

# Santa Clara County RACES -- Radio Routing Slip

Rev: 190527

Radio Operator Only:

<sup>1</sup> Origin Msg #:

Destination Msg #:

**This Section to be Completed by Message Author/Creator:**

(Underlined=Required)

<sup>2</sup> Date:

<sup>3</sup> Time (24hr):

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

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

<b>1. Incident Name</b>	<b>2. Date Initiated</b>	<b>3. Time Initiated</b>	<b>4. Tracking Number</b> <i>(Completed by OA EOC)</i>
<b>5. Requested By</b> <i>(name, agency, position, email, phone)</i>	<p style="text-align: center;"><b>How to use the EOC Form 213RR</b></p> <p><b>Purpose</b>      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><b>When to use</b>      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><b>Prepared by</b>      Any EOC position or agency requesting resources from the OA</p> <p><b>Approved by</b>      Section Chief of the requesting EOC or Supervising Official at requesting agency</p>		
<b>6. Prepared by</b> <i>(name, position, email, phone)</i>	<p><b>Routed to</b>      Planning Section → Logistics Section → Finance/Admin Section → EOC Director → Logistics Section</p> <p><b>Filed with</b>      Logistics Section Resource Tracking Unit / Planning Section Documentation Unit</p>		
<b>7. Approved by</b> <i>(name, position, email, phone)</i>	<p><b>User Notes</b>      The Form 213RR is a two-sided form. Side one is completed by the requestor. Side two is completed by the OA EOC. <b>Please check that both sides are available.</b></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
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>
	<b>12. Est'd Cost</b>			
	<b>13. Deliver to</b> <i>(name, agency, position, email, phone)</i>		<b>14. Location</b> <i>(address or lat./long., site type)</i>	
	<b>15. Substitute/Suggested Sources</b> <i>(name, phone, website)</i>			
	<b>16. Supplemental Requirements</b> <i>(include details in #17)</i>		<b>17. Special Instructions</b>	
	<input type="radio"/> Equipment Operator <input type="radio"/> Lodging <input type="radio"/> Fuel <input type="radio"/> Power Fuel Type _____ <input type="radio"/> Maintenance <input type="radio"/> Meals <input type="radio"/> Other _____ <input type="radio"/> Water			



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**COMPLETED BY OA EOC or DUTY OFFICER**

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