

---

## Indian Health Service, Tribal and Urban (I/T/U) Guidance to Access Medical Supplies and Personal Protective Equipment (PPE) through Federal Partners (FEMA / ASPR)

---

Tribal Governments that are seeking assistance in accessing medical supplies and PPE should first refer to [Coronavirus \(COVID-19\): FEMA Assistance for Tribal Governments](#).

The guidelines outlined below are intended for Indian Health Service (IHS), Tribal Health Programs (THP) and Urban Indian Organizations (UIO) (I/T/U). I/T/Us should continue utilizing their established local processes to obtain medical supplies especially Personal Protective Equipment (PPE). First, working through regular procurement channels then through partnerships with State, City, and County Emergency Operation Centers.

- ❖ THP can access assistance through Federal partners, the Federal Emergency Management Agency (FEMA) and the Office of the Assistant Secretary for Preparedness and Response (ASPR), in one of two ways once normal procurement efforts and local assistance efforts have been exhausted.

To request assistance directly from FEMA, THP should follow the guidance in [Coronavirus \(COVID-19\): FEMA Assistance for Tribal Governments](#). THP may contact their respective IHS Area Emergency Management Point of Contact (EMPOC) (Attachment 1) who can provide technical assistance to complete the process as needed.

If a THP chooses this method, the IHS Headquarters will not have visibility on the request. THP should copy or send an email to [IHS-SNS-Requests@ihs.gov](mailto:IHS-SNS-Requests@ihs.gov) so the IHS Incident Command Structure (ICS) has the ability to track the request once it has reached the FEMA WebEOC.

- ❖ THP and UIO can choose to work with their IHS Area EMPOC if they need assistance completing the Resource Request Form (RRF) (O.M.B. No. 1660-0002) (Attachment 2) through the following steps:
  1. THP and UIO must demonstrate that procurement efforts and all local assistance efforts have been exhausted.
    - a. Complete the RRF specifically identifying health care and PPE needs.
    - b. Sign and submit the RRF to their respective IHS Area EMPOC.
  2. After RRF submission, the IHS Area EMPOC will be responsible for the following:
    - a. Review the request for accuracy and need.
    - b. Request the THP and UIO reach out to regional service supply centers and/or the National Supply Service Center (NSSC) to verify if the PPE need can be filled.
    - c. If the request cannot be filled through regional service supply centers or NSSC:
      - (1) The THP will submit the RRF to their respective FEMA Regional Tribal Liaison and the RRF will be routed for processing per the FEMA process.

- (2) The UIO will submit their RRF to their respective State representative for processing the request to FEMA.
    - d. IHS EMPOC will enter the request and all applicable documents into the IHS ICS COVID-19 tracking system located in the IHS Emergency Response Coordination Center SharePoint site at System Support – Logistics, EMPOC SNS Request Tracking.
  3. The IHS Incident Command System will work with IHS Liaison Officers assigned to the HHS Secretary’s Operation Center, FEMA Headquarters/FEMA National Response Coordination Center, or SNS Logistics group to provide updates through WebEOC downloads. Once medical supplies are received and verified by the requesting THP and UIO, the request will be closed by FEMA.
- ❖ IHS Federal Facilities can no longer use the RRF process but can submit urgent PPE Requests through their IHS Area EMPOC or Incident Command Logistics Officer to NSSC for processing. As always, IHS hospitals and clinics need to monitor PPE usage and supplies, and place orders for resupply as appropriate. The urgent request process is intended to help sites get to their next resupply.
  1. IHS Service Units will alert their respective IHS Area EMPOCs and/or their Area Incident Command Logistics Officer to urgent PPE resource shortfalls that will result in a disruption of patient care operations and negatively impact staff safety.
  2. Upon notification of urgent PPE need, the IHS Area EMPOC or Area Incident Command Logistics Officer will:
    - a. Confirm that the IHS facility is unable to acquire PPE product through regular suppliers.
    - b. Gather key information including outstanding purchase orders; amount of PPE needed until resupply can occur; confirm shipping address; hours of operation; delivery hours; facility weekend operations (and if they will accept weekend delivery); and receiving facility point of contact (POC) information (e-mail/phone).
    - c. IHS Area EMPOC submits urgent request to NSSC through [IHS-SNS-Requests@ihs.gov](mailto:IHS-SNS-Requests@ihs.gov).
  3. NSSC receives urgent request from IHS Area EMPOC and confirms urgency status.
    - a. If PPE product is available, NSSC will fill the urgent order with requested product or an appropriate substitution.
    - b. If PPE product is not available:
      - ◆ NSSC will submit Request for Resource (RFR) to ASPR.
      - ◆ ASPR will review request and attempt to fill urgent request.
- ❖ Questions can be sent to [IHS-SNS-Requests@ihs.gov](mailto:IHS-SNS-Requests@ihs.gov).

Attachments (2)

Attachment 1: IHS Area EMPOC list

Attachment 2: Resource Request Form O.M.B. No. 1660-0002