



## COVID-19

### Accountability and Procurement Procedures for PPE and Sanitizing Supplies

The purpose of this notice is to standardize the accountability and procurement procedures for requesting supplies from the Department Operations Center (DOC).

#### Unit Commanders Responsibility

Unit Commanders Shall:

- Conduct an inventory of the masks, gloves and goggles at their unit;
- Ensure these supplies are kept in a secure location and used only when absolutely necessary; and
- Ensure they track and account for each item assigned to their unit.
- Prior to requesting additional supplies, unit commanders will be required to account for the use of previously provided items.
- Personally review and sign the [ICS 213RR](#) prior to submission to the DOC.

#### **REMINDER:**

The CDC recommends First Responders use an N-95 mask in two (2) circumstances:

- When making contact with a person known to be infected with COVID-19
- When making contact with a person suspected of being infected with COVID-19.

**The mask is not to be worn or used daily when responding to routine calls, public service counters or public screening locations.** Once used, it must be discarded. In a case where COVID-19 infection is highly likely or confirmed, the mask should be considered biohazardous and discarded into a biohazard receptacle at a hospital facility, ambulance or local fire station. As a last resort, items may be discarded in a regular outside trash can so as to minimize the risk of spreading the virus.

#### **Procurement**

Until further notice, the following items must be ordered through the Department Operations Center (DOC) utilizing an [ICS 213 Resource Request \(ICS 213RR\)](#):

- N95 Masks
- Dust Masks (not N95)
- Nitrile Gloves (Large)
- Nitrile Gloves (Medium)



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- Goggles
- Citracide Disinfectant Cleaner and Disinfectant
- Turbo Kill Disinfectant
- Purell Hand Sanitizer
- Anti-Microbial Hand Sanitizer Wipes

Submit the completed [ICS 213RR](#) order form by emailing to:

[REDACTED]

Supplies are extremely limited. Do not order supplies by the case. Order the actual amount of items needed (i.e., 25 N95 masks, 6 cans of Turbo Kill Disinfectant, etc.). Some of the items requested, may not be in stock. If the item is out of stock, the unit will be notified.

Once the request is received it will be reviewed, and when approved, the unit will be notified to pick up the equipment from EOB Logistics (Barn) located at STARS.

If a unit receives damaged or unusable items, they shall make a request for replacement supplies by submitting an [ICS 213RR](#) form to the DOC.

**If you have any questions or require additional information, the DOC is available 24 hours [REDACTED].**