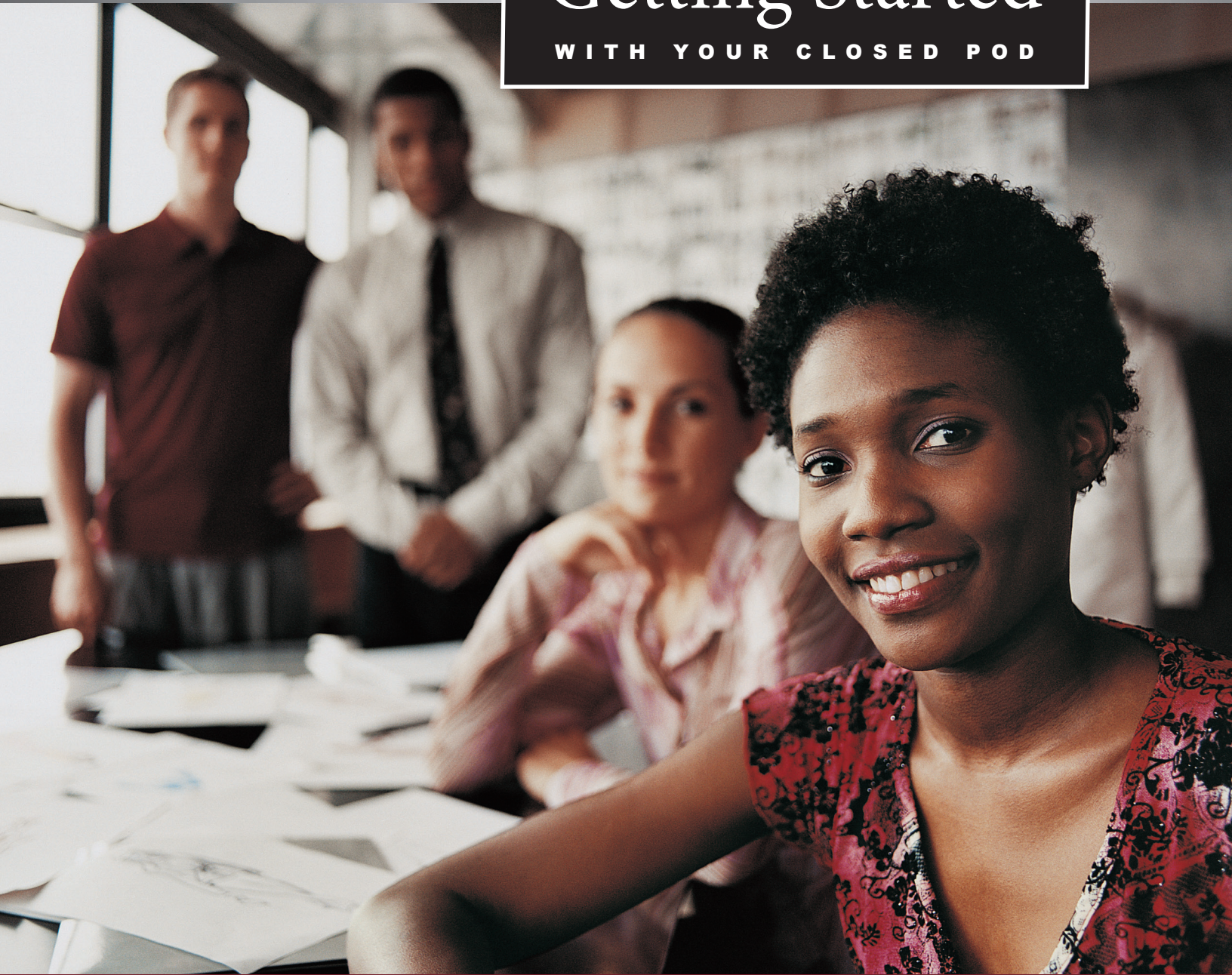


Getting Started

WITH YOUR CLOSED POD



A Call to Action

Taking a few small steps now to prepare for future public health emergencies will not only protect your greatest asset, your employees, but also help prepare the entire community to respond.

A Call to Action

GEORGIA STRATEGIC NATIONAL STOCKPILE

40 Pryor Street SW
Atlanta, GA 30303

You protect your business by planning for the unexpected. You anticipate events and manage situations at hand. State and local public health agencies take the same approach to protecting the health and safety of their communities. As we build this bridge of mutual communication and alliance, we're calling on you, as local business leaders to help protect your business, your employees, their families and your community by making your business, agency or organization a location to dispense medication through a dispensing site. Dispensing sites, or Points of Dispensing (PODs), are locations where medications can be given to people in response to a public health threat or emergency. Taking a few small steps now to prepare for future public health emergencies will not only protect your greatest asset, your employees, but also help prepare the entire community to respond.

