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Appendix 3.5.5 cmhpc regional resource allocation plan

##

Contents

[Resource Request 3](#_Toc103716228)

[Allocation 3](#_Toc103716229)

[Distribution 3](#_Toc103716230)

[Cache Maintenance 4](#_Toc103716231)

The Central Minnesota Healthcare Preparedness Coalition (CMHPC) maintains a regional cache of healthcare supplies that may be needed to supplement facility supply shortages during an incident. The CMHPC is responsible for maintaining, monitoring, allocation, and distribution control of all the inventory items in the cache. As members of the coalition, health care partners have signed the Memorandum of Understanding which states that when available, members agree to assist in resource sharing and acquisition. The resources include durable medical equipment, health care supplies and personnel.

RHPCs will:

* Manage and coordinate requests for supplies.
* Assist in arranging for distribution of supplies in a safe, timely, and efficient manner.
* Maintain the regional cache by reusing, recycling, and disposing of expired surplus cache supplies safely and economically.
* Share resource acquisition information to coalition partners where group buying will allow for decreased costs to coalition members.

#### Resource Request

A CMHPC Member or Partner may request products from the regional cache when the following terms are met:

* The facility has utilized their own resources/suppliers and/or local emergency management and the supplies are unavailable within the time frame needed.
* The facility has contacted outside vendors/suppliers and/or local emergency management to request the product and the product is unavailable.
* The facility has contacted the RHPC with a specific need.
* The facility has completed a requisition form with the following:
	+ The product needed and the amount needed.
	+ The anticipated date that the facility will be replacing product used.
	+ The transportation means requested and the time the product is needed by.
	+ A signature from the receiving facility and a signed copy returned to the RHPC.

It is understood the request may not be filled completely due to availability, other requests, and/or the State of Minnesota requirements.

#### Allocation

During times of scarce resources, RHPC will initiate an emergency voting process with the CMHPC Advisory Committee. If this cannot be accomplished, the HMAC will determine the allocation and distribution process.

#### Distribution

The goal of the CMHPC is to have regional assets deployed within four (4) hours of request.

* The requesting facility will pick up the items or arrange pick up with a courier of their choice (as indicated on the Request Form).
* RHPC may be able to assist in transporting the products in extreme cases. The RHPC will coordinate the distribution of all regional cache items.
* Items in the cache may not be the same model as requested – this may require additional training at the requesting facility. Any additional training and/or fit testing is the responsibility of the requesting facility.
* During large scale or multi-location events, the regional cache will be disseminated based upon coalition needs and may be impacted by guidance through the Minnesota Department of Health. The items contained within the cache are purchased using federal funds and are subject to recall through State or Federal mandate.

#### Cache Maintenance

Items in the cache are maintained in a clean, dry, and secure environment. Access to the cache is available 24/7 through the RHPC.

* RHPCs review the regional cache supplies, maintains an inventory log, and updates and maintains the inventory on MNTrac at least annually.
* Any items that are outdated or expired past the manufacture’s recommendations will be stored for future consideration of distribution and use in a supply-crisis or pandemic. (*For example: Recent guidance (3/11/20) by the Center for Disease Control (CDC) has indicated that, in recognition of the supply-crisis currently being experienced globally, due to the COVID-19 Pandemic, certain expired N95 masks may be used to protect healthcare workers.*)
* Equipment and supplies will be maintained per manufacturer guidelines or to the best of the host facilities capabilities.