

**Annex One
To the Yakima Health District
Public Health Emergency Response Plan
(PHERP)**

**Strategic National Stockpile (SNS)
Mass Prophylaxis Dispensing Plan**

I. Purpose

This plan describes the process for requesting and dispensing the contents of the Strategic National Stockpile (SNS). The US Centers for Disease Control and Prevention (CDC) manage the SNS at the national level; the Washington State Department of Health (DOH) manages the SNS at the Washington State level, and the Yakima Health District manages the dispensing within Yakima County. The SNS is a cache of certain pharmaceuticals, vaccines, and medical supplies to assist states in their response to a localized biological or chemical terrorism event.

II. Policy

- A.** Yakima Health District will request deployment of the SNS from the Washington State DOH when the Yakima Health Officer or their authorized representative determines that it is necessary to protect the public health. (See Attachment 1, SNS Request Letter)
- B.** Within Yakima County, the following individuals may request the deployment of the SNS:
 - 1. Yakima County Board of County Commissioners
 - 2. Yakima Board of Health
 - 3. Yakima Health Officer, or designee
 - 4. Director, Office of Emergency Management
- C.** The State of Washington will request deployment of the SNS from CDC as soon as the Governor or his alternate (in consultation with state and local officials) determines that it is prudent to do so to protect the public health.
- D.** Within the State of Washington, only the Governor, the Lieutenant Governor, the Secretary of Health, or the State Health Officer may formally request the deployment of the SNS from the CDC.
- E.** Nothing in this plan should be construed as independent of or bypassing regular emergency management procedures. As such, the request for SNS deployment will be made from the Yakima Health Officer to the Governor of Washington via the Yakima

County Operational Area Emergency Operations Center (OA EOC) and the Washington State EOC.

- F.** Washington State DOH will be responsible for the following SNS activities:
 - 1.** Assess need for supplemental medications, vaccines, medical supplies, and equipment.
 - 2.** Formally request the SNS from federal authorities.
 - 3.** Receive and breakdown the SNS, repackage into unit doses, and affix labels.
 - 4.** Ship SNS elements to the point of dispensing (POD) locations designated by Yakima Health District
- G.** Yakima Health District will be responsible for the following SNS activities:
 - 1.** Request the SNS from Washington State DOH officials at the Washington State EOC.
 - 2.** Setup POD locations as the situation dictates.
 - 3.** Dispense medications and/or immunize the public.
 - 4.** Be responsible for, and manage SNS assets deployed to Yakima County.
- H.** Policies specific to the operations of PODs are identified in Tab F.

III. Assumptions

- A.** A request for deployment of the SNS will be accompanied by a declaration of a local “State of Emergency” and receipt of a mission/incident number from the Washington State EOC.
- B.** The SNS will need to support 225,000 people in Yakima County.
- C.** Any event necessitating deployment of the SNS may affect residents from multiple local jurisdictions. In fact, deployment of the SNS may be part of a statewide, national, or international response to a public health threat.
- D.** From the time Washington State DOH receives the SNS, it will take approximately 12-24 hours to distribute its contents to Yakima County POD sites.
- E.** Civil unrest may occur.

- F.** Additional supplies and logistical resources (beyond that available to Yakima Health District on a day-to-day basis) will be needed. Procurement of these resources will be coordinated through the Yakima County Operational Area EOC (OA EOC) in accordance with existing emergency logistics procedures.
- G.** A successful large-scale distribution of the SNS requires the involvement and participation of a wide-range of public organizations, businesses, and volunteers --- a community response.

IV. Limitations

- A.** Deployment of the SNS is dependent on an accurate and timely identification of the disease or bioterrorist agent that constitutes the public health threat.
- B.** Time is required to deliver the SNS to Yakima County, set up PODs, and staff the sites with qualified and trained personnel.
- C.** The number of medical personnel qualified to administer vaccine or dispense pharmaceuticals, and the number of available volunteers to perform support functions, will limit the rate at which the public is treated.
- D.** Yakima Health District lacks the staffing needed to operate all of PODs required to immunize or chemoprophylaxis all Yakima County residents.
- E.** The onset of disease may impact POD staffing.
- F.** Other disease response activities (e.g. epidemiological investigation, isolation and quarantine management) will limit the number of health district staff able to participate in SNS operations.
- G.** Maintaining the potency of SNS pharmaceuticals require they be stored at temperatures between 68 and 77 degrees F (with brief deviations between 59 and 86 degrees F). That means that during hot or cold weather, POD operations cannot be conducted outside.

V. Command and Control

- A.** Situations requiring the deployment of the SNS will be managed from the Yakima County Operational Area EOC (OA EOC) in accordance with existing emergency management procedures. Key players involved in the SNS deployment, and subsequent immunization or chemoprophylaxis operations (e.g. elected officials, health district, emergency management, law enforcement, fire, EMS, hospital, public works, and public transit authorities) will be represented at the OA EOC.
- B.** POD operations will be managed using the Incident Command System (ICS)/National Incident Management System (NIMS).

- C. During POD operations, the Yakima Health Officer, or designee, may participate in a unified command arrangement to provide professional medical advice concerning response activities needed to combat the disease.
- D. The Yakima Health District will be represented at the Yakima County Operational Area (OA EOC) by a liaison officer who can answer leadership's questions about the SNS plan and serve as an interface between the OA EOC and the PODs.
- E. The following resource sharing agreements are in place to support POD operations in Yakima County:
 - 1. *Agreement for Mutual Aid for Emergencies or Disasters in Yakima County*
 - 2. *Region 8 Health District Mutual Aid Agreement*

VI. Concept of Operations

- A. Yakima Health District will request deployment of the SNS as circumstances warrant. The decision-making process leading to that request is addressed in the Yakima Health District Comprehensive Emergency Planning, Public Health Emergency Response Plan, VI. Concept of Operations.
- B. The request for SNS deployment, while originating from Yakima Health District will be directed to the Governor of Washington via the Yakima County Operational Area EOC (OA EOC) and the Washington State EOC (Fax: (253) 512-7203). The Washington State EOC will ensure that the Governor and the Washington State DOH receive copies of the request letter. A template for the SNS request letter is at Attachment 1.
- C. Once the SNS has been requested, but prior to approval of SNS deployment, the Yakima Health District will work with the Yakima County Office of Emergency Management to:
 - 1. Provide staffing, logistical support, and transportation for the PODs.
 - 2. Coordinate crowd and traffic control.
 - 3. Coordinate transportation for staff and public.
 - 4. Coordinate trash, food, and sanitation needs.
 - 5. Coordinate with other Yakima County agencies involved in the emergency response.

- D.** Washington State DOH officials will take possession of the SNS and will distribute its elements further to the PODs specified by the Yakima Health District in its SNS request letter. Potential PODs in Yakima County are listed in Tab A, Dispensing Sites.
- E.** Depending upon the disease being addressed and the overall situation, the Local Health Officer, or designee, may decide to immunize or provide chemoprophylaxis for populations at risk or the entire population of Yakima County. In the event that populations at risk are treated, small to medium sized PODs appropriate to the geographic area will be activated. Should the entire population require treatment, a small number of high-capacity PODs may be activated. Potential PODs in Yakima County are listed in Tab A, Dispensing Sites.
- F.** Yakima Health District will staff its PODs in accordance with Tab B, POD Implementation.
- G.** Yakima Health District will procure equipment and supplies listed in Tab C (Equipment, Supplies, Signage) in accordance with existing Yakima Health District and Yakima County Operational Area EOC (OA EOC) procedures.
- H.** Yakima Health District will dispense SNS elements to the public in accordance with Tab B, POD Dispensing Implementation and Tab D (Immunization Clinic Operations). Special provisions will have to be made to treat individuals who cannot travel to POD sites (e.g. jail inmates, nursing home patients, shut-ins, disabled, etc.).
- I.** Health, medical, emergency responders and other designated essential personnel may receive their immunization or chemoprophylaxis before the general public in accordance with a prioritization determined by the Yakima Health Officer, or designee. Located in Tab B, POD Dispensing Implementation, Part Three: First Responder & City/County Essential Personnel Implementation Phase, are procedures for this operation.
- J.** Yakima County authorities will coordinate their activities via emergency management channels throughout the incident to ensure additional resources are allocated as required. Should the number of PODs need to be adjusted the Incident Commander will be notified and the OAEOC will be coordinating the effort to either increase or decrease the number or location of the PODs.
- K.** Labeling of Prescriptions
 - 1.** The Reception Storage, and Staging (RSS) facility operated by Washington State DOH will label SNS pharmaceutical prescriptions in accordance with State and Federal regulations. The majority of the information on the labels will be prepared at the RSS by DOH, and the State Health Officer will be identified as the prescriber.
 - 2.** Staff at the Yakima County PODs will need to annotate the patient's

name on the labels when they dispense the drug, or have the recipient write his or her name on the label.

- L.** The Name, Address, Phone, Health History (NAPH) Check In form will be used to track drugs and drug recipients. Forms will be completed by everyone who receives protective medicine, as well as by parents of underage children or authorized representatives of individuals unable to complete the forms. A template for the NAPH Check In Form is at Attachment 2. After checking in an entry will be made on the POD Log In Form to monitor numbers of POD registrants. A template for the POD Log In Form is at Attachment 3.
- M.** Security at the vaccination/prophylaxis clinics will be provided by local law enforcement and may be augmented by volunteer staff coordinated by the POD Security Chief.
- N.** Public information initiatives will be coordinated through the Joint Information Center (JIC), in accordance with existing Yakima County Joint Information Center Plan (See Attachment One of the Basic Plan.
- O.** All medical wastes will be disposed of following the guidelines provided by Washington State DOH.

 - 1.** All sharps will be disposed of in rigid sharps containers that will be sealed following use.
 - 2.** Appropriate medical waste will be “red-bagged,” and placed in watertight, puncture resistant containers for transportation.
 - 3.** Other wastes will be disposed of in the trash at the clinic site.
 - 4.** Medical waste will either be transported back to Yakima Health District for disposal in accordance with normal procedures, or a medical waste contractor will be contracted to provide special pick-up at the clinic site.
- P.** Termination of Operations. The decision to return to normal operations will be determined by the Yakima Health Officer, or designee, following consultation with the Executive/Decision Group in the OA EOC, local hospitals, health care professionals, and community partners on the status of the event that caused activation of the PODs.
- Q.** Procedures to be used in monitoring, recovering, and re-deploying the assets of the SNS are found in the Tab F.

