

Region 3 HMCC and NEEMS PPE and Medical Supply Cache Resource Request Policy

12.2.2021



Purpose

The Region 3 HMCC and Region 3 Northeast Emergency Medical Services, Inc. (NEEMS) has established a Personal Protective Equipment (PPE) and Medical Supply Cache within the region as one method of leveraging Federal emergency preparedness funds to ensure health and medical facilities and personnel have a properly maintained stockpile of PPE and other medical supplies readily available on a regional scale to address larger than routine emergency events, as well as PPE and medical supply shortages that may occur. The intent of the cache is to provide an entity PPE and medical supplies to sustain operations for up to 120 hours at a time. The HMCC will not issue quantities requested over the requesting eligible party's daily burn rate, as that is considered stockpiling. The Cache is located in Amesbury, MA and staff from NEEMS serve as the Cache Manager.

In addition, the resources found in this Cache will supplement other PPE and medical supply resources that are cached in northeastern Massachusetts to include the Northeast Homeland Security Regional Advisory Council (NERAC) PPE and Medical Supply Cache, which is located in Beverly, MA, and the NEEMS PPE and Medical Supply Cache, located in Amesbury, MA. Resources found in all three of these caches will be managed by one entity, NEEMS, in partnership with the Region 3 HMCC, the City of Beverly, and NERAC. This collaborative approach will ensure that all eligible resource requests for cached PPE or medical supplies are fulfilled to the greatest extent possible, whether through the Region 3 HMCC Cache, the NEEMS Cache, the NERAC Cache, or a combination of these resources.

Region 3 HMCC Eligible Parties

In order to be considered an eligible party to request a resource from the Region 3 HMCC PPE and Medical Supply Cache, the party must represent an eligible discipline providing services in one or more of the municipalities located within the Region 3 HMCC area.

- Eligible Disciplines:
 - Local Public Health
 - 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.

- Region 3 HMCC Municipalities:

Amesbury	Lowell	Peabody
Andover	Lynn	Reading
Beverly	Lynnfield	Rockport
Billerica	Malden	Rowley
Boxford	Manchester	Salem
Chelmsford	Marblehead	Salisbury
Danvers	Medford	Saugus
Dracut	Melrose	Stoneham
Essex	Merrimac	Swampscott
Georgetown	Methuen	Tewksbury
Gloucester	Middleton	Topsfield
Groveland	Nahant	Tyngsborough
Hamilton	Newbury	Wakefield
Haverhill	Newburyport	Wenham
Ipswich	North Andover	West Newbury
Lawrence	North Reading	Westford

Region 3 NEEMS Eligible Parties

In order to be considered an eligible party to request a resource from the Region 3 NEEMS PPE and Medical Supply Cache, the party must represent an eligible discipline providing services in one or more of the municipalities located within the Region 3 NEEMS area.

- Eligible Disciplines:
 - Emergency Medical Service Provider

- Region 3 NEEMS Municipalities:

Amesbury	Lowell	Reading
Andover	Lynn	Rockport
Beverly	Lynnfield	Rowley
Billerica	Malden	Salem
Boxford	Manchester	Salisbury
Chelmsford	Marblehead	Saugus
Danvers	Medford	Stoneham
Dracut	Melrose	Swampscott
Essex	Merrimac	Tewksbury
Everett	Methuen	Topsfield
Georgetown	Middleton	Tyngsborough
Gloucester	Nahant	Wakefield
Groveland	Newbury	Wenham
Hamilton	Newburyport	West Newbury
Haverhill	North Andover	Westford
Ipswich	North Reading	
Lawrence	Peabody	

Resource Request Process

Requesting eligible parties must follow protocols indicated in the 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 must look system-wide first to fill a resource need.

If an eligible party's needed resource cannot be sourced at the local level, the eligible party can then request access to the Region 3 HMCC and NEEMS PPE and Medical Supply Cache following the steps outlined below.

- All stakeholders in Region 3 who wish to access the Region 3 HMCC and NEEMS PPE and Medical Supply Cache must first agree to the terms of use outlined in the Subscription Agreement (Exhibit A) by signing the agreement and returning it to the HMCC at Region3HMCCDutyOfficer@mapc.org. The HMCC and NEEMS will keep the signed Agreement on file. If a stakeholder does not agree to the terms of the agreement, they will not have access to the Cache.
- Once a resource need is identified, the eligible party will contact the Region 3 HMCC Duty Officer and make a formal request by submitting a completed Region 3 HMCC and NEEMS PPE & Medical Supply Resource Request Form (Exhibit B). All request forms will be submitted via email to the HMCC at Region3HMCCDutyOfficer@mapc.org. If a request is sent after normal 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.

- Prior to completing the Region 3 HMCC and NEEMS PPE & Medical Supply Request Form, the requesting eligible party must validate that:
 - The quantity of items requested will provide for coverage for up to 120 hours.
 - The quantities requested are based on the daily burn rate for that specific resource. Quantities requested over the daily burn rate will be considered stockpiling and will not be accepted. Burn rate is calculated by the number of individuals needing the resource x one individual's daily use of the resource x 5

- The Region 3 HMCC Duty Officer will review the resource request. If approved, the Cache Site Manager will be authorized to fulfill the resource request, pending availability.

- The Cache Site Manager will confirm that the approved resources are available and notify the Region 3 HMCC Duty Officer. The Cache Site Manager will contact the requesting party with the pick-up date, time, and location will provide basic safety instructions for all items. Upon pick-up, the Region 3 HMCC and NEEMS Resource Request Confirmation Form (Exhibit C) will be completed.

- Requests that are submitted prior to 3:00PM ET will be processed for pickup or delivery on the following business day during regular business hours. Delivery of resources is subject to the Cache Manager's discretion. Requests submitted after 3:00PM ET on weekdays and on weekends or holidays will be handled the next business day. Exceptions will be made for immediate and urgent needs. Emergency requests must be made by paging the Region 3 HMCC Duty Officer at 978-946-8130.

**Exhibit A –
SUBSCRIPTION AGREEMENT FOR THE NERAC, REGION 3 HMCC, & NEEMS PERSONAL
PROTECTIVE EQUIPMENT & MEDICAL SUPPLY CACHES**

**Exhibit B –
REGION 3 HMCC and NEEMS PPE & MEDICAL SUPPLY RESOURCE REQUEST FORM**

**Exhibit C –
REGION 3 HMCC and NEEMS RESOURCE REQUEST CONFIRMATION FORM**