



Local Emergency Planning Resources

Yolo County Health Department
Emergency Preparedness Div.
www.yolohealth.org
530-666-8645

Sacramento County Department Of Health and Human Services
Emergency Preparedness Div.
www.sacdhhs.com
(916)-874-2150

California Department of Public Health
Emergency Preparedness Office
(916)-558-1784
www.cdph.ca.gov

Yolo County Office of Emergency Services
(530)-406-4930
www.yolocounty.org
www.oes.ca.gov

Western Occupational Safety and Health Operations
ORC Worldwide
916-784-9202
Fax: 916-784-9171
Judi.Freyman@orcww.com
www.orc.sac.com

Sacramento County Office of Emergency Services
(916)-874-4670
www.oes.ca.gov

CDC Website for the Strategic National Stockpile: www.bt.cdc.gov/stockpile

“Investing In Our Community’s Future”

Public Health: Prevent. Promote. Protect

We would like to acknowledge the Mid-America Regional Council (MARC) for use of their template for this packet and presentation



Bette G. Hinton, MD, MPH
Health Officer, Yolo County

Protecting Your Employees in Public Health Emergencies

Pushing Out to Businesses For Dispensing Medications

“Investing in Our Community’s Future”



Your Employees' Health ●●● Your Company's

You protect your business by planning for the unexpected — anticipating events and managing situations at hand. Local public health agencies take the same approach to protecting the health and safety of our community.

Taking a few small steps now to prepare for future public health emergencies will not only protect your greatest asset— your employees — but also help prepare the entire community to respond effectively.

We thank you for taking the time and effort to read this workbook and learn if becoming a PUSH PARTNER Dispensing Site is right for you and your business.

What This Workbook Covers:

- ◆ The background and “know-how” to become a PUSH PARTNER Dispensing Site to distribute emergency medications to your employees and their families if ever needed.
- ◆ Answering key questions about what it takes to become a PUSH PARTNER Dispensing Site, empowering your agency to fully develop such a program jointly with the Yolo County Health Department
- ◆ Key references and tools to help you begin the planning process, working with the Yolo County Health Department to develop a plan that’s just right for you.
- ◆ Information that we hope will encourage you and your staff to become a PUSH PARTNER Dispensing Site (one of the most effective ways to protect yourself and your employees during a public health emergency)

Imagine This Scenario ...

Whether by accident or as part of a terrorist attack, a biological agent such as anthrax has been released and millions of people across the nation are at risk, including those in your community. People need preventive medications immediately so the Centers for Disease Control ships supplies from its Strategic National Stockpile to local public health agencies.

These agencies activate long-standing and well rehearsed plans to dispense the medicine at special sites. But even with extensive preparation there are long lines at every site as tens of thousands of people wait in line for their pills. People are stressed about missing work, trying to calm their children as they endure long waits, and tempers are starting to flare.

But not for you and your employees. You planned ahead, and are activating your PUSH PARTNER Dispensing Site. Your employees know that they and their families can skip the public dispensing sites and get their medications at work. With important paperwork already on file, the process is quick and easy. Your employees and their families are protected from harm, and your business keeps running smoothly.



Volunteers and UC Davis students wait in line at a Yolo County dispensing exercise

Frequently Asked Questions (FAQ's)



Is it possible that our business will need to operate a PUSH PARTNER Dispensing Site after-hours, during the weekend, or on a holiday?

Public health emergencies and/or bioterrorism attacks can strike at any time. It is essential that your business be prepared to operate a PUSH PARTNER Dispensing Site during non-working hours *if* your employee's health will be at risk if medications are delayed. Develop after-hours contact lists for key individuals and consider providing them to your local public health agency. Evaluate your facility and determine what and how long it would take to open and provide PUSH PARTNER Dispensing Site services. Develop communication/notification procedures to alert and inform your employees during non-working hours.

What about employees who commute long distances to and from work?

