

DIVISION OF STRATEGIC NATIONAL STOCKPILE
LOCAL TECHNICAL ASSISTANCE REVIEW

CRI MSA Affiliate: MDPH Region 4A

Assessment Date: 5/28/12

County/Project Area/Planning Jurisdiction: Stow

Reviewer: Ryann Bresnahan

Baseline Data for Review¹		Response
1.	Local population covered by local planning jurisdictions' medical countermeasure dispensing plan being reviewed. TIP	6,500
a	Population within the CRI that is covered by this plan. TIP	6,500
Notes:		
2.	Hourly throughput needed to provide medical countermeasures to 100% of the population within 48 hours of decision to deploy SNS. TIP	180
a	Estimate of hours of POD operations to meet the 48 hour goal for dispensing after receipt of assets from state/local distribution. TIP	36
Notes:		
3.	Total number of Points of Dispensing (PODs) identified to cover 100% of the planning jurisdiction population. TIP	1
Notes:		
4.	Calculated total number for estimated hourly operational throughput based on modeling or exercise to provide medical countermeasures to 100% of the jurisdiction's population (from #1 above) within 48 hours, through operation of all PODs identified in #3. TIP	180
a	If Head of Household is authorized, what is the max number dispensed? No	Was Head of Household used in this calculation? No
Notes:		
5.	Number of PODs, (general population) identified and supported through written agreement. TIP	1
Notes:		
6.	Number of PODs (general population) with documented site-specific plans. TIP	1
Notes:		
7.	Number of PODs (general population) with identified primary and back-up management teams. TIP	1
Notes:		
8.	Estimated number of local government personnel and volunteers needed to staff 100% of POD functions for a medical countermeasure distribution and dispensing campaign. TIP	62
Notes: 31 persons per shift, 2 shifts per day		
9.	Current number of local government personnel and volunteers identified to staff 100% POD functions for a medical countermeasure distribution and dispensing campaign. TIP	55
Notes:		

¹ Additional clarification is provided for select Baseline Data questions through Excel ToolTip and through comment on Page 27.

DIVISION OF STRATEGIC NATIONAL STOCKPILE
LOCAL TECHNICAL ASSISTANCE REVIEW

10.	Lines 10a-h relates to specific types of closed PODS and alternate dispensing modalities present in the project area.	
a	Number of Closed PODs with healthcare entities/agencies (e.g., nursing homes, long term care facilities, skilled nursing facilities, retirement homes, hospitals, etc.)	0
b	Number of Closed PODs with private business (e.g., local chemical/power plant, grocery stores, newspapers, banks, hardware stores, car companies, etc.)	0
c	Number of Closed PODs with governmental agencies (e.g., DHS components, HHS operating divisions, VA Hospitals, local IRS offices, jails, juvenile detention programs, county/city departments, tribal, etc.)	0
d	Number of Closed PODs with military installations (e.g., active duty bases, National Guard units)	0
e	Number of Closed PODs with academic institutions (e.g., universities, colleges, high schools, school districts, elementary schools, etc.)	0
f	Number of Closed PODs with community-based agencies (e.g., Meals on Wheels, agencies assisting homeless, American Red Cross, United Way, VOAD, etc.)	0
g	Number of drive-thru PODs	0
h	Number of PODS using other types of alternate dispensing modalities (please explain in Notes section below)	1
Notes:	4.7.2 Traveling Dispensing Team	
11.	Population covered by all Closed PODs identified in 10a-f above. TIP	1%
Notes:		

DIVISION OF STRATEGIC NATIONAL STOCKPILE
LOCAL TECHNICAL ASSISTANCE REVIEW

SECTION ONE: DEVELOPING A PLAN WITH SNS ELEMENTS (3%)		
1.1	Local SNS planning elements are incorporated in the local all-hazards plan and are NIMS-compliant.	
<input checked="" type="checkbox"/>	1	Local SNS planning elements are incorporated into the local all-hazards plan and are NIMS-compliant.
<input type="checkbox"/>	0	Local SNS planning elements are not incorporated into the local all-hazards plan or are not NIMS-compliant.
NOTES: Stow EDS Plan (for next year, have EDS Plan inserted into CEMP for full credit)		

1.2	Local SNS planning elements are updated annually based on deficiencies revealed during federal and/or state conducted SNS Technical Assistance Reviews and state/local trainings and exercises.	
<input checked="" type="checkbox"/>	1	Planners have documentation that the local SNS planning elements included in the all-hazards plan are updated annually.
<input type="checkbox"/>	0	Planners do not have documentation and/or the local SNS planning elements included in the all-hazards plan are not updated annually.
NOTES: Region 4A Planner matrix, EDS Plan - Records and Modification Page (ii)		

1.3	Multi-discipline planning/advisory group or partners meet annually to review and/or update the SNS planning elements in the all-hazards plan.		
	<input checked="" type="checkbox"/> Health Department	<input checked="" type="checkbox"/> Department of Administrative/Finance	<input checked="" type="checkbox"/> Organizations Servicing At-Risk Pop.
	<input checked="" type="checkbox"/> Mental Health/Crisis Professionals	<input type="checkbox"/> Department of Corrections	<input type="checkbox"/> Private Business Representatives
	<input checked="" type="checkbox"/> Emergency Management Agency	<input type="checkbox"/> Military Installations	<input checked="" type="checkbox"/> Volunteer Organizations
	<input type="checkbox"/> State Office of Homeland Security	<input type="checkbox"/> Tribal Nations	<input type="checkbox"/> Civic Organizations
	<input checked="" type="checkbox"/> Public Works	<input type="checkbox"/> Regional HHS Liaison(s)	<input checked="" type="checkbox"/> Professional Organizations
	<input type="checkbox"/> Department of Transportation	<input type="checkbox"/> MMRS Representative	<input type="checkbox"/> Other
	<input checked="" type="checkbox"/> Law Enforcement	<input type="checkbox"/> NDMS Representative	
	<input type="checkbox"/> Hospitals/Alternate Care Facilities	<input checked="" type="checkbox"/> Medical Reserve Corps	
	<input checked="" type="checkbox"/> Emergency Medical Services	<input type="checkbox"/> Community Emergency Response Team	
	<input checked="" type="checkbox"/> Fire	<input type="checkbox"/> Home Health/Visiting Nurse	
<input checked="" type="checkbox"/>	1	The planning/advisory group includes representatives of 50% or more of the applicable agencies and institutions listed above and meeting documentation is available for review.	
<input type="checkbox"/>	0.5	The planning/advisory group includes less than 50% of representatives from the applicable agencies and institutions listed above and meeting documentation is available for review.	
<input type="checkbox"/>	0	A planning group has not been formed or meeting documentation is not available for review.	
NOTES: LEPC Meeting Minutes with parties attending			

1.4	The roles and responsibilities of local agencies and/or other organizations concerning SNS planning elements are documented.		
<input type="checkbox"/>	1	Local planners have supporting documentation indicating appropriate local agencies and/or other organizations acknowledge their roles and responsibilities concerning the SNS planning elements indicated in the local all-hazards plan.	
<input checked="" type="checkbox"/>	0	Local planners have no verifiable documentation that local agencies and/or other organizations have acknowledged their roles/responsibilities in SNS planning elements.	
NOTES: Requires Appendix B sign-off			

DIVISION OF STRATEGIC NATIONAL STOCKPILE
LOCAL TECHNICAL ASSISTANCE REVIEW

		State and local policies and/or procedures to support local mass prophylaxis operations and/or medical supplies management and distribution are referenced in the plan, including:
1.5	<input checked="" type="checkbox"/>	Process for requesting SNS assistance
	<input checked="" type="checkbox"/>	Policy for dispensing multiple regimens to family members and household at a dispensing site
	<input checked="" type="checkbox"/>	Policy for dispensing to unaccompanied minor
	<input checked="" type="checkbox"/>	Policy for minimum identification requirements in order to receive medication
	<input checked="" type="checkbox"/>	Policy for use of force by law enforcement
	<input type="checkbox"/>	Policy for providing prophylaxis to tribal nations (if applicable)
	<input type="checkbox"/>	Procedure for providing support to prophylaxis to military installation(s) within jurisdiction (if applicable)
<input checked="" type="checkbox"/>	1	All the applicable policy issues listed above have been reviewed, identified, and incorporated in the SNS planning efforts to support mass prophylaxis operations and/or medical supplies management and distribution.
<input type="checkbox"/>	0	All the applicable policy issues listed above have not been reviewed, identified and incorporated in the SNS planning efforts to support mass prophylaxis operations and/or medical supplies management and distribution.
NOTES:		EDS Plan Section 6

		Legal issues to support medical countermeasure distribution and dispensing are outlined in the plan, including:
1.6	<input checked="" type="checkbox"/>	Medical practitioners authorized to issue standing orders and protocols for dispensing sites
	<input checked="" type="checkbox"/>	Personnel authorized to dispense medications during a state of emergency
	<input checked="" type="checkbox"/>	Procurement of private property
	<input checked="" type="checkbox"/>	Liability protection
	<input checked="" type="checkbox"/>	Workers compensation
	<input checked="" type="checkbox"/>	Staff compensation
<input checked="" type="checkbox"/>	1	All of the legal issues listed above have been identified, outlined and referenced in the plan.
<input type="checkbox"/>	0	All of the legal issues listed above have not been identified, outlined and referenced in the plan.
NOTES:		Section 2, Planning and Assumptions; Appendix A, Civil Defence Act; Appendix H; Section 4.9
SECTION ONE: Points Divided by 6 =		

