

# Closed Point of Dispensing (POD) After Action Report

A Report Template for

**[Functional or Tabletop Exercise]**

**[Property Name]**

**[Property Address]**

**[Property City, State, and Zip]**

**[DATE]**



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## Executive Summary

The purpose of the Closed Point of Dispensing (POD) [FUNCTIONAL or TABLETOP] exercise is to evaluate the feasibility and effectiveness of the [PROPERTY NAME's] Closed POD Plan.

The goal of this exercise was to:

*[Begin] Delete the bullet point below that does not apply, and then delete this instruction. Select the first bullet for tabletop exercise and the second for functional exercise.*

- ✓ Practice the Closed POD Plan, increase the group's level of confidence enacting the plan, and discover and remedy any potential gaps in the plan.
- ✓ Test all operational functions of the Closed POD Plan and increase the level of confidence enacting the plan.

*[End]*

The information in this report was gathered from the exercise evaluation process. Upon exercise completion participants were given the opportunity to state three things that went well and three things that could be improved. Next, evaluators (listed on Page 3), shared their feedback using the Closed POD Evaluation forms. All exercise feedback is summarized and incorporated in this report.

The exercise objectives were:

- ✓ [Copy the OBJECTIVES from the Evaluation Form – Page 1. Do not use the “PASTE” command. Use the “PASTE SPECIAL” command and paste the incoming text as “Unformatted Text.”]

The purpose of this report is to analyze and report exercise results, identify the Closed POD Plan strengths, identify potential areas for improvement, and recommend corrective actions to improve the plan.

## Overall Findings

### Strengths

The evaluators identified the following major strengths:

*List the overall strengths below and then delete this instruction. Follow the pattern of the example in the closed POD exercise instructions pp. 14 -16.*

- ✓ List...

### Challenges

The primary areas for improvement are as follows:

*List the overall challenges below and then delete this instruction.*

*Follow the pattern of the example in the closed POD exercise instructions pp. 14 -16.*

✓ List...

## Recommendations

Key recommendations to improve the Closed POD Plan are as follows:

*List the overall recommendations below and then delete this instruction.*

*Follow the pattern of the example in the closed POD exercise instructions pp. 14 -16.*

✓ List...

## Exercise Overview

*Fill in or select a choice below and then delete this instruction.*

## Exercise Detail

Type

[TABLETOP or FUNCTIONAL] Exercise

Date

[DATE]

Duration

[HOURS]

Location

[PROPERTY ADDRESS]

Tested Capabilities

This exercise tested five capabilities. They are:

1. The Primary Coordinator responds to a Notification alert.
2. The Closed POD team responds to the Activation alert including mobilization, preparation, and medication transfer.
3. The Closed POD team sets up for dispensing and briefs their volunteers.
4. The Closed POD team dispenses medication using all the methods listed in its Closed POD Plan, including setting up a Scaled-back POD (as needed).
5. The Closed POD stands-down.

Scenario Type

An aerosolized release of anthrax

## Participation

### Planning Team

The planning team who helped organize and plan this exercise includes:

*List members, their respective organization and title below, and then delete this instruction.*

- ✓ [Name 1, Organization, Title]
- ✓ [Name 2, Organization, Title]
- ✓ [Name 3, Organization, Title]
- ✓ [Name 4, Organization, Title]
- ✓ [Name 5, Organization, Title]

### Community Partner Organizations

The community organizations that attended this session include:

*List the organization, the representative's name and title below and then delete this instruction.*

- ✓ [Oranization 1, Name, Title]
- ✓ [Oranization 2, Name, Title]
- ✓ [Oranization 3, Name, Title]
- ✓ [Oranization 4, Name, Title]

### Participants

*List the number of participants for each category below. List each participant's name and affiliated organization. Then, delete this instruction.*

	Number	Name and Organization
Participants	[NUMBER]	[NAME, ORGANIZATION] [NAME, ORGANIZATION]
Facilitator(s)	[NUMBER]	[NAME, ORGANIZATION]
Evaluator(s)	[NUMBER]	[NAME, ORGANIZATION]
Observer(s)	[NUMBER]	[NAME, ORGANIZATION]
Medication Recipients (Functional)	[NUMBER]	[NAME, ORGANIZATION]

## Exercise Design Summary

This [FUNCTIONAL or TABLETOP] exercise was based on [PROPERTY NAME's] Closed POD Planning Kit. This kit was developed by the National Safety Council (NSC) as part of its Closed POD pilot project. The Planning Kit, which includes the Closed POD practice activity, was developed as part of a pilot project involving 44 hotel properties in 8 public health jurisdictions.

