

ASSISTANCE REQUEST (ECC 213 AR), Adapted for Multnomah County

1. Incident Name:		2. Date/Time:		3. Requesting Entity:			4. Assistance Request Number:		
Requestor	5. Order (Use additional forms when requesting assistance from different ESFs if known):								
	Mission Request	Qty.	Type/ Kind	Detailed Description: (Vital characteristics, brand, specs, experience, size, ESF, etc.)	6. When needed			7. Request Status	
					Need date	Need time	Duration	ETA	Cost
8. Comments (Describe objectives, need, activity being supported):									
9. Requested Delivery/Reporting Location:					10. Point of contact info:				
11. Suitable Substitutes and/or Suggested Sources:					12. Special delivery instructions:				
13. Requested by Name/Position/Phone/Email:				14. Priority: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low		15. Command/Coordination Approval:			
Coords	16. Coordination position assigned: Coordination Section Chief _____ Group Supervisor _____ ESF Lead _____ Other _____			17. Coordination Section Action:					
	18. Coordination Section Chief Approval to route to Logistics:								
Logistics	19. Logistics Order Number:				20. Supplier Phone/Fax/Email:				
	21. Name of Supplier/POC:								
	22. Logistics notes:								
	23. Ordered Date and Time:				24. Order placed by:				
	25. PO#:				26. Logistics Chief Approval:				
Fin	27. Finance notes:								
	28. Finance Section Approval:				29. Date/Time:				
Pln	30. Resource Unit (Date/Time):				31. Documentation Unit (Date/Time):				
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ECC 213 AR, Adapted for Multnomah County Assistance Request

Purpose. The Assistance Request (ECC 213 AR) is utilized to request mission and resource assistance.

Preparation. The ECC 213 AR is initiated by a requesting entity being supported by the Emergency Coordination Center and must be approved by an Incident Commander or authorized EOC/ECC/DOC manager. Staff members in the Emergency Coordination Center also complete pertinent sections of this form.

Distribution. This form is maintained in order to track resource request status and assist with determining incident costs.

Block Number	Block Title	Instructions
Completed by Requestor		
1	Incident Name	Enter the name assigned to the incident.
2	Date/Time	Self explanatory.
3	Requesting Entity	Enter the command or coordination entity making request.
5	Order	Specify if request is for specific resources or mission. When requesting a mission, coordination with assigned ESF may be required to develop a statement of work.
6	When needed	Enter date & time assistance is needed & estimated duration.
8	Comments	Requester should provide background info and detail sufficient enough for County to request State/Federal assistance. Attach more information if necessary.
9	Requested Delivery/Reporting Location	Enter location where resource should be delivered or report to.
10	Point of contact info	Provide adequate contact info for person responsible for receiving resource/assistance.
11	Suitable Substitutes and/or Suggested Sources	Enter possible substitute items if exact requested resource is not available. Provide supplier information if known.
12	Special delivery instructions	Provide information regarding transport, access and any other logistical consideration.
13	Requested by Name/Position/Phone	Requestor's name, position and phone number.
14	Priority	Select High, Medium or Low priority.
15	Command/Coordination Approval	Enter name of approving incident commander/manager.
Completed by Emergency Coordination Center		
4	Assistance Request #	Assistance request tracker assigns identification number to request.
7	Request Status	Staff person working request enters cost and ETA information once sourcing solution is determined.
16	Coordination Section Review	Assistance request tracker routes request to the appropriate Coordination Section personnel.
17	Coordination Section Action	Assigned Coordination staff describes action being taken to address assistance request through Coordination Section. If assistance is not attainable through local mutual aid, the ESF attains CSC approval to route request to Logistics.
18	Coordination Section routing approval to Logs	Coordination Section Chief (CSC) confirms request cannot be sourced through the Coordination Section.
19	Logs order number	Logistics assigns order number for all incoming requests.
20	Supplier Phone/Fax/Email	Logistics staff person sourcing request enters supplier information.
21	Name of Supplier/POC	Self explanatory.
22	Logistics Notes	Logistics enters information regarding sourcing solution for future reference including OpsCenter order number if applicable.
23	Ordered date and time	Self explanatory.
24	Order placed by	Self explanatory.
25	Purchase Order #	Document purchase order number if assigned or different from Logs order number.
26	Logs Chief approval	LSC confirms that procurement method meets current emergency standards.
27	Finance notes	Finance enters information regarding procurement solution for future reference.
28	Finance section approval	FSC confirms that procurement method meets current emergency standards.
29	Date/Time	Self explanatory.
30	Resource Unit	Confirms receipt of resource information and begins tracking resources appropriately.
31	Documentation Unit	Collects, organizes, and files assistance request documentation for future reference.