

DATA ENTRY

YOU REPORT TO LOGISTICS SECTION CHIEF

AS LEAD YOU ARE RESPONSIBLE FOR:

1. Making sure your station/staff are equipped with all necessary equipment to carry out their function.
2. Reporting Any and ALL problems to the Logistics Section Chief
3. Provide overall supervision for documentation and duplication of all incident information
4. Ensuring that all of your staff is able to fulfill the following job duties:
 - Collect all paperwork that comes through the clinic,
 - Enter all client medical forms and all staff/client contact information into the database
 - Enforcing patient confidentiality.

Before Clinic Opens:

- Arrive at the facility at designated time with proper photo ID and any necessary credentials
- Sign in at Incident Command/Staff Sign In and receive a vest and Job Action Sheet
- Reviewing forms at your station with your staff so you are able to convey the correct information to the clients as they arrive.
- Assist in the set up of your station as necessary
- Assist with set-up of any other areas as requested
- Familiarize yourself with all materials at your station
- Request additional supplies from your Lead.
- Assess your station for any safety or security hazards
- Receive Just In Time training before clinic opening.
- If you are unclear about any of your duties at this station please ask your Lead or Section Chief for verification.**

- Clinic Opening:**
- Collect Disaster Service Worker forms from Staff Sign In
- Collect medical screening forms from Dispensing Staff or Check Out Staff
- Collect Disaster Service Worker Forms and Individual Status Reports from Client Screeners
- Assign entry activities as they arrive
- Supervise documentation and duplication (if necessary) of all medical screening forms, staff sign in, incident reports and any fiscal documents.
- File all forms and reports.
- Review records for accuracy and completeness; inform appropriate units of errors and omissions
- Supervise the dissemination of documented information to authorized personnel
- Monitor clients for any illnesses or injuries and have a runner escort them to First Aid.
- Answer any questions for staff or clients
- Use RUNNER sign to request a Runner.
- Monitor your staff for fatigue, stress, anxiety, illness or injury and if necessary have a runner escort them to First Aid or Mental Health.
- If there any clients with special needs have a runner escort them to the appropriate area and/or consult Logistics
- Let the volunteer-client know that all medical questions will be answered at Medication Dispensing.
- DO NOT GIVE MEDICAL ADVICE OR SPEAK TO ANY MEDIA PERSONNEL. PLEASE DIRECT ALL MEDIA QUESTIONS TO THE PUBLIC INFORMATION OFFICER.**

Closing Clinic

- ❑ Assist with breakdown of station as requested
- ❑ Collect all staff or client paperwork
 - ❑ Return any unused materials to Logistics or to the Go Kits
 - ❑ Collect all tasking forms and activity logs
 - ❑ Ensure facility is cleaned and returned to former operating condition before any staff member leaves the station.
 - ❑ Turn in an After Action Report
- ❑ Participate in the after Clinic Debriefing, please gather any comments or suggestions you may have to improve clinic
 - ❑ Sign out and return vest.

IMMEDIATELY NOTIFY SAFETY AND SECURITY STAFF OF ANY ACCIDENTS OR INJURIES TO STAFF VOLUNTEERS, CLIENTS, AND OTHERS. RECORD ALL INFORMATION PERTAINING TO ANY INCIDENT/ACCIDENT. REPORT ANY INCIDENTS IMMEDIATELY TO THE LOGISTICS SECTION CHIEF

STAFF SIGN IN-SIGN OUT

YOU REPORT TO LOGISTICS SECTION CHIEF

AS LEAD YOU ARE RESPONSIBLE FOR:

1. Making sure your station is equipped with all necessary equipment and staff to carry out their function.
2. Reporting Any and ALL problems to your Section Chief.
3. Ensuring that all of your staff members are able to fulfill their job duties.
4. Monitoring staffs flow through your station.
5. Ensuring that all staff are signed in and receive all necessary information and supplies
6. Ensure that all staff sign out and turn in vests, etc before exiting the clinic

Before Clinic Opens:

- Arrive at the facility at designated time with proper photo ID and any necessary credentials
- Sign in at Incident Command or Unified Command and receive a vest and Job Action Sheet
- Review forms at your station with your staff so you are able to convey the correct information to the clients as they arrive.
- As staff arrives, have them sign in and receive a vest and a Job Action Sheet.
- Assist in the set up of your station as necessary
- Assist with set-up of any other areas as requested
- Familiarize yourself with all materials at your station
- Request additional supplies from your Lead
- Assess your station for any safety or security hazards
- Receive Just In Time training before clinic opening.
- If you are unclear about any of your duties at this station please ask the Logistics Section Chief**

Clinic Opening:

- Monitor staff sign in and sign out.
- Give all Staff Disaster Service Worker forms to Data Entry. Use a Runner if necessary.
- Report changes in number of staff to the Planning Section Chief
- Greet clients as they come into the dispensing site
- Aid in enforcing limited entry to the clinic: Any client that enters the clinic for the purpose of receiving medication must have been previously decontaminated in order to receive treatment of any kind. Work with Security to enforce limited entry to the clinic
- Answer any questions for staff or clients
- Use RUNNER sign to request a Runner.
- Monitor your staff for fatigue, stress, anxiety, illness or injury and if necessary have a runner escort them to First Aid or Mental Health.
- If there any clients with special needs have a runner escort them to the appropriate area and/or consult Logistics
- Let the volunteer-client know that all medical questions will be answered at Medication Dispensing.
- DO NOT GIVE MEDICAL ADVICE OR SPEAK TO ANY MEDIA PERSONNEL. PLEASE DIRECT ALL MEDIA QUESTIONS TO THE PUBLIC INFORMATION OFFICER.**

Closing Clinic

- Assist with breakdown of station as requested
- Turn in any staff or client paperwork to your Section Chief
- Return any unused materials to Logistics or to the Go Kits

- ❑ Turn in any tasking forms and activity logs
- ❑ Ensure facility is cleaned and returned to former operating condition before any staff member leaves the station.
- ❑ Turn in an After Action Report
- ❑ Participate in the after Clinic Debriefing, please gather any comments or suggestions you may have to improve clinic
 - ❑ Ensure that all staff exiting the clinic signs out in the appropriate area and returns their vests and any other paperwork
 - ❑ Sign out and return vest.

IMMEDIATELY NOTIFY SAFETY AND SECURITY STAFF OF ANY ACCIDENTS OR INJURIES TO STAFF VOLUNTEERS, CLIENTS, AND OTHERS. RECORD ALL INFORMATION PERTAINING TO ANY INCIDENT/ACCIDENT. REPORT ANY INCIDENTS IMMEDIATELY TO THE LOGISTICS SECTION CHIEF.

GREETERS

YOU REPORT TO: LOGISTICS SECTION CHIEF

AS LEAD YOU ARE RESPONSIBLE FOR:

1. Making sure your station is equipped with all necessary equipment and staff to carry out their function.
2. Reporting Any and ALL problems to your Section Chief
3. Ensuring that all of your staff members are able to fulfill their job duties.
4. Monitoring volunteer client flow through your station and solving flow problems as necessary- you may need more staff/runners to aid in controlling the crowd. Please contact your Section Chief and they will supply you with more staff.

Before Clinic Opens:

- Arrive at the facility at designated time with proper photo ID and any necessary credentials
- Sign in at Incident Command/Staff Sign In and receive a vest and Job Action Sheet
- Reviewing forms at your station with your staff so you are able to convey the correct information to the clients as they arrive.
- Assist in the set up of your station as necessary
- Assist with set-up of any other areas as requested
- Familiarize yourself with all materials at your station
- Request additional supplies from your Lead.
- Assess your station for any safety or security hazards
- Receive Just In Time training before clinic opening.
- If you are unclear about any of your duties at this station please ask the Logistics Section Chief for verification.**

Clinic Opening:

- Greet clients as they come into the dispensing clinic
- Enforce limited entry to the clinic: Any client that enters the clinic for the purpose of receiving medication must have been previously decontaminated in order to receive treatment of any kind. Work with Security to enforce limited entry to the clinic
- Distribute a packet to each volunteer client
 - Each Packet will include:
 - **Medical Screening Form**
 - **Individual Status Report**
 - **Post Exposure FAQ's packet**
 - **Disaster Service Worker form**
 - **Time Flow Sheet**
 - **Evaluation Form**
- Instruct/assist clients to fill out their paperwork in the designated area
 - Please cover the following points with each client volunteer:
 - Ask each client volunteer to write a "NAME" on each packet. This does not need to be their actual name it can be made up.
- Please ask each client volunteer to fill in his or her **ACTUAL MEDICAL HISTORY INFORMATION**. We will NOT be disclosing any medical information from these forms and encourage them to use a **FAKE NAME**.
- Guide clients away from or around safety hazards
- Direct those who have completed their paperwork to proceed to the Client Screening Area.

- ❑ Monitor clients for anxiety and fatigue and have a runner escort them as necessary to First Aid or Support Services
- ❑ Monitor clients for any illnesses or injuries and have a runner escort them to First Aid.
- ❑ Answer any questions for staff or clients
- ❑ Use RUNNER sign to request a Runner.
- ❑ Monitor your staff for fatigue, stress, anxiety, illness or injury and if necessary have a runner escort them to First Aid or Mental Health.
- ❑ If there any clients with special needs have a runner escort them to the appropriate area and/or consult Logistics
- ❑ Let the volunteer-client know that all medical questions will be answered at Medication Dispensing.
- ❑ **DO NOT GIVE MEDICAL ADVICE OR SPEAK TO ANY MEDIA PERSONNEL. PLEASE DIRECT ALL MEDIA QUESTIONS TO THE PUBLIC INFORMATION OFFICER.**

Closing Clinic

- ❑ Assist with breakdown of station as requested
 - ❑ Turn in any staff or client paperwork
 - ❑ Return any unused materials to Logistics or to the Go Kits
 - ❑ Turn in any tasking forms and activity logs
 - ❑ Ensure facility is cleaned and returned to former operating condition before any staff member leaves the station.
 - ❑ Turn in an After Action Report
- ❑ Participate in the after Clinic Debriefing, please gather any comments or suggestions you may have to improve clinic
 - ❑ Sign out and return vest.

IMMEDIATELY NOTIFY SAFETY AND SECURITY STAFF OF ANY ACCIDENTS OR INJURIES TO STAFF VOLUNTEERS, CLIENTS, AND OTHERS. RECORD ALL INFORMATION PERTAINING TO ANY INCIDENT/ACCIDENT. REPORT ANY INCIDENTS IMMEDIATELY TO LOGISTICS LEAD.

CLIENT SCREENERS

YOU REPORT TO: LOGISTICS SECTION CHIEF

AS LEAD YOU ARE RESPONSIBLE FOR:

1. Making sure your station is equipped with all necessary equipment and staff to carry out their function.
2. Reporting Any and ALL problems to the Express Admin Lead.
3. Ensuring that all of your staff members are able to fulfill their job duties.
4. Monitoring volunteer client flow through your station and solving flow problems as necessary- you may need more staff/runners to aid in controlling the crowd. Please contact the Express Admin Lead and they will supply you with more staff.

Before the Clinic Opens:

- Arrive at the facility at designated time with proper photo ID and any necessary credentials
- Sign in at Incident Command/Staff Sign In and receive a vest and Job Action Sheet
- Reviewing forms at your station with your staff so you are able to convey correct information to the clients as they arrive.
- Assist in the set up of your station as necessary
- Assist with set-up of any other areas as requested,
- Familiarize yourself with all materials at your station
- Request additional supplies from your Lead.
- Assess your station for any safety or security hazards
- Receive Just In Time training before clinic opening.
- If you are unclear about any of your duties at this station please ask the Logistics Section Chief for verification.**

Clinic Opening:

- Raise a **GREEN** paddle to indicate that you are ready for the next client. A runner will be directing clients to your table when you are done with each assessment.
- Greet clients as they approach your station
- If necessary, raise an **ORANGE** paddle for runner assistance.
- Review client medical screening form.
- Review each client's forms, double-checking for completeness and accuracy. Names should be readable.
- Use cheat sheet to properly review the following forms for contraindications:
 - Medical Screening Form**
- Collect
 - Disaster Service Worker Form**
 - Individual Status Report form**
- Have Runners take these forms to Data Entry.
- If clients have no contraindications for Cipro or Doxy place a GREEN SITCKER in the indicated box on their paperwork. Send them to the EXPRESS LINE
- If clients have contraindications DO NOT place a Green sticker in the indicated box and send them to the MEDICAL COMPLIATIONS LINE.
- DO NOT SEND ANY CLIENTS TO THE MEDICAL CONSULT/PHYSICIAN EVALUATOR
- Enforce limited entry to the clinic: Any client that enters the clinic for the purpose of receiving medication must have been previously decontaminated in order to receive treatment of any kind.

- ❑ Monitor clients for anxiety and fatigue and have a runner escort them as necessary to First Aid or Support Services
- ❑ Monitor clients for any illnesses or injuries and have a runner escort them to First Aid.
- ❑ Answer any questions for staff or clients
- ❑ Monitor your staff for fatigue, stress, anxiety, illness or injury and if necessary have a runner escort them to First Aid or Mental Health.
- ❑ If there are any clients with special needs have a runner escort them to the appropriate area and/or consult Logistics.
- ❑ Let the volunteer-client know that all medical questions will be answered at the Medication Dispensing table.
- ❑ **DO NOT GIVE MEDICAL ADVICE OR SPEAK TO ANY MEDIA PERSONNEL. PLEASE DIRECT ALL MEDIA QUESTIONS TO THE PUBLIC INFORMATION OFFICER.**

Clinic Closing

- ❑ Assist with breakdown of station as requested
 - ❑ Turn in any staff or client paperwork
 - ❑ Return any unused materials to Logistics or to the Go Kits
 - ❑ Turn in any tasking forms and activity logs
 - ❑ Ensure facility is cleaned and returned to former operating condition before any staff member leaves the station.
 - ❑ Turn in an After Action Report
- ❑ Participate in the after Clinic Debriefing, please gather any comments or suggestions you may have to improve clinic
- ❑ Sign out and return vest.

