

# Closed POD PLANNING KIT

## For

### Mass Prophylaxis or Mass Inoculation

#### Introduction

The concept of the Closed POD Planning Kit is to pre-identify businesses that can dispense or 'push' medical countermeasures to groups of people. These points of dispensing (PODs) are critical in emergencies in that they reduce the demand on public dispensing sites and contribute to an effective emergency response. "Push Dispensing" means that medical countermeasures are pushed out to businesses, schools, hospitals, and long term care and nursing homes and their employees and family members that they routinely serve in the work place or at home.

By participating in the Closed POD, you will provide a valuable service to your employees and their families and the overall community. By participating you will increase the likelihood that your employees will come to work, thus improving your organization's ability to continue to function.

This Kit provides a detailed description of how to implement the program. It provides guidance on how to prepare your organization to dispense antibiotics, how you will be notified that the POD is activated, how to get the medical countermeasures, and what to do after the event.

#### Everyone should know the following:

- **Medical countermeasures can prevent disease.**
- **Pills for all.** Public Health will make antibiotic pills free and easily available to everyone who needs them.
- **Pills everywhere.** Public Health will open one emergency public dispensing site for the county/city to dispense medical countermeasures.
- **Do-it-yourself dispensing.** Workplaces can help get medical countermeasures quickly to all employees and their families by signing up as a closed POD to dispense.

#### Kit Contents:

Overview  
Dispensing Plan Template  
Job Action Sheets

## Overview:

1. **Appoint a planning committee.** Establishing a CLOSED POD for your organization will involve many people from various departments.
2. **Create a dispensing plan.** The Dispensing Plan Template provided will assist you in developing your own organization's dispensing plan.
3. **You will be notified.** After an emergency that requires mass distribution of medical countermeasures has been declared, public health will contact your organization to alert you that the Closed POD should be activated. Upon activation you will begin to follow the procedures outlined in your dispensing plan. Public health will use the contact information provided on your registration form. **Please keep these records up-to-date.** Your organization will be assigned a public health contact who is responsible for facilitating and supporting a number of Closed PODs during an emergency. Contact information is provided below.
4. **Pick up medical countermeasures.** You will be notified where and when medical countermeasures are available for pick up. A site will be designated for Closed POD organizations to pick up medical countermeasures and necessary forms. A pre-designated amount of antibiotics for your organization is determined by the information provided in the template.
5. **Dispense medical countermeasures.** Set up your distribution operation, assemble materials, communicate with your employees and their family members, screen for contraindications, and dispense medical countermeasures.
6. **Follow up with public health.** Provide your public health contact with scheduled status updates of your organization's dispensing operation. Return completed client screening forms and any unopened, left over medical countermeasures to public health after you have completed dispensing the medical countermeasures.

### County/City Public Health Contact:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

# Dispensing Plan Template for Closed POD

Prepare your organization to dispense medical countermeasures by creating a dispensing plan that addresses your organization's specific needs. Each organization is unique in the number and type of its employees and in its business operations and/or type of services offered. All of these factors will affect how you dispense medical countermeasures to your employees and their families.

This template was created to assist organizations to plan for and set up their own Closed Dispensing Site. Your organization's plan will describe how you will prepare your organization to dispense medical countermeasures. Your plan should include:

- Your primary and back-up contact information.
- Define to whom you will dispense medical countermeasures.
- Communications – before, during, and after an emergency.
- Preparing to receive and dispense medical countermeasures.
- Receiving and managing inventory.
- Screening for and dispensing medical countermeasures.
- Returning completed forms and medical countermeasures when the emergency is over.

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## GENERAL

Facility Name: \_\_\_\_\_ Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Main phone #: \_\_\_\_\_

MOU signed? Yes

In process

NO

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## FACILITY CONTACT INFORMATION

Primary contact: \_\_\_\_\_

Title: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

After Hours Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Back-up contact: \_\_\_\_\_

Title: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

After Hours Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

<b>Primary Coordinator/Closed POD Manager</b>			
Name:		Position/Title:	
Work Phone:		Home Phone:	
Email:		Cell/Pager:	
What they bring to the planning team:			
<b>If the primary is unable to respond, the person(s) below will succeed in management.</b>			
<b>Backup Coordinator</b>			
Name:		Position/Title:	
Work Phone:		Home Phone:	
Email:		Cell/Pager:	
What they bring to the planning team:			
<b>Security Coordinator</b>			
Name:		Position/Title:	
Work Phone:		Home Phone:	
Email:		Cell/Pager:	
What they bring to the planning team:			
<b>Logistics Coordinator</b>			
Name:		Position/Title:	
Work Phone:		Home Phone:	
Email:		Cell/Pager:	
What they bring to the planning team:			

