

# POD Book

## Point of Dispensing Site Response Operations Guide



# Response Operations Guide

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# Response Operations Guide

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# Section 1:

## Basic Staff

# Instructions

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## Kentucky Department for Public Health

**Title:** Instructions for Completing ICS 215 Modified for SNS Mass Dispensing Campaign

**Guideline:** 2010-xxxx

**Affected Sections:** Points of Dispensing involved in a Mass Prophylaxis Campaign

---

This Standard Operating Guideline (SOG) provides instructions for completing the ICS 215 modified for SNS Mass Dispensing Campaign (215m)

The following assumptions are made in developing this SOG:

- The 215m will be used to preplan personnel resource for individual Points of Dispensing.
- Each POD will have a 215m completed as part of its POD Book.
- During a Mass Prophylaxis Campaign the 215m will be used for identification of staffing requirements.
- This SOG shall serve an instructions for proper use of the 215m

### 1. Pod Identifier-Name and Location of POD

- i. Address
- ii. GIS if available

### 2. POD Type

- i. Indoor-Traditional walk-thru pod open to the general public
- ii. Outdoor- Drive-thru POD open to the general public
- iii. Closed- POD that is supported by private entity that takes responsibility for prophylaxis of their community employees ...

### 3. Personnel Reporting Location-Site of mobilization for POD personnel.

### 4. Operational Period- Date and time of the planning cycle

### 5. Shift- designate the hours of each shift.

### 6. Work Assignment

- i. Req-during POD planning phase list number of staff for each position by shift.
  - 6.i.1. To designate personnel needing medical credentials place \* next in the box.
  - 6.i.2. If a position needs partial staff need medical license draw a diagonal line through the box and list both numbers need circling Medical personnel.
  - 6.i.3. To designate sworn officers required place a star next to number required.
  - 6.i.4. If a position needs partial sworn officers draw a diagonal line through the box and list both numbers, place a \* next to number required.

# Response Operations Guide

- ii. Have- number of personnel available during event for each position
- iii. Need- Identifies personnel shortages for each shift by position

## Kentucky Department for Public Health

**Title:** Instructions for Completing ICS 215 Modified for SNS Mass Dispensing Campaign

**Guideline:** 2010-xxxx

**Affected Sections:** Points of Dispensing involved in a Mass Prophylaxis Campaign

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- 6.iii.1. Used for requesting additional personnel through Department Operations Center.
- 7. Dispensing Protocol
  - i. Medical-
  - ii. Non Medical
- 8. Required through-put- the through-put needed to ensure operational success based on CDC guidance.
- 9. Estimated throughput- the hourly throughput specific to the POD as determined by real opt, exercise or real event.
- 10. Population to be served- the geographic boundary and population within the boundaries identified
- 11. Dispensing method
  - i. Single person
  - ii. Head of household
- 12. Date prepared- Date form is completed
- 13. List personnel assigned to Task Force Lead Roles
- 14. Signature



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## POD Point of Contact (POC)

POD Location: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Tertiary Contact: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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## Personal Preparedness Checklist

Personnel can expect to work up to a full 12-hour shift at your medication dispensing center, also called a Point of Dispensing (POD). It is suggested that you bring the following items with you to the POD when you report for duty. Keep these items in a go-bag in your locker/cubicle at work or at home, in a duffle bag or backpack, pre-packed and ready to go at a moments notice.

Before you leave for your POD shift, be sure you have addressed the following:

- Notified members of your household that you may be working extended hours and secured childcare, pet-sitting etc.
- Assure family members that you will bring home their medications so that they will not need to go to a POD.
- Bring your go-kit with you to the POD.

### Go Kit Contents

- Comfortable, closed toe shoes for walking/standing
- Comfortable clothing (full range of clothes)
- Medications & eyeglasses
- Emergency contact numbers
- Personal hygiene items/toiletries
- Pencil/pens & POD Pocket
- Work gloves
- Energy snacks

*Because you may be working outside for a period*

- Sunglasses, sunscreen & bug repellent
- Hat (sunhat or wool cap, depending on season)
- Poncho or rain jacket
- Weather appropriate outerwear

# Response Operations Guide

## Personal Protective Equipment (PPE)

If Personal Protective Equipment (PPE) is required, this will be determined by the POD Task Force Leader or his/her Safety Officer. This equipment will be provided to you by the Logistics Section/Supply Unit of the POD.

- All staff members will be expected to wear their PPE if it is mandated, and remove it only when it is deemed safe to do so.
- Not all mass dispensing scenarios will require PPE personnel will be advised if they need to wear any protective equipment.
- If an injury or suspected exposure to a disease or hazard at any time, personnel should contact their supervisor (typically the unit leader) immediately, following the chain of command, who will notify the appropriate Unit Leader/Section Chief and/or Safety Officer accordingly.
- Those staff who will be working with material handling equipment such as forklifts, pallet jacks, hand trucks etc. should only do so if they have been properly trained and have all safety equipment needed (i.e. safety toe shoes, eye protection, hand protection etc.)

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## Shift Change Procedures

When you arrive and depart, all staff must check-in and sign the check-in log at the designated check-in spot (Form ICS 211).

Personnel will be sent to a staging and/or a staff area until they can be briefed. In extreme circumstances, personnel may be sent directly to their assignment and will receive “on-the-job” or “just-in-time” training by the outgoing shift.

Normally, individuals reporting for duty will be briefed thirty minutes prior to their shift change by the POD Task Force Leader or his/her designee. At the time personnel will receive their section/unit briefing, will receive and don identifying vest and PPE\*, and replace the current shift workers.

Out-going shift will remove vests and remove PPE, as directed. Out-going shift will then assemble for debriefing by the POD Task Force Leader or his/her designee. At that time you will receive your section debriefing. A Unit Log Book outlining activities during operational period will be completed by the supervisors (Unit Leaders, Group Supervisors, Section Chiefs etc.) and turned in to the Planning Section.

\*As situation warrants. Refer to page 8.

# Response Operations Guide

ICS 211

INCIDENT CHECK-IN LIST	Incident Name	Check-In Location	Date/Time
Specify type of equipment contained on this sheet, or Misc.			

Check-In Information										
----------------------	--	--	--	--	--	--	--	--	--	--

Agency	Resource Type <small>(Fire Truck, Ambulance, Bucket truck, etc.)</small>	Unit Number, Radio Identifier, or Name	Ordered/Requested by	Date/Time Check-in	Leader's Name	Total # Persons include Leader	Method of Travel	License Plate Number	Other Qualifications <small>(EMT, Safety Officer, Hazmat. Etc.)</small>	Last Day Off

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# Section 2:

# Communications

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# Response Operations Guide

## Voice Communications Procedures

Your POD may utilize handheld radios “walkie-talkies” and other types of communication devices. Remember that all FCC rules must be followed when using these radios.

1. Listen to make sure your transmission will not interfere with another communication and to be aware of other conversations taking place.
2. Think about what you will say before you transmit. This will help you to communicate your idea effectively and to use only the air time needed and no more. Aim for nine words or less per transmission when possible. Profanity should NEVER be used. Avoid all unnecessary phrasing. Do NOT have a “conversation” over the radio.
3. When making the call, give the call sign or identification of the station called. All communication begins with your radio name followed by the name of the individual you are calling.
4. Communicate by speaking clearly, use plain English/no codes, and repeat back critical items for confirmation. By doing this you will be understood, fast, accurate, and avoid confusion.
5. Use Phonetics for spelling words and names that are not easily understood. This will help you to be clear, accurate, fast, and use procedure that is universally accepted (See Page 15).
6. Announce when you are switching to another channel before you leave and when you return.

Example:

If logistics is on channel 1, and needed to talk to someone on channel 2:

*Channel 1: “Logistics switching to channel 2.”*

*Channel 2: “Logistics now on channel 2.”*

*When finished on channel 2...*

*Channel 2: “Logistics clear on channel 2. Returning to channel 1.”*

*Channel 1: “Logistics back on channel 1.”*

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## HAM Radio

Only trained, licensed ham radio operators are permitted to use the ham radio equipment, both for voice and data transmissions. The only exception for use by unlicensed, untrained operators is in the event of a life-threatening emergency.

### **REMEMBER:**

Anything you say over any type of radio can be heard by others listening in with scanners outside your building, including the local press. NEVER use names of staff or patients over the air. If in doubt, utilize a runner or other in-house communication tool.

Depending on the make and model of radio (whether its 800 MHz, commercial UHF/VHF, ham, Sat phones etc.) you will need to learn specific operating functions. Consult with your communications unit to get assistance.

