

## **Annex H: Medical Materiel Management and Distribution**



**Public Health**  
Prevent. Promote. Protect.

**Review History**

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## **Introduction**

### **Purpose**

This document outlines our process for establishing and operating local Point of Dispensing (POD) sites. PODs may be used to distribute emergency drugs as prophylaxis or to administer vaccines to the population of Noble County, under the direction of the Noble County Board of Health and the Ohio Department of Health.

## **Situation and Assumptions**

### **Situation**

Infectious diseases are not limited to specific geographical borders, diseases are often communicable and being transmitted without ones knowledge of yet being ill and treatment and prevention methods may not yet be known or available for wide distribution.

Local efforts during POD activation will be hampered by limitation of available supplies, equipment, staff, prophylaxis and/or vaccine along with many other restricting factors.

### **Assumptions**

The local Emergency Management Agency (EMA), in coordination with the Noble County Commissioners, will declare a public health emergency and activate their Emergency Operations Center (EOC). The Health Department (HD) will have a liaison with the EOC who will share necessary information between the two.

The EOC or some equivalent coordination entity will be operational and all county resources will be mobilized to support the emergency through said facility.

The HD will begin operating under the Incident Command System (ICS) once a public health emergency has been formally declared. The Health Commissioner or their designee will assume the role of Incident Commander (IC). The IC will order a Departmental Operations Center (DOC) to be formed and the process of establishing and operating a POD will begin. The IC, along with the Emergency Response Coordinator, will mobilize all command and general staff by utilizing the call-down roster included in the resource manual.

Initial medical supplies needed for the incident will be provided by the HD, as available. A secondary source for supplies will be provided by other local resources, as available, and requested through the county EOC. Once local resources are depleted a request for additional resources, through the Strategic National Stockpile (SNS) or Vendor Managed Inventory (VMI), will be made if these supplies are not already being pushed out to the local level.

The plan has been written for the HD to address a pandemic event (Annex E2.A), as pandemic influenza currently represents the most complicated and time consuming threat that would require the establishment and operation of a POD. Despite the use of a pandemic for the framework of this plan, this plan will also be used as a guide for any large-scale event requiring the distribution of emergency medications, vaccinations and/or supplies.

The primary POD location is the Caldwell Elementary. It is assumed that the normal operations in this building will be cancelled for the duration of this type emergency situation.

### **Limitations**

The policy of the HD is that no guarantee is implied by this plan. HD assets and systems may be damaged, inoperable or overwhelmed. The HD will make every responsible effort to respond to a public health emergency based upon the situation, information and resources available at the time.

Adequate funding is needed to support this plan and the maintenance of such. Lack of funding may degrade the services envisioned under this plan.

## **Concept of Operations**

### **General**

The emergency mass vaccination/prophylaxis of the county residents will occur in three phases over a period not to exceed 3 days, per ODH, assuming we receive enough medication, vaccine and supplies to make this possible. Unless otherwise directed by the Ohio Department of Health (ODH), the HD will vaccinate in phases. Phase one will involve all HD staff, fire, emergency medical, law enforcement (first responders) personnel, county officials and their immediate families/households receiving vaccination and/or prophylaxis. Phase two will be the vaccination/prophylaxis of all volunteers assisting with the POD, whether it involves registration, education, vaccination, prophylaxis administration, transportation, and directional guidance, security, or traffic/crowd control. These individuals, along with their immediate families/households, will receive priority vaccination/prophylaxis. During phase three, vaccination/prophylaxis will be administered according to the Centers for Disease Control and Prevention (CDC) and ODH recommendations.

Phase one will commence as soon as Noble County's portion of the SNS arrives and is ready for distribution.

Phase two will commence immediately following phase one. In addition to vaccination/prophylaxis of volunteers who will be staffing PODs, just-in-time training for all volunteers will be conducted. This training will be used to ensure that all volunteers understand their roles and responsibilities and are ready to begin POD operations.

Phase three will commence at a specified, coordinated time that will be announced through the Public Information Officer (PIO) to the local media. Ideally, the POD will be open to the general public immediately after phase two is completed. The actual time it will take to be able to open a POD is dependent on the arrival and distribution of vaccines/prophylactics to the local drop site, adequate staffing, completion of just-in-time training for volunteers, and POD setup.

During POD operation any individuals who are physically disabled will be able to receive vaccination in their vehicle. For the purpose of this plan a physically disabled individual is defined as: anyone having a permanent or temporary, major physical handicap which would make it difficult or slow for that person, (or those behind them), to walk briskly or stand for longer periods of time. At the POD, personnel will be assigned to register and vaccinate/prophylaxis the individuals at their vehicle. Another individual must be with these people to enter the POD and notify us of the need for vaccination at the vehicle.

### **Notification**

The HD will notify appropriate partners as to the need for POD establishment and population to be served, and will provide any other appropriate specific guidance. As soon as possible the Incident Commander, or designee, will convene a meeting of the necessary agencies/departments in order to begin this process. Those who may be expected to participate in this meeting are as follows:

Noble County Commissioners  
Noble County EMA Director  
Noble County Sheriff  
Noble County EMS Coordinator  
Caldwell Police Chief  
Noble County Fire Chiefs

The order to begin mass vaccination/prophylaxis of the public in response to a pandemic or other public health emergency will be issued to the Noble County Health Commissioner from the ODH. It is highly likely that notification of an impending order to begin mass vaccination/prophylaxis will come through the Health Alert Network (HAN) or through the Ohio Public Health Communication System (OPHCS).

Once the order to begin mass vaccination/prophylaxis has been received, the IC will notify those listed in paragraph 1 above. The IC will subsequently order the activation of this plan and establish communications with the EOC in order to request supplies from the SNS. (See ESF-8 Tab A that further covers the coordination of SNS receipt and distribution).

The Incident Commander will notify the POD points of contact so that they may prepare for the facility to be opened.

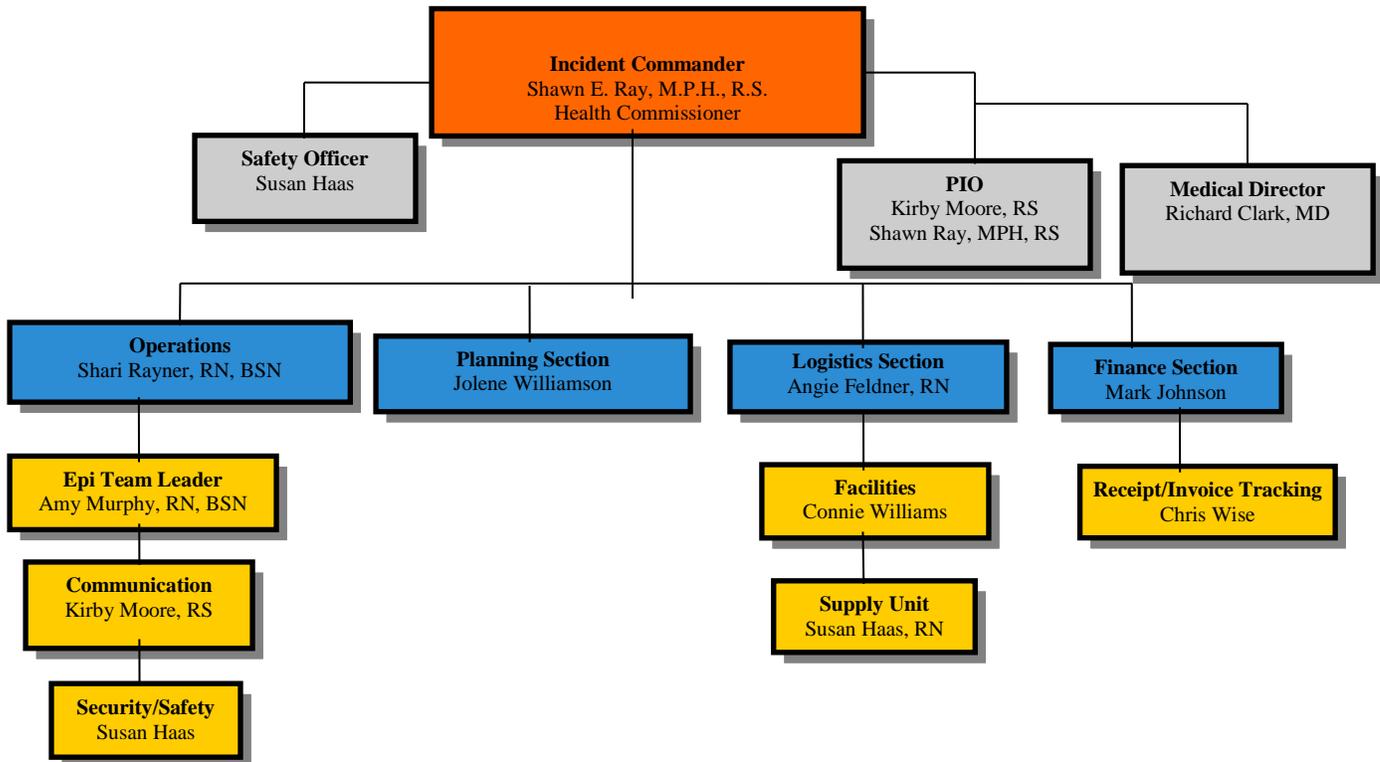
### **Response Actions**

- All disciplines shall implement 24 hour staffing plans, to ensure adequate staffing for the event and their specific needs.
- EMS providers will go to staffed status and report their status to the EOC.
- Decontamination and personal protective recommendations, per CDC guidelines, will be followed by all agencies/departments that may encounter or possibly come into contact with the potential health hazard or the infectious or communicable agent.
- The Coroner, with the aid of the local funeral directors will establish temporary facilities for the deceased.
- The PIO's from each discipline will work jointly to coordinate a media briefing system/schedule through an established Joint Information Center (JIC).
- Personnel from each discipline/department will work together for the benefit of the residents of Noble County.

