

Chapter 20 – Administration

Communication

The formal route of communications for the Unit/Forest/Local government level is through the GACC Federal and CAL FIRE Duty Chief. The Duty Chiefs are responsible for briefing their organizations in the procedures of incident information flow and for assuring timely exchange of information with minimal disruption to the dispatch function. These guidelines are offered to assist the 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 Regions and Headquarter levels.

- When large incidents, incidents in a sensitive area, or multiple incidents occur.
- When geographic area federal or state resources are becoming depleted.
- When resources are being moved outside of their assigned GACC.
- When an Incident Management Team is mobilized for an incident.
- When structures or property are destroyed, or serious injuries or aircraft accidents occur.
- 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.

Aircraft

For all aircraft procedures and details, refer to California Interagency Mobilization Guide Chapter 80.

Mobilization

All resource requests will be submitted using the Resource Ordering and Status System (ROSS). Requests for all tactical aircraft will be made using the state intercom and the FC 106 Script to expedite the requests. Refer to California Interagency Mobilization Guide Chapter 80 and California Interagency Mobilization Guide Appendix A.

Unit Dispatch Procedures

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

- Each Unit will provide for its own dispatching needs. Standardized dispatching procedures will be used at each dispatching level within California.
- Dispatching procedures are developed so that each Unit will dispatch to the extent of its available resources before requesting additional aid from the GACC.
- Units will pre-plan and identify all mutual aid assistance/move-up of resources between adjoining Units, including those in other geographic areas/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 GACC whenever action is taken under one of these plans.
- 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 GACC advised of all mobilization/demobilization of personnel/crews and aircraft received through this procedure.
- Units will handle all dispatching procedures for agency personnel during scheduled field operation hours. CAL FIRE Emergency Command Centers are staffed 24 hrs.
- 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.
- Each Dispatch Center will have a work schedule that allows them to meet the needs and scheduled work hours/shifts of field going personnel.
- CAL FIRE Command Centers will use CAL FIRE issuance publications, in particular the 8100 Command and Control Handbook, as their operational guides.
- Each Federal Unit will utilize operational guides which define procedures and required actions for all hazardous activities. These guides will be available in each Dispatch Center and field office.
- All field going personnel will remain in radio contact with the Dispatch Center unless otherwise arranged through the Center.

- Dispatch Centers are to communicate weather forecasts to all field going personnel, especially firefighters according to agency direction. Dispatch Centers are to update field personnel of changes in predicted weather patterns.

GACC Dispatch Procedures

The GACC 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 GACC by the Unit attempting to fill the order. Objectives of the GACC include:

- Provide 24-hour dispatch and coordination services. Dispatch personnel, equipment, aircraft, and supplies between GACC's, Units, other States, or agencies. Expand the GACC dispatching organization to meet current demands.
- Maintain status on amounts and location of specified overhead, crews, equipment, aircraft, and supplies.
- Assist in determining GACC priorities for overhead, crews, equipment, aircraft, and supplies in multiple incident situations, and fill requests accordingly.
- Inform State and Federal Duty Chief, Units, National Interagency Coordination Center (NICC), and other cooperating agencies of current and critical incident situations.
- Collect and distribute information concerning the overall incident situation.
- 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.
- 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, needs, or policy/procedure.
- The GACCs may fill each other's requests within California prior to requesting assistance from NICC.
- The GACC Duty Chiefs will work closely to support each others existing needs.

NICC Dispatch Procedures

NICC will follow defined national mobilization guidelines.

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 logistical support to all mutual aid personnel and equipment.

For agreements governing mutual aid, refer to the California Interagency Mobilization Guide, Chapter 40.

Request for Assistance

After local agreements and mutual aid resources have been exhausted, requests for assistance should be placed directly with the appropriate GACC for state and federal resources or Fire and Rescue Operational Area for Cal OES and local government resources. A file of all mutual aid and other agreements will be maintained in the ECCs. These files will be available to the GACC upon request.

Support to Border Fires

A border fire is defined as a wildfire that has crossed the boundary from one GACC into another, or which is expected to cross the boundary within two burning periods. For specific operating plans and agreements, refer to the California Interagency Mobilization Guide, Chapter 40.

Since both GACCs 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 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.
- 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.
- Prior to initiating border fire support operations, concurrence and agreement must occur between the two GACCs and NICC. Coordinate as needed to maintain effective incident and GACC support.

Unified Ordering Point (UOP)

When an incident involves more than one jurisdiction, and unified command is activated, a unified ordering point (UOP) shall be established.

