

# California Interagency Mobilization Guide

## 20 - ADMINISTRATIVE PROCEDURES

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In this and the following chapters, the term "unit" refers to Forests, CAL FIRE Units, BLM Districts, National Parks, National Wildlife Refuges, National Monuments, and other resource providers that have their own dispatch centers. Also in these chapters, the term "Coordination Center (CC)" refers to Geographical Area Coordination Center (GACC)/ CAL FIRE Operations Command Center. Information and procedures that are Agency specific will be identified by that Agency identifier.

## 21 - SCOPE OF OPERATIONS

Dispatchers, Coordinators and Duty Chiefs have many responsibilities, the most important of which are effective and timely communications with and service to the field. All levels of dispatching and coordination involving the various agencies throughout the state must provide for continuous and adequate communication. With the current emphasis on interagency dispatch centers, many forms of communication are becoming automatic. Dispatchers, Coordinators and Duty Chiefs must ensure that responsible officials are kept current on resource availability.

### 21.1 - INITIAL ATTACK

Initial attack is the aggressive response to a wildland fire based on values to be protected, benefits of response, and reasonable cost of response.

These incidents are controlled by initial attack forces within the first operational period without the need for major reinforcements.

**Dispatch centers shall inform all initial attack resources of the name of the assigned incident commander and all other pertinent information. All changes in incident command leadership will be announced to assigned and incoming resources during initial and extended attack incidents. This information should also be relayed to fire management staff.**

Initial attack involving the commitment of resources across recognized dispatch boundaries must comply with the following guidelines:

- A. Dispatched resources are identified in formalized agreements, operating plans or Memorandum Of Understanding (MOU), and are located on or are adjacent to mutual jurisdictional wildland fire management boundaries.
- B. GACCs may request initial attack airtankers, lead planes and Aerial Supervision Modules (ASM) from neighboring GACCs.
- C. At the time it becomes evident that the incident will not be contained during the first operational period, the resources that will remain during extended attack will be formally requested through established ordering channels.

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## 21.2 – SUPPORT TO BORDER FIRES

A border fire is defined as a wildfire that has crossed the boundary from one Geographic Area into another, or which is expected to cross the boundary within two burning periods.

Since both Geographic Areas have a responsibility and authority to provide resource support to the incident, they may place requests for resources directly between each other in order to support the incident. The following protocols apply:

- A. A single ordering point will be designated to ensure proper assignment and demobilization of resources. The incident will remain with the originating unit for situation reporting and prioritization.
- B. The dispatch organization designated as the single ordering point may place orders to either GACC using established ordering channels; however only the GACC of the designated single ordering point is authorized to place requests up to NICC.
- C. Prior to initiating border fire support operations, concurrence and agreement must occur between the two GACCs and NICC. In order to maintain effective coordination and ensure that the appropriate resources are mobilized, daily conference calls will be conducted between both GACCs and the expanded dispatch organization for the duration of the incident.

## 22 - LEVELS OF COORDINATION

When availability of Unit resources within a geographic area is drawn down to critical levels, the Coordination Center is responsible for advising the other Coordination Center in California, and CAL FIRE State Headquarters of the current situation, including anticipated shortages and projected needs. This information is needed in order to ensure effective allocation of the remaining available resources. Standardization is an important factor that influences successful coordination at all levels and between all agencies. Standardized dispatching procedures and coordination must be implemented at all levels.

### A. GACC/CAL FIRE Region Coordination Center Level

Each GACC Emergency Operations Coordinator/CAL FIRE Region Duty Chief, through their dispatching organization, is responsible for providing for the coordination of all National, Regional, and Unit resources located within their respective Geographic Area. Each Coordinator/Duty Chief must maintain an awareness of resource commitment and availability in order to enable adequate coordination between the Coordination Centers, CAL FIRE Regions and other agencies within the state.

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## 1. Operations, Northern California (North Ops / ONCC)

### Northern California Geographic Area Coordination Center (GACC)

North Ops is located on the Northern California Service Center compound at the Redding Airport. North Ops consists of National Forests, Bureau of Land Management Districts, National Parks, Fish and Wildlife Refuges, Bureau of Indian Affairs units and CAL FIRE units north of and including the San Mateo-Santa Cruz Unit on the west, Eldorado National Forest, Amador-El Dorado Unit, and Lake Tahoe Basin Management Unit on the east, and includes the Hawaii and Pacific Trust Territories for wildland fire assignments. North Ops provides coordination and dispatching services for Regional Office employees of the USFS and Department of Interior agencies. North Ops personnel include USDA Forest Service, Department of Interior, CalEMA and CAL FIRE Northern Region Coordination Center employees.

### CAL FIRE Northern Region

CAL FIRE Northern Region is located within North Ops at the Redding Airport. The CAL FIRE Northern Region consists of twelve units located along the north coast and the northern mountains of California, and includes the units of Amador-El Dorado, Mendocino, Humboldt-Del Norte, Sonoma-Lake-Napa, San Mateo-Santa Cruz, Santa Clara, Butte, Lassen-Modoc, Nevada-Yuba-Placer, Shasta-Trinity, Tehama-Glenn and Siskiyou. The Coordination Center also administers Marin County as a contract county for CAL FIRE.

## 2. Operations, Southern California (South Ops / OSCC)

### Southern California Geographic Area Coordination Center (GACC)

Headquarters for South Ops is in Riverside, at CAL FIRE's Southern Region Headquarters. South Ops consists of all federal wildland units south of and including the Los Padres, Stanislaus and Inyo National Forests, National Parks, Bureau of Land Management Districts, Fish and Wildlife Refuges, and CAL FIRE protection units. The Coordination Center also includes Hawaii and Pacific Trust Territories for FEMA assignments. Sequoia-Kings Canyon National Park and Yosemite National Park, which are closely tied to the Stanislaus and Sierra Forests for local mutual aid, apply directly to South Ops for assistance on major incidents. South Ops personnel include USDA Forest Service, Department of Interior, CalEMA and CAL FIRE employees.

### CAL FIRE Southern Region

CAL FIRE Southern Region is co-located with the Southern California Coordination Center in Riverside and consists of nine units located in the central and southern Sierra Nevada, the south coastal area and the California desert areas. The units include Riverside, San Diego, San Bernardino, San Luis Obispo, Tulare, Madera-Mariposa-Merced, Fresno-Kings, Tuolumne-Calaveras, and San Benito-Monterey. They also administer the contract counties of Los Angeles, Orange, Ventura, Santa Barbara and Kern.

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## B. Unit Level

Unit Duty Chiefs and Duty Officers, through their dispatchers, are responsible for the coordination and use of resources within their span of control. Procedures are established for notifying the Coordination Center when Regional or National resources are committed. When available resources are drawn down to a critical level, the Unit is responsible for advising their respective GACC/CAL FIRE Region of the situation, including any anticipated shortages and projected needs. This information enables the GACCs to adjudicate allocation of available resources within California, and, if feasible, to provide resources for national needs.

## 22.1 - COMMUNICATION PROCEDURES

Communication procedures between Units, GACCs, CAL FIRE Regions, State Offices and other cooperative agencies are addressed in each section of the California Interagency Mobilization Guide as they apply to that section. All resource requests will be submitted using the Resource Ordering and Status System (ROSS). Only requests for initial attack aircraft may be made using the state intercom or Dispatch net to allow immediate need resource requests to be processed in the most expedient manner. All other ordering is to be accomplished utilizing ROSS with the telephone or state intercom for follow-up.

The formal route of communications for the unit/forest/local government level is through the GACC Emergency Operations Coordinator/CAL FIRE Region Chief/Duty Officer. The Coordinators/Duty Chiefs are responsible for briefing their organizations in the procedures of incident information flow and for assuring timely exchange of information with a minimum of disruption to the dispatch function. These guidelines are offered to assist the Coordinators/Duty Chief in briefing their personnel. The following items give some general indicators of situations that should prompt contact between agencies and with the Federal, CAL FIRE Region and CAL FIRE Headquarter levels.

- A. When a large incident, an incident in a sensitive area, or multiple incidents occur, the GACC Coordinator will notify the CAL FIRE Region and Headquarter levels, depending on where the incident is located. When these incidents occur, it is important that the CAL FIRE Duty Officers/Duty Chiefs receive the information for the CAL FIRE Region Coordination Center State Morning Report. During these situations, CAL FIRE will check with the appropriate GACC for an update on any federal activity.
- B. When geographic area federal resources are becoming depleted, the GACC Coordinator will advise their CAL FIRE Duty Chief counterpart. The CAL FIRE Duty Chief will do the same by contacting the GACC Coordinator with information regarding State resource availability.
- C. The GACC and CAL FIRE Region personnel will keep each other informed regarding resources being moved out of their areas to support incidents in the other GACC/CAL FIRE Region within California, or incidents outside of the state.



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- D. When a National Incident Management Team is mobilized for an incident, the GACC Coordinator will notify the Forest Service Regional Fire Director. When a National Incident Management Team (IMT) is dispatched to a Department of Interior incident the GACC Coordinator will notify the DOI Coordinator. When a CAL FIRE Incident Command Team (ICT) is activated, CAL FIRE Operations Coordination Center will notify the CAL FIRE Region Duty Chief, who will notify the CAL FIRE Headquarters Duty Chief.
- E. When structures or property are destroyed, or serious injuries or aircraft accidents occur, the GACC Coordinator and CAL FIRE Region Duty Chief will notify their management.
- F. Fire Directors and CWCG will be notified when preparedness levels are adjusted due to suppression activity in their Geographical Area or the adjacent Geographical Areas.

## 22.2 - REPORTING PROCEDURES

### A. Availability Reporting

#### 1. ROSS

Resource Ordering and Status System (ROSS) is a resource mobilizing and tracking application designed to help agency dispatchers monitor or manage resource status and location, and to share this resource status information with other agencies using ROSS. **Resource availability reporting shall be done by ALL Units, in ROSS, by 1000 each morning.**

### 22.2.1 – Predictive Services/Intelligence

#### A. Units to Coordination Center Reporting

Each Coordination Center must rely on the Units (ECCs) to report certain information that enables compliance with national and state requirements. The ECC's will use established procedures in the daily reporting of shared resources. Coordination Centers will maintain a list of days-off for crews and airtankers. It is the responsibility of the Unit controlling the resource to advise the Coordination Centers of any change in available status.

CAL FIRE may decide to activate an Intelligence function at a Unit, CAL FIRE Region or Sacramento Headquarters. At the CAL FIRE Region level it is usually an interagency operation.

The main function of the intelligence unit is to provide up-to-date, real-time information to management staff regarding active incidents, fire weather conditions and resource allocations and availability. Intelligence is gathered from ROSS, the Incident Status Summary (ICS form 209, received twice daily at 0600 and 1800 hours, or more often if needed, until the incident has been declared "controlled"), and from calls through the CAL FIRE Command and Control structure. (See CAL FIRE's 8100 handbook for specific requirements.)

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## 1. Federal Daily 1000 AM Report:

By 1000 hours every day during fire season, each Unit will report the following information to their GACC as an update to the previous day's 1700-hour Situation Report. Resource status reporting will be done using ROSS, the Resource Ordering and Status System, by ALL Units at 1000 each morning using the Resource Status screen.

- a. Number of Engines: Available, Assigned, Unavailable, or Out of Service. Equipment that is out of service or on mandatory days off after an assignment should be statused in ROSS as "Unavailable".
- b. Individual aircraft status: Available, Assigned, Unavailable, or Out of Service. Aircraft on days off should be statused as "Unavailable".
- c. Type 1 handcrew status: Available, Assigned, Unavailable, or Out of Service. Crews on scheduled days off or on mandatory days off after an assignment should be statused as "Unavailable".
- d. Type 2 handcrew status: Available, Assigned, Unavailable, or Out of Service. Crews on scheduled days off or on mandatory days off after an assignment should be statused in ROSS as "Unavailable". All Type 2 crews including Organized Crews (OC) should be statused as "Available" if they are ready for an initial attack dispatch, and "Unavailable" if they are not.
- e. Number of Fires and Acres: by cause (Lightning or Human), and whether they were Arson or Trespass.
- f. Prescribed fire activity: update to previous day's 1700 hour Situation Report.
  - i. Number of new planned fires (next 24 hours).
  - ii. Number of new planned acres (next 24 hours).
  - iii. Number of planned acres burned last 24 hours.
  - iv. Number of new natural fires last 24 hours.
  - v. Number of new natural acres burned last 24 hours.

## 2. Situation Report:

Interagency Situation Reporting

Daily: May through October.

November through April when either of the following conditions are met:

- 1) Wild fire activity occurs.
- 2) A unit's Fire Danger is reported as Very High or Extreme.

The Federal Interagency Situation (Sit) Report program captures incident activity and resource status information in a brief summary intended for use by managers. Once the information has been submitted via the web site (<http://fam.nwccg.gov/fam-web/>), it is used at the local Dispatch Offices, the GACCs and NICC to produce summary reports, which are then distributed to agency managers for use as a decision-making tool.

The GACCs and NICC use the Sit Report program to run reports from data that has been entered by the Units. The GACCs have edit access to all their respective Units'

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Sit Report data. NICC has edit access to all Units' Sit Report data, and bases the National Incident Management Situation Report (IMSR) on this information.

Access to the input side of the Interagency Situation Report program can be obtained by calling the GACC Intelligence Officer for your area.

During the active fire season, the Sit Report is prepared on a daily basis. In the off-season, it is submitted on a more limited basis, depending on the level of incident activity, NICC requirements, or direction from the GACC. For more specific reporting requirements and program instructions, refer to the Sit Report User's Guide at <http://gacc.nifc.gov/training/intelligence/>

By 1700 hours each day during fire season, each Unit will report the following information using the web-based Sit Report program:

- a. Unit Preparedness Levels.
  - b. Daily Fire Statistics.
  - c. Resource Status, what each unit expects to have available for tomorrow.
  - e. Planned Prescribed (Rx) Fires.
  - f. Dispatch Center Remarks:
    - i. Brief summary of current situation.
    - ii. Predicted NFDRS adjective ratings.
    - iii. On-call dispatcher.
  - g. Year-To-Date (YTD) Statistics.
  - h. Dispatch office incident priority.
3. Incident Status Summary (ICS-209) Form:

The Incident Status Summary (ICS-209) is submitted to the GACC through a web-based application. Specific instructions for completing the web-based ICS-209 are available at: <http://gacc.nifc.gov/training/intelligence/>. Units or Incidents should submit ICS-209 forms twice daily, by 0600 and 1800 hours, according to the following:

- a. Initial ICS-209:
  - i. When appropriate, or when a fire in timber reaches 100 acres or in brush reaches 300 acres.  
  
OR
  - ii. When more than 15 single resources from all involved agencies will be committed for more than one (1) hour to an incident,  
  
OR
  - iii. When an incident will significantly affect agency resource availability,  
  
OR
  - iv. When an incident would be of particular interest to CALMAC.

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- b. ICS-209 Update:
  - i. Twice during each established operational period by 0600 and 1800 hours,  
AND/OR
  - ii. Upon special request by CALMAC.
- c. Final ICS-209:
  - i. When less than 15 single resources remain assigned to an incident,  
OR
  - ii. When the incident no longer has any significant effect on agency resource availability.

## 4. Incident Map:

Incidents should send incident map data directly to the GACC (electronically if possible) as soon as it becomes available, and as it is updated.

## 5. Monthly Fire Report:

At the end of each month all National Forests will tabulate the total number of fires and acres burned that month. The totals will be transmitted to the respective GACC, on the forms provided, by the second day of each month.

## B. GACC to NICC reporting

### 1. Situation Report/ICS-209 Forms:

The GACC will ensure that units complete data entry on a daily or weekly basis as required by NICC, and that information in the 209 Program is current for use in the Sit Report.

### 2. Weekly Fire Weather/Fire Danger Outlook

The Weekly Fire Weather/Fire Danger Outlook is to be posted by each GACC every Tuesday at the close of business. Due weekly during significant fire activity, including prescribed fire.

**See National Mobilization Guide(NMG) Chapter 20, SEC. 28.10 for content and format.**

### 3. Monthly Fire Weather/Fire Danger Outlook

The Monthly Fire Weather/Fire Danger Outlook and map will be completed by each GACC and submitted to NICC two days prior to the end of each month. It is due monthly year-round.

## C. GACC to Unit Reporting

### 1. Daily Report:

By 1100 hours each day during fire season, each GACC will compile and post to the GACC Intel webpage the Daily Report which documents current resource status. Incident activity and any newsworthy items concerning the Region will be posted to the GACC Intel News and Notes webpage.

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## 2. Interagency Intelligence Report:

The Interagency Intelligence Report will include a synopsis on current overall status within the GACC, a section on the general weather forecast for the day, and an extended weather outlook for the next 2-4 days. This report will also include sections detailing each significant incident within the GACC. These sections will give a brief incident summary of individual incidents and the resources committed to them. This report will be compiled from the most current information available and will be electronically shared with cooperating agencies by 1200 hours each day during large fire activity.

## 3. NICC National Wildland Fire Outlook:

Each GACC Predictive Services/Intelligence function will ensure that a copy of the Monthly National Wildland Fire Outlook is distributed to each Forest Fire Management Officer (FFMO) in a timely manner. This report is posted on the North Ops website at <http://gacc.nifc.gov/oncc/predictive/weather/index.htm>, or the South Ops website at: <http://gacc.nifc.gov/oscc/predictive/weather/index.htm>.

## 4. Monthly Zone/Regional Fire Report:

Each GACC will compile their respective Forests fires and acres tabulations for the preceding month and develop the monthly geographic area fire report for their area. North Ops Predictive Services/Intelligence will electronically transmit their report to South Ops Predictive Services/Intelligence for compilation of the two Geographic Area reports into the Regional Monthly Fire Report. Upon completion of this Regional Report by South Ops Predictive Services/Intelligence, a copy will be transmitted to the Regional Office as well as to North Ops Predictive Services/Intelligence. Each GACC's Predictive Services/Intelligence Section will be responsible for electronically transmitting this report to their respective Units.

## 5. Fire Weather/ Fire Danger Products

Each of the Coordination Center's Predictive Services/Intelligence sections will produce weekly Fire Weather/Fire Danger Outlooks in addition to the monthly outlook. These two products show fire danger indices at severity weather stations within the Geographic Area, and are posted on the Pacific Southwest Region



Predictive Services/Intelligence website at:

[http://gacc.nifc.gov/oncc/predictive/fuels\\_fire-danger/index.htm](http://gacc.nifc.gov/oncc/predictive/fuels_fire-danger/index.htm), or for OSCC at: [http://gacc.nifc.gov/oscc/predictive/fuels\\_fire-danger/index.htm](http://gacc.nifc.gov/oscc/predictive/fuels_fire-danger/index.htm). Fire managers will ensure fire personnel within the state are aware of this information's location by distributing it through email systems and other channels.


Each GACC's Predictive Services / Intelligence sections will utilize a Fire Behavior Analyst (FBAN), per GACC Preparedness Guidelines, for predicting fire behavior potential for Units with fire activity.

Weekly and monthly fire danger products and a variety of other tools are often utilized to make fire management decisions. Many of these products, including firefighter pocket cards, are based on the data maintained in historical fire occurrence and weather databases. In order to make these products as accurate as possible, fire management staff will ensure weather station and fire history data are entered correctly and accurately into the appropriate databases in a timely manner. The importance of these systems will be reiterated at fire management

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meetings, training sessions and through email systems.

## 6. Wildland Fire Decision Support System – WFDSS.

 The GACC Intelligence Coordinator will work closely with units and the Forest Service Regional Office as WFDSS is implemented in 2009.

## 7. NFDRS RAWS Maintenance Based on Preparedness Level

The following is a matrix describing actions authorized and action required in maintaining RAWS stations based on preparedness levels.

<i><b>Item</b></i>	<i><b>ACTION DESCRIPTION</b></i>	<i><b>Preparedness Levels</b></i>				
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>NFDRS RAWS – Year Round – PSA – Pocket Card Stations</b>					
<b>F1</b>	Stations meet NFDRS Site Standards	AR	AR	AR	AR	AR
<b>F2</b>	All days with available RAWS data for regular scheduled observation times will be archived in WIMS.	AR	AR	AR	AR	AR
<b>F3</b>	All annual maintenance completed prior to “WIMS Green-up” and maintenance is documented in ASCADS Station Information and Narrative	AR	AR	AR	AR	AR
<b>F4</b>	Identify and troubleshoot data errors within 48 hours	AR	AR	AR	AR	AR
<b>F5</b>	3 day response time to system failures in fire season – NFDRS STANDARD	AR	AR	See F6 & F7	See F6 & F7	See F6 & F7
<b>F6</b>	"24 hour response time to identify, troubleshoot and process Depot order"			AR	AR	AR
<b>F7</b>	24 hour response time to replace or make repairs after receiving sensor/parts			AR	AR	AR

AR = Action Required

AA = Action Authorized

### D. Internet Sites

Sit Report and ICS 209: <http://fam.nwccg.gov/fam-web/>

GACC Intelligence: <http://gacc.nifc.gov/oncc/predictive/intelligence/index.htm>

<http://gacc.nifc.gov/oscc/predictive/intelligence/index.htm>

CAL FIRE: <http://www.fire.ca.gov>

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## 23 - DISPATCHING PROCEDURES

### A. Units

California will provide all-risk dispatching services through existing dispatch centers that are consistent with the needs and tours of field going employees.

1. Each unit will provide for its own dispatching needs. Standardized dispatching procedures will be used at each dispatching level within California.
2. Dispatching procedures are developed so that each unit will dispatch to the extent of its available resources before requesting additional aid from the Coordination Center.
3. Units will pre-plan and identify all mutual aid assistance/move-up of resources between adjoining units, including those in other Regions/States and other agencies. Resource commitments should be limited to those resources that could be expected to provide effective initial attack, or fast follow-up to initial attack, within the established areas for mutual assistance. It is the responsibility of the sending unit to notify the appropriate Coordination Center whenever action is taken under one of these plans.
4. Units will work directly with other dispatch centers, county and city fire departments, and local and state law enforcement agencies in their Unit or GACC's area of influence. They will keep the Coordination Center advised of all mobilization/demobilization of personnel/crews and aircraft received through this procedure.
5. Units will handle **ALL** dispatching procedures for agency personnel during scheduled field operation hours. CAL FIRE Emergency Command Centers are staffed 24 hrs.
6. Federal Dispatch Centers may enter into cooperative agreements with other agencies, or amend existing agreements, to provide dispatching services outside of normal field operation hours.
7. Each Dispatch Center will have a work schedule that allows them to meet the needs and scheduled work hours/shifts of field going personnel.
8. CAL FIRE dispatch centers will use CAL FIRE issuance publications, in particular the 8100 Command and Control Handbook, as their operational guides.
9. Each Federal unit will develop operational guides which define procedures and required actions for all hazardous activities. These guides will be available in each Dispatch Center and field office.
  - a. Federal Operational Guide Requirements:
    - I. Develop standards for incident prioritization.
    - II. Establish radio procedures and make frequency assignments.
    - III. Identify procedures for timely notification of line and staff officers.

