REGIONAL DISTRIBUTION SITE (RDS) EXERCISE EVALUATION GUIDE (EEG)

Exercise Name: DPH & IMT MCM FSE of RDS ***Exercise Date:*** October 13, 2015	***Organization/Jurisdiction:*** LAC DPH	***Venue:*** Regional Distribution Site (RDS) in Santa Fe Springs

Response

Exercise Objective: Evaluate the Los Angeles County Operational Area's ability to activate and operate a *Regional Distribution Site* (RDS) to receive, store, pick, stage, ship, and manage the inventory of medical countermeasures in accordance with the RDS Operations Guide and the MCM Distribution Plan for the Los Angeles County Operational Area MCM ConOps, and in response to a simulated OA-wide Anthrax attack.

Core Capability: **Public Health and Medical Services**

Provide lifesaving medical treatment via emergency medical services and related operations and avoid additional disease and injury by providing targeted public health and medical support and products to all people in need within the affected area.

PH Preparedness Capability: **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.

Organizational Capability Target 1: Determine the total number of Local RDS Warehouse sites and security staff required to operationalize the Local RDS. (*MCMDst #3).*

Notes:

- The above reference to "MCMDst #3" indicates that this Organizational Capability Target (OCT) is directly associated with Performance Measure #3 of the PHEP grant's eleven MCM Distribution Performance Measures for BP4. This reference schema will be repeated for other OCT's in this EEG, whenever there is a direct association with one or more of the PHEP performance measures.
- The capability of MCM distribution, which is also managed by the Incident Management Team (IMT) from the RDS facility, has been addressed in a separate EEG, as a separate Objective.
- The time line for activation of the RDS warehouse, in response to an Anthrax attack, calls for the facility to be activated by Hour-5, following the Health Officer's decision to activate the OA MCM ConOps. Consequently, the initial determination of staffing and other resources required to support RDS warehouse operations will have been made by the DPH DOC before the IMT is deployed to manage these operations. However, the processes of analysis and decision making associated with this OCT on staffing are dynamic and on-going throughout the response.

Critical Task: Identify staffing needs for RDS Warehouse operations at the receiving sites (e.g., *numbers and skills of warehouse personnel*).

Critical Task:	Identify the full range of staffing requirements for the various inventory-processing positions of the Local RDS Warehouse operation**.**
Critical Task:	Complete the processes of analysis and decision making associated with the staffing requirements for the various inventory-processing positions of the Local RDS Warehouse throughout the operational period.
Critical Task:	Identify the full range of staffing requirements for the various security positions for the Local RDS warehouse, e.g., Security Branch Director and supervisory staff, interior and exterior security postings, as well as traffic control postings.
Critical Task:	Complete the processes of analysis and decision making associated with the staffing requirements for the various security positions of the RDS Warehouse throughout the operational period.
Critical Task:	Evaluate the adequacy of the existing capabilities based upon the workload and prepare for the next shift.
Critical Task:	Document the total number of Local RDS Warehouse staff and security staff required to operationalize the Local RDS based upon actual operations during the operational period.
Critical Task:	Written plans include processes for activating personnel, taking the following into consideration: • Process for personnel check-in and badging • Process for training personnel, including the provision of job-action sheets for just-in-time training • Process for providing MCM to the Local RDS Warehouse personnel for themselves and their families • Process for requesting additional personnel from outside the jurisdiction, if needed
Source(s): *L.A. County's RDS Operations Guide and MCM Distribution Plan; CDC Public Health Preparedness Capabilities: National Standards for State and Local Planning*	

Organizational Capability Target 2:	**Receive acknowledgement from Local RDS sites and distribution and security staff that they can assemble at the Local RDS and receive MCM within six hours of the approved request. (***MCMDst #4 and #5***)**
Critical Task:	Secure permission and access to the selected facility for the Local RDS Warehouse operation, as well as have a representative on-site.
Critical Task:	Identify available resources for all staffing requirements of inventory processing positions of the Local RDS Warehouse, make agency and staff notifications, as well as document their acknowledgements.
Critical Task:	Staffing of the Local RDS Warehouse was continuously reviewed and analyzed, and decisions regarding adjustments to staffing were made throughout the operational period.
Critical Task:	Identify available resources for all staffing requirements of security positions for the Local RDS Warehouse operations (e.g., interior and exterior security postings, as well as traffic control postings), make agency and staff notifications, and document acknowledgements.

