Closed POD Process Flowchart

Updated: 5/30/2024

| Phase 1: Alert Phase | PDPH is notified of a public health event. | PDPH activates Closed POD Plan. | PDPH alerts Closed POD points-of-contact of incident. | Points-of-contact acknowledge receipt of notification. | | |
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| Phase 2: MCM Acquisition Phase | PDPH notifies which PODs to activate and which to stand down. | Activated POD points-of-contact provide population estimates. | PODs notify staff to be standby for dispensing. | PA DOH requests and receives MCMs from SNS. | PDPH receives MCMs. | |
| Phase 3: Activation Phase | POD Leadership report to dispensing site. | Security staff clears POD site. | POD staff reports to dispensing sites. | PDPH and POD leadership coordinate MCM handoff. | MCMs are received by POD and stored in secure location at dispensing site. | |
| Phase 4: POD Briefing and Set-up | POD staff acquires the necessary forms from the HIP and makes copies as needed. | POD manager briefs and assigns staff members to assigned roles. | Section Leads conduct Just-in- Time trainings and hand out Job Action Sheets. | POD staff stage dispensing site according to dispensing plans. | POD Leadership notify PHECC when POD is ready for dispensing. | POD leadership distributes dispensing information to their population. |
| Phase 5: Dispensing Phase | PDPH notifies POD to begin dispensing or stand-by. | POD begins dispensing when instructed by PDPH. | POD staff dispense MCMs to population according to their plan. | 4 hours after receiving MCMs, POD Lead reports MCM inventory to PHECC. | POD operations are scaled back or ramped-up as determined by leads. | POD leads notify PHECC when dispensing is complete. |
| Phase 6: Stand-down Phase | PDPH gives stand- down message. | Closed POD stops dispensing and closes site. | POD Leads gather unused MCMs and completes POD summary form. | POD Leads return all unused MCMs and forms to PDPH LLN. | Closed POD staff debrief and are dismissed. | POD Leadership works with PDPH to ensure all reports are completed. |

Key:

LLN: Local Logistics Node **MCMs**: Medical Countermeasures **POD**: Point of Dispensing

PA DOH: Pennsylvania Department of Public Health PDPH: Philadelphia Department of Public Health

PHECC: Public Health Emergency Coordination Center SNS: Strategic National Stockpile