CAMINO EMERGENCY COMMAND CENTER

SUPPLY ORDERING STANDARD OPERATING PLAN

**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 and Lake Tahoe Basin Management Unit 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 individual. 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 signed by the appropriate approving official. ***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 district duty officer or ordering manager for one consolidated order to the cache. Order times will be designated and agreed upon by both parties.
* The cache will decide whether they will fill the request or the request will be placed to north zone.
* The cache will then send all the information to Camino ECC to create the S#’s in ROSS. Camino ECC will then e-mail 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.

Non-local resources will be advised to contact 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.

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., Camino CA 95709. 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 zone cache to be filled and delivered. S# items not being filled by the incident will be filled/replaced by the ENF fire cache.

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 completed 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.

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.

**CALFIRE INCIDENTS:**

Forest Service modules will try to retrieve 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. Consumable Items will be bought and replaced by ENF Fire Cache and billed back to CAL FIRE.

**MODULE CACHE INVENTORIES:**

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