Lake County Public Health Agency Mass Vaccination and Point of Dispensing (POD) Plan
# Table of Contents

**APPROVALS**  3

**INTRODUCTION**  4

**PURPOSE**  4
**SCOPE**  4
**OVERVIEW**  4
**ASSUMPTIONS AND FACTS**  5

**AUTHORITY, RESPONSIBILITY AND LEGAL CONSIDERATIONS**  5

**NATIONAL RESPONSE PLAN (NRP)**  5
**COLORADO REVISED STATUTES**  6
**RELATED PLANS**  6

**CONCEPT OF OPERATIONS**  7

**COMMAND AND CONTROL**  7
**ACTIVATION**  7
**COMMUNICATION**  7
**INTERNAL**  7
**MEDIA**  7
**COMMUNITY**  7
**LOGISTICS**  8
**REQUESTING AND TRACKING SNS**  8
**REQUESTING OTHER SUPPLIES**  8
**SUPPLY TRANSPORTATION AND SECURITY**  8

**POD OPERATIONS**  8

**POD THROUGHPUT**  8
**POD PERSONNEL**  9
**POD LOCATIONS**  11
**POD LOGISTICS**  11
**POD FLOW**  12
**SPECIAL CONSIDERATIONS**  12

**APPENDIX A: POD STAFF SIGN-IN SHEET**  13

**APPENDIX B: JOB AIDS**  14

**POD MANAGER**  15
**SECURITY LEAD**  16
**OPERATIONS SECTION CHIEF**  18
**LOGISTICS SECTION CHIEF**  19
**GREETER**  20
**MENTAL HEALTH GROUP SUPERVISOR**  21
Approvals
This document is intended to support the local Lake County Public Health Agency (LCPHA) in the activation and operation of a Point of Dispensing (POD) in Lake County. This document is an annex to the Lake County Public Health Emergency Operations Plan (PHEOP) and will be revised on an annual basis. This plan has been distributed internally within the LCPHA and with the following partner agencies.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lake County Public Health, Director</td>
<td></td>
</tr>
<tr>
<td>Lake County Office of Emergency Management, Director</td>
<td></td>
</tr>
<tr>
<td>Saint Vincent’s General Hospital, EMS Director</td>
<td></td>
</tr>
<tr>
<td>Lake County Sheriff</td>
<td></td>
</tr>
<tr>
<td>Leadville Police Chief</td>
<td></td>
</tr>
<tr>
<td>Lake County Road and Bridge</td>
<td></td>
</tr>
</tbody>
</table>
Introduction
Lake County Public Health Agency (LCPHA) is responsible for the ordering, procurement, and distribution of the Strategic National Stockpile (SNS) should a health emergency arise within the county that demands SNS resources. The SNS was established to provide needed pharmaceutical and medical equipment in case of an emergency/disaster, terrorist attack or pandemic outbreak that would deplete all local supplies. The SNS assets are strategically located nationwide in push packages that can be deployed in 12 hours or less to augment local medical resources. While LCPHA is responsible for this effort, it cannot be accomplished internally, and other agencies, public and private, will be necessary to be successful (see Appendix D).

Purpose
The purpose of this plan is to outline the roles and responsibilities of the LCPHA and partners in order to make a pandemic emergency event as successful as possible. Success is defined as reducing mortality and morbidity, preserve critical infrastructure, minimize social disruption, provide the community with access to prophylactic measures to control a disease outbreak.

Scope
This plan applies to situations defined as natural or intentional emergency/disaster, terrorist attack, or pandemic event that requires mass vaccination or dispensation of pharmaceutical to the public within Lake County. This plan provides details on transportation, security, storage of pharmaceuticals, procedures and locations of points of dispensing (PODs), communication, and other logistical considerations.

Overview
- Lake County serves as a destination for thousands of tourists each year from all over the world. Additionally, the residents from Lake County travel outside the United States frequently. These travel dynamics could serve as a pathway for the importation of a highly communicable disease.
- Lake County has a transient workforce, commuting daily to Chaffee County, Eagle County, and Summit County. Should an all hazards event occur in these Counties, Lake County residents might still be at risk of exposure due to the location of their employment. In addition, Lake County has several non-documented residents from outside the United States (predominantly Hispanic).
- Demographically Lake County lies west of the large urban population. This could result in a mass migration of people involved in an all hazards event from the Front Range. In addition Lake County has several “second homes” that may be utilized during an event.
- Bioterrorism is a real threat for U.S. citizens, no matter where they reside. Acts in the past several years have shown that many communities across the U.S. can serve as potential targets for any act of terrorism, including bioterrorism.
- A pandemic is a global disease outbreak. A flu pandemic occurs when a novel influenza virus emerges for which people have little or no immunity, and for which there is no vaccine. The disease spreads easily person-to-person, causing serious illness, and can sweep across the country and around the world in a very short time. It is difficult to predict when the next influenza pandemic will occur or how severe it will be. Wherever and whenever a pandemic starts, everyone around the world is at risk. Countries might, through measures such as border closures and travel restrictions, delay arrival of the virus, but it is inevitable.
Assumptions and Facts

- An emergency epidemic/pandemic could occur from a natural or man-made origin.
- An emergency epidemic/pandemic has the potential to produce many casualties and/or fatalities.
- An emergency epidemic/pandemic may require vaccination and/or preventive treatment of large numbers of persons at risk of contracting the disease very rapidly after recognition and characterization of the epidemic.
- The speed by which residents need to receive vaccination and/or preventive treatment is largely dependent upon the infectious agent and distribution of SNS.
- The Incident Command System (ICS) will be used as the principle on-scene incident management system to direct and control response and initial relief actions and activities.
- Local public health, with assistance from partners, will activate points of dispensing (PODs) upon arrival of the vaccine/prophylaxis.
- The implementation of PODs will consume the local public health resources. The staffing needs of the PODs will exceed the capacity of local public health and will rely on resources obtained through volunteer recruitment.
- Colorado Department of Public Health and Environment (CDPHE), in collaboration with the GEEEREC, will request the release of the Strategic National Stockpile (SNS) from the Centers for Disease Control and Prevention (CDC).
- EPCDHE has developed a South Central Region SNS Plan which outlines the secured transportation and delivery of SNS pharmaceuticals from the Receiving, Staging, and Storage (RSS) area to the Regional Transfer Point (RTP).
- PODs will have the sole purpose of providing preventive medications; it will not serve as a health clinic site for ill patients. All ill patients will be triaged away from the POD site as quickly as possible.
- In the event of an emergency epidemic, Lake County residents can be expected to have high anxiety and fear, thus PODs must have security to maximize efficiency and ensure the safety of all staff and patients.
- Identification of staffing needs and the roles and responsibilities within the POD setting will aid public health officials to maximize efficiency and ensure an appropriate level of readiness to implement a point of dispensing.
- Lake County has access and functional needs populations such as migrant and undocumented persons, non-English-speaking, homebound, or persons with specific hearing, sight, and mobility limitations, and persons with special communication needs that will need assistance to receive appropriate medications related to the implementation of a point of dispensing.

