

# EMERGENCY SUPPLY CHAIN MANAGEMENT CHECKLIST

▼ COMPLETE

▼ RESPONSIBLE

▼ DATE

01



PEOPLE AND PROCESSES



**Governance and organizational structure:** Identify who is accountable for the emergency supply chains functioning, define how partners will work together to prepare for and respond to emergencies, and put in place training mechanisms

<input type="checkbox"/>	Emergency supply chain organization chart written with names and contact information listed			
<input type="checkbox"/>	Contact list for emergency supply chain partners updated			
<input type="checkbox"/>	Trainings planned for emergency supply chain staff and partners			



<input type="checkbox"/>	List of priority diseases that emergency supply chain should prepare for defined in annual expert workshop			
<input type="checkbox"/>	Emergency triggers for priority diseases defined			



<input type="checkbox"/>	Funds necessary for ongoing emergency supply chain preparedness budgeted and set aside			
<input type="checkbox"/>	Sources for response reserve funds identified and discussed			

<input type="checkbox"/>	System in place for data tracking and visibility in an emergency			
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02



COMMODITY PLANNING



**Commodity forecasting:** Identify types of commodities necessary for emergency supply chain stockpile and response based on hazard assessment

<input type="checkbox"/>	Commodity list for which emergency supply chain is responsible defined			
<input type="checkbox"/>	Commodity quantity calculation data identified			



**Procurement and sourcing:** Identify and coordinate with suppliers to procure necessary commodities for both emergency supply chain stockpile and response

<input type="checkbox"/>	List of vetted suppliers for emergency supply chain commodities updated			
<input type="checkbox"/>	Agreements with emergency supply chain suppliers written			



<input type="checkbox"/>	Existing stockpiles for necessary commodities identified			
<input type="checkbox"/>	Develop national stockpile strategy			

03



LOGISTICS AND TRANSPORT



**Warehousing and storage:** Determine storage and warehousing needs for emergency supply chain commodities and map storage options

<input type="checkbox"/>	Warehousing and storage needs for emergency supply chain commodities identified			
<input type="checkbox"/>	Permanent storage options mapped			
<input type="checkbox"/>	Temporary warehousing plan in place			



**Transport and waste management:** Determine how commodities will get to the front lines and how waste should be disposed of

<input type="checkbox"/>	Customs procedures for emergency supplies updated			
<input type="checkbox"/>	Agreements with emergency supply chain transport providers written			
<input type="checkbox"/>	Waste disposal facilities mapped			

04



Final



<input type="checkbox"/>	Cadence for updating ESC outputs and materials determined			
<input type="checkbox"/>	Emergency supply chain response protocols compiled, published, and distributed			