

## Director Operational Briefing EXAMPLE

Hello everyone. I am \_\_\_\_\_, the POD director. Thank you for coming so promptly. Here is the situation. We have a local disease outbreak and we need to administer antibiotic medication to the entire community within the next 48 hours. We have the facility set up and we need to provide you with your assignments and get you ready to do your tasks.

At this point everyone should have their badges and should have parked in the \_\_\_\_\_ area of the building.

Each of you has been assigned a team and Team Leader. The Team Leaders will report in to me, the POD Director.

Let me introduce our POD Team Leaders to you.

Our Greeting Team Leader is:

Our Screening Team Leader is:

Our Treatment Team Leader is:

Our Support Team Leader is:

Your Team Leaders will meet you at your stations and review your tasks. Then we will walk through the stations so everyone can become familiar with the POD layout and process. At that time you will be provided with antibiotics for your protection. One half of the teams will walk through first while the other provides the services. Then we will switch and the other half of the teams will walk through. Once that is completed, we will open the POD to the public.

We will have hourly meetings in the command post with the Team Leaders to update everyone on the situation. The command post is located \_\_\_\_\_. The restrooms are \_\_\_\_\_, the break room is \_\_\_\_\_.

Let's meet back at the greeting station in 15 minutes for our walk through.