

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**



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 –
NERAC PPE & MEDICAL SUPPLY RESOURCE REQUEST FORM**



Date and time submitted:		NERAC PPE & Medical Supply Resource Request Form		Page 1 of 1 Version 12.8.2021	
I. REQUESTING MUNICIPALITY/FACILITY POINT OF CONTACT - Please Type All Answers					
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)					
II. REQUEST SPECIFICS - Please Type All Answers (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).					
7. Order (Please complete all fields)					
Item	Quantity (Per unit - not boxes, cases, pairs, etc.)	Size (If applicable)	Date Needed (Pending availability)		
N95 Masks					
Gowns					
Face Shields					
Surgical Masks					
Gloves					
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 []

The following will be used 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).

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 CACHE MANAGER ONLY: Has requesting party submitted signed Subscription Form? Yes [] No []

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

