

PHARMACISTS DISASTER CHECK LIST

Long Range Plans:

Develop a written plan based on the probability of threats in your area. Every pharmacist should plan on a contagious disease outbreak. Consider the following items for your plan:

- Consider purchasing a generator for your pharmacy
- Consider how to access coolers and ice if you don't have a generator
- Daily back ups of computers
- Develop staffing policy and requirements for staff during disaster
- Plan for opening in alternate location if current one is destroyed
- Monitor CDC, State Health Department, Board of Pharmacy Websites, State Pharmacy Associations for current information
- Establish personal readiness plan, for example; home supplies, water, meds, food, etc. Encourage staff to maintain personal stockpile
- Consider maintaining a stockpile of medications/standing orders from a local physician for pharmacy staff and families in case of biologic attack or pan flu
- Maintain a personal space in pharmacy if available. Utilize in case of gas shortage or other disaster that you have to stay overnight in pharmacy
- Post and share plans with staff. Place entire plan in notebook and keep in easy to reach area in the pharmacy
- Develop Continuity Operation Plan (COOP) Who will continue your pharmacy if you are out sick?
- Can you provide staff to help in a Mass Dispensing Sites?
- Address additional security requirements during an event
- Develop contacts with public health in order to access available meds/vaccines during shortages or events and to obtain information from Strategic National Stockpile (SNS)
- Develop policy for sick patients (Special waiting area, drive in only, home delivery, curbside service etc)
- Develop contingency plan for medication shortages (allocating meds in Rxs to patients, substitutions, etc)
- Register with the Alabama Department of Public Health (ADPH) Alabama Emergency Response Technology (ALERT) before an event at:
<https://alert.adph.state.al.us>
www.adph.org/pharmacyunit and click on log in, then on ALERT
- Educate your patients and public
- Prepare staff- instruct/review limiting transmission of organisms
 - Washing hands
 - Wearing masks
 - Sterilizing doors or commonly used equipment

96 hours pre event: (if known)

- Communications- check your contact lists with pharmacy personnel and do a practice contact
- Contact suppliers - make sure you have emergency supplies in stock or ordered that may be needed post event or during the pandemic- order extra high volume items
- Contact alternate sites which may be used for opening if current location is destroyed
- Contact computer company for standby
- Check with insurance companies to establish emergency dispensing procedures
- Contact state health department/ pharmacy association with names of staff who would be available to serve in disaster sites
- Contact local county health department with unusual outbreaks of disease in your area

72 hours pre event: (if known)

- Prepare facility. For example, cover windows and inventory in waterproof plastic sheets
- If Pandemic, close pharmacy to foot traffic and dispense via drive in window/ curbside / home delivery

Post event

- Assess damage / staff readiness to work
- Establish power / initiate alternate site plan
- Establish communication and initiate plan
- Assess staff for sickness and attendance issues
- Monitor websites below for current information
- Obtain standing prescription/special procedures for filling prescriptions information from public health website/pharmacy board website
- Email/call ADPH/board of pharmacy/wholesaler to inform of open/closed status

Contact List

- Alabama Department of Public Health Pharmacy Division.....**334-206-5666**
Email: charliethomas@adph.state.al.us **Web:** www.adph.org/pharmacyunit
Duty Officer:800-338-8374 / 334-519-0040
- Center for Emergency Preparedness.....**800-264-4073**
- Alabama State Board of Pharmacy.....**205-981-2281**
Email: jaltsman@albop.com **Web:** www.albop.com
- Alabama Pharmacy Association.....**334-271-4222**
Email: ljones@aparx.org
- Alabama Society of Health System Pharmacists.....**205-822-1071**
E Mail: pamcog@bellsouth.net **Web:** http://www.alshp.org

Add: Your Wholesaler Information, Other numbers
