

# Strategic National Stockpile



## Opening, Running and Closing the POD

# Purpose

- To discuss many of the responsibilities and tasks associated with opening, running, and closing the POD
- To brainstorm and establish responsibilities and ways to increase efficiency in each phase of the dispensing operation



# Strategic National Stockpile



## Opening the POD

# Purpose

- To discuss many of the responsibilities and tasks associated with opening the POD
- To review many of the actions required to open a POD and identify ways to increase efficiency in the process
- To review the POD management structure and delineate responsibilities for major required tasks



# Major Tasks and Activities

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- Notification and Assembly
- Facility Access and Setup
  - Signs Posted or Hung
  - Setup Tables, Chairs and Line Ropes
- Staff Briefing, Training and Preparation
  - Just-In-Time Training (JITT)
- Storing and issuing of medicine
- Unlocking the door



How long do I have  
from notification to  
opening?



# Notification

- POD Managers
- POD Management Staff
- POD Staff



When?

How?



# Assembly

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- Where will the POD Staff report?
- Where are ID Badges made and issued?
- How are POD staff members transported to the POD Site?
- How long will it take to assemble?



# Facility Access

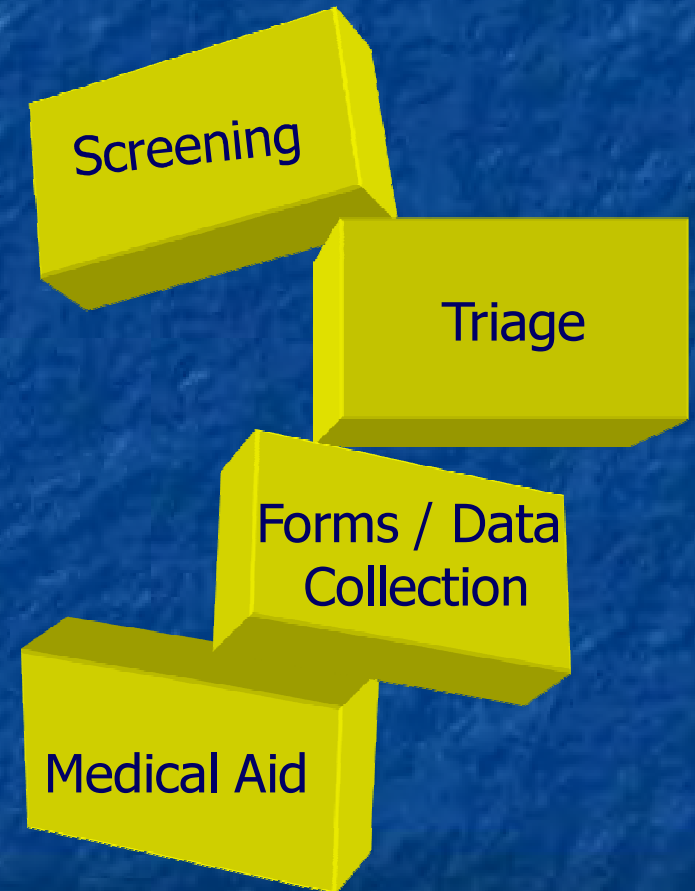


- Have you considered how will you gain access to the facility?
- When you gain access, conduct a walk-through. This pre-occupation inspection is conducted:
  - To know what rooms you may or may not use.
  - For property liability purposes.



# POD Site Setup

- Major stations in the POD
  - Do I have a Medical Aid Station and Medical Transportation?
  - Do I have a screening process?
  - Do I conduct a triage?
- Forms and Data Collection



