

## MOBILIZATION CENTERS

7555

(Revised 1996)

A mobilization center is an off-incident support facility in a predesignated central location that can be used for:

**Mobilization** - The process of assembling, preparing and re-dispatching resources allocated or en route to an incident(s). A center may be established to provide a secure custodial facility for CDF fire crew captain rest periods.

**Demobilization** - The process of receiving, rehabilitating, releasing or reallocating resources coming off of incident(s).

**R & R and/or Relief** - Providing opportunities and facilities for rest and rehabilitation of resources during extended assignments or facilitating the planned exchange of personnel.

**Staging** - Holding available suppression resources in strategic reserve in anticipation of future needs.

Mobilization centers are not normally directly connected to a specific incident and are usually operated on a separate order number provided by a region, zone or Sacramento. Costs may be shared with other cooperating agencies, depending on the situation. Costs will usually be charged to the Emergency Fund.

The mobilization centers will be activated and operated by the respective units at the request of Sacramento/region/zone with an appropriate order and request number. The recommended staffing levels are described in Section 7555.5.

## LOCATION OF PREPLANNED MOBILIZATION CENTERS

7555.1

(Revised 1996)

CDF has preplanned mobilization centers located at:

**Anderson** - Shasta District Fairgrounds  
West of Interstate 5 on State Highway 273  
Alternate - Red Bluff  
(see map, CDF 1)

**Red Bluff** - Tehama District Fairgrounds  
East of Interstate 5; take State Hwy 99 to Antelope Blvd.  
Alternate - Anderson  
(see map, CDF 2)

**Woodland** - Yolo District Fairgrounds  
West of Interstate 5 at East Street and Gum Avenue

Alternate - Dixon  
(see map, CDF 3)

**Dixon** - Dixon May Fairgrounds  
On 1st Street south of Chestnut in Dixon.  
Alternate -  
(see map, CDF 4)

**Madera** - Madera District Fairgrounds  
West of Highway 99 on Cleveland Avenue in Madera.  
Alternate - Chowchilla  
(see map, CDF 5)

**Chowchilla** - Chowchilla Fairgrounds  
West of Highway 99 on 5th Street. in Chowchilla  
Alternate - Madera  
No map is available.

**Los Banos** - Merced County Fairgrounds  
North of Hwy. 152 on 4th Street in Los Banos.  
Alternate - Madera  
(see map, CDF 7)

**Prado** - At Prado Conservation Camp  
East of Highway 71 in Chino  
(see map, CDF 6)

It is anticipated that mobilization center sites will be developed at:

**Santa Clara** - In the vicinity of Highway 101 and Highway 152.

**Mendocino Unit** - In the vicinity of Highway 101 and Highway 20.

## **ANDERSON MOBILIZATION CENTER**

**7555.1.1**

(Revised 1996)

Location: Shasta District Fairgrounds  
- Hwy 273 and Briggs Street in Anderson

Address: 1890 Briggs Street  
- Anderson, CA

Phone: Day (916) 365-2516  
- Night (916)  
- Mark Campbell, Manager

Radio: Mobilization on CDF, Tone

Facilities: All fairground facilities as needed. Rental rates negotiable at time of use.  
-

Contact Shasta-Trinity ECC

Night (916) 225 - 2411 (contact duty officer)  
Fax (916) 221 - 4807

[\(see map, CDF 1\)](#)

## **RED BLUFF MOBILIZATION CENTER**

**7555.1.2**

**(Revised 1996)**

Location: Sun Country Fairgrounds  
- 650 Antelope Blvd.

Address: P.O. Box 70  
- Red Bluff, CA

Phone: Day (916) 527 - 5920  
- Night (916) 527 - 4900  
- Bert Owens, Manager

Radio: Mobilization on CDF, Tone

Facilities: All Fairground facilities as needed. Rental rates negotiable at time of use.

