



Naloxbox Complete Guide

Version 1
Updated December 2024



OD FREE MARIN



Learn More at odfreemarin.org/naloxone

Brought to the community thanks to a collaboration between County of Marin Health & Human Services Department, the Public Health Division, OD Free Marin, and host site partners.

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Part 1: Introduction

Purpose Statement

This guide aims to provide a comprehensive framework for individuals and organizations interested in installing a Naloxbox or establishing similar free naloxone access points. The guide aims to offer practical tools and support that will streamline the process of installing a Naloxbox and increase the availability of naloxone. The information within specifically focuses on maintaining a Naloxbox in Marin County, with support from OD Free Marin, to ultimately reduce opioid-related deaths and empower bystanders to respond in an overdose emergency. We encourage communities to adapt this material to meet their unique needs. The appendix includes editable documents and graphics referenced throughout the guide.

OD Free Marin

OD Free Marin is a community-based coalition dedicated to preventing opioid-related overdose and death. The coalition is composed of four action teams and a steering committee, with support from Marin County Division of Public Health, bringing together hundreds of community partners, organizations, and individuals. OD Free Marin fosters a collaborative approach to reducing overdoses and improving community health. Aligning with the California Department of Public Health (CDPH), the coalition develops innovative and equitable solutions for Marin County residents.

Background: Opioid Overdose in Marin

Overdose is the leading cause of death among Marin County residents aged 55 and younger. Fentanyl, a highly potent synthetic opioid, is the primary substance involved in local overdose fatalities. Overdose rates began climbing in 2019 but have stabilized since 2021. However, fentanyl remains the primary driver of overdose deaths, contributing to six or seven out of every ten fatal overdoses in Marin. It is frequently found in other substances, including methamphetamine.

While overdose risk affects people of all ages, younger residents are disproportionately impacted by the fentanyl crisis. Three out of four overdose deaths among residents under 30 involve fentanyl. And while fatal overdose impacts communities across racial/ethnic lines, White communities are overrepresented in Marin's fatal overdose data.

Naloxone

Naloxone* is an FDA-approved over-the-counter medication that can reverse an opioid overdose caused by prescription opioids or illicit drugs like heroin and fentanyl. Naloxone rapidly reverses an overdose by

blocking the effects of opioids. It can restore normal breathing within 2 to 3 minutes in someone whose breathing has slowed or stopped due to an opioid overdose.

Naloxone is easy to use and portable. There are two accessible forms: a prefilled nasal spray and an injectable form. Both can be used by anyone without medical training or authorization. Naloxone nasal spray (brand name NARCAN®) comes in a small box containing two individual spray devices, each delivering a 4 mg dose.

Naloxone nasal spray is safe for people of all ages, from infants to older adults. It will not harm someone who is not experiencing an opioid overdose.

Naloxbox Overview

A “Naloxbox,” also known as an overdose emergency kit, is a sturdy container designed to provide immediate access to naloxone. Naloxboxes increase access to naloxone and empower community members to respond effectively to opioid overdose emergencies. Naloxboxes should be strategically placed in high-traffic areas such as public parks, restrooms, community centers, libraries, churches, and shelters to ensure rapid deployment of naloxone in case of an overdose. These boxes typically contain multiple doses of naloxone and may also include additional harm reduction supplies like CPR face shields and fentanyl test strips.

Disclaimer

OD Free Marin strives to keep this information current but cannot guarantee its completeness, accuracy, reliability, effectiveness, suitability, or availability. You use this information at your own risk. OD Free Marin and The Health and Human Services Department of Marin County are not liable for any harm, loss, or damage arising from its use. This includes indirect or consequential harm. Always verify information from multiple sources and consult with relevant professionals before making decisions based on this content. For the most up-to-date information, please visit odfreemarin.org.

*Naloxone nasal spray, available as both a generic medication and under the brand name NARCAN®, is a life-saving medication used to reverse opioid overdoses. Both generic and brand-name naloxone nasal sprays have the same dosage, effectiveness, and instructions for use. However, the packaging design may differ.