Purpose

To establish a single ordering 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

- The unified commanders will determine which agency ECC will be identified as the UOP. Notification will be made immediately by each agency involved.
- The UOP should be staffed with personnel from all agencies involved in unified command. Once the UOP has been designated, it should remain at that location for the duration of unified command.
- 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 should not change for the duration of the incident.
- All requests from the incident will be processed through the UOP.
- 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.
- When the UOP is unable to fill a request, it will be placed to the next level ECC based on the UOP host's agency dispatch channels.
- The incident will order cache items direct from the nearest national cache.
- See Chapter 70 for Hired Equipment

Relocating the UOP

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

- The incident returns to a single jurisdiction (the UOP will be terminated and the responsible agency ECC will assume the role).
- 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:

- Determine the new location.
- All documents (or clean copies) will be moved to the new UOP location prior to commencing operations.
- Allow adequate time for transition including movement of UOP personnel and documents.

Resource Ordering

ROSS shall be used for documenting mobilization and demobilization actions of all resources. Reference the California ROSS Business Practices and Standards guide for procedures in utilizing the program.

The Resource Order form will be used as the backup for all agencies. Refer to the California Mobilization Guide, Appendix A.

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.

Request Information

Request Number:

Reference the California ROSS Business Practices and Standards document for detailed information regarding requests. All known information, as detailed as possible, including the financial code and reporting instructions, will be entered into ROSS.

Federal FireCode:

A FireCode will be generated for all incidents using federal resources or resources from federal caches.

Non-federal Units that have interagency or collocated federal cooperators, the federal cooperator will generate the FireCode.

The first federal Unit or GACC assisting a standalone non-federal Unit will generate the FireCode and provide it to the host Unit to enter into ROSS.

For out of GACC requests the host GACC will create the FireCode.

Travel Mobilization and Demobilization

Resource Ordering and Status System (ROSS) will be used for mobilization and demobilization of resources from all incidents. All times (ETA and ETD) are in local time zones.

Mobilization travel will normally be arranged by the sending Unit and demobilization travel will be arranged by the incident host. In the event the incident host or sending Unit does not have the ability to make necessary travel arrangements, contact the GACC for direction.

Demobilization of personnel and resources from the incident to the home Unit must follow the chain of command and remain within established communication channels. Complete and accurate records of personnel, transportation, and equipment are a must.

Commercial airline travel will be documented in ROSS using the Travel Itinerary function.

Any travel involving a known RON location will also be documented in ROSS using the Travel Itinerary function.

CAL FIRE

Some CAL FIRE Units have approved initial attack operating plans with jurisdictions out-of-state. In those cases, dispatch resources in accordance with those plans. Whenever possible have the requesting out-of-state agency make travel arrangements for CAL FIRE personnel through the host agency's travel agent so the bill can be paid directly by the requesting agency. For out of state travel on Federal incidents the GACC can assist with making flight and rental car arrangements. Reference the CAL FIRE Handbook 8100 procedure 600.

Emergency Demobilization

For emergency release of a resource, the Emergency Release Form will be completed by the host ECC and submitted to the GACC. Refer to the California Interagency Mobilization Guide, Appendix A.

Demobilization Planning

Demobilization planning should begin with the mobilization build-up.

Notify the GACC prior to releasing out of Unit resources. Approval for releases will be obtained from each level involved in processing the original request. This allows the agencies the opportunity to reassign resources efficiently.

Demobilization Considerations

- Release Timing: The planning section will alert the incident host Unit with adequate lead time to allow planning to be accomplished.
- Payments: Each agency will follow their incident business plan for incident payment processes.
- Transportation: Costs should be considered in determining release priority. Sufficient lead time is imperative in arranging for transportation to be at the departure point when crews or personnel are ready to depart. Late night releases or travel are to be avoided. Every effort will be made for released resources to be home or remain over night (RON) by 2200, local time.
- Communications: Adequate communication between key personnel (i.e. Plans Section Chief, Demob Unit Leader, Logistics Chief, Ground Support Unit Leader, Finance Team, Agency Representative if applicable,

1 GACC and home Unit.) must be established and maintained. It is important that the ECC receive notice of
2 ETA of returning personnel in sufficient time to arrange for their travel.
3

4 **Demobilization Plan**

5 All extended attack incidents involving out of Unit or national resources will have a demobilization plan. A copy
6 will be provided to the incident expanded dispatch and the GACC in a timely manner prior to resources being
7 released from the incident.
8

9 Each Demobilization Plan has five parts:

10 1. **General Information.**

11 Includes procedures to get resources from incident base to home.

12 2. **Responsibility.**

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

15 3. **Release priority.**

16 Includes procedures to coordinate and establish a release priority list.

17 4. **Release procedures.**

18 Includes specific procedures to be followed for surplus resources.

19 5. **Incident Directory.**

20 Includes all communication methods from base to dispatch, with a list of names and phone numbers for all
21 functions.
22

23 **Contract Resources/Hired Equipment**

24 **Federal**

25 Administratively Determined (AD)/Casual Hire refers to individual personnel hired for emergency purposes.
26 Reference the federal Interagency Incident Business Management Handbook.
27
28

29 Contract engines and crews are a resource of the host Unit dispatch center. The contract resources will be
30 dispatched through the host Unit.
31

