|  |
| --- |
| **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** |