



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:

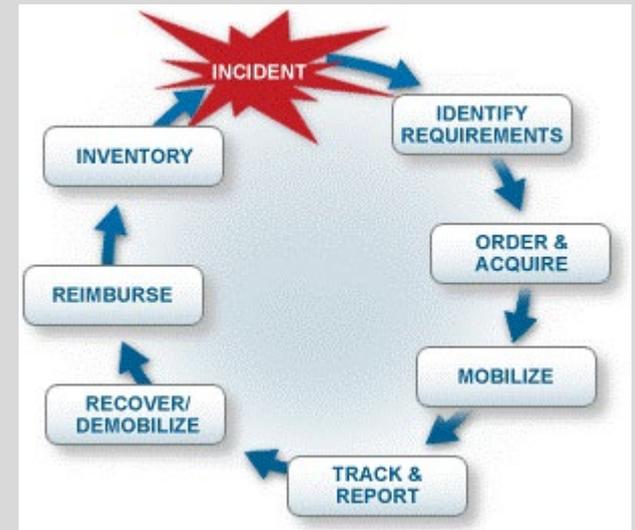
- Address internal staff augmentation procedures.
- Address internal financial processes and procedures



Resource Management Principles

Resource management includes processes for:

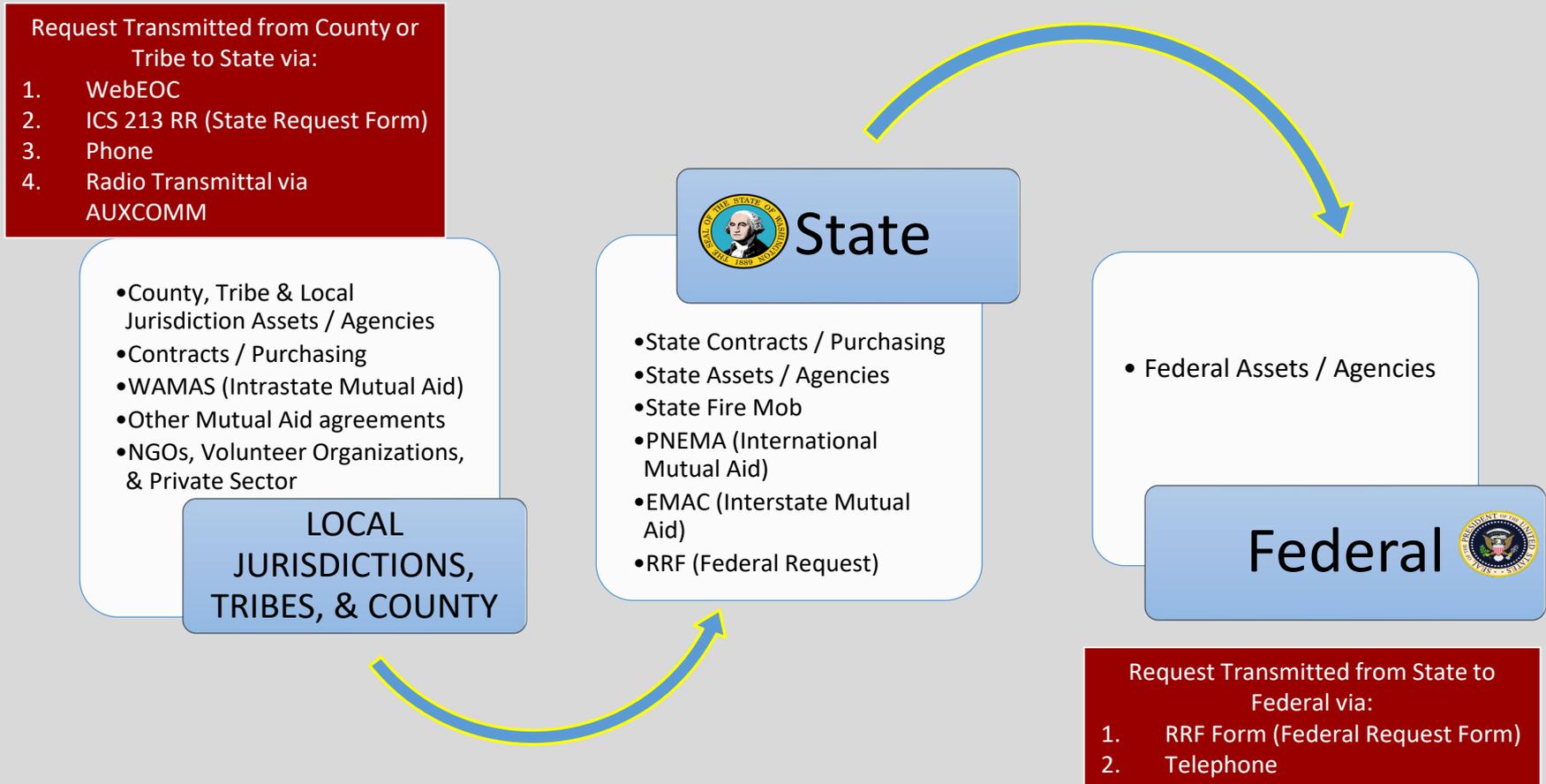
- Categorizing resources.
- Ordering resources.
- Dispatching resources.
- Tracking resources.
- Recovering resources.
- Reimbursing other organizations.



