



Subject: Strategic National Stockpile (SNS) and Disaster Preparedness Volunteers

Dear Member of the Oxford Area School District Community,

Recently, we began a cooperative disaster preparedness planning effort with Chester County. This effort focuses on developing a process to rapidly dispense potentially lifesaving medication to the public in response to a pandemic or other disaster situation involving contagious or infectious disease or some hazardous or toxic substance.

The Penns Grove Middle School has been selected to serve as an emergency Point of Dispensing (POD). This facility meets all of the required criteria and has been approved as a POD. Penns Grove is now one of more than a dozen locations in the county where citizens can come to get their emergency medication or vaccine

The Oxford Area POD is developed as a partnership between the Oxford Area School District (OASD) and the Oxford Regional Emergency Management (OXREM) with **OXREM as the lead entity and OASD as the supporting entity**. All activities for the OASD POD are guided and supported by the Chester County Strategic National Stockpile Team.

We recognize that during a crisis situation, your first obligation is the care and protection of your family. However, we ask that you carefully review the following information and consider serving as a volunteer. **As a POD volunteer, you will have priority access to medicines for your family and you will help to provide critical services to your neighbors and community.**

In the event that an emergency situation arises, we may have as little as 12 hours to prepare our POD for operation. The operation of our POD would generally entail dispensing medicines and/or vaccines to all of the citizens living within the school district within a 48 hour period. This requires a very detailed plan that is rehearsed and integrated with other SNS and POD operations in the County.

Why volunteers are needed:

The operation of our POD requires about 60-75 personnel per shift or around 150 total personnel. We depend almost 100% on volunteer support. Many of the key POD leadership positions will be filled by members of our school/school district staff, local police, fire, and emergency management. **About 20 of our volunteer positions require some type of medical experience or qualification. The bulk of our volunteers do not require any specific skill...just a willingness to step-up and help during a time of disaster.**

Why volunteer?

As an incentive to, all volunteers will be granted “Emergency Services Functions” or ESF worker status. You and your immediate family members will receive your SNS medicines and/or vaccines prior to the general public. We think that this ESF status is very important because it allows you to have the confidence that your family is already taken care of and you can then serve to help the rest of our community. In the event of an emergency response, the ESF worker status also means that you will have liability protection during your support of the emergency response via the Federal PREP Act.

We hope to sign-up 200 or more volunteers for this effort. Volunteers designated for POD leadership position will receive position specific training. All other volunteers will receive general POD orientation training and then specific position training should we have to activate our POD. Additionally, all POD volunteers will be invited to participate in various SNS and POD training and exercises around the county at various time during the year.

Some of the volunteer positions that we will be filling include:

- Greeters** – Welcome citizens to the POD and keep them moving towards the appropriate entrance and/or POD line, identifying individuals with language barriers or other special needs situations, and providing POD information form(s).
- Line Staff** – Answer questions and provide instructions while citizens are waiting in lines at the POD.
- Screeners** – Asking basic family and/or medical questions that will enable proper dispensing of medications and/or vaccines (medical experience preferred).
- Dispensing** – Providing medications and/or administering vaccines (medical experience required).
- Administrative** – Provide general administrative support.
- Translators** – People with foreign language skills to assist citizens who may not speak English.
- Other** – Runners, loading/unloading, support to traffic control, etc.

We recognize that some of you may already be enrolled as volunteers through the Red Cross, ServPA, the County Medical Reserve Corps (MRC), or other organizations. We do work in cooperation with these other local, regional, and state volunteer and/or community service groups. However, it is important for this effort that we create a dedicated local volunteer pool for our local POD operation.

If you are willing to serve as a volunteer, please complete and submit the attached volunteer sign-up form. If you have any additional questions, please contact Janet Zeis at 610-344-5014 or Jzeis@chesco.org.

Thank you in advance for your consideration of serving as a volunteer for our SNS POD operations. Obviously, we hope that we are putting a lot of work and planning into something that we will never have to do. However, we think that these steps that we are taking are a very important part of our overall disaster preparedness. The only way that we can accomplish this critical disaster preparedness/response effort is through rigorous pre-planning, effective training and exercises, and of course through volunteer support.

We look forward to you joining our team!

With Best Regards,

Oxford Regional Emergency Management

Strategic National Stockpile (SNS), Point of Dispensing (POD) Volunteer Sign-up

Thank you for considering service as a volunteer in support of the Chester County Strategic National Stockpile (SNS) Point of Dispensing (POD) operations. Please complete the below form and return to:

Oxford Area School District/Oxford Regional Emergency Management

ATTN: **Janet Zeis**

FAX: **610-344-5050**

Email: **jzeis@chesco.org**

Address: **601 Westtown Rd. Suite 012, P.O. Box 2747, West Chester, PA, 19380**

Phone: **610-344-5014**

Your Information

Name:

Age:

Gender: M/F

Mailing Address:

Home Phone Number:

Work Phone Number:

Cell Phone Number:

Cell Phone Carrier (At&t, Sprint, Verizon):

Email Address (Primary):

Email Address (Alternate):

Do you have any medical experience and/or qualification? If so, please list below.

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Do you have National Incident Management System (NIMS), Incident Command System (ICS), military, or Law Enforcement Experience? If so, please list below.

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Do you have any other special skills, experience, and/or qualifications that you feel would be important to your service as a POD volunteer?

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