- R.** Local officials have a responsibility to train staff, as appropriate, on the concepts and procedures contained in this plan and in relevant state and federal plans, which support this plan.
- 1.** Provisions for orientation and training of staff are covered in Tab E.
 - 2.** The Yakima Health District supported by Washington State DOH and regional training and educational staff, will develop a training plan and program to ensure Yakima Health District staff and other elements of the response community are aware of the concepts behind the plan and specific roles and responsibilities.
 - 3.** Because of limitations in Yakima Health District staff, most POD staff positions will be filled by volunteers. Yakima Health District will identify primary and alternate staff for the following positions to act as trainers for volunteers:
 - a.** Point of Dispensing Branch Director
 - b.** Logistics Group Supervisor
 - c.** Supply Team Leader
 - d.** Medical Records Team Leader
 - e.** Data Entry Team Leader
 - f.** Security Team Leader
 - g.** Human Resources Team Leader
 - h.** Operations Group Supervisor
 - i.** Triage Team Leader
 - j.** Education Team Leader
 - k.** Registration Team Leader
 - l.** Dispense Task Force Leader
 - m.** Checkout Team Leader
 - 4.** Effectiveness of training will be evaluated through periodic exercises and drills.

VII. Responsibilities

- A.** The Yakima Health District is the lead agency in Yakima County concerning SNS operations. The Yakima Health District is also responsible for a periodic review of this plan, training Dispensing and Immunization Clinic personnel, and exercising the plan.
- B.** Other Yakima County agencies will perform support functions as assigned in accordance with the *Yakima County CEMP* and the Operational Area Emergency Operations Center (OA EOC) procedures. Specific responsibilities include:
- 1.** Law enforcement will provide security and traffic control at POD sites.

2. Yakima County Sheriff's Office (Search and Rescue) will assist with traffic control, and may provide vehicles to transport equipment and supplies.
3. Office of Emergency Management will direct the Yakima County Operational Area EOC (OA EOC) and coordinate emergency response activities in accordance with existing procedures.
4. Public transit may support the transport of POD staff and public to/from POD sites. The City of Yakima has the only public transportation system. Public transit would be augmented by People-for-People, school buses, if required.
5. Fire Services and Department of Emergency Medical Services (EMS) may support POD operations, as required.

VIII. Supporting Documents

Attachments

- Attachment 1—SNS Request Letter
- Attachment 2—NAPH Check In Form
- Attachment 3—POD Log In Form
- Attachment 4 – Job Action Sheets
- Attachment 5 – Just in Time Training

Tabs

- Tab A, Dispensing Sites (Points of Dispensing--POD)
- Tab B, POD Dispensing Implementation
- Tab C, POD Equipment, Supplies, Signage
- Tab D, POD Immunization Site Operations
- Tab E, EOC Checklists (under development)
- Tab F, Policies

Attachment 1
SNS Request Letter

[LETTERHEAD, AS APPROPRIATE]

[INSERT DATE]

From: [INSERT AUTHORITY WITHIN THE JURISDICTION AUTHORIZED TO REQUEST THE SNS]

To: Governor, State of Washington

Via: Washington State Emergency Operations Center

Dear Governor [INSERT NAME OF CURRENT GOVERNOR],

1. Yakima County is currently responding to an outbreak of **[INSERT DISEASE/BIOTERRORIST AGENT]**. The Washington State Emergency Operations Center (EOC) has assigned mission number **[INSERT MISSION/INCIDENT NUMBER]** to this incident. Request deployment of the Strategic National Stockpile (SNS) to Yakima County to combat the outbreak.
2. Pharmaceuticals and associated supplies are needed to **[IMMUNIZE/CHEMOPROPHYLAX]** **[INSERT TOTAL NUMBER OF INDIVIDUALS TO BE TREATED]**. Specific items needed include:
 - a. **[INSERT SPECIFIC DRUGS AND SUPPLIES NEEDED]**
 - b. **[INSERT SPECIFIC DRUGS AND SUPPLIES NEEDED]**
 - c. **[INSERT SPECIFIC DRUGS AND SUPPLIES NEEDED]**
3. Please deliver the SNS materials to the following POD site(s):
 - a. **[INSERT NAME OF POD & NUMBER OF DOSES REQUIRED AT THAT SITE]**
 - b. **[INSERT NAME OF POD & NUMBER OF DOSES REQUIRED AT THAT SITE]**
 - c. **[INSERT NAME OF POD & NUMBER OF DOSES REQUIRED AT THAT SITE]**
4. This activity is being managed through the Yakima County Operational Area Emergency Operations Center (OA EOC), which can be reached at 509.574.1900 and FAX 509.574.1901.

Sincerely,

[INSERT SIGNATURE BLOCK FOR ENTITY MAKING THE REQUEST]

Copy to:
Washington State Department of Health

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Attachment 2
NAPH Check In Form

NAPH CHECK IN
Yakima Health District

FILL OUT to receive your medicine. Please print.

Your address:	Your home phone:	Your cell/other phone:
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Provide information for yourself and each individual for whom you are picking up medicine. Use additional forms for larger family size.

	You	Individual 2	Individual 3
1) The medicine is for: Last Name, First, Middle Initial			
2) Age			
3) Weight (If under 100 pounds)			
4) Is the individual ALLERGIC to any medication? List: _____ _____ _____	please circle Yes No Don't Know	please circle Yes No Don't Know	please circle Yes No Don't Know
5) Is the individual ALLERGIC to anything else? List: _____ _____ _____	Yes No Don't Know	Yes No Don't Know	Yes No Don't Know
6) Is the individual PREGNANT or BREASTFEEDING?	Yes No Don't Know	Yes No Don't Know	Yes No Don't Know
7) Is the individual on KIDNEY DIALYSIS?	Yes No Don't Know	Yes No Don't Know	Yes No Don't Know
8) Is the individual TAKING any medication? List: _____ _____ _____	Yes No Don't Know	Yes No Don't Know	Yes No Don't Know

TO BE COMPLETED BY STAFF ONLY

Dispensing Staff Only:

Indicate in box if "Adult Standard" or indicate dose in child.		You	Individual 2	Individual 3
Adhere label.				

DISPENSING INFORMATION (Nurse, Physician, Pharmacist, Dentist)

- mg BID x 10 days or ___ mg PO x ___ days Rx #: _____ Lot # _____ Quantity _____
- mg BID x 10 days or ___ mg PO x ___ days Rx #: _____ Lot # _____ Quantity _____
- mg BID x 10 days or ___ mg PO x ___ days Rx #: _____ Lot # _____ Quantity _____
- mg BID x 10 days or ___ mg PO x ___ days Rx #: _____ Lot # _____ Quantity _____

RN, MD

Dispensed By: _____ R.Ph DMD Date ___ / ___ / ___

Additional Information Given to Patient: Disease Info Drug Info Physician Referral Primary Provider Notice

Refill Information

- mg BID x 10 days or ___ mg PO x ___ days Rx #: _____ Lot # _____ Quantity _____
- mg BID x 10 days or ___ mg PO x ___ days Rx #: _____ Lot # _____ Quantity _____
- mg BID x 10 days or ___ mg PO x ___ days Rx #: _____ Lot # _____ Quantity _____
- mg BID x 10 days or ___ mg PO x ___ days Rx #: _____ Lot # _____ Quantity _____

RN, MD

Dispensed By: _____ R.Ph DMD Date ___ / ___ / ___

INFORMED CONSENT

I, _____, am seeking medication in accordance with the recommendations of the Yakima Health District (YHD). I have received and read the information sheets about the disease and medication. The risk and benefit of the use of antibiotics to prevent disease has been explained to me.

- I consent to the treatment prescribed
- I do not consent to the treatment prescribed.

 Signature (Self or Guardian) _____
 (Date)

 Witness (Printed Name/Signature) _____
 (Date)

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Tab A

Dispensing Sites (Points of Dispensing)

The number of dispensing sites and how they are staffed will depend on the nature of the event for which the SNS is needed. For a small scenario, only one site may be used. Additional sites will be activated according to the numbers and location of people requiring prophylaxis. The Yakima Health District has determined that public high schools will be designated as primary central dispensing sites (PODs); alternate central dispensing sites (PODs) will be public meeting venues such as civic centers, etc.; and finally, dispensing prophylaxis to special population centers such as Adult Family Homes and correctional facilities.

A. Dispensing prophylaxis to general public central dispensing sites:

All primary and alternate dispensing sites are listed beginning on page 17 of this annex. Use of primary and alternate sites will depend on site availability, current threat, anticipated load, transportation and parking accessibility, and proximity to medical treatment facilities. Optional dispensing sites could be existing clinic and/or doctor's offices that might become sites.

The selection of process can be collapsed or expanded as necessary to increase or decrease the flow of people through the dispensing site. If waiting times become long, additional briefing lines will be set up to occupy people as they wait.

To achieve dispensing venues, the following criteria are recommended:

1. Dispense antibiotics to at least 100-150 people per hour utilizing four dispensing stations.
2. Be capable of a least 4 dispensing stations per dispensing venue (POD)
3. Safely and successfully dispense antibiotics at least 3,000 people in a 48-hour time period by operating at least 12 hours per day for two days.
4. Be capable of repeating the dispensing operations on at least three separate occasions in order to provide the antibiotics required to achieve up to 60 days of treatment for each exposed person.

B. Dispensing prophylaxis to special population facilities:

The Yakima Health District has determined that this public requires top priority due to residents identified with the following care issues: specialty dementia, elderly, wheel chair, respite, specialty mental health, and specialty developmental disability. Special population center facilities are listed beginning on page 18 of this annex.

1. There are a number of populations that are unable or unlikely to come to the central dispensing sites. These include:
 - a. Residents of nursing homes and large assisted living facilities
 - b. Residents of other types of assisted living residences, such as group homes for the elderly and developmentally disabled, residential addiction treatment programs, and adult and

- foster care programs.
 - c. People who are homebound
 - d. The homeless
 - e. Undocumented aliens
 - f. Hospital patients
 - g. Detention Centers and Jails
 - h. Home health care patients
2. In the event of a health emergency, medical supplies may also have to be delivered to these populations. Points of contact will be used by Yakima Health District to incorporate following populations into the dispensing plan:
- a. Nursing homes
 - b. Assisted living residences
 - c. Community residence facilities (CRFs)
 - d. Group homes and facilities,
 - e. Homeless

C. Dispensing prophylaxis to First Responders & Essential Personnel:

First Responders & Essential Personnel POD sites are listed on page 28 of this annex.