IMMEDIATELY NOTIFY SAFETY AND SECURITY STAFF OF ANY ACCIDENTS OR INJURIES TO STAFF VOLUNTEERS, CLIENTS, AND OTHERS. RECORD ALL INFORMATION PERTAINING TO ANY INCIDENT/ACCIDENT. REPORT ANY INCIDENTS IMMEDIATELY TO YOUR SECTION CHIEF.

EXPRESS DISPENSERS

YOU REPORT TO: OPERATIONS SECTION CHIEF

AS LEAD YOU ARE RESPONSIBLE FOR:

1. Making sure your station is equipped with all necessary equipment and staff to carry out their function.
2. Reporting Any and ALL problems to your Section Chief.
3. Ensuring that all of your staff members are able to fulfill their job duties.
4. Monitoring volunteer client flow through your station and solving flow problems as necessary- you may need more staff/runners to aid in controlling the crowd. Please contact your Section Chief and they will supply you with more staff.

Before the Clinic Opens:

- Arrive at the facility at designated time with proper photo ID and any necessary credentials
- Sign in at Incident Command/Staff Sign In and receive a vest and Job Action Sheet
- Obtain the medication to be dispensed from the Pharmacy, 4x6 baggies, prescription labels and the pink labels
- Reviewing forms at your station with your staff so you are able to convey the correct information to the clients as they arrive.
- Assist in the set up of your station as necessary
- Assist with set-up of any other areas as requested,
- Familiarize yourself with all materials at your station
- Request additional supplies from your Lead.
- Assess your station for any safety or security hazards
- Receive Just In Time training before clinic opening.
- If you are unclear about any of your duties at this station please ask the Operations Section Chief for verification.**

Clinic Opening:

- Raise a **GREEN** paddle to indicate that you are ready for the next client. A runner will be directing clients to your table as you are done with each assessment.
- Greet clients as they approach your station
- If necessary, raise an **ORANGE** paddle for runner assistance.
- Review medical screening form to ensure that the client HAS a Green Sticker as approved for prophylaxis

NOTE: If they do not have a Green Sticker, put up your sign for a Runner and have the client escorted to the Medical Complications Dispensing station.

- Check for contraindications as outlined on the Cheat Sheet/Treatment Algorithm.
- Make referrals to the Medical Consult/Physician Evaluator as necessary.
- Ensure a Runner escorts the client to Medical Consult
- Obtain the proper pre-prepared medication and administer prophylaxis
- Ensure the following is correctly labeled and documented:
 - The appropriate prescription label (Cipro or Doxy) on the baggie matches the medication inside
 - The lot number matches the contents
 - The pink "Do No Throw Away" sticker is on the baggie
- Fill in Client Name
- Give the client the following:**
 - Medication

- Medication FAQ's
- Pharmaceutical Inserts
- Information about the medication and potential side effects
- Sign the appropriate form documenting the dispensing of the medication.
- Direct the Client to the appropriate Check Out Station
- Enforce limited entry to the clinic: Any client that enters the clinic for the purpose of receiving medication must have been previously decontaminated in order to receive treatment of any kind.
- Monitor clients for anxiety and fatigue and have a runner escort them as necessary to First Aid or Support Services
- Monitor clients for any illnesses or injuries and have a runner escort them to First Aid.
- Answer any questions for staff or clients
- Monitor your staff for fatigue, stress, anxiety, illness or injury and if necessary have a runner escort them to First Aid or Mental Health.
- If there are any clients with special needs have a runner escort them to the appropriate area and/or consult Logistics.
- **DO NOT GIVE MEDICAL ADVICE OR SPEAK TO ANY MEDIA PERSONNEL. PLEASE DIRECT ALL MEDIA QUESTIONS TO THE PUBLIC INFORMATION OFFICER.**

Closing Clinic

- Assist with breakdown of station as requested
 - Turn in any staff or client paperwork
 - Return any unused materials to Logistics or to the Go Kits
 - Return any unused medication to the Pharmacy
 - Turn in any tasking forms and activity logs
 - Ensure facility is cleaned and returned to former operating condition before any staff member leaves the station.
 - Turn in an After Action Report
- Participate in the after Clinic Debriefing, please gather any comments or suggestions you may have to improve clinic
- Sign out and return vest.

IMMEDIATELY NOTIFY SAFETY AND SECURITY STAFF OF ANY ACCIDENTS OR INJURIES TO STAFF VOLUNTEERS, CLIENTS, AND OTHERS. RECORD ALL INFORMATION PERTAINING TO ANY INCIDENT/ACCIDENT. REPORT ANY INCIDENTS IMMEDIATELY TO YOUR SECTION CHIEF.

CHECK- OUT EXPRESS

YOU REPORT TO OPERATIONS SECTION CHIEF

AS LEAD YOU ARE RESPONSIBLE FOR:

1. Making sure your station is equipped with all necessary equipment and staff to carry out their function.
2. Reporting Any and ALL problems to your Section Chief.
3. Ensuring that all of your staff members are able to fulfill their job duties.
4. Monitoring volunteer client flow through your station and solving flow problems as necessary- you may need more staff/runners to aid in controlling the crowd. Please contact your Section Chief and they will supply you with more staff.
5. Ensuring that all clients have received all the necessary paperwork, have a clear understanding of their follow-up instructions and have the correct medication.

Before the Clinic Opens:

- Arrive at the facility at designated time with proper photo ID and any necessary credentials
- Sign in at Incident Command/Staff Sign In and receive a vest and Job Action Sheet
- Reviewing forms at your station with your staff so you are able to convey the correct information to the clients as they arrive.
- Ensure that area is prepared for operation. Assist in the set up of your station as necessary
- Assist with set-up of any other areas as requested,
- Familiarize yourself with all materials at your station
- Request additional supplies from your Lead.
- Assess your station for any safety or security hazards
- Receive Just In Time training before clinic opening.
- If you are unclear about any of your duties at this station please ask your Section Chief for verification.**

Clinic Opening:

- Raise a **GREEN** paddle to indicate that you are ready for the next client. A runner will be directing clients to your table as you are done with each assessment.
- Greet clients as they approach your station
- If necessary, raise an **ORANGE** paddle for runner assistance.
- Ensure that clients have the correct medication and paperwork when they leave the clinic.
- Go over the prescription paper work, the FAQ's about the prescription and Anthrax FAQ's.
- Go over how to take medication, where the client should go if they get sick or need more medication and what number to call for more information
- Sign and go over the Consent Form
- Answer any additional questions the client may have, BUT please do not give out any medical information
- Collect the Medical History Form
- Initial any necessary paperwork sent home with the client to verify receipt of forms and medication
- Direct the Client to the Incentives table
- Please be sure to thank each client for his or her participation
- Enforce limited entry to the clinic: Any client that enters the clinic for the purpose of receiving medication must have been previously decontaminated in order to receive treatment of any kind.
- Monitor clients for anxiety and fatigue and have a runner escort them as necessary to First Aid or Support Services
- Monitor clients for any illnesses or injuries and have a runner escort them to First Aid.
- Answer any questions for staff or clients

