

## Alameda County EMS- Medical/Health Request Form

**Instructions:** This form should be used by facilities that are requesting resources that are “medical” in nature. This includes medical supplies, pharmaceuticals (medications, vaccines, antidotes, etc.), medical personnel, decontamination supplies, surge supplies, etc. This form is to be filled out completely and with enough detail that a non-medical logistics person would know EXACTLY what, and how much is needed. Please be as specific as possible. Indicate if a generic or similar product might suffice.

<b>Facility Name:</b>	<b>Date:</b>	<b>Time:</b>	<b>Originator (your name, position and contact number):</b>	
			<b>Name and Position</b>	<b>Contact #</b> (   )   -
			<b>Alternate Contact Info (If Applicable)</b>	
<b>Delivery Location (Include Address and specific location (e.g. – loading dock in back of building):</b>				
<b>Street Address:</b>	<b>City:</b>	<b>Zip:</b>	<b>Location Info</b>	
<b>Check One:</b>				
<b>PRIORITY</b>	<input type="checkbox"/> <b>IMMEDIATELY (0-2 hours)</b>	<input type="checkbox"/> <b>URGENT (2-4 hours)</b>	<input type="checkbox"/> <b>TIMELY (4-6 hours)</b>	<input type="checkbox"/> <b>SCHEDULED (12-24)</b>
<b>How Long Will You Need The Resource Requested? (If Applicable)</b>				

Quantity	Unit of Measure	Item, specification, description, size, etc.	<i>EOC use only</i> <b>STATUS</b>

**This form is to be sent from your Facility to the Operational Area (County EOC)**  
**Medical Health Branch Fax number (925) 803-2720, or (925) 803-7872**  
EOC medical branch phone number (925) 803-7930 or (925) 803-7818  
**This form can be e-mailed as an attachment to [med1@acgov.org](mailto:med1@acgov.org) during ALCO EOC activation**

The Medical Health Branch of the OES EOC is open during business hours [8:30am – 5:00pm (925)-803-7930] and we are prepared to receive medically oriented requests from the health and medical providers in ALCO. We will only process requests that are *immediate and significant*. We will need to pass the request onto the county Health Officer for approval. He is insistent that we insure that these requests are appropriate, to include checking with your vendors that they are indeed unable to process your requests. Please use the medical health request form for material.

### **Pre-request Instructions:**

1. Do you have an immediate and significant need?
2. Have you exhausted your supply, or is exhaustion imminent?
3. Have you checked with your internal, corporate supply chain?
4. Have you checked for availability of supplies with your normal external vendors?

### **Request Procedure:**

1. Be as specific as possible when giving contact info. For instance, if you are requesting the items, but someone else will be responsible for receiving the items, ensure that you have written that person's name and contact info on the form in the space provided.
2. Be VERY specific with delivery location information. Take the time to ensure that you have given any special instructions for the delivery location in the space provided.
3. For the items being requested, give as much information as possible. Give the specific name, description and quantity. Please have the specific quantity and unit of measure you need and how it is supplied [e.g. – 20 Boxes (50 per box)].