

RUNNER/FLOATER/CROWD CONTROL-ORANGE VEST
SECTION-AS ASSIGNED

JOB DESCRIPTION: Duties as assigned by Section Manager

Position Assigned to: _____
Qualification: Non-medical. Able and willing to follow directions
 You report to: _____ (Assigned Section Manager)
 POD Site Location: _____ Phone # _____

Done ✓	Task Activation
<input type="checkbox"/>	Report to the Volunteer Management Station
<input type="checkbox"/>	Sign in and get: <ul style="list-style-type: none"> ➤ your badge ➤ job assignment ➤ job action sheet ➤ orange vest and ➤ prophylaxis vaccination/medication
<input type="checkbox"/>	Report to the Communication Manager and : <ul style="list-style-type: none"> ➤ Sign out a two-way radio and /or walkie talkie at the beginning of each shift and returned at the end of the shift
<input type="checkbox"/>	You will report to your assigned area and receive just in time training and a briefing from your assigned lead
<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"/>	– You report ONLY to your assigned Section Manager. DO NOT take instructions from or provide information to anyone other than your lead (or the Safety Officer if regarding a safety issue)
<input type="checkbox"/>	– Any questions, problems, or incidents should be reported to your assigned Section Manager, NOT to anyone else
<input type="checkbox"/>	– It is important that you DO NOT MAKE DECISIONS on your own, ask your lead for instructions
	<i><u>If you fail to follow instructions from the lead in your assigned area or alter your assignment without your lead's approval you may be asked to leave the event. This decision will be at the discretion of the lead</u></i>
<input type="checkbox"/>	Review POD site design layout and become familiar with all areas
<input type="checkbox"/>	You will wear your vest and badge at all times while on duty
*	Do not leave assigned area without authorization from your assigned Section Manager
<input type="checkbox"/>	Do not answer any medical questions or give media interviews. Limit information given to clinic location, hours of operation, and approximate wait time
<input type="checkbox"/>	Duties may include but not limited too: <ul style="list-style-type: none"> ➤ Watch for red flags and assist personnel raising the flag. ➤ Return filled trash cans with clipboards to forms/greeter station. ➤ Assisting with the set up of work stations ➤ Distributing materials and supplies ➤ Assisting with facility maintenance ➤ Help maintain clinic traffic flow ➤ Assist clinic personnel as needed. ➤ Assist with handicapped and elderly ➤ Make rounds of clinic stations frequently to provide assistance and deliver supplies as needed.

	<ul style="list-style-type: none"> ➤ Ensure that the client has all of the necessary information sheets and instructions. ➤ Assist or monitor supply of extra information and instruction sheets for distribution, if necessary ➤ Answer telephones ➤ Collect forms ➤ Crowd control
<input type="checkbox"/>	Performs other duties as assigned
	End of Shift
<input type="checkbox"/>	Update the floater/runner that will be taking over your shift
<input type="checkbox"/>	Inform your lead if there is no one to replace you at the end of your shift. Do not leave your workstation without notifying your lead
<input type="checkbox"/>	Return radios and /or walkie talkies to Communications Manager
<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 Duties
<input type="checkbox"/>	Assist with break-down and re-packing of material and equipment at work stations
<input type="checkbox"/>	Participate in debriefing activities with TCPH