- ❑ Monitor your staff for fatigue, stress, anxiety, illness or injury and if necessary have a runner escort them to First Aid or Mental Health.
- ❑ If there are any clients with special needs have a runner escort them to the appropriate area and/or consult Logistics.
- ❑ **DO NOT GIVE MEDICAL ADVICE OR SPEAK TO ANY MEDIA PERSONNEL. PLEASE DIRECT ALL MEDIA QUESTIONS TO THE PUBLIC INFORMATION OFFICER.**

Clinic Closing

- ❑ Assist with breakdown of station as requested
 - ❑ Turn in any staff or client paperwork
 - ❑ Return any unused materials to Logistics or to the Go Kits
 - ❑ Turn in any tasking forms and activity logs
 - ❑ Ensure facility is cleaned and returned to former operating condition before any staff member leaves the station.
 - ❑ Turn in an After Action Report
- ❑ Participate in the after Clinic Debriefing, please gather any comments or suggestions you may have to improve clinic
- ❑ Sign out and return vest.

IMMEDIATELY NOTIFY SAFETY AND SECURITY STAFF OF ANY ACCIDENTS OR INJURIES TO STAFF VOLUNTEERS, CLIENTS, AND OTHERS. RECORD ALL INFORMATION PERTAINING TO ANY INCIDENT/ACCIDENT. REPORT ANY INCIDENTS IMMEDIATELY TO YOUR SECTION CHIEF.

MEDICAL COMPLICATIONS DISPENSERS

YOU REPORT TO OPERATIONS SECTION CHIEF

AS LEAD YOU ARE RESPONSIBLE FOR:

1. Making sure your station is equipped with all necessary equipment and staff to carry out their function.
2. Reporting Any and ALL problems to your Section Chief
3. Ensuring that all of your staff members are able to fulfill their job duties.
4. Monitoring volunteer client flow through your station and solving flow problems as necessary- you may need more staff/runners to aid in controlling the crowd. Please contact your Section Chief and they will supply you with more staff.

Before the Clinic Opens:

- ❑ Arrive at the facility at designated time with proper photo ID and any necessary credentials
- ❑ Sign in at Incident Command/Staff Sign In and receive a vest and Job Action Sheet
- ❑ Obtain the medication to be dispensed from the Pharmacy, 4x6 baggies, prescription labels and the pink labels
- ❑ Reviewing forms at your station with your staff so you are able to convey the correct information to the clients as they arrive.
- ❑ Assist in the set up of your station as necessary
- ❑ Assist with set-up of any other areas as requested,
- ❑ Familiarize yourself with all materials at your station
- ❑ Request additional supplies from you Lead.
- ❑ Assess your station for any safety or security hazards
- ❑ Receive Just In Time training before clinic opening.
- ❑ **If you are unclear about any of your duties at this station please ask your Section Chief for verification.**

Clinic Opening:

- ❑ Raise a **GREEN** paddle to indicate that you are ready for the next client. A runner will be directing clients to your table as you are done with each assessment.
- ❑ Greet clients as they approach your station
- ❑ If necessary, raise an **ORANGE** paddle for runner assistance.
- ❑ Review medical screening form to ensure that the client does NOT have a Green Sticker.
- ❑ Refer the Client to Medical Consult as necessary.
- ❑ Ensure a Runner escorts the Client to Medical Consult if possible.
- ❑ **Using the cheat sheet and algorithm Give the client the following:**
 - **Medication**
 - Medication FAQ's
 - Pharmaceutical Inserts
 - Information about the medication and potential side effects
 - Sign the appropriate form documenting the dispensing of the medication.
 - **OR**
 - **Send the Client to Medical Consult for further information or different medication**
 - Sign the appropriate form documenting the dispensing of the medication or dispensing of a referral form or note of prescription.
- ❑ **OR**
- ❑ If client has a Green Sticker as approved for prophylaxis:

- ❑ Check for contraindications as outlined on the Cheat Sheet.
- ❑ Obtain the proper pre-prepared medication and administer prophylaxis as follows
- ❑ Ensure the following is correctly labeled and documented:
 - The appropriate prescription label (Cipro or Doxy) on the baggie matches the medication inside
 - The lot number matches the contents
 - The pink “Do No Throw Away” sticker is on the baggie
- ❑ Fill in Client Name
- ❑ Direct the Client to the Check Out Station
- ❑ Enforce limited entry to the clinic: Any client that enters the clinic for the purpose of receiving medication must have been previously decontaminated in order to receive treatment of any kind.
- ❑ Monitor clients for anxiety and fatigue and have a runner escort them as necessary to First Aid or Support Services
- ❑ Monitor clients for any illnesses or injuries and have a runner escort them to First Aid.
- ❑ Answer any questions for staff or clients
- ❑ Monitor your staff for fatigue, stress, anxiety, illness or injury and if necessary have a runner escort them to First Aid or Mental Health.
- ❑ If there are any clients with special needs have a runner escort them to the appropriate area and/or consult Logistics.
- ❑ **DO NOT GIVE MEDICAL ADVICE OR SPEAK TO ANY MEDIA PERSONNEL. PLEASE DIRECT ALL MEDIA QUESTIONS TO THE PUBLIC INFORMATION OFFICER.**

Closing Clinic

- ❑ Assist with breakdown of station as requested
 - ❑ Turn in any staff or client paperwork
 - ❑ Return any unused materials to Logistics or to the Go Kits
 - ❑ Return any unused medication to the Pharmacy
 - ❑ Turn in any tasking forms and activity logs
 - ❑ Ensure facility is cleaned and returned to former operating condition before any staff member leaves the station.
 - ❑ Turn in an After Action Report
- ❑ Participate in the after Clinic Debriefing, please gather any comments or suggestions you may have to improve clinic
- ❑ Sign out and return vest.

IMMEDIATELY NOTIFY SAFETY AND SECURITY STAFF OF ANY ACCIDENTS OR INJURIES TO STAFF VOLUNTEERS, CLIENTS, AND OTHERS. RECORD ALL INFORMATION PERTAINING TO ANY INCIDENT/ACCIDENT. REPORT ANY INCIDENTS IMMEDIATELY TO YOUR SECTION CHIEF.

MEDICAL CONSULT

YOU REPORT TO OPERATIONS SECTION CHIEF

AS LEAD YOU ARE RESPONSIBLE FOR:

1. Making sure your station is equipped with all necessary equipment and staff to carry out their function.
2. Reporting Any and ALL problems to your Section Chief.
3. Ensuring that all of your staff members are able to fulfill their job duties.
4. Ensuring that any patients with complications are seen at your station and are given the appropriate prescription or primary care physician referral.
5. Monitoring volunteer client flow through your station and solving flow problems as necessary- you may need more staff/runners to aid in controlling the crowd. Please contact your Section Chief and they will supply you with more staff.

