

**BOARD OF COUNTY COMMISSIONERS
SARPY COUNTY, NEBRASKA**

**RESOLUTION AUTHORIZING CLOSED POINT OF DISPENSING (POD) DURING
EMERGENCY SITUATIONS**

WHEREAS, pursuant to Neb. Rev. Stat. §23-104(6) (Reissue 2007), the County has the power to do all acts in relation to the concerns of the County necessary to the exercise of its corporate powers; and,

WHEREAS, pursuant to Neb. Rev. Stat. §23-103 (Reissue 2007), the powers of the County as a body are exercised by the County Board; and,

WHEREAS, during a declared state public health emergency, medical countermeasures may be required to be administered to the public; and,

WHEREAS, pursuant to Neb. Rev. Stat. §81-829.46(1) (Reissue 2008), the County is responsible for enduring that emergency management services are provided to the citizens of Sarpy County and for coordinating emergency operations within Sarpy County; and,

WHEREAS, a Closed Point of Dispensing (POD) for emergency medications, as described in Attachment "A" attached hereto, would allow Sarpy County government to administer such countermeasures internally and ease access to life-saving medications in the event of a public health emergency, as described more fully on Attachments A, B and C; and,

WHEREAS, after a Closed POD is authorized, plans will need to be developed concerning the operation and staffing in the event of a public health emergency; and,

WHEREAS such is in the best interests of the citizens and employees of Sarpy County, Nebraska.

NOW, THEREFORE, BE IT RESOLVED by the Sarpy County Board of Commissioners that this Board hereby authorizes a Closed Point of Dispensing for Sarpy County employees and their dependents.

BE IT FURTHER RESOLVED that the Sarpy/Cass Department of Health in consultation with the Sarpy County Administrator and such persons as he may designate, is hereby authorized to draft a Closed POD plan for Sarpy County government, subject to final approval by this Board.

DATED this 19th day of April, 2011.

Moved by Jim Thompson, seconded by Jim Warren, that the above Resolution be adopted. Carried.

YEAS:

Jim Thompson

Kevin H. B.

Jim Kane

Tom Richard

Jim H. B.

Debra J. Montalvo
County Clerk

NAYS:

none



ABSENT:

none

ABSTAIN:

none

Closed PODs

A Mass Medical Countermeasure Dispensing Program
Response during a Public Health Emergency



**Sarpy/Cass Department of Health
Public Health Preparedness Program**

Introduction

The Sarpy/Cass Department of Health (SCDH) is responsible for the delivery and safe administration of medical countermeasures to all residents of Sarpy and Cass Counties during a public health emergency. This process, referred to as the "SCDH Plan for Dispensing of Medical Countermeasures," can be scaled for a district/county wide deployment or for use in a smaller incident. A public health emergency could be caused by naturally occurring epidemics, acts of bioterrorism, environmental accidents involving hazardous material, or severe weather events. Several of these threats involve harmful agents or diseases that require an immediate response by SCDH to provide potentially life-saving medical countermeasures (antibiotics, vaccine, antidotes) to all residents of Sarpy and Cass Counties. Medical countermeasures for a large-scale public health emergency would be supplied by the federal Strategic National Stockpile (SNS). These medical countermeasures could be rapidly deployed to the SCDH jurisdiction for distribution through the department's Plan for Dispensing Medical Countermeasures.

During a public health emergency requiring mass distribution of medication, SCDH will most likely open points of dispensing, or PODs, as its primary dispensing method and encourage the general public, via an extensive public information campaign, to go to PODs to receive medical countermeasures. These locations will consist of facilities such as schools, arenas, or other public buildings and are most often referred to as public PODs. PODs are an efficient method for the dispensing of medical countermeasures, but they are very resource intensive, requiring lots of both medically trained and general staff and security.

To meet the logistical challenges faced by SCDH in fulfilling the dispensing of medical countermeasures through the use of public PODs, SCDH has begun to form relationships with community organizations that could rapidly dispense medical countermeasures. For instance, SCDH is working with nursing homes and other service provider agencies and businesses in Sarpy and Cass Counties to coordinate the rapid provision of medications directly at their facilities to only their selected population. This planning tries to maximize the resources of SCDH which could be strained during an emergency.

