Washington State Emergency Management Advisory Group

March 3, 2016

1300 – 1600

Notes

Attendees:

	Present	Absent		Present	Absent		Present	Absent
Banks	X		Hardin	X		Pennington		X
Beck	X		Heinze		X	Shipman	X	
Biermann	X		Hooper	X		Sisson		X
Boggs		X	Hubbard	X		Smith	X	
Brooks	X		Jenkins	X		Ufford	X	
Duffey	X		Lewis		X	Wallace		X
Ezelle	X		McCuen	*		Weise	X	
Graff	X		McDaniel		X			
Green	X		McDougall	X				

Additional Attendees: *Randy August for McCuen, John Unfred (Lakewood Police), Larry Robinette (Colville Conf'd Tribes), Rob Lang (EMD), Ute Weber (City of Tacoma), Debbie Meador (EMD)

I. Started: 1305

II. Reviewed and approved minutes from Feb meeting - No comments or suggestions.

III. EMD Report

a. 4 open disasters

b. JFO is up

c. Legislative session is wrapping up

   i. 2287 bill still up. Identifying people with disabilities for 911

      - DSHS training
      - EMD studying how to implement the program and put together a registry for 911 calls. Seattle is up already

d. Omnibus wildfire bill going through. Still live and moving

e. Cascadia Rising workshops are coming up

f. Department of Energy exercise in June

g. Graded CGS Ingestion exercise

h. LEP-governor had a discussion 1. Wildland counseling session

i. LEP community event announcing a pilot program for outreach to support EM for translation services

j. Staff changes:

   i. John Schelling-departed for Commerce

   ii. Mark Douglas-New logistics program manager. We are looking to fill his old position soon.

   iii. Shannon McFarlane is joining a National non-profit.

   iv. A new training supervisor is coming in.

   v. The LEPC support people added 2 and will add 1 more. Ed Lamar retired (duty officer).

vi. Rafael Estevez is now the LEP program coordinator.
vii. TJ Rajcevich is the new manager for preparedness grant section. .

k. Budget is hoping to shift from 911 funding to a different pot which is already in the negative by millions.
l. Sammamish has moved from 40k people to 60k people which brings them from the small city size to a medium city size.
m. Kent Sisson retired from his position after the fires. EMAG needs to choose an interim representative to pass on critical information with the reminder to them that they need to replace him.

IV. Legislative Update

a. Revenue forecast is down 74 million. Next biennium is down again. Start anticipating where to cut budgets.
b. We need to set aside some time to discuss how to deal with the revenue forecast. Things we can and cannot do. How various city and programs will cut budgets and make adjustments. This goes beyond not being available on Mondays.
c. Action: Add this to 14th of April Agenda

V. **EMPG Report Out**- John Ufford

a. Staff is deep in the application process for the 2016 grant which is due the 18th of March.
b. They are applying for the Homeland Security Grant simultaneously. It is due on the 22nd of April.
c. On the 14th of April, the information on the details of Federal Government requirements should be available to clarify why certain questions are asked so that we can better streamline the process.
d. The 2015 Grant cycle money is caught up in the e-grants system.

VI. **Human Capital Report Out** (Attachment 1)

a. Semi-final drafts have been sent out.
b. EMATs are being put together.
c. The question arose as to who will track the disaster assistance employees. It was suggested that the state can keep the database so that when a request comes in the state can pull from a list.
d. The vetting process should hold locals responsible for the quality of designated employees. Then single assets could come from the State list, but the team would come from the locals.
e. There has to be a way to ensure that the list is accurate and up to date. There also needs to be a format for the database. SharePoint with Director access? Develop a web portal that is accessible by counties? It should have an automatic reminder by zip code to update the system. Be sure to include tribal if they are available and qualified.
f. John Unfred, Lakewood Police, is concerned that we are creating a lot of duplication. He stated that the team that was at Okanagan complex before them did not know what they were doing. John Unfred's team was trained and credentialed to take over, but the initial team was not. He has a list with active and available type 3 teams. WAMAS and fire district concerns? Do not include tribal areas because they are not eligible for State Fire? Complete teams are great, but it is an affordability issue. Salaries for 3 or 4 people is more acceptable. Type 3 teams are small. ECC side vs. EOC side? With a State handled EMAT list, we know exactly what resources are available for which position. Someone will be responsible for maintenance of the list. EMAT is free, IMAT is not? Define costs for teams.

