

ANNEX E

RESOURCE REQUEST AND DISTRIBUTION PROCESS

A. GENERAL PURPOSE

1. To establish the process for requesting resources through the State Emergency Operations Center;
2. To outline the resource distribution process within the state.

B. SCOPE

1. This document outlines the procedures for resource requests and distribution of resources from the point of origin to the point of consumption or demobilization.
2. Resources are defined as people, places, things, and services.
3. It defines the roles and responsibilities at the Federal, State and local level.

C. RESPONSIBILITIES

1. Washington State Military Department.
 - a. Washington State Emergency Management Division
 - 1) Overall responsibility for resource distribution.
 - 2) Manages the activation and demobilization of Mobilization Centers and Staging Areas as required by the event.
 - 3) Responsible for jurisdictional and agency Requests for Resources.
 - b. Washington State National Guard (ESF-20)
 - 1) Provides overall management of the Movement Coordination Center
 - 2) Provides supplemental personnel, equipment, and facilities for Mobilization Centers and Staging Areas as requested.
2. Federal.
 - a. FEMA Logistics Chief coordinates with the State Logistics Chief on the activation of joint Federal/State Mobilization Centers and Staging Areas.
 - b. Provides a FEMA Logistics liaison to the State EOC as needed.
 - c. Activates the USDOT Movement Coordination Branch as needed.
 - d. Provides USFS Incident Management Teams (IMTs) as needed.
3. State Agencies.
 - a. Provides supplemental personnel, equipment, and facilities for Mobilization Centers and Staging Areas as requested.
 - b. Performs duties as assigned in the Washington State Comprehensive Emergency Management Plan (CEMP).

4. Local Jurisdictions.
 - a. Identifying, establishing, and demobilizing local Staging Areas and Points of Distribution.
 - b. Providing accountability of resources provided to the jurisdiction.
 - c. Disposition of non-expendable items.
 - d. Accountability of personnel assigned to the jurisdiction.
5. Tribal Nations.
 - a. Identifying, establishing, and demobilizing local Staging Areas and Points of Distribution.
 - b. Providing accountability of resources provided to the tribe.
 - c. Disposition of non-expendable items.
 - d. Accountability of personnel assigned to the tribe.

D. GENERAL INFORMATION.

1. Situation.
 - a. While there is likelihood that regional capability to respond to an event may be severely crippled or be nonexistent, the remaining productive capacity and capability of the nation will likely remain intact, assuring the provision of logistical support to response operations.
 - b. Other significant disasters will likely have similar impacts. The productive capacity of the nation should be able to meet most foreseeable logistical requirements. There may be shortages of a wide variety of emergency response items (e.g. cots, blankets, food, water, and other mass care items).
2. Assumptions.
 - a. Most logistical resources will likely be from outside the affected area.
 - b. Adequate facilities will be available for resource distribution sites including mobilization centers, staging areas, base camps, and points of distribution. State and Federal officials should mutually agree upon the use of these facilities prior to a response requirement.
 - c. Activation of resource distribution sites will likely occur following a major or catastrophic event.
 - d. Resource distribution sites will be activated as needed to ensure proper span of control.
 - e. Logistical support will be required for the immediate lifesaving and support operations.
 - f. Type I Staging Areas will be activated and managed under a Unified Federal/State Command.

3. Constraints.
 - a. The transportation infrastructure (road, airports, sea ports, and rail) may be effected by the event and therefore hinder the movement of resources to the area.
 - b. The population of the effected area will fluctuate with the evacuation and re-entry of displaced individuals.
 - c. Communications may be limited due to damage from the event.

