



# Inland Counties Emergency Medical Agency

*Serving San Bernardino, Inyo, and Mono Counties*

*Virginia Hastings, Executive Director*  
*Reza Vaezazizi, M.D., Medical Director*

**DATE:** December 14, 2009

**TO:** ALS, BLS, EMS Aircraft Provider Chief's, CEO's and EMS/Paramedic Coordinators  
Hospital CEO's, ED Directors, Nurse Managers and PLN's  
EMS Training Programs and Continuing Education Providers  
Inyo, Mono and San Bernardino County EMCC Members  
Other Interested Parties

**FROM:** Virginia Hastings, ICEMA Executive Director 

**SUBJECT: DISTRIBUTION PLAN FOR PREPOSITIONED STATE AND FEDERAL STOCKPILES**

The California Department of Public Health (CDPH) has announced that it is deploying up to fifty (50) percent of the state's emergency stockpile of N95 respirators to counties for dispersal to hospitals, clinics, other healthcare facilities and providers.

ICEMA has been requested by the County of San Bernardino Department of Public Health (DPH) to develop and administer the distribution plan for the N95 respirator caches. ICEMA has consulted with hospitals, EMS Officers and EMS Transportation providers in developing the enclosed distribution plan and procedure.

The attached procedure for requesting, receiving and distributing the N95 caches must be strictly adhered to in order for ICEMA and the Department of Public Health to meet their reporting requirements to the CDPH-Emergency Preparedness Office. Healthcare facilities and agencies requesting and accepting palletized caches will be held responsible for proper storage and maintenance of the cache(s) issued to them.

Pallets may only be accessed upon receipt of written approval from the Medical/Health Operational Area Coordinator (MHOAC). Additionally, all entities must meet any and all reporting requirements, i.e., weekly report submittal to ICEMA by 1200 hrs (12:00 PM) Thursday to ensure that Public Health can meet its reporting mandate to CDPH by noon Friday.

Please feel free to contact me with any questions [vhastings@cao.sbcounty.gov](mailto:vhastings@cao.sbcounty.gov) (909) 388-5823.

Enclosures

cc: Reza Vaezazizi, MD  
Maxwell Ohikhuare, MD  
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## PROCEDURE TO REQUEST UTILIZATION OF PREPOSITIONED STATE AND FEDERAL STOCKPILES OF N95 RESPIRATORS FOR H1N1

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### PURPOSE

This plan is issued in conjunction with the October 22, 2009 California Department of Public Health (CDPH) *Interim Guidance on Distribution of State and Federal Stockpiles of N95 Respirators for H1N1 Pandemic* to advise hospitals, other healthcare facilities and EMS First Responder agencies on the process to access the stockpiles allocated to San Bernardino County. The CDPH guidance can be found at [www.cdph.ca.gov](http://www.cdph.ca.gov) (see H1N1 page).

This plan is intended to meet two objectives:

1. To ensure that San Bernardino County's healthcare workers have access to N95 respirators in order to meet the Cal/OSHA ATD standard, and
2. To ensure prudent and responsible use of this limited resource

### HISTORY

The California Department of Public Health (CDPH) announced the release of up to fifty percent (50%) of the State's emergency stockpile of N95 respirators for dispersal to hospitals, clinics, other healthcare facilities and providers.

The State stockpile of N95 respirators is configured on a standardized pallet containing eleven (11) different N95 products in a variety of models and sizes. San Bernardino County's total allocation is two hundred and eleven (211) pallets. Under the Governor's order, the County is eligible to request up to fifty percent (50%) of this allocation, which equals 105 pallets.

ICEMA has been requested by the County of San Bernardino Department of Public Health (DPH) to develop and administer the distribution plan for the N95 respirator stockpile. ICEMA has consulted with hospitals, EMS Officers and EMS Transportation providers in developing this distribution plan and procedure.

**DISTRIBUTION OF STATE STOCKPILE**

Pre-Allocated Resources (Standardized Pallet Contents)

<b>3M 1860</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>
1860s	Small	40
1860	Regular	20
<b>2071</b>		
6000	Half Mask filters	200
6100	Half Mask Medium	18
6300	Half Mask Large	3
8000	Paper	7,920
8210	Paper	100
9010	Paper	150
<b>Kimberly-Clark</b>		
Tecnol 2710	Small	1,470
Tecnol 2717	Regular	2,100

Resource Request Process

Local health departments (LHD) and local EMS agencies (LEMSA) follow the Standardized Emergency Management System (SEMS) process for submission of resource requests as identified in the California Disaster Health Operations Manual (CD-HOM). The LHD will request the State stockpile of N95 respirators and issue an allotment of *intact pallets* to hospitals, other healthcare facilities, EMS and First Responder agencies and Tribal entities in quantities adequate to maintain a 30 day supply as detailed in the CDPH guidance.

