

County of Yolo

Receipt, Storage, and Staging (RSS) Standard Operating Procedures (SOP)

Annex to the County of Yolo SNS Plan

CONFIDENTIAL DOCUMENT

CONTINUOUS WORKING DRAFT



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HANDLING INSTRUCTIONS

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LOCAL RSS WAREHOUSE STANDARD OPERATING PROCEDURES

Introduction

The Receipt, Storage, and Staging of Resources is the next level in SNS Management. Once SNS resources have arrived at the Local RSS Warehouse or other local delivery point, there will need to be a designated staff present at each location to sign for the receipt of the assets. These locations will then need to store and stage the materiel. There are guidelines on how to store valuable assets of the SNS as well as the proper storage and custody of controlled substances.

Purpose

These Receiving, Staging, Storing (RSS) Warehouse Standard Operating Procedures (SOP) provide the information necessary to activate, operate, and deactivate the RSS warehouse. The RSS Warehouse receives, stores, and stages medical supplies from the Strategic National Stockpile (SNS) or state emergency medical caches for delivery to destinations in the metropolitan region. Two RSS Warehouse locations have been identified, one in Yolo County and one in Sacramento, with MOUs in place with the owners for the use of the facilities. The RSS Warehouse operation is a cooperative effort of Sacramento and Yolo County Public Health agencies. Logistical, operational, and security support comes from several government agencies in both counties.

Scope and Planning Assumptions

The implementation of this plan is predicated on the following assumptions:

- The necessary public health emergency and disaster declarations have been made.
- Normal medical resources are inadequate for the emergency to safeguard the public's health.
- Federal or state medical stockpiles have been released for distribution by local jurisdictions.
- Adequate antibiotics or vaccines are available and are packaged appropriately for dispensing to meet the needs of the affected population.
- Each county will manage their own material ordering process.
- The RSS Warehouse will receive approved orders from each county to pick and stage the materials for shipment.
- Each county will supply their own vehicles and security for transporting the materials to destinations in their county.
- Additional logistical support and supplies will be requested through the NIMS/SEMS/ICS operational procedures in each county's all-hazards plan.

Concept of Operations

The RSS Warehouse is established in response to a health emergency, disaster, or epidemic that requires distribution of large quantities of medical supplies from the federal Strategic National Stockpile (SNS) or state emergency medical caches.

The RSS Warehouse is hosted in an existing warehouse facility owned and operated by a community business partner. That business partner has agreed to lend the use of their facility, equipment, and personnel in an emergency for use as the RSS Warehouse in an emergency. The RSS Warehouse receives, stores, and stages supplies from the state warehouse for distribution to Points of Dispensing (POD), hospitals, clinics, Alternate Care Sites, and other emergency health care providers. The RSS Warehouse receives requests for material, creates a pick list, pulls the items from storage, stages the material for pick up by the requesting county, and loads the staged material into the delivery vehicles. The RSS Warehouse is responsible for the management of inventory from the point it is received from the state through the point it is loaded onto a delivery vehicle. The RSS Warehouse is not responsible for the transportation and delivery of material to the destination.

The performance benchmark for operating the RSS Warehouse is based upon an aerial anthrax terrorist attack affecting the entire region. The goal for response requires the distribution of antibiotics to every person within 48 hours of the decision to do so, and requires an RSS Warehouse within the first 12 hours to receive supplies from the state and prepare for redistribution.

Command and Coordination

The RSS Warehouse is operated under the authority of the County Public Health Officer where the warehouse is established.

The RSS Warehouse will operate under a limited ICS command structure¹. Operation and staffing of the RSS Warehouse will be a cooperative effort with staffing contributed by each of the participating counties and the host warehouse.

The RSS Warehouse receives approved orders from each county, picks and stages the order, and loads the material on the requesting county's delivery vehicle. The RSS warehouse will manage the inventory handling within the warehouse and each county will manage the ordering process and delivery of medical supplies to the destinations in their county.

Staffing

The material handling equipment is unique to the host warehouse facility and requires that warehouse partner to provide their own personnel to operate the equipment to perform material picking and movement within the warehouse.

¹ See [Appendix 1-9](#) for the recommended staffing structure.

The RSS Warehouse administrative functions – data entry, order processing, and inventory management, will be performed by assigned County personnel.

Drivers and vehicles for transporting materials from the state warehouse will be provided by state contracted transportation services. Drivers and vehicles for transport of materials to the in-county destinations will be handled by each county or their contracted transportation services. Security will be a shared by the host warehouse facility and the local law enforcement agency.

Security Plans and Assessments

Each RSS Warehouse facility (Distribution Site) will undergo a security and vulnerability assessment using the Security Tool with regards to location and facility strengths and weaknesses. All assessments will be documented².

Table RSS-1 Available Security Compliment in Yolo County³

Agency	Sworn Officers	Non-Sworn Officers	Other
Yolo County Sheriff	70	150	0
West Sac. Police	68	35	0
UCD Police	50	25	50
Winters	8	0	0
City of Davis	60	39	0
District Attorney	35	60	37

Equipment

All material handling equipment will be provided by and operated by the host warehouse facility. Transport vehicles for movement of supplies from the state warehouse will be provided by state contracted transportation services. Transport vehicles for delivery of supplies to in-county destinations will be provided by the county or other contracted transportation services.

Radio communication equipment will be provided by each county. A computer and printer for the Inventory Management System (IMS) will be provided by each County. Miscellaneous office equipment, such as copiers and fax machines, may be available in and provided by the host warehouse facility.

The Yolo County Health Department has identified equipment needs for operation of the Local RSS Warehouse in Table RSS-2 (below). While it is preferred to have all equipment in this table; it is important to note that the RSS can function properly even if all items are not present at the time of activation.

² In addition to the statement above about responsibility of security and security resources, the Security Lead will use the Security Tool for the RSS Warehouse

³ Animal Control cannot conduct crowd control as there is only one Dept. of Fish and Game office for the Region

Table RSS-2 Equipment Needs for the Local RSS Warehouse

Item Description	Quantity
Hand-held radios	4
Computers	3
Printer	2
Situation Board for monitoring transportation and delivery of SNS materiel	1
Copy machine (with extra printer cartridge)	1
Fax/Scanner (with refill cartridge)	1
Computer Cables	varies
AM/FM radio for news update	1
First Aid Kit	1
Rolls of 3" color tape (4 colors each) for layout and traffic control	6
Computer/Office Equipment Tool Kit	1
Bullhorn (battery operated)	1
Power Strips with circuit breakers (heavy duty)	4
Extension Cords 25 ft., 50 ft.,100 ft. (10-12 gauge copper)	6
Flashlights and batteries	12
ERB Max Lite Ear Plugs (200/box)	1
Hygiene Clean-Up Supplies	varies

Activation

The order to activate the RSS Warehouse will come from the Public Health Officer in coordination with the County Office of Emergency Services and will be part of a larger emergency response effort.

Facility

The RSS Warehouse operation is hosted in a large warehouse facility owned and operated by a community business partner. The business partner has agreed to lend the use of their facility, equipment, and personnel in an emergency for use as the RSS Warehouse. The facility has loading docks, material handling equipment, and personnel experienced in material handling.

Access and Opening

The SNS Coordinator is responsible for contacting the partner warehouse facility to activate the RSS Warehouse operation⁴. Once the use of the facility is confirmed with the RSS Warehouse a Manager and Staff will be assigned and sent to the warehouse.

The RSS Warehouse Staff will meet the warehouse representative and prepare the host facility for RSS Warehouse operations. Upon arrival the RSS Warehouse Manager will perform a walkthrough with the facility representative to confirm the following:

- Access to office space, telephones, equipment, supplies, tables, and chairs
- Access to restrooms, break rooms, and other facilities
- Identify off-loading docks and load-out areas
- Identify material storage areas
- Identify off-limits areas and equipment
- Identify facility personnel who will assist during the facility operation
- Identify entrance and parking area for county staff
- Identify truck entrances and exits for delivery vehicles
- Identify safety issues and procedures
- Identify security issues and needs

General Set Up

The RSS Warehouse operation will be set up for fast, efficient, and safe flow -- for trucks into and out of the delivery and staging areas, for movement of palletized material in the warehouse, and safety of pedestrians throughout. The goal is to prevent crowding and bottlenecks, reduce confusion, and use limited space effectively, while not hampering the host facility operations.

Staff Parking: Coordinate with the host facility for staff parking and entry.

Office Space: Coordinate with the host facility for RSS Warehouse office space. The office operations should be convenient close to the warehouse operations, but not exposed to warehouse noise. Coordinate for telephone and office equipment use provided by the host facility or by the county.

RSS Warehouse: The facility used for the RSS Warehouse is already a functioning warehouse; therefore the operational aspects of setting up the RSS warehouse will be relatively simple. The following areas will need to be identified and coordinated with the host facility.

