

Money Hill Point of Dispensing (POD) Plan

I. INTRODUCTION

Background

Countermeasure stockpiling and distribution are considered two of the most critical components of public health and medical preparedness for the American people. A catastrophic public health emergency could require the rapid distribution of medical countermeasures, such as medications and vaccines. Such public health events may be in the form of a terrorist attack (with a biological or chemical agent), or a naturally occurring event such as a pandemic.

The Strategic National Stockpile (SNS) is a national repository for vaccines, antivirals, antibiotics, chemical antidotes, antitoxins, life-supporting medications and many other medical supplies called countermeasures. The SNS is designed to supplement and resupply local and State public health resources during a large-scale public health emergency within the United States or its territories. The SNS has been organized for rapid and flexible response.

The dispensing prophylaxis (preventative) component of SNS national guidance and State planning is large and complex in scope and presents challenges. The goal of dispensing medical countermeasures is to provide potentially exposed persons with medication or vaccine in order to prevent illness before they have symptoms of disease.

Local, parish, regional, and State plans will be coordinated with federal, State, other local, and tribal plans to ensure that the overall SNS response in Louisiana is operationally integrated within Louisiana. SNS countermeasures, upon request, are deployed to a Receiving, Staging, and Storing (RSS) site within the State. From there, the countermeasures are securely moved to individual Points of Dispensing (called PODs) where they are dispensed or administered.

Purpose

Self-sufficiency during an emergency is a concern for many organizations. The Money Hill POD is working to assist in this effort by partnering with the Louisiana Office of Public Health (OPH), Region 9. In some instances, an emergency event may arise that requires the population to receive medications to prevent disease (generically called “prophylaxis”), vaccinations, or medical supplies to 100% of the population within 48 hours. During such an event, the Points of Dispensing (POD) sites may be set up within the affected area. PODs will provide medications, vaccines, or medical supplies to prevent illness as well as other public health educational information regarding the event or threat. The priority is to give medicine or provide vaccines to as many people as quickly as possible. Persons with symptoms of illness will need evaluation and medication that is not available in the POD and direction will be given to seek medical evaluation.

The specific disease threat determines the time frame in which response activities will be most effective. A safe, secure, and accessible environment needs to be established where functions can continue for several days with minimal health risks.

This POD Plan gives guidance for The Money Hill POD site, and it is based on the State’s POD Operations Manual¹. A Memorandum of Agreement has been signed with the Louisiana Office of Public Health for use of the facility in such events. [See Confidential Appendix A: Signed Memorandum of Agreement.](#)

Public Health Responsibilities

The Louisiana Office of Public Health (OPH), Region 9 will work closely with The Money Hill POD to ensure that the necessary information and resources to establish an occupational POD are provided.

Louisiana Office of Public Health (OPH), Region (Number) Responsibilities:

Provide pre-event planning and technical assistance, including but not limited to policies, procedures, job aids such as example POD layouts, fact sheets, dispensing algorithms, forms, and other information necessary to successfully operate an Occupational POD.

Provide training/education opportunities to identified staff.

Provide medication and forms during an emergency.

Provide 24-hour emergency contact information.

Provide technical assistance and oversight, as needed, to effectively run an occupational POD during a public health emergency.

Notify the organization of the need to activate the POD plan.

Provide media guidance during a public health emergency to ensure consistency of messages between their designated dispensing population and the general public.

Collect any unused medications as well as copies of all medical documentation after the dispensing process has been completed and the POD has been deactivated.

Occupational POD Responsibilities:

Designate staff to work with Louisiana Office of Public Health (OPH), Region 9 in planning for the operation of this POD.

Provide primary and secondary 24-hour emergency points of contact to ensure

timely notification and activation of this POD during a public health emergency.
Develop a comprehensive POD plan and provide a copy and periodic updates to Louisiana Office of Public Health (OPH), Region 9.
Identify staff for all critical positions within the POD site.
Identify POD locations for your organization.
Maintain the necessary supplies and equipment needed to operate an Occupational POD.
Dispense medications following protocols and guidance provided by Louisiana Office of Public Health (OPH), Region 9.
Participate in predetermined and agreed upon training and exercise opportunities provided by Louisiana Office of Public Health (OPH), Region 9.

¹ Louisiana DHH Points of Dispensing Operations Manual Draft, June 2009.

Population Assessment

In reviewing human resource data, it has been determined that the total dispensing population includes:

[The chart below uses Employees and Homes. Modified the chart to address designated population – employees, family members, faculty etc.]

# Employees:	20	# Homes:	215
# Family Members of Employees (# Employees * 3.5):	70	# Family Members of Homes (#Homes * 3.5):	752
TOTAL (Employees + Family Members):	90	TOTAL (Homes + Family Members):	967
TOTAL DISPENSING POPULATION			1,057

Estimates of family members can be calculated by multiplying the number of employees and homes by

3.5 (average number of persons per household).

Incident Command System

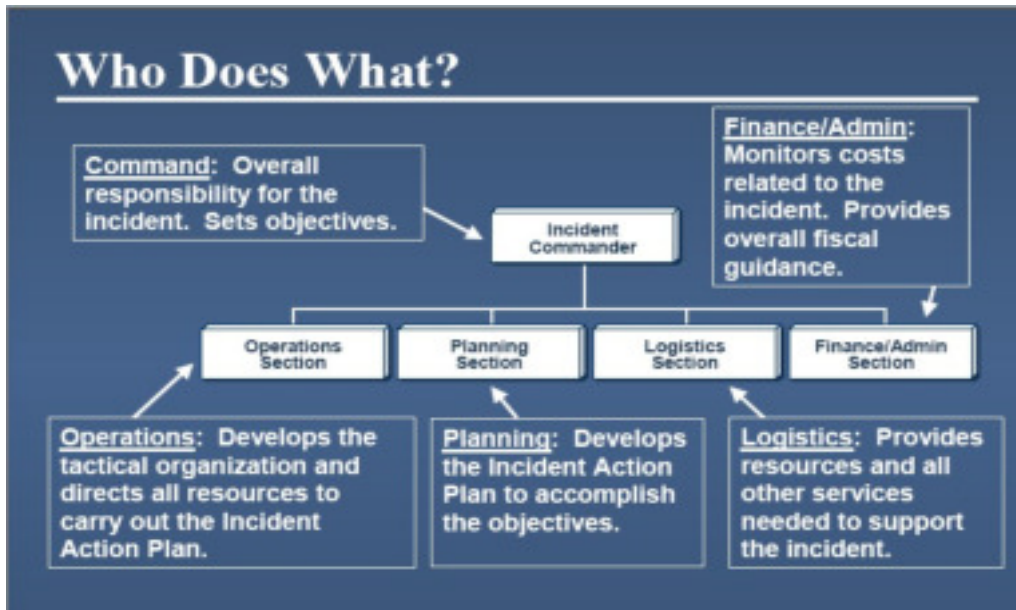
In order to effectively manage assets received from OPH/Region 9, The Money Hill POD, is compliant with the National Incident Management System (NIMS). The Federal Emergency Management Agency's National Response Framework² requires emergency management functions at all levels to be organized according to the National Incident Management System (NIMS). In NIMS, all elements of the system work together to meet several goals: to support incident management policies and priorities; facilitate logistics support and resource tracking; inform resource allocation decisions using incident management priorities; coordinate incident management related information, and; coordinate interagency and intergovernmental issues regarding incident management policies, priorities, and strategies.

The Incident Command System (ICS) divides management responsibilities into functions such as operations, logistics, Finance/Administration, and planning. Based on the Incident Command System (ICS), this POD site is an active part of the Operations Section of the Region 9 ICS.

Upon notification of activation, this POD site will be provided with the ICS established at the Region 9 Emergency Operations Center. This POD site will reciprocate with the ICS established at the POD site.

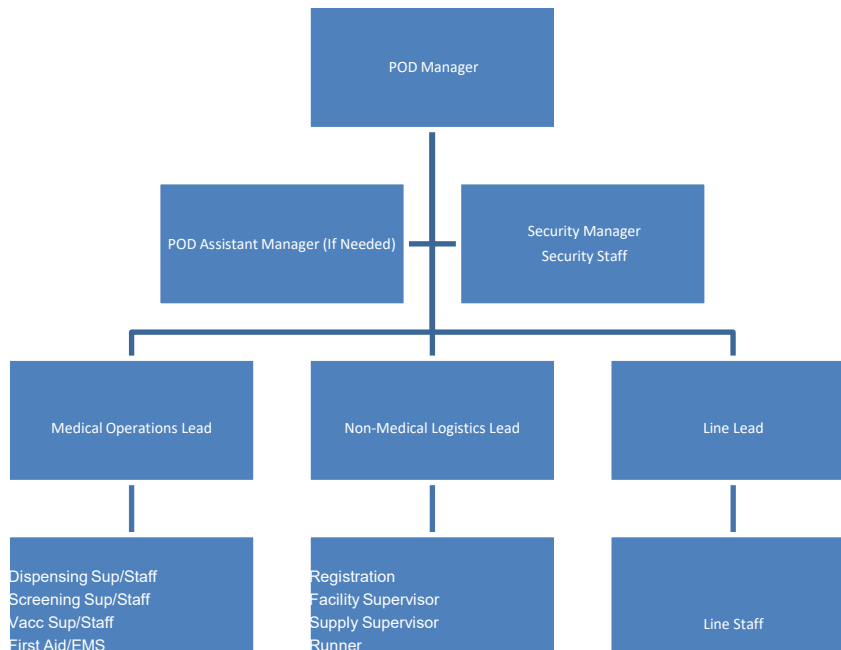
The ICS chart below identifies all of the potential ICS sections that The Money Hill POD may activate to manage and coordinate POD operations. Assignments for these leadership roles have been assigned, and are included in [Confidential Appendix B: ICS Organizational Chart](#).

² United States Department of Homeland Security, Federal Emergency Management Agency, National Response Framework, January 2008. (<http://www.fema.gov/emergency/nrf/mainindex.htm>)



Specific staff has been assigned for each POD position and are included in [Confidential Appendix C: POD Organizational Chart](#).

POD Branch, Operations Section



All POD sites will follow the clearly defined ICS-compliant Command Structure to ensure the seamless and effective operation of the POD site during activation. While the structure is listed here, the job action sheets detailing all of the roles and responsibilities required for each position are included in the [Confidential Appendix D: POD Job Action Sheets](#) section of this document.

II. PLAN

Planning

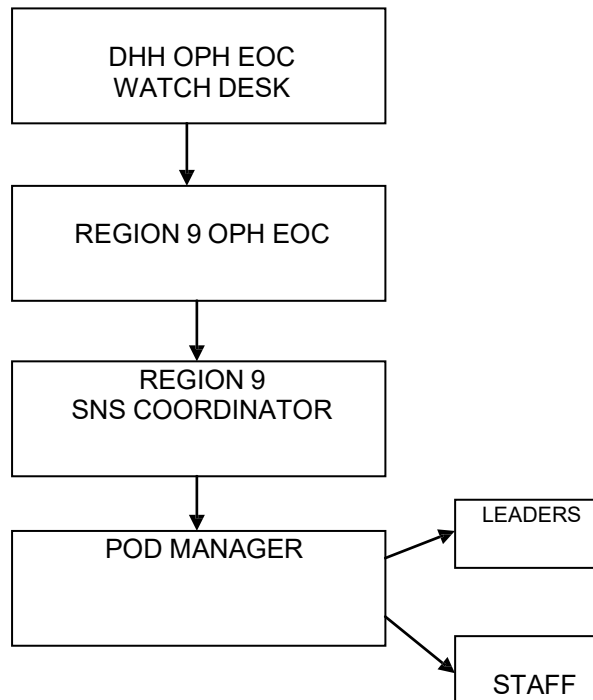
As an occupational facility, The Money Hill POD through local planning and with the guidance of DHH-OPH has entered into an agreement to serve as a Point of Dispensing (POD) site. During a public health emergency where mass dispensing to the public is necessary, The Money Hill POD. will act as an occupational POD for only this facility.

