

# Is a CLOSED Dispensing Site right for your organization?

The following questions will help you determine whether your organization has the capabilities needed 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 medications 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 [www.marc.org/cri](http://www.marc.org/cri).)

## How many doses of medication will be needed?

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

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

needed. For purposes of this checklist, you can use an estimate of three additional individuals per employee (one spouse and two children).

Total Employees	
Multiplied by 3*	
<b>Total Family Members</b>	

\* Or other factor provided by your local public health agency

**2** Will you offer medication to employees' family members, too?

Yes     No

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

Employees	
Family Members	
<b>TOTAL</b>	

**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

## Where will the medication be dispensed?

**5** 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 Site Flow Diagram in the CLOSED Dispensing Site Workbook for an example of how the space will be utilized.)

## Who will dispense the medication?

**6** 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 (arranged via insurance, occupational health, etc.)

Will these individuals be available to help the company dispense medication during an emergency?

## How will you handle the paperwork?

**7** Does your organization currently require pre-employment health screenings?

- Yes     No

**8** Would your organization be willing to collect medical information (related to emergency dispensing) from your employees 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 both Missouri and Kansas. Samples are available in the CLOSED Dispensing Site Workbook.]

**9** If you answered YES to Question 8, how would you maintain/update those records?

- Use current employee records system  
 Develop a separate, dedicated system

[As you think about Question 9, you may want to examine any human resource policies already in place regarding the maintenance and storage of health-related information.]

## How will you manage the event?

**10** Has your organization identified a Command Staff/Crisis Management Team?

- Yes     No

**11** If you answered YES to Question 10, will this team be responsible for planning, exercising and commanding all aspects of your dispensing operations?

- Yes     No

**12** 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

**13** Will your Command Staff/Crisis Management Team utilize the Incident Command System (ICS)?

- Yes     No

Have team members completed basic ICS training (ICS-100, -200 and -700)?

- Yes     No

Has your Command Staff/Crisis Management Team participated in disaster exercises?

- 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.)

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

- Yes     No

For more information, see the **CLOSED Dispensing Site Workbook** or contact your local public health agency.

Copies of the workbook and other materials referenced above are available online at [www.marc.org/cri](http://www.marc.org/cri).

