

# **Lewis University Pharmaceutical Distribution Plan**

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## **INTRODUCTION**

### **Background**

In the event of a public health emergency, the Will County Health Department (WCHD), in collaboration with the Will County Emergency Management Agency (WCEMA) and other designated County agencies, are charged with the responsibility of activating the Will County Pharmaceutical Distribution Plan (Plan) and providing responsive distribution of medications from the Illinois Pharmaceutical Stockpile (IPS) and/or the federal Strategic National Stockpile (SNS) respectively. The SNS consists of pre-positioned medical resources to aid state and local emergency response agencies when state or local medical resources are inadequate to respond to a disease outbreak or an act of chemical or biological terrorism.

The Plan consists of four predetermined phases and provides a means for mass distribution and dispensing of medications to the entirety of Will County and any other areas of responsibility. The WCHD reserves the right to enact only portions of this plan if a full-scale distribution is not required.

**Phase I** – First Responders, Essential Personnel, Critical Infrastructure, and their Immediate Families

**Phase II** - Corporate Employees and their Immediate Families

**Phase III** – General Public

**Phase IV** – Special Consideration Groups (Long-term Care, Assisted Living, Senior Independent Living, Jails, Prisons, etc.)

**Lewis University has partnered with the WCHD to participate as a Corporate Group – Phase II – and in the event of a public health emergency, will dispense pharmaceuticals (pills) to:**

- **Employees and their immediate families**
- **Retired Christian Brothers living on campus**
- **Lewis University students**

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## **Purpose**

The purpose of the Lewis University Pharmaceutical Distribution Plan (PDP) is to provide operational guidance for the dispensing of pharmaceuticals to Lewis University employees and their immediate families, retired Christian Brothers living on campus, as well as Lewis University students.

## **Scope and Applicability**

Our plan is event driven, administers only pharmaceuticals (pills), and is designed to get “pills in people” quickly.

## **Authorities**

The Lewis University Pharmaceutical Distribution Plan (PDP) is written based on guidance and direction provided by the WCHD and the WCEMA.

During a public health emergency requiring the activation of the Will County Pharmaceutical Distribution Plan, the Executive Director of the WCHD, or alternate, will be in overall command of the distribution of pharmaceuticals.

Upon notification from the WCHD and/or the Will County Emergency Management Agency (WCEMA), Lewis University’s PDP will be activated. Notification will be received from the WCHD, via the following methods - phone, fax, and email – simultaneously, to the following Lewis University staff members:

- Senior Vice President for Student Services
- Dean of Student Services
- Medical Contact at Student Health Services

Close communication and coordination between the WCHD and these designated Lewis University staff members will be necessary to ensure that decisions and response actions are clear and consistent. Once the pharmaceuticals arrive to the dispensing site and the site is set up and staffed for distribution, the above designated staff members will authorize the use of Send Word Now to notify students, faculty and staff.

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## **PLANNING CONSIDERATIONS**

### **Situation**

Lewis University's main campus is comprised of 410-acres located within Will County. Will County is identified as a risk area by planners of the Federal Emergency Management Agency (FEMA) during a war related crisis.

The main campus houses approximately 1,300 students and employs over 650 faculty and staff members.

A terrorist may use a biological agent that might produce symptoms within hours to weeks, with outcomes varying in degree. The biological event may be localized or widespread. Preparedness, planning, training, and exercises are our only defense and are the focus of emergency plans. Preparedness planning should accommodate multiple incidents which could be man-made and/or in combination with naturally occurring disease outbreaks. Continuous training and exercises with agencies and personnel identified in the plan will facilitate maintaining preparedness. A biological event will require the interactions and collaboration of local, state, and federal agencies and personnel.

### **Assumptions**

A Bioterrorism (BT) event will likely occur with little or no warning. Fear and panic can be expected.

In an emergency of national significance, Lewis University will be closed.

Members of the Campus Emergency Planning Team (CEPT), the Emergency Response Team (ERT) for the PDP, and/or members of the Dispensing Site Operations Structure will be available within 24 hours.

Emergency medications will be provided to the WCHD based upon the scope of the event, population of the jurisdiction, and availability of medications. These medications will then be distributed to Corporate Groups – Phase II participants - based on the level of plan activation by the WCHD and/or the WCEMA.

Dispensing medications in an emergency situation will have to be very fast, yet very efficient.

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A public health emergency necessitating activation of Lewis University's PDP would have a great effect on the Lewis University community. Many students and staff may become ill. Increased absenteeism can be expected. Day to day operations may be suspended or cancelled.

## **Plan Organization**

The PDP describes coordination between the WCHD and designated Lewis University staff members and then decision making within the University.

The Appendices describe activities of the primary and support elements needed for effective response. They contain various resource documents including Contact Lists, Site Maps, an organizational chart for Dispensing Site Operations Structure, and Position Descriptions/Plan Activation and Response Checklists.

## **Plan Development**

The PDP is based on instruction and guidance provided by the WCHD, the WCEMA, and the definition of a Phase II participant.

## **Plan Activation**

The PDP is activated when notification is received from the WCHD and/or the WCEMA. Send Word Now is used to notify students, faculty and staff.

## **DIRECTION AND CONTROL**

Upon activation of the PDP, the SVP for Student Services, or alternate, shall be responsible for overall command and control of emergency operations related to the PDP. Incident management activities will be initiated and conducted using the principles contained in the National Incident Management System (NIMS). This system and the associated Lewis University procedures in place delineate operational priorities and identify who is responsible for making decisions related to the execution of the PDP.

Each person identified as a member of the Dispensing Site Operations Structure shall be notified and shall report to the designated Dispensing Site/Command Center.

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## **INCIDENT MANAGEMENT ACTIVITIES**

The plan addresses preparedness and response activities related to the Incident Command System (ICS). It fully supports and complies with the National Incident Management System (NIMS) in preparing for and responding to an emergency. An Incident Command System (ICS) will be followed in response to any public health emergency.

## **ROLES AND RESPONSIBILITIES**

As a Phase II participant, upon notification from the WCHD and/or the WCEMA that rapid dispensing will take place, Lewis University will activate its PDP. Our responsibility is to get “pills in people” quickly. Refer to Dispensing Site Operations Structure Flowchart in the appendices of this plan.

## **CONCEPT OF OPERATIONS**

Lewis University’s PDP is activated upon notification from the WCHD and/or the WCEMA. As a Phase II participant, Lewis University is responsible for providing emergency medication to all employees and their immediate families, all resident students and any retired Christian Brothers residing on campus.

## **CONTINUITY OF OPERATIONS**

Following a major emergency, it is essential that Lewis University operations continue to function at a level sufficient to perform necessary operations regardless of the absence or loss of any critical personnel. Lewis University’s Campus Emergency Operations Plan (CEOP) contains a Continuity of Operations (COOP) annex which outlines procedures to assure that Lewis University employees and students are safe and essential operations can be continued even during emergencies.

## **RECOVERY**

Recovery is the development, coordination, and execution of service and site restoration plans. Recovery involves actions needed to help the University return to a normal service level and to help campus community members return to normal when feasible. Recovery efforts shall be the responsibility of the University under

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the guidance and direction of the Campus Emergency Planning Team (CEPT). Depending on the magnitude of the situation, internal efforts may be supplemented with assistance from the WCHD and/or the WCEMA.

### **PLAN MAINTENANCE, REVIEW AND UPDATE**

The Plan will be reviewed and updated at least annually by the Campus Emergency Planning Team (CEPT) of Lewis University.