Operational Readiness Review

Staff Notification and Assembly Drill - Supplement C

Complete this section for each point of dispensing (POD) site included in the drill. After completing the form, save it using a unique file name, such as Staff Notification and Assembly Drill - Supplement C – 01, and Staff Notification and Assembly Drill - Supplement C – 02, and so forth.

Jurisdiction

Name	Select jurisdiction

Staff Notification and Assembly - POD Site, per site

Name of POD	
POD staff notified for delivery of (select one)	Select one Other, specify
Trigger or cause for medical countermeasures (MCMs) to be dispensed (select one)	Select one Other, specify

First Shift Core Management/Lead Staff

Current first shift core POD management/lead staff	
Date/time first person notified	
Date/time last person acknowledged notification	
Total number of staff who acknowledged notification	
Target time for assembly (in minutes)	
Type of staff assembly (select one)	Select one
Date/time last person assembled	
Total number of staff who assembled	
Total number of staff who assembled within target time	

Acknowledgement completion time	
Acknowledgement percentage	0.00%
Assembly completion time	
Assembly percentage	0.00%

First Shift Additional Management/Lead Staff

Current first shift additional POD management/lead staff	
Date/time first person notified	
Date/time last person acknowledged notification	
Total number of staff who acknowledged notification	
Target time for assembly (in minutes)	
Type of staff assembly (select one)	Select one
Date/time last person assembled	
Total number of staff who assembled	
Total number of staff who assembled within target time	
Acknowledgement completion time	
Acknowledgement percentage	0.00%
Assembly completion time	
Assembly percentage	0.00%

First Shift Core Security Staff

Current first shift core POD security staff	
Date/time security notified to assemble	
Number of security available	
Target time for assembly (in minutes)	

Type of staff assembly (select one)	Select one
Date/time last person assembled	
Total number of staff who assembled	
Total number of staff who assembled within target time	
Acknowledgement percentage	0.00%
Assembly completion time	
Assembly percentage	0.00%

First Shift Additional Security Staff

Current first shift additional POD security staff	
Date/time security notified to assemble	
Number of security available	
Target time for assembly (in minutes)	
Type of staff assembly (select one)	Select one
Date/time last person assembled	
Total number of staff who assembled	
Total number of staff who assembled within target time	
Acknowledgement percentage	0.00%
Assembly completion time	
Assembly percentage	0.00%

First Shift Core Medical Health Department Staff

Current first shift core medical health department POD staff (general, not management/lead)	
Date/time first person notified	
Date/time last person acknowledged notification	

Total number of staff who acknowledged notification	
Target time for assembly (in minutes)	
Type of staff assembly (select one)	Select one
Date/time last person assembled	
Total number of staff who assembled	
Total number of staff who assembled within target time	
Acknowledgement completion time	
Acknowledgement percentage	0.00%
Assembly completion time	
Assembly percentage	0.00%

First Shift Additional Medical Health Department Staff

Current first shift additional medical health department POD staff (general, not management/lead)	
Date/time first person notified	
Date/time last person acknowledged notification	
Total number of staff who acknowledged notification	
Target time for assembly (in minutes)	
Type of staff assembly (select one)	Select one
Date/time last person assembled	
Total number of staff who assembled	
Total number of staff who assembled within target time	
Acknowledgement completion time	
Acknowledgement percentage	0.00%
Assembly completion time	
Assembly percentage	0.00%

First Shift Core Nonmedical Health Department Staff

Current first shift core nonmedical health department POD staff (general, not management/lead)	
Date/time first person notified	
Date/time last person acknowledged notification	
Total number of staff who acknowledged notification	
Target time for assembly (in minutes)	
Type of staff assembly (select one)	Select one
Date/time last person assembled	
Total number of staff who assembled	
Total number of staff who assembled within target time	
Acknowledgement completion time	
Acknowledgement percentage	0.00%
Assembly completion time	
Assembly percentage	0.00%

First Shift Additional Nonmedical Health Department Staff

Current first shift additional nonmedical health department POD staff (general, not management/lead)	
Date/time first person notified	
Date/time last person acknowledged notification	
Total number of staff who acknowledged notification	
Target time for assembly (in minutes)	
Type of staff assembly (select one)	Select one
Date/time last person assembled	
Total number of staff who assembled	
Total number of staff who assembled within target time	
Acknowledgement completion time	

Acknowledgement percentage	0.00%
Assembly completion time	
Assembly percentage	0.00%

First Shift Core Medical Volunteers

Current first shift core medical POD volunteers	
Date/time first person notified	
Date/time last person acknowledged notification	
Time last person acknowledged notification	
Total number of staff who acknowledged notification	
Target time for assembly (in minutes)	
Type of staff assembly (select one)	Select one
Date/time last person assembled	
Total number of staff who assembled	
Total number of staff who assembled within target time	
Acknowledgement completion time	
Acknowledgement percentage	0.00%
Assembly completion time	
Assembly percentage	0.00%

First Shift Additional Medical Volunteers

Current first shift additional medical POD volunteers	
Date/time first person notified	
Date/time last person acknowledged notification	
Total number of staff who acknowledged notification	
Target time for assembly (in minutes)	
Type of staff assembly (select one)	Select one

Date/time last person assembled	
Total number of staff who assembled	
Total number of staff who assembled within target time	
Acknowledgement completion time	
Acknowledgement percentage	0.00%
Assembly completion time	
Assembly percentage	0.00%

First Shift Core Nonmedical Volunteers

Current first shift core nonmedical POD volunteers	
Date/time first person notified	
Date/time last person acknowledged notification	
Total number of staff who acknowledged notification	
Target time for assembly (in minutes)	
Type of staff assembly (select one)	Select one
Date/time last person assembled	
Total number of staff who assembled	
Total number of staff who assembled within target time	
Acknowledgement completion time	
Acknowledgement percentage	0.00%
Assembly completion time	
Assembly percentage	0.00%

First Shift Additional Nonmedical Volunteers

Current first shift additional nonmedical POD volunteers	
Date/time first person notified	
Date/time last person acknowledged notification	

Total number of staff who acknowledged notification	
Target time for assembly (in minutes)	
Type of staff assembly (select one)	Select one
Date/time last person assembled	
Time last person assembled	
Total number of staff who assembled	
Total number of staff who assembled within target time	
Acknowledgement completion time	
Acknowledgement percentage	0.00%
Assembly completion time	
Assembly percentage	0.00%