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## International Phonetics

### Phonetic Alphabet

A – alpha

B – bravo

C – charlie

D – delta

E – echo

F – foxtrot

G – golf

H – hotel

I – india

J – Juliet

K – kilo

L – lima

M – mike

N – November

O – Oscar

P – papa

Q – quebec

R – romeo

S – sierra

T – tango

U – uniform

V – victor

W – whiskey

# Response Operations Guide

X – x-ray

Y – yankee

Z – zulu

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# Section 3: POD Standard Operating Guidelines

# Response Operations Guide

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# Response Operations Guide

# Kentucky Department for Public Health Action Checklist

**Title:** POD Activation Task Force Leader

**Guideline:** 2010-XXXX

This Action Checklist for POD Activation, Task Force Leader is to ensure necessary steps are taken to safely and quickly prepare the POD site for receive SNS assets

The following assumptions are made in developing this Action Checklist:

- The Department Operations Center (DOC) is activated
- The \_\_\_\_\_ Health Department has requested and been granted deployment of SNS Assets.
- POD site Task Force has been identified and Task Force lead has be assigned
- POD site has be identified

1. Ensure team members have been identified and have transportation and directions to site.
2. Upon arrival take role call and assign staff positions.
3. Give initial brief to include last SitRep from DOC and a safety brief.
4. Ensure each unit and crew receives proper “just in time” training.
5. Operations Unit Leader prepares for receiving.
6. Logistics Unit Leader ensures;
  - 6.1. communication are operational
  - 6.2. Task Force has necessary equipment.
  - 6.3. IT operational
7. Planning Unit Leader ensures
  - 7.1. Development Task Force IAP.
  - 7.2. Establishes Sit Rep reporting times with DOC.
8. Security Liaison ensures perimeter is set and secure.
9. Determine briefing schedule for DOC Operations.
10. Coordinate with State.
  - 10.1. Estimated time of arrival.
  - 10.2. Facility needs.
  - 10.3. Team needs.
11. Receive brief from Operation Unit Leader when POD is ready to receive.
  - 11.1. Work areas defined and ready.
  - 11.2. Operations staff assigned positions.
  - 11.3. Just in time training complete.
  - 11.4. Any resource deficiencies reported to Logistics.
  - 11.5. Operations Unit Leader has unit POD site ready for SNS Assets.
12. Receive brief from Planning Unit leader.
  - 12.1. Planning Staff assigned positions.
  - 12.2. Just in time training complete.
  - 12.3. Any resource deficiencies reported to Logistics.
  - 12.4. Planning Unit Leader has unit ready and IAP development started.
13. Receive brief from Logistics Unit leader.
  - 13.1. Logistics staff assigned positions.
  - 13.2. Just in time training complete.
  - 13.3. Resource deficiencies identified and being worked.



# Kentucky Department for Public Health Action Checklist

**Title:** POD Activation Task Force Leader

**Guideline:** 2010-XXXX

13.4. It / Communications up and operational.

# Kentucky Department for Public Health

## Action Checklist

**Title:** Task Force Logistics

**Guideline:** 2010-XXXX

**Affected Section:** Onsite Equipment Mobilization

---

This Action Checklist for POD onsite equipment mobilization Activation, Task Force Logistics unit to ensure necessary steps are taken to safely and quickly prepare the POD site for receive SNS assets

The following assumptions are made in developing this Action Checklist:

- The Department Operations Center (DOC) is activated.
- The \_\_\_\_\_ Health Department has requested and been granted deployment of SNS Assets.
- POD site Task Force has been identified and Task Force positions have been assigned.
- This POD site has been identified to be opened.

1. Upon arrival take role call and assign staff positions.

1.1. Office equipment that is on site and the site has agreed to allow to be used in the POD:

1.1.1. 12 tables

1.1.2. 28 chairs

1.1.3. Copier room 216

1.1.4. Telephones

1.1.4.1. Notify custodian for setup

1.1.5. Wireless internet:

1.1.5.1. Custodian or Principal can verify current password

1.2. Warehousing equipment:

1.2.1. 2 pallet jacks located in the closet at the loading dock

1.2.2. 3 carts

1.2.3. 4 large trash cans on rollers

1.2.4. Dumpster located rear of school

1.2.5. 24 traffic cones

2. Upon completion of mobilization of assets ensure loading dock is mark no parking to ensure 24 /7 access for delivery trucks for medical materiel.

# Kentucky Department for Public Health

## Action Checklist

**Title:** Task Force Leader

**Guideline:** 2010-XXXX

**Affected Section:** TFL Activation

---

This Action Checklist for POD Activation, Task Force Leader is to ensure necessary steps are taken to safely and quickly prepare the POD site for receive SNS assets

The following assumptions are made in developing this Action Checklist:

- The Department Operations Center (DOC) is activated
- The \_\_\_\_\_ Health Department has requested and been granted deployment of SNS Assets.
- POD site Task Force has been identified and Task Force lead has be assigned
- POD site has be identified

1. Ensure team members have been identified and have transportation and directions to site.
2. Upon arrival take role call and assign staff positions.
3. Give initial brief to include last SitRep from DOC and a safety brief.
4. Ensure each unit and crew receives proper “just in time” training.
5. Operations Unit Leader prepares for receiving.
6. Logistics Unit Leader ensures;
  - 6.1. Communications are operational.
  - 6.2. Task Force has necessary equipment.
  - 6.3. IT operational.
7. Planning Unit Leader ensures:
  - 7.1. Development Task Force IAP.
  - 7.2. Establishes Sit Rep reporting times with DOC.
8. Security Liaison ensures perimeter is set and secure.
9. Determine briefing schedule for DOC Operations.
10. Coordinate with State.
  - 10.1. Estimated time of arrival.
  - 10.2. Facility needs.
  - 10.3. Team needs.
11. Receive brief from Operation Unit Leader when POD is ready to receive.
  - 11.1. Work areas defined and ready.
  - 11.2. Operations staff assigned positions.
  - 11.3. Just in time training complete.
  - 11.4. Any resource deficiencies reported to Logistics.
  - 11.5. Operations Unit Leader has unit POD site ready for SNS Assets.
12. Receive brief from Planning Unit leader.
  - 12.1. Planning Staff assigned positions.
  - 12.2. Just in time training complete.
  - 12.3. Any resource deficiencies reported to Logistics.
  - 12.4. Planning Unit Leader has unit ready and IAP development started.

13. Receive brief from Logistics Unit leader.

Task Force Leader

13.1.1. Logistics staff assigned positions.

13.1.2. Just in time training complete.

13.1.3. Resource deficiencies identified and being worked.

13.1.4. It / Communications up and operation

# Kentucky Department for Public Health

## Standard Operating Guideline

**Title:** Adverse Event Reporting

**Affected Section:** POD Operations

**Guideline:** 2011-XXXX

---

This Standard Operating Guideline (SOG) provides direction on reporting of adverse events after Medical counter measures have been administered during a public health emergency.

The following assumptions are made in developing this SOG:

- There has been a declaration of emergency..
- Adverse events may occur following the administration of medication/ vaccine.
- VAERS shall be the method for reporting adverse events related to vaccine administration.
- Vaccine Safety Coordinator shall be designated for the event.

1. Ensure persons having adverse event at POD are assessed by triage.
  - 1.1. Patient care is first priority.
2. Reported events shall be recorded through the normal VAERS channels.
  - 2.1. Complete KDPH Adverse Event Report form.
  - 2.2. Ensure form patient information is kept confidential.
  - 2.3. Form is to delivered to Vaccine Safety Coordinator.
3. Vaccine safety Coordinator is to report adverse Event to CDC and KDPH DOC.

# Kentucky Department for Public Health

## Standard Operating Guideline

**Title:** Serving Functional and Access needs population

**Affected Section:** Functional and Access needs Population

**Guideline:** 2011-XXXX

---

This Standard Operating Guideline (SOG) provides direction for serving functional and access needs populations that report to the POD to receive Medical Counter Measures.

The following assumptions are made in developing this SOG:

- Definition of Function and Access needs will conform to ESF 8 plan.
- SOG only deals with populations that have arrived at the POD.
- Population by arriving at POD has at least a limited understanding of the event.
- Triage staff will alert Functional Needs staff of need for assistance.

1. Functional and Access needs staff shall receive:
  - a. Job Action Sheet
  - b. Just in Time training regarding Job Duties
  - c. POD layout with flow chart.
  - d. The following resources:
    - i. Identification vest
    - ii. Signage
    - iii. Literature in identified foreign languages
    - iv. NAPH form
    - v. Wheel chairs
    - vi. Food / Water
2. Staff shall assist the public that is identified as having functional or access needs.
  - a. Assist filling out forms
  - b. Translation
  - c. Interpretation
  - d. Assist with mobility
3. Document needs of Public on ICS 214.
  - a. Type of need assisted with.
  - b. Languages translated.
  - c. Number of each.

