



# Quick Start & Operational Instructions

## Purpose

Thank you for purchasing the ONEbox and being prepared to save lives!

The ONEbox is an emergency opioid overdose reversal and rescue kit designed to promote safety by assuring individuals have the on-demand training needed to respond to an overdose emergency through bystander intervention.

The purpose of this Standard Operating Procedure (SOP) is to provide guidance on how to install and maintain your ONEbox and its contents. We at the West Virginia Drug Intervention Institute recommend purchasers follow the procedures outlined herein to guarantee the functionality of the ONEbox.

## ONEbox Checklist\*\*

- PPE Kit (with CPR mask, gloves, and wipes)
- Written (readable) naloxone administration instructions
- Scannable QR code for video instructions of Naloxone administration
- Video component containing emergency video and training video (with option for Spanish)

*\*\*Please note that the ONEbox does NOT contain intranasal or other formulations of Naloxone. The purchaser is responsible for providing this life-saving medication and placing it in the box before installation, following all protocols for their respective state standing order for naloxone distribution. Organizations needing advice on how to obtain free or low-cost Naloxone should visit us at: [www.wvdii.org/onebox](http://www.wvdii.org/onebox) or call (681) 205-2287.*

## Scope

Facility maintenance staff or a responsible individual at the participating location should be designated to install the ONEbox with the Installation Procedures outlined below.

**Your ONEbox has shipped shrink-wrapped or with a red tag to indicate there is no product (Naloxone) inside.**

## Functionality

Before placing YOUR Naloxone in the box and installing it, you will want to check for functionality.

1. Remove the shrink wrap OR red tag on outside of box
2. Open the ONEbox
3. Pull tab to activate video
  1. Emergency Response Video should engage

# ONEbox™

2. Test training mode (press “Training Mode”)
3. Press “Español” to determine if Spanish version is working
4. Scan QR code and ensure that it is active and sends you to the training video (this is a redundant feature in case the video does not work at time of emergency)
4. Check for PPE Kit containing mask, gloves, and wipes

## Installation

1. Find proper location for ONEbox
  1. Suggested are places where large groups of people tend to be or near other emergency response mechanisms. ONEbox should be easily visible and meet all requirements of the ADA (Americans with Disabilities Act). In addition to home use, you might consider placing a ONEbox in an employee break room, behind the bar at a restaurant, on each floor of a library, or in a campus residence hall.
  2. Consider placing your ONEbox near other emergency response devices, such as fire extinguishers, first aid kits, or AEDs (defibrillators), for easy access during an opioid overdose emergency.
2. Install the ONEbox
  1. The ONEbox can be affixed to a wall with nails, screws, or mounting materials appropriate to your home or facility. (Tools and parts for installation are NOT included with the ONEbox). The ONEbox handle is designed to allow for you to mount while leaving space for easy removal.
  2. You may also choose not to affix the ONEbox to a structure and instead store it in a dry, climate-controlled space.
  3. You may also choose to store the ONEbox in a vehicle. If so, we recommend that the driver remove the box daily to avoid extreme changes in temperature.
  4. Do not store at or above 40° C (104°F). Do not freeze. Protect from light.

## Maintenance

After installation, we recommend that one person per location is identified to fulfill the responsibilities outlined below. This could be any designated staff member, volunteer, or individual at the participating location. The point person at the location should inspect the ONEbox at least once a month as outlined below.

1. We recommend using training mode to train all staff or individuals who may need to access the box BEFORE installation and BEFORE Naloxone is placed inside the box.
2. Place your naloxone product in the box and seal with one of the security tags provided. This will start the monthly expiration checking process.
3. Every month, the expiration date should be checked, and the tag should be replaced, indicating this has been done. Most formulations of Naloxone expire between two and three years.
  1. If the Naloxone is expired, you will need to replace it with an additional product.



2. If the PPE Kit needs to be replaced, please contact WV DII at: (681)205-2287 for a free refill.
4. If the Naloxone gets used, the product must be replaced, and the tag cycle should start over. The tags will need to be restocked annually by contacting us for replacements (at a small cost).

When possible, report the use of Naloxone to your local Poison Control Center. If the ONEbox point person is present at the time of the opioid overdose event, it is usually required by state or local law that they report Naloxone use. Poison Control Center: 1-800-222-1222 (*Please note: Some state laws require that naloxone administration be reported and can be confidential. We encourage all purchasers to review and become familiar with your state's standing naloxone order*).

### **Definitions**

ONEbox: Opioid overdose rescue kit containing: QR code for video naloxone instructions, written naloxone administration card, installation hardware, tags, PPE Kit (mask, sterile gloves, and alcohol pad).

Naloxone: An opioid reversal medication.

Opioid: A class of drugs that work to relieve pain and can be harmful/deadly if misused. Opioids include prescription drugs (morphine, hydrocodone, oxycodone, carfentanil, 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.