Closed Point of Dispensing (POD) Program

Instruction Manual

For Dispensing Pills

This manual provides guidance for coordinating with the Colorado Department of Public Health & Environment to function as a Closed Point of Dispensing (POD) site to provide medication in the form of pills, in response to a public health threat or emergency in Colorado.

CONTENTS

INTRODUCTION

Your organization is receiving this packet because a public health event has occurred in Colorado that has health risks requiring the immediate administration of medication to prevent illness. Public health departments throughout the state will be dispensing this medication at open or public Point of Dispensing (POD) sites throughout the county. These PODs are open to the public.

Your organization has requested to receive medication directly from CDPHE for your staff, your staff's family members, and your clients (patients, residents, and consumers), hereafter referred to as "eligible participants" or "participants". CDPHE refers to this type of administration of medication as a Closed Point of Dispensing (POD). **Closed PODs are NOT open to the public.** At any time, you, your staff, and your clients have the option of picking up medication at one of the open or public POD sites being held throughout the state.

A Closed POD is a location where medication is given out to a specific group of people, through an agreement with CDPHE, in response to a public health threat or emergency. The decision made by your organization to be a Closed POD will help ensure that your organization is able to continue operating as usual by protecting your staff, your staff's family members, and your clients.

CDPHE will assume the lead role for coordinating a mass prophylaxis response, and will provide medication to your organization; however your agency will be responsible for setting up, managing, and running the Closed POD operations at your organization, and distributing the medication to your eligible participants.

Note: In some scenarios, in order to be protected from the illness being responded to, it may be necessary to provide medication to all eligible participants within 36 hours of receiving the medication from CDPHE. Please try to conduct as much of the pre-planning outlined in this manual as quickly as possible.

CONTACT INFORMATION FOR YOUR ORGANIZATION AND CDPHE

Add your organization's contact methods

Add CDPHE contact methods (Inventory Management Unit, Department Operations Center, CDPHE website)

PREPARING FOR YOUR CLOSED POD

Once your organization has been notified that you will be receiving emergency medication from CDPHE to be provided to your eligible participants, the following checklist will assist you with planning to receive the medication. Please note that all of these tasks can be completed, in advance, if feasible.

Task	Action Required	Completed
Read this Manual	Have all staff that will be assisting with the Closed POD thoroughly review this Manual.	
Notify staff of event and participation in POD	Identify how you will communicate with your eligible participants throughout the event (e.g., phone, email). Notify your eligible participants that your agency will be providing them with medication in response to the emergency event. Let them know when and where to report to receive their medication.	
Identify staff to run POD	Hereafter referred to as "POD Staff". Assign staff roles and responsibilities (see Appendix E: Closed POD Staff Contact List). Please plan accordingly when determining the number of POD staff needed to run your Closed POD based on how much time you may have and how many people you may need to serve.	
Schedule a time to train POD staff	Notify POD staff of when and where to report for training. The training will take approximately one hour, depending on number of questions and the prior knowledge and experience of your staff (see section, "Training Your POD Staff").	
Provide POD staff needed information	Prior to the POD staff Training, provide all POD staff members with a copy of this manual, as well as inform each staff member of the role they will be filling at the Closed POD (Appendix D: Closed POD Information by Station-Supplies, Staff, and Space Requirements). Also, if you received Illness and Medical Fact Sheets from CDPHE, provide those to POD staff, as well. Notify POD Staff that you will only be briefly reviewing the information in the Manual during the training, and ask them to bring any questions they have to the POD staff Training.	
Conduct POD staff training	Provide training on roles and responsibilities for POD staff members (see section, "Training Your POD Staff").	
Identify location for POD	Decide on location within your facility that will be large enough to run your POD (see next section, "Setting Up Your Closed POD," for further guidance).	
Identify supplies needed for POD	Identify supplies needed to dispense medication (see Appendix C: Closed POD Suggested List of General Supplies and Appendix D: Closed POD Information by Station-Supplies, Staff, and Space Requirements), and begin gathering those supplies.	
Print documents	Print documentation needed for running the POD (see Appendix A: Closed POD Documentation to Print).	
Prepare for medication delivery	Begin identifying and locating the equipment that will be needed for moving the medication (dolly, carts, etc.). Determine how medication will be stored and secured at the POD, as well as the process the Dispenser will use to request additional medication from the Inventory/Administrative Manager, as needed, throughout the Closed POD process.	

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Task	Action Required	Completed
Prepare Inventory System for medication	A hard copy ledger is provided in this packet for tracking medication inventory (see Appendix I: Closed POD Inventory Tracking Form). You can also use an electronic system if you would prefer, such as an Excel spreadsheet. Identifying both a primary and a back-up system for tracking medication inventory is recommended, and if possible, one primary and one back up staff member should be identified and trained to oversee the medication inventory process.	
Set up POD	Set up your POD site (see "Setting Up Your POD" on pages 6-7 of this manual) for further guidance.	
Prepare to Receive medication	Your organization's closed POD point of contact will notify you when your shipment is on the way and include details like the delivery truck make, model, and license plate number of truck. Sign the Chain of Custody Form provided by the driver. Deliver medication to the Inventory/Administration Manager. Have the Inventory/Administration Manager verify the quantity of medication received based on the Chain of Custody form, and begin tracking medication inventory.	
Run your POD	Run your POD. See "Running Your POD" on pages 7-9 of this Manual for further guidance.	
Demobilize your POD	Demobilize your POD. See "Demobilizing Your POD on page 9 of this Manual for further guidance.	

TRAINING YOUR POD STAFF

Provided below is an outline for training your POD Staff. Please use your own judgement, based on your review and assessment of this Closed POD Manual, and your POD Staff's knowledge and expertise, when determining what information to include in the training process.

- Prior to the POD Staff Training, provide all POD Staff members with:
    - The Closed Point of Dispensing (POD) Instruction Manual (this manual)
    - The role and station description that each staff member will be filling (Appendix D).
    - Closed POD Frequently asked Questions (Appendix B).
    - If you have received them from CDPHE, provide the Illness and the Medication Fact Sheet(s).
- Notify your POD Staff of when and where to report for training. The training will take approximately one hour, depending on questions and the prior knowledge and experience of your staff.
- During the training, have the Inventory/Administrative Manager record any questions that you are not able to answer for follow up with CDPHE for additional information and clarification.

Training Outline

- Begin the training by reviewing the Illness Fact Sheet and the Medication Fact Sheet(s) and provide a general overview of the event/illness to which you are responding.
- Remind POD Staff that the medication your organization will be providing is only for your staff, the members of their family who are living in their home, and your organization's clients. No one else will be provided with medication, and your Closed POD will not be open to the public.
- Let your POD staff know that they will be provided with medication prior to the opening of the Closed POD. Since pills are being dispensed, POD staff will be provided with the medication for

themselves and their family members prior to the opening of the POD, and POD staff can take the medication home to their family members at the end of the POD operations.

