

Emergency Medication Dispensing Plan

<INSERT YOUR ORGANIZATION NAME HERE>

<INSERT DATE HERE AND IN FOOTER>



*This Plan is based on PDPH Template 3.0:
Developed in February, 2016 by the Philadelphia Department of Public Health (PDPH)*

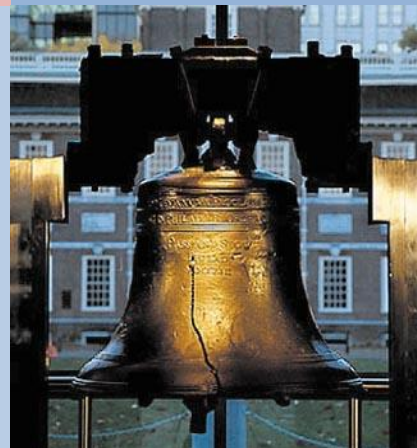


<YOUR ORGANIZATION ADDRESS>

<ORGANIZATION PHONE NUMBER>

<ORGANIZATION FAX NUMBER>

Assigned PDPH Site ID#: **<Get from PDPH>**



Instructions:

Use this fill-in-the-blank template to create your organization's Closed POD Plan.

Fill in any areas of the template that are <BRACKETED IN CAPS AND HIGHLIGHTED IN YELLOW>.

You can modify all areas of this template to suit the needs of your organization.

Most or all of the documents and lists you may need for planning and setting up your Closed POD can be found on the Health Information Portal (HIP) website by clicking on the "Emergency Response" tab on the left side of the page and logging onto the Closed POD Partner webpage. In the body of this plan template, when you see "**HIP**" next to text, it means that there is a document or resource available on the webpage. You can cut and paste or refer to any of the content in your written plan, if you wish.

Examples of some of these resources are also available as appendices at the end of this template, but these are optional and for your convenience.

If you have any questions about filling in this template, please contact:

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Purpose of This Plan

This Plan outlines the procedures that will be followed by <YOUR ORGANIZATION NAME> operating as a Closed Point of Dispensing (POD) Partner of the Philadelphia Emergency Mass Medication and Vaccination Program.

The objective of this plan is to document our organization's ability to help the Philadelphia Department of Public Health (PDPH) provide emergency medications to our population as quickly as possible during a public health emergency, as well as to give our employees peace of mind and to maintain our organization's ability to continue to operate.

Background on Closed Points of Dispensing (PODs)

What Are Closed PODs and Why are They Important?

Large-scale disasters and other emergencies can happen at any time. A **public health emergency** is the release of a microorganism or other public health threat that can kill or hurt a large number of people. Public health emergencies include natural pandemics (like H1N1 flu), accidents (like chemical spills), or bioterrorism (like anthrax). **Prophylaxis** is the process of giving emergency medications such as pills or vaccine to people who have been exposed to a dangerous microorganism or other public health threat.

The **Philadelphia Department of Public Health (PDPH)** manages the City's response to public health emergencies. In some cases, PDPH is responsible for providing emergency prophylaxis to affected individuals in Philadelphia within 48 hours. Affected individuals can include up to all residents, workers, and visitors in the City of Philadelphia (over 1.5 million people).

Points of Dispensing (PODs) are sites where PDPH would provide medications in a public health emergency. Medications are provided for free.

There are two types of PODs: Public PODs and Closed PODs. Public PODs are locations with a large space that will be open to the public. **Closed PODs** are private locations (like our organization) that will be closed to the public but will provide medications to specific populations (like our employees). Closed PODs are essential to helping PDPH reach all affected populations in a public health emergency.

Why Our Organization is a Closed POD Partner

The health of our employees is important to us.

Our organization, <ORGANIZATION NAME>, has agreed to be a PDPH Closed POD Partner.

Some major benefits of being a PDPH Closed POD Partner include:

- Ensuring of our continued operations during public health emergencies.
- Faster medication dispensing for our staff (instead of standing in line at a public POD).
- Better staff attendance during public health emergencies (because they know they can get their emergency medications at work).
- Increased peace of mind of our staff during public health emergencies (knowing that there are plans for their emergency medication needs).
- Improved public health emergency planning for our organization.
- Ability of our organization to return to normal more quickly following a public health emergency.

What This Plan Includes

As a Closed POD Partner, we may be asked to dispense medications during a public health emergency. Later, we may be asked to provide medication refills to prevent our employees from getting sick.

This document, ***Closed POD Plan*** details how our organization would communicate with PDPH and our staff and how we would manage a Closed POD in a public health emergency.

Responsibilities of Closed POD Partners

PDPH will work with our organization to ensure that we have the training, information and resources we need to set up and manage a Closed POD. The responsibilities of PDPH and our organization are listed below.

Philadelphia Department of Public Health (PDPH) Responsibilities

- Provide planning and technical assistance to us such as policies, procedures, guides, tools, and other information necessary to operate a Closed POD.
- Provide Closed POD training and education opportunities to our staff.
- Stand up a coordination center to provide emergency information and support to Closed PODs during a public health emergency.
- Sign an agreement with us following the completion and review of our Closed POD plan.
- Provide 24-hour contact information for PDPH.
- Notify designated Points of Contact within our organization when we need to activate our Closed POD.
- Provide us technical assistance and oversight during our Closed POD operations.
- Keep the PDPH warehouse open until all activated Closed POD Partner organizations have picked up their medications and forms.
- Use the PDPH Health Information Portal (HIP) website to push out fact sheets, dispensing protocols, and other emergency information to Closed PODs.
- Provide text messages or emails telling Closed POD Partner organizations how to medications for their Closed PODs.
- Provide medication and forms during a public health emergency.
- Provide translated documents when needed.
- Provide media guidance to Closed PODs to help keep messages consistent.
- Receive unused medications and copies of all medical documentation after the dispensing process has been completed and the Closed POD has been deactivated.

Our Responsibilities

- Provide PDPH with contact information for 24-hour primary, secondary, and facility points of contact (including cell phone numbers and email addresses).
- Update points-of-contact information annually and as needed on PDPH's Closed POD website.
- Provide PDPH with a count of the expected number people we will serve at our Closed POD (including household members, if applicable) at least once a year. PDPH estimates three additional household members for each staff member.
- Develop a Closed POD Plan and provide a copy to PDPH.
- Designate staff to work with PDPH in planning for the operation of a Closed POD.
- Identify Closed POD locations for our organization.
- Identify employees who will staff our Closed POD while it is open.
- Maintain the supplies and equipment needed to operate a Closed POD.
- Participate in trainings and exercises led by PDPH.
- Educate our staff about our Closed POD plan (especially employees who will be involved in dispensing the medications).
- Follow instructions from PDPH in picking up or receiving medications for our Closed POD in a public health emergency.
- Dispense medications following protocols and guidance provided by PDPH.
- Return any unused medications and Head of Household (HOH) forms after the dispensing process has been completed and the Closed POD has been deactivated.

Medications and Populations at Our Closed POD

Types of Medications We Will Dispense

We will dispense the following types of medications at our Closed POD (Mark all that apply):

- Pills/Oral Medications
- Vaccine/Injection (shots)
- Intranasal Medications

Who We Will Serve

We will provide medications to the following people at our Closed POD (Mark all that apply):

- Staff
- Contractors/Vendors
- Patients
- Household Members of Staff/Contractors/Vendors
- Other Populations: **<DESCRIBE POPULATIONS HERE>**

How Many People We Will Expect

We plan to serve the following number of people at our Closed POD:

ADD:	Number of staff:	<ENTER NUMBER HERE>
+	Number of Contractors/Vendors:	<ENTER NUMBER HERE>
+	Number of Patients:	<ENTER NUMBER HERE>
+	Number of Household Members:	<ENTER NUMBER HERE>
+	Other Populations:	<ENTER NUMBER HERE>
=	TOTAL DISPENSING POPULATION	<ENTER TOTAL NUMBER HERE>

When We Would Reactivate Our Closed POD

We will plan to reopen our Closed POD under the following circumstances:

- If medication refills are instructed by PDPH for our populations.
- If another dose of vaccine is instructed by PDPH for our populations.
- If medication refills and doses of vaccine are instructed by PDPH for our populations.

Closed POD Plan

Plan Updated: **<XX/XX/XXXX>**

Communicating with PDPH and Our Staff

PDPH Public Health Emergency Coordination Center (PHECC)

The PDPH Public Health Emergency Coordination Center (PHECC) is the central operations headquarters that will be open when Closed PODs need to be activated. The PHECC communicates with Closed POD Partner organizations. The PHECC also supports and coordinates the operations of Public PODs and the PDPH warehouse for emergency medication shipments.

Initial Communications

Initial communications regarding an emergency are time sensitive. PDPH will maintain contact information for two emergencies Point of Contacts (POCs) through which PDPH will communicate with our organization from the initial notification of the emergency through the initial set-up of our Closed POD.

Ongoing Response Communications via Intake Branch

During an emergency in which Closed PODs are activated, PDPH will set up an operations center “intake branch” to assist Closed PODs in providing medical countermeasure. This operations center will communicate to our Closed POD manager on a regular basis to collect information regarding the status of our Closed POD and answer our questions. Because this operations center needs to be set-up, communications with this intake branch will not begin until PDPH contacts the Closed POD manager that our Point of Contacts will provide during the initial communications process.

PDPH Health Information Portal (HIP)

The PDPH Health Information Portal (HIP) is a secured web-based platform that is used to share important information with Closed POD Partner organizations and other agencies before, during and after public health emergencies.

During practice exercises and real-life public health emergencies, Closed POD POCs will be instructed to log onto the HIP. The HIP is used to coordinate important Closed POD information, including forms and medication sheets that we will need.

HIP Login Instructions for Our Primary and Secondary POCs

POCs will maintain copies of the documents they received with their most current login information. At the time of an emergency, PDPH will remind POCs in an email of their current login information. The instructions below represent how the reminder will appear.

1. Access the Health Information Portal at <https://hip.phila.gov>
2. Click on the “**Emergency Response**” page in the blue menu on the left
3. Scroll down the page to the “**Response Partner**” section

4. Click on “**Closed POD Partners**”
5. Enter your User Name & Password
 - Username** = your first and last name (lowercase without spaces)
 - Password** = PDPHemergency (case sensitive)

For example, John Smith’s HIP username would be **johnsmith** and his password would be **PDPHemergency**.

6. Click the Login button
7. Once logged in you will see the **Closed POD Partners** page
8. Click on the “Response” tab for real-time documents, instructions and lists that can be downloaded during an emergency. **(HIP)**

Points of Contact (POCs) at Our Organization

We will provide PDPH with contact information for a **Primary and Secondary Point of Contacts (POCs) at our organization and a facility phone number**. During a public health emergency, PDPH will send alerts and notifications to our Primary and Secondary POCs. If necessary, PDPH will notify them to activate our Closed POD. Our POCs should be available to respond 24/7. They will need to share notifications with key personnel at our organization.

OUR PRIMARY POINT OF CONTACT (POC)

Name:	<ENTER INFORMATION HERE>
Job Title:	<ENTER INFORMATION HERE>
Work Email Address:	<ENTER INFORMATION HERE>
Personal/Home Email Address:	<ENTER INFORMATION HERE>
Cell Phone Number:	<ENTER INFORMATION HERE>
Cell Service Provider (e.g., Verizon):	<ENTER INFORMATION HERE>

OUR SECONDARY POINT OF CONTACT (POC)

Name:	<ENTER INFORMATION HERE>
Job Title:	<ENTER INFORMATION HERE>
Work Email Address:	<ENTER INFORMATION HERE>
Personal/Home Email Address:	<ENTER INFORMATION HERE>
Cell Phone Number:	<ENTER INFORMATION HERE>
Cell Service Provider (e.g., Verizon):	<ENTER INFORMATION HERE>

OUR FACILITY CONTACT NUMBER

Phone number:	<ENTER INFORMATION HERE>
Is this number staffed 24/7?	<ENTER INFORMATION HERE>
Are there any special instructions when calling this number?	<ENTER INFORMATION HERE>
Special instructions:	<ENTER INFORMATION HERE>

Communicating with Our Staff

We will use the following methods to communicate emergency information to our staff concerning public health emergencies:

Check all that apply:

Phone:	<input type="checkbox"/> recorded information line	<input type="checkbox"/> live call center	<input type="checkbox"/> automated call
Electronic:	<input type="checkbox"/> website posting	<input type="checkbox"/> mass email/fax/text	<input type="checkbox"/> Social Media/Networks
In person:	<input type="checkbox"/> meeting	<input type="checkbox"/> presentation	<input type="checkbox"/> training
Radio:	<input type="checkbox"/> which station(s)		
Other: (please specify)			

Training Our Staff

Participating in trainings and exercises

1. POINT OF CONTACT (POC) TRAININGS

- Closed POD POCs will become familiar with logging onto the PDPH HIP website and will update contact information and population estimates annually.
- POCs will also participate in PDPH refresher trainings and update requests.
- Closed POD POCs will participate in annual call-down drills conducted by PDPH

2. LEADERSHIP TRAINING

Leadership staff and other interested individuals will attend PDPH training as availability and interest exists. Training materials are available on the HIP. **(HIP)**

3. CLOSED POD STAFF TRAININGS (OPTIONAL)

Once leadership staff have attended PDPH training, they will conduct regular additional trainings to familiarize Closed POD staff with their roles during a Closed POD activation.

4. CLOSED POD EXERCISES (OPTIONAL)

Leadership staff and other interested Closed POD staff will participate in functional exercise(s) to test their Closed POD plan and make plan improvements.

PDPH can assist any interested Closed POD with conducting and evaluating exercises.

Activating Our Closed POD

Our Closed POD Activation Process

1. INITIAL ALERT TO OUR POCs FROM PDPH.

PDPH will send an INITIAL ALERT to our POCs that a public health emergency has occurred. This initial alert will be in the form of a text message and email.

2. ACKNOWLEDGED RECEIPT OF INITIAL ALERT BY OUR POCs.

Our POCs will acknowledge that they received the INITIAL ALERT.

They will follow instructions in the alert message to respond to PDPH by text or email.

3. LEADERSHIP STAFF NOTIFICATION BY OUR POCs.

Upon alert of our POCs of a potential Closed POD activation, our POCs will promptly notify our leadership staff to determine and notify necessary staff to prepare to set up our Closed POD.

<INSERT NOTIFICATION METHOD HERE (e.g., text, email, phone call)>

4. NOTIFICATION MESSAGE FROM PDPH TO OUR POCs REQUESTING RESPONSE INFORMATION.

PDPH will send a notification message to our POCs via a text message and email requesting that they provide information about our Closed POD for this emergency.

When available, PDPH will request that Closed PODs provide this information by completing an emergency response form on the HIP webpage.

5. RESPONSE MESSAGE FROM OUR POCs WITH MORE INFORMATION.

Our POCs will complete the information requested in the emergency response form and submit the form to PDPH. Example information:

- Agreement to activate the Closed POD (a simple yes or no)
- An updated estimate of the number of people that will be served by our Closed POD
- The name for the person from our organization who will pick up or receive the medications for our Closed POD

- The name and contact information for our Closed POD manager who will be opening our Closed POD.

6. ACTIVATION MESSAGE FROM PDPH TO OUR POCS.

PDPH will send an activation message to our POCS via a text message and email. The message will provide direction to our Closed POD regarding our role in the response. We may be asked to Stand Down or we may be asked to activate our Closed POD. If we are asked to activate our Closed POD, we will receive information regarding how, when, and where to pick-up/receive medical countermeasure.

7. OUR POCs SEND ASSIGNED PERSON TO PICK UP OR WAIT FOR MEDICATIONS.

Once the information on where and when to pick-up or receive the medications from PDPH has been obtained, the POCs will direct the assigned person to be present at the designated location at the specified time with government-issued photo identification in order to receive medications. Assigned person ensures that, upon arrival at our facility, our medications are secured in a safe location until they are dispensed.

RECEIVED MEDICATIONS WILL BE STORED IN THE FOLLOWING SECURED LOCATION:

Facility Name:	<ENTER FACILITY NAME HERE>
Address:	<ENTER ADDRESS HERE>
Room:	<ENTER ROOM NUMBER OR INFO HERE>

Staff Notification Process

1. SECURITY NOTIFICATION BY LEADERSHIP STAFF MEMBER.

When the Closed POD site has been secured, a designated leadership staff member will provide security with the list of Closed POD staff to allow access.

<INSERT SECURITY NOTIFICATION METHOD HERE (e.g., text, email, phone call):>

2. OTHER STAFF NOTIFICATION.

Our other staff will be notified of Closed POD operations as follows:

<INSERT STAFF NOTIFICATION PROCESS HERE:>

Setting Up Our Closed POD

Locations for Closed POD and Supplies Storage

OUR CLOSED POD SITE:

Facility Name:	<ENTER FACILITY NAME HERE>
Address:	<ENTER ADDRESS HERE>
Room:	<ENTER ROOM NUMBER OR INFO HERE>

BACK-UP CLOSED POD SITE:

Facility Name:	<ENTER FACILITY NAME HERE>
Address:	<ENTER ADDRESS HERE>
Room:	<ENTER ROOM NUMBER OR INFO HERE>

CLOSED POD 24/7 SITE CONTACT:

Name:	<ENTER NAME HERE>
Cell Phone Number:	<ENTER CELL PHONE NUMBER HERE>

SECURE CLOSED POD SUPPLIES STORAGE SITE:

Facility Name:	<ENTER FACILITY NAME HERE>
Address:	<ENTER ADDRESS HERE>
Room:	<ENTER ROOM NUMBER OR INFO HERE>

Supplies for Our Closed POD

INSERT YOUR SUPPLY LIST (HIP)

Maps of our Campus and Closed POD Floor Plan

Map of Our Campus/Facility with location of Our Closed POD site:

<INSERT MAP HERE>

Map of our Closed POD Floor Plan:

<INSERT FLOOR PLAN HERE> (HIP)

Our Closed POD Setup Process

We will follow the steps below to set up our Closed POD and be ready to open to **<INSERT YOUR SPECIFIED POPULATION from section “Who We Will Serve”>**.

These Set-Up Instructions cover the following 9 main steps:

1. Access & Secure the POD Site
2. Gather Supplies & Assign Roles
3. Notify Closed POD Staff & Closed POD Dispensing Populations
4. Set up Functional POD Areas
5. Final Set-Up
6. Brief & Train Staff
7. Receive & Secure Medication
8. Medicate Staff
9. Open POD

(Some of these steps may not occur in the exact order shown below and some steps can occur simultaneously during the set up process.)

We will take several minutes to review this entire document before proceeding with actual set-up. After reviewing these instructions, we will have a leadership team meeting to discuss these instructions.

<p>1. Access & Secure Dispensing Area</p> <p>A. Confirm availability of dispensing area and perform security sweep</p> <ul style="list-style-type: none"> <input type="checkbox"/> The on-site facilities personnel unlock doors needed to gain access to the POD <input type="checkbox"/> Staff perform security sweep of areas surrounding the POD <input type="checkbox"/> Lights and heat/air conditioning are turned on as needed <input type="checkbox"/> Select areas for POD functions based on layout of type of POD (HIP) Select areas for: <ul style="list-style-type: none"> <input type="checkbox"/> Screening/Dispensing/Expressing Dispensing operations (Medication only) <input type="checkbox"/> Screening/Vaccination operations (Vaccination only) <input type="checkbox"/> Screening/Vaccination/Dispensing operations (Medication and vaccine dispensing) <input type="checkbox"/> If appropriate, select and unlock additional areas for: <ul style="list-style-type: none"> <input type="checkbox"/> Registration/Break Room/Area <input type="checkbox"/> Command Center (or table) <input type="checkbox"/> First Aid Room/Area <input type="checkbox"/> Supply Room/Area
<p>2. Gather Supplies & Assign Roles</p> <p>A. Locate pre-printed POD signs and forms, download any needed real-time documents from the PDPH Health Information Portal (HIP).</p> <p>B. Assign Leadership Roles amongst staff present, if not previously assigned</p> <ul style="list-style-type: none"> <input type="checkbox"/> Positions may include: Closed POD Manager, Closed POD Assistant Manager, Operations (Medical) Lead, Logistics (Non-Medical) Lead, and Line Lead <input type="checkbox"/> Review Job Action Sheets for these positions (HIP)

- ❑ HIP Login Instructions:
 - ❑ Access the Health Information Portal at <https://hip.phila.gov>
 - Click on the “**Emergency Response**” page in the blue menu on the left
 - Scroll down the page to the “**Response Partner**” section
 - Click on “**Closed POD Partners**”
 - Enter your User Name & Password
 - **Username** = your first and last name (lowercase without spaces)
 - **Password** = PDPHEmergency (case sensitive)
 - For example, John Smith’s HIP username would be **johnsmith** and his password would be **PDPHEmergency**.
 - Click the Login button
 - Once logged in you will see the **Closed POD Partners** page
 - Click on the “Response” tab for real-time documents, instructions and lists that can be downloaded during an emergency. (HIP)

3. Notify Closed POD Staff & Closed POD Dispensing Populations

A. Contact personnel to inform them to report to the Closed POD to fill staff roles using communication channels described in our Closed POD Roster, page <INSERT PAGE NUMBER>.

B. ***Once PDPH has directed us to activate our Closed POD***, contact populations that our Closed POD will serve and provide the following information:

- ❑ What information they know about themselves and their family members (if picking up medications on their behalf) including:
 - Drug allergies
 - Current prescribed medications
 - Pregnancy status
 - Children ages and weights
- ❑ Where they can access screening forms, possibilities may include:
 - Intranet/Extranet/Company Website
 - Email
 - Health Department Website
 - Paper based publications
 - Copies available at your Closed POD
- ❑ Location of your Closed POD
- ❑ When to report to the Closed POD (*Note: reporting times may vary if contacting Closed POD staff vs. persons not acting as Closed POD staff*)

4. Set up functional POD areas

A. Set up the Supply Room/Area and gather all other materials needed in the supply room/area

B. Set up Staff Registration Area

- ❑ Find copies of Closed POD Staff Assignment Form and Closed POD Staff Registration Form on the “Response” tab of the Closed POD webpage on the HIP.
- ❑ Register staff as they arrive, assign to roles, and give necessary materials (e.g. Job Action Sheets, Just-in-Time Training Sheets, clipboards, vests/lab coats, walkie talkies, pens, vests, etc.)

- ❑ Logistics Lead or Closed POD Assistant Manager may delegate staff to complete registration

C. Decide on client flow through the Closed POD

- ❑ Determine entry and exit points
- ❑ Decide how the line will flow through the Closed POD

D. Set up Screening/Dispensing/Vaccination areas based on our Closed POD Plan

- ❑ Gather needed tables and chairs
- ❑ Place signage throughout POD
- ❑ Tape number and/or letter signs at screening, dispensing, and/or vaccination stations.

E. Assemble Crowd Control Barriers

- ❑ Locate available crowd control barriers and/or caution tape
- ❑ Use layout diagram to place barriers or run caution tape to guide flow of clients

F. Set up First Aid Area and Command Center/Table (if needed)

5. Final Set up

A. Make copies of needed forms identified by PDPH and found on the Health Information Portal (HIP)

- ❑ Closed POD Assistant Manager places forms in the designated POD areas.