<b>Human Resources</b>			
Name:		Position/Title:	
Work Phone:		Home Phone:	
Email:		Cell/Pager:	
What they bring to the planning team:			
<b>Business Continuity Manager</b>			
Name:		Position/Title:	
Work Phone:		Home Phone:	
Email:		Cell/Pager:	
What they bring to the planning team:			
<b>Legal Counsel</b>			
Name:		Position/Title:	
Work Phone:		Home Phone:	
Email:		Cell/Pager:	
What they bring to the planning team:			
<b>Medical Advisor</b>			
Name:		Position/Title:	
Work Phone:		Home Phone:	
Email:		Cell/Pager:	
What they bring to the planning team:			
<b>Public Health Liaison</b>			
Name:		Position/Title:	
Work Phone:		Home Phone:	
Email:		Cell/Pager:	
What they bring to the planning team:			
<b>Other</b>			
Name:		Position/Title:	
Work Phone:		Home Phone:	
Email:		Cell/Pager:	
What they bring to the planning team:			

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**Medical Countermeasures will be dispensed to:**

Determining the total number of people you expect to service at your CLOSED POD is a critical step in your planning process. Total Dispensing Population includes: Employees, clients, family members of employees and family members of clients (if you choose). *Estimates of family members can be calculated by multiplying the number of employees & clients by 2.69 (average # of persons per household)*

# Employees:		# Clients:	
# Family Members of Employees:		# Family Members of Clients:	
TOTAL (Employees + Family Members):		TOTAL (Clients + Family Members)	
<b>TOTAL DISPENSING POPULATION</b>			

Once your organization has determined the dispensing population, the contact will fax over the request form to the health department contact at fax number given. Disease and prophylaxis forms will be provided by public health at the time of the event. Many forms can be translated and provided in various languages. These forms need to be copied and provided along with medical countermeasures to your employees/families.

Estimated number of employees that prefer to receive in a language other than English:

Language: \_\_\_\_\_ # \_\_\_\_\_  
 Language: \_\_\_\_\_ # \_\_\_\_\_  
 Language: \_\_\_\_\_ # \_\_\_\_\_

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**Communications with your employees and media:**

As a Closed POD site, it is important to communicate with your employees and their families before, during, and after the event.

**Before the event**, communicate with your employees about:

- Your organization's participation as a Closed POD site – that you will provide medical countermeasures to them during some large-scale public health emergency.
- Your organization's dispensing plan. It is recommended that you share your dispensing plan with employees who will have key roles during an emergency.
- Roles and responsibilities of employees in an emergency.
- Basics on how medical countermeasures will be dispensed to employees and their families.
- Information they should bring when the medical countermeasures are dispensed to assist in screening for possible allergies and/or contraindications – to make sure each person gets the best antibiotic for him/her.
- General emergency preparedness.
- How they can keep informed (i.e., radio and TV)

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**During the event,** communicate with you employees and family members about:

- Employees:
  - Where and when to report to work
  - Where and when they will receive their medical countermeasures.
  - How to perform their Closed POD jobs, if applicable
  
- Family Members
  - Where and when they will receive their medical countermeasures.
  - What information they should have in order to receive their medical countermeasures.
  - Drug information sheets for the medical countermeasures, including what they should do if they have a negative reaction to the medical countermeasures.
  - How they can keep informed about the emergency.

Check all the methods that you will use:

Telephone:  external information line       call center/phone book  
 Electronic:  website posting                       mass email message/fax  
 In Person:  Meeting/presentation               visits to family homes

- **Media Communications:**

During the event, a Public Information Officer (PIO) will be designated by Leavenworth County EOC. This person will serve as the point of contact for the media during the event. As with any significant emergency, the closed site may receive calls from the media and/or the media may show up at the closed site for interviews. The closed site will need to designate an individual onsite to field these calls (i.e. a spokesperson from the organization, public relations staff, or someone with media training). This individual should refer all media inquiries to the PIO in the Incident Command Center.

All closed site employees will receive instruction to refer media inquiries to the closed site spokesperson and to not respond directly to the media unless instructed to do so.

**After the event,** communicate with your employees about:

- During the recommended course of medical countermeasures, are they taking their pills? Is it important for everyone to take all of their pills (until they are finished).
- The outcome of your organization's dispensing effort.
- Any questions or concerns they may have and how to find further information, as needed.