Remember to address capability / desired end result over specific equipment, supplies, or personnel



Preferred Resource Request Process





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:
800-258-5990
253-912-4900
4. Radio – ICS-213 via WinLink using AUXCOMM.



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

Incident: 15-T-Nov SEOC Foundations Training State Agencies																				
Resource Tracker																				
Filter By Assigned To: <input type="text" value="All"/>			<input type="button" value="Create New Request"/>		<input type="button" value="Print PDF"/>		Dashboard Report		Filter By Status: <input type="text" value="All"/>			Filter By Currently worked by: <input type="text" value="All"/>								
Filter By County: <input type="text" value="All"/>							Show Removed		Filter By Priority: <input type="text" value="All"/>			<input type="text" value=""/> Search <input type="button" value="Clear Search"/> <input type="button" value="?"/>								
Total Requests: 191			Total Unassigned Requests: 0			Total Requests Assigned: 2			Total Requests Accepted: 0			Total Requests In Transit: 0			Total Requests On Scene: 3			Total Requests Completed: 150		
Original Date	Most Recent Updated Date/Time	County	Originating Agency	Jurisdiction Tracking #	State Tracking #	EMAC # Federal MA #	Subject	Priority	Worked By	Overall Status	Assignment Information			Edit	Update					
											Status	Assigned To	Assign							
08/24/2015 12:23:51	11/05/2015 09:56:20	Ferry	Ferry County EOC	FC - 007	WA-201582412941		Air Purifiers	Life Sustaining	State	Completed	On Scene	ESF 8-Health and Medical Services	Assign	Edit	Update					
09/07/2015 17:07:52	11/05/2015 09:55:20	Thurston	WA State DNR	WA-NES-001203	WA-20159717679		Hand Crews Chelan Complex Alta Lake		State	Completed	Completed	ESF 20-Defense Support to Civil Authorities	Assign	Edit	Update					

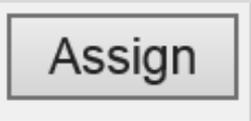


WebEOC continued...

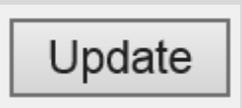
- Select WA-EOC RFA and Resource Tracker (Board 04) to access the Resource Tracker.
- Resource Tracker allows the user to:
 - Create new request.
 - Assign the resource request to the appropriate ESF or agency.
 - Update actions taken to meet the request from initial input through demobilization or completion.
- Click “Create New Request” to begin.



Create
New
Request



Assign



Update



WebEOC continued...

- All boxes in blue are required fields – the form cannot be saved until all blue fields have data.
- Complete with as much detail as possible.
- Request “capability” rather than a specific item or person.

Request For Assistance or Resources

Blue boxes are required fields

Date: 08/04/2017 Time: 10:37:25

Creator: Woodward, Mark (EMD)

Requesting Agency:

County: City / Tribe:

Requester Tracking Number:

ECC / ECC Tracking Number:

State Tracking Number: WA-20178410155

FEMA MAEMAC Number: (Entered by Logistics Only)

Requestor Name: Phone: (000-000-0000)

Fax: (000-000-0000) Email: (email@000.000)

Priority: Set by Logistics or Operations Only

Overall Status: Unassigned

Resource Requested: Enter a one or two word description (ie: Generator or Debris Removal)

Detailed Description:

Detailed Description of Capability Needed (What do you want to accomplish?)
[Resource Typing Library Tool](#)

Request Specific Resources

Description/Kind: Size/Type: Quantity:

Delivery Location Name:

On-site Point of Contact (POC): POC Phone Number:

POC Email:

Required delivery (Date and Time): format example: 08/08/2015 / 1500 (Enter date and time needed. ASAP is not an answer.)