32 Regional contract resources may be utilized when agency resources are insufficient to meet present and anticipated
33 needs according to the Unit's Specific Action Guide and/or the Geographic Area Staffing Guide (page 49).
34

35 Units will check the availability of agency resources (federal/state) within their GACC prior to using contracted
36 resources. When mobilizing contract resources, Units will utilize agency owned resources first, followed by agency
37 cooperators, national contract resources, regional contract resources, and then contract resources, according to
38 agency direction. Requests for contract resources will follow normal dispatch procedures.
39

40 Contract resources ordered in strike team configuration will use agency personnel as the strike team leader.
41

42 For mobilization of national contract resources, reference the National Interagency Mobilization Guide, Chapter 20.
43

44 For mobilization of Regional Forest Service contract resources, refer to the California Interagency Mobilization
45 Guide, Chapter 60 for Crews and Chapter 70 for Equipment.
46

47 **CAL FIRE**

48 Hired equipment resources may be utilized when agency resources are insufficient to meet present and anticipated
49 needs. The contract resources will be dispatched through the host Unit.
50

51 Specifics for hired equipment and emergency workers can be found in CAL FIRE Handbooks 3900 and 7700,
52 section 3934 and section 7761.
53

54 Refer to California Interagency Mobilization Guide, Chapter 70 for Hired Equipment.
55
56
57
58
59

1 **Intelligence Reporting Procedures**

2
3 The main function of the Intelligence Unit is to provide up-to-date, real-time information to management staff
4 regarding active incidents (wildfire suppression and/or managed fire), fire weather conditions, and resource
5 allocations and availability.

6
7 Each GACC must rely on the Units to report certain information that enables compliance with national and state
8 requirements. The ECCs will use established procedures in the daily reporting of shared resources. GACCs will
9 maintain a list of days off for crews and airtankers. It is the responsibility of the Unit controlling the resource to
10 advise the GACCs of any change in available status.

11 **Federal Daily 1000 AM Report**

12 By 1000 hours every day during fire season, each Unit will report the following information to their GACC.
13 Resource status will be updated continually using ROSS.

14
15
16 The 1000 information will include:

- 17 • Number of Engines, Dozers, Water Tenders, Type 1, 2IA, 2 hand crews and aircraft will status as:
18 available, assigned, unavailable, or out of service.
- 19 • Prescribed fire activity: update to previous day's 1700 hour Situation Report.
20 Number of new planned fires/acres (next 24 hours)
21 Number of new unplanned fires/acres last 24 hours
- 22 • Wildfires managed for resource objectives – update to initial report (when declared a managed fire)
23 Growth and potential; political and smoke impacts

24
25 By 1100 hours each day during fire season, each GACC will compile and post to the GACC Intel webpage the Daily
26 Report which documents current resource status. Incident activity and any newsworthy items concerning the GACC
27 will be posted to the GACC Intel News and Notes webpage.

28 Available for ONCC at: http://gacc.nifc.gov/oncc/predictive/intelligence/news_notes/index.htm

29 Available for OSCC at: http://gacc.nifc.gov/oscc/predictive/intelligence/news_notes/index.htm

30 **Situation Report**

31 Interagency Situation Reporting

32
33
34 Daily: May through October.

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

- 36 • Wild fire activity occurs.
- 37 • A Unit's fire Danger is reported as very high or extreme.

38
39 The GACC will ensure that Units complete data entry on a daily or weekly basis as required by NICC.

40
41 The Federal Interagency Situation (Sit) Report program captures incident activity and resource status information in
42 a brief summary intended for use by managers. Once the information has been submitted via the web site
43 (<http://fam.nwcg.gov/fam-web/>), it is used at the local dispatch offices, the GACCs and NICC to produce summary
44 reports, which are then distributed to agency managers for use as a decision-making tool.

45
46 The GACCs and NICC use the Sit Report program to run reports from data that has been entered by the Units. The
47 GACCs have edit access to all their respective Units' Sit Report data. NICC has edit access to all Units' Sit Report
48 data, and bases the National Incident Management Situation Report (IMSR) on this information.

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

51
52 During the active fire season, the Sit Report is prepared on a daily basis. In the off-season, it is submitted on a more
53 limited basis, depending on the level of incident activity, NICC requirements, or direction from the GACC. For
54 more specific reporting requirements and program instructions, reference the Sit Report User's Guide at:

55 http://gacc.nifc.gov/predictive_services/intelligence/national_intelligence_operations_program/sit_report_program/sit_report_users_guide/index.htm

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

- 3
- 4 • Unit Preparedness Levels.
- 5 • Daily Fire Statistics.
- 6 • Resource Status, what each Unit expects to have available for tomorrow.
- 7 • Planned Prescribed (Rx) Fires.
- 8 • Dispatch Center Remarks:
 - 9 Brief summary of current situation.
 - 10 Predicted NFDRS adjective ratings.
 - 11 On-call dispatcher.
- 12 • Year-To-Date (YTD) Statistics.
- 13 • Dispatch office incident priority.
- 14
- 15

