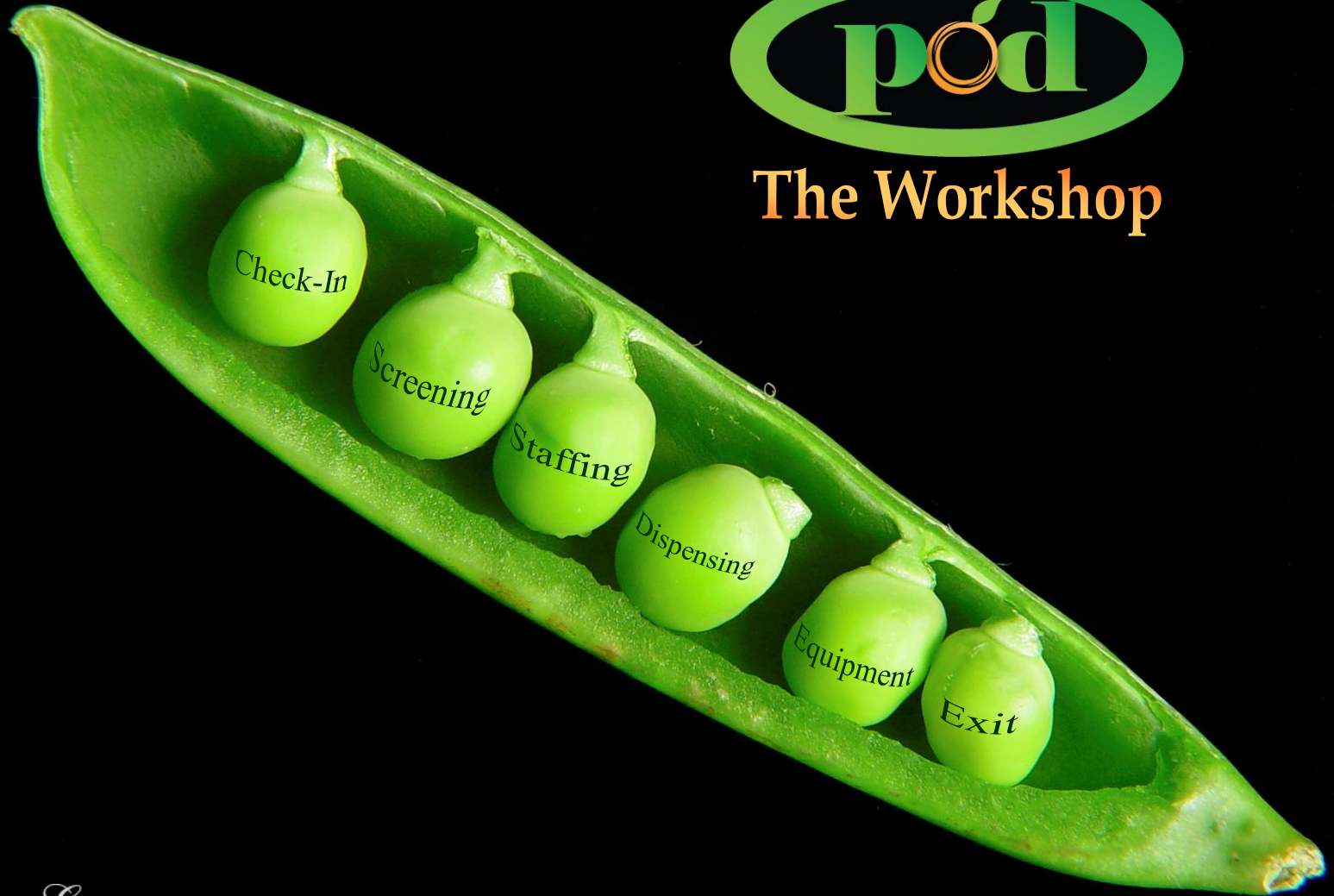




## The Workshop



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Integrity  
Service*

**Alison Kellman**

Orange County Health Care Agency  
Health Disaster Management Division

# Goals for Today

- **Review POD concepts**
- **Complete POD site map**
- **Review POD site equipment needs**
- **Discuss POD staffing positions**
- **Discuss Incident Action Plan (IAP)**





Folder Review

# OCHCA Mission

## **Mission:**

Working together for a healthier tomorrow

## **Vision:**

Dedicated to protecting and promoting the optimal health of individuals, families, and our diverse communities through:

- Partnerships
- Community Leadership
- Planning and Policy Development
- Education and Preparedness



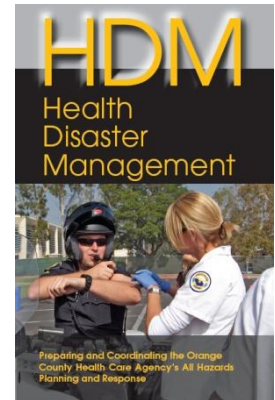
# Health Disaster Management

## Emergency Medical Services (EMS)

- Regulates, monitors, plans, and coordinates pre-hospital emergency medical services, hospital emergency programs, and trauma centers.

