Operational Readiness Review

Dispensing Planning Form

Cities Readiness Initiative jurisdictions, directly funded localities, and U.S. territories and freely associated states

Jurisdiction

Name	Select jurisdiction

Determine Risks to the Health of the Jurisdiction

Date of most recently conducted jurisdictional risk assessment (JRA) or equivalent	
Evidence can be found (select all that apply)	☐ JRA ☐ Hazard vulnerability analysis (HVA) ☐ Other, specify ☐ No assessment available
Hazards identified in the assessment (select all that apply)	*(choices are below)*

- ☐ Agricultural disease outbreak
- ☐ Agro-terrorism
- ☐ Air quality (ozone/pollution advisories)
- ☐ Biological disease outbreak
- ☐ Biological terrorism - communicable (including A, B and C agents)
- ☐ Biological terrorism - noncommunicable (including A, B and C agents)
- ☐ Chemical terrorism
- ☐ Civil disorder
- ☐ Communications failure
- ☐ Conventional terrorism
- ☐ Cyber/technical incident
- ☐ Dam failure
- ☐ Drought
- ☐ Dust storms
- ☐ Earthquake
- ☐ Extreme cold
- ☐ Extreme heat
- ☐ Fires – large-scale (not wildfire)
- ☐ Flood
- ☐ Food-borne disease
- ☐ Hailstorm
- ☐ Hazardous materials incident – fixed facility
- ☐ Hazardous materials incident – transportation
- ☐ Hurricane/tropical storm
- ☐ Lightning
- ☐ Mass-casualty incidents
- ☐ Mass population surge
- ☐ Nuclear attack
- ☐ Pandemic influenza
- ☐ Power failure
- ☐ Radiological incident – fixed facility
- ☐ Radiological incident – transportation
- ☐ Radiological terrorism - (radiological dispersal device)
- ☐ Severe winter storm
- ☐ Sewer failure
- ☐ Storm surge
- ☐ Supply disruption (water, food, pharmaceuticals)
- ☐ Tornado
- ☐ Water supply contamination
- ☐ Wildfire
- ☐ Windstorm
- ☐ Other, specify
- ☐ Threat assessment not complete

Vulnerable Population Partners

Please refer to Dispensing Planning Form (CRI-DFL-TFAS) – Supplement A to input data for vulnerable population partners.

Vulnerable Local Populations

Estimate the number of people planned for with functional or access needs (including transportation) due to economic disadvantage	
Estimate the number of people planned for with communication barriers because of language or literacy	
Estimate the number of people planned for with functional or access needs due to medical issues or disability	
Estimate the number of elderly persons planned for with functional or access needs	
Estimate the number of infants and children under age 18 planned for with functional or access needs	

Activate the Emergency Public Information System

Plans describe roles and responsibilities of public information staff and stakeholders (select all that apply)	☐ Public information officer (PIO) ☐ Support staff/liaisons ☐ Behavioral or mental health subject matter experts (SMEs) ☐ Homeless shelter representative ☐ Backup PIO ☐ Joint information center (JIC) personnel ☐ Other, specify ☐ None identified

Evidence can be found (select all that apply)	☐ Annex to emergency operations plan (EOP)/primary plan ☐ EOP ☐ Local legislative mandates or laws ☐ Memoranda of understanding (MOUs)/memoranda of agreement (MOAs) with roles and responsibilities identified ☐ Medical countermeasure (MCM) operations plan ☐ Standard operating procedures (SOPs) ☐ Standard operating guide (SOG) ☐ Facility plan ☐ Other, specify
Required training plans for the PIO include (select all that apply)	☐ Federal Emergency Management Agency (FEMA) IS-250 ☐ Other, specify ☐ No training requirements identified for PIO in plans
Evidence can be found (select all that apply)	☐ Annex to EOP/primary plan ☐ EOP ☐ Local legislative mandates or laws ☐ MOUs/MOAs with roles and responsibilities identified ☐ MCM operations plan ☐ SOPs ☐ SOG ☐ Facility plan ☐ Other, specify

Plans include a process for dissemination of warning information through various channels (select all that apply)	☐ Methods to issue alerts, warnings, and notifications ☐ Methods for working with print, local media, social media sites ☐ Development of message templates based on planning/risk scenarios identified by risk assessment ☐ Other, specify ☐ None identified
Evidence can be found (select all that apply)	☐ Annex to EOP/primary plan ☐ EOP ☐ Local legislative mandates or laws ☐ MOUs/MOAs with roles and responsibilities identified ☐ MCM operations plan ☐ SOPs ☐ SOG ☐ Facility plan ☐ Other, specify
Plans include process for real-time translation of information specific to vulnerable populations (select all that apply)	☐ Economic disadvantage ☐ Medical issues or disability ☐ Infants and children under 18 ☐ Language and literacy ☐ Elderly ☐ Other, specify ☐ None identified

