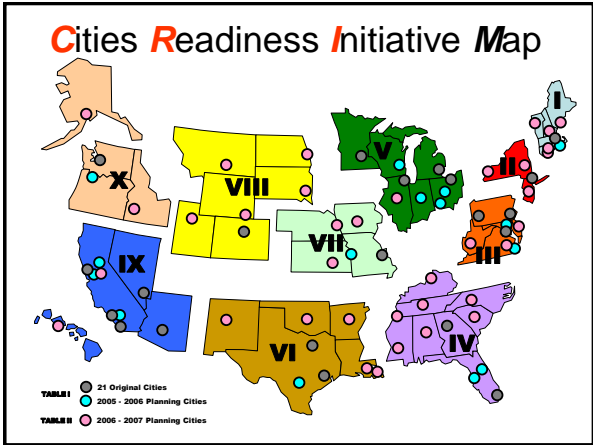


LOUISVILLE METRO
PUBLIC HEALTH & WELLNESS

Drive Thru POD Operations
Louisville, Kentucky
March 19, 2011



Object to Cities From CDC

To provide mass prophylaxis to **100% of the identified population within 48 hours of the decision to do so.**

We Will Encourage People to:

1. If they live within 1 mile of a PPOD, walk not drive to the POD. **Objective to reduce traffic.**
2. Car pool with friends and neighbors, look after those who are home bound. **Objective to reduce traffic.**
3. Go to the PPODs at odd hours, we are open around the clock. **Objective to reduce traffic.**
4. **If they do not have transportation use TARC buses to travel to the PODS**

POD Options

#1 Door to Door (Postal Plan)

Pros

- May be done in 12hrs or less
- We would have a record of which addresses got meds
- No parking problems
- Limited traffic problems
- Limited follow up
- Takes care of home bound

• Cons

- 400-700 letter carriers
- 400-700 armed LEOs
- Will have to leave MCMs in the mailbox
- Sever weather conditions
- Logistical support for 700 routes (1 will do 2) =350
- **We are the second city in the nation to work with the USPS to develop a Postal Plan. MSP first**

POD Options

#2 Drive Thru

Pros

- Faster than fixed sites.
- Did 100 cars per hour @KFEC
- Spaced around Metro area.
- Some environmental protection for staff.
- Well lighted for 24hr ops.
- Neighbors can car pool and reduce numbers at sites.
- Will use underpasses. Requires no MOUs.
- Have agreements with KFEC and NCB = 22 sites or 95 drive thru lanes.
- Large number of possible sites.
- Buy in from LMPD & KYDOT.

• Cons

- Large commitment form LMPD for traffic management
- Sever weather
- Increased Logistics support for up to 33 sites



POD Options


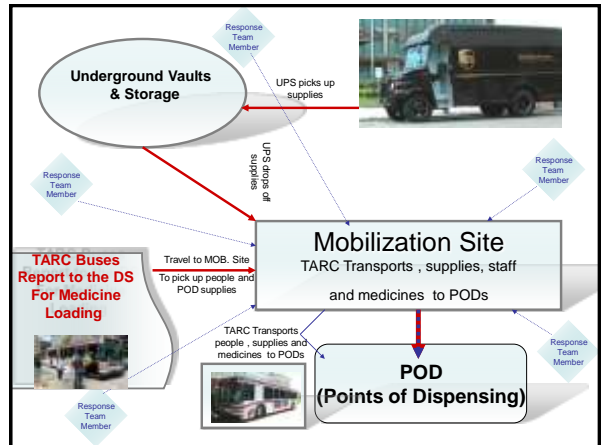
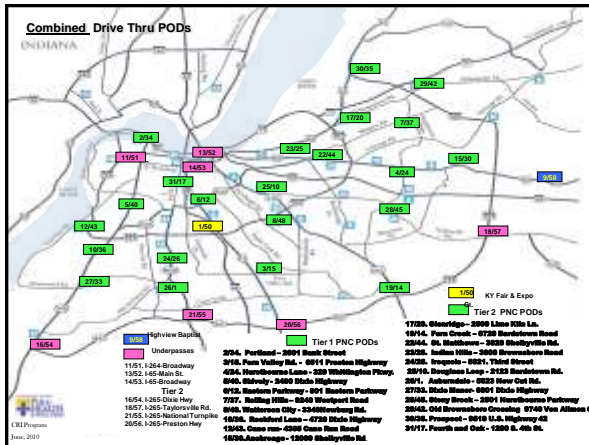
#3 Fixed Sites (SCHOOLS)