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- IV. Develop and determine status and record keeping requirements.
  - V. Establish authorized access procedures for use and security of any information retrieval system (i.e. LEAWEB or CLETS) that conforms to existing Federal or State policy governing use.
  - VI. Include copies of "10" and "11" codes that will be, or are used by cooperating law enforcement agencies and Forest Service law enforcement personnel during their normal activities.
  - VII. Include current copies of cooperative agreements for dispatching services.
- b. All field going personnel on temporary duty to another unit will be briefed on local dispatch procedures before being assigned duties.
  - c. Federal Dispatch Centers will be financed to a multi-line management code with each functional area providing the appropriate percentage using the "Charge as Worked" principle.
  - d. Federal Dispatch Center Managers, at a minimum, should attend a California approved Dispatcher course which meets Peace Officers standards and training (P.O.S.T.) for law enforcement and emergency dispatch procedures. All dispatchers are encouraged to attend this training.
  - e. Each federal employee who is involved in a hazardous/high risk situation requiring Dispatch Center monitoring will notify the Center as soon as the required monitoring no longer exists.
  - f. All field going personnel WILL remain in radio contact with the Dispatch Center unless otherwise arranged through the Center.



# California Interagency Mobilization Guide

## Interagency Emergency Command Centers Representation

January 2009

ECC	UNITS REPRESENTED	PHONE
<b>Northern California Operations (ONCC)</b>	<b>Federal (ONC)</b> (FS Regional Office, BLM California State Office, NPS Regional Office, BIA Area Office)	530 226-2800
	<b>State (CNR)</b>	530 224-2466
Modoc Interagency Communication Center (MICC)	*Modoc National Forest (MDF) Lower Klamath Refuge (LKR) Lava Beds National Mounument (BNP)	530 223-8880
Yreka Interagency Command Center (YICC)	*Klamath National Forest (KNF) * Siskiyou Unit (SKU)	530 842-3380 530 842-3516
Fortuna Interagency Command Center (FICC)	*Six Rivers National Forest (SRF) *Humboldt Del Norte Unit (HUU) Redwoods National Park (RWP) Humboldt Bay National Wildlife Refuge (HBR) Hoopa Valley Tribe (HIA)	707 726 1266 707 725-4413
Redding Interagency Command Center (RICC)	*Shasta-Trinity National Forest (SHF) Whiskeytown National Recreation Area (WNP) *Shasta-Trinity Unit (SHU)	530 226-2400 530-225-2418
Susanville Interagency Fire Center (SIFC)	*NorCal BLM (NOD) *Lassen National Forest (LNF) *Lassen-Modoc Unit (LMU) Lassen Volcanic National Park (LNP)	530 257-5575 530 257-4171
Red Bluff ECC (TGCC)	*Tehama Glenn Unit (TGU)	530 529-8548
Plumas Forest ECC (PNFC)	*Plumas National Forest (PNF)	530 283-2050
Howard Forest ECC (MECC)	*Mendocino Unit (MEU)	707 459-7414
Oroville ECC (BTCC)	*Butte Unit (BTU)	530 538-6859
Mendocino Forest ECC (MNFC)	*Mendocino National Forest (MNF) Central Valley Refuges North (SWR) Point Reyes National Seashore (RNP) Golden Gate NRA (GNP) Round Valley Indian Reservation (RVA) Volcanoes National Park (HI-HVP)	530 934-7758
Marin County Fire ECC (MRNC)	Marin County Fire Department (MRN)	415-499-6717
Grass Valley Command Center (GVCC)	*Tahoe National Forest (TNF) *Nevada-Yuba-Placer Unit (NEU)	530 477-7237 530 889-0111
Camino ECC (CICC)	*Eldorado National Forest (ENF) Tahoe Basin Management Unit (TMU) Amador-Eldorado Unit (AEU)	530 642-5170 530 644-2345
St. Helena ECC (LNCC)	*Sonoma Lake Napa Unit (LNU)	707 967-1400
Felton ECC (CZCC)	*San Mateo-Santa Cruz Unit (CZU)	831 335-5353
Morgan Hill ECC (SCCC)	*Santa Clara Unit (SCU)	408-779-2121

\* Agency has staffing in the ECC

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## Interagency Emergency Command Centers Representation

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ECC	UNITS REPRESENTED	PHONE
<b>Southern California Operations (OSCC)</b>	<b>Federal (OSC) State (CSR)</b>	(951)-276-6721 (951)-782-4169
Monte Vista Interagency Command Center (MVIC)	*Cleveland National Forest (CNF) *Monte Vista Unit (MVU) Southern California Refuge (TNR) Camp Pendelton Marine Base (MCP)	(619) 557-5262 (619) 588-0364
Federal Interagency Command Center (SBCC)	*San Bernardino National Forest (BDF) *California Desert District (CDD) Death Valley National Park(DVP) East Mojave National Preserve (MNP) Southern California Agencies (SCA) Joshua Tree National Park (JTP) Death Valley National Park (DVP)	(909) 383-5651
Los Angeles County Command Center (LACC)	*Los Angeles County Fire Department (LAC)	(323) 881-6183
Angeles Emergency Communication Center (ANCC)	*Angeles National Forest (ANF) *Santa Monica Mountains National Park (SMP)	(661) 723-2701
Kern County Command Center (KRCC)	*Kern County Fire Department (KRN) Bakersfield Fire Department (BKF) California City Fire Department (CAC)	(661) 324-6551
Owens Valley Interagency Communications Ctr. (OVCC)	*Inyo National Forest (INF) *Bishop Field Office-BLM (OVD) Devil's Postpile National Monument (DPP) Manzanar National Monument	(760) 873-2405
Central California Interagency Communication Center (CCCC)	*Sequoia National Forest (SQF) *Bakersfield BLM (BBD) Tule Indian Reservation (TIA) Kern National Wildlife Refuge (KRR)	(559) 782-3120 (559) 781-5780
Ash Mountain Dispatch Center (SQCC)	*Sequoia-Kings National Park (KNP)	(559) 565-3164
Los Padres Interagency Communication Center (LPCC)	*Los Padres National Forest (LPF) Channel Islands National Park(CNP)	(805) 541-0312
Fresno-Sierra ECC (SICC)	*Sierra National Forest (SNF) Fresno-Kings Unit (FKU) San Luis National Wildlife Refuge. (LUR)	(559) 348-1515 (559) 485-7500
Stanislaus ECC (STCC)	*Stanislaus National Forest (STF)	(209) 532-3786
Yosemite Dispatch Center (YPCC)	*Yosemite National Park (YNP)	(209) 379-3273
San Bernardino ECC (BDCC)	*San Bernardino Unit (BDU)	(909) 881-6900
Riverside ECC (RRCC)	*Riverside Unit (RRU)	(951) 940-6900
San Luis Obispo ECC (SLCC)	*San Luis Obispo Unit (SLU)	(805) 543-4244
Madera-Mariposa-Merced ECC (MMCC)	*Madera-Mariposa-Merced Unit (MMU)	(209) 966-3622
San Benito-Monterey ECC (BECC)	*San Benito-Monterey Unit (BEU)	(831) 647-6208
Tuolumne-Calaveras ECC (TCCC)	*Tuolumne-Calaveras Unit (TCU)	(209) 754-3831
Tulare ECC (TUCC)	*Tulare Unit (TUU)	(559)-734-1176

\* Agency has staffing in the ECC

# California Interagency Mobilization Guide

## B. CalEMA/LOCAL GOVERNMENT RESOURCES

Follow procedures of Master Mutual Aid (MMA) and California Fire Assistance Agreement (CFFA).

### CalEMA Region/Operational Area ROSS Active/Inactive Sites

Location	Active	Inactive
<b>CalEMA Region 1</b>	(LAC)	
XLA – Los Angeles County Area A	(LFD)	X
XLB-Los Angeles County Area B	(LAC)	
XLC-Los Angeles County Area C		X
XLE-Los Angeles County Area E		X
XLF-Los Angeles County Area F		X
XLG-Los Angeles County Area F		X
XOR-Orange County	X	
XSL-San Luis Obispo County	(CAL FIRE, SLU)	
XSB-Santa Barbara County	X	
XVE-Ventura County	X	
<b>CalEMA Region 2</b>	(XCC)	
XAL-Alameda County	X	
XCC-Contra Costa County	X	
XDN-Del Norte County		X

## California Interagency Mobilization Guide

XHU-Humboldt County	(CAL FIRE, HUU)	
XLK-Lake County		X
XMR-Marin County	X	
XME-Mendocino County	(CAL FIRE, MEU)	
XMY-Monterey County	(CAL FIRE, BEU)	
XNA-Napa County	(CAL FIRE, LNU)	
XBE-San Benito County	(CAL FIRE, BEU)	
XSF-San Francisco County		X
XSM-San Mateo County		X
XSC-Santa Clara County	X	
XCZ-Santa Cruz County	(CAL FIRE, CZU)	
XSO-Solano County		X
XSN-Sonoma County	(Red Com JPA)	
<b>CalEMA Region 3</b>	(CAL FIRE, NOPS)	
XBU-Butte County	(CAL FIRE, BTU)	
XCO-Colusa County		X
XGL-Glenn County		X
XLS-Lassen County	(CAL FIRE, LMU)	
XMO-Modoc County		X
XPU-Plumas County		X
XSH-Shasta County	(CAL FIRE, SHU)	
XSI-Sierra County		X
XSK-Siskiyou County	(CAL FIRE, SKU)	

## California Interagency Mobilization Guide

XSU-Sutter County		X
XTE-Tehama County	(CAL FIRE, TGU)	
XTR-Trinity County		X
XYU-Yuba County		X

<b>CalEMA Region 4</b>	(CAL FIRE, NEU)	
XAP-Alpine County		X
XAM-Amador County	(CAL FIRE, AEU)	
XCA-Calaveras County	(CAL FIRE, TCU)	
XED-El Dorado County	(CAL FIRE, AEU)	
XNE-Nevada County	(CAL FIRE, NEU)	
XPL-Placer County		X
XSA-Sacramento County	Sac Regional JPA	
XSJ-San Joaquin County		X
XST-Stanislaus County		X
XTB-Tahoe Basin Area		X
XTO-Tuolumne County	(CAL FIRE, TCU)	
XYO-Yolo County		X
<b>CalEMA Region 5</b>	(CAL FIRE, FKU)	
XFR-Fresno County	(CAL FIRE, FKU)	
XKE-Kern County	X	
XKI-Kings County		X
XMA-Madera County	(CAL FIRE, MMU)	
XMP-Mariposa County	(CAL FIRE, MMU)	

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XMD-Merced County	(CAL FIRE, MMU)	
XTU-Tulare County	X	
<b>CalEMA Region 6</b>	(CAL FIRE, SOPS)	
XIM_Imperial County		X
XIN-Inyo County		X
XMN-Mono County		X
XRI-Riverside County	(CAL FIRE, RUU)	
XBO-San Bernardino County	X	
XSD-San Diego County	(CAL FIRE, MVU)	

### C. CONTRACT RESOURCE GUIDELINES

#### 1. Forest Service

Contract Engines and Crews are a resource of the Host Unit Dispatch Center. The contract resources will be dispatched through the Host Forest.

Regional Contract resources may be utilized when agency resources are insufficient to meet present and anticipated needs according to the Forest's Specific Action Guide and/or the Geographic Area Staffing Guide (page 49).

Forests will check the availability of Agency resources (federal/state) within their GACC prior to using contracted resources. When mobilizing contract resources, Forests will utilize Agency owned resources first, followed by agency cooperators, National contract resources, regional contract resources, and then EERA resources. Requests for contract resources will follow normal dispatch procedures.

Contract resources ordered in Strike Team configuration will use agency personnel as the Strike Team Leader.

**For mobilization of National Contract Crews reference the National Mobilization Guide Chapter 20.**

#### 2. CAL FIRE

**ROSS shall be used for documenting mobilization and demobilization actions of all resources.** Refer to ROSS Standard Business Practices guide for procedures in utilizing these programs. CAL FIRE units will use Resource Order forms only when instructed by CAL FIRE Operations CC.

The Resource Order Form may be used as a backup for other agencies. Separate resource orders may be established for each of the resource categories as an incident

# California Interagency Mobilization Guide

expands by using the resource order and marking Block 1 "Aircraft", "Overhead", "Crews", "Equipment", or "Supplies".

Zulu time will not be used on resource orders. Each Dispatch/Coordination Center will use local time at the departure point and the local time (ETA) at the destination point to which the resource is being sent when passing travel itineraries.

When a request is received from the incident, the Dispatcher or Support Organization will advise the Incident of the request number used.

All resource requests will be submitted using Resource Ordering and Status System (ROSS). Only requests for aircraft and/or immediate need ground forces may be made using the intercom, then followed as quickly as possible with the matching ROSS request. This allows immediate-need resource requests to be processed in the most expedient manner. All other ordering is to be accomplished utilizing ROSS and the telephone.

Detail requests will be documented on the special Detail Order Form. This form is a supplement, or information worksheet, to a ROSS request. All pertinent items on the form should be completed. This will give the prospective detainer complete information of the requesting units needs.

Instructions for completing each applicable item in the Resource Order are outlined in the following pages. Also see Interagency Business Practice Document about specific ordering requirements in ROSS. These same items are needed unless otherwise indicated. ROSS enters some of the information automatically for the dispatcher, but the dispatcher is still responsible for checking accuracy and completeness.

**Specifics for Hired Equipment, rates and Utilization Guides for Hired Equipment can be found in CAL FIRE Handbooks, Sections; 3833, 3934 and 7761.**

## D. REQUEST INFORMATION

### a. Request Number:

Refer to the latest California ROSS Business Practices and Standards document for detailed information regarding requests. All known information, as detailed as possible, will be entered into ROSS.

The request number is assigned by the incident or requesting unit. Requests for each resource category will be numbered sequentially, beginning with 1, preceded by the resource category letter. Resource categories are identified as follows:

A	Aircraft	C	Crews	O	Overhead
S	Supplies	E	Equipment		

Each single resource will be assigned a request number. If ten crews are ordered, ten request numbers are required. Modules, such as engines with crew or helicopter with crew and support vehicles have a single request number. Each incident team member will have a separate request number (a subordinate number connected to the team "O" number) just like individual overhead positions each have separate request numbers.

If a request is required to be self-sufficient it means the resource will be able to provide for their own food, lodging and local transportation if needed.

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**A single request number will be assigned for strike teams and task forces.**

California will assign a Strike Team Leader and Strike Team Leader Trainee to all orders of five or more single increment engines to the same incident, as subordinate requests in ROSS.

## E. TRAVEL NOTIFICATION

All information regarding tactical aircraft travel will be relayed by intercom, unless out of state, then relayed by phone, as well as being entered into ROSS.

Complete travel information will be placed in ROSS. Travel involving commercial airline service will be documented in ROSS using the **Travel Itinerary function**.

Ground travel involving a known Remain Over Night (RON) location will also be documented in ROSS using the **Travel Itinerary function**.

Use the two letter identifier for commercial airlines. Examples: AS, Alaska Airlines; HP, America West Airlines; DL, Delta Airlines; or WN, Southwest Airlines (reference the Official Airline Guide for complete list).

**All times (ETA and ETD) are in local time zones.**

**NOTE:** The requesting GACC will provide NICC (via telephone) the information necessary to schedule small and large transport aircraft, on a flight schedule/request which includes the number of passengers, pick-up point at jetport, and time available to load for pick up. NICC will schedule transportation and FAX requesting GACCs the completed flight schedule.

Since the caches are not ROSS users, a phone call will be made to relay supply shipping information.

## 23.1 - MOBILIZATION

The Resource Ordering and Status System (ROSS) is the only ordering system to be used by all California units to create new incidents and for resource order processing.

All agencies will follow the **CLOSEST RESOURCE CONCEPT** for **IA and Extended Attack**, which is defined as: regardless of the controlling agency, the agency resource that has the shortest timeframe to reach a predetermined incident location first will be dispatched. Established dispatch channels will be followed at all times.

**Name Requests** for suppression or all-hazard incidents will only be accepted for highly specialized positions or to meet specific agency objectives. The ordering unit must confirm availability, supervisor's approval, and provide Unit ID, dispatch center and phone number for the individual being requested prior to placing the request. The Name Request section of ROSS will be used. Name requests for AD's will not be honored until all units have verified that they cannot fill with a regular Agency employee. When Name Requesting an AD person the Special Needs area of ROSS will be used. "Name Suggest" no longer exists as a procedure.

**Name Requests for resources that are out of State** will be approved by the Coordination Center before being placed to NICC. This will be documented in ROSS. If the resource requested is unavailable, the request will be sent back to the requesting unit.



# California Interagency Mobilization Guide

## A. California resources requested via NICC

1. NICC will place all orders for resources through the closest GACC/Region to meet national needs.
2. The California GACCs will fill each other's requests within California prior to requesting assistance from NICC.
3. The GACC Emergency Operations Coordinators and CAL FIRE Operations CC Duty Chiefs will support each others abilities to provide for existing needs.

## B. Coordination Center Dispatch Procedures

The Coordination Center will fill orders from the most appropriate source available. The most appropriate source will be determined on the basis of urgency, resource availability, delivery time, reasonable cost effectiveness, impact on other units, and consideration of the overall fire program. Within 30 minutes, the ability or inability to fill the order will be relayed to Coordination Center by the unit attempting to fill the order. Objectives of the Coordination Center Dispatch include:

1. Provide 24-hour dispatch and coordination services. Dispatch personnel, equipment, aircraft, and supplies between GACC's, Regions, Units, other States, or agencies. Requests for CAL FIRE assistance will be placed with CAL FIRE Operations CC where incidents are located.
2. Maintain status on amounts and location of specified overhead, personnel, equipment, aircraft, transportation, and supplies available.
3. Assist in determining Coordination Center priorities for overhead, crews, equipment, aircraft, and supplies in multiple incident situations, and fill requests accordingly. Expand the Coordination Center dispatching organization to meet current demands.
4. Inform Coordinators, CAL FIRE Region Duty Chief, Unit Dispatchers, NICC, and other cooperating agencies of current and critical incident situations.
5. Provide information centers for collecting and distributing information concerning the overall incident situation.
6. Encourage and practice close cooperation in using shared resources with other cooperating agencies, as well as private wildland fire services, including contract and Agreement resources.
7. Anticipate requirements, evaluate requests in light of the actual and imminent incident situation, and question (through proper channels) orders appearing to be out of balance with requirements or needs.
8. CalEMA/LOCAL GOVERNMENT RESOURCES: "CalEMA or local government resources are accessed via the "Agreement for Local Government Fire and Emergency Assistance to Federal Fire Agencies and State of California", referred to as the "California Fire Assistance Agreement", (CFAA). The CFAA is activated by placing resource request(s) to the Local Operational Area Fire and Rescue (County) Coordinator and the designated Operational Area dispatch center."

NAME REQUESTS FOR CalEMA/LOCAL GOVERNMENT OVERHEAD: "Will only be accepted for highly specialized positions or to meet specific agency objectives. The ordering unit must confirm availability for the individual being requested prior to placing the request."

# California Interagency Mobilization Guide

In order to manage the Name Request process in a fair and equitable manner, we agree to use the *Name Request Justification Order Form* on all incidents.

CalEMA/Local Government Name requests for out of state orders must be approved by CalEMA Sacramento, after the Coordination Center certifies that no Agency overhead is available to fill the order. CalEMA/Local Government overhead dispatched to an out of state incident as rostered members of an IMT with the original dispatch of the IMT are not subject to this approval process. Any subsequent name requests from the IMT for CalEMA/Local Government overhead WILL be subject to this approval process.

REIMBURSEMENT: Reimbursement for all resource requests processed through CalEMA will be in accordance with the "Agreement for Interstate Wildland Fire Suppression Assistance to Federal Agencies" or the "California Fire Assistance Agreement". CalEMA will require all local government personnel to complete an CalEMA F-42 Emergency Activity Record for time keeping and reimbursement, as well as an CalEMA F-142A Out of State Travel Expense Claim Reimbursement Log. Individuals responding to an incident without going through the appropriate ordering process established in the California Mob Guide will be considered voluntary, with no expectation of reimbursement through the CalEMA process.

## C. Expanded Dispatch Plans

In addition to their regular initial attack dispatch plan, each Coordination Center and Unit shall create and maintain an Expanded Dispatch Plan for multiple, large, or project incident operations.

### 1. Purpose

- a. The Expanded Dispatch Plan provides an independent dispatching organization to handle overhead, crew, equipment, supply, and possibly aircraft orders originating from the incident without affecting the initial attack dispatching capability of the incident Unit. This organization reports to the Unit Dispatcher / Center Manager.

### 2. Minimum Plan Requirements

- a. Related State and Unit policies and supplements, including pertinent parts of the California Interagency Mobilization Guide.
- b. Organization chart.
- c. Position description for each position.
- d. Key personnel list, including names, phone numbers, and other information about Unit personnel who are qualified to fill the various positions.
- e. Standards for plan activation. **Note:** activate Procurement Unit early to ensure legal purchases.
- f. Definition of how transportation of personnel, equipment, and supplies will be handled. Include a copy of hauling permit procedures.
- g. Status keeping procedures.
- h. A copy of the Unit Incident Procurement Plan. The plan should clearly identify the responsibilities of the Procurement Unit and the orderly flow of information

# California Interagency Mobilization Guide

between the incident, Procurement, and Expanded. The Plan may also make note of local sources for Procurement of incident support items.

- i. Procedures for issuing resource order numbers. **Note: the dispatch organization shall retain control of the resource order number system.**
- j. Detailed locations of:
  - I. Pre-attack (Resource Protection System) and Unit maps, aerial photos, and other incident planning supplies.
  - II. Equipment.
  - III. Repair services.
  - IV. Names and numbers of emergency services.
  - V. Aircraft sources, facilities, and procedures for their procurement.
- k. Locations of planned staging areas (enter these into ROSS prior to fire season).
- l. Unit Demobilization Plan.
- m. Pre-planned location of office space needed and available for incident operations.

## 3. Position Titles

- a. Coordinator (CORD)
- b. Supervisory Dispatcher (EDSP)
- c. Support Dispatcher (EDSD)
- d. Dispatch Recorder (EDRC)

## D. Strike Teams

1. Determine which Unit(s) will make up Strike Team (S/T) or Task Force (T/F).
2. The Unit that provides the Strike Team leader will be the one that assigns the ICS Strike Team designator and number.
3. It is generally accepted practice that the unit providing the Strike Team or Task Force Leader may also send a Strike Team or Task Force Leader Trainee. When building the ROSS roster for the Strike Team or Task Force, add the trainee to the roster.
4. Determine a central point for all resources to meet, and travel as one unit if possible. Strike Team/Taskforce Leader will be responsible for notifying sending Unit of ETD and ETA once the resources are together.
5. If not practical to form S/T or T/F prior to arrival at the incident, have each resource proceed to the incident and form there. Since communication with the S/T or T/F leader is important for diversion or cancellation, this procedure should not be used if at all possible. The team can still be assigned a Designator and Number as stated in #2.