A planning team was established for The Money Hill POD plan development. The team includes staff from The Money Hill POD and members from the Louisiana Office of Public Health (OPH). The spreadsheet attached as a component of [Confidential Appendix E: Planning Team](#) includes the composition of the workgroup and contact information. This information shall continue to be reviewed on an annual basis (and updated as required).

Activation

The POD Plan for The Money Hill POD is activated when the POD Manager is notified by the Region 9 SNS Coordinator or designee. The Money Hill POD is then responsible for notifying staff and activating this POD site. Current contact information for this POD site is included in [Confidential Appendix C: POD Organizational Chart](#).

The activation workflow is listed here:



Assets

Medications for The Money Hill POD will be received from the State Receiving, Staging, & Storing (RSS) site, as determined by the State Health Officer or designee,

per the State SNS Plan³. During POD activation, The Money Hill POD will accurately keep track of all medications received. While Louisiana and the federal government do not guarantee any reimbursement for the use of the site, in the event that reimbursement becomes available, it will be important that accurate and comprehensive documentation be available.

The organization will utilize existing practices and operating procedures to track personnel hours, messages, or activity logs. Guidance is provided elsewhere in this section for supply requests or other processes such as adverse event tracking. While Louisiana and the federal government do not guarantee any reimbursement for the use of the site, in the event that reimbursement becomes available, it will be important that accurate and comprehensive documentation be available.

The POD Manager should be the person to officially activate the POD facility. This would include turning on lights, unlocking appropriate access doors for staff entry, ensuring the availability of the asset-storage location, and directing the staging of the floor plan for POD operations. Points of entry for the staff should be limited even at the early stages of activation, for crowd control and asset management.

When operations require, requests for additional resources needed should be submitted to the Region 9 Emergency Operations Center.

Vaccine/Medication Storage and Handling

Guidelines for the handling and storage of vaccine/medication used in dispensing sites will be provided with each shipment. The package insert should be consulted for optimal storage criteria. Vaccine/medication must be stored in a secure location and usage monitored. Unused medication or vaccine will need to be managed for potential return. Dispensing sites must maintain the temperature of medications they provide to the public between 68°F and 77°F, with allowances for brief deviations between 59°F and 86°F to ensure potency. This means that during hot or cold times of the year, deliveries cannot be left outside. In addition, for security reasons, the receiving area of the POD should be kept out of direct sight of the public.

If additional vaccine or medication is needed, resources needed should be submitted to the Region 9 Emergency Operations Center.

Communication

The OPH Regional Administrator is the primary PIO for Region 9 and the PHERC is the backup PIO. The Regional Administrator and PHERC have received training in incident command systems, crisis and emergency risk communication, and have participated in mass dispensing exercises.

This Occupational (Closed) POD location will utilize the same fact sheets, brochures, and educational materials (such as PSAs, presentations, videos, et cetera) that the general public will receive or hear at the General (Open) POD locations. These previously prepared materials will be delivered to POD sites by regional OPH staff members or their designees when a POD is activated.

³ Louisiana Strategic National Stockpile Acquisition and Dispensation Plan; rev. June 25, 2009.

The POD Manager of this organization will be advised by Region 9 OPH PIO when this POD location will activate for dispensing. Employees of The Money Hill POD (and employees/residents, when appropriate and as previously determined based on activation event) will be directed to the appropriate internal location. Previous training and education will be completed internally to the employees prior to an event, to ensure appropriate utilization of their Occupational (Closed) POD as well as the burden alleviated from local General (Open) PODs.

If there is a need for additional internal communications or the organization requires supplemental media coverage, media inquiries will be directed to the Region 9 OPH PIO, who will be coordinating responses with the appropriate State personnel, as mentioned in the regional SNS Plan. Any on-site requests for media interviews will be handled in this same manner, and directed to the Region 9 OPH PIO.

Methods of communication to be used at The Money Hill POD are subject to routine communications methods, and are coordinated/supplied by the organization. In addition, the POD Manager has the ability to contact the Region 9 PHERC by phone (landline or cellular) as well as email. These redundant methods are to ensure compliance with the State's Interoperability Communications Plan⁴. Any training on these systems utilized by The Money Hill POD are maintained in accordance with their internal communications and record-keeping policies, subject to any applicable state or federal laws.

Security

The Money Hill POD employees and the designated third party security contractor (if so designated) will provide security services at the POD site and will maintain security at The Money Hill POD. This includes appropriate handling of any security breaches of the POD location, disturbances in public queuing, and other similar law enforcement related activities as outlined in their department guidelines. Additional unarmed security may be provided through volunteers, according to suggestion from the lead law enforcement agency on a site-by-site basis.

Security must be provided throughout the length of the emergency, including when the site is not operational. Considerations have been made for several key success factors specific to this POD site.

Vulnerability of points of entry/exit:

What are the entry/exit paths? How will you secure these routes?

Ability to secure physical location for asset storage:

What kind of security measures will you use to secure the storage of assets? In a locked room? Vaccine needs to be in a secure location, refrigerated.

Safety of location with existing lighting arrangements:

What if power is lost? Is there a generator on site for lighting or refrigeration?

Staging needs for staff:

Where will their break area be? Will you provide snacks, meals, rest areas?

⁴ Louisiana Statewide Communications Interoperability Plan, December 2007.
(http://www.ohsep.louisiana.gov/interop/docs/La_SCIPFinal_120307.pdf)

Traffic control and crowd control:

Complete traffic control and crowd control measures. If there is an existing policy, you can refer to that in this section.

Perimeter control, both for the safety of POD staff as well as positive control of SNS assets and inventory

Complete perimeter control for the safety of staff and assets. If there is an existing policy, you can refer to that in this section.

Evacuation plans for each specific POD location:

Complete evacuation plans. If there is an existing policy, you can refer to that in this section.

Rules of Engagement for Law Enforcement Personnel

The rules of engagement for each officer assigned to the security detail will be consistent with each officer's parent department/agency and will be in compliance with State and federal rules for engagement. U.S. Marshal(s) will be deployed for State support along with the SNS assets. As per the State Plan, Louisiana National Guard may be utilized along with the Louisiana State Police (LSP) at the discretion of the parish OHSEP. Regional law enforcement will be able to request additional resources through their standing procedures and in compliance with the parish OHSEP EOC guidelines. Regional law enforcement will use the continuum of force, as appropriate, per their training and certifications. If LE personnel not available, Money Hill will provide their own security staff.

Traffic and Parking / Associated Grocers, Inc.

Point of Dispensing – Vehicular Traffic Flow

1. All vehicles will enter the driveway at the front entrance of the Money Hill Clubhouse, which is where the Money Hill POD will be located.
2. Once entering the main driveway each vehicle will drive around the loop, processing through screening and dispensing.
3. Any additional information will be handed out at this time.
4. All traffic will depart the same way it came in on the opposite side of the street.
5. All traffic will flow in an orderly fashion.

Staffing

Staff will be assigned to appropriately and adequately handle the following POD functions at this Occupational (Closed) POD site:

- Greeting and Triage
- Screening Area
- Dispensing (medications or vaccine) and Disseminating (information)
- Behavioral Health Counseling (we will not have staff for this function)
- Emergency Treatment Area
- Controlled entry / exit

A complete staffing table is included on Confidential Appendix [C: POD Organizational Chart](#).

It is the responsibility of this Occupational (Closed) POD organization to maintain appropriate order, communications, and documentation of activities. Job Action Sheets are included in Confidential Appendix 4 as guidelines for dispensing.

Staffing hours will be determined by the POD's organization that will comply with all employees (and clients/customers, as appropriate) to have received mass prophylaxis within 48 hours of a declared emergency. The goal of The Money Hill POD is to have the POD site adequately staffed and operational in order to operate efficiently with the highest possible throughput. [Throughput is the number of persons progressing through the POD per hour.]

Volunteers will only be necessary if The Money Hill POD Occupational (Closed) POD feels additional support is required. The Money Hill POD will be responsible for identifying, acquiring, and training those volunteers, as needed.

As noted in the floor plan provided in [Confidential Appendix F: POD Floor Plan](#), the POD will have clearly marked entrance and exit points with adequate waiting space for groups of people. Security staff will be posted at various strategic locations to maintain order. Traffic flow within the dispensing site will be controlled and follow a logical path from entry into the dispensing site to exit from the dispensing site. Easy to read signs will guide people through the dispensing site process.

The number of staff required will change depending on whether medications or vaccinations are provided.

Online courses available and recommended for staff (or volunteers) include:

- IS-100 Introduction to Incident Command
- IS-200 Single Resources and Initial Action Incidents
- IS-700 National Incident Management System (NIMS)
- IS-800 National Response Plan (NRP)
- Strategic National Stockpile (SNS)

Resources:

www.training.fema.gov/EMIWeb/IS/crslist.asp

www.bt.cdc.gov/training/

Staff Prophylaxis

ALL POD staff should be provided prophylaxis for their family under the following criteria. In general, POD staff:

- May report to POD with a family member to take enough medication home to family members

- Are not permitted to take medication home before working their assigned shift

- May work their assigned shift and take medication home at the end of the shift before next shift (if needed)

- Inform all family members to report to POD for vaccination during vaccine responses.

- Family members must stand in line with other individuals, i.e. they are not allowed to move to the front of the line because their family member is working at the POD.

Orientation and Credentialing at POD Site

All staff that have been designated by Money Hill Plantation, LLC. will follow the process for check-in as appropriate for this organization. After assignment to the POD location for The Money Hill POD, POD staff may receive a Job Action Sheet according to their assigned position for reference and review, as attached in [Confidential Appendix D: POD Job Action Sheets](#). Any materials necessary for this role will be distributed at that time. These materials are the responsibility of The Money Hill POD for procurement, distribution, and maintenance.

Shifts are completed as determined by The Money Hill POD, to meet the requirement of 100% of employees receiving prophylaxis within 48 hours of a declared public health emergency requiring activation of this Occupational (Closed) POD.

Just- in-Time Training

During POD site activation, all POD staff at The Money Hill POD will need on-site training. This is often referred to as Just-In-Time training. This will be an opportunity to provide specific information on the POD site operations as well as the individual's roles and responsibilities for that shift. Just-In-Time training has already been developed at the State level (as outlined in the State SNS Plan) and includes a review of:

- POD site flow

- ICS: Who is in charge of the clinic site, to whom do POD workers report?

- Job action sheets

- Orientation to POD duties by Branch Director (POD Manager), Unit Leader, or designee

- Communication systems

Job Action Sheets may be distributed to each staff as described in the orientation portion of this section. In addition, The Money Hill POD may complete this training on a more frequent basis prior to events as part of their corporate emergency/disaster planning or training plans.

III. Client Flow and Dispensing Prophylaxis

POD Flow

The following paragraphs describe the operation of the POD site. [Confidential Appendix F: POD Floor Plan](#) includes the floor plan with POD flow identified. Staff will vary depending on the population size that will receive medications through the (POD Name). POD site. Depending on this number, some roles can be consolidated or eliminated. The coordination of these steps, implementation, and ensuring all documentation is completed is the responsibility of (POD Name).

Family Member Pickup (Number of regimens allowed at dispensing)

To expedite the delivery of mass antibiotics or prophylaxis, (not applicable for vaccinations), one person can receive doses for additional family members (with no limit). The Head of Household form allows for up to five (5) per sheet, but additional sheets can be used by the HOH if needed. General data elements (demographic information) that must be collected including: name, date of birth, address, and telephone number as required on the Head of Household form (Confidential Appendix T: Head of Household Form). Additional information needed include:

- Symptoms of Disease
- Allergies
- Pregnant or breastfeeding?

Each POD identified in each parish includes in their POD plan the [Head of Household form \(HoH\)](#) that will be used for data collection of each unit of medications dispensed.

Dispensing Process

Step 1: Greeting and Triage

The Greeting and Triage Area will be located outside of the POD site. Line Staff will direct obviously symptomatic people to a Medical Evaluation Area. Persons that are not symptomatic will be given a screening form and educational materials and then directed to the Screening Area inside the POD.

