Emergencies appear in many different forms and from all directions, and usually when you least expect them. From natural disasters, terrorism, public service disruptions, staffing shortages, and more, procurement teams are in front of that of a first responder, often serving as the logistics support system to help save lives. Managing a crisis 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’s a great broad overview of all emergency situations, while addressing the aspects of “before,” “during,” and “after” the emergency situation. It will provide key information to help you manage an emergency.

Disasters and emergencies will happen—having a plan allows your procurement team to be effectively prepared for any situation. This can be a starting point to creating your own customizable emergency First Aid Kit.

“By failing to prepare, you are preparing to fail.” – Benjamin Franklin

“In the midst of chaos, there is also opportunity.” – Sun Tzu
DID YOU KNOW?

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

• Computer and IT infrastructure
• Power and electrical systems
• Telephone, board, and operations
• Water and sewer systems
• Gas and oil delivery systems
• Storm and climate systems

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

CONSIDERATIONS:

• Besides handling this immediate emergency, what else needs to be taken care of at 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: “From here to哪儿?”
• How long might the emergency last?
• What other agencies or procurement teams assist?
• How are we preparing for no electricity?
• How are we preparing for no fuel?

CONTRACT CATEGORIES

YOUR AGENCY SHOULD HAVE IN PLACE

— Office Equipment and Supplies
— IT Support
— Cutting and Measuring
— Cleaning Equipment and Supplies
— Accessibility and Transportation
— Facility
— Contractor
— Utilities
— Purchasing and Procurement

ITEMS TO CONSIDER

• Paper
• Pens
• Office supplies
• Food and Water for EOC Teams
• Temporary Bedding and Cots
• Flashlights and Battery Operated Lighting

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 contract language needed to ensure the maximum possible reimbursement after the emergency
• Camera or device for digital photos

PLANNING: 

• Establish P-cards for Emergencies
• Research and analyze the viability of available cooperative agreements
• Participate in Agency Emergency Training Exercises
• Coordinate with Nearby Agencies

TO VIEW A LIST OF POTENTIAL COMMODITIES AND SERVICES NEEDED DURING AN EMERGENCY, VISIT THE EMERGENCY OPERATIONS CENTER.

EMERGENCY OPERATIONS CENTER

• Conference Rooms
• Computer/Network Access
• Cable Televisions/Monitors
• Ample Power Outlets
• Speaker Phone
• Weather/Police Radio Scanner
• Presentation Pad/Marker Board
• Clock and Calendar

• Office Supplies
• Flashlight and Power Outlets
• Temporary Bedding and Cots
• Products and Services
• Backup Power Supplies/Batteries

• Food and Water for Immediate Team Members
• Emergency Policy and Procedures Manual

• Contingency contracts are negotiated and included in the Procurement Procedures Manual.

• Contract categories that may be used during an emergency.

• Assemble a paper process in case of power outage or loss of computers.

• Have Master Contracts in Place
• Plan master contracts volume spend and coordinate EOC support across jurisdictions

• State of Emergency should be proclaimed by Federal, State, or Agency Political Body
• Assume legal responsibility in Emergency Operations Center
• Set up accounting codes to track all emergency purchases across the entire agency
• Solicit procurement support for contracts related to commodities, services, and contracts to immediately respond to health and safety issues.
• Coordinate regularly with the Procurement team and Agency to ensure all teams are working together.
• Establish a paper process in case of power outage or loss of computers.

• Consider other hubs within the Procurement team: Legal, Accounting, and Financial.

• Develop a comprehensive list of your EOC emergency related contracts to help your team.

• If Agency buildings are damaged, will procurement services be needed to establish temporary office locations?

• How often does your warehouse need frequent restocking?

• Can other agencies or procurement teams assist?

• How are you preparing for no fuel?

• How are you making the necessary accommodations to still carry on business?

• How are you preparing for no electricity?