# Kentucky Department for Public Health

## Standard Operating Guideline

**Title:** Sample High School Security & Traffic

**Guideline:** 2011-XXXX

**Affected Section:** POD Response

---

This Standard Operating Guideline (SOG) provides guidelines for traffic flow and security of the \_\_\_\_\_ County High during an SNS event where this location is used as a Point of Dispensing.

The following assumptions are made in developing this SOG:

Local Police Department shall establish use of force guidelines if different than normal operations. For security layout use standard A side, B side designation where the front entrance shall be side A. Identified security personnel represent minimum staffing.

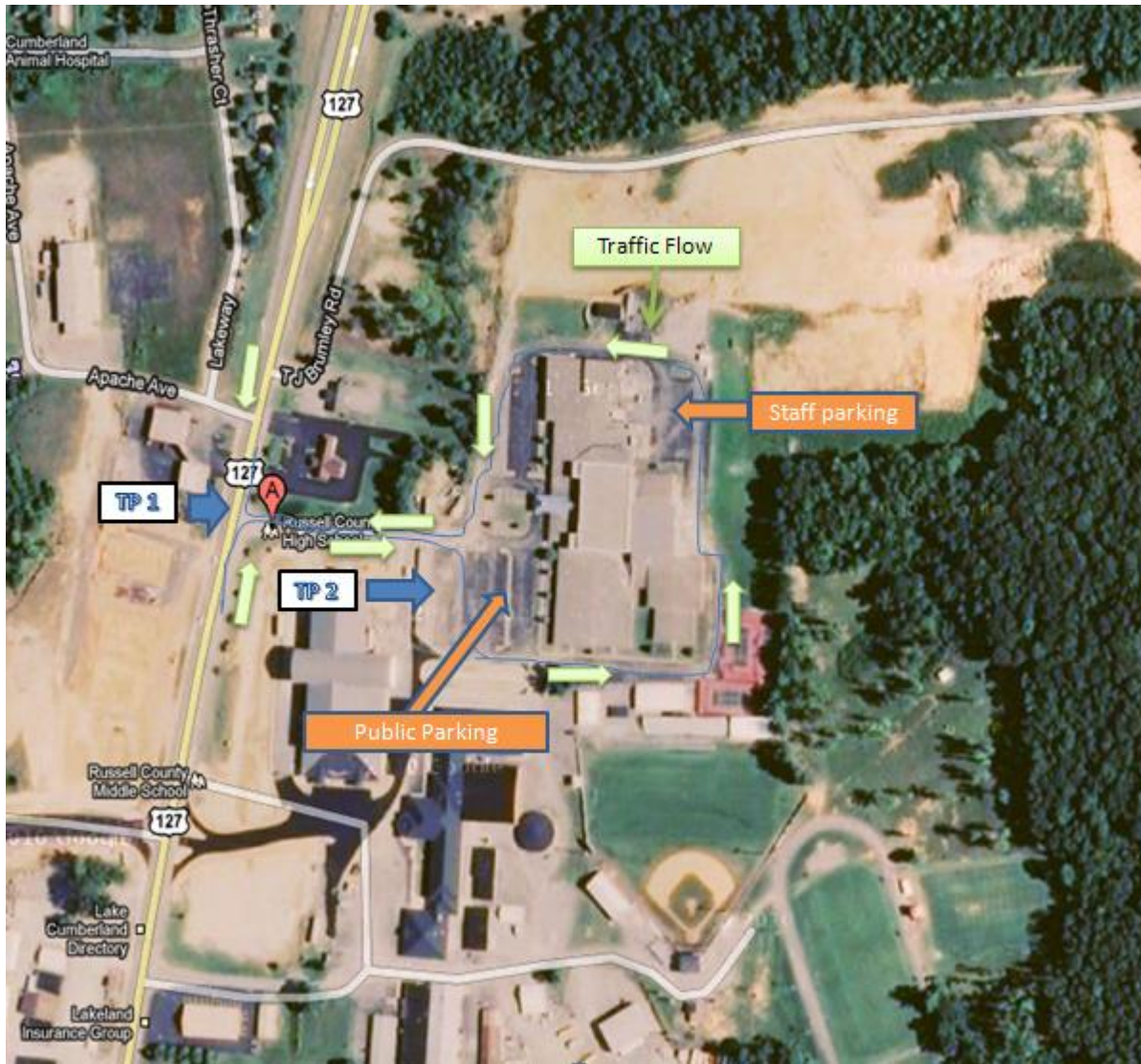
1. Upon notification of a SNS deployment the DOC Operations Chief shall notify ESF 13:
  - 1.1. Location of POD to be activated.
  - 1.2. Request 2 Officers to support security for Russell County High Point.
    - 1.2.1. One for exterior perimeter sweeps.
    - 1.2.2. One for interior perimeter Sweeps / liaison officer.
  - 1.3. Request 1 persons for traffic point 1.
  - 1.4. Request 1 persons for traffic point 2.
2. Upon arrival Security Liaison shall:
  - 2.1. Ensure security for the interior of location validate the following:
    - 2.1.1. Security sweep prior to activation and use for POD site.
    - 2.1.2. Establish Security positions.
    - 2.1.3. Ensure access control to POD location within the facility.
    - 2.1.4. Assess any potential for crowd control inside the facility.
  - 2.2. Ensure security for the exterior of location validate the following.
    - 2.2.1. Assess any specialized unit needs (canine tactical unit...).
      - 2.2.1.1. List as needed.
    - 2.2.2. Assess any additional need for barriers. (Doors locked barricades...).
      - 2.2.2.1. List as needed.
    - 2.2.3. Assign staging area for personnel and vehicles.
    - 2.2.4. Validate traffic plan for event (ingress, egress).
    - 2.2.5. Assess potential for crowd control outside the facility.
      - 2.2.5.1. Request additional personal as necessary.
    - 2.2.6. Assess and assign media staging area.
    - 2.2.7. Assess control to facility
  - 2.3. Establish Traffic Control Points.
3. If deemed necessary by Command, Liaison shall coordinate security escorts for deliveries.

- 3.1. Ensure escort for each vehicle.
- 3.2. Ensure communication capabilities between distribution team and escort.
- 3.3. Ensure routing information is shared.
- 3.4. Ensure emergency procedures are conveyed.



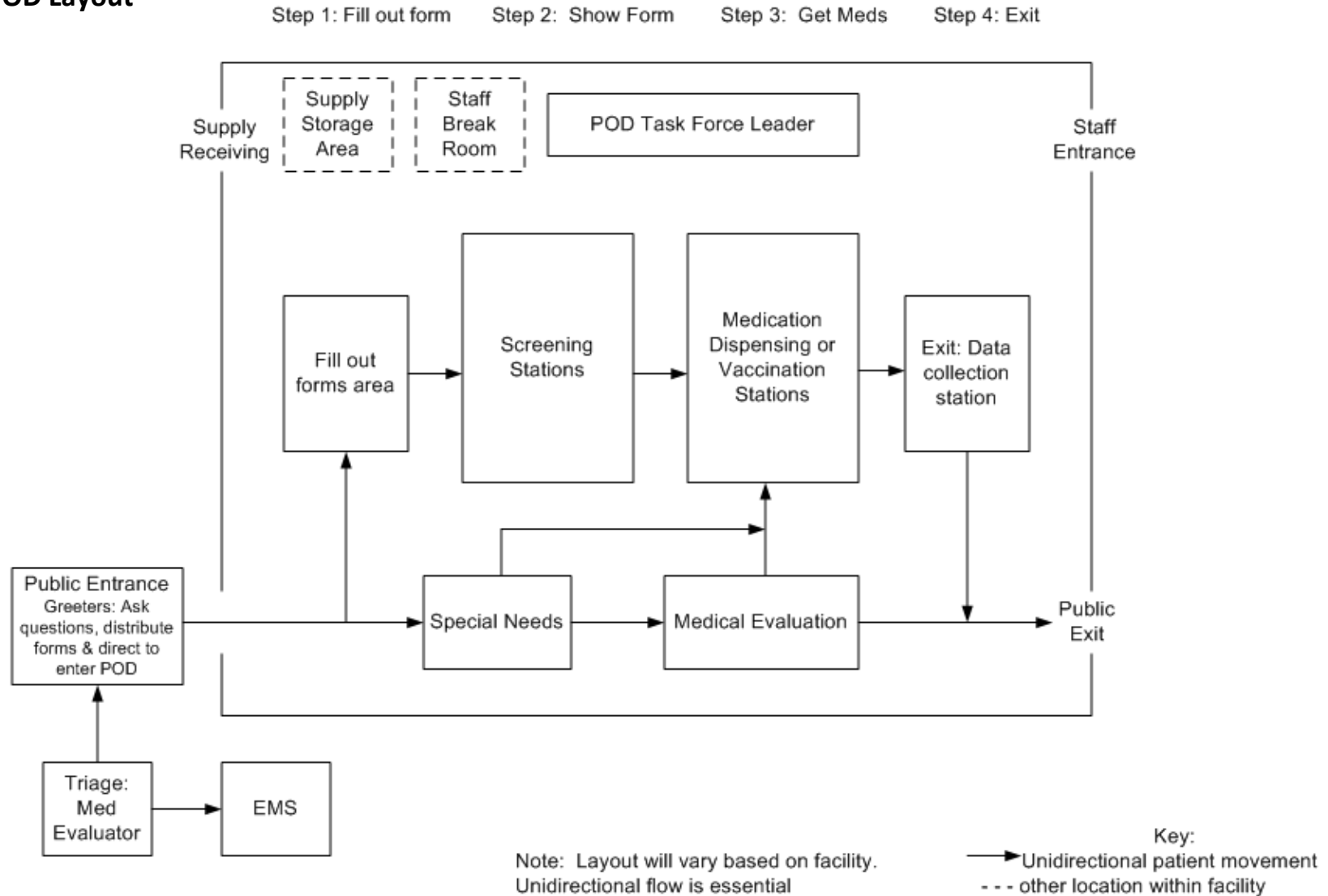
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## Sample POD Traffic Plan