16 **Incident Status Summary (ICS-209) Form**

17 The GACC will ensure that information in the 209 Program is current for use in the Sit Report.

18

19 The Incident Status Summary (ICS-209) is submitted to the GACC through a web-based application. Specific
20 instructions for completing the web-based ICS-209 are available at:

21 http://www.predictiveservices.nifc.gov/intelligence/ICS-209_User_Guide_2.0.pdf

22 For fire size and class, refer to California Interagency Mobilization Guide, Appendix A.

23

24 Units or Incidents should submit ICS-209 forms according to the following:

- 25
- 26 a. Initial ICS-209:
 - 27 1. When a fire in timber reaches 100 acres or grass/brush reaches 300 acres.
 - 28 OR
 - 29 2. Non-Fire incident, commitment of Type 1 or Type 2 IMT.
 - 30 OR
 - 31 3. Significant commitment of national resources (Aircraft, Federal Type 1 crews, Smokejumpers)
 - 32 OR
 - 33 4. When an incident is determined to be a wildfire managed for resource objectives, regardless of size
 - 34 OR
 - 35 5. At discretion of GACC and/or CalMAC (based on resource commitment)
 - 36
- 37 b. ICS-209 Update:
 - 38 1. Twice during each established operational period by 0600 and 1800 hours. May be negotiated to once
 - 39 a day with concurrence from IC, Agency Administrator, Unit Chief and GACC.
 - 40 AND/OR
 - 41 2. Upon special request by CalMAC.
 - 42 OR
 - 43 3. Wildfires managed for resource objectives will be submitted daily, at 1800 hours
 - 44
- 45 c. Final ICS-209:
 - 46 1. When less than 15 single resources remain assigned to an incident,
 - 47 OR
 - 48 2. When the incident no longer has any significant effect on agency resource availability.
 - 49

50 **Incident Map**

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

54 **Monthly Fire Report**

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

58 **Interagency Intelligence Report**

59 The Interagency Intelligence Report will include a synopsis on current overall status within the GACC, a section on
60 the general weather forecast for the day, and an extended weather outlook for the next 2-4 days. This report will

1 also include sections detailing each significant incident within the GACC. These sections will give a brief incident
2 summary of individual incidents and the resources committed to them. This report will be compiled from the most
3 current information available and will be electronically shared with cooperating agencies by 1200 hours each day
4 during large fire activity.

5 Each GACC's Predictive Services will utilize a Fire Behavior Analyst (FBAN) for preparing a Fuels and Fire
6 Behavior Advisory.

8 **Predictive Services Weather**

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

17 **Daily issuance of the 7-Day Significant Fire Potential product:**

18 Each GACC's Predictive Services/Fire Weather Centers will produce a "7-Day Significant Fire Potential" product
19 daily. This will be posted on the Predictive Services Weather web pages by 1030.

20 North GACC website at: <http://psgeodata.fs.fed.us/7day/action/forecast/10>

21 South GACC website at: <http://psgeodata.fs.fed.us/7day/action/forecast/8>

22 Reference the National Interagency Mobilization Guide (NMG) Chapter 20, for content and format.

23 <http://www.nifc.gov/nicc/mobguide/index.html>

25 **Monthly Fire Weather/Fire Danger Outlook:**

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

29 **NICC National Wildland Fire Outlook:**

30 Each GACC Predictive Services will ensure that a copy of the Monthly National Wildland Fire Outlook is posted to:

31 North GACC website at: <http://gacc.nifc.gov/oncc/predictive/outlooks/index.htm>

32 South GACC website at: <http://gacc.nifc.gov/oscc/predictive/outlooks/index.htm>

34 **Monthly Zone/Regional Fire Report:**

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

42 **Smoke Transport and Stability Outlooks:**

43 Each Predictive Services/Fire Weather Center will produce daily a "Smoke Transport and Stability Outlook",

44 with North Ops at http://gacc.nifc.gov/oncc/predictive/weather/daily_smoke/Smoke.html,

45 and South Ops at http://gacc.nifc.gov/oscc/predictive/weather/daily_smoke/Smoke.html.

46 These are to be posted on the websites by 1230.

48 **Fire Weather/ Fire Danger Products:**

49 The GACCs Predictive Services sections will produce weekly Fire Danger Outlooks in addition to the monthly
50 outlook. These two products show fire danger indices at severity weather stations within the GACC, and are posted
51 on the Pacific Southwest Region website.

52 ONCC Predictive Services website at: http://gacc.nifc.gov/oncc/predictive/fuels_fire-danger/index.htm

53 OSCC Predictive Services website at: http://gacc.nifc.gov/oscc/predictive/fuels_fire-danger/index.htm

NFDRS RAWS Maintenance Based on Preparedness Level:

The following is a matrix describing preparedness level driven actions authorized and action required in maintaining RAWS utilized for NFDRS based products and decision processes.

