

ASPR TRACIE Technical Assistance Request

Requestor:

Requestor Phone:

Requestor Email:

Request Receipt Date (by ASPR TRACIE): 17 May 2018

Response Date: 21 May 2018

Type of TA Request: Standard

Request:

██████████ asked if ASPR TRACIE knew of any resources related to healthcare facilities planning for, receiving, managing, and tracking supply donations.

Response:

The ASPR TRACIE Team connected ██████████ with the ASPR CIP team to provide any direct assistance and also conducted a literature review for resources related to managing supply donations. Section I below includes relevant resources. Unfortunately, we could not locate any actual healthcare facility plans or lessons learned for supply donation, but we do have some possibly useful resources that can be utilized by hospitals/healthcare facilities in planning for managing supply donations.

I. Supply Donation Management Resources

Department of Education, Readiness and Emergency Management for Schools Technical Assistance Center. (n.d.). [Managing Donations and Volunteers as Part of Education Agency Emergency Management.](#)

Though specific to managing donations and volunteers for schools, this fact sheet provides useful concepts that may be applicable to healthcare organizations. For example, operational aspects when considering partnerships with key organizations/ agencies; goals and objectives for before, during, and after a disaster,

FEMA, National Voluntary Organizations Active in Disaster. (2007). [When Disaster Strikes...How to Donate or Volunteer Successfully.](#)

This brochure includes tips for how to donate or volunteer successfully which may be used by healthcare facilities in their public messaging materials. [This webpage](#) also provides information on how to volunteer and donate responsibly.

Harvard School of Public Health. (2014). [Essential Functions and Considerations for Hospital Recovery](#).

Section 9. F includes considerations for hospital volunteer and donations management and section 13.L includes questions to consider during recovery planning specific to donations management.

MedSurplus Alliance. (n.d.). [Donations in Emergency Situations](#).

This page provides general guidelines that can be used by healthcare facilities regarding donations in emergency situations to include considerations for consumables, medical equipment, and pharmaceuticals.

Michigan Emergency Management and Homeland Security Division, Michigan Department of State Police. (2012). [Disaster Logistics and Donations Management Plan Template](#).

This template for a jurisdictional disaster logistics and donations management plan provides a framework for a plan that includes development of a donations management system, roles and responsibilities, activation of donations management functions, health and safety, communications, public information, record keeping, etc. It also includes numerous attachments such as sample public information materials, job action sheets, checklists, records keeping forms, etc. Though developed specifically for cities/counties, information may be adapted for healthcare facilities.

National Voluntary Organizations Active in Disaster. (n.d.). [Donate](#).

This page can be provided as a place where donations can be managed/ additional information why cash donations are best. A list of national VOAD members is included. The Texas Hospital Association [links directly](#) to NVOAD for more information on supplies donation and other assistance for Hurricane Harvey.

Puget Sound Regional Catastrophic Preparedness Program. (2009). [Volunteer and Donations Management Toolkit](#).

This toolkit provides considerations for volunteer and donations management. Appendix 4 includes a donations management local template. Though this document is geared towards county/city jurisdictions, it may be useful for healthcare facilities.

World Health Organization. (2011). [Medical Device Donations: Considerations for Solicitation and Provision](#).

This document provides an overview of the issues and challenges surrounding medical device donations, and offers considerations and best practices that may be useful for making and soliciting donations.