Closed POD Process Flowchart

Emergency Occurs

1 Alert Phase

- PDPH Activates Mass Prophylaxis Plan
- PDPH sends emergency alert to all Closed PODs notifying them of the event and to stand-by for possible activation
- Closed POD POC acknowledges receipt of alert

2 Notification Phase

- PDPH determines which Closed PODs are activated
- Closed PODs are notified to activate their plans or stand down
- Closed POD POC confirms receipt of notification
- PDPH requests MCM receiving POC information and dispensing population estimate from activated Closed PODs
- Closed POD POC responds to PDPH with requested information
- Closed POD POC notifies Closed POD staff to stand-by
- Logistics Lead or designated personnel determine availability of designated Closed POD site(s)

- PA DOH requests delivery of MCMs from SNS
- PA DOH receives MCMs from SNS
- PDPH receives MCMs at their LLN warehouses
- PDPH coordinates distribution of MCMs to all Closed PODs

Key

LLN: Local Logistics Node
MCMs: Medical Countermeasures
PA DOH: Pennsylvania Department of Health
PDPH: Philadelphia Department of Public Health
PHECC: Public Health Emergency Coordination Center
POC: Point of Contact
POD: Point of Distribution
SNS: Strategic National Stockpile

3 Activation Phase (Preparation and MCM Transfer)

- PDPH notifies Closed POD when and where to pick-up or receive MCMs
- Closed POD POC confirms receipt of activation alert
- Closed POD leadership staff report to dispensing location
- Closed POD POC briefs leadership staff
- Closed POD staff are notified to report to dispensing location
- Closed POD staff clear all designated dispensing areas
- Dispensing Population is informed about what information they should know prior to arriving and where and when to report to receive MCMs

- Closed POD POC accesses necessary dispensing forms and designates staff to make needed copies
- Security staff secure Closed POD site
- MCMs are picked-up or received by receiving POC and stored in a secure location
- Logistics Lead or security staff verify amount of received MCMs

- Designated dispensing location and Closed POD staff are available and ready

4 Closed POD Briefing and Set up Phase

- Closed POD staff sign in
- Closed POD Manager briefs all Closed POD staff
- Closed POD Manager assigns/ deploys Closed POD staff
- Section Leads conduct Just-in-Time Trainings and hand out Job Action Sheets
- Closed POD staff set up Closed POD site
- Closed POD staff receive their MCMs
- Notify PHECC of when Closed POD is ready to open
- PDPH gives order to stand-by or to begin dispensing

5 Dispensing Phase

- PDPH gives order to begin dispensing
- Closed POD Manager opens site to dispensing population
- Closed POD staff dispense MCMs to dispensing population
- 4 hours after receipt of MCMs, Logistics Lead reports MCM inventory to PHECC
- Configure and operate a scaled-back or ramped-up POD model if needed
- Entire dispensing population receives MCMs; dispensing ends
- Notify PHECC when entire dispensing population has received MCMs
- PDPH gives order to either stand-by or stand down

6 Stand-down Phase

- PDPH gives stand down message
- Closed POD stands down
- Logistics Lead gathers unused MCMs and completes Closed POD Final Summary Form
- Logistic Lead or designee returns all unused MCMs and all collected forms to the PDPH LLN
- Closed POD staff shut down Closed POD, debrief, and sign out
- Closed POD POC or Logistics Lead completes and submits necessary reports to PDPH