<i>Item</i>	<i>ACTION DESCRIPTION</i>	<i>Preparedness Levels</i>				
		1	2	3	4	5
	NFDRS RAWS: Year Round - PSA - PocketCard Stations					
U1	Stations meet NFDRS maintenance standards and siting guidelines	AR	AR	AR	AR	AR
U2	All days with available RAWS data for regular scheduled (R/S) observation times will be "published" in WIMS	AR	AR	AR	AR	AR
U3	All annual maintenance completed as early in the field season as possible (prior to WIMS "greenup" is preferred) and maintenance is documented in WFMI	AR	AR	AR	AR	AR
U4	Identify and troubleshoot data errors within 48 hours	AR	AR	AR	AR	AR
U5	Adhere to the 3-day response time to system failures in fire season - NFDRS STANDARD	AR	AR	See U6 & U7	See U6 & U7	See U6 & U7
U6	Adhere to 24-hour response time to identify, troubleshoot, and process a RAWS Depot/vendor replacement order			AR	AR	AR
U7	Adhere to 24-hour response time to replace or make repairs after receiving the RAWS Depot/vendor replacement order			AR	AR	AR
FS-1	If Forest Service items (U1- U7) are not at required level, the Regional RAWS Coordinator is authorized to secure annual maintenance and/or system failures maintenance at Forest expense.		AR	AR	AR	AR

Item FS-1 is Forest Service specific. Items U1-U7 apply to all agencies.

AR = Action Required AA=Action Authorized

Internet Sites:

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

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

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

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
- Governor's Office of Emergency Services
- CAL FIRE Contract Counties

Purpose

California will have two preparedness levels, corresponding to the North and South Geographic 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 available. State, County, and Local Fire Department Resources can only be made available on a case by case basis determined at the time requested.

1 The purpose of the Preparedness Plan is:

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

5 **Monitoring**

6 Preparedness Levels 1, 2, and 3 will be monitored and managed by the GACC in Redding and Riverside. The
7 determination of these levels will represent a consensus of the Interagency Coordinators from the Forest Service,
8 Department of the Interior, and CAL FIRE management. Preparedness Levels 4 and 5 will be declared by a
9 consensus of the members of the CWCG / CalMAC (California Multi-Agency Coordination Group). The GACC
10 will contact the Chair of CWCG to recommend moving above Preparedness Level 3. The Chair of CWCG will
11 contact the members or representatives to develop consensus on the recommendation, and report the result to the
12 GACC. CWCG does not need to convene for moving from Preparedness Level 4 to Preparedness Level 3.

13 **Preparedness Level Activation and Deactivation**

14 Based on fire weather, fire activity, and resource commitment to wildland fires, prescribed fires, and fuels projects,
15 each GACC will start preparedness planning no later than May 1 and continue to at least October 15 of every year.
16 Each agency representative will initiate the restrictions imposed by the preparedness levels upon those lands within
17 their jurisdiction. Federal agencies will impose these restrictions that are required by the National Preparedness Plan
18 as well.

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

23 **Preparedness Levels**

24 **Preparedness Level 1**

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

29 Action/Responsibility:

- 30 • North and South GACC post preparedness levels out on the daily situation report for agency field Units.
- 31 • North and South GACC to notify NICC of starting preparedness planning or daily preparedness level.
- 32 • All prescribed fires within Geographical Areas are to be reported to the respective GACC for inclusion in
33 the morning report. Coordinators to notify Units if national/shared resources are not available as
34 contingency resources.

35 **Preparedness Level 2**

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

41 Action/Responsibility:

- 42 • Continue Preparedness Level 1 activities.

43 **Preparedness Level 3**

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

1 Agencies still above drawdown levels for suppression resources, but starting to have difficulty maintaining sufficient
2 resources to meet initial attack responsibilities, project fire support, and fuel projects/prescribed fire requirements
3 without prioritizing or using non-local support. Some critical resource needs are starting to be identified.
4

5 Action/Responsibility:

- 6 • Continue previous preparedness activities.
- 7 • CWCG chair is made aware by GACC's when fire danger, fire activity, drawdown, and GACC
8 mobilization patterns likely to lead to Level 4. Chair of CWCG informs members of current preparedness
9 level in advance of moving to Preparedness Level 4.
- 10 • When a prescribed burn is scheduled or is in progress the appropriate Coordination Center will be informed
11 through agency channels of the date of ignition, acres planned to be burned during the next 24 hours, and
12 acres burned the previous day.
- 13 • Cooperating agencies can limit the use of their resources as contingency resources, or make them
14 unavailable for use on prescribed fires.
- 15 • Establish contact with appropriate geographic area military aviation assets and apprise them of current
16 preparedness level.
17

