

Upper Cumberland Healthcare Preparedness Coalition



Regional Supply Cache

Standard Operating Guidelines

August 2016

UPPER CUMBERLAND HEALTHCARE PREPAREDNESS COALITION

REGIONAL SUPPLY CACHE

STANDARD OPERATING GUIDELINES

INTRODUCTION:

A regional cache of medical supplies and equipment has been purchased with grant monies from the National Hospital Preparedness Program. These supplies and equipment are owned jointly by the Upper Cumberland Healthcare Preparedness Coalition located in EMS Region 4. Items purchased for the cache are meant to provide extra capacity for healthcare when responding to or impacted by a disaster event. Purchase of items has been based on hazards common to our region. Based on regional hazard vulnerability assessment, our most likely disaster would result from **Severe Thunderstorm/Straight-Line Winds or Tornadoes** causing multiple casualties or displacement of residents and/or visitors needing shelter. Macon County in the most northwestern tip of our region was struck by an EF3 tornado on February 5, 2008 resulting in 22 fatalities and 63 injuries. Most recently on February 29, 2012, DeKalb, White and Cumberland counties suffered property damage and fatalities related to tornados. Again on March 2, 2012, an EF2 tornado tore through the region causing significant property damage in Jackson, Putnam and Overton counties but fortunately no fatalities. In February 2016, five counties in the region were struck by a significant ice storm that downed trees and power lines leaving some residents without power for more than a week. There were seven shelters opened to provide warmth and food to displaced residents.

PURPOSE:

This document serves to guide emergency first responders, including but not limited to public health, hospitals and 911 operators, through the process of requesting the Region’s supply cache, familiarize them with the inventory available, and provide guidance for deploying and using these assets.

COUNTIES SERVED:

Cannon	Fentress	Pickett	Warren
Clay	Jackson	Putnam	White
Cumberland	Macon	Smith	
DeKalb	Overton	Van Buren	

INVENTORY:

The regional stockpile of medical supplies and equipment is located in six pull-behind trailers as delineated below. Four of the trailers remain parked on the north end of the Cookeville Regional Medical Center’s Cancer Center parking lot next to the mechanical building at the corner of Cedar and 4th Street in Cookeville. One is a portable refrigerated trailer for extra morgue capacity. One contains a 20-bed portable treatment facility with portable generator. Another has basic medical surge supplies, and one is equipped with the First Water Outpost water purification system and accessories.

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Additional trailers of medical surge supplies are prepositioned at Cumberland Medical Center in the CMC Medical Equipment building located at 591 South Main Street in Crossville and St. Thomas DeKalb Hospital at 520 West Main Street in Smithville behind the maintenance building.

	<i>Item Description</i>	<i>Qty</i>	<i>Unit</i>
High Energy Shielded Decay Drum			
Located in Nuclear Medicine Dept of Cookeville Regional Medical Center One Medical Center Blvd, Cookeville, TN			
Mass Fatality Trailer 18 ft			
Located at Cookeville Regional Medical Center, 1 Medical Center Blvd, Cookeville, TN 38501 Cancer Center Parking Lot			
	Portable 18-capacity mortuary system complete with trays, straps, lights, thermostat controlled refrigeration & 6000 watt gas generator with 2-10 gallon gasoline tanks	1	
	Heavy Duty Body Bags (6 per case)	4	cases
	Wobble Light 400 watts, 40000 lumens	1	
	Extension Cord 25 ft	1	
	Work Safe LED Lantern	2	
	Folding Table 6ft	2	
	Tarps 30ft X 20 ft	6	
	Trash bags 30 gal (25 per box)	1	box
	Biohazard Waste bags 33 gal (50 per box)	1	box
	Banker box	10	
	Photo Documentation Kit	1	
	Fuji FinePix XP70 Camera	1	
	Garmin nuvi 55 GPS	1	
	Evidence Bags various	110	
	Evidence Tape various	3	rolls
	Evidence Labels various		
	Digital Thermometer	1	
	Office supplies various		
	Tool bags with pockets	2	

