

Read Me File Instruction

Where Do I Start?

This **Instructions** document is the first of many documents contained within the Closed POD Planning Kit your property has received. This document provides an overview of the content in your Closed POD Planning Kit. It also provides instructions for editing two primary planning documents in your kit – the **Memorandum of Agreement** (MOA) and the **Closed POD Plan**.

The kit is designed to supply everything your property needs to plan, test, and operate a Closed POD. While the sheer number of documents in the kit may seem overwhelming at first, know that each document has a time and a purpose and that as you progress in your planning, the documents and their purpose will all make sense!

Review the following items to help you gain a better understanding of the Closed POD scope and your role in planning, testing, and operating a Closed POD.

- Closed POD Process Diagram on page 5
- Closed POD Planning Kit Contents on page 6
- Closed POD Definitions, found in the kit's **Planning Tools** folder
- Closed Dispensing Plan template, found in the kit's **Planning Tools** folder
- Property/DOH Discussion Guide, found in the kit's **Planning Tools** folder

Closed POD Planning Kit

The Closed POD Planning Kit is delivered in three main folders, shown in the table below.



Planning Tools

Documents used during the Closed POD Planning phase



Practice Exercises and Drills

A collection of exercises and drills to test Closed POD Planning effectiveness.



Closed POD Operations

All the files you'll need on the day(s) you operate a Closed POD

For More Information about the Documents

- ✓ Thumbnail images and descriptions of each document are found in the **Closed POD Planning Kit Contents** beginning on page 6.
- ✓ The complete list of files with their filenames can be found in the **Appendix • Document Index** on page 22.