TEESTO CHAPTER – WEATHER-RELATED ASSISTANCE REQUEST

Intake Sheet for ICS Form 213 (General Message) | Navajo Nation Monsoon 2026

Staff/volunteer: Complete this sheet with the community member. Chapter staff will transfer it to ICS Form 213 and email it to **eoc_planning@navajo-nsn.gov**. Keep this sheet in the emergency binder.

1. REQUESTING COMMUNITY MEMBER (213 Box 1 – To / From)

Name:		**Date / Time received:**	
Phone (best number):		**Alternate phone:**	
Physical location / directions to home:			
Mailing address:		**Household size / elders / children / disabled:**	

2. NATURE OF REQUEST (213 Box 3 – Subject)

Check all that apply:

[ ] Road / access washed out [ ] Home flooding / damage [ ] Water (drinking / hauling) [ ] Food / supplies
[ ] Medical / medication access [ ] Livestock / feed [ ] Heavy equipment [ ] Shelter
[ ] Sandbags / materials [ ] Power outage [ ] Welfare check [ ] Other: _____

3. DESCRIPTION OF NEED (213 Box 5 – Message)

Be clear and concise: what is needed, how many people affected, how urgent, and what has already been done.

4. URGENCY

[ ] **Life-safety / immediate** – call 911 or NN Police first, then submit 213 [ ] **Urgent** (within 24 hrs) [ ] **Routine**

5. CHAPTER USE ONLY

Taken by (name):		**Position / role:**	
Date/time sent to EOC:		**213 Incident Name used:**	NN Monsoon 2026
EOC response received (date / summary):			
Response relayed to requester (date / by whom):			

ICS Form 213 field map: Box 1 To = NN EOC Planning Section | Box 2 From = Teesto Chapter (name/position) | Box 3 Subject = request type | Box 4 Date/Time | Box 5 Message = Sections 1–4 above | Box 6 Approved by = Clara Williams, Chapter Manager (Local Incident Commander).

Form download: ndem.navajo-nsn.gov/nnmonsoon2026 | NN EOC: (505) 422-6597 | Teesto Chapter: (928) 657-8042 | teesto@navajochapters.org