

# POD TASK FORCE LEADER

Mission: Coordinate all of the activities related to POD activation. Organize, assign and ensure coordination with the DOC.

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Shift: \_\_\_\_\_ Reports to: DOC Operations Chief

POD Activation	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Ensure documentation of all key activities, actions, and decisions on ICS Form 214.		
Designate General and Command Staff. Distribute JAS and position identification		
Coordinate with Security Operations Leader to ensure security needs are met and resource needs are made available.		
Brief staff on current situation, incident objectives and strategy; outline IAP and designate operational periods.		
Obtain information and updates from General Staff. Maintain current status of all functions. Coordinate with DOC to ensure Incident Objectives are completed		
Ensure staff complies with safety policies and procedures and proper use of PPE if applicable.		

POD Operations	Time	Initial
Lead Operations Briefing		
Coordinate with DOC Operations regularly, brief on operational status		
Regularly obtain information about progress on assigned tasks from Unit Leaders		
Ensure the following <ul style="list-style-type: none"> <li>• Staff Health and Safety</li> <li>• Inventory being tracked/resource needs met</li> <li>• Sufficient personnel</li> <li>• Documentation</li> </ul>		
Ensure staffing plan is complete and reviewed by DOC Operations Chief for next shift		
Monitor staff ability to meet workload demand. Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Safety Officer.		
Document actions and decisions on a continual basis and send to DOC Operations Chief at assigned intervals and sooner when appropriate.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization	Time	Initial
As needs for staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.		
Ensure return/retrieval of equipment.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, ensure all documentation is submitted to the DOC Operations Chief, as appropriate.		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

#### Documents

- IAP
- SNS plan
- ICS organization chart
- DOC telephone directory
- ICS Form 214

#### Tools

- Radio
- Satellite Phone
- Position identification