etc.) are readily available.
- Ensure that you have a safe working environment for you and your team, review emergency procedures.
- Ensure that adequate security is readily available, and your team knows how to request assistance.
- Ensure that your team has 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.
- Communicate all requests for resources with the Medical Branch Director.
- Ensure that medical privacy & HIPPA guidelines are being followed as appropriate to the situation.
- Provide on-site medication distribution/vaccinations as required.
- For facilities with appropriate medical staff; provide the appropriate medicines and training for them to carry on and conduct medication distribution or vaccinations for their facility.
- Ensure that the facility has the appropriate guidance on screening and side effects for the medications or vaccines.
- Ensure that the facility has emergency medications readily available to mitigate the effects of a reaction to the medication or vaccine supplies.
- 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 Meds/Vaccine Travel Team Leader.

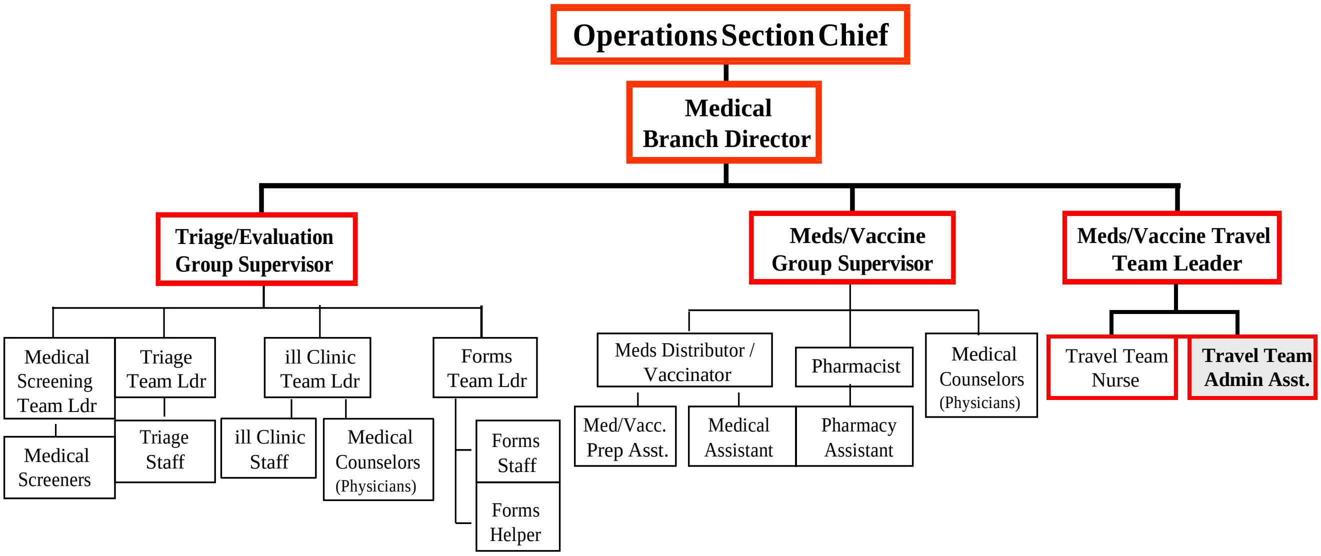
Meds/Vaccine Travel Team Nurse – *(Cont.)*

Check-out:

- ☐ When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of clinic.
- ☐ Return to Workforce Staging Area.
- ☐ Return identification (vest, id badge, etc.).
- ☐ Sign-in equipment.
- ☐ Pick up exit materials, as appropriate.
- ☐ Sign-out.
- ☐ Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Travel Team Administrative Assistant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Medical Assistant
Pharmacist
Pharmacy Assistant
Medical Counselors (Physicians)
Travel Team Nurse
Travel Team Admin Asst.

Name:_______________________________**Date:**____________________**Shift:**___________

Area Assigned: Medication/Vaccine Travel Team

The Person You Report To: Medication/Vaccine Travel Team Leader

Job Description: To Assist the Meds/Vaccine Travel Team with prophylaxis/vaccine process.

Your job is to minimize the administrative tasks of the Medication Distributor/Vaccinator so that they can more efficiently provide medications or administer vaccines in the field.

Although the Medication Distributor/Vaccinator will provide guidance at the time on what they need you to do, here are some possible tasks you may expect:

- 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.
- That all paperwork or documentation related to the dispensing/administration of vaccine is properly being accomplished at the dispensing/vaccination stations.

Recommended Qualifications: Medical Administrative – Medical Assistant, Secretaries, Administrative Assistants with medical knowledge Administrative Assistant

Check-In:

☐ Sign-in at Workforce Staging Area.
☐ Sign-out equipment and resource packet.
☐ Review Job Action Sheet.
☐ Receive vaccination/prophylaxis, if not already treated.
☐ Receive and put on identification (vest, id badge, etc.).
☐ Sign necessary forms, if applicable (confidentiality forms, etc.).
☐ Check in with your supervisor.
☐ Attend briefing.

Travel Team Administrative Assistant – *(Cont.)*

Duties:

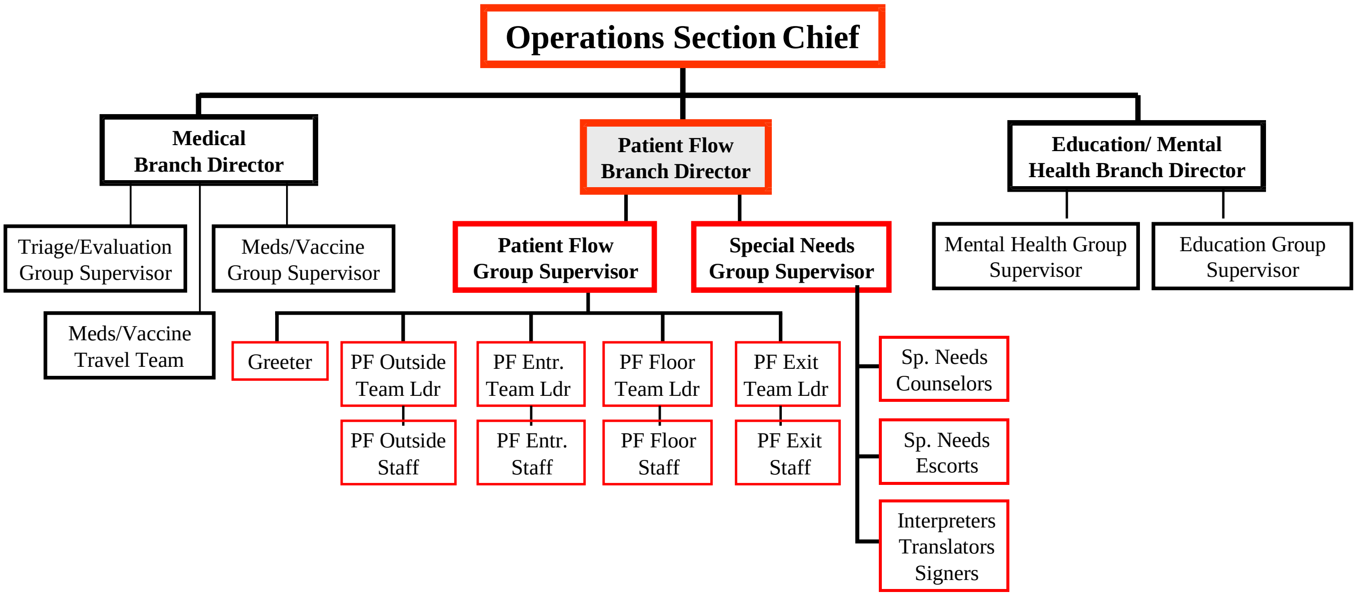
- ☐ Wear appropriate Personal Protective Equipment (PPE) as directed.
- ☐ Obtain briefing from the Medication Distributor/Vaccinator at your station.
- ☐ Ensure that you have the appropriate Personal Protective Equipment (PPE).
- ☐ Review administrative procedures for this station with the Travel Team Leader.
- ☐ Review the administrative procedure to be followed with the Meds/Vaccine Travel Team Leader
- ☐ Monitor radio communications for the team.....periodically conduct a radio check with the POD communications cell.
- ☐ Prepare medications for administration.
- ☐ Greet individual(s) and obtain completed form(s).
- ☐ Verify that the person(s) are qualified to receive medications or vaccines.
- ☐ Check for appropriate consent and signature.
- ☐ Ensure that vaccine administration/dispensing forms are filled out completely.
- ☐ Record appropriate lot # or other medication information, as directed.
- ☐ Answer any questions person(s) may have.
- ☐ Ensure adequate rest breaks are provided for yourself.
- ☐ Monitor colleagues and clients for signs of fatigue and distress.
- ☐ Exercise authority to stop and prevent any unsafe acts.
- ☐ Perform other duties as assigned and approved by your supervisor.

Check-out:

- ☐ When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of clinic.
- ☐ Return to Workforce Staging Area.
- ☐ Return identification (vest, id badge, etc.).
- ☐ Sign-in equipment.
- ☐ Pick up exit materials, as appropriate.
- ☐ Sign-out.
- ☐ Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Patient Flow Branch Director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Sp. Needs Counselors
Sp. Needs Escorts
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Maintaining an efficient smooth "Patient Flow" is critical to the success of the POD

Name:____________________________**Date:**___________________**Shift:**__________

Area Assigned: Patient Flow Operations

You Report To: Operations Section Chief

You Supervise: Patient Flow Group Supervisor,
Special Needs Group Supervisor

Job Description: To manage & direct the overall services provided by the "Patient Flow" and "Special Needs" Groups.

Key Services the Two Groups you direct include:

Patient Flow

- Ensure that people flow quickly & efficiently through the POD process.
- Ensure that the Meds Dispensing /Vaccination Area is seldom waiting for patients to arrive.
- That patient flow "bottlenecks" are identified & quickly resolved.
- Ensure the Safety & Security of the Patient Flow staff & public.

Special Needs

- Ensure that person with special needs are properly screened and provided special services and/or escorts to assist them throughout the POD process.
- Special Needs counselors, escorts, interpreters, translators & signers are readily available to assist persons with special needs.

Recommended Qualifications: The ability to supervise a large group of people, over a large area, and effectively maintain command and control.

Patient Flow Branch Director - *(Cont.)*

Check-In:

- ☐ Sign-in at Workforce Staging Area.
- ☐ Sign-out equipment and resource packet.
- ☐ Review your "Job Action Sheet" and those of the people you supervise.
- ☐ 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 Patient Flow Branch Director.
- ☐ Attend briefing.
- ☐ Conduct briefing for those reporting to you.
- ☐ Ensure that communications and security (as necessary) is in place for you & your team.

Duties:

- ☐ Wear appropriate Personal Protective Equipment (PPE) as directed.
- ☐ Coordinate activities between the Patient Flow & Special Needs Group Supervisor to ensure that Special Needs services are incorporated into Patient Flow Operations.
- ☐ Ensure that your staff has a solid understanding of the POD's Patient Flow Plan and that they understand their role in making it happen.
- ☐ Ensure that your Group Supervisors have been briefed on where security resources are and how to access them should there be a need.
- ☐ Obtain feedback from Patient Flow Group Supervisor to identify bottlenecks.
- ☐ Have a plan in your mind, on how you will shift resources should that become necessary.
- ☐ If you need more people or resources, .. **ask for it** through the Operations Section Chief; efficient "Patient Flow" is critical to the success of this POD.
- ☐ Should lines become excessively long, consider options such as:
    - Where possible (after the triage station) keep people in sheltered areas.
    - Breaking lines to 4 abreast rather than 1 or 2 abreast where possible.
    - Providing markers along the line with projected wait times at this point.
    - Put up informational posters along the route wall so people can receive educational materials while they wait.
    - Provide informational updates along the line and keeping people informed.
    - Where available provide chairs along the wall, for folks to rest.
- ☐ Consider "Special Lines" for persons with special needs, Families with small children, or even "Express Lanes" for those with no complications or special conditions, as needed.
- ☐ Ensure that supervisors are providing their staff with scheduled breaks and relief for the shift.
- ☐ Monitor colleagues and clients for signs of fatigue and distress. (Take care of one another)
- ☐ Periodically update the Operations Section Chief on the status of your branch.
- ☐ Perform other duties as assigned and approved by the Operations Section Chief.
- ☐ Exercise authority to stop and prevent any unsafe acts.

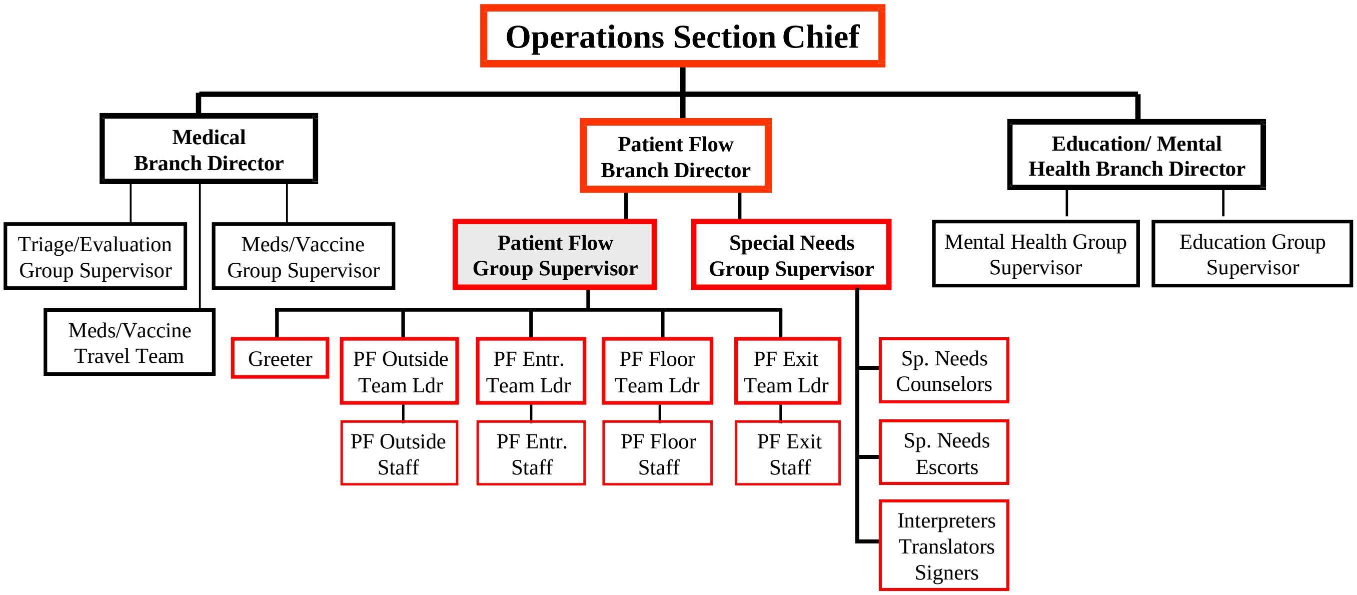
Patient Flow Branch Director - *(Cont.)*

Check-out:

- ☐ When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of clinic.
- ☐ Return to Workforce Staging Area.
- ☐ Return identification (vest, id badge, etc.).
- ☐ Sign-in equipment.
- ☐ Pick up exit materials, as appropriate.
- ☐ Sign-out.
- ☐ Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Patient Flow Group Supervisor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Interpreters Translators Signers

Maintaining an efficient smooth "Patient Flow" is critical to the success of the POD

Name:______________________________**Date:**____________________**Shift:**___________

You Report To: Patient Flow Branch Director

You Supervise: Greeter, 5 Patient Flow Team Leaders ***(Outside, Entrance, Main Floor, Exit)***

Job Description: To coordinate & supervise all activities and staff of the Patient Flow Group and carry out the tasks & directives established by the Patient Flow Branch Director.

Your Key Tasks are:

- Ensure that the Meds Dispensing /Vaccination Area is seldom waiting for patients to arrive.
- That patient flow "bottlenecks" are identified & quickly resolved.
- Ensure the Safety & Security of the Patient Flow staff & public.

Recommended Qualifications: The ability to supervise a large group of people, over a large area, and effectively maintain command and control.

Check-In:

☐ Sign-in at Workforce Staging Area.
☐ Sign-out equipment and resource packet.
☐ Review your "Job Action Sheet" and those of the people you supervise.
☐ 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 Patient Flow Branch Director.
☐ Attend briefing.
☐ Conduct briefing for those reporting to you.
☐ Ensure that communications and security (as necessary) is in place for you & your team.

Patient Flow Group Supervisor – *(Cont.)*

Duties:

- □ Wear appropriate Personal Protective Equipment (PPE) as directed.
- □ Exercise authority to stop and prevent any unsafe acts.
- □ Coordinate with the Patient Flow (P.F.) Branch Director and identify equipment, forms, supplies, procedures, and any other resources that you will need for your P.F. Group.
- □ Ensure that your staff has a solid understanding of the POD's patient flow plan and that they understand their role in making it happen.
- □ Ensure that you have a communications plan in place between you & your P.F. Team Leaders so that you can effectively communicate amongst yourselves (with or without radios).
- □ Ensure that your P.F. Team Leaders are briefed on where security resources are and how to access them should there be a need.
- □ Ensure that your greeter/greeters are in place, are visible, and understand their duties.
- □ Consider the use, where applicable, of colored arrows taped to the floor or wall to provide directions in addition to signs.
- □ Obtain feedback from Patient Flow Team Leaders to identify bottlenecks.
- □ Have a plan in your mind, on how you will shift resources should that become necessary.
- □ If you need more people or resources, .. **ask for it** through your supervisor.
- □ Should lines become excessively long, try to make people waiting more comfortable by:
  - Where possible (after the triage station) keep people in sheltered areas.
  - Breaking lines to 4 abreast rather than 1 or 2 abreast where possible.
  - Providing markers along the line with projected wait times at this point.
  - Put up informational posters along the route wall so people can receive educational materials while they wait.
  - Provide informational updates along the line and keeping people informed.
  - Where available provide chairs along the wall, for folks to rest.
- □ Consider "Special Lines" for persons with special needs, Families with small children, or even "Express Lanes" for those with no complications or special conditions, as needed.
- □ Collaborate with the other "Group Supervisors" on how to better meet people's needs while they wait and expedite folks through the POD process.
- □ Ensure that supervisors are providing their staff with scheduled breaks and relief for the shift.
- □ Monitor colleagues and clients for signs of fatigue and distress. (Take care of one another)
- □ Periodically update the Patient Flow Director on the status of your Group.
- □ Perform other duties as assigned and approved by the Patient Flow Branch Director.

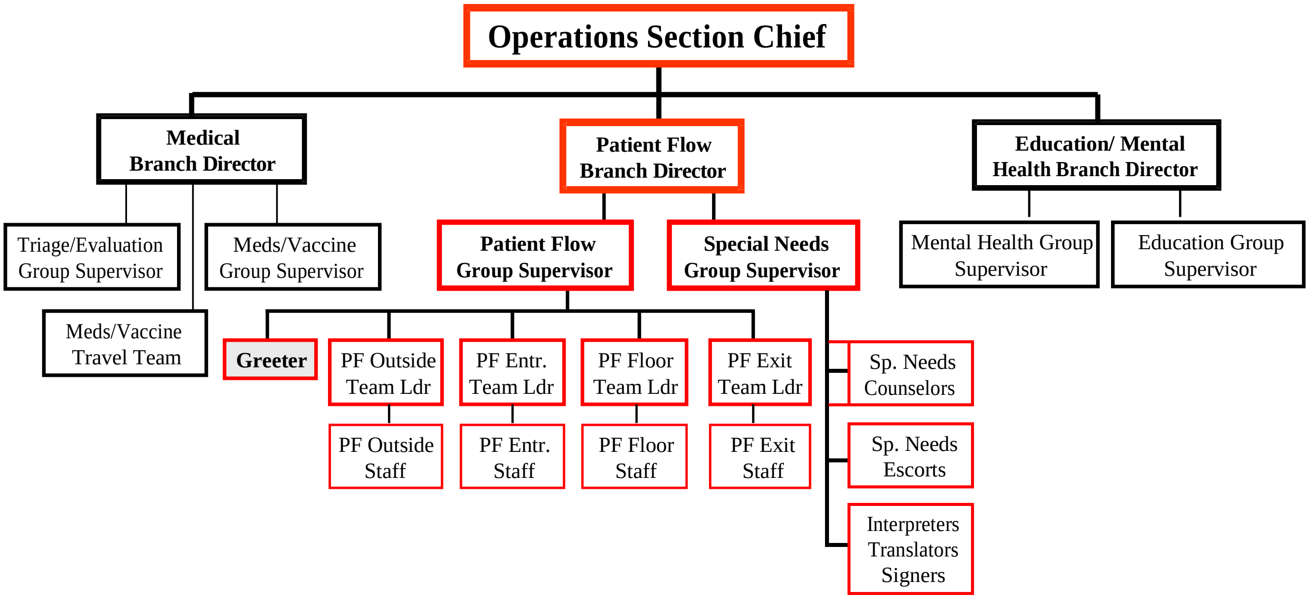
Patient Flow Group Supervisor – *(Cont.)*

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.
- ☐ Be sure to brief your replacement.
- ☐ Return to Workforce Staging Area.
- ☐ Return identification (vest, id badge, etc.).
- ☐ Sign-in equipment.
- ☐ Pick up exit materials, as appropriate.
- ☐ Sign-out.
- ☐ Refer all media inquiries to PIO.

Feedback/Comments:

Greeter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Sp. Needs Counselors
Sp. Needs Escorts
Interpreters Translators Signers

Name:______________________________**Date:**___________________**Shift:**__________

Area Assigned: POD Entrance

Person You Report To: Patient Flow Group Supervisor

Job Description: Greet individuals entering the POD site and direct persons to forms distribution.

Recommended Qualifications: Ability to greet people.

Check-In:

☐ Sign-in at Workforce Staging Area.
☐ Sign-out equipment and resource packet.
☐ Review Job Action Sheet.
☐ Receive vaccination/prophylaxis, if not already treated.
☐ Receive and put on identification (vest, id badge, etc.).
☐ Sign necessary forms, if applicable (confidentiality forms, etc.).
☐ Check in with your supervisor.
☐ Attend briefing.

Duties:

☐ Wear appropriate Personal Protective Equipment (PPE) as directed.
☐ Set-up station with appropriate client forms and equipment needed.
☐ Greet clients as they enter.
☐ Recognize clients with special needs and alert Special Needs section to assist client throughout their clinic process as needed.
☐ Direct clients to Forms Distribution area.
☐ Refer client questions to the appropriate persons.

☐ If a family member of a POD worker comes in asking to speak with their family member, contact Patient Flow Entrance Staff to assist. Be sure to keep that family member at the front door. Notify security if necessary.

