NM DOH ICS 308, Resource Request Message

Note: All boxes must be completed either with information or with NA, not applicable.

Item Number	Item Title	Instructions for completing this form
1	Incident Name	Print the specific name assigned to this incident.
2	Date/Time	Enter the specific date (mm/dd/yy) and time (24-hour time) this plan was prepared.
3	Resource Request Number	Enter the sequential number for each request submitted beginning with the number one and so forth.
4	Order	Enter the information for resources needed. Include specifics such as quantity, kind, type, description, and expected time of arrival when applicable.
5	Delivery Location	Enter name and address of where requested resources will be delivered/dispatched to.
6	Suitable substitutes and/or suggested sources	If acceptable, enter appropriate substitutes and/or suggested sources to order resources from.
7	Requested by Name/Position	Enter the name and ICS title of the person who prepared the request.
8	Priority	Circle the appropriate priority level for this request.
9	Approved by Date/Time	Name and ICS title of the supervisor within the requestor's (box 7) chain of command approving the request prior to being submitted to the local EOC or ROC. Enter date and time of approval. Retain one copy for reconciling request upon delivery or dispatch of resources.
10 - 16	-	For use by the Logistics Section at the local EOC or ROC only. Enter the information for each item when applicable. Forward to Finance/Administration when procurement of special resources is required to fulfill Resource Request. When requests are completed in full by Logistics Section, retain one copy and submit closed out requests to Planning Section – Documentation Unit.
17 - 19	-	For use by the Finance/Administration Section at the local EOC or ROC only. Enter the information for each item when applicable for procurement of special resources needed to fulfill Resource Request. Fin./Admin. Will be responsible for checking-in all procured resources before notifying Logistics Section of received items for distribution and close out.
NMDOH/2009		

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Purpose

The Resource Request Message is used to order resources (equipment, supplies or personnel) necessary for completing incident objectives. Resource requests may originate from hospitals, Points of Dispensing (PODs), and/or other ICS facilities, such as Staging Areas.

Preparation

The Resource Request Message may be prepared by any personnel authorized to request resources for their organization (see box 7). Each request should be reviewed by the requestor's ICS supervisor before submitting to a local EOC or ROC for filling (see box 9). Once the local EOC or ROC has received the request, it will be routed to the Logistics Section for review and filling (see boxes 10 – 16). It will either be completed in full by the Logistics Section or forwarded to the Finance/Administration Section for when procurement of items not readily available is necessary to accomplish incident objectives.

Note: All boxes must be completed either with information or with NA, not applicable.

Distribution

A copy of the closed out (completed) Resource Request Message should be submitted to the Planning Section- Documentation Unit.