Pros

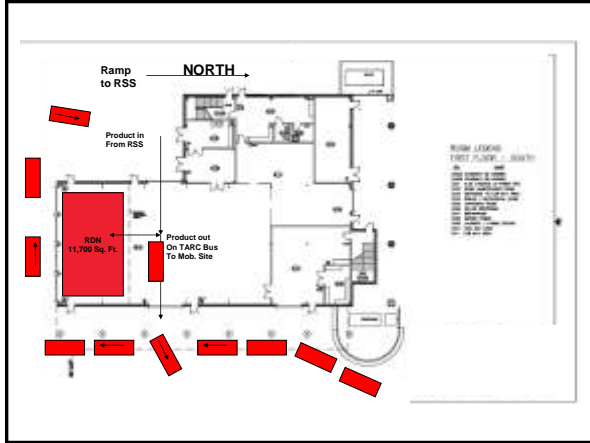
- Have agreement in place
- Locations known by public
- Good distribution of sites around Metro, 20 high schools

Cons

- Traffic congestion and parking
- Slower thru put
- Larger staff requirements

Points of Dispensing (PODs) Drive-Thru PODs





Hand Truck can hold ten (10) training boxes of Cipro





14,600 bottles of Cipro with room for 21 staff in seats + standing room



UPS sends Package Car to Louisville Underground



Louisville Underground storage site for LMPHW POD Supplies





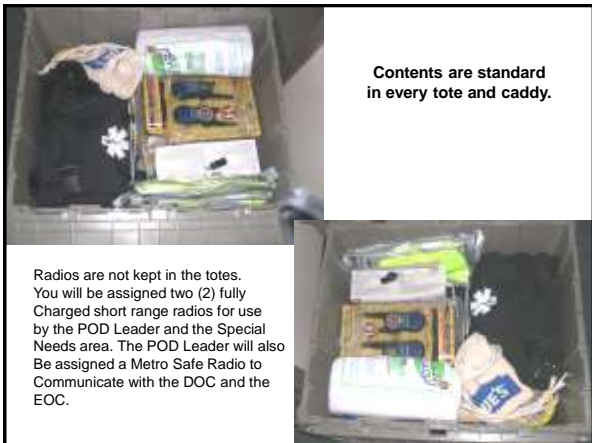
"Hawkins Lane Caddies" go to dock



Supplies wait for UPS



Caddies and Totes loaded on to UPS Package Car

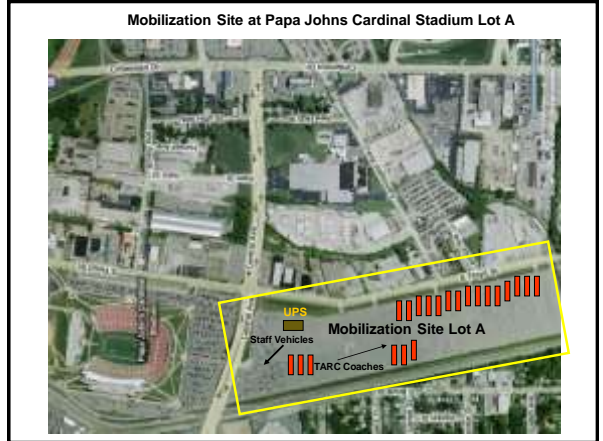


Contents are standard in every tote and caddy.

Radios are not kept in the totes. You will be assigned two (2) fully charged short range radios for use by the POD Leader and the Special Needs area. The POD Leader will also be assigned a Metro Safe Radio to communicate with the DOC and the EOC.