## Background

### Exercise Objectives

*Use the heading and paragraphs that apply and delete the one that does not. Then, delete this instruction.*

### Tabletop Objectives

The Closed POD Command Team will:

1. Describe the property's response to the Notification alert.
2. Describe the property's response to the Activation alert including mobilization, preparation, and medication transfer.
3. Describe how the property will set up for dispensing and brief its volunteers.
4. Describe each dispensing method the property will use in its Approved Dispensing Plan and who does what.
  - Ballroom
  - Associate (Manager Pick-up or Associate Pick-up)
  - Room Service
  - Scaled-back
5. Describe the property's Stand-down procedure.

### Functional Objectives

The Closed POD Command Team will:

1. Respond to the Notification alert.
2. Respond to the Activation alert including mobilization, preparation, and medication transfer.
3. Brief all volunteers and set up for dispensing.
4. Perform medication dispensing, using all relevant dispensing methods (included in their Closed POD Plan).
  - Ballroom
  - Associate (Manager Pick-up or Associate Pick-up)
  - Room Service
  - Scaled-back
5. Perform the Stand-down procedure.

## Analysis of Capabilities

The property tested five primary capability areas. Analysis and recommendations by capability area are listed below.

### Capability 1 • Notification

The Primary Coordinator responds to Notification alert.

#### Analysis

*Use the example in the Closed POD exercise instructions pp. 14-16 to craft your analysis. Then, delete this instruction.*

Analysis...

#### Recommendation

*Use the example in the Closed POD exercise instructions pp. 14-16 to craft your recommendation for this capability. Then, delete this instruction.*

Recommendation...

### Capability 2 • Activation

The Closed POD team responds to the Activation alert including mobilization, preparation, and medication transfer.

#### Analysis

*Craft your analysis below and then delete this instruction.*

Analysis...

#### Recommendation

*State your recommendation(s) below and then delete this instruction.*

Recommendation...

### Capability 3 • Set-up and Briefing

The Closed POD team sets up for dispensing and briefs its volunteers.

#### Analysis

*Craft your analysis below and then delete this instruction.*

Analysis...

#### Recommendation

*State your recommendation(s) below and then delete this instruction.*

Recommendation...

## Capability 4 • Dispensing

The Closed POD team dispenses medication using all the methods listed in its Approved Dispensing Plan, including setting up a Scaled-back POD (as needed).

### Analysis

*Craft your analysis below and then delete this instruction.*

Analysis...

### Recommendation

*State your recommendation(s) below and then delete this instruction.*

Recommendation...

## Capability 5 • Stand-down

The Closed POD stands-down.

### Analysis

*Craft your analysis below and then delete this instruction.*

Analysis...

### Recommendation

*State your recommendation(s) below and then delete this instruction.*

Recommendation...

## Conclusion

*Use the example in the Closed POD exercise instructions pp. 14-16 to craft the report conclusion. Then, delete this instruction.*

Conclusion...

## Appendix • Exercise Summary Table

*Complete the table below based on the Evaluation Form from the exercise. Then, delete this instruction.*

	Capability	Overall Rating	Strengths	Challenges	Recommendation
1.	The Primary Coordinator responds to Notification alert.				
2.	The Closed POD team responds to the Activation alert including mobilization, preparation, and medication transfer.				
3.	The Closed POD team sets up for dispensing and briefs its volunteers.				
4.	The Closed POD team dispenses medication using all the methods listed in its Approved Dispensing Plan, including setting up a Scaled-back POD.				
5.	The Closed POD stands-down.				