B. Closed POD Manager and leadership staff perform a walk-through to confirm that the Closed POD set-up is complete

6. Brief & Train Staff

A. Closed POD Assistant Manager (or designee) gathers all staff for training and briefing

- ❑ Give a general briefing on the operations of the Closed POD
 - Media policy - refer all media inquiries to Closed POD Manager
 - Breaks will be given to staff during the 12 hour shift
- ❑ Each Closed POD Leadership Staff person should give training to their staff
 - Review Job Action Sheets and go over Just-in-Time Training Materials (HIP)

7. Receive & Secure Medication

A. If our Closed POD receives medications directly from the health department, the Closed POD Manager signs for medications when they arrive at the Closed POD.

- ❑ The PHECC will inform us on expected medication arrival time; contact PHECC if time is not known.

B. If our Closed POD must pick up medications from the Local Emergency Warehouse, our assigned Closed POD driver will sign for the medications during pick-up.

- ❑ The PHECC will inform us on where and when to report to retrieve medications; contact PHECC if warehouse location and/or assigned pick-up time is not known.

C. When medications arrive to our Closed POD location, our Closed POD Manager will:

- ❑ Count the medications and document on the Medication/Vaccine Tracking Chart (HIP)
- ❑ Make a list of individuals who can have access to the Supply Room/Area and give to security
- ❑ Keep track of the amount of medication taken to dispensing/vaccination area(s)
- ❑ Request more medications from the PHECC if more medications will be needed and supplies are running low.

8. Medicate Staff
<p>A. Distribute medications and/or vaccine to POD staff and POD staff family members</p> <ul style="list-style-type: none"> <input type="checkbox"/> POD staff fills out Head of Household forms for themselves and their families (medication POD) (HIP) <input type="checkbox"/> A screening form must be filled out for each individual receiving vaccine (vaccination POD) (HIP)
9. Open POD
<p>A. Closed POD Manager contacts PHECC prior to beginning POD operations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Once POD set-up is complete, all staff are trained, and medications have arrived, the Closed POD manager will contact the PDPH PHECC <input type="checkbox"/> The PDPH PHECC will inform Closed POD Manager when to begin operations. <p>B. All POD staff take positions</p> <ul style="list-style-type: none"> <input type="checkbox"/> At time designated by PHECC, the Closed POD may begin dispensing medication to our population

Forms Needed

<REAL-TIME FORMS WILL BE FOUND ON THE HIP> (HIP)

Item	Number Needed
Closed POD Plan	<ENTER #>
Head of Household Forms	<ENTER #>
Screening Algorithms	<ENTER #>
Vaccine Screening Forms (for Vaccine/injection dispensing)	<ENTER #>
Medication Information Sheets	<ENTER #>
Disease Information Sheets	<ENTER #>
Pediatric dosing Instructions	<ENTER #>
Medication/Vaccine Tracking Chart	<ENTER #>
Closed POD Final Summary	1
Closed POD Supply	1
Alternate Language Forms (if we need it)	<ENTER #>
Closed POD Staff Assignment Form	1
Closed POD Staff Registration Forms	<ENTER #>
Closed POD Set-Up Instructions	<ENTER #>
Just-in-Time Training Materials	<ENTER #>
Job Action Sheets	
Closed POD Manager	<ENTER #>
Closed POD Assistant Manager	<ENTER #>
Medical (Operations) Lead	<ENTER #>
Non-Medical (Logistics) Lead	<ENTER #>
Security Manager	<ENTER #>
Line Lead	<ENTER #>
Screeener	<ENTER #>
Dispenser	<ENTER #>
Line Staff	<ENTER #>
Security Staff	<ENTER #>
Other Role: <DESCRIBE>	<ENTER #>
Other Role: <DESCRIBE>	<ENTER #>
<INSERT OR REMOVE ROWS FROM FORMS AS NEEDED>	<ENTER #>

Closed POD Plan

Plan Updated: <XX/XX/XXXX>

Staffing Our Closed POD

Number of Staff Needed

We will need the estimated number of staff for our Closed POD:

Closed POD Job Position	# Staff Required Per Shift
POD Manager	1
POD Assistant Manager	1
Medical (Operations) Lead	1
Non-Medical (Logistics) Lead	1
Security Manager	1
Line Lead	1
Screeners	<ESTIMATED NUMBER>
Dispensers	<ESTIMATED NUMBER>
Line Staff	<ESTIMATED NUMBER>
Security Staff	<ESTIMATED NUMBER>
Other: <DESCRIBE>	<ESTIMATED NUMBER>
Other: <DESCRIBE>	<ESTIMATED NUMBER>
TOTAL STAFF REQUIRED	<TOTAL NUMBER>

Our Closed POD Organizational Chart

<INSERT CLOSED POD ORGANIZATIONAL CHART HERE. (See Appendix F for example)>

Closed POD Plan

Plan Updated: <XX/XX/XXXX>

Closed POD Roster

Our Closed POD Roster is maintained by: <NAME OF INDIVIDUAL>

Staff members have agreed to serve in the assigned Closed POD roles listed below.

Role	Name	Work Phone Number	Cell Phone Number	Email Address	Trained in role <i>(yes or no)</i>
POD Manager	<ENTER>	<NUMBER>	<NUMBER>	<EMAIL ADDRESS>	<Y OR N>
POD Assistant Manager	<ENTER>	<NUMBER>	<NUMBER>	<EMAIL ADDRESS>	<Y OR N>
Medical (Operations) Lead	<ENTER>	<NUMBER>	<NUMBER>	<EMAIL ADDRESS>	<Y OR N>
Non-Medical (Logistics) Lead	<ENTER>	<NUMBER>	<NUMBER>	<EMAIL ADDRESS>	<Y OR N>
Security Manager	<ENTER>	<NUMBER>	<NUMBER>	<EMAIL ADDRESS>	<Y OR N>
Line Lead	<ENTER>	<NUMBER>	<NUMBER>	<EMAIL ADDRESS>	<Y OR N>
Line Staff 1	<ENTER>	<NUMBER>	<NUMBER>	<EMAIL ADDRESS>	<Y OR N>
Line Staff 2	<ENTER>	<NUMBER>	<NUMBER>	<EMAIL ADDRESS>	<Y OR N>
Screening Lead	<ENTER>	<NUMBER>	<NUMBER>	<EMAIL ADDRESS>	<Y OR N>
Screeener 1	<ENTER>	<NUMBER>	<NUMBER>	<EMAIL ADDRESS>	<Y OR N>
Screeener 2	<ENTER>	<NUMBER>	<NUMBER>	<EMAIL ADDRESS>	<Y OR N>
Dispensing Lead	<ENTER>	<NUMBER>	<NUMBER>	<EMAIL ADDRESS>	<Y OR N>
Dispenser 1	<ENTER>	<NUMBER>	<NUMBER>	<EMAIL ADDRESS>	<Y OR N>
Dispenser 2	<ENTER>	<NUMBER>	<NUMBER>	<EMAIL ADDRESS>	<Y OR N>
<ADD OR REMOVE ROWS AS NEEDED>	<ENTER>	<NUMBER>	<NUMBER>	<EMAIL ADDRESS>	<Y OR N>

Providing Security for Our Closed POD

1. Security support for our Closed POD will be provided by <INSERT SECURITY MEASURES>.
2. We will secure medical materials by <INSERT SECURITY MEASURES>.
3. A Security Lead or other designated person will be stationed outside the Closed POD entrance to ensure that only authorized persons may enter.
4. A Security Lead or other designated person will be stationed at the Closed POD exit to ensure that no persons may enter.
5. After the Closed POD has been activated, the area will be secured. Security staff will lock or shut off any corridors or adjacent rooms where dispensing operations will not be taking place.
6. Traffic control outside our building, including vehicle access, parking and street access will be implemented by <INSERT SECURITY MEASURES>.
7. If there is a security threat, the Security Lead will assume authority and will halt operations and evacuate personnel as necessary, to <INSERT LOCATION WHERE PERSONNEL WILL EVACUATE>.

<INSERT ANY ADDITIONAL SECURITY MEASURES>

Dispensing MEDICATIONS at Our Closed POD

1. FINAL WALK-THROUGH.

When setup has been completed, the Closed POD manager will lead a walk-through with leadership staff.

2. NOTIFYING PDPH.

The Primary POC will notify the PDPH PHECC that the Closed POD is ready to dispense. PDPH will designate the time to begin dispensing.

3. DISPENSING MEDICATIONS.

Medications will be dispensed according to our Closed POD Plan.

For Oral Medications Only dispensing, each person processed at the Closed POD shall list all family members, household members, house guests, etc. for which medications are being requested on their Head of Household Form(s). The Head of Household Forms shall be retained at the Closed POD site and all relevant medication information sheets should be issued to each person.

For vaccine, injection, or intranasal medication dispensing, the entire dispensing population (including household members) will need to be present at the Closed POD site to receive medications. Individual screening forms (paper or electronic) will be completed for each person that receives medication.

Dispensing to Closed POD Staff

IDENTIFICATION

We will require **Closed POD staff** to show the following form of identification:

No ID Work ID State Driver's License

FIRST-CHOICE DISPENSING PROCESS

This is how we will dispense medications to our **Closed POD Staff**:

<DESCRIBE>

BACK-UP DISPENSING PROCESS

If we can't use our first-choice dispensing process, this is how we will dispense medications to our **Closed POD Staff**:

<DESCRIBE>

Closed POD Plan

Plan Updated: <XX/XX/XXXX>

Dispensing to Other Staff Members at Our Organization

DEFINITION

We include the following populations as other staff members:

<DESCRIBE. FOR EXAMPLE, WILL YOU INCLUDE CONTRACTORS? PARTNER ORGANIZATION STAFF MEMBERS?>

IDENTIFICATION

We will require **other staff** to show the following form of identification:

No ID Work ID State Driver's License

FIRST-CHOICE DISPENSING PROCESS

This is how we will dispense medications to **other staff members**:

<DESCRIBE>

BACK-UP DISPENSING PROCESS

If we can't use our first-choice dispensing process, this is how we will dispense medications to our **other staff**:

<DESCRIBE>

Dispensing to Household Members of Our Staff

DEFINITION

We include the following populations as **household members of our staff**:

<DESCRIBE. FOR EXAMPLE, WILL YOU DISPENSE TO FAMILY MEMBERS OF CONTRACTORS? AGE LIMIT?>

IDENTIFICATION

We will require **household members of our staff** to show the following form of identification:

No ID Work ID State Driver's License

FIRST-CHOICE DISPENSING PROCESS

This is how we will dispense medications to **household members of our staff**:<DESCRIBE>

BACK-UP DISPENSING PROCESS

If we can't use our first-choice dispensing process, this is how we will dispense medications to **household members of our staff**: <DESCRIBE>

Dispensing to Other Populations

DEFINITION

We include the following populations as **household members of our staff**:

<DESCRIBE. FOR EXAMPLE, WILL YOU DISPENSE TO FAMILY MEMBERS OF CONTRACTORS? AGE LIMIT?>

IDENTIFICATION

We will require **household members of our staff** to show the following form of identification:

No ID Work ID State Driver's License

FIRST-CHOICE DISPENSING PROCESS

This is how we will dispense medications to **household members of our staff**:

<DESCRIBE>

BACK-UP DISPENSING PROCESS

If we can't use our first-choice dispensing process, this is how we will dispense medications to **household members of our staff**:

<DESCRIBE>

Tracking Dispensing and Reporting to PDPH

1. **TRACKING.**

POD leadership will obtain inventory counts (number of MEDICATIONs dispensed and remaining on-hand, by type and lot number) and other event reports (e.g., any allergic reactions to MEDICATIONs, rumors, civil disobedience, etc.).

2. **REPORTING.**

The POD Manager or other assigned person will provide updates to the PDPH PHECC every four hours or as requested.

PHECC PHONE NUMBER: <INSERT HERE WHEN IT IS PROVIDED BY PDPH>

Breaking Down Our Closed POD

Notifying PDPH PHECC

Once Closed PODs have completed their dispensing operations, the Closed POD Manager or a Closed POD POC will notify the PHECC of completion status and will submit a Closed POD Final Summary Form on dispensed and remaining medications.

Securing Unused Medications

The Logistics Lead or other designated individual will gather, count, and secure all unused medications and completed forms for delivery to PDPH and deliver them to our secure storage space (identified below).

We will secure the unused medications and completed forms in the following location:

Facility Name:	<FACILITY>
Address:	<ADDRESS>
Room:	<ROOM NUMBER OR DESCRIPTION>
Person responsible:	<NAME>

Returning Unused Medications

The Logistics Lead or POD Manager will assign a person to return any used medications and all collected records and reports to the PDPH warehouse.

Debriefing, Cleanup and Sign Out Procedures

1. DEBRIEFING.

Our POD Manager will conduct an immediate debriefing with Closed POD staff provide updated counts, to discuss staff concerns or challenges, and to set any additional follow-up meetings.

2. CLEANUP.

Our POD Manager (or designees) will make sure the dispensing area is cleaned and returned to its former condition. SIGN-OUT.
All Closed POD Staff will sign out before they leave.

Reactivating Our Closed POD

Notification from PDPH

If PDPH decides that they need us to dispense MEDICATION refills, our POCs will receive a notification from PDPH requesting them to reactivate our Closed POD.

Reactivation Process

If our Closed POD needs to be reactivated, we will follow the procedures in our Closed POD Plan beginning with <ENTER PROCEDURES SECTION HERE, E.G. "ACTIVATING OUR CLOSED POD"> on page <PAGE NUMBER> of this document.

Appendix A: Suggested Closed POD Supplies (HIP)

ITEM DESCRIPTION (based on a population of 10,000)	PIECES/UNIT	PIECES/POD
Files with POD documents (Closed POD Plan, registration, etc.)		3
DVD/VCR Player		1
POD Manual		1
Training Video (DVD & VHS)		2
Badge		144
Badge Holder	100/box	150
Box Cutter		1
Clip Board		5
Tape (duct and packing)		2
Tape (scotch tape w/ built in dispenser)		5
Extension Cords		3
Pens	Case	2
Clipboards		5
Flashlight		5
Labels (pre-printed for pediatric medication)		5,600
Trash bags		10
Epi-Pens	2/pack	1 pack
CPR Mask		1
First Aid Kit		2
Hand Sanitizer (instant)	12/box	1
Barrier Tape		2
Vests (red and yellow)		2 each color
Signs (red/green, 8 1/2 x 11)		30
Walkie-talkie with headsets		20
PA Pignose (loud speaker)		1
Signs (yellow directional signs, 11x14)		65
Office supplies as needed including scissors, paper clips, etc.		

If our Closed POD will vaccinate, we may need these additional items:

ITEM DESCRIPTION	PIECES/UNIT	PIECES/POD
Biohazard Infectious Waste Bags/Sharps Containers		20
Clorox Wipes		1
Chux		20
Gauze Pads	200/pkg (25 pkgs/box)	10,000 (2 boxes)
Gloves (non-latex, large)	100/box	400 (4 boxes)
Gloves (non-latex, medium)	100/box	400 (4 boxes)
Stethoscope		2
Thermometer (digital)	12/box	10 (< than 1 box)
Thermometer Probe Covers	250/box	500 (2 boxes)
Band-Aids	100/box	50-100 boxes
Alcohol Prep Pads	100/box	50-100 boxes

Closed POD Plan

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Appendix B: Forms (HIP)

Event-specific versions of all relevant forms listed in the table below will be posted on the “Response” section on the Closed POD webpage on the HIP during a public health emergency. **(HIP)**

<p>Head of Household (HOH) Forms (used for oral medication dispensing)</p>	<p>Every person picking up medications will be required to fill out one Head of Household form for all of the individuals they are receiving medications for. No individual will receive medication until a HOH form has been completed and turned in. A HOH form must be completed for each recipient picking up medications on site. Closed PODs should retain all HOH forms and return them to PDPH after Closed POD operations have finished.</p>
<p>Screening Algorithms</p>	<p>These forms should be used by screeners to determine the appropriate medications to provide to each recipient. The screening algorithm corresponds to the questions asked on the HOH form and includes instructions for pediatric dosing guidelines.</p>
<p>Vaccine Screening Forms (used for vaccine/injection dispensing)</p>	<p>Every person receiving a vaccine or injection will be required to have a vaccine screening form completed for them. Vaccine screening forms will capture key demographic, medical, and vaccine information. Closed PODs should retain all vaccine screening forms and return them to PDPH after Closed POD operations have finished.</p>
<p>Medication Information Sheets</p>	<p>Every person picking up medication will receive a medication information sheet to ensure that they are familiar with the medication they receive.</p>
<p>Disease Information Sheets</p>	<p>Every person picking up medication will receive disease information sheets to ensure that they are familiar with the signs, symptoms, recommended treatment(s), and other important disease considerations to be aware of about the agent of interest.</p>

Appendix C: Closed POD Staffing Tool for populations of 5,000 to 100,000 (HIP)

The Philadelphia Department of Public Health (PDPH) has compiled the Closed POD Model Staffing Tool to assist Closed POD partners with estimating the number of staff, tables, and chairs to operate a Closed POD for a variety of public health emergencies that require mass medication administration. Based upon multiple PDPH mass medication exercises and real events, the following parameters were estimated for Closed PODs serving populations ranging from 5,000 to 100,000 individuals:

- Number of stations needed (generally there are 2 stations per table as resources exist)
- Staff assigned to each Closed POD role
- Tables and chairs needed
- Throughput: number of people served at Closed POD per hour and total population medicated per hour

NOTE: All staff estimates are based on a 12 hour shift staffing model and staff estimates provided are staff needed per 12 hour shift.

Instructions: Use the tables below to help estimate the staff and resources needed to operate a Closed POD. Factors to consider when using the below tables to estimate Closed Pod staffing and resource needs include:

- *type of medical intervention needed (oral medication only, injection/vaccine only, or both oral medication and injection/vaccine)*
- *size of the Closed POD dispensing population*
- *amount of time allotted to dispense medications*
- *total number of people available to staff the Closed POD*

Note: Support staff may include functions such as runners, security personnel, facility personnel, supply supervisors, registration staff, and other miscellaneous roles. Support staff may also be assigned to other Closed POD roles including screeners, dispensers, line staff, and injectors as needed during POD operations.

I. Oral Medications Only

The tables in this section present projected POD staffing and resource estimates needed for an Oral Medications Only dispensing model. Staffing designations to medicate a population of 40,000 people in 48 hours using a POD staff of 75 people were based upon the PDPH tested POD staffing plan.

Table 1. Oral Medication Only Dispensing using the Head of Household Model with 48 Hours for Dispensing Operations

Population	Stations Needed			Staff Needed						Supplies Needed		Projected Throughput (Heads of Households/hour)*	Projected Throughput (Population medicated/hour)**
	Screening	Non-Express Dispensing	Express Dispensing	Management	Screeners	Dispensers	Line Staff	Support Staff	Total Staff	Tables	Chairs		
5000	2	1	1	2	2	2	2	2	10	12	24	42	104
10000	3	3	1	6	3	4	5	4	22	14	30	84	208
15000	5	4	2	8	5	6	8	7	34	17	39	126	313
20000	6	8	2	8	6	10	10	11	45	18	49	168	417
25000	8	8	2	10	8	10	13	14	55	19	60	210	521
30000	10	8	4	10	10	12	15	16	63	23	72	252	625
40000	12	10	4	10	12	14	20	19	75	25	84	336	833
50000	14	11	5	10	14	16	20	23	83	27	92	420	1042
75000	22	17	8	11	22	25	21	17	96	35	104	630	1563
100000	29	23	11	12	29	34	22	13	106	40	117	840	2083

*Based upon the values of 357 Heads of Household/hour and 983 Heads of Household/hour from exercise data collected by PDPH in 2005 and 2011, respectively.

** Assuming 48 hours of dispensing operations and 2.48 people medicated per head of household (2000 U.S. Census Data for Philadelphia, PA).

In an actual public health emergency, it could take as long as 12 hours for medications to arrive to the Pennsylvania Department of Health (PA DOH) regional distribution center from the Centers' for Disease Control and Prevention (CDC) Strategic National Stockpile (SNS) and up to an additional 12 hours to arrive to Closed PODs via the PA DOH regional distribution center or the PDPH local warehouses. In an event such as anthrax, it is critical that life-saving medications are given within 48 hours of exposure to the anthrax spores. Thus, in an anthrax scenario, PODs will ultimately have less than 48 hours to dispense medications to their populations once they finally receive medications from PDPH or PA DOH. Based upon the amount of time it takes to transport medications and the amount of time that is allotted to distribute medications, Closed POD resource needs will vary. Tables for 36 hours and 24 hours of Closed POD dispensing operations are provided to help better estimate Closed POD needs under a variety of scenarios (Tables 2 and 3, respectively).

Closed POD Plan

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Table 2. Oral Medication Only Dispensing using the Head of Household Model with 36 Hours for Dispensing Operations

Population	Stations Needed			Staff Needed						Supplies Needed		Projected Throughput (Heads of Households/hour)	Projected Throughput (Population medicated/hour)*
	Screening	Non-Express Dispensing	Express Dispensing	Management	Screeners	Dispensers	Line Staff	Support Staff	Total Staff	Tables	Chairs		
5000	3	3	1	3	3	4	2	2	14	14	28	56	139
10000	4	6	2	6	4	8	7	5	30	15	37	112	278
15000	6	8	2	8	6	10	10	11	45	18	49	168	417
20000	8	10	2	10	8	12	14	14	58	20	62	224	556
25000	10	10	4	10	10	14	17	17	68	23	73	280	694
30000	12	10	4	10	12	14	20	19	75	25	84	336	833
40000	15	12	5	10	15	17	20	23	85	29	96	448	1111
50000	19	15	7	11	19	22	21	17	90	32	100	560	1389
75000	29	23	11	12	29	34	22	13	106	40	117	840	2083
100000	35	26	14	14	35	40	26	10	125	46	134	1120	2778

*Assuming 36 hours of dispensing operations and 2.48 people medicated per head of household (2000 U.S. Census Data for Philadelphia, PA).

Table 3. Oral Medication Only Dispensing using the Head of Household Model with 24 Hours for Dispensing Operations

Population	Stations Needed			Staff Needed						Supplies Needed		Projected Throughput (Heads of Households/hour)*	Projected Throughput (Population medicated/hour)*
	Screening	Non-Express Dispensing	Express Dispensing	Management	Screeners	Dispensers	Line Staff	Support Staff	Total Staff	Tables	Chairs		
5000	3	3	1	6	3	4	5	4	22	14	30	84	208
10000	6	8	2	8	6	10	10	11	45	18	49	168	417
15000	10	8	4	10	10	12	15	16	63	23	72	252	625
20000	12	10	4	10	12	14	20	19	75	25	84	336	833
25000	14	11	5	10	14	16	20	23	83	27	92	420	1042
30000	16	13	5	10	16	18	20	23	87	30	98	504	1250
40000	22	17	9	11	22	26	21	17	97	36	106	672	1667
50000	29	23	11	12	29	34	22	13	106	40	117	840	2083
75000	37	27	15	14	37	42	27	10	130	48	138	1260	3125
100000	42	31	17	15	42	48	29	12	146	54	156	1680	4167

*Assuming 24 hours of dispensing operations and 2.48 people medicated per head of household (2000 U.S. Census Data for Philadelphia, PA).