Critical Task: Staffing of the security positions for the Local RDS Warehouse was continuously reviewed and analyzed, and decisions regarding adjustments to staffing were made throughout the operational period.

Critical Task: Assigned staff arrive at the selected Local RDS Warehouse and complete actions required to receive incoming MCM assets.

Critical Task: Verify the adequacy of existing capabilities based upon the present conditions (*including potentially asking for additional staff to fill identified gaps and prepare for the next shift, but there will not be any notifications for next shift*).

Critical Task: During an incident, at the request of the incident commander, activate other receiving sites dependent on incident needs.

Critical Task: Written plans include documentation of primary and backup receiving sites that take into consideration federal Strategic National Stockpile (SNS) recommendations.

Critical Task: Written plans include a list of key stakeholders (*including points of contact at distribution sites*) and protocols for communicating the activation of medical materiel management and distribution to these stakeholders.

Source(s): *L.A. County's RDS Operations Guide and MCM Distribution Plan; CDC Public Health Preparedness Capabilities: National Standards for State and Local Planning*

Organizational Capability Target 3: Determine the number of Local RDS needed to meet the response requirements. (*MCMDst #6***)**

Critical Task: Identify a single Local RDS warehouse site to meet all of the MCM warehousing and distribution requirements of the current and planned incident response.

Critical Task: Identify any serious inefficiencies or "Risks" associated with operation of only the currently selected Local RDS Warehouse site to meet all of the local MCM warehousing and distribution requirements of the current and anticipated incident response.

Critical Task: Evaluate the requirement for an additional Local Distribution Node (LDN) to support the operation, such as a request for the establishment of an additional satellite LDN warehouse site.

Critical Task: Evaluate the need to open a completely different RDS warehouse site at a single larger warehouse that has many more loading docks.

Critical Task: At the request of the incident commander, activate receiving sites, including initial RDS, and/or additional LDN's, dependent on incident needs.

Critical Task: Written plans include documentation of primary and backup receiving sites that take into consideration federal Strategic National Stockpile recommendations.

Source(s): *L.A. County's RDS Operations Guide and MCM Distribution Plan; CDC Public Health Preparedness Capabilities: National Standards for State and Local Planning*

Organizational Capability Target 4: Test the processes and staffing to support the receipt, staging and shipping of sufficient pallets per hour to supply Local PODs within 12 hours from MCM arrival at the State RSS or at the Local RDS, whenever CDC delivers directly to that facility (MCMDst #7 and #8)

Critical Task: Within 30 minutes of the arrival of a shipment of incoming MCM at the Local RDS Warehouse, process and position trucks for receiving.

Critical Task: Document the specific information regarding individual deliveries of incoming MCM that arrived at the Local RDS Warehouse, either directly from CDC or from redistribution by the State RSS Warehouse, including their respective incoming delivery date, time and source.

Critical Task: Complete offloading process within one hour of the arrival of a shipment of MCM at the Local RDS Warehouse.

Critical Task: Complete the process of storing offloaded MCM at the Local RDS site as needed.

Critical Task: Complete documentation of the specific stock information for the offloaded MCM into the Inventory Management System (IMS), which is IMATS, and update the stock records of the Local RDS warehouse.

Critical Task: Utilize the IMS to enter and track specific stock information for all incoming and outgoing medical materiel as it is processed at the Local RDS warehouse.

Critical Task: Utilize the IMS to enter and track shipment information for all outgoing medical materiel as it is processed at the Local RDS warehouse.

Critical Task: Load out-going shipments onto transportation vehicles.

Critical Task: As required by policy and when necessary, conduct physical inspections and counts of stock-on-hand at the Local RDS Warehouse and verify these results against Inventory Count Reports from the IMS.

Source(s): *L.A. County's RDS Operations Guide and MCM Distribution Plan; CDC Public Health Preparedness Capabilities: National Standards for State and Local Planning*

Organizational Capability Target 5: Determine if the pick list generation time will support the timely processing of sufficient pallets per hour to supply PODs within 12 hours from MCM arrival at the State RSS or at the Local RDS, whenever CDC delivers directly to that facility. (MCMDst #9)

Critical Task: Utilize the IMS at the Local RDS Warehouse to produce and process Pick Lists.

