



## Closed POD Partner Program CP3

Project Initiation Outreach



# What is a Closed POD?

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## 1. Purpose

Approximately 200,900 people reside in Broome County. If an act of bio-terrorism occurred, or a flu pandemic emerged, the Broome County Health Department would prepare to receive and distribute prophylaxis to the entire community. To prevent a mass casualty scenario, Points of Dispensation, known as PODs, would be established throughout the county to provide medical countermeasures to all citizens within 48-hours.

Federal, State and local public health officials have dedicated a number of resources to plan and be prepared to respond to biologic threats. However, in order for a response to truly succeed, both government and the private sector must be involved.

## 2. Program

The Broome County Health Department has created the Closed POD Partner Program (CP3) for large employers, institutions and healthcare facilities to ensure that employees, residents and their families can easily access medical countermeasures during a declared event. By involving the public sector, facilities can prevent their employees from illness and minimize the impact upon internal operations. Through this partnership, countermeasures can be distributed quickly and resources are utilized efficiently.

CP3 aims to establish an individual response plan for an institution to quickly distribute prophylaxis to staff and possibly their families. Closed PODs are private distribution systems which are closed to the public. Closed PODs are formed by organizations taking on the responsibility to receive and dispense medications to their employees. Through these efforts, the Health Department can be more efficient in distributing prophylaxis to the entire community and gain assistance in meeting vast preparedness goals.

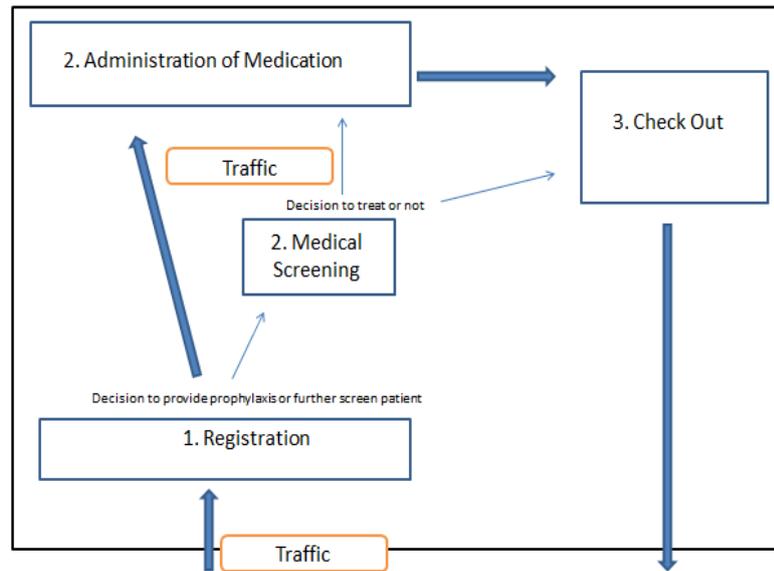
## 3. Plan

The Broome County Health Department has designed CP3 to collect information from a partner organization to author a closed POD response plan. Contained within this project initiation packet is a questionnaire used to draft an individualized closed POD plan. Response plan operations are similar to already occurring internal operations such as mail handling, recognition events, supply distribution etc.

## 4. Operations

When a public health threat emerges that requires mass prophylaxis distribution health care facilities such as hospitals and clinics are quickly overwhelmed. To reduce this surge the local health department will establish open PODs throughout the community. In conjunction with these activities, closed PODs more efficiently distribute resources while reducing long lines and public anxiety. By providing your employees access to needed medications or vaccine you are not only helping them, but the entire community.

Closed POD operations are simplified because the population being served is defined. Operations can be tailored to increase throughput and integrated into current workflow. POD operations are comprised of three areas as depicted in the flow diagram below:



## 5. Participation

By participating in CP3 an organization can protect employees while enabling local recovery efforts during an emerging public health threat.

### CP3 organizations are responsible for the following:

- Identify staff to work with the Health Department to complete a plan for the operation of a Closed POD and continue plan maintenance.
- Provide primary and secondary 24-hour emergency points of contact to ensure timely notification and activation of your Closed POD during a public health emergency.
- Dispense medications following guidance provided by your local health district during an emergency.
- Participate in predetermined and agreed upon training and exercise opportunities provided by your local Health Department.