Public Health agencies have the mission to supply medical material to the population effected in a very short amount of time. This is why you are needed. This document will help you easily identify how to become a Closed POD, responsibilities of a Closed POD, resources and information to plan for and operate a Closed POD, the type of people needed, how a Closed POD is activated and additional support items/ personnel needed. This guidance is not a complete Closed POD plan, but rather a starting point to help you understand what a Closed POD is and how to begin developing your plans that are right for your business. You can use this guidance as a reference document or as a textbook (accompanying training sessions), and as a checklist (assuring all necessary steps are considered). Work in conjunction with your public health district to fully develop a Closed POD plan.



PAST RESPONSES THAT HAVE UTILIZED SNS SUPPLIES:

- **SEPTEMBER 11, 2001** | World Trade Center Response
- **OCTOBER 11, 2001** | Anthrax Response
- **AUGUST – SEPTEMBER 2005** | Hurricane Katrina/ Rita Response

An act of terrorism (or a large scale natural disaster) targeting the U.S. civilian population will require rapid access to large quantities of pharmaceuticals and medical supplies. Such quantities may not be readily available unless special stockpiles are created. No one can anticipate exactly where a terrorist will strike, and few state or local governments have the resources to create sufficient stockpiles on their own. Therefore, a national stockpile has been created as a resource for all. The Strategic National Stockpile (SNS) is a national supply of medications and medical supplies to be used for emergency situations. The Centers for Disease Control and Prevention (CDC) can deploy a large shipment from the SNS to anywhere in the United States or its territories within 12 hours. The Homeland Security Act of

2002 tasked the Department of Homeland Security (DHS) with defining the goals and performance requirements of the SNS program, as well as managing the actual deployment of assets. The Georgia department of health and local health agencies have plans in place to receive these shipments and distribute their contents to the community. The federal anthrax response in 2001 brought the realization that this threat was real and more dangerous than once thought. The federal government fully believes terrorists have the ability and means to implement a full-scale attack with the use of anthrax spores in an aerosol form. In fact, planning for just such a scenario has been the focus of public health preparedness for some time due to the 90 percent fatality rate of anthrax if left untreated.



Notify Public Health

Once your company has decided to become a Closed POD, contact your public health district. You will need to fill out and return the Georgia Department of Public Health, Office of Emergency Preparedness, Strategic National Stockpile (SNS) Program, Memorandum of Understanding (MOU) or Enrollment form.

Identify a dispensing location on site

Preparing your facility ahead of time for possible activation is essential. In order to dispense medication to a large number of people in a relatively short time, you will need to choose a location ahead of time. Ideal locations include a cafeteria, conference room or large hallway. You will need enough room for your employees to move through the dispensing flow chart at right:

Key factors when choosing a location

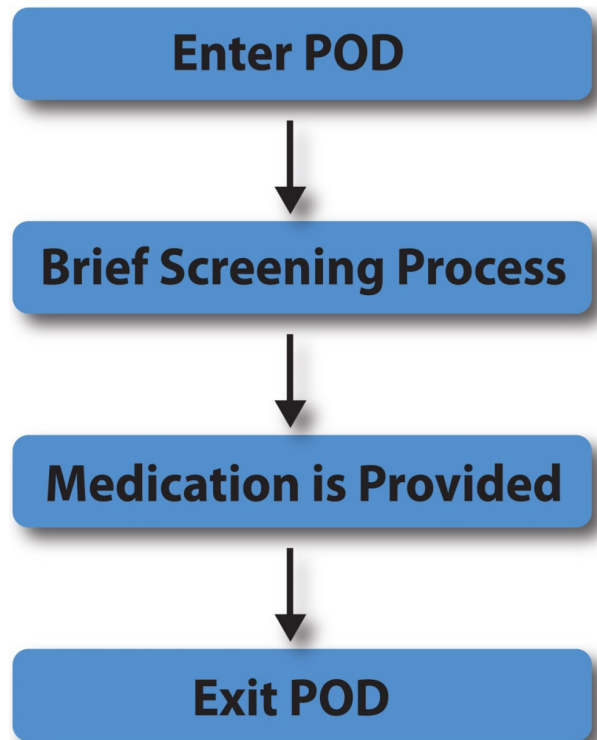
- A location familiar to your employees.
- Separate entrance and exit.
- Separate location to secure medications and supplies.
- Wheelchair accessible.

