

2018 Multi-City Point of Dispensing Exercise

Final Planning Conference September 12, 2018



Goals for Today

- Finalize
 - Logistical Needs
 - Staffing Assignments
- Discuss
 - Press & PublicInformation
 - Evaluation Elements

Introductions







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Cities of:

Aliso Viejo, Irvine, Laguna Beach, Laguna Niguel, Lake Forest, Mission Viejo, and San Clemente



health 2018 – Multi City POD Partners















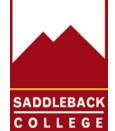






















The Field Operations Guide



2017 FOG Updates



Policy and Procedures

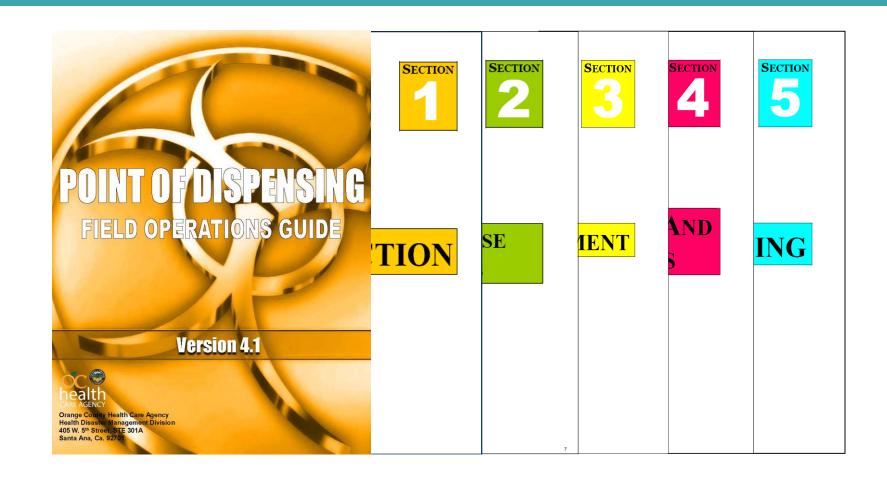
- 4.13_A, B, C, D, E and F
 - Dispensing Prophylactic Drugs
 - Dispensing Vaccinations
 - Handling Medical Emergencies
 - Processing Individuals who appear visibly sick
 - Enhancing Accessibility of PODs

Position Checklists

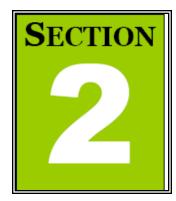
- Clinic Branch Director
- Medical Unit Leader
- Operations Chief Medical
- Service Branch Director
- Org Chart



OC Support Documents





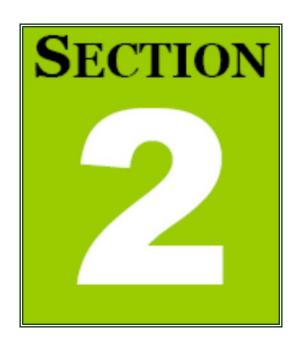


FIELD RESPONSE DOCUMENTS



What's In Section 2

- POD Incident Action Plan (IAP)
- Response Activities/ICS Forms
- Quick Reference Guide
- Suggested Org. Chart
- Blank ICS Forms
- Position Checklists



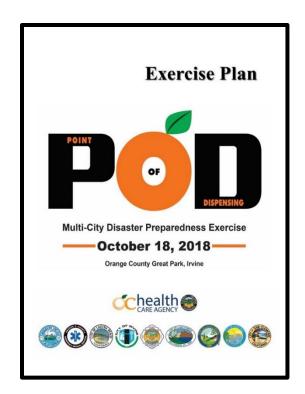


Incident Action Plan



- POD Site Maps
- ICS 202 Incident Objectives
 - Exercise Objectives
- ICS 203 Assignment Lists
- Security Plan
- ICS 204 Division Assignment
- ICS 205 Communications
 Plan
- ICS 206 Medical Plan
- POD Org. Chart
- ICS 213 General Message