## Disaster Preparedness and Training

- Health Emergency Operations Management
- Strategic National Stockpile & Cities Readiness Initiative
- Pandemic Influenza
- Hospital Preparedness Program
- Vulnerable and At-Risk Populations



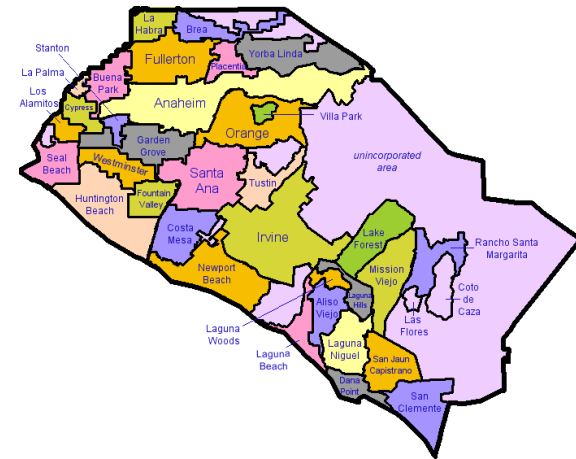
## Medical Reserve Corps (MRC)

- Qualified medical and non-medical professionals who assist the County as sworn volunteer Disaster Service Workers



# Cities Readiness Initiative (CRI)

- Prepare U.S. cities for a Bioterrorism Incident
  - Federally Funded – September 11, 2001
  - Anthrax Mailings – October 2001
  - Worst Case Scenario – Aerosolized Anthrax – 48 hours
- Effectively utilize the Strategic National Stockpile (SNS)
  - Medications
  - Vaccines
  - Medical Supplies and Equipment
- Provide medications to Orange County's 3.2 million residents within 48 hours





# Preparing Orange County Cities

Population

Operational Period (hours)

Doses Dispensed per hour =

**Number of POD sites needed**



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Concepts

# Point of Dispensing (POD)

Federally instituted **BEST PRACTICE** model for the dispensing of medication to a community of **healthy people** during a public health incident.



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# Goal of PODs

- Quickly provide medication to a large population
- Decrease the number of ill persons and/or deaths
- All-hazards: Provide essential supplies to a large population



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# All Hazards Planning



## Pandemic Influenza



## Local Emergencies



## Biological Agents





**Planning**



# POD Site Characteristics

- 🍌 Familiar to Community
- 🍌 Ample Parking
- 🍌 Easy Access
  - 🍌 Ingress/Egress Points
- 🍌 Public Transportation

Please complete form and mail to: Orange County Health Care Agency, Attn: CRI Coordinator, 405 W. 5th Street Ste. 301A, Santa Ana, Ca

## PRELIMINARY POD SITE ASSESSMENT

Facility Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Date: \_\_\_\_\_  
 Physical Address: \_\_\_\_\_ City, Zip: \_\_\_\_\_  
 Facility Manager: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Back-up Contact: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

### I. GENERAL FACILITY INFORMATION

1. Can all facility rooms and their entrance/exit points be secured?	YES	NO
2. Is there an area (5000+ sq. ft.) where 1000+ people/hour can freely move through?	YES	NO
3. Is facility available for access within a 12-hour notification period?	YES	NO
4. Can the facility operate 24-hours per day for a minimum of 2-3 days?	YES	NO
5. Can facility and all exterior entry/exit points to facility area be secured?	YES	NO
6. Is there an area where medicinal shipments can be received, unloaded and secured?	YES	NO
7. Is the facility perimeter clearly defined by a fence, wall or other physical barrier?	YES	NO

**STOP** If you have answered "NO" to 2 or more questions, do not proceed with assessment as proposed site does not meet ideal POD site standards **STOP**

