

RESOURCE REQUEST (continued)

IAP Tactic:	13.
Point of Contact:	14.
Point of Contact Number:	15.

Attachments

If attachments necessary, send separately

Fulfillment Details

Assigned To:	16.	If unknown SEOC LOG Logistics Section Chief
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Instructions

Assign a unique message number and be sure to notify the receiving station that this is a Resource Request. Your message number should not be the same as any message number you have sent within the past month. Suggestion is to use sequential numbers starting annually, or sequential within the month preceded by the month number. Unlike National Traffic System practice, dates and times are always local, not UTC.

At the top of the form record the date and time the message was received from emergency management. At the bottom, the time transmitted.

When sending over voice circuits, do not send the field description, but rather the field number only if it is known that the recipient has a blank form. For Example:
 One mixed group tango romeo november dash two zero one seven dash one two dash one nine dash northern initials mike india dash epidemic.
 Two yes, three shelter manager type two, four figures three, five each, six ...

If you do not have access to MI-CIMS, give enough description of the incident that the receiving station can select the correct incident.

Always use proper phonetics and remember to speak slowly and clearly, the receiving station must write everything down.

On NBEMS circuits, use the proper flmsg form and be sure the receiving station has the form available.

Sending Operator Call	Receiving Station Call	Time Sent	Date Sent