As a PUSH PARTNER Dispensing Site, you should expect to provide medications to all employees and possibly their families. Medications should be made available to long-distance commuters, but they are NOT required to attend your Dispensing Site. It may be more convenient for these individuals to attend PUBLIC Dispensing Sites near their residences. In any case, you should plan for each and every employee.

Could some parts of the region be affected more than others?

Public health emergencies can vary dramatically depending on factors such as weather, the disease, the mode of disease transmission, etc. It is entirely possible that some parts of a region may be required to provide emergency medications while others may not. Your local public health agency will use epidemiology — the study and/or investigation of diseases and outbreaks in a defined area or population — to determine the full impact of the public health emergency. Please be aware that even though an emergency event might occur, the services of your PUSH PARTNER Dispensing Site may not be needed. Listen for information from your local public health agency throughout the event.

What happens after dispensing operations are completed?

After your PUSH PARTNER Dispensing Site has completed its operations, you will need to provide the following to your local public health agency:

- ◆ Any unused medications

Thank You

The Yolo County Health Department would like to thank you for taking the time to examine these materials and consider taking the first step toward becoming a PUSH PARTNER Dispensing Site.

We appreciate your cooperation and look forward to working with you!



Yolo County Residents



The Strategic National Stockpile (SNS) is a national supply of medications and medical supplies to be used for emergency situations such as a bioterrorism attack or natural disaster.

Within 12 to 24 hours, the U.S. Centers for Disease Control and Prevention (CDC) can deploy a large shipment from the SNS, known as a ‘push-pack,’ anywhere in the United States or its territories, to supplement and re-supply state and local health and medical resources. After this initial shipment, additional components such as vendor specific products and other items from the SNS may follow.

State and local health agencies must have plans in place to receive shipments from the SNS and distribute their contents to the community quickly and efficiently. The Sacramento/Yolo Region is part of the Cities Readiness Initiative (CRI)—a federal program that helps metropolitan areas increase their capacity to deliver medicines and medical supplies during a large-scale public health emergency.

Collaboration between public health and the private sector is a crucial part of this planning effort. The use of PUSH PARTNER Dispensing Sites, discussed in detail in this workbook, is just one of many dispensing methods planned to deliver medication to everyone who lives and works in Yolo County within 48 hours.

A Program Designed to Meet Your Needs...

- Dispensing sites are fixed locations where medications from the Strategic National Stockpile can be given out to people in response to a public health threat or emergency.
-  A **PUBLIC Dispensing Site** is a location operated by a local public health agency that is open to everyone who lives or works in that community. PUBLIC Dispensing Sites are meant to serve the entire public.
-  A **PUSH PARTNER Dispensing Site** is a location that is operated by a private business, university or service organization for a specific population (i.e. employees and their families). PUSH PARTNER Dispensing Sites are not open to the public.
- Operating a PUSH PARTNER Dispensing Site provides your business and your employees with extra security during a public health emergency. Your business will have the means to help minimize the impact of the emergency on the community and save lives.
- By becoming a PUSH PARTNER Dispensing Site, your business will be better protected in the event of a public health emergency. You’ll receive and dispense medications and medical supplies directly to your employees and their families. By providing the materials and support they need, your business will help to ensure the general health and well being of not just your employees, but all of those affected by the public health emergency.

..... And Serve the Community

❑ Determine how medications will be requested, delivered and/or returned

Your business will need to collaborate with the Yolo County Health Department to develop protocols for requesting a supply of medications from the national stockpile. You should have a count of the number of people you will supply with medications ready at the time of the emergency. This can be accomplished by maintaining accurate records and forms for employees and their household members, if applicable.

Once a request has been made, the public health agency will contact your business regarding the transfer of medications. The medications will be delivered to your site with a police escort. A pre-determined delivery location should be identified in your planning efforts. You should also identify individuals authorized to accept and sign for delivery and provide that information to your public health agency. Your security personnel should be on-hand at all times when the medications are on the premises.

It is possible that there will be some medications left over after all of your employees have attended the PUSH PARTNER Dispensing Site. Unused medications must be returned to your public health agency.