- Review the POD staff List (Appendix E) and Closed POD Information by Station-Supplies, Staff, and Space Requirements (Appendix D) and ask staff if they understand their role and the responsibilities.
- Ask POD staff if they have any questions regarding the following forms:
  - Closed POD Chain of Custody Form (Appendix F).
  - Closed POD Participant Sign-in Sheet (Appendix G).
  - Closed POD Head of Household Form and Instructions (Appendix H) - let staff know that you will be going over this by having them fill it out for themselves /family to receive medication.
  - Closed POD Inventory Tracking Form (Appendix I).
  - Closed POD Participant Follow Up Guidance (Appendix J).
  - Closed POD Evaluation Form (Appendix L).
  - Information on Illness (Provided by CDPHE at the time of the incident).
  - Information on Medications (Provided by CDPHE at the time of the incident).
- Ask POD staff if they have any additional questions that have not yet been answered in the training.
- Have POD staff fill out the Head of Household Form (for themselves and their family members).
- Give POD staff the opportunity to practice their roles by having POD staff members walk through the set up POD to access their medication. Answer any questions that come up during this process.
- Once all POD Staff have received their medication, have staff complete any final details for setting up their Station or preparing to open the Closed POD.

SETTING UP YOUR CLOSED POD

While you are waiting to receive your medication, you should begin setting up your POD. You may want to use the same process your organization uses to dispense medication on a regular basis, but if you need additional space, or a separate area for this process, begin setting up that area (see example on the next page for a suggested POD floorplan).
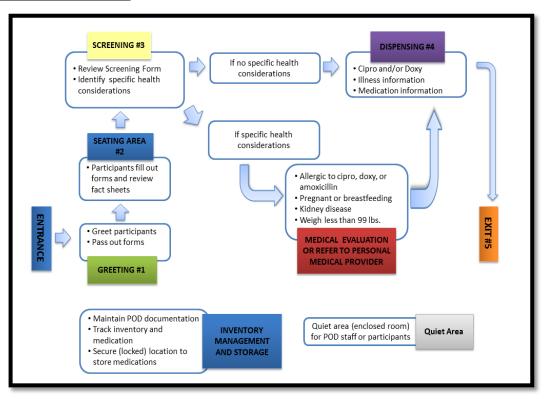
- Within Appendix D: Closed POD Information by Station-Supplies, Staff, and Space Requirements, there are descriptions of how on how to run and set up the POD by each station (including the staff needed, their roles and responsibilities, supplies by station, and documentation needed). They are intended to be printed out and handed to the staff in each station. We have provided Appendix E: Staff List, for you to keep track of who you have assigned to which role and their contact information.
- General Supplies Needed are located in Appendix C.

Closed POD Station Descriptions:

- **Greeting Station (Station #1, Green):** This station is where people will receive the paperwork that they need to fill out, as well as information regarding the illness, medication, and possible side effects.
- **Seating Area (Station #2, Blue):** This is the area where people will sit and fill out their paperwork and read their information.
- **Screening Area (Station #3, Tan):** This is the area where paperwork will be reviewed to determine the appropriate medication for each participant.
- **Medical Evaluation Station (Red):** This station is where participants with specific health considerations will receive additional screening or will be referred to their personal medical care provider.

- **Dispensing Stations (Station #4, Purple):** This area is where medication will be dispensed.
- **Inventory Management and Storage (Black):** This is an area that will be set up for the Inventory/Administrative Manager to track inventory and manage paperwork and supplies.
- **Exit (Station #5, Orange):** This station has someone there to answer any last minute questions and ensure the medical forms are not leaving the POD.
- **Quiet Area (Gray):** This area is for POD staff to take breaks, as well as a quiet area for POD participants who may need behavioral health support.

Suggested POD Floorplan:

RUNNING YOUR POD

Once you have:
- Informed your staff and clients of your intention to provide medication in response to the public health emergency and have notified them of when and where to pick up medication;
- Identified, assigned, and trained your POD Staff;
- Obtained the supplies, materials, and documentation needed;
- Set up your Closed POD; and
- Received your medication and begun the inventory tracking process

You are now ready to open your Closed POD and begin dispensing medication to your eligible participants.

Closed POD Process:

Your eligible participants will enter your Closed POD and will go through the following steps:
- Greeting: Closed POD participants will be welcomed by the Greeters and are given the following forms and paperwork:
  o Appendix H: Head of Household Form.
  o Information regarding the illness and the medication being dispensed (this information is incident specific and will be provided at by CDPHE at the time of the incident).
  o Appendix J: Closed POD Participant Follow-Up Guidance to include information regarding:
    ▪ Closed POD participant frequently asked questions.
    ▪ Information for participants with certain health considerations being referred to their personal medical care provider for additional evaluation.
    ▪ Guidance regarding potential adverse reactions.
    ▪ Guidance regarding accessing additional doses of medication, if needed.
- Seating: After receiving their forms and fact sheets, participants will go to the Seating Area to fill out their paperwork and read the information sheets.
  o NOTE: CDPHE uses the "Head of Household" model. In the Head of Household model, one member of a household may pick up medication for all of the family members living in their home. The family member picking up the medication will fill out the Head of Household form, including the information for all of the family members for which they are picking up medication. During the screening process, the health information for each family member included on the Head of Household form will be reviewed and screened to determine the appropriate medication for each person.
- Screening: Once participants complete their Head of Household forms, they will be directed to the Screening Station where their forms will be reviewed to identify any specific health considerations needing further evaluation prior to receiving medication, and to determine the appropriate medication for each participant and their family members.
- Medical Screening: Participants needing further evaluation will be directed to the Medical Screening Station.
- Dispensing: Participants cleared to receive medication will be directed to the Dispensing Station and given the following information:
  o Medication with names of recipients written on the bottle/package by the Dispenser.
- If during Medical Evaluation, participants are found to have specific health considerations indicating they should not receive the medication being provided at the Closed POD, the participant will be referred to their personal medical care provider for further evaluation and treatment.
  o NOTE: When dispensing medication using the Head of Household model, it is possible that one or more members of the household may be identified, due to specific health considerations, as needing to be referred to their personal medical care provider for further evaluation before receiving medication, while other members of the family may be cleared to receive the medication. In this case, the participant's Head of Household form will be marked by the Screener to indicate which family members are cleared to receive medication and which family members are being referred to their personal medical care provider for further evaluation, and medication will then be provided to the family members cleared to receive medication. If Medical Evaluators are not able to determine the appropriate medication for a participant, the Medical Evaluator should refer that participant to their personal medical care provider for further evaluation.
- If after Medical Evaluation, the participant is cleared to receive medication, the participant will be directed to the Dispensing Station.

- Exit: After receiving their medication, or after being referred to their personal medical care provider for further evaluation, participants will be directed to the Exit Station to exit the POD.
  - NOTE: In some scenarios, additional courses of medication will be required to fully protect against illness. Information regarding how to access additional medication, if needed, is included in Appendix J: Closed POD Participant Follow-Up Guidance.

DEMOBILIZING YOUR POD

- Once POD operations are complete and medication has been dispensed to all of your eligible participants, contact your organization's point of contact to provide notification that you will be demobilizing your POD.
- Inventory any remaining medication on Appendix I: Closed POD Inventory Tracking Form, or the electronic inventory tracking sheet that you used to manage and track inventory.
- Coordinate the return of any unused medication with your organization's closed POD point of contact, who will then coordinate with CDPHE.
- Gather forms that need to be returned to CDPHE. Please make a copy of all forms returned to CDPHE for your records, as these forms may not be available to you for future reference:
  - Head of Household forms.
  - Closed POD Sign in Sheets.
  - Closed POD Inventory Tracking forms.
  - Closed POD Participant Medication Tracking forms.
  - Closed POD Chain of Custody forms.
  - Closed POD Evaluation forms.
- Inform your POD staff that the POD demobilization process has begun and that there will no longer be access to emergency medications at your organization. Please refer them to Open POD locations in your area if additional medication or information is needed.
- Return the area of your facility used for the POD operations back to pre-POD condition.
- Inventory supplies used for Closed POD that may need to be restocked.
- Fill out the Appendix L: Closed POD Evaluation Form, and return along with the POD documentation and unused medication. Your evaluation and feedback will assist CDPHE with improving the Closed POD process.