Greeter – *(Cont.)*

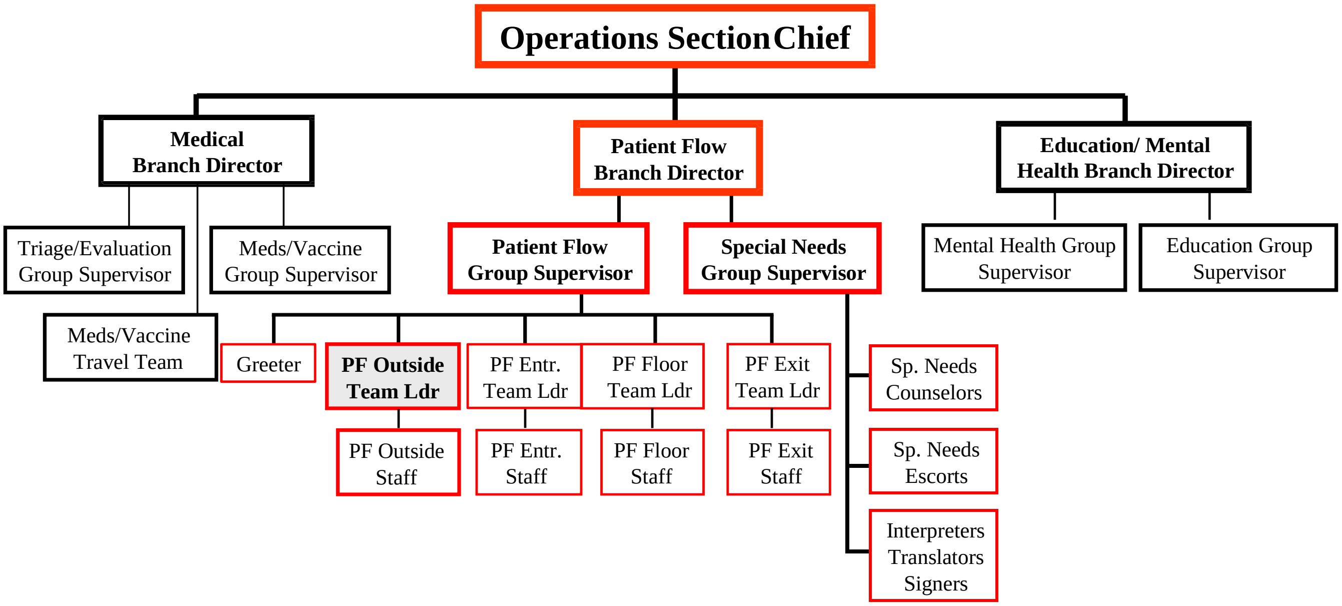
☐ Report disruptions and changes in client flow to Patient Flow Entranced Supervisor.
☐ Ensure adequate rest breaks are provided for yourself, it's going to be a long day.
☐ Monitor colleagues and clients for signs of fatigue and distress.
☐ Exercise authority to stop and prevent any unsafe acts.
☐ Perform other duties as assigned and approved by your supervisor.

Check-out:

☐ When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
☐ Participate in scheduled debriefing at shift change or close of clinic.
☐ Return to Workforce Staging Area.
☐ Return identification (vest, id badge, etc.).
☐ Sign-in equipment.
☐ Pick up exit materials, as appropriate.
☐ Sign-out.
☐ Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Patient Flow Team Leader – "Outside"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Sp. Needs Counselors
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Interpreters Translators Signers

Name:______________________________**Date:**____________________**Shift:**___________

Area Assigned: Outside Main POD Entrance

Person You Report To: Patient Flow Group Supervisor

Persons Reporting to You: Patient Flow Staff – "Outside"

Job Description: Supervise staff maintaining the smooth flow of persons outside, waiting to enter the POD facility.

Recommended Qualifications: Ability to supervise small staff of people.

Check-In:

- □ Sign-in at Workforce Staging Area.
- □ Sign-out equipment and resource packet.
- □ Review the Job Action Sheets of yourself & your subordinates
- □ Receive vaccination/prophylaxis, if not already treated.
- □ Receive and put on identification (vest, id badge, etc.).
- □ Sign necessary forms, if applicable (confidentiality forms, etc.).
- □ Check in with your supervisor.
- □ Attend briefing.

Duties:

- □ Wear appropriate Personal Protective Equipment (PPE) as directed.
- □ Be sure you & your staff wear the appropriate clothing for outside weather conditions.
- □ Coordinate with the Patient Flow (P.F.) Group Supervisor and identify equipment, forms, supplies, procedures, and any other resources that you will need for your P.F. staff.
- □ Ensure that your staff has a solid understanding of the POD's patient flow plan and that they understand their role in making it happen.

Patient Flow Tem Leader – "Outside"

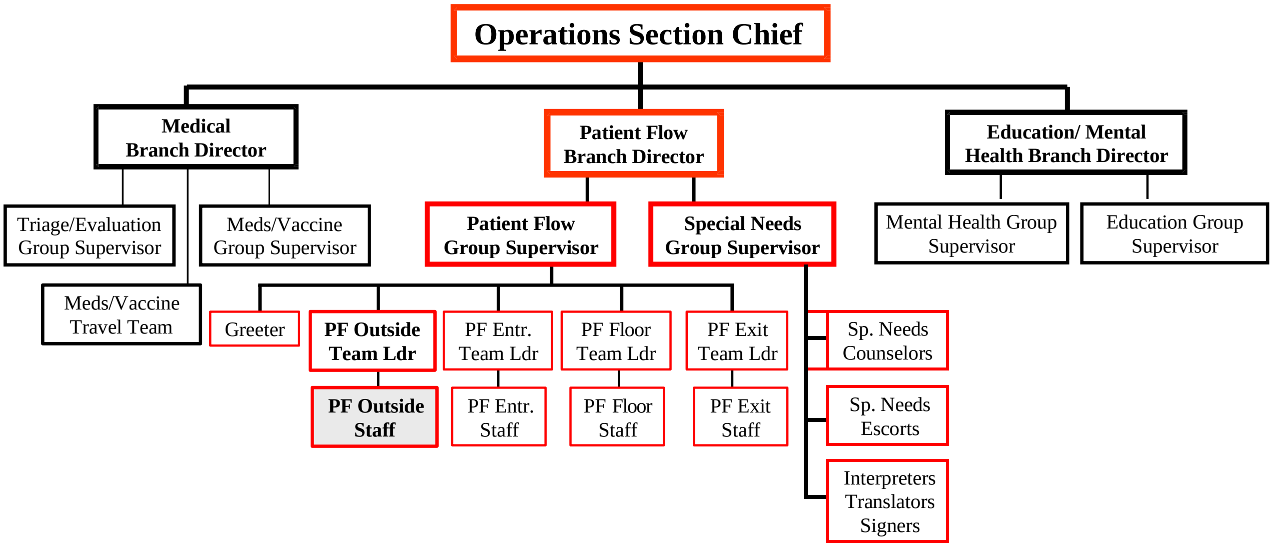
- ☐ Ensure that you have a communications plan in place between you & your P.F. staff so that you can effectively communicate amongst yourselves (with or without radios).
- ☐ Ensure that your P.F. Staff are briefed on where security resources are and how to access them should there be a need.
- ☐ Ensure you and your staff remain visible to the public.
- ☐ Obtain feedback from Patient Flow on bottlenecks and attempt to resolve them.
- ☐ Have a plan in your mind, on how you will shift resources should that become necessary.
- ☐ If you need more people or resources, .. **ask for it** through the Patient Flow Group Supervisor.
- ☐ Should lines become excessively long, try to make people waiting more comfortable by:
  - Where possible (after the triage station) keep people in sheltered areas.
  - Breaking lines to 4 abreast rather than 1 or 2 abreast where possible.
  - Providing markers along the line with projected wait times at this point.
  - Put up informational posters along the route wall so people can receive educational materials while they wait.
  - Provide informational updates along the line and keep people informed.
- ☐ Consider "Special Lines" for persons with special needs, Families with small children, or even "Express Lanes" for those with no complications or special conditions, as needed.
- ☐ Collaborate with the other "P.F. Team Leaders" on how to better meet people's needs while they wait, & expedite folks through the POD process, keep the P.F. Group Supervisor in the loop.
- ☐ Ensure adequate rest breaks are provided for yourself & your staff.
- ☐ Ensure you and your staff stay comfortable depending on the climate.
- ☐ Monitor colleagues and clients for signs of fatigue and distress.
- ☐ Exercise authority to stop and prevent any unsafe acts.
- ☐ Perform other duties as assigned and approved by your supervisor.

Check-out:

- ☐ When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of clinic.
- ☐ Return to Workforce Staging Area.
- ☐ Return identification (vest, id badge, etc.).
- ☐ Sign-in equipment.
- ☐ Pick up exit materials, as appropriate.
- ☐ Sign-out.
- ☐ Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Patient Flow Staff – "Outside"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Name:______________________________**Date:**____________________**Shift:**___________

Area Assigned: Outside Main POD Entrance

Person You Report To: Patient Flow "Outside" Team Leader

Job Description: Maintain a smooth flow of persons outside, waiting to enter the POD.

Recommended Qualifications: Ability to direct people to maintain a line.

Check-In:

- ☐ Sign-in at Workforce Staging Area.
- ☐ Sign-out equipment and resource packet.
- ☐ Review the Job Action Sheets.
- ☐ Receive vaccination/prophylaxis, if not already treated.
- ☐ Receive and put on identification (vest, id badge, etc.).
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.).
- ☐ Check in with your supervisor.
- ☐ Attend briefing.

Duties:

- ☐ Wear appropriate Personal Protective Equipment (PPE) as directed.
- ☐ Be sure to wear the appropriate clothing for the outside weather conditions.
- ☐ Coordinate with your Patient Flow (P.F.) "Outside" Team Leader on any issues that come up.
- ☐ Present a friendly and courteous image, these are our family, neighbors & friends.
- ☐ Keep the line moving in a smooth and orderly fashion.
- ☐ Assist folks with special needs, and then turn them over to the "Special Needs Staff" for continuous special needs services.
- ☐ Ensure that you know where security resources are and how to access them should there be a need.

Patient Flow Staff – “Outside”

- Ensure you remain visible to the public.
- If you see serious bottlenecks in people traffic, notify your supervisor.
- Ensure adequate rest breaks are provided for yourself, it’s going to be a long day.

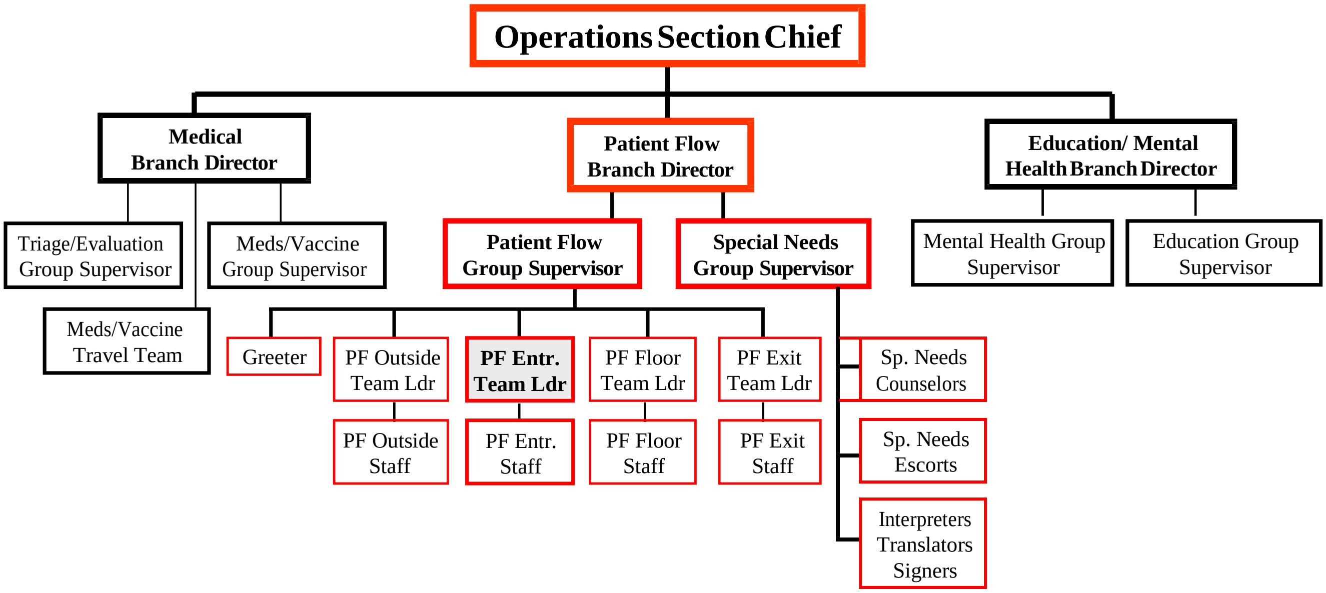
- Ensure you stay comfortable depending on the climate.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Patient Flow Team Leader – “Entrance”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Interpreters Translators Signers

Name:________________________________**Date:**______________________**Shift:**____________

Area Assigned: Main POD Entrance

Person You Report To: Patient Flow Group Supervisor

Persons Reporting to You: Patient Flow Staff – “Entrance”

Job Description: Supervise staff maintaining the smooth flow of persons outside, entering the POD facility.

Recommended Qualifications: Ability to supervise small staff of people.

Check-In:

- ☐ Sign-in at Workforce Staging Area.
- ☐ Sign-out equipment and resource packet.
- ☐ Review the Job Action Sheets of yourself & your subordinates
- ☐ Receive vaccination/prophylaxis, if not already treated.
- ☐ Receive and put on identification (vest, id badge, etc.).
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.).
- ☐ Check in with your supervisor.
- ☐ Attend briefing.

Duties:

- ☐ Wear appropriate Personal Protective Equipment (PPE) as directed.
- ☐ Coordinate with the Patient Flow (P.F.) Group Supervisor and identify equipment, forms, supplies, procedures, and any other resources that you will need for your P.F. staff.
- ☐ Ensure that your staff has a solid understanding of the POD’s patient flow plan and that they understand their role in making it happen.

Patient Flow Team Leader – "Entrance" – *(Cont.)*

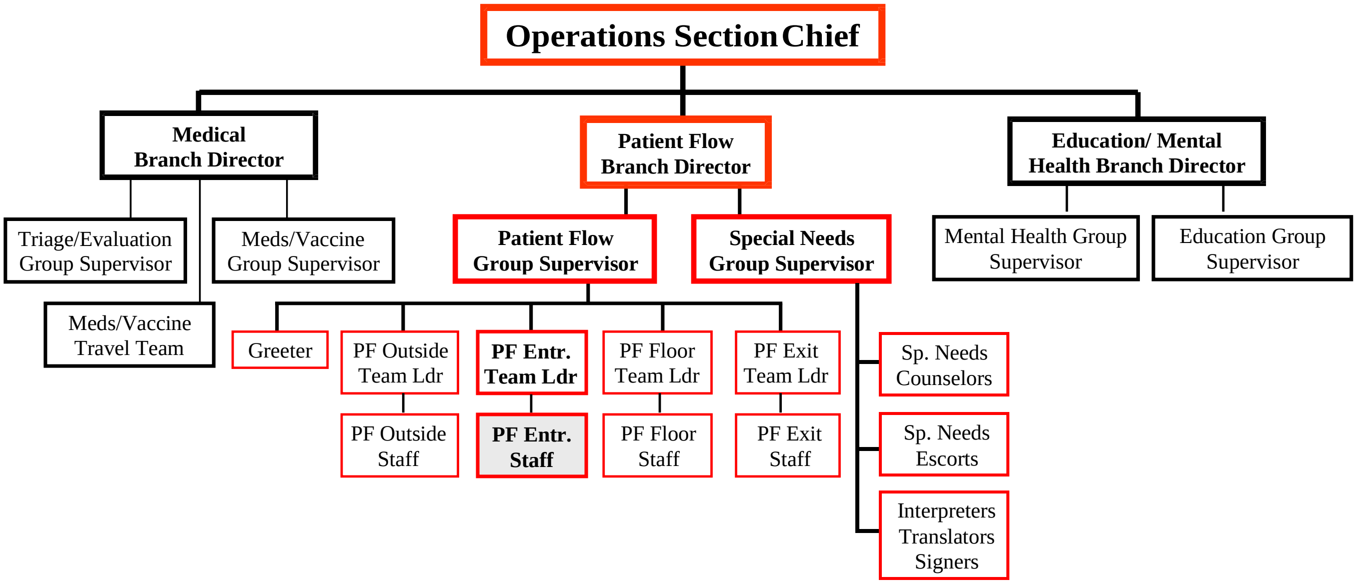
- ☐ Ensure that you have a communications plan in place between you & your P.F. staff so that you can effectively communicate amongst yourselves (with or without radios).
- ☐ Ensure that your P.F. Staff are briefed on where security resources are and how to access them should there be a need.
- ☐ Ensure you and your staff remain visible to the public.
- ☐ Obtain feedback from Patient Flow staff on bottlenecks and attempt to resolve them.
- ☐ Have a plan in your mind, on how you will shift resources should that become necessary.
- ☐ If you need more people or resources, .. **ask for it** through the Patient Flow Group Supervisor.
- ☐ Should lines become excessively long, try to make people waiting more comfortable by:
  - Breaking lines to 4 abreast rather than 1 or 2 abreast where possible.
  - Providing markers along the line with projected wait times at this point.
  - Put up informational posters along the route wall so people can receive educational materials while they wait.
  - Provide informational updates along the line and keep people informed.
- ☐ Consider "Special Lines" for persons with special needs, Families with small children, or even "Express Lanes" for those with no complications or special conditions, as needed.
- ☐ Collaborate with the other "P.F. Team Leaders" on how to better meet people's needs while they wait, & expedite folks through the POD process, keep the P.F. Group supervisor in the loop.
- ☐ Ensure adequate rest breaks are provided for yourself & your staff.
- ☐ Ensure you and your staff stay comfortable depending on the climate.
- ☐ Monitor colleagues and clients for signs of fatigue and distress.
- ☐ Exercise authority to stop and prevent any unsafe acts.
- ☐ Perform other duties as assigned and approved by your supervisor.

Check-out:

- ☐ When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of clinic.
- ☐ Return to Workforce Staging Area.
- ☐ Return identification (vest, id badge, etc.).
- ☐ Sign-in equipment.
- ☐ Pick up exit materials, as appropriate.
- ☐ Sign-out.
- ☐ Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Patient Flow Staff – “Entrance”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Interpreters Translators Signers

Name:______________________________**Date:**____________________**Shift:**___________

Area Assigned: Main POD Entrance

Person You Report To: Patient Flow “Entrance” Team Leader

Job Description: Maintain a smooth flow of persons outside, entering the POD facility.

Recommended Qualifications: Ability to direct people to maintain a line.

Check-In:

- ☐ Sign-in at Workforce Staging Area.
- ☐ Sign-out equipment and resource packet.
- ☐ Review the Job Action Sheets.
- ☐ Receive vaccination/prophylaxis, if not already treated.
- ☐ Receive and put on identification (vest, id badge, etc.).
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.).
- ☐ Check in with your supervisor.
- ☐ Attend briefing.

Duties:

- ☐ Wear appropriate Personal Protective Equipment (PPE) as directed.
- ☐ Coordinate with your Patient Flow (P.F.) “Entrance” Team Leader on any issues that come up.
- ☐ Present a friendly and courteous image, these are our family, neighbors & friends.
- ☐ Keep the line moving in a smooth and orderly fashion.
- ☐ Assist folks with special needs, and then turn them over to the “Special Needs Staff” for continuous special needs services.
- ☐ Ensure that you know where security resources are and how to access them should there be a need.

Patient Flow Staff – "Entrance" – *(Cont.)*

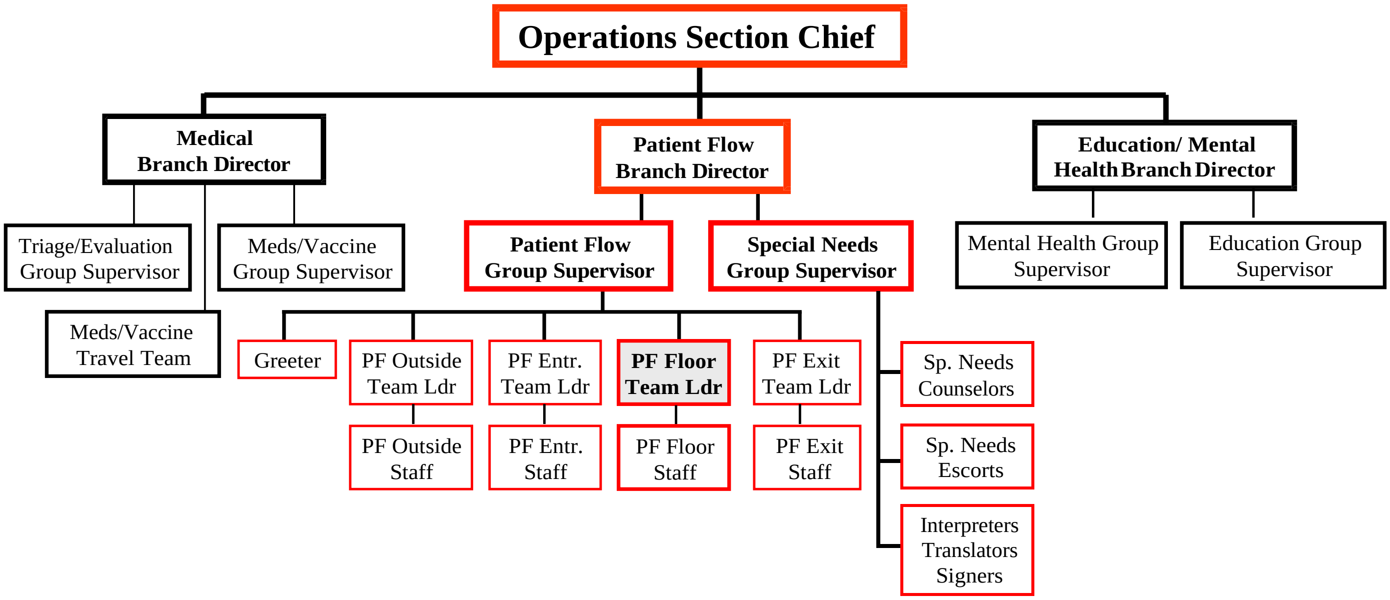
- ☐ Ensure you remain visible to the public.
- ☐ If you see serious bottlenecks in people traffic, notify your supervisor.
- ☐ Ensure adequate rest breaks are provided for yourself, it's going to be a long day.
- ☐ Ensure you stay comfortable depending on the climate.
- ☐ Monitor colleagues and clients for signs of fatigue and distress.
- ☐ Exercise authority to stop and prevent any unsafe acts.
- ☐ Perform other duties as assigned and approved by your supervisor.