Yakima County has approximately 3,725 essential personnel, such as law enforcement, fire fighters, health and health care, elected officials, and EM personnel that Yakima County will be relying on in the event of a public health emergency. Yakima County must be able to provide these personnel and their families with emergency prophylaxis during a health emergency to ensure that essential personnel can adequately perform their duties. Total number of essential personnel and families is approximately 13,000.

D. Hospital Pharmaceutical Caches

Hospitals are caching for their medical and ancillary employees and families for doxycyclene and ciprofloxacin. Hospitals are at Phase II of a Hospital Bioterrorism Preparedness Program - Pharmaceutical Cache Plan. As of April 1, 2007 orders have been placed for some of the hospitals. The continuity of this program is dependent upon grant funds and these medications can expire without re-supply. If possible, pharmacy-based surge cache(s) developed by the Health Resources and Service Administration awardees should be within the stock rotational capacity of the participating pharmacies to prevent shelf-life expiration of the contents. Protocols must be developed and completed by each hospital internally for this supply and program.

1. General Public (Primary) Central Dispensing Sites (PODs)—Public Schools

Public Schools	Location	Point of Contact/ Telephone Number	MOU Signed?
East Valley High School	1900 Beaudry Rd., Yakima 98901	John Schieche / Mike Messenger	Yes
Grandview High School	1601 W. Fifth St., Grandview 98930	Kevin Chase / Brad Shreeve	Yes
Granger High School	315 E. Mentzer, Granger 98932	Tim Dunn / Rick Rinehold	Yes
Highland High School	17000 Summitview Rd., Cowiche 98923	Gary Masten / Dean Schlenker	Yes
Mabton High School	500 E. B St., Mabton 98935	Sandra Pasiero-Davis / Bill Roettger	Yes
White Swan High School	621 Signal Peak Rd., White Swan 98952	Mary Hall / Wayne Kosik	Yes
Naches Valley High School	101 W. Fifth St., Naches 98937	Rick Winters / Richard Rouleau	Yes
Selah High School	801 N. First St., Selah 98942	Larry Parsons / Jerry Holsten	Yes
Sunnyside High School	1801 E. Edison, Sunnyside 98944	Ruben Carrera / John Hughes	Yes
Toppenish High School	141 Ward Rd., Toppenish 98948	Stephen Myers / Walt Wegener	Yes
Wapato High School	1103 S. Wascoe Ave., Wapato 98951	Art Edgerly / Terry Smith	Yes
West Valley High School	9206 Zier Rd., Yakima 98908	Peter Ansingh / Tom Fleming	Yes
Davis High School	212 S. 6 th Ave., Yakima 98902	Benjamin Soria / Bob Stanley	Yes
Eisenhower High School	702 S. 40 th Ave., Yakima 98908	Benjamin Soria / Jim Wright	Yes
Zillah High School	1602 2 nd Ave., Zillah 98953	Kevin McKay / Mike Torres	Yes

2.A General Public (Alternate) Central Dispensing Sites (PODs)—Public Facilities

Public Facilities	Location	Point of Contact/ Telephone Number	MOU Signed?
State Fair Park	1301 S. Fair Ave., Yakima	Greg Lybeck	Yes
Selah Civic Center	216 S. 1 st St., Selah	Cassie Deatherage	Yes
Sunnyside Community Center	1521 S. 1 st St., Sunnyside	Joan Niemeyer	Yes
Wapato Youth Center	1009 Camas, Wapato	Juan Orozco	No
Ahtanum Youth Park	1000 Ahtanum Rd., Union Gap	Mark Schmitt	No
Grandview Senior Center	401 W. 2 nd St., Grandview	Mike Carpenter	Yes

2.B General Public (Alternate) Central Dispensing Sites (PODs)—Clinics

Clinics	Location	Point of Contact/ Telephone Number
<u>Yakima Valley Farm Workers Clinic</u> Grandview Medical Clinic	1000 Wallace Way, Grandview	509.882.3444
Granger Medical Clinic	111 Main St, Granger	509.854.2772

Naches Medical Clinic	102 E. 2nd St. Naches, 98937	509.653.2235
Selah Family Medicine	202 W. Naches Ave, Selah, 98942	509.697.5511
Mid-Valley Community Clinic	700 E. Eleventh St., Sunnyside, 98944	509.839.6822
Yakima Neighborhood Health Services	641 E. Edison, Sunnyside, 98944	509.837.8200
<u>Yakima Valley Farm Workers Clinic</u> Toppenish Medical Clinic	518 W. 1st Ave, Toppenish	509.865.5600
Mid-Valley Family Medicine	620 W. First Street, Wapato	509.877.4111
Access Family Medicine	3003 Tieton Dr. Ste. 210, Yakima, 98902	509.249.5180
Apple Valley Family Medicine	1020 South 40th Ave, Yakima, 98908	509.965.1035
Central Washington Family Medicine	1806 W. Lincoln Ave, Yakima	509.452.4520
Cornerstone Medical Clinic	402 South 12th Ave., Yakima, 98902	509.248.3263
Family Health Network	210 South 11th Ave, Yakima	509.469.6305
Family Medicine of Yakima	504 North 40th Ave, Yakima, 98908	509.966.9480
Terrace Heights Family Physicians	2501 Business Lane, Yakima	509.575.4800
<u>Yakima Valley Farm Workers Clinic</u> Yakima Medical Clinic	602 E. Nob Hill Blvd, Yakima	509.248.3334
Yakima Medical Clinic	310 Holton Ave, Yakima, 98902	509.452.2508
Yakima Neighborhood Health Services	12 South 8th St, Yakima	509.454.4143
Yakima Pediatrics	314-A S. 11th Ave, Yakima	509.575.0114
Larry Do Lefors Clinic	618 Railroad Ave., Zillah, 98953	509.829.5221

3. Dispensing Prophylaxis to Special Population Facilities (Updated 8/23/07)

Grandview

Adult Family Home	Total Beds	Specialty Care	Point of Contact
Simple Comforts 700 North Third Street, 98930	4	Specialty dementia, elderly, wheel chair, specialty developmental disability	Kathy Menshaw (509) 882-15076
Tayons AFH 880 Stover Rd. 98930	6	Specialty dementia, elderly, wheel chair, respite, specialty mental health	Opal Tayon (509) 882-4949
Group Homes/Residence Centers	Total Beds	Specialty Care	Point of Contact
Orchard House 2001 W 5 th Street	28	90% occupancy	Ask for Administrator (509) 882-4400
Grandview Healthcare Center 912 Hillcrest St	60	100% occupancy	David Lamb (509) 882-1200
Detention Centers/Jails	Total Beds	Specialty Care	Point of Contact
Grandview Jail	20		Armando Martinez (509) 882-2000

Mabton

Adult Family Home	Total Beds	Specialty Care	Point of Contact
Rosa's Adult Family Home 817 S 6 th St 98935	4	Specialty dementia, elderly, respite, specialty mental health	Rosa Bonewall (509) 894-4786

Moxee

Adult Family Home	Total Beds	Specialty Care	Point of Contact
Our Country Home 11104 Postma Road 98936	6	Specialty dementia, elderly, respite, specialty mental health, specialty developmental disability	Penny Bailey (509) 248-8215

Naches

Group Homes/Residence Centers	Total Beds	Specialty Care	Point of Contact
Gleed Orchard Manor 30 Link Rd	30	85% occupancy	Ask for Head Nurse (509) 966-5880

Selah

Adult Family Home	Total Beds	Specialty Care	Point of Contact
Hartman AFH 121 Emerald Acres Dr. 98942	4	Specialty dementia, elderly, specialty mental health, specialty developmental disability	Judy Hartman (509) 697-5638
Group Homes/Residence Centers	Total Beds	Specialty Care	Point of Contact
Riverview Manor 555 E. Goodlander Rd	60	85% occupancy	Ask for Head Nurse (509) 697-3333
Selah Convalescent Inc. 203 W. Naches Ave	39	100% occupancy	Carol Hyatt (509) 697-8503
Yakima Valley School	160		Tammy Winegar (509) 698-1245

Sunnyside

Adult Family Home	Total Beds	Specialty Care	Point of Contact
Pleasant Valley Adult Family Living 1310 Scoon Rd. 98944	6	Specialty dementia, elderly, wheel chair, respite	Kathleen Paul (509) 839-3338
Group Homes/Residence Centers	Total Beds	Specialty Care	Point of Contact
Community Living 700 E. Edison	19	100% occupancy	Ask for Director (509) 839-3099
Hillcrest Manor 721 Otis Ave	66	85% occupancy	Mary Arthur (509) 837-2122
Just Like Home Resident Care 906 North Ave	11	90% occupancy	Laura (509) 839-4663

Sun Terrace Assisted Living 907 Ida Belle St.	96	95% occupancy	Rebecca (509) 839-0579
Sunnyside Housing Authority Group Home 908 North Avenue	6	100% occupancy	Tammy (509) 839-3433
Detention Centers/Jails	Total Beds	Specialty Care	Point of Contact
Sunnyside Jail	87		Phil Schenck (509) 837-2120

Tieton

Group Homes/Residence Centers	Total Beds	Specialty Care	Point of Contact
Orchard Lane Retirement Apts 501 Orchard Ln	17	100% occupancy	Ask for Manager (509) 673-2425

Toppenish

Group Homes/Residence Centers	Total Beds	Specialty Care	Point of Contact
Toppenish Nursing and Rehab Center 802 W 3 rd Ave	90	60% occupancy	Arnold Schoenmoser (509) 865-3955
Detention Centers/Jails	Total Beds	Specialty Care	Point of Contact
Toppenish Jail	52		Kelly Rosenow (509) 865-4355

Union Gap

Group Homes/Residence Centers	Total Beds	Specialty Care	Point of Contact
Parkside Nursing Care Center 308 W Emma St	81	90% occupancy	Dawn Newschwander (509) 248-1985

