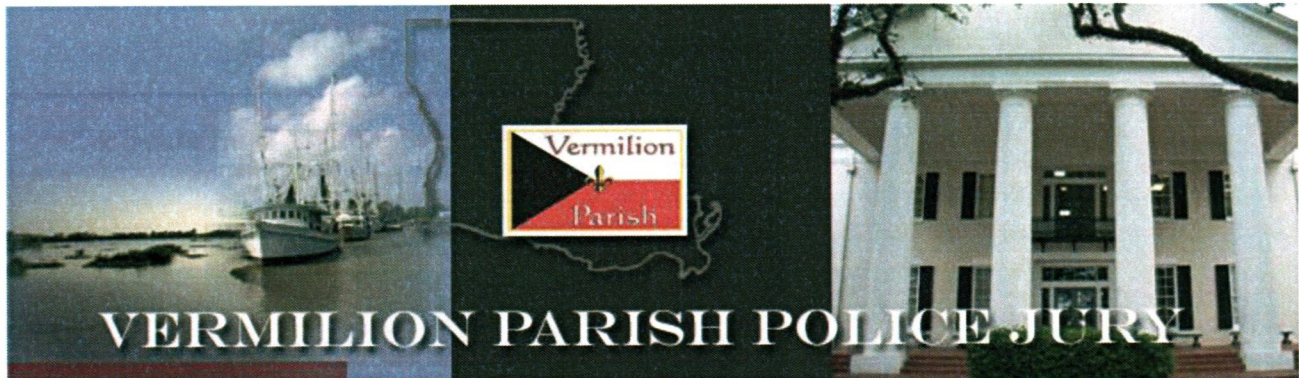


*Vermilion Parish
Office of Homeland Security &
Emergency Preparedness*



MULTI-HAZARD
EMERGENCY OPERATIONS PLAN

ANNEX Q
**OCCUPATIONAL POINTS OF DISPENSING
PLAN (OPOD)**

June 2019

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OCCUPATIONAL POINT OF DISPENSING PLAN (OPOD)

I. PLANNING

This annex provides the basis for local planning in coordination with the guidance of Department of Health and Hospitals/Office of Public Health (DHH-OPH) to establish a FACILITY identified as a closed Occupational Point of Dispensing (OPOD) site for First Responders.

During a public health emergency where mass dispensing to First Responders is necessary, the FACILITY will act as a pre-identified OPOD. Individuals from various governmental agencies and industry partners (Emergency Medical Services, Parish Fire Departments, Parish Office of Homeland Security & Emergency Preparedness (OHSEP), DHH-OPH, and Parish Public Health Agency) have been identified as planning leads. Contact information on planning leads is listed in a Confidential Appendix.

II. ACTIVATION AND NOTIFICATION

A site specific team that includes Vermilion Parish Health Unit workers and xxx Hospital Community Health Nurses has been identified and can be found along with contact information in Confidential Annex B. An emergency notification system is in place that includes landlines, cell phone and e-mail notification of identified staff in the event of a public health emergency requiring the activation of an OPOD.

