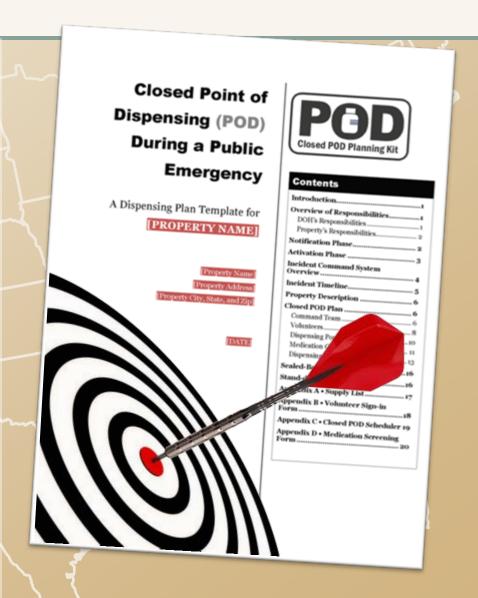# Goal

✓ To understand the **Closed POD Plan** including roles, process phases, terminology, and Incident Command System.

Today's Agenda

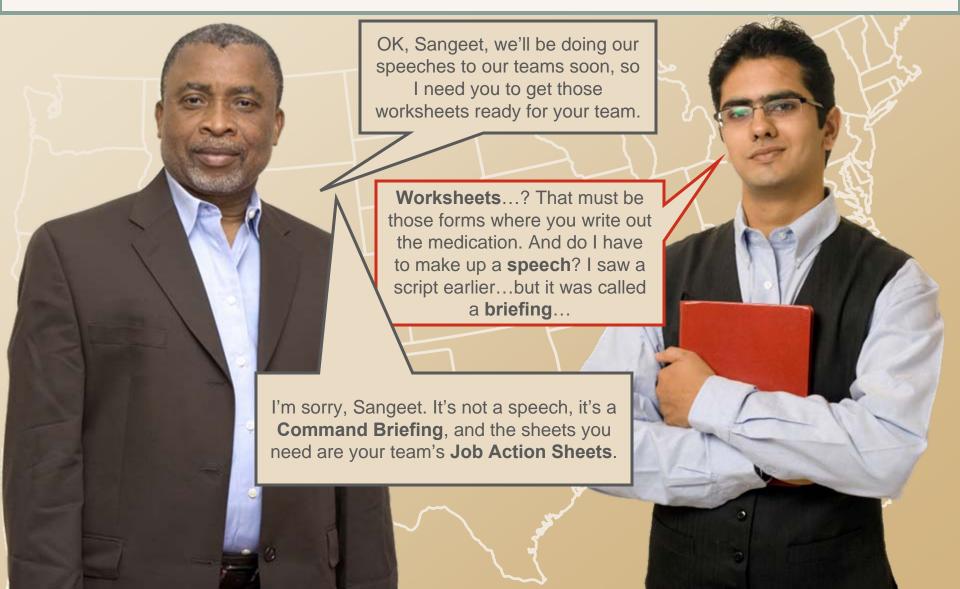**1** Closed POD Terms

2 POD — Closed POD Planning Kit

3 Incident/Emergency • Closed POD Process Flow

4 Closed POD **Roles** - An Incident Command System

Closed POD Terms

OK, Sangeet, we'll be doing our speeches to our teams soon, so I need you to get those worksheets ready for your team.

Worksheets…? That must be those forms where you write out the medication. And do I have to make up a **speech**? I saw a script earlier…but it was called a **briefing**…

I'm sorry, Sangeet. It's not a speech, it's a **Command Briefing**, and the sheets you need are your team's **Job Action Sheets**.
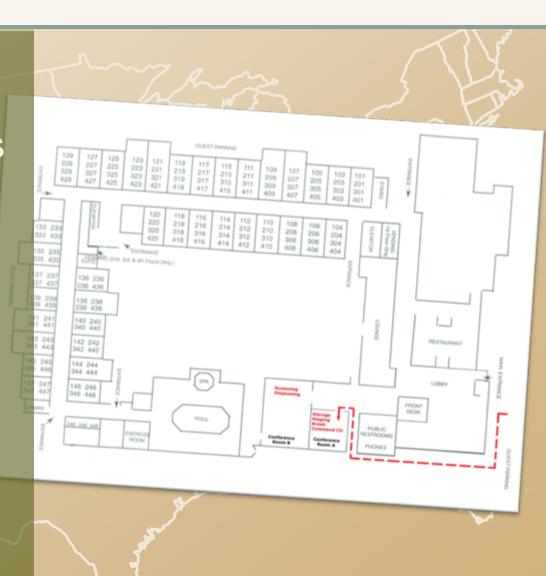
Introduction ● Closed POD

