



JOB ACTION SHEET

Logistics Coordinator

Reports to	Primary Coordinator
Goal	To organize and direct staff responsible for setting up and maintaining the Closed POD 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**.
- ☐ Hand out **vests** to incoming **volunteers**.

Command Briefings and Set-up

- ☐ Report to the **staging area**.
- ☐ Sign in to the Closed POD, put on **vest** and ID.
- ☐ Complete a **Medication Screening Form**.
- ☐ Take part in the Closed POD **Command Briefing** to all POD volunteers.
- ☐ Give the Command Briefing to Maintenance, Runner, and Food Service Provider Volunteers.
- ☐ Hand out Job Action Sheets to Maintenance, Runner, and Food Service Provider Volunteers.
- ☐ Direct **ballroom dispensing area** set-up according to the **layout design**.
- ☐ Get all supplies, materials, signs, and equipment from storage.
- ☐ Make sure all communication equipment has been set up, tested, and works correctly.
- ☐ Apply appropriate signage for the **Closed POD**.
- ☐ Confirm that the actual delivered medication (from the local Department of Health) matches the paperwork (signed by the Security Coordinator).
- ☐ Divide initial stock into four equal parts so that inventory can be easily counted at 100%, 75%, 50%, and 25%.
- ☐ Stock Greeter, Screener, and Dispenser stations with adequate supplies and materials.

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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

- ☐ Monitor all areas of the Closed POD operations for safety and cleanliness.
- ☐ Make sure food and beverages are available to all Closed POD volunteers.
- ☐ Make sure there are constant supplies available for all stations.
- ☐ Make sure there are enough tables and chairs, as indicated in the ballroom dispensing layout design diagram. If there is a need for more chairs and tables, supply them. Report all changes to the Primary Coordinator.
- ☐ Adjust the ballroom dispensing area layout as needed to ensure a constant **flow** of people and medicine.
- ☐ If you make or authorize any changes to the dispensing area layout or flow, inform the Primary Coordinator.
- ☐ Report inventory status to Primary Coordinator at 75%, 50%, and 25%.
- ☐ Give a Command Briefing to new Volunteers when shifts change.

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.
- ☐ Reconcile remaining medication with the initial inventory count to determine actual units of dispensed medication.
- ☐ Return all unused supplies and materials to storage.
- ☐ Remove all signage. Return signs to storage.
- ☐ Report supplies and materials that need to be refilled to the Primary Coordinator.
- ☐ Make sure that the facility is returned to its original set-up.
- ☐ Sign out.