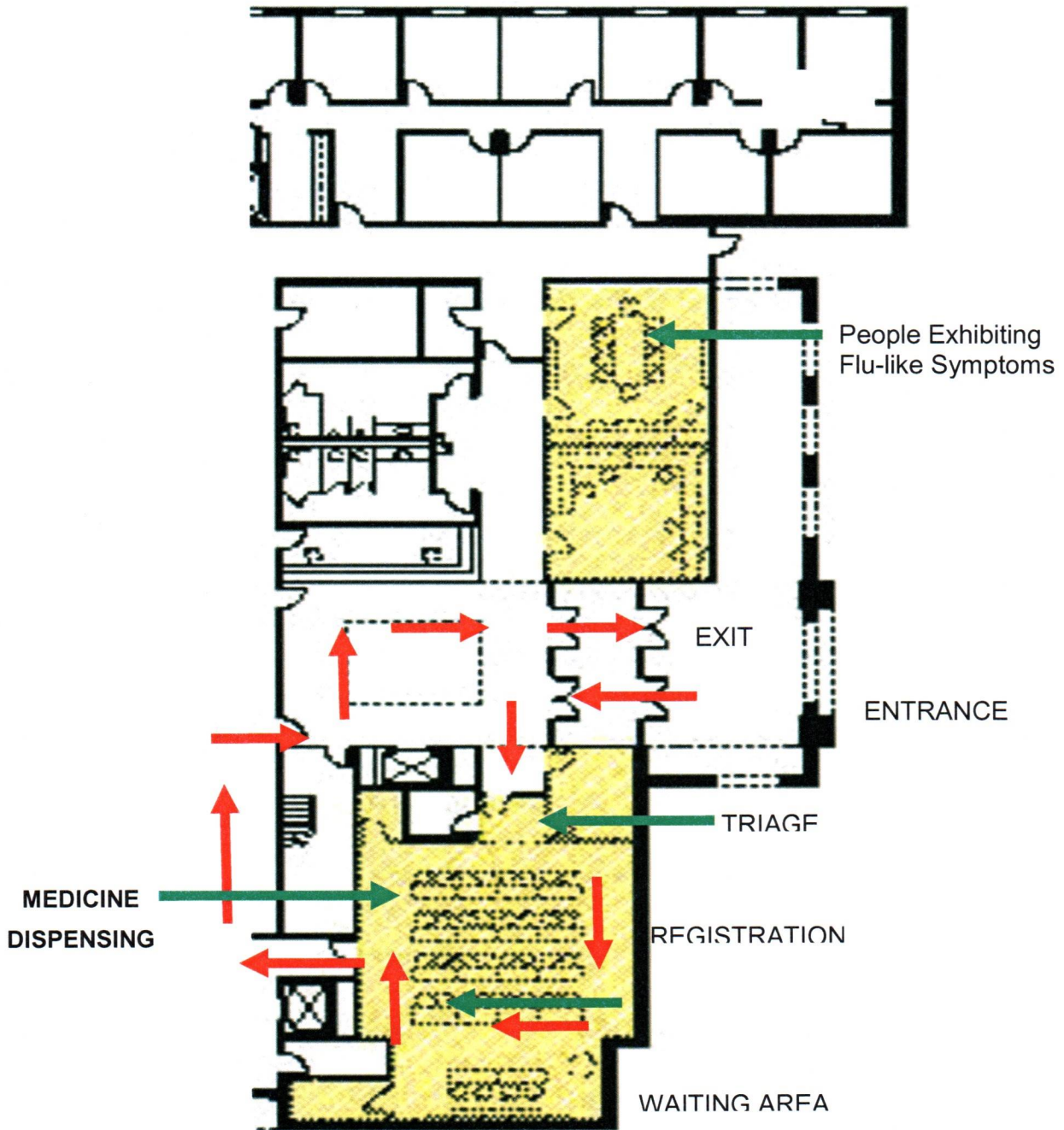
Primary means of contact with identified staff will be by cell phone. Secondary means of contact will be home phone. All identified staff will be sent e-mail notification as a redundant form of communication.

This plan will be updated at least annually or as new best practices are recognized. The identified planning team in Confidential Appendix A will be responsible for these updates. Activation of this plan will be made due to an identified event where the response necessary will call for the use of OPODs. The authority to activate will be determined by parish government leadership.

III. TRAFFIC AND PARKING

The OPOD facility will be identified and designated in a cooperative effort with the Louisiana Department of Health and Hospitals when the need becomes apparent. The preferred facility is a free standing facility with the main entrance that can be easily secured. A main thoroughfare providing ease of access and adequate parking is preferred.

IV. TYPICAL LAYOUT OF AN OPOD



V. SECURITY

The Vermilion Parish Sheriff's Office is currently evaluating security options and needs for the FACILITY and will issue a report upon completion.

VI. SECURITY CHECKLIST

The FACILITY, as an OPOD, will be worked as 1 shift per 24 hour period, with the shift lasting 12 hours from 7:00 am to 7:00 pm or as may be determined by the event.

This shift will require a minimum of 2 security officers per shift. No special units or tactical forces from local law enforcement will be required during operations as a mass dispensing OPOD.

Barriers for the purpose of crowd control or foot traffic flow will be required.

Additional exterior lighting is necessary to operate as a mass dispensing OPOD. Portable lighting will be made available, if needed, through the Department of Public Works (DPW).

