Operational Readiness Review (ORR) Workshop Dispensing Planning

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Dispensing Planning Form Background/Overview

Why is this information collected?

❑ provides insight into a jurisdiction's procedures for medical materiel management and dispensing

❑ Also identifies other functionally applicable capabilities.

Dispensing Planning Form Background/Overview

Capabilities addressed in this form:

These additional capabilities include:

- Capability 1 – community preparedness;
- Capability 4 – emergency public information and warning;
- Capability 14 – responder safety and health; and
- Capability 15 –volunteer management.
- Questions from additional capabilities should be answered based on all PHEP planning and to strengthen MCM plans.

Dispensing Planning Form "Established" Status Impacts – Risk Assessment

Risk Assessment - Jurisdictional Risk Assessment (JRA) or equivalent:

❑ Conducted at least every five years

❑ CRIs should be encouraged to participate

Dispensing Planning Form
"Established" Status Impacts –Vulnerable Populations

Vulnerable Populations:

- ❑ A minimum of five vulnerable population stakeholders are required

Dispensing Planning Form "Established" Status Impacts-Public Information and Warning

Public Information and Communication (PIC):

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

Dispensing Planning Form "Established" Status Impacts (PIC cont.)

Public Information and Communication:
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**.**

- ❑ Describe the process for real time translation of information specific to a response and address language and literacy barriers.

Dispensing Planning Form "Established" Status Impacts (PIC cont.)

Public Information and Communication:

Requirements

❑ A primary and back-up communication platform for the notification of responders/ volunteers

❑ Distribution lists updated every six months or less.

❑ A system test conducted every 6 months (at a minimum) for sites using ham radio, satellite phone, or two-way VHF/UHF/700/800/900 MHz communications.

Dispensing Planning Form "Established" Status Impacts - Requesting

Medical Countermeasures materials requests:

Plans must clearly outline a process to request assistance from the state or federal government for MCM assets for all scenarios listed below to be eligible for this status:

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

Dispensing Planning Form "Established" Status Impacts-Security

POD Security:

Plans for POD security must address at minimum:

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

Dispensing Planning Form "Established" Status Impacts –POD Processes

MCM Processes or Protocols in plans must….

- describe screening for the purpose of triaging, as well as providing information on adverse events and adverse event reporting.

- And delineate how to record and log dispensed MCM/ report information to state & federal entities.

Dispensing Planning Form – Risk Assessment

Form Question (and hint)	Reviewer Criteria
Date of most recently conducted jurisdictional risk assessment (JRA) or equivalent	**Concur/Sufficient Evidence** Any risk assessment that also includes a health component is acceptable. Evidence must include MCM/PHEP coordinator signature or acknowledgement. Evidence must be within 5-year range and specific to that jurisdiction.

Dispensing Planning Form – Risk Assessment (cont.)

Form Question (and hint)	Reviewer Criteria
Hazards identified in the assessment **(Select identified risks from the most recent jurisdictional risk assessment or equivalent)**	**Concur/Sufficient Evidence** 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.

Dispensing Planning Form – Vulnerable Populations

Form Question (and hint)	Reviewer Criteria
Select a vulnerable population partner Vulnerable populations are those groups that will potentially be disproportionately impacted by an incident/event. 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.	**Concur/Sufficient Evidence** Acceptable evidence that vulnerable population stakeholders are engage include: signed MOUs and MOAs (preferred); e-mails; meeting sign-in sheets, agendas, notes, etc.

Dispensing Planning Form – Vulnerable Populations (cont.)

Form Question (and hint)	Reviewer Criteria
Select a vulnerable population partner Five broad vulnerable populations are called-out in the ORR and include persons potentially disproportionately impacted due to: economic disadvantage, communication barriers because of language or literacy, medical issues and/or disability, elderly persons, and infants and children under age 18. It is recommended (but not required) that a stakeholder from each category be engaged during or as a result of the JRA.	**Concur/Sufficient Evidence** Acceptable evidence that vulnerable population stakeholders are engage include: signed MOUs and MOAs (preferred); e-mails; meeting sign-in sheets, agendas, notes, etc.

