

Operational Readiness Review (ORR) Workshop Distribution FSE



Erica Ruchard and Humbert Zappia
Medical Countermeasure Specialists
CDC Division of State and Local Readiness
July 26, 2017



Background/Overview on Distribution FSE

Why is this information collected?

- ❑ To provide information on operational function specific to EOCs and RSSs.
- ❑ To assess the accuracy of staff rosters, timeliness of staff acknowledgement, and staff ability to report for duty.
- ❑ To assess the ability for a complete, timely RSS setup with the necessary materiel, layout, and supplies.
- ❑ To verify the time required to request, process, and distribute MCM assets.

What impacts achieving “Established” status?

To be eligible for this status the FSE must occur and form must be submitted during the project period (July 1, 2017 – June 30, 2022).

Background/Overview on Distribution FSE

Who must complete this form?

| | |
|-----------------------------------|-----------------------|
| States | Five-year requirement |
| Directly funded localities | Five-year requirement |

Question

Hint

| | |
|--|---|
| Name of Exercise/Event/Incident | Use the name created for the FSE or event or incident. |
| Type of event | Indicate whether this is an incident or FSE will identify activities that fulfill requirements in the NOFO (formerly the FOA). |
| Start date/time and End date/time | The overall start and end time of the activity are reported here. Throughout the activity, start and end times are collected for specific reportable categories (e.g., start time for staff assembly) which may or may not be different than the event start and end times. |
| Site activation start date/time and end date/time | Site activation may be the same time as the start of the activity. It may be different depending on the scenario. Include here even if start time is the same as the start of the activity. |

Question

Hint

| | |
|---|---|
| Site Activation: Communication platform(s) used for notification | Select relevant communication platforms used or tested; this should align with planning documentation. |
| Call notification process | Options include manual, automated, or hybrid. The intent is to understand the influence of each notification method on speed of acknowledgement, activation, assembly, etc. |
| Number of EOC sites included in site activation | All EOCs that public health supports (regardless of type of EOC) should be reported. |
| Date/Time last site acknowledged notification | If site responded outside of specified activity time, site should be considered to be non-responder. |

Question

Hint

| | |
|---|---|
| Site Activation: Acknowledgement completion time | Auto-calculated value: (Date/time last site ack.) – (Date/time first site notified) |
| Site Activation: Acknowledgement percentage | Auto-calculated value: (# sites who acknowledged /# sites notified) X 100 |
| Site Activation: Availability percentage | Auto-calculated value: (Total # sites made available /total # sites notified) X 100 |
| EOC Type | Health EOC or equivalent (e.g., Department Operations Center (DOC)) |

Question

Hint

| | |
|---|--|
| Site Activation: Availability completion time | Auto-calculated value: (Date/time site available) – (Date/time site notified) |
| EOC staff notification start date/time and end date/time | Staff notification may be the same time as the start of the activity. It may be different depending on the scenario. Include here even if start time is the same as the start of the activity. |
| Current EOC Incident management lead staff | EOC incident management lead staff may include leads from the ICS structure. |
| Incident management roles (or equivalent lead roles) activated | Incident Commander; Finance/Admin; Logistics Operations ; and Planning Section Chiefs; and Public Information Officer should be activated to satisfy PHEP Performance Measure 3.1 requirements |

Question

Hint

| | |
|--|---|
| Target time for assembly (in minutes) | Target time for assembly during an incident should be <60 minutes to satisfy PHEP Performance Measure 3.1 requirements. |
| Name of RSS | RSS name should match the RSS site survey. |
| Date/Time last person acknowledged notification | If personnel responded outside of specified activity time, personnel should be considered to be non-responder for the purpose of this activity. |
| Staff notification: Acknowledgement completion time | Auto-calculated value: (Date/time last person ack.) – (Date/time first person notified) |

Question

Hint

| | |
|---|---|
| Staff notification: Acknowledgement percentage | Auto-calculated value: $(\# \text{ staff who acknowledged} / \# \text{ staff contacted}) \times 100$ |
| Staff notification: Assembly percentage | Auto-calculated value: $(\# \text{ staff who assembled} / \# \text{ staff contacted})$ |
| Staff notification: Assembly completion time | Auto-calculated value: $(\text{Date/time last staff member arrived at facility}) - (\text{Date/time first staff member notified})$ |
| RSS Staff Notification: Number of security available | Provide the number of security staff available to participate. |

Question

Hint

| | |
|--|---|
| Staffing Categories: General health department staff, Volunteer staff | The staffing categories may be not applicable to all recipients. General health department staff refers to other RSS staff that does not include RSS management, security, or volunteers. |
| RSS Total set up time (in minutes) | Auto-calculated value: (RSS setup end date/time) – (RSS setup start date/time) |
| Number of Sites receiving distributions from RSS | Provide the total number of sites that receive materiel directly from the RSS (RDS, LDS, etc.). If there are no intermediate sites within your state, enter 0. |
| Number and types of transportation assets mobilized to meet the incident need | Provide total numbers and types of vehicles utilized for distribution to PODs and intermediate distribution sites. |

Question

Hint

| | |
|---|--|
| Types of transportation assets mobilized to meet the incident need | Describe type of vehicles utilized for distribution to PODs and intermediate distribution sites. |
| Back up transportation utilized | If backup transportation utilized, briefly describe the inject used to exercise back up transport, or situation requiring use of back up transport during an incident. |
| Procedures to maintain cold chain management included | Cold chain management capability needs to be exercised or used in an incident at least once during the project period to test capacity and availability. |
| Material Processing start date/time and end date/time | Start date and time should be the time assets arrive at the RSS. End date and time should be when the first shipment leaves the RSS for distribution. |

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.



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