

## TEMA State Emergency Operations Center-Logistics Operating Unit Personal Protective Equipment Weekly Situation Report "Request" Form

All request for Personal Protective Equipment (PPE) that cannot be procured locally, should be submitted through the Survey 123 application.

<https://arcg.is/1LiCCP> Passcode: 8362

PPE Request Form

COVID-19 TEMA Personal Protection Equipment (PPE) Survey

Organization or Agency that needs the PPE\*

Type of Organization or Agency Receiving PPE\*

Assisted Living  Dialysis  EMS

Home Health  Hospice  Hospital

Long-term Care Facility  Public Health  Specialty Care

EMA  Fire Dept.  Local Jail

Law Enforcement  State Corrections  DCS

State Health Dept.  National Guard  TDMH

TEMA  THP

Other

County where this Organization or Agency is Located\*  
Select Statewide if a State Agency

### We would like weekly updates to ensure data is current.

This form is to be completed by noon on Wednesday **weekly**. *If unable to update weekly, your previous entry is not lost, however, the more current the information the better the system will work for everyone.* This will provide a situation report for the agency/ organization to indicate:

- Needed equipment (14 day or 2 week need)
- Forecasted usage for the next 7 days (**required**)
- Out of stock date projections (**required**)

Each week, a **new** report should be submitted with the information above.

An urgent change in need should be submitted any time during the week when a significant or imminent shortage is recognized. An additional notification should be sent to the local EMA office to inform them of this need.

Shipment orders will be based on the most recent PPE SitRep submitted.

Request for supplies will be filled based on inventory on-hand and an agency may receive multiple partial shipments.

### Key Points to Remember

- The organization or agency that needs the PPE is for the **receiving** agency of the equipment.
- Type of Organization or Agency is the agency type **receiving** the equipment. This is very important to ensure that the agency type is correct for filling request.
- Delivery site address should be a location that can receive shipments preferably seven days a week.
- POC (point of contact): Person who can be reached for follow-up of shipment information.
- Forecast usage is a **required** field and is used to calculate burn-rates of equipment.
- Local EMA must review request for validity and duplications. Any discrepancies must be reported to the TEMA Regional office.

All equipment received from the TEMA Logistics Operating Unit is intended to be used for the response of COVID-19 or daily authorized usage. The equipment cannot be resold.

Private sector partners may be financially responsible for the cost of the equipment received.