Authority, Responsibility and Legal Considerations
This Document quotes and summarizes, but does not interpret federal, state or local codes, regulations, statutes or laws. Nothing in this document should be construed as providing legal counsel. POD planners should consult their legal counsel for any such advice.

National Response Plan (NRP)
In Homeland Security Presidential Directive (HSPD)-5 the President directed that the Department of Homeland Security develop a new National Response Plan (NRP). The NRP is based upon the belief that incidents are typically managed at the lowest possible geographic, organizational, and jurisdictional level.

1. ESF 8—The NRP applies a functional approach that groups the capabilities of department and agencies into Emergency Support Functions (ESFs) to provide the planning support, resources,
program implementation, and emergency services that are most likely to be needed during an incident. ESF 8 refers to Public Health and Medical Services.

2. Target Capabilities List—The purpose of Homeland Security Presidential Directive (HSPD)-8: National Preparedness is to “establish polices to strengthen the preparedness of the United States and to prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergencies.” This directive involves capabilities-based planning. “Strengthen Medical Surge and Mass Prophylaxis Capabilities” has been identified as one of the national priorities and applies to the mass prophylaxis and medical surge capabilities.

**Colorado Revised Statutes**

Per guidelines in the Colorado Revised Statutes, State and local departments have statutory authority to “investigate and control the causes of epidemic and communicable diseases affecting the public health.” C.R.S. 25-1.5-102(1)(a)(State) and 25-1-506(1)(b)(County). See C.R.S. 25-1-650 for similar authority of public health nursing services.

Under the Governor’s Expert Emergency Epidemic Response Committee (GEEERC) statute (C.R.S. § 24-32-2104(8)(e), *(Attachment A)* the Governor may issue executive orders directing measures that may include but are not limited to the following:

1. Procuring and taking supplies of medicines and vaccines;
2. Ordering physicians and hospitals to cease admissions;
3. Isolating or quarantining persons or property;
4. Seizing, destroying or decontaminating property or objects;
5. Disposing of corpses and infectious waste in a safe manner;
6. Assessing the safety of food and water supplies;
7. Providing mental health support;
8. Providing information to the public.

Pursuant to a directive of the CDPHE CMO, acting under the authority of the Executive Order 3.0, a Local Health Department (LHD) director (with a DEA license) or a physician (with a DEA license), LHD staff and volunteers will be permitted to dispense medicines at PODS throughout the state. Under the authority granted in the Disaster Emergency Act, the Governor may issue Executive Order 3.0 to suspend the licensing qualifications that usually apply to persons dispensing prescription drugs and to authorize volunteers to dispense such medications. In addition, under Colorado Board of Medical Examiners Rule 800, a licensed physician may delegate the performance of certain medical services to persons qualified by education, training or experience who are not physicians. Executive Order 3.0 and Medical Board Rule 800 serve as the legal authority for the dispensing of medication. Executive Order 2.0 – supports CDPHE in the procurement and taking of certain medicines and vaccines required to respond to the current disaster emergency, should this be necessary.

**Related Plans**

Regional Strategic National Stockpile Plan

Under guidance from CDPHE and CDC, the South-Central Region has developed a *South-Central Regional Strategic National Stockpile (SNS) Emergency Response Plan*. This Plan is located on CO Share.

Local/County Plans
To be effective, this plan will require the use of the Lake County Public Health Emergency Operations Plan, Lake County Public Health Communications plan, Lake County Access and Functional Needs Plan, Lake County Public Information Annex, Lake County Resource Mobilization Annex, Emergency Operations Center Activation Guide, and the Lake County Sheriff’s Office SNS Security Plan. Those plans will be referenced throughout this document.

Concept of Operations

Command and Control
In the event of a pandemic, the Lake County Health Department will be the lead agency coordinating the response efforts, but significant contributions will be required of a variety of other organizations. Public Health will likely serve as the incident commander with the Emergency Operations Center (EOC) activated to coordinate and track resources for the incident. See appendix D for a contact list of other agencies involved in POD operations.

Activation
The activation of this plan and the EOC is the responsibility of the incident commander for the incident. Manning levels of the EOC will be determined on a case by case basis using the EOC activation guide located on the continuity of operations (coop) website, which each county department has access. Notification of EOC and POD staff will occur using the emergency notification system upon requesting notification from Lake County Dispatch. Lake County Dispatch maintains an updated list of EOC and POD personnel that can be alerted through phone call and text message at any time. The call down list located in the LCPHA Communications plan may also be used if necessary.

Communication

Internal
Communications systems within the POD’s will consist of two way radios, runners, cell phones, land-lines, and public address systems, if available. Additionally, the POD Commander will be issued an 800 MHz radio to communicate with the DOC and external agencies (i.e. other POD locations, Security, Hospitals etc.). LCPHA has 2, 800 megahertz radios to designated use in event. After hour contact with partners will be thru the Colorado Health Alert Network (COHAN) and the EOC Web. Additionally, local communications with senior leaders, program managers, and other mission essential staff will be via cell phone call-down lists, Dialogics Call System, email, and personal contact. LCEMS also uses 800 MHz radios for notification.

Media
Media relations and media notification is the responsibility of the Lake County Public Information Officer this includes media credentialing, badging, and briefing. The Lake County PIO maintains a list of local and non-local media contacts. Should media desire to gain access to the POD, Lake County PIO will coordinate with LCPHA to determine if and when media may be able to tour the facility. If POD workers are approached by media, they should be coached to refer media to the Lake County Emergency Management Facebook Page and Lake County PIO.