SECTION TWO: MANAGEMENT OF SNS (10%)		
2.1	Local SNS Coordinator identified with back-up and POC information.	
<input checked="" type="checkbox"/>	1	The local SNS Coordinator and back-up have been identified and their emergency contact information is available.
<input type="checkbox"/>	0.5	Only the local SNS Coordinator has been identified or POC information is not provided for person(s) identified.
<input type="checkbox"/>	0	Local SNS Coordinator and back-up have not been identified.
NOTES:		EDS Plan, Appendix C (37)

DIVISION OF STRATEGIC NATIONAL STOCKPILE
LOCAL TECHNICAL ASSISTANCE REVIEW

		Personnel (lead and back-up) have been identified at the local level to oversee the planning and management of the following functional area and contact information is documented.	
2.2	<input checked="" type="checkbox"/>	Staffing/Volunteer Coordination	<input checked="" type="checkbox"/> Dispensing Site operations
	<input checked="" type="checkbox"/>	Tactical Communications/IT Support	<input checked="" type="checkbox"/> Inventory Management
	<input checked="" type="checkbox"/>	Security Coordination	<input type="checkbox"/> Hospital/Alternate Care Facilities coordination
	<input type="checkbox"/>	RDS Operations, if applicable	<input checked="" type="checkbox"/> Public Information and Communication
	<input type="checkbox"/>	Distribution operations, if applicable	<input checked="" type="checkbox"/> Safety Coordination
<input checked="" type="checkbox"/>	1	Lead / management staff has been identified for all functional planning areas listed above and contact information is documented.	
<input type="checkbox"/>	0.5	Six or more of the lead and back-up staff have been identified and contact information documented.	
<input type="checkbox"/>	0	Less than six of the lead and back-up staff have been identified and contact information documented.	
NOTES:		Appendix C (37)	

2.3		Call-down lists for personnel identified in item 2.2 exist and are updated quarterly.
<input type="checkbox"/>	1	Call-down lists exist for all listed above and are updated quarterly.
<input checked="" type="checkbox"/>	0.5	Call-down lists exist for all listed above and are updated less than quarterly.
<input type="checkbox"/>	0	Call-down lists are not available for review.
NOTES:		Annually - Appendix C, and practised in EDS Call Down Drill Metric

2.4		Local jurisdiction conducts and documents call-down exercises of all personnel identified in item 2.2 at least quarterly
<input type="checkbox"/>	1	Call-down exercises are conducted quarterly, the results documented, and any identified discrepancies corrected and documented.
<input type="checkbox"/>	0.5	Call-down exercises are conducted but the results and discrepancies are not corrected or documented.
<input checked="" type="checkbox"/>	0	No documentation exists that quarterly call-down exercises were conducted.
NOTES:		

		SNS functions have been incorporated under the applicable functional area of the jurisdiction's Incident Command Structure and are documented.	
2.5	<input checked="" type="checkbox"/>	Staffing/Volunteer Coordination	<input checked="" type="checkbox"/> Inventory management
	<input checked="" type="checkbox"/>	Tactical Communications/IT Support	<input checked="" type="checkbox"/> Dispensing Site Operations
	<input checked="" type="checkbox"/>	SNS Security Coordination	<input type="checkbox"/> Hospital/Alternate Care Facilities Coordination
	<input type="checkbox"/>	RDS Operations, if applicable	<input checked="" type="checkbox"/> Public Information and Communication
	<input type="checkbox"/>	Distribution Operations, if applicable	<input checked="" type="checkbox"/> Safety Coordination
<input checked="" type="checkbox"/>	1	All of the above SNS functions are incorporated under the applicable functional area of the jurisdiction's ICS organizational chart.	
<input type="checkbox"/>	0.5	Six or more of the above SNS functions are incorporated under the applicable functional area of the jurisdiction's ICS organizational chart.	
<input type="checkbox"/>	0	Less than six of the above SNS functions are incorporated under the applicable functional area of the jurisdiction's ICS organizational chart.	
NOTES:		Appendix D, p. 44	

DIVISION OF STRATEGIC NATIONAL STOCKPILE
LOCAL TECHNICAL ASSISTANCE REVIEW

2.6	The local jurisdiction annually exercises the notification and activation process for all personnel below the local level management positions identified in item 2.2.	
<input type="checkbox"/>	1	The local jurisdiction has a plan, exercises the plan annually, and has a corrective action plan to address identified discrepancies.
<input checked="" type="checkbox"/>	0.5	The local jurisdiction has a plan in place but the plan is exercised on a less than annual basis and/or corrective actions plans are not in place.
<input type="checkbox"/>	0	A plan does not exist.
NOTES: (MRC Call Down documentation)		
SECTION TWO: Points Divided by 6 =		

SECTION THREE: REQUESTING SNS (3%)		
3.1	Plan to communicate with key local officials to discuss the incident to determine the need to request state assistance.	
<input checked="" type="checkbox"/>	1	Local health officials have a written plan to communicate with the key local leaders regarding the decision to request state assistance.
<input type="checkbox"/>	0	Local health officials do not have a written plan to communicate with the key local leaders regarding the decision to request state assistance.
NOTES: EDS Plan Section 4.2 (6)		

3.2	Personnel authorized by the local health director to request state assistance are identified in the plan with contact information.	
<input checked="" type="checkbox"/>	1	Personnel authorized to request are documented in the local all-hazards plan with contact information.
<input type="checkbox"/>	0	Personnel authorized to request are not documented in the local all-hazards plan.
NOTES: EDS Plan Section 4.2 (and noted in Appendix C) (p.6, 36)		

3.3	Plan details initial request justification guidelines and procedures for locals to request medical countermeasure distribution and dispensing assistance from the state.	
<input checked="" type="checkbox"/>	1	Plan details initial justification guidelines and procedures for requesting state assistance.
<input type="checkbox"/>	0	Plan does not detail initial justification guidelines and procedures for requesting state assistance.
NOTES: EDS Plan Section 2, Plan and Assumptions (3)		

3.4	Plan contains procedures for re-supply of medical countermeasures and material from the state.	
<input checked="" type="checkbox"/>	1	Plan describes procedures for requesting re-supply from the state.
<input type="checkbox"/>	0	Plan does not describe procedures for requesting re-supply from the state.
NOTES: EDS Plan Section 4.2 (6)		

3.5	Plans contain procedures for dispensing sites to request re-supply through their jurisdiction's incident command structure.	
<input checked="" type="checkbox"/>	1	Plan describes procedures for dispensing sites to request re-supply through their incident command structure.
<input type="checkbox"/>	0	Plan does not describe procedures for dispensing sites to request re-supply through their incident command structure.
NOTES: EDS Plan Section 4.2 (6)		

SECTION THREE: Points Divided by 5 =		
--	--	--

DIVISION OF STRATEGIC NATIONAL STOCKPILE
LOCAL TECHNICAL ASSISTANCE REVIEW

SECTION FOUR: COMMUNICATIONS PLAN (TACTICAL) (3%)	
4.1	Call down lists for tactical communication and/or IT support staff necessary to support communications pathway operations identified in 4.4 are reviewed and updated quarterly.
<input type="checkbox"/> 1	Communication/IT support call-down lists are reviewed and updated quarterly.
<input checked="" type="checkbox"/> 0	No documentation is presented that demonstrate that communication/IT support call down lists are reviewed and updated quarterly.
NOTES:	Appendix C (37) - updated annually

4.2	Job aids exist for Communications/IT support personnel.
<input checked="" type="checkbox"/> 1	A job aid is included in the plan for communication/IT support personnel.
<input type="checkbox"/> 0	A job aid has not been developed.
NOTES:	EDS Plan Appendix L

4.3	Redundant communications platforms and systems are in place and are tested quarterly to ensure communications remain available in the event primary communication systems are unavailable.	
	<input checked="" type="checkbox"/> Landline dependent telecommunications; landline telephones, FAX, Dial-up/DSL internet and email	<input checked="" type="checkbox"/> Amateur (HAM) Radio
	<input checked="" type="checkbox"/> Non-telephone based internet, email and web-based communications access systems; Satellite or Cable	<input checked="" type="checkbox"/> Two-Way VHF/UHF/700/800/900 MHz Communications
	<input checked="" type="checkbox"/> Cellular technologies and communications; phone, text	<input type="checkbox"/> Satellite telephone communications
	<input type="checkbox"/> Government Emergency Telecommunications Service "GETS"	
<input type="checkbox"/> 1	The local jurisdiction has documentation that six or more of the communication platforms or system categories listed above are available to link management/command locations and support agencies and those systems are used routinely or tested quarterly.	
<input checked="" type="checkbox"/> 0.5	The local jurisdiction has documentation that at four to five of the communication platforms or system categories listed above is available to link management and command locations and support agencies and those systems are used routinely or tested quarterly.	
<input type="checkbox"/> 0	The local jurisdiction has three or less of the above listed communication platforms or system categories.	
NOTES:	EDS Plan 4.6.1 (11), EDS Plan Appendix G (62)	

