

# POLICY MANUAL

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**Subject:** Emergency Supplies Inventory      **Effective Date:** 7/3/92

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**Initiated By:** Cinde Stewart  
Director of Nursing

**Approved By:** William C. Anderson  
Chief Medical Officer

**Review Dates:** 4/96  
12/02 DF

**Revision Dates:** 7/7/93 CS  
6/22/99 CSF, 5/05 JL  
12/06 JH

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## POLICY:

Cumberland Heights Nursing Services assumes responsibility for maintaining a complete and up to date inventory of emergency supplies as approved by the Chief Medical Officer.

## PROCEDURE:

1. A lock maintains the security of contents of the emergency supplies.
2. 10:45pm – 9:15am a staff nurse checks the lock nightly.
3. A staff nurse makes a weekly check to ensure that all listed supplies are present and have no outdated expiration dates, as well as ensuring that all three oxygen tanks are full.
4. A non-intact lock is followed by a complete inventory of emergency supplies. If all is found to be accurate, the lock is replaced by the charge nurse.
5. A list of supplies needing to be replaced is forwarded to the Director of Nursing or designee following the weekly check or actual use of the supplies. Supplies are to be replaced **within 12 hours**.
6. The Director of Nursing is also notified of any service needs for oxygen tanks.
7. The Director of Nursing and the Medical Director review the contents of the emergency supplies annually.