

Operational Readiness Review (ORR) Workshop Receipt, Stage, and Store (RSS) Site Survey



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July 25, 2017



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RSS Site Survey Background/Overview

Why is this information collected?

The RSS site survey provides contact information, facility accessibility, description of the building space, fire safety, receiving and docking capabilities, material handling equipment, environmental controls, cold chain management, security, interior and exterior entry controls, lighting, utilities, communications, staff comfort stations, and federal MCM team operations area. Some data is important for informational purposes, while other questions are used to validate if a site is acceptable to receive, store and distribute MCM.

RSS Background/Overview

What impacts achieving “Established” status?

RSS Procedures:

To be eligible for this status, standard operations procedures, at minimum, must include full activation procedures, notification procedures, partial activation procedures, and staff authorized to activate the EOC.

RSS Staff:

In addition, the incident commander, finance/administration section chief, logistics section chief, operations section chief, planning section chief, and public information officer must-

RSS Background/Overview

What impacts achieving “Established” status?

RSS Staff (Continued):

be identified and clearly defined in the evidence to be eligible for the status. Multiple positions can be filled by the same person, but each position should be defined separately in the planning evidence status.

Transportation:

Transportation agreements, at minimum, must describe primary transport, back-up transport, operators, types of drivers/specially licensed operators, load capacity for vehicles,

RSS Background/Overview

What impacts achieving “Established” status?

Transportation (Continued):

number of available vehicles, types of vehicles, vendor agreements with MOUs, procedures to maintain cold chain management, and jurisdiction’s response time for initial transportation requirements to be eligible for this status.

Authorized to Sign for SNS:

For RSS staff, the primary and back-up distribution lead, primary logistics position, primary receiving site lead, primary security coordinator, and current DEA registrant...

RSS Background/Overview

What impacts achieving “Established” status?

Authorized to Sign for SNS:

(or individual(s) authorized to sign for MCMs) must be identified and clearly defined in the evidence to be eligible for the status.

Process to Request Medical Materiel:

Plans for requesting medical materiel must outline the assessment of local inventory/medical countermeasure caches, the decision process for acquiring medical materiel, identification of local pharmaceutical and/or medical-supply..

RSS Background/Overview

What impacts achieving “Established” status?

Process to Request Medical Materiel (Continued):

wholesalers, and process for requesting medical countermeasures to be eligible for the status.

Security:

Security plans for the primary RSS, at minimum, must clearly delineate a security lead during a public health emergency response, evacuation plans, exterior physical security of locations, interior physical security of location, and security breach plans to be eligible for the status.

RSS Background/Overview

What impacts achieving “Established” status?

Security (Continued):

Additionally, transportation security plans must clearly explain the process for crossing jurisdictional lines, crossing governmental sovereignty (if applicable), MCM arriving at RSS, MCM transported from RSS to RDS/LDS/POD, and MCM transported from RDS/LDS to POD to be eligible for the status.

RSS Background/Overview

What impacts achieving “Established” status?

Allocation and Distribution:

Allocation and distribution plans must clearly define chain of custody, cold chain, delivery locations, delivery schedule, transportation method(s), transportation routes, and receipt from intermediary site(s) to be eligible for the status.

Recovery and Demobilization:

Recovery and demobilization plans must clearly describe the recovery of durable medical equipment and materiel to be eligible for the status.

Receipt, Stage, and Store (RSS) Site Survey

CDC MCM Specialist	Provide names of the individuals who were present at the onsite inspection.
USMS Senior Inspector	Provide names of the individuals who were present at the onsite inspection.
Jurisdiction Representative	Provide names of the individuals who were present at the onsite inspection.
Security Representative	Provide names of the individuals who were present at the onsite inspection.
Facility Representative	Provide names of the individuals who were present at the onsite inspection.

Receipt, Stage, and Store (RSS) Site Survey

Contact Person(s) During Facility Business Hours: Primary Name	Include information about primary contact persons if the site is open during business hours, or if that person is available during business hours even when the facility is not open during business hours.
Phone Number	Phone number must be entered. Do not enter text such as “same as above”.
Contact Person(s) During Facility Business Hours: Alternate	Include information about primary contact persons if the site is open during business hours, or if that person is available during business hours even when the facility is not open during business hours.

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Facility Accessibility Information	RSS facilities should have clear, unrestricted access to major highways and roadways.
Facility physical address[^]	Question is a required accommodation.
Facility accessible from more than one major road or highway	Include major crossroads and/or highway exit name/number.
Facility has clear, unrestricted access to major highways and roadways	Include major crossroads and/or highway exit name/number.

