

II: MCM: Activation & Demobilization Process Checklist

Activation Process

While this "Activation Process" has points applicable to the activation (opening) of a departmental operations center (DOC), or activation of an annex or appendix, it was developed with the activation of a Point of Dispensing activity in mind. See the appropriate annex or appendix for actions pertaining to the appropriate activity.

- Confirm and Assess the local Pharmaceuticals available for dispensing
 - a) Look at pharmacies in Scioto County
 - b) Look at pharmacies in medical facilities in Scioto County
 - c) Look at pharmacies in adjacent counties
 - d) The Scioto County Health Alert Network (HAN) Directory contains a list of local pharmacies and medical facilities in Scioto County and adjacent counties.

- Consider prophylaxis of the first responders.
 - a) Confirm adequate pharmaceuticals for First Responders and Critical Responders (if applicable).
 - b) Local/County Sources /Regional Caches

- Assess need for pharmaceutical request from:
 - c) State Resources
 - d) Strategic National Stockpile (SNS) from CDC
 - e) Managed Inventory (MI) from CDC if specific needs are known at onset of event

- If SNS is requested and approved, arrival of MCM material should arrive in twelve (12) hours.

- Activate Point of Dispensing site (POD)
 - a) Determine which site(s) will be used in the event, including any closed PODs, and/or other dispensing modalities.
 - b) Depending on the incident and the urgent need to deliver the MCM to the population, staffing may need to be established to dispense all the MCM to the entire population within a thirty-six (36) hour period.
 - c) Notify Open POD Facility Point of Contact on need to gain access and utilize the building/campus and estimate of expected throughput.
 - d) Notify any identified closed POD facilities' Point of Contact of need to activate the closed POD MOU. Provide facility with a timeline for event orientation, availability of MCM and high-risk population target.

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- e) Deploy POD Management Team (See "II: MCM: POD Management Team" located in each POD Notebook)
 - f) Evaluate /Establish access to and through the facility for individuals with mobility functional needs (wheel chair, sight impaired, etc.)
- Deploy "Set Up" team: (See "II: MCM: Station Layout & Description" located in this POD Notebook)
- a) Determine needs and staffing at POD (based on size of event). See the following implementing instructions & aids located in each POD Notebook:
 - o Attachment 1 of this document ("POD Supply Checklist")
 - o Attachment 2 of this document ("POD Supply & Equipment Resource List")
 - o "II: MCM: POD Staffing Recommendations"
 - o "II: MCM: POD Forms"
 - o "POD Security Plan"
 - b) Deploy mass dispensing staff (notify staff, assign shifts, and job actions)
 - o See "Job Action Guides" located in each POD Notebook
- Provide Public Information (single point of contact Public Information Officer (PIO))
- a) Inform public of general information on event
 - b) Notify and instruct population how to be treated if they become ill and where to go to receive treatment
- Plan and Conduct Staff Orientation
- a) Event orientation
 - o Review all forms to be utilized in the POD during the event
 - o Review patient flow through the POD and individual station activities
 - o Provide human resource information: shifts, breaks, meals, etc.
 - b) Job Action training
 - o See "Job Action Guides" located in this POD Notebook
 - c) All necessary "Just in Time Training"
 - o If applicable, review: "II: MCM: Countermeasure Labeling & Documentation", located in each POD Notebook
 - o If applicable, review: "II: MCM: PREP Act, Standing Orders, & EUAs", located in each POD Notebook

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- If applicable, review: "II: MCM: SNS Antiviral/Pharmaceutical Flowchart", located in each POD Notebook

Plan and Conduct Closed POD Orientation

a) Event orientation

- Review MCM handling instructions
- Review high-risk protocols
- Answer MCM-related questions

Begin the Mass Dispensing Operation

- #### a) Establish a schedule to check on dispensing sites, including alternate modality sites (closed PODs) to ensure no issues have occurred & any issues that have occurred have been resolved.

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De-Mobilization

The Incident Commander will work with the local government to determine when the demobilization process should begin. Demobilization should be considered whenever a routine activity has been "stepped-up", or when an activity has been developed in response to an (emergent) incident. When the activity/ function begins to slow, or its need to the community lessens, de-mobilization should begin. For example: the function of the mass dispensing clinic is complete or near completion. When this determination has been made, the Incident Commander will work with the Logistics Section Chief and the Operations Section Chief to arrange the following:

- Alternate Modality Demobilization
 - Verify completion of site's mission
 - Provide debriefing
 - Completion of necessary paperwork/documentation
 - Return of any remaining MCM materiel
 - Need for "hotwash" and "After Action" planning

- Staff
 - Notification of date/time to be released from duties
 - Collection and verification of any pertinent payroll records
 - Arrangements for return to home base

- Equipment/Supplies
 - Tear down of equipment after all patients have left the premises
 - Reconditioning of equipment/resources per the "user agreement"
 - Packing of equipment and supplies
 - Arrangements to have equipment/supplies returned to their home base

- Documentation
 - Determination of who will take possession of all records pertinent to the prophylaxis process
 - Recording the documentation being turned over and how duplicate records will be maintained if duplicate records are deemed necessary
 - Packing records and transferring them to the appropriate personnel

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Debriefing

Prior to departure of staff/volunteers, the Incident Commander and/or Operations Section Chief should gather all staff for a debriefing. In this process, staff should be offered an opportunity to share:

- Concerns about how the process took place
- Problems that they are experiencing as a result of participating in this process
- Suggestions they have for improving the process for future events

Facility Security

Prior to leaving the facility, the Operations Section Chief and/or the Logistics Section Chief will make sure that the facility is left in its original condition, that it is secure, and that all keys and access methods have been returned to the proper authorities.