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Mobile Hospital Trailer 20ft			
<p align="center">Located at Cookeville Regional Medical Center, 1 Medical Center Blvd, Cookeville, TN 38501 Cancer Center Parking Lot</p>			
	22ft X 42ft inflatable shelter	1	
	129in X 82in anteroom	1	
	5 ton portable HVAC	1	
	Surge Beds (10 per cart, 400 lb cap)	2	Carts (19 cots)
	Med Bed (1000 lb cap)	3	
	5-Patient Trauma Kit	21	
	Portable Negative Air Pressure Unit	1	
	44 kw pull-behind diesel generator	1	
	39-gallon collapsible trash containers	6	
Surge Equipment Trailer 24ft			
<p align="center">Located at Cookeville Regional Medical Center, 1 Medical Center Blvd, Cookeville, TN 38501 Cancer Center Parking Lot</p>			
	Convertible Hand Truck	1	
	Cots w/cart (20 per cart, 375 lb cap)	3	carts
	Disposable Linen Kit (5 per pack)	12	packs
	IV Pole 72 inch	1	
	Prism inflatable light w/2000 watt generator	1	
	Wobble Light 400 watt, 40000 Lumens	2	
	Extension Cord 50ft	2	
	Laerdal Portable Suction w/battery backup	2	
	Allied Healthcare O2 Manifold	4	
	Meret Bruut O2 Pressure Regulator	4	
	Precision Medical O2 Hose Assembly	4	
	Linen Kits - Adult (25 per box)	1	box
	Linen Kits – Infant (25 per box)	1	box
	Gown Kits – Adult (25 per box)	1	box
	Gown Kits – Youth (25 per box)	1	box
	Infant care Kits (25 per box)	1	box
	Scrubs – Med (25 per box)	2	boxes
	Scrubs – XL (25 per box)	2	boxes
	Scrubs - 3X (25 per box)	2	boxes
	Pillows (25 per box)	2	boxes