### II. ADDITIONAL FACILITY INFORMATION

1. Are all rooms available for use within facility during an event?	YES	NO
2. Does the site meet ADA Compliance standards?	YES	NO
3. Is an auxiliary (i.e. generator) power source available on-site?	YES	NO
4. Is the facility temperature controlled (68°F to 77°F)?	YES	NO
5. Is the exterior of the facility sufficiently lighted?	YES	NO
6. Does the facility perimeter barrier allow for vehicle and/or pedestrian access?	YES	NO

7. How would you rate condition of physical outdoor barrier (circle): Poor Average Good Excellent

8. Number and description of available rooms within facility:

a. Large (>5000 sq. ft.)	Describe (i.e. gym)
b. Medium (>1000 sq. ft.)	Describe (i.e. storage)
c. Small (>400 sq. ft.)	Describe (i.e. office)

9. Communication assets (indicate number, or if, available) on-site:

a. Telephones	e. Personal Computers
b. Working Faxes	f. Televisions
c. Electrical Outlets	g. Cellular Telephone service
d. On-site copy machines	h. Internet Connection

10. Housekeeping items:

a. Total available restrooms:	b. Available on-site seating
Male _____ Female _____	a. Stalls _____ Tables: _____
a. Urinals _____ b. Stalls _____	Chairs: _____

### III. FACILITY PARKING

1. traffic flow through the parking lot(s)?	YES	NO
2. regulate the flow into & out of facility?	YES	NO
3. vehicles, POD staff, medical deliveries?	YES	NO
4. accommodate POD personnel (100+ cars)?	YES	NO

\_\_\_\_\_ es for this facility: \_\_\_\_\_



# Planning Framework

- 12 hours to become operational
- Operational for 24 hours
- 500 - 1,725 doses per hour
- Securable
- Equipped
- Trained Staff



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# POD Models for Dispensing

## Walk-thru



## Drive-thru



## VS



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# Four Fundamental Functions



Check-in

Screening

Dispensing

Exit



# Patient Flow

- Throughput = number of patients per hour
- Throughput average (Exercise Based)
  - Walk through = 5 minutes per patient
  - Drive through = 15 minutes per car



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# Patient Flow Best Practices

- POD Site Specific Signage
- Identified Lines and Stations
  - Adult Lines
  - Family Lines
- Staff Training
- Advertisement
- Maintain Movement



# Functional and Access Needs

- Translation Services
- Impaired/Mobility
  - Family Line
- Additional Assistance



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# Additional Site Layout Considerations

- Medical storage and delivery
- Command Post
- Media
- EMS
- Restrooms/Port-o-potties
- Tents, water stations, patient seating





# POD Staff Considerations

- Registration
- Parking
- Breaks/Lunch
- Restrooms
- First Aid
- Prophylaxis
  - First Responders
- Demobilization





# POD Staffing Levels

It is **estimated** that **65 to 120** staff are needed per 12-hour shift



The calculations are based on a population of 3,200,000 people processed during a campaign of 2 days. The PODs are operating under baseline process times (1000 people per hour) during a large-scale event.



\* Source: BERM Model for mass dispensing - <http://www.ahrq.gov/research/biomodel/index.asp>



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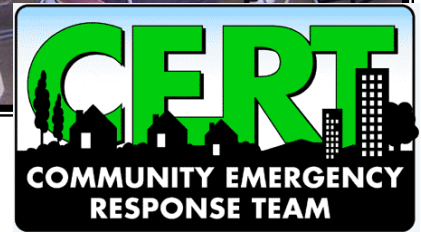
# Who and Where

- 🍏 **Emergency Management**
- 🍏 **Fire Personnel**
- 🍏 **Law Enforcement**
- 🍏 **HCA Staff**
- 🍏 **Facility/Site Staff**
- 🍏 **City Staff**
- 🍏 **Clinical Staff**
- 🍏 **Volunteers**
- 🍏 **Emergency Medical Services**



