

YCARES Winlink Forms Instructions

Resource Request Message (ICS 213 RR)

Requester

The primary purpose of the FEMA ICS Form 213 RR is to record the type and quantity of resources requested and to track the status of these resources after they are received. The following are the instructions for filling out FEMA Form ICS 213 RR as a Check-in for the YCARES Winlink Net. Differences may be specified by the served agency you are supporting or the incident for which the form is being used.

To Open:

- Click on the Message/New Message menu item.
- Click on Select Template and then double click on Standard Templates.
- Scroll down and Double Click on ICS USA Forms.
- Select ICS 213 RR Resource Request Message.txt and double click on it to open it. The Resource Request Message form will open in your default browser.
- Set the Agency/Group Name to: YCARES Winlink Net

NOTE: The ICS 213 RR in use may have several approvals required. As a Winlink Radio Operator, you would only be expected to populate the Requester section providing the resource specifications. The Logistics and Finance Sections would be populated by parties receiving the ICS Form 213 RR.

Content:

1. Unless otherwise requested set the Incident Name to: YCARES Winlink Net Check-in
2. Date Time: Click on the field edit or accept provided value.
3. Unless otherwise requested set Resource Request Number to the Session Number for the Call For Check-ins requesting the ICS 213 RR.
4. Order:
 1. Unless otherwise specified
 1. the Quantity, Kind, and Type should be N/A
 2. Item will either be provided or you will be given instructions for what items to provide. Requested should be the date and hour of day request is being written up.
 3. Leave estimated blank. That is usually for Logistics to populate.

5. Delivery/Reporting Location: Provide your One-line Check-in sentence here.
6. Substitutes and/or Suggested Sources: Leave Blank
7. Requested by Name Position: In an incident, this would most likely be the name and title of the person instructing you to send this message, for the Net, use: Your Call Sign / Net Participant
8. Priority: LOW
9. Section Chief Name for Approval: On the paper form this was for the signature of the Section Chief, since this is for an exercise, leave blank.