

## **RESPONSIBILITY DURING EMERGENCY OPERATIONS**

**6573**

(No.21 May 2016)

### **Responsibility**

#### **Fire Crew Captain**

The CAL FIRE Fire Crew Captain has the basic responsibility for the crew's behavior and performance while traveling and working, even when the crew is accompanied by CDCR personnel. However, CDCR personnel have the ultimate responsibility for the custody, health, and safety of the offenders assigned to the crew. If disciplinary problems or health and safety issues arise, the CDCR personnel and the CAL FIRE Fire Crew Captains will determine the action to be taken on the spot.

## **EN ROUTE LOGISTICS**

**6573.1**

(No.21 May 2016)

### **Responsibility**

#### **All**

Responsibility to provide for the proper needs of crews en route to and from emergency assignments is vested in CAL FIRE, as outlined in [Chapter 6560](#). Communications between the strike team/task force leader and CDCR staff is essential to ensure efficient stops for facilities, feeding, and fuel.

If CDCR staff is able to connect with the emergency response resources, a convoy configuration should be maintained to ensure management control. If for some reason a crew falls behind, custody staff and the nearest ECC will be advised immediately. The strike team will normally remain as a unit from the time of dispatch until released by the strike team/task force leader.

## **INCIDENT BASE/CAMP SUPERVISION**

**6573.2**

(No.21 May 2016)

### **Responsibility**

#### **All**

The [CDCR Incident Check-in Report](#) will be completed by the Correctional Officer or CDCR supervisor in the strike team/task force upon arrival at the incident base/camp and turned in to the CDCR Agency Representative, or if none, to the senior custody officer. Operational Procedure NO. – 724, Off-Reservation CDCR Employee Expectations are to be followed by CDCR staff and offenders at all incidents.

## **DAI**

CAL FIRE and CDCR personnel will, at all times, keep their immediate supervisor advised of their whereabouts. CDCR employee incident base requirements are outlined in Operational Procedure 724.

## **DJJ**

The Incident Base/Camp Custodial Expectations (Exhibit 6363.2a) are to be followed by DJJ staff and wards at all incidents. DJJ personnel will at all times, keep their immediate supervisor and/or DJJ Agency Representative advised of their whereabouts. DJJ personnel will not leave the incident base or camp without notification and authorization. At the base/camp or on the scene of an incident, DJJ personnel should be prepared to assist with meal provision and supervision, and assume supervisory and custody responsibilities when crews are off shift.

Good communication is needed between agency supervisors during this transition to ensure that actual needs are addressed, and that information pertaining to the custody, care, and treatment of each crew is relayed.

Crew members will remain in the feeding/bedding areas. Wards will not be allowed to roam at will. Permission for authorized individuals to perform needed functions outside of these areas may be given under sight supervision. DJJ personnel will assist in preparing crews and equipment for return to fireline assignment or to home base.

## **Strike Team Task Force Leader**

The strike team/task force leader, or the Fire Crew Captain for single increments, should make preliminary contact with the Technical Specialist Crews to determine the location of sleeping areas, and should assist CDCR personnel to ensure crews get proper care. The strike team/task force leader should know the crew's location in case an emergency condition should arise requiring activation of the crew(s), and should keep staff, both incident and CDCR, advised of his or her location at all times, while off shift.

## **INCIDENT BASE/CAMP DISCIPLINE**

**6573.3**

(No.21 May 2016)

### **Responsibility**

#### **All**

CDCR personnel are generally responsible for care, treatment, and custody of offenders in an emergency base/camp. Offenders will not be permitted in a kitchen, food storage, or other service area except under sight supervision. Offenders will be required to conduct themselves in an orderly manner at all times. Offenders will not, at any time, act in a disrespectful manner toward anyone. Offenders who show disrespect towards members of the opposite sex will be immediately removed from the incident. Any CDCR or CAL FIRE personnel who observe such behavior will take immediate action to isolate the offender and effect his or her removal. Appropriate disciplinary documentation is required.

Fire crews will eat as a unit under the immediate supervision of the Custodial Officer with assistance from the Fire Captain where appropriate.

## **SLEEPING/HYGIENE FACILITIES**

**6573.4**

(No.21 May 2016)

### **Responsibility**

#### **All**

Sleeping areas for offenders are to be separate from those occupied by other incident personnel.

Facilities for sleeping and bathing should be the best available under the circumstances. The following factors should be considered in selecting an area for sleeping:

1. Area should not constitute unreasonable custodial problems.
2. Safety from fire and other hazards for sleepers is a prime concern.
3. Area should be separated from "business functions" of the emergency.
4. Water for drinking, washing, etc., should be provided in the immediate area, if possible.
5. Shade should be provided for day sleepers.
6. Sanitary facilities adequate for the total number assigned to the area should be provided. The crew sleeping area should provide for separation of the various types of crews.
7. Reasonable privacy from non-emergency people who may be in the area should be considered.
8. Blankets and/or sleeping bags should be provided to permit personnel to sleep as warmly and comfortably as possible.
9. There should be cleared areas and fuel provided for warming fires, if needed.

10. Sleeping area limits should be posted to prevent fire crew personnel from "wandering."
11. Crews must be immediately available for meals and assignments.
12. Crews in the bedding area must be supervised at all times.
13. Coffee and/or other drinks should be provided in the bedding area when possible.

Provide separation from other incident personnel sufficient to eliminate the perception of offensive behavior on the part of offenders at normal voice levels or involving eye contact. Separate but adjacent sleeping areas for offenders and other incident personnel are unacceptable.

Provide separate showers for offenders and other incident personnel, with adequate separation. In the event separate showers are not possible, separate shower times will be scheduled and maintained for offenders and other incident personnel, as well as for males and females. Additional custodial supervision may be required for shower facilities, due to the potential for rapidly escalating, volatile situations.

## **PROJECT WORK DURING “MOVE-UP” OR “STANDBY” ASSIGNMENTS**

**6573.5**

(No.21 May 2016)

### **Responsibility**

#### **All**

Crews assigned to a move-up, standby, or mobilization center operation must not remain idle during periods when project work normally would be underway. After due consideration for rest and recuperation for staff and crews, crews will be assigned to productive work in a location suitable to the “standby” assignment. Crews on a “cover” assignment must comply with local rules, regulations and procedures.

## **SLEEPING ARRANGEMENTS IN A “MOVE-UP” OR “COVER” ASSIGNMENT**

**6573.6**

(No.21 May 2016)

### **Responsibility**

#### **All**

Conservation camp crews on “standby” or “cover” in a camp other than their home camp should not be permitted to sleep in unoccupied beds in the crew barracks, except by special arrangements. Offenders should not be permitted to sleep or be unsupervised in an offender dormitory. Offenders should not be assigned for sleeping, or be permitted unsupervised, in any CAL FIRE dormitory or barracks. CDCR staff must provide supervision of the sleeping area.

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[\(see next section\)](#)

[\(see Table of Contents\)](#)