

**Instructions for Resource Order Form ICS-260
(and ICS-259 series on colored card-stock)**
by Logistics Section Chief/ Supply Unit Leader/Ordering Manager and staff

drafted by James D. Spitzer on 10/3/06

Upon start-up or escalation into a large-scale formal ordering process, the Logistics Section Chief (LSC) (or Supply Unit Leader or Ordering Manager as assigned; Ordering Manager or OM will be used hereafter) must establish the ordering system for using and displaying resource ordering information in ways that Ordering Staff and others can easily apply and understand. Standard resource ordering forms will ensure a logical, accountable, and verifiable ordering process. The ICS-260 is a generic form. The ICS-259-series forms are the same format as the 260 form, but they are on colored card-stock paper pre-labeled with specific categories of resources such as **Engines, Dozers, and Supplies**. Each form has a continuation sheet of the same number. Colored forms can help users maintain and monitor resource order status. Therefore labels might be blocked out and over-written with resource categories that better fit the scenario, such as **Ventilators, Nurses, and Supplies** in a medical/health emergency. The OM needs to develop and require the use of keys/codes, abbreviations, standards of work, and formats such as:

- A. **Key for the color/number of form to use for what resource category.** Enter the category name on each form in the space under Resource Order on the upper left of the first page of the forms. For a health/medical incident, a yellow colored ICS-259-9 form for 'Equipment' may have 'Equipment' blocked out and replaced by another or more specific resource category, such as 'Ventilators.'
- B. **Distinctive 'Request Number' code and numbering system for use in the first column of #12 on the form** (for example an Overhead ICS-259-13 form could be just for Nurses, and the Request Numbering sequence could be prefaced by N, that is N-1 for the first request). This number is important. It must be unique as it is used to track that resource from order, to assignment, to demobilization;
- C. **Standard convention for entering dates and times** [for example set the convention to use date/time groups that are always local time and use the 24 hour clock; so 122015 is the 12 date of the month at 8:15 PM]. Consistency helps avoid confusion;
- D. **Key of abbreviations for use in the 'Deliver To', Agency ID, and under with the names entered in 'From/To' columns** for every supporting and contributing organization (e.g. MHD for Multnomah Health Dept; LGS for Legacy Good Samaritan, or KSU for Kaiser Sunnyside) and a for incident operations organization elements (e.g. BD = Benson Division; ICP = Incident Command Post; or Pioneer Sq Staging).
- E. **Require Resource Requested and Action Taken entries (5th column of #12) to include the not only the initials** of the persons giving or taking orders but also the agreed upon abbreviation of the individual's 'home' organization. This assures accountability, verification, and allows reconstruction of actions.

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Number/Name of Cell	Info. Required & Purpose	Notes
Top of Form (above Cell 12)	Incident, ordering office, and supporting aircraft information.	
Initial Date/Time	Date/time (local time) that this form was begun. This allows easy chronological posting, sorting, and filing of multiple forms.	Use date/time format required by Ordering Manager (OM).
2. Incident/Project Name	The incident name assigned by Incident Commander. This uniquely identifies the operation.	For operations requiring many response organizations, ensure each uses a unique name.
3. Incident/Project Order Number	Generally not applicable.	Obtain from Incident Commander or Finance Section Chief
4. Office Reference Number	Generally not applicable.	Unique number as may be required
5. Descriptive Location/Response Area	General location of operations.	Another unique identifier along with #2.
6. Sec/Twn/Rng/Base MDM	Generally not applicable.	Geographic identifier generally only applicable to wild-land operations.
7. Map Reference	Generally not applicable.	Normally the name of a U. S. Geological Survey map quadrant or other map name.
8. Incident Base/Phone Number	Base or ICP name/location where logistics is located and main phone number.	
9. Jurisdiction/Agency	The primary organization providing Incident Command and this ordering process.	E.g. 'Multnomah County/Health'; or Legacy/Good Samaritan'; or Portland EOC.
10. Ordering Office	Phone number(s)	
11. Aircraft Information	Generally not applicable.	Only applicable if aircraft are used to support logistics.

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12. First 7 Columns	Resource to order for incident.	Used along with comments in 13 and Remarks on reverse to track status of an order.
12. Column 1 st Column Request Number	Enter request number unique to this resource.	Enter the number according to the numbering system noted in B above.
12. 2 nd Column Ordered Date/Time	Date/time resource request <u>received</u> .	Use date/time convention noted in C above.
12. 3 rd Column From/To	Initials and organization of ordering official placing the order (From) and individual at ordering point taking the order (To)	Use accepted initials and abbreviations as noted in D above.
12. 4 th Column QTY	Quantity	Ensure that resource order matches the request, e.g. do not order 200 boxes of 500 individual items if the need is for 200 individual items.
12. 5 th Column Resource Requested	Describe resource specifically enough to that what is needed is what is procured. What size, capacity, qualifications, or other characteristics?	Enter initials as described in E above.
12. 6 th Column Needed: Date/Time	Date/Time needed at the 'Deliver To' location and ready to work.	Use date/time convention (see C above)
12. 7 th Column Deliver To	Name incident facility to deliver the resource to.	E.g. Command Post, Staging Area, Warehouse at Incident Base. Have map that shows facilities and addresses of locations including latitude and longitude if deliveries are by air.
13. Order Relayed information	Actions taken in processing orders noted above.	Use same date/time, To/From protocols set by OM and used above.
REMARKS (reverse side)	Record important notes.	

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12. 8th – 12th Columns	Assignment of resource to incident.	
12. 8 th Column To/From	Initials/organization of who is accepting (To) the report that a resource is assigned who reported (From) the assignment.	Not much space, so use agreed upon abbreviation for organization.
12. 9 th Column Time	When reported that order was filled.	Use date/time convention (see C above)
12. 10 th Column Agency ID	Abbreviation for agency or organization that owns the resource being provided.	Use accepted initials and abbreviations as noted in D above.
12. 11 th Column Resource Assigned	Specific and unique name of the assigned resource.	E.g. name of individual, name of and team and its leader, number of a ambulance, fire engine or police car, license number of a vehicle
12. ETD/ETA	Estimated date/time of departure from where it is and estimated date/time of arrival to where it has been asked to be delivered to (column 7)	Use date/time convention (see C above). <i>Check box upon confirmation that it arrived at Deliver To location.</i>
12. 13th – 15th Columns	Release of resource from incident.	
12. 13 th Column Date	Date released.	Use accepted convention for writing date.
12. 14 th Column To	Where the resource is being sent.	Organization and location using accepted abbreviations.
12. 15 th Column Time/ETA	Estimated time of arrival.	Use date/time convention (see C above). <i>Check box upon confirmation that it arrived 'home.'</i>
REMARKS (reverse side)	Record important notes.	