CLOSED POD LEXICON

This lexicon defines all terms that are not "household" vocabulary. They are terms either used in a particular way or are terms related uniquely to the Closed POD program. Most of these terms will either be new to people or have the potential to create a shadow of doubt in people's minds. The goal is to eliminate all potential doubt by strategically explaining the definitions upfront and clarifying the context for understanding —who, what, where, when, how, why. When operating a Closed POD, use this Lexicon to clarify meaning of terms for yourself and others.

DEFINITIONS

AREAS

☐ **Ballroom Dispensing Area**	The area designated for centralized dispensing
☐ **Break Area**	An identified area where volunteers can take a break and get refreshments
☐ **Closed POD**	Upon activation from the DOH, the entire hotel property
☐ **Command Center**	An identified area where Commander Coordinators are stationed during POD operations
☐ **Dispensing Area(s)**	The room and/or area where medication and Patient Information Packets are distributed
☐ **Protective Perimeter**	A secured route through which medication will travel
☐ **Staging Area**	An identified area where medication and materials/equipment are temporarily placed awaiting transfer to a dispensing area. Also an area for volunteer sign-in, briefings, and vest retrieval
☐ **Storage Area**	A secured area with controlled access where medications are placed awaiting transfer to a staging or dispensing area

DOCUMENTS, DIAGRAMS, AND FORMS

☐ **Closed POD Plan**	The principle guide that contains comprehensive procedural information and directs Closed POD emergency response operations. There are three stages of documentation to arrive at a property's final plan.
▪ **Dispensing Plan Template**	An MS Word document template found in the Closed POD Planning Kit, to help a property design a dispensing plan

▪ **Draft Dispensing Plan**	An MS Word document and in-process plan used as a planning guide during discussion and collaboration with the local DOH
▪ **Approved Dispensing Plan**	A MS Word document and final plan, agreed upon by the property and the DOH. Placed on file with the DOH and the property.
☐ **Closed POD Planning Kit**	All written materials and executable elements including planning tools, exercises and drills, and day of an emergency just-in-time training, communications and forms to help a property develop and implement a Closed POD Plan.
☐ **Command Brief or Briefing**	Instructions that clarify the status of the emergency, objective of the Closed POD, chain of command, roles, tasks, timing, and other important information
☐ **Incident Report**	Your property's standard procedure and form to document an incident outside of normal procedure, for example, a person in need of medical attention or a person displaying unruly behavior
☐ **Inventory Form**	A form used to verify receipt and the amount of medication the department of health provides to the property
☐ **Job Action Sheet**	Checklist of Closed POD tasks per role/assignment
☐ **Layout Design**	A diagram showing the ballroom dispensing area and its layout
☐ **Medication Screening Form**	An intake form that the head of household completes, listing each recipient who will receive medication
☐ **Patient Information Packet**	Information packet, provided by the department of health, given to recipients when they receive their medication. Provides medication instructions, special instructions for children and pregnant women, an Anthrax fact sheet, and information about antibiotics

ROLES

☐ **Command Coordinator**	A direct supervisor in an Incident Command System who takes full control of a designated operation and functions to streamline communications. Can be a Closed POD coordinator or a coordinator at the department of health.
☐ **Command Team**	A property's Command Coordinator group that supervisors team of Volunteers and/or a set of tasks. Reports directly to the Primary Coordinator.
☐ **DOH**	Department of is the local or state agency responsible for implementation of the jurisdiction's public health emergency plan. LDOH or SDOH may be used to identify if the local or state DOH has oversight of a task or responsibility in the Closed POD process phases.

☐	**DOH Helpline**	Department of health helpline
☐	**EOC or ECC**	Emergency Operation Center or Emergency Coordination Center – an Incident Command Center coordinating all emergency response efforts
☐	**Incident Command Center**	Emergency Operation Center (EOC), Emergency Coordination Center (ECC), or the local department of health coordinating emergency response efforts
☐	**Head of Household**	The person responsible for picking up medication for recipients listed on the Medication Screening Form
☐	**Recipients**	The targeted dispensing population
☐	**SNS**	The Strategic National Stockpile is a national repository of medications and medical supplies maintained by the federal government to be used for emergency situations such as a bioterrorism attack, widespread disease outbreak or natural disaster
☐	**Targeted Dispensing Population**	A property's designated dispensing population including registered guests, special function guests, associates and their families, and in-house vendors/contractors and their families
☐	**Volunteers**	Property associates assigned to roles and tasks for Closed POD operations

