

Salt Lake County: COVID-19 Response

Ordering Information for Supplies, Equipment and Personnel

Please, send all orders on an [ICS 213](#) General Message form to esf7@slcoem.org.

Information needed on your ICS 213:

- Item or person requested (Please be specific)
- Quantity
- Location for delivery (if delivery is available) and contact information for the person receiving the delivery
- Contact information for the person who placed the order (name, phone number, and email)

Orders will be assigned a unique tracking number. Tracking numbers will be divided into the following three categories:

Supplies: Items that are disposable and not expected to be returned to Salt Lake County, such as an order for N95 masks. This order will be assigned a unique order number, e.g. S-1.

Equipment: Items expected to be returned to Salt Lake County, such as an order for a generator to power an isolation trailer. This order will be assigned a unique order number, e.g. E-1.

Personnel: Personnel will also be assigned a unique order number, e.g. P-1.

You can track the status of your order on an Airtable located at [this link](#). The Airtable will be updated on a daily basis and will have a notes tab with information regarding your order.

If you need items that fall into more than one of the categories described above, please submit the request on different ICS 213 forms (based on the category) so that an appropriate category delineation can be assigned.

The CDC has created a PPE burn rate calculator to help determine PPE needs. We recommend that entities use this daily. The calculator is located [here](#).

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):		
2. To (Name and Position):		
3. From (Name and Position):		
4. Subject:	5. Date:	6. Time
7. Message:		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: _____	