

8100 PROCEDURE 346

Resource Ordering - Academy Engines

(No.78 May 2016)

This procedure details the process for utilizing Academy engines to support statewide activity. When a region determines there is a need to request Academy engines, the Region Duty Chief shall contact the Sacramento Duty Chief to confirm the availability of Academy engines.

Responsibilities and Action

Region OCC

1. Receive direction from the Region Duty Chief to place order for Academy engines.
2. Generate and/or forward a request in the Resource Ordering System of Record to the Sacramento CC.

Sacramento CC

1. Issue a CA-CDF order number in the dispatch system of record.
 - a. Incident name – “CFA Engine Staffing – [Month Year]”
2. Create a preposition incident in the Resource Ordering System of Record.
 - a. Generate a request for the type of resource identified.
3. Fill the request in the Resource Ordering System of Record.
4. Advise Region OCC when resource is fully staffed and ready for response.
5. Reassign the resource in the Resource Ordering System of Record onto the request received from the Region OCC.
6. Provide the Academy Duty Chief or designee with the order, request, travel, or other pertinent dispatch information.
7. Advise requesting Region OCC of ETA.
8. Academy engines shall remain staffed until directed to down staff by the Sacramento Duty Chief.

NOTE: It will be necessary for Sac CC, Region OCC, and Unit ECC to coordinate during reassignments in the Resource Ordering System of Record. When Academy resources become excess, they shall be reassigned to the original CDF number.

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