

CLOSED POD 101



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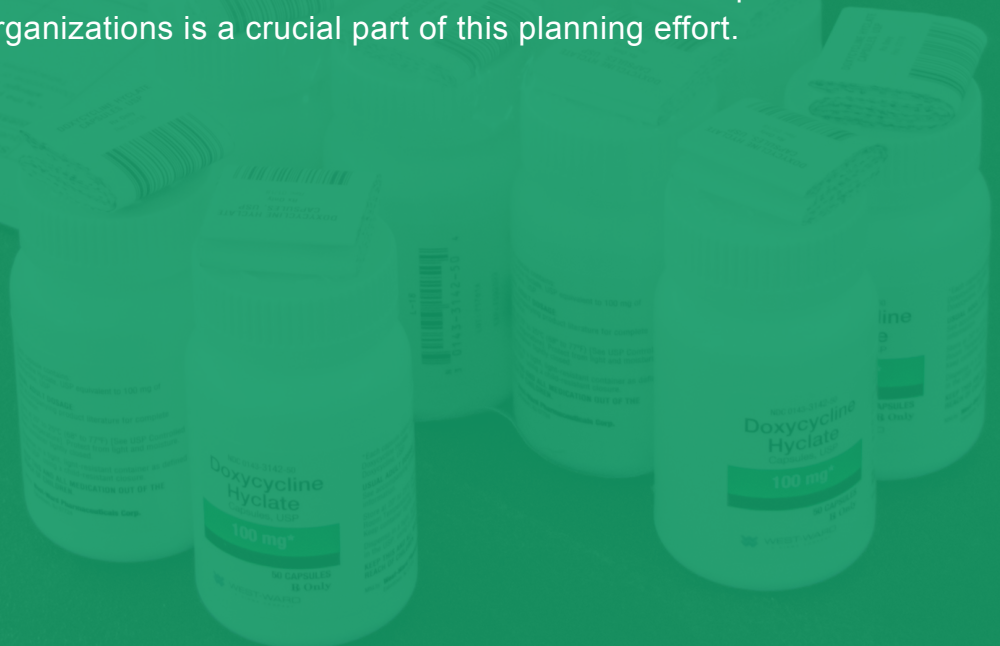
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THE STRATEGIC NATIONAL STOCKPILE (SNS)

The SNS is a national supply of medications and medical supplies for emergency situations such as a bioterrorism attack or public health disaster. Within 12 to 24 hours, the Centers of Disease Control & Prevention (CDC) can deploy a large shipment of supplies anywhere in the United States to supplement and re-supply state and local health departments and medical resources.

State and local health departments have plans in place to receive these shipments and distribute their contents to the community as quickly and efficiently as possible to reduce the risk of illness and death. Point of Dispensing (POD) sites are used to complete this monumental task. Collaboration between public health and community organizations is a crucial part of this planning effort.





MASS DISPENSING

A public health emergency is an event, either natural or man-made, that creates a health risk to the public. Your participation and planning efforts to become a Closed POD partner will be a vital asset in keeping our community members safe during a public health incident. Operating a Closed POD during a public health crisis ensures continuity of operations with timely distribution of medication or supplies to your employees, their families, and others included in your plan. As a result, your organization will help minimize the impact of the emergency on your staff, clients, and the community. We appreciate your partnership and look forward to assisting you with your Closed POD emergency preparedness planning efforts. Protecting the health of residents is the first priority in any situation. If an investigation reveals an exposure has occurred that may threaten public health, mass medication or immunizations may be needed. Your local health department, in conjunction with the CDC, will decide appropriate treatment.

Points of Dispensing (PODs)

A POD site is a mass dispensing location that can provide emergency medication or SNS supplies to protect the general population from biological threats or epidemics in a timely and efficient manner. There are two types of PODs: Open and Closed.

