

Inclusive Just-in-Time Training For

MASS PROPHYLAXIS/POINT OF DISPENSING (POD) OPERATIONS

OPERATIONAL PERIOD BRIEFING CHECKLIST

KEY POINTS

- Provide operational objectives
- Provide situation status
- Address intercultural considerations

- Welcome and thank everyone for being present
- Remind Team Leaders to take notes using the Operational Period Briefing Notes page in preparation for Inclusive Just-in-Time Training sessions
- Underscore the importance of the mass prophylaxis operation and scope of work involved
- Communicate objectives for the current operational period in accordance with Incident Action Plan (IAP)
- Provide situation status
- Review chain of command
 - ▶ Operations Section Chief
 - ▶ Mass Prophylaxis/POD Supervisor
 - ▶ Team Leaders
 - ▶ Surge responders (staff & volunteers)
- Address how to handle media requests
- Share key characteristics of the community and cultural considerations of individuals, groups, and organizations (e.g. race/ethnicity, refugee/immigration status, income level, access to transportation, housing status, immunization status, health status, literacy levels, religions)
- Review health/safety precautions and resources (e.g. personal protective equipment (PPE), on-site emergency protocol, behavioral health support)
- Provide shift information (e.g. check-in/check-out procedures, length of time)
- Send responders to stations to receive I-JITT from Team Leaders