**Guide for filling out ICS 213rr form**

**1. Incident name:** COVID-19 Lucas County

**2. Date/Time of the request**

**3. Resource Request Number:** N/A

**4. Order – Qty:** Quantity requested

 **Kind:** Equipment or people

 **Type:** N/A

 **Arrival Date and Time:** Please put your requested arrival time in the requested column

 **Cost:** If known, please put an estimate based on your normal procurement costs for these items

**5. Requested Delivery/ Reporting Location:** Where would you like these resources to arrive?

**6. Suitable Substitutes and/or Suggested Sources:** Where would you recommend we look for thesethings? What other items could work if the requested items are unavailable?

**7. Requested by Name/Position:** Name and title of person requesting resources

**8. Priority:** Urgent = life saving

 Routine = Needed for keeping normal operations working

 Low= helpful, but we can do without it

**9 – 19 – The requester does not fill these sections out.**