

PROCEDURE NO. 010C: Resource Ordering - State (8100) Facility and Local Agency Fire/Bomb/Explosive Response and Investigation

(July 2010)

Fires, State Facilities

The CAL FIRE/State Fire Marshall's Office is responsible for fire "origin and cause" investigations for incidents on "any" state facilities or grounds (not limited to CAL FIRE facilities).

The notification of all fires on state facilities or grounds shall be reported to the ECC of the respective CAL FIRE [Administrative Unit](#) in which the incident occurred. The report of an incident and request for a CAL FIRE investigator response to these fires may be reported by either local or state agencies (i.e. Local Fire Departments, Law Enforcement agencies, Local Dispatch Offices, State Universities, State Parks, State Fair Grounds, etc.) to the ECC of the respective CAL FIRE Administrative Unit in which the incident occurred. Report of an incident may also be made to the Unit ECC via the State Fire Marshal's Office (SFM) Fire and Life Safety Division Offices ([north](#) or [south](#)).

The SFM Duty Officer must be notified using the State Fire Marshal Duty Officer Line at (916) 323-7390 for incidents involving "state facilities".

The SFM office is responsible for conducting a "life safety inspection" to allow the re-admittance to, and the continued use of, state buildings after a fire or explosion.

The SFM Duty Officer shall:

- assign a "**Fire and Life Safety Inspector**"
- ensure that the Unit ECC has generated an order and request number for the "Fire and Life Safety Inspector".

Bomb/Explosions, State Facilities

SFM Bomb Technicians are required to respond to Bomb/Explosive Incidents on state facilities ONLY.

Fires, Other than State Facilities (Local Government Assistance)

Local Government Agencies may request investigation assistance for known, or suspected, arson caused fires. These requests may be filled by either SFM or CAL FIRE Investigators.

Requests for CAL FIRE investigators for other than for known, or suspected, arson caused fires are a courtesy and may be filled at the discretion of the Unit Duty Chief.

Fires, Unprotected Areas

The State Fire Marshall's Office is required to conduct fire "origin and cause" investigations on properties where no entity is directly responsible for fire protection or investigation. CAL FIRE may be requested to perform these functions.

Bomb/Explosion, Other than State Facilities (Local Government Assistance)

The SFM or CAL FIRE has no response obligation for Bomb/Explosive Incidents on non-state facilities. These Incidents should be referred back to local law enforcement.

SFM Bomb Technicians are required to respond to Bomb/Explosive Incidents on state facilities ONLY.

Responsibilities and Action

Fires, State Facilities

ECC

1. Receive notification of a fire on a State facility.
2. Generate an order and request for a fire investigator and a "Fire and Life Safety Inspector" (FLSI) in the resource ordering system of record.
3. Notify Unit Duty Chief as per local policy.
4. Fill Fire Investigator request with Unit's Fire Investigator.

- a. If unable to fill with Unit's Fire Investigator, contact the Region Law Enforcement Duty Officer (Region LEDO).
 - North - (530) 224-2471
 - South - (559) 779-8692 or (559) 476-6418
 - b. It will be the responsibility of the Region LEDO to make contact with investigators within the Region and provide the name request information to the Unit ECC.
 - c. If UTF within the Region, the Region LEDO will contact the Sacramento Law Enforcement Duty Officer (Sacramento LEDO) to request an investigator. The Region LEDO will advise the Unit ECC with the name request information provided by the Sacramento LEDO.
 - d. Place name request to the Region OCC in the resource ordering system of record.
5. Notify the SFM Duty Officer of the fire using the State Fire Marshal Duty Officer Line at (916) 323-7390.
- a. The SFM Duty Officer will advise if a response by a Fire and Life Safety Inspector is required.
 - i. If a response is required, the SFM Duty Officer will provide fill information to the Unit ECC.
 - ii. Unit ECC will fill the request using the Contracts/Agreements Tab in the resource ordering system of record.
6. Generate a ["State Building or Local Agency Fire/Bomb/Explosive Investigation Response Report" \(Form 10C\)](#) and forward form via email to the Region OCC Duty Officer.

Region OCC

1. Receive name request in the resource ordering system of record, if applicable, from Unit CC.
2. Place name request to appropriate CC.
3. Receive the Form 10C.
4. Check the form for accuracy and forward to the Sac CC.
5. Make notifications as per local policy.

SAC CC

1. Receive the Form 10C, forward as per local policy.
2. Make notifications as per local policy.

Any CC

1. Upon receipt of the name request, fill with appropriate resource.

Bomb/Explosion, State Facilities

ECC

1. Receive notification of a Bomb/Explosion on a State facility.
2. Generate an order and request for a SFM Bomb Technician (ABII) in the resource ordering system of record.
3. Place the request to the Region OCC.
4. Notify Unit Duty Chief as per local policy.
5. Generate a [“State Building or Local Agency Fire/Bomb/Explosive Investigation Response Report” \(Form 10C\)](#) and forward form via email to the Region OCC Duty Officer.