4.4	Communication pathways are established between command and management locations and support agencies, where applicable:	
	<input checked="" type="checkbox"/> Local EOC(s)	<input checked="" type="checkbox"/> RDS Locations
	<input checked="" type="checkbox"/> Local Health Department(s)	<input checked="" type="checkbox"/> Security
	<input checked="" type="checkbox"/> State and/or Regional EOC	<input checked="" type="checkbox"/> Transportation Resources
	<input checked="" type="checkbox"/> Dispensing Sites	<input type="checkbox"/> Regional Distribution (if applicable)
	<input checked="" type="checkbox"/> Hospitals/Alternate Care Facilities	
<input checked="" type="checkbox"/> 1	The plan contains documentation (e.g. matrix/flow-chart) that delineates communication pathways and support devices supporting all applicable command and management locations listed above.	
<input type="checkbox"/> 0.5	The plan contains documentation (e.g. matrix/flow-chart) that delineates communications pathways but does not identify the communication device(s) supporting each pathway.	
<input type="checkbox"/> 0	The plan does not contain documentation delineating communication pathways between command and management locations	
NOTES:	New insert, EDS Plan Section 4.2	

DIVISION OF STRATEGIC NATIONAL STOCKPILE
LOCAL TECHNICAL ASSISTANCE REVIEW

4.5		Communication networks (equipment/hardware) between command and management locations and support agencies are tested quarterly.
<input type="checkbox"/>	1	The local jurisdiction can provide documentation that communication networks are tested quarterly and corrective action plans have been developed to address identified deficiencies.
<input type="checkbox"/>	0.5	The local jurisdiction provides supporting documentation that communication networks have been tested less than quarterly.
<input checked="" type="checkbox"/>	0	The local jurisdiction is unable to provide supporting documentation that communication networks have been tested.
NOTES:		(Will be added to new insert in 4.2)

4.6		Designated personnel (identified in item 2.2) are trained in the use of redundant communications equipment.
<input type="checkbox"/>	1	The local jurisdiction can provide documentation to support that the designated personnel have been trained.
<input checked="" type="checkbox"/>	0	The local jurisdiction is unable to document that designated personnel have been trained.
NOTES:		
SECTION FOUR: Points Divided by 6 =		

SECTION FIVE: PUBLIC INFORMATION AND COMMUNICATION (PIC) (7%)		
5.1		Local public information and communication personnel (identified in 2.2) have been trained on responsibilities associated with a medical countermeasure distribution and dispensing campaigns.
		<input checked="" type="checkbox"/> Training of PIC personnel is documented
		<input checked="" type="checkbox"/> Job aids have been developed and approved for use
<input type="checkbox"/>	1	Both of the above are completed and documented.
<input checked="" type="checkbox"/>	0.5	One of the above is completed and documented.
<input type="checkbox"/>	0	None of the above has been completed or documented.
NOTES:		Health Agent trained in PIC, and Appendix L= job aids

5.2		A written PIC plan is developed to support a medical countermeasure distribution and dispensing campaign. The plan:
		<input checked="" type="checkbox"/> Is part of the all-hazards public information plan
		<input type="checkbox"/> Addresses coordination between local jurisdictions as well as with state to ensure message consistency
		<input checked="" type="checkbox"/> Identifies a media policy for all distribution and dispensing sites
		<input checked="" type="checkbox"/> Includes process for establishing hotline/call-bank procedures or other mechanisms to address questions/concerns from the public
<input type="checkbox"/>	1	All four of the components regarding a mass prophylaxis campaign mentioned above are included in the comprehensive written PIC plan.
<input checked="" type="checkbox"/>	0.5	Two or three of the components regarding a mass prophylaxis campaign mentioned above are included in the comprehensive written PIC plan.
<input type="checkbox"/>	0	Less than two of the components are present in the comprehensive written PIC plan.
NOTES:		Risk Communication Plan

DIVISION OF STRATEGIC NATIONAL STOCKPILE
LOCAL TECHNICAL ASSISTANCE REVIEW

5.3	The following PIC responsibilities appear on the job aid of the PIC liaison or other designated site staff:	
	<input checked="" type="checkbox"/>	Coordinate information with the lead PIO and/or JIC
	<input checked="" type="checkbox"/>	Serve as a point of contact for the media
	<input checked="" type="checkbox"/>	Handle public information messages, methods and materials
<input checked="" type="checkbox"/>	1	All three of the components above are included in site plans.
<input type="checkbox"/>	0.5	One or two of the components above are included in site plans.
<input type="checkbox"/>	0	None of the above is included in site plans.
NOTES:		EDS Plan, Appendix L

5.4	Messages that are consistent with state and federal guidance have been developed to support medical countermeasure distribution and dispensing at the local level and including messages to:			
	<input checked="" type="checkbox"/>	Prepare the public before an event	<input checked="" type="checkbox"/>	Help people navigate the dispensing sites
	<input checked="" type="checkbox"/>	Direct people to the dispensing sites	<input checked="" type="checkbox"/>	Provide information to people once they leave the dispensing sites
	<input checked="" type="checkbox"/>	Inform people about alternate dispensing methods	<input checked="" type="checkbox"/>	Ensure medication compliance
	<input checked="" type="checkbox"/>	1	Messages for a medical countermeasure distribution and dispensing campaign have been developed, completed, documented, and verified for all of the above.	
<input type="checkbox"/>	0.5	Messages for a medical countermeasure distribution and dispensing campaign have been developed, completed, documented, and verified for three to five of the above.		
<input type="checkbox"/>	0	Messages for a medical countermeasure distribution and dispensing campaign have been developed, completed, documented, and verified for two or less of the above.		
NOTES:		Risk Communication Plan, and provided signage for PODs		

5.5	Methods to disseminate the messages indicated in item 5.4 above have been developed, including:	
	<input checked="" type="checkbox"/>	Methods of communicating information that get people to the dispensing sites
	<input checked="" type="checkbox"/>	Methods of communicating information that get people through the dispensing sites
	<input type="checkbox"/>	Alternate methods to disseminate messages in case of electrical outages
	<input checked="" type="checkbox"/>	Development of pre-incident media relationships
<input type="checkbox"/>	1	Methods for disseminating messages during a medical countermeasure distribution and dispensing campaign have been developed, for all of the above.
<input checked="" type="checkbox"/>	0.5	Methods for disseminating messages during a medical countermeasure distribution and dispensing campaign have been developed, for at least two of the above.
<input type="checkbox"/>	0	Methods for disseminating messages during a medical countermeasure distribution and dispensing campaign have been developed, completed, documented, and verified for less than two of the above.
NOTES:		Risk Communication Plan, and provided signage for PODs

DIVISION OF STRATEGIC NATIONAL STOCKPILE
LOCAL TECHNICAL ASSISTANCE REVIEW

		Materials (fact sheets, press releases, signs) or templates that are consistent with state and federal guidance have been developed and cleared for use.	
5.6	<input checked="" type="checkbox"/>	To direct people to the dispensing sites	<input checked="" type="checkbox"/> To provide information to people after they leave the dispensing site
	<input checked="" type="checkbox"/>	To help people navigate the dispensing sites	<input checked="" type="checkbox"/> On medications used for prophylaxis and treatment
	<input checked="" type="checkbox"/>	On category A agents and critical public health threats	<input checked="" type="checkbox"/> A plan for mass reproduction and storage of printed materials
<input checked="" type="checkbox"/>	1	All of the above are developed and available for review.	
<input type="checkbox"/>	0.5	Three to five of the above are developed and available for review.	
<input type="checkbox"/>	0	Two or less of the above are developed and available for review.	
NOTES:		Risk Communication Plan, provided signage for PODs, EDS Plan Appendix N & O, VIS sheets	

		Local plans for information needs of at-risk populations include:	
5.7	<input checked="" type="checkbox"/>	Methods of communication to get people to and through dispensing sites	
	<input checked="" type="checkbox"/>	Definition and identification of at-risk population groups	
	<input checked="" type="checkbox"/>	Development of alternate methods for disseminating information to at-risk populations	
	<input checked="" type="checkbox"/>	Development of materials that are easy to read and have been translated to top languages in the community	
	<input checked="" type="checkbox"/>	A mechanism to translate information for non-English speaking, hearing impaired, visually impaired, or functionally illiterate individuals	
<input checked="" type="checkbox"/>	1	All of the above are completed, documented, and verified.	
<input type="checkbox"/>	0.5	Three or four of the above are completed, documented, and verified.	
<input type="checkbox"/>	0	Two or less of the above are documented and verified.	
NOTES:		Risk Communication/IRAA Plan, EDS Plan Section 4.7.2: Traveling Dispensing Team, iPads to be used for interpretation/translation as needed,	
SECTION FIVE: Points Divided by 7 =			

