

Becoming a Closed POD (Pills Only)

A Closed Point-of-Dispensing (POD) is a private site designated to handout life-saving medical countermeasures (MCMs) to a specific population during a public health emergency. As a Closed POD, an organization develops and coordinates a plan to receive and dispense MCMs to their staff, residents, and their families during an emergency. As a pills only POD, medically licensed staff are not required to be on-site for dispensing.

- 1. Decide to participate in the Closed POD program.**
 - Your organization should coordinate with administrators and emergency coordinators to determine if becoming a Closed POD would be beneficial for your organization.
- 2. Contact PDPH Closed POD program coordinators at ClosedPOD@phila.gov to express interest in becoming a Closed POD.**
 - A PDPH representative will respond to your email request with more information about the Closed POD program and next steps.
- 3. Provide contact information for agency points-of-contact and organization information.**
 - Points-of-contact should be emergency coordinators and organizational decision-makers.
 - Contact information should include emails and phone numbers.
 - Points-of-contact will be enrolled in PDPH's Everbridge mass notification system.
- 4. Assess organizational capacity.**
 - Closed POD should identify the following as part of their POD planning:
 - Determine optimal spaces to operate a Closed POD.
 - Determine which employees will be available to staff the POD.
 - Determine the communication methods to contact Closed POD staff and Closed POD populations for dispensing.
 - Determine any legal and logistics concerns that should be reviewed by your agency's legal and/or HR departments.
 - Identify your agency's populations who will receive MCM during a Closed POD.
 - Estimate the number of individuals who will receive MCM at your Closed POD, including:
 - Staff and employees
 - Patients, residents, and/or guests
 - Contractors or vendors
 - Household members of staff and employees
- 5. Develop Closed POD Plan.**
- 6. Participate in trainings and exercises.**
 - PDPH will conduct a Closed POD notification drill each year.
 - Points-of-contact are expected to respond to a simulated activation message.

- Periodically, PDPH will conduct a full-scale Closed POD exercise in which Closed POD partners will be expected to prepare their staff and facility to operate a full execution of their Closed POD Plan.

7. Resources

- Closed POD Plan Template
- Closed POD Security Plan
- PDPH Health Information Portal
- Closed POD Health Information Portal Resource Page