



FOG Workshop



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Goals for Today

- Introduce the Field Operations Guide (FOG)
- Introduce FOG section components
- Discuss each component in detail
- Utilize the Incident Command System (ICS) Forms



Introductions

- 🍏 Name & Agency
- 🍏 Current Position
- 🍏 POD Position



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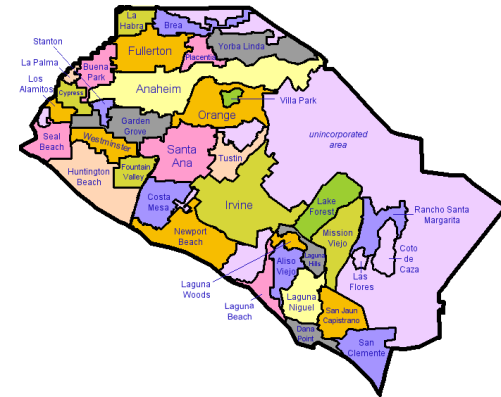




Review

Cities Readiness Initiative (CRI)

- Post 9/11 prepare U.S. cities for a Bioterrorism Incident
 - Federally Funded – September 11, 2001
 - Anthrax Mailings – October 2001
 - Worst Case Scenario – Aerosolized Anthrax
- Provide medication to Orange County's 3.2 million residents within 48 hours
- Effectively utilize the Strategic National Stockpile (SNS)
 - Medications
 - Vaccines
 - Medical Supplies and Equipment



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Point of Dispensing (POD)

Federally instituted **BEST PRACTICE** model for the dispensing of medication to a community of **healthy people** during a public health incident.



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POD Site Basics



Check-in

Screening

Dispensing

Exit



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Goals of a POD

- Quickly provide medication to a large population
- Decrease the number of ill persons and/or deaths
- All-hazard: Provide essential supplies to a large population



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All Hazards Planning



Pandemic Influenza



Local Emergencies



Biological Agents



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Introductions



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The FOG

Field Response Sections

	SECTION 1	SECTION 2	SECTION 3	SECTION 4	SECTION 5
	ION	SE	TENT	AND S	ING



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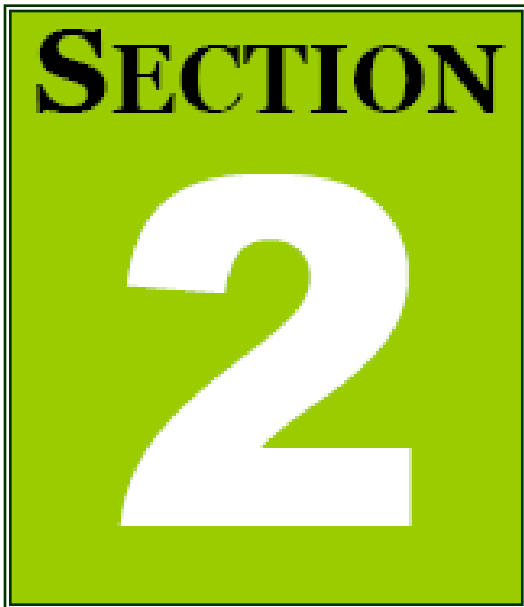
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SECTION

2

**FIELD RESPONSE
DOCUMENTS**

What's In Section 2

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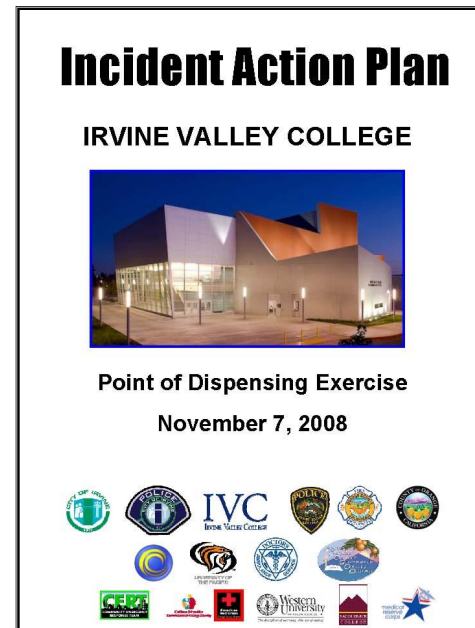
SECTION
2

- **POD Incident Action Plan (IAP)**
- **Response Activities/ICS Forms**
 - Quick Reference Guide
 - Suggested Org. Chart
 - Blank ICS forms
- **Position Checklists**
- **Sample Patient Forms**
- **Sample Drug & Agent Fact sheets**

Turn
To Tab

Incident Action Plan

- **POD Site Maps**
- ICS 202 Incident Objectives
 - **Exercise Objectives**
- ICS 203 Assignment Lists
- Security Plan
- ICS 204 Division Assignment
- ICS 205 Communications Plan
- ICS 206 Medical Plan
- POD Org. Chart
- ICS 213 General Message
- ICS 214 Unit Log
- ICS 215A Safety Analysis
- ICS 221 Demobilization Plan



Incident Action Plan

- What section is responsible for working on the IAP?
- Who should receive a copy of the IAP?

