

If You Have Been Unable to Access Personal Protective Equipment on Your Own or Through your Associations' Channels, follow this Guide to:

# Ordering Personal Protective Equipment for Adult Care Homes or Home and Community Based Providers



## STEP ONE:

Contact your local County Emergency Manager to request supplies you need. You can find contact information at the Kansas Adjutant General's Department webpage: <http://www.kanstag.gov/KDEM.asp?PageID=200#RO>

## STEP TWO:

Inform County Emergency Managers of your situation and include details regarding each type of PPE needed, quantity being requested, quantity in current supply and how quickly current supply is being utilized.

## STEP THREE:

County Emergency Managers will submit an official request for supplies to the State through the procurement process.

## STEP FOUR:

Coordinate with County Emergency Managers on distribution once supply is made available.