APPENDIX A: CLOSED POD DOCUMENTATION TO PRINT

This suggested Print Checklist is intended to help your organization prepare for the running of your POD. The number of copies needed will be based on the number of POD Staff who will be working at your POD and the number of eligible participants expected. It is advised that your organization have access to a copier during your Closed POD operations to enable printing additional copies of documents, as needed.

Name of Document	Location of Document
Closed Point of Dispensing (POD) Instruction Manual	This Manual
Closed POD Documents to Print	Appendix A
Closed POD Frequently Asked Questions	Appendix B
Closed POD Suggested List of General Supplies	Appendix C
Closed POD Information by Station-Supplies, Staff, and Space Requirements	Appendix D
Closed POD Staff Contact List	Appendix E
Closed POD Chain of Custody Form	Appendix F
Closed POD Participant Sign-in Sheet	Appendix G
Head of Household Form and Instructions	Appendix H
Closed POD Inventory Tracking Form	Appendix I
Closed POD Participant Follow Up Guidance	Appendix J
PREP Act Immunity for Closed PODs	Appendix K
Closed POD Evaluation Form	Appendix L
Information on Illness	Provided by CDPHE at the time of the incident
Information on Medications	Provided by CDPHE at the time of the incident

APPENDIX B: CLOSED POD FREQUENTLY ASKED QUESTIONS

What is a Closed POD?
- A Closed POD is an organization or facility where medications are given out to a specific group of people in response to a public health threat or emergency.

What is the difference between a Closed and Open POD?
- An Open POD is located in a well-known, easily accessible site, run by public health personnel, and is open to the general public.
- A Closed POD is located in a building/community where people work or live, run by the staff or people who work or live there, and is only open to the staff, the staff's family members that reside in their home, and the organization's clients, residents, and consumers (eligible participants).

Who will run the Closed POD?
- CDPHE will provide medications to the Closed POD organizations, and the organizations are responsible for distributing the medication to their staff, their staff's family members, and their residents.

Is this Closed POD safe for me to attend during this emergency?
- Yes, Closed PODs are not open to the public. It is suggested that organizations have someone in charge of security at the facility, if possible, while the POD is in operation.

Can I invite my friends?
- No, Closed PODs are not open to the public.

Can I pick up medications for my family?
- Yes, if the medication being dispensed is in pill format, CDPHE will be using the Head of Household model for dispensing medication. In this model, a participant can pick up medication for the family members living in their household.
- If vaccinations are being given, then all family members in the household will need to be present in order to receive the vaccine. The organization will need to provide staff with the medical credentials required to administer vaccines.

Why is this response needed now?
- There is a public health emergency affecting your area which has imminent health risks and requires the immediate administration of preventive medication to all residents in the affected area.

Who needs the medications?
- All the residents in the affected area.

What if someone has an allergy to the medication being dispensed or has a specific health consideration?
- A medical screening process will be used to determine the appropriate medication for all participants. Participants with specific health considerations that could make it potentially unsafe to receive the medication being dispensed at the Closed POD, will be referred to their personal medical care provider for further evaluation and instructions.

Where are the medications coming from?
- The medications being dispensed come from the Strategic National Stockpile (SNS), which is a Federal stockpile of medications and medical supplies for responding to public health related emergency events.

Where should I refer participants for crisis counseling?
- Please refer any staff members or participants who may need crisis counseling or behavioral health support to their personal medical care provider.

How much is this going to cost?
- Your organization would be notified, prior to receiving any medications, of any costs associated with participating as a Closed POD or receiving medication to dispense to your eligible participants.
- The medication, and participation as a Closed POD, will likely be provided at no cost to your organization.

What do I do if we need more medications?
- Contact the CDPHE Inventory Unit.

Why do I need to return any unused medications?
- The medication is part of the Strategic National Stockpile (SNS), which is a Federal asset, and therefore any unused medication needs to be returned to CDPHE to coordinate its return to the SNS.

APPENDIX C: CLOSED POD SUGGESTED LIST OF GENERAL SUPPLIES NEEDED

Below is a list of suggested items that may be needed to run your POD. Your organization may not need all of the items listed, or may choose to add additional items.

GENERAL SUPPLIES NEEDED:

- Tables
- Chairs
- Clipboards (or other hard material participants can use for filling out forms if not seated at tables)
- Pens
- Permanent markers (for making additional signage, if needed)
- Tape (for hanging signs)
- Easily visible signage (to direct participants to each station)
- Computer and copy machine (power cords as needed)
- Copy paper
- Hygiene items such as Kleenex, disinfectant wipes, gloves/masks, and hand sanitizer (for each station)
- Water/snacks/food for POD staff (also for participants if a long wait is anticipated)
- Vests or other "uniform" type item to identify POD staff

APPENDIX D: CLOSED POD INFORMATION BY STATION-SUPPLIES, STAFF, AND SPACE REQUIREMENTS

These are descriptions of how to run and set up the POD by station, including the staff needed, their roles and responsibilities, supplies by station, and documentation needed. They are intended to be printed out and handed to the staff in each station.

These roles may be adjusted based on your organization's needs related to security, behavioral health support, communications, etc., and depending on the event and the number of participants expected at your Closed POD. Depending on your staff size and qualifications, some of these positions could be combined.

Throughout POD

Staff needed: POD Manager

Staff Duties: The POD Manager should be a member of your staff who is comfortable in a leadership role. This person will manage the overall operations of the Closed POD, and identify, supervise, train, and manage POD Staff.

- Review entire Closed Point of Dispensing Instruction Manual (this manual).
- Coordinate and oversee all of the Closed POD operations.
- Submit any documentation requested by CDPHE, and report back to CDPHE the status of how many participants have been given medication and remaining inventory levels, if requested.
- Notify staff of the emergency event and of the decision to provide them, their family members, and your clients with medication by participating as a Closed POD in response to the event.
- Provide staff and clients with information regarding when to come to the Closed POD to pick up medication.
- Choose the location in your facility where medication will be secured and set up that location.
- Identify staff members to run the POD, assign POD staff roles, and notify POD staff of when and where to report.
- Choose the location in your facility to run the Closed POD and oversee the gathering of supplies and materials and setting up the Closed POD.
- Conduct training for POD Staff and provide them with needed materials, supplies, and information (see section, "Training Your POD Staff").
- Supervise and manage POD Staff during all phases of the Closed POD operations.
- Request additional medication, if needed, from CDPHE. Note: Additional medication may or may not be available depending on the scope and scale of the event and available resources.
- Once the event is over, oversee the demobilization process including facilitating the return of unused medication and required documentation to CDPHE.
- Provide feedback to CDPHE regarding areas for improvement for future planning and complete the Closed POD Evaluation Form (Appendix L) and return to CDPHE with the required Closed POD documentation and unused medication.

