

Instructions

Use ink pens only and press hard while writing legibly to transfer text through five copies.

Requestor - Ensure you have gathered all the information required below for numbers 4, 5 and 6 to complete the Resource Request form.

- If you are in field operations (on scene, shelter, multi-agency resource center, etc.) are a not a supervisor and require resources, request those resources from your supervisor in the field. If the field Supervisor cannot fill the request they will then contact their Supervisor at the EOC to complete the Requestor portion of this Resource Request form.
- If you are in field operations (on scene, shelter, multi-agency resource center, etc.) are a Supervisor and require resources, contact your Supervisor at the EOC and ask that they complete the Requestor portion of this form.
- If you are in the EOC and require resources, complete the Requestor portion of the form and advance ALL form copies to your Supervisor in the EOC for review. If you are a Supervisor in the EOC advance ALL copies of the form to the Operations Section Coordinator.

1. **Incident Name** – the EOC Manager will establish the incident name

2. **Date/Time Prepared**

3. **Resource Request Number** – leave blank Logistics will complete

4. **Order** - Use separate forms for different resources, priorities, delivery locations, or supply sources

- Qty - Quantity
- Kind/Item – what do you need? *Ex. backhoe*
- Type – EXACT resource required *Ex. Cat backhoe – with asphalt cutter attachment - dig depth 14'*
- Additional Personnel or Resources to Support Request *Ex. Operator, fuel*
- Ops Section Can Fill – leave blank Operations Section Coordinator will complete
- Justification/Ops Notes – leave blank Operations Section Coordinator will complete

5. **Requested Delivery/Reporting Location** - address, landmarks, staging area *Ex. Streets Department – 415 S Vandemark Road, Sidney*

6. **Suitable Substitutes and/or Suggested Sources** - Enter possible substitute items if exact requested resource is not available.

- Provide supplier information where the requested and/or substitute resource may be obtained.
Ex. Other brand of backhoe can be substituted. City of Sidney may have this resource or possibly Ohio CAT Equipment Rental in Troy.

7. **Requestor Name, Position and Contact Info** – This information is required if questions arise throughout the logistics process.

8. **Priority:** **Urgent** (0-2 hrs.) **Low** (3-5 hrs.) **Routine** (6-12 hrs.) Be logical when assigning priority. Every request should not be marked urgent.

ADVANCE ENTIRE FORM TO YOUR SUPERVISOR AT THE EOC. IF YOU ARE THE SUPERVISOR ADVANCE FORM TO OPS SECTION COORDINATOR

Operations Section Coordinator

- Review information in Requestor portion of form for accuracy and completeness. Box #3 Resource Request Number will remain blank, logistics will complete.
- Ops Section Can Fill** – Determine if the requested resource can be filled by you/your department (lead public safety department in charge of incident operations).
 - o If entire Resource Request can be filled - check **Yes**, enter “none” in box #9 **Items To Be Filled By Logistics, Ops Section Coordinator Approval Signature** required in box #10, fill the request, enter any **Justification/Ops Notes** and complete box #20 **Requestor Notified Of Results. KEEP BOTTOM YELLOW COPY AND PROVIDE COPIES TO LOGISTICS, FINANCE AND PLANNING SECTIONS**
 - o If none of the Resource Request can be filled, check **No**, enter “all items” in box #9 **Items To Be Filled By Logistics, Ops Section Coordinator Approval Signature** required in box #10, and enter any **Justification/Ops Notes**.
 - o If some items on the Resource Request can be filled, check **Partial**, enter items that remain unfilled in box #9 **Items To Be filled By Logistics, Ops Section Coordinator Approval Signature** required in box #10, fill the request of the items possible, and enter in **Justification/Ops Notes** whether requestor was notified of partial fill or not.