SECTION SIX: SECURITY (10%)			
		Security Manager, back-up and security support agencies have been identified, trained/oriented and contact information is available.	
6.1	<input checked="" type="checkbox"/>	Local level position (identified in 2.2) that coordinates the overall security issues has been trained on the specific security requirements for medical supplies management and distribution operations.	
	<input checked="" type="checkbox"/>	Local security support agencies identified and trained/oriented	
	<input checked="" type="checkbox"/>	Contact information is available for security support agencies	
<input checked="" type="checkbox"/>	1	The primary and back-up have been trained/oriented, contact information documented, and support agencies have been identified.	
<input type="checkbox"/>	0.5	The primary and back-up have not been trained/oriented, contact information documented, but support agencies have not been identified.	
<input type="checkbox"/>	0	The local jurisdiction has not identified a security coordinator or identified security-support agencies.	
NOTES:		EDS Plan Appendix C (37), Police/Fire have training documentation	

DIVISION OF STRATEGIC NATIONAL STOCKPILE
LOCAL TECHNICAL ASSISTANCE REVIEW

		Security plans for transportation of medical materiel have been developed.
		<input type="checkbox"/> Escort plans for materials coming from the RSS (if applicable)
		<input type="checkbox"/> Escort plans for materials leaving the Regional Distribution Site (if applicable)
		<input checked="" type="checkbox"/> Escort plans for transport of materials from dispensing sites to other sites that may need materiel
		<input checked="" type="checkbox"/> Escort of personnel to and from site venues
<input checked="" type="checkbox"/>	1	Applicable security escort plans have been addressed and documented.
<input type="checkbox"/>	0	Security escort plans have not been addressed and documented.
NOTES:		EDS Plan Section 4.8.3 (though only one site)

		Security Plans have been developed for dispensing site(s) and/or Regional Distribution Site(s) (if applicable) and include:
		1. Security and vulnerability assessment of location and facility strengths/weaknesses
		2. Interior physical security of location
	<input checked="" type="checkbox"/>	Security sweep prior to facility use/occupancy by staff or product
	<input checked="" type="checkbox"/>	Establishment of law enforcement officer posts
	<input checked="" type="checkbox"/>	Access control to locations within the facility
	<input checked="" type="checkbox"/>	Crowd control inside the facility
		3. Exterior physical security of location
	<input checked="" type="checkbox"/>	Specialized unit needs (canine, explosive ordnance disposal, tactical, traffic, etc.)
	<input checked="" type="checkbox"/>	Additional physical barriers (necessity and/or identification of source)
	<input checked="" type="checkbox"/>	Additional lighting (necessity and/or identification of source)
	<input checked="" type="checkbox"/>	Staging area for personnel and vehicles.
	<input checked="" type="checkbox"/>	Vehicular traffic control (ingress and egress)
	<input checked="" type="checkbox"/>	Crowd control, traffic management and parking outside the facility
	<input checked="" type="checkbox"/>	Access control to facility
		4. Command and management
	<input checked="" type="checkbox"/>	Establish command center for law enforcement
	<input checked="" type="checkbox"/>	Determine radio channels
	<input checked="" type="checkbox"/>	Ensure communication and coordination between law enforcement organizations
	<input checked="" type="checkbox"/>	Establish shifts
	<input checked="" type="checkbox"/>	Establish sufficient number of law enforcement officer assignments
		5. Evacuation plans
		6. Security breach plans
<input type="checkbox"/>	1	All of the above numbered items have been addressed and documented.
<input checked="" type="checkbox"/>	0.5	Two to five numbered items from above have been addressed and documented.
<input type="checkbox"/>	0	Less than two of the items numbered above have been addressed.
NOTES:		EDS Plan Appendix E, Site Security Plan (46)

DIVISION OF STRATEGIC NATIONAL STOCKPILE
LOCAL TECHNICAL ASSISTANCE REVIEW

		Badging procedures are in place for all personnel responding to a public health event involving medical materiel and resources.
6.4	<input checked="" type="checkbox"/> Badging procedures identify by:	
	<input type="checkbox"/>	<input checked="" type="checkbox"/> Name
	<input type="checkbox"/>	<input checked="" type="checkbox"/> Role
	<input type="checkbox"/>	<input checked="" type="checkbox"/> Venue
	<input type="checkbox"/>	<input checked="" type="checkbox"/> Access
	<input checked="" type="checkbox"/> Just-in-time training on badging procedures	
<input checked="" type="checkbox"/> Handling of spontaneous (not pre-event identified) volunteers		
<input checked="" type="checkbox"/>	1	The local jurisdiction has documented procedures that address both pre-event and spontaneous volunteers and has just-in-time training on badging procedures.
<input type="checkbox"/>	0	The local jurisdiction does not have any badging procedures documented.
NOTES:		EDS Plan Section 4.8.4 & 4.8.5 (14)

6.5		Site-specific security plans have been developed for dispensing sites and/or regional distribution sites (if applicable).
<input checked="" type="checkbox"/>	1	All dispensing sites and/or regional distribution sites have complete site-specific security plans.
<input type="checkbox"/>	0.5	50 % or more of the dispensing sites and/or regional distribution sites have complete site-specific security plans.
<input type="checkbox"/>	0	Less than 50% of the dispensing sites and/or regional distribution sites have complete site-specific security plans.
NOTES:		Hale Middle School - Site Security Plan (46)
SECTION SIX: Points Divided by 5 =		

SECTION SEVEN: REGIONAL/LOCAL DISTRIBUTION SITE (12%)		
IF APPLICABLE		
		Local Jurisdiction has a Regional Distribution Site (RDS) strategy that expedites the movement of medical material to the PODs and hospitals and/or alternate care facilities:
7.1	<input type="checkbox"/> Adequate RDS facilities have been identified to ensure rapid delivery of medical material	
	<input type="checkbox"/> Primary and backup locations have been identified	
	<input type="checkbox"/> Locations are based on time and distance	
	<input type="checkbox"/> Locations are based on population	
<input type="checkbox"/>	1	Strategically located RDS sites (show sites plotted on a local map) have been secured and feasible timelines for rapid movement of medical materials have been established.
<input type="checkbox"/>	0.5	An RDS plan is being developed but incomplete.
<input type="checkbox"/>	0	There is not a RDS plan that accounts for the movement of medical materiel.
NOTES:		

7.2		RDS facilities have been reviewed and approved for use by the state SNS Coordinator using an established Site Survey Tool.
<input type="checkbox"/>	1	All locations have been reviewed and approved for use by the state SNS Coordinator.
<input type="checkbox"/>	0.5	At least half (50%) of all locations have been reviewed and approved for use by the state SNS Coordinator.
<input type="checkbox"/>	0	Less than half (50%) of all locations have been reviewed and approved for use by the state SNS Coordinator.
NOTES:		

DIVISION OF STRATEGIC NATIONAL STOCKPILE
LOCAL TECHNICAL ASSISTANCE REVIEW

7.3	Written agreements are established for all approved RDS sites identified in 7.2.	
<input type="checkbox"/>	1	The local jurisdiction has signed written agreements with all RDS sites.
<input type="checkbox"/>	0.5	The local jurisdiction has signed written agreements with at least half (50%) of the RDS sites.
<input type="checkbox"/>	0	The local jurisdiction has signed written agreements with less than half (50%) of the RDS sites.
NOTES:		

The following RDS manager/leader and back-up staff have been identified for each RDS facility and staff POC is documented: (0.5 points for each position for a total of 8 points – includes both primary and back-up)			
7.4	POSITION	PRIMARY	BACK-UP
	RDS Manager/Leader	<input type="checkbox"/>	<input type="checkbox"/>
	Security Manager/Leader	<input type="checkbox"/>	<input type="checkbox"/>
	Safety Manager/Leader	<input type="checkbox"/>	<input type="checkbox"/>
	Communications/IT Manager /Leader	<input type="checkbox"/>	<input type="checkbox"/>
	Inventory Control Manager/Leader	<input type="checkbox"/>	<input type="checkbox"/>
	Shipping/Receiving Manager/Leader	<input type="checkbox"/>	<input type="checkbox"/>
	Pick Team Manager/Leader	<input type="checkbox"/>	<input type="checkbox"/>
	Quality Control Manager/Leader	<input type="checkbox"/>	<input type="checkbox"/>
NOTES:			

7.5		RDS Leaders/Managers and back-ups have a job aid and have been trained in RDS operations.	
		All RDS Leaders/Managers and their back-ups have:	
		<input type="checkbox"/> A job aid	
		<input type="checkbox"/> Training in RDS operations	
		<input type="checkbox"/> Documentation of RDS operations training	
<input type="checkbox"/>	1	All RDS Leaders/Managers and back-ups have a job aid, have been trained in RDS operations and training is documented	
<input type="checkbox"/>	0.5	All RDS Leaders/Managers and back-ups have a job aid and have been trained in RDS operations but training documentation is not available for review.	
<input type="checkbox"/>	0	A job aid is not available for RDS Leaders/Managers and back-ups and staff have not been trained in their RDS function.	
NOTES:			

7.6		Safety Manager/Leader and back-ups have a job aid and have been trained in their RDS function.	
		All Safety managers/leaders and their back-ups have:	
		<input type="checkbox"/> A job aid	
		<input type="checkbox"/> Training in RDS operations	
		<input type="checkbox"/> Documentation of RDS operations training	
<input type="checkbox"/>	1	All Safety managers/leaders and their back-ups have a job aid, have been trained in RDS operations and training is documented	
<input type="checkbox"/>	0.5	All Safety managers/leaders and their back-ups have a job aid and have been trained in RDS operations but training documentation is not available for review.	
<input type="checkbox"/>	0	A job aid is not available for Safety managers/leaders and their back-ups and staff have not been trained in their RDS function.	
NOTES:			