Wapato

Adult Family Home	Total Beds	Specialty Care	Point of Contact
Emerald Court AFH, Inc. 211 N. Ahtanum Ave. 98951	6	Specialty dementia, elderly, wheel chair, respite, specialty developmental disability	James Harwood (509) 877-7777
Nakwtkwanin Adult Family Home 3630 Progressive Road 98951	6	Specialty dementia, elderly, wheel chair, respite, specialty mental health, specialty developmental disability	Linda Carson (509) 877-6600
Group Homes/Residence Centers	Total Beds	Specialty Care	Point of Contact
Emerald Care 209 N Ahtanum Ave	82	85% occupancy	Kelly Hoon (509) 877-3175
Detention Centers/Jails	Total Beds	Specialty Care	Point of Contact
Wapato Jail	55		Richard Sanchez (509) 877-4275

Yakima

Adult Family Home	Total Beds	Specialty Care	Point of Contact
A Part of the Family Too 412 Warrior Rd. 98901	6	Respite, specialty developmental disability	Lisa Dixon (509) 469-8157
Among Friends 1212 S. 5 th Ave. 98902	6	Registered Nurse, specialty dementia, elderly, wheel chair, respite, specialty mental health	Lora Gadsden (509) 454-9234
Angel Cottage Adult Family Home 509 N. 57 th Ave 98908	4	Specialty dementia, elderly, wheel chair, respite	Rebecca Rutz (509) 972-2544
Angel House AFH 5704 Douglas Dr. 98908	6	Specialty dementia, elderly, wheel chair, respite, specialty developmental disability	Rebecca Rutz (509) 972-0416
Apple Creek 525 W. Washington 98903	6	Specialty dementia, elderly, wheel chair, respite, specialty mental health	Diep Miller (509) 248-2809
Apple Creek 517 W. Washington 98903	6	Specialty dementia, elderly, wheel chair, respite, specialty mental health	Diep Miller (509) 248-2809

Apple Creek 521 W. Washington 98903	6	Specialty dementia, elderly, wheel chair, respite, specialty mental health	Diep Miller (509) 248-2809
Apple Creek 513 W. Washington 98903	6	Specialty dementia, elderly, wheel chair, respite, specialty mental health	Diep Miller (509) 248-2809
Betty Miller AFH 910 N. Naches Ave. 98901	1	Elderly	Betty Miller (509) 248-4660
Carol's Country Touch 1520 S. 32 nd Ave. 98902	6	Specialty dementia, elderly, wheel chair, respite, specialty mental health, specialty developmental disability	Carol Winters (509) 575-6593
Covenant House 226 S. 16 th Ave. 98902	6	Specialty dementia, elderly, wheel chair, respite, specialty mental health,	Delbert Miles (509) 453-1301
Deaver Adult Foster Home 1213 Pleasant Ave. 98902	5	Elderly, respite, specialty developmental disability	Loretta Deaver (509) 453-1564
Ella Rosas Adult Family Home 302 North 9 th Street 98901	6	Specialty dementia, elderly, respite, specialty mental health, specialty developmental disability	Leanna McDaniels (509) 577-8369
Ellen House 616 S. 30 th Ave. 98902	6	Specialty dementia, elderly, wheel chair, respite, specialty mental health	Cynthia Clark (509) 453-9459
Foresyth Place 408 N. 55 th Ave. 98908	6	Specialty dementia, elderly, wheel chair, respite, specialty mental health, specialty developmental disability	Janice Foresyth (509) 972-0965
Gasseling House 905 Beaudry Rd. 98901	6	Specialty dementia, elderly, respite	Lucy Gasseling (509) 248-8584
Harmony House AFH 1501 S. 6 th Ave. 98902	6	Specialty dementia, elderly, wheel chair, respite, specialty mental health, specialty developmental disability	Cora Braten (509) 249-0867
Hawthorn North 1608 D Drake Court 98902	6	Specialty dementia, elderly, respite	John Reese (509) 952-5251
Hawthorn South 1608 C Drake Court 98902	6	Specialty dementia, elderly, specialty developmental disability	John Reese (509) 457-3479

Holbrook North 1700 Cedar Hill Ct #A 98902	6	Specialty dementia, elderly, respite	John Reese (509) 452-8477
Holbrook South 1700 Cedar Hill Ct #B 98902	6	Specialty dementia, elderly, respite, specialty developmental disability	John Reese (509) 249-2979
Home Fires Adult Family Home 600 South 83 rd Avenue 98902	6	Specialty dementia, elderly, wheel chair, respite, specialty developmental disability	Ruth Bosch (509) 966-0230
Juttas AFH 1006 S. 49 th Ave. 98908	5	Specialty dementia, elderly, respite, specialty mental health, specialty developmental disability	Jutta Williams (509) 966-8401
Lincoln House Adult Family Home 4605 W Lincoln Ave 98908	6	Specialty dementia, elderly, wheel chair	Matthew Rutz (509) 966-2874
Lola Kay 402 S 16 th Ave 98902	6	Specialty dementia, elderly, wheel chair, respite	Cheryl Miles (509) 453-0407
Loves Adult Family Home 7924 Englewood Crest Dr. 98908	6	Specialty dementia, elderly, wheel chair, respite, specialty developmental disability	Koreen Perry (509) 972-4084
Margaret Gutierrez AFH 1011 S 21 st Ave 98902	5	Elderly, respite	Margaret Gutierrez (509) 574-8763
Milligan House 3504 Stanton Rd 98903	6	Specialty dementia, elderly, respite, specialty developmental disability	John Reese (509) 966-5478
Miranda Care 601 N 39 th St 98901	6	Specialty dementia, elderly, wheel chair, respite, specialty mental health, specialty developmental disability	Nicole Reese (509) 577-0423
Oakridge North 1608 B Drake Court 98902	5	Specialty dementia, elderly, respite, specialty mental health	John Reese (509) 469-2764
Petey's Place 315 N. 9 th St 98901	6	Specialty dementia, elderly, wheel chair, specialty developmental disability	Premetra Williams (509) 454-7996

Reese's Residential Care AFH 9618 Mieras Rd 98901	5	Specialty dementia, elderly, respite, specialty mental health, specialty developmental disability	Tami Reese (509) 248-7230
Robin Guthrie AFH 12971 Cottonwood Canyon 98908	5	Elderly, respite, specialty developmental disability	Robin Guthrie (509) 965-3357
Rockenfield North 1701 A Cedar Hills Ct 98902	6	Specialty dementia, elderly, wheel chair, respite	John Reese (509) 454-4544
Rockenfield South 1701 B. Cedar Hills Ct 98902	6	Specialty dementia, elderly, wheel chair, respite	John Reese (509) 576-8692
Serenity West AFH 2208 Lila Ave 98902	6	Specialty dementia, elderly, wheel chair, specialty mental health	Doni McVey
Shirley's Place 1503 Cherry Ave 98902	4	Specialty dementia, elderly, wheel chair	Shirley Bush (509) 457-0266
Skyland Manor 6833 Logan Ave 98903	4	Specialty dementia, elderly, specialty mental health	Francis Smith (509) 966-2227
Terry's Home 502 N 62 nd Ave 98908	5	Specialty dementia, elderly, wheel chair, specialty mental health	Terry Wren (509) 965-8340
The Meadows 1301 Rock Ave 98902	6	Specialty dementia, elderly, wheel chair, respite	Dorothy Edgerly (509) 225-6942
Viola Home 804 W Viola Ave 98902	6	Specialty dementia, elderly, respite, specialty mental health, specialty developmental disability	Karen Jensen (509) 573-9470
Wetherell Adult Home Home 505 S 96 th Ave 98908	5	License Practical Nurse, specialty dementia, elderly, specialty mental health	Darla Wetherell (509) 965-0905
Your Home With Us 1609 Browne Ave 98902	5	Specialty developmental disability	Carla Scull (509) 249-5589

Group Homes/Residence Centers	Total Beds	Specialty Care	Point of Contact
Alterra Wnywood 4100 Englewood Ave	82	100% occupancy	Inez (509) 965-0111
Arbor House 3706 Kern Road	20	95% occupancy	Margo (509) 452-0629
Blossom House 5100 W Nob Hill Blvd	52	97% occupancy	Ask for Administrator (509) 972-7862
Central Washington Comprehensive Mental Health 202 N 7 th Street	12		
Chandler House 701 N 39 th Ave	36	75% occupancy	Tina Vessy (509) 248-1007
Chesterley Court Memory Care 1100 N 35 th Ave	16	50% occupancy	Phyllis Green (509) 452-1010
Chesterley Meadows 1100 N 35 th Ave	80	80% occupancy	Phyllis Green (509) 452-1010
Cottage at Highgate House 5605 W Chestnut Ave	15	90% occupancy	Mary Jane (509) 972-4141
Community Living 421 S 47 th Ave	49	100% occupancy	Ask for Director (509) 966-2650
Crescent Convalescent Ctr 505 N 40 th Ave	93	93% occupancy	Molly Foster (509) 248-4446
Englewood Garden Apts 3601 Fairbanks Ave	53	80% occupancy	Margo (509) 575-1919
Englewood Heights Retirement Vlg 3710 Kern Way	60	90% occupancy	Margo (509) 452-5822
Garden Village 206 S 10 th Ave	95	95% occupancy	Doug Bault (509) 453-4854
Good Samaritan Health Care Center 702 N 16 th Ave	105	98% occupancy	Kay Traube (509) 248-5320
Heritage Grove 115 N 10 th St	97	100% occupancy	Kylle Fish (509) 248-4173
Highgate House Senior Living 5605 W Chestnut Ave	60	95% occupancy	Mary Jane (509) 972-4141
Hillcrest At Summitview 3803 Summitview Ave	39	90% occupancy	Eileen (509) 965-5246

Landmark Care Center 710 N 39 th Ave	93	95% occupancy	Gloria Dunn (509) 248-4102
Living Care Retirement Cmnty 3803 Summitview Ave	81	95% occupancy	Carleen (509) 965-5269
Living Care Retirement Cmnty 215 N 40 th Ave	84	95% occupancy	Carleen (509) 965-5260
Orchard Park Retirement 620 N. 34 th Ave	99	95% occupancy	Mike Meecus (509) 575-0095
Peach Tree Retirement Center 2800 W. Viola Ave	55	95% occupancy	Sharon (509) 248-1766
Ponderosa Retirement Apts. 3300 Englewood Ave	63	75% occupancy	Ask for Manager (509) 453-1366
Renaissance Care Center 4007 Tieton Dr	75	95% occupancy (Renamed Willow Springs Care)	Neal Asper (509) 966-4500
Ridgeview Group Home 1726 Jerome Ave	14	35% occupancy	Ask for Administrator (509) 575-2736
Samaritan House 704 N 16 th Ave	30	100% occupancy	Ask for Administrator (509) 453-6357
Summitview Healthcare Center 3801 Summitview Ave	78	95% occupancy	Dennis Malgesini (509) 965-5246
Sun Tower Assisted Living 6 N 6 th St	37	90% occupancy	Ask for Administrator (509) 248-3191
Tender Care 3303 Gregory Ave	4	75% occupancy	Ask for Manager (509) 248-0840
Yakima Manor 9 S 9 th Ave	19	95% occupancy	Ask for Head Nurse (509) 575-0954
Developmental Disabilities Treatment Centers (DSHS)	Total Beds	Specialty Care	Point of Contact
EPIC Youth Residential Facility	24		(509) 248-3950
Triumph Treatment Center			(509) 248-1800
Connections 110 S Naches	49		
My Brothers House 701 N 3rd	9		

