

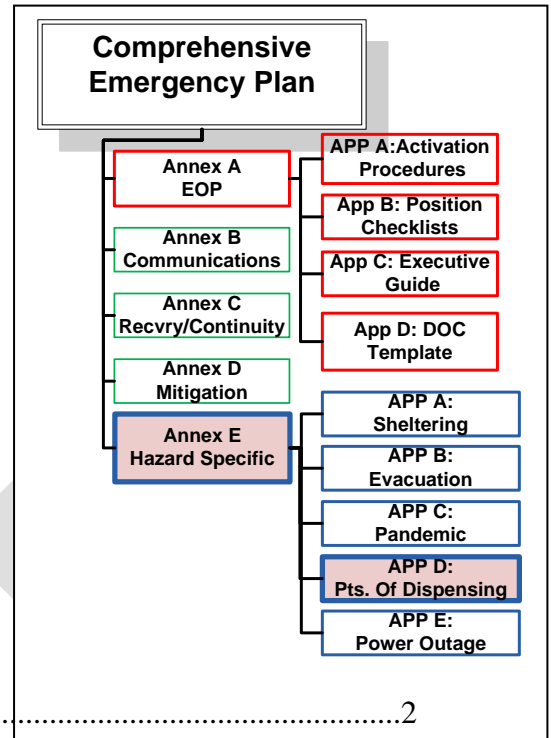
ANNEX E: Hazard Specific
Appendix D: Points of Dispensing (POD)

This is Appendix D of the Hazard Specific Plans (Annex E) of the Comprehensive Emergency Plan (CEP) for the University of California, Davis (UCD). The Annex is to be used as a supplement to the larger plans and is consulted **for public health emergencies involving the opening of a POD(s) on the campus.**

All activities described in Annex A – Emergency Operations Plan – and its appendices are assumed to be taken and/or considered as part of that coordinated response.

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I. POD Overview

Points of Dispensing (POD) are locations throughout the County which could be used to distribute medications quickly in the event of a public health emergency. In these types of emergencies, treatment must be received as soon as possible, therefore, the goal is open enough PODs to dispense medication to the entire county population within 48 hours.

UC Davis has a Memorandum of Understanding (MOU) with the Yolo County Health Department (YCHD) to be a “Push Partner.” As a Push Partner, UC Davis will work closely with the Strategic National Stockpile & Health Alert Coordinator at YCHD to establish, staff and supply POD’s on campus. This partnership will allow UC Davis to provide treatment to our employees and students and relieve YCHD of that responsibility.

II. Response

Should the need arise for the Push Partner Agreement to be initiated, and based on the situation, the EOC Executive Policy Team will be convened to analyze the situation and authorize establishing POD’s on the UC Davis campus. This decision would include directions about campus activities, personnel and executive authority.

The UC Davis EOC is activated according to the procedures in the CEP, Annex A EOP; Appendix A: Activation Procedures. It is important to note that regardless of the physical location or composition of POD staff, all POD’s are operated under the authority of the County Health Officer and in coordination with the County Emergency Operations Center. The campus EOC would interact with the County EOC as stated in the Comprehensive Emergency Plan (CEP)

It is recommended that all members of the EOC, DOC’s and other campus personnel likely to become involved in providing a POD take the online training offered by YCHD at <http://yolopodclasses.org/>

III. EOC Activation Protocol: Point of Dispensing (POD)

In addition to the protocols and checklists and activities described in Annex A – Emergency Operations Plan – and its appendices, these should be considered when activating the EOC to support one or more POD’s:

- a. EOC Manager
 - Identify POD managers.
 - Assign EOC Section Chiefs
 - Coordinate pre-POD briefing with YCHD for all EOC/POD staff.
 - READ the POD binder from Yolo County Health Department (delivered during pre-POD briefing).
 - Inform EOC staff about decisions made by the EOC Executive Policy Team that may affect opening of PODs (i.e.: suspending classes).
 - In addition to notifications required in CEP, notify Attending Vet and VetMed (potential use of students).
 - With Plans Section, develop IAP for first operational period.

