Resource Request Process

Requesting and Tracking resources in the State of Washington
Benefits of a Standardized Statewide Process

1. Ensures consistency with a common process.
2. Expedites Resource Request.
3. Improves productivity.
4. Reduces process errors.
5. Increases training effectiveness.
6. Assists in staffing EOC/ECC.
7. Scalable for large or small incidents or events.
Local Jurisdictions

• Are not required to use only one system.

• Are prepared to accept financial responsibility when requesting resources.

The Statewide Process does not:

• Address internal staff augmentation procedures.

• Address internal financial processes and procedures
Resource Management Principles

Resource management includes processes for:

• Categorizing resources.
• Ordering resources.
• Dispatching resources.
• Tracking resources.
• Recovering resources.
• Reimbursing other organizations.

Remember to address capability / desired end result over specific equipment, supplies, or personnel.
Preferred Resource Request Process

Request Transmitted from County or Tribe to State via:
1. WebEOC
2. ICS 213 RR (State Request Form)
3. Phone
4. Radio RFA Transmittal (RACES)

LOCAL JURISDICTIONS, TRIBES, & COUNTY
- County, Tribe & Local Jurisdiction Assets / Agencies
- Contracts / Purchasing
- WAMAS (Intrastate Mutual Aid)
- Other Mutual Aid agreements
- NGOs, Volunteer Organizations, & Private Sector

State
- State Contracts / Purchasing
- State Assets / Agencies
- State Fire Mob
- PNEMA (International Mutual Aid)
- EMAC (Interstate Mutual Aid)
- RRF (Federal Request)
- Federal Assets / Agencies

Federal

Request Transmitted from State to Federal via:
1. RRF Form (Federal Request Form)
2. Telephone
Requests for Assistance (RFA) to the SEOC

The four options are:

1. WebEOC - Request for Assistance (preferred option).
2. Email completed ICS 213 RR to rfa@mil.wa.gov
3. Telephone - Call in to SEOC:
   800-854-5406
   253-912-4900
WebEOC (Option-1)

- Expedites resource requests.
- Can be initiated by a city, county, or tribe.
- Assignments to meet the request can be split among several Emergency Support Functions (ESFs) or agencies.
- Drop-down Priorities are in alignment with ICS:
  - Life Saving
  - Incident Stabilization
  - Property Preservation
WebEOC continued...

- Select WA-EOC RFA and Resource Tracker (Board 04) to access the Resource Tracker.

- Resource Tracker allows the user to:
  - Create new request.
  - Assign the resource request to the appropriate ESF or agency.
  - Update actions taken to meet the request from initial input through demobilization or completion.

- Click “Create New Request” to begin.
WebEOC continued...

- All boxes in blue are required fields – the form cannot be saved until all blue field have data.
- Complete with as much detail as possible.
- Request “capability” rather than a specific item or person.
Email - ICS 213 RR Form (Option-2)

• Access the form at - http://mil.wa.gov/other-links/logistics-and-resources

• Save the form on a local computer.

• Complete with as much detail as possible, with an emphasis on capability, rather than specific equipment or personnel.

• Email to rfa@mil.wa.gov and call the SEOC Operations desk (253-912-4926) to confirm receipt of the form.

• SEOC Staff inputs the new request in the Resource Tracker.
Email continued...

• The information requested in the form fields are the same as in the WebEOC “Create New Request”.

• The ICS 213 RR Form is used at all levels of government when WebEOC is unavailable.
Email continued...

- The first page of the ICS 213 RR contains fillable fields, some with drop-down menus, for requesting resources from the State.
- The second page contains cell-by-cell instructions explaining how to complete the form.
- Cells 1 – 5e are basic resource request requirements and 5f-5g are meant to be completed by a county level EOC-ECC Logistics Section.

<table>
<thead>
<tr>
<th>1. Mission Number &amp; Incident Name:</th>
<th>2. Requesting Agency:</th>
<th>3. Date &amp; Time: (mm/dd/yy - 00:00)</th>
<th>4. Requester Tracking Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5. Order</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Qty.</td>
<td>b. Kind (if known)</td>
<td>c. Type (if known)</td>
<td>d. Detailed item description and/or task to be accomplished: <em>(Vital characteristics, brand, specs, experience, size, etc.)</em> and, if applicable, purpose/use, diagrams and other info.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SHADABLE AREA TO BE FILLED BY LOGISTICS SECTION</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Needed Date &amp; Time</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>e. Requested</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>f. Estimated</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>g. Cost</td>
</tr>
</tbody>
</table>

**Block # 1**
Mission Number is assigned by the State EMD. Incident name is the same as the name stated on the ICS-201 Form and Incident Action Plan (IAP).

