



Closed POD

Toolkit



# Closed POD 101





# Cities Readiness Initiative (CRI)

The Center for Disease Control and Prevention (CDC) Cities Readiness Initiative (CRI) is a federally funded program designed to enhance preparedness in the nation's major metropolitan areas where more than 57% of the U.S. population resides. The CRI began in 2004 with 21 cities and has expanded to 72 cities with at least one CRI city in every state.

The initial CRI planning scenario was based on a response to a large-scale anthrax attack. Through continued analysis and lessons learned, it became apparent that CRI cities needed to be better prepared to also respond to other public health emergencies. The Pandemic and All-Hazards Preparedness Act of 2006 (P.L. 109-417) emphasizes an all-hazards approach to public health preparedness planning.

Through CRI, state and large public health departments have developed plans to quickly receive and distribute medicine and medical supplies from the Strategic National Stockpile (SNS) to local communities following a large-scale public health emergency within 48 hours.



## *Past responses using SNS supplies*

- **September 11, 2001:** World Trade Center
- **October 2001:** Anthrax response
- **August-September 2005:** Hurricane Katrina
- **2009 H1N1:** Release of Antivirals to states most at risk

## The Strategic National Stockpile (SNS)

The SNS is a national supply of medications and medical supplies for emergency situations such as a bioterrorism attack or public health disaster. Within 12 to 24 hours, the CDC can deploy a large shipment of supplies, known as a 'push-pack', anywhere in the US to supplement and re-supply state and local health and medical resources.



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

# Mass Dispensing

Protecting the health of residents is the first priority in any situation. If an investigation reveals an exposure has occurred that may threaten public health, mass medication or vaccination may be needed. Your Local Health Department, in conjunction with the CDC, will decide appropriate treatment.



## Points of Dispensing (PODs)

A Point of Dispensing (POD) site is a mass medication dispensing location that is capable of providing emergency medication or SNS supplies to protect the general population from biological threats or epidemics in a timely and efficient manner. There are two types of PODs, **OPEN** and **CLOSED**.

### Open PODs:

- Are open to the public
- Are locations operated by trained LHD staff
- Are held at large locations and are capable of assisting mass amounts of people
- Are planned for multiple locations strategically placed throughout a designated area

### Closed PODs:

- Are **NOT** open to the public
- Are locations that are operated by a private organization with staff that are pre-trained to dispense medications to residents, staff, staff family members and, in some cases, clients
- Provide businesses and employees with extra security during a public health emergency to remain open
- Help relieve some of the pressure on Open PODs by reaching portions of the population independently

# Benefits of Becoming a Closed POD

Open PODs will be highly stressed in a situation where the entire population needs medication within a short time frame. Closed PODs help relieve some of the pressure by reaching specific portions of the community. As a result, long lines and public anxiety can be reduced and resources can be used more efficiently.



## Taking the “Extra Step”

Along with Open PODs, traditional medical providers, such as hospitals and medical clinics, will likely be overwhelmed during a large-scale public health emergency. By partnering with public health and operating a Closed POD, you have assured that your staff and their family members will receive medications at your organization, which reduces the likelihood of them having to visit an Open POD. This will help provide employees peace of mind during a crisis. Taking this “extra step” to conduct the necessary coordination and planning prior to an incident provides alternative protection during a public health emergency.

## Continuity of Operations

When businesses provide mass medication to their employees and their families, both public health and businesses benefit. The burden on Open PODs is reduced and businesses can maintain continuity of operations. Operating a Closed POD ultimately helps organizations become more resilient during and after an emergency. Staff will be able to return to their normal work duties more quickly which means services and business can resume operations as usual.

### Closed PODs allow for:

- Ease of access to life-saving medications
- Quick medication dispensing to staff
- Enhanced continuity of operations
- Reduced traffic and stress at Open PODs
- Enhancement of organizational emergency preparedness plans already in place

# Closed POD Planning Committee

The planning committee for your facility will consist of decision making staff members responsible for developing the actual Closed POD plans for your organization. To reach your highest potential, cross train this committee to assist with continuity of operations, planning, and incident command systems.

## Planning Committee

When building the Planning Committee, select staff members based on their expertise. Positions can be added or deleted based on your organization's structure. Planners also need to consider support services that may be needed during a public health emergency. The goal is to have everything prepared so when the medications or vaccines arrive, the organization can start dispensing right away.