18 **Preparedness Level 4**

19 Definition: Continuing initial attack activity and Class D or larger fires are common in one or both geographic
20 areas. Resource ordering and mobilization of personnel is occurring between GACC. The long range forecast for
21 the next week indicates continued high fire danger. Local Units may implement new fuels and prescribed fire
22 projects, but operational and contingency resources must be provided by the agency or by local arrangements.
23

24 Long range fire weather forecasts predict high to very high fire danger. Significant potential exists for moving into
25 extreme fire danger in at least one geographic area.
26

27 Personnel and resources at minimum drawdown levels, especially for initial attack. Fuels projects and prescribed
28 fires can only be implemented with agency contingency resources or special arrangements within the local Units.
29

30 Mobilization and resource requests are occurring for suppression assignments within the GACC and between the
31 Northern and Southern GACC.
32

33 Action/Responsibility:

- 34 • Continue with previous preparedness activities.
- 35 • CalMAC determines the need for conference calls.
- 36 • Consider activation of the California Interagency Military Helicopter Firefighting Program.
- 37 • Consider activating Military Aviation Operations Coordinator to proactively work with local military
38 aviation assets.
39

40 **Preparedness Level 5**

41 Definition: CalMAC is fully activated. Agencies are below drawdown levels. Class D and larger fires are common
42 in one or both geographic area. Either or both GACCs cannot fill many outstanding resources requests and are
43 sending these orders to NICC. Use of local government resources is common. Reassignment of personnel and
44 resources between incidents is common.
45

46 Current and short range weather forecasts predict very high to extreme fire danger. Long range forecasts for the
47 next week for either GACC indicate continued very high to extreme fire danger. Activation of National Guard or
48 military personnel and resources is being considered or has occurred.
49

50 Requests for CAL FIRE resources are causing the agency to drop below drawdown levels. State and Local
51 government personnel are being used to fill out-of-state requests. Actual and long range fire danger predictions are
52 for very high or extreme.
53

54 Personnel and resources are at or below agency minimum drawdown levels.
55

56 Action/Responsibility:

- 57 • CalMAC has been activated either with conference calls or at one location. Statewide priorities being set
58 by CalMAC.

- 1 • The status of on going fuels projects or prescribed fires will be reviewed by CalMAC, as well as any
- 2 proposed new fuels/wildland fire use/prescribed fire projects. Final decision to implement rests with
- 3 implementing agency.
- 4 • No new prescribed fire without approval by CalMAC representative that these activities are expected to
- 5 have no significant effect on suppression activities. Existing projects should consider different
- 6 management strategies to make personnel available for suppression activities elsewhere. Final decision to
- 7 implement these projects rests with the implementing agency.
- 8 • Individual Units will report resource status to CalMAC as specified (as needed).
- 9 • CalMAC assesses statewide/national situation for determination of the need for resources.

10 **Guidelines for Determining Preparedness Level**

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

- 13
- 14
- 15 • Current California and National fire situation.
- 16 • National Preparedness levels.
- 17 • Predicted fire potential.
- 18 • Firefighting resource availability.

19 **Move up**

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

22 Forest Service

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

25 CAL FIRE

26 When resources are needed for move up from outside a Unit, the Unit must enter a request into ROSS and place the
27 request to the GACC. The GACC will assess the overall situation of the Region, and shall place the requests with
28 the appropriate Unit to fill. Reference the CAL FIRE 8100 Handbook, policy 8121.

29 BLM & NPS

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

32 **Drawdown Levels**

33 Drawdown definitions for engines, crews and aircraft:

- 34 **0** There is **no resource drawdown** (fully staffed with minimal commitment to initial attack). Initial attack
- 35 success is highly probable.
- 36
- 37 **1** Resource **drawdown is Moderate** (approximately two-thirds of resources available). Initial attack success
- 38 is likely.
- 39
- 40 **2** Resource **drawdown is Significant** (approximately one half of resources available). Initial attack success
- 41 is marginal.
- 42
- 43 **3** Resource **drawdown is Critical** (approximately one-third of resources available). Initial attack success is
- 44 questionable. There are insufficient resources to support any new large fires.
- 45
- 46
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Forest Service Minimum Drawdown Standard

The following matrix depicts the minimum resources necessary to ensure Forest Service GACC coverage:

	North Ops	South Ops
Type 1 Crews	4	4
Smokejumpers Load	1	0
Helicopters	4	4
Airtankers (heavy) on order	1	1
Type 2 IMT's	1	1
Aerial supervision	1	1

DOI Agencies Drawdown Levels

Department of Interior Agencies will follow the identified draw down levels per the Agencies Fire Management Plans.

CAL FIRE Drawdown Levels

CAL FIRE incident drawdown levels are defined in the CAL FIRE 8100 Handbook, policy 8121.

California Incident Priorities

When California is involved in multiple incidents that are drawing resources, the cooperators (USFS, CAL FIRE, BLM, NPS, and other wildland agencies) will prepare a California Incident Priority List.

The GACC will revise the list daily and provide it to NICC, the GACCs, 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 documents.

