

PROCEDURE NO. 010B: Resource Ordering - Major Incident Management Review Team (8100)

(No. 54 December 2009)

Responsibilities and Action

Region OCC/ Sacramento CC

1. Assign an order number, either a CNR, CSR, or CDF number, depending on where the order originated.
2. Enter the individual requests for an Incident Management Review Team in the resource ordering system of record as designated by the Director, Region Chief or designee. (Note: using criteria for team member set forth in the [Emergency Incident Management Handbook 7700, Section 7781.3](#))
3. Process requests with appropriate CC for team members.
4. Notify Sacramento Duty Chief of Incident Management Review Team deployment and the name of the Review Team Leader.

Any CC

1. Upon Receipt of a resource request, attempt to fill

If able to fill all or part of request, enter into the resource ordering system of record the following information:

- Resource/Radio identifier or person's name.
 - Estimated time of departure.
 - Estimate time of arrival.
 - Route of travel, if applicable.
 - Cellular telephone number for strike team leader or individual resource, if available.
2. If CC's are unable to fill, documentation should be added to the resource ordering system of record explaining the reason for UTF then return the request (UTF) to the Region OCC.

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