

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

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