Community
A pandemic situation has the potential to be unsettling for the community, but providing information to the community is one method of preventing community distress. The Lake County PIO is responsible for
communicating with the community in the event of any disaster, including a pandemic. The widest
audience is reached through Facebook, local newspapers, and flyers. A pandemic event may require the
Lake County PIO to set up a 211 Help Center through the United Way, which would allow community
members to call in or check Facebook for the most up to date information on POD hours and general
information during the pandemic. It is imperative that the community is directed to PIO initiatives for
information in order to feel up LCPHA to actually conduct the medical counter measure activities
necessary to manage an event like this. The Facebook page also addresses community questions on a
daily basis and would be used similarly in a pandemic. It is the responsibility of LCPHA to provide
information to the Lake Count PIO so they may craft and disseminate messages to the community
through a variety of mediums. Given the number of Spanish speakers in Lake County, the PIO will ensure
messages to the community are also available in Spanish as well as English.

Logistics
Requesting and tracking SNS
LCPHA is responsible for requesting all SNS for the county. Requests will be made according to
procedures outlined in the South Central Region SNS Emergency Response Plan. SNS requests will either
be routed through or carbon copied to the logistics section within the EOC for tracking purposes.

Requesting other supplies
In addition to SNS, it is likely that other supplies, medical and non, will be necessary in order to
successfully manage the pandemic to the best of our ability. The requests of non-SNS supplies and assets
will follow the procedures outlined in the Lake County Resource Mobilization Annex, found on the
COOP website. All logistical requests will be routed through the EOC and ESF 7 section for ordering
and tracking. Memorandums of agreement with local medical supply providers are also on file on the
COOP website and may assist in the procurement process.

Supply Transportation and Security
Currently, the South Central Region plans to be able to transport and secure all SNS resources to one
location in Lake County. In the event, they are unable to transport to Lake County, a request for
transportation assets will be sent to Lake County Public Works to be fulfilled. Upon using local
transportation assets, it is likely internal security must be provided as well. This role will be filled by
either Lake County Sheriff’s Office, Leadville Police Department, or both according to the Lake County
Sheriff’s Office SNS Security Plan. This security plan also addresses site security of open POD
operations and site security for SNS storage and includes security and vulnerability assessments, interior
and exterior security, command and management, evacuation plans, and security breach plans.

POD Operations
POD Throughput
The U.S. Census estimates the population of Lake County to be 7,485 for 2015 with household size
estimated at 2.45 and average family size at 3.07. When considering tourism as an essential industry the
county should be prepared to dispense 8,000 does of medication at any given time. Since head of
household method will be employed for POD operations, and household size is estimated at 2.45, Lake

---

1 https://scrcoop.boldplanning.com/
2 http://factfinder.census.gov/faces/tablesservices/jsf/pages/productview.xhtml?src=bkmk
3 http://factfinder.census.gov/faces/tablesservices/jsf/pages/productview.xhtml?src=CF
County should expect 3,265 individuals to physically show up at the POD when including tourists. There is no limit to the number of regimens that one individual may pick up at a POD. It is at the discretion of the POD Supervisor to determine if an individual is requesting an unreasonable number of doses.

At this time, Lake County has no closed POD agreements with any entity, but is diligently moving towards establishing closed PODs with the larger industries within the county including the hospital, the school district, and Climax mine. Conservative estimates from the Leadville Lake County Economic Development Corporation indicate that Climax employs 250 individuals, and the hospital and school district around 125 each. When closed PODs are established with those three locations, they will also employ the head of household method, which will decrease the population that the open POD is responsible for by about 1225, and would decrease number of individuals arriving at the open POD by 500. Once again, this is a conservative estimate, and would likely have a greater, positive impact on the open POD when these closed PODs are established. In a POD exercise in Oregon, a POD staffed with 64 individuals, mostly non-medical, were able to provide medication at a rate of 500/hour. For Lake County, a staff of 20 is much more reasonable and would likely be able to process 150 individuals per hour, which would take just under 22 hours to provide medication to the estimated 3,265 heads of household in the county. Without closed PODs, only one open POD is required to provide prophylaxis to the community within the 24-hour time limit. When closed PODs become available, one open POD is still all that is required, however, it is likely that the task will be completed in under the 22 hour estimated time for completion.

**POD Personnel**

**General POD Staffing**

Lake County open PODs will be staffed with a combination of county employees, hospital employees, and volunteers. Overall POD control is the responsibility of LCPHA; they will provide POD supervisor. Any POD staff, whether volunteer, county employee, or hospital employee, will receive priority prophylaxis for themselves and their households. In addition to POD staff, first responders and EOC staff will also receive priority prophylaxis. This includes sheriff, police, fire, ambulance, and EOC staff. At this time, they will be serviced at the open POD prior to opening the POD to the public. When Saint Vincent Hospital is prepared to conduct a closed POD, they have agreed to also serve the first responders and EOC staff.

LCPHA generally maintains a total of eight staff members, and will likely be able to staff two POD shifts of three each. It is also reasonable that up to ten county employees may be able to be retasked from their original jobs to staff two shifts of five each. Saint Vincent’s General Hospital has dedicated one ambulance crew per shift for adverse reactions. Finally, volunteers will be sourced from a variety of locations. Lake County Search and Rescue has up to 25 members that may be utilized, the American Red Cross in Lake County has eight members, and community contacts such as the faith based community, and service organizations like the Lions and Elks Clubs may be able to provide additional volunteer resources. While actual numbers for these organizations are difficult to predict, relationships are maintained with these organizations, and the incentive of receiving priority prophylaxis will be a

---

4 [http://www.lakecountyedc.com/Major-Employers](http://www.lakecountyedc.com/Major-Employers)
5 [https://www.ncbi.nlm.nih.gov/pmc/articles/PMC1936954/](https://www.ncbi.nlm.nih.gov/pmc/articles/PMC1936954/)
powerful incentive. Given the above resources, it is reasonable to assume one open POD will have 20 individuals available for two shifts within 24 hours.

Spontaneous Volunteers will be referred to the POD supervisor. Volunteering spontaneously is discouraged; however, the individual may be useful and the POD supervisor may choose to train them if necessary.

