



APACHE COUNTY PUBLIC HEALTH SERVICES DISTRICT

**Operational Plan and Procedures**

**For**

**Medical Materiel Management and Distribution**

Public Health Emergency Preparedness Program

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# Introduction to Medical Materiel Management and Distribution

## Medical Materiel Management and Distribution Overview and Contents Description

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. Medical materiel is a component of the Strategic National Stockpile (SNS). Apache County Public Health Services District (ACPHSD) has prepared this Strategic National Stockpile (SNS) Plan to identify the steps necessary to implement an effective and coordinated response to an act of terrorism, a natural disaster, or large-scale disease outbreak. Response activities will be carried out in collaboration with the Arizona Department of Health Services (ADHS), Apache County Emergency Management (ACEM), volunteer organizations, tribal partners and other state and local agencies. **This plan has been developed to address these processes during emergencies where medical materiel, which may include pharmaceuticals, medical supplies, and medical equipment, will be distributed to specific treatment centers instead of Point of Dispensing (POD) sites.**

The Strategic National Stockpile (SNS) is a collection of large quantities of medical materiel, equipment and pharmaceuticals. In certain situations, the Division of Strategic National Stockpile (DSNS) manages the SNS and has a variety of alternatives from which to choose to respond to emergencies requiring large quantities of medical supplies including:

1. **12 Hour Push Packages**- medical supplies, equipment, and pharmaceuticals pre-packed in air cargo containers for immediate shipment. As the name implies, 12 Hour Push packages can be deployed anywhere in the United States and its territories within 12 hours after request is made to the Centers for Disease Control and Prevention (CDC)/DSNS.
2. **Managed Inventory** - palletized stockpiles of pharmaceuticals, medical supplies and equipment for use in large-scale emergencies. Normally, this materiel can be sent within 24 to 36 hours after approval for deployment. The form, packaging, and method of delivery of managed inventory can vary widely with circumstances.
3. **Vaccines** - the repository for various types and quantities of vaccines.

This plan addresses SNS materiel assets that will be managed and distributed to public health partners including hospitals, clinics, long-term care facilities, and other responding entities as determined necessary. This plan has been developed as a stand-alone operational plan to address the management and distribution of medical materiel that will not be distributed to the public through points of dispensing (PODs). The Apache County Operational Plan and Procedures for Receiving and Distributing the Strategic National Stockpile addresses the management of SNS materiel assets that will be distributed to the public as well as to identify public health partners.

The medical materiel management and distribution capability consists of the ability to perform the six functions listed below. Each function is measured and evaluated by associated CDC defined performance indicators from the DSNS in the CDC's Office of Public Health Preparedness and Response. These indicators can be found on the password protected DSNS extranet site at <http://emergency.cdc.gov/stockpile/extranet>.

Function 1: Direct and activate medical materiel management and distribution

Function 2: Acquire medical materiel

Function 3: Maintain updated inventory management and reporting system

Function 4: Establish and maintain security

Function 5: Distribute medical materiel

Function 6: Recover medical materiel and demobilize distribution operations

### **Legal Authorities Which Support the SNS Operations of Materiel Management and Distribution**

Supporting legal authorities addressing Materiel Management and Distribution include Memorandums of Understanding (MOU), Intergovernmental Agreements (IGAs), established Arizona Department of Health Services (ADHS) Policies and Procedures, and Arizona Revised Statutes (ARS). Individual ARS and the issues they address under defined emergency conditions are described below.

- During a state of emergency or state of war emergency in which there is an occurrence or threat to public health, the Arizona Department of Public Health has primary jurisdiction, responsibility and authority for the following:
  - **ARS § 36-787 (A) (6)** Establishing in conjunction with applicable professional licensing boards, a process for the temporary waiver of the professional licensure requirements necessary for the implementation of any measures required to adequately address the state of emergency or state of war emergency.
  - **ARS § 36-787 (A) (7)** Granting temporary waivers of health care institution licensure requirements necessary for implementation of any measures required to adequately address the state of emergency or state of war emergency.
- **A State of War Emergency only occurs when the United States is attacked or when an attack is imminent.**
- Under **ARS §26-303**, the Governor:
  - During a State of Emergency, shall have complete authority over all state agencies and the right to exercise all police power vested in the state by the constitution and the laws of the state; and may direct all state agencies to utilize and employ state personnel, equipment and facilities for the performance of activities designed to prevent or alleviate damage due to the emergency.
  - During a State of War Emergency, shall have all authorities as with a State of Emergency; may suspend the provisions of any statute prescribing the procedure for the conduct of state business if the governor determines strict compliance with provisions of any statute would hinder mitigation of the effects of the emergency; may commandeer and utilize any property or personnel deemed necessary in carrying out the responsibilities of the governor and thereafter the state shall pay reasonable compensation.

- May confer to the Adjutant General the powers of the Governor prescribed under a State of Emergency
- Under **ARS §26-307**, during a State of War Emergency, State agencies and counties, cities and towns may make, amend and rescind orders, rules and regulations for emergency functions. Counties, cities and towns may waive procedures and formalities otherwise required by law pertaining to the performance of public work if the procedures and formalities would obstruct measures required to address the emergency and may take emergency measures as deemed necessary to respond to the emergency.
- Under ARS 26-311, if a mayor or chairman of the board of supervisors declares a local emergency, said mayor or chairman shall impose all necessary regulations to preserve the peace and order within the respective political subdivision, including but not limited to:
  - Imposition of curfews in all or portions of the political subdivision
  - Ordering the closing of any business
  - Restricting public access to any public building, street, or other public places
- Under **ARS § 26-310**, during a state of emergency or a state of war emergency, any person holding any license, certificate or other permit issued by any other state evidencing the meeting of qualifications of such state for professional skills may render aid involving such skill to meet the emergency as fully as if such license had been issued in this state.
- **ARS § 36-627** allows the county health department to provide temporary hospitals or places of reception for persons with infectious or contagious diseases. Hospitals or other places in which infectious or contagious diseases exist shall be under the control and subject to regulations of the county health department while such disease exists. During such hospital control, inmates shall obey the regulations and instructions of the county health department.
- **ARS § 36-787 Section B.** During a state of emergency or state of war emergency, the governor, in consultation with the director of the department of health services, may issue orders that:
  1. Mandate medical examinations for exposed persons.
  2. Ration medicine and vaccines.
  3. Provide for transportation of medical support personnel and ill and exposed persons.
  4. Provide for procurement of medicines and vaccines.
- Good Samaritan Law - Health care Provider and any other Person; Emergency Aid; Nonliability Under **ARS § 32-1471** any health care provider licensed or certified to practice as such in this state or elsewhere, or a licensed ambulance attendant, driver or pilot as defined in section 41-1831, or any other person who renders emergency care at a public gathering or at the scene of an emergency occurrence gratuitously and in good faith shall not be liable for any civil or other damages as the result of any act or omission by such person rendering the emergency care, or as the result of any act or failure to act to provide or arrange for further medical treatment or care for the injured persons, unless such person, while rendering such emergency care, is guilty of gross negligence.
- **ARS § 23-901.06**, In addition to persons defined as employed under section 23-901, volunteer workers of a county, city, town, or other political subdivision of the State may be deemed to be employees and entitled to the benefits provided by this chapter upon the passage of a resolution or ordinance by the political subdivision defining the nature and type of volunteer work and workers to be entitled to such

benefits. The basis for computing compensation benefits and premium payments shall be four hundred dollars per month.

- **ARS § 26-301, 26-303 and 26-314** Volunteers duly enrolled or registered with the Division of Emergency Management or any political subdivision, in a local emergency, a state of emergency, or a war emergency, or unregistered persons placed into service during a state of war emergency, in carrying out, complying with, or attempting to comply with any order or rule issued pursuant to the provisions of this chapter or any local ordinance, or performing any of their authorized functions or duties or training for the performance of their authorized functions or duties, shall have the same degree of responsibility for their actions, and enjoy the same immunities and disability workers' compensation benefits as officers and employees of the State and its political subdivisions performing similar work.
- **ARS § 26-353, ARS § 23-802, ARS § 23-803, and ARS § 23-804** support volunteer liability for emergency work through registration with ESAR-VHP, provided just-in-time training and safety briefings are conducted. **ARS § 26-402** provides out-of-state ESAR-VHP volunteers reciprocity for licensure during a State of Emergency and coverage for liability.
- **CFR Title 42, Chapter 139, Section 14503** (Public Law limiting liability of volunteers) No volunteer of a nonprofit organization or governmental entity shall be liable for harm caused by an act or omission of the volunteer on behalf of the organization or entity if:
  - The volunteer was acting within the scope of the volunteers responsibilities in the nonprofit organization or government entity at the time of the act or omission;
  - If appropriate or required, the volunteer was properly licensed, certified or authorized by the authorities for the activities or practice in the State in which the harm occurred, where the activities were or practice was undertaken within the scope of the volunteer's responsibilities in the organization or entity;
  - The harm was not caused by willful or criminal misconduct, gross negligence, reckless misconduct, or a conscious, flagrant indifference to the rights or safety of the individual harmed by the volunteer; and
  - The harm was not caused by the volunteer operating a motor vehicle, vessel, aircraft, or other vehicle for which the State requires the operator or the owner of the vehicle, craft, or vessel to possess an operator's license or maintain insurance.

**ARS §12-982. Qualified immunity; insurance coverage**

- A. A volunteer is immune from civil liability in any action based on an act or omission of a volunteer resulting in damage or injury if:
  - The volunteer acted in good faith and within the scope of the volunteer's official functions and duties for a nonprofit corporation or nonprofit organization, hospital or governmental entity.
  - The damage or injury was not caused by willful, wanton or grossly negligent misconduct by the volunteer.
- B. Notwithstanding subsection A of this section, in any suit against a nonprofit corporation or nonprofit organization, hospital or governmental entity for civil damages based on the negligent act or omission of a volunteer, proof that the act or omission was within the scope of the volunteer's official functions and duties is sufficient to establish the vicarious liability, if any, of the organization.
- C. A motor vehicle liability policy, as defined in section 28-4001, which provides coverage to the operator of a motor vehicle is subject to the following provisions which need not be contained in the policy. The liability of the insurance carrier with respect to the insured and any other person using the vehicle with the express or implied permission of the insured shall extend to provide excess coverage for

a nonprofit corporation or nonprofit organization for the acts of the operator in operating a motor vehicle at all times when the operator is acting as a volunteer for that nonprofit corporation or nonprofit organization.

