



Medical Emergency Distribution System - Point of Dispensing (POD) Operations Section Chief Job Action Sheet

OPERATIONS

MISSION: TO OVERSEE AND IMPLEMENT POD OPERATIONS ADJUSTING FLOW AS NECESSARY TO MAXIMIZE EFFICIENCY AND OUTPUT

REPORTS TO: POD COMMANDER

SUPERVISES: SECURITY & TRAFFIC, DISPENSING, MEDICAL, GENERAL, VACCINATION, AND INVENTORY MANAGEMENT GROUP SUPERVISORS

EQUIPMENT: IDENTIFICATION VEST; CELLULAR TELEPHONE; APPROPRIATE 2-WAY RADIO; POD MAPS & FLOW CHARTS; ICS-204 ASSIGNMENT LIST

POD ACTIVATION

- Become familiar with POD location, flow and all POD functions at least 1 hour before staff are expected to arrive.
- Read this entire JAS and don ICS vest and proper identification
- Receive initial briefing from POD Commander & Review POD guidance from HEALTH
- With Resources unit leader complete ICS-204 Assignment lists for each branch, division, group or staging area
- Familiarize self with job duties of all staff in POD and Initial Incident Action Plan
- Receive status report from municipal leadership and discuss first operational period actions
- Set up for dispensing of medical countermeasures to POD staff and their families, as well as first responders, BEFORE the POD opens to the public
- Brief Command staff on the goals and tasks of the POD

POD OPERATIONS

- Make initial communications with both local EOC (if applicable) and the State Emergency Operations Center (SEOC) by redundant communication methods
- Ensure the POD is set-up and ready to handle patients, both logistically and from a security standpoint
- Troubleshoot difficulties and bottlenecks during POD operations and solve problems as they arise
- Assist the PIO with information for media inquiries
- Provide updates to POD Commander periodically
- Arrange for all Operations Group Supervisors to take breaks
- Hold command staff meetings periodically
- Ensure SMEs are utilized for all medical and pharmaceutical questions

POD DEMOBILIZATION

- Close site to the public as directed by POD Commander in consultation with HEALTH
- Cleanup operation and command areas
- Attend hotwash
- Identify operation issues for after-action report



