

Emergency Dispensing Site (EDS) Action Plan

Infectious disease control is an essential public health service. The ability of a public health agency to prevent illness and death among persons who have been exposed to an infectious or other disease causing agent is critical. Developing this ability on an organizational or community level is the overarching goal of Point of Distribution (POD) and Strategic National Stockpile (SNS) operations planning. An effective POD plan should include terminology, operating procedures, policies, and tools that can be used regularly for small-scale, localized situations as well as for major incidents that might require deployment of the SNS. The more flexible a mass prophylaxis plan, the greater its value. A plan that applies to commonly occurring events (such as food borne illness or an infectious disease outbreak) is more likely to be used effectively if a large-scale public health threat occurs.

The Cambridge Advanced Practice Center for Emergency Preparedness, in collaboration with local public health agencies of Massachusetts Emergency Preparedness Region 4b (Figure 1), has developed the following Emergency Dispensing Site (EDS) Action Plan. This plan is a tool that, in combination with training and exercise, has laid the foundation for a regional emergency mass prophylaxis system capable of responding to a range of public health emergencies. During its development, local health departments ranging in size from 1.5 to 70 employees have used this template to shape their planning efforts and to run large-scale flu clinics that also serve as full-scale POD exercises.

The EDS Action Plan is written from an all-hazards perspective. It can be used to run emergency dispensing on any scale and provide prophylaxis for a very wide range of public health threats. The EDS Action Plan is designed to expedite opening a mass prophylaxis operation that can be run by a single department or by multiple organizations. It achieves this by laying out a process for planning, opening, operating, and closing an emergency dispensing site using task flow diagrams and brief narration. Critical plan elements, such as job action sheets and planning documents, are also included.

We hope this tool will be helpful in your point of distribution or emergency mass prophylaxis planning efforts. Available as a rich text format document, this plan is easily modified using any word processing application. Start by following the “How-to Customize” checklist provided. This will acquaint you with the plan and identify places where the document can be tailored to suit your practice setting. As preparedness is a continual process, please share your thoughts and experiences in using this EDS Action Plan template with us. By sharing the lessons learned, we all can continue to advance the practice of emergency preparedness and minimize the impact of public health threats, regardless of scale.

How-to Customize EDS Plan (version 1.5)

1. Cover

- Insert City/Town logo where indicated
- Insert City/Town name where indicated

2. Approval and Implementation, pg 2

- Insert appropriate signature blocks and lines for persons in community who need to approve the plan (e.g., LEPC members, Board of Health, Health Director, Town manager or mayor, etc.)

3. Section 1, pp. 7 – 16

- Insert appropriate community departments and job titles for indicated Command and General Command staff positions.

4. Section 3, pg. 23

- Insert Map of city/town
- Insert the following information for each EDS location currently identified:
 - i. EDS location information form
 - ii. Site survey
 - iii. Transportation plan for site or MOU
 - iv. Security plan for site or MOU
 - v. Anything else you think would be useful to a person preparing to use a site in response to an incident

5. Appendix 5, pg 58

- Insert name of City/Town where indicated
- Insert a brief protocol for mobilizing each of the types of human resource pools indicated on the form. Alter the description of the pool to correspond with your situation. The first pool is intended to be the first to be mobilized and so forth.

6. Appendix 6

- Insert name of City/Town
- In the order that you would use these resources:
 - i. A brief description of staffing resources
 - ii. How to mobilize that resource

7. Appendix 7

- Use this form to record supplies that your department might need in an emergency and where to obtain them

8. Appendix 8

- Insert relevant protocol materials for receiving SNS assets from the State or designated RSS agency