# Basic POD Diagram

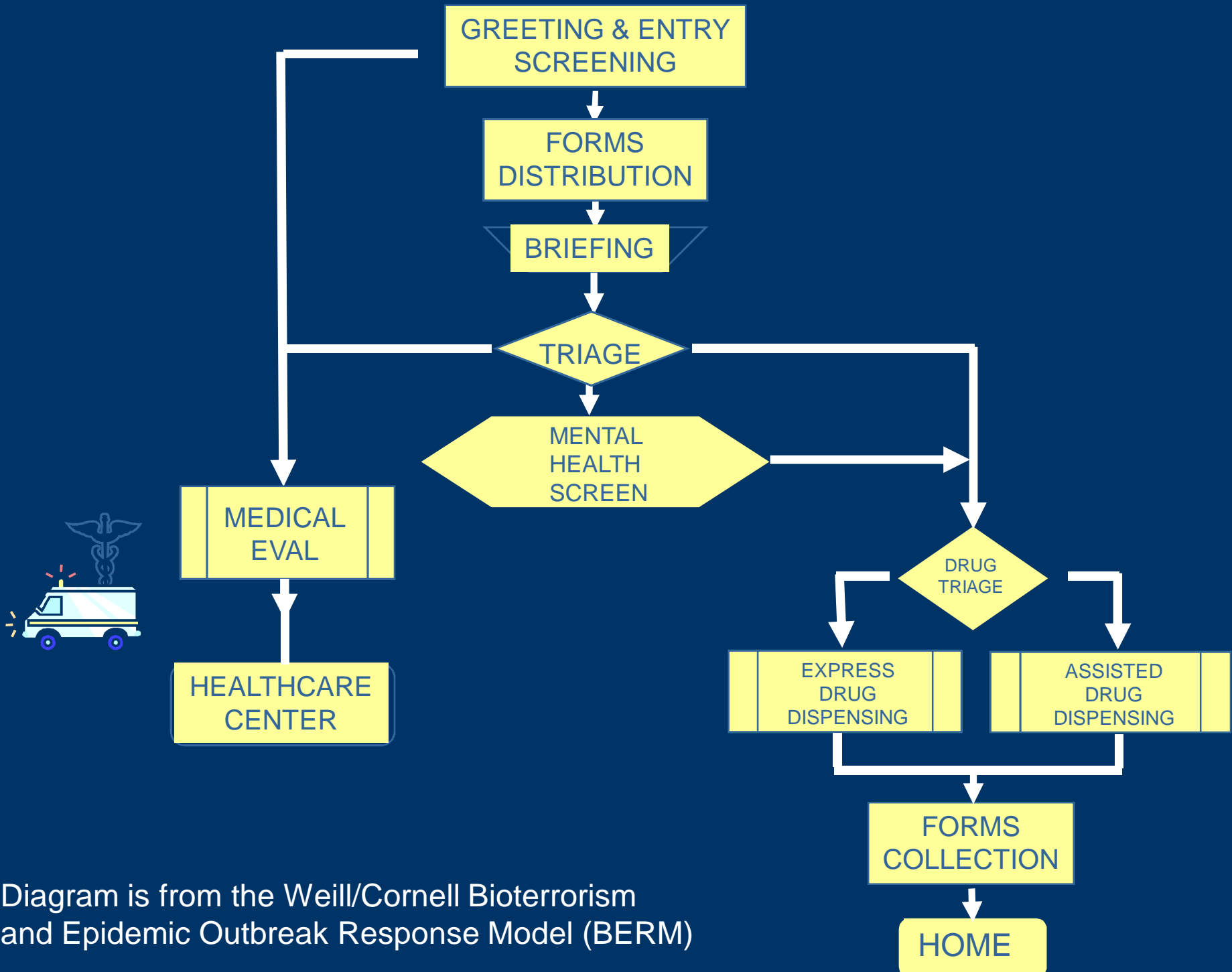
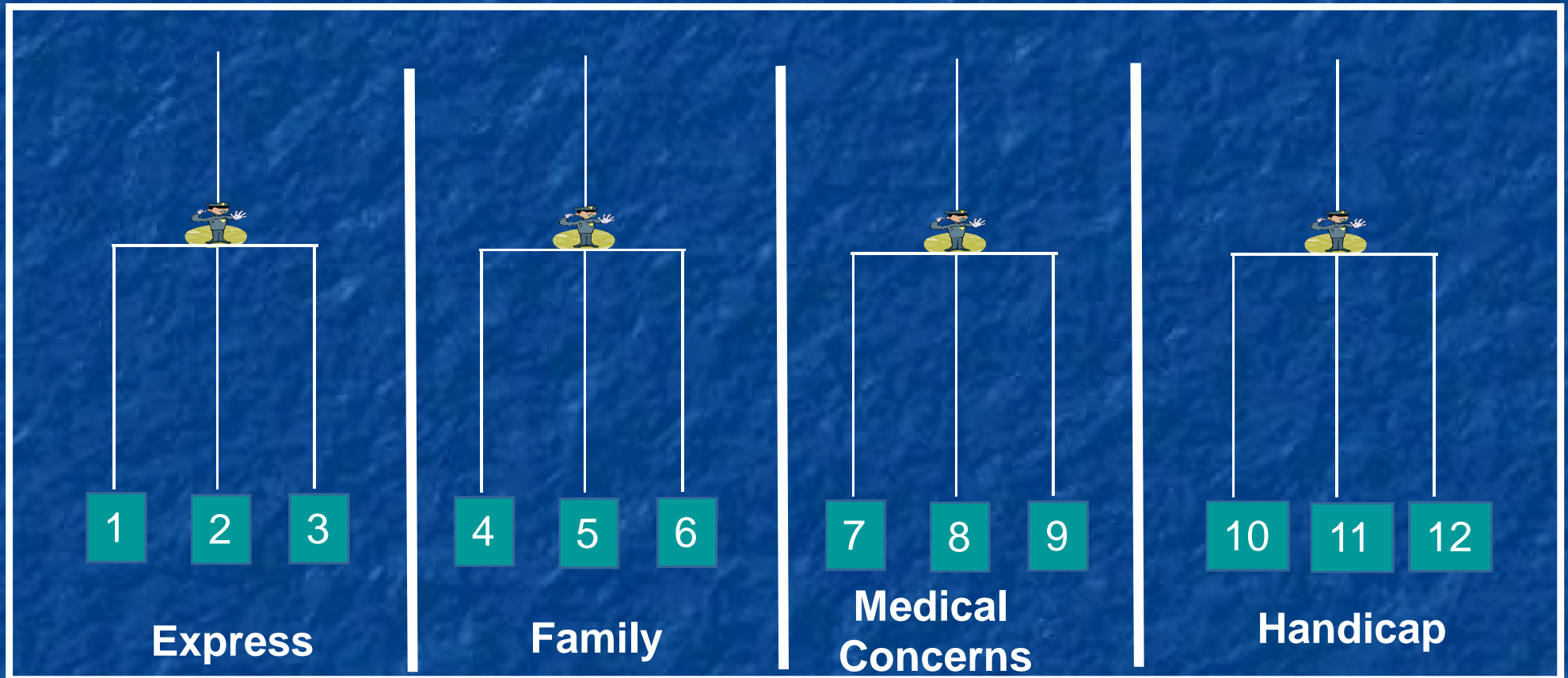