Check-out:

- ☐ When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of clinic.
- ☐ Return to Workforce Staging Area.
- ☐ Return identification (vest, id badge, etc.).
- ☐ Sign-in equipment.
- ☐ Pick up exit materials, as appropriate.
- ☐ Sign-out.
- ☐ Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Patient Flow Team Leader – "Floor"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PF Exit Staff
Sp. Needs Counselors
Sp. Needs Escorts
Interpreters Translators Signers

Name:______________________________**Date:**____________________**Shift:**___________

Area Assigned: Main POD Floor

Person You Report To: Patient Flow Group Supervisor

Persons Reporting to You: Patient Flow Staff – "Floor"

Job Description: Supervise staff maintaining the smooth flow of persons moving through the various stations inside the POD facility.

Recommended Qualifications: Ability to supervise small staff of people.

Check-In:

☐ Sign-in at Workforce Staging Area.
☐ Sign-out equipment and resource packet.
☐ Review the Job Action Sheets of yourself & your subordinates
☐ Receive vaccination/prophylaxis, if not already treated.
☐ Receive and put on identification (vest, id badge, etc.).
☐ Sign necessary forms, if applicable (confidentiality forms, etc.).
☐ Check in with your supervisor.
☐ Attend briefing.

Duties:

☐ Wear appropriate Personal Protective Equipment (PPE) as directed.
☐ Coordinate with the Patient Flow (P.F.) Group Supervisor and identify equipment, forms, supplies, procedures, and any other resources that you will need for your P.F. staff.
☐ Ensure that your staff has a solid understanding of the POD's patient flow plan and that they understand their role in making it happen.

Patient Flow Team Leader– "Floor"

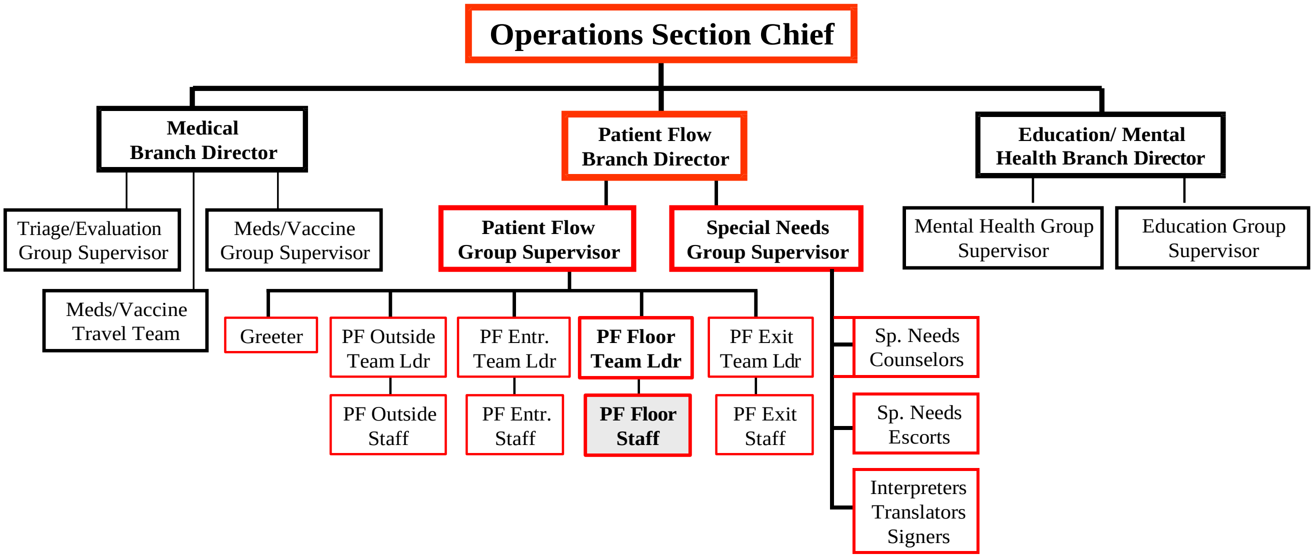
- ☐ Ensure that you have a communications plan in place between you & your P.F. staff so that you can effectively communicate amongst yourselves (with or without radios).
- ☐ Ensure that your P.F. Staff are briefed on where security resources are and how to access them should there be a need.
- ☐ Ensure you and your staff remain visible to the public.
- ☐ Obtain feedback from Patient Flow staff on bottlenecks and attempt to resolve them.
- ☐ Have a plan in your mind, on how you will shift resources should that become necessary.
- ☐ If you need more people or resources, .. **ask for it** through the Patient Flow Group Supervisor.
- ☐ Should lines become excessively long, try to make people waiting more comfortable by:
  - Breaking lines to 4 abreast rather than 1 or 2 abreast where possible.
  - Providing markers along the line with projected wait times at this point.
  - Put up informational posters along the route wall so people can receive educational materials while they wait.
  - Provide informational updates along the line and keep people informed.
- ☐ Consider "Special Lines" for persons with special needs, Families with small children, or even "Express Lanes" for those with no complications or special conditions, as needed.
- ☐ Collaborate with the other "P.F. Team Leaders" on how to better meet people's needs while they wait, & expedite folks through the POD process, keep the P.F. Group Supervisor in the loop.
- ☐ Ensure adequate rest breaks are provided for yourself & your staff.
- ☐ Ensure you and your staff stay comfortable depending on the climate.
- ☐ Monitor colleagues and clients for signs of fatigue and distress.
- ☐ Exercise authority to stop and prevent any unsafe acts.
- ☐ Perform other duties as assigned and approved by your supervisor.

Check-out:

- ☐ When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of clinic.
- ☐ Return to Workforce Staging Area.
- ☐ Return identification (vest, id badge, etc.).
- ☐ Sign-in equipment.
- ☐ Pick up exit materials, as appropriate.
- ☐ Sign-out.
- ☐ Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Patient Flow Staff – "Floor"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PF Floor Staff
PF Exit Staff
Sp. Needs Counselors
Sp. Needs Escorts
Interpreters Translators Signers

Name:______________________________**Date:**____________________**Shift:**___________

Area Assigned: Main POD Entrance

Person You Report To: Patient Flow "Entrance" Team Leader

Job Description: Maintain a smooth flow of persons outside, persons moving **through** the various stations inside the POD facility.

Recommended Qualifications: Ability to direct people to maintain a line.

Check-In:

☐ Sign-in at Workforce Staging Area.
☐ Sign-out equipment and resource packet.
☐ Review the Job Action Sheets.
☐ Receive vaccination/prophylaxis, if not already treated.
☐ Receive and put on identification (vest, id badge, etc.).
☐ Sign necessary forms, if applicable (confidentiality forms, etc.).
☐ Check in with your supervisor.
☐ Attend briefing.

Duties:

☐ Wear appropriate Personal Protective Equipment (PPE) as directed.
☐ Coordinate with your Patient Flow (P.F.) "Floor" Team Leader on any issues that come up.
☐ Present a friendly and courteous image, these are our family, neighbors & friends.
☐ Keep the line moving in a smooth and orderly fashion.
☐ Assist folks with special needs, and then turn them over to the "Special Needs Staff" for continuous special needs services.
☐ Ensure that you know where security resources are and how to access them should there be a need.

Patient Flow Staff – “Floor”

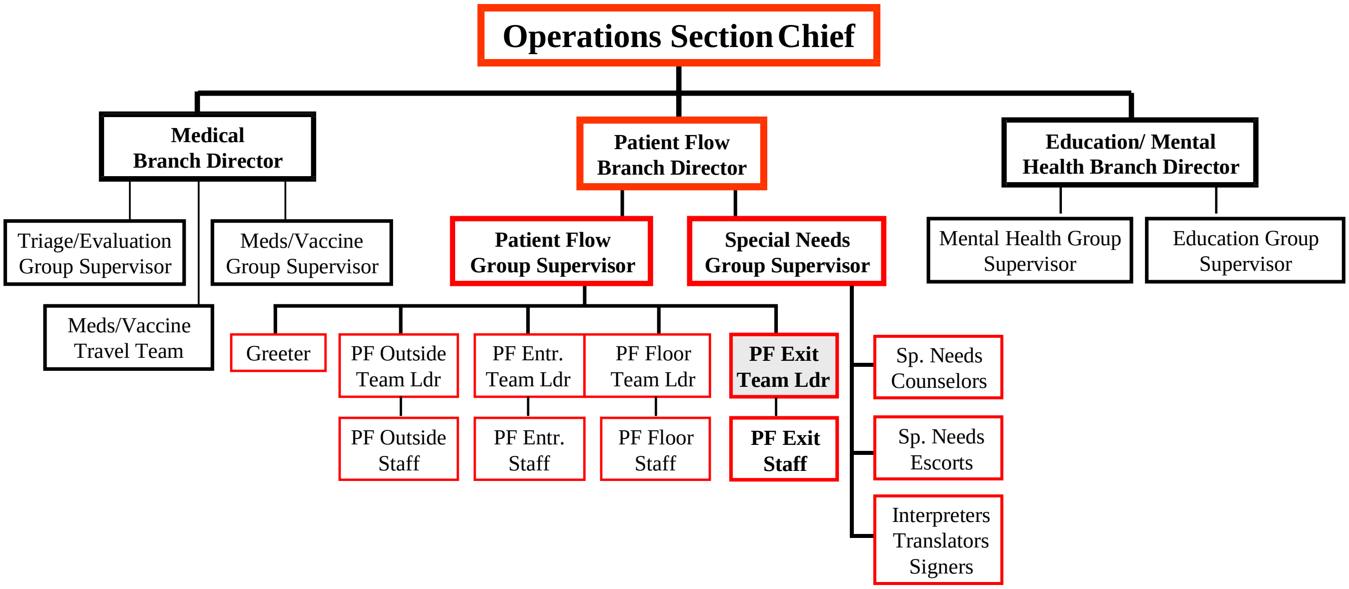
- ☐ Ensure you remain visible to the public.
- ☐ If you see serious bottlenecks in people traffic, notify your supervisor.
- ☐ Ensure adequate rest breaks are provided for yourself, it’s going to be a long day.
- ☐ Monitor colleagues and clients for signs of fatigue and distress.
- ☐ Exercise authority to stop and prevent any unsafe acts.
- ☐ Perform other duties as assigned and approved by your supervisor.

Check-out:

- ☐ When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of clinic.
- ☐ Return to Workforce Staging Area.
- ☐ Return identification (vest, id badge, etc.).
- ☐ Sign-in equipment.
- ☐ Pick up exit materials, as appropriate.
- ☐ Sign-out.
- ☐ Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Patient Flow Team Leader – "Exit"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PF Exit Staff
Sp. Needs Counselors
Sp. Needs Escorts
Interpreters Translators Signers

Name:______________________________**Date:**____________________**Shift:**___________

Area Assigned: Main POD Exit Area

Person You Report To: Patient Flow Group Supervisor

Persons Reporting to You: Patient Flow Staff – "Exit"

Job Description: Supervise staff maintaining the smooth flow of persons exiting the POD facility.

Recommended Qualifications: Ability to supervise small staff of people.

Check-In:

- ☐ Sign-in at Workforce Staging Area.
- ☐ Sign-out equipment and resource packet.
- ☐ Review the Job Action Sheets of yourself & your subordinates
- ☐ Receive vaccination/prophylaxis, if not already treated.
- ☐ Receive and put on identification (vest, id badge, etc.).
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.).
- ☐ Check in with your supervisor.
- ☐ Attend briefing.

Duties:

- ☐ Wear appropriate Personal Protective Equipment (PPE) as directed.
- ☐ Coordinate with the Patient Flow (P.F.) Group Supervisor and identify equipment, forms, supplies, procedures, and any other resources that you will need for your P.F. staff.
- ☐ Ensure that your staff has a solid understanding of the POD's patient flow plan and that they understand their role in making it happen.

Patient Flow Team Leader – "Exit"

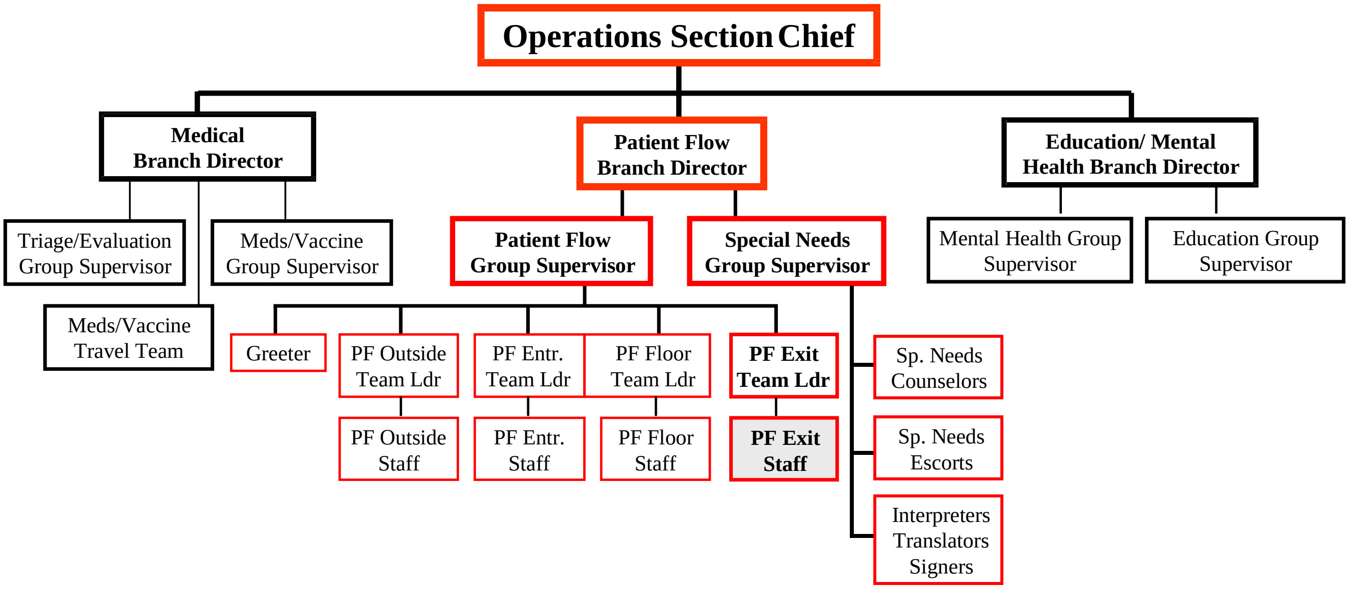
- ☐ Ensure that you have a communications plan in place between you & your P.F. staff so that you can effectively communicate amongst yourselves (with or without radios).
- ☐ Ensure that your P.F. Staff are briefed on where security resources are and how to access them should there be a need.
- ☐ Ensure you and your staff remain visible to the public.
- ☐ Obtain feedback from Patient Flow on bottlenecks and attempt to resolve them.
- ☐ Have a plan in your mind, on how you will shift resources should that become necessary.
- ☐ If you need more people or resources, .. **ask for it** through the Patient Flow Group Supervisor.
- ☐ Collaborate with the other "P.F. Team Leaders" on how to better meet people's needs while they wait, & expedite folks through the POD process, keep the P.F. Group Supervisor in the loop.
- ☐ Ensure adequate rest breaks are provided for yourself & your staff.
- ☐ Ensure you and your staff stay comfortable depending on the climate.
- ☐ Monitor colleagues and clients for signs of fatigue and distress.
- ☐ Exercise authority to stop and prevent any unsafe acts.
- ☐ Perform other duties as assigned and approved by your supervisor.

Check-out:

- ☐ When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of clinic.
- ☐ Return to Workforce Staging Area.
- ☐ Return identification (vest, id badge, etc.).
- ☐ Sign-in equipment.
- ☐ Pick up exit materials, as appropriate.
- ☐ Sign-out.
- ☐ Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Patient Flow Staff – "Exit"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Sp. Needs Counselors
Sp. Needs Escorts
Interpreters Translators Signers

Name:______________________________**Date:**____________________**Shift:**___________

Area Assigned: Main POD Entrance

Person You Report To: Patient Flow "Floor" Team Leader

Job Description: Maintain a smooth flow of persons exiting the POD facility.

Recommended Qualifications: Ability to direct people to maintain a line.

Check-In:

- ☐ Sign-in at Workforce Staging Area.
- ☐ Sign-out equipment and resource packet.
- ☐ Review the Job Action Sheets.
- ☐ Receive vaccination/prophylaxis, if not already treated.
- ☐ Receive and put on identification (vest, id badge, etc.).
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.).
- ☐ Check in with your supervisor.
- ☐ Attend briefing.

Duties:

- ☐ Wear appropriate Personal Protective Equipment (PPE) as directed.
- ☐ Coordinate with your Patient Flow (P.F.) "Exit" Team Leader on any issues that come up.
- ☐ Present a friendly and courteous image, these are our family, neighbors & friends.
- ☐ Keep the line moving in a smooth and orderly fashion.
- ☐ Assist folks with special needs, and then turn them over to the "Special Needs Staff" for continuous special needs services.
- ☐ Ensure that you know where security resources are and how to access them should there be a need.

Patient Flow Staff – “Exit”

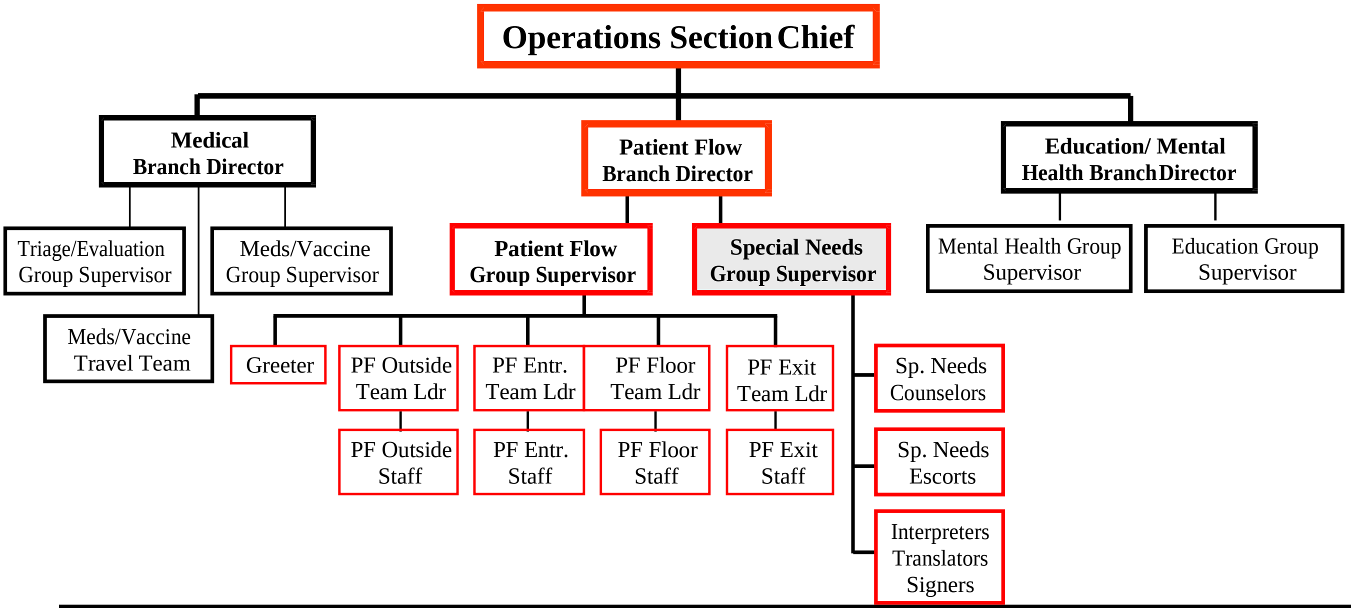
- ☐ Ensure you remain visible to the public.
- ☐ If you see serious bottlenecks in people traffic, notify your supervisor.
- ☐ Ensure adequate rest breaks are provided for yourself, it’s going to be a long day.
- ☐ Ensure you and you stay comfortable depending on climate.
- ☐ Monitor colleagues and clients for signs of fatigue and distress.
- ☐ Exercise authority to stop and prevent any unsafe acts.
- ☐ Perform other duties as assigned and approved by your supervisor.

Check-out:

- ☐ When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of clinic.
- ☐ Return to Workforce Staging Area.
- ☐ Return identification (vest, id badge, etc.).
- ☐ Sign-in equipment.
- ☐ Pick up exit materials, as appropriate.
- ☐ Sign-out.
- ☐ Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Special Needs Group Supervisor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Sp. Needs Counselors
Sp. Needs Escorts
Interpreters Translators Signers

Name:____________________________**Date:**___________________**Shift:**__________

Area Assigned: Medical Screening Area

Person You Report To: Patient Flow Branch Director

Persons Reporting to You: Special Needs Counselors, Special Needs Escorts, Special Needs (Interpreters –Translators – Signers)

Job Description: Coordinate and supervise all activities and staff of the Special Needs Group and carry out tasks/directives established by the Patient Flow Branch Director.

- Your ***Primary job*** is to supervise & direct the assistance of special needs patients through the process.
- Special Needs counselors, escorts, interpreters, translators & signers report to you for assignments.
- Using the medical screening forms and client interviews, assure that all persons are screened for contraindications

Recommended Qualifications: Mental Health/Physical/Occ. Therapist/Special Needs Background (preferable)

Check-In:

◷ Sign-in at Workforce Staging Area.
◷ Sign-out equipment and resource packet.
◷ Review the Job Action Sheets of yourself & your subordinates
◷ Receive vaccination/prophylaxis, if not already treated.
◷ Receive and put on identification (vest, id badge, etc.).
◷ Sign necessary forms, if applicable (confidentiality forms, etc.).
◷ Check in with your supervisor.
◷ Attend briefing.

