

## Shipping Information

Please don't forget to include how you want the item shipped or if you want us to hold it until you personally pick it up at our office. Keep in mind that all equipment will be received at IREMSC first. This is necessary to insure that all equipment is received as ordered and that an Inventory number is assigned.



Thank you for your help & time with this matter your input is appreciated!

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Please read this pamphlet before completing your Capital Equipment/ code blue forms.

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Please read this pamphlet before completing your Capital Equipment/ code blue forms.



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*Capital  
Equipment/  
Code Blue  
Guidelines*

## Capital Equipment / Code Blue Guidelines

Please use these guidelines to help you through the steps needed to complete the capital equipment request form properly.

If you have any questions regarding this procedure or process please do not hesitate to call Samara Steele, Admin Assistant at 907-456-3978



### Important points to remember.

#### List items that are \$300.00 or over.

Each item individually must be \$300.00 for example:

4 backboards \$100.00 each Total of \$400.00  
**does not qualify**

1 LifePak 12 \$12000.00 each does qualify

#### Matching funds are required.

Please note that your squad or community will be required to provide at least a 10% match for all items requested. There is a possibility that your squad may have to provide additional funds if necessary.

#### Letters of support from your community.

Please include letters of support from your local community (i.e. Health clinic, Tribal Council, City or municipality.)

#### Be sure to include your justification.

*In your own words describe why your squad needs the item and how it would help with your service.* Please be as specific and use as much detail as possible. If you do not include a justification with your request then that item will be disqualified from your request. All Code Blue requests will be reviewed and prioritized by the IREMSC Board. Statewide priorities for funding will also be set. Your justification and need are very important

#### Include any item that your squad needs (items over \$300).

This includes anything from oxygen systems to ambulances, boats, etc. There is no maximum price limit; so include any important item your squad needs but can't afford.

### **Don't forget shipping & handling!**

Don't forget to add shipping and handling to your items. You will be responsible for shipping charges if they are not included in your request.

#### Be as specific as possible

List the name brand, model number, quantity, whether you will accept a substitute or not and specifications (ex. size, type, style). Please include where you saw the item (catalog, website etc.). Better yet make a copy of the page and send it with your request

#### Make sure to prioritize your items.

This ensures that we know what is most needed by your squad and this is taken into consideration when critical decisions are made. **Only one item can be prioritized 1, 2, 3 etc.**

#### Please have your physician sponsor sign your form.

Your physician sponsor must sign the form otherwise your request may be disqualified.

#### Complete your form COMPLETELY

Make sure to include prices that includes shipping and handling. If the form is not filled out completely your request may not be included.

#### Please send in your request by the deadline.

I know everyone is busy and that this is just another piece of paperwork. Replying by the deadline ensures that your request is reviewed and considered for funding.

**Filling out this form is for information purposes only there is no guarantee that you will receive the items requested.**

### WE DO APPRECIATE YOUR EFFORT.

This is an important process. We need to keep our records up to date in case we find a grant that may fit your squad's needs. This saves you the hassle of a hurried attempt at assessing your squad's current needs.

In the past few years, we have received over 3 million dollars for Interior Code Blue projects. There is no guarantee of future funding, but we are optimistic that support will continue.

Please continue your support of our efforts to get you new equipment by following these guidelines and replying by the deadlines.

Thank you for your time and I hope this pamphlet has been helpful.

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