Before Clinic Opens:

- Arrive at the facility at designated time with proper photo ID and any necessary credentials
- Sign in at Incident Command/Staff Sign In and receive a vest and Job Action Sheet
- Reviewing forms at your station with your staff so you are able to convey the correct information to the clients as they arrive.
- Assist in the set up of your station as necessary
- Assist with set-up of any other areas as requested
- Familiarize yourself with all materials at your station
- Request additional supplies from your Lead.
- Assess your station for any safety or security hazards
- Receive Just In Time training before clinic opening.
- If you are unclear about any of your duties at this station please ask your Lead or Section Chief for verification.**

Clinic Opening:

- Raise a **GREEN** paddle to indicate that you are ready for the next client. A runner will be directing clients to your table as you are done with each assessment.
- Greet clients as they approach your station
- If necessary, raise an **ORANGE** paddle for runner assistance.
- Review medical screening form
- Check for contraindications using the Cheat Sheet and/or the Algorithm
- Answer any questions the client has about medical complications, drug interactions or other health related questions pertaining to prophylaxis for Anthrax exposure.
- Give the client the following:**
 - Cipro/Doxy or Amoxicillin (NOTE: This is the only station that will be giving out Amoxicillin)
 - Information about the medication and potential side effects
 - Medication FAQ's
 - Pharmaceutical inserts
 - Sign the appropriate form documenting the dispensing of the medication or dispensing of a referral form or note of prescription.
- Ensure the following is correctly labeled and documented:
 - The appropriate prescription label (Cipro or Doxy) on the baggie matches the medication inside
 - The lot number matches the contents

- The pink “Do No Throw Away” sticker is on the baggie
- **If client has a Green Sticker as approved for prophylaxis:**
- Check for contraindications as outlined on the Cheat Sheet.
- Obtain the proper pre-prepared medication and administer prophylaxis as follows
- Ensure the following is correctly labeled and documented:
 - The appropriate prescription label (Cipro or Doxy) on the baggie matches the medication inside
 - The lot number matches the contents
 - The pink “Do No Throw Away” sticker is on the baggie
- Fill in Client Name
- Direct those who have completed their paperwork to proceed to the Client Screening Area.
- Monitor clients for anxiety and fatigue and have a runner escort them as necessary to First Aid or Support Services
- Monitor clients for any illnesses or injuries and have a runner escort them to First Aid.
- Answer any questions for staff or clients
- Use RUNNER sign to request a Runner.
- Monitor your staff for fatigue, stress, anxiety, illness or injury and if necessary have a runner escort them to First Aid or Mental Health.
- If there any clients with special needs have a runner escort them to the appropriate area and/or consult Logistics
- **DO NOT GIVE MEDICAL ADVICE OR SPEAK TO ANY MEDIA PERSONNEL. PLEASE DIRECT ALL MEDIA QUESTIONS TO THE PUBLIC INFORMATION OFFICER.**

Closing Clinic

- Assist with breakdown of station as requested
 - Turn in any staff or client paperwork
 - Return any unused materials to Logistics or to the Go Kits
 - Turn in any tasking forms and activity logs
 - Ensure facility is cleaned and returned to former operating condition before any staff member leaves the station.
 - Turn in an After Action Report
- Participate in the after Clinic Debriefing, please gather any comments or suggestions you may have to improve clinic
 - Sign out and return vest.

IMMEDIATELY NOTIFY SAFETY AND SECURITY STAFF OF ANY ACCIDENTS OR INJURIES TO STAFF VOLUNTEERS, CLIENTS, AND OTHERS. RECORD ALL INFORMATION PERTAINING TO ANY INCIDENT/ACCIDENT. REPORT ANY INCIDENTS IMMEDIATELY TO YOUR SECTION CHIEF.

MEDICAL COMPLICATIONS CHECKOUT

YOU REPORT TO OPERATIONS SECTION CHIEF

AS LEAD YOU ARE RESPONSIBLE FOR:

1. Making sure your station is equipped with all necessary equipment and staff to carry out their function.
2. Reporting Any and ALL problems to your Section Chief.
3. Ensuring that all of your staff members are able to fulfill their job duties.
4. Monitoring volunteer client flow through your station and solving flow problems as necessary- you may need more staff/runners to aid in controlling the crowd. Please contact your Section Chief and they will supply you with more staff.
5. Ensuring that all clients have received all the necessary paperwork, have a clear understanding of their follow-up instructions and have the correct medication.

Before the Clinic Opens:

- Arrive at the facility at designated time with proper photo ID and any necessary credentials
- Sign in at Incident Command/Staff Sign In and receive a vest and Job Action Sheet
- Reviewing forms at your station with your staff so you are able to convey the correct information to the clients as they arrive.
- Ensure that area is prepared for operation. Assist in the set up of your station as necessary
- Assist with set-up of any other areas as requested,
- Familiarize yourself with all materials at your station
- Request additional supplies from your Lead.
- Assess your station for any safety or security hazards
- Receive Just In Time training before clinic opening.
- If you are unclear about any of your duties at this station please ask your Section Chief for verification.**

Clinic Opening:

- Raise a **GREEN** paddle to indicate that you are ready for the next client. A runner will be directing clients to your table as you are done with each assessment.
- Greet clients as they approach your station
- If necessary, raise an **ORANGE** paddle for runner assistance.
- Ensure that clients have the correct medication and paperwork when they leave the clinic.
- Go over the prescription paper work, the FAQ's about the prescription and Anthrax FAQ's.
- Go over how to take medication, where the client should go if they get sick or need more medication and what number to call for more information
- Sign and go over the Consent Form
- Answer any additional questions the client may have, BUT please do not give out any medical information
- Collect the Medical History Form
- Initial any necessary paperwork sent home with the client to verify receipt of forms and medication
- Direct the Client to the Incentives table
- Please be sure to thank each client for his or her participation
- Enforce limited entry to the clinic: Any client that enters the clinic for the purpose of receiving medication must have been previously decontaminated in order to receive treatment of any kind.

- ❑ Monitor clients for anxiety and fatigue and have a runner escort them as necessary to First Aid or Support Services
- ❑ Monitor clients for any illnesses or injuries and have a runner escort them to First Aid.
- ❑ Answer any questions for staff or clients
- ❑ Monitor your staff for fatigue, stress, anxiety, illness or injury and if necessary have a runner escort them to First Aid or Mental Health.
- ❑ If there are any clients with special needs have a runner escort them to the appropriate area and/or consult Logistics.
- ❑ **DO NOT GIVE MEDICAL ADVICE OR SPEAK TO ANY MEDIA PERSONNEL. PLEASE DIRECT ALL MEDIA QUESTIONS TO THE PUBLIC INFORMATION OFFICER.**

Clinic Closing

- ❑ Assist with breakdown of station as requested
 - ❑ Turn in any staff or client paperwork
 - ❑ Return any unused materials to Logistics or to the Go Kits
 - ❑ Turn in any tasking forms and activity logs
 - ❑ Ensure facility is cleaned and returned to former operating condition before any staff member leaves the station.
 - ❑ Turn in an After Action Report
- ❑ Participate in the after Clinic Debriefing, please gather any comments or suggestions you may have to improve clinic
- ❑ Sign out and return vest.

