

INCIDENT PROCESSING

8133

(May 1995)

Incident processing is the main function of a command and control center. It involves processing the following:

- Alarm (report of emergency)
- First Alarm Action (initial response)
- Subsequent Alarms (supplemental resources)
- Releases and Demobilization (resources returned)
- Documentation

Alarm and First Alarm Action are actions which normally occur only at Unit ECCs. Subsequent Alarms, Releases and Demobilization, and Documentation are actions which occur at all command center levels.

REPORT OF A NEW INCIDENT

8133.1

(May 1995)

[\(See HB 8100p300 – Report of a New Incident\)](#)

Before any action may be taken, basic information must be collected from the reporting party. This information must be adequate for ECC personnel to act upon. Additional information may be collected based on the type of incident, causing the ECC Officer to change the initial action accordingly.

Basic Information:

Type of Incident - What is the problem or combination of problems?

Location - Where is the problem? Give the street address, lookout bearing, or landmark.

Reporting Party - What is the reporting party's name and the telephone number and location from which he/she is calling?

Additional Information:

Additional information, gathered from the reporting party or other sources, may help better define the extent of an incident. However, while more information gives the command center officer and responding personnel a clearer picture of

the situation, there should be no delay in committing resources to abate the problem. As more information is known about the incident, the command center officer (as Incident Commander [IC] until the arrival of ground forces) may make modifications to the response. If changes are made to the standard response, notify the responding officer of changes and circumstances causing the change in response.

INCIDENT PRIORITIZATION

8133.2

(May 1995)

The priority of a new incident must be compared to the priority of incidents in progress based on the degree of threat to life, property, and natural resources. New incidents and incidents in progress are both of higher priority than incidents that are likely to occur.

INITIAL DISPATCH

8133.3

(No. 19 May 2002)

[\(See HB 8100p302 – Initial Dispatch\)](#)

Once the basic information has been gathered, the first alarm action begins. Four elements make up this action:

Determine Jurisdiction:

If the location or type of incident places it in another agency's jurisdiction, the incident information is recorded and then referred to the proper agency. This does not preclude taking action based on automatic aid agreements in effect.

If the incident is in CDF jurisdiction, the ECC action moves to the next element.

Pre-alert:

ECC personnel may use the pre-alert as part of normal dispatch procedure. This is used for alerting field personnel to an incident and its location prior to the full dispatch transmission. The pre-alert lets those who are likely to be involved begin securing their work locations prior to dispatch. The pre-alert will contain enough information to allow responding units to make routing plans for response while waiting for the complete dispatch.

Commit Resources:

Based on the known information, resources are committed according to pre-determined standard response plans.

Pre-Planned Response means the Initial Attack or First Alarm resources pre-identified to respond to a reported fire. If ground resources from a neighboring Unit are pre-identified or they are the closest available, it is appropriate to contact the neighbor directly for those resources (Region Intercom should be used for this purpose.) The host Unit will enter the requests in MIRPS and place to the neighboring Unit. The neighboring Unit will provide the fill information in MIRPS.

Notifications:

Once the resources are en route, internal and external notifications must be made as required by policy.

RESOURCE ALLOCATION

8133.4

(No. 45 October 2004)

Every effort will be made to dispatch sufficient resources of aircraft, fire crews, equipment, and personnel to promptly mitigate the emergency incident, utilizing appropriate agreements. The closest resources, regardless of jurisdiction or agency, will be used for initial attack. Resources committed to an incident are under the control of the agency having primary jurisdiction over the incident. Uncommitted CDF resources are under the control of the CDF Unit to which they are currently assigned.

CDF will dispatch the "closest available resources" on initial attack (first alarm) responses to all emergency incidents. Generally, the closest available resources will also be used for reinforcement of initial attack resources when the need is immediate and/or critical. For non-critical needs, the "most appropriate resources" may be used (taking into consideration training levels, costs, etc.) when the requested time frames can be met.

RESPONSE AUGMENTATION

8133.5

(No. 19 May 2002)

[\(See HB 8100p303 – Response Augmentation\)](#)

Additional alarms consist of committing supplemental resources at the order of the Incident Commander (IC), who can be the ECC officer in the early stages of the incident.

A subsequent alarm ordered by the IC may be a standard subsequent alarm for the incident type, a preplanned alarm for a specific location and incident, or a special call for specified resources.

To augment an incident response, requests for resources from outside the Unit will be entered in Resource Ordering System of Record and placed to the Region OCC. A phone call to advise the Region CC is recommended. Remarks should

be placed in MIRPS to indicate the response level (examples: immediate need, strike team form up at incident, planned need, respond as strike team.) If the need is for closest resources as soon as possible, order single resources. Note that Interagency ECC's can share resources without involving the Region CC.

RELEASE OF RESOURCES

8133.6

(May 1995)

[\(See HB 8100p311 – Release of Resources\)](#)

Once an incident is contained to the point that all or part of the resources assigned become available, they are released from the incident. They are returned to their home base, committed to new incidents, committed to cover assignments, or placed out-of-service.

It is the IC's obligation to coordinate with the responsible ECC for the orderly release of resources. Approval for releases will be obtained from each command center level involved in processing the original request. This allows CDF the opportunity to reassign resources efficiently.

A priority-of-release list determines the order of return for both CDF and cooperators' resources. The following priority-of-release schedule will normally be used for all incidents:

1. Organized local government fire departments.
2. Office of Emergency Services (OES) engines.
3. Federal military forces.
4. State military forces.
5. Hired personnel and equipment.
6. Other wildland fire agencies.
7. Out-of-region CDF forces.
8. In-region forces.
9. Unit forces.

Deviation from this schedule requires prior approval by the Region Duty Chief.

[Next Section](#)

[Table of Contents](#)

[Forms or Form Samples](#)