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MEDICAL HEALTH SERVICES
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December 14, 2020

TO: Orange County City Managers

FROM: Tammi Mcconnell MSN, RN
EMS Director 

RE: **Point Of Dispensing (POD) Preparation For COVID-19 Vaccine**

This memo is to advise all Orange County Cities and other stakeholders with Point of Dispensing (POD) Plans to begin preparing for activation of those plans to assist in distribution of the COVID-19 vaccine. As you may know, there are multiple COVID-19 vaccines under review or pending review and they have or will likely receive Emergency Use Authorization (EUA) very soon. The Centers for Disease Control (CDC) has mandated vaccine distribution based on priority groups and the public at-large may be eligible to receive the vaccines as early as March/April 2021.

The Operational Area Emergency Operations Center (EOC) and the Health Care Agency Emergency Medical Services (EMS) will be hosting an informational session in the next few weeks to share details associated with vaccinating the public. With direction and input from the Health Officer and EOC, each City is responsible for determining which sites will be selected, setting up and operating the POD for mass COVID-19 vaccination. The County will supply the vaccine. Until then, we highly recommend that each City review their Point of Dispensing (POD) plans, access the Preparedness Training Homepage at <https://www.healthdisasteroc.org/prepare/training> and at a minimum review the following:

- **Locate your cities (pre-incident) Action Plans**
 - Incident Action Plans (IAP) outline specifics for dispensing of medication in your city
 - Some cities have multiple POD locations and will have an IAP for each POD location
- **IAP(s) will likely be contained in a large 3 ring binder labeled Field Operations Guide (FOG)**
 - The Field operations guide contains Field Response documents, Policies and Procedures etc.
 - All planned cities were provided hard copy FOGs as well as an electronic version (and ongoing electronic updates)
- **Locate your POD equipment case(s)**
 - Each POD city was provided a POD case (Large Black Trunk) containing vests, signs, clipboards, pens etc
 - Some cities stored their POD equipment at a city location while others stored at their POD site.
- **Reach out to your POD site(s) immediately to establish contact and begin preparing for distribution processes**
 - IAP/FOG contains contact information for each POD site

Thank you in advance for your prompt attention. Should you have questions related to your POD plans, supplies, etc. please contact Alison Kellman, EMS Program Supervisor at akellman@ochca.com.

cc: Operational Area Emergency Operations Center
Orange County Board of Supervisors

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