DIVISION OF STRATEGIC NATIONAL STOCKPILE
LOCAL TECHNICAL ASSISTANCE REVIEW

		Communications/IT Support and back-ups have a job aid and have been trained in RDS operations.
		All Communications/IT Support and their back-ups have:
7.7	<input type="checkbox"/> A job aid	
	<input type="checkbox"/> Training in RDS operations	
	<input type="checkbox"/> Documentation of RDS operations training	
<input type="checkbox"/>	1	All Communications/IT Support and back-ups have a job aid, have been trained in RDS operations and training is documented
<input type="checkbox"/>	0.5	All Communications/IT Support and back-ups have a job aid and have been trained in RDS operations but training documentation is not available for review.
<input type="checkbox"/>	0	A job aid is not available for Communications/IT Support and back-ups and staff have not been trained in their RDS function.
NOTES:		

		Inventory Manager/Leader and back-ups have a job aid and have been trained in RDS operations.
		All Inventory Manager/Leader and their back-ups have:
7.8	<input type="checkbox"/> A job aid	
	<input type="checkbox"/> Training in RDS operations	
	<input type="checkbox"/> Documentation of RDS operations training	
<input type="checkbox"/>	1	All Inventory Manager/Leader and back-ups have a job aid, have been trained in RDS operations and training is documented
<input type="checkbox"/>	0.5	All Inventory Manager/Leader and back-ups have a job aid and have been trained in RDS operations but training documentation is not available for review.
<input type="checkbox"/>	0	A job aid is not available for Inventory Manager/Leader and back-ups and staff have not been trained in their RDS function.
NOTES:		

		Shipping/Receiving Manager/Leader and back-ups have a job aid and have been trained in RDS operations.
		All Shipping/Receiving Manager/Leader and their back-ups have:
7.9	<input type="checkbox"/> A job aid	
	<input type="checkbox"/> Training in RDS operations	
	<input type="checkbox"/> Documentation of RDS operations training	
<input type="checkbox"/>	1	All Shipping/Receiving Manager/Leader and back-ups have a job aid, have been trained in RDS operations and training is documented
<input type="checkbox"/>	0.5	All Shipping/Receiving Manager/Leader and back-ups have a job aid and have been trained in RDS operations but training documentation is not available for review.
<input type="checkbox"/>	0	A job aid is not available for Shipping/Receiving Manager/Leader and back-ups and staff have not been trained in their RDS function.
NOTES:		

DIVISION OF STRATEGIC NATIONAL STOCKPILE
LOCAL TECHNICAL ASSISTANCE REVIEW

		Pick Team Manager/Leaders and back-ups have a job aid and have been trained in RDS operations.
		All Pick Team Manager/Leaders and their back-ups have:
7.10	<input type="checkbox"/>	A job aid
	<input type="checkbox"/>	Training in RDS operations
	<input type="checkbox"/>	Documentation of RDS operations training
<input type="checkbox"/>	1	All Pick Team Manager/Leaders and back-ups have a job aid, have been trained in RDS operations and training is documented
<input type="checkbox"/>	0.5	All Pick Team Manager/Leaders and back-ups have a job aid and have been trained in RDS operations but training documentation is not available for review.
<input type="checkbox"/>	0	A job aid is not available for Pick Team Manager/Leaders and back-ups and staff have not been trained in their RDS function.
NOTES:		

		Quality Control Managers/Leaders and back-ups have a job aid and have been trained in RDS operations.
		All Quality Control Managers/Leaders and their back-ups have:
7.11	<input type="checkbox"/>	A job aid
	<input type="checkbox"/>	Training in RDS operations
	<input type="checkbox"/>	Documentation of RDS operations training
<input type="checkbox"/>	1	All Quality Control Managers/Leaders and back-ups have a job aid, have been trained in RDS operations and training is documented
<input type="checkbox"/>	0.5	All Quality Control Managers/Leaders and back-ups have a job aid and have been trained in RDS operations but training documentation is not available for review.
<input type="checkbox"/>	0	A job aid is not available for Quality Control Managers/Leaders and back-ups and staff have not been trained in their RDS function.
NOTES:		

7.12		Call-down lists for all RDS Managers and operational staff/volunteers are reviewed for accuracy and tested quarterly.
<input type="checkbox"/>	1	Documented call-down lists are reviewed for accuracy, tested quarterly and corrections to call-down lists are documented.
<input type="checkbox"/>	0.5	Documented call-down lists are reviewed for accuracy and tested quarterly but corrections are not documented.
<input type="checkbox"/>	0	There is no documentation available that verifies staff call-down lists are reviewed quarterly.
NOTES:		

		Just-in-time (JIT) training materials have been developed for each of the RDS functions to familiarize personnel working within those functions:	
7.13	<input type="checkbox"/>	Safety	<input type="checkbox"/> Quality Control
	<input type="checkbox"/>	Shipping/Receiving	<input type="checkbox"/> Inventory Management
	<input type="checkbox"/>	Communications/IT	
	<input type="checkbox"/>	Pick Teams	
<input type="checkbox"/>	1	Training materials have been developed for all of the RDS functions.	
<input type="checkbox"/>	0.5	Training materials have been developed for four to five of the RDS functions.	
<input type="checkbox"/>	0	Training materials have been developed less than four of the for the RDS functions.	
NOTES:			

DIVISION OF STRATEGIC NATIONAL STOCKPILE
LOCAL TECHNICAL ASSISTANCE REVIEW

7.14	An inventory of material handling equipment for each RDS site is documented along with a list of materials/supplies that need to be procured and/or delivered at the time of event.	
<input type="checkbox"/>	1	An inventory listing containing appropriate material handling equipment is available for 100% of the RDS sites.
<input type="checkbox"/>	0.5	An inventory listing is available for 50% or more of the RDS sites.
<input type="checkbox"/>	0	An inventory listing is not available or available for less than 50% of the RDS sites.
NOTES:		

7.15	An inventory of office equipment for each RDS site is documented along with a list of materials/supplies that will need to be delivered and/or procured at time of event.	
<input type="checkbox"/>	1	An inventory listing containing appropriate office equipment is available for 100% of RDS sites.
<input type="checkbox"/>	0.5	An inventory listing is available for 50% or more of the RDS sites.
<input type="checkbox"/>	0	An inventory listing is not available or available for less than 50% of the RDS sites.
NOTES:		

7.16	The local plan lists individuals who are authorized to sign for SNS materiel.	
<input type="checkbox"/>	1	The local plan identifies and documents individuals who are authorized to sign for SNS materiel.
<input type="checkbox"/>	0	The local plan does not identify and document individuals who are authorized to sign for SNS materiel.
NOTES:		

7.17	The local plan addresses staff/volunteer management (e.g., work breaks, shift schedules, meals/snacks, lodging, family care, etc.).	
<input type="checkbox"/>	1	The local plan addresses staff/volunteer management and has written agreements with organizations providing services.
<input type="checkbox"/>	0	The local plan does not address staff/volunteer management.
NOTES:		

SECTION SEVEN: Points Divided by 24 =

SECTION EIGHT: INVENTORY MANAGEMENT (9%)		
8.1	An Inventory Management System (IMS) is in place with back-up. This may include inventory management software system, electronic spreadsheet or paper system.	
<input checked="" type="checkbox"/>	Inventory Management Software System	
<input checked="" type="checkbox"/>	Electronic Spread Sheet	
<input checked="" type="checkbox"/>	Paper System	
<input checked="" type="checkbox"/>	1	The local jurisdiction has two or more functional inventory management systems in place.
<input type="checkbox"/>	0.5	The local jurisdiction has one functional inventory management system in place.
<input type="checkbox"/>	0	The local jurisdiction does not have a functional inventory management system in place.
NOTES: Paper version is in EDS Plan Appendix K (68)		

DIVISION OF STRATEGIC NATIONAL STOCKPILE
LOCAL TECHNICAL ASSISTANCE REVIEW

8.2		All inventory staffs are identified and trained in IMS functions.
<input checked="" type="checkbox"/>	1	Inventory management staffs are identified and training in IMS functions is documented.
<input type="checkbox"/>	0.5	Inventory management staffs are identified but not trained in IMS functions.
<input type="checkbox"/>	0	Inventory management staff s have not been identified and trained.
NOTES:		MIMS Training - 4//26/12

8.3		Chain of custody procedures are outlined in the plan and include the process for tracking pharmaceutical lot numbers.
<input checked="" type="checkbox"/>	1	Written procedures are documented in the plan and include process for tracking lot numbers.
<input type="checkbox"/>	0	No written procedures are in place.
NOTES:		In EDS Plan, follows Appendix E: Site Security Plan

8.4		Procedure for chain of custody involving controlled substances received is outlined in the plan.
<input type="checkbox"/>	1	Written procedures are documented in the plan for chain of custody of controlled substances and include procedures for control during storage and transport from the RDS sites to all receiving sites and hospitals, as applicable.
<input type="checkbox"/>	0	No written procedures are documented in the plan for the chain of custody of controlled substances.
<input checked="" type="checkbox"/>	NA	Not applicable for this location.
NOTES:		

