

Suggested CLOSED Dispensing Site Supply List

To prepare your facility for use as a CLOSED Dispensing Site, consider the identification, purchase and/or storage of the items listed below. Many are common to an office environment and can simply be gathered for use when the Dispensing Site is activated. If you have an onsite health clinic, some of the medical supplies may also be readily available. However, you may need to purchase some of the more specialized supplies and store them specifically for use at the Dispensing Site.

Note that this list is a SAMPLE only. Please consult with your local public health agency for further advice and planning direction.

General Supplies

- Tables
- Chairs (enough for each table and for a general waiting area)
- Pens (preferably blue or black ink)
- Clipboards
- Fact sheets (for disease and medication)
- Wastebaskets
- Trash bags (in varying sizes)
- Access to phone, photocopier, fax and computer (Internet connection preferred)
- Notepads
- Staplers
- File folders
- File boxes
- Paper
- Envelopes
- Television/VCR (for education)
- Signage to identify each station (such as Greeting/Registration, Form Review/Completion, Education, Medical Assessment, Dispensing)
- Extension cords
- List of emergency numbers
 - Local public health agency
 - Police
 - Emergency medical services

Medical Supplies

- Standing orders from local public health agency
- Medical assessment forms
- Partitions/screens (for privacy)
- Hand sanitizer and/or anti-bacterial lotion
- Gloves – latex and vinyl
- Automated External Defibrillator (AED)*
**Optional item; should only be used with proper training and under emergency conditions*
- Plastic or paper bags (to hold multiple bottles of medicine)
- Stethoscope(s)
- 1-2 cots/stretchers, if available
- Facial tissues