

Guidance for Emergency Operating Center PPE Requests

The following provides guidance and information for Personal Protective Equipment (PPE) requests with Emergency Operating Centers (EOCs).

Step 1: Use normal supply chain via vendors which is the primary means of procuring PPE

Organizations should maintain marketplace orders for their supplies, even if items are backordered. EOCs are not considered funding streams for PPE; rather the EOCs activate upon emergencies and prioritize PPE requests upon a tier system for essential/critical providers.

Step 2: Complete EOC forms for a request

(A) Form 213 Resource Request (213 RR): https://www.ashnha.com/wp-content/uploads/2020/04/ICS_213_RR_-_pdf_fillable_form-2.pdf

Must identify the point of contact (POC) including an email, phone and delivery/shipping address. Where possible, provide the current PPE supplies on hand (particularly for testing supplies) and projected burn or use rates (by day or week.)

(B) Requests for COVID-19 PPE and/or Medical Supplies, include

Form Inventory Management and Tracking System (IMATS): https://www.ashnha.com/wp-content/uploads/2020/04/Distribution_IMATS_form_-_FORM-1.pdf

Step 3: Submit forms to the jurisdiction emergency management authority

(A) Route the 213RR and IMATS to the local borough or municipal/city government. The local jurisdiction considers the request, fulfills with local supplies, and/or forwards to the State EOC.

(B) If your community/village does not have a borough or municipal/city government, email directly to the State EOC: 2020_COVID-19@ak-prepared.com. State agencies or assets (API, Pioneer Home) also submit their requests directly to the State EOC.

Step 4: State EOC consideration, clarification and Medical Branch/DHSS coordination

The State EOC will clarify the request (as needed), review against inventory, obtain clinical review for COVID related requests, and approve for scarce resources (N95s, surgical masks, gloves, etc.). EOC staff will contact the requesting entity point of contact (POC) to alert of the status (filled, partially filled, back ordered, not filled), and when shipment is approved.

***Note:** submission of a request or 213RR does not equate to the request being filled. Availability and prioritization of available resources is evaluated by the State EOC in coordination with Department of Health and Social Services (DHSS) and Division of Homeland Security and Emergency Management (DH&EM) prior to filling requests.