

GUIDELINES FOR FILLING OUT ICS 213 RR FORM

Kitsap County Emergency Operations Center (EOC) – COVID-19 Response

In order to help facilitate the accurate and timely processing of Resource Requests submitted to the Kitsap County EOC Logistics Section, please follow the guidelines below when submitting any and all Resource Requests:

1. **Use the ICS 213 RR Form.** All Resource Requests must be submitted on an ICS 213 RR form and emailed to Logs@kitsapem.org. Any requests submitted by other means will not be accepted and the requesting agency will be directed to fill out an ICS 213 RR and to email it to the Logistics email above.
2. **Distinguish between PPE and non-PPE Resource Requests:** Due to shortages in Personal Protective Equipment (PPE), the State has put out guidelines for prioritizing requests for PPE based on the requesting agency and what that PPE will be used for. As a result, any PPE Resource Requests will be prioritized according to a tiering system, with Tier 1 being highest priority and Tier 4 being lowest priority. Please see the State Department of Health PPE distribution guidelines at: <https://nwhrn.org/wp-content/uploads/2020/05/WA-State-DOH-PPEPrioriticaionofAllocation-4.29.20-Interim.pdf>. Non-PPE Resource Requests are not part of the tiering system.

As such, please submit Resource Requests for PPE separate from Resource Requests for non-PPE.

Examples of PPE: N95 masks, surgical masks, gowns, gloves, safety glasses, face shields, boot covers

Examples of non-PPE: hand sanitizer, Cavi wipes, Lysol spray

3. **Be Specific:** Are there size differences in the resource you are requesting, such as small, medium, large, or extra large gloves? What material do they need to be made out of?
4. **Use Gross Numbers:** Please use the smallest common denominator. For example, rather than requesting “10 boxes of small nitrile gloves”, request “1000 small nitrile gloves”. Instead of requesting “100 pairs of boot covers”, request “200 boot covers”.

Every variation in the way the number of resources is requested leads to the need for clarification and potential mistakes. Don't let us interpret your request for “10 ct gloves” as 10 gloves when you actually meant 10 boxes of 100 gloves each, for 1000 gloves total!

Request the total quantity of a resource that you need and we will attempt to fill it in

whatever quantity we can find it packaged in.

5. **Include a Point of Contact:** In Section 7 of the ICS 213 RR form, please note who is making the Resource Request. In Section 13 of the ICS 213 RR form, please include all relevant information about who is the Point of Contact for questions about the Resource Request or to set up a delivery/pick up time for your requested resources. Please include the following:
 - a. Name
 - b. Position
 - c. Organization
 - d. Email address
 - e. Cell phone number

Once you have received confirmation that your Resource Request has been received, please **do not** contact the Logistics Section for status reports on when resources are anticipated to be available. We know this is an extremely frustrating and uncertain time, but please know we are doing everything we can to fill your Resource Request as quickly as possible.

Once your Resource Request is ready to be filled, in whole or in part as resources become available, you will be contacted by our Staging Unit Leader to arrange a time to pick up or receive your requested resources.