VII. SUPPLIES AND RESOURCES

There is an OPOD in a Box start up kit. OPOD in a Box inventory is listed as Appendix C. Additional supplies will be necessary depending on the duration of the event. Supplies available on site are:

- Office supplies and equipment
- Phones: 2
- Copy machines: 2
- Computers: 2
- Refrigerator: 1 Industrial Size
- Freezer: 1 Industrial Size
- Fax Machines: 1
- Tables: 2 available
- Chairs: 10 available

VIII. COMMUNICATIONS

During a public health emergency, communication between internal and external partners will be crucial to the response plan's effectiveness. Communication between staff within the OPOD will be both verbal and over 700/800 MHz radios. Communications with partners outside the FACILITY will be through radios (supplied through OPOD in a Box), landlines, cell phones and e-mail. Signage will be developed and used to assist in educating the emergency workers on the response plans and OPOD flow. Parish Health Unit staff and volunteers will be identifiable by badges, vests, caps or other standardized means.

IX. STAFF

Staff size during a public health emergency will depend on the event. Volunteers may be necessary to assist with OPOD staffing.

Volunteers will be obtained through OPH according to identified needs during an event. Volunteers are actively recruited, credentialed, trained and deployed prior to a disaster or public health emergency that occurs in Louisiana. Identified volunteers will be trained and can participate in drills in order to meet health surge in times of emergencies.

X. TRAINING STAFF

NIMS/ICS OPOD Plan Training ICS-100, 200, 700 & 800

**Just-in-Time training will be administered as staff arrives on-site
Additional training will be available on-site if needed**

1. Training Volunteers

Pre-identified volunteers are encouraged to complete on-line training courses available through Federal Emergency Management Agency (FEMA). Pre-identified volunteers will be also encouraged to complete ICS and NIMS certification classes. "Just-in-Time" training may be necessary for volunteers in some events. This training will include:

- a. Point of Dispensing Site Flow and Timeline
- b. Incident Command System: Who is in charge of the clinic site? Who staff and volunteers report to?
- c. Job action sheets
- d. Orientation to job duties by Unit Leader or designee
- e. Volunteer process
- f. Communication systems
- g. Codes for emergency, security and closing the clinic
- h. Overview of Operation
- i. Body language
- j. Hand hygiene
- k. Psychological first aid
- l. Cultural Sensitivity
- m. Just-in-Time training

Just-in-Time training will be administered to volunteers at the OPOD site. The concept of Just-in-Time training is to provide training at the time it is most needed. In emergency management, Just-in-Time training incorporates information specific to the type and magnitude of the incident. Just-in-Time training is utilized immediately after deployment to issue assignments and equipment necessary for a volunteer's role in the incident.

Volunteers will be briefed on all of the previously addressed information. Volunteers will further be instructed to make no public statements concerning the event.

XI. FINANCE

A staff member or a trained qualified volunteer will be responsible for keeping track of all expenditures during an incident. If reimbursements for costs are made available, accurate

documentation will be necessary. Documentation has been developed to record the following:

1. Documenting all costs
2. Documenting staff and volunteer time
3. Time-in/time out, total hours worked
4. Equipment usage time
5. Outlining insurance policies
6. Staff overtime policies

XII. ICS/NIMS COMMAND STRUCTURE

The organization of the command and control structure will be locally determined and will fit into existing local emergency command structures. The model for such organization is the National Incident Management System (NIMS) and specifically the Incident Management System (IMS).

The command structure for FACILITY OPOD will be:

OPOD Manager:

Communications:

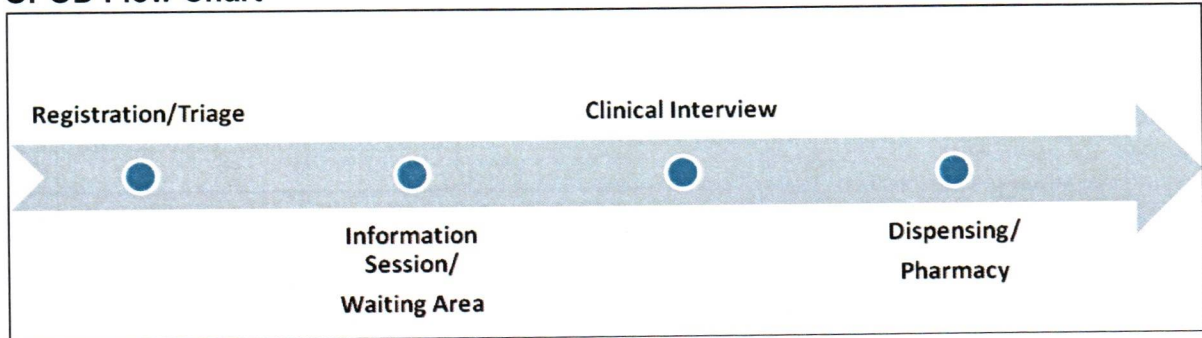
Operations:

