CAMINO EMERGENCY COMMAND CENTER

SUPPLY ORDERING STANDARD OPERATING GUIDE

**PURPOSE:**

Establish Standard Operating Procedures for field units, cache, dispatch, and expanded dispatch to request, create, and fill supply requests.

**APPROVAL REQUIREMENTS:**

Camino Emergency Command Center (Camino ECC) will process any supply resource orders for Eldorado National Forest (ENF) and Lake Tahoe Basin Management Unit (TMU) related incidents. On a case by case basis, when there is large or multiple fire incidents, a block of S numbers may be given to a team or the ENF cache. This will be approved by the Center Manager or Assistant Center Manager (with the notification to the Center Manager).

For any supply resource order request from fire personnel on an initial attack incident for either meals or hotels can be processed without further approval as long as it meets agency standards.

Any other supply (S-number type) request needs to have written approval. An Incident Replacement Requisition Form (OF-315) needs to be filled out and sent to the Eldorado Fire Cache (ENF CACHE) with the proper signature by the appropriate approving official. ENF CACHE will create a Resource order and forward to Camino ECC for the assignment of S #’s. ***Approval to charge supplies to an incident is required prior to purchasing.*** Supply numbers will only be given for fire supplies or vehicle maintenance/damage caused on a fire.

The following positions can approve supply requests:

**ENF:** Assistant District Fire Management Officer (ADFMO) or higher.

**TMU:** Assistant District Fire management Officer (ADFMO) or higher.

For non-local resources an incident replacement form needs to be approved and signed by the Incident Commander and/or Agency Duty Officer.

**ORDERING PROCEDURE:**

LOCAL INCIDENTS

* An approved incident replacement requisition form will be given to the ENF fire cache.
* During Type III, IV, V and lighting plan incidents, all orders will go to the zone duty officer for approval, then forwarded to the cache manager for consolidation. Consolidated orders will be handled in one of the following ways. For orders of items not stocked by NCK the cache manager will complete a resource order and forward to ECC for the assignment of S numbers. Once an S number is assigned ECC will send a resource order including the assignment S number to the ENF cache for ordering. Items stocked by NCK will be ordered by the ENF fire cache directly to NCK using the 100,000 series S number protocol. Order delivery times between NCK and ENF fire cache will be requested to be within 24 hours of placement. Order delivery between ENF cache and Incident command post will be made twice daily. A morning delivery should be expected between 0800 and 1100 and between 1700 and 2000 hours. If the item is not readily available the ordered item will be marked as Unable to fill (UTF), and will need to be reordered at the next order period.
* The cache will decide whether the ordered items will be filled locally or through the geographic area cache.
* The cache will then send all the information to Camino ECC to create the S number in ROSS. Camino ECC will then e-mail or print the ROSS orders back to the ENF fire cache manager. An EDRC or EDSD can be requested if local activity level warrants the need for additional help. This will need to be approved by the Center Manager or Forest Duty Officer.
* The ENF fire cache manager may request an Ordering manager (ORDM), Receiving and Distribution Manager (RCDM), or delivery driver if order volume justifies the additional personnel.
* Orders involving durable items will need to be exchanged one for one. If items were “left on the line” a statement by the resource unit leader will need to be completed. Information required will include the date, area/division the material was deployed on and a statement from the Division supervisor or the Incident Commander affirming the need for replacement of the requested materials.

Non-local resources will be advised to contact to ENF fire cache for replacement of any supply items prior to their departure. These resources will need to have an approved incident replacement requisition form for the ENF fire cache to replace the items. NWCG items not readily available at the ENF fire cache will be ordered through the resources geographic area cache for delivery to the home unit. Every attempt to fill the order locally before the resource is released from the incident will be made. If orders cannot be filled an S number may be issued.

NON-LOCAL INCIDENTS

To help avoid double ordering when arriving back on forest:

* The incident replacement requisition form agency shipping address will be the ENF Fire Cache, 2350 Carson Rd., Placerville CA 95667. The ENF Fire Cache will then distribute to the appropriate module.
* Before leaving the incident, the resource will need to find out what items will be replaced by the incident and which ones will be replaced by local purchase when they arrive home. The incident replaced orders will be sent from the incident to the appropriate geographic area cache to be filled and delivered. S numbered items not being filled by the incident will be filled/replaced by the ENF fire cache. All requests for replacement will be accompanied with an S number from the incident. Replacement orders that have an S number that is in the 100,000 series will be shipped from the geographic area cache to the ENF fire cache for replacement. Unless noted on the replacement order an exchange item will need to be presented at the time of replacement.