**Staff Recruitment and Training**

LCPHA will conduct both preemptive and “just in time” recruitment and training of volunteers. While preemptive recruitment and training will be conducted, it is likely that “just in time” volunteers will also be necessary in order to fully staff the POD. Preemptive volunteers will be trained with LPCHA staff, and their contact information will be maintained by LCPHA. Notification of preemptive volunteers to help staff a POD will either occur through a direct phone call or through the IRIS system used by dispatch. Decision on which method to use will be dependent on how many preemptive volunteers are on the contact list. Partner agencies and LCPHA staff members used to staff the POD will be notified through IRIS as well. Preemptive recruits will be sourced from the local American Red Cross, Lake County Search and Rescue, the faith based community, and local organizations. Additionally, St. Vincent Hospital EMS has agreed to provide one EMS team to handle any adverse reactions at the POD. See appendix E for adverse reaction procedures. These will also be the first sources contacted when recruiting “just in time” volunteers. Volunteers will begin with a background check, and only after a background check and training, will a volunteer be able to be badged and credentialed. “Just in time” volunteers will be on boarded in the same manner, however, the timeline will obviously be compressed. Just in time training will occur concurrently with POD set-up, but before opening the POD. Badges/credentials example is located in Appendix F. All badges will be signed by the Lake County Director of Public Health. This signature will be used as verification, and any individuals without a valid signature will be removed from POD operations until their training and background check can be verified.

All training will be conducted to ensure staff understand and can follow job aids found in Appendix B. Training will also cover general POD procedures, schedules, and safety considerations. Below are the primary and back up POD Operations Teams for Lake County. Contact information for these positions can be found in the LCPHA Communications Plan or through County Dispatch at 719-486-1249. More specific information is not in this plan due to turnover of personnel and changing contact information, but Lake County Dispatch maintains an updated roster.

Primary LCPHA POD Team:
- POD Manager: LCPHA Director
- POD Logistics: LCPHA Family Planning Nurse
- POD Operations: LCPHA Immunizations Coordinator

Back-up POD Team:
- POD Manager: LCPHA Environmental Health Specialist
- POD Logistics: LCPHA Immunizations Coordinator
- POD Operations: LCPHA Family Planning Nurse

**Staff Tracking Procedures**

Any POD staff, volunteer or not, will sign in at the beginning of their shift and sign out at the end of their shift. A copy of these staff sign in sheets will be provided to the EOC finance section once per day for the duration of the POD. The POD supervisor will also maintain a copy of sign in sheets. See Appendix A.
POD Sign in sheet. Additionally, if any staff working at the POD requires follow up, their number is located on the sign in sheet. Upon completion of the POD, all staff will be given an out brief, which will serve as formal out processing.

**Staff Requirements**
LCPHA estimates that with 20 POD staff per shift, we should be able to provide prophylaxis to the entire county within 24 hours. Staff breakdown would be as follows:

POD Manager: 1  
PIO: 1  
Safety Officer: 1  
Logistics/ Inventory Control: 3  
Greeters: 3  
Triage: 2  
Forms/Data Collection: 3  
Dispensing: 3  
IT/Communications: 1  
Runners: 2

Job aids for these positions are located in Appendix B, and POD Flow scheme is located in Appendix C.

**Staff Schedules**
POD staff will be asked to work 12 hour shifts unless there are enough staff available for 8 hour shifts. Staff will have a break area within the POD facility and will be afforded two 30 minute breaks for meals and three 10 minute breaks per 12 hour shift. If shifts are 8 hours, POD staff will be allotted one 30 minute break for a meal and two 10 minute breaks. Actual scheduling of breaks will be at the discretion of the staff member’s supervisor to ensure continuous operation of the POD.

**POD Locations**
Currently, there are no closed POD locations; however, development of closed PODs for the hospital, school district, and climax mine are in development. Contact information for all current open POD locations can be found in Appendix D.

The primary open POD location for Lake County is the Lake County High School Gym, located at 1000 W. 4th St, Leadville, CO, 80461. The west entrance of the gym can be used to receive supplies and the east school entrance will be used by the community receiving medication. A copy of the MOU for use of the school as a POD location and contact information can be found in Appendix D.

The alternate POD location is the Lake County Public Health Agency (825 W. 6th St, Leadville), which could accommodate a walk through POD. Supplies can be received at the back entrance of LCPHA. Site surveys have been complete for all primary and alternate sites (2 of 2), see Appendix C for layouts of sites.

**POD Logistics**
General supplies for the POD are located in the Public Health Trailer, any supplementary supplies may be sourced from the county internally or the POD location. See Appendix G for a list of required supplies.
Any supplies that are unable to be sourced through those means will be requested through the EOC logistics section using the procedures outlined in the Resource Mobilization Annex.

**POD Flow**

As community members arrive to receive medication they will enter the POD, and greeters will provide them the necessary paperwork to fill out (See Appendix H Forms). Greeters will answer any question the community may have and will link individuals up with translators if necessary. Because of the stressful nature of a situation in which a POD would be necessary, greeters should also look for individuals who may need mental health support and refer individuals there. If individuals appear symptomatic, they will be told to report to a healthcare provider. Upon completion of forms, individuals will be directed to the screening station, where a health care worker will indicate, on the paperwork, what medications should be dispensed. Individuals will then move on to the dispensing station. Dispensers will provide medication as instructed by the paperwork. Dispensers must provide labels for each bottle of medication with the following mandatory information: Drug name, strength, quantity, directions, name and address of dispensing station, prescription number with date, expiration date, prescriber, lot number, and name of patient. Dispensers will maintain copies of the paperwork and affix labels indicating lot number received by individual. Once medication is dispensed, the individual will move to the exit station where they will receive drug information sheets on what to do if there is an adverse reaction, and how to prepare medication for children. Exit workers will then ensure individuals have no additional questions and show them the exit.

**Special Considerations**

Translation services will be provided real time at POD sites. Lake County Human Services maintains an updated list of approved medical translators (Spanish) who would be contacted to assist with POD operations. Other communication resources hearing impaired, visually impaired, and limited language proficiency issues can be sourced through the Access and Functional Needs Annex, located on the COOP website [https://scrcoop.boldplanning.com/](https://scrcoop.boldplanning.com/). If unable to access the website, contact the Lake County Office of Emergency Management or the EOC for assistance. All information sheets will be available in Spanish, English, and large print. POD signs will also be in large print and in both English and Spanish.

Wheelchairs will be available at the POD site to accommodate individuals who may not be able to stand for long periods of time. Other access and functional needs will be accommodated on a case by case basis with the assistance of the resources available through the access and functional needs plan.

