

Request for Resources - Region 2 Assets



STADARD OPERATING PROCEDURE

-This plan was developed to establish procedures for requesting Regional Assets after a significant incident or event has impacted the region.

Region 2 – Request for Resources (RFR)

I. PURPOSE

This standard operating procedure (SOP) addresses healthcare facilities in the Region 2 Healthcare Coalition will request regional assets following an incident or in anticipation of significant regional event.

II. BACKGROUND

The Region 2 Healthcare Coalition is a group comprised of Regional Hospitals, Public Health Officials, Emergency Managers of City and Counties, and other healthcare entities within IDPH EMS Region 2. The region is comprised of 18 counties and 25 hospitals serving over 1 million persons in population. The Region 2 Healthcare Coalition also maintains Regional Response Assets housed within Regional Hospitals.

III. SCOPE

This SOP guides the Requests for Regional Assets in support of:

- A. A catastrophic incident or event involving multiple jurisdictions—especially incidents or events in which regional resource requests are anticipated and/or the activation of a Mutual Aid Agreement (MAA) is likely.
- B. Situational awareness and planning support for a regional response to ensure that all actions are accomplished within the procedures and priorities established

IV. SITUATION AND ASSUMPTIONS

A. Situation

A serious incident or event has occurred that has affected multiple jurisdictions within Region 2.

- 1. Regional resources are needed to facilitate the treatment or transport of patients
- 2. Or, Local Resources are extinguished and Regional Resources are requested to support a healthcare facility in the region.

B. Assumptions

- 1. All Regional Assets will be requested by members of the Region 2 Healthcare Coalition

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V. REQUESTING REGIONAL RESOURCES PROCEDURES

A. Requesting Regional Resources

The following steps are intended to guide you step by step for requesting resources.

1. Regional Assets will be requested only after local resources have been extinguished, or in planning of extinguishing local resources during an event or incident.
2. All Regional Asset Requests will be made to the RHCC or RHCC staff.
3. When making requests for regional resources please use the following order:
 - a) Make contact the RHCC or RHCC Staff by phone
 - 1) Contact OSF Medical Communications at
 - (i) (309)-655-2564 or 1-800-252-5433
 - b) Once contact has been made, complete the Request for Resources (RFR) form on the [OSF Disaster Preparedness Website \(www.OSFSaintFrancis.org/Disaster\)](http://www.OSFSaintFrancis.org/Disaster)
4. The RHCC or RHCC Staff is responsible for processing the requests and the dissemination of equipment
5. Any Regional Resources that are requested and delivered then become the responsibility of the requesting facility or agency.
6. Any consumable resources requested, delivered, and used during an event must be replaced before being returned. Or a documented plan must be developed for the replacement of the consumed good.
7. Any Maintenance costs, fuel/consumable costs associated with the use of requested assets are the responsibility of the requesting facility or agency
8. Any Regional Resources that are damaged, stolen, or found to be unusable or inoperable upon return will be replaced or associated replacement costs will be paid by the Requesting Agency
9. The RHCC staff will be notified as soon as possible when surplus resources are to be deactivated.
10. Once the resource is deactivated it is the responsibility of the Requesting Facility to make contact with the RHCC to Demobilize the Regional Assets. (see. [**Region 2 Asset Demobilization Plan**](#))

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VI. AREAS OF RESPONSIBILITIES

- A. Requesting Facility or Agency
 - 1. Must make the request for Regional Assets to the RHCC
 - 2. Is responsible for the use, maintenance, security, and replacement of consumables while using the requested assets
 - 3. Is responsible for cleaning and returning the asset back to delivered state
- B. RHCC
 - 1. Is responsible for processing the request
 - 2. Is to coordinate the shipment or delivery of the requested resource
 - 3. Is to coordinate with the Requesting Facility to demobilize the regional resources.

VII. COMMUNICATION

The requesting facility or agency must maintain communication with the RHCC relating the status of the Requested Resources. Communication regarding the demobilization of the Requested Resources must be done between the Requesting Agency and the RHCC referencing the “*Region 2 Asset Demobilization Plan*”.



Region 2 Request for Resources: Resource Order Form

Please use the online [Google Form](#) if available

Organization Requesting Resources:

Point of Contacts Name:

Point of Contacts ICS Position or Title:

Point of Contacts Direct Phone Number:

Point of Contacts E-Mail address:

Resource Requested: <i>*Please be specific.</i> <i>**You may only request one type of resource per form. For example you can order 25G syringes on this form and then 20G syringes on another form.</i>

Quantity Requested:

Requested Delivery Date and Time

Requested Delivery Location: <i>*Please be specific in your location. Include an address and specific instructions to your drop off location. If no address is available please give use GPS Coordinates using Lat Long to the drop off location</i>

Please Fax completed request form to the Region 2 RHCC at 309-683-8361. Please be sure and contact the RHCC office once the request has been completed and faxed. Main phone line to the RHCC office is 309-683-8360

RHCC USE ONLY Request Received:	Requested Filled: Yes <input type="checkbox"/> No <input type="checkbox"/>
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