Duration Needed:

Delivery Needed: Yes No

Address: (Street, City, Zip)

Description using landmark or LAT/LON:

Yes No Have all local resources been exhausted or predicted to be exhausted in the near future?

Yes No Has mutual aid been exhausted or predicted to be exhausted in the near future?

Yes No Have all commercial resources been exhausted or predicted to be exhausted in the near future?

Yes No Is the originating jurisdiction/agency willing to pay for the assistance?



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.

WA RESOURCE REQUEST FORM (ICS 213 RR)						
1. Mission Number & Incident Name:		2. Requesting Agency:		3. Date & Time:(mm/dd/yy - 00:00)		4. Requester Tracking Number:
5. Resource Requested					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: (<i>Vital characteristics, brand, specs, experience, size, etc.</i>) and, if applicable, purpose/use, diagrams and other info.	Needed Date & Time		g. Cost
				e. Requested	f. Estimated	
6. Additional Personnel/Support Needed: (<i>Driver/Fuel Etc.</i>)				7. Duration needed:		
8. Requested Delivery/Reporting Location: (<i>Address/landmarks etc.</i>)				9. POC at Delivery/Reporting Location: (<i>Name & Contact info</i>)		
10. Suitable Substitutes and/or Suggested Sources: (if known)				11. Priority: <input type="checkbox"/> Life Saving <input type="checkbox"/> Incident Stabilization <input type="checkbox"/> Property Preservation		
12. Have all commercial resources been exhausted: <input type="checkbox"/> Yes <input type="checkbox"/> No Have all local resources been exhausted: <input type="checkbox"/> Yes <input type="checkbox"/> No Have all mutual aid resources been exhausted: <input type="checkbox"/> Yes <input type="checkbox"/> No				13. Requestor is willing to provide Funding: <input type="checkbox"/> Yes <input type="checkbox"/> No If "No", explain:		
14. Requested by Name/Position & phone/email:				15. Request Authorized by:		
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): <input type="checkbox"/> ORD UNIT <input type="checkbox"/> PROC UNIT <input type="checkbox"/> OTHER _____						
22. Elevate to State: <input type="checkbox"/>		23. State Tracking #:		24. Mutual Aid Tracking #:		
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		



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.

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: (<i>Vital characteristics, brand, specs, experience, size, etc.</i>) and, if applicable, purpose/use, diagrams and other info.			Needed Date & Time		g. Cost
					e. Requested	f. Estimated		

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 <i>if applicable</i> .
Block # 5d	The detailed description of requirements. (<i>Be as specific as possible</i>).
Block # 5e	Time resource is needed.



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Cells 6 – 15: Completed by Requestor

6. Additional Personnel/Support Needed: <i>(Driver/Fuel Etc.)</i>		7. Duration needed:
8. Requested Delivery/Reporting Location: <i>(Address/Landmarks etc.)</i>		9. POC at Delivery/Reporting Location: <i>(Name & Contact info)</i>
10. Suitable Substitutes and/or Suggested Sources: <i>(if known)</i>		11. Priority: <input type="checkbox"/> Life Saving <input type="checkbox"/> Incident Stabilization <input type="checkbox"/> Property Preservation
12. Have all commercial resources been exhausted: <input type="checkbox"/> Yes <input type="checkbox"/> No Have all local resources been exhausted: <input type="checkbox"/> Yes <input type="checkbox"/> No Have all mutual aid resources been exhausted: <input type="checkbox"/> Yes <input type="checkbox"/> No		13. Requestor is willing to provide Funding: <input type="checkbox"/> Yes <input type="checkbox"/> No If "No", explain:
14. Requested by Name/Position & phone/email:		15. Request Authorized by:

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	<p>Life saving- This includes rescuing endangered civilians, treatment of the injured, and provisions for the safety, accountability and welfare of response personnel.</p> <p>Incident Stabilization- To keep the incident from escalating and bring it under control to limit the negative consequences.</p> <p>Property Preservation- Protection of property, infrastructure, evidence, economy and the environment.</p>
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.