Documents Needed:

- Closed Point of Dispensing (POD) Instruction Manual (this manual)
- Illness Fact Sheet
- Medication Fact Sheets
- Closed POD Staff Contact List
- Closed POD Chain of Custody forms
- Closed POD Participant Sign-In Sheet
- Head of Household forms
- Closed POD Inventory Tracking form
- Closed POD Patient Medication Tracking forms
- Closed POD Participant Follow Up Guidance
- Closed POD Evaluation forms

Supplies Needed:

- Communication method to stay in contact with your organization's closed POD POC and CDPHE (cell phone, email)
- Computer, printer, printer paper, extra ink cartridges, power cords as needed
- Pen, paper, and clipboard

Greeting Station #1

Space needed: Area with an entrance to direct participants into the POD, which is large enough for the tables and chairs for the Greeting Staff. A hallway could be used if that is all that is available at your organization.

Staff needed: Greeter

Staff Duties: The Closed POD Greeter is responsible for welcoming the POD participants, for providing them with the fact sheets and forms needed to receive medication, and answering participant's initial questions. If your POD is large (serving 50+) you may consider having more than one person and dividing up the duties in this role in order to avoid bottlenecking the POD line.

- Review documents at this station in order to be prepared for questions.
    - Understand how to use Head of Household Form.
    - Become familiar with illness fact sheet.
- Assist with the set up and demobilization of the Closed POD.
- Set up Greeter Station and stock with necessary forms and supplies.
    - Separate forms into individual packets for participants.
- Work at the POD site entrance to greet participants and provide them with necessary forms:
    - Head of Household form.
    - Illness Fact Sheet.
    - Closed POD Participant Follow Up Guidance.
- Direct participants to the Seating Area for reviewing fact sheets and filling out forms.
- Provide assistance as necessary with reading/filling out forms.
- Direct participants to the Screening Station once they have finished filling out forms and reviewing fact sheets.

Documents Needed: (*These documents may need to be in large print depending upon your audience)

- Appendix G: Closed POD Sign in Sheet.
- Appendix H: Head of Household Form
- Information regarding the illness and medications being provided (this information is incident specific and will be provided at by CDPHE at the time of the incident).
- Appendix J: Closed POD Participant Follow-Up Guidance to include information regarding:
    - Closed POD participant frequently asked questions.
    - Information for participants with certain health considerations being referred to their personal medical care provider for additional evaluation.
    - Pill crushing Instructions.
    - Guidance regarding potential adverse reactions.
    - Guidance regarding accessing additional doses of medication, if needed.

Supplies Needed:

- Tables and chairs for the staff working this station.
- Pens and clipboards for people to use when filling out forms if tables are not available (pieces of cardboard, or other firm material, can be used in place of clipboards).

Seating Station #2

Space Needed: Area large enough for chairs for participants to use while filling out forms.

Staff: Runner

Staff Duties:

- Review documents at this station in order to be prepared for questions.
- Assist participants with reading/filling out forms as necessary.
- Direct participants to the screening station after they have filled out forms.

Documents Needed:

- Documents from the Greeter Station.

Supplies Needed:

- Chairs
- Extra pens

Screening Station #3

Space Needed: Space large enough for table and chairs for Screeners.

Staff: Screener

Staff Duties: The Screener is responsible for reviewing the Head of Household form to determine if the participant is eligible to receive the medication being dispensed, or to identify specific health considerations that may require further evaluation prior to receiving medication.

- Assist with the set up and demobilization of the Closed POD.
- Set up Screening Station and stock with necessary forms and supplies.
- Review participant's Head of Household form and follow instructions on the form for identifying specific health considerations that may require additional medical screening.
    - For this event we will be utilizing the Head of Household model, where one member of a household may pick up medication for all of the family members living in their home. The family member picking up the medication will fill out the Head of Household form, including the information for all of the family members for which they are picking up medication. During the screening process, the health information for each family member included on the Head of Household form will be reviewed and screened to determine the appropriate medication for each person.
- Direct participants who may need additional medical screening to the Medical Evaluation Station.
- If no specific health considerations are identified, using the process identified on the Head of Household form and instructions, determine and record the appropriate medications for participant and all family members included on the Head of Household form, and direct participant to the Dispensing Station to receive medication.

Documents Needed:

- Head of Household Form Instructions and Ruler.
- A copy of the Illness Fact Sheet, Medication Fact Sheets, and Closed POD Participant Follow Up Guidance to reference for answering participant's questions.

Supplies Needed:

- Tables and chairs for the screeners to review paperwork, and chairs for participants to sit down.
- Pens and paper for the screeners to use when reviewing paperwork.

Medical Evaluation Station

Space Needed: Area large enough for table and chairs for Medical Evaluator.

Staff: Medical Evaluator

Staff Duties: Medical Evaluators must be medical professionals with the medical credentials and qualifications (doctor, nurse, etc.) to make decisions regarding medical conditions and medications. Medical Evaluators will consult with the participant to determine if they are able to receive the medication being provided at the Closed POD, or if the participant needs to be referred to their personal medical care provider for further evaluation.

- Assist with the set up and demobilization of the Closed POD.
- Set up Medical Evaluation Station and stock with necessary forms and supplies.
- Review participant's Head of Household form, and interview participants regarding specific health considerations to determine if they are able to receive medication.
- If it is determined that participant can receive medication, direct participant to Dispensing Station.
- If it is determined that participant cannot receive medication, refer participant to the handout that includes information regarding referring participant to their personal medical care provider for further evaluation (see Appendix J: Closed POD Participant Follow-Up Guidance), and direct participant to the Exit Station.

  NOTE: Even if one family member on the Head of Household form is unable to receive medication, there may be other family members on the form who may receive medication. If that is the case, indicate on the Head of Household form the family members who may, and who may not, receive medication, and direct participant to the Dispensing station to pick up medication for the family members who may receive the medication.

Documents Needed:

- A copy of the Head of Household Form Instructions and Ruler.
- A copy of the information Illness Fact Sheet, Medication Fact Sheets, and Closed POD Participant Follow Up Guidance to reference for answering participant's questions.
- Participant Medication Tracking Form.

Supplies Needed:

- Tables and chairs for the staff dispensing the medication, and chairs for participants receiving medication.
- Pens and paper for the POD staff.
- Box to hold completed forms.
- Flag or other device (to alert Inventory Staff or Runner that additional medication or supplies are needed).

Dispensing Station #4

Space Needed: Area large enough to have table and chairs for dispensers. It is suggested to have easy access to the inventory area without going through the crowd, to avoid delays.

Staff: Dispenser

Staff Duties: Dispensers are the POD Staff members who will be providing the medication to eligible participants. Note: Because pills are being dispensed, in a declared public health emergency, the PREP Act declaration provides immunity from liability (except for willful misconduct) related to the dispensing of emergency medications in response to public health emergency event (see Appendix L: PREP Act Immunity for Closed PODs). When the PREP Act has been declared, the POD Staff members dispensing medication (pills) do not need to be medical professionals or have medical credentials.