Dispensing Medication (Pill): The [Head of Household Form](#) (as found in [Confidential Appendix G: POD Operations](#)) is the screening form used for PODs that provide medication. The head of each household will be allowed to obtain medication for all household members, so children, elderly, and special populations do not have to come to the POD. For disease threats requiring vaccination, all family members will need to present to the POD.

Items required for documentation for each household member include:

- First and Last Name
- Symptomatic declaration
- Allergic to Ciprofloxacin, Doxycycline, or Amoxicillin/Penicillin?
- Females that are pregnant or breastfeeding
- Children's ages and weights (need scale for weights)

Administering Vaccination: As vaccine information is created when the vaccine is developed, the Vaccine Information Sheets (VIS) will be packaged and or sent electronically when vaccines are received at the POD site.

Line Staff will provide information about the POD process, answer questions, and assist in paperwork completion while individuals are waiting in line for the Screening Area. Additionally, Line Staff will refer individuals with a language barrier, special needs, or who are distressed to the appropriate person(s).

Step 2: Screening Area

Line Staff at the Screening Area will review paperwork for legibility and completeness. Symptomatic individuals not identified in the triage process will be directed to the Medical Evaluation Area. All others will be directed to the Screening Area. Entire families may present to the POD. Families should be kept together if a member is rerouted for any reason (i.e. further medical evaluation) to alleviate fears and concerns about separation.

Screening Staff will use algorithms found in the informational materials to determine the appropriate medication and recommended dosage of medication or vaccine to dispense or administer. The appropriate adult or child dose medication box on the Screening Form will be checked, and the person referred to the Dispensing Area for medication dispensing or vaccine administration.

In [Confidential Appendix G: POD Operations](#), there are detailed [Screening Standard Operating Procedures](#).

Step 3: Dispensing and Disseminating

Medications will be dispensed and vaccines administered and recorded on the Screening Form, with the HOH form used for medication dispensing only. If vaccinated, individuals may need to be observed for immediate adverse reactions in a nearby area. Child dosages of medication will be determined and preparation instructions provided in the form of a handout. All persons will receive the Medication Interaction Fact Sheet, which will be provided by the DHH OPH Region (Number) PIO.

In [Confidential Appendix G: POD Operations](#), there are detailed [Vaccination Standard Operating Procedures](#).

As people exit, Line Staff will instruct people how to safely leave the site and how health authorities will provide information about follow-up and care. Persons will be observed for signs of distress and referred to Medical Evaluation as required.

Foot traffic in the area where medication or vaccine is being dispensed or administered will be kept to a minimum. When administering vaccinations, there is an additional component to work flow as three steps of the actual vaccination process (vaccination site preparation, vaccination, and dressing application) will all take place in a relatively small space. Since some vaccine recipients may need to remove shirts or blouses to be vaccinated, screens are needed for privacy when available. The medical emergency area is located adjacent to the vaccine administration area as

shown on the POD flow diagram. The [Processing Time for Common POD Steps](#) chart of the [Confidential Appendix G: POD Operations](#) section shows estimated times per station.

Step 4: Behavioral Health Counseling

After any disaster or public health emergency, there may be people who have problems adjusting. ***Counseling is not specific to the dispensing process***; however, POD site staff must realize that these needs should be addressed. The Money Hill POD staff will assign staff that has experience in recognizing, speaking to, and assessing persons who are at risk to be available for those persons, ***if available***. This typically will be a representative from Human Resources.

Step 5: Emergency Treatment Area/Adverse Events

Symptomatic people will be directed to the Emergency Treatment Area for further evaluation and redirected to either dispensing or the nearest medical facility for treatment. If needed, staff will call 911 for transport to a medical facility via ambulance.

In the case of adverse events, the Vaccine Adverse Event Reporting System (VAERS) will be utilized for reporting purposes. The VAERS website (<http://vaers.hhs.gov/>) can be used for online reporting or to download forms as needed. Additionally, the Food and Drug Administration forms will be utilized to report adverse effects for non-vaccine related events. FDA forms are found at: <http://www.fda.gov/medwatch/>. Just-in-Time training will occur for POD staff, when necessary, by the Public Health Liaison Officer or Public Health nurse assigned to the POD.

Other Operations Considerations

Infection Control

Surgical masks, N95 masks, gloves, eye protection, and disposable gowns will be provided by the Office of Public Health and worn according to the Center for Disease Control (CDC) recommendation. The [Infection Control worksheet](#) in the [Confidential Appendix I: POD Operations](#), Client Flow and Dispensing Prophylaxis Section provides guidelines for personal protective equipment (PPE) usage.

The disposal of needles and medical waste will occur as follows:

- All vaccination operations should observe universal precautions for preventing blood exposures and infection transmission. Observe the following guidelines for appropriate disposal of needles after use.

- Medical sharps containers should be available for needle disposal.

- Needles should be deposited into containers immediately after use.

- Medical waste, including gauze or cotton used during administration of vaccine and empty vaccine vials should be bagged in red biohazard bags and disposed of properly.

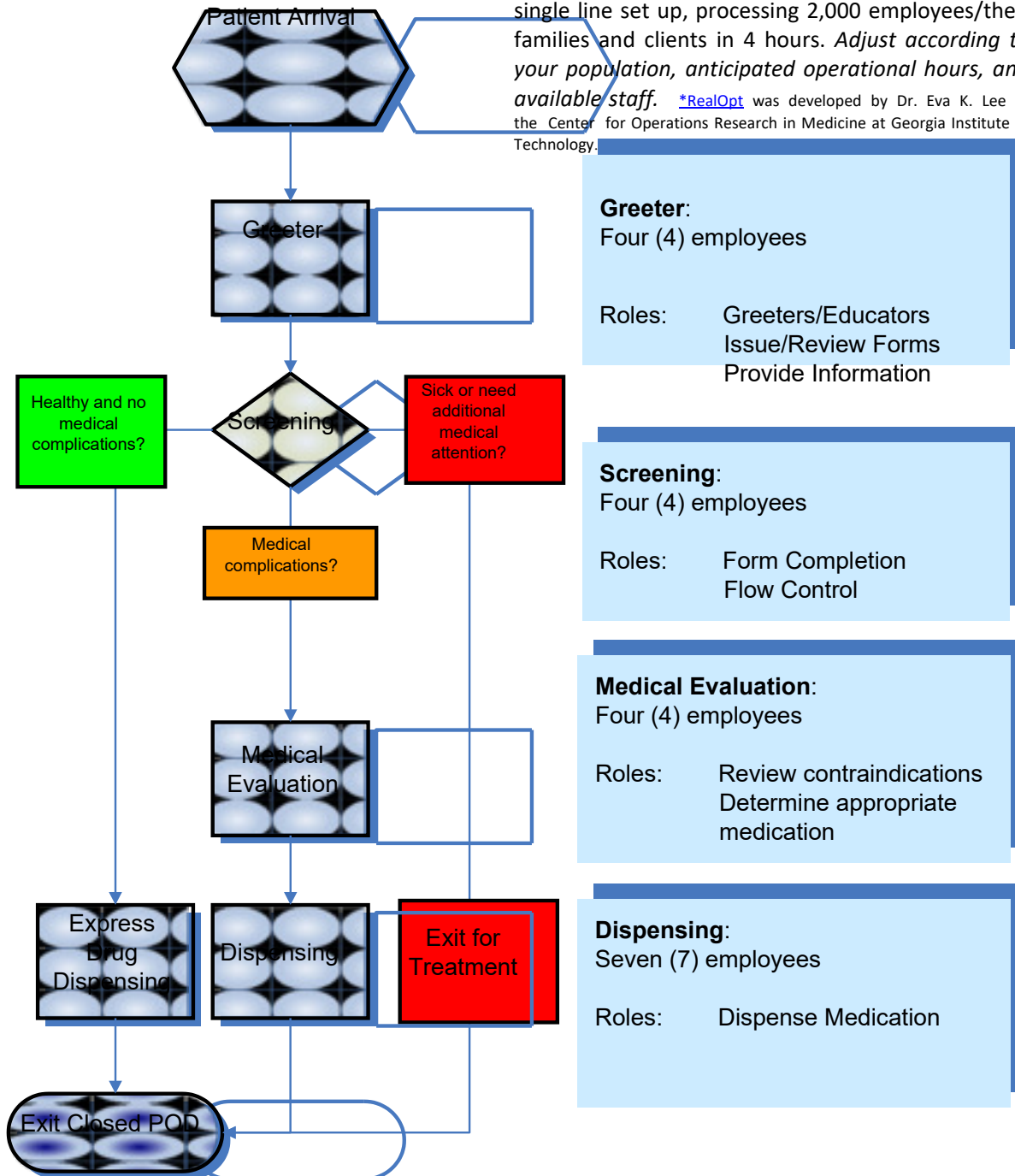
If the Occupational (Closed) POD organization does not routinely utilize infection control procedures as a component of daily business, the Region (Number) OPH will supply sharps containers and red bags. All sharps containers and red bags will be collected for disposal by POD Runners (supplied by POD Name) and stored in a designated locked area that is separate from the SNS asset storage. The

OPH PHERC will coordinate medical waste pickup.

**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/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.



Documentation and Paperwork

Certain administrative documents and worksheets will be required to assist in site management and tracking the medication or vaccine. These documents will be provided by OPH. At the end of an event, all paperwork and records will be turned

over to the OPH Liaison. The OPH Liaison will then submit all paperwork to the Public Health Emergency Response Coordinator (PHERC).

Vaccine/Medication Securities and Tracking

Since the supply of vaccine/medication may be limited and the demand may be extremely high, care must be taken to protect the vaccine/medication supply from theft and fraud. Every dose and vial must be accounted for before and after each dispensing site session on the recommended vaccine/medication tracking record. Tracking may be done by computer or manually. Items tracked include:

Daily beginning inventory balance;

Vials/bottles and doses received/dispensed each day; and

Daily ending inventory - see appropriate worksheet in the [Confidential Appendix G: POD Operations](#).

Vaccine/Medication Tracking and Reporting

Depending on the scope of the emergency, the agent causing the POD activation, and the nature of response, the SNS Coordinator / PHERC may request that Associated Grocers, Inc. submit an [POD Manager Report and Medication/Vaccine Tracking Chart](#) (included in the [Confidential Appendix G: POD Operations](#)) by fax, email, or telephone. Notification will be given upon activation if hourly reports are necessary. This form can also be used to request resupply (see Resupply and Request).

Resupply and Request

All requests for medication, vaccine, or medical item resupply will be directed to the Region (Number) OPH SNS Coordinator / PHERC and submitted via fax, email, or phone. The [POD Manager Report and Medication/Vaccine Tracking Chart](#) will be used not only to provide status of supply, but will be used to request resupply. This form is located in [Confidential Appendix G: POD Operations](#). Upon receipt of the resupply request, the Logistics Section of the Regional OPH Emergency Operations Center (EOC) will complete a Resupply Request Form (RRF) for resupply and send the RRF to the Department of Health & Hospitals (DHH) EOC.

IV. Demobilization

Planning

The Money Hill POD will return unused medical material (such as specialized cargo containers, refrigeration systems, unused medications the CDC can verify were kept within proper temperature ranges, ventilators, portable suction units, and generators) as directed by the DHH OPH. Region 9 will be responsible for collecting and delivering remaining assets to the location designated by the State within the timeframes provided.