Incident Action Plan

IRVINE VALLEY COLLEGE



Point of Dispensing Exercise

November 7, 2008



Incident Action Plan

- ICS 202 Incident Objectives – **Planning Section Chief**
- ICS 203 Assignment list – **Planning Section Chief**
- Security Plan – **Security Branch Director**
- ICS 204 Division Assignment – **Branch Directors**
- ICS 205 Communication Plan – **Communications Unit Leader**
- ICS 206 Medical Plan – **Medical Unit Leader**
- POD Org Chart – **Lead planner**
- 213 General Message – **Supervisory Staff**
- 214 Unit Log – **Supervisory Staff**
- ICS 215A Safety Analysis – **Safety Officer**
- ICS 221 Demobilization Plan – **Demobilization Unit Leader**

Buena Park Site

Maps



8150 Knott Ave, Buena Park, CA 90620, USA

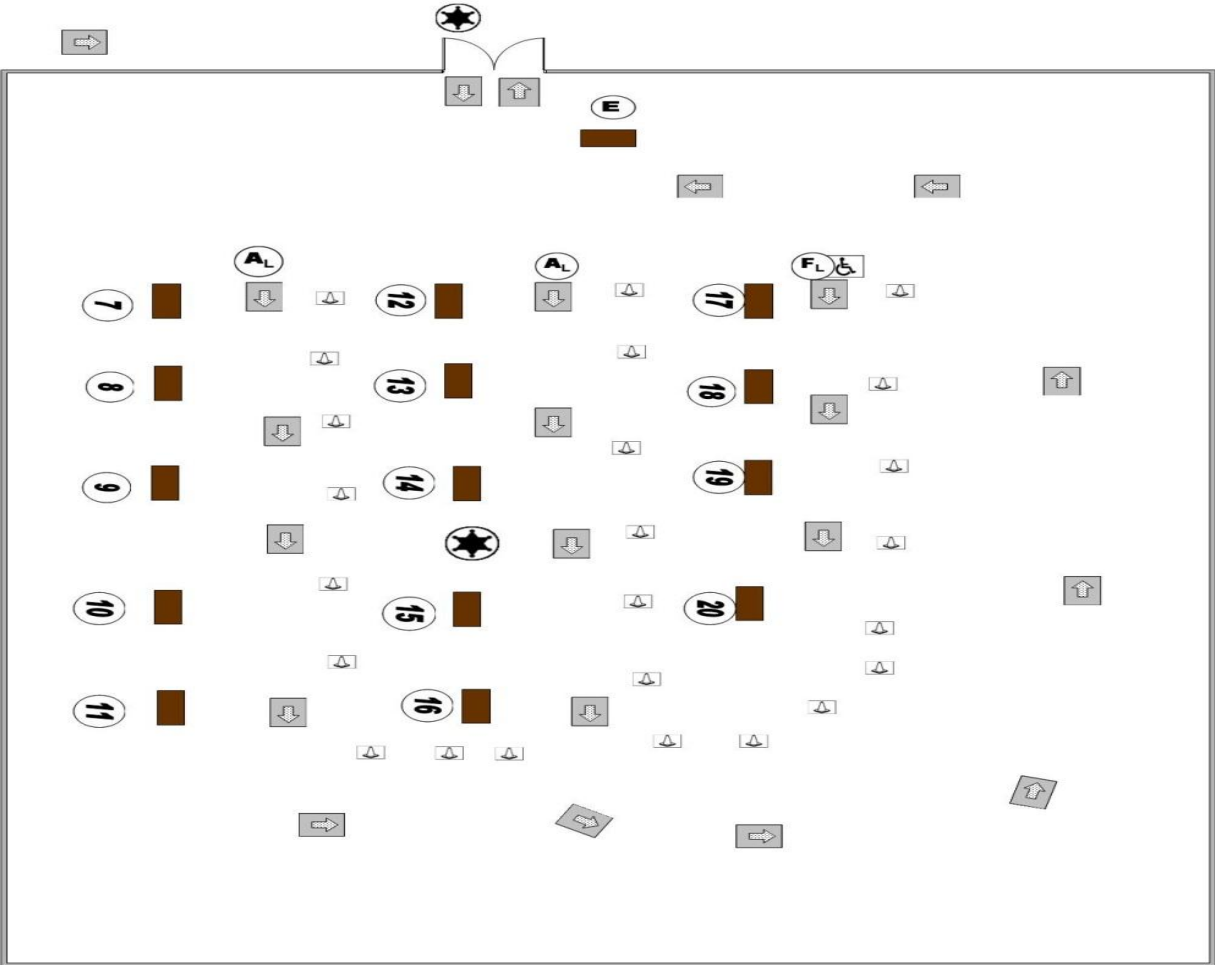
© 2013 Google

Google earth

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33°50'36.56" N 118°00'35.46" W elev 89 ft eye alt 613 ft