- Assist with the set up and demobilization of the Closed POD.
- Set up Dispensing Stations and stock with necessary forms and supplies.
- Review participant's Head of Household form for specific health considerations that may require additional medical screening, and direct those participants to the Medical Evaluation Station.
- Since pills are being dispensed, explain that to prevent illness, it is important to take the full number of doses provided, and that additional doses may be needed to fully protect against illness.
- Refer participant to the handout that includes Closed POD follow-up guidance, including information on accessing additional doses of medication and potential adverse reactions (see Appendix J: Closed POD Participant Follow-Up Guidance). Explain to participant that medications may have side effects.
- Ask participant if they have any questions related to the Medication Fact Sheet that they reviewed or the medication being provided.
- Answer any questions by reviewing the Medication Fact Sheet with participant, but do not offer medical advice. If you are unable to answer questions with the information provided on the Illness Fact Sheet or the Medication Fact Sheet, send the participant to Medical Evaluation for further screening and assistance.
- If participant, or family members, require information on crushing pills for administration to persons who may have difficulty swallowing a pill, provide handout that includes information regarding pill crushing instructions (see Appendix J: Closed POD Participant Follow-Up Guidance).
- Provide appropriate type/course of medication for each family member on Head of Household form.
- Mark the name of the participant on the medication bottle (to make it clear who gets which kind/dose).
- COLLECT AND RETAIN EACH PARTICIPANT'S HEAD OF HOUSEHOLD FORM.
- Direct participant to the Exit area.

Documents Needed:

- A copy of the information Illness Fact Sheet, Medication Fact Sheets, and Closed POD Participant Follow Up Guidance to reference for answering participant's questions.

Supplies Needed:

- Tables and chairs
- Pens and paper for the POD staff
- Permanent Markers
- Box to hold completed forms
- Flag or other device (to alert Inventory Staff or Runner that additional medication or supplies are needed)
- Medication

Inventory/Storage Station

Space Needed: An area near where the medication will be secured for completing and maintaining inventory management and Closed POD documentation. This may include computer equipment with printing capabilities if inventory management is going to be conducted electronically (even if hard copy inventory management is used, it is a good idea to have a computer and printer available for printing extra copies of Closed POD documentation or communicating with CDPHE staff through email). There should be an area where documentation containing protected health information can be secured (documentation can be secured in the same area as the medication).

- Do not store medications directly on the floor or near a water source. If items need to be stored on the floor, place them on pallets or other material to keep them off the floor.
- Some products do not react well with excessive temperatures. When in doubt, treat medication as you would people. If the area would be too hot or too cold for a person, it is likely not appropriate for medication.
- Do not stack boxes or store heavier boxes on top of lighter boxes to prevent crushing and dropping.

Staff: The Inventory/Administrative Manager

Staff Duties: The Inventory/Administrative Manager should be a member of your staff who has good organizational and administrative skills. This person will be responsible for tracking and securing the medication being dispensed at the Closed POD, as well as maintaining the documentation necessary to run the Closed POD.

- Assist with the set up and demobilization of the Closed POD.
- Receive and track the delivery and return of medication using the Chain of Custody form.
- Track medication inventory levels and report levels to POD Manager as requested.
- This position can also provide communication/liaison support for the POD Manager, as well as answer questions coming in from eligible participants.
- Coordinate, maintain, and secure all POD site documentation (Closed POD Staff List, Closed POD Chain of Custody forms, Closed POD Participant Sign-In Sheets, Head of Household forms, Closed POD Inventory Tracking forms, Closed POD Patient Medication Tracking forms, and Closed POD Evaluation forms).
- Prepare unused medication and required forms needing to be returned to CDPHE for transport and return (Closed POD Staff Contact List, Closed POD Chain of Custody forms, Closed POD Participant Sign-In Sheets, Head of Household forms, Closed POD Inventory Tracking forms, Closed POD Patient Medication Tracking forms, and Closed POD Evaluation forms).
- Prepare a Chain of Custody form (Appendix F) to be signed by a CDPHE staff member to document and verify the return of any unused medication.
- Make and retain a copy of all forms for your organization, as these forms may not be available for your future review or use.

Documents Needed:
- Closed Point of Dispensing (POD) Instruction Manual (this manual)
- Illness Fact Sheet
- Medication Fact Sheets
- Closed POD Staff Contact List
- Closed POD Chain of Custody forms
- Closed POD Participant Sign-In Sheet
- Head of Household forms
- Closed POD Inventory Tracking form
- Closed POD Patient Medication Tracking forms
- Closed POD Participant Follow Up Guidance
- Closed POD Evaluation forms

Supplies Needed:
- Computer, printer, printer paper, extra ink cartridges, power cords as needed
- Extra supplies for POD (masks, pens, etc.)
- Locked room/closet for storing medication.
- Security items such as locks or ID badges
- File box or system for to organize and manage Closed POD forms.
- Equipment for unloading and moving boxes of medication and documentation once they arrive (dollies, carts, etc.)

Exit Station #5

Space Needed: Area with space for table and chairs for Exit Monitor and easy access to exit to direct participants out of POD.

Staff: Exit Monitor

Staff Duties: The Exit Station is the last station participants will visit prior to exiting the Closed POD. This is the final area for participants to ask questions, and receive additional copies of handouts or fact sheets.

- Assist with the set up and demobilization of the Closed POD.
- Set up Exit Station and stock with necessary forms and supplies.
- Provide the last opportunity for individuals who have received medication to ask questions or receive any further after-care instructions. The Exit Monitor may answer questions that can be addressed by reviewing the Illness Fact Sheet or the Medication Fact Sheet, but the Exit Monitor should not give medical advice. If an Exit Monitor is unable to answer a question by referring to the Illness Fact Sheet or the Medication Fact Sheet, the participant should be directed back to the Medical Screening station for further assistance.
- ENSURE THAT PARTICIPANTS DO NOT TAKE FORMS THAT NEED TO REMAIN AT THE CLOSED POD (HEAD OF HOUSEHOLD FORM) WITH THEM WHEN LEAVING.

Documents Needed:

- A copy of the Illness Fact Sheet, Medication Fact Sheets, and Closed POD Participant Follow Up Guidance to reference for answering participant's questions.
- NOTE: In some scenarios, additional courses of medication will be required to fully protect against illness. Information regarding how to access additional medication, if needed, is included in Appendix J: Closed POD Participant Follow-Up Guidance.

Supplies Needed:

- Tables and chairs for the staff working this station.
- Pens and paper for POD staff.

Quiet Station

Space Needed: Separate area from POD for staff to take breaks and POD participants who may need behavioral health support.

Staff: Behavioral Health (optional Staff Member)

Staff Duties: Provide reassurance or assistance to participants or POD Staff needing behavioral health support.

Supplies Needed:

- Food, water, and snacks, as necessary.
- Chairs and tables.
- Cot, blanket, pillow.

Throughout POD-Optional Staff Members

Staff needed: Runner

Staff Duties: The Runner position is a back-up position for any area needed in the Closed POD, except Medical Screening unless Runner has medical credentials. This POD Staff member can assist with greeting, screening, dispensing, or exit. Or if no additional assistance is needed, this person can deliver materials, supplies, or medications to stations within the Closed POD. The Runner responsibilities include:

- Assist with the set up and demobilization of the Closed POD.
- Direct participants into the Closed POD and provide basic instructions regarding Closed POD layout and process.
- Assist the flow of the POD by being a Line Monitor when necessary and help direct participants to their appropriate stations.
- Assist with greeting participants and providing forms and fact sheets.
- Assist participants in the Seating Area with filling out their Head of Household forms, and answer any initial participant questions by reviewing the Illness Fact Sheet or the Medication Fact Sheets, do not give medical advice, though. If unable to answer a question using the Illness Fact Sheet or the Medication Fact Sheet, tell the participant that they will have an opportunity to speak with a Medical Evaluator, if needed, prior to receiving their medication or to address any medical questions they may have.
- Assist with the screening process if Screener needs assistance.
- Assist with the dispensing process if Dispensers need assistance.
- Assist at the Exit Station if the Exit Monitor needs assistance.
- Deliver materials, supplies, and medications to Stations, as needed.

