Training Objectives

Upon completion you will be able to:

- Describe the Strategic National Stockpile (SNS)
- Describe a Point of Dispensing (POD)
- Identify why, when, where and how a POD is activated
- Collaborate with County Public Health to establish a Closed POD
Using the Audience Response System (ARS)

- Click the **number** corresponding to the **answer** you would like to choose.
- If you are unsure if you pressed the button correctly, just press the button again, the computer will only collect a single answer for each unit.
- Response cards use radio frequency, so it doesn’t matter where you point it.
- If you don’t know what a button is for...you probably shouldn’t press it.
- If you chose the wrong number, sorry no take-backs, but you aren’t really on a game show even if it feels like it!
- **Please return the ARS cards to the facilitators at the end of the training.**

At this point, my feelings about a New York winter are similar to how I feel about....

1. A cup of hot cocoa in front of a warm fire  **33%**
2. Getting my wisdom teeth pulled out without any anesthesia  **33%**
3. I have no feelings because it is still too cold!  **33%**
A Public Health Threat is Identified

Which disaster or emergency are you most concerned will affect your agency’s ability to function?

1. H1N1 Pandemic Influenza
2. Seasonal Influenza
3. Disease outbreak (other than influenza)
4. Industrial accident near your facility
5. Other
Local Government Response

- A local jurisdiction will attempt to manage a public health emergency by utilizing local resources.

- If local resources are, or are believed to become insufficient to manage this emergency, then a request is made for the deployment of state assets.

Do you keep any extra supplies on hand at your facility in case of an emergency or disaster?

1. Yes
2. No
3. Not sure

33% 33% 33%
State Government Response

- New York State (NYS) provides additional resources to assist counties

- This may include:
  - Vaccine, antibiotics, etc.
  - Medical supplies, equipment
  - Other resources as requested

- If these assets are not adequate NYS will request the deployment of federal assets

Strategic National Stockpile (SNS)

- The SNS consists of Federal assets to help

  - manage a public health emergency
  - are coordinated through the Centers for Disease Control and the NYS Department of Health (DoH)
Strategic National Stockpile

- There are prepositioned pharmaceuticals and other medical supplies throughout the United States.

- These pharmaceuticals can reach any location in the United States or its territories within 12 hours of the order to deploy.
Strategic National Stockpile (SNS)
The SNS is shipped to State and County receiving, staging and storage sites for distribution

The pharmaceutical and medical stockpile is broken down for distribution to individual PODs

What is a POD?
- A POD is a dispensing point for vaccines or medications
- Fixed location where medication can be given out to people in response to a public threat or emergency
- Other names for a POD are:
  - Dispensing Clinic
  - Medication Clinic
  - Dispensing Site
Have you ever received a vaccination at a POD?

1. Yes
2. No
3. Not Sure

33% 33% 33%

Role of Public Health

- Public Health supports POD preparation and implementation
- This includes development of your POD Plan, provision of training and vaccine or medication
• An **OPEN POD Site** is a location operated by municipalities (towns, villages, cities) or community groups that is open to everyone who lives or works in that community. OPEN POD sites are meant to serve the entire public.

• A **CLOSED POD Site** is a location that is operated by a private business for a specific population (i.e., its employees and their families). CLOSED POD Sites are not open to the public.

CLOSED PODs help relieve the pressure on OPEN PODs

As a result, long lines and public anxiety can be reduced and resources will be used more efficiently.
CLOSED POD Sites help:

- Businesses ensure that their employees are protected and able to continue working and/or return to work more quickly.

- Employees feel more confident in the steps your business has taken to protect them, they may feel an increased sense of commitment and loyalty.

Partnering is crucial in protecting the health of our citizens, enabling recovery efforts on a local level.

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Does your agency have the capability to administer vaccine to staff, their families and consumers?

1. Yes
2. No
3. Not Sure

33% 33% 33%
When Does a POD Open?