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**Preparing to Receive and Dispense Medical Countermeasures:**

Once you have been notified that the Closed POD has been activated, you will be given instructions on when and where to pick up medical countermeasures.

You will be notified via phone, email, media reports from public health officials.

Public Health will assign a point of contact. That person is responsible for facilitating the process, inventorying, and supporting a certain number of Closed PODs.

**Here are the steps to prepare your organization to receive and dispense medical countermeasures: (This is a guide; feel free to modify it to fit your organization)**

**Alert Staff** (see Communications with your employees – during an event, pg 6)

**Assign Tasks** (see Job Action Sheets attached, Pg 15)

You will need to select who can carry out screening and dispensing functions. If your organization is small, one or two people may carry out all of the tasks required. Scale staffing according to the number of employees in your organization and how you plan to dispense.

**You will need to have medical personnel available who can legally dispense medical countermeasures.** You may have medical personnel on staff, or you may use personnel who normally dispense medical countermeasures in your facility to supervise the distribution process. Under an emergency declaration by the governor the standards for legally dispensing medical countermeasures may be relaxed or waived.

**Prepare the dispensing site**

The amount of site preparation will depend on the number of people you plan to dispense medical countermeasures to at your organization and how you plan to dispense. Choose a site that is large and open and is easily found by users. An ideal site would have a separate entrance and exit, able to accommodate tables, chairs, and large numbers of people, and able to accommodate people with disabilities, such as a large meeting room or cafeteria. You also need a place to secure medical countermeasures.

How will you arrange your site? You might want to include a rough sketch of what your dispensing site will look like and keep it in your plan.

**POD FLOOR PLAN**  
*Facility's floor flow plan diagram*

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**Pick up medical countermeasures and forms from designated pick up site**

The primary and back-up contact persons provided is automatically considered “authorized” to pick up medical countermeasures for your organization. They must present state or federally issued ID in order to pick up medical countermeasures. If you assign someone else to pick up medical countermeasures, they will need to present (1) state or federally issued ID and (2) an organization ID or signed letter from your organization (on organization letterhead) explicitly authorizing this individual to pick up the medical countermeasures. Closed POD sites will pick up pharmaceuticals from the Open POD. The Closed POD sites will provide their own security for transportation. Closed POD site drivers will be provided a Vehicle Pass for placement on the dash of their vehicle.

Primary and back-up contacts provided to public health.

Primary: \_\_\_\_\_  
(Name/title/contact phone number)

Back-up: \_\_\_\_\_  
(Name/title/contact phone number)

**Storing medical countermeasures**

Medical countermeasures should be stored in a secure location (a locked room or locked cabinet where few individuals have access) and kept away from extreme heat or cold.

Where the medical countermeasures will be stored: \_\_\_\_\_

**Ready materials**

This involves copying enough required materials for the number of people to whom you will be dispensing medical countermeasures. You will receive the initial forms from public health when you pick up your medical countermeasures. Forms provided will include drug information sheets for the antibiotics and paper registration forms. Other forms that may be included are inventory control forms, FAQ sheets, drug algorithms, and others. You will receive the same forms that are handed out at the public dispensing sites.

*Do you have a copier available for making necessary copies?*

\_\_\_\_\_ *yes*      \_\_\_\_\_ *no*

*If yes, who will be responsible for making the copies?* \_\_\_\_\_

*If no, how will you get copies made?* \_\_\_\_\_

*Estimate the number of copies needed:* \_\_\_\_\_

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## Receiving and Managing Inventory

### How much will you receive?

It is expected that initially, each organization will receive a 10-day supply (one bottle) of pills per person. Some biological therapies call for 30 or 60 day regimens of antibiotics. When more supplies arrive, public health will notify the Closed POD sites when/where they can pick up additional antibiotics. Store in a secure location and away from extreme heat or cold.

Keep an inventory of medical countermeasures you receive from public health. If no inventory forms are provided, you can use your own inventory control forms or create a simple one on notebook paper. This information, along with any unopened medical countermeasures, will be returned to public health.

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## Screening for contraindications and dispensing medical countermeasures

First, you will want to dispense to those staff that are assisting you in carrying out your plan. This will allow employees to dispense to potentially exposed individuals without having to worry about their own risk and feel confident that their family members are protected.

