

Position Checklist – HCPH Liaison

Date _____ Start time _____ End time _____ POD Location _____

Report to: HCPH Dispensing Site Coordinator

HCPH Liaison: Assist the POD Manager with POD Operations. Function as the contact person for the POD site to the HCPH DOC. Report directly to HCPH Dispensing Site Coordinator.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Receive briefing from HCPH Dispensing Site Coordinator.
	Assist the POD Manager with POD operations.
	Establish and maintain communications between POD and HCPH DOC. Notify DOC of communication systems available at POD (MARCAs, HAMs, etc)
	Conduct briefing with assisting agencies as necessary.
	Network between POD and HCPH DOC and other assisting community agencies as necessary.
	Write down noteworthy activities in the activity section of the Unit Log. ICS 214
	Check with POD Manager on status of POD activities such as individual throughput, medication inventory status, supplies status, medications dispensed, personnel and volunteer resources.
	Provide routine hourly status reports to HCPH DOC.
	Ensure oncoming HCPH Liaison is fully briefed and prepared to begin shift. Do not leave your position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area with Volunteer/Personnel Unit Leader.
	Responsibility during Deactivation
	Ensure all records and reports are turned in to the HCPH Dispensing Site Coordinator.
	Participate in After Action Review meetings and provide any documentation, as required.
	Situational Awareness
	Report any suspicious behavior to the nearest security personnel and notify the HCPH DOC if a situation develops.
	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the HCPH DOC.

Position Checklist – POD Manager

Date _____ Start time _____ End time _____ POD Location _____

Report to: Hamilton County Public Health Dispensing Site Coordinator through HCPH Liaison
 Direct Reports: Section Leads

POD Manager: Provides the overall management of the POD site and is final decision maker. Provides all management functions unless another functional management position (operations, logistics, finance, site information resource lead, etc.) is filled. Ensure that staff is prepared, self-sufficient and adequately equipped to perform their assignments. Ensure the operational effectiveness of the POD. POD Manager is given jurisdictional authority to serve in this position and understands community POD plan. The POD Manager reports to HCPH DOC through the HCPH Liaison. The POD Manager works with the HCPH Liaison to ensure POD operations run effectively.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station
	Obtain ID badge and/or vest.
	Review entire Job Action Sheet and POD Flow Diagram.
	If arriving for shift change, meet with POD Manager from prior shift to receive updates.
	Obtain briefing from HCPH Liaison.
	Assign command staff positions and distribute position packets.
	Direct all POD Command Staff to sign in with the Planning Section Lead.
	Brief command staff.
	Direct all staff to filter communication and media inquiries through the POD Site Information Resource Lead.
	Conduct a walk-through inspection to ensure that each station is prepared and personnel understand specific tasks.
	Notify HCPH liaison when POD is ready to open.
	Regularly report progress to HCPH liaison as appropriate.
	Conduct Volunteer Briefing.
	Hold regular briefings with staff to determine supply and personnel needs.
	Monitor individual flow through the process and move staff as needed to reduce or eliminate bottlenecks in the process
	Debriefing period should be conducted with oncoming POD Site Manager. Ensure oncoming manager is fully briefed and prepared to begin shift. Do not leave position until a replacement is provided.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area with Volunteer/Personnel Unit Leader.
	Responsibility during Deactivation
	Begin deactivation of POD upon direction from HCPH.
	Ensure that all records, reports, and unused MCMs are turned in to HCPH.
	Conduct exit interviews with your direct reports and appropriate local officials.
	Participate in After Action Review meetings and provide necessary documentation.
	Situational Awareness
	Report any suspicious behavior to the nearest security personnel and notify the HCPH Liaison. If a situation develops the HCPH Liaison will notify the HCPH DOC.
	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the HCPH Liaison.

Position Checklist – Site Information Resource Lead (SIRL)

Date _____ Start time _____ End time _____ POD Location _____
Report to: POD Manager

SIRL: Report to and carry out the directives of the POD Manager. Organize and direct aspects relating to public information. Function as the contact person for the POD Site to the HCPH PIO.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station
	Obtain ID badge and/or vest.
	Receive briefing from POD Manager. Participate in all Command Staff briefing(s) as scheduled by the POD Manager.
	Review and follow POD Communications guidelines.
	Work with POD Manager to identify Spokesperson for POD location.
	Contact the HCPH PIO to receive any pre-arranged talking points.
	Identify possible locations at the POD site to conduct media interviews if necessary.
	Coordinate all public and media communications through HCPH PIO.
	Work with Griage and Security contacts if media shows up at POD.
	Ensure oncoming SIRL is fully briefed and prepared to begin shift. Do not leave your position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area with Volunteer/Personnel Unit Leader.
	Responsibility during Deactivation
	Ensure that copies of all communications are turned over to the Planning Chief.
	Identify issues for the After Action Report.
	Participate in After Action Review meetings and provide necessary documentation.
	Situational Awareness
	Report any suspicious behavior to the nearest security personnel and notify the POD Manager.
	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the POD Manager.

HCPH PIO is Mike Samet – 513-946-7873 (Office)
513-484-5511 (Cell)

Position Checklist – Finance Section Lead

Date _____	Start time _____	End time _____	POD Location _____
Report to:	POD Manager		
Direct Reports:	Data Entry Staff		

Finance Section Lead authorizes expenditures approved by POD Manager to carry out POD operations. Ensures documentation of expenditures and collects and files bills related to POD purchases. Ensure that data entry activities are completed as required. Reports to and carries out directives of the POD Manager.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Receive briefing from POD Manager.
	Meet with the Volunteer/Personnel Unit Leader to gather assigned volunteers and Unit Log. Escort volunteers to assigned work location. Request additional staff as needed.
	Meet with staff to discuss: <ul style="list-style-type: none"> • Role of finance in this operation (e.g. services you provide, problems you solve) • Specific duties of direct reports. • Facility overview, including locations of specific areas (e.g. stations, restrooms, break-rooms, emergency exits) • Communications protocol
	Write down noteworthy activities in activity section of the Unit Log. ICS 214
	Work with data clerk to set up workstation and assign tasks.
	Discuss purchase approval process with POD Manager and Logistics Lead.
	Approve purchases from Logistics Lead and forward to Supplies Unit Leader to order.
	Provide adequate rest and break periods for station personnel.
	Ensure oncoming Finance Section Lead is fully briefed and prepared to begin shift. Do not leave your position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area with Volunteer/Personnel Unit Leader.
	Responsibility during Deactivation
	Assist with packing of equipment and supplies at each workstation.
	Ensure all records/reports are turned in to the Planning Section Lead.
	Identify issues for the After Action Report.
	Participate in After Action Review meetings and provide necessary documentation.
	Situational Awareness
	Report any suspicious behavior to the nearest security personnel and notify the POD Manager.
	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the POD Manager.

Position Checklist – Data Entry Staff

Date _____ Start time _____ End time _____ POD Location _____
Report to: Finance Section Lead

Data Entry Staff: Perform data entry of individual, personnel and supply cost information. Report to and carry out directives of the Finance Section Lead.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Receive briefing from Finance Section Lead.
	Assist in the set-up of workstation.
	Log and maintain data records of any necessary documents including scanning or computer data entry.
	Ensure oncoming Data Clerk is fully briefed and prepared to begin shift. Do not leave your position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area with Volunteer/Personnel Unit Leader.
	Responsibility during Deactivation
	Assist with the packing of workstation equipment and supplies.
	Ensure all paperwork is turned over to the Finance Section Lead.
	Participate in After Action Review meetings and/or provide necessary documentation.
	Situational Awareness
	Report any suspicious behavior to the nearest security personnel and notify the Finance Section Lead.
	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the Finance Section Lead.

