

8100 PROCEDURE 371

Resource Ordering - Incident Management Team

(No.40 June 2014)

[\(See Policy 7756 – Incident Management Teams\)](#)
[\(CAL FIRE Incident Management Team Website\)](#)

Incident Management Teams (IMT) may be placed on Hard Cover or activated for a specific incident. When requested for an incident, Command Centers are responsible for processing the request for the IMT and the CAL FIRE IMT Supplemental Resource Order (located on the IMT webpage of the CAL FIRE Intranet).

The CAL FIRE IMT “Supplemental Resource Order” will be processed when an IMT is activated. The intent of the CAL FIRE IMT Supplemental Resource Order is to ensure that IMTs have adequate resources mobilized to sustain the IMT until they arrive at scene, transition command and reconcile incident orders. The resource requests listed on the CAL FIRE IMT Supplemental Resource Order will be the “maximum allowable” unless approved by the Region Duty Chief. Once at scene, additional IMT orders shall be processed through the Incident Ordering Manager to the Unit CC.

Responsibilities and Action

IMT Activation

Unit CC

1. Receive request for an IMT.
2. Enter the request in the Resource Ordering System of Record.
3. Notify the Unit Duty Chief.
4. Place IMT request with Region OCC.

Region OCC

1. Receive the request for an IMT.
2. Notify the Region Duty Chief.

3. When advised by the Region Duty Chief that the IMT request has been approved, notify the requesting Unit CC of the approval.
4. Advise the Unit CC to process the IMT Supplemental Order Column A (utilizing the Pre-Order in the Resource Ordering System of Record).
5. Place the IMT request to the Region OCC where the IMT Roster resides.

Unit CC

1. Receive notification from Region Duty Officer that the IMT request has been approved.
2. Generate and process requests in Column A of the IMT Supplemental Order.

Region OCC

1. Participate in the IMT Activation conference call and facilitate the reconciliation of the IMT Supplemental Order Column B. Determine any reductions in Column B requests (Column B quantities are the maximum allowable). Ensure the Unit CC obtains all information needed to process the Column B requests.
2. Ensure all participants (Logistics Chief, Ordering Manager, Unit CC, ECC Support Team Leader) are informed of the time for the Column C conference call.

Unit CC

1. Participate in the IMT Activation conference call.
2. Generate and process Column B IMT Supplemental Order requests as determined during the IMT Activation conference call.

Region OCC (responsible for IMT Roster)

1. Contact IMT to ensure the IMT Roster in the Resource Ordering System of Record is correct prior to filling the IMT Order.
2. Add IMT selected "statewide" Priority Trainees to the IMT Roster.

3. Fill IMT Order with IMT Roster.

Region OCC

1. Facilitate the Column C conference call. Determine any reductions in Overhead requests (Column C quantities will be the maximum allowable, excluding equipment and supply orders). Ensure the Unit CC obtains all information needed to process Column C requests.

Unit CC

1. Participate in the Column C conference call.
2. Generate and process Column C IMT Supplemental Order Requests as determined during the Column C conference call.

Region OCC

1. Process requests as appropriate.

IMT HARD COVER

Sac CC

1. Receive direction from Sac Duty Chief to place an IMT on hard cover.
2. Generate a CDF order and request number in the Dispatch System of Record.
3. Email hard cover information to Region OCCs and IMT Incident Commander Mailing list
 - a. Make positive contact with Region Duty Officers to confirm receipt of email.

Region OCC

1. Announce hard cover of IMT via Region Intercom.
2. Forward hard cover email to Region ECC Staff mailing lists.

3. Region Duty Chief (Region with the IMT roster responsibility) shall notify the IMT Incident Commander of the hard cover and advise that the roster needs to be up to date in the Resource Ordering System of Record.

CANCELLATION OF IMT HARD COVER

Sac CC

1. Receive direction from Sac Duty Chief to cancel IMT hard cover.
2. Email hard cover cancellation information to Region OCCs. and IMT Incident Commander mailing list
 - a. Make positive contact with Region Duty Officers to confirm receipt of email

Region OCC

1. Announce hard cover cancellation via Region Intercom.
2. Forward hard cover cancellation email to Region ECC Staff mailing lists.
3. Region Duty Chief (Region with the IMT roster responsibility) shall notify the IMT Incident Commander of the cancellation.

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