### Screening:

Each person receiving medical countermeasures should complete either the Dispense Assist form ([www.dispenseassist.net](http://www.dispenseassist.net)) or a paper registration form (staff can assist clients who are unable to write). Registration forms are used to: screen for contraindications to taking the medical countermeasures, determine the appropriate antibiotic, and are used to track medical countermeasures dispensed. Registration forms need to be returned to public health for every person that medical countermeasures are dispensed. Your employees can pick up medical countermeasures for their families; they can complete either one registration form or individual Dispense Assist forms, but must fill it out completely for each family member. This is called the “Head of Household” model in dispensing.

Ask employees to bring/have ready a list of medications (prescription and over-the-counter drugs, vitamins, minerals, and antacids) they take and any known drug allergies for every person that will get a course of medical countermeasures.

The dispenser will review the registration form for any contraindications and dispense the appropriate medical countermeasures. Algorithms can guide the dispenser on which drug is best for each individual.

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**Dispensing:**

Once you have determined the appropriate antibiotic in the screening process, you will give the individual a 10-day supply bottle of pills.

Give the appropriate drug information sheet (doxy or cipro) with the medical countermeasures. For employees who are picking up medical countermeasures for family members, it is only necessary to give one drug information sheet for each drug that they are picking up.

Have available other materials that public health may have provided, such as FAQ sheets, and be ready to answer questions about where they can go for more information (health department call center, web site, their doctor, etc.).

Advise employees that they should not stop taking the drug unless they are having an allergic reaction to it. In this case, they need to call their medical care provider.

Initial form, and maintain form so that it can later be returned to public health.

**Functional and Access Needs:**

Based on the population each closed site pre-identifies, functional and access needs should be taken into consideration when determining dispensing processes. Possible functional and access needs considerations have been identified by LVCO HD in the below section. Delete any information that is not applicable to your organization and/or population.

Non-English speaking person  
Person who are illiterate/unable to read  
Deaf/Hard of hearing persons  
Blind Persons  
Homebound persons  
Those with physical mobility limitations  
Persons who lack transportation  
Nursing home or Long term care residents  
Persons with cognitive impairment

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## Security

Security is an important component of emergency response and dispensing site operations. Policies and procedures related to security should be outlined in the plan to specifically meet each organizations need. The safety and security of closed site staff and designated population that will come to the facility, the actual facility and the medications being dispensed is of utmost concern. Activities to enhance the security of the employees, patients and others may include the following measures:

*Physical Security.* Preventing unauthorized access to the site, facility, and medication.

- Control the flow of traffic arriving and departing from the site as well as throughout the dispensing site process
- Secure unused entrances and exits
- Pre-identify a secure location within the facility where medications can be stored until needed
- Use appropriate signage

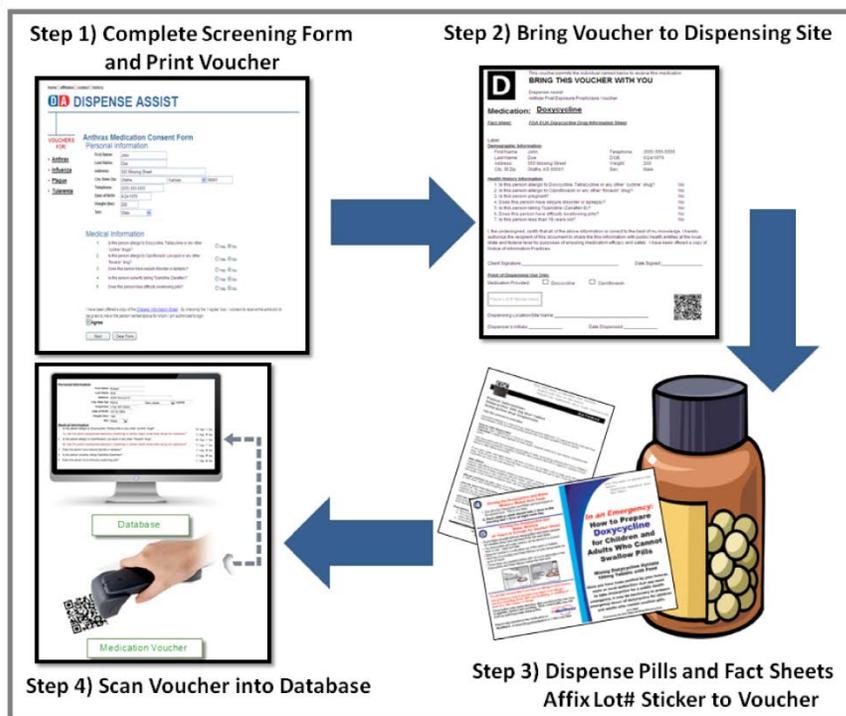
Security measures will also be taken to promote the safety of employees and other individuals being served by the closed dispensing site. Individuals disruptive to the operation will be removed by security and/or law enforcement personnel.

