

**SITE DIRECTOR-WHITE VEST**  
**Command Staff**

**JOB DESCRIPTION:** Provide overall supervision and leadership to the POD

Position Assigned to: \_\_\_\_\_  
**Qualification:** Skilled management/supervision of clinical functions and personnel  
 You report to: \_\_\_\_\_ (Area Coordinator) Phone # \_\_\_\_\_  
 POD Site Location: \_\_\_\_\_ Phone # \_\_\_\_\_

Done ✓	Task <b>Activation</b>
<input type="checkbox"/>	Report to the Volunteer Check in Station
<input type="checkbox"/>	Sign in and get: <ul style="list-style-type: none"> <li>➤ your badge</li> <li>➤ job assignment,</li> <li>➤ job action sheet</li> <li>➤ white vest and</li> <li>➤ prophylaxis vaccination/medication</li> </ul>
<input type="checkbox"/>	Report to the <b>Communications Lead</b> and: <ul style="list-style-type: none"> <li>➤ Sign out a two-way radio and /or walkie talkie at the beginning of each shift and returned at the end of the shift</li> <li>➤ Sign out a Site Directors Notebook Flash drive.</li> </ul>
<input type="checkbox"/>	Report to the <b>Amateur Radio Operator</b> and receive: <ul style="list-style-type: none"> <li>➤ just in time training on communication equipment and</li> <li>➤ receive the designated channel for the two way radio</li> </ul>
<input type="checkbox"/>	Receive a briefing from the Area Coordinator 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"/>	The following positions are your staff. <ul style="list-style-type: none"> <li>➤ Safety Manager</li> <li>➤ Media Liaison</li> <li>➤ Clinic Manager</li> <li>➤ Logistics Manager</li> <li>➤ Administrator/Finance Manager</li> </ul>
<input type="checkbox"/>	<b>Meet with your staff:</b>
<input type="checkbox"/>	Review site security, medication storage, and traffic flow patterns with your staff and the building maintenance/owner
<input type="checkbox"/>	<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"/>	Post a diagram of the POD layout in the Volunteer Check in Area
	<ul style="list-style-type: none"> <li>• Establish chain of command and performance expectations:               <ul style="list-style-type: none"> <li>– Your staff is to report ONLY to you</li> <li>– They work with other staff as assigned by you, but they <b>DO NOT</b> take instructions from or provide information to anyone other than you (or a Safety Officer if regarding a safety issue</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>– Any questions, problems, or incidents should be reported to you, NOT to anyone else.</li> </ul>
	<ul style="list-style-type: none"> <li>– It is important that they DO NOT MAKE DECISIONS on their own</li> </ul>
	<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"> <li>• Determine staffing needs and acquire appropriate staff resources</li> </ul>
<input type="checkbox"/>	Two-way radios and /or walkie talkies shall be issued to each command officer when available at the beginning of each shift and collected at the end of the shift. The POD Site Director or their designee will announce the radio channel to be used at the beginning of each shift
<input type="checkbox"/>	Coordinate with the Section Managers to provide staff coverage as needed
<input type="checkbox"/>	Appoint a media liaison who will direct all media personnel to the local JIC or a designated media staging area
<input type="checkbox"/>	Instruct staff on media relations. Instruct staff not to answer any medical questions or give media interviews
<input type="checkbox"/>	Appoint a designee who will escort the media through the POD clinic if they desire access
<input type="checkbox"/>	Sign for the receipt of the SNS Asset
<input type="checkbox"/>	Ensure all workstations are set up and ready for dispensing operations
<input type="checkbox"/>	Notify your Area Coordinator when dispensing site is ready to accept clients
<input type="checkbox"/>	Conduct regular meeting with your section leads
<input type="checkbox"/>	Monitor dispensing site activities. Modify any process as needed
<input type="checkbox"/>	Coordinate with Logistic Manager to monitor PODs inventory levels. Re-supply of inventory should take place when inventory levels reach the 50% level at the POD
<input type="checkbox"/>	<p><i>PODs' SNS Medication inventory control role:</i></p> <ul style="list-style-type: none"> <li>• <i>Order re-supply assets from the Area Coordinator</i></li> <li>• <i>Receive assets into inventory</i></li> <li>• <i>Decrement inventory when dispensed or transferred</i> <ul style="list-style-type: none"> <li>▪ <i>Report status of asset levels as directed</i></li> </ul> </li> </ul>
<input type="checkbox"/>	Supply requests will be made via 213RR ( <i>see SNS SOG, Attachment 1, Forms</i> ) and routed to your assigned Area Coordinator for approval.
<input type="checkbox"/>	Ensure that proper documentation is maintained for all activities
<input type="checkbox"/>	Regular interface with Area Coordinator
	<b>End of Shift</b>
<input type="checkbox"/>	Brief the oncoming Site Director that will be taking over your shift
<input type="checkbox"/>	Inform your Area Coordinator if there is no one to replace you at the end of your shift. Do not leave your area without notifying your Area Coordinator
<input type="checkbox"/>	Return radios and /or walkie talkies and Site Directors Notebook Flash drive to the Communications Lead
<input type="checkbox"/>	<b>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</b>
	<b>Deactivation Duties</b>
<input type="checkbox"/>	Initiate demobilization procedures
<input type="checkbox"/>	Perform inventory check and procedures to assure SNS asset return

<input type="checkbox"/>	Ensure that all records and reports are submitted to the appropriate officials
<input type="checkbox"/>	Conduct exit interviews with the Command Staff and Section Managers
<input type="checkbox"/>	Participate in debriefing activities with TCPH
<input type="checkbox"/>	Submit an “After Action Review” and participate in any meetings as required

*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 Communication Manager. It should be kept in mind that conversations can be monitored by persons not involved in the response effort (e.g. the media).