Not everyone is able to swallow pills or requires a full dose. The United States Food and Drug Administration provides information on how to prepare Doxycycline for those with swallowing difficulties. Double and single sided pamphlets are available in both English and Spanish entitled, “In an Emergency: How to Prepare Doxycycline for Children and Adults Who Cannot Swallow Pills” electronically at: [http://www.fda.gov/Drugs/EmergencyPreparedness/BioterrorismandDrugPreparedness/ucm130996.htm](http://www.fda.gov/Drugs/EmergencyPreparedness/BioterrorismandDrugPreparedness/ucm130996.htm)

The FDA does not approve the crushing of Ciprofloxacin. Infants, children and adults who cannot swallow pills will need to be given Doxycycline along with the FDA pill crushing instructions listed above.
Appendix A: POD Staff Sign-In Sheet

<table>
<thead>
<tr>
<th>Date</th>
<th>Time in</th>
<th>Time out</th>
<th>Printed Name</th>
<th>Assignment/ Position</th>
<th>Phone Number</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix B: Job Aids

The following appendix will provide Job action sheets to align with the following POD structure:
POD Manager

Mission: Overall responsible for every aspect of POD operations including personnel, supplies, security, and overall POD success.

Oversees: Security, Operations, and Logistics Leads

Qualifications:
- Ideally Lake County Health Department Staff Member
- Good organizational skills and management experience

Equipment:
- Cell phone and contact numbers
- Radio Communication
- Vest/ID Badge
- Roster and schedule of clinic staff
- Pen, paper, clipboard
- Computer
- Cell and radio chargers
- Command post tables and chairs

Immediate Duties:
- Sign-in
- Meet with Incident Commander for initial incident briefing
- Put on vest and clinic identification
- Read this entire Job Action Sheet
- Meet with Security, Operations, and Logistics Leads and direct POD set-up if first shift, if subsequent shift meet about progress of POD so far.
- Assign duties.
- Set up command post for POD
- Responsible for supervising all aspects of the dispensing site
- Review Mass Prophylaxis/Vaccination Planning Guide
- Establish chain of command and performance expectations:

Ongoing Duties:
- Receive updates from Security, Operations, and Logistics Leads on their areas of responsibility and assist with problem solving, and information flow to the EOC.
- Maintain contact with the Incident Commander to update them on clinic progress, including number processed through POD, remaining supplies, etc.
- Monitor POD and identify/eliminate problem areas.

Extended Duties:
- Review Holding Pattern and Demobilization Plan as issued by the Planning section.
- Oversee the demobilization of the clinic IMS.
- Sign out
- Complete After Action Report and participate in debriefing.
Position assigned to: ______________________________________________________

You Report to: POD Manager______________________________________________

Site: ____________________________________________________________________

Job Shift(s): ____________________________________________________________

Mission: To implement and manage security at the POD including, internal security, external security, vaccine/medication storage, personnel and public safety.

Qualifications:
☐ Non – medical with security background preferred
☐ Received vaccine/prophylaxis

Equipment:
☐ Cell phone and contact numbers
☐ Radio Communication
☐ Vest/ID Badge
☐ POD Layout Schematic

Immediate Duties:
☐ Sign in
☐ Read this entire Job Action sheet
☐ Establish emergency protocols
☐ Put on vest and Identification
☐ Oversee Security Staff
☐ Review scope of authority
☐ Become familiar with emergency entrance and exit routes
☐ Meet with Security Personnel
☐ Assign positions to Security Personnel
☐ Ensure workers have read and understand appropriate Job Action Sheets
☐ Initiate a reconnaissance of the site during the site set-up for any compromising security issues; determine adequate number of staff necessary.
☐ Review response plan and security issues with POD Manager in anticipation of any security problems

Ongoing Duties:
☐ Coordinate and monitor both internal and external security personnel
☐ At a minimum, assign one security personnel at the site entrance/exit and one inside the POD
☐ Ensure vehicle flow and pedestrian flow are moving in an efficient and safe manner
☐ Maintain constant communication with POD manager to determine the ongoing operations of the site
☐ POD Flow Group Supervisor; Security Personnel and Volunteer Coordinator will have an approved access list of all personnel to be allowed in
☐ Unexpected persons seeking entrance into the site must be approved through the POD Site Commander and Security
☐ Observe all packages or cases brought in by clients or staff
☐ Ensure the prophylactic medicines or vaccines are safely delivered
Monitor the identification system – staff granted access to the site will have appropriate identification badges (i.e., Health Agency ID badges, Medical Reserve Corps ID badges and Photo ID)

Refer distressed, upset and anxious clients to the Counseling and Support Workers

Extended Duties:

- Ensure the prophylactic medicines or vaccines are safely secured
- Confirm status of the facility upon closure and not any damages or problems
- Sign-out
- Participate in scheduled debriefing sessions
Operations Section Chief

Site: ____________________________________________________________

Position Assigned To: ______________________________________________

Job Shift(s): ______________________________________________________

You Report To: POD Manager__________________________________________

Mission: Organize and direct aspects relating to the Operations Section. Carry out directives of the POD Manager. Track and improve upon through put. Coordinate and supervise all aspects of Greeting, triage, dispensing, and exit. Oversees: Greeters, Mental Health/EMS, Screening, Dispensing, and Exit

Qualifications:
- □ Familiar with mass clinic operations
- □ Communications skills
- □ Good organizational skills and management experience

Equipment:
- □ Cell phone and contact numbers
- □ Radio Communication
- □ Vest/ID Badge
- □ Roster of staff
- □ Clipboard with paper and pen

Immediate Duties:
- □ Sign-in
- □ Meet with POD Manager for initial incident briefing
- □ Put on vest and clinic identification
- □ Read this entire Job Action Sheet
- □ Brief all subordinates
- □ Establish an operations section base within the clinic.

Ongoing Duties:
- □ Obtain needed supplies through the Logistics Section
- □ Ensure Head of household forms and prescription labels are printed prior to POD opening
  See Appendix H.
- □ Track, stay aware of incident expansion/contraction due to changes in conditions
- □ Determine additional resources needed
- □ Document all actions and decisions in a section activity log.
- □ Anticipate staff needs and request more staff if needed for each section
- □ Provide updates on clinic operations to the POD Manager.

