

Local Distribution Node

Field Operation Guide

May 2008

Table of Contents

FOG Overview	3
Purpose.....	3
Local Distribution Node	Error! Bookmark not defined.
Chapters	3
LDN Overview.....	4
Notification & Activation	5
Notification & Activation	5
24/7 Call up.....	5
LDN Flow Chart	6
LDN Notification Checklist.....	8
LDN Layout w/Screening	9
LDN Layout w/out Screening.....	10
LDN Staff Positions and Estimates.....	11
Set Up.....	12
LDN Supply List	12
LDN Workforce Briefing.....	13
LDN Distribution Supervisor Procedure Checklist	14
Screener Group Supervisor Set Up Procedure Checklist.....	15
LDN Job Action Sheets	16
Branch Director JAS	16
Distribution Group Supervisor JAS	18
Distributor JAS	19
Lead Screener JAS	20
Screener JAS	21
Lead Usher JAS	22
Usher JAS	23
Drug Advisor JAS.....	24
Operations	26
LDN Distribution Flow Chart.....	26
LDN Sign In Sheet.....	29
Closing	30
LDN Demobilization Procedure	30
Additional Information and Resources	31

FOG Overview

Purpose

The purpose of the Local Distribution Node (LDN) Field Operation Guide (FOG) is to provide operational tools to agencies so they may notify, activate, and implement local distribution and dispensing plans just-in-time. This FOG contains flowcharts, procedures, checklists, and other information in an easy to use format. It is organized in a manner that follows a sequence of events starting with the notification and activation. For more detailed information, including; planning assumptions, policies, and authorities, see the Minnesota Metro-Region Pharmaceutical Cache Plan, which describes the plans related to the distribution of Metro Pharmaceutical Cache assets to personnel that fulfill mission critical functions (MCF). In addition, LDN are used to distribute Strategic National Stockpile (SNS) assets via the Alternate Dispensing Modality (ADM) plan. For planning assumptions, policies, and authorities related to ADM planning, see the Alternate Dispensing Modalities Plan.

Chapters

This FOG is comprised of five chapters. The information contained within each chapter is not comprehensive; it acts only as a supplement to the MPC Distribution and Dispensing plan or the ADM Plan. The following is a brief description of each chapter:

- **Notification & Activation:** Information needed to notify and activate personnel, show the organizational structure, identify staffing responsibilities, and equipment needed to operationalize the MPC plan.
- **Set-up:** Information needed to stand up the operation and reassign and train personnel.
- **Operations:** Information necessary to perform the operations functions of the MPC Plan.
- **Closing:** Operational procedures for demobilization.
- **Additional Information and Resources:** Information for weather, traffic conditions, and law enforcement.

LDN Overview

The Local Distribution Node uses a hub and spoke system to facilitate the distribution of oral antibiotics from the Regional Distribution Node (RDN) to agencies or facilities for dispensing to individuals. LDN are distribution sites for first responder agencies, local community agencies, businesses, and organizations.

Upon activation, each LDN will be notified of the RDN location and is responsible for dispatching a courier to retrieve the necessary pharmaceuticals and related supplies. Each LDN is responsible for distributing antibiotics, forms, and other supplies to pre-identified agencies within their geographical area.

Upon activation, agencies will call up staff, ask them to complete or review the MDH Oral Antibiotic Registration Form, and send a courier to the LDN to retrieve medication. The courier will return to the agency with the medication for dispensing to exposed personnel and members of their households.

The Metro Pharmaceutical Cache (MPC) assets require repackaging prior to distribution. In a large-scale event (e.g. metro-wide risk of exposure), the cache will be transported to the RDN where it will be received, repackaged, and prepared for pick up by LDN couriers. In a small-scale event (i.e. limited geographic exposure) the cache may be repackaged at one of the Metro Cache hospital pharmacies or transported to another location (e.g. Snelling Office Park (SOP), Metro Counties Government Center, etc.) for repackaging and distribution. LDN may be required to repackage pharmaceuticals prior to distribution.

