

ASPR TRACIE Technical Assistance

Requestor: [REDACTED]
Requestor Phone: [REDACTED]
Requestor Email:
Request Receipt Date (by ASPR TRACIE): 26 April 2018
Response Date: 15 May 2018
Type of TA Request: Standard

Request:

[REDACTED] requested technical assistance in searching for an all-hazards checklist of recommended supplies/ equipment needed by primary care clinics during emergencies – both regular sustenance for staff (e.g., food, and water), and equipment/ supplies to take care of patient needs (e.g., clinical supplies). She noted that the primary care clinics would be providing immediate care/ support and not serving as an alternate care site.

[REDACTED] also provided the ASPR TRACIE Team with an existing checklist (in Excel format) that she found in her agency's internal files. She stated that ASPR TRACIE Subject Matter Expert (SME) Cadre members could review it for relevance and validation.

Response:

The ASPR TRACIE Team directed the requestor to the [Ambulatory Care and Federally Qualified Health Centers \(FQHC\) Topic Collection](#), specifically the [Plans, Tools, and Templates: Other Facilities](#) section, which provides several resources geared towards primary care clinics. We also conducted a literature review for resources, including checklists, related to supplies/ equipment needed by primary care and other similar clinics. In addition, we reached out to ASPR TRACIE SME Cadre members to gather examples of written materials or anecdotal information that they could share with the requestor.

Section I below includes feedback provided by ASPR TRACIE SME Cadre members, specifically related to the Excel spreadsheet that the requestor submitted to ASPR TRACIE for review. Other materials gathered are provided in Section II and include plans, tools, templates, and other resources that may be helpful for this request.

I. ASPR TRACIE SME Cadre Member Comments

Note: These are direct quotes or paraphrased from emails and other correspondence provided by ASPR TRACIE SME Cadre members in response to this specific request. They do not necessarily express the views of ASPR or ASPR TRACIE.

SME Cadre Member 1:

- **NOTE:** This SME provided recommendations for a checklist of supplies/ equipment in an Excel spreadsheet, in addition to the comments below. Contact the [ASPR TRACIE Assistance Center](#) if you would like a copy of the spreadsheet.

- I think that this list would apply to a major emergency type event. My thoughts included generating an all-hazards listing; however recent emphasis is to prepare for no-notice incidents including mass shootings.
- The list that the requestor sent was intended for school supplies versus clinics. However, both have staff that would be able to provide basic first aid and life-saving care. Hopefully they will be trained in hemorrhage control.
- I organized the supplies into categories with the understanding that the locations would not provide definitive care. Along this reasoning, it is possible to shorten the list further.
 - For example, bottled water can initially grossly clean a wound, versus having saline. I would not suggest steristrips as that can seal in contamination.
 - I left antibiotic ointment on the list for use with minor wounds or burns.
- If the sites were intended to become an alternate care site, they would be stocked further with cots and other supplies, and have to be able to support functional and access needs.

SME Cadre Member 2:

- **NOTE:** This SME provided recommendations for a checklist of supplies/ equipment in an Excel spreadsheet, in addition to the comments below. Contact the [ASPR TRACIE Assistance Center](#) if you would like a copy of the spreadsheet.
- In addition to what was included in the original spreadsheet from the requestor, I would also recommend Tourniquets and Quick Clot impregnated gauze.
- I would also recommend having an emergency kit of personal protective equipment (PPE), enough for two staff, at their main entrance(s) in case someone comes in with blood, contaminants, infections/ diseases to include masks/respirators, gloves, and gowns.

SME Cadre Member 3:

- **NOTE:** This SME provided recommendations for a checklist of supplies/ equipment in an Excel spreadsheet, in addition to the comments below. Contact the [ASPR TRACIE Assistance Center](#) if you would like a copy of the spreadsheet.
- A suggested list of supplies, along with SME comments, are provided in the attached spreadsheet.