Strike Team configuration is primarily used inside California. Since NICC generally will not accept Strike Team requests, order single increments and strike team leaders separately and marry them up at the incident if resources are being ordered from out-of-state.

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## Strike Team Number System\*

### EXAMPLE

Agency I.D.	Strike Team	CalEMA Region	Pre Assigned Agency Number	Assigned S/T Number	Kind & Type Resource
MNF	ST	3	6	45	C

### MNF ST 3645C

\*Refer to the MACS 410-2 guide for unit numbering information.

Alpha #	Kind	Type
A	Engine	1
B	Engine	2
C	Engine	3
D	Engine	4
G	Crew	1
H	Crew	2
K	Dozer	1
L	Dozer	2
M	Dozer	3

## E. Dispatching Law Enforcement Personnel

### 1. Forest Service

#### a. Non-Confidential

When confidentiality is not a requirement, requests for law enforcement personnel will be handled through routine dispatching procedures.

Requesting units will specify:

- I. The type of Law Enforcement Specialist needed, that is, Special Agent, Law Enforcement Officer (certified or probationary), or other Forest Officer with specific law enforcement skills.
- II. The nature of the assignment, including duration and contact person.
- III. Any specialized equipment needed.
- IV. Forest Dispatchers will coordinate filling these requests through the Supervisory Law Enforcement Officer for LEO request or the Zone Special Agent for Special Agent requests.

**NOTE:** Law Enforcement Officers, including those assigned as Security Managers, will respond with defensive equipment.

#### b. Confidential Assignments

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Confidential assignments include, but are not limited to, surveillance and undercover work.

- I. When dispatch is used they will be given the following information:
  - i. Types and number of Law Enforcement Specialists needed.
  - ii. Assignment duration.
  - iii. Phone number and/or name of Special Agent to contact for further information.
- II. Contacts by dispatchers will be by phone and involve as few persons as possible.

**NOTE:** Dispatchers have the names of Forest Special Agents and Law Enforcement Officers at each law enforcement level on each unit.

Requests for personnel will be directed through the Dispatch System to either the Zone Special Agent or Supervisory Law Enforcement Officer who will determine personnel availability and advise dispatch regarding the ability to fill the request.

There will be occasions where personnel will be secured for specific confidential assignments outside of the normal dispatch channels.

## 2. Bureau of Land Management (BLM)

For incident investigation trespass, BLM offices will order Law Enforcement Special Agents under direction and approval of the District Manager. Orders will be placed through the California Special Agent-in-Charge, or through the CSO Branch of Fire and Aviation Management.

### 23.1.1 Forest Service AD Hire Policy

#### REGION 5 AD HIRE, STATUSING and MOBILIZATION POLICY

**AD Hire:** Forests are not required to sign up ADs. However, if a Forest chooses to sign up AD's, they will be hired by the closest unit (hosting Forest) to the AD's home address. All required hiring and tax forms to be completed will be the responsibility of the hosting Forest: INS Form I-9, Casual (AD) Hire Information Form, Health Screening Questionnaire (HSQ), Direct Deposit SF-1199A, IRS Form W-4 or W-5, and State Tax Form DE-4.

Forests will use the approved Pay Plan For Emergency Workers, FSH 5109.34 Interagency Incident Business Management Handbook.

**Incident Qualifications Card and Work Capacity Test Qualifications:** The hosting Forest will be responsible for assuring that personnel meet the required qualifications, are redcarded and work-capacity tested (WCT) for the position(s) that they are assigned to during mobilization. It will be the responsibility of the hosting Forest to enter the person in the IQCS database for tracking and issuance of an official Incident Qualifications card. (Use of ADs on non-wildland fire type incidents do not require Red Card qualifications.)

**Statusing AD's:** Persons will be statused accordingly using ROSS. When entering the person into ROSS, identify the employment status as an "Emergency Worker". The unit will track the

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availability of all ADs, as is done with agency personnel.

**Filling Requests:** When filling off-unit requests, *agency personnel will always have priority over AD persons*, including name-requests for AD's. It will be the responsibility of the Center to contact the Coordination Center prior to filling a request with an AD; this will ensure that agency personnel have not been overlooked for assignment. The Coordination Center will confirm all ECC's have been contacted and were unable to fill the request before filling with AD personnel.

**Mobilization of ADs:** The hosting Forest will be responsible for the mobilization of each AD-Casual-Hire to the incident, which could include arranging flight reservations, hotel reservations, meals and ground transportation. The receiving unit will be responsible for all support of the individual during the assignment.

**AD Payments:** The Albuquerque Service Center will be responsible for processing **all Forest Service** AD salary payments. If not transmitted directly from the incident, the host Forest will be responsible for forwarding Emergency Firefighter Time Reports (OF-288's) for casualties that have been mobilized through their Unit to the Albuquerque Service Center at:

**USDA Forest Service  
ALBUQUERQUE SERVICE CENTER  
INCIDENT FINANCE BRANCH  
101 B SUN AVENUE NE  
ALBUQUERQUE, NM 87109**

## 23.1.2 Federal Work Rest Guidelines, Length of Assignment and Days Off

In order to provide for safe, efficient and effective support to wildland fire operations, the following policy is established. NWCG adopted policy applies to ALL FEDERAL firefighters, overhead, dispatchers, and support personnel. Work/Rest Guidelines and Days Off policy, as outlined in the Interagency Incident Business Management Handbook, the National Mobilization Guide, Chapter 13.1, Interagency Standards for Fire and Fire Aviation Operations 2009, and the Incident Response Pocket Guide remain in effect.

## 23.1.3 - State Work-Rest Guidelines

State Work Rest Guidelines can be accessed in the CAL FIRE 1700 handbook, section 1845 and CAL FIRE 7700 Handbook, section 7755.

## 23.2 – SAFETY

The movement of personnel and equipment between units will require that both sending and receiving units be responsible for safety of the personnel involved.

Responsibilities will include, but not be limited to, the following:

- A. Sending unit will check personnel for such items as adequate protective clothing, physical condition (pack test, medical), qualification cards, and other items as necessary. Units will ensure that adequate rest and/or relief drivers are provided to personnel traveling long distances. All equipment should be inspected at time of dispatch to ensure safe operation. Any transportation of fuel or other combustible material via aircraft must comply with departmental policy (Code of Federal Regulations, Title 49, FSM 5703, published BLM directives).

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- B. The receiving unit will be responsible for the safe use of personnel and equipment after receipt, and for safe return to home unit.

## 23.2.1 – Driving Regulations

Refer to your agency's latest policy regarding driving regulations and work/rest guidelines.

### A. NWCG Incident Operations Driving

These standards address driving by personnel actively engaged in wildland fire or all-risk response activities, including driving while assigned to a specific incident or during initial attack fire response (includes time required to control the fire and travel to a rest location). In the absence of more restrictive agency policy, these guidelines will be followed during mobilization and demobilization. Individual agency driving policies shall be consulted for all other non-incident driving.

1. Agency resources assigned to an incident or engaged in initial attack fire response will adhere to the current agency work/rest policy for determining length of duty day.
2. No driver will drive more than 10 hours (behind the wheel) within any duty day. Multiple drivers in a single vehicle may drive up to the duty day limitation provided that no driver exceeds the individual driving (behind the wheel) time limitation of 10 hours.
3. A driver shall drive only if they have had at least eight consecutive hours off-duty before beginning a shift.

Exception: Exception to the minimum off-duty hour requirement is allowed when essential to:

- a. Accomplish immediate and critical suppression objectives, or
  - b. Address immediate and critical firefighter or public safety issues.
4. As stated in the current agency work/rest policy, documentation of mitigation measures used to reduce fatigue is required for drivers who exceed 16 hour work shifts. This is required regardless of whether the driver was still compliant with the 10 hour individual (behind the wheel) driving time limitations.

### B. Non Emergency Driving:

Vehicle operators shall comply with these work/rest guidelines except for limited exceptions (during the first 24 hours) of emergency driving situations.

1. Employees and contractors operating Government vehicles shall drive:
  - a. Only if they have had at least eight consecutive hours off-duty before beginning a shift.
  - b. **No more than two hours without a rest stop. Operators of vehicles carrying 16 or more passengers (including the driver) shall stop for 10 minutes every hour.**
  - c. No more than 10 hours per shift. A shift must not exceed 16 hours, from beginning of shift to the end of shift including rest and meal stops.

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2. Contractors operating Government commercial motor vehicles must adhere to the hours of service for drivers as required by the U.S. Department of Transportation (DOT). An exception may be made only when an emergency is officially declared.

## C. Emergency Driving:

Determine the type of emergency before driving. Emergency situations shall be justified in writing and approved in writing by the appropriate line officer.

1. When transporting passengers during an officially declared emergency, follow these precautions:
  - a. **National or State emergency.** Declared by the President or Governor. Base allowable driving hours on driving assignment, from starting point to destination. Upon the driver's arrival at the destination, do not permit further driving if work/rest guidelines have been exceeded.
  - b. **Regional emergency.** Local decision made by the line officer to provide direct assistance to supplement State and local efforts and capabilities to save lives.

Where city or county ordinances require emergency vehicles using a siren and red lights to continue their route of travel regardless of traffic signals, drivers shall comply with such ordinances; however, such travel through an intersection shall never exceed 10 mph (16 km/hour).

## 23.3 – ACCIDENT AND INCIDENT REPORTING

Following are the names and contact phone numbers of Forest Service Regional Office personnel to contact in case of fatalities, serious injuries, discharge of firearms/shooting incidents, explosions, hazardous materials incidents, or major property damage. The Forest Service Regional Office will notify the Washington Office and other Regional Office staffs as required.

Contact one of the following persons in the primary and secondary contacts columns, in the order shown, to report all serious accidents. In addition to the primary contacts listed, call one of the specialists listed under the appropriate specific accident/incident heading. After normal office hours, call the Coordination Center. (**Reminder:** Incident Management Teams are to initiate accident investigations of all potentially serious accidents. The Incident Management Team may turn the investigation over to the Forest as soon as reasonable.)

Forest Service aircraft accidents must be reported to both the Regional Aviation Safety Officer and the Regional Safety Manager or their alternates. Contacts must be by telephone. Follow-up written confirmation by electronic mail is requested but is not to be used as a substitute for direct telephone notification.

Accident and incident reporting at the state level is accomplished through the CAL FIRE 8100 Handbook procedure 200.



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PRIMARY CONTACTS USFS	OFFICE TELEPHONE	CELL
Gene Smalley Regional Occupational Safety & Health Manager	707-562-8748	707-834-0770
Peter Tolosano Regional Fire Operations Safety Officer	916-640-1050	916-718-2167
Vacant Cooperative Fire Protection Officer	916-640-1051	

### SECONDARY CONTACTS

#### Aircraft Accident

PRIMARY CONTACTS USFS	OFFICE TELEPHONE	CELL
Dennis Brown Regional Aviation Safety Officer	916-640-1038	916-712-8768

#### Hazardous Material Spills

PRIMARY CONTACTS USFS	OFFICE TELEPHONE	CELL
Belinda Walker Regional Spill Release Coordinator	909-382-2607	BDF Dispatch

#### Law Enforcement Incidents

PRIMARY CONTACTS	OFFICE TELEPHONE	CELL
Ron Pugh Regional Special Agent In Charge	707-562-8648	707-315-9697

## 23.4 –CRITICAL INCIDENT STRESS DEBRIEFING PROCEDURES

Professional contractors provide Critical Incident Stress Debriefing (CISD) services within 24-48 hours of a request for service. CISD services are covered under each unit's Employee Assistance Program contract. It is Region Five's policy to offer CISD services to all personnel, including contractors, exposed to critical incident situations on the job.

All local, state, and federal fire fighting agencies endorse the use of CISD in California. To this end, regardless of which unit has management and control, CISD should be offered to personnel immediately following a critical incident situation. This should be arranged by the incident management organization working closely with the hosting agency representatives.

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Costs for CISD services in fire operations are to be charged to the fire incident's management code. Non-fire incidents should be charged to the unit. It is our practice (and that of our contractors) to provide CISD services after business hours, upon request, even if the management code for paying for the service is unknown at that time. The manager requesting service should follow-up with the CONTRACTING OFFICER'S REPRESENTATIVE (COR) on the next regular business day to handle the administrative purchasing requirements to insure payment to the contractor for services provided.

The costs for CISD services will vary from incident to incident depending on the number of personnel involved, the availability of CISD specialist, travel costs, overtime, and holiday pay. The manager requesting service can obtain a preliminary cost estimate from the contractor when services are ordered. The final costs may vary depending on actual services delivered once the CISD specialist is on site and can assess the needs.

Management personnel contacting Dispatch for CISD services should be referred to the contractor cited for the unit. The following information should be provided to assist the contractor in responding to a request for service:

- A. Description (type of) incident.
- B. Number of employees in need of CISD services.
- C. Whether any family members or children are involved.

(Note: Authority to provide service to FS family members is covered under the Employee Assistance Program (EAP) -- which extends services to family members for the benefit of employees and the agency.)

- D. Date and time of incident.
- E. Desired day, time, & location for Debriefing.
- F. Name & phone number of Unit contact for final set-up of Debriefing.
- G. Name, phone number, & location on site of main contact for on site coordination, once CISD specialist arrives to conduct Debriefing.

## 23.5 - MUTUAL AID

Mutual Aid is utilized when an incident is likely to exceed, or has exceeded, the ability of the responsible agency to control. Agencies receiving mutual aid are responsible for logistic support to all mutual aid personnel and equipment.

All requests for mutual aid resources begin at the local agency and are made to their respective Fire & Rescue Operational Area Coordinator, proceeding to the Regional Fire & Rescue Coordinator, then to the State Fire & Rescue Coordinator until the request is fulfilled. Following this procedure is critical for tracking resource availability and commitment.

All mutual aid and other agreements will be maintained in the agency dispatch centers. These files will be available to the Coordination Center upon request.

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## 23.6 - REQUEST FOR ASSISTANCE

After local agreements and mutual aid resources have been exhausted, requests for assistance should be placed directly with the appropriate Coordination Center. A file of all mutual aid and other agreements will be maintained in the Emergency Command Centers. These files will be available to the Coordination Center upon request.

On all orders for Prescribed Burning Projects, resource needs are to be worked out between receiving and sending units; then ordered through the normal dispatch system. The Detail Form shown in Section 29, Exhibit X of this guide will be used in conjunction with the Resource Order for all detail requests.

## 23.7 - UNIFIED ORDERING POINT (UOP)

When an incident involves more than one jurisdiction, and a Unified Command is activated, a Unified Ordering Point (UOP) should be established.

### **Purpose:**

To establish a single order point for all resources required by the incident.

### **Goal:**

The goal of the UOP is to allow the agencies involved in the incident the opportunity to fill requests at the lowest level including the use of local mutual aid and assistance, to avoid duplication of orders and to provide a single system for tracking resources for cost share agreements.

### **Guidelines:**

- A. The Unified Commanders will determine which agency ECC will be identified as the UOP. Notification will be made immediately by each agency involved.
- B. The UOP will be staffed with personnel from all agencies involved in the Unified Command. Once the UOP has been designated, it should remain at that location for the duration of the Unified Command.
- C. The UOP will use the Order Number that has been assigned by the agency in whose Direct Protection Area (DPA) the incident started. This number shall not change for the duration of the incident.
- D. All requests from the incident will be processed through the UOP. An agency's unit identifier preceding the request number will identify the agency assuming financial responsibility for the request.
- E. The UOP will utilize local agency resources and those available through agreements with local cooperators of the agency assuming financial responsibility before passing requests to the next level.
- F. When the UOP is unable to fill a request, it will be forwarded to the next level ECC based on the UOP host's agency dispatch channels.

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1. In the event the UOP host is a CAL FIRE ECC, the next level will be to the CAL FIRE Operations CC.
2. In the event the UOP host is a USFS ECC, the next level will be the Geographic Area Coordination Center (GACC)
3. Dialogue between the Region, the GACC and SAC ECC will determine the channeling of orders for specific resources.

G. The incident will usually order cache items direct from the nearest USFS Cache.

## RELOCATING THE UOP

It may be necessary to relocate the UOP due to one of the following conditions:

- A. The incident returns to a single jurisdiction (the UOP will be terminated and the responsible agency ECC will assume the role.)
- B. Unified Commanders are advised and concur that limited or unsatisfactory service will result if the UOP remains at the current location.

The following guidelines are recommended:

1. Determine the new location
2. All documents (or clean copies) will be moved to the new UOP location prior to commencing operations.
4. Allow adequate time for transition including movement of UOP personnel and documents.
5. The resource order number will not change.

## 23.8 - FINANCIAL PROCEDURES

Units are responsible for ensuring that incident management teams are advised of the local Incident Business Procedures including Procurement, Agreement and Equipment Rental procedures. This briefing should be conducted by the Agency Administrator's representative for incident business activities, which would include an Administrative Officer (AO), Chief Financial Officer (CFO), Contracting Officer (CO), or an Incident Business Advisor (IBA). Copies of the appropriate supplements from the Interagency Incident Business Management Handbook (FSH 5109.13), the Standard Operating Procedures, Local Standard Operating Procedures, and the current Emergency Equipment Rental Rates should be furnished to the team.

## 23.9 - ON CALL/STANDBY

"On call" is not a pay status for Federal resources. Individuals will have their fire packs ready to go at all times. Individuals will notify their dispatch office on how they may be contacted.

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Paid "on standby" time will not exceed the employee's scheduled number of base hours in one calendar day. Time spent eating and sleeping is not considered pay status. Individuals in standby status are expected to remain at a specified location, fully outfitted and ready for immediate assignment (refer to Interagency Incident Business Handbook website).

## 23.10 - DEMOBILIZATION

Resource Ordering and Status System (ROSS) will be used to demobilize resources from all incidents.

Orderly flow of personnel and resources from the incident to the place of origin must follow the chain of command and remain within established communication channels. Demobilization planning should begin with the mobilization build-up. Complete and accurate records of personnel, transportation, and equipment are a must.

### A. Demobilization Considerations

1. **Release Timing:** The Planning Section Chief will alert the incident host unit with adequate lead time to allow planning to be accomplished. Logistic capabilities must be assessed.
2. **Payments:** *For USFS units*, if the local unit cannot handle the volume of payments generated by the incident they should contact the Region's Incident Administrative Coordinator to request assistance. **Advance planning is imperative.**
3. **Transportation:** Sufficient lead time is imperative in arranging for transportation to be at the departure point when crews or personnel are ready to depart. Costs should be considered in determining release priority. Late night releases or travel are to be avoided. Resources should remain at the incident base until priorities and transportation arrangements are confirmed. **All personnel should be home by 2200hrs, local time.**
4. **Communications:** Adequate, rapid communication between key personnel and facilities must be established. It is important that the home dispatcher receive notice of ETA of returning personnel in sufficient time to arrange for their travel.
5. **Records:** Records at the Incident, Unit, Coordination Center, and NICC offices need to be cleared as personnel, equipment, and aircraft are released and returned. The dispatcher should work closely with the Planning Section, Logistics Section, and Coordination Center in planning for the orderly return home of personnel, equipment, aircraft, and supplies.

### B. Demobilization Plan

Each Demobilization Plan has five parts:

1. **General Information.**  
Includes procedures to get resources from incident base to home.
2. **Responsibility.**

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Includes specific procedures and responsibility for each function on release, schedule and transportation, or other specific areas that need to be covered.

3. **Release priority.**

Includes procedures to coordinate and establish a release priority list.

4. **Release procedures.**

Includes specific procedures to be followed for surplus resources.

5. **Incident Directory.**

Includes all communication methods from base to dispatch, with a list of names and phone numbers for all functions.

## 23.11 - PREPAREDNESS PLAN

### PREPAREDNESS PLAN FOR WILDLAND FIRE AGENCIES OF CALIFORNIA

The Preparedness Plan is endorsed by the California Wildland Fire Coordinating Group (CWCG) which represents the following agencies:

- United States Forest Service
- California Department of Forestry and Fire Protection
- Bureau of Land Management
- National Park Service
- U.S. Fish and Wildlife Service
- Bureau of Indian Affairs
- California Emergency Management Agency / CalEMA
- Contract Counties

**PURPOSE** - The purpose of the Preparedness Plan is:

- A. To coordinate workforce and equipment needs for wildland fire activities and prescribed fire.
- B. To ensure that fire protection responsibilities and commitments to prescribed fire do not exceed State wildland fire capabilities, and are coordinated with state and national wildland fire activities.

California will have two preparedness levels, corresponding to the North and South Geographical Areas. These levels will reflect fire activity and fire weather conditions in each Geographical Area and therefore may be different. California's commitment to meet National activities will only extend to federal personnel and resources which are

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available. State, County, and Local Fire Department Resources can only be made available on a case by case basis determined at the time requested.

## MONITORING

Preparedness levels 1, 2, and 3 will be monitored and managed by the Coordination Centers in Redding and Riverside. The determination of these levels will represent a consensus of the Interagency Coordinators from the Forest Service, Department of the Interior, and CAL FIRE management. Preparedness Levels 4 and 5 will be declared by a consensus of the members of the CWCG / CALMAC (California Multi-Agency Coordination Group). The Coordination Centers will contact the Chair of CWCG when conditions exist which they believe recommend moving above Preparedness Level 3. The Chair of CWCG will contact the members or representatives to develop consensus on the recommendation, and report the result to the Coordination Center.

## PREPAREDNESS LEVEL ACTIVATION AND DEACTIVATION

Based on fire weather, fire activity, and resource commitment to wildland fires, prescribed fires, and fuels projects, each Coordination Center will start preparedness planning not later than May 1 and continue to at least October 15 of every year.

Each agency representative will initiate the restrictions imposed by the preparedness levels upon those lands within their jurisdiction. Federal agencies will impose these restrictions that are required by the National Preparedness Plan as well.

Managers of prescribed fires and fuels projects using national suppression resources (Type 1 handcrews, air tankers, etc.) are to request the use of the national resources from the appropriate Coordination Center each day prior to implementation. Coordination Center agency coordinators will also track the planned use of these national resources in contingency planning to avoid simultaneous commitment of the same resources to multiple fires or projects.

## PREPAREDNESS LEVELS

### PREPAREDNESS LEVEL 1

Definition: Few or no class A, B, and C wildland fires. Minimal or no commitment of interagency resources to suppression activities. Current and short-range predictions for low to moderate fire danger. Local units implementing prescribed fire operations with sufficient contingency resources available. Agencies above draw down levels and requests for personnel and resources outside of the local area are not occurring.

#### ***ACTION/RESPONSIBILITY:***

- A. North and South Coordination Centers to put preparedness levels out on the daily situation report for agency field units.
- B. North and South Coordination Centers to notify NICC of starting preparedness planning or daily preparedness level.
- C. All prescribed fires within Geographical Areas are to be reported to the respective Coordination Center for inclusion in the morning report. Included in the information will be contingency resource requirements which are located outside of local unit.

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Coordinators to notify units if national/shared resources are not available as contingency resources.