Parkway Place 9 S Naches	19		
Reil House 613 Superior Lane	16		(509) 575-4810
Sage House 1408 W Yakima Ave	10		
Sundown M Ranch 2280 State Route 821			(509) 457-0990
Family Facility	96		
Youth Facility	60		
Yakima Human Services 401 South 5 th Ave	15	100% occupancy	(509) 453-2900
Detention Centers/Jails	Total Beds	Specialty Care	Point of Contact
Yakima City Jail	78		Rod Light (509) 575-6200
Yakima County Main Complex	850		Steve Robertson (509) 574-2110
Yakima County Restitution Center	150		Steve Robertson (509) 574-1700
Yakima County Juvenile Detention	50		Milt Ewing (509) 574-2110

Zillah

Group Homes/Residence Centers	Total Beds	Specialty Care	Point of Contact
James Oldham Treatment Center 201 Highland Dr	30		

4. Dispensing Prophylaxis to First Responders & Essential Personnel

POD Site— First Responders & Essential Personnel	Location	Point of Contact
Cowiche Fire Department	31 Cowiche City Road	Sam Glanzer – 509-678-4168
Tieton Fire Department	19911 Summitview Road	Gary Weaver – 509-673-2051
Selah Fire Department	206 W. Freemont	Jerry Davis – 509-698-7311
Naches Fire Department	102 Naches Avenue	Dan Mansfield – 509-653-2380
East Valley Fire Dept.	2003 Beaudry Road	John Gay - 509-457-8615
Yakima County Fire Dist.	717 1st Avenue	Brian Vogel – 509-829-5111
Gleed Fire Department	81 N. Gleed Road	Jim Kohl – 509-965-8345
Naches Heights Fire Dept.	5000 Naches Heights Road	Chris O’dell – 509-965-7292
West Valley Fire Dept.	10000 Zier Road	Dave Leitch – 509-966-3111
Nile Fire Department	14550 State Route 410	Derek Newton – 509-658-2445
Union Gap Fire Dept.	107 W. Ahtanum Road	Tom Kehm – 509-452-6706
Yakima Fire Dept.	401 N. Front Street	Charlie Hines 509-575-6060
Grandview Fire Dept.	207 W. 2nd Street	Patrick Mason – 509-882-9224
Granger Fire Dept.	102 Main Street	Kenneth Shipman – 509-865-4202
Harrah Fire Dept.	11 East Pioneer Street	Terry Carter – 509-574-2500
Mabton Fire Department	315 North Street	Luke Cussins – 509-894-4096
Sunnyside Fire Dept.	513 S. 8th Street	Aaron Markham – 509-836-6400
Toppenish Fire Dept.	514 W. 2nd Avenue	Tim Smith – 509-865-4355
Wapato Fire Department	205 Frontage Road	Santos Valdez – 509-877-7146
Zillah Fire Department	111 7th Street	Dan Hargroves – 509-829-3760

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Tab B POD Implementation

The purpose of the implementation phase is to triage, register, and dispense antibiotics to persons who have had an exposure to a communicable disease.

The implementation phase is supported by venue-specific administrative functions.

Part One: General Population (Primary and Alternate Sites) Implementation Phase

All primary and alternate dispensing sites are listed in Tab A. Use of the primary and alternate sites will depend on site availability, current threat, anticipated load, transportation and parking accessibility, and proximity to medical treatment facilities.

Section One: On-Site Command Functions

The following command functions will be required at each site. We include security that should be posted at specific stations. Total security requirements for each dispensing site will be determined by OA EOC Law Enforcement Mutual Aid Coordinator. The total at the bottom of the table is the number of dispensing staff that must be provided.

Function	Staff Position	Number per shift
Commander	Point of Dispensing Branch Director	1
Deputy	Point of Dispensing Branch Deputy Director	1
Logistics	Logistics Group Supervisor	1
Supply	Supply Team Leader	1
Medical Records	Medical Records Team Leader	1
Data Entry	Data Entry Team Leader	1
Security	Security Team Leader	1
Human Resources	Human Resources Team Leader	1
Operations	Operations Group Supervisor	1
Triage	Triage Team Leader	1
Education	Education Team Leader	1
Registration	Registration Team Leader	1
Dispensing Operation	Dispense Task Force Leader	1
Health Screening	Health Screening Team Leader	1
Dispensers	Dispensing Team Leader	1
Dispensing Support	Dispensing Support Team Leader	1
Checkout	Checkout Team Leader	1

We did not include translators in the staff listed above. Additional language support staff may be needed if there are not sufficient multilingual dispensing staff members.

Section Three: Duties and Training for POD Functions

See Attachment One and Two for Job Action Sheets and Just in Time Training Associated with these positions and personnel under this command structure.

Section Four: Dispensing Procedure (See Tab D for Site Operations)

In this section, we include a general dispensing procedure for a non-contagious scenario. Reference page 42 Dispensing Site Layout. This diagram will be adapted by the Operational Area EOC for use at the other dispensing sites.

There are four main sections in the dispensing process. The process can be collapsed or expanded as necessary to increase or decrease the flow of people through the dispensing site. The counseling and briefing process will be shortened if it is necessary to increase the flow of people through the site. If waiting times become long, additional briefing areas will be set up to occupy people as they wait (this approach worked well during the postal worker prophylaxis).

1.0 Public Arrive At Dispensing Site

1.1 Public Arriving

- Signs will be posted to direct people to the education area.
- Security guards will be posted for crowd control.
- General information sheets will be handed out.
- People will be directed to the next station.

1.2 Initial Triage

The purposes of triage are as follows:

- Identify people who need special assistance while moving through the regular dispensing line
- Physical disability that may slow down line
- Non-English speakers or other situation in which communication may be challenged
- Identify ill people and send them to the sick station
- Provide the public with sufficient information to determine if they have had an exposure requiring antibiotic chemoprophylaxis.
- Begin the education about antibiotic chemoprophylaxis, specifically the names of antibiotics, the risks of these drugs, and the duration of treatment that will be necessary to provide complete chemoprophylaxis

1.2.1 Functional Layout of Triage

- There should be signage at the initial triage station and just outside the entrance that describes what is an exposure and why it is important to receive antibiotics only if there has been an exposure.
- There should be a security guard stationed at the entrance.
- There should be one set up of a table and appropriate number of chairs to accommodate the needs of the initial triage staff. Plan for one triage desk for each 4

dispense lines.

- Clear access to special needs assessment, sick assessment, and education area.
- EMT personnel will do an initial assessment and separate the symptomatic and asymptomatic patients.
- RN or MD will perform a basic health exam on the symptomatic patients and determine whether they need to be transported to a treatment facility.
- EMT/B personnel will transport patients via ambulance or bus to the treatment facility.
- People will be directed to the next station.

1.2.2 Education Area

- Chairs are needed for citizens to sit and complete the consent/registration form or read materials. Chairs should not block access to registration station.
- General information is presented and questions are answered.
- Public are given NAPH Form to fill-out
- Two to four stations will be set up to offer private counseling for patients with certain conditions or special needs.
- Security guards may need to be posted for crowd control.
- People will be directed to the next station.

1.3 Possible Supporting Materials

- Forms-English and other language versions as possible
- Emergency Antibiotic Treatment Records and Consent Forms
- Disease fact sheets
- Maps to alternate dispensing locations
- Megaphones to make announcements to groups
- Pens, clipboards
- Laminated cards or other signage that describe, "What is an Exposure?" and why only people who were exposed should obtain antibiotic treatment.
- Emancipated minor qualification information sheet
- NAPH Forms

2.0 Registration Process

Registration

The purposes of registration are as follows:

- Assures that emergency antibiotic treatment record and consent form has been completed thoroughly
- Assure proper consent has been given
- Assures that traffic flow to the dispensing station is orderly and continuous.
- Weighs small children and indicates weight on the emergency antibiotic treatment record and consent form.
- Highlight allergies.
- Sign in for POD patients.

Staff Position Descriptions for Registration:

- The sole staff function in this area is administrative in nature and consists of the following activities:
 - Assures proper consent, specifically:
 - * For minor children, assures that parent, or legal guardian, has authorized consent.
 - * For young persons claiming to be either emancipated or mature minors, contacts triage function leader to confirm and document eligibility. Triage Function Leader should indicate confirmation of status by signing the emergency antibiotic treatment record and consent form.
 - * For adults, assures that each one has provided their own consent.
 - Assures that registration and consent form are completed and appropriately signed for each person exposed.
 - Writes in the number of days of chemoprophylaxis required on emergency antibiotic treatment record and consent form if not already included on the form. Note: Obtains this information from the assistant operations chief.
 - Weighs children and records weight.
 - Using highlighting pen, highlights form if antibiotic allergies exist.
 - Verifies spelling and writes name of patient on backside of form.
 - Identifies any ill persons who had not been cleared by initial triage or sick assessment and obtains determination from health screener before allowing persons to proceed to dispense.
 - Directs persons to take their completed emergency antibiotic treatment record and consent form to one of the dispensing station.
- Supporting Materials
 - Same as for Triage
- Functional Layout of Registration
 - To accommodate a flow of 100 to 150 people per hour, three registration desks are recommended. Each of these should be staffed with one person.
 - Each registration desk should have a table and chairs.
 - Registration desks should have clear access to dispensing stations.
 - Consider placing a security guard within register.

Special Needs Registration

- The purposes of special needs registration are as follows:
- To facilitate smooth traffic flow of the Register function by providing separate attention to those persons who require special assistance. Persons who require special assistance include persons with mobility or communications issues that could slow down register. It includes persons who are not fluent in English or who have other communication difficulties.
- To accomplish the purposes of Initial Triage and Register while in one location.
- In addition, dispense may be handled here if large numbers of special needs persons are anticipated.