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Facility accessible during adverse weather conditions	Adverse weather conditions such as flooding, snow and unplowed roads, etc.
Facility is ready to receive product within 3 hours of notification or verified incident	Projected time range may be greater than 3 hours depending on scenario, but 3 hours is optimum for worst-case scenario.
Facility has concrete driveway	Drivers/operators should have information about the driveway (hard-surface vs. gravel).
Facility has cross-docking	Indicate if the facility has capability to create a mixed pallet from the trucks docked at the warehouse.

Receipt, Stage, and Store (RSS) Site Survey

Major airport or runway nearby that can receive Federal MCM assets	Provide name of major airport or landing site (e.g., military installation/runway) where federal assets will be received (<u>able to land and off-load a wide-body cargo aircraft</u>).
Dimensions / square footage of facility	Include dimensions, square footage and any physical characteristics of note about the facility. Recommended space is approximately 30,000 to 50,000 square feet for RSS operations.
Brief description of physical characteristics	Question is a required accommodation.
Facility has hard surface floors	Question is a required accommodation. If “no”, provide explanation in comment box to assure that this question is addressed.

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Flooring surface supports modern material handling equipment	Question is a required accommodation. If “no”, provide explanation in comment box to assure that this question is addressed.
Facility clean and free from infestation by insects, rodents, birds, or vermin, chemical and mechanical hazards to include any storage of petroleum products	Question is a required accommodation. If “no”, provide explanation in comment box to assure that this question is addressed.
Fire safety plan in place[^]	Question is a required accommodation. If “no”, provide explanation in comment box to assure that this question is addressed.

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Number of loading docks available at the facility for MCM operations	Question is a required accommodation. If no loading docks available, describe how material is loaded and unloaded to assure that this question is addressed.
Loading docks are 48” to 52” high	Question is a required accommodation. If “no”, provide explanation in comment box to assure that this question is addressed.
Facility has dock levelers available	Question is a required accommodation. If “no”, provide explanation in comment box to assure that this question is addressed.
Number of automated dock levelers	Question is a required accommodation if dock levelers available. If 0, provide explanation in comment box to assure that this question is addressed.

Receipt, Stage, and Store (RSS) Site Survey

Number of mechanical dock levelers	Question is a required accommodation if dock levelers are available. If 0, provide explanation in comment box to assure that this question is addressed.
Number of dock plates available at the facility	Question is a required accommodation. If 0, provide explanation to assure that this question is addressed.
Number of dock doors	Question is a required accommodation. If 0, provide explanation in comment box to assure that this question is addressed.
Dock door height \geq 8 feet	Standard height is 100 inches wide x 14 feet high. A minimum height of 8 feet can be used.

Receipt, Stage, and Store (RSS) Site Survey

Dock door width ≥ 8.5 feet	Question is a required accommodation. If “no”, describe how large items will be received in form to assure that this question is addressed.
Receiving and staging area floor free of holes, doorstops, or other obstructions	Question is a required accommodation. If “no”, provide explanation in comment box to assure that this question is addressed.
Driveway to docks can accommodate a 53-foot trailer and 11-foot tractor with turning radius ≥ 95 feet	Question is a required accommodation. If “no”, describe how tractor trailers will be accommodated in form to assure that this question is addressed.

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<p>Facility has adequate staging space to accommodate maximum number of trucks required to deliver full complement of antibiotics for mass dispensing to the entire jurisdictional population based on jurisdictional plans</p>	<p>Antibiotics for mass dispensing refers to MCM assets. Include how multiple trucks will have a secure area to wait until offload at the RSS site. Question is a required accommodation. If “no”, describe how staging will be accommodated in form to assure that this question is addressed.</p>
<p>Loading docks and receiving area have adequate lighting</p>	<p>Question is a required accommodation. If “no”, describe how adequate lighting will be provided in form to assure that this question is addressed.</p>
<p>Forklift capacity</p>	<p>Forklifts available should match velocity needed to achieve maximum facility output.</p>

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Adequate fuel and battery resources available for forklifts	Units that run on propane will require a tank of fuel every 8 to 12 hours. Electric units will require battery recharge every 8 to 12 hours and a charging station.
Number of pallet jacks available for use onsite	In general, RSS operations will need a minimum of six pallet jacks – three to support picking material, one for use in the quality control area, and two for staging, loading, and unloading assets onto trucks if forklifts are not available.
Number of available dollies or hand trucks available offsite	If none available, include how many can be obtained.

