Fact Sheet: Closed Point of Dispensing (POD) Roles and Responsibilities

Local Public Health Agency Responsibilities for Closed PODs

- Initiate medical countermeasure (MCM) dispensing strategies
    - Complete jurisdictional risk assessment
    - Engage partners
    - Define roles and responsibilities with partners
    - Provide vetted resources for partners
- Create an agreement with closed POD partners
- Assist partners with operational plans and supply and equipment needs
- Define communication procedures, including stakeholders to be involved in information exchange and what information will be shared
- Assist partners with reporting protocols, inventory management requirements, and administrative procedures
- Identify the need for MCMs in the community and request assistance from state authorities
- Receive Strategic National Stockpile (SNS) assets and notify closed POD partners to activate
- Distribute MCMs to closed POD partners along with necessary forms and instructions
- Monitor closed POD site reports and provide support and supplies
- Forward adverse event reports to jurisdictional health agencies
- Continue to support partners throughout response, demobilization, and recovery efforts

Health Care Partner Responsibilities for Closed PODs

- **Create a closed POD planning committee and plan**
    - Define roles and responsibilities
    - Create an agreement with the local public health department and define operational plans and supply and equipment needs
    - Establish communication and reporting systems and administrative procedures
    - Participate in local trainings and dispensing exercises
- **Prepare to receive MCMs**
    - Request, transport, secure, and store MCMs appropriately
    - Develop processes to train staff on their duties and responsibilities
- **Activate dispensing modalities**
    - Inform staff and target population of location, hours of operation, and method of MCM delivery
    - Provide internal and external security for your closed POD site
    - Monitor MCM recommendations and guidelines from local authorities
- **Dispense MCMs to target population**
    - Document MCM dispensing protocols (DispenseAssist is one available tool, https://www.dispenseassist.net/)
    - Provide recipients with MCM information and adverse drug reaction recognition and management
    - Track throughput and report it to your local public health department
    - Request additional supplies or resources as needed to achieve dispensing goals
- Report adverse events to your local public health department
- Initiate demobilization and recovery procedures, working with pre-identified jurisdictional and community partners