Extended Duties:
- □ Evaluate the need for demobilization of the clinic and provide input to the Holding Pattern or Demobilization Plan
- □ Ensure all records and reports are turned in to the correct Section Chief
- □ Oversee the breakdown of the clinic
- □ Sign-out
- □ Complete an After Action Report and participate in the debriefing.
Mission: Organize and direct those operations associated with maintenance of the physical environment, and adequate levels of food, shelter, and supplies to support the organization’s objectives.

Qualifications:
□ Familiar with clinic facility and necessary clinic supplies
□ Communications skills
□ Good organizational skills and management experience

Equipment:
□ Cell phone and contact numbers
□ Radio Communication
□ Vest/ID Badge
□ Computer with printer and internet access
□ Pen and paper

Immediate Duties:
□ Sign-in
□ Meet with POD Manager for initial incident briefing
□ Put on vest and clinic identification
□ Read this entire Job Action Sheet
□ Establish a work location that is accessible, has adequate space
□ Acquire necessary work materials
□ Establish incident ordering process and ensure all sections are aware of the process
□ Develop a system to track all supplies that allows for reorder approx. 12 hours prior to running out.
□ Monitor throughput through the operations section
□ Develop a section action plan

Ongoing Duties:
□ Obtain needed supplies with assistance of the EOC
□ All aspects of POD manning and scheduling
□ Ensure all necessary paperwork is available to appropriate stations.
□ Track, stay aware of incident expansion/contraction due to changes in conditions
□ Determine additional resources needed
□ Document all actions and decisions in a Section Activity Log.
□ Anticipate staff needs and request more staff if needed for each section

Extended Duties:
□ Supervise the break down and repackaging of equipment and supplies
□ Arrange to have all equipment and supplies returned to place of origin and state of readiness
□ Ensure facility is cleaned and returned to former operating condition
□ Provide a final list of material used to the POD Manager
□ Sign-out
□ Complete an After Action Report and participate in the debriefing.
Greeter

Position assigned to: Operations Section____________________________________

You Report to: Entrance Group Supervisor (if Greeter Supervisor report to operations)

Site: _________________________________________________________

Job Shift(s): ___________________________________________________

Mission: Greet individuals entering the POD site and direct persons to registration area. Attempt to separate symptomatic from asymptomatic clients

Qualifications:
☐ Required POD Training

Equipment:
☐ Communications Equipment – 2-way radio, cell phone
☐ Vest/ID Badge
☐ Pens, Clipboards, paperwork for

Immediate Duties:
☐ Sign-in
☐ Read this entire Job Action Sheet
☐ Obtain briefing from the Registration/Entrance Group Supervisor, if you are the supervisor receive from Operations Section Chief
☐ Review signs/symptoms identified by triage guidelines
☐ Greet individuals entering the POD site
☐ Direct persons to forms distribution area or provide forms for individuals
☐ Answer questions that individuals might have and make appropriate referrals

Ongoing Duties:
☐ Participate in briefings to receive status reports
☐ Greet, direct, and answer non-medical questions
☐ Assist disabled and special needs clients, contact interpreters or supervisor when needed
☐ Direct clients to the screening station upon paperwork completion
☐ Direct clients to mental health if necessary
☐ Attempt to separate symptomatic from asymptomatic clients
☐ Direct non-ill patients to the registration station and ill patients to an outside agency for care.
☐ Distribute Screening Questionnaire to all individuals.

Extended Duties:
☐ Plan for the possibility of extended deployment
☐ Prepare end of shift report and brief oncoming Greeter
☐ Sign-out
**Mission:** Coordinate and supervise all activities and staff of the Mental Health Group and carry out tasks/directives established by the Operations Section Chief.

**Qualifications:**
- Required POD Training
- Mental Health Background

**Equipment:**
- Communications Equipment – 2-way radio, cell phone
- Vest/ID Badge

**Immediate Duties:**
- Read this entire Job Action Sheet
- Sign-in
- Obtain briefing from the Operations Chief
- Provide just in time training to station staff if necessary
- Set up a mental health station
- Ensure necessary supplies/resources are obtained
- Be available to provide needed evaluation and acute assistance to clients seeking help as well as the POD staff.
- Clients or staff in need of mental health support may stop at this area if needed. Clients may also be referred to this area by POD staff working in other areas.

**Ongoing Duties:**
- Oversee and manage staff at station
- Request resources as needed or identified by Group staff
- Participate in Operations Section briefings to receive status reports

**Extended Duties:**
- Plan for the possibility of extended deployment
- Sign-out
- Prepare end of shift report and brief oncoming Mental Health Group Supervisor
Screener

**Position assigned to:** Operations Section

**You Report to:** Head Screener, if head screener: Operations Section Chief

**Site:**

**Job Shift(s):**

---

**Mission:**
Oversee forms assessment station area, and determine appropriate medication to dispense to clients

**Qualifications**
- Required POD Training
- Medical background

**Equipment:**
- Communications Equipment – 2-way radio, cell phone
- Vest/ID Badge
- Pen and paper
- Highlighters in several colors

**Immediate Duties:**
- Read this entire Job Action Sheet
- Sign-in
- Obtain briefing from the Operations Chief
- Review signs/symptoms identified by triage guidelines
- Provide JIT to forms assessment staff
- Set up a forms assessment station
- Obtain appropriate equipment
- Answer questions that individuals might have and make appropriate referrals

**Ongoing Duties:**
- Oversee the review of each client’s forms(s) for accuracy and completeness
- Mark forms to indicate how much of what medication for each family member listed
- Assist forms assessment staff
- Direct Clients to the next station

**Extended Duties:**
- Plan for the possibility of extended deployment
- Sign-out
- Prepare end of shift report and brief oncoming Triage Group Supervisor
Position assigned to: Operations Section
You Report to: Dispensing site lead, if lead: Operations section chief
Site: 
Job Shift(s): 

**Mission:** Oversee medication preparation area.

**Qualifications:**
- Required POD Training

**Equipment:**
- Communications Equipment – 2-way radio, cell phone
- Vest/ID Badge
- Medication
- Medication Tracking sheets
- Labels
- Sharpies
- Medication information sheets
- Paperwork baskets

**Immediate Duties:**
- Read this entire Job Action Sheet
- Sign-in
- Obtain briefing from the Operations Chief
- Provide JIT to medical preparation staff
- Set up a medical preparation station and review management protocols
- Obtain appropriate equipment and pharmaceuticals