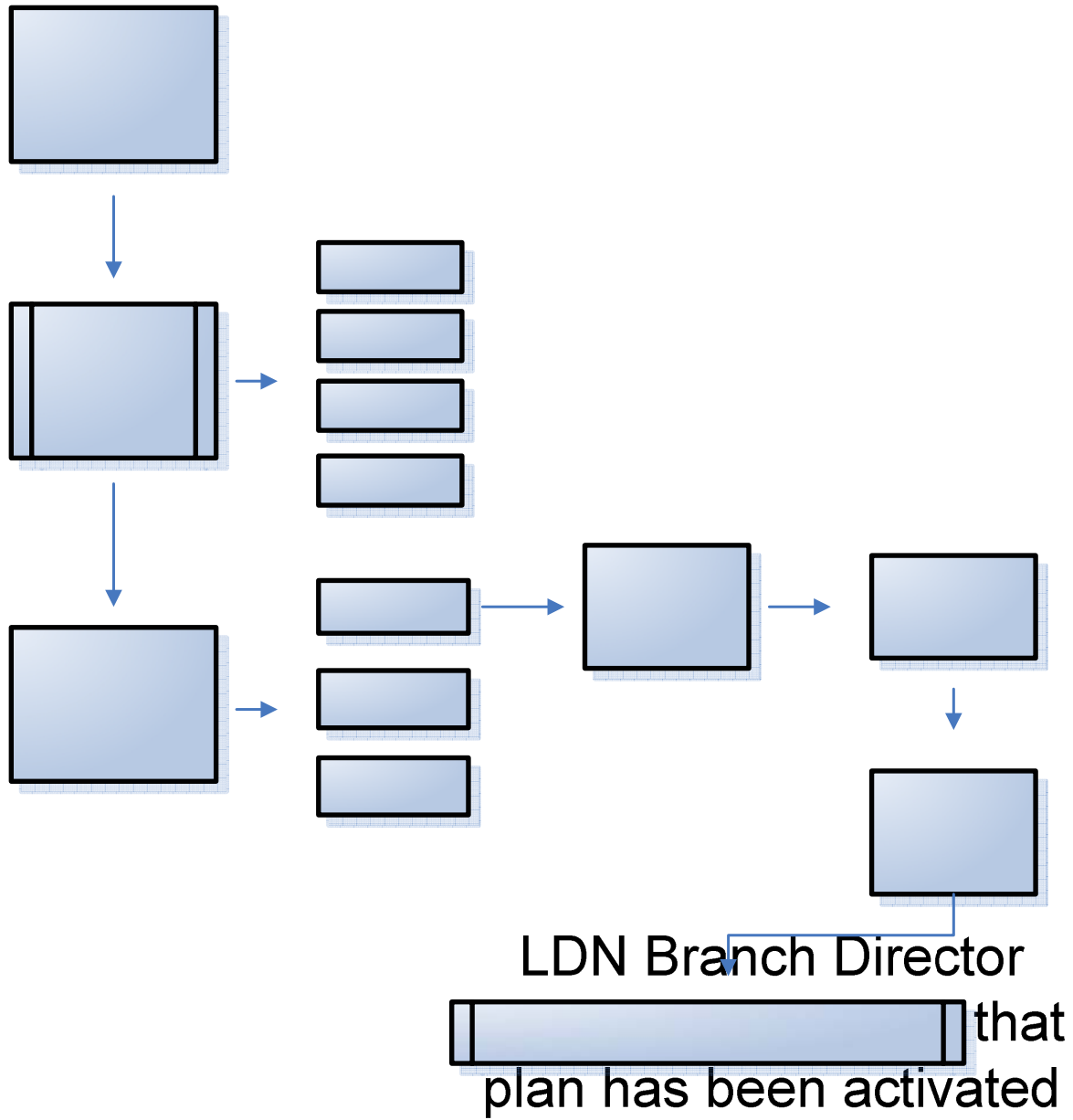
SNS assets come in unit-of-use containers and do not require repackaging. Regardless of the source of assets to be distributed, the LDN is the “hub” which serves to distribute prophylaxis to facilities, agencies, or other entities that serve populations identified as exposed or at risk of exposure.

Notification & Activation

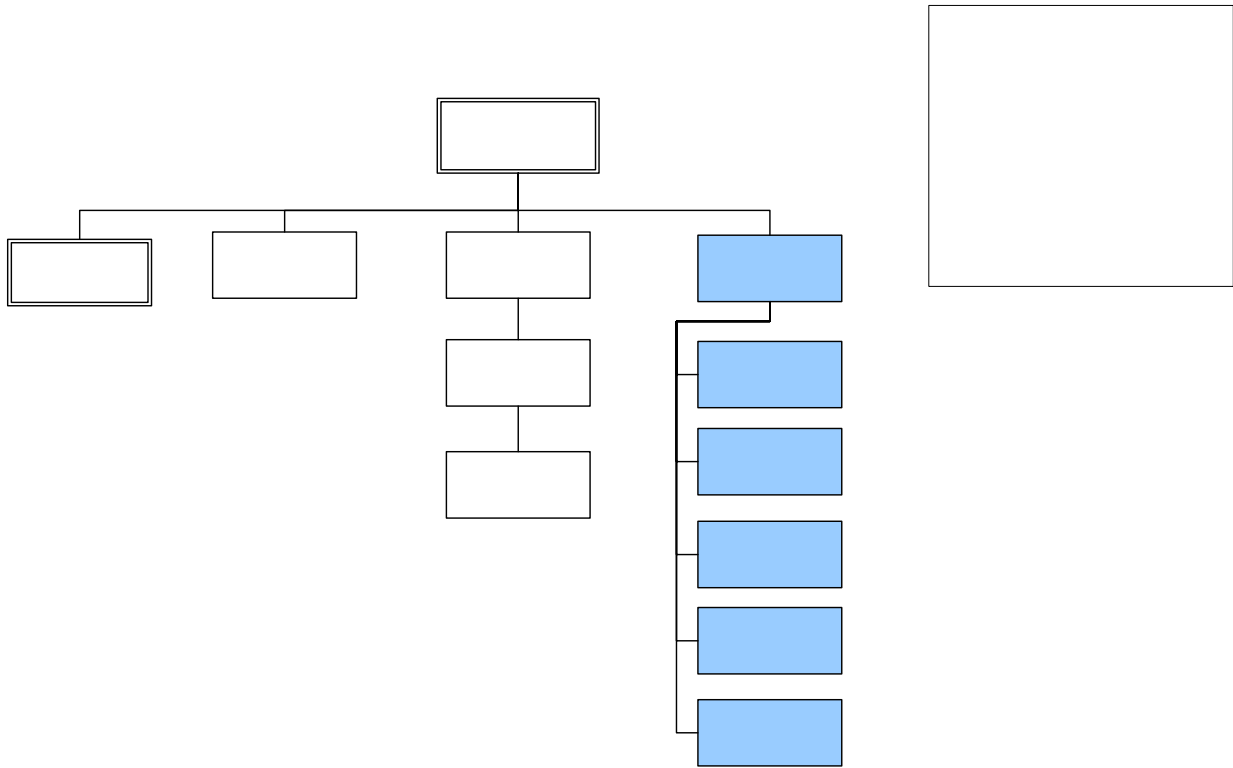
24/7 Call up

[NotificationandActivationCallList2008.xls](#)