Region OCC

1. Receive the request for the ABII in the resource ordering system of record and forward to Sac CC.
2. Receive the Form 10C.
3. Check the form for accuracy and forward to the Sac CC.
4. Make notifications as per local policy.

SAC CC

1. Receive request for ABII.
2. Contact the SFM Duty Officer for fill information, if no SFM personnel available, the SFM Duty Officer will contact the California Highway Patrol to request personnel.
3. Fill request in resource ordering system of record.
4. Receive the Form 10C, forward as per local policy.
5. Make notifications as per local policy.

Fires, Other than State Facilities (Local Government Assistance)

ECC

1. Receive request for a CAL FIRE Investigator to a fire in a local fire jurisdiction.
2. Inquire from the requesting agency if Fire Investigator request is for a suspected arson caused fire or for assistance with "origin and cause" only. If the fire is not suspected arson, go to step 3. If the fire is suspected arson, go to step 4.
3. If the fire is "origin and cause" only:
 - a. Contact the Unit Duty Chief for approval to assign a Unit Fire Investigator.
 - i. Approval is at the Unit Duty Chief's discretion.
 - b. If approved, generate an order and request; and fill in the resource ordering system of record.
 - c. If a Unit Fire Investigator is unavailable, return the request to the requesting agency as UTF.
4. If the fire is suspected to be arson caused:
 - a. Generate an order and request for a "Fire Investigator" in the resource ordering system of record.
 - b. Notify Unit Duty Chief as per local policy.

- c. Fill Fire Investigator request with Unit's Fire Investigator.
 - d. If unable to fill with Unit's Fire Investigator, contact the Region LEDO.
 - North - (530) 224-2471
 - South - (559) 779-8692 or (559) 476-6418
 - e. It will be the responsibility of the Region LEDO to make contact with investigators within the Region and provide the name request information to the Unit ECC.
 - f. If UTF within the Region, the Region LEDO will contact the Sacramento Law Enforcement Duty Officer (Sacramento LEDO) to request an investigator. The Region LEDO will advise the Unit ECC with the name request information provided by the Sacramento LEDO.
 - g. Place name request to the Region OCC in the resource ordering system of record
5. Generate a ["State Building or Local Agency Fire/Bomb/Explosive Investigation Response Report" \(Form 10C\)](#) and forward form via email to the Region OCC Duty Officer.

Region CC

1. Receive name request in the resource ordering system of record, if applicable, from Unit CC.
2. Place name request to appropriate CC.
3. Receive the Form 10C.
4. Check the form for accuracy and forward to the Sac CC.
5. Make notifications as per local policy.

SAC CC

1. Receive the Form 10C, forward as per local policy.
2. Make notifications as per local policy.

Any CC

1. Upon receipt of the name request, fill with appropriate resource.

Fires, Unprotected Areas

ECC

1. Receive request for a CAL FIRE Investigator to a location without fire protection service to conduct an “origin and cause” fire investigation.
2. Generate an order and request for a fire investigator in the resource ordering system of record.
3. Notify Unit Duty Chief as per local policy.
4. Fill Fire Investigator request with Unit’s Fire Investigator.
 - a. If unable to fill with Unit’s Fire Investigator, contact the Region LEDO.
 - North - (530) 224-2471
 - South - (559) 779-8692 or (559) 476-6418
 - b. It will be the responsibility of the Region LEDO to make contact with investigators within the Region and provide the name request information to the Unit ECC.
 - c. If UTF within the Region, the Region LEDO will contact the Sacramento Law Enforcement Duty Officer (Sacramento LEDO) to request an investigator. The Region LEDO will advise the Unit ECC with the name request information provided by the Sacramento LEDO.
 - d. Place name request to the Region OCC in the resource ordering system of record.
5. Generate a [“State Building or Local Agency Fire/Bomb/Explosive Investigation Response Report” \(Form 10C\)](#) and forward form via email to the Region OCC Duty Officer.

Region OCC

1. Receive name request in the resource ordering system of record, if applicable, from Unit CC.
2. Place name request to appropriate CC.
3. Receive the Form 10C.
4. Check the form for accuracy and forward to the Sac CC.
5. Make notifications as per local policy.

SAC CC

1. Receive the Form 10C, forward as per local policy.
2. Make notifications as per local policy.

Any CC

1. Upon receipt of the name request, fill with appropriate resource.

Bomb/Explosion, Other than State Facilities (Local Government Assistance)

ECC

1. Receive request for a SFM Bomb Technician from a local government agency.
2. Advise the requesting agency that the SFM has no response obligations and that requests for bomb technicians need be directed through their local law enforcement agency.

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