Critical Task: Utilize the IMS to produce Pick Lists for out-going Orders that can be used to accurately complete physical selection of appropriately authorized stock for transfer/shipment to specific receiving customers.

Critical Task: Verify the accuracy of picking activities for out-going Orders at the time the Orders are staged for shipping.

Critical Task:	Update the IMS as stock is picked and shipped, to maintain an accurate inventory status at the Local RDS Warehouse.
Critical Task:	Conduct initial inventory and update the IMS with incoming and outgoing medical materiel.
Critical Task:	Inventory management personnel are trained and able to use the IMS.
Critical Task:	Determine allocation and distribution strategy, including delivery locations, routes, and delivery schedule/frequency, based on incident needs.

Source(s): *L.A. County's RDS Operations Guide and MCM Distribution Plan; CDC Public Health Preparedness Capabilities: National Standards for State and Local Planning*

Organizational Capability Target	Associated Critical Tasks	Observation Notes and Explanation of Rating	Target Rating

Determine the total number of Local RDS Warehouse sites and distribution and security staff required to operationalize the Local RDS. (*MCMDst #3).*	• Identify staffing needs for RDS Warehouse operations at the receiving sites (e.g., *numbers and skills of warehouse personnel*).
	• Identify the full range of staffing requirements for the various inventory-processing positions of the Local RDS Warehouse operation.
	• Complete the processes of analysis and decision making associated with the staffing requirements for the various inventory-processing positions of the Local RDS Warehouse throughout the operational period.
	• Identify the full range of staffing requirements for the various security positions for the Local RDS warehouse, e.g., Security Branch Director and supervisory staff, interior and exterior security postings, as well as traffic control postings.
	• Complete the processes of analysis and decision making associated with the staffing requirements for the various security positions of the RDS Warehouse throughout the operational period.
	• Document the total number of Local RDS Warehouse staff and security staff required to operationalize the Local RDS based upon actual operations during the operational period.
	• Evaluate the adequacy of the existing capabilities based upon the workload and prepare for the next shift.
	• Written plans include processes for activating personnel, taking the following into consideration:
	  o Process for personnel check-in and badging
	  o Process for training personnel, including the provision of job-action sheets for just-in-time training
	  o Process for providing MCM to the Local RDS Warehouse personnel for themselves and their families
	  o Process for requesting additional personnel from outside the jurisdiction, if needed		

Organizational Capability Target	Associated Critical Tasks	Observation Notes and Explanation of Rating	Target Rating
Receive acknowledgement from Local RDS sites and distribution and security staff that they can assemble at the Local RDS and receive MCM within six hours of the approved request. (*MCMDst #4 and #5***)**	• Secure permission and access to the selected facility for the Local RDS Warehouse operation, as well as have a representative on-site. • Identify available resources for all staffing requirements of inventory processing positions, make agency and staff notifications, as well as document their acknowledgements. • Staffing of the Local RDS Warehouse was continuously reviewed and analyzed, and decisions regarding adjustments to staffing were made throughout the operational period. • Identify available resources for all staffing requirements of security positions for the Local RDS Warehouse operations (e.g., interior and exterior security postings, as well as traffic control postings), make agency and staff notifications, as well as document acknowledgements. • Staffing of the security positions for the Local RDS Warehouse was continuously reviewed and analyzed, and decisions regarding adjustments to staffing were made throughout the operational period. • Assigned staff arrive at the selected Local RDS Warehouse and complete actions required to receive incoming MCM assets. • Verify the adequacy of existing capabilities based upon the present conditions (*including potentially asking for additional staff to fill identified gaps and prepare for the next shift, but there will not be any notifications for next shift*). • During an incident, at the request of the incident commander, activate other receiving sites dependent on incident needs. • Written plans include documentation of primary and backup receiving sites that take into consideration federal Strategic National Stockpile (SNS) recommendations. • Written plans include a list of key stakeholders (*including points of contact at distribution sites*) and protocols for communicating the activation of medical materiel management and distribution to these stakeholders.		

