

PROCEDURE NO. 100: Search for Missing Person: Request for CAL FIRE Assistance (8100)
(July 2010)

Responsibilities and Action

Any CC

1. Receive and record report/request:
 - a) From Private Party.
 - b) From Local Government Agency.
 - c) From any Command Center, Region OCC.
 - d) From CAL EMA.
2. Processing request and orders:
 - a) Act upon a request for assistance according to locally developed operating response plans and/or agreements.
 - b) If it is determined by the ECC that CAL FIRE resources would be the first at the scene using the closest resource concept, dispatch CAL FIRE resources directly to the scene of a life-threatening incident, with subsequent notification and coordination with the responsible agency.
 - c) In accordance with the California Standardized Emergency Management System (SEMS). Reference [HB 8570 Non-Fire Emergencies](#) and [Procedure 8100P022](#).
 - d) In accordance with Presidential/Stafford Act declared disasters. Reference [HB 8570 Non-Fire Emergencies](#), [Procedure 8100P022](#) and California Master Cooperative Wildland Fire Management and Stafford Act Response Agreement (CFMA)
3. Notify respective Duty Chief.
4. Enter the request into the resource ordering system of record.
5. Advise Region OCC of commitment of crews and/or aircraft.
6. Request CAL EMA Mission Task Number (if needed).

- a) See [HB 8570 Non-Fire Emergencies](#).
 - b) See [Procedure 8100P022](#).
7. Complete the “CAL FIRE Resources Request for Non-Fire or Non-Law Enforcement Incidents” form and forward to the Region OCC.

Region OCC

1. Receives the “CAL FIRE Resource Request for Non-Fire or Non-Law Enforcement Incidents” form.
 - 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 Request for Non-Fire and Non-Law Enforcement Incidents” form to the Sacramento CC.
4. Receive the Overhead request(s).
 - a) Process requests using either the closest resource concept or systematically distribute orders throughout the Region. This may include placing requests with the other Region OCC, Sacramento CC, NICC and other cooperating agencies.
 - b) If unable to fill, UTF the request back to the requesting ECC.

Sacramento CC

1. Receives the “CAL FIRE Resource Request for Non-Fire or Non-Law Enforcement Incident” form.
 - a) Reviews the form.
2. Notify the Sacramento Duty Chief.

Any CC

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

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

- Resource/Radio identifier or person's name.

- Estimated time of departure.
 - Estimated 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 the UTF then return the request (UTF) to the Region OCC.

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