- **Under AZ Emergency Management Master Mutual Aid Agreement**

The Arizona Emergency Management Master Mutual Aid Agreement was signed on March 16, 2004 between the state and 15 counties. The purpose of the agreement is to state for the participating parties the terms and procedures for executing mutual aid in times of emergencies. This mutual aid agreement has been implemented on numerous occasions in the years since its inception.

- **Southwest Caucus Supplement to Interstate Civil Defense & Disaster Compact - 1992**

Arizona is a signatory to Southwestern Caucus Supplement to the ICD & DC which provides for mutual aid between Arizona, California, Colorado, Nevada, New Mexico and Utah. Currently Nevada and Utah are not signatories.

- **Governor's Executive Order 76-2 re: Interstate Civil Defense & Disaster Compact – 1953**

Governor's Executive Order 76-2, entered Arizona into the Interstate Civil Defense & Disaster Compact, 1953.

- **Management Assistance compact (EMAC)**

Codified in Arizona statute in July 2000, EMAC acts as a complement to the national disaster response system, providing timely and cost-effective relief to states requesting assistance from compact members who understand the needs of jurisdictions that are struggling to preserve life, the economy, and the environment during and after a disaster. See ARS 26-402 and [www.emacweb.org](http://www.emacweb.org).

- **Arizona Mutual Aid compact (AZMAC)**

The AZMAC has signatories among all 15 counties, several tribes, several cities and towns, and other jurisdictions.

## **Delineation of State and County Responsibilities**

*Centers for Disease Control and Prevention (federal government):*

- Determining the materiel contents of the SNS.
- Determining the pre-deployment storage sites for the SNS materiel and other components of the SNS when not in use.
- Maintaining the contents of the SNS, including rotation of date-sensitive materiel.
- Receiving the request from the State of Arizona to deploy SNS assets in the event of a Public Health Emergency and determining if 12-hour Push Package or Managed Inventory (MI) is appropriate for response.
- Managing the air or ground transport of the SNS assets to Arizona's RSS (Receiving, Staging, and Storage) site or other designated location.
- Releasing the SNS materiel to AZ State officials.
- Obtaining a United States (U.S.) Marshal for security of SNS product in route and for CDC staff at the Arizona State RSS Warehouse.

- Providing expertise as needed in managing the storage, breakdown and distribution of the SNS, as well as aiding in the process of RSS site selection.
- Replenishing stockpiles and receiving durable items and unused product back from the State.

*Arizona Department of Health Services (state government):*

- Selecting State RSS Warehouse sites (primary and secondary) in strategic locations throughout the State and contracting/planning with site management.
- Ensuring critical infrastructure on the state level receive medical countermeasures and personal protective equipment immediately in the event of an emergency. This includes but is not limited to: public health responders, RSS Warehouse personnel, Arizona Department of Public Safety (AZDPS) responders, Arizona Department of Transportation (ADOT) responders, government officials, and other essential state personnel as necessary.
- Determining when Public Health and Medical resources have been or will be exceeded and anticipating the need to request SNS assets from the CDC. This will be accomplished through a collaborative assessment of the emergency situation by the Arizona Division of Emergency Management (ADEM), State Emergency Operations Center (SEOC), the ADHS Health Emergency Operations Center (ADHS HEOC), and County partners.
- Querying all partner agencies for resources/assets that may be used in response to an emergency situation and coordinating transport to the incident site if available.
- Processing requests for additional resources and utilizing the proper channels to obtain those resources for the situation (for example: pushing up the request to the CDC or finding the resource within the state and moving it to the incident site or requesting agency).
- Evaluating any County Health Department request for additional emergency assets and/or activation of the State's SNS plan.
- Requesting, through the Governor or the Governor's Authorized Representative, the deployment of SNS assets from CDC.
- Participation in all discussions between CDC, State, and local officials regarding the decision to deploy SNS assets.
- Determining the location of the primary and secondary State RSS Warehouse sites. The CDC will only deliver SNS materiel to *one* location within any state for an event. All materiel will be distributed from that location throughout the state.
- Activating the State RSS Warehouse Operations team for the functions of receiving, staging, storage, distribution, and recovery of SNS assets.
- Preparing the State RSS Warehouse to receive SNS materiel from the CDC.
- Managing the process of receiving, staging, repackaging, and storing SNS and non-SNS materiel.

- Delivering requested resources or SNS and non-SNS materiel to County RSS locations or coordinating with County Health jurisdictions to acquire assets from the State RSS or other designated location.
- Providing aid to County Operational staff for all aspects of an SNS asset deployment.
- Receiving unused resources and durable materiel back from County operational staff or coordinating the retrieval of these items from County jurisdictions.
- Preparing unused items for the return process to the CDC.
- Submitting all documentation to CDC and SEOC as requested.
- Continual tracking of assets within the state that are received from the CDC.

*Apache County Public Health Department (county government):*

- Coordinating efforts with local public health officers, local Emergency Management (EM), law enforcement, fire, tribal partners, and other partners, as appropriate, for the jurisdiction's response activities.
- Planning to administer prophylaxis immediately to essential personnel, which may include first responders, emergency management staff, public health personnel, public works, or others as identified by the county.
- Utilizing County RSS Warehouse and distribution sites in strategic locations within the jurisdiction and contracting/planning for the site management for these facilities. (Apache County has identified two locations for RSS Warehouse operations)
- Reviewing and activating existing primary and back-up RSS warehouse distribution sites and distribution sites in accordance with pre-established Memoranda of Understanding (MOUs).
- Activating jurisdictional plans for the distribution and transportation of SNS materiel assets from the County RSS Warehouse to distribution sites and/or Treatment Centers, as required by the specific event or threat.
- Utilizing a dispensing and distribution plan with Navajo Nation to dispense or distribute SNS materiel.
- Assessing the emergency or disaster situation by determining the availability of medicines and materiel from local sources.
- Requesting materiel from the ADHS HEOC with the proper "ADHS Strategic National Stockpile Resource Request" Form (Appendix B).
- Tracking assets with the state inventory tracking system for reporting to the ADHS HEOC as requested.
- Pre-planning distribution policies and procedures.
- Pre-planning policies and procedures for distribution to designated treatment sites.
- Working with Emergency Management to obtain security personnel to secure medication transportation at RSS, distribution, and treatment sites.

- Providing the ADHS HEOC or SNS Coordinator with the location of the County RSS Warehouse or designated receiving site.
- Supplying documentation to the State as requested.
- Receiving resources or SNS assets from the State RSS Warehouse. The county should be prepared for the option to acquire assets from the State's alternate RSS Warehouse.
- Managing the process of distribution and inventory control within the jurisdiction to respond to the event or the threat and maintaining a flexible distribution system in order to respond to demand at PODs or treatment sites.
- Determining the distribution allocation within the jurisdiction to ensure the appropriate and adequate supplies of medical materiel.
- Preparing unused resources to return to ADHS at the State RSS Warehouse as directed.
- Developing complimentary health department emergency plans that reference respective SNS plans in order to ensure a comprehensive response effort.

### **All Hazards Plan Integration**

All levels of government, the private sector, and non-governmental organizations must work together to prepare for, prevent, respond to, and recover from major events including terrorist attacks, natural disasters, and other emergencies that exceed the capabilities of any single entity. The Apache County Emergency Operations Plan incorporates an All-Hazards Response and Recovery approach.

Apache County Public Health Services District (ACPHSD) is the lead public health agency responsible for protecting and improving the public's health throughout Apache County. ACPHSD will operate using the Incident Command System (ICS) and will have activated the Continuity of Operations Plan (COOP), staff will perform additional activities above and beyond its normal business activities in times of crisis, such as a health emergency, disaster, or catastrophic incident.

The ACPHSD All-Hazards Response and Recovery Base Plan (the Plan) establishes the organizational framework for the activation and management of ACPHSD activities that will be implemented in response to incidents having public health and/or medical implications. The Plan also describes the capabilities and resources available to ACPHSD to address various public health hazards that arise following emergency incidents and disasters.

The Plan describes:

- ACPHSD roles and responsibilities during an emergency incident or disaster;
- The decision-making process to activate the Plan;
- The notification process to populate Plan functions and activities with personnel; and
- The incident command structure that will be used by ACPHSD.

This Plan provides a management structure and a concept of operations to guide ACPHSD in response to public health hazards and threats that arise in any incident. ACPHSD responses are not limited to incidents occurring

within Apache County. Major disasters, catastrophic incidents, and/or Incidents of National Significance may result in Plan activation, particularly if they occur in neighboring jurisdictions. The Plan applies broadly to all ACPHSD divisions, program areas and staff that may be involved in ACPHSD response and recovery activities.

The purpose of the MMDP is to provide detailed information organized around the performance of a broad task. The MMDP Plan focuses on one of the critical emergency functions that Apache County will perform in response to an incident. The MMDP contains standard operating procedures, forms and job action sheets.

### **Assumptions**

1. Effective distribution of the SNS medical materiel from the Federal to the State to the local County level will require pre-established coordination between Federal, State, and Local County jurisdictions, and private entities, as needed.
2. The CDC SNS medical materiel assets for Apache County will be deployed from the ADHS warehouse to only *one* location within Apache County for a declared emergency. All materiel will be distributed or obtained from that county RSS location.
3. Local declarations or state proclamations of emergency will facilitate access to critical and supporting resources needed to acquire SNS assets. Apache County will determine the need for a local emergency declaration. The SEOC will determine the need for a state proclamation, a state of emergency declaration, and/or a request for a Presidential Declaration. Depending on the extent of the emergency, federal resources may be requested.
4. Operations will be carried out for durations appropriate to the event.
5. Navajo Nation will be counted as part of the resident population of the County jurisdiction. The County health department will receive an allocation of SNS assets that includes this group. Procedures for providing this to the reservation will be determined by the Apache County.

