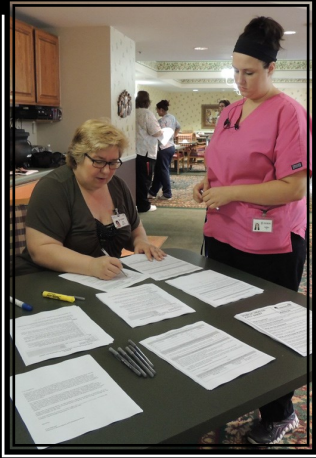


Closed POD Program: How - To Guide



Things you will need to do

- Create an emergency operations team that identifies the major roles of POD operations
- Assign screening and dispensing tasks
- Outline staffing needs to dispense medications
- Choose a dispensing site that's large enough and easily accessible
- Design a floor plan
- Identify employees who are authorized to pick up medications
- Designate a secure storage area for medications
- Create a plan for the reproduction of printed materials

A crucial part of our community preparedness relies on collaboration between the private sector and local governmental agencies such as the local health departments in Clark and Champaign counties.

Steps to becoming a Closed POD Partner

- 1) Communicate your interest by contacting your Local Health Department
- 2) Enroll in our Closed POD program by signing a Memorandum of Understanding
- 3) Participate in any necessary training sessions
- 4) Create a medication distribution Plan



Your Local Health Department contacts for this project:

Champaign Health District
1512 S US Highway 68
Suite Q100
Urbana, OH 43078
(937) 484-1675
Jeanne Bowman



Public Health
Prevent. Promote. Protect.

Clark County Combined Health District
529 East Home Road
Springfield, OH 45503
(937) 390-5600
Christina Conover

Emergency Medication Dispensing

PLANNING FOR A PUBLIC HEALTH EMERGENCY

At A Glance

What is a POD?

A POD, short for point of dispensing, is a location where medications are dispensed to the public.

Why are PODs necessary?

Dispensing medications is a vital aspect of the response measures taken during a public health emergency.

What is the difference between Closed and Open PODS?

Open POD

- OPEN to the public, meant to serve everyone
- Primary means of getting medication to the public
- Staffed by the Local Health Department (LHD)
- At various locations throughout the community allowing for large crowds

Closed POD

- NOT OPEN to the public
- Operated for a specific population (example: employees, their families, clients)
- Operated by a private business/organization
- Staffed by employees at your organization

STEP ONE

Activating a Closed POD

After an emergency that requires mass distribution of medications from the Strategic National Stockpile (SNS), your LHD will notify your organization to alert you that your Closed POD should be activated. Your LHD will refer to the Closed POD information that your organization submitted to contact the designated employees at your agency.

Remember: Update all 24/7 emergency contact information on a regular basis!

STEP TWO

Delivery of Medication

Your organization will be notified by your LHD about where and when medications are available for pickup. Your organization can provide security when transporting medications. At the time of the event, single copies of client screening forms and disease and medication fact sheets will be available from your LHD for mass production at your facility.

Remember: the amount of medication your organization receives is based on the pre-designated number that you indicate upon developing your Closed POD Plans.

STEP THREE

Dispensing Medication

Your organization will need to set up its distribution operation. This includes:

- Gathering the necessary supplies and materials needed for activation of your Closed POD
- Informing employees how they can acquire medication for themselves and their families
- Screening for contraindications and dispensing medications

Your dispensing plan

Your organization's dispensing plan should include:

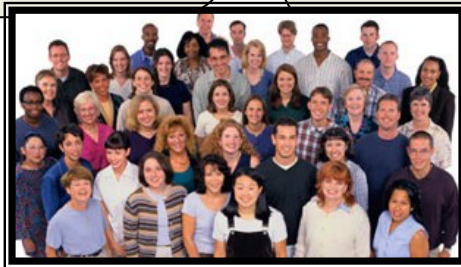
- Contact information for key personnel and a liaison at your LHD
- A tally of employees and their family members
- Copies of screening forms and other printed materials in multiple languages
- A list of supplies needed to activate your POD
- A communication plan for distributing before, during and after an emergency
- An outline describing how your organization plans to receive and distribute medications
- Procedures for follow-up with your LHD when the emergency is declared over

STEP FOUR

Post POD Deactivation

Your organization should provide your LHD with the following information:

- Updates of your dispensing operations
- Completed client screening forms
- Any unused medications



Why should you become a Closed POD?

- Ensures hard-to-reach or at-risk populations receive medication in a timely manner
- Compliments facility Emergency Preparedness Plans
- Is beneficial to employee health and safety
- Helps organizations maintain Continuity of Operations and aids in becoming more resilient during and after an emergency
- Exhibits commitment to the community
- Provides a valuable service to employees and others
- Creates partnerships with local and federal agencies
- Large groups of people can be reached faster, protecting those who may have been exposed