### **Organization & Responsibilities**

The ICS is the model tool for command, control, and coordination of a response to an emergency. An ICS is built around the Command Staff (Incident Commander, Safety Officer, Liaison, and PIO) and the General Staff (Logistics, Planning, Finance, Operations, Safety and Security). Each of these components can expand or contract based on the needs of the incident. Using ICS during a public health emergency has proven to be very effective. A flow-chart is shown on page 7 that displays the organizational relationships at the incident command level and the POD level.

**Organization  
Internal HD ICS/NIMS Organizational Chart**



**POD Leadership**

- POD Site Manager – Shari Rayner, Asst. Director of Nursing  
Mark Johnson, Emergency Response Coordinator
- Operations Lead - Madeline Watson, Director of Nursing
- Safety Lead – Susan Haas
- Security Lead – Steve Hannum, Noble County Sheriff
- Communications Lead – Shawn Ray, Health Commissioner  
Kirby Moore, PIO
- Logistics Lead - Shari Rayner, RN Asst. Director of Nursing

## **Responsibilities**

### **Noble County Health Department**

- Provide the available and necessary medical supplies to support POD operations.
- Operate the POD.
- Coordinate and train the appropriate staff and provide medical guidance in order for the POD to operate efficiently.
- Provide liaison to the EOC.
- Recruit volunteers and conduct appropriate training through the Medical Reserve Corps (MRC) or be able to provide just-in-time training to volunteers.
- Assign, supervise, and schedule volunteers to assist at PODs.
- Maintain adequate supply of personal protective equipment (PPE) for HD staff and maintain a current list of vendors that can supply PPE for prolonged period of time.
- Maintain mutual aid agreements with neighboring HD's.
- Provide liaison with RCC, ODH, and CDC as needed for updates and reporting (every 12 hours or as otherwise determined during the event by ODH.)
- Training of volunteers in various roles to carry out specific tasks related to the incident through the MRC.
- Provide resources as available to other agencies as is appropriate.
- Maintain vaccination/prophylaxis procedures for all responders and residents.
- Provide information to Coroner for the prevention or spread of infectious disease through the application of CDC guidelines.
- Provide medications, vaccinations and/or other medical supplies, per ODH recommendations, as they become available through the SNS.
- Collect vital statistic data (i.e., number of infected, deceased, and the location) and report findings to EOC.
- Enter all information from POD into the Immunization Registry patient tracking system (Impact SIIS) within the required time frame.

### **County Commissioners/Mayors**

- As necessary, task County/City/Township assets to support operations.
- As necessary manage the public affairs aspects of the operations.

### **EMA Director**

- Be familiar with planning and coordination of PODs, the requesting procedures for SNS and/or other needed supplies, and volunteer recruitment.
- Manage emergency assets, such as the EOC, in support of the POD.
- Serve as the chief point of contact (through EOC activities) for external agencies.
- Participate in an annual training event to test POD set-up procedures and operation.
- Participate in the planning and coordination of the communication plan for the PODs.

### **Sheriff/Police Chiefs**

- Supervise all security needs at the POD sites and at the drop site.
- Establish and manage traffic/crowd control plan.
- Enforce community containment orders as necessary, whether it is through social distancing, self-isolation, or quarantine.
- If the ODH is unable to deliver the SNS or VMI to the regional node, or the regional node is unable to deliver SNS or VMI to the local level, provide escort of vaccine/prophylaxis and other supplies from the regional distribution site to the Monroe County drop site.
- Provide security at the vaccination/prophylaxis site and the EOC.

- Follow the individual law enforcements internal policy regarding any “use of force”.

#### **Fire Chiefs**

- Provide EMS support as appropriate.
- Provide support for surge control at POD site, and assist with traffic control as needed.

#### **County Coroner**

- Establish temporary morgue sites (i.e., refrigerated buildings, refrigerated trucks)
- Assist funeral directors in the safe transport of deceased.
- Assist in the interment of the deceased, (if necessary).
- The Coroner’s Office will coordinate with the local funeral directors if Disaster Mortuary Operational Response Team (DMORT) needs to be contacted for assistance.

#### **County Engineer, Village of Caldwell Street Dept., ODOT**

- Provide adequate road signage, barricades, and other traffic control devices for use during mass vaccination/prophylaxis.
- Assist with traffic direction if requested.

#### **School Systems**

- Provide buses to transport victims (if needed).
- Provide, under MOU agreements, utilization of the school buildings as necessary.

#### **Mental Health Agencies**

- Provide counseling for emergency responders and other staff as deemed necessary.
- Provide counseling services to the general public.

#### **Volunteer Agencies (Red Cross, church groups, etc.)**

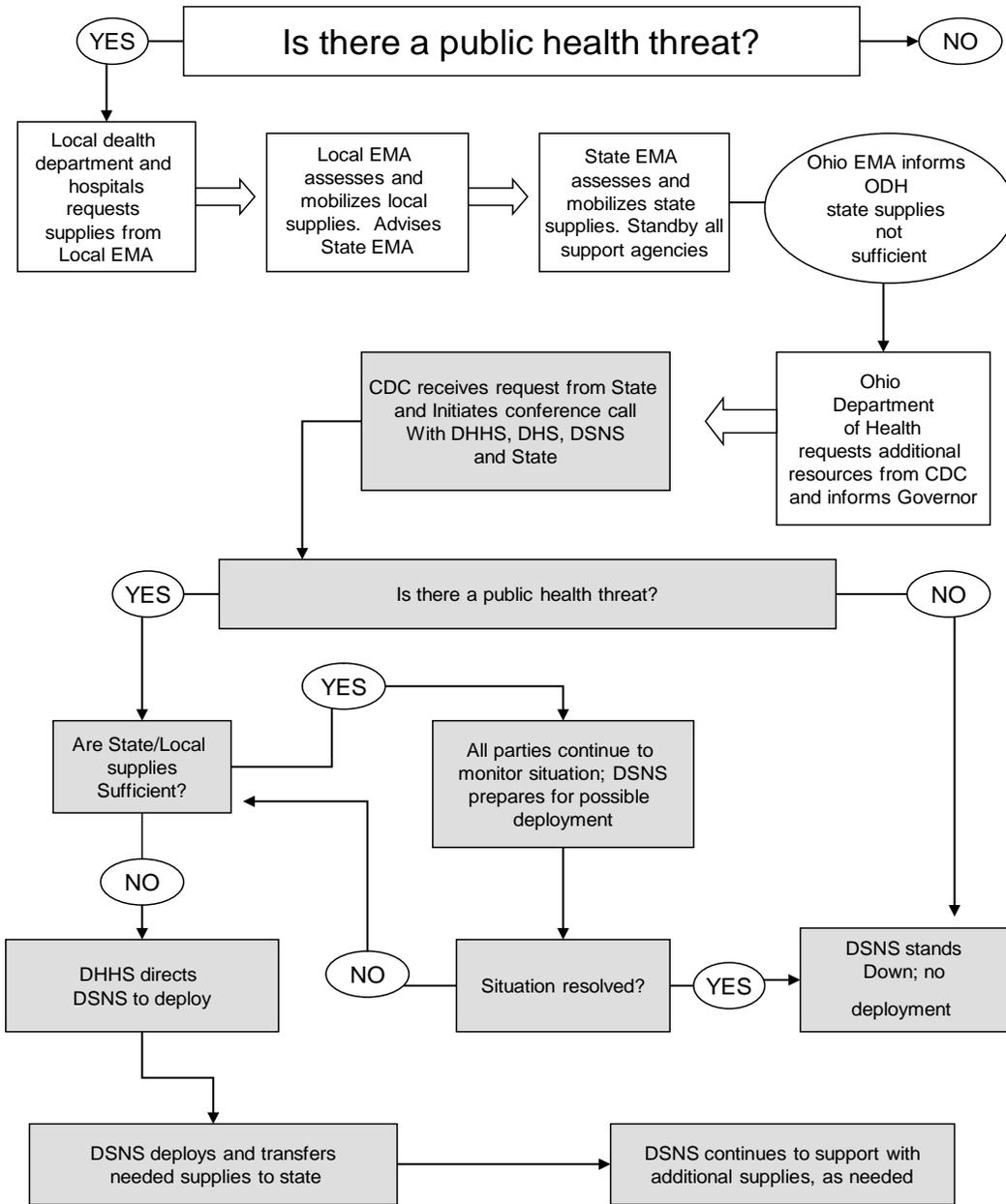
- Provide food, clothing, and shelter when necessary.
- Provide managers to congregate care centers, if needed.
- Provide staff for information center to help disseminate information to the general public and other agencies.
- Provide medically trained personnel, if necessary.
- Provide counseling services to augment mental health annex.
- Provide support services, i.e., transportation resources, etc.

