

## Closed POD Program: How-to Guide

Dallas County Health and Human Services | [www.dallascounty.org/hhs](http://www.dallascounty.org/hhs)



### THE MEDICINE



#### What should I know?

The federal government maintains a national repository of antibiotics, chemical antidotes, antitoxins, life-support medications and other medical supplies that would be available to the public at no cost.

#### Will there be enough to distribute?

The CDC says there is enough medicine stockpiled to protect people in several large cities at the same time.

#### How will the supplies get here locally?

Federal, state and local planners are working together to ensure that the medicines will be delivered if there is a terrorist attack.

#### How soon after an incident will the meds be delivered?

The stockpile is organized for flexible response. Packs of the supplies are positioned in strategically located secure warehouses ready for immediate deployment to a designated site within 12 hours of the federal decision to deploy the assets.

### ORGANIZATIONAL PREPARATION

## Things you will need to do

- Create an emergency operation team that identifies a POD manager, security officer and medical dispenser
- Assign screening and dispensing tasks
- Outline staffing needs to dispense medications
- Choose dispensing site that's large enough and easily accessible
- Design a floor plan
- Identify employees who are authorized to pick up medications
- Designate a temperature controlled storage area for the medications
- Create a plan for reproduction of printed materials.

### INTERESTED?

## Steps to becoming a closed POD

- 1** Communicate your interest to DCHHS; participate in a screening session to determine eligibility
- 2** Enroll in our closed POD program by establishing an NOI
- 3** Attend scheduled DCHHS trainings
- 4** Create a medication distribution plan

For more information, contact DCHHS' Preparedness Division.

### ABOUT US

Dallas County is part of the Cities Readiness Initiative — a federal program that helps metropolitan areas increase their capacity to deliver medicine and medical supplies during a large-scale public health emergency. Collaboration between public health agencies such as DCHHS and the private sector is a crucial part of our department's planning efforts.



# DCHHS

Dallas County Health and Human Services

Healthy People Healthy Communities  
Health and Social Equity

214-819-2000 | [www.dallascounty.org/hhs](http://www.dallascounty.org/hhs)

Philip Huang, Director

## Closed Point-of-Dispensing Program

# How-to Guide

Protecting your employees during public health emergencies



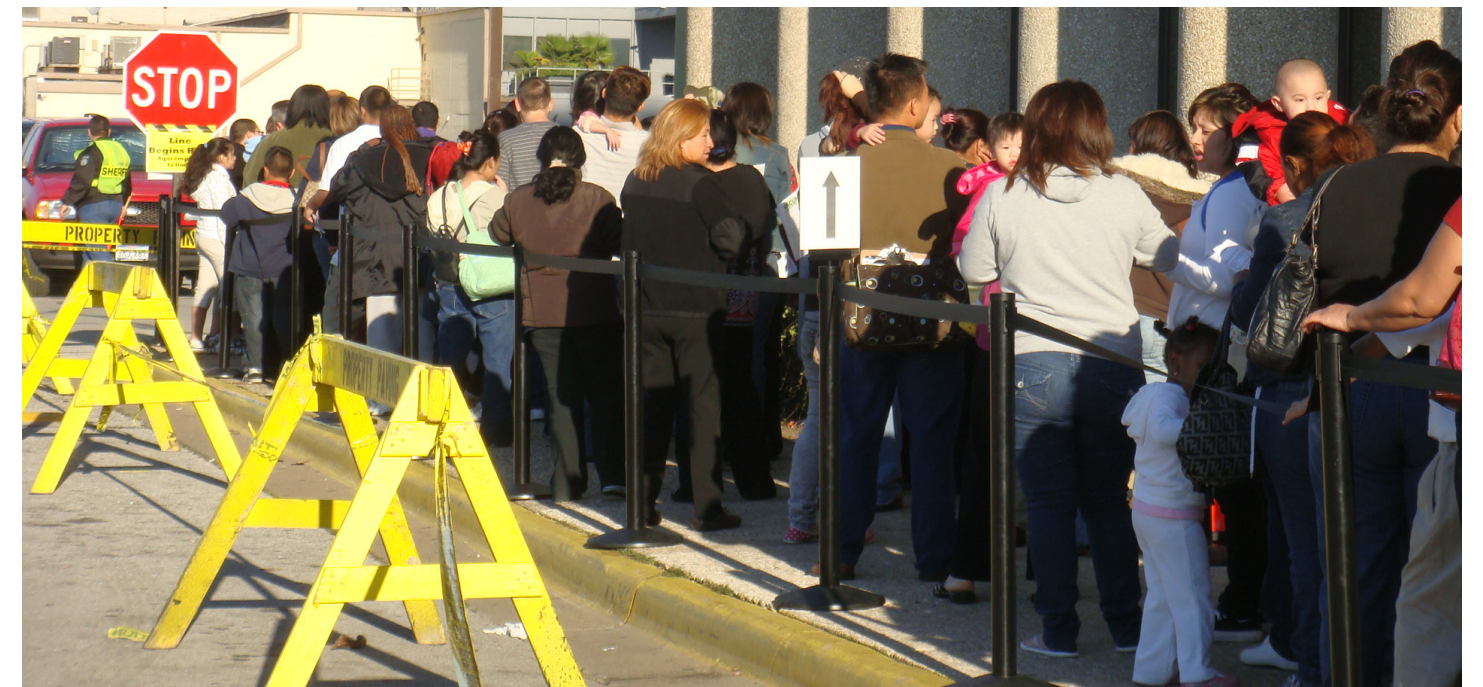
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## Don't be caught unprepared.



