



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

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@ncttrac.org and please copy kent.smead@wichitafallstx.gov

Your contact for questions is Al Gonzales, Public Health Preparedness Coordinator, 940-761-7910
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@ncttrac.org and please copy kent.smead@wichitafallstx.gov

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

Email scomer@ncttrac.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.