Contact Tehama-Glenn ECC

Night (916) 527 - 9642  
Fax (916) 527 - 2167

[\(see map, CDF 2\)](#)

## **WOODLAND MOBILIZATION CENTER**

**7555.1.3**

**(Revised 1996)**

Location: Yolo County Fairgrounds  
- East Street and Gum Avenue in Woodland

Address: P.O. Box 826  
- Woodland, CA 95698

Phone: Day (916) 662 - 5393  
- Night (916) 666 - 8282  
- (advise you need to talk to fair manager)

Radio: Woodland Mobilization on CDF 1, Tone 3

Facilities: All fairground facilities as needed. Rental rates negotiable at time of use.

Contact Lake-Napa RU  
Night (707) 963 - 4112  
Fax (707) 963 - 7639

[\(see map, CDF 3\)](#)

#### **DIXON MOBILIZATION CENTER**

**7555.1.4**

**(Revised 1996)**

Location: Dixon May Fairgrounds  
- 1st Street south of Chestnut.

Address: P.O. Box 459  
- Dixon , CA 95620

Phone: Day (916) 678 - 5529  
- Night no phone but on-site care-taker Don Bingaman. Gates always open.  
-

Radio: Dixon Mobilization on CDF 1, Tone 3

Facilities: All fairground facilities as needed. Denverton Hall \$600/day.

Contact Lake-Napa RU  
Night (707) 963 - 4112  
Fax (707) 963 - 7639

[\(see map, CDF 4\)](#)

#### **MADERA MOBILIZATION CENTER**

**7555.1.5**

**(Revised 1996)**

Location: Madera District Fairgrounds  
- West side/Highway 99 at Cleveland Avenue in Madera.

Address: P.O. Box 837  
- Madera, CA 93639

Phone: Day (209) 674 - 8511  
- Night (209) 673 - 6663

Radio: Madera Mobilization on CDF 1, Tone 5

Facilities: All fairground facilities including two phone lines and copy machine. Rental  
- is \$250.00 per 6 hours (see agreement).

Private personnel available for hire:

Contact Madera Station #1 for rotation list of paid call fire fighters (PCF) (209) 675-7799.

[\(see map, CDF 5\)](#)

## **CHOWCHILLA MOBILIZATION CENTER**

**7555.1.6**

**(Revised 1996)**

Location: Chowchilla Fairgrounds  
- Exit Hwy 99 in Chowchilla at Robertson Blvd. West on Robertson Blvd. to  
- 5th Street, south on 5th Street to fairgrounds.

Address: P.O. Box 597  
- Chowchilla, CA 93610

Phone: Day (209) 665 - 3728  
- Night (209) 665 - 4951  
- Emergency (209) 389 - 4516

Radio: Madera Mobilization on CDF 1, Tone 5

Facilities: All fairground facilities including four phone lines and copy machine. Rental  
- is \$250.00 per 6 hours (see agreement).

Private personnel available for hire:

Contact Madera Station #1 for rotation list of paid call fire fighters (PCF) (209) 675-7799.

No map is available.



(see map, CDF 7)

## **SELECTION CRITERIA FOR MOBILIZATION CENTERS**

**7555.2**

(Revised 1996)

A mobilization center may need to be established at other than a pre-planned location. Important selection criteria for mobilization centers include:

**Location** - Mobilization centers must be near intersections of major highways that offer multi-directional access to all parts of the state.

**Access** - The site should be easy to find both day and night, well-signed, and negotiable by heavy equipment.

**Facilities** - Should provide protection from the weather (sun, rain, etc.), adequate food preparation and serving equipment, shower and toilet facilities capable of handling large numbers of people, parking for many large vehicles, shaded or indoor sleeping areas, telecommunications equipment, security for people and equipment and appropriate office space.

**Availability** - Use facilities that will be available on short notice during high percentage of the normal peak fire season without inconveniencing other facility users. Fairgrounds, colleges and parks can make excellent mobilization centers.

**Off-Site Support Facilities** - The presence nearby of motels, 24-hour restaurants, grocery stores, Laundromats, and vehicle parts stores enhances the utility of any site.

When a suitable mobilization center is identified, the site should be added to the local Emergency Resources Directory (ERD). The recorded information should include a street map with access instructions, completed rental agreements and contacts, list of qualified personnel trained to operate the mobilization center and a facility preplan for logistical needs.

