

## Requesting Resources through the State Emergency Operations Center

A resource request is a request for help from the State Emergency Operations Center (SEOC) in getting access to a resource. If your agency needs something due to the COVID-19 outbreak and you can get it yourself, you do not need to submit a resource request. But, if you need resources and don't know how to track that resource down, you can get try to get the help you need using the resource request process.

Examples:

- Your agency needs personal protective equipment (PPE) and your normal supply chains are out of stock
- Your agency needs personnel to assist with establishing an emergency quarantine shelter
- Your agency needs a specific capability—such as a piece of equipment, or specific expertise—and doesn't know where to find it.

Requesting a resource doesn't guarantee you'll get it. The SEOC will evaluate and triage the requests, prioritizing life-safety requests, and respond as quickly as they are able.

Be aware that the agency requesting a resource is expected to pay for the resource. The SEOC will act as a "broker" for you, and can help provide access to federal funding for eligible requests, but does not generally fund the resources for you. Sometimes the SEOC is able to find a resource at a lower price than commercially available, such as via donations from a private-non-profit or directly from the federal government. Submitting the request through the resource request process generates documentation that will help increase the likelihood that federal grant programs, such as the FEMA Public Assistance (PA) program, will reimburse these costs.

You may submit a resource request using one of the following options, in order of preference:

1. Enter the resource request into WebEOC and elevate it to the state (preferred method)
2. Complete the WA Resource Request Form ([ICS 213 RR](#)) and email it to [rfa@mil.wa.gov](mailto:rfa@mil.wa.gov)
3. Call the State EOC at 253-912-4927, 253-912-4928 or 253-912- 4932(least-preferred, time-consuming method)

If you need a resource and cannot pay for it, explain that in Box 13 on the Resource Request Form. The SEOC will work with OFM to see if there is funding available from the Disaster Response Account, the CARES Act, or other state and local fund sources. Please do what you can to address your own needs with your own funds if possible. OFM will ultimately make funding decisions about how to best allocate the available funding, with close coordination with the SEOC. The SEOC will identify the highest priority resource requests and coordinate requesting funding from OFM.