



Standard Operating Procedure

Deployable Asset & Resource Tracking Project

1. Introduction

This SOP outlines the procedures and guidelines for implementing and maintaining a comprehensive inventory system for critical assets available for emergency response in the four healthcare coalition regions of the State of South Carolina.

2. Purpose

This SOP aims to establish a standardized process for maintaining accurate and up-to-date records of assets, including personnel, equipment, supplies, and facilities, to facilitate efficient resource sharing and coordination during emergencies.

3. Scope

This SOP applies to all healthcare coalition partners participating in the inventory program, including:

- Hospitals
- EMS Agencies
- Public Health Departments
- Emergency Management
- Long-term Care Facilities
- Dialysis Centers
- Other First Response agencies (Law Enforcement/Fire Service)

4. Inventory Categories

The inventory will track assets in the following categories, as defined by FEMA:

- Personnel**
 - Incident Management Teams (IMT)
 - Command and General Staff
 - Operations Section
 - Planning Section
 - Logistics Section

- Finance/Administration Section
 - Public Information Officer
 - Liaison Officer
 - Safety Officer
- Medical Professionals (MP)
 - Physicians (MD/DO)
 - Mid-levels (FNP/PA)
 - Nurses (RN/LPN)
 - Respiratory Therapists (RT)
 - EMT (B/A/P)
 - Technician (Define)
 - Therapist (Define)
- Technical Specialists (TP)(e.g., engineers, environmental experts)
 - Search and Rescue Equipment (SAR)
 - Water (WSAR)
 - High Angle (HASAR)
 - Air (ASAR)
 - Urban (USAR)
 - Confined Space (CSAR)
 - Emergency Response Team (ERT)
 - Community (CERT)
 - Healthcare (HERT)
 - Technical (TERT)
- Equipment**
 - Communications Equipment (CE)
 - Information Technology Equipment (CE-IT)
 - Search and Rescue Equipment (SAR)
 - Medical Equipment (MedE)
 - Heavy Machinery and Equipment (HME)
 - Vehicles (V)
 - Mass Transit (V-MT)
 - Ambulance (V-Amb)
 - Ambu-Bus (V-Ambu)
 - Logistics (V-Box)
 - Power Generation Equipment (PG)
 - Water and Sanitation Equipment (WS)
 - Decontamination Equipment (Decon)
 - Patient
 - Equipment
 - Hazardous Materials Response Equipment (D-HMR)
- Supplies**
 - Food and Water (N)
 - Medical Supplies (MS)

- Shelter Supplies (SS)
- Emergency Lighting (EL)
- Fuel and Energy Resources (FER)
- Safety and Personal Hygiene Supplies (SRH)
- Debris Removal Supplies (DRS)
- Construction Materials (CM)

- Facilities**
 - Emergency Operations Centers (F-EOC)/(M-EOC)
 - Base Camps (FBE)
 - Shelters (FS)
 - Medical Facilities (F-Med)
 - Warehouses (F-WH)
 - Communications Centers (F-CC)
 - Temporary Housing Facilities (F-TH)

5. Inventory Management Process

5.1 Registration & Resource Details

Asset owners interested in participating in the program must register and provide details on resources they can make available for emergency response. Any deployable asset or supply item purchased with the Hospital Preparedness Program (HPP) Grant-funded project within the past seven years (2018) and with a value of \$ 5,000.00 or greater must be included in the registration process.

5.2 Record Creation

Inventory records are created for each resource, including ownership information, location, capabilities, capacity, and other relevant specifications.

5.3 Assignment to Coalition Regions

Resources are assigned to coalition regions based on their typical storage locations to ensure efficient lookup during emergencies.

5.4 Detailed Information Linking

Photos, model numbers, inspection dates, and other relevant details are linked to each inventory entry to provide a comprehensive overview.

5.5 Regular Review & Verification

The custodian, appointed for each region, works with asset owners to keep records updated through regular reviews and verifications.

6. Accessibility and Coordination

6.1 Secure Portal/Platform

The inventory is available to coalition partners through a secure portal or platform with role-based access controls.

6.2 Emergency Resource Search

During emergencies, coalition partners can search the inventory for required resources and directly coordinate access with their agencies.

6.3 Unique Resource Requests

Partners can submit unique resource requests to the custodian for fulfillment, ensuring a tailored response to specific emergency needs.

7. Continuous Expansion

The inventory continuously expands as new resources become available, ensuring the system remains dynamic and reflects the current emergency response landscape.

8. Conclusion

This SOP establishes a robust framework for implementing and managing the Deployable Asset & Resource Tracking Project in South Carolina. Regular training, drills, and updates will be conducted to ensure the efficiency and effectiveness of the inventory system.