Evidence can be found (select all that apply)	☐ Annex to EOP/primary plan ☐ EOP ☐ Local legislative mandates or laws ☐ MOUs/MOAs with roles and responsibilities identified ☐ MCM operations plan ☐ SOPs ☐ SOG ☐ Facility plan ☐ Other, specify

Identify and Initiate MCM Dispensing

Evidence of a public health responder or critical infrastructure personnel (CIP) plan for anthrax dispensing campaign (select all that apply)	☐ Annex to EOP/primary plan ☐ EOP ☐ Local legislative mandates or laws ☐ MOUs/MOAs with roles and responsibilities identified ☐ MCM operations plan ☐ SOPs ☐ SOG ☐ Facility plan ☐ Other, specify

Communication platforms for notification of responders (select all that apply)	☐ E-mail ☐ Amateur radio/ham radio ☐ Satellite phone ☐ Landline dependent telephone ☐ Health Alert Network (HAN) ☐ Fax ☐ Two-way VHF/UHF 700/800/900 MHz communications ☐ Cellular phone ☐ Text ☐ Emergency System for Advance Registration of Volunteer Health Professionals (ESAR-VHP) ☐ Other, specify ☐ None identified
Last date communication platform was updated or tested (whichever is more recent)	

Receive MCMs

The process to request assistance from the state for MCM assets when a federal disaster is declared in the state is available in (select all that apply)	☐ Annex to EOP/primary plan ☐ EOP ☐ Local legislative mandates or laws ☐ MOUs/MOAs with roles and responsibilities identified ☐ MCM operations plan ☐ SOPs ☐ SOG ☐ Facility plan ☐ Other, specify

The process to request assistance from the state for MCM assets in the absence of federal disaster declaration is available in (select all that apply)	☐ Annex to EOP/primary plan ☐ EOP ☐ Local legislative mandates or laws ☐ MOUs/MOAs with roles and responsibilities identified ☐ MCM operations plan ☐ SOPs ☐ SOG ☐ Facility plan ☐ Other, specify
The process to request assistance from the state for MCM assets for an isolated, individual, or time-critical case is available in (select all that apply)	☐ Annex to EOP/primary plan ☐ EOP ☐ Local legislative mandates or laws ☐ MOUs/MOAs with roles and responsibilities identified ☐ MCM operations plan ☐ SOPs ☐ SOG ☐ Facility plan ☐ Other, specify
The process to request assistance from the state for MCM assets in coordination with tribal government(s) is available in (select all that apply)	☐ Annex to EOP/primary plan ☐ EOP ☐ Local legislative mandates or laws ☐ MOUs/MOAs with roles and responsibilities identified ☐ MCM operations plan ☐ SOPs ☐ SOG ☐ Facility plan ☐ Other, specify

Activate Dispensing Modalities - Plans for Points of Dispensing (PODs) Security Address

Evacuation procedures	☐ Yes ☐ No
Evidence can be found (select all that apply)	☐ Annex to EOP/primary plan ☐ EOP ☐ Local legislative mandates or laws ☐ MOUs/MOAs with roles and responsibilities identified ☐ MCM operations plan ☐ SOPs ☐ SOG ☐ Facility plan ☐ Other, specify
Exterior security for location	☐ Yes ☐ No
Evidence can be found (select all that apply)	☐ Annex to EOP/primary plan ☐ EOP ☐ Local legislative mandates or laws ☐ MOUs/MOAs with roles and responsibilities identified ☐ MCM operations plan ☐ SOPs ☐ SOG ☐ Facility plan ☐ Other, specify
Interior security for location	☐ Yes ☐ No

