## Request Process - Regional Personal

## Protective Equipment & Medical Supply Cache

The Following details how to request and receive Personal Protective Equipment (PPE) and medical supplies from the cache established by and managed under the jurisdiction of NERAC (the Northeast Massachusetts Homeland Security Regional Advisory Council), the Region 3 HMCC (Health and Medical Coordinating Coalition), and NEEMS (Northeast Emergency Medical Services).

Requesting parties should follow the appropriate process below as it relates to their discipline. If a discipline is represented in more than one of the organizations listed below, requesting party will submit request to the organization they are representing in current need.

The cache will operate during the hour of (what will the hours/days be) requests must be submitted a minimum of (x days) prior to requested pick up date. Emergency requests will handled on a case by case basis.

**NERAC Requesting Parties Request Process:**

**Region 3 HMCC Requesting Parties request Process:**

In order to be considered an eligible party to request a resource from the Region 3 HMCC Cache you must represent a specific discipline in one or more of Region 3 HMCC Communities.

* Eligible party must represent one or more of the following disciplines:
* Local Public Health Representative
* Hospital
* Long Term Care Facility
* Community Health Center
* Emergency Medical Service Provider

On a case by case basis the Region 3 HMCC may accept and fulfill requests from other disciplines that are not listed above. Request will be individually evaluated

Local organizations follow protocols indicated in the local emergency plans for their agency or jurisdiction to fill resource needs using standing local stock, existing vendor resources, and local mutual aid agreements. If a facility is part of a system, that facility will look system-wide first to fill a resource need.

If an eligible party requested Regional resource cannot be sourced at the local level, or if it is clear that resource needs from an incident will imminently exceed local capacity, the local organization will complete a resource request form and do the following:

* Once a resource need is identified, the eligible party will contact the HMCC Duty Officer and make a formal request. All request forms will be submitted via email to the HMCC at [Region3HMCCDutyOfficer@mapc.org](mailto:Region3HMCCDutyOfficer@mapc.org). If a request is sent after regular business hours or if there is an immediate need for the resource, the eligible party should then page the Region 3 HMCC Duty Officer at 978-946-8130.
* When eligible parities are completing the request form they must consider the following:
  + Ensure that the quantity of items requested is for up to 72 hours.
  + Ensure quantities requested are based the daily burn rate for that specific resource.
  + Quantities requested over the daily burn rate will not be accepted and will be considered stockpiling.
* HMCC Duty Officer has reviewed the resource request and will provide Cache Site Manager approved resource request to be fulfilled.
* The Cache Site Manager will confirm resource is available will provide HMCC Duty Officer with the pick-up date, time and location for request.
* HMCC Duty Officer will notify the requesting eligible party their request has been accepted and the pick-up date, time and location for request.

**NEEMS Requesting Parties Request Process:**