

1. BRANCH SECURITY		2. DIVISION COMMAND POST		ASSIGNMENT LIST					
3. INCIDENT NAME			4. OPERATIONAL PERIOD						
			DATE _____ TIME _____						
5. OPERATIONAL PERSONNEL									
OPERATIONS CHIEF _____		DIVISION/GROUP SUPERVISOR _____							
BRANCH DIRECTOR _____									
6. RESOURCES ASSIGNED TO THIS PERIOD									
RESOURCE DESIGNATOR	LEADER	NUMBER PERSONS	TRANS. NEEDED	PICKUP PT./TIME	DROP OFF PT./TIME				
7. CONTROL OPERATIONS									
8. SPECIAL INSTRUCTIONS									
9. DIVISION/GROUP COMMUNICATIONS SUMMARY									
FUNCTION		FREQ.	SYSTEM	CHAN.	FUNCTION		FREQ.	SYSTEM	CHAN.
COMMAND	LOCAL				SUPPORT	LOCAL			
	REPEAT					REPEAT			
DIV./GROUP TACTICAL									
PREPARED BY (NAME and POSITION)				APPROVED BY (NAME and POSITION)			DATE	TIME	

1. BRANCH SECURITY		2. DIVISION MEDICAL STORAGE/TRANSPORT			ASSIGNMENT LIST				
3. INCIDENT NAME				4. OPERATIONAL PERIOD DATE _____ TIME _____					
5. OPERATIONAL PERSONNEL OPERATIONS CHIEF _____ DIVISION/GROUP SUPERVISOR _____ BRANCH DIRECTOR _____									
6. RESOURCES ASSIGNED TO THIS PERIOD									
RESOURCE DESIGNATOR		LEADER	NUMBER PERSONS	TRANS. NEEDED	PICKUP PT./TIME	DROP OFF PT./TIME			
7. CONTROL OPERATIONS									
8. SPECIAL INSTRUCTIONS									
9. DIVISION/GROUP COMMUNICATIONS SUMMARY									
FUNCTION		FREQ.	SYSTEM	CHAN.	FUNCTION		FREQ.	SYSTEM	CHAN.
COMMAND	LOCAL REPEAT				SUPPORT	LOCAL REPEAT			
DIV./GROUP TACTICAL									
PREPARED BY (NAME and POSITION)				APPROVED BY (NAME and POSITION)			DATE	TIME	

1. BRANCH SECURITY		2. DIVISION PERIMETER/PARKING		ASSIGNMENT LIST					
3. INCIDENT NAME				4. OPERATIONAL PERIOD DATE _____ TIME _____					
5. OPERATIONAL PERSONNEL OPERATIONS CHIEF _____ DIVISION/GROUP SUPERVISOR _____ BRANCH DIRECTOR _____									
6. RESOURCES ASSIGNED TO THIS PERIOD									
RESOURCE DESIGNATOR		LEADER		NUMBER PERSONS	TRANS. NEEDED	PICKUP PT./TIME	DROP OFF PT./TIME		
7. CONTROL OPERATIONS									
8. SPECIAL INSTRUCTIONS									
9. DIVISION/GROUP COMMUNICATIONS SUMMARY									
FUNCTION		FREQ.	SYSTEM	CHAN.	FUNCTION		FREQ.	SYSTEM	CHAN.
COMMAND	LOCAL				SUPPORT	LOCAL			
	REPEAT					REPEAT			
DIV./GROUP TACTICAL									
PREPARED BY (NAME and POSITION)				APPROVED BY (NAME and POSITION)			DATE	TIME	

1. BRANCH SECURITY	2. DIVISION TRAFFIC/CROWD CONTROL	ASSIGNMENT LIST					
3. INCIDENT NAME			4. OPERATIONAL PERIOD				
			DATE _____ TIME _____				
5. OPERATIONAL PERSONNEL							
OPERATIONS CHIEF _____		DIVISION/GROUP SUPERVISOR _____					
BRANCH DIRECTOR _____							
6. RESOURCES ASSIGNED TO THIS PERIOD							
RESOURCE DESIGNATOR	LEADER	NUMBER PERSONS	TRANS. NEEDED	PICKUP PT./TIME	DROP OFF PT./TIME		
7. CONTROL OPERATIONS							
8. SPECIAL INSTRUCTIONS							
9. DIVISION/GROUP COMMUNICATIONS SUMMARY							
FUNCTION	FREQ.	SYSTEM	CHAN.	FUNCTION	FREQ.	SYSTEM	CHAN.
COMMAND	LOCAL			SUPPORT	LOCAL		
	REPEAT				REPEAT		
DIV./GROUP TACTICAL							
PREPARED BY (NAME and POSITION)			APPROVED BY (NAME and POSITION)			DATE	TIME

4. Initiate demobilization to address:

- a. Release of POD staff:
 - i. Receive notification from Supervisor of time to be released from duties.
 - ii. Follow shift change procedures upon exiting POD site.
 - iii. Clean and repack areas of operation to beginning of operation standards.
- b. Prophylactic Medication/Equipment/Supplies:
 - i. Inventory unused pharmaceuticals/medications and supplies on Unit Log (ICS 214)
 - ii. Pharmacy Team Leader will coordinate with assigned Supervisor and HCA Logistics Chief to schedule recovery of all medications, patient history forms and associated supplies for retrieval by Health Care Agency.
 - iii. Demobilization, repacking and storage for on-site equipment will occur once all patients have left the premises.
 - iv. All facility equipment inventory logs are completed by Facility Unit Leader to ensure all onsite equipment is accounted for.
 - v. Supply Unit Leader will contact vendors to initiate recovery of donated items/equipment.
- c. Documentation collection
 - i. Documentation Team Leader will log all documentation being turned over, and maintain duplicates as deemed necessary on Unit Log (ICS 214).
- d. Debriefing
 - i. See Shift Change Procedure (items 1-4).
- e. Security
 - i. **Security Branch Director ensures that the facility is left as it was found upon starting the process, that staff ingress/egress points are secure, and that all keys/access methods have been returned to Facilities Unit Leader.**