If the closed site encounters a life-threatening emergency, the expectation will be to notify 9-1-1 immediately. Once emergency response have addressed the crisis, the closed site will notify the law enforcement branch for information sharing purposes.

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**Here is a simple step-by-step procedure:**

1. Employee fills out the registration form prior to coming to site (if not provide a laptop)
  2. Review registration form and screen for contraindications.
  3. Dispense appropriate medical countermeasures based on dispensing algorithms.
    - a. Adhere one label to registration form and one label to drug information sheet.
    - b. Initial form
    - c. Keep form
  4. Give drug information sheet(s) to employee.
  5. Ask employee to take the first dose right away.
  6. Keep inventory of medical countermeasures.
  7. Provide status updates to the public health contact as directed; coordinator provides status updates to assigned Closed POD Supervisor.
  8. Return registration forms, inventory forms, and unopened bottles to Leavenworth County Health Department.
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### Dispensing site Equipment and Supply Checklist

Dispensing site Equipment and Supply Checklist	
<p><b>General Supplies and Equipment</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Tables</li> <li><input type="checkbox"/> Chairs</li> <li><input type="checkbox"/> Antibacterial hand washing solutions; alcohol based hand hygiene preparations               <ul style="list-style-type: none"> <li><input type="checkbox"/> Paper</li> <li><input type="checkbox"/> Pens, Pencils</li> <li><input type="checkbox"/> Tape</li> </ul> </li> <li><input type="checkbox"/> Stapler/staples               <ul style="list-style-type: none"> <li><input type="checkbox"/> Scissors</li> </ul> </li> <li><input type="checkbox"/> Self-adhesive notes               <ul style="list-style-type: none"> <li><input type="checkbox"/> Clipboards</li> <li><input type="checkbox"/> Paper towels</li> <li><input type="checkbox"/> Facial tissues</li> <li><input type="checkbox"/> Trash bags</li> </ul> </li> <li><input type="checkbox"/> Bags to carry multiple doses of medications (1 per family)</li> <li><input type="checkbox"/> ID Badges for volunteer staff</li> </ul> <p><b>Communication and Computer Equipment</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Communication: Telephone, Radio and/or cell phone               <ul style="list-style-type: none"> <li><input type="checkbox"/> Laptop Computers or tablets                   <ul style="list-style-type: none"> <li><input type="checkbox"/> Printers</li> <li><input type="checkbox"/> Internet Access</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Back-up batteries, power cords               <ul style="list-style-type: none"> <li><input type="checkbox"/> Extension Cords</li> </ul> </li> </ul>	<p><b>Crowd Management Supplies</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Signs for identifying each dispensing site station</li> <li><input type="checkbox"/> Directional signs throughout the facility               <ul style="list-style-type: none"> <li><input type="checkbox"/> Walkie talkie radios</li> </ul> </li> </ul> <p><b>Miscellaneous Supplies</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Educational handouts regarding medication dispensed               <ul style="list-style-type: none"> <li><input type="checkbox"/> Labels for medication and documentation on forms</li> </ul> </li> <li><input type="checkbox"/> Printed list of phone numbers (e.g. Administration, Security, HCC, etc)</li> <li><input type="checkbox"/> Printed directions for technology (i.e. Dispense Assist)               <ul style="list-style-type: none"> <li><input type="checkbox"/> Language line</li> </ul> </li> </ul>

## **JOB ACTION SHEET**

### **POD Manager (primary contact)**

**Mission:** Act as lead contact person for public health. Coordinate the overall Closed POD dispensing effort.

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#### **Get Ready**

- Receive notification from public health contact that the Closed POD is activated (via email/phone/website)
- Obtain contact information for the public health contact your organization reports to
- Review your Closed POD Dispensing Plan
- Read this entire Job Action Sheet
- Inform employees that the Plan is activated and assign tasks
- Provide orientation and just-in-time training to those assisting the effort
- Prepare the site, get basic supplies and vehicles ready
- Communicate with your employees that you will be dispensing medical countermeasures.