LDN Flow Chart



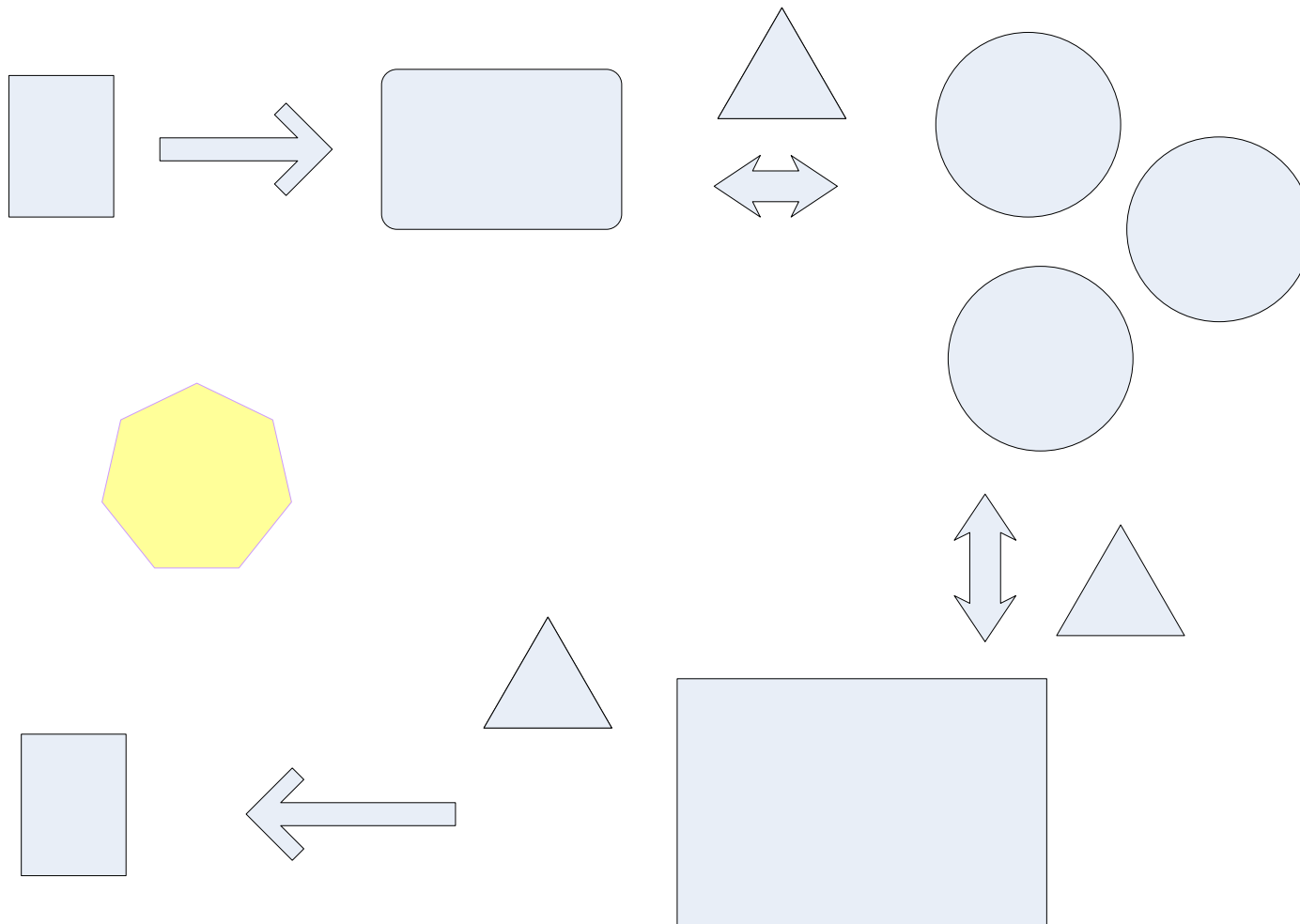
LDN Organizational Chart



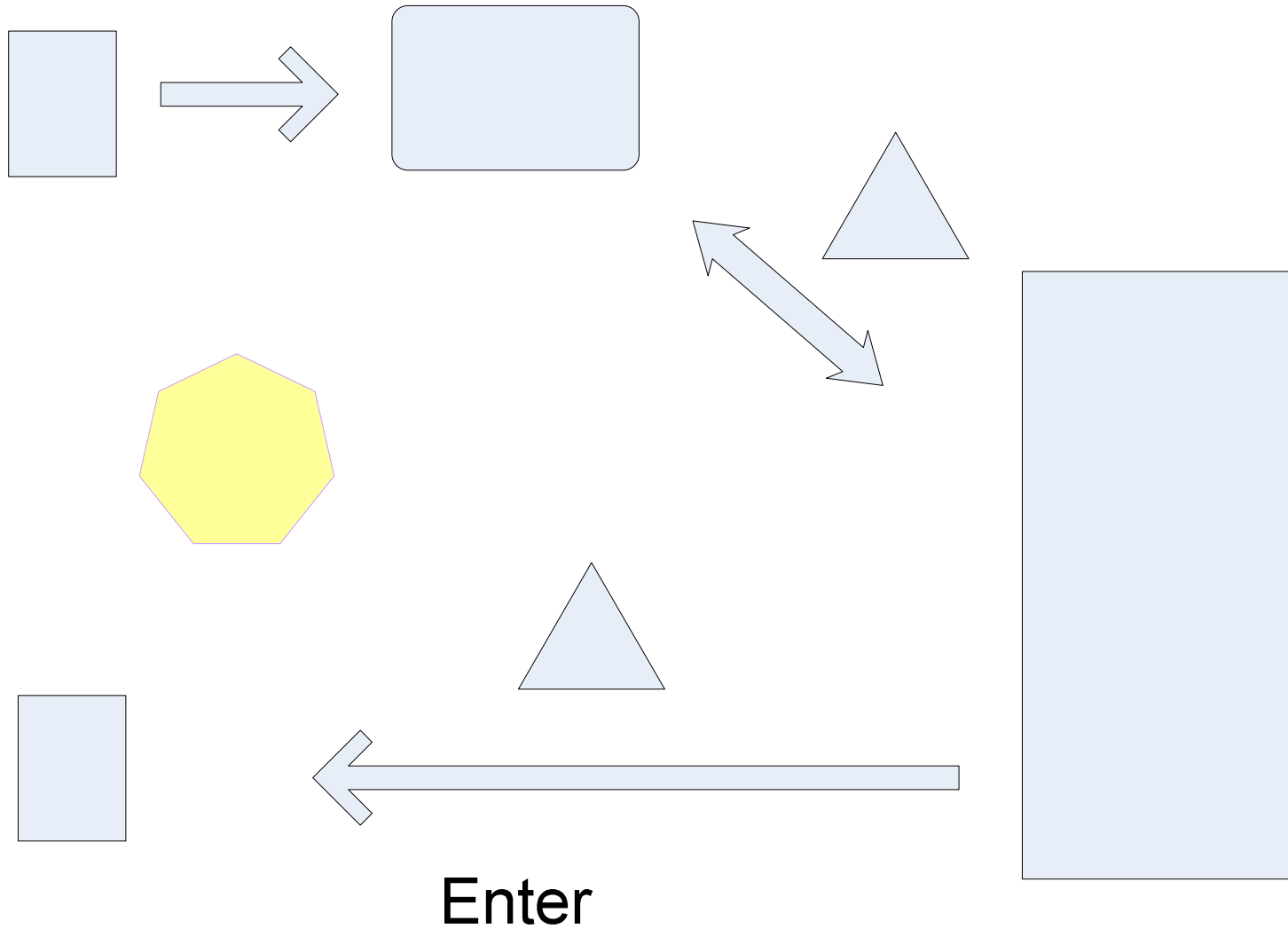
LDN Notification Checklist

Step #		Completed
	Upon notification of the Metro Pharmaceutical Cache activation, the LDN Branch Director will complete the following activation procedures:	
1.	LDN BD will ensure agencies are aware of LDN distribution schedule;	
1a.	Confirm LDN location, including physical address;	
1b.	Instruct Agency Supervisors of cache pick up time;	
1c.	Instruct Agency Supervisors of transportation requirements and receive identification information for vehicle and driver;	
1d.	Vehicle License Plate number:	
1e.	Driver's full name:	
2.	Provide available infection control procedures (as directed by MDH);	
3.	Provide other information determined at time of event.	

LDN Layout w/Screening



LDN Layout w/out Screening



LDN Staff Positions and Estimates

LDN Staff Positions and Estimates

Position	Number per shift
LDN Branch Director	1
Distribution Group Supervisor	1
Distribution Staff	2
Client Flow Supervisor	1
Usher Staff	4
Courier	1
Screeener Group Supervisor	1
Screeners (5 strike teams of 2)	10
Security	2
Total	23

Depending upon size and scale of operation, position responsibilities may be merged for greater staffing efficiency.

Set Up

LDN Supply List

LDN Supply List			
Item	Quantity	Amount On Hand	Missing/Needed
MPC Distribution and Dispensing Plan	2		
LDN FOG	2		
Supplies			
Screening Operation			
White out tape	1/team		
Highlighters	2/team		
Red Pens	1 box		
black clips	1 box/team		
Paper Clips	1 box/team		
Staples	1 box		
Stapler	1/team		
Distribution Operation			
Legal Pad	2		
clicker counter	2		
bags/boxes			
red pens	4		
sharpie	4		
gallon-sized bags			
Calculator	2		
Equipment			
Conference Tables/w chairs			
Dry Erase Board			

LDN Workforce Briefing

This training will be conducted upon workforce arrival and should be no longer than 30 minutes. The LDN Branch Director is responsible for conducting this briefing; however he/she may appoint someone in a leadership role to lead the training. The following is a general outline; it is not all inclusive.

Item #	Subject	Completed
1.	Scenario/event – Describe the incident that precipitated the response effort. Include information about location, population impacted, transmissibility, symptoms, and treatment.	
2.	Scope of Operation - Explain the scope of the LDN operation, including; receiving, screening, and distribution/dispensing.	
3.	Safety – Explain worker safety with respect to operation of equipment and work procedures.	
