



Mass Dispensing/ Mass Prophylaxis Plan

Portage County
Mass Dispensing/Mass Prophylaxis Plan

I. PURPOSE:

The purpose of this plan is to establish a process for strategic leadership, direction, coordination and assessment of activities to ensure local readiness, interagency collaboration and preparedness for biological and/or chemical terrorism attacks or natural outbreaks of infectious disease.

This plan provides the basis for the process and methodologies that will be utilized should dispensing of mass prophylaxis or vaccination for Portage County be warranted. The distribution of mass prophylaxis or vaccination is essential to prevent the spread of infectious diseases and for the protection of the public should an event occur that would jeopardize the public health of the community.

II. SITUATION AND ASSUMPTIONS:

A. Situations

1. Emergencies and disasters can create situations that cause, promote, and enhance the potential impact and spread of communicable disease and the need for immediate prophylaxis or vaccination among the public.
2. Natural disease outbreaks may constitute an emergency situation without a precursor event if left uncontrolled.
3. Certain hazards that may result in an emergency and/or disaster situations inherently increase the potential of communicable disease to impact the public and thus warrant the need for potential prophylaxis for the community.

B. Assumptions

1. Timely administration of mass prophylaxis or vaccination can prevent/reduce the impact of known and unknown communicable diseases, contagions, pathogens, and unknown communicable diseases, on public health if such prophylaxis/vaccination exists.
2. The Portage County Combined General Health District (PCCGHD), Ravenna City Health Department, and Kent City Health Department will administer mass prophylaxis or vaccination per CDC guidelines and in accordance with standard operating procedure.
3. The distribution of prophylaxis in large volumes throughout Portage County will warrant the partnering of numerous agencies to facilitate this procedure.
4. An incident specific dispensing plan will be developed at the time of the incident.
5. Point of Dispensing sites (PODS) will operate as deemed necessary.
6. Written agreements between the Portage County Combined General Health District and the designated POD sites will be kept on file at the Portage County Combined General Health District and the Homeland Security and Emergency Management Agency offices.

7. The population will be evenly distributed among all identified and usable PODS.
8. A constant flow of people will enter and leave the PODS.
9. Staffing is constant and adequate.
10. Once local resources have been exhausted Strategic National Stockpile (SNS) resources may be available.
11. The Volunteer Management Plan will be followed to ensure credentialing and badging of MRC volunteers prior to their participation.

III. CONCEPT OF OPERATIONS

A. Preparedness

1. Pre-event

- a. The local health department staff is trained in the National Incident Management System (NIMS) and Incident Command System (ICS). Training has been provided regarding the “Mass Dispensing/Mass Prophylaxis Plan” along with the corresponding Job Action Sheets.
- b. Training is provided to update public health response staff regarding updates to the Plan from yearly plan review and lessons learned from AAR/IP following exercises and real life response.
- c. The POD staffing incorporates personnel from all three health districts, volunteers, and other community agencies.
- d. Alert and notification tests of the Public Health Emergency Response Team will be done monthly through the Portage County Notification System in cooperation with the Portage County Emergency Management Agency.

2. Event Staff Orientation (Briefing):

- a. Just-in-Time Training will be provided for the staff upon activation at the staging area. All staff and volunteers that will work with the clinic operations need to receive orientation (briefing) prior to entering the POD site. This will be conducted at a designated pre-determined staging area, the Volunteer Reception Center (VRC).

B. Response

1. Direction and Control will follow Portage County Emergency Operations Plan-ESF 8, Health and Medical.
2. Portage County Combined Health District, Ravenna City Health Department, and Kent City Health Department maintain the authority in their respective jurisdictions to administer all operations of the department and have overall control of the assignment of all resources within the bounds established by the Board of Health and the city charters.

3. The Portage County Combined Health District will be NIMS compliant and will establish Incident Command Structure. This will include personnel from all three health departments to include City of Kent and City of Ravenna Health Departments.
4. Portage County SNS Coordinator is the PCCGHD Emergency Preparedness Coordinator and/or the Director of Nursing.
5. In the event of a public health emergency in Portage County, vaccine or prophylaxis may be distributed through Robinson Memorial Hospitals, clinics, nursing homes, health care facilities, private physician offices and schools. In addition, if warranted Portage County public health agencies are prepared to establish and operate Points of Distribution (PODs) at specified locations in the county. (Tab A)
6. The POD Standard Operating Guide (SOG) includes site design, job action sheets and Medical Material Transportation and Security Plan (Tab B).
7. Each POD will have a number of command staff that will be in constant communication, laterally and vertically, within ICS.
8. A plan will be developed for staff management of all POD operations at the time of activation. This plan will include at a minimum; scheduling, identifying breaks, food/meal and lodging if appropriate.
9. The Prophylaxis of First/Critical Responders SOG identifies the process for ensuring that they will be among the first receivers of vaccine or prophylaxis (Tab C).
10. The SNS Supply SOG provides the procedures for the initial requesting and subsequent re-supply requests for SNS materials (Tab D).
11. A POD Go-Kit has been developed and resources have been secured and are on site at the Portage County Homeland Security and Emergency Management (Tab E). These supplies will be delivered to the identified activated POD by Homeland Security and Emergency Management Agency.
12. For purposes of cooperation and coordination local Pharmacies may assist in dispensing SNS pharmaceuticals. Details of this process are identified in the Local Pharmacy Dispensing SOG (Tab F).
13. The process of managing SNS materials including Antiviral medications and Personal Protective Equipment at the Drop site is detailed in the SNS Distribution Plan (Tab G).

14. Job Action Sheets have been developed for SNS drop point staff who will be responsible for receiving, inventorying, reappportioning, distributing and returning medical-related supplies and pharmaceuticals during a public health emergency (Tab H).

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:

A. Portage County Local Health Departments

1. Utilize Epidemiological evidence related to event to determine extent and level of needed response.
2. Manage the dispensing of appropriate prophylaxis to first responders, critical responders their families and to the affected public.
3. Coordinate response through the EOC or EMA.
4. Coordinate public information through a joint information system (JIC).

B. Portage County Emergency Medical Service & Ambulance

1. Provide onsite medical care to response personnel and the public at each activated POD as available.
2. Transport patients to appropriate healthcare facility.
3. EMS may provide onsite triage/screening for ill patrons as available.
4. EMTS may assist in dispensing of prophylaxis if deemed necessary by the IC and a public health emergency has been declared and special authorization.
5. Work in conjunction and coordination with Robinson Memorial EMS Coordinator and appropriate Medical Director.

C. Portage County Law Enforcement

1. Provide onsite (POD) security to protect response personnel and the SNS assets as available.
2. Accompany SNS assets during transport from one POD to another POD location.

D. Portage County Fire Service

1. Provide emergency support personnel to assist POD operations as deemed necessary by the POD IC.

E. Portage County Mental Health

1. Provide professional onsite (POD) assistance needed for the response personnel or the patrons receiving prophylaxis at the POD locations.
2. Portage County Critical Incident Stress Management Team (PC CISMT) will be support resource for response personnel, providing on scene guidance to IC for appropriate rotation of responders and after-action debriefing as needed.

F. American Red Cross

1. Provide Mass Care (food and shelter) as needed for the responders, patrons & families at each POD location.

G. Portage County Homeland Security & Emergency Management

1. Provide logistic support and resource management.

V. DIRECTION AND CONTROL:

- A. The coordination of the incident and the need to prophylaxes residents at risk will be done through the EOC and the Multi-agency Coordination (MAC).
- B. Direction and control related to mass dispensing/mass prophylaxis is the responsibility of the public health agencies within Portage County. The Incident Command System will be used.

VI. ADMINISTRATION AND LOGISTICS:

A. Logistics

1. Resource Management

- a. When the incident exceeds the capability of the local government, requests for resources to accomplish the mission will be coordinated and directed through Portage County EMA. Assets will be requested from County/State or Federal assistance. Resource requests will be directed through the Incident Commander through the county EOC.
- b. A POD Go-Kit has been developed and resources have been secured and are on site at the Portage County Homeland Security and Emergency Management. It will be delivered to the identified activated POD by Homeland Security and Emergency Management Agency. (Tab E)

2. Relationship to other plans

- a. Emergency Operations Plan- the County all hazard emergency operations plan (EOP) creates an umbrella for protecting the health, safety and property of the public from all hazards this is ESF 8-Health and Medical.

VII. PLAN DEVELOPMENT AND MAINTENANCE:

- A. The Portage County Health Department is responsible for developing or updating internal procedures that assure a continuing acceptable degree of operational readiness to conduct their responsibilities.
- B. The plan will also be reviewed and updated following any exercise or actual incident to incorporate any after action or corrective action items necessary to improve the intended response actions of the plan.
- C. Public Health and public health officials will work in conjunction with Portage County EMA to schedule, design and conduct evaluation of the plan as they relate to exercises.

VIII. AUTHORITIES AND REFERENCES:

A. Local laws/ Ordinances

B. State Laws:

C. Federal Laws:

D. References:

1. Centers For Disease Control and Prevention Mass Antibiotic Dispensing Workbook April 2007
2. Ohio Department of Health Mass Dispensing and Vaccination Statewide Guidance for Local Health Jurisdictions Version 2 March 2006.
3. Division of Strategic National Stockpile Local Assessment Tool September 2006
4. State of Ohio "Emergency Operations Plan" ESF-8, 2006

IX. TABS AND APPENDIXES:

- Tab A POD Locations
- Tab B POD Standard Operations Guide
- Tab C Prophylaxis of First/Critical Responders SOG
- Tab D SNS Request Policy
- Tab E Portage County POD Go-Kit
- Tab F SNS Distribution Plan
- Tab G Stockpile Drop Point Incident Command Structure

X. AUTHENTICATIONS:

The Portage County Office of Homeland Security and Emergency Management has reviewed this plan and finds it to address the Target Capabilities as outlined by the U.S. Department of Homeland Security's National Response Plans.

Chairperson, PC OHS/EMA Medical Sub-committee

Date

Director, PC OHS/EMA

Date

Medical Director

Date

Tab A- Portage County POD Locations

Aurora City Schools 102 Garfield Road Aurora 44202	Waterloo Local School District 1464 Industry Road Atwater 44202
Crestwood Local Schools 4565 Prospect Street Mantua 44255	Windham Exempted Village School District 9530 Bauer Ave. Windham 44288
Field Local School District 2900 St. Rt. 43 Brimfield 44260	Maplewood Career Center 7075 State Route 88 Ravenna 44266
James A. Garfield Local Schools 10235 State Route 88 Garrettsville 44231	Portage County Education Service Center 326 E. Main Street Ravenna 44266
Kent City School District 321 North Depeyster St Kent 44240	Rootstown Local School District 4190 State Route 44 Rootstown 44272
Ravenna City School District 507 E. Main Street Ravenna 44266	St. Joseph-Randolph 2617 Waterloo Road Mogadore 44260
Southeast Local School District 8245 Tallmadge Rd. Ravenna 44266	St. Patrick-Kent 127 Portage Street Kent 44240
Streetsboro City School District 9000 Kirby Lane Streetsboro 44240	<div style="display: flex; justify-content: space-between;">  Kent State University-Field House Summit Street Kent, OH 44240 Primary POD </div>
Hiram College 11730 State Route 700 Hiram, OH	Elks Club Ravenna Freedom Street Ravenna, OH 44266
<div style="display: flex; justify-content: space-between;">  NeoMed State Route 44 Rootstown, OH 44272 Secondary POD </div>	Portage County Fair Board State Route 44 Randolph, OH

**Point of Dispensing Sites (POD)
Standard Operating Guide**

- I. Purpose:** To describe in detail the procedure of mass dispensing vaccine or medication to the population in Portage County.

II. Situation and Assumptions:

A. Situation

1. The Portage County Combined General Health District (PCCGHD), Ravenna City Health Department and Kent City Health Department have identified multiple sites within Portage County to be a Point of Dispensing (POD). These POD sites were selected on the determination to protect potentially exposed populations as rapidly as possible to prevent the onset of symptoms. Activation of one primary POD is the plan due to county capability.
2. If the targeted population cannot be covered in the prescribed time allocated, then it may be necessary to open more sites depending on the availability of staff and supplies.
3. The POD(s) will utilize the ODH policy that family members can pick up oral medication for prophylaxis up to twenty (20) bottles without the family members being present. This is subject to change per ODH directive.
4. Minimum identification will be needed in order to receive medication at POD site. Details will be developed at the time of the incident based on the current situation.
5. Use of force will be determined at the time of activation of mass dispensing based on the current situation and will be revisited as needed throughout the incident.
6. Unaccompanied minors will be required to have a signed consent form to receive vaccination.

