



CHEMPACK Operations Guide

EMS Reference #815

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Santa Clara County CHEMPACK Policy & Procedures

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*Appendices contain confidential information and have been removed from this public document.
For additional information please contact the CHEMPACK Coordinator at Santa Clara County
Emergency Services Agency.*

Santa Clara County CHEMPACK Policy & Procedures

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Terminology

Term	Definition / Description
CHEMPACK	Sustainable repository of nerve agent antidotes and other necessary and certain supporting equipment to care for individuals exposed to nerve agents including, but not limited to auto injectors, bulk symptomatic supplies, and stored in self-monitoring containers. CHEMPACKs are a component of the CDC Strategic National Stockpile Program.
CHEMPACK Program Administrator	The designated official who administers the CHEMPACK program for the County. This function is assigned to the EMS Director serving as the Medical Health Operational Area Coordinator.
CHEMPACK Program Coordinator	The designated official who ensures the operational integrity of the CHEMPACK program for the County. This function is assigned to the EMS Agency and is managed by an EMS Specialist.
Custodian	A facility that has agreed to store one or more CHEMPACKs. Custodians have the responsibility of maintaining the CHEMPACKs according to specific requirements and of releasing the CHEMPACKs upon authorized request. Custodians also have the authority to use the CHEMPACKs in their possession should an incident occur in their jurisdiction/facility that consumes all of their local treatment resources.
Medical Health Operational Area Coordinator (MHOAC)	The primary authorizer and coordinator of CHEMPACK resources in the County. In Santa Clara County MHOAC responsibilities are shared between the County Health Officer and EMS Director. The EMS Director may authorize the release of these resources on behalf of the MHOAC. The EMS Director grants operational authority to the EMS Duty Chief to activate and deploy CHEMPACK assets.
Memorandum of Agreement (MOA)	For the purposes of this document, MOA shall refer to the agreement between the State of California Department of Health Services and the CHEMPACK Custodian site. This document describes the responsibilities of both the State and Custodial agency in regards to the storage, maintenance, security, deployment, and notifications of CHEMPACK containers and their contents.
Receiving Facility	Any hospital in the County, including those that are also Custodian facilities.

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Requestor	<p>Anyone requesting activation of a CHEMPACK. Authorized requestors are listed in the section below. Within the County, requestors will typically be the Incident Commander on scene of an incident or a hospital receiving patients from an incident. Certain designated County officials may request CHEMPACK activation as well, typically for proactive resource pre-positioning or distribution during a significant event.</p> <p>Certain out-of-county personnel may request CHEMPACK activation, primarily for delivery or use outside the County (i.e., mutual aid).</p> <p>Requests are made via the EMS Duty Chief, except in the case of a CHEMPACK Custodian self-activating their own CHEMPACK. See details below.</p>
Status	Standby Advisory Alert Activation

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System Overview

CHEMPACK Program

CHEMPACKs are federally-owned, locally-managed packages of pharmaceuticals to treat patients following a chemical/nerve agent exposure. The California Department of Public Health (CDPH) Emergency Preparedness Office (EPO) has overall responsibility for managing and controlling CHEMPACKs, while the federal Center for Disease Control and Prevention (CDC) maintains ownership of the CHEMPACK assets. Operational Areas (OA) are charged with developing annexes to County Strategic National Stockpile (SNS) Plans and emergency operation procedures for the storage and deployment of CHEMPACK containers in cooperation with local Public Health Officers, local Office of Emergency Services (OES), law enforcement, fire, hospitals and others as appropriate.

CHEMPACK containers hold three nerve agent antidotes:

- 1) Atropine Sulfate
- 2) Pralidoxime Chloride (2PAM)
- 3) Diazepam

CHEMPACKs come in two configurations, EMS and Hospital. Both contain similar pharmaceuticals, but differ in packaging. EMS CHEMPACKs contain unit dose vials and auto-injector kits designed for use by EMS personnel in the field, while Hospital CHEMPACKs contain multi-dose vials for use in a hospital setting. **[NOTE: Santa Clara County has only EMS CHEMPACKs in its stockpile. Neighboring counties may have both Hospital and EMS CHEMPACKs.]**

CHEMPACKs are stored at various secured, environmentally-controlled locations around the County and elsewhere in the San Francisco Bay Area and the State.

