



Personal Protective Equipment Long-Term Care Facility Process and Instructions

- ✓ Facilities should attempt to locate and procure PPE before running out
- ✓ Facilities should exhaust state resources for PPE before submitting a supply shortage in the NHSN portal

My facility is having trouble finding PPE and supply is low (7 days or less) – what do we do?

Step 1: Fill out the ICS 213 RR form

Step 2: Submit to your local emergency manager (EM) and cc Esperanza.Lucero@state.nm.us.

Step 3: The local EM requires each facility to submit their PPE request along with three (3) quotes from vendors identifying that the item(s) is on backorder or unavailable

Step 4: After all necessary information is submitted, the EM will approve or deny the supply request