

Santa Clara County RACES -- Radio Routing Slip

Rev: 190527

Radio Operator Only:

¹ Origin Msg #:

Destination Msg #:

This Section to be Completed by Message Author/Creator:

(Underlined=Required)

² Date:

³ Time (24hr):

⁴ Handling: ☐ Immediate (ASAP) ☐ Priority (<1 hr) ☐ Routine (<2 hr)

T O	⁵ <u>ICS Position</u> :	F R O M	⁹ <u>ICS Position</u> :
	⁶ <u>Location</u> :		¹⁰ <u>Location</u> :
	⁷ <u>Name</u> :		¹¹ <u>Name</u> :
	⁸ <u>Contact Info</u> :		¹² <u>Contact Info</u> :
Form:	¹³ <u>Type</u> :	¹⁴ <u>Topic</u> :	

Instructions for Message Author/Creator:

1. Complete section above, surrounded by BOLD line (see instructions on back)
2. Fill in all Required fields
3. Attach to the front of a form to be sent via radio
4. Deliver to radio operator for transmission

Radio Operator Only:

Relay:

Rcvd:

Sent:

Name:

Call Sign:

Date:

Time (24hr):



County of Santa Clara
Emergency Operations Center (EOC)
Resource Request Form 213RR

COMPLETED BY REQUESTOR

1. Incident Name	2. Date Initiated	3. Time Initiated	4. Tracking Number <i>(Completed by OA EOC)</i>
5. Requested By <i>(name, agency, position, email, phone)</i>	<p style="text-align: center;">How to use the EOC Form 213RR</p> <p>Purpose The EOC 213RR is used to request non-mutual aid supplies, services, personnel, teams, equipment, utilities, fuel, facilities, or any other resource or incident management activity required from the Operational Area (OA.)</p> <p>When to use The Form 213RR may be used anytime during any Operational Period. If the OA EOC is not activated the Duty Officer will serve to coordinate the request.</p> <p>Prepared by Any EOC position or agency requesting resources from the OA</p> <p>Approved by Section Chief of the requesting EOC or Supervising Official at requesting agency</p>		
6. Prepared by <i>(name, position, email, phone)</i>	<p>Routed to Planning Section → Logistics Section → Finance/Admin Section → EOC Director → Logistics Section</p> <p>Filed with Logistics Section Resource Tracking Unit / Planning Section Documentation Unit</p>		
7. Approved by <i>(name, position, email, phone)</i>	<p>User Notes The Form 213RR is a two-sided form. Side one is completed by the requestor. Side two is completed by the OA EOC. Please check that both sides are available.</p>		
Signature: _____			

REQUESTED RESOURCE DETAILS

	8. Qty/Unit	9. Resource Description <i>(kind/type, if applicable)</i>	10. Arrival <i>(date/time)</i>	11. Priority	12. Est'd Cost
Requesting Agency / EOC Section				Now <input type="radio"/> High <input type="radio"/> <i>(0-4 hours)</i> Medium <input type="radio"/> <i>(5-12 hours)</i> Low <input type="radio"/> <i>(12+ hours)</i>	
	13. Deliver to <i>(name, agency, position, email, phone)</i>		14. Location <i>(address or lat./long., site type)</i>		
	15. Substitute/Suggested Sources <i>(name, phone, website)</i>				
	16. Supplemental Requirements <i>(include details in #17)</i>		17. Special Instructions		
	<input type="radio"/> Equipment Operator <input type="radio"/> Lodging <input type="radio"/> Fuel <input type="radio"/> Power Fuel Type _____ <input type="radio"/> Meals <input type="radio"/> Maintenance <input type="radio"/> Water <input type="radio"/> Other _____				



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Emergency Operations Center (EOC)
Resource Request Form 213RR

COMPLETED BY OA EOC or DUTY OFFICER

OA EOC Plan/Intel Section	18. Plan/Intel Section Remarks/Comments <i>(include general description of request)</i> 	
	19. Plan/Intel Section Chief Approval <i>(print and sign)</i> 	
OA EOC Logistics Section	20. Order Placed By <i>(name, position, agency, phone, radio, email)</i> 	
	21. Method of Procurement <i>(filled-in house, agreement, purchase, etc.)</i> 	
	22. Supplier Name / Point-of-Contact Information <i>(name, address, phone, fax, email)</i> 	
	23. Logistics Section Remarks 	
	24. Logistics Section Chief Approval <i>(print and sign)</i> 	
OA EOC Fin/Admin Section	25. Finance/Admin Remarks	Date/Time
OA EOC Logistics Section	26. Logistics Section Final/Demobilization Remarks	Date/Time