g. Jason Bierman and John Unfred will do a scrub. They will create a list and make sure that the people are qualified. Randy August has complaint based suggestions to add to it.
h. John Unfred recommended having the State IMT Coalition provide a presentation of their available assets. (Type 3 All-Hazards IMT Capabilities and roles.
   Contact Info:
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   Thurston Co. Dem
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   Chapinj@Co.Thurston.wa.us
i. Tribes are struggling with getting help because they will not fulfill the paperwork requirements with the region. Other people were able to help, but the region provided road blocks.

VII. **Resource Ordering Report Out** (Attachment 2)

a. Resource ordering training draft. Should be applicable across the board. Jeremy and Region 8 have already been given this training and it was well received. If you have feedback send it to Dan Banks and Mark Douglas. The hope is to have everyone trained before fire season. We also need to make sure that this training is evaluated thoroughly. Remember that this is a draft.
b. There is a concern about a letter which should be sent out. PattiJean sent 3 paragraphs but they have not been moved into a letter. She is going to submit a full letter.
c. Action: Dan will edit this draft and submit it by next Thursday, The 10th .

VIII. Agenda for Apr Meeting

a. Add a discussion on collaboration in a resource poor environment
b. Batching system that Dominic had developed. PattiJean will speak to that.
c. Human Capitol piece back into the discussion. Jason Biermann and John Unfred
d. Sustainable funding topic.

IX. Good of the Order

a. Nothing for the good of the order

X. **Closed:** 1445

State of Washington

Emergency Management System:

Utilizing Human Capital

Concept Paper

March 31, 2015

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Seattle Office of Emergency Management

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Emergency Management System: Human Capital

Background and Concepts

In order to design an effective **system** of emergency management in the State of Washington, it is imperative to explore, organize, and engage the human capital/resources that currently exist or could potentially exist for the purposes of supporting existing and future emergency management organizations.

This paper seeks to recommend a framework for more effectively integrating emergency management human capital into current emergency management practices at the statewide level.

Some of the concepts described within only require simple agreement and acceptance by emergency management professionals, their respective organizations, and the State of Washington. Others, however, may require statutory creation, change, or deletion in order to be executed effectively.

For the purposes of background only, this paper will explore human capital in terms of the ***Individual*** and of ***Teams.***

Individuals:

Disaster Assistance Employees (DAE)

A Disaster Assistance Cadre should be developed, formalized and become the centralized, statewide data base of recruited, trained, and fully vetted volunteers ***and*** subject matter experts (SME) who are available for deployment and, when activated, carry the potential status of temporary state employees with reimbursable costs attached to the specific assignment in the event of a Robert T. Stafford Act Presidential Disaster Declaration.

The primary objective of a state wide DAE cadre is to supplement Emergency Management Organization volunteer needs on an **individual basis** (from generalists to specialists to subject matter experts) to any affected local or tribal jurisdiction.

The state wide DAE Cadre is an on-call volunteer work force ***for*** local and tribal jurisdictions and may be comprised in large part of local volunteers from existing jurisdictions (Ex. Seattle OEM volunteer is also a member of the statewide DAE Cadre) or from stand alone volunteers who have no known “home” jurisdiction (Ex. Retired School Principal who is not a volunteer for any specific local jurisdiction).

The DAE Cadre is not a component of the existing Washington State Disaster Reservist program (Ex. Individual Assistance liaison to local government), rather it exists for the purposes of creating a consistent and stable data base of individual volunteers that can supplement both tribal, and local incidents/disasters and those entities (EM organizations) that coordinate them.

Teams:

Emergency Management Assistance Teams (EMATs)

EMATs are developed, deployable entities comprised of current emergency management professionals and select support functions/staff in the State of Washington.