### **Strategic National Stockpile**

Upon confirmation of a disease outbreak in which we will be administering medical countermeasures we will implement the algorithm shown below.

The HD will utilize this specific process for requesting supplies and SNS assets through the county EOC.

SNS Request Algorithm





### **Distribution of the SNS Package**

The CDC will release the SNS for shipment to the ODH's pre-designated drop site. The ODH Medical Director or designee will sign for receipt of the SNS assets according to the designation of the Governor. Responsibility and control of the SNS will be maintained by the ODH until transferred to the Regional Node or directly to the local distribution center. ODH will coordinate the delivery of the SNS and provide a lead team to the Regional Node to coordinate the breakdown and distribution to the HD. The HD will inventory and verify SNS packages upon arrival and accept responsibility along with control of the shipment.

As a back-up plan, the HD and the Noble County Sheriff Department personnel will be responsible for the transport and security of the SNS material from the Regional Node to our local drop site or to other locations as needed.

Distribution to POD locations in Noble County will be coordinated through the HD and the EOC. Local transportation and security issues have been addressed within the County EOP, and will be handled through the EOC as well.

### **Receipt of SNS**

A pre-determined drop site has been chosen for the receipt of the SNS asset in Noble County. This location is climate controlled and has a back-up generator in case of a power outage. ODH has been notified of this location via the Ohio Public Health Alert Network (OPHAN) and is prepared to ship to this site upon release of the SNS asset. A Memorandum of Agreement (MOA) is also in place for use of the facility for a drop site and storage area.

### **County Drop Site:**

Noble County Health Department  
44069 Marietta Rd.  
Caldwell, OH 43724

### **Point of Contact:**

Name: Mark Johnson  
Home Phone: 740-783-1118  
Work Phone: 740-732-4958, ext. 39  
Cell Phone: 740-509-1799

When the shipment arrives it will be signed for by our Medical Director, Pharmacist or Director of Nursing (DON), and responsibility of the SNS material will belong to the HD. Inventory will be taken and the lot numbers verified. All inventories will be logged upon receipt to assist with the accountability of supplies.

### **Cold Chain Management**

Some products, in particular vaccines, will be distributed to state, regional and local public health sites with the directive that the "cold chain" process will not be broken. Cold Chain management means that proper temperature control will be maintained throughout the SNS process including receipt, distribution and dispensing.

Upon receipt of the SNS material, any vaccine that needs refrigerated will be placed in our Helmer laboratory refrigerator and stored at the required temperature (normally 2o to 8o This refrigerator is monitored electronically with an audible alarm that sounds when the high alarm set-point is greater than 8o Celsius or the low alarm set-point is less than 2o Celsius, when the door is ajar for longer than 3 minutes, and if we have a power outage longer than 3 minutes. Daily temperature logs are maintained and logged twice daily. The refrigerator also has a thermostat monitoring device that will call three pre-designated numbers (including the DON, Administrator, and Emergency Response Coordinator) when the temperature inside the refrigerator varies more than the above-specified degrees. This refrigerator can be locked, is in a locked room, through a second locked door. We have

installed a generator on the premises to handle the storage of vaccine in the case of a power outage. This generator can be powered by natural gas or diesel fuel.

**Emergency Storage of Vaccine**

In the event of a power outage, and assuming the generator is not operational, the following steps should be followed:

- Determine the cause of the power outage (e.g. mechanical failure of the unit, circuit breaker).
- Determine the duration of the outage.
- Take inventory of the ODH vaccine, including lot numbers and expiration dates.
- Move undamaged vaccine to the fridge freeze units for storage until power outage is resolved. Any damaged vaccine should be placed back into normal storage, thus separating it from the viable vaccine.
- Document the current temperature of the failed vaccine storage unit.
- 

\* Refrigerator temperature must be between 35oF and 46oF (2oC and 8oC).

**Important:** If temperatures are not within the specified range, the vaccine should be placed back in recommended storage, but CLEARLY SEPERATED from the undamaged supply. Contact the ODH office at (614) 752-1352. DO NOT USE THE VACCINE until an ODH representative at the ODH has been contacted for instructions on how to proceed.

In the event emergency storage is needed for vaccine the HD will immediately contact designated emergency personnel and inform them of the situation. Until transport to alternate storage site can be completed vaccine will be kept cool in Fridge Freeze units (capable of being run from AC/DC current) or buy the utilization of insulated coolers with ice packs to ensure cold chain procedures until transportation to other facility. Before transportation of vaccine, call emergency vaccine storage sites to ensure power is maintained and space is designated. (Possible emergency storage sites for vaccine could include local clinic or pharmacies).

**Emergency Personnel Contacts**

Name	Title	Home Phone	Cell Phone
Madeline Watson	Director of Nursing	740-732-6447	740-581-1412
Shawn Ray	Health Commissioner	740-638-5270	740-525-1345
Shari Rayner	Asst. Director of Nursing	740-732-4788	740-509-0162
Richard Clark	Medical Director	740-374-4950	740-525-7911
Angie Feldner	Nurse		740-581-4505

**Emergency Vaccine Storage Site**

Facility Name	Address	Phone Contact	Contact Name
Noble Correctional Institute		740-732-4188	Tim Buchanon

**Emergency Electric Contacts**

Name of Power Company	Phone
American Electric Power Company	1-800-277-2177

## **Return of Unused SNS Materials**

The HD will be responsible for the accountability of supplies and the return of any unused supplies. Once the public health emergency is over we will return, distribute or destroy all remaining SNS materials per ODH guidance.

### **Tactical Communications**

The HD must be able to communicate during an emergency with the local EOC, Regional Coordination Center (RCC) and ODH. Talk groups for MARCS radios have been pre-designated for use during an emergency and additional talk groups will be determined at the time of an emergency as needed. Communication redundancy has been assured by including cellular, fax, landlines, MARCS, TeamSpeak and other radio networks to our resource list.

Additional communication policies and information are available in the Crisis Communication and the Communications – Emergency Public Information and Warning annexes to this plan.

### **Transportation**

If transportation of vaccine is required maintain cold chain management by following these instructions:

Use a Styrofoam cooler with minimum thickness of 1-1/2 inch thick walls and lid. Pack the vaccine in the following layers:

Place refrigerated gel packs (NOT frozen packs) on the bottom of the cooler. Make sure the bottom surface of the cooler is completely covered.

Next, place at least two inches of crumpled paper to separate the refrigerated gel packs from the product.

Place the product in the center of the cooler.

Cover the product with another two-inch layer of crumpled paper on both the top and the sides of the vaccine to prevent it from shifting.

Place refrigerated gel packs (NOT frozen packs) on top of the crumpled paper so the whole top surface of the cooler is covered with gel packs.

Place the lid on cooler and seal it shut with tape.

Always follow proper security measures when transporting the vaccine.

Be sure to maintain the cold chain for storage.

Never store vaccine in freezing temperatures (32°F / 0°C or lower).

Never place ice directly on product

### **Credentialing**

Volunteers who arrive “just-in-time” to provide assistance during an event will be required to present a current Ohio drivers’ license and proof of their current credentials which are applicable to their job duties. Certifications and licenses may be checked online at that time. And those just-in-time individuals will receive training to specific duties/roles/responsibilities at that time.

## **POD Locations**

The HD has two POD locations. This information is entered and maintained in the Ohio Public Health Analysis Network (OPHAN). POD notebooks are also completed and available for both the primary and secondary POD sites.