B. Assumptions

1. The assumption is made that the Portage County Health District agencies will assume the worst-case scenario and plan sufficient sites and the staff to operate the sites with sufficient capacity to provide prophylaxis not only to all residents of Portage County but also to commuters, tourists and/or visitors, etc.

- b. The POD site will operate 24 hours per day as needed.
 - c. The population will be evenly distributed among all the identified POD sites.
 - d. The PODS will perform at 100% capacity.
 - e. A constant flow of people will enter and leave the POD.
2. A determination of the number and size of clinics needed in any community will depend on the size of the affected population to be served and the event. The following estimates can be validated through yearly mass vaccination clinic exercises measuring clinic through-put.

III. Concept of Operations

A. General

Portage County will use either or a combination of two types of PODS:

1. **Closed POD:** Pre-identified locations that agree to prophylaxis their population that may include families without health department staffing. This can include but not limited to: hospitals, nursing homes, assistant living facilities and special need services facilities.
2. **Open POD:** Locations that will be staffed under the direction of the local health departments and are opened for all that are identified in the Incident Distribution Plan.

Level of POD Response:

1. **POD Level 1:** Potential throughput of 2,500 or more people over a 2-10 day operational period at a rate of 1000 per hour in 48 hours.
2. **POD Level 2:** Potential throughput between 500-2500 people in a 1-2 day period of time at a rate of 1000-2000 in 48 hours depending on staffing and supplies.
3. **POD Level 3:** Potential throughput of 500 people or less in a 24-48 hour period.

Drop site location and Primary and Secondary Ready POD sites are entered into the OPHAN system so that routing maps can be created for transportation of the SNS to the PODS.

B. Activation of Point of Dispensing Sites (PODS)

1. The SNS Coordinator in conjunction with IC and EMA will determine how many and what type of PODs to activate, and which level of POD response is required based on the extent of the public health emergency.
2. POD site design is predetermined and will be used when possible. (Attachment 1)

3. All POD locations will operate and be managed under the Incident Command System, will be compliant with NIMS, and follow developed Job Action Sheets. (Attachment 2)
4. Current list of trained personnel for POD ICS will be maintained on file at the Portage County Health Department.
5. Each position will be filled with appropriately trained staff.

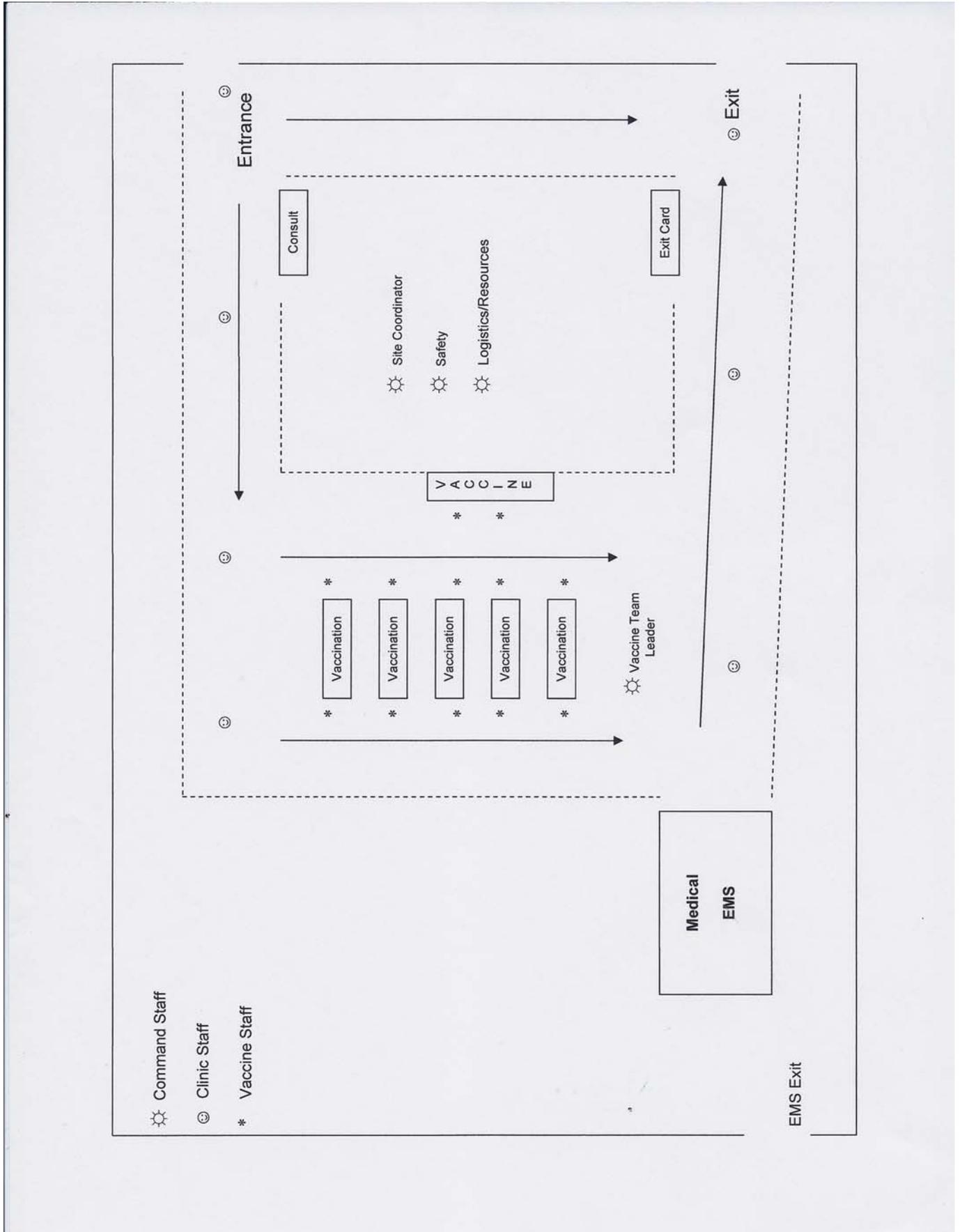
IV. Attachments

Attachment 1- POD Site Design

Attachment 2- Incident Command-Job Action Sheets

Attachment 3- Medical Material Transportation and Security Plan

Attachment 1- POD Site Design



Attachment 2- Incident Command Job Action Sheets

Position Checklist – VRC Site Manager

Recommended Candidate: VRC Coordinator or Designee

Position Assigned to: _____ Report to: **Operations Chief (DOC)** _____

Communication Forms: _____ MARCS _____ VHF _____ Other

Mission: Will be responsible for VRC site operations and staffing.
Assigns volunteers to stations and maintains smooth flow through the VRC.

Upon Activation:

- Reports to designated VRC site and receives situation update from VRC Coordinator if position is assigned
- Sizes up the situation: number of VRC staff to man stations and traffic flow through stations
- Requests additional resources as needed
- Maintains direct contact with VRC Coordinator if position is assigned
- Main VRC Site is Immaculate Conception Hall (ICH) at 251 W. Spruce Ave, Ravenna, Ohio 44266. Facility contact is: Eileen Edwards [330-296-4549 (wk) and 330-760-3194 (cell)]
- ICH opening procedure:
 - Arranged through facility contact above. Facility will be opened by her or IC maintenance
- ICH closing procedure:
 - Lights: Turn off bank of three switches in the “bar” room on south wall and any other facility lights.
 - Heat: Set the thermostat back to 59 degrees. There are two digital panels located on the west wall near the back of the main room. Arrow down to temperature.
 - Locking Up: Security system is activated by switch in closet located between the two restrooms in vestibule. Switch is near the inside right doorframe when entering the closet. Switch needs to be flipped down to activate the outer door lock. You are able to exit but not get back in. Check that the door is securely locked behind you.

Position Checklist – Clinic Site Coordinator

Recommended Candidate: Must be a Public Health Nurse

Position Assigned to: _____ Report to: **Operations Chief (DOC)**

Communication Forms: ___ MARCS ___ VHF _____ Other

Mission: Responsible for the overall running of the mass dispensing/vaccination clinic. Has final authority for decision making. Oversees command staff and is responsible for all off-site communications.

Upon Activation:

- Receive briefing from local ICS. Ensure knowledge of full mission request.
- Obtain the following:
 - ___ POD Site Notebook
 - ___ Vest and Communication Device(s)
- Review dispensing/vaccination plan for current site.
- Communicate any concerns or problems prohibiting mission completion to ICS.
- Assign or greet your direct reports as they arrive (using the T-Card system as appropriate)
 - ___ Logistics Coordinator
 - ___ Dispensing Unit Lead
 - ___ Safety Officer
 - ___ Public Information Officer
 - ___ Liaison Officer
- Meet with your direct reports:
 - ___ Establish chain of command and performance expectations.
 - ___ Your direct reports are to report ONLY to you.
 - ___ They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you (or a Safety Officer if the issue is a safety issue).
 - ___ Any questions, problems, or incidents should be reported to you, not to anyone else.
 - ___ It is important that they DO NOT MAKE DECISIONS on their own, other than those decisions provided for in their Position Checklist. This ensures critical consistency with respect to performance and information at the site.
 - ___ Ensure that they are prepared, self-sufficient and adequately equipped to perform their assignments.
- Prepare a briefing statement, to be given to staff members at scheduled briefing(s):
 - ___ Mission as assigned by local management
 - ___ Latest event information and environmental conditions
 - ___ Identification of the affected local emergency management structure
 - ___ Pertinent or unique cultural or local considerations
 - ___ Shift considerations and transition instructions to oncoming staff
 - ___ Problem solving and methods for establishing or changing priorities

Position Checklist – Clinic Site Coordinator (pg 2)

Recommended Candidate: Must be a Public Health Nurse

Position Assigned to: _____ Report to: Operations Chief (DOC)

Communication Forms: ___ MARCS ___ VHF _____ Other

On-site Operations:

- Participate in staff briefing(s) as scheduled
- Establish interface with local officials:
 - ___ Establish call-back numbers to local management.
 - ___ Notify local officials when you are ready to begin processing patients.
 - ___ Report progress to local management as appropriate.
- Review work schedule and specific assignments for each group of staff.
- Ensure consistency in information provided to patients at all stations.
- Assist local government in briefing officials and media, as appropriate.
- Establish time schedule for operational briefings and conduct them as scheduled.
- Monitor patient flow through the process and move staff where necessary to reduce or eliminate bottlenecks in the process.
- Prepare and review the Demobilization Plan with your direct reports as the end of clinic operation becomes eminent.

Deactivation Phase:

- Assures that all dispensing/vaccination team members are deactivated and demobilized through the appropriate mechanism (VRC) and that members sign out to record time worked.
- Uses T-Card system to assure all members are accounted for and transported back to staging area (VRC)
- Ensure that all records and reports are turned in to the appropriate official(s).
- Conduct exit interviews with your direct reports and appropriate local officials.
- Ensure that an After Action Review occurs and is documented.
- Participate in After Action Review meetings, as required.
- Signs approval of After Action report and provides copy to Operations Chief for necessary Corrective Action
- Assures that records are turned into Operations Chief for appropriate filing.

Job Action Sheet – Clinic Site Coordinator (POD Dispensing)

Recommended Candidate: Public Health Nurse

Position Assigned to: _____ Report to: Operations Chief (DOC)

Communication Forms: ___ MARCS ___ VHF _____ Other

Mission: Responsible for the overall running of the mass dispensing clinic. Has final authority for decision making. Oversees all clinic staff including Logistics Chief and Safety Officer and is responsible for all off-site communications.