What is a **Closed POD?**

- ✓ <u>P</u>oint <u>o</u>f <u>D</u>ispensing
- ✓ Local DOH activates (city or county)
- ✓ Serves a **targeted** dispensing population
- ✓ Lessens the burden on Open PODs

Why **become** a Closed POD?

- ✓ Ease of access to lifesaving medications
- ✓ Quick dispensing of medications to the targeted dispensing population
- ✓ Enhanced continuity of operations

What is **anthrax**?

- ✓ A serious **disease,** caused by **bacteria**
- ✓ When anthrax is **inhaled** it is much more **serious**
- ✓ Not communicable from person to person

How is **anthrax treated**?

✓ Antibiotics to 100% of the population within **48 hours** of exposure
  - Ciprofloxacin
  - Doxycycline

What's the Closed POD **goal** ?

Our goal is to quickly get medication to the dispensing population to prevent them from getting sick from possible exposure to anthrax

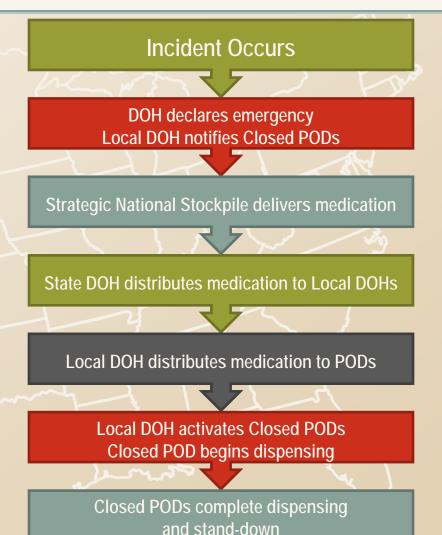# Strategic National Stockpile (SNS)

- ✓ National repository of medications and medical supplies to be used for emergency situations
- ✓ Within 12 hours, the Centers for Disease Control and Prevention (CDC) can deliver a large shipment from the SNS

Incident Timeline

✓ State and local health departments have plans in place to receive medication shipments from the SNS and break them down into smaller quantities to distribute to Open and Closed PODs

Incident Occurs

DOH declares emergency
Local DOH notifies Closed PODs

Strategic National Stockpile delivers medication

State DOH distributes medication to Local DOHs

Local DOH distributes medication to PODs

Local DOH activates Closed PODs
Closed POD begins dispensing

Closed PODs complete dispensing
and stand-down

Closed POD Process Overview

Incident/Emergency • Closed POD Process Flow

Emergency Occurs

DOH Initiates Closed POD Process

1 Notification Phase

- Local DOH notifies Closed POD
- Primary Coordinator confirms Notification receipt
- Primary Coordinator notifies Command Team to stand by
- Primary Coordinator determines dispensing population
- Primary Coordinator consults with Business Continuity Coordinator to determine availability of designated dispensing areas

- SDOH requests delivery of medication from SNS
- SDOH receives medication from SNS
- Local DOH takes possession of medication. Coordinates distribution to all PODs.

2 Activation Phase (Mobilization, Preparation, and Medication Transfer)

- Local DOH sends message to activate Closed POD
- Primary Coord. confirms receipt of Activation alert
- Command Team reports to property
- Primary Coord. briefs Command Team
- Command Team recruits Volunteers
- Business Continuity Coordinator clears all designated dispensing areas
- HR (and others) notify associates, guests, vendors/ contractors of emergency
- Designated dispensing areas and Volunteers are available and ready

- Security Coordinator secures CP site
- Security Coordinator takes possession of medication and verifies amounts
- Primary Coordinator notifies DOH of medication receipt

