



JOB ACTION SHEET

Primary Coordinator

Reports to	Emergency Operation Center (EOC), Emergency Coordination Center (ECC), or the local department of public health Incident Command Center
Goal	To organize and direct all Closed POD site operations and assure communication with the EOC, ECC, or the local department of health Incident Command Center
Qualifications	Extensive supervisory experience, strong communication, organizational, and leadership skills
Materials and Equipment	Closed POD Plan, Command Coordinator vest, ID, pens, pencils, clipboard, radio
Assigned area	All Closed POD areas

INITIAL ACTIONS

- Read this entire **Job Action Sheet**.

Notification

- Receive **Notification** from the local Department of Health (**DOH**). Confirm receipt of message. Acknowledge an emergency is underway.
- Review the **Closed POD Plan**.
- Ask Closed POD **Command Team** to stand-by, monitor their electronic devices, and be ready for further instructions (e-mail, text or phone).
- Determine actual number of hotel **recipients**. Take a count based on associates and their families, hotel guest registration, special function guests, and in-house vendors/contractors and their families.
- Give the DOH an exact number of required **medication dosages**.

Activation

- Receive a second alert message from the local DOH signaling Closed POD **Activation**. Acknowledge activation by sending a confirmation message to your hotel headquarters and the DOH.
- Ask the Command Team to report in.
- Ask the Command Team to recruit Volunteers.
- Give the Command Briefing to your Command Team and hand out **Job Action Sheets**.
- Receive the DOH's notification of the medication delivery schedule.

Continued

- Upon delivery, accept the medication from the DOH.
- Provide confirmation to the DOH that your hotel has received its medication.
- If the DOH does not send word to activate within four hours of the declared emergency, contact them.

Command Briefings and Set-up

- Report to **staging area**. Sign in, put on **vest** and ID.
- Until the Human Resources Coordinator arrives, help a Volunteer to sign-in incoming Volunteers.
- Set up in the designated **Command Post**.
- Monitor ballroom dispensing set-up per the **layout design**.
- Complete the **Medication Screening Form**.
- Make sure that all Closed POD Volunteers and Command Coordinators have completed their Medication Screening Forms and have taken their first dose of medication.
- Give the **Command Briefing** to all volunteers.
- Confirm with Command Coordinators that all stations are ready.

Medication and Closed POD Opening

- Prior to opening the Closed POD to recipients, report to the **ballroom dispensing area**.
- Receive medication from the Dispenser. Take your first dose immediately.
- Open the Closed POD to **recipients**.

ONGOING TASKS

- As needed, communicate with the DOH.
- Receive inventory report from the Logistics Coordinator.
- If you expect any deliveries, notify the Security Coordinator.
- Work with the Human Resources Coordinator to watch Volunteers and Command Coordinators for fatigue and/or stress.
- Work with the Security Coordinator to make sure that all areas of the Closed POD are safe and secure.
- Work with the Logistics Coordinator to fix any **bottlenecks** in the **queue**.
- Work with the Security Coordinator to help any **symptomatic** recipient get to a medical facility.
- Report incremental medication inventory status to the Incident Command Center (at 75%, 50%, and 25% of remaining inventory).
- Troubleshoot problems and issues as they arise.

- Receive updates from DOH on the status of the **public health emergency**. Share the information with Command Team.
- Serve as point of contact for media.

STAND DOWN

- Receive the DOH's notification to **stand-down**. Give the stand-down cue to the Command Team.
- Document all protocol changes made during the operation.
- When operations end, lead a volunteer debriefing.
- Return all equipment and unused supplies.
- Sign out.
- Complete and After Action Report/Improvement Plan and send to DOH
- Update dispensing plan based on After Action Report/Improvement Plan. Send revised copy to DOH.