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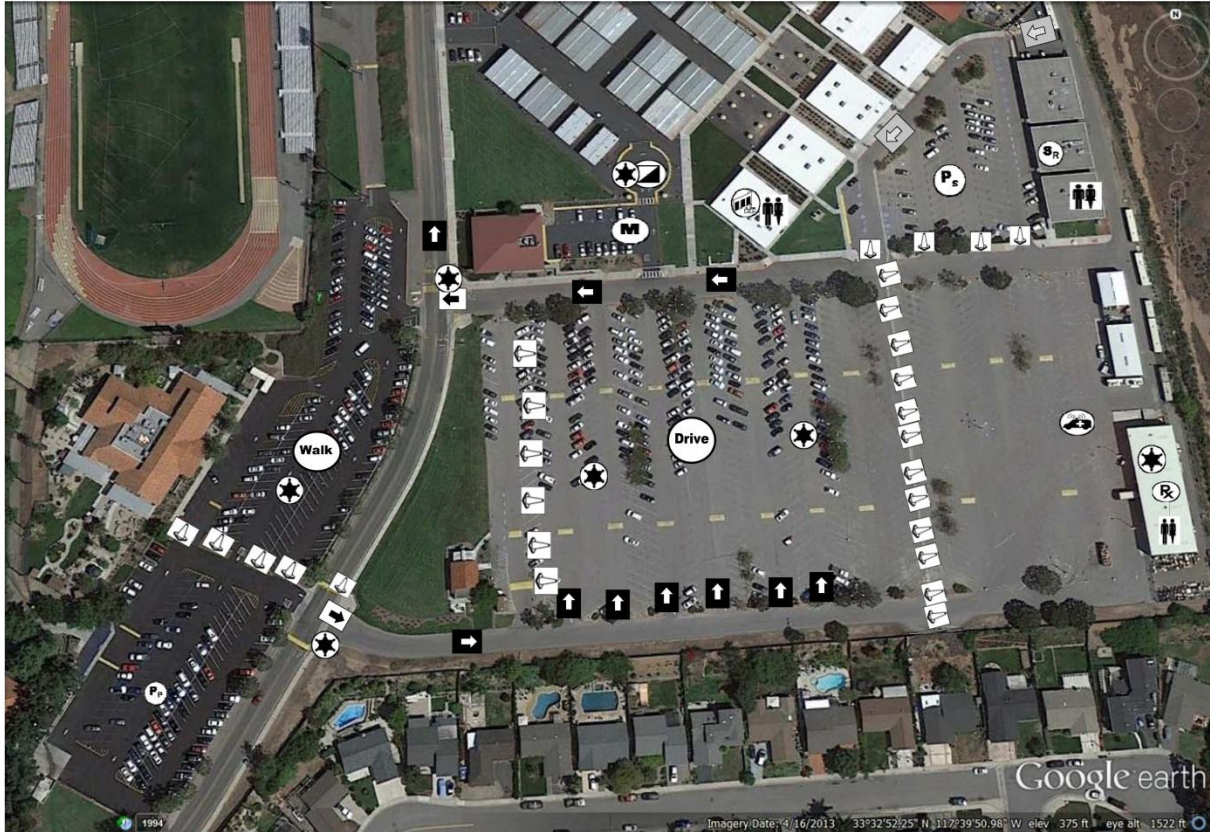
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Mission Viejo Site

Maps



11



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**Turn
To Tab**

Response Activities & ICS Forms

- Unified Command - Fire, Law & HCA
 - **Documents to be used for:**
 - Briefings
 - Providing updates to Supervisory staff
 - Establishing a process to track IAP changes
 - Utilization of Unit and Message Logs



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Quick Reference Guide

- Agency Responsibilities
 - Health Care Agency
 - City EOC
 - Operational Area
 - Important Phone numbers
- POD Information
 - Activation
 - Direction and Control
 - General Response
- POD Operations
 - Basic Functions

