



BRIEFING Logistics Coordinator

Estimated Time

- 10 minutes to prepare
- 10 – 15 minutes to deliver

Materials

- Maintenance, Food Service, and Runner Job Action Sheets
- Ballroom layout design diagram
- Medication Screening Form (if available)
- Patient Information Packet (if available)

GOAL

The goal of this briefing is to make sure Logistics Volunteers are prepared to set up and operate the Closed POD and that they fully understand their roles and tasks.

PREPARATION

Read and do the following before delivering this Command Brief.

1. Read this brief all the way through before delivering it.
2. Gather the materials listed above.

INSTRUCTIONS

1. Read the following Command Briefing slowly and clearly.
2. Pause after each section and ask *specific* questions to validate understanding.
 - For example, in addition to, “Do you have any questions?” Ask, “To whom will you report a problem?”
3. Explain highlighted terms as you read them.
 - A few of the highlighted terms may have also been explained in the initial briefing. In a diverse world where common language can be interpreted in different ways, it is worth your time to review these terms again with your Volunteers. The goal is to create common understanding which helps give everyone confidence that directions are understood the same way and that team actions will be smoothly coordinated.
4. Show documents as you refer to them.
5. Validate understanding at the end of this Command Brief before moving into action.

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SCRIPT

REMINDERS FOR LOGISTICS VOLUNTEERS

Read the following.

- ✓ Does anyone have questions about the Command Briefing you just received?
- ✓ Please be sure to wear your vest at all times and have your ID visible.
- ✓ Make sure the lines of communication stay open. Report all concerns to me *directly* and immediately so they can be addressed as quickly as possible.
- ✓ *Only* perform the tasks that are on your Job Action Sheet.
- ✓ Do not leave your stations. If you need me or supplies, send a Runner.
- ✓ If you feel stressed or fatigued, let me know so I can rotate you out and give you a break.
- ✓ If we go into a second shift, make sure you brief your replacement. Pass on the information from your Command Briefing and give him/her a status update.
- ✓ There are three groups here, Maintenance, Food Service Providers, and Runner Volunteers.

Before opening the Closed POD:

- ✓ Have you received your medication for yourself and your family?
- ✓ Have you taken your first dose?

MAINTENANCE

Definitions

<input type="checkbox"/> Layout Design	A diagram showing the ballroom dispensing area and its POD formation
<input type="checkbox"/> Break Area	An identified place in Closed POD area where Volunteers can take a break and get refreshments

Read the following and show the diagram. Briefly explain highlighted terms as you use them. Point out the break area.

- ✓ Your initial responsibility, prior to the opening of the Closed POD, is to set up the ballroom according to the **layout design** diagram.
- ✓ Once dispensing has begun, help Volunteers with additional tables and chairs as needed.
- ✓ Clean and restock bathrooms as needed.

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- ✓ Empty trash and clean up spills as necessary.
- ✓ Help Food Service Providers keep the **break area** clean.
- ✓ Lock and unlock doors as requested by authorized personnel.

FOOD SERVICE PROVIDERS

Read the following.

- ✓ Your initial responsibility, prior to the opening of the Closed POD, is to prepare the break area. Put out tables, chairs, food, and beverages.
- ✓ Once dispensing has begun, your primary responsibility is to provide food and beverages for POD Volunteers.
- ✓ Set food service times, making sure there are no conflicts with any scheduled briefing or shift change.
- ✓ Have snacks and beverages available at all times.
- ✓ Tell me if any supplies are running low.
- ✓ Clean area as needed.

RUNNERS

Definitions

<input type="checkbox"/> Medication Screening Form	An intake form that the head of household completes, listing each recipient who will receive medication
<input type="checkbox"/> Patient Information Packet	Information packet, provided by the Department of Public Health, given to recipients when they receive their medication. Provides medication instructions, special instructions for children and pregnant women, an Anthrax fact sheet, and information about antibiotics.
<input type="checkbox"/> Medication	Antibiotics used in the treatment of Anthrax, most typically Ciprofloxacin and Doxycycline, referred to as "Cipro" and "Doxo"
<input type="checkbox"/> Recipients	The targeted dispensing population: associates and their families, guests, special function guests, and in-house vendors/contractors and their families

Read the following and show form/packet (if available). Briefly explain highlighted terms as you use them.

- ✓ Your primary responsibility is to act as a go-between for all Volunteers so they do not need to leave their stations.
- ✓ Make sure that Greeters have a constant supply of clipboards, pens, pencils.

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- ✓ As needed, refill the supply of **Medication Screening Forms**.
- ✓ As needed, refill the supply of **Patient Information Packets**.
- ✓ Make sure the Dispensers always have an adequate stock of **medication**. When they get down to 10%, tell me so they can be resupplied.
- ✓ As **recipients** and Dispensers finish using their pens and clip boards, return them to the Greeters.
- ✓ As needed, lead recipients to the next stage in the dispensing area.
- ✓ As needed, carry messages between POD Volunteers and Coordinators.
- ✓ Tell me of any safety or security issues.
- ✓ Tell me of any maintenance or clean up issues.
- ✓ Tell me if any materials or supplies are running low.

JOB ACTION SHEETS

Hand out Job Action Sheets. Allow time for Volunteers to read the sheets. Ask if they have any questions. Clarify understanding.

NEXT STEPS

Read the following.

- ✓ After this briefing you will:
 - Perform the Closed POD set-up tasks on your Job Action Sheet.
 - Report to your assigned station for further direction.
 - Fill out the Medication Screening Form and take your medication before opening the Closed POD.