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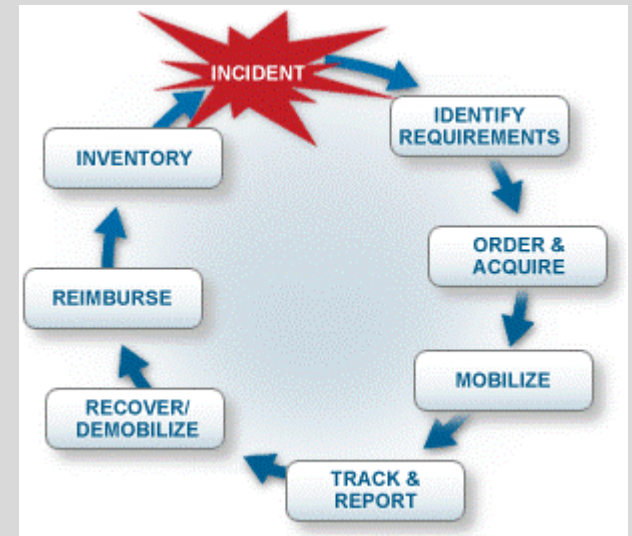
Remember to address capability / desired end result over specific equipment, supplies, or personnel

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)

State

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

LOCAL JURISDICTIONS, TRIBES, & COUNTY

- 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

4. Radio - RFA via RACES Operator.

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
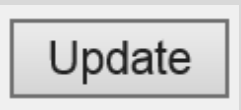

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WebEOC continued…

- 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 field have data.

- Complete with as much detail as possible.

- Request "capability" rather than a specific item or person.

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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.

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		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 *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

6. Additional Personnel/Support Needed: *(Driver/Fuel Etc.)*		7. Duration needed:
8. Requested Delivery/Reporting Location: *(Address/landmarks etc.)*		9. POC at Delivery/Reporting Location: *(Name & Contact info)*
10. Suitable Substitutes and/or Suggested Sources: *(if known)*		11. **Priority:** ☐ Life Saving ☐ Incident Stabilization ☐ Property Preservation
12. Have all commercial resources been exhausted: ☐ Yes ☐ No Have all local resources been exhausted: ☐ Yes ☐ No Have all mutual aid resources been exhausted: ☐ Yes ☐ No		13. Requestor is willing to provide Funding: ☐ Yes ☐ 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	**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.

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 #:

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).

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)

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.

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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.

WA RESOURCE REQUEST FORM (ICS 213 RR)

Questions?

Go to:

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

For State Logistics contact information and to download training presentations.