



Todd P. Chassee, M.D.  
Medical Director

Lance Corey  
MCA Systems Administrator

678 Front Avenue NW, Suite 410 \* Grand Rapids, Michigan 49504  
Phone (616) 451-8438 \* Fax (888) 505-6813  
[www.kcems.org](http://www.kcems.org)

**State Designated Medical  
Control Authority  
Representing**

March 26, 2020

Aero Med  
Ada Twp Fire Dept  
Algoma Twp Fire Dept  
Alpine Twp Fire Dept  
Alto Fire Dept  
American Medical Response  
Rockford Ambulance  
Byron Twp Fire Dept  
Caledonia Twp Fire Dept  
Cannon Twp Fire Dept  
Cascade Twp Fire Dept  
Cedar Springs Fire Dept  
Chester Twp Fire Dept  
Courtland Fire Dept  
Cutlerville Fire Dept  
Dutton Fire Dept  
East Grand Rapids Dept  
of Public Safety  
Gerald R. Ford International Airport  
Grand Rapids Fire Dept  
Grand Rapids Twp Fire Dept  
Grandville Fire Dept  
Grattan Twp Fire Dept  
Kent City Fire Dept  
Kentwood Fire Dept  
Life EMS Ambulance  
Lowell Fire Dept  
Mercy Health Saint Mary's  
Metro Health Hospital  
Oakfield Twp Fire Dept  
Plainfield Twp Fire Dept  
Rockford Ambulance Service  
Rockford Fire Dept  
Sand Lake Fire Dept  
Solon Twp Fire Dept  
Sparta Fire Dept  
Spectrum Health -  
Butterworth Campus  
Spectrum Health -  
Blodgett Campus  
Spencer Fire Dept  
Walker Fire Dept  
Walker Police Dept  
Wright-Tallmadge Twp Fire Dept  
Wyoming Fire Dept

**Agency Leadership:**

As mentioned yesterday in the KCEMS Daily COVID-19 Update, we are expecting all Life Support agencies to be required to report staffing levels and PPE levels on a daily basis by the State of Michigan for increased situational awareness. This is expected to be complied through a web based system called EMResource. This program has been in place for many years but has been used primarily by transport services and hospitals.

In preparation for this reporting requirement we are publishing this guidance document to help standardize the expectations and reporting. We continue to ask for your indulgence and understanding as this is still a fluid process and as direction changes from above, we may have to augment the definitions below.

As part of this new process, KCEMS will help to compile the numbers until EMResource is fully implemented and agencies are able to directly report them to the State. To do this we will be sending out a daily email reminder at 0800 requesting these numbers to be sent to KCEMS so that we can then input them for the department until access is available.

Please note that when ordering supplies either from the Healthcare Coalition or Emergency Management, you may need to identify the exact type of supplies that your organization is requesting. However, for the purpose of this daily reporting we are only expecting to need cumulative numbers in each section.

**Staffing**

- Total staff for department: this section is for agencies to report the total number of licensed EMS providers at the agency.
- Available roster staff: this section is for agencies to report the total number of available staff to respond to a call. The following staff should not be included in this number:
  - Any licensed staff member not able respond due to injury or illness for any reason other than COVID-19 related illness

- Total ill COVID: this section is for agencies to report the total number of staff that are unavailable due to illness related to confirmed or suspected COVID-19.
  - For consistency, only members who have tested positive or have received direction from their department, healthcare provider, or the local health department to not report to work due to COVID-19.

An example of this would be the following scenario:

A LSA has a total of 28 members with 24 licensed EMS providers. Currently they have 3 people who are unable to report. 1 due to an back injury, 1 due to a fractured arm & 1 due to a recent heart surgery. There is also 2 providers who have been directed to self quarantine due to COVID-19.

In this scenario the organization would report the following way:

- Total Staff: 24
- Total available staff: 19 (21 licensed provider – 3 nonrelated COVID – 2 ill COVID)
- Total ill COVID: 2

### **Equipment**

**All Life Support Agencies a required to report the following information daily:**

- Gloves: Please report the total number of boxes of gloves available. Include all sizes (cumulative)
- N-95 Respirators Masks: Please report the total number of N-95 masks available (cumulative)
- Isolation gowns: Please report the total number of isolation gowns available at your organization. This will include those contained inside prepackaged Isolation kits.
- Surgical masks: Please report the total number of surgical masks available at your organization. This will include those contained inside prepackaged Isolation kits.
- Face shields: Please report the total number of face shields available at your organization. This will include those contained inside prepackaged Isolation kits.
- Goggles: Please report the total number of goggles available at your organization. This will include those contained inside prepackaged isolation kits and any eyewear that includes splash protection.
- Coveralls: Please report the total number of coveralls available at your organization. This will include those contained inside prepackaged Isolation kits along with Tyvek suites, and reusable coveralls such as jumpsuits.

**All ALS transport agencies are required to report the following information daily:**

- Ventilators: Please report the total number of ventilators available at your organization. Include both regional assets and organization owned ventilators.
- PAPRs: Please report the total number of PAPR's available at your organization.

- PAPR filters: Please report the total number of PAPR filters available at your organization.
- PAPR batteries: Please report the total number of PAPR batteries available at your organization.

If you have any questions, please feel free to reach out and we will figure it out together.

Thank you for everything that you and your staff are doing,

A handwritten signature in blue ink, appearing to read 'Lance Corey', with a stylized, cursive script.

Lance Corey  
MCA Systems Administrator  
Kent County EMS, Inc.