



Emergency Response and Business Continuity Plan

Effective: January 1, 2022- December 31, 2022

Our Commitment

The Management Team of Guardian Pharmacy of Southeast Florida is committed to providing our communities with prearranged support of alternative emergency resources, as needed during actual emergency situations. This could be, for example, a fire, flood, hurricane, earthquake or pandemic affecting just this pharmacy, or the wider community.

If an emergency, pandemic or other incident occurs that disrupts the services provided by Guardian Pharmacy of Southeast Florida; the Pharmacy Disaster Plan will:

- Provides a framework to coordinate our pharmacy's response to the emergency
- Identify the essential services, resources, sister pharmacies and alternative arrangements required to continue providing the best possible service

Charmaine Munnings,

A handwritten signature in black ink, appearing to read "Charmaine Munnings", written in a cursive style.

Director, Pharmacy Operations

954-601-2121

Revised 10/07/21



Pharmacy Disaster Plan

Policy:

In the event of a natural disaster, e.g. flood, fire, hurricane or pandemic, the facility will contact the pharmacy with emergency orders. In the case of cycle facilities with 12 or more days of cycle medications left, the pharmacy will not supply more cycle meds at this time. In the case of cycle facilities with less than 12 days' worth of cycle meds, the pharmacy will decide the quantity to send, based upon your cycle dates.

Any physical damage to the pharmacy that prevents safe and lawful operations of the pharmacy will result in the pharmacy being closed until it is deemed safe to resume operations.

If road conditions deteriorate such that our couriers cannot drive safely, we will be unable to send medications. Customer Service Representatives will not be available for any on-site services for any facility as they are needed in the pharmacy to expedite medication requests.

Supply lines for medications may be disrupted due to the impending natural disaster. This may result in some medications being unavailable.

Procedure:

The facility staff will review their medications and prepare emergency medication orders and refill orders for which there is less than a 12 day supply remaining. These orders will be transmitted to the pharmacy via fax or internet transmission.

Triaging prescription orders across all facilities will be as follows: New orders for emergency medications, then new orders for ongoing medications, then routine refills. The pharmacy will be open until such time as it is decided that we must stop operations so that our employees must leave in order to secure their own and their family's safety before the storm arrives.

If the resident is to be moved or evacuated, the resident's medication will accompany the resident. The MAR/MOR's treatment records, physician orders and declining inventory sheets must accompany the medications with the resident. If all residents are going to be at the same location, e.g. disaster shelter, the facility will transport the medication cart to that location. The facility will notify the Guardian Customer Service Representatives of the location of their residents as soon as the plans to move are finalized. In the event medications are rejected by any third-party plans, the facility will be charged for the medication(s).

Hurricane Watch Notification

A Hurricane Watch must be declared before this policy goes into effect. When under a hurricane watch, all pharmacists and technicians must report to work. If unable to report to work, they must call the pharmacy with their location and a phone number where they can be reached. Families and provisions may accompany employees to the pharmacy if needed. After pharmacy hours, the on-call pharmacist will coordinate all emergency procedures with the Director of Pharmacy Operations Charmaine Munnings.



MANAGEMENT TEAM CONTACT LIST

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