

BECOMING A CLOSED POD


Bioterrorism and Public Health Preparedness
Philadelphia Department of Public Health (PDPH)

1.DECIDE TO PARTICIPATE

- Becoming a Closed POD is optional
- Taking steps to plan with PDPH helps to ensure that your agencies populations have rapid, convenient access to medications
- Determine which agencies will participate (if multiple agencies are co-located within a single building/site)
- Determine Closed POD planning group(s)

2. PROVIDE EMERGENCY CONTACTS

- PDPH requires an Emergency Point of Contact form each Closed POD
- Forms collect e-mail and telephone info from Primary, Secondary, and a 24/7 Facility Contact



Health Department Emergency Contact Information

Please complete this form and return it to PDPH. The information you give will allow the Health Department to contact you in the event of an emergency. All information collected is completely confidential and will ONLY be used to contact you in an emergency and to test the emergency notification system.

Personal Information (PRIMARY CONTACT)

First Name: _____ Last Name: _____

Facility Name: _____

Email Addresses

I don't have an email address

Work Email Address: _____ @ _____

Personal / Home Email Address: _____

Cell Phone / Text Pager

YOU MUST CIRCLE A CARRIER BELOW TO RECEIVE EMERGENCY ALERTS ON YOUR CELL PHONE OR TEXT PAGER

I don't have a cell phone or text pager

Cell Phone / Text Pager Number: (____) - ____ - ____

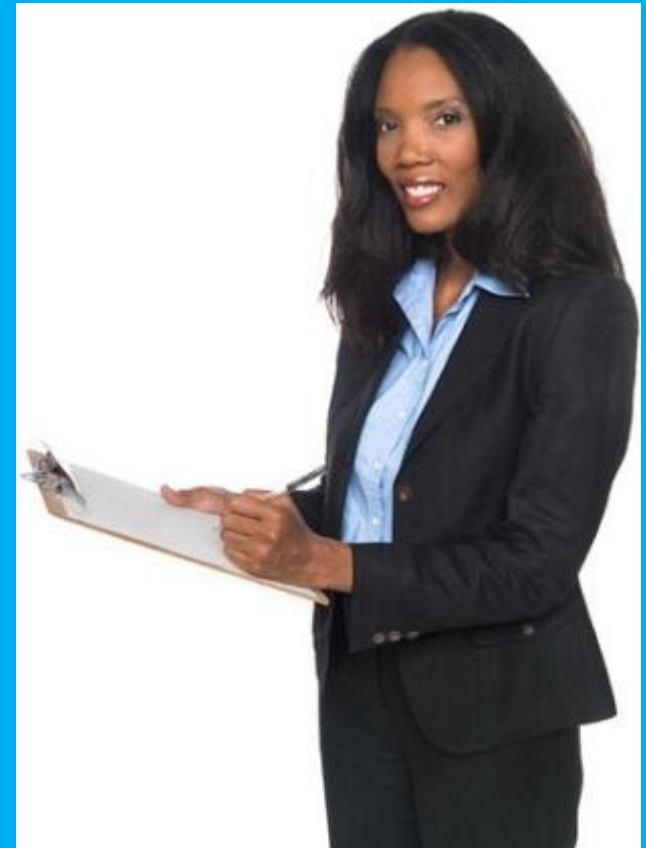
Cell Phone / Text Pager Carrier (circle ONE):

AT & T Wireless	Verizon Wireless	Sprint
T-Mobile	Virgin Mobile	Alltel
Iridium	nTelos	Suncom
US Cellular	Skytel	
Other: _____		

If you have questions, please contact Raymond Puerini at 215-685-6801 or ClosedPOD@phila.gov.
When the form is completed, fax it to Attention: Raymond Puerini at 215-238-6942