Position Checklist – Logistics Section Lead

Date _____	Start time _____	End time _____	POD Location _____
Report to:	POD Manager		
Direct Reports:	Communications Unit Leader, Pharmacy Unit Leader, Supplies Unit Leader		

The **Logistics Section Lead** is responsible for providing facilities, services, and material in support of the incident. Reports to and carries out the directives of the POD Manager.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Receive briefing from POD Manager.
	Meet with the Volunteer/Personnel Unit Leader to gather assigned volunteers and Unit Log. Escort volunteers to assigned work location. Request additional staff as needed.
	Meet with staff to discuss: <ul style="list-style-type: none"> • Role of logistics in this operation (e.g. services you provide, problems you solve) • Facility overview, including locations of specific areas • Communications protocol
	Work with staff in each area to set-up physical workstations according to the POD Flow Diagram. Ensure that the following three areas of set-up are completed: <ul style="list-style-type: none"> • Communication area for issuing equipment. • Supplies(Medical)/Facility supply area • Area for communications specialist.
	Assure that communications equipment (phones and radios) are distributed to POD staff as outlined in Communication Plan and that repairs/batteries are provided as needed.
	Assure that communications center is able to appropriately send and receive messages from the HCPH DOC and that paperwork is completed as necessary.
	Work with POD Manager to procure-additional equipment/supplies on POD Supply and Equipment List. Give list to the Finance Section Lead for approval to purchase.
	Check with Supplies Unit Leader to make sure that supplies are ordered and distributed as necessary.
	Work with Pharmacy Unit Leader to assure that medications are tracked and provided to dispensers as needed.
	Provide adequate rest and break periods for station personnel.
	Ensure oncoming Logistics Lead is fully briefed and prepared to begin shift. Do not leave your position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area with Volunteer/Personnel Unit Leader.
	Responsibility during Deactivation
	Supervise the break-down and packing of all equipment/supplies at each workstation.
	Arrange to have all equipment/supplies borrowed returned to their place of origin and state of readiness.
	Ensure facility is cleaned and returned to former operating condition.
	Ensure all records and reports are turned in to the Planning Section Lead.
	Identify issues for the After Action Report, Participate in After Action Review meetings
	Situational Awareness
	Report any suspicious behavior to the nearest security personnel and notify the POD Manager.
	Report any adverse events, witnessed by POD staff or self-reported by members of the public, to the POD Manager.

Position Checklist – Communication Unit Leader

Date _____	Start time _____	End time _____	POD Location _____
Report to:	Logistics Section Lead		
Direct Report:	Communications Staff		

Communications Unit Leader - is responsible for developing plans for the effective use of incident communications equipment and facilities; installing and testing of communications equipment; distribution of communications equipment to incident personnel; and the maintenance and repair of communications equipment. Report to and carry out directives of Logistics Section Lead. Coordinate and supervise Communications Staff.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Receive briefing from Logistics Section Lead.
	Meet with the Volunteer/Personnel Unit Leader to gather assigned volunteers and Unit Log. Escort volunteers to assigned work location. Request additional staff as needed and enter names on Assignment List.
	Meet with staff to discuss: <ul style="list-style-type: none"> • Role of communications in this operation (e.g. services you provide, problems you solve) • Specific duties of direct reports. • Facility overview, including locations of specific areas (e.g. stations, restrooms, break-rooms, emergency exits) • Communications protocol
	Write down noteworthy activities in activity section of the Unit Log.
	Set up area for communications equipment area.
	Ensure that all communications equipment (e.g. radios, telephones, batteries, chargers, electric cords) are available and included in the equipment cache stored and/or sent to the operation site.
	Review Communication Plan Procedures and assign specific personnel to tasks
	Ensure that a message system is established.
	Distribute communication equipment as outlined in Communication Plan.
	Provide adequate rest and break periods for station personnel.
	Ensure oncoming Communication Unit Leader is fully briefed and prepared to begin shift. Do not leave position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area with Volunteer/Personnel Unit Leader.
	Responsibility during Deactivation
	Assist with packing of supplies/equipment at each workstation.
	Ensure all records and reports are turned over to Planning Section Lead.
	Participate in After Action Review meetings and provide any necessary documentation.
	Situational Awareness
	Report any suspicious behavior to the nearest security personnel and notify the Logistics Section Lead.
	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the Logistics Section Lead.

Position Checklist – Communications Staff

Date _____ Start time _____ End time _____ POD Location _____

Report to: Communication Unit Leader

Communication Staff: Responsible for receiving and transmitting radio and telephone messages between POD and HCPH DOC and with other agencies as required. Report to and carry out directives of Communications Unit Leader.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Receive briefing from Communications Unit Leader.
	Set up Incident Radio Communications Center to include all forms of communication systems (HAM, WebEOC, etc). Check-out equipment.
	Set-up Message Center location, as required
	Receive and transmit messages within and external to the POD. <ul style="list-style-type: none"> • Hourly check-in with HCPH DOC through HCPH Liaison • Other communication as necessary
	Ensure the following logs are completed during the incident on the General Messages. ICS Form 213
	Maintain message log to include unusual incident occurrences
	Ensure oncoming Communication Specialist is fully briefed and prepared to begin shift. Do not leave your position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area with Volunteer/Personnel Unit Leader.
	Responsibility during Deactivation
	Pack all communications equipment for transport.
	Ensure all paperwork is turned over to Communications Unit Leader
	Participate in After Action Review meetings and provide necessary documentation.
	Situational Awareness
	Report any suspicious behavior to the nearest security personnel and notify the Communications Unit Leader.
	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the Communications Unit Leader.

Position Checklist – Pharmacy Unit Leader

Date _____ Start time _____ End time _____ POD Location _____

Report to: Logistics Section Lead

Pharmacy Unit Leader is responsible for maintaining sufficient supplies and quality control of drug and solution stocks. Report to and carry out directives of Logistics Section Lead.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Receive briefing from Logistics Section Lead.
	Set up and secure pharmacy (medications only).
	Work with Logistics Section Lead to verify amount of medications received.
	Prepare medications for dispensing as necessary.
	Meet with Dispensing Lead to determine number of medications needed per table.
	Meet with Dispensing Leader each ½ hour to determine which tables need to be restocked. Restock dispensing areas utilizing SNS Order and Tracking Form.
	Provide medications inventory information to HCPH Liaison for hourly updates.
	Ensure oncoming Pharmacy Unit Leader is fully briefed and prepared to begin shift. Do not leave your position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area with Volunteer/Personnel Unit Leader.
	Responsibility during Deactivation
	Assist with packing of supplies/equipment at each workstation.
	Ensure all records and reports are turned over to Planning Section Lead.
	Participate in After Action Review meetings and necessary documentation.
	Situational Awareness
	Report any suspicious behavior to the nearest security personnel and notify the Logistics Section Lead.
	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the Logistics Section Lead.