Determine security needs and capabilities

Consider your current security resources and capabilities to determine if additional security will be needed in an emergency. Employees who attend the Closed POD need to be safe and all medications need to be secured.

Identify/purchase/store necessary supplies

Personal Protective Equipment (PPE); masks, gloves, office supplies (pens, papers, clipboards, etc.), tables, chairs, bags, and envelopes are some of the POD supplies you should have access to for your POD.



Dispensing Plan Guidance

Your local health district will supply you with a template and guidance documents to assist you with preparing your organization's 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 the type of services offered and clients served. All of these factors will affect how you dispense medications to your employees and their families.

Using the template and guidance documents your organization's plan will describe how you will prepare your organization to dispense medications.

Your plan should include:

- Your Closed POD coordinator and two backup coordinators.
- Define who you will give medication to.
- A Communications Plan-before, during and after an emergency-within your organization, to your employees, and with your assigned Supervisor.
- How you will prepare to receive and dispense medications.
- Receiving and managing inventory.
- The company's screening process for dispensing medications.

Develop your procedures

Your company should designate a planning committee to take charge of developing procedures directly related to the operation and logistics of your Closed POD. One of the SNS or CRI Volunteer Coordinators will supply you with several guidance documents including: a Closed POD Dispensing Plan Template and a Closed POD Kit. These documents will help you determine procedures specifically related to the activation, set-up operation, and deactivation of your Closed POD. The committee should lead the development of procedures (such as utilizing emergency call down lists) and work with public health emergency planners to ensure all parties are aware of the plans and procedures.

Determine how medications will be requested and received

Your company will need to collaborate with public health to develop protocols for requesting a supply of medications from the SNS. You should have a method to maintain records required by public health and to keep track of the number of people you serve during an emergency.

Once a request for medication has been made, your local public health district will contact your business regarding the transfer of medications. There are currently two options - pick-up or delivery. The public health district will decide which option will be best based on the emergency.

If delivery is possible, a pre-determined location will be used. You will also need to have authorized personnel standing by to accept and sign for any deliveries. Your security personnel should be on hand at all times when medications are on the premises.

Firm up plans for handling medical emergencies, security, etc.

Your plan should include procedures for handling small/typical emergencies that could potentially happen during the dispensing process.

Consider and plan for:

MINOR MEDICAL EMERGENCIES -

Call 9-1-1 or handle on-site

SECURITY BREACHES -

Call the police or handle on-site? Understanding the screening and dispensing process. Completing medical evaluations/health assessments.

The information can be kept on file in your Human Resources department and updated periodically to reflect any changes in health status or family size. When an emergency occurs, the forms will be on hand thus simplifying the dispensing process.

Educate Your Employees

Everyone who is part of your business, agency or organization needs to understand what he or she must do when the team activates, including where to get medicines for themselves and their families, and where and when to report for duty. Two groups will need to be prepared, trained, educated and exercised:

- The employees and or members who will work your Closed POD.
- Those employees and or members who will only receive medications at the POD.

Preparing, training, educating and exercising your employees should be an on-going process as long as your organization continues in an agreement to be a Closed POD. All employees will need to receive orientation to the overall purpose, function and flow of the POD. This orientation should include, but is not limited to the following:

- Information on the incident
- Symptoms and treatment options
- Dispensing site layout and flow design
- Functions and responsibilities of all stations
- Review of job duties through the use of job action sheets
- Identification of supervisors
- Location of supplies
- Relief/break/comfort resources

Closed POD teams are tasked with dispensing medications to employees, clients and/or members and their family members. You will need to conduct pre-event medical assessments, name, address, phone and health history of everyone whom you plan to provide medication to. These assessments should be maintained and updated at least annually. A Closed POD team will need to be able to dispense medications properly with the necessary medical oversight and maintain accurate records of medications dispensed. One of the greatest values of a Closed POD is that this paperwork can be completed ahead of time for the employee and their family which will decrease the amount of time a Closed POD team



works. These records will need to be provided to the local public health office, with the information subsequently provided to the Georgia Department of Public Health. A Closed POD should be able to:

- Provide access to emergency medical services.
- Provide security of medical material delivered.
- Maintain proper temperature control of medicines. Return any unused material to the Local Health District (LHD).
- All employees should be informed about the process involved and how it will affect them.
- Identify employees or members within your organization who will assist with the planning.
- Identify key personnel to work with LHD representatives to ensure effective communication.
- Identify who will work at the CLOSED POD.
- Identify the individuals your site will serve and define family members.
- Decide if family members will be allowed in the closed PODs to pick up medications.
- Emphasize the benefits to your employees and/or members of having access to Closed PODs versus having to go to an Open POD.

