

# Closed POD Planning Guide

## For Mass Prophylaxis

### Introduction

The concept of the Closed POD Planning Kit is to pre-identify businesses that can dispense or 'push' medications to groups of people. These points of dispensing (POD) are critical in emergencies in that they reduce the demand on public dispensing sites and contribute to an effective emergency response. "Push Dispensing" means that medications are pushed out to businesses and their employees and family members that they routinely serve in the work place or at home. By participating in the Closed POD, you will provide a valuable service to your employees and their families and the overall community. By participating you will increase the likelihood that your employees will come to work, thus improving your organization's ability to continue to function.

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

### ***Everyone should know the following:***

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

### **Guide Contents:**

- Overview
- Dispensing Plan Template
- Job Action Sheets

## Overview

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

<b>County/City Public Health Contact:</b>
Name:
Address:
Phone:
Email:

### **Dispensing Plan Template for Closed POD**

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

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

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

#### **GENERAL**

Facility Name:
Street Address:
City:
Zip Code:
Main phone:

Enrollment Agreement Completed/Signed \_\_\_\_\_

## FACILITY CONTACT INFORMATION

<b>Primary Contact</b>
Title:
Daytime Phone:
After Hours Phone:
Cell Phone:
Email Address:

<b>Back-up Contact</b>
Title:
Daytime Phone:
After Hours Phone:
Cell Phone:

### Medications will be dispensed to:

Indicate to whom you will be dispensing medications (employees, their families, contractors) and provide an estimate of the numbers of employees and family members – broken down by age groups. Identify needed materials in languages other than English is applicable. Disease and medication forms will be provided by public health at the time of the event. Many forms can be translated and provided in various languages. These forms need to be copied and provided along with medications to your employees/families.

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

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

## **Communications with your employees:**

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

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

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

*Describe how you will communicate with your employees before the event (and who is responsible)*

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

Employees:

- Where and when to report to work
- Where and when they will receive their medications
- How to perform their Closed POD jobs, if applies

Family Members

- Where and when they will receive their medications
- What information they should have in order to receive their medications

- Drug information sheets for the medications, including what they should do if they have a negative reaction to the medication
- How they can keep informed about the emergency

***Check all the methods that you will use:***

Telephone: \_\_\_\_\_ external information line \_\_\_\_\_ call center/phone book

Electronic: \_\_\_\_\_ website posting \_\_\_\_\_ mass email message/fax

In Person: \_\_\_\_\_ Meeting/presentation \_\_\_\_\_ visits to family homes

*Describe how you will communicate to your employees and clients during the event (and who is responsible):*

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

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

*Describe how you will communicate with your employees and family members after the event (and who is responsible):*

## **Preparing to Receive and Dispense Medications**

Once you have been notified that the Closed POD has been activated, you will be given instructions on when and where to pick up medications. It is important that this information not be disclosed to others. A site or sites will be chosen at the time of the event.

You will be notified via phone, email, media reports from public health officials. Public Health will assign a point of contact. That person is responsible for facilitating the process, inventorying, and supporting a certain number of Closed PODs.

### **Steps to prepare your organization to receive and dispense medications:**

(This is *only* a guide; feel free to modify it to fit your organization)

- **Alert Staff** (see Communications with your employees – during an event)
- **Assign Tasks** (see Job Action Sheets attached)

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

### **Have medical personnel available who can legally dispense medications:**

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

*Describe how you will select and prepare employees to screen for and dispense medications and carry out other Closed POD responsibilities. In some instances, you may pre-assign tasks to certain organizational job titles.*

### **Prepare the dispensing site:**

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

*Identify a dispensing site (include address):*

How will the site be arranged?

Include a rough sketch of what your dispensing site will look like and keep it in your plan.



## POD FLOOR PLAN

**Facility's floor flow plan diagram:** (Attach)

### **Pick up medications and forms from designated pick up site**

The primary and back-up contact persons provided is automatically considered "authorized" to pick up medications for your organization. They must present state or federally issued ID in order to pick up medications. If you assign someone else to pick up medications, they will need to present (1) state or federally issued ID and (2) an organization ID or signed letter from your organization (on organization letterhead) explicitly authorizing this individual to pick up the medications.

Primary and back-up contacts provided to public health.

Primary:

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(Name/Title)

Back-up:

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(Name/Title)

### **Storing medications**

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

Location of medication storage: \_\_\_\_\_

## Ready materials

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

*Is a copier available for making necessary copies? \_\_\_\_\_ Yes \_\_\_\_\_ No*

*If yes, person responsible for making the copies? \_\_\_\_\_*

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

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

## Receiving and Managing Inventory

### How much will you receive?

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

Store in a secure location and away from extreme heat or cold. Keep an inventory of medications you receive from public health. If no inventory forms are provided, you can use your own inventory control forms or create a simple one on notebook paper. This information, along with any unopened medication, will be returned to public health.