POD Caddies under construction at HD Offices



MOB Site Leader talks with POD Leaders and Head of Nursing



POD Supplies unloaded
From UPS P-1000
Package Car







Drive-Thru PODs





Set Up Crew gets just in time training


 POD Drive-Through Leader		
POD LOCATION AND SHIFT:		
REPORTS TO: DOC		
DIRECT REPORTS:		
FUNCTIONAL AREA:		
<ul style="list-style-type: none"> Maintains ongoing communications with DOC Work directly with Logistics and Law Enforcement Insures adequate inventory of medicine at POD Makes any changes necessary to increase efficiency of POD operations Notify all POD Staff of changes in procedures or protocol 	<ul style="list-style-type: none"> Continuously monitor all operations of POD for safety of staff and public Coordinate with DOC Request assistance as needed Augment through put as needed Staff as many of the job functions as needed Supervise demobilization of POD Inventory remaining supplies and medicines and order re-supply at 50% 	
EQUIPMENT NEEDED: <ul style="list-style-type: none"> High visibility vest Radio/Phone ID badge 	<ul style="list-style-type: none"> Log book/pen 	
POD DRIVE-THROUGH LEADER RESPONSIBILITIES		
IMMEDIATE: Receive briefing Review instructions, become familiar with primary tasks and reporting structure Obtain and don appropriate PPE, if needed Adjust site, if needed Put on ID badge and introduce self to all staff in assigned area Follow ICS structure	INTERMEDIATE: Report critical issues or necessary changes to DOC	EXTENDED: Breakdown station, if needed Participate in debrief, if indicated Report any changes to protocol Plan for the possibility of extended deployment Dispose of PPE appropriately, if needed Complete and submit timesheets
ICS STRUCTURE		
Report To:	Direct Reports:	
DOC	POD Staff	


 POD Drive-Through Runner		
POD LOCATION AND SHIFT:		
REPORTS TO:		
DIRECT REPORTS:		
FUNCTIONAL AREA:		
<ul style="list-style-type: none"> Performs duties as assigned by the POD DT Leader Brings issues to the POD DT Leader 		
EQUIPMENT NEEDED:		
<ul style="list-style-type: none"> High visibility vest Radio/Phone ID badge 		
POD DRIVE-THROUGH RUNNERS RESPONSIBILITIES		
IMMEDIATE: Receive briefing Review instructions, become familiar with primary tasks and reporting structure Obtain and don appropriate PPE, if needed Setup station, if needed Put on ID badge and introduce self to all staff in assigned area Follow ICS structure	INTERMEDIATE: Report critical issues or necessary changes to POD Drive-Through Line Support Assure the privacy, confidentiality and security of all protected health information	EXTENDED: Breakdown station, if needed Participate in debrief, if indicated Report any changes to protocol Plan for the possibility of extended deployment Dispose of PPE appropriately, if needed Complete and submit timesheets
ICS STRUCTURE		
Report To:	Direct Reports:	
DT POD LEADER	Does Not Apply	

Drive-Thru PODs

 POD Drive-Through Greeter		
POD LOCATION AND SHIFT:		
REPORTS TO:		
DIRECT REPORTS:		
FUNCTIONAL AREA:		
<ul style="list-style-type: none"> Provide the necessary forms to incoming vehicles Identify special needs if any and place Red Special Needs placards onto windshield. Direct auto to proper lanes Communicate with Traffic Control to efficiently manage throughput and identify bottlenecks 	<ul style="list-style-type: none"> Communicate security issues to POD Drive-Through Line Support 	
EQUIPMENT NEEDED:		
<ul style="list-style-type: none"> Forms w/clipboard Pens High visibility vest Radio/Phone ID badge 		
POD DRIVE-THROUGH GREETER RESPONSIBILITIES		
IMMEDIATE: Receive briefing Review instructions, become familiar with primary tasks and reporting structure Obtain and don appropriate PPE, if needed Setup station, if needed Put on ID badge and introduce self to all staff in assigned area Follow ICS structure	INTERMEDIATE: Report critical issues or necessary changes to POD Drive-Through Line Support Assure the privacy, confidentiality and security of all protected health information	EXTENDED: Breakdown station, if needed Participate in debrief, if indicated Report any changes to protocol Plan for the possibility of extended deployment Dispose of PPE appropriately, if needed Complete and submit timesheets
ICS STRUCTURE		
Report To:	Direct Reports:	
DT POD Leader	None	