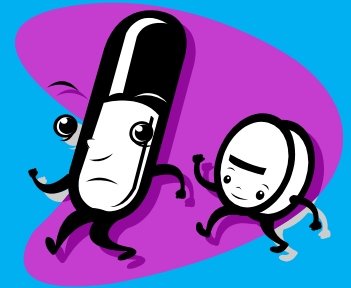
2. PROVIDE EMERGENCY CONTACTS

- These contacts will receive emergency alerts during public health emergencies and as part of PDPH annual exercises
- PDPH provides Health Information Portal (HIP) logins to Primary and Secondary Contacts



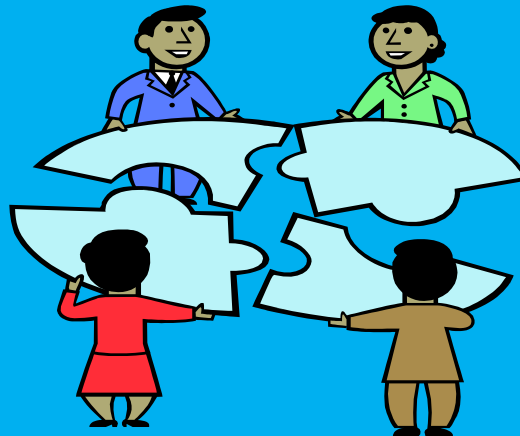
3. DETERMINE THE APPROPRIATE PARAMETERS

- Each Closed POD should determine which interventions they are able to provide:
 - Pills Only
 - Vaccine Injection
 - Intranasal Medications
 - All of the above
- Note: Pills only dispensing does not require medically licensed staff while vaccination & intranasal medication does



4. DEFINE POPULATIONS

- **Closed PODs should determine who will receive medications at their POD:**
 - Staff & Employees
 - Patients, Residents, and/or Guests
 - Contractors / Vendors
 - Household Members of Staff & Employees



5. ASSESS ORGANIZATIONAL CAPACITY

- **Each Closed POD should identify the following as part of planning:**
 - **Determine optimal space(s) to operate Closed POD**
 - **Determine which employees will be available to staff the POD**
 - **Identify any medical professionals within your agencies which could provide assistance**

5. ASSESS ORGANIZATIONAL CAPACITY

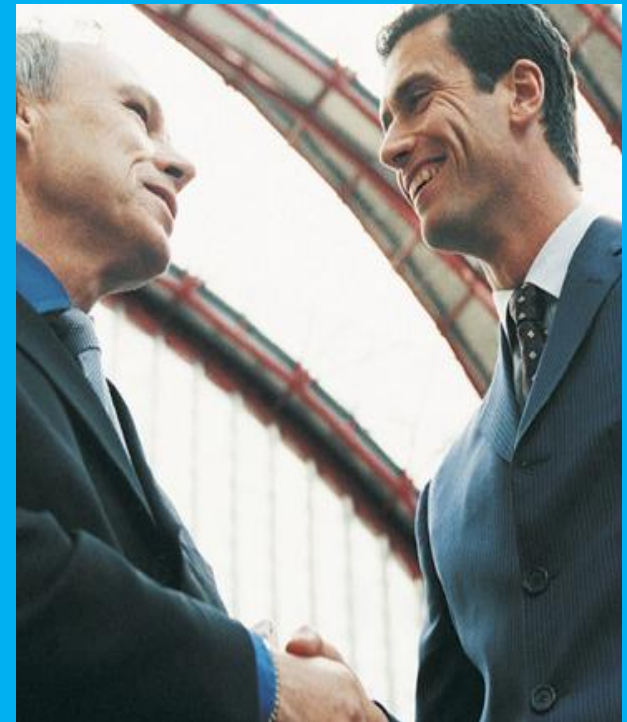
- **Each Closed POD should identify the following as part of planning:**
 - **Determine the communication methods to contact identified Closed POD staff and your Closed POD populations**
 - **Determine who might be able to pick-up medications from PDPH warehouse and if there are vehicles available for medication transport**
 - **Determine your organization's potential capacity to re-activate your Closed POD for additional courses of medication and/or vaccine**

6. ADDRESS CONCERNS

- Legal and logistical concerns should be reviewed by your agencies' legal and/or HR departments
- During public health emergencies there will likely be declarations enacted to provide liability protections for volunteers
- PDPH has a summary document available that summarizes the relevant legal protections