The Navajo Nation does not have a current published plan in place at this time. Distribution of assets to the Navajo Nation will be completed by one of the following:

- ✓ Distribute the assets to four (4) POD locations at area high schools (verbal information from the Navajo Nation PHEP Coordinator in Jan. of 2017)
  - ✓ Distribute the assets to the identified RSS site in Chinle, AZ for distribution by Navajo Nation PHEP (verbal information from the Navajo Nation PHEP Coordinator in Aug. of 2017)
6. Procedures for medical materiel distribution are the primary responsibility of the Apache County Public Health Services District.
  7. During an emergency the Governor has the power to waive State laws and regulations regarding the dispensing of medications and the personnel authorized to do so.

## Requesting SNS Assets

Although ADHS has primary responsibility for activating the Medical Materiel Management and Distribution component of the SNS Plan, request for medical resources will be completed through a NIMS compliant process. Below are descriptions of NIMS compliant response levels.

Local/field Level Response: On-scene responders will utilize their internal plans to formally request assets from County Emergency Management.

County Government: Local governments (counties) are responsible for *managing* and *coordinating* the overall emergency response and recovery activities within their jurisdiction. Counties will accept requests for supplies from field level responders and secure assets for the response. If there are not enough medical resources to adequately respond, County Emergency Management will coordinate with County Public Health Emergency Preparedness to request assets from the State.

State: State resources requested and utilized in response to the emergency needs of the County level are coordinated through the SEOC. The state level also serves as the initial coordination and communication link between the state and the federal disaster response system. The SEOC has responsibility for coordination with federal entities. State agencies may work directly with their federal partners based on pre-established agreements; however, the SEOC must be advised of actions that are being taken. In the case of SNS deployment, ADHS, SEOC and the Governor, or their designee, will coordinate with the CDC.

## SNS Requesting Procedure

The decision to request SNS assets will be a collaborative effort between Local, County, State, and Federal officials. It will start at the local level as officials identify a potential or actual threat to the health of the community.

- The local level entity will notify the County Public Health Department and/or Emergency Management Officials.
- The County Health Officer shall notify ADHS and the County EOC/EM.
- The County Health Officer will be responsible for completing and signing the formal 'ADHS Strategic National Stockpile Resource Request Form' (See Appendix B.) to aid the State in requesting assets from the federal government. (This will advise the State entities of the situation and need for additional pharmaceuticals and materiel.)
- The AZDPS-Duty Officer, ADHS BPHEP 24/7 Main Line, or AzDEMA Duty Officer will provide appropriate notifications to other State agencies including the ADHS On-call Bureau of Public Health Emergency Preparedness personnel, the Arizona Department of Homeland Security (AzDOHS), additional ADHS and AzDEMA points of contact, and the ADHS SNS Coordinator. SEOC will provide notification to the Governor's Office.
- At the completion of that conference call, the ADHS HEOC will hold a conference call with officials from the affected County and the SEOC. They will discuss the request for the SNS materiel and plans

for moving forward in the response. If the CDC accepts the Arizona request, they will deploy SNS assets to the designated State RSS Warehouse site as determined by the ADHS SNS Coordinator.

- The ADHS SNS Coordinator will directly work with the CDC Public Health Advisor throughout the situation.

Figure 2-1 describes the SNS notification process. (See Appendix C)

Table 2-1 lists the type of health events and resource issues that would justify a state request for the SNS.

### **Re-Request of Supplies**

Both State and County jurisdictions will follow the same protocols as mentioned above when re-requesting supplies.

### **Assessment Form Justification**

To expedite the request process during a public health emergency and minimize the time to deploy state and federal medical assets, a worksheet titled ADHS Strategic National Stockpile Resource Request Form (Appendix B) has been developed for use by the State response agencies in requesting assets from the CDC. The form will be completed by the County Health Officer or designee. The information documented on the form will allow all State agencies to be aware of the situation simultaneously and with the exact same information. In short, it will streamline the situational report process.

### **Redundant Communications Support**

Cell phones, landline phones, secure internet, and radios will be the primary means of communication between any field operations (ex. RSS, dispensing sites), the Apache County Emergency Operations Center, the HEOC, the SEOC, and the ACPHSD. If regular lines of communication are incapacitated, the ACPHSD will request from Apache County Emergency Management alternate communications assistance, such as Radio Amateur Civil Emergency Service (RACES). This procedure will also provide a means of communicating with remote areas that may not be otherwise accessible.

### **Staff Call Down**

Staff call down is the ability to contact and mobilize staff to perform emergency response functions, including mobilizing staffs for SNS activities. ACPHSD utilizes Everbridge, a web-based emergency notification system called Ready Apache County, to notify and record staff availability to respond to emergency situations. Available contact information for staffs, including land-line telephone, cellular telephone, and email, is entered into Ready Apache County. The Health Alert Network (HAN) and phone tree calling system can be used as an alternate staff notification system if necessary.

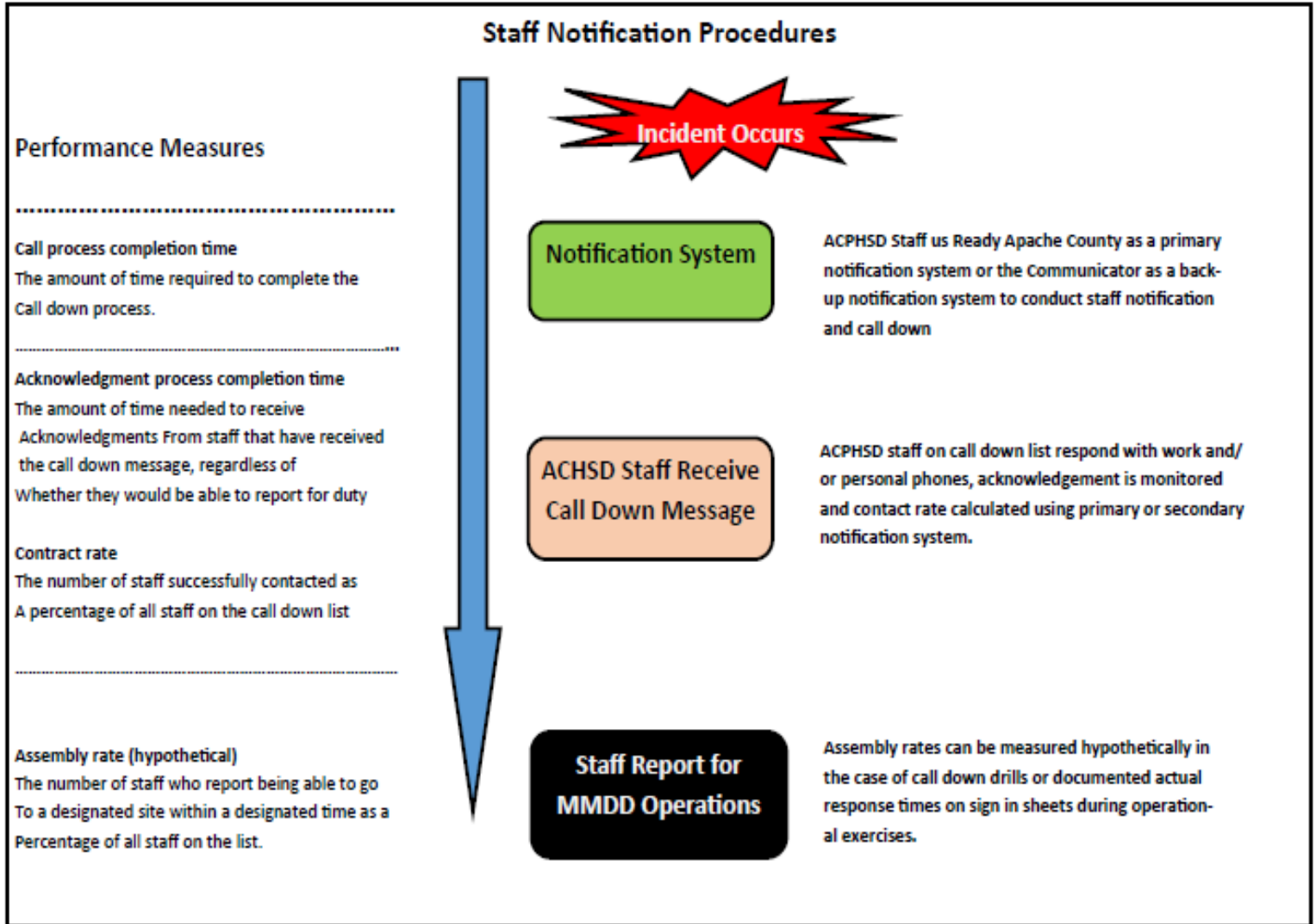
Following staff notification and acknowledgement of whether they can report for duty, staff will report to a designated site. Staff call down is a crosscutting capability, applicable to a wide variety of SNS functions, including dispensing, warehousing (RSS), distribution, security, and command centers, among others.

Staff call down procedures are tested regularly to collect the following required metrics:

- *Call process completion time.* The amount of time required to complete the call down process
- *Acknowledgement process completion time.* The amount of time needed to receive acknowledgements from staff that they have received the call down message, regardless of whether they would be able to report for duty.
- *Contact rate.* The number of staff successfully contacted as a percentage of

all staff on the call down list

- *Assembly rate (hypothetical)*. The number of staff who report being able to go to a designated site within a designated time as a percentage of all staff on the list.



