

PPE and Medical Supply Cache Resource Request Policy

Effective 12.9.21



Purpose

The Northeast Homeland Security Regional Advisory Council (NERAC) has established a Personal Protective Equipment (PPE) and Medical Supply Cache within the region as one method of leveraging Federal homeland security funds to ensure stakeholders 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. NERAC will not issue quantities requested over the requesting eligible party's daily burn rate, as that is considered stockpiling. The Cache is located in Beverly, MA and staff from Northeast Emergency Medical Services, Inc. (NEEMS) and the City of Beverly serve as the Cache Managers.

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 Region 3 HMCC and NEEMS PPE and Medical Supply Caches, 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 NERAC PPE and Medical Supply Cache, the borrowing entity must be from an eligible discipline located in and/or serving one or more NERAC municipalities.

Eligible disciplines include:

- Corrections
- Emergency Management
- Emergency Medical Service Providers
- Fire Service
- Government Administration
- Hospitals
- Law Enforcement
- Local Public Health
- Public Safety Communications
- Public Works
- Schools
- Transit

Eligible municipalities include:

Acton	Hudson	Rowley
Amesbury	Ipswich	Salem
Andover	Lawrence	Salisbury
Arlington	Lexington	Saugus
Ashby	Lincoln	Sherborn
Ashland	Littleton	Sherborn
Ayer	Lowell	Shirley
Bedford	Lynn	Stoneham
Belmont	Lynnfield	Stow
Beverly	Malden	Sudbury
Billerica	Manchester	Swampscott
Boxborough	Marblehead	Tewksbury
Boxford	Marlborough	Topsfield
Burlington	Maynard	Townsend
Carlisle	Medford	Tyngsborough
Chelmsford	Melrose	Wakefield
Concord	Merrimac	Waltham
Danvers	Methuen	Watertown
Dracut	Middleton	Wayland
Dunstable	Nahant	Wenham
Essex	Natick	West Newbury
Framingham	Newbury	Westford
Georgetown	Newburyport	Weston
Gloucester	Newton	Wilmington
Groton	North Andover	Winchester
Groveland	North Reading	Woburn
Hamilton	Peabody	
Haverhill	Pepperell	
Holliston	Reading	
Hopkinton	Rockport	

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 NERAC PPE and Medical Supply Cache following the steps outlined below.

- All stakeholders in the region who wish to access the NERAC 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 NERAC at PPE@mapc.org. NERAC 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 Jonathan Brickett, Executive Director of NorthEast EMS, and make a formal request by submitting a completed NERAC PPE & Medical Supply Resource Request Form (Exhibit B). All request forms will be submitted via email to Jonathan Brickett at jbrickett@neems.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 call Jonathan Brickett at (978) 992-8695.
- Prior to completing the NERAC 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 3
- The Cache Site Manager will review the resource request. If approved, the Cache Site Manager will fulfill the resource request, pending availability.
- 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 NERAC 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 calling Jonathan Brickett at (978) 992-8695.

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

**Exhibit B –
NERAC PPE & MEDICAL SUPPLY RESOURCE REQUEST FORM**

**Exhibit C –
NERAC RESOURCE REQUEST CONFIRMATION FORM**