8.5		Local plan lists DEA Registrant(s) to issue DEA Form 222.
<input type="checkbox"/>	1	The local jurisdiction has identified and documented one or more DEA Registrants to issue DEA Form 222.
<input type="checkbox"/>	0	The local jurisdiction has not identified a DEA Registrant to issue DEA Form 222.
<input checked="" type="checkbox"/>	NA	Not applicable for this location.
NOTES:		

8.6		The local inventory management system has the capability to track the following data elements:	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Product Description	<input checked="" type="checkbox"/> Product Size
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Unit of Use	<input checked="" type="checkbox"/> National Drug Code (NDC)
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Lot Number	<input checked="" type="checkbox"/> Expiration Date
<input checked="" type="checkbox"/>	1	The local jurisdiction IMS can track all of the items listed.	
<input type="checkbox"/>	0.5	The local jurisdiction IMS can track three to five of the items listed.	
<input type="checkbox"/>	0	The local jurisdiction IMS can track two or less of the items listed.	
NOTES:		MIMS Handbook	

DIVISION OF STRATEGIC NATIONAL STOCKPILE
LOCAL TECHNICAL ASSISTANCE REVIEW

8.7	The local inventory management system can perform the following function(s):	
	<input checked="" type="checkbox"/>	Generate pick lists
	<input type="checkbox"/>	Generate bill of lading
	<input checked="" type="checkbox"/>	Track open and closed orders
	<input checked="" type="checkbox"/>	Track inventory levels throughout the distribution network
(*Note: if RDS does not apply and IMS system used at all PODs meets this minimum criteria, award full score (1) below.		
<input checked="" type="checkbox"/>	1	The local jurisdiction IMS can track or perform all of the items listed.
<input type="checkbox"/>	0.5	The local jurisdiction IMS can track or perform one to three of the items listed.
<input type="checkbox"/>	0	The local jurisdiction IMS cannot track or perform any of the items listed.
NOTES:		Only 1 EDS
SECTION EIGHT: Points Divided by 7 (6 or 5 if NA) =		

SECTION NINE: DISTRIBUTION (10%)
****IF APPLICABLE****

9.1	Distribution operations manager and back-up(s) have a job aid and have been trained in their functions.	
<input type="checkbox"/>	1	A job aid regarding distribution functions has been developed and both primary and back-up staff has received training in distribution functions.
<input type="checkbox"/>	0.5	A job aid regarding the distribution manager position has been developed, but no training has been conducted.
<input type="checkbox"/>	0	A job aid has not been developed for this position nor has training been conducted.
NOTES:		

9.2	Plan includes distribution strategy for delivery of medical materiel (such as delivery locations, routes, delivery schedule/frequency, fueling, repair, recovery, etc).	
<input type="checkbox"/>	1	The local plan includes a detailed strategy (mapping, frequency, routing, scheduling, etc.).
<input type="checkbox"/>	0.5	The local plan includes general strategy for distributing materiel.
<input type="checkbox"/>	0	The local plan does not have a medical materiel distribution strategy in place.
NOTES:		

9.3	Primary agency/organization has been identified to distribute medical materiel and a written agreement is in place.	
<input type="checkbox"/>	1	A primary agency/organization has been identified with responsibility for distributing medical materiel and a written agreement is in place.
<input type="checkbox"/>	0	Primary agency/organization has not been identified or acknowledged by written agreement.
NOTES:		

9.4	Back-up agency/organization has been identified to distribute medical materiel and a written agreement is in place.	
<input type="checkbox"/>	1	A back-up agency/organization has been identified with responsibility for distributing medical materiel and a written agreement is in place.
<input type="checkbox"/>	0	Back-up agency/organization has not been identified or acknowledged by written agreement.
NOTES:		

DIVISION OF STRATEGIC NATIONAL STOCKPILE
LOCAL TECHNICAL ASSISTANCE REVIEW

9.5	Transportation resource needs have been identified and are available to perform and support primary and re-supply activities for a medical countermeasure distribution campaign and include:	
	<input type="checkbox"/> Number of vehicles needed	<input type="checkbox"/> Number of drivers needed
	<input type="checkbox"/> Types of vehicles needed	<input type="checkbox"/> Type and number of support personnel needed
<input type="checkbox"/>	1	All the identified resources above are identified and accessible.
<input type="checkbox"/>	0.5	Two to three of the above resources are identified and accessible.
<input type="checkbox"/>	0	Less than two of the above resources are identified and accessible.
NOTES:		

9.6	Material Handling Equipment, MHE (pallet jacks, hand carts/dollies, forklifts), has been inventoried and plans are in place to support MHE needs at dispensing sites that will receive materiel.		
	<input type="checkbox"/>	1	All dispensing sites designated to receive material have been inventoried and plans are in place to support MHE needs.
	<input type="checkbox"/>	0.5	50% or more of all dispensing sites designated to receive material have been inventoried and plans are in place to support MHE needs.
<input type="checkbox"/>	0	Less than 50% of dispensing sites have been inventoried and plans are in place to support MHE needs or MHE needs have not been identified.	
NOTES:			

9.7	Just-in-time (JIT) training materials have been developed for the distribution functions:	
	<input type="checkbox"/> Chain of custody protocol	<input type="checkbox"/> Appropriate use of material handling equipment
	<input type="checkbox"/> Routing information	<input type="checkbox"/> Loading and off-loading materials
<input type="checkbox"/>	1	All of the above just-in-time training materials have been developed.
<input type="checkbox"/>	0.5	Two to four of the above just-in-time training materials have been developed.
<input type="checkbox"/>	0	Less than two of the above just-in-time training materials have been developed.
NOTES:		
SECTION NINE: Points Divided by 7 =		

SECTION TEN: MEDICAL COUNTERMEASURE DISPENSING (22%)		
10.1	The local mass prophylaxis/dispensing plan details the procedures for the following operational issues:	
	<input checked="" type="checkbox"/>	Dispensing multiple regimens to the public
	<input checked="" type="checkbox"/>	Collection of minimum data elements for each unit of medication dispensed
	<input checked="" type="checkbox"/>	Processing symptomatic individuals
	<input checked="" type="checkbox"/>	Processing unaccompanied minors
	<input checked="" type="checkbox"/>	Processing non-English speakers/hearing impaired/visually impaired/functionally illiterate
	<input type="checkbox"/>	Procedures for shift hours and shift change
<input checked="" type="checkbox"/>	Monitoring information on adverse events	
<input type="checkbox"/>	1	All of the elements listed are included in the local mass prophylaxis/dispensing plan.
<input checked="" type="checkbox"/>	0.5	Four to six of the elements listed are included in the local mass prophylaxis/dispensing plan.
<input type="checkbox"/>	0	Three or less of the elements listed are in the local mass prophylaxis/dispensing plan.
NOTES: EDS Plan Sections 6.1.6 (23), 6.1.3 (21), 6.1.7 (24), 4.9 (14), and 6.1.9 (25)		

DIVISION OF STRATEGIC NATIONAL STOCKPILE
LOCAL TECHNICAL ASSISTANCE REVIEW

10.2	The local mass prophylaxis/dispensing plan includes a rapid dispensing strategy for dispensing at POD sites.	
<input checked="" type="checkbox"/>	1	Rapid dispensing methods, policies and procedures are documented in the plan.
<input type="checkbox"/>	0.5	Rapid dispensing methods have been identified but policies and procedures are not outlined in the plan.
<input type="checkbox"/>	0	Rapid dispensing methods have not been identified.
NOTES:	EDS Plan Section 6.1.4 (22)	

10.3	Alternate dispensing modalities are included in the plan.	
<input checked="" type="checkbox"/>	1	Alternate dispensing modes have been identified and procedures are documented in the plan.
<input type="checkbox"/>	0.5	Alternate dispensing modes have been identified but details on policies and procedures are not outlined in the plan.
<input type="checkbox"/>	0	Alternate dispensing modes have not been identified.
NOTES:	EDS Plan Section 4.7.2: Traveling Dispensing Team (12)	

10.4	The local mass prophylaxis/dispensing plan includes established criteria, authorization and procedures to alter dispensing model to increase throughput.	
<input type="checkbox"/>	1	Plans are in place.
<input checked="" type="checkbox"/>	0	Plans are not in place.
NOTES:	Identified gap - RB & AJ developing language	

10.5	The plan specifies procedures for providing medical countermeasures to public health responders and critical infrastructure personnel.	
<input checked="" type="checkbox"/>	1	Public health responder and critical infrastructure medical countermeasure plans are in place.
<input type="checkbox"/>	0	Public health responder and critical infrastructure medical countermeasure plans are not in place.
NOTES:	EDS Plan Section 4.9 (14)	

10.6	The plan identifies and provides procedures for dispensing medical countermeasures to homebound and other at-risk populations.	
<input checked="" type="checkbox"/>	1	Homebound and at-risk populations are identified and procedures for dispensing medical countermeasures are in place.
<input type="checkbox"/>	0	Homebound and at-risk populations are not identified or plans are not in place.
NOTES:	EDS Plan Section 4.7.2 (12)	