Part 2: Preparation

Approval processes and agreements

Recommended process for towns/cities

Project Planning

- Determine the desired number of Naloxboxes, the total project cost, and potential installation sites.
- Gather public input from key stakeholders on proposed locations.
- Identify individuals responsible for box monitoring and restocking.

Proposal Development

Submit a proposal to the local town/city council outlining the following. Note that these requirements may vary by municipality. Please confirm specific needs with your local leadership.

- Background information and demonstration of need for Naloxboxes
- Comprehensive overdose prevention and harm reduction strategies
- Specific recommended installation locations
- Detailed financial implications of the project
- Assessment of potential liabilities
- Frequently Asked Questions about naloxone (included in the appendix)

List of Marin County town council contacts

City/Town	Email	Phone
Corte Madera	ebeckman@cortemadera.gov	415-927-5050
Fairfax	fairfaxtowncouncil@townoffairfax.org	
Larkspur	cityclerk@cityoflarkspur.org	
Mill Valley	cityclerk@cityofmillvalley.org	
Novato	novatocouncil@novato.org	
Ross	towncouncil@townofross.org	
San Anselmo	towncouncil@townofsananselmo.org	
San Rafael	info@cityofsanrafael.org Fillable contact form	(415) 485-3005
Sausalito	cityclerk@sausalito.gov	(415) 289-4165
Tiburon	town@townoftiburon.org	

Recommended process for individuals, organizations, and private entities

Individuals, organizations, and private entities interested in placing Naloxboxes on their property can obtain supplies through two methods:

- **Independent purchase:** Purchase Naloxbox supplies directly from online retailers (see details below)

- **OD Free Marin:** Contact OD Free Marin to acquire necessary supplies: info@odfreemarin.org.

Qualifying organizations may request a free supply of naloxone through the Naloxone Distribution Project (details below). Other entities can contact OD Free Marin to inquire about naloxone availability.

Codifying Roles and Responsibilities

A Letter of Understanding (LOU) is an agreement between two entities to provide joint services to the community. While this agreement is not formal or binding like a contract or traditional memorandum of understanding (MOU), the LOU should clearly outline roles and responsibilities between the two groups, establish objectives and identify expectations. Naloxbox host organizations and partner organizations may choose to create an LOU for these purposes. However, this is not required.

Example LOU

Subject: Establishment of Naloxboxes in Marin County

Parties: The following constitutes an agreement between

[Name of Organization/Agency Requesting Installation] ("Requesting Organization"), located at [Address], represented by [Name and Title of Representative], hereinafter referred to as "Requesting Party".

OD Free Marin located at 20 North San Pedro Road Suite 2020 San Rafael, CA 94903, represented by [Name and Title of Representative], hereinafter referred to as "OD Free Marin".

Terms and Conditions

Installation and Maintenance

- OD Free Marin agrees to provide technical assistance and guidance to the Requesting Organization in the installation of Naloxboxes at designated locations within Marin County, pending staffing and availability.
- The Requesting Organization shall be responsible for the ongoing maintenance and monitoring of the Naloxboxes, including regular inspections, restocking, and addressing any damage or tampering.
- The Requesting Organization shall appoint designated personnel or volunteers who are trained in naloxone administration and overdose response to oversee the maintenance and monitoring of the Naloxboxes.

Training

- OD Free Marin and the Requesting Organization may collaborate on public awareness campaigns to educate the community about the presence and purpose of Naloxboxes, emphasizing the lifesaving value of accessible naloxone in the event of an overdose emergency.
- Educational materials shall be distributed through various channels, including social media, community events, and collaboration with local organizations and stakeholders.

Reporting and Evaluation

- The Requesting Organization shall provide reports to OD Free Marin on the status of each Naloxbox, including maintenance activities, naloxone administrations, and overdose outcomes, as needed.
- OD Free Marin shall assist the Requesting Organization in evaluating the effectiveness of Naloxboxes in reducing opioid-related harm and improving overdose response outcomes, when able.