Authorization to break the CHEMPACK container seal and use the contents is given when designated officers determine that an accidental or intentional nerve agent has been released that: (1) threatens the medical security of the community; and (2) places multiple lives at risk; and (3) is beyond local emergency response capabilities; and (4) the material is medically necessary to save human life.

CHEMPACK material is not intended to be the community's primary source of nerve agent antidotes. CHEMPACKs may be requested after locally-available resources have been consumed. Although designed to specifically address terrorism threat(s) or event(s), CHEMPACK containers can also be used for large scale organophosphate (i.e., pesticides) poisoning.

The Medical Health Operational Area Coordinator (MHOAC) is responsible for the authorization of CHEMPACKs in Santa Clara County. Local jurisdictional agencies maintaining CHEMPACK storage facilities and their respective OA

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have immediate access to CHEMPACK assets without seeking permission from any higher authority in the event of a chemical or nerve agent emergency within their respective jurisdiction or OA. CHEMPACK Custodians may use their CHEMPACK as required within their own facility or agency once all of their local resources are consumed. This self-activation requires immediate notification of the EMS Duty Chief.

CHEMPACK System Readiness Status

The County maintains a system status for the CHEMPACK program. At any time, the system is in one of four readiness statuses:

- 1) **Standby:** this is the normal system status. CHEMPACKs are maintained by their Custodians and all system participants follow their Standby preparedness procedures.
- 2) **Advisory:** on occasion, a pre-planned significant event may occur in the County which increases the possibility of activating the CHEMPACK system (e.g., a nationally-televised public event). For such situations, the CHEMPACK system is placed into Advisory status and all system participants are notified of the upcoming event. System participants follow their Advisory preparedness procedures, mainly consisting of reviewing their plans and ensuring their capability to activate the system if needed. Some CHEMPACKs may be activated in order to pre-position them closer to the event location.
- 3) **Alert:** an incident that requires use of CHEMPACK supplies would be extremely time-sensitive, so it is advantageous to have as much advance notice as possible to prepare. As such, the system is placed into Alert status as soon as an incident occurs that could *potentially* result in CHEMPACK activation. (For example, an incident commander might initiate an Alert as soon as a chemical incident is reported, but before the agent or the number of patients are known.) This provides all parties as much notice as possible to prepare to implement their portion of the system.
- 4) **Activation:** an incident has occurred that requires the distribution of one or more CHEMPACKs to either the incident scene or to area hospitals. It is likely that such an event will trigger multiple CHEMPACK activations, but it is also possible that not all CHEMPACKs will be activated. Custodians should wait for specific direction before breaking the seals on the CHEMPACKs in their possession. Activation can also occur for an incident outside of the County, or for pre-positioning of one or more CHEMPACKs during Advisory status.

Authorized Requestors

The following positions are able to request a CHEMPACK deployment:

- 1) Hospitals
- 2) Pre-Hospital Providers
- 3) Fire Departments
- 4) Haz Mat Teams
- 5) Operational Area OES
- 6) Operational Area Public Health Department
- 7) Regional Disaster Medical and Health Coordinator/Specialist (RDMHC/S)

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- 8) State Health Services (EMSA, CDPH)
- 9) CHEMPACK Custodian can self-deploy into their jurisdiction if local resources have been consumed (requires immediate notification of EMS Duty Chief)

Authorized Releasers

The following positions are able to authorize a CHEMPACK deployment:

- 1) Health Officer
- 2) EMS Director
- 3) EMS Duty Chief
- 4) CHEMPACK Custodian can self-deploy into their jurisdiction if local resources have been consumed (requires immediate notification of EMS Duty Chief)

Notification

All CHEMPACK requests and notifications are routed to the EMS Duty Chief via County Communications per procedures outlined in this document.

Any CHEMPACK activation can also trigger notification of all other CHEMPACK Custodians due to the likelihood that additional CHEMPACK resources will be required.

Any CHEMPACK activation can also trigger notification of all hospitals due to the likelihood that patients involved with the incident will be transported or self-refer to area hospitals.

Any CHEMPACK activation requires the OA to immediately notify the State Emergency Operations Center (SOC) through the local Regional Emergency Operations Center (REOC) or RDMHC/S.

The CHEMPACK storage facility Point of Contact (Custodian POC) will notify the CDPH/EPO Coordinator and the CDPH/EPO Duty Chief for any deployment or movement of the CHEMPACK material.

