



## JOB ACTION SHEET

## Security Coordinator

Reports to	Primary Coordinator
Goal	To organize and direct staff responsible for Closed POD safety and security, and assure communication with the Primary Coordinator
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**.
- ☐ Make sure the loading dock is secure to transfer medication from the local Department of Health (**DOH**).
- ☐ Establish a **protective perimeter** for medication transfer.
- ☐ Understand **identification system** to make sure the **Closed POD** is secure.
  - If picking up medication from the local distribution site:
    - Take an authorization letter.
    - Make sure you have a clear map to the site.
    - Take a state or federal photo ID.
    - Verify the quantities of medication and Patient Information Packets.
    - Transport medication directly back to the Closed POD without making any additional stops.
  - If receiving medication from the local distribution site, when the medication arrives:
    - Show identification.
    - Complete the Medical Material Transfer form.
    - Take an inventory and verify quantities of medication and Patient Information Packets.
    - Sign to accept the delivery.
- ☐ Make sure the storage area for the incoming **medication** is secured.
- ☐ Secure medication in the designated **storage area**.

### Command Briefings and Set-up

- ☐ Report to the **staging area**.
- ☐ Sign in to the Closed POD, put on **vest** and ID.

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- ☐ Complete a **Medication Screening Form**.
- ☐ Make sure all Closed POD **Volunteers** and **Command Coordinators** wear vests and display their IDs.
- ☐ Take part in the Closed POD **Command Briefing** to all POD Volunteers.
- ☐ Give a safety briefing to all Closed POD Volunteers.
- ☐ Give a Command Briefing to Security and Queue Control Volunteers.
- ☐ Hand out Job Action Sheets to Security and Queue Control Volunteers.
- ☐ Assign Security Volunteers to Closed POD operations areas and assign tasks.

### **Medication**

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

### **ONGOING TASKS**

- ☐ Set up routine rounds for security checks. Report concerns to the Closed POD Primary Coordinator.
- ☐ Create a list of current phone and radio numbers for internal radio communications. Hand out this list to Volunteers and Command Coordinators.
- ☐ Create a communications plan explaining the use of telephone numbers, radio frequencies, etc. Hand out this list to Volunteers and Command Coordinators.
- ☐ Hand out radios to Closed POD Volunteers. Review radio protocols.
- ☐ Tell Volunteers to report all hazards and unsafe conditions.
- ☐ Explain risk management issues.
- ☐ Make sure all POD Volunteers and Command Coordinators follow internal health and safety procedures.
- ☐ Watch Volunteers and Command Coordinators for signs of fatigue or stress. Report persons with visible signs to the Primary Coordinator.
- ☐ Lead accident investigations and document observations. Follow your standard company procedure.
- ☐ As necessary, manage crowd control.
- ☐ Monitor the **queue** for **bottlenecks** and potential disorder. As needed, help Queue Control Volunteers.
- ☐ Address any incidents that occur while the Closed POD is **activated**.
- ☐ Should there be an emergency, such as an adverse reaction to medication or a serious disruption, follow your company's standard procedure. Also, contact your **Incident Command Center's** emergency control center to report the incident.
- ☐ Respond to any adverse reactions. Follow your company's standard procedure.

- ☐ Give a Command Briefing to new Volunteers when shifts change.
- ☐ Help any **symptomatic** recipient get to a medical facility. Follow internal policy and procedure for guest and/or employee illness.

## STAND DOWN

- ☐ When you receive **stand-down** notification, give your Volunteers a verbal cue to stand-down.
- ☐ When operations end, take part in the volunteer debriefing.
- ☐ Collect radios from the Closed POD Volunteers and Command Coordinators.
- ☐ Return all equipment and unused supplies.
- ☐ Secure all unused medication in storage area.
- ☐ Sign out.