

Pharmacist's Checklist for CHEMPACK Activation

Pharmacist –

You have received a confirmed request to activate the CHEMPACK container in your facility. Please run through this checklist to ensure all necessary activities have been completed.

Event at your hospital:

- Retrieve the padlock key from its secured location
- Remove padlock and place in a secured location along with the key.
- Cut and retain the container seal. Please be sure to use either scissors or a knife to accomplish this, the seal can be difficult to break.
- Contact your security department to assist you in transporting the container and/or contents to the Emergency Department. Consider using a gurney to place the contents on to facilitate the movement of the materials.
- Ensure the Emergency Department staff has copies of nerve agent treatment guidelines. (Copies are located in the plastic pouch on the front of the container.)
- Inventory what remains in the container and what was used. (Inventory Reconciliation forms located in the pouch on the front of the container.)

Preparing the container for pick up:

- Complete transfer sheet and custody sheet. Ensure you have the identification of the delivery agents as well as their badge number. (Copies are located in the plastic pouch on the front of the container.)
- The boxes in the container have been removed and sorted by color. **Red** labeled boxes remain at your facility for your use. **Green** labeled boxes are for field use and may be transported to the incident site by a designated delivery agent. **Pink/lavender** labeled boxes are for use at either in your facility or can be transported to another hospital if necessary.
- Retain signed copies/originals of transfer and custody sheets.
- Contact your security department to assist you in transporting the requested material to the designated pick up point.
- Provide copies of the forms to the delivery agent.

Preparing for container return:

- Conduct inventory of container contents returned by the delivery agent.
- Complete the Inventory Reconciliation form and submit the original to the State CHEMPACK Coordinator. Retain a copy for your facility.