

## As Operations Chief you:

### Report to the POD Manager

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### Those who Report to you are

Griage Lead: \_\_\_\_\_

Medical Screening Lead:  
\_\_\_\_\_

Dispensing & Vaccination Lead:  
\_\_\_\_\_

Pharmacist & Medical Consult Lead:  
\_\_\_\_\_

Education Lead: \_\_\_\_\_

You wear a red vest so that people  
can recognize you



## Forms to familiarize yourself with:

**ICS 204**-This form helps you to keep track of resources during your shift (give it to the next Operations Section Chief)

**ICS 206**-Helps you keep track of your Medical Staff and their locations during your shift

**ICS 210**-Fill out this card to change an assignment of any of your staff or resources

**ICS 213**-This is a form you can give to a runner to get a message to any of the people who report to you

**ICS 214**-This is a place to record anything you do so that the next Operations Chief can keep informed of steps that have already been taken

**ICS 215**-By filling this out you can visually see whether you are missing things which you will need during this shift

**Shift Schedule**-This is a Worksheet which has been provided to you for the ease of planning breaks, lunches, arrival, and departure times

Yolo County  
Health Department

137 North Cottonwood Street  
Woodland, CA 95695  
Phone: 530-666-8645  
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## Quick Reference Guide

# *Operations Section Chief*

Investing in our  
Community's Future

# POD Opening

**Job Description:** Organize and direct aspects relating to the Operations Section. Coordinate and supervise appointed staff.

## Upon Activation:

- Ensure knowledge of full mission request and plan of operations.
- Sign in on the Sign-In Log at the Staff Staging Station. Obtain ID badge and/or vest.
- Review entire Job Action Sheet and layout of POD.
- Confirm activation of your direct reports and assign or greet them as they arrive:
- Meet with your direct reports:
  - ⇒ Establish chain-of-command and performance expectations.
  - ⇒ Direct reports are to report ONLY to Operations Chief.
  - ⇒ They work with other staff as assigned by you, but they DO NOT take instructions for or provide information to anyone other than you (or a Safety Officer if the issue is a safety issue).
- Any questions, problems, or incidents should be reported to you, NOT to anyone else.

## On-Site Operations:

- Plan staff assignments and work schedule.
- Work with the Logistics Section Chief to set-up briefing, registration, clinical and pharmacy areas. Make sure there is adequate staff and that they have all equipment and supplies needed to carry out their functions.
- Brief all group supervisors on procedures for additional supplies, security problems, treatment issues or other problems.
  - ⇒ It is important that they DO NOT MAKE DECISIONS on their own, other than those decisions provided for in their Job Action Sheets. This ensures critical consistency with respect to performance and information at the site.
  - ⇒ Ensure that they are personally prepared, self-sufficient and adequately equipped to perform their assignments.
- Follow the process as patients begin to filter through each station. Modify any process as needed.

**DO NOT GIVE MEDICAL ADVICE OR SPEAK TO ANY MEDIA PERSONNEL ON BEHALF OF THE POD.**

## Deactivation Phase:

- Assist with breakdown of station as requested by Logistics Section Chief.
- Ensure facility is cleaned and returned to former operating condition before any staff member leaves the station.
- Participate in the after POD Debriefing, please gather any comments or suggestions you may have to improve POD functions.
- Ensure that all records and reports are turned in to the Planning Chief.
- Conduct exit interviews with your direct reports.
- Participate in the After Action Report process.

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