Therefore, SCDH is using a variety of options to dispense medical countermeasures during a public health emergency. Each method with further details is described below:

- **Public Points of Dispensing (POD):** These sites would be open to the public for the receipt of medical countermeasures during a public health emergency. These sites would be ADA compliant but people must be ambulatory to access them.
- **Closed PODs:** Institutions, businesses, or universities that could pick up medical countermeasures for their populations and provide them internally. While Closed PODs may or may not provide medications to their population on a routine basis, in a declared state public health emergency, either licensed medical professionals or non medical professionals within the organization can perform this task during the operation of a Closed POD. Note that the Strategic National Stockpile (SNS) is not released unless it is a Governor declared public health emergency.

The SCDH Public Health Preparedness Program continues to plan with multiple organizations to further develop individualized plans with Closed PODs.

Advantages of becoming a Closed POD

Planning for and operating a Closed POD will require some expenditures of time and resources by your organization. However, with planning these expenditures can be minimal. Moreover, there are many benefits to your organization and your employees that come with this effort.

- **Ease of access to life-saving medications:** With a Closed POD program in place, your population would not have to report to a public POD but could simply arrive at work or school and receive their medical countermeasures for themselves and their families upon providing necessary screening forms.
- **Quickly provide medications to your employees and their families:** Even with extensive preparation by SCDH, there could be long lines at every public POD site as thousands of people wait in line for their medical countermeasures. Our jurisdiction is comprised of 178,989 people and everyone may have been exposed to an agent, so SCDH will have to provide the necessary medication to the entire population. Your Closed POD could be an essential part of this process by offering your employees and their families a fast alternative to the public PODs.
- **Less anxiety for your population:** By partnering with public health and operating a Closed POD, your employees and their family members may receive medications at your facility, which reduces the likelihood of having to visit public PODs and possible exposures. This will provide peace of mind to your employees during a crisis due to the coordination and planning undertaken to protect their health and safety during an emergency.
- **Enhanced continuity of operations:** Operating a Closed POD will ultimately benefit your organization with continuity of operations by aiding your population in becoming more resilient during and after an emergency. Your employees will be able to return quickly to their normal duties within the organization.
- **Protection of County infrastructure:** The residents of Sarpy and Cass Counties will be depending on their civic leaders and the infrastructure within the county government to keep their lives as normal and stable as possible. By quickly protecting County leaders and employees this increases the likelihood that daily obligations to the public can be met.

Strategic Planning Actions

For your organization to join SCDH in preparing for a public health emergency by becoming a Closed POD, the following steps will facilitate the process:

Decide Whether to Participate in the SCDH Closed POD Program

Your willingness to operate a Closed POD during an emergency for your employees and their families is optional. All residents of Sarpy and Cass Counties will have access to medical countermeasures at public PODs. If you decide to become a Closed POD, the SCDH will match your commitment by providing the necessary technical assistance, planning tools, and resources to help you develop and test your Closed POD plan. As a partner with the Sarpy/Cass Department of Health, your organization would play a critical role in the community's public health preparedness and response activities.

Define the Populations

A Closed POD will need to submit to SCDH the number of medical countermeasures that would be needed for their organization during a public health emergency.

Populations for agencies to consider dispensing to include:

- Staff/employees/faculty
- Staff family/household members
- Contractors, such as security, food, or janitorial service workers and their family/household members.

Emergency Contacts

An organization will also need to submit to a primary, secondary, and tertiary contact who would be available on a 24 hour basis to respond to an emergency. These individuals would be the points of contact for SCDH to notify your organization for a public health response. The notification process will be tested and updated annually as described below.

Assess Organizational Capacity

Your organization should assess your facility to identify the space to host a Closed POD. Included in this analysis should be an assessment of personnel resources, including employees who can be trained to fill roles during an emergency. Consideration should also be given to how to reach the organization's population to inform them of medical countermeasure dispensing during non working hours. There can be one large central space, which would mimic a public POD on a smaller scale, or other methods of delivery can be explored, such as, department heads picking up medication for the employees in that department, and delivering it to them at their workstations. SCDH is committed to helping you design the best method personalized to your organization.