Diagram is from the Weill/Cornell Bioterrorism and Epidemic Outbreak Response Model (BERM)

# POD Site Setup



**How do I sort people based on medical conditions or special needs?**



# Training/Briefing/Preparing the Staff

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- Pre-event training
  - Documentation (who, what, when and how)
  - Skill Assessment
- Just-In-Time Training (JITT)
  - Staff
    - Medical Personnel
    - Spontaneous and unaffiliated volunteers
  - Instruction
    - Facility Orientation
    - Trainers
      - On the Shelf



# Training/Briefing/Preparing the Staff

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Part of training is a walk-through of facility and a brief on the entire process.

- How much time do I need to train?
- What happens if I have insufficient staff?



# Signage and Supplies

- What signs do I need?
- Are there any signs already made?
- Do I have means to post or hang the signs?
- Where can I get signs quickly made?

**HANG'EM  
HIGH**

**BIG**

**Non-Language  
Dependent**



# Signage and Supplies

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- What office supplies do I need to operate the first twelve hours?
- What other supplies do I need?
- Paper and Forms Issues





# Receiving Medication

- Arrival
  - When will it arrive?
- Receipt
  - What will I receive?
- Authorization
  - Who will sign for it?
- Storage
  - Where is it stored?



# Opening for Operations

- Who do I notify when I am ready to open?
- Do I delay opening until other PODs are ready to open?



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# QUESTIONS / COMMENTS