MACS Group Procedure Guide (MACS 410-1) can be found at this web address:

<http://www.firescope.org/macs-docs/MACS-410-1.pdf>

Joint Criteria Used To Determine Priorities:

Threats and Potential for Current and Projected:

A. Life and Safety Threats (Public and Emergency Responders) (maximum total points is 15)

Definition: Events which increase complexity, resulting in high potential for serious injury and/or death.

	Rating
A.1 Evacuations	
In Progress	5
Precautionary	3-4
Potential (48-72 hrs) or Completed	1-2
A.2 Road, Highway or Freeway Closures	
Major Highway or Freeway	4-5
State Routes or Improved Roadways	2-3
Potential for Closures 48-72 hrs	1
A.3 Extreme Fire Behavior, Weather Event, Natural or Human Caused Disasters	
Occurring or Predicted/Forecasted to Continue (24 hrs)	5
Predicted/Forecasted 24-72 hrs	3-4
Occurring but Predicted/Forecasted to Diminish	1-2

B. Property Threatened and/or High Damage (Next 48 hours) (maximum total points is 15)

Definition: This category relates to potential for damage or actual impact to Communities or other high value investments that contribute to dwellings, commercial workplaces and critical infrastructure that supports human life, income or support to the general population. Threats under this category should not be listed unless there is significant potential to impact these elements and an eminent threat is recognized within a 48-hour timeframe.

1	B.1 Structures (residential, commercial, vacation or other)	Rating
2	200+	4-5
3	25-200	3-4
4	<25	1-2
5		
6	B.2 Community Loss (within 48 hours)	
7	Potential for >75% Community Loss	5
8	Potential for 50-75% Community Loss	4
9	Potential for 25-50% Community Loss	3
10	Potential for <25% Community Loss	1-2
11		
12	B.3 Infrastructure – National, State, Local (Power Lines, Energy Corridors, Domestic Water Systems, Communications Grid, Railroads, etc)	
13		
14	Systems shutdown and/or damaged	5
15	Potential threat 24-48 hrs	3-4
16	Potential threat 72+ hrs	1-2
17		

C. Resource Issues and Potential for Loss (maximum total points is 20)

Definition: Resource concerns can vary widely depending on place and type of resource considered. Each of the below items must be carefully considered in its relation to both local/regional or national significance and may have economic impact at local or regional levels. Resources that are not commercial should be considered in the Natural Resources category rather than in both Natural and Commercial Resources. Consider timeframes and proximity when rating.

24		Rating
25	C.1 Historical and Significant Cultural Resources	1-5
26	C.2 Natural Resources (T&E Species Hab., Watershed, Forest Health, Soils, Airshed, etc)	1-5
27	C.3 Commercial Resources (Grazing, Timber, Agricultural Crops, etc)	1-5
28	C.4 Potential for Economic Impact (Tourism i.e. fishing, hunting; loss of jobs, etc)	1-5
29		

D. Incident Complexity/Duration (maximum total points is 10)

Definition: Multiple incidents or complex of incidents versus a single incident have a way of making prioritization setting difficult. However, it is common enough that it needs to be included in the process. Attention needs to be given to travel distances, support to incident personnel and logistical challenges not always associated with a single incident.

Timely containment implies that if all critical resource needs from the 209 were met, then containment objectives would be met within the specified timeframes indicated. Containment at an early date is beneficial during high activity periods and would result in earlier resource reassignment opportunities to supplement Initial Attack or to assist other incidents.

41	D.1 Complex vs. Single Incident	Rating
42	5+ incidents or >25,000 acres	4-5
43	3-4 incidents or 5-25,000 acres	2-3
44	1-2 incidents or <5,000 acres	1
45		
46	D.2 Potential for Timely Containment and/or Mitigation	Rating
47	<72 hrs	5
48	3-7 days	4
49	8-14 days	3
50	15-21 days	2
51	Unknown or long term management	1
52		

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

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1 **Handling Hazardous Materials**

2
3 Procedures for handling hazardous materials can be found in each Unit's Plan for Handling Hazardous Materials.
4 Reference materials listed below are to assist in the appropriate handling of these materials.

- 5 • Transportation of Hazardous Materials - 49 CFR, Sections 106-180
- 6 • Department of Transportation Emergency Response Guidebook.
- 7 • Medical Waste Management Act, California Health and Safety Code Division 20, Chapter 6.1.
- 8 • International Air Transportation Association (IATA) 35th Edition.
- 9 • Material Safety Data Sheets (MSDS)

10 **Dozer and Helicopter Use in Wilderness and Special Areas**

11 **Forest Service**

12
13 Agency Administrators will prepare requests for use of dozers and helicopter within wilderness areas. Requests will
14 be specific in terms of work to be considered (length and width of fire line, and other factors), and consequences of
15 not using the equipment. The request will go through the Agency Administrator, who will obtain permission or
16 denial from the Regional Forester. The request will be in writing, via electronic mail, or by telephone if after hours
17 (followed up in writing the next day).