IMMEDIATELY NOTIFY SAFETY AND SECURITY STAFF OF ANY ACCIDENTS OR INJURIES TO STAFF VOLUNTEERS, CLIENTS, AND OTHERS. RECORD ALL INFORMATION PERTAINING TO ANY INCIDENT/ACCIDENT. REPORT ANY INCIDENTS IMMEDIATELY TO YOUR SECTION CHIEF.

CLINIC EQUIPMENT

YOU REPORT TO LOGISTICS SECTION CHIEF

AS LEAD YOU ARE RESPONSIBLE FOR:

1. Making sure there are enough tables, chairs, and any other equipment that the clinic will supply for the stations
2. Reporting Any and ALL problems to your Section Chief or Clinic Manager.
3. Ensuring that all of your staff members are able to fulfill their job duties.

Before Clinic Opens:

- Arrive at the facility at designated time with proper photo ID and any necessary credentials
- Sign in at Incident Command/Staff Sign In and receive a vest and Job Action Sheet
- Obtain tables and chairs from the facility or any other facility that has the required amount of tables and chairs.
- Assemble tables and chairs in the areas where the clinic will be.
- Assist in the set up of the clinic as needed
- Assist with set-up of any other areas as requested
- Familiarize yourself with all materials at your station
- Request additional supplies from your Lead.
- Assess your station for any safety or security hazards
- Receive Just In Time training before clinic opening.
- If you are unclear about any of your duties at this station please ask your Lead or Section Chief for verification.**

Clinic Opening:

- Check in with the Logistics Section Chief for obtaining any additional tables, chairs or other equipment.
- Obtain any needed supplies and/or equipment.
- If necessary Guide clients away from or around safety hazards
- Answer any questions for staff or clients
- Monitor your staff for fatigue, stress, anxiety, illness or injury and if necessary have a runner escort them to First Aid or Mental Health.
- If there any clients with special needs have a runner escort them to the appropriate area and/or consult Logistics
- Let the volunteer-client know that all medical questions will be answered at Medication Dispensing.
- DO NOT GIVE MEDICAL ADVICE OR SPEAK TO ANY MEDIA PERSONNEL. PLEASE DIRECT ALL MEDIA QUESTIONS TO THE PUBLIC INFORMATION OFFICER.**

Closing Clinic

- Assist with breakdown of station as requested
- Collect all equipment and supplies in one area.
- Arrange for the return of all equipment back to it's origin.
 - Turn in any staff or client paperwork
 - Return any unused materials to the Go Kits
 - Turn in any tasking forms and activity logs
 - Ensure facility is cleaned and returned to former operating condition before any staff member leaves the station.
 - Turn in an After Action Report
- Participate in the after Clinic Debriefing, please gather any comments or suggestions you may have to improve clinic

- Sign out and return vest.

IMMEDIATELY NOTIFY SAFETY AND SECURITY STAFF OF ANY ACCIDENTS OR INJURIES TO STAFF VOLUNTEERS, CLIENTS, AND OTHERS. RECORD ALL INFORMATION PERTAINING TO ANY INCIDENT/ACCIDENT. REPORT ANY INCIDENTS IMMEDIATELY TO THE LOGISTICS SECTION CHIEF.

CLINIC SUPPLIES/INCENTIVES

YOU REPORT TO LOGISTICS SECTION CHIEF

AS LEAD YOU ARE RESPONSIBLE FOR:

1. Making sure your station is equipped with all necessary equipment and staff to carry out their function.
2. Reporting Any and ALL problems to your Section Chief or Clinic Manager.
3. Ensuring that all of your staff members are able to fulfill their job duties.
4. Ensuring that all of the stations have enough of the proper equipment.

Before Clinic Opens:

- Arrive at the facility at designated time with proper photo ID and any necessary credentials
- Sign in at Incident Command/Staff Sign In and receive a vest and Job Action Sheet
- Reviewing forms at your station with your staff so you are able to convey the correct information to the clients as they arrive.
- Obtain the Go Kits and inventory the kits.
- Ensure there are enough supplies for the clinic.
- Divide and distribute the supplies among the clinic stations.
- Order additional supplies as necessary
- Assist with set-up of any other areas as requested
- Familiarize yourself with all materials at your station
- Request additional supplies from your Lead.
- Assess your station for any safety or security hazards
- Receive Just In Time training before clinic opening.
- If you are unclear about any of your duties at this station please ask your Lead or Section Chief for verification.**

Clinic Opening:

- Check in with station leads and the logistics section chief about needing more supplies.
- Order more supplies as needed.
- Maintain limited entry to the clinic: Any client that enters the clinic for the purpose of receiving medication must have been previously decontaminated in order to receive treatment of any kind. Work with Security to enforce limited entry to the clinic
- Monitor clients for any illnesses or injuries and have a runner escort them to First Aid.
- Answer any questions for staff or clients
- Use RUNNER sign to request a Runner.
- Monitor your staff for fatigue, stress, anxiety, illness or injury and if necessary have a runner escort them to First Aid or Mental Health.
- If there any clients with special needs have a runner escort them to the appropriate area and/or consult Logistics
- Let the volunteer-client know that all medical questions will be answered at Medication Dispensing
- Hand out incentives at the end of the clinic.**
- Collect Client Evaluation Form**
- DO NOT GIVE MEDICAL ADVICE OR SPEAK TO ANY MEDIA PERSONNEL. PLEASE DIRECT ALL MEDIA QUESTIONS TO THE PUBLIC INFORMATION OFFICER.**

Closing Clinic

- Assist with breakdown of station as requested
- Turn in any staff or client paperwork
- Return any unused materials to Logistics or to the Go Kits

- ❑ Ensure that ALL supplies are collected and accounted for.
- ❑ Ensure that any supplies that need to be replaced are ordered or filled.
- ❑ Turn in any tasking forms and activity logs
- ❑ Ensure facility is cleaned and returned to former operating condition before any staff member leaves the station.
- ❑ Turn in an After Action Report
- ❑ Participate in the after Clinic Debriefing, please gather any comments or suggestions you may have to improve clinic
- ❑ Sign out and return vest.

IMMEDIATELY NOTIFY SAFETY AND SECURITY STAFF OF ANY ACCIDENTS OR INJURIES TO STAFF VOLUNTEERS, CLIENTS, AND OTHERS. RECORD ALL INFORMATION PERTAINING TO ANY INCIDENT/ACCIDENT. REPORT ANY INCIDENTS IMMEDIATELY TO THE LOGISTICS SECTION CHIEF.