Closed POD Plan

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II. Injection/Vaccine Only

The tables in this section present projected POD staffing and resource estimates needed for an Injection/Vaccination Only dispensing model. Staffing designations to medicate a population of 40,000 people in 48 hours using a POD staff of 85 people were based upon the PDPH tested POD staffing plan and throughput data collected as part of PDPH POD exercises. Based upon previous PDPH vaccination clinics, it was estimated that the throughput for a single vaccination station is 40 patients per hour. The vaccination station consists of a person drawing-up vaccine from a multi-dose vial and another person injecting patients with the vaccine. For the following tables, it was estimated that 1 vaccine drawer would be needed for every 2 people providing vaccinations (drawers are not needed for single dose vial vaccination/injection), based on the rate of 40 patients per hour per 1.5 person station. People at vaccination stations also routinely switch roles throughout their shift to avoid fatigue. Table 4 below provides staffing estimates needed per 12 hour shift given that there are 48 hours to dispense vaccine while Tables 5 and 6 estimates assume that there are 36 hours and 24 hours to dispense vaccine, respectively. Staff are grouped into two categories:

- Medical Staff: Staff must be licensed medical professionals in order to perform this Closed POD staff role.
- Non-Medical Staff: Staff need not possess a medical license in order to perform this Closed POD staff role.

Table 4. Injection/Vaccine Only Dispensing with 48 Hours for Dispensing Operations

Population	Stations Needed		Staff Needed										Supplies Needed		Projected Throughput (patients/hour)	
	Screening	Injection	Medical Staff					Non-Medical Staff					Total Staff	Tables		Chairs
			Mgmt	Injectors	Drawers	First Aid Staff	Total Medical Staff	Mgmt	Screeners	Line Staff	Support Staff	Total Non-Medical Staff				
5000	3	3	1	3	2	1	7	1	3	3	2	9	16	11	28	120
10000	5	6	1	6	3	1	10	2	5	4	3	14	24	14	45	240
15000	7	8	1	8	4	1	14	3	7	7	7	24	38	17	59	320
20000	10	11	1	11	6	1	19	3	10	9	7	29	48	20	76	440
25000	12	14	1	14	7	1	23	4	12	10	7	33	56	23	93	560
30000	14	16	2	16	8	1	27	6	14	13	8	41	68	27	108	640
40000	16	21	2	21	11	2	36	8	16	15	10	49	85	30	122	840
50000	18	27	3	27	14	3	47	9	18	17	11	55	102	34	142	1080
75000	25	40	4	40	20	4	68	10	25	20	13	68	136	44	183	1600
100000	30	53	4	53	27	4	88	11	30	22	15	78	166	53	222	2120

Table 5. Injection/Vaccine Only Dispensing with 36 Hours for Dispensing Operations

Population	Stations Needed		Staff Needed										Supplies Needed		Projected Throughput (patients/ hour)	
	Screening	Injection	Medical Staff					Non-Medical Staff					Total Staff	Tables		Chairs
			Mgmt	Injectors	Drawers	First Aid Staff	Total Medical Staff	Mgmt	Screeners	Line Staff	Support Staff	Total Non-Medical Staff				
5000	4	4	1	4	2	1	8	2	4	4	3	13	21	13	41	160
10000	6	7	1	7	4	1	13	2	6	7	5	20	33	16	55	280
15000	10	11	1	11	6	1	19	3	10	9	7	29	48	20	76	440
20000	12	14	1	14	7	1	23	4	12	10	7	33	56	23	93	560
25000	14	18	2	18	9	1	30	6	14	13	8	41	71	28	112	720
30000	16	21	2	21	11	2	36	8	16	15	10	49	85	30	122	840
40000	20	28	3	28	14	3	48	9	20	17	12	58	106	36	148	1120
50000	24	35	4	35	18	3	60	10	24	18	13	65	125	41	171	1400
75000	30	53	4	53	27	4	88	11	30	22	15	78	166	53	222	2120
100000	36	70	5	70	35	5	115	12	36	24	16	88	203	65	272	2800

Table 6. Injection/Vaccine Only Dispensing with 24 Hours for Dispensing Operations

Population	Stations Needed		Staff Needed										Supplies Needed		Projected Throughput (patients/ hour)	
	Screening	Injection	Medical Staff					Non-Medical Staff					Total Staff	Tables		Chairs
			Mgmt	Injectors	Drawers	First Aid Staff	Total Medical Staff	Mgmt	Screeners	Line Staff	Support Staff	Total Non-Medical Staff				
5000	5	6	1	6	3	1	10	2	5	4	3	14	24	14	45	240
10000	10	11	1	11	6	1	19	3	10	9	7	29	48	20	76	440
15000	14	16	2	16	8	1	27	6	14	13	8	41	68	27	108	640
20000	16	21	2	21	11	2	36	8	16	15	10	49	85	30	122	840
25000	18	27	3	27	14	3	47	9	18	17	11	55	102	34	142	1080
30000	22	32	3	32	16	3	54	10	22	18	12	62	116	39	162	1280
40000	26	42	4	42	21	3	70	10	26	19	12	67	137	46	190	1680
50000	30	53	4	53	27	4	88	11	30	22	15	78	166	53	222	2120
75000	38	79	5	79	40	5	129	12	38	24	17	91	220	70	294	3160
100000	44	105	6	105	53	6	170	13	44	26	18	101	271	86	362	4200

III. Oral Medications and Injection/Vaccine

The tables in this section present projected POD staffing and resource estimates needed for an Oral Medication **and** Injection/Vaccination dispensing model. Staffing designations to medicate a population of 40,000 people in 48 hours using a POD staff of 100 people were based upon the PDPH tested POD staffing plan and throughput data collected in previous PDPH POD exercises. Assuming that vaccination will be the throughput-limiting step, the number of medical staff required per 12 hour shift will be consistent with the Injection/Vaccine Only model. Oral medication dispensing stations are also needed in this model and additional staff, tables, and chairs have been added to account for these additional dispensing operations.

Table 7. Oral Medication and Injection/Vaccine Dispensing with 48 Hours for Dispensing Operations

Population	Stations Needed			Staff Needed											Supplies Needed		Projected Throughput (patients/hour)	
	Screening	Injection	Dispensing	Medical Staff					Non-Medical Staff					Total Staff	Tables	Chairs		
				Mgmt	Injectors	Drawers	First Aid Staff	Total Medical Staff	Mgmt	Screeners	Dispensers	Line Staff	Support Staff					Total Non-Medical Staff
5000	3	3	2	1	3	2	1	7	1	3	2	3	2	11	18	14	34	120
10000	5	6	4	1	6	3	1	10	2	5	4	4	3	18	28	18	53	240
15000	7	8	8	1	8	4	1	14	3	7	8	7	7	32	46	23	71	320
20000	10	11	10	1	11	6	1	19	3	10	10	9	7	39	58	27	90	440
25000	12	14	12	1	14	7	1	23	4	12	12	10	7	45	68	31	109	560
30000	14	16	14	2	16	8	1	27	6	14	14	13	8	55	87	36	126	640
40000	16	21	15	2	21	11	2	36	8	16	15	15	10	64	100	39	140	840
50000	18	27	16	3	27	14	3	47	9	18	16	17	11	71	118	44	162	1080
75000	25	40	22	4	40	20	4	68	10	25	22	20	13	90	158	57	209	1600
100000	30	53	26	4	53	27	4	88	11	30	26	22	15	104	192	68	252	2120

Table 8. Oral Medication and Injection/Vaccine Dispensing with 36 Hours for Dispensing Operations

Population	Stations Needed			Staff Needed												Supplies Needed		Projected Throughput (patients/hour)
				Medical Staff					Non-Medical Staff					Total Staff	Tables	Chairs		
	Screening	Injection	Dispensing	Mgmt	Injectors	Drawers	First Aid Staff	Total Medical Staff	Mgmt	Screeners	Dispensers	Line Staff	Support Staff				Total Non-Medical Staff	
5000	4	4	4	1	4	2	1	8	2	4	4	4	3	17	25	17	49	160
10000	6	7	6	1	7	4	1	13	2	6	6	7	5	26	39	21	65	280
15000	10	11	10	1	11	6	1	19	3	10	10	9	7	39	58	27	90	440
20000	12	14	12	1	14	7	1	23	4	12	12	10	7	45	68	31	109	560
25000	14	18	14	2	18	9	1	30	6	14	14	13	8	55	85	37	130	720
30000	16	21	15	2	21	11	2	36	8	16	15	15	10	64	100	39	140	840
40000	20	28	18	3	28	14	3	48	9	20	18	17	12	76	124	47	170	1120
50000	24	35	22	4	35	18	3	60	10	24	22	18	13	87	147	54	197	1400
75000	30	53	26	4	53	27	4	88	11	30	26	22	15	104	192	68	252	2120
100000	36	70	30	5	70	35	5	115	12	36	30	24	16	118	233	82	306	2800

Table 9. Oral Medication and Injection/Vaccine Dispensing with 24 Hours for Dispensing Operations

Population	Stations Needed			Staff Needed												Supplies Needed		Projected Throughput (patients/hour)
				Medical Staff					Non-Medical Staff					Total Staff	Tables	Chairs		
	Screening	Injection	Dispensing	Mgmt	Injectors	Drawers	First Aid Staff	Total Medical Staff	Mgmt	Screeners	Dispensers	Line Staff	Support Staff				Total Non-Medical Staff	
5000	5	6	4	1	6	3	1	10	2	5	4	4	3	18	28	18	53	240
10000	10	11	10	1	11	6	1	19	3	10	10	9	7	39	58	27	90	440
15000	14	16	14	2	16	8	1	27	6	14	14	13	8	55	82	36	126	640
20000	16	21	15	2	21	11	2	36	8	16	15	15	10	64	100	39	140	840
25000	18	27	16	3	27	14	3	47	9	18	16	17	11	71	118	44	162	1080
30000	22	32	20	3	32	16	3	54	10	22	20	18	12	82	136	51	176	1280
40000	26	42	23	4	42	21	3	70	10	26	23	19	12	90	160	59	209	1680
50000	30	53	26	4	53	27	4	88	11	30	26	22	15	104	192	68	252	2120
75000	38	79	32	5	79	40	5	129	12	38	32	24	17	123	252	88	320	3160
100000	44	105	36	6	105	53	6	170	13	44	36	26	18	137	307	106	390	4200

Appendix D: Closed POD Staffing Tool for Populations of 5,000 or Less (HIP)

The Philadelphia Department of Public Health (PDPH) has compiled the Closed POD Model Staffing Tool to assist Closed POD partners with estimating the number of staff, tables, and chairs to operate a Closed POD for a variety of public health emergencies that require mass medication administration. Based upon multiple PDPH mass medication exercises and real events, the following parameters were estimated for Closed PODs serving populations ranging from 100 - 5,000 individuals:

- Number of stations needed (generally there are 2 stations per table as resources exist)
- Staff assigned to each Closed POD role
- Tables and chairs needed
- Throughput: number of people served at Closed POD per hour and total population medicated per hour

NOTE: All staff estimates are based on a 12 hour shift staffing model and staff estimates provided are staff needed per 12 hour shift.

Instructions: Use the tables below to help estimate the staff and resources needed to operate a Closed POD. Factors to consider when using the below tables to estimate Closed Pod staffing and resource needs include:

- *type of medical intervention needed (oral medication only, injection/vaccine only, or both oral medication and injection/vaccine)*
- *size of the Closed POD dispensing population*
- *amount of time allotted to dispense medications*
- *total number of people available to staff the Closed POD*

Note: Support staff may include functions such as runners, security personnel, facility personnel, supply supervisors, registration staff, and other miscellaneous roles. Support staff may also be assigned to other Closed POD roles including screeners, dispensers, line staff, and injectors as needed during POD operations.

IV. Oral Medications Only

The tables in this section present projected POD staffing and resource estimates needed for an Oral Medications Only dispensing model. Staffing designations to medicate a population of 40,000 people in 48 hours using a POD staff of 75 people were based upon the PDPH tested POD staffing plan.

Table 1. Oral Medication Only Dispensing using the Head of Household Model with 48 Hours for Dispensing Operations

Population	Stations Needed			Staff Needed						Supplies Needed		Projected Throughput (Heads of Households/hour)*	Projected Throughput (Population medicated/hour)**
	Screening	Non-Express Dispensing	Express Dispensing	Management	Screeners	Dispensers	Line Staff	Support Staff	Total Staff	Tables	Chairs		
100***	1	1	0	0	1	1	0	0	1	1	2	1	2
500***	1	1	0	0	1	1	0	0	1	1	2	4	11
1000	1	1	0	0	1	1	0	0	2	2	4	9	21
2000	1	1	1	1	1	2	0	0	4	4	8	17	42
3000	2	1	1	1	2	2	1	0	6	6	12	26	63
4000	2	1	1	1	2	2	2	1	8	9	18	34	83
5000	2	1	1	2	2	2	2	2	10	12	24	42	104

*Based upon the values of 357 Heads of Household/hour and 983 Heads of Household/hour from exercise data collected by PDPH in 2005 and 2011, respectively.

** Assuming 48 hours of dispensing operations and 2.48 people medicated per head of household (2000 U.S. Census Data for Philadelphia, PA).

***One person will act as both a screener and dispenser

In an actual public health emergency, it could take as long as 12 hours for medications to arrive to the Pennsylvania Department of Health (PA DOH) regional distribution center from the Centers’ for Disease Control and Prevention (CDC) Strategic National Stockpile (SNS) and up to an additional 12 hours to arrive to Closed PODs via the PA DOH regional distribution center or the PDPH local warehouses. In an event such as anthrax, it is critical that life-saving medications are given within 48 hours of exposure to the anthrax spores. Thus, in an anthrax scenario, PODs will ultimately have less than 48 hours to dispense medications to their populations once they finally receive medications from PDPH or PA DOH. Based upon the amount of time it takes to transport medications and the amount of time that is allotted to distribute medications, Closed POD resource needs will vary. Tables for 36 hours and 24 hours of Closed POD dispensing operations are provided to help better estimate Closed POD needs under a variety of scenarios (Tables 2 and 3, respectively).

Table 2. Oral Medication Only Dispensing using the Head of Household Model with 36 Hours for Dispensing Operations

Population	Stations Needed			Staff Needed						Supplies Needed		Projected Throughput (Heads of Households/hour)	Projected Throughput (Population medicated/hour)*
	Screening	Non-Express Dispensing	Express Dispensing	Management	Screeners	Dispensers	Line Staff	Support Staff	Total Staff	Tables	Chairs		
100**	1	1	0	0	1	1	0	0	1	1	2	1	3
500**	1	1	0	0	1	1	0	0	1	1	2	6	14
1000	1	1	0	0	1	2	0	0	3	3	6	11	28
2000	1	1	1	1	2	2	0	0	5	5	10	23	56
3000	2	1	1	1	2	2	2	1	8	9	18	34	83
4000	2	2	1	2	2	3	2	2	11	12	24	45	111
5000	3	3	1	3	3	4	2	2	14	14	28	56	139

*Assuming 36 hours of dispensing operations and 2.48 people medicated per head of household (2000 U.S. Census Data for Philadelphia, PA).

**One person will act as both a screener and dispenser

Table 3. Oral Medication Only Dispensing using the Head of Household Model with 24 Hours for Dispensing Operations

Population	Stations Needed			Staff Needed						Supplies Needed		Projected Throughput (Heads of Households/hour)*	Projected Throughput (Population medicated/hour)*
	Screening	Non-Express Dispensing	Express Dispensing	Management	Screeners	Dispensers	Line Staff	Support Staff	Total Staff	Tables	Chairs		
100**	1	1	0	0	1	1	0	0	1	1	2	2	4
500	1	1	0	0	1	1	0	0	2	2	4	9	21
1000	1	1	1	1	1	2	0	0	4	4	8	17	42
2000	2	1	1	1	2	2	2	1	8	9	18	34	83
3000	2	2	1	3	2	3	2	2	12	12	24	34	125
4000	3	3	1	4	3	4	3	3	17	13	26	45	167
5000	3	3	1	6	3	4	5	4	22	14	30	84	208

*Assuming 24 hours of dispensing operations and 2.48 people medicated per head of household (2000 U.S. Census Data for Philadelphia, PA).

**One person will act as both a screener and dispenser

V. Injection/Vaccine Only

The tables in this section present projected POD staffing and resource estimates needed for an Injection/Vaccination Only dispensing model. Staffing designations to medicate a population of 40,000 people in 48 hours using a POD staff of 95 people were based upon the PDPH tested POD staffing plan. Based upon previous PDPH vaccination clinics, it was estimated that the throughput for a single 2 person vaccination station is 40 patients per hour. The 2 person vaccination station consists of a person drawing-up vaccine from a multi-dose vial and another person injecting patients with the vaccine. People at vaccination stations also routinely switch roles throughout their shift to avoid fatigue. In some cases, Closed PODs with smaller populations may need only a single medical staff person to do both the drawing-up and injection functions at the Injection/vaccination station. Table 4 below provides staffing estimates needed per 12 hour shift given that there are 48 hours to dispense vaccine while Tables 5 and 6 estimates assume that there are 36 hours and 24 hours to dispense vaccine, respectively. Staff are grouped into two categories:

- Medical Staff: Staff must be licensed medical professionals in order to perform this Closed POD staff role.
- Non-Medical Staff: Staff need not possess a medical license in order to perform this Closed POD staff role.

Table 4. Injection/Vaccine Only Dispensing with 48 Hours for Dispensing Operations

Population	Stations Needed		Staff Needed										Supplies Needed		Projected Throughput (patients/hour) *	
	Screening	Injection	Medical Staff					Non-Medical Staff					Total Staff	Tables		Chairs
			Mgmt	Injectors	Drawers †	First Aid Staff	Total Medical Staff	Mgmt	Screeners	Line Staff	Support Staff	Total Non-Medical Staff				
100**	1	1	0	1	0	0	1	0	1	0	0	1	1	1	2	2
500***	1	1	0	1	0	0	1	0	1	0	0	1	2	2	4	10
1000***	1	1	0	2	0	0	2	1	1	0	0	2	4	3	7	20
2000***	1	1	1	2	0	0	3	1	1	1	0	3	6	4	10	40
3000	2	2	1	2	1	0	4	1	2	1	1	5	9	5	14	60
4000	2	2	1	3	1	1	6	1	2	2	1	6	12	7	18	80
5000	3	3	1	4	2	1	8	1	3	3	2	9	17	11	28	120

*Based upon the rate of 40 patients per hour per 1.5 person (i.e. 1 drawer needed per 2 injectors) injection/vaccination station.

**One person will act as a screener, drawer, and injector.

*** One person will act as a drawer and injector.

† Drawers are not needed for single dose vial vaccination/injection.

Table 5. Injection/Vaccine Only Dispensing with 36 Hours for Dispensing Operations

Population	Stations Needed		Staff Needed										Supplies Needed		Projected Throughput (patients/hour) *	
	Screening	Injection	Medical Staff					Non-Medical Staff					Total Staff	Tables		Chairs
			Mgmt	Injectors	Drawers †	First Aid Staff	Total Medical Staff	Mgmt	Screeners	Line Staff	Support Staff	Total Non-Medical Staff				
100**	1	1	0	1	0	0	1	0	1	0	0	1	1	1	2	3
500***	1	1	0	1	0	0	1	1	1	0	0	2	3	3	6	15
1000***	1	1	0	2	0	0	2	1	2	0	0	3	5	4	9	30
2000	2	2	1	2	1	0	4	1	2	1	1	5	9	5	14	60
3000	2	2	1	3	1	1	6	1	2	2	1	6	12	7	18	80
4000	3	3	1	4	4	1	8	1	3	3	2	9	17	11	28	120
5000	4	4	1	6	2	1	10	2	4	4	3	13	23	13	41	160

*Based upon the rate of 40 patients per hour per 1.5 person (i.e. 1 drawer needed per 2 injectors) injection/vaccination station.

**One person will act as a screener, drawer, and injector.

*** One person will act as a drawer and injector.

† Drawers are not needed for single dose vial vaccination/injection.

Table 6. Injection/Vaccine Only Dispensing with 24 Hours for Dispensing Operations

Population	Stations Needed		Staff Needed										Supplies Needed		Projected Throughput (patients/hour) *	
	Screening	Injection	Medical Staff					Non-Medical Staff					Total Staff	Tables		Chairs
			Mgmt	Injectors	Drawers †	First Aid Staff	Total Medical Staff	Mgmt	Screeners	Line Staff	Support Staff	Total Non-Medical Staff				
100**	1	1	0	1	0	0	1	0	1	0	0	1	1	1	2	4
500***	1	1	0	2	0	0	2	1	1	0	0	2	4	3	7	20
1000***	1	1	1	2	0	0	3	1	1	1	0	3	6	4	10	40
2000	2	2	1	3	1	1	6	1	2	2	1	6	12	7	18	80
3000	3	3	1	4	2	1	8	1	3	3	2	9	17	11	28	120
4000	4	5	1	7	3	1	12	2	4	4	3	13	25	12	34	180
5000	5	6	1	8	4	1	14	2	5	4	3	14	28	14	45	240

*Based upon the rate of 40 patients per hour per 1.5 person (i.e. 1 drawer needed per 2 injectors) injection/vaccination station.

**One person will act as a screener, drawer, and injector.

*** One person will act as a drawer and injector.

† Drawers are not needed for single dose vial vaccination/injection.

VI. Oral Medications and Injection/Vaccine

The tables in this section present projected POD staffing and resource estimates needed for an Oral Medication and Injection/Vaccination dispensing model. Staffing designations to medicate a population of 40,000 people in 48 hours using a POD staff of 100 people were based upon the PDPH tested POD staffing plan and throughput data collected in previous PDPH POD exercises. Assuming that vaccination will be the throughput-limiting step, the number of medical staff required per 12 hour shift will be consistent with the Injection/Vaccine Only model. Oral medication dispensing stations are also needed in this model and additional staff, tables, and chairs have been added to account for these additional dispensing operations.

Table 7. Oral Medication and Injection/Vaccine Dispensing with 48 Hours for Dispensing Operations

Population	Stations Needed			Staff Needed											Supplies Needed		Projected Throughput (patients/hour) *	
	Screening	Injection	Dispensing	Medical Staff					Non-Medical Staff					Total Staff	Tables	Chairs		
				Mgmt	Injectors	Drawers †	First Aid Staff	Total Medical Staff	Mgmt	Screeners	Dispensers	Line Staff	Support Staff					Total Non-Medical Staff
100**	1	1	1	0	1	0	0	1	0	1	1	0	0	1	1	1	2	2
500***	1	1	1	0	1	0	0	1	0	1	1	0	0	2	3	3	6	10
1000***	1	1	1	0	2	0	0	2	1	1	1	0	0	3	5	4	8	20
2000***	1	1	1	1	2	0	0	3	1	1	1	1	0	4	7	5	12	40
3000	2	2	2	1	2	1	0	4	1	2	2	1	1	5	9	7	16	60
4000	2	2	2	1	3	1	1	6	1	2	2	2	1	8	14	10	23	80
5000	3	3	2	1	4	2	1	8	1	3	2	3	2	11	19	14	34	120

*Based upon the rate of 40 patients per hour per 1.5 person (i.e. 1 drawer needed per 2 injectors) injection/vaccination station.

**One person will act as a screener, dispenser, drawer, and injector.

*** One person will act as a drawer and injector.

† Drawers are not needed for single dose vial vaccination/injection.