Position Checklist – Supplies Unit Leader

Date _____ Start time _____ End time _____ POD Location _____

Report to: Logistics Section Lead

Supplies Unit Leader: is primarily responsible for ordering personnel, equipment and supplies; receiving and storing all supplies for the incident; maintaining an inventory of supplies; and servicing non-expendable supplies and equipment. Report to and carry out directives of Logistics Section Lead.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Receive briefing from Logistics Section Lead.
	Set up medical facility supply area.
	Determine the type and amount of supplies on hand.
	Forward supply list to Logistics Section Lead for approval.
	Once approved order, receive, distribute, and store supplies and equipment.
	Maintain an inventory of supplies and equipment. <ul style="list-style-type: none"> • Refer to supply list
	Receive and respond to requests for personnel, supplies and equipment.
	Maintain Activity Log ICs form 214
	Ensure oncoming Supplies Unit Leader is fully briefed and prepared to begin shift. Do not leave position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area with Volunteer/Personnel Unit Leader.
	Responsibility during Deactivation
	Assist with packing of supplies/equipment at each workstation.
	Ensure all records and reports are turned over to Planning Section Lead.
	Participate in After Action Review meetings and provide necessary documentation.
	Situational Awareness
	Report any suspicious behavior to the nearest security personnel and notify the Logistics Section Lead.
	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the Logistics Section Lead.

Position Checklist – Operations Section Lead

Date _____	Start time _____	End time _____	POD Location _____
Report to:	POD Manager		
Direct Reports:	Griage Unit Leader, Registration Unit Leader, Screening Unit Leader, Dispensing Unit Leader, Exit Unit Leader, Special Needs Unit Leader		

Operations Section Lead: responsible for dispensing of medications to general public through the efficient movement of individuals through all POD stations. Reports to and carries out the directives of the POD Manager.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Receive briefing from POD Manager.
	Meet with the Personnel/Volunteer Unit Leader to gather assigned volunteers and Unit Log. Escort volunteers to assigned work location. Request additional staff as needed.
	Meet with staff to discuss: <ul style="list-style-type: none"> • Role of operations (e.g. services you provide, problems you solve) • Specific duties of direct reports. • Facility overview, including locations of specific areas (e.g. stations, restrooms, break-rooms, emergency exits) • Communications protocol
	Write down noteworthy activities in the activity section of Unit Log. ICS 214
	Work with the Logistics Section Lead to set-up physical work stations according to the POD Flow Diagram. Ensure that the following six areas are completed <ul style="list-style-type: none"> • Griage • Registration • Screening (1 and 2) • Dispensing • Exit
	Establish a special needs area for supplies and equipment. Ensure that needs are met.
	Meet with Screening and Dispensing Unit Leaders and review Mass Dispensing Process Flow Chart ensuring dispensing is ready to distribute medications and notify POD manager.
	Follow the process as individuals begin to filter through each station. Modify any process as needed.
	Provide adequate rest and break periods for station personnel.
	Ensure oncoming Operations Section Lead is fully briefed and prepared to begin shift. Do not leave your position until a replacement has arrived.
	End of shift or clinic: sign out on Log and turn in badge/vest in Staff Staging Area
	Responsibility during Deactivation
	Assist with packing of equipment and supplies at each workstation.
	Ensure all records/reports are turned in to the Planning Section Lead.
	Identify issues for the After Action Report.
	Participate in After Action Review meetings and provide any documentation, as required.
	Situational Awareness
	Report any suspicious behavior to the nearest security personnel and notify the POD Manager.
	Report any adverse events, witnessed by POD staff or self-reported by members of the public, to the POD Manager.

Position Checklist – Griage Unit Leader

Date _____	Start time _____	End time _____	POD Location _____
Report to:	Operations Section Lead		
Direct reports:	Greeting Staff		
	Triage Staff		

Griage Unit Leader: ensures that individuals entering the POD are greeted, and that persons who are sick or showing symptoms are identified and directed to a medical facility. Reports to and carries out the directives of the Operations Section Lead. Coordinates and supervises Greeting and Triage staff.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Receive briefing from Operations Section Lead.
	Meet with the Volunteer/Personnel Unit Leader to gather assigned volunteers and Unit Log. Escort volunteers to assigned work location. Request additional staff as needed.
	Meet with staff to discuss: <ul style="list-style-type: none"> • Role of greeting and triage in this operation (e.g. services you provide, problems you solve) • Specific duties of direct reports. • Facility overview, including locations of specific areas (e.g. stations, restrooms, break-rooms, emergency exits) • Communications protocol
	Ensure that the Triage Station is physically set-up with supplies and ready for use. Check supply expiration dates if appropriate.
	Ensure that Greeting Station is physically set-up with appropriate supplies and ready for use.
	Work with Special Needs Unit Leader to assist persons with mental and physical disabilities, language assistance, etc.
	Notify security of any potential issues (disruptive behavior) that need to be addressed.
	Request supplies from Logistic Supply Unit Leader as needed.
	Provide adequate rest and break periods for station personnel.
	Ensure oncoming Griage Unit Leader is fully briefed and prepared to begin shift. Do not leave your position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area with Volunteer/Personnel Unit Leader.
	Responsibility during Deactivation
	Assist with packing of supplies/equipment at each workstation.
	Ensure all paperwork is turned in to the Planning Section Lead.
	Participate in After Action Review meetings and provide necessary documentation.
	Situational Awareness
	Report any suspicious behavior to the nearest security personnel and notify the Operations Section Lead.
	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the Operations Section Lead.

Position Checklist – Greeting Staff

Date _____ Start time _____ End time _____ POD Location _____

Report to: Griage Unit Leader

Greeting Staff: Greet and direct individuals entering the POD. Direct those exposed, showing symptoms or known to be sick to triage. Reports to and carry out the directives of the Griage Unit Leader.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Receive briefing from Griage Unit Leader.
	Greet individuals as they arrive/assemble and answer their initial questions. Let individuals know that all of their medical questions will be answered in the screening process.
	Ensure individual flow is maintained through entrance.
	Identify people who have been exposed, showing symptoms, or known to be sick and direct to triage.
	Notify Griage Unit Leader and/or Security of anyone exhibiting disruptive behavior.
	Ensure oncoming Greeting replacement is fully briefed and prepared to begin shift. Do not leave your position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area with Volunteer/Personnel Unit Leader.
	Responsibility during Deactivation
	Assist with the packing of workstation equipment and supplies.
	Ensure all paperwork is turned in to the Griage Unit Leader.
	Participate in After Action Review meetings and provide any documentation as required.
	Situational Awareness
	Report any suspicious behavior to the nearest security personnel and notify the Griage Unit Leader.
	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the Griage Unit Leader.

Position Checklist – Triage Staff

Date _____ Start time _____ End time _____ POD Location _____

Report to: Griage Unit Leader

Triage Staff: Determine if individuals entering POD are symptomatic and direct to appropriate level of care. Report to and carry out directives of the Griage Unit Leader.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Receive briefing from Griage Unit Leader.
	Familiarize self with the individual form(s) and be able to separate well individuals from sick or contact individuals.
	Conduct triage: emergent, urgent and non-urgent care.
	Provide individuals with sufficient information to help them determine if they may have been exposed. Provide individuals with a list of symptoms of which they must be aware.
	Direct person to appropriate medical facility.
	Notify Griage Unit Leader and/or Security of anyone exhibiting disruptive behavior.
	Ensure oncoming Triage replacement is fully briefed and prepared to begin shift. Do not leave your position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area with Volunteer/Personnel Unit Leader.
	Responsibility during Deactivation
	Assist with packing of workstation equipment and supplies.
	Ensure all paperwork is turned over to the Griage Unit Leader.
	Participate in After Action Review meetings and provide necessary documentation.
	Situational Awareness
	Report any suspicious behavior to the nearest security personnel and notify the Griage Unit Leader.
	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the Griage Unit Leader.