### Pre-planned support services may include:

- Establishing security protocols with local police or internal security services
- Obtaining written agreements with agencies and organizations in advance to support Closed POD operations
- A method for copying forms and information sheets
- Secured transportation for medication pickup

### Planning Committee Members\*

#### LHD Planning Liaison

A LHD staff member assigned to a facility to assist with the Closed POD planning process

#### Facility Manager

A staff member with decision making authority who oversees the Closed POD planning process with assistance from the LHD

#### Security

A staff member familiar with your facility's security resources and capabilities

#### Public Relations

A staff member at your facility who is able to deliver key messages to the public, staff, residents, or clients

#### Transportation

A staff member who is familiar with transportation resources and capabilities for your organization

#### Human Resources

A staff member who is familiar with the organization's policies and procedures

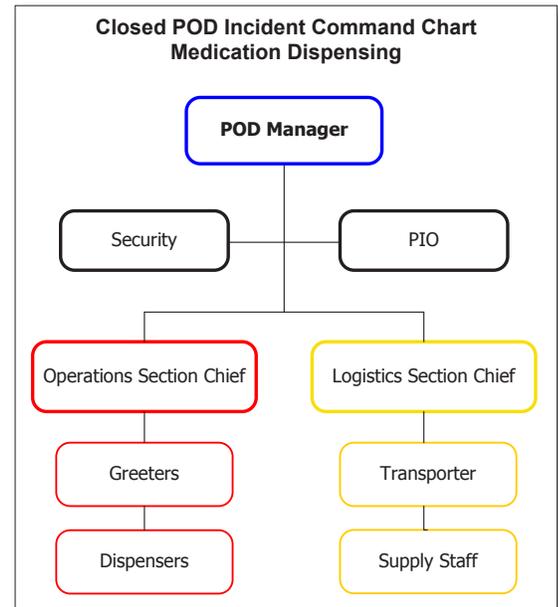
*\*This list is not all-inclusive and can be changed to fit your organization's needs*

# Incident Command System

The Incident Command System (ICS), is defined as the process that political leadership, emergency management, public health, law enforcement and other groups use to coordinate emergency response.

A major part of your facility's dispensing plan will include managing the POD. The POD Planning Committee will assign primary and secondary staff appropriate for each Closed POD position.

From the time an incident first occurs until the end of the emergency, ICS provides a uniform system by which all involved can respond at any level of management. At the core is an organizational structure that can be used to coordinate response personnel from more than one organization or team and from more than one department. **See the Closed POD Plan section for more information on Incident Command and for independent study training classes, or go to <http://training.fema.gov/IS/>.**



## Closed POD Job Roles

**POD Manager** – POD Managers coordinate the Closed POD and need to be capable of managing large numbers of people in challenging circumstances. They should be familiar with the staff and/or clients and their needs

**Security** – Provides overall supervision and security for the POD and transportation vehicles

**Public Information Officer** – Coordinates risk communication strategies during the incident

**Operations Section Chief** – Directs the preparation and operations of dispensing activities

**Greeter** – Greets, assists, guides, or directs persons through the Closed POD site

**Dispenser** – Accurately dispenses appropriate medication in a timely and efficient manner

**Logistics Section Chief** – Maintains levels of supplies, materials, and personnel for operations

**Transporter** – Coordinates pickup and delivery of SNS supplies and other items to the POD

**Supply Staff** – Maintains adequate levels of supplies, materials, and personnel for operations

# Notes:

# Closed POD Preparation

Determine your dispensing population and identify a dispensing location within your organization's facility that is easily accessible, large enough to hold your dispensing population, has two entrances/exits, and has a secure storage area like an office or storage closet.

## Head of Household Dispensing

Closed PODs use the "Head of Household" method to dispense medication. It is not necessary for all family members to attend the POD to receive medication. Instead, each staff will designate one family member to meet them at the Closed POD. Staff will complete the Medication Dispensing Form for themselves and all persons living in their home. It is possible to include additional people in the count, like caretakers, babysitters or other people that you may be responsible for during an emergency like a grandparent or grandchild. Once medications are dispensed, staff will get back to work while their family member returns home with the allotted medication to dispense to the rest of the family.