Dispensing Planning Form– Vulnerable Populations (cont.)

Form Question (and hint)	Reviewer Criteria
States Did this vulnerable population partner participate or provide input into planning for emergency information and warning for vulnerable populations they represent?	**Concur/Sufficient Evidence** Evidence of engagement may include meeting notes or sign-in sheets.

Dispensing Planning Form– Vulnerable Populations (cont.)

Form Question (and hint)	Reviewer Criteria
DFLs/TFAS/CRIs Estimate the number of people planned for with functional and/or access needs (including transportation) due to: economic disadvantage, communication barriers because of language and literacy, medical issues and/or disability, and age (elderly persons and infants and children under age 18) A number for each category can be provided	**Concur/Sufficient Evidence** A number, source for the number, and evidence of the process for determining the number must be provided.

Dispensing Planning Form– Vulnerable Populations (cont.)

Form Question (and hint)	Reviewer Criteria
DFLs/TFAS/CRIs Resources continued: **HHS Empower** http://nacchopreparedness.org/the-hhs-empower-initiative-emergency-preparedness-tools-addressing-the-needs-of-energy-dependent-at-risk-populations-2/	**Concur/Sufficient Evidence** A number, source for the number, and evidence of the process for determining the number must be provided.

Dispensing Planning Form– Vulnerable Populations (cont.)

Form Question (and hint)	Reviewer Criteria
DFLs/TFAS/CRIs Resources: **CDC Public Health Workbook: To Define, Locate, and Reach Special, Vulnerable, and At-risk Populations in an Emergency** https://emergency.cdc.gov/workbook/pdf/ph_workbookfinal.pdf/	**Concur/Sufficient Evidence** A number, source for the number, and evidence of the process for determining the number must be provided.

Dispensing Planning Form – Public Information and Communication

Form Question (and hint)	Reviewer Criteria
Plans describe roles and responsibilities of public information staff and stakeholders •Public information and communication personnel regularly inform, educate, and communicate with the public during an incident.	**Concur/Sufficient Evidence** Job action sheet or other documents must outline requirements and duties; roles and responsibilities; and required qualifications and/or skillset.

Dispensing Planning Form– Public Information and Communication (cont.)

Form Question (and hint)	Reviewer Criteria
Required training plans for the PIO include •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.	**Concur/Sufficient Evidence** Evidence should demonstrate the IS-250 training requirement in the PIO position description. Certificates of IS-250 training are also acceptable.

Dispensing Planning Form– Public Information and Communication (cont.)

Form Question (and hint)	Reviewer Criteria
Plans include a process for dissemination of warning information through various channels • CDC Public Health Workbook: *To Define, Locate, and Reach Special, Vulnerable, and At-risk Populations in an Emergency*	**Concur/Sufficient Evidence** 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 COIN.

Dispensing Planning Form– Public Information and Communication (cont.)

Form Question (and hint)	Reviewer Criteria
Plans include a process for dissemination of warning information through various channels (continued):	**Concur/Sufficient Evidence** 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 COIN.

Dispensing Planning Form– Public Information and Communication(cont.)

Form Question (and hint)	Reviewer Criteria
Plans include process for real time translation of information specific to a response to address: •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.	**Concur/Sufficient Evidence** Evidence should include 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 – First Responders and Critical Infrastructure Staff

Form Question (and hint)	Reviewer Criteria
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	<u>**Concur/Sufficient Evidence**</u> 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 – Public PODs

Form Question (and hint)	Reviewer Criteria
CRIs **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** • Plans must describe populations served and methods to obtain staff necessary to meet dispensing needs.	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.

Dispensing Planning Form – Staff Notification

Form Question (and hint)	Reviewer Criteria
Primary communication platform used for notification of responders	**Concur/Sufficient Evidence** 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 – Staff Notification (cont.)

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 – CRI Request

Form Question (and hint)	Reviewer Criteria
CRIs The process to request assistance from the state for MCM assets when a federal disaster is declared in the state is available	**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.