10.7	There are site-specific plans for each of the dispensing/POD sites that include the following information:	
	<input checked="" type="checkbox"/>	Written agreement for use of the facility
	<input checked="" type="checkbox"/>	Facility manager with contact information and procedures for accessing the site
	<input checked="" type="checkbox"/>	Address and telephone numbers at the facility
	<input type="checkbox"/>	Inventory of available office equipment on site
	<input type="checkbox"/>	Inventory of available material handling equipment on site
	<input checked="" type="checkbox"/>	Written floor plans/clinic flow charts (traditional and streamlined)
	<input checked="" type="checkbox"/>	Specific delivery location identified w/plans to ensure 24/7 unblocked access by delivery trucks
<input checked="" type="checkbox"/>	1	All dispensing sites have a site-specific plan.
<input type="checkbox"/>	0.5	50% or more of dispensing sites have a site-specific plan.
<input type="checkbox"/>	0	Less than 50% of the dispensing sites have specific-plans.
NOTES:	For Hale Middle School, Appendix D (40)	

DIVISION OF STRATEGIC NATIONAL STOCKPILE
LOCAL TECHNICAL ASSISTANCE REVIEW

10.8	The plan specifies procedures for making the following items available at every dispensing/POD site before dispensing starts:	
	<input checked="" type="checkbox"/> Drug fact sheets	<input checked="" type="checkbox"/> Office equipment
	<input checked="" type="checkbox"/> Agent fact sheets	<input checked="" type="checkbox"/> Command and Control vests or other identifiers
	<input checked="" type="checkbox"/> Dispensing/medical supplies	<input checked="" type="checkbox"/> Communication equipment
	<input checked="" type="checkbox"/> Name/Address/Patient History (NAPH) forms	<input checked="" type="checkbox"/> Signs (interior and exterior)
	<input checked="" type="checkbox"/> Office supplies	<input checked="" type="checkbox"/> Crowd and traffic control equipment
<input checked="" type="checkbox"/>	1	Plans and procedures address all of the listed items and make them available at each dispensing site at time of event.
<input type="checkbox"/>	0.5	Plans and procedures address seven to nine of the listed items and make them available at each dispensing site at time of event.
<input type="checkbox"/>	0	Plans and procedures address less than seven of the listed items and make them available at each dispensing site at time of event.
NOTES:		EDS Plan Sections Appendix N (104) & O (119), Appendix D (40), NAPH (125)

10.9	Core management teams with back-ups have been identified and trained for each dispensing/POD site and have received training annually.	
<input checked="" type="checkbox"/>	1	Core management teams have been identified and trained for all dispensing/POD sites.
<input type="checkbox"/>	0.5	Core management teams have been identified and trained for more than 50% of the dispensing/POD sites.
<input type="checkbox"/>	0	Core management teams have been identified for less than 50% of the dispensing/POD sites.
NOTES:		EDS Plan, Appendix C (37)

10.10	Personnel other than core management teams are available to staff dispensing/POD sites.	
<input checked="" type="checkbox"/>	1	Personnel are available to staff all of the dispensing/POD sites.
<input type="checkbox"/>	0.5	Personnel are available to staff at least 50% of the dispensing/POD sites.
<input type="checkbox"/>	0	Personnel are available to staff less than 50% of the dispensing/POD sites.
NOTES:		MRC volunteers database

10.11	Volunteer/staff database is maintained and current:	
<input type="checkbox"/> There are adequate personnel in the database to staff all POD sites, including shift changes.		
<input type="checkbox"/> The database includes enough extra people to compensate for absent individuals.		
<input checked="" type="checkbox"/>	1	The database has sufficient volunteers identified to staff all POD sites, including shift changes.
<input type="checkbox"/>	0.5	The database has at least 50% of the number of people needed to staff all the PODs based on the jurisdiction's staffing
<input type="checkbox"/>	0	A database is absent or has less than 50% of the people needed based on the jurisdiction's staffing model.
NOTES:		MRC Volunteer database

DIVISION OF STRATEGIC NATIONAL STOCKPILE
LOCAL TECHNICAL ASSISTANCE REVIEW

10.12	The plan includes job aids and Just-In-Time training materials to support each staff position for all dispensing/POD roles identified in the plan. POD roles may include common POD roles, such as:		
	<input checked="" type="checkbox"/> POD Manager	<input checked="" type="checkbox"/> Triage Team	<input checked="" type="checkbox"/> Runners
	<input checked="" type="checkbox"/> IT/Communications	<input checked="" type="checkbox"/> Greeter/Triage Team	<input checked="" type="checkbox"/> Others, as applicable
	<input checked="" type="checkbox"/> Safety Officer	<input checked="" type="checkbox"/> Forms/Data Collection	<input type="checkbox"/> Other
	<input checked="" type="checkbox"/> Logistics Officer	<input checked="" type="checkbox"/> Dispensing Team	
<input checked="" type="checkbox"/> Greeters	<input checked="" type="checkbox"/> Inventory Control		
<input checked="" type="checkbox"/>	1	Job aids and just-in-time training materials for all identified POD roles are documented and available for review.	
<input type="checkbox"/>	0.5	Job aids for six or more of the identified POD roles are documented and available for review.	
<input type="checkbox"/>	0	Job aids for less than six of the identified POD roles are documented and available for review.	
NOTES:		EDS Plan Appendix L (69)	

10.13	The local plan includes details or reference to staff/volunteer management procedures and support (for example, work breaks, shift schedules, meals/snacks, lodging, family care, etc.).		
<input checked="" type="checkbox"/>	1	The local plan addresses staff/volunteer management and has written agreements with organizations providing services.	
<input type="checkbox"/>	0	The local plan does not address staff/volunteer management.	
NOTES:		EDS Plan Section 4.9 (14), written agreement with Shaw's	
SECTION TEN: Points Divided by 13 =			

SECTION ELEVEN: HOSPITALS AND TREATMENT CENTER COORDINATION (3%)			
IF APPLICABLE			
11.1	Process established for hospitals and treatment centers to be informed on how to request emergency medical materiel.		
<input type="checkbox"/>	1	Documentation is available verifying that hospitals and treatment centers have been informed of procedures.	
<input type="checkbox"/>	0	Documentation is not available verifying that hospitals and treatment centers have been informed of procedures.	
NOTES:			

11.2	The emergency medical materiel request process has been documented including identification and quarterly update of personnel authorized to request materiel for hospitals and treatment centers.		
<input type="checkbox"/>	1	All of the hospitals or treatment center sites have either identified personnel authorized to request materiel and contact information is updated quarterly or have implemented HICS and documented the emergency request process in emergency response plans.	
<input type="checkbox"/>	0.5	At least 50% of the hospitals or treatment center sites have either identified personnel authorized to request materiel and contact information is updated quarterly or have implemented HICS and documented the emergency request process in emergency response plans.	
<input type="checkbox"/>	0	Less than 50% of the hospitals or treatment center sites have either identified personnel authorized to request materiel and contact information is updated quarterly or have implemented HICS and documented the emergency request process in emergency response plans.	
NOTES:			

DIVISION OF STRATEGIC NATIONAL STOCKPILE
LOCAL TECHNICAL ASSISTANCE REVIEW

11.3	The local SNS plan includes documented procedures for hospitals and treatment centers to request emergency medical materiel.
<input type="checkbox"/> 1	Procedures for hospitals and treatment centers to request medical materiel are included in the plan.
<input type="checkbox"/> 0	Procedures for hospitals and treatment centers to request medical materiel are not included in the plan.
NOTES:	

11.4	Hospitals and treatment centers are trained annually on the emergency medical materiel request procedures.
<input type="checkbox"/> 1	All of hospitals and treatment centers have been trained on emergency medical materiel request procedures.
<input type="checkbox"/> 0.5	At least 50% of the hospitals and treatment centers have been trained on emergency medical materiel request procedures.
<input type="checkbox"/> 0	Less than 50% of the hospitals and treatment centers have been trained on emergency medical materiel request procedures.
NOTES:	

11.5	Hospital and treatment center request procedures have been exercised.
<input type="checkbox"/> 1	Request procedures have been exercised and can be verified for all hospitals and treatment centers and a corrective action plan addressing identified discrepancies is in place.
<input type="checkbox"/> 0.5	Request procedures have been exercised and can be verified for 50% or more of the hospitals and treatment centers and a corrective action plan addressing identified discrepancies are in place.
<input type="checkbox"/> 0	Request procedures have been exercised for less than 50% of the hospitals and treatment centers.
NOTES:	

SECTION ELEVEN: Points Divided by 5 =

SECTION TWELVE: TRAINING AND EXERCISE (8%)

12.1	Primary and back-up staffs have been assigned to lead, plan and oversee public health and medical countermeasure distribution and dispensing emergency preparedness-related training, exercise and evaluation.
<input checked="" type="checkbox"/> 1	Personnel have been assigned.
<input type="checkbox"/> 0	Personnel have not been assigned.
NOTES:	EDS Plan Section 5 (16)

12.2	The local jurisdiction has developed, identified and/or documented emergency preparedness training resources and opportunities related to medical countermeasure distribution and dispensing. Information includes course objectives, target audiences (i.e. public health staff, volunteers, etc) and scheduling.
<input checked="" type="checkbox"/> 1	The local jurisdiction has documented training resources and opportunities supporting medical countermeasure distribution and dispensing and other SNS specific activities.
<input type="checkbox"/> 0	The local jurisdiction has not documented training resources and offerings that support medical countermeasure distribution and dispensing and other SNS specific activities.
NOTES:	New insert, EDS Plan Section 5 (17)