- Receiving docks – those set aside for receiving supplies from the state
- Storage area - area where incoming supplies will be stored
- Staging area – area where picked supplies will be staged for load-out

⁴ See [Appendix 1-4](#) for the activation contact list.

- Load-out area – vehicle loading area for shipping to destinations

Safety: Assign a Safety Officer. Coordinate with the host warehouse representative to identify safety procedures, instructions, and equipment. The host facility will provide a safety briefing to all volunteer staff before each shift and establish a universal responsibility for safety for everyone.

Security

Local law enforcement agencies will provide uniformed, armed officers for RSS warehouse security to safeguard the staff, the host facility, and the medical supplies. The warehouse facility is privately owned property and there is no access allowed for the public and media.

The security lead will coordinate with the host facility security to define the areas of responsibility. When the security lead arrives, a security walk-through will be performed to identify security needs and threats. RSS warehouse staff will be assigned to assist with traffic direction for incoming and departing delivery vehicles.

Logistics

A variety of equipment and administrative supplies will be used in the operation of the RSS Warehouse. Some will be provided by the host facility and some will be provided by the county.

Material Handling Equipment: Material handling equipment for off-loading trucks and moving pallets is provided by the host facility.

Inventory Management System: Two computers with inventory management software, a wireless router, and two printers are provided by the Yolo County Health Department. The host facility has a copier that will be used on a limited basis.

Office Supplies: Office space with desks, tables, or chairs is provided by the host facility. Generic office supplies will be provided for the RSS Warehouse by the county. The RSS Manager will be provided with a supply box containing a variety of supplies that will be sufficient for at least 24 hours of operation.

Communications: VHF and/or 800 Mhz radios will be provided for the RSS Warehouse to communicate with the EOC. A small number of FRS (Family Radio Service) radios will be provided for communicating within the RSS Warehouse. The host facility will provide a phone and Fax machine. The assigned law enforcement officers will have their assigned county radios.

Meals and Food: Identify and set up a staff break and eating area in a separate part of the RSS Warehouse facility.

Staffing

The staffing of the RSS Warehouse is a cooperative effort between the county and the host facility. The county will provide disaster service workers, made up of a mix of government employees and non-government volunteers. The county provided staff operate on a 12-hour shift rotation with 2 shifts per day. The host facility will set their own staffing schedule for their employees, as they already operate on a 24-hour basis.

A centralized staff/volunteer staging facility will be established by The Yolo County Human Resources Department to assemble, swear in, and dispatch staff needed for the RSS Warehouse. Upon arrival at the RSS Warehouse the assigned staff will be signed in, credentials verified, provided Just-In-Time Training, and assigned a job.

Check-in, Credentialing, and Badging

Incoming staff will sign in upon arrival to ensure proper credentialing, training, and financial accounting. Incoming staff will confirm they have already been the centralized staff/volunteer staging facility, otherwise send them to the staging facility. Provide incoming staff with the appropriate vest and identification badge⁵. Direct the incoming staff to the training and briefing area.

Employees from the host warehouse facility will be performing Disaster Service Worker duties as part of their routine duties in support of the RSS Warehouse. They must be sworn in as Disaster Service Workers to be fully covered for liability purposes. Ensure that the host facility liaison provides monitors personnel assignment for all employees who work in the RSS warehouse area. Use the Disaster Service Worker Registration Form for that purpose.

Staff Medication

If the RSS Warehouse Staff is to receive medication, they will be provided medication prior to or after their shift, for themselves and their household family members, as necessary. Staff will not be allowed to take medication home during their shift, and any perceived delay in beginning a prophylactic regimen is not clinically significant.

Staff Training

The RSS Warehouse will employ staff that comes from a variety of backgrounds. The job duties that county staff will perform in the RSS Warehouse are straightforward administrative tasks that can be easily learned. This guide provides the functional description and job action sheets for every RSS Warehouse staff position.

The RSS Warehouse manager will adapt the training procedures to the needs of the RSS Warehouse. The host warehouse employees will already be trained in the use of their own equipment and will only need an operational overview of the RSS Warehouse

⁵ The RSS Warehouse will have restricted access and will require a red access badge. Samples of this badge are located in [Appendix 2-10](#).

procedures and expectations.

After training is completed provide a walk-through and warehouse overview to familiarize the staff with the layout, procedures, secured areas, and traffic flow of the warehouse.

Operations

The priority in operating the RSS Warehouse is to provide a fast, efficient, and accurate supply operation. This section will describe the management aspects related to warehouse operations.

Operational Control

An optimum span of control will be maintained for managing the RSS Warehouse to limit the duties of any manager or supervisor to no more than seven operational units supervised. Forms, documents, and procedures will be used to efficiently manage operations and to provide a record of activities.

The host warehouse employees will be performing duties and using equipment with which they are already familiar. County provided volunteer staff and supervisors will be performing duties and activities that are not part of their regular job duties, but the jobs that they perform in the warehouse are simple procedures that the staff can be easily trained to do with minimal training.

Command Staff

The RSS Warehouse Manager is in charge of overall RSS Warehouse operations and will assign Command Staff positions to manage the principal ICS functions and management tasks. Those ICS functions include operations, planning, logistics, security, and staffing.

Management Forms and Documents

The ICS Forms used to manage RSS Warehouse operations will be kept to a minimum. The forms used will allow the Command Staff to maintain operational control, personnel assignments, and logistical requests; and keep a record of activities, events, and plans.

The forms used are standard Incident Command System (ICS) forms, forms to track staff check-in and check-out, and inventory management forms generated by the Inventory Management System. They are:

- **ICS201 – INCIDENT BRIEFING⁶** used for the incident briefing, summary of current actions, current organization, and resource summary.
- **ICS202 – INCIDENT OBJECTIVES** used to record the operational objectives for the operational period.

⁶ Copy master of all ICS forms are located in the Local RSS Warehouse Field Operations Guide (FOG)

- **ICS203 – ORGANIZATION ASSIGNMENT LIST** used to record staff assignments.
- **ICS214 – UNIT LOG** used to record unit personnel assignments and major events during the operational period for the unit.
- **STAFF SIGN-IN SHEET**⁷ used to sign-in and sign-out staff for each shift.
- **PICK LIST**⁸ is a form generated by the Inventory Management System for use by warehouse personnel to pull the number and type of items for a POD order.
- **POD ORDER** is generated by the Inventory Management System for each POD order.

Facility

Traffic Flow, Control, and Load-Out Parking

The warehouse facility accommodates full-size tractor-trailers throughout the warehouse traffic areas. Pedestrian traffic in vehicle traffic areas is restricted for safety reasons. The delivery vehicles will be a mix of county and contracted trucks and vans. These vehicles will be using a loading area that is normally used by tractor-trailer rigs, so traffic flow and control for the smaller vehicles and loading personnel will need to be controlled to provide vehicle and personnel safety.

Operational Flow

Material flow will be moved from incoming trucks to the storage area. Orders will be picked from the storage area and moved to the staging area for verification. Orders will be moved from the staging area to the load-out area to load into delivery vehicles.

Safety

Warehouse operations pose hazards that can cause injuries and fatalities. Worker safety is the most important part of warehouse operation. It is everyone's responsibility to identify, avoid, and prevent hazards and unsafe conditions.

A safety briefing will be performed before every shift. It will include all facility specific safety procedures; safety around material handling equipment and trucks; trip slip, and fall hazards; lifting hazards, safe lifting, and two-person carry; and Loading Dock safety.

Security

The Security Lead will coordinate with the RSS Warehouse Manager and host facility representative on security matters. The host facility security personnel will coordinate with the Security Lead and may receive lawful orders from the uniformed law enforcement officers. A delineation of areas of responsibility will be established for both host facility security personnel and uniformed law enforcement officers.

⁷ See [Appendix 2-10](#) for a sample of the standard facility sign-in sheet

⁸ See [Appendix 1-10](#) for samples of forms generated by the Yolo County Inventory Management System

The following are guidelines for the provision of law enforcement in a safety capacity during a public health emergency where Federal assets may be deployed to the states and counties, including medical supplies and equipment for hospitals and clinics and/or pharmaceuticals. Public dispensing sites may be opened to provide antibiotic medications or vaccines to the residents of Yolo County.

A public health emergency, for this purpose, means an occurrence or condition which results in an actual or imminent threat of harm to public health and safety due to bioterrorism or terrorism events, outbreaks or release of dangerously contagious or infectious disease, natural occurrences, infectious agents, chemical agents, or other situations that possess substantial probability of death, long-term disability, or future harm in the affected population. The following are security areas in which local law enforcement may be utilized.

Once a site is selected to be opened for the RSS function, the following security activities will take place:

Prevention

Preventing unauthorized access to locations that support SNS RSS and Dispensing Site operations:

- The law enforcement agencies involved in guarding the location could use non-traditional employees (Correctional Officers, Probation Officers, Parole Officers, Fish and Game, and Community Service Officers) to guard the facility. This action will make available sworn officers to be used to handle volatile public safety situations.
- Entrance into the area would require a department I.D. card.
- We would also request the county public works department to respond with barricades.