Confidentiality

- All data concerning residents and their services shall be held in the strictest confidence by both organizations. Information on residents shall not be disclosed directly or indirectly except where authorized by the residents or requested by law. All information, records, and data collected in connection with these services shall be protected from unauthorized disclosure in accordance with applicable regulations set forth in the Code of Federal Regulations (42 CFR Part 2) and compliant with all Federal HIPAA requirements.

Terms and Termination

- This agreement shall remain in effect for [Term of Agreement].
- Either OD Free Marin or Provider Agency may terminate the agreement at any point, in whole or in part, upon thirty days written notice. Required reports and/or unused naloxone kits shall be returned to OD Free Marin, if applicable.

Amendments

- Any amendments to this agreement shall be made in writing and signed by authorized representatives of both parties.

Signatures:

[Signature of Representative from Requesting Organization]

[Printed Name and Title]

[Date]

[Signature of Representative from OD Free Marin]

[Printed Name and Title]

[Date]

Legal Considerations and Liability

California “Good Samaritan” Laws

California Health and Safety Code § 1799.102 protects individuals from civil liability when they voluntarily provide emergency medical or non-medical care to someone in distress. This protection applies so long as the individual acts in good faith and without compensation at the scene of an

emergency. The purpose of this protection is to encourage bystanders to assist in the event of an emergency.

California Civil Code § 1714.2 provides legal protection for individuals who voluntarily render emergency medical assistance to others in distress. A person who has completed a basic CPR course and, in good faith, administers CPR at the scene of an emergency, cannot be held liable for any civil damages resulting from their actions or omissions during the emergency care.

Civil and Criminal Liability While Administering Naloxone

California Civil Code § 1714.22 shields individuals from civil lawsuits and criminal charges if they administer naloxone to someone experiencing or suspected of experiencing an opioid overdose. This protection applies if the person acts with reasonable care, has good intentions, and does not receive any payment for administering the naloxone.

Criminal Liability When Naloxone While Under the Influence

California Health and Safety Code 11376.5 provides legal protection for individuals who seek medical assistance for someone experiencing a drug overdose. This law states that it is not a crime to be under the influence of or possess drugs if they in good faith, seek medical assistance for the person experiencing the overdose. The law also extends to the person who is experiencing an overdose – they are protected from criminal liability if they are found to be in possession illegal drugs or drug paraphernalia. However, this law is not blanket criminal immunity for drug related crimes and is not intended to provide immunity for any other legal violations, which presumably, includes conditions of parole.

Acquiring Naloxone and Harm Reduction Supplies

The Naloxone Distribution Project (NDP)

The California Department of Health Care Services (DHCS) provides free naloxone and fentanyl test strips directly to qualified organizations through the [Naloxone Distribution Project \(NDP\)](#).

Entities can apply to NDP to receive free naloxone and/or fentanyl test strips shipped directly to their address. Eligible entities include:

- Fire, EMS and first responders
- Schools and universities
- Tribal entities
- County public health and behavioral health departments
- Community organizations such as harm reduction organizations or community opioid coalition
- Law enforcement such as police departments, county jails and probation

NDP Application Processes

Qualifying organizations should submit an application for free naloxone and/or fentanyl test strips via the [NDP application form](#).

Applicants must submit the following materials:

- A copy of a valid and active business license, FEIN number or tax-exempt letter.
- Copy of the program's DHCS license (substance use recovery facilities only)
- For orders over 204 units, policies and procedures for naloxone distribution including:
 - Storage of naloxone received through the program; substance use facilities, hospitals, community clinics, and federally qualified health centers must document how NDP naloxone will be stored separately from other medications that may be billed to patient insurance.
 - Inventory and tracking of naloxone received through the program.
 - Distribution plan for naloxone received through the program.
- Number of overdose reversals reported with naloxone received through NDP (for subsequent applications).

OD Free Marin created the following materials help organizations apply for Narcan and FTS through NDP:

- [NPD application video tutorial](#)
- [NPD FAQ](#)
- [Sample policies and procedures document](#)

Private entities or other organizations that do not qualify for NDP naloxone may contact OD Free Marin to inquire about naloxone availability.

