



# Division of Strategic National Stockpile Drill and Exercises Web-Based Data Collection and Reporting System



Budget Period 11 (2011 - 2012)

Purpose: This document details the questions asked during the web-based submission of DSNS Drill and Exercises. It also informs which After Action Reports (AARs) to upload.

## DSNS Web-Based Data Collection Questions

- What is your contact information?
  - Name
  - State (select)
  - Email
  - Password (entry)
    - Select locality and drill that you would like to report. The drills with data entry are:
      - Staff Notification
      - Site Activation
      - Facility Set-up
      - Pick List Generation
      - Dispensing Throughput
    - Which After Action Report (AAR) would you like to submit?
      - Public Health Decision Making Tool
      - RSS/RDS Supply Chain Management Game (Distribution, modules 1-3)
      - RSS/RDS Supply Chain Management Game (Resource Allocation, modules 4-5)
      - RealOpt© (substitutes for Dispensing Throughput)
      - Medical Countermeasure Dispensing Full Scale Exercise
      - Medical Supplies Management and Distribution Full Scale Exercise

*Note: Clicking a link opens a new browser window on top if this one. When you are finished with the selected drill, close the window to get back to the home page. Click "Update" when you are done working with drills to view the status of all drills.*

DSNS requires AARs for the following:

- RSS/RDS Supply Chain Management Game (Distribution, modules 1-3)
- RSS/RDS Supply Chain Management Game (Resource Allocation, modules 4-5)
- Public Health Decision Making Tool
- RealOpt© (substitutes for Dispensing Throughput)
- Medical Countermeasure Dispensing Full Scale Exercise
- Medical Supplies Management and Distribution Full Scale Exercise

You will be able to upload your file through the website.

## Staff Notification (BP11)

1. What was the drill start date and time? *Note: Date entries (mm/dd/yyyy) must be between August 10th of the starting year and July 15th of the ending year, but not greater than the current date. Time entries are in the form of hh:MM AM/PM*
2. What was the drill end date and time?
3. Is this staff notification drill being performed as part of a larger HSEEP standard operational response exercise or a stand-alone drill? Select from: A larger HSEEP standard operational response exercise or a stand-alone drill  
If larger exercise:  
What is the name, date, and operational category of the exercise?  
What date was this conducted?  
What exercise type? Select from: Functional (FE) or Full-Scale (FSE)
4. Was this a real world event? Yes/No  
If yes: What kind of real event was it? Select from: Bioterrorism Event, NSSE (National Special Security Event), Natural Disaster (flood, hurricane, tornado, ice storm, earthquake, tsunami, fire, etc.), Outbreak of Disease, Pandemic or Seasonal Influenza, Other (please specify)
5. What was the extent of notice for this drill? Select from: No Notice, Partial Notice, Full Notice
6. What communication platforms were used for staff notification? Check all that apply: Phone, Email, Text, Pager
7. What calling process was used to notify sites? Automated, Manual, Hybrid (automated + manual)
8. What was the date and time the first person on the roster was notified? *Note: Dates and times must be between the drill date and times entered in questions 1 and 2*
9. What was the date and time when the last person on the roster was notified? *Note: Dates and times must be between the drill date and times entered in questions 1 and 2*
10. What date and time did the last person acknowledge emergency response notification? *Note: If personnel responded outside of your specified drill time, they should be considered to be non-responders for the purpose of this drill*
11. What was the total number of staff included in this staff notification?
12. How many staff were called on the following rosters:
  - Emergency Operations Center (EOC)?
  - Regional Distribution Sites (RDS)?
  - Points of Dispensing (PODs)?
  - Public Information and Communication (PIC)?
  - Security/Law Enforcement?Or select "Site not applicable"
13. For each type of staff list (EOC, RDS, POD, PIC, Security/Law) called, what is the:
  - Number of staff who acknowledged emergency response notification?
  - Target time for assembly (in minutes)? Or select "No established target time"
  - Number of staff able to assemble by target time?