- ICS 214 Unit Log
- ICS 215A Safety Analysis
- ICS 221 Demobilization Plan



Response Activities & ICS Forms



- Unified Command Fire, Law & HCA
 - Documents to be used for:
 - Briefings
 - Providing updates to Supervisory staff
 - Establishing a process to track IAP changes
 - Utilization of Unit and Message Logs



Quick Reference Guide



- Agency Responsibilities
 - Health Care Agency
 - City EOC
 - Operational Area
 - Important Phone numbers
- POD Information
 - Activation
 - Direction and Control
 - General Response
- POD Operations
 - Basic Functions



General Message Form ICS 213

Purpose

- Tracking Request
- Messages & Communication
 - Alternative to Radio

Sending

- Message-Legible & Concise
- To/Position & From Position
- Subject, Date & Time
- Signature/Position

Receiving

- Message-Legible & Concise
- Date & Time
- Signature/Position

ICS 213

		GENERAL M	IESSAGE	
TO:			SITION:	
FROM:		POS	SITION:	
SUBJECT:		DAT	E:	TIME:
MESSAGE:				
SIGNATURE:			POSITION:	
REPLY:				
DATE:	TIME:	SIGNATURE/PO	SITION:	

Unit Log – ICS 214

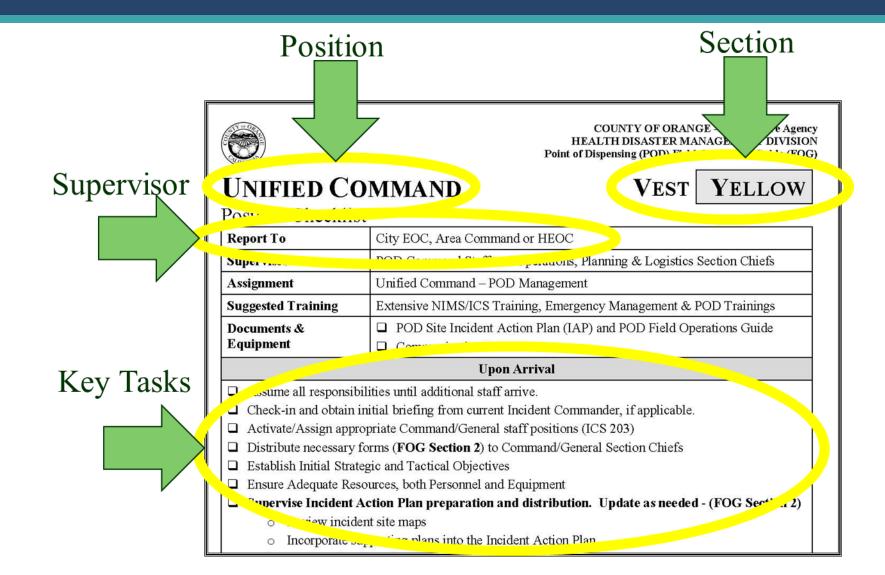


- Purpose
 - Supervisory Staff
- Major Events
 - Activation
 - Requests
 - Emergencies
- Staff Reporting
 - Name
 - Position Assignment
 - Location

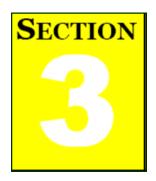
UNIT LOG	1. Incident Name	2. Date Prepared	3. Time Prepared	
Unit Name Designators	5. Unit Leader (Name and Positor	S. Unit Leader (Name and Position)		
	Personnel	Roster Assigned		
Name	ICS Position		Home Base	
	Activity Log	9		
Time	M	tajor Events		
- 1				



