

PROCEDURE NO. 510: Report on Conditions (ROC) via email (8125)
(No. 53 August 2009)

Whenever an incident reaches the criteria listed below a ROC will be initiated by the Region Duty Officer. The Incident Commander is responsible for conveying information to the Unit ECC and or the Unit Duty Chief (UDC). The UDC will then convey the information to the Region Duty Chief (RDC). The RDC will review the information, create the ROC and forward it to the **Report on Conditions** email contact list in Outlook.

Note: The ROC is an INTERNAL intelligence document and is not for release to non-department individuals or agencies. For this procedure internal is defined as CAL FIRE, and any local government which CAL FIRE has a cooperative agreement.

The ROC should be used during the initial stages of an incident and continued up to containment of that incident or until mitigations render the incident insignificant.

Remember to keep the ROC simple, concise and as accurate as possible. Insure the information comes from the most reliable sources possible. The ROC is not intended to be used for routine day to day incidents but is reserved for only those meeting certain criteria.

Initiation Criteria for the ROC:

- When an Initial Attack (IA) Fire significantly augments resources.
- When it is obvious the IA is now developing into an Extended Attack or Major Fire situation.
- Significant Media Attention is occurring which could have political overtones.
- Significant events during the IA (Structures Burning, Major Injuries, Burn over(s))
- CAL FIRE resources assigned to a significant Local Responsibility Area (LRA) (Mutual Aid), Federal Responsibility Area (FRA), or Out of State incidents)
- Significant SRA event within a Contract County.
- Any other significant issue arises that may be of interest or meets any other criteria.

ROC Components:

The ROC components listed below are to be used as a guide and are the basic elements that should be addressed. The type of incident will dictate the appropriateness of the information required.

The ROC components will be developed in a **simple bullet format** that is easy to read on a PDA.

ROC Components:

- The email subject line will read as follows:
 - Inc Name, Type, County, and whether it is (New, Update or Final).
 - Example: Angora Fire, El Dorado County, New
 - Example: Hennessy Hazmat, Napa County, Update.
- The email body will contain the following:
 - Location of Incident (Do not use legal descriptions or coordinates)
 - Examples: physical address, city, Landmark, National Forest, State Park, distance and direction from a known point of reference..
 - Jurisdiction (SRA, DPA, Specific agency)
 - Start Time (New ROC's only)
 - Size or scope of incident.
 - Example: 350 acres brush, 10% contained
 - Example: Commercial Complex, 3 structures involved.
 - Rate of Spread
 - Weather (current and predicted)
 - Example: 99 degrees, 9% RH, Wind NE @ 15, winds predicted to increase with gusts to 30.
 - Threats, such as communities, powerlines, valued resources.
 - Other significant information such as evacuations, road closures, significant augmentation of resources requested, team order, Very Large Air Tanker activation, etc.

Each ROC will be a new email that does not include any previous email strings. Signature blocks will not be included.

Only the first ROC for an incident will contain all of the above components. Updates will include only those components with significant changes.

Unit ECC

1. Receive incident information from Incident Commander (IC).
2. Advises Unit Duty Chief (UDC) when any of the criteria exist for a Report on Conditions (ROC).
3. Assist the UDC in collecting required incident ROC information.
4. UDC conveys the ROC information to the Region Duty Chief (RDC) via phone.

Region OCC

1. The RDC receives the ROC from the UDC and is responsible for content and format review.
2. The RDC to determine when to activate a Region Intelligence Officer (RIO); or a designated RIO to be activated by the RDO if the Region Intelligence Officer is not otherwise available.
3. The person designated to gather the ROC information shall complete the ROC report and send it via email the **Report on Conditions** email contact list in Outlook.

Sacramento CC

1. Receives ROC email reports and checks to ensure that the Department Duty Chief (DDC) was on the mailing list. Advised the SDC if needed, otherwise, archive the ROC per internal protocols.
2. Provide ROC reports as requested to authorized agency personnel only.
3. When directed, SAC CC will be responsible for completing the ROC on incidents of special circumstance and only when directed to do so by the following:
 - a. SAC CC Chief
 - b. Department Duty Chief
 - c. SAC HQ Fire Protection or Executive Chief Officer
4. In the event that Outlook is inoperable at any time, the RDC or designee may have to resort to conveying ROC information to the SAC CC via other available means. The SAC CC will then be responsible for completing the ROC report and conveying it to required recipients via conventional means.

END

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