As specified in the storage site "Memorandum of Agreement" (MOA) between the State of California Department of Health Services and the CHEMPACK Storage Facility (Custodian), the MHOAC, CDPH, and CDC SNS Program Coordinator will be notified within two hours if the CHEMPACK Storage Container Facility loses climate control. When conditions cannot be corrected within 12 hours, the MHOAC will coordinate with CDPH/EPO (and CDC) for the movement of the CHEMPACK container to an acceptable location to protect the quality and security of the pharmaceuticals.

Authentication

To prevent inappropriate CHEMPACK activation, all initial requests (to receive or release a CHEMPACK) are to be authenticated via a callback mechanism if in question. The recipient is to note the information in the request, hang up, and then re-contact the caller to confirm that the caller was legitimate.

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Distribution

The requesting agency is responsible for providing transportation resources to pick up and break down the CHEMPACK. Only authorized personnel – on-duty first responders (EMS, Fire, Law Enforcement) shall transport and transfer custody of CHEMPACK materials. The requesting entity must request the specific CHEMPACK resource required (i.e., the medication and number of doses). Only requested resources will be distributed.

Emergency transfer of custody refers to the deployment of CHEMPACK assets from a storage location to an emergency scene in the field or to a healthcare facility. To maintain an appropriate chain of custody, personnel at the CHEMPACK Custodian site should quickly complete and sign a CHEMPACK Deployment Inventory Control and Movement Tracking form (Appendix F). This form should be used to document the transfer of material from a storage location to either an emergency scene or a hospital. The form is simple so as not to delay the delivery of the assets to an emergency scene. One copy is to remain at the CHEMPACK site and one is to be sent with the pharmaceuticals.

Regional Mutual Aid

Should a chemical or nerve agent emergency take place outside of the OA maintaining the CHEMPACK Storage Facilities, the Region or State may deploy or direct the movement of any CHEMPACK. This request will generally originate from the REOC Duty Chief (or RDMHC/S) and may be directed to the MHOAC or directly to the nearest CHEMPACK Storage Facility. The CHEMPACK Storage Facilities responsible for storage and maintenance of the CHEMPACK assets will immediately prepare those portions of the assets, or the entire CHEMPACK, for transportation to the incident site. The RDMHC/S or REOC will arrange for transportation of the requested assets to the requested location. Actual costs associated with any State-directed movement of CHEMPACK assets shall be the responsibility of the State. Regional or OA CHEMPACK plans may designate the ability to share CHEMPACK resources from one OA to another without having to involve either a Region or the State.

Ancillary Supplies

Santa Clara County has elected to supplement CHEMPACK containers with ancillary supply caches. These caches include needles, syringes, IV admin sets, IV start kits, as well as 250 ml bags of saline (Appendix C.). There are currently eight caches of ancillary supplies and, where possible, are co-located with the CHEMPACKS. Additional caches of ancillary supplies will be housed at the County warehouse. Ancillary supply caches are primarily designed to be used with Hospital CHEMPACKS, however, the EMS Duty Chief can deploy caches to ensure that appropriate dosing and administration of the medications can occur in the field (Appendix D.)

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Local Jurisdiction

The Incident Commander recognizes a potential need for chemical/nerve agent resources and requests these resources as appropriate using the below listed procedures.

Standby Procedure

In Standby status, each fire/pre-hospital provider agency in the County has the following responsibilities:

- 1) Become familiar with the CHEMPACK procedure.
- 2) Identify a 24/7/365 transport mechanism for moving a CHEMPACK into your jurisdiction if required.
- 3) Implement a procedure for activating your CHEMPACK transport mechanism.
- 4) Update the CHEMPACK Program Coordinator with the chemical/nerve agent supplies maintained by your agency (Appendix A).
- 5) Review the industrial/commercial facilities within your jurisdiction that produce, store, or consume agents that could result in the need for a CHEMPACK activation. Distribute this information as appropriate within your agency and to the CHEMPACK Program Coordinator.
- 6) Monitor your agency's plans for scheduled activities that may result in an Advisory notification.
- 7) Perform an annual review of the above items.

Advisory Procedure

If your agency becomes aware of a pre-planned event such as a high-profile public event, consider whether terrorism, accident, or other incident could result in an increased requirement for CHEMPACK distribution. If so, take the following actions:

- 1) Advise the CHEMPACK Program Coordinator of the increased risk or potential involved. The CHEMPACK Program Coordinator may place the CHEMPACK system into Advisory status to ensure that CHEMPACK Custodians are aware of the situation and have current activation plans.
- 2) Consider pre-positioning any local chemical/nerve agent supplies within your jurisdiction.
- 3) Discuss with the CHEMPACK Program Coordinator the possibility of pre-positioning one or more CHEMPACKs into the event vicinity (e.g., in a nearby warehouse or refrigerated truck).