Facilitate Transportation

Facilitate of the movement of vehicles that transport SNS assets and Personnel:

- The movement of SNS assets on the freeway would be the responsibility of the California Highway Patrol (CHP).
- Once inside the local jurisdiction it would be the responsibility of the destination jurisdiction to provide an escort vehicle for the secure movement of the SNS.
- If outside assistance is needed, the Yolo County Sheriff's Department's Mutual Aid Coordinator will request activation of the state mutual aid protocol.

Crowd Control

Control crowds that might interfere with the effective SNS operations and/or Dispensing Operations by protecting the personnel, equipment, and assets of the DSNS (Department of the Strategic National Stockpile), YCHD, Yolo County Employees, and other Disaster Service Workers and Volunteers from injury, theft, damage, or destruction.

- The YCHD should have secure locations to store equipment and assets from damage or destruction.
- The YCHD is responsible for ensuring security for protection of the SNS. Because law enforcement resources will be tapped to capacity they will be unable to provide security at these locations. The primary duty of law enforcement officers, during a situation of this magnitude, will be public safety. The Health Department will follow SEMS procedures for requesting local law enforcement assets and if needed, may call upon retired law enforcement or private security.

Threat Identification

Identify the likelihood of potential vulnerabilities in proximity to the RSS warehouse and/or Distribution Sites: Railways, petroleum pipelines and facilities that store or produce hazardous or dangerous materials, or any facilities that may themselves become a target of terrorist attacks:

- This information would be law enforcement sensitive, but the likelihood of an attack is thought to be minimal at this time.
- If intelligence was gained that there was a risk, appropriate modifications could happen (i.e. plain clothes officer in the area looking for vulnerabilities or targets, strike teams ready to respond or uniform escorts.)

Asset Protection

Determine what needs protection, including SNS RSS and/or repackaging locations, treatment centers, and dispensing sites:

- The location for storage, receipt, and staging of the SNS should be determined by the YCHD.
- Private security is recommended at these sites, as extra law enforcement officers may be unavailable. The same recommendation is made for treatment centers and dispensing sites.

Law Enforcement Assistance

Provide state and local law enforcement assistance for escort of the trucks that move SNS assets from the arrival airport or state line to the RSS facility, escort of the state and local government vehicles that transport the TARU, and protection of SNS aircraft at the arrival airport.

- The size of the plane and the airport to which the assets will be flown will dictate which jurisdiction would provide security and escort services. The only possible landing location for larger aircraft in Yolo County is the Yolo County Airport at

County Road 29 and County Road 95. This is in the YCSO jurisdiction and we would assist with the secure offloading and escort of the supplies to the local jurisdiction.

- Once in the local jurisdiction it would be the responsibility of the Sheriff and Local Police to provide an escort.
- If the SNS were traveling on state highways, the CHP would provide the escort until it reached the local jurisdiction.
- This would all apply to state and local government that transport the TARU. Upon finding out when and where the SNS is going to be transported, a briefing should be held by the local jurisdiction and the CHP to have an operations plan on the transport.

Security

Provide security to the following services: protection proceeding the transfer of SNS assets, aid in the protection of the RSS facility, protect the repackaging site if it is separate from the RSS facility, protect the distribution vehicles while loading, offloading, and in transit, manage the routes that the distribution vehicles will take and protect the Distribution Sites and Treatment centers.

- The transfer of the SNS assets would be the same as above.
- Protecting the repackaging sites would rely on the YCHD finding private security to secure the area.
- Depending on where the distribution point is for loading and off-loading, SNS would again depend on the jurisdiction and personnel working.
- Depending on the number of available personnel, a strike team or escort may be possible to assist in the above areas.
- Temporary fencing and cement barricades from private industry and city and county public works agencies would also be used to restrict access and used as a visual deterrent.

Maintain Control

Maintain controlled and limited access into, within, and out of the facility:

- We would assign a non-sworn officer to this post. If the crowd were to become hostile or out of control, the local jurisdiction would request mutual aid from local agencies to establish control of the situations.
- All the situations outlined above are manpower intensive. An event of this magnitude would most certainly overwhelm the resources of local law enforcement. When this occurs, Regional, State, and Federal mutual aid would be requested through the State Office of Emergency Services.

Logistics

Equipment and Supplies

For additional equipment or supplies that the host warehouse cannot provide, submit a request to the county EOC.

Communications and IT

The primary methods of communication available between the EOC and the RSS Warehouse will be by telephone, cell phone, e-mail, and VHF and/or 800 Mhz radio. Contact numbers for the EOC will be provided to the warehouse when activated. If telephone numbers or communication methods change, the Warehouse will be contacted and provided updated communications procedures.

Law Enforcement personnel assigned for RSS Warehouse security can provide backup communication using their county VHF and/or 800 Mhz radio(s). Use of the law enforcement radios will only be used in emergencies or as a last resort.

Medication Supply Plan

For a county-wide distribution of medication, over 200,000 courses of medication will need to be distributed. It is unlikely that we will wait for receipt of the entire 200,000 courses of medication before beginning distribution, and more likely that distribution to PODs will begin as soon as shipments begin to arrive at the RSS Warehouse. Shipments of medication from the state warehouse can be expected to occur over a period of several hours to several days and will come on numerous full size trailers.

For a county-wide mass-distribution, 11 to 26 PODs will be used to distribute medication. Each POD will require a delivery of 20,000 or more courses of medication for dispensing operations. How much is delivered to each POD and when it will vary based upon several factors – the amount and scheduling of deliveries from the state, the number and capacity of delivery vehicles, the operational period for distribution, and the number of PODs that will be used. Some PODs will receive one delivery, while others may receive four or more deliveries of medication.

Re-supply of medication from the state will take a minimum of 6 hours. Re-supply of medications to PODs will take a minimum of 3 hours to process, load, and transport to a POD.

Staffing

The county will provide a small number of personnel for administration of the RSS Warehouse operations. All county staff and volunteers will be sworn in as Disaster Service Workers before arriving at the RSS Warehouse facility. Upon arrival at the RSS Warehouse the assigned county staff will sign in, verify credentials, get appropriate staff badge, and get Just-In-Time Training for their assigned job.

The host warehouse will provide the majority of personnel to perform warehouse operations. The host facility personnel will not be required to go to the staff/volunteer staging area and will be sworn in as Disaster Service Workers on-site as part of their Just-in-Time training process.

The county RSS Warehouse staff will operate on a 12-hour shift rotation with 2 shifts per day. The host warehouse personnel may be on an 8-hour, 3 shifts per day rotation; and operational procedures will need to be adapted to accommodate the different shift start and end times.

For operational periods longer than 24 hours, the same county volunteer staff will be assigned for the length of the emergency or until otherwise released for reassignment. Shift changes will require at least a 30-minute overlap to continue operations while incoming staff are trained or briefed on operations. Staff departing at the end of each operational shift will sign out and return their staff badge and any equipment issued.

Check-in and Badging

County staff will sign in at the Warehouse operation office. All staff, both county and host facility personnel, will sign in at the beginning and sign-out at the end of every shift. Incoming staff will receive the appropriate vest and identification badge and will be directed to the staff briefing area at the beginning of their shift.

Staff and employees of the host facility that perform duties in support of RSS Warehouse operations will be sworn in as Disaster Service Workers to cover them for liability purposes, without the need to send them to the centralized staff/volunteer staging facility⁹.

Shift Change

The RSS Warehouse will operate two 12-hour shifts each day. The host warehouse personnel may be on an 8-hour, 3 shifts per day rotation; and operational procedures will need to be adapted to accommodate the different shift start and end times.

The outgoing shift will not be released until the incoming shift has been properly briefed, trained, and can assume the duties to continue warehouse operations. The RSS Warehouse shift change will require at least a 30-minute overlap of shifts to continue seamless operations while incoming staff are trained, briefed, and updated on warehouse operations.

Management Shift Change

The incoming RSS Warehouse Manager and command staff (Order Management Unit Leader, Warehouse Unit Leader, Load Out Unit Leader, and Security Unit Leader) will arrive at least 30 minutes before the shift to receive a briefing from the outgoing RSS Warehouse Manager and to prepare for the incoming staff change and briefings.

The briefing will use the Incident Briefing forms (ICS forms 201, 202, and 203) provided by the EOC to identify operational objectives, current situation, and to review

⁹ See [Appendix 1-11](#) for a sample of the Disaster Service Worker Form

significant events from the previous operational period. Briefings will include medication inventory status, staffing levels, orders made, received, and pending, and any other relevant operational information. Special attention will be given to ensuring continuity of operations with follow through on yet-to-be completed actions carried over from one operational period to the next.