Position Checklist – Registration Unit Leader

Date _____	Start time _____	End time _____	POD Location _____
Report to:	Operations Section Lead		
Direct Report:	Registration Staff		

Registration Unit Leader greets and directs individuals arriving at the POD for registration. Ensures that registration (NAPH) forms are completed, questions answered and individuals appropriately directed to the next stations. Reports to and carries out directives of the Operations Section Lead. Coordinates and supervises Registration Staff.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Receive briefing from Operations Section Lead.
	Meet with the Volunteer/Personnel Unit Leader to gather assigned volunteers and Unit Log. Escort volunteers to assigned work location. Request additional staff as needed and enter names on Assignment List. ICs 203
	Meet with staff to discuss: <ul style="list-style-type: none"> • Role of registration in this operation (e.g. services you provide, problems you solve) • Specific duties of direct reports. • Facility overview, including locations of specific areas (e.g. stations, restrooms, break-rooms, emergency exits) • Communications protocol
	Familiarize self with registration procedures and forms.
	Assist with set-up of the Check-In Area and ensure appropriate supplies (pens, pencils, clipboards, etc) are available.
	Ensure individual flow is maintained through registration station.
	Identify people who are ill and direct back to triage station.
	Let individuals know that all of their medical questions will be answered in the screening process.
	Work with Special Needs Unit Leader to assist persons with mental and physical disabilities, language assistance, etc.
	Provide assistance to Registration Staff. Identify and correct problems.
	Provide adequate rest and break periods for station personnel.
	Ensure oncoming Registration Unit Leader is fully briefed and prepared to begin shift. Do not leave your position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log. Turn in badge/vest in Staff Staging Area with Volunteer/Personnel Unit Leader.
	Responsibility during Deactivation
	Assist with the packing of supplies/equipment at each workstation.
	Ensure all paperwork is turned in to the Planning Section Lead.
	Participate in After Action Review meetings and provide necessary documentation.
	Situational Awareness
	Report any suspicious behavior to the nearest security personnel and notify the Operations Section Lead.
	Report any adverse events, witnessed by POD staff or self-reported by members of the public, to the Operations Section Lead.

Position Checklist – Registration Staff

Date _____ Start time _____ End time _____ POD Location _____
Report to: Registration Unit Leader

Registration Staff: Help individuals complete registration forms, answer questions, and direct to next station. Report to and carry out directives of the Registration Unit Leader.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Receive briefing from Registration Unit Leader.
	Familiarize self with registration procedures and forms.
	Assist with set-up of the Registration Area.
	Provide appropriate forms and instructions. <ul style="list-style-type: none"> • Help individual complete form if needed. • Ensure forms are complete before sending to next station.
	Ensure individual flow is maintained at registration station. Direct individual to proceed to the next station.
	Identify people with special needs. Work with Registration Unit Leader to assist persons with mental and physical disabilities, language assistance, etc.
	Ensure oncoming Registration Team Member is fully briefed and prepared to begin shift. Do not leave your position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area with Volunteer/Personnel Unit Leader.
	Responsibility during Deactivation
	Assist with the packing of workstation equipment and supplies.
	Ensure all paperwork is turned in to the Registration Unit Leader.
	Participate in After Action Review meetings and provide necessary documentation.
	Situational Awareness
	Report any suspicious behavior to the nearest security personnel and notify the Registration Unit Leader.
	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the Registration Unit Leader.

Position Checklist – Screening Unit Leader

Date _____	Start time _____	End time _____	POD Location _____
Report to:	Operations Section Lead		
Direct reports:	Screening Level I, Screening Level II		

Screening Unit leader: Oversee screening activities to ensure that individuals who should not receive medications are identified and provided with appropriate options. Report to and carry out directives of the Operations Section Lead. Coordinate and supervise Level I and II Screeners.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Receive briefing from Operations Section Lead.
	Meet with the Volunteer/Personnel Unit Leader to gather assigned volunteers and Unit Log. Escort volunteers to assigned work location. Request additional staff as needed.
	Meet with staff to discuss: <ul style="list-style-type: none"> • Role of screening unit in this operation (e.g. services you provide, problems you solve) • Specific duties of direct reports. • Facility overview, including locations of specific areas (e.g. stations, restrooms, break-rooms, emergency exits) • Communications protocol
	Familiarize yourself with information given about biological agent/infectious disease involved and medications being provided.
	Ensure Screening Station has appropriate supplies to begin operation.
	Ensure that all necessary flowcharts/ forms are available including: <ul style="list-style-type: none"> • Prophylaxis Protocol Flowchart • Flowchart of Optimal Preventative Therapy • Standing orders for antibiotic prophylaxis • Alternative Antibiotic List • Anti-Seizure Medication Matrix Worksheets • Drug Interaction Matrix Worksheets • Notification to Individual’s Primary Care Provider • Prescriptions for antibiotics
	Ensure that staff has medication protocols for Level I and II and is able to identify individuals who need Level II screening.
	Provide adequate rest and break periods for station personnel.
	Ensure oncoming Screening Unit Leader is fully briefed and prepared to begin shift. Do not leave your position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log. Turn in badge/vest in Staff Staging Area.
	Responsibility during Deactivation
	Assist with packing of supplies/equipment at each workstation.
	Ensure all paperwork is turned in to the Planning Section Lead.
	Participate in After Action Review meetings and provide necessary documentation.
	Situational Awareness
	Report any suspicious behavior to the nearest security personnel and notify the Operations Section Lead.
	Report any adverse events, witnessed by POD staff or self-reported by members of the public, to the Operations Section Lead.

Position Checklist – Level I Screener

Date _____ Start time _____ End time _____ POD Location _____
Report to: Screening Unit Leader

Level I Screener: Screen POD individuals for contraindications to antibiotics/treatment. Report to and carry out directives of the Screening Unit Leader.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Receive briefing from Screening Unit Leader.
	Review information given about biological agent/infectious disease involved and treatments being provided.
	Conduct a medical screening.
	Determine what types of treatment or medications may be needed using Prescription Key. Refer individuals to Level II Screening, if needed, or send to Dispensing.
	Complete “Staff Use Only” Section of NAPH Form.
	Ensure oncoming Level I Screener is fully briefed and prepared to begin shift. Do not leave your position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area with Volunteer/Personnel Unit Leader.
	Responsibility during Deactivation
	Assist with the packing of workstation equipment and supplies.
	Ensure all paperwork is turned in to the Screening Unit Leader.
	Participate in After Action Review meetings and provide necessary documentation.
	Situational Awareness
	Report any suspicious behavior to the nearest security personnel and notify the Screening Unit Leader.
	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the Screening Unit Leader.

Position Checklist – Level II Screener

Date _____ Start time _____ End time _____ POD Location _____
Report to: Screening Unit Leader

Level II Screener: Screen POD individuals for contraindications to antibiotics/treatment and provide medical/pharmacological consultation. Report to and carry out directives of the Screening Unit Leader.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Receive briefing from Screening Unit Leader.
	Review information given about biological agent/infectious disease involved and treatments being provided.
	Conduct medical screening. Use dispensing algorithm as needed.
	Determine what types of treatment or medications may be needed.
	Ensure that all individuals receive appropriate prescription for antibiotics as per treatment protocol.
	Ensure that all individuals are referred for medical consultation or follow-up as per protocol.
	Complete “Staff Use Only” Section of NAPH Form.
	Ensure oncoming Level II Screener is fully briefed and prepared to begin shift. Do not leave your position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area with Volunteer/Personnel Unit Leader.
	Responsibility during Deactivation
	Assist with the packing of work station equipment and supplies.
	Ensure all paperwork is turned in to the Screening Unit Leader.
	Participate in After Action Review meetings and provide necessary documentation.
	Situational Awareness
	Report any suspicious behavior to the nearest security personnel and notify the Screening Unit Leader.
	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the Screening Unit Leader.