## PREPAREDNESS LEVEL 2

Definition: Numerous class A, B, and C wildland fires. Local commitment of interagency resources for initial attack, fuels projects and managed wildland fires. Current and short-term weather predictions for moderate fire danger. Local units implementing prescribed fire operations with sufficient contingency resources available. Agencies above drawdown levels and requests for personnel and resources outside of the local area are of minimal to low impact.

### ***ACTION/RESPONSIBILITY:***

A. Continue preparedness level I activities.

## PREPAREDNESS LEVEL 3

Definition: High potential for Class D and larger fires to occur, with several active Class A, B, and C fires. Mobilization of agency and interagency resources within the Coordination Centers, but minimal mobilization between or outside of Coordination Centers. Current and short-term forecasted fire danger is moving from medium to high or very high. Local units implementing prescribed fire operations starting to compete for interagency contingency resources.

Agencies still above draw down levels for suppression resource, but starting to have difficulty maintaining sufficient resources to meet initial attack responsibilities, project fire support, and fuel projects/prescribed fire requirements without prioritizing or using non-local support. Some critical resource needs are starting to be identified.

### ***ACTION/RESPONSIBILITY:***

A. Continue previous preparedness activities.

B. CWCG chair is made aware by Coordination Centers when fire danger, fire activity, drawdown, and Coordination Center mobilization patterns likely to lead to Level 4. Chair of CWCG informs members of current preparedness level in advance of moving to preparedness level 4.

C. When a prescribed burn is scheduled or is in progress the appropriate Coordination Center will be informed through agency channels of the date of ignition, acres planned to be burned during the next 24 hours, and acres burned the previous day.

D. Cooperating agencies can limit the use of their resources as contingency resources, or make them unavailable for use on prescribed fires.

E. Establish contact with appropriate geographic area military aviation assets and appraise them of current preparedness level.

## PREPAREDNESS LEVEL 4

Definition: Continuing initial attack activity and Class D or larger fires are common in one or both Coordination Centers. Resource ordering and mobilization of personnel is occurring between Coordination Centers. Current and short-term weather forecasts are for high to very high fire danger. The long range forecast for the next week indicates continued high



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fire danger. Local units may implement new fuels and prescribed fire projects, but operational and contingency resources must be provided by the agency or by local arrangements.

Actual and long range fire weather forecasts predict high to very high fire danger. Significant potential exists for moving into extreme fire danger in at least one Coordination Center area.

Personnel and resources at minimum draw down levels, especially for initial attack. Fuels projects and prescribed fires can only be implemented with agency contingency resources or special arrangements within the local units.

Mobilization and resource requests are occurring for suppression assignments within the Coordination Center and between the Northern and Southern Coordination Centers.

## ***ACTION/RESPONSIBILITY:***

- A. Continue with previous preparedness activities.
- B. CALMAC determines the need for conference calls.
- C. Consider activation of the California Interagency Military Helicopter Firefighting Program.
- D. Consider activating Military Aviation Operations Coordinator to proactively work with local military aviation assets.

## **PREPAREDNESS LEVEL 5**

Definition: CALMAC is fully activated. Agencies are below drawdown levels. Class D and larger fires are common in one or both Coordination Centers. Either or both Coordination Centers cannot fill many outstanding resources requests and are sending these orders to NICC. Use of local government resources is common. Reassignment of personnel and resources between incidents is common.

Current and short-range weather forecasts predict very high to extreme fire danger. Long range forecasts for the next week for either Coordination Center indicate continued very high to extreme fire danger. Activation of National Guard or military personnel and resources is being considered or has occurred.

Requests for CALFIRE resources are causing the agency to drop below drawn down levels. State and Local government personnel are being used to fill out-of-state requests. Actual and long range fire danger predictions are for very high or extreme.

Personnel and resources are at or below agency minimum draw down levels.

## ***ACTION/RESPONSIBILITY:***

- A. CALMAC has been activated either with conference calls or at one location. Statewide priorities being set by CALMAC.
- B. The status of on going fuels projects or prescribed fires will be reviewed by CALMAC, as well as any proposed new fuels/wildland fire use/prescribed fire projects. Final decision to implement rests with implementing agency.

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- C. No new prescribed fire or fuels projects without certification by CALMAC representative that these activities are expected to have no significant effect on suppression activities. Existing projects should consider different management strategies to make personnel available for suppression activities elsewhere. Final decision to implement these projects rests with the implementing agency.
- D. Individual units will report resource status to CALMAC as specified (as needed).
- E. CALMAC assesses statewide/national situation for determination of the need for resources.

## GUIDELINES FOR DETERMINING PREPAREDNESS LEVEL

The following information will be used to determine preparedness levels for the Northern Operations and Southern Operations, and/or the entire state.

- A. Current California and National fire situation.
- B. National Preparedness levels.
- C. Predicted fire potential.
- D. Firefighting resource availability.

## REPORTING REQUIREMENTS

Each agency will report the status of engines, handcrews, and aircraft, in ROSS, by 1000 hours each morning in the following categories:

- A. **OUT OF SERVICE** - Resources that can not be placed on an incident due to personnel being off duty or unavailable, or equipment down for repairs.
- B. **ASSIGNED** - Any resource that is committed to an incident or prescribed fire by a request number.
- C. **CONTINGENCY RESERVE** - Those resources that are identified in the prescribed fire plan that are needed to perform the holding actions to keep the prescribed fire within the designated boundaries. They are also the resources that would be required to meet suppression objectives if an escape occurs. These resources must be committed to the prescribed fire and are not available for dispatch to other fires, unless replacement resources are ordered and received in a timely manner (4 hours or less) to make up the deficiencies.
- D. **AVAILABLE**- Any resource that is on-duty and available for Initial Attack and/or off-unit assignment.

## REPORTING PERIODS

The normal reporting period will be from April 1st to November 1st in the Southern Geographical Area and May 1st to October 1st in Northern Geographical Area unless unusual fire weather conditions occur statewide or nationally which would require additional reporting time frames. Each Geographical Areas will coordinate this information and time period.

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## 23.12 - GEOGRAPHIC AREA STAFFING GUIDE

### GEOGRAPHIC AREA SPECIFIC STAFFING GUIDE

AA = Action Authorized    AR = Action Required

ACTION DESCRIPTION:	PREPAREDNESS LEVELS				
	1	2	3	4	5
<b>***ENGINES***</b>					
Extended staffing on 5 day engines inclusive of 6th and/or 7th day or Holiday.	AA	AA	AA	AR	AR
Authorize mobilization of additional engines.	AA	AA	AA	AA	AA
<b>***DOZERS/WATERTENDERS***</b>					
Extended staffing for dozers and watertenders inclusive of 6th and/or 7th day or Holiday.	AA	AA	AA	AR	AR
<b>***CREWS***</b>					
Extended staffing for Crews inclusive of 6th and/or 7th day or Holiday.	AA	AA	AA	AR	AR
Authorize mobilization of additional Crews.	AA	AA	AA	AA	AA
<b>***HELICOPTERS***</b>					
Extended staffing for Helicopters inclusive of 6th and/or 7th day or Holiday.	AA	AA	AA	AR	AR
Authorize mobilization of additional helicopters.	AA	AA	AA	AA	AA
<b>***SMOKEJUMPERS ***</b>					
Extended staffing for Smokejumpers and Aircraft (NOPS) inclusive of 6th and/or 7th day or Holiday.	AA	AA	AA	AR	AR
Authorize smokejumper boosters and additional aircraft.	AA	AA	AA	AA	AA
<b>***AIRTANKERS***</b>					
Move-up and cover vacant bases.	AA	AA	AA	AA	AA
<b>***LEADPLANES and ASMS***</b>					
Extended staffing for leadplanes and ASMs inclusive of 6th and/or 7th day or Holiday.	AA	AA	AA	AA	AA
Relocate to problem areas.	AA	AA	AA	AA	AA
<b>*** AIR ATTACKS ***</b>					
Extended staffing for Air Attacks. Inclusive of 6 <sup>th</sup> and/or 7 <sup>th</sup> day or Holiday	AA	AA	AA	AA	AA
Relocate to problem areas	AA	AA	AA	AA	AA

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## GEOGRAPHIC AREA SPECIFIC STAFFING GUIDE

AA = Action Authorized AR = Action Required

<b>ACTION DESCRIPTION:</b>	<b>PREPAREDNESS LEVELS</b>				
<b>***GACC/ECC/REGION***</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Extended staffing to cover Coordination Center inclusive of 6th and/or 7th day or Holiday.	AA	AA	AA	AA	AA
Extended staffing for ECCs inclusive of 6 <sup>th</sup> and/or 7 <sup>th</sup> day or Holiday.	AA	AA	AA	AA	AR
Extended staffing for CAL FIRE Operations CC Duty Officer and Special Technical support personnel inclusive of 6 <sup>th</sup> and/or 7 <sup>th</sup> day or Holiday.	AA	AA	AA	AA	AR
<b>***INCIDENT MANAGEMENT TEAMS***</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Consider placing team on COORDINATION CENTER order and/or stage in central location.	AA	AA	AA	AA	AA
<b>***MOBILIZATION CENTERS***</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Activate Mobilization Center(s)	AA	AA	AA	AA	AA
Authorize formation of Strike Teams and or Task Forces for stand-by.	AA	AA	AA	AA	AA
<b>***PREVENTION***</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Extended staffing for prevention inclusive of 6th and/or 7th day or Holiday.	AA	AA	AA	AA	AA
Increase prevention efforts during suspected or known arson activity.	AA	AA	AA	AA	AA
<b>***DETECTION/LOOKOUTS***</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Extended staffing for lookouts inclusive of 6th and/or 7th day or Holiday.	AA	AA	AA	AA	AA
Increase detection efforts.	AA	AA	AA	AA	AA

### 23.13 - MOVE-UP

When resource availability becomes critical and extreme incident danger is expected to continue, move-up resources may become necessary (aircraft, crews, engines,).

#### A. FOREST SERVICE

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Resource move-up must be approved prior to such action taking place. Each GACC Coordinator must assess the situation, and if such actions are determined necessary, approve expenditure of funds for move-up.

## B. CALFIRE

When resources are needed for move up from outside a unit, the unit must enter a request into ROSS and place the request to the CAL FIRE Operations CC. The CALFIRE Operations CC will assess the overall situation of the Region, and shall place the requests with the appropriate unit to fill.

## C. BLM & NPS

Requests for resource move-up will be initiated by the requesting District or Park and coordinated through the DOI Coordinator. Move-up requests will then be processed through normal procedures through the respective GACC.

### 23.14 - DRAW DOWN LEVELS

USFS draw down definitions for engines, crews and aircraft:

- 0** There is **no resource draw down** (fully staffed with minimal commitment to initial attack). Initial attack success is highly probable.
- 1** Resource **draw down is Moderate** (approximately two-thirds of resources available). Initial attack success is likely.
- 2** Resource **draw down is Significant** (approximately one half of resources available). Initial attack success is marginal.
- 3** Resource **draw down is Critical** (approximately one-third of resources available). Initial attack success is questionable. There are insufficient resources to support any new major fires.

COORDINATION CENTER maximum draw down levels.

	North Ops	South Ops
Type 1 Crews	4	4
Smokejumpers Load	1	0
Helicopters	4	4
Airtankers	1	1
Type 2 IMT's	1	1
Aerial supervision	1	1

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## BUREAU OF LAND MANAGEMENT Draw Down Levels

Each district has their respective draw down levels which the State FMO has utilized to construct this supplement.

This allows the State Office Fire and Aviation Management Officer to maintain the operational doctrine of safety when multiple incident management becomes necessary; ensuring adequate resources are available to implement Fire Management Activity

Plans, and if not, the State Fire Management Officer can make adjustments to provide the most efficient, effective, and safe fire protection and use possible.

This supplement follows the guidance issued in the Interim Fire Program Guidance and Abatement Plan.

### PERSONNEL

Incident Commander, Type 3	1 per District/Region
Agency Representative	1 per District/Region

### EQUIPMENT

Engine, Type 3	BBD, 1 East, 1 West CDD, 3, 1 NPS NOD, 3
Water Tender	Northern California, 1 Southern California, 1

## CAL FIRE Draw Down Levels

CAL FIRE incident drawdown levels are defined in the CAL FIRE 8100 Handbook.

## 23.15 - USFS REGIONAL RESOURCE IDENTIFICATION SYSTEM

A Regional radio identification system has been established to clearly identify Region Five Forest Service emergency resources on tactical assignments Region-wide. This system is mandatory for Forest resources when both off-forest and on-forest. It is optional for local radio use by resource areas other than fire. For more information see your local forest radio communications guide.

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## 24 - CALIFORNIA INCIDENT PRIORITIES

When California is involved in multiple incidents that are drawing resources, the cooperators will prepare a California Incident Priority List.

The Coordination Center will revise the list daily and provide it to NICC, the GACC's, involved cooperators, and Units with incidents. Priorities are negotiated with involved cooperators and incorporated into the Multiagency Coordinating Group (MAC) Incident Status Summary, ICS Form 209, and other sources.

### CALIFORNIA INCIDENT PRIORITIES

(Includes USFS, CAL FIRE, BLM, NPS, and other wildland agencies)

#### A. JOINT CRITERIA USED TO DETERMINE PRIORITIES\*\*\*:

Threats and Potential for Current and Projected:

- (A) Life threatening situations.
- (B) Real property threatened. Potential to destroy structures or improved property (number). Potential for long-term natural resource loss (timber, watershed). Potential for short-term natural resource loss (grazing, crops).
- (C) High damage potential. Potential to destroy communities. Potential to destroy historically significant cultural resources.
- (D) Incident complexity. Difficulty of control (growth potential, difficult terrain, fuel type).
- (E) Potential for timely containment in order to free up resources for other incidents.

#### B. CURRENT JOINT PRIORITIES AND CRITERIA INVOLVED:

**NOTE:** Initial attack, new starts, and life threatening situations have overall priority, overriding the priorities listed above.

\*\*\*Currently under review by CWCG. If changed, an amendment will be posted at [http://www.fs.fed.us/r5/fire/intel/mob\\_guide/index.php](http://www.fs.fed.us/r5/fire/intel/mob_guide/index.php)

## 25 - HANDLING HAZARDOUS MATERIALS

Procedures for handling hazardous materials can be found in each unit's Plan for Handling Hazardous Materials. Reference materials listed below are to assist in the appropriate handling of these materials.

- A. Transportation of Hazardous Materials - 49 CFR, Sections 106-180
- B. Department of Transportation Emergency Response Guidebook.

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- C. Medical Waste Management Act, California Health and Safety Code Division 20, Chapter 6.1.
- D. International Air Transportation Association (IATA) 35th Edition.
- E. Material Safety Data Sheets (MSDS).

## 26 - FOREST SERVICE DOZER AND HELICOPTER USE IN WILDERNESS AREAS

Agency Administrators will prepare requests for use of dozers and helicopters within wilderness areas. Requests will be specific in terms of work to be done (length and width of fire line, and other factors), alternatives considered, and consequences of not using the equipment.

The request will go through the Agency Administrator, who will obtain permission or denial from the Regional Forester. The request will be in writing, via electronic mail, or by telephone if after hours (followed up in writing the next day).

## 27 - DISASTER PROCEDURES

### FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) ACTIVATION OF FOREST SERVICE RESOURCES UNDER THE NATIONAL RESPONSE PLAN

#### 27.1 - IN ANTICIPATION OF OR FOLLOWING A DISASTER DECLARATION

##### Purpose

Provide clear direction for mobilization of resources in the event of activation of Emergency Support Functions under the Federal Response Plan. The Forest Service has primary responsibility for Emergency Support Function (ESF) #4, Firefighting, and Support Agency responsibilities under other ESF's. Activation may occur for ESF #4 or in support of other ESF's at the request of the Federal Emergency Management Agency (FEMA).

##### Administrative Considerations

- A. TRAVEL AUTHORIZATIONS: The Forest Service Regional Office Fire and Aviation Management Support Services Staff will issue a travel authorization for personnel responding to FEMA activations on a case-by-case basis. The Regional Office Fire and Aviation Management Support Services Staff will initiate the authorization at the request of the ESF Representative.
- B. FISCAL RESPONSIBILITY: The Interagency Liaison Officer will notify the designated Financial Management Representative, Jun Manalo, Incident Business Coordinator, who will oversee these administrative activities. Through standard procedures an "F" job code will be established for costs incurred during the activation. All personnel mobilized for a disaster must follow the specified requirements of the Mission Assignments issued by FEMA. These normally clarify appropriated reimbursable activity. All activity must be charged to the "F" code. The Albuquerque Service Center will provide the ESF Representative with the established "F" code.FEMA Notification Roster



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The Federal Emergency Management Agency maintains a notification roster for each ESF. The notification roster for ESF #4 will be maintained as follows:

- A. First contact -- Interagency Liaison Officer, Fire and Aviation Management
- B. Second contact -- Cooperative Fire Specialist, Fire and Aviation Management, Regional Office
- C. Third Contact -- Deputy Director, Fire and Aviation Management, Regional Office
- D. Fourth contact -- Financial Management Representative through North Ops.

The Primary Contact will be responsible for determining availability, insuring that an alternate ESF representative is "on call", and will provide the information to North Ops.

The Interagency Liaison Officer will identify and develop a pool of Regional employees who could be available as ESF representatives. The use of a pool to fill the ESF#4 function will give the Agency better coverage in the event of multiple disaster occurrences within the Region; disaster occurrence is not unlikely given the Pacific Islands coverage required as well as the disaster potential in California.

## Mobilization Procedures

- A. In the event of activation or potential activation of Forest Service Resources, FEMA will:
  - 1. Attempt to contact the Primary, First or Second Alternate contacts.
  - 2. If neither can be reached, FEMA will call the North Ops Coordinator, who will contact the identified alternate representative. At this point the individual responding will be referred to as the ESF Representative.
- B. The ESF Representative is responsible for determining whether resource orders will be processed by North or South Ops. The general rule is that Coordination Center will cover their usual area of influence. Under this rule, South Ops will process orders for disasters occurring in the Pacific Islands. Either Center will be available as back-up and become the primary dispatch center.
- C. Mission assignments issued by FEMA may be written or verbal. In general, FEMA will request that the Forest Service undertake a specific task (e.g., establish and manage a receiving/distribution facility) rather than request specific personnel (e.g., 2 Type 1 Logistics Chiefs).

Any designated ESF Representative has the authority to place resource requests through North or South Ops. In the absence of an identified ESF Representative, either Coordination Center is authorized to place or approve such requests. If none of the aforementioned is available, requests should be referred to the Assistant Regional Director for Operations.

- D. The ESF Representative, in consultation with the appropriate Coordination Center, will determine what resources are required to fulfill the Mission Assignment. The result could be dispatch of an entire incident management team or individual resources\*, in addition to the ESF Representative (and support personnel) dispatched to serve as ESF representative and/or liaison for Forest Service resources in the Disaster Field Office.

\*In general, orders for individual resources should not be filled with members of Type 1 Incident Management Teams. Exceptions could occur outside the normal fire season (ESF Representative will approve in consultation with the Assistant Director for

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Operations). Use the established process for requesting Type 1 qualified personnel and consider using Type 2 qualified personnel when appropriate.

## Follow-up Activities

- A. INCIDENT CLOSURE: After all activated personnel have returned to their home units, the appropriate Coordination Center will review activities that occurred during the activation and prepare a case file including documentation accumulated at that location during the activation. These case files will be maintained at the Coordination Center. The primary ESF Representative will maintain a more extensive file on each activation, including all records obtained from the response operation itself.
- B. MOBILIZATION GUIDE REVIEW: The Fire and Aviation Management Operations Group will review the Disaster Procedures process in January, each year, and make necessary modifications.

## USFS NOTIFICATION ROSTER Attachment #1

### ESF #4 -- Fire Fighting

#### A. Vacant

Assistant Director, FAM (Cooperative Fire Protection)

Office (916) 640-1051

Cell (916) 719-3854

Pager (916) 857-8249

FAX (916) 640-1090

#### B. Judith Downing

Assistant Director, FAM (Cooperative Fire Liaison Officer)

Office (916) 640-1057 (McClellan)

Office (707) 562-8783 (Vallejo)

Cell (916) 425-6570

FAX (916) 640-1090

#### C. Contact North Ops for available alternate

Day (530) 226-2801

24 Hours (530) 226-2800

FAX (530) 226-2742

#### D. Jun Manalo

Incident Business Specialist/ Financial Management Representative

Office (707) 562-8829

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## ESF #4 REPRESENTATIVE CHECK LIST

- A. Receive call from FEMA requesting emergency assistance under the National Response Plan.
- B. Contact appropriate Coordination Center Coordinator and jointly identify resources required.
- C. Initiate order through the Coordination Center.
- D. Brief Coordination Center Coordinator or Dispatcher regarding nature of the assignment, FEMA Contact, logistical arrangements, any special requirements related to the activation: passport/birth certificate required, cash needed, government credit card needed, etc.
- E. Notify Assistant Director for Operations at South Ops of activation.
- F. Notify WO Disaster Programs Coordinator (Dale Dague 202-205-1500 or cell 202 329-1873) of activation.
- G. After receiving names of responding personnel from dispatch, request that RO FAM initiate travel authorization request ASAP. RO FAM will provide copies of authorization to sending units and ESF #4 Rep. immediately upon signing.
- H. Inform R5 Incident Business Specialist/ Financial Management Representative, Jun Manalo, of activation and request notification of sending units regarding establishment of management code specific to the activation.
- I. Contact Incident Commander (if a Type 1 or Type 2 team is activated) or designated Team Leader (when individual personnel are activated) with additional information regarding assignment, FEMA contacts, arrangements for coordinating team activities and ESF #4 Representative activities, etc. This may not be possible until personnel have reached the initial Disaster Field Office location.

### **BUREAU OF LAND MANAGEMENT**

The BLM under such declarations has a notification process to follow through the BLM California State Office (CSO). Upon receiving notification of a Presidential disaster declaration, the actions to be taken will be documented with the contacts and approving officials named in accordance with departmental and BLM regulations.

### **27.2 - WITHOUT A PRESIDENTIAL DISASTER DECLARATION**

Without a Presidential declaration of a major disaster, the ability of the federal agencies to react is lessened. Local units must respond within their normal authorities and under local agreements. Authority to take action in disasters and emergencies when there is an imminent threat to life or property is the Disaster Relief Act of 1974 (PL 93-288). Where there is no agreement in effect, the Act of May 27, 1955 authorizes the Forest Service to take action for incident emergencies and the BLM Manual authorizes the BLM to take action where a life threat exists.

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## 28 - AIRCRAFT OPERATIONS

### THE PARAMOUNT CONSIDERATION FOR AIRCRAFT USE

### IS TO CONDUCT ALL OPERATIONS SAFELY

## 28.1 - REGIONAL AVIATION GROUP OPERATING PROCEDURES

### FOREST SERVICE

The Regional Aviation Group (RAG) is divided into (2) two operational areas to better serve the forests/units in the region. All units should direct requests for technical assistance to the office designated to serve them. There will be personnel at each location to assist the units in all aspects of aviation. All requests for incident support and administrative flights will be made through the appropriate Coordination Center.