The incoming RSS Warehouse Manager and command staff will prepare and brief the incoming staff and will adjust staffing assignments based upon staff and operational needs.

Staff Breaks

RSS Warehouse staff will receive breaks during their shift. Staff will be rotated for breaks to ensure the operational needs of the warehouse are met. All staff will be given a 15-minute break during every 4 hour period. All staff will be given at least a 30-minute meal break during the 12-hour shift. Staff will be rotated on and off breaks and meals to maintain adequate staffing levels for the operational tempo.

Meals

One meal will be provided for the RSS Warehouse staff per shift. Food support will be coordinated by the county EOC with information provided on staffing levels. Staff will not be allowed to depart the RSS Warehouse location to get meals or food.

Food support may be limited and may not accommodate special dietary restrictions of RSS Warehouse staff. The food provided may be a catered meal or emergency food rations.

Warehouse Functional Procedures and Controls

The county is solely responsible for the security, control, and accountability of the medical supplies provided by the state for distribution. This responsibility cannot be assigned or delegated to the host warehouse facility or their personnel.

The procedures in the RSS Warehouse must provide for both inventory control and process control. Inventory control is attained by coupling the manual process of material movement with the paper documentation process to move and account for the inventory at each point in the process.

Material Received from the State RSS Warehouse

The CDC requires that a State Official designated in the State's SNS Plan sign for custody of SNS materiel upon delivery to the State RSS Warehouse site. The Drug Enforcement Agency (DEA) registrant will sign for controlled substances. The State will provide the CDC with a list of authorized State officials who can sign for the SNS.

A designated official from the County will sign for custody of the medical resources provided in Yolo County. The Yolo County Health Officer (or designee) and local DEA agent will sign for

custody of the allotted SNS materiel and any Scheduled II through V controlled substances.
NOTE: Transfer of Schedule II drugs requires that a DEA Form 222 be utilized¹⁰.

The State and the County will sign the appropriate forms for acceptance of the allotted SNS materiel¹¹.

Manual Process: Material is off-loaded from arriving trucks and confirmed against shipping manifest or order. Give receipt to Order Management Unit. The magnitude of the event and the amount of medical resources deployed will determine the method of delivery.

Documentation: Confirm inventory against shipping manifest or order. Sign for upon receipt. Give receipt to Order Management Unit.

Order received for Supplies

The YCHD DOC will initially direct the inventory control function to transport specific quantities of medical resources from the Local RSS Warehouse to dispensing sites and treatment centers. If no Local RSS Warehouse is activated, the YCHD DOC inventory control function will direct the materiel to the dispensing sites and treatment centers following SEMS protocols.

The dispensing sites and treatment centers will send their local EOC orders for materiel via e-mail, fax, or phone. Any orders which cannot be filled locally will be forwarded to the County/Operational Area EOC or YCHD DOC to be filled. The inventory control function will enter the orders into the inventory management system.

As the inventory control function issues materiel, it will monitor the stocks on hand and work with CDPH EOC and available TARU personnel to replenish stocks.

Manual Process: Enter order into Inventory Management System. Decrease Inventory On-Hand upon allocation of material for order.

Documentation: Print Pick List, Order Form 2 Copies, and delivery route maps.

Pick Material for Order

Manual Process: Use Pick List to pick items. Move picked items to staging area.

Documentation: Pick List.

Check Material staged for Loading

Manual Process: Confirm against Pick List that all material for the order in proper quantity and with appropriate lot numbers has been staged for loading.

Documentation: Pick List.

Load Material into Delivery Vehicle

Manual Process: Load Material from staging area into vehicle. Driver and loaders confirm quantities being loaded. Driver signs Pick List confirming quantity loaded.

Documentation: Pick List and Packing List. Driver signs Pick List confirming quantity loaded. Send signed Pick List to Order Management Unit.

¹⁰ Identification of county officials and DEA registrant with contact information is located in [Appendix 1-2](#)

¹¹ A sample of the local transfer form is included in [Appendix 1-8](#).

Delivery Vehicle Dispatch

To facilitate the dispatch system, the Order Management Unit Leader will establish a wall chart that identifies all delivery locations and the preferred routes to those locations. This chart will be updated and maintained by the Order Management Unit Leader and staff. This chart can be utilized to indicate the location of each vehicle as it travels to sites with materiel or returns to staging for additional pickups. The chart will identify the location of any problems and make it easy for incoming dispatchers to understand the status of the delivery system as they relieve outgoing dispatchers. The Health Department has mapped driving routes to identified PODs and hospital locations.

Manual Process: Delivery vehicle is dispatched to POD.

Documentation: Driver given Packing List, Order Form, and delivery route maps.

Delivery at POD

Drivers will obtain signatures on the delivery documents that accompany shipments of medical resources and return those documents to the Shipping/Receiving Team Lead.

Delivery of controlled substances will comply with state and federal regulations to maintain chain-of-custody requirements. Record keeping and chain of custody requirements for controlled drugs should not prevent or delay the supply or delivery of these drugs during an emergency deployment of medical resources including the SNS.

Manual Process: Delivery vehicle off-loads ordered material at POD. Person receiving confirms quantities and lot numbers against order and signs order receipt. Delivery driver returns Receipt to RSS Warehouse.

Documentation: Order Form. Person receiving signs order receipt. Return Receipt to RSS Warehouse.

Materiel Storage and Handling

Allotted medical resources in staging, storage, and in transit must remain at appropriate temperatures to ensure its potency. Some items in the SNS materiel require refrigeration. They are shipped in appropriate refrigerated or insulated containers.

Environmental

SNS materiel must remain at appropriate temperatures during staging, storage, and transportation to ensure its potency. It is essential to keep most SNS materiel at controlled room temperatures, between 58°F and 86°F. This means storage sites, dispensing sites, treatment centers, and distribution vehicles must all be able to maintain this temperature range during very hot or very cold periods. Materiel should not be left outside during these periods. Currently, no items in the 12-hour Push Packages require refrigeration.

Controlled Substances

A 12-hour Push Package currently includes three different controlled substances: morphine, diazepam, and midazolam. The Drug Enforcement Administration (DEA)

classifies substances by their potential for abuse. Accordingly, morphine is classified as Schedule C-II, while diazepam and midazolam are classified as Schedule C-IV.

The DEA regulates the storage and transfer in accordance with Title 21 of the U.S. Code of Federal Regulations. The DEA subsequently authorizes individuals (registrants) to handle specific classes of controlled substances. The registrants must ensure that they maintain a detailed chain-of-custody record of all transfers. For C-II substances, that record must include a DEA Form 22 that the person who receives the materiel initiates to request the transfer.

Controlled substances provided by the SNS Program in California will be sent to hospitals and/or designated alternate treatment centers. Hospitals and/or alternate treatment centers must have registrants identified who will be able to receive and sign for any controlled substance they request and subsequently receive. The DEA recognizes that during an emergency, availability of the identified DEA registrant may be limited. Also, extreme circumstances may dictate that controlled substances be delivered to the local health department. If the identified DEA registrant is unavailable to accept receipt at the time of delivery, the DEA will still allow delivery of the controlled substance to the organization, but the registrant must eventually provide signed paperwork for each transfer.

Chain of Custody Procedures for Controlled Substances

A procedure for the handling of controlled substances will be developed to comply with Federal and State laws. If the SNS assets delivered to Yolo County contain controlled substances a designated DEA-registrant should be present to sign for all the assets or at least the controlled substances. If the DEA registrant signs for only the controlled substances then the other products may be signed for by a designated responsible official. If there is not a DEA Registrant present at the time, meticulous chain-of-custody will need to be maintained until such time as a DEA registrant can sign for the materiel.

The DEA authorizes individuals (known as registrants because the DEA registers them) to handle specific classes of controlled substances. Registrants who transfer controlled substances must ensure the people to whom they transfer the drugs have the proper DEA registration. The registrants also must keep a detailed chain-of-custody record of all transfers. For C-II substances, that record must include a DEA Form 222 that the person who receives the materiel initiates to request the transfer.

If the Yolo County designated DEA registrant is unavailable, the Yolo County RSS Distribution Manager will sign for the controlled substances. We do not expect to delay treatment or response activities just because the DEA Registrant is not immediately available. In this regard, the State is willing to accept the signed paperwork after the transfer.

Upon arrival of any assets into Yolo County, both the driver of the vehicle and the individual

accepting the assets will sign a Medical Supplies Transfer Form¹². Each party will receive a copy of the signed form.

When assets are delivered within Yolo County from a local or regional RSS Warehouse to a POD, a hospital or an Alternate Treatment Site, both the driver and the individual accepting the assets will sign the Medical Supplies Transfer Form. Each party will receive a copy of the signed form.