Position Checklist



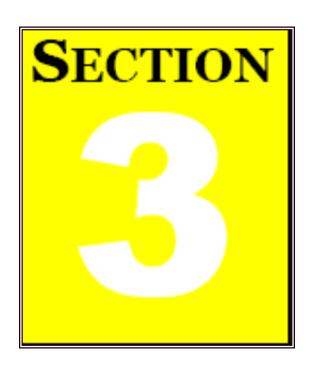




POD MANAGEMENT

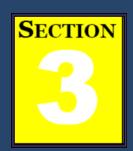


What's In Section 3



- POD Management Review
- POD Planning "P"
 - Operational Cycle
- Briefings

Goal of Briefings



- Introduce staff to their supervisors
- Orient staff to the situation
- Provide staff with their immediate role and responsibility
- Provide any additional materials



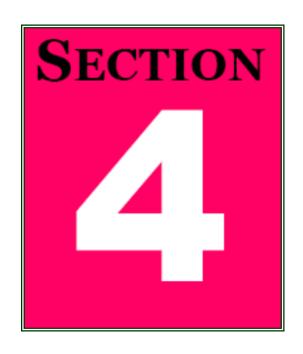




POD POLICIES AND PROCEDURES



What's In Section 4



Procedures for:

- Site Activation
- POD Command & Control
- Dispensing
- Staffing
- Inventory Management
- Alteration of IAP
- Site Demobilization



POD Site Activation



Public Health Incident

Operational Area Coordinator



Public Health Officer









Demobilization



- ICS 221 –
 Demobilization Plan
 - Notifications
 - Secure Site
 - Staff Release
 - Staff check out
 - Equipment Retrieval
 - Collect forms and Documentation







POD PLANNING



Resource and Reference Section

- Exercise Documents
- Training Documents





EVALUATION



Exercise Directors – Burgundy Vest

Alison Kellman - HDM

<u>Lead Controllers – White Vest</u>
 Vicki Osborn - OA

- Safety Controllers White Vest
 - Jason Azuma, Drive T- HDM
 - Justin Newton, Drive T- HDM
 - Maria Nava, Walk T- HDM
 - Kirstin Wong, Walk T- HDM

- <u>Time Study Lime Green Vest</u>
 - Kelly Asch, Drive T HDM
 - Cindy Estrada, Walk -T HDM

Exercise Directors (Burgundy vest):

- Monitor Exercise Progress
- Ensure Control and Site Safety
- Maintain Exercise Timeline
- Direct Player Questions to Supervisors
- Coordinate
 - Nursing School First Responder
- Collect <u>All</u> Exercise Documentation
- Conduct DSW Swearing In



- Site Safety Controller Binder
 - Occupational/Employee Health Forms
 - Copy of Liability Information
- Communication
 - Exercise Director
 - Lead Controller/Evaluator





Lead Controller/Evaluator

- Ensure Objectives are Evaluated
- Conduct Hotwash/Debriefing
- Collect and turn in Evaluator documents
- Attend Controller & Evaluator Debrief





Evaluator Responsibilities

- Evaluate assigned objective/player area
- Understand the exercise concept
- Know the key processes for the evaluated element
- Observe, record, and report actions
- Ensure collection of all evaluation data
 - Exercise Evaluation Guide (EEG)
 - Provide to Lead Evaluator





Time Study Evaluators

Throughput Assessment:

- Drive Through
 - Time of Site Entry/Exit
 - Tracks per Vehicle Time
 - Bar Coding
- Walk Through
 - Time of Check-In/Exit
 - Tracks per Patient Time
 - Bar Coding





EXERCISE SAFETY MEASURES



POD Staff Liability

- City/Site Staff
 - Affiliation Employer
- General Volunteer
 - No Affiliation DSW
- Medical Volunteers
 - Affiliation –School/University
- Liability Insurance Information
 - ***City and Nursing Schools

