Operational Readiness Review

Distribution Planning

Cities Readiness Initiative jurisdictions

Jurisdiction

Name	Select jurisdiction

Preliminary Assessment to Determine Need for Public Activation

Date of most recent preparedness plans review/update	
Plans include strategies to coordinate with subject matter experts (SMEs) to inform incident management decision making (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
SMEs involved in developing plans include (select all that apply)	*(choices are below)*

☐ Biological SME
☐ Chemical SME
☐ Environmental hazards SME (environmental science)
☐ Epidemiologist
☐ Immunization coordinator/SME
☐ Laboratorian
☐ Medical SME
☐ MCM coordinator/SME
☐ Natural disaster SME
☐ Radiological SME

☐ Inventory management lead
☐ MCM coordinator
☐ Receipt, stage, store (RSS) coordinator
☐ Security lead
☐ Transportation strategy lead
☐ Warehouse logistics and operations lead
☐ Other, specify

☐ None in place

Activate Public Health Emergency Operations - Standard Operating Procedures Include

Full activation 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
Notification 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
Partial activation 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
Staff (by functional role/name) authorized to activate the emergency operations center (EOC)	○ 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 Public Health Emergency Operations - Identified Incident Command Staff

Incident Commander	◯ 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
Finance/Administration Section Chief	◯ 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
Liaison Officer	◯ 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
Logistics Section Chief	○ 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
Operations Section Chief	○ 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
Planning Section Chief	☐ 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
Public Information Officer	☐ 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
Safety Officer	☐ 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
Other staff type	*Please refer to Distribution Planning (CRIs) - Supplement A to input data for other staff.*

Direct and Activate Medical Materiel Management and Distribution - Transportation Agreements Include

Not applicable	○ Yes ○ No
Primary transport	○ 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
Backup transport	○ 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
Operators (number available)	○ Yes ○ No
Number of available drivers (e.g., car, van, pickup, bob-tail) and special-licensed operators (e.g., big-rig drivers, pilots)	

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
Types of drivers/specially licensed operators	☐ 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
Vehicles - load capacity	☐ 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
Vehicles - number available	○ 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
Vehicles – type	○ 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
Vendor agreements with MOUs	☐ 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
Procedures to maintain cold chain management	☐ 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
Jurisdiction's response time for initial transportation requirements	○ 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

Direct and Activate Medical Materiel Management and Distribution - Regional Distribution Site/Local Distribution Site (RDS/LDS) Staff Identified

Not applicable	○ Yes ○ No
Distribution lead, primary	○ 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
Distribution lead, backup	○ 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
Logistics, primary	○ 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
Logistics, backup	○ 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
Receiving site lead, primary	○ 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
Receiving site lead, backup	☐ 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 coordinator, primary	☐ 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 coordinator, backup	○ 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
Current Drug Enforcement Administration (DEA) registrant (identified or access to)	○ 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
Other staff type	*Please refer to Distribution Planning (CRIs) - Supplement A to input data for other staff.*

Acquire Medical Materiel - Plans Include the Following Elements for Requesting Medical Materiel

Assessment of local inventory/medical countermeasure caches	○ 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
Decision process (e.g., trigger indicators, thresholds, strategies)	○ 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
Identification of pharmaceutical or medical-supply wholesalers	○ 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
Process for requesting MCMs	○ 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

Establish and Maintain Security - Security Plans for Primary RSS Include

Not applicable	○ Yes ○ No
Security lead during public health emergency response	○ 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
Evacuation plans	○ 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 physical security of locations	☐ 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 physical security of 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
Security breach plans	☐ 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

Establish and Maintain Security - Transportation Security Plans Include

Not applicable	○ Yes ○ No
Crossing jurisdictional lines (defined by the jurisdiction)	○ 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
Crossing governmental sovereignty (e.g., tribal, if applicable)	○ 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
MCM arriving at RSS	○ 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
MCMs transported from RSS to RDS/LDS/receiving site (e.g., point of dispensing [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
MCMs transported from RDS/LDS to receiving site (e.g., 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

Distribute Medical Materiel - Allocation and Distribution Elements Include

Not applicable	○ Yes ○ No
Chain of custody	○ 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
Cold chain	○ 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
Delivery locations	☐ 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
Delivery schedule	☐ 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
Transportation method(s)	○ 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
Transportation routes	○ 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
Receipt from intermediary site (if applicable)	○ 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

Recover Medical Materiel and Demobilize - Recovery and Demobilization Elements Include

Not applicable	○ Yes ○ No
Recovery of durable medical equipment	○ 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
Recovery of materiel	○ 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