

LOGISTICS MANAGER-*WHITE VEST*
Logistics Section

JOB DESCRIPTION: Provide overall supervision of set-up, equipment and supply acquisition for POD

Position Assigned to: _____

Qualifications: Non-medical, experienced in supply and / or merchandise management, warehouse management. Have good organizational skills and management experience

You report to: _____ (Site Director)

POD Site Location: _____ Phone # _____

Done ✓	Task Activation
<input type="checkbox"/>	Report to the Volunteer Check in Station
	Sign in and get: <ul style="list-style-type: none"> ➤ your badge ➤ job assignment, ➤ job action sheet ➤ white vest and ➤ prophylaxis vaccination/medication
<input type="checkbox"/>	Coordinate with the Amateur Radio Operator to ensure all communications equipment has been picked up from the Resource Connections and has been delivered to your POD.
<input type="checkbox"/>	Assist Communications Manager in signing out two-way radio and /or walkie talkies to section leads at the beginning of each shift and return at the end of the shift
<input type="checkbox"/>	Receive briefing from the Site Director or previous shift's Site Director. Ensure knowledge of mission and communicate any concerns or problems prohibiting mission completion
<input type="checkbox"/>	Make sure you know who you report to, what you are doing (jobs), and where you are suppose to go
<input type="checkbox"/>	Review site security, medication storage, and clinic flow layout with Site Director. <i>The site director is the only person that has the authority to change any aspect of the pod site layout</i>
<input type="checkbox"/>	The following positions are your staff : <ul style="list-style-type: none"> ➤ Supply Coordinator ➤ Personnel Resource Coordinator ➤ Communications Manager ➤ Distribution/Inventory Lead-(Alpha POD)
	Meet with your staff:
<input type="checkbox"/>	<ul style="list-style-type: none"> • Establish chain of command and performance expectations <ul style="list-style-type: none"> – Your staff is to report ONLY to you – They work with other staff as assigned by you, but they <u>DO NOT</u> take instructions from or provide information to anyone other than you (or the Safety Officer if regarding a safety issue) – Any questions, problems, or incidents should be reported to you, NOT to anyone else – It is important that they DO NOT MAKE DECISIONS on their own

	<i>Persons who fail to follow instructions from leads in their assigned area or alter their assignment without lead approval may be asked to leave the event. This decision will be at the discretion of the lead</i>
<input type="checkbox"/>	<ul style="list-style-type: none"> Determine staffing needs and acquire appropriate staff resources Schedule regular breaks for your staff
<input type="checkbox"/>	<ul style="list-style-type: none"> Review site security, medication storage, and Pod layout with your leads
<input type="checkbox"/>	<ul style="list-style-type: none"> Make staffing assignments for Logistics section. Distribute job action guidelines for assigned staff
<input type="checkbox"/>	<ul style="list-style-type: none"> Ensure that all logistics leads complete the training process specific for their job and have received prophylaxis.
<input type="checkbox"/>	<ul style="list-style-type: none"> Ensure that all logistic lead staff has been advised of appropriate personal protective equipment and have received equipment and training if needed
<input type="checkbox"/>	<ul style="list-style-type: none"> Ensure that all Logistics staff members receive instructions regarding client and Strategic National Stockpile information confidentiality
	<ul style="list-style-type: none"> Assign and train inventory control team members in inventory control processes
<input type="checkbox"/>	Locate and retrieve the POD kit. Distribute supplies to the workstations
<input type="checkbox"/>	Ensure an AED is issued to the Clinic Manager by the Communications Manager for placement in the first aid station the beginning of each shift and collected at the end of the shift
	SNS Task
<input type="checkbox"/>	Establish assigned secure area for placement of SNS asset
<input type="checkbox"/>	Review medication storage and handling instructions with appropriate staff before the beginning of each shift
<input type="checkbox"/>	You may be authorized to sign for receipt of the SNS assets
<input type="checkbox"/>	When the POD receives the SNS asset the medication must be formally accepted and stored immediately in a secured area
<input type="checkbox"/>	Check SNS inventory as it arrives for quality control issues
<input type="checkbox"/>	Receive assets into inventory
<input type="checkbox"/>	Decrement supply and medication inventories when dispensed or transferred
<input type="checkbox"/>	Report status of asset levels as directed to the Site Director
<input type="checkbox"/>	Monitor your POD's SNS Medication inventory levels. Re-supply of inventory should take place when inventory levels reach the 50% level.
<input type="checkbox"/>	POD inventory control role: <ul style="list-style-type: none"> Receive assets into inventory Decrement inventory when dispensed or transferred Report status of asset levels as directed
<input type="checkbox"/>	Notify the Site Director of medication and equipment requirements and order as needed through the Site Director
<input type="checkbox"/>	Coordinate with Clinic Manager to ensure ordering, inventory, and re-supply needs are met
<input type="checkbox"/>	Make sure staff has all equipment and supplies needed to carry out their functions
<input type="checkbox"/>	Ensure adequate restrooms available onsite or arrange for portable sanitation facilities
<input type="checkbox"/>	In conjunction with Safety Manager, ensure that Incident Reports are filled out as necessary for injuries or loss/damage to property
<input type="checkbox"/>	Send appropriate reports to the Site Director at required intervals
<input type="checkbox"/>	Update the site director on your section's activities every 4 hours or sooner if necessary
	ALPHA POD DISTRIBUTION TASKS