LOCAL AND STA		R REGISTRATION	N.				
Loyalry Osta under C	ode of Civil Procedu	e § 2015.5 & Tide 19, Dov	2, Chap 2, Sub-Chap 3, §25	73.1			
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TYPE OR PRINT I	N INK *B	OLDED AREAS REQ	UIRED BY PROGRAM	REGULATIONS	*		
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Site Safety

- Safety is EVERYONE'S concern
- Safety concerns override exercise execution
- Inform the Safety/Lead Controller of safety concerns
- Actual emergencies will be identified by the saying:

"THIS IS A REAL WORLD EMERGENCY"



Occupational Injury and Illness Reporting Packet

Revised May 18, 2007

Safety Plan and Message

Safety Officer

Medical Plan

- Paramedic Unit 911
- Emergency MedicalServices









OPERATIONAL PROCESS



Operation Processes

- Forms HCA
 - Patient Questionnaire
 - 2,000 English, 250 Spanish,
 250 Vietnamese, 250 Farsi,
 and 250 Mandarin
- Time Study HCA
 - Time Stamping
 - Walk through staff
 - Drive through staff
- Sign-in Rosters HCA

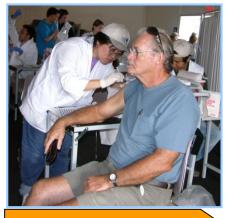
Dispensing Form			
You are participating in a Point of Dispensing Exercise, your participation assists the OC Health Care Agency, your city and neighboring cities to exercise the emergency preparedness capabilities to distribute large quantities of medication to the communities in the event of a health emergency.			
City: Allso Viejo Laguna Beach Laguna Niguel Lake Forest Irvine San Clemente Mission Viejo Other	Ztp Code:	Ztp Code:	
Signature:	Date:	October 2018	
PROVIDE INFORMATION AS COMPLETELY AS YOU CAN			
Q1 Do you have an emergency kit at home?	Yes	No	
Q2 Do you have an emergency kit in your vehicle?	Yes	No	
Q3 Do you have an emergency plan for your family?	Yes	No No	
Q4 Do you prefer to receive emergency information via:	Text Mess Social Me Radio/TV Email Alert OC	dia	
Q5 Are you enrolled in Alert OC?	Yes	No No	
Q6 Would you participate in an emergency drill again?	Yes	No	
	l Media Valked/Drove by	Radio/Television	
STOP! DO NOT WRITE BELOW THIS LINE OR ON THE BACK PAGE. FOR DISPENSING STAFF USE ONLY			



Four Fundamental Functions









Check-in

Screening

Dispensing

Exit

Provide:

- Dispensing Form
- Answers/ QuestionsIdentify:
- Persons needing additional assistance
 time study begins

Review Form:

- Insure completionDirect
- To Dispensing

Confirm:

• Form completion

Dispense

Bag

Direct

To Dispensing**time study ends**

Collect:

• Form

Direct:

- To Alert OC booth
- To exit



Behavioral Health at POD Sites

- Behavioral Health Group Supervisor
 - Reports to Medical Branch Director
- Behavioral Health Staff
- Function:
 - To provide direct behavioral health disaster response services such as psychological first aid, de-escalation, crisis intervention, education and linkage and referral.
- During POD We:
 - Observe public and staff for signs of stress
 - Provide psychological first aid services, education, and crisis intervention
 - Refer public and staff to additional services as needed
 - Notify Behavioral Health Group Supervisor of any unusual circumstances

"Come find us! We are happy to help!"



EXERCISESPECIFICS



Thursday, October 18, 2018

•	1100 - 1200	All Staff Registration	Begins
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1600 Event Starts

1800 Event Ends

1830 Check Out & Player Evaluations



Radio Communications

- Cities
 - -Utilize Tan3
- HCA
 - SLV 1





Logistics - Supply Unit

Prior to Operations

- Receive and Inventory Supplies
- Break down
- Inventory by Product
 - Thumb drive = medication
 - Pumpkins, bags, radios = supplies

During Operations

- Track and Allocate Resources
 - Medication/Supply Tracking Logs Online
- ***Mobile Supply Unit for the walk through and as needed for drive through

Demobilization

 Repack & Count Unused Supplies.







