

SPECIAL OPERATIONS BUREAU

NOTICE
16.2

January 29, 2010

TO: All Commanding Officers

FROM: Commanding Officer, Special Operations Bureau


SUBJECT: PRE-POSITIONING OF ANTIBIOTICS - UPDATE

In the event of a terrorist attack utilizing aerosolized anthrax, the Los Angeles Police Department (Department) has developed a program to provide first responders with antibiotic medications. The attached document details employee/Department responsibilities associated with the distribution of this medication. This document shall be included in the Area Standing Plans.

To ensure consistency in Department Standing Plans, the attached document shall be incorporated in the Area/division's Standing Plans in Section 10 ("Special Area Plans and Single-Use Plans"), under a bullet entitled "Anthrax Attack – Distribution of Medication to Department Personnel."

If you have any questions regarding this matter, please contact Lieutenant Ronald Katona, Officer in Charge, Traffic Coordination Section, Emergency Operations Division, at (213) 486-0690.

APPROVED:


RICHARD A. ROUPOLI, Deputy Chief
Commanding Officer
Special Operations Bureau

MICHEL R. MOORE, Assistant Chief
Director, Office of Special Operations

Attachment

DISTRIBUTION "B"



LOS ANGELES POLICE DEPARTMENT

Pre-Positioning of Antibiotics Storage and Distribution Plan

CODE: Paul David

TABLE OF CONTENTS

Background	-----1
Introduction	-----2
Purpose	-----2
Overview	-----3
Storage	-----3
Monitoring of Antibiotics	-----4
Distribution Procedures	-----5
Attachment A (Doxycycline Instruction Sheet)	
Attachment B (Antibiotic Monthly Monitoring Check Sheet)	
Attachment C (LAPD Antibiotic Medication Acceptance Form)	
Attachment D (LAPD Antibiotic Distribution List)	

PRE-POSITIONING OF ANTIBIOTICS STORAGE AND DISTRIBUTION PLAN FOR THE LOS ANGELES POLICE DEPARTMENT

BACKGROUND

Since the terrorist attacks of September 2001, a number of incidents involving threats to disseminate anthrax have occurred throughout the United States. Several of these incidents have occurred in the Southern California area and in Los Angeles, specifically.

In 2004, the Department of Homeland Security and the Centers for Disease Control and Prevention declared the Cities Readiness Initiative. This program is an initial step by the federal government to increase and enhance readiness of selected cities to make full and effective use of the Strategic National Stockpile in the event of various types of catastrophic terrorist assaults upon our nation. The ability to respond in a timely manner to a bioterrorism attack, specifically from *Bacillus anthracis*, the organism that causes anthrax, is a foremost concern to the City of Los Angeles (City). If such an attack were to occur, antibiotics must reach the population within 48 hours to have the greatest life-saving effect.

What is Anthrax?

Bacillus anthracis, the organism that causes anthrax, is a bacteria which forms spores. A spore is a cell that lies dormant but may activate under the correct conditions. There are three types of anthrax: skin (cutaneous), lung (inhalation), and digestive (gastrointestinal). Anthrax also can be used as a bioweapon.

How is Anthrax Spread?

Anthrax is not known to spread from one person to another. It can spread only by direct contact with the skin, or ingestion via the lungs or digestive tract.

Symptoms of Anthrax Exposure

The symptoms (warning signs) of anthrax are different, depending on the type of the disease:

- **Inhalation:** The first symptoms of inhalation anthrax are similar to cold or flu symptoms and can include a sore throat, mild fever and muscle aches. Later symptoms include cough, chest pain and shortness of breath, tiredness and muscle aches.
- **Cutaneous:** The first symptom is a small sore that develops into a blister. The blister then develops into a skin ulcer with a black area in the center. The sore, blister and ulcer are not painful.
- **Gastrointestinal:** The first symptoms are nausea, loss of appetite, bloody diarrhea and fever, followed by painful abdominal cramps.

Symptoms can appear within seven days of coming into contact with the bacterium for all three types of anthrax. For inhalation anthrax, symptoms can appear within a week, but may take up to 42 days to appear.

Treatment

Antibiotics are used to treat all three types of anthrax. Early identification and treatment are important. Treatment is different for a person who is exposed to anthrax but is not yet sick. Healthcare providers use antibiotics (such as ciprofloxacin, doxycycline or penicillin) to prevent anthrax infection. Treatment is usually a 60-day course of antibiotics. Successful treatment depends upon the type of anthrax and how soon treatment started. The Los Angeles County Health Department has provided the City with a supply of doxycycline to be distributed in the event of an anthrax attack.

INTRODUCTION

The pre-positioning of antibiotics for prophylaxis will strengthen the capability of the Los Angeles Police Department (Department) to provide protection to all personnel (both sworn and civilian) during an anthrax incident and allow first responders to remain on the job.

Establishing a distribution strategy, as well as pre-positioning medications throughout the City, will speed subsequent distribution to Department personnel and decrease morbidity and mortality, while ensuring the continuation of daily operations. It will be the responsibility of each preselected area to store and secure the medications in bulk. **Distribution of the antibiotics to Department personnel will occur *only* upon the direct order of the County Health Officer through the Commanding Officer of Emergency Operations Division (EOD).**

PURPOSE

The purpose is to provide immediate access to antibiotics for first responders, civilian personnel, and their family members when the County Health Officer declares the initiation of the Employee Prophylaxis Plan. Announcements regarding the initiation will be made via the County's Emergency Public Information Plan (EPI), the news media, and the Emergency Management Information System (EMIS). The announcement will include which municipalities have been affected. This plan shall be included in the Area Standing Plans.

OVERVIEW

In the event of a terrorist attack utilizing aerosolized anthrax, the Department has developed a program to provide first responders with antibiotic medications. The following details employee/Department responsibilities associated with pre-positioned antibiotics.

The antibiotic medication, doxycycline, is packaged in a quantity of 20 bottles, shrink-wrapped together to form a pack; five packs shrink-wrapped form a bundle of 100 bottles. A bundle is secured in a cardboard box, with dimensions of 14" x 8" x 6" (.38 cubic ft.). Each bottle contains 14 pills.

A bottle represents a seven-day supply of medication calculated at a dosage of two pills per day. **Each employee is provided *three bottles (one bottle for the employee and two bottles for immediate family members) regardless of family size.*** In addition, each box contains the "Use of Doxycycline in a Bioterrorism Event" information sheet, which will give health warnings for individuals taking the antibiotic (Attachment A).

Medication is pre-positioned at two point-of-distribution (POD) locations within the City's Metropolitan and Valley areas. Exact POD locations are addressed under the "Storage" heading of this document. In the event of a bioterrorism incident, the Department will receive a "receipt of order to dispense [medication]" from the County Health Officer.

The Commanding Officer, EOD, will be the Department's contact and liaison with the County Health Officer in all matters regarding storage and distribution of antibiotic medication to Department personnel. Upon receipt of order to dispense from the County Health Officer, the Commanding Officer, EOD, will inform the POD Coordinators within the Metropolitan and Valley areas to commence distribution of the antibiotics.

The Commanding Officer, EOD, and West Valley (WVAL) Area shall select POD Coordinators. The individual designated as the POD Coordinator will be tasked with storage, audits, and distribution of antibiotics. It shall be the POD Coordinator's responsibility to maintain an employee roster of personnel (both sworn and civilian) within their POD area to ensure there are accurate amounts of antibiotic medications available to be distributed in the event an emergency transpires. The EOD POD Coordinator shall be notified as to any status changes associated with this program, such as changes in Area contact persons, additional personnel assigned to Areas/divisions, etc.

STORAGE

It will be the responsibility of each POD Coordinator to store and secure (within quarters) the pre-positioned antibiotics in bulk and to inspect them on a monthly basis. Antibiotics are to be stored in bulk in a locked climate controlled environment within a temperature range of 68°F to 77°F.

Medications are NOT to be distributed to individuals prior to the activation of the County's mass prophylaxis plan and notification from the Commanding Officer, EOD.
Storage Location

The Department has selected two POD locations where antibiotics shall be stored.

