

POINT OF DISPENSING (POD) LAYOUTS are chosen to promote a smooth and rapid flow of clients through the site. It is recommended that lines of clients do not cross. When possible, plan for clients to enter and exit through different doors. Based on the size of the site and the event, multiple stations may be grouped together. The sample layout shown below is for a small POD.

Basic POD Functions - Each POD needs to fulfill certain, basic functions in order to get emergency medications/vaccinations to the public quickly and safely. The event (e.g. size, scope of response, disease, etc.) will determine which specific stations are needed.

Intake - Greeting, Initial Triage (determines if the client may have been exposed to the agent), Forms Distribution and Completion (required administration forms may be given out/completed in advance or at the POD)

Screening - Medical Review (forms are reviewed, checked for completeness, and used to verify if individuals are eligible to receive medication/vaccine)

Dispensing/Vaccination - Medication/vaccine given to clients and documented

Exit - Forms checking (some forms stay at the POD, clients get take home info)

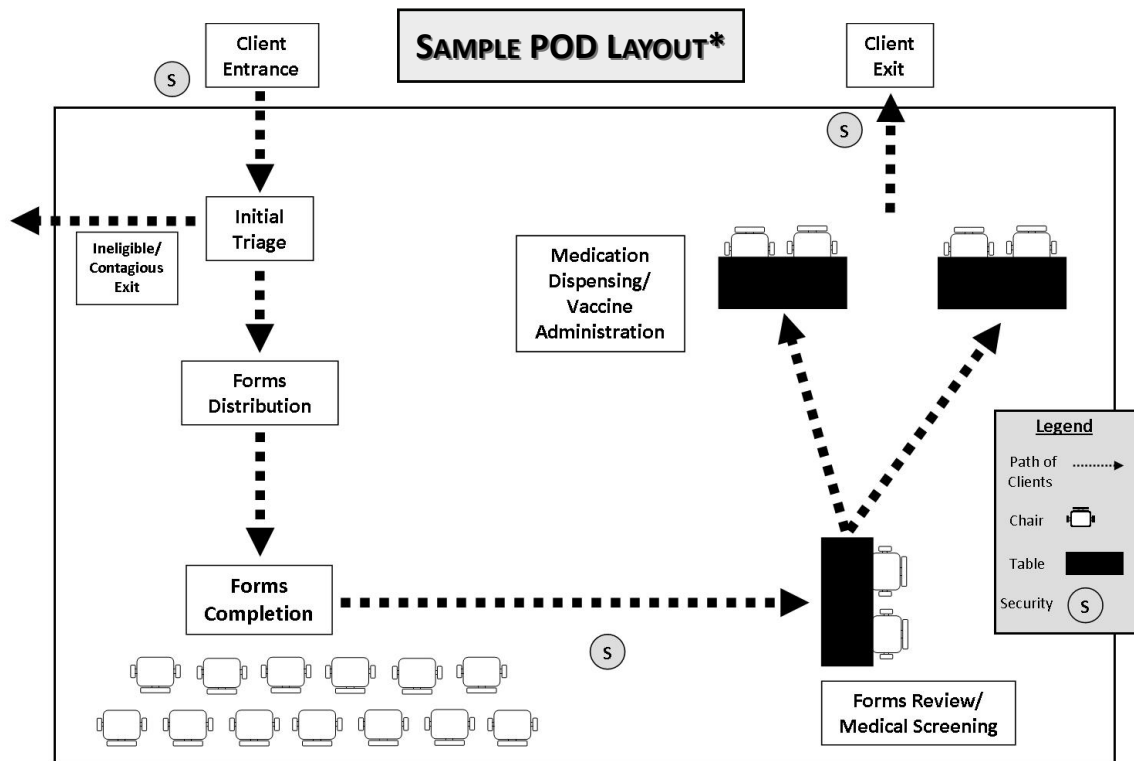
Education & Security - Occurs throughout the POD

Ancillary POD Stations - other stations may be necessary to support POD operations. In smaller PODS, these may not be needed at all or can be combined together.

- **Command Center**
- **Staff/Volunteer Check-in and Orientation**
- **Supply**
- **Traffic Control**
- **Interpretation**
- **Sick Bay/First Aid**
- **Crisis Counseling**

** This template illustrates one basic layout for a POD. It can and should be modified to fit the event, facility, and needs of the agency. When laying out a POD, efforts should be made to reduce potential bottlenecks (places where the line may back up).*

Steps within the process may need to be combined, added or removed. PODs designed to accommodate a larger number of people may occupy multiple rooms.



SIGNAGE AND TRAFFIC CONTROL

The layout of your POD should be as clear and straightforward as possible. Signs, traffic control devices (e.g. cones, rope, stanchions, barricades), and/or POD personnel can be used to direct people between the stations.

Keep wording on your signs to a minimum - use understandable words in large print. Translate signs into other languages, if needed, and consider pictograms. Signs can be directional, indicate stations, and provide instructions.

A "zig-zag" line can minimize the space needed to house a long queue; this type of line is often used in amusement parks.

Consider using blue painter's tape to "draw" directional arrows on the floor.