## **Screening for contraindications and dispensing medications**

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

### **Screening**

Each person receiving medications should complete an intake form (PATIENT HISTORY) form (NAPH form – staff can assist clients who are unable to write). Intake forms are used to: screen for contraindications to taking the medications, determine the appropriate antibiotic, and are used to track medication dispensed. Intake forms need to be returned to public health for every person that medication is dispensed. Your employees can pick up medications for their families; they can complete one intake form, but must fill it out completely for each family member. This is called the “Head of Household” model in dispensing. Ask employees to bring/have ready a list of medications (prescription and over-the-counter drugs, vitamins, minerals, and antacids) they take and any known drug allergies for every person that will get a course of medication.

The dispenser will review the intake form for any contraindications and dispense the appropriate medication.

### **Dispensing:**

Once you have determined the appropriate antibiotic in the screening process, you will give the patient a 10-day supply bottle of pills. Give the appropriate drug information sheet (Doxy or Cipro) with the medications. For employees who are picking up medications for family members, it is only necessary to give one drug information sheet for each drug that they are picking up. Have available other materials that public health may have provided, such as FAQ sheets, and be ready to answer questions about where they can go for more information (health department call center, web site, their doctor, etc.).

Advise employees that they should not stop taking the drug unless they are having an allergic reaction to it. In this case, they need to call their medical care provider. Initial form, and maintain form so that it can later be returned to public health.

*What will you do to be sure that a screening form is completed for each person to whom you give medications?*

*What will you do to be sure that the correct antibiotic is dispensed to each person getting medications and that they get the correct drug information sheet for the drug dispensed (Doxy or Cipro)?*

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

1. Employee fills out the intake form (Patient History)
2. Review intake form and screen for contraindications
3. Dispense appropriate medication based on dispensing algorithms
  - a. Attach one label to intake form and one label to drug information sheet
  - b. Initial form
  - c. Keep form
4. Give drug information sheet(s) to employee.
5. Ask employee to take the first dose right away.
1. Keep inventory of medications.
6. Provide status updates to the public health contact as directed; coordinator
2. Provides status updates to assigned Closed POD Supervisor.
3. Return intake forms, inventory forms, and unopened bottles to public health.

## EQUIPMENT LIST

Please complete the following equipment checklist (this is a suggested list of items that may be necessary).

*Please note that items can be brought in from an outside location as long as that can be done in a **6-hour** time frame.*

<b>Item Description</b>	<b># On-site</b>	<b># Off-site to be brought in</b>
Tables:		
8-foot		
6-foot		
4-foot		
Round		
Chairs:		
Folding		
Stack		
Other		
Stanchions		
Portable Screens/Partitions		
Pallet Jacks		
Fork Lifts		
Portable Fence		
Portable Lights (110 volt)		
Portable Shelter/Awning		
Portable Barricades		
No Parking signs		
Traffic cones		
Extension cords		
Computer		
Laptop		
Television		
DVD player		
LCD projector		

## KEY POD STAFF LIST

**POD Manager (Incident Command) – Main Contact:** *Sets the incident objectives, strategies and priorities and has overall responsibility of Closed POD operations.*

<b>Name:</b>
<b>Phone:</b>
<b>Cell:</b>
<b>Pager:</b>

**Security Officer:** *Monitors security and develops measures for assuring the security.*

<b>Name:</b>
<b>Phone:</b>
<b>Cell:</b>
<b>Pager:</b>

**Medical Dispenser:** *Monitors dispensing activities and oversees dispensers (medical/non-medical).*

<b>Name:</b>
<b>Phone:</b>
<b>Cell:</b>
<b>Pager:</b>

## **JOB ACTION SHEET**

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

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

### **Get Ready**

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

### **Get Medications**

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

### **Dispense the Medications**

- Monitor dispensing of medication
- Dispense medication to staff who are responsible for dispensing to others, first
- Ensure appropriate screening and drug dispensing
- Ensure distribution of drug information sheets

- Request additional medications from public health if initial estimates are insufficient
- Update you public health contact with distribution status and forecast estimate according to the prescribed schedule or as needed

**Follow up**

- Return all intake forms and inventory control forms to public health.



## **JOB ACTION SHEET**

### **Dispenser**

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

### **Get Ready**

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

### **Dispense the Medications**

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

**Follow up**

Return all materials to the public health contact, including intake forms and any unused medication.

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

## **JOB ACTION SHEET**

### **Security Officer:**

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

### **Get Ready**

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

### **Dispense the Medications**

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

**Follow up**

- Return all materials to the public health contact, including intake forms and any unused medication