

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													
	a. Qty	b. Kind	c. Type	d. Priority U or R	e. Detailed item description (vital characteristics, brand, specs, experience, etc.) and, if applicable, purpose/use, diagrams, and other info.				f. Requested Reporting		g. Order # (LSC)	h. ETA (LSC)	i. Cost
									Location:	Date/Time:			
5. Suggested source(s) of supply - POC phone number if known and suitable substitutes:								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. <input type="checkbox"/>	b. <input type="checkbox"/> Resources available as noted in block 12				9. RESL Review/Signature:		Date/Time:		
					c. <input type="checkbox"/> Resources not available								
Logistics	10. Requisition/Purchase Order #:			11. Supplier Name/Phone/Fax/Email:				13. Logistics Section Signature:					
								Date/Time:					
	12. Notes:												
14. Order placed by (check box): <input type="checkbox"/> SPUL <input type="checkbox"/> PROC <input type="checkbox"/> 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.