4.	Chain of command – Ensure that each worker knows who they report to and emphasize the importance of adhering to the formal reporting process.	
5.	Worker Welfare – Describe process for external communication with family, breaks, food, shifts, etc. Special requests for breaks should be communicated to direct supervisors.	
6.	Shift change – Any incoming workers be given this briefing and will be briefed by supervisors on job specifics once they arrive.	
7.	Security/ID badge – The site will be secured and only those with the proper badge will be allowed entry. Make sure that everyone has an employee ID and explain what to do if workers see someone who does not have a badge or who appears suspicious. Report all suspicious activity to your supervisor or the nearest security officer.	
8.	Disease prevention and control measures – Describe PPE requirements as identified by MDH.	
9.	Job Specific Training - Identify unit leaders and instruct workforce to report to the leaders for job specific JITT.	
10.	Other information determined at event:	

LDN Distribution Supervisor Procedure Checklist

Step #		Completed
	Upon arrival to the LDN...	
1.	Identify vehicle routes and location of distribution center;	
1a	Identify location of LDN supplies;	
1b.	Set up Distribution area:	
2.	Conference table with supplies (calculators, clip boards, packing tape, box cutters, sharpies, etc.)	
2a.	Ensure there is adequate space for boxes;	
3.	Notify LDN Branch Director when set up is complete	

Screener Group Supervisor Set Up Procedure Checklist

Step #		Completed
	Upon arrival to the LDN...	
1.	Identify location of screening operation;	
2	Locate Screening supplies;	
3.	Set up Screening area:	
3a.	Tables for Screener Strike Teams with supplies (pens, paper clips, highlighters, etc.)	
3b.	Forms, including algorithms;	
4.	Receive Screener JITT;	
4a.	Be prepared to provide JITT to Screeners;	
4b.	Be prepared to answer screener questions;	
5.	Notify LDN Branch Director when set up is complete	

LDN Job Action Sheets

Branch Director JAS

LDN Branch Director

Site: _____	LDN Site _____
Job Shift(s): _____	
You report to: _____	You Supervise: _____

Mission: The LDN Supervisor is responsible for the oversight and coordination of LDN Operations The LDN Supervisor functions as a decision maker and is responsible for all aspects of LDN operations to include but not limited to: retrieving assets from RDN, ensuring screeners are onsite and trained to perform screening functions, and the distribution of meds to agencies.