PHARMACIST

YOU REPORT TO OPERATIONS SECTION CHIEF

AS LEAD YOU ARE RESPONSIBLE FOR:

1. Making sure your station is equipped with all necessary equipment and staff to carry out their function.
2. Reporting Any and ALL problems to your Section Chief or Clinic Manager.
3. Ensuring that all of your staff members are able to fulfill their job duties.
4. Ensuring all medications are properly labeled and accounted for.
5. Answering any questions about drug interactions as necessary.
6. Giving Just In Time Training to your staff

Before Clinic Opens:

- Arrive at the facility at designated time with proper photo ID and any necessary credentials
- Sign in at Incident Command/Staff Sign In and receive a vest and Job Action Sheet
- Reviewing forms at your station with your staff so you are able to convey the correct information to the clients as they arrive.
- Assist in the set up of your station
- Ensure that all medication is in the Pharmacy
- Begin Prepping prophylaxis:
 - Affix the appropriate prescription label (Cipro or Doxy) on the baggie
 - Fill in lot number
 - Document the lot number
 - Place pills (in blister packs) in the baggies
 - Affix the pink "Do No Throw Away" sticker on the baggie
- Assist with set-up of any other areas as requested
- Familiarize yourself with all materials at your station
- Request additional supplies from Logistics Section Chief.
- Assess your station for any safety or security hazards
- Receive Just In Time training before clinic opening.
- Give Just In Time Training to your staff
- If you are unclear about any of your duties at this station please ask your Lead or Section Chief for verification.**

Clinic Opening:

- Continue to Prep and administer prophylaxis:
 - Affix the appropriate prescription label (Cipro or Doxy) on the baggie
 - Fill in lot number
 - Place pills (in blister packs) in the baggies
 - Affix the pink "Do No Throw Away" sticker on the baggie
 - Information about the medication and potential side effects
- If a client cannot take the provided prophylaxis, give the client the following:
 - Prescribing Order
 - Physician Referral Form
 - Notification to Client's Primary Care Provider Form
 - Sign the appropriate form documenting the dispensing of the medication..
- Monitor clients for anxiety and fatigue and have a runner escort them as necessary to First Aid or Support Services

- ❑ Monitor clients for any illnesses or injuries and have a runner escort them to First Aid.
- ❑ Answer any questions for staff or clients
- ❑ Use RUNNER sign to request a Runner.
- ❑ Monitor your staff for fatigue, stress, anxiety, illness or injury and if necessary have a runner escort them to First Aid or Mental Health.
- ❑ If there any clients with special needs have a runner escort them to the appropriate area and/or consult Logistics
- ❑ Let the volunteer-client know that all medical questions will be answered at Medication Dispensing.
- ❑ **DO NOT GIVE MEDICAL ADVICE OR SPEAK TO ANY MEDIA PERSONNEL. PLEASE DIRECT ALL MEDIA QUESTIONS TO THE PUBLIC INFORMATION OFFICER.**

Closing Clinic

- ❑ Assist with breakdown of station as requested
- ❑ Collect ALL unused medication. Count medication and document the information. Turn this into the Logistics Section Chief.
 - ❑ Turn in any staff or client paperwork
 - ❑ Return any unused materials to Logistics or to the Go Kits
 - ❑ Turn in any tasking forms and activity logs
 - ❑ Ensure facility is cleaned and returned to former operating condition before any staff member leaves the station.
 - ❑ Turn in an After Action Report
- ❑ Participate in the after Clinic Debriefing, please gather any comments or suggestions you may have to improve clinic
 - ❑ Sign out and return vest.

IMMEDIATELY NOTIFY SAFETY AND SECURITY STAFF OF ANY ACCIDENTS OR INJURIES TO STAFF VOLUNTEERS, CLIENTS, AND OTHERS. RECOD ALL INFORMATION PERTAINING TO ANY INCIDENT/ACCIDENT. REPORT ANY INCIDENTS IMMEDIATELY TO THE LEAD AT YOUR STATION

SUPPORT SERVICES/FIRST AID

YOU REPORT TO OPERATIONS SECTION CHIEF

AS LEAD YOU ARE RESPONSIBLE FOR:

1. Making sure your station is equipped with all necessary equipment and staff to carry out their function.
2. Reporting Any and ALL problems to your Section Chief or Clinic Manager.
3. Ensuring that all of your staff members are able to fulfill their job duties.
4. Monitoring volunteer client flow through your station and solving flow problems as necessary- you may need more staff/runners to aid in controlling the crowd. Please contact your Section Chief and they will supply you with more staff.
5. Referring clients to medical consult or support services stations as necessary.
6. Redirect volunteer-patients to the next station as appropriate.
7. Provide volunteer-patient and clinic staff with counseling as indicated

Before Clinic Opens:

- Arrive at the facility at designated time with proper photo ID and any necessary credentials
- Sign in at Incident Command/Staff Sign In and receive a vest and Job Action Sheet
- Reviewing forms at your station with your staff so you are able to convey the correct information to the clients as they arrive.
- Assist in the set up of your station as necessary
- Assist with set-up of any other areas as requested
- Familiarize yourself with all materials at your station
- Request additional supplies from your Lead.
- Assess your station for any safety or security hazards
- Receive Just In Time training before clinic opening.
- If you are unclear about any of your duties at this station please ask your Section Chief**

Clinic Opening:

- Throughout the clinic, provide counseling services as necessary.
- Ensure client privacy
- Assess volunteer patient condition
- Identify people who seem to be confused or need extra assistance.
- Please make sure that all clients are escorted by a runner when coming to your station or going to another station in the clinic.
- Redirect volunteer-patient to next station as appropriate.
- Ask clients coming to your station if their emergency is Real or Fake.
- Continue to reinforce that this is only a **MOCK EXERCISE** and they will not be receiving any medication.
- Please have all clients be escorted to and from your station by a runner at all times.
- Let the volunteer-patient know that all medical questions pertaining to the medication will be answered at the medication-dispensing phase.
- Guide clients away from or around safety hazards
 - Monitor clients for anxiety and fatigue and have a runner escort them as necessary to First Aid or Support Services
 - Monitor clients for any illnesses or injuries and have a runner escort them to First Aid.
 - Answer any questions for staff or clients
 - Use RUNNER sign to request a Runner.
 - Monitor your staff for fatigue, stress, anxiety, illness or injury and if necessary have a runner escort them to First Aid or Mental Health.

- ❑ If there any clients with special needs have a runner escort them to the appropriate area and/or consult Logistics
- ❑ Let the volunteer-client know that all medical questions will be answered at Medication Dispensing.
- ❑ **DO NOT GIVE MEDICAL ADVICE OR SPEAK TO ANY MEDIA PERSONNEL. PLEASE DIRECT ALL MEDIA QUESTIONS TO THE PUBLIC INFORMATION OFFICER.**

Closing Clinic

- ❑ Assist with breakdown of station as requested
 - ❑ Turn in any staff or client paperwork
 - ❑ Return any unused materials to Logistics or to the Go Kits
 - ❑ Turn in any tasking forms and activity logs
 - ❑ Ensure facility is cleaned and returned to former operating condition before any staff member leaves the station.
 - ❑ Turn in an After Action Report
- ❑ Participate in the after Clinic Debriefing, please gather any comments or suggestions you may have to improve clinic
 - ❑ Sign out and return vest.

