

## **Memorandum of Understanding for Points of Dispensing (POD)**

This Memorandum of Understanding is entered into by and between the

Ector County Health Department  
221 N Texas Ave  
Odessa TX 79761

And:

Ector County Independent School District  
802 N Sam Houston St  
Odessa, TX 79761  
Hector Mendez, Superintendent

The purpose of the Memorandum of Understanding (MOU) is to define the relationship between the Ector County Health Department and the Ector County Independent School District/ECISD referred to as the "Organization") during a public health emergency/crisis.

For this purpose, a public health emergency/crisis, means an occurrence or condition which results in an actual or imminent threat of harm to public health and safety due to Bioterrorism or terrorism events, outbreaks or release of dangerously contagious or infectious disease, natural occurrences, infectious agents, chemical agents or other situations that possess substantial probability of death, long-term disability, or future harm in the affected population.

The Organization acknowledges the intent to serve as a Private Point of Dispensing Site (POD) to the Strategic National Stockpile (SNS). SNS is a cache of pharmaceuticals and other medical supplies that would be delivered to Ector County during a public health emergency/crisis. A POD is a location where the SNS materials and medication will be dispensed to the public. The Organization will not be used unless there is a large-scale public health emergency/crisis and it is determined that there is a need to request a large quantity of medication.

### **The School/Organization agrees to the following:**

1. Will utilize its facilities, personnel, volunteers, and supplies:  
After it is determined that the Strategic National Stockpile will be activated and upon the request of the Ector County Health Department and in consultation with the Superintendent of Schools will activate its plans for the event and its associates, to the extent of it's ability, within 12 hours of the request and for the time period being requested for the purpose of mass dispensing clinics for disease prevention and control activities.
2. Designate three points-of-contact in case of an emergency:
  - An *Administrative* point-of-contact will serve as the primary point-of-contact. This person should have the authority and ability to activate the Organization's emergency plans at any time.
  - A *Facilities* point-of-contact will work with who can prepare the facility for mass prophylaxis.
  - A *Security* point-of-contact will be notified to of the activation of plans for such emergencies.

All three points of contact will be entered into the Ector County Health Department's Public Health Information Network (PHIN) database in order to be effectively notified of such emergencies.

3. Allow the facility/building to be listed in a confidential Ector County Health Department/ECHD Public Health Emergency Response Plan. A copy of the plan will be kept on file at Ector County Health Department/ECHD, Office of Emergency Management, and at the Texas Department of State Health Services (DSHS).
4. List primary and backup point-of-contacts and notify the Ector County Health Department/ECHD of changes in this contact information.
5. To the best of ability participate in training related to mass prophylaxis to inform staff.
6. Keep the Ector County Health Department up to date on the number of students, staff, and faculty that would be serviced at the facility in the event of such emergencies.
7. Will send a designated individual to retrieve the materiel for the Organization to the Ector County Health Department when notified that it is available within 12 hours of the declaration of an incident requiring materiel from the Strategic National Stockpile (SNS).

**The Ector County Health Department/ECHD agrees to the following:**

1. Provide a point-of-contact person to answer questions or concerns about these arrangements.
2. Provide information about training for a mass prophylaxis event to the Organization's staff, volunteers, and interested parties as requested by the Organization.
3. Will provide materiel from the Strategic National Stockpile (SNS) resources for all staff and students (+ 5 family members per student) in the event of such emergencies within 12 hours of the declaration of an incident requiring materiel from the Strategic National Stockpile (SNS).
4. Will aid in developing or editing emergency plans as requested by the Organization.
5. Will include three designated points of contact in the Public Health Information Network (PHIN) database and include them in quarterly call-down drills to ensure accurate contact information.

**Time of Performance**

This agreement shall be effective from the date it is signed and will not expire. One or all of the parties may terminate this contract at any time by giving 90 days written notice of intention to the other party. This contract may be immediately terminated upon consent of all parties.

The parties to the Agreement hereby agree to any and all provisions as stipulated above.

**Organization Representative**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Ector County Health Department/ECHD  
Director**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Ector County Health Department/ECHD  
PHEP Manager**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Memorandum of Understanding for Private Points of Dispensing (POD)

Organization Point-of-Contact Information

**Administrative Point-of-Contact**

Name and Title:  
Address:  
Work Number:  
Home Number:  
Cell Number:  
Fax Number:  
Other:

**Facilities Point-of-Contact**

Name and Title:  
Address:  
Work Number:  
Home Number:

**Security Point-of-Contact**

Name and Title:  
Address:  
Work Number:  
Home Number:  
Cell Number:  
Fax Number:  
Other:

Ector County Health Department ECHD Point-of-Contact Information

**Primary Point-of-Contact**

Name and Title: Amanda Robison-Chadwell,  
PHEP Manager  
Address: 221 N Texas Ave, Odessa TX 79761  
Work Number: 432-617-8426  
Home Number: 916-996-7002  
Cell Number: 916-996-7002  
Fax Number: 432-617-8431  
Other: [chadwae@co.ector.tx.us](mailto:chadwae@co.ector.tx.us)

**. Backup Point-of-Contact**

Name and Title: Madison Roumell, PHEP  
Planner  
Address: 221 N Texas Ave, Odessa TX 79761  
Work Number: 432-617-8429  
Home Number: 432-258-8783  
Cell Number: 432-258-8783  
Fax Number: 432-617-8431  
Other: [roumema@co.ector.tx.us](mailto:roumema@co.ector.tx.us)

**Backup Point-of-Contact**

Name and Title: Gino Solla, Director  
Address: 221 N Texas Ave, Odessa TX 79761  
Work Number: 432-498-4141  
Home Number: 432-967-4234  
Cell Number: 432-967-4234  
Fax Number: 432-498-4143  
Other: [sollal@co.ector.tx.us](mailto:sollal@co.ector.tx.us)