Further Reading

Learn more about the impact of the NDP at the [Naloxone Distribution Project Data](#) webpage.

Contents and Cost

Each Naloxbox will contain three to four Narcan kits, or as many as fit in the box. Host sites may also consider stocking the following harm-reduction materials:

- Signage
- **CPR face shields** – provides a protective barrier for situations in which rescue breaths are needed.
- **Fentanyl test strips** – all-in-one test kits to help detect the presence of fentanyl in pressed pills or powders (available for free through NDP).
- **Stickers and other branding** – OD Free Marin can provide stickers and additional branding materials, when able. Sticker designs are also available in the appendix.

The following outlines the approximate cost of supplies as of August 2024 as well as direct links to product options.

Item (Example)	Vendor and Weblink	Cost
Naloxbox	Amazon	\$67
Signage	Amazon	\$19.21
CPR mask keychain (25 ct.)	Amazon	\$17.95
Naloxone	NDP Application	Free (through NDP) \$36-\$45 retail
Fentanyl test strips	NDP Application Dosestest (100 ct.)	Free (through NDP) \$85

Part 3: Action

Installation and Example Locations

Installation

Naloxboxes should be strategically placed in high-traffic areas such as public parks, restrooms, community centers, libraries, churches, and shelters to ensure rapid deployment of naloxone in case of an overdose. Optimal locations are readily accessible and immediately available in an overdose emergency. Consider installing near an automated external defibrillator (AED) or fire extinguisher.

Accessibility

To comply with the [Americans with Disabilities Act \(ADA\)](#), Naloxboxes should be placed at an unobstructed height of 48 inches from the floor. This height standard is consistent with AED placement and ensures accessibility for everyone.

Location

Host sites should identify locations based on community input and anecdotal evidence of overdose need. Consider reviewing available overdose data by geography and consulting with local health, harm reduction, and law enforcement agencies.

Sample of current Naloxbox locations:

- **Inverness Firehouse:** 50 Inverness Way, Inverness, CA94937
- **Bolinas Community Center:** 14 Wharf Rd, Bolinas, CA 94924
- **Tomales Town Hall:** 27150 Main St, Tomales, CA 9497

- **San Anselmo Town Hall:** 525 San Anselmo Ave, San Anselmo, CA 94960
 - Next to the Library book drop
 - Next to the Council Chambers in Town Hall across from the bathrooms
 - The bus stop in front of Town Hall
- **Isabel Cook Community Center:** 1000 Sir Francis Drake Blvd, San Anselmo, CA 94960
 - Outside the Maple Room
 - Outside the gymnasium
 - Outside the Recreation Office building entrance

Inventory and Tracking

The organization requesting the installation of Naloxboxes shall be responsible for the ongoing maintenance and monitoring of the Naloxboxes, including regular inspections, restocking, and addressing any damage or tampering. Host sites are responsible for tracking the amount of naloxone distributed via their Naloxbox. A template tracking spreadsheet is available in the appendix.

Promotion

Host sites can promote Naloxbox locations through various channels, including social media, community events, and partnerships with local organizations and stakeholders. OD Free Marin is open to cross-promoting naloxone access points and related outreach or education events, as resources allow.

Case Study: Marin County Community Resiliency Teams (CRTs)

Marin County Community Resiliency Teams (CRTs) strengthen local capacity and infrastructure by collaborating with government, private sector, and philanthropic partners. CRTs prepare for, respond to, and recover from public health crises and emergencies.

Prioritizing equity, CRTs focus on supporting Marin residents most vulnerable to emergencies. By coordinating services and resources, they aim to maximize benefits for these individuals. CRT strategies are tailored to each community's specific needs, leveraging organizational strengths while remaining adaptable. This collaborative approach seeks to create a scalable model for addressing various hazards and public health challenges while enhancing coordination across Marin County.