Operations

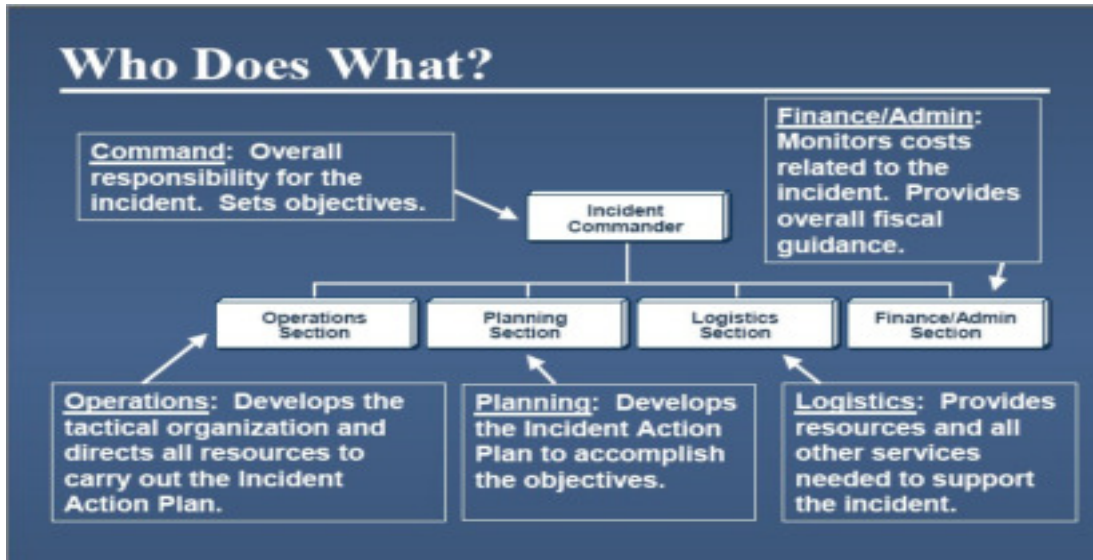
Deactivation will occur by reversing the occupational POD's activation plan. The medical staff will organized, inventory, label, repack and re-palletize any remaining regimens for shipment back to the RSS site. All forms, records and inventory data will be forwarded to the POD manager. The POD manager will forward the data to the POD monitoring authorities.

Key public health staff involved during an outbreak will perform an evaluation of emergency communications activities after an event has ended. This may include processes such as Critical Incident Stress Debriefings, hot washes, or other situational analysis meetings. These processes, in addition to the generation of the Regional AAR, must be coordinated by the Regional OPH IC or designee in order to supply information for the region to the State office. The DHH Communications Director will be responsible for coordinating after-action reports and lessons-learned document as described in the State SNS ADP.

Confidential Appendix A: Signed Memorandum of Agreement

Insert document

Confidential Appendix B: ICS Organizational Chart



ICS Position	Primary with Contact Information
Incident Commander	
Operations Section	
Planning Section	
Logistics Section	
Finance/Admin Section	

Confidential Appendix C; Points of Dispensing Organizational Chart

Confidential Appendix C: Points of Dispensing Organizational Chart



Functional Area	Primary	Secondary
POD Manager		
POD Assistant Manager		
Security/Safety Manager		
Security Staff		
Medical Lead (Operations)		
Dispensing Supervisor		
Medication (And Express) Dispensing Staff		
Screening (Triage) Supervisor		
Screening (Triage) Staff		
Vaccination Supervisor		
Vaccination Staff		
First Aid Staff		
Behavioral Health/Mental Health Consultants		
Translator		
Non-Medical Lead (Logistics)		
Registration/Training/Break room		
Facility Supervisor		
Supply Supervisor/Inventory Control		
Runner		
Forms/Data Collection		
Communications/IT Support		
Line Lead		
Line Staff		
Greeter		

Volunteers for POD staffing identified but specific assignments not yet issued.

Confidential Appendix D: POD Job Action Sheets

POD MANAGER

Mission: The POD Manager is responsible for overseeing POD set up and on-going POD operations. This person must be familiar with all aspects of POD operations and POD Staff positions. The POD Manager communicates with the POD Command and Control.

Resources: Local POD Guide, POD Operations Manual, State Dispensing Guide

Qualifications: The POD Manager should have comprehensive knowledge of POD functions, POD Planning, POD Operations and POD Logistics. This person must have the ability to lead and make decisions during a crisis situation along with the ability to effectively communicate. Leadership and supervisory skills are essential for the POD Manager.

Training: Recommendations for the POD Manager include ICS 100, 200, 300, 400, 700, 800b, and 808. This person should have POD site training and completed a functional or full-scale exercise at a POD Site.

Immediate:

- Reports to the POD site and establishes Incident Command
- Walk through facility with Security Manager to ensure that the facility is secure; ensure doors leading outside the facility are secure.
- Establish and maintain communication with Parish EOC
- Identify Lead POD Staff to confirm roles and responsibilities
- Familiarize self with POD layout and process
- Maintain communication with Lead POD Staff
- Work with security to ensure medication is received and stored in a secure manner.
- Responsible for all major POD decisions
- Identify big picture needs

Intermediate:

- Plan for future needs
- Review and submit scheduled reports to the Parish EOC
- Obtain regular briefings from the Security Manager
- Review POD Operations and report difficulties to the Parish EOC
- Identify and promptly resolve problems with Lead POD Staff
- Refer media concerns to the Parish EOC
- Meet with Lead POD Staff at necessary intervals to receive status reports and revise POD operations as needed

Extended:

- Observe all Staff for signs of stress and inappropriate behavior
- Prepare for change of shifts
- Plan for and lead the demobilization process Plan for and lead recovery of assets post event
- Participate in debriefing following the shift change
- Sign out at the Registration desk in the Staff Break Room

SECURITY MANAGER

Mission: The POD Security Manager is responsible for overall POD security, including POD Staff, medical countermeasures security, crowd and traffic control.

Resources: Local POD Guide, POD Operations Manual, State Dispensing Guide

Qualifications: The POD Security Manager should have comprehensive knowledge of POD Security functions. This person should have the ability to interact with diverse groups of persons, communicate effectively, anticipate needs, prioritize, analyze and solve problems.

Training: Recommendations for the POD Security Manager include ICS 100, 200, 300, 400, 700, 800b, and 808. This person should have POD site training and completed a functional or full-scale exercise at a POD Site.

Immediate:

Reports to the POD site to the POD Manager and receives briefing.

Walk through the facility with POD Manager to ensure that the facility is secure; ensure doors leading outside the facility are secure and escort to the exit door anyone who does not belong in the facility.

Assign Law Enforcement Officers to their designated locations. Recommended placement assignments:

Facility entrance / exit

Supply entrance (e.g., loading dock)

Screening / Dispensing / Vaccination area entrance / exit / within

Supply room door

Outside facility for crowd control

Parking lot and/or street for traffic control

Work with Registration/Training/Break Room Staff to identify and badge POD Staff.

Intermediate:

Maintain secure storage for supplies and medication.

Continue to secure inner perimeter and ensure presence inside the POD to protect Staff and operations and maintain order.

Ensure the flow plan is followed and the public does not breach the exit. Work with the Line Staff to ensure the crowd waiting to enter the POD forms a line, stays in line and maintains order. Do not allow the crowd to bring large bags into the POD or place them outside the facility.

Listen for and correct rumors. Make the POD Manager aware of rumors.

Extended:

Observe all Staff for signs of stress and inappropriate behavior

Prepare for change of shift

Brief your replacement on POD operations.

Report to the POD Manager any relevant concerns or suggestions for improving the POD operations.

Lead debriefing following the shift change

Sign out at the Registration desk in the Staff Break Room

Participate in POD demobilization by remaining on site until all medications and staff leave.

SECURITY STAFF

Mission: The POD Security Staff are responsible for overall POD security, including POD Staff, medical countermeasures security, crowd and traffic control.

Resources: Local POD Guide, POD Operations Manual, State Dispensing Guide

Qualifications: The POD Security Staff should have knowledge of POD Security functions. This person should have the ability to interact with diverse groups of persons, communicate effectively, anticipate needs, prioritize, analyze and solve problems.

Training: Recommendations for the POD Security Staff include ICS 100, 200, 700, 800b, and 808. These persons should have security experience.

Immediate:

- Report to Security Manager and receives briefing
- Review site specific planning and modify as required
- Work with Registration/Training/Break Room Staff to identify and badge POD Staff

Intermediate:

- Obtain briefings and updates as appropriate
- Maintain secure storage for supplies and medications
- Secure inner perimeter and ensure presence inside of the POD to protect Staff and operations and maintain order
- Ensure flow plan is followed and the public does not breach the exit
- Work with the Line Staff to ensure the crowd waiting to enter the POD forms a line, stays in line and maintains order
- Do not allow the crowd to bring large bags into the POD or place them outside the facility
- Listen for and correct misinformation

Extended:

- Report to the Security Manager any relevant concerns or suggestions for improving the POD operations
- Participate in debriefing following the shift change
- Sign out at the Registration desk in the Staff Break Room
- Participate in POD demobilization by remaining at POD until all medication and POD staff leave.

POD ASISTANT MANAGER

Mission: Assist in POD set up and on-going POD operations. The POD Assistant Manager must be familiar with all aspects of POD operations and Staff positions and be ready and willing to assist with tasks as assigned. Monitors and assess hazardous and unsafe situations and works to assure personnel safety. Corrects unsafe acts or conditions through the regular line of authority, although the POD Assistant Manger has the authority to stop or prevent unsafe acts when immediate action is required.

Resources: Local POD Guide, POD Operations Manual

Qualifications: The POD Assistant Manager must have comprehensive knowledge of POD functions, POD Planning, POD Operations and POD Logistics. This person must have the ability to lead and make decisions during a crisis situation along with the ability to effectively communicate. Leadership and supervisory skills are essential.

Training: Recommendations: ICS 100, 200, 300, 400, 700, 800b and 808. The POD Assistant Manager should have POD site training and completed a Functional or Full-Scale Exercise at a POD Site.

Immediate:

- Reports to the POD site to the POD Manager
- Ensure the POD registration process is effective and efficient
- Maintain communication with POD Manager
- Assist in the identification of Lead POD Staff
- Confirm roles and responsibilities of Lead POD Staff by providing training to Medical (Operations) Lead and Non-Medical (Logistics) Lead and Line Lead.
- Review POD Organizational chart and POD flow chart with Lead Staff
- Conduct Just in Time training for Lead Staff with Job Action Sheets and forms
- Review reporting requirements of Lead Staff including time and content
- Confirm at least 1 hr prior to start time that staffing is adequate and provide roster to logistics lead
- Provide Security/Safety Manager with a list of staff per shift with approved access to restricted POD areas
- Remain aware of all major POD decisions

Intermediate:

- Assist the POD Manager as needed; Oversee all Staff assigned to the POD
- Hourly receive screening forms from runners. Total and provide throughput data to POD manager
- Review and submit scheduled reports and regular briefings to the POD Manager
- Review POD flow and eliminate difficulties, including correction of misinformation
- Identify and promptly resolve problems with Lead POD Manager and Lead POD Staff
- Meet with Lead POD Staff at necessary intervals to receive status reports and revise POD operations as needed
- Work with Lead POD Staff to move Staff between functions as needed to keep the POD operations moving smoothly

Extended:

- Observe all Staff for signs of stress and inappropriate behavior
- Prepare for change of shifts, and lead POD Staff debriefing following shift change
- Plan for and lead recovery of assets post event
- Plan for and lead the demobilization process-ensure Lead Staff have collected all equipment and supplies used by staff, collect all staff registration forms from Non Medical Logistics Lead and collect all screening forms from Medical Operations Lead

MEDICAL LEAD (OPERATIONS)

Mission: The POD Medical (Operations) Lead is responsible for management of the “clinic” operations including screening, medication dispensing and/or vaccination operations, the First Aid, Translator and Behavioral/Mental Health. The POD Medical Lead is responsible for the Screening, Dispensing First Aid, Translator and Behavioral/Mental Health Staff. The POD Medical Lead should be familiar with all aspects of POD operations and POD Staff positions. The POD Medical Lead communicates with the POD Manager.

Resources: Local POD Guide, POD Operations Manual, State Dispensing Guide, Incident specific Standing Orders, Triage Algorithms, fact sheets and POD forms.

Qualifications: The POD Medical Lead should possess basic health care knowledge. This person should be able to rapidly become familiar with a specific disease threat, including signs and symptoms of illness, the medications used for prophylaxis and medication algorithms, then utilize this information to lead and oversee Dispensing Staff in the POD setting. This person must have the ability to lead and make decisions during a crisis situation along with the ability to effectively communicate. Leadership and supervisory skills are essential for the POD Medical Lead.

Training: Recommendations for the POD Medical Lead include ICS 100, 200, 300, 400, 700, 800b, and 808. This person should have health care experience. POD site training and completed a functional or full-scale exercise at a POD Site is recommended.