18 **Department of Interior Lands**

19
20 BLM State Director approval is required for use of dozers on Bureau of Land Management Wilderness Areas and
21 Wilderness Study Areas (WSA). In Areas of Critical Environmental Concern (ACEC) the local agency
22 administrator can approve dozer use. On all other DOI Units the approval is given by the local Unit Agency
23 Administrator.

24 **Disaster Procedures**

25 **Federal Resource Response**

26
27 With a federal declaration the federal agencies will provide assistance based on the Emergency Support Function
28 (ESF) identified under the declaration (for additional information [http://www.fema.gov/pdf/emergency/nrf/nrf-esf-](http://www.fema.gov/pdf/emergency/nrf/nrf-esf-intro.pdf)
29 [intro.pdf](http://www.fema.gov/pdf/emergency/nrf/nrf-esf-intro.pdf)).

30
31 Without a Presidential declaration of a major disaster, the ability of the federal agencies to react is lessened. Local
32 Units must respond within their normal authorities and under local agreements. Authority to take action in disasters
33 and emergencies when there is an imminent threat to life or property is the Disaster Relief Act of 1974 (PL 93-288).
34 Where there is no agreement in effect, the Act of May 27, 1955 authorizes the Forest Service to take action for
35 incident emergencies and the BLM Manual authorizes the BLM to take action where a life threat exists.

36 **CAL FIRE Resource Response**

37
38 CAL FIRE Units can respond to non fire incidents based on Unit Chief discretion or may be mission tasked by the
39 Governor's Office of Emergency Services. Reference CAL FIRE Handbook 8100, policy 8162.

40 **Accident and Incident Reporting**

41
42 Follow Agency Specific Policies.

43 **Critical Incident Stress Management Procedures (CISM)**

44
45 A Critical Incident is any incident so unusually stressful and powerful that it breaks through an individual's
46 emotional defenses to cause an immediate or delayed emotional reaction that may be beyond a person's ability to
47 cope. Examples of critical incident and when to call for support are:

- 48 • Death of a team or crew member.
- 49 • Fire shelter deployment, loss of life following (or despite) unusual physical or emotional effort (rescue
50 personnel, co-workers providing assistance, etc.).
- 51 • An accident with casualties/injuries or an incident with serious potential to have caused an accident.
- 52 • Incidents requiring the suppression of normal reactions.
- 53 • Events charged with profound emotion.

1
2 All local, state, and federal fire fighting agencies endorse the use of CISM in California. The agencies offer CISM
3 services to all personnel exposed to critical incident situations on the job. To this end, regardless of which Unit has
4 management and control, CISM should be offered to personnel immediately following a critical incident situation.
5

6 Requests for CISM support should be made by the Agency Administrator or designee to the appropriate GACC (see
7 specific agency for direction below). A general overview of the situation is required and the GACC will work with
8 the CISM Coordinator to determine the positions needed and correct ordering process in ROSS for those individuals.
9 CISM support group personnel are ordered as THSP.
10

11 The following information should be provided to assist the responding CISM group:

- 12 • Description (type) of incident.
- 13 • Number of employees in need of CISM services.
- 14 • Whether any family members or children are involved. (Note: Authority to provide service to FS and CAL
15 FIRE family members is covered under the EAP -- which extends services to family members for the
16 benefit of employees and the agency.)
- 17 • Date and time of incident.
- 18 • Desired day, time, and location for support services.
- 19 • Name and phone number of Unit contact.
- 20 • Name, phone number, and location on site of main contact for on site coordination, once CISM specialist
21 arrives.
22

23 **Federal Incidents**

24 The GACCs have established an Interagency Critical Incident Stress Peer Support Program with the federal agencies
25 to provide assistance to personnel who have been involved in traumatic events. To order CISM Peer Support
26 Teams, contact the Duty Chief or AD through either GACC at: Northern Operations 530-226-2800 Southern
27 Operations 951-276-6725.
28

29 Region 5 does not host or mobilize "CISM Teams" but provides peer support.
30

31 Critical Incident Stress Management Callout procedures provide an organized approach to the management of stress
32 responses for personnel having been exposed to a traumatic event in the line of duty. The establishment of these
33 procedures does not prevent an employee from seeking individual consultation through the Employee Assistance
34 Program.
35

36 Under no circumstances should CISM or any of its components be considered psychotherapy or a substitute for
37 psychotherapy. Peer and Group Supporters are not licensed health care professionals and should not be utilized in
38 lieu of a licensed clinician. A clinician is ordered at the time of the support group being organized and has skills
39 specific to the incident being managed.
40

41 The costs for CISM services in fire operations are to be charged to the fire incident's management code. Non-fire
42 incidents should be charged to the Unit.
43

44 **CAL FIRE Incidents**

45 CAL FIRE Units should be familiar with local procedures for CISM Team activation, reference CAL FIRE
46 Handbook 1800, Policy 1861.