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 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

Description

Resource Requested: [ ]
Quantity: [ ] 0
Unit: [ ]
Item Description: [ ]
Provide Spec Sheet, Additional Forms, etc. if Available:

Routing Options

Select Routing:
- Save as Draft
- Route to position
- Route to State Controller

RRDM - SEOC OPS [ ]

Justification/Purpose of Request: [ ]

Save  Spell Check  Cancel
Requestor Details

Position Responsible for Request: Middletown EMA

Name of Person Submitting: Jenna Carrabis

Email: jenna.carrabis@ema.ri.gov

Phone: [Enter phone number]

Requestor Signature

Signature: [Enter signature]

Signature Date: 6/30/2015
• 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