

# Dispensing Operations Leader

Mission: Coordinate all of the activities related to POD Task Force Dispensing Operations regarding POD activation. Organize, assign, and supervise Dispensing Operations and ensure coordination with the POD Task Force Leader

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Shift: \_\_\_\_\_ Reports to: POD Task Force Leader

POD Activation/Operations	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Document all key activities, actions, and decisions on ICS Form 214		
Designate Dispensing Operations positions. Distribute JAS and position identification		
Brief Dispensing Operations members on current situation, incident objectives and strategy; outline IAP and designate time for next briefing.		
Ensure following work areas are operational: Triage, Forms, Screening, Dispensing, Medical Evaluation, Functional Needs		
Brief POD Task Force Leader of status of operations objectives to ensure incident objectives are completed		
Participate in IAP preparation; assist in identifying strategies, tactics, and resource needs		
Ensure Dispensing Operations members comply with safety policies and procedures and proper use of PPE, if applicable.		
Identify resource shortages or needs and report to Logistics		

Demobilization	Time	Initial
As needs for Dispensing Operations staff decreases, notify the POD Task Force leader, combine or deactivate positions in a phased manner.		
Ensure return/retrieval of equipment and supplies and return all assigned equipment.		
Submit comments to the POD Task Force Leader for discussion and possible inclusion in the AAR		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

## Documents

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

## Tools

- Radio
- Position identification