



Medical Emergency Distribution System - Point of Dispensing (POD) SAFETY OFFICER Job Action Sheet

COMMAND

MISSION: TO OVERSEE ALL SAFETY AND SECURITY OPERATIONS AND TO ENSURE A SAFE ENVIRONMENT AT ALL LOCATIONS OF POD OPERATION, INSIDE AND OUTSIDE THE FACILITIES

(RECOMMEND RI FIRE MARSHAL CROWD MANAGER CERTIFICATION)

SUPERVISES: NONE – HOWEVER MONITORS ALL POD PERSONNEL AND FUNCTIONS

REPORTS TO: POD COMMANDER

EQUIPMENT: IDENTIFICATION VEST; CELLULAR TELEPHONE; APPROPRIATE 2-WAY RADIO; SITE EVACUATION PLANS; FACILITY OCCUPANCY LOAD RESTRICTIONS; PROPER HYDRATION METHODS; ICS-208 SAFETY MESSAGE/PLAN; ICS-215A IAP SAFETY ANALYSIS.

POD ACTIVATION

- Become familiar with POD location, flow and all POD functions before shift begins.
- Read this entire JAS and don ICS vest and proper identification
- Receive initial briefing from POD Commander & Review POD guidance from HEALTH
- Ensure knowledge of Initial Incident Action Plan (IAP) and/or operations plan(s) in effect and assist with development of IAP for first operational period
- Develop an Incident Action Plan Safety Analysis (ICS-215a) with building manager or officials and implement as necessary
- Prepare ICS-208 Safety Message and report to POD commander or approval
- Ensure all emergency exits are available, not blocked (especially those that are not used routinely) and other safety issues are addressed
- Walk the exit to general parking to ensure pathway is safe the entire way
- Prepare and complete ICS-215A incident action plan safety analysis

POD OPERATIONS

- Recommend adjustments to flow / setup based on safety concerns
- Evaluate staff members for accidental occupational exposure to potentially infectious material if risk presents itself.
- Ensure all POD personnel are following all appropriate safety procedures including suitable infection control practices
- Monitor personnel and those waiting in line for fatigue or stress
- Ensure command / SME staff are taking breaks including the POD Commander
- Monitor building occupancy, exits are clear and unobstructed along with other ICS-215a safety checklist items
- Check for safety hazards such as
 - Trip hazards
 - Slip and fall issues
 - General building conditions
 - Use of PPE
 - Proper lifting techniques
 - Emergency exits
 - Severe weather
 - No smoking in or around building

POD DEMOBILIZATION

- Ensure staff safety throughout the process
- Document all key activities, actions and decisions on ICS Form 214
- Notify POD Command of any unsafe conditions
- Assist in cleaning up command area
- Assist in the coordination of the demobilization plan
- Check-out with supervisor and return vest and identification
- Attend hotwash
- Identify safety issues for after-action report
- Participate in the after-action conference



