



FORM 2 - GENERAL BRIEFING

Initial, Operational & Shift Change Briefing	
ATTENDEES	POD Support Staff
FACILITATORS	Branch Directors, Group Supervisors and Team/Unit Leaders

Purpose: Designed to inform and educate supporting POD staff to incident, their roles, POD reporting structure and provide POD Site orientation. Allow time for questions during the briefing.

Conducting the briefing:

- Identify self and reason for POD activation (i.e. suspected Anthrax, pandemic, natural disaster, etc.) and information on current situation including state of response, and POD status.
- Provide direction or decision to be implemented.
- Allow time for questions during the briefing.
- Suggested talking points include (bold items should be addressed):

Incident Command & Position Checklists
<ol style="list-style-type: none"> 1. Stress that staff report to designated Supervisor as stated on PC. 2. Distribute Position Checklists (PC) to reporting staff and have staff review them as well as all applicable forms (i.e. Station Scripts, Drug Information Sheets, etc.). 3. Ask staff if there are any questions related to the PC ad their role in POD operations. 4. Describe the direction of communication flow and method of decision making. 5. Distribute POD organizational chart specific to your reporting branch section. 6. Explain that each staff member has specific duties prior to, during and the end of POD operations.
Procedures
<ol style="list-style-type: none"> 1. Orientate staff to on-site restrooms, break area, first-aid and supply area locations. 2. Restate need to complete Unit Activity Logs (ICS 214). 3. Develop and describe shift procedure (time of shift, break schedules, etc.) – Section 4. 4. Describe end of shift reporting and demobilization procedures – Section 4. 5. Ensure staff is aware that they must brief incoming replacement staff to any operational issues and/or suggestions that they have experienced.
POD Flow
<ol style="list-style-type: none"> 1. Distribute Site/facility map and POD flow map. 2. Describe incident and clinic purpose (to provide medical prophylaxis to public). 3. Ask reporting staff if there are any questions related to the Site map and/or POD flow design.

Announce:

- The next scheduled briefing time at _____ based on Unified Command coordination.