

Closed Point of Dispensing (POD) Exercise/Training

November 19, 2019

AC Police Department Conference Room

1:00pm to 3:00pm

Members Present: Scott Acker, Toni Gray, Cheryl Jones, Cassie Montgomery, Kevin Moore, Will Ratliff, and Ellen Patterson as Recording Secretary.

Guests Present: Terry Herndon, Mark Price, and Kerrie Young

Members Absent: Kim Crowley, Daniel Esquivel, Jerome Godfrey, and Renee Vincent,

On November 19, 2019 at 9:00am the Governor of Texas declared a State of Emergency for Texas.

At 9:15am the ACPD Chief of Police was notified by the City of Amarillo.

This is a Training Exercise for closed POD for Medications during an Emergency Event to discuss items that will be needed and procedures to be followed.

The Chief of Police at WT has experience and their site is already Gold Certified so they can do it on their own.

Chief Notifies:

Who?

- President of Amarillo College and President's Cabinet members
- Emergency Response Team members
- Amarillo College Police department officers and staff
- Every team member would then notify their staff under them

How?

- Email is the most reliable form of communication
- Send out an AC Alert by phone, email, and calls just to make sure all are notified:
 - the POD list
 - President's Cabinet
 - Emergency Response Team Members
 - AC Police Department staff
 - Nursing Staff and Doctors
 - Send one alert to all listed above so they all will get the same message at the same time.

Please note per the Amarillo Health Department Staff stated that Amarillo College will know that the possibility of a closed POD event is coming way before the state of emergency is declared.

- An alert will be sent out and activated 12 to 24 hours before the state of emergency notification.

- The state promises to deliver the medication for dispensing within 12 hours so there will be time to set up the closed POD before the state of emergency notification is sent out.
- If it is a local event only then the ROC would request it and then AC would know before the state of emergency is declared.
- If they deliver the medication to Lubbock then a few hours later it will be delivered on-site to Amarillo College Washington Street Campus at AC PD Office.

Set Up PODS

Who?

- Supervisors of each department, level of management and they can assign from there

Where?

- Set Up three PODS for Amarillo College
 - Amarillo Washington Street Campus (Carter Fitness Center)
 - Dumas
 - Hereford

What?

- 7 staff will be needed at each site
- Pull from your Administrator Group (Directors, Deans, and Department heads).
- Put the tarps with tables and chairs down in the Carter Fitness Center.
- Send a nurse, medical person, and AC Police Office staff to Hereford and Dumas.
- Assign specific teams to set up the facility and decide who will staff each site.
- Your dispenser does not have to be a nurse.
- One nurse per campus, only oral medication will be dispensed, no shots.
- Any other route but oral then you have to have licensed personnel to dispense it.
- The staff will not dispense the medication, they are just supervising the pickup of the medication.
- If we use students, does someone have to supervise them during the dispensing process?
- Split up the Nursing Students is a possibility
- With approximately 1400 employees (people) AC should be done in 2 hours
- Hereford about 100 people
- Dumas about 56 people
- At some point Fire, EMS, and other training will be all shifted to East Campus.
- One nurse at Carter Fitness for all Amarillo Campuses.

How many instructors in EMS program? Buddy Todd, already knows all about the POD and how to set it up, he was with the program when it started. He has been through 20 exercises and full setups too.

11:00am City of Amarillo notifies ACPD Chief that medication is ready for pick-up

Medication Pick-up

Who?

- ACPD Officers and Nurse

How?

- Medicine will arrive at ACPD, armed guard, take police officer, nurse and staff, and if they do not all fit will follow along in another vehicle.

Storing/Distribution**Where?**

- ACPD Conference Room

Who?

- Cabinet, ERT, ACPD, Executive Team (8 specific persons) anyone that is involved in the setup.
- All who setup, participate and who dispense the medications.
- The shirt idea is not a bad idea, XL and XXL certain color and give them out right as you start, that way you know who is working and who is participating in event.
- 4 Contact Nurses, 2 in Amarillo, 1 in Dumas, 1 at Hereford.
- The nurses have to be an RN
- Cabinet, ERT, ACPD Staff, Administrative Staff, Daniel and Renee will stay at their campus and they will set up there for medications to arrive.
- Will need to make sure all contact information is up to date and kept current to be prepared for event.
- Make a list with multiple backups in case that person is not available during the event.
- Always list the department and title, not individual names
- A list with employee names will not allow for changes in personnel and have to be updated constantly.

How?

- When you pick up the drugs, you will be provided with labels, forms, and everything will be ready to go.
- If the Federal Government send the premade bottles, or plastic baggies, last time it all had to be broke down and set up for dispensing.
- Just like a boxed dinner, all the ingredients needed will be in the boxes for dispensing.
- Separate at the ACPD, one to Hereford, Dumas, WSC will go to the Carter Fitness Center
- You should have enough medication at each site
- 7 to 8 questions for each person before dispensing them the medication
- They will fill out the form, one for allergies, and you will be dispensing one type of pills
- Write name on the label, slap it on bottle, and give it to them
- Dispense medication to the team first. Is Craig aware of all this, Toni will follow-up with them.
- Essential personnel first, dispense it to them first, that way you are 100% certain that them and their families will all be taken care of first. You will have time to do that before the POD is open.