Special Needs Group Supervisor – *(Cont.)*

Duties:

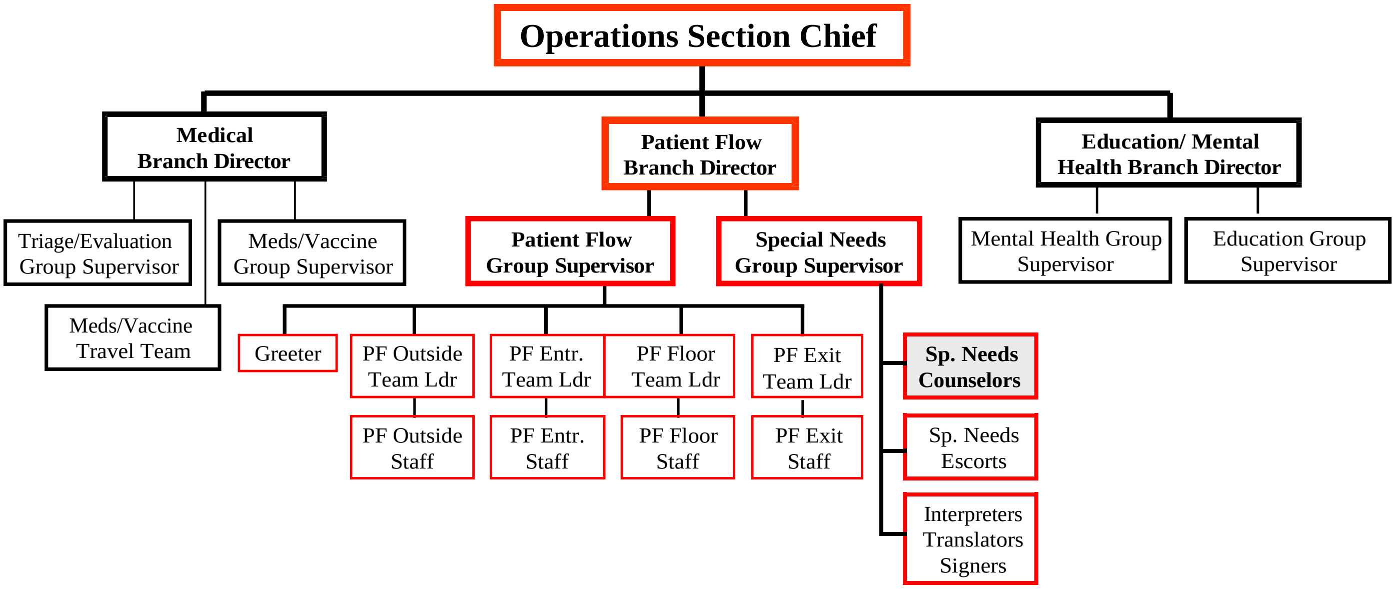
- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Check for available multi-language forms and fact sheets.
- Confirm and determine number and types of staff available by specialty.
- Project needs for additional staff based on number of special needs clients arriving at the clinic. If you need more people or resources, ..**ask for it** through the Patient Flow Branch Director.
- Determine if a separate special needs line is needed in the POD for ease of client flow, coordinate with Patient Flow Group Supervisor to initiate this action.
- As available, Special Need Counselors will assess clients with disabilities needs; assign staff to meet those needs based on the resources available to you.
- Ensure availability of a private area to assist clients as needed.
- Assess current supplies and procure wheelchairs through the Logistics Chief.
- Work with Floaters/Runners to help with client physical needs as appropriate.
- Monitor client flow patterns (if there is a special-needs line) with the Operations Chief to correct any problems.
- Ensure that proper documentation is maintained for all activities.
- Try to keep families together.
- Review and confirm staffing levels for the next day or next shift with your supervisor.
- Provide routine progress and/or status reports to your supervisor.
- Ensure adequate rest breaks are provided for yourself & your staff.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Special Needs Counselor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Sp. Needs Counselors
Sp. Needs Escorts
Interpreters Translators Signers

Name:______________________________**Date:**____________________**Shift:**___________

Area Assigned: Special Needs

Person You Report To: Special Needs Group Supervisor

Job Description: Assess persons with special needs or physical disabilities and make recommendations on what resources may be required to assist them through the POD process.

Recommended Qualifications: Mental Health/Physical/Occ. Therapist/Special Needs Background (preferable)

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review Job Action Sheet.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- As determined, ensure that the separate special needs processing area is properly set up.
- Assess clients with special needs, determine their needs and relay that information to the Special Needs Group Supervisor for assignment.

Special Needs Counselor – *(Cont.)*

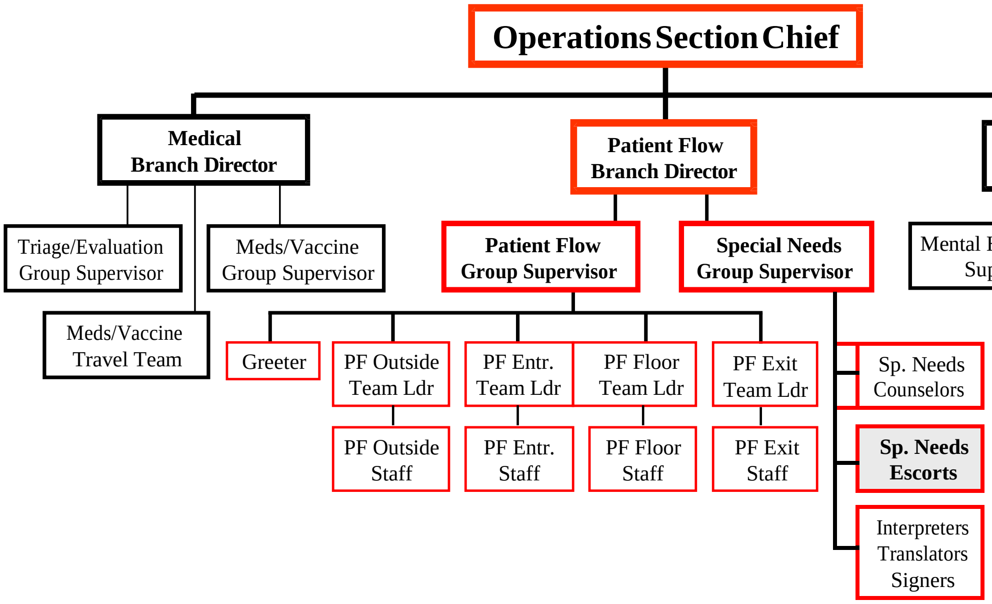
- Communicate any resource needs to the Special Needs Group Supervisor.
- Ensure that all clients transitioning to the clinic have had their needs met and are as comfortable as possible with the situation.
- Periodically monitor the activities of Special Needs Escorts to ensure proper procedures are being followed.
- Provide routine progress and/or status reports to the Special Needs Group Supervisor.
- Perform other duties as assigned and approved by the person you report to.
- Try to keep families together.
- Ensure adequate rest breaks are provided for yourself, it’s going to be a long day.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Special Needs Escort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Sp. Needs Escorts
Interpreters Translators Signers

Name:______________________________**Date:**____________________**Shift:**___________

Area Assigned: Special Needs Area

Person You Report To: Special Needs Group Supervisor

Job Description: To provide personal assistance and transportation to clients with physical disabilities or special needs through the clinic process.

Recommended Qualifications: Ability to work with people with special needs and knowledge of proper wheelchair use.

Check-In:

- ☐ Sign-in at Workforce Staging Area.
- ☐ Sign-out equipment and resource packet.
- ☐ Review Job Action Sheet.
- ☐ Receive vaccination/prophylaxis, if not already treated.
- ☐ Receive and put on identification (vest, id badge, etc.).
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.).
- ☐ Check in with your supervisor.
- ☐ Attend briefing.

Duties:

- ☐ Wear appropriate Personal Protective Equipment (PPE) as directed.
- ☐ Obtain a detailed briefing from the Special Needs Group Supervisor on your job assignment.
- ☐ Assist clients with special needs individually throughout the clinic process as requested.
- ☐ Ensure that all clients transitioning to the clinic have had their needs met and are as comfortable as possible with the situation.
- ☐ Return equipment, such as wheelchairs, after use.
- ☐ Ensure adequate rest breaks are provided for yourself, it’s going to be a long day.

Special Needs Escort – *(Cont.)*

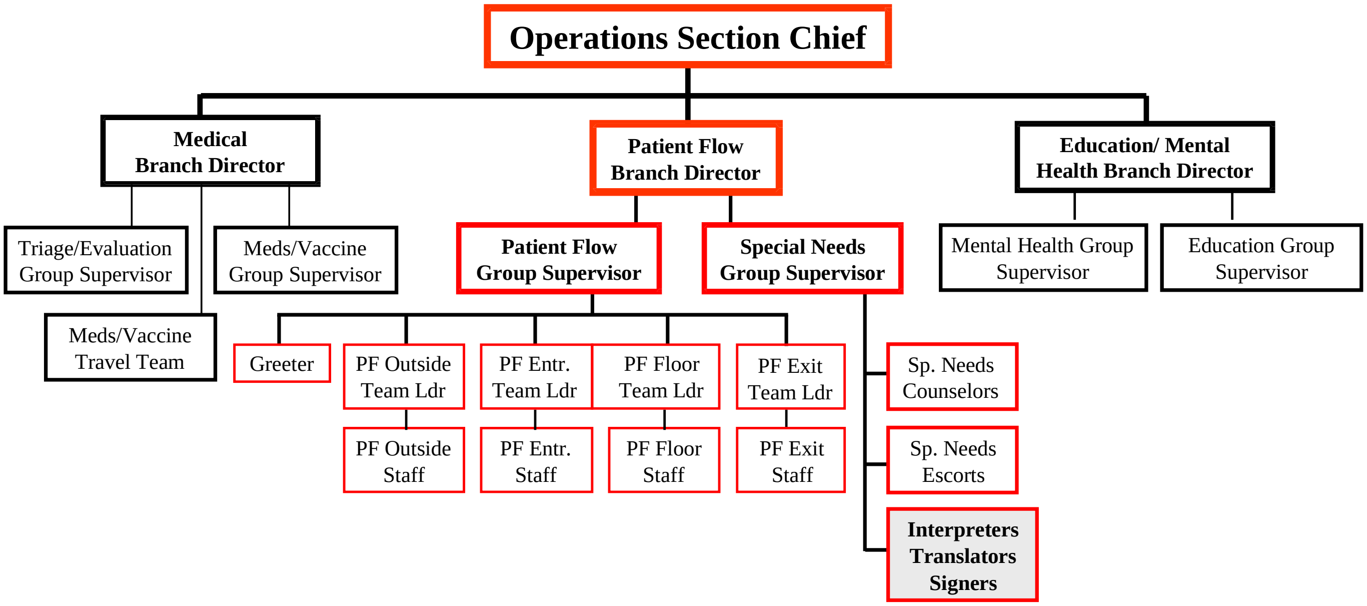
- ☐ Try to keep families together.
- ☐ Monitor colleagues and clients for signs of fatigue and distress.
- ☐ Exercise authority to stop and prevent any unsafe acts.
- ☐ Perform other duties as assigned and approved by your supervisor.
- ☐ Brief incoming Special Needs Escorts on what worked & what did not in assisting clients.

Check-out:

- ☐ When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of clinic.
- ☐ Return to Workforce Staging Area.
- ☐ Return identification (vest, id badge, etc.).
- ☐ Sign-in equipment.
- ☐ Pick up exit materials, as appropriate.
- ☐ Sign-out.
- ☐ Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Interpreter /Translator/ Signers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Sp. Needs Counselors
Sp. Needs Escorts
Interpreters Translators Signers

Name:______________________________**Date:**____________________ **Shift:** __________

Area Assigned: Special Needs Area

Person You Report To: Special Needs Group Supervisor

Job Description: To provide translation services to persons with communication limitations.

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

Check-In:

- ☐ Sign-in at Workforce Staging Area.
- ☐ Sign-out equipment and resource packet.
- ☐ Review Job Action Sheet.
- ☐ Receive vaccination/prophylaxis, if not already treated.
- ☐ Receive and put on identification (vest, id badge, etc.).
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.).
- ☐ Check in with your supervisor.
- ☐ Attend briefing.

Duties:

- ☐ Wear appropriate Personal Protective Equipment (PPE) as directed.
- ☐ Review and become familiar with all available forms and materials to enable easier interpretation.
- ☐ Explore what forms are currently available and in what languages.
- ☐ Ensure an adequate supply of pens, paper, & pictorials, as available.

Interpreter /Translator/ Signers – *(Cont.)*

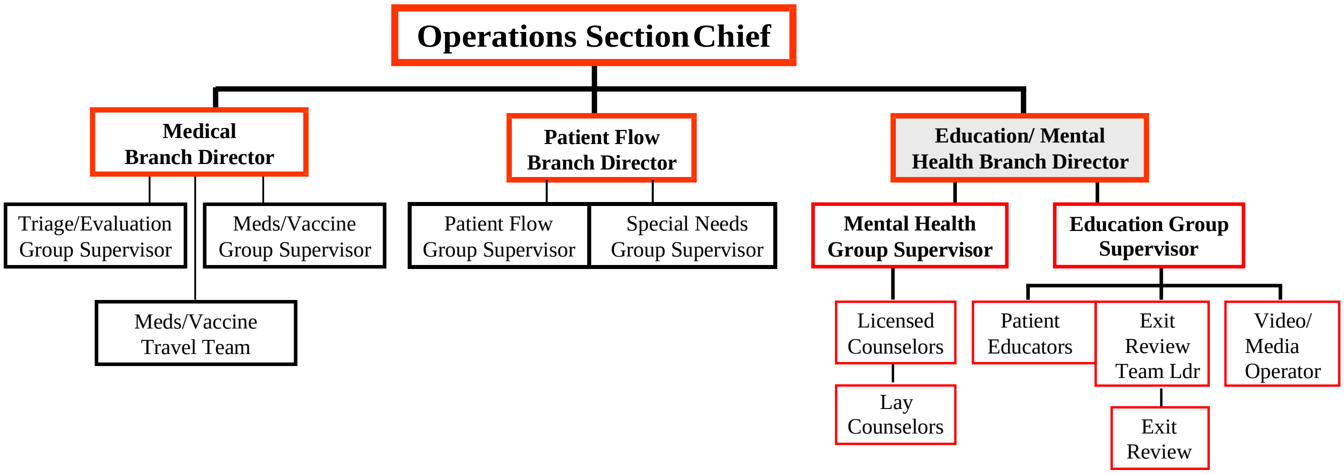
- ☐ Provide Interpreter/Translator/Signing services as needed:
  - Translate for individuals who cannot speak English and are not accompanied by someone who can translate for them.
  - Assist with forms.
  - May need to verbally ask for the information on the form and write in the information given by the client.
  - Provide translation of forms and materials, if possible.
- ☐ Employ Tele-Language Services telephone /on-line services, as available.
- ☐ Assure that the person is able to understand information related to the vaccination/medication process and make the appropriate decisions.
- ☐ Accompany clients needing interpretation services through each clinic station.
- ☐ Try to keep families together.
- ☐ Project needs for additional staff based on number of clients needing communications services. If you need more people or resources, ..**ask for it** through your supervisor.
- ☐ If limited skilled people are available, consider forming larger groups than just one family and coordinating through the Patient Flow Group Supervisor the possibility of having the larger group go through the POD as a collective.
- ☐ Document services and track numbers as appropriate.
- ☐ Provide routine progress and/or status reports to Special Needs Group Supervisor.
- ☐ Review staffing levels for your skill set (Interpreter /Translator/ Signers) for the next shift or next day with Special Needs Services Director to ensure these skills are available.
- ☐ Ensure adequate rest breaks are provided for yourself, it's going to be a long day.
- ☐ Monitor colleagues and clients for signs of fatigue and distress.
- ☐ Exercise authority to stop and prevent any unsafe acts.
- ☐ Perform other duties as assigned and approved by your supervisor.

Check-out:

- ☐ When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of clinic.
- ☐ Return to Workforce Staging Area.
- ☐ Return identification (vest, id badge, etc.).
- ☐ Sign-in equipment.
- ☐ Pick up exit materials, as appropriate.
- ☐ Sign-out.
- ☐ Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Education/Mental Health Branch Director


Operations Section Chief
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Mental Health Group Supervisor
Education Group Supervisor
Licensed Counselors
Lay Counselors
Patient Educators
Exit Review Team Ldr
Exit Review
Video/ Media Operator

Name:________________________________**Date:**______________________**Shift:**____________

Area Assigned: Education /Mental Health Branch

Person You Report To: Operations Section Chief

Persons Reporting to You: Mental Health Group Supervisor
Education Group Supervisor

Job Description: To manage & oversee the overall Educational & Mental Health services provided by the POD.

Key services your Branch provides include:

- Educational Services to the POD staff & client alike.
- Educational presentation services and materials.
- Mental Health Counseling Services
- Exit Review POD functions

Recommended Qualifications: Management & Supervisory experience with a general basic knowledge of Mental Health & Educational services.

Check-In:

☐ Sign-in at Workforce Staging Area.
☐ Sign-out equipment and resource packet.
☐ Review the Job Action Sheets of yourself & your subordinates.
☐ Receive vaccination/prophylaxis, if not already treated.
☐ Receive and put on identification (vest, id badge, etc.).
☐ Sign necessary forms, if applicable (confidentiality forms, etc.).
☐ Check in with the Operations Section Chief.
☐ Attend Operations Section Briefing.

Education/Mental Health Branch Director – *(Cont.)*

Duties:

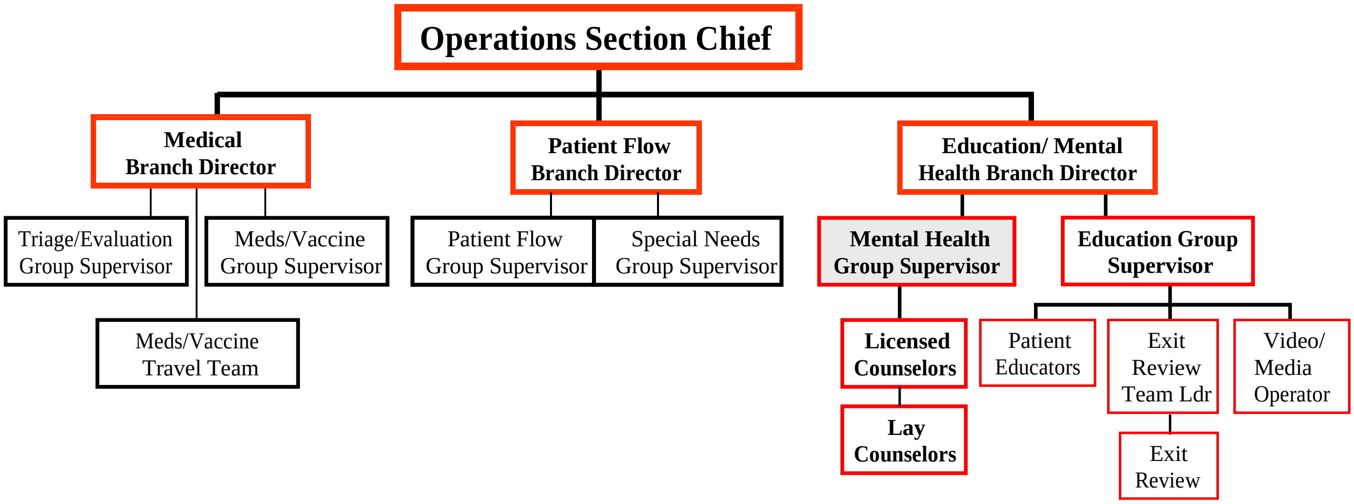
- ☐ Wear the appropriate Personal Protective Equipment (PPE) as directed.
- ☐ At the initial branch-level briefing, identify your branch's goals & expectations to your staff.
- ☐ Ensure that the Education Group has the appropriate handouts, videos, AV equipment and all other educational materials resources required.
- ☐ Ensure that the Mental Health Group has enough private space and people meet the expected need for counseling services. If you need more people or resources, **ask for it** through the Operations Section Chief.
- ☐ Ensure that the Exit Review staff understand their job and are ready to collect & secure the medical processing forms and provide clients with exit services.
- ☐ Ensure that your branch is ready to receive patients, signs are up & staff is in place.
- ☐ Keep people moving ...monitor client flow patterns and work to correct any problems. through the Patient Flow Branch Director.
- ☐ Try to keep families together at all times.
- ☐ Obtain information and updates from those reporting to you for resources needed.
- ☐ Communicate all requests for incoming and outgoing resources with the Operations Section Chief.
- ☐ Coordinate with your Group Supervisors periodically and monitor their progress.
- ☐ Provide routine progress and/or status reports to the Operations Section Chief.
- ☐ Ensure all documents and reports requested by the Operations Section Chief are completed & submitted on time.
- ☐ Ensure adequate rest breaks are provided for yourself & your staff.
- ☐ Monitor colleagues and clients for signs of fatigue and distress.
- ☐ Exercise authority to stop and prevent any unsafe acts.
- ☐ Perform other duties as assigned and approved by the Operations Section Chief.

Check-out:

- ☐ When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of clinic.
- ☐ Return to Workforce Staging Area.
- ☐ Return identification (vest, id badge, etc.).
- ☐ Sign-in equipment.
- ☐ Pick up exit materials, as appropriate.
- ☐ Sign-out.
- ☐ Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Mental Health Group Supervisor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Licensed Counselors
Lay Counselors
Patient Educators
Exit Review Team Ldr
Exit Review
Video/ Media Operator

Name:______________________________**Date:**____________________**Shift:**___________

Area Assigned: Mental Health Services Area

Person You Report To: Education/Mental Health Branch Director

Persons Reporting to You: Mental Health Licensed Counselors

Job Description: To provide crisis mental health counseling services at the POD site to people & staff in need. To utilize your staff of licensed & non-licensed Mental Health Counselors to assist the public & POD staff through this process.

Recommended Qualifications: Licensed Counselor/Social Worker (preferred with supervisory experience).

Check-In:

- ☐ Sign-in at Workforce Staging Area.
- ☐ Sign-out equipment and resource packet.
- ☐ Review the Job Action Sheets of yourself & your subordinates
- ☐ Receive vaccination/prophylaxis, if not already treated.
- ☐ Receive and put on identification (vest, id badge, etc.).
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.).
- ☐ Check in with your supervisor.
- ☐ Attend briefing.

Duties:

- ☐ Wear appropriate Personal Protective Equipment (PPE) as directed.
- ☐ Obtain briefing from the Education/Mental Health Branch Director
- ☐ Brief your staff on goals and expectations.
- ☐ Ensure availability of a private area to assist clients as needed.
- ☐ Assess the capabilities of the Licensed & Non-Licensed Mental Health Counselors that you are supervising.
- ☐ Assist Licensed & Non-Licensed Mental Health Counselors in their duties and assignments.