Table 8. Oral Medication and Injection/Vaccine Dispensing with 36 Hours for Dispensing Operations

Population	Stations Needed			Staff Needed												Supplies Needed		Projected Throughput (patients/hour) *
				Medical Staff					Non-Medical Staff					Total Staff	Tables	Chairs		
	Screening	Injection	Dispensing	Mgmt	Injectors	Drawers †	First Aid Staff	Total Medical Staff	Mgmt	Screeners	Dispensers	Line Staff	Support Staff				Total Non-Medical Staff	
100**	1	1	1	0	1	0	0	1	0	1	1	0	0	1	1	1	3	3
500***	1	1	1	0	1	0	0	1	1	1	1	0	0	3	4	3	7	15
1000***	1	1	1	0	2	0	0	2	1	1	1	1	0	4	6	4	10	30
2000	2	2	2	1	2	1	0	4	1	2	2	1	1	5	9	7	16	60
3000	2	2	2	1	3	1	1	6	1	2	2	2	1	8	14	10	23	80
4000	3	3	2	1	4	4	1	8	1	3	2	3	2	11	19	14	34	120
5000	4	4	4	1	6	2	1	10	2	4	4	4	3	17	27	17	49	160

*Based upon the rate of 40 patients per hour per 1.5 person (i.e. 1 drawer needed per 2 injectors) injection/vaccination station.

**One person will act as a screener, dispenser, drawer, and injector.

*** One person will act as a drawer and injector.

† Drawers are not needed for single dose vial vaccination/injection.

Table 9. Oral Medication and Injection/Vaccine Dispensing with 24 Hours for Dispensing Operations

Population	Stations Needed			Staff Needed												Supplies Needed		Projected Throughput (patients/hour) *
				Medical Staff					Non-Medical Staff					Total Staff	Tables	Chairs		
	Screening	Injection	Dispensing	Mgmt	Injectors	Drawers †	First Aid Staff	Total Medical Staff	Mgmt	Screeners	Dispensers	Line Staff	Support Staff				Total Non-Medical Staff	
100**	1	1	1	0	1	0	0	1	0	1	1	0	0	1	2	2	4	4
500***	1	1	1	0	2	0	0	2	1	1	1	0	0	3	5	4	8	20
1000***	1	1	1	1	2	0	0	3	1	1	1	1	0	4	7	5	12	40
2000	2	2	2	1	3	1	1	6	1	2	2	2	1	8	14	10	23	80
3000	3	3	2	1	4	2	1	8	1	3	2	3	2	11	19	14	34	120
4000	4	5	3	1	7	3	1	12	2	4	3	4	3	16	28	16	44	180
5000	5	6	4	1	8	4	1	14	2	5	4	4	3	18	32	18	53	240

*Based upon the rate of 40 patients per hour per 1.5 person (i.e. 1 drawer needed per 2 injectors) injection/vaccination station.

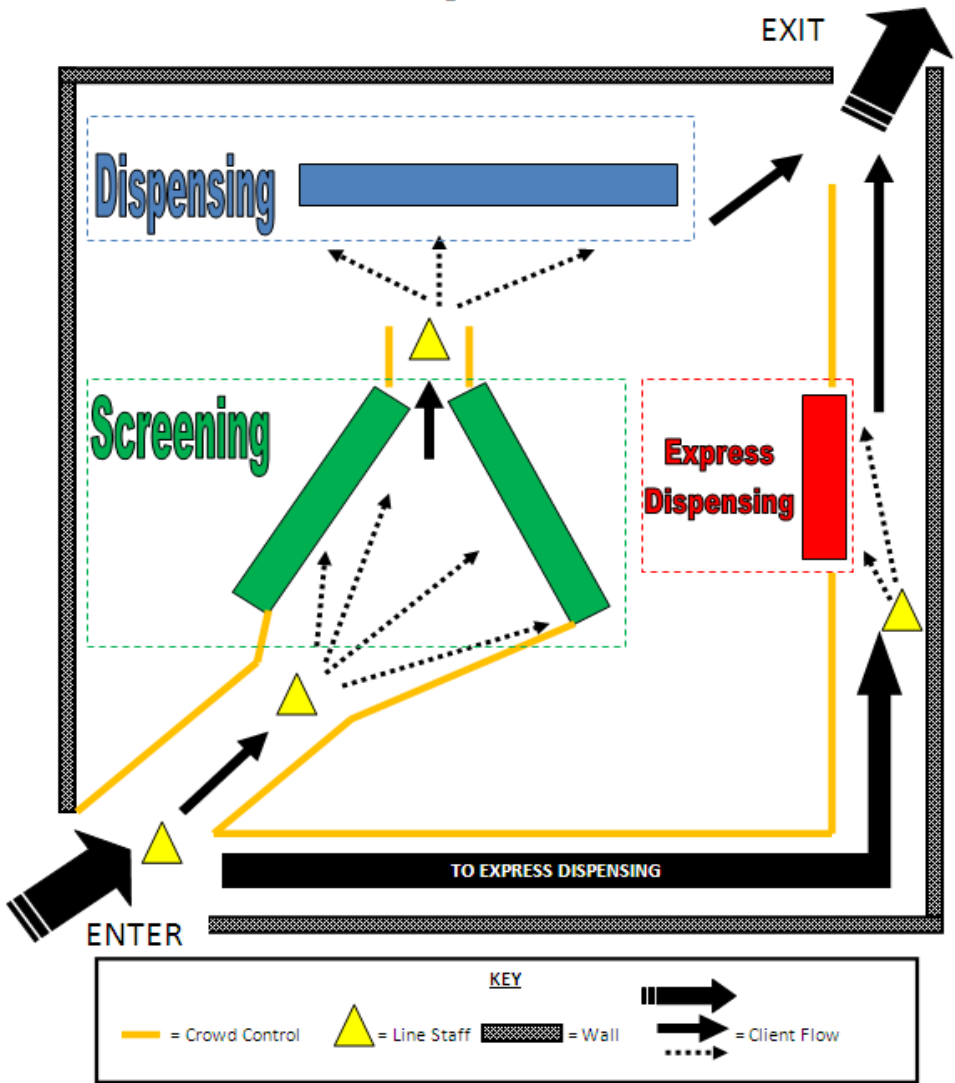
**One person will act as a screener, dispenser, drawer, and injector.

*** One person will act as a drawer and injector. † Drawers are not needed for single dose vial vaccination/injection.

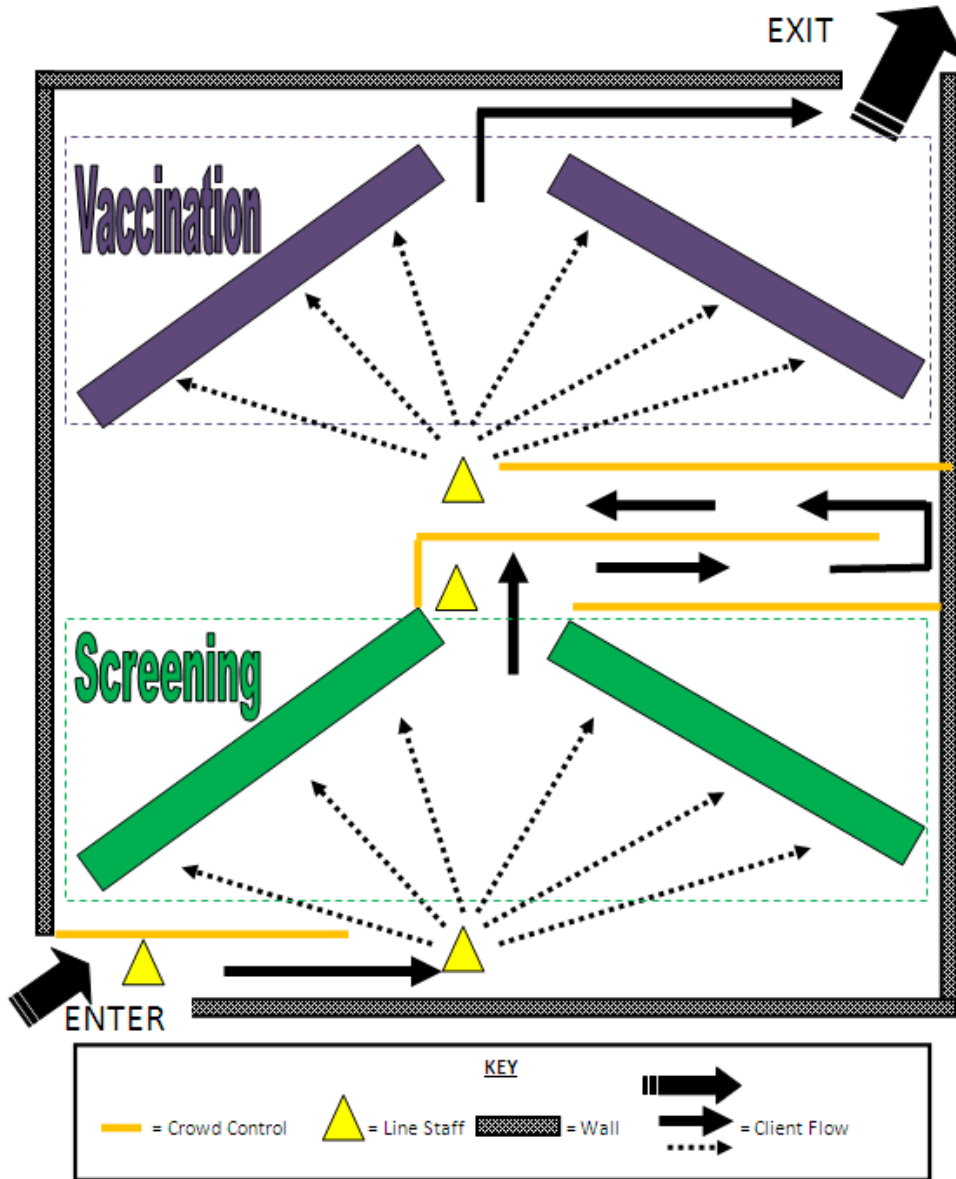
Appendix E: Closed POD Layouts (HIP)

Included in this appendix are generic Closed POD layouts for a Medication POD, Vaccine POD, and Medication and Vaccination POD. This appendix also includes Closed POD set-up instructions that can be used by Closed POD leadership to direct the set-up of the Closed POD.

Medication POD Diagram



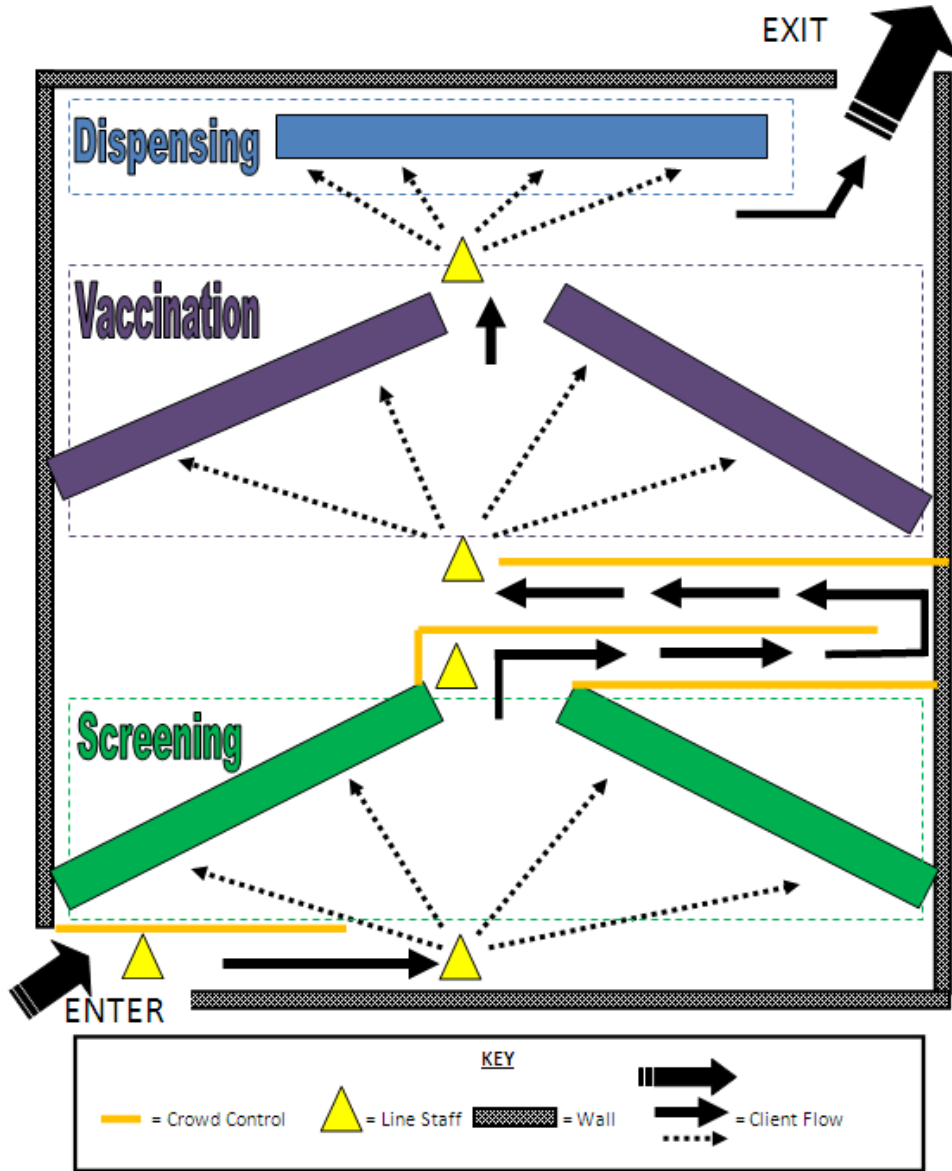
Vaccination POD Diagram



Closed POD Plan

Plan Updated: <XX/XX/XXXX>

Medication and Vaccination POD Diagram



Closed POD Plan

Plan Updated: <XX/XX/XXXX>

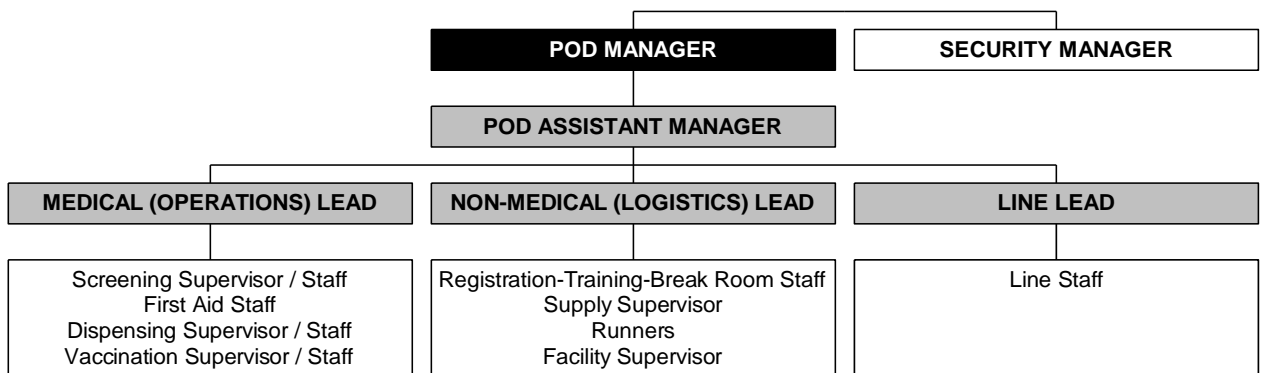
Appendix F: Closed POD Staff Organizational Chart & Staffing Forms (HIP)

Included in this Appendix are the forms that can be used by Closed POD registration staff persons to assist with assignment of Closed POD staff roles. The Closed POD Staff Assignment Form (below) will be used to keep track of all Closed POD staff roles at your site. The Closed POD Staff Roster (see **Closed POD Roster, page ___**) should be used as the primary means of determining which Closed POD staff role a person should fill. If a Closed POD Staff Roster is not available, then Closed POD Staff Registration Forms (below) should be filled out by all persons reporting to be Closed POD staff in order for registration staff to determine which Closed POD staff role is most appropriate.

In addition to the materials provided in this appendix, registration staff will also need to distribute Job Action Sheets and Just-in-Time Training materials to Closed POD staff at the time of role assignment. Both Job Action Sheets and Just-in-Time Training materials can be found on the “Response” tab of the Closed POD webpage on the HIP website.

The PDPH POD organizational chart below identifies many of the potential sections and roles that may be activated to manage and coordinate Closed POD operations. The need for these roles has been determined by PDPH through annual exercises and real events. Determine which roles and functions will be activated and which management staff will be assigned to specific positions. Depending on the size and scope of your Closed POD operations, some roles may not need to be filled while others can be combined and completed by one person. See the “Response” tab of the Emergency Prep portion of the Health Information Portal webpage for Job Action Sheets (JAS) for the specific job functions that may be required during Closed POD activation.

PDPH POD Organizational Chart



Closed POD Staff Assignment Form

Use this form to track POD staff assignments. As YOU (registration staff) assign POD staff a position, write their name in the appropriate shift column. Fill the shaded positions first. Not all roles may be needed. Refer to your Closed POD Staff Roster (if available), Closed POD Staff Registration Forms, and Appendix 3 (Closed POD Model Staffing Tool) of the Closed POD Planning Guide to assist in Assignment Form completion. Use additional copies of this form if your staffing needs exceed listed number of assignments. *Note: The *positions must be filled by a healthcare professional, e.g. physician, nurse, etc. The **positions should be filled by a healthcare professional if available; at Oral Medication Only PODs these individuals need not be healthcare professionals.*

Role	Shift 1		Shift 2	
Closed POD Manager				
Closed POD Assistant Manager (as needed)				
Medical (Operations) Lead**				
Non-Medical (Logistics) Lead				
Security Manager (as needed)				
Line Lead				
Line Staff	1.	9.	1.	9.
	2.	10.	2.	10.
	3.	11.	3.	11.
	4.	12.	4.	12.
	5.	13.	5.	13.
	6.	14.	6.	14.
	7.	15.	7.	15.
	8.	16.	8.	16.
Screening Lead**				
Screeners**	1.	12.	1.	12.
	2.	13.	2.	13.
	3.	14.	3.	14.
	4.	15.	4.	15.
	5.	16.	5.	16.
	6.	17.	6.	17.
	7.	18.	7.	18.
	8.	19.	8.	19.
	9.	20.	9.	20.
	10.	21.	10.	21.
	11.	22.	11.	22.

Closed POD Staff Assignment Form

Role	Shift 1		Shift 2	
Dispensing Lead**				
Dispensers	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	11. 12. 13. 14. 15. 16. 17. 18. 19. 20.	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	11. 12. 13. 14. 15. 16. 17. 18. 19. 20.
Vaccination Lead* (not needed if only dispensing pills)				
Vaccinators* (not needed if only dispensing pills)	1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14.	15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28.	1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14.	15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28.
Other Roles (Registration Staff, Runners, Security Staff, Supply Room Staff, Support Staff, First Aid Staff*)	1. 2. 3. 4. 5. 6.	7. 8. 9. 10. 11. 12.	1. 2. 3. 4. 5. 6.	7. 8. 9. 10. 11. 12.

CLOSED POD STAFF REGISTRATION FORM

PLEASE PRINT

Name (Last)	(First)	(MI)	Phone Number (home/cell/work)
Emergency Contact (Name, Relation, Phone Number)			
Skill set (check all that apply) <input type="checkbox"/> Physician <input type="checkbox"/> Nurse <input type="checkbox"/> Pharmacist <input type="checkbox"/> EMT/Paramedic <input type="checkbox"/> Community Volunteer Other (specify) _____			
List languages (other than English) in which you are fluent			
DO NOT WRITE BELOW THIS LINE		DO NOT WRITE BELOW THIS LINE	

FOR REGISTRATION STAFF ONLY: Instructions

- All Closed POD staff **MUST** complete this form before starting work.
- Registration staff check new staff's photo ID, assign a job and write job on line below; coordinate job assignments with Closed POD Logistics Lead (Medical professionals should be assigned to Screening / Vaccination positions; community volunteers and multi-lingual individuals should be assigned to Line Staff positions).
- File this form alphabetically and keep at registration table.

JOB ASSIGNED TO NEW WORKER: _____

DATE: _____ TIME Beginning of Shift: _____ AM / PM TIME End of Shift: _____ AM / PM Staff Initials: _____

POD STAFF REGISTRATION FORM

PLEASE PRINT

Name (Last)	(First)	(MI)	Phone Number (home/cell/work)
Emergency Contact (Name, Relation, Phone Number)			
Skill set (check all that apply) <input type="checkbox"/> Physician <input type="checkbox"/> Nurse <input type="checkbox"/> Pharmacist <input type="checkbox"/> EMT/Paramedic <input type="checkbox"/> Community Volunteer Other (specify) _____			
List languages (other than English) in which you are fluent			
DO NOT WRITE BELOW THIS LINE		DO NOT WRITE BELOW THIS LINE	

FOR REGISTRATION STAFF ONLY: Instructions

- All Closed POD staff **MUST** complete this form before starting work.
- Registration staff check new staff's photo ID, assign a job and write job on line below; coordinate job assignments with Closed POD Logistics Lead (Medical professionals should be assigned to Screening / Vaccination positions; community volunteers and multi-lingual individuals should be assigned to Line Staff positions).
- File this form alphabetically and keep at registration table.

JOB ASSIGNED TO NEW WORKER: _____

DATE: _____ TIME Beginning of Shift: _____ AM / PM TIME End of Shift: _____ AM / PM Staff Initials: _____

Appendix G: Sample Screening Resources (HIP)

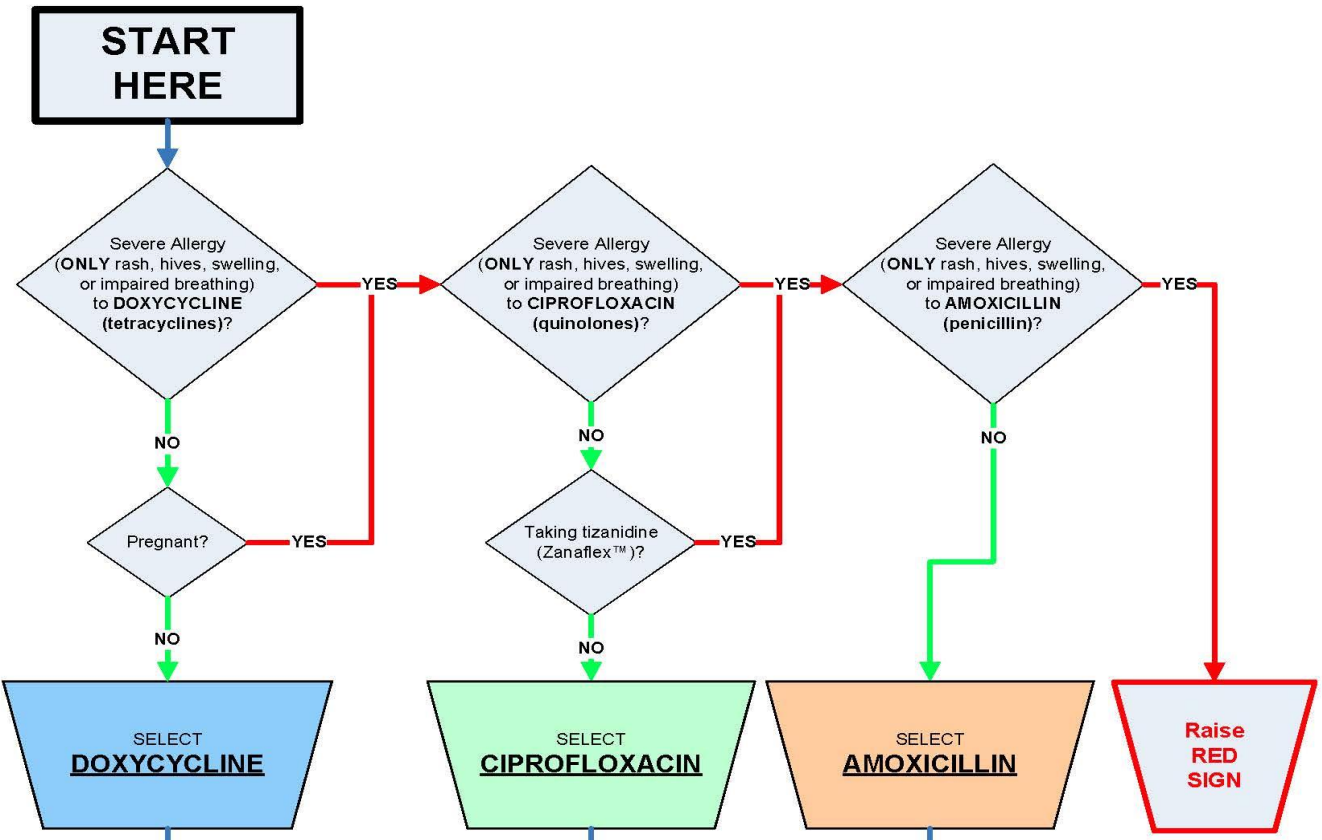
The following documents are examples of materials that will be available on the HIP, based on the nature of the emergency event (e.g. the type of bioagent and the medication that will be dispensed). They are provided here to be used for training purposes, if desired.

