

Operational Readiness Review (ORR) Workshop Dispensing Planning



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and 3)

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Dispensing Planning Form Background/Overview

Why is this information collected?

The dispensing planning form provides insight about procedures for handling medical materiel management and dispensing during a public health emergency.

Dispensing Planning Form Background/Overview

Why is this information collected?

Although the primary focus is Capability 8, additional questions from other Capabilities are included.

The additional capabilities are:

- ❑ Capability 1 – community preparedness
- ❑ Capability 4 – emergency public information and warning
- ❑ Capability 14 – responder safety and health
- ❑ Capability 15 – volunteer management

Dispensing Planning Form Background/Overview

Why is this information collected?

Questions from additional capabilities should be answered based on overall Public Health Emergency Preparedness (PHEP) program planning and as applicable to strengthen medical countermeasure (MCM) plans.

Dispensing Planning Form “Established” Status Impacts

Risk Assessment:

- ❑ To be eligible for the established status, the Jurisdictional Risk Assessment (JRA) or equivalent must be conducted at least every five years.

Dispensing Planning Form “Established” Status Impacts

Vulnerable Populations:

- ❑ To be eligible for the established status, a minimum of five vulnerable population stakeholders are required to be included.

Dispensing Planning Form “Established” Status Impacts

Public Information and Communication

To be eligible for the established status:

- ❑ A primary and back-up PIO, as well as JIC personnel, must be identified and clearly defined in the evidence.
- ❑ The PIO’s required training plan must specify the FEMA course IS-250 training (Emergency Support Function 15 (ESF 15) External Affairs).

Dispensing Planning Form “Established” Status Impacts

Public Information Communication (continued)

To be eligible for the established status:

- ❑ The process for dissemination of warning information through various channels must clearly describe methods to issue alerts, warnings, and notifications and the development of message templates based on planning risk scenarios.
- ❑ The process for real time translation of information specific to a response must address language and literacy barriers.

Dispensing Planning Form “Established” Status Impacts

Notification of responders

To be eligible for the established status:

- ❑ A primary and back-up communication platform for the notification of responders, as well as volunteers, required to complete a dispensing/distribution campaign must be included in the plans.
- ❑ Distribution lists for each platform must be updated every six months or less.
- ❑ A system test must be completed at minimum every 6 months for sites using ham radio, satellite phone, or two-way VHF/UHF/700/800/900 MHz communications.

Dispensing Planning Form “Established” Status Impacts

Medical Countermeasures materiel requests

The plans must clearly outline a process to request assistance from the state or federal government for MCM assets for the following three scenarios to be eligible for the established status:

- When a federal disaster is declared
- For an isolated, individual, or time-critical case
- In the absence of federal disaster declaration

Dispensing Planning Form “Established” Status Impacts

Point of Dispensing (POD) Security

Plans for POD security must address at minimum, the following to be eligible for the established status:

- ❑ Evacuation procedures
- ❑ Exterior security for location
- ❑ Interior security for location
- ❑ Scalability
- ❑ Security breach procedures
- ❑ A security command/management plan

Dispensing Planning Form “Established” Status Impacts

POD Plans

To be eligible for the established status:

- ❑ POD protocols must describe screening for the purpose of triaging.
- ❑ Protocols must also provide information on adverse events and adverse event reporting.
- ❑ Protocols must also delineate how to record and log dispensed MCMs and report information to state/federal entities.

Dispensing Planning Form

Form Question (and hint)	Reviewer Criteria
<p data-bbox="142 619 807 836">Date of most recently conducted jurisdictional risk assessment (JRA) or equivalent</p>	<p data-bbox="871 476 1499 522"><u>Concur/Sufficient Evidence</u></p> <p data-bbox="871 534 1792 865">Any risk assessment that also includes a health component is acceptable. Evidence must include MCM/PHEP coordinator signature or acknowledgement. Evidence must be within a 5-year range and specific to that jurisdiction.</p>

Dispensing Planning Form

Form Question (and hint)	Reviewer Criteria
<p>Hazards identified in the assessment (Select identified risks from the most recent jurisdictional risk assessment or equivalent)</p>	<p><u>Concur/Sufficient Evidence</u> Acceptable documentation includes a plan that lists all hazards and applicable MCM hazards (at a minimum, influenza) completed within 5-years. MCM coordinator/PHEP director's signature or acknowledgement must also be provided.</p>