## Total Dispensing Population

To determine your total population, apply the Head of Household Formula to your total employee count. A Head of Household is defined as one adult who represents a family.

For planning purposes, estimate 4.5 persons per household. If your organization is responsible for providing medication to others beyond your staff, the LHD will assist you in estimating your total dispensing population.

### Head of Household Planning Formula

# of persons receiving medication	138 Staff
x 4.5	138 x 4.5
<b>Total Dispensing Population</b>	<b>621</b>

## Designing Your Dispensing Plan

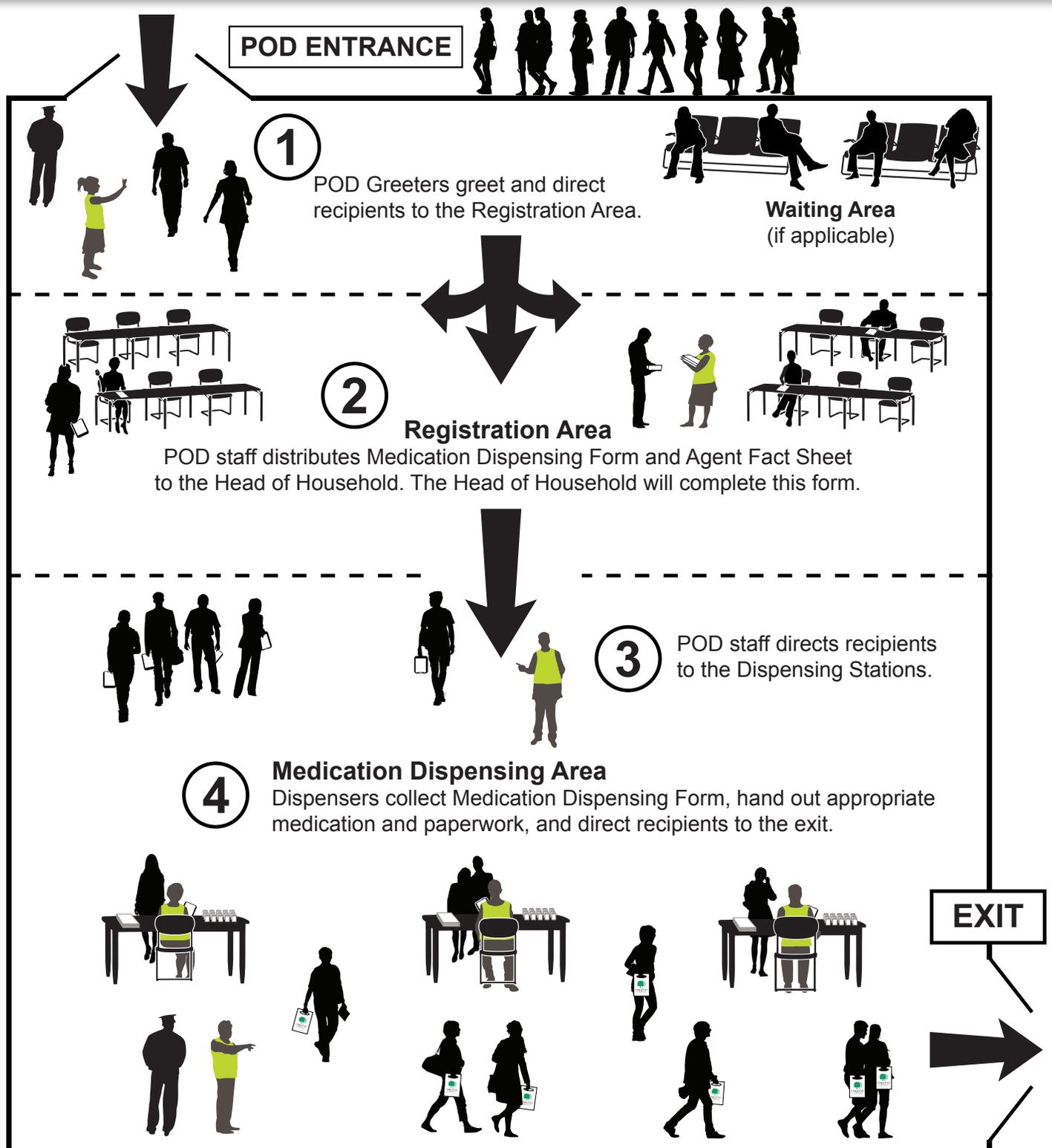
Design a plan to help achieve the goals developed with the LHD. There are two options: **Centralized** and **Decentralized**. Dispensing must take place as quickly and efficiently as possible so determine what plan would work best for your organization. No matter which plan you choose, the dispensing process will remain the same.

