



---

**THIS IS AN OFFICIAL**  
**WICHITA FALLS-WICHITA COUNTY PUBLIC HEALTH DISTRICT**  
**REVISED HEALTH ALERT**

**This message is ONLY intended for distribution  
to HEALTH CARE PROVIDERS and INFECTION CONTROL PRACTITIONERS.  
No further distribution is authorized without consent from the Health District.**

**PROCESS for ORDERING SPECIMEN COLLECTION  
SUPPLIES and PERSONAL PROTECTION EQUIPMENT**

**Date:** March 20, 2020

**Subject:** REVISED PROCESS for ORDERING SPECIMEN COLLECTION SUPPLIES and PERSONAL PROTECTION EQUIPMENT (PPE)

**Guidance to Facilities:**

**The following is for Wichita Falls and Wichita County ONLY.** All other counties must contact their Emergency Manager or Coordinator. These instructions can also be found at [www.health.wichitafallstx.gov](http://www.health.wichitafallstx.gov)

The following process will be used to request needed supplies:

**ORDERING SPECIMEN COLLECTION SUPPLIES**

Specimen collection supplies for COVID-19 testing will be requested as follows

1. Complete an ICS Form 213RR (attached to this advisory)
  - a. What? Be very specific on what you need.
  - b. Who? Identify your organization clearly and include contact information and address for delivery.
  - c. Why? Provide a clear justification for the need.
2. Email completed ICS Form 213RR to the Health District email address: [scomer@nctrac.org](mailto:scomer@nctrac.org) and please copy [kent.smead@wichitafallstx.gov](mailto:kent.smead@wichitafallstx.gov)

Your contact for questions is Al Gonzales, Public Health Preparedness Coordinator, 940-761-7910 [alfonso.gonzales@wichitafallstx.gov](mailto:alfonso.gonzales@wichitafallstx.gov) or Kent Smead, Public Health Specialist 940-397-2520.

**ORDERING PPE**

Ordering personal protective equipment (PPE) for COVID-19 response will be requested as follows

1. Determine current and future need for PPE.
2. Complete an ICS Form 213RR (attached to this advisory)
  - a. What? Be very specific on what you need.
  - b. Who? Identify your organization clearly and include contact information and address for delivery.
  - c. Why? Provide a clear justification for the need.
3. Email completed ICS Form 213RR to the Health District email address: [scomer@nctrac.org](mailto:scomer@nctrac.org) and please copy [kent.smead@wichitafallstx.gov](mailto:kent.smead@wichitafallstx.gov)

Your contact for questions is Shane Comer, Hospital Preparedness Coordinator, 940-257-8092.

Email [scomer@nctrac.org](mailto:scomer@nctrac.org)

**Categories of Health Alert messages:**

**Health Alert** Conveys the highest level of importance; warrants immediate action or attention.

**Health Advisory** Provides important information for a specific incident or situation; may not require immediate action.

**Health Update** Provides updated information regarding an incident or situation; unlikely to require immediate action.