 POD Drive-Through Special Needs Branch		
POD LOCATION AND SHIFT:		
REPORTS TO:		
DIRECT REPORTS:		
FUNCTIONAL AREA:		
<ul style="list-style-type: none"> Set up Tent and store supplies Monitor volume of incoming individuals into POD Drive-Through Special Needs area and make staffing adjustments as needed Handle special needs in order to expedite flow through the POD Contact Medical Director if needed 	<ul style="list-style-type: none"> Monitor POD Drive-Through needs; request supplies as needed from POD Drive-Through Logistics Deputy Recycle Special Needs Cards Prepare end shift report and present to POD Drive-Through Leader Participate in briefing at shift change or termination of operations 	
EQUIPMENT NEEDED:		
<ul style="list-style-type: none"> High visibility vest Radio/Phone ID badge 		
POD DRIVE-THROUGH SPECIAL NEEDS LEADER RESPONSIBILITIES		
IMMEDIATE: Receive briefing Review instructions, become familiar with primary tasks and reporting structure Obtain and don appropriate PPE, if needed Handle symptomatic individuals Put on ID badge and introduce self to all staff in assigned area Follow ICS structure	INTERMEDIATE: Report critical issues or necessary changes to POD Drive-Through Line Support Assure the privacy, confidentiality and security of all protected health information Maintain inventory of SNS assets dispensed from the Special Needs Area	EXTENDED: Breakdown station, if needed Participate in debrief, if indicated Report any changes to protocol Plan for the possibility of extended deployment Dispose of PPE appropriately, if needed Complete and submit timesheets
ICS STRUCTURE		
Report To:	Direct Reports:	
DT POD Leader	Special needs Staff	

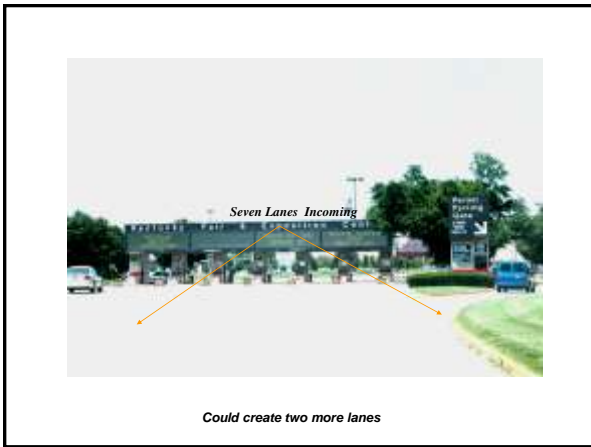
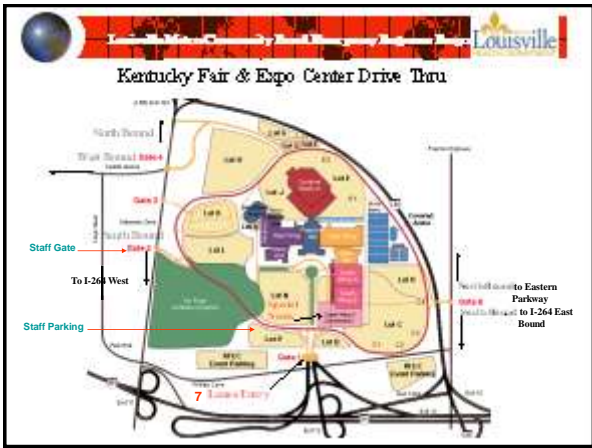
 POD Drive-Through Logistics Deputy		
POD LOCATION AND SHIFT:		
REPORTS TO:		
DIRECT REPORTS:		
FUNCTIONAL AREA:		
<ul style="list-style-type: none"> Arrange for re supply of POD Coordinate with POD DT Leader to ensure that all logistical needs for POD DT area are met Meet with direct reports regularly to coordinate needs and conduct status checks to maintain adequate inventory of medicine Assist in the set up of the Special Needs Area 	<ul style="list-style-type: none"> Report critical issues or necessary changes to POD DT Leader Arrange for procurement of additional equipment/supplies as needed and as authorized by the POD DT Leader The Logistics Section will inventory all equipment, supplies and left over medicines 	
EQUIPMENT NEEDED:		
<ul style="list-style-type: none"> High visibility vest Pens Log book Radio/Phone ID badge 		
POD DRIVE-THROUGH LOGISTICS DEPUTY RESPONSIBILITIES		
IMMEDIATE: Receive briefing Review instructions, become familiar with primary tasks and reporting structure Obtain and don appropriate PPE, if needed Setup station, if needed Put on ID badge and introduce self to all staff in assigned area Follow ICS structure	INTERMEDIATE: Report critical issues or necessary changes to POD Drive-Through Line Support Assure the privacy, confidentiality and security of all protected health information Maintain inventory of SNS assets and report same to the DOC and RNN and POD Leader	EXTENDED: Breakdown POD, inventory supplies, equipment and medicines Participate in debrief, if indicated Report any changes to protocol Plan for the possibility of extended deployment Dispose of PPE appropriately, if needed Complete and submit timesheets
ICS STRUCTURE		
Report To:	Direct Reports:	
DT POD Leader	Traffic Control LMPF LMC ICSO	

