

Pandemic Planning Symposium
Breakout Session Notes
Logistics and Supply Chain Management

Issues that affect Logistics and Supply Chain Management

- Identification / prioritization of critical procurement needs
- Identification of key suppliers
- Determination of supplier plans and strategies for pandemic events
- Availability of Procurement / Logistics personnel to support emergency and ongoing operations
- Need for inventory of critical materials and equipment
- Availability and readiness of computer HW /SW, systems and telecommunications equipment at backup office or other sites.
- Need expedited processes for procurement and logistics to support emergency needs

Solutions to issues affecting Logistic and Supply Chain Management

- Define and prioritize critical procurement requirements – goods, materials, equipment, spare parts, HW, SW, and services
- Contract with key suppliers to establish contingency plans to support critical procurement needs. Review supplier plans / strategies for pandemic events. Incorporate as contract requirements as necessary
- Maintain inventory of critical materials, equipments, HW, etc. Determine safety stock levels based on criticality and lead times
- Stock and maintain emergency / safety supplies
 - Personal protective equipment
 - Masks, gloves, sanitizer, water, etc.
- Secure suppliers partnerships
 - Develop / maintain key vendor relationships
 - Have an adequate supplier base (including backup suppliers)
 - Negotiate cooperative agreements including prioritization / short lead times to support emergency needs
- Develop emergency procedures for procurement, shipping, receiving, logistics to support emergency needs
 - Shorten Cycle Times
 - Delegate Authorization duties
- Personnel Contingency Plans
 - Establish emergency response team members for incidents with plan including all phone numbers, backup sites to report to, functional assignments, etc.
 - Cross training of personnel to support functions where employees are out

- Prioritize use of personnel to maintain essential business operations
- Set up support personnel so that they can work from home or other locations where possible
- Shutdown non-essential operations and shift personnel
- Consider contracting with retired personnel if available who have knowledge of functional procedures, processes, and systems
- Provide remote access to employees who can't report for work