- Public health threat exists
- A POD will be activated (situation dependent) to dispense medication or vaccine as required to help prevent the spread of disease
- NYSDoH will be consulted

Where Do You Open a POD?

- The POD location should be opened at pre-identified locations that are easily accessible, secure and of sufficient size.
Primary Goal of a POD

- Decrease the number of individuals in the community that may become ill

You Receive “The Call” to Set Up a POD...

- Local Health Department has just notified you that it is time to open a POD
- What needs to be done now?
Activate Your Call Down List

- This list should be prepared in advance and kept up-to-date with your essential POD personnel, their back-ups and the contact person who can open the POD facility.

Does your agency have a call down list?

1. Yes  33%
2. No  33%
3. Not Sure  33%
**Puzzle Pieces…**

- Health Departments will follow guidance developed by the CDC and the NYSDOH for **prioritizing** the distribution of vaccine or medications during a health emergency.

- Please be aware that even though an emergency event may occur, the services of your CLOSED POD Site may not be needed or activated.

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**Notifying Closed POD Partners**

- Local health will collaborate with you to:
  - Inform you of the public health emergency (along with relevant/pertinent information)
  - Notify you regarding those **eligible**
  - Coordinate the receipt and distribution of assets
  - Establish the closed POD
Does your agency have a HPN account on the NYS Commerce System?

1. Yes
2. No
3. Not Sure

Next Step: Set Up the POD

- Receive assets from local health
  - Prepare to receive asset delivery

- Set up the POD and the “Stations”

- Have all necessary medical supplies and paperwork reproduced and organized for the POD

- Receive information or training regarding the medication/vaccine you are giving

- Prepare to receive defined POD population
Example of the flow of a Closed POD

See Separate Handout

Do you think your agency would be willing to participate as a closed POD site?

1. Yes
2. No
3. Not sure, would need more information to decide

33% 33% 33%
Open the POD

Sample POD Layout

Employees could arrive as….

- **Healthy** Individuals
- **Individuals with Pre-existing Health Conditions**
- **Sick**
Individuals could arrive as…

- **Healthy**…quickly get through the POD and receive vaccine or medication

- **Persons with pre-existing conditions**…need:
  - Assessment/Consultation with NP, PA or MD/DO
  - Determination of contraindications and appropriate medication or dosage adjustment
  - Receipt of preventive vaccine or medication as appropriate

- **Sick**…identify them before they enter POD and direct to a medical treatment center

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**POD “Entrance”**

1- Those entering must present ID as they enter (keep ID handy for Registration)

2- As stated previously they must not be ill to enter the POD

3- Greeter(s) should be stationed here to greet, triage & direct the persons entering

4- Security is an important component of the POD (outside and inside)
“Registration & Form Distribution”

Station 1

1- Everyone will present their ID and register on a sign-in sheet

2- Forms are distributed (examples of forms)
   • Vaccine Information Statement-VIS (or medication information)
   • HIPAA Form *(Health Insurance Portability & Accountability Act)*
   • Clinic Data Management System-“CDMS” form
   • Direct to tables for form completion

*Note: You may decide to have employees complete forms before they come to the POD to streamline the process*

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Completing the Form

- When individuals are completing their forms, someone should be available to:
  - answer questions as needed regarding
    - the public health threat and
    - the preventive medication or vaccine being given
  - help them complete the form
“Medical Screening”

**Station 2**

- Form is reviewed for:
  - Completion of all fields
    - All information filled in
    - Legible printing and signature
    - “BUBBLES” are filled in if using this type of form
  - Contraindications
    - If contraindications refer to Medical Consultation for eligibility determination
  - Send to Vaccination Station when cleared

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“Medical Consultation/Evaluation”

**Station 2 B** (as needed)

- During this consultation the *health care professional* will be determining if and what vaccine or medication is given
“Vaccination” or “Dispensing”  
**Station 3**

- Form is rechecked

- Vaccination (or medication) is given per protocol
  - Hand hygiene
  - Vaccine drawn up and administered using appropriate technique

- Form is signed by dispenser or injector

- Person (with their form) is sent to “Form Collection”/Question & Answer Station

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Form Collection / Q & A  
**Station 4**

- Collect form

- Check form for completion

- Maintain Form for data entry

- Answer questions (side effects, etc.)