Evidence can be found (select all that apply)	☐ Annex to EOP/primary plan ☐ EOP ☐ Local legislative mandates or laws ☐ MOUs/MOAs with roles and responsibilities identified ☐ MCM operations plan ☐ SOPs ☐ SOG ☐ Facility plan ☐ Other, specify
Scalability	○ Yes ○ No
Evidence can be found (select all that apply)	☐ Annex to EOP/primary plan ☐ EOP ☐ Local legislative mandates or laws ☐ MOUs/MOAs with roles and responsibilities identified ☐ MCM operations plan ☐ SOPs ☐ SOG ☐ Facility plan ☐ Other, specify
Security breach procedures	○ Yes ○ No
Evidence can be found (select all that apply)	☐ Annex to EOP/primary plan ☐ EOP ☐ Local legislative mandates or laws ☐ MOUs/MOAs with roles and responsibilities identified ☐ MCM operations plan ☐ SOPs ☐ SOG ☐ Facility plan ☐ Other, specify
Security command/management plan	○ Yes ○ No

Evidence can be found (select all that apply)	☐ Annex to EOP/primary plan ☐ EOP ☐ Local legislative mandates or laws ☐ MOUs/MOAs with roles and responsibilities identified ☐ MCM operations plan ☐ SOPs ☐ SOG ☐ Facility plan ☐ Other, specify

Activate Dispensing Modalities - Process or Protocols for PODs Address

Adverse event reporting for dispensed drugs	☐ Yes ☐ No
Evidence can be found (select all that apply)	☐ Annex to EOP/primary plan ☐ EOP ☐ Local legislative mandates or laws ☐ MOUs/MOAs with roles and responsibilities identified ☐ MCM operations plan ☐ SOPs ☐ SOG ☐ Facility plan ☐ Other, specify
Providing information on adverse events (i.e., signage, information sheets)	☐ Yes ☐ No

Evidence can be found (select all that apply)	☐ Annex to EOP/primary plan ☐ EOP ☐ Local legislative mandates or laws ☐ MOUs/MOAs with roles and responsibilities identified ☐ MCM operations plan ☐ SOPs ☐ SOG ☐ Facility plan ☐ Other, specify
Record/log of drugs dispensed	○ Yes ○ No
Evidence can be found (select all that apply)	☐ Annex to EOP/primary plan ☐ EOP ☐ Local legislative mandates or laws ☐ MOUs/MOAs with roles and responsibilities identified ☐ MCM operations plan ☐ SOPs ☐ SOG ☐ Facility plan ☐ Other, specify
Reporting data to state/federal entities (e.g., Inventory Management and Tracking System [IMATS])	○ Yes ○ No
Evidence can be found (select all that apply)	☐ Annex to EOP/primary plan ☐ EOP ☐ Local legislative mandates or laws ☐ MOUs/MOAs with roles and responsibilities identified ☐ MCM operations plan ☐ SOPs ☐ SOG ☐ Facility plan ☐ Other, specify

Screening for the purpose of triaging visitors to the POD	◯ Yes ◯ No
Evidence can be found (select all that apply)	☐ Annex to EOP/primary plan ☐ EOP ☐ Local legislative mandates or laws ☐ MOUs/MOAs with roles and responsibilities identified ☐ MCM operations plan ☐ SOPs ☐ SOG ☐ Facility plan ☐ Other, specify

Identify Responder Safety and Health Risks

Process to identify all public health responders (including any first responders and critical infrastructure staff if applicable) that will be used in an incident or event is available in (select all that apply)	☐ Annex to EOP/primary plan ☐ EOP ☐ Local legislative mandates or laws ☐ MOUs/MOAs with roles and responsibilities identified ☐ MCM operations plan ☐ SOPs ☐ SOG ☐ Facility plan ☐ Other, specify
Process to ensure that mission-critical responders receive initial prophylaxis during an MCM incident is available in (select all that apply)	☐ Annex to EOP/primary plan ☐ EOP ☐ Local legislative mandates or laws ☐ MOUs/MOAs with roles and responsibilities identified ☐ MCM operations plan ☐ SOPs ☐ SOG ☐ Facility plan ☐ Other, specify

Notify Volunteers

Procedures to notify volunteers are available in (select all that apply)	☐ Annex to EOP/primary plan ☐ EOP ☐ Local legislative mandates or laws ☐ MOUs/MOAs with roles and responsibilities identified ☐ MCM operations plan ☐ SOPs ☐ SOG ☐ Facility plan ☐ Other, specify
Systems used to notify volunteers required to complete a dispensing or distribution campaign (select all that apply)	☐ E-mail ☐ Amateur radio/ham radio ☐ Satellite phone ☐ Landline dependent telephone ☐ HAN ☐ Fax ☐ Two-way VHF/UHF 700/800/900 MHz communications ☐ Cellular phone ☐ Text ☐ ESAR-VHP ☐ Other, specify ☐ None identified
Last date notification system was updated or tested (whichever is more recent)	