Position Checklist – Dispensing Unit Leader

Date _____	Start time _____	End time _____	POD Location _____
Report to:	Operations Section Lead		
Direct reports:	Dispensing Staff		

Dispensing Unit Leader: responsible for dispensing medications to individuals at the POD. Checks level of supplies and notifies pharmacy unit leader when additional supplies are needed. Monitors flow through dispensing and modifies set up as needed. Report to and carry out directives of the Operations Section Lead. Coordinates and supervises Dispensing Staff.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Receive briefing from Operations Section Lead.
	Meet with the Volunteer/Personnel Unit Leader to gather assigned volunteers and Unit Log. Escort volunteers to assigned work location. Request additional staff as needed and enter names on Assignment List. ICS 203
	Meet with staff to discuss: <ul style="list-style-type: none"> • Role of dispensing in this operation (e.g. services you provide, problems you solve) • Specific duties of direct reports. • Facility overview, including locations of specific areas (e.g. stations, restrooms, break-rooms, emergency exits) • Communications protocol
	Ensure that dispensing staff are trained and aware of specific treatments dispensed and protocols.
	Meet with Logistics Section Lead / Pharmacy Unit Lead each ½ hour to determine which tables need to be restocked. Ensure the oral medications and supply materials are available at the dispensing stations.
	Ensure that all prescriptions are filled via prescription form.
	Ensure availability of and distribute drug interaction forms with each prescription.
	Ensure that each individual is dispensed the correct drug and dosage.
	Work with Operations Section Lead to ensure individual flow through the dispensing station and substations
	Provide adequate rest and break periods for station personnel.
	Ensure oncoming Dispensing Unit Leader is fully briefed and prepared to begin shift. Do not leave your position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area with Volunteer/Personnel Unit Leader.
	Responsibility during Deactivation
	Assist with the packing of supplies/equipment at each workstation.
	Ensure that all unused medications have been returned to Pharmacy Unit Leader.
	Ensure all paperwork is turned in to the Planning Section Lead.
	Participate in After Action Review meetings and provide necessary documentation.
	Situational Awareness
	Report any suspicious behavior to the nearest security personnel and notify the Operations Section Lead.
	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the Operations Section Lead.

Position Checklist – Dispensing Staff

Date _____ Start time _____ End time _____ POD Location _____

Report to: Dispensing Unit Leader

Dispensing Staff: Check individual information and properly dispense medications to individuals at POD. Report to and carry out directives of the Dispensing Unit Leader.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Receive briefing from Dispensing Unit Leader.
	Set up dispensing site workstations.
	Check and set up all supplies for dispensing.
	Ensure availability of and distribute drug interaction forms with each prescription.
	Ensure that each individual is dispensed the correct drug and dosage.
	Ensure oncoming Dispensing staff is fully briefed and prepared to begin shift. Do not leave your position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area with Volunteer/Personnel Unit Leader.
	Responsibility during Deactivation
	Assist with packing of workstation medication, equipment and supplies.
	Ensure all paperwork is turned in to the Dispensing Unit Leader.
	Participate in After Action Review meetings and provide any documentation as required.
	Situational Awareness
	Report any suspicious behavior to the nearest security personnel and notify the Dispensing Unit Leader.
	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the Dispensing Unit Leader.

Position Checklist – Exit Monitor Unit Leader

Date _____	Start time _____	End time _____	POD Location _____
Report to:	Operations Section Lead		
Direct reports:	Exit Monitor Staff		

Exit Monitor Unit Leader: Oversee the movement of individuals from the dispensing area, collection of forms, addressing last minute questions, and exiting the facility. Report to and carry out directives of the Operations Section Lead. Coordinates and supervises Exit Monitor Staff.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Receive briefing from Operations Section Lead.
	Meet with the Volunteer/Personnel Unit Leader to gather assigned volunteers and Unit Log. Escort volunteers to assigned work location. Request additional staff as needed.
	Meet with staff to discuss: <ul style="list-style-type: none"> • Role of exiting duties in this operation (e.g. services you provide, problems you solve) • Specific duties of direct reports. • Facility overview, including locations of specific areas (e.g. stations, restrooms, break-rooms, emergency exits) • Communications protocol
	Familiarize self with screening and dispensing process and drug information form.
	Assist with the set-up of the Exit Area and any other areas as requested.
	Ensure that staff is trained and aware of specific diseases, treatments dispensed, side effects, length of treatment, etc.
	Ensure the educational materials are available at the Forms Collection and Exit Education Station.
	Ensure that all paperwork is completed and checked for quality control.
	Ensure that all paperwork is collected as individual leaves POD.
	Procure and have enough copies available to provide a biological agent Fact Sheet and a Frequently Asked Questions sheet for each individual.
	Work with Security Section Lead to ensure individual flow out of the POD.
	Deliver completed documentation to Operations Section Lead.
	Provide adequate rest and break periods for station personnel.
	Ensure oncoming Exit Monitor Leader is fully briefed and prepared to begin shift. Do not leave your position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area with Volunteer/Personnel Unit Leader.
	Responsibility during Deactivation
	Assist with packing of supplies and equipment at each station.
	Ensure that all unused MCMs are packed up and are ready to be picked up.
	Ensure all paperwork is turned in to the Planning Section Lead.
	Participate in After Action Review meetings and provide necessary documentation.
	Situational Awareness
	Report any suspicious behavior to the nearest security personnel and notify the Operations Section Lead.

	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the Operations Section Lead.
--	---

Position Checklist – Exit Monitor Staff

Date _____ Start time _____ End time _____ POD Location _____

Report to: Exit Monitor Leader

Exit Monitor Staff: Collect forms from individual, check for completeness, address last minute questions, and direct them to facility exit. Report to and carry out directives of the Exit Monitor Leader.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Receive briefing from Exit Monitor Leader.
	Assist with the set-up of the Exit Area and any other areas as requested.
	Learn about the specific disease, side effects, prophylaxis dispensed and length of prophylaxis.
	Ensure the educational materials are available at the Forms Collection and Exit Education Station.
	Collect NAPH form and check for accuracy in regards to quality control.
	Collect all paperwork from individuals as they leave the POD; ensure all paperwork it is complete.
	Procure copies to provide a biological agent Fact Sheet and a Frequently Asked Questions sheet for individual in clinic.
	Answer questions regarding disease, medication information, and adverse event reporting.
	Work with Security Unit Team Members to ensure individual flow out of the POD.
	Ensure oncoming Exit Monitor Staff are fully briefed and prepared to begin shift. Do not leave your position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area with Volunteer/Personnel Unit Leader.
	Responsibility during Deactivation
	Assist with packing of workstation equipment and supplies.
	Pack up all unused MCMs.
	Ensure all paperwork is turned in to the Exit Monitor Leader.
	Participate in After Action Review meetings and provide necessary documentation.
	Situational Awareness
	Report any suspicious behavior to the nearest security personnel and notify the Exit Monitor Leader.
	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the Exit Monitor Leader.

