

# New Medical Countermeasure Coordinator Start-Up Guide



## Background

The Medical Countermeasures (MCM) Coordinator plays an integral role in ensuring their organization has the capability to respond to any emergency requiring the dispensing of MCM. Natural disasters, infectious diseases, and the threat of bioterrorism challenge public health's capacity to swiftly respond using quality, proven plans. Dispensing MCM, a key role in public health, has the added burden of limited response time if lives are to be saved. Because the role of the MCM Coordinator is a daunting job for anyone—but especially a new coordinator—NACCHO developed this *New Medical Countermeasure Coordinator Start-Up Guide*.

This guide is based on the recommendations of expert MCM Coordinators with years of experience in MCM planning and response. This guide provides resources and a timeline with practical, step-by-step tips about how to build competency in providing MCM in public health emergencies.



## Building Competency

Basic

0–6 MONTHS

### Step 1: Review Agency MCM Plans and MCM Planning Guidance and do the following:

- Develop questions about the creation and purpose of the MCM plan.
- Identify how the agency interacts with its MCM plan.
- Review all MCM Scoring Systems (MCM Operational Readiness Review (ORR) Tool or State MCM Systems).
- Obtain a Join Account with access to OnTRAC from the Centers for Disease Control and Prevention (CDC).
- Identify any questions based on the scoring and criteria.

### Step 2: Read the following documentation listed in the Guidance Resources section of this document:

- *Public Health Preparedness Capabilities: National Standards for State and Local Planning*, HHS & CDC; and
- ORR Guidance, CDC.

### Step 3: Contact the following partners:

- Set up a meeting with the state's MCM Coordinator to discuss questions generated from the review of your agency plan, the CDC MCM ORR Tool, and the State Strategic National Stockpile (SNS) Plan.
- Begin to make contact with MCM partners (neighboring counties, other coordinators, state resources).
- Contact Emergency Management Coordinators for your jurisdiction.

### Step 4: Arrange to complete CDC's in-person Introduction to Strategic National Stockpile Operations Course available through the Center for Domestic Preparedness (<https://cdp.dhs.gov/find-training/course/PER-310>).

## Intermediate

6–12 MONTHS

**Step 1:** Participate in CDC’s online training courses (<https://www.cdc.gov/phpr/stockpile/training.htm>).

**Step 2:** Read the following documentation listed in the Guidance Resources section of this document:

- *Receiving, Distributing, and Dispensing SNS Assets: A Guide for Preparedness, Version 11, CDC.*
- NACCHO’s Toolbox, includes MCM Tools.

**Step 3:** Review past after-action reports to identify areas for growth within your agency’s MCM plan; compare areas for improvements with CDC Preparedness Capabilities and ORR Guidance.

**Step 4:** Develop a plan for revising current MCM Plan to strengthen its deficiencies.

**Step 5:** Contact the following partners:

- People with knowledge about MCM partnerships between public and private entities; and
- State MCM Coordinator, who can help identify people who may excel in areas where deficiencies are present.

## Advanced

12–24 MONTHS

**Step 1:** Review the healthcare planning tools (Surge, Alternate Care Centers, Facility Evacuations, Alternate Standards of Care, Hospital MCM Planning tools).

**Step 2:** Read the following documentation listed in the Guidance Resources section of this document:

- *Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide 101, Version 2.0.*
- *2017–2022 Health Care Preparedness & Response Capabilities.*
- ASPR TRACIE Portal, includes topic collections.
- *Community Planning Framework for Healthcare Preparedness, CDC.*

**Step 3:** Conduct drills and exercises to test and revise the plan; complete an exercise design course that is HSEEP focused, including knowledge of AAR’s and IP’s.

**Step 4:** Contact the following partners:

- Hospitals within your jurisdiction, especially to review MCM planning elements and opportunities; and
- Healthcare agencies/partners, especially to review planning elements for emergency resources.