# Integrated Communications Strategy

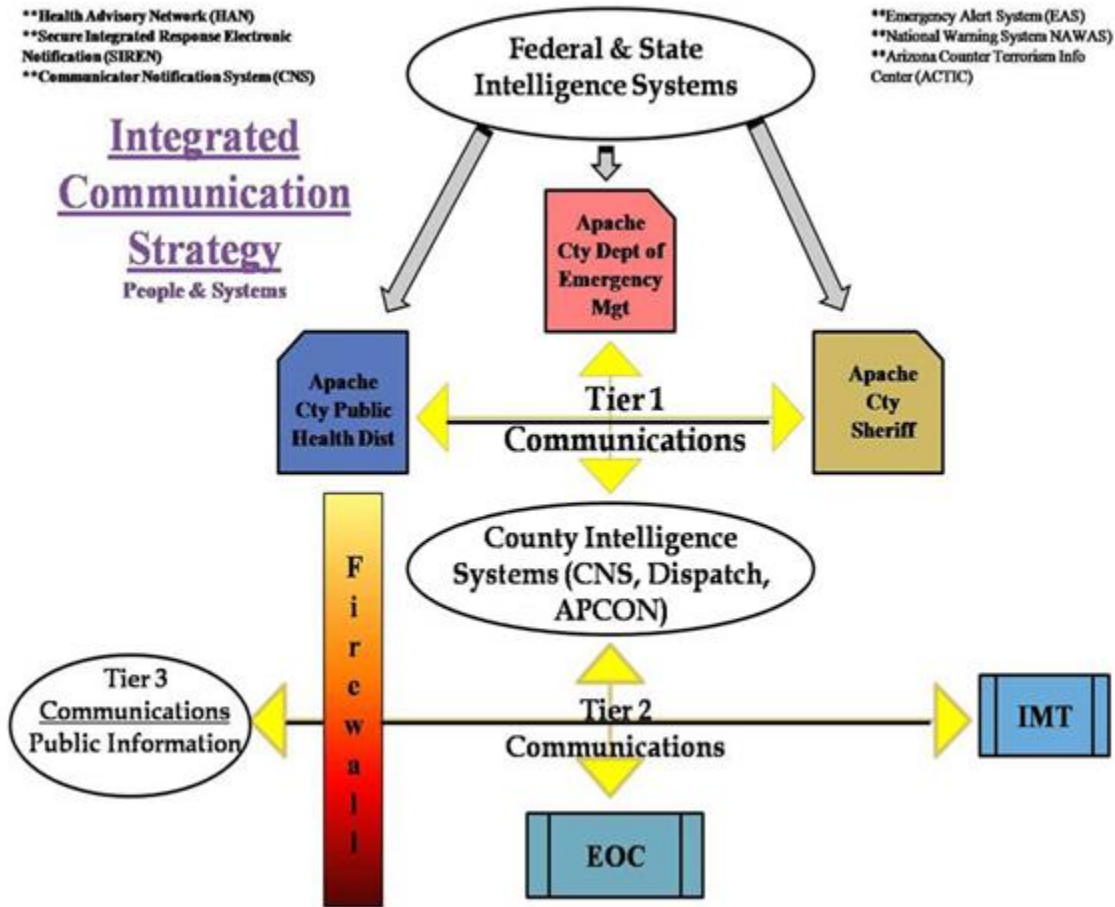


Table 2-1

### Criteria for Requesting the Strategic National Stockpile

- Overt release of a chemical or biological agent
- Claim of release by intelligence or law enforcement
- Indications from intelligence or law enforcement of a likely attack
- Clinical or epidemiological indications
  - Large number of ill persons with similar disease or syndrome
  - Large number of unexplained disease, syndrome, or deaths
  - Unusual illness in a population
  - Higher than normal morbidity and mortality from a common disease or syndrome
  - Failure of a common disease to respond to usual therapy
  - Single case of disease from an uncommon agent
  - Multiple unusual or unexplained disease entities in the same patient
  - Disease with unusual geographic or seasonal distribution
  - Multiple atypical presentations of disease agents
  - Simultaneous clusters of similar illness in non-contiguous areas
  - Atypical aerosol, food, water transmission
  - 3 people presenting the same symptoms near the same time
  - Deaths or illness among animals that precedes or accompanies human death
  - Illnesses in people not exposed to common vent systems
- Laboratory results
- Unexplainable increase in emergency medical service requests
- Unexplained increase in antibiotic prescriptions or over-the-counter medication use

#### **Local Resource Considerations For Deploying the SNS**

Number of current casualties

Projected needs considering the population of the area (including transients), and possible infections versus non-infections

Hospital capacity at the time of the event, including intensive care unit beds and ventilator needs

State resources identified, including pharmacy distributors, oxygen availability, other nearby hospitals, and in-state alternative care centers

Local resources, e.g., pharmacy distribution, oxygen availability, and transport capacity

## **Actions and Procedures Required to Elevate a Request for State or Federal Resource Deployment**

1. The County EOC would complete the following actions:
  - a. Notify the ancillary health departments of the public health emergency;
  - b. Prepare a thorough Situation Report regarding the public health emergency;
  - c. Collect and provide the type and quantity of SNS support needed by the HEOC
  - d. Coordinate with the County EOC for input to the SEOC and ADHS HEOC documentation, reporting, and resource request system and procedures;
  - e. Contact the ADHS HEOC and SEOC with notification of the EOC activation, County situation and prognosis, and the type and quantity of support that has been requested;
  - f. Maintain close coordination with the SEOC/ADHS HEOC to facilitate medical and health activities and responsibilities with other emergency response functions;
  - g. Ensure that requests for available resources are initiated through the ADHS HEOC or SEOC ordering process;
  - h. Ensure that the available resources are provided to the requesting agency;
  - i. Complete the *ADHS Strategic National Stockpile Resource Request form* (Appendix B) and FAX or E-Mail the worksheet or telephone the worksheet information to the ADHS HEOC and the SEOC;
  - j. Coordinate with the ADHS HEOC for information that might be included in SEOC event documentation as needed;
  - k. Confirm that the SEOC has been provided with the type and quantity of support that cannot be filled from resources within the affected area and request those resources from other unaffected areas of the State; and
  - l. Coordinate with ADHS throughout the response to ensure the delivery of SNS assets and implement relevant procedures.
  
2. The ADHS HEOC Manager or designee will complete the following actions:
  - a. The State RSS Warehouse will distribute and deliver the requested resources to the County RSS location(s) or designated delivery sites.

## **Security and Safety**

### **Security**

It is the responsibility of local law enforcement to provide security in all aspects of SNS receipt, storage, and distribution. The Apache County Emergency Management Office will work with local law enforcement to provide sufficient support for all SNS operations. Security for distribution to POD sites will be provided by the Apache County Sheriff's Office.

Security will be required at all levels of SNS deployment. This will include all locations that support SNS operations, vehicles that transport SNS assets, protecting operational personnel and equipment, as well as maintaining civil order throughout the process.

The Arizona Department of Public Safety (AZ-DPS) is the lead agency for providing security for state assets, facilities, and personnel. The AZ-DPS SNS Security Plan has been developed in order to provide direction to the fourteen (14) AZ-DPS Divisions. (See Appendix L for AZ-DPS's SNS responsibilities). If necessary, AZDPS will conduct security escort of SNS materiel to County RSS locations. The decision to conduct an escort will be made by AZDPS. Rules of engagement and use of force procedures for all law enforcement will follow standard law enforcement policies and procedures outlined by the local jurisdictional authority.

The location of the State RSS Warehouse site or the ADHS HEOC will not be intentionally disclosed to the public or the media (site facility employees will be appropriately briefed regarding nondisclosure).

### **Safety**

Safety is the only area of the SNS plan that is non-negotiable or inflexible. It will be required at all levels of SNS deployment. Safety will be upheld at all locations that support SNS operations, vehicles that transport SNS assets, as well as for operational personnel. Apache County is responsible for ensuring safety at the county RSS Warehouse for county assets, facilities, and personnel. Distribution of assets to POD locations will have two (2) employees in each vehicle to ensure safety.

The Apache County Risk Manager will act as the designated Safety Officer for the county RSS Warehouse to ensure safety procedures are upheld and maintained during SNS operations. If the designated Safety Officer is not present on the RSS Warehouse floor for any period of time, the position of 'Safety Officer' will be taken on the by next highest in command. The Safety Officer is responsible for:

- Conducting an initial safety briefing with the Safety Briefing Checklist and ensuring a back brief takes place.
- Regular, periodic safety briefings
- Halting operations if safety is a concern
- Conducting just-in-time (JIT) training on safety issues
- Closing the shift down with a safety debriefing.

## **Evacuation Security and Safety**

Security will facilitate evacuation procedures in coordination with security measures. Security, Site Facility Staff, and the RSS Safety Officer will work together to educate personnel on evacuation procedures during the initial safety briefing and throughout group meetings. Security will ensure a final sweep of the facility. The RSS Manager will immediately notify the RSS facility owner or manager (if they are not present) and the ADHS HEOC if an evacuation occurs or is necessary.

## Receive, Storage, and Staging of SNS Assets

### Organization Management of County RSS Warehouse

The organizational chart for the management structure for the Apache County RSS Warehouse site is presented below. Management of the Apache County RSS Warehouse will comply with the NIMS/ICS structure and position's duties and responsibilities.