Functional Layout of Special Needs Registration

- Table and chairs
- Clear access to Dispense
- There is an option to create a dispensing station within special needs registration. This may be effective when anticipating larger numbers of special needs patients.
- Medication will be handed out along with information sheets.
- Separate lines for those with questions/children.
- A pharmacist will be present to oversee the dispensing operation.
- Public will sign consent forms (include IND forms if required).
- Logs kept on who received medication.
- People will be directed to the next station.

3.0 Dispensing Station

Supplies/Forms Router

- Maintains an orderly and continuous flow of traffic to the dispensing stations.
- On an hourly basis, collects and counts completed registration forms from dispense team.
- Gives completed emergency antibiotic treatment record and consent forms to data manager.
- Returns supplies of clipboards and pens to the Initial triage station.

Supporting Materials

- Physicians' Desk Reference information on antibiotics
- Highlighting pens to reinforce instruction
- Ballpoint pens
- Dosage schedules for children and adult by antibiotic
- Pre-packaged and labeled antibiotics. Label should include the following information:
 - One option is to have two copies of the label on each antibiotic package.
 - One of the copies could be affixed to the emergency antibiotic treatment record and consent form.
 - Calibrated, oral dosing syringes (10 ml) if dispensing suspension
 - Doxycycline and ciprofloxacin fact sheets
 - Table and Chairs

Functional Layout of Dispense

- Each dispense station consists of one pharmacist and two to three pharmacy technicians.
- Each station will require at least 1 table and 4 chairs.
- To secure antibiotics, keep them boxed and under the dispensing station table prior to dispensing.
- Completed emergency antibiotic treatment record and consent forms should be kept in a box at the dispensing station, out of sight of the other patients, until the Supplies/Forms Router has retrieved the forms for counting.
- The Dispense area should have clear access to the Exit.
- A security guard should be in or near the dispensing area at all times.

Sick Assessment Station

The purpose of the Sick Assessment Station is as follows:

- To provide a medical assessment

Staff Positions Descriptions for the Sick Assessment Station

Primary Care Provider

- Assesses illness symptoms.
- If illness is compatible with the disease associated with the exposure, then arranges transport of patient by ambulance to a hospital for care
- If person assessed and then is found to be eligible for treatment, then clears patient to proceed with Register and Dispense.
- The primary care provider should also be prepared to respond to anaphylactic reactions.

Supporting Materials

- None

Functional Layout of Sick Assessment Station

- Should provide privacy
- Cots
- Clear access to exit for medical transport
- Table and chairs
- Supplies for managing illness until medic support arrives such as IV fluids, blood pressure cuff, stethoscope, epinephrine, diphenhydramine, oxygen

Patient Specific Antibiotic Counseling

- Shaking doxycycline suspension before measuring.
- Showing how to measure suspension for the specific correct dose
- Potentiated risk of side effects for persons who are already taking another antibiotic
- Potentiation of theophylline
- If possible, avoid breastfeeding if taking ciprofloxacin or doxycycline.
- If decide to breastfeed and baby is taking chemoprophylaxis, to reduce the chance of complications mother and baby should be prescribed the same chemoprophylactic antibiotic
- If using birth control pills and taking doxycycline, use back up birth control method.
- If kidney or liver problems, health care provider should be contacted regarding exposure, so that blood and urine tests can be monitored during antibiotic regimen. People with kidney or liver problems will require reduced dosing if kidney or liver function declines.

Transport of Symptomatic Patients to Treatment Sites

Vehicles and drivers must be provided to each dispensing site to transport symptomatic patients to the appropriate treatment facility. These vehicles may include buses, ambulances, police cars, or other emergency vehicles.

Examples of these forms are included at the end of this appendix.

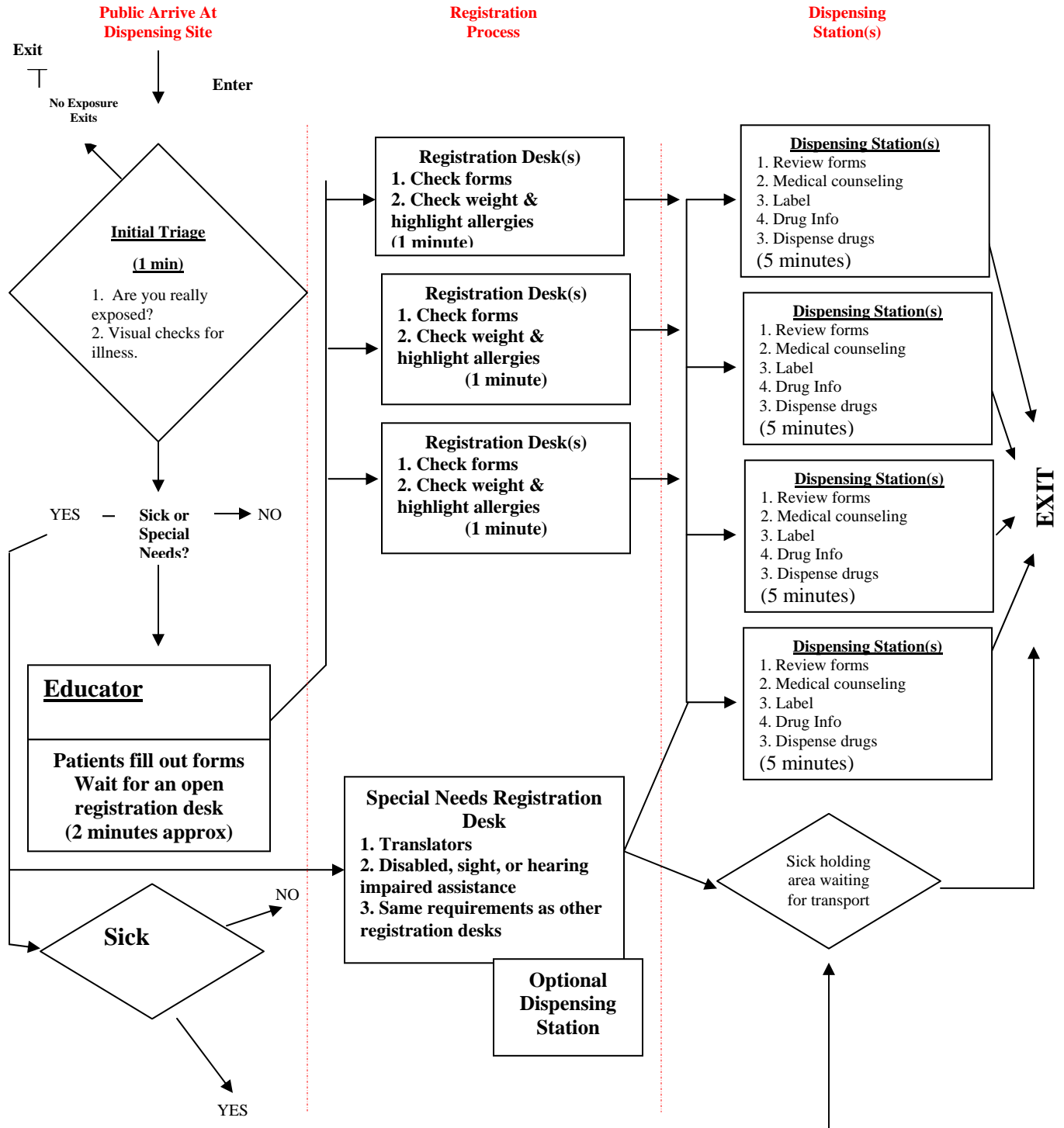
4.0 Exit

- Staff will review all documentation. Forms will be stamped if necessary.
- Signs will be posted to direct people back to parking lot (if using a different exit and entrance).
- Security guards will be posted for crowd control.

It is anticipated that all family members will report to the site for prophylaxis. Contingency plans that allow for a person to pick up prophylaxis for his or her family members must be developed.

It is also assumed that people will be able to get to the dispensing sites using personal or public transportation. Contingency plans that provide alternate transportation methods for the public must be developed.

Dispensing Site Layout



Part Two: Special Population Implementation Phase

Yakima County has approximately ___ special population facilities that will be relying on assistance during public health emergency. Yakima County must be able to provide these residents with emergency prophylaxis during a health emergency.

Part Three: First Responder & City/County Essential Personnel Implementation Phase

Yakima County has approximately 13,000 First Responder, essential personnel and families, such as law enforcement, fire fighters, health and health care, elected officials, and EM personnel that Yakima County will be relying on in the event of a public health emergency. Yakima County must be able to provide these personnel and their families with emergency prophylaxis during a health emergency to ensure that essential personnel can adequately perform their duties. The table below illustrates the extent of these personnel.

Estimate of the number of first responders and essential personnel			
Category	Number	Source	Estimate including family members
Law Enforcement	455	ODPAssessments	1,592
EMS	97	ODP Assessments	337
EMA	8	ODP Assessments	28
Fire Service	903	ODP Assessments	3,160
Public Works	494	ODP Assessments	1,729
Government Adm	43	ODP Assessments	150
Public Safety/ Communications	70	ODP Assessments	245
Health Care	1,570	ODP Assessments	5,495
Public Health	75	ODP Assessments	262
Total	3,725		12,988

Note: The estimate of the number of family members based on a multiplier of 3.5.

A. Notification Procedure

In the event of an emergency requiring the prophylaxis of first responders, the designated Yakima County OA EOC MAC will notify the designated primary point of contact for each first responder organization. The OA EOC will provide first responder POC with:

- A general description of the emergency
- The location and time to pick up the prophylaxis medications and materials.

B. Pick up and Transportation of Medical Supplies

Once the POCs have been notified, they will arrange for the pick up of the prophylaxis medications and materials and their transport to the dispensing site(s).

C. Dispensing Sites

The main dispensing sites for providing prophylaxis to first responders and essential personnel are

listed in Tab A, with Fire Departments being the primary site for treatment of essential personnel.

Alternate sites will be designated in case the primary sites are unavailable.

D. Staff

The PODs have staff that will be called on to perform prophylaxis duties. Staff for the designated sites is outlined in the SNS plan. The responsibilities of these staff are:

- Provide the necessary forms and information to first responders and their families
- Provide counseling to those that request it or have special needs
- Dispensing prophylaxis to the first responders and their family members
- Keep track of the necessary records.

