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 – cooperatives, strategic suppliers, affiliated organizations and public procurement professionals – together. The NCPP has organized a comprehensive list of educational tools to support their continuum of educational goals and become the “go-to” resource for cooperative procurement.

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. The First Aid Kit provides a framework to handle the unexpected and often unplanned 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. This can sometimes mean the difference between life and death.

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.

“The best wishes of chaos, there is also opportunity.”
- Sun Tzu

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

First Aid Kit

Today’s Preparation

TOMORROW’S SUCCESS
EMERGENCY PREPAREDNESS CHECKLIST

• Ensure DRR/DRM and/or EOC staff is trained in emergency management
• Create a list of DRR/DRM and/or EOC staff members and their contact information
• Establish emergency procedures and protocols
• Set up EOC and/or DRR/DRM in case of a power outage or lack of computers
• Establish a paper process in case of power outage or lack of computers
• Set up accounting code(s) to track all emergency purchases
• Create hard copy printed and digital listing of all available vendors
• Establish an EOC emergency manual for the Agency within the Procurement Procedure Manual
• Establish a FEMA interagency and contract management system to secure the maximum possible reimbursement after the emergency

CONTRACT CATEGORIES YOUR AGENCY SHOULD HAVE IN PLACE

• Office Equipment and SUP’s
• Cabling and Flooring
• Cleaning Equipment and Products
• Accessibility and Safety
• Transportation
• Furniture
• Fire Protection and Safety
• Environmental Protection

THAT YOU ARE VENDOR AUTHORIZED TO ORDER CONSIDERATIONS:

• Does the warehouse operations need support or more frequent restocking?
• Does your staff have to take care of family and property due to the emergency, and is there rotation of teams?
• Does the nature of the business need to continue in theProcurement Office?
• How long might the emergency last?
• What is the projected time that the emergency will last?
• How many members of your staff are affected by the emergency?
• How long will the emergency last?
• How many contractors are involved in the emergency?
• How many employees are affected by the emergency?
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