Equipment: Telephone, two-way radio, access to computer with Internet connectivity, fax machine

Qualifications: Leadership role in Agency**
 *When the governor, a mayor, county board chair, or designee has declared an emergency the commissioner of health may authorize any person licensed or otherwise to administer vaccinations or legend drugs

Upon notification of the Metro Pharmaceutical Cache activation the LDN Lead Screener will complete the following activation procedures			
Item #	Subject	Items of Importance	X
1	Review site layout		
2	Review appropriate educational information and forms;	MDH Registration Form and accompanying algorithm	
		CDC or MDH Agent specific fact forms	
		Pharmaceutical Summary Form	
		Suggested infection control information	
3	Ensure physical space is conducive to productive work		
4	Reassign staff to fill response roles	Courier: Screeners: Distributor:	
5	Dispatch courier to RDN to retrieve cache assets	Provide vehicle and driver information to LPH or RDN (as directed)	
6	Use Agency Operating and Dispensing Procedure to call up staff, request that they;	Report to work Complete MDH Registration Form	
7	Once the LDN Courier returns to LDN with cache assets,		

Local Distribution Node (LDN)
Field Operation Guide (FOG)

	organize cache contents		
8	Oversee the screening and distribution process		
9	Troubleshoot problems as they occur		
10	Provide status updates to staff as needed		
11	Complete other duties as assigned/needed		
12	Review overall LDN process' and make note of significant events and trends	Report process findings to MPC Supervisor	
13	Prepare after action report and submit to MPC Supervisor for review		

Distribution Group Supervisor JAS

LDN Distribution Group Supervisor

Site: _____ LDN Site: _____			
Job Shift(s): _____			
You report to: _____ You Supervise: _____			
Mission: The LDN Distribution Unit Leader is responsible organizing, directing, and supervising the Distribution Unit			
Equipment: Calculator, copy machine			
Qualifications:			
Upon notification that you will be the LDN Distribution Unit Leader you will complete the following procedures			
Item #	Subject	Items of Importance	X
1	Review site layout		
2	Review appropriate educational information and forms;	MDH Oral Antibiotic Registration Form and accompanying algorithm	
		CDC or MDH agent-specific fact sheets;	
		Pharmaceutical Summary Form	
		Recommended infection control practices	
3	Ensure physical space is conducive to productive work		
4	Conduct Just-in-Time Training (JITT) for Distributors you supervise		
5	Oversee the distribution process		
6	Be available to answer Distributor's questions		
7	Troubleshoot problems as they occur		
8	Provide status updates to staff and/or LDN Supervisor as needed.		
9	Complete other duties as assigned/needed		
10	Review distribution process and make note of significant events and trends	Report process findings to LDN Supervisor	
11	Prepare after action report and submit to LDN Supervisor for review		

Distributor JAS

LDN Distributor

Site: _____			
Job Shift(s): _____			
You report to: _____ You Supervise: _____			
Mission: The LDN Distributor is responsible for providing the correct amount of medications to the Agency Courier			
Equipment: Calculator, copy machine, packing tape			
Qualifications:			
Upon notification that you will be an LDN Distributor you will complete the following procedures			
Item #	Subject	Items of Importance	X
1	Review appropriate educational information and forms;	MDH Oral Antibiotic Registration Forms	
		CDC or MDH agent-specific fact sheets;	
		Pharmaceutical Summary Form	
		Recommended infection control practices	
2	Ensure physical space is conducive to productive work		
3	Once forms are received from the screener/drug advisor, review the Pharmaceutical Summary Form for counting accuracy		
4	On the Essential Personnel Staff Estimate sheet, identify the assigned number of personnel	If dispensing to household members, multiply number of staff by average household size (3)	
5	Dispense appropriate medications as recommended;	Total amount of Doxy listed (100%)	
		Total amount of Cipro listed (4%)	
		Total amount of Amox listed (2%)	
6	Write in total amounts on Pharmaceutical Summary Form	Have the Courier and Distributor sign the signature line	
		Make a copy of the Pharmaceutical Summary Form for LDN records	
7	Put the MDH Registration Forms, Pharmaceutical Summary Form, and medication in a bag and give to the Agency Courier		
8	Complete other duties as assigned.		

Lead Screener JAS

LDN Lead Screener

Site: _____	LDN Site _____
Job Shift(s): _____	
You report to: _____	You Supervise: _____

Mission: The LDN Lead Screener is responsible for organizing, directing, and supervising Screening staff.

