WebEOC End-User Training: Resource Requests
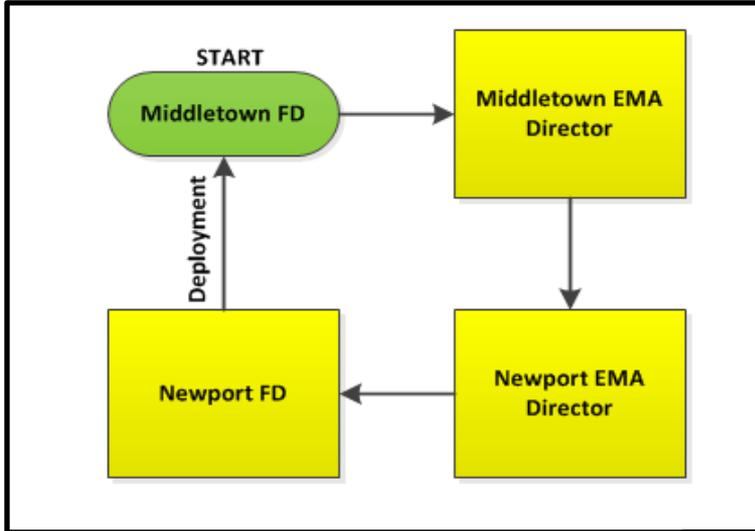
August 31, 2015

REQUESTING A RESOURCE

- Resource requests are requests for tangible assets or commodities.

- Local EMA Directors and ESF Group Supervisors are the only Positions allowed to request and submit resources.

- All requests received by the Operations Section Chief and the Operations Deputy Section Chief and assigned to the appropriate section/agency/personnel for action from there.
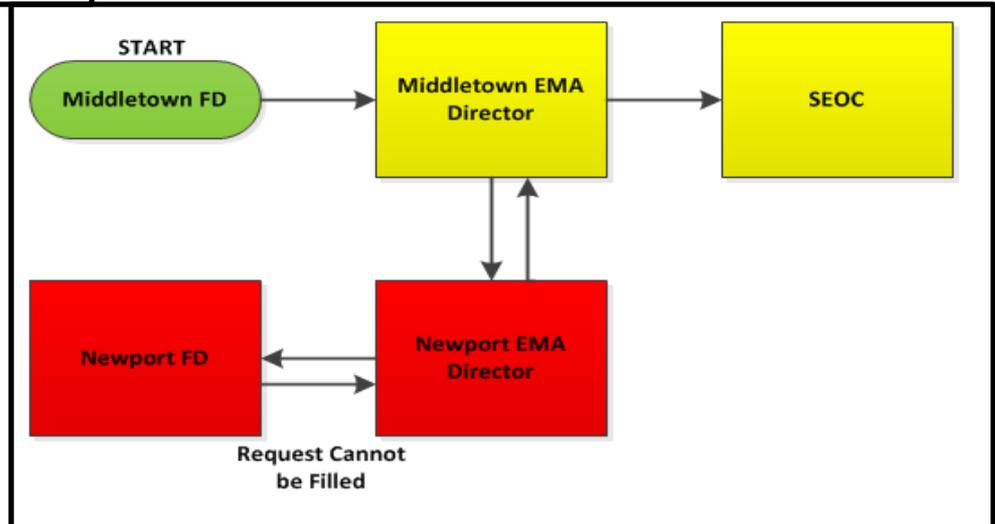
REQUEST PROCESS

- Request Cannot be Filled

- Any and all resource requests and task assignments pertinent to your **Position** will be displayed in the *Resource Requests* board to monitor.

- To create a new resource request, click the **New Record** button on the top right hand corner of the window.

RESOURCE REQUEST FORM

Request

Request Details | Request Timeline/Delivery | Requestor Information | Comments

Description

Resource Requested: ⚑ [_____]

Quantity: ⚑ [0]

Unit: ⚑ [_____ ▼]

Item Description: ⚑ [_____]

Provide Spec Sheet, Additional Forms, etc. if Available: [_____] [Browse...]

Justification/Purpose of Request: ⚑ [_____]

− Routing Options ⚑

Select Routing: ⚑ ○ Save as Draft
                   ○ Route to position
                   ⦿ Route to State Controller

[RRDM - SEOC OPS ▼]

[Save] [Spell Check] [Cancel]

Request

Request Details | Request Timeline/Delivery | Requestor Information | Comments

Request Timeline/Delivery

When do you need the item? ⚑ [   ] 📅

How long do you need the item? [   ]

Delivery Instructions: [   ]

Date/Time Requested: 6/30/2015 14:33:37

Delivery Location

Location Name: [   ]

Address: ⚑ [   ]
[Get Address] [Map It]

Phone: [   ]

Map Label: [   ]

Coordinates: [   ] , [   ]

Delivery Point of Contact

Name: ⚑ [   ]

Phone: ⚑ [   ]

Email: [   ]

Fax: [   ]

[Save] [Spell Check] [Cancel]

Request

Request Details | Request Timeline/Delivery | Requestor Information | Comments

Requestor Details

Position Responsible for Request: Middletown EMA

Name of Person Submitting: 🏳 Jenna Carrabis

Email: jenna.carrabis@ema.ri.gov

Phone:

Cell | Office | Other

Requestor Signature

Signature: 🏳

Signature Date: 6/30/2015

Save | Spell Check | Cancel

- The *RRDM* board is defaulted to the **View All** setting. If you wish to view only the request or tasks assigned to your Position, click on the **My Assignments** button in the top right corner of the window. If you wish to view only the requests you've submitted for action, click on the **My Requests** button in the top right corner of the window.

Questions?

State of Rhode Island WebEOC Administrator

Jenna Carrabis – RIEMA

jenna.carrabis@ema.ri.gov

(W) 401.462.7528

(C) 401.952.7581

@RhodeIslandEMA   facebook.com/rhodeislandema   riema.ri.gov