E. SECTION II: CONCEPT OF OPERATIONS

1. Request for Resources.
 - a. When an event occurs, and a jurisdiction finds resources necessary to meet the requirements of the event are becoming scarce or have been depleted, the following process must be adhered to:
 - 1) The jurisdiction conducts a check of vendors, suppliers, or other sources within its own boundaries and within adjacent areas to determine the availability of the needed resource. This includes government and mutual aid sources, private sector and other sources.
 - 2) If the jurisdiction determines the needed resource is not available within the local area, it then contacts the state Emergency Operations Center (EOC) to request the resource.
 - 3) The Request for Resources form is completed by the jurisdiction and forwarded to the state EOC via WebEOC, email, phone, fax or radio (see figure 1).
 - b. Upon receipt of the request for resources form, the state EOC attempts to locate the requested resource using the following process (see figure 2):

2. The Operations Section:
 - a. Verifies the information on the request for resources form;
 - b. Ensures the jurisdiction has exhausted all commercial and mutual aid resources.
 - c. Completes the “reality check”;
 - d. Tasks the appropriate ESF with procuring and delivering the resource to the jurisdiction.
 - e. If the ESF cannot procure the requested resource, or, if the resource does not fall within an assigned or activated ESF, the request is tasked to the Logistics Section for sourcing, procuring and delivery.
3. The Logistics Section:
 - a. Attempts to acquire the resource thru commercial vendors/contracts and/or out of state mutual aid;
 - b. If no commercial or out of state mutual aid is available for that resource, the Logistics Section submits an Action Request Form (ARF) to FEMA.