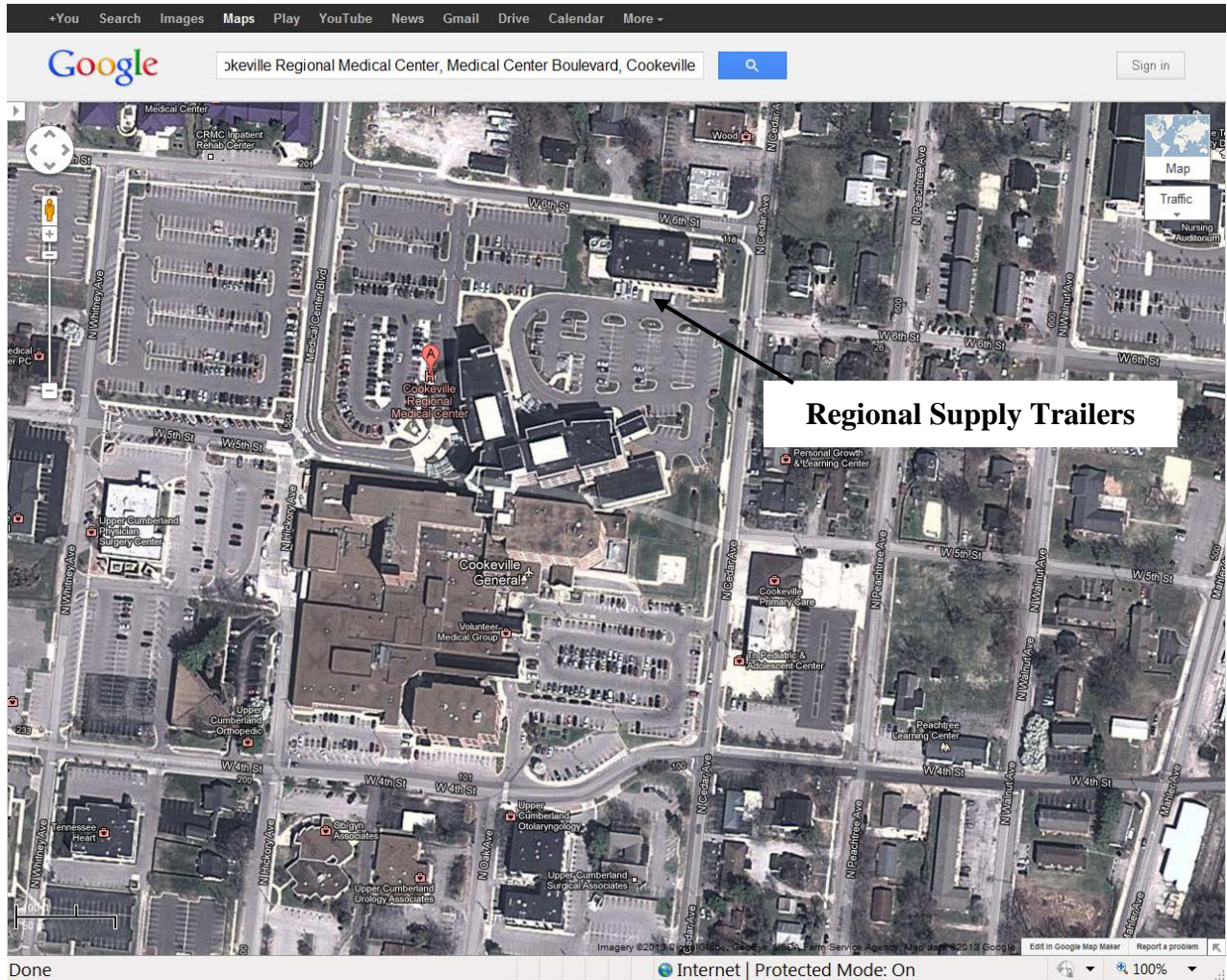
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	Blankets (25 per box)	2	boxes
	Blankets (10 per box)	6	boxes
	Mylar Blankets (25 per box)	2	boxes
	Dry-It™ Disposable Towels (100 per roll)	2	rolls
	Lab Coats – Med (10 per box)	2	boxes
	Lab Coats – XL (10 per box)	2	boxes
	Biohazard Bag Refills – 30 gal (20 per box)	6	boxes
	Sharps Disposal Container -1 gal	4	
	Exam Gloves – Sm nitrile (100) per box	4	boxes
	Exam Gloves – Med nitrile (100) per box	4	boxes
	Exam Gloves – Lg nitrile (100) per box	4	boxes
	N95 Respirators (20 per box)	2	boxes
	Blood Pressure Cuff Covers (20 per box)	2	boxes
	Post Mortem Kits – Adult (10 per box)	1	box
	Post Mortem Kits – Peds (10 per box)	1	box
	Absorbent Briefs – Adult (80 per box)	1	box
	Baby Diapers – Size 4 (160 per case)	1	case
	Baby Diapers – Size 6 (120 per case)	1	case
Water Supply Interruption Trailer 12ft			
Located at Cookeville Regional Medical Center, 1 Medical Center Blvd, Cookeville, TN 38501 Cancer Center Parking Lot			
	First Water Outpost 12 Water Filtration System	1	
	Collapsible Water Container 5 gal (trunk)	48	
	500 gallon bladder	1	
	Replacement liners for bladder	4	
	Portable Hand wash Station	3	
	Sani-Bag Commode Liners (100 per box)	13	boxes
	First Water Outpost Filling Station	1	
	Paper Towels (in trunk)	12	rolls
	Pleated Filters, 4/box	2	boxes
	Carbon block filter	4	
	Liquid hand soap, gallon	2	bottle

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	<i>Item Description</i>	<i>Qty</i>	<i>Unit</i>
20 ft Trailer			
Located at CMC Medical Equipment, 591 South Main Street, Crossville, TN 38555			
	Convertible Hand Truck	1	
	10 ft X 20 heavy duty shelter w/walls	1	
	Cots w/cart (20 per cart, 375 lb cap)	1	cart
	IV Pole 72 in	4	
	Privacy Curtain	4	
	Collapsible Water Containers 5 gal (trunk)	48	
	Portable Hand wash Station	2	
	Hand soap	1	gal
	Paper towels	6	rolls

