This document provides direction on the establishment of guidelines for requesting resources from the state.

The following assumptions are made in developing this SOG:
- There is an ongoing event or incident.
- The resource cannot be obtained locally or regionally.
- Resource request will be made to or State Health Operations Center (SHOC).

I. Determine need to request resource from the state or EM director
   1) Can the resource be obtained through mutual aid?
   2) Can the resource be purchased or rented locally?

II. Request to the State
   1) Statement of need
      a. Incident or event resource is requested to support
      b. Purpose of the resource
      c. Duration of need for the resource
      d. Point of Contact for the request
      e. Location resource will be use
      f. Delivery location and Point of Contact information
   2) Means of communication to make request
      a. Phone (Land Line or Cell or VoIP)
      b. WebEOC
      c. Email to SHOC
      d. Fax
      e. Radio (HAM)

III. Receive resource from the State
    1) Logistic Section Chief or Regional Distribution Site (RDS) Manager will sign hand receipt if requested
    2) Determine if resource is recoverable

IV. Logistic Section Chief will track use of resource
    1) Recoverable asset
       a. Hours
       b. Operator
c. Location
d. Task used for

2) Distribution of a commodity/resource locally
   a. Population distributed
   b. Location of distribution
   c. Purpose

V. Record expense associated with use of resource
   a. Transportation
   b. Fuel
   c. Repair

VI. Returning recoverable assets to the State
   a. Notify State when finished with asset
   b. Work with state to arrange return through delivery or pick up
   c. Report any damage or repairs