## FAST Resource Request Form (ICS 213)

1. Incident Name (Optional):

2. To (Name and Position):

3. Requestor's Information:
   a. Name and Position: ______________________________
   b. Contact Information: ____________________________
   c. Shelter Name: ________________________________
   d. Operational Area: _____________________________

4. Subject: ____________________________  5. Date: ____________________________  6. Time ____________________________

7. Message (Item Info):
   a. Describe what is needed:

   b. When is it needed?

   c. Does it come with anything, e.g. maintenance agreement?

   d. Intended user's name: ____________________________

8. Delivery information:
   a. Deliver to (person):

   b. Address: __________________________________

   c. Street intersection: __________________________

   d. Delivery Date/Time: __________________________

9. Approved by: Name: ____________________________  Signature: ____________________________  Position/Title: ____________________________

10. Reply:

11. Replied by: Name: ____________________________  Signature: ____________________________

ICS 213  Position/Title: ____________________________  Date/Time: ____________________________
**ICS 213 Resource Request Form**

**Purpose.** The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that require hard-copy delivery.

**Preparation.** The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

**Distribution.** Upon completion, the ICS213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

**Notes:**
- The ICS 213 is a three-part form, typically using carbon paper; the sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders. Referee to 213RR example (Appendix B)

<table>
<thead>
<tr>
<th>Block Number</th>
<th>Block Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Incident Name (Optional)</td>
<td>Enter the name assigned to the incident. This block is optional.</td>
</tr>
<tr>
<td>2</td>
<td>To (Name and Position)</td>
<td>Enter the name and position the General Message is intended for. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.</td>
</tr>
<tr>
<td>3</td>
<td>From (Name and Position)</td>
<td>Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.</td>
</tr>
<tr>
<td>4</td>
<td>Subject</td>
<td>Enter the subject of the message.</td>
</tr>
<tr>
<td>5</td>
<td>Date</td>
<td>Enter the date (month/day/year) of the message.</td>
</tr>
<tr>
<td>6</td>
<td>Time</td>
<td>Enter the time (using the 24-hour clock) of the message.</td>
</tr>
</tbody>
</table>
| 7            | Message/Item Info                  | Enter the content of the message. Try to be as concise as possible. a. Describe what is needed  
|              |                                    |   b. Time frame  
|              |                                    |   c. list items it comes with  
|              |                                    |   d. Write the name of the person the item is intended for.  
|              |                                    |   e. Other: place to put additional information if necessary.                                                                                   |
| 8            | Delivery Information               | Enter the delivery information.  
|              |                                    |   a. Who is it being delivered to?  
|              |                                    |   b. Write the address to be delivered to.  
|              |                                    |   c. Write the street intersection  
|              |                                    |   d. Write the date and time of delivery                                                                                                          |
| 9            | Approved by • Name • Signature • Position/Title | Enter the name, signature, and ICS position/title of the person approving the message.                                                               |
| 10           | Reply                              | The intended recipient will enter a reply to the message and return it to the originator.                                                          |
| 11           | Replied by • Name • Position/Title • Signature • Date/Time | Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24hour clock). |