#### **Get Medical Countermeasures**

- Send an authorized staff member to the public health distribution site to pick up medical countermeasures
- Lock medical countermeasures in secure location away from extreme heat or cold; inventory initial supply
- Copy dispensing materials (registration forms, drug information sheets, others)

#### **Dispense the Medical Countermeasures**

- Monitor dispensing of medical countermeasures
- Dispense medical countermeasures to staff who are responsible for dispensing to others, first
- Ensure appropriate screening and drug dispensing
- Ensure distribution of drug information sheets
- Request additional medical countermeasures from public health if initial estimates are insufficient
- Update you public health contact with distribution status and forecast estimates according to the prescribed schedule or as needed

#### **Follow up**

- Return all registration forms and inventory control forms to health department.

## **JOB ACTION SHEET**

### **Dispenser**

**Mission:** Ensure completion of registration forms, screen for contraindications, dispense appropriate antibiotic and provide educational materials.

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#### **Get Ready**

- Receive assignment from POD Manager
- Read this entire Job Action Sheet
- Receive orientation and just-in-time training from POD Manager
- Familiarize self with screening and dispensing process (including algorithms)
- Set up station
- Receive medical countermeasures for self and family first before dispensing to others; take first dose.

#### **Dispense the Medical Countermeasures**

- Assure that each individual completes an registration form
- Review form for contraindications. If no contraindications, dispense as directed. If contraindications exist, follow algorithms for dispensing.
- Depending upon the severity of the disease and the regimens available, individuals that may be at risk for drug interactions may need to be instructed to alter their dosage of another drug; contact individual's physician for instruction
- Remove lot # labels from pill bottles or label sheet. Put one on registration form and one label on drug information sheet.
- Fill out information on prescription label and adhere to pill bottle or to drug information sheet.
- Dispense appropriate medical countermeasures and record pills dispensed on registration form, initial registration form and retain form
- Give individual drug information sheet
- Remind individual to complete the entire dosing regimen
- Provide distribution status updates to the POD Manager as he/she requires.

#### **Follow up**

- Return all materials to the public health contact, including registration forms and any unused medical countermeasures.

**If you encounter a problem while dispensing, contact your public health contact immediately**

## **JOB ACTION SHEET**

### **Security Officer**

**Mission:** Maintain the security of the indoors and outdoors physical facility. Also provide security at the Closed POD for supply storage area – SNS and non-SNS.

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#### **Get Ready**

- Ensure knowledge of full mission request and plan of operations. Sign in on the Sign-In Log at the Staff Staging Station. Obtain ID badge and/or vest.
- Review Mass Prophylaxis Planning Guide and layout of Closed POD.
- Review Security Plan for Closed POD site.
- Follow Mass Dispensing Plan staff assignments and work schedule.

#### **Dispense the Medical Countermeasures**

- Review your position checklist.
- Ensure that a resource accountability system (personnel and equipment) is established and maintained.
- Arrange for security of equipment and supplies as they arrive at the site.
- Supervise the set-up of the crowd control system (e.g. cones, ropes)
- Participate in meetings and briefings to ensure that security considerations are a part of the plan at all times.
- Position security staff as needed. At a minimum, security is required for these areas: Entrance, Exit, and Pharmacy.
- Ensure security is provided for all personnel, equipment, vehicles and buildings.
- Coordinate staff badges/passes as necessary.
- Offer operational assistance and recommendations regarding evidence collection, processing and security to local law enforcement.
- Ensure oncoming Security Officer is fully briefed and prepared to begin shift. Do not leave your position until a replacement has physically been provided.
- Observe all contacts for signs of stress and inappropriate behavior. Provide for staff rest periods and relief.
- End of shift or POD, sign out on Log and turn in badge/vest in Staff Staging Area.

#### **Follow up**

- Return all materials to the public health contact, including registration forms and any unused medical countermeasures.

Position assignment: Greeter/Educator  
Consider combining these functions at the Closed POD

You report to: Closed POD Manager

Staff name: \_\_\_\_\_

Mission: To answer questions and education clients as appropriate for the event.

### **Get Ready**

- Read this entire Job Action Sheet
- Receive assignment, orientation and position training from **Closed POD Manager**
- Familiarize self with **Closed POD** layout, especially noting restrooms, emergency exits and POD flow
- Make copies of medical screening forms and educational material
- Set up station with medical screening forms, clipboards, pens and educational material (Fact Sheets)
- Receive medication for self and family first before dispensing to others; take first dose

### **Dispense the Medications**

- Set up station with appropriate materials
- Greet clients as they enter and provide necessary forms – in addition to medical screening forms, consider distributing the patient education and information forms also.
- Answer client questions within scope of training and qualifications
- Direct clients to Screening
- Maintain adequate supply levels.
- Provide routine reports to **Closed POD Manager**
- Report disruptive client behavior to team leader
- Performs other duties as assigned by **Closed POD Manager**

### **Follow Up**

- Brief replacement as necessary
- Return all materials to **Closed POD Manager**
- Demobilize station, as directed by **Closed POD Manager**
- Participate in after-action meetings, as directed
- Sign-out after approval from **Closed POD Manager**

**IF YOU ENCOUNTER A PROBLEM, CONTACT YOUR  
CLOSED POD MANAGER IMMEDIATELY**

Position Assignment:   Screener/Medical Screener  

Staff Name: \_\_\_\_\_

Mission:   Conduct initial screening of medical screening form for contraindications.  