Immediate:

- Register and report to POD Manager and receive briefing
- Report to POD Assistant Manager and receive Just in Time training and Job Action Sheet
- Review forms to be used in Medical Operations
- Identify the Medical Operations Staff
- Confirm roles and responsibilities of Medical Operations Staff by providing situational briefing to Screening Supervisor, First Aid Staff, Dispensing Supervisor and Vaccination Supervisor
- Review specific disaster response activities and recommended prophylaxis
- Review POD Organizational chart and POD flow chart with Medical Operations Staff
- Conduct Just in Time training for Medical Operations Staff with Job Action Sheets and forms
- Review reporting requirements of Medical Operations Staff including time and content
- Remain aware of all major POD decisions

Intermediate:

- Notify the Non-Medical (Logistics) Lead for medication and supply replenishment
- Provide regular status and situation updates to POD Assistant Manager
- Conduct briefings and updates as appropriate to Medical Operations Staff
- Move Staff within Medical Operations functions as necessary to keep the POD operations moving as smoothly as possible
- Co-ordinate breaks for all Medical Operations Staff
- Anticipate, identify and solve problems as soon as possible, including misinformation.

Extended:

- Observe Medical Operations Staff for signs of stress and inappropriate behavior
- Prepare for change of shifts, remembering to sign out at Registration at shift change
- Lead Medical Operations Staff debriefing following shift change
- Participate in POD demobilization by ensuring all medical waste are collected and properly disposed, all unused medical supplies are returned to the Supply Supervisor for inventory and collect all HOH screening forms to give to the POD Assistant Manager

NON-MEDICAL LEAD (LOGISTICS)

Mission: The POD Non-Medical (Logistics) Lead is responsible for management of the “non-clinical” POD operations. The POD Non-Medical (Logistics) Lead manages the support operations and should possess logistics skills. This person is responsible for the Registration/Training/Break Room, the Supply Supervisor, Runners and Facility Supervisor. The POD Non-Medical (Logistics) Lead communicates with the POD Manager.

Resources: Local POD Guide, POD Operations Manual, State Dispensing Guide, POD forms

Qualifications: The POD Non-Medical (Logistics) Lead should possess basic logistics skills and have a complete understanding of POD Operations. This person should possess basic knowledge of inventory management, be attentive to details and able to work in the POD setting. This person must have the ability to lead and make decisions during a crisis situation along with the ability to effectively communicate. Leadership and supervisory skills are essential for the POD Non-Medical (Logistics) Lead.

Training: Recommendations for the POD Non-Medical (Logistics) Lead include ICS 100, 200, 300, 400, 700, 800b, and 808. This person should have logistical skills. POD site training and completed a functional or full-scale exercise at a POD Site is recommended.

Immediate:

- Register and report to POD Manager and receive briefing; Review specific response activities
- Report to POD Assistant Manager and receive Just in Time training and Job Action Sheet
- Provide staff roster to registration staff; review forms to be used in Non-Medical Logistics
- Identify the Non-Medical Logistics Staff
- Confirm roles and responsibilities of Non-Medical Logistics Staff by providing situational briefing to Registration/Training/Break Room Staff, Supply Supervisor, Runners and Facility Supervisor
- Review POD Organizational chart and POD flow chart with Non-Medical Logistics Staff
- Conduct Just in Time training for Non-Medical Logistics Staff with Job Action Sheets and forms
- Review reporting requirements of Non-Medical Logistics Staff including time and content
- Remain aware of all major POD decisions; Ensure all stations are equipped, ready for operation
- Provides medication and supplies to the Medical Operations Staff
- Request replenishment of medication and supplies

Intermediate:

- Monitor and maintain medication and supply levels
- Provide regular status and situation updates/briefings to POD Assistant Manager
- Move Staff within Non-Medical Logistics functions as necessary to keep the POD operations moving as smoothly as possible, including coordination of all breaks
- Anticipate, identify and solve problems as soon as possible, including misinformation

Extended:

- Observe Non-Medical Logistics Staff for signs of stress and inappropriate behavior
- Lead Non-Medical Logistics Staff debriefing following shift change
- Prepare for change of shifts; Sign out at the Registration desk in the Staff Break Room
- Participate in POD demobilization by assisting Supply Supervisor with inventory of all unused medication/vaccines and supplies. Ensure all equipment assigned to POD staff has been returned to Registration, collect all staff registration forms from Registration and provide to POD Assistant Manager

LINE LEAD

Mission: The POD Line Lead is responsible for management of the POD flow. The POD Line Lead manages the Line Staff and should possess strong communication and coordination skills. The POD Line Lead should be familiar with all aspects of POD operations and POD Staff positions. The POD Line Lead should be able to recognize POD flow problems, develop and implement actions to assure smooth POD operations. The POD Line Lead communicates with the POD Manager.

Resources: Local POD Guide, POD Operations Manual, State Dispensing Guide, POD form

Qualifications: The POD Line Lead should have a complete understanding of POD Operations. This person should possess basic knowledge of communication and coordination and be able to work in the POD setting. This person must have the ability to lead and make decisions during a crisis situation along with the ability to effectively communicate. Leadership and supervisory skills are essential for the POD Line Lead.

Training: Recommendations for the POD Line Lead include ICS 100, 200, 300, 400, 700, 800b, and 808. This person should have strong communication and coordination skills. POD site training and completed a functional or full-scale exercise at a POD Site is recommended.

Immediate:

- Register and report to POD Manager and receive briefing
- Report to POD Assistant Manager and receive Just in Time training and Job Action Sheet
- Review forms to be used by Line Staff
- Identify the Line Staff
- Confirm roles and responsibilities of Line Staff and provide a situational brief
- Review Screen Form
- Review POD Organizational chart and POD flow chart with Line Staff
- Recommend Line Staff Assignments
- Conduct Just in Time training for Line Staff with Job Action Sheets and forms
- Remain aware of all major POD decisions
- Request replenishment of supplies from the Non-Medical Logistics Lead
- Monitor POD Flow and make adjustments as needed
- Monitor crowd behavior and make modifications as needed
- Work closely with Security Staff
- Flexible staffing model is used, but recommended staffing includes:

1 head of screening line, 1 in screening line, 1 head of dispensing line, 1 in dispensing area, 1 head of express dispensing line, 1 in express dispensing area, 1 head of vaccination line, 1 in vaccination area, 2 screening /dispensing / vaccination area exit, 1 building exit, 4 extra, 2 – building entrance, 3 – screening / dispensing / vaccination area entrance

Intermediate:

- Provide regular status and situation updates and briefings to POD Assistant Manager
- Move Line Staff as necessary to keep the POD operations moving as smoothly as possible (including break coordination)
- Anticipate, identify and solve problems as soon as possible including misinformation

Extended:

- Observe Line Staff for signs of stress and inappropriate behavior
- Prepare for change of shifts and debriefing Line Staff following shift change
- Participate in POD demobilization by assisting with POD breakdown

LINE STAFF

Mission: The POD Line staff is responsible for the steady flow of persons throughout the POD. The POD Line Staff should possess strong communication and coordination skills. The POD Line Lead should be familiar with POD operations and be able to direct large numbers of people. The POD Line Staff should report POD flow problems to the Line Lead. These staff members should implement corrective actions to assure smooth POD operations. The POD Lead staff operates under the direction of the POD Line Lead.

Resources: Local POD Guide, POD Operations Manual, POD forms

Qualifications: The POD Line Staff should have an understanding of POD Operations. These persons should possess strong communication and coordination skills and be able to work in the POD setting.

Training: Recommendations for the POD Line Staff include ICS 100, 800b, and 808. These persons should have strong communication and coordination skills. POD site training and completion of a functional or full-scale exercise at a POD Site would be beneficial.

Immediate:

- Register and report to Line Lead and receive briefing
- Receive Just in Time training and Job Action Sheet
- Review forms to be used by Line Staff
- Confirm roles and responsibilities and assignment with other Line Staff
- Review Screen Form
- Review POD Organizational chart and POD flow chart with Line Staff
- Complete Just in Time training for Line Staff with Job Action Sheets and forms
- Remain aware of all major Line Staff decisions
- Request replenishment of supplies from Line Lead
- Complete tasks as assigned by Line Lead to monitor POD Flow
- Monitor crowd behavior and identify modifications to Line Lead
- Work closely with Security Staff

Intermediate:

- Provide regular status and situation updates to Line Lead
- Participate in briefings and updates from Line Lead
- Accept alternate assignments to keep the POD operations moving as smoothly as possible
- Anticipate, identify and solve problems as soon as possible.
- Listen for and correct misinformation
- Observe public for signs of stress and inappropriate behavior and refer to Mental Health or First Aid Station as required

Extended:

- Prepare for change of shifts
- Lead Line Staff debriefing following shift change
- Sign out at the Registration desk in the Staff Break Room
- Participate in POD demobilization by assisting with POD breakdown

SCREENING SUPERVISOR

Mission: The POD Screening Supervisor is responsible for management of the Screening Staff. The Screening Supervisor should be familiar with all aspects of POD Head of Household form. The Screening Supervisor should be a resource to the Screening Staff to assure smooth POD screening operations. The POD Line Lead communicates with the Medical (Operations) Lead.

Resources: Local POD Guide, POD Operations Manual, State Dispensing Guide, POD forms

Qualifications: The POD Screening Supervisor should have a complete understanding of POD Operations. This person should possess good management skills and be able to work in the POD setting. This person must have the ability to lead during a crisis situation along with the ability to effectively communicate. Leadership and supervisory skills are essential for the POD Screening Supervisor. If available a health care professional may be a good Screening Supervisor.

Training: Recommendations for the POD Screening Supervisor include ICS 100, 800b, and 808. This person should have the ability to quickly become familiar with the incident specific medication requirements. POD site training and completion of a functional or full-scale exercise at a POD Site is encouraged.

Immediate:

- Register and report to the Medical Lead
- Receive briefing
- Complete Just in Time training and Job Action Sheet review
- Review forms to be used by Screening Staff
- Identify and confirm the roles and responsibilities of Screening Staff
- Provide situational briefing to Screening Staff
- Review specific disaster response activities and recommended prophylaxis with Screening Staff
- Review POD Organizational chart and POD flow chart with Screening Staff
- Conduct Just in Time training for Screening Staff with Job Action Sheets and forms
- Review reporting requirements of the Screening Staff including time and content
- Remain aware of all major Screening decisions

Intermediate:

- Notify the Medical Lead for medication and supply replenishment
- Provide regular status and situation updates to the Medical Lead
- Conduct briefings and updates as appropriate to Screening Staff
- Move Screening Staff within the Screening Staff functions as necessary to keep the POD operations moving as smoothly as possible
- Anticipate, identify and solve problems as soon as possible.
- Listen for and correct misinformation.

Extended:

- Observe Screening Staff for signs of stress and inappropriate behavior
- Prepare for change of shifts
- Lead Screening Staff debriefing following shift change
- Sign out at the Registration desk in the Staff Break Room
- Participate in POD demobilization by assisting with POD breakdown

SCREENING STAFF

Mission: The POD Screening Staff is responsible for review of the screening form and direction to appropriate area for medication or vaccination. The Screening Supervisor should be familiar with all aspects of POD Head of Household form. The Screening Staff should direct questions to the Screening Supervisor. The Screening Staff should work to assure smooth POD screening operations.

Resources: Local POD Guide, POD Operations Manual, POD forms

Qualifications: The POD Screening Staff should be able to quickly review screening forms and direct persons to the appropriate area to receive medication or vaccination.

Training: Recommendations for the POD Screening Staff include ICS 100, 800b, and 808. These persons should have the ability to quickly become familiar with the screening tool and communicate well with the Screening Supervisor. POD site training and completion of a functional or full-scale exercise at a POD Site would be beneficial.

