

**Emergency Resource Requests ICS 213 RR for Medical Facility Staffing Process  
Pierce County Emergency Management**

Pierce County Emergency Management (PCEM) supports medical and care facilities within Pierce County with accessing staff.

It is imperative that medical facilities have attempted to fill needs by other means, and in Block 7 on ICS 213 RR attests these sources have been exhausted:

- 1. Use of incentivization to support rapid hiring,
- 2. Use of overtime pay,
- 3. Contract temporary staff,
- 4. Requested support from retired workers,
- 5. Requested additional volunteers already connected to your organization,
- 6. Expanded use of telemedicine,
- 7. Restructured staffing models, and staff-to-patient ratios,
- 8. Assess elective surgeries daily, identifying those that are immediately necessary,
- 9. Identify opportunities to consolidate outpatient surgery center capabilities and reassign staff to facilities,
- 10. Contingency steps that free up clinical/other staff, such as temporarily reassigning administrative employees.

**Resource Request Submission Process:**

1. Complete the ICS 213 RR Resource Request Form and accompanying Resource Request Expectations Table then submit the ICS 213 RR and job description(s) to [pceoc@piercecounitywa.gov](mailto:pceoc@piercecounitywa.gov) . Note the RR213s will only be processed during normal Pierce County business hours.
2. You will receive an email confirming receipt of RR213,etc within 24 business hours from [pceoc@piercecounitywa.gov](mailto:pceoc@piercecounitywa.gov)
3. After receiving your request, PC will:
  - 1) send your request to TPCHD to request volunteers and work with TPCHD to provide you with a list of volunteers who meet the criteria to fulfill your request, and/or
  - 2) provide your facility requestor with contacts of agencies to contract with, and/or
  - 3) send your request to WA State Emergency Management Division (EMD) by entering it into WebEOC. State EMD coordinates with ESF 8 and the DOH Volunteer Management Team (VMT) to fulfill the request. PCEM will work with DOH VMT to provide you with a list of volunteers who meet the criteria to fulfill your request. For more details, facilities should visit <https://www.doh.wa.gov/EmergencyVolunteer>