

# Medical Countermeasures Distribution and Dispensing Plan Guide

For Local Health Departments



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## Overview

One key plan in emergency preparedness is a medical countermeasures distribution and dispensing plan (MCM D&D) that outlines an agency's ability to provide medical countermeasures including vaccines, antiviral drugs, antibiotics, antitoxins, etc. in support of treatment or prophylaxis (oral or vaccination) to the community in accordance with public health guidelines and/or recommendations.

## Writing an MCM D&D Base Plan

The MCM D&D Plan describes how an agency or facility will receive, store and distribute MCMs. Plans include:

- **Introduction:** SNS and MCM materiel can include gowns, masks, gloves, tents, cots, vaccines, antiviral drugs, antibiotics, antitoxins, and any other supplies needed for a public health emergency response.
- **Core Plan:** Establishes the jurisdiction's emergency management system and structure. Explains types of hazards faced, jurisdictional capabilities, needs and demands during each phase of the response and outlines support functions.
- **Planning Functions:** Provides a summary of the functional areas of an emergency response within the jurisdiction. Describes how the jurisdiction requests and utilizes MCMs.
- **Plan Development and Maintenance:** Describes the jurisdiction's planning process and the allocation the plan's review and maintenance responsibilities. Can include guidelines for plan revisions, a plan exercise evaluation program or other forms used for managing emergencies.
- **Annexes and Appendices:** The annexes provide a specific framework for jurisdictions, agencies, private sector, not-for-profit and NGOs to coordinate and execute emergency management strategies. Each annex identifies a different coordinating and/or cooperating agency and in some cases, two or more agencies share responsibilities. Provide all other relevant information not already addressed in the core plan. Include a list of acronyms. Also include how to report adverse reactions to [vaccines](#) and [therapeutics](#).
- **Authorities and References:** Lists the legal authorities and referenced documentation supporting the emergency operations and activities discussed in the plan.
- **Partner Guides:** Describes other key roles and actions of federal, state, local, territorial, and private sector response partners.

## Steps in the Planning Process\*

- **Step 1** — Form a Collaborative Planning Team
- **Step 2** — Understand the Situation
- **Step 3** — Determine Goals and Objectives
- **Step 4** — Develop the Plan
- **Step 5** — Prepare and Preview the Plan
- **Step 6** — Implement and Maintain the Plan

\* Written by FEMA CPG 101

## Community Partners

- **Emergency Management Agencies (EMAs)**
- **Healthcare Providers, Hospitals, EMS**
- **Large Warehouse/Distribution Centers**
- **Environmental Health Partners**

## Planning Considerations

- **Regulatory/Legal Considerations and MOUs:** Ensuring all regulatory bodies agree to plan and all MOUs are signed and secure for all locations and additional resources.
- **Electrical/Power Outage Backup Plan:** Ensuring enough supplies, generators and fuel are present, or can be acquired quickly, to last multiple days, and establishing an information dissemination plan.
- **Storage Requirements:** Ensuring the size of RSS and PODs are adequate for needed material, and having cold (–4 to –80 degrees Fahrenheit) storage and transport capabilities.
- **EUA/Standing Orders:** Informing staff on emergency use authorizations and standing orders for medications.
- **Security of Material:** Utilizing local law enforcement or third-party security to maintain security of RSS and POD sites.
- **Material Tracking:** Maintaining reliable tracking system for injectable, oral medication, multiple doses, etc.
- **Dispensing:** Determining how medications and supplies will be dispensed, and communicating methods to stakeholders.
- **Site Staffing:** Prioritizing health and safety of all staff, including paid staff and MRC volunteers.
- **Types of PODs:** Determining type of POD (open, closed, walk-up, drive-through, etc.) and size/space required.
- **Heavy Equipment:** Ensuring availability of heavy equipment, forklifts, trucks, etc. to move materials, if required, and trained personnel to operate machinery.
- **Location:** Utilizing and ensuring separate locations for RSS and PODs.
- **Scalability:** Ensuring the size and scope of the response can shrink or grow as needed, including number and type of personnel required.

## When is an MCM D&D Plan Activated?

Threat of a large-scale, public health emergency involving a chemical, biological, radiological or nuclear event.

- **Local/Territorial/Tribal Partner:** Receives MCM material and distributes to general public through PODs according to plan

## MCM D&D Resources

- [Local Public Health Emergency Preparedness Coordinators](#)
- [ASPR TRACIE—MCM D & D](#)
- [Domestic Preparedness—MCM Dispensing](#)
- [Minnesota Department of Health—MCM](#)
- [NACCHO—MCM & NPI](#)

For additional information on Emergency Preparedness:  
[in.gov/health/emergency-preparedness](https://www.in.gov/health/emergency-preparedness)