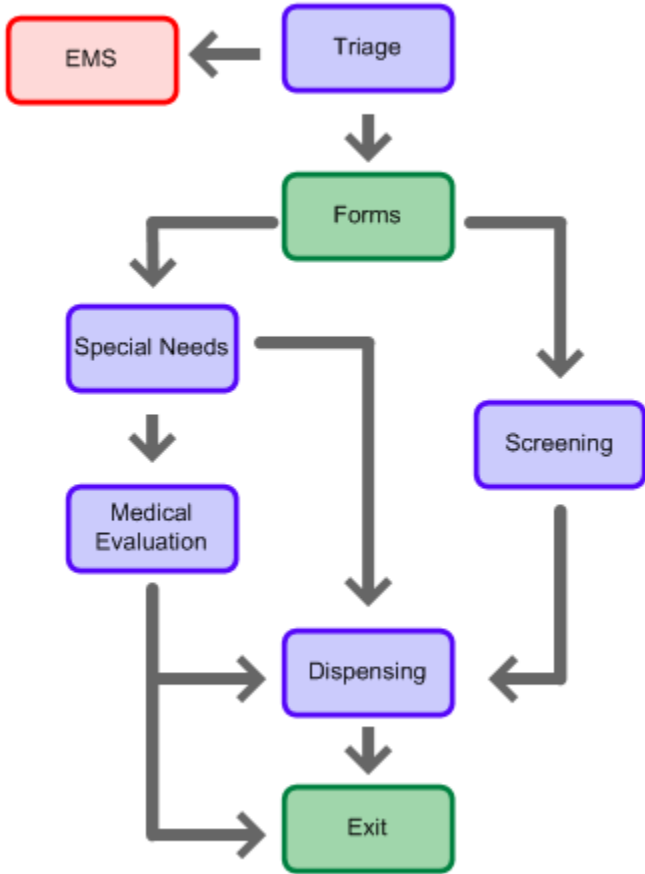
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## Model POD Layout