Alert Procedure

If an incident occurs within your jurisdiction that you suspect involves chemical or nerve agent toxins, place the CHEMPACK system into Alert status by performing the steps below. This will help provide lead time to prepare, should it become necessary to relocate CHEMPACKs or transport patients:

- 1) Notify the EMS Duty Chief via County Communications of your potential chemical/nerve agent incident. Be prepared to provide the following information when contacted by the EMS Duty Chief or designee:
 - a) Incident location

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- b) Nature of incident
- c) Possible total number of patients

Activation Procedure

If the Incident Commander determines the need to request a CHEMPACK, the designated individual performs the following steps:

- 1) Activate local nerve agent resources first (Appendix A).
- 2) Notify the EMS Duty Chief via County Communications (Appendix G) of your request for a CHEMPACK. Be prepared to provide the following information:
 - a) Incident location
 - b) Nature of incident
 - c) Approximate total number of patients
 - d) Nerve agent cache resources already activated
 - e) Approximate number of patients to be treated by CHEMPACK supplies
 - f) CHEMPACK supplies (e.g., atropine, diazepam) and packaging type (EMS or Hospital) required. (Appendix B)
- 3) Obtain CHEMPACK pick-up location from EMS Duty Chief.
 - a) NOTE: You may access your CHEMPACK directly if your agency is also a CHEMPACK Custodian, but you must also immediately notify the EMS Duty Chief so this CHEMPACK can be taken out-of-service for response planning.
 - b) Arrange for pick-up transportation from CHEMPACK storage location to incident site.
 - c) Single CHEMPACK weighs 700 lbs., 60.5"H x 32.5"W x 60.5"L, on wheels
 - d) May only receive partial CHEMPACK volume if you request specific supplies
- 4) Antidotes that were deployed but not used are to be returned to the CHEMPACK storage site by similar means. Upon arrival back to the CHEMPACK site, any unused antidotes should be documented on a CHEMPACK Deployment Inventory Control and Movement Tracking form and returned to the CHEMPACK room. These antidotes are to be set aside and not placed back in the container.

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CHEMPACK Custodian

CHEMPACK Custodians are located throughout the County and are responsible for maintaining their CHEMPACK and preparing it for distribution should an incident occur.

Standby Procedure

In Standby status, each CHEMPACK Custodian has the following responsibilities:

- 1) Become familiar with the CHEMPACK policy and procedures.
- 2) Maintain the CHEMPACK(s) at your facility per State guidelines which includes the following:
 - a) Ensure the CHEMPACK is maintained in a controlled environment and is not opened without a proper formal request.
 - b) Ensure the CHEMPACK is readily accessible and not blocked by anything that would impede access to or movement in a timely manner
 - c) Respond to any CHEMPACK Sensaphone® alerts as required by the MOA, notify CDPH/EPO and OA CHEMPACK Coordinator as soon as possible, and forward written report to the CDPH/EPO CHEMPACK Coordinator within 24 hours.
 - d) Complete the SNS program CHEMPACK Monthly Quality Assurance Assessment.
- 3) Implement a 24/7/365 procedure for activating your CHEMPACK: who is the County point of contact for your facility, who will access the CHEMPACK and divide it up if requested, how it will be moved to the pick-up location at your facility, etc. ***Design this procedure to have your CHEMPACK at your designated loading location in no more than 15 minutes from initial notification.***
- 4) Determine the necessary information to give to an agency that will receive CHEMPACK supplies from your facility:
 - a) Must your loading dock be used to move the entire CHEMPACK (i.e., a truck capable of backing into a loading dock)?
 - b) Is a loading dock available if the agency's transport vehicle needs one?
 - c) Is a forklift available to move the entire CHEMPACK (e.g., no loading dock available)?
 - d) What are the loading locations at your facility, for either loading the entire CHEMPACK or portions of it?
- 5) Update the CHEMPACK Program Administrator with the above information (Appendix H).
- 6) Perform an annual review of the above items, and notify the CHEMPACK Program Administrator of any changes.