Position Checklist – Access and Functional Needs Unit Leader

Date _____	Start time _____	End time _____	POD Location _____
Report to:	Operations Section Lead		
Direct reports:	Mental Health Staff, Physical Support Staff, Transporters		

Special Needs Unit Leader responsible for ensuring psychological and physical support and transport for individuals needing special assistance. Reports to and carries out directives of the Operations Section Lead. Coordinates and supervises Mental Health, Physical Support and Transporter Staff.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Receive briefing from Operations Section Lead.
	Meet with the Volunteer/Personnel Unit Leader to gather assigned volunteers and Unit Log. Escort volunteers to assigned work location. Request additional staff as needed.
	Meet with staff to discuss: <ul style="list-style-type: none"> • Role of special needs unit in this operation (e.g. services you provide, problems you solve) • Specific duties of direct reports. • Facility overview, including locations of specific areas (e.g. stations, restrooms, break-rooms, emergency exits) • Communications protocol
	Ensure that special needs staff stations are set-up with supplies and equipment and ready for use.
	Work with Communications Unit Leader to ensure forms (in multiple languages) are available.
	Ensure that the needs of individuals who speak languages other than English are met. Use multilingual medical phrasebook.
	Ensure wheelchairs are provided for those needing this service.
	Ensure mental health of both staff and public at the POD.
	Notify security of any potential issues (disruptive behavior).
	Request any additional staff through the Operations Section Lead.
	Provide adequate rest and break periods for station personnel.
	Ensure oncoming Special Needs Unit Leader is fully briefed and prepared to begin shift. Do not leave your position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area with Volunteer/Personnel Unit Leader.
	Responsibility during Deactivation
	Assist with the packing of supplies/equipment at each workstation.
	Ensure all paperwork is turned in to the Planning Section Lead.
	Participate in After Action Review meetings and provide necessary documentation.
	Situational Awareness
	Report any suspicious behavior to the nearest security personnel and notify the Operations Section Lead.
	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the Operations Section Lead.

Position Checklist – Mental Health Staff

Date _____ Start time _____ End time _____ POD Location _____

Report to: Access and Functional Needs Unit Leader

Mental Health Staff: Provide Mental Health services to staff and public. Report to and carry out directives of the Access and Functional Needs Unit Leader.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Receive briefing from Special Needs Unit Leader.
	Meet with Special Needs Unit Leader or other Command Staff to plan, project, and coordinate mental health care needs of individuals coming to the POD and POD staff.
	Provide mental health guidance and recommendations to Special Needs Unit Leader based on response needs and potential triggers of psychological effects (trauma exposure, perceived risk to staff and family, restrictions on movement, resource limitations, and information availability).
	Establish an overall mental health treatment plan for the disaster including priorities for mental health response for individuals coming to POD and POD staff; recommended mental health activities/interventions; resources available and needed; and problems to be addressed in the next operational period.
	Coordinate with Special Needs Unit Leader to expand/create a recognized provisional Mental Health Individual Care Area, if necessary.
	Ensure that appropriate mental health standards of care are being followed and mental health needs are being met
	Participate in development of risk communication and public information that addresses mental health concerns.
	Ensure oncoming Mental Health Specialist is fully briefed and prepared to begin shift. Do not leave your position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area with Volunteer/Personnel Unit Leader.
	Responsibility during Deactivation
	Assist with the packing of workstation equipment and supplies.
	Ensure all paperwork is turned in to the Special Needs Unit Leader.
	Participate in After Action Review meetings and provide necessary documentation.
	Situational Awareness
	Report any suspicious behavior to the nearest security personnel and notify the Access and Functional Needs Unit Leader.
	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the Access and Functional Needs Unit Leader.

Position Checklist – Physical Support Staff

Date _____ Start time _____ End time _____ POD Location _____

Report to: Access and Functional Needs Unit Leader

Physical Support Staff: Assist individuals who may need assistance via wheelchair, reading information, gathering information, etc. Report to and carry out the directives of the Access and Functional Needs Unit Leader.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Receive briefing from Special Needs Unit Leader.
	Ensure physical support equipment is available including wheelchairs, multilingual medical phrasebook, etc.
	Provide physical support needs for all individuals including assistance with maneuvering through POD (wheelchair), reading information, gathering materials and medications, etc.
	Ensure oncoming Physical Support Specialist is fully briefed and prepared to begin shift. Do not leave your position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area with Volunteer/Personnel Unit Leader.
	Responsibility during Deactivation
	Assist with the packing of workstation equipment and supplies.
	Ensure all paperwork is turned in to the Special Needs Unit Leader.
	Participate in After Action Review meetings and provide necessary documentation.
	Situational Awareness
	Report any suspicious behavior to the nearest security personnel and notify the Access and Functional Needs Unit Leader.
	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the Access and Functional Needs Unit Leader.

Position Checklist – Translator Staff

Date _____ Start time _____ End time _____ POD Location _____

Report to: Access and Functional Needs Unit Leader

Translator Staff: Provide sign and language translation services to public. Report to and carry out the directives of the Access and Functional Needs Unit Leader.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Receive briefing from Special Needs Unit Leader.
	Prepare Special Services/Interpreter Station to provide both sign and language interpretation services (Use Multilingual Medical Phrasebook).
	Ensure disease and medication information sheets are available in multiple languages.
	Work with greeters and registration staff to identify individuals with language barriers requiring translators.
	Assist with intake forms completion and provide translation as necessary.
	Provide language assistance to public from the Special Services/Interpreter Station or other areas of POD as necessary.
	Identify issues and correct or inform Special Needs Unit Leader if further assistance is required.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area with Volunteer/Personnel Unit Leader.
	Responsibility during Deactivation
	Assist with the packing of workstation equipment and supplies.
	Ensure all paperwork is turned in to the Special Needs Unit Leader.
	Participate in After Action Review meetings and provide necessary documentation.
	Situational Awareness
	Report any suspicious behavior to the nearest security personnel and notify the Access and Functional Needs Unit Leader.
	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the Access and Functional Needs Unit Leader.

Position Checklist – Transport Staff

Date _____ Start time _____ End time _____ POD Location _____

Report to: Access and Functional Needs Unit Leader

Transport Staff: Coordinates transportation and movement of all personnel, including clients of the Dispensing Site to hospitals, clinics, treatment centers, etc. Report to and carry out directives of Access and Functional Needs Unit Leader.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Receive briefing from Special Needs Unit Leader.
	Ensure transportation is available from POD to treatment center.
	Ensure the transfer of those individuals needing additional medical assistance to a treatment center.
	Ensure oncoming Transporter is fully briefed and prepared to begin shift. Do not leave your position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area with Volunteer/Personnel Unit Leader.
	Responsibility during Deactivation
	Ensure the collection of all paperwork is turned in to Special Needs Unit Leader.
	Participate in After Action Review meetings and provide necessary documentation.
	Situational Awareness
	Report any suspicious behavior to the nearest security personnel and notify the Access and Functional Needs Unit Leader.
	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the Access and Functional Needs Unit Leader.