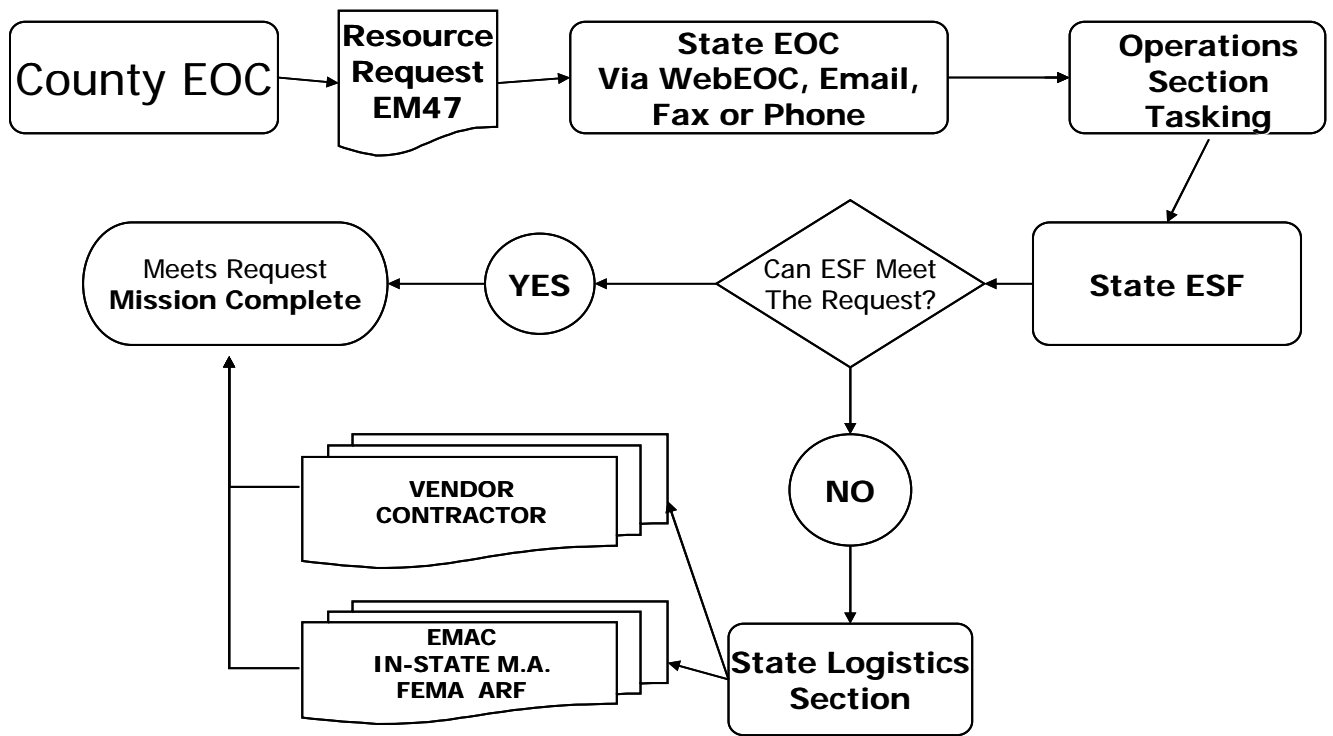


Figure 2

4. Resource Distribution Operations.
 - a. General.

When individual resources are so numerous as to overwhelm the state or jurisdictions, the state will activate Resource Distribution Sites (staging areas and points of distribution) to assist with the reception, staging, and distribution of resources into the affected area (see figure 3).

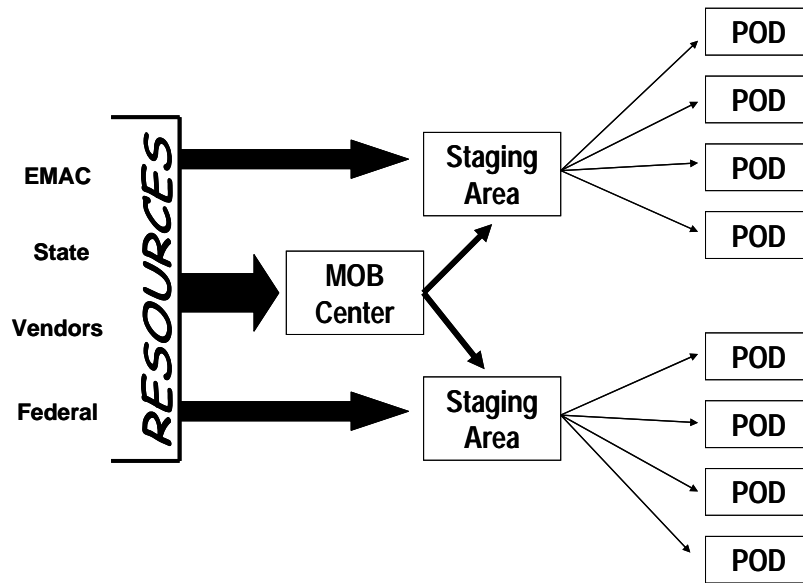


Figure 3.

- b. If possible, Mobilization Centers and Type I Staging Areas will be joint Federal/State operations under a Unified Command.
 - c. The state prefers to “direct ship” resources to the point of consumption as long as by doing so, the resources do not overwhelm the jurisdiction.
 - d. Upon activation of Resource Distribution Sites, the EOC will activate the Movement Coordination Center to track the shipping of resources and to avoid complications with the transportation infrastructure and security.
5. Mobilization Center (MOB Center).
- a. A MOB Center is an off-incident designated location at which response personnel and resources are received from the Point of Arrival and pre-positioned for deployment to a local staging area or directly to an incident site as required. MOB Centers also provide temporary support services such as food and billeting for response personnel prior to their deployment.
 - b. The State has one pre-designated Federal/State MOB Center at McChord Air Force Base in Tacoma, WA.
 - c. Additional MOB Centers may be identified dependent on the size of the disaster.
 - d. Minimum physical attributes for Federal/State MOB Centers are:
 - 1) Runway capable to receive large fixed-wing aircraft (C-5 or 747);
 - 2) Helicopter Landing Areas for multiple Type I helicopters;
 - 3) 120,000 square feet of covered and secured space;
 - 4) 12,000 square feet of covered, secured, and climate controlled space;
 - 5) 30 acres of open ground for parking and outside storage;

- 6) 8 acres of hard stand for parking;
- 7) Loading dock capability;
- 8) 700 – 1,000 square foot climate controlled administrative area;
- 9) Adequate ingress and egress to and from the site.
- 10) Ability to credential staff (accountability and badging)
- 11) Support Services available:
 - a) Telephone lines with 15 phones
 - b) Computer system with software and internet (6 ea)
 - c) Copy machine with paper and toner (2 ea)
 - d) Fax (3 ea)
 - e) Base station and 5 hand held radios
 - f) Batteries/Charges
 - g) Material Handling Equipment including a minimum of:
 - (1) 4K forklift (2 ea)
 - (2) 6K forklift (3 ea)
 - (3) 10K forklift (1 ea)
 - (4) Pallet jack (2 ea)
 - (5) Loading ramps (2 ea)
 - h) Vehicle support to include general purpose tool kit
 - i) Truck seals

WHEN ACTIVATED, THE FEDERAL/STATE MOB CENTER WILL BE MINIMALLY OPERATIONAL AND READY TO RECEIVE COMMODITIES WITHIN 12 HOURS OF NOTIFICATION.

