

## 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](mailto: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](mailto: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**



# SUBSCRIPTION AGREEMENT

## FOR THE

### NERAC, REGION 3 HMCC, & NEEMS

### PERSONAL PROTECTIVE EQUIPMENT & MEDICAL SUPPLY CACHES

As the duly authorized contracting authority of the municipality/facility named below as the "Requesting Eligible Party", I hereby enter into this Subscription Agreement to access personal protective equipment (PPE) and other medical supplies available through the caches 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, Inc.).

These three caches were established as one method of leveraging Federal emergency preparedness and homeland security funds to ensure first responders and 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.

By signing this Subscription Agreement, I acknowledge that the municipality/facility that I represent will receive access to the items found in the cache or caches from which my municipality/facility is eligible to request resources from, pending availability, and that I must follow all applicable policies for the cache that my municipality/facility is requesting items from.

As a condition of receiving resources from the cache(s), I acknowledge and understand the following rules:

1. Parties eligible to request and use the PPE and medical supplies found in these caches include:
  - a. For the NERAC Cache: All "local units of government", as defined by the U.S. Homeland Security Act of 2003 and any subsequent pertinent laws (i.e., any subdivision of state government), within the Northeast Homeland Security Region that have signed this form;
  - b. For the Region 3 HMCC Cache: All eligible disciplines providing services in one or more of the municipalities located within the Region 3 HMCC area, as defined by the Region 3 PPE and Medical Supply Cache Resource Request Policy, that have signed this form; and
  - c. For the NEEMS Cache: NEEMS members that have signed this form.
2. The PPE and medical supplies subject to these rules are intended for use by municipalities or facilities in response to bona fide emergencies, but these resources can also be requested for non-emergency use on a case-by-case basis, pending availability. All requests will be subject to review by the HMCC Duty Officer and/or Cache Manager. Prioritization of requests will be at the discretion of the HMCC Duty Officer and/or Cache Manager.
3. My municipality/facility accepts the financial liability for promptly resupplying PPE and medical supplies received from the cache(s) in a timely manner. Replacement items must meet the same specifications of the items originally received, unless otherwise allowed by the Cache Manager. Resupplied items must be delivered to the Cache Site from which the items were originally obtained, at no cost to NERAC, the Region 3 HMCC, NEEMS, or the Host site within 30 days after the items were received, or as soon as possible based on availability of those items.
4. My municipality/facility is responsible for returning any unopened PPE or medical supply items to the cache from which it was received, as long as it is in its unopened original packaging.



5. My municipality/facility may not provide PPE or medical supplies that have been received from the cache(s) to another party, but is instead obligated to direct other interested parties to the Cache Manager and/or HMCC Duty Officer.
6. My municipality/facility will not stockpile PPE or medical supply items by requesting more than is needed to address our local need or emergency for a 120 hour period.
7. My municipality/facility is solely responsible to arrange and pay the cost of transport of items to and from the cache(s).
8. These rules are set by NERAC, the Region 3 HMCC, and NEEMS, and are applied by the Cache Manager and/or HMCC Duty Officer, and may be changed at any time by NERAC, the Region 3 HMCC, and NEEMS', with or without written notice.
9. Requests may be refused for non-compliance with these rules, such as a failure to resupply items of the same kind and quality in a timely manner.
10. I acknowledge on behalf of my municipality/facility that my municipality/facility is properly bonded and insured and that staff employed by my municipality/facility will use requested items in accordance with all current Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidelines.
11. I accept on behalf of my municipality/facility responsibility for any and all injuries to persons and damage to property from my municipality's/facility's custody and use of received items that is not attributable to neglect on the part of the Cache Manager(s), the Cache Host(s), NERAC, the Region 3 HMCC, NEEMS or its agents.
12. I agree on behalf of my municipality/facility to assume all financial liability incurred as a result of any claim brought against the Cache Manager(s), the Cache Host(s), NERAC, the Region 3 HMCC, NEEMS or its agents, arising out of any action brought against them as a result of the custody and/or use of the received items to the extent permissible under Massachusetts General Laws.
13. My municipality/facility accepts that I, and all of all my agents, are obliged to conform to the above terms as a condition of continued access to the cache(s).

**REQUESTING ELIGIBLE PARTY**

**Municipality/Facility**

**Discipline (Choose One)**

**Contracting Authority**

**Signature**

**Name**

- 
- Law Enforcement  Fire  Municipal EMS  Private EMS   
 Public Health Department  Hospital   
 Long Term Care Facility  Community Health Center   
 Other (Please Specify)
- 

**Date:**

**Title:**



Address:

Street:

City:

State:

Zip:

Phone

Office:

Cell:

E-mail 1

E-mail 2:

Employees in the following positions are authorized to request items on behalf of my municipality/facility:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**FOR NERAC, REGION 3 HMCC, NEEMS USE ONLY:**

Requesting Eligible Party Identified Above is Approved to Access the Following Cache(s)

\_\_\_\_ NEEMS

\_\_\_\_ NERAC

\_\_\_\_ REGION 3 HMCC



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

Date and time submitted to HMCC:		Region 3 HMCC and NEEMS PPE & Medical Supply Resource Request Form		Page 1 of 1 Version 10.12.2021	
<b>I. REQUESTING MUNICIPALITY/FACILITY POINT OF CONTACT - Please Type All Answers</b>					
1. Requestor's Name		2. Title		3. Requestor's Phone No. (24-7)	
4. Requestor's Organization			5. Requestor's E-Mail Address		
6. Delivery Location or pick up? (Delivery is not guaranteed)					
<b>II. REQUEST SPECIFICS - Please Type All Answers</b> (Requests should reflect a 120 hour burn rate. Burn rate- is calculated by the number of individuals needing the resource x one individual's daily use of the resource x 5).					
<b>7. Order (Please complete all fields)</b>					
Item	Quantity (Per unit - not boxes, cases, pairs, etc.)	Size (If applicable)	Date Needed (Pending availability)		
N95 Masks					
Gowns					
Face Shields					
Surgical Masks					
Gloves					
Goggles					

Tyvek Suits			
8. Have you confirmed that local stock, existing vendor resources, and local mutual aid agreements are unable to fill request? Yes [ ] No [ ]			
9. If your facility is part of a system, have you looked system-wide first to fill this resource need? Yes [ ] No [ ]			
<p>The Following questions will be used by the Duty Officer to calculate a 120 hour burn rate. This burn rate can be calculated by the number of individuals needing the resource x one individual's daily use of the resource x 3).</p>			
10. How many individuals are you requesting PPE for?			
11. For each item being requested, how many are used per day per individual?			
12. As of the request date, what is your current supply of each of the items being requested? Please provide quantity in individual units.			

FOR HMCC DUTY OFFICER ONLY: Has requesting party submitted signed Subscription Form? Yes [ ] No [ ]

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

