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To: EMS System Coordinators
EMS Medical Directors
Resource Hospitals
EMS Providers

From: Ashley Thoele, MBA, BSN, RN
Division Chief, EMS and Highway Safety

Date: March 29, 2020

Re: Process to Request PPE for all EMS providers

Please disregard the direction given during the EMS webinar on March 26, 2020 for requesting EMS PPE. After much consideration there is a need to use the **Resource Hospitals** as the requestor for EMS PPE. Hospitals, local health departments, EMS, and many others have been impacted by the shortage of PPE during the COVID-19 pandemic. This memo serves to outline a process for providing PPE to EMS providers who serve the 911 system, private, and volunteer services. All hospitals must continue to provide 1:1 exchange for EMS when bringing patients to their hospitals. Currently, the distribution mechanism for PPE is hospitals and health departments, not to individual providers. The type of PPE being distributed are: N-95 masks, surgical masks, gowns, and gloves.

Each EMS provider should be prepared to make a reasonable request to their Resource Hospital for an order of PPE. This should happen as soon as possible and will ensure that ordering can be processed. Batching orders will be preferred in this instance for the sake of shipping and time. The Resource Hospital should coordinate with their Incident Command to request through the local health department to the local EMA. The Resource Hospital must segregate these additional supplies directed to EMS and make distributions accordingly.

Considerations should be made for the number of personnel and the average number of calls per day. If the provider operates in multiple systems, coordination should be made to ensure ordering does not occur in more than one system. Distribution will then occur from the Resource Hospital. All PPE distribution information will be retained by the Resource Hospital and made available to the Department upon request. A process map for this attached to this memo.

The Department asks that you be patient with this process in order to fulfil as many requests as possible in a timely manner. There also may be situations where a provider does not get the exact amount in the request, please know that we will make every effort to share this PPE amongst all providers so that all can continue to provide safe care according to the recommendations provided by CDC and IDPH.

The Resource Hospital must retain record of any distribution to EMS providers and make available to the Department upon request. Please contact me or your REMSC with questions.

Thank you!

EMS PPE Flowchart

ashley thoele | March 28, 2020