 POD Drive-Through Traffic Control And Law Enforcement		
POD LOCATION AND SHIFT:		
REPORTS TO:		
DIRECT REPORTS:		
FUNCTIONAL AREA:		
<ul style="list-style-type: none"> Direct traffic flow Provide security for POD and crowd control Notify POD DT Leader immediately of changes to procedures or protocol 	<ul style="list-style-type: none"> Continuously monitor all operations of POD DT and make adjustments as needed Coordinate with EOC Request back up as needed 	
EQUIPMENT NEEDED:		
<ul style="list-style-type: none"> High visibility vest Radio/Phone ID badge 		
POD DRIVE-THROUGH TRAFFIC CONTROL/LAW ENFORCEMENT RESPONSIBILITIES		
IMMEDIATE: Receive briefing Review instructions, become familiar with primary tasks and reporting structure Obtain and don appropriate PPE, if needed Adjust site, if needed Put on ID badge and introduce self to all staff in assigned area Follow ICS structure	INTERMEDIATE: Report critical issues or necessary changes to POD Drive Leader	EXTENDED: Breakdown station, if needed Participate in debrief, if indicated Report any changes to protocol Plan for the possibility of extended deployment Dispose of PPE appropriately, if needed Complete and submit timesheets
ICS STRUCTURE		
Report To:	Direct Reports:	
POD Leader	Law Enforcement Staff	

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Environmental health personnel monitor for Carbon Monoxide



*We allowed 16 seconds to administer the injection
Objective for nine lanes was 100 cars per hour*



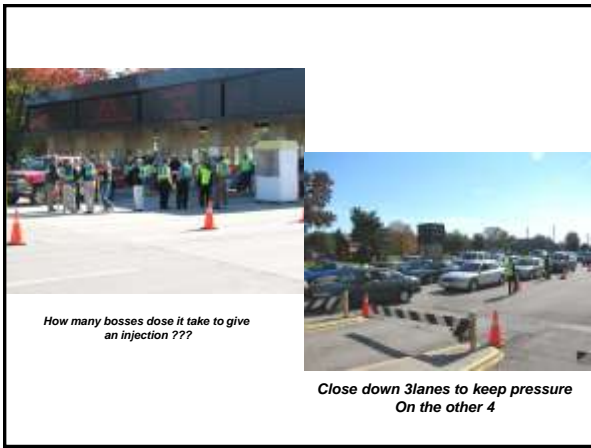
Driver hauling dirt for the live stock show. He should have been directed to the Special Needs (SN) area. Any one that needs any kind of special attention should be wave thru to SN area.



Remember the car in line with the arrow? The car battery went dead while she was Parked in line. Car was pushed aside and problem dealt with.



