



CLAYTON CHAU, MD, PhD  
DIRECTOR

STEVE THRONSON  
DEPUTY AGENCY DIRECTOR  
REGULATORY/MEDICAL SERVICES


TAMMI McCONNELL MSN, RN  
DIVISION DIRECTOR  
EMERGENCY MEDICAL SERVICES

405 W FIFTH STREET, SUITE 301A  
SANTA ANA, CALIFORNIA 92701  
TELEPHONE: 714- 834-2791  
FAX: 714- 834-3125  
Email: [TMcConnell@ochca.com](mailto:TMcConnell@ochca.com)

**MEDICAL HEALTH SERVICES**  
**EMERGENCY MEDICAL SERVICES**

December 15, 2020

TO: Orange County Businesses with POD Plans

FROM: Tammi McConnell MSN, RN  
EMS Director 

RE: **Orange County Point of Dispensing (POD) Business Preparation for COVID-19 Vaccine**

This memo is to advise all Orange County businesses 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 the vaccine. With direction and input from the Health Officer and EOC, each business is responsible for determining which sites will be selected, setting up and operating the POD for COVID-19 vaccination for your facility. The County will supply the vaccine. Until then, we highly recommend that each business review their Point of Dispensing (POD) plans, and at a minimum review the following:

- **Locate your Business POD (pre-incident) Action Plans**
  - Incident Action Plans (IAP) outline specifics for dispensing of medication in your city
- **IAP(s) were created by your business with the guidance of the Orange County Health Care Agency (HCA)**
  - If there have been consistent staff changes within your company, search electronic files to locate your plan
- **Refer to your plan to locate and ascertain equipment and supplies needed for (medication) point of dispensing**
- **Reach out to/create a POD site leadership planning team immediately to establish planning efforts and begin preparing for distribution processes**
- **Businesses are responsible for determining which sites will be selected to open and when**
  - HCA will reach out to you with instructions to pick up vaccine when appropriate

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](mailto:akellman@ochca.com).

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