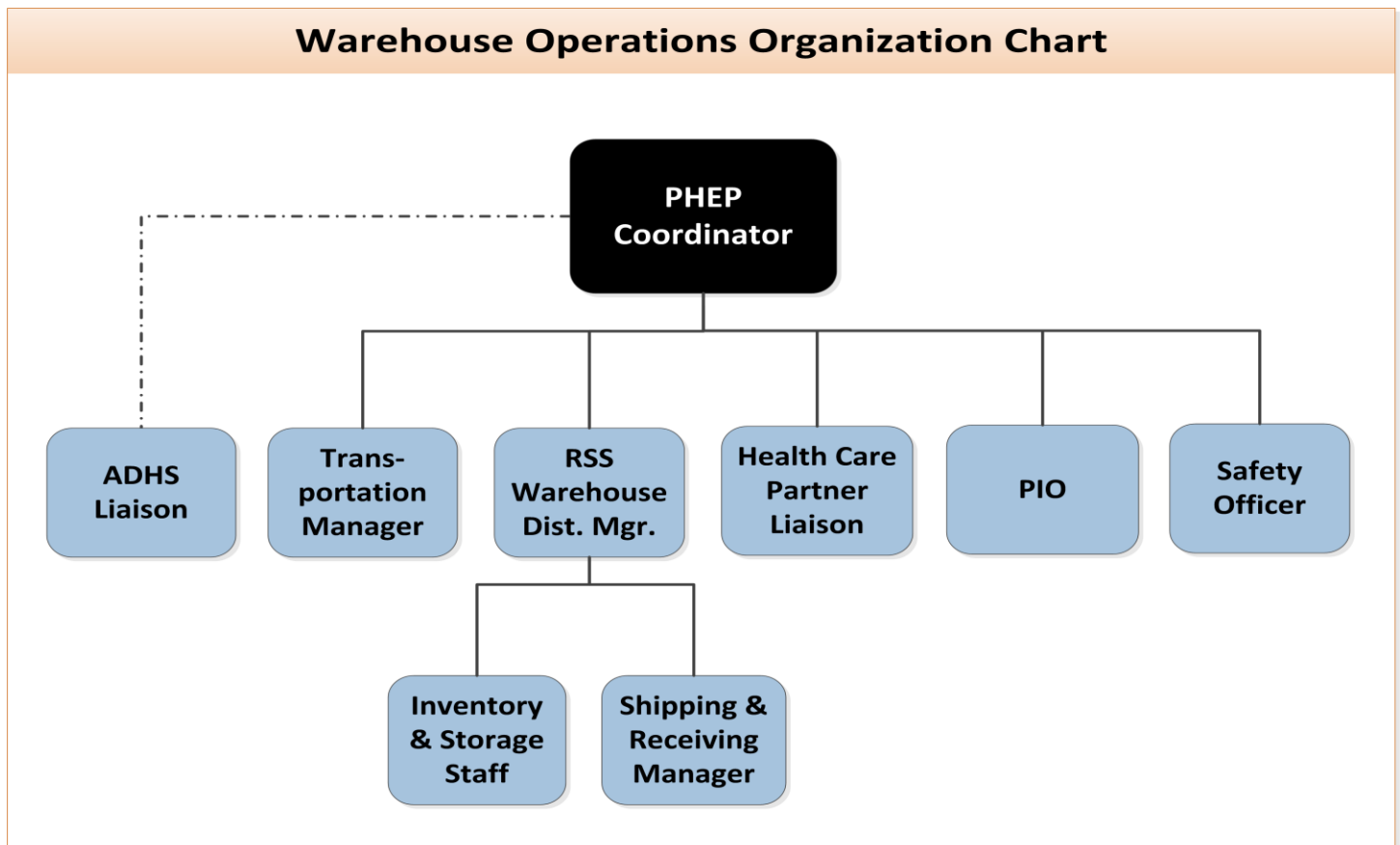


Figure 1: RSS Warehouse Operations Organization Chart

### Receiving Site

The County RSS Site is where Apache County:

- Formally accepts custody of resources or SNS materiel from the State
- Processes proper paper work and forms
- Physically receives and offloads resources or materiel
- Properly stores and secures non-controlled substances materiel
- Ensures the proper storage, handling, and transfer of controlled substances while materiel is in the custody of the County RSS warehouse prior to distribution to local treatment sites

- Stages materiel for delivery to local treatment sites
- Generates a pick list of materiel to be distributed
- Distributes materiel to treatment centers and other patient access points
- Ensures proper tracking of resources and SNS materiel distributed to the local treatment sites
- Provides ADHS HEOC notification of distribution decisions

### **Site Activation**

Following notification from the state that medical materiel will be distributed to the county, ACPHSD will notify RSS sites and required personnel to report to county RSS sites or command centers as appropriate to set up to receive, store and stage assets.

Site activation procedures are tested regularly to collect the following required metrics:

- *Completion time.* The amount of time needed to contact all sites on the list
- *Contact rate.* The percentage of sites successfully contacted
- *Hypothetical availability rate.* The number of sites that report being able to be prepared within a designated time, as a percentage of all sites on the list.

Facility setup procedures are tested regularly to collect the following required metrics:

- *Setup time.* The time required to complete the tasks listed in the setup checklist's specifications.
- *Percentage of checklist items completed.* The percentage of items completed on a checklist that defines the activities required for site setup.

### **Offloading SNS Assets into Storage**

County loading docks have been identified for the delivery of SNS materiel to the County RSS Warehouse. Apache County will offload SNS assets at pre-identified County docking locations. If loading docks are not available, a forklift source or suitable portable ramps will be made available. A secondary docking space is available per an MOU, at an alternate location.

If there is no loading dock available, CDC estimates that offloading will take approximately one hour per truck per forklift. This method of offloading requires significantly more personnel: a trained or certified forklift driver, personnel to stage containers within the truck, and personnel to stage containers within the warehouse.

### **Storing SNS Materiel**

The 12-hour Push Package that is shipped to the state RSS warehouse contains approximately 130 cargo containers that may be stored by color-coded product type and then sequentially by container number. This system was designed to allow for easy identification of product. The color of the document pouch cover on the side of each container identifies the type of product it holds.

The container's document pouch will also contain a list of the container's contents, a diagram of the position of products inside the container, and a list of the contents of all containers. Markings on the top of three sides of each container will prominently identify its serial number. Each container will be placed so the door of each container faces into an aisle for easy accessibility to the contents. ADHS will receive, store, stage, track, and distribute components of the Push Package as appropriate.

If it is not a Push Package, appropriate accommodations will be made as necessary.

### **Temperature Control of SNS Items in Storage, Staging, & Transit**

SNS materiel in storage, staging, and in transit (e.g., on delivery vehicles) must remain at appropriate temperatures to ensure its integrity. Most resources must be stored at controlled room temperatures between 59°F to 86°F.

The County RSS Warehouse and transport vehicles will be temperature controlled. The ADHS SNS Coordinator will ensure County RSS Site personnel understand the need for maintaining temperature controls at all levels of storage, staging, and distribution.

Vaccines needing to be stored for extended periods of time will be stored at the ACPHSD in the temperature controlled vaccine refrigerator.

### **Controlled Substances**

Apache County will follow guidelines as per allocation of the State for Controlled Substances. The County will complete the DEA Form 222 as requested by the State. (See Appendix D for DEA Form 222.)

Apache County will work with our local pharmacist and the hospital when handling controlled substances.

### **Chain of Custody**

When appropriate (i.e., involving controlled substances received from DSNS), a Chain of Custody Form must accompany medical materiel and pharmaceutical assets as they are transferred from one party to another. Upon release to another party, personnel authorized to sign for the assets and the releaser must sign the Chain of Custody Form verifying the receipt of assets. The receiver will keep the Chain of Custody Form and follow the same procedure to maintain chain of custody. Copies of this form should be maintained by both parties for documentation purposes. (Note: When necessary, the designated receiver and their back-up should have a DEA registrant number and be made aware of the policies and procedures for acceptance of controlled substances. Non-controlled substances pushed out to local jurisdictions [no return expectation] can be tracked and monitored using a bill of lading or SNS Receipt Form – the receiving entity assumes ownership.)

Tracking measures may include product name and dose description (i.e. Tamiflu 75mg), expiration date (i.e. 12/12/2012), lot number (0523), NDC number (0173-0681-01), unit measure (i.e. Case), quantity (60), and quantity per case (i.e. 16 boxes). (Note: Reporting may also include total regimens, transportation and storage may inquire on number of pallets. Establishing early communication with County RSS Coordinators will help align tracking and monitoring measures.)

See Appendix for Apache County Chain of Custody Form.

**Red-** oral antibiotics

**Yellow-** IV drugs and supplies

**Blue-** airway supplies

**Green-** chemical antidotes

**Clear-** surgical/medical supplies

**Pink-** pediatric supplies

## **Inventory Management and Distribution**

### **Inventory Management**

The County SNS Coordinator (PHEP employees) is responsible for inventory control of SNS materiel while it is at the County RSS Warehouse. The SNS inventory control function for the County RSS Warehouse includes:

- Tracking all receipts
- Apportioning supplies
- Creating issue documents for picking materiel (pick lists)
- Recording the locations to which all medical materiel, equipment, and cargo containers are sent
- Monitoring stock levels and working with the ADHS RSS Warehouse Liaison to replenish materiel
- Recovering unused SNS assets and durable material for return to the CDC