OPEN POD

- Open to the public
- Held in large, well known locations
- Operated by trained Oakland County Health Division (OCHD) and Open POD site staff
- Multiple Open POD sites may be held at the same time and strategically placed throughout a designated area

CLOSED POD

- Closed to the public
- Held at locations that are operated by private organization(s)
- Operated by trained Closed POD site staff
- Medication and/or supplies are dispensed to residents/ residents, staff, and staff's family
- Provide medication and supplies to ensure continuity of care and operations
- Alleviate pressure off the Open PODs



BENEFITS OF BECOMING A CLOSED POD PARTNER

Open PODs, hospitals, and medical clinics will likely be overwhelmed in a situation where the entire population needs medication within a short time. Closed PODs help relieve some of the pressure by reaching specific portions of the community. By partnering with public health and operating as a Closed POD, you assure your staff and their family members receive medications at your organization. This will help offer peace of mind to your employees during a crisis and benefit public health. Operating a Closed POD ultimately helps organizations become more resilient during and after an emergency. Staff will be able to return to their normal work duties quicker which allows businesses to resume operations.

Closed PODs allow for:

- **Ease of access to life-saving medications**
Open PODs will likely be overwhelmed in a situation where the entire population needs medication within a short time frame.
- **Quick medication dispensing to staff**
As a partner, you have assured your staff, their family members, and your clients that they will receive medications at your organization.
- **Enhanced continuity of operations**
Staff will be able to return to their normal work duties quickly and with peace of mind during a crisis, allowing services and business to resume operations as usual.
- **Reduced traffic and stress at Open PODs**
Operating a Closed POD helps reduce the burden on Open PODs for the community during a crisis.
- **Enhancement of organizational emergency preparedness plans already in place**
Organizations become more resilient during and after an emergency by operating Closed PODs.

POD FLOOR PLAN: BUSINESS IS CLOSED

Use the Centralized Floor Plan if you want all recipients to come to one central location to receive medications. This would work best in a cafeteria or community room setting for a larger crowd and includes four main elements.

POD ENTRANCE



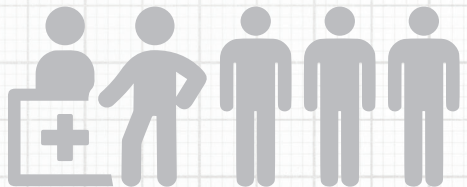
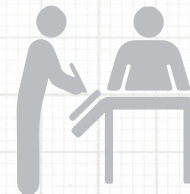
POD Greeters greet and direct recipients to the registration area.

1

2

Registration Area

POD staff distributes Medication Dispensing Form and Agent Fact Sheet to the Head of Household. The Head of Household will complete this form.



Screening Area

POD staff screen the Head of Household form to determine the correct medication for each individual listed on the form.

3

4

Medication Dispensing Area

Dispensers collect Medication Dispensing Form, hand out appropriate medication and paperwork, and direct recipients to the exit.



POD EXIT

POD FLOOR PLAN: BUSINESS REMAINS OPERATIONAL DURING POD

Use the Decentralized Floor Plan if business needs to continue as usual. Assigned POD staff move from location to location within the organization to have recipients complete paperwork and hand out medication.

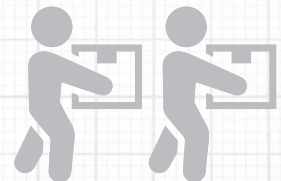


POD Supply Staff will breakdown supplies down into smaller quantities to be taken to each floor for dispensing.

1

2

Dispensing teams will travel from floor to floor instead of asking all staff members to meet at a central location at a designated time.



Dispensing teams will carry Medication Dispensing Forms and Fact Sheets with them to distribute along with the medication.

3

4

Once staff has completed the Medication Dispensing Form, they will receive enough medication for themselves and their family members.



CLOSED POD SUPPLIES
































Being prepared with supplies to operate your Closed POD is imperative during an emergency. Once your POD is activated, time is of the essence. Having supplies prepared will allow for quick setup and faster dispensing.

Closed POD Activation Kit

Create a Closed POD Activation Kit by gathering supplies and materials to store for use when your POD is activated. These items can be kept in a plastic bin or storage container, preferably one with wheels for easy transport. Make sure all essential staff know where these items are stored. Check your Closed POD Activation Kit supplies twice a year and rotate items as needed.