# Act today.

Partnering with Dallas County Health and Human Services by becoming a closed POD could affect the continuity of operations at your organization. Learn what your staff can do to best prepare your agency should you be called to respond during an emergency.





AT A GLANCE

**What is a POD?**

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

**Why are PODs necessary?**

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

**What is the difference between an open and a closed POD?**

**Open:** Common areas such as schools, recreation centers or churches would be considered open PODs because they are open to the public.

**Closed:** A closed POD would serve a specific group of people in a private location.

BENEFITS

**Why should we partner with DCHHS?**

- Increases the likelihood that employees come to work, thereby improving your organization's ability to maintain operations
- Medication can be disseminated quickly to employees and their families
- Large groups of people can be reached faster, which decreases the number of people who go to the open PODs for medication

THE PROCESS

# Protecting your employees

When a public health emergency strikes, you'll be ready because you prepared your POD effectively. Here's how it will work:

PHASE ONE

**Activating your closed POD**

After an emergency that requires mass distribution of medications from the Strategic National Stockpile, DCHHS will notify your organization to alert you that your closed POD should be activated. DCHHS will refer to the closed POD registration form that your organization submitted to contact the designated employees at your agency.

**Remember:** *Keep contact information updated!*

PHASE TWO

**Delivery of medication**

Your organization will be notified by DCHHS about where and when medications are available for pick up. Your organization must provide security when transporting medications. Client screening forms will also be available. Disease and medication fact sheets will be provided by DCHHS at the time of the event.

**Remember:** *The amount of antibiotics your organization will receive is based on the pre-designated number that you indicate upon enrolling with DCHHS for the closed POD program.*

PHASE THREE

**Dispensing medication**

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

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

PHASE FOUR

**Post-POD activation**

Your organization should provide DCHHS with the following information:

- Updates of your dispensing operation
- Completed client screening forms

SUGGESTED SUPPLY LIST

## Things you'll need for the closed POD

Your organization will need access to a phone, photocopier, fax, computer and internet connection, in addition to the following items:

- |                   |                      |                                 |
|-------------------|----------------------|---------------------------------|
| • Tables          | • File boxes         | • Medical assessment forms      |
| • Chairs          | • Paper              | • Caution tape                  |
| • Pens            | • Envelopes          | • Megaphone                     |
| • Clipboards      | • Signage            | • Privacy screens or partitions |
| • Fact sheets     | • Highlighters       | • Hand sanitizer                |
| • Trash cans/bags | • Markers            | • Gloves                        |
| • Notepads        | • Labels             | • Facial tissue                 |
| • Staplers        | • Extension cords    | • Standing orders from DCHHS    |
| • File folders    | • Emergency contacts |                                 |



**Your dispensing plan**

Your organization's dispensing plan should include:

- Contact information for key personnel and DCHHS
- A tally of employees, contractors and their family members.
- A list of screening forms and other printed materials that need to be provided in a foreign language
- A list of supplies needed to activate your POD
- A communication plan for distributing information before, during and after an emergency
- An outline describing how your organization plans to receive and distribute medications
- Procedures for follow-up with DCHHS when the emergency is declared over



**Your communication plan**

- **Before:** Explain the Closed POD Program to employees and set expectations
- **During:** Tell employees when to report to work, collect their medication and/or staff the POD
- **After:** Share information regarding the outcome of the POD operation; remind employees to take medication as needed