North Ops will be the dispatch point for the McClellan Office and Redding Aviation Units. South Ops will be the dispatch point for the Lancaster Aviation Unit. Aviation Units needing assistance should make request to the dispatch office that serves them.

#### Designated Operational Areas and Units served are:

Lancaster Aviation Unit - ANF, BDF, CNF, INF, LPF, SQF, SNF, STF and OSC

Redding Aviation Unit - ENF, KNF, LNF, MDF, MNF, PNF, TMU, TNF, SHF, SRF and ONC.

It will be the responsibility of the aviation units to furnish the appropriate Coordination Center a duty schedule during the fire season for all pilots, inspectors and aircraft status .

Fire and Aviation Safety Teams (FASTs) assist agency administrators during periods of high fire activity by assessing policy, rules, regulations, and management oversight relating to operational issues. For more information on this see National Mobilization Guide, Chapter 22.10.6

Aviation Safety Assistance Teams (ASAT) enhance safe, efficient, and effective aviation operations. An ASAT provides assistance to unit and aviation managers, flight crews, and incident management teams for increasing, ongoing or declining incident aviation activity. For more information on this see National Mobilization guide, Chapter 22.10.7

### **Bureau of Land Management**

The California State Aviation Manager is located at the California State Office. The State Aviation Manager provides guidance to four Unit Aviation Managers located in Riverside, Bishop, Bakersfield and Susanville. These Unit Aviation Managers coordinate the daily fire, law enforcement and administrative aviation use in their geographical areas. All requests for incident support and administrative flights will be made through the Interagency Communication Centers identified in those geographic areas. Geographic area communication centers are as follows.

Northern California District (NOD) - Susanville Interagency Communications Center (SIFC)

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Owens Valley District (OVD) - Owens Valley Interagency Communication Center (OVCC)  
Central California District (BBD) - Central California Interagency Communications Center (CCCC)  
California Desert District (CDD) - Federal Interagency Communications Center (SBCC)

Request for administrative flights for the California State Office are requested and processed through the State Aviation Manager with coordination with Northern California Geographic Area Coordination Center.

## 28.2 - AIRCRAFT PROCEDURES

### 28.2.1 - Aircraft Ordering Through Coordination Center

**For the Forest Service:** The Coordination Centers are responsible for coordinating and scheduling Forest Service flights and aircraft between Dispatch Centers and Coordination Centers. (See California Mobilization Guide Chapter 23.12 through 23.14 for further considerations)

**BLM Districts** are responsible for providing their Coordination Center with appropriate flight plan information on all Coordination Center coordinated flights.

For aircraft ordered from the Coordination Center, the Coordination Center will:

- A. Locate the closest available suitable aircraft to complete the mission.
- B. Receive the flight request from the sending unit if an administrative type flight.
- C. Relay the flight plan, along with updates, to all Units involved.
- D. Coordinate with the receiving unit on the future disposition of aircraft after arrival.

### 28.2.2 - Request For Air Transport - Federal

All FS employees needing air transportation (non-commercial) will order it through the appropriate dispatch: Forest personnel through their Forest Dispatcher, PSW Berkeley and RO personnel through South Ops, PSW Riverside through San Bernardino and San Dimas personnel through the Angeles National Forest. All Regional Office administrative flight will be ordered from South Ops. BLM employees order via District/Area procedure. The following information must be provided:

- A. Flight Manager - A Flight Manager must be assigned to all transport flights involving multiple personnel. Refer to "Flight Manager Responsibilities", Exhibit IX, Chapter 29.
- B. Flight Manager's telephone number
- C. Job code or code for monetary charges
- D. Per FSM 5709.16, Chapter 10, for all use of FS owned aircraft; the user for each request must justify leased or chartered aircraft for administrative point-to-point travel. To arrive at the point of justifying use, there needs to be a cost comparison done between available commercial air travel vs. agency owned, leased or chartered aircraft. If there is no commercial service reasonably available a cost comparison is not required. A signed copy of the justification is required in either

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case. The justification will become a permanent attachment to the flight plan at the home/requesting unit. All orders placed with the GACCs need to contain a statement that a justification is on file. North and South Ops have been designated by the Regional Office to maintain regional files for all administrative and point-to-point flights. A copy of the Flight Plan 6500-122, either from the book or printed out from the ABS system, Justification Statement and any other support documents shall be forwarded to the appropriate Coordination Center as soon as completed.

- E. Flight itinerary with desired departure or arrival times.
- F. Passenger and Cargo Manifest information: All Federal dispatch centers will roster crews in ROSS if leaving their Forest/Units on exclusive use aircraft. If a CWN aircraft is used then a passenger and cargo manifest may be used and listed on the flight plan.

## 28.2.3 - Aircraft Flight Plan

All aircraft will have an agency flight plan prepared before the flight take place, except for initial attack flights. Flight plans will be prepared for all flights leaving an incident to travel home or to another incident. Flight plans will be used in flight following. On flights where another unit controls the aircraft, a facsimile of the flight plan will be transmitted to all the other units involved in the flights. On incident related flights, ensure the order and request numbers are included on the flight plan. See Chapter 29, Exhibit III, for a sample of the Aircraft Flight Request (9400-1a)

## 28.2.4 - Flight Ordering, Tracking, and Following Procedures

- A. The Coordination Centers are responsible for coordinating and scheduling USFS flights. Forests, BLM Districts and CAL FIRE units are responsible for providing the appropriate Coordination Center with flight plan information on all off-Unit flights that are not initial attack.

### 1. Applicability

These procedures for flight following apply to all aircraft which move across Forest, Unit or Geographical boundaries.

Flight following is the primary responsibility of the unit scheduling the flight (sending unit) with the vendor or local aviation unit. The method to be used will be determined between the pilot and the dispatch office prior to departure. Receiving and intermediate units will only get involved in tracking the aircraft when requested by the sending unit or when the aircraft is overdue.

National flight following frequency (168.650) will be available for use as a flight following and local aircraft dispatching frequency.

Flight following may be accomplished using Automated Flight Following (AFF). AFF is a satellite / web-based system. The flight follower can view real time information regarding an aircraft's location, speed, heading, altitude, and flight history. For more information on this see National Mobilization Guide, Chapter 24.3, Automated Flight Following.

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2. Purpose of flight following.
  - a. Safety and welfare of flight crew and passengers; ensuring a timely response for search/rescue operations when necessary.
  - b. Single point of contact (sending unit) for dispatch units to check on status of flight and for pilot to notify of ATA/ATD's.
  - c. To provide for resource tracking, cost-effective utilization of aircraft, accurate payments, and statistical record keeping.

3. Responsibilities for flight following.

- a. SENDING UNIT - The sending unit is the dispatch unit which acquires the aircraft from the vendor or government aviation unit.

### Responsibilities of the Sending Unit

- I. Ensure that the flight crews are properly briefed on flight following procedures, responsibilities, and frequency.
- II. Flight follow the aircraft to its final destination. Advise the pilot of any exceptions to routine flight following procedures.
- III. Obtain ATD (Actual Time of Departure) from initial departure airport from pilot/vendor or chief-of-party.
- IV. Communicate to local Coordination Center through established ordering channels all aircraft flight plans which cross Forest, Unit or Geographical Boundaries. **Make sure the sending dispatch telephone number appears on the flight plan.**
- V. Notify Coordination Center of any delays/advances of a flight plan exceeding 30 minutes.
- VI. Initiate appropriate procedures for overdue/missing aircraft. Utilize agency Aircraft Search/Rescue Guides as appropriate and notify local Coordination Center of overdue aircraft.

- b. RECEIVING UNIT - The receiving unit is the dispatch unit at the passenger/cargo's final destination.

### Responsibilities of Receiving Unit:

- I. Notify the sending unit of any aircraft which has not arrived within 30 minutes of ETA (use sending dispatch phone number on flight plan form). If problems are encountered contacting the sending/originating unit, contact the local Coordination Center.
- II. Advise local Coordination Center and assist in the search for overdue aircraft.

- c. COORDINATION CENTER – (Geographical Area Coordination Centers (GACC))

### Responsibilities of Sending Coordination Center:

- I. Sending Coordination Center will forward flight plan information to the receiving Coordination Center/Unit and, if a federal aircraft, a copy to NICC
- II. Notify receiving Coordination Center/Unit and NICC (if a federal aircraft) of any delays/advances of flight plan exceeding 30 minutes.

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- III. Immediate notification to NICC when an aircraft on Geographic Area to Geographic Area flight is overdue/missing.
- IV. Immediate notification to CAL FIRE Region Duty Officer (if CAL FIRE aircraft) when an aircraft on any flight is overdue/missing.
- V. Assist in searches for overdue/missing aircraft.

## **Responsibilities of Receiving Coordination Center:**

- I. Relay flight plans to all units affected by the flight plan through established dispatch channels.
- II. Notify intermediate or receiving units of any delays/advances of flight plan exceeding 30 minutes.
- III. Assist in searches for overdue/missing aircraft.

## d. PILOTS

### **Responsibilities of Pilot:**

- I. Receive briefing of flight following procedures.
- II. File an FAA flight plan.
- III. Obtain and carry the sending unit Dispatcher's, Coordination Center 's and NICC's federal 24 hour telephone numbers. North Ops: 1-800-231-5584, South Ops: 951-276-6725, and NICC: 1-800-994-6312 (Pilot may be instructed to contact Coordination Center or NICC on occasion).
- IV. Contact sending unit dispatcher at time of initial departure and provide ATD.
- V. Contact sending unit dispatcher while enroute as directed.
- VI. Call sending unit upon arrival at destination.

## e. NICC - National Interagency Coordination Center.

### **Responsibilities of NICC:**

- I. Monitor federal flight plans for additional utilization.
- II. Assist in searches for overdue/missing federal aircraft.

## 4. Procedures

### a. Flight Plan Preparation and Transmission

Prior to departure the pilot/vendor will work with the sending dispatcher to create an Agency Flight Plan. This flight plan will be relayed via established channels to the dispatcher at the destination. The pilot shall also file an FAA flight plan.

The Agency Flight Request (Form 9400-1a, [May 93]) will be used and contain as a minimum, the following information:

- I. Aircraft type
- II. N number / color
- III. Pilot name



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IV. Passenger's names and weights for each flight segment

V. Date of flight

VI. Flight route

VII. Estimated Time of Departure (ETD)

VIII. Estimated Time Enroute (ETE)

- i. Significant (30 minutes or more) advancement or delays in the flight plan will be relayed immediately by the sending dispatcher to the receiving dispatcher via established channels.
- ii. Otherwise, only the (ETD/ATD) and Estimated Time Enroute (ETE) from the last departure point within the Forest/Region need be relayed to the Coordination Center.

IX. Procedures for check-in with 24-hour telephone number of sending unit.

X. Frequency used for Flight Following.

- b. All special missions (recon, photo, survey) require 15-minute position reports with the unit dispatcher if using voice out Flight Following procedures. If using AFF, dispatcher will be monitoring aircraft at 15 min intervals.
- c. Unless prior arrangements have been made, the pilot will notify the sending dispatcher of aircraft arrival.
- d. When an aircraft becomes overdue at the designated point of arrival the following follow-up will occur through appropriate channels.
  - I. At 30 minutes past the ETA, the receiving dispatcher will confer with the sending dispatcher to see if there has been an update in times or if the aircraft can be contacted via radio. Notify Coordination Center of action taken.
  - II. After 15 minutes of effort to contact the aircraft by radio or 45 minutes past the filed ETA, the Coordination Center will work with the FAA/FSS, sending and receiving dispatcher, to see if the aircraft has landed or otherwise been heard from.
  - III. When the aircraft is 60 minutes overdue, the sending dispatcher will work with the Coordination Center Dispatcher and the FAA/FSS to initiate a missing aircraft search.
  - IV. The Coordination Center will keep the Regional Aviation Safety Officer/BLM State Aviation Officer advised of the situation.
- e. Deviations must be safe, mutually agreeable, and documented by all parties involved.
- f. **For CAL FIRE – See 8100.008b for flight following. See 8324.1 for aircraft accident/incident procedure.**

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## 28.2.5 – Airtanker Dispatching Procedure

Airtankers are dispatched by the unit where they are based. Movement of airtankers will utilize normal dispatch channels.

### A. Initial Attack

The closest available airtanker will be mobilized, using ROSS and the appropriate proximity application. The unit dispatcher will send the closest airtanker based at their unit, as identified by the units wildland response plan. If the closest airtanker is on an adjacent unit and listed in the units wildland response plan the dispatcher may place the request directly to that airtanker dispatch office. If the closest airtanker on the home or adjacent unit listed on the wildland response plan is not available, the unit dispatcher will place the request with the Coordination Center for the closest available resource.

**The GACC will be notified of movements of all initial attack aircraft.**

### B. Airtanker Standard ICS Types :

TYPE	MINIMUM CAPACITY
1	3,000 Gallons
2	1,800 Gallons
3	600 Gallons
4	100 Gallons

T1 or T2 tankers will be requested as "Heavy Airtanker" over the radio. Use the option "Airtanker T1 or T2" when requesting in ROSS.

### C. Additional Airtankers

Once the airtankers identified by the initial response plan (CAD/WildCAD) have been committed, all additional requests will be placed with the Coordination Center by ICS standard types.

### D. Items needed to be relayed between Units are:

1. Incident name
2. Order and request number
3. Location: descriptive location & section, township, range; or latitude/longitude
4. Quantity and ICS type of airtanker(s) needed
5. Ground contact and frequency with tone, if applicable
6. Air contact and frequency (air-to-air)
7. Reload base
8. Other aircraft in the area
9. Hazards (Powerlines, MTR's, MOA's, Etc.)

### E. Legal descriptions will be used over the radio when requesting, unless actual latitude

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and longitude information is available. Use of nautical miles will be the standard for all aircraft dispatching. Coordination Center may convert legals to magnetic headings if needed.

- F. Single engine airtankers may be used on USFS/BLM and State fires under the following conditions:
  - 1. Used as Initial Attack Airtanker (A/T) as long as it is the closest resource and the pilot is IA qualified.
    - a. If pilot is not IA rated aerial supervision must be present.
  - 2. Used with other A/T on BLM/USFS fires as long as a Lead Plane or Air Attack is present.
- G. Airtanker numbers and ETA's will be relayed at the time of departure from the base through normal dispatch channels.
- H. **All airtankers will be released and reordered under a new request number by 1900, each day.**
- I. All federal aerial supervision aircraft may remain on their original number (A#) until released or diverted.
- J. All state fixed winged aircraft will be released daily and reordered under a new request number by 1900 for the following days shift. CWN aircraft may remain on their original request number until released or diverted.

### 28.2.6 - Airtanker Dispatch Rotation

Airtanker Base Managers should be particularly sensitive to maintaining fair and equitable rotation procedures. The Airtanker Base Manager should continually meet the needs of the operational aspects of the incident, and at the same time adhere to fiscal policy and requirements of the Agency(s) hosting the incident.

#### Initial Dispatch:

All aircraft will be dispatched by the closest resource concept as exists in current interagency agreements.

When available at each base, agency specific aircraft will be dispatched to that agency's incident first, except when there is a demonstrated operational benefit to the incident, an incident may request a "heavy" airtanker, (meaning an ICS T1 or T2) even though it may not be the closest.

#### Extended Dispatch:

All airtankers will be dispatched by "first in, first out" using the following guidelines. A tanker returning from its day-off will be placed at the end of the rotation list.

- A. Units will release all airtankers daily and place request numbers for needed airtankers by 1900 hours.

New request numbers, for the following days operations, will be relayed via normal dispatch channels.

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- B. Airtankers will normally be assigned the following day, **as soon as the incident requests their allotment of airtankers to be launched via the radio or phone if radio is not available for some reason.**
1. Air tanker numbers and ETA's will be relayed at the time they depart from the base.
  2. When more air tanker(s) are available at the base than originally requested or allotted for incident assignment, the incident, protection unit, or the air attack base can request rotational use of all available air tankers. The rotation of air tankers is a management alternative that must be approved on a case-by-case basis with the concurrence of Agency Duty Chiefs and the Incident Commander in the affected Geographical Area. Rotational use may be desirable when attempting to:
    - (a) Make the most cost-effective use of available air tankers or,
    - (b) When attempting to maximize the availability of all air tankers in the state.
- C. The air attack base or the protection unit will initiate the request for rotation and route it through their dispatch or command and control channels for consideration. Approval will be dependent upon current and predicted conditions within the state, and with consideration for the national situation. Approvals will only be for the incident and day they are requested. New requests must be submitted each day. Agency Duty Chiefs may approve such requests if, in their judgment, there would be no negative impact upon the allocation and management of resources.
- D. Once the Incident Commander and the Agency Duty Chief have authorized the rotation they will notify the protection unit to issue an "A" request number(s) for the additional rotation air tanker(s). Upon receipt of the new request number(s) from the protection unit or the Coordination Center, the air tanker base will have the responsibility to administer and utilize the available resources, by the rotation criteria agreed upon with the Air Tactical Supervisor for that incident. **Air tanker Bases will NOT dispatch any air tankers to an incident without an "A" request number. Bases must be prepared to immediately release tankers from rotation if they are reassigned. This is not a rotation between incidents.**

**At NO time will additional rotation airtankers exceed the number of airtankers originally allotted to be flying on the incident.**

**Each airtanker assigned to the incident will be issued it's own "A" request number.**

**Air attack bases serving the operations of more than one incident will follow the same rules. Once an airtanker is assigned to an incident, it will remain with that incident and will not rotate to the other incident(s) without being released from prior incidents and being reassigned.**

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## 28.2.7 - Airtanker Diverts

**This DIVERT policy applies to all incidents regardless of size.**

Agency procedure is to utilize the closest available airtanker on a new incident, except when the Incident Commander has a "no divert" in place due to imminent threat to life and property. CAL FIRE ECC are required to notify the Unit Duty Chief and the Region OCC to request a "No-Divert" of a specific number of aircraft on an incident. **This must be re-evaluated every 30 minutes.**

- A. When appropriate, a unit will divert an airtanker to a new incident within its protection boundary. The Unit Dispatch will notify the Coordination Center of the new order as soon as possible.
- B. The diversion of airtankers between Forests and/or cooperating agencies will be coordinated by the Coordination Center based on established priorities.



## 28.2.8 - Air Attack/Air Tactical Aircraft

The following procedures will be the Operational Guidelines for all Air Tactical aircraft based in California.

- A. Dispatching and use of the appropriate proximity application to determine the closest resource regardless of agency will be used during initial attack.
- B. When an Air Attack is on base and in the IA Zone of influence, Dispatch ECCs will order direct from the administering base for initial attack.
- C. The Unit administering the aircraft base will be responsible for:
  - a. Aircraft Flight Plan/ Resource Order.
  - b. Notifying the Coordination Center of aircraft status.
- D. Requests for the aircraft when the closest base is vacant will be through the Coordination Centers.
- E. Coordination Centers are responsible for the strategic movement of Air Attack modules and platforms throughout the region, as needs dictate.
- F. Aircraft are assigned with a Unit number and are prefixed with "Air Attack". All aircraft will be equipped with interagency air communication capabilities.
- G. On Federal incidents, a Lead Plane, ASM or a Federal Air Attack plane will be ordered as soon as operationally feasible to replace non-federal agency Air Attacks.
- H. On Federal incidents or State incidents the relief Air Attack does not have to be the next closest. The next closest agency specific Air Attack module to the incident should be used if within a reasonable distance and can arrive by date and time needed.
- I. All federal aerial supervision aircraft may remain on their original number (A#) until released or diverted.

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J. On State incidents all fixed winged resources will be released at the end of each day.

## **BLM/FS**

Certain ATGSs and Lead Planes can be referred to as an Aerial Supervision Module (ASM). An ASM that is authorized to perform "Lead" profiles will be referred to as ASM. National designators will be used to identify the operating agency and crewmembers. BLM ASM's have national call signs assigned. For Forest Service ASM units the Lead plane call sign will be used and "Bravo" will replace "Lead". The ASM is a fixed wing platform that utilizes two crewmembers to perform the functions of traditional air attack and when necessary, performs low-level operations including lead profiles. The ASM requires both crewmembers to be trained as a team, utilizing Crew Resource Management skills and techniques to enhance safety, efficiency and effectiveness. Module operations require a fluid relationship between crewmembers that incorporates task sharing and coordination. The ASM provides aerial supervision and leadership in support of incident objectives.

An ASM unit can be formed by pairing up a trained ASM Lead pilot and an ATGS who has been an ATGS for a least a year and gone through the ATS and CRM training. An ASM can perform LEAD duties AND Air Attack duties at the same time.

## **28.2.9 - Air Tactical Supervision**

### **A. Introduction.**

Aviation operations on an incident are often conducted under extremely adverse flight conditions such as congested airspace, reduced visibility, adverse weather conditions and mountainous terrain, which all add to the complexity of aircraft operations over an incident. For Fire Traffic Area over an incident see Exhibit XII.

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## B. Air Tactical Supervision Over an Incident.

Individual situations with their attendant complexities dictate the level of supervision required to safely and effectively conduct an aerial suppression operation. This section identifies levels of air tactical supervision required over an incident. It is written to summarize the intent of USFS, BLM and CAL FIRE manual directives. Refer to FSM 5700, BLM 9400 Manual, or CAL FIRE 8300 Handbook for official policy guidance in this subject.

The meanings of the following key words used in the regulatory language are:

**REQUIRED:** Aerial supervisory resource(s) that shall be over the incident when air tactical operations are being conducted.

**ORDERED:** Aerial supervisory resources shall be ordered by the appropriate controlling entity. (Air tactical operations may be continued while the aerial supervision resource is enroute to the incident or is on order. Operations can be continued if the resource is not available.)

**OVER:** The air tactical resource is flying above or is in a holding pattern adjacent to the incident.

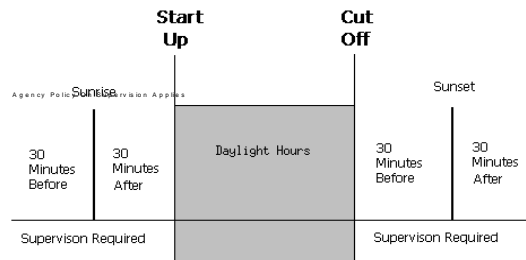
**ASSIGNED TO:** Tactical resource allocated to an incident. The resource may be flying to and from, or on hold at a ground site.