Mental Health Group Supervisor – *(Cont.)*

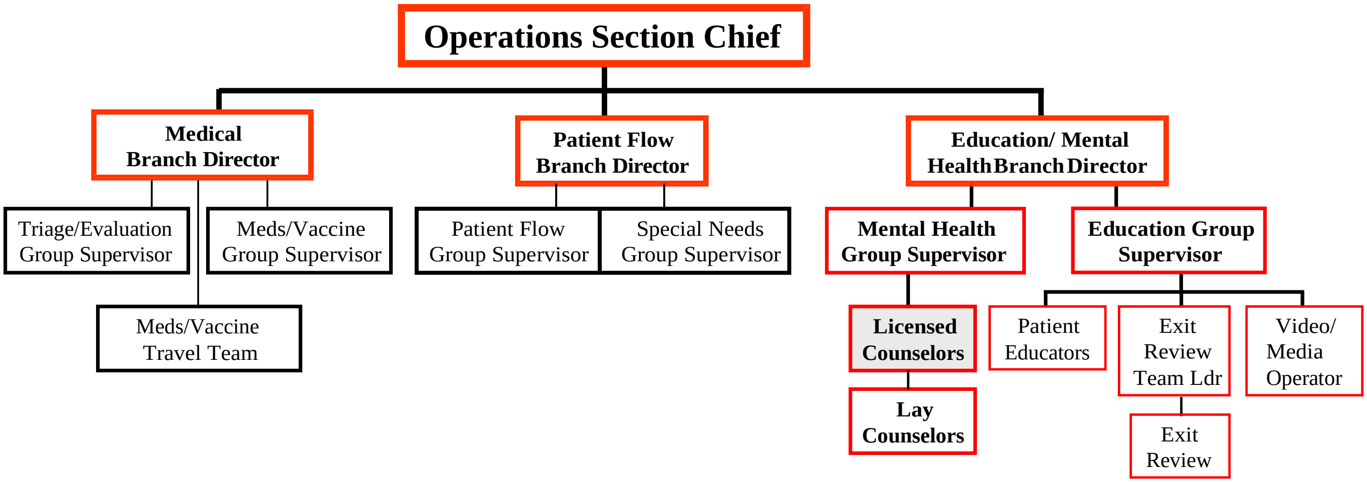
☐ Provide mental health support, education and therapeutic intervention as needed.
☐ Document cases of clients and track numbers of clients provided support.
☐ Monitor environment and alert security staff of concerns of potential violent situations.
☐ Float around clinic observing and monitoring clients for signs of fatigue or distress.
☐ Periodically monitor the "pulse" of the POD and provide the Education/Mental Health Branch Director with an estimated assessment of counseling needs in your area.
☐ Utilize Floaters/Runners as appropriate to assist client throughout the remainder of their clinic.
☐ Coordinate with the Special Needs Group Supervisor for special needs services.
☐ Provide routine progress and/or status reports to Special Needs Services Director.
☐ Review and confirm staffing levels for the next day or next shift with the Special Needs Services Director.
☐ Ensure adequate rest breaks are provided for yourself & your staff.
☐ Monitor colleagues and clients for signs of fatigue and distress.
☐ Exercise authority to stop and prevent any unsafe acts.
☐ Perform other duties as assigned and approved by your supervisor.

Check-out:

☐ When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
☐ Participate in scheduled debriefing at shift change or close of clinic.
☐ Return to Workforce Staging Area.
☐ Return identification (vest, id badge, etc.).
☐ Sign-in equipment.
☐ Pick up exit materials, as appropriate.
☐ Sign-out.
☐ Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Mental Health “Licensed” Counselors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Licensed Counselors
Patient Educators
Exit Review Team Ldr
Video/ Media Operator
Lay Counselors
Exit Review

Name:____________________________**Date:**___________________**Shift:**__________

Area Assigned: Mental Health Services Area

Person You Report To: Mental Health Group Supervisor

Persons Reporting to You: Mental Health “Non-Licensed” Counselors

Job Description: To provide crisis related mental health counseling services at the POD site to people & staff in need.

To supervise non-licensed Mental Health Counselors to assist the public & POD staff through this process.

Recommended Qualifications: Licensed Counselor/Social Worker (preferred with supervisory experience).

Check-In:

- ☐ Sign-in at Workforce Staging Area.
- ☐ Sign-out equipment and resource packet.
- ☐ Review the Job Action Sheets of yourself & your subordinates
- ☐ Receive vaccination/prophylaxis, if not already treated.
- ☐ Receive and put on identification (vest, id badge, etc.).
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.).
- ☐ Check in with your supervisor.
- ☐ Attend briefing.

Duties:

- ☐ Wear appropriate Personal Protective Equipment (PPE) as directed.
- ☐ Obtain briefing from the Education/Mental Health Branch Director
- ☐ Brief your staff on goals and expectations.
- ☐ Ensure availability of a private area to assist clients as needed.
- ☐ Assess the capabilities of the Non-Licensed Mental Health Counselors that you are supervising.

Mental Health “Licensed” Counselor – *(Cont.)*

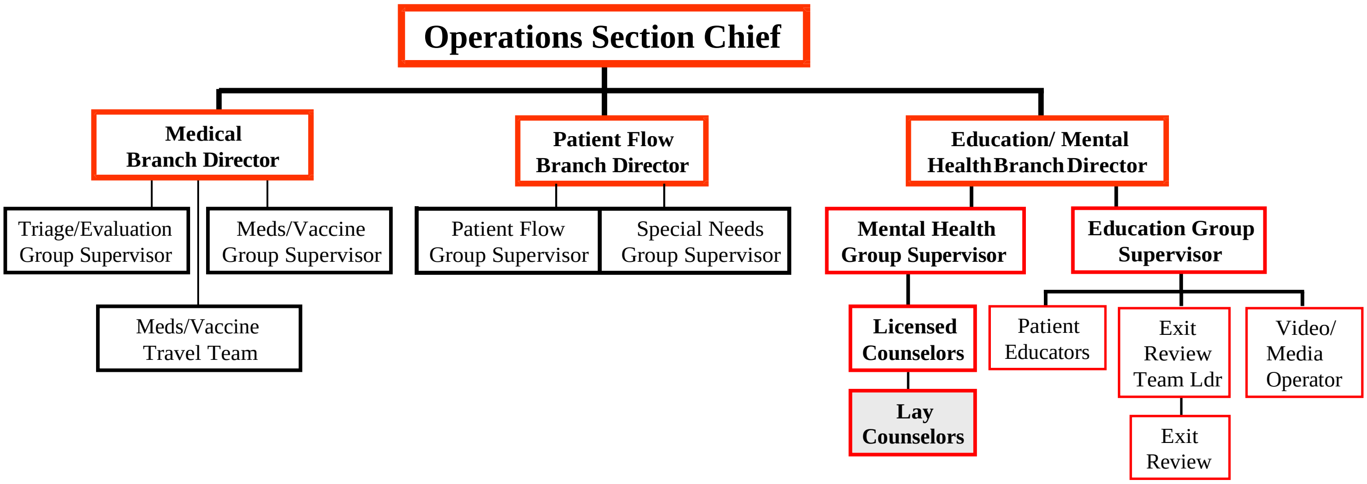
- ☐ Assist Non-Licensed Mental Health Counselors in their duties and assignments.
- ☐ Provide mental health support, education and therapeutic intervention as needed.
- ☐ Document cases of clients and provide support.
- ☐ Monitor environment and alert security staff of concerns of potential violent situations.
- ☐ Coordinate with the Special Needs Group Supervisor for special needs services.
- ☐ Provide routine progress and/or status reports to Mental Health Group Supervisor.
- ☐ Ensure adequate rest breaks are provided for yourself & your staff.
- ☐ Monitor colleagues and clients for signs of fatigue and distress.
- ☐ Exercise authority to stop and prevent any unsafe acts.
- ☐ Perform other duties as assigned and approved by your supervisor.

Check-out:

- ☐ When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of clinic.
- ☐ Return to Workforce Staging Area.
- ☐ Return identification (vest, id badge, etc.).
- ☐ Sign-in equipment.
- ☐ Pick up exit materials, as appropriate.
- ☐ Sign-out.
- ☐ Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Mental Health Counselors *(Non-Licensed)*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Education Group Supervisor
Licensed Counselors
Lay Counselors
Patient Educators
Exit Review Team Ldr
Exit Review
Video/ Media Operator

Name:______________________________**Date:**____________________**Shift:**___________

Area Assigned: Mental Health Services Area

Person You Report To: Mental Health Licensed Counselors

Job Description: To provide crisis related mental health counseling services at the POD site to people & staff in need.

Recommended Qualifications: Counseling Experience preferred - (Mental Health, Schools, Clergy, and PTSD Disaster Counselors) Position may also be filled by a caring person, who works well with people.

Check-In:

- ☐ Sign-in at Workforce Staging Area.
- ☐ Sign-out equipment and resource packet.
- ☐ Review the Job Action Sheets.
- ☐ Receive vaccination/prophylaxis, if not already treated.
- ☐ Receive and put on identification (vest, id badge, etc.).
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.).
- ☐ Check in with your supervisor.
- ☐ Attend briefing.

Duties:

- ☐ Wear appropriate Personal Protective Equipment (PPE) as directed.
- ☐ Obtain briefing from your supervisor.
- ☐ Ensure availability of a private area to assist clients as needed.
- ☐ Provide mental health support, education and therapeutic intervention as needed.
- ☐ Coordinate with your supervisor for special needs
- ☐ Document cases of clients and provide support.
- ☐ Monitor environment and alert security staff of concerns of potential violent situations.
- ☐ If "Special Needs" services are needed (translators, signers etc.) coordinate with your supervisor.

Mental Health Counselor (Non-Licensed) – *(Cont.)*

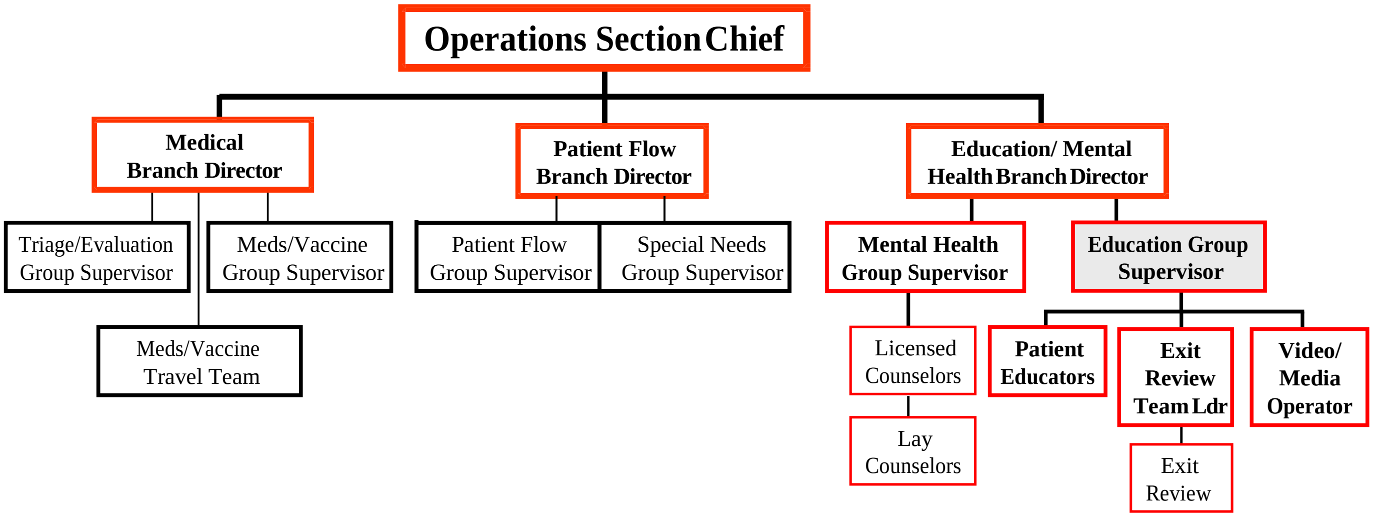
- ☐ Provide routine progress and/or status reports to your supervisor.
- ☐ Ensure adequate rest breaks are provided for yourself.
- ☐ Monitor colleagues and clients for signs of fatigue and distress.
- ☐ Exercise authority to stop and prevent any unsafe acts.
- ☐ Perform other duties as assigned and approved by your supervisor.

Check-out:

- ☐ When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of clinic.
- ☐ Return to Workforce Staging Area.
- ☐ Return identification (vest, id badge, etc.).
- ☐ Sign-in equipment.
- ☐ Pick up exit materials, as appropriate.
- ☐ Sign-out.
- ☐ Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Education Group Supervisor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Patient Educators
Exit Review Team Ldr
Exit Review
Video/ Media Operator

Name:______________________________**Date:**____________________**Shift:**___________

Area Assigned: Education Group

Person You Report To: Education/ Mental Health Branch Director

Persons Reporting to You: Patient Educators, Exit Review Team Leader, Video/Media Operator

Job Description: You Supervise the POD Education Group which has two major responsibilities:

- Provide POD clients with educational materials and an initial educational presentation explaining why we are here, the POD process, and information on the medicines or vaccinations they are about to receive.
- To conduct an Exit Review where staff will collect all forms, reinforce the importance of taking medications, answer any questions clients may have, and provide post-POD educations materials on potential side effects, or follow-up care.

Recommended Qualifications: Public Health, Teacher, RN, LPN, Paramedic, EMT (with supervisory experience)

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets of yourself & your subordinates
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Education Group Supervisor – *(Cont.)*

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- At the initial group briefing, identify your group's goals & expectations to your staff.

Patient Educators

- Ensure you receive the proper educational materials and guidance from the County EOC, State EOC, or SD Department of Health as available.
- Ensure Education Station has appropriate handouts, videos, AV equipment and all other educational materials needed.
- Ensure AV equipment is set up properly, (if used).
- Ensure Education Station is set up properly for clients.
- Ensure educational materials are being properly presented to the clients.
- Consider using posters along the POD route to educate clients, as appropriate.

Exit Review Staff

- Ensure that the Exit Station has the appropriate exit materials and equipment needed.
- Ensure that the Exit Station is set up properly, and that your staff is in place.
- Provide exit materials and review information, emergency contact information and vaccine site management with clients if necessary.
- Ensure Exit Staff is properly reviewing for accuracy and completeness all client forms, and having clients make corrections as necessary.
- Ensure Exit Staff is properly securing all client forms.

Both

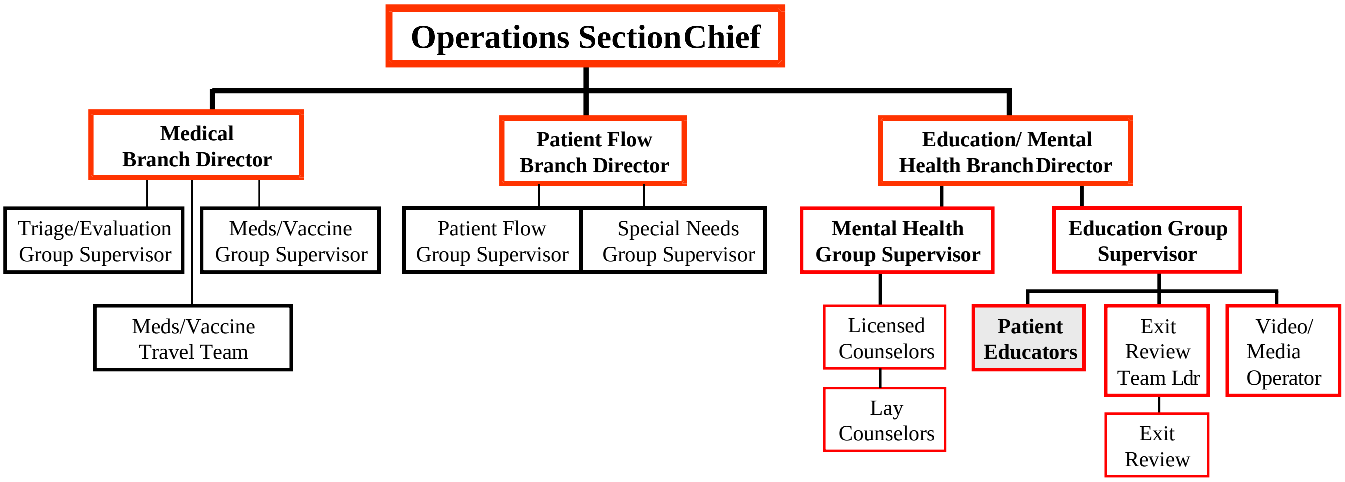
- Maintain client flow to remain on schedule.
- When your staff reports disruptions and changes in client flow, report updates to Education/ Mental Health Branch Director.
- Try to Keep families together.
- Ensure adequate rest breaks are provided for yourself & your staff.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Patient Educators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Meds/Vaccine Travel Team
Licensed Counselors
Patient Educators
Exit Review Team Ldr
Video/ Media Operator
Lay Counselors
Exit Review

Name:______________________________**Date:**____________________**Shift:**___________

Area Assigned: Education Group

Person You Report To: Education Group Supervisor

Job Description: Provide POD clients with educational materials and an initial educational presentation explaining why we are here, the POD process, and information on the medicines or vaccinations they are about to receive.

Recommended Qualifications: Public Health, Teacher, RN, LPN, Paramedic, EMT.

Check-In:
- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review Job Action Sheet.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Duties:
- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Ensure you receive the proper educational materials and guidance from the Education Group Supervisor.
- Ensure Education Station has appropriate handouts, videos, AV equipment and all other educational materials needed.
- Ensure Education Station is set up properly for clients.
- Consider using informational posters along the POD route to educate clients, as appropriate.

Patient Educators – *(Cont.)*

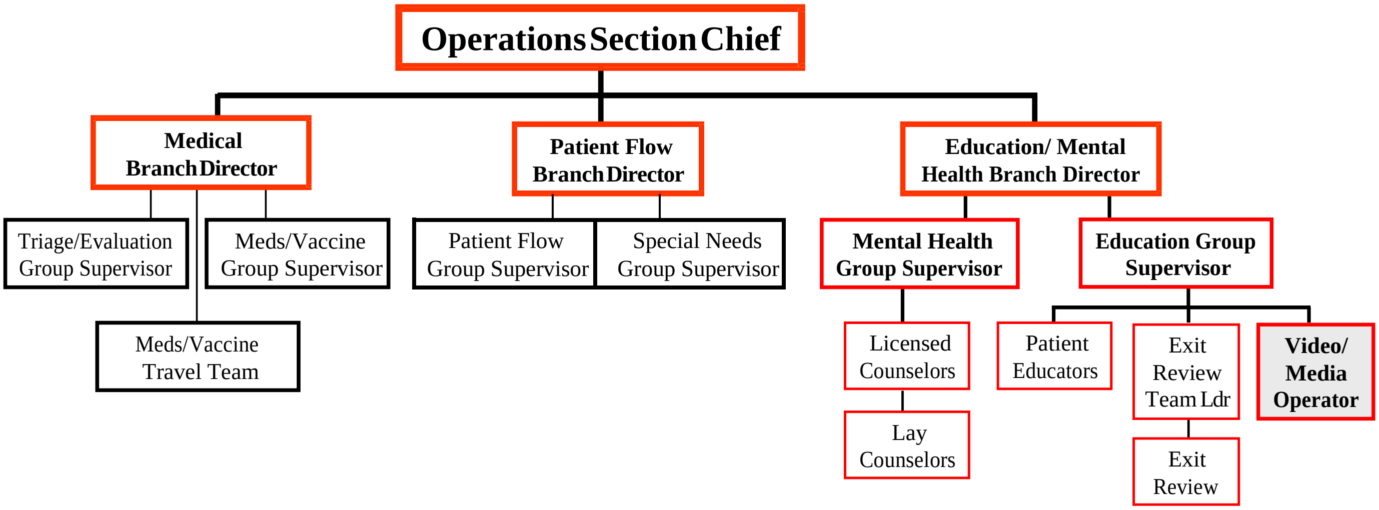
- Maintain client flow to remain on schedule.
- Try to Keep families together.
- Ensure adequate rest breaks are provided for yourself, it’s going to be a long day.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Video/Media Operator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Licensed Counselors
Patient Educators
Exit Review Team Ldr
Video/ Media Operator
Lay Counselors
Exit Review

Name:______________________________**Date:**____________________**Shift:**___________

Area Assigned: Education Group

Person You Report To: Exit Review Team Leader

Job Description: To set up & run operate audio/visual equipment.

Recommended Qualifications: Knowledge of A/V equipment.

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Obtain briefing from the Education Group Supervisor on what A/V equipment will be used, and where.
- If you are missing any A/V components or power cords, notify the Education Group Supervisor as soon as possible.
- Set up the A/V equipment, laptops, LCD projector, screens, etc. and ensure that it is operational, and will work as expected.
- Try a dry run with the materials (especially laptop presentations) with the education staff.
- Remain available to trouble-shoot problems should they occur.

Video/Media Operator – *(Cont.)*

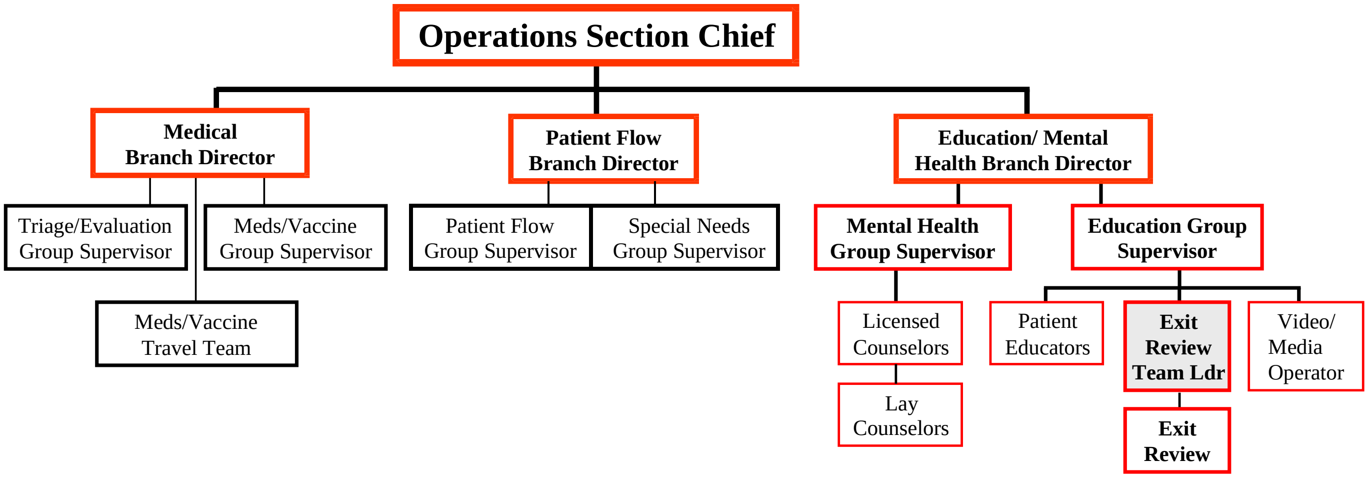
- Ensure adequate rest breaks are provided for yourself, it’s going to be a long day.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.
- Be sure to brief your replacement on the equipment and its use.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Exit Review Team Leader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Licensed Counselors
Lay Counselors
Patient Educators
Exit Review Team Ldr
Exit Review
Video/ Media Operator

Name:______________________________ **Date:**____________________ **Shift:**___________

Area Assigned: Education Group - Exit Review Area

Person You Report To: Education Group Supervisor

Persons Reporting to You: Exit Review Staff

Job Description: Supervise the Exit Review Team, whose main function is to provide clients with exit material, answer any final questions, and collect & secure any remaining medical forms.

