###### Content for Resource Request form

This form is in EMIS. ‘\*’ indicates compulsory fields that must be filled in. Any fields not filled in need to be answered ‘N/A’ rather than being left blank, to indicate that the field has been considered rather than missed. These fields need to be completed when using manual forms. Table 1 lists the information that needs to in Resource Request form.

Table Contents of a Resource Request form

|  |  |
| --- | --- |
| **Field** | **Description** |
| Contact name \* | Put both the name and appointment of the requesting person. This is so that if that person is not present, questions can be directed to the current appointment holder. |
| Contact phone \* | Use the phone number for the requester’s coordination centre location, rather than a personal number. This is so that questions can be directed to the team in the coordination centre if the requester is not available. |
| Status \* | When filling in the form, set the status to ‘Assigned’. The status definitions are:   * Assigned - request has been entered, procurement has not started. * Future - request has been entered, will be approved or actioned at a later date. * In Progress - procurement is underway, but not completed. * Completed - resources have been procured and delivered to the requested location. * Cancelled - request has been entered, but the resource will not be procured (it may no longer be needed, may not be available, or may not have been authorised). |
| Date and time of the request \* | This field is completed automatically in EMIS. |
| Priority \* | The three priority levels are high, medium, and low. The default level is low, unless there is a clear operational need for urgency. See section 4.2.2 of the Logistics in CDEM guideline. |
| Brief description of problem or task to be accomplished \* | Describe the task that the resource is needed for. If the priority is set to high or medium, explain why this task is so important to the response, and what the effect would be if it is not received. |
| Specific resource requested \* | Detail the resources needed. Give the name and details of the resources, as well as the Class, Type and Subtype from the *Resource Classification Guide*. The latter will help to avoid misunderstandings around naming and size.  Example 1: Portable toilets (static), with urinal and hand sanitizer   * Classification: Equipment * Sub-Classification: Toilets/Ablutions * Type: IV: Single Portable Toilet   Example 2: 40+ seater bus   * Classification: Vehicle * Sub-Classification: Bus * Type: I: >39 Seat   The *Resource Classification Guide* can be found in EMIS Global documents, in the EMIS Reference Material Library. |

|  |  |
| --- | --- |
| **Field** | **Description** |
| Quantity required \* | List the number required, including the unit of measurement (e.g. single items, tonnes, boxes, pallets, metres). |
| Capacity \* | Describe the capacity (size, voltage etc) required, e.g. 50kVA for a generator, 20,000 L for water tanks. |
| Potential substitute \* | Describe any alternative options, in case the requested resource is unavailable. |
| Supporting equipment\* | Describe any equipment needed to operate this resource, such as generators, fuel types, and water. If this is specified as part of the Resource Request don’t repeat it here. |
| Personnel required to operate or support \* | List the numbers and qualifications of any personnel required to operate and support the resource. If the operators and support personnel are already in location, then put ‘N/A’. |
| Transportation required \* | Describe if transport is needed to move the resource to its destination, and any particular requirements (e.g. cold storage, flatbed trailer). |
| When is resource required \* | State the date and time resource is required in location, ready for use. |
| How long resource is needed \* | State the length of time this resource is required. Give an end date if this is known. |
| Where to deliver or report - address \* | Delivery street name and number. |
| Where to deliver or report - city \* | State the local authority of the resources’ destination, rather than the ‘city’. For Auckland locations use the pre-amalgamation local authority name, as these are in the mapping database; e.g. Waitakere or Manukau, rather than Auckland. |
| Where to deliver or report - region \* | State the region that the delivery location is in. |
| Where to deliver or report - postcode \* | NZ Post postcode. |
| Where to deliver or report - country \* | New Zealand. |
| Deliver or report to whom: name and position \* | Name & position of the person to report to on delivery of resource. |
| Deliver or report to whom: agency \* | Name of agency of person who it to be reported to on delivery of resource. |
| Deliver or report to whom: contact number \* | Contact number of the person to report to on delivery of resource. Include the office or appointment number, rather than a personal phone number, in case the person is absent. |