

## Resource Unit Staff

**Register dispensing site staff; oversee staff sign-in area, issue vests, identification, communications equipment and any other supplies or equipment needed for a job assignment.**

**Qualifications:** Non-medical

**Reports to:** Resource Unit Team Leader

### Immediate Actions

- Arrive at assigned site 2.5 hours prior to start time and check in.
- Receive briefing from Resource Unit Team Leader.
- Where proper ID/Vest.
- Review this Job Action Sheet.
- Learn site surroundings for work stations, offices, lavatories, first aid and break rooms, and understand role.
- Review dispensing site ICS chart.
- Assist in setting up staff sign-in area.
- Ensure a sufficient number of pens and staff sign-in sheets are available.
- Ensure that all supplies and equipment are appropriate for your area at the beginning and end of each shift, if not inform the Resource Unit Team Leader.

### On-Going Actions

- Assign staff to roles/positions within the dispensing site according to the staffing plan (Some or all staff may be pre-assigned; in this case, rosters with names assigned to positions will be faxed or emailed to POD managers)
- Each worker or volunteer should provide a picture ID at the sign-in desk.
- Verify picture ID
- Write worker/volunteer's name on the "POD Staff Roster" (only one "POD Staff Roster" should be used per shift to eliminate duplicate staff assignments) and write the assigned position on the "POD Staff Registration" form.
- Resource unit staff will give the worker/volunteer an appropriate badge, if needed, materials and equipment based on assigned POD position (*"POD Staff Equipment" spreadsheet indicates what equipment each POD staff person should receive*)
- Resource unit staff will keep the "POD Staff Sign-In" form and direct worker/volunteer to their assigned area.
- Ensure POD staff sign out on their "POD Staff Sign-In" form and return all issued equipment when they complete their shift before leaving the dispensing site.
- Ensures the confidentiality of staff files and paperwork.
- Assesses need for food and housing for dispensing site workers. Reports needs to Resource Unit Team Leader.

## **Final Actions**

- Brief on-coming staff.
- Review and confirm staffing levels for next shift.
- Ensure that all records and reports are turned in to the Resource Unit Team Leader.
- Assist with restocking and/or tearing down work stations at the end of shift.
- Participate in debriefing meetings, as required.
- Sign out and turn in all equipment in designated area.