- Fill out “Vaccine Record” Card and give to individual patients

- Patients keep the Vaccine Information Statement and HIPAA (privacy) forms

- Send to the EXIT
Considerations

- POD Staffing
- Staff Education
- Reproducing forms and educational material for POD
- Job Action Sheets
- Set Up of POD
- Security:
  - Internal and External assets, facility and personnel
- Asset Accountability: (vaccine, medications and supplies)
  - need to keep track of inventory as it is used (request more before you run out)
- Storage of vaccine (temperature control)
- POD Supply List

Educating People

- It is important to provide accurate and complete information to your staff
  - Let your employees know why and how the site will be established
  - Let them know how they will be involved
  - Let your employees know how the medication/vaccine dispensing process will work
- This provides your employees with the confidence in the overall approach
- This is an opportunity to present accurate and reassuring information before, during and after the emergency
Medication/Vaccine

- Your employees will need to know about the types of medication or vaccine that may be available.
- They need to know how long they will need to take the medication and other details related to the specific situation.
- If you decide to participate as a CLOSED POD site, your business will receive updated information from your local health department.

Medical Personnel Required

- To become a CLOSED POD site, you will need to have medical personnel available who can legally dispense medications.
  - Your business may already have medical personnel on staff, or you may utilize medical volunteers.
Develop or Expand Continuity Plans

- Your business should develop a comprehensive Continuity of Operations Plan (also known as a COOP).

- Continuity planning helps businesses, corporations, and government agencies ensure that essential functions will be operational during a wide range of emergencies and events.

- If your business already has a COOP in place, update it to include a mass dispensing component and outline procedures for CLOSED POD Sites activation.

Does your agency already have an identified person or committee that focuses on emergency planning?

1. Yes
2. No
3. Not Sure
How to Plan for & Set-Up Your CLOSED POD Site

1. Appoint a committee or workgroup to develop a comprehensive CLOSED POD site plan.

The committee should include human resource personnel, continuity managers, medical advisors, logistics specialists and security staff.

2. Determine who your site will serve.

Decide whether you will accommodate employees’ families in your preparedness effort, and identify beforehand how you will define household, dependents or family.

Next determine how many total employees and family members will be served so that you will be able to estimate the amount of medication needed at the time of a public health emergency.
If you did utilize a closed POD with your agency, would you provide vaccine to Day Program consumers?

1. Yes
2. No
3. Not Sure

3. Develop your agency POD plan

4. Provide education/information

   Provide your employees with as much information about the dispensing site operations as possible.

   If you are not already doing so, consider having key employees trained in emergency preparedness, National Incident Management System (NIMS), and the Incident Command System (ICS).
After agreeing to participate as a Closed POD, you are committed to running a Closed POD in the event of an emergency.

1. True
2. False

Your Employees’ Health…
Your Company’s Future…

- You have planned ahead for you, your employees and their families
- Your employees know that they can avoid the public dispensing sites and get their medications at work
- Your employees and their families are protected from harm, and your business keeps running smoothly
Quick quiz!
What does POD stand for?

1. Pizza On Delivery
2. Point of Dispensing
3. Portable On Demand

Questions?
Thank you so much for your attention in learning about a Closed POD!

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For all of today’s material and more:

- Accessible on-line to download at:
  
  **University at Albany**
  
  **School of Public Health**
  
  **Center for Public Health Preparedness**

- [http://www.ualbanycphp.org/pinata/default.cfm](http://www.ualbanycphp.org/pinata/default.cfm)