### The Broome County Health Department is responsible for the following:

- Provide pre-event planning and technical assistance, including policies, procedures, POD layouts, fact sheets, dispensing diagrams, forms and other pertinent information to successfully operate a Closed POD.
- Provide Closed POD-specific training and education opportunities to identified staff in your organization.
- Provide medications during an emergency.
- Provide 24-hour emergency contact information for key Health Department emergency preparedness staff.
- Provide your organization with guidance regarding Closed POD activities including dosing instructions, follow-up procedures and information to distribute regarding a public health emergency.
- Provide your organization with technical assistance and oversight as needed during the response.
- Notify your organization of the need to activate the Closed POD plan.
- Provide media guidance during a public health emergency to ensure consistency of messages to the media.

To become part of CP3, please complete and return the following questionnaire. Once received, the health department will correspond with your organization’s point of contact to review the needs identified from responses. You can also complete the questionnaire online electronically at: <https://www.surveymonkey.com/s/BroomeCP3>

# CP3 Questionnaire

The following questions will help your organization determine whether your organization has the capabilities needed to function as a closed POD site as part of the Closed POD Partner Project in Broome County. The questionnaire can also be completed and submitted on line at: <https://www.surveymonkey.com/s/BroomeCP3>

If you should have any questions while completing the form, please contact: Leigh Ann Scheider, Health Program Director at 607-778-3944 or email [lscheider@co.broome.ny.us](mailto:lscheider@co.broome.ny.us). Please return completed forms to: Broome County Health Department, 225 Front St., Binghamton, NY 13905.

**Company/Facility Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Person Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### How Many Doses of Medication Will you Need?

How many people does your organization employ, including full-time, part-time, seasonal and contract workers?

**Total number of employees** \_\_\_\_\_

How many family members will you serve?

**Total number of employees multiplied by 2.5** \_\_\_\_\_

How many patients or residents do you serve?

**Total number of patients** \_\_\_\_\_

**Total Doses of Medication Needed** \_\_\_\_\_

### Who Will Dispense the Medication?

\_\_\_\_ On-staff medical professional (registered nurse, doctor, or pharmacist)

\_\_\_\_ Contract medical professional

\_\_\_\_ Does your organization have a contract currently in place? **Yes or No**

### Where Will You Dispense Medication?

Does your facility have a large space to conduct dispensing operations, such as a large conference room, auditorium or cafeteria? **Yes or No**

Does this space have wireless internet access or could wireless internet service be established? **Yes or No**

Does your facility have a generator or back up power source? **Yes or No**

### How Will You Handle the Paperwork?

Would your company/organization be willing to collect additional information (related to emergency dispensing) from your employees PRIOR to an actual event? **Yes or No**

Does your company/organization have at least 6 laptops that could be utilized for POD registration? **Yes or No**

Does your company/organization have the capability to contact all employees during non-business hours? **Yes or No**

## Frequently Asked Questions

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<b>What is the purpose of a Closed POD?</b>	To provide life saving medications to an organization’s employees and their family members during a public health emergency.
<b>How much is it going to cost?</b>	Medications and training are free of charge.
<b>Will there be training provided?</b>	Yes! Training will cover the Strategic National Stockpile and POD Management.
<b>When would businesses be asked to dispense medications at their own facility?</b>	The only time the health department would ask businesses to dispense medications to employees and their families would be if a great health risk existed for the entire population and preventive medications need to be taken immediately.
<b>Who operates the POD?</b>	Employees within your organization will operate the POD with oversight from the health department.
<b>Will people be allowed to pick up medications for their families?</b>	Yes, employees can be allowed to pick up medications for their families.
<b>How will medication be packaged?</b>	The medication will be packaged for individual use and will be taken orally. Appropriate dosage instructions will accompany each bottle of medication.
<b>Who needs to take the medication?</b>	During a health emergency, everyone within our community will need to take medication, including adults and children. Appropriate dosage instructions will accompany each bottle of medication dispensed at the POD.
<b>What about pets?</b>	The medications provided at the Closed POD are for humans only.
<b>What about employees who telework or commute long distances to and from work?</b>	As a Closed POD, expect to provide medications to all employees and their families, realizing that long distance commuters may choose to go to an Open/Public POD closer to their home.
<b>Is it possible that our business will need to operate a closed POD after-hours, during the weekend, or on a holiday?</b>	Public health emergencies can occur at any time. It is essential that your organization be prepared to operate a Closed POD during non-working hours since your employee’s health will be at risk if medications are delayed.

**What about liability issues?**

Public health officials depend on volunteers to assist during public health emergencies. Participating as a Closed POD is a voluntary program and there are various laws and statutes applicable to liability protection. Broome County will establish an MOU with each CP3 partner. There are various statutes which apply to liability issues. The Health Department can address specific concerns directly.