D Philadelphia Department of Public Health Screening Algorithm
DOXYCYCLINE – Primary Drug

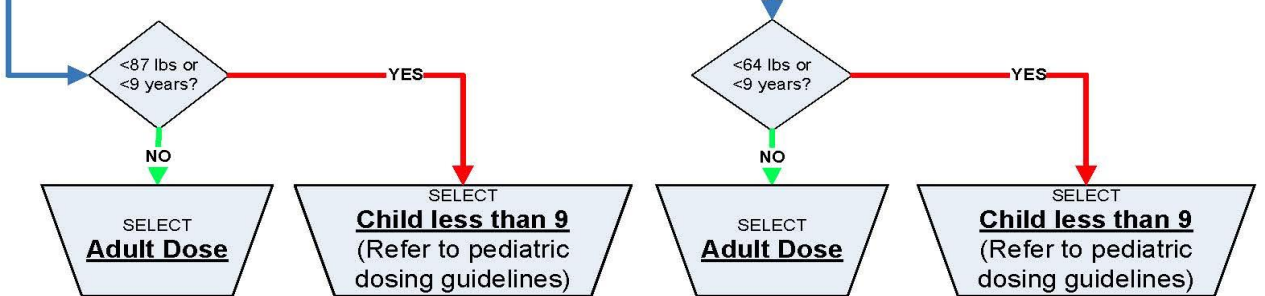
For each person, use the answers from the Head of Household Form to:
1) Determine Medication
2) Determine Dose



1) Determine Medication



2) Determine Dose



Department of Public Health
CITY OF PHILADELPHIA
LIFE • LIBERTY • AND YOU™

Head of Household Form

★★★ Doxycycline – Primary Drug ★★★

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

For each question, circle "yes" or "no" for each person in your household.

If you do not know the answer to a question, leave it blank.

If you need another form, ask one of the clinic staff.

	YOU	Person #2	Person #3	Person #4	Person #5	
First Name AND Last Name						
Relationship to you	Self					
Allergic to doxycycline (Vibramycin®) or other tetracyclines?	Yes No	Yes No	Yes No	Yes No	Yes No	
If yes, circle symptoms, if known.	Rash Hives Swelling Impaired Breathing	Upset Stomach Nausea Vomiting	Rash Hives Swelling Impaired Breathing	Upset Stomach Nausea Vomiting	Rash Hives Swelling Impaired Breathing	Upset Stomach Nausea Vomiting
Pregnant?	Yes No	Yes No	Yes No	Yes No	Yes No	
Less than 9 years old?	Yes No	Yes No	Yes No	Yes No	Yes No	
If yes, give age and weight, if known.	Age _____ Weight _____	Age _____ Weight _____	Age _____ Weight _____	Age _____ Weight _____	Age _____ Weight _____	
DO NOT WRITE BELOW THIS LINE (FOR POD STAFF ONLY)						
Instructions for POD Screening Staff: For each person circle the appropriate antibiotic and then select the appropriate dose. Adults – check "Adult dose" box Children less than 9 years old – check "Child" box and mark the number of teaspoons needed every 12 hrs using the pediatric dosing guide (every 8 hrs if amoxicillin)	Select Drug	Select Drug	Select Drug	Select Drug	Select Drug	
	Doxycycline Ciprofloxacin Amoxicillin	Doxycycline Ciprofloxacin Amoxicillin	Doxycycline Ciprofloxacin Amoxicillin	Doxycycline Ciprofloxacin Amoxicillin	Doxycycline Ciprofloxacin Amoxicillin	
	Select Dose	Select Dose	Select Dose	Select Dose	Select Dose	
	<input type="checkbox"/> Adult dose <input type="checkbox"/> Child less than 9 _____ tsp every _____ hours	<input type="checkbox"/> Adult dose <input type="checkbox"/> Child less than 9 _____ tsp every _____ hours	<input type="checkbox"/> Adult dose <input type="checkbox"/> Child less than 9 _____ tsp every _____ hours	<input type="checkbox"/> Adult dose <input type="checkbox"/> Child less than 9 _____ tsp every _____ hours	<input type="checkbox"/> Adult dose <input type="checkbox"/> Child less than 9 _____ tsp every _____ hours	
Instructions for DISPENSING staff only: Adults – write name directly on an adult medication bottle. Give medication information sheet. Place the label on the back of this sheet. Children – write name and pediatric dosage on a label. Place the label on the suspension bottle or an adult medication bottle (if suspension is not available). Give medication information sheet. If suspension is not available, also give medication crushing instructions sheet.						

Appendix H: Inventory Tracking (HIP)

Included in this appendix are a sample Medication/Vaccine Tracking Chart for the facility's use only, the Closed POD Final Summary Form to be completed and submitted to the Philadelphia Department of Public Health after the event, and a sample list of supplies which should be considered for Closed POD operations. Separate Medication/Vaccine Tracking Charts should be completed for each lot number of each medication received at your Closed POD. These forms can be found on the "Response" tab of the Closed POD webpage on the HIP website.

Medication/Vaccine Tracking Chart

Medication Type: _____

Medication Lot Number: _____

Time	<u>Medication/ Vaccine Doses</u> In	<u>Medication/ Vaccine Doses</u> Out	Balance

Closed POD Final Summary Form

The information for this form should be collected throughout the event and submitted to the Philadelphia Department of Public Health after completion of your organization's Closed POD operations (all students, residents, staff, faculty, vendors, contractors, and staff/faculty/vendor/contractor household members (if applicable) have received medication).

Facility Information:

Closed POD facility name: _____

Facility address: _____

Primary contact name: _____

Primary contact work phone: _____

Primary contact email: _____

Final Numbers:

For Oral Medication Dispensing:

Total number of Head of Household forms collected: _____

Total number of people receiving medications: (number of bottle of pills issued): _____

Total number of medication bottles returning: _____

For Vaccine/Injection Dispensing:

Total number of vaccine screening forms collected: _____

Total number of people receiving vaccination/injection: _____

Total number of vaccine bottles returning: _____

Appendix I: Suggested Signage

Sign	Quantity per POD
Staff Registration	1
Exit	1
Enter	1
Staff Break Room	1
Supply Room	1
Command Center	1
First Aid	1
Arrows	10
Numbers for Screening Station Signage (e.g. "1" thru "9")	1 of each number
Letters for Dispensing Station Signage (e.g. "A" thru "F")	1 of each letter
Screening Station	1
Dispensing Station	1
Express Dispensing Station	1
Vaccination Station	1

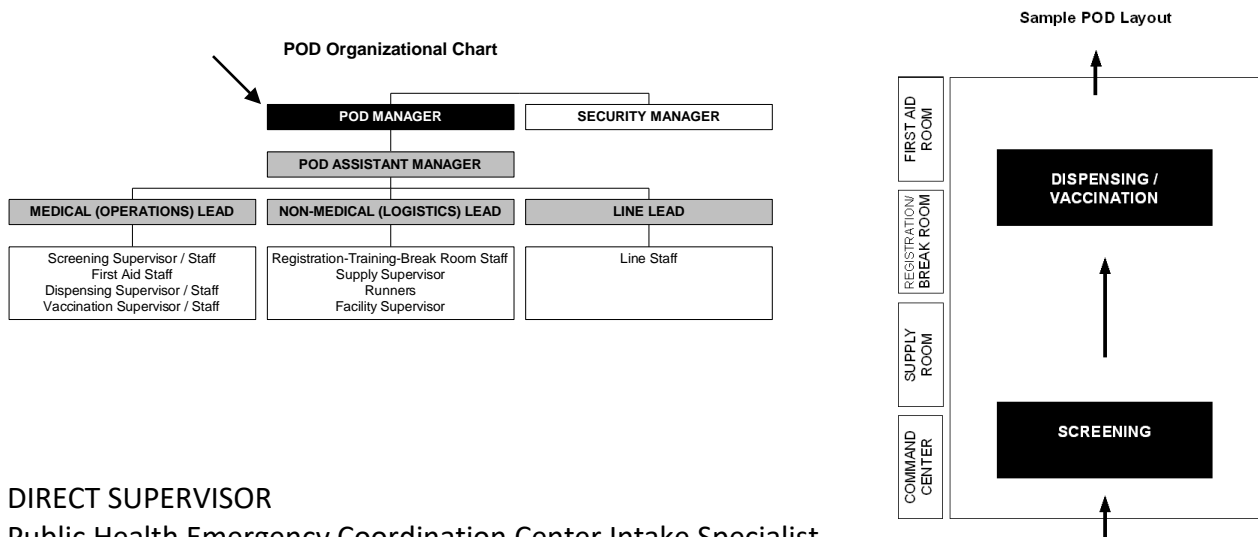
**Note: Make additional POD signs as necessary.*

Appendix J: Job Action Sheets (HIP)

Job Action Sheets should be provided to each Closed POD staff person at the time of Closed POD staff role assignment. Staff should review their Job Action Sheet prior to performing their assigned roles.

CLOSED POD MANAGER

In the event of a large public health emergency, the Philadelphia Department of Public Health (PDPH) is responsible for providing medication and vaccine to the entire Philadelphia population as soon as possible. This task will be accomplished by opening up public mass dispensing / vaccination centers, called Medication Centers (Points of Dispensing - PODs) as well as Closed PODs that are only open to specific populations. Closed PODs can be located at businesses, nursing homes, universities, and other types of organizations that serve a specific group or population. **This document describes in detail the very important role you will play in this response**, however you must also be ready and willing to assist with other Closed POD staff positions and tasks as assigned. Please note the sample POD Organizational Chart below and how you fit into the POD command structure. (Note: Your Closed POD may not require all listed roles in order to operate). Always follow the chain of command and only report to your immediate supervisor.



DIRECT SUPERVISOR

Public Health Emergency Coordination Center Intake Specialist

TASK

Responsible for overseeing POD set-up and on-going POD operations. Must be familiar with all aspects of POD operations and staff positions. Identifies big picture needs. Serves as point of contact for all communications to and from the PDPH Public Health Emergency Coordination Center. Serves as the point of contact for media inquiries during the POD operations.

QUALIFICATIONS

Experience with Closed POD setup and participation in previous Closed POD trainings, exercises, and/or drills is preferred; Good management skills; public speaking skills; risk communication training

PAPERWORK

Closed POD Plan (if available), Closed POD Planning Guide

Closed POD Plan

Plan Updated: <XX/XX/XXXX>

IMMEDIATE ACTIONS

Complete POD staff registration process.

Report to the current Closed POD Manager (if arriving after 1st shift) and receive briefing.

Meet with the Closed POD Leadership staff. Participate in the Closed POD Leadership training provided by the Closed POD Assistant Manager.

ON-GOING ACTIONS

Responsible for all major Closed POD decisions; instruct Closed POD Assistant Manager to implement all major Closed POD decisions.

Plan for future needs; identify big picture needs.

Complete report 4 hours after Closed POD operations have commenced and contact the PDPH Public Health Emergency Coordination Center (PHECC) to provide report. Contact the PHECC, when necessary, regarding key decisions.

Review Closed POD operations as necessary; when you identify a problem with Closed POD operations, instruct the Closed POD Assistant Manager to address and solve problems.

Listen for and correct rumors. Make the PDPH PHECC aware of rumors.

Obtain regular briefings from the Security Manager; respond to security concerns in coordination with Security staff as appropriate.

Handle public information messages, methods and materials

Media actions:

Serve as a point of contact for the media

Maintain contact with the PDPH PHECC, to ensure a consistent and accurate message to the media

Handle public information messages, methods, and materials

FINAL ACTIONS

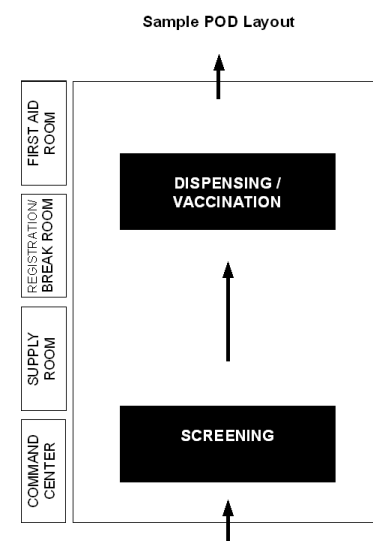
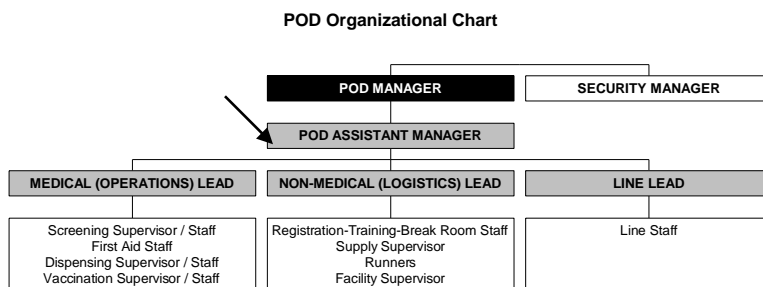
When you have completed your shift, and the new Closed POD Manager has arrived, brief the new Closed POD Manager.

Lead/participate in the staff debriefing session.

Sign-out at the Registration desk in the Staff Break Room.

CLOSED POD ASSISTANT MANAGER

In the event of a large public health emergency, the Philadelphia Department of Public Health (PDPH) is responsible for providing medication and vaccine to the entire Philadelphia population as soon as possible. This task will be accomplished by opening up public mass dispensing / vaccination centers, called Medication Centers (Points of Dispensing - PODs) as well as Closed PODs that are only open to specific populations. Closed PODs can be located at businesses, nursing homes, universities, and other types of organizations that serve a specific group or population. **This document describes in detail the very important role you will play in this response**, however you must also be ready and willing to assist with other Closed POD staff positions and tasks as assigned. Please note the sample POD Organizational Chart below and how you fit into the POD command structure. (Note: Your Closed POD may not require all listed roles in order to operate). Always follow the chain of command and only report to your immediate supervisor.



DIRECT SUPERVISOR
Closed POD Manager

TASK
Manage Closed POD operations.

QUALIFICATIONS
Strong communication and organizational skills

PAPERWORK
Closed POD Plan (if available), Closed POD Planning Guide

IMMEDIATE ACTIONS
Complete POD staff registration process.
Report to the Closed POD Manager and receive briefing.
Oversee Closed POD set-up; use Closed POD Set-Up Instructions (Appendix 5 in Closed POD Planning Guide) for assistance

Closed POD Plan

Plan Updated: <XX/XX/XXXX>

Provide training for Non-Medical (Logistics) Lead, Medical (Operations) Lead and Line Lead.

Training outline:

Disaster response activities and recommended prophylaxis

POD organizational chart

POD layout and flow (See Closed POD Plan or Generic Closed POD Layouts (Appendix 5 in Closed POD Planning Guide))

Job Actions Sheets and forms

Area/desk assignments

ON-GOING ACTIONS

Assist the Closed POD Manager as necessary.

Oversee all staff assigned to the Closed POD.

Monitor Closed POD flow and identify/eliminate problems.

Listen for and correct rumors. Make Closed POD Manager aware of rumors.

Ensure all medication and Closed POD supplies are on site and in sufficient quantities. Notify the Non-Medical (Logistics) Lead when an area needs its supplies restocked.

Work with security to ensure medication is stored in a secure manner.

Recommend to the Non-Medical (Logistics), Medical (Operations), and Line Leads to move staff between functions as necessary to keep the POD operations moving as smoothly as possible.

FINAL ACTIONS

When the Closed POD Manager informs you that you have completed your shift, and the new Closed POD Assistant Manager has arrived, brief the new Closed POD Assistant Manager.

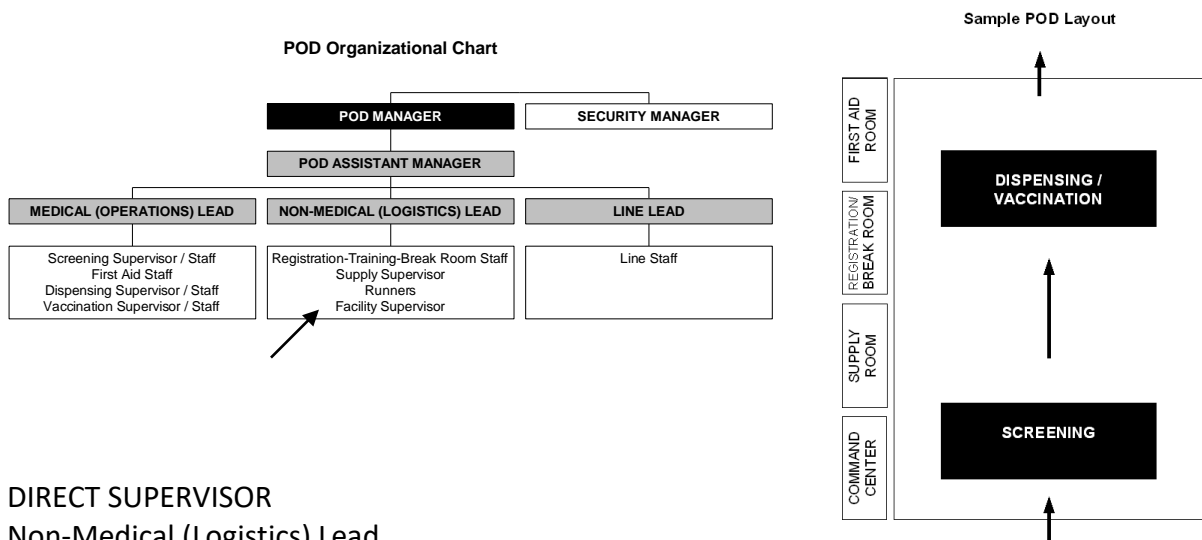
Notify the POD staff to complete their current task, allow their replacement to take their place and answer their replacements' questions.

Ask the POD staff to go to attend a debriefing session. Lead/participate in staff debriefing session.

Sign-out at the Registration desk in the Staff Break Room.

FACILITY SUPERVISOR

In the event of a large public health emergency, the Philadelphia Department of Public Health (PDPH) is responsible for providing medication and vaccine to the entire Philadelphia population as soon as possible. This task will be accomplished by opening up public mass dispensing / vaccination centers, called Medication Centers (Points of Dispensing - PODs) as well as Closed PODs that are only open to specific populations. Closed PODs can be located at businesses, nursing homes, universities, and other types of organizations that serve a specific group or population. **This document describes in detail the very important role you will play in this response**, however you must also be ready and willing to assist with other Closed POD staff positions and tasks as assigned. Please note the sample POD Organizational Chart below and how you fit into the POD command structure. (Note: Your Closed POD may not require all listed roles in order to operate). Always follow the chain of command and only report to your immediate supervisor.



DIRECT SUPERVISOR

Non-Medical (Logistics) Lead

TASK

Provide access to building and rooms that will house Closed POD operations and ensure building maintenance and housekeeping issues are addressed.

QUALIFICATIONS

Everyday facility manager for that facility

IMMEDIATE ACTIONS

Complete POD staff registration process.

Report to the Non-Medical (Logistics) Lead and receive training.

Assist with Closed POD set-up; use Closed POD Set-Up Instructions (Appendix XXX in Closed POD Planning Guide) for assistance

ON-GOING ACTIONS

Ensure building maintenance and housekeeping issues are addressed.

Closed POD Plan

Plan Updated: <XX/XX/XXXX>

Unlock doors as necessary.

Ensure that a safe environment is maintained including temperature control and walkways are clear of obstacles.

Assist with facility support issues including ensuring adequate lighting and ventilation.

FINAL ACTIONS

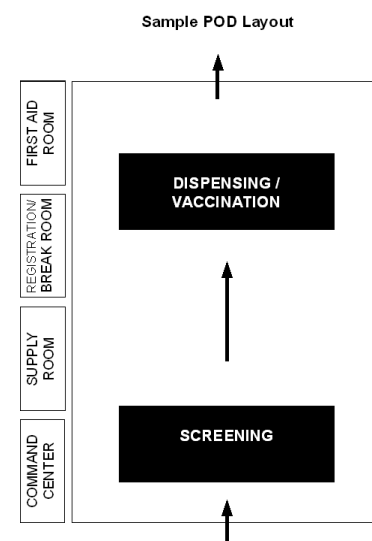
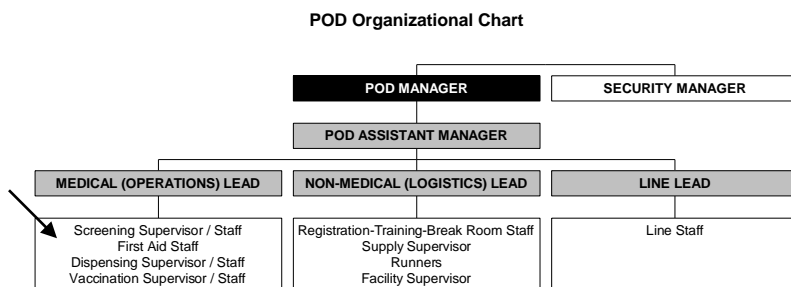
When the Closed POD Assistant Manager tells you that you have completed your shift, finish your current task, allow your replacement to take your place and answer your replacement's questions.

Participate in a debriefing session and report any relevant concerns or suggestions for improving the Closed POD operations.

Sign-out at the Registration desk in the Staff Break Room.

FIRST AID STAFF

In the event of a large public health emergency, the Philadelphia Department of Public Health (PDPH) is responsible for providing medication and vaccine to the entire Philadelphia population as soon as possible. This task will be accomplished by opening up public mass dispensing / vaccination centers, called Medication Centers (Points of Dispensing - PODs) as well as Closed PODs that are only open to specific populations. Closed PODs can be located at businesses, nursing homes, universities, and other types of organizations that serve a specific group or population. **This document describes in detail the very important role you will play in this response**, however you must also be ready and willing to assist with other Closed POD staff positions and tasks as assigned. Please note the sample POD Organizational Chart below and how you fit into the POD command structure. (Note: Your Closed POD may not require all listed roles in order to operate). Always follow the chain of command and only report to your immediate supervisor.



