

Flowchart for Acquiring NPHCC Surge Cache Items

Hospital is in need of additional resources due to an event beyond the scope of daily operations. The hospital finds needed resources in the NPHCC resource inventory.

The Hospital estimates the type and number of resources needed from the Surge Cache. There are 7 Surge Caches in the NPHCC area, 1 in each hospital. Permission is not needed to use items from the cache in your own hospital, only when cache items need to be transferred.

Local Resources Adequate

YES

NO – The hospital has utilized all applicable internal resources. The hospital is unable to access adequate external resources (i.e. hospital supply chain or borrowing from neighboring hospital).

Hospital:

- Monitor the situation.
- Open Surge Cache within own hospital. Notify the NPHCC Coordinator of supplies used and the current inventory.
- Continue to monitor the situation.
- Within 30 days of activating the cache, provide a written report (see template) to the NPHCC Coordinator

Hospital: Steps for hospital to obtain additional cache items.

1. Contact NPHCC for permission to authorize deployment of cache items outside requesting organization. Contact the NPHCC Coordinator. If the Coordinator is unavailable, contact your Local Public Health Department.
2. For the possibility of reimbursement, requesting hospitals should contact and update the local Emergency Manager.
3. Arrange for pickup of items once authorized by NPHCC. Once outside surge cache items are received, the requesting organization must fill out HICS Form 257B and provide it to the NPHCC Coordinator within 30 days of the event.
4. The transferring organization will provide the Transfer of Custody form to the receiving organization to sign and date for the items.

Additional Surge Cache Items Needed