

# Closed Dispensing Site Planning Worksheet

The following questions will help you determine whether your organization has the capabilities to function as a CLOSED Dispensing Site. After completing this questionnaire, you'll have a better idea of what your business can or can't do to dispense medication in an emergency. Your management team should discuss these questions and answers with your local public health partners for further planning assistance. (Contact information for your public health agency can be found at **(insert your contact information)**).

## How many doses of medication will be needed?

**1** How many people does your organization employ?

Full-time	
Part-time	
Contract	
Seasonal	
<b>Total Employees</b>	

**2** Will you offer medication to employee's family members?

Yes    No

**3** If you plan to offer medications to employees' families, it is imperative that you work with your local public health agency to decide how you will define a "family member" and determine the amount of medication needed. For the purpose of this checklist, you can use an

estimate of three additional individuals per household.

Total Employees	
Multiplied by 3*	
<b>Total persons per household</b>	

**4** How many residents, members or guests does your organization serve?

**5** Using the answers from Question 1, 3 and 4, calculate how many individuals your organization will need to supply with medication.

Employees	
Family Members/household	
Residents/Guests/Members	
<b>TOTAL</b>	

## Where will the medication be dispensed?

**6** Does your facility have a large space to conduct dispensing operations, such as a large conference room, cafeteria, or auditorium?

Yes    No

(Please refer to the Sample Dispensing Flow Diagram in the Closed Dispensing Site Workbook for an example of how the space will be utilized.)

## Who will dispense the medication?

**7** Who will serve as the on-site, licensed medical professional(s) required for your dispensing operation?

On-staff medical professional (nurse, doctor, or pharmacist)

Contract medical personnel

Volunteer medical personnel

Will these individuals be available to help the organization dispense medication during an emergency?    Yes    No

## How will you handle the paperwork?

**8** Does your organization currently require pre-employment health screening?

Yes  No

**9** Would your organization be willing to collect medical information (related to emergency dispensing) from your employees, residents or members PRIOR to an actual event?

Yes  No

[Note: the type of information collected will be similar to that provided on standard health assessment forms for Minnesota. Samples are available in the Closed Dispensing Site Workbook.]

**10** If you answered YES to question 9, how would you maintain/update those records?

Use current employee/resident records system

Develop a separate, dedicated system [As you think about question 10, you may want to examine any human resources policies already in place regarding the maintenance and storage of health-related information.]

## How will you manage the event?

**11** Has your organization identified a Lead/Crisis Management Team?

Yes  No

**12** If you answered YES to Question 11, will this team be responsible for planning, exercising and organizing all aspects of your dispensing operations?

Yes  No

**13** Do you have security measures in place at your facility, such as security personnel; limited or controlled access; and/or video surveillance to protect the medications and control access to the site?

Yes  No

**14** Will your organization provide pre-event education to your employees about your dispensing plans?

Yes  No

**15** Do you have supplies and equipment already on-site or would additional items need to be stockpiled (Please refer to the Closed Dispensing Site Workbook) for a suggested supply list.)

Yes  No

**16** Would you be able to provide local public health agencies with a breakdown of the counties your employees reside in?

Yes  No

### FOR DISCUSSION PURPOSES ONLY

**This document is to illustrate some planning considerations involved in becoming a Closed Dispensing Site.**