



Manhattan Fire Protection District

SOP #: 104-1	Effective Date: 02/09/06	Revised Date: 06/13/16
Section: Administration		
Subject: Will County Pharmaceutical Distribution		

PURPOSE:

This guideline will outline the appropriate steps to take in the event the Will County Pharmaceutical Distribution Plan for Emergency First (1st) Responder’s, Emergency Worker’s, Essential Governmental Official’s / Critical Infrastructure and their families is enacted.

SCOPE:

This guideline is intended to provide guidance for District personnel in the event the Will County Pharmaceutical Distribution Plan is enacted to defend against an infectious agent (germ) as a result of a Bioterrorism event.

DEFINITIONS:

Emergency First (1st) Responder:

Full-time, Part-time, Paid-On-Call, Auxiliary or Volunteer members of a municipal agency or fire protection district with an assigned emergency life saving or life safety mission.

Emergency Worker:

Full-time, Part-time, Paid-On-Call, or Volunteer members of a municipal agency or fire protection district with an assigned emergency support mission.

Essential Personnel:

Full-time, Part-time, or Paid-on-call members of a municipal or county agency with an assigned emergency mission.

Essential Governmental Official / Critical Infrastructure:

Full-time, Part-time, elected or administrative personnel of a municipality or fire protection district with an assigned emergency support mission.

Family Member:

A direct/immediate member of the family, living in the same domicile as the first responder, emergency worker, or essential governmental official / critical infrastructure.

Medication:

Pharmaceuticals issued to individuals.



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GUIDELINE:

In the event of a biological attack, the Will County Health Department (WCHD) is the lead agency for operations under the Pharmaceutical Distribution Plan. The WCHD works in collaboration with the Will County Emergency Management Agency (WCEMA) and will coordinate emergency response with the Manhattan Fire Protection District (MFPD), and other Will County emergency response agencies; provide useful information to the general public, health professionals, government, and community leaders; and facilitate medical management of exposed persons by activating plans for mass distribution of pharmaceuticals (antibiotics) and/or vaccines.

The WCHD Emergency Response Coordinator develops emergency plans for Bioterrorism events and Pharmaceutical Distribution Plans that will effectively provide medication for the citizens of Will County; and the emergency responders who work in Will County along with their immediate families in the event of an attack with a biological agent.

The following are the steps which will be initiated and activated in the event the Will County Pharmaceutical Distribution Plan is activated:

- The WCHD will notify the WCEMA of activation of dispensing site locations for Emergency First (1st) Responders, Emergency Workers, Essential Governmental Officials / Critical Infrastructure, and their immediate families.
- The WCEMA will notify hospital EMS Coordinators and each Fire Department/District (designated as an Emergency Dispensing Site) listed on the Mobilization Flowchart of dispensing site/s activation and the time period in which pharmaceuticals will be available.
- Each Emergency Dispensing Site is then responsible for notifying and dispensing pharmaceuticals to the agency personnel and family members listed underneath their department/district on the Mobilization Flowchart.
- The WCEMA will contact the MFPD via Lincoln Way Dispatch, land-line telephone and by FAX to announce the Pharmaceutical Distribution Plan activation.
- For additional plan mobilization guidelines, refer to the attached WCHD Mobilization Guidelines.

Notification:

In the event of a biological release requiring activation of the Will County Pharmaceutical Plan, the following notifications will be made:

- Contact the Fire Chief, Deputy Chief, and EMS Coordinator IMMEDIATELY:
 - Chief Forsythe- 815-482-3754
 - Deputy Chief Malone- 815-530-0396



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- Lieutenant Ludwig- 815-919-3321
- Activate a “General Alarm” for all Manhattan Firefighters to staff their stations
- The Manhattan FPD Staff will make appropriate internal notifications and meet at Station 81, 100 Park Road, within 30 minutes of original notification. The other available on-duty firefighters will start calling all Emergency First (1st) Responder’s, all Emergency Worker’s, all Essential Governmental Official’s / Critical Infrastructure associated with the MFPD.
- The WCEMA will notify all Police Departments associated with activated Emergency Dispensing Sites. An MFPD Officer will also contact the Manhattan Police Department to inform them of the Pharmaceutical Distribution Plan activation. The Manhattan Police Department should in turn also notify the Village Administrator of the Village of Manhattan to inform him/her of the Pharmaceutical Distribution Plan activation. The Village of Manhattan will advise all employees of the Village of Manhattan should come to the Village Hall @ 260 Market Place. The designated distribution time frame will also be communicated to the Village of Manhattan.
- An MFPD Officer will advise the Manhattan Township that all employees of the Manhattan Township should come to the Township building @ 24645 South Eastern Ave. The designated distribution time frame will also be communicated to the Manhattan Township.
- An MFPD Officer will advise the Wilton Township Supervisor that all employees of the Wilton Township should come to Wilton Township Building @ 29415 S. Cedar Rd, for their stockpile medication. The designated distribution time frame will also be communicated to the Wilton Township.
- The Health Assessment Form and Change Order Form designated colors and distribution time frame will be decided at a meeting with Manhattan Fire Department, Manhattan Police, Village of Manhattan, Manhattan Township, and Wilton Township representative. This meeting will take place at the Village Hall, 260 Market Place soon after notification of the Will County Health Department Pharmaceutical Distribution Plan is activated.