## C. Aerial Supervision Requirements.

1. **Forest Service requires** an Air Attack *to be ordered* to provide aerial supervision of aviation operations when:
  - a. Presence of smokejumper/paracargo aircraft with two or more airtankers over a Forest Service incident.
  - b. Two or more branches associated with a Forest Service incident.
2. **Forest Service requires** a Lead plane *to be ordered* to provide aerial supervision when:
  - a. Two or more airtankers are over a Forest Service incident.
  - b. When there is a request for a leadplane by an airtanker pilot or ATGS.
  - c. Operations are over congested areas and the Airtanker Captain **is** initial attack qualified. An Air Tactical Group Supervisor (ATGS) may provide temporary aerial supervision until the Leadplane or Air Tactical Supervisor Module (ASM) arrives on the scene, at which time the LEAD or ASM must directly supervise all such airtanker operations
3. **Forest Service requires** a Lead plane *shall be over* the incident prior to commencing operations when:
  - (a) The airtanker pilot is not initial attack rated.
  - (b) Operations are over congested areas and the Airtanker Captain is **not** initial attack qualified.
  - (c) Modular Airborne Firefighting Systems (MAFFS) or Airborne Firefighting System (AFFS) inside a C-130 aircraft are assigned. A dedicated Lead plane pilot approved for MAFFS/AFFS operations must be assigned.

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4. **Forest Services requires** aerial supervision by either an Air Attack, Lead plane or ASM over the incident when:
- a. Foreign government airtankers are used.
  - b. SEATS are operating with other tactical aircraft.
    - Level 1 rated, Type 4 agricultural air tanker pilots (initial attack qualified) when operating over an incident with three or more tactical aircraft.
    - Level 2 rated, Type 4 agricultural air tanker pilots (non-initial attack qualified) when operating over the incident with any other tactical aircraft.
  - c. **Retardant Drops During Low Ambient Light Conditions**



**Retardant Drops During Low Ambient Light Conditions.** (Also referred to as “Start-up” and “Cut-off” times.) Air tankers shall be dispatched to arrive over a fire not earlier than 30 minutes after official sunrise and not later than 30 minutes before official sunset.

- I. **Exceptions.** Air tankers may be dispatched to arrive over a fire and drop as early as 30 minutes prior to official sunrise and as late as 30 minutes after official sunset provided a qualified Air Tactical Group Supervisor or Airtanker Coordinator (Lead plane):
    - i. Is on the scene **AND**
    - ii. Has determined with the concurrence of the airtanker pilot that visibility and other safety factors are suitable for dropping retardant **AND**
    - iii. Notifies the appropriate dispatcher of this determination.
  - II. **Determination of Official Sunrise, Start-up, Cutoff, and Sunset Times.** Each airtanker base and dispatch office shall have tables showing the official sunrise, start-up, cutoff, and sunset times at those locations.
  - III. **Determination for Air tanker Dispatch.** For air tanker dispatch, use the official sunrise, start-up, cutoff, and sunset times of the air anker base nearest the fire and comply with the limitations in the preceding paragraphs (I) and (II).
5. **Forest Service requires both** an Air Attack and Lead plane to be ordered when:
- a. Four or more airtankers are assigned to a Forest Service incident.



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- b. Two or more helicopters with two or more airtankers are over a Forest Service incident.
  - c. Periods of marginal weather, poor visibility, or turbulence associated with complex aviation operations.
  - d. When requested by the aerial supervision on scene.
6. **Forest Service does NOT require** Aerial Supervision for Forest Service incidents, but is recommended when:
- a. Airtankers, crewed by an Initial-Attack-rated captain are dispatched to drop on a fire, providing the airtanker's arrival and drop activities are conducted 30 minutes after official sunrise and 30 minutes before official sunset, **AND** they are the only aerial resource over the fire.
  - b. SEATS are the only aerial resource assigned to the incident.
  - c. Two or more helicopters are over a Forest Service incident.
7. **Department of Interior (BLM,NPS BOR etc) requires** aerial coordination either by use of a lead plane, Air Attack, or ASM whenever there are more than three aircraft of any type involved on a DOI incident.
8. **CAL FIRE requirements** for aerial supervision:
- a. An Air Attack/ASM is to be ordered for all State incidents when airtankers are ordered.
  - b. A Lead plane is to be ordered when requested by an ATGS.
  - c. A Lead plane is to be ordered when requested by an airtanker via the ATGS.
  - d. A Lead plane is to be ordered when the DC-10 is ordered (See 28.2.12)
  - e. A Lead plane is to be ordered with MAFFS/AFFS (See 28.2.11)

## 28.2.10 - Infrared Aircraft Procedures

Infrared mapping services are available for use on any wildland fire activity and are obtained through the appropriate Coordination Center in accordance with the National Infrared Operations Plan. CAL FIRE and contract counties submit requests to the Coordination Center.

Due to the number of incidents or detection missions, geographic locations, adequate and fast communications capabilities, limited suitable operating bases or other complexities, infrared (IR) missions are best managed through a central point. Responsibility for handling coordination through normal dispatch functions is established at the Coordination Center level.

Requests to the Coordination Center will be via ROSS and a completed Infrared Aircraft Scanner Request, on-line from the National Infrared Operations (NIROPS) website (<http://nirops.fs.fed.us/rcr/scanner>) will be submitted. The Federal Regional IR Coordinator or acting can provide a username and password (Chapter 29 Exhibit V), (CAL FIRE issuance 8100p006d and 8100.006h). If internet is unavailable, a faxed copy to the Coordination Center will be accepted. **Request(s) need to be received at NICC by 1500 Mountain Time**

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to be scheduled for that night's flight, which means they must be received by the Coordination Center no later than 1345 Pacific Time.

- A. Priorities for requesting infrared services:
  - 1. Saving life or property.
  - 2. Inversion over the fire, considering the following:
    - a. Size
    - b. Potential
    - c. Value
  - 3. Detection
  - 4. Mop-up
  - 5. Resource activity

On receiving an IR Aircraft Order, the Coordination Center or designated Regional IR Coordinator will manage the IR operation per the National Infrared Operation Plan.

The National IR Coordinator will coordinate the national program with the regional program and the use of the PSW Research Lab fire mapper aircraft.

This operation involves providing the IR aircrew with a liaison called an Infrared Field Specialist (IRFS), and insuring that IR Interpreters are provided to fulfill the mission.

Flight crews, when assigned to the Geographical Area, will coordinate with the using agency's IR Liaison and IR Coordinator. The IR Coordinator will keep informed of mission priorities, flight times, etc. A qualified Infrared Interpreter (IRIN) must be confirmed or in place at the time of the infrared flight.

## **28.2.11 - Federal Modular Airborne Firefighting Systems (MAFFS)/ Airborne Firefighting System (AFFS)**

**See the current MAFFS Operating Plan for MAFFS training, deployment and operations.**

- A. The objective of MAFFS/AFFS is to provide emergency capability to supplement commercial airtanker support on wildfires.
- B. The MAFFS/AFFS are to be used as reinforcement when commercial air tankers are not readily available.
- C. A MAFFS/AFFS qualified Lead plane is required on all MAFFS missions.
- D. Responsibility
  - 1. Regional Forester/State Director
    - a. Has verified that all commercial air tankers within California are assigned to incidents or pledged to initial attack needs before placing a request for a MAFFS/AFFS mission to NICC.
  - 2. NICC Director
    - a. Determines that all commercial airtankers nationally are committed to incidents, initial attack, or can not meet time frame of requesting unit.

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- b. Activates a MAFFS/AFFS mission by placing a request through the proper military channels.
- 3. Air Force and Forest Service
  - a. Maintain proficient crews and systems that can respond promptly and reliably to assigned missions.
- 4. NICC
  - a. Furnish radio communications.
- D. MAFFS or AFFS order format. Requests will be placed through normal dispatch channels in ROSS to NICC. GACCs are to insure the following information is correct:
  - 1. Incident name
  - 2. Incident order and request number
  - 3. Ordered by (Regional Forester)
  - 4. Situation
  - 5. Incident location: latitude and longitude
  - 6. Quantity of system(s) required
  - 7. Location and name of retardant base (see Approved Operational Bases, Chapter 80)
  - 8. Estimated duration of mission
  - 9. Airtanker resources committed to incident
  - 10. Air frequency assigned to incident(s)
  - 11. Twenty-four hours lead time is requested by Air Force; however, in some cases they can mobilized quicker.
  - 12. MAFFS/AFFS for CAL FIRE incidents: refer to CAL FIRE 8300 Handbook, Section 8355 and 8100 Handbook procedure No. 009.



## 28.2.12 - Other Large Airtankers and Amphibious Aircraft (Scoopers)

### DC-10 Supertanker:

This is a CAL FIRE contracted, federally approved airtanker and can be used on all lands in California except Department of Interior lands. Agreement for use will be through CAL FIRE on an as-available basis. This aircraft is not identified as an initial attack asset. This aircraft requires a DC-10 qualified leadplane pilot for any of its operations no matter which agency is using it. (Currently two CAL FIRE Leads, C-1 and C-2 and two BLM Leads, B-5 and B-7 are qualified).

The DC-10, Tanker 9-1-0 and the lead plane supporting its mission are based in Victorville. While it is deployed in the Southern California Region, South Ops will be responsible for the dispatch and rostering of the aircraft and the ATGSs assigned to the lead plane. The San Bernardino Unit will be responsible for the support of the Victorville Base and its crew.

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**Ordering procedures for the DC-10:** The incident will place the request to the appropriate ECC. The ECC will contact the Unit Duty Chief for approval. The Unit Duty Chief will consult the Region Duty Chief and, if approved by both Duty Chiefs, the ECC will then place the requests to the appropriate GACC.

To request the the Super Tanker in ROSS, specify a Type 1 tanker and add in Special Needs "T-910". Also place a request for a Lead Plane with Special Needs "Supertanker Lead". All initial requests will be routed through South Ops. If the incident extends to a second day and the incident is in Northern California the decision may be made to move the retardant and maintenance support to the designated northern base. This process will require a minimum of 24 hours.

## **DC-7s:**

These are CWN resources with CAL FIRE and are not approved for use within federal jurisdiction, unless it is a situation that requires immediate action to prevent the loss of life and property and has been authorized by the local Federal Line Officer or Regional Aviation Officer. This approval will be on a case by case basis. Any qualified Federal or State Leadplane can lead the DC-7s.

## **Martin Mars and CL-215 and CL-415 Scoopers:**

The Martin Mars will be dispatched as a unit, Bird-Dog and Scooper, through the appropriate GACC. Though normally dispatched as a unit, the Martin Mars can be dispatched by itself if can be done safely and effectively as determined by the ATGS over the incidents and the Martin Mars pilots. The Martin Mars can be lead by any Federally qualified leadplane.

The CL-214 and 415 are approved water scooping aircraft in California. The Martin Mars is approved for use on all lands except those under the jurisdiction of the Department of Interior. None of these aircraft are approved for retardant operations, but can use foam or gel.



## **28.2.13 Helicopter Orders & Diverts**

Agency procedure is to utilize the closest available helicopter on a new incident, except when the Incident Commander has a "no divert" in place due to imminent threat to life and property. See Chapter 28.2.7 for more information on "No Diverts".

On major incidents where a number of T2 helicopters are assigned, the appropriate Coordination Center is responsible for negotiating through the unit with the Incident to identify how many of the assigned helicopters are available for reassignment if needed to higher priority incidents with critical needs.

## **28.2.14 Federal Helicopter Rappelling**

Helicopter rappelling done by qualified helitack modules can be utilized for a variety of missions where conventional means of delivering personnel by ground or by other aerial platform is prohibitive due to time, geographical features, or other environmental

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conditions. Helicopter Rappel platforms include Type II and Type III helicopters. Type II helicopters are capable of delivering up to six rappellers on a single load. Type III helicopters are capable of delivering two rappellers per load. Daily staffing for a Type III helicopter rappel module has a minimum of five personnel, staffing for a Type II helicopter rappel module could have as many as 21+ personnel.

Some Forests and Parks have additional helicopter rappel qualified personnel. These personnel are divided into two groups: Booster rappellers and CWN rappellers. The term Booster Rappeller refers to the personnel currently assigned to an Exclusive Use helicopter rappel module. The term Call-When-Needed (CWN) Rappeller refers to an agency qualified helicopter rappeller currently assigned to a module other than an Exclusive Use helicopter module. Either a Booster or CWN rappeller can be ordered through normal dispatch channels.

Helicopter Rappellers are trained on specific makes and models of helicopters. The ordering unit should specify the make and model of the helicopter(s) being used when ordering additional rappellers. Model specific cross-training guidelines are depicted in the Interagency Helicopter Rappel Guide. Rappellers not currently qualified in a helicopter type can be cross trained within a few hours in the model of the helicopter being utilized by a Rappel Spotter current in that make and model. Exclusive Use Helicopter rappel modules are self-sufficient and require no additional equipment. Booster or CWN rappellers will arrive with a minimum of rappel mission-specific equipment and will possibly need to be provided with fireline tools, chain saws, etc.

At the present time Type III rappel platforms include Bell 407, Bell L-4, and AS-350 helicopters. Type II rappel platforms include Bell 205, 212, 214 and 412 helicopters. The USFS and NPS helicopter rappel modules use identical equipment and procedures and are interchangeable. At the current time the BLM has no helicopter rappel modules.

Refer to Chapter 80, 81.3 for a listing of rappel qualified helicopters in the Pacific Southwest Region.

Pacific Southwest Helicopter Rappel Bases:

Trinity	Peppermint
Scott Valley	Kernville
Happy Camp	Arroyo Grande
Chester	San Ynez
Quincy	Chilao
Heaps Peak	White Cloud
Trimmer	Independence
Yosemite (NPS)	

## 28.2.15 - Short-Haul Rescue

All CAL FIRE helitack units perform short-haul rescue. This capability is intended for use on incidents to rescue trapped or endangered firefighters and citizens when there is no other feasible alternative for evacuation. In short-haul rescue, a rescuer is lowered to the victim and prepares the victim for evacuation. The victim, and sometimes the rescuer, is then attached to a static line attached to the helicopter. The helicopter then lifts the victim and

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removes them to the nearest location where they can be lowered to a safe area. The victim is then unhooked from the rescue harness and prepared for ground or air transport out of the area.

For more information reference the training and procedures for short haul operations see the CAL FIRE 8300 Handbook.

## 28.3 - DEMOBILIZATION

Aircraft will be released in ROSS off the current order and request number.

**At no time will supervisory aircraft or the Incident Command release positive control of any tactical aircraft until approved by the Coordination Center through the hosting ECC.**

All aircraft users should anticipate that tactical aircraft could be reassigned to new incidents at any time, especially upon the completion of the current assignment. Flight following will be performed on all released tactical aircraft. Units may release charter and CWN aircraft to the vendor without flight following, providing there are no federal passengers on board.

## 28.4 - AIRCRAFT ACCIDENT OR INCIDENT WITH SERIOUS POTENTIAL NOTIFICATION

Upon notification of an aircraft accident or incident with serious potential the following notifications will be made:

For Federal units: the ECC will immediately notify their Forest/District Aviation Officer, Unit Duty Chief/Agency Administrator, and Coordination Center Aircraft Coordinator.

The Federal Aircraft Coordinator will notify the GACC Duty Officer, the Regional Aviation Safety Officer, the Regional Aviation Officer and the National Interagency Coordination Center Coordinator-On-Duty (COD).

For State units: The Unit ECC will notify the Unit Duty Officer.

The Unit Duty Officer will notify the Unit Duty Chief and the North Ops/South Ops Duty Officer.

The Unit Duty Chief and the North Ops/South Ops Duty Officer will notify the Regional Duty Chief.

Reference CAL FIRE 8100 Handbook, Procedure 203.

## 28.5 - AIRSPACE COORDINATION

### 28.5.1 - Temporary Flight Restrictions

The 14 CFR (FAR's) Part 91.137 establish procedures for setting up Temporary Flight Restrictions above an incident, or event, which may generate a high degree of public interest. Part 91.137 helps prevent unsafe congestion of general air traffic and provides a safe environment for the operation of necessary aircraft assigned to work the

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incident/event. Additional information on establishing Temporary Flight Restrictions can be found in FSM 5715 and the Interagency Airspace Coordination Guide.

**UNITS are responsible for initiating and cancelling all TFR requests through their Coordination Center.**

The Coordination Centers are responsible for coordinating the issuance and cancellation of all requests with the FAA. The Coordination Centers will process this through the FAA TFR web site.

Additional information for Airspace Coordination is available on the California Interagency Airspace Coordination Website:

<http://www.fs.fed.us/r5/fire/aviation>

**A. Incident Related** - The FAA will issue a Temporary Flight Restriction under paragraph (a) (2) of 91.137 for fires and other aircraft relief activities following a disaster (earthquake, tidal wave, flood, etc.). Units requesting a flight restriction need to provide the following minimum information on the TFR form in Chapter 29:

1. Type of incident
2. Time restriction needed and hours to be in effect (usually sunrise to sunset).
3. Latitude and longitude. (The FAA requires that latitude and longitude information of TFR's be provided in degrees, minutes and seconds, including reference to north latitude and west longitude. If seconds information is not available, add two zero's to the description. Do not use spaces, commas or other symbols in the description. Example: ddmssN/ddmssW. For irregular shape TFR's (not standard circle), the corner points should be listed in a clockwise sequence around the requested TFR.
4. Maximum altitudes used by support aircraft stated as Mean Sea Levels (MSL). Standard is two thousand above highest point on the incident.
5. Air to Air AM frequency and 24hr telephone numbers to contact officials having jurisdiction over the area.
6. Description of the area, from a well know town or lake. ( ie: 5 mile SW of Redding, CA)

**B. Non-Incident Related** - For project activity, i.e. helltorch burning, horse herding, etc, the FAA is very reluctant to issue a flight restriction under 91.137 for aircraft activities unless there are special circumstances of multiple aircraft involvement or situations that generate a high degree of public interest. The FAA will issue a "Local Advisory NOTAM" to the general public for situations not meeting criteria for a TFR under 91.137, (a) (3). The same information is needed as described in A above. Contact the Coordination Centers to assist in preparing local NOTAMs. The GACCs will process the local advisory NOTAM with FAA.

**C. Intrusion on Airspace Restrictions** - All violations must be reported IMMEDIATELY to the Coordination Center. The Coordination Center will contact the FAA-ARTCC, and military facility if applicable. Incident Commander or Representative will follow up with a SAFECOM Report to the Regional/State Aviation Safety Officer. Provide the following information:

1. Time of violation
2. Location

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3. Type of aircraft involved, or best possible description
4. N number, any visible markings
5. Color(s)
6. Altitude
7. Direction of flight

## 28.5.2 - Military Training Routes (MTR's)

Coordination Centers shall maintain up-to-date information on all MTR's that are located on and/or adjacent to unit boundaries within California. The source document for this information is the Department of Defense (DoD) Flight Information Publication, AP/1B. Additional methods of determining route information are Sectional Aeronautical Charts, DoD web sites and the Computer Aided Navigational Program.

- A. **Incident Related** - When air activities of an unplanned nature, (i.e., fire or flood) occur that may conflict with an MTR, the Coordination Center will contact the military originating/scheduling facility responsible, to notify them of the situation and gather information on whether the routes are active. Provide the following information:
1. MTR number and points along the route where incident is located.
  2. Whether route needs to be closed or altitude adjusted so route can remain operational and safe.
  3. Hours the restriction/change is to be in effect.
  4. Temporary airspace restriction (91.137) is filed with the FAA. **If a flight restriction has not been requested through the FAA, the request to the military is considered a voluntary cessation of activity(s); it is between the agency and the military.** Any conflicts arising will need to be coordinated directly with the military as no FAA air space restriction has been violated. All conflicts should be reported on SAFECOM Report (or OAS-34), to Regional/State Aviation Safety Officer.
- B. **Non-Incident Related** - When a Unit schedules an air activity project that may conflict with a MTR, the Coordination Center Aviation Coordinator will assist with the operating procedures and ensure that the use of the MTR is coordinated with the responsible military facility. The project needs must be made known to the GACCs Federal Aircraft Coordinator at least two days prior to starting the project to allow time to coordinate with the military, so they may adjust their schedules if needed.

## 28.5.3 - Special Use Airspace

Special Use Airspace (SUA) includes Low Altitude Tactical Navigation Areas (LATN), Military Operations Areas (MOA), Restricted Areas (RA), Prohibited Areas (PA), Alert Areas (AA) Warning Areas (WA) and Controlled Firing Areas (CFA). The Source document for this information is the Department of Defense (DoD) flight publication, AP/1B. All are identified on FAA Sectional Charts. Local Units are responsible for obtaining Operational Agreements with the Military Units having control over any Special Use Airspace in their area. Local Units will also be responsible for keeping the Military advised of all activities (fire and non-fire) that may be occurring inside these areas.



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## 28.5.4 - Temporary Control Tower Operations

Temporary Control Tower Operations are available from the FAA and vendors. They can be ordered through the Coordination Center or directly through the vendor. These services should be considered any time complex aircraft operations are being conducted at airports not presently under FAA control or when there is congested airspace. When ordering from FAA, a lead time of 8-12 hours is needed. **Requesting Units are required to provide full support and subsistence for FAA assigned personnel**, as needed, per FAA Agreement \*\*\*. Requests should specify the following:

- A. Approach problems
- B. Ground Control Problems
- C. Takeoff problems
- D. Where service is needed
- E. Approximate duration of use.
- F. Contact person's Name and phone number that will provide support and subsistence for FAA personnel.

\*\*\* Agreement with FAA currently under re-negotiation.

## 28.6 - AIR COMMUNICATION

In order for aircraft communications to be manageable and functional, air tactics channels (A1, A2, and A3) are preassigned on a temporary basis to expedite initial attack but will remain under the control of the Coordination Center. During an incident where interference occurs or the capacity of the preassigned frequency is exceeded, the Forest can request through the Coordination Center, temporary assignment of an additional frequency. **Use of Air Guard Channel will be restricted to emergencies** or diverts. Air Guard Channel is not available for tactical frequency or use.

Occasionally the preassigned channel will have to be withdrawn from a Unit to serve multiple incidents on another Unit. In that event, alternative frequencies will be provided by the Coordination Center.

CAL FIRE Aircraft Communication information can be referenced in the CAL FIRE 8300 Handbook in section 8380 and 8364.6.2.

Federal Aircraft Communication information can be referenced in the Department of Interior, Department Manual, Radio Communication Handbook 377 DM, USDA Forest Service Handbook 6609.14 chapters 10-40 and Forest Service Manual 6600 Systems Management Chapter 6640-Telecommunications and the Regional Frequency Guide published by the R-5 Smokjumpers.

### 28.6.1 - Aircraft Emergency Frequencies

When the aircraft communications load on an on-going incident is too congested to be handled by existing incident and air operations networks, temporary emergency frequencies can be obtained in the 118 to 137 MHz band as follows:

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- A. The Communications Unit Leader or IC should request FAA VHF air-to-air frequency through the appropriate Unit Dispatcher to the Coordination Center.
- B. Specify incident name, prominent geographical location, and area of aircraft operations (100-mile radius of central location).
- C. The frequency must be released through the Coordination Center when it is no longer needed.

## 28.6.2 - Aircraft Identification System

Units will use the established regional aircraft numbering system for assigned aircraft, referenced in Chapter 80. These numbers, with the prefix name, will be used to avoid confusion with other aircraft and ground equipment, for example, Lead 51, Helicopter 516, Air Attack 07, and Airtanker 96. These numbers will be verbalized separately: example "LEAD -Five -one" not "LEAD -Fifty-one"

Federal CWN helicopters and fixed wing aircraft will be identified by FAA registration number, except when used as reconnaissance planes. They may then use the established regionally assigned numbers, but will use the FAA registration number when used for any other mission.