Receipt, Stage, and Store (RSS) Site Survey

<p>If storing product long term, facility offers temperature-controlled storage for pharmaceuticals which generally range between 68° F to 77° F (20°C to 25°C)</p>	<p>Question is a required accommodation. If “no”, describe how medications are stored in controlled temperature environment in form to assure that this question is addressed.</p>
<p>If storing product long term, facility has a working and tested temperature monitoring/logging device or service to monitor and record the temperature</p>	<p>Question is a required accommodation. If “no”, describe how temperature is monitored and recorded in form to assure that this question is addressed.</p>
<p>Facility has a working and tested alarm and notification system to notify personnel if the temperature falls out of range (exceeds 104° F (40°C)) for more than 4 hours</p>	<p>Question is a required accommodation. If “no”, provide explanation in comment box to assure that this question is addressed.</p>

Receipt, Stage, and Store (RSS) Site Survey

Cold Chain Management (Storage) Section	Refer to the CDC guidance related cold chain management.
Facility offers on-site refrigerated and frozen storage areas for cold chain managed items such as vaccines	Question is a required accommodation. If “no”, provide explanation in form to assure that this question is addressed.
Refrigerated storage area can maintain a controlled temperature between 35° F and 46° F (2° and 8°C)	Question is a required accommodation. If “no”, provide explanation in comment box to assure that this question is addressed.

Receipt, Stage, and Store (RSS) Site Survey

<p>Frozen storage area can maintain a controlled temperature of 5° F to -13° F (-15° C to -25° C)</p>	<p>Question is a required accommodation. If “no”, provide explanation in comment box to assure that this question is addressed.</p>
<p>Cold storage unit temperatures are or can be read twice each workday using calibrated thermometers with certificates of traceability and certification</p>	<p>Question is a required accommodation. If “no”, provide explanation in comment box to assure that this question is addressed.</p>
<p>Facility maintains a log of cold storage temperature readings</p>	<p>Question is a required accommodation. If “no”, provide explanation in comment box to assure that this question is addressed.</p>

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<p>Functional and tested alarm and notification system available to alert personnel if storage temperatures deviate outside of the specified norms</p>	<p>Question is a required accommodation.</p> <p>Due to the sensitive nature of some MCM products (e.g., vaccines) and the need to ensure product efficacy, temperatures must be maintained.</p>
<p>If no alarm and notification system is in place, someone is available to manually check temperature on an hourly basis</p>	<p>Question is a required accommodation. If “no”, describe how continuous temperature monitoring will be conducted if no electronic alarm system and no person is available to monitor to assure that this question is addressed.</p>

Receipt, Stage, and Store (RSS) Site Survey

Plan or survey includes description of cold chain storage (e.g., use of gel packs, endurotherms, refrigeration vehicles)	Reference survey or plan should be available for review upon request.
Describe contingency plan for providing cold storage for pharmaceuticals (medical countermeasures) if the capability does not exist at this facility	Required if cold storage for pharmaceuticals does not exist at the facility. Question is a required accommodation.
Based on state or local law enforcement security assessment, this facility is capable of securely receiving, storing, and staging federal MCM assets	Security assessment from state or local law enforcement required every 3 years as part of certification.

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<p>Facility located in a designated high crime area in comparison to other areas: Describe and provide source of information</p>	<p>State or local law enforcement security assessment can provide area designation, if no other source is available.</p>
<p>All exterior doors equipped with cylinder locks, deadbolts, or solid locks and high security hasps</p>	<p>Hasps are used for mounting padlocks to a variety of surfaces to control access and protect the padlock from additional attack on sensitive areas.</p>
<p>Facility has a locked area inside the building to store controlled substances: Size of the door for this area</p>	<p>Largest push package container is 43x62x80 inches. Door should accommodate this size.</p>

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<p>Interior has sufficient lighting to perform work required and maintain a safe workplace per OSHA Standards</p>	<p>Question is a required accommodation. If “no”, provide explanation in comment box to assure that this question is addressed.</p>
<p>Facility has eating and break areas</p>	<p>Question is a required accommodation. If “no”, describe the accommodation in form to assure that this question is addressed.</p>
<p>Facility has drinking water fountains or access to potable water</p>	<p>Question is a required accommodation. If “no”, describe potable water is provided for entire staff for the duration of the site activation in form to assure that this question is addressed.</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.



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