Immediate:

- Register and report to the Screening Supervisor
- Receive briefing
- Complete Just in Time training and Job Action Sheet review
- Review forms to be used by Screening Staff
- Identify and confirm the roles and responsibilities within the Screening Staff
- Review POD Organizational chart and POD flow chart
- Remain aware of all major Screening decisions

Intermediate:

- Notify the Screening Supervisor for medication and supply replenishment
- Provide regular status and situation updates to the Screening Supervisor
- Participate in briefings and updates as appropriate
- Accept new task assignments as necessary to keep the POD operations moving as smoothly as possible
- Anticipate, identify and solve problems as soon as possible
- Listen for and correct misinformation.
- Observe persons being screened for signs of stress and inappropriate behavior and refer as appropriate

Extended:

- Prepare for change of shifts
- Participate in Screening Staff debriefing following shift change
- Sign out at the Registration desk in the Staff Break Room
- Participate in POD demobilization by assisting with POD breakdown

FIRST AID STAFF

Mission: The First Aid Staff will attend to the needs of injured or ill persons at the POD. The First Aid Staff will also evaluate whether persons reporting they are ill require evaluation at a medical facility. Persons evaluated at the First Aid Area should be provided medication at the First Aid Area. The First Aid Staff should be familiar with the Screening form and the POD “clinical” operations. The POD First Aid Staff communicates with the Medical (Operations) Lead.

Resources: Local POD Guide, POD Operations Manual, State Dispensing Guide, POD forms

Qualifications: The POD First Aid Staff should be able to provide first aid and basic information about the specific disease threat. These person should possess general management skills and able to work in the POD setting. The ability to evaluate and effectively communicate is essential for First Aid Staff. If available a health care professional with good assessment skills would be great as First Aid Staff. Lay persons to provide disease threat specific information may suffice.

Training: Recommendations for the POD First Aid Staff include ICS 100, 800b, and 808. This person should have the ability to quickly become familiar with the incident specific evaluation requirements. POD site training and completion of a functional or full-scale exercise at a POD Site is encouraged.

Immediate:

- Register and gather with other First Aid Staff
- Receive briefing from Medical Lead
- Complete Just in Time training and Job Action Sheet review
- Review forms to be used by the First Aid Staff
- Identify and confirm the roles and responsibilities within the First Aid Staff
- Review POD Organizational chart and POD flow chart
- Remain aware of the criteria for First Aid decisions
- Ensure return of persons to appropriate area to receive medication and/or vaccination OR ensure transportation of persons requiring additional medical care to a medical facility

Intermediate:

- Notify the Medical Lead of the need for medication and supply replenishment
- Provide regular status and situation updates to the Medical Lead
- Participate in briefings and updates as appropriate
- Accept new task assignments as necessary to keep the POD operations moving as smoothly as possible
- Anticipate, identify and solve problems as soon as possible
- Listen for and correct misinformation.
- Observe persons within the POD for signs of stress and inappropriate behavior and refer as appropriate

Extended:

- Prepare for change of shifts
- Participate in Medical Operations debriefing following shift change
- Sign out at the Registration desk in the Staff Break Room
- Participate in POD demobilization by assisting with POD breakdown

TRANSLATOR

Mission: The Translator has a general understanding of the POD operations as well as disease and medication information. The Translator offers assistance to non-English speaking persons in the POD setting and works to assure smooth POD screening operations. The Translator works in the First Aid Area under the direction of the Medical Lead. ***Will not be necessary for Money Hill POD.***

Resources: Local POD Guide, POD Operations Manual, POD forms

Qualifications: Translators should be able to quickly become familiar with the screening forms and general information about the disease threat and medication.

Training: Recommendations for the Translators include ICS 100, 800b, and 808. These persons should have the ability to interact well with the public at the POD to provide translation when required. POD site training and completion of a functional or full-scale exercise at a POD Site would be beneficial.

Immediate:

- Review your Position Checklist and check off tasks as they are completed.
- Obtain credentialing and put on ID badge.
- Attend overall staff briefing.
- Receive assignment-specific briefing from your supervisor.
- Familiarize self with clinic layout and process.
- Review all dispensing site forms.
- Become familiar with all education materials.
- Utilize methods to identify languages available (i.e. country flags).
- Maintain contact with greeter, registration, flow maintenance and PODS Coordinator, so they are aware of your ability to translate.

Intermediate:

- Respond to requests for interpretation.
- Greet the client, introduce yourself, and explain that you are there to provide interpretation to help them through the process.
- Interpret all verbal instructions, questions, education, and written materials.
- Provide assistance with forms. PODS staff may need to verbally ask for the information on the form and write in the information given by the client.
- Accompany individuals through each station of the process.
- Refer distressed, upset individuals, anxious individuals who need mental health consultation.
- Request additional supplies as needed.

Extended:

- Assist with the teardown and re-packing of the assigned area.
- Identify issues for After Action Report.
- Participate in de-briefing.

BEHAVIORAL HEALTH/MENTAL HEALTH CONSULTANTS

Mission: The Behavioral/Mental Health Staff have a general understanding of the POD operations as well as disease and medication information. The Behavioral Health staff offers assistance to persons in distress or individuals requiring additional assistance in the POD setting. The Behavioral/Mental Health Staff work to assure smooth POD screening operations. The Behavioral/Mental Health Staff works in the First Aid Area under the direction of the Medical Lead. ***Will not be necessary for Money Hill POD.***

Resources: Local POD Guide, POD Operations Manual, POD forms

Qualifications: The Behavioral/Mental Health staff should be able to quickly become familiar with the screening forms and general information about the disease threat and medication.

Training: Recommendations for the Behavioral/Mental Health Staff include ICS 100, 800b, and 808. These persons should have the ability to apply Behavioral/Mental Health first aid, interact with the public at the POD to identify persons in distress and provide directions for additional resources when required. POD site training and completion of a functional or full-scale exercise at a POD Site would be beneficial.

Immediate:

- Obtain credentialing and put on ID badge.
- Attend overall staff briefing.
- Receive assignment-specific briefing from supervisor.
- Familiarize self with clinic layout and process.
- Familiarize self with all forms needed.
- Introduce self and explain professional role and responsibilities to other staff members in physical area.
- Familiarize self with location of direct supervisor, clinic supervisor, and security staff.

Intermediate:

- Collaborate with clinic staff to create a safe and comfortable environment for attendees to receive information, emergency care, and support.
- Assess the behavioral health issues/needs of attendees and staff at clinic sites.
- Provide support to attendees and staff as needed.
- Provide emergency behavioral health interventions as needed.
- If necessary, coordinate with clinic staff to arrange transport for distressed individuals to appropriate locations for additional support/intervention.
- Fill out appropriate form for each contact.

Extended:

- Deliver contact forms to supervisor at end of shift.
- Fill out Behavioral Health clinician form and deliver to supervisor at end of shift
- Identify issues for After Action Report.
- Participate in de-briefing.

DISPENSING SUPERVISOR

Mission: The POD Dispensing Supervisor oversees the POD Dispensing Staff in the distribution of medication as recommended by the Screening Staff. The Dispensing Supervisor is responsible for management of the medication dispensing operations. The POD Dispensing Supervisor should be familiar with all aspects of POD operations and disease threat dispensing. The POD Dispensing Supervisor communicates with the POD Medical Lead.

Resources: Local POD Guide, POD Operations Manual, State Dispensing Guide, Incident specific Standing Orders, Triage Algorithms, fact sheets and POD forms

Qualifications: The POD Dispensing Supervisor should possess basic health care knowledge and be able to rapidly become familiar with a specific disease threat, including signs and symptoms of illness, the medications used for prophylaxis and medication algorithms, then utilize this information to lead and oversee Dispensing Staff in the POD setting. This person must have the ability to lead and make decisions during a crisis situation along with the ability to effectively communicate. Leadership and supervisory skills are helpful to the POD Dispensing Supervisor.

Training: Recommendations for the POD Dispensing Supervisor include ICS 100, 200, 700, 800b, and 808. This person should have health care experience. POD site training and completion of a functional or full-scale exercise at a POD Site is recommended.

Immediate:

- Register and report to the Medical Lead
- Receive briefing from Medical Lead
- Complete Just in Time training and Job Action Sheet review
- Review forms to be used by the Medication Dispensing Staff
- Identify and confirm the roles and responsibilities within the Medication Dispensing Staff
- Review POD Organizational chart and POD flow chart
- Assist with set up of dispensing area
- Review educational materials on medications, becoming familiar with appropriate administration techniques, contraindications, potential drug interactions, side effects and disease symptoms.
- Review SOP
- Remain aware of the POD Dispensing Staff orders

Intermediate:

- Notify the Medical Lead of the need for medication and supply replenishment
- Provide regular status and situation updates to the Medical Lead
- Participate in briefings and updates as appropriate
- Accept new task assignments as necessary to keep the POD operations moving as smoothly as possible
- Anticipate, identify and solve problems as soon as possible
- Listen for and correct misinformation.
- Observe persons within the POD for signs of stress and inappropriate behavior and refer as appropriate

Extended:

- Prepare for change of shifts
- Participate in Medical Operations debriefing following shift change
- Sign out at the Registration desk in the Staff Break Room
- Participate in POD demobilization by collecting all HOH screening and deliver to POD Assistant Manager. Assist with POD breakdown.

MEDICATION (AND EXPRESS) DISPENSING STAFF

Mission: The POD Dispensing Staff distributes medication as recommended by the Screening Staff. The Dispensing Staff is responsible for correct and rapid medication dispensing and/or vaccination operations. The POD Dispensing Staff should be familiar with all the Dispensing activities of POD operations. The POD Dispensing Staff communicates with the POD Dispensing Supervisor.

Resources: Local POD Guide, POD Operations Manual, Incident specific Standing Orders, Triage Algorithms, fact sheets and POD forms

Qualifications: The POD Dispensing Staff should be able to rapidly become familiar with the medications and the medication algorithms for a specific disease threat. The Dispensing Staff should quickly become expert in the Dispensing operations for a specific disease response. These persons should have the ability to provide the appropriate fact sheets to individuals at a POD. The POD Dispensing Staff should have the ability to effectively communicate with individuals at a POD, using the POD Dispensing Supervisor as appropriate.

Training: Recommendations for the POD Dispensing Staff include ICS 100, 800b, and 808. POD site training and completion of a functional or full-scale exercise at a POD Site is encouraged.

Immediate:

- Register and report to the Dispensing Supervisor
- Receive briefing from Dispensing Supervisor
- Complete Just in Time training and Job Action Sheet review
- Review forms to be used by the Medication Dispensing Staff
- Identify and confirm the roles and responsibilities within the Medication Dispensing Staff
- Review POD Organizational chart and POD flow chart
- Remain aware of the POD Dispensing Staff orders

Intermediate:

- Notify the Dispensing Supervisor of the need for medication and supply replenishment
- Provide regular status and situation updates to the Dispensing Supervisor
- Participate in briefings and updates as appropriate
- Accept new task assignments as necessary to keep the POD operations moving as smoothly as possible
- Anticipate, identify and solve problems as soon as possible
- Listen for and correct misinformation.
- Observe persons within the POD for signs of stress and inappropriate behavior and refer as appropriate

Extended:

- Prepare for change of shifts
- Participate in Medical Operations debriefing following shift change
- Sign out at the Registration desk in the Staff Break Room
- Participate in POD demobilization by assisting with POD breakdown

VACCINATION SUPERVISOR

Mission: The POD Vaccination Supervisor oversees the POD Vaccination Staff in the administration of vaccine to individuals at a POD. The Vaccination Supervisor is responsible for management of the vaccination operations. The POD Vaccination Supervisor should be familiar with all aspects of POD operations and disease threat dispensing. The POD Vaccination Supervisor communicates with the POD Medical Lead.

Resources: Local POD Guide, POD Operations Manual, State Dispensing Guide, Incident specific Standing Orders, Triage Algorithms, fact sheets and POD forms

Qualifications: The POD Vaccination Supervisor should possess basic health care knowledge and be able to rapidly become familiar with a specific disease threat, including signs and symptoms of illness, the vaccination used for prophylaxis and triage algorithms, then utilize this information to lead and oversee Vaccination operations in the POD setting. This person must have the ability to lead and make decisions during a crisis situation along with the ability to effectively communicate. Leadership and supervisory skills are helpful to the POD Vaccination Supervisor.

Training: Recommendations for the POD Vaccination Supervisor include ICS 100, 200, 700, 800b, and 808. This person should have health care experience. POD site training and completion of a functional or full-scale exercise at a POD Site is recommended.