Closed POD Kit Supplies

Items listed are essential during an emergency. However, this list is not all inclusive and can be adjusted to fit the needs of your organization.

					
Pelican Case	Vests	Multitool	Clipboards	Dry Erase Board	Dry Erase Markers and Eraser
					
Tally Counters	Binder Clips	Duct Tape	First Aid Kit	Packing Tape and Dispenser	Work Gloves
					
File Tray	Highlighters	Staplers/Staples	Sticky Notes	White-Out	Utility Knife
					
Calculator	Regular Eraser	Paperclips	Pencil Sharpener	Pens	Sharpies
					
Scissors	Scotch Tape Dispenser	Red Paper	Stamp Pad	Staple Remover	Hygienic Finger Moistener
					
Caution Tape (Ribbon)					



CLOSED POD ACTIVATION

When you are notified by OCHD to activate your Closed POD, prepare your site and follow your Closed POD plan.

The goal for setting up your POD is to complete the process as quickly and efficiently as possible so you are ready to dispense medication the moment your transporter arrives. Knowing where your POD Activation Kit is stored, having well-trained staff, and communicating with OCHD will help run a successful POD.

Remain in contact with your OCHD liaison throughout the incident, monitor medication levels in case a re-supply is needed, and stay informed by following media reports.

Activities for successful POD activation can include:

- Practicing your plan often prior to an incident occurring
- Reviewing Closed POD plan and staff assignments to ensure personnel availability for identified key positions; reassign staff as needed
- Confirming medication time and location pickup with OCHD
- Scheduling start time for medication dispensing
- Communicating Closed POD activation plan to employees, clients, and/or residents
- Dispatching transportation staff for medication pickup
- Conducting staff briefings for employees working the POD
- Making copies of all forms and fact sheets
- Setting up the POD per layout design
- Taking inventory of kit items when transporter returns
- Storing kit in a cool, dry, secure location until ready for dispensing
- Dispensing medications to designated individuals





FORMS AND EDUCATIONAL MATERIALS

Along with your allotted medication, your organization will receive printed forms and educational materials like drug information sheets, pill crushing information and disease fact sheets. It is your organization's responsibility to make copies of this information for distribution to POD attendees..

Each person attending a POD is required to complete a Medication Dispensing Form for each person receiving medication in their household. Assigned POD staff will review the Medication Dispensing Form and determine the type of medication to dispense according to protocols set by OCHD.

All medication recipients must come to the POD knowing the following information about each household member they are receiving medication for:

- Name
- Date of Birth
- Medication Allergies
- Current Medications
- Weight, if less than 90 pounds





CLOSED POD DEACTIVATION

In addition to plans for activating your Closed POD, your organization will also need a plan to deactivate your Closed POD. When it is determined that your Closed POD is able to deactivate, follow these steps to shut down and clean up the POD site.

Activities for successful POD deactivation can include:

- Contacting OCHD about breaking down your Closed POD site
- Collecting all paperwork – Medication Dispensing Forms, inventory logs and other printed materials
- Completing the Final Dispensing Report Form
- Meeting with the Closed POD staff to address any issues or problems encountered during the POD operations
- Clearing tables of all medications and supplies and wiping down as needed
- Packing and storing all medications in accordance with instructions delivered with the boxes or as directed by OCHD
- Removing all signage and returning to storage or discarding any signage that cannot be reused
- Folding, stacking, or rearranging tables and chairs to original place or returning to storage site
- Returning Closed POD site to normal operations
- Ensuring all POD staff sign-out on the Sign-in/Sign-out Sheet to keep for your records
- Continuing to monitor any public announcements that may be released about the incident
- Completing process for returning unused supplies to OCHD

All remaining emergency medications, supplies, and completed Medication Dispensing Forms are to be returned to OCHD after the incident is over. Once you have successfully deactivated your POD site, coordinate efforts with your OCHD liaison to set a time for transferring remaining medications and materials.



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