



## FIRE APPARATUS MANUFACTURERS' ASSOCIATION

TO: All FAMA Members  
FR: The FAMA Board of Directors  
RE: Tools to Help You Qualify as An Essential/Critical Business During State COVID-19 Shutdowns

As COVID-19 spreads throughout the general population, Governors are increasingly adopting “shelter in place” orders that have the effect of curtailing/prohibiting business operations.

In response to this situation, FAMA encourages its members to contact your Governor’s offices and/or the State Emergency Management Director to have your employees named as Essential Critical Infrastructure Workers in the event the state’s Governor issues a “shelter in place” or equivalent order.

### **Who do you call to get a waiver?**

As each state operates differently, please do your research online first to determine who you should call. If you can not find good direction online, the Emergency Management Agency By State Directory linked [HERE](#) may be of help.

The Department of Homeland Security issued the following guidance memorandum on Essential Workers. It is extremely important to note that this is only guidance, and that States have the final say in determining who is an essential worker.

<https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce>

As you approach your State officials, here are some key points:

- If you are filling orders already placed by local fire and rescue departments, this is important to point out.
- Point out that you provide parts and service to existing vehicles and that fire and rescue departments have indicated they need you to stay operational (make sure this is the case).
- Indicate, where possible, that your products/apparatus serve rescue and medical response functions.
- Indicate that your company is critical in maintaining and expanding first responder capabilities.
- Indicate, if you are comfortable in doing so, that you want to be a resource to the state as the pandemic unfolds (extra vehicles, personnel familiar with the first responder community etc).

To help in this effort, the FAMA Board of Directors are providing the following Draft Form Letters for your consideration:

- [Letter to Suppliers - Apparatus to Component Partners](#)
- [Letter to Suppliers - Apparatus to Component Partners \(option 2\)](#)
- [Letter to Suppliers of Component Manufacturers to Supplier Partners](#)
- [Letter to Suppliers of Component Manufacturers to Supplier Partners \(option 2\)](#)
- [Letter to Employees](#)
- [Letter of Employee Authorization](#)
- [Example of a Waiver Application](#) PLEASE NOTE: The application process varies by state.

FAMA recommends that members obtain legal counsel review prior to releasing any of the above form letters.

This is a fast-evolving crisis that the country is in. We will continue to work on clarifications as events unfold.

Stay safe and healthy!

Sincerely,  
The FAMA Board of Directors