*Please print the drill summary page for your records.*

## Site Activation (BP11)

1. What was the drill start date and time? *Note: Date entries (mm/dd/yyyy) must be between August 10th of the starting year and July 15th of the ending year, but not greater than the current date. Time entries are in the form of hh:MM AM/PM*
2. What was the drill end date and time?
3. Is this site activation drill being performed as part of a larger HSEEP standard operational response exercise or a stand-alone drill? Select from: A larger HSEEP standard operational response exercise or a stand-alone drill  
If larger exercise:  
What is the name, date, and operational category of the exercise?  
What date was this conducted?  
What exercise type? Select from: Functional (FE) or Full-Scale (FSE)
4. Was this a real world event? Yes/No  
If yes: What kind of real event was it? Select from: Bioterrorism Event, NSSE (National Special Security Event), Natural Disaster (flood, hurricane, tornado, ice storm, earthquake, tsunami, fire, etc.), Outbreak of Disease, Pandemic or Seasonal Influenza, Other (please specify)
5. What was the extent of notice for this drill? Select from: No Notice, Partial Notice, Full Notice
6. What communication platforms were used for site activation? Check all that apply: Phone, Email, Text, Pager
7. What calling process was used to notify sites? Automated, Manual, Hybrid (automated + manual)
8. What date and time was the first site notified? *Note: Dates and times must be between the drill date and times entered in questions 1 and 2*
9. What date and time was the last site was notified? *Note: Dates and times must be between the drill date and times entered in questions 1 and 2*
10. What date and time did the last site acknowledge emergency response notification?
11. What was the total number of sites included in this call down? *Note: If you are initiating a call tree, please report all responses from each site on the calling tree.*
12. How many Emergency Operation Centers (EOCs), Regional Distribution Sites (RDS'), Points of Dispensing (PODs) were called? Or select "Site not applicable" *Note: Each category (e.g EOC) is asked separately*
13. How many EOCs/RDS'/PODs acknowledged the call? *Note: Each category (e.g EOC) is asked separately*  
What was the target time for EOCs/RDS'/PODs activation (in minutes)? Or select "No established target time"  
How many of the EOC/RDS/POD sites can be available by the target time? *Note: This cannot exceed the number acknowledging sites for each category*

*Please print the drill summary page for your records.*

## Facility Setup (BP11)

1. What was the drill start date and time? *Note: Date entries (mm/dd/yyyy) must be between August 10th of the starting year and July 15th of the ending year, but not greater than the current date. Time entries are in the form of hh:MM AM/PM*

2. What was the drill end date and time?

3. Is this facility set-up drill being performed as part of a larger HSEEP standard operational response exercise or a stand-alone drill? Select from: A larger HSEEP standard operational response exercise or a stand-alone drill

If larger exercise:

What is the name, date, and operational category of the exercise?

What date was this conducted?

What exercise type? Select from: Functional (FE) or Full-Scale (FSE)

4. Was this a real world event? Yes/No

If yes: What kind of real event was it? Select from: Bioterrorism Event, NSSE (National Special Security Event), Natural Disaster (flood, hurricane, tornado, ice storm, earthquake, tsunami, fire, etc.), Outbreak of Disease, Pandemic or Seasonal Influenza, Other (please specify)

5. What was the extent of notice for this drill? Select from: No Notice, Partial Notice, Full Notice

6. What type of facility did you set up? Check all that apply: POD (Point of Dispensing), RDS (Regional Distribution Site), EOC (Emergency Operations Center) *include Department and State Operations Centers in this category*

7. What type of POD did you set up? Select from: General/Traditional/Open, Closed

8. Was this a Walk Through or Drive Through POD?

9. How many POD/RDS/EOC sites did you set up? *Note: Each facility type (e.g POD) is asked separately*

10. What is the name/identifier of each POD/RDS/EOC site that you set up? *Note: Ensure that the name/identifier is consistent with the name/identifier used in the POD standards template for your jurisdiction.*

11. What is the target time (in minutes) after notification that each POD/RDS/EOC should be set up? Or select "No established target time" *Note: Each facility type (e.g POD) is asked separately.*

When target times are established:

What is the target time (in minutes) that each POD/RDS/EOC was actually set up?

E.g. Two pods were given names (R1, R2) and their individual times (106, 45) in minutes, would be entered for each.

