Incident/Emergency • Closed POD Process Flow

Emergency Occurs

DOH Initiates Closed POD Process

1 Notification Phase

- Local DOH notifies Closed POD
- Primary Coordinator confirms Notification receipt
- Primary Coordinator notifies Command Team to stand by
- Primary Coordinator determines dispensing population
- Primary Coordinator consults with Business Continuity Coordinator to determine availability of designated dispensing areas
- State DOH requests delivery of medication from SNS
- State DOH receives medication from SNS
- Local DOH takes possession of medication. Coordinates distribution to all PODs.

2 Activation Phase (Mobilization, Preparation, and Medication Transfer)

- Local DOH sends message to activate Closed POD
- Primary Coord. confirms receipt of Activation alert
- Command Team reports to property
- Primary Coord. briefs Command Team
- Command Team recruits Volunteers
- Business Continuity Coordinator clears all designated dispensing areas
- HR (and others) notify associates, guests, vendors/ contractors of emergency
- Designated dispensing areas and Volunteers are available and ready
- Security Coordinator secures CP site
- Security Coordinator takes possession of medication and verifies amounts
- Primary Coordinator notifies DOH of medication receipt

3 Closed POD Set-up and Briefing Phase

- Volunteers sign in
- Primary Coordinator briefs all volunteers
- HR Coordinator assigns/deploys Volunteers
- Coordinators brief teams. Hand out JASs.
- Volunteers set up Closed POD
- All Volunteers enter dispensing area and take medication
- Primary Coordinator opens Closed POD to recipients

4 Dispensing Phase

- CP Volunteers dispense medication to recipients
- Logistics Coordinator reports medication inventory status to Primary Coordinator
- Configure and operate a scaled-back POD if needed
- All recipients receive medication – dispensing ends

5 Stand-down Phase

- Local DOH delivers stand-down message
- Closed POD stands-down
- Security Coord. gathers unused medication, takes inventory, and reports units dispensed
- Logistics Coord gathers and returns unused supplies; restores CP to original condition
- Volunteers close POD, debrief, and sign out
- Security Coordinator coordinates return of unused meds to local DOH
- Primary Coordinator completes and submits necessary reports to DOH