

CORRECTED 0745

INCIDENT ACTION PLAN

HENTHORNE INCIDENT

CA-MNF-000485

PCODE: P5MRR2 (0508)

Sunday



OPERATIONAL PERIOD



9/8/2019 0700
to
9/9/2019 0700



INCIDENT OBJECTIVES (ICS 202)

1. Incident Name: <p style="text-align: center;">Henthorne</p>	2. Operational Period:	Date From: 9/8/2019 Time From: 0700	Date To: 9/9/2019 Time To: 0700
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3. Objective(s):

Management Objectives

- Provide for public and responder safety at all times
- Protect property, improvements, and infrastructure
- Keep costs commensurate with values at risk
- Ensure coordinated, timely and accurate release of public information
- Foster and maintain relationships with all cooperators and stakeholders
- As safely as possible, and in considerations of resources threatened, contain fire at smallest possible size
- Key resource considerations are:
 - Use appropriate suppression tactics for land management objectives, including MIST (Minimal Impact Suppression Tactics)
 - NSO Activity Center – minimize tree and snag removal
 - Heritage resources – maintain coordination with Archaeology Resource Advisor (READ/REAF) for suppression and suppression repair activities
 - Adjacent private lands and structures

Control Objectives

- Keep the fire East of Horse Ridge
- Keep the fire South of Big Butte
- Keep the fire West of Wrights Ridge
- Keep the fire North of Red Rock Creek

General Situational Awareness:

- Beware of heat related injuries
- Watch out for snags
- Watch out for rolling and falling material
- Steep, narrow, winding roads and narrow bridges

5. Site Safety Plan Required? Yes No

Approved Site Safety Plan(s) Located at:

6. Incident Action Plan

- | | | | |
|---|--|--|---|
| <input checked="" type="checkbox"/> ICS 203 | <input checked="" type="checkbox"/> ICS 215A | <input type="checkbox"/> Phone List | <input type="checkbox"/> Fire Suppression Repair Plan |
| <input checked="" type="checkbox"/> ICS 204 | <input checked="" type="checkbox"/> ICS 220 | <input type="checkbox"/> Training Message | <input checked="" type="checkbox"/> Cal Fire 101 |
| <input checked="" type="checkbox"/> ICS 205 | <input checked="" type="checkbox"/> Incident Map | <input checked="" type="checkbox"/> Travel Map | <input checked="" type="checkbox"/> FC-315 |
| <input checked="" type="checkbox"/> ICS 206 | <input checked="" type="checkbox"/> Weather Forecast | <input type="checkbox"/> Demob Plan | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> ICS 208 | <input type="checkbox"/> Fire Behavior | <input type="checkbox"/> Finance Message | <input checked="" type="checkbox"/> ICS 214 |

7. Prepared By: Jim Irving

Position/Title: PSC

Signature:

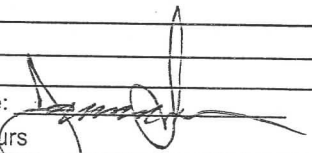
8. Approved by Incident Commander:

Tony Arndt / Dave Diggs

Signature:

ICS 202

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name: Henthorne		2. Operational Period: Date From: 9/8/2019		Date To: 9/9/2019	
		Time From: 0700		Time To: 0700	
3. Incident Commander(s) and Command Staff:			7. Operation Section:		
IC/UC's	Tony Arndt / Dave Diggs		Operations	Tod Patten	
Deputy	Dave Jeffries		Deputy Operations		
Safety Officer	Dave Glenn		Night Ops		
Information Officer	Matt Epstein		Staging Area		
Liaison Officer			Branch	I	
4. Agency/Organization Representatives:			Division/Group	C/M	Tim O'Donoghue
Agency/Organization	Name		Division/Group	O/S	Fred Burger (12 Hr)
BLM	Alexander Miyagishima		Division/Group	V	Joe Ortegat
CDCR	Jeff Nixon		Division/Group		
Redwood Empire Forest Products	Jesse Weaver		Staging Area	Covelo	
			Branch		
			Division/Group		
			Division/Group		
			Division/Group		
			Division/Group		
			Branch	III	
			Division/Group		
			Division/Group		
			Division/Group		
			Division/Group		
			Branch	IV	
			Division/Group		
			Division/Group		
5. Planning Section:			Division/Group		
Chief	Jim Irving		Division/Group		
Deputy			Division/Group		
Resource Unit	Gwyndolyn Ozard		Division/Group		
Situation Unit	Woody Baker-Cohn		Branch	V	
Documentation Unit			Division/Group		
Demobilization Unit			Division/Group		
GISS	Peter Rowland		Division/Group		
FBAN			Division/Group		
IMET			Division/Group		
Training Tech Spec			Air Operations Branch		Director: Ray Taglio
Crew Tech Spec	Justin Peterson		Air Support Group Supervisor		TBA
			Air Tactical Group Supervisor		
6. Logistics Section			Helibase Manager		
Chief	Mike Guitierrez				
Supply Unit	Justin Smith		8. Finance/Administration Section:		
Base Camp Manager	Jeff Tomlinson		Chief		
Ground Support Unit			Time Unit		
Communications Unit	Scott Gamba		Procurement Unit		
Medical Unit	Woody Baker-Cohn		Comp/Claims Unit		
			Cost Unit		
Prepared By: Name: Jim Irving		Position/Title: PSC		Signature: 	
ICS 203		Date/Time: 9/7/2019 2300 hours			