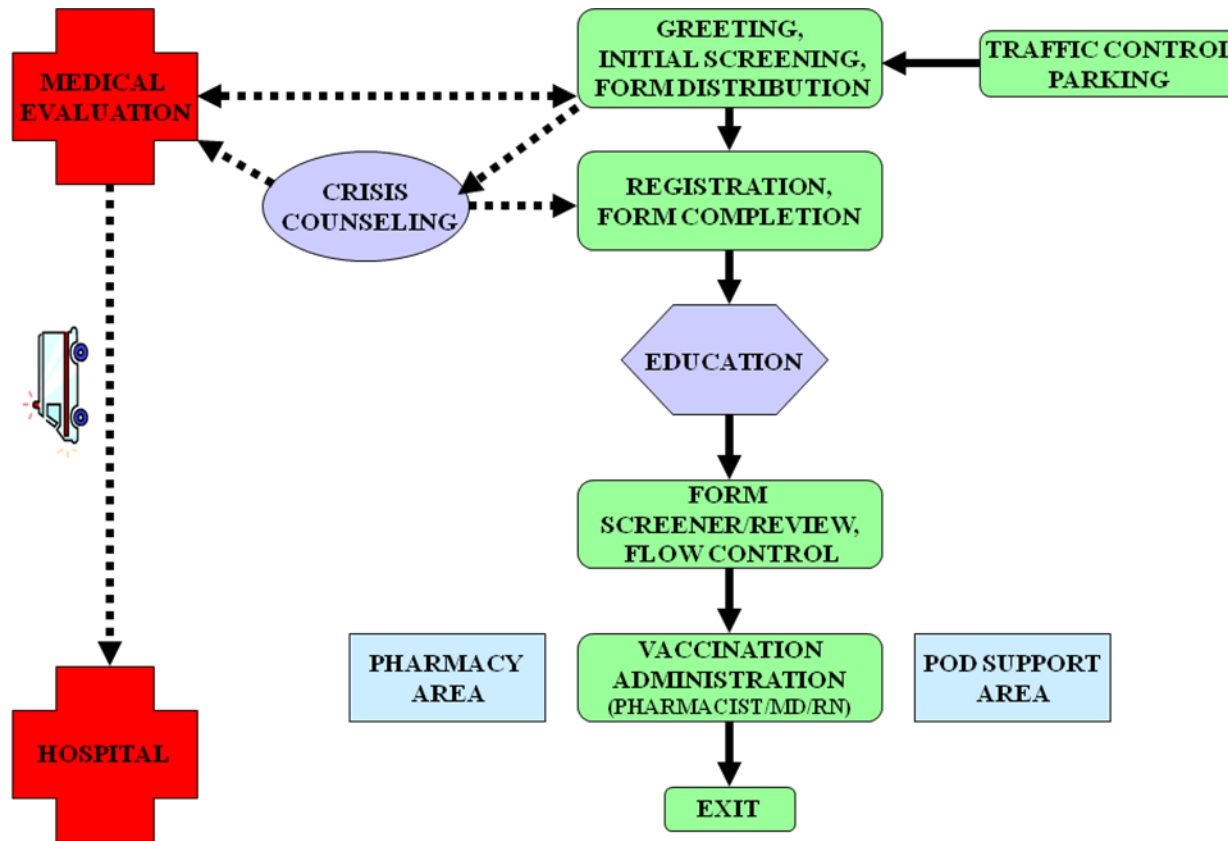
# Response Operations Guide

Model POD Flow



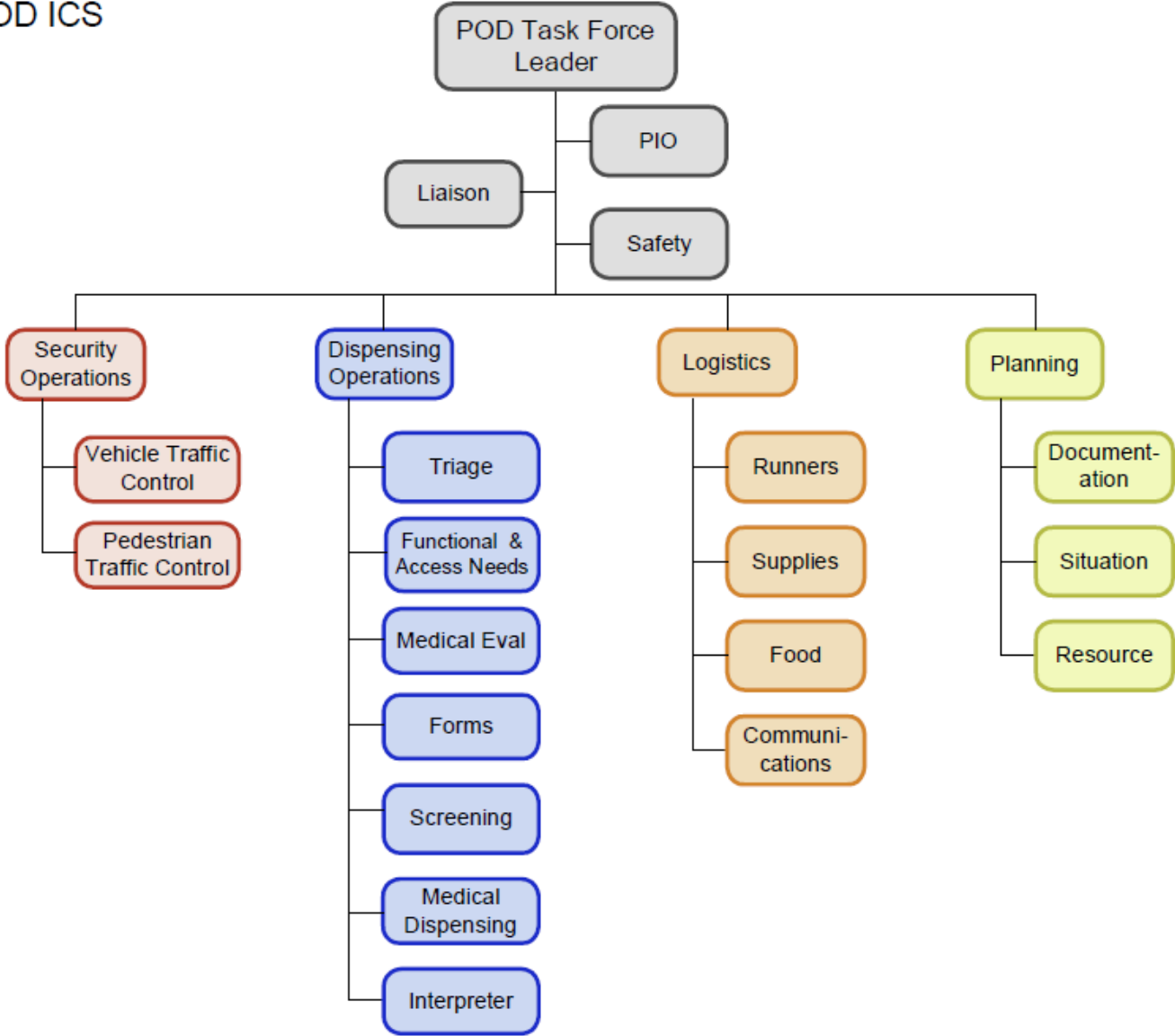
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## Model POD Flow: Mass Vaccination



# Response Operations Guide

Model POD ICS



\*\*Represents a fully expanded ICS chart

## Section 4:

# Job Action Sheets

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# Response Operations Guide



## POD TASK FORCE LEADER

Mission: Coordinate all of the activities related to POD activation. Organize, assign and ensure coordination with the DOC.

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Shift: \_\_\_\_\_ Reports to: DOC Operations Chief

POD Activation	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Ensure documentation of all key activities, actions, and decisions on ICS Form 214.		
Designate General and Command Staff. Distribute JAS and position identification		
Coordinate with Security Operations Leader to ensure security needs are met and resource needs are made available.		
Brief staff on current situation, incident objectives and strategy; outline IAP and designate operational periods.		
Obtain information and updates from General Staff. Maintain current status of all functions. Coordinate with DOC to ensure Incident Objectives are completed		
Ensure staff complies with safety policies and procedures and proper use of PPE if applicable.		

POD Operations	Time	Initial
Lead Operations Briefing		
Coordinate with DOC Operations regularly, brief on operational status		
Regularly obtain information about progress on assigned tasks from Unit Leaders		
Ensure the following <ul style="list-style-type: none"> <li>• Staff Health and Safety</li> <li>• Inventory being tracked/resource needs met</li> <li>• Sufficient personnel</li> <li>• Documentation</li> </ul>		
Ensure staffing plan is complete and reviewed by DOC Operations Chief for next shift		
Monitor staff ability to meet workload demand. Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Safety Officer.		
Document actions and decisions on a continual basis and send to DOC Operations Chief at assigned intervals and sooner when appropriate.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		
Demobilization	Time	Initial

As needs for staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.		
Ensure return/retrieval of equipment.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, ensure all documentation is submitted to the DOC Operations Chief, as appropriate.		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

#### Documents

- IAP
- SNS plan
- ICS organization chart
- DOC telephone directory
- ICS Form 214

#### Tools

- Radio
- Satellite Phone
- Position identification

## Public Information Officer (PIO)

Mission: Serve as the POD spokesperson as well as the person responsible for releasing information regarding the incident to the media, other agencies, or the public in conjunction with the JIC.

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Shift: \_\_\_\_\_ Reports to: POD Task Force Leader

POD Activation/Operations	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Test and verify internal and external communication devices.		
Familiarize self with other POD locations, location of JIC		
If media briefings are to occur at a different location from the JIC, ensure you know location and times of media briefings.		
Identify or request any support you may need to POD Task Force Leader.		
Identify who will be the Spokesperson for the incident and brief him/her.		
Determine overall media policy with POD Task Force Leader and communicate to staff.		
If at any time you feel unable to complete your assigned tasks, please notify the POD Task Force Leader.		

Demobilization	Time	Initial
Ensure return/retrieval of equipment and supplies and return all assigned equipment to Logistics Unit		
Submit comments to the POD Task Force Leader for discussion and possible inclusion in the AAR.		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

### Documents

- IAP
- ICS organization chart
- DOC telephone directory

### Tools

- Radio
- Position identification

## Liaison Officer

Mission: To be the point of contact for representatives from other responding agencies, and to assist the POD Task Force Leader with documentation supporting the operation.

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Shift: \_\_\_\_\_ Reports to: POD Task Force Leader

POD Activation	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
In conjunction with POD Task Force Leader establish incident objectives and operational periods		
Establish contact with liaison counterparts of each assisting and cooperating agency		
Document all key activities, actions and decisions on ICS Form 214		

POD Operations	Time	Initial
Regularly coordinate with POD Task Force Leader and other responding agencies to update on changes in response to incident		
Respond to requests/complaints from incident personnel regarding interagency issues.		
Relay any special information obtained to appropriate personnel		
Keep agencies supporting the incident aware of the incident status		
Monitor the incident to identify current or potential inter-organizational problems		
Maintain a list of all assisting agencies including their resource availability		
Document all actions, decisions, and interventions		

Demobilization	Time	Initial
Ensure return/retrieval of equipment and supplies and return all assigned equipment to Logistics Unit		
Submit comments for discussion and possible inclusion in the AAR as well as all documentation to the POD Task Force Leader		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

### Documents

- IAP
- ICS Form 214
- ICS organization chart

### Tools

- Radio
- Position identification

# Safety Officer

Mission: To ensure the safety of staff and any volunteers during POD activation. Specifically to ensure safe working conditions and best practices are followed.

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Shift: \_\_\_\_\_ Reports to: POD Task Force Leader

POD Activation/Operations	Time	Initial
Read this entire JAS and review POD ICS chart. Put on position identification.		
Document all key activities, actions, and decisions on ICS Form 214.		
Review site safety plan. Create any necessary safety messages.		
Ensure overall safe working conditions of the POD site with authority to immediately correct unsafe conditions including authority to stop operations as necessary for serious safety hazards. <ul style="list-style-type: none"> <li>• Trip hazards</li> <li>• Slip and fall issues</li> <li>• General building conditions</li> </ul>		
Ensure staff safety/Provide safety brief to include <ul style="list-style-type: none"> <li>• Issuing of PPE</li> <li>• Use of PPE</li> <li>• Proper lifting techniques</li> <li>• Emergency exits</li> <li>• Severe weather plan</li> <li>• Event critical emergency guidance</li> </ul>		
POD site specific work rules <ul style="list-style-type: none"> <li>• No Smoking in building.</li> <li>• No eating in storage area.</li> <li>• Do not leave without informing your supervisor.</li> </ul>		
Notify POD Task Force Leader of any unsafe conditions or acts.		