Advisory Procedure

If there is a pre-planned local event of significance, the CHEMPACK system may be placed into Advisory status for the dates of the event. If this occurs, the CHEMPACK Custodian should perform the following actions:

- 1) Review the CHEMPACK procedure.
- 2) Confirm that your facility's point of contact and pick-up information is still valid.

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Update the CHEMPACK Program Coordinator as required.

- 3) Confirm that you will have resources available during the designated period to activate your CHEMPACK if requested and familiarize those individuals with your protocol.

Alert Procedure

If an incident occurs that *might* result in CHEMPACK activation, you may receive an Alert notification informing you to prepare for *possible* activation. If this occurs, perform the following activities:

- 1) Review the CHEMPACK procedure.
- 2) Identify the personnel who will activate your CHEMPACK if requested and review the protocol with these individuals.
- 3) Do not break the CHEMPACK seal at this time.
- 4) Standby for further instructions.

Activation Procedure

If you receive notification of an activation of your CHEMPACK, perform the following actions:

- 1) Authenticate the request
 - a) Requests may come from the Health Officer, EMS Director, RDMHC/S, EMS Duty Chief, or your own facility (once all of your own supplies have been consumed). No other entity, facility, or agency may directly request your CHEMPACK; they must submit this request through the MHOAC.
- 2) Verify the specifics of the request:
 - a) If you have both Hospital and EMS CHEMPACKs, verify which type is being activated.
 - b) Confirm whether you will be sending the entire CHEMPACK to a single requestor, or breaking it down for distribution to multiple requestors.
 - c) Confirm the requesting entity/entities that will be receiving your CHEMPACK supplies.
- 3) Prepare the CHEMPACK(s) for pick-up:
 - a) Clear your pick-up location(s) of vehicles or other obstacles.
 - b) If the entire CHEMPACK is to be moved as a unit, move the CHEMPACK to the pick-up location.
 - c) If the CHEMPACK is to be broken down for distribution to multiple parties, break down the CHEMPACK contents by color (Appendix B).
 - d) Complete CHEMPACK Deployment Inventory Control and Movement Tracking form (Appendix F).
 - e) Notify EMS Duty Chief as each entity picks up their designated CHEMPACK.
 - f) Secure remaining CHEMPACK supplies. Antidotes that were deployed but not used are to be returned to the CHEMPACK storage. Upon arrival back to the CHEMPACK site, any unused antidotes should be documented on a CHEMPACK Deployment Inventory Control and Movement Tracking form, and returned to the CHEMPACK room. These antidotes are to be set aside and not placed back in the container.

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Receiving Hospital

If a chemical/nerve agent incident occurs within the region, CHEMPACK supplies may need to be distributed to hospitals to assist with patient treatment. Hospitals will consume their local supplies first, but may request CHEMPACK supplies if they anticipate consumption of all local supplies.

Standby Procedure

In Standby status, each hospital in the County has the following responsibilities:

- 1) Become familiar with the CHEMPACK procedure.
- 2) Identify a 24/7/365 transport mechanism for moving a CHEMPACK into your facility if required.
- 3) Implement a procedure for activating your CHEMPACK transport mechanism.
- 4) Update the CHEMPACK Program Coordinator with the chemical/nerve agent supplies maintained by your facility (Appendix A).
- 5) Perform an annual review of the above items.

Advisory Procedure

If there is a pre-planned local event of significance, your facility may be notified of increased potential for a chemical/nerve agent incident. If this occurs, each facility should perform the following actions:

- 1) Review the CHEMPACK procedure.
- 2) Confirm your procedure for transporting CHEMPACK supplies to your facility.
- 3) Confirm that you will have resources available during the designated period to retrieve your CHEMPACK supplies if requested, and familiarize those individuals with your protocol.

Alert Procedure

If an incident occurs that *might* be the result of a chemical/nerve agent, you may receive an Alert notification informing you to prepare for *possible* incoming patients (either as system transports or as self-referrals). If this notification occurs, perform the following activities:

- 1) Review your facility's chemical/nerve agent procedure.
- 2) Determine the number of patients that you can treat with the resources currently at your facility.
- 3) If the expected number of patients exceeds your currently-available resources, notify the EMS Duty Chief that you may need to use CHEMPACK supplies.
- 4) If your facility is also a CHEMPACK Custodian, initiate your CHEMPACK Custodian Alert procedures (see above).
- 5) Standby for further instructions.

