

Preparedness Checklist For Supply Chain Partners



HIDA is working with policy makers to incorporate lessons learned from recent events, such as the 2017 hurricane season and Ebola, into the reauthorization of the Pandemic and All Hazards Preparedness Act. Additionally, we are engaged with leadership in the office of the Assistant Secretary for Preparedness and Response (ASPR) and the Strategic National Stockpile (SNS) to continue building our partnership. These initiatives are progressing through the federal policy process. However, another hurricane season is upon us, so HIDA has compiled information for distributors to utilize now to assist with access to geographies and customers after a disaster. Additional resources can be found on HIDA's website at www.hida.org.

CHECK LIST FOR COORDINATING WITH FEDERAL, STATE AND LOCAL AUTHORITIES TO ENSURE ACCESS DURING A DISASTER



- ✓ ***Do the states you conduct business in have a formal access program?***
 - If yes, apply and remember to renew as appropriate
 - These programs require organizations to register employees and be pre-vetted so they can gain access to areas during emergencies. They will typically provide an access badge.
 - States with access programs include: Florida, New Jersey, North Carolina, South Carolina, Louisiana, Massachusetts, Mississippi, Rhode Island and Washington
- ✓ ***Do the states you conduct business in utilize an "ad hoc" or "just-in-time" method for the private sector to gain access to a disaster site?***
 - Some methods include: Letters of entry support through emergency operations centers (EOCs) and business emergency operations centers (BEOCs). Letters should be on an official letterhead containing a brief explanation of the role of the critical personnel/nature of supplies being delivered and should be shown to law enforcement at checkpoints. Most state BEOCs maintain many private sector points of contact in their databases. If law enforcement has a question, they can contact the EOC or BEOC.
- ✓ ***Do you have the contact information for the Emergency Management Agency (EMA) for each state in which you conduct business?*** For each state's EMA, search [here](#).
- ✓ ***Are your third party logistics providers (3PLs) aware of what information and documentation they need to get through check points and deliver your products?***
- ✓ ***Once there is a state of emergency declared, check the Governor's Emergency Declaration order to see if those transporting medical products and essential goods are excluded from curfews and other conditions.*** Remember that the declarations are sometimes ordered 24-48 hours after the beginning of the emergency.

PROACTIVELY ENGAGE YOUR CUSTOMERS

- ✓ ***Consider creating a written understanding of emergency communication protocols, which covers what products to ship and when to ship them if systems are down between trading partners.***
- ✓ ***Ask your customers if they have established emergency preparedness requirements as recently required by CMS for Medicare and Medicaid reimbursement.*** This is a great opportunity to collaborate and provide value. See HIDA's [summary](#) for more information.

- Identifying key medical products: Providers must have policies and procedures—not just an operation plan—for emergency vendor continuity and to address subsistence needs, such as food, water, and medical supplies for staff and patients.

The regulation does not require any specific items or quantities. Each facility must conduct an assessment of its supply needs and make purchases. The supply chain can help identify critical products and maintain extra inventory for customers.

- Testing the plan: Providers are required to perform two tests per year.

HELPFUL LINKS

- ❖ **ASPR (Assistant Secretary for Preparedness and Response) TRACIE (Technical Resources, Assistance Center, and Information Exchange) Hurricane Related Resources:** <https://asprtracie.hhs.gov/hurricane-resources>
- ❖ **FEMA Hurricane Toolkit for Businesses:** [https://www.fema.gov/media-library-data/1510690297358-1e6c4874b251c3022ac4b57b0369e2da/Hurricane Ready Business Toolkit Interactive Final 508.pdf](https://www.fema.gov/media-library-data/1510690297358-1e6c4874b251c3022ac4b57b0369e2da/Hurricane%20Ready%20Business%20Toolkit%20Interactive%20Final%20508.pdf)
- ❖ **Healthcare Ready “Access Denied” Report and Recommendations:** [https://www.healthcareready.org/system/cms/files/1464/files/original/HCR Access Denied Report High Resolution.pdf](https://www.healthcareready.org/system/cms/files/1464/files/original/HCR%20Access%20Denied%20Report%20High%20Resolution.pdf)
- ❖ **FEMA’s 2017 Hurricane Season After-Action Report:** <https://www.fema.gov/media-library/assets/documents/167249>
- ❖ **ASPR TRACIE’s Durable Medical Equipment in Disasters Report:** <https://asprtracie.s3.amazonaws.com/documents/aspr-tracie-durable-medical-equipment-in-disasters.pdf>