**Ongoing Duties:**
- Prepare medications if necessary including preparing dispensing containers, labels, and double check medications, provide information on child medication preparation
- Appropriately label medications. Medication must be labeled to comply with State Pharmacy and FDA regulations. Note: Labels should be prepared ahead of time, and available in multiple languages. Minimum information should include, but is not limited to: Drug name, strength, quantity, directions, name and address of dispensing station, prescription number with date, expiration date, prescriber, lot number, and name of patient.
- Dispense medication
- Track medication dispensing by removing labels and affixing to patient paperwork, retain paperwork

**Extended Duties:**
- Plan for the possibility of extended deployment
- Sign-out
- Prepare end of shift report and brief replacement
**Exit Station**

<table>
<thead>
<tr>
<th>Position assigned to:</th>
<th>Operations Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>You Report to:</td>
<td>Exit supervisor; if supervisor: operations section chief</td>
</tr>
<tr>
<td>Site:</td>
<td>Site</td>
</tr>
<tr>
<td>Job Shift(s):</td>
<td>Site</td>
</tr>
</tbody>
</table>

**Mission:** Oversee exit station area; provides public with departing information.

**Qualifications:**
- [ ] Required POD Training

**Equipment:**
- [ ] Communications Equipment – 2-way radio, cell phone
- [ ] Vest/ID Badge
- [ ] Information sheets

**Immediate Duties:**
- [ ] Read this entire Job Action Sheet
- [ ] Sign in
- [ ] Obtain briefing from the Operations Chief
- [ ] Provide JIT to station staff

**Ongoing Duties:**
- [ ] Oversee and manage staff at exit/information station
- [ ] Ensure each client is aware of what to do if side effects occur, is aware of how to prepare medication for children, and has any other POD related questions answered.
- [ ] Ensure each client has their medication and has turned their paperwork into dispensing.
- [ ] Direct clients through the exit.
- [ ] Secure exit station. Do not allow any individuals to enter through the exit.

**Extended Duties:**
- [ ] Plan for the possibility of extended deployment
- [ ] Sign out
- [ ] Prepare end of shift report and brief oncoming Exit Group Supervisor
Appendix C: POD Layout

Lake County High School Gym POD Layout

- POD Exit
- POD Supply Reception
- POD Staff area and sign-in
- First Aid
- Information
- Screening
- Dispensing
- Bleachers to fill out paperwork
- POD Entrance
- Intake
- POD Supply Storage
LCPHA POD Layout

- POD Entrance
- Intake
- Chairs to fill out paperwork
- Information
- Human Services Area
- POD Exit
- POD Supply Storage
- First Aid
- Screening
- POD Staff area and sign-in
- Dispensing
Intermediate School POD Layout
People flow around the track to receive and fill out paperwork.

Greeter(s) and security present to direct traffic and attempt to screen out symptomatic.
Paperwork fill out area

Snake line system located here to wait for screening after paperwork is complete.

Information posters on this wall that include POD flow and FAQs.

Go to tables to fill out paperwork, POD workers present to assist, provide information, interpreters.
Screening

When Screening complete move to another snake line for dispensing

Individuals are called to one of four screeners
Supplies located inside these doors

Once meds are dispensed move to exit
Exit personnel ensure paperwork has been collected and individuals have the necessary information sheets.
Appendix D: Contact Information

Red Cross may be contacted through the local representative Chris Brasser at 719-486-5066 (H), 719-293-4791 (C), or via radio on VLake3.

Lake County Dispatch will answer the phone at anytime and is able to assist with the contact of the Lake County PIO, Lake County SAR, and any County Director. They can be reached at 719-486-1249.

Saint Vincent’s General Hospital can be reached at 719-486-0230.

Lion’s Club and Elks Club can be reached through Lake County Public Health.

If the school is being used as a POD, the CFO should be contacted at 719-293-0489.
Appendix E: Adverse Reaction Procedures

One ambulance crew will be located at the POD during all open hours. They will be responsible for attending to any adverse reaction at the POD based on the following protocol.

On October 1, 1988, the National Childhood Vaccine Injury Act of 1986 (Public Law 99-660) created the National Vaccine Injury Compensation Program (VICP). The VICP was established to ensure an adequate supply of vaccines, stabilize vaccine costs, and establish and maintain an accessible and efficient forum for individuals found to be injured by certain vaccines. The VICP is a no-fault alternative to the traditional tort system for resolving vaccine injury claims that provides compensation to people found to be injured by certain vaccines. The U. S. Court of Federal Claims decides who will be paid. Three Federal government offices have a role in the VICP:

- The U.S. Department of Health and Human Services (HHS);
- The U.S. Department of Justice (DOJ); and
- The U.S. Court of Federal Claims (the Court).

The VICP is located in the HHS, Health Resources and Services Administration, Healthcare Systems Bureau, Division of Vaccine Injury Compensation.

**Vaccine Adverse Event Reporting System (VAERS)**

The Vaccine Adverse Event Reporting System (VAERS), operated by the Food and Drug Administration (FDA) and the Centers for Disease Control and Prevention (CDC), should be notified of any adverse event by completing a VAERS reporting form. The VAERS form may be obtained by calling 1-800-822-7967 or from the [VAERS Web site](https://vaers.hhs.gov/).

The following events are required to be reported:

1. Any event set forth in the Vaccine Injury Table that occurs within the time period specified or within 7 days, if that is longer; and/or
2. Any contraindicating event listed in the manufacturer’s package insert. In addition, VAERS accepts all reports by any interested party of real or suspected adverse events occurring after the administration of any vaccine.

Please note: Submitting a reporting form to VAERS is not the same as filing a claim under the VICP, as they are two separate programs.

A Vaccine Adverse Events Report (VAERS) will be completed and submitted by LCNS staff on all vaccines that experience clinically significant events. Mild events should be documented on the individual vaccine report cards and mailed to the address provided.