- The Distribution Manager will show his Yolo County ID to the State official traveling with the SNS.
- The Distribution Manager will sign the multiple copies of the controlled substances manifests.
- The Distribution Manager will immediately forward copies of the signed controlled drug manifests and the DEA Form 222 to the Yolo County DEA registrant. This person can be located through the OA EOC.
- The Distribution Manager will place the Controlled Substances under security control, which can include the following:
 - Use local and/or State law enforcement to provide security for controlled substances
 - Use a police evidence locker, portable lock box, or security cage for storing the controlled substances
 - Use other safe or vault facilities that meet DEA standards (e.g., pharmacies, hospitals, trauma centers, methadone clinics, or wholesale drug distributors)

DEA will hold the Yolo County Registrant responsible for the controlled drug stock transferred until that person transfers it to another registrant (e.g., a pharmacy at a treatment center). DEA also will allow the transfer of controlled substances to multiple treatment centers using a copy of the CDC manifest (or another unofficial form) as long as the chain-of-custody record is maintained.

Supply and Medication Repackaging & Requirements

The CDC seeks to provide most, if not all, of the oral medicines needed in prepackaged forms. These are individual regimens of oral antibiotics that are provided in multi-day, labeled, childproof containers. Both the 12-hour push package and the Vendor Managed Inventory (VMI) provide large quantities of prepackaged medication.

If necessary, the YCHD can repackage SNS bulk items into individual drug regimens by use of any one of the following methods:

- Existing partnership with Woodland Memorial Hospital

¹² See [Appendix 1-8](#) for sample

- County pharmacist contracted through the Alcohol Drug and Mental Health Department
- Disaster Healthcare Volunteer (DHV) Pharmacist

Bulk Packaged Drugs from the State

The SNS inventory may also contain a portion of oral drugs bulk packaged in containers with 100 or more tablets/capsules. These bulk containers may be utilized primarily for hospital use. However, these bulk containers may be utilized in situations where there is a need to provide individual regimens in quantities different from those found in the prepackaged prescription bottles which contain a 10-day supply. For example, 3-day prophylactic regimens could be created until the CDC delivers more as prepackaged products¹³.

If necessary, the State and/or the YCHD will repackage SNS bulk items into individual drug regimens when:

- the number of individual, prepackaged regimens delivered are insufficient
- prepackaged medicines in the SNS are not effective against a particular threat and new drugs arrive in bulk
- There is a need to prepackage individual drug regimens containing quantities of tablets/capsules with less than a 10-day supply per regimen.

Bulk Packaged Drugs from the Local Cache

The local inventory cache (including MMRS caches, caches stored in hospitals, public health caches, or any other type of local cache) may be stored in bulk packages that need to be broken down into individual unit-of-use regimens. Yolo County will be responsible for the repackaging of these local caches and/or coordinate with local hospitals or pharmacies to assist with automatic pill-counting machines.

Investigational New Drug (IND) Requirements

According to the federal Food and Drug Administration (FDA), drugs or biologics involved in interstate commerce and intended for use for an unapproved indication are subject to specific FDA regulations. As a result, the transport and use of some SNS medications for certain indications may require that Investigational New Drug Application (IND) regulations be met. The FDA has developed a “streamlined” IND process that will effectively interface with the SNS. Any necessary forms required under IND requirements will be provided at the dispensing sites by the State.

¹³ Note: Drugs that are repackaged at the State RSS Warehouse will likely not be distributed to the Yolo County sites in child-resistant containers. It is anticipated that post-exposure prophylaxis dispensing using plastic “zip loc” bags may be necessary in order to respond in a timely manner.

Deactivation

The RSS Warehouse Manager will consult with staff in the EOC for determining when the functions of mass prophylaxis at the open sites are complete or near completion and if treatment centers still require additional supplies and materiel. Ultimately, demobilization will occur when appropriate prophylaxis and care at distribution/treatment centers has been provided to the public.

When warehouse operations are completed the facility must be returned to its original condition and use. Supplies and equipment that were not delivered to PODs, or returned from PODs, must be inventoried, palletized, and returned to the state. Left over medication must be kept secure and be returned to the state pharmaceutical supply point or warehouse. Personnel must be released for regular duties.

All documentation of events and all paperwork and records used in the event will be collected, duplicated as necessary and transferred over to the appropriate personnel or agency.

Staff will be notified of date/time release of duties or if they are to be sent to other areas where they may be needed to assist in further demobilization and repacking. Any pertinent payroll records will be collected and verified before staff are released.

Prior to staff leaving, the RSS Warehouse Manager will gather all staff for a debriefing. In this process staff should be offered the opportunity to share:

- Concerns for how the processes took place
- Any problems that they personal are experiencing as a result of participating in this process
- Suggestions their have for improving the process for the future

The RSS Warehouse Manager will be tasked to ensure that the facility is left as it was found upon starting the process, that it is secure, and that all keys/access methods have been returned to the proper authority.

Facility

The warehouse facility will be returned to the state it was in before warehouse operations began. Some or all of the following may be required:

- Remove temporary signs
- Store tables and chairs as required by the host facility
- Secure and return computer, printers, and radios to the county
- Empty trash cans and dispose
- Vacuum and mop floors as necessary

Conduct a walkthrough with a host facility representative and document all damage or lack of damage caused while the facility was in use. Retain a copy for submission to the county and

provide a copy to the host facility. Return all keys and access devices.

Logistics

The facility will be returned to the state it was in before RSS Warehouse operations began.

Equipment and Supplies

Collect county provided equipment and unused supplies for return to the county. If an office supply box was provided, place left over supplies back in the box.

Collect and return host facility equipment and supplies to the appropriate location in the host facility.

Communications and IT

Communications and IT equipment (radios, computers, and printers) will be collected, accounted for, and returned to the original issuer. These items are usually sensitive or controlled items that must be accounted for at the end of operations. Perform backups of inventory system data and files.

Medication Supplies and Documentation

Collect all inventory management forms, reports, receipts, and files containing the Pick Lists, Order Forms, and Packing Lists used during warehouse operations.

Inventory all un-delivered medication and unused medical supplies returned from PODs. Report the quantities to the appropriate EOC unit leader. Palletize and transport the undelivered/unused supplies back to the designated state location with appropriate security safeguards.

Staffing

Before staff can be released they must sign out and return their ID Badges and vests. All staff will assist with the actions necessary to return the facility to the state it was in when the county opened the RSS Warehouse, and provide such other assistance with equipment and supplies as required to deactivate warehouse operations.

Recovering Resources

The Memorandum of Agreement between the CDC and the State of California Department of Public Health specifies the return of unused SNS materiel.

The Local RSS Warehouse Distribution Manager will enlist the support of local and state staff that are available, to ensure that all unused medical resources are accounted for and, where appropriate, returned to the State RSS Warehouse. The Transportation Supervisor will assist in the movement of returned materiel to the State RSS Warehouse.

APPENDIX 1-2: AUTHORIZED SIGNERS FOR SNS MATERIEL'S

The following individuals are authorized to sign for any non-narcotic materiel from the Strategic National Stockpile (or Vendor Managed Inventory) that is received from the State of California and/or the Center for Disease Control and Prevention:

Health Officer	Dr. Joseph P. Iser
Assistant Health Officer	Dr. Christian Sandrock
Assistant Health Officer	Dr. Constance Caldwell
Office of Emergency Services, Manager	William Martin
Health Department, Director of Public Health Nursing	Diedre Gilliam
Health Department, Emergency Preparedness Manager	Myrna Epstein
Office of Emergency Services, Planner	Kyle Noderer
Health Department, Director of Medical Programs	Pat Billingsley
Strategic National Stockpile Coordinator	Dana Carey

The following individuals are authorized to sign for any schedule 2-5 narcotic materiel from the Strategic National Stockpile (or Vendor Managed Inventory) that is received from the State of California and/or the Center for Disease Control and Prevention:

Health Officer	Dr. Joseph P. Iser
Assistant Health Officer	Dr. Christian Sandrock
Assistant Health Officer	Dr. Constance Caldwell

Updated 02/10

APPENDIX 1-4: SNS/RSS ACTIVATION CONTACT LIST

Command and Control Staff

Position	Name	Contact Group
SNS Coordinator	Dana Carey	Primary
SNS Coordinator	Jaime Ordonez	Secondary
Tactical Communications / IT Support	Nathan Mott	Primary
Tactical Communications / IT Support	Kevin Yarris	Secondary
SNS Security Coordinator	Kurt Zeiler	Primary
SNS Security Coordinator	Martin Torres	Secondary
All-POD Coordinator	Jason Spitzer	Primary
All-POD Coordinator	Kyle Noderer	Secondary
Treatment Center Coordinator	Myrna Epstein	Primary
Treatment Center Coordinator	DeeDee Gilliam	Secondary
Public Information Officer	Cheryl Boney	Primary
Public Information Officer	Beth Gabor	Secondary
Staffing/Volunteer Coordinator	Mindi Nunes	Primary
Staffing/Volunteer Coordinator	Margaret Raley Gary Engel	Secondary