Immediate:

- Register and report to the Medical Lead
- Receive briefing from Medical Lead
- Complete Just in Time training and Job Action Sheet review
- Review forms to be used by the Vaccination Staff
- Identify and confirm the roles and responsibilities within the Vaccination Staff
- Review POD Organizational chart and POD flow chart
- Remain aware of the POD Dispensing Staff orders

Intermediate:

- Notify the Medical Lead of the need for vaccine and supply replenishment
- Provide regular status and situation updates to the Medical Lead
- Participate in briefings and updates as appropriate
- Accept new task assignments as necessary to keep the POD operations moving as smoothly as possible
- Anticipate, identify and solve problems as soon as possible
- Listen for and correct misinformation.
- Observe persons within the POD for signs of stress and inappropriate behavior and refer as appropriate

Extended:

- Prepare for change of shifts
- Participate in Medical Operations debriefing following shift change
- Sign out at the Registration desk in the Staff Break Room
- Participate in POD demobilization by assisting with POD breakdown

VACCINATION STAFF

Mission: The POD Vaccination Staff safely and rapidly administer vaccine to individuals at a POD. The POD Vaccination Staff communicate with the POD Vaccination Supervisor.

Resources: Local POD Guide, POD Operations Manual, Incident specific Standing Orders, Triage Algorithms, fact sheets and POD forms

Qualifications: The POD Vaccination Staff should be able to rapidly become familiar with a vaccine administration for a specific disease threat and the triage algorithms in the POD setting. This person must have the ability to administer vaccine safely and rapidly in the POD setting.

Training: Recommendations for the POD Vaccination Staff include ICS 100, 800b, and 808. This person should have vaccine administration experience. POD site training and completion of a functional or full-scale exercise at a POD Site is recommended.

Immediate:

- Register and report to the Vaccination Supervisor
- Receive briefing from Vaccination Supervisor
- Complete Just in Time training and Job Action Sheet review
- Review forms to be used by the Vaccination Staff
- Identify and confirm the roles and responsibilities within the Vaccination Staff
- Review POD Organizational chart and POD flow chart
- Remain aware of the Vaccination Standing Orders

Intermediate:

- Notify the Dispensing Supervisor of the need for medication and supply replenishment
- Provide regular status and situation updates to the Dispensing Supervisor
- Participate in briefings and updates as appropriate
- Accept new task assignments as necessary to keep the POD operations moving as smoothly as possible
- Anticipate, identify and solve problems as soon as possible
- Listen for and correct misinformation.
- Observe persons within the POD for signs of stress and inappropriate behavior and refer as appropriate

Extended:

- Prepare for change of shifts
- Participate in Medical Operations debriefing following shift change
- Sign out at the Registration desk in the Staff Break Room
- Participate in POD demobilization by assisting with POD breakdown

REGISTRATION/TRAINING/BREAKROOM

Mission: The POD Registration/Training/Break Room Staff are responsible for the registration of POD Staff, provide general POD Training and keep up the Break Room at the POD. The POD Line Staff should possess communication and coordination skills. The POD Registration/Training/Break Room Staff should be familiar with POD operations and be able to direct the POD staff. These staff members should implement corrective actions to assure smooth POD Registration/Training/Break Room operations. The POD Registration/Training/Break Room Staff POD are under the direction of the POD Logistics (Non-Medical) Lead.

Resources: Local POD Guide, POD Operations Manual, POD forms

Qualifications: The POD Registration/Training/Break Room Staff should have an understanding of POD Operations. These persons should possess communication and coordination skills and be able to work in the POD setting.

Training: Recommendations for the POD Registration/Training/Break Room Staff include ICS 100, 800b, and 808. These persons should have organizational skills. POD site training and completion of a functional or full-scale exercise at a POD Site would be beneficial.

Immediate:

- Register and report to the Non- Medical (Logistics) Lead
- Receive briefing
- Complete Just in Time training and Job Action Sheet review
- Set up registration area
- Register POD staff following standard operating procedures

Intermediate:

- Oversee POD staff registration
- Provide regular status and situation updates to the Non- Medical Lead (Logistics)
- Participate in briefings and updates as appropriate for Non-Medical (Logistics) section
- Receive and co-ordinate staff food and refreshment
- Anticipate, identify and solve problems as soon as possible.
- Listen for and correct misinformation

Extended:

- Prepare for change of shifts
- Participate in Non-Medical (Logistics) debriefing following shift change
- Sign out at the Registration desk in the Staff Break Room
- Participate in POD demobilization by ensuring all equipment and supplies are returned by staff, all staff registration forms are collected and by assisting with POD breakdown

COMMUNICATIONS/IT SUPPORT

Mission: The Communications/IT Support has a general understanding of the POD operations as information technology skills. The Communications/IT Support provide communication to and within the POD site. The Communications/IT Support works under the direction of the Logistics Lead.

Resources: Local POD Guide, POD Operations Manual

Qualifications: Communications/IT Support should be able to quickly become familiar with the systems and tools available for communication at the POD. Communication with POD Command and Control is critical for successful POD operations.

Training: Recommendations for the Translators include ICS 100, 800b, and 808. These persons should have strong information technology skills and be familiar with a wide variety of communication systems and tools.

Immediate:

- Oversees the operation of all radios, telephones, fax machines, and computer communications systems.

- Establishes communications between command and management locations and support agencies.

- Establishes and oversees communications between the Regional Distribution Site (if applicable), Dispensing Site Facilities and Treatment Facilities.

- Maintains communications with delivery vehicles and security as needed.

- Establishes and maintains communications between Regional Distribution Site and dispensing site Coordinator and Section Chiefs.

Intermediate:

- Monitor all communications and provide site coordinator with status reports and updates.

Extended:

- Document all actions and decisions.

- Identify issues for After Action Report.

- Participate in de-briefing.

SUPPLY SUPERVISOR

Mission: The POD Supply Supervisor organizes, monitors, and controls the POD supplies, including the medical countermeasures. The Supply Supervisor is responsible all of the supplies needed for POD Operations. The POD Supply Supervisor should be familiar with inventory management to effectively supply the POD. The POD Supply Supervisor communicates with the POD Logistics (Non-Medical) Lead.

Resources: Local POD Guide, POD Operations Manual, Incident specific Standing Orders, Triage Algorithms, fact sheets and POD forms

Qualifications: The POD Supply Supervisor should possess strong inventory management skills and be able to rapidly become familiar with the specific supplies needed for incident specific response in the POD setting. This person must have the ability to effectively document and communicate. Leadership skills are helpful to the POD Supply Supervisor.

Training: Recommendations for the POD Dispensing Supervisor include ICS 100, 800b, and 808. This person should have inventory management experience. POD site training and completion of a functional or full-scale exercise at a POD Site is recommended.

Immediate:

- Register and report to the Non- Medical (Logistics) Lead
- Receive briefing
- Complete Just in Time training and Job Action Sheet review
- Assist with POD set-up using POD manual as a guide
- Ensure all areas are fully stocked with appropriate supplies and ready to begin operation

Intermediate:

- Manage supply room
- Track medication/vaccine and forms coming into and going out of the supply room on respective tracking forms
- Request additional supplies from the Non- Medical Lead (Logistics),
- Provide regular status and situation updates on supply levels to the Non- Medical Lead (Logistics)
- Participate in briefings and updates as appropriate for Non-Medical (Logistics) Chief
- Anticipate, identify and solve problems as soon as possible.
- Listen for and correct misinformation.

Extended:

- Insure that there are adequate supplies for the next shift are at the POD or have been requested. If not, place request with Non Medical Logistics Lead
- Prepare for change of shifts
- Participate in Non-Medical (Logistics) debriefing following shift change
- Sign out at the Registration desk in the Staff Break Room
- Participate in POD demobilization by collecting all unused supplies and medications/vaccines and providing inventory to POD Assistant Manager Assist with POD breakdown

RUNNER

Mission: The POD Runners are responsible for supporting POD operations by delivering supplies to POD functional areas as needed. The POD Runners should possess communication and coordination skills and be able to work in the POD setting. The Runners should be familiar with POD operations and be able to assist where needed. These staff members should work to assure smooth POD operations. The Runners are under the direction of the POD Logistics (Non-Medical) Lead.

Resources: Local POD Guide, POD Operations Manual, POD forms

Qualifications: The POD Runners should have an understanding of POD Operations. These persons should be able to stand on their feet for long periods of time and carry heavy items.

Training: Recommendations for the POD Runner include ICS 100, 800b, and 808. POD site training and completion of a functional or full-scale exercise at a POD Site would be beneficial.

Immediate:

- Register and report to the Non- Medical (Logistics) Lead
- Receive briefing
- Complete Just in Time training and Job Action Sheet review
- Assist with POD set-up
- Ensure all areas are fully stocked with appropriate supplies and ready to begin operation

Intermediate:

- On the hour, collect screening forms from dispensing area and deliver to POD asst mgr.
- Monitor supply levels in function areas. Re stock as necessary
- Participate in briefings and updates as appropriate for Non-Medical (Logistics) Chief
- Anticipate, identify and solve problems as soon as possible.
- Listen for and correct misinformation.

Extended:

- Prepare for change of shifts
- Participate in Non-Medical (Logistics) debriefing following shift change
- Sign out at the Registration desk in the Staff Break Room

FACILITY SUPERVISOR

Mission: The Facility Supervisor provides facility access and ensures building maintenance and addresses housekeeping issues in the POD setting. The POD Facility Supervisor should be familiar with the POD site. The POD Facility Supervisor communicates with the POD Logistics (Non-Medical) Lead.

Resources: Local POD Guide, POD Operations Manual

Qualifications: The POD Facility Supervisor should be familiar or be able to rapidly become familiar with the specific POD setting. It would be best if the Facility Supervisor were associated with POD site as an employee or volunteer.

Training: Recommendations for the POD Facility Supervisor include ICS 100, 800b, and 808. POD site training and completion of a functional or full-scale exercise at a POD Site would be beneficial.

Immediate:

- Provide access to facility
- Register and report to the Non- Medical (Logistics) Lead
- Receive briefing
- Complete Just in Time training and Job Action Sheet review
- Assure that safety precautions are met and followed by staff and clients throughout the facility

Intermediate:

- Ensure building maintenance and housekeeping issues are addressed
- Unlock doors as necessary
- Ensure that a safe environment is maintained including temperature control and walkways are clear of obstacles
- Assist with facility support issues including ensuring adequate lighting and ventilation. If an emergency generator is needed from an outside source, work with the Non-Medical (Logistics) Lead and hook-up generator to the facility

Extended:

- Prepare for change of shifts
- Participate in Non-Medical (Logistics) debriefing following shift change
- Sign out at the Registration desk in the Staff Break Room

Confidential Appendix E: Planning Team Contacts

Position	Name/Department/Agency	Contact Information	
		Work	
		After Hours	
		Mobile	
		Email	
		Work	
		After Hours	
		Mobile	
		Email	
POD Manager		Work	
POD Manager		After Hours	
POD Manager		Mobile	
POD Manager		Email	
POD Assistant Manager		Work	
POD Assistant Manager		After Hours	
POD Assistant Manager		Mobile	
POD Assistant Manager		Email	
		Work	
		After Hours	
		Mobile	
		Email	
Technical Assistance		Work	
Technical Assistance		After Hours	
Technical Assistance		Mobile	
Technical Assistance		Email	
Technical Assistance		Work	
Technical Assistance		After Hours	
Technical Assistance		Mobile	
Technical Assistance		Email	
Technical Assistance		Work	
Technical Assistance		After Hours	
Technical Assistance		Mobile	
Technical Assistance		Email	

Confidential Appendix F: POD Floor Plan

Insert

Point of Dispensing – Pedestrian Traffic Flow

1. All Money Hill POD employees will enter the POD through the front doors of the main lobby. The lobby will be used as our greeting area. The greeters will provide you with medical forms, medication information sheets, answer non-medical questions and direct you to the POD screening area.
2. Employees will exit the lobby through the left rear door, walk across the main hallway and enter the theater where the screening process will take place. During the screening process, employees must sign in, complete medical forms, confirm dates to return for additional regimens and will be identified as either healthy with no medical complications or problematic with special medical needs. (pregnant, allergic to certain medications etc.)
3. Employees who are deemed healthy with no medical complications will be directed to the front of the theater for medication dispensing.
4. Employees deemed problematic will be directed to the medical evaluation staff. The problematic screening area will be separated with partitions and located beside the initial screening area. The medical staff will determine the appropriate medications and then direct these individuals to the dispensing area.
4. After the employee receives their medications, they will be directed to exit the theater through the front left door and walk back into the main hallway. Inside the hallway, the employee must stop at the exit table and sign out. During this stop, the staff will distribute any patient information sheets, explain the importance of complying with the drug regimen, stress the danger of over medicating and note the date to return for the next regimen.
6. All employees will then exit the building through the administration entrance located at the south side of the building.

