PROCEDURE NO. 022: Requests for CAL FIRE Resources to a Non-Fire or Non-Law Enforcement Incident from the California Emergency Management Agency (CAL EMA) (8100)

(July 2010)

CAL EMA, on the behalf of a local entity or state agency, may task CAL FIRE to respond to non-fire or non-law enforcement incidents in accordance with the State Emergency Management System (SEMS.)

In the event of a non-fire or non-law enforcement incident local government agencies may request resources from CAL FIRE. For small incidents, requests can be made to the Unit directly from a local government agency. For large incidents, requests are placed to Sacramento CC through CAL EMA Headquarters. There are two types of requests for CAL FIRE resources to non-fire or non-law enforcement incidents. The first is local requests that the Unit can fill with their own resources on a normal workday with minimal financial obligation to the CAL FIRE Unit. The second will be incidents where resources will be committed for an extended period of time and cause greater financial obligation to CAL FIRE. Even through the resources are local, the requests for these incidents must be generated in the resource ordering system of record at Sacramento CC on a CAL FIRE Order Number. In order to capture all pertinent information for these requests, the "Cal Fire Resource Requests for Non-Fire or Non-Law Enforcement Incidents Worksheet" shall be filled out.
(See HB 8570 Non-Fire Emergencies)

Local Agency Request(s) for CAL FIRE Assistance

Responsibilities and Action

ECC

1. Receive request(s) for CAL FIRE assistance for a non-fire or non-law enforcement incident directly from a local agency.

2. Notify the Unit Duty Chief.

3. Enter the request into the resource ordering system of record.

4. Fill the request as directed by the Unity Duty Chief on a Unit incident number.

5. Complete the "Cal Fire Resource Requests for Non-Fire or Non-Law Enforcement Incidents" worksheet and forward the worksheet to the Region OCC.

Region OCC

1. Receive the “Cal Fire Resource Requests for Non-Fire or Non-Law Enforcement Incidents” worksheet from the Unit.

    a) Review the form and make sure all pertinent information is filled out.

2. Notify the Region Duty Chief.

3. Forward the “Cal Fire Resource Requests for Non-Fire and Non-Law Enforcement Incidents” worksheet to Sacramento CC

Sacramento CC

1. Receives the “Cal Fire Resource Requests for Non-Fire and Non-Law Enforcement Incidents” worksheet.

    a) Reviews the worksheet.

2. Notify the Sacramento Duty Chief.

<u>Request(s) Generating a Greater Financial Obligation to CAL FIRE</u>

Responsibilities and Actions

ECC

1. Receive request(s) for Non-Fire, Non-Law Enforcement incident from a local agency.

2. Notify Unit Duty Chief.

3. Fill the request either by:

    a) If the local unit enters the incident into the resource ordering system of record, fill the requests per the direction of the Unit Duty Chief.

        i) Fill out the “Cal Fire Resource Requests for Non-Fire and Non-Law Enforcement Incidents” worksheet and forward to Region OCC.

    b) If the requests are generated through the Sacramento CC, assign/reassign the resources to the CA-CDF incident number.

4. Notify the Region OCC.

5. Assign an Agency Representative (AREP) to the local EOC as necessary.

6. Complete an ICS-209 as necessary.

Region OCC

1. Receive the “Cal Fire Resource Requests for Non-Fire and Non-Law Enforcement Incidents” worksheet from the Unit.

    a. Review the worksheet

2. Notify the Region Duty Chief.

3. Notify the Sacramento CC and forward the “Cal Fire Resource Requests for Non-Fire and Non-Law Enforcement Incidents” worksheet.

Sacramento CC

1. Receive the “Cal Fire Resource Requests for Non-Fire and Non-Law Enforcement Incidents” worksheet.

    a) Review the worksheet.

2. Notify the Sacramento Duty Chief.

3. Request a CAL EMA Mission number.

4. Generate a CA-CDF incident number into the resource ordering system of record and create the necessary requests.

    a) Enter the mission number into the resource order.

5. Process the requests in the resource ordering system of record back to the Unit ECC via the Region OCC.

6. Ensure the CAL EMA Mission number includes mission tasking for CDCR employees for all crew requests (if needed).

7. Forward the information from the “Cal Fire Resource Requests for Non-Fire and Non-Law Enforcement Incidents” worksheet to CAL EMA so they can create the Resource Incident Management Systems (RIMS) report.

8. Notify CAL FIRE Accounting Office for processing of PCA and non-emergency funds.

Releasing Resources

ECC

1. Receive information that resources have been released from non-fire or non-law enforcement incident.

2. Advise Region OCC of the resource release.

Region OCC

1. Receive information from the Unit ECC that resources have been released.

2. Notify Sacramento CC of the resource release.

Sacramento CC

1. Receive information of the resource release from a non-fire or non-law enforcement incident.

   a) Confirm with CAL EMA that the resource(s) have been released.

2. Release the resources from the incident.

3. Close the incident when all resources have been released.

4. Notify CAL EMA and close the CAL EMA Mission number.

5. Notify CAL FIRE Accounting Office.

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