Activation Procedure

If a chemical/nerve agent incident occurs that results in more patients than your facility can treat with on-hand supplies, request CHEMPACK supplies by performing the following steps:

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- 1) Activate locally-stored nerve agent resources first.
- 2) Notify the EMS Duty Chief via County Communications (Appendix G) of your request for a CHEMPACK. Prepare to provide the following information:
 - a) Approximate total number of patients
 - b) Nerve agent cache resources already activated
 - c) Approximate number of patients to be treated by CHEMPACK supplies
 - d) CHEMPACK supplies (e.g., atropine, diazepam) required. (Appendix B.)
- 3) Obtain CHEMPACK pick-up location from EMS Duty Chief.
 - a) NOTE: You may access your CHEMPACK directly if your facility is also a CHEMPACK Custodian, but you must also immediately notify the EMS Duty Chief so this CHEMPACK can be taken out-of-service for response planning.
- 4) Arrange for pick-up transportation from CHEMPACK storage location to your facility.
 - a) Single CHEMPACK weights 700 lbs., 60.5" H x 32.5" W x 60.5" L, on wheels
 - b) May be broken down for transport; if broken down, can fit into a standard-sized automobile
 - c) May only receive partial CHEMPACK volume, if you request specific supplies
- 5) Return unused CHEMPACK supplies to the Custodian within 24 hours of incident

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CHEMPACK Program Administrator

The CHEMPACK Program Administrator is responsible for overall program administration, compliance, updates, and review.

Standby Procedure

In Standby status, the CHEMPACK Program Administrator should perform the following activities:

- 1) Become familiar with the CHEMPACK procedure.
- 2) Develop and maintain CHEMPACK mutual aid MOUs with neighboring Operational Areas.
- 3) Perform an annual review of each CHEMPACK Custodian's procedures.
- 4) Ensure CHEMPACK Custodians are in compliance with and trained to the program requirements.
- 5) Perform an annual review of the appendices of this plan.

Advisory Procedure

After an Advisory occurs, the CHEMPACK Program Administrator performs a review to ensure the program operated as required and ensures notification of the MHOAC.

Alert Procedure

After an Alert occurs, the CHEMPACK Program Administrator performs a review to ensure the program operated as required and ensures notification of the MHOAC.

Activation Procedure

After an activation occurs, the CHEMPACK Program Administrator performs a review to ensure the program operated as required and ensures notification of the MHOAC.

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CHEMPACK Program Coordinator

The CHEMPACK Program Coordinator is responsible for operational implementation of the program.

Standby Procedure

In Standby status, the CHEMPACK Program Coordinator should perform the following activities:

- 1) Become familiar with the CHEMPACK procedure.
- 2) Update the Local Nerve Agent Cache List as local jurisdictions provide information about their chemical/nerve agent supplies. (See Appendix A.)
- 3) Distribute information received regarding industrial/commercial facilities that produce, store or consume agents that could result in the need for a CHEMPACK activation.
- 4) Perform an annual site visit of each CHEMPACK Custodian to review the viability of the Custodian's activation plan (i.e., can the Custodian deliver the CHEMPACK in a timely manner).
- 5) Ensure CHEMPACK Requestors (EMS, Fire agencies, and hospitals within the County) are trained to the program requirements.

Advisory Procedure

If advised of a pre-planned event that could result in an increased requirement for CHEMPACK distribution, consider taking the following actions:

- 1) Notify the CHEMPACK Program Administrator.
- 2) Notify all CHEMPACK Custodians of the advisory status, so they can review their CHEMPACK activation plans.
- 3) Notify all hospitals so they can review their plans as needed.
- 4) Request local agency to pre-position local assets available from the Local Nerve Agent Cache List. (Appendix A.)
- 5) Consider pre-positioning one or more EMS CHEMPACKs into the event vicinity, and/or Hospital CHEMPACK at or near area hospitals (e.g., in a nearby warehouse or refrigerated truck). The MHOAC must notify the RDMHC/S at least 48 hours prior to the pre-emptive movement of CHEMPACK containers. The RDHMC/S will notify CDPH/EPO who in turn will notify CDC. Any movement of CHEMPACKs not specifically directed by the SNS program shall be done so at the cost of the requesting entity. (i.e., pre-stage request by CDPH, costs are the responsibility of the State; pre-stage request by a local jurisdiction or Public Health Officer and approved by the State, the costs are the responsibility of the local jurisdiction or Public Health Officer.)