Supply Requests





Site/Exercise Logistics

- Exercise Signage HCA
- POD Signage POD Case
- POD Vests or Uniforms
 - 6 Yellow Command
 - 5 Blue Planning
 - 80 Red Operations
 - 25 Orange Logistics
 - 30 Lime Green Traffic/Crowd Control
- Position title template for vests are available online
- Site specific signage is the responsibility of city/site





- October 18, 2018 11:00 12:00pm
- Jay's Catering
 - Boxed lunch
 - Sandwiches
 - Pasta salad
 - Fruit
 - Water



Soda Food only for staff in vests or uniform. Caterer will contact Food Unit Leader once onsite



- Sites Responsible for VIP/Observer Coordination
 - Next to general staff registration







POD General Instructions



General Email will be sent out to ALL POD participants





health City of Irvine, Great Park

Site Information

- Briefing Location Palm Court
- Debrief/Hotwash Location Palm Court
- Observer Check-in Location adjacent to Palm Court
- VIP Check-in Location Near general staff registration (Palm Court)



Media & Outreach

- www.ochealthinfo.com
 - Public-Facing Site
 - Flyer
 - Video of vaccination POD
- www.healthdisasteroc.org/prepare/pod
 - POD Exercise Media Toolkit
 - Draft Press Release
 - Sample Social Media Messaging
 - Flyer
 - Talking Points
 - Facebook Image
 - Internet Image
 - PSA Multi-Language





Internal Planning Elements

health Deliverables

- October 10th Medical Countermeasure Delivery HCA
- Food Order HCA
- Portable Toilets HCA
- Media Tool Kit HCA
- Incentive, pumpkins Laguna Beach
- Emergency Preparedness Items HCA
 - Thumb drives
 - Bags
 - Radios
- Final IAPs Laguna Niguel
 - Staffing list –sign in sheet/Registration Aliso Viejo/HCA
 - Org Charts Aliso Viejo
 - Maps and Mapping Notes Irvine
 - Location Updates
 - ***Cities Send site/city contacts a reminder email regarding walk through and Operations packet review ***

health Important Dates

- Wednesday, October 10, 2018 9:00 10:00
 - Medical Supplies Management and Distribution
 - 1 Civic Center Plaza R. Simmons
- October 11th 1:30-3:30
 - Field Operations Packet Review
 - Irvine Great Park

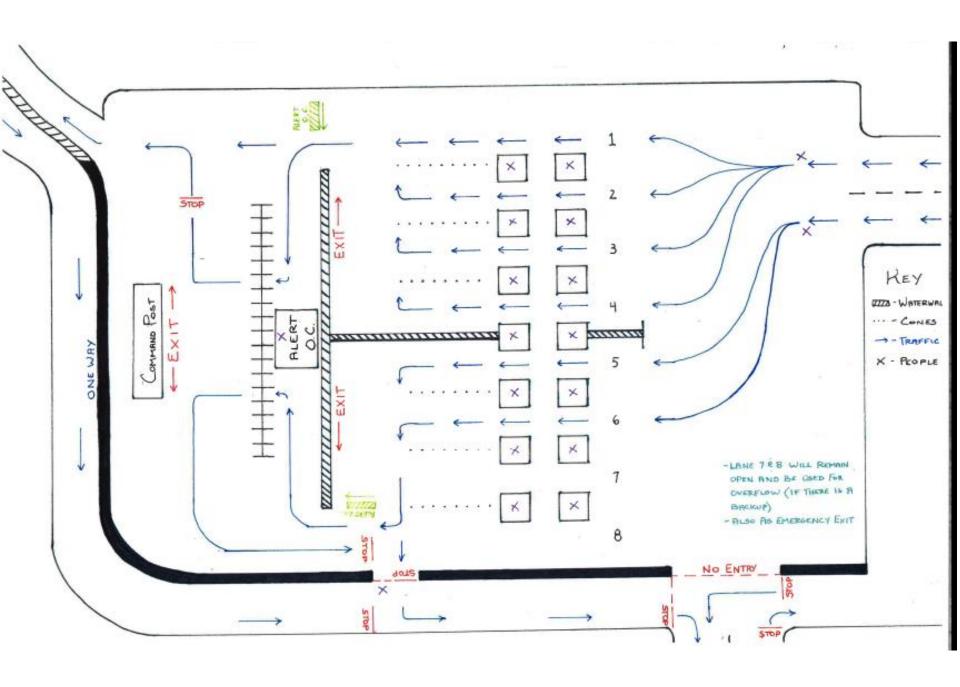
 Room/location T¹
- October 11th 3:30-5:00
 - Site Walk Through
 - Irvine Great Park
 – Room/location TBD