*Please print the drill summary page for your records.*

## Pick List Generation (BP11)

1. What was the drill start date and time? *Note: Date entries (mm/dd/yyyy) must be between August 10th of the starting year and July 15th of the ending year, but not greater than the current date. Time entries are in the form of hh:MM AM/PM*
2. What was the drill end date and time?
3. Is this pick list generation drill being performed as part of a larger HSEEP standard operational response exercise or a stand-alone drill? Select from: A larger HSEEP standard operational response exercise or a stand-alone drill  
If larger exercise:  
What is the name, date, and operational category of the exercise?  
What date was this conducted?  
What exercise type? Select from: Functional (FE) or Full-Scale (FSE)
4. Was this a real world event? Yes/No  
If yes: What kind of real event was it? Select from: Bioterrorism Event, NSSE (National Special Security Event), Natural Disaster (flood, hurricane, tornado, ice storm, earthquake, tsunami, fire, etc.), Outbreak of Disease, Pandemic or Seasonal Influenza, Other (please specify)
5. What was the extent of notice for this drill? Select from: No notice, partial notice, full notice
6. What is your primary type of inventory system? Select from: Spreadsheet (e.g MS Excel), Database (e.g MS Access), Commercial Off the Shelf System (COTs), Hard Copy/Written
7. What type(s) of inventory were you creating pick lists for? Check all that apply.
  - 12-hour Push Package Test File
  - 12-hour Training Push Package (Eagle Package)
  - State or Local Inventory
8. Was physical management of inventory included in this event?
9. What is the total number of PODs/receiving sites in your jurisdiction?
10. How many of each type of POD/receiving site is in your jurisdiction?  
List numbers for: General Population PODS, Closed PODS, Hospitals, Non-acute care treatment centers, Other
11. What was the total time (in minutes) required to generate ALL pick lists to support initial supply for all identified PODs in the jurisdiction? *Note: This is the total from all POD types, not just one POD*
12. Please provide individual times (in minutes) to generate up to six pick lists. *Note: Select the POD type from drop-down; You do not need to have six entries for just one POD type; You may mix and match.*
13. What was the total time (in minutes) for picking all inventory? *Note: This question is optional. It should only be answered if you physically picked inventory in the warehouse. You are not required to provide a numerical answer. If you are not providing a numerical answer, please check 'no answer'*

*Please print the drill summary page for your records.*

## Dispensing Throughput (BP11)

1. What was the drill start date and time? *Note: Date entries (mm/dd/yyyy) must be between August 10th of the starting year and July 15th of the ending year, but not greater than the current date. Time entries are in the form of hh:MM AM/PM*
2. What was the drill end date and time?
3. Is this dispensing throughput drill being performed as part of a larger HSEEP standard operational response exercise or a stand-alone drill? Select from: A larger HSEEP standard operational response exercise or a stand-alone drill  
If larger exercise:  
What is the name, date, and operational category of the exercise?  
What date was this conducted?  
What exercise type? Select from: Functional (FE) or Full-Scale (FSE)
4. Was this drill part of a real event or exercise?  
If yes: What kind of real event was it? Select from: Bioterrorism Event, NSSE (National Special Security Event), Natural Disaster (flood, hurricane, tornado, ice storm, earthquake, tsunami, fire, etc.), Outbreak of Disease, Pandemic or Seasonal Influenza, Other (please specify)
5. What was the extent of notice for this drill? Select from: No notice, partial notice, full notice
6. Was the POD fully staffed and functional to meet the needs of a real world event?
7. How many people/vehicles were processed through the POD? Note: If people/vehicles are looping through during the exercise, count each time they enter the POD
8. How many individuals did you collect throughput times for? Note: If people/vehicles are looping through during the exercise, count each time they enter the POD.
9. What type of POD was used in the drill? Select from: General/Traditional/Open or Closed
10. Is this a Walk Through or Drive Through POD?
11. Does this POD include Head of Household dispensing (picking up for multiple members in the household)?  
If yes: What is the authorized number of multiple regimens dispensed to Head of Households? Or select "unlimited"
12. Does this POD use a medical or non-medical model for dispensing?
13. What type of medical countermeasure was dispensed at the POD? Please check all that apply from: Oral Medical Countermeasure, Injection
14. What type of dispensing occurred at your POD? Please check all that apply (you will be asked a series of questions for each type you check). Traditional/Assisted (>3 steps) or express (2-3 steps)
15. What type of dispensing data would you like to provide about your Traditional/Assisted, Express? Select from: Time at each step/station or Time to complete overall process POD.
16. For each step (*up to 9 enterable*), what function(s) were in the (first, second, etc) step of your POD? Select from:
  - Greeting/Entry
  - Triage
  - Drug Triage
  - None of these (select when none of the remaining stations apply to your drill) *Note: You must select at least 1 station (function) type. This page will repeat until either all stations have been selected or 'None of these' is selected by itself*
  - Forms Distribution
  - Mental Health Screening and Counseling
  - Dispensing
  - Briefing
  - Medical Evaluation
  - Form Collection and Exit
17. How many clients went through each step and how many stations were at each step? E.g Step 1 Greeting Forms/Distribution – How many clients? How many stations? Step 2 Dispensing/Forms Collection- How many clients? How many stations
18. How much time in minutes did it take for each person going through each step or from beginning to end?

*Please print the drill summary page for your records.*