IMMEDIATELY NOTIFY SAFETY AND SECURITY STAFF OF ANY ACCIDENTS OR INJURIES TO STAFF VOLUNTEERS, CLIENTS, AND OTHERS. RECORD ALL INFORMATION PERTAINING TO ANY INCIDENT/ACCIDENT. REPORT ANY INCIDENTS IMMEDIATELY TO YOUR SECTION CHIEF.

COMMUNICATIONS/IT

YOU REPORT TO LOGISTICS SECTION CHIEF

AS LEAD YOU ARE RESPONSIBLE FOR:

1. Making sure your station is equipped with all necessary equipment and staff to carry out their function.
2. Reporting Any and ALL problems to your Section Chief or Clinic Manager.
3. Ensuring that all of your staff members are able to fulfill their job duties.
4. Ensuring that all communications and IT equipment is set up and properly running.

Before Clinic Opens:

- Arrive at the facility at designated time with proper photo ID and any necessary credentials
- Sign in at Incident Command/Staff Sign In and receive a vest and Job Action Sheet
- Reviewing forms at your station with your staff so you are able to convey the correct information to the clients as they arrive.
- Set up IT and communications equipment.
- Ensure all equipment runs properly.
- Brief staff on the use of communications and IT equipment.
- Assist in the set up of your station as necessary
- Assist with set-up of any other areas as requested
- Familiarize yourself with all materials at your station
- Request additional supplies from your Lead.
- Assess your station for any safety or security hazards
- Receive Just In Time training before clinic opening.
- If you are unclear about any of your duties at this station please ask the Logistics Section Chief**

Clinic Opening:

- Monitor IT and communications equipment as necessary.
- Replace or repair communications and IT equipment as necessary.
- Enforce limited entry to the clinic: Any client that enters the clinic for the purpose of receiving medication must have been previously decontaminated in order to receive treatment of any kind. Work with Security to enforce limited entry to the clinic
- Monitor clients for any illnesses or injuries and have a runner escort them to First Aid.
- Answer any questions for staff or clients
- Use RUNNER sign to request a Runner.
- Monitor your staff for fatigue, stress, anxiety, illness or injury and if necessary have a runner escort them to First Aid or Mental Health.
- If there are any clients with special needs have a runner escort them to the appropriate area and/or consult Logistics
- Let the volunteer-client know that all medical questions will be answered at Medication Dispensing.
- DO NOT GIVE MEDICAL ADVICE OR SPEAK TO ANY MEDIA PERSONNEL. PLEASE DIRECT ALL MEDIA QUESTIONS TO THE PUBLIC INFORMATION OFFICER.**

Closing Clinic

- Assist with breakdown of station as requested
- Collect all communications and IT equipment and return it to the correct organization.
 - Turn in any staff or client paperwork
 - Return any unused materials to Logistics or to the Go Kits

- ❑ Turn in any tasking forms and activity logs
- ❑ Ensure facility is cleaned and returned to former operating condition before any staff member leaves the station.
- ❑ Turn in an After Action Report
- ❑ Participate in the after Clinic Debriefing, please gather any comments or suggestions you may have to improve clinic
- ❑ Sign out and return vest.

IMMEDIATELY NOTIFY SAFETY AND SECURITY STAFF OF ANY ACCIDENTS OR INJURIES TO STAFF VOLUNTEERS, CLIENTS, AND OTHERS. RECORD ALL INFORMATION PERTAINING TO ANY INCIDENT/ACCIDENT. REPORT ANY INCIDENTS IMMEDIATELY TO THE LOGISTICS SECTION CHIEF.

RUNNER

YOU REPORT TO LOGISTICS SECTION CHIEF

AS LEAD YOU ARE RESPONSIBLE FOR:

1. Reporting Any and ALL problems to your Section Chief or Clinic Manager.
2. Ensuring that all of your staff members are able to fulfill their job duties.
3. Monitoring volunteer client flow and assist where necessary
4. To assist patients-volunteer, clinic staff, and visitors in maintaining the logistical support structure of the clinic.

Before Clinic Opens:

- Arrive at the facility at designated time with proper photo ID and any necessary credentials
- Sign in at Incident Command/Staff Sign In and receive a vest and Job Action Sheet
- Reviewing forms at your station with your staff so you are able to convey the correct information to the clients as they arrive.
- Assist in the set up of your station as necessary
- Assist with set-up of any other areas as requested
- Familiarize yourself with all materials at your station
- Request additional supplies from your Lead.
- Assess your station for any safety or security hazards
- Receive Just In Time Lead training before clinic opening.
- Give Just In Time Training to your staff
- If you are unclear about any of your duties at this station please ask your Lead or Section Chief for verification.**

Clinic Opening:

- Assist station leader and station coworkers as needed.
- Assist with crowd control and answer very general questions.
- Escort clients as assigned by station leader. If clients are volatile, seek assistance from security personnel immediately.
- Familiarize yourself with paper work, equipment, and supplies in your area.
- Maintain sufficient supplies and paper work as needed to continue station operation.
- Run errands as directed by station staff (check in with station leader first).
- Monitor personnel for fatigue or stress. Notify area leader as needed.
- Staff member should be able to lift at least 30 pounds and travel on foot to each area as requested.
- Identify people who seem to be confused or need extra assistance.
- Greet clients as they come into the clinic
- Enforce limited entry to the clinic: Any client that enters the clinic for the purpose of receiving medication must have been previously decontaminated in order to receive treatment of any kind. Work with Security to enforce limited entry to the clinic
- Guide clients away from or around safety hazards
- Monitor clients for anxiety and fatigue and have a runner escort them as necessary to First Aid or Support Services
- Monitor clients for any illnesses or injuries and have a runner escort them to First Aid.
- Answer any questions for staff or clients
- Monitor your staff for fatigue, stress, anxiety, illness or injury and if necessary have a runner escort them to First Aid or Mental Health.
 - If there are any clients with special needs have a runner escort them to the appropriate area and/or consult Logistics

- Let the volunteer-client know that all medical questions will be answered at Medication Dispensing.
- **DO NOT GIVE MEDICAL ADVICE OR SPEAK TO ANY MEDIA PERSONNEL. PLEASE DIRECT ALL MEDIA QUESTIONS TO THE PUBLIC INFORMATION OFFICER.**

Closing Clinic

- Assist with breakdown of station as requested
 - Turn in any staff or client paperwork
 - Return any unused materials to Logistics or to the Go Kits
 - Turn in any tasking forms and activity logs
 - Ensure facility is cleaned and returned to former operating condition before any staff member leaves the station.
 - Turn in an After Action Report
- Participate in the after Clinic Debriefing, please gather any comments or suggestions you may have to improve clinic
 - Sign out and return vest.

IMMEDIATELY NOTIFY SAFETY AND SECURITY STAFF OF ANY ACCIDENTS OR INJURIES TO STAFF VOLUNTEERS, CLIENTS, AND OTHERS. RECORD ALL INFORMATION PERTAINING TO ANY INCIDENT/ACCIDENT. REPORT ANY INCIDENTS IMMEDIATELY TO THE LOGISTICS SECTION CHIEF