Weather Forecast	Latitude: 40.0500	Longitude: -123.1500	NWS Fire Weather	Update
1. Incident Name: Henthorne	2. Operational Period:	Date From: 9/8/19 Time From: 0700	Date To: 9/9/19 Time To: 0700	Last Update 10/7/2018 10:22:49
<p>FNUS76 KEKA 072017 FWSEKA</p> <p>Spot Forecast for Henthorne Incident (update)...Cal Fire / NB-IMT National Weather Service Eureka CA 117 PM PDT Sat Sep 7 2019</p> <p>.DISCUSSION...Cooler fall like weather is settling across the area, and will persist through the middle of the upcoming work week. As a result, humidity values will only fall modestly during the afternoons, and recoveries will be good during the overnight hours. Otherwise, ridgetop winds gusting from 10 to 15 mph will be possible through Sunday. In addition, very light isolated showers may occur during Tuesday afternoon.</p> <p>.SUNDAY...</p> <p>Sky/weather.....Sunny. CWR.....0 percent. LAL.....1. Max temperature....Around 69. Min humidity.....44 percent. Wind (20 ft).....Northwest winds 5 to 9 mph. Mixing height.....200-400 ft AGL increasing to 3300-4400 ft AGL late in the morning. Transport winds....Northwest around 13 mph.</p> <p>.SUNDAY NIGHT...</p> <p>Sky/weather.....Mostly clear. CWR.....0 percent. LAL.....1. Min temperature....Around 47. Max humidity.....86 percent. Wind (20 ft).....West winds around 8 mph in the evening...becoming variable 3 to 6 mph. Mixing height.....3600 ft AGL decreasing to 100-700 ft AGL early in the evening. Transport winds....Northwest around 12 mph.</p> <p>.MONDAY...</p> <p>Sky/weather.....Sunny. CWR.....0 percent. LAL.....1. Max temperature....Around 66. Min humidity.....44 percent. Wind (20 ft).....Variable 3 to 6 mph...becoming west around 8 mph in the afternoon. Mixing height.....100-300 ft AGL increasing to 4800-6400 ft AGL late in the morning. Transport winds....Northwest around 12 mph.</p> <p>.FORECAST DAYS 3 THROUGH 5...</p> <p>.TUESDAY... Partly cloudy with slight chance of showers. Lows in the mid 40s. Highs in the mid 60s. Winds generally less than 5 mph.</p> <p>.WEDNESDAY... Mostly clear. Lows in the mid 40s. Highs in the lower 70s. Winds generally less than 5 mph.</p> <p>.THURSDAY... Mostly clear. Lows around 50. Highs in the upper 70s. Winds generally less than 5 mph.</p> <p>\$\$ Forecaster...Garner Requested by...Woody Baker-Cohn Type of request...WILDFIRE .TAG 1915027.1/EKA .DELDT 09/07/19 .EMAIL wbaker-cohn@marinsheriff.org</p>				
PREPARED BY:	Date/Time:	8/14/16		

ASSIGNMENT LIST (ICS 204 WF)