Appendix

Opioid Overdose Reversal Training

Those responsible for monitoring and maintaining Naloxboxes should complete the OD Free Marin three-step naloxone training and share this information widely. The training includes:

- **Watching the Video:** A short video (available in [English](#) and [Spanish](#)) explains how to administer Narcan to reverse an opioid overdose.
- **Reviewing FAQs:** Frequently Asked Questions (FAQs) address common concerns about naloxone.
- **Taking the Narcan Proficiency Quiz:** This short quiz (passing score: 90%) helps solidify your understanding of the training materials. You can retake the quiz as many times as needed until you feel confident.

Branding and Creative Assets

[Tracking Template](#)

Stickers and Pocket Cards

- [OD Free Marin naloxone pocket card](#)
- [OD Free Marin naloxone sticker](#)
- [“Naloxone Here” sticker](#)

Literature Review

Naloxbox Program in Rhode Island

Rhode Island ranks 10th in the country in opioid overdose rate. In 2017 the Rhode Island Department of Health supported a Naloxbox pilot program with additional grant funds from the CDC. Physicians and industrial design experts collaborated to create a unit that was both accessible and visually appealing. The pilot Naloxboxes included instructions for using naloxone in an overdose emergency, information about substance use services, and information about additional naloxone access points.

The Naloxbox included multiple doses of naloxone as well as a barrier mask to deliver breaths. There were 0.4-mg intramuscular formulations where they were in facilities with staff that underwent training for the administration. There were also 2 doses of the 4-mg intranasal formulation placed in areas in which it would be more likely a layperson rescue would occur. The boxes themselves were hinged; the Plexiglas front was strapped with velcro. The new boxes have been updated to notify staff when it is opened to have the possibility of assisting the victim or to inspect/restock the unit.

They placed the boxes in locations with high-risk populations that were discovered by a combination of Rhodes Island Coalition for the Homeless, outreach to the Rhode Island governor’s naloxone working group, and emails to an email from media coverage. They have a website in which people can see and find the locations of the Naloxbox. The hope is the 911 dispatchers will employ maps to direct individuals to the nearest Naloxbox.

During the initial five months of the program, eighteen agencies collaborated to train all staff. Forty-seven Naloxboxes were installed. Thirteen states including Ottawa, Canada requested supplies. While not a research initiative, the program found that none of boxes were vandalized, two required restocking, and one was successfully used to reverse a fentanyl overdose. A layperson administered multiple doses of Naloxone to the individuals, who was subsequently discharged from the hospital. Capraro, G. A. & Rebola, C. B. (2018). The Naloxbox Program in Rhode Island: A Model for Community-Access Naloxone. *American Journal of Public Health*, 108(12), 1649-1651.
<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6236742/>

Overdose Education and Naloxone Distribution Programs (OEND) Massachusetts

Massachusetts Department of Public Health (2019). Data Brief: Overdose Education and Naloxone Distribution Programs. <https://www.mass.gov/doc/data-brief-overdose-education-and-naloxone-distribution-programs/download>

Naloxbox Program Easthampton Health Department

In May 2022 the first phase of a Naloxbox program was established in a city. Their box is a clear box labeled "Opioid Rescue Kit" and it contains four doses of Naloxone. They also contain a rescue-breathing mask, medical gloves, and step by step instructions. Easthampton Massachusetts (n.d.). Naloxbox Program. Retrieved April 12, 2024, from <https://easthamptonma.gov/623/Naloxbox-Program>

Naloxboxes Indiana

In May 2023 Indiana Health Centers began to install Naloxboxes at all their health centers and WIC locations in the state. With this one county has installed them at Salvation Army, Indianapolis Fire Department, churches, and other health centers. This is all in addition to vending machines with nasal sprays. They discuss that studies show naloxone is cost effective, especially intranasal naloxone; stating one-time distribution prevented 14 additional overdose deaths per 100,000 people around \$56,699 per quality-adjusted life year. There is an emphasis in remembering addiction is a chronic disease not a choice that needs to be helped and Naloxboxes are an inspiration to continue the fight for more accessible/affordable healthcare.

Rich, Morgan (2023, August 09). Naloxboxes. Indiana University School of Medicine.
<https://medicine.iu.edu/blogs/bioethics/Naloxboxes>