Equipment: MDH Oral Antibiotic Distribution Forms, Algorithm

Qualifications: EMT, Paramedic, LPN, RN**

*When the governor, a mayor, county board chair, or designee has declared an emergency the commissioner of health may authorize any person licensed or otherwise to administer vaccinations or legend drugs

Upon notification of the Metro Pharmaceutical Cache activation the LDN Lead Screener will complete the following activation procedures

Item #	Subject	Items of Importance	X
1	Review site layout		
2	Review appropriate educational information and forms	MDH Registration Form and accompanying algorithm	
		CDC or MDH Agent specific fact forms	
		Pharmaceutical Summary Form	
		Suggested infection control information	
3	Ensure physical space is conducive to productive work		
4	Conduct Just-in-Time Training (JITT) for Screeners you supervise		
5	Oversee the screening and distribution process		
6	Be available to answer Screener questions		
7	Troubleshoot problems as they occur		
8	Agency Courier will take the completed forms to LDN		
9	Forms requiring review by the Drug Advisor should be transmitted (via fax or courier) to the Drug Advisor		
10	Provide status updates to staff and/or LDN Supervisor as needed.		
11	Complete other duties as assigned/needed.		
12	Review Screening process and make note of significant events and trends	Report process findings to LDN Supervisor	
13	Prepare after action report and submit to LDN Supervisor for review		

Screener JAS

LDN Screener

Site: _____	LDN Site _____
Job Shift(s): _____	
You report to: _____	You Supervise: _____

Mission: The LDN Screener is responsible for screening MDH Oral Antibiotic Registration Forms, assessing for prophylactic interactions, and completing the staff only portion of the MDH Oral Antibiotic Registration Form

Equipment: MDH Oral Antibiotic Distribution Forms, Algorithm

Qualifications: EMT, Paramedic, LPN, RN**

*When the governor, a mayor, county board chair, or designee has declared an emergency the commissioner of health may authorize any person licensed or otherwise to administer vaccinations or legend drugs

Upon notification of the Metro Pharmaceutical Cache activation the LDN Screener will complete the following activation procedures			
Item #	Subject	Items of Importance	X
1	Review appropriate educational information and forms;	MDH Registration Form and accompanying algorithm	<input type="checkbox"/>
		CDC or MDH Agent specific fact forms	<input type="checkbox"/>
		Pharmaceutical Summary Form	<input type="checkbox"/>
		Suggested infection control information	<input type="checkbox"/>
2	Ensure physical space is conducive to productive work		<input type="checkbox"/>
3	As Agency Couriers arrive with completed forms, review forms for each agency, using the algorithm		<input type="checkbox"/>
4	Complete staff use only section of each form		<input type="checkbox"/>
5	Forms requiring review by the Drug Advisor should be transmitted (via fax or courier) to the Drug Advisor.		<input type="checkbox"/>
6	For each Agency, complete the Pharmaceutical Summary Form	Indicate the # of doses of each drug in the appropriate space	<input type="checkbox"/>
7	Compile all documents, with Pharmaceutical Summary Form on top, and give to the courier or distributor		<input type="checkbox"/>
8	Screen forms for all assigned agencies.		<input type="checkbox"/>
9	Complete other duties as assigned.		<input type="checkbox"/>

Lead Usher JAS

LDN Lead Usher

Site: _____			
Job Shift(s): _____			
You report to: _____ You Supervise: _____			
Mission: The LDN Lead Usher is responsible for organizing, directing, and supervising Ushers.			
Equipment: Two-way radio, notepad and pen			
Qualifications:			
Upon notification that you will be an LDN Lead Usher you will complete the following procedures			
Item #	Subject	Items of Importance	X
1	Review site layout		
2	Conduct Just-in-Time Training (JITT) for Ushers you supervise		
3	Supervise Ushers and assist as needed		
4	Assess Courier flow and reposition Ushers as needed		
5	Troubleshoot problems as they arise		
6	Offer and cover breaks for staff you supervise		
7	Complete other duties as assigned.		
8	Review Screening process and make note of significant events and trends	Report process findings to LDN Supervisor	
9	Prepare after action report and submit to LDN Supervisor for review		

Usher JAS

LDN Usher

Site: _____
 Job Shift(s): _____
 You report to: _____ You Supervise: _____

Mission: The LDN Usher is responsible for assisting Agency Couriers and LDN staff to maintain operations.

Equipment: Two way radios

Qualifications:

Upon notification that you will be an LDN Usher you will complete the following procedures

Item #	Subject	Items of Importance	X
1	Provide assistance to Agency Couriers as they move through the process		
2	Answer questions and provide information to Agency Courier		
3	Ensure LDN Screeners and Distributors remain stocked with supplies and equipment		
4	Complete other duties as assigned		