Dispensing Planning Form

Form Question (and hint)	Reviewer Criteria
<p data-bbox="112 396 994 444"><u>Select a vulnerable population partner</u></p> <ul data-bbox="112 454 994 1011" style="list-style-type: none"><li data-bbox="112 454 994 668">• Vulnerable populations are those groups that will potentially be disproportionately impacted by an incident/event.<li data-bbox="112 678 994 1011">• It is recommended (but not required) that vulnerable population stakeholders be engaged during or as a result of the JRA (or equivalent) process to ensure appropriate planning considerations are in place.	<p data-bbox="1029 425 1663 472"><u>Concur/Sufficient Evidence</u></p> <p data-bbox="1029 482 1812 639">Acceptable evidence that vulnerable population stakeholders are engaged includes:</p> <ul data-bbox="1029 649 1812 925" style="list-style-type: none"><li data-bbox="1029 649 1812 758">• signed MOUs and MOAs (preferred)<li data-bbox="1029 768 1251 811">• e-mails<li data-bbox="1029 821 1812 925">• meeting sign-in sheets, agendas, notes, etc.

Dispensing Planning Form

Form Question (and hint)	Reviewer Criteria
<p data-bbox="119 379 1000 428"><u>Select a vulnerable population partner</u></p> <ul data-bbox="119 439 1000 1279" style="list-style-type: none"><li data-bbox="119 439 1000 714">• DFLs/TFAS/CRIs – Five broad vulnerable populations are identified in the ORR and include persons potentially disproportionately impacted due to:<ul data-bbox="216 725 1000 1056" style="list-style-type: none"><li data-bbox="216 725 1000 773">• economic disadvantage<li data-bbox="216 782 1000 885">• communication barriers because of language or literacy<li data-bbox="216 893 1000 942">• medical issues and/or disability<li data-bbox="216 951 1000 1056">• age (elderly persons and infants and children under age 18)<li data-bbox="119 1065 1000 1279">• It is recommended (but not required) that a stakeholder from each category be engaged during or as a result of the JRA.	<p data-bbox="1039 551 1669 599"><u>Concur/Sufficient Evidence</u></p> <p data-bbox="1039 608 1823 771">Acceptable evidence that vulnerable population stakeholders are engaged includes:</p> <ul data-bbox="1039 779 1823 1056" style="list-style-type: none"><li data-bbox="1039 779 1823 885">• signed MOUs and MOAs (preferred)<li data-bbox="1039 893 1823 942">• e-mails<li data-bbox="1039 951 1823 1056">• meeting sign-in sheets, agendas, notes, etc.

Dispensing Planning Form

Form Question (and hint)	Reviewer Criteria
<p data-bbox="349 415 730 458"><u>DFLs/TFAS/CRIs</u></p> <p data-bbox="117 472 962 629">Estimate the number of people planned for with functional and/or access needs (including transportation) due to:</p> <ul data-bbox="117 644 962 972" style="list-style-type: none">• economic disadvantage• communication barriers because of language and literacy• medical issues and/or disability• age (elderly persons and infants and children under age 18) <p data-bbox="117 1043 871 1143">A number for each category can be provided</p> <p data-bbox="117 1215 884 1315">A resource list has been provided in guidance</p>	<p data-bbox="1000 644 1624 686"><u>Concur/Sufficient Evidence</u></p> <p data-bbox="1000 701 1812 915">A number, source for the number, and evidence of the process for determining the number must be provided.</p>

Dispensing Planning Form

Form Question (and hint)	Reviewer Criteria
<p data-bbox="131 482 923 639">Plans describe roles and responsibilities of public information staff and stakeholders</p> <ul data-bbox="131 654 942 873" style="list-style-type: none"><li data-bbox="131 654 942 873">• Public information and communication personnel regularly inform, educate, and communicate with the public during an incident.	<p data-bbox="1016 568 1646 616"><u>Concur/Sufficient Evidence</u></p> <p data-bbox="1016 625 1819 845">Job action sheets or other documents must outline requirements and duties; roles and responsibilities; and required qualifications and/or skillset.</p>

Dispensing Planning Form

Form Question (and hint)	Reviewer Criteria
<p data-bbox="123 422 923 522">Required training plans for the PIO include:</p> <ul data-bbox="123 536 1016 865" style="list-style-type: none"><li data-bbox="123 536 1016 865">• FEMA course IS-250 (A New Approach to Emergency Communication and Information Distribution) must be specified in evidence as a required responsibility for the public information officer.	<p data-bbox="1070 508 1704 551"><u>Concur/Sufficient Evidence</u></p> <ul data-bbox="1070 565 1804 836" style="list-style-type: none"><li data-bbox="1070 565 1804 722">• Evidence should demonstrate the IS-250 training requirement in the PIO position description.<li data-bbox="1070 736 1804 836">• Certificates of IS-250 training are also acceptable.

