

# Barren River District Health Department Standard Operating Guideline

**Title:** Resource Request

**Guideline:** 2015-0013

**Affected Section:** ICS Logistics Section or ICS Planning Section or IC

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This document provides direction on the establishment of guidelines for requesting resources from the state.

The following assumptions are made in developing this SOG:

- There is an ongoing event or incident.
- The resource cannot be obtained locally or regionally.
- Resource request will be made to or State Health Operations Center (SHOC).

- I. Determine need to request resource from the state or EM director
    - 1) Can the resource be obtained through mutual aid?
    - 2) Can the resource be purchased or rented locally?
  - II. Request to the State
    - 1) Statement of need
      - a. Incident or event resource is requested to support
      - b. Purpose of the resource
      - c. Duration of need for the resource
      - d. Point of Contact for the request
      - e. Location resource will be use
      - f. Delivery location and Point of Contact information
    - 2) Means of communication to make request
      - a. Phone (Land Line or Cell or VoIP)
      - b. WebEOC
      - c. Email to SHOC
      - d. Fax
      - e. Radio (HAM)
  - III. Receive resource from the State
    - 1) Logistic Section Chief or Regional Distribution Site (RDS) Manager will sign hand receipt if requested
    - 2) Determine if resource is recoverable
  - IV. Logistic Section Chief will track use of resource
    - 1) Recoverable asset
      - a. Hours
      - b. Operator
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- c. Location
- d. Task used for
- 2) Distribution of a commodity/resource locally
  - a. Population distributed
  - b. Location of distribution
  - c. Purpose
- V. Record expense associated with use of resource
  - a. Transportation
  - b. Fuel
  - c. Repair
- VI. Returning recoverable assets to the State
  - a. Notify State when finished with asset
  - b. Work with state to arrange return through delivery or pick up
  - c. Report any damage or repairs