### **Primary Point of Dispensing**

Caldwell Elementary School  
44350 Fairground Rd  
Caldwell, OH 43724

### **Secondary Point of Dispensing**

Shenandoah Elementary School  
20977 Zep Road E.  
Sarahsville, OH 43779

Each POD site has its own notebook which details the internal POD specific operation information including:

- POD location with physical address and facility phone/fax numbers
- POD Site Security Worksheets (Appendix G of Ohio Mass Dispensing Guidance)
- Site specifications (Appendix B of Ohio Mass Dispensing Guidance)
- MOU for use of facility with signature page
- Facility Manager with contact information
- Procedures for site activation
- Inventory of equipment on site (office, material handling)
- Written floor plans
- Clinic flow chart
- Delivery locations (with 24/7 unblocked access for delivery trucks)
- Crowd control plan
- Traffic management and parking plan
- Security plan with identified security posts
- SNS request procedures
- Checklists of items needed at POD (for crowd management, vaccination, administration, general office, computer and other equipment)
- Diagram of building and grounds (with detailed traffic routes, marked staging areas and available parking)
- Command and general staff
- Policies regarding liability and workers compensation

## **Security of SNS Materials**

Security worksheets for each POD location are included in the POD notebook specific to each location.

During transport of the SNS to Noble County, security will be provided through the MOU's and contracts ODH has with security companies. Once the SNS reaches our drop site, the security responsibility will be assumed by our local law enforcement. The Noble County Sheriff's Department will be the lead agent in providing security for the SNS shipment, POD sites and POD personnel. All law enforcement, city and county, will participate in securing the building and its contents during a public health emergency. If SNS supplies are transported to POD sites for administration (i.e. nursing homes, secondary POD sites), local law enforcement will accompany the transporting personnel and the SNS material, providing security for each during transport and while SNS is being

distributed. Local law enforcement will also be dealing with surge issues, crowd control, traffic, and personnel safety. If further help is needed for surge control, NCHD will contact the local EOC for additional resources, possibly including volunteer fire department members, or employees of the Ohio Department of Transportation (ODOT), city street department, and the county garage. NCHD staff will be responsible for the operation of dispensing sites and for administration of needed treatment.

### **Design/Clinic Flow Using RealOpt**

Specific design/clinic flow procedures are described in detail and mapped out in each POD notebook for both POD locations. RealOpt software has been installed and training was just completed (09-06-12) and this software will be utilized to determine throughput and staffing needs for POD locations.

## **POD Stations/Areas**

### **Triage Station**

Triage will be utilized to screen and sort patients into different categories for proper treatment or care. Triage will be completed prior to registration and will be performed to determine whether individuals may continue through the dispensing site or whether they should be referred to an alternate location (i.e. hospital) for advanced care. Performing triage prior to registration will also help separate the “worried well” from the truly potentially exposed population.

Triage is an important aspect of any event involving an infectious disease, chemical or biological agent, allowing us to hinder the spread from person-to-person or to help stop others from becoming contaminated. Conducting triage will help us identify symptomatic individuals as soon as possible so they can be separated from the remaining population. These individuals can be transported to hospitals as needed.

Simple key questionnaires will be used to help determine if individuals have been exposed to a particular agent/disease and whether they may be infectious or contaminated, needing to be moved away from other individuals for further treatment or assessment. Efficiency is critical.

Personnel who staff the triage station should be individuals with some type of medical assessment skills, such as nurses, EMT’s or other health educators. In the event of an infectious agent that can be spread person-to-person, the workers at this station may need PPE.

### **POD Signage**

Signage and symbols are on file (electronically and in hard-copy) and will be utilized during PODs to help convey our messages and provide direction to the public.

### **Registration - Level 1 Screener Station**

At the registration station three activities will be performed:

#### **Greeters**

- Screening of individuals for contraindications of receiving available prophylaxis/vaccination.
- Completion of registration forms for individuals receiving prophylaxis and/or vaccination for themselves or for head of household

### **Registration**

The Name, Address, Phone, Health History (NAPH) form will be used at this station and staff will be on hand to address general questions and concerns about the vaccination/prophylaxis and to assist individuals during registration. The individuals working this station will review screening forms and determine whether an individual will be sent to the express dispensing/vaccination station or on to the Level-2 Screener for further consultation. It is highly recommended that a Level-1 Screener be a Registered Nurse or other medically trained individual with pertinent knowledge of medication or vaccine being administered. Determinations will assist in the review by easily identifiable yes or no questions on the screening form.

From the Registration/Level 1 Screening Station individuals who have no further questions or contraindications may be sent directly to the dispensing/vaccination station. If other areas of concern are identified individuals will proceed to the Education/Level 2 Screening Station.

### **Education –Level 2 Screener Station**

Any additional questions are answered at this station, so it is recommended this station be staffed with a nurse, physician or pharmacist if available; otherwise the health educator must be very knowledgeable with pertinent, up-to-date, in depth information on the materials being dispensed. Individuals may be shown a uniform video on clinical issues in this station if one is available.

Individuals who have allergies to vaccine ingredients or drugs being distributed (i.e. doxycycline, ciprofloxacin) will be referred to this Level-2 Screening Station, or if other medications they are taking can adversely interact with one of the above antibiotics or if there is a history of decreased renal clearance. The Level-2 Screener would then determine if vaccination is appropriate or select the appropriate antibiotic and adjust the dosage the individual receives and check the documentation.

### **Express Dispensing/Vaccination Station**

This station is also known as the “fast-track” for people who have no concerns or contraindications to the prophylaxis medication or the vaccine. These individuals receive a pre-determined antibiotic or vaccination as indicated in the standing orders.

Medication or vaccination given will be charted on the screening form along with lot number, dosage, site of vaccination, and signature of dispenser/vaccinator. If a pharmacist or pharmacy technician is not able to staff this station, a pharmacist is still required to be present to supervise and train the non-professional staff dispensing medication. One registered pharmacist is allowed by the Ohio State Board of Pharmacy to oversee approximately twenty non-professional dispensers. The DON can train and oversee other nurses to give vaccinations.

During a large-scale public health emergency, it is likely that staff members and/or volunteers will be needed to dispense medications to the public under the instruction and supervision of credentialed professionals. An Emergency Powers Act would allow individuals other than pharmacists to hand out prescription drugs (for prophylaxis ONLY) at POD sites during an emergency. Every state has pharmacy laws that regulate who may dispense prescription drugs. There are waivers ready for Ohio’s governor to sign that will allow volunteers, under a pharmacist’s supervision, to dispense medicine during an emergency. These medications would be dispensed ONLY for prophylaxis; the HD does not distribute medication or vaccination for treatment.

During an event when vaccinations are administered, it is recommended that nurses give all vaccinations. If that is not possible, it is required that ten non-professional injectors be supervised by a registered nurse at the vaccination station. Patients will receive a vaccine information sheet (VIS) when they receive their injection. If the information that individuals need to receive about the prophylactic medication or vaccine is not complicated, this information may be given at the dispensing area by the dispenser or the vaccinator. If the information is more

complicated (such as smallpox vaccination site care) and requires more time for questions and answers, the exit instruction should take place at the Exit Station.

#### Forms Collection Station

Staff at this station collect all NAPH forms from individuals, provide any final instruction, and answer last minute questions. Educational material may be presented at this site by a health educator or other staff. The material given will be dependent upon the situation. An exit video, if available, may be shown at this time, and may be shown to several individuals at once, to help prevent bottle necks at this station.

Depending upon the size of the incident and on the number of available staff, stations may be combined, deleted or additional stations could be added (i.e. mental health, mental and physical disabilities).

#### **First Aid Station**

Preferably an EMT or a Paramedic will be available to staff this station. This station will offer basic first aid for injuries that may happen while at the POD; provide treatment for fainting, adverse reactions to vaccinations or other medical emergencies that are unrelated to vaccinations.

#### **Data Entry Station**

Entry of data from individual forms is completed at this station. This station may be performed on or off-site. Information will need to be either entered into the Statewide Immunization Information System (SIIS) directly from the NAPH forms or uploaded from another database to SIIS as soon as possible.

Data Entry will be entered within the timeframe required by the ODH for tracking and reporting consistencies.

#### **Supply Staging Area**

SNS supplies and VMI materials are kept securely in this area. This area provides a means of storage and inventory capabilities, while also providing the ability for these supplies to be transported to various stations within the POD or to another POD site.

#### **Medical Waste Storage**

Medical waste should be collected from vaccination/dispensing stations periodically during POD operation and stored separately and securely away from the dispensing areas. Medical waste collection services are in place currently and will be continued with our provider during any public health emergency.

All POD operations must observe universal precautions for preventing blood borne exposures. Guidelines for the disposal of instruments and contaminated material are listed below:

Medical waste sharps containers should be available at every injection station.

Sharps should be deposited into a sharps container immediately after use.

Pre-designated arrangements should be in place for the transport and destruction of the filled sharp containers.

Medical waste, including gauze or cotton used during the administration of vaccine, other possibly contaminated material, and empty vaccine vials should be bagged in biohazard bags. Again, as discussed above, pre-designated arrangements with a waste management company are in place to transport and incinerate the medical waste.

