

Thank you all for submitting your resource requests for PPE. At this time, we ask that you please be patient as we work with the *extremely limited* supply of PPE available to identify those priority PPE resource requests. We did not receive near what we requested from U.S. Department of Health and Human Services, Assistant Secretary for Preparedness and Response (HHS/ASPR). Please do **not** contact your local emergency manager, or the Division of Emergency Management, or me directly asking for a status update of your PPE resource request. Please trust that we are all working hard to fill these orders and will contact you on anticipated delivery.

The State Public Health Preparedness (PHP) Program is working with each Local Health Authority (LHA) to implement a Regional Delivery System (RDS) and a single regional drop off location for each LHA to then deliver to those front line first responders in most critical need in each jurisdiction. This is so we can get the supplies out as expeditiously as possible. The State PHP Program will also be distributing to the rural counties, mainly rural hospital facilities, due to the limited supply. This RDS supply push will be implemented this week.

Your local emergency manager has submitted all resource requests for PPE that have been completed on the proper resource requesting form with all information of the requestor completed, to Division of Emergency Management (DEM) for processing. We will **ONLY** accept resource requests for PPE and other resources following this procedure:

1. Enter the detailed information on the attached Resource Request form outlining your request and contact information;
2. Email completed Resource Request form to your local county emergency manager, who will then route to DEM for processing.

This is the **ONLY** way we will work to process requests for resources. Any requests not following the procedure outlined above will not be processed. No exceptions. I have attached a copy of the resource request form for your reference.

I. REQUESTING ASSISTANCE (To be completed by Requestor or Logistics)

1. Date & Time Request Initiated: 2. Requestor's Name (Please Print) 3. Contact Number:

4. E-Mail: 5. Requestor's Organization:

II. REQUESTING ASSISTANCE (To be completed by Requestor) Resources Technical Assistance Other

1. Description of capability or resource needed: (Be as specific as possible. Include the Who, What, When, Where and Why of the request.)

2. Size: 3. Amount:

4. Location:

5. Time/Date Needed: 6. Priority: Lifesaving Life Sustaining High Normal

7. Site Point of Contact(POC): 8. 24 Hour Phone #:

Logistics Review By: _____

III. SOURCING THE REQUEST (To be completed by Operations)

1. Sourced To: Internal/Logistics Requisitions/PO ESF Federal Asset Other

2. Assigned To: ESF ESF Other Other

Operations Review By: _____

IV. RESOURCE ESTIMATED COST (To be completed by assigned ESF)

1. Estimated Cost: 2. Estimated Time of Departure from home base: 3. Estimated Time of Arrival at staging area:

V. SEOC MANAGER/FINANCE APPROVAL

SEOC Manager Approved Rejected If Rejected, why?

SEOC Manager Signature: Finance Manager Signature:

VI. RESOURCE DETAILS (To be completed by assigned ESF)

Details of sourced request: (Who, What, When & Where of how the request will be filled)

Requestor Notified of Request Fulfillment & Delivery Information Initials: _____

VII. RESOURCE RELEASE INFORMATION (ESF/NDEM Use Only)

Released By: (Name & Organization) Estimated Time of Departure from Incident: Estimated Time of Arrival at Home Base:

Final Review (NDEM):