CONTROLLED UNCLASSIFIED
INFORMATION//BASIC

1. Incident Name:		2. Operational Period:				3. Branch		Division	
Henthorne		Date From: 09/08/19	Date To: 09/09/19			I		C/M	
		Time From: 0700	Time To: 0700						
4. Operations Personnel:						Page 1 of 1			
Operations Section Chief: Tod Patten				Night Ops:					
Branch Director:				Branch Safety: Ken Margiott					
Division/Group Supervisor: Tim O'Donoghue ✓				Air Attack:					
5. Resources Assigned:		** Resources Below in Bold are 12 Hour **							
Resource Identifier	ALS	LWD	Leader	Personnel	Request #	Hours	Reporting Location		
STC SCU 9161C ✓				18 +/-	E-11	0700-0700	162 X Shortcreek Rd @ M.M 34		
STC XSN 2375C ✓				17	E-14	0700-0700	162 X Shortcreek Rd @ M.M 34		
STG BTU 9214G			Finken Keller, Sean	33	C-7	0700-0700	162 X Shortcreek Rd @ M.M 34		
STG RRU 9316G			Cordova, Ray	32	C-4	0700-0700	162 X Shortcreek Rd @ M.M 34		
CRW BIG BEAR IHC ✓				16 +/-	C-10	0700-1900	162 X Shortcreek Rd @ M.M 34		
W/T PVT E-17 ✓				2	E-17	0700-0700	162 X Shortcreek Rd @ M.M 34		
W/T PVT E-18 ✓			Kotterman	2	E-18	0700-0700	162 X Shortcreek Rd @ M.M 34		
W/T PVT E-27 ✓			Bomhat	2	E-27	0700-0700	162 X Shortcreek Rd @ M.M 34		
FALM MODULE O-70 ✓				2	O-70	0700-1900	162 X Shortcreek Rd @ M.M 34		
HEQB ST JOHN O-38			St John, Perry	1	O-38	0700-1900	162 X Shortcreek Rd @ M.M 34		
FOBS HOLLIDAY O-13 ✓			Holliday, Timothy J	1	O-13	0700-1900	162 X Shortcreek Rd @ M.M 34		
FOBS (T) STEUTERMAN O-23 ✓			Steuteran, Jeremiah	1	O-23	0700-1900	162 X Shortcreek Rd @ M.M 34		
REAF HAGUE O-31 ✓			Hague, Casey	1	O-31	0700-1900	162 X Shortcreek Rd @ M.M 34		
FEMP POTTS O-41 ✓			Potts, Rod	1	O-41	0700-0700	162 X Shortcreek Rd @ M.M 34		
FEMP MORLOCK ✓						0700-0700			
6. Work Assignments:									
Improve containment lines.									
Mop up 100' in from control lines.									
Fall hazard trees as necessary.									
7. Special Instructions:									
8. Communications									
Name	Ch	Function	Rx Freq	Rx Tone	Tx Freq	Tx Tone	Notes		
MNF FIRE RPT	1	COMMAND	171.5500		164.5000	123.0 (T2)	ANTHONY PEAK TONE 2		
NIFC T1	4	TACTICAL	168.0500		168.0500				
NIC A/G	14	AIR TO GROUND	169.2875		169.2875		***AIR TO GROUND***		
CALCORD	15	MEDICAL	156.0750	156.7 (T6)	156.0750	156.7 (T6)			
GUARD	16	EMERGENCY	168.6250		168.6250	110.9 (T1)	EMERGENCY USE ONLY		
9. Prepared by: Name:		Gwyndolyn Ozard			RESL		Signature: <i>Gwyndolyn Ozard</i>		
ICS 204		Date/Time: 9/7/2019			2200		Personnel Count: 129		

NIMS IAP

CONTROLLED UNCLASSIFIED INFORMATION//BASIC

AIR OPERATIONS SUMMARY ICS-220

Incident Name / Number Henthorne / CA-MNF-000485	Sunrise	6:48 [2]	Startup	7:18 [3]	Cutoff	19:02 [4]	Sunset	19:32 [5]
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General Remarks, Safety Notes, Hazards, Air Operations Special Equipment, etc.
 TRACK ALL DIPSITE LOCATIONS / NUMBER OF DIPS / GALLONS TAKEN.
 TRACK ALL DROP LOCATIONS / NUMBER OF DROPS / GALLONS DROPPED
 ALL GPS DATA TO BE COLLECTED IN DEGREES, MINUTES, DECIMAL MINUTES, FORMAT.
 AVOID Aerial Application of Retardant / Foam / Agent within 300' of Waterways, Bodies of Water, etc.
 If Retardant / Foam / Agent is Dropped Within These Areas Immediately Notify the AOBD and Provide the Following Information: Lat / Long, Estimated Number of Gallons and a Map Detailing The Area.