# Staff Orientation and Training

- Identify early
- Attend POD trainings
  - Supervisors – FOG Workshop
  - Interactive POD Training (IPT)
    - Exercise Only - All staff
- NIMS/ICS
- Online training



medical  
reserve  
corps



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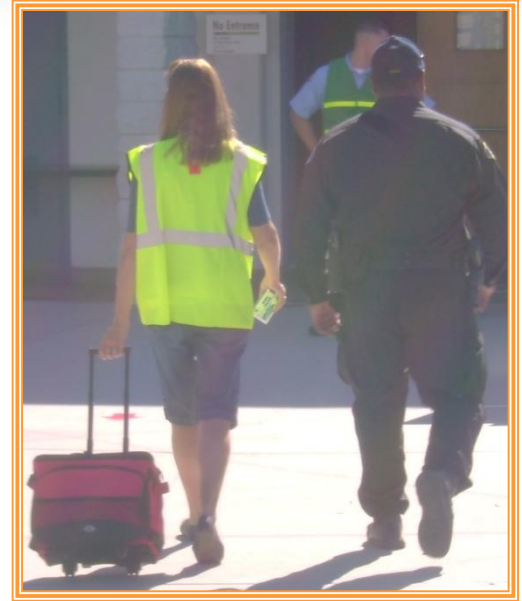
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# POD Site Security

Develop Security Plan to Include:

- Controlled Entry and Exit points
- Crowd/Traffic Control
- Medication/Transport
- Incident Command Post
- Clinic Areas



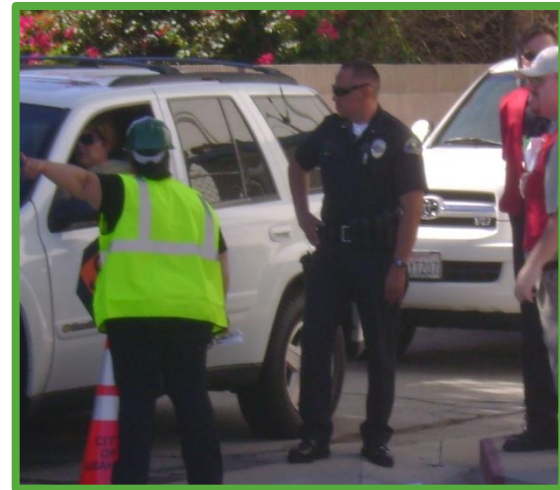
# POD Site Safety Plan

## Drive-thru

- Vehicular Traffic
- Vehicle Emissions
- Dispensing Process
- Security Personnel
- Barricade Placement
- Staff Placement

## Walk-thru

- Tripping Hazards
- Crowd Control
- Staff and Medication



# Site Equipment List

Point of Dispensing Equipment Discussion						
Suggested Supplies and Equipments List						
POD Site:						
Location/ Type	Supplies and Equipments	Est. Number Needed		Available on site		Number or Location Available
		WT	DT	Yes	No	
General POD Supplies	Tents (pop-up)					
	Refrigerator w/freezer					
	Photocopier(s)					
	Paper – pads lined					
	Pens, pencils, highlighters					
	Clipboards					
	Trash cans and bags					
	Paper clips					
	Dollies and/or push carts					
	Box knife w/razor blades					
Check-in Station (s)	Tables					
	Chairs					
Screening Station	Tables					
	Chairs					
Dispensing Station (s)	Tables					
	Chairs					
	First aid kit					
	Hand sanitizer				x	
	Gloves (S-XL) (Vaccination Only)				x	
	Syringes & Needles (Vaccination Only)				x	
	Sharps containers (Vaccination Only)				x	
	Band-Aids (Vaccination Only)				x	
	Cotton swabs (Vaccination Only)				x	
Alcohol wipes (Vaccination Only)				x		
Exit	Box for forms collection					
	Tables					
	Chairs					
POD Specific – provided by HCA	ICS Vests		1 set			HCA
	POD Signage		1 set			HCA
	Field Operation Guide (FOG)		As needed			HCA
	Medication/Vaccines		As required			
	Agent information sheets		As required			HCA
	Drug information sheets		As required			
	Patient history forms		As required			
Time Stamps (Exercise Only)		As needed			HCA	
Crowd/Traffic Control	Cones/Poles & chains					
	Site specific signage					
	Barricades					
	K-rails					
	Radios (i.e. 800 MHz, 2-way, etc.)					
Additional Site Supplies – as needed	Easels & pads					
	White Boards w/markers					
	Tape: Scotch, Duct, Caution, Packing					
	Manila Folders					
	Stapler & staples					
	Scissors					
	Ladder					
	Post-it notes					
	Rubber bands					
	Paper towels					
Flashlight w/batteries						
PROVIDED BY HCA DURING EVENT						



