



# Closed POD Planning Kit

## Signage Guidelines

### Signage – An Important Detail

- ✓ Complete signage is essential to help you direct crowd-flow in a Closed POD. Activation plans should allow adequate time and staff to assemble and place all signs before the Closed POD opens.
- ✓ The **Logistics Coordinator** is responsible for placing the signs and should be familiar with the signs and where they are to be placed.
- ✓ PDF files for the signs illustrated in the table below—already sized to the stated dimensions and ready to print—have been provided for you in a sub-folder of the Closed POD Planning Kit's **Closed POD Operations** folder.







### Signage Suggestions




- ✓ Have white-boards and markers available for unforeseen signs, along with basic supplies such as scissors, sturdy tape, permanent markers and blank paper for making and hanging impromptu signs.
- ✓ Laminate signs with heavy laminate or mount them on foam core to make them stable and durable.
- ✓ Know ahead of time how you will display signs: using PVC pipe holders, metal holders, easels, etc., and be sure you have enough of these supplies.
- ✓ It is also advisable to stock zip ties for hanging some of the larger signs.

Text	Size	Sample Image
Medication Center (banner)	8' x 3'	
Entrance	22" x 28"	

Text	Size	Sample Image
<b>No Entrance</b>	28" x 22"	
<b>Medication Center</b> ✓ Free medicine—large supply ✓ We are here to help ✓ Four simple steps	22" x 28"	
<b>Anthrax Message</b> ✓ Anthrax is not passed from person to person ✓ You cannot catch it from someone else	22" x 28"	
<b>Anthrax Symptoms</b> If you have recently developed the following symptoms, go to the hospital now: Fever                      Weakness Cough                      Difficulty Breathing Headache                  Chest Discomfort Chills	22" x 28"	

Text	Size	Sample Image
<b>Four Simple Steps</b> ✓ Fill Out Form ✓ Show Form ✓ Pick Up Medicine ✓ Turn In Form & Exit	22" x 28"	
<b>Step 1: Fill Out Form</b>	36" x 48"	
<b>Step 2: Show Form</b>	36" x 48"	
<b>Please Wait</b>	14" x 11"	

Text	Size	Sample Image
<b>Step 3: Pick Up Medicine</b>	36" x 48"	 <p>Step 3: </p> <p><b>Pick Up Medicine</b></p> <p>Recoja el medicamento Получите лекарство Lãnh Thuốc 取藥</p>
<b>Step 4: Turn In Form &amp; Exit</b>	36" x 48"	 <p>Step 4: </p> <p><b>Turn In Form &amp; Exit</b></p> <p>Entregue el formulario y salga Верните форму и уходите Nộp Đơn &amp; Đi Ra 遞交表格並退出</p>
<b>Thank you for your cooperation</b> <ul style="list-style-type: none"> <li>✓ Read and follow your medication handout.</li> <li>✓ Regularly check for updates (radio, TV, newspaper, Internet).</li> <li>✓ Call area hotlines for more information.</li> </ul>	22" x 28"	 <p><b>Thank you for your cooperation</b></p> <ul style="list-style-type: none"> <li>• Read and follow your medication handout.</li> <li>• Regularly check for updates (radio, TV, newspapers, Internet).</li> <li>• Call area hotlines for more information.</li> </ul>
<b>Exit</b>	28" x 22"	 <p><b>Exit</b></p> <p>Salida    Đi Ra Уйти    出口</p>

Text	Size	Sample Image
No Exit	28" x 22"	
Arrow	28" x 22"	
Any staff person wearing a vest can assist you.	28" x 22"	
Break/Staging Room – Staff Only	28" x 22"	