Frequencies	TX	Tone	RX	Tone	AM / FM	Position	Name	Phone	Trainee	Phone
Command	171.5500		164.5000	123.0 (T2)	FM	AOBD		[9]		
AIR / GROUND - TACTICAL	169.2875		169.2875		FM	ASGS				
AIR/AIR ROTARY WING	133.7250 [10]		133.7250		AM	HEBM	Brian Barnett	805 305 0211		
Helco Briefing										
AIR TACTICS	166.6125 [11]		166.6125		FM					
Air Attack Briefing	[12]				AM					
TOLC	123.0250 [13]		123.0250		AM	AAML	Rich Dennett	707 391 6711		
DECK	163.1000 [14]		163.1000		FM	HILCO				
CALCORD - MEDICAL	156.0750	156.7 (6)	156.0750	156.7 (6)	FM	ATGS				
AIRGUARD - Emergency Only	168.6250	110.9 (1)	168.6250		FM					

HELICOPTERS (Use page 2 if Needed)

FAA #	Type	Make/Model	Helibase	Avail	Start	Remarks	FAA #	Type	Make/Model	Helibase	Avail	Start	Remarks
4CK	TYPE I	S 61 A				[15]							
73U	TYPE I	S 61 A											
35S	TYPE I	S 64 E											
N499DF	TYPE II	UH-1H				Copter 101							
5AS	TYPE III	BELL 407											

FIXED WING (Use Page 2 if Needed)

FAA #	Type	Make/Model	Base	Avail	Start	Remarks	FAA #	Type	Make/Model	Base	Avail	Start	Remarks

Time Prepared 1400	Shutdown 20:02 [6]	Date Prepared [1]	Operational Period - Date Sunday September 8, 2019	Operational Period - Time 0700-2100 [7]	Prepared By
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Helibase Information Name Latitude [8] Longitude Name Latitude Longitude <small>(use page 2 if needed)</small>	TFR Information Request # A-44 Radius: 5 NM Altitude: 9,500 MSL Centerpoint: 40 00.40' Lat 123 09.41' Long NOTAMS: 9 / 4962 Frequency 133.7250 http://tfr.faa.gov/tfr2/list.html	Rescue Ship Information Day Hoist Name C-101 Night Hoist Phone Maker/Model UH-1H Location WILLITS HB Request Procedure for These Aircraft: Incident Communications See Medical Plan For Additional Info
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ICS 205 - INCIDENT RADIO COMMUNICATIONS PLAN

1. Incident Name: Henthorne Incident Channels


2. Date/Time Prepared Date: 09/07/2019 Time: 1930

3. Operational Period: Date From: 09/08/19 Time From: 0700 Date To: 09/09/19 Time To: 0700

4. Communications		Name	Assigned To	Rx Freq	Rx Tone	Tx Freq	Tx Tone	Notes
Ch#	Function							
1	COMMAND	MNF FIRE RPT	ALL DIVS	171.5500		164.5000	123.0 (T2)	ANTHONY PEAK TONE 2
2								
3								
4	TACTICAL	NIFC T1	DIV C/M	168.0500		168.0500		
5	TACTICAL	NIFC T3	DIV O/S	168.6000		168.6000		
6	TACTICAL	NIFC T5	DIV V	166.7250		166.7250		
7								
8								
9								
10								
11								
12								
13								
14	AIR TO GROUND	NIC A/G	ALL DIVS	169.2875		169.2875		***AIR TO GROUND***
15	MEDICAL	CALCORD	ALL DIVS	156.0750	156.7 (T6)	156.0750	156.7 (T6)	
16	EMERGENCY	GUARD	ALL DIVS	168.6250		168.6250	110.9 (T1)	EMERGENCY USE ONLY
17								
18								
19								
20	EMERGENCY	GUARD	ALL DIVS	168.6250		168.6250	110.9 (T1)	EMERGENCY USE ONLY

5. Special Instructions

6. Prepared by (Communications Unit Leader): Name: _____

Signature: 

Date/Time: 09/07/19 1930

NIMS IAP

SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name: Henthorne	2. Operational Period:	Date From: 9/8/19 Time From: 0700	Date To: 9/9/19 Time To: 0700
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Steep winding roads are throughout the incident. Slow down when driving on loose gravel and blind curves. Drive defensively with headlights on and use hands free devices.

Be aware of BRIDGES

Working on steep, uneven terrain. Be mindful of rolling materials.

Watch your Footing

Ensure radios are properly programmed for today's IAP and that crews are trained in communications procedures for the incident.

