RESOURCE REQUEST MESSAGE (ICS 213 RR) ADAPTED FOR USE BY RLST

1. Incident Name: Bad Week in Clackamas County	2. Date/Time 110414	3. Resource Request Number:	4. Requesting Organization Clackamas County

5. Order (Use additional forms when requesting different resource sources of supply):

Requestor

Qty.	Kind	Type	Detailed Item Description (capacity, size, specs, experience, etc.):	Arrival Date/Time		Cost
				Needed	Estimated	
15	Barricades	Traffic	To force the flow of traffic	10/0414 1800 hrs		
3	Electronic Reader Boards	Truck Mounted	Need three lines, simple to program, works in freezing weather	10/04/14 1800 hrs	One week	
15	Set of tire chains		11 R 22.5 size in singles and doubles (triple rails)	10/04/14 1800 hrs	One week	
2000 gal De Icer	Magnesium chloride		- Delivered to Barton, Oregon Roads Operations	10/04/14 1800 hrs		

7. Notes (suitable substitutes, mission details, etc): **Dynamic Situation-** Landslide potential and heavy rain in pass. Need to change messaging quickly.

6. Delivery/Reporting Location: Clackamas County Roads, Barton Operations, XXXXXX Barton Rd., Has a lock on fence – call Jay Winn at 503-789-1234 to open gate

8. Requested by(Name/Position/Contact): **Rand Harmon,, Roads Department Supervisor** 503-789-1234	9. Importance: XX High ☐ Medium ☐ Low
	10. Section Chief Approval: **Toni Hessevick**

Logistics

11. Logistics Order Number:	
13. Name of Supplier/POC:	12. Supplier Phone/Fax/Email:
14. Notes:	15. Rent/Lease ☐ Loan/Mutual Aid ☐
16. Approval Signature of Auth Logistics Rep:	17. Date/Time:
18. Order placed by (name and position):	

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Finance

19. Reply/Comments from Finance:

20. Finance Section Signature:

21. Date/Time:

ICS 213 RR-RLST, Page 1

ICS 213 RR, Adapted for the RLST
Resource Request Message

Purpose. The Resource Request (ICS 213 RR) is utilized to request, approve, and order resources. One form should be used to request resources that are likely to come from a single supplier.

Preparation. The ICS 213 RR is initiated by the resource requestor and initially approved by the appropriate Section Chief or Command Staff. The Logistics and Finance Sections also complete applicable sections of the form.

This form can be used in conjunction with the WebEOC Resource Request Board, in order to obtain approval signatures from the Logistics and Finance section if required. Request and order details are recorded in WebEOC. After a supplier is identified, print out the Resource Request and attach it to this form to obtain approval signatures. Record the WebEOC Request Number (item #3) on this form.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Date/Time	Enter date/time that the request is made by the requester
3	Resource Request Number	Enter sequential resource request number
4	Requesting Organization	Enter the name of the organization that is requesting the resource.
5	Order	Requester: enter quantity, kind (team, single resources, supply, equipment), type, detailed item description, and date/time needed. Position placing the order will enter estimated arrival date/time and cost. Attach WebEOC documentation if available and note WebEOC Request # on this form.
6	Delivery/Reporting Location	Enter location requested resource delivery/reporting location
7	Notes	Enter other request information including mission description, reference to attached documents, suitable substitute resources, suggested suppliers, and etc.
8	Requested by Name/Position/Contact:	Requestor's name, position, and contact.
9	Importance	Select 'High – Mission Critical' (the mission is *likely* to fail unless the resource is received on time); 'Medium - Important' (the mission *may eventually* fail if the resource is not received on time); 'Low – Routine' (a delay can be managed in the short term).
10	Section Chief Approval	Obtain appropriate Section Chief signature for request
11	Logistics Order Number	Enter Logistics Order Number, if assigned
12	Supplier Phone/Fax/Email	Enter resource Supplier's phone/Fax/Email
13	Name of Supplier/POC	Enter name of resource supplier (company name) AND point of contact.
14	Notes	Any relevant notes regarding the request
15	Rent/Lease; Loan/Mutual Aid	Select applicable option
15	Approval Signature of Authorized Logistics Rep	Enter approval signature of an authorized Logistics Section representative
16	Date/Time	Enter date/time of approval
17	Order placed by	Print name AND position of person placing the order
18	Reply/Comments from Finance	Any relevant notes regarding the request. Enter PO and other reference numbers.
19	Finance Section Signature	Enter approval signature of an authorized Finance Section representative
20	Date/Time	Enter date/time of finance section approval.

5/31/2012