



STATE OF WASHINGTON  
**MILITARY DEPARTMENT**  
Camp Murray • Tacoma, Washington 98430-5000

Local Health, Healthcare, Emergency Management and Tribal Partners:

In collaboration with local emergency management agencies, the Washington Military Department's Emergency Management Division has established a statewide standard resource request process, which is described at <https://mil.wa.gov/logistics-and-resources>. We are sending you this document to ensure all local health, healthcare, emergency management, and tribal partners share a common understanding of the process as it applies to the ongoing COVID-19 response. We are using the same process for all resource requests regardless of whether they are public health related, medical, or non-medical.

**Process for local health jurisdictions and local emergency management agencies**

Local health jurisdictions and local emergency management agencies should follow this process.

All resources during this response should be sourced and/or procured locally prior to requesting assistance from the county. Once local resources are exhausted, and your jurisdiction does not have the ability to procure them quickly:

- Local public health should submit resource requests using a fillable Washington State Resource Request Form ICS-213RR to their local emergency management agency.
- If the local emergency management agency is unable to fulfill the request with local resources or through intrastate mutual aid (WAMAS), local emergency management should submit it to the State Emergency Operations Center (SEOC) preferably using WebEOC or by emailing the ICS-213RR to [rfa@mil.wa.gov](mailto:rfa@mil.wa.gov).
- The SEOC will assign the appropriate Emergency Support Function (ESF) to work to fill those requests using state agency resources. DOH is the coordinating agency for ESF 8.
- Once the ESF has exhausted all efforts to fill the resource request, the SEOC Logistics Section will work through it.

**Process for healthcare facilities**

Healthcare facilities that are unable to source and procure medical resources through customary sources can coordinate with the healthcare coalition. Coalitions have resource requesting processes identified within their service area and will continue to use those existing processes. Coalitions and local jurisdictions continue to work together to identify available resources before the jurisdiction concludes all resources have been exhausted and elevates a request to the SEOC.

**Process for Tribal Nations**

Tribal nations that are unable to source and/or procure resources, such as medications, supplies, equipment, and staff, through customary sources have the sovereign authority to set and follow their own processes for making emergency health and medical resource requests.

- **Tribal Request to State:** Tribes may submit resource requests to the SEOC
  - Tribes can complete a fillable Washington State Resource Request Form ICS-213RR and email the form to the SEOC at [rfa@mil.wa.gov](mailto:rfa@mil.wa.gov).
  - The SEOC will assign the appropriate Emergency Support Function (ESF) to work to fill requests using state agency resources. DOH is the coordinating agency for ESF 8.

- Once the ESF has exhausted all efforts to fill the resource request, the SEOC Logistics Section will work through it.
- **Tribal Request to Local Health Jurisdictions and/or Local Emergency Management Agencies:** Tribes may submit resource requests to a local health jurisdiction and/or local emergency management agency.
  - Tribes can complete a fillable Washington State Resource Request Form ICS-213RR and submit the form to a pre-established contact at their partner local health jurisdiction and/or partner local emergency management agency.
  - If the local health jurisdiction or local emergency management agency is unable to fulfill the request, the agency will inform the Tribe and then process the Tribe's request using the local health jurisdiction and local emergency management agency process provided above (see "Process for local health jurisdictions and local emergency management agencies").
  - While not mandatory, Tribes that are signatories to the Mutual Aid Agreement for Tribes and Local Health Jurisdictions in Washington State can also activate the Agreement, which can be located at <https://aihc-wa.com/wp-content/uploads/2019/04/Mutual-Aid-Agreement-for-Tribes-and-Local-Health-Jurisdictions-in-Washington-State.pdf>.
- **Tribal Request to a Healthcare Coalition:** Tribes may submit resource requests to a regional healthcare coalition.
  - Tribes in Western Washington can submit a resource request to the Northwest Healthcare Response Network through their established process at <https://nwhrn.org/213rr-resource-request-form/>.
  - Tribes in Eastern Washington can complete a fillable Washington State Resource Request Form ICS-213RR and submit the form to the Redi Healthcare Coalition at [hcc@srhd.org](mailto:hcc@srhd.org). Additional information is available at <https://srhd.org/programs-and-services/hcc/eei-process>.
- **Tribal Request to Indian Health Service or Other Federal Agencies:** At this time, the state does not have specific information for Tribes to request resources from federal agencies. However, some tribes may prefer to work with their federal partners using pre-established contacts.

The American Indian Health Commission for Washington State (AIHC) is available to assist Tribes should they need more information in determining which option will be quickest and most effective. Contact AIHC at [incident.response.aihc@outlook.com](mailto:incident.response.aihc@outlook.com).

#### **Status Notification and Follow-Up**

The resource requestor should receive notifications on the status of the request either when it is being filled or elevated. Local emergency management agencies have the ability to track the progress of resource requests in WebEOC, i.e. at what level of government the request is being worked and what actions have been taken. For jurisdictions who do not use WebEOC, SEOC Logistics will be in contact with the requestor when the request status changes.

**Note:**

- Resource requestors must be prepared to assume financial responsibility for the resources requested.
- In some instances, the fulfillment of a resource request may consist of connecting the requestor with the potential resource provider, as neither the state nor the local jurisdiction have the authority to commit funds on behalf of a local or tribal resource requestor. Any contracts, interagency agreements, or similar finance/administration functions needed to secure access to the identified resources are the responsibility of the requestor.

We're here to support your needs. Our goal is to ensure all our partners have a clear process to follow and know how to access resources without confusion and unnecessary delays. If you have questions or concerns, you're welcome to contact one of us directly at the below contact information.

Sincerely,



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