

## **Influenza A (H1N1) preparedness response**

### **Protocol for Supply management during Influenza A H1N1 pandemic**

#### **National Emergency Operations Centre, Maldives**

##### **Health Supplies**

1. Health supplies coordinator (Samad 7909949) maintains update of available stock for pandemic response operations in the country and communicate to NEOC (3304829; fax: 3309641) on a daily basis
2. Health Supply requirements identified from ports of entry and health care facilities will be communicated to NEOC. Health supply requirements at ports and quarantine facility will be identified by Port health Coordinator (Khaleel: 7787990); Requirement at health facilities will be identified by Health facility coordinator (Dr.Moosa 7940250)
3. NEOC Chief/Alternate Chief coordinator approves requirement and communicate to health supplies coordinator
4. Supplies coordinator verifies availability in Central Stores (Dr.George 9898789; Bushree 7940616) and make arrangements for transport to destination in coordination with designated logistics official of NDMC (NDMC Nafiu 7786907; Nazil 9992212)
5. If supplies not available in Central store, Health Supplies coordinator procures through fastest procurement mechanism available (local supplier or direct purchase) on approval of Chief/Alternate Chief coordinator.
6. For procurement three quotations should be obtained and order place after authorization by the designated officials (Dr.Yasir 7788665; Moosa Ismail 7774410). Health Supplies coordinator should be communicated to NEOC update of procurement status on a daily basis.
7. Donations and direct supplies through WHO or any other agency should be communicated from NEOC to Health supplies coordinator
8. Health supplies coordinator tracks the arrival of the requested supplies and make arrangements for clearance and warehousing
9. Warehousing arrangements should be coordinated with designated NDMC logistic official

##### ***Health Supply Stores***

1. Maintain inventory list of essential supplies for the Pandemic in 3 categories and update daily
  - a. Supplies of PPE
  - b. Supplies for laboratory investigation
  - c. Supplies for treatment
2. Maintain list of distribution and update daily clearly indicating location delivered
3. Pack and clearly label the destination location.
  - a. For ports and airports clearly label weather it is for Port Health or to the Airport Company.
  - b. For supplies to be sent to the atolls, Label and address to appropriate Province Office.
  - c. All supplies should be labeled " FOR INFLUENZA A H1N1 PANDEMIC RESPONSE ONLY"
4. All health supplies procured or received on donation should be stocked at designated stores for these supplies. None of these supplies should used for any other purpose (for example demonstration of use, verification of quality) without approval of Chief/Alternate Chief coordinator.

**Non-Health supplies** (awareness materials, documents, furniture, supplies for quarantine facility and office supplies...)

1. NEOC secretariat maintains record of printed, purchased and distributed non-health supplies
2. Non-health supply requirements identified from ports of entry and health care facilities will be communicated to NEOC. Requirements at ports will be identified by Port health Coordinator; Requirement at health facilities will be identified by Health facility coordinator (Dr.Moosa 7940250)
3. NEOC Chief/Alternate Chief coordinator approves requirement and communicate to designated logistics official of NDMC (NDMC Nafiu 7786907; Nazil 9992212). Prior approval is not required for dispatch of documents like health declaration forms, health screening form, case report form, awareness material)
4. Logistics official verifies availability (For documents and awareness materials NEOC secretariat [Nahida 7857826; Ariz 7772601]; For other supplies NDMC [Moosa Ali 7797574]) and make arrangements for transport to destination
5. Logistics official verifies receipt of goods and Goods Receipt Note from designated location. This information has to be communicated to NEOC secretariat.
6. NEOC secretariat maintains record of printed, purchased and distributed non-health supplies.