

## **JOB ACTION SHEET ASSISTANT POD MANAGER**

**Position title:** POD Assistant Manager

**Job classification code required:**

**Required Job Skills:**

**Module:** Disease Containment Branch

**You report to:** POD Manager

**You supervise (if activated):** N/A

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### **Mission**

To help coordinate and oversee the operations of one POD including various activities such as POD setup, operations including triage, screening and dispensing, POD teardown, and requests for logistics or communications support. The Assistant POD Manager provides guidance, and serves as a resource for all staff within the group.

### **Initial Actions**

- Sign-in to Staff Roster.
- Report to and receive assignment from your supervisor.
- Put on picture ID badge and vest (if provided).
- Read entire Job Action Sheet.
- Introduce self to all staff assigned to team.
- Alert supervisor if you are unable to perform any of the duties in the Job Action Sheet. Clarify any questions or concerns with assigned supervisor prior to starting work.
- Familiarize self with the work station and resources including:
  - Physical layout of the work space (e.g. emergency exits, bathrooms).
  - If assigned, check workstation phone and computer.
  - Obtain needed office supplies (paper, pens, etc.).
  - If assigned DPH 800 MHz radio, turn on radio to assigned channel.
  - If assigned, check pager and cell phone.
- Establish and maintain a Job Action Log that chronologically describes your actions during your shift.
- Review message form instructions, if provided.

### **Specific Job Actions**

- Help assume management of site
- Review site plans in site playbook
- Help oversee clinic set-up as possible
- With POD Manager, convene meeting and establish regular reporting schedule and lines of communication for POD Command Team (yourself, Safety Officer, Operations Chief, and Logistics Chief)
- Familiarize self with all areas in clinic
- Help coordinate POD activities

- Assist with communicating objectives and work strategies to the Operations Chief, Logistics Chief, and Safety Officer
- Coordinate with the POD Manager to supply any needed information or data on a regular basis to the POD Area Manager, and higher levels of Command
- Monitor products (such as throughput estimates and wait times) and help evaluate work processes of the POD; assist with changes if necessary
- Help field logistics requests from the Operations Chief, Logistics Chief and Safety Officer, and pass them onto the POD Area Manager as necessary
- Communicate with other members of the POD Command Team as frequently as appropriate (help determine information and feedback systems—frequency and method of communication)
- Act as point person for all matters related to the media at the POD, including providing media tours of the POD and answering questions of the media (within the scope of authority designated by the Public Information Officer)
- Liaise with representatives from other agencies such as security personnel, and parking and traffic personnel as needed
- Help ensure overall compliance with POD operations and logistics protocols
- The department-wide disaster response radio channel is **A-2**. Additionally, another channel may be assigned to the Mass Prophylaxis Response.
- In the event that all established methods of communication fail, use the phone in the nearest police call box. To get an outside line, dial “9” followed by the number.
- For those people with radios who come onto DPH Net after the first hour following the incident (such as POD managers) it is necessary to take the initiative to contact DPH Net. When sending communications, especially on the radio, use plain English, keep messages short and precise, and minimize airtime.
- If you encounter problems with communications, contact the Logistics Branch Chief at the DOC

### **Conclusion of Work Shift Actions**

- Complete all required forms, reports, and other documentation and give to supervisor.
- Sign out and log the hours worked during the response
- Clean up your work area before you leave
- Leave a phone number where you can be reached.
- Brief on-coming staff at shift change on specific job position duties. Ensure that ongoing activities are identified and that follow-up requirements are known before you leave your workstation.