

8100 PROCEDURE 340

Resource Ordering - Ground Equipment

(April 2009)

[\(See Policy 8133 – Incident Processing\)](#)

Responsibilities and Action

ECC

1. Record requested resources in the resource ordering system of record.
2. For locally-controlled resources or private equipment listed in the Emergency Resource Directory of record (ERD), dispatch according to local policy. [\(see HB 7700, Section 7761.5 – Permits and Driving Regulations\)](#).
3. For resources controlled by an adjoining Unit, Forest, or other cooperating agencies, request as follows:
 - a) Initial Dispatch - Dispatch resources based on the standard response plan for the incident directly from that appropriate agency dispatch center (Unit, Forest, or cooperating agencies without regard to administrative boundaries in accord with the local operating plan and mutual/automatic aid agreements). Notify Region OCC of committed resources.
 - b) All subsequent resource requests and/or move-up and cover resource requests shall be placed with the Region OCC.
4. For Cal EMA or Local Government fire and rescue resources not covered by local agreements, contact the appropriate Cal EMA Operational Area Fire and Rescue Coordinator. (Refer to [Policy 8163 – California Fire Assistance Agreement \(CFAA\)](#)) the Cal EMA Fire and Rescue Mutual Aid Plan and Exhibit 8573 of the CDF Cooperative Fire Services Handbook.)
 - a) Request and place resource orders in the resource ordering system of record to the appropriate Operational Area Coordination Center.
 - b) Contact the Operational Area Coordination Center by phone, and advise of the resource requests in the resource ordering system of record.

Region OCC

1. Receive requests for additional resources.
 - 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.

Any CC

1. 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.
2. 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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