3 Closed POD Set-up and Briefing Phase

- Volunteers sign in
- Primary Coordinator briefs all volunteers
- HR Coordinator assigns /deploys Volunteers
- Coordinators brief teams. Hand out JASs.
- Volunteers set up Closed POD
- All Volunteers enter dispensing area and take medication
- Primary Coordinator opens Closed POD to recipients

4 Dispensing Phase

- CP Volunteers dispense medication to recipients
- Logistics Coordinator reports medication inventory status to Primary Coordinator
- Configure and operate a scaled-back POD if needed
- All recipients receive medication – dispensing ends

5 Stand-down Phase

- Local DOH delivers stand-down message
- Closed POD stands-down
- Security Coord. gathers unused medication, takes inventory, and reports units dispensed
- Logistics Coord gathers and returns unused supplies; restores CP to original condition
- Volunteers close POD, debrief, and sign out
- Security Coordinator coordinates return of unused meds to local DOH
- Primary Coordinator completes and submits necessary reports to DOH

Incident Command System

Incident Commander (Local DOH)
Has overall responsibility for the incident and sets objectives

Operations Branch (Local DOH)
Develops the tactical organization and directs all resources to carry out the Incident Action Plan

SNS Branch (Local DOH)
Coordinates the receipt and distribution of SNS pharmaceuticals and medical supplies

Closed PODs (Your Hotel)
Serve as a point of dispensing to their targeted dispensing population as part of the DOH's medical countermeasure response

- ✓ Crisis management tool
- ✓ Establishes a clear chain of command
- ✓ Planned hierarchy
- ✓ Directs all communications through a defined chain of command

Incident Command System Roles

PRIMARY COORDINATOR

- **Security Coordinator**
- **Human Resources Coordinator**
- **Logistics Coordinator**
- **Business Continuity Coordinator**
- **Associate Dispensing Coordinator**

BACKUP COORDINATOR

- **Serves in the event the Primary Coordinator is unable to serve**

Associate Dispensing Coordinator

BUSINESS CONTINUITY COODINATOR

- **Room Service**

HUMAN RESOURCES COODINATOR

- **Greeter**
- **Screener**
- **Medication Dispenser**
- **Exit Monitor**

SECURITY COORDINATOR

- **Security**
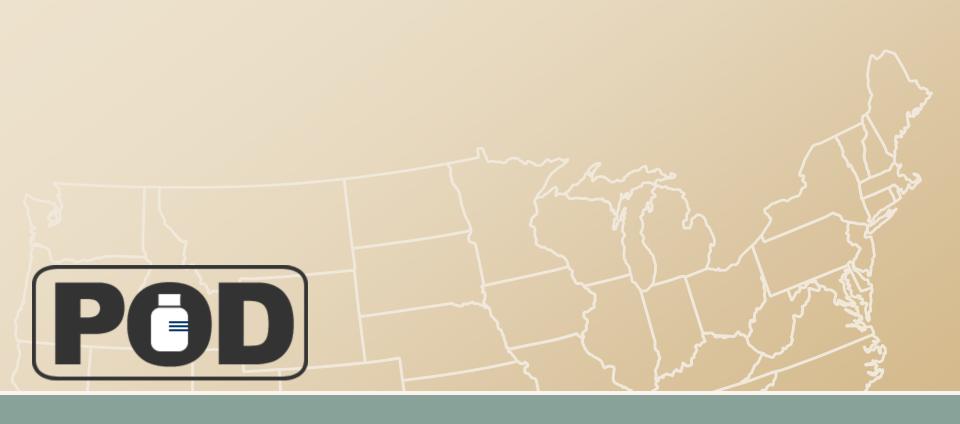- **Medication Receipt**
- **Queue Control**

LOGISTICS COODINATOR

- **Runner**
- **Maintenance**
- **Food Service Provider**

Closed POD Organization Chart

Closed POD Planning and Resources

Closed POD Planning Process

What's next?

- ✓ Develop our Closed POD Plan with the DOH
- ✓ Share the plan
- ❑ Practice the plan
- ❑ Improve the plan

Resources

✓ **Closed POD Planning Kit**
  - **Planning Tools**
  - **Practice Exercises**
  - **Closed POD Operations**

✓ **Local Department of Health (DOH)**