Logistics:

Finance/Admin:

Planning:

OPOD Flow Chart



ANNEX Q - CONFIDENTIAL APPENDIX 1

PLANNING TEAM CONTACT INFORMATION

POSITION	NAME/ /AGENCY	CONTACT INFORMATION	
Region 4 PHERC		Work	
		After Hours	
		Mobile	
		Email	
Public Health Point of Contact		Work	
		After Hours	
		Mobile	
		Email	
Hospital Nurse Coordinator		Work	
		After Hours	
		Mobile	
		Email	
Infectious Disease Specialist		Work	
		Mobile	
		Email	
Regional Nurse Consultant		Work	
		After Hours	
		Mobile	
		Email	
Security		Work	
		After Hours	
		Mobile	
		Email	
Reg. Medical Director	OPH	Work	
		After Hours	
		Mobile	
		Email	
Reg. Admin.	MMRS	Work	
		After Hours	
		Mobile	
		Email	

ANNEX Q - CONFIDENTIAL APPENDIX 2
OPOD STAFF CONTACT INFORMATION

<i>First Name</i>	<i>Last Name</i>	<i>Job Title</i>	<i>E-mail Address</i>	<i>Work Phone</i>	<i>Work Fax</i>	<i>Home Address</i>	<i>Home Phone</i>	<i>Cell</i>

ANNEX Q - CONFIDENTIAL APPENDIX 3

OPOD IN A BOX INVENTORY

OPOD in a box inventory contains the following items:

2 boxes of bathroom tissue	brown or white boxes
4 boxes of paper towels	brown boxes
1 box of copy paper	white box
3 plastic containers	one each gray container labeled (A,B,C)

Container A contains these items:

Hand soap 10
First aid kit 2
Can liners 1

Container B contains these items:

Extension cords 4
Clipboards 8
Storage clipboards 1

Container C contains these items:

Stapler 7	Scotch Tape 1
Standard staples 2	Duct Tape 2
Legal Ruled Writing Pads 3	Caution Barrier Tape 4
Paper clips 4	Ballpoint pens (Blue) 19
Manila Folders 1	Mechanical Pencil 50
Scissors 5	Permanent Markers 2
Rubber Bands 2	Utility Knife 2
Packing Tape 1	Utility knife Refill Blades 1

ANNEX Q - CONFIDENTIAL APPENDIX 4

JOB ACTION SHEETS

OPOD Manager

The OPOD Manager is responsible for the command and control activities of the OPOD who manage and control the total operation of the facility. The Manager ensures the OPOD functions efficiently with the given staff and supplies. The OPOD Manager directly oversees the operations, logistics, planning, and administration by working closely with the section chiefs and coordinators for all shifts. The OPOD Manager (or designee) will communicate/coordinate with the parish and state EOC.

Name/Contact Information: _____

The OPOD Manager is the senior staff member at the OPOD. The Flow Monitor Chief, the Triage Chief, the Medical Evaluation Chief, the Dispensing Chief, and the Pharmacy Chief also report to the OPOD Team Leader.

At the start of the shift:

- Check in with Incident Commander or designee for any situation updates
- Meet with OPOD Team Leader from prior shift to receive updates
- Meet with Section Chiefs to give situation updates
- Chiefs need to report to Manager before they take their position in the OPOD
- Section Chiefs meet with their staff to update their staff members (if an update is needed)

For the first shift only:

- The OPOD Manager for the first shift should give the teams enough time to meet to review their tasks
- The OPOD Manager should then quickly walk through the OPOD to make sure that each station has everything they need and that staff knows that they are expected to do
- When the OPOD Manager has made sure that the OPOD is ready to go, the OPOD Manager will tell security to let people start coming into the OPOD

During the shift:

- Coordinate all aspects of the OPOD
- Includes routine troubleshooting—look for clustering at any of the stations, consider moving people around to facilitate flow, clear obstructed paths, identify routine errors that are being made, etc.

End of shift:

- Facilitate meeting with all OPOD staff - Section Leaders to discuss any incidents that arose during shift
- Debrief with the oncoming OPOD Manager

Communications Officer

Communications Chief: Responsible for coordinating the internal and external communication resources such as radios, walkie-talkies, land and cell phones, computers, printers, and fax machines. Telecommunications and information technology are crucial because incoming and outgoing information must be efficiently and consistently maintained. Important information, such as: number of radios, frequencies used, and who has what type of equipment must be determined. The Communications Chief will perform an inventory analysis at the end of each shift to account for such materiel. The Chief and section coordinators must provide technical assistance, as needed, or be able to access such assistance.