## 28.6.3 - Preassigned Air Tactic Frequencies

### A. USFS

Air Tactics 1 (166.675) CNF, ENF, INF, KNF, LNF, LPF, BBD, NOD, LNP

Air Tactics 2 (169.150) MNF, PNF, BDF, SQF, STF, TMU, KNP, YNP

Air Tactics 3 (169.200) ANF, MDF, SRF, SHF, SNF, TNF, HIA, BNP, SMP

### B. CAL FIRE

Air Tactics 4 (151.280) LMU, NEU, SKU, MVU, SLU, TCU, AEU, STB

Air Tactics 5 (151.295) SCU, CZU, BTU, TGU, SHU, BEU

Air Tactics 6 (151.310) MEU, HUU, LNU, MRN, BRU, BDU, TUU, MMU, FKU, VNC, KRN

Air Tactics 22(151.2875) LNU westside

### C. BLM

Air Tactics (168.550)

Air to Ground (167.950}

## 28.7 - PARA-CARGO DELIVERY

North Ops has para-cargo capability. The Smokejumper Unit is charged with maintaining the para-cargo delivery system.

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Orders for para-cargo are made through established dispatching channels. The following information is needed to fill a para-cargo request:

- A. Desired Cargo.
- B. Incident name, number and "A" request number.
- C. Location of drop zone (Legal or latitude X Longitude).
- D. Ground contact.
- E. Desired time of delivery.

The supply and resupply capabilities of para-cargo is extensive. Almost all fire cache items can be delivered via para-cargo. In addition, special items such as fresh food, drinking water and sack lunches can also be delivered. Emergency medical care and rescue equipment can be delivered via para-cargo. The Smokejumper unit maintains two Sled Kits rigged for para-cargo delivery. Trauma kits with I.V. Blood expanders, oxygen, splints and equipment to monitor vital signs are carried on the jumper aircraft and can be ordered. The trauma kit must be accompanied by a qualified member of the Smokejumper Unit. I.V. starts must be administered by qualified Smokejumpers and only to U.S. Forest Service employees.

The time frames for delivery of para-cargo are dependent on the availability of requested items, aircraft, cargo riggers and cargo droppers. As a general rule, any fire cache items can be ready within two hours and special items within four hours. Orders placed after dark can be prepared at night and delivered at dawn.

Para-cargo weight capacities for selected aircraft:

Sherpa (C-23A): 4,000 lbs.

Dornier 228: 3300 lbs

If a difficult or extensive para-cargo retrieval operation is contemplated, a Smokejumper para-cargo retrieval team (usually two jumpers) should be ordered. The retrieval team arrives completely equipped to perform their mission.

### 28.8 - STANDARD CUBES, WEIGHT AND GEAR POLICY FOR ALL PERSONNEL

Does Not include Smokejumpers, Rappelers and CWN Helicopter Managers.

All personnel dispatched off their home unit must conform to the following limitations:

- A. **One frameless, soft pack not to exceed 45 pounds.**
- B. Web gear or briefcase (not both) not to exceed 20 pounds.
- C. Maximum allowable crew weight, including equipment is **5,100 pounds. (Same weight flying or driving).**
- D. All personnel baggage weights must be displayed separately from individual weights on flight manifests.
- E. Pre-identified Type 1 Incident Management Team members are authorized to include an additional amount. This will not exceed 300 pounds of equipment per team. The IC must designate in advance which team members are authorized additional weight and make this matter of record.

# California Interagency Mobilization Guide

## 28.9 - CWN AIRCRAFT-TRANSPORT/RECON, AIR ATTACK/AIR TACTICAL

### Forest Service

#### A. Call When Needed (CWN) Transport/Recon use and dispatch procedures

1. Requests will be made by the Forest requesting the aircraft and placed up to the respective GACCs. All off-Forest flights will be coordinated with the Coordination Center.
2. Federal Aircraft Coordinators will maintain current status of all off-Forest flights.
3. Federal Aircraft Coordinators will maintain current status of approved aircraft and pilots.
4. Federal Aircraft Coordinators will utilize the aircraft that best accomplishes the requested mission and provides maximum cost benefits.
5. Only specifically approved pilots and aircraft will be used for recon work.
6. The GACC administering the aircraft will be responsible for the Aircraft Flight Plan. Form 9400-1a.

#### B. CWN USFS/BLM reconnaissance airplanes may be used for air attack on going incidents under the following conditions:

##### 1. Personnel

- a. A qualified Air Tactical Group Supervisor is on board.
- b. The pilot and aircraft are approved and carded for air attack missions.

##### 2. Avionics Capability Requirements

- a. Continuous monitoring of assigned air tactics and guard frequencies must be maintained.
- b. Must be capable of 720ch VHF communications.
- c. Must be capable of communications on assigned Forest frequency.
- d. Have AFF capabilities.

##### 3. Dispatch priority

- a. A CWN aircraft that is currently hired maybe used for initial attack if it is the next closest resource available and meets 1 and 2 above.
- b. If the recon airplane is already airborne over the incident, it can switch from recon to air attack mode, provided they meet 1 and 2 above.

### Department of the Interior

A list of approved CWN aircraft and pilots is available via the Internet at [http://amd.nbc.gov/fc/ara\\_order.htm](http://amd.nbc.gov/fc/ara_order.htm) and is maintained by the Aviation Management Directorate. DOI agencies are required to use the Aviation Management source list when ordering and utilizing CWN aircraft and pilots.

The procedures for CWN administrative transport/recon aircraft are as follows:

# California Interagency Mobilization Guide

1. Aircraft dispatching/ordering will be done by Dispatch Centers utilizing the Aviation Management source list.
2. Dispatch Centers will utilize the aircraft that best accomplishes the requested mission and provides maximum cost benefits.
3. The unit utilizing the aircraft will be responsible for the Aircraft Flight Plan.

## CAL FIRE

Unit ECCs are authorized to directly hire CWN fixed winged aircraft: reference policies and rules of the current CAL FIRE 8300 Handbook, Section 8353. The fixed wing CWN directory can be found on the CAL FIRE intranet.

## 28.10 - Large Transport Aircraft

Large transport aircraft are National Resources and requests are filled at the national level after the request has been passed through the GACC.

### A. Scheduling

Large transport requests are arranged by NICC via the GACCs and are arranged on a per mission basis. Flight tracking ATD/ETE will be relayed by NICC to the GACC then on to the mobilization center, if one has been set up, for each flight leg.

### B. Request for Large Transport

When requesting a large transport aircraft, the following information is required:

1. Number of passengers and /or cargo weight per destination, and the combined total weight for the flight. (see Chapter 28.8 - Standard weight and gear policy for all personnel)
2. Pick-up point and time the passengers and/or cargo are available for pick up. (RTL - Ready to Load Time). The GACCs need 48 hour lead time for planning and scheduling aircraft.
  - a. The pick-up point needs to be at an airport that can handle a large jet, and the Fixed Base Operator (FBO) or gate at the airport terminal needs to be identified.
  - b. The pick-up point needs to be able to weigh and manifest all passenger and cargo prior to boarding the aircraft. (At least two hours is usually needed for five crews.)
3. Government or contractor support available at each airport, including a contact person and telephone number.
4. All personnel listed on the manifest and flight crew members should be provided at least one sack lunch and water.

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## 28.11 - CWN HELICOPTERS

### Forest Service

All requests for CWN Helicopter services will be placed to the appropriate Coordination Center for processing. In emergency situations where there is an immediate threat to life and/or property the local dispatch unit may contact the closest CWN contractor to the incident to secure the use of a helicopter with follow-up request and notification to the appropriate Coordination Center.

On all Regional CWN helicopters, a Helicopter Manager must be assigned, as a minimum, if a complete module is not needed. The Helicopter Manager will be responsible for contract administration duties including completing ABS entries.

Type 3 helicopters are available under Regional contracts, and the Coordination Center will place orders with the closest contractor who can provide the requested services. If all Regional contracted helicopters are committed or unavailable, then the Coordination Center may go to the OAS source listings to hire a helicopter. If the helicopter which is hired is from outside of the state then a courtesy call will be made to the appropriate GACC notifying of the helicopter hired.

All Type 1 and 2 helicopters are available under National Contract, and the Coordination Center will place these requests with NICC. Requesting units will need to specify limited or standard when requesting helicopters.

Limited: no passenger carrying, external cargo only.

Standard: passenger carrying, internal cargo and external cargo.

### Department of the Interior

All Type 3 and Type 4 CWN helicopters that are located within the administrative jurisdiction of a BLM District may be ordered by the appropriate Dispatch Center from the OAS source listings. The ordering unit will order or provide a qualified Helicopter Manager and crew members.

Type 1 and 2 helicopters are available under National Contract. All Type 1 and 2 helicopters will be requested through the Coordination Center from NICC. Requesting units will need to specify limited or standard when ordering helicopters.

Limited: no passenger carrying, external cargo only.

Standard: passenger carrying, internal cargo and external cargo.

#### 1. CWN Helicopter Selection Factors

- a. Closest forces
- b. Cost effectiveness
- c. Performance specifications for density altitude/high altitude operations.
- d. Carded for local or emergency use.
- e. Special applications such as helitorch, L.A. tank, etc.
- f. Daily availability based on expected duration of assignment and projected use.

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## 2. CWN Inspection Criteria

All USDI helicopters are solicited and inspected by the Aviation Management Directorate. The Aviation Management Directorate and Forest Service will honor each other's inspection certifications. If the aircraft is not used immediately, it must be reinspected by the Project Inspector for contract compliance prior to use. This inspection includes checking all required equipment for installation and function. In addition, the log book will be reviewed to see that the aircraft has not been damaged and that it is in compliance with required inspections (10-hour, annual, etc.).

### CAL FIRE

**1. Pre-Hire Process.** When the need to hire a CWN helicopter has been determined, the following information is needed.

- a. Determine the immediate and potential use of the helicopter, on the incident
- b. Determine the type and category (limited or standard use)
- c. Needed date and time of helicopter
- d. Latitude, Longitude and Geographic location to deliver helicopter to
- e. Frequencies and contacts for the incident (air and ground)
- f. Other aircraft in the area and known hazards
- g. TFR information if applicable.

### 2. Hire Process.

- a. Create request in ROSS using previously gathered information.
- b. Obtain the current CWN Helicopter Directory located on the CAL FIRE Intranet at: Fire!, Aviation, CWN RW (Rotary Wing) link.
- c. Select a contractor from the Directory and place a call to the contractor. Location of helicopter is important. It may be located somewhere other than the contractors home address.
- d. If a contractor is selected the following information must be obtained, provided and confirmed.
  1. From the contractor - the contractors name, the name of the person you are talking to, the tail number of the helicopter, location the helicopter is responding from, ETD/ETA and starting HOBBS reading.
  2. Need to confirm with contractor that the Aircraft and pilot Data Cards are current and carded for the required mission.
  3. Contractor needs this information from the ECC - Order and Request number, date/time needed, what mission and potential mission the helicopter is needed for, reporting location and geographical, lat/long

## California Interagency Mobilization Guide

of incident or helibase, frequencies and contacts, other aircraft and hazards, TFR information if applicable.

- e. Fill resource in ROSS using standard naming convention.
- f. A qualified CWN Helicopter Manager should be assigned ASAP to manage the helicopter.

**If subsequent Initial Attack activity prohibits the ECC personnel from implementing the CWN hiring process, contact the GACC for assistance.**

**For further information reference the ECC CWN Helicopter Hiring Process available from the GACC.**



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## 28.11.1 - CWN Helicopter Modules

Call When Needed (CWN) helicopters will be managed by a qualified module when assigned for incident use. For project work a Helicopter Manager will be assigned as a minimum on Federally hired CWN Helicopter contracts.

Module requirements:

HELICOPTER TYPE	FAA STANDARD/ TRANSPORT CATEGORY	FAA STANDARD Category Temporarily Designated for <b>Limited Use</b>	FAA Category Permanently Designated for <b>Limited Use</b> or FAA Restricted Category
1	<b>Manager</b> * plus four (4) Helicopter Crew Members	Manager * Only	Manager * Only
2	<b>Manager</b> * plus three (3) Helicopter Crew Members	Manager * Only	Manager * Only
3	<b>Manager</b> * plus two Helicopter Crew Members	Manager * Only	Manager * Only

**\*If the intended use is for Forest Service or DOI initial attack, the helicopter manager request must specify that a fitness level of arduous is required. Any other qualification requirements (ICT4 etc.) must also be specified.**

Units requesting a module or manager will do so using an Overhead support request for each position. Helicopter module requests should be coordinated with anticipated helicopter delivery time and location.

Federal Helicopter Managers (at a minimum) must meet up at a non-fire incident location. The minimum staffing must be filled with fully qualified personnel. Trainees may be ordered in addition to the standard module configuration.

## 28.10.2 - CWN Helicopter Payment Procedures

A. Type 1,2,3 and 4 Helicopters

### Forest Service

All payments will be processed through Aviation Business System (ABS) web site. If this cannot be done arrangements can be made through the Coordination Centers for data entry to be done or for paper copies of the FS-122 to be sent to:

U.S. Forest Service Albuquerque Service Center

Attn: Incident Business Contracts

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101 B Sun Ave. NE,  
Albuquerque, NM 87109

**Forest Aviation Officers are responsible for insuring all Flight/Aircraft Use Report (FS 122s) are submitted into the ABS system for CWN aircraft used on their Forests.**

Department of Interior Contractors are responsible for submitting the original copy of OAS-23, Aircraft Use Report, to the appropriate District who then forwards it to Boise (AMD).

## **CAL FIRE**

All payments are processed through the unit's finance office utilizing the CAL FIRE 62 Emergency Aircraft Use Invoice.

# California Interagency Mobilization Guide

## 29 - Exhibits

- I. Exhibit I - Incident Status Summary (FS 5100-11)
- II. Exhibit II - Resource Order Form (FS 5100-224)
- III. Exhibit III - Aircraft Flight Plan (9400-1A-May 1993)
- IV. Exhibit IV - Passenger and Cargo Manifest (SF-245)
- V. Exhibit V - IR Aircraft Scanner Order
- VI. Exhibit VI - Interagency Request for Temporary Flight Restriction (FAR Part 91.137)
- VII. Exhibit VII - Request for Flight Restriction in or near Special-Use Airspace/MTR
- VIII. Exhibit VIII - Food Service Request
- IX. Exhibit IX - Chief of Party Responsibilities
- X. Exhibit X - Detail Request
- XI. Exhibit XI - CalEMAName Request Justification
- XII. Exhibit XII - Fire Traffic Area (FTA)

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## Exhibit 1 Incident Status Summary

### ICS-209

#### Incident Status Summary (ICS-209)

1: Date	2: Time	3: Initial	Update	Final	4: Incident Number	5: Incident Name	
6: Incident Kind/Strategy		7: Start Date Time	8: Cause	9: Incident Commander	10: Incident Command Organization	11: State-Unit	
12: County	13: Latitude and Longitude Lat: Long: Ownership at Origin:		14: Short Location Description (in reference to nearest town):				
15: Size/Area Involved	16: % Contained or MMA	17: Expected Containment Date:		18: Line to Build	19: Estimated Costs to Date	20: Declared Controlled Date: Time:	
21: Injuries this Reporting Period:	22: Injuries to Date:	23: Fatalities	24: Structure Information				
			Type of Structure	# Threatened	# Damaged	# Destroyed	
25: Threat to Human Life/Safety: Evacuation(s) in progress ---- No evacuation(s) imminent -- Potential future threat ----- No likely threat -----			Residence				
			Commercial Property				
			Outbuilding/Other				
26: Projected incident movement/spread in 12, 24, 48 and 72 hour time frames:							
12 hours:							
24 hours:							
48 hours:							
72 hours:							
27: Values at Risk: include communities, critical infrastructure, natural and cultural resources in 12, 24, 48 and 72 hour time frames:							
12 hours:							
24 hours:							
48 hours:							
72 hours:							

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28: Critical Resource Needs (amount, type, kind, and number of operational periods in priority order in 12, 24, 48 and 72 hour time frames): **ex. 3 CRW1 (4); 1 HEL1 (5);**

12 hours

24 hours:

48 hours:

72 hours:

29: Major problems and concerns (control problems, social/political/economic concerns or impacts, etc.) Relate critical resources needs identified above to the Incident Action Plan.

30: Observed Weather for current operational period:

Wind Direction:

Wind Speed (mph):

Peak Gusts:

Max. Temperature:

Min. Relative Humidity:

31: Fuels/Materials Involved: A drop down box with the 13 Fire Behavior Fuel Models has been added. The incident would select the predominant fuel model with the option to include additional fuels information in the text box.

32: Today's observed fire behavior (leave blank for non-fire events):

33: Significant events today (closures, evacuations, significant progress made, etc.):

34: Forecasted Weather for next operational period:

Wind Speed (mph):

Temperature:

Wind Direction:

Relative Humidity:

35: Estimated Control  
Date and Time:

36: Projected Final Size:

37: Estimated Final Cost:

38: Actions planned for next operational period:

39: For fire incidents, describe resistance to control in terms of:

1. Growth Potential -

2. Difficulty of Terrain -

40: Given the current constraints, when will the chosen management strategy succeed?

41: Projected demobilization start date:



# California Interagency Mobilization Guide

## Incident Status Summary (ICS-209) General Instructions

Version 11/2007

The Incident Status Summary should be completed according to the geographic area's mobilization guide. Accurate and timely completion of the Incident Status Summary is necessary to determine appropriate resource allocation during multiple incident occurrences. The information included on the form often determines the priority of a given incident, and thus its share of the resources available. In order to ensure that the information is as complete as possible, please follow the guidelines below when completing or reviewing the specific items on the form prior to transmittal. For examples and additional information, refer to the ICS-209 Application User's Guide at [http://gacc.nifc.gov/training/intelligence/support\\_items/209\\_program/209\\_program\\_users\\_guide\\_030608/index.htm](http://gacc.nifc.gov/training/intelligence/support_items/209_program/209_program_users_guide_030608/index.htm)

<b>Block Heading</b>	<b>Instructions</b>
1. Date	Enter the date of this report (mm/dd/yyyy).
2. Time	Enter the time of this report. This should be entered in military time.
3. Initial/Update/Final	There is only ONE initial report and ONE final report. Any other report is an update. The <b>final report</b> is the one on which the incident is <b>declared controlled OR joins a complex</b> .
4. Incident Number	Enter the number that has been assigned by the jurisdictional agency. This should start with the 2-letter state identifier, followed by the unit identifier and the fire/incident number. This is usually the incident project order number in block 3 of the resource order (e.g., <b>AZ-ASD-006, ID-BOF-P44681, UT-MLF1-035 or CO-CRD-R236</b> ).
5. Incident Name	Once a name has been assigned, it should not be changed if at all possible. However, if a name change does occur, be sure to make a note of it in the <i>Remarks</i> section (block 44). If the report is for a complex, put the name of the complex here and list the individual fires and acreages in the <i>Remarks</i> section (block 44).
6. Incident Type	Wildland Fire, Wildland Fire Use, Prescribed Fire, Hazardous Materials, Hurricane, Tornado, Flood, Earthquake, Search and Rescue, or Other. If "Other", explain in the <i>Remarks</i> section (block 44).
7. Start (Date/Time)	Enter the date (mm/dd/yyyy) and military time at which the incident began.
8. Cause	For <b>fire incidents</b> enter the general cause (e.g., human, lightning, or under investigation). For <b>other incident</b> types enter non-applicable (N/A).
9. Incident Commander	Use both the first and last name. If the incident is under unified command list both IC's by last name. (e.g., <b>Heil-Conrad</b> )
10. IMT Type	Enter the type of Incident Management Team assigned (1, 2, or 3), if applicable.
11. State/Unit	Enter the 2-letter identifier for the state, followed by the unit identifier of the agency unit or municipality that has <b>administrative jurisdiction</b> over the land on which the incident is located; i.e. city, county, state, BLM District, National Park, National Forest, etc. (e.g., <b>MT-LNF, NV-NAFQ</b> )
12. County	Enter the county in which the incident originated. If other counties are involved, enter them in the <i>Remarks</i> section (block 44).
13. Latitude/Longitude	Enter the latitude and longitude in degrees, minutes and seconds where the incident originated.

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14. Location Description	Give a general location (compass direction and number of miles) in reference to the nearest town or landmark. You may also include Township, Range, Section, and Meridian.
15. Size/Area Involved	<b>For fire incidents enter the acreage. If the incident has more than one jurisdiction, show the total acreage here and break out the different agencies' acreages in the <i>Remarks</i> section (block 44). For other incidents enter descriptive size (square miles, hectares, square kilometers).</b>
16. % Contained or MMA	For <b>Wildland Fire</b> incidents, enter the % of the incident that is contained. For <b>Wildland Fire Use</b> and/or <b>Prescribed Fire</b> incidents, enter the Maximum Manageable Area (MMA) as an acreage value. For <b>non-fire</b> incidents leave blank.
17. Expected Containment	For fire incidents, enter the date and military time at which full containment is expected.
18. Line to Build	For fire incidents, enter the number of chains, miles, or feet of line still to be completed (the default is chains, so if using miles or feet please specify).
19. Costs to Date	Enter the total incident costs to date (e.g. <b>250000</b> ).
20. Declared Controlled	Enter the date and military time at which the incident was declared controlled. Once this block has been filled, the report is considered to be "final". Remember to check the appropriate box at the top of the report.
21. Injuries Today	Report only <b>serious</b> injuries <b>for this reporting period</b> . The nature of the injuries must be explained in the <i>Remarks</i> section (block 44). Serious injuries are those in which the person is unable to continue to perform in their incident assignment.
22. Fatalities	Enter the total number of fatalities for the duration of the incident.
23. Structure Information	<b>Threatened:</b> Enter the number of structures threatened by type <b>during this reporting period</b> . <b>Destroyed:</b> Enter number of structures destroyed by type <b>for the duration of the incident</b> . If needed, describe additional information about structure type in the <i>Remarks</i> section (block 44). Describe potential structure threats in the <i>Projected Incident</i> section (block 39).
24. Threat to Human Life and Safety	<b>Check all boxes that are relevant for this reporting period.</b>
25. Fuels/Materials Involved	List the general fuels or materials involved on this incident by common name.
26. Resources Threatened	Summarize significant threats to resources such as timber, wildlife, habitat, watershed, agricultural areas, endangered species, or other valuable resources.
27. Current Weather Conditions	For <b>fire incidents</b> , enter the current readings for wind speed, wind direction, temperature, and relative humidity. For <b>non-fire incidents</b> in which other weather conditions are a factor, use the <i>Remarks</i> section (block 44) to describe the conditions.