POD Management Report Forms

Head of Household Form (HOH)

Name: _____ Phone 1: _____ Phone _____

Address: _____ City: _____ State: _____ Zip: _____

For each question, circle "yes" or "no" for each person that you are picking up medicine. If you do not know the answer to a question, leave it blank. If you need another form, ask for one from the POD staff.

	Person #1		Person #2		Person #3		Person #4		Person #5	
First Name AND Last Name										
Date of Birth										
Symptoms of disease?	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Allergic to Ciprofloxacin?	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Allergic to Doxycycline?	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Allergic to Amoxicillin (Penicillin)?	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Pregnant or breastfeeding?	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Children give age and	Age _____	_____	Age _____	_____	Age _____	_____	Age _____	_____	Age _____	_____

<p>Instructions for POD Screening Staff: For each person choose the appropriate antibiotic IF SYMPTOMATIC MUST GO TO MEDICAL EVALUATION Adults – check "Adult dose" box</p>	<p>Ciprofloxacin <input type="checkbox"/> Adult dose <input type="checkbox"/> Child by weight chart _____ tsp every 12 hrs</p> <p>Doxycycline <input type="checkbox"/> Adult dose <input type="checkbox"/> Child by weight chart _____ tsp every 12 hrs</p> <p>Amoxicillin <input type="checkbox"/> Adult dose <input type="checkbox"/> Child by weight chart _____ tsp every 8 hrs</p>	<p>Ciprofloxacin <input type="checkbox"/> Adult dose <input type="checkbox"/> Child by weight chart _____ tsp every 12 hrs</p> <p>Doxycycline <input type="checkbox"/> Adult dose <input type="checkbox"/> Child by weight chart _____ tsp every 12 hrs</p> <p>Amoxicillin <input type="checkbox"/> Adult dose <input type="checkbox"/> Child by weight chart _____ tsp every 8 hrs</p>	<p>Ciprofloxacin <input type="checkbox"/> Adult dose <input type="checkbox"/> Child by weight chart _____ tsp every 12 hrs</p> <p>Doxycycline <input type="checkbox"/> Adult dose <input type="checkbox"/> Child by weight chart _____ tsp every 12 hrs</p> <p>Amoxicillin <input type="checkbox"/> Adult dose <input type="checkbox"/> Child by weight chart _____ tsp every 8 hrs</p>	<p>Ciprofloxacin <input type="checkbox"/> Adult dose <input type="checkbox"/> Child by weight chart _____ tsp every 12 hrs</p> <p>Doxycycline <input type="checkbox"/> Adult dose <input type="checkbox"/> Child by weight chart _____ tsp every 12 hrs</p> <p>Amoxicillin <input type="checkbox"/> Adult dose <input type="checkbox"/> Child by weight chart _____ tsp every 8 hrs</p>	<p>Ciprofloxacin <input type="checkbox"/> Adult dose <input type="checkbox"/> Child by weight chart _____ tsp every 12 hrs</p> <p>Doxycycline <input type="checkbox"/> Adult dose <input type="checkbox"/> Child by weight chart _____ tsp every 12 hrs</p> <p>Amoxicillin <input type="checkbox"/> Adult dose <input type="checkbox"/> Child by weight chart _____ tsp every 8 hrs</p>
<p>Children by weight chart– check "Child" box and mark the number of teaspoons needed every 12 hrs using the pediatric dosing guide (every 8 hrs if amoxicillin)</p> <p>Place stickers from medication bottles here</p>					

INSTRUCTIONS FOR DISPENSING STAFF ONLY:

Adults – Place 1 sticker from medication bottle on the medication information sheet, place the second sticker from the medication bottle on this sheet. Write name directly on medication information sheet. Give *medication information sheet* and the medication to the person.

Children – Place 1 sticker from the medication bottle on the crushing instruction sheet, place the second sticker from the medication bottle on this sheet. Write name and pediatric dosage on *medication crushing instructions sheet*.

Give *medication information sheet* and medication to the person.

General Infection Control Information for POD Planning

GENERAL INFECTION CONTROL INFORMATION FOR POINT OF DISPENSING PLANNING

INCIDENT SPECIFIC DISEASE THREAT INFORMATION WILL BE PROVIDED BY THE

LOUISIANA DEPARTMENT OF HEALTH AND HOSPITALS OFFICE OF PUBLIC HEALTH



1. Disease without person-to-person transmission

transmission

Anthrax (*Bacillus*

2. Disease with Droplet transmission

3. Disease with Airborne/Contact transmission

Smallpox (*Variola*), Avian and Pandemic Influenza, Severe

anthracis), Tularemia (*Francisella tularensis*)

Pneumonic Plague (*Yersinia pestis*)

Acute Respiratory Syndrome (SARS)

CLIENT

Symptomatic client (client should use):

Mask?

No

Surgical

Surgical

Gloves?

No

No

No

Gown?

No

No

No

Disposition

Seek medical care off site

Seek medical care off site

Seek medical care offsite

Asymptomatic member of population at risk

Mask?

No

No

No

Disposition

Antibiotic prophylaxis

Antibiotic prophylaxis

Vaccine prophylaxis (smallpox), vaccine and

Asymptomatic client not in the population at risk

Mask?

No

No

No

Disposition

Education only

Education only

Education only

STAFF

Triage staff who may have contact with ill

Mask?

Standard precautions

Surgical mask (if within 6 feet)

N95

Gloves?

Standard precautions

Standard precautions

Yes

Gown?

Standard precautions

Standard precautions

Yes

Eye protection?

Standard precautions

Standard precautions

Yes

Other dispensing staff: (staff should use)

ENVIRONMENT

Triage space: minimum requirements

Entry?

No special precautions

Separate from POD **entry**

Separate from dispensing **building**

(On or off site) Location?

No special precautions

Separate room **within** POD

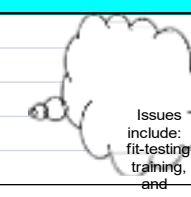
Ideal space is **outside**

Air flow?

No special precautions

No special precautions

Negative pressure space or outside



STANDARD PRECAUTIONS:

The basic level of infection control precautions that should be used in the care of all persons at all time:

- 1) Whenever coming in contact with a patient, wash hands or use hand sanitizer
- 2) Whenever coming in contact with blood, body fluids, secretions, excretions, non-intact skin, or mucous membrane wear gloves after hand sanitization
- 3) If splashes or sprays of blood or body fluids is likely wear gloves, gown, mask and eye protection.

Processing Time for Common POD Steps

Steps	Time (minutes)
Entry (greet and screen)	0.25–1
Distribute forms	0.25–1
Check form and direct to next station	0.5–2
Interview and medical screening	1–5
Dispense countermeasures	1–3
Exit (collect form and inspect for completeness)	0.25–2
*Adapted from RAND	Total Minutes 3.25–14

Screening Standard Operating Procedures

1. Raise your arm to indicate to the Line Staff that you are available for the next person.
2. Ask for completed screening forms.
3. Use the algorithm to recommend medication or vaccine.

For adults, check the appropriate "Adult dose" medication box.

For children, check the appropriate "Child" box and mark the number of teaspoons needed every 12 hours (or every 8 hours if amoxicillin) using the dosing guide found with the screening algorithm. Medication Dispensing will give the client a medication crushing instruction sheet if suspension is not available.

4. Request additional assistance if necessary.

Translation: If the client does not speak English well enough to complete the assessment, ask for Translation assistance.

Mental Health Counseling: If a client is too distressed, upset or anxious to complete the assessment, ask for Behavioral Health counseling assistance.

5. General

If you have a question, hold up both arms and the Screening Supervisor will come to your table.

Runners will restock supplies; notify the Screening Supervisor if you notice that supplies are running low.

Anticipate, identify and solve problems as soon as possible.

Medication Dispensing Standard Operating Procedures

Raise your arm to indicate to the Line staff that you are available for the next person.

Ask for completed screening form.

Pick up the recommended medication for the first person on the form.

Adult bottle (pills): remove the stickers from the pill bottle.

Place one sticker on the Head of Household form to be retained for POD records;
Place the second sticker on the Medication form to be given to the individual.

All persons receive the same adult medication bottle in Express Dispensing.

Child medication (suspension): on the pre-printed pediatric dosing guideline write the child's name and the dosing requirements (TAKE ___ TSP ___ TIMES PER DAY).

If pediatric suspension is not available, give one adult bottle (pills) for each child. On the pre-printed dosing guideline, write the child's name and the dosing requirements (TAKE ___ TSP ___ TIMES PER DAY.) Give medication crushing instructions sheet to make suspension at home.

Place one sticker on the Head of Household form to be retained for POD records;
Place the second sticker on the medication form for the child.

Do the same for each household member on the form.

Hand the person medication after you label all of the medication for the household.

Hand the person one medication information sheet in English for each different type of medication (unless the person indicates he/she would prefer medication information sheet in another language).

Give Drug Interaction Sheet for each family

Tell the person to exit the POD.

If the person has questions, instruct the individual to read the medication information sheet, call the hotline number or visit the website listed on the sheet, and/or call their family doctor.

General

Place the screening forms in the box on the table.

Hourly, collect all forms and give to a runner for delivery to POD asst. mgr.

Runners will restock supplies; notify your supervisor if you notice that supplies are running low.

Anticipate, identify and solve problems as soon as possible.

Vaccination Standard Operating Procedures

Raise your arm to indicate to the Line Staff that you are available for the next person.

Ask the person for their completed screening form.

Review form for screener's vaccination recommendation.

Administer vaccine.

Hand the client one vaccine information sheet.

Complete the paperwork.

After you have administered the vaccine, at the bottom of the screening form, fill out the portion of the form that says, "For Clinic Use Only."

Place the screening form in the box on the table.

Tell the client to exit the POD.

If the person has questions, instruct the person to read the vaccine information sheet, call the hotline number or visit the website listed on the sheet, and/or call their family doctor.

General

Vaccination Staff and Vaccination Staff assistants should switch positions every thirty minutes as directed by the Vaccination Supervisor.

When your staff hold up the Red sign, address their questions.

Runners will restock supplies; notify your supervisor if you notice that supplies are running low.

Anticipate, identify and solve problems as soon as possible.

Before and during clinic operations, Vaccination Staff assistants complete the following tasks:

Strip paper wrappers from syringes.

Carefully tighten hub of each needle if required (be careful not to bend the syringe) before drawing up vaccine.

Draw up vaccine.

Discard needle in appropriate container.

POD Manager Report and Medication/Vaccine Tracking Chart

TIME	AMOUNT REMAINING AT POD		MEDICATION / VACCINE DOSES Received		MEDICATION / VACCINE DOSES Ordered
	Current OH	Projected Need	Date	Qty	
Type of Medication/Vaccine					

Instructions

Unless otherwise notified, the POD Manager will provide this report electronically (via email or fax) or via phone at 7pm daily

Provide a brief summary, via bullet point of:

- How many employees (and clients/customers, when applicable) have received prophylaxis
- Length of time POD operational
- Throughput calculation (# of people given prophylaxis divided by time open)
- Remaining number of employees (and clients/customers, when applicable) requiring prophylaxis/vaccination (when applicable)
- Any rumors of concern
- Any adverse events (from vaccinations, when applicable)
- Media inquiries / media activity

Use last column page ONLY if resupply is required, to track when supply is received