

**JOB ACTION SHEET
POD LOGISTICS CHIEF**

Position title: PODLogistics Chief

Job classification code required:

Required Job Skills:

Module: Disease Containment Branch

You report to: POD Manager

You supervise (if activated): N/A

Mission

To oversee all aspects of POD logistics, including supplies, personnel, communications and facilities.

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

- Oversee and coordinate logistics activities in the POD
- Assist with communicating objectives and work strategies to the Supplies Lead, Personnel Lead, Communications Lead and Facilities Lead (Logistics Area Leads)
- 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 status of logistics resources and requests
- Field logistics requests from the Logistics Area Leads and Operations Chief, and pass them onto the POD Manager as necessary
- Fulfill logistics requests and delegate the fulfillment of requests to appropriate Logistics Area Leads

- Liaise with personnel from other agencies as well as logistics personnel at the IDER Group to ensure logistics requests are filled
- Communicate with other members of the POD Command Team as frequently as appropriate (help determine information and feedback systems—frequency and method of communication)
- Keep track of problems you had or unanticipated decisions you had to make, and how you resolved them on your Job Action Log.

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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