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Subject: Point of Dispensing Site Demobilization

Page: 2 of 2 Date: 7/24/07 Revised: 6/11/09

## 4. Initiate demobilization to address:

- a. Release of POD staff:
  - i. Receive notification from Supervisor of time to be released from duties.
  - ii. Follow shift change procedures upon exiting POD site.
  - iii. Clean and repack areas of operation to beginning of operation standards.
- b. Prophylactic Medication/Equipment/Supplies:
  - i. Inventory unused pharmaceuticals/medications and supplies on Unit Log (ICS 214)
  - ii. Pharmacy Team Leader will coordinate with assigned Supervisor and HCA Logistics Chief to schedule recovery of all medications, patient history forms and associated supplies for retrieval by Health Care Agency.
  - iii. Demobilization, repacking and storage for on-site equipment will occur once all patients have left the premises.
  - iv. All facility equipment inventory logs are completed by Facility Unit Leader to ensure all onsite equipment is accounted for.
  - v. Supply Unit Leader will contact vendors to initiate recovery of donated items/equipment.

## c. Documentation collection

- Documentation Team Leader will log all documentation being turned over, and maintain duplicates as deemed necessary on Unit Log (ICS 214).
- d. Debriefing
  - i. See Shift Change Procedure (items 1-4).
- e. Security
  - i. Security Branch Director ensures that the facility is left as it was found upon starting the process, that staff ingress/egress points are secure, and that all keys/access methods have been returned to Facilities Unit Leader.