Recommended Qualifications: Ability to supervise a small staff.

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets of yourself & your subordinates.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Ensure that your staff understand their roles and responsibilities.
- Ensure the Exit Review Station is set up properly.
- Ensure station has appropriate exit materials and equipment needed.
- Ensure staff provides exit materials, review information, emergency contact information and vaccine site management with clients, as necessary.
- Ensure accuracy and completeness of client forms, as necessary.

Exit Review Team Leader – *(Cont.)*

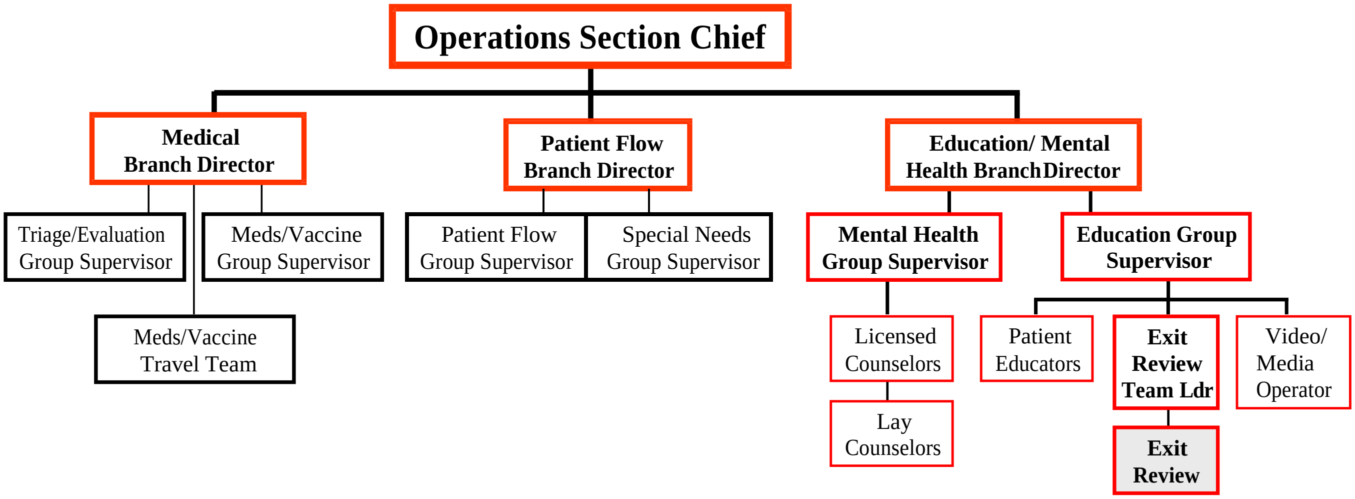
- Ensure staff retrieves all client medical screening or other forms and properly secures them.
- If a post-vaccination waiting period is required, ensure people are monitored for immediate side effects (by medical staff) provided a waiting area and released after their time is completed.
- Keep people moving, report disruptions and changes in client flow to Exit Station Supervisor.
- Try to keep families together.
- Refer client questions to appropriate persons.
- Maintain adequate supply levels of materials.
- Provide routine progress and/or status reports to the Education Group Supervisor.
- Ensure adequate rest breaks are provided for yourself & your staff.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Exit Review Staff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Lay Counselors
Patient Educators
Exit Review Team Ldr
Video/ Media Operator
Exit Review

Name:______________________________**Date:**____________________**Shift:**___________

Area Assigned: Education Group - Exit Review Area

Person You Report To: Exit Review Team Leader

Job Description: Provide clients with exit material, answer any final questions, assist with waiting area (for post-vaccination clinics) collect & secure any remaining medical forms.

Recommended Qualifications: Administrative skills.

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Ensure that you understand their roles and responsibilities.
- Ensure the Exit Review Station is set up properly.
- Ensure station has appropriate exit materials and equipment needed.
- Ensure accuracy and completeness of client forms, as necessary.
- Collect all remaining client medical screening or other forms and properly secures them.

Exit Review Staff – *(Cont.)*

- If a post-vaccination waiting period is required, ensure people are monitored for immediate side effects (by medical staff) provided a waiting area and released after their time is completed.
- Keep people moving, report disruptions and changes in client flow to Exit Station Supervisor.
- Try to keep families together.
- Refer client questions to appropriate persons.
- Maintain adequate supply levels of materials.
- Provide routine progress and/or status reports to the Education Group Supervisor.
- Ensure adequate rest breaks are provided for yourself, it’s going to be a long day.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Job Action Sheets

Planning Section

General Overview of the Planning Section

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

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

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

There are 4 Main Units in the Planning Section

Resource

ID Current & Future Resource Needs
Volunteer Recruitment
Volunteer Credentialing
Workforce Staging

Documentation

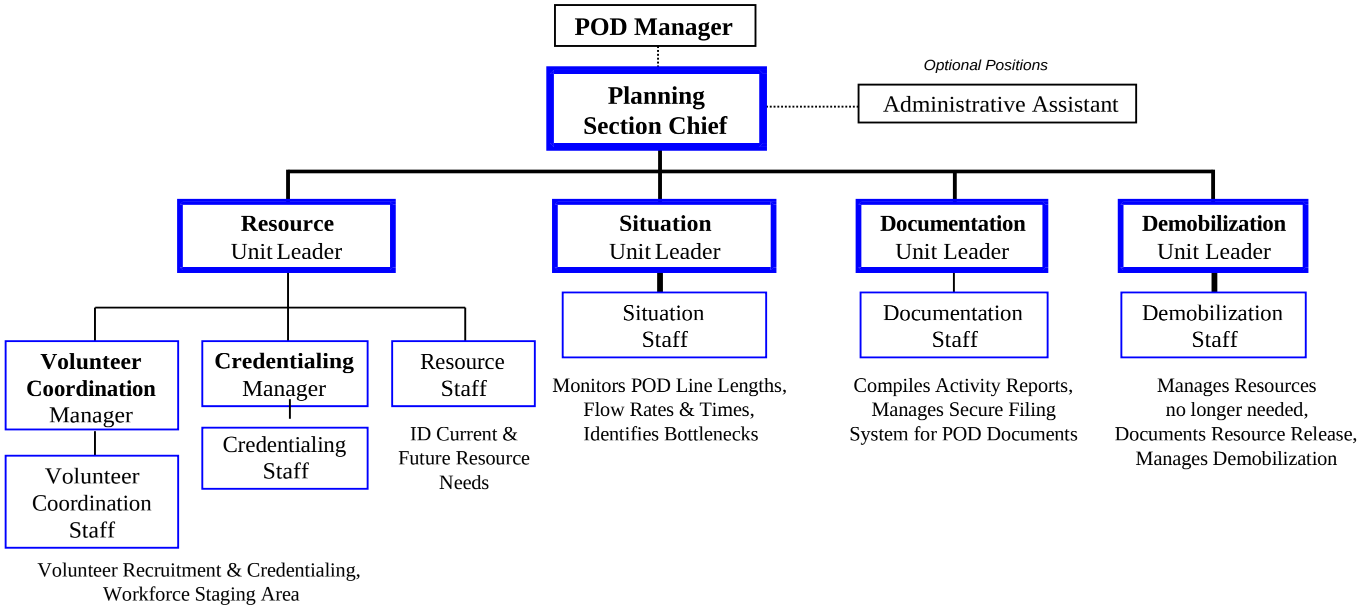
Compiles Activity Reports
Manages Secure Document Filing System

Situation

Monitors POD Line Lengths
Times
Flow Rates Manages
Identifies Bottlenecks

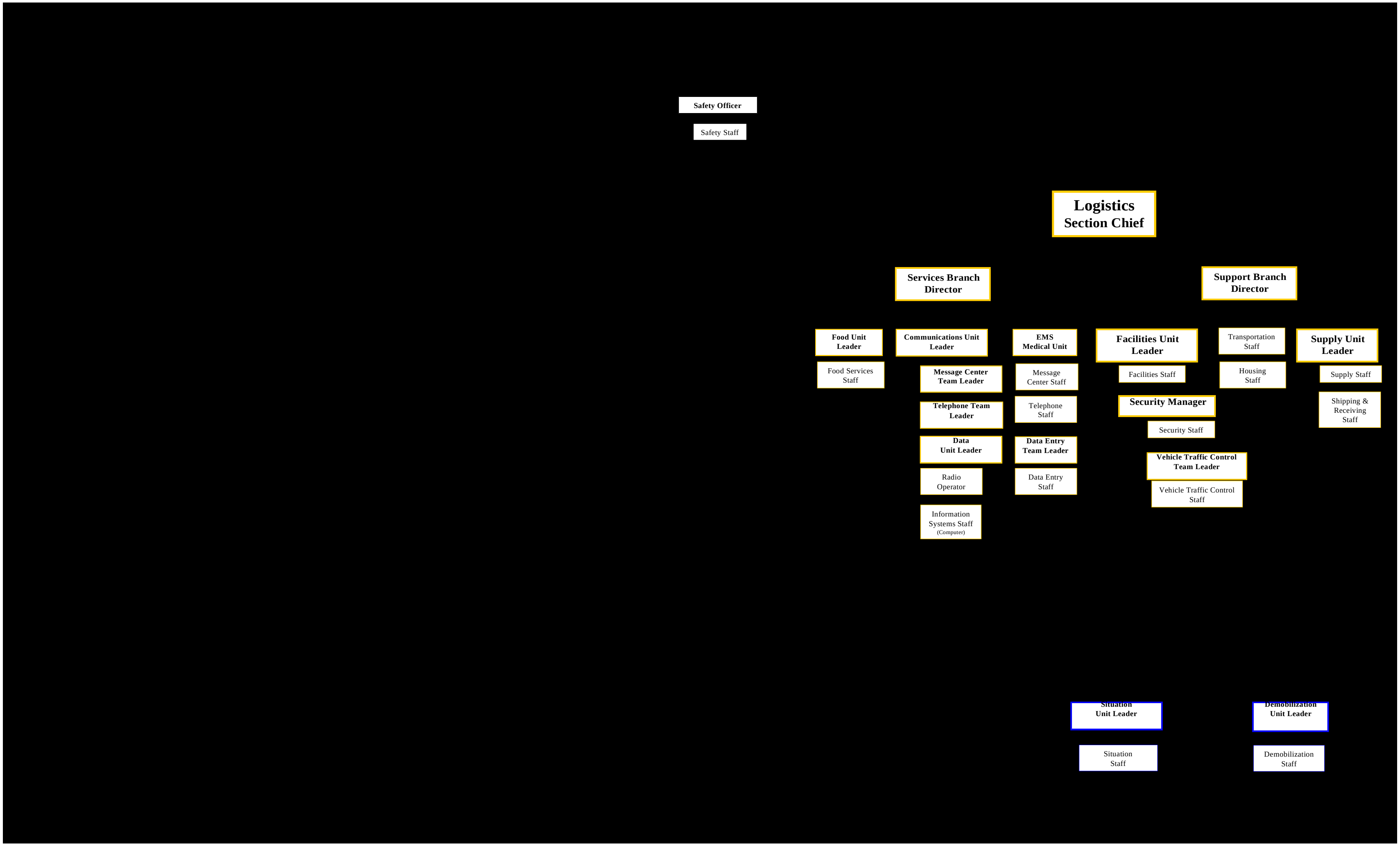
Demobilization

Manages Resources no longer needed
Documents Resource Release
Manages Demobilization


POD Manager
Optional Positions
Planning Section Chief
Administrative Assistant
Resource Unit Leader
Situation Unit Leader
Documentation Unit Leader
Demobilization Unit Leader
Volunteer Coordination Manager
Credentialing Manager
Resource Staff
Situation Staff
Documentation Staff
Demobilization Staff
Volunteer Coordination Staff
Credentialing Staff
ID Current & Future Resource Needs
Monitors POD Line Lengths, Flow Rates & Times, Identifies Bottlenecks
Compiles Activity Reports, Manages Secure Filing System for POD Documents
Manages Resources no longer needed, Documents Resource Release, Manages Demobilization
Volunteer Recruitment & Credentialing, Workforce Staging Area

POD Organizational Chart Showing All Identified Positions

(Select Only Those Positions You Feel You Will Need - Expand & Contract Positions As Necessary)


Safety Officer
Safety Staff
Logistics Section Chief
Services Branch Director
Support Branch Director
Food Unit Leader
Food Services Staff
Communications Unit Leader
Message Center Team Leader
Telephone Team Leader
Data Unit Leader
Radio Operator
Information Systems Staff (Computer)
EMS Medical Unit
Message Center Staff
Telephone Staff
Data Entry Team Leader
Data Entry Staff
Facilities Unit Leader
Facilities Staff
Security Manager
Security Staff
Vehicle Traffic Control Team Leader
Vehicle Traffic Control Staff
Transportation Staff
Housing Staff
Supply Unit Leader
Supply Staff
Shipping & Receiving Staff
Situation Unit Leader
Situation Staff
Demobilization Unit Leader
Demobilization Staff

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Credentialing Staff 25
Resource Staff 29

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Situation Staff 33

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Documentation Staff 37

Demobilization Unit Leader...39
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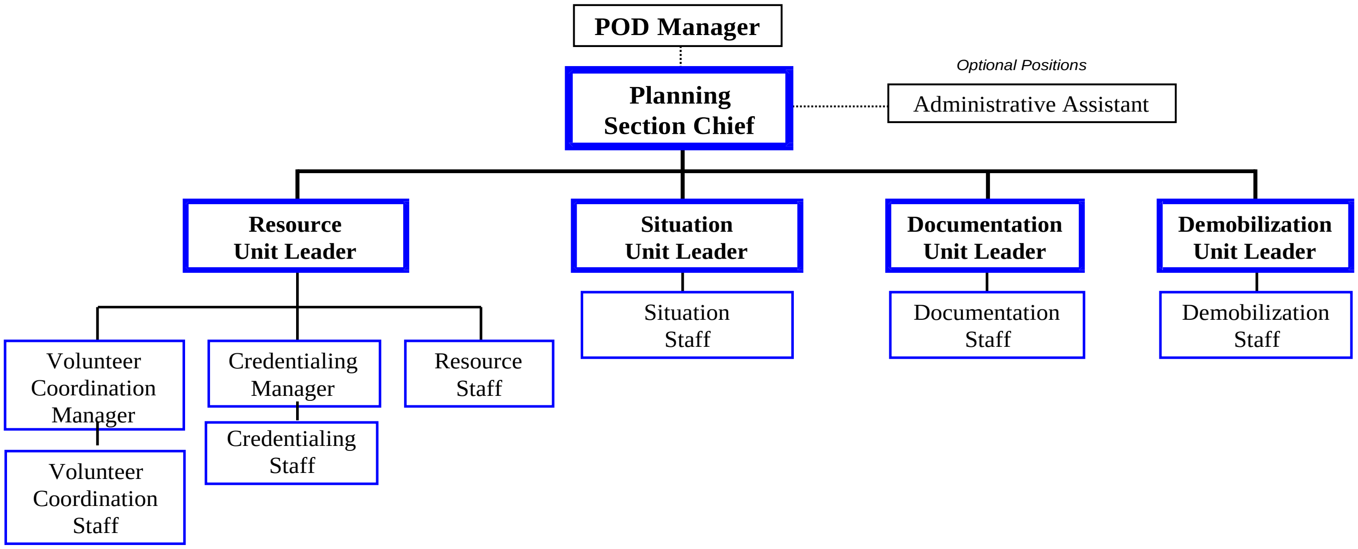
Planning Section Chief


POD Manager
Optional Positions
Planning Section Chief
Administrative Assistant
Resource Unit Leader
Situation Unit Leader
Documentation Unit Leader
Demobilization Unit Leader
Situation Staff
Documentation Staff
Demobilization Staff
Volunteer Coordination Manager
Credentialing Manager
Resource Staff
Credentialing Staff
Volunteer Coordination Staff

Name:______________________________**Date:**___________________**Shift:**__________

Area Assigned: Planning Section

The Person You Report To: POD Manager

Persons Reporting to You: Resource Unit Leader, Situation Unit Leader, Documentation Unit Leader, Demobilization Unit Leader.

Job Description:

To manage & oversee the Planning resources of the POD.

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

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

Develop an **"Incident Action Plan"** for each operational period.

To plan for the orderly eventual demobilization of the POD.

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

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

Planning Section Chief - *(Cont.)*

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets of yourself & your subordinates.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- At the initial briefing, identify resources required for your section operations.
- Brief section and hand out job action sheets.
- Develop the length of operational periods and start times for operational periods.
- Develop a section action plan.
- Develop an **"Incident Action Plan"** for each operational period.
- Provide the "Incident Action Plan" to the POD Commander.
- Document all actions and decisions in a Section Activity Log.
- Coordinate with Resource Unit Leader and ensure that that we have identified Current & Future Resource Needs for the POD. *(plan 48 hours out)*
- Ensure that the Resource Unit Leader has established a "Workforce Staging Area" & has received the list of volunteer positions that the POD needs to recruit.
- Ensure that the Volunteer Coordination Manager is actively recruiting for volunteers to fill positions we have identified as needing filled.
- Ensure that the Situation Unit Leader is monitoring Monitors POD Line Lengths, Flow Rates Times, and Identifies Bottlenecks.
- Ensure that the Documentation Unit Leader is Compiling Activity Reports and has developed a Secure Filing System for POD Documents.
- Coordinate with the Demobilization Unit Leader and ensure that we are releasing resources that are no longer needed, and that we document when those resources are released.
- Ensure that the Demobilization Unit Leader has a plan for the eventual demobilization of the POD and that the plan will be an orderly drawdown.
- 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 the next day or next shift.
- Provide routine progress and/or status reports to POD Manager.
- Ensure adequate rest breaks are provided for yourself & your staff.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by the person you report to.

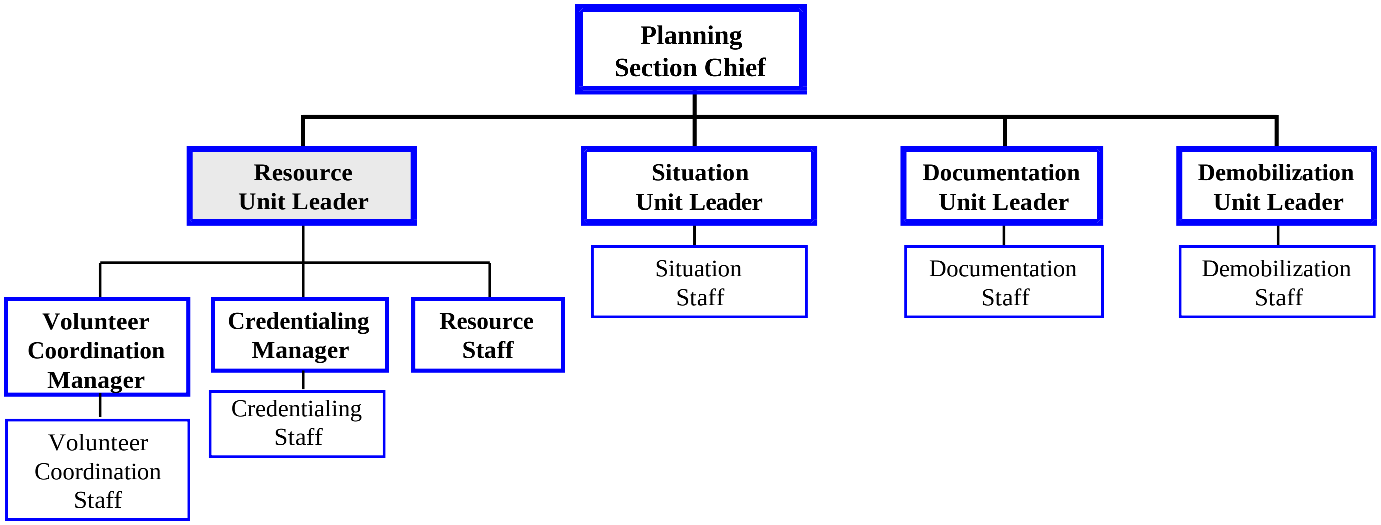
Planning Section Chief - *(Cont.)*

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Resource Unit Leader


Planning Section Chief
Resource Unit Leader
Situation Unit Leader
Documentation Unit Leader
Demobilization Unit Leader
Situation Staff
Documentation Staff
Demobilization Staff
Volunteer Coordination Manager
Credentialing Manager
Resource Staff
Credentialing Staff
Volunteer Coordination Staff

Name:________________________________**Date:**____________________**Shift:**___________

Area Assigned: Workforce Staging Area

The Person You Report To: Planning Section Chief

Persons Reporting to You: Volunteer Coordination Manager
Credentialing Manager
Resource Staff

Job Description:

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

Key services your unit provides include:

Recruitment of Volunteers
Maintaining Personnel Rosters
Managing Workforce Staging
Credentialing of Volunteers
Volunteer Management
Tracking Equipment Resources
Identify Current & Future Resource Needs

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

Resource Unit Leader – *(Cont.)*

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets of yourself & your subordinates.
- Review Job Action Sheet.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Relay from the Planning Section Chief to the Volunteer Coordination Manager the number of people, listing of jobs, and other personnel resources that will need to be recruited.
- Ensure that the Volunteer Coordination Manager has an adequate staff to recruit volunteers to support the POD.
- Ensure that the Volunteer Coordination Staff has established a "Workforce Staging Area" where volunteers can be given their assignments, badges, vests, job specific equipment, and Job Action Sheets.
- Ensure that the Volunteer Coordination Staff is keeping track of the status of all volunteers supporting the POD and relaying that information to the "Time Unit Leader" in the Finance Administration Section.
- Ensure all documents and reports are complete for section and submitted appropriately.
    - Workforce sign-in/out sheets.
    - Workforce vaccination/prophylaxis records.
    - Equipment sign-in/out sheets.
    - All completed Job Action Sheets, Unit Logs and General Messages.
- Ensure that the Volunteer Coordination Staff has received staffing projections for follow-on shifts and is actively recruiting to fill those shifts.
- Ensure that licensed personnel such as physicians, nurses, pharmacists, etc. have been properly credentialed through the Credentialing Staff prior to performing volunteer services.
- Oversee workforce sign-in process and ensure accuracy and completeness of forms.
- Work with Communications Unit Leader for proper distribution of internal communication device (i.e., walkie-talkies).
- Ensure that the Resource Staff is tracking equipment resources and has a solid understanding of present and future equipment & medical supply needs.
- Ensure adequate rest breaks are provided for yourself & your staff.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by the Planning Section Chief.

