

# Forms

Mission: Distribute forms to individuals and ensure completion and accuracy of information

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Shift: \_\_\_\_\_ Reports to: Dispensing Operations Leader

POD Activation	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Ensure Medical Evaluation area is set up and stocked with necessary equipment.		
Identify resource shortages or needs and report to Dispensing Operations Leader		

POD Operations	Time	Initial
Distribute and explain forms to individuals		
Assist individuals with completing forms		
Review forms for completeness and accuracy		
Make sure there is a name on the form for each family member who is receiving prophylaxis		
Identify resource shortages or needs and report to Dispensing Operations Leader		

Demobilization	Time	Initial
Ensure return/retrieval of equipment and supplies.		
Submit comments for discussion and possible inclusion in the AAR as well as all documentation to the Dispensing Operations Leader		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

## Documents

- ICS organization chart
- ICS Form 214

## Tools

- Position identification