

EXHIBIT A (WORK PLAN)

Organization Name: Collin County
Contract Number: 2014-001265-00 Program ID: CPS/CRI
Contract Term: 9/1/2013 - 8/31/2014 Program Name: CPS – Cities Readiness Initiative

EXHIBIT A

PUBLIC HEALTH EMERGENCY PREPAREDNESS WORKPLAN

FOR

CITIES READINESS INITIATIVE

Funding Opportunity Number CDC-RFA-TP12-120102CONT13

September 1, 2013 – August 31, 2014

CDC Capability 8: Medical Countermeasure Dispensing

Medical countermeasure dispensing is the ability to provide medical countermeasures (including vaccines, antiviral drugs, antibiotics, antitoxin, etc.) in support of treatment or prophylaxis (oral or vaccination) to the identified population in accordance with public health guidelines and / or recommendations.

Demonstrated capability to receive, stage, store, distribute, and dispense materiel during a public health emergency
Evidence-based Benchmark 2.

As part of their responses to public health emergencies, public health departments must be able to provide countermeasures to 100% of their identified populations within 48 hrs. after the decision to do so.

MEASURE: Local Technical Assistance Review

As part of a response to public health emergencies, Contractor must be able to provide countermeasures to 100% of the identified population within 48 hours after the formal federal request. To achieve this standard, Contractor must maintain the capability to plan and execute the receipt, staging, storage, distribution, and dispensing of material during a public health emergency.

- a. Completion of the Local Technical Assistance Review within each planning/local jurisdiction within each CRI during Budget Period 2
- b. Submission of accurate, verified metrics through After Action Reviews and Improvement Plans of three (3) SNS drills (not the same drill performed three (3) times)
- c. Demonstrate compliance with current programmatic medical countermeasure guidance through submission of point of dispensing (POD) standards data by loading POD standards document to SharePoint no later than April 1, 2014.

d. Results and documentation of medical countermeasure dispensing full-scale exercise(s) must be developed in accordance with Homeland Security Exercise and Evaluation Program (HSEEP) standards.

Functions:

1) Identify and initiate medical countermeasure dispensing strategies

Notify and coordinate with partners to identify roles and responsibilities consistent with the identified agent or exposure and within a time frame appropriate to the incident

Activities (assess the ability to perform the following tasks)

1) Prior to an incident, and if applicable during an incident, engage subject matter experts (e.g. epidemiology, laboratory, radiological, chemical, and biological) including federal partners to determine what medical countermeasures are best-suited and available for the incidents most likely to occur based on a jurisdictional risk assessment.

2) Engage private sector, local, state, regional, and federal partners as appropriate to the incident, to identify and fill required roles prior to an incident, and if applicable during an incident.

Functions:

2) Receive medical countermeasures

Identify dispensing sites and / or intermediary distribution sites and prepare these modalities to receive medical countermeasures in a time frame applicable to the agent or the exposure.

Activities:

1) Assess the extent to which current jurisdictional medical countermeasures can meet incident needs.

2) Request additional medical countermeasures from private, jurisdictional, and / or federal partners using established procedures, according to incident needs.

3) Identify and notify any intermediary distribution sites based on the needs of the incident.

Function:

3) Activate dispensing modalities

Ensure resources (e.g. human, technical, and space) are activated to initiate dispensing modalities that support a response requiring the use of medical countermeasures for prophylaxis and / or treatment.

Activities:

1) Activate dispensing strategies, dispensing sites, dispensing modalities, and other approaches, as necessary, to achieve dispensing goals commensurate with the targeted population.

2) Activate staff that will support the dispensing modality in numbers necessary to achieve dispensing goals commensurate with the targeted population.

3) If indicated by the incident, implement mechanisms for providing medical countermeasures for public health responders, critical infrastructure personnel, and their families, if applicable.

4) Initiate site specific security measures for dispensing locations, if applicable.

5) Inform public of dispensing operations including locations, time period of availability, and method of delivery.

Function:

4) Dispense medical countermeasures to identified population

Provide medical countermeasures to individuals in the target population, in accordance with public health guidelines and/or recommendations for the suspected or identified agent or exposure.

This function is associated with the CDC-defined performance measure: Composite performance indicator from the Division of Strategic National Stockpile (DSNS) in CDC's Office of Public Health Preparedness and Response.

Activities:

- 1) Maintain dispensing site inventory management system to track quantity and type of medical countermeasures present at the dispensing site.
- 2) Screen and triage individuals to determine which medical countermeasure is appropriate to dispense to individuals if more than one type or subset of medical countermeasure is being provided at the site.
- 3) Distribute pre-printed drug/vaccine information sheets that include instructions on how to report adverse events.
- 4) Monitor dispensing site throughput and adjust staffing and supplies as needed in order to achieve dispensing goals commensurate with the targeted population.
- 5) Document doses of medical countermeasures dispensed, including but not limited to: product name and lot number, date of dispensing, and location of dispensing (e.g., address and zip code).
- 6) Report aggregate inventory and dispensing information to jurisdictional authorities at least weekly during an incident, but potentially more frequently based on incident needs.
- 7) Determine the disposition of unused medical countermeasures within the jurisdictional health system according to jurisdictional policies.

