

New Medical Countermeasures Coordinator Start-Up Guide



Medical countermeasures (MCMs), such as vaccines, antiviral drugs, antibiotics, antitoxins, and chemical antidotes, are used to efficiently prevent, mitigate, or treat adverse health effects of an intentional, accidental, or naturally occurring public health emergency.

To rapidly dispense MCMs to the public during a public health emergency, local health departments have developed Point of Dispensing (POD) Plans. These plans pre-identify community locations (i.e., schools, stadiums, etc.), staffing roles and responsibilities, and other operational aspects for running a POD.

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

This guide is based on the recommendations of expert MCM Coordinators with years of experience in MCM planning, preparedness, and response. This guide provides resources and practical, step-by-step tips about how to build competency in providing MCM in public health emergencies. The steps provided here have been organized by category and are intended to be used as suggested actions to take to understand all of the aspects of the role of the MCM coordinator. They do not need to be completed in order, but can be a guidance point as it fits with your organization and the activities you are doing.

Glossary

Administration for Strategic Preparedness and Response
Centers for Disease Control and Prevention
Emergency Operations Plan
Federal Emergency Management Agency
Medical Countermeasures
National Association of County and City Health Officials
Operational Readiness Review
Point of Dispensing
Public Health Emergency Preparedness

ASPR
CDC
EOP
FEMA
MCM
NACCHO
ORR
POD
PHEP



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MCM Coordinator Checklist

Plans

- Review MCM Plans
 - Review and understand the purpose of the MCM plan at your agency and ask questions where needed to further build your understanding.
 - Identify how your agency interacts with its MCM plan. Familiarize yourself with your agency's Emergency Operation Plan (EOP) and other MCM related documents.
 - Review your state's MCM Plan. Reach out to your state's MCM Coordinator to discuss any questions and request information on recognized Best Practices.
 - Develop a plan for revising your agency's current MCM Plan by reviewing past after-action and improvement plans. Consult with local, state, and federal requirements.
 - Use the CDC's Public Health Preparedness Capabilities and Operational Readiness Review (ORR) Guidance to identify areas of improvement within your MCM plan.
 - Utilize lessons learned gathered from reviewing past after-action reports.
- Review MCM Planning Guidance
 - Review all MCM scoring systems (i.e., MCM Operational Readiness Review, PORTS, or State MCM systems). Reach out to your states MCM Coordinator to discuss any questions.
 - Read your agency's Public Health Emergency Preparedness (PHEP) contract to understand the deliverables. Reference past work plans/statements, progress reports, and MCM Action Plans.
- Conduct drills and exercises to test and revise the plan(s).

Partnerships

- Begin to make contact with MCM partners (neighboring counties, other coordinators, state resources, Open and Closed PODs, hospitals, healthcare agencies/partners, and the CHEMPACK hosts within your jurisdiction), and others as indicated in your jurisdiction's planning documents.
- Contact Emergency Management Coordinators for your jurisdiction to establish a relationship.
- Contact your agency's Immunization Coordinator/Immunization Program to establish and/or maintain joint training and planning efforts around PODs.

Resources

CDC

- [Community Planning Framework for Healthcare Preparedness](#)
- [Public Health Preparedness Capabilities: National Standards for State and Local Planning | State and Local Readiness](#)
- [On-TRAC - Online Technical Resource and Assistance Center](#)
- [Public Health Emergency Preparedness \(PHEP\) Cooperative Agreement](#)

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- [CDC TRAIN - an affiliate of the TRAIN Learning Network powered by the Public Health Foundation](#)
- [Healthcare Workers: Emergency Preparedness and Response](#)

ASPR

- [Strategic National Stockpile Course Listing](#)
- [ASPR TRACIE-Developed Resources](#)
- [Hospital Preparedness Program](#)
- [CMS and Disasters Resources at Your Fingertips](#)
- [National Health Security Strategy](#)
- [Pandemic Influenza](#)
- [Core Competencies for Disaster Medicine and Public Health](#)
- [Report on the Domestic Natural Disaster Health Workforce](#)
- [Extended Medical Countermeasure Distribution and Dispensing Considerations for Anthrax Incidents](#)
- [Emergency Management Principles and Practices for Health Care Systems 2nd Edition](#)
- [Factors that Will Most Significantly Impact the Effectiveness of MCM Distribution](#)
- [Building Community Resilience to Disasters. A Way Forward to Enhance National Health Security](#)
- [Disaster Behavioral Health](#)



Federal Emergency Management Agency

- [FEMA - Emergency Management Institute \(EMI\) | National Preparedness Directorate National Training and Education Division](#)
Take IS-100, 200, 300, 400, 700, and 800 as well as any other courses your leadership deems useful.
- [Planning Guides](#)
- [All Courses - Center for Domestic Preparedness](#)
- [Welcome - Preparedness Toolkit](#)
- [Homeland Security Exercise and Evaluation Program](#)
- [National Response Framework](#)

Homeland Security Digital Library

- [Receiving, Distributing, and Dispensing Strategic National Stockpile Assets: A Guide for Preparedness, Version 11](#)
- [2017-2022 Health Care Preparedness and Response Capabilities](#)

FDA

- [Medical Countermeasure Monitoring and Assessment](#)



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Other

- [NACCHO Toolbox](#)
- [Why Including a Behavioral Health Component to an Emergency Preparedness Plan is Critical \(NACCHO\)](#)
- [Under the Weather: Disaster Preparedness Guide for Hospitals \(StormGeo\)](#)
- [New Tools for Assessing State and Local Capabilities for Countermeasure Delivery \(RAND\)](#)
- [Recommended Infrastructure Standards for Mass Antibiotic Dispensing \(RAND\)](#)
- [Medical Countermeasures: Point of Dispensing \(POD\), Planning and Response \(Center for Domestic Preparedness\)](#)
- [At-risk Populations eTool \(orau.gov\)](#)
- [Disaster Preparedness, Response, and Recovery \(SAMHSA\)](#)
- [Disaster Behavioral Health Planners Resource Portal \(SAMHSA\)](#)
- [The Evolution of Public Health Emergency Management as a Field of Practice | AJPH | Vol. 107 Issue S2 \(APHA\)](#)
- [Congressional Primer on Responding to Major Disasters and Emergencies \(UNT Digital Library\)](#)

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FOR MORE INFORMATION, PLEASE CONTACT:

NACCHO Preparedness Team at preparedness@naccho.org.



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

1201 Eye Street, NW, Fourth Floor • Washington, DC 20005

Phone: 202-783-5550 • Fax: 202-783-1583

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