Unit Objectives:

- Identify forms that supplement the Resource Order form.
- Complete hard copy of the Resource Order form.

Unit at a Glance:

<table>
<thead>
<tr>
<th>Topics</th>
<th>Method</th>
<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>Supplemental Forms</td>
<td>Presentation</td>
<td>25 Minutes</td>
</tr>
<tr>
<td>Resource Order Form</td>
<td>Presentation</td>
<td>15 Minutes</td>
</tr>
<tr>
<td>Exercise</td>
<td>Group Activity</td>
<td>20 Minutes</td>
</tr>
<tr>
<td>Total Unit Duration</td>
<td></td>
<td>1 Hour</td>
</tr>
</tbody>
</table>

Materials:

- Student laptop with internet access.
- Blank Resource Order form (electronic or hard copy).
- Ability to display images and video on large screen.
Slide 2

Objectives

- Identify forms that supplement the Resource Order form.
- Complete hardcopy of the Resource Order Form.

☐ Review unit objectives.
Refer to: Resource Extension Request Form handout

- Used to extend resources on incident.
- EDRC will notify EDSD or EDSP when an Extension Form is received.
- National resources require NICC approval to extend.
- Discuss local protocol.
Refer to: Aircraft Flight Request/Flight Schedule handout

- Used to request aircraft to transport personnel and/or supplies.
- Shows aircraft used, personnel/supply transported and is used for payment information.
- Provides ETD/ETA information.
- Refer to: SF 245 Passenger and Cargo Manifest Populated handout.
  - Identifies personnel and/or cargo being transported.
  - Generally used for crews and engines.
Preparedness/Detail Request

Refer to: Detail Request handout.

- Used to request individual resource for extended or prearranged assignments.
- Can be used for overhead, equipment, and crews.
- Follow local protocol, does not use fire codes.
Refer to Mobile Food Service Request Form.

- Provides the information required by NICC to fill the request.
- Useful as a checklist to ensure everything is ordered prior to arrival.
- Required to order a national caterer or shower.
  - EDRC would only fill out this form with the help of an EDSD or EDSP. Discuss where and how you might get some of the information required for the form (example: number of meals).
The **Hardcopy Resource Order** form is used to manually document resource requests when the electronic resource tracking system (IROC) is unavailable.

**Legal Documents**
- Resource order forms and all supplemental forms are legal documents that can be subpoenaed and used in lawsuits.

**Question:** What does an EDRC need to consider when completing any form – electronic or hard copy?

*Answers: Be professional, state facts, be accurate and thorough, try to be legible, etc.*
- Completed Resource Order forms are part of the final financial package.
- Refer to: **Resource Order Supply BLANK** for description of the form.
- Each functional area has its own form. On original cardstock, each functional area has its own color: Crews/Green; Overhead/White; Equipment/Goldenrod; and Supplies/Brown.
- Hardcopy resource orders are no longer being produced. They are available for printing online.
- Discuss local protocols.
- There are three main sections on the form:
  - Header information (Blocks 1- 11)
  - Resource information (Block 12)
    - Receive request
    - Place request
    - Assign resource and relay information
    - Release resource
  - Documentation (Block 13)
    - Documentation block is continued on the back of the form.
Display each completed Resource Order form as an example of a completed forms.

Describe to students each of the three sections described above.
- Display each completed Resource Order form as an example of a completed forms.
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Display each completed Resource Order form as an example of a completed forms.

Describe to students each of the three sections described above.
Refer students to the EDRC Reference Guide where they can find the Block by Block Instructions.

**Exercise**
- Teach students how to fill out a hardcopy resource order.
- Students work independently using handout as a guide.
- Have students locate handout **GM 3 – SUBJECT: OH Order 2, requesting DIVS.**
- Assist students with filling out the hardcopy resource order form. When students have completed the electronic/hard copy resource order form, have them sign into IROC, locate the request, attach GM 3 – SUBJECT: OH Order 2 to the IROC request and “print” or “save.” Have students compare the hardcopy resource order form with the IROC resource order form for accuracy.

**Materials Needed:**
- GM 3 – SUBJECT: OH Order 2
- Blank Overhead Resource Order Form
- Laptop with IROC

**Time:** 20 Minutes
Objectives

- Identify forms that supplement the Resource Order form.
- Complete hardcopy of the Resource Order Form.

☐ Review unit objectives.