DIRECT SUPERVISOR

Medical (Operations) Lead

TASK

Attend to needs of ill clients, ensure symptomatic or sick clients receive medication/vaccination and if necessary refer clients to the nearest medical facility.

QUALIFICATIONS

Licensed medical professional

PAPERWORK

Screening form; Medication / Vaccine Information sheet; Screening algorithm; Medical standing orders; Form that describes the exposure

IMMEDIATE ACTIONS

Complete POD staff registration process.

Report to the Medical (Operations) Lead and receive training.

Assist with Closed POD set-up; use Closed POD Set-Up Instructions (Appendix 5 in Closed POD Planning Guide) for assistance

Closed POD Plan

Plan Updated: <XX/XX/XXXX>

FIRST AID STANDARD OPERATING PROCEDURES

At least one First Aid staff must be in the First Aid room/area at all times.

Assess client.

- Clients are brought to the First Aid room/area if they have medical conditions which must be immediately addressed by an on-site medically trained person. First Aid staff must stabilize the client as best as possible given the present resources. If you believe the illness is as a result of exposure to the released agent, perform a brief clinical assessment of the client (vital signs, temperature, etc.) and inform the client that results from this assessment should be a baseline measurement. Inform the client that further medical attention should be sought if baseline measurements get worse.
- If the client needs to be transported to a medical facility (and does not have a family member present to provide transportation), contact your supervisor to arrange for transportation. If time allows, give the client medication/vaccination prior to leaving the Closed POD.

Recommend medication/vaccination.

- If the client is medically able to re-enter the POD process, request a Line staff person to escort the client to the Medication Dispensing / Vaccination area. If the client is unable to re-enter the POD process due to their medical condition, ask a Runner to bring you the client's recommended medication/vaccination. Ask a Line staff person to escort the client out of the Closed POD.

Request additional assistance if necessary.

- Translation:
- If the client does not speak English well enough to complete the assessment, ask for Translation assistance.
- Mental Health Counseling:
- If a client is too distressed, upset or anxious to complete the assessment, ask for Mental Health Counseling assistance.

General

- Runners will restock supplies; notify your supervisor if you notice that supplies are running low.
- Anticipate, identify and solve problems as soon as possible.

FINAL ACTIONS

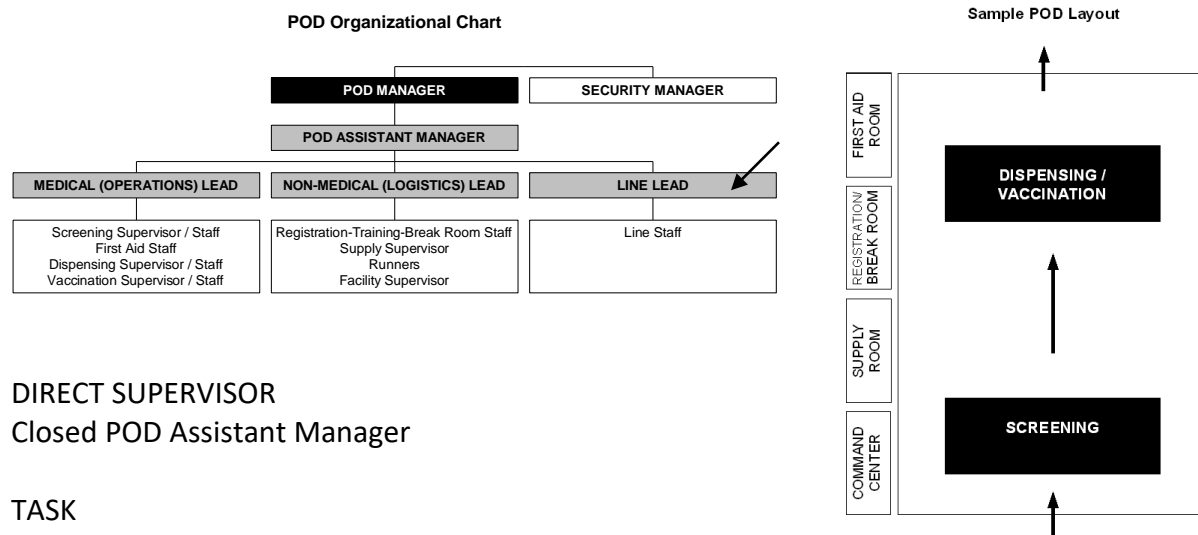
When the Closed POD Assistant Manager tells you that you have completed your shift, finish your current task, allow your replacement to take your place and answer your replacement's questions.

Participate in a debriefing session and report any relevant concerns or suggestions for improving the Closed POD operations.

Sign-out at the Registration desk in the Staff Break Room.

LINE LEAD

In the event of a large public health emergency, the Philadelphia Department of Public Health (PDPH) is responsible for providing medication and vaccine to the entire Philadelphia population as soon as possible. This task will be accomplished by opening up public mass dispensing / vaccination centers, called Medication Centers (Points of Dispensing - PODs) as well as Closed PODs that are only open to specific populations. Closed PODs can be located at businesses, nursing homes, universities, and other types of organizations that serve a specific group or population. **This document describes in detail the very important role you will play in this response**, however you must also be ready and willing to assist with other Closed POD staff positions and tasks as assigned. Please note the sample POD Organizational Chart below and how you fit into the POD command structure. (Note: Your Closed POD may not require all listed roles in order to operate). Always follow the chain of command and only report to your immediate supervisor.



DIRECT SUPERVISOR

Closed POD Assistant Manager

TASK

Oversee Line staff and client flow.

QUALIFICATIONS

Non-medical, ability to stand and walk for extended periods, ability to communicate and direct large groups of people

PAPERWORK

Screening form; Forms that describe the exposure; Pens; Translated materials (if needed by Closed POD populations)

IMMEDIATE ACTIONS

Complete POD staff registration process.

Report to the Closed POD Assistant Manager and receive training.

Coordinate Closed POD set-up; use Closed POD Set-Up Instructions (Appendix 5 in Closed POD Planning Guide) for assistance.

Train Line staff as they arrive. Training outline:

Closed POD Plan

Plan Updated: <XX/XX/XXXX>

Disaster response activities and recommended prophylaxis

POD organizational chart

POD layout and flow (See Closed POD Plan or Generic Closed POD Layouts (Appendix 5 in Closed POD Planning Guide))

Job Action Sheets and forms

Recommended Line staff assignments (based on a Closed POD serving 40,000 people, fewer needed for smaller PODs): 2 – building entrance; 3 – screening / dispensing / vaccination area entrance; 1 head of screening line, 1 in screening line; 1 head of dispensing line; 1 in dispensing area; 1 head of express dispensing line; 1 in express dispensing area; 1 head of vaccination line; 1 in vaccination area; 2 screening /dispensing / vacation area exit; 1 building exit; 4 extra.

FINAL ACTIONS

When the Closed POD Assistant Manager tells you that you have completed your shift, finish your current task, allow your replacement to take your place and answer your replacement's questions.

Participate in a debriefing session and report any relevant concerns or suggestions for improving the Closed POD operations.

LINE LEAD STANDARD OPERATING PROCEDURES

Maintain organized flow outside and inside the Closed POD (with assistance of the Security staff).

- Tell clients what to expect in the Closed POD and answer clients' questions. Listen for and correct rumors. Make Closed POD Assistant Manager aware of rumors.

Head of Function Lines

- At the head of the function lines inside the Closed POD (e.g., Screening) hold the clients in line; direct clients to available staff.

Outside the Closed POD

- Outside the Closed POD, starting at the entrance of the Closed POD and moving backwards through the line, hand out a screening form, forms that describe the exposure and pen. Instruct the clients to complete the screening form and read the materials.

Closed POD Entrance

- At the entrance to the Closed POD, collect all pens. Review each client's screening form (e.g., Head of household form); if the form is not complete, quickly assist the client to complete the form and direct the client to an available Screener (*exception, in an medication only POD, direct qualifying clients to Express Medication Dispensing (if available)*).

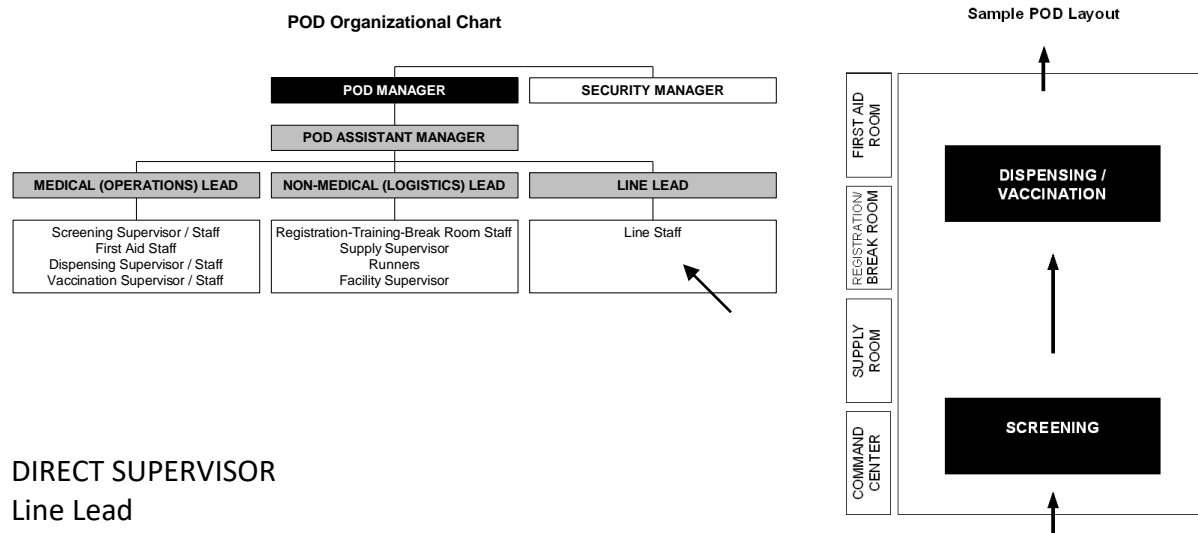
General

- Runners will restock supplies; notify your supervisor if you notice that supplies are running low.
- Anticipate, identify and solve problems as soon as possible.

Sign-out at the Registration desk in the Staff Break Room.

LINE STAFF

In the event of a large public health emergency, the Philadelphia Department of Public Health (PDPH) is responsible for providing medication and vaccine to the entire Philadelphia population as soon as possible. This task will be accomplished by opening up public mass dispensing / vaccination centers, called Medication Centers (Points of Dispensing - PODs) as well as Closed PODs that are only open to specific populations. Closed PODs can be located at businesses, nursing homes, universities, and other types of organizations that serve a specific group or population. **This document describes in detail the very important role you will play in this response**, however you must also be ready and willing to assist with other Closed POD staff positions and tasks as assigned. Please note the sample POD Organizational Chart below and how you fit into the POD command structure. (Note: Your Closed POD may not require all listed roles in order to operate). Always follow the chain of command and only report to your immediate supervisor.



DIRECT SUPERVISOR

Line Lead

TASK

Maintain steady flow of clients throughout Closed POD.

QUALIFICATIONS

Non-medical, ability to stand and walk for extended periods, ability to communicate and direct large groups of people (if Mental Health Counseling staff, then must be a mental health professional or have counseling experience; if Translation staff, then must be proficient in both English and another language)

PAPERWORK

Screening form; Forms that describe the exposure; Pens; Translated materials (if needed)

IMMEDIATE ACTIONS

Complete POD staff registration process.

Report to the Line Lead and receive training.

Closed POD Plan

Plan Updated: <XX/XX/XXXX>

Assist with Closed POD set-up; use Closed POD Set-Up Instructions (Appendix 5 in Closed POD Planning Guide) for assistance

<p style="text-align: center;">LINE STAFF STANDARD OPERATING PROCEDURES</p> <p>Maintain organized flow outside and inside the Closed POD (with assistance of the Security staff).</p> <ul style="list-style-type: none">• Tell clients what to expect in Closed POD and answer the clients' questions. Listen for and correct rumors. Make Line Lead aware of rumors. <p>Head of Function Lines</p> <ul style="list-style-type: none">• At the head of the function lines inside the POD (e.g., Screening) hold the clients in line; direct clients to available staff. <p>Outside the Closed POD</p> <ul style="list-style-type: none">• Outside the Closed POD, starting at the entrance of the Closed POD and moving backwards through the line, hand out a screening form, forms that describe the exposure and pen. Instruct the clients to complete the screening form and read the materials. <p>Closed POD Entrance</p> <ul style="list-style-type: none">• At the entrance to the Closed POD, collect all pens. Review each client's screening form (e.g., Head of household form); if the form is not complete, quickly assist the client to complete the form and direct the client to an available Screener (<i>exception, in an medication only POD, direct qualifying clients to Express Medication Dispensing (if available)</i>). <p>General</p> <ul style="list-style-type: none">• Runners will restock supplies; notify your supervisor if you notice that supplies are running low.• Anticipate, identify and solve problems as soon as possible.
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FINAL ACTIONS

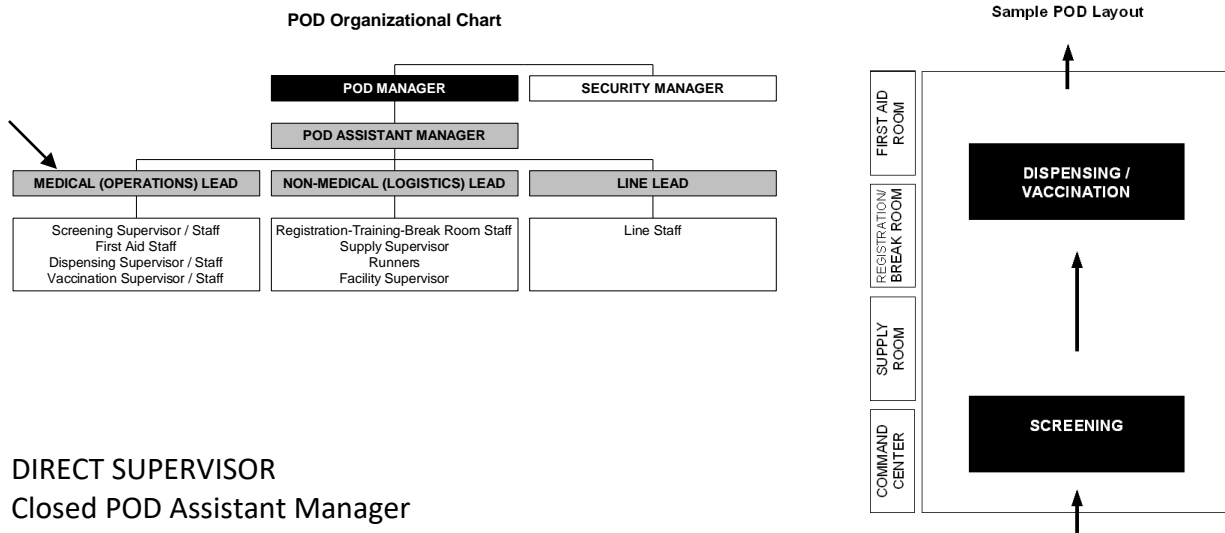
When the Closed POD Assistant Manager tells you that you have completed your shift, finish your current task, allow your replacement to take your place and answer your replacement's questions.

Participate in a debriefing session and report any relevant concerns or suggestions for improving the Closed POD operations.

Sign-out at the Registration desk in the Staff Break Room.

MEDICAL (OPERATIONS) LEAD

In the event of a large public health emergency, the Philadelphia Department of Public Health (PDPH) is responsible for providing medication and vaccine to the entire Philadelphia population as soon as possible. This task will be accomplished by opening up public mass dispensing / vaccination centers, called Medication Centers (Points of Dispensing - PODs) as well as Closed PODs that are only open to specific populations. Closed PODs can be located at businesses, nursing homes, universities, and other types of organizations that serve a specific group or population. **This document describes in detail the very important role you will play in this response**, however you must also be ready and willing to assist with other Closed POD staff positions and tasks as assigned. Please note the sample POD Organizational Chart below and how you fit into the POD command structure. (Note: Your Closed POD may not require all listed roles in order to operate). Always follow the chain of command and only report to your immediate supervisor.



DIRECT SUPERVISOR

Closed POD Assistant Manager

TASK

Manage “clinic” operations, including screening, medication dispensing and vaccination operations and staff.

QUALIFICATIONS

Good management skills, medical training preferred but not needed for oral medication only dispensing

PAPERWORK

Closed POD Plan (if available), Closed POD Planning Guide

IMMEDIATE ACTIONS

Complete POD staff registration process.

Report to the Closed POD Assistant Manager and receive training.

Closed POD Plan

Plan Updated: <XX/XX/XXXX>

Coordinate Closed POD set-up; use Closed POD Set-Up Instructions (Appendix 5 in Closed POD Planning Guide) for assistance.

Train Medical (Operations) staff as they arrive. Training outline:

Disaster response activities and recommended prophylaxis

POD organizational chart

POD layout and flow (See Closed POD Plan or Generic Closed POD Layouts (Appendix 5 in Closed POD Planning Guide))

Job Action Sheets and forms

Area/desk assignments

ON-GOING ACTIONS

Notify the Non-Medical (Logistics) Lead if and area needs its supplies restocked.

Provide regular status and situation updates to Closed POD Assistant Manager.

Listen for and correct rumors. Make Closed POD Assistant Manager aware of rumors.

Move staff between functions as necessary to keep the Closed POD operations moving as smoothly as possible.

Anticipate, identify and solve problems as soon as possible.

FINAL ACTIONS

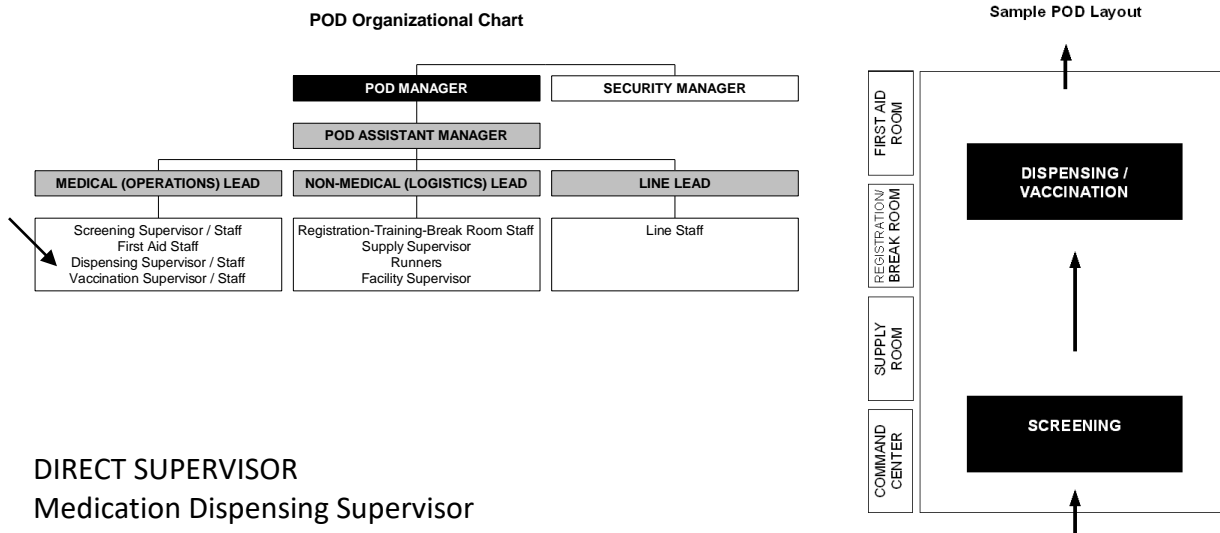
When the Closed POD Assistant Manager tells you that you have completed your shift, finish your current task, allow your replacement to take your place and answer your replacement's questions.

Participate in a debriefing session and report any relevant concerns or suggestions for improving the Closed POD operations.

Sign-out at the Registration desk in the Staff Break Room.

MEDICATION (AND EXPRESS) DISPENSING STAFF

In the event of a large public health emergency, the Philadelphia Department of Public Health (PDPH) is responsible for providing medication and vaccine to the entire Philadelphia population as soon as possible. This task will be accomplished by opening up public mass dispensing / vaccination centers, called Medication Centers (Points of Dispensing - PODs) as well as Closed PODs that are only open to specific populations. Closed PODs can be located at businesses, nursing homes, universities, and other types of organizations that serve a specific group or population. **This document describes in detail the very important role you will play in this response**, however you must also be ready and willing to assist with other Closed POD staff positions and tasks as assigned. Please note the sample POD Organizational Chart below and how you fit into the POD command structure. (Note: Your Closed POD may not require all listed roles in order to operate). Always follow the chain of command and only report to your immediate supervisor.



DIRECT SUPERVISOR

Medication Dispensing Supervisor

TASK

Dispense medication recommended by screeners.

QUALIFICATIONS

Non-medical or licensed medical professional

PAPERWORK

Medication Information sheet; Medication Crushing Instructions sheet

IMMEDIATE ACTIONS

Complete POD staff registration process.

Report to the Medical (Operations) Lead and receive training.

Assist with Closed POD set-up; use Closed POD Set-Up Instructions (Appendix 5 in Closed POD Planning Guide) for assistance.

Closed POD Plan

Plan Updated: <XX/XX/XXXX>

MEDICATION DISPENSING STANDARD OPERATING PROCEDURES

Raise your Green card to indicate to the Line staff that you are available for the next client.

Ask the client for their completed screening form.

Pick up the recommended medication for the first person on the form.

- Adult bottle (pills): on pill bottle, write the client's name. One bottle per client.
- All clients receive the same adult medication bottle in Express Dispensing.
- Child medication (suspension): on the pre-printed label, write the child's name and the dosing requirements (TAKE ___ TSP ___ TIMES PER DAY).
- If pediatric suspension is not available, give adult bottle (pills). On the pre-printed label, write the child's name and the dosing requirements (TAKE ___ TSP ___ TIMES PER DAY.) Give medication crushing instructions sheet to make suspension at home.

Do the same for each household member on the form.

- Hand the client medication after you label all of the medication for the household.
- Hand the client one medication information sheet in English for each different type of medication (unless the client indicates he/she would prefer medication information sheet in another language).

Tell client to exit the POD.

- If the client has questions, instruct the client to read the medication information sheet, call the hotline number or visit the website listed on the sheet, and/or call their family doctor.

General

- Place the screening forms in the box on the table.
- If you have a question, hold up the Red sign and your supervisor will come to your table.
- Runners will restock supplies; notify your supervisor if you notice that supplies are running low.
- Anticipate, identify and solve problems as soon as possible.