### When selecting a dispensing location determine availability of:

- Transportation equipment
- Communication equipment
- HVAC (heating and cooling systems)
- Generator to supply emergency backup power (fuel source, area of coverage)
- PA system
- Accessible TV/VCR, copiers, printers, computers with Internet access, and fax
- Handicap accessibility (entrances/exits, ramps, restroom, etc.)

# Centralized Dispensing Plan

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

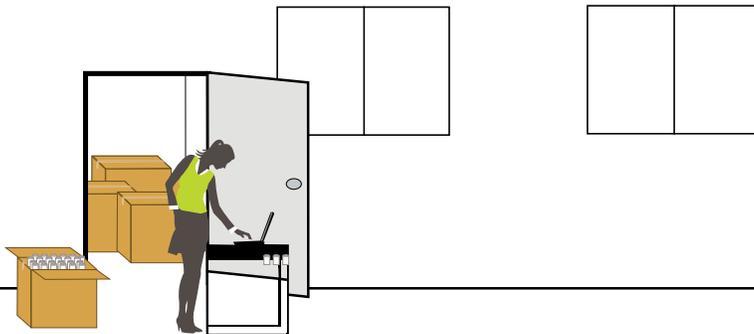


# Decentralized Dispensing Plan

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

1

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



2

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



3

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



4

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



# Closed POD Supplies

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



## Closed POD Activation Kit

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

### Activation Kit Supplies:

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

- Copy of Closed POD Plan
- Tables, chairs
- Office supplies - Pens, clipboards, etc.
- Fax machine/photo copier/printer
- Extra printer paper
- Bins for collecting forms
- POD staff vests
- Walkie-talkies
- Flashlights
- Radio, NOAA weather radio
- Extra batteries
- Ziploc bags or baggies for medication
- Garbage bags
- Bottled water
- Packing tape
- Caution tape
- Signage

# Closed POD Activation

When you are notified by the LHD to activate your Closed POD, take actions to prepare your site for dispensing by following your predetermined Closed POD plan.



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

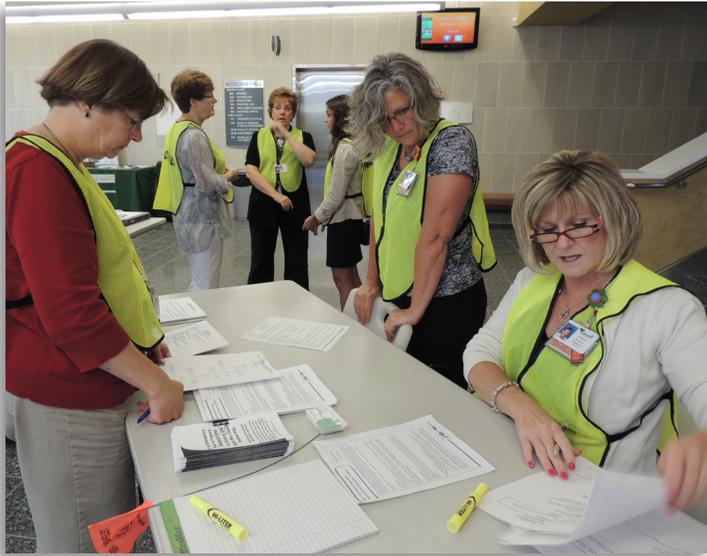
Remain in contact with your LHD Liaison throughout the incident, monitor medication levels in case a re-supply is needed, and stay informed by following media reports.

## Activities for successful POD activation can include:

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

# Forms and Educational Materials

Along with your allotted medication, your organization will receive hard copies of forms as well as educational materials like drug information sheets, pill crushing information and disease fact sheets. It is the responsibility of your organization to make copies of this information for distribution.



