

Strategic National Stockpile



Closing the POD

Purpose

- To discuss the major tasks and activities involved in closing a POD:
 - Notification
 - Staff
 - Inventory and Supplies
 - Facility
- To brainstorm and create a list of additional tasks necessary to close the POD



Notification

- How do you know when it's time to close?
- Who do you tell?
 - Inside the POD
 - Outside the POD



Staff

- When do I release the staff?
- How do I release the staff?
 - Released together,
 - Or in shifts?
 - Do they need to be transported?
 - What about the staff external to the actual facility?
 - Bus Drivers
 - Law Enforcement
 - Emergency Management



Staff

- Do I have contact information for my staff?
- Do I perform an After Action Review / final briefing?
 - When?
 - Who is involved?
 - What is communicated?



Inventory and Supplies

- Is there leftover product?
- What happens to the leftover medication and supplies?
 - Assessment
 - Transport and Storage



Inventory and Supplies

- What about life-support materials and office supplies?
 - Who returns any borrowed equipment? When? Will it be needed during closing?
 - Do I have a contact list?
- Are there any reporting requirements?
 - Statistics
 - Data collection, transport and storage



Facility

- Facility Break Down
 - When do you start breaking down?
 - Who is involved?
 - How?
- Clean up and Survey
 - Internal and External
 - Facility and Equipment
 - Facility Walkthrough
- Turnover of facility
 - When can we actually close?



Closed

- What about people who show up after we're closed?
 - Signage
 - Returns to pickup?



Breakout



Closed

QUESTIONS?