Local Treatment Center Leads

Treatment Center	Name	Contact Group
Woodland Memorial Hospital	Kelly Crisolo	Primary
Woodland Memorial Hospital	Eli Olson	Secondary
Sutter Davis Hospital	Vinnie Ryan	Primary
Sutter Davis Hospital	Tammy Needham	Secondary

Updated 02/10

RSS Warehouse Lead Staff

Warehouse Job	Name	Contact Group	CAHAN Role
RSS Warehouse Manager	Ray Groom	Primary	57-RSS Manager
RSS Warehouse Manager	Dena Humphrey	Secondary	57-RSS Manager
Security Unit Leader	Kurt Zeiler	Primary	57-Security Unit Leader
Security Unit Leader	Martin Torres	Secondary	57-Security Unit Leader
Communications/IT	Kevin Yarris	Primary	57-Communications/IT
Communications/IT	Tom Bates	Secondary	57-Communications/IT
Order Management Unit Leader	Aaron Burton	Primary	57-Order Mgt Unit Leader
Order Management Unit Leader	John Buzolich	Secondary	57-Order Mgt Unit Leader
Inventory Management System Specialist	Rita Cital	Primary	57-Inventory Mgt Spec
Inventory Management System Specialist	Diane Miller	Secondary	57-Inventory Mgt Spec
Loading Dock Unit Leader	Lesli Quam	Primary	57-Loading Dock Unit Lead
Loading Dock Unit Leader	Nikki Abaurrea	Secondary	57-Loading Dock Unit Lead
Material Unit Leader	John Coman (Walgreens) Don Feickert (Raley's)	Primary	57-Material Unit Leader
Material Unit Leader	Marc Gaddis (Walgreens) Bob Abel (Raley's)	Secondary	57-Material Unit Leader

Updated 02/10

Other

Agency	Title	Method Utilized
Regional	Region IV Regional Disaster Medical Health Coordinator (RDMHS)	CAHAN
State	Governor’s OES Warning Center	Through normal comm. channels at OA EOC
State	CDPH Duty Officer	CAHAN or Phone
State	CDPH Emergency Preparedness Office	CAHAN or Phone
State	CDPH Emergency Management – SNS	CAHAN or Phone
Federal	US Public Health Service Emergency Coordinator Region IX	Through normal comm. channels at State office
Federal	Center for Disease Control	Through normal communication Channels at State office

APPENDIX 1-8: SAMPLE TRANSFER FORMS

Medical Supply Transfer Form

(To Be Printed on County Letterhead)

The County of Yolo and the Yolo County Health Department Strategic National Stockpile Program hereby transfers medical materiel from the CDC provided Strategic National Stockpile assets into the custody and control of the receiving authority listed below. By signing this transfer form, the receiving authority acknowledges receipt of the medical materiel listed.

The receiving authority accepts full responsibility for the materiel entrusted into its possession and agrees to abide by the terms, conditions, and responsibilities, of all applicable agreements between the state and local authorities, as well as all applicable federal and state laws and regulations. See attached sheet(s) for listing of items received.

Provisionary CDHS Strategic National
Stockpile Authority
(PRINT NAME & TITLE)

SIGNATURE & DATE

Authorized Receiving Authority
(PRINT NAME & TITLE)

SIGNATURE & DATE

If control Schedule II Substances are Transferred
Authorized Receiving DEA Registrant
(PRINT NAME, TITLE, DEA REGISTRATION No.)

SIGNATURE & DATE

Power of Attorney for DEA Order Form

(To Be Printed on County Letterhead)

_____ Joseph P. Iser, M.D., DrPH, MSc _____ (Name of Registrant)

_____ Yolo County Health Department _____ (Address of Registrant)

_____ 137 North Cottonwood St., Ste. 2100 _____

_____ Woodland, CA 95695 _____

_____ (DEA Registration Number)

I, _____ (name of person granting power), the undersigned, who is authorized to sign the current application for registration of the above-named registrant under the Controlled Substances Act or Controlled Substances Import Export Act, have made, constituted, and appointed, and by these presents, do make, constitute, and appoint

_____ (name of attorney-in-fact), my true and lawful attorney for me in my name, place, and stead, to execute applications for books of official order forms and to sign such order forms in requisition for Schedule II controlled substances, in accordance with section 308 of the Controlled Substances Act (21 U.S.C. 828) and part 1305 of Title 21 of the Code of Federal Regulations. I hereby ratify and confirm all that said attorney shall lawfully do or cause to be done by virtue hereof.

This Power of Attorney for DEA order forms will only be used in conjunction with an incident with Public Health implications, for which the Yolo County Health Department responds.

(Signature of Person Granting Power)

I, _____ (name of attorney-in-fact), hereby affirm that I am the person named herein as attorney-in-fact and that the signature affixed hereto is my signature

(Signature of attorney-in-fact)

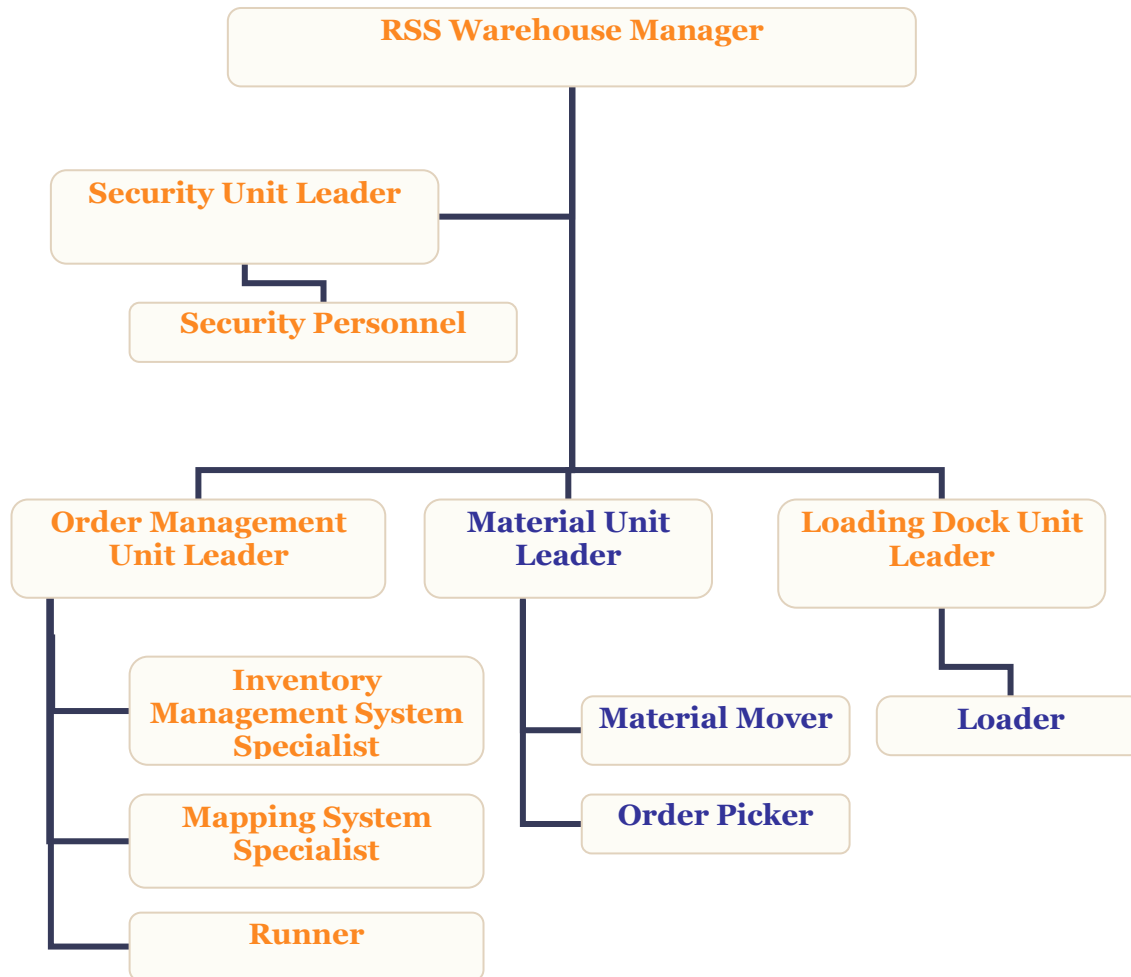
Witnesses:

1. _____

2. _____

Signed and stated on the _____ day of _____, 2007 at _____

APPENDIX 1-9: RSS STAFF STRUCTURE



Two Kinds of Staff:

#1) **County Appointed Staff** – responsible for inventory accountability

#2) **Warehouse Staff** – responsible for normal Warehouse operations

APPENDIX 1-10: SAMPLE INVENTORY MANAGEMENT SYSTEM FORMS

Order

POD Order

POD Alderson Convalescent Hosp.
Address 124 Walnut Street
Woodland, CA 95695
Ordered By Terry
Phone 530-662-9161