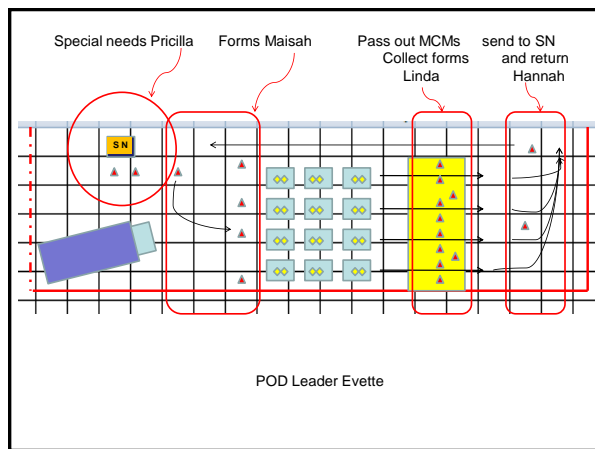
SN area was created out of the main flow of cars. Any vehicle with more than Four (4) people should go to SN



Afternoon Exercise

- You will have an opportunity
 - Act as a citizen in line
 - Serve as part of the POD staff

Drive-Thru PODs





Questions?
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Regional Distribution Site Leader/ Pick Team	
LOCATION AND SHIFT: KYANG Building 300	
REPORTS TO: LMPHW DOC	
DIRECT REPORTS: staff	
FUNCTIONAL AREA:	
<ul style="list-style-type: none"> Receive SNS and Managed Inventory (MI) from the KSS and maintain inventory Coordinate with POD Branch Manager to ensure that all PODs have an adequate inventory of medicine to insure that POD operations are met. Coordinate with POD Branch Manager to ensure that all PODs have adequate re-supply of ML. 	<ul style="list-style-type: none"> Met with direct reports regularly to coordinate needs and conduct status checks Report critical issues or necessary changes the LMPHW DOC Arrange for procurement of additional medical equipment/supplies as needed to insure nonstop operation of all PODs. Serve as Site Safety Officer
EQUIPMENT NEEDED:	
<ul style="list-style-type: none"> Pick Lists Inventory management system POD Maps 	<ul style="list-style-type: none"> High visibility vest Pens Log book Radio/Phone ID badge/Job Sheet
Leader RESPONSIBILITIES	
IMMEDIATE:	INTERMEDIATE:
Receive briefing Review instructions, become familiar with primary tasks and reporting structure Obtain and don appropriate PPE, if needed Setup Put on ID badge and introduce self to all staff in assigned area Follow ICS structure	Report critical issues or necessary changes to the Leader Assure the privacy, confidentiality and security of all protected health information Coordinates with EOC/DOC Supply and Re-Supply of SNS assets.
	EXTENDED:
	Breakdown the Participate in debrief, if indicated Report any changes to protocol Plan for the possibility of extended deployment Dispose of PPE appropriately, if needed Complete and submit timesheets
ICS STRUCTURE	
Report To: LMPHW DOC	
Direct Reports: staff	


Regional Distribution Site / Pick Team Staff	
LOCATION AND SHIFT:	
REPORTS TO: Leader	
DIRECT REPORTS:	
FUNCTIONAL AREA:	
<ul style="list-style-type: none"> Assist in Receiving SNS and Managed Inventory (MI) from the RSS Assists in sorting and make up of inventory for Zip Code Clusters Assists in loading of TARC Coaches Assist in inventory of SNS/MI assets using IMS or other LMPHW programs 	<ul style="list-style-type: none"> Report critical issues or necessary changes the Leader Assist in procurement and distribution of additional medical equipment/supplies as needed to insure nonstop operation of all PODs.
EQUIPMENT NEEDED:	
<ul style="list-style-type: none"> Pick Lists Inventory management system 	<ul style="list-style-type: none"> High visibility vest, Radio/Phone Log book and Pens ID badge/Job Sheet POD Maps/ Zip Code Clusters
Staff RESPONSIBILITIES	
IMMEDIATE:	INTERMEDIATE:
Receive briefing Review instructions, become familiar with primary tasks and reporting structure Obtain and don appropriate PPE, if needed Assist in Setup of Put on ID badge Follow ICS structure	Report critical issues or necessary changes to the Leader Assure the privacy, confidentiality and security of all protected health information Assist in management of inventory of all incoming and outgoing SNS/MI assets
	EXTENDED:
	Breakdown the Participate in debrief, if indicated Report any changes to protocol Plan for the possibility of extended deployment Dispose of PPE appropriately, if needed Complete and submit timesheets
ICS STRUCTURE	
Report To: Leader	
Direct Reports:	