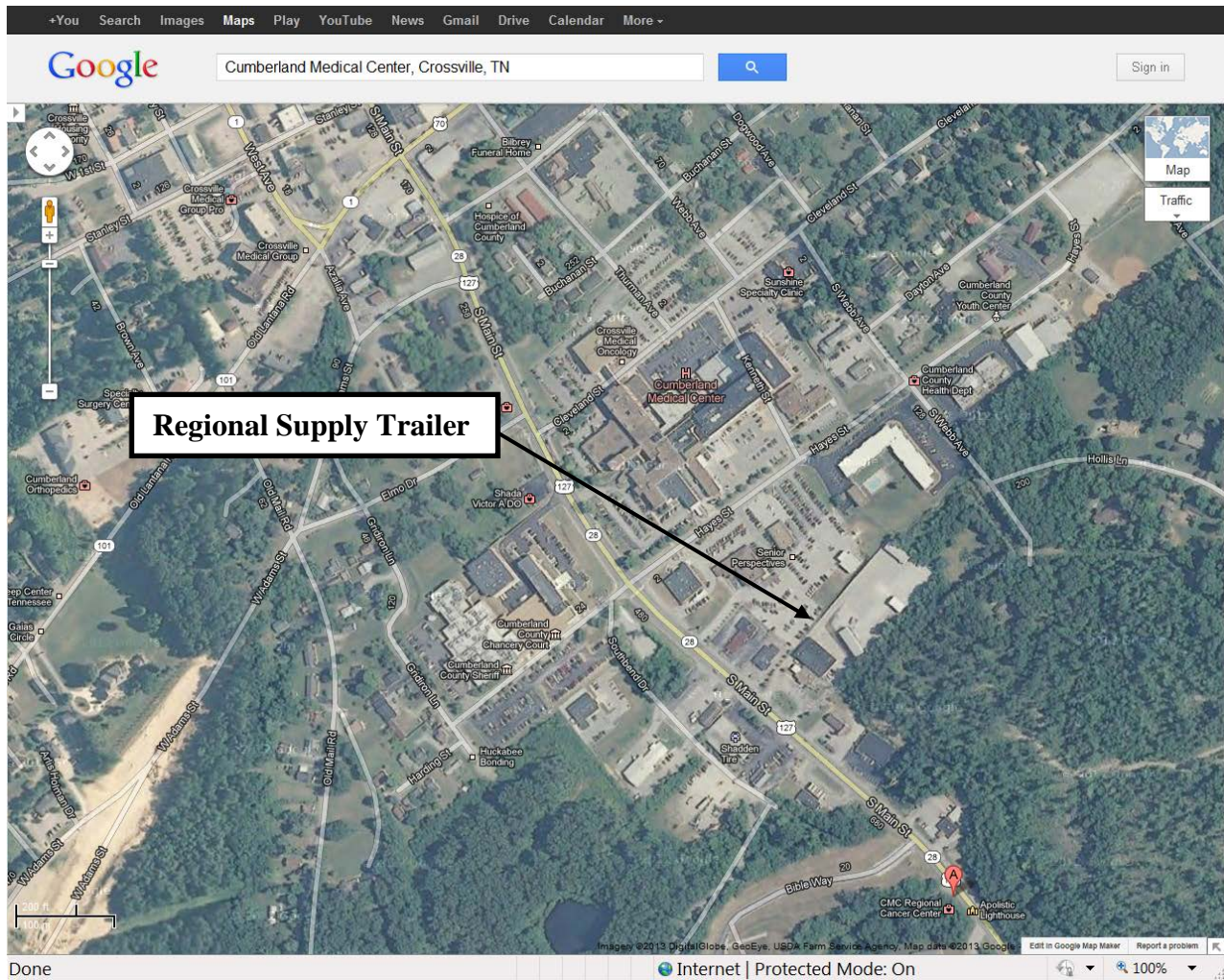
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	Wobble Light 400 watts	1	
	Extension Cord 50ft	1	
	Laerdal Portable Suction w/battery backup	1	
	Allied Healthcare O2 Manifold	3	
	Meret Bruut O2 Pressure Regulator	3	
	Precision Medical O2 Hose Assembly	3	
	39-gallon collapsible trash containers	3	
	Linen Kits – Adult (25 per box)	2	boxes
	Linen Kits – Infant (25 per box)	1	box
	Gown Kits – Adult (25 per box)	2	boxes
	Hygiene Kits (25 per box)	1	box
	Infant Care Kits (25 per box)	1	box
	Pillows (25 per box)	2	boxes
	Blankets (25 per box)	2	boxes
	Blankets (10 per box)	2	boxes
	Mylar Blankets (25 per box)	1	box
	Patient Lifters – 650 lb cap (10 per box)	1	box
	Dry-It™ Disposable Towels (100 per roll)	1	roll
	Absorbent Briefs – Adult (80 per box)	1	box
	Bedpans (25 per box)	1	box
	Male Urinals (25 per box)	1	box
	Baby Diapers – Size 4 (160 per case)	1	box
	Baby Diapers – Size 6 (120 per case)	1	box
	DQE Sani-Bag +™ (100 per box)	1	box
	Biohazard Bag Holder – 30 gal	1	
	Biohazard Bag Refills – 30 gal (20 per box)	6	boxes
	Sharps Disposal Container -1 gal	3	
	Post Mortem Kits – Adult (10 per box)	1	box
	Post Mortem Kits – Peds (10 per box)	1	box
	Blood Pressure Cuff Covers (20 per box)	1	box
	Stethoscope (25 per box)	1	box
	StatPaq™ (60 per case)	1	case
	Scrubs – Med (25 per box)	1	box
	Scrubs – XL (25 per box)	2	boxes
	Scrubs - 3X (25 per box)	1	box
	Lab Coats – Med (10 per box)	1	box
	Lab Coats – XL (10 per box)	1	box
	Exam Gloves – Sm nitrile (100) per box	6	boxes
	Exam Gloves – Med nitrile (100) per box	6	boxes
	Exam Gloves – Lg nitrile (100) per box	6	boxes
	N95 Respirators (20 per box)	4	boxes
	Extension Cord 25ft	1	