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### **Get Ready**

- Read this entire Job Action Sheet
- Receive briefing from **Closed POD** Manager
- Familiarize self with screening forms and Fact Sheets procured from greeters
- Receive medication for self and family first before dispensing to others; take first dose

### **Duties**

- Review client medical screening form for completeness
- Scan medical screening form for contraindication if a “yes” answer is answered on any portion of the form, direct to Medical Screening; otherwise direct to Dispensing
- Direct clients with medical questions that cannot be answered from the Fact Sheets to Medical Screening

### **Follow up**

- Brief replacement as necessary
- Debrief with team leader
- Demobilize station, as directed by **Closed POD** Manager
- Participate in after-action meetings, as directed
- Sign-out after approval from **Closed POD** Manager

**IF YOU ENCOUNTER A PROBLEM, CONTACT YOUR  
CLOSED POD MANAGER IMMEDIATELY**

Position Assignment: Medical Evaluation

Staff Name: \_\_\_\_\_

Mission: Assess contraindications and determine appropriate medication.

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### **Get Ready**

- Read this entire Job Action Sheet
- Receive briefing from **Closed POD** Manager
- Familiarize self with screening forms and Fact Sheets procured from greeters
- Receive medication for self and family first before dispensing to others; take first dose

### **Duties**

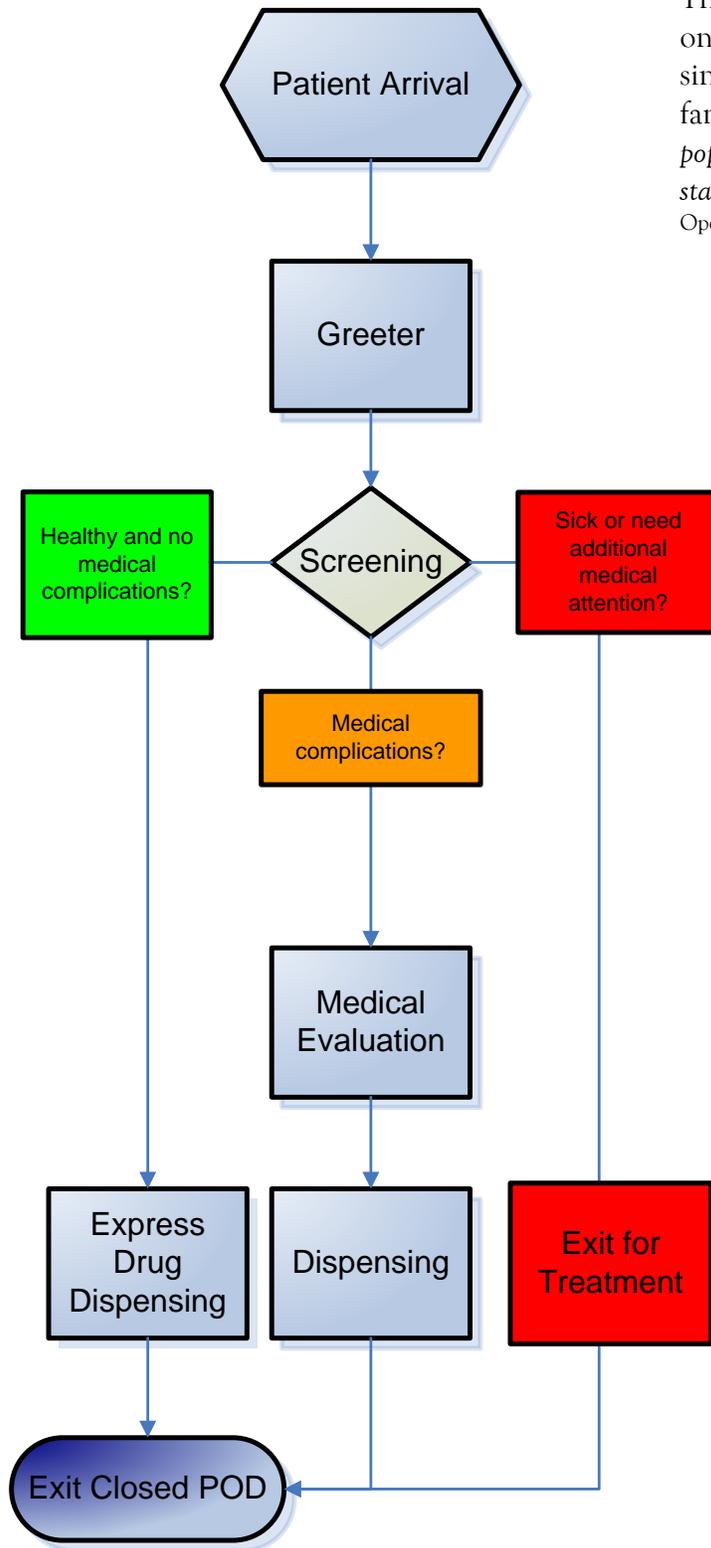
- Review client medical screening form for contraindications
- Determine appropriate medication based on algorithms and annotate on medical screening form
- Direct client to Dispensing