ORANGE COUNTY HEALTH CARE AGENCY POINT OF DISPENSING (POD) <i>Quick Reference Guide</i>		
Agency Responsibilities	POD Information	POD Operations
Orange County Health Care Agency (HCA) Response <ol style="list-style-type: none"> 1. Coordinate the release of information to the public with the Public Information Officer (PIO), in conjunction with the Operational Area. 2. Assist the affected municipality with the release of public information, in conjunction with the Operational Area. 3. Assess information provided by Epidemiologists to determine suspected area of exposure and suspected agent. 4. Request the activation of POD sites through the Operational Area based on suspected area of exposure and suspected agent. 5. Activate Health EOC when appropriate. 6. Supply POD sites with all forms and medical supplies, as needed. 	POD Activation Purpose - PODs are medical dispensing areas designed to provide prophylaxis to a large number of people during the shortest time possible. Activation - The County Health Officer, in conjunction with local, state and federal agencies, will request POD activation, when appropriate, via the Operational Area's notification systems. PODs may be simultaneously activated throughout the County. PODs are expected to become operational within 12 hours, operate for a 24-hour period for up to 5 to 7 days, or until deactivation is requested. Physical Location - PODs will be located separate from the City Emergency Operations Center and pre-selected by City Emergency planners. An Incident Action Plan will have been developed prior to site activation. Activation is determined by type of incident and suspected agent/area of exposure.	The Four Basic Stations Check-In - Receive Patients <ul style="list-style-type: none"> ○ Large area for initial patient intake ○ Distribute applicable forms <ol style="list-style-type: none"> 1. Patient History Forms 2. Agent Information Sheets 3. Drug Information Sheets ○ Conduct screening using station script ○ General supplies needed: <ul style="list-style-type: none"> ▪ Pens, tables, chairs, trash cans Screening - Review Patient History Forms <ul style="list-style-type: none"> ○ Conduct screening using station script ○ Review Patient History Forms for contraindications ○ Remove contraindications from line ○ Send all others to Dispensing ○ General supplies needed: <ul style="list-style-type: none"> ▪ Pens, tables, chairs, trash cans Dispensing - Dispense Medications/Vaccines/Materials <ul style="list-style-type: none"> ○ Large area for multiple Dispensers/Vaccinators ○ Conduct screening using station script ○ Review Patient History Forms for contraindications ○ Supply patient with prophylaxis ○ Notate Patient History Form of dosage dispensed ○ General supplies needed: <ul style="list-style-type: none"> ▪ Medical supplies (i.e. gloves, disinfecting information, alcohol wipes, cotton balls, etc.), pens, tables, chairs, sharps containers (vaccine only), trash cans Form Collection (E-IT) - Collect Patient forms <ul style="list-style-type: none"> ○ Collect all patient history forms and file ○ General supplies needed: <ul style="list-style-type: none"> ▪ Tables, chairs, boxes and/or filing system.
City EOC Response <ol style="list-style-type: none"> 1. Activate City EOC. 2. Activate POD site based on request from Operational Area to do so. 3. Notify all identified POD staff and response personnel to begin POD deployment. 4. Establish procedures, or utilize current procedures, for POD security and personnel accountability (i.e. activate badgeing protocols). 5. Establish and maintain contact with the POD and/or command post. 6. Request logistical support and assess procurement through Operational Area. 7. Brief and consult with the County Chairperson/County Administrator, County EM Director and the EOC about information received and disseminated. 8. Coordinate and prepare official emergency information statements in conjunction with Operational Area, if appropriate. 9. Establish and maintain a joint public information center to ensure coordinated public information during emergency operations, if requested by UC or EOC. 10. Inform Unified Command of any common media questions and/or concerns. 	POD Direction & Control: Structure - PODs will operate under the Incident Command Structure (ICS) and all POD response and recovery agencies will coordinate with each other to accomplish activities as directed by the Unified Command. Unified Command (UC) - The POD Unified Command will be composed of Fire, Law Enforcement, and Health personnel with all response activities directed by the UC. Liaison - The Health Care Agency will provide an HCA Liaison to the POD site to allow for communication and coordination between the POD and Health Care EOC. A site facility liaison will also be provided by the site facility.	POD Medical Storage Area <ul style="list-style-type: none"> <input type="checkbox"/> Secured area (i.e. security personnel at area and when medications/vaccinations are transported) <input type="checkbox"/> Easily accessible to delivery trucks. <input type="checkbox"/> Temperature controlled. <input type="checkbox"/> Area to store medications (200+ Sq. Ft.)
Operational Area Response <ol style="list-style-type: none"> 1. Coordinate with the HCA PIO, City EOC(s) and Emergency Management Director regarding the release of information to public sources. 2. Notify City EOC, emergency manager, and/or other delegated officials to activate City POD site(s) based on County Health Officer's request to do so. 3. Support City EOC and POD response activities. 4. Send a representative to the EOC or JCC as requested. 	POD General Response Activities: Activities - General POD activities will include: POD staff activation and notification, site activation and set-up, site control and security, receiving, managing, storing and requesting of medical supplies, dispensing of medical prophylaxis, patient tracking and screening, and recovery. Unified Command <ul style="list-style-type: none"> • Conduct initial Unified Command Meeting • Review, set and/or modify objectives within IAP • Conduct Command/General Staff Meeting • Distribute FOG Section 2 • Approve operational IAP, ensure distribution to staff Operations <ul style="list-style-type: none"> • Oversee site set up • Review Policies and Procedures (Section 3) • Ensure all clinic stations and security areas are staffed. Logistics <ul style="list-style-type: none"> • Review IAP & on-site equipment list • Establish POD based on site map within IAP • Process incoming medication shipments • Assess need for additional staff, assets and supplies • Provide staffing availability updates as requested Planning <ul style="list-style-type: none"> • Review, activate, amend and distribute IAP • Distribute/duplicate all FOG documents as needed. • Schedule briefing(s) and provide situational reports 	POD Incident Command Post <ul style="list-style-type: none"> <input type="checkbox"/> Secured area <input type="checkbox"/> Established by the Unified Command <input type="checkbox"/> Away from POD line and patient flow. <input type="checkbox"/> Provide location to staff during briefing.
Important HCA Phone Numbers Health EOC Manager - (714) 437-5764 Health EOC Fax - (714) 437-5767 HCA Epidemiology - (714) 834-8180 HCA Exercises only In the event of a needle stick, please call Employee Health Line (714) 834-5974	POD Staff Check-In <ul style="list-style-type: none"> ○ Sign-in at designated staff registration area ○ Receive POD position assignment and related forms ○ Receive vest, radio and additional equipment as needed, if applicable. ○ Receive radio, if applicable ○ Report to supervisor and obtain briefing Debriefing <ul style="list-style-type: none"> ○ Sign-out at the designated staff registration area ○ Submit shift documentation ○ Return vest, radio and additional equipment, if applicable ○ Attend debrief, if applicable 	



