



Craig A. Haigh
Fire Chief

HANOVER PARK FIRE DEPARTMENT

Standard Operating Guideline

Approved By:

C.A. Haigh, Fire Chief

Original 05/05/2003

Chapter: 100

Section: 044

Update: 02/27/2013

STRATEGIC NATIONAL STOCKPILE DRUGS

Purpose

In the event of a Biological Agent Release, the county and federal government has reserved medications to be given out to essential government personnel. These personnel include Fire, Police, Public Works, and certain government entities. The purpose is to maintain essential government functions during a biological terrorist attack.

Scope

This Standard Operating Procedure shall be utilized in conjunction with the Hanover Park Police Department's Directive# 249-P, Du-Comm Operating Policy 9.22.00, and the Village of Hanover Park Emergency Operations Plan as may be amended from time-to-time. Nothing in this guideline shall conflict with procedures set forth by the DuPage County Department of Public Health or any communication, written or verbal, from the Department of Homeland Security. This guideline shall pertain to all members at all times.

1. Procedure

- 1.1. Notification of a biological terrorist event will be made by the Dupage County Office of Emergency Management (OEM) in Wheaton to Du-Comm. Du-Comm will tone out ("Attention Hanover Park B/C contact Du-Comm via landline for an important message"). When the B/C contacts Du-Comm they will be given all critical information from the OEM.
- 1.2. When the B/C contacts the OEM, they will:
 - 1.2.1. Be informed that Box 998 has been activated
 - 1.2.2. Be given a contact telephone number
- 1.3. The on-duty Battalion Chief shall have all on-duty companies respond to the Police Department.
- 1.4. The DuPage County Health Department will then be advised to deliver the Strategic National Stockpile medical counter measures to the Police Department's south garage (Door #7). Simultaneous to the above actions, the on-duty shift shall assist the personnel setting up Room 214 as outlined in Appendix A. (HPFD Standard Operating Guideline)
- 1.5. Once the stockpile is delivered, Police and Fire Department personnel receiving the stockpile will secure them in the patrol sergeant's storage Room. If the stockpile is not pre-package for distribution to the first responders, the patrol conference Room will be utilized for the separation and preparation of allotments designated for: Fire, Police, Public Works, and Administration based upon the master list.
- 1.6. Once the distribution site has been set up in Room 214 of the Village Hall, Police and Fire Department personnel will transport the medical counter measures to the sally port adjacent



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to Inspectional Services Division at Village Hall. Once the transport vehicle is secure in the sally port the medical counter measures will be loaded onto the "med cart" (crash), which is maintained by the Fire Department and stored in the old Police Department Jail Facility locked storage area. The "med cart" will then be taken to Room 214 by Police and Fire Personnel. The purpose of the "med cart" is for medical emergencies that may occur in Room 214 during dispersal. The "med cart" will also have an up-to-date printed list of persons who receive the medical counter measures. It will include a master list and be broken down by department.

- 1.7. A record of all employees and family members who are eligible for this program shall be maintained and updated as necessary. A file packet shall be kept at the Headquarters Fire Station Office, in the Incident Command Vehicle, at the Police Department and Human Resources Department. These packets will be accessible to Duty Officers, should this distribution plan go into effect.

2. Distribution Procedure

2.1. *Distribution Center Setup*

- 2.1.1. The Hanover Park Fire Department is responsible for procuring and distributing the Dupage Pharmaceutical Stockpile. EMS personnel must be present at the distribution center and are responsible for physically distributing the medication. The reserve ALS equipment from Fire Station #1 will be brought to Room 214. (Other than those distributing the Meds, all Fire Department personnel will stay together in their designated companies. This will expedite their return to available status after receiving their medications). **Distribution procedures shall begin immediately regardless of the time day or night.**
- 2.1.2. The Village Hall will be the designated distribution site for all Hanover Park personnel. Room 214 will be the distribution center. Set up Room 214 as shown on Appendix A attached.
- 2.1.3. The Ranking Police Duty Officer shall assign sufficient duty personnel to Village Hall Room 214, to aid with distribution activities. These activities include:
- 2.1.4. Distribution center setup (see Appendix A)
- 2.1.5. Dividing up dosage packaging by departments
- 2.1.6. Paramedics to distribute medications
- 2.1.7. Personnel to handle paperwork if needed
- 2.1.8. Police to handle parking and crowd control
- 2.1.9. Police to have officers at Room 214 for security



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2.2. *Medication Distribution*

- 2.2.1. Once the distribution center is staffed and ready to open, the following procedure will be used to distribute the medications.
- 2.2.2. Persons arriving to pick up medications should be routed into the Village's South Parking Lot. They should enter the building through the south entrance. They will proceed to the check in tables in Room 214. Personnel shall be assigned to control the flow of personnel through the facility.
- 2.2.3. As personnel enter Room 214, they should be directed to the appropriate registration table, according to their department.
- 2.2.4. All personnel picking up medications at the distribution center shall fill out and sign the medication receipt form. Names on the form shall be checked against the current roster.
- 2.2.5. Family members of employees, 18 years of age and older, not accompanied by an employee will be required to produce a government issued photo identification to verify their identity. Identification can also be verified by another known employee or family member or waived by the Police Department Officer-in-charge. If identification can not be verified or waived, the family member will be required to wait until the employee can be contacted to verify identification.
- 2.2.6. **Only those persons listed on the current eligibility roster will be supplied medications**
- 2.2.7. After receiving their medications, personnel shall exit through the west door of Room 214 and down the stairs to the outside of building.
- 2.2.8. This same procedure will be used for any subsequent stockpile distributions to emergency personnel.

2.3. **The distribution center will remain open until:**

- 2.3.1. All medications have been distributed, or
- 2.3.2. The Police Department Officer-in-charge decides that after the bulk of medication has been distributed, it would be appropriate to scale-back or close the center.



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Appendix A

Distribution Center Layout