Upon Activation:

- Receive briefing from local Incident Command (IC).
- Obtain Vest and Communication Device(s).
- Obtain the current POD Site Notebook.
- Review dispensing plan for current site.
- Communicate any concerns or problems to Operations Chief.
- Greet and assign POD staff as they arrive.
- Ensure staff is trained and adequately equipped for their assignment.
- Brief staff to:
 - Mission
 - Chain of command
 - Latest event information
 - Pertinent or unique cultural or local considerations
 - Safety issues

On-site Operations:

- Review work schedule and specific assignments for each group of staff.
- Notify Operations Chief when you are ready to begin processing patients.
- Monitor resource supply (forms, medications, etc). Notify logistics of needs.
- Monitor patient flow through the process and move staff where necessary to reduce or eliminate bottlenecks in the process.
- Establish time schedule for operational briefings and conduct them as scheduled.
- Handle clinic decision-making; communicate with Operations Chief as needed.
- Prepare Demobilization Plan for end of clinic operations.

Deactivation Phase:

- Assure that all staff members are demobilized (exit interviews, signed out, work time recorded).
- Oversee packing and return of unused pharmaceuticals and clinic supplies.
- Ensure that all records and reports are turned in to the appropriate official(s).
- Ensure that an After Action Review occurs and is documented.

Position Checklist – Clinic Site Coordinator - POD Dispensing (pg 2)

Recommended Candidate: Public Health Nurse

Position Assigned to: _____ Report to: Operations Chief (DOC) _____

Communication Forms: ___ MARCS ___ VHF _____ Other

It is important that all staff understand:

- The established chain of command and performance expectations.
- Your direct reports are to report ONLY to you.
- They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you (or a Safety Officer if the issue is a safety issue).
- Any questions, problems, or incidents should be reported to you, not to anyone else.
- It is important that they DO NOT MAKE DECISIONS on their own, other than those decisions provided for in their Position Checklist. This ensures critical consistency with respect to performance and information at the site.

Position Checklist – Dispensing/Vaccine Unit Lead

Recommended Candidate: Must be a Licensed Nurse

Position Assigned to: _____ Report to: Site Coordinator _____

Communication Forms: _____ MARCS _____ VHF _____ Other

Mission: Responsible for the dispensing/vaccination specific operations of the mass clinic. Has final authority for dispensing/vaccination practices and safety. Supervises trained vaccinators.

Upon Activation:

- Receive briefing from Site Coordinator. Ensure knowledge of full mission request and plan of operations.
- Obtain the following:
 - ___ Vest and Communication Device(s)
- Review dispensing/vaccination plan for current site with Site Coordinator.
- Communicate any concerns or problems prohibiting mission completion to Site Coordinator.
- Meet with Direct Reports
 - ___ Establish chain of command and performance expectations.
 - ___ Your direct reports are to report ONLY to you.
 - ___ They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you (or a Safety Officer if the issue is a safety issue).
 - ___ Any questions, problems, or incidents should be reported to you, not to anyone else.
 - ___ It is important that they DO NOT MAKE DECISIONS on their own, other than those decisions provided for in their Position Checklist. This ensures critical consistency with respect to performance and information at the site.
 - ___ Ensure that they are prepared, self-sufficient and adequately equipped to perform their assignments.
- Prepare a briefing statement to be given to staff members at scheduled briefing(s)
At staging area
 - ___ Any hazards or threats to staff safety or client safety.
 - ___ Review Operations Policies with staff (dispensers/vaccinators) (see attached)
For Vaccinators: Holding of children, appropriate anatomical sites, uncooperative children policy, syringe safety features

Position Checklist – Dispensing/Vaccine Unit Lead (pg 2)

Recommended Candidate: Must be a Licensed Nurse

Position Assigned to: _____ Report to: Site Coordinator

Communication Forms: MARCS VHF Other

On-site Operations:

- Participate in staff briefing(s) as scheduled
- Supervise all medication dispensers/vaccinators (no more than 8)
- Readies staff and communicates readiness to Site Coordinator
- Communicates medical evaluation policy with EMS on scene and directs them to their staging area.
- Function as facilitator for medication/vaccination supplies to Logistics
- Reports any unusual circumstances to the Site Coordinator for necessary decision or action
- Monitors safe nursing practice (vaccine administration) and corrects when necessary

Deactivation Phase:

- Assures that all dispensers/vaccinators are deactivated and demobilized through the appropriate mechanism (VRC) and those members sign out to record time worked.
- Ensure that all forms and medical reports are turned in to the appropriate official(s).
- Assures that medication/vaccine and supplies are put away appropriately and that cold chain is maintained for vaccine.
- Communicates any concerns or issues from staff to the Site Coordinator
- Participates in the After Action Debriefing

Position Checklist – Vaccinator

Recommended Candidate: Must be a Licensed Nurse, or licensed professional trained specifically for vaccination

Position Assigned to: _____ You Report to: Vaccine Unit Lead

Communication Forms: ___ MARCS ___ VHF _____ Other

Mission: Responsible for vaccinating during the mass dispensing clinics, using safe nursing practices for vaccination administration.

Upon Activation:

- Reports to Staging area as designated time and signs in.
- Receive briefing from Site Coordinator and Vaccine Unit Lead. Ensure knowledge of full mission request and plan of operations.
- Obtain the following:
___ Vest and Communication Device(s)

On-site Operations:

- Participate in staff briefing(s) as scheduled
- Works under the Standing Orders of the Portage County Health Department Medical Director
- Demonstrates competency in vaccination skills by checklist in training conducted by Portage County Health Department, using appropriate technique and appropriate practice.
- If note contraindications refer to Vaccine Unit Lead for clarification. If Question DO NOT Vaccinate
- If child is fighting; request assistance with holding child before vaccinating.
- Document vaccination administration by completing date, lot number, site of vaccination and signature at bottom of patron form.
- Keep form or return to patron depending on type of clinic.

Deactivation Phase:

- Ensure all records and reports are turned in to the Site Coordinator
- Report to the staging area, turn in vest and communications device assigned to you
- Sign out

Position Checklist – Safety Officer

Recommended Candidate: Health Commissioner or Non Medical staff

Position Assigned to: _____ Report to: Site Coordinator

Communication Forms: MARCS VHF Other

Mission: Responsible for the overall safety of the public and the staff at the clinic during the operations of the clinic. Has the ability to stop all operations if safety concern is identified. Responsible for assuring that incident forms during field (clinic operations) are completed and turned over to Operations Chief for appropriate follow through.

Upon Activation:

- Receive briefing from Site Coordinator. Ensure knowledge of full mission request and plan of operations.
- Obtain the following:
 - Vest and Communication Device(s)
- Review Dispensing Plan for current site.
- Communicate any concerns or problems prohibiting mission completion to Site Coordinator.
- Prepare a briefing statement to be given to staff members at scheduled briefing(s):
 - Any hazards or threats to staff safety and health
 - How to contact security

On-site Operations:

- Review your position checklist.
- Participate in staff briefing(s) as scheduled by the Site Coordinator.
- Participate in meetings and briefings to ensure that safety considerations are part of the plan at all times.
- Identify and make known to the appropriate Section Chief any safety issues that you cannot resolve on the spot, or inform the Incident Commander if additional intervention is required.
- Review sanitation issues as they arise.
- Ensure that accident reports are written and that accidents are investigated.

Deactivation Phase:

- Ensure all records and reports are turned in to the Site Coordinator.
- Identify issues for the After Action Report.

Position Checklist – Logistics Coordinator

Recommended Candidate: EMA or non-medical staff

Position Assigned to: _____ Report to: Site Coordinator

Communication Forms: MARCS VHF Other

Mission: Responsible for clinic set up and tear down. Responsible for overseeing the clinic flow and making adjustments as necessary. Responsible for stocking and re-stocking clinic supplies.

Upon Activation:

- Receive briefing from Site Coordinator. Ensure knowledge of full mission request and plan of operations.
- Obtain the following:
 - Vest and Communication Device(s)
- Review Dispensing Plan for current site.
- Communicate any concerns or problems prohibiting mission completion to Site Coordinator.
- Confirm activation of your direct reports and assign or greet them as they arrive:
 - Staff
- Meet with your direct reports:
 - Establish chain of command and performance expectations.
 - Your direct reports are to report ONLY to you.
 - They work with other staff as assigned by you, but they DO NOT take instructions for or provide information to anyone other than you (or a Safety Officer if the issue is a safety issue).
- Any questions, problems, or incidents should be reported to you, NOT to anyone else.
- It is important that they DO NOT MAKE DECISIONS on their own, other than those decisions provided for in their Position Checklist. This ensures critical consistency with respect to performance and information at the site.
- Ensure that they are personally prepared, self-sufficient and adequately equipped to perform their assignments.
- Prepare a briefing statement, to be given to staff members at scheduled briefing(s):
- Facility overview, including locations of specific areas (e.g. stations, restrooms, break-rooms, emergency exits)
- Communications protocol
- Role of logistics in this operation (e.g. services you provide, problems you solve)
 - Ensure shipment of equipment/supplies and arrange for transport to treatment site.
 - Ensure that ground transportation has been arranged and is available for all staff when team reaches destination.
 - Establish communications protocols.

Position Checklist – Logistics Coordinator (pg 2)

Recommended Candidate: EMA or non medical staff

Position Assigned to: _____ Report to: Site Coordinator

Communication Forms: MARCS VHF Other

On-site Operations:

- Follow the chain-of-command. THIS IS CRITICAL to ensuring consistent behavior and information across sections and shifts.
- Give instructions ONLY to personnel that report to you, and take instructions ONLY from your Site Coordinator.
- Coordinate with your peers (anyone who reports to your Site Coordinator) to accomplish your assigned tasks.
- DO NOT make decisions that impact others outside your area or use information that is not in writing or provided by your supervisor.
- Report to your Site Coordinator when you encounter problems that you cannot resolve or questions that you cannot answer.
- Participate in staff briefing(s) as scheduled by the Administration Section Chief.
- Maintain Unit Log.
- Set-up all communications equipment (phones and radios) and establish communications protocols.
- Work with staff in each area to set-up physical work stations.
- Arrange for procurement of additional equipment/supplies as needed and as authorized by Site Coordinator.
- Make sure that the ordering, inventory, and re-supply of the Clinic meets standards.
- Make arrangements for food and beverages for all staff members.
- Provide plenty of beverages at each work location.
- Anticipate staff needs and request additional staff as needed.
- Arrange for transportation of staff members to and from the site.
- Provide logistical support as needed by each station.
- Participate in the Demobilization Planning process.

Deactivation Phase:

- Ensure that all records and reports are turned in to the Incident Commander.
- Conduct exit interviews with your direct reports.
- Supervise the break-down and repackaging of all equipment/supplies at each station.
- Arrange to have all equipment/supplies returned to their place of origin and state of readiness.
- Ensure facility is cleaned and returned to former operating condition.
- Account for all communications equipment issued to staff.
- Identify and tag all equipment needing repair and/or replacement.
- Participate in the After Action Report process.

Position Checklist – Facility Liaison

Recommended Candidate: Health Commissioner/ Independent Contractor or non medical staff person

Position Assigned to: _____ Report to: Site Coordinator _____

Communication Forms: ___ MARCS ___ VHF _____ Other

Mission Responsible to function as the point of contract for the clinic operations and representatives from the other agencies. The school point of contact, the site location point of contact.

Upon Activation:

- Receive briefing from Site Coordinator. Ensure knowledge of full mission request and plan of operations.
- Obtain the following:
 - ___ Vest and Communication Device(s)
- Review vaccine Plan for current site.
Communicate any concerns or problems prohibiting mission completion to Site Coordinator
- Meet with your direct reports:
 - ___ Establish chain of command and performance expectations.
 - ___ Your direct reports are to report ONLY to you.
 - ___ They work with other staff as assigned by you, but they DO NOT take instructions for or provide information to anyone other than you (or a Safety Officer if the issue is a safety issue).
- Any questions, problems, or incidents should be reported to you, NOT to anyone else.
- It is important that they DO NOT MAKE DECISIONS on their own, other than those decisions provided for in their Position Checklist. This ensures critical consistency with respect to performance and information at the site.
- Ensure that they are personally prepared, self-sufficient and adequately equipped to perform their assignments.

