Resource Request Message

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

ICS-213 RR CG (2/07)

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 Location:	Date/Time:	g. Order # (LSC)	h. ETA (LSC)	i. Cost
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:

Full instructions on back page. 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.