Drive-Thru PODs

 Regional Distribution Site Inventory Management Leader		
LOCATION AND SHIFT:		
REPORTS TO: Leader		
DIRECT REPORTS:		
FUNCTIONAL AREA:		
<ul style="list-style-type: none"> Assist in Receiving SNS and Managed Inventory (MI) from the RSS Assists in sorting and make up of inventory for Zip Code Clusters Maintain inventory of SNS/MI assets using IMS or other LMPHW programs 	<ul style="list-style-type: none"> Report critical issues or necessary changes the Leader Assist in procurement and distribution of additional medical equipment/supplies as needed to insure nonstop operation of all PODs. 	
EQUIPMENT NEEDED:		
<ul style="list-style-type: none"> Pick Lists Inventory management system 	<ul style="list-style-type: none"> High visibility vest, Radio/Phone Log book and Pens ID badge/Job Sheet POD Maps/Zip Code Clusters 	
Staff RESPONSIBILITIES		
IMMEDIATE:	INTERMEDIATE:	EXTENDED:
Receive briefing Review instructions, become familiar with primary tasks and reporting structure Obtain and don appropriate PPE, if needed Assist in Setup of Put on ID badge Follow ICS structure	Report critical issues or necessary changes to the Leader Assure the privacy, confidentiality and security of all protected health information Maintain inventory of all incoming and outgoing SNS/MI assets	Report ongoing inventory to DOC/EOD Participate in debrief, if indicated Plan for the possibility of extended deployment Dispose of PPE appropriately, if needed Complete and submit timesheets
ICS STRUCTURE		
Report To: Leader		Direct Reports: Assistants as assigned


 Mobilization Site Staff		
Mobilization Site Location and Shift:		
REPORTS TO: Mob. Leader		
DIRECT REPORTS:		
FUNCTIONAL AREA:		
<ul style="list-style-type: none"> Assist in arranging incoming staff into POD teams Receive POD supplies from LVS delivered by UPS Receive TARC Coaches loaded with SNS supplies from the Assist in the makeup of POD Teams: <ul style="list-style-type: none"> POD supplies TARC Coaches loaded with SNS supplies POD team personnel 	<ul style="list-style-type: none"> Assist in dispatching POD Teams to selected PODS Report critical issues or necessary changes Assist in procurement and distribution of additional medical equipment/supplies as needed to insure nonstop operation of all PODS Assist in Preparations for a shift change <ul style="list-style-type: none"> Arrange incoming staff into POD teams Coordinate transportation to operating PODS 	
EQUIPMENT NEEDED:		
<ul style="list-style-type: none"> Personnel List Inventory of Assigned TARC Coaches 	<ul style="list-style-type: none"> High visibility vest - Pens-Log Book- Radio/Phone ID badge/Job Sheet POD Maps/Zip Code Clusters 	
Staff RESPONSIBILITIES		
IMMEDIATE:	INTERMEDIATE:	EXTENDED:
Receive briefing Review instructions, become familiar with primary tasks and reporting structure Obtain and don appropriate PPE, if needed Assist in Setup of Mob Site Put on ID badge Follow ICS structure	Report critical issues or necessary changes to the Mob Site Leader Assure the privacy, confidentiality and security of all protected health information	Breakdown the MOB Site Report any changes to protocol Plan for the possibility of extended deployment Dispose of PPE appropriately, if needed Complete and submit timesheets
ICS STRUCTURE		
Report To: Mob. Site Leader		Direct Reports:

