



A Tradition of Stewardship
A Commitment to Service

POD DIVISION SUPERVISOR

You Report to: Public Health Operations Center, Health Branch, Mass Prophylaxis Unit

Qualifications: General knowledge of POD, ICS, and Community Resources.
Proficient in verbal communications

Mission: Provide overall site management for POD facility; assure communication is maintained with the Health and Human Services Agency DOC.

Immediate Actions: Site Activation Checklist (To be used by the POD Division Supervisor. Tasks are assigned to appropriate POD SEMS position).		
Task	Assigned/Completed	Time
Receive order/notification from Public Health Department of the need to provide mass prophylaxis to the population. The Health Officer Order will include the: <ul style="list-style-type: none"> • Timeframe to provide prophylaxis (e.g. 48 hours or 6-10 days) • Hours of operation (e.g. 16-hours or 24-hours) • Required flow rate (clients per hour) 		
If the POD is owned or operated by the City, initiate procedures to shut-down and/or relocation of normal business at the site.		
If the POD is owned or operated by a private company or person, contact the facility owner/operator to request activation of the site and to initiate shut-down and/or relocation of normal business at the site.		
Initiate staff contact, make shift assignments. (Refer to the Mass Prophylaxis POD Planning and Activation Instructions). Inform incoming staff: <ul style="list-style-type: none"> • Hours of Operation • Parking suggestions /restrictions • Alternate transportation routes • Badge requirements • Personal supplies to bring 		



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<ul style="list-style-type: none"> • Expected duration of assignment, if known • Instructions for receiving prophylaxis before their first work shift 		
<p>Set-up the POD layout per the flow diagram provided by Public Health Department staff during the site assessment process.</p> <p>For equipment and supplies coming from another location or source(s); initiate contact to ensure delivery. (Assign to Supply Unit Manager)</p>		
<p>Coordinate delivery of equipment and supplies coming from another location if these are not available at the POD. (Assign this to the Supply Unit Manager)</p>		
<p>Install the signage required for the POD. A list of suggested signage is included Mass Prophylaxis POD Planning and Activation Instructions. Display signage for restrooms, exits and entrances. Provide translations of signage for all expected languages.</p>		
<p>Contact Law Enforcement to review the Traffic Management Plan (See the Mass Prophylaxis POD Planning and Activation Instructions). Ensure that the site is secure and traffic management is implemented before opening the POD.</p>		
<p>Meet with management staff to review plans and activities.</p>		
<p>Assemble personnel for a briefing to include:</p> <ul style="list-style-type: none"> • The scope of the mission • Latest event information • Safety, security arrangements and/or environmental threats • Media rules and procedures for POD staff • Local considerations and cultural aspects • Information flow and reporting requirements • Shift transition instructions 		
<p>Upon arrival of Security Officer, review security plan and make any modifications. Ensure that Security personnel are on site prior to opening. Ensure security is discussed at staff briefings. Ensure the Security Officer knows how to request additional assistance.</p>		
<p>Secure any areas or rooms which are to be closed to the public. Post facility rules.</p>		
<p>Ensure that the Communications Unit Manager sets up telephone equipment and identifies lines, and completes Communications Plan and gathers telephone contact information. (See the Mass</p>		



Prophylaxis POD Planning and Activation Instructions). This information should be shared with all POD Team Leaders and forwarded to the HHSA DOC and OA RSS site.		
Refer media requests for information to the Operational Area Joint Information Center (JIC). Ensure the public's right to privacy is not compromised at/by the POD. Coordinate with the City Public Information Officer at the City EOC for assistance.		
If the hours of operation warrant, contact the City or Op Area EOC for assistance with obtaining food and beverage service for the site workers.		
The Operational Area Logistics Section/Transportation is responsible for arranging and scheduling delivery of prophylaxis materiel from the OA RSS to the POD. If requested; provide additional transportation resources for pick up the OA RSS.		
Coordinate with the City or Op Area EOC to arrange or modify public transportation to meet the needs of the POD.		
Ensure that the Facility Liaison (facility owner/operator) initiates custodial services. Arrange for medical waste disposal, if necessary.		
Request additional non-medical resources through the PH Operations Center.		
Review pharmaceutical supply request form and procedures with the Pharmacy Unit Manager. Ensure that Order/Shipping forms are available and that a fax machine or telephone is operable to transmit supply and re-supply requests.		
Troubleshoot all problems as they arise.		
Establish time schedule for briefings, and conduct briefings.		
During briefing/reporting sessions determine the current client through-put for the facility; work with Team Leaders, Facility Representative, Security, and Traffic Management to modify activities to maintain optimum flow.		
Report dispensing activity to Public Health Operations Center as directed. See the POD Report Form in the Mass Prophylaxis POD Planning and Activation Instructions.		
Demobilization Phase		
Conduct after-action review with POD staff and local officials, ensure debrief is documented.		
Conduct exit interviews with POD staff, document findings.		
Coordinate return of unused quantities of pharmaceuticals and medical equipment and/or SNS materiel.		