How Many Doses of Medication Will Be Needed?

How many people does your business employ?

FULL TIME _____

PART TIME _____

CONTRACT _____

SEASONAL _____

TOTAL Number of Employees _____

How many family members will you serve?

TOTAL Number of Employees _____

Multiplied by 3.5 _____

TOTAL Number of Family Members _____

How many doses will your company need?

TOTAL Number of Employees _____

Plus **TOTAL** Number of Family Members _____

TOTAL AMOUNT OF DOSES NEEDED _____

Who Will Dispense the Medication?

____ **ON-STAFF MEDICAL PROFESSIONAL** (nurse, doctor, or pharmacist)

____ **CONTRACT MEDICAL PROFESSIONAL**

Where Will You Dispense Medication?

Does your facility have a large space to conduct dispensing operations, such as a large conference room, auditorium or cafeteria?

Yes or No

How Will You Handle the Paperwork?

Would your company/organization be willing to collect additional information (related to emergency dispensing) from your employees PRIOR to an actual event? **Yes or No**

If you answered **Yes** to the above questions, how would you maintain/update those records?

___ Use current employees records system

___ Develop a separate, dedicated system

___ Other _____

How Will You Manage the Event?

Has your company/organization identified a Command Staff/Crisis Management Team? **Yes or No**

If you answered **Yes** to the above question, will this team be responsible for planning, exercising and commanding all aspects of your dispensing operation?

Do you have security measures in place at your facility, such as security personnel; limited or controlled access; and/or surveillance to protect the medications and control access to the site? **Yes or No**

Will your Command Staff/Crisis Management Team utilize the Incident Command System? **Yes or No**

Have team members completed basic ICS training (ICS-100, 200 and 700)? **Yes or No**

Has your Command Staff/Crisis Management Team participated in a disaster exercise? **Yes or No**

Will your company/organization provide pre-event education to your employees about your dispensing plans? **Yes or No**

Would you be able to provide your LHD with a breakdown of the counties in which your employees reside? **Yes or No**