### **Follow up**

- Brief replacement as necessary
- Debrief with team leader
- Demobilize station, as directed by **Closed POD** Manager
- Participate in after-action meetings, as directed
- Sign-out after approval from **Closed POD** Manager

**IF YOU ENCOUNTER A PROBLEM, CONTACT YOUR  
CLOSED POD MANAGER IMMEDIATELY**

## Closed POD Example Process Flow



## Closed POD Staffing RECOMMENDATION

The following staff numbers are recommended based on POD modeling using RealOpt\*. Dispensing in a single line set up, processing 2,000 employees/their families and clients in 4 hours. *Adjust according to your population, anticipated operational hours, and available staff.* \*RealOpt was developed by Dr. Eva K. Lee of the Center for Operations Research in Medicine at Georgia Institute of Technology.

### Greeter:

Four (4) employees

Roles: Greeters/Educators  
Issue/Review Forms  
Provide Information

### Screening:

Four (4) employees

Roles: Form Completion  
Flow Control

### Medical Evaluation:

Four (4) employees

Roles: Review contraindications  
Determine appropriate medication

### Dispensing:

Seven (7) employees

Roles: Dispense Medication

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## **Demobilization**

### Ending Operations

The Public Health Department will determine when dispensing site operations may be terminated. At that time:

- <<**NAME OF ORGANIZATION**>> will be notified to collect all documentation and turn it in to the Closed Site POD MANAGER
- Unused medical supplies, equipment, and other medical countermeasures will be collected and stored securely. <<**NAME OF ORGANIZATION**>> will work with LVCO HD to determine what should be done with remaining assets.
- A list of supplies used will be created so that items can be replaced as appropriate to maintain operational readiness.
- Staff will be surveyed on ways to improve dispensing site operations in the future.

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## Training and Exercise

### Closed Site Staff Training

To feel comfortable in assigned roles, personnel should receive training in advance of an actual activation. This training should include the following:

- Review of this Closed Site Plan
- ICS training (include any forms that may be used during emergency response)
- Training on technology to be used. This could include dispensing site tools like Dispense Assist, <https://www.dispenseassist.net/training.html>
- Specific training videos for Closed Sites can be found at: [http://www.youtube.com/watch?v=wkr\\_UB2ZrtY&feature=youtu.be](http://www.youtube.com/watch?v=wkr_UB2ZrtY&feature=youtu.be)

### Exercise

In addition, exercises are needed to go through the process of activating, setting up and operating the Closed Site. Following any activation of the Closed Site (including exercises or real-world events) there will be consideration given to improvement planning. Areas for improvement will be documented with recommendations for corrective action. Many times, these recommendations will require additional training or revisions to the procedures outlined in this plan.

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## Plan Updates and Maintenance

The <<NAME OF ORGANIZATION>> planning team should be responsible for updating and maintaining this plan. It will be reviewed and updated on an annual basis.

The plan will be re-submitted to LVCO HD each time it is revised significantly to ensure the plan aligns with the broader community approach and remains accurate in terms of public health emergency response roles and responsibilities. LVCO HD may review the plan and make recommendations to <<NAME OF ORGANIZATION>> as appropriate.

### References

Dispense assist users Guide, [https://www.dispenseassist.net/library/users\\_guide.pdf](https://www.dispenseassist.net/library/users_guide.pdf)

Johnson County Health and Environment Preparedness Team SOG