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Cells 16 – 24: Completed by the local Logistics Section, with 23-24 completed at the State level.

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): <input type="checkbox"/> ORD UNIT <input type="checkbox"/> PROC UNIT <input type="checkbox"/> OTHER			
22. Elevate to State: <input type="checkbox"/>	23. State Tracking #:	24. Mutual Aid Tracking #:	

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

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

Block # 25	Comments from Finance Section Chief, Deputy Finance Section Chief, or Procurement.
Block # 26	Approval: This must be approved in accordance with Jurisdiction/Agency internal procurement policies.
Block # 27	Date & Time of Signature

- 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).



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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.

WA RESOURCE REQUEST FORM (ICS 213 RR)							
1. Mission Number & Incident Name:		2. Requesting Agency:		3. Date & Time:(mm/dd/yy - 00:00)		4. Requester Tracking Number:	
5. Resource Requested					SHADED AREA TO BE FILLED BY LOGISTICS SECTION		
Requester	a. Qty:	b. Kind (if known)	c. Type (if known)	d. Detailed item description and/or of task to be accomplished: (<i>Vital characteristics, brand, specs, experience, size, etc.</i>) and, if applicable, purpose/use, diagrams and other info.	Needed Date & Time		
					e. Requested	f. Estimated	g. Cost
6. Additional Personnel/Support Needed: (<i>Driver/Fuel Etc.</i>)				7. Duration needed:			
8. Requested Delivery/Reporting Location: (<i>Address/landmarks etc.</i>)				9. POC at Delivery/Reporting Location: (<i>Name & Contact Info</i>)			
10. Suitable Substitutes and/or Suggested Sources: (if known)				11. Priority: <input type="checkbox"/> Life Saving <input type="checkbox"/> Incident Stabilization <input type="checkbox"/> Property Preservation			
12. Have all commercial resources been exhausted: <input type="checkbox"/> Yes <input type="checkbox"/> No Have all local resources been exhausted: <input type="checkbox"/> Yes <input type="checkbox"/> No Have all mutual aid resources been exhausted: <input type="checkbox"/> Yes <input type="checkbox"/> No				13. Requestor is willing to provide Funding: <input type="checkbox"/> Yes <input type="checkbox"/> No If “No”, explain:			
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): <input type="checkbox"/> ORD UNIT <input type="checkbox"/> PROC UNIT <input type="checkbox"/> OTHER							
22. Elevate to State: <input type="checkbox"/>		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				



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.

Request For Assistance or Resources

Save Cancel Print PDF

Blue boxes are required fields

Date: 08/04/2017 Time: 10:37:25

Creator: Woodward, Mark (EMD)

Requesting Agency: [Redacted]

County: [Redacted] City / Tribe: [Redacted]

Requester Tracking Number: [Redacted]

ECC / ECC Tracking Number: [Redacted]

State Tracking Number: WA-20175410155

FEMA MA/EMAC Number: [Redacted] (Entered by Logistics Only)

Requestor Name: [Redacted] Phone: [Redacted] (xxx-xxx-xxxx)

Fax: [Redacted] Email: [Redacted] (email@ccc.xxx)

Priority: [Redacted] Set by Logistics or Operations Only

Overall Status: Unassigned

Resource Requested: [Redacted] Enter a one or two word description (ie: Generator or Debris Removal)

Detailed Description: [Redacted]

Detailed Description of Capability Needed (What do you want to accomplish?)
[Resource Typing Library Tool](#)

Request Specific Resources

Description/Kind: [Redacted] Size/Type: [Redacted] Quantity: [Redacted] Add Line

Delivery Location Name: [Redacted]

On-site Point of Contact (POC): [Redacted] POC Phone Number: [Redacted]

POC Email: [Redacted]

Required delivery (Date and Time): [Redacted] format example: 08/05/2015 / 1500
(Enter date and time needed. ASAP is not an answer.)

Duration Needed: [Redacted]

Delivery Needed: Yes No

Address: [Redacted] (Street, City, Zip)

Description using landmark or LAT/LON: [Redacted]

Yes No Have all local resources been exhausted or predicted to be exhausted in the near future?

Yes No Has mutual aid been exhausted or predicted to be exhausted in the near future?

Yes No Have all commercial resources been exhausted or predicted to be exhausted in the near future?