## **MOBILIZATION CENTER OPERATIONS**

**7555.3**

(Revised 1996)

Mobilization center operations can be simple or complex depending on the situation, but the objective is to provide the necessary support services to maximize the availability and effectiveness of suppression resources for strategic deployment.

Each mobilization center should be carefully preplanned and the preplan information included in the unit Emergency Resources Directory (see exhibit). A core group of key local people should be trained and available to initiate the opening of the mobilization center and to operate it pending the arrival of ordered support personnel (Section 7555.4).

The following checklist and some helpful hints/guidelines for successful operation of mobilization centers is provided (based on past experience). The checklist may be photocopied for use.

## **TASK CHECKLIST FOR THE MOBILIZATION CENTER MANAGER**

**7555.3.1**

(Revised 1996)

- Receive order number and briefing from ECC; determine numbers and types of resources expected and ETAs.
- Order initial basic staffing needs:
  - Check-in recorder
  - Resource Status leader
  - Facilities Unit leader
  - Food Unit leader
  - Kitchen crew/caterer
  - Refrigerator Unit
  - Motel tech. specialist
  - Tech specialist, crews
  - Finance Section chief
  - Time Unit leader
  - Cost Unit leader
  - Supply driver with vehicle
  - Mechanic with tools
- Contact facility owner/manager and advise of needs; identify any current/future possible conflicts.
- Activate mobilization center
  - Radio
  - Telephones
  - Signs
  - Check-in area
  - Traffic plan
  - Medical plan/need for medical unit
  - Plot plan
  - Motel rooms reserved
  - Food and lunches ordered
  - Toilets
  - Showers
  - Trash and garbage service
  - Recreational facilities available/ordered
  - Agency representatives/ordered
- Demobilization/deactivation of center
  - Demobilization plan
  - Clean and rehabilitate facility
  - All bills paid
  - All reports completed (cost share, cost recovery, Emergency Fund, total costs, accident reports, vehicle safety inspections)

## **FEEDING**

**7555.3.2**

(Revised 1996)

On-site feeding may be possible using a camp or jail kitchen and steam table if the distance/travel time is not excessive and volume is less than 250-300 people.

If more than 300 people are anticipated for feeding at any one time, a kitchen crew with kitchen trailer, etc. or a caterer should be used. Have a vendor lined up to provide subsistence items and supplies to support the kitchen 24 hours per day.

In addition, have a vendor lined up to produce sack lunches and provide refrigerated storage for the lunches at the center. Issue lunches to everybody leaving the staging center for a new assignment or returning home to help reduce their time en route.

## **SLEEPING**

**7555.3.3**

(Revised 1996)

Preplan motels, keeping in mind the need for vehicle security and a method to immediately contact sleeping personnel; assign a motel technical specialist to assure maximum utilization of rooms.

Be sure to provide separate sleeping areas for the various types of custodial crews and keep inmate/ward sleeping areas away from other functions. Provide coffee and cold drinks near the inmate/ward sleeping areas so they don't have to wander through other functional areas to get a drink.

Know where to get enough cots if you intend to use buildings for sleeping areas.

## **TOILETS**

**7555.3.4**

(Revised 1996)

On-site permanent toilet facilities are seldom adequate if the operation is very large. Preplan additional portable toilets at a ratio of one toilet for every 20 people.

Spot extra portable toilets near inmate/ward sleeping areas.

## **SHOWERS**

**7555.3.5**

(Revised 1996)

If permanent on-site showers are not adequate for the number of people not allowed motels, order a portable shower unit.

Visually separate showers from other functional areas. Also, visually separate male and female shower areas.

## **VEHICLE MAINTENANCE AND REPAIR**

**7555.3.6**

(Revised 1996)

Have at least one HEM assigned or available on call; more are needed for large operations, plus an FEM (manager). Have a 24-hour phone number for parts and repair facilities. If 24-hour service stations are not on hand, provide fuel truck(s) at the center.

