

Hospital Plan Template Supplies and Equipment

Vendor Relationships

- Identify all current vendors for supplies, equipment purchase and rental, and contractual services.
- Consider establishing vendor relationships with more than one vendor for each service or product type.
- Anticipate what additional resources you may need during a massive surge situation.
 - Patient Care Supplies
 - Pharmaceutical
 - Food
 - Facility Management
 - Diagnostics
- Define other alternatives for acquiring supplies, equipment, services if vendors are unable to deliver. (Local merchants and other agencies)
- Explore what each vendor is willing and able to do to accommodate a sudden and sharp increase in need from your facility.
- Assess your current PAR levels of medical supplies and equipment and determine if an increase is feasible.
 - Consider a change in the threshold for ordering re-supply, either permanent or based on triggers.
 - Consider ordering additional supplies immediately before an anticipated disaster.
 - Identify items which if unavailable would seriously impair facility (e.g., spare parts) and inventory PAR level
 - Identify items which the medical cache would not be able to replace, expand in house inventory and request consideration of addition to cache if item common to many facilities.

Access to State Medical Cache

- Determine facility specific measures that could be taken to conserve consumable supplies and extend the supply that is available within your facility.
 - Define trigger points for implementation of facility conservation measures. For example, delayed deliveries, vendor just not able to fill the order, national evidence of supply limitations)
 - Define trigger points for implementation of clinical conservation (e.g., reserving IVF for narrower range of patients)
- Indicate an understanding that access to the State cache may require that you follow conservation measures as directed by the ND DoH.
- Describe the process for requesting material from the State medical cache
- Describe a process for tracking the use of supplies and location of any equipment received from the state cache. Equipment will be picked up and returned to the state cache following the event and the state will apply to FEMA for reimbursement of the cost of supplies.
- Build in mechanisms to replace material in the cache that were used during the disaster in order to re-build cache inventory post-disaster.