DIVISION OF STRATEGIC NATIONAL STOCKPILE
LOCAL TECHNICAL ASSISTANCE REVIEW

12.3		The local jurisdiction participates or conducts training and exercise plan workshops (TEPW) annually and has developed a multi-year training and exercise plan in accordance with the Department of Homeland Security Exercise and Evaluation Program (HSEEP) guidance.
<input type="checkbox"/>	1	The local jurisdiction participates or conducts annual training and exercise workshop and has developed a multi-year training and exercise plan in accordance with HSEEP.
<input checked="" type="checkbox"/>	0	The local jurisdiction does not participate or conduct annual training and exercise workshops and has not developed a multi-year training and exercise plan in accordance with HSEEP.
NOTES:		Stow LEPC has not

12.4		The multi-year training and exercise plan is updated annually and incorporates medical countermeasure distribution and dispensing trainings, drills, discussion-based and operational exercises.
<input checked="" type="checkbox"/>	1	A multi-year training and exercise plan incorporating medical countermeasure distribution and dispensing activities that follow HSEEP guidance is available for review.
<input type="checkbox"/>	0.5	A multi-year training plan and exercise plan incorporating medical countermeasure distribution and dispensing activities has been developed and is available for review but has not been developed in accordance with HSEEP guidance.
<input type="checkbox"/>	0	A multi-year training and exercise plan is not developed and available for review or does not incorporate medical countermeasure distribution and dispensing activities that are to be tested and evaluated.
NOTES:		Region 4A MYTEP

12.5		After Action Reports/Improvement Plans (AAR/IP) are developed in accordance with HSEEP guidance.
<input checked="" type="checkbox"/>	1	Discussion-based and/or operational based exercises incorporating medical countermeasure distribution and dispensing activities are conducted and after action reports/improvement plans are completed in accordance with HSEEP principles and standards.
<input type="checkbox"/>	0.5	Discussion-based and/or operational based incorporating medical countermeasure distribution and dispensing activities are conducted but after action reports and and/or operational based exercises are not completed in accordance with HSEEP principles and standards.
<input type="checkbox"/>	0	Discussion-based and operational exercises incorporating medical countermeasure distribution and dispensing activities are not performed or documented
NOTES:		2011 Stow Flu Clinic/EDS Drill AAR

12.6		The local jurisdiction can demonstrate that annual training has been performed for the following SNS functional areas or processes. (0.5 points for each element – 6 total points)			
		FUNCTION	Trained Annually	FUNCTION	Trained Annually
		Overall SNS Planning Elements	<input checked="" type="checkbox"/>	Security Operations	<input checked="" type="checkbox"/>
		Management of Operations	<input checked="" type="checkbox"/>	Inventory Management	<input checked="" type="checkbox"/>
		Local-State Requesting SNS Procedures	<input type="checkbox"/>	Dispensing Operations	<input checked="" type="checkbox"/>
		POD-Local Requesting SNS Procedures	<input type="checkbox"/>	Distribution Operations (If Applicable)	<input type="checkbox"/>
		Communications Plan (Tactical)	<input checked="" type="checkbox"/>	Regional/Local RDS Operations (If applicable)	<input type="checkbox"/>
		Public Information and Communication	<input checked="" type="checkbox"/>	Hospitals and Treatment Center Coordination (If Applicable)	<input type="checkbox"/>
NOTES:					
		SECTION TWELVE: Points		Divided by 11 =	

DIVISION OF STRATEGIC NATIONAL STOCKPILE
LOCAL TECHNICAL ASSISTANCE REVIEW

Scoring Instructions

- Divide points scored in an individual section by total points for that section. This gives a section score.
- To determine overall score, multiply the section score by the section weight for a weighted score.
- Sum of all weighted scores is the Overall Score.

OVERALL SCORE

Section Number	Section	Points	Max Points	Section Score	Section Weight	Weighted Score
1	Developing a Plan with SNS Elements		6		3%	
2	Management of SNS		6		10%	
3	Requesting SNS		5		3%	
4	Communications Plan (Tactical)		6		3%	
5	Public Information and Communication		7		7%	
6	Security		5		10%	
7	Regional/Local Distribution Site		24		12%	
8	Inventory Management		7		9%	
9	Distribution		7		10%	
10	Medical Countermeasure Dispensing		13		22%	
11	Hospital and Treatment Center Coordination		5		3%	
12	Training and Exercise		11		8%	
Final TAR Score =						

N/A Instructions

- If Section 7 is not applicable, add all sections **except** for Regional/Local Distribution Site.
- If Section 9 is not applicable, add all sections **except** for Distribution.
- If Section 11 is not applicable, add all sections **except** for Hospitals and Treatment Center Coordination.

Use this table if you have one or multiple sections that are not applicable:

If Section 7 is N/A	Divide sum of Weighted Score by .88
If Section 9 is N/A	Divide sum of Weighted Score by .90
If Section 11 is N/A	Divide sum of Weighted Score by .97
If Sections 7 and 9 is N/A	Divide sum of Weighted Score by .78
If Sections 7 and 11 are N/A	Divide sum of Weighted Score by .85
If Sections 9 and 11 are N/A	Divide sum of Weighted Score by .87
If Sections 7, 9 and 11 are N/A	Divide sum of Weighted Score by .75

DIVISION OF STRATEGIC NATIONAL STOCKPILE
LOCAL TECHNICAL ASSISTANCE REVIEW

Baseline Data TIP explanation from page 1.

1. Local population covered by local planning jurisdiction's medical countermeasure dispensing plan.

TIP: *The most current US Census population and citation that reflect the population covered by the jurisdictional SNS Plan under review. If this local planning jurisdiction is a health district, please define the counties or other criteria for identification of population coverage in the NOTES section.*

1a. Population within the CRI that is covered by this plan.

TIP: *Identify the population within the CRI that is covered by the plan. Depending on your plan coverage, this population may be the same as the population identified in 1.*

2. Hourly throughput needed to provide medical countermeasures to 100% of the population within 48 hours of decision to deploy SNS.

TIP: *The theoretical to provide [medical] countermeasures to 100% of the [jurisdictional] population is a critical planning consideration and should be based on the population within the jurisdiction that will receive countermeasures divided by the total hours of POD operation. The hours for POD operation should be estimated as 48 hours minus time for CDC deployment and state and local distribution ($48 - (12 + X)$).*

2a. Estimate of hours of POD operations to meet the 48 hour goal for dispensing after receipt of assets from state/local distribution.

TIP: *Time for operation of PODs less time for SNS, state and local distribution. The operational window will be 48 hours less, 12 hours for SNS and additional estimates for state and local delivery, ($48 - (12 + X)$).*

3. Total number of Points of Dispensing (PODs) identified to cover 100% of the planning jurisdiction population.

TIP: *Total PODs (general population) that have been identified to serve the population identified in #1.*

4. Calculated total number of estimated hourly operational throughput, based on modeling, exercise or estimate, to provide medical countermeasures to 100% of the jurisdiction's population within 48 hours through operation of all PODs identified in #3.

TIP: *Throughput should be defined as the number of persons expected to visit the POD (i.e. prophylaxed) per hour. Depending on the PODs in your jurisdiction, estimates can be calculated or estimated in several ways. For jurisdictions that have all similar sized PODs they can submit an estimate of the number of people receiving at an individual POD per hour and make a notation that this is single site estimate that is applicable to all PODs. For jurisdictions that have POD sites that vary significantly in size, layout and throughput, a combined total estimated of throughput should be provided. Indications of use of Head of Household dispensing and number of regimens per HOH are to be identified. The operational window and denominator of the calculation will be that estimate of POD hour operations determines in 2a ($48 - (12 + X)$). Please refer to the DSNS Point of Dispensing (POD) Standards, April 2008 for additional considerations.*

5. Number of PODs, (general population) identified and supported through written agreement.

TIP: *Number of PODs with established MOA's, MOUs or other written agreements in place to support a medical countermeasure dispensing campaign during a public health emergency.*

6. Number of PODs, (general population) with documented site-specific plans.

TIP: *Number of PODs with completed site specific operational plans. Number of PODs with in-progress or incomplete plans should be placed under NOTES section.*

7. Number of PODs (general population) with identified primary and back-up management teams.

TIP: *Number of PODs that have primary and back-up management staff identified and rostered.*

DIVISION OF STRATEGIC NATIONAL STOCKPILE
LOCAL TECHNICAL ASSISTANCE REVIEW

- 8. Estimated number of local government personnel and volunteers needed to staff 100% of POD functions for a medical countermeasure distribution and dispensing campaign.**

TIP: *Estimated number of personnel needed to staff all POD operational functions.*

- 9. Current number of local government personnel and volunteers identified to staff 100% POD functions for a medical countermeasure distribution and dispensing campaign.**

TIP: *Number of personnel currently available through public health or volunteer databases to staff operations and security at all PODs.*

- 11. Population covered by all closed PODs. (10a-f above)**

TIP: *Total population to receive medical countermeasure at closed POD locations identified in 10a-f. Clarification or additional detail can be placed in Notes section.*