The primary objective of an EMAT is to provide structured support to emergency management directors/coordinators and their respective Emergency Operations Centers (EOC) when requested **and/or** work in conjunction (interface) with Incident Management Teams (IMTs) when they are conducting tactical operations for the affected jurisdiction.

EMATs are not intended (or designed) to usurp the authorities and responsibilities of local emergency management organizations, rather to supplement these organizations as a **supplemental resource** for more effective coordination.

Additionally, EMATs are not intended to be a replacement or alternative to existing or future Incident Management Teams (IMTs), rather they exist as a **strategic compliment** to the well established tactical roles and responsibilities that IMTs fulfill during incidents or disasters.

EMATs are designed to afford local emergency management professionals at varying degrees of size, shape, and capability the opportunity to perform emergency management functions consistently.

Volunteer Management Assistance Teams (VolMATs)

Volunteer Management Assistance Teams should be developed and consist of groupings of experienced, respected volunteer leaders (individuals) who are trained, vetted, and specifically tasked with the strategic management of **spontaneous volunteers** during an incident or disaster.

These teams are deployed, at times in concert with Emergency Management Assistance Teams, in order to effectuate the most consistent management of spontaneous

volunteers when large scale incidents or disaster occur in Washington. It is envisioned that VolMATs will deploy together as a team and be the single focal point for spontaneous volunteer registration(s) and integration of these volunteers into the response phase of incidents or disasters when practicable.

Strategic Advisory Teams (SATs)

Strategic Advisory Teams will exist to support emergency managers/coordinators in their decision making process, by developing a "forum" for critical or strategic thinking during the incident or disaster. For complex incidents or disasters that have the capability to overwhelm a jurisdiction or region for an extended period, and ideally where an EMAT/VolMAT has been requested by that jurisdiction, the activated SAT will contain a **Strategic Advisory Team (SAT) Specialist** (formerly described as a Think Tank or Synthesis Group concept).

The total composition of a Strategic Advisory Team will be determined by each incident and its location, provided that the team is led by a Strategic Advisory Team **Specialist**, who preferably is an existing emergency management professional, a critical thinker, and one who can assertively coordinate the development of a strategic support framework for the affected jurisdiction.

Additional SAT members should be requested from within the local impacted community and may consist, for example, of members from local chambers of commerce, educational institutions and academia, or other fields or disciplines that can **positively contribute to the strategic decision making process** in an EOC and in support of an emergency management director/coordinator.

Incident Management Teams (IMT): Type 3, Type 4, and NGO

Type 3 Incident Management Teams are a standing team of trained personnel from different departments, organizations, agencies, and jurisdictions within Washington and/or DHS Urban Area Security Initiative (UASI) region, activated to support incident management at incidents that extend beyond one operational period.

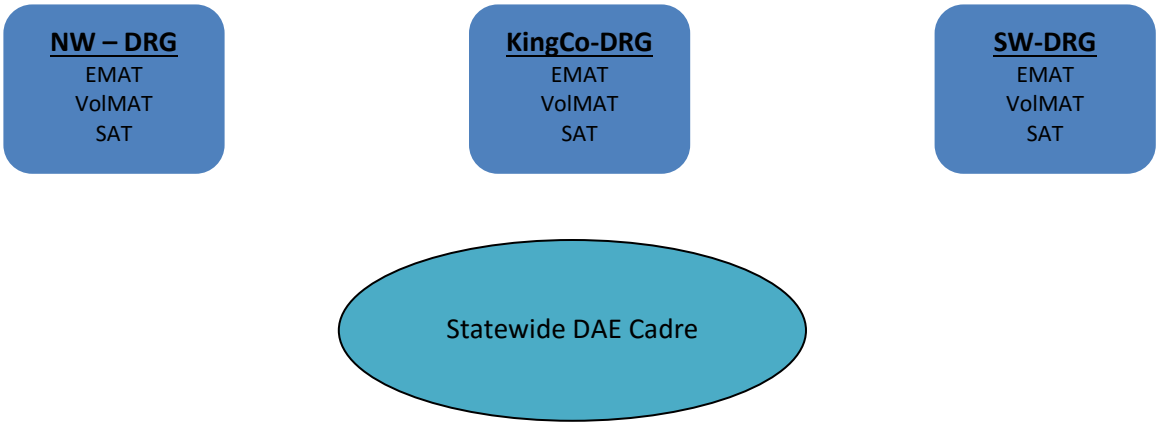
Consideration is requested that requirements, approval, and oversight of existing and future Type 3 Incident Management Teams reside with either the Washington State Patrol Fire Defense Committee, Washington State Emergency Management Division *or* within the domain of the existing Washington State Homeland Security Regions. This paper suggests that this critical discussion proceed for the purposes of creating a <u>consistent framework across the state for the EOC/IMT interface.</u>