On-site Operations:

- Follow the chain-of-command. THIS IS CRITICAL to ensuring consistent behavior and information across sections and shifts.
- Establish relationship with designated point of contact and introduce this person to the Site Coordinator so they know who is in charge of the clinic operations.
- Give instructions ONLY to personnel that report to you, and take instructions ONLY from your Site Coordinator.
- Coordinate with your peers (anyone who reports to your Site Coordinator) to accomplish your assigned tasks.

Position Checklist – Facility Liaison (pg 2)

Recommended Candidate: Health Commissioner/ Independent Contractor or non medical staff person

Position Assigned to: _____ Report to: Site Coordinator _____

Communication Forms: MARCS VHF Other

- DO NOT make decisions that impact others outside your area or use information that is not in writing or provided by your supervisor.
- Report to your Site Coordinator when you encounter problems that you cannot resolve or questions that you cannot answer.
- Participate in staff briefing(s) as scheduled by the Administration Section Chief.

Deactivation Phase:

- Ensure that all records and reports are turned in to the Incident Commander.
- Conduct exit interviews with your direct reports.

Position Checklist – Screener/Registration

Recommended Candidate: Medical or non-medical staff member

Position Assigned to: _____ Report to: Site Coordinator _____

Communication Forms: ___ MARCS ___ VHF _____ Other

Mission: To determine if patrons are eligible for prophylaxis/vaccination and to facilitate patron registration.

Upon Activation:

- Receive briefing from Site Coordinator. Ensure knowledge of full mission request and plan of operations.
- Obtain the following:
 - ___ Vest and Communication Device(s)
- Review dispensing/vaccination plan for current site. Communicate any concerns or problems prohibiting mission completion to Site Coordinator.
- Review screening protocol with Site Coordinator.
- Review registration paper work with Site Coordinator.
 - ___ Are there any specific restrictions to prophylaxis/vaccination
 - ___ Are there any specific standing orders for prophylaxis/vaccination
- It is important that you DO NOT MAKE DECISIONS on your own, other than those decisions provided for in their Position Checklist. This ensures critical consistency with respect to performance and information at the site.
- Ensure that they are personally prepared, self-sufficient and adequately equipped to perform their assignments.

On-site Operations:

- Follow the chain-of-command. THIS IS CRITICAL to ensuring consistent behavior and information across sections and shifts.
- If there are any questions regarding eligibility or restrictions these should be referred to the Site Coordinator for final decision.
- Provide patrons with appropriate forms to be completed.
- Provide answers to patron's questions you know that are part of the briefing or established policy. If it has not been given to you in instruction or written do not make up answers.

Deactivation Phase:

- Report to the staging area, turn in vest and assigned communications device
- Sign out

Job Action Sheet – Registration/Medical Screening (POD Dispensing)

Recommended Candidate: RN or other Medical staff member

Position Assigned to: _____ Report to: Site Coordinator

Communication Forms: MARCS VHF Other

Mission: To facilitate patron registration, determine their eligibility for prophylaxis, and to direct appropriately.

Upon Activation:

- Receive briefing from Site Coordinator at staging area.
- Complete Just-in-Time training for position.
 - Orientation to current Registration Form
 - HIPAA Policy
 - Screening Protocol
- Obtain Vest and Communication Device (if assigned).
- Communicate any concerns or problems to Site Coordinator.

On-site Operations:

- Ensure that your station has all needed forms & supplies to perform assignment.
- Provide patrons with appropriate form on clipboard to be completed.
- Ensure that form is completed correctly and signed.
- Review answers to screening questions and following screening protocol direct patron:
 - If not eligible/exposed to exit
 - If exposed and symptomatic to EMS
 - If exposed & not symptomatic to proceed to Station 2 with clipboard & form
- If there are any questions regarding eligibility or restrictions these should be referred to the Site Coordinator for final decision.

Deactivation Phase:

- Report to the staging area, turn in vest and communications devices, sign out.
- Participate in exit interview and After Action Review as needed.

It is important that you DO NOT MAKE DECISIONS on your own, other than those decisions provided in your Position Checklist. This ensures critical consistency with respect to performance and information at the site.

Follow the chain-of-command. THIS IS CRITICAL to ensuring consistent behavior and information across sections and shifts.

Position Checklist – Consult/Medical Triage

Recommended Candidate: Must be a licensed medical professional _

Position Assigned to: _____ Report to: Site Coordinator _____

Communication Forms: ___ MARCS ___ VHF _____ Other

Mission: To make the decision regarding medication/vaccine eligibility and type and formulation of prophylaxis. This position must be filled by a licensed medical professional; Physician, Registered Nurse or Pharmacist.

Upon Activation:

- Receive briefing from Site Coordinator. Ensure knowledge of full mission request and plan of operations.
- Obtain the following:
 - ___ Vest and Communication Device(s)
- Review dispensing/vaccine plan for current site.
Communicate any concerns or problems prohibiting mission completion to Site Coordinator
- Review registration paper work with Site Coordinator.
 - ___ Are there any specific restrictions to prophylaxis/vaccination
 - ___ Are there any specific standing orders for prophylaxis/vaccination

On-site Operations:

- Follow the chain-of-command. THIS IS CRITICAL to ensuring consistent behavior and information across sections and shifts.
- If there are any questions regarding eligibility or restrictions these should be referred to the Site Coordinator for final decision.
- It is important that you DO NOT MAKE DECISIONS on your own, other than those decisions provided for in their Position Checklist. This ensures critical consistency with respect to performance and information at the site.
- Review forms completed by patrons for accuracy and eligibility.
- Based on information on the form determine type, formulation of medication/vaccine. Circle which formulation and initial.
- If there are questions regarding eligibility get the Site Coordinator who has final decision authority.
- Mediate concerns by patrons regarding formulation. If un-resolvable patrons may leave to get different formulation elsewhere. Safety Officer may be needed

Deactivation Phase:

- Report to the staging area, turn in vest and communications device assigned to you
- Sign out

Job Action Sheet – Consult/Pharmaceutical Triage (POD Dispensing)

Recommended Candidate: Must be a licensed medical professional _

Position Assigned to: _____ Report to: Site Coordinator _____

Communication Forms: ___ MARCS ___ VHF _____ Other

Mission: To make the decision regarding medication eligibility and type and formulation of prophylaxis. This position must be filled by a licensed medical professional: Physician, Nurse or Pharmacist.

Upon Activation:

- Receive briefing from Site Coordinator at staging area.
- Complete Just-in-Time training for position
 - Orientation to current Registration Form
 - HIPAA Policy
 - Screening Protocol
 - Pharmaceutical Triage Protocol, Standing Orders
- Obtain Vest and Communication Device (if assigned).
- Communicate any concerns or problems to Site Coordinator

On-site Operations:

- Ensure that your station has all needed supplies to perform assignment.
- Patron will be presenting Registration Form:
 - Ensure that you are receiving patrons screened to proceed.
 - Ask patron each pharmaceutical triage question and document answer.
 - Using Prescription Key on back of form determine correct antibiotic, circle.
 - Check correct dose and initial as Consultant in boxes on front of form.
 - Direct patron to Medical Referral if indicated.
- All other concerns should be referred to the Site Coordinator for final decision.
- At completion of this station patrons will be directed to Dispensation with form/clipboard.

Deactivation Phase:

- Report to the staging area, turn in vest and communication devices, sign out.
- Participate in exit interview and After Action Review as needed.

It is important that you DO NOT MAKE DECISIONS on your own, other than those decisions provided for in their Position Checklist. This ensures critical consistency with respect to performance and information at the site.

Follow the chain-of-command. THIS IS CRITICAL to ensuring consistent behavior and information across sections and shifts.

Job Action Sheet – Pharmaceutical Dispensation (POD Dispensing)

Recommended Candidate: Must be a Licensed Medical Professional

Position Assigned to: _____ Report to: **Site Coordinator** _____

Communication Forms: _____ MARCS _____ VHF _____ Other _____

Mission: Responsible for dispensing antibiotics to clinic patrons. This position must be filled by a licensed medical professional: Physician, Nurse or Pharmacist.

Upon Activation:

- Receive briefing from Site Coordinator at staging area.
- Complete Just-in-Time training for position.
 - Orientation to current Registration Form
 - HIPAA Policy
 - Screening Protocol
 - Pharmaceutical Triage Protocol, Standing Orders
 - Dispensing Protocol and Educational Materials
- Obtain Vest and Communication Device (if assigned).
- Communicate any concerns or problems to Site Coordinator.

On-site Operations:

- Ensure that your station has all needed supplies to perform assignment.
- Patron will be presenting Registration Form:
 - Ensure that Form has an antibiotic (RX) choice completed.
 - Recheck choice using Prescription Key on back of Form.
 - Label appropriate RX bottle with patron name, DOB.
 - On form indicate Number of days supplied & initial.
 - Provide RX information sheet, dosing instructions and any home preparation instructions in bag with RX.
- Concerns should be referred to Site Coordinator.
- At completion of this station patrons will be directed to Exit station with RX bag and Form/clipboard.

Deactivation Phase:

- Report to the staging area, turn in vest and communication devices, sign out.
- Participate in exit interview and After Action Review as needed.

It is important that you DO NOT MAKE DECISIONS on your own, other than those decisions provided in your Position Checklist. This ensures critical consistency with respect to performance and information at the site.

Follow the chain-of-command. THIS IS CRITICAL to ensuring consistent behavior and information across sections and shifts.

Position Checklist – Flow In/Flow Out

Recommended Candidate: Non-medical staff member

Position Assigned to: _____ Report to: Logistics Coordinator

Communication Forms: ___ MARCS ___ VHF _____ Other

Mission: To assure that patrons are flowing through clinic without any bottlenecks and are directed to the next stage in the process.

Upon Activation:

- Receive briefing from Site Coordinator. Ensure knowledge of full mission request and plan of operations.
- Obtain the following:
___ Vest and Communication Device(s)

On-site Operations:

- Follow the chain-of-command. THIS IS CRITICAL to ensuring consistent behavior and information across sections and shifts.
- It is important that you DO NOT MAKE DECISIONS on your own, other than those decisions provided for in their Position Checklist. This ensures critical consistency with respect to performance and information at the site.
- Flow in: Direct patrons to vaccination area or to vaccinator (station 1-8)
- If small children escort them to the vaccinator by taking their hand and walking them to the vaccinator
- Flow out: Direct patrons to the exit to receive vaccination record and/or turn in paperwork depending on type of clinic. Count patrons if asked by Site Coordinator

Deactivation Phase:

- Report to the staging area, turn in vest and communications device assigned to you
- Sign out

Position Checklist – Exit/Quality Control

Recommended Candidate: Medical or non-medical staff member

Position Assigned to: _____ Report to: Logistics Coordinator

Communication Forms: ___ MARCS ___ VHF _____ Other

Mission: Facilitate check-out process. To assure that each patron received/receives prophylaxis education materials, a record of their prophylaxis, and appropriate follow-up information prior to exiting clinic site. May collect forms from the patrons if appropriate.

Upon Activation:

- Receive briefing from Site Coordinator. Ensure knowledge of full mission request and plan of operations.
- Obtain the following:
___ Vest and Communication Device(s)

On-site Operations:

- Follow the chain-of-command. THIS IS CRITICAL to ensuring consistent behavior and information across sections and shifts.
- It is important that you DO NOT MAKE DECISIONS on your own, other than those decisions provided for in their Position Checklist. This ensures critical consistency with respect to performance and information at the site.
- Ensure patron is leaving with educational and follow-up information materials. May be responsible for distributing them as needed.
- Provide the exiting patrons with the prophylaxis/vaccination record with the date of the clinic recorded on the record. (write or stamp these on as needed)
- Assist patrons with final questions, obtain assistance if unable to answer questions.
- Receive forms – from patrons upon exiting and sort into stacks by formulation of prophylaxis when appropriate.
- Count exiting patrons when assigned by Site Coordinator.

Deactivation Phase:

- Report to the staging area, turn in assigned vest and communications device.
- Sign out

Job Action Sheet –Quality Control/Exit (POD Dispensing)

Recommended Candidate: Medical or non-medical staff member

Position Assigned to: _____ Report to: Site Coordinator

Communication Forms: ___ MARCS ___ VHF _____ Other

Mission: Facilitate check-out process. To assure that each patron is exiting the clinic with the correct medication, educational materials, and appropriate follow-up information. May collect forms from the patrons if appropriate.

