

"By failing to prepare,
you are preparing to fail."

– Benjamin Franklin

WHY EMERGENCY PREPAREDNESS?

Emergencies appear in many different forms and from all directions, and usually when you least expect them. From natural disasters, terrorism, public service disruptions, medical problems, and more, procurement's role is as important as that of a first-responder, often serving as the logistics support system to help save lives. Having a plan can sometimes mean the difference between life and death. This First Aid Kit provides a framework to handle the unexpected and often unpleasant aspects of natural or man-made disasters. It gives a broad overview of all emergency situations while addressing the aspects of "before," "during," and "after" the emergency. Prepare to be involved long after the immediate crisis is over.

Disasters and emergencies will happen – having a plan allows your procurement team to be effectively prepared for any situation. Please use this as a starting point to creating your own customizable Emergency First Aid Kit.

"In the midst of chaos, there is also opportunity."

– Sun Tzu



The National Cooperative Procurement Partners (NCPP) Association is leading the way in elevating the discussion, advocacy and educational content on cooperative procurement. Working collaboratively to bring all the "partners" in procurement together – cooperatives, strategic suppliers, affiliated organizations and public procurement professionals – its goal is to produce meaningful educational tools to support public procurement agencies and become the "go to" resource for cooperative procurement.

WWW.NCPPASSOCIATION.ORG

THANK YOU TO THE PARTNERS OF NCPP



TODAY'S PREPARATION



FIRST AID KIT

TOMORROW'S SUCCESS

BEFORE THE EMERGENCY

EMERGENCY PREPAREDNESS CHECKLIST

- ❑ **Have Master Contracts in Place**
To view a list of potential commodities and services needed during an emergency, check out <http://bit.ly/ContractList>
- ❑ **Coordinate with Nearby Agencies**
Plan master contracts volume spend and coordinate EOC support across jurisdictions
- ❑ **Participate in Agency Emergency Training Exercises**
- ❑ **Research and analyze the viability of available cooperative agreements that may be used during an emergency.**
- ❑ **Establish P-cards for Emergencies**
Issue cards and have a list of holders; ensure there is an emergency profile that opens the card
- ❑ **Create a hard copy printout and digital listing of all available vendors**
- ❑ **Establish an Emergency Policy for the Agency within the Procurement Procedures Manual**
- ❑ **Coordinate all FEMA requirements and contract language needed to ensure the maximum possible reimbursement after the emergency**

CONTRACT CATEGORIES YOUR AGENCY SHOULD HAVE IN PLACE

- | | |
|------------------------------------|---------------------------------------|
| • Office Equipment and EOC Support | • Police and Security |
| • Cooling and Heating | • Personal Protection |
| • Cleaning Equipment and Products | • Power, Electricity and Lighting |
| • Accessibility and Transportation | • Life Sustaining Services |
| • Air Quality | • Debris Removal |
| • Fire Protection and Safety | • Pumps and Equipment |
| • First Aid and Medical | • Tools |
| • Communication Systems | • Vehicle Damage and Accident Removal |

Download a comprehensive list of over 250 emergency related contracts at <http://bit.ly/ContractList2019>

DURING THE EMERGENCY

- **State of Emergency** should be proclaimed by Federal, State, or Agency Political Body
- **Assume** logistics responsibility in Emergency Operations Center
- **Set up** accounting code(s) to track all emergency purchases across the entire Agency
- **Enlist** procurement support for contracts related to commodities, services, and construction to immediately respond to health and safety issues
- **Communicate** regularly with the Procurement team and Agency to ensure all teams are working together
- **Establish** a paper process in case of power outage or lack of computers

EMERGENCY OPERATIONS CENTER

- | | |
|---------------------------------|---|
| • Conference Room | • Office Supplies |
| • Computer/Network Access | • Food and Water for EOC Teams |
| • Cable Televisions/Monitors | • Temporary Bedding and Cots |
| • Ample Power Outlets | • Flashlights and Battery-Operated Lighting |
| • Speaker Phone | • Radios/Walkie Talkies |
| • Weather/Police Radio Scanner | • Backup Power Supplies/Batteries |
| • Presentation Pad/Marker Board | |
| • Clock and Calendar | |

EMERGENCY KIT (For working off-site)

- Laptop or tablet with extra batteries/charger
- Hard copy printout of available vendors
- Hard copy printout of all procurement and management personnel office/home/cell numbers
- Cell phone with extra battery/charger
- Paper, pens, office supplies
- Hard copy Purchase Order
- Fax machine or scanner to send PO's
- Flashlights and batteries in case of no electricity
- Assigned P-card for emergency purchases
- Bottled water and food for immediate team members
- Emergency Policy and Procedures Manual
- Camera or device for digital photos

AFTER THE EMERGENCY

- **Research** cooperative agreements or conduct bids for ongoing supplies and support
- **Support** both the EOC and regular procurement functions
- **Work** with other units of government (political subdivisions or agencies) to prepare paperwork and submit claims to FEMA for reimbursement
- **Reconcile** invoices and ensure that all suppliers are paid for services rendered during the emergency
- **Prepare** reports to management on budget and expenditures related to the emergency
- **Ensure** wind down of procurement activities related to the emergency

OTHER CONSIDERATIONS:

- Besides handling this immediate emergency, what else needs to be taken care of in the Procurement Office?
- How are you making the necessary accommodations to still carry on business?
- Does your staff have to take care of family and property due to the emergency, and is there rotation of teams? Given the totality of the circumstances – assess staff “fitness for service” every 12 hours.
- How long might the emergency last?
- Can other agencies or procurement teams assist?
- How are donations being handled/coordinated?
- Does the warehouse operations need support or more frequent restocking?
- If Agency buildings are damaged, will procurement services be needed to establish temporary office locations?

DID YOU KNOW?

One of the biggest concerns in any emergency is the loss of electricity.

It effects:

- Computer and IT infrastructure
- Phone and cellular networks
- Power to homes, buildings, and operations
- Water and sewer service
- Hospital and life-support systems
- Ice making and refrigeration
- Heating and cooling systems

How many days or weeks are you prepared for no electricity?