## **FIRE CREW CONSIDERATIONS**

**7555.3.7**

(Revised 1996)

Items to be considered when fire crews are to be assigned to mobilization centers:

1. Sleeping areas
  - a. Proper separation of fire crews (post limits - five signs per areas are a minimum)
    - CDC - male, female.
    - CDC - female.
    - CYA.
    - County.
    - Free persons (USFS, CCC, etc.).
  - b. If the sleeping area is outside, there must be adequate shade to protect daytime sleepers.
  - c. Install portable toilets close to sleeping areas to prevent inmates/wards from wandering into other areas. (Minimum of one toilet per 20 persons).
  - d. Provide parking for CCVs as close to the sleeping area as reasonably possible.
  - e. Provide coffee and cold drinks near the sleeping area.
2. **Showers** - Assign different times to fire crews or have separate facilities for fire crews only. Depending on the numbers of male inmates and wards, separate showering facilities may be required for female inmates. Remember, you **must** have separation for different types of crews.
3. **Staffing** - The need for an agency representative is based on a request of the senior correctional officer (see also Section 7555.3.8 below). An agency representative is normally needed when five or more strike teams of fire crews are expected or are in the mobilization center. A custodial agency representative is a valuable asset when dealing with a large number of inmates/wards.

CDF should have a technical specialist-crew assigned to the mobilization center whenever more than three strike teams of fire crews are staged. This position should be either a division chief or a battalion chief who is normally assigned to a conservation camp or training center or who has recent camp experience.

CDF fire crew captains should take custody of their crews for at least eight hours each day. This allows the custodial staff to rest. If this is not practical, it will mean that additional custodial staff will have to be ordered.

4. **Laundry** - Facilities should be made available to the correctional agencies or arrangements made to do laundry if the crews have been or will be out of their home camp three or more days.
5. **Custodial coverage** - The mobilization center incident commander should be aware that some locations may require additional custodial staffing for security reasons. This request would come from the custodial agency representative.
6. **Project work:**
  - a. Some type of project work should be planned to keep fire crews from being idle for extended periods. Evaluate the needs of the crew and determine the expected duration of stay. If the fire crews have arrived from an incident, they should be allowed to rest one full day and night before assignment to project work. **Remember also that if crew captains have been on duty for 16 hours or have been driving for ten hours, they must be given eight consecutive hours of rest away from their crew before they can operate a CCV.**
  - b. Projects should be in close proximity to the mobilization center for quick response to emergencies.
  - c. Projects should be arranged prior to actual mobilization operations, if possible.
    - Have a brief description of the project.
    - Have map location.
    - Have contact person for project.
  - d. Consult with the local camp or unit for assistance with project planning.
7. **Recreational facilities**
  - a. Designate areas for sports (volleyball, softball, basketball, table tennis, etc.).

- b. Television viewing areas: provide a reasonable number of television sets, as recommended by the custodial agency to minimize conflicts and provide separation of the crews. Provide VCRs for taped movies (the custodial agency will choose which movies are appropriate).

**MISCELLANEOUS**

**7555.3.8**

(Revised 1996)

- Order enough people to effectively staff the number/type of positions appropriate to the size and complexity of the operation. Be sure to properly staff the finance section so that purchasing and cost issuers are addressed.
- Provide adequate office space and equipment (photocopier, FAX machine, etc.).
- Make sure you have reliable communications: multiple phone lines, base and portable radios, pagers, P.A. system, etc.
- Clearly sign functional areas; post rules.
- Make arrangements to meet inmate/ward laundry needs with the closest correctional facility.
- Make sure engine strike teams stay together and are ready to respond as soon as possible.
- Keep current, correct status of all resources.
- Have a supply of local area road maps to issue to strike team leaders.

The mobilization center incident commander should periodically evaluate expected needs. A correctional agency representative is normally needed when five or more strike teams of fire crews are expected. The need for an agency representative is based on a request of the senior correctional officer and will be assigned by the CDC Program Administrator of the Camps Section (North or South). See Section 7555.3.7 for additional information on fire crew considerations.