General Message Form – ICS 213

- Purpose
 - Tracking Request
 - Messages & Communication
 - Alternative to Radio
- Sending
 - Message-Legible & Concise
 - To/Position & From Position
 - Subject, Date & Time
 - Signature/Position
- Receiving
 - Message-Legible & Concise
 - Date & Time

Signature/Position

ICS 213		
GENERAL MESSAGE		
TO:	POSITION:	
FROM:	POSITION:	
SUBJECT:	DATE:	TIME:
MESSAGE:		
SIGNATURE:	POSITION:	
REPLY:		
DATE:	TIME:	SIGNATURE/POSITION:

SECTION
2

Unit Log – ICS 214

- Purpose
 - Supervisory Staff
- Major Events
 - Activation
 - Requests
 - Emergencies
- Staff Reporting
 - Name
 - Position Assignment
 - Location

UNIT LOG		
1. Incident Name		2. Date Prepared
3. Time Prepared		4. Unit Name/Designators
5. Unit Leader (Name and Position)		6. Operational Period
7. Personnel Roster Assigned		
Name	ICS Position	Home Base
8. Activity Log		
Time	Major Events	
9. Prepared by (Name and Position)		



Turn
To Tab

Position Checklist

Position

Section

Supervisor

UNIFIED COMMAND

VEST YELLOW

Key Tasks

COUNTY OF ORANGE HEALTH DISASTER MANAGEMENT DIVISION Point of Dispensing (POD) Form (FOG)	
Report To	City EOC, Area Command or HEOC
Supervisor	POD Command/General Operations, Planning & Logistics Section Chiefs
Assignment	Unified Command – POD Management
Suggested Training	Extensive NIMS/ICS Training, Emergency Management & POD Trainings
Documents & Equipment	<input type="checkbox"/> POD Site Incident Action Plan (IAP) and POD Field Operations Guide <input type="checkbox"/> Command/General Staff Position List
Upon Arrival	
<input type="checkbox"/> Assume all responsibilities until additional staff arrive.	
<input type="checkbox"/> Check-in and obtain initial briefing from current Incident Commander, if applicable.	
<input type="checkbox"/> Activate/Assign appropriate Command/General staff positions (ICS 203)	
<input type="checkbox"/> Distribute necessary forms (FOG Section 2) to Command/General Section Chiefs	
<input type="checkbox"/> Establish Initial Strategic and Tactical Objectives	
<input type="checkbox"/> Ensure Adequate Resources, both Personnel and Equipment	
<input type="checkbox"/> Supervise Incident Action Plan preparation and distribution. Update as needed - (FOG Section 2)	
<input type="checkbox"/> Review incident site maps	
<input type="checkbox"/> Incorporate supporting plans into the Incident Action Plan	