**Recognition of Adverse Reactions**

Adverse reactions will be prophylaxis dependent. Regional SNS staff will provide adverse reaction information for the prophylaxis involved. LCPHA Medical Director will be responsible for reviewing the adverse reaction for the prophylaxis involved.
Appendix F: Badging, Credentialing, Training Tracking

Badge #: [Image]
LAKE COUNTY PUBLIC HEALTH AGENCY
Full Name:
Position:
Training date:
LCPHA Signature:

Badge #: [Image]
LAKE COUNTY PUBLIC HEALTH AGENCY
Full Name:
Position:
Training date:
LCPHA Signature:

Badge #: [Image]
LAKE COUNTY PUBLIC HEALTH AGENCY
Full Name:
Position:
Training date:
LCPHA Signature:

Badge #: [Image]
LAKE COUNTY PUBLIC HEALTH AGENCY
Full Name:
Position:
Training date:
LCPHA Signature:

Badge #: [Image]
LAKE COUNTY PUBLIC HEALTH AGENCY
Full Name:
Position:
Training date:
LCPHA Signature:

Badge #: [Image]
LAKE COUNTY PUBLIC HEALTH AGENCY
Full Name:
Position:
Training date:
LCPHA Signature:
<table>
<thead>
<tr>
<th>Training Date</th>
<th>Badge #</th>
<th>DOB</th>
<th>Printed, Full Name</th>
<th>Address</th>
<th>Phone Number</th>
<th>Driver’s License number and State</th>
<th>SSN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix G: POD Supplies

**EQUIPMENT NEEDS:**
- Copier
- Fax Machine
- 12 Computers or Laptops
- 5 DVD or VCR Players
- 5 Large-Screen Televisions
- Cell Phones
- Handheld Radios
- Walkie-talkies

**GENERAL SUPPLIES:**
- Tables
- Chairs
- Water and Cups
- Paper
- Pens and Pencils
- File Boxes
- Telephone
- Tissues
- Garbage Containers
- Trash Bags
- ID Badges for Staff
- Food & Drink for Staff
- List of Emergency Phone #s
- Cleaning Supplies

**CROWD MANAGEMENT & TRIAGE SUPPLIES:**
- Queue Partitions
- Signs for Site Designation
- Signs for POD Flow

**VACCINE ADMINISTRATION SUPPLIES:**
- Vaxicools/Refrigerator
- Band-Aids
- Sterilized Needles
- Sharps Containers
- Spray Bottle of Bleach Solution
- Latex-Free Gloves
- Anti-Bacterial Handwashing Solution
- Screens

**EMERGENCY SUPPLIES:**
- Standing Orders for Emergencies
- Ampules of Epinephrine 1:1000 SQ, or
- Ampules of Diphenhydramine (50mg IM)
- 3cc Syringes w/1”, 25-guage Needles
- 1.5” Needles
- Tuberculin Syringes with 5/8” Needles
- Alcohol Wipes
- Blood Pressure Cuffs (various sizes)
- Emesis Basin
- Adult Pocket Masks w/One-Way Valve
- Pediatric Pocket Masks w/One-Way Valve
- Stethoscope
- Flashlight
- Incident Report Form
- Cots, Blankets, & Pillows
Appendix H: POD Forms

Sample Label:

![Sample POD Form Image]
Instructions for person picking up medication: Complete Name, Signature, Address, ZIP Code, and Phone Contact information.

1. Print Full Name of each person for whom you are picking up medication. (Your name goes in row 1)
2. Complete Columns A - G for each person. (✓ to indicate YES in any column, otherwise leave blank)
3. Give completed form to Screening/Dispensing Staff.
4. If "Go To Med Consult" box is checked, you must have a Medical Consult BEFORE getting medicine.

I am picking up medications for the persons listed below. I am authorized to sign for these people and I agree to provide the prescribed medications and instructions to each of them.

I am picking up medications for the persons listed below. I am authorized to sign for these people and I agree to provide the prescribed medications and instructions to each of them.

<table>
<thead>
<tr>
<th>Print Name:</th>
<th>Signature:</th>
<th>ZIP Code:</th>
</tr>
</thead>
</table>

**Street Address, City, State:**

**Phone #:**

**Alternate #:**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
<th><strong>CLINIC USE ONLY</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STAFF - Affix lot number label from each bottle dispensed to the back of this sheet.</strong></td>
<td><strong>Doxy Contraindications</strong></td>
<td><strong>Ciprofloxacin Contraindications</strong></td>
<td><strong>Pediatric Information</strong></td>
<td><strong>Dispense</strong></td>
<td><strong>Consult</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PLEASE PRINT Full Names</strong> (Your name goes in row 1)</td>
<td><strong>ALLERGY to Doxy or Tetracycline</strong></td>
<td><strong>Pregnant or Breast-feeding</strong></td>
<td><strong>ALLERGY to Ciprofloxacin or Quinolone</strong></td>
<td><strong>History of Seizures or Epilepsy</strong></td>
<td><strong>Liver or Kidney Disease</strong></td>
<td><strong>Age Less than 18 years old?</strong></td>
<td><strong>Weight Less than 99 pounds?</strong></td>
<td><strong>Ciprofloxacin</strong></td>
<td><strong>Cipro-Ped</strong></td>
<td><strong>Doxy-Quinolone</strong></td>
<td><strong>Doxy-Ped</strong></td>
<td><strong>Go To Med Consult</strong></td>
<td><strong>Consultant’s Initials</strong></td>
</tr>
<tr>
<td>1</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td>Yes ✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Medical Consultant’s Notes:**

**Total Bottles Dispensed**
Instructions for person picking up medication: Complete Name, Signature, Address, ZIP Code, and Phone Contact information.

1. Print Full Name of each person for whom you are picking up medication. (Your name goes in row 1)
2. Complete Columns A - G for each person. (☑ to indicate YES in any column, otherwise leave blank)
3. Give completed form to Screening/Dispensing Staff.
4. If "Go To Med Consult" box is checked, you must have a Medical Consult BEFORE getting medicine.

Print Name:  
Signature:  

<table>
<thead>
<tr>
<th>Street Address, City,</th>
<th>Phone #:</th>
<th>Alternate #:</th>
<th>ZIP Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Contraindications**

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doxy Contraindications</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Ciprofloxacin Contraindications</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Pediatric Information</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dispense</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Consult</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
</tbody>
</table>

Remember to peel off the lot number label from each bottle and attach it to the back of this form.
<table>
<thead>
<tr>
<th>Medical Consultant's Notes:</th>
<th>Yes</th>
<th>Yes</th>
<th>Yes</th>
<th>Yes</th>
<th>Yes</th>
<th>Yes</th>
<th>Yes</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>If &quot;YES&quot; to Both Doxy and Cipro Contra-indications in Columns A-G then mark &quot;Go To Med Consult&quot;</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>X</td>
</tr>
<tr>
<td>Calculate the total number of bottles dispensed for each medication</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>