E. Communications

The Operational POC for each first responder organization will be responsible for maintaining communications with the OA EOC or designating someone to perform this duty. The Operational POC will notify the first responders in their organization to report for prophylaxis according to pre-developed procedures.

F. Dispensing Process

First responders will report to the appropriate dispensing site to receive prophylaxis. Depending on the emergency, their family members may also be asked to report to the dispensing site to receive prophylaxis. An alternate method for providing prophylaxis to family members will be to have the first responder pick up the appropriate medications for their family members at the time they receive medications for them self.

The dispensing sites will be set up to move people through in one direction with a multi-line operation.

The following steps will at each dispensing site:

- Entrance: Signs will be posted to direct people to a designated entrance
- Table 1: Briefing Area: People will be given questionnaires to fill out and information materials on the medications being distributed (fact sheet, instructions, etc.). Briefings will be given at 15-minute intervals to provide general information on the process and the medication.
- Table 2: Holding Area: After completing questionnaires and receiving the briefing and additional information materials, people will be directed to a holding area where personnel will be available to answer questions.
- Table 3: Dispensing Area: People then will be directed to the dispensing area, where they will sign a consent form, provide the necessary information for the dispensing log, and will receive the medication.
- Exit: People will then be directed to the designated exit.

The Dispensing Center will provide the first responder organizations with the following materials at the time prophylaxis is picked up:

- Fact sheets and instructions specific to the disease and type of medications
- Consent NAPH Forms to be filled out and signed by people receiving prophylaxis (see example Attachment Two)
- Log sheets to track the persons receiving prophylaxis.

Tab C

Equipment, Supplies, Signage

Each site will be given a dispensing site kit that will include the following:

- Signs to display around the site that provide information and directions (printed in multiple languages)
 - General information signs
 - Triage signs directing people into appropriate lines
 - Direction signs directing people where to go next
- Rope dividers or cones to separate lines
- Long boards
- Office supplies
 - Sign- in sheets
 - Index cards
 - Pencils, pens, markers, highlighters
 - Stapler and staples
 - Stamps and ink pads
 - Calendars
- Public information sheets (printed in multiple languages)
 - Fact sheets on disease
 - Specific information sheets on medical conditions
- Algorithms or protocols for triage and sick assessment, including questions to be asked and actions to take based on the answers (printed in multiple languages)
- Medical algorithm for counselors
- Visual aids to be used in group counseling sessions
- Communications equipment (radios, telephones)
- English- foreign language dictionaries
- Flash lights
- Dispensing supplies
 - Calculator
 - Plastic vials or baggies for dispensing the medications
 - Sterile or distilled water for dispensing medications that need to be mixed
 - Drug reference book
 - Graduated cylinder
 - Mortar and pestle
 - Counting tray with spatula
 - Alcohol
 - Markers for labeling boxes, etc
 - Pens, pencils, highlighters
 - Rubber bands
 - Wet-ones or antibacterial wipes
 - First aid kit
 - Suspending solution (Oral Plus etc)
 - Extra labels
 - Written medication information (instructions)

- Staples, scissors
- Drinking water for staff
- Poison control reference book/telephone number for center
- Lab jacket or some clothes article with DOH
- Amber colored dispensing bottles for dispensing liquids
- Prescription numbering machine (back- up)
- Rubber stamps (back-up with name, address, and telephone numbers) and ink pads
- Disposable gloves

Yakima Health District has patient information sheets, dosing instruction, and labels for medications for anthrax, plague, and tularemia translated into different languages. Additional supplies that will be needed at the dispensing sites include:

- Tables and chairs
- Telephones, fax machines, copier machines
- Computers.

Equipment and Supplies (for POD serving up to 750 people utilizing 4 lines))

#s	Equipment/Supplies Required
53	Clipboards
92	Pens
775	Disease Specific Fact Sheets
1000	Emergency Antibiotic Treatment and Consent Forms
4	8-foot tables
7	6-foot tables
44	Chairs
25	Special Needs Registration Forms
25	Antibiotic Information Sheets
*	Translated Information and Fact Sheets (*=local demographics)
4	Dosage Schedules for Adults/Children
4	Highlighting Pens
4	Indelible Marking Pens
750	Prepackaged Ciprofloxacin Dosage Packs
750	Ciprofloxacin Information Sheets
75	Prepackaged Doxycycline Dosage Packs
250	Doxycycline Information Sheets
750	Where to Obtain Additional Treatment Information Sheets
5	Disposable Thermometers
1	Stethoscope
1	Blood Pressure Cuff
1	Oxygen

***Yakima Health District has an excel spreadsheet “POD Supplies.” This spreadsheet will automatically identify what supplies and equipment are needed based on population and amount of PODs that will be operational.**

Medication Center Basic Toolkit

Updated: July 25, 2007 (Signs are being stored at the Yakima Health District)

Signage (in order seen)

All signs are two colors unless otherwise noted with a # sign.

* No translations

Sign #	Verbiage	Size	Holder	Qty.	Print \$
1.	Medication Center (banner)	3' x 8' Vinyl One sided *	Banner mounts Four grommets	1	
2.	Emergency Preparedness Drill (banner)	3' x 8' Vinyl One sided *	Banner mounts Four grommets	1	
3.	FRONT: Medication Center • Free medicine – large supply • Four simple steps • We are here to help BACK: Thank you for your cooperation 1. Read and follow your medication handout. 2. Regularly check for updates (radio, TV, newspaper, Internet). 3. Call area hotlines for more information.	22" x 28" Two sided Two prints (of back for sign 27) *	A-frame holder (encapsulated 5-ml laminate 1" above sign for two grommets)	1	
4.	Prohibited Photography Smoking Weapons Alcohol Video or sound recording Pets (service animals allowed)	22" x 28" One sided *	No holder (encapsulated 5-ml laminate)	1	
5.	This is a medical services facility. Patient privacy is protected by state and federal law. Authorized personnel and patients only. The procedures inside this facility are private; no video/sound recording and no photography are allowed.	22" x 28" One sided *	No holder (encapsulated 5-ml laminate)	1	

6.	<p>Anthrax Symptoms If you have recently developed the following symptoms, go to the hospital now: fever, cough, headache, chills, weakness, difficulty breathing, and chest discomfort.</p> <p>Botulism Symptoms If you have recently developed the following symptoms, go to the hospital now: double or blurred vision, drooping eyelids, slurred speech, difficulty swallowing, dry mouth, and muscle weakness (starts with shoulders and descends through body).</p> <p>Plague Symptoms If you have recently developed the following symptoms, go to the hospital now: fever, headache, weakness and a bloody or watery cough due to infection of the lungs (pneumonia).</p> <p>Smallpox Symptoms If you have recently developed the following symptoms, go to the hospital now: high fever, fatigue, headache, and backache, followed by a rash on face, arms, and legs.</p> <p>Tularemia Symptoms If you have recently developed the following symptoms, go to the hospital now: fever, chills, headaches, body aches, and weakness.</p> <p>Hemorrhagic Fever Symptoms If you have recently developed the following symptoms, go to the hospital now: marked fever, fatigue, dizziness, muscle aches, loss of strength, and exhaustion.</p>	<p>22" x 28" One sided *</p> <p>22" x 28" One sided *</p> <p>22" x 28" One sided *</p> <p>22" x 28" One sided *</p> <p>22" x 28" One sided *</p> <p>22" x 28" One sided *</p>	<p>A-frame holder (encapsulated 5-ml laminate 1" above sign for two grommets)</p>	1	
7.	<p>Any staff person wearing a vest can assist you.</p>	<p>14" x 11" One sided *</p>	<p>Top holder (mount)</p>	1	
8.	<p>FRONT: Entrance BACK: Entrance</p>	<p>22" x 28" Two sided Duplicate image</p>	<p>A-frame holder (encapsulated 5-ml laminate 1" above sign for two grommets)</p>	2	

