Resource Request Message

Purpose: The ICS-213RR is used by all incident personnel to request tactical and non-tactical resources.

ICS-213 RR

1. Incident Name:	2. Date/Time:	3. Resource Request Number:

4. ORDER Note: Use additional forms when requesting different resource sources of supply

<table>
<tr><th rowspan="2">a. Qty</th><th rowspan="2">b. Kind</th><th rowspan="2">c. Type</th><th>d. Priority</th><th rowspan="2">e. Detailed item description (vital characteristics, brand, specs, experience, etc.) and, if applicable, purpose/use, diagrams, and other info.</th><th colspan="3">f. Requested Reporting</th><th rowspan="2">g. Order # (LSC)</th><th rowspan="2">h. ETA (LSC)</th><th rowspan="2">i. Cost</th></tr>
<tr><th>U or R</th><th>Location:</th><th>Date/ Time:</th><th>Est. Duration:</th></tr>
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Requestor

5. Suggested source(s) of supply - POC phone number if known and suitable subtitutes:

6. Requestor Position and Signature: Date/Time:

7. Section Chief/Command Staff Approval: Date/Time:

Plans

8. RESL - check box (a) if request is for tactical or personnel resources. Then note availability in box 8.b or 8.c.

a. ☐

b. ☐ Resources available as noted in block 12

c. ☐ Resources not available

9. RESL Review/Signature: Date/Time:

Logistics

10. Requisition/Purchase Order #:	11. Supplier Name/Phone/Fax/Email:	13. Logistics Section Signature: Data/Time:

12. Notes:

14. Order placed by (check box): ☐ SPUL ☐ PROC ☐ OTHER _____

Finance

15. Reply/Comments from Finance:

16. Finance Section Signature: Date/Time:

Requestor fills in blocks 1-5, except # 3 & # 4.g-i (shaded area), signs block 6 (do not forget position), gets appropriate Section Chief or Command Staff approval in block 7, and keeps yellow copy (bottom). If applicable, RESL reviews if resource available, signs block 9 and keeps blue copy. Logistics fills in block 4.g and h, and blocks 10-13, and keeps orange copy. Orderer (LSC or FSC) fills in block 4.i. Finance fills in blocks 15 - 16 and keeps green copy. Pink copy is returned to RESL for tactical/personnel or requestor for non-tactical. White copy goes to DOCL.

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