There should also be planning to provide drivers and vehicles for the pick up of forms and medical countermeasures during an emergency. SCDH would activate a location, called a Sub-Hub, for Closed PODs to receive their medical countermeasures and the logistics for pick up should be in place. SCDH will also provide protocols for administration, fact sheets regarding the countermeasures and the agent as well as forms for documenting who received the medical countermeasures and algorithms for dispensing the proper countermeasure. You may be asked to download and duplicate these materials for your staff.

Addressing Concerns

There are a number of legal and logistical concerns to address during the planning process. SCDH will offer assistance in addressing these issues, as well as the Public Readiness and Emergency Preparedness Act (PREP Act) that provides some legal protections for Closed PODs.

Documentation in a Plan

Once all of the above information has been collected, your organization will complete a Closed POD Plan. SCDH has a plan template to assist you in creating your own Closed POD Plan.

To be considered a Closed POD, you must provide SCDH with the following information:

- Emergency Contact Information (including 24 hour availability) for three employees
- Number of medical countermeasures required for your facility
- Documentation of changes and updates annually or as requested

In addition, your organization should participate in call down exercises of the emergency contacts on an annual basis as described below. SCDH will also assign your organization a unique ID that will be used for the pick up of medical countermeasures.

Training and Exercises

SCDH would encourage all Closed PODs to participate in any offered trainings or exercises. Training can be tailored to the individual Closed POD. Closed PODs can have a role in exercises that SCDH conducts on an annual basis.

Call Down and Emergency Notification Drills

SCDH conducts call down and emergency notification drills of responders (SCDH employees and partner agencies) on a quarterly basis. The purpose of this drill is to maintain accurate contact information for responders and to train responders to the method of communication for activation during a public health emergency. This drill also tests the ability of responders to respond to a form of communication (phone, fax, text message and/or email) notifying of a response.

Closed PODs would participate in this process on a once *annually* basis, by submitting to SCDH several emergency contacts who would be the responders during Closed POD activation. SCDH would add these contacts to the list of responders to be contacted during a drill. SCDH would then follow up with any closed PODs who fail to respond or whose contact information is incorrect.

On-Site Training

SCDH can provide on-site training at your Closed POD location and lead your employees through the basics of a Closed POD. This training can be classroom style training or it could include hands on set up and simulation of the functioning of a Closed POD. SCDH will modify the training to your Closed POD plan, including the layout of your facility, the method of dispensing the organization chooses, the skills of your employees, and the aspects of the Closed POD plan that you deem relevant.

Distribution Exercises

SCDH conducts an annual distribution exercise which tests the ability of SCDH employees to allocate and distribute countermeasures from a warehouse during a public health emergency. SCDH would use this warehouse, or Sub-Hub, as a location for Closed PODs and other agencies to pick up countermeasures for their populations. Closed PODs could participate in this exercise by sending a representative, ideally one of the emergency contacts, to the warehouse to practice picking up countermeasures for their Closed POD population.

For further information regarding this process, please contact:

Nancy Braswell, Emergency Response Coordinator
Sarpy/Cass Department of Health
Phone: 402-339-4334 ext. 202
nbraswell@sarpy.com

Jenny Steventon, CRI Co-Coordinator
Sarpy/Cass Department of Health
Phone: 402-339-4334 ext. 206
jsteventon@sarpy.com



Protecting Your County Infrastructure in Public Health Emergencies:

Partnering with Organizations to Dispense Medications

Nancy Braswell
Sarpy/Cass Department of Health
Date of Presentation

Objectives

- Understand public health's role in emergencies
- Understand the specific threat scenario
 - aerosolized release of anthrax
- Understand the concept of Mass Dispensing
 - Closed Points of Dispensing (POD)
- Understand how your organization can help
- Obtain a commitment to move forward with discussions on partnering with Sarpy/Cass Department of Health to become a **Closed POD**

Public Health Emergency Preparedness

- Public Health Emergencies
- Roles in preparedness
 - Federal
 - State
 - Local
 - Tribal
 - Private Sector
 - Non Governmental Organizations
- Sarpy and Cass County Public Health Emergencies



Our Problem

Planning Scenario - Aerosolized release of anthrax

- Governor requests Strategic National Stockpile -medical Countermeasures in national repository to be used for emergency situations such as bioterrorism attack or natural disaster.
- SNS Arrives in SCDH jurisdiction within 24 hours
- Health Department Goal-
 - o 48 hour response time to dispense to entire population.



