|  |  |  |  |
| --- | --- | --- | --- |
| **Fields 1 to 19 are completed by the requesting agency or CDEM Group** | | | |
| 1. Requesting Organisation: | | | 2. Originator Record # |
|  | | |  |
| 3. Contact Name: | | | 4. Contact Phone Number: |
|  | | |  |
| 5. Date/Time of Request: | |  | |
| 6. Priority *(Circle)* | | **Urgent Normal Low** | |
| 7. Critical Resource? *(Circle)* | | **Yes No** | |
| **Specific Resource Information** | | | |
| 8. Brief Description of problem or task to be accomplished |  | | |
| 9. Specific resource requested, and number (amount) required |  | | |
| 10. Potential substitutes |  | | |
| 11. Capacity of resource *(size, voltage/output etc.)* |  | | |
| 12. Supporting supplies *(equipment, fuel, water etc.)* |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 13. Personnel required to operate or support the resource |  | | |
| 14. Transportation details: |  | | |
| 15. When is resource required? | | | 16. How long is resource needed? |
|  | | |  |
| 17. Where to deliver or report |  | | |
| 18. Report to whom *(Name, Role, Agency, Contact Ph)* |  | | |
| 19. Resource request completed by *(name and position)* |  | | |
| **Request Approval - Fields 20 to 27 are completed by NCC** | | | |
| 20. Request approved by *(circle one)* | **National Controller NCC Operations Manager**  **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_ Time: \_\_\_:\_\_\_hrs** | | |
| 21. Distribution List: | ¨ Logistics Section ¨ Planning: Intel Section ¨ Controller  ¨ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 21. Resource available? | | 22. Number of resources deployed | |
| ¨ YES ¨ NO | |  | |
| 23. Time of deployment | | 24. Estimated time of arrival | |
|  | |  | |
| 25. Supplying Vendor *(name, phone number)* | | 26. Estimated Cost | |
|  | |  | |
| 27. Request completed: | **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_ Time: \_\_\_:\_\_\_hrs** | | |