

## Personal Protective Equipment (PPE) Ordering Process – Summary for Behavioral Health Providers

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### Key things to know:

- Organizations should first attempt to acquire PPE through their normal processes and the open market. PPE is a dynamic commodity during this pandemic and what isn't available one day may be available the next. Organizations are recommended to not cancel an order and stay in queue for the next available shipment.
- If organizations are unable to secure PPE through normal means, they should then connect with their local public health response to request PPE.
  - This function may also be referred to locally as the Emergency Support Function #8 (ESF#8) portion of the response.
  - Local response teams will have their own processes for requesting PPE and may ask for additional information to clarify the request.
  - If you are unable to identify the local point of contact for ESF#8/public health response, we recommend reaching out to the Local/Regional Emergency Response Coordinator for the area to identify the best point of contact.

### Background and context:

PPE has and will continue to be a key resource in limiting the spread of COVID-19. To support the distribution of PPE to organizations and manage the prioritization of limited resources, the emergency management system within Washington has managed distribution processes for PPE across the state. These processes have changed over time due to the evolving needs and challenges presented by COVID-19.

Currently, the best way for organizations to secure PPE is to work through normal supply ordering processes on the open market. This is a dynamic resource the availability of specific products can shift dramatically from day to day. With that in mind, organizations are encouraged to check frequently if supplies may be available and to keep their order in the fulfillment queue.

If behavioral health organizations are unable to secure PPE through their normal ordering avenues, they are encouraged to establish a connection with their local public health response. It may also be referred to as the Emergency Support Function #8 (ESF#8) within a local response structure. These local teams are responsible for receiving, submitting, and distributing PPE resources within their local communities- among many other duties. The state's response team works directly with these local teams to move PPE across Washington State. It is important to note that local responses distribute PPE based on prioritized need within the county.

The best way to contact these teams is to visit local public health websites or to call local public health offices to identify the public point of contact for the response. Behavioral health organizations are recommended to mention they are trying to connect with the local response for the purpose of requesting PPE. In the event that organizations are unable to identify a way to contact the local response, they are encouraged to make contact with the Local/Regional Emergency Response Coordinator (LERC/RERC) for that area. The LERCs and RERCs can assist by providing the appropriate point of contact for their area. The list of LERCs and RERCs has been provided alongside this document.

For questions or comments, please contact:

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Last Updated: 11/13/2020