

## *Closed Point of Dispensing (POD) Plan*

### *Supplemental Information Sheet*

#### **Communications with Your Employees [or students, members, etc.]**

As a Closed POD site, it is important to communicate with your employees [or students, members, etc.], before the event, during the event, and after the event.

**Before the event**, communicate with your employees [or students, members, etc.] about:

- Your agency's participation as a Closed POD – that you will provide medications to them during some large-scale public health emergencies.
- Your organization's dispensing plan. It is recommended that you share your dispensing plan with employees [or students, members, etc.] who will have key roles during an emergency.
- Roles and responsibilities of employees [or students, members, etc.] in an emergency involving Closed POD.
- Basics on how medications will be dispensed to employees [or students, members, etc.] and their family members.
- Information they should bring when the medications are dispensed to assist in screening for possible allergies and/or contraindications, to make sure each person gets the appropriate antibiotic.
- How they can keep informed (e.g., radio and TV).

**During the event**, communicate with your employees [or students, members, etc.] about:

- Employees:
  - Where and when to report to work.
  - Their Closed POD jobs and how to perform those jobs.
- Employees [or Students, Members, etc.] and Families:
  - Where and when they will receive their medications.
  - What information they should have in order to receive their medications.
  - Drug information sheets for the medications, including what they should do if they have negative reaction to the medication.
  - How they can keep informed about the emergency.

For your facility, check all the communication methods that you will use:

- Telephone:**     external information line     call center/phone book  
 **Electronic:**     website posting                     mass email/text message/fax  
 **In Person:**     meeting/presentation             visits to clients' home  
 **Radio:**            what station? \_\_\_\_\_  
 **Other:** (please specify) \_\_\_\_\_

***Describe how you will communicate with your employees [or students, members, etc.] after the event (and include who is responsible):***

---



---



---



---

## Preparing To Receive and Dispense Medications

**Here are steps to help prepare your organization to receive and dispense medications (this is a guide; feel free to modify it to fit your organization):**

- **Alert staff** (see Communications with Your Employees [or students, members, etc.] During the Event)
- **Assign tasks** (see sample Job Action Sheets <http://www.closedpodpartners.org/module5.html>)  
You should have already assigned a Closed POD Contact and back-up Contacts. Now you will need to select who can carry out screening and dispensing functions. If your organization is small, one or two people may carry out all of the tasks required. Scale staffing according to the number of employees/associates in your organization and how you plan to dispense (only on site, deliver to client homes, etc).
- **You will need to have medical personnel available who can legally dispense medications.** You may have medical personnel on staff, or you may use personnel who normally dispense medication in your facility to supervise the distribution process. Under an emergency declaration by the governor the standards for legally dispensing medications may be relaxed or waived. Non-medical personal delivering

medications to the home-bound will receive direction at the time of the event, along with information on waivers of pertinent pharmacy laws.

- **Prepare the dispensing site**

The amount of site preparation will depend on the number of people you plan to dispense medications to at your organization and how you plan to dispense. Choose a site that is large and open and is easily found by users. An ideal site would have a separate entrance and exit, be able to accommodate tables, chairs and large numbers of people, and be able to accommodate people with disabilities, such as a large meeting room or cafeteria. You also need a place to secure medications.

- **Prepare materials**

This involves copying enough required materials for the number of people to whom you will be dispensing medications. You will receive the initial forms from public health when you pick up your medications. Forms provided will include drug information sheets for the antibiotics, labels, and intake forms. Other forms that may be included are inventory control forms, FAQ sheets, drug algorithms, and others. You will receive the same forms that are handed out at the PUBLIC dispensing sites.

*List of translated languages requested from public health:*

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
 4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

Do you have a copier available for making necessary copies?  Yes  No

If yes, who will be responsible for making the copies? \_\_\_\_\_

If no, how will you get copies made? \_\_\_\_\_

Estimate the number of copies needed: \_\_\_\_\_

## Receiving and Managing Inventory

### How much will you receive?

It is expected that initially, each organization will receive a 10-day supply (one bottle) of pills per person. Some circumstances require treatment regimens of 30-60 days. When more supplies arrive, public health will notify Closed PODs when/where they can pick up additional antibiotics.

**Store medications in a secure location and away from extreme heat or cold (between 56 and 86 degrees F)**

## Screening for contraindications and dispensing medications

First, you will want to dispense to those who are assisting you in carrying out your plan. This will allow employees [or students, members, etc.], to dispense to potentially exposed individuals without having to worry about their own risk and feel confident that their family members are protected.

### Screening:

- Each person receiving medications must complete an intake form. Intake forms are used to: screen for contraindications to taking the medication, determine the appropriate antibiotic, and to track medication dispensed. Intake forms need to be returned to public health for every person receiving medication. Your employees can pick up medications for their families; they can complete one intake form/5 individuals, but must fill it out completely for each family member. This is called the Head of Household model in dispensing.
- Ask employees[or students, members, etc.], to bring/have ready a list of medications (prescription and over-the-counter drugs, vitamins, minerals, and antacids) they take and any known drug allergies for *every* person who will get a course of medication.
- The dispenser will review the intake form for any contraindications and dispense the appropriate medication. Algorithms can guide the dispenser on which drug is best for each individual.

### Dispensing:

- Once you have determined the appropriate antibiotic in the screening process, you will give the individual a 10-day supply bottle of pills.
- Give the appropriate drug information sheet (doxycycline or ciprofloxacin) with the medications. For employees [or students, members, etc.] who are picking up medications for family members, it is only necessary to give one drug information sheet for each drug that they are picking up.
- Have available other materials that public health may have provided, such as Frequently Asked Questions (FAQ) sheets, and be ready to answer questions about where they can go for more information (web site, call center, their doctor, etc).
- Advise employees [or students, members, etc.] that they should not stop taking the drug unless they are having an allergic reaction to it. In this case, they need to call their medical care provider.
- Maintain Initial Intake Form so that it can later be returned to public health.

*What will you do to be sure that a screening form is completed for each person to whom you give medications?*

---

---

---

---

*What will you do to be sure that the correct antibiotic is dispensed to each person getting medications and that they get the correct drug information sheet for the drug dispensed (doxycycline or ciprofloxacin)?*

---

---

---

---

**Here is a simple step-by-step procedure:**

1. Employee [or students, members, etc.], fills out form
2. Review intake form and screen for contraindications
3. Dispense appropriate medication based on dispensing algorithms
  - a. Adhere the name label to the medication bottle
  - b. Initial form
  - c. Keep form
4. Give drug information sheet(s) to employee [or students, members, etc.], family member
5. Ask employee [or students, members, etc.], family member to take the first dose right away
6. Keep inventory of medications (“supply closet” inventory forms and intake forms)
7. Provide status updates to the public health EP Coordinator for your county as directed
8. Return intake forms, inventory forms, and unopened bottles to public health

**Tracking Adverse Events:**

**Any adverse event should be reported by the patient to 1-855-883-2481 (toll free number) and to the patient’s primary care physician. It is important that, if the patient stops taking the antibiotic given to him/her at the closed pod, he/she is prescribed another antibiotic. Serious reactions can be reported to the FDA on-line (FDA.gov) or 1-800-332-1088**