

POD Manager

Reports to: Supervisor determined at time of incident

Supervises: POD Deputy Manager, Safety Officer, Loading/Ration Point Crew Leader, Flow Crew Leader, Off-Loading/Supply Crew Leader.

Job Summary: As the senior decision-maker, the POD Manager oversees and manages all aspects of the POD operation including site setup, commodity distribution, movement of the public, equipment and supplies, and demobilization. The POD Manager establishes and maintains proper lines of command, control, and communications and ensures all key information is reported up. The POD Manager has the authority to make changes to the POD if it improves operational efficiency or eliminates a safety hazard.

START OF SHIFT

- Assess the physical aspects of the site, the amount of available equipment and supplies, and the number of trained and untrained crew members. Review this Field Operations Guide and all *Job Action Sheets*.

- Sign in on *Form A-1: Check-in/Check-out Log* (page 73) and put on your ID.

- Receive a transition briefing from the outgoing POD Manager:
 - Conduct a site walk-through with the Security/Law Enforcement Supervisor and outgoing POD Manager; ensure that the site can continue to support safe operations and distribution of commodities to the public.
 - Take possession of equipment/supplies from the outgoing POD Manager. Wear PPE and find a way to identify yourself as the POD Manager.

- Contact your supervisor and receive updates.

- Receive a list of staff assignments from the POD Deputy Manager.

- Conduct a shift briefing using guidelines *B-15: Staff Briefing* (page 114), *B-17: Staff Safety* (page 118), and *B-1: Communications* (page 87).

- Ensure that Crew Leaders conduct just-in-time training for any new staff, using *Guideline B-4: Just-In-Time Training* (page 91).

- Check that all staff members have visible ID and appropriate PPE.

DURING SHIFT

- Receive instruction from and provide situational updates to your supervisor. Communicate general information to POD staff using *Form A-7: General Message Log* (page 83).

- Hold regular managerial staff meetings with the POD Deputy Manager, Safety Officer Crew Leaders, and Security/Law Enforcement Supervisor, following *Guideline B-15: Staff Briefing*.
 - Discuss problems or areas where additional support is needed. Document concerns in *Form A-4: POD Operations Report* (page 76).

- Be visible and accessible while moving about the site. Ensure that all operations are following the guidelines in **Run a POD** (page 29).

- Work closely with Security/Law Enforcement Supervisor to ensure that the site remains safe and secure.

- Instruct the Off-Loading/Supply Crew Leader to inform you of equipment break-down or inbound truck delays:
 - Work together to determine the point at which you will run out of commodities, and alert your supervisor.
 - As supplies and commodities are unloaded, work with the Off-Loading/Supply Crew Leader to ensure that empty pallets are placed in a designated area until they are needed for demobilization purposes.

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- Manage the development of the *POD Operations Report*.

END OF SHIFT

- Submit *Form A-4: POD Operations Report* (page 76) and any *Form A-7: General Message Log* (page 83) to your supervisor.

- Use *Guideline B-16: Staff Debriefing* (page 116) to brief the incoming POD Manager, and transition any equipment and supplies.

- Sign out.