Upon Activation:

- Receive briefing from Site Coordinator at staging area.
- Complete Just-in-Time training for position.
 - Orientation to current Registration Form
 - HIPAA Policy
 - Safety Check Protocol
 - Educational Materials
- Obtain Vest and Communication Device (if assigned).
- Communicate any concerns or problems to Site Coordinator.

On-site Operations:

- Ensure your station has all needed materials to perform assignment.
- Patron will be presenting Registration Form:
 - Ensure form is completed other than Station 4 Exit area.
 - Ensure patron has RX bag that includes education materials.
 - Perform safety check of RX bottle (correct name, medication & dosage) and materials. Initial Safety check complete.
 - Provide patron with any additional exit handouts, initial Form.
 - Collect Form and clipboards.
- Assist patrons with final questions; obtain assistance if needed.
- Count exiting patrons when assigned by Site Coordinator.

Deactivation Phase:

- Report to the staging area, turn in assigned vest & communications devices, sign out.
- Participate in exit interview and After Action Review as needed.

It is important that you DO NOT MAKE DECISIONS on your own, other than those decisions provided for in your Position Checklist. This ensures critical consistency with respect to performance and information at the site.

Follow the chain-of-command. THIS IS CRITICAL to ensuring consistent behavior and information across sections and shifts.

Position Checklist – Security Officer

Recommended Candidate: Licensed peace officer preferred.

Position Assigned to: _____ Report to: Site Coordinator

Communication Forms: ___ MARCS ___ VHF _____ Other

Mission: To assure that POD is secure to accommodate vaccination

Upon Activation:

- Receive briefing from Site Coordinator. Ensure knowledge of full mission request and plan of operations.
- Obtain the following:
___ Vest and Communication Device(s)

On-site Operations:

- Supervises Security Staff; coordinates clinic security, ingress, egress and parking issues with local law enforcement.
- Make staffing assignments for Security stations. Distribute job action guidelines for assigned staff.
- Maintain security of clinic supply storage site.
- Maintain perimeter and interior security of clinic.
- Supervise identification and badging of clinic staff at shift check-in.
- In conjunction with Safety Officer, ensure that all clinic staff has been advised of appropriate personal protective equipment (PPE).

Deactivation Phase:

- Report to the staging area, turn in vest and communications device assigned to you
- Sign out

Position Checklist – Information Technology & Communications Unit Leader

Recommended Candidate: Information Technology Experienced

Position Assigned to: _____ Report to: Logistics Section Chief

Communication Forms: MARCS VHF Other

Mission: To organize & coordinate communication plan & communication & information technology (IT) support to ensure functioning of internal & external communication & data-related equipment.

Upon Activation:

- Obtain briefing from Logistics Section Chief
- Establish a Communications Center
- Communicate your telephone and fax number to the POD
- Assess current status & inventory of the internal and external communications resources
- Create and distribute a communications plan covering the use of telephone numbers, radio frequencies, etc.
- Create and distribute list of current telephone number or other means of contact for other sections and units
- Establish or maintain the system for receiving communication from external agencies
- Obtain the following:
 Vest and Communication Device(s)

On-site Operations:

- Maintain a log of all communication equipment requests received and forward all new requests to Logistics Section Chief
- Immediately report to the Logistics Section Chief issues that cannot be resolved by your unit with current resources
- Work with IT department to facilitate hardware, equipment and software installation
- Ensure there are adequate supplies, equipment and materials to produce communication products.

Deactivation Phase:

- Brief supervisor about status of computers, communication requirements and prepare report for oncoming
- Plan for the possibility of extended deployment
- Sign out

Attachment 3- Medical Material Transportation and Security Plan

Medical Material Transportation and Security Plan

I. Purpose: To describe the procedure of transportation and security of Medical Material between Points of Distribution (POD) during an emergency/disaster.

II. Situation and Assumptions:

A. Situation

1. The Portage County Combined General Health District, Ravenna City Health Department and Kent City Health Department have identified sites within Portage County to conduct a POD. More than one POD may be opened at one time based on the event and a determination of the type and amount of Medical Material needed for the local population.
2. There are many special needs facilities within Portage County that may need Medical Material.
3. The Portage County Combined General Health District, Ravenna City Health Department and Kent City Health Department have a Mobile Mass Clinic Trailer that will be used as needed and when appropriate to transport and dispense Medical Material.
4. Medical Material will need to be transported between POD locations and special needs facilities.
5. Security for Medical Material will be needed at POD locations and when transported between PODs.

B. Assumptions

1. PODs will be opened as needed and will be located across Portage County.
2. Each POD will have a completed security worksheet included in a designated POD notebook for reference.
3. Medical Material will be secured at all PODs and at special need facilities.
4. The need to transport Medical Material will require a secured system to be enacted.

III. Concept of Operations

A. General

1. When Medical Material is being transported a Chain of Custody protocol will be followed.
2. All Medical Material will be transported with a POD Team member assigned by the Clinic Coordinator.
3. Required Cold Chain and/or temperature control along with temperature monitoring will be accomplished with the Portage County Mass Clinic Trailer or appropriate alternate equipment and will follow all protocols.
4. Each POD will have an assigned Security Officer to supervise the receipt of Medical Material at the site, and maintain its security during operations. The Security Officer will report to the Clinic Coordinator.
5. Unused Medical Material will have secure storage and/or transportation when the POD is not operational. This will be facilitated through Portage County Homeland Security if it exceeds the capability of local health departments.
6. When needed, a request will be made through an activated EOC or through Portage County Homeland Security, for the Portage County Sheriff's Office to transport Medical Material and personnel to identified PODs and/or special needs facilities.
7. Portage County Sheriff's Office will activate the State Law Enforcement Response Plan if additional resources are needed.
8. If additional secured transportation and/or POD site security is needed and cannot be filled by local law enforcement, the EOC will request resources from certified private security facilities.

Tab C- Prophylaxis of First/Critical Responders SOG

Prophylaxis of First Responders: Critical Responders and Their Families

1. Local police, fire, or EMS personnel, who arrive first on the scene of an incident and take action to save lives, protect property, and meet basic human needs are labeled “First Responders” therefore will be among the “First Receivers” of the appropriate vaccination or prophylaxis. Critical responders are public health staff, associated volunteers, and Medical Reserve Corps personnel who in the early stages of an incident are responsible for the protection and preservation of life.
2. In the event of a public health emergency vaccine or prophylaxis will begin by notification of the First Responders; EMS, Fire, and Police. The EMS Coordinator at RMH will notify the necessary staff as defined in their emergency management plan. Public health officials will notify to Portage County public health response team, the volunteer nurses and American Red Cross.
3. Robinson Memorial Hospital (RMH) will dispense the appropriate medication to hospital employees and their families. The dispensing of the prophylaxis for First Responders will be by implementation of a mobile clinic. Portage County OHS/EMA will make available the two county Mass Vaccination Trailers for Public Health to implement the dispensing of prophylaxis to First Responders. The mobile clinics will travel to EMS, Fire, Police and Private Ambulance Stations in Portage County to provide prophylaxis to First Responders. Including but not limited to EMS, Police and Private ambulance.
4. The SNS Coordinator will coordinate with the Fire Chiefs to pick up the medication and dispense to their identified First Responders and their families. It is the responsibility of the Fire Chief to track the compliance of their first responders. The current President of the Fire Chief’s Association will be the contact point to coordinate this response during the incident.
5. Portage County Public Health and Portage County EMA will work together to obtain some local supplies and caches of medication or vaccination to accomplish this for “First Receivers” instead of waiting up to 12 hours or longer for the SNS supplies to arrive in the county.
 - A. The “First Receivers” will be given vaccine and or prophylaxis for them and their family based on the assumption that the responders are more willing to assist with a mass clinic and other needed activities if they know and they (and their families) will be adequately protected.
 - It will be recommended that the “First Receivers” and their families receive their vaccine at the beginning of their shift.
 - It will be recommended that the “First Receivers” receive their supply of prophylaxis at the beginning of their shift and they are given the prophylaxis for their families at the end of their shift to take home.

Tab D- SNS Request/Re-supply SOG

Requesting/Re-supply Strategic National Stockpile (SNS) Standard Operating Guidelines:

Purpose:

- To provide a structured system of providing initial request and re-supply requests of the SNS material from a Regional Distribution Node (RDN) or the Ohio Receipt, Staging, and Storage (RSS) at either a point of distribution (POD) or the Antiviral Drop Site location in Portage County.

Scope:

- Mobilization and transportation of SNS material responsibility is the responsibility of the State of Ohio to transport SNS materiel from the RSS and/or RDN then to the POD or Antiviral Drop Site location.
- If the State of Ohio is overwhelmed, thus, resulting in a lack of transportation assets needed to mobilize the SNS from the RSS and/or RDN, the local health departments and Homeland Security and Emergency Management are responsible for SNS materiel mobilization and transportation. (Refer to Mobilization & Transportation SOG); however, the request and re-supply procedure outlined in this document should still be followed.
- The Ohio Department of Health (ODH) will only deploy and deliver one SNS asset request within a 24 hour period and up to 12 hours may be needed for mobilization to the RSS.
- This document is NOT intended to outline usage of the SNS, rather, provide a process of requesting and re-supply requests of SNS materiel.
- The SNS Medical Supply 2a form and the Pharmaceuticals 2b are both in excel and are two separate sheets.
- The SNS Medical Supply 2a form and/or the Pharmaceuticals 2b form can be filled out by Public Health and Hospitals.
- Whomever fills out the forms will need to be sure to include their address as the requestors address on the form i.e., (you may have two Pharmaceutical 2b forms one from hospitals with their request and one from public health with their request. The same form should NOT include both request from public health and hospitals.)
- There are Pharmaceuticals included on the Pharmaceuticals 2b form that require a DEA 222 licensee to sign for receipt of the materials. These pharmaceuticals are clearly marked with (Requires DEA 222) on the form.

Initial Request for SNS Material:

1. The Initial Request for SNS material **MUST** be made as soon as possible because it will likely take over 12 hours to receive the SNS materials.
2. Determine if a request for the SNS is required to effectively respond and abate the public health emergency, via *Justifications for SNS Request Checklist (Attachment SNS-1)*.
 - a. Check the ***Initial*** checkbox on the *Justifications for SNS Request Checklist* form.
 - b. Check one of the listed justifications for the Initial Request.
3. Obtain and fill-out an: *SNS Request (Attachment SNS Medical Supply 2a and/or Pharmaceuticals 2b)*:
 - a. Fill-in the requestors section (be sure the requestors address is whom is requesting the materials i.e., public health's address should NOT appear here when it is hospitals request and vice versa.)
 - b. Check the ***Initial*** checkbox on this form.
 - c. Complete the Point of Contact information
 - d. Include DEA # as necessary and available
 - e. Fill-In the Date & Time areas of the form.
 - f. List specific medical supplies needed for effective public health response (e.g. chemoprophylaxis, etc.).
 - g. The Health Commissioner or his / her designee will sign and date this form.
4. If the justifications have been met, Portage County Health Department shall make a formal written request to the Portage County Emergency Management, via the: *SNS Request (Attachment SNS Medical Supply 2a and/or Pharmaceuticals 2b)* and advance the: *SNS Request* and the *Justifications for SNS Request Checklist* to the Portage County Emergency Management Emergency Operations Center (EOC) via one of the following methods:
 - a. Call to the Portage County Health Department Liaison at the EOC and request him / her to initiate the Protocol of SNS Request, by forwarding the: *SNS Request (Attachment SNS Medical Supply 2a and/or Pharmaceuticals 2b)* and the *SNS Justification for SNS Request Checklist* to the Liaison by either:
 - o Faxing the request to the EOC.
 - o Scan and attach forms to email with a phone call to the EOC notifying of the email.
 - o Hand delivery of the request to the EOC.
 - b. If the Liaison Officer is not at the EOC contact the Portage County Emergency Management director and fax or email the (**Attachment SNS Medical Supply 2a and/or Pharmaceuticals 2b**) and the *SNS Justification for SNS Request Checklist*

to the Portage County Emergency Management and follow up with phone call to ensure receipt.