Dispensing Planning Form

Form Question (and hint)	Reviewer Criteria
<p>Plans include a process for dissemination of warning information through various channels</p> <ul style="list-style-type: none">• CDC Public Health Workbook: To Define, Locate, and Reach Special, Vulnerable, and At-risk Populations in an Emergency	<p><u>Concur/Sufficient Evidence</u></p> <ul style="list-style-type: none">• Methods to issue alerts, warnings, and notifications and development of message templates based on planning risk scenarios must be clearly defined in evidence.• PIO may provide a list of contacts and a press release form. Evidence can also be a jurisdiction-specific Community Outreach Information Network (COIN).

Dispensing Planning Form

Form Question (and hint)	Reviewer Criteria
<p>Plans include process for real time translation of information specific to a response to address:</p> <ul style="list-style-type: none">• The process for dissemination of information to populations disproportionately impacted by planning risk scenarios must be clearly defined in evidence.• Language and literacy stakeholders should be engaged to ensure development and dissemination of culturally and linguistically appropriate messages.	<p><u>Concur/Sufficient Evidence</u> Evidence should include:</p> <ul style="list-style-type: none">• translators, language lines, printing services, and/or mailing lists for specific groups (medical, high pollution warning, allergens, asthma doc, etc.). Evidence should not include prefabricated messages.

Dispensing Planning Form

Form Question (and hint)	Reviewer Criteria
<p>Evidence of plans to complete a 10-day dispensing campaign for state public health responders within a 48 hour operational window after medical materiel is requested from federal assets is available</p>	<p><u>Concur/Sufficient Evidence</u></p> <ul style="list-style-type: none">• Evidence should include a flow diagram or communication plan.• Plans should specify the public health responders who will receive MCMs and how many.• If dispensing will occur at a POD, plans should describe agreement and POD staffing.• The source and cache of MCMs should also be identified.• Plans should also indicate if a jurisdiction is responsible for dispensing.

Dispensing Planning Form

Form Question (and hint)	Reviewer Criteria
<p><u>DFLs/TFAS/CRIs</u> Evidence of plans to complete a 10-day dispensing campaign for the population within a 48 hour operational window after medical materiel is requested from the federal assets is available</p> <ul style="list-style-type: none">Plans must describe populations served and methods to obtain staff necessary to meet dispensing needs.	<p>Concur/Sufficient Evidence Evidence should include a flow diagram and/or communication plan. Plans should specify which public health responders will receive MCMs, and how many will receive MCMs. If dispensing will occur at a POD, plans should describe who will staff the POD. The source and cache of MCMs should also be identified. Plans should also indicate if a jurisdiction is responsible for dispensing. Plans should support information represented on the JDS regarding the number of PODs and POD staff.</p>

Dispensing Planning Form

Form Question (and hint)	Reviewer Criteria
Primary communication platform used for notification of responders	<u>Concur/Sufficient Evidence</u> Plans should include primary and backup forms of communication, cycle of maintenance and testing, cycle of updating rosters, evidence of updating rosters, and reminders for updates every six months.

Dispensing Planning Form

Form Question (and hint)	Reviewer Criteria
Last update of primary communication platform	A date picker (calendar pop-up) will appear; select most recent date the platform was tested or distribution e-mail was updated.

Dispensing Planning Form

Form Question (and hint)	Reviewer Criteria
<p><u>DFLs/TFAS/CRIs</u> The process to request assistance from the state for MCM assets when a federal disaster is declared in the state is available</p>	<p><u>Concur/Sufficient Evidence</u> Signed plan or SOP should include the justification required for the request, specific method to gain the request, and who must authorize the process. Additional information about the status about the BAR, index case, or any information prompting request, assessment of need, and what is required to initiate the state request should be included.</p>