6. Staging Area (previously referred to as Logistics Center or Logistics Staging Area).
 - a. A Staging Area is a temporary site established in close proximity to a disaster impact area where personnel, equipment and commodities are kept while awaiting tactical assignments.
 - b. Staging Areas are defined by three types (see matrix in figure 4).

Minimum Capabilities:		Type I	Type II	Type III
Component	Metric			
Location	Road Access	On or near major highway	On or near major highway	On or near major highway (desired)
	Airport	within 10 miles	within 10 miles	Airport within 10 miles desired
		7,000 foot paved runway	4,100 foot paved runway	
		K-Loader available	K-Loader desired	
	Helicopter Landing Area	(2) 30 foot x 30 foot Touchdown Pad	(1) 30 foot x 30 foot Touchdown Pad	(1) 30 foot x 30 foot Touchdown Pad
		110 foot Safety Circle Diameter per Touchdown Pad	110 foot Safety Circle Diameter per Touchdown Pad	110 foot Safety Circle Diameter per Touchdown Pad
	Rail	On or near rail spur	On or near rail spur (desired)	
	Physical Security	Perimeter fence with entry area	Perimeter fence with entry area	Perimeter fence with entry area (highly desired)
		Area lighting	Area lighting	Area lighting
		Roaming Security Available	Roaming Security Available (desired)	Roaming Security Available (desired)
Covered Area	Square Foot	150,000	100,000	20,000
	Loading Docks	8	6	
	Administrative Area	yes	yes	desired
	Temperature Control	30-65 degrees (f)		
Hard Stand	Square Foot	300,000 (7 acres)	200,000 (4.6 acres)	50,000 (1.2 acres)
	Surface	Concrete, Asphalt, Hard Pack, or Gravel	Concrete, Asphalt, Hard Pack, or Gravel	Concrete, Asphalt, Hard Pack, or Gravel
Open Area	Square Foot	1,306,805 (30 acres)		

Figure 4 – Types of Staging Areas

- c. Activation of Staging Areas is the responsibility of the Logistics Chief in coordination with the FEMA Logistics Chief.
 - d. Factors that determine the activation of Staging Areas:
 - (1) Population density affected
 - (2) Transportation Infrastructure
 - (3) Commodity Demand
 - (4) Intensity of the Event
 - (5) Areas of Responsibility (AOR)
 - (6) Quantity of trucks delivering in the area per day.
 - e. Staging Areas may be designated for specific missions (e.g. Donations, SNS)
 - f. Organization (see Staging Area Appendix in the Logistics SOG)
 - g. Staffing.
 - (1) Staffing is the primary responsibility of Washington State General Administration with support from the Washington Military Department, Department of Natural Resources, Department of Transportation, and additional supporting agencies as needed.
 - (2) Staffing will be determined by the extent and scale of the disaster.
 - h. When activated, the Staging Areas will be minimally operational and ready to receive commodities within 12 hours of notification.
 - i. Multiple staging areas may be required depending on the size of the event and to ensure proper span of control.
7. Point of Distribution
- a. A Point of Distribution is used to provide commodities to the public directly.
 - b. Counties are responsible for identifying, activating, and staffing Points of Distribution.
 - c. Deliveries to Points of Distribution will be from the Staging Areas.
 - d. For safety, Points of Distribution are open 12 hours a day and are re-supplied at night.
 - e. For Point of Distribution layouts and resource requirements, see the Point of Distribution Appendix in the Logistics SOG.