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.
- 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).
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.

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:

- 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

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

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

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

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

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
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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