Note: State jurisdictions are expected to ensure attainment of Tasks 1 through 7 by their local communities.

Function:

5) Report adverse events

Report adverse event notifications (e.g., negative medical countermeasure side effects) received from an individual, healthcare provider, or other source.

Activities:

- 1) Activate mechanism(s) for individuals and healthcare providers to notify health departments about adverse events.
- 2) Report adverse event data to jurisdictional and federal entities according to jurisdictional protocols.

Capability 9: Medical Materiel Management and Distribution

Medical materiel management and distribution is the ability to acquire, maintain (e.g. cold chain storage or other storage protocol), transport, distribute, and track medical materiel (e.g. pharmaceuticals, gloves, masks, and ventilators) during an incident and to recover and account for unused medical materiel, as necessary, after an incident.

Functions

- 1) Direct and activate medical materiel management and distribution.

Activities:

- 1) Prior to an incident, identify receiving sites for responses of varying sizes and durations.
- 2) Prior to an incident, identify transportation assets from commercial and/or government sources and create a transportation asset list.
- 3) Prior to and when applicable during an incident, identify and coordinate with medical materiel suppliers and distributors within the jurisdiction to assess resource availability and potential distribution challenges (e.g., transport of materiel through restricted areas).
- 4) Prior to and when applicable during an incident, identify staffing needs for receiving sites (e.g., numbers and skills of personnel).
- 5) During an incident, monitor medical materiel levels at supporting medical and health-related agencies and organizations by collecting data on materiel availability at least once per week, but potentially more frequently as determined by incident needs.
- 6) During an incident at the request of the incident commander, activate receiving sites dependent on incident needs.
- 7) During an incident at the request of the incident commander, select transportation assets from pre-identified asset list, dependent on incident needs.

Function:

- 2) Acquire medical materiel

Activities:

- 1) Request and accept medical materiel from jurisdictional, private, regional, or federal partners in alignment with National Incident Management System standards and incident needs.
- 2) Maintain integrity of medical materiel in accordance with manufacturer specifications during acquisition and storage.

Function:

- 3) Maintain updated inventory management and report system.

Activities:

- 1) Conduct initial inventory and update inventory management system with incoming and outgoing medical materiel, and materiel that is recovered, returned, or disposed of.
- 2) Provide inventory status reports to jurisdictional, state, regional, and federal authorities at least weekly during an incident, but potentially more frequently.
- 3) Track re-supply requests for medical materiel.

Function:

- 4) Establish and maintain security

Activities:

- 1) Identify receiving sites from pre-identified locations and determine which sites may require increased security (such as controlled-substance storage areas).
- 2) At the time of the incident, if necessary, identify additional receiving sites and determine which sites may require increased security (such as controlled-substance storage areas).

3) Identify, acquire, and maintain security measures at receiving sites and during transportation to points of dispensing, if applicable to the incident.

Function:

5) distribute medical materiel

Activities:

1) Determine allocation and distribution strategy, including delivery locations, routes, and delivery schedule/frequency, based on incident needs.

2) Maintain integrity of medical materiel in accordance with established safety and manufacturer specifications during all phases of transport and distribution.

Function:

6) Recover medical materiel and demobilize distribution operations

Activities:

1) Recover materiel and equipment according to jurisdictional policies and federal regulations.

2) Determine the disposition of unused (unopened) medical materiel, unused pharmaceuticals, and durable items within the jurisdictional health system according to jurisdictional policies.

3) Dispose of biomedical waste materials generated by medical materiel management operations according to jurisdictional policies.

4) Scale down distribution operations by deactivating receiving sites and releasing personnel as appropriate to evolving incident needs and in accordance with National Incident Management System protocol.

5) Document incident findings as part of after action report process.

Additional Required Activities:

Function:

6) Drills and Exercises

Submit drill supporting documentation by April 1st, 2014

Activity:

Conduct a minimum of three different POD drills (not the same drill performed three times) during each budget period using the CDC and Texas guidance within each planning/local jurisdiction within each CRI metropolitan statistical area (MSA).

These drills may include any three of the following: staff call down, site activation, facility set-up, dispensing, and/or modeling of throughput.

Perform and submit data collection sheets on three (3) different Strategic National Stockpile (SNS) operational drills to SharePoint and submit After Action Reviews / Improvements Plans to the DSHS Exercise team. Both are due no later than April 1, 2014.

Function:

7) Progress Report (Technical Assistance Review)

Activity:

Participate in an annual CDC/DSHS Technical Assistance Review.

Function:

8) Meeting Participation

Activity:

Participate in Texas SNS meetings as available.

Function:

9) Full Scale Exercise due by April 1st, 2016.

Activity:

Participate in a Metropolitan Statistical Area Full Scale Dispensing Exercise.