

JUST IN TIME TRAINING:
ANTHRAX DRILL POST EXPOSURE PROPHYLAXIS CLINIC

STAFF INFORMATION

- ❑ This is to be given to all staff before the post exposure prophylaxis clinic opens
- ❑ Once you have signed in and been assigned a job, immediately check into your station with your station lead.
- ❑ Put on your ID badge and your vest
- ❑ Introduce yourself to all staff in the assigned area
- ❑ Review your Position Checklist/ Job Action Sheet and check off tasks as completed
- ❑ Assist with set-up of station as needed
- ❑ Familiarize yourself with:
 - Paperwork used in your area
 - Supplies and equipment
 - Inform Area Leader/Section Chief if more supplies or staff are needed
 - Location of all clinic station areas
 - Method of clinic/patient flow
 - 1. A graphic layout of the clinic will be provided
- ❑ Receive assignment-specific briefing from supervisor or lead
- ❑ During clinic operations, monitor other personnel for fatigue or stress

INCIDENT COMMAND

- ❑ Receive incident command flow chart
- ❑ Note the direction in which communication flows and the method in which decisions are made and executed
- ❑ Note who reports to whom
 - ALWAYS FOLLOW THE CHAIN OF COMMAND
 - Staff should be able to identify/name the person(s) to whom they report, and the positions/functions that report to them.
- ❑ Only the person above you in the chain of command can ask you to do or change a task.
- ❑ HOWEVER:
 - The only people who can ask any staff member outside their immediate chain of command, lead or otherwise, to stop an activity is the Clinic Manager or the Safety/Security Officer.
- ❑ No one should communicate with the media unless directed.
- ❑ Only answer questions that you have been instructed/scripted to answer.
- ❑ REFER ALL MEDIA TO THE PIO.
- ❑ Note information about radio usage if using radios.
- ❑ Document any incidents or important information on your Incident Form.
- ❑ Make any requests for staff or supplies on your Tasking Forms.
- ❑ Make sure to ask questions about your job, your station, etc. if you are unclear about your job or any directions that you have received.

CLINIC FLOW

- ❑ Receive patient/clinic flow chart to describe the functioning and set-up of the clinic.
- ❑ Learn the purpose of the clinic (to provide prophylaxis to potentially exposed individuals)
- ❑ Learn the function of each station & locate the location of stations for clinic
- ❑ Understand protocol for breaks, food, etc.
- ❑ Receive site map
- ❑ Ask any additional unanswered questions
- ❑ Locate the restrooms and rest areas and exits
- ❑ Clients should not skip any stations
- ❑ If client seems volatile seek assistance from Security personnel immediately
- ❑ In an emergency clarify if it is REAL or FAKE

JOB ACTION SHEET

- ❑ Receive Job Action Sheets
- ❑ Receive staff paperwork
- ❑ Read the FAQ's and any paperwork that the patients will receive
- ❑ Familiarize yourself with any patient paperwork that you may be using.
- ❑ Utilize leads and section chiefs for communication and requests.
 1. Leads are an essential communication link designed to help staff members efficiently navigate the Incident Command structure.
 2. Leads and section chiefs also organize and coordinate services throughout the clinic, and are valuable support resources for their staffs.
- ❑ Go over duties expected of all staff and managers during clinic set up, opening, and closing.
- ❑ Ask any questions about Job Action Sheets or any other aspect of clinic function.

Radio Usage Guidelines

- To Use Radio: Hold down side button for a count of two. You must keep holding button to Transmit message. Release side button when finished.
- Radios will be preset to the correct channel. *Please to not alter.*
- All Station Leaders and individuals in the Command Center will have radio access.
- PLEASE LIMIT USE OF THE RADIO
- In the event **emergency assistance** is needed, the **CODE** is: **BLUE FOLDER**
- If you hear "**BREAK**", **STOP TRANSMISSIONS**- emergency dispatchers are using the channel
- Be careful what you say, conversations may be monitored
- When transmitting a message indicate: **WHOM** you would like to talk to, **WHO** you are, **WHAT** you need, and **WHERE** you are located. (EX: *Myrna, this is Dana. I need more pens at Patient Check Out*)
- Volunteer-patient confidentiality should be maintained during all radio transmission
- Use plain language only.