❑ Firm up plans for handling medical emergencies, security concerns, etc.

Your plan should include procedures for handling small/typical emergencies that could potentially happen during the dispensing process. Consider and plan for:

- ◆ Minor medical emergencies – Call 9-1-1? Handle on-site?

☑ What About Liability

Due to the differences between state and local laws, there is currently no ‘blanket’ liability coverage for PUSH PARTNER Dispensing Sites. However, it may be possible for certain emergency exemptions or orders to be enacted at the time of the event that would provide liability protection. You may want to consult with your legal counsel as to the options for dispensing emergency medications to your employees. We also recommend that you examine your business or organization’s liability and insurance coverage. Consider developing addenda that specifically address PUSH PARTNER Dispensing Site concerns, and include legal counsel throughout your planning process.



In future meetings with the Health Department, we will provide you with the latest updates and legal finding regarding dispensing medications during a public health emer-

How PUSH PARTNER Dispensing Sites Work....

PUSH PARTNER Dispensing Sites will play an important role in any situation where it is necessary to provide emergency medications to the entire population. Traditional medical providers, such as hospitals and medical clinics will likely be overwhelmed during a large-scale public health emergency. PUBLIC Dispensing Sites will also be highly stressed in a situation where the entire population needs to be given medications in a short time frame.

Becoming a PUSH PARTNER Dispensing Site is your opportunity to play an active role in protecting the health of our community.

PUSH PARTNER Dispensing Sites will help relieve some of the pressure on PUBLIC Dispensing Sites by reaching portions of the population independently. As a result, long lines and public anxiety can be reduced and resources will be used more efficiently.

PUSH PARTNER Dispensing Sites can also help businesses ensure that their employees are protected — and therefore able to continue working and/or return to work more quickly. Employees will feel secure in knowing that their company is willing to take the ‘extra step’ to ensure that they and their families are taken care of in the event of a public health emergency. As employees feel more confident in the steps your business has taken to protect them, they will likely feel an increased sense of commitment and loyalty.

Finally, community-based PUSH PARTNER Dispensing Sites may be a more effective way to reach certain special populations that might find it difficult to come to an PUBLIC Dispensing Site.

Ultimately, the need to serve the public during a public health emergency is great. Partnering with your local public health agency to become a PUSH PARTNER Dispensing Site is crucial in protecting the health of our citizens and enabling recovery efforts on a local, regional and global scale.



Yolo County Mock Avian Flu Vaccine Clinic at UC Davis

✔ Prepare Your Facility

Preparing your facility ahead of

time for the possible activation of the Dispensing Site is essential.

❑ Identify a dispensing location on the premises

In order to dispense medications to a large number of people in a relatively short time, you will need to identify ahead of time a particular location on the premises that is capable of certain accommodations. This area should be fairly large and open, preferably a large meeting room or cafeteria. Some key factors to consider include:

- ◆ Separate entrance and exit
- ◆ Easily identifiable by all employees
- ◆ Able to accommodate tables, chairs and large numbers of people
- ◆ Place to secure medications and supplies
- ◆ Able to accommodate people with disabilities



Yolo County FREE Flu Vaccination Clinic, West Sacramento December 2007

❑ Determine security needs and capabilities

Consider your current security resources and capabilities and determine if additional security will be needed in an emergency to protect your facility and staff. Employees attending the PUSH PARTNER Dispensing Site will need to feel safe to do so. Furthermore, all medications will need to be secured at all times.

❑ Identify/purchase/store necessary supplies

- ◆ Office supplies (pens, pencils, paper, etc.)
- ◆ Tables and chairs
- ◆ Copiers, faxes, phones

✔ Develop Your Procedures

If you decide to partner with The Yolo County Health Department as a PUSH PARTNER Dispensing Site, then you will receive a template for how to write a Dispensing Site plan. This template will be tailored to your facility and your staff.

You will need to designate a planning committee or staff person that will be in charge of developing the procedures directly related to PUSH PARTNER Dispensing Site operations, in collaboration with the Yolo County Health Department.