**Block # 2**
Name of Jurisdiction/Agency initiating request.

**Block # 3**
The date (month/day/year) and the time (using the 24 hour clock) when submitting the request.

**Block # 4**
Jurisdiction or agency generated tracking number.

**Block # 5a-c**
Items requested: Must include quantity; Include Kind and Type *if applicable*.

**Block # 5d**
The detailed description of requirements. *(Be as specific as possible).*

**Block # 5e**
Time resource is needed.
Cells 6 – 15: Completed by Requestor

| Block #6 | List additional support needed; driver, fuels, etc. |
| Block #7 | How long do you need the resource (number of hours, days etc.). |
| Block #8 | Location: Where the requesting jurisdiction/agency wants the items delivered to (a specific staging area, address, latitude & longitude, etc.). |
| Block #9 | Point of contact at the delivery location. |
| Block #10 | Enter information if known. A suggested source may be a known contract in place or verbal (not written & signed) agreement with a local vendor. |
| Block #11 | **Life saving** - This includes rescuing endangered civilians, treatment of the injured, and provisions for the safety, accountability and welfare of response personnel.  
**Incident Stabilization** - To keep the incident from escalating and bring it under control to limit the negative consequences.  
**Property Preservation** - Protection of property, infrastructure, evidence, economy and the environment. |
| Block #12 | Yes or No. |
| Block #13 | If partial or no funding, specify reason. |
| Block #14 | Name and contact information of requestor. |
| Block #15 | This must be approved by the appropriate Section Chief or Authorized spending agent. |
Cells 16 – 24: Completed by the local Logistics Section, with 23-24 completed at the State level.

<table>
<thead>
<tr>
<th>16. EOC/ECC Logistics Tracking Number:</th>
<th>17. Name of Supplier/POC, Phone/Fax/Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>18. Notes:</td>
<td></td>
</tr>
<tr>
<td>19. Approval Signature of Authorized Logistics Representative:</td>
<td>20. Date &amp; Time: (mm/dd/yy – 00:00)</td>
</tr>
<tr>
<td>21. Order placed by (check box):</td>
<td></td>
</tr>
<tr>
<td>[ ] ORD UNIT</td>
<td>[ ] PROC UNIT</td>
</tr>
<tr>
<td>[ ] OTHER</td>
<td></td>
</tr>
<tr>
<td>22. Elevate to State: [ ]</td>
<td>23. State Tracking #: (WAMAS-locally assigned #)</td>
</tr>
<tr>
<td>24. Mutual Aid Tracking #: (EMAC, PNEMA, FED MA – State EMD assigns #)</td>
<td></td>
</tr>
</tbody>
</table>

**Block # 16**: EOC/ECC Logistics Tracking Number.

**Block # 17**: Supplier Point of Contact, Phone Number and/or email address.

**Block # 18**: Actions taken in processing resource request.

**Block # 19**: Usually the signature of the Logistic Section Chief or Deputy Logistics Section Chief.

**Block # 20**: Date & Time of Signature.

**Block # 21**: Ordering Unit (ORD) or Procurement Unit (PROC)). Other block is checked if ORD/PROC positions are not filled. If Other block is checked, fill in position.

**Block # 22**: If checked, request has been elevated to State EMD for processing.

**Block # 23**: State EMD assigned tracking number.

**Block # 24**: Mutual Aid tracking #: (WAMAS-locally assigned #) (EMAC, PNEMA, FED MA – State EMD assigns #)
Cells 25 – 27: Completed by the Finance Section

- Once the form is completed through the appropriate level (city, county, or elevated to State), distribute to:
  - Documentation Unit (Original).
  - Logistics Section (Copy – Local or State as appropriate).
  - Finance and Administration Section (Copy – Local or State as appropriate).
When elevating the request to the State, do the following:

– Save with an identifiable file name.
– Email the document to rfa@mil.wa.gov (read receipt recommended).
– Remember to focus on “Capability”, rather than specific equipment.
Telephonic Request’s (Option-3)

• A county or Tribe calls the SEOC Operations desk with a new request.

• If WebEOC not available in the SEOC, staff completes the PDF ICS 213 RR version.
Radio Request’s (Option-4)

- A local Radio Amateur Civil Emergency Service (RACES) operator sends requests to a state RACES Officer via radio transmittal.

- Operators transmit all required fields as indicated, provided they have the Winlock 2000 Template (.HTML), all the data transmitted will auto complete the request form.

- Once information is received, SEOC Operations staff enters the new request into the WebEOC Resource Tracker.
Questions?

Go to:
http://mil.wa.gov/other-links/logistics-and-resources

For State Logistics contact information and to download training presentations.