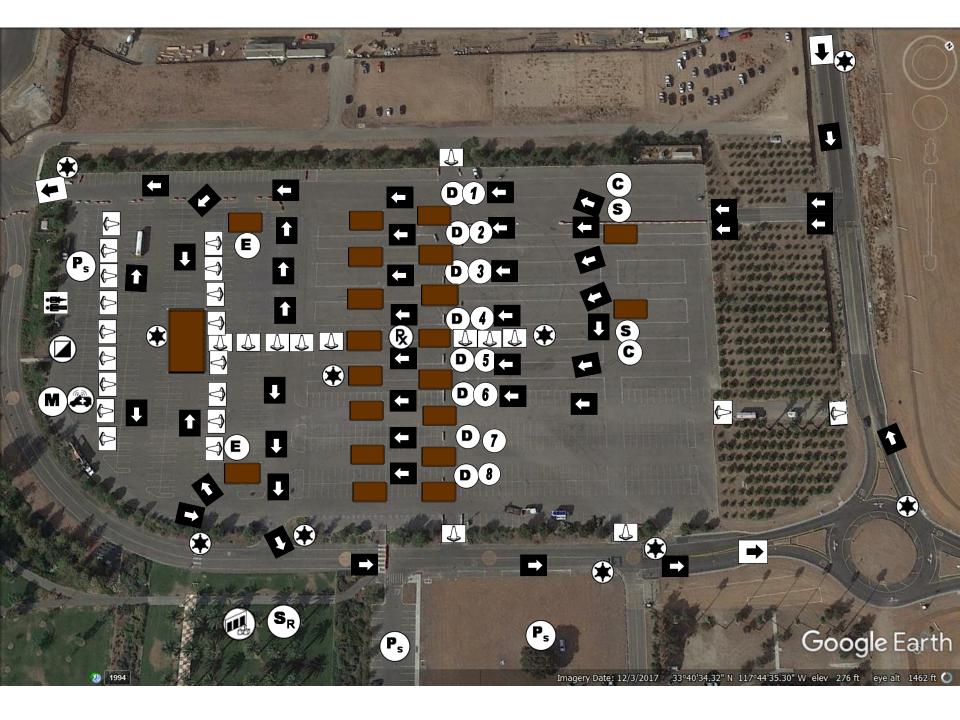


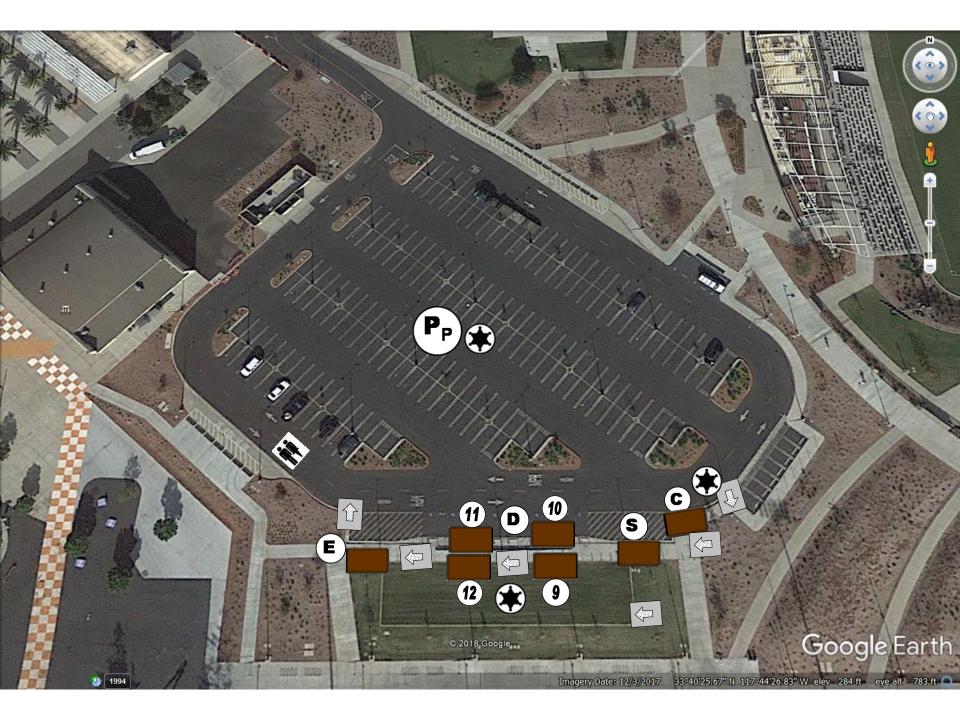


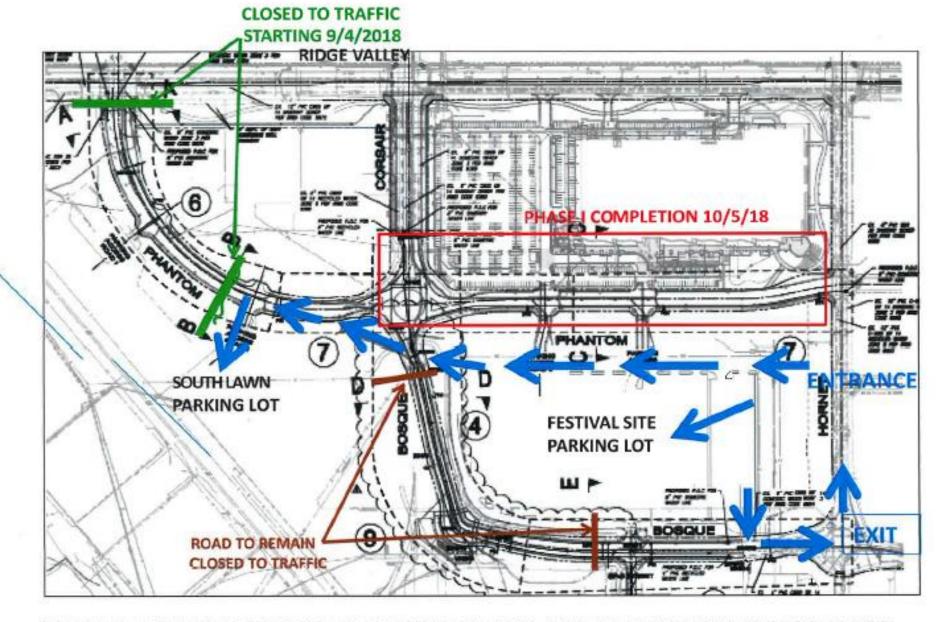
MAPS











MAP OF ACCESS TO PARKING LOTS WHILE A PORTION OF PHANTOM IS CLOSED FOR CONSTRUCTION WORK NEAR RIDGE VALLEY



Questions



Thank You!