Public Health's Response

- Points of Dispensing (PODs):
 - Primary method to dispense medications to the public
 - Common areas located throughout the community (gyms, civic centers, community centers)
 - Managed and operated by the local public health department
- What this means to Sarpy and Cass Counties
 - 2009 Census Population for Sarpy County 153,504
 - 2009 Census Population for Cass County 25,485
 - Additional workers, OAFB personnel that do not live in either county, tourists, etc., equals daily average of 5,000
 - To dispense medication to 183,485 people within 48 hours is a monumental task.
- We need help!



How You Can Help

- Partner with Sarpy/Cass Department of Health and become a Closed Point of Dispensing (POD)
 - Medications dispensed to a specific group designated by the organization
 - Not open to the public*
 - Managed by organization's staff
 - Gives your employees ease of access to life saving medications
 - Operation of Closed POD can be custom designed to meet your needs for efficiency and business continuity.



Choosing to Become a Closed POD

- Benefits our community
 - Helps achieve community dispensing goal more rapidly
 - Decreases the number of people going to open PODs
 - SCDH will hold 3 Public PODs, with a need for 488 volunteers to operate all 3 for 48 hours.
 - Becoming a closed POD helps reduce the surge at a Public POD
- Benefits your organization
 - Protects your county employees and their families quickly and without long waits in lines at public PODs
 - Helps to ensure your organization's continuity of operations and protects the county infrastructure
 - Exhibits your commitment to our community

Sarpy/Cass Department of Health Responsibilities

- Develop guidelines to ensure safe dispensing of medication
- Provide pre-event planning and technical assistance in development of organization's Closed POD plan
- Provide all medication, patient forms and accompanying information sheets for dispensing
- Provide training and exercise support
- Provide 24 hour emergency contact information for SCDH
- Notify your organization of event and need to activate your Closed POD
- Collect any unused medications and copies of all documentation

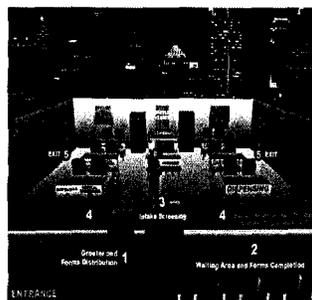


Your Responsibilities

- Designate liaisons to coordinate with public health officials to develop Closed POD plan
 - Determine dispensing location(s)
 - Develop procedures
 - > Activation and recall procedures
 - > Security planning
 - > Receipt of medication
 - > Dispensing procedures
- Provide primary and secondary points of
- Contact info to SCDH and update as needed.
- Provide staff for training
- Provide non-medical supplies (tables, chairs, printers, pens, paper, etc)
- Participate in training and exercise opportunities
- Operate a Closed POD during an emergency



Understanding the Process



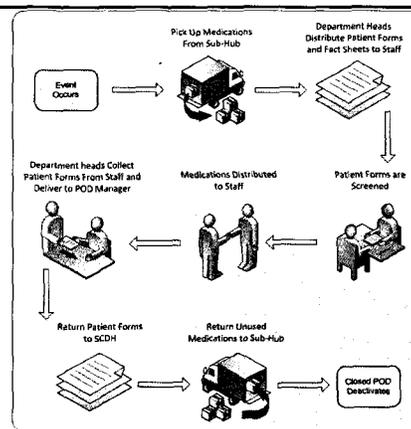
Points of Dispensing Open or closed follow the same process:

- Screening
- Dispensing
- Education

But there are a variety of ways to do so.

Closed PODs

Can be streamlined and custom designed to fit the needs of the POD itself. It can follow the normal public POD design or it could look like the following:



Medical

- Medical vs non-medical models
 - In declared emergency, Governor and State Medical Officer are given powers to move the dispensing process to non-medical model.
 - A standing order will be issued for the state or region effected.
 - A pre-event algorithm has been developed and exercised which screens patients for type of antibiotic and dosage acceptable to individual
- Head of Household Policies
 - Closed POD employees may fill out form and pick up meds for themselves and members of their household



Liability Issues

- Liability Protection
 - Federal legislation
 - > Public Readiness and Emergency Preparedness (PREP) Act
 - State/Local legislation
 - > Governor Declared Emergency the Governor is authorized to expand scope of individuals authorized to dispense medications according to Nebraska Emergency Management Act (81.829.40 (a))
- Pharmacy laws related to dispensing medication
 - > FDA requires each person receiving medication to receive information about the medication including dosage instructions and what to do if they experience adverse reactions. This information will be provided to Closed PODs by Health Department
- Agreements -
 - > Although not legally binding an MOAMOU ensures each party is aware of expectations.