Yes No Is the originating jurisdiction/agency willing to pay for the assistance?

Save Cancel Print PDF



Radio Request's (Option-4)

- A local Auxiliary Communication Operators working for an AHJ sends requests to the SEOC radio room via WinLink or radio operations per the standing ICS 205 (Only AUXCOMM operatorS, no private entities such as ARRL or RACES that are not working for an AHJ).
- 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.
- SEOC Operations staff enters the new request into the WebEOC Resource Tracker.

WA RESOURCE REQUEST FORM (ICS 213 RR)						
1. Mission Number & Incident Name:		2. Requesting Agency:		3. Date & Time:(mm/dd/yy - 00:00)		4. Requester Tracking Number:
5. Resource Requested					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: (<i>Vital characteristics, brand, specs, experience, size, etc.</i>) and, if applicable, purpose/use, diagrams and other info.		g. Cost	
				e. Requested		f. Estimated
6. Additional Personnel/Support Needed: (<i>Driver/Fuel/ Etc.</i>)				7. Duration needed:		
8. Requested Delivery/Reporting Location: (<i>Address/landmarks etc.</i>)			9. POC at Delivery/Reporting Location: (<i>Name & Contact info</i>)			
10. Suitable Substitutes and/or Suggested Sources: (if known)			11. Priority: <input type="checkbox"/> Life Saving <input type="checkbox"/> Incident Stabilization <input type="checkbox"/> Property Preservation			
12. Have all commercial resources been exhausted: <input type="checkbox"/> Yes <input type="checkbox"/> No Have all local resources been exhausted: <input type="checkbox"/> Yes <input type="checkbox"/> No Have all mutual aid resources been exhausted: <input type="checkbox"/> Yes <input type="checkbox"/> No			13. Requestor is willing to provide Funding: <input type="checkbox"/> Yes <input type="checkbox"/> No If "No", explain:			
14. Requested by Name/Position & phone/email:			15. Request Authorized by:			
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): <input type="checkbox"/> ORD UNIT <input type="checkbox"/> PROC UNIT <input type="checkbox"/> OTHER						
22. Elevate to State: <input type="checkbox"/>		23. State Tracking #:		24. Mutual Aid Tracking #:		
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			



- Open Resource Tracker on the main board: Resource Tracker

01 WA-EOC Significant Events		
02 WA-EOC Situation Report		
03 WA-EOC Action Plan		
04 WA-EOC Resource Tracker		
05 WA-EOC Staffing and Seating Charts		

The naming of the “04” board may vary per jurisdiction or Tribe WebEOC set-up.

Incident: 15-July 2nd Wednesday SEOC Training Day

Resource Tracker

Filter By County: Filter By Status: Filter By Currently worked by: Filter By Priority:

Total Requests: 9	Total Unassigned Requests: 0	Total Requests Assigned: 0	Total Requests Accepted: 0	Total Requests In Transit: 0	Total Requests On Scene: 0	Total Requests Completed: 9
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Originating Date/Time	Most Recent Updated Date/Time	County	Originating Agency	Jurisdiction Tracking #	State Tracking #	EMAC Tracking # Federal MA Tracking #	Subject	Priority	Worked By	Overall Status	Assignment Information			Edit	Options	Forward to State
											Status	Assigned To	Assign			
07/08/2015 13:32:33	07/08/2015 15:27:53	Thurston	City of Bucoda	CIBU-15-002 COWL-14-006	WA- 20157813236		Physical Security	Immediate Property Protection	State	Completed	Completed Completed Completed	ESF 13-Public Safety and Security			<input type="button" value="Details"/>	
07/08/2015 14:18:19	07/08/2015 15:26:18	Lewis	Lewis County DEM	CEN-0005 123-56789	WA- 20157814760		CPOD Site Commodities Support	Life Sustaining	State	Completed	Completed Completed	Logistics Section Logistics Section			<input type="button" value="Details"/>	

- Click on “Create New Request”.



