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dhs.wisconsin.gov/ems**Numbered Memo Series 09-13**  
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**TO:** Emergency Medical Service Directors

**FROM:** Brian Litza, Chief  
Wisconsin Emergency Medical Services Section

**SUBJECT: Round Two PPE Now Available for Order**

The Wisconsin Hospital Emergency Preparedness Program is providing licensed emergency medical services (ambulance and first responders) with personal protective equipment at no cost.

The PPE available to licensed ambulance and first responder services includes:

- 1 case of N95 respirators, size Large (one case contains six boxes of 20 respirators)
- 2 cases of *nitrile* gloves, size Medium (one case contains 10 boxes of 100 gloves)
- 2 cases of *nitrile* gloves, size Large (one case contains 10 boxes of 100 gloves)
- 1 case of surgical masks with ties (one case contains 12 boxes of 50 masks)
- 1 case of patient masks with earloops (one case contains 40 boxes of 30 masks)

Only **one order** of PPE is available **per service, per geographical location**, i.e. an EMS Service with 1 location is limited to 1 order. However, a service, which has 3 locations, for example, is eligible for 3 separate PPE orders, 1 per location.

To be eligible for receipt of this PPE, the licensed ambulance service or first responder service must meet the following requirements:

1. Complete the on-line application no later than December 31, 2009. The on-line application can be found at <https://doa.wi.gov/DHSSurveys/TakeSurvey.aspx?SurveyID=llLJ6n6K>.
  - a. Only on-line applications will be accepted.
  - b. Applications received after December 31, 2009 will not be accepted.
2. Read the on-line Memorandum of Understanding (MOU) and agree to the terms.
3. Print the "Anticipated PPE Needs for EMS for Medical Response Calls during Pandemic/Biological Event" which can be downloaded at [www.pandemic.wisconsin.gov](http://www.pandemic.wisconsin.gov) and distribute one copy of this document to each member of your licensed ambulance service or first responder service.
4. Electronically sign the Memorandum of Understanding as per the on-line instructions. You will receive a hardcopy for your records through postal mail.

Please remember that the deadline for completing this on-line application to receive PPE for your service is **Thursday, December 31, 2009**. Applications received after this date, will not be accepted.

**Please Note:** Delivery is expected to begin in January 2010 with shipments being completed by March 31, 2010. At the present time, however, distributors are experiencing shortages of some of these PPE products.