REQUESTING SUPPLIES FROM GOVERNMENT AGENCIES

All requests for supplies must first be submitted to the lowest level of government. It may be useful to coordinate with other CHCs in your jurisdiction to submit a single request instead of multiple smaller requests from each CHC. The method of submitting requests varies from jurisdiction to jurisdiction. Contact your local public health department for information on how to submit your request. Resource requests flow upward from local to State government. If the first level of government (i.e. local government) is unable to fulfill the request, they will elevate the request to the next level of government and so on via the following process:

Affected Entity → Local Public Health Dept. → Local Emergency Operations Center → Regional Emergency Operations Center → State Emergency Operations Center → Federal Gov’t

INFORMATION TO INCLUDE IN REQUESTS

When developing resource requests, it is essential to include the following data elements. Failure to do so may delay the request thus delaying the delivery of supplies.

- Medical and Health Situation Report - a current description of the situation, include current data (e.g., how many COVID-19 patients)
- Description of the requested mission (e.g., ability to transfer 20 critically ill patients)
- Description of needed equipment, supplies, personnel, etc. and acceptable alternatives
- Contact information and specific delivery location with a common map reference
- Indicate if logistical support is required (e.g., food and shelter for personnel, fuel (and type) for equipment)
- Indicate urgency of need - include any safety or health issues that have arisen due to lack of supplies and provide a forecast of the situation should supplies not be received

ALTERNATE RESOURCES FOR SUPPLIES

Some potential suppliers or access points include community healthcare coalitions, mutual aid agreements with other jurisdictions, international relief organizations like Direct Relief or Americares, your existing supply vendors, construction supply vendors for PPE, and your HRSA Project Officers.

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