Activity

Goal is to become familiar with:

- Position Checklists
- Key Responsibilities of each position
- ICS Reporting Structure

Activity

- As a group, review the assigned Position Checklists in the FOG
- Based on the “Key Responsibilities” listed on the Activity sheet identify what POD position is being described
- List the section, position and supervisor of the described position on your activity sheet
- Each group has 3-4 positions to identify
- Select one spokesperson to report out



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Guess Who? - Groups

● **Group 1: Unified Command (1-3)**

- Only review Command Section Position Checklists

● **Group 2: Operations (4-7)**

- Only review Operations Section Position Checklists

● **Group 3: Logistics/Planning (8-11)**

- Only review Logistics and Planning Section Position Checklists



Best Practices

- Ensure Unified Command, Section Chiefs, and Supervisory Staff are familiar with the IAP
 - Site Maps
 - Communications Plan & Device Training
 - Organizational Chart
 - Unit Logs and Message Forms
- Modify IAP as needed
- Provide staff with Quick Reference Guide
- Provide Supervisors with their Section/Branch/Group Position Checklists and ensure they hand them to staff during Briefing



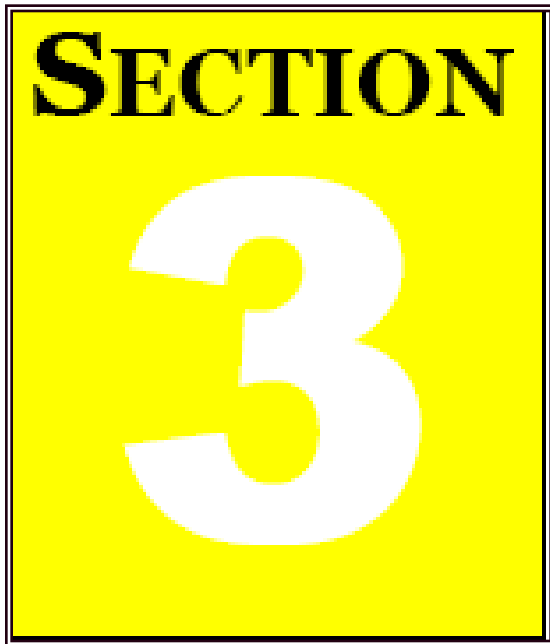
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SECTION

3

POD MANAGEMENT

What's In Section 3

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SECTION
3

- POD Management Review
- POD Planning “P”
 - Operational cycle
- Briefings

SECTION

3

Briefings



Goal of Briefings

- Introduce staff to their supervisors
- Orient staff to the situation
- Provide staff with their immediate role and responsibility
- Provide any additional materials



Turn
To Forms

What and When?

- **Operational briefing - Form 1**
 - Unified Command briefs Section Chiefs/supervisors
- **General briefing - Form 2**
 - Supervisors brief Staff
- **Beginning/End-of-shift briefing**
 - All Staff



Best Practices

- Ensure Registration staff knows where staff is to report and when briefings will occur
- Once staff checks in have them report directly to briefing location
- Safety Officer provide a general safety message
- Ensure all staff receives a briefing
- Conduct a radio check and role call
- View POD management for supervisors video





Turn to this section

SECTION

4

**POD POLICIES AND
PROCEDURES**

What's In Section 4



Procedures for:

- Site Activation
- POD Command & Control
- Dispensing Related P&Ps
- Staffing P&Ps
- Inventory Management
- Alteration of IAP
- Site Demobilization