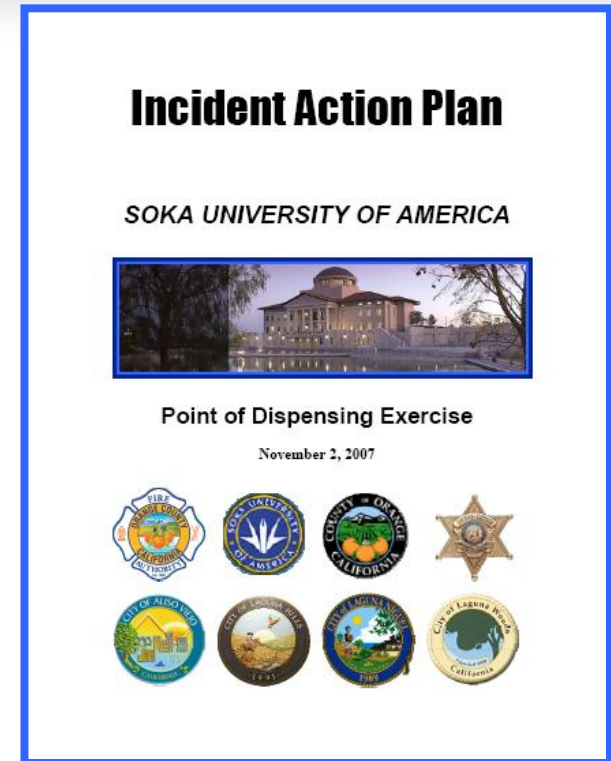


Next Steps



# Incident Action Plan

- Incident Objectives (ICS 202)
- Org. Assignment List (ICS 203)
- POD Site Map
- Security Plan
- Equipment List
- Communications Plan (ICS 205)
- Medical Plan (ICS 206)
- Organizational Chart (ICS 207)
- Safety Message & Analysis (ICS 215A)
- Demobilization Plan (ICS 221)



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# POD Planning Pyramid



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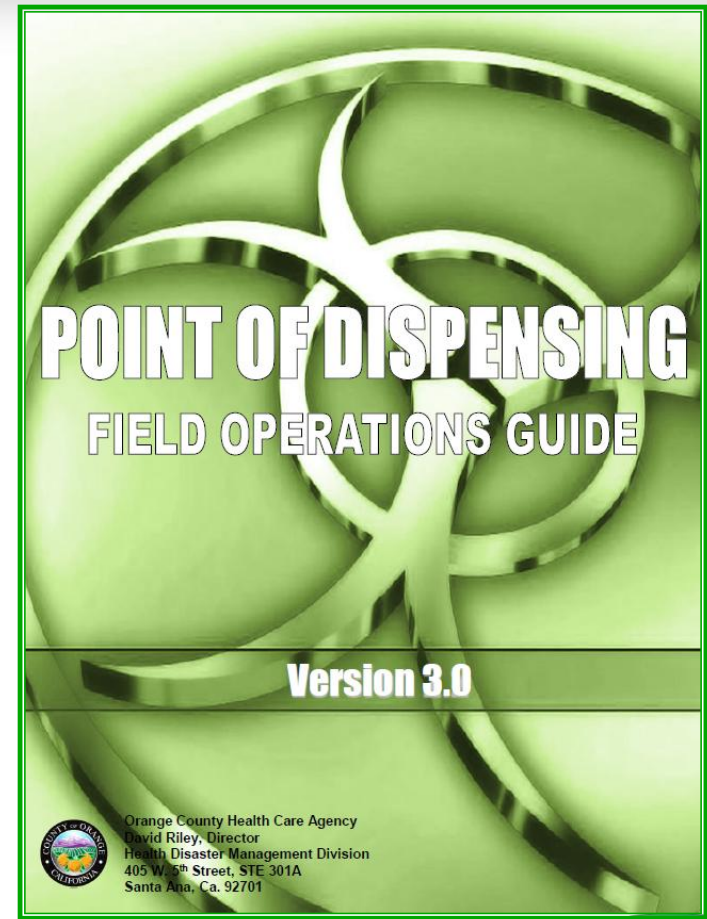
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# FOG: The Workshop

- Overview of the FOG
- POD Site Supervisors
  - Unified Command
  - Branch Directors
  - Group Supervisors
  - Unit/Team Leaders
  - Support Personnel



# Questions



# POD Site Mapping

- Ingress/Egress points
- Drive-thru area
- Walk-thru area
- Drive-thru traffic flow
- Walk-thru parking
- Incident Command Post
- Staff parking
- Adult & Family lines
- Functional Needs lines
- Public transportation
- Delivery route
- Medication storage
- EMS & First Aid
- Restrooms
- Staff registration area
- Staff break area
- Media staging
- Signage placement