Note: Regardless of either method used, contact should be made with ODH DOC within an hour of submission to ensure receipt of the request.

5. In the instance the SNS Request is denied, re-evaluate the *Justifications for SNS Request* and resubmit the: *SNS Request*. (**Attachment SNS Medical Supply 2a and/or Pharmaceuticals 2b**)

Re-supply Request for SNS Materiel:

1. The Initial Request for SNS materiel MUST be made as soon as possible because it will likely take over 12 hours to receive the SNS materials.
2. Determine if a request for the SNS is required to effectively respond and abate the public health emergency, via *Justifications for SNS Request Checklist* (**Attachment SNS-1**).
 - a. check the **Re-supply** checkbox on the *Justifications for SNS Request Checklist* form.
 - b. Check one of the listed justifications for the Initial Request.
3. Obtain and fill-out an: *SNS Request* (**Attachment SNS Medical Supply 2a Pharmaceuticals 2b**):
 - c. Fill-in The requestors section (be sure the requestors address is whom is requesting the materials i.e., public health's address should NOT appear here when it is hospitals request and vice versa.)
 - d. Check the **Resupply** checkbox on this form.
 - e. Complete the Point of Contact information
 - f. Include DEA # as necessary and available
 - g. Fill-In the Date & Time areas of the form.
 - h. List specific medical supplies needed for effective public health response (e.g. chemoprophylaxis, etc.).
 - i. The Health Commissioner or his / her designee will sign and date this form.
4. If the justifications have been met, Portage County Health Department shall make a formal written request to the Portage County Emergency Management, via the: *SNS Request* (**Attachment SNS Medical Supply 2a Pharmaceuticals 2b**) and advance the: *SNS Request* and the *Justifications for SNS Request Checklist* to the Portage County Emergency Operations Center (EOC) via one of the following methods:
 - a. Call to the Portage County Health Department Liaison Officer and request him / her to initiate the Protocol of SNS Request, via forwarding the: *SNS Request* (**Attachment SNS Medical Supply 2a Pharmaceuticals 2b**) and the *SNS Justification for SNS Request Checklist* to the Liaison by either:
 - Faxing the request to the EOC.

- Scan and attach forms to email with a phone call to the EOC notifying of the email.
 - Hand delivery of the request to the EOC.
- b. If the Liaison Officer is not at the EOC contact the Portage County Emergency Management director and fax or email the (**Attachment SNS Medical Supply 2a Pharmaceuticals 2b**) and the *SNS Justification for SNS Request Checklist* to the Portage County Emergency Management and follow up with phone call to ensure receipt.

Note: Regardless of either method used, contact should be made with ODH DOC within an hour of submission to ensure receipt of the request.

5. In the instance the SNS Request is denied, re-evaluate the *Justifications for SNS Request* and resubmit the *ICS Form: SNS Request*.

Attachments:

Attachment SNS-1: *Justifications for SNS Request Checklist*.

Attachment SNS-2: *Attachment SNS Medical Supply 2a and Pharmaceuticals 2b (2a and 2b are two separate sheets)*

Attachment SNS-1

Justifications for SNS Requests

Type of Request: Initial Re-supply

- An overt occurrence of chemical, biological, radiological/nuclear, explosive (CBRNE) event.
- Medical emergency caused by a natural disaster.
- Claim of release or use of CBRNE by intelligence or law enforcement.
- Indication from intelligence or law enforcement of a likely attack.
- Clinical, laboratory or epidemiological indications:
 - Large number of ill persons with similar disease, syndrome, or deaths.
 - Unusual illness in a population—single case of disease from uncommon agent and/or a disease with unusual geographic or seasonal distribution and/or endemic disease or unexplained increase in incidence.
 - Higher than normal morbidity or mortality from a common disease or syndrome.
 - Failure of a common disease to respond to usual therapy.
 - Multiple unusual or unexplained disease entities in the same patient.
 - Multiple atypical presentation of disease agents.
 - Similar genetic type in agents isolated from temporally or spatially distinct sources.
 - Unusual, genetically engineered, or antiquated strain of the agent.
 - Simultaneous clusters of similar illness in non-contiguous areas.
 - Atypical aerosol, food, or water transmission.
 - Deaths or illness among animals that precedes or accompanies human death.
- Unexplained increase in emergency medical requests.
- Unexplained increase in antibiotic prescriptions or over-the-counter medication use.

IMPORTANT NOTE: Attach this checklist to the *Portage County Health Departments SNS—Medical Supply Request Form (Attachment 2-a)* and/or *Portage County Health Departments SNS—Pharmaceutical Request Form (Attachment 2-b)*, and advance both to the Portage County Homeland Security and Emergency Management Agency for processing.

Requestor: _____	SNS Medical Supply 2a- Type of SNS Request (CHECK ONE)	Initial	
Address of Requestor: _____		Resup ply	
City: _____	State: Ohio	Zip: _____	
Point of Contact (POC): _____	DEA #: _____		
POC Phone: _____	Position: _____		
Date: _____	Time: _____		

MEDICAL SUPPLIES	Quantit y Reque sted	MEDICAL SUPPLIES	Quantit y Reque sted
Calibrated oral dosing syringes, 10ml		Endotracheal tube guide (stylette), adult, 10Fr OD	
Carpject Device		Endotracheal tube guide (stylette), ped & small adult	
Syringe/Needle 10ml, 20G x 1 1/2"		Endotracheal tube guide (stylette), infant, 6Fr OD	
Intravenous catheter & needle unit, 18G x 2"		Yankauer Suction, with control vent	
Intravenous catheter & needle unit, 18G x 1 1/4"		Suction Catheter 18fr, sterile, flexible, w/control valve	
Intravenous catheter & needle unit, 20G x 1 1/4"		Suction catheter 14Fr, sterile, flexible, w/ control valve	
Intravenous catheter & needle unit, 24G x 5/8"		Suction unit (aspirator), portable	
Intravenous set, butterfly, 12" tubing, 21G x 3/4"		Oropharyngeal (Berman) Airway, neonatal, 40mm length	
IV admin set, 10 drops/ml, vented, y-site		Oropharyngeal (Berman) airway, pediatric, 60 mm length	
IV admin set, 10 drops/ml, y-site		Oropharyngeal (Berman) airway, adult, 90 mm length	
IV admin set, 60 drops/ml, vented, y-site		MPR, adult; bag, mask	
IV admin set, 60 drops/ml, 2 y-sites		MPR, pediatric; bag, mask, pop-off valve	
Isopropyl alcohol pads, 70%, 1 1/4" x 2 1/2"		Easy cap II CO2 detector (works w/both size MPR)	
Povidone Iodine swabsticks, 10%, triples		Laryngoscope, disposable, large (equivalent of Macintosh 3)	
Gloves, medium, non-sterile, non-latex, single		Laryngoscope, disposable, small (equivalent of Miller 2)	
Gloves, large, non-sterile, non-latex, single		Laryngoscope illuminator (reusable with battery)	
Tape, cloth, 1" x 10 YD, (Durapore or equivalent), roll		Oxygen tubing, 7ft., accommodates 5-7mm male fittings	
IV site transparent dressing, 2" x 3" (Tegaderm or equiv.)		Oxygen mask, non-rebreather, pediatric, safety vent, 7ft. tubing	
Tourniquet, latex-free, 3/4" x 18"		Oxygen mask, non-rebreather, adult, safety vent, 7ft. tubing	
Intermittent IV injection site, long with Luer Lock		Nasal cannula, 7ft. tubing	
Endotracheal tube, 3mm ID, uncuffed, Murphy, std. connect		Conforming gauze, sterile, 4" x 4.1 YD	
Endotracheal tube, 4mm ID, uncuffed, Murphy, std. connect		Sterile dressing, 4"x 4"	

Endotracheal tube, 5mm ID, uncuffed, Murphy, std. connect		Sterile dressing, 8"x10"	
Endotracheal tube, 6mm ID, HVLP cuff, Murphy, std. connect		Nasogastric tube, adult, 14Fr.	
Endotracheal tube, 7mm ID, HVLP cuff, Murphy, std. connect		Nasogastric tube, adult 16Fr.	
Endotracheal tube, 8mm ID, HVLP cuff, Murphy, std. connect		Nasogastric tube, adult 8Fr.	

1 of 2

Requestor's Signature:

Date & Time:

Health Department Approval Signature:

Date & Time:

EMA's Approval Signature:

Date & Time:

Attachment Pharmaceuticals 2-b

Requestor: _____	SNS 2b- Type of SNS Request (CHECK ONE)	Initial	
Address of Requestor: _____		Resupply	
City: _____			
Point of Contact (POC): _____	DEA #:		
POC Phone: _____	Position: _____		
Date: _____	Time: _____		

PHARMACEUTICALS	Quantity Requested	PHARMACEUTICALS	Quantity Requested
Ciprofloxacin 400mg in D5W 200ml bag IV		Morphine Sulfate 10mg/ml (1ml), 25G needle, Carpuject (Requires DEA 222)	
Doxycycline hyclate 100mg powder vial IV		Lorazepam HCl 2mg/ml (1ml), 22G needle, Carpuject (Requires DEA 222)	
Sterile water for injection (SWFI), preservative free, 10ml vial		Ciprofloxacin 500 mg 20 tablet Unit of Use	
Gentamicin sulfate 40mg/ml (20 ml) multi-dose vial for inj.		Ciprofloxacin HCL PO 500 mg tablets (100#)	
0.9% NaCl Flush, Preservative Free, 3ml Carpuject		Ciprofloxacin HCL PO 500 mg tablets (100 # Bottle)	
NaCl 0.9% 1000 ml IV solution		Ciprofloxacin HCL PO Susp. 250 mg/5 ml (100 ml) Bottle	
NaCl 0.9% 100 ml IV Piggyback Mix		Doxycycline Hyclate 100 mg 20 tablet Unit of Use	
Polymixin B/bacitracin ointment, 0.9gm packets		Doxycycline Hyclate 100 mg (500# Bottle)	
Mark 1 (600mg pralidoxime/2mg atropine) auto-injector (Requires DEA 222)		Tamiflu 30mg Request quantity in Courses (10 capsules-1 course)	
Diazepam HCl 10mg auto-injector (Requires DEA 222)		Tamiflu 45mg Request quantity in Courses (10 capsules-1 course)	
Atropine sulfate 0.4mg/ml x 20ml multi-dose vial for injection (Requires DEA 222)		Tamiflu 75mg Request quantity in Courses (10 capsules-1 course)	
Pralidoxime HCl 1gm powder vial for injection (Requires DEA 222)		Tamiflu Ped Suspension	
Diazepam HCl 10mg (5mg/ml) 10ml single-dose vial for inj.		Relenza Request Quantity in kits (1 kit -1 course of 5	

(Requires DEA 222)		Rotadisks & 1 Diskhaler	
Dopamine HCl 400mg (80mg/ml x 5ml) vial IV (Requires DEA 222)			
Epinephrine HCl 1:10000 (10ml) syringe/needle for injection			
Methylprednisolone Na succinate 125mg (2ml) vial for inj.			
Albuterol metered dose inhaler, 17gm			
Epinephrine auto-injector (0.3 mg x 1:1000)			
Epinephrine auto-injector (0.15mg x 1:2000)			

Requestor's Signature: _____ **Date & Time:** _____
Health Dept's Approval Signature: _____ **Date & Time:** _____
EMA's Approval Signature: _____ **Date & Time:** _____

Tab E-Portage County Health Department POD Go-kit

	DESCRIPTION	QTY/SITE	QTY/LINE	PCHD/Available	EMA-Need
Signs					
POD Signs					√
Name Badges-other than professional staff	100/pack	1		√	
Vests		3		√	
OFFICE SUPPLIES					
Markers	4 color/set		1	√	
Scotch Tape	66' roll includes dispenser		1	√	
Masking Tape	1" X 180' roll	2		√	
Pens	12/bx	12		√	
Pencils	12/bx	5		√	
Clipboards	letter size	20		√	
Paper tablets	12 pads - 8 1/2" X 11"	1		√	
Pencil Sharpener		1		√	
Stapler			2	√	
Staples	5000/bx	4		√	
Highlighter			1	√	
Whiteout			1	√	
Calculator		1		√	
Paper Clips - standard	100/bx		2	√	
Paper Clips - jumbo	100/bx		2	√	
Manual 3 Hole Punch		1		√	
Thumbtacks	100/bx	1		√	
Rubber Bands	Assorted sizes - approx 200/bx	1		√	
Scissors			1	√	
File Folders	100/bx	2		√	
Easel Paper-includes stand	50 sheets/pad	2			√
3-ring Binder	1 - 4" view with interior pockets	2		√	

