

Operational Readiness Review (ORR) Workshop Critical Contact Sheet (CCS) Form



Scott Rice

Medical Countermeasures Specialist
CDC Division of State and Local Readiness

July 25, 2017



Office of Public Health Preparedness and Response
Division of State and Local Readiness

CCS Background/Overview

Why is this information collected?

The critical contact sheet collects accurate, up-to-date information on essential personnel the Division of Strategic National Stockpile must contact in order to ship materiel.

What impacts achieving “Established” status?

To be eligible for this status, you must update and submit the CCS every six months.

Critical Contact Sheet (CCS)

PHEP Specialist	This information will be filled in by the MCM Coordinator and updated twice a year.
Back-up PHEP Specialist or Team Lead	This information will be filled in by the MCM Coordinator and updated twice a year.
MCM Specialist	This information will be filled in by the MCM Coordinator and updated twice a year.
Regional MCM Specialist	This information will be filled in by the MCM Coordinator and updated twice a year.

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Assigned US Marshal	This information will be filled in by the MCM Coordinator and updated twice a year.
Back-up US Marshal	This information will be filled in by the MCM Coordinator and updated twice a year.
Department of Health EOC	Complete this and subsequent EOC sections to provide information on all EOCs in which jurisdiction might have a role upon activation.
Department of Health EOC: 24/7 Phone Number	Provide contact number for the health agency DOC or EOC.

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Department of Health EOC: Primary Contact Name	Provide name or a position title. Contact information for on-call Duty Officer phone/pager number, after hours service or dispatch is acceptable.
Department of Health EOC: Primary Phone Number	In cases where the facilities are not activated or a dedicated phone number is not established, provide the phone number for the primary contact.
COOP EOC: Primary Contact Name	Provide name or a position title.

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Health Commissioner/ Secretary of Health/ SHO/Ministry of Health	Identify the lead health officer/health commissioner of the jurisdiction.
CHEMPACK Coordinator	A backup CHEMPACK Coordinator should be identified.
Law Enforcement Agencies – Responsible for MCM Security: Primary Contact Name and Phone Number	If a position title is listed as the security contact, the name and agency phone number or non-emergency dispatch number can be listed.

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Back-up Agency – Responsible for MCM Security: Primary Contact Name and Phone Number	If a position title is listed as the security contact, the name and agency phone number or non-emergency dispatch number can be listed.
Distribution (RSS) Lead/Supervisor/Chief: Name	Refers to the individual who works for the Health Department (PH Personnel) and serves as the distribution planning lead. This does NOT refer to a contractor.
Back-up Distribution Lead: Name	Refers to the individual who works for the Health Department (PH Personnel) and serves as the back-up distribution planning lead.

Questions?



For more information please contact Centers for Disease Control and Prevention

1600 Clifton Road NE, Atlanta, GA 30333

Telephone, 1-800-CDC-INFO (232-4636)/TTY: 1-888-232-6348

E-mail: cdcinfo@cdc.gov Web: www.cdc.gov

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.



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