#### **Staff/Volunteer Staging Area**

Staff and volunteers working at any POD location will be needed to assist with a number of services at the POD site. The staging area for these individuals is a place they will be able to:

Register – Individuals will sign in at this location and have credentialing performed if not completed in advance of the event.

**Receive Orientation** – Job action sheets will be provided at this location for the specific job duties to be performed by reporting individual, a brief run through of POD set-up will be covered and their immediate supervisor, who they are to report to throughout their shift, will be pointed out to the reporting staff/volunteer. Just in Time Training – Training for any job or other task, if not trained before the start of the POD.

**Prophylaxis** – If prophylaxis or vaccination has not occurred prior to the start of the POD they will receive it at this time.

**Comfort** – A separate area will be available here for staff/volunteers for the storage of personal items, breaks, food, cots, mental health, etc.

### **Staffing**

Ensuring that a POD has adequate staffing can be an overwhelming task. Three various types of people will be needed to staff a functional POD during prophylaxis or the dispensing of medication. These include:

Professionals – Doctors, nurses, pharmacists, public health workers, social workers

Volunteers – Pre-trained or those who receive just-in-time training

Management and Support Staff – These individuals should be familiar with the facility and/or the tasks involved in operating a POD (set-up, tear-down, running errands, making copies, assisting elderly, moving supplies, mixing suspensions, etc.)

During the operation of a POD many staff functions will overlap and individuals may perform various job duties to accomplish the task at hand, whether it is unloading trucks, dispensing medications, or helping individuals register at the site.

The HD will utilize volunteers who have participated in local trainings, volunteers through the MRC, and others who come for just-in-time training. The HD has MOU's on file with local pharmacies to help provide us with additional professionals during a public health emergency and other needed staff will be sought through requests placed with the EOC.

Available staff will be split among shifts and staff needs will be determined per shift of operation based on the size of the POD site and its expected capacity.

### **Head of Household Policy**

In order to expedite the distribution of prophylactic medication to the affected population during an event, Ohio allows the head of household to obtain medication regimens for up to 20 persons in a household without all of those individuals being present at the dispensing site. The “head of household” is an adult (18 years or older) member of a household or family who has been designated as the “head of household” for the purposes of obtaining prophylactic medication for the group.

Per ODH, this policy is to be utilized statewide at every Point of Dispensing Site.

The head of household should present to the dispensing site with a list of the individuals for whom he/she is receiving medication for. This list should include the following information regarding the household members:

- Name
- Date of birth
- Medication allergies
- Current medications
- Weight of each child/children
- Pregnancy or breastfeeding information

Each member of the household on that list will be assigned his/her own identification number and medication lot number. Ideally the head of household will present at the POD with a valid photo identification card. However, if the head of household does not have an identification card, he/she should not be turned away from the POD.

The head of household will not be allowed to pick-up additional medications dispensed as investigational new drugs (IND). Each adult is required to sign a consent form before he/she is given an IND medication. The head of household will be able to obtain and sign consent forms for minor children.

Media releases will be given and the web-site will be updated with information to effectively and efficiently inform the public about the above policy, so that the head of household will come to the dispensing site with the necessary information.

## **Unaccompanied Minor Policy**

A minor is a person younger than 18 years of age. An unaccompanied minor is a person younger than 18 years of age who presents to a POD unaccompanied by a parent or guardian requesting prophylaxis. ODH Policy states no one will be turned away at a dispensing site because of lack of identification, place of residence or any other reason. Every attempt will be made to contact the parent or guardian; however, if not successful the minor will not be turned away but will only be permitted to receive medication for up to 10 household members if they have the following information available for each household member:

- Name
- Date of birth
- Weight
- Current medications
- Allergies
- Pregnancy or breastfeeding information

The minor will be provided with all necessary information regarding medication administration, storage of antibiotics, medication interaction information and contact telephone number(s) to access information.

An unaccompanied minor cannot receive IND medications for themselves, nor can they pick-up IND medications for anyone else in the household.

## **Forms and Tracking**

### **Fact Sheets/Dosing Instructions**

Various forms and fact sheets are currently on file and stored either in hard copy or electronically. All have either been printed from the CDC website or received from the CDC on a disc.

### **Labeling of Medications**

When medication is received at the distribution site it will already have a label placed by either the pharmaceutical company or ODH which includes:

- Drug Name
- Strength
- Quantity
- Lot number
- Expiration Date
- Manufacturer

At the dispensing site, pre-packaged medication will need to have a secondary label placed on the bag or the information statement with the following information:

- Dispensing Site Name
- Patient Name
- Date
- Authorizing Physician
- 24-hour Contact Phone Number

Additional information will be received with the SNS asset and contains information to be placed on the back of the patient information drug sheet (i.e. labels with instructions and precautions for the antibiotics).

Medications that have been repackaged at the ODH will have additional information on their labels but will contain blank spaces left where we will need to annotate the patients name, prescriber's name, dispensing site name, and a 24 hour answered phone number.

### **Labels in Foreign Languages**

A CD is available for creating labels in languages other than English if needed. These CD's only contain instructions for taking the drug and precautions for using it.

### **Patient Information Sheets**

The CD also contains electronic versions of the patient information sheets in other languages for each drug and threat. These can be printed as needed.

### **Reproduction of Labels and Patient Information Sheets**

HD staff or volunteers will be responsible for reproducing labels and patient information sheets as needed. These will be done using the CD with the information from the state.

### **Forms**

Numerous forms will need to be utilized during a public health emergency. These forms are currently available or will be provided by the CDC or ODH:

- |  |              |
|--|--------------|
| • Initial Sign-In Sheet                        | Local        |
| • Triage Screening                             | ODH          |
| • NAPH   | ODH          |
| • Drug/Vaccine Screening Form (if not on NAPH) | ODH          |
| • Consent Form                                 | Local        |
| • Fact Sheets in Multiple Languages            | CDC – CD ROM |
| • Patient Exit Instructions                    | CDC          |
| • Signage                                      | Local        |

### **NAPH Form**

The NAPH form (name, address, phone, health history) is the key tracking device for SNS. The form contains the following components and should be designed to be short, simple and threat-specific. Several key questions are on the form to determine if an individual may be infectious and may need to be moved away from the other individuals.

The information collected on the NAPH form must include the following:

- Name
- Address
- Date of Birth
- City, State and zip
- Phone
- Weight if under 99 lbs.
- Status of possible pregnancy or breastfeeding if female
- Allergies to doxycycline, tetracyclines, ciprofloxacin or quinolones
- Determination if the patient is taking tizanadine
- Consistent, accurate, and structured client/inventory data is required to be collected

**Other considerations for the NAPH form:**

One NAPH form should be filled out for each person patient presenting to the POD. Parents or heads of household will fill out one NAPH form that includes multiple spaces to enter information for more than one person

- The NAPH form should be short, simple and threat-specific
- The NAPH form should be translated into the most common languages in the area that the LHD is responsible for
- Layout of the form should be consistent across languages to quickly identify the answers and help the public to quickly proceed to the next station based on their answers to the form.

Benefits of the NAPH Form:

- Provides ways to investigate adverse reactions (required by the FDA)
- Provides a way to track lot numbers that were given to specific patients
- The information from the NAPH form can be keyed into a database at the POD
- Statewide consistency

**Functional/Special Needs Populations**

There will be individuals who are unable to travel to a POD and others who do not want to participate in a POD. Some of these populations may include:

- Have disabilities;
- Live in institutionalized settings;
- Are transportation disadvantaged;
- Have chronic medical disorders;
- Patients in nursing homes, assisted living facilities and other long-term care institutions;
- Home-bound patients who may or may not get care at home through local home healthcare service providers;
- Homeless people and undocumented aliens;

Arrangements are in place with many facilities to assist us in providing proper care to these patients as we do during the normal influenza season. Individuals who can be transported to our POD location but are immobile and unable to stand in line can be brought to a POD site and prophylaxis/vaccinations will be provided outside the facility as we do for other handicapped individuals who are unable to easily maneuver through the POD.

## **Investigational New Drug (IND)**

PODs may need to flow differently if an IND is being dispensed. The use of any IND requires an area for a witnessed educational video and a witnessed informed consent. The orientation video fulfills the function of a witnessed informed consent.

All of the pharmaceuticals contained in the SNS are approved for use in humans. They have undergone rigorous testing as mandated by the FDA to ensure their safety and efficacy in humans to treat certain diseases. However, some of the pharmaceuticals have not been widely studied for the treatment or prophylaxis of certain diseases, such as those organisms causing anthrax, plague and tularemia. This is because these diseases are not present naturally in a frequency that would allow large-scale human studies

These pharmaceuticals are stocked because case reports in the literature, in-vitro studies, small human trials or animal data suggest they will be effective. Some are also stocked because drugs in the same antibiotic class are effective.

