

Resource Request Form

Section I: Request Information	Tracking #:		Associated # or Tag (optional):		Beneficiary:		
	Form Completed By:						
	Name:				Phone:		
	Email:				Fax:		
	Priority: <input type="checkbox"/> 1-High <input type="checkbox"/> 2-Medium <input type="checkbox"/> 3-Low <input type="checkbox"/> Other (State)		Resource Kind: <input type="checkbox"/> Personnel <input type="checkbox"/> Teams <input type="checkbox"/> Facilities <input type="checkbox"/> Equipment <input type="checkbox"/> Supplies <input type="checkbox"/> Vehicles <input type="checkbox"/> Aircraft				
	Incident Name:			Incident #:			
	Status Log:		Time/Date:		Status Log:		Time/Date:
	<input type="checkbox"/> New Request				<input type="checkbox"/> Filled		
	<input type="checkbox"/> Assigned				<input type="checkbox"/> Partially Filled		
	<input type="checkbox"/> Rejected / Unable to Fill				<input type="checkbox"/> Cancelled		
<input type="checkbox"/> Brokered				<input type="checkbox"/> Closed			
<input type="checkbox"/> Partially Brokered		Details:					
<input type="checkbox"/> Sent To:		Details:					
<input type="checkbox"/> Sent To State:		State Priority:		State Tracking #:			
Section II: Resource Request	1. Requesting Organization/Department:				2. Time/Date Submitted:		
	3. Position Contact:				Address:		
	Name:			Phone:			
	Email:			Fax:			
	4. Specify Resource Requested (if known):				Are comparable alternatives acceptable? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Quantity/Unit:	Resource:					
	5. Describe the Mission for this Resource:						
	6. Time/Date Needed:			7. Duration Needed:			
8. Expected Recurring Need:		Explanation (if applicable):					
<input type="checkbox"/> Yes <input type="checkbox"/> No							
9. Delivery Location or Address:			10. Route or Delivery Instructions:				
11. Receiving POC Contact:				Address:			
Name:			Phone:				
Email:			Fax:				
12. Authorization, to be secured by <i>requestor</i> :							
Name:			Title:				
Signature:			Date:				

Resource Request Form

Section IV: Resource Use	20. Resource Provider:		Address:	
	Name:	Phone:		
	Email:	Fax:		
	21. Use Log:			
Section V: Asset Disposition	22. Asset Disposition:			
	<input type="checkbox"/> Returned	<input type="checkbox"/> Consumed	<input type="checkbox"/> Kept	<input type="checkbox"/> Auctioned
	<input type="checkbox"/> Donated	<input type="checkbox"/> Other (Specify):		
	23. Description of Use:			
	24. Demobilization Requirements:			
	Time/Date:		Delivery/Return Address:	
	Delivery/Return Instructions:			
Section VI: Received By	25. Received By:		Address:	
	Name:	Phone:		
	Title:	Fax:		
	Organization:	Email:		
	26. Condition of Asset:			

Resource Request Form

Instructions

Section I: Request Information

Purpose

Section I of the *Resource Request Form* captures metadata about the request used by the Emergency Operations Center (EOC) for processing, tracking, and filling resource requests. **The resource requester and the Operations Section, Logistics Section, and Finance Section in the EOC or receiving organization should complete different fields in Section I as described below.**

Preparation

- See *Emergency Resource Request Management Handbook (Handbook), Appendix 6: Key Questions for Resource Requests* for additional guidance regarding information to be included on the *Resource Request Form*.
- See *Handbook, Table 4: Resource Kinds* for definitions of resource kinds.
- See *Handbook, Table 11: Resource Priority Levels* for definitions of regional priority levels.
- See *Handbook, Table 13: Resource Request Status* for status definitions.

Notes

- If a resource requester is requesting multiple items, it will be easier for the EOC to process if requests are separated out by resource kinds (e.g., supplies, equipment, personnel). Where possible, do not mix different resource kinds on a form.
- Methods for associated tracking numbers will vary by organization; some may assign distinct numbers to each associated element, while others may assign a “tag” to the same root number (e.g., 123456789-A and 12345689-B).
- As *Section III: Request Management* is completed, Operations, Logistics, and Finance sections should coordinate to update the Status Log in *Section I: Request Information* and on the *Resource Request Tracking Sheet*. Communicate the status update and the tracking number to the requester.
- If the request is sent to the state, the Logistics Section should amend the Priority field to indicate “Other” and insert the corresponding priority level per the state’s priority system in the appropriate field in the status log.

Table 1: Instructions for Section I: Request Information

Field Title	Responsible Party	Instructions
Tracking #	Logistics Section	Assign a tracking number per the EOC’s tracking system.
Associated # or Tag	Logistics Section	Optional tracking number for associated items (e.g., equipment and operator).
Beneficiary	Resource Requester	Identify the organization that will be the recipient of the resource.
Form Completed By	Resource Requester	Fill out contact information for person completing the form.
Priority	Logistics Section	Identify the priority of the resource as outlined in <i>Handbook Table 11: Resource Priority Levels</i> .
Resource Kind	Resource Requester	Self-explanatory. See <i>Handbook Table 4: Resource Kinds</i> for definitions.
Incident Name	Resource Requester	Identify the name of the incident.
Incident #	Resource Requester	Enter local and/or state incident number.

