

## **8100 PROCEDURE 203**

### **Special Staffing Patterns**

(April 2009)

[\(See Policy 8121.2.3 - Special Staffing Patterns\)](#)

[\(See Policy 3821 - Emergency Fund Policy\)](#)

Special staffing patterns are an increased level of staffing beyond the normal budgeted day-to-day operations. Special staffing patterns are only implemented in response to actual or predicted severe fire weather, critical fire situations, or drawdown of CAL FIRE suppression resources to critical levels. Costs associated with special staffing patterns will be charged to the Emergency Fund under **PCA 00908**. Special staffing patterns may be used any time of the year to augment CAL FIRE initial attack forces for wildland fire emergencies, and/or during extreme fire conditions to minimize the costs of wildfires escaping initial attack.

### **Responsibilities and Action**

#### **ACTIVATION**

#### **Any CC**

1. Receive direction from Duty Chief to implement a Special Staffing Pattern and generate an incident number as per local policy.
2. Notify affected administrative units and / or facilities of Special Staffing Pattern implementation with the following information:
  - a) Incident Number.
  - b) Start date and time.
  - c) Reason and who authorized the special staffing pattern.
  - d) Overhead request number(s) with detailed description of each pattern.
  - e) Any extraordinary or unusual costs.
3. Notify immediately the following administrative levels with the above information:
  - a) Unit Administrative Officer.
  - b) Region Duty Officer.
  - c) "Staffing Patterns" (Outlook-Global Address list)

4. All special staffing pattern declarations and terminations will be immediately reported to the next higher organizational level (Region OCC / Sacramento CC).
5. Northern Region Units shall prepare and forward the "Strategic Preparedness Form".

## **RESCINDING**

1. Receive direction from Duty Chief to cancel Special Staffing Pattern(s).
2. Release Incident in the resource ordering system of record as per local policy.
3. Notify affected administrative units and / or facilities of Special Staffing Pattern to rescind the order via electronic mail with the following information:
  - a) Incident Number.
  - b) End date and time.
  - c) Reason and who authorized the special staffing pattern.
  - d) Overhead request number(s) with detailed description of each pattern.
  - e) Any extraordinary or unusual costs.
4. Notify immediately the following administrative levels with the above information via *electronic mail*:
  - a) Unit Administrative Officer.
  - b) Region Duty Chief.
  - c) "Staffing Patterns" (Outlook-Global Address list)

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