KEEP BOTTOM YELLOW COPY AND ADVANCE FORM TO LOGISTICS

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Logistics

- The Operations Section Coordinator will advance this Resource Request form to the Logistics section with the Requestor and Ops portions complete.
- Ensure the bottom yellow copy remained with the Operations Section Coordinator and proceed to complete the Logistics portion writing additional information on the blue copy.
- Assign a sequential Resource Request Number by using the Resource Tracking Log and write it in box #3.
- Review the Resource Request form, fill items listed in box #9 noting the **Requested Delivery/Reporting Location** in box # 5, **Suitable Substitutes and/or Suggested Sources** in box #6 and **Priority** in Box #8.
- Record where the resource was **Obtained From** in box #11 or 11c.
 - Use the Master Resource List to assist you in obtaining the required resource.
 - If obtained from a **City/Village Department** or through **Mutual Aid** note a 24 hr. contact name, number and email for the individual assisting to fill the request.
- If **Item Must Be Purchased** and amount exceeds the **Purchasing Limit** set by the **Finance Section Coordinator**, requires **Finance Approval**.
 - Take form to Finance Section in EOC and get an **Approval Signature** on the yellow copy before preceding to fill the resource request.
 - Complete box #12 **Name Of Supplier/POC and Supplier/POC Phone/Email/Fax #**.
 - Complete box #13 **Order Placed By** and enter the Logistics staff members name, telephone and email. If there is an **Order Tracking #** associated with the resource ordered note it.
- Arrange transport, pickup or delivery of obtained resource considering the **Requested Delivery/Reporting Location**, **Priority**, and note transport method in box #14 **Logistics Notes**.
- If Logistics is **Unable To Fill** the resource request through city/village departments, mutual aid or by purchasing, **Escalate** the resource request **To the State**.
 - Remove items from the Resource Request for State of Ohio assistance request.
 - Cross out item on original Resource Request and state "separate Resource Request for State assistance submitted for item X" in box #14.
 - Create a separate Resource Request form for item(s) that require State assistance. One item per Resource Request form that requires State assistance.
 - The logistics Documentation Unit Leader will then submit the request via WebEOC. One item per State assistance request.
 - WebEOC will generate a Request # that should be logged in box #15 and in the Resource Tracking Log.
- Complete box #21 **Requestor Notified Of Results via:** **Radio** **Phone** **Email** **Fax** **Other**
- The Logistics Documentation** position will then log information from the 213 RR into the Resource Tracking Log and maintain awareness of when requested resources have been filled or if require a follow up. Update Resource Tracking Log as necessary.
- A **Logistics Representative Approval Signature** is required in box #16 signifying the resource was either obtained, purchased, sent to the State via WebEOC, approved by Finance if necessary, and entered into the Resource Tracking Log.

KEEP WHITE COPY AND ADVANCE FORM TO FINANCE

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Finance

- Logistics Section will advance this Resource Request form to the Finance section with the Requestor, Ops and Logistics portions complete.
- Ensure the white copy remained with the Logistics Section and proceed to complete the finance portion writing additional information on the green copy.
- The Finance Section Coordinator must coordinate with **the Procurement** position to set a purchasing limit for the Logistics Section.
- If the item exceeds the purchasing limit a **Finance Section Approval Signature** is required in box #18.
- If the Resource Request is denied disclose reason in box #17 **Reply/Comments From Finance**.
- The Finance Section Coordinator must coordinate with logistics and monitor the Resource Tracking Log in order to generate the daily burn rate.

KEEP GREEN COPY AND ADVANCE FORM TO PLANNING

Planning

- Finance Section will advance this Resource Request form to the Planning Section with the Requestor, Ops, Logistics and Finance portions complete.
- Ensure the green copy remained with the Finance Section and proceed to complete the Planning portion writing additional information on the blue copy.
- Request Is For Tactical or Personnel Resources** Yes No
- Resources Available** Yes No
- A Planning Section Signature** is required in box #20 all information is documented.
- Forward documented information to Public Information Section.

KEEP BLUE COPY AND ADVANCE REMAINING PINK FORM BACK TO OPERATIONS