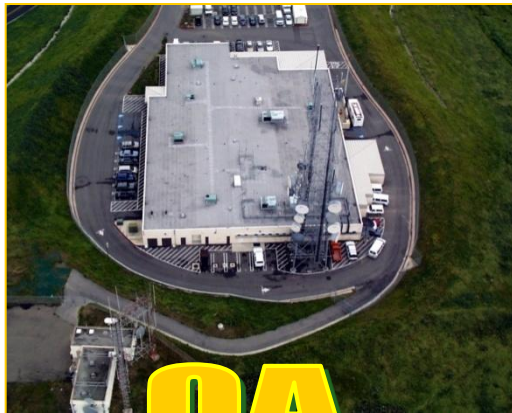
POD Site Activation

Public Health
Incident

Operational Area Coordinator



Public Health Officer



OA



City EOC



PODs

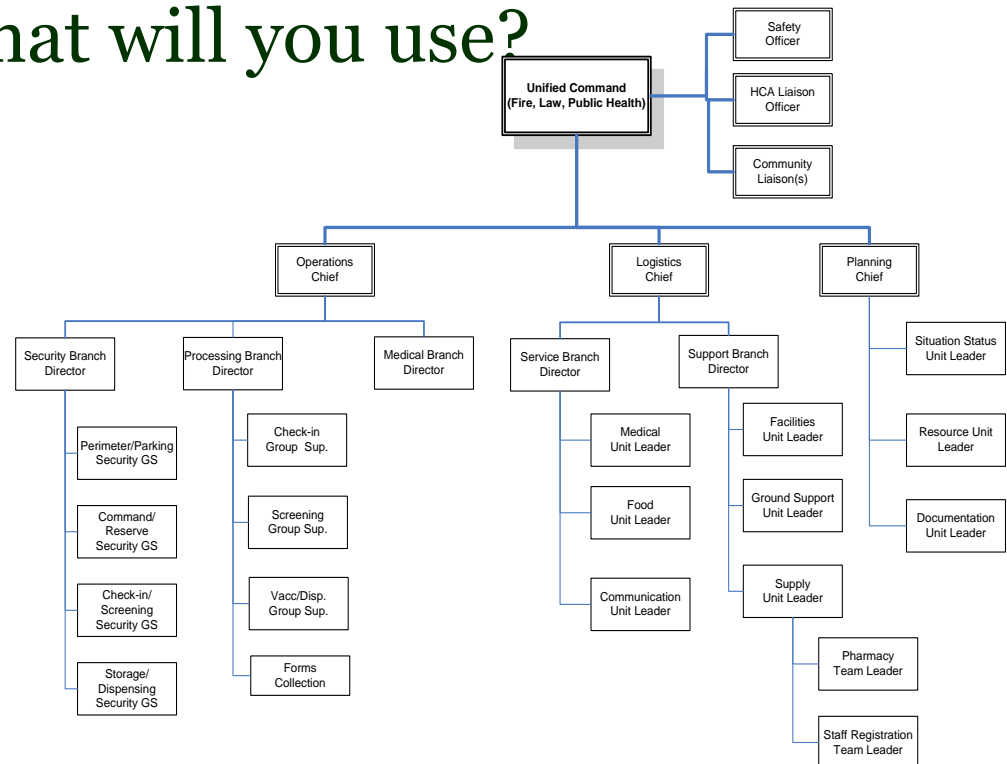


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POD Staff Notification

- What are your Current City/EOC capabilities?
- How will you reach identified POD staff?
- Communications- What will you use?
 - Call Down lists
 - AlertOC



Activity

Goal is to become familiar with:

- Dispensing Policy's and Procedures

Activity

- Review the assigned Policy & Procedures
- Use Message form to summarize Policy & Procedures
- Select a spokesperson to report out

Dispensing Procedures

Activity

- Prophylactic Drugs (4.13A) & Vaccinations (4.13B) – **Operations**
- Medical & Non-medical Emergencies (4.13C) – **Command**
- Visibly Ill Individuals (4.13D) – **Command**
- Unaccompanied Minors (4.13E) – **Planning**
- Special Populations (4.13F) – **Planning**
- First Responders (4.13G) – **Logistics**



SECTION

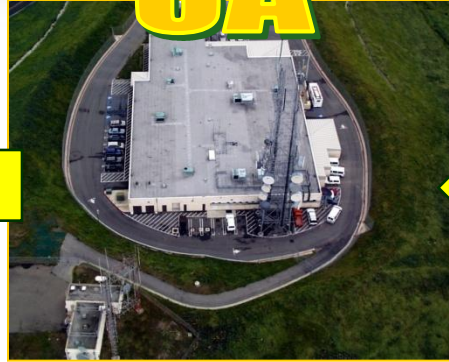
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POD Supply Requests

Health Warehouse



OA



City EOC



POD



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What do you need to do for a Shift Change?



Shift Change

- Debrief supervisor
- Brief relief personnel
- Return Vest/Communication
- Documentation
 - Sign in/out
 - Unit Logs & Receipts
- Verify next schedule



POD Site Demobilization



SECTION
4

Demobilization

- 🍏 ICS 221 – Demobilization Plan
- 🍏 Notifications
- 🍏 Secure Site
- 🍏 Staff Release
- 🍏 Staff check out
- 🍏 Equipment Retrieval
- 🍏 Collect forms and Documentation



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Best Practices

- Become familiar with the P&Ps
- Establish a technical specialist to track supplies, specifically pharmaceuticals
- Ensure staff is aware of the P&Ps related to their work station
- Ensure Demobilization plan is implemented
- Update P&Ps as HCA provides updated guidance



