



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:

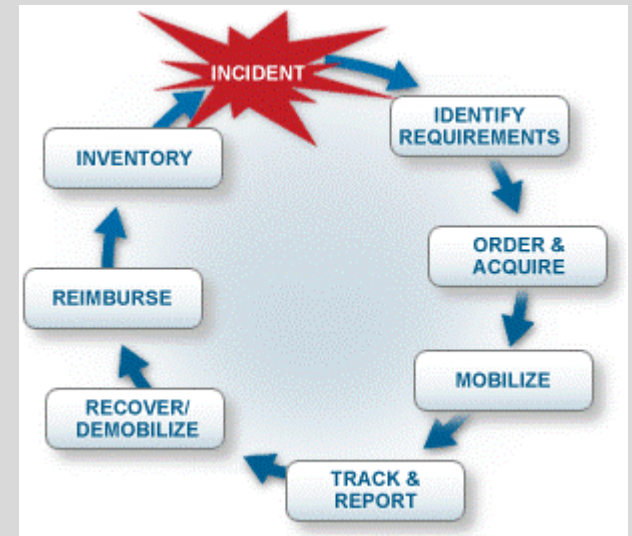
- Address internal staff augmentation procedures.
- Address internal financial processes and procedures



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)

- 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

- 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

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"/> Search <input type="button" value="Clear Search"/> <input type="button" value="Help"/>					
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	On Scene	ESF 7-Resource Management	<input type="button" value="Assign"/>	<input type="button" value="Edit"/>	<input type="button" value="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			<input type="button" value="Assign"/>	<input type="button" value="Edit"/>	<input type="button" value="Update"/>



WebEOC continued...

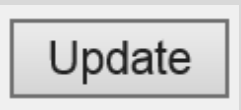
- Select WA-EOC RFA and Resource Tracker (Board 04) to access the Resource Tracker.
- Resource Tracker allows the user to:
 - Create new request.
 - Assign the resource request to the appropriate ESF or agency.
 - Update actions taken to meet the request from initial input through demobilization or completion.
- 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 MA/EMAC 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.		g. Cost							
					<table border="1"> <thead> <tr> <th colspan="2">Needed Date & Time</th> </tr> <tr> <th>e. Requested</th> <th>f. Estimated</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>		Needed Date & Time		e. Requested	f. Estimated		
Needed Date & Time												
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.



EMERGENCY MANAGEMENT DIVISION

Citizens Serving Citizens

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	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.



EMERGENCY MANAGEMENT DIVISION

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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).



EMERGENCY MANAGEMENT DIVISION

Citizens Serving Citizens

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							
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							
					<table border="1"> <thead> <tr> <th colspan="2">Needed Date & Time</th> </tr> <tr> <th>e. Requested</th> <th>f. Estimated</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>		Needed Date & Time		e. Requested	f. Estimated		
Needed Date & Time												
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									



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] (xxx-xxx-xxxx) 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 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)						
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: (Vital characteristics, brand, specs, experience, size, etc.) and, if applicable, purpose/use, diagrams and other info.		g. Cost	
				e. Requested		f. Estimated
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: <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			



Questions?

Go to:

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

For State Logistics contact information and to download training presentations.