Reviewed/Updated January 2014

Label Maker - uses 6 AAA batteries		1			√
Label Maker tape	roll	1			√
AAA Batteries for label maker	12/pk	1		√	
Envelopes - letter size	125/bx	1		√	
Envelopes - interoffice	100/bx	1		√	
Accordion File - expanding wallets			3	√	

Portage County Health Department POD Go-kit

	DESCRIPTION	QTY/SITE	QTY/LINE	PCHD/Available	EMA-Need
Bull horn	1	1			√
Post-it Notes 3"X 3"	6 pk - 90 sheets per pad		1	√	
Post-it Notes 3"X 5"	1 pad - 100 sheets		1	√	
Long phone cord (25 ft. or longer)	1 single jack - 25 ft		1		√
Computer cable (25 ft. or longer)	1 CAT 5		1		√
ADDITIONAL ITEMS					
Orange tape for traffic control	1 roll - 150'		3		√
Trash Bags	100/bx 55-60 gallon	1		√	
Paper Towels	1 roll		10	√	
Paper Napkins - lunch	250	1		√	
Paper Cups - styrofoam	50/pk	6		√	
Dixie Cups - 3 oz.	100/pk	20		√	
Med Cups	250/bx	8		√	
Safety Pins	100/bx	1		√	
All-purpose Cleaner	bottle	2		√	
Bleach - 1 gallon		1		√	
Spray Bottle			1	√	
Flashlight		4		√	
Electric Lantern			1		√
Flashlight batteries	2 'D'/pk	20		√	
Lantern Battery	8 'D'/pk	2			√
Battery-operated radio weather band		1			√
White paper tablecover		10		√	
HYGIENE AND FIRST AID					
Facial Tissue			5	√	
Toilet Tissue	24 rolls/pk	3		√	
Alcohol based hand rub	18 oz bottle w/pump		1	√	

Portage County Health Department POD Go-kit

	DESCRIPTION	QTY/SITE	QTY/LINE	PCHD/Available	EMA-Need
Alcohol cotton balls	10 containers		5	√	
Gloves - non-latex/powderfree/assorted sizes - few	100/bx		5	√	
Antibacterial handwashing solutions	gallon	1		√	
Cotton Balls	6 bags		5	√	
Bandages	100/bx		5	√	
Thermometers and covers		5		√	
Plastic Bags-dispensing meds for home	1000/bx	2		√	
Sharps Container-8 gallon			2	√	
Sharps Container-5 quart			2	√	
Face Masks	50/bx	1		√	
Emergency Tray					
Epinephrine	vial - 1:1000 30ml	1		√	
Ammonia	12/bx	2		√	
Syringes		10		√	
2-way CPR mask	Laerdal pocket mask	1		√	
Medical orders				√	
PUBLIC EDUCATION					
Informed consent forms (10-15 for each of the 6 class 'A' agents)				√	
Public Education vaccinations				√	
PLANNING					
CDC Agent A list with protocols		10		√	
Copy of SNS plan				√	
Educational materials for public (agent specific)		1		√	
Dosing charts for pediatrics				√	
Drug Reference Guide - Nursing Drug Handbook 2004 possible BT book		3		√	
Map				√	

Reviewed/Updated January 2014

Plastic containers w/casters		10		√	
Total Per Site					

TAB F- Local Pharmacy Dispensing SOG

Standard Operating Guideline Emergency Pharmaceutical Dispensing Local Pharmacy Participation

Purpose: The purpose of the guidelines is to facilitate participation among local pharmacies in Portage County to dispense pharmaceuticals during an emergency. For the purposes of cooperation and coordination as it relates to emergency preparedness and response to a public health emergency. This SOG relates to antiviral medication for response to a pandemic influenza event affecting the Portage County Community.

Situation: The Portage County Health Department is the lead public health agency related to public health emergency preparedness and response. They are responsible for receiving, securing, storing and distributing the antiviral medication from the Strategic National Stockpile (SNS).

Assumptions: Distributing the SNS assets to residents of Portage County can not happen without the wiliness of local pharmacies to participate in the dispensing of SNS pharmaceuticals.

Participating pharmacies will sign a Memorandum of Understanding (MOU) with the Portage County Health Department.

Distribution of the SNS will only be done when the following conditions exists:

- Commercial supplies are unavailable or delivery is prolonged
- Disease conditions require immediate dispensing of pharmaceuticals for the treatment of affected populations.

Requesting Antiviral Pharmaceuticals

Once participating pharmacies have identified that one or both of the above conditions exist, they may request an allocation of the SNS to meet immediate needs by following the following steps.

1. Notify Portage County Office of Homeland Security and Emergency Management (OHS/EMA) of the specific need by completing the attached request form.
2. Fax the completed form to the Emergency Operations Center (EOC) 330-297-4569 and delivery to your pharmacy will be made with in 24 hours of request if SNS is available.

Receiving the Antiviral Pharmaceuticals

1. You will be contacted by phone when the delivery is ready to leave the drop site.
2. All applicable pharmacy laws, rules and regulations apply to receiving and storing of pharmaceuticals within the SNS.

3. A pharmacist must be onsite for the delivery of the SNS pharmaceutical. And sign for the transfer of the asset.
4. Local law enforcement will be notified that an SNS delivery has been made to your location and may supplement existing security systems at your pharmacy site.

Dispensing of Antiviral pharmaceuticals:

1. SNS antiviral medications are to be used for treatment only of patients who have seen a physician and have met the treatment guidelines established by appropriate authorities (CDC).
2. Antiviral medications will only be dispensed with a prescription from a licensed Physician or licensed Nurse Practitioner.
3. Antiviral medications are to be dispensed for free though a dispensing fee is permitted per person not to exceed the fee established by Ohio Department of Health (ODH).
4. Third Party Insurance is not to be billed for the SNS antiviral medication.
5. All attempts should be made that these SNS antiviral medication be dispensed to Portage County residents only (documentation of residency is (not necessary)).

Accountability/Tracking of Antiviral Pharmaceuticals

1. Accountability and tracking of antiviral medications dispensed will be achieved by obtaining the following information.
 - Receipt of delivery
 - Quantities received
 - On-hand quantities
 - Lot numbers
 - Expiration dates
 - Item description
 - Type or form (capsule, pill, vial etc)
 - Strength
 - Destination information
 - Signature of accepting custody transfer
 - Location received from
 - When items were received
2. This may be achieved by one of the following ways:
 - a. Using a form provided by Portage County Health Department.
 - b. Using your Inventory Management System Report.
 - c. Securing a label to provided form with the necessary information identified above.

Starting 24 hours after receipt of your SNS allocation accountability and tracking reports must be submitted daily by 8:00 am to the Portage County SNS Team at 330-297-3597(fax).

Returning Antiviral Pharmaceuticals:

1. In accordance with CDC guidelines, all unused SNS pharmaceuticals must be returned to the local drop point.
2. The following process will be followed:
 - a. The Portage County Public Health Response Team will have declared that the necessity for emergency treatment is no longer needed.
 - b. Portage County Office of Homeland Security and Emergency Management will notify all participating pharmacies of the time when teams will be arriving at your location to pick up any unused medication.
 - c. Packaging of medication must be done in accordance with all laws, rules and regulations.
 - d. Signatures will be needed at time of pick up by responsible pharmacist and the pick up team lead for chain of custody purposes.
 - e. An Inventory/Tracking accountability form or report will sent along with the returned SNS assets.

TAB G- SNS Antiviral and PPE Distribution Plan

Portage County SNS (Antiviral and Personal Protective Equipment) Distribution Plan

Purpose: This Plan identifies the process of receiving, distributing, securing and returning unused SNS materials (Antiviral and Personal Protective Equipment).

Definitions:

Distribution: The allocation and movement of SNS assets to and from local drop point to patient care providers.

Dispensing: Giving of the medication to the appropriate patient in accordance with appropriate laws and guidelines.

Participating Pharmacies: Identified pharmacies in Portage County participating in the distribution of SNS (antiviral) to Portage County residents.

PPE: Personal Protective Equipment: Gloves, gowns, masks, etc.

Strategic National Stockpile (SNS) Request: Criteria for antiviral pharmaceutical request from ODH are based on: accelerated phase of the disease (number and speed of cases in Portage County) and local resources including commercial sources must be exhausted before requests will be made. Portage County would request the SNS if pharmacy inventory are less than 48 hours of treatment courses available.

SNS Team: Licensed Pharmacists, Public Health Team members, and logistic volunteers assisting with the distribution of local cache of the Strategic National Stockpile of Medical supplies and pharmaceuticals.

SNS Team Leader: Individual assigned by Operations Chief responsible for the operation and oversight of the local distribution of the Strategic National Stockpile of Medical supplies and pharmaceuticals.

1. Initiation of Process

- The SNS Coordinator for Portage County will notify the SNS Team point of contact and the Security point by phone.
- The SNS Team will also be notified for activation by the PC OHS/EMA.

2. SNS Drop Site

- The Incident Commander will determine which of the pre-identified sites will be used for the current event.
- Two Pharmacy representatives from the SNS Team will be present to inventory the stock, upon its arrival at the drop point.
- Inventory log will include: date/time of product arrival, product name, lot numbers, expiration, quantity.
- Product will be secured in temperature controlled, locked location. Per Ohio pharmacy law, the pharmacist should be the only individual with a key and access to prescription medications. Double lock systems that must be opened by 2 individuals one from security, the other a licensed pharmacist is preferred.
- Records of all activity will be maintained by the Pharmacy Team.
- Records include: inventory logs, packing slips, assets transfer forms and tracking of dispensing at local pharmacies.

3. Distribution of SNS materials

- Antiviral pharmaceuticals or Personal protective equipment will be dispensed in either of two ways;

Plan A: Antiviral pharmaceuticals in most cases will be mobilized only to the participating pharmacies. This will be done by teams, including security, driving the antiviral from the drop point to the participating pharmacies on a once daily basis.

Plan B: Deployment of the Personnel Protective Equipment (PPE) will be done by the agency or entity needing the assets coming to the Portage County EMA (once daily) to pick up the requested assets.

4. SNS Distribution to Pharmacies

- Participating pharmacy notifies EOC that they need product, which anti-viral and how many, by requisition. The EOC notifies the PH SNS Team Leader who will activate the pharmacy team.
- SNS team prepares product for distribution and maintains distribution records.

- Distribution records will include: date/time request received, date/time product shipped, pharmacy name, responsible pharmacist and license number, receiving pharmacist and license number, quantity, lot number, expiration, pharmacy terminal distributor license.
- A representative of the pharmacy team will transport the product with a law enforcement escort to the pharmacies.
- Duplicate document will remain at pharmacy and include signatures indicating receipt of product.

5. Rules of Dispensing of SNS Products

- SNS product for residents of Portage County only, must prove resident of Portage County (i.e., utility bill, tax billing, voter registration, Drivers license, state ID).
- Ensure valid prescription from physician and process using dispensing system.
- Patient shall not be charged for the medication.
- Once the pharmacy dispenses the medication they document on the Dispensing Form and report the data daily to the SNS Team Leader.

6. Personal Protective Equipment Distribution:

- PPE is defined as what is appropriate for the current response situation.
- SNS PPE will be for health care providers (anyone who delivers direct patient care) working in Portage County only.
- PPE will be provided when the healthcare agency has shown there is limited commercial availability of PPE (i.e. document from supplier show unavailable or extended backorder).
- Healthcare agency will pick up requested PPE at designated pick up location. Currently Portage County OHS/EMA.

7. Returning SNS Supplies

- In the event the SNS product needs to be returned, pharmacies must keep track of the inventory and return all remaining supplies when requested by the SNS Team Leader.
- The SNS team at the drop site will re-inventory returned product and confirm with that all inventory not dispensed is returned. This is the difference between the Pharmacy Distribution and Dispensing List.
- The SNS team leader will coordinate through the Public Health Incident Command for product to be returned to Ohio Department of Health.