Order Date 1/11/2010

Order # 176

Description	Item Type	Item #	Unit of Measure	Qty per Unit	Quantity Allocated	Quantity Filled	Lot #	Expiration Date
Alcohol Prep Pads	Vaccine Administration Supplies		Box	100	2	2		
H1N1 - 5 mL multi-dose vial	Vaccine-H1N1		Dose	1	120	120	UPO98AA	6/4/2011
Jelco Pro-edge Syringe 3ml 23g x 1"	Vaccine Administration Supplies		Each	1	200	200		
Monoject Syringe 6mL 20G x 1.5	Vaccine Administration Supplies		Each	1	10	10		
Sharps Container 14 Quart	Vaccine Administration Supplies		Each	1	1	1		

Authorized By	Dr. Joseph Iser	Date	1/11/2010
Filled By	Dana M. Carey	Date	1/11/2010
Cleared By	DeeDee Gilliam	Date	1/11/2010

Pickup Date	1/11/2010	Time	1450
Pickup By	Teri Krug		
Organization	Alderson Convalescent Hospital		
Phone	530-662-9161		
Pickup By Shipper	<input type="checkbox"/>		
Tracking #			
Comments			

Received Date	Time
Received By	
Organization	
Phone	
Comments	

Pick List

POD Order Pick Sheet

POD Alderson Convalescent Hosp.
Address 124 Walnut Street
Woodland, CA 95695
Ordered By Terry
Phone 530-662-9161

Order Date 1/11/2010

Order # 176

Item Code/Type	Item #	Description	Unit of Measure	Qty per Unit	Location	Quantity Allocated	Quantity Filled	Lot #	Exp Date
Vaccine Administration		Jelco Pro-edge Syringe 3ml 23g x 1"	Each	1	Health Dept IZ Storage	200	200		
Vaccine Administration		Monoject Syringe 6mL 20G x 1.5	Each	1	Health Dept IZ Storage	10	10		
Vaccine-H1N1		H1N1 - 5 mL multi-dose vial	Dose	1	Health Dept IZ Storage	120	120	UPO98AA	6/4/2011
Vaccine Administration		Alcohol Prep Pads	Box	100	Health Dept WIC Copy Room	2	2		
Vaccine Administration		Sharps Container 14 Quart	Each	1	Health Dept WIC Copy Room	1	1		

Order # 176

Item Code/Type	Item #	Description	Unit of Measure	Qty per Unit	Location	Quantity Allocated	Quantity Filled	Lot #	Exp Date
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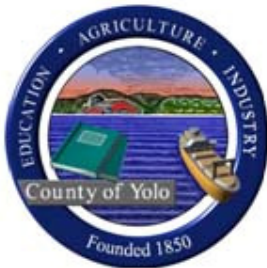
Authorized By	Dr. Joseph Iser	Signature		Date	1/11/2010
Filled By	Dana M. Carey	Signature		Date	1/11/2010
Cleared By	DeeDee Gilliam	Signature		Date	1/11/2010
Pickup Date	1/11/2010	Time	1450		
Pickup By	Teri Krug	Signature			
Organization	Alderson Convalescent Hospital	Phone	530-662-9161		
Pickup By Shipper	<input type="checkbox"/> Shipper	Tracking #			

2/4/2010 10:15:35 AM

2/4/2010 10:16:37 AM

Page 2 of 2

APPENDIX 1-11: DISASTER SERVICE WORKER FORM



DISASTER SERVICE WORKER REGISTRATION – YOLO COUNTY

This block to be completed ONLY by an authorized Yolo County employee

CLASSIFICATION: <i>Select only one of the following:</i>		<input type="checkbox"/> Logistics
<input type="checkbox"/> Animal Rescue, Care & Shelter	<input type="checkbox"/> Human Services	<input type="checkbox"/> Medical & Environmental Health
<input type="checkbox"/> Communications	<input type="checkbox"/> Fire	<input type="checkbox"/> Safety Assessment Inspector
<input type="checkbox"/> CERT Member	<input checked="" type="checkbox"/> Laborer	<input type="checkbox"/> Search & Rescue
<input type="checkbox"/> Finance & Administrative Staff	<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Utilities
SPECIALIZATION:		DSW CARD #
Event: POD Exercise 10/3/09		If no card issued, check here <input type="checkbox"/>

Type or print in ink (All highlighted items required to be completed)

Name: _____	Home Phone: _____
Address: _____	Work Phone: _____
City/State/Zip: _____	Cell Phone: _____
Hair: _____ Eyes: _____ Height: _____	Email: _____
<input type="checkbox"/> By initialing in this box I consent to a background check by Yolo County. I understand that declining, or not passing, this background check may limit the positions and duties to which I am assigned.	Date of Birth: _____
	Driver License Number: _____
	Driver License Expiration Date: _____
Professional/FCC License: _____	Emergency Contact Name: _____
Professional/FCC License Expiration Date: _____	Emergency Contact Phone: _____

Government Code Section 3108-3109:

Every person who, while taking and subscribing to the oath or affirmation required by this chapter, states as true any material matter which he or she knows to be false, is guilty of perjury, and is punishable by imprisonment in the state prison for two, three, or four years. Every person having taken and subscribed to the oath or affirmation required by this chapter, who, while in the employ of, or service with, the state or any county, city, city and county, state agency, public district, or disaster council or emergency organization advocates or becomes a member of any party or organization, political or otherwise, that advocates the overthrow of the government of the United States by force or violence or other unlawful means, is guilty of a felony, and is punishable by imprisonment in the state prison.

Loyalty Oath or Affirmation (Government Code Section 3102)

I, _____, do solemnly swear (or affirm) that I will support and defend the
(PRINT NAME)
Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservations or purpose of evasion; that I will well and faithfully discharge the duties upon which I am about to enter. I certify under penalty of perjury that the foregoing is true and correct.

_____	_____	_____
Date	Signature	If under 18, signature of parent/guardian
_____		_____
Signature of official authorized to administer loyalty oath		Title

The date enrolled is considered to be the date of the oath above. This registration must be renewed annually. If there are no changes to the above information, please sign and date below. After four renewals (or if there are changes in the above information) a new form, with oath, must be completed. Exception: If the Specialization field above is labeled "Event", this registration expires automatically upon conclusion of the event.

Renewal #1 _____	Renewal #3 _____
Signature and Date	Signature and Date
Renewal #2 _____	Renewal #4 _____
Signature and Date	Signature and Date

For those volunteers who are issued DSW cards, a picture will be taken, and placed both on the card and in the file. Card renewal dates may be different than registration form renewal dates.

Yolo County Form 880A, Effective Date 05/2008

APPENDIX 2-10: STAFF SIGN-IN/OUT & BADGING

Instructions

Persons completing the on-line POD classes have a pre-printed name badge on file at the Yolo County Health Department for every security level which they complete. The POD job name can be added to their badge either by the Yolo County Health Department or on-site by the POD Manager.

A blank set of badges with the POD job name pre-printed is sent to every site for the purpose of being issued to those who are spontaneous volunteers or have not had on-line POD training. Any pre-printed name badges not issued by the County will be sent to the Report to location for that person behind a separate tab in the binder containing the blank badges.

The background color of the Badge identifies where in the POD each staff member has access to travel. Certain sites throughout the county have been deemed as Red Level access for the entire site. These include:

- Warehouse Sites
- County Buildings
- First Responder Sites
- Selected Push Sites

There are three security levels being used throughout the public PODs:

- Red = Restricted Access (designates areas for Command Staff, First Aid Staff, Inventory Control Staff, and VIPs)
- Yellow = Staff Access (designates areas for all other staffing positions in the POD)
- Green = Public Access (designates areas for the general public and spontaneous volunteer staff with little or no training)

Any Law Enforcement or Fire Services badge, uniform, or identification serves as a red level access pass in the absence of a POD badge for safety and security purposes.

All personnel will be required to sign in upon arrival and out upon departure.