Throughout POD-Optional Staff Members

Staff needed: Behavioral Health

Staff Duties: In an event where emergency medications or may be needed to prevent illness, there is the potential for heightened emotions, anxiety, stress, and fear. There are situations in which your POD Staff may need to refer a participant to their personal medical care provider for further evaluation, rather than providing the participant with medication. This situation may result in a stress or fear response from the participant. Having behavioral health staff on site can help with managing these emotions and de-escalating the situation. Behavioral Health responsibilities include:

- Monitor participants and POD Staff for signs of stress, anxiety, or fear.
- Provide reassurance or assistance to participants or POD Staff needing behavioral health support.
- Assist with directing participants to the Exit or to the Quiet Area, as needed, to address behavioral health concerns or behavior that may put the participant, other Closed POD participants, or staff, at risk. Work with the POD Manager or Security Staff, as needed.

Throughout POD-Optional Staff Members

Staff needed: Security

Staff Duties: The medication being provided at your Closed POD is a Federal asset, and the event for which it is being dispensed may be one that could result in heightened public concern. As a result, having a staff member or security officer to be on alert for situations that may pose a security or a safety risk can reduce the likelihood of a problem escalating that could put POD staff or participants at risk. The responsibilities of the Security/Safety Officer include:

- Assist with managing traffic in the parking areas, if needed.
- Maintain situational awareness throughout the Closed POD to identify any situations or people that might pose a safety or security risk.
- If a safety or security concern is identified, immediately notify the Closed POD Manager. If it safe to do so, manage the safety or security situation. If the situation is an emergency, dial 911, and take whatever actions necessary to manage the situation in a safe and secure manner. Notify the Closed POD Manager, or send someone to notify the Closed POD Manager, when safe to do so.
- Assist Closed POD Manager or Behavioral Health Specialist with de-escalating or escorting disruptive participants to the exit or quiet area, as needed.

APPENDIX E: CLOSED POD STAFF CONTACT LIST

The primary positions needed to run your Closed POD are listed below, although depending on the size of your staff and the number of participants who will be receiving medication, some of the following positions could be combined, if needed, depending on staff roles and qualifications. It is recommended to train one primary and one back up for each position, if possible.

Begin by filling in the people and contact information for the following roles.

POD Position	Name	Phone Number and Email
POD Manager		
Greeter		
Screener		
Dispenser		
Medical Evaluator (highly advised)		
Exit Monitor		
Inventory/Administrative Manager		
Runner (optional)		
Behavioral Health (optional)		
Security (optional)		

The CDPHE Chain of Custody (COC) form must accompany any exchange of medication to/from CDPHE and the Closed POD site. Below is an example of what the COC will look like.

The COC will be provided at your organization's receiving site by CDPHE and at the closed POD site by your organization's driver.

Closed POD Strategic National Stockpile Chain of Custody Form			
Origination: □ CDPHE RSS □ CDPHE CLOSED POD **Date:**_____ **Time:**_____		**Destination:** □ CDPHE RSS □ CDPHE CLOSED POD **Date:**_____ **Time:**_____	
Organization Name:_____ **Organization Address:**_____ **Organization Phone Number:** _____ **Delivery Driver's Name:**_____ **Delivery Driver's Legal Identification (Driver's License) Number**_____ **Transportation Vehicle License Plate Number:** _____			
Description of Supplies			
Item	**Amount**	**Unit (circle one)**	**Lot # and Exp. Date**
		Boxes Doses Courses Other:	
		Boxes Doses Courses Other:	
		Boxes Doses Courses Other:	
<u>**Origination Signature**</u> _____ _____ _____ **Printed Name** **Signature** **Date** <u>**Destination Signature**</u> _____ _____ _____ **Printed Name** **Signature** **Date**			

APPENDIX G: CLOSED POD SIGN IN SHEET

PLEASE PRINT CLEARLY WHEN FILLING OUT THIS FORM

Closed POD Organization Name: _____

POD Manager's Name: _____

Address: _____ **Phone:** _____

Date	Time	First and Last Name	Phone Number

APPENDIX H: HEAD OF HOUSEHOLD FORM AND INSTRUCTIONS

Instructions on how to screen using the Head of Household Form are below:

1. Ensure the participant has filled out the Basic Information Area including signature and date.
2. Review entire form to ensure that each question has been answered. If there are any answers missing, instruct the participant to finish filling in all required areas on the form. All questions **MUST BE ANSWERED** to proceed.
3. Fold Screening Ruler at designated area and place over the form to assist with viewing each participant's information and section.
4. Go to the lower left corner and enter your initials in the box that says "Screener Initials".
5. Then move to the first question, "Have Kidney Problems?" If any of the circles are marked "Yes," mark the form with an "X" in the "Give PCP paper" box.
6. Then move to the second question, "Weigh less than 99lbs?" If any of the circles are marked "Yes," mark the form with an "X" in the "Give Crush paper" box.
7. Review the visible numbers in the boxes that ask about allergy and pregnancy status to develop a four-digit code for each person. Compare the numbers to the code provided on the Screening Ruler. Use the Ruler by placing it so you can see the participant's name and answers to the questions. Look at each participant's line individually with the provided ruler to prevent errors.
8. Where the participant marked a number, or colored in a circle, the number that is **UNMARKED** and visible is what you will refer to on the list on the top right corner of the form to figure out the participant's code. Once you have figured out which letter they are, circle that letter, (*the ruler has examples as well).
    a. Example 1: If the code starts with a number "1" the screener will see that the remaining numbers do not matter, and they will circle the letter "C" for that participant under the participant's code.
    b. Example 2: If the participant code is 0,2,3,4, the screener would circle the letter "D" for that participant underneath the participant's code.
9. Repeat for all participant codes, circling the individual letters for each participant.
10. If the ANY of the participant codes required you to circle letter "M" or "A" mark an "X" in the Yes box. If there are no letter "M's" or "A's" circled, mark an "X" on the No box.
11. Give the paper back to the participant, and direct them to the next station. Prepare to take the next participant and to start these steps over for the next participant.

Instructions on how to dispense using the Head of Household Form are below:

1. Review the "Give PCP paper" and "Give Crush Paper" boxes. If there are any "X's" there give the respective papers needed.
2. Review the participant's codes in the Step 3 area and based on which letter is circled give them the specific medication and the information sheets. Or if there are any "M's" refer them to the Medical Evaluation station.
3. Since pills are being dispensed, even if one family member on the Head of Household form is unable to receive medication, there may be other family members on the form who may receive medication. If that is the case, indicate on the Head of Household form the family members who may, and who may not, receive medication, and direct participant to the Dispensing Station.
4. Retain the Head of Household paperwork in a safe place for CDPHE records.

*Key for letters: C= Ciprofloxacin, D=Doxycycline, A=Amoxicillin, M=Medical Screening

Head of Household Ruler- to be used while reviewing the Head of Household Forms.

(Fold here)

	Code "Ruler"
	1, anything = C
	0, 2, 0, 0 = M
	0, 2, 0, 4 = A
	0, 2, 3, 0 = D
	0, 2, 3, 4 = D
	0, 0, 3, 0 = M
	0, 0, 3, 4 = A
	0, 0, 0, 4 = A
	0, 0, 0, 0 = M

Instructions for use:

You can use this Ruler to complete the screening process for the Head of Household form.

1. Print ruler
2. Fold the Ruler above on the line.
3. Slide the Ruler down the Head of Household form to the first question ("Have Kidney Problems?"). If they have circled "yes" refer them to their personal medical care provider and give them the Closed POD Participant Follow up Guidance Form (Appendix N)
4. Slide the Ruler down the Head of Household form to the second question ("Weigh less than 99lbs?"). If "Yes" give them the Crushing Instructions (located on the 2nd page of Appendix J)
5. Then slide the Ruler into the Code section and use Code Ruler to figure out code to circle.

Emergency Mass Prophylaxis Screening Form (V.2 6.4.15)

Information (Person picking up medications today)

Last Name:	First Name:	Phone #:

Address:	City:	State:	Zip Code:

I agree to read the fact sheets about the disease and emergency medication I am receiving today. I have been provided with contact information for further questions. I understand I can contact the provided resource or my current healthcare provider to ask questions related to the benefits and risks associated with the medications received. The information below is accurate to the best of my knowledge and I consent to accept and distribute the medication for myself and other persons named/listed on this form (front and back). I agree that I am 18 years of age, active guardian, or designee authorized to receive the medications.

Signature of person picking up the medication: _____ **Date:** _____

Wrong **Wrong** **Right** **Fill in the 'YES' circle or the 'NO' circle for each question below.**

You and Any Household Members (include last name if different from yours)

#	Names	Does person have **Kidney** problems?		Does person weigh **less** than 99 lbs?		**Allergic** to **Cipro** or 'floxacin'drugs?		Is person **Pregnant**?		**Allergic** to **Doxy** or 'cycline' drugs?		**Allergic** to **Penicillin** or 'cillin'drugs?		**DO NOT WRITE BELOW**			
		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO				
1	Your name here	⊙	⊙	⊙	⊙	①	⓪	②	⓪	③	⓪	④	⓪	C	D	A	M
2		⊙	⊙	⊙	⊙	①	⓪	②	⓪	③	⓪	④	⓪	C	D	A	M
3		⊙	⊙	⊙	⊙	①	⓪	②	⓪	③	⓪	④	⓪	C	D	A	M
4		⊙	⊙	⊙	⊙	①	⓪	②	⓪	③	⓪	④	⓪	C	D	A	M
5		⊙	⊙	⊙	⊙	①	⓪	②	⓪	③	⓪	④	⓪	C	D	A	M
6		⊙	⊙	⊙	⊙	①	⓪	②	⓪	③	⓪	④	⓪	C	D	A	M
7		⊙	⊙	⊙	⊙	①	⓪	②	⓪	③	⓪	④	⓪	C	D	A	M
8		⊙	⊙	⊙	⊙	①	⓪	②	⓪	③	⓪	④	⓪	C	D	A	M
9		⊙	⊙	⊙	⊙	①	⓪	②	⓪	③	⓪	④	⓪	C	D	A	M
10		⊙	⊙	⊙	⊙	①	⓪	②	⓪	③	⓪	④	⓪	C	D	A	M

Screener:	Give PCP Paper	Give crush paper	

Medication Dispenser:	**Medical Screening**	**Fast Dispensing**

APPENDIX I: CLOSED POD INVENTORY TRACKING FORM

Once assets are received and the Chain of Custody form has been completed and signed off on, medication inventory should be immediately entered into either an electronic spreadsheet or onto this form, and then all medication dispensed should be accurately tracked and recorded. Medication inventory may be audited, and all medication not dispensed should be returned to CDPHE.

Date and time	Incoming Into Inventory (Mark with "I")	Outgoing From Inventory (Mark with "O")	Amount of Cipro	Amount of Doxy	Amount of Amoxicillin	Other Item (insert description)	Lot Number	Exp. Date	Running Tally of Medication		
									Cipro	Doxy	Amox.

*The Closed POD Participant Follow Up Guidance should be printed double sided (pages 32-33)

Referred to your personal medical care provider?

If during Medical Evaluation, you or a family member were found to have specific health consideration(s) indicating that it may not be safe for you to receive the medication being provided today, you are being referred to your personal medical care provider for further evaluation and treatment.

Please be sure to see your personal medical care provider as soon as possible to provide the needed evaluation, information, or treatment needed to prevent illness.

Closed POD Participant Frequently Asked Questions

Q: Is the medication going to cost me money?
A: No, the medication is at no cost to you.

Q: Do I need health insurance for this medication?
A: No, the local public health department is dispensing this medication due to a public health emergency, so it is not a normal health care situation.

Q: Where should I go if I need additional doses of medication?
A: You should contact your personal medical care provider as soon as possible.

What if you or a family member has an adverse reaction?

All medications run the risk of producing side effects and allergic reactions. Some symptoms of an allergic reaction include:
• Skin rash or hives
• Itching
• Wheezing or other breathing problems
• Swelling
• Feeling dizzy or light-headed
• Anaphylaxis

If you or a family member experiences any of these symptoms and they are an emergency call 911, otherwise contact your personal medical care provider immediately.

What if you or a family member who may have difficulty swallowing pills?

We have provided pill crushing information on the back of this page for both Ciprofloxacin and Doxycycline with step by step instructions.

This card explains how to prepare emergency dosages of

Ciprofloxacin
for infants and children exposed to **anthrax**

Once you have been notified by your federal, state, or local authorities that you have been exposed to anthrax, it may be necessary to prepare emergency doses of ciprofloxacin for infants and children using ciprofloxacin tablets.

You will need:

- One (1) 500 milligram (mg) ciprofloxacin tablet
- Metal teaspoon
- Measuring spoons [1 teaspoon (tsp); and ½ teaspoon (tsp)]
    (NOTE measuring spoons are preferred, however if not available, use the metal spoon to grind, measure and give the medicine)
- 1 small bowl
- One of these foods
    - chocolate syrup
    - maple syrup
    - caramel syrup
    - ketchup

Directions:

1. Put one (1) 500-mg ciprofloxacin tablet into a small bowl. Crush the tablet with the back of the metal spoon until no large pieces are seen.

2. Add six (6) level teaspoons (tsp) of a food to the crushed ciprofloxacin. Stir them together until the drug looks evenly mixed with the food.

How Much of the Ciprofloxacin Mixture to Give a Child

The number of teaspoons of the ciprofloxacin mixture to give a child depends on the child's weight. <u>If child's weight is unknown, weigh child before giving the first dose</u>. The chart tells you how much to give a child for one dose. You should give child two doses each day (one in the morning and one in the evening) for 60 days.

If the child weighs	Give the child
4 - 7 pounds (lbs.)	One half (1/2) teaspoon (tsp) (2.5mL) of the ciprofloxacin mixture
Over 7 – 13 (lbs.)	One (1) teaspoon (5mL) of the ciprofloxacin mixture
Over 13 - 18 (lbs.)	One and one half (1 ½) teaspoons (7.5mL) of the ciprofloxacin mixture
Over 18 - 24 (lbs.)	Two (2) teaspoons (10mL) of the ciprofloxacin mixture
Over 24 - 30 (lbs.)	Two and one half (2 ½) teaspoons (12.5mL) of the ciprofloxacin mixture
Over 30 - 37 (lbs.)	Three (3) teaspoons (15mL) of the ciprofloxacin mixture
Over 37 - 43 (lbs.)	Three and one half (3 ½) teaspoons (17.5mL) of the ciprofloxacin mixture
Over 43 - 49 (lbs.)	Four (4) teaspoons (20mL) of the ciprofloxacin mixture
Over 49 - 55 (lbs.)	Four and one half (4 ½) teaspoons (22.5mL) of the ciprofloxacin mixture
Over 55 - 61 (lbs.)	Five (5) teaspoons (25mL) of the ciprofloxacin mixture
Over 61 - 67 (lbs.)	Five and one half (5 ½) teaspoons (27.5mL) of the ciprofloxacin mixture
Over 67 - 73 (lbs.)	Six (6) teaspoons (30mL) of the ciprofloxacin mixture (or 1 tablet)
Children heavier than 73 pounds who are exposed to anthrax should take one (1) 500-mg tablet of ciprofloxacin two times a day (at the same time each day if possible) for 60 days. If the child cannot swallow tablets, use the directions for preparing a mixture and give 6 teaspoons twice a day	

How already prepared Ciprofloxacin mixture should be stored

- Prepare the Ciprofloxacin mixture daily; store mixture in covered container and refrigerate. Mixture will keep for at least 24 hours refrigerated.
- Throw away any unused portions.

This card explains how to prepare emergency dosages of

Doxycycline
for infants and children exposed to **anthrax**

Once you have been notified by your federal, state, or local authorities that you have been exposed to anthrax, it may be necessary to prepare emergency doses of doxycycline for infants and children using doxycycline tablets.

You will need:

- One (1) 100 milligram (mg) doxycycline tablet
- Metal teaspoon
- Measuring spoons [1 teaspoon (tsp); and ½ teaspoon (tsp)]
    (NOTE measuring spoons are preferred, however if not available, use the metal spoon to grind, measure and give the medicine)
- 1 small bowl
- One of these foods
    - chocolate syrup
    - maple syrup
    - caramel syrup
    - applesauce

Directions:

11. Put one (1) 100-mg doxycycline tablet into a small bowl. Crush the tablet with the back of the metal spoon until no large pieces are seen.

12. Add four (4) level teaspoons (tsp) of a food to the crushed doxycycline. Stir them together until the drug looks evenly mixed with the food.

How Much of the Doxycycline Mixture to Give a Child

The number of teaspoons of the doxycycline mixture to give a child depends on the child's weight. <u>If child's weight is unknown, weigh child before giving the first dose.</u> The chart tells you how much to give a child for one dose. You should give the child <u>two doses</u> each day (one in the morning and one in the afternoon) for 60 days.

If the child weighs	Give the child
4 – 11 pounds (lbs.)	One half (1/2) teaspoon (tsp) (2.5mL) of the doxycycline mixture
Over 11 – 22 (lbs.)	One (1) teaspoon (5mL) of the doxycycline mixture
Over 22 – 33 (lbs.)	One and one half (1 ½) teaspoons (7.5mL) of the doxycycline mixture
Over 33 - 45 (lbs.)	Two (2) teaspoons (10mL) of the doxycycline mixture
Over 45 - 55 (lbs.)	Two and one half (2 ½) teaspoons (12.5mL) of the doxycycline mixture
Over 55 - 65 (lbs.)	Three (3) teaspoons (15mL) of the doxycycline mixture
Over 65 - 77 (lbs.)	Three and one half (3 ½) teaspoons (17.5mL) of the doxycycline mixture
Over 77 - 88 (lbs.)	Four (4) teaspoons (20mL) of the doxycycline mixture (or 1 tablet)
Children heavier than 88 pounds who are exposed to anthrax should take one (1) 100-mg tablet of doxycycline two times a day (at the same time each day if possible) for 60 days. If the child cannot swallow tablets, use the directions for preparing a mixture and give 4 teaspoons twice a day.	

How already prepared Doxycycline mixture should be stored

- Prepare the doxycycline mixture daily; store mixture in covered container and refrigerate.

- Doxycycline mixed with any of the recommended foods will keep for at least 24 hours.

- Throw away any unused portions.

APPENDIX K: PREP ACT IMMUNITY FOR CLOSED PODS

What is the PREP Act?
- The Public Readiness and Emergency Preparedness (PREP) Act is a federal law that was enacted in 2006 to address concerns about liability related to countermeasures taken in response to chemical, biological, radiological and nuclear illness of terrorism, epidemics, and pandemics.
- A PREP Act declaration is specifically for the purpose of providing immunity from tort liability, and is different from, and not dependent on, other emergency declarations.

How does the PREP Act affect liability?
- The PREP Act authorizes the Secretary of the U.S. Department of Health and Human Services to issue a "PREP Act declaration" that provides immunity from tort liability (except for willful misconduct) for claims of loss caused, arising out of, relating to, or resulting from administration or use of disaster countermeasures.
- Immunity under the PREP Act becomes available when the Secretary issues a declaration, beginning on the effective date or other triggering event stated in the declaration.

How does the PREP Act provide immunity for Closed PODs?
- In the event of an emergency necessitating the use of the Strategic National Stockpile and PODs being activated, the distribution of medication will be considered a "countermeasure" under the PREP Act.
- PREP Act immunity applies to all claims, under Federal or State law for any type of loss including death, physical, mental, or emotional injury, fear of such injury, or property damage or loss, with any causal relationship to any stage of development, distribution, administration or use of the covered countermeasure recommended in the declaration.
- Immunity is given to manufacturers of countermeasures, distributors of countermeasures, program planners of countermeasures, and qualified persons who prescribe, administer, or dispense countermeasures (i.e., POD Staff).

For more information on the PREP Act visit: www.phe.gov/Preparedness/legal/prepact/Pages/prepqa.aspx

APPENDIX L: CLOSED POD EVALUATION FORM

Please rate your overall experience running a CDPHE Closed POD:

Poor experience   Good experience
Will not participate again   Will participate again, if needed

| 1 | 2 | 3 | 4 | 5 | 6 |

What areas of the CDPHE Closed POD Instruction Manual were most helpful?

_____
_____
_____

Were there gaps in the information contained in the Manual that would have helped you to be more successful?

_____
_____
_____

Other than the Manual, were there other processes, tools, or resources that were helpful? Are there any other processes, tools, or resources that could have been beneficial to have?

_____
_____
_____

Were the forms and documentation you were provided adequate and effective? Are there any other forms or documentation that would have been beneficial to have?

_____
_____
_____

Was the communication process between your organization and CDPHE effective? Are there any recommendations you would make to improve the communication process?

_____
_____
_____

Was the process of picking up and returning medication and/or supplies to CDPHE effective? Are there any recommendations you would make to improve this process?

_____
_____
_____

Are there any additional recommendations you would offer to help improve the CDPHE Closed POD process?

_____
_____
_____