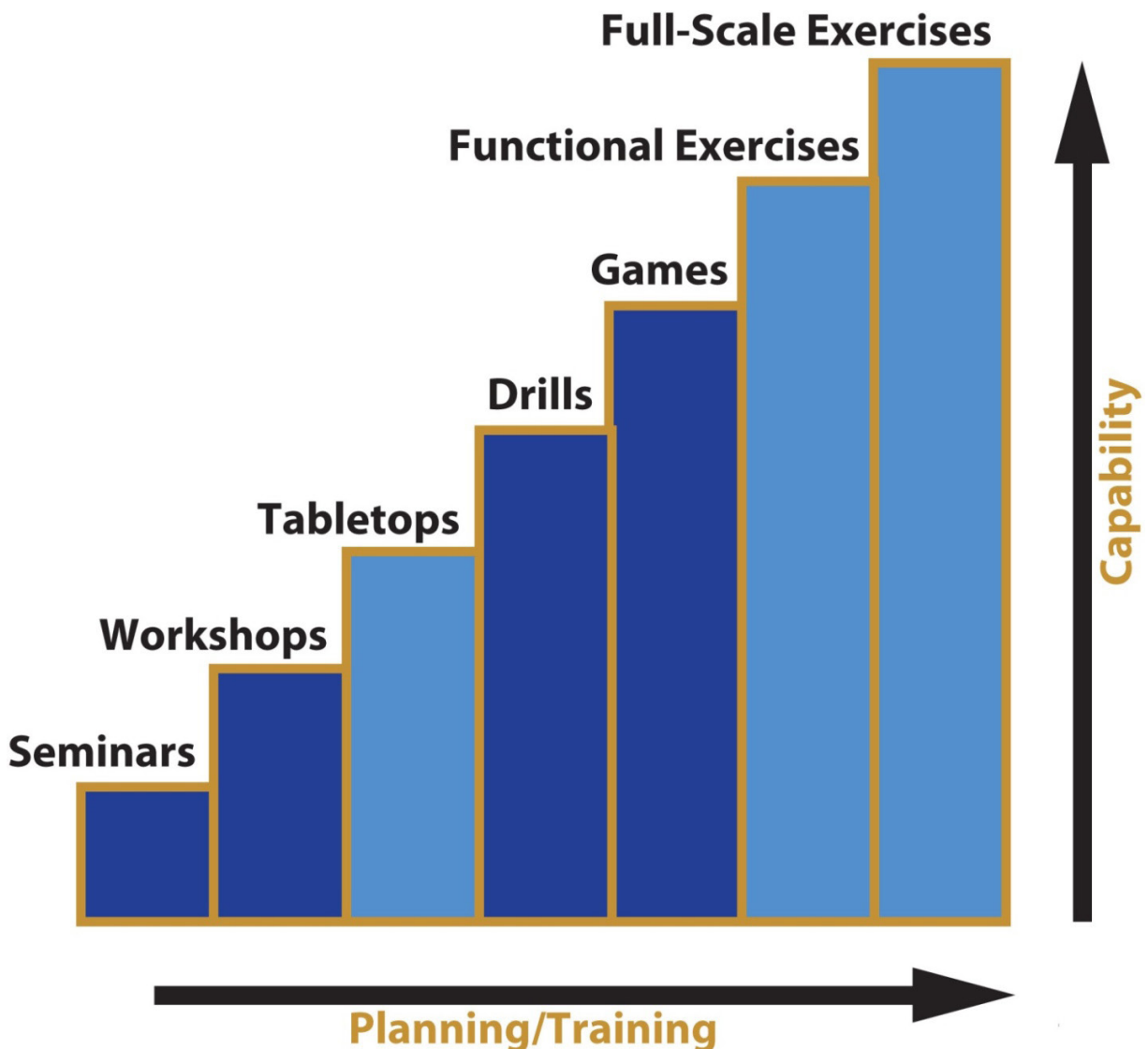
Exercise your plan

Make sure to practice the procedures you put in place. Exercising plans helps to identify any problems and correct them before an emergency happens. We recommend following the Homeland Security Exercise and Evaluation Program (HSEEP) method.

HSEEP is part of the Department of Homeland Security's structuring of America's preparedness. They have identified a method to test the plans that your company has made. This method is called the Building Block Approach. This diagram gives a very simplistic view of how your company's plan can be progressively exercised and evaluated. These steps should be considered when building a timeline.

Generally, the process can take from 12 – 18 months to complete.

HSEEP BUILDING BLOCK APPROACH



Georgia Public Health Districts

1-1: Northwest (Rome)

1309 Redmond Road
NW
Rome, GA 30165
(706) 802-5624

1-2: North Georgia (Dalton)

100 West Walnut Ave.
Suite 92
Dalton, GA 30720
(706) 272-2342 ext 304

2-0: North (Gainesville)

1280 Athens Street
Gainesville, GA 30507
(770) 531-4505

3-1: Cobb/Douglas
1650 County Services
Parkway
Marietta, GA 30008
(770) 514-2333

3-2: Fulton
99 Jesse Hill Jr. Drive,
SE
Atlanta, GA 30303
(404) 613-1213

3-3: Clayton
1650 County Services
Parkway
Marietta, GA 30008
(770) 514-2333

3-4: East Metro (Lawrenceville)
2570 Riverside
Parkway
P.O. Box 897
Lawrenceville, GA
30046-0897
(678) 442-6915

3-5: DeKalb

445 Winn Way
P. O. Box 987
Decatur, GA 30031
(404) 294-7300

4-0: LaGrange

122-A Gordon
Commercial Drive
LaGrange, GA 30240
(706) 302-8037

5-1: South Central (Dublin)

2121-B Bellevue Road
Dublin, GA 31021
(478) 274-7600

5-2: North Central (Macon)

811 Hemlock Street
Macon, GA 31201
(478) 751-6304

6-0: East Central (Augusta)
1916 North Leg Road
Augusta, GA 30909-
4437
(706) 729-2190

7-0: West Central (Columbus)
2100 Comer Ave
PO Box 2299
Columbus, GA 31902-
2299
(229) 838-0010

8-1: South (Valdosta)
600 N. Patterson Street
Valdosta, GA 31601
(229) 253-0714

8-2: Southwest (Albany)
231 Tift Avenue
Albany, GA 31701
(229) 430-1966

9-1: Coastal (Savannah)
150 Scranton
Connector
Brunswick, GA 31525
(912) 332-2128

9-2 Southeast (Waycross)
1115 Church Street
Suite A
Waycross, GA 31501
(912) 338-5231

10 Northeast (Athens)
189 Paradise Blvd
Athens, GA 30607
(706) 912-285-6022