⇒	Review the Alpha POD Operating Guide
⇒	Oversee distribution and delivery of SNS assets to Long Term Care facilities, Corporate PODs and agencies that present at the Alpha POD to pick up medication.
⇒	The Area Coordinators will complete Biological Transfer of Custody forms for their assigned for Long Term Care facilities, First responder agencies and Corporate PODs and forward them to you to be filled, packaged and shipped to the requesting agencies.
⇒	You and the Distribution/Inventory Lead will review these shipping orders to insure accuracy
⇒	Coordinate with Constables for delivery of medication to Long Term Care facilities
⇒	Notify the appropriate Area Coordinator when 1st Responder and Corp POD medication requests are ready for pick up
⇒	Maintain copies of signed Biological Prophylaxis Transfer of Custody forms indicating receipt of medication orders
	End of shift
<input type="checkbox"/>	Brief oncoming Logistics Manager that will be taking over your shift
<input type="checkbox"/>	Inform the Site Director if there is no one to replace you at the end of your shift. Do not leave your area without notifying the Site Director
<input type="checkbox"/>	Assist Communications Manager with the return of the AED, two-way radios and /or walkie talkies, laptop computers
<input type="checkbox"/>	Sign out at the Volunteer Check in Station. Return your vest and pick up your prophylaxis medication for your family members. You must complete a Health Assessment/Consent for Prophylaxis Form for family members for whom you are taking medication home.
	Deactivation
<input type="checkbox"/>	Initiate demobilization procedures
<input type="checkbox"/>	Oversee the recovery of all equipment and prepare for return as directed
<input type="checkbox"/>	Oversee the recovery of all remaining Strategic National Stockpile assets and prepare for the return as directed
<input type="checkbox"/>	Perform inventory check and procedures to assure SNS asset return
<input type="checkbox"/>	Ensure site facility is returned to original condition.
<input type="checkbox"/>	Ensure that all records and reports are submitted to the appropriate officials
<input type="checkbox"/>	Participate in debriefing activities with TCPH

RADIO/WALKIE TALKIE MESSAGE INSTRUCTIONS

Radio messages will be short, concise, and begin with a sector identifier (ex. Greeting to Dispensing). Radios/cell phones shall be kept charged when not in use. Technical problems should be reported to the Communications Manager. It should be kept in mind that conversations can be monitored by persons not involved in the response effort (e.g. the media).