TYPE I OR TYPE II INCIDENTS

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

* If equipment and supplies are available at the incident for replacement, the request is filled at the incident supply unit.
* If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is not being immediately demobilized, the Supply Unit will place a resource order for needed items through appropriate channels to the servicing fire cache. The order will be shipped to the incident and replacement will take place at the Supply Unit.
* If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is being demobilized, an Incident Replacement Requisition will be completed by the Supply Unit and forwarded to the geographic area cache.
* All national geographic area caches will accept Incident Replacement Requisitions.
* Authorized approvals and signatures MUST be included on the requisition. For Type I and II incidents, these approvals are limited to: Incident Supply Unit Leader, Logistics Section Chief, Support Branch Director, Incident Commander or Agency Administrator or Representative.

TYPE III, IV, V INCIDENTS

The hosting unit agency administrator or representative, such as the Fire Management Officer, will be responsible for handling incident replacement requisitions on Type III and IV incidents. The agency representative approves replacement requests based on Engine Accountability sheets or other fire equipment inventory documents approved by the requesting resource's home unit.

* If equipment and supplies are available at the incident for replacement, the request is filled at the incident host unit.
* If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is not being immediately demobilized, the hosting unit will place a resource order for needed items through appropriate channels to the servicing fire cache. The order will be shipped to the incident and replacement will take place at the host unit.
* If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is being demobilized, an Incident Replacement Requisition will be completed by the host unit and forwarded to the geographic area cache.
* All national geographic area caches will accept Incident Replacement Requisitions.
* Type III and IV incident approvals are limited to the Agency Administrator or Representative (i.e., Fire Management Officer).

Replacement orders must be processed within 30 days of control of the incident.

The incident’s servicing cache may forward complete requisitions to the requesting unit’s geographic area cache for processing.

If a cache is unable to fill the request (i.e., does not stock the item), the cache will forward the request to the closest cache that does stock the item for processing.

**CALFIRE:**

CAL FIRE (AEU) can request ENF Cache to replace supplies on their own locally hosted incidents and during non-emergency situations. For fire incidents the ENF Fire Cache will charge to that incidents financial code. For incidents that do not have a financial code created and for non-emergency situations, each Fiscal Year (FY) Camino ECC will create a Fire Code (P-Code) for CAL FIRE to replace supplies from the ENF Cache; all items requested will be charged back to CAL FIRE. All CAL FIRE orders will placed through CAL FIRE dispatch at ECC and will be presented on a resource order with S numbers assigned.

The following will need to be created in Fire Code by Camino ECC each FY:

Discover Date: 10/01/20XX or the date in that FY that CAL FIRE first needs the Cache’s

Assistance.

Discover Time: Use Default

Incident name: FY 20XX ENF FIRE CACHE SUPPORT.

Host Unit Id: CA-AEU

Lat. X Long: Get from CAD for the ENF Fire Cache (or use N 38 44 35 x W 120 45 00)

Incident Order #: An AEU incident number will need to be created in CAD

FS assisted: Yes

Special Requirements: Reimbursable

Comments: P-code used for AEU CAL FIRE to order needed supplies through the ENF FS Fire Cache during CAL FIRE (AEU) hosted incidents as well as non-emergencies. Full reimbursement will be given to the Forest Service from CAL FIRE.

**CAL FIRE INCIDENTS:**

Forest Service modules will attempt to retrieve all durable supply items used on CAL FIRE incidents to the best of their ability (i.e. hose, nozzles, fittings, etc.). Items that were not returned will be replaced by ENF Fire Cache and will be billed back to CAL FIRE. A resource order with S numbers will be required on all requests to replacement.

**MODULE CACHE INVENTORIES:**

Each year every module will create or update their module’s station cache inventory of durable equipment and send a copy via e-mail to the ENF fire cache manager prior to May 1st. This information will be helpful to the ENF cache manager during times where there may be low ENF fire cache inventories due to multiple fires or large fire incidents on forest.