**Regional Donations Management Reference Guide  
COVID-19**

**Purpose**

The purpose of this reference guide is to provide stakeholders with an overview of the regional donations management process to request and receive resources. This document provides an overview for partnering jurisdictions and organizations to assist in meeting the need of their stakeholders. The regional donations management system is setup to provide additional support for COVID-19 response operations. It has been designed by members of the Multiagency Coordination System – Emergency Support Function 6.

**United Way 211 Donations Call Center**

United Way 211 has teamed up with regional emergency service providers and community organizations to establish a donations hotline to accept personal protective equipment, cleaning supplies, baby items, and sanitary supplies in response to COVID-19. Any individual, organization, or corporation interested in donating items can dial ‘2-1-1’ on any phone, then press ‘2’ for donations information on needed items, drop off locations, and hours of operation. The hotline is open from **9AM – 6PM Monday-Friday and 10AM – 4PM on Saturday**.

The Donations Management Center accepts calls and logs all inquiries and offers in a shared database that maintains donor, vendor, and associated caller information for response, reporting, and accountability purposes. The Donations Management Center directs individuals, organizations, and corporations to the appropriate jurisdictional drop-off location for receiving donated goods. Items that will be accepted for donations are listed in Appendix A.

**Warehouse and Jurisdictional Drop-off Locations – Requesting and Receiving Process**

There are currently 5 locations within the region who have drop-off locations for donations. These locations include Lee’s Summit, Independence, Central Jackson County, Overland Park, and Shawnee. Two centralized warehouses have also been established in Independence and Lenexa to support jurisdictional drop-off locations, partnering jurisdictions, and CDRN stakeholders.

Points of contact for each jurisdictional drop-off location and their jurisdictional lead who supports those operations may request items from the centralized warehouses in Independence and Lenexa. Requested items will be placed on hold and coordinated for pickup and delivery. Jurisdictions with their own transportation may pick the items up at these locations or request them through delivery. Jurisdictions who have an excess of items that are not needed may request that those items be picked up and sent to the centralized warehouses.

Requesting and receiving donations are to be coordinated through Caleb Goodie with AmeriCorps – St. Louis at (816) 490-6495 or [kcmetrocovidresponse@gmail.com](mailto:kcmetrocovidresponse@gmail.com). If additional assistance is needed please contact:

* Kenan Ender, AmeriCorps – St. Louis, (919) 219-1307, [kenan@americorps-stl.org](mailto:kenan@americorps-stl.org)
* Sean Hurly, Mid-America Regional Council, (816) 604-9426, [shurly@marc.org](mailto:shurly@marc.org)

**Jurisdictional Leads – Requesting and Receiving Process**

Jurisdictional Leads who have been assigned to donations management may request resources through the two centralized warehouse locations regardless if drop-off locations have been established. The fluidity of response operations to COVID-19 may present a need for jurisdictional leads to support their stakeholders.

Requested items will be placed on hold and coordinated for pickup and delivery. Jurisdictions with their own transportation may pick the items up at these locations or request them through delivery. Jurisdictions who have an excess of items that are not needed may request that those items be picked up and sent to the centralized warehouses. Jurisdictional leads must provide the name, addresses, and directions to the location of where the donation must go if they do not currently have a drop off location.

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• Sean Hurly, Mid-America Regional Council, (816) 604-9426, [shurly@marc.org](mailto:shurly@marc.org)

**Community Disaster Resiliency Network – Requesting and Receiving Process**

CDRN stakeholders are included in the regional donations management system to serve those vulnerable populations in need. The list of acceptable items has taken into consideration CDRN needs based on survey’s that were distributed to its members. For the purpose of COVID-19 donations operations, those stakeholders include Long Term Care Providers/Nursing Care Facilities, Homecare and Hospice, and Childcare providers.

CDRN partners may request donations support through the information provided below. provided Once items have been approved for dissemination to CDRN partners a time will be scheduled to pick those items up at the Roger T. Sermon Community Center, located in Independence, Missouri.

Requesting and receiving donations are to be coordinated through Caleb Goodie with AmeriCorps – St. Louis at (816) 490-6495 or [kcmetrocovidresponse@gmail.com](mailto:kcmetrocovidresponse@gmail.com). If additional assistance is needed please contact:

* Sara Shirk, Mid-America Regional Council, (816) 701-8384, [sshirk@marc.org](mailto:sshirk@marc.org)
* Ben LaTurno and/or Estella Dieci at [kcmetrocovidresponse@gmail.com](mailto:kcmetrocovidresponse@gmail.com)

**Prioritization of Donations and PPE Considerations**

Based on needs and consideration of previous prioritization of the Strategic National Stockpile and State Caches, donations received will be prioritized. Prioritization is also based on various survey’s sent to regional partners to gage the need. PPE received will be checked for damage and be in the original container/box. ***Homemade masks will be offered, but these are NOT approved or typed respirators, but cloth face coverings used as an additional, voluntary public health measure.***

**Appendix A  
Donations Being Accepted**

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| --- | --- |
| **Personnel Protective Equipment/Other Equipment**   * N95 Masks - sometimes called respirators * Surgical Masks * Other Masks – Homemade * Eye Protection -Transparent face shields, safety glasses, goggles * Hair/Head Caps * Exam Gloves (non-latex) * Disposable Gloves * Isolation/Surgical Gowns | **Cleaning Supplies**   * Cleaning Wipes - bleach, alcohol, or hydrogen peroxide-based wipes * Hand Sanitizer – with at least 60% alcohol concentration * Rubber Gloves * Bleach * Dish and Dishwashing Soap   **Paper/Sanitary Items**   * Toilet Paper * Paper Towels |
| **Baby Items**   * Baby Powder Formula * Baby Cereal * Baby Food * Diapers   **Pet Supplies** | **Hygiene Supplies**   * Soap (bar or gel) * Shampoo/Conditioner * Hand Soap (anti-bacteria) |
| * Domestic animal food (cats/dogs) * Domestic animal treats (cats/dogs) * Kitty litter |  |