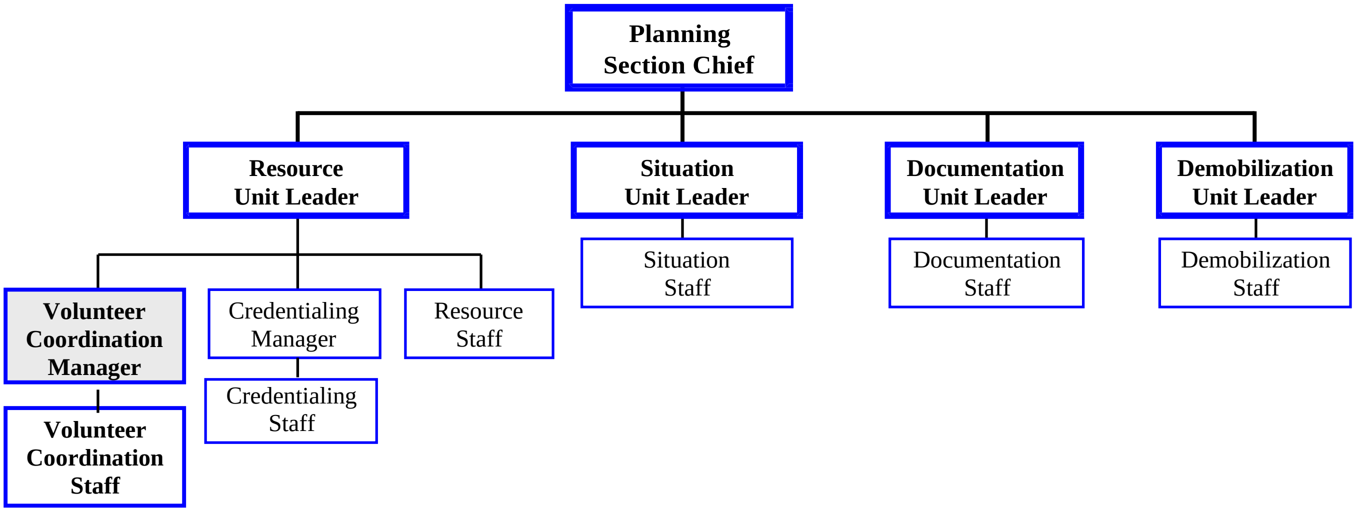
Resource Unit Leader – *(Cont.)*

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Volunteer Coordination Manager


Planning Section Chief
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Situation Unit Leader
Documentation Unit Leader
Demobilization Unit Leader
Situation Staff
Documentation Staff
Demobilization Staff
Volunteer Coordination Manager
Credentialing Manager
Resource Staff
Credentialing Staff
Volunteer Coordination Staff

Name:______________________________**Date:**___________________**Shift:**__________

Area Assigned: Workforce Staging Area

Person You Report To: Resource Unit Leader

Persons Reporting to You: Volunteer Coordination Staff

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

Key services your team provides include:

- Recruitment of Volunteers
- Training Volunteers
- Maintaining Personnel Rosters
- Managing Workforce Staging
- Referring Volunteers for Credentialing
- Volunteer Management
- Issuing Equipment to Volunteers

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

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets of yourself & your subordinates.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Volunteer Coordination Manager – *(Cont.)*

Duties:

- ◷Wear appropriate Personal Protective Equipment (PPE) as directed.
- ◷Receive from the Resource Unit Leader the number of people, listing of jobs, and other personnel resources that will need to be recruited to Support the POD.
- ◷Ensure that the Volunteer Coordination Team has an adequate staff to recruit Workforce volunteers and manage the Workforce Staging Area to support the POD.
- ◷Ensure that the Volunteer Coordination Staff has established a "**Workforce Staging Area**" where volunteers can be given their assignments, badges, vests, job specific equipment, Job Action Sheets, and workforce packets (as applicable).
- ◷Ensure that your team keeps records for all workforce volunteers actively working by Name, Address, Telephone #, Time-In, Job, and Section that they are working.
- ◷Ensure that all equipment (such as radios, walkie-talkies, vests etc.) are signed-out and signed back in when returned.
- ◷Ensure that your Volunteer Coordination Staff has signs up asking for volunteers, what jobs are open, on what shifts, and is actively working the lines of people that have entered the POD and are leaving the POD to fill those positions.
- ◷Consider offering incentives to volunteers such as; they & their immediate family will be expressed through the POD process, so that Staff is keeping track of the status of all Workforce volunteers supporting the POD and relaying that information to the "Time Unit Leader" in the Finance Administration Section who tracks man-hours for the POD.
- ◷Ensure all documents and reports are complete for section and submitted appropriately.
    - Workforce sign-in/out sheets.
    - Workforce vaccination/prophylaxis records.
    - Equipment sign-in/out sheets.
    - All completed Job Action Sheets, Unit Logs and General Messages.
- ◷Ensure that you receive the staffing projections for follow-on shifts, and that your team is actively recruiting and planning to fill those shifts.
- ◷Ensure that licensed personnel such as physicians, nurses, pharmacists, etc. are referred to the Credentialing Staff and have been properly credentialed prior to performing volunteer workforce services.
- ◷Brief the Resource Unit Leader on the status of your section periodically, especially if there are problems or concerns.
- ◷Ensure adequate rest breaks are provided for yourself & your staff.
- ◷Monitor colleagues and clients for signs of fatigue and distress.
- ◷Exercise authority to stop and prevent any unsafe acts.
- ◷Perform other duties as assigned and approved by your supervisor.

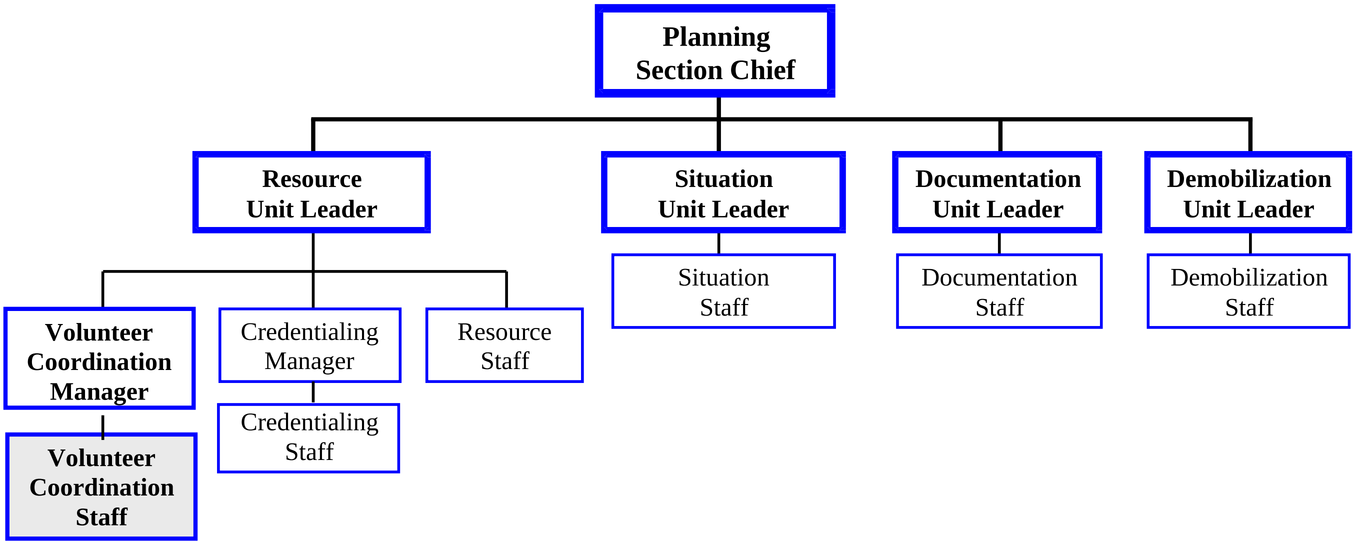
Volunteer Coordination Manager – *(Cont.)*

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Volunteer Coordination Staff


Planning Section Chief
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Documentation Unit Leader
Demobilization Unit Leader
Situation Staff
Documentation Staff
Demobilization Staff
Volunteer Coordination Manager
Credentialing Manager
Resource Staff
Credentialing Staff
Volunteer Coordination Staff

Name:______________________________**Date:**___________________**Shift:**__________

Area Assigned: Workforce Staging Area

Person You Report To: Volunteer Coordination Manager

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

Key services your team provides include:

Recruitment of Volunteers	Referring Volunteers for Credentialing
Maintaining Personnel Rosters	Volunteer Management
Managing Workforce Staging	Issuing Equipment to Volunteers

Recommended Qualifications: Ability to recruit and work with people.

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets of yourself & your subordinates.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Volunteer Coordination Staff – *(Cont.)*

Duties:

- ☐ Wear appropriate Personal Protective Equipment (PPE) as directed.

Workforce Staging

- ☐ Establish a “Workforce Staging Area” where volunteers can be given their assignments, badges, vests, job specific equipment, Job Action Sheets, and workforce packets (as applicable).
- ☐ Create a record for all Workforce Volunteers with the following information: Name, Address, Telephone #, Date, Time-In, Time-Out, Job, and work area.
- ☐ Ensure that all equipment issued (such as radios, walkie-talkies, vests etc.) are signed out and signed back in when returned.
- ☐ Refer licensed personnel such as physicians, nurses, pharmacists, etc. to the Credentialing Staff and have been properly credentialed prior to performing volunteer workforce services.
- ☐ Keep a running status of all Workforce Volunteers on site at the POD, so that we always have a snapshot of where people are located in case we need to get a message to them from their families.
- ☐ If a family member of a Workforce Volunteer comes to the workforce area asking to speak with their family member, contact your supervisor by runner or radio to assist them. Since the POD area is secure, be sure to keep that family member at the door. Contact Security if necessary.
- ☐ Report any security breaches to your supervisor or Security immediately.
- ☐ During shift change or at close of POD, conduct sign-out process of staff and volunteers.
  - ○ Collect identification.
  - ○ Collect their Job Action Sheet (with comments filled in).
  - ○ Sign-in equipment, if necessary.
  - ○ Hand out exit materials.
- ☐ Ensure the following documents and reports are complete and safely secured.
  - ○ Workforce sign-in/out sheets.
  - ○ Workforce vaccination/prophylaxis records.
  - ○ Equipment sign-in/out sheets.
  - ○ All completed Job Action Sheets, Unit Logs and General Messages.
- ☐ Periodically update the “Time Unit Leader” in the Finance Administration Section with a Workforce Status Report containing the Name, Address, Telephone #, Date, Time-In, Time-Out, Job, and work area of all Workforce volunteers supporting the POD.

Recruiting Activities

- ☐ Put up signs asking for volunteers, detailing what jobs are open, on what shifts.
- ☐ Actively recruit volunteers from the lines of people that have entered the POD and are leaving the POD to fill vacant and projected positions.
- ☐ Consider offering incentives to volunteers such as; they & their immediate family will be expressed through the POD process, so that they can start helping out right away.
- ☐ Ensure that you receive the staffing projections for follow-on shifts, and that your team is actively recruiting and planning to fill those shifts.

Volunteer Coordination Staff – *(Cont.)*

General

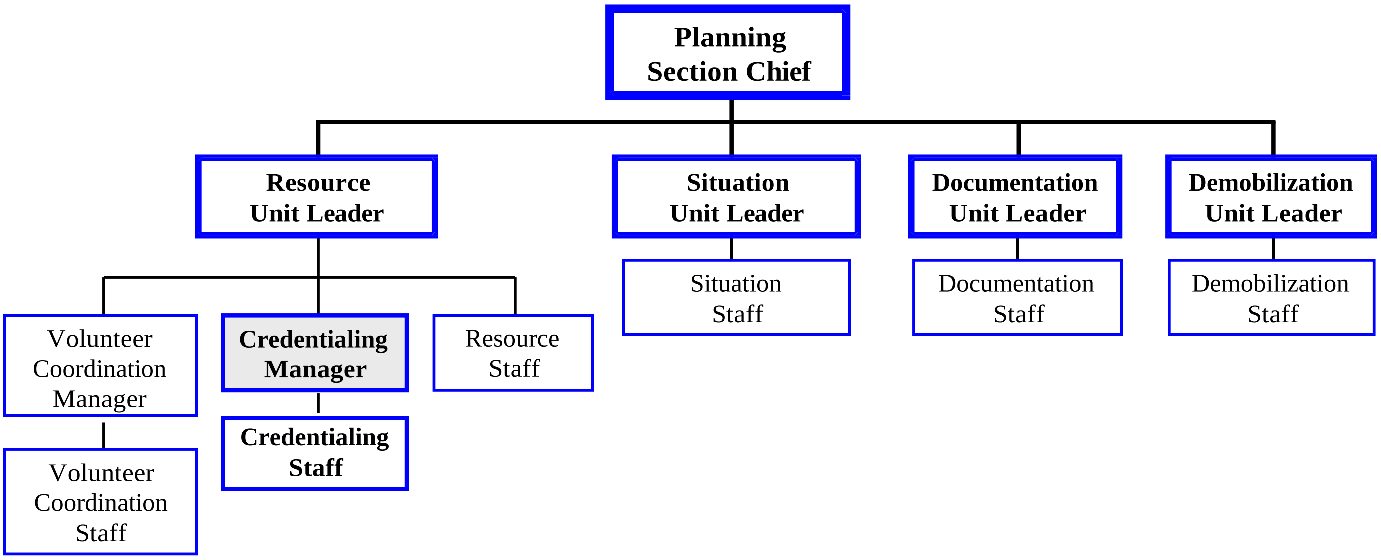
- Periodically update the Volunteer Coordination Manager on your activities, especially if there are problems or concerns.
- Maintain adequate supply levels ... contact a Runner for additional supplies.
- Ensure adequate rest breaks are provided for yourself.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Credentialing Manager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Documentation Unit Leader
Demobilization Unit Leader
Situation Staff
Documentation Staff
Demobilization Staff
Volunteer Coordination Manager
Credentialing Manager
Resource Staff
Credentialing Staff
Volunteer Coordination Staff

Name:________________________________**Date:**____________________**Shift:**___________

Area Assigned: Workforce Staging Area

Person You Report To: Resource Unit Leader

Persons Reporting to You: Credentialing Staff

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

Recommended Qualifications: Ability to supervise a small staff.

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets of yourself & your subordinates.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Credentialing Manager – *(Cont.)*

Duties:

- ☐ Wear appropriate Personal Protective Equipment (PPE) as directed.
- ☐ Conduct a briefing with your staff on what duties they can be expected to perform, and the credentialing process.
- ☐ You & your team are here to ensure that licensed or certified personnel who present themselves for volunteer services to the POD are:
  - Who they say they are.
  - Are licensed or certified to perform the work they are here to perform.
- ☐ Persons who are known to you or your staff from the local community may be verified through this process if their license & position are common knowledge within the community (i.e.. everyone knows Dr. Smith and that she is the ER Doc at the local hospital).
- ☐ Persons who can be recognized and vouched for by another known & trusted healthcare professional can also be considered verified. (Dr. Smith vouches for Dr. Jones)
- ☐ Persons that **CAN NOT BE** verified by local or by professional peer organizations need to be checked out to ensure they are properly certified by their board agency, **BEFORE** they can begin volunteer work.
- ☐ Use this process to verify their qualifications:
  - Check their Drivers license and one additional form of photo ID to establish their identity.
  - Ask them for the board or association that certifies them.
  - Ask them for a professional membership or association card as available.
  - Ask them if their membership or certification is current.
  - **Contact the County or State Emergency Operations Center (Dept. of Health), give them the information you have obtained, and have them contact the association to verify the status of that person.**
  - Once the person’s credentials have been established, they are cleared to work in that capacity.
  - Notify the POD’s “Volunteer Coordination Staff” of the outcome and whether the person has been credentialed or not.
  - Maintain a log of all persons you requested credentialing on and the results.
- ☐ Ensure adequate rest breaks are provided for yourself & your staff.
- ☐ Monitor colleagues and clients for signs of fatigue and distress.
- ☐ Exercise authority to stop and prevent any unsafe acts.
- ☐ Perform other duties as assigned and approved by your supervisor.

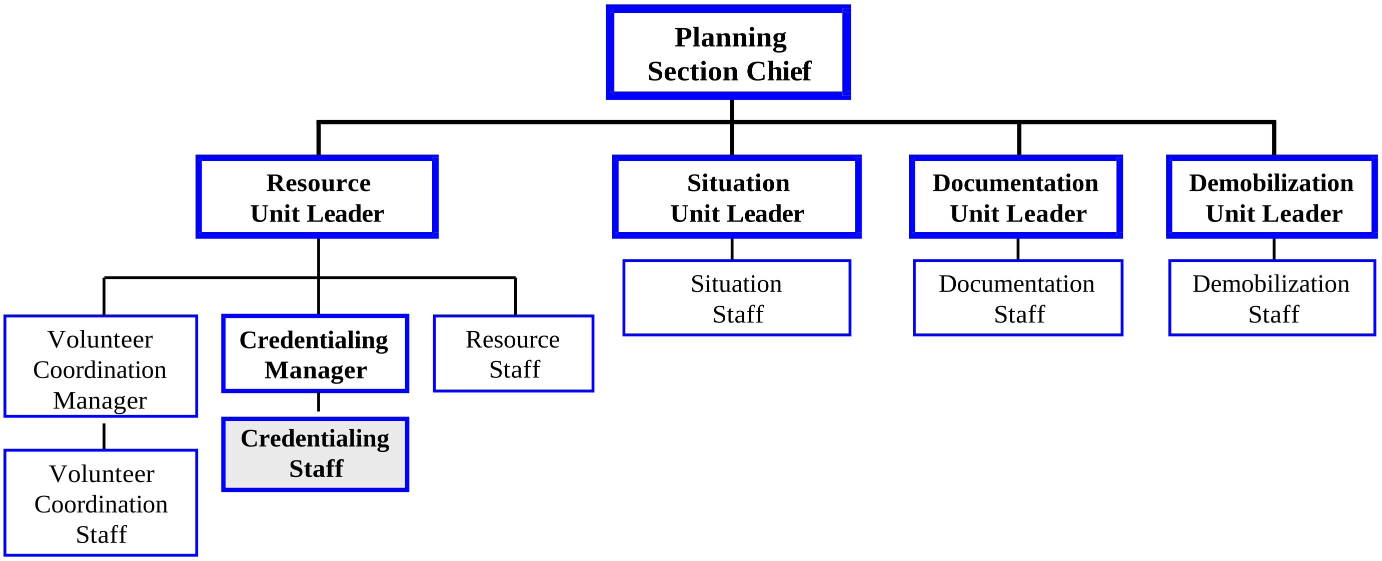
Credentialing Manager – *(Cont.)*

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Credentialing Staff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Volunteer Coordination Manager
Credentialing Manager
Resource Staff
Situation Staff
Documentation Staff
Demobilization Staff
Volunteer Coordination Staff
Credentialing Staff

Name:______________________________**Date:**___________________**Shift:**__________

Area Assigned: Workforce Staging Area

Person You Report To: Credentialing Manager

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

Recommended Qualifications: Ability to screen volunteers.

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Credentialing Staff – *(Cont.)*

Duties:

- ☐ Wear appropriate Personal Protective Equipment (PPE) as directed.
- ☐ Attend a briefing with your supervisor on what duties they can be expected to perform, and the credentialing process.
- ☐ You are here to ensure that licensed or certified personnel who present themselves for volunteer services to the POD are:
  - Who they say they are.
  - Are licensed or certified to perform the work they are here to perform.
- ☐ Persons who are known to you or your staff from the local community may be verified through this process if their license & position are common knowledge within the community (i.e.. everyone knows Dr. Smith and that she is the ER Doc at the local hospital).
- ☐ Persons who can be recognized and vouched for by another known & trusted healthcare professional can also be considered verified. (Dr. Smith vouches for Dr. Jones)
- ☐ Persons that **CAN NOT BE** verified by local or by professional peer organizations need to be checked out to ensure they are properly certified by their board agency, **BEFORE** they can begin volunteer work.
- ☐ Use this process to verify their qualifications:
  - Check their Drivers license and one additional form of photo ID to establish their identity.
  - Ask them for the board or association that certifies them.
  - Ask them for a professional membership or association card as available.
  - Ask them if their membership or certification is current.
  - Contact the County or State Emergency Operations Center (Dept. of Health), give them the information you have obtained, and have them contact the association to verify the status of that person.
  - Once the person's credentials have been established, they are cleared to work in that capacity.
  - Notify the POD's "Volunteer Coordination Staff" of the outcome and whether the person has been credentialed or not.
  - Maintain a log of all persons you requested credentialing on and the results.
- ☐ Ensure adequate rest breaks are provided for yourself, it's going to be a long day.
- ☐ Monitor colleagues and clients for signs of fatigue and distress.
- ☐ Exercise authority to stop and prevent any unsafe acts.
- ☐ Perform other duties as assigned and approved by your supervisor.

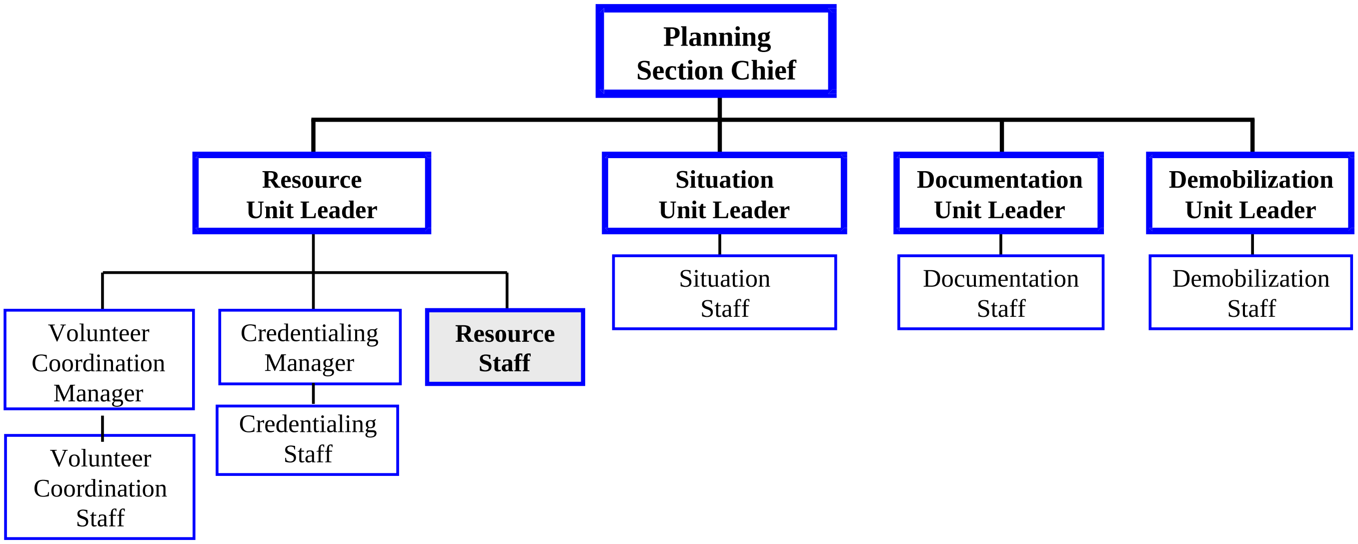
Credentialing Staff – *(Cont.)*

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Resource Staff


Planning Section Chief
Resource Unit Leader
Situation Unit Leader
Documentation Unit Leader
Demobilization Unit Leader
Volunteer Coordination Manager
Credentialing Manager
Resource Staff
Situation Staff
Documentation Staff
Demobilization Staff
Volunteer Coordination Staff
Credentialing Staff

Name:________________________________**Date:**____________________**Shift:**___________

Area Assigned: Workforce Staging Area

The Person You Report To: Resource Unit Leader

Job Description:

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

Recommended Qualifications: Ability to track personnel & equipment resources.