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	<i>Item Description</i>	<i>Qty</i>	<i>Unit</i>
20 ft Trailer			
Located at St. Thomas DeKalb Hospital, 520 West Main Street, Smithville, beside Plant Operations Building			
	Convertible Hand Truck	1	
	Cots w/cart (20 per cart, 375 lb cap)	1	cart
	IV Pole 72 in	4	
	Privacy Curtain	4	
	Collapsible Water Containers 5 gal (trunk)	48	
	Portable Hand wash Station	2	
	Hand soap	1	gal
	Paper towels	7	rolls

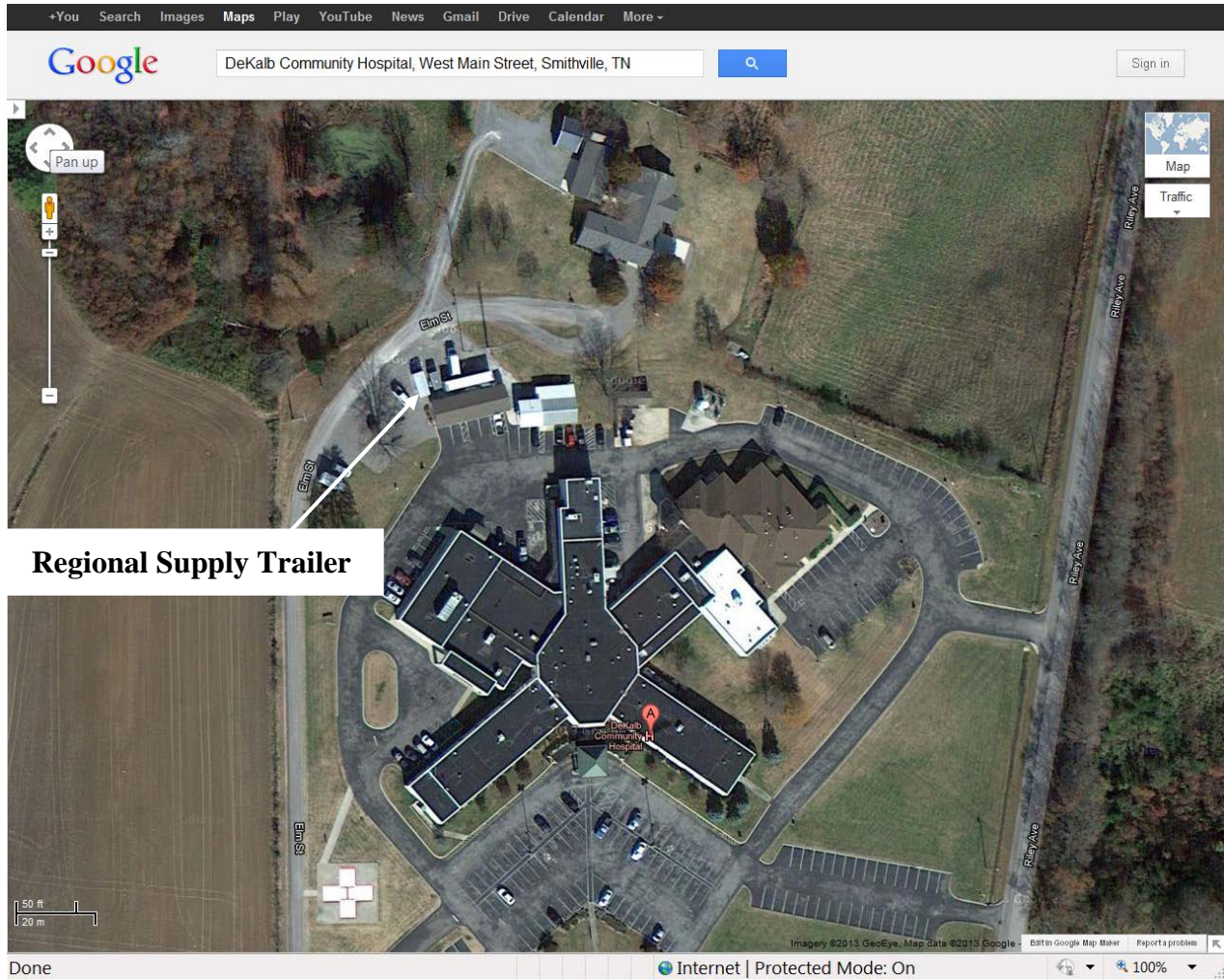
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	39-gal collapsible trash containers	3	
	Laerdal Portable Suction w/battery backup	1	
	Allied Healthcare O2 Manifold	3	
	Meret Bruut O2 Pressure Regulator	3	
	Precision Medical O2 Hose Assembly	3	
	Wobble Light 400 watts	1	
	Extension Cord 50ft	1	
	Extension Cord 25ft	1	boxes
	Linen Kits – Adult (25 per box)	2	boxes
	Gown Kits – Adult (25 per box)	2	boxes
	Gown Kits – Youth (25 per box)	1	box
	Hygiene Kits (25 per box)	2	boxes
	Pillows (25 per box)	1	box
	Blankets (25 per box)	1	box
	Blankets (10 per box)	2	boxes
	Mylar Blankets (25 per box)	1	box
