Hospital emergency preparedness plans should include a dedicated team of supply chain professionals and resources. To ensure maximum effectiveness, organizations should designate a staff member or team to carry out the plan. The following can help supply chain professionals prepare for an emergency and ensure a coordinated, appropriate response.

**Perpetual Readiness Checklist**

- Assign key roles for the Hospital Incident Command System, with backups for each of three shifts. These staff members should be trained and participate in routine drills.
- Develop supply caches of pharma and med/surg products that may be hard to obtain or develop a core disaster formulary.
- Have a plan to rotate stock as it approaches its expiration or end-of-useful-life date to avoid financial liability.
- In addition to medical products, charged lanterns, flashlights, batteries, headlamps, extension cords, etc., may be needed at a moment’s notice and should be distributed to staff, particularly hands-free staff, such as pharmacists, to help complete the surgeries and procedures in progress.

Example of a 120-Hour Preparedness Plan for a Coastal Storm Scenario:

**FIVE DAYS OUT**

**Staffing**
- Establish (or activate) a supply chain management support (SCM) group and command center
- Develop roster of people for a “Stay Team”
- Hold staff or schedule early shifts
- Assess and arrange transportation needs (e.g., an SUV to pick up critical staff and family members)
- Assess and arrange child care services for staff who are required to stay at work

**Key Contacts**
- Contact key suppliers to inform them of an impending emergency and coordinate delivery arrangements
- Develop (or make available) a list of state and local police contacts to facilitate deliveries and permit emergency vehicles on roadways

**Supply Chain**
- Develop or review a list of key supplies needed to last at least 96 hours
  - If critical supplies need to be ordered to increase on-hand inventory, contact suppliers to arrange for a delivery immediately (this must be done prior to Day 2)
FOUR DAYS OUT

**Staffing**
- Finalize Stay Team rosters

**Supply Chain**
- Confirm orders with key suppliers
- Monitor facility and supplier staffing
- Coordinate the impending delivery of supplies

TWO TO THREE DAYS OUT

**Staffing**
- Assign a Dockmaster who will coordinate an orderly influx of supplies at the loading dock

**Supply Chain**
- Confirm orders with key suppliers (if not already completed)
- Logistics management performs walk-through of units to confirm orders

ONE DAY OUT

**Staffing**
- Communicate to customers that additional orders are being placed and will be accepted as long as possible (i.e., when roads are open and carriers are delivering)
- Monitor SCM staffing and critical suppliers

DAY OF EMERGENCY

**Services**
- Estimate emergency fuel delivery procedures (e.g., can fuel be delivered in the event of a flood?)
- Estimate the run time for generators and fuel inventory
- Identify the supplies, tools, and processes needed to restore power temporarily
- Take inventory of cash on hand and determine the need for a delivery of cash

**Supply Chain**
- Stay in contact with SCM support personnel; provide support as available and permitted
- Document spending that is due to emergency
- Assess challenges, issues, and damage
- Engage key suppliers to return to pre-emergency supply levels
  - Medical/surgical distributors
  - Maintenance, Repair & Operations product suppliers (MROs)
  - Drug wholesalers
  - Linen and laundry services
  - Clinical lab distributors
  - Food and water distributors
  - Cylinder and bulk oxygen and medical gases
  - Whole blood and component suppliers
  - School and research suppliers (for dry ice, refrigeration, IT support, and recovery)
  - Office products suppliers

POST-EMERGENCY

For a list of actions to take following an emergency, members should refer to the Post-Disaster Checklist, which is available at gnyha.org in the Emergency Preparedness section under Topics.