Resource Request Form

Field Title	Responsible Party	Instructions
Status Log	Resource Requester Operations Section Logistics Section Finance Section	<ul style="list-style-type: none"> Initial entry: resource requester checks the box for “New Request” and enters the corresponding time and date. Subsequent entries: The Logistics Section, and the Operations Section or Finance Section when appropriate, maintains the status of the request and enters any changes along with the corresponding time and date. See <i>Handbook Table 13: Resource Request Status</i> for definitions.

Section II: Resource Request

Purpose

Section II of the *Resource Request Form* captures details about the requested resource and its intended mission, specifies a delivery method and location, and ensures that the request is authorized. **The resource requester should complete Section II.**

Preparation

- Identify all information regarding the resource need to include in the *Resource Request Form*, including:
 - Payment information;
 - Support needs;
 - Delivery;
 - Transportation issues; and
 - Safety Issues.
- See *Handbook, Appendix 6: Key Questions for Resource Requests* for additional guidance regarding information to be included in Fields 4 and 5 of *Section II: Resource Request*.

Distribution

- Determine the appropriate organization or EOC to contact regarding the resource request using the *Resource Contact Algorithm* found in the *Handbook*.
- The *Resource Request Form* can typically be submitted to the EOC by any method (e.g., email, fax, information system).
- Resource requesters should call the EOC or other appropriate organization (as determined above) after submittal to confirm receipt.

Notes

- Signature requirements vary by jurisdiction. Some jurisdictions require a handwritten signature while others will accept digital sign-off. In cases where a handwritten signature is needed, jurisdictions should consider allowing digital authorization initially with handwritten signature provided at a later date.
- If the same resource is needed at multiple locations at the same site, the resource requester should indicate this in the request in Field 4. If the same resource is needed at multiple sites, requiring the resource to be delivered to multiple locations, the requester should fill out a *Resource Request Form* for each delivery location.

Table 2: Instructions for Section II: Resource Request

Field	Field Title	Instructions
1	Requesting Organization/Department	The name of the organization or department requesting the resource.
2	Time/Date Submitted	The date and time of the initial entry.

Resource Request Form

Field	Field Title	Instructions
3	Position Contact	Fill out requester position contact information. <ul style="list-style-type: none">• If known, identify the resource needed in detail (e.g., name, description, type, size, performance specifications).• Identify the quantity of the resource needed.• Use additional rows to identify supporting resources (e.g., fuel, trained staff for operation) as necessary.
4	Specify Resource Requested	<ul style="list-style-type: none">• Unless required, <u>do not</u> request a specific make, model, manufacturer, or provider of a resource.• Check the appropriate box to indicate whether comparable alternatives to the requested resource are acceptable.• If exact specifications are not known, leave this field blank and proceed to Field 5.
5	Describe the Mission for this Resource	Describe the mission that the resource requested is needed for (e.g., provide emergency power to facility). Required if Field 4 indicates that comparable alternatives are acceptable or if Field 4 is unknown.
6	Time/Date Needed	The time and date the resource is needed.
7	Duration Needed	Enter the amount of time the resource is needed.
8	Expected Recurring Need	Indicate if the resource is needed on a recurring basis. If yes, then explain (e.g., supplied twice daily for 10 days).
9	Delivery Location or Address	Enter the location or address (if possible) to which the resource will be delivered. Include latitude and longitude (if necessary and available).
10	Route or Delivery Instructions	Identify any delivery considerations (e.g., access restrictions, ability to unload).
11	Receiving POC Contact	Fill out contact information for receiving point of contact (POC). Specify an address if it is different from the one entered in Field 9.
12	Authorization	<ul style="list-style-type: none">• The requester <i>must</i> secure authorization for the request.• Any request submitted without approval is subject to being returned immediately.

Section III: Request Management

Purpose

Section III of the Resource Request Form captures details describing the procurement of the requested resource. **The EOC Operations, Logistics, and Finance sections should coordinate to complete Section III.**

Preparation

- Validate the resource request is eligible for fulfillment through the EOC. Confirm that the:
 - Request is related to incident;
 - Requester is unable to get the resource; and
 - EOC should obtain the resource.
- Verify the request has the proper authorization documentation.
- Contact the requester to:
 - Verify that the request is received;
 - Identify any information that needs to be clarified; and
 - Ensure that all required fields are completed.

Resource Request Form

- Determine the priority of the resource as outlined in the *Handbook, Table 11: Resource Priority Levels* and enter the priority in *Section I: Request Information*.
- Maintain the status of the request and enter any changes into the Status Log along with the corresponding time and date. See *Handbook, Table 13: Resource Request Status* for status definitions.
- Examine the request for opportunities to group requested resources if multiple similar resources are requested.
- If the request is submitted to the state EOC:
 - Identify the state tracking number;
 - Communicate status of this request to the requester; and
 - Communicate with the state at least once an operational period to determine the status of request.