FINAL ACTIONS

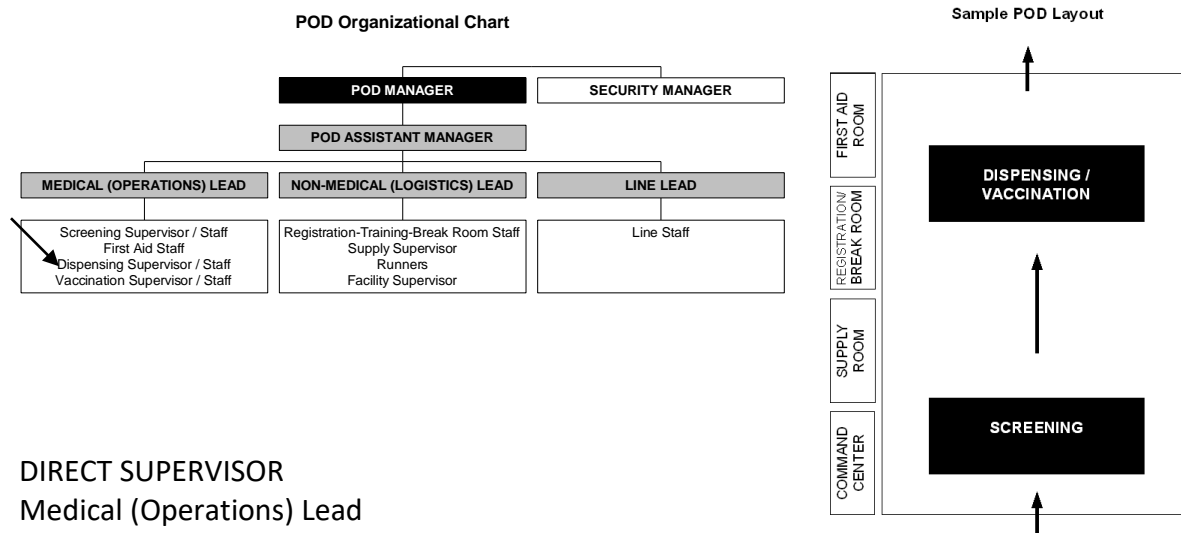
When the Closed POD Assistant Manager tells you that you have completed your shift, finish your current task, allow your replacement to take your place and answer your replacement's questions.

Participate in a debriefing session and report any relevant concerns or suggestions for improving the Closed POD operations.

Sign-out at the Registration desk in the Staff Break Room.

MEDICATION DISPENSING SUPERVISOR

In the event of a large public health emergency, the Philadelphia Department of Public Health (PDPH) is responsible for providing medication and vaccine to the entire Philadelphia population as soon as possible. This task will be accomplished by opening up public mass dispensing / vaccination centers, called Medication Centers (Points of Dispensing - PODs) as well as Closed PODs that are only open to specific populations. Closed PODs can be located at businesses, nursing homes, universities, and other types of organizations that serve a specific group or population. **This document describes in detail the very important role you will play in this response**, however you must also be ready and willing to assist with other Closed POD staff positions and tasks as assigned. Please note the sample POD Organizational Chart below and how you fit into the POD command structure. (Note: Your Closed POD may not require all listed roles in order to operate). Always follow the chain of command and only report to your immediate supervisor.



DIRECT SUPERVISOR

Medical (Operations) Lead

TASK

Oversee Medication Dispensing staff. Medication dispensing staff dispenses medication as recommended by screeners.

QUALIFICATIONS

Non-medical or licensed medical professional

PAPERWORK

Medication Information sheet; Medication Crushing Instructions sheet

IMMEDIATE ACTIONS

Complete POD staff registration process.

Report to the Medical (Operations) Lead and receive training.

Assist with POD set-up; use Closed POD Set-Up Instructions (Appendix 5 in Closed POD Planning Guide) for assistance.

Closed POD Plan

Plan Updated: <XX/XX/XXXX>

MEDICATION DISPENSING STANDARD OPERATING PROCEDURES

Raise your Green card to indicate to the Line staff that you are available for the next client.

Ask the client for their completed screening form.

Pick up the recommended medication for the first person on the form.

- Adult bottle (pills): on pill bottle, write the client's name. One bottle per client.
- All clients receive the same adult medication bottle in Express Dispensing.
- Child medication (suspension): on the pre-printed label, write the child's name and the dosing requirements (TAKE ___ TSP ___ TIMES PER DAY).
- If pediatric suspension is not available, give one adult bottle (pills) for each child. On the pre-printed label, write the child's name and the dosing requirements (TAKE ___ TSP ___ TIMES PER DAY.) Give medication crushing instructions sheet to make suspension at home.

Do the same for each household member on the form.

- Hand the client medication after you label all of the medication for the household.
- Hand the client one medication information sheet in English for each different type of medication (unless the client indicates he/she would prefer medication information sheet in another language).

Tell the client to exit the POD.

- If the client has questions, instruct the client to read the medication information sheet, call the hotline number or visit the website listed on the sheet, and/or call their family doctor.

General

- Place the screening forms in the box on the table.
- When your staff hold up the Red sign, address their questions.
- Runners will restock supplies; notify your supervisor if you notice that supplies are running low.
- Anticipate, identify and solve problems as soon as possible.

FINAL ACTIONS

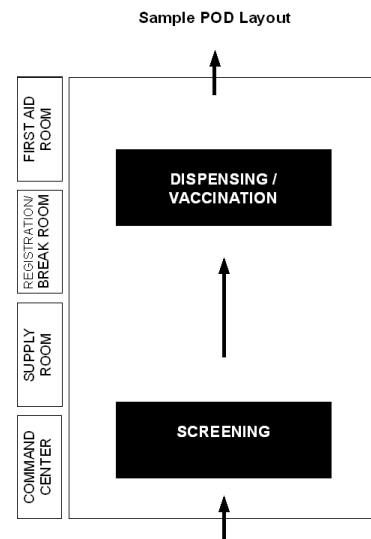
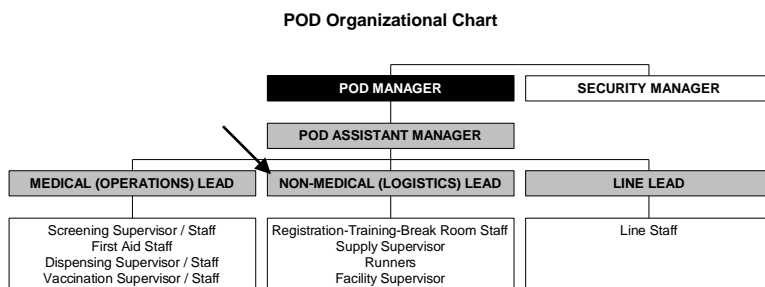
When the Closed POD Assistant Manager tells you that you have completed your shift, finish your current task, allow your replacement to take your place and answer your replacement's questions.

Participate in a debriefing session and report any relevant concerns or suggestions for improving the Closed POD operations.

Sign-out at the Registration desk in the Staff Break Room.

NON-MEDICAL (LOGISTICS) LEAD

In the event of a large public health emergency, the Philadelphia Department of Public Health (PDPH) is responsible for providing medication and vaccine to the entire Philadelphia population as soon as possible. This task will be accomplished by opening up public mass dispensing / vaccination centers, called Medication Centers (Points of Dispensing - PODs) as well as Closed PODs that are only open to specific populations. Closed PODs can be located at businesses, nursing homes, universities, and other types of organizations that serve a specific group or population. **This document describes in detail the very important role you will play in this response**, however you must also be ready and willing to assist with other Closed POD staff positions and tasks as assigned. Please note the sample POD Organizational Chart below and how you fit into the POD command structure. (Note: Your Closed POD may not require all listed roles in order to operate). Always follow the chain of command and only report to your immediate supervisor.



DIRECT SUPERVISOR

Closed POD Assistant Manager

TASK

Manage support operations, including registration/training/break room, supplies, runners, and facility staff and operations.

QUALIFICATIONS

Non-medical, good management skills

PAPERWORK

Closed POD Plan (if available), Closed POD Planning Guide

IMMEDIATE ACTIONS

Complete POD staff registration process.

Report to the Closed POD Assistant Manager and receive training.

Coordinate POD set-up; use Closed POD Set-Up Instructions (Appendix 5 in Closed POD Planning Guide) for assistance.

Closed POD Plan

Plan Updated: <XX/XX/XXXX>

Coordinate the printing of needed Closed POD Registration Forms.
Recruit additional people to assist Registration/Training/Break Room staff with staff registration.
Train Non-Medical (Logistics) staff as they arrive. Training outline:
Disaster response activities and recommended prophylaxis
POD organizational chart
POD layout and flow (See Closed POD Plan or Generic Closed POD Layouts (Appendix 5 in Closed POD Planning Guide))
Job Action Sheets and forms
Area/desk assignments:
Registration/Training/Break Room: Assign Registration/Training/Break Room staff to desks in the room.
Supply Supervisor: Assign Supply Supervisor to the Supply room/area.
Runners: Assign Runners to each of the function areas. Runners must ensure that the function areas have all of the needed supplies at all times. Assign one runner (or a pharmacist, if available) to make the pediatric suspensions (if applicable) in the Supply room, according to the instructions received with the stockpile.
Facility Supervisor: Assign Facility Supervisor to float throughout the Closed POD.

ON-GOING ACTIONS

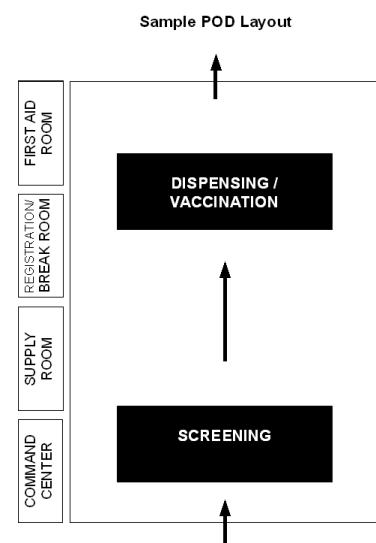
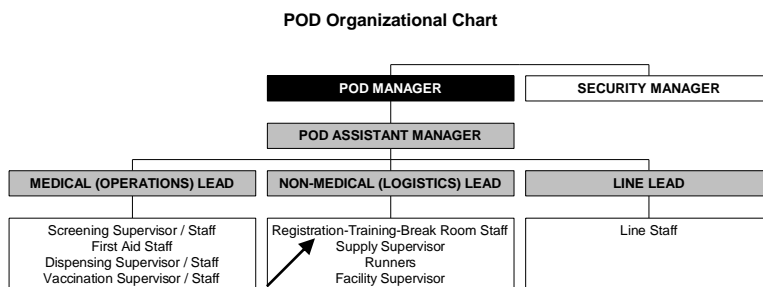
Notify the Supply Supervisor if an area needs its supplies restocked.
Provide regular status and situation update to Closed POD Assistant Manager.
Listen for and correct rumors. Make Closed POD Assistant Manager aware of rumors.
Assign, account for, and maintain Closed POD communications equipment (if available).
Move staff between functions as necessary to keep the Closed POD operations moving as smoothly as possible.
Anticipate, identify, and solve problems as soon as possible.

FINAL ACTIONS

When the Closed POD Assistant Manager tells you that you have completed your shift, finish your current task, allow your replacement to take your place and answer your replacement's questions.
Participate in a debriefing session and report any relevant concerns or suggestions for improving the Closed POD operations.
Sign-out at the Registration desk in the Staff Break Room.

REGISTRATION / TRAINING / BREAK ROOM

In the event of a large public health emergency, the Philadelphia Department of Public Health (PDPH) is responsible for providing medication and vaccine to the entire Philadelphia population as soon as possible. This task will be accomplished by opening up public mass dispensing / vaccination centers, called Medication Centers (Points of Dispensing - PODs) as well as Closed PODs that are only open to specific populations. Closed PODs can be located at businesses, nursing homes, universities, and other types of organizations that serve a specific group or population. **This document describes in detail the very important role you will play in this response**, however you must also be ready and willing to assist with other Closed POD staff positions and tasks as assigned. Please note the sample POD Organizational Chart below and how you fit into the POD command structure. (Note: Your Closed POD may not require all listed roles in order to operate). Always follow the chain of command and only report to your immediate supervisor.



DIRECT SUPERVISOR

Non-Medical (Logistics) Lead

TASK

Register Closed POD staff, oversee staff break room/area, provide staff training when Non-Medical (Logistics) and Medical (Operations) Leads are busy.

QUALIFICATIONS

Non-medical

PAPERWORK

Closed POD Staff Registration Forms, Closed POD Assignment Forms, Closed POD Staff Roster and Closed Pod Plan (if available), Closed POD Planning Guide

IMMEDIATE ACTIONS

Complete POD staff registration process.

Report to the Non-Medical (Logistics) Lead and receive training.

Closed POD Plan

Plan Updated: <XX/XX/XXXX>

Coordinate POD set-up; use Closed POD Set-Up Instructions (Appendix 5 in Closed POD Planning Guide) for assistance.

REGISTRATION/TRAINING/BREAK ROOM STANDARD OPERATING PROCEDURES

Objectives of POD Staff Registration

- Assign staff to roles/positions within the Closed POD staffing plan. (Some or all staff may be pre-assigned in the Closed POD Plan. In this case, rosters with names assigned to positions should be used when possible.)
- If no Closed POD Staffing Plan or Closed POD Plan exists, use Appendix 3 (Closed POD Model Staffing Tool) in the Closed POD Planning guide to estimate number of staff needed for each staff role.
- Provide staff with necessary equipment, information to do their job.
- Collect basic contact information for every staff member working in the POD.

POD Staff Registration

Step 1:

- Set up 2 tables with the following forms and equipment to process new staff.
 - Table 1: Closed POD Organizational Chart (if available in Closed POD Plan), POD Staff Roster (if available), Closed POD Staff Registration Forms, Closed POD Assignment Form, name tags, and pens.
 - Table 2: Job Action Sheets, Day of Training forms, pens (optional supplies: vests, lab coats, clipboards, walkie-talkies).

Step 2:

- New worker presents to Table 1 with valid photo identification.
- Registration staff verify new worker's name on pre-assigned POD Staff Roster (if available) and tells new worker their Closed POD position OR
- IF PRE-ASSIGNED ROSTER IS NOT AVAILABLE, Registration staff should assign new worker to a Closed POD position based on information collected on "Closed POD Staff Registration" form (e.g., healthcare professional, bi-lingual).
- Write new worker's name on "Closed POD Staff Assignment Form" and write Closed POD position on "Closed POD Staff Registration" form.
- Registration staff give new worker back their completed "Closed POD Staff Registration" form and a name tag (if available and needed).

Step 3:

- New worker goes to registration Table 2 and Registration staff give Job Actions Sheets and Day of Training Materials based on assigned Closed POD position.
- Registration staff keep "Closed POD Staff Registration" form and direct new worker to training with supervisor.

Step 4:

- Registration staff alphabetize "Closed POD Staff Registration" forms.
- Ensure Closed POD staff sign out on their "Closed POD Staff Registration" form and return all issued equipment (if any) when they complete their shift before leaving the Closed POD.

Other duties/General

- Manage the staff break room.
- Runners will restock supplies; notify your supervisor if you notice that supplies are running low.
- Anticipate, identify and solve problems as soon as possible.

FINAL ACTIONS

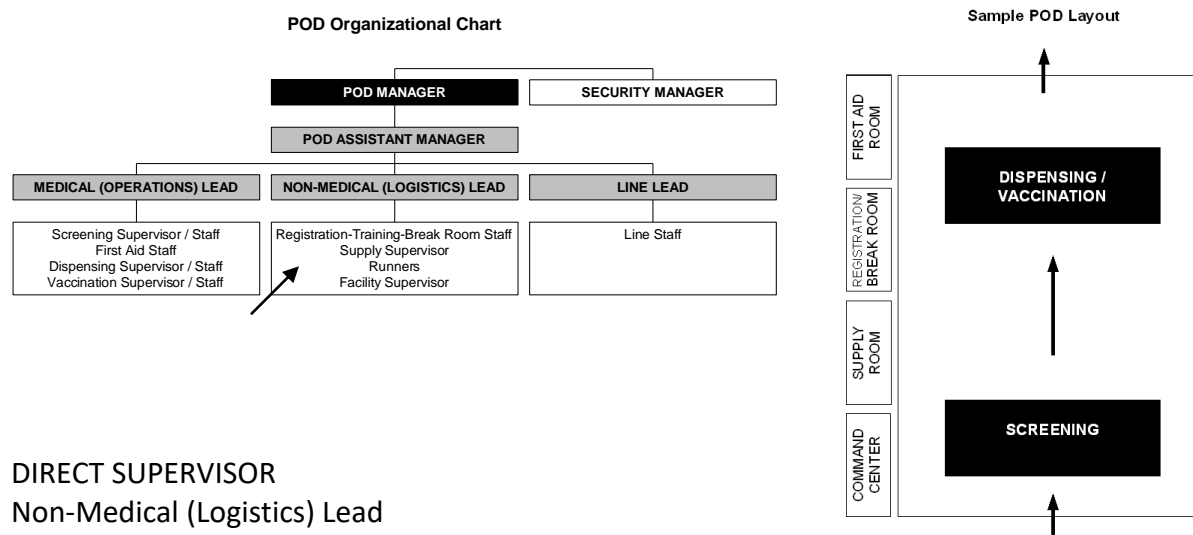
When the Closed POD Assistant Manager tells you that you have completed your shift, finish your current task, allow your replacement to take your place and answer your replacement's questions.

Participate in a debriefing session and report any relevant concerns or suggestions for improving the Closed POD operations.

Sign-out at the Registration desk in the Staff Break Room.

RUNNER

In the event of a large public health emergency, the Philadelphia Department of Public Health (PDPH) is responsible for providing medication and vaccine to the entire Philadelphia population as soon as possible. This task will be accomplished by opening up public mass dispensing / vaccination centers, called Medication Centers (Points of Dispensing - PODs) as well as Closed PODs that are only open to specific populations. Closed PODs can be located at businesses, nursing homes, universities, and other types of organizations that serve a specific group or population. **This document describes in detail the very important role you will play in this response**, however you must also be ready and willing to assist with other Closed POD staff positions and tasks as assigned. Please note the sample POD Organizational Chart below and how you fit into the POD command structure. (Note: Your Closed POD may not require all listed roles in order to operate). Always follow the chain of command and only report to your immediate supervisor.



DIRECT SUPERVISOR

Non-Medical (Logistics) Lead

TASK

Support Closed POD operations by delivering supplies and forms to Closed POD function areas as needed.

QUALIFICATIONS

Non-medical, ability to lift and carry heavy items, ability to stand on your feet for long periods of time

IMMEDIATE ACTIONS

Complete POD staff registration process.

Report to the Non-Medical (Logistics) Lead and receive training.

Coordinate POD set-up; use Closed POD Set-Up Instructions (Appendix 5 in Closed POD Planning Guide) for assistance.

Make copies of all needed forms for Closed POD Operations (refer to Closed POD Plan)

Closed POD Plan

Plan Updated: <XX/XX/XXXX>

ON-GOING ACTIONS

Monitor supply and form levels in function areas. Re-stock supplies and forms as necessary.

FINAL ACTIONS

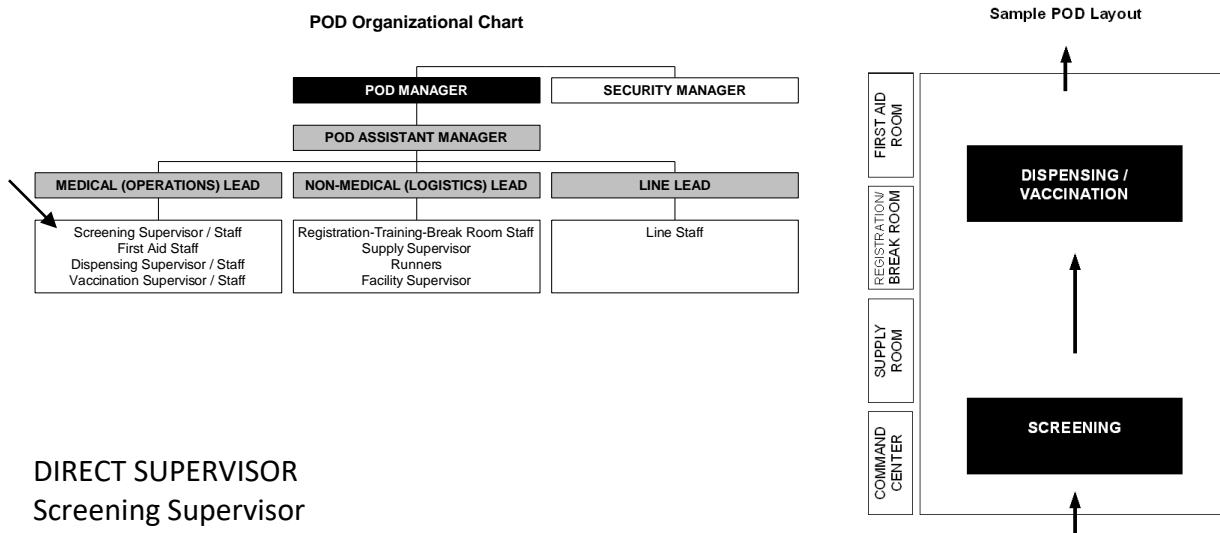
When the Closed POD Assistant Manager tells you that you have completed your shift, finish your current task, allow your replacement to take your place and answer your replacement's questions.

Participate in a debriefing session and report any relevant concerns or suggestions for improving the Closed POD operations.

Sign-out at the Registration desk in the Staff Break Room.

SCREENING STAFF

In the event of a large public health emergency, the Philadelphia Department of Public Health (PDPH) is responsible for providing medication and vaccine to the entire Philadelphia population as soon as possible. This task will be accomplished by opening up public mass dispensing / vaccination centers, called Medication Centers (Points of Dispensing - PODs) as well as Closed PODs that are only open to specific populations. Closed PODs can be located at businesses, nursing homes, universities, and other types of organizations that serve a specific group or population. **This document describes in detail the very important role you will play in this response**, however you must also be ready and willing to assist with other Closed POD staff positions and tasks as assigned. Please note the sample POD Organizational Chart below and how you fit into the POD command structure. (Note: Your Closed POD may not require all listed roles in order to operate). Always follow the chain of command and only report to your immediate supervisor.



DIRECT SUPERVISOR
Screening Supervisor

TASK
Review screening form, recommend medication/vaccination.

QUALIFICATIONS
Non-medical or licensed medical professional

PAPERWORK
Screening form, Medication / Vaccine Information sheet; Screening algorithm; Pediatric Dosing Guidelines; Form that describes the exposure

IMMEDIATE ACTIONS
Complete POD staff registration process.
Report to the Medical (Operations) Lead and receive training.
Coordinate POD set-up; use Closed POD Set-Up Instructions (Appendix 5 in Closed POD Planning Guide) for assistance.

Closed POD Plan

Plan Updated: <XX/XX/XXXX>

SCREENING STANDARD OPERATING PROCEDURES

Raise your Green card to indicate to the Line staff that you are available for the next client.

Ask the client for their completed screening form.

Use the algorithm to recommend medication or vaccine.

Step 1) Select Medication: circle the appropriate medication on the screening form.

Step 2) Select Dose:

- For individuals ages 9 and over, check the "Adult" box.
- For children less than 9 years old, check the appropriate "Child" box and mark the number of teaspoons needed every 12 hours (or every 8 hours if amoxicillin) using the dosing guide found with the screening algorithm. Medication Dispensing will give the client a medication crushing instruction sheet if suspension is not available.

Request additional assistance if necessary.

- Translation: If the client does not speak English well enough to complete the assessment, ask for Translation assistance.
- Mental Health Counseling: If a client is too distressed, upset or anxious to complete the assessment, ask for Mental Health Counseling assistance.

General

- If you have a question, hold up the Red sign and your supervisor will come to your table.
- Runners will restock supplies; notify your supervisor if you notice that supplies are running low.
- Anticipate, identify and solve problems as soon as possible.

