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.

1. Access & Secure Dispensing Area

A. Confirm availability of dispensing area and perform security sweep

- ❑ The on-site facilities personnel unlock doors needed to gain access to the POD
- ❑ Staff perform security sweep of areas surrounding the POD
- ❑ Lights and heat/air conditioning are turned on as needed
- ❑ Select areas for POD functions based on layout of type of POD **(HIP)** Select areas for:
  - Screening/Dispensing/Expressing Dispensing operations (Medication only)
  - Screening /Vaccination operations (Vaccination only)
  - Screening/Vaccination/Dispensing operations (Medication and vaccine dispensing)
- ❑ If appropriate, select and unlock additional areas for:
  - Registration/Break Room/Area
  - Command Center (or table)
  - First Aid Room/Area
  - Supply Room/Area

2. Gather Supplies & Assign Roles

A. Locate pre-printed POD signs and forms, download any needed real-time documents from the PDPH Health Information Portal **(HIP)**.

B. Assign Leadership Roles amongst staff present, if not previously assigned

- ❑ Positions may include: Closed POD Manager, Closed POD Assistant Manager, Operations (Medical) Lead, Logistics (Non-Medical) Lead, and Line Lead
- ❑ 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
A. Distribute medications and/or vaccine to POD staff and POD staff family members ❑ POD staff fills out Head of Household forms for themselves and their families (medication POD) **(HIP)** ❑ A screening form must be filled out for each individual receiving vaccine (vaccination POD) **(HIP)**
9. Open POD
A. Closed POD Manager contacts PHECC prior to beginning POD operations ❑ Once POD set-up is complete, all staff are trained, and medications have arrived, the Closed POD manager will contact the PDPH PHECC ❑ The PDPH PHECC will inform Closed POD Manager when to begin operations. B. All POD staff take positions ❑ At time designated by PHECC, the Closed POD may begin dispensing medication to our population