CLOSED POD PROCESS PHASES

☐	**Public Health Emergency**	A biological attack involving the aerosolized release of anthrax requiring a mass dispensing of medications. The trigger to initiate Closed POD operations
☐	**Notification**	FIRST phase in Closed POD Plan ▪ **Begin**: The local DOH sends an alert message to the property notifying them of the emergency ▪ **End**: Primary and Business Continuity Coordinators determine space availability for designated dispensing areas
☐	**Activation**	SECOND phase in a Closed POD Plan that mobilizes volunteers and prepares the facility to dispense medication ▪ **Begin**: The local DOH sends an alert message to the property activating the Closed POD ▪ **End**: The property declares dispensing areas and volunteers are ready for Closed POD operations
☐	**Set-up and Briefing**	THIRD phase in a Closed POD Plan that enacts just-in-time training and physically prepares dispensing areas

		▪ **Begin**: Volunteers sign in to the Closed POD
		▪ **End**: Primary Coordinator opens the POD to recipients
☐	**Dispensing**	FOURTH phase in a Closed POD Plan where volunteers dispense medications to recipients
		▪ **Begin**: Volunteers begin dispensing
		▪ **End**: Volunteers end dispensing
☐	**Stand-down**	FIFTH *and final* phase in a Closed POD Plan where volunteers break down the POD, document medication inventory, debrief, and sign out
		▪ **Begin**: Local DOH delivers a stand-down notification
		▪ **End**: Volunteers close POD, debrief and sign out

SYSTEMS

☐	**Closed POD**	A non-medical dispensing site and operation employed during a public health emergency that provides potentially lifesaving medications to a pre-determined population. Routine medical care is not provided in a Closed POD
		The sole purpose of a POD is to quickly provide preventive medication to large numbers of people during a public health emergency in an effort to prevent illness
☐	**Incident Command System**	A planned structure that is designed to improve an emergency response. Requires all functions to report to one central commander, streamlining communications
		Also see *Command Coordinator*
☐	**Identification System**	A system to identify Volunteers and Command Coordinators authorized to act in the event of an emergency. Examples include colored vests and identification badges
☐	**Open POD**	A public dispensing site and operation that is capable of providing medications to protect the general population from biological threats or epidemics

TERMS

☐	**Aerosolized (release)**	Very small particles easily spread in the air
☐	**Bottleneck**	Traffic jam or build up of people in one area that slows down the flow of people and dispensing
☐	**Cipro/Doxy**	See Medication: Types of common antibiotics used to treat infections

☐	**Dialysis**	A treatment used to help people who have poor kidney function
☐	**Dispensing Formula**	A method used to determine the type of medicine delivered to each recipient
☐	**Disruptions**	A problem in the recipient waiting line that slows down the flow or speed of dispensing
☐	**Dose or dosage**	A dose is *one* pill. A pill is taken every 12 hours. Each bottle treats one person for 10 days and contains 20 pills. Recipients will take 2 pills per day for 10 days
☐	**Flow**	Non-stop, unhampered movement of people and medicine
☐	**Just-in-Time Training (JITT)**	A coordinated communication plan designed to prepare volunteers on the day of an event. Consists of Command Briefings, Job Action Sheets, and a Greeter script
☐	**Queue**	The recipient waiting line
☐	**Medication**	Antibiotics used in the treatment of Anthrax, most typically Ciprofloxacin and Doxycycline, referred to as "Cipro" and "Doxy"

☐	**Symptomatic or symptoms**	Signs and Symptoms—Early stage
		  ▪ Sore throat, muscle aches, fever, headache, and chest pain
		Signs and Symptoms—Late stage
		  ▪ Difficulty breathing, shortness of breath, shock, confusion, delirium, high-pitched sound from airway

☐	**Throughput**	The total calculated output of recipients in a period of time (usually an hour) under normal operating conditions
☐	**Volunteer Vests**	Color-coded vests are a method to visually identify the role of Closed POD volunteers. For example, a POD plan may identify: Command Coordinators with blue vests, Runners with yellow vests, all other Volunteers with green vests