Position Checklist – Planning / Safety / Personnel Lead

Date _____ Start time _____ End time _____ POD Location _____
Report to: POD Manager
Direct Reports: Volunteer/Personnel Unit Leader (if needed)

Planning/Safety/Personnel Lead uses appropriate information to analyze the POD status in order to help determine probable course of events and prepare alternative strategies. Tracks resources. Performs duties of Safety Officer. Performs duties of Volunteer/Personnel Lead. Reports to and carries out the directives of the POD Manager.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station & Obtain ID badge and/or vest.
	Receive briefing from POD Manager.
	Establish Staff Staging Station with Logistics Lead
	Sign in POD workers on ICS 211 form. Determine where Personnel/Volunteers are needed. Direct volunteers to assigned work location. Request additional staff as needed.
	Meet with staff to discuss: <ul style="list-style-type: none"> • Role of planning in this operation (e.g. services you provide, problems you solve) • Specific duties of direct reports. • Facility overview, including locations of specific areas • Communications protocol
	Write down noteworthy activities in the activity section of Unit Log. ICS 214
	Gather documentation generated by the POD, work with the POD Manager and Operations to track activities, POD ICS Structure, analyze the POD situation and provide updates on the POD operations, track resources through logistics
	<i>Perform the duties of the Safety Officer ensuring the safe operation of the POD including:</i> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain Unit Log <input type="checkbox"/> Advise POD Site Manager and Section Leads immediately of any unsafe or security related conditions and provide recommendations to prevent, mitigate, and remove. <input type="checkbox"/> Review sanitation issues as they arise. <input type="checkbox"/> Ensure accidents are investigated and reports are written. <input type="checkbox"/> Authorize the cessation of all operations when unsafe. <input type="checkbox"/> Observe all contacts for signs of stress and inappropriate behavior. <input type="checkbox"/> Report concerns to POD Manager
	Provide adequate rest and break periods for station personnel.
	Ensure oncoming Planning-Safety-Personnel Lead is fully briefed and prepared to begin shift. Do not leave your position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area.
	Responsibility during Deactivation
	Account for all volunteers.
	Assist with packing of supplies and equipment at each station.
	Identify issues specific to the POD for the After Action Report.
	Participate in After Action Review meetings and provide necessary documentation.
	Situational Awareness
	Report any suspicious behavior to the nearest security personnel and notify the POD Manager.
	Report any adverse events, witnessed by POD staff or self-reported by members of the public, to the POD Manager.

Position Checklist – Personnel/Volunteer Unit Leader

Date _____ Start time _____ End time _____ POD Location _____
Report to: Planning Section Lead

Personnel/Volunteer Coordinator: responsible for managing and overseeing all aspects of volunteer and staff participation, including recruitment, induction, and deployment. Report to and carry out directives of Planning Section Lead.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Review POD Flow Diagram for the operations of the POD.
	Receive briefing from Planning Section Lead.
	Coordinate with the Resource Unit to determine where Personnel/Volunteers are needed.
	<p><i>Perform these duties ensuring fluid operation of the POD staffing including:</i></p> <ul style="list-style-type: none"> ▪ Identify any necessary skills and training needs. ▪ Activate personnel/volunteers as necessary. ▪ Coordinate nearby or on-site training Induct convergent (on the scene) volunteers. ▪ Assess, train, and assign volunteers. ▪ Assist volunteers with other special needs. ▪ Maintain Unit/Activity Log <p>ICS Form 214</p>
	Coordinate with Logistics for volunteer meal accommodations.
	Ensure oncoming Personnel/Volunteer Unit Leader is fully briefed and prepared to begin shift. Do not leave your position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area.
	Responsibility during Deactivation
	Account for all volunteers.
	Assist with packing of workstation equipment and supplies.
	Ensure all paperwork is turned over to the Planning Section Lead
	Participate in After Action Review meetings and provide necessary documentation.
	Situational Awareness
	Report any suspicious behavior to the nearest security personnel and notify the Planning Section Lead.
	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the Planning Section Lead.

Position Checklist – Security Section Lead

Date _____ Start time _____ End time _____ POD Location _____
Report to: POD Manager
Direct Reports: Inside Security Leader, Outside Security Leader

Security Section Lead: responsible for supervision and control of inside and outside security of POD and medications. Reports to and carries out the directives of the POD Manager.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Receive briefing from POD Site Manager.
	Meet with the Volunteer/Personnel Unit Leader to gather assigned volunteers and Unit Log. Escort volunteers to assigned work location. Request additional staff as needed.
	Meet with staff to discuss: <ul style="list-style-type: none"> • Role of security in this operation (e.g. services you provide, problems you solve) • Specific duties of direct reports. • Facility overview, including locations of specific areas • Communications protocol
	Review Security Plan for POD site
	Write down noteworthy activities in activity section of the Unit Log. ICS 214
	Ensure that a resource accountability system (personnel and equipment) is established and maintained.
	Arrange for security of equipment and supplies as they arrive at the site.
	Supervise the set-up of the crowd control system (e.g. cones, ropes).
	Position security staff as needed. At a minimum, security is required for these areas: <ul style="list-style-type: none"> • Entrance: Admit authorized personnel and individuals only • Exit: Ensure no unauthorized entry. • Pharmacy: Ensure that individuals have their right hand stamped when they receive the pharmaceuticals.
	Meet with local law enforcement and coordinate issues/efforts.
	Coordinate staff badges/passes as necessary.
	Notify the Safety Officer of any accidents. Identify any security issues and inform the POD Manager.
	Provide adequate rest and break periods for station personnel.
	Ensure oncoming Security Section Lead is fully briefed and prepared to begin shift. Do not leave your position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area. Turn in communications equipment to communications station.
	Responsibility during Deactivation
	Assist with packing of equipment and supplies at each workstation.
	Ensure all records and reports are turned in to the Planning Section Lead.
	Identify issues for the After Action Report.
	Participate in After Action Review meetings and provide necessary documentation.
	Situational Awareness
	Report any suspicious behavior to the POD Manager.
	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the POD Manager.

Position Checklist – Outside Security Unit Leader

Date _____	Start time _____	End time _____	POD Location _____
Report to:	Security Section Lead		
Direct reports:	Outside Security Staff		

Security Outside Unit Leader: responsible for supervision and control of security operations for POD perimeter. Reports to and carries out directives of the Security Section Lead. Coordinate and supervise Outside Security Staff.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Receive briefing from Security Section Lead.
	Meet with the Volunteer/Personnel Unit Leader to gather assigned volunteers and Unit Log. Escort volunteers to assigned work location. Request additional staff as needed.
	Meet with staff to discuss: <ul style="list-style-type: none"> • Role of outside security in this operation (e.g. services you provide, problems you solve) • Specific duties of direct reports. • Facility overview, including locations of specific areas • Communications protocol
	Obtain (or register pre-positioned items) communications equipment (e.g., cell phone, walkie-talkie, agency radio)
	Review Security Plan for POD site
	Write down noteworthy activities in activity section of the Unit Log. ICS 214
	Inform Security Section Leader of any needs/requests prior to start of shift
	Ensure that a resource accountability system (personnel and equipment) is established and maintained.
	Arrange for security of equipment and supplies as they arrive at the site.
	Provide perimeter security and force protection for POD staff
	Position security staff as needed. At a minimum, security is required for these areas: Traffic Management, Crowd Control/Flow, Volunteer/Staff entrance (Authorized Staff/Volunteers only). Roving Security Patrol (Watch for unruly or odd behavior and assist in any areas as required.)
	Meet with local law enforcement and coordinate issues/efforts.
	Coordinate staff badges/passes as necessary.
	Notify the Safety Officer of any accidents. Identify any security issues and inform the Security Section Lead.
	Provide adequate rest and break periods for station personnel.
	Ensure oncoming Security Outside Unit Leader is fully briefed and prepared to begin shift. Do not leave your position until a replacement has arrived.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area.
	Responsibility during Deactivation
	Assist with packing of supplies/equipment at each workstation.
	Ensure all paperwork is turned into the Planning Section Lead.
	Participate in After Action Review meetings and provide necessary documentation.
	Situational Awareness
	Report any suspicious behavior to the Security Section Lead.
	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the Security Section Lead.

