**DISPENSING SITE STAFFING TEMPLATE**

**Background**:

1. Assume worst case scenario, 6 sites must be setup in the district.
2. VDH must establish a district response management team of at least 4 people.
3. District VDH staff = approximately 120, VDH nurses = approximately 36.
4. If a throughput of 521 people per hour is maintained. A population of 50,000 can be served in 96 hours.
5. \*\*Designates permanent staff that agree to be responsible for this operation. They will be pre-trained, responsible for staffing the site, and exercise once per year. They will meet at least monthly until the first drill is conducted.

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Number** | **Position Title/Profession** | **AM Shift** | **PM Shift** |
| 1 | Site Commander/MD/Nurse\*\* | VDH, PA or Nurse | VDH, PA, or Nurse |
| 2 | Medication Manager/Pharmacist\*\* | Local Pharmacist |  |
| 3 | Deputy Site Commander\*\* | Locality –Fire | Locality – Fire |
| 4 | Operations Section Chief\*\* | VDH – Nurse | VDH Nurse |
| 5 | Safety Officer | VDH | VDH |
| 6 | Information Officer | VDH | VDH |
| 7 | Liaison Officer | Locality – Fire | Locality – Fire |
| 8 | Planning Section Chief | VDH | VDH |
| 9 | Logistics Section Chief\*\* | Facility Staff | Facility Staff |
| 10 | Finance/Admin. Section Chief | Facility Staff | Facility Staff |
| 11 | Remote Triage - Nurse/EMT | VDH Nurse | VDH Nurse |
| 12 | Remote Triage - Nurse/EMT |  |  |
| 13 | Remote Triage - Nurse/EMT |  |  |
| 14 | Remote Triage - Nurse/EMT |  |  |
| 15 | Remote Triage - Security | VDH | VDH |
| 16 | Remote Triage - Security |  |  |
| 17 | Outside Security – Armed |  |  |
| 18 | Outside Security – Armed |  |  |
| 19 | Mental Health Counselor | Com Svc Board | Com Svc Board |
| 20 | Mental Health Counselor |  |  |
| 21 | Mental Health Counselor |  |  |
| 22 | Mental Health Counselor |  |  |
| 23 | Internal Security – Armed |  |  |
| 24 | Internal Security – Armed |  |  |
| 25 | Internal Security – Armed |  |  |
| 26 | Internal Security – Armed |  |  |
| 27 | Internal Security – Armed |  |  |
| 28 | Internal Security – Armed |  |  |
| 29 | Internal Security – Armed |  |  |
| 30 | Internal Security – Unarmed | VDH | VDH |
| 31 | Internal Security – Unarmed | VDH | VDH |
| 32 | Internal Security – Unarmed | VDH | VDH |
| 33 | Internal Security – Unarmed |  |  |
| 34 | Internal Security – Unarmed |  |  |
| 35 | Internal Security – Unarmed |  |  |
| 36 | Internal Security – Unarmed |  |  |
| 37 | Translator - Highest % of Population |  |  |
| 38 | Translator - Highest % of Population |  |  |
| 39 | Translator – Tele-translator |  |  |
| 40 | Triage at Entry – Nurse | VDH Nurse | VDH Nurse |
| 41 | Triage at Entry – Nurse |  |  |
| 42 | Triage at Entry – Nurse |  |  |
| 43 | Triage at Entry – EHS |  |  |
| 44 | Registration – Clerks | VDH | VDH |
| 45 | Registration – Clerks |  |  |
| 46 | Registration – Clerks |  |  |
| 47 | Briefing – 1 Medical |  |  |
| 48 | Briefing – Clerk | VDH | VDH |
| 49 | Briefing – Clerk |  |  |
| 50 | Briefing – Clerk |  |  |
| 51 | Screening – 1 Pharmacist | Local Pharmacist | Local Pharmacist |
| 52 | Screening – Nurse | VDH Nurse | VDH Nurse |
| 53 | Screening – Nurse | VDH Nurse | VDH Nurse |
| 54 | Screening – Nurse |  |  |
| 55 | Screening – Nurse |  |  |
| 56 | Medical Consult - MD |  |  |
| 57 | Medical Consult – Pharmacist | Local Pharmacist | Local Pharmacist |
| 58 | Dispensing Leader – Pharmacist | Local Pharmacist – Same as Medication Manager | Local Pharmacist – Same as Medication Manager |
| 59 | Dispensing – Volunteer | VDH | VDH |
| 60 | Dispensing – Volunteer | Local Volunteer Leader\*\* | Local Volunteer Leader\*\* |
| 61 | Dispensing - Volunteer |  |  |
| 62 | Dispensing - Volunteer |  |  |
| 63 | Dispensing - Volunteer |  |  |
| 64 | Dispensing - Volunteer |  |  |
| 65 | Dispensing - Volunteer |  |  |
| 66 | Dispensing - Volunteer |  |  |
| 67 | Dispensing - Volunteer |  |  |
| 68 | Dispensing – Volunteer |  |  |
| 69 | Exit Lead – Nurse | VDH Nurse | VDH Nurse |
| 70 | Exit – Volunteer | VDH | VDH |
| 71 | Exit – Volunteer |  |  |
| 72 | Exit – Volunteer |  |  |
| 73 | Exit - Volunteer |  |  |
| 74 | Isolation Holding – 1 PA |  |  |
| 75 | Isolation/Holding-Nurse/EMT |  |  |
| 76 | Isolation/Holding-Nurse/EMT |  |  |