Additionally, the state and local jurisdictions should consider the formation and training of smaller, intra-jurisdictional Type 4 IMTs that can support less complex incidents and more effectively (and routinely) interface with local EOCs and components of this concept paper (Ex. EMATs).

The State of Washington should **immediately** address the role and responsibilities of non-for-profit/NGO organizations that are increasing in visibility and activity during incidents and disasters (Ex. Team Rubicon). These organizations have at times been delegated authority to act as an IMT on behalf of smaller towns in Washington (Pateros, 2014) with limited or no oversight regarding legal liabilities, IMT standards, or interdependency with more traditional emergency management functions in Washington.

Concept

Disaster Response Groups (DRG): There will exist three initial Disaster Response Groups, each consisting of an EMAT, VolMAT, and SAT designated specialist) in the State of Washington, each based within strategically pre-designated regions of the state (to be determined) and comprised of members (specialists) from any combination of cities, counties and tribes.



In order to support a *statewide* system of emergency management, this concept will eventually expand to include a total of seven Disaster Response Groups in the State of Washington.

Proposed DRG region and designation:

1) **Northwest Washington (NW-DRG)**: Snohomish, Skagit, Whatcom, Island, San Juan and Affiliated Tribes
2) **King County (KingCo-DRG)**: King & Affiliated Tribes
3) **Pierce County (PierceCo-DRG):** Pierce & Affiliated Tribes

4) **Coastal Washington (Coastal-DRG)**: Clallam, Jefferson, Kitsap, Grays Harbor, Pacific, Mason & Affiliated Tribes
5) **Southwest Washington (SW-DRG)**: Thurston, Lewis, Cowlitz, Wahkiukum, Clark, Skamania & Affiliated Tribes
6) **Central Washington (CW-DRG)**: Okanogan, Douglas, Chelan, Grant , Klickitat, Kittitas, Yakima, and Affiliated Tribes
7) **Eastern Washington (EW-DRG)**: Spokane, Ferry, Pend Oreille, Stevens, Lincoln, Whitman, Adams, Garfield, Asotin, Columbia, Walla Walla, Franklin, Benton, and Affiliated Tribe

Assumptions

Disaster Response Groups (DRG) and their elements (EMAT, VolMAT, SAT) will contain a roster of individuals from existing government and select non-governmental organizations. Composition will ideally be from existing emergency management organizations and their primary stakeholder organizations.

Participation on an DRG will be voluntary and in addition to an individual team members' existing role and responsibility to his/her home organization.

The State of Washington will support this concept for the purposes of supplementing disaster assistance in anticipation of foreseeable events or when an emergency or disaster occurs.

Deployment of a DRG may be in conjunction with an Incident Management Team (IMT) or via a standalone mission assignment, depending on the specific needs of the requesting jurisdiction.

DRG Composition

Disaster response Groups are established with set staffing, established procedures for activation and deployment, and the supplies required to support the requesting organization's emergency management director/coordinator and his/her incident in an EOC environment.

Staffing for deployed DRGs shall be consistent from one team to the next, in order to meet the intentions of a state-wide system of emergency management and to meet the basic expectations of the requesting jurisdiction. However, this standardization does not preclude an DRG from adapting to the specific needs of the requesting jurisdiction upon arrival and assessment of the incident ***and*** at the direction/discretion of the Emergency Management Director or Coordinator.

The functional composition of each DRG should be consistent with widely accepted doctrine contained within the National Incident Management System (NIMS) and the principles of the

Incident Command System (ICS), enabling the most effective and seamless interaction between affected jurisdictions and potential Incident Management Teams.