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- b. PIO
 - Coordinate our news/media interaction with YCHD
- c. Operations
 - Confirm availability and establish location(s) of POD, including the selection of drive-thru's. Notify facility managers.
 - Support POD Managers in facility setup.
 - Consider potential traffic and parking issues (including Campus Airport) in support of POD
 - Coordinate with VetMed for alternative medicine for animals (if applicable).
- d. Logistics
 - Recruit POD volunteers based on IAP – coordinate with Operations (number of POD's) and PIO.
 - Establish staging areas for animals.
 - Inventory current supplies and acquire additional supplies for POD's. Consider potential special needs (i.e.: clocks, respiratory masks, hand-washing stations, etc).
 - Support POD Managers in facility provisions.
- e. Department Operation Centers
 - Critical DOC's to activate may include:
 - Travel/Traffic/Crowd Control (PD, TAPS, Unitrans)
 - Employee/Student Assistance (HR, CAPS, ASAP)
 - Medical Assistance (Employee Health, Student Health, VetMed)
 - Medical Interpreting Services
[http://www.ucdmc.ucdavis.edu/welcome/features/20071017_interpreters s/](http://www.ucdmc.ucdavis.edu/welcome/features/20071017_interpreters_s/)
 - Volunteers (CEVS, Student Affairs)
 - Logistics (Facilities Management, Student Housing, VetMed)
- f. Additional considerations
 - Duration of event, National events, weather
 - Academic calendar, research needs, animal care

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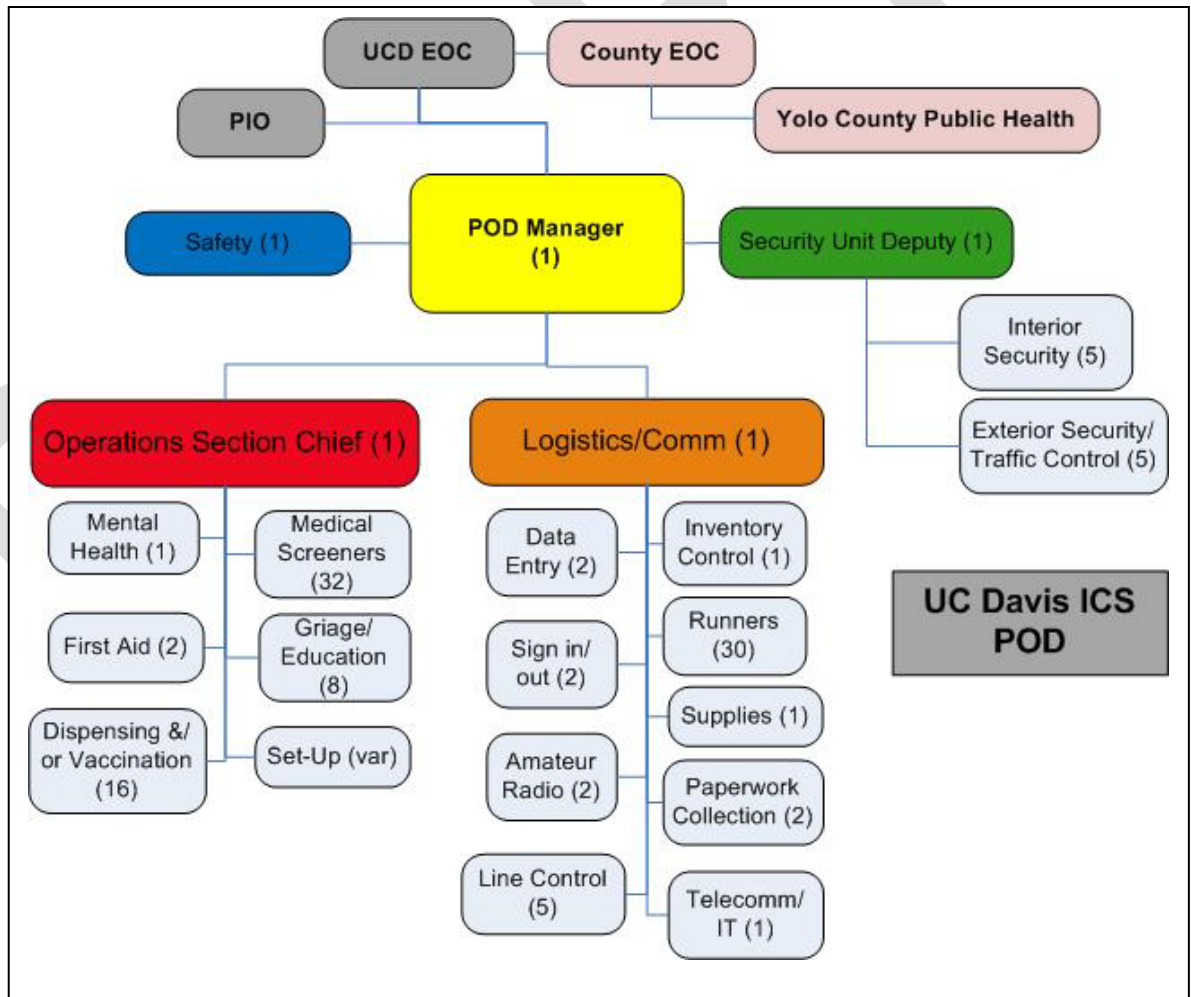
IV. POD Operations

