ICS 213 RR Instruction Sheet:

Incident Name – COVID-19

2. Date/Time – Date and time the request is made

3. Resource request is left blank and assigned by ICT section chief or delegate

4. Order request

    a. Qty. – Number of items requested

    b. Kind – blank

    c. Type – blank

    d. Detailed item description – whatever the requested item(s) are, depending on the request, it may take up more than one line if necessary.

    e. Arrival date and time

        i. Requested – the date and time the person filling out the document would like to receive the item(s)

        ii. Estimated – leave blank

        iii. Cost – leave blank

5. Requested delivery/reporting location – The address and name of the facility the items will be delivered to

6. Suitable substitutes and/or suggested resources – leave blank unless applicable to alternative items

7. Requested name and position – The name and position held by the person making the request

8. Priority – The requestor makes the determination on the urgency of the request, generally will be low to routine.