- Clean-up will be carried about by PCHD/SCHD staff and volunteers.

Attachment 1: POD/Drop Site Supply Checklist

General Supplies & Equipment		Countermeasure Administration Supplies	
	List of Emergency #s (HAN Directory/POD Notebook)		Standing Orders (POD Notebook)
	Tables		Vaccine cooler/refrigerator
	Chairs		Vaccine/diluents
	Pre-printed Forms (POD Forms List)		Sterilized bifurcated needles (Smallpox)
	Pens, pencils		Sharps containers
	Envelopes		Syringes & needles
	Tape, scotch & packing		Antivirals/antibiotics
	Rubber bands		Alcohol wipes
	Stapler/staples		Prescription Labels
	Scissors		Latex/latex free glove
	Post-it notes		Antibacterial Handwashing & solutions
	Clipboards		Acetone
	File boxes		Rectangle band-aids
	Labels		Adhesive tape
	Paper Towels		Gauze
	Kleenex		Specialized bandage
	Table pads & covers		Large bottle of bleach solution
	Wheeled supply cart		Thermometers
	Id badges & Vests		Red biohazard bags, large & medium
	Copy Paper		
	Labels		
	Water/cups	Storage	
	Snacks for workers		Refrigeration Units
	Garbage containers/bags		Portable Cold Storage Device
	Janitorial equipment (brooms, mops etc)		
	Box Cutters		

H = health department

O = On-Site

P = Purchase

S = StorageCache

Attachment 1: POD/Drop Site Supply Checklist

Emergency Supplies (Made into kits)		Communications Equipment	
	Standing orders for emergencies		Telephones
	Ampoules of: <ul style="list-style-type: none"> • epinephrine 1:1000 SQ • diphenhydramine 50 mg IM 		Cell Phones
	3cc syringes with 1", 25 gauge needles		Two-way radios
	Tuberculin syringes with 5/8" needle		MARCS
	Ammonia ampoules		
	Tongue depressors		
	Adult & Pediatric Airway		
	Adult pocket masks with one-way valve	Electronic Equipment	
	Ped pocket masks with one-way valve		Computers
	Tourniquet		Printers & ink cartridges
	Gurney		Internet Access
	Stethoscope		Video screens
	Blood pressure cuffs		VCRs or DVD players
	Flashlights/batteries		Education Videos
	Cots		Copy machine & toner
	Blankets		Extension Cords
	Pillows		Power Strips
Drop Site Materiel Handling Equipment		Crowd Management Supplies	
5	Pallet Jacks		Signage (multi-language)
1	Fork Lift		Privacy partitions
			Yellow "caution" tape
			Portable Restrooms

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Attachment 2: POD Supply & Equipment Resource List

Resource List				
Asset/Supply	Within LHD (√)	Contact/Supplier Name	Contact Information	Agreement in place (√)
General Supplies				
Tables				
Chairs				
Tents				
Paper products – towels/Kleenex/cups				
Office Supplies – Paper/pens/tape/envelopes				
Table covers				
ID Badges/Vests				
Countermeasure Administration Supplies				
Bifurcated needles (Smallpox)				
Syringes & needles				
Antivirals/antibiotics				
Antibacterial hand wash				
Prescription Labels				
Latex/latex free glove				
Antibacterial Handwashing solutions				
Acetone, Alcohol wipes				
Band-aids, Gauze, Tape				
Thermometers				

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Resource List				
Asset/Supply	Within LHD (√)	Contact/Supplier Name	Contact Information	Agreement in place (√)
Emergency Supplies				
Ammonia amps				
Epinephrine amps				
Diphenhydramine				
Pocket masks				
Adult & Pediatric Airway				
Blood Pressure Cuffs				
Stethoscopes				
Gurney/Cots				
Blankets, pillows				
Tongue Depressors				
Tourniquets				
Flashlights/batteries				
Waste Management Supplies				
Bleach Solution				
Waste Management Service – portable toilets				
Sharps containers				
Red Biohazard bags				
Garbage bags				

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Asset/Supply	Within LHD (√)	Contact/Supplier Name	Contact Information	Agreement in place (√)
Crowd Management				
Signage				
Privacy Partitions				
Yellow Caution Tape				
Wheeled Supply Carts				
Personnel Needs & Supplies				
Food/Snacks/Water				
IT/Electronic Equipment				
Computers				
Internet Access				
Printer				
Copy Machines/Toner				
Cell Phones				
Two way radios				
Video Screens				
VCRS/DVDs				
Telephones				
Janitorial				
Janitorial Services				
Janitorial Equipment				