After an Advisory occurs, the CHEMPACK Program Coordinator collects and forwards EMS and pre-hospital activity, usage, and performance data to the CHEMPACK Program Administrator.

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Alert Procedure

After an Advisory occurs, the CHEMPACK Program Coordinator collects and forwards EMS and pre-hospital activity, usage, and performance data to the CHEMPACK Program Administrator.

Activation Procedure

After an Advisory occurs, the CHEMPACK Program Coordinator collects and forwards EMS and pre-hospital activity, usage, and performance data to the CHEMPACK Program Administrator.

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EMS Duty Chief

Due to the rapid response required in the event of a chemical/nerve agent incident, the EMS Duty Chief is the primary facilitator in the allocation of CHEMPACK resources should such an incident occur. The EMS Duty Chief has the delegated authority from the EMS Director to activate CHEMPACK assets without receiving additional approval.

Standby Procedure

In Standby status, the EMS Duty Chief should perform the following activities:

- 1) Become familiar with the CHEMPACK procedure.
- 2) Perform an annual review of the appendices of this plan.

Advisory Procedure

The EMS Duty Chief has no responsibilities in Advisory status, except as designated by the CHEMPACK Program Coordinator.

Alert Procedure

When notified of an incident that might result in a CHEMPACK request, the EMS Duty Chief performs the following actions:

- 1) Verify the information received:
 - a) Verify incident location
 - b) Verify nature and severity of release/potential exposure threat
 - c) Verify that local resources have been requested
- 2) Notify the EMS Director, EMS Medical Director, and Health Officer (Appendix G.)
- 3) Notify the RDMHC/S and County OES Director. (Appendix G.)
- 4) Consider whether to notify all CHEMPACK Custodians of the potential for activation. Implement as appropriate.
- 5) Consider whether to notify all hospitals in the County of the potential for receiving patients. Implement as appropriate.
- 6) Consider potential impact on hospitals receiving patients
 - a) Anticipate CHEMPACK needs
 - b) Pre-allocate CHEMPACK resources by completing a CHEMPACK Activation & Tracking Form (Appendix E.) Consider sending this completed form to County Communications for distribution if an Activation should occur.
- 7) Monitor the incident for further development.

Activation Procedure

When notified of a CHEMPACK request, the EMS Duty Chief performs the following actions:

- 1) Verify CHEMPACK request:
 - a) Verify incident location
 - b) Verify nature and severity of release/potential exposure threat
 - c) Verify number of patients
 - d) Verify that local resources have been requested
- 2) Authorize CHEMPACK request by completing one or more CHEMPACK Activation

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Planning Forms (Appendix E.)

- a) Select CHEMPACK Custodian
 - i) CHEMPACK type (e.g., Hospital, EMS)
 - ii) Proximity to incident
- b) Notify CHEMPACK Custodian that their CHEMPACK is being activated, and list the supplies requested (e.g., entire CHEMPACK, or portion).
- c) Notify Incident Commander (or other requestor) of pick-up location
- 3) Coordinate with Santa Clara County Sheriff's Office to provide security during movement and transportation of CHEMPACK material.
- 4) Consider need for ancillary supplies. If necessary, coordinate procurement and delivery of ancillary supply cache from appropriate location.
- 5) Consider impact on hospitals receiving patients
 - a) Anticipate further CHEMPACK needs
 - b) Work through existing command process to pre-allocate additional CHEMPACK resources by completing a CHEMPACK Activation & Tracking Form
 - c) Provide allocation instructions to CHEMPACK Custodians and Receiving Hospitals as required. Consider sending the completed CHEMPACK Activation & Tracking Form to County Communications to distribute this information to CHEMPACK Custodians and Receiving Hospitals.
- 6) Make notifications
 - a) Notify the EMS Director, EMS Medical Director, and Health Officer (Appendix G.)
 - b) Notify the RDMHC/S or REOC and County OES Director. (Appendix G.)
 - c) Consider notifications of all CHEMPACK Custodians of the potential for activation. Implement as appropriate.
 - d) Consider notifications of all hospitals in the County of the potential for receiving patients. Implement as appropriate.
- 7) Antidotes that were deployed but not used are to be returned to the CHEMPACK storage site by similar means. Upon arrival back to the CHEMPACK site, any unused antidotes should be documented on a CHEMPACK Deployment Inventory Control and Movement Tracking form and returned to the CHEMPACK room. These antidotes are to be set aside and not placed back in the container.

Appendices have been intentionally removed from this document