Drug Advisor JAS

LDN Drug Advisor

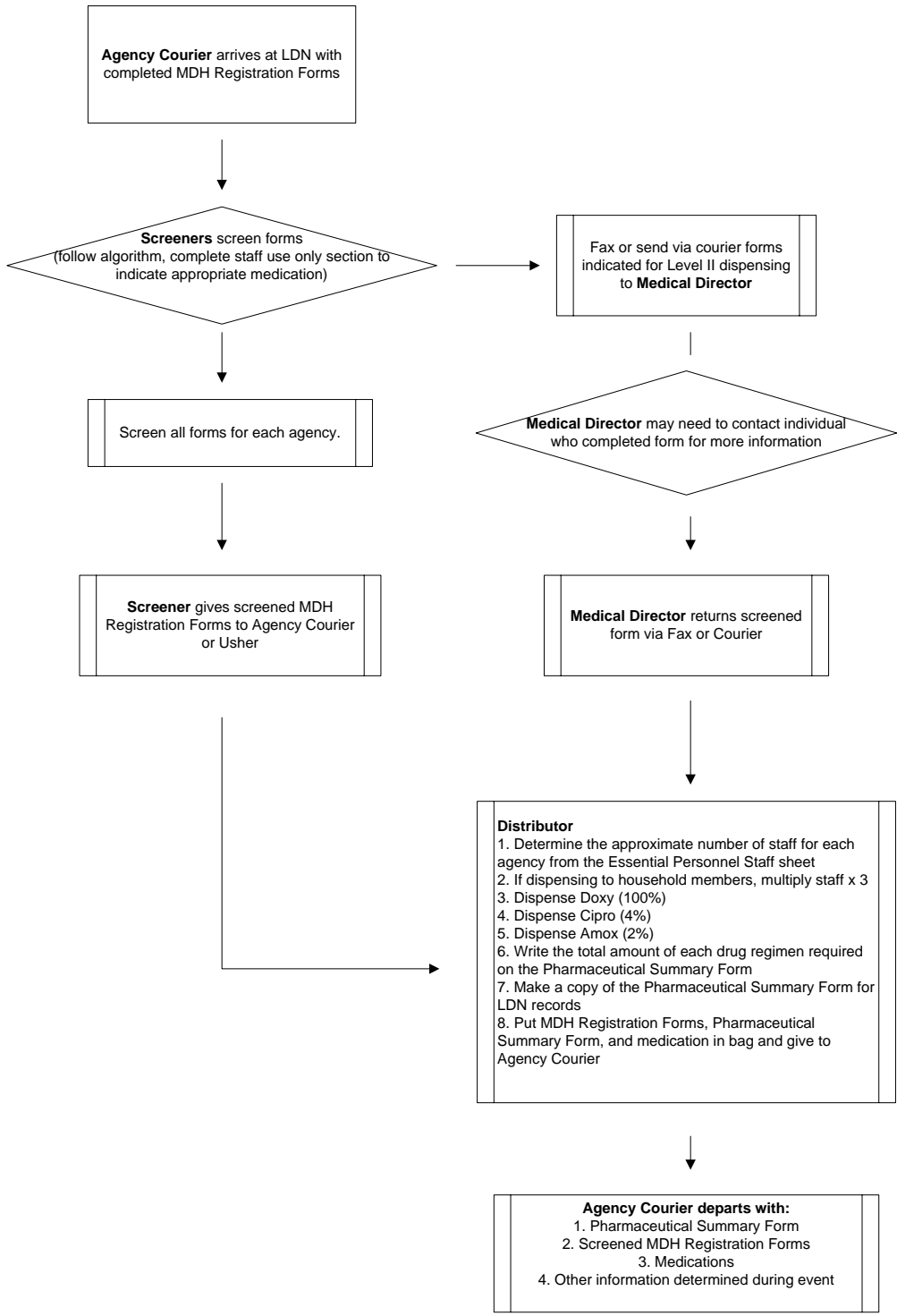
Site: _____			
Job Shift(s): _____			
You report to: _____ You Supervise: _____			
Mission: The (offsite) Drug Advisor is responsible for screening MDH Oral Antibiotic Registration Forms, assessing for prophylactic interactions, and completing the staff only portion of the MDH Oral Antibiotic Registration Form			
Equipment: Forms, Algorithm, and reference books such as PDR. Communication equipment such as; telephone, fax, Internet, or two-way radio			
Qualifications: Pharmacist, Physician, Medical Director			
Upon notification that you will be Drug Advisor you will complete the following procedures			
Item #	Subject	Items of Importance	X
1	Review appropriate educational information and forms;	MDH Oral Antibiotic Registration Forms and accompanying algorithm	
		CDC or MDH agent-specific fact sheets;	
		Pharmaceutical Summary Form	
		Recommended infection control practices	
2	Ensure physical space is conducive to productive work		
3	Review forms for evidence of contraindications or potential drug interactions to first-line and alternate prophylactic agents	You may need to contact, via phone, fax, or email, the individual who completed the form	
4	Make determination regarding alternate prophylactic agent		
5	Complete <i>staff use only</i> section of each form		
6	If medication is not dispensed, document on form and provide client with further instructions		
7	For each Agency, complete the Pharmaceutical Summary Form	Indicate the number of doses of each drug in the appropriate space	
8	Attach/fax the MDH Oral Antibiotic Registration Form to the Pharmaceutical Summary Form and fax or send forms via courier to the Home Base for distribution of medication		
9	Complete other duties as assigned		

Local Distribution Node (LDN)
Field Operation Guide (FOG)

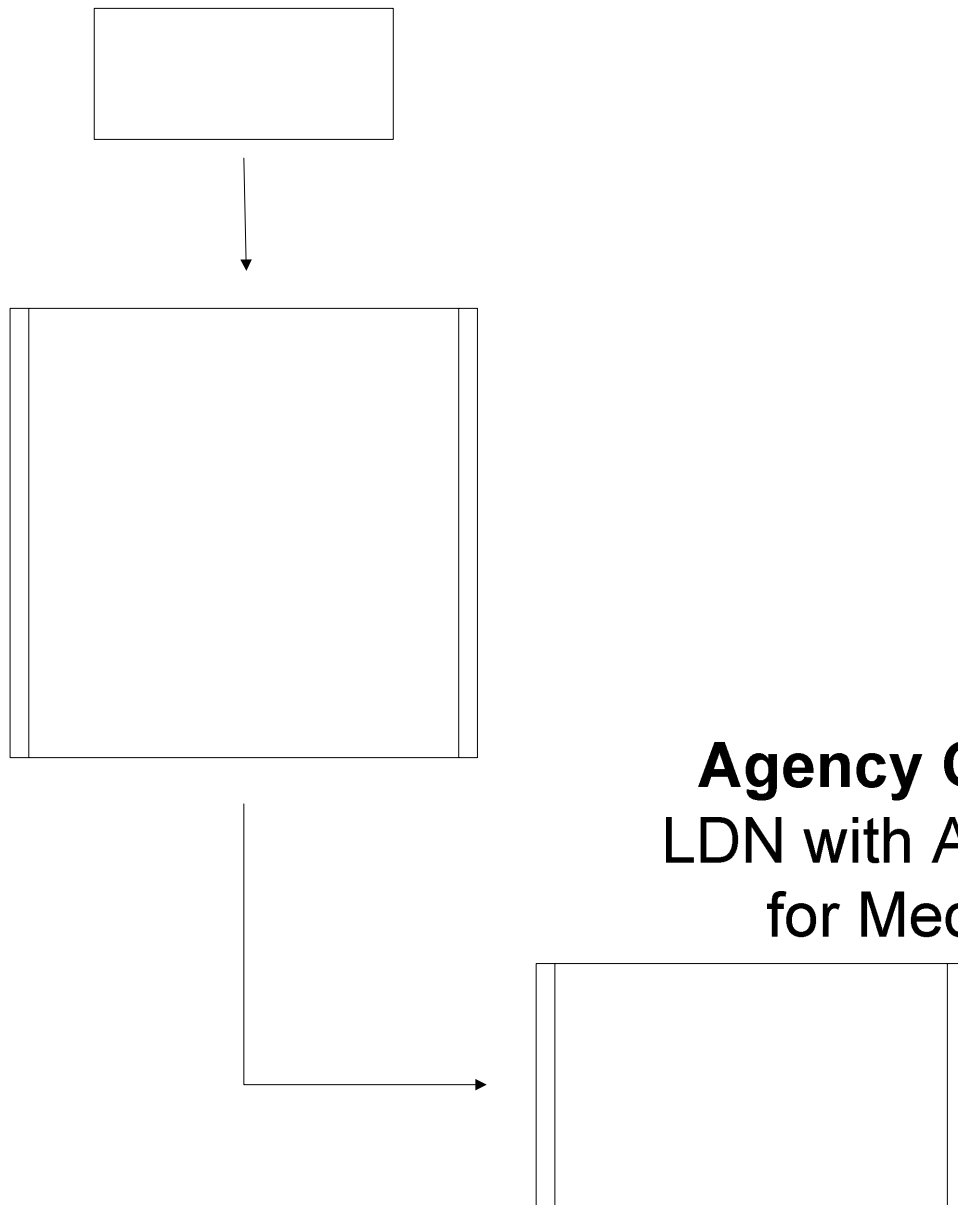
10	Review distribution process and make note of significant events and trends	Report process findings to LDN Supervisor	
11	Prepare after action report and submit to LDN Supervisor for review		