## Documents

- IAP
- ICS organization chart
- DOC telephone directory
- ICS Form 214

## Tools

- Radio
- Position Identification

## Security Operations Leader

Mission: Organize, assign, and supervise Security Operations and ensure coordination with the POD Task Force Leader

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Shift: \_\_\_\_\_ Reports to: POD Task Force Leader

POD Activation	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Document all key activities, actions, and decisions on ICS Form 214.		
Designate Vehicle and Pedestrian Traffic Control positions. Distribute JAS and position identification		
Brief Security Operations members on current situation, incident objectives and strategy; outline IAP and designate time for next briefing		
Brief POD Task Force Leader on status of Security Operations Unit objectives to ensure incident objectives are completed		
Ensure security for interior and exterior of location		
Ensure communication is functional		
Ensure Vehicle and Pedestrian Traffic Control members comply with safety policies and procedures and proper use of PPE, if applicable.		
Identify resource shortages or needs and report to Logistics		

POD Operations	Time	Initial
Coordinate security, ingress, egress and parking issues.		
Coordinate security of supply storage area.		
Maintain perimeter and interior security.		
Coordinate with POD Task Force Leader regularly, brief on operational status		
Regularly obtain information about progress on assigned tasks from unit leaders		
Ensure the following are addressed <ul style="list-style-type: none"> <li>• Safe working environment</li> <li>• Resource needs being reported</li> <li>• Documentation</li> <li>• Operational objectives</li> <li>• Operations resource/staffing needs</li> </ul>		
Rotate staff on a regular basis.		
Continue to provide the POD Task Force Leader with periodic situation updates.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization	Time	Initial
As needs for Security Operations staff decreases, notify the POD Task Force leader.		
Ensure return/retrieval of equipment and supplies and return all assigned equipment.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, ensure all documentation is submitted to the POD Task Force Leader as appropriate.		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

#### Documents

- IAP
- ICS organization chart
- DOC telephone directory
- ICS Form 214

#### Tools

- Radio
- Position identification

# Vehicle Traffic Control

Mission: Direct vehicle traffic flow and parking for facility

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Shift: \_\_\_\_\_ Reports to: Security Operations Leader

POD Activation/Operations	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Ensure communication is functional.		
Don high visibility attire.		
Establish ingress and egress traffic flow with Security Operations.		
Direct vehicle traffic control to ensure safe operations		
Comply with safety policies and procedures and proper use of PPE, if applicable.		
Identify resource shortages or needs and report to Security Operations Leader.		

Demobilization	Time	Initial
As needs for Vehicle Traffic Control staff decreases, notify the Security Operations Leader, combine or deactivate positions in a phased manner.		
Ensure return/retrieval of equipment and supplies.		
Submit comments for discussion and possible inclusion in the AAR as well as all documentation to the Security Operations Leader		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

## Documentation

- ICS organization chart

## Tools

- Radio
- Position identification



# Pedestrian Traffic Control

Mission: Assist and direct public to appropriate entrance and exit

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Shift: \_\_\_\_\_ Reports to: Security Operations Leader

POD Activation /Operations	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Document all key activities, actions, and decisions on ICS Form 214.		
Review and become familiar with pedestrian traffic flow.		
Assist and direct public throughout POD to ensure safe, timely and effective dispensing of medication. Make recommendations for adjustments to POD flow as necessary.		
Comply with safety policies and procedures and proper use of PPE, if applicable.		
Direct media to PIO and media staging area.		
Identify resource shortages or needs and report to Security Operations Leader.		

Demobilization	Time	Initial
As needs for Pedestrian Traffic Control staff decreases, notify the Security Operations Leader, combine or deactivate positions in a phased manner.		
Ensure return/retrieval of equipment and supplies.		
Submit comments for discussion and possible inclusion in the AAR as well as all documentation to the Security Operations Leader.		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

## Documents

- ICS organization chart
- ICS Form 214

## Tools

- Radio
- Position identification

## Dispensing Operations Leader

Mission: Coordinate all of the activities related to POD Task Force Dispensing Operations regarding POD activation. Organize, assign, and supervise Dispensing Operations and ensure coordination with the POD Task Force Leader

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Shift: \_\_\_\_\_ Reports to: POD Task Force Leader

POD Activation/Operations	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Document all key activities, actions, and decisions on ICS Form 214		
Designate Dispensing Operations positions. Distribute JAS and position identification		
Brief Dispensing Operations members on current situation, incident objectives and strategy; outline IAP and designate time for next briefing.		
Ensure following work areas are operational: Triage, Forms, Screening, Dispensing, Medical Evaluation, Functional Needs		
Brief POD Task Force Leader of status of operations objectives to ensure incident objectives are completed		
Participate in IAP preparation; assist in identifying strategies, tactics, and resource needs		
Ensure Dispensing Operations members comply with safety policies and procedures and proper use of PPE, if applicable.		
Identify resource shortages or needs and report to Logistics		

Demobilization	Time	Initial
As needs for Dispensing Operations staff decreases, notify the POD Task Force leader, combine or deactivate positions in a phased manner.		
Ensure return/retrieval of equipment and supplies and return all assigned equipment.		
Submit comments to the POD Task Force Leader for discussion and possible inclusion in the AAR		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

### Documents

- IAP
- ICS organization chart
- DOC telephone directory
- ICS Form 214

### Tools

- Radio
- Position identification

# Triage

Mission: Facilitate and route initial client flow. Greet public, identify symptomatic individuals and route them to the appropriate station; direct asymptomatic individuals to entrance of POD.

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Shift: \_\_\_\_\_ Reports to: Dispensing Operations Leader

POD Activation /Operations	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification		
Ensure Triage area is set up and stocked with necessary supplies		
Move down the line of individuals, verbally greeting and triaging accordingly		
Direct symptomatic individuals to the EMS station for further evaluation and possible transportation via ambulance to a treatment facility		
Direct asymptomatic individuals to the fill out forms area		
Report any suspected security issues directly to Security personnel as well as Dispensing Operations Leader.		
Identify resource shortages or needs and report to Dispensing Operations Leader		
Coordinate with Dispensing Operations Leader regularly, brief on status		
Ensure the following are being addressed: <ul style="list-style-type: none"> <li>• Provision of Food and water for staff</li> <li>• Safe working environment</li> <li>• Triage needs being fulfilled</li> <li>• Documentation</li> </ul>		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization	Time	Initial
Ensure return/retrieval of equipment and supplies.		
Upon deactivation of your position, ensure all documentation is submitted to the Dispensing Operations Leader as appropriate.		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

## Documentation

- ICS organization chart

## Tools

- Position Identification

## Functional and Access Needs

Mission: Assist clients and POD staff with counseling, support and stress management.

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Shift: \_\_\_\_\_ Reports to: Dispensing Operations Leader

POD Activation	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification		
Document all key activities, actions, and decisions on ICS Form 214		
Brief Dispensing Operations Leader on status of Functional and Access Needs		
Ensure Functional and Access Needs area is set up and stocked with necessary supplies		
Identify resource shortages or needs and report to Dispensing Operations Leader		

POD Operations	Time	Initial
Meet needs of Functional and Access Needs clients entering POD		
Ensure the following are being addressed: <ul style="list-style-type: none"> <li>• Provision of food and water for staff</li> <li>• Safe working environment</li> <li>• Functional Needs being fulfilled</li> <li>• Documentation</li> </ul>		
Coordinate with Dispensing Operations Leader regularly, brief on status		
Request additional supplies as needed		
Document actions and decisions on a continual basis and send to Dispensing Operations Leader at assigned intervals and sooner when appropriate.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization	Time	Initial
Ensure return/retrieval of equipment and supplies.		
Upon deactivation of your position, ensure all documentation is submitted to the Dispensing Operations Leader as appropriate.		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

### Documents

- ICS organization chart
- ICS Form 214

### Tools

- Radio
- Position identification

# Medical Evaluation

Mission: Evaluate individuals referred by Medical Screening or other evaluation stations

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Shift: \_\_\_\_\_ Reports to: Dispensing Operations Leader

POD Activation	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Ensure Medical Evaluation area is set up and stocked with necessary equipment.		
Identify resource shortages or needs and report to Dispensing Operations Leader		

POD Operations	Time	Initial
Evaluate and provide counseling to individuals referred by medical screener or other evaluation station		
Determine appropriate prophylaxis option		
Defer prophylaxis to those individuals who are contraindicated		
Direct individuals to appropriate treatment station, isolation/quarantine station or treatment facility		
Report any issues to the Dispensing Operations Leader		

Demobilization	Time	Initial
Ensure return/retrieval of equipment and supplies.		
Submit comments for discussion and possible inclusion in the AAR as well as all documentation to the POD Dispensing Operations Leader		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

## Documents

- ICS organization chart
- ICS Form 214

## Tools

- Radio
- Position identification

# Forms

Mission: Distribute forms to individuals and ensure completion and accuracy of information

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Shift: \_\_\_\_\_ Reports to: Dispensing Operations Leader

POD Activation	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Ensure Medical Evaluation area is set up and stocked with necessary equipment.		
Identify resource shortages or needs and report to Dispensing Operations Leader		

POD Operations	Time	Initial
Distribute and explain forms to individuals		
Assist individuals with completing forms		
Review forms for completeness and accuracy		
Make sure there is a name on the form for each family member who is receiving prophylaxis		
Identify resource shortages or needs and report to Dispensing Operations Leader		

Demobilization	Time	Initial
Ensure return/retrieval of equipment and supplies.		
Submit comments for discussion and possible inclusion in the AAR as well as all documentation to the Dispensing Operations Leader		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

## Documents

- ICS organization chart
- ICS Form 214

## Tools

- Position identification

# Screening

Mission: Review medication forms and determine which dispensing station individuals should use