Distribution Center Set-up

The MFPD will be responsible for procuring and dispensing the pharmaceuticals for each employee of the MFPD (and immediate family), the Manhattan Police Department (and immediate family), the Village of Manhattan (and immediate family), the Manhattan Township (and immediate family), and the Wilton Township (and immediate family). When it is determined that the pharmaceuticals will be released, time is of the essence. Distribution procedures will begin immediately regardless of the time of day or night.



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The following will be followed for the dispensing of pharmaceuticals:

- A MFPD Officer will contact the Frankfort Fire Protection District to verify the designated time frame for pharmaceutical distribution (815-469-1700).
- At the designated distribution time, the MFPD Officer at Manhattan Sta. 81 will send one (1) representative in a Manhattan Fire Department Vehicle to the designated distribution facility to collect the appropriate pharmaceutical container as designated for the MFPD. The container should then be brought to the MFPD Sta. 81.
- The MFPD representative must make sure they have their current MFPD photo identification, and or their Illinois drivers license with them.
- The Will County Pharmaceutical Distribution Plan will allocate ONLY ENOUGH medication for the pre-designated amount of employees and the immediate family members of the MFPD, Manhattan Police Department, the Village of Manhattan, Manhattan Township, and Wilton Township.
- The MFPD representative will bring the allocated pharmaceutical container to MFPD Sta. 81 and immediately give it to a MFPD Officer.
- The container of pharmaceuticals will be opened, separated, and organized by MFPD personnel, under the direction of a MFPD officer.
- The North parking lot of station 81 will become a drive through pharmaceutical dispensing site for each employee of the MFPD (and immediate family), the Manhattan Police Department (and immediate family), the Village of Manhattan (and immediate family), the Manhattan Township (and immediate family), and the Wilton Township (and immediate family).
- Orange traffic cones should be used to create a directional traffic lane for dispensing of pharmaceuticals. (see attached drawing).
- Any identified recipient of pharmaceuticals may drive into the distribution area after presenting proper colored Health Assessment Form that will be cross referenced against the survey forms or a distribution list created from the survey forms.
- Police assistance will be needed for traffic routing, as well as internal and external security. No member of the general public will be allowed to enter the dispensing site.
- An Officer from the MFPD should ensure that a uniformed Officer from the Manhattan Police Department remains on site at the MFPD Sta. 81 for security purposes throughout the distribution process.



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Pharmaceutical Distribution

Paramedics (or any other licensed health care provider) must be at the dispensing site and are responsible for physically dispensing the medication. Once the dispensing site is staffed and ready to open, the following guideline will be used to dispense the medications:

- All employees coming to the MFPD to obtain pharmaceuticals MUST have appropriate colored ticket. If the appropriate color primary or change ticket is not presented by employees or family members of the MFPD, Manhattan Police Department, Village of Manhattan, Manhattan Township and or Wilton Township and or are not listed on the distribution list; they will not be allowed to proceed.
- Each employee of the MFPD (and immediate family), the Manhattan Police Department (and immediate family), and the Village of Manhattan (and immediate family) the Manhattan Township (and immediate family), and the Wilton Township (and immediate family) will be given an adequate amount of medication for themselves by a Paramedic from the Manhattan Fire Protection District (or other licensed health care provider).
- All required forms will be supplied by the WCHD. These forms must be completed for each person that receives pharmaceuticals with appropriate medication labeling attached to the individuals history and consent form and/or family form upon receipt of medication/s.
- After receiving their medications, persons will exit the traffic lane to leave the area.
- The dispensing site will remain open until the allotted time for dispensing medication has elapsed.
- Once the dispensing time has elapsed, the dispensing site will be locked and traffic will be restricted to the MFPD Sta. 81.

SAFETY CONSIDERATIONS:

None

SPECIAL CONSIDERATIONS:

In the event MFPD Sta. #81 cannot be utilized as the dispensing site, MFPD Sta. #82 will be the alternate dispensing site. All other procedures will remain the same.

First responders and emergency personnel who live in Will County but are employed by an agency not in Will County should contact their respective Supervisor in the County in which they are employed to learn where they may receive their pharmaceuticals. However, Will County will not deny pharmaceuticals to any Will County First Responder and/or Emergency Personnel that may present at MFPD, or one of the other dispensing sites, with proper resident identification.



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In the event of a confirmed Bioterrorism event in Will County; the State of Illinois, the Illinois Department of Health, and the Will-Grundy EMS System are expected to issue special orders which will allow the Paramedics of the MFPD (and any other licensed health care provider) to dispense medication to the employees (and immediate family members) of the MFPD, the Manhattan Police Department, the Village of Manhattan, Manhattan Township, and Wilton Township.

Approved By:

Signature: *Daniel Forsythe*

Date: *06/13/16*