

**JOB ACTION SHEET
POD IN/OUT/FLOW LEAD**

Position title: POD In/Out/Flow Lead

Job classification code required:

Required Job Skills:

Module: Disease Containment Branch

You report to: Logistics Chief,

You supervise (if activated): N/A

Mission

To maintain needed communications; to provide systems and support to send, receive and convey messages internally and externally.

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

- Familiarize self with other areas in clinic
- Maintain needed communications
- Provide communications support and/or training as needed to POD Manager and designated users of communications equipment
- Send, receive and convey messages internally and externally between appropriate staff
- Maintain a communications easel showing messages to and from outside the clinic, including:
 - Time of message
 - Who from
 - Who to
 - Subject matter
 - Response needed if any

- Response made
- Time of response
- Maintain and operate 800 MHz radio
- Give Logistics Chief feedback about what is working well and what is not working well
- Keep track of problems you had or unanticipated decisions you had to make, and how you resolved them, on your Job Action Log.
- Solicit feedback from those you are working with about what is working and what is not, and suggest changes as necessary
- 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 communications lead and monitors) 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.

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