Protect what means most to you and your organization...

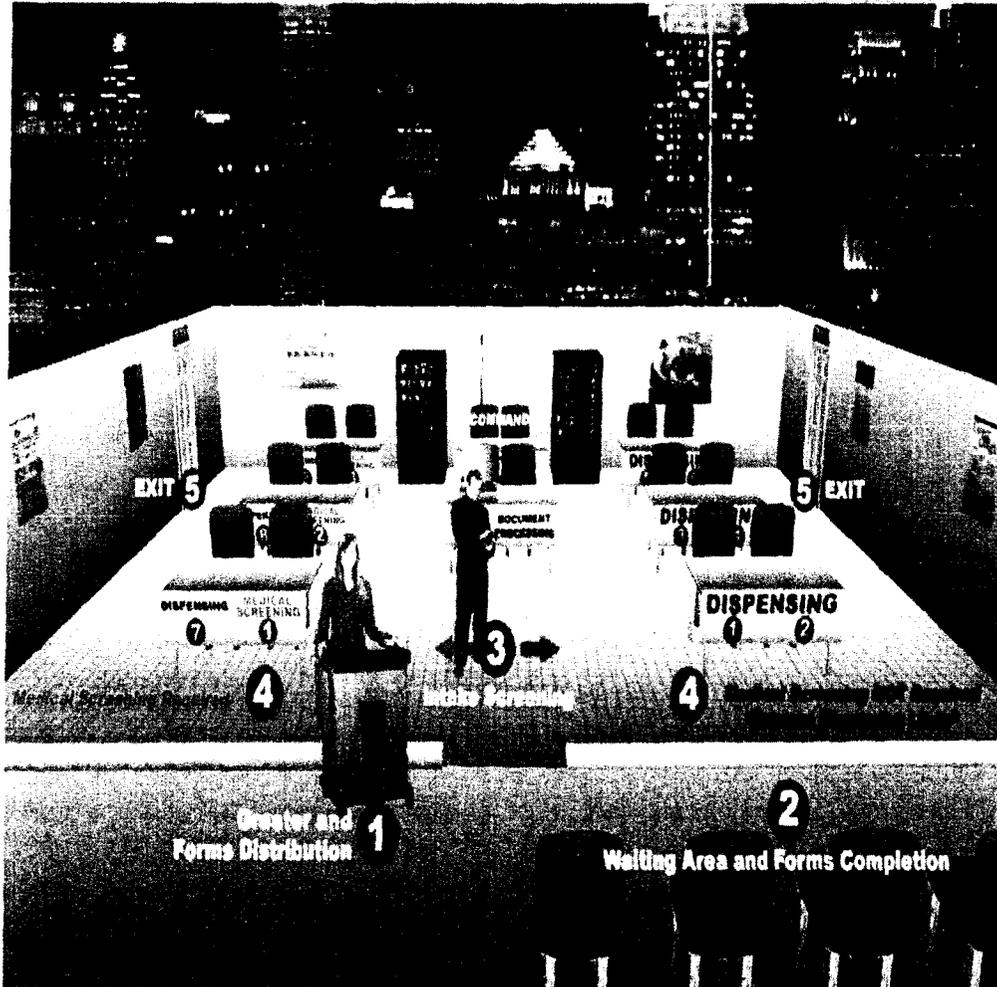


Is your organization ready to partner with Saryp/Cass Department of Health and become a Closed POD?

Next Steps:

- County designates liaison/s to work with SCDH to develop plans
 - Consider including human resource personnel, continuity managers, attorney representative, inventory personnel, department heads.
- Set up initial meeting to discuss planning templates, timeline for completion of plan and training.
- Establish terms of agreement.

Understanding the Process



Points of Dispensing
Open or closed follow
the same process:

- Screening
- Dispensing
- Education

But there are a variety
of ways to do so.