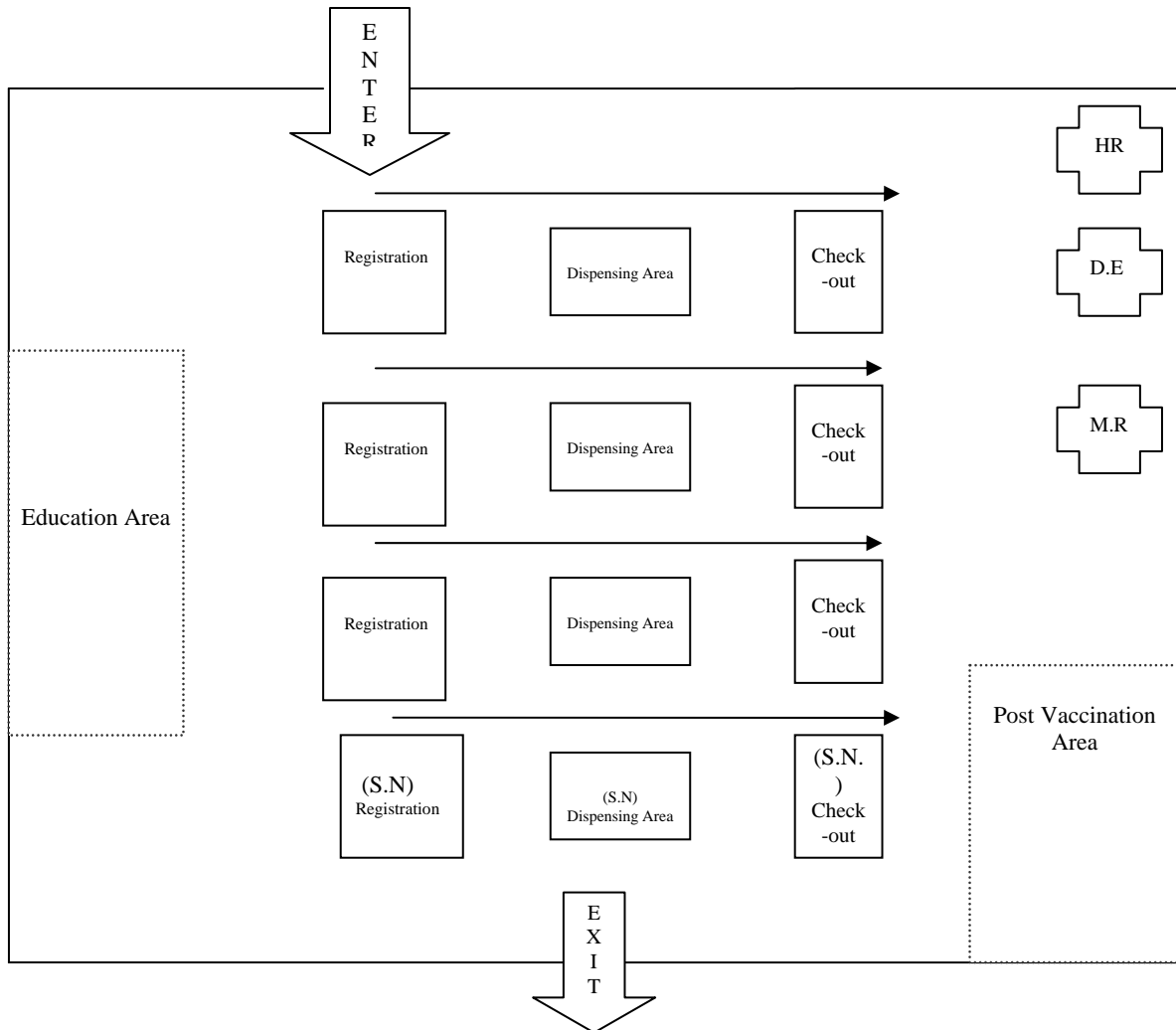
9.	<p>Four Simple Steps</p> <ol style="list-style-type: none"> 1. Fill Out Form 2. Show Form 3. Pick Up Medicine 4. Turn In Form & Exit 	<p>22" x 28"</p> <p>One sided</p> <p>*</p>	<p>Metal stanchion</p>	<p>1</p>	
10.	<p>Anthrax is not passed from person to person. You cannot catch it from someone else.</p> <p>Botulism is not passed from person to person. You cannot catch it from someone else.</p> <p>Plague can be passed from face-to-face contact when an infected person coughs or sneezes. Pick up a mask here!</p> <p>Smallpox can be passed from face-to-face contact when an infected person coughs or sneezes. Pick up a mask here!</p> <p>Tularemia is not passed from person to person. You cannot catch it from someone else.</p> <p>Hemorrhagic fever can be passed from face-to-face contact when an infected person coughs or sneezes. Pick up a mask here!</p>	<p>22" x 28"</p> <p>One sided</p> <p>*</p> <p>22" x 28"</p> <p>One sided</p> <p>*</p> <p>22" x 28"</p> <p>One sided</p> <p>*</p> <p>22" x 28"</p> <p>One sided</p> <p>*</p> <p>22" x 28"</p> <p>One sided</p> <p>*</p> <p>22" x 28"</p> <p>One sided</p> <p>*</p>	<p>Metal stanchion</p>	<p>1</p>	
11.	<p>Step 1: Fill In Form</p>	<p>36" x 48"</p> <p>Two sided</p> <p>22" x 28"</p> <p>Two sided</p>	<p>Ceiling mounts Two grommets</p> <p>Metal stanchion</p>	<p>1</p> <p>1</p>	
12.	<p>Step 2: Show Form #</p>	<p>36" x 48"</p> <p>Two sided</p> <p>Three colors</p> <p>22" x 28"</p> <p>Two sided</p> <p>Three colors</p>	<p>Ceiling mounts Two grommets</p> <p>Metal stanchion</p>	<p>1</p> <p>1</p>	

13.	Help line	14" x 11" One sided	Top holder (mount)	1	
14.	Family line	14" x 11" One sided	Top holder (mount)	1	
15.	Adult line	14" x 11" One sided	Top holder (mount)	1	
16.	Please Wait	14" x 11" One sided	Top holder (mount)	3	
17.	Step 3: Pick Up Medicine #	36" x 48" Two sided Three colors 22" x 28" Two sided Three colors	Ceiling mounts Two grommets Metal stanchion	2 1	
18.	Step 4: Turn In Form & Exit	36" x 48" Two sided 22" x 28" Two sided	Ceiling mounts Two grommets Metal stanchion	1 1	
19.	Thank you for your cooperation 1. Read and follow your medication handout. 2. Regularly check for updates (radio, TV, newspaper, Internet). 3. Call area hotlines for more information.	22" x 28" One sided *	Metal stanchion	1	
20.	Medical Evaluation	14" x 11" One sided	Top holder (mount)	1	
21.	Ambulance	14" x 11" One sided	Laminated (no stand)	1	
22.	First Aid	14" x 11" One sided	Laminated (no stand)	1	
23.	Exit	14" x 11" One sided	Laminated (no stand)	2	
24.	No Exit	14" x 11" One sided	Laminated (no stand)	2	
25.	Incident Command Post (*)	14" x 11" One sided	Laminated (no stand)	1	

26.	Break/Staging Room – Staff Only (*)	14" x 11" One sided	Laminated (no stand)	1	
27.	No entrance	14" x 11" One sided	Top holder (mount)	2	
28.	Arrows	10.5" x 10.5" One sided	Top holder (mount)	5	
29.	Sign language/assisted hearing device symbols (no text)	8.5" x 11" One sided	Acrylic	4	
30.	Interpreter - Spanish	8.5" x 11" One sided	Acrylic	1	

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Tab D POD Site Operations



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Tab E

EOC Checklists

Tab F Policies

I. Pre-Event Policies Issues

A. Purpose

The purpose of these policies is to delineate what actions shall be taken when the “Strategic National Stockpile (SNS) Plan” is activated in a public health response to an emergency. These policies address Point of Dispensing (POD) Site operational issues that shall be addressed pre-event.

B. Scope

These policies apply to all POD Sites that are operating within the County of Yakima, as well as, POD Site operators, treatment providers, staff and their patients.

C. LEGAL AUTHORITIES

- RCW 38.52 (Local Emergency Operations Centers)
- RCW 43.20 (Local Public Safety Authority)
- RCW 43.20.050 (State Board of Health)
- RCW 70.05 (Local Health Officers and Boards)
- WAC 246-100-036 (Local Health Officer – Responsibilities and Duties)
- WAC 246-100-040 (Local Isolation and Quarantine Procedures)
- WAC 246-101-505 (Local Prevention and Control)
- WAC 246-101-425 (Public Cooperation)

D. Policy/Procedures

1. Distributing Agency, Prescriber

The Yakima Health District will look to The Washington State Department of Public Health to be the prescribing/distributing agency and be labeled as such on all prescriptions dispensed within the POD in Yakima County. This should include name and address. If this does not occur, the Yakima Health District will be labeled as the prescribing/distributing agency.

Additional label requirements by the Food, Drug, and Cosmetic Act, Chapter V, requires that drug labels have the following information:

- Drug name, strength, and quantity,
- Directions for use,
- Serial number of the prescription and,
- Date of the prescription.

2. Investigational New Drugs (IND)

Informed consent forms shall be signed by all POD patients for investigational new drugs, given that, the State of Washington follows these same practices and provides the Center for Disease Control consent forms.

3. Twenty-Four Hour Phone Number

The Yakima Health District will institute and publicly announce a twenty-four hour phone number that will direct callers to the appropriate care facility or follow-up contacts, including the worried well population. The local 211 information number may be utilized for directing callers to the proper agency or facility. Callers needing immediate emergency services should still be directed to call 911. When possible this number should have bilingual operators available.

4. Data Collection

The Yakima Health District will assist, to the best of abilities, POD sites in providing the proper forms to patients associated with medical screening, diagnosis, dispensing, and follow-up. Patients should receive this documentation prior to exiting the POD site. Data that is gathered from each POD site will remain with the Health District unless requested by another organization for follow-up or reporting.

5. Adult Pick-up for Other Family Member(s)

The Yakima Health District will institute a multiple-regimen dispensing authorization for the County of Yakima. The authorization allows a member of a family and/or household to request medication for other family/household members. The Yakima Health District should require authorized members to bring identification/evidence such as picture identification cards, social security cards, birth certificates, infant/toddler shot records, and permanent or temporary resident cards to receive these additional regimens.

6. Worried Well

The Yakima Health District shall setup a facility, or contact number for numerous facilities, to assist those that are worried well. When possible this number should have bilingual operators available.

7. Unaccompanied Minors

The Yakima Health District should authorize POD sites and other health care facilities to provide the proper care and medication to those minors unaccompanied by an adult. These patients may also be provided a personal care guide to assist them in getting forms completed and direction through the POD site.

8. Non-English Speaking, Reading, and/or Writing

The Yakima Health District will seek, to the best of abilities, the proper translators to assist Non-English speaking, reading and/or writing patients.

9. Disabled (Mentally or Physical)

The Yakima Health District shall, to the best of abilities, assist those patients requiring additional support due to a disability. The Yakima Health District may authorize a point of contact at each POD site prior to its opening.

10. Pediatric Dispensing

The Yakima Health District will meet with physicians specializing in pediatrics to have consistency within each POD sites' dispensing section with regard to infant/toddler medication/treatment. For example, if a regimen is for a child, the POD will need an accurate estimate of the child's weight or a scale on hand. The Strategic National Stockpile includes some medications specific to this age group.

11. No Identification

The Yakima Health District will authorize the dispensing of medication to those with no identification if proper documentation is completed. A special area and/or line in each POD site shall be designated for those citizens entering a POD without proper identification. These patients may need to fill out additional documents and/or follow-up procedures.

12. Hours of Operation

To the best of abilities, Yakima Health District will have POD sites operational 24/7.

13. Shifts

The Yakima Health District may ask for assistance from The Yakima Valley Emergency Operation Center to staff POD sites for non-medical related positions. Staff positions should be three deep with a 12 hour work schedule.

14. Prophylactic Regimen

The Yakima Health District will, reasonably and prudently, maintain prophylactic regimen consistency within operating sites. This may include holding an advisory meeting prior to opening sites.

16. Who Shall Dispense

The Yakima Health District will seek out permission from the governor that will authorize volunteers, under a pharmacist's supervision, to hand out medication during an emergency.

17. Non-segmented Site Operation

The Yakima Health District will recommend that POD sites follow a non-segmented design, instead of a segmented design due to transportation requirements of a segmented design. The non-segmented POD setup will allow functions of the operation to be conducted within one site. The other design splits a POD into different locations by section and would require facilitating transportation between sites.

18. Critical Infrastructure

Essential critical infrastructures will not be utilized as POD sites by The Yakima Health District.

19. Standard of Care

It is the policy of the Yakima Health District to utilize the Public Health Emergency Response Plan as Yakima County's Standard of Care.