



BE THE ONE.

Standard Operating Procedure

Institution: _____

One Box Building Location: _____ One Box Room #: _____

Purpose

The One Box is an emergency opioid overdose reversal and rescue kit designed to promote safety by assuring that individuals have access to naloxone, an opioid overdose-reversing drug, in the event that there is an overdose emergency through bystander intervention.

The purpose of this Standard Operating Procedure (SOP) is to provide guidelines for how to maintain your One Box and its contents. It is critical that the responsibilities and procedures outlined below are fulfilled to guarantee the functionality of the One Box. This SOP is as of February 1, 2022.

Scope

Facility maintenance staff at the participating institution should be designated as responsible for installing the One Box with the Step #1 procedure outlined below. Post-installation, One Box regulatory procedures can be assumed by another staff member of the participating institution.

*This procedure applies to personnel who have assumed responsibility for One Box maintenance. We recommend that **at least one** person per campus/location or building location is deemed the point person for fulfilling the responsibilities below to assure that all contents of the One Box (naloxone, most importantly) are present in the event of an opioid overdose emergency. The point person could be any designated staff or faculty member at the participating institution, including, but not limited to: a facility maintenance staff member, peer recovery support specialist, student activities staff member, or resident assistant.*

Responsibilities

A staff member /designated point person on campus should inspect the One Box at least once a week. Please complete the information below to identify your point person. If you have more than one box on campus, you may wish to designate one point person per location.

One Box Point person: _____ Office # _____ Phone# _____

Procedure

To assure that the One Box is fully stocked:

1. **Secure a proper location for the One Box.** Suggested locations for the One Box include: student centers, dining halls, residence halls, libraries, and/or any other location where large groups of students, staff, and/or community members gather frequently. The One Box can also be installed near other emergency response mechanisms such as first aid kits, automated external defibrillators (AEDs), campus blue lights, and/or fire extinguishers. The One Box should be installed in a location that is easily visible and meets all requirements of the ADA (Americans with Disabilities Act).
2. **Monitor regularly.** The One Box should be inspected at least once a week to assure that all contents are secured in and on the box. Please refer to the checklist below to assure that all materials are present during examination.

One Box Checklist:

- Naloxone (Nasal Spray). At least one dose should be present.
 - Sterile gloves
 - Rescue breathing mask
 - Written instruction naloxone administration
 - QR code for video instruction in naloxone administration
3. **Contact the West Virginia Drug Intervention Institute if the One Box is missing any items or if the naloxone has expired.** The WV DII can be contacted by phone at (681) 205-2287 OR contact Program Coordinator, Tinina McCourt at Tinina@wvdii.org.
 4. **When possible, report the use of naloxone to the WV Poison Center.** West Virginia state law requires that naloxone administration be reported (reporting can be confidential). If the One Box point person is present at the time of opioid overdose event, it is required that they report naloxone use.
West Virginia Poison Center: 1-800-222-1222

References

Funding for the One Box is made possible through a partnership of the West Virginia Drug Intervention Institute (WV DII), the West Virginia Collegiate Recovery Network (WVCRN), as well as the participating institution. Below you can find contact information if any questions or concerns arise regarding the One Box.

To learn more about the West Virginia Collegiate Recovery Network (WVCRN), please visit: <https://www.marshall.edu/crn/>

To learn more about the West Virginia Drug Intervention Institute (WV DII), please visit: <https://www.wvdii.org>

To learn more about the Be The One Initiative, please visit: <https://www.wvdii.org/bto>

Definitions

One Box: opioid overdose rescue kit containing: QR Code for video naloxone instructions, Naloxone administration instruction card, installation hardware, zip ties, Narcan nasal spray, CPR facemask, alcohol pad, sterile gloves, instructions for naloxone refill, Be The One instruction wallet card.

Naloxone: An opioid reversal drug. Naloxone is an antidote that removes the opioid drug from the site in the brain where the opioid needs to attach in order to work.

Opioid: A class of drugs that work to relieve pain and can be harmful or deadly if misused. Opioids include prescription drugs (morphine, hydrocodone, oxycodone, carfentanyl, Fentanyl, meperidine, tapentadol) and non-prescription drugs (fentanyl, heroin, etc).

Opioid Overdose: This occurs when an individual consumes more of an opioid drug than their body can handle.

QR Code: A code that can be scanned via smartphone and will lead to a website.