Maintain situational awareness. Look up, Look down, Look around

Take the Weather

Stay hydrated!!! Time to think = time to drink. Document rest and hydration on 214.

Remain mindful of what is going on around you! LCES!

Look for Hazard Trees

HEADS UP!!! Lookout for SNAGS when working around areas with burned trees. Evaluate all wind damaged trees with large limbs before working under around them.

Avoid complacency!!!! Experiencing extreme fire behavior due to low live and dead fuel moistures, persistent drought, and elevated fire danger rating values.

Review your 10 Standard Firefighting Orders and 18 Watch Out Situations.

4. Site Safety Plan Required? No

Approved Site Safety Plan(s) Located At:

5. Prepared By: Dave Glenn

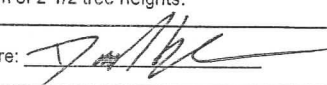
Position/Title: SOFR

Signature: 

ICS 208

Date/Time: 9/7/2019 / 2030

INCIDENT ACTION PLAN SAFETY ANALYSIS (ICS 215A)

1. Incident Name: Henthorne		2. Operational Period:		Date From: 9/8/19	Date To: 9/9/19
				Time From: 0700	Time To: 0700
Incident Area	Hazard/Risks	Mitigations			
ALL	FATIGUE	Be alert for signs of fatigue and take breaks as necessary. Drink water before, during and after your shift. Be alert for signs of heat disorder in yourself and others. Set reasonable work pace, allow adequate rest breaks.			
ALL	DRIVING HAZARDS	Drive defensively! Expect the unexpected around every turn. Be very cautious of bridges , use spotters when crossing, no guard rails. Drive with headlights on, use wheel chocks and always look before backing. Increase following distances on dusty roads. Avoid distractions (eating, cell phones). Ensure windshields are kept clean.			
ALL	WEATHER	Be thoroughly familiar with weather predictions and monitor conditions on the ground for changes. Carry proper equipment. Take weather regularly.			
ALL	DEHYDRATION	Drink water before, during, and after your shift (6-8 qts/shift). Maintain water/electrolyte ratio of 3 to 1. Refer to Heat Related Injury information, IRPG Pg 109. Logistics will have water available.			
ALL	ANIMAL ATTACK	Keep distance from animals and identify aggressive animals. Be mindful of any injuries that could develop into infection.			
ALL	CHAIN SAW OPERATIONS	Follow "Hazard Tree Safety" guidelines, IRPG Pg 22 Follow "Procedural Felling Operations" IRPG Pg 85. Look up, Look down, Look around for hazard tree indicators. Only fell and buck trees within your expertise, and training. Do not fall trees during high wind events. Ensure proper use of all required PPE.			
ALL	COMMUNICATION	Maintain communication with suppression organizations and aviation resources. Utilize the IAP 205.			
ALL	FIRELINE HAZARDS	Watch for falling and rolling debris on steep slopes. Avoid stepping over debris that could roll by walking around object. Don't work above any personnel Use caution when working around stump holes/ash pits. Avoid radiant heat by wearing appropriate PPE correctly. Use correct tool for task assigned.			
ALL	INJURY & MEDICAL EMERGENCY	Expect lengthy ground response/transport times. Utilize air transport if warranted and possible. Assist injured employee appropriate medical care. Use EMT/Medics on Division for initial care. Follow "Emergency Medical Care" IRPG Pgs 105-119 Follow procedures in Medical Plan, ICS 206 Refer to "Planning for Medical Emergencies" IRPG Pg 2			
ALL	HAZARD TREES	Follow "Hazard Tree Safety" guidelines, IRPG page 22. Post lookouts, or use a spotter in mop-up areas with personnel. Don't park vehicles or take breaks in high concentrations of hazard trees. Establish trigger points for disengagement during high wind events. Remember that the hazard zone extends a minimum of 2 1/2 tree heights.			
5. Prepared By: <u>David Glenn</u>		Position/Title: SOFR		Signature: 	
ICS 215A		Date/Time: 9/7/2019 / 2030			

Instructions for Use of CDF 101 Property Certification of Location or Damage

Document Number: for use as a local number system or when attached to a FC-40 document.

Location / Incident Name: Enter the CDF facility property is assigned to. If submitting to an incident base, enter the Incident Name.

Incident Number: Enter the appropriate incident number

Unit: Enter the Unit the property is assigned to. If submitting to an incident base, enter the request number of the person certifying damage example E-320, C-14 or O-355.