Virtual Tour of the Resource Request Process

Request For Assistance or Resources

Save Cancel Print PDF

Blue boxes are required fields

Date: 08/04/2017 Time: 10:37:25

Creator: Woodward_Mark (EMD)

Requesting Agency: [Blue box]

County: [Blue box] City / Tribe: [Blue box]

Requester Tracking Number: [Blue box]

ECC / ECC Tracking Number: [Blue box]

State Tracking Number: WA-20178410158

FEMA MA/EMAC Number: (Entered by Logistics Only)

Requestor Name: [Blue box] Phone: [Blue box] (xxx-xxx-xxxx)

Fax: [Blue box] (xxx-xxx-xxxx) Email: [Blue box] (email@xxx.xxx)

Priority: [Blue box] Set by Logistics or Operations Only

Overall Status: Unassigned

Resource Requested: [Blue box] Enter a one or two word description (ie: Generator or Debris Removal)

Detailed Description: [Blue box]

Detailed Description of Capability Needed (What do you want to accomplish?)
[Resource Typing Library Tool](#)

Request Specific Resources

Description/Kind: [Blue box] Size/Type: [Blue box] Quantity: [Blue box] Add Line

Delivery Location Name: [Blue box]

On-site Point of Contact (POC): [Blue box] POC Phone Number: [Blue box]

POC Email: [Blue box]

Required delivery (Date and Time): [Blue box] format example: 08/05/2015 | 1500 (Enter date and time needed. ASAP is not an answer.)

Duration Needed: [Blue box]

Delivery Needed: Yes No

Address: [Blue box] (Street, City, Zip)

Description using landmark or LAT/LON: [Blue box]

Yes No Have all local resources been exhausted or predicted to be exhausted in the near future?

Yes No Has mutual aid been exhausted or predicted to be exhausted in the near future?

Yes No Have all commercial resources been exhausted or predicted to be exhausted in the near future?

Yes No Is the originating jurisdiction/agency willing to pay for the assistance?

Save Cancel Print PDF

- Blue fields are required. Provide as much detail as possible, addressing desired CAPABILITY rather than specific equipment.



- Select an option for **each** of the bubble line items.

<input checked="" type="radio"/> Yes <input type="radio"/> No	Have all local resources been exhausted or predicted to be exhausted in the near future?
<input checked="" type="radio"/> Yes <input type="radio"/> No	Has mutual aid been exhausted or predicted to be exhausted in the near future?
<input checked="" type="radio"/> Yes <input type="radio"/> No	Have all commercial resources been exhausted or predicted to be exhausted in the near future?
<input checked="" type="radio"/> Yes <input type="radio"/> No	Is the originating jurisdiction/agency willing to pay for the assistance?

- A “No” response does not necessarily mean assistance will not be provided.
- A “No” response means a policy level decision will be required.
- A requesting jurisdiction or Tribe must be prepared to accept the financial burden.
- Click “Save” to return to the tracker.





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- The request appears on the Resource Tracker display.

Originating Date/Time	Most Recent Updated Date/Time	County	Originating Agency	Jurisdiction Tracking #	State Tracking #	BMAC Tracking # Federal MA Tracking #	Subject	Priority	Worked By	Overall Status	Assignment Information			Edit	Options
											Status	Assigned To	Assign		
08/03/2015 11:25:26	08/03/2015 11:41:27	King	City of Pacific City Hall	2015-0610	WA-20156311909		Diesel Generator Fuel Needed		City				Edit	Assign	Update

- The Resource is assigned by clicking “Assign” then “Create New Assignment.”



Note: All blue fields are required

State Tracking #: WA-201512110148

Assigned By:

Assigned To:

Status:



- Staff clicks the “Save/Return” button to return to the “Resource Tracker” screen.

- Staff completes the assignment fields, updates status to “Assigned”, and clicks “Save” to return to the “Assign Resource” screen.



Assignment Status:

- Status of current assignment for the resource request.
- If a request is broken out into multiple assignments, each assignment has its own status.

Add Resource Assignment

Note: All blue fields are required

State Tracking #: WA-201622911433

Assigned By:

Assigned To:

Status:

Notes/History



Overall Status

- Designated the current overall status of the resource request.
- Each time an action is taken on an assignment, the overall status needs to be updated.
- If one assignment is “On Scene” and another is “Assigned”, the “Overall Status” is “Assigned” (The “lowest action” is the “Overall Status”).

Overall Status:

Subject:

Description:

Accepted

Assigned

Completed

In Transit

On Scene

Unassigned



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- If unable to fill the request, the County or Tribe clicks on “State” under the “Forward to State” header, and save again on the “Assign Mission”.

