

**As a POD Manager you:**

Report to the All POD Coordinator

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Those who Report to you are

Security Lead: \_\_\_\_\_

Planning Chief: \_\_\_\_\_

Operations Chief: \_\_\_\_\_

Logistics Chief: \_\_\_\_\_

Public Information Contact:  
\_\_\_\_\_

You wear a white vest so that people  
can recognize you



*Forms to familiarize yourself with:*

**ICS 201**—Make sure this is completed by the end of your shift to pass on to the next POD Manager

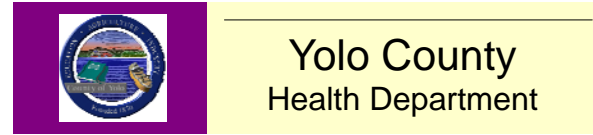
**ICS 202**-Fill this out at the beginning of your shift to help keep you on track with your goals

**ICS 204**-This form helps you to keep track of resources during your shift (give it to the next POD Manager)

**ICS 213**-This is a form you can give to a runner to get a message to any of the people who report to you

**ICS 214**-This is a place to record anything you do so that the next POD Manager can keep informed of steps that have already been taken

**Shift Schedule**-This is a Worksheet which has been provided to you for the ease of planning breaks, lunches, arrival, and departure times



**Quick Reference  
Guide**

***POD Manager***

Yolo County  
Health Department

Investing in our  
Community's Future

137 North Cottonwood Street  
Woodland, CA 95695  
Phone: 530-666-8645  
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# POD Opening

**Job Description:** The POD Site Manager (Incident Commander) is responsible for all aspects of the POD Site Dispensing Plan.

## Upon Activation:

- Receive briefing from All POD Manager & sign in on the Sign-In Log at the Staff Staging Station. Obtain ID badge and/or vest.
- Review entire Job Action Sheet and layout of POD.
- Report to POD Command Center to begin shift.
- Meet with command staff and (Distribute Job Action Sheets).
- Ensure all POD Command Staff have signed in and are wearing appropriate vests/badges for identification.
- Establish POD Organizational and Operational Procedures:
  - ⇒ Establish chain-of-command and performance expectations.
  - ⇒ Address any questions, problems, or concerns.
  - ⇒ Ensure that staff is prepared.
- Establish interface with All POD Manager.
- Establish operational period and work Station coverage.

## On-Site Operations:

- Prepare a briefing statement:
  - ⇒ Mission as assigned by the All POD Manager
  - ⇒ Latest event information and environmental conditions
  - ⇒ Pertinent or unique cultural or local considerations
  - ⇒ Shift considerations and transition instructions to oncoming staff
  - ⇒ Problem solving process
- Conduct a walk-through inspection.
- Schedule Command Staff briefing(s)
- Maintain Unit Log.
- Direct PIO Officer to brief officials and media, as appropriate.
- Monitor operations and make appropriate modifications as needed.
- Ensure oncoming manager is fully briefed and prepared to begin shift.

Observe all staff for signs of stress and inappropriate behavior.

**Immediately notify safety and security staff of any accidents or injuries to staff volunteers, patients, and others. Assist in the recording off all information pertaining to any incident/accident. Report any Incidents**

## Deactivation Phase:

- Prepare and review the Demobilization Plan with Command Staff as the end of clinic operation becomes eminent.
- End of shift or clinic, sign out on Log and turn in badge/vest in Staff Staging Area.
- Ensure that all records and reports are turned in to the appropriate official(s).
- Conduct exit interviews with your direct reports and appropriate local officials.
- Ensure that an After Action Review occurs and is documented.
- Participate in After Action Review meetings, as required.

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