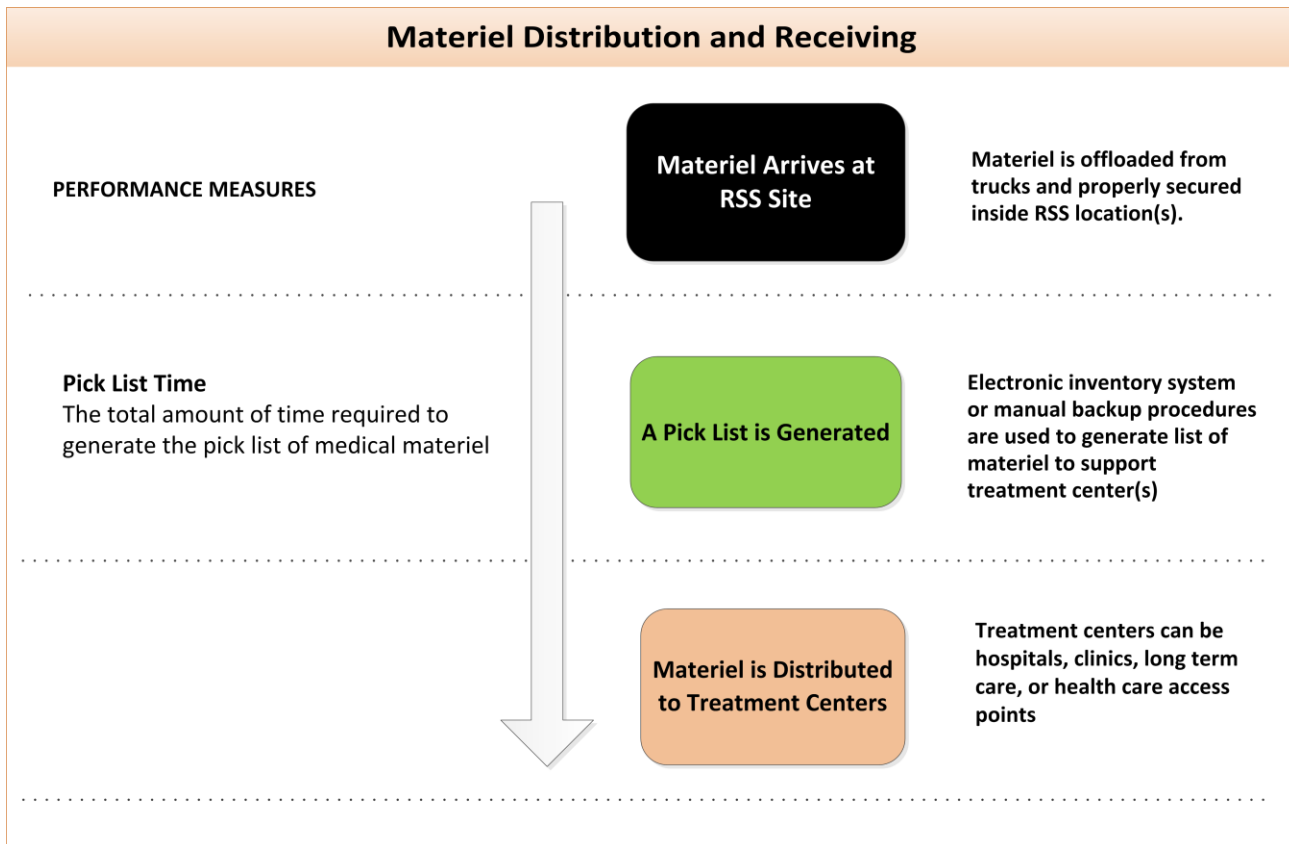
The County will utilize the state inventory management system to manage SNS inventory.

### **County Distribution of SNS Materiel**

All requests for SNS materiel must be approved through the ACPHSD. The ACPHSD will determine apportionment based on a situational assessment. The RSS Warehouse Manager will be responsible for filling the resources or SNS materiel requests, notifying the SNS Coordinator of all materiel request conditions, status, and delivery information. The SNS Coordinator is responsible for relaying this information to the HEOC and the County RSS Warehouse Manager(s). The Inventory control function will process orders that it receives from the ADHS HEOC.

Distribution procedures are tested regularly to collect the following required metric:

- *The total amount of time required to generate the pick list.*



**Priority Criteria for determining Distribution:**

1. Critical needs:
  - a. Highest density of death
  - b. Highest density of patients presenting with illness
  - c. Event/incident location
2. Population affected or exposed
3. Geographic considerations
4. Other

Apportioning and distributing SNS assets will be according to site population estimates and the requirements of the public health emergency. The U.S. Census Bureau 2012

Selected site by age estimates and Apache County populations by age are as follows:

<b>Population</b>	
Population estimates, July 1, 2016, (V2016)	73,112
Population estimates base, April 1, 2010, (V2016)	71,516
Population, percent change - April 1, 2010 (estimates base) to July 1, 2016, (V2016)	2.2%
Population, Census, April 1, 2010	71,518
<b>Age and Sex</b>	
Persons under 5 years, percent, July 1, 2016, (V2016)	6.9%
Persons under 5 years, percent, April 1, 2010	8.3%
Persons under 18 years, percent, July 1, 2016, (V2016)	28.8%
Persons under 18 years, percent, April 1, 2010	31.7%
Persons 65 years and over, percent, July 1, 2016, (V2016)	14.2%
Persons 65 years and over, percent, April 1, 2010	11.6%
Female persons, percent, July 1, 2016, (V2016)	50.8%
Female persons, percent, April 1, 2010	50.1%

### **Essential Personnel Prophylaxis**

Any incident that requires an SNS deployment will present a need to immediately prophylaxis first responders and their immediate family members, if appropriate, in conjunction with ADHS HEOC guidance. In addition, the ADHS SNS Coordinator will provide several State responder organizations with appropriate supplies, as well as all RSS Warehouse, ADHS HEOC, and SEOC personnel. Also, the ADHS SNS Coordinator will direct county public health staff to care for their jurisdiction’s public health staff, emergency managers, and first responders. Examples include but are not limited to fire fighters, law enforcement officers, hazardous material specialists, and EMS personnel.

The ADHS SNS Coordinator will annually advise county public health agencies to create a local inventory of prophylactic drugs to be used to protect first responders and their families before the SNS arrives in accordance to ADHS guidelines. The ADHS SNS Coordinator will also work to provide and advise county agencies to provide prophylaxis for identified essential personnel:

Prior to distribution of medical materiel to treatment centers, the ACPHSD will provide protection as appropriate (i.e., prophylaxis or vaccination being distributed) to essential personnel as defined by the CDC. These personnel include first responders (i.e., fire fighters, law-enforcement officers, hazardous-material specialists, and emergency medical services personnel).

Additional essential personnel may include:

- Key government leaders to ensure the continuity of operations and civil order;
- Transportation and public works personnel who must support the SNS distribution system;
- Medical and public health personnel who must treat the sick;
- State and local SNS leadership and volunteers who must set up and operate the SNS distribution system to treatment centers as soon as the SNS assets arrive; and
- Family members of essential personnel so essential personnel can stay on the job without worrying about their families.

## **Recovering SNS Assets**

If required by ADHS, Apache County will return usable resources or SNS materiel, including but not limited to:

- Specialized cargo containers
- Refrigeration systems
- Unused medications that can be verified were kept within proper temperature ranges
- Ventilators
- Portable suction units
- Generators
- Repackaging and tablet-counting machines
- Any other SNS materiel

The Apache County Public Health Services District PHEP department is responsible for collecting the returnable resources within the jurisdiction and preparing them for transport to the State. The State will either pick up the returnable resources from the County RSS location or accept the returnable resources from the County at the State RSS Warehouse location. The ADHS HEOC will determine the method of collection depending on the situation.

## **Packaging/Repackaging of Medication**

### **Individual and Bulk Prepackaged Drugs**

The CDC seeks to provide most, if not all, oral medication in prepackaged forms, however, SNS materiel may also contain bulk-packaged medication. In this circumstance, the State will spearhead the effort to repackage this medication. The following triggers would activate the repackaging plan:

- The number of prepackaged, individual regimens delivered are insufficient
- Medications arrive in bulk form
- A need to prepackage individual drug regimens containing quantities of tablets/capsules with less than a 10-day supply per regimen

### **Working with Emergency Use Authorization and Special Instructions for Medication**

The ADHS SNS Coordinator will work with The Arizona Board of Pharmacy and other professional organizations (such as the Arizona Pharmacy Alliance) to authorize and distribute information regarding Emergency Use Authorization (EUA) and special instructions for medication, if appropriate for incident/event.

## **Distributing SNS Assets**

ACPHSD will utilize its fleet resources and county warehouses for the transportation of SNS assets. Transports will be temperature controlled when appropriate.

## **Distribution Planning and Operational Information**

### Before an Event

ADHS is responsible for identifying primary, secondary, and tertiary options for transportation and distribution. ACPHSD, per established MOUs, maintains a list of the County RSS Warehouse and treatment locations. ACPHSD is responsible for pre-identifying the potential County RSS Warehouse locations and treatment centers. ACPHSD has pre-identified jurisdictional SNS distribution partners (Appendix G) and developed MOUs with various agencies (Appendix J) throughout the counties for additional operational support.

### During an Event

The CDC will arrange transport of resources or SNS materiel to the designated State RSS Warehouse site. ADHS will be responsible for the transport of SNS assets from the State RSS Warehouse to County RSS warehouse or providing a mechanism for County Health jurisdictions to acquire assets from the State RSS or other designated location. The County RSS will be responsible for providing accurate directions to the transport drivers. If County transportation services fail, find their capacity is exceeded, or are otherwise incapacitated, and all other options are non-operational, the County jurisdiction may make a request to the SEOC who will coordinate a response.

## **Security and Communications Support**

During the time of materiel movement, the drivers will follow the ADHS SNS communication plan to relay information regarding problems, needs, delivery status, and more. These may include mobile phones, two-way radio, etc.

ADHS will work with AZDPS and the SEOC to ensure all vehicles have security escorts and proper route information, if necessary, for the event. AZDPS will be responsible for determining need and ultimately providing security.

## **Transport of Controlled Substances**

Drivers who transport controlled substances from the State RSS Warehouse to treatment centers will be part of the chain of custody for controlled substances.

## **Plan Testing and Revisions**

This plan, titled “Operational Plan and Procedures for Medical Materiel Management and Distribution”, is a living document and is continuously being revised and updated. Revisions are scheduled to occur after every implementation whether during an exercise or in response to a real emergency. This plan will be tested annually through an exercise or through real deployments. Lessons learned from exercises and real deployments will be incorporated into an improvement plan and updates included in revisions of the plan.