Originating Date/Time	Most Recent Updated Date/Time	County	Originating Agency	Jurisdiction Tracking #	State Tracking #	EMAC Tracking # Federal MA Tracking #	Subject	Priority	Worked By	Overall Status	Assignment Information			Edit	Options	Forward to State
											Status	Assigned To	Assign			
07/31/2015 15:30:22	07/31/2015 15:34:15	Skagit	Skagit County	SC-001	WA-201573115425		Bottled Water		County		Assigned	DSHS	Assign	Edit	Update	State

Assign Resource

Request Information

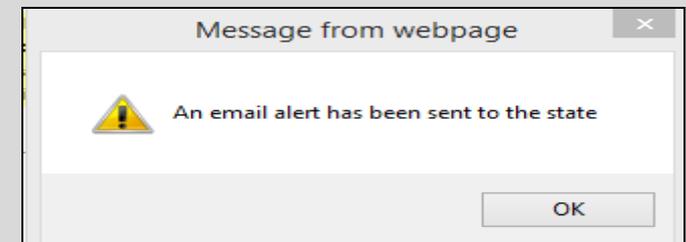
Date: 07/31/2015
 Time: 15:30:22
 Agency: Skagit County
 Requestor Name: Jane Doe
 Requestor Phone: 253-625-6252
 Requestor Fax:
 Requestor Email: jane.doe@skagit.gov
 Subject: Bottled Water
 Originating Agency Tracking Number: /
 Capability Needed: Three 24 pack cases of 20oz water bottles
 Location:
 Label: YMCA
 Address: 1515 Agua Lane Mt Vernon
 Latitude:
 Longitude:
 Delivery Required: Yes On Site POC: Jolly Roger
 On Site Phone #: 360-400-4000
 On-Site Email: jolly.roger@skagit.gov
 How Long is the Resource Needed: NA
 When is the Assistance Needed: 8/4/2015 0900

Assign Mission

Assigned To: Skagit State
 Priority:
 Status: Sending to State

Yes No Have all local resources been exhausted or predicted to be exhausted in the near future?
 Yes No Has mutual aid been exhausted or predicted to be exhausted in the near future?
 Yes No Have all commercial resources been exhausted or predicted to be exhausted in the near future?
 Yes No Is the originating jurisdiction/agency willing to pay for the assistance?

- Click “Save” to push the resource request to the state.
- Once “Pushed”, no more edits can be made.
- Call the SEOC for changes.





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- The State updates the “Overall Status” and “Priority” are updated by clicking “Edit”.

Request For Assistance or Resources

Save Cancel Print PDF

Date: 08/04/2017 Time: 10:37:25

Creator: Woodward_Mark (EMD)

Requesting Agency: [Text]

County: [Dropdown] City/Town: [Dropdown]

Requester Tracking Number: [Text]

EOC / ECC Tracking Number: [Text]

State Tracking Number: WA-20178410155

FEMA MA/EMAC Number: [Text] (Entered by Logistics Only)

Requestor Name: [Text] Phone: [Text] (xxx-xxx-xxxx)

Fax: [Text] (xxx-xxx-xxxx) Email: [Text] (email@xxx.xxx)

Priority: [Dropdown] Set by Logistics or Operations Only

Overall Status: Unassigned [Dropdown]

Resource Requested: [Text] Enter a one or two word description (ie: Generator or Debris Removal)

Detailed Description: [Text Area]

Detailed Description of Capability Needed (What do you want to accomplish?)
[Resource Typing Library Tool](#)

Request Specific Resources

Description/Kind: [Text] Size/Type: [Text] Quantity: [Text] Add Line

Delivery Location Name: [Text]

On-site Point of Contact (POC): [Text] POC Phone Number: [Text]

POC Email: [Text]

Required delivery (Date and Time): format example: 08/05/2015 / 1500 (Enter date and time needed. ASAP is not an answer.)

Duration Needed: [Text]

Delivery Needed: Yes No

Address: [Text] (Street, City, Zip)

Description using landmark or LAT/LON: [Text]

Yes No Have all local resources been exhausted or predicted to be exhausted in the near future?

Yes No Has mutual aid been exhausted or predicted to be exhausted in the near future?

Yes No Have all commercial resources been exhausted or predicted to be exhausted in the near future?

Yes No Is the originating jurisdiction/agency willing to pay for the assistance?