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Shift: \_\_\_\_\_ Reports to: Dispensing Operations Leader

POD Activation	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Ensure Medical Evaluation area is set up and stocked with necessary equipment.		
Identify resource shortages or needs and report to Dispensing Operations Leader		

POD Operations	Time	Initial
Give appropriate fact sheet		
Review client history for contraindications		
Highlight contraindications on medication form		
Direct to: <ul style="list-style-type: none"> <li>• Medical Evaluation, if contraindicated</li> <li>• Dispensing if not contraindicated</li> </ul>		
Report any issues to the Dispensing Operations Leader		

Demobilization	Time	Initial
Ensure return/retrieval of equipment and supplies.		
Submit comments for discussion and possible inclusion in the AAR as well as all documentation to the Dispensing Operations Leader		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

## Documents

- ICS organization chart

## Tools

- Position identification

# Medical Dispensing

Mission: Dispense appropriate medications to the public

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Shift: \_\_\_\_\_ Reports to: Dispensing Operations Leader

POD Activation	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Ensure Medical Evaluation area is set up and stocked with necessary equipment.		
Identify resource shortages or needs and report to Dispensing Operations Leader		

POD Operations	Time	Initial
Dispense medication to one person at a time		
Verify name of person receiving medication		
Place appropriate medication in bag		
Place appropriate information sheets and provider letters in bag		
Place labels in appropriate locations		
For multiple medication orders, place all individual medication packets in one larger bag		
Direct individual to exit		
Report any issues to the Dispensing Operations Leader		

Demobilization	Time	Initial
Ensure return/retrieval of equipment and supplies.		
Submit comments for discussion and possible inclusion in the AAR as well as all documentation to the Dispensing Operations Leader		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

**Documents**

- ICS organization chart

**Tools**

- Position identification



# Interpreter

Mission: Interpret forms and information to non-English speaking patients.

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Shift: \_\_\_\_\_ Reports to: Dispensing Operations Leader

POD Activation/Operations	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Familiarize yourself with the forms and information sheets		
Greet patient, introduce yourself, and explain that you are going to provide interpretation to help them through the clinic process.		
Provide translating for documents as needed		
Help patients fill out medical forms.		
Track number of clients and what languages were served		

Demobilization	Time	Initial
Ensure return/retrieval of equipment and supplies.		
Submit comments for discussion and possible inclusion in the after-action report as well as all documentation to the Dispensing Operations Leader		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

## Documents

- ICS organization chart

## Tools

- Position identification

## Logistics Leader

Mission: Organize, assign, and supervise Logistics and ensure coordination with the POD Task Force Leader and the DOC.

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Shift: \_\_\_\_\_ Reports to: POD Task Force Leader

POD Activation	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Document all key activities, actions, and decisions on ICS Form 214.		
Designate Logistics positions. Distribute JAS and position identification		
Brief Logistics members on current situation, incident objectives and strategy; outline incident action plan and designate time for next briefing.		
Brief POD Task Force Leader upon completion of POD set-up (Communications, IT, Medical Materiel)		
Communicate restocking procedures to Unit Leaders		
Ensure Logistics members comply with safety policies and procedures and proper use of PPE, if applicable.		

POD Operations	Time	Initial
Coordinate with POD Task Force Leader regularly, brief on operational status		
Regularly obtain information about progress on assigned tasks from crew leaders		
Ensure the following are being addressed: <ul style="list-style-type: none"> <li>• Communication/IT services</li> <li>• Provision of food and water for staff</li> <li>• Safe working environment</li> <li>• Resource needs being fulfilled</li> <li>• Documentation</li> </ul>		
Ensure staffing request for unit are reported to POD Task Force Leader and Planning for next shift		
Continue to provide the POD Task Force Leader with periodic situation updates.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization	Time	Initial
As needs for Logistics staff decreases, notify the POD Task Force Leader, combine or deactivate positions in a phased manner.		

Ensure return/retrieval of equipment and supplies.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, ensure all documentation is submitted to the POD Task Force Leader as appropriate.		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

### Documents

- ICS organization chart
- DOC telephone directory
- ICS Form 214
- ICS Form 308
- IAP

### Tools

- Radio
- Position identification

# Runners

Mission: Assist staff in maintaining the logistical support structure of the POD.

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Shift: \_\_\_\_\_ Reports to: POD Logistics Leader

POD Activation	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Assist Logistics with POD setup		
Runners must comply with safety policies and procedures and proper use of PPE, if applicable.		
Assist in fulfilling any resource shortages or needs as reported to Logistics Leader		

POD Operations	Time	Initial
Ensure each station has adequate supplies and resource needs are met		
Help maintain clinic flow as directed		
Assist with handicapped and elderly		
Collect forms		
Additional duties as assigned by Logistics Leader		
Report any issues to Logistics Leader		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization	Time	Initial
Ensure return/retrieval of equipment and supplies.		
Submit comments for discussion and possible inclusion in the AAR as well as all documentation to the Logistics Leader		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

## Documents

- ICS organization chart

## Tools

- Position identification

## Supplies

Mission: Maintain stocking level of supplies at designated work areas.

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Shift: \_\_\_\_\_ Reports to: Logistics Leader

POD Activation	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Document all key activities, actions, and decisions on ICS Form 214		
Ensure all supplies required to set up and operate POD are received and issued to stations as needed.		
Identify resource shortages or needs and report to Logistics Leader		

POD Operations	Time	Initial
Regularly obtain information on status of medication dispensing to ensure adequate supplies.		
Ensure the following are being addressed: <ul style="list-style-type: none"> <li>• Provision of food and water for staff</li> <li>• Monitor all stations and re-supply as stock gets low</li> <li>• Request additional supplies as inventory become depleted from Logistics Leader</li> <li>• Safe working environment</li> <li>• Documentation</li> </ul>		
Brief Logistics Leader on status of inventory		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization	Time	Initial
Ensure return/retrieval of equipment and supplies.		
Submit comments for discussion and possible inclusion in the AAR as well as all documentation to the Logistics Leader		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

### Documents

- ICS organization chart
- ICS Form 214

### Tools

- Position identification

## Food

Mission: Provide food and drinks to those working during breaks and as needed while on duty.

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Shift: \_\_\_\_\_ Reports to: Logistics Leader

POD Activation	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Document all key activities, actions, and decisions on ICS Form 214		
Ensure adequate space allocation for storage and serving of food and beverages		
Identify resource shortages or needs and report to Logistics Leader		

POD Operations	Time	Initial
Coordinate with Logistics regularly, brief on operational status		
Ensure the following are addressed: <ul style="list-style-type: none"> <li>• Adequate food and beverages for site personnel</li> <li>• In coordination with Safety Officer, provide necessary fluids for public</li> <li>• Coordination of all food, beverages and food service support from community or outside resources</li> <li>• Ensure proper food temperature, sanitation and garbage disposal at all times</li> <li>• Document donations and/or purchases</li> </ul>		
Document actions and decisions on a continual basis and send to Logistics Leader at assigned intervals and sooner as appropriate.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to Logistics Leader.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization	Time	Initial
Ensure return/retrieval of equipment and supplies.		
Submit comments for discussion and possible inclusion in the AAR as well as all documentation to the Logistics Leader		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

### Documents

- ICS organization chart
- ICS Form 214

### Tools

- Radio

## Communications

Mission: Ensure functional operation of all telecommunication/audiovisual equipment

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Shift: \_\_\_\_\_ Reports to: Logistics Leader

POD Activation	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Document all key activities, actions, and decisions on ICS Form 214		
Obtain access codes for installed facility security systems and copier systems and control usage		
Establish and maintain redundant communications with DOC, local law enforcement, EMS and other locations as directed.		
Maintain local emergency phone number and radio frequency list on ICS Form 217		
Set up all IT systems needed to collect data, report data, connect to the internet and intranets		
Set up special communications systems including WebEOC		

POD Operations	Time	Initial
Work with facility staff to obtain and manage password systems for installed computer systems		
Provide training and support to data entry personnel and act in data entry role as required		
Troubleshoot system problems		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization	Time	Initial
Ensure return/retrieval of equipment and supplies.		
Submit comments for discussion and possible inclusion in the AAR as well as all documentation to the Logistics Leader		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

### Documents

- ICS organization chart
- ICS Form 214
- ICS Form 217

Tools

- Position identification
- Radio
- Laptop(s)

## Planning Leader

Mission: Organize, assign, and supervise Planning Team. Ensure documentation and provide situational awareness briefings to DOC planning section.

