

Medical Dispensing

Mission: Dispense appropriate medications to the public

Date: _____ Location: _____ Shift: _____ Reports to: Dispensing Operations Leader

| POD Activation | Time | Initial |
|---|------|---------|
| Read this entire JAS and review POD ICS Chart. Put on position identification. | | |
| Ensure Medical Evaluation area is set up and stocked with necessary equipment. | | |
| Identify resource shortages or needs and report to Dispensing Operations Leader | | |

| POD Operations | Time | Initial |
|---|------|---------|
| Dispense medication to one person at a time | | |
| Verify name of person receiving medication | | |
| Place appropriate medication in bag | | |
| Place appropriate information sheets and provider letters in bag | | |
| Place labels in appropriate locations | | |
| For multiple medication orders, place all individual medication packets in one larger bag | | |
| Direct individual to exit | | |
| Report any issues to the Dispensing Operations Leader | | |

| Demobilization | Time | Initial |
|---|------|---------|
| Ensure return/retrieval of equipment and supplies. | | |
| Submit comments for discussion and possible inclusion in the AAR as well as all documentation to the Dispensing Operations Leader | | |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required. | | |

Documents

- ICS organization chart

Tools

- Position identification