**Resource Request**

Local government should be prepared to provide the following information when requesting resources from the State:

**All Requests**

* What need does the requested resource fill?
* List full item description, quantity, actual delivery location, and point of contact.
* Does the requestor have the ability to pick up the resource or will it need to be delivered? Where? When? To Whom?

**Drinking Water**

* How many persons need drinking water and how many days will they need water?
* If water tankers are provided to meet the need, does the requestor have suitable containers for distribution?
* If bottled water is provided, does the requestor have a loading dock and the appropriate equipment (forklift, pallet jacks, etc.) to offload the pallets?

**Food**

* How many persons need food and for how long?
* How many meals per day per person will be served?
* Are facilities and personnel available to prepare hot meals?

**Generators**

* What type of facility requires the generator? Does the facility have a quick connect for the generator?
* What size generator (Kilovolts or Kiloamps) is needed?
* What voltage? What phase?
* Can the requestor refuel the generator? If yes, can the requestor provide either gasoline or diesel?
* Does the requestor have trained/qualified personnel to maintain the generator? If necessary, does the requestor have a forklift to off-load the generator?

**Pumps**

* What is the necessary pipe/hose diameter or volume of water in gallons per minute?
* Does the water being pumped contain debris?
* What is the necessary pipe/hose length?
* Can the requestor refuel the pump? If yes, can the requestor provide either gasoline or diesel?
* Does the requestor have trained/qualified personnel to maintain the pump? If necessary, does the requestor have a forklift to off-load the pump?

**Shelter**

* How many persons need shelter and for how long?
* If shelters are provided to meet the need, does the requestor have a suitable location(s) for setup?
* If shelter is provided, does the requestor have a forklift to offload pallets?
* Does the requestor have trained/qualified personnel to set up, maintain, and run the shelters?

**Vehicles**

* If a truck is needed, what size of truck (volume and tonnage)?
* Does the truck require four-wheel drive capability?
* What type of fuel is available in the community (gasoline or diesel)?

**Animals**

* Is pet food, shelter, or water for big animals and valuable livestock needed?