

Resource Request Medical and Health (RRMH) Completion Instructions

11AUG11

Note: Within any large cell you can move to a new line within the cell by holding down the "Alt" Key and pressing the "Enter" Key once for each new line needed.	
1. Incident Name:	Name assigned by Incident Commander/ Jurisdictional Emergency Management: Be as general as possible, i.e.; March 2011 EQ or IED at Convention Center.
2 a. Date:	Use mm/dd/yyyy format
b. Time:	Military Time is preferred, i.e. 1900 = 7:00pm. If unable to use Military Time indicate am or pm.
c. Requestor Tracking Number:	This is a requestor generated number. Consider using a 3 letter entity identifier (fire department, etc.), county identifier (Cal EMA county code), or hospital code; a dash "-"; and, a 3 digit number (number of this request - in sequential order). Example CSM-001 is Cedars Sinai Medical Center and their first RRMH request.
3. Requestor Name:	To be completed by whomever is filling this form.
4 a. Describe Mission/Tasks:	Give a brief description of reason for request or duties to be performed.
b. Delivery/Reporting/Staging Info:	Provide Name, Title, Location, Telephone #, E-mail, Radio Call Sign/#, and Deployment information to who will be receiving the requested items and where they should be delivered or whom will receive the items or meet the personnel, where they should arrive or stage, and what they should bring or have available to them.
5. Order Sheets:	Check each box that applies to your order, if additional sheets are attached. If additional Line Item are needed, fill out the appropriate RRMH sheet for each type of request and attach to the cover sheet.
6. Order - Detailed Specific Item Description:	
Item #:	Each NEW line item is numbered.
Priority:	(E)mergent <12 hours, (U)rgent >12 hours or (S)ustainment. If completing form electronically there is a drop down menu.
Detailed Description:	Specifically describe the requested item by using brand, sizes, model #, dose, form (tabs vs caps vs suspension), strength, quantities,etc. Example: 3M N-95 Mask, Model #1234 size Medium or Penicillin 500mg tablets - 100 tablet/bottle, or Normal Saline1000ml IV fluid. RN w/ICU Experience, PharmD, MD w/OR Experience. Ambulance Strike Team (AST); Generator - Gas, 6000 KW; Drinking Water - 16oz bottles, etc.
Quantity Requested:	Quantity wanted based upon each, this is to simplify the ordering process. Example: Penicillin 500mg Tabs - 100 Tabs/bottle - Quantity Requested 50 = hospital will receive 5000 tablets; N-95 3M 1860 1 Case = 120/case; IV fluid 1 Case = 12 Bags; AST 1 = 5 Ambulances with 1 Strike Team Leader; Water 1 Case = 24 bottles.
Expected duration of use:	This only applies to equipment and personnel. Supplies will normally be considered expendible and will not be returned.
7. Confirm Requirements:	These questions must be considered and answered to show the requestor's efforts to fill the need from the closest available source at local or regularly used public agencies and/or private companies.
8. Command Review & Verification:	Authorized management staff review and approve. Printed name, position, and signature are required.
17. Order Sheet Fulfillment	To be completed by Logistics Section filling the request.