## Key Players

- CDC – MCM Resources from [CDC’s OnTRAC site](#)
- HHS – Specific Public Health Emergency Preparedness (PHEP) & Hospital Preparedness Program (HPP) resources at [HHS’s grant website](#) & [HHS’s website](#)
- HHS – ASPR – Broad range of resources through [ASPR’s TRACIE website](#)
- FEMA – Resources at [FEMA’s CPG 101 website](#) & [FEMA’s NIMS website](#)
- NACCHO – Broad set of resources through [NACCHO’s Toolbox website](#)
- State SNS Coordinator – State SNS/MCM Distribution Plan
- Other MCM Coordinators (in state) – Local MCM Distribution/Dispensing Plans



## Guidance Resources

### MCM DISTRIBUTION & DISPENSING

**\*Receiving, Distributing, and Dispensing SNS Assets: A Guide for Preparedness, Version 11**

*Centers for Disease Control and Prevention*

Complete descriptions of MCM functional requirements

Available through [CDC's OnTRAC site](#)

**\*Operational Readiness Review (ORR) Guidance, CDC**

*Centers for Disease Control and Prevention*

Descriptions of MCM requirements of the CDC's MCM ORR

Available through [CDC's OnTRAC site](#)

**\*HPP-PHEP Cooperative Agreement Funding Opportunity Announcement (FOA)**

*Department of Health and Human Services*

Descriptions of FOA requirements for PHEP and HPP

Available through [HHS's grants website](#)

**Recommended Infrastructure Standards for Mass Antibiotic Dispensing**

*Centers for Disease Control and RAND Corporation*

Report about subject matter expert support of MCM dispensing

Available from [RAND's website](#)

**\*Public Health Preparedness Capabilities: National Standards for State and Local Planning**

*Department of Health and Human Services and*

*Centers for Disease Control and Prevention*

15 public health capabilities, including #8 for MCM Dispensing and #9 for Medical Materiel Management and Distribution

Available from [CDC's website](#)

**New Tools for Assessing State and Local Capabilities for Countermeasure Delivery**

*Centers for Disease Control and RAND Corporation*

An assessment of MCM capabilities

Available from [RAND's website](#)

**Receiving 60-Day Anthrax Medical Countermeasures from CDC's Strategic National Stockpile, July 2017**

*Centers for Disease Control and Prevention*

Guidance for extended antibiotic dispensing

Available from [CDC's OnTRAC site](#)

### EMERGENCY PREPAREDNESS

**\*Developing and Maintaining Emergency Operations Plans (EOP), Comprehensive Preparedness Guide (CPG) 101, Version 2.0**

*Federal Emergency Management Agency*

National guidance and standards for an All-Hazards EOP

Available from FEMA's [CPG 101 website](#)

**National Incident Management System (NIMS)**

*Federal Emergency Management Agency*

National system for coordination of all emergency management

Available from FEMA's [NIMS website](#)

**\*2017–2022 Health Care Preparedness & Response Capabilities**

*Department of Health and Human Services*

Prep & Respond: Adverse health effects of emergencies/disasters

Available from [HHS' website](#)

*\*Must-read guidance resources*

## **CMS and Disasters: Resources at Your Fingertips**

*Centers for Medicare and Medicaid Services and Office of the Assistant Secretary for Preparedness and Response*

CMS EOP resources

Available from ASPR's [TRACIE website](#)

## **RESOURCE PORTALS AND WEBSITES**

### **\*ASPR TRACIE Portal**

*Office of the Assistant Secretary for Preparedness and Response*

Resources under specific health and medical preparedness topics

Available from ASPR's [TRACIE website](#); registration required

### **Prep Toolkit and the National Preparedness System**

*Federal Emergency Management Agency*

National Preparedness System - whole community preparedness

activities to help in achieving the National Preparedness Goal

Available from [FEMA's website](#); registration required

### **\*The NACCHO Toolbox**

*National Association of County and City Health Officials*

Preparedness resources in many topic areas, including MCM

Available from NACCHO's [Toolbox website](#); register to download files

### **CDC Train**

*Centers for Disease Control and Prevention*

Collection of training resources on mass prophylaxis and MCM

Available from [CDC's website](#); registration required

### **Center for Domestic Preparedness**

*Federal Emergency Management Agency*

Preparedness trainings on public health topics including PODs and SNS

Available through [FEMA's website](#); registration required

## **Other Key Resources**

### **MEDICAL-HEALTH RESOURCES**

#### **Community Planning Framework for Healthcare Preparedness**

*Centers for Disease Control and Prevention*

Tool to enhance community plans for medical surge

Available through [CDC's website](#)

#### **National Health Security Strategy & IP (2015–18)**

*Department of Health and Human Services*

Lower health consequences of large-scale emergencies

Available through [HHS's website](#)