During the pre-POD briefing, YCPH will give each POD Manager a binder with the necessary information to establish and manage each POD location. Instructions are included for training and assigning volunteers, and for providing JIT (just in time) training to all volunteers.

It is expected that POD Managers would work closely with the campus EOC for necessary supplies and personnel.

V. POD Organizational Chart/Staffing

- a. Each POD is coordinated through the campus EOC. The campus PIO is located at the EOC and will speak for all POD’s open on campus. The EOC will coordinate with YCPH through the Yolo County EOC.
- b. A recommended POD organization chart is displayed in illustration 1. POD managers are encouraged to be flexible and organize their location (to include adding positions, i.e.: volunteer coordinator) in the most appropriate manner.
- c. The numbers after each position represent POD staffing guidelines for 1 shift, fully staffed, using 16 vaccinators.



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VI. Signage

- a. Signage is one of the most important parts of an efficient POD. The following signs (in English and Spanish) will be included in the POD-in-a-box delivered by the Health Department for each POD:
 - “Step #1 Entrance”
 - “Step #2 Medical Screening”
 - “Step #3 Vaccination”
 - “Step #4 Paperwork Collection”
 - “Step #5 Exit”
- b. Additional signs can be ordered or constructed. Large signs, measuring 40” wide and unlimited in length can be printed on large format printers at Office of Resource Management and Planning, as well as Architects and Engineers. Signs that require mounting, laminating, or different quality or color of paper can be done through Repro Graphics (Chiles Road facility). The Reprographics Copy Shop in Hoagland Hall can quickly produce multiple copies or signs on 8.5” x 11” or legal sized paper. Butcher paper and permanent markers work and are available from multiple sources on campus.
- c. Recommendations for additional signs:
 - Forms (2)**
 - Video/Education (2)**
 - Special Assistance (2)**
 - Restroom (2 sets)**
 - Directional’s/Arrows (10 sets)**
 - Vaccination Station (5)**
 - Exit Review (2)**
 - Registration (4)**
 - First Responder Registration (2)**
 - Exit (2)**
 - Not An Exit (5)**
 - Staff Entrance (4)**
 - Clinic Administration (1)**
 - Staff/Volunteer Check – In (1)**
 - Handicap Parking (4)**
 - Staff/Volunteer Parking (4)**
 - Media Station (4)**
 - Drop Off (2)**
 - Pick Up (2)**
 - Information (4)**
 - Medication Storage (2)**
 - Supply Storage (2)**
 - EMT Station (1)**