Name/Contact Information: _____

The Communications Officer reports to the OPOD Manager

At the start of the shift:

- Meet with OPOD Manager and Section Chiefs in for regular updates
- After meeting with OPOD Manager, debrief with Communications Officer from previous shift
- Assess current status of internal and external telephone system
- Establish phone, fax, computer (internet), and radio communications systems

During shift:

- Manage phone, fax, computer, and radio communications systems
- If available, use pre-established message forms to communicate with external sites
- Act as OPOD Manager's deputy
- Assist OPOD Manager in sending and receiving information

End of shift:

- Debrief with the oncoming Communications Officer
- Attend OPOD staff meeting to discuss any incidents that arose during shift

Logistics Officer

The Logistics Officer: Responsible for procurement of materiel and therefore, must work closely with the Operations Section Lead and the OPOD Manager. The nutritional needs of the staff are essential and this must be coordinated with the parish/state EOC, American Red Cross (ARC), and other agencies contracted by the parish/state EOC to provide food/beverages. Also responsible for procurement of other event specific materials and equipment as deem necessary by the planning and operations team.

Name/Contact Information: _____

The Logistics Officer reports to the OPOD Manager

At the start of the shift:

- Meet with OPOD Manager
- After meeting with OPOD Manager, debrief with Logistics Officer from previous shift and review supply cache
- Either set-up or assure organization of supplies for OPOD
- Organize supplies so that all the papers, gloves, etc. are together and clearly labeled
- Staff may need to come directly to supply stack to get materials
- Update inventory control log
- Throughout the shift the Logistics Chief needs to note the levels of medical materials and request new materials needed
- Make sure inventory is up-to-date at start of each shift

During the shift:

- Observe use of administrative supplies
- Record all supplies received from warehouse
- Observe and assure adequate supply of materials at all stations
- Avoid a situation where working OPOD staff needs to go get supplies
- Identify any problems with facility (leaky faucets, blown light bulbs)

End of shift:

- Debrief with oncoming Logistics Chief
- Attend OPOD staff meeting to discuss any incidents that arose during shift

Finance/Administration

Administration Section Lead: This section is responsible for ensuring all OPOD personnel, volunteers, patient and supply records are correctly kept and maintained throughout the event.

Name/Contact Information: _____

This section consists of the following functional areas:

- Event documentation
- Health information records retention
- Health information data entry
- Coordination of personnel/volunteers (time records, credential verification, staff schedules)
- Transportation of personnel/volunteers to OPOD from staging site, if necessary
- Communication with the Section Leads and OPOD Manager regarding problems, shortages, needs, etc.
- Documentation, tracking, inventory tools/logs
- Routine reporting to OPOD Manager, parish/state EOC

Operations

Operations Chief: The Operations Chief will ensure the staff in the respective services fulfill the job duty and are within their scope of practice and training. If staffing adjustments are needed, this Chief will develop the plan for the OPOD Manager to consider. This section must coordinate the transport of any patient from triage or sick room to a treatment center.

Name/Contact Information: _____

Responsible for the supervision of staff involving the efficiency, effectiveness, coordination and operational aspects of the Dispensing Site.

This section consists of the following functional areas:

- Receive briefing from Dispensing Site Supervisor
- Review this position checklist
- Review Mass Prophylaxis Planning Guide. (SNS, Pandemic, Smallpox, etc. Plan)
- Confirm activation of staff
- Meet with your staff
- Confirm with Logistics Section Chief that all equipment and supplies are being shipped to the dispensing site, and that areas are being set up

Planning

Planning Chief: Assures that all planning meets operational objectives and that plans are being followed.

Name/Contact Information: _____

This section consists of the following functional areas:

- Review plans for the operations of the OPOD
- Attend overall staff briefing from the OPOD Manager and receive assignment-specific briefing
- Liaison with the Dispensing OPOD Manager on planning and corrections needing made to plans for the most efficient operation of the OPOD
- Assist the Safety Officer ensuring the safe operation of the OPOD
- Assist in other areas of the OPOD as appropriate
- Assist with the break-down and re-packing as requested
- Identify issues for the After Action Report process