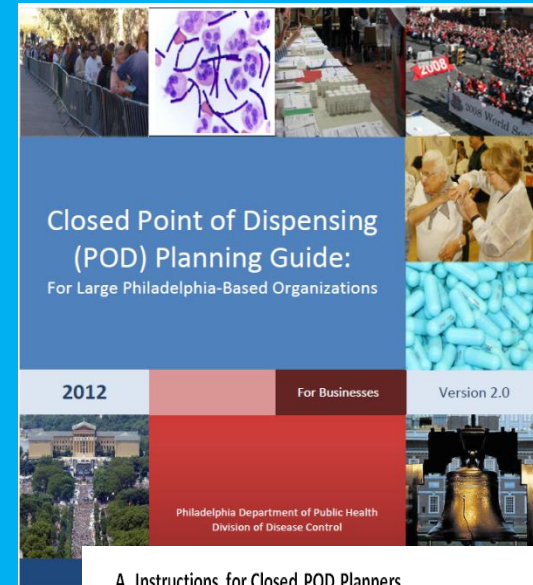
7. SIGN A MEMORANDUM OF AGREEMENT (MOA)

- **PDPH has developed a template MOA that summarizes the responsibilities of PDPH and the agency acting as a Closed POD**
- **This MOA is a Non-Binding Agreement and does not mandate the agency to be a Closed POD during an emergency**



8. DEVELOP A CLOSED POD PLAN

- PDPH has developed Planning Guides and Plan Templates to assist Closed PODs in constructing a Closed POD Plan
- These documents can be used together to identify key planning components every Closed POD should consider
- Use of these documents is optional



A. Instructions for Closed POD Planners

The Closed POD Plan Template provides a basic framework to construct your organization's Closed POD Plan. Use the Closed POD Planning Guide to assist with filling in required sections of this plan template. Text that is highlighted in yellow indicates areas where more information is needed. All sections of this plan template are modifiable and can be expanded upon or reduced to suit the needs your Closed POD operations and to align with the capabilities of your Closed POD staff. The instructions section and Closed POD Plan Template title page above may be removed at finalization of your Closed POD Plan.

<INSERT ORGANIZATION NAME> Closed Point of Dispensing (POD) Plan

Name of organization:	<enter name>		
Address:	<enter street, city, state, zip>		
	<small>Street / City / State / Zip</small>		
Facility phone #:	<enter #>	Facility fax#:	<enter #>
Facility ID #:	<enter #>		

Facility ID number will be assigned by PDPH to facility when all requested information is submitted to PDPH.

9. PARTICIPATE IN TRAININGS AND EXERCISES

- Once your Closed POD has completed a Plan, PDPH is able to come to your facility to train identified Closed POD staff and/or evaluate the set-up and operation of your Closed POD
- PDPH also conducts annual HIP trainings for Closed POD partners and includes Closed POD contacts in regular communications exercises



PHILADELPHIA NEEDS YOU!

YOU can become a Closed POD partner.

YOU have a critical role.

YOU are needed to respond to an emergency.

YOU can help give medicine or vaccine.



QUESTIONS & DISCUSSION

- Interest in becoming Closed PODs
- Location(s) in Philadelphia
- How will your organize?
 - Single Planning Group, Single Closed POD site
 - Single Planning Group, Multiple Closed POD sites
 - Multiple Planning Groups by Location and/or Agency, Multiple Closed POD sites
- Additional Questions & Concerns
- Next Steps

ADDITIONAL PLANNING RESOURCES

- **Closed POD Plan Template**
- **Closed POD Planning Guide**
- **Closed POD Memorandum of Agreement Template**
- **Closed POD Security Plan Template**
- **PDPH Health Information Portal**
- **Closed POD Training Presentations**

INTERESTED IN FINDING OUT MORE?

CONTACT:

- Philadelphia Department of Public Health
 - ClosedPOD@phila.gov