Sample Sign In/Out Sheet

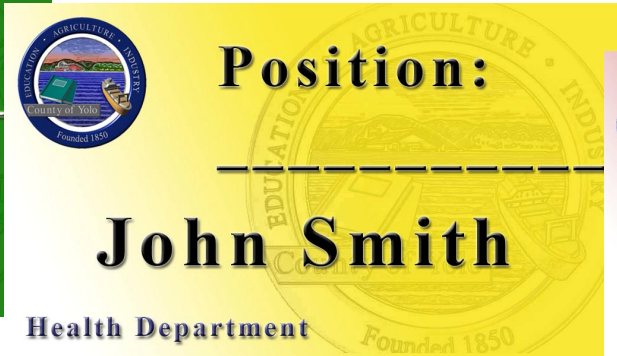
SIGN-IN: POINT OF DISPENSING (POD) STAFF

Date: _____ Time: _____ Completed By: _____

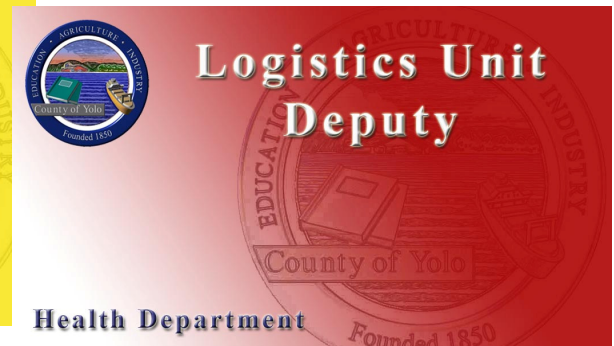
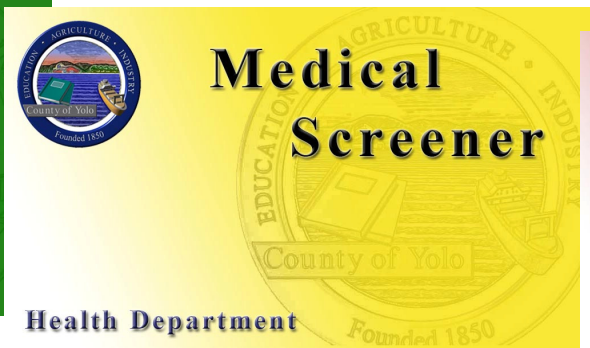
<u>Name</u>	<u>Badge #</u>	<u>Staff Position</u>	<u>Time In</u>	<u>Time Out</u>	<u>Phone</u>	<u>E-mail</u>

Sample Badges

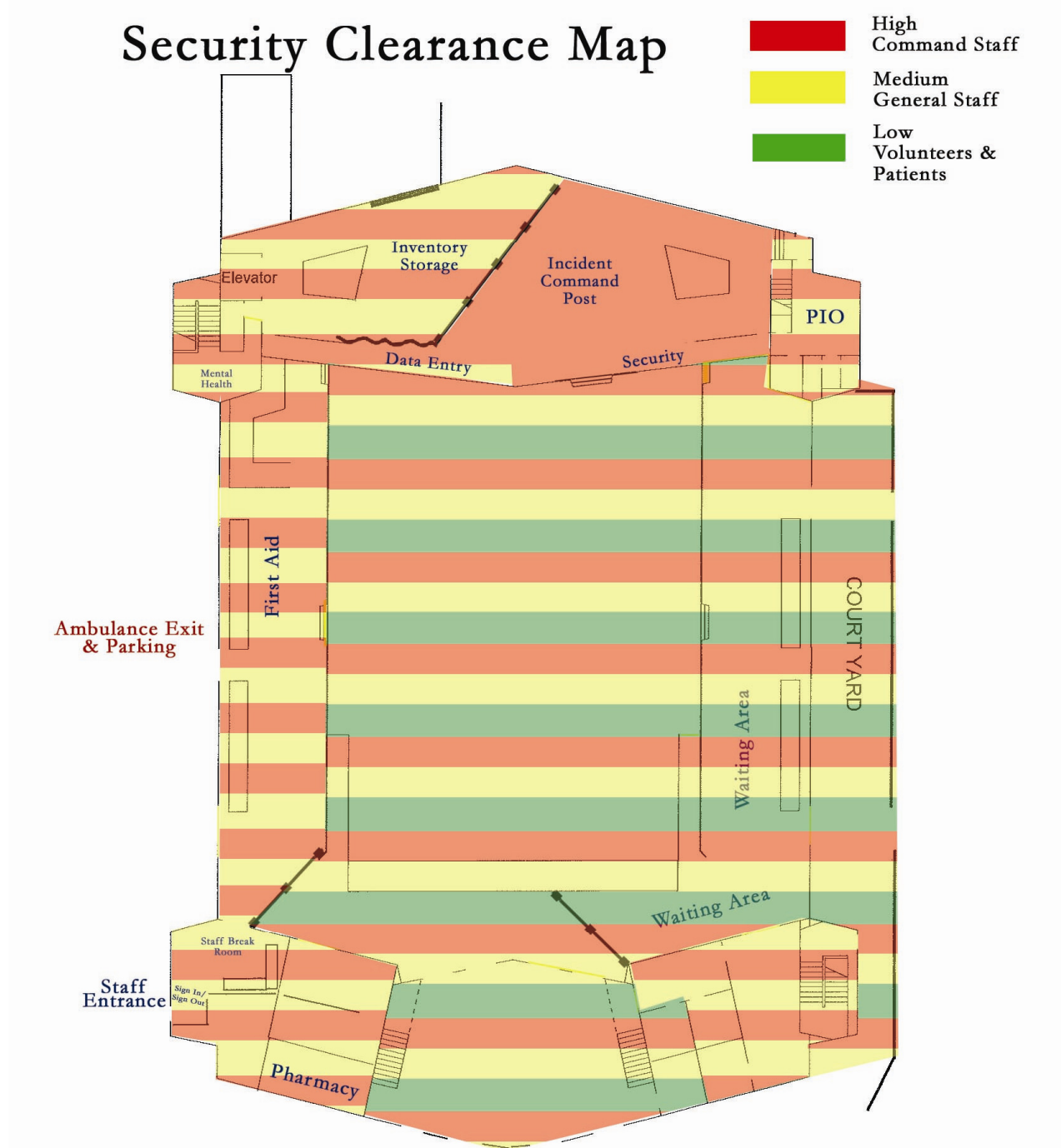
On-Line POD Classes Taken



Do Not Have Pre-Training



Sample Security Clearance Map



Note: All RSS Sites are red level clearance only.

APPENDIX 2-15: PLAN FIGURES AND TABLES

TABLE RSS-1 AVAILABLE SECURITY COMPLIMENT IN YOLO COUNTY7
TABLE RSS-2 EQUIPMENT NEEDS FOR THE LOCAL RSS WAREHOUSE8

APPENDIX 2-17: ACRONYMS

ACEP:	American College of Emergency Physicians
ATT/TTY:	American Telephone & Telegraph / Talk To You
B&P:	Business & Professional
BDS:	Biohazard Detection System
BERM:	Biological and Environmental Reference Materials
CAHAN:	California Health Alert Network
CCRF:	Commissioned Corps Readiness Force
CDC:	Centers for Disease Control and Prevention
CDPH:	California Department of Public Health
CERT:	Community Emergency Response Team
CHP:	California Highway Patrol
CMV:	California Medical Volunteer
DES:	Drug Enforcement Administration
DMAT:	Disaster Medical Assistance Team
DOC:	Department Operations Center
DSNS:	Department of the Strategic National Stockpile
EMSA:	Emergency Medical Services Authority
EOC:	Emergency Operations Center
EOP:	Emergency Operations Plan
ESF:	Emergency Service Function
FDA:	Food and Drug Administration
HAM:	Amateur Radio Operator
HIPAA:	Health Insurance Portability and Accountability Act
HPP:	Hospital Preparedness Program
ICS:	Incident Command System
IND:	Investigational New Drug
IT:	Information Technology
JEOC:	Jurisdictional Emergency Operations Center
JIC:	Joint Information Center
LVN:	Licensed Vocational Nurse
LZ:	Landing Zone
MHOAC:	Medical Health Operational Area Coordinator
MI:	Managed Inventory
MMRS:	Metropolitan Medical Response System
MOA:	Memoranda of Agreement
MRC:	Medical Reserve Corps
NAPH:	Name, Address, Phone number, & Health History Form
NDMS:	National Disaster Medical Systems
NIMS:	National Incident Management System
NMRT:	National Medical Response Team
OES:	Office of Emergency Services
PCR:	Polymerase Chain Reaction

PHO:	Public Health Officer
PIO:	Public Information Officer
POD:	Point of Distribution/Dispensing
PPE:	Personal Protective Equipment
PSAP:	Public Safety Answering Point
REOC:	Regional Emergency Operations Center
RDMHC:	Regional Disease Medical Health Coordinator
RDMHC:	Regional Disease Medical Health Specialist
RN:	Registered Nurse
RSS:	Receiving, Storing, and Staging
SEMS:	State Emergency Management System
SMI:	Stockpile Managed Inventory
SNS:	Strategic National Stockpile
SOC:	State Operations Center
SOP:	Standard Operating Procedures
TARU:	Technical Advisory Response Unit
USPS:	United States Postal Service
VERT:	Veterinary Emergency Response Team
VMI:	Vendor Managed Inventory
WMD:	Weapons of Mass Destruction
YCADMH:	Yolo County Alcohol, Drug, and Mental Health Services Department
YCHD:	Yolo County Health Department
YCHO:	Yolo County Health Officer
YCHR:	Yolo County Human Resources
YCSD:	Yolo County Sheriff's Department
YECA:	Yolo Emergency Communications Agency