**RECOMMENDED MOBILIZATION CENTER STAFFING**

**7555.4**

(Revised 1996)

Twelve (12) hour operational periods

<b>Staffing Needs</b>	<b>Expected Resources</b>			
	<b>Number of Strike Teams</b>	<b>2</b>	<b>4</b>	<b>6+</b>
Mobilization Center IC	1	1	1	

Finance chief*			1
Logistics Section chief*			1
Procurement Unit leader		1	1
Motel technical specialist		1	1
Technical specialist (crews)		1	1
Facilities Unit leader			1
Food Unit leader	1	1	1
Mechanic (HEM)	1	1	2
Resource Status Recorder		1	2
Personnel Time Recorder**	1	1	2
Check-in recorder	1	1	2
Time Unit leader			1
Cost Unit leader			1
Supply driver	1	1	1
Supply Unit leader			1
Kitchen crew and kitchen		1	1
Helpers/runners/messengers	2	4	6
CDC Agency representative		1	1
CYA Agency representative		1	1

\*Act as mobilization center Deputy IC

\*\*If hired equipment use the center, one or more Equipment Time Recorders may also be needed.

## MOBILIZATION CENTER FISCAL MANAGEMENT

7555.5

(Revised 1996)

Make sure that all necessary finance personnel are ordered. (See Section 7555.4 above.)

An estimate of Emergency Fund costs is required when expenditures exceed \$50,000 per incident. This includes mobilization centers when they have a separate order number. The mobilization center IC must ensure that all necessary cost estimates are completed.

**Review Section 3861.3 (see section) of the Incident Fiscal Management Handbook 3800 for further directions on Emergency Fund estimates.**

When the mobilization center is used for a specific joint responsibility of multi-agency incident, the center IC should determine if the incident cost will be shared/billed (recovered). If cost recovery will be sought, the center IC will be responsible for submitting a cost recovery report to the incident finance chief or designated administrative unit.

If cost will be shared with USFS and/or BLM, a Cost Apportionment Team (CAT) may be needed. Specific procedures have been adopted by the three agencies governing

financial records required of mobilization centers used in support of cost-share incidents. See the 3800 Handbook, Section 3862 for further directions.

## **DEMOBILIZATION EQUIPMENT INSPECTIONS**

**7555.6**

**(Revised 1996)**

Mobilization centers are sometimes used as demobilization locations. Mobile equipment inspections for vehicles being released from an incident should be included in the demobilization process when:

1. An incident base has been established and operating for more than 48 hours, **or**
2. The nature of the incident has subjected assigned vehicles to unusually severe operating conditions (dust, mud, water, off-road or 4WD operations) for more than two operations periods, **or**
3. Vehicles will be sent directly to another emergency (not Code 3 response) without opportunity for service or repair.

Such equipment inspections should be directed at those items affecting the safety of mobile equipment operations. Maintenance and repair needs during or after the incident should be considered separately. The safety inspections should include a through check of:

- Lights ( includes emergency warning equipment).
- Tires, wheels and brakes.
- Exhaust system (including spark arresters).
- Glass, wipers and mirrors.
- Fire blankets/curtains.
- Motors and fire pumps.
- Safety belts

Arrangements should be made to repair any safety defects on the scene or at the nearest available facility before the vehicle is allowed to return to home.

Demobilization equipment inspections will normally be performed by personnel in the classes of HEM or HFEO, but other qualified personnel (hired, National Guard, other agency) may be utilized if necessary.

Repairs greater than \$1,000 (parts and outside labor) require prior approval by the region FEM II and the home unit duty chief.

Other documents, which are relevant to this section, include the following:

Sample - Fire Crew Check-In ([see exhibit](#))

Sample - Fire Engine Check-In ([see exhibit](#))

Sample - Anderson Mobilization Resource Directory ([see exhibit](#))

Sample - Red Bluff Mobilization Resource Directory ([see exhibit](#))

Sample - Madera Mobilization Center Resource Directory ([see exhibit](#))

Sample - Madera Mobilization Center Emergency Resource Directory ([see exhibit](#))

Samples - CDF 95 and CDF 96, Facilities Use Agreements

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

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

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