	Dry-It™ Disposable Towels (100 per roll)	2	rolls
	Sharps Disposal Container -1 gal	3	
	Biohazard Bag Holder – 30 gal	1	
	Biohazard Bag Refills – 30 gal (20 per box)	3	boxes
	DQE Sani-Bag +™ (100 per box)	1	box
	Post Mortem Kits – Adult (10 per box)	1	box
	Blood Pressure Cuff Covers (20 per box)	1	box
	StatPac™ (60 per case)	1	case
	Scrubs – Med (25 per box)	1	box
	Scrubs – XL (25 per box)	1	box
	Scrubs - 3X (25 per box)	1	box
	Lab Coats – Med (10 per box)	1	box
	Lab Coats – XL (10 per box)	1	box
	Exam Gloves – Sm nitrile (100 per box)	2	boxes
	Exam Gloves – Med nitrile (100 per box)	2	boxes
	Exam Gloves – Lg nitrile (100 per box)	2	boxes
	N95 Respirators (20 per box)	1	box
	Absorbent Briefs – Adult (80 per box)	1	box

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REQUESTING ASSETS:

Because assets are limited and more than one area of the region may be affected at any one time, the assets will be deployed on a first-come, first-served basis. Regional Cache assets may be requested by a hospital or county emergency manager when any of the following conditions exist in their service area:

- When an emergency that threatens to overwhelm local medical resources has occurred,
- Evacuation/overcrowding of facility,
- Facility water outage,
- Multiple fatalities have exceeded the county morgue capacity,
- Need for Alternate Care Site/Triage Station

Upon meeting the conditions listed above, hospital incident command or county emergency management may request Regional Cache assets by contacting the Regional Medical Communications Center, aka Cookeville MedCom, either by RADIO or TELEPHONE communications at

931-528-1555

MEDCOM RESPONSIBILITIES

The on-duty dispatcher at Cookeville MedCom should obtain the following information:

- Requesting entity Point of Contact name and phone number
- Alternate contact name and phone number
- Brief description of incident

Upon receipt of a request for the Regional Cache, the on-duty dispatcher will contact Regional Hospital Coordinator Kristi Langford. In the event that the RHC cannot be reached, Emergency Response Coordinator Barry Weber will serve as back-up.

- ☐ Regional Hospital Coordinator Kristi Langford,
 - 931-646-7547 (work)
 - 931-881-5379 (personal cell)
 - 931-525-1648 (home)
 - 931-216-6477 (work cell)

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- 931-510-5778 (Husband's cell)
- Emergency Response Coordinator Barry Weber,
 - 931-520-4221 (work)
 - 931-267-4883 (cell)

PUBLIC HEALTH RESPONSIBILITY:

Upon notification from Cookeville MedCom, the RHC, or designee, will contact the requesting entity to obtain additional information about the incident. Assets to be deployed will depend on the location of the incident and the assets needed. The RHC, or designee, will notify the hospital point of contact responsible for the assets to be deployed.

□ **Cookeville Regional Medical Center**

- Mike Hellman, Safety Coordinator
 - 931-267-7024 (personal cell)
 - 931-783-2019 (office)
 - 931-526-3561 (home)
- CRMC Nurse Supervisor
 - 931-783-2388 (office)
 - 931-646-6700 (pager)

□ **Cumberland Medical Center**

- Rebecca Foster, Chief Nursing Officer
 - 931-459-7170 (office)
 - 931-248-5974 (cell)
 - 931-484-5974 (home)
- Admin-On-Call
 - 931-484-9511 (switchboard) Ask for Admin-On-Call to be dispatched thru

□ **St. Thomas DeKalb Hospital**

- Charlie Parker, County Emergency Management
 - 615-597-4141 (office)
 - 615-517-2631 (cell)
- Jason Brice
 - 615-215-5304 (office)

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- 979-639-1046 (cell)
- Chris Mick, Respiratory Therapist
 - 615-663-1905 (cell)
 - 615-318-1660 (home)

CACHE LOCATION RESPONSIBILITIES:

Each cache location has an internal policy and procedure related to the cache assets maintained at their facility.

- Each cache location will store and maintain a portion of the regional cache and will serve as the distribution point for these regional supplies and equipment.
- Each cache location will be responsible for the environmental and physical security of the regional supplies.
- Each cache location will designate a Point-of Contact for the cache assets.
- Each cache location will be responsible for notifying County Emergency Management for transport of assets.

Transport of the assets will be arranged by the point of contact at the respective cache location. In the event that the cache location has no one available to transport the assets, the requesting entity will have to be responsible for their own transportation. If no means of transportation is available, transport will be arranged through the RHC working in conjunction with C-Com.

RECEIVING ENTITY RESPONSIBILITIES:

RECEIVING: A designee of the requesting entity shall sign a User Agreement form before the cache is released to their custody. In an emergency, this will most likely be the HICS Liaison Officer or the county emergency manager. In a non-emergency, this will be the person making the request. The User Agreement forms are located on each trailer in the file pockets mounted just inside the door.

HANDLING: The requesting entity is responsible for tracking the use of and assuring the necessary maintenance of cache inventory during the time it is in their custody. Any non-disposable cache equipment shall be returned in clean, workable condition or the requesting entity will pay for the cost of cleanup, repair, or replacement.

RETURN: At the conclusion of the event, the requesting entity will clean equipment, repackage it and transport back to the cache site. Disposable supplies unopened and in usable condition may be returned. The requesting entity shall provide a list of the assets used. Any consumable or damaged cache assets shall be replaced by the requesting entity with same or similar kind within 45 days.