



2018 POD Exercise Series - Final Planning Conference
City of Irvine -Operations Trailer Conference Room
Wednesday, September 12, 2018 – 9:00 – 11:00am

Agenda

1. **Goals**
 - a. Finalize Staffing and Logistical Needs
2. **Discussion Items & Deliverables**
 - a. Potential New Map adjustments
 - b. Emergency preparedness items
 - i. Thumb drive
 - ii. Tote-bag
 - iii. Radio
 - iv. Quick series books
 - c. **Incentives**
 - i. Pumpkins
 - d. **Registration**
 - i. Staff
 - ii. VIP
 - iii. First Responders (Nursing students)
 - e. **Patient Throughput Process**
 - i. Review Process
 1. Walk Through Time Study
 2. Drive Through Time Study
 - f. **Time Study Process**
 - i. Dispensing Area- Drive Through
 - ii. Dispensing Area – Walk Through
 - g. **Staffing Allocations**
 - i. Review POD Position Assignments & Organizational Charts
 1. HCA Personnel
 2. City Personnel
 - a. Law Enforcement
 - b. Fire
 - c. Additional Staff
 3. Volunteer Groups & Other Agency Personnel
 - h. **Logistical Needs**
 - i. Logistical Needs Finalization
 1. Signage
 2. Trash receptacles
 3. Portable toilets
 4. VIP Registration
 - a. VIP Tour
 - i. **POD Action Plan**
 - i. Review/Discussion
3. **Public Information Update and Toolkit Use**
 - a. Press Release
 - b. Social Media Strategy
 - c. Countywide Public Relations
 - d. Site Flyers & Website
4. **Key Dates**
 - a. **Operation Packet Review**
 1. Thursday, October 11, 2018
 - a. 1:30-3:30
 - b. **Site Walk through**
 1. Thursday, October 11, 2018
 - a. 3:30-5:00
 - c. **2018 POD Exercise Medical Supplies Management and Distribution**
 - i. Dispensing forms, Player Evaluations
 1. Wednesday, October 10, 2018
 - a. 9:00am – 11:00am