Dispensing Planning Form

Form Question (and hint)	Reviewer Criteria
<p>The process to request assistance from the state for MCM assets in the absence of federal disaster declaration is available</p>	<p><u>Concur/Sufficient Evidence</u> Concur/Sufficient Evidence Signed plan or SOP should include the justification required for the request, specific method to gain the request, and who must authorize the process. Additional information about the status about the BAR, index case, or any information prompting request, assessment of need, and what is required to initiate the state request should be included. Plans should highlight how the process differs when a federal disaster is declared.</p>

Dispensing Planning Form

Form Question (and hint)	Reviewer Criteria
<p>The process to request assistance from the state for MCM assets for an isolated, individual, or time-critical case is available</p>	<p><u>Concur/Sufficient Evidence</u></p> <ul style="list-style-type: none">• Signed plan or SOP should include the justification required for the request, specific method to gain the request, and who must authorize the process.• Additional information about the status about the BAR, index case, or any information prompting request, assessment of need, and what is required to initiate the state request should be included.• Plans should also include the process for expediting requests due to the time sensitivity of the isolated incident.

Dispensing Planning Form

Form Question (and hint)	Reviewer Criteria
<p data-bbox="112 515 996 729">The process to request assistance from the state for MCM Assets in coordination with tribal government(s) is available.</p> <ul data-bbox="112 743 1006 1015" style="list-style-type: none"><li data-bbox="112 743 1006 901">• This needs to be in place to address how the federally recognized tribes will make requests.<li data-bbox="112 915 1006 1015">• Requests may occur at the local, state, or federal level.	<p data-bbox="1060 658 1692 701"><u>Concur/Sufficient Evidence</u></p> <p data-bbox="1060 715 1789 815">Process should be clearly defined and understandable in evidence.</p>

Dispensing Planning Form

Form Question (and hint)	Reviewer Criteria
<p data-bbox="131 446 987 776">Plans for POD security address: Evacuation procedures, Exterior security for location, Interior security for location, Scalability, Security breach procedures, Security command/management plan</p> <ul data-bbox="131 791 1031 1233" style="list-style-type: none"><li data-bbox="131 791 1031 1233">• If security plans are created and maintained by law enforcement partners, a trusted agent can verbally affirm to the reviewer that the exterior security for location, interior security for location, security breach procedures, and/or security command/management plan are clearly defined.	<p data-bbox="1078 361 1711 405"><u>Concur/Sufficient Evidence</u></p> <p data-bbox="1078 419 1792 919">Exterior security for location: Evidence should include specialized unit needs, canine explosive ordinance disposal, unit barriers, additional lighting, staging areas for people in vehicles, identification of entrances and exits, and external crowd control.</p> <p data-bbox="1078 991 1804 1376">Interior security for location: Evidence should include a security sweep before facility use, access controls in the facility, internal crowd control, and establishing law enforcement officer posts.</p>

Dispensing Planning Form

Form Question (and hint)	Reviewer Criteria
<p data-bbox="131 435 985 763">Plans for POD security address: Evacuation procedures, Exterior security for location, Interior security for location, Scalability, Security breach procedures, Security command/management plan</p> <ul data-bbox="131 778 1033 1220" style="list-style-type: none"><li data-bbox="131 778 1033 1220">• If security plans are created and maintained by law enforcement partners, a trusted agent can verbally affirm to the reviewer that the exterior security for location, interior security for location, security breach procedures, and/or security command/management plan are clearly defined.	<p data-bbox="1078 435 1709 535"><u>Concur/Sufficient Evidence (Cont'd)</u></p> <p data-bbox="1078 549 1748 935">Scalability: Evidence should include how POD security is established based on threat levels, judgement of the law enforcement, and availability of the law enforcement officers.</p> <p data-bbox="1078 1006 1787 1220">Security breach procedures: Evidence should include evacuation or safety plans to enable people to shelter in place.</p>

Dispensing Planning Form

Form Question (and hint)	Reviewer Criteria
<p data-bbox="146 596 931 705">Process or protocols for PODs address:</p> <ul data-bbox="146 722 1025 1110" style="list-style-type: none"><li data-bbox="146 722 1025 825">• Adverse event reporting for dispensed drugs<li data-bbox="146 836 913 939">• Providing information on adverse events<li data-bbox="146 951 865 996">• Record/log of drugs dispensed<li data-bbox="146 1008 1025 1110">• Reporting data to state/federal entities Screening for the purpose of triaging	<p data-bbox="1097 402 1727 448"><u>Concur/Sufficient Evidence</u></p> <p data-bbox="1097 459 1789 791">Adverse event reporting for dispensed drugs: Evidence should include instructions on how reports should be sent from local to state jurisdictions and from state to federal agencies.</p> <p data-bbox="1097 859 1804 1305">Providing information on adverse events: Evidence should include provision of health information upon entering or leaving the POD. Provision of a package insert (similar to the prescription information sheet from drug store) is acceptable.</p>

