

An entity in need sends a request via email to request.mema@maryland.gov

Follow the “MCSALLTT” acronym to ensure the request includes as much detail as currently available:

Mission	The mission that needs to be completed.
Capability	The detailed capability needed to complete the mission.
Size	The size of the resource/capability.
Amount	The amount or number of the resource(s) needed.
Logistics	The logistical details of or required by the needed resource or capability.
Location	The location(s) the resource should report, be staged, and/or work assignment.
Time	The time the resource is to arrive; the house to work day; and the duration of the mission.
Type	Provide the FEMA resource typing for a known typed resource capability.

The Resource & Logistics Section at MEMA will monitor the request.mema@maryland.gov email address, and will create a request in WebEOC on the requesting entity’s behalf. The Resource & Logistics Section will then task and mission assign the request to the appropriate fulfilling body. The request created in WebEOC serves as the official tracking and accountability system to ensure all requests for resource support are fulfilled through available and appropriate sourcing mechanisms.

Internal Procedures:

- Emailed requests should note county code in subject line:
 - o AA - Anne Arundel County
 - o AL - Allegany County
 - o AN – Annapolis
 - o BA - Baltimore County
 - o BC - Baltimore City
 - o CA - Caroline County
 - o CE - Cecil County
 - o CH - Charles County
 - o CR - Carroll County
 - o CV - Calvert County
 - o DO - Dorchester County
 - o FR - Frederick County
 - o GA - Garrett County
 - o HA - Harford County
 - o HO - Howard County
 - o KE - Kent County
 - o MO - Montgomery County
 - o PG - Prince George's County
 - o QA - Queen Anne's County
 - o SM - St. Mary's County
 - o SO - Somerset County
 - o TA - Talbot County
 - o WA - Washington County

- WI - Wicomico County
 - WO - Worcester County
- Email will be monitored by the Request & Task Tracking Unit (1 unit leader, 3 tracking officers). An email will be sent by the R&TT Unit to LHD and LEM for notification/situational awareness, and to give the local jurisdiction (LHD and LEM) an opportunity to identify if the capability is available locally.
- Following notification/situational awareness email to LEM & LHD, the R&TT Unit will copy the body of the email request into a request in WebEOC. The R&TT Unit will then task the request to the appropriate fulfilling entity.
 - Note: PPE and LEM-generated requests will be acted upon immediately, prior to notification/situational awareness correspondence.
 - Note: If the capability is available locally, the request generated in WebEOC will be tasked to the local jurisdiction for fulfillment.
- The fulfilling entity is responsible for providing status updates by placing follow up information in the request.
- Once the requested has been completed, the fulfilling entity will inform the R&TT Unit, who will then mark the request as complete.