Dispensing Planning Form – Request w/o Federal Declaration

Form Question (and hint)	Reviewer Criteria
The process to request assistance from the state for MCM assets in the absence of federal disaster declaration is available	**Concur/Sufficient Evidence** 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.

Dispensing Planning Form Special Circumstances

Form Question (and hint)	Reviewer Criteria
The process to request assistance from the state for MCM assets for an isolated, individual, or time-critical case is available	**<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. Plans should also include the process for expediting requests due to the time sensitivity of the isolated incident.

Dispensing Planning Form - Tribal Governments

Form Question (and hint)	Reviewer Criteria
The process to request assistance from the state for MCM Assets in coordination with tribal government(s) is available	<u>**Concur/Sufficient Evidence**</u> Process should be clearly defined and understandable in evidence.

Dispensing Planning Form - Security

Form Question (and hint)	Reviewer Criteria
Plans for POD security address: Evacuation procedures, Exterior security for location, Interior security for location, Scalability, Security breach procedures, Security command/management plan	**Concur/Sufficient Evidence** 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. 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.

Dispensing Planning Form – Security (cont.)

Form Question (and hint)	Reviewer Criteria
Plans for POD security address: Evacuation procedures, Exterior security for location, Interior security for location, Scalability, Security breach procedures, Security command/management plan	**Concur/Sufficient Evidence** 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. Security breach procedures: Evidence should include evacuation or safety plans to enable people to shelter in place.

Dispensing Planning Form – Adverse Events

Form Question (and hint)	Reviewer Criteria
Process or protocols for PODs address: Adverse event reporting for dispensed drugs; Providing information on adverse events; Record/log of drugs dispensed; Reporting data to state/federal entities; Screening for the purpose of triaging	**<u>Concur/Sufficient Evidence</u>** 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. 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.

Dispensing Planning Form – Adverse Events (cont.)

Form Question (and hint)	Reviewer Criteria
Process or protocols for PODs address: Adverse event reporting for dispensed drugs; Providing information on adverse events; Record/log of drugs dispensed; Reporting data to state/federal entities; Screening for the purpose of triaging	**Concur/Sufficient Evidence** Record/log of drugs dispensed: Evidence should include a process for how to record the number and type of drug dispensed. Reporting inventory specification data to state/federal entities: Evidence should include Inventory Data Exchange (IDE) specification standards.

Dispensing Planning Form - Staff

Form Question (and hint)	Reviewer Criteria
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 is available	**Concur/Sufficient Evidence** Concur/Sufficient Evidence Evidence should include specific agency/partnership and numbers for responders.

Dispensing Planning Form – Staff (cont.)

Form Question (and hint)	Reviewer Criteria
Process to ensure that mission-critical responders receive initial prophylaxis during an MCM incident is available	**Concur/Sufficient Evidence** 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.

Dispensing Planning Form – Staff (cont.)

Form Question (and hint)	Reviewer Criteria
Process to ensure that mission-critical responders receive initial prophylaxis during an MCM incident is available	<u>**Concur/Sufficient Evidence (continued)**</u> State recipients with no direct dispensing role, should still have evidence about how state public health responders will receive prophylaxis (e.g., local jurisdictions will provide prophylaxis to state-level responders). Process should be clearly defined in SOPs or protocols for dispensing to responders<u>.</u>

Dispensing Planning Form - Volunteers

Form Question (and hint)	Reviewer Criteria
Procedures to notify volunteers are available	**Concur/Sufficient Evidence** Evidence should include who will be notified, method of notification, triggers for notification, and where they will be required to assemble. Primary and back up process should be clearly defined in the evidence.

Dispensing Planning Form – Volunteers (cont.)

Form Question (and hint)	Reviewer Criteria
Primary system used to notify volunteers required to complete a dispensing (and if applicable, distribution) campaign	**Concur/Sufficient Evidence** Plans should include primary and backup forms of communication, cycle of maintenance and testing, process and cycle for updating rosters, evidence of updating rosters, and reminders for updates every six months.

Dispensing Planning Form - Notification

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

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.

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