

Radio Operator Only:	1. Origin Msg #:	2. Destination. Msg #:
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This Section to be Completed by Jurisdiction Personnel: (Underlined>=Required)

3. <u>Date:</u>	4. <u>Time:</u>	5. <u>Handling:</u> <input type="radio"/> Immediate (ASAP) <input type="radio"/> Priority (<1 hr) <input type="radio"/> Routine (<2 hr)	
T O	6. <u>ICS Position:</u>	F R O M	10. <u>ICS Position:</u>
	7. <u>Location:</u>		11. <u>Location:</u>
	8. <u>Name:</u>		12. <u>Name:</u>
	9. <u>Contact Info:</u>		13. <u>Contact Info:</u>

Resource Order

21. Title:

22. Jurisdiction:

23. <u>Date:</u>	24. <u>Time:</u>
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Item 1	31a. <u>Item Name:</u>	31b. <u>Quantity Requested:</u>
	31c. <u>Description:</u>	
	31d. <u>Includes Items for Demobilization?</u> <input type="radio"/> Yes <input type="radio"/> No	

Item 2	32a. <u>Item Name:</u>	32b. <u>Quantity Requested:</u>
	32c. <u>Description:</u>	
	32d. <u>Includes Items for Demobilization?</u> <input type="radio"/> Yes <input type="radio"/> No	

Item 3	33a. <u>Item Name:</u>	33b. <u>Quantity Requested:</u>
	33c. <u>Description:</u>	
	33d. <u>Includes Items for Demobilization?</u> <input type="radio"/> Yes <input type="radio"/> No	

Item 4	34a. <u>Item Name:</u>	34b. <u>Quantity Requested:</u>
	34c. <u>Description:</u>	
	34d. <u>Includes Items for Demobilization?</u> <input type="radio"/> Yes <input type="radio"/> No	

Item 5	35a. <u>Item Name:</u>	35b. <u>Quantity Requested:</u>
	35c. <u>Description:</u>	
	35d. <u>Includes Items for Demobilization?</u> <input type="radio"/> Yes <input type="radio"/> No	

Item 6	36a. <u>Item Name:</u>	36b. <u>Quantity Requested:</u>
	36c. <u>Description:</u>	
	36d. <u>Includes Items for Demobilization?</u> <input type="radio"/> Yes <input type="radio"/> No	

Resource Request

Priority

41. **Priority:** a. Urgent (As soon as possible) c. Medium (1 - 2 days)
(Pick One) b. High (within 24 hours) d. Low (2 – 3 days)

Requested By Details51. **Requested By Name:**54. **Signature:**52. **Requested By Phone:**55. **Requested By Email:**53. **Requested By Position:****Incident Details**61. **Name of the Jurisdiction's Incident:**62. **Name of the County Incident:****Comments****Radio Operator Only:**

Relay: Rcvd:

Sent:

Name:

Call Sign:

Date:

Time (24hr):

Instructions: Resource Request

Purpose: This Resource Request form is used to request items that cannot be fulfilled in the current jurisdiction or site.

Instructions for Jurisdictions (only some fields documented here):

Field	Instructions								
Date / Time	<u>Required</u> . Enter the date and time created. Use 24-hour time.								
Handling	<u>Required</u> . Select one. Messages are sent in priority order and as soon as possible. Indicated times are approximate maximum wait times if radio net is busy.								
TO / FROM	If needed, radio operator can suggest most appropriate TO position and location.								
ICS Position/Location	<u>Required</u> . Enter the ICS position name and location.								
Name	Optional. Enter only if the message is to a specific individual.								
Contact Info	Optional. Enter a phone number, frequency or other contact info.								
Title	<u>Required</u> . A descriptive description of this entire request. This should reflect your jurisdiction or site plus an overarching description of the items requested. Such as: "City of Sun Park – 2 bulldozers" or "Sunny Oaks Shelter #1: Cots, hygiene kits, and charging stations"								
Jurisdiction	<u>Required</u> . Enter the name of the municipality/jurisdiction.								
Date/Time	<u>Required</u> . Enter the date and time of this form creation. Use 24-hour time.								
Item(s)	<p><u>Required (minimum 1 item)</u>. Ensure that each item is a singular item. For instance, a bulldozer with operator and diesel will contain three items in the Resource Request:</p> <ul style="list-style-type: none"> • Item 1: Track Dozer, Type III, such as: D6N • Item 2: 79 gallons diesel (onboard), plus an additional 200 gallons • Item 3: Qualified operator for three days of 12-hour shifts <table border="1" data-bbox="431 1052 1487 1306"> <tbody> <tr> <td><u>Item Name</u></td> <td>Name of the item</td> </tr> <tr> <td><u>Quantity Requested</u></td> <td>The number requested. Ensure you are descriptive enough ("n pallets" or "nn boxes" may or may not convey the requested quantity)</td> </tr> <tr> <td><u>Description</u></td> <td>Gives enough detail to ensure the requested item is clear.</td> </tr> <tr> <td><u>Includes Items for Demobilization?</u></td> <td>Identifies items that are inventoried and expected to be returned.</td> </tr> </tbody> </table>	<u>Item Name</u>	Name of the item	<u>Quantity Requested</u>	The number requested. Ensure you are descriptive enough ("n pallets" or "nn boxes" may or may not convey the requested quantity)	<u>Description</u>	Gives enough detail to ensure the requested item is clear.	<u>Includes Items for Demobilization?</u>	Identifies items that are inventoried and expected to be returned.
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<u>Description</u>	Gives enough detail to ensure the requested item is clear.								
<u>Includes Items for Demobilization?</u>	Identifies items that are inventoried and expected to be returned.								
Priority	<u>Required</u> . How quickly do you require these supplies.								
Requested By Details	<u>Required</u> . All fields (name, signature, phone, email, and requesting party's position/title) are required.								
Name of the Jurisdiction's incident	Please enter the name of the Jurisdiction's incident (if known).								
Name of the County Incident:	Please enter the name of the County incident (if known).								
Comments	Please type in any other necessary information. Such as: ramp needed, for access, please call, only accept deliveries between 10 and 12, etc.								

Instructions for Radio Operators: (see other forms for this section)