When pharmaceuticals are used for purposes that have not been specifically approved by the FDA their use is referred to as “off-label” and patients must be informed of and consent to their use in that manner. The use of these drugs must comply with the FDA’s IND protocol. In addition to patient informed consent, the protocol requires that patients receiving the drugs be monitored for adverse side effects.

During an event, the designated lead at the Centers for Disease Control and Prevention (CDC), not the DSNS, will obtain approvals from the FDA to use specific IND protocols and will provide the necessary documents to the designated prescriber to authorize use of the protocols. CDC will also provide the forms that patients must read and sign to give their informed consent. These forms are in a constant state of revision and update and; therefore, they are not available prior to an event.

## **Training, Exercise, Evaluation and Plan Review/revision**

To be confident that plans are operational requires continual work. Improving plans is based on annual plan review, updates due to changes over time, training, exercises and the evaluation of those activities.

These activities follow the Homeland Security Exercise and Evaluation Program (HSEEP).

HSEEP methodology is defined as adherence to specific HSEEP-mandated practices for exercise program management, design, development, conduct, evaluation and improvement planning. In order for an entity to be considered HSEEP compliant it must satisfy four distinct performance requirements:

Conducting an annual Training and Exercise Plan Workshop and developing and maintaining a Multi-year Training and Exercise Plan

Planning and conducting exercises in accordance with the guidelines set forth in HSEEP Volumes I-III

Developing and submitting a properly formatted After-Action Report/Improvement Plan (AAR/IP). The format for the AAR/IP is found in HSEEP Volume III

Tracking and implementing corrective actions identified in the AAR/IP.

Maintaining HSEEP compliance ensures we meet our training, exercise, evaluation and plan review/revision requirements.

For specific information regarding training, exercises, evaluation and improvement see our Multi-Year Training and Exercise Plan (TEP).

All plans are reviewed annually and after use during a real-world event or a scheduled exercise. For plan revision information see Annex J, Record of Changes. All plan revisions are noted with specific details including: page number, date of change and information included in revision.

## **Attachment 1: Job Action Sheets**

Job action sheets include position specific responsibilities for the initial action/planning phase, site operation phase and the deactivation phase.

**POD Manager – Operations Chief**

Direct Supervisor: Incident Commander

**Mission:** Responsible for the overall operation of the POD is the primary decision maker for the POD and supervise all section chiefs.

**Qualifications:** Strong managerial and leadership skills. Must be able to multi-task, remain calm under pressure and be able to get along well with many different kinds of people.

Position Responsibilities
<p><b>Initial Action/Planning Phase</b>                      Review your position checklist and check off tasks as they are completed                      Sign In for POD shift, obtain credentialing and put on ID badge                      Run overall staff briefing                      Meet with section chiefs and conduct on-site briefing                      Familiarize self with clinic layout and process                      Familiarize self with POD plans                      Receive briefing from BOH and/or Incident Commander and report back as necessary to ensure mission completion                      Establish time schedule for planning meetings, briefing and team meetings.                      Establish chain of Command and performance expectations for all staff.                      Establish communications and communication protocol with all staff members.                      Contact Incident Commander at the EOC with the projected time that the POD will be ready to receive SNS materials assets</p>
<p><b>Primary Responsibilities During Site Operation</b>  <b>SIGN IN FOR SHIFT</b>                      Meet with Section Chiefs daily (and as often as needed) to discuss ongoing site issues.                      Brief staff daily on most current event information and any changes in POD process                      Ensure consistency of information provided to the clients at the site (in Consultation with PIO)                      Keep officials at the EOC and local Town officials apprised of operations and any problems that threaten the mission                      Brief incoming POD coordinator when shift is over                      Make final decision for any disagreements concerning site operation                      Brief incoming replacement shift.  <b>SIGN OUT</b></p>
<p><b>Deactivation Phase</b>                      Conduct exit interviews with staff members and appropriate local officials                      Ensure that an after action review occurs and is documented for After Action Report                      Participate in debriefing</p>

**Greeter-Support Staff**

**Direct Supervisor:** POD Manager – Operations Chief

**Mission:** Welcome the public to the POD briefly orient them to the process and direct them to Triage.

**Qualifications:** Calm, reassuring manner but ability to be assertive. Able to stand and walk for extended periods. Good with all kinds of people.

Position Responsibilities
<p><b>Initial Action/Planning Phase</b>                      Review your Position Checklist and check off tasks as they are completed                      Sign in for POD shift, obtain credentialing and put on ID badge                      Attend overall staff briefing                      Receive assignment-specific briefing from your supervisor                      Familiarize self with clinic layout and processes                      Familiarize self with disease signs and symptoms                      Familiarize self with protocol for calling security</p>
<p><b>Primary Responsibilities During Site Operation</b>  <b>SIGN IN FOR SHIFT</b>                      Greet public as they approach the POD and direct them to triage                      Orient public to the POD process (Stations)                      Answer basic questions about illness and POD process                      Identify individuals with language barriers and notify translators                      Identify individuals who may require medical or behavioral health consultation and direct them to Triage                      Hand out Registration forms                      Brief incoming replacement shift.  <b>SIGN OUT</b></p>
<p><b>Deactivation Phase</b>                      Assist with the teardown and re-packing of the assigned area.                      Identify issues for After-Action Report                      Participate in de-briefing</p>

**Logistics Chief**

**Direct Supervisor:** POD Manager – Operations Chief

**Mission:** Responsible for all necessary communication, support and service to ensure the proper and efficient operation of the POD Site

**Qualifications:** Strong organizational and managerial skills.

Position Responsibilities
<p><b>Initial Action/Planning Phase</b>                      Review your Position Checklist and check off tasks as they are completed                      Sign in for POD shift, obtain credentialing and put on ID badge                      Run overall Logistics staff briefing                      Meet with POD Coordinator and conduct on-onsite briefing                      Familiarize self with clinic layout and process                      Familiarize self with POD Plan                      Establish time schedule for Logistic staff meetings                      Establish chain of command and performance expectations for all logistic support staff                      Establish communications and communication protocol with all logistic support staff members                      Establish a plan for providing distribution and services at site, i.e., food, supplies including medical supplies NOT from SNS, Child care.                      Establish a plan with IT support to provide necessary computer networks throughout POD                      Establish a plan with Tactical Communications to obtain and maintain tactical internal and external communications systems for POD                      Contact POD Coordinator to receive projected time of when POD will be ready to receive SNS material assets</p>
<p><b>Primary Responsibilities During Site Operation</b>                      SIGN IN FOR SHIFT                      Meet with POD Coordinator daily to discuss ongoing logistical issues                      Remain aware of all communications, service and support needs at POD                      Work with Procurement Officer to obtain the necessary service and supplies                      Directly overseeing all aspects of communications, service and support systems                      Brief Communications, service and support staff daily on most current even information and any changes in POD, service or support processes.                      Brief incoming replacement shift.                      SIGN OUT</p>
<p><b>Deactivation Phase</b>                      Conduct exit interviews with communication, service and support staff members                      Identify issues for After-Action Report                      Participate in de-briefing</p>

**Medical Supply Team**

**Direct Supervisor:** Logistics Chief

**Mission:** Ensure that POD is stocked with appropriate supplies. Check supplies and notify supervisor when re-ordering is necessary. Pick up supplies at vendors if directed. Maintain Inventory of available and used supplies.

**Qualifications:** Non-medical, must be able to be on feet for long periods. Must have current driver's license and car

Position Responsibilities
<p><b>Initial Action/Planning Phase</b>                      Review your Position Checklist and check off tasks as they are completed                      Sign in for POD shift, 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                      Familiarize self with POD supply list and storage areas</p>
<p><b>Primary Responsibilities During Site Operation</b>                      SIGN IN FOR SHIFT                      Take supplies to required stations as directed                      Check supply availability and notify supervisor when running low                      Pick up supplies from local vendors if vendors are unable to deliver                      Notify supervisor of any new supply requests by station staff                      Brief incoming replacement shift.                      SIGN OUT</p>
<p><b>Deactivation Phase</b>                      Assist with the teardown and repacking of the assigned area                      Identify issues for After-Action Report                      Participate in de-briefing</p>

**Registration/Educator**

**Direct Supervisor:** POD Manager – Operations Chief

**Mission:** Answer question about registration forms and assist public in filling out these forms. Educate public about disease being treated.

