



JOB ACTION SHEET

Runner

Position assigned to	Volunteer
Reports to	Logistics Coordinator
Goal	Make sure all Volunteers and Command Coordinators have appropriate supplies, and as needed direct recipients to the next step in the dispensing area
Qualifications	No special qualifications needed
Materials and Equipment	Volunteer vest, ID
Assigned area	All Closed POD areas

INITIAL ACTIONS

- ☐ Read this entire **Job Action Sheet**.
- ☐ Study and understand the ballroom dispensing **layout design**.

Command Briefings and Set-up

- ☐ Report to the **staging area**.
- ☐ Sign in, put on **vest** and ID.
- ☐ Complete a **Medication Screening Form**.
- ☐ Take part in the Closed POD **command briefing** to all **volunteers**.
- ☐ Take part in the Logistics command briefing to Maintenance, Food Service Provider, and Runner Volunteers.
- ☐ Notify the Logistics Coordinator when you have set up and are ready.

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

- ☐ Make sure that Greeters have a constant supply of clipboards, pens, and pencils.
- ☐ As needed, refill the supply of Medication Screening Forms.
- ☐ As needed, refill the supply of **Patient Information Packets**.

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- ☐ Make sure Dispensers have an adequate stock of medication. When they get down to 10%, tell Logistics Coordinator so they can be resupplied.
- ☐ As recipients and Dispensers finish using their pens and clip boards, return them to the Greeters.
- ☐ As needed, direct recipients to the next stage in the dispensing area.
- ☐ As needed, carry messages between Closed POD Volunteers and Command Coordinators.
- ☐ Notify the Logistics Coordinator of any safety or security issues.
- ☐ Notify the Logistics Coordinator of any maintenance or clean up issues.
- ☐ Notify the Logistics Coordinator if any materials or supplies are running low.
- ☐ If feeling fatigued or stressed, report to the Logistics Coordinator.

END OF SHIFT

- ☐ Receive approval from the Logistics Coordinator to end your shift.
- ☐ Fully inform your replacement before leaving. Pass on the information from your command briefing and give him/her a status update.
- ☐ Make sure your replacement has all necessary materials and supplies.

STAND DOWN

- ☐ Receive approval from Logistics Coordinator to **stand-down**.
- ☐ Gather all unused materials and supplies. Return them to Logistics Coordinator.
- ☐ When operations end, take part in the volunteer debriefing.
- ☐ Return your vest to the staging area.
- ☐ Sign out.