

RESOURCE REQUEST (ICS 213 RR – NEW ORLEANS CITY EMERGENCY OPERATIONS CENTER)

1. Incident Name:			2. Date/Time			3. WebEOC Mission Number:				
Requestor	4. Order (Use additional forms for each separate resource request):									
	Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)	Cost	5. Resource Status (Logistics Section Only)				
						Received by	Date/Time	Assigned to	Released to	Date/Time
	6. Requested Delivery/Reporting Location and Point of Contact Information:									
	7. Justification for Purchase:									
8. Requested by Name/Agency:				9. Priority: <input type="checkbox"/> Urgent <input type="checkbox"/> Routine <input type="checkbox"/> Low		10. Table Lead Approval:				
Logistics / Finance	11. Recommended Procurement Source (circle one): Parish Resource Existing Contract IMAC State Request Emergency Procurement Other									
	12. Logistics Chief Approval:					13b. Supplier Phone/Fax/Email:				
	13a. Name of Supplier/POC:					13c. Supplier Tax ID:				
	14. Additional Information/Notes from Logistics:									
	15a. PDU Approval:				15b. Date/Time:			15c. ICE Form Included? YES NO		
	16a. NOHSEP Director or Designee Approval:					16b. Date/Time:				
	17. Additional Information/Notes from Finance:									
	18. Purchase Order Number:									
19a. Finance Section Signature:					19b. Date/Time:					

ICS 213 Resource Request – New Orleans City Emergency Operations Center

Purpose. The Resource Request (ICS 213 RR) is utilized to order resources and track resource status.

Preparation. The ICS 213 RR is initiated by the resource requestor and initially approved by the appropriate Operations Section Table Lead. The Logistics and Finance/Administration Sections also complete applicable sections of the form.

Distribution. This form is maintained in order to track resource status and assist with determining incident costs.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Date/Time	Self explanatory
3	WebEOC Mission #	Assigned by Logistics Section once entered into WebEOC
4	Order	Specify quantity, item description, cost. Complete resource status section after resource is received
5	Resource Status	Completed and updated by Logistics Section
6	Requested Delivery/Reporting Location	Enter location requested resource delivery/reporting location
7	Justification for Purchase	Why is this resource needed?
8	Requested by Name/Position:	Requestor's name and position
9	Priority	Select Urgent, Routine or Low priority
10	Operations Section Table Lead Approval	Obtain appropriate Table Lead signature for request
11	Recommended Procurement Source	Circle the appropriate source
12	Logistics Chief Approval	Self explanatory
13 a/b/c	Name of Supplier/POC/Tax ID	Enter name of resource supplier/POC/Tax ID
14	Logistics Section Notes	Any relevant notes regarding the request
15 a/b	Project Delivery Unit Approval	Enter approval signature of an authorized PDU representative
15 c	Independent Cost Estimate (ICE) Form	Is the ICE form included?
16 a/b	NOHSEP Director of Designee Approval	Enter approval signature of an authorized NOHSEP representative
17	Finance/Administration Section Notes	Any relevant notes regarding the request
18	Purchase Order Number	Enter city purchase order number as assigned by Finance
19 a/b	Finance Section Signature	Enter approval signature of an authorized Finance/Admin Section representative