Operations

LDN Distribution with Screening Flow Chart



LDN Distribution without Screening Flow Chart



Agency Courier arrives at LDN with Authorization Letter for Medication Pickup

Distributor

1. Review Authorization Letter to determine total number of individuals agency will

Pharmaceutical Summary Form

DATE _____

This section to be completed by Agency

<p>CONTACT INFORMATION</p> <p>Agency Name _____</p> <p>Agency Courier _____</p> <p>LDN _____</p> <p>A. Total Number Staff _____</p> <p>B. Number of Staff X 3 (Household Size) = _____</p> <p>C. Add lines A and B _____</p> <p style="text-align: center;">This is the total number of regimens required for this agency.</p>
--

This section to be completed by Distributor

<p>PHARMACEUTICAL INFORMATION</p> <p>Distributor Instructions: Record the total amount of each drug given.</p> <p>Number Doxycycline (100%) _____</p> <p>Number Ciprofloxacin (4%) _____</p> <p>Number Amoxicillin (2%) _____</p>
--

Facility Courier Signature _____

Distributor Signature _____

Closing

LDN Demobilization Procedure

Step #		Completed
Upon notification of the Local Distribution Node demobilization, the LDN Branch Director will complete the following procedures:		
1.	LDN Branch Director will notify Group Supervisors of time of operations closing;	
2.	Group Supervisors will notify workforce of operations closing;	
3	Complete all operational tasks	
4.	Ensure that all assigned Agency Couriers have received medication;	
5.	Ensure all at risk workforce have received medication;	
6.	Ensure the site clean up;	
7.	Ensure all the documentation of all data, including workforce time, expenditures, etc.;	
8.	Provide workforce with final briefing;	
9.	Transfer all LDN documentation to Department Operations Center;	
10.	Provide an After Action Report to Department Operations Center;	

Additional Information and Resources

Contact Information

[Additional Info and Resources\HAZARD INFORMATION RESOURCE LISTING.doc](#)

Weather

Agency	Address	Phone #	Website	Type of Information
Twin Cities Weather Forecast Office	1733 Lake Drive West Chanassen, MN 55317	952-361-6670	www.nws.noaa.gov	<ul style="list-style-type: none"> • Current Conditions • Radar & Satellite Images • 3-day Forecast • 7-day Forecast
National Oceanic & Atmospheric Administration	14 th St. & Constitution Rm. 6217 Washington, DC 20230	202-482-6090	www.noaa.gov	<ul style="list-style-type: none"> • Storm Tracker • Weather Forecast • Satellite Images

Traffic Conditions

Agency	Address	Phone #	Website	Type of Information
MN Dept. of Transportation	395 John Ireland Blvd St. Paul, MN 55155	651-296-3000 Dial 511 (for Traffic Information)	www.511mn.org	<ul style="list-style-type: none"> • Critical Incidents • Road Conditions • Road Work • Weather • Traffic Cameras • Traffic Flow

County Sheriff Departments

County	Address	Phone #	Point of Contact
Anoka	325 East Main St. Anoka, MN 55303	763-323-5826	Dispatch Center
Carver	606 East 4 th St. Chaska, MN 55318	952-361-1231	Dispatch Center
Dakota	1580 Hwy 55 Hastings, MN 55033	651-438-4770	Dispatch Center
Hennepin	350 South Fifth St. Rm. 6 Minneapolis, MN 55415	763-525-6228	Dispatch Center Supervisor
Ramsey	425 Grove St. St. Paul, MN 55101	651-484-3366	Dispatch Center
Scott	200 Fourth Ave. West Shakopee, MN 55379	952-445-1411	Dispatch Center
Washington	15015 62nd Street North P.O. Box 3801 Stillwater, MN 55082	651-439-9381	Dispatch Center
City of Bloomington	1800 West Old Shakopee Rd. Bloomington, MN 55431	952-563-4900	Dispatch Center

Metropolitan Airports Commission

Agency	Address	Phone #	Point of Contact
MSP Airport Police	6040 28 th Ave. South Minneapolis, MN 55450	612-726-5577	Dispatch Center

Local Distribution Node (LDN)
Field Operation Guide (FOG)