Essential Personnel medication dispensed first**Who?**

- President's Cabinet, ERT, ACPD, and Staff that will work the POD, they can be the first wave to go thru the process.
- Have a very clear definition on who is the essential personnel before you start?
- Who is first and who is going to have dispensation later?
- Students are not going to be part of the dispensing.
- What about your student employees?
- The goal is not to turn anyone away.
- Designate specific faculty or personnel instead.
- You could designate the students that are just about to graduate.
- If you open it up to all of them, leave students out, because it could become a problem later.

How?

- Planning during the time period to get set up when medication arrives.
- A Texas Point of Dispensing Booklet that lines out all the steps for what to do next to prepare for POD was distributed to attendees at this meeting.
- AC Alert to send out mass, you should you double check that student workers are not included in that message. 300 student workers, will increase by 15% to cover any extras.
- A link for the form to fill it out online or print and have it ready when they arrive would save a lot of time and keep the lines down
- An app on the phone that would allow for people to fill out the form by phone and then have the information scanned in when they arrive to save time too.
- That 1400 may include Adjunct faculty that have not worked for AC in months. A lot of the nurses work 2nd jobs at the hospitals and they can be included in the closed PODs there.
- ID Badges get shared. You are not going to have time to make sure they are actual AC Employees.
- Look at Payroll, for higher level, know who you are reaching out to.
- The definition of Essential Personnel is very important to setup ahead of time.
- This list will be even more important for the smaller campuses.
- There will not be a POD in Dumas or Hereford set up by the cities, as soon as the word gets out that AC is passing out Medications. There is not another place for them to go. Luckily DPS is right across the road from the Hereford Campus.
- Plan on the two module system first and you can always tell people to go home. It is a lot harder to staff up than staff down. If you have the forms already filled out online, and another line for ones that have not filled out the forms ahead of time.
- When need administrators to have the authority. Never let a nurse be a screener. They are trained to diagnose and treat, all the form is yes or no. if they get no's then the nurse will deal with them.
- Are you allergic or not? Main question to ask each person in line and move on from there.

- 32 staff available at public, they have to run a POD for 322,000 people and they have to be done within 36 hours. AC staff will help take the load off the City.
- They need to have an AC Badge, hopefully we will have a list of other locations for PODs.
- Virtual badges – remember to have your badge or ID. Mom may be the employee and dad maybe picking up the medications for the family.
- How is WT doing it? Their staff, students and families first and then they are opening to Canyon and surrounding area. They are doing their students housed on campus. ID Badge or person associated with AC to pick up the Medications, picture of their badge.
- We will have security at the front door, put an extra person with the police officer, here are other locations you can go to get the medications.

Liability – If they do not call or find out about allergies, you are not responsible for what is on the form.

Demobilization

Who? Whoever sets it up will help take it down

Return Forms/Medication to City

Who?

- Staff will meet back at the ACPD, account for the forms and medications
- Whoever picked it up they will drop it off
- Please note due to HIPPA Laws the forms contain confidential information, so they have to be transferred in a locked box.

Comments/Questions?

- Define essential personnel, buy in from the Cabinet and go from there.
- Medication bags will have to be inventoried, how many you dispensed and how many you are sending back.
- Some will be dispensed and not able to use them and you cannot take it back at that point.
- Spills, breakage will not be accessed.
- Do we need to store tables in Carter Fitness Center?
- If there happens to be any damage you have to document them and you can get reimbursed for the damage. Disaster declarations always keep documentation.
- We will not provide medications for pets. That needs to be stated in the Alert.
- You can pick up medication if you are the primary care giver for your parents and children or grandchildren.
- If they have to go to the City it will take hours and hours where it will only take a few hours if they are connected to AC.
- Put essential personnel definition in the EOP.
- Update the call list on the President's Cabinet and ERT.

AC has been pushed up to Silver certification after this meeting per the City Health Department.

There is an App that Sends out one text message to everyone at a time

- Cost is about \$14 a month,
- You can print all your reports after the event
- Can provide a list of who the alert was sent to?
- Can also provide a list of when and how long it took for the responses?

If the Tabletop Exercise is done between sessions, while offices are closed for holiday time to run drills, a much truer picture of who will respond or not can be recognized.

Spring Break? Fall Break?

Have you tested in the last six months?

Test at least one department at a time?

The plan is very thorough and concise

- Are there any groups that have not been included in list of essential personnel?
- Put lots of redundancies in place. (Locations, staff, etc.)
- Put it together like you may or may not be there for the event so it can run with or without you.

AC will only have to deal and have staff to work one shift, the City will have to deal with multiple shifts and supplies.

If you miscalculate on your meds and need more, more can be requested and sent as needed.

The gym will not be shut down during renovations, just the HVAC will just be renovated and updated.

Will Russell want students to go through the Closed POD?

Do CE Student's qualify? You would add 21,000 students

Have arguments ready as to why we will not take everyone (all students), part-time, full-time, CE, our recommendation is from the City.

The students can always be sent to the Civic Center, they will be better equipped to handle larger numbers of people for POD.

If the State of Emergency is declared every type of situation will need different people to staff.

Safety Training for Essential Personnel can be free for employees and paid for with government funds per Toni Gray.

Please note that there is free FEMA Training available online.