8. Security of SNS Product and Materials:

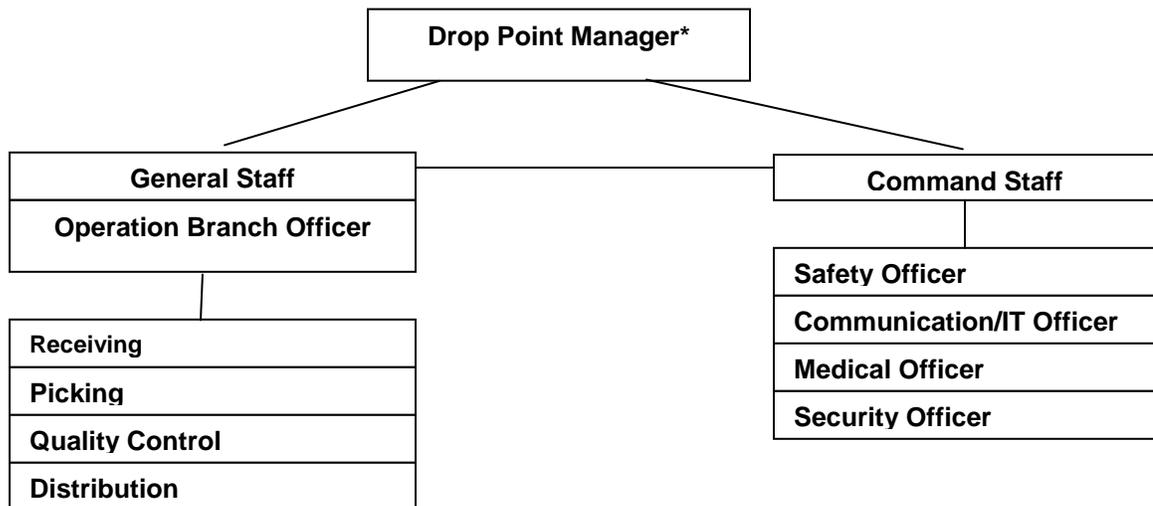
- Once the product is dropped at the identified drop site the product will be secured by Security personnel from facility and in conjunction with local Law enforcement.
- The product will be locked in the designated lock point in which only the security personnel and licensed pharmacist has the key.
- The designated drop point should be secured in enclosed environmentally controlled facility with limited access. (Reference State of Ohio Antiviral and Countermeasure Guidance document)
- The designate drop point should have security surveillance cameras.
- Only those members of the SNS Team will be permitted into the secured drop location.
- Security personnel will check Identification of the SNS Team by picture ID.

TAB H- Stockpile Drop Point ICS

Portage County Stockpile Drop Point Incident Command Structure

These Job Action Sheets have been created for stockpile drop point staffing who are responsible for receiving, inventorying, reappportioning, distributing and returning medical related supplies and pharmaceuticals during a public health emergency. Jobs may be change or modify to meet unique needs of various responses. Each Job Action Sheet is a two page document.

Drop Point Division Staffing & Command Staff



Portage County

STOCKPILE DROP POINT MANAGER

Positioned Assigned To: <hr/>
You Report To: _____, Logistics Chief (Area Command)

MISSION: *The Stockpile Drop Point Manager has overall responsibility for the management of drop point activities. During the entire process of the drop point, this position will always be designated. The Drop Point Manager will ensure Unity of Command is kept intact during all phases of the Drop Point.*

- Immediate
- _____ Read and approve all Job Actions Sheets (Command and General Staff) prior to standing up the Drop Point.
 - _____ Complete a briefing from the Area Commander prior to deployment of Command and General (Drop Point) staff members.
 - _____ Complete the NAPH form and receive medication. Take first dose immediately.
 - _____ Ensure that all key staff members take dosage of medication.
 - _____ Pre-Approved ICS packages, credentials and other key items are in your deployment package.
 - _____ Ensure activation of all key personnel is completed and all positions can be filled within 60 minutes of the activation order
 - _____ Ensure the ICS 208 form is posted in conspicuous places throughout the facility for times & designations of all Command and General Staff briefings.
 - _____ Make sure to sign off on this form before it is posted.
 - _____ Approve the following plans prior to standing up the Drop Point and ensure they are activated and signed off on:
 - _____ Incident Action Plan including all attachments
 - _____ Drop Point Communications Plan
 - _____ Safety Plan
 - _____ Medical Plan
 - _____ Demobilization Plan
 - _____ Ensure facility is ready from an operational standpoint
 - _____ Ensure Safety Officer has toured the facility

- Intermediate
- _____ Oversee the overall operation of the Drop Point site and ensure that associated medications and equipment are received, inventoried, distributed and tracked in a timely and efficient manner.
 - _____ Continue to monitor all activity and ensure timely meetings are conducted for Command and General Staff members during the Operational Period.
 - _____ Provide an hourly update to the Area Command of all activities occurring at the Drop Point site.

- _____ Ensure the Area Command Planning Section is drafting a demobilization plan. Approve the plan once it is completed.
- _____ Interface with all Government (both Federal and State) personnel as required
- _____ Receive and update General and Command Staff on the Situational reports during the event.
- _____ Ensure timely and factual information is provided to all personnel at the Drop Point site
- Extended _____ Observe all Command and General staff for signs of stress, fatigue, and inappropriate behavior.
- _____ Ensure the Demobilization Plan is reviewed by the Branch Directors and then sign off on any changes. The Drop Point Site Manager must sign the document to activate.
- _____ Review possible rotation of Key staff members if the possibility exists the incident may run consecutively for more than 2-weeks.
- Demobilization _____ Return officer vest & Drop Point credential to logistics supply unit. (Each Operational Period)
- _____ Follow the approved Demobilization Plan ICS 221.
- _____ Ensure all officer vests are packed back in Site Commander deployment case.
- _____ Check-off Drop Point Site Manager demobilization form and turn into Area Command Logistics unit at end of event.
- _____ Return Drop Point Site Manager deployment case to Area Command at end of event.

Below is a place for you to document any other important activities that you feel should be included on this Job Action Sheet. Return this sheet to the logistics supply unit if you have any comments.

Immediate duties – those deemed most urgent which will require you to continue your job.	
Intermediate duties – those that you may carry out just a few times throughout the day.	
Extended duties – main purpose; to carry out the entire time	
Demobilization duties – actions that need to be carried out at the end of a shift or at the very end of the event.	

Portage County

DROP POINT SAFETY OFFICER

Positioned Assigned To: _____
You Report To: _____, Drop Point Manager

MISSION: *To ensure the physical working space is safe and to ensure staff has medical treatment if needed. As the Safety Officer, your commands are the first and foremost when dealing with safety. The Safety Officer may exercise emergency authority to directly stop an unsafe act if staff are in imminent, life-threatening danger.*

- Immediate
 - _____ Read and approve all Safety Job Actions Sheets prior to standing up the Drop Point.
 - _____ Complete a briefing from the Area Commander prior to deployment of Command and General (Drop Point) staff members.
 - _____ Complete the NAPH form and receive medication. Take first dose immediately.
 - _____ Report to the designated Drop Point and perform initial visual review of facility exterior
 - _____ Walk through the entire facility and immediate grounds noting any safety issues that will need corrective action or attention. Report same to the Drop Point Manager
 - _____ Brief safety staff on their duties (ensure they have their Job Action Sheet)

- Intermediate
 - _____ Set-up safety/first-aid site (check supplies, move tables/chairs) need to make a visible sign(s) to show where First-aid station is located.
 - _____ Give brief lecture of proper lifting technique all staff. Group them as they arrive.
 - _____ Observe work actions of others to ensure safety
 - _____ Provide input on ICS forms 201 and 208-HM. The ICS 208-HM is the written form used to certify with the Drop Point Manager that the facility is clear of internal and external Safety Hazards.

- Extended
 - _____ Observe, identify, and report safety concerns or problems
 - _____ Communicate with supervisors/leaders to identify problems with staff
 - _____ Schedule walk-through of the facility at intervals to observe operations and practices

- Demobilization
 - _____ Review Demobilization Plan
 - _____ Gather all unused safety supplies and equipment for return to staging area

- ___ Meet with all staff to provide final safety briefing and demonstrate any necessary corrections to practices
- ___ Brief Command and General Staff on overall operation
- ___ Turn in all safety JAS, Vests, and 214 Logs to Documentation Unit for recording
- ___ Sign off on all ICS forms and complete any final paperwork

Below is a place for you to document any other important activities that you feel should be included on this Job Action Sheet. Return this sheet to the logistics supply unit if you have any comments.

Immediate duties – those deemed most urgent which will require you to continue your job.	
Intermediate duties – those that you may carry out just a few times throughout the day.	
Extended duties – main purpose; to carry out the entire time	
Demobilization duties – actions that need to be carried out at the end of a shift or at the very end of the event.	

Portage County

DROP POINT MEDICAL OFFICER

Positioned Assigned To: ____ _____
You Report To: _____, Drop Point Manager

MISSION: *To provide first aid and medical support to all staff at the Drop Point. Act as liaison between EMS and Drop Point. Must at least a certified EMT-Basic*

- Immediate
- _____ Read this entire Job Action Sheet and review organizational chart.
 - _____ Obtain briefing from Safety Officer.
 - _____ Fill out NAPH form and receive medication. Take first dose.
 - _____ Ensure proper first aid supplies are available and not expired.

- Intermediate
- _____ Pass out NAPH forms to onsite security (work with Security Officer) and any other staff who have not received medication.
 - _____ Setup aid station and ensure supplies are available to see patients

- Extended
- _____ Continue to provide emergency medical service/first aid to all people onsite. Includes drivers and additional security that arrive throughout the day. (Work with the Dispatch for all drivers.)
 - _____ Observe all staff for signs of stress, fatigue, and inappropriate behavior.

- Demobilization
- _____ Return officer vest & Drop Point credential to Logistics Director. (Each shift)
 - _____ Collect all First-Aid supplies and ensure area is prepared for next shift.
 - _____ Complete the First-Aid Demobilization form(s) and turn them into the logistics supply unit at the end of the event.

On the back of this form is a place for you to document any other important activities that you feel should be included on this Job Action Sheet. Return this sheet to the logistics supply unit if you have any comments.

Immediate duties – those deemed most urgent which will require you to continue your job.	
Intermediate duties – those that you may carry out just a few times throughout the day.	
Extended duties – main purpose; to carry out the entire time	
Demobilization duties – actions that need to be carried out at the end of a shift or at the very end of the event.	

Portage County

DROP POINT SECURITY OFFICER

Positioned Assigned To:

You Report To: _____, Drop Point Manager

MISSION: To ensure the physical security of the Drop Point and all personnel assigned, as well as maintain the integrity of the overall operation.

- Immediate
- _____ Read and approve all Security Job Actions Sheets prior to standing up the Drop Point.
 - _____ Attend briefing with Drop Point Manager
 - _____ Put on ID vest and ID badge
 - _____ Complete the NAPH form and receive medication. Take first dose immediately.
 - _____ Ensure that all security members onsite receive and take dosage of medication.
 - _____ Brief and ensure all security positions have Job Action Sheets or know job duties
 - _____ Continue to monitor local law enforcement activity and report hourly to Drop Point Manager
 - _____ Review site security plans and make modifications as needed based on event. Notify Drop Point Manager of changes.

- Intermediate
- _____ Ensure all entrances are guarded/secured (locked w/alarm)
 - _____ Ensure all security members onsite are aware of breaks/schedules/resources

- Extended
- _____ Ensure security of Drop Point site, assets and personnel at all times.

- Demobilization
- _____ Return all security vests & Drop Point credentials to logistics supply unit. (Each Operational Period)
 - _____ Follow the approved Demobilization Plan ICS 221.

Below is a place for you to document any other important activities that you feel should be included on this Job Action Sheet. Return this sheet to the logistics supply unit if you have any comments.

Immediate duties – those deemed most urgent which will require you to continue your job.	
Intermediate duties – those that you may carry out just a few times throughout the day.	
Extended duties – main purpose; to carry out the entire time	