**Qualifications:** Able to stand for extended periods; Articulate, patient person; attention to detail

Position Responsibilities
<p><b>Initial Action/Planning Phase</b>                      Review your Position Checklist and check off tasks as they are completed                      Sign in for POD shift, 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                      Familiarize self with registration form and education handouts                      Familiarize self with AV equipment if showing video/DVD                      Familiarize self with disease and treatment</p>
<p><b>Primary Responsibilities During Site Operation</b>  <b>SIGN IN FOR SHIFT</b>                      Provide public with educational materials                      Assist public in filling out registration forms, stressing the importance of filling out forms completely and legibly                      Answer any questions concerning registration forms and answer basic questions about clinic process                      Review forms for completeness and legibility prior to person going to next station Direct public to next station                      Brief incoming replacement shift.  <b>SIGN OUT</b></p>
<p><b>Deactivation Phase</b>                      Assist with the teardown and re-packing of the assigned area                      Identify issues for After-Action Report                      Participate in de-briefing</p>

**POD Flow Supervisor**

**Direct Supervisor:** POD Manager – Operations Chief

**Mission:** To ensure smooth flow of the public through the POD. Alleviate bottlenecks and backups when feasible

**Qualifications:** Non-medical, good managerial skills, able to stand or walk for long periods; cultural sensitivity and awareness. Knowledge of industry workflow efficiency models

Position Responsibilities
<p><b>Initial Action/Planning Phase</b>                      Review your Position Checklist and check off tasks as they are completed                      Sign in for POD shift, obtain credentialing and put on ID badge                      Attend overall staff briefing                      Receive assignment-specific briefing from Operations Chief                      Train Group Leaders and/or staff under your supervision                      Familiarize self with clinic layout and process                      Familiarize self with all forms                      Ensure all educational videos/forms are ready</p>
<p><b>Primary Responsibilities During Site Operation</b>  <b>SIGN IN FOR SHIFT</b>                      Work with Patient Care supervisor to ensure smooth movement of the public through the POD                      Work with flow maintenance to adjust clinic flow process/staffing to improve bottlenecks                      Work with Group Leaders to address problems in their functional areas                      Check patient throughput hourly and make appropriate adjustments to meet goals                      Brief incoming replacement shift.  <b>SIGN OUT</b></p>
<p><b>Deactivation Phase</b>                      Coordinate and supervise the teardown and re-packing of the functional area                      Identify issues for After-Action Report                      Participate in de-briefing</p>

**Triage**

**Direct Supervisor:** POD Manager – Operations Chief

**Mission:** To triage new arrivals and determine if they require immediate communicable disease isolation or medical assistance.

**Qualifications:** Medical background, ability to quickly assess situation. Individual must have a calm and reassuring manner.

Position Responsibilities
<p><b>Initial Action/Planning Phase</b>                      Review your Position Checklist and check off tasks as they are completed                      Sign in for POD shift, obtain credentialing and put on ID badge                      Attend overall staff briefing                      Receive assignment-specific briefing form your supervisor                      Familiarize self with clinic layout and process                      Familiarize self with disease signs and symptoms and educational materials</p>
<p><b>Primary Responsibilities During Site Operation</b>  <b>SIGN IN FOR SHIFT</b>                      Evaluate people and direct them into proper areas for treatment                      Assess individuals who appear ill and divert them from POD flow                      Assign an escort to take appropriate individuals to Medial Screening                      Assess need for immediate transport versus travel with family to receiving facility                      Identify individuals with language barriers and notify translators                      Identify individuals who will need physical assistance and divert to area for assistance                      Identify individuals who will be Behavioral Health Consultation and have them escorted to the appropriate treatment area.                      Brief incoming replacement shift.  <b>SIGN OUT</b></p>
<p><b>Deactivation Phase</b>                      Assist with the teardown and re-packing of the assigned area                      Ensure that all collected paperwork associated with this area is turned into administration                      Identify issues for After-Action Report                      Participate in de-briefing</p>

**Primary Medical Screener**

**Direct Supervisor:** POD Manager – Operations Chief

**Mission:** Assess individuals for contraindications to medications.

**Qualifications:** Trained medical professional or individual capable of being trained to carry out screening procedures.

Position Responsibilities
<p><b>Initial Action/Planning Phase</b>                      Provide credentials if this has not been previously done                      Review your Position Checklist and check off tasks as they are completed                      Sign in for POD shift, obtain credentialing and put on ID badge                      Attend overall staff briefing                      Receive assignment-specific briefing from your supervisor                      Review educational materials on medications, becoming familiar with appropriate administration techniques, contraindications, potential drug interactions, vaccine/medication side effects, and disease symptoms                      Review Screening forms                      Assist in setting up dispensing site area                      Identify lead Medical Screener                      Familiarize self with clinic layout and process</p>
<p><b>Primary Responsibilities During Site Operation</b>  <b>SIGN IN FOR SHIFT</b>                      Provide assistance to triage staff by assisting in the assessment of clients who appear ill                      Review screening form for those who have a potential contraindication of drug interaction                      Review client medical history and ensure that the consent form is complete                      Review medical conditions that could make the client ineligible to receive prophylactic                      Confer with Lead Medical Screener as needed                      Provide answers for medical questions concerning prophylaxis                      If there are no contraindications/interactions or disease symptoms, direct client to next appropriate station                      For non-English clients, contact an interpreter and obtain information needed to complete the screening form                      If client refuses recommendation, document refusal                      If client opts out or is deferred, provide counseling, document client’s status, and notify Flow maintenance staff to escort the client to Forms Collections station.                      Brief incoming replacement shift.  <b>SIGN OUT</b></p>
<p><b>Deactivation Phase</b>                      Assist with the teardown and re-packing of the assigned area                      Ensure that all collected paperwork associated with this area is turned into administration                      Identify issues for After-Action Report                      Participate in de-briefing</p>

**Secondary Medical Screener**

**Direct Supervisor:** POD Manager – Operations Chief

**Mission:** To work with the public to ensure that they receive the appropriate treatment. Review any contraindications for a specific treatment and determine proper course of action.

**Qualifications:** Medical or pharmacy background

Position Responsibilities
<p><b>Initial Action/Planning Phase</b>                      Review your Position Checklist and check off tasks as they are completed                      Sign in for POD shift, 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                      Familiarize self with Drug Treatment protocols, flow charts, drug information sheets and any contraindications to treatment/drug interactions                      Familiarize self with Drug Triage Forms</p>
<p><b>Primary Responsibilities During Site Operation</b>  <b>SIGN IN FOR SHIFT</b>                      Ensure all contraindications to treatment are accurate and valid                      Work with patient to determine appropriate course of action/alternative treatment                      Ensure all paperwork is complete and turned in to the appropriate supervisor at the end of the shift.                      Direct to the next appropriate station when evaluation complete                      If client opts out or is deferred, provide counseling, document client’s status and direct client to Forms Collection station                      Brief incoming replacement shift.  <b>SIGN OUT</b></p>
<p><b>Deactivation Phase</b>                      Assist with the teardown and re-packing of the assigned area                      Identify issues for After-Action Report                      Participate in de-briefing</p>

**Dispensing Staff/Vaccinators**

**Direct Supervisor:** POD Manager – Operations Chief

**Mission:** Provide Clients with prophylactic agents

**Qualifications:** Licensed medical professional with legal authority to administer/deliver medications

Position Responsibilities
<p><b>Initial Action/Planning Phase</b>                      Provide credentials if this has not been previously done                      Review your Position Checklist and check off tasks as they are completed                      Sign in for POD shift, obtain credentialing and put on ID badge                      Attend overall staff briefing                      Receive assignment-specific briefing from your supervisor                      Review educational materials on medications, becoming familiar with appropriate administration techniques, contraindications, potential drug interactions, vaccine/medication side effects, and disease symptoms                      Assist in setting up dispensing site area                      Meet with lead Medical Screener                      Familiarize self with clinic layout and process                      Review emergencies orders and become familiar with placement of ER supplies</p>
<p><b>Primary Responsibilities During Site Operation</b>  <b>SIGN IN FOR SHIFT</b>                      Identify recipients of medication                      Review screening form to assure it is completed.                      Be prepared to treat emergency situations                      Confer with Lead Medical Screener as needed                      Provide appropriate environment to give necessary medication, assuring as much privacy as possible                      Provide clients with needed prophylaxis                      Assure follow-up is complete                      Complete and sign paperwork necessary                      Direct Clients to forms collection area                      Brief incoming replacement shift.  <b>SIGN OUT</b></p>
<p><b>Deactivation Phase</b>                      Assist with the teardown and re-packing of the assigned area                      Ensure that all collected paperwork associated with this area is turned into administration                      Identify issues for After-Action Report                      Participate in de-briefing</p>

**Security**

**Direct Supervisor:** Incident Commander/Local Sheriff Department

**Mission:** Ensure overall security of the facility, personnel, medications, and individuals

**Qualifications:** Law enforcement background, supplemented by volunteers. Must have ability to provide clear concise direction, traffic control background is helpful. Individual must be able to stand for long periods of time.