 Mobilization Site Leader		
Mobilization Site Location and Shift:		
REPORTS TO: DOC		
DIRECT REPORTS: MOB Site Staff		
FUNCTIONAL AREA:		
<ul style="list-style-type: none"> Arrange incoming staff into POD teams Receive POD supplies from LVS delivered by UPS Receive TARC Coaches loaded with SNS supplies from the Oversee the makeup of POD Teams: <ul style="list-style-type: none"> POD supplies TARC Coaches loaded with SNS supplies POD team personnel Coordinate the opening of PODs with the DOC 	<ul style="list-style-type: none"> Dispatch POD Teams to selected PODS Report critical issues or necessary changes the DOC Assist in procurement and distribution of additional medical equipment/supplies as needed to insure nonstop operation of all PODS. Prepare for a shift change <ul style="list-style-type: none"> Arrange incoming staff into POD teams Coordinate transportation to operating PODS 	
EQUIPMENT NEEDED:		
<ul style="list-style-type: none"> Personnel List Inventory of Assigned TARC Coaches 	<ul style="list-style-type: none"> High visibility vest - Pens-Log Book- Radio/Phone ID badge/Job Sheet POD Maps/Zip Code Clusters ID badge 	
Staff RESPONSIBILITIES		
IMMEDIATE:	INTERMEDIATE:	EXTENDED:
Receive briefing Review instructions, become familiar with primary tasks and reporting structure Obtain and don appropriate PPE, if needed Assist in Setup of Mob Site Put on ID badge Follow ICS structure	Report critical issues or necessary changes to the DOC Assure the privacy, confidentiality and security of all protected health information	Breakdown the MOB Site Participate in debrief, if indicated Report any changes to protocol Plan for the possibility of extended deployment Dispose of PPE appropriately, if needed Complete and submit timesheets
ICS STRUCTURE		
Report To: DOC		Direct Reports: MOB Site Staff

 PIO Leader		
LOCATION AND SHIFT:		
REPORTS TO: EOC/DOC		
DIRECT REPORTS: CRI Coordinator		
FUNCTIONAL AREA: Command		
<ul style="list-style-type: none"> Performs duties as assigned by the DOC/ EOC Coordinate Public Information for all CRI Operations Coordinate with Mayors Office as needed to support operations Prepare and provide public with messages, fact sheets and answers to FAQs Facilitate press conferences as needed Maintain Web EOC 		
EQUIPMENT NEEDED: Hardware/software as needed to support operations		
Operates from the DOC at 400 E. Gray St.		
Communications Leader		
IMMEDIATE:	INTERMEDIATE:	EXTENDED:
Receive briefing Review instructions, become familiar with primary tasks and reporting structure Develop a Public Information Plan based on the Operations Plan and agency participation Identify best use of pre-written messages in attachment 36 Prepare and distribute press releases	Establish Information network between DOC, State RSS, LMPHW RDS Establish communications using Web EOC Schedules press briefings and media interviews Coordinate with Mayors Office/and or JIC All Public Information	Keep public informed of situation and LMPHW operations Serve as POC for media outlets
ICS STRUCTURE		
Report To: CRI Coordinator/IC		Direct Reports: LMPHW PIO Staff

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Drive-Thru PODs

 Safety Leader		
LOCATION AND SHIFT:		
REPORTS TO:	EOC/DOC	
DIRECT REPORTS:	CRI Coordinator	
FUNCTIONAL AREA:		
<ul style="list-style-type: none"> Performs duties as assigned by the DOC/EOC Obtain briefing from IC Name assistants as needed Identify potentially unsafe acts Identify corrective actions and insure implementation Monitor Web EOC Prepare an incident Action Safety Plan 	<ul style="list-style-type: none"> Participate in planning and tactics Meeting Investigate accidents Document all activity 	
EQUIPMENT NEEDED: Hardware/software as needed to support operations		
<ul style="list-style-type: none"> High visibility vest - Pens- Log Book- Radio/Phone ID badge/Job Sheet POD Maps/ Zip Code Clusters 		
Communications Leader		
IMMEDIATE: Receive briefing Review instructions, become familiar with primary tasks and reporting structure Prepare an incident Action Safety Plan Monitor Web EOC Prepare and distribute press releases	INTERMEDIATE: Constant review of operation Investigate accidents	EXTENDED: Document all activity Monitor demobilization operations
ICS STRUCTURE		
Report To:	Direct Reports:	
CRI Coordinator IC	Assistant S.O. as needed	