

Information Regarding Requests for Personal Protective Equipment (PPE) from the Division of Emergency Management

As of 04/30/2020

Funeral establishments, direct disposal establishments, cinerator facilities, centralized embalming facilities, cemeteries, refrigeration facilities, and removal facilities which are licensed under chapter 497, Florida Statutes, may request personal protective equipment from Florida's Division of Emergency Management. The Division of Funeral, Cemetery, and Consumer Services will review and assist in coordinating licensees' PPE requests with the Division of Emergency Management.

To request PPE supplies:

1. The licensee must first have tried to obtain the requested PPE supplies through at least three vendors and found that the PPE is unavailable or will not be available until after the licensee expects it will run out of supplies.
2. Complete the "COVID-19 Emergency Requisition Request Form for Personal Protective Equipment (PPE) For use by Chapter 497 Licensees" form, which is available on the Division of Funeral, Cemetery, and Consumer Services' website at <https://www.myfloridacfo.com/division/funeralcemetery/>.
 - a. The form requests information regarding bodies handled during the prior year and also bodies handled during the three months prior to the request. Licensees may obtain this information through a review of their monthly Bodies Handled Reports, or more easily by requesting a report through the Electronic Death Registration System (EDRS) maintained by the Florida Department of Health. If requesting the information from EDRS, licensees should go to the Batch menu in EDRS and run the report "EDRS Compliance Report." Licensees will need to specify the date range for which the report is required. This is a function of EDRS which the Department of Health has made available for this purpose and will provide the licensees with the total number of death reports it filed during the requested date range. Specific instructions for requesting this report may be found on the EDRS site.
 - b. Cemeteries and other licensed establishments which do not maintain Bodies Handled Reports or routinely input data into EDRS should use a best estimate as to the total number of bodies handled during the requested time periods or otherwise provide support for their use and future needs for PPE. For example, the establishment may want to provide information regarding its normal use of PPE and inventory turnover. The comment section on the form may be used for this purpose.
 - c. The "Estimated COVID-19 Bodies Handled Within Prior 3 months" field should include the total number of all confirmed COVID-19 bodies which the licensee has handled during the prior three months and may also include an estimate of the number of suspected COVID-19 bodies and/or an estimate of the number of non-COVID-19 bodies for which additional PPE supplies were required due to confusion or other issues at the locations from which the bodies were removed.

- d. By completing and submitting the PPE Request form, the requesting party acknowledges that he/she is authorized to make the request and to obligate the licensee's funds for this purpose. At some point in the future, it is expected that licensees will be billed for any PPE supplies obtained from the Division of Emergency Management, just as they would if the supplies had been obtained through their private supply chain.
3. Submit the completed form via email to Mary Schwantes, the Division Director for the Division of Funeral, Cemetery, and Consumer Services at Mary.Schwantes@myfloridacfo.com. At this time, only emailed submissions can be accepted and reviewed.
4. The Division of Funeral, Cemetery, and Consumer Services will initially review the PPE requests and facilitate the processing of the requests with the Division of Emergency Management.
5. There is currently a shortage of PPE supplies for all occupations. For this reason, the fulfillment of any PPE requests depends upon the availability of the items requested. Licensees requesting supplies may receive less than the amounts requested.
6. Licensees may not receive a status update or additional communication regarding their request until after the request has been reviewed.
7. Florida's deathcare associations – the FCCFA, IFDF, FMA, and FMBA – have arranged for one licensee in each of the state's emergency management regions (which are usually comprised of several counties) to assist in the process for delivering PPE supplies to licensees. A listing of these "Designated Regional Funeral Professionals" (DRFP) follows. As the PPE requests are either partially or fully filled, the Division of Emergency Management will deliver the PPE supplies from its centralized warehouse to the DRFP for the region in which the requestor is located.
8. Upon receipt of the PPE supplies, the DRFP will contact the licensee to make further arrangements for the pick-up or delivery of any fulfilled PPE requests.

This PPE process is the result of joint efforts between the Florida Department of Financial Services, the Division of Emergency Management, the state's Emergency Operations Center, the Florida Department of Health, and Florida's deathcare associations – the FCCFA, IFDF, FMA, and FMBA. Through these efforts, it is hoped that the chapter 497 licensees which are unable to otherwise secure sufficient PPE supplies will have a streamlined method of obtaining these necessary supplies from the PPE obtained through the Division of Emergency Management.

Designated Regional Funeral Professionals for PPE Distribution from DEM Regions

Region 1 (Bay, Calhoun, Escambia, Gulf Holmes, Jackson, Okaloosa, Santa Rosa, Walton, Washington)

David Chapman, Gulf Coast Wilbert
100 Martin Street, Crestview FL 32536 (Okaloosa County)
(850) 682-8004

Region 2 (Columbia, Dixie, Franklin, Gadsden, Hamilton, Jefferson, Lafayette, Leon, Liberty, Madison, Suwannee, Taylor, Wakulla)

Detroit Griffin, Tillman Funeral Home –Pavillion @ The Centre of Tallahassee
2415 North Monroe Street, Tallahassee, Florida 32303 (Leon County)
(850) 408-8303

Region 3 (Alachua, Baker, Bradford, Clay, Duval, Flagler, Gilchrist, Levy, Marion, Nassau, Putnam, St. Johns, Union)

Jonathan Meek, Florida Wilbert, Inc.
273 SW Morrells Court, Lake City, FL 32024 (Right off I-75)
(904) 376-5520

Region 4 (Citrus, Hardee, Hernando, Hillsborough, Pasco, Pinellas, Polk, Sumter)

Christine Clementz-Elrod, Quality Vaults & Monuments
801 Henry Street, Lake Wales, FL 33853 (Polk County)
(863) 679-5400

Region 5 (Brevard, Indian River, Lake, Martin, Orange, Osceola, St. Lucie, Seminole, Volusia)

Christine Clementz-Elrod, Quality Vaults & Monuments
751 S Bluford Avenue, Ocoee, FL 34761
(800) 449-8223

Region 6 (Charlotte, Collier, Desoto, Glades, Hendry, Highlands, Lee, Manatee, Okeechobee, Sarasota)

Clay Roberson, Roberson Funeral Home and Crematory
215 Mary Street, Punta Gorda, Florida 33949-5096
(941) 639-7500

Region 7 (Broward, Miami-Dade, Monroe, Palm Beach)

Tommy Ralph, TM Ralph Funeral Homes
7001 NW 4th St., Plantation, FL 33317
(954) 587-6888