SME Cadre Member 4:

- Basic First Aid
 - The clinics should have hand lights with LED lightbulbs and head lights 2x the number of their staff.
 - They should have batteries for the items listed above. The daily change out should drive the amount.
 - Several of the items listed in the spreadsheet will need regular replacements - BS strips, ammonia inhalants, cold packs, etc. They need to ensure they are identified and replaced per expiration dates.
- Trauma /Wound Care
 - They should add the following: tourniquets, celox, compression dressing and packing gauze - assuming training on them can be provided.
 - Some of the items in the Basic First Aid section could also be listed here.
 - Consider local triage tags used for emergency documentation.
- Bone Injury
 - Cervical collars should be stiff and not soft.

- Consider slings for shoulder injuries or get Triangle bandages for it.
- Add ice packs.
- Staff Support
 - If they are planning for shelter in place, stockpile for food with longer shelf-life (e.g., calorie bars).
 - The clinics will need water bottles - 1 gallon per person per 24 hour.
 - They will also need air mattresses/ cots, along with linen, pillows and blankets.
 - If they are purifying water, they need to determine what they will be putting water in for storage and what they will be drinking from, as well as considerations such as will more than 100 cups be needed?
- I would also add pulse oximeter (POX), blood pressure cuffs, stethoscopes, and thermometers. However, if they are a clinic, these items should already be available.
- I would also add charging units for laptops/ cell phone recharging, along with hot spots.

II. Other Resources

Centers for Disease Control and Prevention. (2012). [Medical Office Preparedness Planner: A Tool for Primary Care Provider Offices.](#)

This document was created to help primary care providers develop pandemic influenza response plans. It includes a monthly planning calendar, as well as a detailed plan template for practices to fill in.

Claflin Medical Equipment (CME), Hospital Associates and RSI. (2017). [A Quick Checklist of Medical Equipment Items for Your Primary Care Clinic.](#)

This webpage provides a list of general (not emergency specific) equipment and supplies needed for a primary care clinic's exam room, procedure room, and other basic items. The author also addresses special suggestions to consider when purchasing equipment/supplies.

Cobb County School District. (2014). [Clinic Supplies and Equipment Checklist.](#)

This checklist, developed by the Cobb County (GA) School District, provides a list of supplies and equipment required for each school clinic. Note: This checklist is geared towards school clinics; however, it may be modified for use by primary care clinics.

Drexel University Dornsife School of Public Health. (n.d.). [Primary Care Medical Practices and Public Health Emergency Preparedness.](#) (Accessed 5/14/2018.)

This web page links to emergency preparedness resources for primary care practices, such as an "Emergency Preparedness Checklist for Practices" and an "Emergency Plan Guidance and Template for Practices."

Kentucky Medical Association. (n.d.). [Model Disaster Plan for a Physician Practice.](#) (Accessed 5/14/2018.)

This model disaster plan can be tailored by physicians and their staff in the event of a critical incident that affects the practice's operations.

McNeal, M., Daniels, E., Akintobi, T.H., et al. (n.d.). [Emergency Preparedness Toolkit for Primary Care Providers](#). (Accessed 5/14/2018.) Morehouse School of Medicine.

This toolkit provides emergency preparedness and response resources for primary care practices, including suggestions for becoming involved in community-wide response during and after emergencies and disasters.

Moses, S. (2013). [Family Practice Office Emergency Supplies](#). Family Practice Notebook.

This resources includes emergency supply checklists for family practice offices/ primary care clinics. It identifies airway and cardiovascular-specific equipment, along with assessment tools (e.g., blood pressure cuffs), universal precaution supplies (e.g., gloves and face masks), medications, and other items.

Rothkopf, L., and Wirshup, M.B. (2013). [A Practical Guide to Emergency Preparedness for Office-Based Family Physicians](#). FPM Journal; 20(2):13-18.

The authors of this article discuss an emergency preparedness program that was developed for their practice; however, this program can be adapted for use in other physician offices. It also includes an emergency supplies checklist for family medicine offices.

Wisconsin Department of Health Services. (2017). [CMS Emergency Preparedness Rule Toolkits](#).

This webpage includes links to toolkits and other resources designed to help select healthcare facilities better understand the Centers for Medicare & Medicaid Emergency Preparedness Rule. Each toolkit includes sample templates and planning worksheets that can help facilities develop compliant plans, policies, and procedures.