Position Checklist – Outside Security Staff

Date _____ Start time _____ End time _____ POD Location _____

Report to: Outside Security Unit Leader

Outside Security Staff will provide security for the POD perimeter. Reports to and carries out directives of the Inside Unit Leader.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Obtain (or register pre-positioned items) communications equipment (e.g., cell phone, walkie-talkie, agency radio)
	Review Security Plan for POD site
	Receive briefing from Security Outside Unit Leader.
	Ensure that the accountability system is understood.
	Maintain Logs as required. ICS 214
	Arrange for security of equipment and supplies as they arrive at the site.
	Provide perimeter security and force protection for POD staff
	Deployed as needed to: <ul style="list-style-type: none"> • Traffic Management • Crowd Control/Flow • Volunteer/Staff entrance - Authorized Staff/Volunteers only. • Roving Security Patrol – Watch for unruly or unusual behavior and assist in any areas as required
	Meet with local law enforcement and coordinate issues/efforts.
	Coordinate staff badges/passes as necessary.
	Notify the Safety Officer of any accidents. Identify any security issues and inform the Outside Unit Leader.
	Ensure oncoming Medications Security is fully briefed and prepared to begin shift. Do not leave your position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area with Volunteer/Personnel Unit Leader. Turn in communications equipment to communications station.
	Responsibility during Deactivation
	Ensure all records and reports are turned in to the Security Outside Unit Leader.
	Identify issues for the After Action Report.
	Participate in After Action Review meetings and provide necessary documentation.
	Situational Awareness
	Report any suspicious behavior to the Security Section Lead.
	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the Security Section Lead.

Position Checklist – Inside Security Unit Leader

Date _____	Start time _____	End time _____	POD Location _____
Report to:	Security Section Lead		
Direct Reports:	Inside Security Staff, Medication Security Staff		

Inside Security Unit Leader responsible for supervision and control of internal security operations for the POD. Reports to and carries out directives of Security Section Lead. Coordinate and supervise Inside and Medication Security Staff.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station & Obtain ID badge and/or vest
	Receive briefing from Security Section Lead.
	Meet with the Volunteer/Personnel Unit Leader to gather assigned volunteers and Unit Log. Escort volunteers to assigned work location. Request additional staff as needed.
	Meet with staff to discuss: <ul style="list-style-type: none"> • Role of inside and medication security in this operation • Specific duties of direct reports. • Facility overview, including locations of specific areas • Communications protocol
	Obtain (or register pre-positioned items) communications equipment
	Review Security Plan for POD site
	Write down noteworthy activities in activity section of the Unit Log. ICS 214
	Inform Security Section Leader of any group needs/requests prior to start of shift
	Ensure that a resource accountability system (personnel and equipment) is established and maintained.
	Arrange for security of medications/supplies as they arrive at the site.
	Provide internal security and force protection for POD staff
	Position security staff as needed. At a minimum, security required for: <ul style="list-style-type: none"> • Entrance: Admit authorized personnel and individuals only • Exit: Ensure no unauthorized entry. • Roving Patrols looking for unruly or odd behavior/maintain flow • Pharmacy: Ensure that individuals have their documentation
	Coordinate staff badges/passes as necessary.
	Notify the Safety Officer of any accidents. Identify any security issues and inform the Security Section Lead.
	Provide adequate rest and break periods for station personnel.
	Ensure oncoming Security Inside Unit Leader is fully briefed and prepared to begin shift. Do not leave your position until a replacement has arrived.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area. Turn in communications equipment to communications station.
	Responsibility during Deactivation
	Assist with packing of supplies/equipment at each workstation.
	Ensure all paperwork is turned into the Planning Section Lead.
	Participate in After Action Review meetings and provide necessary documentation.
	Situational Awareness
	Report any suspicious behavior to the Security Section Lead.
	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the Security Section Lead.

Position Checklist – Medications Security Staff

Date _____	Start time _____	End time _____	POD Location _____
Report to: Inside Security Unit Leader			

Medication Security Staff: responsible for protecting the medications at the POD for movement in and out of the POD as well as in storage. Reports to and carries out the directives of the Inside Security Unit Leader.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Obtain (or register pre-positioned items) communications equipment (e.g., cell phone, walkie-talkie, agency radio)
	Receive briefing from Inside Unit Leader.
	Review Security Plan for POD site.
	Inform Inside Unit Leader of any needs/requests prior to start of shift
	Ensure that a resource accountability system (personnel and equipment) is established and maintained.
	Arrange for security of medications/supplies as they arrive at the site.
	Provide internal security and force protection for Medication/Pharmacy.
	Medication security staff could be assigned to these areas: <ul style="list-style-type: none"> • Entrance: Admit authorized personnel and individuals only • Pharmacy Storage: Secure Medication Storage Room
	Meet with local law enforcement and coordinate issues/efforts.
	Coordinate staff badges/passes as necessary.
	Notify the Safety Officer of any accidents. Identify any security issues and inform the Security Inside Unit Leader.
	Ensure oncoming Medications Security is fully briefed and prepared to begin shift. Do not leave your position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area with Volunteer/Personnel Unit Leader.
	Responsibility during Deactivation
	Pack supplies and equipment at workstation.
	Ensure all records and reports are turned in to the Security Inside Unit Leader
	Identify issues for the After Action Report.
	Participate in After Action Review meetings and provide necessary documentation.
	Situational Awareness
	Report any suspicious behavior to the Inside Security Unit Leader.
	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the Inside Security Unit Leader.

Position Checklist – Inside Security Staff

Date _____ Start time _____ End time _____ POD Location _____

Report to: Inside Unit Leader

Inside Security Staff will provide security for the POD interior. Reports to and carries out directives of the Inside Security Unit Leader.

X	Responsibility during Operation
	Sign in on the Sign-In Log at the Staff Staging Station.
	Obtain ID badge and/or vest.
	Obtain (or register pre-positioned items) communications equipment (e.g., cell phone, walkie-talkie, agency radio)
	Review Security Plan for POD site
	Receive briefing from Security Inside Unit Leader.
	Ensure that the accountability system is understood.
	Maintain Logs as required. ICS 214
	Provide internal security and force protection for POD staff
	Position security staff as needed. At a minimum, security is required for these areas: <ul style="list-style-type: none"> • Entrance: Admit authorized personnel and individuals only • Exit: Ensure no unauthorized entry. • Roving Patrol – Watch for unruly or unusual behavior and assist in any areas where required.
	Meet with local law enforcement and coordinate issues/efforts.
	Coordinate staff badges/passes as necessary.
	Notify the Safety Officer of any accidents. Identify any security issues and inform the Inside Unit Leader.
	Ensure oncoming Inside Security Staff is fully briefed and prepared to begin shift. Do not leave your position until a replacement has physically been provided.
	End of shift or clinic, sign out on Log and turn in badge/vest/ in Staff Staging Area. Turn in communications equipment to communications station.
	Responsibility during Deactivation
	Ensure all records and reports are turned in to the Security Inside Unit Leader.
	Identify issues for the After Action Report.
	Participate in After Action Review meetings and provide any documentation, as required.
	Situational Awareness
	Report any suspicious behavior to the Inside Security Unit Leader.
	Report any adverse events, either witnessed by POD staff or self-reported by members of the public, to the Inside Security Unit Leader.