FINAL ACTIONS

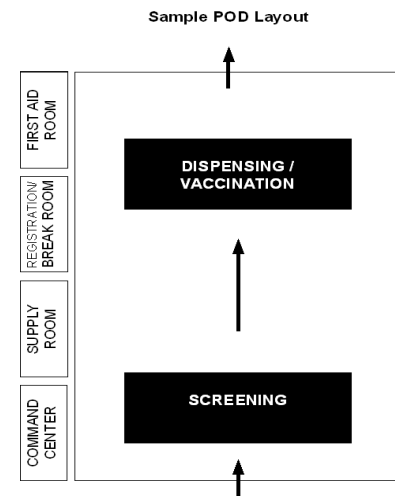
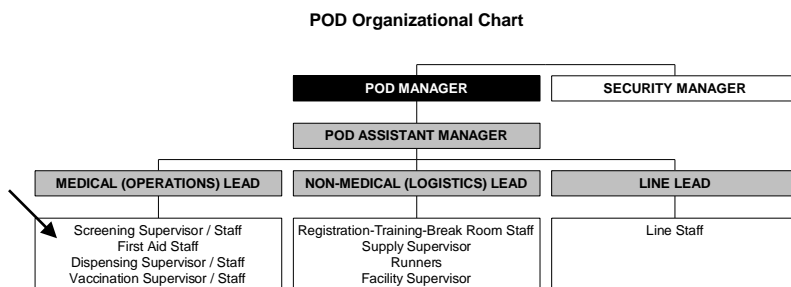
When the Closed POD Assistant Manager tells you that you have completed your shift, finish your current task, allow your replacement to take your place and answer your replacement's questions.

Participate in a debriefing session and report any relevant concerns or suggestions for improving the Closed POD operations.

Sign-out at the Registration desk in the Staff Break Room.

SCREENING SUPERVISOR

In the event of a large public health emergency, the Philadelphia Department of Public Health (PDPH) is responsible for providing medication and vaccine to the entire Philadelphia population as soon as possible. This task will be accomplished by opening up public mass dispensing / vaccination centers, called Medication Centers (Points of Dispensing - PODs) as well as Closed PODs that are only open to specific populations. Closed PODs can be located at businesses, nursing homes, universities, and other types of organizations that serve a specific group or population. **This document describes in detail the very important role you will play in this response**, however you must also be ready and willing to assist with other Closed POD staff positions and tasks as assigned. Please note the sample POD Organizational Chart below and how you fit into the POD command structure. (Note: Your Closed POD may not require all listed roles in order to operate). Always follow the chain of command and only report to your immediate supervisor.



DIRECT SUPERVISOR

Medical (Operations) Lead

TASK

Oversee Screening staff. Screening staff review completed screening forms and recommend medication/recommend vaccination.

QUALIFICATIONS

Licensed medical professional

PAPERWORK

Screening form, Medication / Vaccine Information sheet; Screening algorithm; Pediatric Dosing Guidelines; Form that describes the exposure

IMMEDIATE ACTIONS

Complete POD staff registration process. Show valid photo ID (city employees must show city ID, hospital/other employees must show work ID).

Report to the Medical (Operations) Lead and receive training.

Coordinate POD set-up; use Closed POD Set-Up Instructions (Appendix 5 in Closed POD Planning Guide) for assistance.

Closed POD Plan

Plan Updated: <XX/XX/XXXX>

SCREENING STANDARD OPERATING PROCEDURES

Raise your Green card to indicate to the Line staff that you are available for the next client.

Ask the client for their completed screening form.

Use the algorithm to recommend medication or vaccine.

Step 1) Select Medication: circle the appropriate medication on the screening form.

Step 2) Select Dose:

- For individuals ages 9 and over, check the "Adult" box.
- For children less than 9 years old, check the appropriate "Child" box and mark the number of teaspoons needed every 12 hours (or every 8 hours if amoxicillin) using the dosing guide found with the screening algorithm. Medication Dispensing will give the client a medication crushing instruction sheet if suspension is not available.

Request additional assistance if necessary.

- Translation: If the client does not speak English well enough to complete the assessment, ask for Translation assistance.
- Mental Health Counseling: If a client is too distressed, upset or anxious to complete the assessment, ask for Mental Health Counseling assistance.

General

- If you have a question, hold up the Red sign and your supervisor will come to your table.
- Runners will restock supplies; notify your supervisor if you notice that supplies are running low.
- Anticipate, identify and solve problems as soon as possible.

FINAL ACTIONS

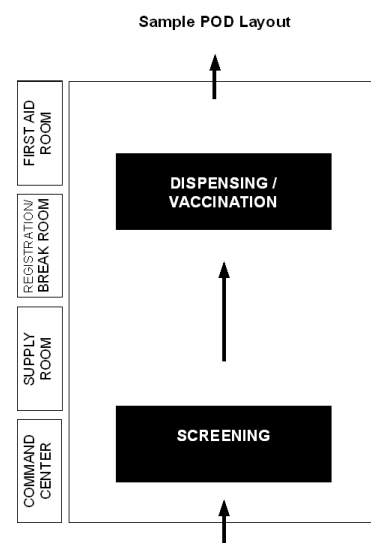
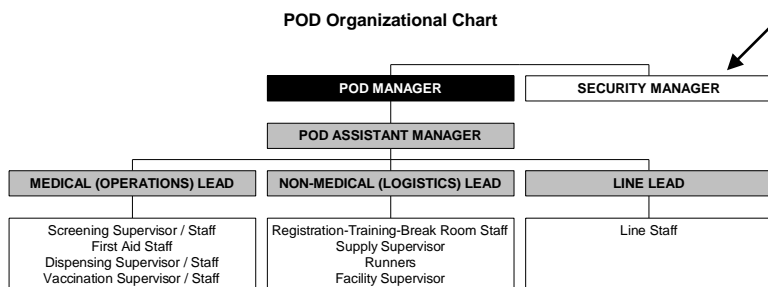
When the Closed POD Assistant Manager tells you that you have completed your shift, finish your current task, allow your replacement to take your place and answer your replacement's questions.

Participate in a debriefing session and report any relevant concerns or suggestions for improving the Closed POD operations.

Sign-out at the Registration desk in the Staff Break Room.

SECURITY MANAGER

In the event of a large public health emergency, the Philadelphia Department of Public Health (PDPH) is responsible for providing medication and vaccine to the entire Philadelphia population as soon as possible. This task will be accomplished by opening up public mass dispensing / vaccination centers, called Medication Centers (Points of Dispensing - PODs) as well as Closed PODs that are only open to specific populations. Closed PODs can be located at businesses, nursing homes, universities, and other types of organizations that serve a specific group or population. **This document describes in detail the very important role you will play in this response**, however you must also be ready and willing to assist with other Closed POD staff positions and tasks as assigned. Please note the sample POD Organizational Chart below and how you fit into the POD command structure. (Note: Your Closed POD may not require all listed roles in order to operate). Always follow the chain of command and only report to your immediate supervisor.



DIRECT SUPERVISOR

Closed POD Manager

TASK

Responsible for overall Closed POD security, including staff and supply security, crowd control and traffic control.

QUALIFICATIONS

Training with security and/or safety operations

IMMEDIATE ACTIONS

Meet with the Closed POD Manager and current Security Manager and receive briefing. Walk through the facility with Closed POD Manager to ensure that the facility is secure; ensure doors leading outside the facility are secure and escort to the exit door anyone who does not belong in the facility. Assign Security Staff (if available or needed) to their designated locations. Recommended placement assignments:
Facility entrance / exit

Closed POD Plan

Plan Updated: <XX/XX/XXXX>

Supply entrance (e.g., loading dock)
Screening / Dispensing / Vaccination area entrance / exit / within
Supply room door
Outside facility for crowd control
Parking lot and/or street for traffic control
Work with Registration/Training/Break Room staff to identify Closed POD staff.

ON-GOING ACTIONS

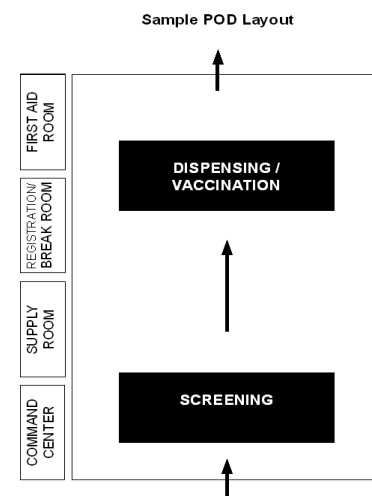
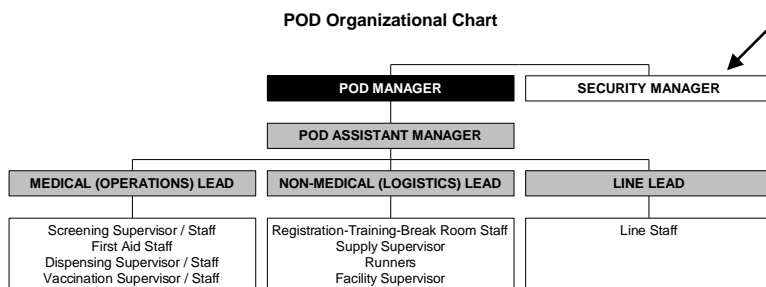
Maintain secure storage for supplies and medication.
Continue to secure inner perimeter and ensure presence inside the Closed POD to protect staff and operations and maintain order.
Ensure the flow plan is followed and the clients do not breach the exit. Work with the Line staff to ensure the crowd waiting to enter the Closed POD forms a line, stays in line and maintains order. Do not allow the crowd to bring large bags into the Closed POD or place them outside the facility.
Ensure the individuals entering the Closed POD are part of the designated groups of the Closed POD dispensing population.
Listen for and correct rumors. Make the Closed POD Manager aware of rumors.

FINAL ACTIONS

Brief your replacement on Closed POD operations.
Report to the Closed POD Manager any relevant concerns or suggestions for improving the Closed POD operations.

SECURITY STAFF

In the event of a large public health emergency, the Philadelphia Department of Public Health (PDPH) is responsible for providing medication and vaccine to the entire Philadelphia population as soon as possible. This task will be accomplished by opening up public mass dispensing / vaccination centers, called Medication Centers (Points of Dispensing - PODs) as well as Closed PODs that are only open to specific populations. Closed PODs can be located at businesses, nursing homes, universities, and other types of organizations that serve a specific group or population. **This document describes in detail the very important role you will play in this response**, however you must also be ready and willing to assist with other Closed POD staff positions and tasks as assigned. Please note the sample POD Organizational Chart below and how you fit into the POD command structure. (Note: Your Closed POD may not require all listed roles in order to operate). Always follow the chain of command and only report to your immediate supervisor.



DIRECT SUPERVISOR
Security Manager

TASK

Responsible for overall Closed POD security, including staff and supply security, crowd control and traffic control.

QUALIFICATIONS

Training with security and/or safety operations

IMMEDIATE ACTIONS

Report to the Security Manager and receive briefing.

Work with Registration/Training/Break Room staff to identify Closed POD staff.

ON-GOING ACTIONS

Maintain secure storage for supplies and medication.

Continue to secure inner perimeter and ensure presence inside the Closed POD to protect staff and operations and maintain order.

Ensure the flow plan is followed and the clients do not breach the exit. Work with the Line staff to ensure the crowd waiting to enter the Closed POD forms a line, stays in line and maintains

Closed POD Plan

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Ensure the individuals entering the Closed POD are part of the designated groups of the Closed POD dispensing population.

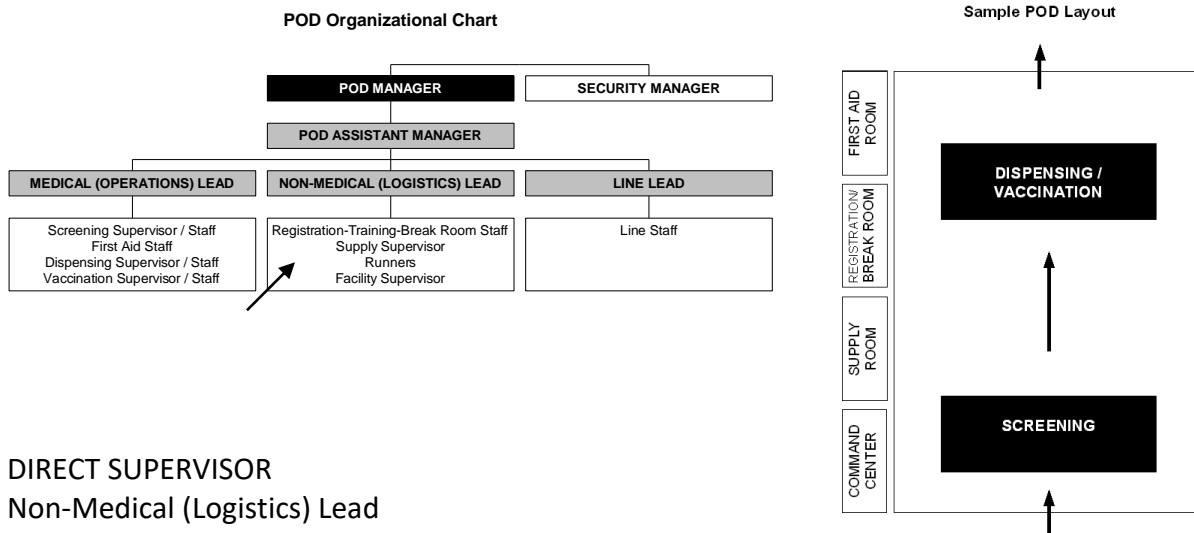
Listen for and correct rumors. Make Security Manager aware of rumors.

FINAL ACTIONS

Report to the Security Manager any relevant concerns or suggestions for improving the Closed POD operations.

SUPPLY SUPERVISOR

In the event of a large public health emergency, the Philadelphia Department of Public Health (PDPH) is responsible for providing medication and vaccine to the entire Philadelphia population as soon as possible. This task will be accomplished by opening up public mass dispensing / vaccination centers, called Medication Centers (Points of Dispensing - PODs) as well as Closed PODs that are only open to specific populations. Closed PODs can be located at businesses, nursing homes, universities, and other types of organizations that serve a specific group or population. **This document describes in detail the very important role you will play in this response**, however you must also be ready and willing to assist with other Closed POD staff positions and tasks as assigned. Please note the sample POD Organizational Chart below and how you fit into the POD command structure. (Note: Your Closed POD may not require all listed roles in order to operate). Always follow the chain of command and only report to your immediate supervisor.



DIRECT SUPERVISOR

Non-Medical (Logistics) Lead

TASK

Set-up facility with staff assistance, order and organize SNS, food, office supplies, forms, educational materials and tactical communications equipment.

QUALIFICATIONS

Non-medical, good organizational skills

PAPERWORK

Medication / Vaccine and Form Tracking Charts

IMMEDIATE ACTIONS

Complete Closed POD staff registration process.

Report to the Non-Medical (Logistics) Lead and receive training.

Coordinate POD set-up; use Closed POD Set-Up Instructions (Appendix 5 in Closed POD Planning Guide) for assistance.

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ON-GOING ACTIONS

Manage Supply room.

Track the medication / vaccine and forms coming into and going out of the Supply room on the respective tracking forms.

FINAL ACTIONS

When the Closed POD Assistant Manager tells you that you have completed your shift, finish your current task, allow your replacement to take your place and answer your replacement's questions.

Participate in a debriefing session and report any relevant concerns or suggestions for improving the Closed POD operations.

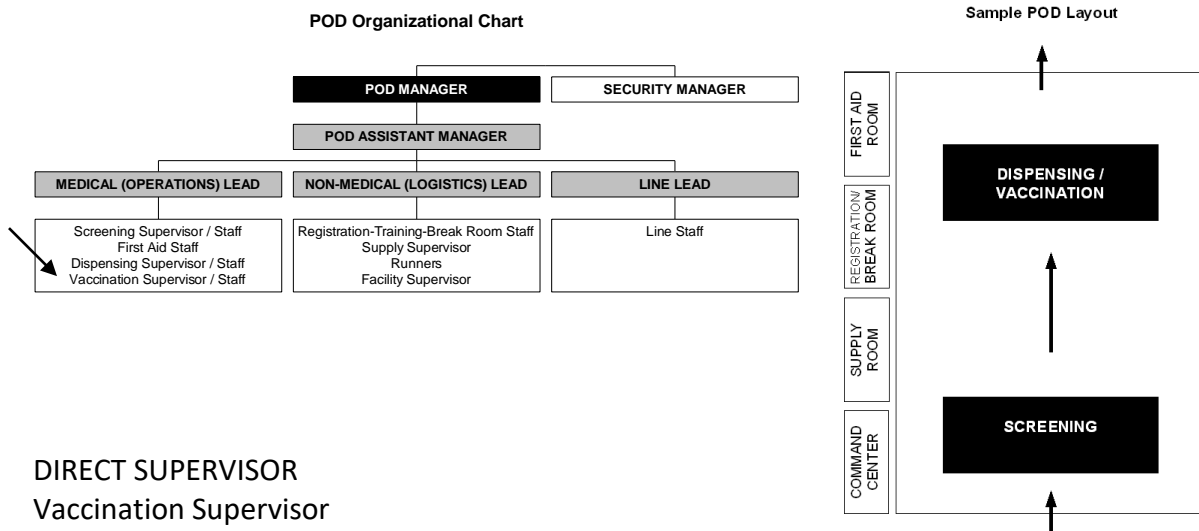
Sign-out at the Registration desk in the Staff Break Room.

Sample Medication/Vaccine Tracking Chart

Time	Medication/Vaccine Doses In	Medication/Vaccine Doses Out	Balance
8:00 AM	18,000		18,000
11:00 AM		5,000	13,000
12:30 PM	15,000		28,000
2:00 PM		8,000	20,000
7:00 PM		2,000	18,000
9:30 PM	5,000		23,000

VACCINATION STAFF

In the event of a large public health emergency, the Philadelphia Department of Public Health (PDPH) is responsible for providing medication and vaccine to the entire Philadelphia population as soon as possible. This task will be accomplished by opening up public mass dispensing / vaccination centers, called Medication Centers (Points of Dispensing - PODs) as well as Closed PODs that are only open to specific populations. Closed PODs can be located at businesses, nursing homes, universities, and other types of organizations that serve a specific group or population. **This document describes in detail the very important role you will play in this response**, however you must also be ready and willing to assist with other Closed POD staff positions and tasks as assigned. Please note the sample POD Organizational Chart below and how you fit into the POD command structure. (Note: Your Closed POD may not require all listed roles in order to operate). Always follow the chain of command and only report to your immediate supervisor.



DIRECT SUPERVISOR

Vaccination Supervisor

TASK

Vaccinate clients as recommended by screeners.

QUALIFICATIONS

Licensed medical professional

PAPERWORK

Vaccine Information sheet

IMMEDIATE ACTIONS

Complete POD staff registration process.

Report to the Medical (Operations) Lead and receive training.

Coordinate POD set-up; use Closed POD Set-Up Instructions (Appendix 5 in Closed POD Planning Guide) for assistance.

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VACCINATION STANDARD OPERATING PROCEDURES

Raise your Green card to indicate to the Line staff that you are available for the next patient.

Ask the client for their completed screening form.

- Review form for screener's vaccination recommendation.

Administer vaccine.

- Hand the client one vaccine information sheet.

Complete paperwork.

- After you have administered the vaccine, at the bottom of the screening form, fill out the portion of the form that says, "For Clinic Use Only."
- Place the screening form in the box on the table.

Tell the client to exit the POD.

- If the client has questions, instruct the client to read the vaccine information sheet, call the hotline number or visit the website listed on the sheet, and/or call their family doctor.

General

- Vaccination staff and Vaccination staff assistants should switch positions every thirty minutes as directed by the Vaccination Supervisor.
- If you have a question, hold up the Red sign and your supervisor will come to your table.
- Runners will restock supplies; notify your supervisor if you notice that supplies are running low.
- Anticipate, identify and solve problems as soon as possible.

Before and during clinic operations, Vaccination staff assistants complete the following tasks:

- Strip needles from paper wrappers.
- Carefully tighten hub of each needle (be careful not to bend the syringe) before drawing up vaccine.
- Draw up vaccine.
- Recap needle.

FINAL ACTIONS

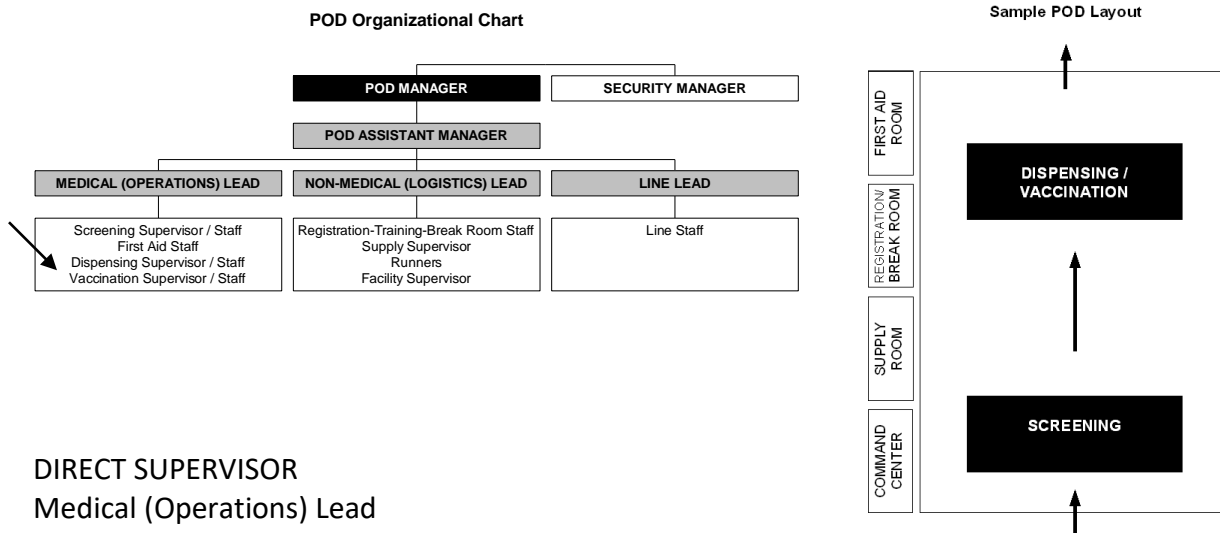
When the Closed POD Assistant Manager tells you that you have completed your shift, finish your current task, allow your replacement to take your place and answer your replacement's questions.

Participate in a debriefing session and report any relevant concerns or suggestions for improving the Closed POD operations.

Sign-out at the Registration desk in the Staff Break Room.

VACCINATION SUPERVISOR

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DIRECT SUPERVISOR

Medical (Operations) Lead

TASK

Oversee Vaccination staff. Vaccination staff give vaccinations as recommended by screeners.

QUALIFICATIONS

Licensed medical professional

PAPERWORK

Vaccine Information sheet

IMMEDIATE ACTIONS

Complete POD staff registration process.

Report to the Medical (Operations) Lead and receive training.

Coordinate POD set-up; use Closed POD Set-Up Instructions (Appendix 5 in Closed POD Planning Guide) for assistance.

Closed POD Plan

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VACCINATION STANDARD OPERATING PROCEDURES

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Sign-out at the Registration desk in the Staff Break Room.