

Requesting Emergency Medical Materials Training and Acknowledgement

1. Although HAN Assets (<http://hanassets.nd.gov>) is monitored continuously, if a new situation or disaster has arisen for which medical material is needed or may be needed, the facility should call the Case Manager for NDDoH through State Radio (701.328.9921) and discuss the situation. If it is uncertain whether the event will require material assistance, call the Case Manager and discuss the situation.
2. Chempack material (chemical antidotes and treatments) are cached in multiple locations around the state. Call the Case Manager through State Radio at 701.328.9921 to obtain rapid access to this material.
3. If the facility needs assistance with medical material during a known disaster, the facility can make the request through HAN Assets or can call the Department Operations Center at 701.328.1326 for assistance.
4. If the request requires mobilization of the SNS resources from the federal government (e.g., unit-of-use antibiotics), the material will likely arrive at the facility within 12 to 18 hours; however, NDDoH may be able to meet emergent needs using alternative resources (e.g., bulk antibiotics) or by borrowing from other locations in-state or out-of-state.
5. Timing of shipment of material which NDDoH holds in its warehouse will be determined by the urgency of need. If need is emergent, NDDoH will arrange immediate transport, otherwise the material should arrive within the next 24 hours.
6. If the request involves controlled substances, a person from the facility authorized to receive controlled substances and wearing proper identification must verify the exact content being received and sign a chain of custody form upon taking possession.
7. At the time of this communication, the hospital may not charge for material assets from NDDoH or the Federal SNS. These assets are provided without charge to the facility and therefore must not be charged to the patient or his/her insurance.
8. Following the incident, the NDDoH will arrange pick up of durable medical equipment and any unopened materials including pallets and/or carts which have not been previously returned. If the equipment is cold chain packaging for a recurring shipment of vaccine, these materials should be returned as soon as possible (e.g., at the time of delivery of the next shipment) so they can be re-used.
9. A ten minute video demonstration for how to use HAN Assets can be found at <mms://video.ndhealth.gov/health/20090507Hanassets.wmv>. Problems with use during an event can be addressed to the NDDoH Department Operations Center at 701.328.1326.
10. Please document your knowledge of how to use these systems on the next page and send it to us as directed below.

Statement of Knowledge of Hospital SNS Protocols

_____ (Hospital) has received and reviewed the Strategic National Stockpile Resources Protocols for Hospitals and understands the process described therein.

(Signature of Hospital Representative)

(Date)

Please fax a copy of this acknowledgement to **701-328-0357** by November 7, 2012 and retain the original copy for your records.