

JOB ACTION SHEET POD MANAGER

Position title: POD Manager

Job classification code required:

Required Job Skills:

Module: Disease Containment Branch

You report to: Mass Prophylaxis Group Supervisor

You supervise (if activated): N/A

Mission

To coordinate and oversee a set of PODs geographically located near one another in their various activities such as POD setup and dispensing oversight, assigning, training, deploying and tracking staff, and requesting logistics support. To provide guidance, and serve 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

- Coordinate POD (or Staff Staging Area) activities
- Communicate objectives and work strategies to the POD Managers
- Coordinate with the Mass Prophylaxis Group Supervisor to supply any needed information or data on a regular basis to the Disease Containment Branch Director, and higher levels of Command
- Monitor products (such as throughput estimates and wait times) and help evaluate work processes of the Mass Prophylaxis Group; suggest changes if necessary

- Field logistics requests from POD (or Staff Staging Area) Managers, and pass them onto the Mass Prophylaxis Commander as necessary
- Communicate with POD Managers (or Staff Staging Area Manager) as frequently as appropriate (determine information and feedback systems—frequency and method of communication)
- Communicate with other POD Area Managers on a regular basis
- 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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