Position Responsibilities
<p><b>Initial Action/Planning Phase</b>                      Review your Position Checklist and check off tasks as they are completed                      Sign in for POD shift, obtain credentialing and put on ID badge                      Attend overall staff briefing                      Receive assignments-specific briefing from your supervisor                      Familiarize self with clinic layout and process                      Familiarize self with parking and credentialing procedures.</p>
<p><b>Primary Responsibilities During Site Operation</b>  <b>SIGN IN FOR SHIFT</b>                      Meet supply vehicle with medications and supplies, and provide security to site location.                      Secure all entrances/exits                      Greet vehicles and direct to appropriate parking locations                      Direct clients to entrance.                      Provide security within the facility                      Maintain order within and outside the facility, responding as needed to events.                      Ensure smooth operations                      Brief incoming replacement shift.  <b>SIGN OUT</b></p>
<p><b>Deactivation Phase</b>                      Ensure facility is empty of clients                      Provide security for remaining medications and supplies until returned                      Identify issues for After-Action Report                      Participate in de-briefing</p>

**Data Entry**

**Direct Supervisor:** Finance/Administration Chief

**Mission:** Enter all patient information from appropriate forms into the inventory management system

**Qualifications:** Non-medical, basic clerical/typing skills, attention to detail; data entry experience helpful.

Position Responsibilities
<p><b>Initial Action/Planning Phase</b>                      Review your Position Checklist and check off tasks as they are completed                      Sign in for POD shift, 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                      Familiarize self with all forms                      Familiarize self with data entry website and process</p>
<p><b>Primary Responsibilities During Site Operation</b>  <b>SIGN IN FOR SHIFT</b>                      Collect forms from Forms Collection every 30-60 minutes                      Ensure all forms are completed and legible with signatures                      Enter all patient data into the appropriate website forms                      Brief incoming replacement shift.  <b>SIGN OUT</b></p>
<p><b>Deactivation Phase</b>                      Assist with the teardown and re-packing of the assigned area                      Ensure all forms have been turned in to the Patient Care supervisor                      Identify issues for After-Action Report                      Participate in de-briefing</p>

**Planning Chief**

**Direct Supervisor:** Incident Commander

**Mission:** Take POD plan and make operational. Implement change/adjustment as situation dictates

**Qualifications:** Non-medical, attention to detail; able to see problems and create solutions

Position Responsibilities
<p><b>Initial Action/Planning Phase</b>                      Review your Position Checklist and check off tasks as they are completed                      Sign in for POD shift, obtain credentialing and put on ID badge                      Attend overall staff briefing and onsite briefing with POD coordinator                      Familiarize self with clinic layout and process                      Familiarize self with POD plan                      Implement plan; adjust to fit situation                      Create staff shift/schedules</p>
<p><b>Primary Responsibilities During Site Operation</b>                      SIGN IN FOR SHIFT                      Respond to problems at functional stations and make adjustments                      Meet with section chiefs to revise plans as needed                      Expand or contract plan                      Adjust staffing                      Brief incoming replacement shift.                      SIGN OUT</p>
<p><b>Deactivation Phase</b>                      Assist with the teardown and re-packing of the assigned area                      Identify issues for After-Action Report                      Participate in de-briefing                      Identify problems with plan and suggest solutions</p>

**Administration/Finance Chief**

**Direct Supervisor:** Incident Commander

**Mission:** Procure and track materials required to maintain the POD. Maintain and track all personnel time records.

**Qualifications:** Strong financial, organizational and managerial skills

<p><b>Position Responsibilities</b></p> <p>Initial Action/Planning Phase</p> <p>Review your Position Checklist and check off tasks as they are completed</p> <p>Sign in for POD shift, obtain credentialing and put on ID badge</p> <p>Run overall Administrative/Finance staff briefing</p> <p>Meet with POD coordinator and conduct on-site briefing</p> <p>Familiarize self with clinic layout and process</p> <p>Familiarize self with POD plan</p> <p>Establish time schedule for Administrative/Finance staff meetings</p> <p>Establish chain of command and performance expectations for all administrative/finance support staff</p> <p>Establish communications and communication protocol with all administrative/finance support staff</p> <p>Establish a plan for procurement and tracking of materials and data required to maintain the POD</p> <p>Establish and maintain system for tracking of all personnel time records</p> <p>Maintain and secure information reflecting procurement and tracking of materials required to maintain the POD</p> <p>Maintain and secure information reflecting the tracking of all personnel time records and POD tracking data.</p>
<p><b>Primary Responsibilities During Site Operation</b></p> <p><b>SIGN IN FOR SHIFT</b></p> <p>Meet with POD Coordinator daily to discuss ongoing administrative/financial issues</p> <p>Remain aware of all procurement and personnel time documentation required to apply for state and/or Federal reimbursements</p> <p>Directly oversee all aspects of the documentation, procurement and tracking process</p> <p>Directly oversee all aspects tracking personnel time</p> <p>Brief administrative/finance support staff daily on most current event information and any changes in POD documentation, procurement and tracking processes.</p> <p>Brief incoming replacement shift.</p> <p><b>SIGN OUT</b></p>
<p><b>Deactivation Phase</b></p> <p>Conduct exit interviews with administrative support staff members</p> <p>Turn in all documentation to POD Coordinator</p> <p>Identify issues for After-Action Report</p> <p>Participate in de-briefing</p>

**Operations Chief (Medical Coordinator)**

**Direct Supervisor:** Incident Commander

**Mission:** Responsible for the medical/clinical implementation of the POD Plan. Works with Patient Flow supervisor, Patient Care Supervisor, transport and security to ensure the receipt of prophylaxis and smooth operation of POD

**Qualifications:** Medical professional with supervisory experience and strong clinical background

Position Responsibilities
<p><b>Initial Action/Planning Phase</b>                      Review your Position Checklist and check off tasks as they are completed                      Sign in for POD shift, obtain credentialing and put on ID badge                      Attend overall staff briefing and receive onsite briefing from POD Coordinator                      Familiarize self with POD plan                      Familiarize self with clinic layout and process                      Determine supervisors and make staff assignment for each functional area                      Brief supervisors and staff concerning planned operations                      Meet with Security to ensure safe operations                      Work with Logistics to ensure that all medical and operational supplies are available                      Make sure Medical/Pharmacy/Behavioral Health staff are clear on screening/ treatment protocol                      Meet with Clinical Staff for JIT training and briefing                      Ensure all staff/volunteers and their families have received prophylaxis                      Brief all station staff on procedures for additional supplies, security problems, treatment issues or other problems                      Familiarize self with all forms to be used                      Ensure standing orders have been signed                      Ensure adequate communication networks in place with key agencies</p>
<p><b>Primary Responsibilities During Site Operation</b>                      SIGN IN FOR SHIFT                      Monitor patient flow and work with Supervisors to resolve any POD clinic issues                      Work with Physician Evaluator on any Medical Screening/Treatment Issues                      Ensure proper collection of paperwork and turn into POD coordinator                      Work with Patient Flow supervisor to monitor and adjust patient flow                      Work with Logistics Chief to ensure continued supply of essential items                      Work with Inventory manager/Pharmacy to ensure continued supply of medication/vaccine and notify POD coordinator with time to re-order                      Work with Transport to ensure that all transported patients are tracked through the on-site patient tracking system                      Consult with security on any adjustment to ensure the public and staff safety                      Brief incoming replacement shift.                      SIGN OUT</p>
<p><b>Deactivation Phase</b>                      Coordinate and supervise the breakdown and repacking of each station                      Identify issues for After-Action Report                      Participate in de-briefing</p>

**Escort/Aide**

**Direct Supervisor:** Patient Flow Supervisor

**Mission:** Transport disable/special needs individuals around clinic.

**Qualifications:** Non-medical; able to stand and walk for extended periods.

Position Responsibilities
<p><b>Initial Action/Planning Phase</b>                      Review your Position Checklist and check off tasks as they are completed                      Sign in for POD shift, obtain credentialing and put on ID badge                      Attend overall staff briefing                      Receive assignment-specific briefing form your supervisor                      Familiarize self with clinic layout and process                      Familiarize self with wheelchair functions and location s of handicapped accessible bathrooms and handicapped accessible exits.</p>
<p><b>Primary Responsibilities During Site Operation</b>  <b>SIGN IN FOR SHIFT</b>                      Assist special needs clients in moving through each station of the dispensing process                      Take ill persons to the Medical Screening Station or to transport area to await transport to a health care facility.                      Make sure potentially contagious persons you are transporting keep their mask in place                      Escort distressed, upset or anxious clients to mental health consultation area                      Assure family unit remain together and in appropriate lines                      Direct clients to the appropriate station as needed                      Brief incoming replacement shift.  <b>SIGN OUT</b></p>
<p><b>Deactivation Phase</b>                      Assist with the teardown and re-packing of the assigned area                      Identify issues for After-Action Report                      Participate in de-briefing</p>