

## **PROCEDURE NO. 012: Resource Ordering - Other State Agencies (8100)**

**(No. 54 December 2009)**

### **Responsibilities and Action**

Unless there are specific agreements (see [HB8500 exhibits](#), “state agreements”) outlined in other procedures, requests for other agencies to respond are routed to the Sacramento CC then to CAL EMA

### **Any CC**

- 1 Enter the request in the resource ordering system of record
- 2 Place order with Region OCC.

### **Region OCC**

1. Receive the request in the resource ordering system of record
2. Notify the Region Duty Chief.
3. Place the request to Sacramento CC.

### **Sacramento CC**

1. Receive the request
2. Notify the Sacramento Duty Chief
3. Place the order to the California Emergency Management Agency (CAL EMA)
4. 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.

- Document CAL EMA Mission Number.

5. 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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