Runners

Mission: Assist staff in maintaining the logistical support structure of the POD.

Date: _____ Location:_____ Shift:_____ Reports to: POD Logistics Leader

POD Activation	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Assist Logistics with POD setup		
Runners must comply with safety policies and procedures and proper use of PPE, if applicable.		
Assist in fulfilling any resource shortages or needs as reported to Logistics Leader		

POD Operations	Time	Initial
Ensure each station has adequate supplies and resource needs are met		
Help maintain clinic flow as directed		
Assist with handicapped and elderly		
Collect forms		
Additional duties as assigned by Logistics Leader		
Report any issues to Logistics Leader		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

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 Logistics Leader		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents

- ICS organization chart

Tools

- Position identification