Organizational Capability Target	Associated Critical Tasks	Observation Notes and Explanation of Rating	Target Rating
Determine the number of Local RDS, RDS needed to meet the response requirements. (*MCMDst #6***)**	• Identify a single Local RDS warehouse site to meet all of the MCM warehousing and distribution requirements of the current and planned incident response. • Identify any serious inefficiencies or "Risks" associated with operation of only the currently selected Local RDS Warehouse site to meet all of the local MCM warehousing and distribution requirements of the current and anticipated incident response. • Evaluate the requirement for an additional Local Distribution Node (LDN) to support the operation, such as a request for the establishment of an additional satellite LDN warehouse site. • Evaluate the need to open a completely different RDS warehouse site at a single larger warehouse that has many more loading docks. • At the request of the incident commander, activate receiving sites, including initial RDS, and/or additional LDN's, dependent on incident needs. • Written plans include documentation of primary and backup receiving sites that take into consideration federal Strategic National Stockpile recommendations.		

Organizational Capability Target	Associated Critical Tasks	Observation Notes and Explanation of Rating	Target Rating
Test the processes and staffing to support the receipt, staging and shipping of sufficient pallets per hour to supply Local PODs within 12 hours from MCM arrival at the State RSS or at the Local RDS, whenever CDC delivers directly to that facility (MCMDst #7 and #8)	• Within 30 minutes of the arrival of a shipment of incoming MCM at the Local RDS Warehouse, process and position trucks for receiving. • Document the specific information regarding individual deliveries of incoming MCM that arrived at the Local RDS Warehouse, either directly from CDC or from redistribution by the State RSS Warehouse, including their respective incoming delivery date, time and source. • Complete offloading process within one hour of the arrival of a shipment of MCM at the Local RDS Warehouse. • Complete the process of storing offloaded MCM at the Local RDS site as needed. • Complete documentation of the specific stock information for the offloaded MCM into an Inventory Management System (IMS) and update the stock records of the Local RDS warehouse. • Utilize the IMS to enter and track specific stock information for all incoming and outgoing medical materiel as it is processed at the Local RDS warehouse. • Utilize the IMS to enter and track shipment information for all outgoing medical materiel as it is processed at the Local RDS warehouse and verify these results against Inventory Count Reports from the IMS. • Load out-going shipments onto transportation vehicles. • As required by policy and when necessary, conduct physical inspections and counts of stock-on-hand at the Local RDS Warehouse.		

Organizational Capability Target	Associated Critical Tasks	Observation Notes and Explanation of Rating	Target Rating
Determine if the pick list generation time will support the timely processing of sufficient pallets per hour to supply PODs within 12 hours from MCM arrival at the State RSS or at the Local RDS, whenever CDC delivers directly to that facility. (MCMDst #9)	• Utilize the IMS at the Local RDS Warehouse to produce and process Pick Lists. • Utilize the IMS to produce Pick Lists for out-going Orders that can be used to accurately complete physical selection of appropriately authorized stock for transfer/shipment to specific receiving customers. • Verify the accuracy of picking activities for out-going Orders at the time the Orders are staged for shipping. • Update the IMS as stock is picked and shipped, to maintain an accurate inventory status at the Local RDS Warehouse. • Conduct initial inventory and update inventory management system with incoming and outgoing medical materiel. • Inventory management personnel are trained and able to use the IMS. • Determine allocation and distribution strategy, including delivery locations, routes, and delivery schedule/frequency, based on incident needs.		
		Final Core Capability Rating	

Evaluator Name _____

Evaluator E-mail _____

Phone _____

Ratings Key
P – *Performed without Challenges*
S – *Performed with Some Challenges*
M – *Performed with Major Challenges*
U – *Unable to be Performed*

Ratings Definitions

Performed without Challenges (P)	The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws.
Performed with Some Challenges (S)	The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws. However, opportunities to enhance effectiveness and/or efficiency were identified.
Performed with Major Challenges (M)	The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s), but some or all of the following were observed: demonstrated performance had a negative impact on the performance of other activities; contributed to additional health and/or safety risks for the public or for emergency workers; and/or was not conducted in accordance with applicable plans, policies, procedures, regulations, and laws.
Unable to be Performed (U)	The targets and critical tasks associated with the core capability were not performed in a manner that achieved the objective(s).