

PROCEDURE NO. 005: Resource Ordering – General (8100)
(No. 54 December 2009)

Responsibilities and Action

NEW ORDERS – NEW REQUEST

Any ECC

1. Contact appropriate ECC(s) based on the standard response plan for the incident, which may include Region OCC. Most appropriate means of contact is region intercom.
2. Identify your ECC and specify “New Order/New Request”, wait for acknowledgement.
3. Provide following information in the sequential order as follows:
 - a) Incident/Project name.
 - (1) Identify type of incident if other than a wildland fire (i.e. short haul).
 - b) Order number.
 - c) Descriptive location.
 - (1) Example: Community, cross street, landmark.
 - d) Legal land description (section, township, range, and base meridian).
 - e) Latitude and longitude (degrees, decimal minutes).
 - f) Air Contact Name, frequency name and numeric.
 - g) Ground Contact Name, frequency name and numeric.
 - h) Victor Frequency (optional).
 - i) Announce aircraft request numbers, aircraft type and specific aircraft identification either being requested or using, if known.
 - j) Announce any known hazards (powerlines, towers, and other aircraft).
 - k) Reload base (optional)
 - l) Identify other resource requests (equipment, crews, overhead) and the ECC(s) you are requesting them from.

4. Place requests in the resource ordering system of record directly to the appropriate ECC or Region OCC.

OLD ORDER – NEW REQUEST (other than aircraft)

Any ECC

1. Contact Region OCC by phone, and advise of additional resources requested in the resource ordering system of record.
2. Enter all requests into the resource ordering system of record and place those requests up to the Region OCC. Provide the following:
 - a) ICS Type and kind of resource(s) requested.
 - b) Qualified or Trainee acceptable.
 - c) Date and time needed.
 - d) Report location.
 - e) Special needs identified
 - f) Requestor contact number

RESOURCES REQUESTED (other than aircraft)

Region OCC

1. Upon receipt of a resource request;
 - a) Place to a CC with the closest available resource(s)
 - b) Advise the requesting ECC of the Fill/UTF information

Any CC

1. For specific resource ordering criteria, see the following:
 - a) [Ground Equipment: Procedure #006.](#)
 - b) [Hand Crews: Procedure #007.](#)
 - c) [Non-Military Aircraft: Procedure #008.](#)
 - d) [MAFF Aircraft: Procedure #009.](#)
 - e) [Overhead – Procedure #010.](#)

- f) Overhead – Agency Rep. from other agencies – Procedure #011.
- g) Other State Agencies – Procedure #012.
- h) Out-of-state resources – Procedure #013.
- i) California National Guard (CNA) resources: Procedure #014.
- j) Sacramento/Academy resources: Procedure #020.

See “Command Channels for Resource Ordering”.

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