



## County of Santa Clara Emergency Operations Center

### RESOURCE REQUEST FORM (EOC FORM 213RR)

<b>1. Incident Name</b>	<b>2. Incident Number</b>	<b>3. Date/Time Initiated</b> Date Time	<b>4. Operational Period</b>	<b>5. Tracking Number</b> County State Federal																														
<b>6. Prepared By</b> Name  Position		<div style="display: flex;"> <div style="flex: 1;"> <b>Purpose:</b>   <b>When to use:</b>   <b>Prepared by:</b>   <b>Approved by:</b>   <b>Routed to:</b>   <b>Filed with:</b>  <b>User Notes:</b> </div> <div style="flex: 1;"> <b>How to use the EOC Form 213RR</b>            The EOC 213RR is used to request supplies, services, personnel, teams, equipment, utilities, fuel, facilities, procurement actions, or any other resource required by the EOC or any incident management activity from the County EOC Logistics Section.            The EOC 213RR may be used anytime during any Operational Period.            Any EOC position or agency requesting resources from the EOC Logistics Section.            Section Chief of the requesting EOC position or Supervising Official at Requesting Agency            Logistics Section → Finance/Admin Section → Planning &amp; Intelligence Section            Documentation Unit            The EOC 213RR has multiple pages. Please check that all pages are copied.         </div> </div>																																
<b>7. Approval Authority</b> Name  Position  Signature																																		
<div style="display: flex;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; padding: 5px;">Requesting EOC Section or Agency</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5" style="text-align: center;">8. Resource Information</th> </tr> <tr> <th style="width: 10%;">Quantity</th> <th style="width: 40%;">Detailed Resource Description (Including Kind/Type, if applicable)</th> <th style="width: 20%;">Requested Arrival (Date/Time)</th> <th style="width: 15%;">Request Priority</th> <th style="width: 15%;">Estimated Cost</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>Urgent <input type="radio"/> Routine <input type="radio"/> Low <input type="radio"/></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Urgent <input type="radio"/> Routine <input type="radio"/> Low <input type="radio"/></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Urgent <input type="radio"/> Routine <input type="radio"/> Low <input type="radio"/></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Urgent <input type="radio"/> Routine <input type="radio"/> Low <input type="radio"/></td> <td></td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <b>9. Requested Delivery/Reporting Location and Point of Contact</b>            (First/Last Name, Position, Shift, Agency, Address, Phone, Radio, Email)         </div> <div style="margin-top: 10px;"> <b>10. Suitable Substitutes and/or Suggested Sources</b>            (Source Name/Company Name)         </div> <div style="margin-top: 10px;"> <b>11. Requested by EOC Position or Response/Support Agency Information</b>            (First/Last Name, Position, Shift, Agency, Phone, Radio, Email)         </div> <div style="margin-top: 10px;"> <b>12. EOC Section Chief or Supervising Official Approval of Requesting Section/Agency</b>            (First/Last Name, Position, Shift, Agency, Phone, Radio, Email)           <div style="text-align: right; margin-top: 10px;">Signature: _____</div> </div> </div>					8. Resource Information					Quantity	Detailed Resource Description (Including Kind/Type, if applicable)	Requested Arrival (Date/Time)	Request Priority	Estimated Cost				Urgent <input type="radio"/> Routine <input type="radio"/> Low <input type="radio"/>					Urgent <input type="radio"/> Routine <input type="radio"/> Low <input type="radio"/>					Urgent <input type="radio"/> Routine <input type="radio"/> Low <input type="radio"/>					Urgent <input type="radio"/> Routine <input type="radio"/> Low <input type="radio"/>	
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<b>EOC Plan/Intel Section</b>	<b>13. EOC Planning and Intelligence Section Remarks/Comments</b>	
	<b>14. Approval Signature of EOC Planning and Intelligence Section Representative</b> (First/Last Name, Position, Shift, Agency, Phone, Radio, Email) <div style="text-align: right;"><b>Signature:</b></div>	
<b>EOC Logistics Section</b>	<b>15. Supplier Name</b> (Source Name/Company Name)	
	<b>16. Supplier Point-of-Contact Information</b> (First/Last Name, Physical/Mailing, Address Phone, Fax, Email)	
	<b>17. EOC Logistics Section Remarks/Notes</b>	
	<b>18. Approval Signature of EOC Logistics Section Representative</b> (First/Last Name, Position, Shift, Phone, Radio, Email) <div style="text-align: right;"><b>Signature:</b></div>	<b>19. Date/Time</b>
	<b>20. Order Placed By</b> (First/Last Name, Position, Shift, Agency, Phone, Radio, Email)	
<b>EOC Fin/Admin Section</b>	<b>21. EOC Finance &amp; Administration Remarks/Comments</b>	
	<b>22. Approval Signature of EOC Finance &amp; Administration Representative</b> (First/Last Name, Position, Shift, Position, Phone, Radio, Email) <div style="text-align: right;"><b>Signature:</b></div>	<b>23. Date/Time</b>
<b>EOC Plan/Intel Section</b>	<b>24. EOC Planning and Intelligence Section Remarks/Comments</b>	<b>25. Date/Time</b>