For example, each EMAT should consist of a minimum of 6 members, with an additional 7th member added to the EMAT under certain circumstances. Nothing precludes an EMAT to adjusting its roster when deployed to meet the individual needs of the affected jurisdiction (Ex. 1 EMAT Leader and 3 Operations Section Specialists, no Public Information Specialist needed):

- **EMAT Leader**
- **Finance Section Specialist**
- **Logistics Section Specialist**
- **Operations Section Specialist**
- **Planning Section Specialist**
- **Public Information Specialist**
- *Strategic Advisory Team Specialist*

Training Requirements (Example for EMATs)

All members of an Emergency Management Assistance Team should have completed the following training upon acceptance of a position within the team:

- ICS 100, 200, 300, and 400

Preferred requirements of EMAT members should include the following training or, at a minimum, be planned for training for the individual or the team as a whole:

- Previous Disaster Experience

Incidents requiring assistance from an EMAT will likely require leadership from each individual member of the team. Such leadership will likely be required within the requesting jurisdiction (the EOC) and potentially with external elements in the field (the IMT). Therefore, all EMAT members should strive to attend over the duration of their team the following training and the Washington State Emergency Management Division should place a high priority in supporting these individuals as they apply for this critical long-term training:

- National Emergency Management Advanced Academy (formerly FEMA Leaders Academy) EO-451, EO-452, EO-453, EO-454

Membership Selection (Example for EMATs)

Selection of EMAT members for each team shall be determined from within the respective DRG region (ex. Coastal DRG). The DRG-EMAT Leader position may be appointed on an interim basis by the State of Washington Emergency Management Division (EMD) for the purposes of team recruitment and development if a region is unable to determine an interim leader. It is anticipated that once an EMAT Leader position is appointed, that individual will recruit and develop the teams from within the respective region with the most appropriate and balanced roster available and willing to serve.

DRG Activation and Mobilization Considerations

Activation and mobilization of a DRG to support affected jurisdictions should occur via a request from the receiving jurisdiction. Although a request could be initiated for non-traditional emergency management incidents (ex. pre-planned events that require extraordinary support and in conjunction with an Incident Management Team) it is anticipated that requests will normally be "triggered" by the following:

- Significant or large scale incidents that are current or imminent
- Complex incidents requiring multi-agency coordination for response and transition-to-recovery
- Events that have the potential to overwhelm the jurisdiction and/or region
- Events that could, if unaddressed, negatively impact the statewide system of emergency management

DRG Deactivation Considerations

Deactivation of any or all elements of a DRG shall occur when the emergency management director/coordinator of the impacted jurisdiction determines that the presence of the DRG is no longer needed or required.

In the event that an incident requires long-term support from a DRG, the emergency management director/coordinator may coordinate with the State of Washington's Emergency Management Division for the purposes of relieving the current DRG with another, when practicable, or seeking alternative regional or state assistance.

Guiding Principles and Core Values of DRGs/Team Members

Emergency Management System: Human Capital

A Consistent Framework for Support

DRGs require consistent structure, staffing, training and capabilities to be an effective tool for requesting jurisdictions. **Any jurisdiction or tribe in Washington should be able to request *any* DRG, under *any* scenario, and receive the *same* support.**

Supporting Role

Activated and deployed DRGs exist to **support** a state wide system of emergency management, by providing <u>any</u> jurisdiction or tribe emergency management support when requested. This support is not intended to usurp or impede upon the emergency management director/coordinator or his/her jurisdiction. In short, DRGs work at the request of and directly for the emergency management director/coordinator of the requesting jurisdiction.

Collaboration

In concert with well established and accepted guiding principles of emergency management, DRGs will only support in a collaborative and coordination role. Any tasking of a DRG beyond that coordination role (e.g. command and control) should be considered cautiously and alternative solutions should be explored.

Interface with Incident Management Teams (IMT)

Deployed DRGs (Emergency Management Assistance Teams) will work collaboratively with deployed Incident Management Teams to create a seamless interface between emergency management coordination and tactical operations that may be occurring simultaneously.

