

Instructions for completing FEMA 213 Form: (Located on the EH&S website)

(Complete only the numbers listed below)

1. **Incident Name:** COVID 19
2. **Date/Time**
4. **Order:**

The following items are available from the FM Warehouse

- Face covering:
 - Plain Black Cloth
 - Disposable Surgical Masks
 - N -95 (*Health Care Professionals Only, EH&S approval required*)
- Clear Face Shields
- Hand Sanitizer (*Variety of sizes, warehouse will fill with available items*)
- Disinfecting Wipes (*Variety of sizes, warehouse will fill with available items*)
- Vinyl Gloves (*reason for use required*)

5. **Reporting Location:** Please provide an email address to be contacted when the items are ready to be picked up. Delivery is not provided.

7. **Requested by:** Person making the request. This can be anyone your department deems appropriate.

9. **Section Chief Approval:** Leave blank (for EOC use only)

The rest of the form should be left blank. You will receive an email from the warehouse with a map when your order is ready.

If you are requesting items that are not on the above list, please email emergencymanagement@csusb.edu for clarification.

Email completed form to emergencymanagement@csusb.edu for fulfilment or with questions.