Notes

- If the specified request is not immediately available and an alternative resource is identified based on the mission description, the Logistics Section **must** ask the requester to approve the alternate resource.
- Logistics and Finance section personnel can use the *Handbook, Appendix 3: Incident Finance and Administration Worksheet* as a tool to outline spending limits, purchasing authorities, and other resource ordering decision points during an incident as described in the *Setting an Ordering Process* section of the *Handbook*.
- As *Section III: Request Management* is completed, Logistics and Finance sections should update the Status Log in *Section I: Request Information* and on the *Resource Request Tracking Sheet*. Communicate the status update and the tracking number to the requester.

Table 3: Instructions for Section III: Request Management

Field	Field Title	Instructions
13	Assigned To	Identify which agency or emergency support function (ESF) has the lead for identifying a source (if applicable).
14	Action Taken	Identify any research and/or calls made to identify a source.
15	Transaction Type/Contract Type/Source Options	<ul style="list-style-type: none"> • In the left column, specify what source (or sources) will fill the request. • In the middle column, identify the source’s status with respect to filling the request (e.g., assembling resource) as well as the time and date at which this status was provided. • In the right column, for each source used, describe what part of the mission is being sourced, estimated/quoted cost, references, or contract numbers (e.g., contract name, contract number, p-card purchase total amount, vendor-quoted amount, state tracking number).
16	Payment or Reimbursement Comments	Describe any provisions or rules specific to the transaction(s) to procure the resource (e.g., special conditions or limitations stipulated in the contract or purchase order).
17	Financial and Payment Information	<ul style="list-style-type: none"> • Enter the Project Payment Code established by the Finance Section for the incident (e.g., WBS code, Tcode, Project Outline Number). • Enter any purchase, contract reference, financial tracking, and/or purchase confirmation numbers.
18	Total Cost Estimate	Provide an estimate of the total cost.
19	Cost Breakdown	Describe the breakdown of cost by item and/or by source if applicable (e.g., include mobilization, labor, per diem, shipping). If there is only a single item and source, write “N/A” in the first row.

Resource Request Form

Section IV: Resource Use

Purpose

Section IV of the *Resource Request Form* captures information about how the resource was used throughout its deployment. **The Planning Section in coordination with the Logistics Section should complete Section IV.**

Preparation

- The Logistics Section should use the *Resource Request Tracking Sheet* and the *Resource Request Form* to track the deployment of resources and share the information with the Planning Section staff. The Planning Section documents the use of the resource once the resource has been received.
- Reference the *Resource Request Form* to determine where the resource is ultimately needed and the timeframe for delivery.

Notes

- This section of the *Resource Request Form* and the *Resource Request Tracking Sheet* should be updated with multiple entries to describe how the resource is used throughout its deployment. The number and frequency of the updates depends on multiple factors (e.g., if the resource is used for different purposes, or at various locations).
- It may be necessary to fill requests from multiple sources as indicated in Field 15 in *Section III: Request Management*. If this the case, the Planning Section may create additional copies of *Sections IV – V* of the *Resource Request Form* as necessary for each individual resource source.

Table 4: Instructions for Section IV: Resource Use

Field	Field Title	Instructions
20	Resource Provider	List the resource provider name and contact information.
21	Use Log	<ul style="list-style-type: none">• Describe where, when, and how the resource was used as well as what needs the resource met/why it was used.• Any equipment should also include the associated operator.

Section V: Asset Disposition

Purpose

Section V of the *Resource Request Form* captures information about how the resource was demobilized. **The Planning Section and the Logistics Section should complete Section V.**

Preparation

The Planning Section (Demobilization Unit Leader, if established) generally coordinates demobilization planning.

Notes

It may be necessary to fill requests from multiple sources as indicated in Field 15 in *Section III: Request Management*. If this the case, the Planning Section may create additional copies of *Sections IV – V* of the *Resource Request Form* as necessary for each individual resource source.

Table 5: Instructions for Section V: Asset Disposition

Field	Field Title	Instructions
22	Asset Disposition	Check the appropriate box to indicate if the item has been returned, consumed, kept to be used again, auctioned, or donated. If none of these dispositions are applicable, mark “Other” and specify the item’s disposition.

Resource Request Form

Field	Field Title	Instructions
23	Description of Use	<p>Describe where, when, and how the resource was used as well as what needs the resource met and/or why it was used (see Field 21 in <i>Section IV: Resource Use</i>).</p> <ul style="list-style-type: none">• This information is used to verify the use of the resource while deployed to inform post-event cost recovery efforts.
24	Demobilization Requirements	<ul style="list-style-type: none">• Enter the time and date that the resource was returned.• Identify the address or location to which the resource was returned.• Include any specific requirements regarding the return of the resource.
25	Received By	<p>Describe where, when, and who received the resource.</p>
26	Condition of Asset	<ul style="list-style-type: none">• Describe the condition of the resource upon its return. If damaged, describe the type of damage in detail.• Provide pictures of the resource upon its return, if possible.• If the asset was not returned, write “N/A”.