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28. Resource Benefits...	<b>For Wildland Fire Use and Prescribed Fire incidents only, describe the resource objective and benefit derived.</b>
29. Today's observed fire behavior	For fire incidents describe the fire behavior observed for this reporting period in general terms.
30. Significant Events Today	Describe significant events occurring during the period being reported including closures, evacuations, progress made, accomplishments, etc.
31. Committed Resources	Enter the number of resources committed by agency and type of resource under the appropriate column SR (Single Resource) or ST (Strike Team). This section is used mainly to track federal, state, military, and other general ownership of resources. Multiple county resources can be grouped under "County," and local city or rural cooperators can be listed as "Local Government Resources" (LGR). If there are any resources that do not fit into these categories, they can be listed under "Other". Any grouped resources can be listed as individual entities in the <i>Cooperating Agencies</i> section (block 32). The total number of personnel in the boxes should correlate with the number of people per crew, engine, helicopter (module and pilots), etc.
<b>32. Cooperating Agencies</b>	This section is for local cooperators and will generally include entities such as the Red Cross, Salvation Army, local law enforcement, etc. <b>Do not repeat individual agencies already listed in the Committed Resources section.</b>
33. Estimated Control	For <b>fire incidents</b> , give the date and time at which control is expected. For <b>non-fire incidents</b> , enter the date incident support is expected to be completed.
34. Projected Final Size	Enter an estimate of the total area that is expected to be involved/affected over the course of the incident.
35. Estimated Final Cost	Enter an estimate of the total costs for the incident once all bills will have been processed (e.g. <b>250000</b> ).
36. Tomorrow's Forecasted Weather	For <b>fire incidents</b> , enter the next reporting period's forecast wind speed, wind direction, temperature, and relative humidity. Highlight significant forecasted weather events such as dry lightning, frontal passages, inversions, and gusty/erratic winds in the <i>Remarks</i> section (block 44). For <b>non-fire incidents</b> in which other weather conditions are a factor, use the <i>Remarks</i> section (block 44) to describe the conditions.
37. Critical Resource Needs	List the specific types and numbers of resources needed, in order of priority.
38. Actions Planned ...	Provide a short summary of actions planned for the next operational period.
39. Projected Incident ...	Provide an estimate of the direction in which the incident is expected to spread/migrate/expand during the next operational period (when applicable). Include an estimate of the acreage/area that will likely be affected. Describe potential structure threats and evacuations. Projections should be made for 12, 24, and 48 hours.

## California Interagency Mobilization Guide

40. Major Problems and Concerns	Describe safety concerns and control problems such as heavy fuels, steep terrain, difficult access, adverse weather conditions, and erratic/extreme fire behavior. Include social/political/economic concerns or impacts, and relate critical resource needs to the planned actions.
41. For fire incidents	Describe the fire's resistance to control in terms of growth potential and difficulty of terrain.
42. How likely is it	Give a short assessment of the likelihood of meeting the containment/control targets, given the current resources and strategy. If containment is unlikely, explain why and/or adjust the containment/control targets accordingly in blocks 17 and 33.
43. Projected Demob Start	Enter the date and time at which significant demobilization is expected to begin. Specific information can be included in the <i>Remarks</i> section (block 44) if desired.
44. Remarks	Use this block to expand on information as outlined above, or to include other pertinent information <b>not previously addressed</b> . Please include Web site address and Information Officer phone number if available.
45. Prepared By	Normally, this will be the Situation Unit Leader or Planning Section Chief at the incident, but it may be a dispatcher in the local dispatch or communications center.
46. Approved By	Normally, this will be the Planning Section Chief or Incident Commander at the incident, but it may be the local Dispatch Center Manager, Fire Management Officer, or Agency Manager.
47. Sent to....	Enter appropriate dispatch center or GACC.





## HAZARD ANALYSIS AND DISPATCH/AVIATION MANAGER CHECKLIST

<p><b>I. MISSION FLIGHT HAZARD ANALYSIS</b> (Flie flights exempt provided a pre-approved plan is in place). The following potential hazards in the area of operations have been checked, have been identified on flight itinerary map, and will be reviewed with Pilot and Chief-of-Party prior to flight:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Military Training Routes (MTRs) or Special-Use Airspace (MOAs, Restricted Areas, etc.)</li> <li><input type="checkbox"/> Areas of high-density air traffic (airports); Commercial or other aircraft</li> <li><input type="checkbox"/> Wires/transmission lines; wires along rivers or streams or across canyons</li> <li><input type="checkbox"/> Weather factors: wind, thunderstorms, etc.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Towers and bridges</li> <li><input type="checkbox"/> Other aerial obstructions:</li> <li><input type="checkbox"/> Pilot flight time/duty day limitations and daylight/darkness factors</li> <li>SUNRISE _____</li> <li>SUNSET _____</li> <li><input type="checkbox"/> Limited flight following communications</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> High elevations, temperatures, and weights:                     <ul style="list-style-type: none"> <li>MAX LANDING ELEV (MSL) _____</li> <li>MIN FLIGHT ALTITUDE AGL _____</li> </ul> </li> <li><input type="checkbox"/> Transport of hazardous materials</li> <li><input type="checkbox"/> Other _____</li> </ul>
<p><b>II. DISPATCHER/AVIATION MANAGEMENT CHECKLIST</b></p>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Pilot and aircraft carding checked with source list and vendor, carding meets requirements</li> <li><input type="checkbox"/> OR, Necessary approvals have been obtained for use of uncarded, cooperated, military, or other-government agency aircraft and pilots</li> <li><input type="checkbox"/> Check with vendor that an aircraft with sufficient capability to perform mission safely has been scheduled</li> <li><input type="checkbox"/> Qualified Aircraft Chief-of-Party has been assigned to the flight (noted on reverse)</li> <li><input type="checkbox"/> All DOI passengers have received required aircraft safety training</li> <li><input type="checkbox"/> OR, Aviation manager will present detailed safety briefing prior to departure</li> <li><input type="checkbox"/> Bureau Aircraft Chief-of-Party will be furnished with Chief-of-Party/Pilot checklist and is aware of its use</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Means of flight following and resource tracking requirements have been identified</li> <li><input type="checkbox"/> Flight following has been arranged with another unit if flight crosses jurisdictional boundaries and communications cannot be maintained</li> <li><input type="checkbox"/> Flight hazard maps have been supplied to Chief-of-Party for non-fire low-level missions</li> <li><input type="checkbox"/> Procedures for deconfliction of Military Training Routes and Special-Use Airspace have been taken</li> <li><input type="checkbox"/> Chief-of-Party is aware of PPE requirements</li> <li><input type="checkbox"/> Cost analysis has been completed and is attached</li> <li><input type="checkbox"/> Other/Remarks:</li> </ul>	<p style="text-align: center;"><b>III. APPROVALS</b></p> <p>NOTE: Reference Handbook 9420 for approval(s) required.</p> <p>A. MISSION FLIGHT: Hazard Analysis Performed By: _____ (Chief-of-Party Signature)</p> <p>B. MISSION FLIGHTS: Hazard Analysis Reviewed By: _____ (Dispatcher or Aviation Manager Signature Required)</p> <p>C. If Non-Fire, One-Time (Non-Recurring), Special-Use Mission, Signature of Line Manager is Required **: _____ (Date)</p> <p>D. This Flight is Approved By: _____ (Date)</p> <p style="font-size: small; text-align: right;">** For recurring Special-Use Mission, signature is required on Special-Use Air Safety Plan, and not required here.</p>

# California Interagency Mobilization Guide

## Exhibit IV - Passenger and Cargo Manifest (SF-245)

*Page 1 of 1*

STANDARD FORM 245 (5-77) Prescribed by GSA FPMR (41 CFR) 101-11.6	PASSENGER AND CARGO MANIFEST	NO OF PASSENGERS ON THIS PAGE _____	PAGE _____ OF _____
ORDERING UNIT	PROJECT NAME	PROJECT NO.	
NAME OF CARRIER	MODE OF TRANSPORTATION & I.D. NO.	PILOT OR DRIVER	
CHIEF OF PARTY	REPORT TO:	IF DELAYED, CONTACT	
DEPARTURE	INTERMEDIATE STOPS	DESTINATION	
PLACE	PLACE	PLACE	PLACE
ETD	ETA	ETD	ETA
PASSENGER AND OR CARGO NAME	M	F	P
1.	PASSENGER	CARGO	DUTY ASGMT. IF APPLICABLE
2.	weight	weight	HOME UNIT
3.			
4.			
5.			
6.			
7.			
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SIGNATURE OF AUTHORIZED REPRESENTATIVE			DATE

CHIEF OF PARTY COPY

245-101

# California Interagency Mobilization Guide

## Exhibit V - IR Aircraft Scanner Order

### AIRCRAFT SCANNER ORDER

<b>Incident/Project#:</b>		<b>FireCode#:</b>		<b>A#</b>	
Incident Name:				Date/Time:	
Ordering Unit:				Telephone #:	
Local Dispatch:				Telephone #:	
GACC:				Telephone #:	
National IR Coord:				Telephone #: (208) 387-5381	
				FAX #	
				Cell #: (208) 859-4475	
Regional IR Coord:				Telephone #: ( )	
				FAX #: ( )	
				Cell #: ( )	
IR Interpreter Ordered:		<input type="checkbox"/> YES <input type="checkbox"/> NO		Telephone #: ( )	
IR Interpreter Assigned:				Cell #: ( )	
Location: Motel				Motel #: ( )	
Office or ICP				FAX #: ( )	
SITL Name and Location:				Telephone #: ( )	
Incident Elevation (AVG):		Feet MSL		Approximate Size: Acres	
Weather Over The Incident:					
Delivery Point:			Alt. Delivery Pt:		
Delivery type:		<input type="checkbox"/> Land Aircraft		<input type="checkbox"/> Air Drop	
<input type="checkbox"/> Scanned file (give email address or ftp site in box below)					
Delivery time:					
Delivery point weather:					

### Radio Frequencies

Local admin. Unit	Tx:	Mhz	Tone:	Rx:	Mhz	Tone:
Alternative Freq	Tx:	Mhz	Tone:	Rx:	Mhz	Tone:
Air Tactical Group Supervisor	Tx:	Mhz	Tone:	Rx:	Mhz	Tone:

### Incident Location from 2 VORs: (Degrees) (nautical miles)

<b>VOR:</b>		<b>Azimuth:</b>		<b>Distance:</b>	
<b>VOR:</b>		<b>Azimuth:</b>		<b>Distance:</b>	

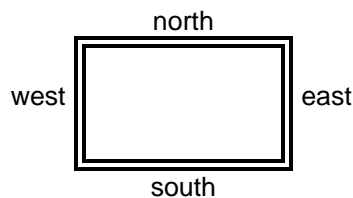
### Mission Objective and Description:

---

### LATITUDE/LONGITUDE INFORMATION NEEDED FOR EACH MISSION

#### Mapping Block

NORTH		
SOUTH		
EAST		
WEST		



# California Interagency Mobilization Guide

## Exhibit VI - Interagency Request for Temporary Flight Restriction (FAR Part 91.137)

### INTERAGENCY REQUEST FOR TEMPORARY FLIGHT RESTRICTION

RESOURCE ORDER NUMBER:	DATE:
Request #: A -	TIME:
<b>TO:</b> FAA ARTCC _____	<b>FROM:</b> DISPATCH OFFICE _____
FAA PERSON CONTACTED: _____	PERSON REQUESTING TFR: _____
FAA PHONE: _____ FAX: _____	24 HR. PHONE _____

Check if this TFR is a replacement. If so, NOTAM # of TFR being replaced. \_\_\_\_\_

Geographic Location of Incident \_\_\_\_\_

Location (Circular TFR)					
VOR	RADIAL	DISTANCE	LAT/LONG of Center Point		RADIUS
			N/	W	

OR (Polygon TFRs should be rare and only used if circular shape is not adequate.)

Location (Polygon TFR)											
Point	VOR ID	Radial	Distance	Lat/Long		Point	VOR ID	Radial	Distance	Lat/Long	
1				N/	W	5				N/	W
2				N/	W	6				N/	W
3				N/	W	7				N/	W
4				N/	W	8				N/	W

Altitude restrictions: \_\_\_\_\_ FEET MSL

The \_\_\_\_\_ / \_\_\_\_\_ at \_\_\_\_\_ , \_\_\_\_\_

is in charge of on scene emergency response activities. TFR to provide a safe environment for fire fighting aircraft operations; effective immediately, until further notice, 24 hrs/day.

The requested TFR affects the following Special-Use Airspace:

The requested TFR affects the Military Training Routes listed below:

Route	SCHEDULING ACTIVITY	SEGMENT(S)	Route	SCHEDULING ACTIVITY	SEGMENT(S)

**IMPORTANT NOTE TO FAA:** If the TFR affects SUA and/or MTR(s), we request NOTAM distribution to all military bases involved, to the Coordinating Flight Service Station, and, for MTRs, to the Flight Service Station and Air Route Traffic Control Center with responsibility for the airspace at the route entry point(s).

NOTAM # \_\_\_\_\_ ISSUED AT \_\_\_\_\_ (Time) On \_\_\_\_\_ / \_\_\_\_\_ (Date)

Date/Time TFR Cancelled: \_\_\_\_\_ By: \_\_\_\_\_





# California Interagency Mobilization Guide

## Exhibit VIII - Food Service Request

### FOOD SERVICE REQUEST FORM

Incident Name: \_\_\_\_\_ Management/Fiscal Code: \_\_\_\_\_  
Resource Order No. \_\_\_\_\_ Request No. \_\_\_\_\_ Date: \_\_\_\_\_

#### I. Requested Date, Time, Meal Types, and Number of Meals

1. Requested Date and Time for first meal, Date: \_\_\_\_\_ Time: \_\_\_\_\_
2. Estimated numbers for the first three meals  
1<sup>st</sup> meal: \_\_\_\_\_  Hot Breakfast  Sack Lunches  Dinner  
2<sup>nd</sup> meal: \_\_\_\_\_  Hot Breakfast  Sack Lunches  Dinner  
3<sup>rd</sup> meal: \_\_\_\_\_  Hot Breakfast  Sack Lunches  Dinner
3. Fresh Food Boxes (Alaska Only): \_\_\_\_\_

<p><u>This Block for NICC / AICC Use Only.</u></p> <p>Actual agreed upon Date/Time first meals are to be served: Date: _____ Time: _____</p> <p>(Minimum guaranteed payment is based on these estimates, see Section G2.2):</p> <p>1<sup>st</sup> meal: _____ <input type="checkbox"/> Hot Breakfast <input type="checkbox"/> Sack Lunches <input type="checkbox"/> Dinner 2<sup>nd</sup> meal: _____ <input type="checkbox"/> Hot Breakfast <input type="checkbox"/> Sack Lunches <input type="checkbox"/> Dinner 3<sup>rd</sup> meal: _____ <input type="checkbox"/> Hot Breakfast <input type="checkbox"/> Sack Lunches <input type="checkbox"/> Dinner</p>
--

#### II. Location

Reporting location: \_\_\_\_\_  
Incident Contact person: \_\_\_\_\_  
Contracting Officer's Technical Representative: \_\_\_\_\_  
Food Unit Leader: \_\_\_\_\_

#### III. Support Information for Contractors

Nearest authorized potable water source: \_\_\_\_\_

The benefiting unit is responsible for providing the following services:

1. Gray water removal
2. Potable water
3. Department of Health notified (optional)

Incidents requesting additional potable water tenders, gray water tenders, handwash stations, or refrigerated units must assign new request No. for each additional resource ordered.

#### IV. Estimated Incident Duration and Needs

1. Anticipated Duration of Incident: \_\_\_\_\_
2. Anticipated Peak Number of Personnel at Incident: \_\_\_\_\_
3. Spike Camps?  Yes  No, Number: \_\_\_\_\_, No. of meals per camp per day: \_\_\_\_\_

#### V. For Additional Information

Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_  
GACC: \_\_\_\_\_ Telephone: \_\_\_\_\_

# California Interagency Mobilization Guide

## Exhibit IX - Chief of Party/Flight Manager Responsibilities

The Chief of party is supervised by the Agency Dispatcher until destination is reached. Chief of Party is responsible for all personnel assigned the manifest list. The Chief of Party duties are:

1. To explain to all personnel at the beginning of travel, transportation arrangements, type equipment, route of travel, stopping points, eta's etc.
2. To have copies of manifests covering all personnel assigned, extra copies available for charter aircraft and submission to receiving camps, etc., from sending dispatcher.
3. To have the telephone numbers of the sending and receiving dispatchers offices for use when delays of more than 30 minutes occur, to give information as to why and how long the delay will be.
4. Know other Chief's of Party.
5. Have all personnel within the weight limitations, assembled, ready to board transportation.
6. Provide for safety and welfare of each person assigned to the manifest list.
7. Check pilot card and aircraft data card for currency and qualifications. Sample: Night flight requires pilot be transport-night qualified.
8. Chief of Party has total responsibility for insuring that all passengers arrive at their designated place.
9. Early morning pickups at Bay and Coastal area airports. Due to frequency of fog conditions, your pilot may not be able to land, especially at small uncontrolled airports. If the pilot can not pick you up at the scheduled airport, they will proceed to the nearest airport where they can safely land. They will immediately notify the ordering Dispatcher of their location and circumstances. As a passenger, you should contact the dispatcher when your flight does not arrive within 30 minutes of its scheduled time. Give the dispatcher the phone number where you can be reached. The dispatcher will attempt to get the aircraft and passenger(s) together as conditions will permit.
10. Chief of Party will be responsible for signing the Daily Flight Report - Invoice (Form 6500-122 or OES 23) for all flights .

# California Interagency Mobilization Guide

## Exhibit X – Detail Request Form

### PREPAREDNESS/DETAIL REQUEST

- ATTACHMENT TO RESOURCE ORDER NUMBER: \_\_\_\_\_ REQ. NO(S): \_\_\_\_\_
1. POSITION(S): \_\_\_\_\_ NUMBER OF PERSONS REQUESTED: \_\_\_\_\_
  2. MINIMUM "RED CARD" RATING: \_\_\_\_\_
  3. EMPLOYMENT STATUS: [ ]REGULAR FEDERAL AGENCY [ ]AD [ ]OTHER \_\_\_\_\_
  4. AGENCY UNIFORM: [ ]YES [ ]NO—FIRE RESISTANT CLOTHING: [ ]YES [ ]NO
  5. DRIVERS LICENSE NEEDED: [ ]YES [ ]NO—ENDORSEMENT: \_\_\_\_\_
  6. GOVERNMENT VEHICLE: [ ]YES [ ]NO—TYPE: \_\_\_\_\_
  7. PRIVATE VEHICLES AUTHORIZED: [ ]YES [ ]NO—NUMBER: \_\_\_\_\_
  8. RADIOS NEEDED: [ ]YES [ ]NO—TYPE: \_\_\_\_\_ NUMBER: \_\_\_\_\_
  9. REQUESTING UNIT'S ELECTRONIC TECHNICIAN'S NAME: \_\_\_\_\_
  10. LENGTH OF DETAIL: \_\_\_\_\_ THROUGH \_\_\_\_\_ INCLUDING TRAVEL
  11. ESTABLISHED WORKWEEK: \_\_\_\_\_ HOURS OF DUTY: \_\_\_\_\_
  12. PERSONNEL MAY BE ROTATED: [ ] YES [ ] NO—HOW OFTEN: \_\_\_\_\_  
ROTATION PAID BY: SENDING UNIT: \_\_\_\_\_ REQUESTING UNIT: \_\_\_\_\_
  13. BASE SALARY PAID BY: \_\_\_\_\_  
TRAVEL PAID BY: \_\_\_\_\_ PER DIEM PAID BY: \_\_\_\_\_
  14. EQUIPMENT USE MILEAGE/FOR/ETC. PAID BY: \_\_\_\_\_
  15. REQUESTING UNIT'S ELECTRONIC ADDRESS: \_\_\_\_\_
  16. REQUESTING UNIT'S ESTIMATED TOTAL COST: \_\_\_\_\_
  17. REQUESTING UNIT'S PERSONNEL OFFICER: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_
  18. REQUESTING UNIT'S B & F OFFICER: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_
  19. TEMPORARY DUTY STATION: \_\_\_\_\_  
ADDRESS/P.O. BOX: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_
  20. GOVERNMENT LODGING: [ ] YES [ ] NO—MESS HALL: [ ] YES [ ] NO  
GOVERNMENT COOKING FACILITIES ONLY: [ ] YES [ ] NO  
COMMERCIAL LODGING: [ ] YES [ ] NO—RATE: \$\_\_\_\_\_ - MEALS [ ] YES [ ] NO
  21. NEAREST COMMERCIAL AIRLINE CITY: \_\_\_\_\_
  22. REMARKS: \_\_\_\_\_

# California Interagency Mobilization Guide

## Exhibit XI – CalEMA Name Request Justification

### NAME REQUEST JUSTIFICATION ORDER FORM

(FAX or email this completed form to Expanded Dispatch, the local GACC & the home GACC)

Incident Name & Number: \_\_\_\_\_ ICS Position: \_\_\_\_\_

Order & Request Number: \_\_\_\_\_ Date/Time Needed: \_\_\_\_\_

Name & Agency of person being ordered: \_\_\_\_\_

#### Justification

Have Resource Orders for this position have been returned "Unable To Fill"? \_\_\_\_\_

Has the availability of the person been confirmed? \_\_\_\_\_

Is this person a priority trainee. Identify the ICS position? \_\_\_\_\_

Has the person's Chief/Supervisor approved this special request? \_\_\_\_\_

#### Identification of person recommending the Name Request Order

Recommending person's name, title & phone number: \_\_\_\_\_

Recommending person's home Agency/Unit: \_\_\_\_\_

Recommending person's incident phone number: \_\_\_\_\_

#### Name Request Authorization

Has this request been reviewed by Incident ICS functional chief? \_\_\_\_\_

(Name, Title & Date) \_\_\_\_\_

Name Request approved by IC or DPIC: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

# California Interagency Mobilization Guide

Exhibit XII – Fire Traffic Area (FTA)

**FIRE TRAFFIC AREA (FTA)** 31 MAR 06 **FTA**

**INITIAL RADIO CONTACT:** 12nm on Assigned Air Tactical Frequency.

**CLEARANCE IS REQUIRED TO ENTER FTA**

**NO RADIO CONTACT:** Hold a minimum of 7nm from the incident.

**NOTE:** Airtanker Maneuvering altitude determines minimum Airtanker and ATGS Orbit altitudes. Assigned altitudes may be higher and will be stated as **MSL**.

note 1	1000' min. separation between ATGS orbit and Airtanker orbit altitude.
note 2	500' min. separation between Airtanker Orbit and Maneuvering altitude.
note 3	On arrival reduce speed to cross 7nm at assigned altitude and 150 KIAS or less.

**^ HELOS** – Fly assigned altitudes and routes.

**^ MEDIA** – Maintain VFR separation above highest incident aircraft or position and altitude as assigned by controlling aircraft.

AIR BASE 123.975	AIR GUARD 168.625 TxTone 110.9	AIR to AIR 122.925	NATIONAL FLIGHT FOLLOW 168.650 TxTone 110.9
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