Region: Enter the CDF Region where the property was assigned. If submitting to an incident base, enter the CDF Region responsible for the incident.

Date: Enter the date the P.L. or D. was completed.

The following items were: Enter either 'Broken', 'Left on Line', 'Damaged' or other status of the property.

Reminder, this form cannot be used in place of the STD-152 to certify Lost, Stolen, Worn Out or Damaged beyond repair property.

Date of Occurrence: Enter the date the property was broken, left on line or damaged.

Quantity: Enter the quantity for the line item.

Unit of Measure: Enter the unit of measure for the line item (example ea = each).

CDF Stock Number: Enter the PIN or stock number.

Description: Enter the description of the line item, indicate size, make, model and type. Clearly describe the item and provide adequate data to effectively identify equipment or property.

Property Number: Enter the CDF property number assigned to the line item, Capitalized or sensitive property must have their property number entered here.

Location of Items: Where is the property now (example, left on Division B night shift 8/1/04, Drop Point 2). A GPS coordinate, Station 22 or Unit Service Center may also be used to describe Location.

Remarks: Enter specific remarks here, how was the property damaged, what specifically is wrong with it.

Signature of Person Certifying Occurrence as Described:

Signature: The CDF Employee certifying the occurrence must sign.

Printed Name: Enter the printed name of the signature.

Title: Enter the title of the signature.

Date: Enter the date of the signature.

Unit Supervisors Approval:

If submitted on an incident this section must be completed by the supervisor of the property custodian. This may be the Strike Team Leader, Division Supervisor, Receiving and Distribution Manager, Supply Unit Leader, Logistics Section Chief, Agency Representative or Incident Commander.

If submitted at the home Unit this section must also be completed by the supervisor of the property custodian. This may be a Battalion or Division Chief.

Comments: Supervisors may enter comments of approval or disapproval.

Signature of Unit Administrator: Signature of Unit Supervisor reviewing the certification described.

Title: Title of the signature.

Date: Date of the signature.

Notes:

This document is NOT required if exchanging property at an incident base with the exception of capitalized or sensitive property assigned a CDF property number.

This document is required as certification when submitting an MRT to your local Service Center for replacement of property.

An OF-315 (Incident Replacement Requisition) is required as authorization to purchase fire replacement items at your local Unit. This document is required when submitting an MRT to your local Service Center for fire replacement items. A CDF-101 and/or A STD-152 are required for the certification of the status of property being requisitioned for replacement.

FC-315 INSTRUCTIONS FOR USE

INITIAL AND EXTENDED ATTACK INCIDENTS:

The Incident Commander approves replacement request based on Engine Accountability sheets or other fire equipment inventory documents approved by the requesting resource's home unit.

- If equipment and supplies are available at the incident for replacement, the request is filled at the incident host unit.
- If equipment and supplies are unavailable at the incident for replacement AND the requesting resource is not being immediately demobilized, the hosting unit will place a resource order for needed items through appropriate channels to the servicing fire cache or vendor. The order will be shipped to the incident and replacement will take place at the host unit.
- If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is being demobilized, an FC-315 will be completed by the host unit, 'S' number issued, signed by the authorizing official and given to the requesting resource.
- On an Initial or Extended Attack incident, where a Supply Unit has not been established, approvals are limited to the Incident Commander or Agency Representative.

LARGE INCIDENTS WHERE A BASE HAS BEEN ESTABLISHED:

The incident Supply Unit Leader (SPUL) will be responsible for handling incident replacement requisitions when a incident base is established. The SPUL approves replacement request based on Engine Accountability sheets or other fire equipment inventory documents approved by the requesting resource's home unit.

- If equipment and supplies are NOT available at the incident for replacement, AND the requesting resource is not being immediately demobilized, The Supply Unit will place a resource order for needed items through appropriate channels to the servicing fire cache or vendor. The order will be shipped to the incident and replacement will take place at the Supply Unit.
- If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is being demobilized, an Incident Replacement Requisition (FC-315) will be completed by the Supply Unit, a 'S' number issued, signed by the authorizing official and given to the requesting resource.
- Authorized approvals and signatures MUST be included on the FC-315. For large incidents where a Base has been established, these approvals are limited to Incident Supply Unit Leader, Logistics Section Chief, Incident Commander or Agency Representative.

Replacement orders will be based on approved OF-315's and must be processed within 30 days of control of incident. A copy of the FC-315 will be attached to all pay documents charged against an incident number.

(Revision 4/04)