Dispensing Planning Form

Form Question (and hint)	Reviewer Criteria
<p data-bbox="131 588 915 696">Process or protocols for PODs address:</p> <ul data-bbox="131 716 1008 1105" style="list-style-type: none"><li data-bbox="131 716 1008 819">• Adverse event reporting for dispensed drugs<li data-bbox="131 831 1008 933">• Providing information on adverse events<li data-bbox="131 945 1008 991">• Record/log of drugs dispensed<li data-bbox="131 1002 1008 1105">• Reporting data to state/federal entities <p data-bbox="193 1059 973 1105">Screening for the purpose of triaging</p>	<p data-bbox="1051 425 1684 525"><u>Concur/Sufficient Evidence (Cont'd)</u></p> <p data-bbox="1051 596 1727 868">Record/log of drugs dispensed: Evidence should include a process for how to record the number and type of drug dispensed.</p> <p data-bbox="1051 939 1727 1268">Reporting inventory specification data to state/federal entities: Evidence should include Inventory Data Exchange (IDE) specification standards.</p>

Dispensing Planning Form

Form Question (and hint)	Reviewer Criteria
<p data-bbox="164 392 1033 664">Process to identify all public health responders (including any first responders and critical infrastructure staff if applicable) who will be used in an incident or event if available</p> <ul data-bbox="164 678 1033 1235" style="list-style-type: none"><li data-bbox="164 678 1033 1006">• An incident, including an MCM incident with dispensing campaign may have adverse effects on responders, including medical or mental health issues related to stress of the incident.<li data-bbox="164 1021 1033 1235">• Process to mitigate potential risks (stress, mental health, physical injury, etc.) for public health responders must be clearly defined in evidence.	<p data-bbox="1072 621 1709 664"><u>Concur/Sufficient Evidence</u></p> <p data-bbox="1072 678 1767 835">Evidence should include specific agency/partnership and numbers for responders.</p>

Dispensing Planning Form

Form Question (and hint)	Reviewer Criteria
<p data-bbox="131 568 1020 725">Process to ensure that mission-critical responders receive initial prophylaxis during an MCM incident is available</p> <ul data-bbox="131 739 846 953" style="list-style-type: none"><li data-bbox="131 739 846 953">• Required at least for a 48 hour dispensing campaign, and recommended for a pandemic campaign.	<p data-bbox="1070 454 1704 496"><u>Concur/Sufficient Evidence</u></p> <p data-bbox="1070 511 1754 896">Process for initial prophylaxis to mission-critical public health responders must be clearly defined in evidence and include who (by functional role) and in what priority prophylaxis will be provided.</p> <p data-bbox="1070 1025 1761 1182">Process should be clearly defined in SOPs or protocols for dispensing to responders.</p>

Dispensing Planning Form

Form Question (and hint)	Reviewer Criteria
<p>Procedures to notify volunteers are available</p>	<p><u>Concur/Sufficient Evidence</u> Evidence should include:</p> <ul style="list-style-type: none">• who will be notified• method of notification• triggers for notification• where they will be required to assemble. <p>Primary and back up process should be clearly defined in the evidence.</p>

Dispensing Planning Form

Form Question (and hint)	Reviewer Criteria
<p>Primary system used to notify volunteers required to complete a dispensing (and if applicable, distribution) campaign</p>	<p><u>Concur/Sufficient Evidence</u> Plans should include:</p> <ul style="list-style-type: none">• primary and backup forms of communication• cycle of maintenance and testing,• process and cycle for updating rosters• evidence of updating rosters• reminders for updates every six months

Dispensing Planning Form

Form Question (and hint)	Reviewer Criteria
<p>Last update of primary notification system</p>	<p>A date picker (calendar pop-up) will appear. Select the most recent date the platform was tested or distribution e-mail was updated.</p>

Dispensing Planning Form

Form Question (and hint)	Reviewer Criteria
<p>Last update of back-up notification system</p>	<p>A date picker (calendar pop-up) will appear. Select most recent date the platform was tested or distribution e-mail was updated.</p>

Questions?



For more information please contact Centers for Disease Control and Prevention

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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.



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