Competence

Deployed DRG members are highly skilled leaders and strategic thinkers, willing to support (and take direction from) an emergency management director/coordinator during his/her time of need. Individuals are well versed on the concepts of Emergency Operations Center coordination and the strategic nature of EOCs in the overall response to incidents and disasters.

Committed

DRG members are dedicated to the cause of supporting requested jurisdiction(s) and ensuring that a high degree of consistency exists from one EOC to another in the State of Washington. These groups, their teams, and their individual members are

committed to solving problems and supporting the affected jurisdiction without individual, professional, or personal needs and egos.

Inclusive

Membership in a State DRG is inclusive and collaborative. In order to be an effective support component of any incident or disaster, the emergency management and stakeholder professionals comprising DRGs comprehend and embrace the diverse nature of Washington's population, geography, and associated hazards.

State Authorities and Related Legislation

Disaster Response Groups, their teams, and individuals will deploy and operate under the authorities governing emergency management and Intrastate Mutual Aid System (RCW 38.52; RCW 38.56).

Implementation Schedule (EMAT, SAT Only)

In order to be successful, a phased approach to the development and execution of the concepts designed in this paper are optimal. The following represents a recommended phase-in approach:

Phase 1

Mid-April - July 1, 2015

Emergency Management Division and Emergency Management Advisory Group (EMAG) will review, amend, and acknowledge the concepts of this paper.

Washington EMD will assist in the review of legal and statutory requirements needed to execute the concepts in this paper, as well as examine any potential statutory changes that may be required for future engagement or growth of the DRG concept.

Washington EMD will formally recognize and designate three initial (pilot) DRG regions (ex. NW; Coastal; Central) and, in consultation with the EMAG and the Washington State Emergency Management Association (WSEMA), formally appoint respective DRG Leaders for each team if necessary (Ex. EMAT, VolMAT, SAT).

Phase 2

July 1 - September 1, 2015

Three appointed initial DRG leaders will recruit and develop a roster unique to their region and coordinate a meeting(s) with other DRG leadership/teams for the purposes of furthering the concepts and ensuring consistency from one DRG to the next.

Phase 3

August 1 - December 1, 2015

Three Initial DRGs will meet and if possible train within their regions as appropriate and meet where possible with emergency management directors/coordinators as well as any standing Incident Management Team within the region (or with one frequently deployed in support of that region).

This process will allow for DRG counties, cities, and tribes to 1) familiarize themselves with the concept of a DRG and 2) to consider how best to integrate or incorporate DRGs into existing response procedures and alongside pre-identified response elements including Incident Management Teams.

Phase 4

January 1, 2016

The three initial DRGs will officially “stand up” and become available to requesting jurisdictions in the State of Washington.

Phase 5

January 1 – December 31, 2016

Washington EMD will review the phased-in approach, amend or adjust as necessary, and designate remaining 4 DRG regions and their respective DRG leaders and continue the process until completed by December 31st 2016.

A Unified Approach to Resource Management

THE EMERGENCY MANAGEMENT ADVISORY GROUP

WASHINGTON STATE

NOVEMBER 2015

Problem Statement

Lessons learned from a series of incidents, both historic and recent, exposed problems with the *resource management process* in Washington State:

- Lack of consistency among various forms and processes
- Created both delayed and duplicate ordering
- Lengthened resource arrival and deployment
- Impacted tracking and monitoring

Personnel utilized different processes within the incident

- Processes changed between operational shifts
- EOC staff had different methods for requesting resources

APPROACH TO THE SOLUTION

Emergency Management Advisory Group (EMAG) method

- EMAG met and established a resource management workgroup.
  - EMAG is comprised of emergency managers from small, medium, and large cities, Tribes, and counties from both eastern and western Washington providing advice to the WA State Emergency Management Director.

- The goal of the workgroup was to research and conduct an in-depth examination of different processes and select one resource management process to present for statewide use.
- The resource management process presented for adoption was discussed, reviewed, and voted upon by the entire group.
- EMAG members were in 100% agreement to adopt the suggested resource management process.

The method of selecting a resource management process was rooted in several key principles.

Simple

- Must be easy to learn, easy to train.