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Shift: \_\_\_\_\_ Reports to: POD Task Force Leader

POD Activation	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Designate Planning positions. Distribute JAS and position identification		
Brief Planning members on current situation, incident objectives and strategy; outline IAP and designate time for next briefing.		
In conjunction with POD Task Force Leader establish incident objectives and operational period		
Document all key activities, actions and decisions on ICS Form 214.		
Establish and maintain communications with Logistics to ensure accurate tracking of personnel and resources.		
Ensure Planning members comply with safety policies and procedures and proper use of personal protective equipment, if applicable.		
Ensure Situation unit regularly updates and documents status reports from all Unit Leaders and Team leaders		

POD Operations	Time	Initial
Coordinate with POD Task Force Leader regularly, brief on planning status		
Attend staff briefing and meetings		
Regularly obtain information about progress on assigned tasks from Unit Leaders		
Ensure the following <ul style="list-style-type: none"> <li>• Safe working environment</li> <li>• Situation Unit maintains situational awareness</li> <li>• Situational briefings submitted to DOC in a timely manner</li> <li>• Documentation Unit compiles documents relating to operation</li> <li>• Resource Unit will ensure operational readiness of next shift and track activated resources</li> </ul>		
Ensure staffing request for unit are reported to POD Task Force Leader for next shift		



Document actions and decisions on a continual basis and send to POD Task Force Leader at assigned intervals and sooner when appropriate.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization	Time	Initial
As needs for Planning staff decreases, notify the POD Task Force leader, combine or deactivate positions in a phased manner.		
Ensure return/retrieval of equipment.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, ensure all documentation is submitted to the POD Task Force Leader as appropriate.		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

**Documents**

- ICS Organization Chart
- Incident Action Plan
- ICS Form 214
- DOC telephone directory

**Tools**

- Radio
- Position identification
- Laptop

## Documentation Unit Leader

Mission: Maintain accurate and complete incident files, including a record of the POD response and recovery actions and decisions; provide duplication services to incident personnel; and file, maintain, and store incident files for legal, analytical, and historical purposes.

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Shift: \_\_\_\_\_ Reports to: Planning Leader

POD Activation	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Document all key activities, actions, and decisions in WebEOC on a continual basis.		
Establish a system to receive documentation and completed forms from all Units over the course of the POD activation.		
Document all key activities, actions, and decisions in an Incident Briefing Form, ICS Form 201.		
Document all communications (internal/external) on a General Message Form, ICS Form 213.		

POD Operations	Time	Initial
Provide duplicates of forms and reports to authorized POD requestors.		
Prepare incident documentation for the Planning Leader when requested.		
Collect and organize all documentation and forms submitted to the Documentation Unit.		
Check the accuracy and completeness of records submitted. Correct errors or omissions by contacting appropriate POD staff.		
Maintain all records and record consolidated plans.		

Demobilization	Time	Initial
Ensure return/retrieval of equipment and supplies.		
Submit comments for discussion and possible inclusion in the AAR as well as all documentation to the Planning Leader		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

### Documents

- ICS Forms 201
- ICS Form 213

- ICS Form 214
- ICS organization chart

#### Tools

- Position Identification
- Laptop

# Situation Unit Leader

Mission: Collect, process, and organize ongoing situation information; prepare situation summaries; and develop projections and forecasts of future events related to the incident. Prepare maps and gather and disseminate information and intelligence for use in the IAP.

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Shift: \_\_\_\_\_ Reports to: Planning Leader

POD Activation/Operations	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Document all key activities, actions, and decisions in WebEOC on a continual basis.		
Establish a Planning information center in the POD with a status/condition board and post information as it is received. Assign a recorder/documentation aide to keep the board updated with current information.		
Receive and record status reports as they are received.		
Assure the status updates and information provided to Command Staff and Unit Leaders are accurate, complete, and current.		
Prepare incident documentation for the Planning Leader when requested.		
Document all key activities, actions, and decisions in a Incident Briefing Form, ICS Form 201.		
Document all communications (internal and external)		

Demobilization	Time	Initial
Ensure return/retrieval of equipment and supplies.		
Continue to revise and implement demobilization plan for all Units.		
Compile incident summary data and reports, organize all POD documentation and submit to Planning Leader.		
Assist with development of the incident AAR and improvement plan.		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

## Documents

- ICS Organization Chart
- IAP
- ICS Form 201

## Tools

- Position identification
- Laptop

## Resource Unit Leader

Mission: Maintain information on the status, location and availability of personnel, supplies and major equipment to ensure availability of use during POD operations. Maintain a master list of all resources assigned to POD operations. Ensure staff readiness through JITT and Check-In.

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Shift: \_\_\_\_\_ Reports to: Planning Leader

POD Activation/Operations	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Document all key activities, actions, and decisions on ICS Form 214 on a continual basis.		
Establish check-in function for both staff and volunteers at POD site		
Compile, maintain and display resource status information on: all tactical support personnel, equipment and supplies (including agency-owned, mutual aid and hired) and transportation and support vehicles.		
Review ICS Form 201 for resource information		
Review Check In List, ICS Form 211		
Establish and maintain resource tracking system		
Maintain a roster of all resources at POD to include: personnel, resources, and equipment.		
Provide appropriate JITT for volunteers and staff to meet needs of assigned position		
Document all key activities, actions, and decisions in an Incident Briefing Form, ICS Form 201		

Demobilization	Time	Initial
Ensure staff and volunteers sign out and return assigned equipment (i.e. vest, radios, etc.)		
Ensure return/retrieval of equipment and supplies.		
Assist with development of the incident AAR and improvement plan		
Submit comments for discussion and possible inclusion in the AAR as well as all documentation to the Planning Leader		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

### Documents

- ICS organization chart
- ICS Form 201
- ICS Form 211
- ICS Form 214

### Tools

- Position identification

# Kentucky Department for Public Health

## Sample Standard Operating Guideline

**Title:** SNS Just in Time Training

**Guideline:** 2010-6490

**Affected Section:** Individual involved in SNS mission

This Standard Operating Guideline (SOG) provides direction on Just in Time (JIT) Training for volunteers, untrained or undertrained staff that are working in disaster operations. This SOG describes the minimum training that anyone must have.

The following assumptions are made in developing this SOG:

- The \_\_\_ Health Department will make every effort to provide pre-event training.
- During a disaster staff may have to work outside their normal job duties.
- Volunteers are paramount to the success of \_\_\_ Health Department's response capabilities.
- Anyone being utilized during a disaster is assumed to have the basic skills to perform the task they are being asked to perform (literacy, mathematics...).

### 1. The Strategic National Stockpile

1.1. CDC program to provide federal medical assets to respond and recover.

1.2. Type of hazard that is presently being responded too.

1.2.1. Biological

1.2.2. Chemical

1.2.3. Radiation

1.2.4. Natural

1.3. Brief description of the Concept of Operations;

1.3.1. DOC

1.3.1.1. Department Operations Center – brief

1.3.2. RSS

1.3.2.1. Receiving Staging Storage –brief

1.3.3. RDS

1.3.3.1. Receiving Distribution Site-brief

1.3.4. POD

1.3.4.1. Point of Dispensing-brief

### 2. Incident Command System;

2.1. The disaster management system that is used emergency operations.

2.1.1. Unity of Command

2.1.1.1. The concept that each person only reports to one person.

2.1.2. Span of control

2.1.2.1. The concept that each supervisor has no more than 7 subordinates.

### 3. Safety

3.1. Worker safety is key to success

3.2. Site specific safety

# Kentucky Department for Public Health

## Sample Standard Operating Guideline

**Title:** SNS Just in Time Training

**Guideline:** 2010-6490

**Affected Section:** Individual involved in SNS mission

- 3.2.1. Fire
- 3.2.2. Severe weather
- 3.2.3. Threat (bomb. Chemical plume etc...)
- 3.3. If injured notify supervisor immediately.
- 3.4. Supervisor shall give a job specific safety brief at start of shift.
- 3.5. Safety Officer –Identify
- 3.6. Report any unsafe act to supervisor/Safety is everyone’s responsibility.
- 4. Job specific role
  - 4.1. Performed by supervisor or person they are going to replace at shift change.
  - 4.2. Role/ responsibility
  - 4.3. Systems
  - 4.4. Expectations

# Response Operations Guide

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# Appendix A:

# Acronyms

# Response Operations Guide

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# Response Operations Guide

## Acronyms

AAR	After Action Report
DOC	Department Operations Center
EMS	Emergency Medical Service
IAP	Incident Action Plan
ICS	Incident Command System
JAS	Job Action Sheet
JIC	Joint Information Center
JITT	Just In Time Training
PIO	Public Information Officer
POD	Point of Dispensing
PPE	Personal Protective Equipment
SNS	Strategic National Stockpile
SOG	Standard Operating Guidelines
WebEOC	Web-enabled crisis information management system