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review Job Action Sheet.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Resource Staff – *(Cont.)*

Duties:

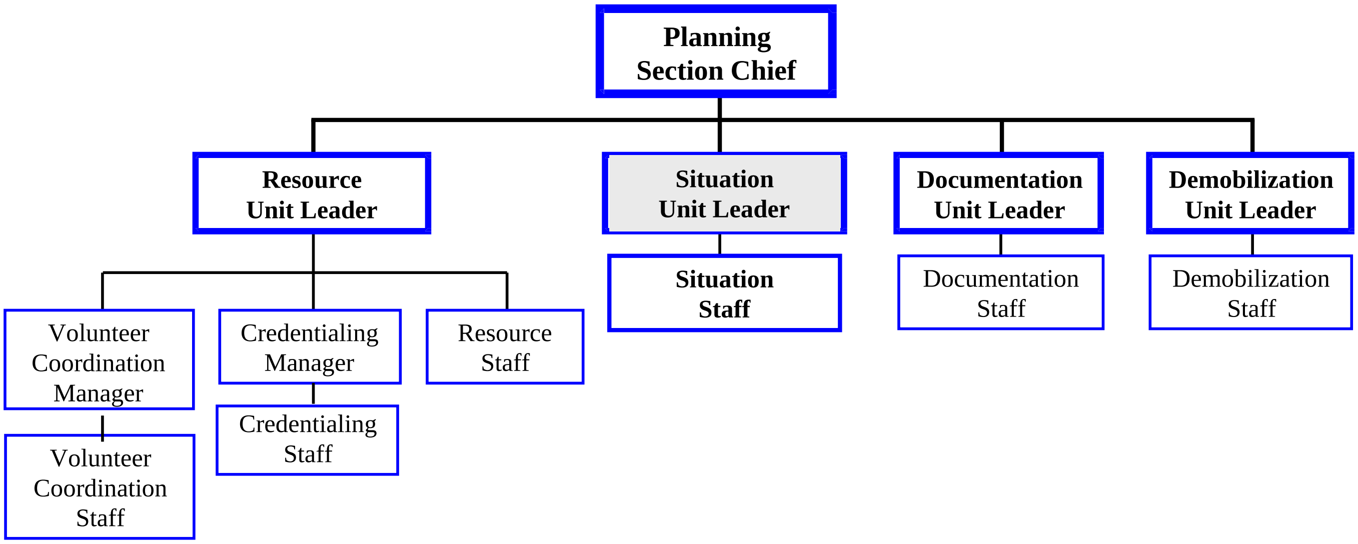
- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Conduct a quick inventory of all major equipment brought into the POD, such as radios, ventilators, beds, needles, syringes, pill counters, vests, flashlights, clipboards, etc.
- Track equipment resources & create a sign-out sheet so you know what equipment you have, where it is located, who is using it, condition of equipment, and if equipment is available for immediate use or on stand-by.
- Ensure that you track all equipment signed-in or out.
- Based on equipment usage, project the future needs for all equipment, and brief the Resource Unit Leader so he/she can put a request for additional equipment as necessary through the Logistics Section.
- Coordinate with the Volunteer Coordination Staff, keep track what POD personnel job positions are filled, not filled, and will need to be recruited for the next shift.
- Assist the Resource Unit Leader with filling out the "**Incident Action Plan**".
- Ensure adequate rest breaks are provided for yourself, it's going to be a long day.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Situation Unit Leader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Demobilization Staff
Volunteer Coordination Staff
Credentialing Staff

Name:________________________________ **Date:**____________________ **Shift:**___________

Area Assigned: Planning Section

Person You Report To: Planning Section Chief

Persons Reporting to You: Situation Staff

Job Description: The main function of the Situation Unit is to answer the questions; **"Where we are at " ?** and **"Where do we need to go" ?**

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

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

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

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets of yourself & your subordinates.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Situation Unit Leader – *(Cont.)*

Duties:

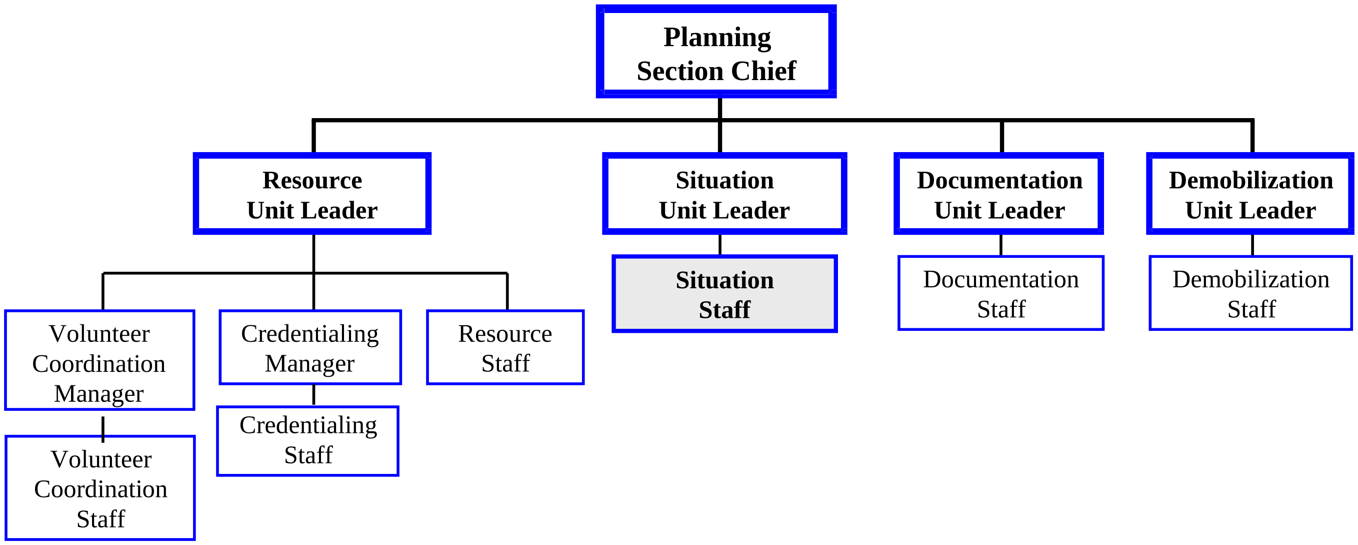
- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Brief your staff on what they need to accomplish for their shift.
- Prepare an "Incident Situation Status Report" that surveys these areas every hour:
  - Total # of people you estimate will go through your POD for this event,
  - # of People Waiting - (estimate of the number of people waiting at the main entrance),
  - # of people processed so far (obtain that number from the "Exit Review Section"),
  - # people processed through the Illness Clinic,
  - # of people seen at the Illness Clinic and were not given Meds/Vaccine,
  - Flow Rate - How long it takes one person to complete the process - barring complications,
  - Flow rate through the "Medication/Vaccination" section only (# people per 5 minutes),
  - Identify Bottlenecks (if any),
  - Volunteer Status - # of positions filled, and # of positions needing to be filled,
  - Brief update on traffic & parking situation,
  - Other problems or concerns that will affect the mission.
- Submit the "Incident Situation Status Report" to the Planning Section Chief each hour.
- Ensure adequate rest breaks are provided for yourself & your staff.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Situation Staff


Planning Section Chief
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Documentation Unit Leader
Demobilization Unit Leader
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Documentation Staff
Demobilization Staff
Volunteer Coordination Manager
Credentialing Manager
Resource Staff
Credentialing Staff
Volunteer Coordination Staff

Name:______________________________**Date:**___________________**Shift:**__________

Area Assigned: Planning Section

Person You Report To: Situation Unit Leader

Job Description: The main function of the Situation Unit is to answer the questions, **"Where we are at" ?** and **"Where do we need to go" ?**

To accomplish this task, you need to:

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

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

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets of yourself & your subordinates.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Situation Staff – *(Cont.)*

Duties:

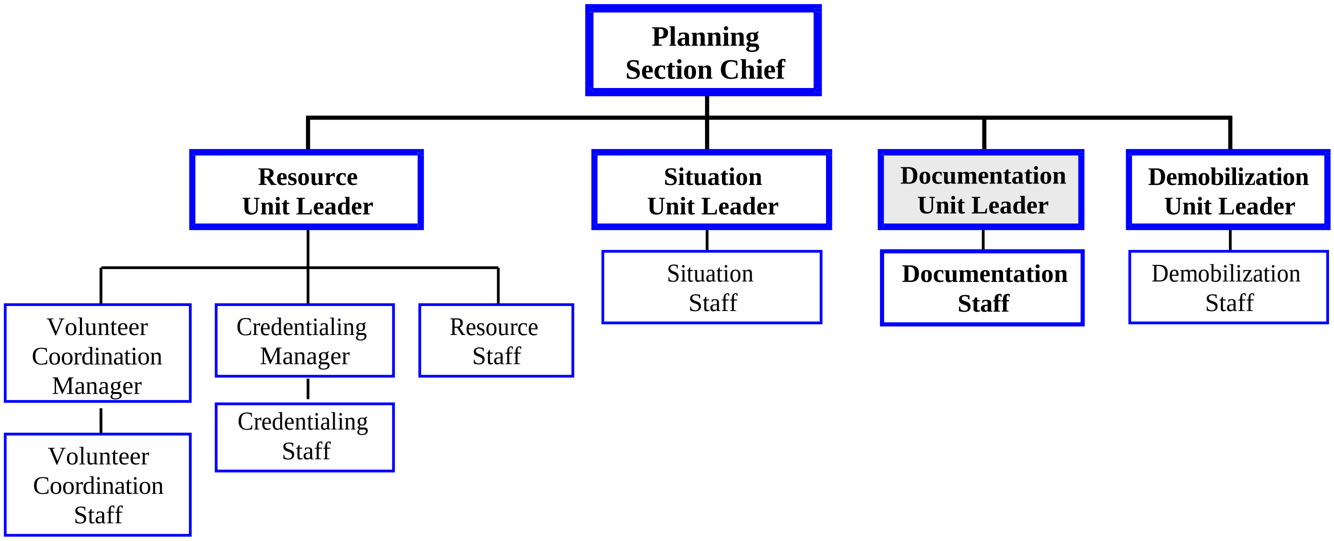
- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Prepare an “Incident Situation Status Report” that surveys these areas every hour:
  - Total # of people you estimate will go through your POD for this event,
  - # of People Waiting - (estimate of the number of people waiting at the main entrance),
  - # of people processed so far (obtain that number from the “Exit Review Section”),
  - # people processed through the Illness Clinic,
  - # of people seen at the Illness Clinic and were not given Meds/Vaccine,
  - Flow Rate - How long it takes one person to complete the process - barring complications,
  - Flow rate through the “Medication/Vaccination” section only (# people per 5 minutes),
  - Identify Bottlenecks (if any),
  - Volunteer Status - # of positions filled, and # of positions needing to be filled,
  - Brief update on traffic & parking situation,
  - Other problems or concerns that will affect the mission.
- Submit the “Incident Situation Status Report” to the Planning Section Chief each hour.
- Ensure adequate rest breaks are provided for yourself.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Documentation Unit Leader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Credentialing Staff

Name:________________________________**Date:**____________________**Shift:**___________

Area Assigned: Planning Section

Person You Report To: Planning Section Chief

Persons Reporting to You: Documentation Staff

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

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

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets of yourself & your subordinates.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Documentation Unit Leader

Duties:

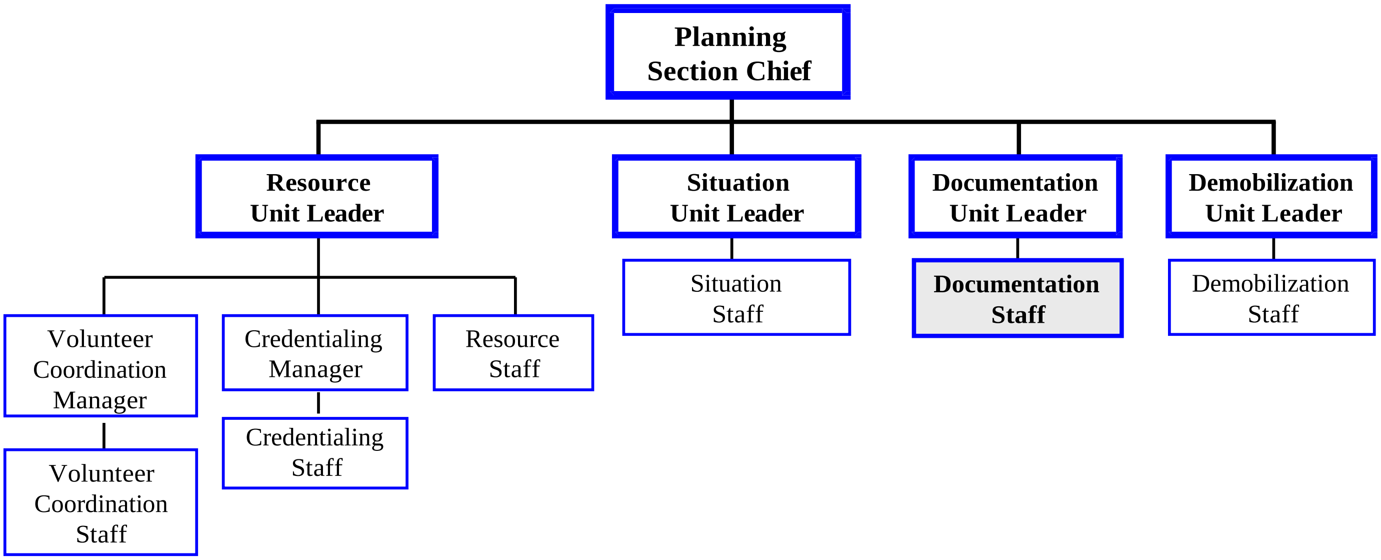
- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Prepare an area within the POD where documents such as reports, rosters, memos, receipts, logs, etc., can be safely stored & retrieved as necessary.
- Set up a basic filing system that will store documents in an orderly fashion.
- Limit access to POD documents, based on a need-to-know basis, when in doubt consult with the Planning Section Chief.
- Document all major actions and decision in an Activity Log.
- Ensure adequate rest breaks are provided for yourself & your staff.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Documentation Staff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Volunteer Coordination Staff
Credentialing Staff

Name:______________________________**Date:**___________________**Shift:**__________

Area Assigned: Planning Section

Person You Report To: Documentation Unit Leader

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

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

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets of yourself & your subordinates.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Documentation Staff

Duties:

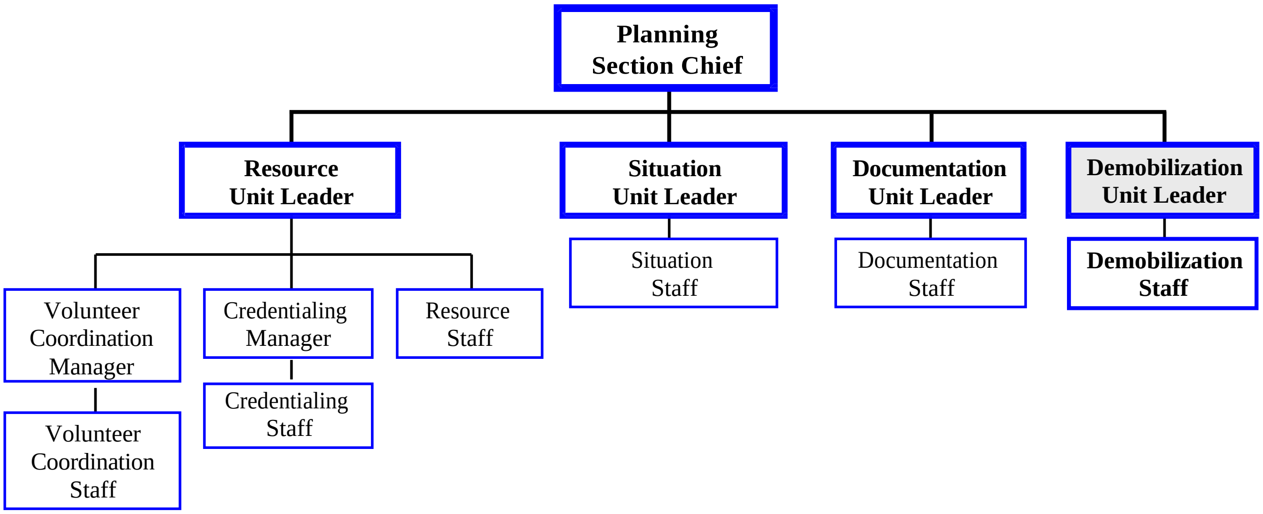
- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Prepare an area within the POD where documents such as reports, rosters, memos, receipts, logs, etc., can be safely stored & retrieved as necessary.
- Set up a basic filing system that will store documents in an orderly fashion.
- Limit access to POD documents, based on a need-to-know basis, when in doubts consult with the Document Unit Leader.
- Document all major actions and decision in an Activity Log.
- Ensure adequate rest breaks are provided for yourself.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Demobilization Unit Leader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Volunteer Coordination Staff
Credentialing Staff

Name:______________________________**Date:**____________________**Shift:**___________

Area Assigned: Planning Section

Person You Report To: Planning Section Chief

Persons Reporting to You: Demobilization Staff

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

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

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets of yourself & your subordinates.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Demobilization Unit Leader – *(Cont.)*

Duties:

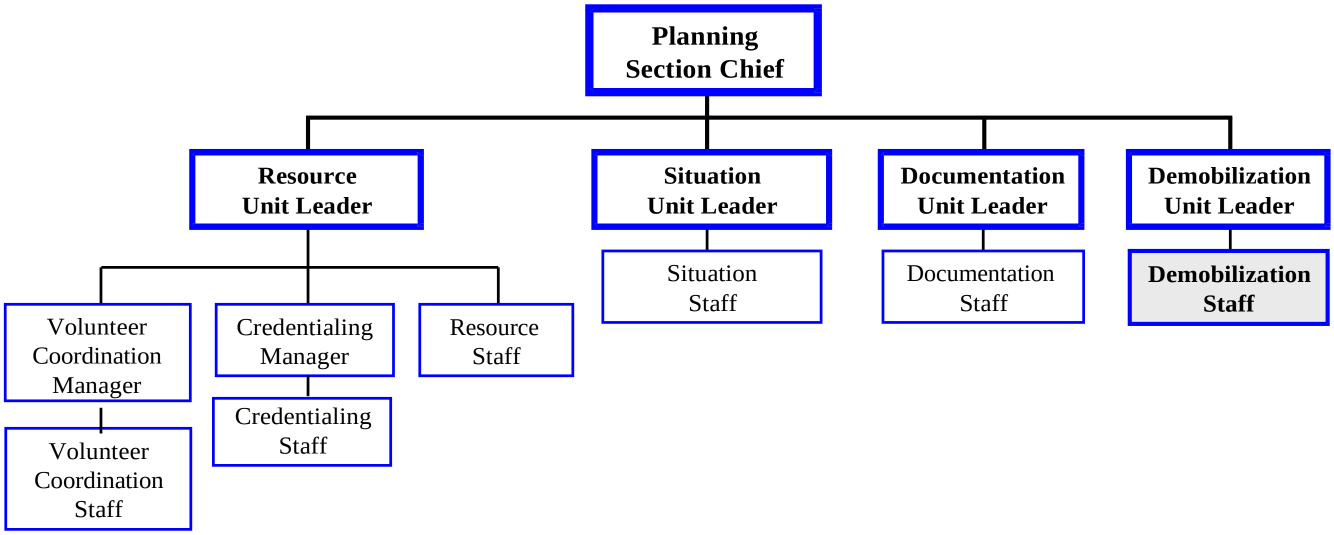
- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Obtain briefing from Planning Section Chief.
- Track status of assigned and available resources and any change in status.
- Track “out of service” resources.
- Manage resources no longer needed.
- Document equipment resources released from POD control or area.
- Manage demobilization by making recommendations to the Planning Section Chief on equipment or personnel resources that are no longer needed.
- Have a brief plan on how to close down the POD when its mission is complete.
- Ensure that all medications & equipment not used is safely secured for possible return back to the state.
- Brief Planning Section Chief as necessary.
- Ensure adequate rest breaks are provided for yourself and your staff.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments:

Demobilization Staff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Credentialing Staff

Name:________________________________**Date:**____________________**Shift:**___________

Area Assigned: Planning Section

Person You Report To: Planning Section Chief

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

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

Check-In:

- Sign-in at Workforce Staging Area.
- Sign-out equipment and resource packet.
- Review the Job Action Sheets of yourself & your subordinates.
- Receive vaccination/prophylaxis, if not already treated.
- Receive and put on identification (vest, id badge, etc.).
- Sign necessary forms, if applicable (confidentiality forms, etc.).
- Check in with your supervisor.
- Attend briefing.

Demobilization Staff – *(Cont.)*

Duties:

- Wear appropriate Personal Protective Equipment (PPE) as directed.
- Obtain briefing from Demobilization Unit Leader.
- Track status of assigned and available resources and any change in status.
- Track “out of service” resources.
- Manage resources no longer needed.
- Document equipment resources released from POD control or area.
- Manage demobilization by making recommendation to the Planning Section Chief on equipment or personnel resources that are no longer needed.
- Assist in developing a brief plan on how to close down the POD when its mission is complete.
- Ensure that all medications & equipment not used is safely secured for possible return back to the state.
- Ensure adequate rest breaks are provided for yourself and your staff.
- Monitor colleagues and clients for signs of fatigue and distress.
- Exercise authority to stop and prevent any unsafe acts.
- Perform other duties as assigned and approved by your supervisor.

Check-out:

- When relieved, hand in all documents, including Job Action Sheet with comments/feedback to your supervisor.
- Participate in scheduled debriefing at shift change or close of clinic.
- Return to Workforce Staging Area.
- Return identification (vest, id badge, etc.).
- Sign-in equipment.
- Pick up exit materials, as appropriate.
- Sign-out.
- Refer all media inquiries to the POD Public Information Officer (PIO).

Feedback/Comments: