



# Municipality of Anchorage

1305 E Street • Anchorage, AK 99501 • Office: (907) 343-1401 • Fax: (907) 343-1441

*Office of Emergency Management*



**Municipality of Anchorage  
Emergency Operations Center  
Clarification of Personal Protective Equipment (PPE) Resource Request Process for  
COVID-19 Response**

## **STEP ONE: PROCURE PPE LOCALLY**

- Organizations requesting PPE during the COVID-19 response should try to procure needed supplies through their normal procurement processes and vendors. This may mean back orders, long wait times, etc. but those need to be in place for when supply chains reopen.

## **STEP TWO: ORDER THROUGH MOA EOC**

- *Call the Muni EOC Ordering Manager at (907) 343-1419 M-F 10am-4pm and be prepared to answer the following questions:*
  - How long will your existing supply last you?
  - Do you have a Conservation Plan in place?
  - Specific Product(s) & quantities for 2 weeks of current business & acceptable substitute
  - Business name, delivery address, days/times available to receive, **OR** if requestor can pick up order at warehouse
  - Agency point-of-contact and phone number
- *The following is a list of items the Muni EOC may be able to provide:*
  - Disposable gowns
  - Gloves
  - Tyvek suits
  - Clear, plastic face
  - Foot coverings
  - Head coverings
  - Masks, N95 (various models)
  - Masks, surgical
  - Mask/face covering, other (ex.
  - Hand sanitizer
  - IR Thermometers

*\*Requests for other items, personnel, and capabilities will be considered on a case-by-case basis.*



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- *Prioritization for filling requests is determined by the following tiers:*

### **TIER #1**

1. Medical facilities with the greatest number of *confirmed in-patient cases*
2. Long Term Care Facilities with *confirmed in-patient cases*

### **TIER #2**

3. EMS, First Responders, and Non-Critical Transport staff who are transporting *potential or confirmed cases*
4. Healthcare workers carrying out support to medical facilities or long-term care facilities with *potential or confirmed cases*
5. Municipal-sanctioned contractors who have been tasked with the shelter, isolation, and quarantine missions.

### **TIER #3**

6. Healthcare facilities working with *potential COVID-19 positive cases*
7. Congregate locations with *potential or confirmed cases*
8. All dental care agencies

### **TIER #4**

9. All other requests for PPE will be considered on a case-by-case basis

*\*The responsibility to prioritize requests is on the Muni, as the bearer of the financial burden. Requests will be fulfilled based on supplies and equipment available and on-hand at the Muni warehouse location. The Muni reserves the right to not fill orders, only partially fill orders, or substitute appropriate products as available.*