Lean

- Each person who interacts with the process has one specific role; which is easily tracked and accounted for.

Fail-Safe

- Is not reliant on one technological system.
- Can be used as a paper process if an internet connection is not available.

Guiding Principles

Plug & Play

- This resource management process can be used by all types of emergency management offices in Washington State: small, medium, and large.
- Making it easier for staff from other jurisdictions to help each other out.

Status Updates

- Establishes accountability.
- All requestors receive updates on the status of their requests from the county and state at regular intervals (e.g. provide updates on *life safety* requests every *30 minutes*, and every *2 hours* for *incident stabilization* and *property preservation*).

Impact

- Resource management is one of the most critical functions during any type of incident. Statewide consistency in the process must be a standard planning assumption for all emergency managers.

- Adopting a statewide process will get needed resources to the impacted jurisdiction with increased speed, efficiency, and accuracy!

The new WA State (ICS 213 RR) Resource Request Form

WA RESOURCE REQUEST FORM (ICS 213 RR)

Requestor

1. Mission Number & Incident Name:	2. Requesting Agency:	3. Date & Time:(mm/dd/yy - 00:00)	4. Requester Tracking Number:

5. Order — SHADED AREA TO BE FILLED BY LOGISTICS SECTION

a. Qty.	b. Kind (if known)	C. Type (if known)	d. Detailed item description and/or of task to be accomplished: (***Vital characteristics, brand, specs, experience, size, etc.***) and, if applicable, purpose/use, diagrams and other info.	Needed Date & Time: e. Requested	Needed Date & Time: f. Estimated	g. Cost

6. Personnel/Additional Support Needed: *(Driver/Fuel Etc.)*	7. Duration needed:
8. Requested Delivery/Reporting Location: *(Address/landmarks etc.)*	9. Delivery/Reporting Location POC: *(Name & Contact info)*
10. Suitable Substitutes and/or Suggested Sources: (if known)	11. Priority: ☐ Life Saving ☐ Incident Stabilization ☐ Property Preservation
12. Requestor Provides Funding: ☐ Yes ☐ No	13. If requestor is unable to provide (full/partial) funding for the resource, specify reason:
14. Requested by Name/Position & phone/email:	15. Request Authorized by:

Logistics

16. EOC/ECC Logistics Tracking Number:	17. Name of Supplier/POC, Phone/Fax/Email:
18. Notes:	
19. Approval Signature of Authorized Logistics Representative:	20. Date & Time: (mm/dd/yy – 00:00)
21. Order placed by (check box): ☐ ORD UNIT ☐ PROC UNIT ☐ OTHER_____	
22. Elevate to State: ☐	23. State Tracking #: / 24. Mutual Aid Tracking #:

Finance

25. Reply/Comments from Finance:	
26. Finance Section Signature:	27. Date & Time: (mm/dd/yy – 00:00)

Original to: Documentation Unit — Copies to: Logistics Section, originating ESF/agency, and Finance & Administration Section

NEXT STEPS

- This PowerPoint presentation explaining the new Resource Request Process will be distributed through statewide EMAG representatives and Regional Coordinators.
- A Frequently Asked Questions (FAQ) sheet has been developed to answer common questions.
- A Training Package will be developed in October and November with workshops available to be delivered in December 2015 and January 2016.
- Regional drills conducted in February and March 2016 will use the new Resource Request Form.
- Additional training workshops can be requested and scheduled for April and May 2016.
- All participants will utilize the new Resource Request Process during the *Cascadia Rising* exercise in June 2016.

IMPLEMENTATION TIMELINE

April 2015

Decision by EMAG to pursue Statewide process

May – August 2015

Formation of EMAG Logs Subcommittee

Outreach to various regions

September 2015

Finalize Statewide Resource Form

October - November 2015

Development of Training Plan

December - January 2016

Training Workshops scheduled statewide

February – March 2016

Mini Drills

April – May 2016

Statewide Training Workshops

June 2016

Statewide use of 213 RR during the *Cascadia Rising* Exercise

For more information contact your representative from the **2015-16 Emergency Management Advisory Group** For Washington State Director of Emergency Management

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