

8100 PROCEDURE 310

Unified Ordering Point

(January 2010)

[\(See Policy 8132.7 - Unified Ordering Point\)](#)

When an incident involves more than one jurisdiction and a Unified Command is activated, a Unified Ordering Point (UOP) shall be agreed upon by the Unified Command ICs.

Responsibilities and Action

Any CC

1. Notify the next level CC Duty Officer.
2. When a Unified Command is established, the following will be agreed upon by affected agencies:
 - a) Location of the UOP.
 - b) The time UOP will assume ordering responsibilities for the incident.
 - c) Staffing of the UOP with the appropriate number of personnel from each agency with ordering responsibilities.
 - d) Use of the Order Number assigned by the agency with Direct Protection (DPA) responsibility where the incident started, shall continue to be used by the UOP.
 - e) All requests from the incident will be processed through the UOP.
 - f) Financially responsible agency (Who Pays) and type of agreement* (how to pay) shall be documented for each request in the ordering system of record at the time of the request

*Type of agreement includes local agreements, Assistance by Hire, Master Mutual Aid (MMA), California Fire Assistance Agreement (CFAA), California Master Cooperative Wildland Fire Management and Stafford Act Response Agreement (CMFA), similar agreements or Compacts. [\(See 8160 - Agreements Section\)](#)

- g) Continue to utilize the closest appropriate resource concept utilizing jurisdictional agency's policies, procedures, agreements, operating plans and ordering tools (I.E. Emergency Resource Directories) in a cooperative effort. Continue to use your normal local resources and business practices cooperatively.
- h) See HB 8100 Resource Ordering Procedures for details on placing resource orders.

NOTE: It may become necessary to relocate the UOP when the incident returns to a single agency command or the Unified Command ICs are advised and concur that limited or unsatisfactory service will result if the UOP remains at the current location.

Any CC

1. When relocation of the Unified Ordering Point becomes necessary, the responsible CC or dispatch center will take the following steps:

- a) Be involved in the process to determine the new location.
- b) Notify all affected entities of the planned move and actual time of switch over.
- c) All original documents (or clean copies) will be moved to the new UOP location prior to commencing operations (if possible).

Note: If copies are sent to the new location prior to the activation of the new site, then after demobilization of the old location, the original records should be moved to the new site.

- d) Ensure that rights to any needed electronic programs are provided in advance of the transition of the UOP.
- e) Allow adequate time for the transition of personnel and documents before complete demobilization of the old location.
- f) The order number will not change.

[\(Next Procedure\)](#)

[\(Handbook Table of Contents\)](#)

[\(Forms and Form Samples\)](#)