Metropolitan Area: Police Headquarters Building
 Emergency Operations Division
 100 West First Street, 3rd Floor, Los Angeles
 POD Coordinator: Officer Lisa Halkovich
 (213) 486-0690

Valley Area: West Valley Area Community Police Station
 19020 Vanowen Street, Reseda
 POD Coordinator: Officer Lyle Michelson
 (818) 374-7610

MONITORING OF ANTIBIOTICS

- The POD Coordinators shall inventory the antibiotics on the **first of every month**.
- When the inventory is conducted, print or type the name of the person conducting the inventory on the original hard copy and **SIGN AND DATE THE HARD COPY IN INK**.
- A hard copy of the signed "Antibiotics Monthly Monitoring Check Sheet" form (Attachment B) shall be submitted to EOD, Mail Stop #932, ***no later than five days following the month's end.***
- The POD Coordinators shall maintain (on site) a hard copy of the "Antibiotics Monthly Monitoring Check Sheet" form (Attachment B). A hard copy is to be maintained on site for inspection and audit.
- An electronic copy of the "Antibiotics Monthly Monitoring Check Sheet" form shall be e-mailed to the EOD POD Coordinator upon completion of the inventory. **THE NAME AND DATE ON THE ELECTRONIC COPY MUST BE IDENTICAL TO THE NAME AND DATE ON THE HARD COPY.**

The pre-positioned antibiotics have a shelf life of approximately four years. The antibiotics shall only be disposed of by EOD.

DISTRIBUTION PROCEDURES

Distribution of antibiotics for the dispensing of medication to individuals will occur *only* upon the direct order of the County Health Officer. Under *no* circumstances are antibiotics to be distributed prior to the County Health Officer's directive.

In the event of an anthrax attack, the County Health Officer will notify the Los Angeles Fire Department (LAFD). The LAFD will inform the Information Technology Agency's 3-1-1 Operators to notify all City entities, including Real-Time Analysis and Critical Response (RACR) Division as the point of contact for the Department. The City will immediately activate the Emergency Operations Center (EOC) to a Level Three. The Department, along with the LAFD and the City's Emergency Preparedness Department, will co-lead the EOC.

The following outlines responsibilities for various Department entities. In addition, the subsequent matrix will assist personnel assigned to various Areas/divisions in determining the correct location to proceed to obtain their pre-determined allotment of antibiotic medication.

RACR Division Responsibilities:

- Notify the Commanding Officer, EOD, who will initiate a Code Paul David to begin distribution of antibiotic medication.
- Notify the on-call Supervisor and Team Leader assigned to EOD's Antibiotic Call-Out Team.
- Notify Communications Division to immediately send to all Areas/divisions via the Area Command Counsel (ACC) a message that a Code Paul David and a Level Three EOC Activation has occurred due to an anthrax attack.

Commanding Officer, EOD, Responsibilities:

- The Commanding Officer, EOD, shall ensure that RACR Division immediately notifies Department entities as detailed in the "Antibiotic Call-out Roster."
- The Commanding Officer, EOD, shall determine a schedule for representatives from the dispensing locations to secure their allotment of medications from one of the City's two pre-determined distribution centers.

Communications Division Responsibilities:

- Notify all Areas/divisions via the ACC that a **Code Paul David** has occurred and distribution of antibiotic medications will commence.

- The notification will include a time for Area/division personnel to commence reporting as stipulated by the Commanding Officer, EOD. It is anticipated that this will occur three hours from the initial broadcast, *unless* otherwise advised by RACR.

EOD & WVAL POD Coordinator Responsibilities:

- Upon receipt of the order to dispense, the POD Coordinators shall commence distribution of the pre-determined number of boxes of medication to the 28 Areas/divisions listed in the “Points of Dispensing to Department Personnel” table located on page nine.
- In addition to distributing the appropriate number of boxes of antibiotic medications to each Area/division, POD Coordinators shall also provide designated representatives an “LAPD Distribution List” form (Attachment D). The Department of Health requires that each employee sign for their three bottles of medications and the “Use of Doxycycline in a Bioterrorism Event” instruction sheet.
- The POD Coordinators shall ensure that the completed “LAPD Antibiotic Distribution List” form be submitted to EOD, Mail Stop #932, *no later than five days following the distribution of the antibiotic medications.*
- Representatives from each Area/division must sign (and assume responsibility) for their respective Area/division’s pre-determined allotment of medications. *For example*, if Devonshire Area is to receive one box of medication, that box must be signed for (and becomes the responsibility of) the individual designated by Devonshire’s Watch Commander to pick up the medications.
- The individual’s name, serial number, division of assignment, signature, and number of boxes received must be included on the “Antibiotic Medication Acceptance Form” (Attachment C).
- The “Antibiotic Medication Acceptance Form” is to be forwarded to EOD, *within five days* following the distribution of antibiotic medications.
- An employee roster shall be used to track distribution and account for all medication dispensed.
- This roster shall be forwarded to EOD, *within five days* following the distribution of antibiotic medications.
- After all employees have obtained the pre-determined amount of medication (three bottles per employee), the POD Coordinators shall secure any medication not distributed.
- POD Coordinators shall coordinate with EOD to address shortages and surplus issues.

Selected Area/division Responsibilities:

- Upon receipt of the order to dispense from Communications Division, the designated Area/divisional representatives shall proceed to their Area's pre-determined distribution site to acquire the allotted antibiotic medication for personnel assigned to their Area/division.
- The Department has pre-positioned antibiotic medications in two locations throughout the City. The **West Valley Area Station** has been selected as the Valley distribution site. The other site for distribution was determined to be **Emergency Operations Division, Police Headquarters Building** located at 100 West First Street, Los Angeles.
- Since antibiotic medications are only stored at two locations, it is suggested that Watch Commanders send *one* (two-person) black and white unit to pick up the medication for their particular Area/division.
- **Areas under Operations-Valley Bureau:** Jail Division (for personnel assigned to a command or function at Van Nuys Facilities and all Valley Court locations), West Valley, North Hollywood, Foothill, Devonshire, Topanga, and Mission Areas should each send *one* (two-person) unit to the Valley Area distribution site to pick up the pre-determined amount of antibiotic medications for their respective divisions.
- **Training Division:** Representatives from Davis Training Facility proceed to West Valley Area Station. Elysian Park and Westchester proceed to Police Headquarters Building.
- Specialized units housed within the representative's Area/division are included in the pre-determined amount of antibiotic medications to be picked up from the Valley POD location.
- **Areas under Operations-Central, South, and West Bureaus:** Proceed to the Metropolitan Area location to pick up medication. Jail Division (located in Parker Center) shall pick up and distribute antibiotic medications to all individuals assigned to Parker Center and other locations listed in the table on Page 10.
- As previously stated, specialized units housed within the representative's Area/division (example, Operations-Central Bureau housed in Central Area) are included in the pre-determined amount of antibiotic medications to be picked up from the Metropolitan Area POD location.

- The Area/divisional representatives shall ensure that the completed “LAPD Antibiotic Distribution List” form be submitted to EOD, Mail Stop #932, *no later than five days following the distribution of the antibiotic medications.*
- An employee roster shall be used to track distribution and account for all medication dispensed.
- This roster shall be forwarded to EOD, *within five days* following the distribution of antibiotic medications.
- The Area/divisional representatives shall coordinate with their commanding officers to ensure that off-duty personnel receive the required amount of medication.
- After all employees have obtained *three bottles* of medication, the Area/divisional representatives shall return any unused medication to their respective POD Coordinator who shall secure any antibiotics not distributed.
- As mandated by the Department of Health, each employee must sign for his/her three bottles of medication, as well as, the “Use of Doxycycline in a Bioterrorism Event” instruction sheet.
- The completed “LAPD Antibiotic Distribution List” form shall be submitted to EOD, Mail Stop #932, *no later than five days following the distribution of the antibiotic medications.*

Employee Responsibilities:

The table on the following pages provides Department personnel with instructions of where to proceed to receive their three bottles of antibiotic medications in the event of a “Code Paul David.”

