



## JOB ACTION SHEET

## Primary Coordinator

<b>Reports to</b>	Emergency Operation Center (EOC), Emergency Coordination Center (ECC), or the local department of public health Incident Command Center
<b>Goal</b>	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
<b>Qualifications</b>	Extensive supervisory experience, strong communication, organizational, and leadership skills
<b>Materials and Equipment</b>	Closed POD Plan, Command Coordinator vest, ID, pens, pencils, clipboard, radio
<b>Assigned area</b>	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.

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- ☐ 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.