Each person attending a POD is required to complete a Medication Dispensing Form to receive medication. Assigned POD staff working the incident will review the Medication Dispensing Form and determine the type of medication to dispense according to protocols in place with the LHD.

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

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

Local Health Department  
Medication Dispensing Form  
Anthrax (Doxycycline)

SECTION 1: HOUSEHOLD MEMBERS

ID	Last Name	First Name	M.I.	Age	Weight (if less than or equal to 90lbs.)	Has person had a reaction to Doxycycline?	Has person had a reaction to Tetracycline?
1						Y/N Never Taken	Y/N Never Taken
2							
3							
4							
5							
6							
7							
8							

**BY SIGNING**

1. Have been informed of the disease, its effects, and how to prevent it.
2. Have received information on how to handle the disease, its effects, and how to prevent it.
3. Received information on how to handle the disease, its effects, and how to prevent it.
4. Understand the disease, its effects, and how to prevent it.
5. Will dispose of the disease, its effects, and how to prevent it.
6. Understand the disease, its effects, and how to prevent it.

**What** \_\_\_\_\_ **are** \_\_\_\_\_  
Symptoms vary depending on how the

**Inhalation (lung):** The first signs may be severe breathing problems and shock.

**Intestinal:** The first signs are nausea, vomiting, and severe diarrhea.

**Cutaneous (skin):** The first sign is a red, swollen, itchy area that often becomes a blister.

**What are the types of Anthrax?**  
There are three forms of Anthrax infection:

**Inhalation Anthrax** (infection in the lungs) is the most common form. It is caused by bacteria that can be found in industrial products.

**Intestinal Anthrax** comes from ingesting contaminated meat from infected animals that transmits Anthrax.

**Cutaneous (skin) Anthrax** is caused by contact with hair, wool, hides, or products made from contaminated bone meal used in gardening.

Person-to-person spread of Anthrax is extremely rare. Household contact with someone ill with Anthrax, (such as household contact with a pet), does not transmit Anthrax.

## Anthrax

### What You Need to Know

**What is Anthrax?**  
Anthrax is a disease caused by bacteria. Anthrax is the most common form. It is a deadly form. Anthrax is found in hoof

**How is Anthrax transmitted?**  
Anthrax is not contagious; it cannot be passed from person to person. It is transmitted through processing, hide processing, handling, or meal used in home gardening. Exposu

## In an Emergency: How to Prepare Doxycycline for Children and Adults Who Cannot Swallow Pills

### Mixing Doxycycline Hyclate 100mg Tablets with Food

Once you have been notified by your federal, state or local authorities that you need to take doxycycline for a public health emergency, it may be necessary to prepare emergency doses of doxycycline for children and adults who cannot swallow pills.

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Prepared by the U.S. Food and Drug Administration

Forms and fact sheets included in this Closed POD Toolkit are only examples. It is assumed that all information released at the time of an incident will come directly from the LHD and will be the most current and up to date information. There may also be additional materials aside from what is listed in this Toolkit.

# Closed POD Deactivation

In addition to plans for activating your Closed POD, your organization will also need a plan in place to deactivate your Closed POD. Here are some steps to take to deactivate and teardown your Closed POD site.

When it is determined that your Closed POD is able to deactivate, follow these steps to shut down and clean up the POD site. All remaining medications and completed Medication Dispensing Forms need to be returned to the LHD once the incident is over.

## Activities for successful POD deactivation can include:

- Contact the LHD about breaking down your Closed POD site
- Collect all paperwork – Medication Dispensing Forms, inventory logs, unused medication and complete the Final Dispensing Report form
- Meet with the Closed POD staff and hold a debriefing and address any issues or problems encountered during the POD operations
- Clear tables of all medications and supplies and wipe down as needed
- Pack and store all medications in accordance with instructions delivered with the boxes or as directed by the LHD
- Take down all signage and return to storage or discard any signage that cannot be reused
- Fold and/or stack or rearrange tables and chairs to original place or return to storage site
- Return Closed POD site to normal operations
- Ensure all POD staff sign-out on the Sign-in/Sign-out Sheet and keep for your records
- Continue to monitor any public announcements that may be released dealing with the incident
- Complete process for returning unused supplies to the LHD



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

# Notes:

# Closed POD Plan