Turn to this section

SECTION

5

POD PLANNING

Turn
To Tab

POD Planning Update

Resource and Reference Section

- 🍏 Exercise Documents
- 🍏 Training Documents

Discuss

- 🍏 IAP Progress
- 🍏 Position Identification
- 🍏 Equipment Needs



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Important Dates

Important Dates

- POD Mass Vaccination Exercise
 - Friday, October 10, 2014 – 8:00* - 3:00
 - Test Site Incident Action Plan (IAP)
 - Test Multi-organization field response
 - Dispense seasonal influenza vaccine
 - Equip sites with vests and POD signage



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Up Coming Trainings

- Planning Conferences

- PC1

- Wednesday, July 9, 2014

- PC2

- Wednesday, August 6, 2014

- PC3

- Wednesday, September 10, 2014



Site Walk Through

- 🍏 Interactive POD Training (IPT)
- 🍏 Site Walk Through
 - 🍏 All staff involved
 - 🍏 Discuss Exercise details
 - 🍏 Review POD Basics
 - 🍏 Become familiar with POD maps
 - 🍏 Increase familiarity with POD site and functions



IPT Training Dates

- **Interactive POD Training (IPT) Site Tour**
 - **Buena Park – September 30, 2014**
 - Buena Park Senior Center
 - **Mission Viejo – October 3, 2014**
 - Saddleback College



Exercise Timeline- Tentative

Friday, October 10, 2014

- 0800 All Staff Registration Begins
- 0800 - 0830 POD Staff & C/Es arrive
- 0830 - 0900 Command Staff Briefing
- 0900 - 0930 General Staff Briefing & Swear In
- 0930 - 1015 Site Orientation/Briefings
- 1015 - 1115 Complete Set-up/Staff Vaccinations/Break & Lunch
- 1115 - 1125 Section/Position Reporting & Radio Call Down
- 1130** **Event Starts**
- 1330** **Event Ends**
- 1330 - 1430 Demobilization/ Player Debrief (Hotwash)
- 1500 Site cleared



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Resources and Tools

www.healthdisasteroc.org/prepare/pod

[Home](#) » [Point of Dispensing \(POD\)](#)

Point of Dispensing (POD)



A **Point of Dispensing (POD)** site is a federally instituted best practice model designed to provide medications, vaccines, or medical supplies to a large community of healthy people during a health emergency. POD sites will be activated in order to provide medication and/or medical supplies to the healthy community prior to the onset of illness in order to decrease illness and prevent death.

POD sites are locations that are both familiar and easily accessible to the community (i.e. schools, community centers, churches, etc.) and are designed to serve as a place for the public to come and receive their medications, vaccines and medical supplies. The ultimate goal of a POD is to quickly provide these items to a large number of people in a short period of time.

Community POD Planning

Training Materials



- Video Based Training
 - [POD Overview](#)
 - [General Information](#)
 - [Command Staff - COMING SOON](#)
 - [Operations Section - COMING SOON](#)
 - [Logistics Section - COMING SOON](#)
 - [Planning Section - COMING SOON](#)
- Web Based Training
 - [Online POD Training](#)
- 2012 Training Presentations - **COMING SOON**



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Questions



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FOG Review

IAP, Position Checklists & the Quick Reference Guide can be found in what section of the FOG?

1. Section 1 – Introduction
2. Section 2 – Field Response Documents
3. Section 3 – POD Management
4. Section 4 – Policies & Procedures
5. Section 5 – POD Planning



Who conducts the operational briefing?

1. Team Leaders
2. Section Chiefs
3. Unified Command
4. Group Supervisors



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Which of the following is NOT a goal of briefings?

1. Introduce staff to supervisors
2. Orient staff to situation
3. Provide staff their Position Checklists
4. Allow staff to mingle



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Which of the following is NOT a goal of briefings?

1. Introduce staff to supervisors
2. Orient staff to situation
3. Provide staff their Position Checklists
4. Allow staff to mingle

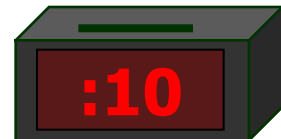


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POD sites are notified of activation by which of the following?

1. Orange County Health Care Agency
2. POD site contact
3. City Emergency Operations Center (EOC)
4. Operational Area (OA)



What position is responsible for maintaining POD equipment inventory?

1. Clinic Branch Director
2. Command Post Security
3. Supply Unit Leader
4. Registration Staff



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This position is responsible for ensuring copies of the IAP along and other response forms are available:

1. Resource Unit Leader
2. Documentation Unit Leader
3. Operations Section Chief
4. Supply Unit Leader



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Your position checklist can be found in FOG

1. Section One
2. Section Two
3. Section Three
4. Section Four
5. Section Five



This form is used to request resources and communicate

1. Unit Log
2. IAP
3. Message Form
4. Security Plan
5. Radio