#### **HHS Pandemic Influenza Plan (2017 Update)**

*Department of Health and Human Services*

2017 Update builds upon goals of the 2005 Pan Flu Plan

Available through [HHS's website](#)

Also: CDC's [Pandemic Influenza webpage](#)

*\*Must-read guidance resources*

## Core Competencies for Disaster Medicine and Public Health

*American Medical Association*

11 core competencies of disaster medical-health staff

Available through [NCDMPH's website](#)

## Report On the Domestic Natural Disaster Health Workforce

*National Center for Disaster Medicine and Public Health, with funding from HHS/ASPR*

Health workforce expectations in a natural disaster response

Available from [NCDMPH's website](#)

## Extended Medical Countermeasure Distribution and Dispensing Considerations for Anthrax Incidents

*Association of State and Territorial Health Officials & National Association of County and City Health Officials*

NACCHO/ASTHO guidance on extended anthrax response

Available from [ASTHO's website](#)

## Emergency Preparedness for Clinicians - From Guidelines to the Front Line

*Centers for Disease Control and Prevention*

Webinar slides featuring four subject matter experts discussing response to disasters involving specialized healthcare requirements

Available from [CDC's website](#)

## Emergency Management Principles and Practices for Healthcare Systems, Second Edition

*Veterans Health Administration*

VHA curriculum for hospital staff

Available from the [California Hospital Association's website](#)

## At-Risk Populations eTool

*Centers for Disease Control and Prevention*

Tool to define, locate, and reach persons with access and functional needs in an emergency

Available from [CDC's website](#)

## Factors that Will Most Significantly Impact the Effectiveness of MCM Distribution

*Los Angeles County Department of Public Health*

Table of key requirements for successful MCMDD with input from three MCM subject matter experts

Exercise files are available on [LACDPH's website](#)

## EMERGENCY MANAGEMENT

### The Evolution of Public Health Emergency Management as a Field of Practice

*American Journal of Public Health*

Explores the intersections between the fields of public health & emergency management

Available from [AJPH's website](#)

## National Response Framework

*Federal Emergency Management Agency*

Describes U.S. emergency response to all types of disasters

Available from [FEMA's website](#)

## Congressional Primer on Responding to Major Disasters and Emergencies

*Congressional Research Service*

Prep & Respond: Adverse health effects of emergencies/disasters

Available from [Congressional Research Service's website](#)

## Supply Chain Disaster Preparedness Manual - planning template

*Centers for Disease Control and Prevention*

Describes U.S. healthcare system's supply chain and obstacles

Available from the [California Hospital Association's website](#)

## MENTAL HEALTH & RESILIENCE

### Disaster Behavioral Health Concept of Operations

*Department of Health and Human Services, Office of the Assistant Secretary for Preparedness and Response*

HHS behavioral health preparedness, response & recovery for disasters & PH emergencies

Available from [HHS's website](#)

### Building Community Resilience to Disasters - A Way Forward to Enhance National Health Security

*RAND Corporation, funded by HHS*

Roadmap for federal, state, and local leaders who are developing plans to enhance community resilience for health security threats

Available from [RAND's website](#)

### Incident Scale & the Need for Operational Resilience

*Domestic Preparedness Journal (January 2018)*

How factors related to the incident and related to a specific entity, information needs & resource requirements can be better aligned to create operational resilience during any incident

Available from [Domestic Preparedness Journal's website](#)



# [GUIDE]

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## EXERCISE-RELATED RESOURCES

### Homeland Security Exercise and Evaluation Program (HSEEP)

Federal Emergency Management Agency

FEMA maintains HSEEP guidance to promote effective exercises

Available from [HSEEP's webpage](#)

### FEMA HSEEP Preparedness Toolkit

Federal Emergency Management Agency

Provides templates for HSEEP compliant exercise documents

Available from [FEMA's webpage](#)

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## FOR MORE INFORMATION, PLEASE CONTACT:

### NACCHO Preparedness Team

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To access the electronic version of this document, visit <https://bit.ly/2qoNtKw>.

# NACCHO

National Association of County & City Health Officials

The National Connection for Local Public Health

[www.naccho.org](http://www.naccho.org)



The mission of the National Association of County and City Health Officials (NACCHO) is to improve the health of communities by strengthening and advocating for local health departments.

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