POINTS OF DISPENSING TO DEPARTMENT PERSONNEL

Dispensing Location	Entity Distributing	Personnel Receiving
Central Station 251 East 6 th Street	Central Area	All personnel assigned to a command or function at Central Facilities
Rampart Station 1401 West 6 th Street	Rampart Area	All personnel assigned to a command or function at Rampart Facilities <i>or</i> 1308 West 8 th Street & 303 South Union Avenue locations.
Southwest Station 1546 West Martin Luther King Blvd.	Southwest Area	All personnel assigned to a command or function at Southwest Facilities or the Crenshaw Mall
Hollenbeck Station 2111 East 1 st Street	Hollenbeck Area	All personnel assigned to a command or function at Hollenbeck Facilities
Harbor Station 2175 John S. Gibson Blvd	Harbor Area	All personnel assigned to a command or function at Harbor Facilities
Hollywood Station 1358 North Wilcox Ave.	Hollywood Area	All personnel assigned to a command or function at Hollywood Facilities, <i>or</i> 6464 West Sunset Blvd.
Wilshire Station 4861 West Venice Blvd.	Wilshire Area	All personnel assigned to a command or function at Wilshire Facilities, <i>or</i> 4849 West Venice Blvd.
West Los Angeles Station 1663 Butler Ave.	West Los Angeles Area	All personnel assigned to a command or function at West Los Angeles Facilities
Van Nuys Station 6240 Sylmar Ave.	Jail Division – Valley Jail Section	All personnel assigned to a command or function at Van Nuys Facilities & <i>all</i> Valley Court locations.
West Valley Station 19020 Vanowen Street	West Valley Area	All personnel assigned to a command or function at West Valley Facilities
Northeast Station 3353 San Fernando Road	Northeast Area	All personnel assigned to a command or function at Northeast Facilities <i>or</i> 3401 San Fernando Rd.
77 th Street Station 7600 South Broadway	Jail Division - 77 th Jail Section	All personnel assigned to a command or function at 77 th Street Facilities
Newton Station 3400 South Central Ave.	Newton Area	All personnel assigned to a command or function at Newton Facilities
Pacific Station 12312 Culver Blvd.	Pacific Area	All personnel assigned to a command or function at Pacific Facilities
North Hollywood Station 11640 Burbank Blvd.	North Hollywood Area	All personnel assigned to a command or function at North Hollywood Facilities
Foothill Station 12760 Osborne Street	Foothill Area	All personnel assigned to a command or function at Foothill Facilities
Devonshire Station 10250 Etiwanda Ave.	Devonshire Area	All personnel assigned to a command or function at Devonshire Facilities
Southeast Station 145 West 108 th Street	Southeast Area	All personnel assigned to a command or function at Southeast Facilities
Mission Station 11121 North Sepulveda Blvd.	Mission Area	All personnel assigned to a command or function at Mission Facilities

Pre-Positioning of Antibiotics

Dispensing Location	Entity Distributing	Personnel Receiving
Olympic Station 1130 South Vermont	Olympic Area	All personnel assigned to a command or function at Olympic Facilities
Topanga Station 21501 Schoenborn Street	Topanga Area	All personnel assigned to a command or function at Topanga Facilities
Valley Traffic Division 7870 Nollan Place	Valley Traffic Division	All personnel assigned to a command or function at Valley Bureau Facilities
Emergency Operations Division 100 West First Street	Emergency Operations Division	All personnel assigned to a command or function at Emergency Operations Div
Ahmanson Recruit Training Center 5651 West Manchester Blvd.	Training Division – Westchester Academy	All personnel assigned to a command or function at Ahmanson Recruit Training Center
Davis Training Facility 12001 Blucher Street	Training Division – Davis Facility	All personnel assigned to a command or function at Davis Training Facility
Elysian Park Academy 1880 North Academy Drive	Training Division – Elysian Park Facility	All personnel assigned to a command or function at Elysian Park Facility
Police Headquarters Building 100 West First Street	Emergency Operations Division	All personnel assigned to a command or function at Police Headquarters Building
Parker Center 150 North Los Angeles Street	Jail Division	All personnel assigned to the following locations: 150 North Los Angeles Street 201 North Los Angeles Street 151 Judge John Aiso Street 304 South Broadway 977 North Broadway 201 North Figueroa Street 221 North Figueroa Street 700 East Temple Street 555 Ramirez Street 200 North Main Street 250 East 1 st Street