Save Cancel Print PDF

Assignment Information			Edit	Update
Status	Assigned To	Assign	Edit	Update
Assigned	Wendy Knight			
Assigned	Luke Jameson			
Assigned	Logistics Section			
		Assign	Edit	Update

- Drop down menus are used to select the priority and the overall status.
- Each time there is an edit to the resource request, the overall status is revised.
- The Local jurisdiction tracking number is populated from the original local jurisdiction request.



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- Click "Update" to document appropriate actions to address this resource request.

Original Date	Most Recent Updated Date/Time	County	Originating Agency	Jurisdiction Tracking #	State Tracking #	EMAC # Federal MA #	Subject	Priority	Worked By	Overall Status	Assignment Information			Edit	Update
											Status	Assigned To	Assign		
06/03/2015 11:25:28	06/03/2015 14:41:21	King	City of Pacific City Hall	2015-0610 55558	WA- 20156314929		Diesel Generator Fuel Needed	Immediate Property Protection	State	Accepted	Assigned Wendy Knight Assigned Luke Jameson Assigned Logistics Section	Assign	Edit	Update	

- Click "Add Actions" to record all activities regarding this resource request including, but not limited to:

- Names
- Phone numbers
- Email addresses
- Specific actions
- Attachments

ASSIGNED RESOURCES
Add Resources

Resource	Date/Time	Type	Qty	Source	Estimated Cost	Attachments	Edit/Notes
ACTIONS TAKEN Add Actions							
Date/Time	Detail				Real Name	Attachments	Edit/Notes
06/03/2015 15:05:12	Called Atlantic Diesel in the City of Algona. Spoke with Joe Johnson, 206-200-6000. He is scheduling a delivery of 250 gallons of diesel fuel to the City of Pacific City Hall for the generator and the refueling will be complete by 1600 hrs on 10 June 2015. Atlantic Diesel will invoice the City of Pacific directly. Submitted by: Ramos_Kristin (EMD) - WA-LOG-LSC at 15:05:12 on 6/3/2015				Ramos_Kristin (EMD)		Edit
<div style="display: flex; justify-content: space-between;"> Save/Return Spell Check Print PDF </div>							

Add Resources

Attachments	Edit/Notes
Add Actions	
Edit/Notes	

- Click "Save/Return" to return to main screen.



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- Once the request has been met and the resource returned to its home duty station, the State updates the status to “completed” by first clicking on “Edit”.

Original Date	Most Recent Updated Date/Time	County	Originating Agency	Jurisdiction Tracking #	State Tracking #	EMAC # Federal MA #	Subject	Priority	Worked By	Overall Status	Assignment Information			
											Status	Assigned To	Assign	Edit
08/03/2015 11:25:28	08/03/2015 15:38:05	King	City of Pacific City Hall	2015-0610 55558	WA-20156315384		Diesel Generator Fuel Needed	Immediate Property Protection	State	Assigned	Assigned Wendy Knight Assigned Luke Jameson Assigned Logistics Section	Assign	Edit	Update

Request For Assistance or Resources

Save Cancel Spell Check Print PDF

Blue boxes are required fields

Remove Entry?

Date: 06/03/2015 Time: 11:25:26

Originating Agency: City of Pacific City Hall

County: King City: Pacific

City Tracking Number: 2015-0610

Jurisdiction Tracking Number: 55558

State Tracking #: WA-20156315242

FEMA MA/EMAC #: (Entered by Logistics Only)

Requestor Name: Janet Rollings Phone: 206-555-5555 (xxx-xxx-xxxx)

Fax: (xxx-xxx-xxxx) Email: janet.rollings@ci.pacific.wa.us (email@xxx.xxx)

Priority: Immediate Property Protection Set by Logistics or Operations Only

Overall Status: Completed Set by Logistics and/or Ops Only

Subject: Diesel Generator Fuel Needed Enter a one or two word description (ie: Generator or Debris Removal)

Description: Diesel fuel needed for 40,000 volt generator. Generator tank capacity is 58 gallons, but the city would like their secondary 200 gallon tank filled as well.

- The “Overall Status” is changed to “Completed”.
- “Save” is clicked to return to the main Resource Tracker board.

Subject	Priority	Worked By	Overall Status
Diesel Generator Fuel Needed	Immediate Property Protection	State	Completed



Questions?

Go to:

<http://mil.wa.gov/other-links/logistics-and-resources>

For State Logistics contact information and to download training presentations.