## **APPENDICES**

## Appendix A: Definitions

<b><i>ACTIC</i></b>	The Arizona Counter Terrorism Information Center is a joint effort between the Arizona Department of Public Safety, Arizona Department of Homeland Security, Federal Bureau of Investigation and other participating agencies.
<b><i>AzDEMA</i></b>	Arizona Division of Emergency Military Affairs. Responsible for coordination of statewide emergency management activities in Arizona.
<b><i>ADHS</i></b>	Arizona Department of Health Services
<b><i>ADOT</i></b>	Arizona Department of Transportation
<b><i>ARS</i></b>	Arizona Revised Statutes
<b><i>AzDOHS</i></b>	Arizona Department of Homeland Security
<b><i>AZDPS</i></b>	Arizona Department of Public Safety is tasked with providing security oversight for the SNS Assets and SNS Operation. AZDPS, with state headquarters in Phoenix, has offices located in more than 30 communities among Arizona's fifteen counties.
<b><i>BPHEP</i></b>	Bureau of Public Health Emergency Preparedness
<b><i>ACPHSD</i></b>	Apache County Public Health Services District
<b><i>CDC</i></b>	Centers for Disease Control and Prevention
<b><i>DEA</i></b>	Drug Enforcement Administration
<b><i>Distribution</i></b>	The process of delivering SNS from an RSS warehouse to local jurisdiction dispensing sites, treatment centers, and other locations. The terms distributing and delivering are used interchangeably.
<b><i>DSNS</i></b>	Division of Strategic National Stockpile
<b><i>EM</i></b>	Emergency Management
<b><i>EMAC</i></b>	Emergency Management Assistance Compact

<b><i>EOC</i></b>	Emergency Operations Center
<b><i>ESF #8</i></b>	Emergency Support Function #8. The Federal Response Plan is organized into 12 ESFs ESF #8 governs health services and medical support assistance provided under the federal Department of Homeland Security (USDHS). ESF#8 functions include: triage, treatment and transportation of casualties, and evaluation of patients out of the affected area as needed.
<b><i>EUA</i></b>	Emergency Use Authorization
<b><i>HAN</i></b>	Health Alert Network
<b><i>HEOC</i></b>	Health Emergency Operations Center
<b><i>IGA</i></b>	Intergovernmental Agreement
<b><i>JEOC</i></b>	Joint Emergency Operations Center
<b><i>MI</i></b>	Managed Inventory. Supplies of specific medications, medical supplies and equipment maintained either by the CDC or private vendors that can be immediately accessed by the CDC. MI is a component of the SNS, but not part of the 12-Hour Push Package.
<b><i>MMDP</i></b>	Medical Management and Distribution Plan
<b><i>MOU</i></b>	Memorandum of Understanding
<b><i>NIMS/ICS</i></b>	National Incident Management System/ Incident Command System is a Standardized Emergency Management System required for all federal, state and local government agencies for maintaining continuity of command and operation. A system that provides for a multiple level emergency response organization and is intended to facilitate the flow of emergency information and resources within and between organization levels.
<b><i>POD</i></b>	Point of Dispensing

<b><i>Prophylactic drugs</i></b>	Drugs that are used to prevent disease caused by biological agents.
<b><i>12-hour Push Package</i></b>	Federally pre-packaged and pre-staged SNS caches. Can be delivered to the SNS State's Receiving, Staging, and Storing (RSS) Warehouse location within 12 hours of a federal decision to deploy.
<b><i>RACES</i></b>	Radio Amateur civil Emergency Services
<b><i>RSS</i></b>	Receipt, Stage and Store
<b><i>SEOC</i></b>	State Emergency Operations Center. The state of Arizona maintains a fully operational state emergency operations center and one fully operational alternate state EOC. The SEOC was established to coordinate State and federal resources in support of the State's efforts during emergencies and disasters. ADHS participates in the SEOC to coordinate healthcare and public health response and resources in Arizona.
<b><i>SNS</i></b>	Strategic National Stockpile
<b><i>State RSS Warehouse</i></b>	The State's receiving, storing, staging, distribution and recovery site where CDC has delivered resources or SNS materiel. The SNS will be deployed to only <b><i>one</i></b> location within the State of Arizona for a declared event or series of events and all materiel will be distributed from that location.
<b><i>TBD</i></b>	To be decided
<b><i>Treatment centers (TC)s</i></b>	Local treatment centers are where affected individuals receive acute medical treatment; this includes such sites as hospitals, clinics, and temporary treatment centers set up and maintained by the County jurisdiction. These sites are responsible for the tracking of, and accounting for, all SNS materiel distributed to each location. These sites also ensure the proper storage, handling, use, and tracking of controlled substances.
<b><i>USMS</i></b>	United States Marshal Service

## **Appendix B: ADHS Strategic National Stockpile Resource Request**

The follow pages contain the ADHS Strategic National Stockpile Resource Request form.

Note:

**Time is of the essence:** Complete identified section and submit to the following:

County HEOC **and** County Emergency Management

**DIRECTIONS: Local Emergency Operation Center Incident Command completes this form.**

***Once complete submit form through County Emergency Management WebEOC***

***For additional information, please contact ADHS SNS Coordinator @ 602-350-0081  
or HEOC\_SNSCoordinator@siren.az.gov***



ARIZONA DEPARTMENT OF HEALTH SERVICES

# State Public Health Resource Request Form

ICS 308 Form Modified for the ADHS Health Emergency Operations Center (pg 1 of 2)

Form Version: ADHS02-12

Print Form

Request #

**Medical Countermeasures** (e.g. antibiotics, antivirals, vaccines)

**Medical Equipment and Medical Supplies** (e.g. alternate care site supplies, N95 respirators, ventilators)

NOTE: Personnel are Requested in a Separate Form

**Protocol:** This request is submitted upon a declared local/state emergency in which the need for public health assets exceeds local resources/capabilities. County/Tribal Public Health in coordination with local Emergency Management will submit this form to the state emergency operation center (SEOC) for approval. The SEOC will assign a state resource order tracking number fulfilling the request through the SEOC Health/Medical Branch (e.g. ADHS HEOC). A request should represent the sum of public health resources for the entire jurisdiction. **Complete this form to the extent possible and applicable.** The request process may include a preliminary technical assistance conference call from ADHS HEOC for additional information.

- New Request
- Add on to an Existing Request
- Modification to an Existing Request

Requesting County/Tribe: \_\_\_\_\_ State Arizona Date \_\_\_\_\_

Event/Incident Name: \_\_\_\_\_ Emergency Declared: \_\_\_\_\_

Request Purpose:  Hospital Surge  Mass Vaccination  Alternate Care Site  Healthcare Station  Pre-Hospital/MMRS  Medical Counter Measures/Point of Dispensing

(Check all that apply)  Radiation Cntr  Mass Fatality  other \_\_\_\_\_

Resource Use Duration: \_\_\_\_\_ (Approximate average)

Requestor Point of Contact: Radio Frequency \_\_\_\_\_

Name \_\_\_\_\_ ICS Title \_\_\_\_\_ Phone(s) \_\_\_\_\_

Email \_\_\_\_\_ 24/7 # \_\_\_\_\_ Delivery Need By \_\_\_\_\_

Deliver to \_\_\_\_\_

## Event and Request Description

Event Description:

Request Notes:

**The section below is to be completed by SEOC/ADHS only**

Approved

Not-Approved

Withdrawn

SEOC Order Number: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

# State Public Health Resource Request Form

ICS 308 Form Modified for the ADHS Health Emergency Operations Center (pg 2 of 2)

**Medical Countermeasures** (e.g. antibiotics, antivirals, vaccines)

**Medical Equipment and Medical Supplies** (e.g. alternate care site supplies, N95 respirators, ventilators)

Form Version: ADHS02-12

Requesting County/Tribe:  Requestor Point of Contact:  
Event/Incident Name:  Name

**Medical Countermeasures (e.g. antibiotics, antivirals, vaccines)**

# of Responders Exposed:  # of Persons Exposed:  # of Deaths Reported:   
Resource Requested:  QTY  Approx # People Served:   
Additional Description:   
Resource Requested:  QTY  Approx # People Served:   
Additional Description:   
Resource Requested:  QTY  Approx # People Served:   
Additional Description:

**Medical Equipment and Medical Supplies (e.g. alternate care site supplies, N95 respirators, ventilators)**

Resource Requested:  QTY  Approx # People Served:   
Additional Description:   
Resource Requested:  QTY  Approx # People Served:   
Additional Description:   
Resource Requested:  QTY  Approx # People Served:   
Additional Description:

**Other**

Please Describe:

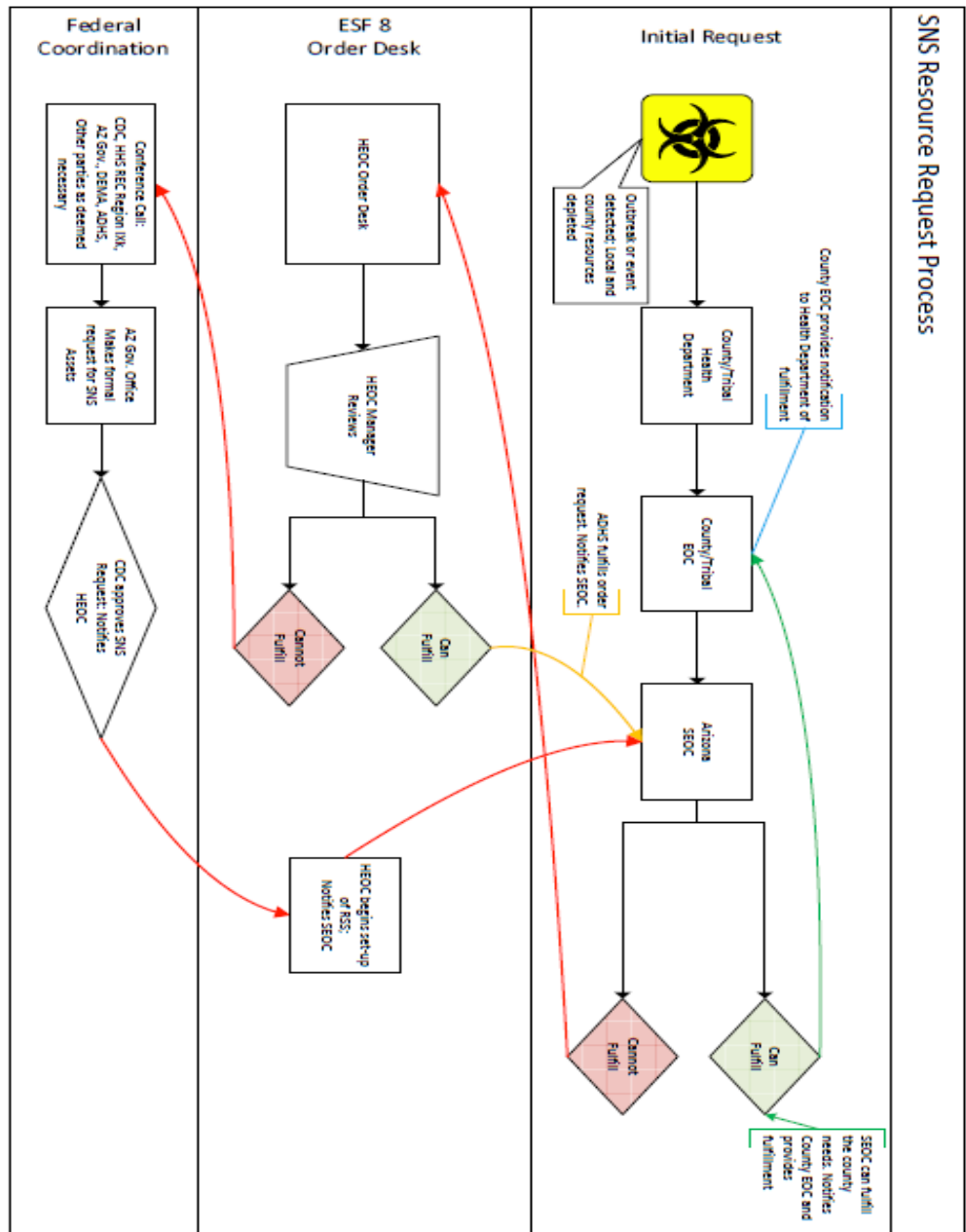
**The section below is to be completed by SEOC/ADHS only**

Approved  
 Not-Approved  
 Withdrawn

SEOC Order Number:  Time:  Date:

Appendix C: Figure 2-1 SNS Notification

Process Figure 2-1: RESOURCE REQUEST FLOW CHART



Draft 10-2016



**Appendix D: DEA Schedule II Controlled Substance Transfer Form**

See attached form.

**BLANK DEA FORM-222  
U.S. OFFICIAL ORDER FORM - SCHEDULES I & II**

<b>See Reverse of PURCHASER'S Copy of Instructions</b>		No order form may be issued for Schedule I and II substances unless a completed application form has been received, (21 CFR 1305.04).				<b>OMB APPROVAL No. 1117-0010</b>		
TO: (Name of Supplier)			STREET ADDRESS					
CITY and STATE		DATE		<b>TO BE FILLED IN BY SUPPLIER</b>				
				SUPPLIER'S DEA REGISTRATION No.				
<b>L I N E N o.</b>	<b>TO BE FILLED IN BY PURCHASER</b>							
	No. of Packages	Size of Package	Name of Item	National Drug Code			Packages Shipped	Date Shipped
	1							
	2							
	3							
	4							
	5							
	6							
	7							
	8							
	9							
10								
<b>LAST LINE COMPLETED</b> (MUST BE 10 OR LESS)			SIGNATURE OR PURCHASER OR ATTORNEY OR AGENT					
Date Issued		DEA Registration No.		Name and Address of Registrant				
Schedules								
Registered as a		No. of this Order Form						

DEA Form-222  
(Oct. 1992)

**U.S. OFFICIAL ORDER FORMS - SCHEDULES I & II**  
DRUG ENFORCEMENT ADMINISTRATION  
**SUPPLIER'S Copy 1**

**Note: The graphic illustrated above is only a depiction of the DEA Form-222. It is not intended to be used as an actual order form.**

**Appendix E: Apache County Chain of Custody Form**

**CHAIN OF CUSTODY FORM**

\_\_\_\_\_  
(Health Care Provider)

The items listed on the attached inventory have been delivered as indicated below:

**Inventory Prepared By:**

**Date/Time**

\_\_\_\_\_

\_\_\_\_\_

**Transported By:**

**Date/Time**

\_\_\_\_\_

\_\_\_\_\_

**Received By:**

**Date/Time**

\_\_\_\_\_

\_\_\_\_\_

**THIS FORM MUST BE RETURNED  
To Apache County Public Health Services District  
Emergency Preparedness Program**

**Appendix F: Apache County Custody Transfer Form**

**CUSTODY TRANSFER FORM**

Apache County Public Health Services District hereby transfers medical material from the SNS Program into the custody and control of the receiving health care provider listed below. By signing this transfer form, the receiving health care provider acknowledges receipt of the medical material listed on the attached inventory.

The receiving health care provider accepts full responsibility for the materials entrusted into its possession and agrees to abide by the terms, conditions, and responsibilities of all applicable agreements between the CDC, the SNS Program, applicable federal and state laws and regulations, and state and local authorities. The materials cannot be sold or are not for personal use by persons the items are not prescribed to.

- All supplies must be kept in a safe and secure location and in an acceptable manner (supply temperature requirements must be met).
- Apache County Public Health Services District reserves the right to redistribute below supplies in the future based on rates of outbreaks.
- The Health Care Provider is responsible for inventory and will be asked to report inventory levels to the Apache County Public Health Services District when requested.
- Any remaining issued supplies will become the property of the Apache County Public Health Services District once the declared emergency designation has been lifted/reduced.

By signing this transfer form, the receiving authority acknowledges they have read the attached Arizona Department of Health Services Guidance for Clinicians: H1N1 and the CDC Interim Guidance for Clinicians and Public Health Professionals.

\_\_\_\_\_  
**Authorized Receiving Health Care Provider**  
(Print Name and Title)

\_\_\_\_\_  
**Signature and Date/Time**

**THE SIGNED ORIGINAL OF THIS FORM ALONG WITH THE ORIGINAL SIGNED COPY OF THE INVENTORY MUST BE RETURNED TO APACHE COUNTY PUBLIC HEALTH SERVICES DISTRICT EMERGENCY PREPAREDNESS PROGRAM**

# Appendix G: SNS Medical Supplies Transfer Form

For Immediate Assistance, Contact the Strategic National Stockpile Program at 404-639-0459



ARIZONA DEPARTMENT  
OF HEALTH SERVICES

## ADHS Strategic National Stockpile Program

### *Medical Supplies Transfer Form*

The Arizona Department of Health Services (ADHS) Strategic National Stockpile Program hereby transfers medical materiel from the CDC-provided Strategic National Stockpile assets into the custody and control of the receiving authority listed below. By signing this transfer form, the receiving authority acknowledges receipt of the medical materiel listed.

The receiving authority accepts full responsibility for the materiel entrusted into its possession and agrees to abide by the terms, conditions, and responsibilities of all applicable agreements between the state and local authorities, as well as all applicable federal and state laws and regulations. See attached sheet(s) for listing of items received.

\_\_\_\_\_  
Provisionary ADHS Strategic National Stockpile Authority  
(Print Name & Title)

\_\_\_\_\_  
SIGNATURE & DATE

\_\_\_\_\_  
Authorized Receiving Authority  
(Print Name & Title)

\_\_\_\_\_  
SIGNATURE & DATE

\_\_\_\_\_  
If controlled Schedule II Substances are Transferred -  
Authorized Receiving DEA Registrant  
(Print Name, Title and DEA Registration No.)

\_\_\_\_\_  
SIGNATURE & DATE



## Appendix H: Signatories and Contacts for Requesting/Receiving the SNS

Arizona signatories listed below are authorized to request the SNS from CDC:

Governor's Authorized Representatives for Ordering the Strategic National Stockpile	Individuals Filling Position Effective Date: 03/2017
State of Arizona Governor	Doug Doucey (Contact Information on file with SEOC)
Arizona Department of Emergency Management	Wendy Smith-Reeve 602-464-6203
Arizona Department of Health Services Director	Cara Christ 602-542-1140
Arizona Department of Health Services State Public Health Director	Don Herrington 602-364-3855
Arizona Department of Health Services Bureau of Public Health Emergency Preparedness Chief	Teresa Ehnert 602-364-3571
Arizona Department of Health Services HEOC Manager	TBD at time of Incident

Arizona's pre-authorized individuals to receive and sign for the SNS:

- ADHS Director or Director's designee
- ADHS State Public Health Director
- ADHS Director of Bureau of Public Health Emergency Preparedness
- ADHS SNS Coordinator

## **Appendix I: List of Agencies with MOUs with Apache County Public Health Services District**

The list below contains a list of agencies with MOUs with the Apache County Public Health Services District. Included information is the name and type of agency, date the MOU was executed, service capability, and contact information. All MOUs have terms of five years except Ash Creek School District #53. All agencies with terms expiring 2014-2015 were sent a letter on January 2, 2014 confirming acknowledgement of the automatic renewal of terms.

## **Appendix J: Department of Public Safety (AzDPS) Roles and Responsibilities**

- Work with the United States Marshal Service (USMS) to transfer security command over with the State receipt of SNS material from the CDC.
- Upon receipt from ADHS, coordinate security of SNS personnel, equipment, facilities and material to facilitate transportation and delivery to the state and county RSS warehouses.
- Coordinate and provide security for controlled substances while in the state RSS warehouse.
- Evaluate physical security requirements, assess the risks that could interfere with the receipt, distribution and dispensing of the SNS, and coordinate for law enforcement as required.
- Provide control for traffic, crowd and access at the RSS warehouse and resources to manage necessary control as requested and as available.
- Request necessary augmentation from federal, state and local law enforcement organizations and AZ National Guard through the SEOC.