**PROCEDURE**

Hospitals, other healthcare facilities, EMS and First Responder agencies and Tribal entities that request stock will submit resource requests in the following manner **PRIOR TO ACCESSING THE PALLETIZED STOCKPILE, FAILURE TO OBTAIN PRIOR AUTHORIZATION FROM ICEMA/MHOAC MAY RESULT IN LIABILITY FOR REPLACEMENT COSTS OF THE STOCKPILE.**

To Request an Intact Pallet from Warehouse:

1. Submit a Verification of Understanding acknowledging reporting requirements, signed by Chief or CEO to ICEMA.

To Request Access to Pallet (open for use)

2. Complete a *Cal-OSHA Respirator Supply Documentation* form (Appendix A) to document the facility's or agency's actions in implementing *Cal/OSHA's Interim Enforcement Policy on H1N1 and Section 5199 (Aerosol Transmissible Diseases)*.
3. Complete a *N95 Respirator Supply Report* form (Appendix B) that documents:
  - The number of N95 respirators currently in stock
  - The number of N95 respirators used daily, by type of health care facility
  - The number of N95 respirators that have been ordered from private vendors
  - The expected delivery date of the ordered respirators
4. Submit both documents to ICEMA for Medical/Health Operational Area Coordinator (MHOAC) review *prior to accessing the palletized stock*.
5. Agencies sharing pallets must **each** submit a separate request to access the cache.
6. Once approval to access the palletized stock is granted by the MHOAC, ICEMA will notify facilities and agencies that they may unpack and distribute the stock as necessary to maintain the thirty (30) day supply as specified in the Cal/OSHA's Interim Enforcement Policy on H1N1 and Section 5199 (Aerosol Transmissible Diseases) and the CDPH Guidance. Cal-OSHA ATD information is available at:  
  

[http://www.dir.ca.gov/dosh/SwineFlu/Interim\\_enforcement\\_h1N1.pdf](http://www.dir.ca.gov/dosh/SwineFlu/Interim_enforcement_h1N1.pdf)

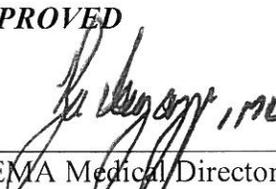
*NOTE: Documentation must be complete. Incomplete documents will be returned for additional information or result in denial of request.*
7. The caches must be stored in a secured warehouse environment that is protected from the weather (e.g. sunlight, heat/cold, rain, snow, etc.). According to the CDPH-EPO, Healthcare Capacity Section, temperature parameters for caches are 59<sup>0</sup> F – 86<sup>0</sup> F to ensure respirators retain their integrity.

**REPORTING REQUIREMENTS:**

A *N95 Respirator Supply Report* form (Appendix B) must be submitted weekly to meet CDPH reporting requirements. Please fax (909) 388-5825 or e-mail [jnevarez@cao.sbcounty.gov](mailto:jnevarez@cao.sbcounty.gov) the completed form no later than 12:00 PM every Thursday. This form must be submitted weekly even if the pallet is intact.

ICEMA will submit reports to San Bernardino County Public Health who will submit the aggregated data to CDPH using the *Local Health Department N95 Respirator Supply Report* (Enclosure 1) as specified in the CDPH Guidance.

**APPROVED**

	12-17-09		12/14/09
ICEMA Medical Director	Date	ICEMA Executive Director	Date

**Appendix A: Respirator Supply Documentation**

If you are having difficulty obtaining a sufficient supply of respirators, please complete the following documentation:

Date of survey: \_\_\_\_\_

Manufacturer	Model number	# on hand	Date of most recent order	Supplier	# on order	#on back order	Supplier anticipated date of delivery for back order

What actions have you taken to address any potential shortages?

A. Contacted other suppliers for same respirator model.

Respirator model	Supplier contacted	Date of contact	Result

B. Attempted to switch to a different model of surgical N95.

Respirator model	Supplier Contacted	Date of contact	Result

C. Attempted to switch to a non-surgical N95 (general purpose N95), or other type of respirator (e.g. elastomeric)

Respirator model	Supplier contacted	Date of contact	Result



D. Adopted respirator conserving policies (please describe below):

Type of policy	Brief description	In writing (y/n)	Employees trained (y/n)	Date to be re-evaluated

E. Requested respirators from local emergency management organizations

Date of Contact. \_\_\_\_\_ Person/Agency Contacted \_\_\_\_\_

Result? \_\_\_\_\_



County of San Bernardino  
Department of Public Health  
The Inland Counties Emergency Medical Agency



N95 Respirator Supply Report

Name of Healthcare Facility or Agency: \_\_\_\_\_

Type of Facility or Agency (GACH, Clinic, SNF, Fire Dept, Ambulance Co., etc):  
\_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact E-mail Address: \_\_\_\_\_

Delivery Address (Please include Zip):  
\_\_\_\_\_  
\_\_\_\_\_

Number of N95 Respirators in Stock	Number of N95s Used Daily	Number of N95s on Order	Expected Delivery Date	Number of Respirators Requested from Stockpile

Please e-mail form to: [jnevarez@cao.sbcounty.gov](mailto:jnevarez@cao.sbcounty.gov)

Fax form to: (909) 388-5825 Attn: Jerry Nevarez, RN