Staff at the Yolo County Health Department will help you determine procedures specifically related to the activation, set-up, operation and deactivation of the Dispensing Site as well as identifying procedures such as emergency call-down lists. The committee or staff person should lead the development of these procedures and work with Yolo County Health Department emergency planners as needed so that all parties involved are aware of the plans and procedures.

Determine how medications will be requested, delivered and/or returned

Your business will need to collaborate with your public health agency to develop protocols for requesting a supply of medications from the national stockpile. You should have a count of the number of people you will supply with medications ready at the time of the emergency. This can be accomplished by maintaining accurate records and forms for employees and their household members, if applicable.

Understanding the Screening and Dispensing Process

Completing medical evaluations/health assessments

One option of becoming a PUSH PARTNER Dispensing Site is that screening paperwork can be completed ahead of time. At a PUBLIC Dispensing Site, however, large numbers of people will report all at the same time, and everyone must fill out required medical evaluation and contact forms before they can receive medications.

In a PUSH PARTNER format, the Yolo County Health Department will provide the necessary forms to employees in advance and your business can keep them on file until they are needed. Information can be updated periodically to reflect any changes in health status. When and if an emergency occurs, the forms will be at hand to simplify the dispensing process. This does not mean you cannot screen staff at the time of the emergency as well.



By necessity, medical assessments during a public health emergency will be short, simple and easy to use!

Protecting employees' families

During any emergency, employees are most concerned with the health, safety and protection of their loved ones. Family members will form the support structure that allows your staff to continue working as the community endures and recovers from a public health emergency. For this reason, we recommend that agencies plan to include additional medications to your employees' families as well. Though this may not be a requirement to become a PUSH PARTNER Dispensing Site, it will greatly increase buy-in and support from your employees if they know that in an emergency their loved ones will be provided for, too, without having to visit an PUBLIC Dispensing Site.

The exact definition of a family member is up to you and may include:

- Anyone claiming residence at the employee's household,
- Those individuals identified as dependents on the employee's tax forms or insurance coverage,
- An employee plus a specified number (one, three, five, etc.) of other individuals.

Regardless of the approach you adopt, your decision should be clearly communicated to employees and included in your agency's emergency



Yolo County Public Health Nurse and her son

Educating people

It is important to provide accurate and complete information to your staff. Let your employees know why and how the site would be established, and how the medication dispensing process will work. This will provide your employees with confidence in the overall approach, and is an opportunity to present accurate and reassuring information before and during the emergency. The following topics should be addressed in the information/education process:

◆ Possible threatening agents

In a public health emergency it is very important that people are informed of the true nature of the threat. They need to know the answers to questions like:

- ⇒ How do I know if I've been exposed?
- ⇒ What are the symptoms?
- ⇒ Is the disease contagious? If so, what do I need to do to protect myself and my family?
- ⇒ What are the long-term implications?

◆ Medications

Your employees will also need to know about the types of medication that may be available to protect against or treat certain biological agents. They need to know how long they will need to take the medication and other details related to the specific situation. Simple, easy to read information sheets regarding the medications will be provided with the medications. If you decide to participate as a PUSH PARTNER Dispensing Site, your business will receive updated information from your local public health agency as it becomes available.

Public Health staff will be available to help conduct and/or speak at employee PUSH PARTNER training sessions

Will Medical Personnel Be Required?

To become a PUSH PARTNER Dispensing Site, you DO NOT need to have medical personnel available who can legally dispense medications.

In the event of a large-scale public health emergency, protective medication may need to be distributed by non-medical personnel

HOWEVER, you can elect to have medical personnel at your PUSH PARTNER Dispensing Site in one of two ways:

- Your business may have medical personnel or trained occupational health staff employed OR
 - You may choose to arrange for outside medical personnel to come into your location.
- ⇒ (Note: This arrangement will require a standing agreement between your business and the outside staff, including a clear understanding of how such an agreement will be activated at a time where their services will likely be in high demand.)

