

**CITY AND COUNTY OF DENVER
EOC RESOURCE REQUEST (EOC 213RR)**

Resource Order #

1. Activation Name:		2. Activation #: #:		3. Date/Time Initiated: Date: Time:		4. EOC Operational Period:		
5. Requested By: Name: EOC Position: Section:				<p align="center"><u>How to use the EOC 213RR:</u></p> <p>Purpose: 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 EOC Logistics Section.</p> <p>Approved by: EOC Section Chief of the requesting EOC position</p> <p>Routed to: EOC Logistics Section Chief → EOC Fin/Admin Section Chief → EOC Resources Branch</p> <p>Filed with: EOC Documentation Branch</p> <p>User Notes: The EOC 213RR has multiple pages. Please check that all pages are copied.</p>				
6. EOC Section Chief Approval: Name: Section: Signature:								
Action		7. Resource Order:						
EOC Requestor	QTY	Hours Needed	Kind/Type	Detailed Resource Description (characteristics, brand, specs, size, fuel type, experience, etc.)	Why Needed/Notes & Comments	Requested Priority	Estimated Cost	
						Urgent Routine Low		
							Urgent Routine Low	
							Urgent Routine Low	
							Urgent Routine Low	
							Urgent Routine Low	
8. Requested Delivery/Reporting Location and Point of Contact at Staging Area (Name, Phone, Radio, Email, Special Arrival Instructions, etc.):								
9. Suitable Substitutes with Resource Description:								

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EOC Logistics Section	10. Supplier Name (Source Name/Company Name & Address):		11A. Referred to State EOC? Yes / No Time:	11B: State Resource Order #:
	12. Supplier Contact Information (Point of Contact Name, Number, Fax, Email):			12B. Estimated Total Cost:
	12C. Supplier Billing Information (Contract #, Purchase Order Information):			
	13. Approval Signature of EOC Logistics Rep (EOC Shift, EOC Position, First/Last Name, Signature):			
	14. Order Placed By: EOC Logistics Section Chief EOC Supply EOC Contracting EOC Fleet & Facilities EOC Utility & Fuel Services EOC Purchasing & Procurement EOC Personnel			14A. Date/Time:
	15. EOC Logistics Remarks /Notes /Comments (Fulfilled, Partially Fulfilled, Referred to Other Agency, and similar notes):			
EOC Finance & Admin Section	16. Estimated Total Cost added to EOC 504 Cost Record? Yes / No Time:			
	17. Approval Signature of EOC Finance & Administration Rep (EOC Shift, EOC Position, First/Last Name, Signature):			
	18. EOC Finance/Admin Remarks/Comments (additional resources needed, lodging, transport, communications):			
EOC Resources Branch	19. Approval Signature of EOC Resources Branch Rep (EOC Shift, EOC Position, First/Last Name, Signature):			19A. Date/Time: