

**LOS PADRES NATIONAL FOREST
FIELD PROCEDURE GUIDE**

Prepared by: Chad Holladay
Emergency Communication Center Manager

Recommended by:

Forest Fire Management Officer

Approved by:

Forest Supervisor

The intent of this document is to provide information, guidance, and references to Field Operational Procedures on Los Padres National Forest.

The Forest has identified a Field Procedures Committee that is comprised of various functional areas. Committee members are as follows:

<i>Chad Holladay</i>	<i>Chairperson</i>
<i>Mark Gerwe</i>	<i>Fire and Aviation Management</i>
<i>Greg Nejmanowski</i>	<i>Recreation</i>
<i>Blanca Rosas</i>	<i>Law Enforcement and Investigations</i>
<i>Freddie Duncan</i>	<i>Ecosystem</i>
<i>Michael Alba</i>	<i>Local Union Rep</i>
<i>Karina Medina</i>	<i>Line Representation</i>
<i>Bruce Gunther</i>	<i>Safety</i>
<i>Brian Sexton</i>	<i>Subject Matter Expert – Aviation</i>
<i>Cassandra Buckley</i>	<i>Subject Matter Expert – Prevention</i>
<i>Andrew Madsen</i>	<i>Subject Matter Expert – Public Affairs</i>

This document is prone to change based on Local, Regional, and/or National guidelines and policies.

TABLE OF CONTENTS

CHAPTER 1 – DAILY OPERATIONS

1.1	LPCC HOURS OF OPERATIONS	3
1.2	DAILY RESOURCE STATUS REPORTING AND LINE-UP	4
1.3	TERMINOLOGY	6
1.4	WEATHER	7
1.5	DAILY BROADCAST SCHEDULE	8
1.6	BURN PERMIT ADMINISTRATION	10
1.7	FOREST DUTY OFFICER	10
1.8	DISTRICT DUTY OFFICER	10
1.9	EMPLOYEE SAFETY	11

CHAPTER 2 – MOBILIZATION

2.1	GENERAL	12
2.2	FIRE INCIDENT FACILITATOR	13
2.3	OVERHEAD	14
2.4	AIRCRAFT	15
2.5	EQUIPMENT	18
2.6	TYPE 1 AND TYPE 2IA CREW ROTATION	23
2.7	ORGANIZED CREW ACTIVATION	23
2.8	SUPPLY ORDERING	24
2.9	LOCAL TEAMS	26
2.10	ASSISTANCE BY HIRE REQUEST	27
2.11	DRAW DOWN GUIDELINES	27
2.12	WORK REST GUIDELINES	28
2.13	INCIDENT MANAGEMENT	29
2.14	PREPAREDNESS LEVELS	30
2.15	BURNED AREA EMERGENCY RESPONSE MOBILIZATION	30

CHAPTER 3 – EMERGENCY AND NON-EMERGENCY OPERATIONS

3.1	GENERAL	31
3.2	WildCAD PROGRAM	32
3.3	REPORT OF SMOKE OR FIRE	33
3.4	VEHICLE ACCIDENTS, VEHICLE, STRUCTURE FIRES MEDICAL AIDS, AND SEARCH AND RESCUES	35
3.5	LIGHTNING SITUATION	37
3.6	ACCIDENTS – GENERAL	37
3.7	AIRCRAFT ACCIDENTS	37
3.8	HAZARDOUS MATERIALS INCIDENTS	38
3.9	PUBLIC ASSIST REQUESTS	39
3.10	PRESCRIBE BURNING	40
3.11	FUEL MOISTURE SAMPLES	42

CHAPTER 4 – INTERAGENCY LAW ENFORCEMENT

4.1	CLETS SECURITY/POLICY	43
4.2	LPCC OPERATIONS	44
4.3	COMMUNICATION CENTER/OFFICER ACTION	45

CHAPTER 5 – COMMUNICATIONS

5.1	RADIO USE	49
5.2	CLEAR TEXT	49
5.3	DO’S AND DON’Ts OF RADIO USE	49
5.4	FREQUENCY MANAGEMENT	50
5.5	COOPERATIVE RADIO FREQUENCY SHARING	51
5.6	ALERT TONES	51
5.7	LPCC RESPONSE FORMAT	51
5.8	INCIDENT COMMUNICATIONS	52

CHAPTER 6 – NOTIFICATIONS

Separate Document

APPENDICES

APPENDIX A:	STAT/NON-STAT FIRE CLASSIFICATION
APPENDIX B:	EARTHQUAKE RESPONSE
APPENDIX C:	MEDIA CONTACT
APPENDIX D:	WILDFIRE INVESTIGATION
APPENDIX E:	AFRICANIZED HONEYBEE
APPENDIX F:	PHOENETIC ALPHA
APPENDIX G:	OVERNIGHT CHECK IN FORM
APPENDIX H:	DIVISION/DISTRICT RADIO CALL SIGNS

CHAPTER 1 - DAILY OPERATIONS

Los Padres National Forest dispatch will be referred to as “Los Padres Communication Center” or “LPCC”.

1.1 LPCC HOURS OF OPERATION

LPCC hours of operation will be 0730 to 1800. Hours of operation are subject to change due to emergencies, unscheduled overruns and planned extended staffing. Thanksgiving and Christmas are the two days LPCC is *targeted* to be closed. This can be waived if still in fire season or when experiencing an emergency. A Dispatcher will be assigned on-call duty.

24-hour emergency service will be provided. During the hours the office is closed, a dispatcher will be assigned night call duty. **Emergency** contact can be made by *dialing 911 or calling the 24-hour number or calling the dispatch duty officer directly on their gov’t cell when Landline is not operational*

LPCC will be in service whenever there are units on duty in the field. The exception is when units are traveling home on main traveled routes such as Highways 101, 154, 166, 33, 5, and 1 or; when it has been coordinated between LPCC and a district contact to monitor the resource and contact the on call dispatcher when the resource arrives at their destination. (This will be a case by case basis).

LPCC will contact the unit prior to closing to confirm no further service is needed. The unit will be requested to contact the night dispatcher once they have reached their destination. The night dispatcher can be contacted by dialing the 24-hour emergency line. If the person fails to contact LPCC at the designated time, then attempts will be made by the night dispatcher to locate the individual via landline with their respective duty location, residence, or supervisor, then the duty officer. If no contact is made, LPCC will initiate an incident, contact CHP or SO and, send personnel to the route the person was traveling.

Employees remaining overnight in wilderness and backcountry locations will follow established procedures per Appendix G. Two check-ins per day are required. The check-ins will normally equate to in-service and out-of-service status with present and/or destination locations. Even if the units overnighting have S.P.O.T. devices, LPCC will still require a verbal in-service, out-of-service communication over the radio, cell, or Satellite Phone in case there are any messages needed to be relayed to these resources.

Functional activities have a direct effect on the dispatch staffing schedules. To remain in compliance with Management/Labor Agreement regarding schedule of work, functions should propose changes to work schedules two weeks before the projects commence.

1.2 DAILY RESOURCE STATUS REPORTING AND LINE-UP

Each District and the Supervisor's Office will follow the LPF Check-In and Check-Out Program Plan for checking-in and checking-out when leaving the office. LPCC will track the resources going in-service into the field in the WildCAD Program.

When large groups will be traveling/working together at the same location on a daily and/or overnight basis, and each have their own call sign, only 1 call sign (the project leader) plus the number of resources with that resource should be given when going in and out of service, ie. Wilderness 17 plus 6 in service. If a resource with the group will not be remaining with the group, *they should designate who will be the Project Lead in their absence.*

District and Supervisor's Office resources planning on going into the field and remaining overnight will complete the Overnight Form in Appendix G, and follow the in-service, out-of-service process as outlined in 1.1 above. Those resources assigned a SEND device permanently will advise LPCC.

Reference: Los Padres National Forest Check-In and Check-Out Program Written Plan and Standard Operating Procedure for Satellite Emergency Notification Device (SEND) Units (Draft).

Those resources overnighing in the field can advise LPCC of their SEND devices identifier on the Overnight Check-in Form.

The resource assigned the SEND should have their supervisor/manager/work leader be the recipient of the electronic transmission information going to an electronic mailbox.

District Safety Representatives will post on an excel table who has what SEND devices and who their supervisor/manager/work leader are so it can be retrieved when looking for a unit that has not gone in or out of service.

LPCC will track all resources in the field via the WildCAD Program. The SEND device will be viewed as another option of locating a resource to ensure they are out of service and safe if the resource fails to go out of service with LPCC at the end of the day.

Fire resource status will be turned in to LPCC each morning yearlong. Fire Resources will utilize the new WildCAD-E Roster system. All other resources will advise LPCC of their status as they go in and out of service into the field.

Employees assigned to a numbered piece of apparatus (Patrol 42) will identify themselves as that resource. Resource that are covering in that same apparatus will also identify as the same.

Field units are responsible for keeping LPCC informed if their activity will extend beyond the normal scheduled opening or closing times.

During the fire season, LPCC will obtain District Duty Officer and cover resources line-up via the radio on Forest Net. When this process is interrupted because of incident activity, flight following, or peak periods of business, an announcement will be made by LPCC to email, fax or landline the district line-up.

Santa Maria District Office will report status for the Santa Lucia Crew, and Ojai will report for the Sundowners. If these crews are moved to another location, the district hosting will report their status.

During the morning line-up process over the radio, LPCC will attempt to contact each district office twice. If a response is not received, LPCC will announce “negative contact” over the radio. Upon completion of the line-up, LPCC will contact the duty officer via the phone and inquire the status.

During the morning line-up, the Duty Officers will provide LPCC with the Strike Team Leader (STL) and the engine on their division that is first out for a Strike Team Assignment. The Trainee will be identified based on the priority trainee list provided by the FQRC Committee. LPCC will broadcast the Strike Team Designator, STL and Trainee, and the 5 engines out during the Resource Status Broadcast. Failure by the field to provide this information will equate to no broadcast identifying the STL, Trainee, and Resources assigned to the pre-determined Strike Team.

The Santa Maria Air Tanker Base is responsible for providing their morning lineup of available resources at the base to OSC and local cooperators and provide updates to changes in status throughout the day. LPCC will status these resources in *IROC* when they have been given control of the resource in *IROC* by the GACC.

The Santa Maria Air Tanker Base will provide “first out” Air Tanker when there is more than one tanker pre-positioned at the air base.

Aircraft requesting flight following (*due to Pilot Preference or not having AFF*) prior to or during the radio line-up will provide Los Padres Communication Center with location, destination, and their roster if an LPF resource. LPCC will initiate a timer, document the activity, and proceed with the morning line-up. Whenever possible, LPCC will request the aircraft resource to switch over to Administrative Net for flight following.

All personnel **not assigned** a radio designator will utilize their last name. Do not utilize door or license number of a vehicle as your radio identifier. LPCC has no reference to this information to locate a resource at the end of the day.

Resources normally assigned to a module, which are performing duties away from their module, will utilize their last name as a radio identifier when going in service, or directing traffic to LPCC, do not utilize the door or license number of the vehicle you are in as your radio identifier.

The Forest ECC Manager is the approving official for radio designators and will coordinate the assignment of Forest radio designators with requesting parties. In the absence of the ECC Manager either Assistant ECC Manager can assume this role. Annually, the Field Procedures Guide Committee will review the forest radio identifiers to insure consistency in radio designation assignments.

In an effort to assist Los Padres Communication Center in identifying a resource unfamiliar to the dispatchers, or a resource outside of their assigned response area, units/personnel should identify the repeater and hilltop name they are communicating over.

All units reporting “out of service” while in the field should report their location, approximate time they expect to return to service, and advise if they are off the air. LPCC will confirm status if unit fails to return to “in service” status within 30 minutes of their expected return and take appropriate action.

1.3 TERMINOLOGY

TERMINOLOGY AND STATUS REPORTING	DEFINITION
“Available”	Available at station/office for response
“Available on Text”	Available via text message.
“Available on Cell”	Available on cell phone
“Available In-quarters”	Available at station/office for response
“Duty Officer - Available”	Duty Officer for the day, available from station/office for response
“In Service”	In the unit’s response area, in the field, available for immediate response. Prompts dispatcher at the end of the day to look for the resource if they did not return to quarters and/or go out of service.
“In Service – With SEND”	Unit is in service into the field and has with them a SEND Device.
“Duty Officer - In Service”	Duty Officer for the day, in the unit’s response area, in the field, available for immediate response. Prompts dispatcher at the end of the day to look for the resource if they did not return to quarters and/or go out of service.
“Out of Service”	Off duty.
“Duty Officer - Out of Service”	Off duty but still the Duty Officer.
“Out of Service Mechanical”	A specific resource is Out of Service due to equipment/mechanical reasons.
“Delayed Response”	Resource is available for response but has a delay that will require the dispatcher to determine upon an initial response if the resource is the closest resource at the time of the response based on the allocated time given for the delay.

“Delayed 30”	Resource is available for response, but has a delay for 30 minutes that will require the dispatcher to determine upon an initial response if the resource is the closest resource at the time of the response based on the allocated time given for the delay.
“Committed”	Unit is committed in WildCAD to an incident and unavailable for reassignment. This is the status in which a dispatcher would place a resource when initially toning them out for an initial response
“Respond”	This is the status in which a dispatcher would place a resource in WildCAD once they have verbally confirmed the resource is responding to a specific incident.
“Proceed”	An urgent request to travel to location Code 2 NO emergency Lights & Siren
“Stand-by”	Unit should stop responding, stand-by at their present location, and advise of location when confirming the direction.
“On scene”	Unit has arrived on scene of the incident.
“On scene - Available”	The Incident Commander has determined that the Unit is on scene of the incident and made the resource available for another response from the incident location.
“Returning”	Returning back to their quarters, staging area, previous location and available for response.
“Overnight”	Resource is in service but staying overnight at a location.
“Day Off”	Ability for a dispatch center to exercise a business practice of tracking resources when they are on a day off
“Cover”	Resource covering a location that is not normally theirs. Requires a dispatcher to move them in the WildCAD program to that location.

1.4. WEATHER

Remote Area Weather Stations (RAWS) data will be retrieved and archived year round by Los Padres Communication Center.

Requests for Spot Weather Forecast will be placed with LPCC. An associate RAWS station will be utilized. The National Weather Service (NWS) Internet will be utilized to document requests for spot weather forecast. If a micro RAWS is being utilized to document weather, the RAWS NESDIS and station number should be provided to the NWS and LPCC. Observations will be retrieved directly by the NWS.

1.5 DAILY BROADCAST SCHEDULE

The daily broadcast schedule will be as follows:

BROADCAST ACTIVITY	High Season				Low Season	
	0935	1045	1515	1630	0805	1615
Morning Line-up	X				X	
Forest Resource Status Report		X				
Duty Officers		X			X	
Previous Days Predicted Area FDR (with Burning Index and Adjective Rating)		X				
Regional Preparedness Level		X				
Today's Burn Status		X				
Tomorrow's Burn Status				X		X
<i>Regional</i> Type II Team on Rotation		X				
<i>Regional</i> Trainee Rotation Schedule		X				
Resource Rotation Schedule		X				
Actual Staffing Levels			X			
Actual Area FDR (with Burning Index and Adjective Rating)			X			
Actual Project Activity Level			X			
AM/PM Weather Forecast		X		X		X
Predicted Activity Levels				X		X
Predicted Area FDR (with Burning Index and Adjective Rating)				X		
Predicted Staffing Levels				X		
Predicted Project Activity Level				X		

1.5.1 Definitions:

FDRA = Fire Danger Rating Area = A geographical location/area within which the fire danger can be assumed to be uniform. It is relatively homogenous in climate, fuels, and topography.

Burning Index = A number related to the contribution of fire behavior to the effort of containing a fire. It derives from the Energy Release Component and the Spread Component. The Burning Index will trace the seasonal profile of a fire season for those fuel models with heavy dead fuel and/or live fuel components. The BI measures fire intensity ($BI = 10 \times \text{flame length}$)

Adjective Rating = Output that consists of primarily wind speed and 10-hour fuels along with a weather stations historical record. 5 Breakpoints are provided: low, moderate, high, very high, and extreme. This system is used to communicate with the general public and impart an image of the wildfire danger to the layperson.

Preparedness Level = Designed to identify the level of wildland and prescribed fire activity, severity, and resource commitment nationally and regionally.

Staffing Levels = A code that identifies the fuel model and forms the basis for fire danger rating decisions. In this case, reference the Fire Management Plan Staffing and Action Guide chapter for the action authorized versus action required by fire managers related to extended and next day staffing direction.

PAL = Project Activity Level = PAL is derived from a matrix using the Energy Release Component (ERC) and Ignition Component (IC) outputs from the National Fire Danger Rating System (NFDRS) processor within the Weather Information Management System (WIMS). WIMS receives weather observations from Remote Automated Weather Stations that LPCC retrieves and archives.

Once the observations have been archived, WIMS calculates the ERC and IC for all the Fire Danger Rating Areas and provides a PAL output which dictates to contractors, public, and Agency personnel the level in which specific activities can be performed or not performed.

Activity Level = A subjective estimate of the status of a human-caused fire risk source relative to what is normally experienced on that day of the week. Five activity levels can be defined as none = 1, low = 2, normal = 3, high = 4, and extreme = 5.

1.6 BURN PERMIT ADMINISTRATION

Permit holders will not be referred to LPCC for burn status information, nor to advise they are burning.

1.7 FOREST DUTY OFFICER

Reference: Forest Service Fire & Aviation Qualification Guide (FSFAQG), Chapter 4.14 Forest Service Fire & Aviation Management (FAM) Duty Officer (DO) Standards

Minimum NWCG qualifications, currency not required, for High Complexity Forests:

- DIVS -and- ICT3 or RXB2 -OR- ASGS -and- ICT3
- Letter of Delegation from the Forest's Agency Administrator

1.8 DISTRICT DUTY OFFICER

Reference: Forest Service Fire & Aviation Qualification Guide (FSFAQG), Chapter 4.14 Forest Service Fire & Aviation Management (FAM) Duty Officer (DO) Standards

Each District will have District Duty Officer coverage each day of the year, including holidays.

- One District Duty Officer may cover multiple districts under the following conditions:
 - During Low Fire Season; During Initial Responses and emerging incidents; or at the digression and approval of the Forest Duty Officer.

Minimum NWCG qualifications, with currency maintained, for High Complexity Forests:

- DIVS -and- ICT3 or RXB2 -OR- ASGS -and- ICT3
- Letter of Delegation from the Forest's Agency Administrator

Duties include:

- Serves as the primary contact with LPCC for on and off district/forest assignments or mobilizations for District controlled resources and personnel (including District militia).
- Monitors district incident activities for compliance with Forest Service safety and risk management practices.
- Coordinates and sets priorities for district suppression actions and resource allocation.
- Keeps LPCC, Forest Duty Officer, District Ranger, Public Information Officer, and suppression resources informed of the current and expected situation.
- In coordination with LPCC and the Forest Duty Officer, plan for and implements actions required for future needs.
- Documents key decisions and actions.

Responsibilities include:

- Makes initial response decisions on the behalf of the District Ranger in regard to Type 3, 4, & 5 wildland fire and non-wildland fire emergency incidents occurring on the District and wildland fire incidents threatening the Forest DPA.

- Determines if resources are available and have the appropriate level of training required when a cooperating agency places a request for assistance with a non-wildland fire emergency.
- Day-to-day oversight for Type 3, 4 & 5 wildland fire incidents on the District.
- Filling of Resource Order requests for projects or emergency assignments.
- The DO will go "in-service" as "Duty Officer" and will stay in radio contact with LPCC. If not available by radio, the DO will advise LPCC if they are available by phone or pager.
- The DO will ensure the line-up is received by LPCC.
- LPCC will announce the Division DO with the Forest Resource Status Report.
- DO's will be assigned to take night calls.
- If there is a change in the DO status, LPCC will be notified.
- LPCC will contact the night DO for Division resources. The DO will be responsible for contacting their units, and notifying LPCC dispatchers ETD's and ETA's, or non-availability.
- The Duty Officer is responsible for making necessary notifications required within their Division that are not part of the standard notifications outlined in Chapter 6.
- Each day the Duty Officer will be identified to all the field units, this will be done via item F above.

NOTE: 1230/5100 Duty Officer Delegations and 5100 Delegation of Authority for Incident Commander

1.9 EMPLOYEE SAFETY

All Forest employees who report any situation that appears suspicious, potentially dangerous or criminal in nature will remain in contact with Los Padres Communications Center until clear of the area. LPCC will dispatch the closest appropriate law enforcement unit and establish status checks at 5-minute intervals.

CHAPTER 2 - MOBILIZATION

2.1 GENERAL

- All LPF Resource Order requests for the following resources will be placed through LPCC for emergencies and projects:
- Overhead, crews, equipment, services and supplies needed for emergencies and projects, including those signed up under Virtual Incident Procurement (VIPR) Best Value Equipment will be utilized for emergencies only, not for projects. It is the responsibility of the unit performing the project to procure services and equipment from the private sector prior to the project.
- Aircraft
- Supplemental resources
- Cooperating agency resources
- NFES Replacement for LPF incidents that are managed by Type 3, 4, and 5 Organizations.
- Fire Replacement items that are non-NFES items for LPF incidents that are managed by Type 3, 4, and 5 Organizations.

Units dispatched to off Forest assignments and utilizing ground transportation, will maintain periodic contact with LPCC while in travel status. Contact should be made by phone every 4 hours or at each fuel stop by calling the 24-hour number *or* calling the dispatch duty officer directly on their gov't cell (*when landlines are not operational*) to receive any diversions, reassignments, or cancellations.

Overhead and Module Leaders shall obtain their respective Travel Authorization number via the ETS2 Travel Reservation Program.

Phone traffic into LPCC should be limited to Chief Officers, Duty Officers, Strike Team Leaders (STL), and Incident Commanders (IC's) when it is evident that some form of mobilization is underway.

LPCC will not utilize the Corporate Travel Contract with Concur to make travel arrangements for Forest Service personnel who have government travel cards assigned to them.

LPCC will not utilize the *National* EERA with enterprise to rent a vehicle for Forest Service personnel who have government travel cards assigned to them.

LPF Personnel needing flight arrangement who have a government issued travel card, but do not have ample time to obtain their Supervisor's approval via the ETS2 program can contact Concur Travel to obtain a flight utilizing their Government Travel Credit Card. Verbal communication with their supervisor or the next level supervisor should be confirmed prior to making the flight arrangement to ensure authorization is received verbally. Once obtained, they can update their Travel Authorization to reflect the cost of their flight.. Flight itinerary information should be provided to LPCC so they can update the *IROC* Resource Order/Request.

2.2 FIRE INCIDENT FACILITATOR

When an incident management team is needed for an LPF Incident, LPCC will confirm with the Forest FMO or Deputy Forest FMO who will be the Fire Incident Facilitator (FIF) and who will have the role of Forest Duty Officer. The intent is to have separation between the responsibilities of incident management oversight and Forest Duty Officer. If there is conflict, additional help will be requested.

Either the Chief or Deputy Chief will remain on the Forest to act as the FIF. If it is essential that both the FMO & Deputy FMO be absent from the Forest, a designated FIF will be identified prior to the Forest FMO or Deputy Forest FMO leaving the Forest. Notification will be made to all Divisions.

The FIF is staff to the Forest Supervisor and reports directly to the assigned Agency Administrator. The FIF is a non-work capacity test position that serves as a mediator to the IC, District Ranger and Forest Supervisor and is liaison between the incident, Forest, Operation Southern California (OSC), and cooperators. The FIF is required to have an in-depth fire suppression background and good communication skills.

The role of the FIF is normally conducted at the incident and is responsible to:

- Ensure that a Transition/In-Briefing have been completed and that the WFDSS, Land Management Plan, and Fire Management Plan are followed.
- Resolve conflicts, if they arise, between the IC, District, LPCC and/or OSC.
- If there is more than one incident on the Forest, the FIF is to recommend to the Forest Supervisor the priority of incidents and advise the Forest ECC Manager and OSC Coordinator of decisions made.
- Work with AA, DR, and IC to ensure turnback standards are completed.
- Work with the AA, DR, and IC to ensure a transition meeting is conducted, and closeout activities are completed prior to releasing the IMT.
- Monitor the incident complexity and ensure the IMT capability is appropriate.

2.3 OVERHEAD

LPCC will place Resource Order Requests for district employees with the DO.

LPCC will place Resource Order Requests for S.O. FAM employees with the Deputy Chief or Chief dependent on who is the Duty Officer.

All Dispatcher Resource Order Requests will be placed with the Forest ECC Manager prior to placing with the Forest FAM Duty Officer.

LPCC will place Resource Order Requests for SO personnel directly to the employee. This includes S.O. employees with offices at Ranger Districts. It is the Supervisor's Office (SO) employees' responsibility to get supervisory documented approval prior to accepting an assignment.

Requests for overhead will be made by position job title, not by individual names, except for designated fire trainees, personnel on "Hot Sheets," team members, and SO Personnel.

The filling of fire job assignments must be acknowledged by the DO or individual within 30 minutes of the request. Acknowledgements can be in the form of acceptance (a fill), notification of needing more time, or unable to fill (UTF)

Changes to overhead availability will be provided to Los Padres Communication Center every Monday. When the Region reaches Preparedness Level III, the ECC Manager will advise the Division Chiefs and Duty Officers there is a need for daily reporting of availability.

When an employee is identified as "available," it is interpreted that she/he is available for any assignment offered to them and they are qualified. Consideration will be given when assignments are declined because of the "quality" or lack thereof, and the individual's qualifications. For example; Resource Unit Leader being offered a check-in-status recorder assignment.

All employees are considered not available for Resource Order Requests in IROC until their supervisor documents them as available and provides dates of availability to the District Duty Officer. Supervisor's Office employees would coordinate their availability directly with LPCC.

During High Fire Season when there is a fire response and the 2 Patrols responding are both qualified INFV's, LPCC will dispatch the closest Trainee INFV per the WildCAD Program.

If the 2 Patrols responding equate to 1 being qualified and one is a trainee, no additional Patrols will be responded during Initial Attack unless the IC request an additional Trainee Patrol.

If the 2 Patrols responding are both Trainee INFV's, then LPCC will dispatch the closest Qualified INFV per the WildCAD Program.

2.4 AIRCRAFT

Reference the Forest Aviation Plan for policy on ordering, project use of aircraft and flight following procedures.

LPCC will reference the California and National Mobilization Guides when mobilizing and demobilizing aircraft resources.

LPCC will generate one Flight Plan and Incident number per year to cover training and proficiency flights per each module.

LPCC will utilize the PSW Region 5 Aircraft Accident Guide when performing notification, search and rescues, etc. for missing and/or downed aircraft.

At Preparedness Level III, Coordination will take place between LPCC, Forest Duty Officer and Unit Aviation Officer (UAO), to consider a CWN module leader and crew if one or more of our Forest helicopters is committed to an off-forest assignment.

LPCC will utilize the Automated Flight Following (AFF) program as a tool of tracking aerial resources. At the request of the Pilot or Chief of Party, LPCC will perform 15-minute verbal checks. If the aerial resource does not have the installed AFF component in the aircraft, then LPCC will perform the 15-minute verbal checks.

LPCC will perform aerial de-confliction and coordinate aviation activity with cooperators, tanker bases, and other aerial resources in addition to OSC. During "initial attack", LPCC Aircraft Dispatcher will initiate a phone call to OSC to determine if aerial route notifications in the area of the reported incident have been contacted, if not, they will perform these notifications.

LPCC will coordinate with neighboring Dispatch Centers when a reported fire location is on the border of 2 or more agencies, and a determination will be made as to which Dispatch Center will take the lead and assign their frequencies, process the *IROC Request*, and perform de-confliction.

If it is determined LPCC will be the ordering point. LPCC will order Aircraft resources utilizing the FC-106 script. Number of aircraft resources that will respond to an incident have been predetermined and approved by the Forest Fire Chief and Unit Aviation Officer. Augmenting a response is available to District Duty Officers, IC's or the LPCC Duty Officer. When a Duty Officer/IC has augmented an aviation response, the aircraft dispatcher will advise the responding Aerial Supervisor of the change. For all fire responses involving aircraft, an order will be place for Firewatch 51 on the initial order using the FC-106.

LPCC shall be notified when there has been a violation of the Aviation Base Security Plan. LPCC will notify the appropriate law enforcement agency within the county of the violation and perform notifications as outlined in Chapter 6.

Helicopter rotation is established each year at the beginning of the fire season based on the Mandatory Availability Periods (MAP). Once a Helitack module has completed their mandatory training, the District FMO will notify the Unit Aviation Officer (UAO) and LPCC. The first helicopter available will become the helicopter at the top of the rotation. Once all helicopters are on and available, the rotation returns to the order it was at the end of the previous year.

LPCC website rotation page will be utilized to determine the next helicopter to receive an off-Forest assignment. The rotation is based on "like" helicopter typing.

Assignments that occur outside of the MAP will be evaluated on a case by case basis by the Superintendents of each module, the ECC Manager and the UAO to determine if these assignments would be considered part of the rotation.

Responses to BEU, SLU, SBC, VNC, KRN, HMR, BOR, BCR, CNP, ANF and SQF will not be considered part of the rotation unless the resource remains on an incident for an extended period of time Released by end of third shift including IA. These locations normally equate to Initial and/or Extended Attack responses.

For immediate need request, closest resource concept will apply. WildCAD will be utilized to determine which helicopter will be first out based on the latitude/longitude of the incident.

If a helicopter fills an Initial Attack request released by end of third operational shift including IA, the helicopter will then go to the bottom of the rotation. This is considered an off-forest assignment.

Upon receipt of a resource order request for a helicopter, LPCC will contact the Duty Officer advising of a helicopter assignment. LPCC will then call the Superintendent or Captain and advise of the order. They will confirm with LPCC that the helicopter is available and obtain all pertinent information concerning the assignment.

Helicopters that are assigned to a local incident or placed on a local-only availability will not be considered for off-forest assignments Once helicopter is nationally available they will return to their previous placement in Forest Helicopter Rotation. The Superintendents and UAO will coordinate when this situation happens.

The release of helicopters, from LPF incidents, must be cleared through the Forest Duty Officer if helicopter availability is limited, then the Forest Duty Officer might request that a helicopter remain committed to the incident to ensure availability for IA on new LPF incidents. The ECC Manager ~~with~~ will coordinate with the Forest Duty Officer and UAO who will determine location/placement of the helicopter.

For initial attack aircraft equipment use and activity in the wilderness (Reference the current Forest Fire Management Plan).

Night Flying Helicopter mobilizations will not be part of an automatic response.

When an IC determines the need for a night flying helicopter operation, they will obtain a joint consensus on the need with the Forest Fire Chief or Deputy Fire Chief.

Coordination with the ECC Manager for capability/availability of a qualified aircraft dispatcher will be accessed.

A “go, no go” analysis will be performed prior to requesting the mobilization of the night flying helicopter.

If the IC or Chief Officer requests the “night water drops,” the IC or Chief Officer will provide LPCC with the following information that will be passed on to the aircraft via the *IROC* ordering system:

- Known or observed aerial hazards (including any other aircraft)
- Known ground hazards
- Ground contact and frequency
- Closest known water source
- Recommended Heli-spot

Advise IC if an engine or water tender will be needed at the Heli-spot and have the IC place the order with LPCC. Once airborne and in route, the aircraft will utilize normal flight following procedures with 15min check-ins and dispatch monitoring AFF.

Once on scene and briefed by the IC, the night flying aircraft will advise LPCC that night operations will commence or if it is a “no go.”

Upon notification that night operations will commence, the Forest Duty Officer and Unit Aviation Officer will be notified by LPCC and a 91.137 will be filed with OSC.

Reference the Forest Aviation Plan for further information on Night Flying requirements.

MAFFS Activation by OSC in support of fire incidents within the GACC could be hosted to support their Air Operations at Santa Maria Air Tanker Base and logistically supported by LPCC. When this happens the UAO and Forest FAM Duty Officer will be notified and increased staffing of these two operations will take place to support the operation.

LPCC will exercise Closest Resource Concept when ordering rotor and fixed wing. Once the first unit is on scene and a report of conditions is received, LPCC will complete Pressler Paperwork for Pressler air resources that the IC determines they need to keep. If the incident has potential to exceed the first burn period, LPCC will coordinate with the IC to replace the Pressler resource.

2.5 EQUIPMENT

2.5.1 Equipment

Los Padres hosts 2 pre-positioned 250-person cache vans logistically placed by the National Coordination Center. One resides at the Monterey Ranger District, King City, and the other at the Santa Barbara Ranger District, *Los Prietos Ranger Station*, Santa Barbara.

Mobilization of these caches can take place locally by LPCC or via a request from OSC. Upon a mobilization request, LPCC will coordinate with the Duty Officer on the mobilization of these units to ensure personnel are in place to rendezvous with the vendor assigned to transport the cache unit.

When LPCC mobilizes the Cache Van locally, they will advise Operations Southern California and the Logistical Support Center. The Logistic Support Center will advise Los Padres Communication Center when a replacement cache will arrive and provide a tracking number for the next mobilization. The Duty Officer will be advised information regarding the replacement cache.

Mobilization of VIPR equipment will only be performed and documented by LPCC. Annual updates to the equipment will be posted on the Regional FAM Contracting web site.

VIPR equipment can only be utilized for Wildland Fires and FEMA operations. Equipment needs for project work will be obtained at the Division level via the Federal Acquisition Regulations. LPCC can fill Project Resource Order Request with Agency Equipment only.

Los Padres has available in their pool of resources a Plans, Logistics, and Command Trailer. These trailers reside at the Santa Lucia Ranger Station. All requests for use of either of these trailers inside or outside of LPF DPA will be negotiated with the IC of CIIMT15. For the 2021 Fire Season, Los Padres can utilize the Incident Command Trailer for Type III Incident Management Team Operations.

2.5.2. Forest Engine Strike Teams

The first engine strike team order after the initial dispatch to incidents within the Forest Direct Protection Area (DPA) may be filled with uncommitted LPF engines. This will be based on needed time and date, draw down and coverage considerations. This will not affect the Forest engine rotation.

LPCC will maintain the annual forest equipment rotation schedule and document acceptance, turndowns, incident number, incident name, and date. Missed rotations will not be made up.

Responses to BEU, FHL, SLU, SBC, VNC, KRN, HMR, BOR, BCR, CNP, ANF and SQF will not be considered part of the rotation unless the resource remains on an incident for an extended period of time which equates to 3 consecutive midnights. These locations normally equate to Initial and/or Extended Attack responses. Engines designated as next up for division strike team assignment will remain in that status until they receive an assignment. This is managed by the Division's Duty Officers not dispatch.

When a Division is unable to supply an engine for the Strike Team on a given day or period, LPCC will shop the next Division for a replacement engine. As the Division initially responsible for providing an engine status changes and they can provide an engine for the strike team, LPCC will contact the Division who provided the replacement engine and advise that engine is no longer needed.

The Strike Team Leader and Strike Team Leader Trainee that are pre-designated for the engine strike team assignment can be available on a 2-hour call back.

LPCC will utilize the annual "Priority Trainee List" developed by the Fire Qualification and Review Committee to determine who will be the priority Strike Team Leader Trainee. Daily, LPCC will confirm that the trainee is available for the Strike Team. If there is a change in availability, they will look for the next available trainee and advise the Strike Team Leader of the change. LPCC will work at confirming the trainee in the morning.

Immediate Need - Code 3 Strike Team requests will **ONLY** be honored outside LPF direct protection area when there is a current cooperative fire protection agreement in place or when ordered by OSC for a neighboring unit. Immediate need request can affect the Forest ability to supply an Engine Strike Team for an off-Forest assignment if the immediate need request puts the Forest in draw down.

If an "immediate need" ST Engine request is received by LPCC during normal duty hours, off duty engines may not be called back for strike team assignments.

Based on the location of the response, "immediate need" requests will override the engine rotation schedule. Code 3 requests will not affect engine rotation schedule.

The designated Strike Team Leader for an "immediate need" request will come from the closest Division that could supply an on-duty Strike Team Leader.

The ECC Manager will coordinate with each Division Duty Officer for move-up and cover needs.

LPCC will advise the Division Duty Officer when it is their turn to provide the Strike Team Leader for the next out Strike Team. When the Division is unable to provide a Strike Team Leader for a given day and/or rotation, they will communicate this to LPCC who will go to the next Division up. If the next Division up provides the Strike Team Leader, it will not affect the next Strike Team due to go out if they were supposed to supply that Strike Team Leader. Once the Division who was initially responsible to provide the Strike Team Leader status changes with an available Strike Team Leader, they will resume as the Strike Team Leader and the other Division will be advised of the change.

During the Morning Line-up, the Division Duty Officer will be responsible for identifying their next out engine for the Strike Team assignment. If they are also providing the Strike Team Leader, they will identify the individual by name. LPCC will broadcast at 1045 the Strike Team Designator, Strike Team Leader, and the 5 engines that are part of the rotation. If the Trainee Strike Team Leader is known, they will also be announced.

By 1000, each engine that is part of the strike team will update their crew roster in Roll Call identifying the employees full name as it appears in IQCS and their respective IQCS position.

If changes to the roster take place during the day, then the module leader for the day needs to go back into Roll Call and update the roster.

Upon receipt of an order for a Strike Team, LPCC will contact the Strike Team Leader and provide all pertinent information and advise them of the incident reporting location. The Strike Team Leader will determine where they would like the Strike Team to form up.

If a Strike Team Request is made during work hours, LPCC will dispatch the Strike Team over the radio, giving the Strike Team Identifier, Strike Team Leader name, and the reporting location. Once the individual components of the strike team confirm their response, they will be committed in the WildCAD program and await a phone call from the Strike Team Leader for information. Outside of normal work hours, LPCC will make notification of the Strike Team Request via the Duty Officers and make direct contact with the Strike Team Leader.

Once the mobilization of the Strike Team takes place, LPCC will determine what the remaining engine count is on the Forest, and if not in a draw down situation, will make contact with the Division Duty Officers to obtain the next engine up for the next Strike Team along with who the Strike Team Leader would be. Once obtained, LPCC will announce the new Strike Team Designator, Strike Team Leader, and the 5 engines on the Strike Team and if known at the time the Strike Team Leader Trainee.

PHONE CALLS INTO LOS PADRES COMMUNICATION CENTER RELATING TO STRIKE TEAM MOBILIZATION SHALL BE LIMITED TO DUTY OFFICER OR STRIKE TEAM LEADER OR STRIKE TEAM LEADER TRAINEE ONLY. LPCC will contact the Strike Team Leader and provide all incident information prior to calling out the Strike Team over the radio.

Division Engine Strike Team/Single Resource Rotation

Initial Attack:

If dispatched to an initial attack fire that becomes an extended attack and the module works for more than (3) three consecutive midnights; the module will be placed to the bottom of the Division's strike team order. This is managed by the Division not Dispatch.

Planned Assignments:

If an Engine Module is first on their respective Division's Strike Team list and the engine is unable to accept an assignment, and they have notified their Duty Officer prior to receiving a fire assignment request, they will remain at the top of the strike team list and the next in line engine will be offered the assignment. Failure to notify the Duty Officer prior to the engine request will default the engine to the bottom of the list.

If two engines from the same division are on the same strike team assignment and return on the same day, their order in the division's strike team list will remain the same as when they left, even if one engine returns sooner than the other.

If multiple engines go out on separate strike team assignments, the order in which they return will determine their position on the division strike team list.

All Assignments:

If a module is sent out on a Strike Team assignment and returns to their duty station within (3) three midnights from the time they left their duty station (this includes operation shifts and travel) it will not count as a strike team assignment. The engine module will remain first on the division's list. The next assignment, no matter the length will count as an assignment and place that module at the bottom of the list.

If personnel are asked to cover any position on an engine due to days off, leave, etc. and the engine gets an assignment, that person will stay with the engine for the duration of the assignment, unless otherwise agreed upon by both parties.

Single Increment / 4 Wheel Drive (4WD) Requests:

Single engine assignments including 4WD will count against the strike team order providing it lasts more than (3) three midnights.

4WD assignments will adhere to the same rules that govern what counts as an assignment.

If there is an engine breakdown, with a request by the STL that the replacement is needed, LPCC will immediately dispatch a replacement and coordinate with the STL mechanical assistance for the engine that has broken down.

If the disabled engine is repaired prior to the replacement engine arrival, the replacement engine will be cancelled and returned to their home unit. The replacement engine will not lose their place in the engine rotation.

If the replacement engine arrives on scene, they will remain with the strike team. Once the disabled engine is repaired, they will return to their home unit. The Division Duty Officer will identify this engine as the priority engine to go out on the next assignment.

LPCC will maintain a separate rotation schedule for single increment Engine, Dozer, and Water Tender requests. One resource (based on type of resource being requested) per division will be assigned before LPCC moves to the next division. If the Duty Officer is unable to fill the resource request, LPCC will not attempt to make up the decline of the request on a later date. The resource (Engine, Water Tender, or Dozer) that is next up for an off-forest assignment will provide LPCC with a roster daily.

Responses to BEU, FHL, SLU, SBC, AFV, VNC, KRN, HMR, BOR, BCR, CNP, ANF and SQF will not be considered part of the rotation of all equipment types (engines, water tender, and dozers) unless the resource remains on an incident for an extended period of time which equates to 3 consecutive midnights. These locations normally equate to Initial and/or Extended Attack responses.

The Duty Officer will manage single engine rotations within each Division. These rotations will be for both Type 3 and 6/7 engines. LPCC will maintain a rotation on single engine resources for both types and track in WildCAD and post to Los Padres Communication Center's web site.

2.6 TYPE 1 AND TYPE 2IA CREW ROTATION

LPCC will utilize the WildCAD Crew Rotation Schedules to identify the next crew up for an off-Forest assignment within Region(all of California – North and Southern Operations).

LPCC will utilize the Type 2IA Crew Rotation when they receive a Type 2IA Crew request.

When LPCC receives a Request for a Type I or Type 2IA crew they will utilize the Type I Crew Rotation first. The ECC Manager and/or Asst. ECC Manager will monitor assignments to ensure that the Type 2IA crew is receiving equitable assignments. When it is apparent there is a differentiation in distribution of assignments, communications will take place with the Divisions before automatically utilizing the Type I Crew Rotation.

When LPCC receives a Request for a Type I or Type 2IA crew, and both Type I Crews are off, the Type 2IA Crew Rotation will be used.

Immediate Need Request supersedes rotation only when the crew on the top of the rotation is on a day off.

Type I Crew requests for Out-of-Region assignments will be managed by the GACC = OSC. Orders will be placed via a Name Request for the specific crew.

If a crew request is received by LPCC, and the crew next up on the rotation is on a local incident, but available on scene, the request will go to that crew. When the crew is not available on scene, LPCC ECC Manager or Acting will coordinate with OSC on the time and date needed and/or coordinate with the IC on an earlier release of the crew.

Responses to BEU, SLU, SBC, AFV, VNC, KRN, HMR, BOR, BCR, CNP, ANF and SQF will not be considered part of the rotation unless the resource remains on an incident for an extended period (more than an operational period). These locations normally equate to Initial and/or Extended Attack responses.

2.7 ORGANIZED CREW ACTIVATION

The Forest's Organized Type 2 Crews will be activated as follows:

LPCC will maintain a Type 2 Crew Rotation. Forest Type 2 IA Crews will be priority for any resource order for a Type 2 Crew until they are certified as a Type 1 Crew.

Requests for activation of the Forest's organized crews will be made to the Division DO. A Resource Order and Request number will be provided by LPCC.

LPCC will provide an LPF Resource Order and request number for the equipment to transport the crews. Each District will utilize the assigned GSA or NERV Vehicles.

Santa Lucia hosts the Santa Lucia Type 2 Crew, and Ojai hosts the Sundowner Type 2 Crew.

The use of GSA Fleet Equipment/Transportation vehicles for the Type II Casual Crews will be handled/managed by the district hosting the crews.

A Crew Supervisor and Crew Boss trainee will be ordered to accompany each crew.

The Crew Boss will come from the Division hosting the Type II Casual Crew. When she/he can't provide the Crew Boss then LPCC will go to the Monterey, Santa Barbara, and Mt. Pinos Divisions to obtain a Crew Boss. When they can't fill the request, then LPCC will determine if a cooperator can be utilized or consider placing the request with OSC for a "Federal Only" crew boss.

The Crew Supervisor will ensure that the crew size does not exceed a total of 20 members and will provide LPCC with a manifest.

The Crew Supervisor will be responsible for the completion of equipment shift tickets and performance rating for the crew transportation contractor and provide to ASC at closeout.

LPCC will order a mechanic to perform pre- and post-inspection for transportation equipment. Upon release of the equipment, the vendor can sign a waiver on a damage claim on the equipment. If this happens, a post-inspection will not be necessary. If the vendor does not sign off on a waiver, then a post-inspection will be performed by a mechanic.

Chainsaws for the crew's use will be provided by the hosting Division.

2.8 SUPPLY ORDERING

2.8.1 Business Practice for Local Incident Replacement

Local resource would complete the Incident Replacement Form identifying only NFES Item(s), have one of the appropriate designated staff, Incident Commander OR approved District Representative sign the form, and mail or fax to the ECC for processing.

It is the responsibility of the local resource requesting replacement to verify that the correct NFES Item Number is being utilized.

The ECC would process the NFES Replacement Item(s) in the *IROC* program under the Resource Order of the incident the local resource was on, create a "S" Request for each of the NFES line item(s), place the request with the Cache, and contact the cache to advise them of the Resource Order Request(s) in ROSS.

The ECC will fax, mail, or email a copy of the Resource Order Request(s) and provide to the local unit who ordered the Replacement NFES Item(s).

NOTE: Any line item that is not a NFES Item should not be incorporated into the Incident Replacement Form that is forwarded to the ECC. Request for "S" numbers for non-NFES replacement items should be done on a General Message and emailed to sm.fs.lpcc@usda.gov or faxed to 805-219-7738. Either the Incident Commander OR approved District Representative should have signed the

General Message Form approving the expenditure. The requester must provide the ECC with vendor name, method of payment, and who will be purchasing the item.

2.8.2 Business Practice for Replacement of Supplies for Resources that were Off Unit but not Part of an Organized Camp with an Incident Management Team

The module assigned to the unit would complete the Incident Replacement Form prior to demobilization and have the Incident Commander or Duty Officer of the unit they worked on sign the form. They would then contact the Host ECC and obtain “S” Request #'s. The Host ECC will place the “S” Request #'s generated in *IROC* to the cache. The module should provide the host dispatch center the delivery address to have the cache send their NFES items to.

It is the responsibility of the module requesting replacement to verify that the correct NFES Item number is being utilized.

NOTE: Any line item that is not a NFES Item should be documented on a General Message Form. Request for “S” numbers for non-NFES replacement items should be requested from the Host Dispatch Center and not the Home Dispatch Center. The module leader should obtain approval for the purchase of the non-NFES item from the Incident Commander on the Hosting Unit prior to demobilization.

2.8.3 Business Practice for NFES and NIRSC Supply Item Ordering by Incident Command Teams

An incident order must exist in IROC for the ICBS program to be able to create an item of issue. Data entry for supply requests can be entered into either program (IROC or ICBS) and data exchange between the programs can happen.

An incident to cache request for NFES items will be request # block of S-100,000 – 199,999. All NIRSC and NFES Items are supply request “S”.

All NIRSC Items will be placed by the Ordering Manager when there is an organized camp. All NIRSC requests must be generated in IROC by the Incident Host Dispatch Center.

The Team(s) will place all NFES line item request(s) directly with the Cache in Ontario. Based on the camp location this can be done by fax or phone.

2.8.4 Business Practice for NFES and NIRSC Supply Item Ordering by Incident Command Teams

An incident order must exist in *IROC* for the ICBS program to be able to create an item of issue. Data entry for supply request can be entered into either program (*IROC* or ICBS) and data exchange between the programs can happen.

An incident to cache request for NFES items will be request # block of S-100,000 – 199,999. All NIRSC and NFES Items are supply request “S.”

All NIRSC Items will be placed by the Ordering Manager when there is an organized camp. All NIRSC requests must be generated in *IROC* by the Incident Host Dispatch Center.

The Team(s) will place all NFES line item request(s) directly with the Cache in Ontario. Based on the camp location this can be done by fax or phone.

2.9 ASSISTANCE BY HIRE REQUESTS

The following will apply to requests for LPF assistance by other agencies for incidents outside LPF DPA.

2.9.1 The module leader will serve as Agency Representative for all single module assignments to "assistance by hire" incidents.

2.9.2 LPCC will assign an Agency Representative to all multi-resource mutual aid or "assistance by hire" assignments. Chief Officer may act as the Agency Representative. If the Chief Officer is assuming the role, he/she will advise Los Padres Communication Center. In addition, if the Chief Officer was also the DO, they will designate a new DO.

2.9.3 Orders for additional LPF Resources will **only** be accepted from the responsible agency ordering point. If the situation is unique, the Agency Representative will need to coordinate their request into LPCC with the ECC Manager or Assistant ECC Manager. All efforts to get the ordering process in place will be made at the forefront of the incident.

If LPCC receives an "immediate need requests," the closest resource concept will apply.

2.9.3 Immediate need assistance by hire requests will not affect rotations.

2.10 DRAW DOWN GUIDELINES

Draw down conditions require the same high level of commitment to Safety First and other accepted fire management standards. Therefore; in a draw down situation, a qualified module leader may assume supervisory responsibility that is different to their normal routine, as long as they meet the basic qualifications. It is imperative that the line officer have a clear understanding of supervisory responsibilities and employee/supervisor role is commensurate with duties assigned.

Except for the most critical situations, we will not draw forces below:

2.10.1 10 Engines on the Forest, 5-person, 7 day effective

2.10.2 1 FPT per division, 1 person, 5 day effective

2.10.3 1 Ranger or Acting per district

2.10.4 1 DO per division. DO's will be free of module responsibility. Assistance from other divisions can be utilized

2.10.5 1 Chief Officer/Division (they can **act** as the Duty Officer in item "D" above).

2.10.6 1 Helicopter 5-person, 7 day effective

2.10.7 1 Type I or II Hand Crew 20-person, 5 day effective

2.10.8 Forest Incident Facilitator

Any of the following could be a consideration for exceeding draw down to meet a critical need:

2.10.9 Obvious demands of an on-going fire within the DPA or MRA.

2.10.10 Covering resources can be in place within a reasonable time.

2.10.11 Obvious reduction in local fire weather severity.

2.11.12 The ECC Manager will monitor draw down levels and be responsible for coordinating with the Forest Duty Officer, assigning and releasing of critical resources (i.e. helicopter, hot shot crews).

The ECC Manager will coordinate with the Forest Duty Officer for approval to exceed the minimum drawn down level. DOs will be consulted for division resource reductions below the minimum level.

2.12 WORK REST GUIDELINES

Ref: Interagency Incident Business Management Handbook California and National Interagency Mobilization Guides Chapter 10 Work/Rest, Length of Assignment, Assignment Extensions and Days Off

LPCC will obtain approval from the Forest Duty Officer to extend an assignment for Fire Management Personnel and Resources Modules.

LPCC will request the Division Duty Officer obtain approval from an employee's supervisor for all non-fire management personnel. If the supervisor of non-fire management personnel receives a request directly from the incident, they shall advise the Division Duty Officer of the approved extension, who in turn should notify LPCC.

Per CFR (29 CFR 785.19) Bona fide meal periods are not worktime. They do not include coffee breaks or time for snacks. These are rest periods. An employee must be completely relieved from duty for the purposes of eating regular meals. Ordinarily 30 minutes or more is long enough for a bona fide meal period. A shorter period may be long enough under special conditions. The employee is not relieved if *they are* required to perform any duties, whether active or inactive, while eating. For example, an office employee who is required to eat at his/her desk or a factory worker who is required to be at his/her machine is working while eating.

2.13 INCIDENT MANAGEMENT

2.13.1 Initial Attack IC

The module leader of the first unit to arrive at the scene of an incident will assume the role of IC and remain in that capacity until relieved by a Chief Officer.

Immediately upon arriving at the incident scene, the IC will advise LPCC of their arrival, that they are assuming the role of IC and provide a report on condition.

LPCC will make a general announcement over the assigned frequency advising responding units of the IC identity ("Captain 35 NAME is now Pine IC") and the report of conditions.

Frequency management and incident priorities will be managed by LPCC. When multiple incidents exist, LPCC will advise field units of the priorities.

LPCC will broadcast over the incident assigned command frequency any change in Incident Commanders. A change in Incident Commanders will be documented in the WildCAD incident.

2.13.2 Move up & Cover

In an effort to meet the requirements of current operating plans and agreements, the ECC Manager will coordinate with the Division DO's to determine engine station coverage needs for the following stations when the resident engine is committed to an extended incident during its regular scheduled tour 1. Big Sur, 2. Santa Maria, 3. San Marcos, 4. Ojai, 5. Ozena

2.13.3 Incident Status Report (209)

LPCC will be responsible for compiling and submitting the initial 209 for all incidents within the LPF DPA that have: 100 acres of timber or 300 acres of brush, extended commitment of national resources (*72 hours*), will have an assigned Type I or II Incident Management Team, two or more incidents are managed as a Complex or a severe accident or fatality has occurred. All subsequent 209's will be the responsibility of the incident planning section that should make the necessary arrangements to allow input of the data directly from the incident. If data input is not possible, or until the proper communication link can be established, the incident planning section should relay the necessary data to LPCC for input. 209's are required to be inputted into OSC by 0600 and 1800 daily.

Minimizing the 209 Report to once-a-day can be negotiated between the IC, Agency Administrator, Unit Chief and the GACC. If agreed, the 209 would be updated at 1800. There is an exception if an incident is Federal DPA and Federal ownership, an ICS-209 will be required only once per day by 1800 hours.

2.14 PREPAREDNESS LEVELS

Preparedness Levels are designed to identify the level of wildland and prescribed fire activity, severity, and resource commitment nationally and regionally. From this determination it identifies actions taken Nationally, Geographically and Locally.

Reference the California and National Mobilization Guides *Chapter 10*

2.15 *Burned Area Emergency Response (BAER) Mobilization*

BAER Team mobilization and demobilization will be handled through LPCC resource ordering process. All requested equipment, supplies, overhead, crews and aircraft, while in the “BAER Suppression Rehabilitation” and “BAER Assessment” period will be billable to the incident fire code. Once the Suppression Rehabilitation is complete and the operation transitions to the “BAER Implementation” a new resource order will be generated with a designated job code from the Washington/Regional Office. All resource ordering for agency resources will be handled by the LPCC resource ordering system; all private procurement of equipment and supplies will be managed under the Forest Service procurement system at the District and/or Supervisor’s Office level and not by LPCC. VIPR Contracts can’t be utilized for this phase of the rehabilitation.

CHAPTER 3 - EMERGENCY AND NON-EMERGENCY OPERATIONS

3.1 GENERAL

3.1.1 All reports of incidents (i.e. vehicle accidents, smoke reports, Wildland Fire, Structure Fire, etc.) will be relayed directly to LPCC. LPCC will generate an Incident number and begin documentation and notification of the incident.

Units receiving first party initial reports (not scanner traffic) of incidents which are:

- Inside the pay protection boundary
- In a location to which they will be the first unit to arrive

are authorized to respond immediately, advising LPCC they are in route with the exception of Medical Aids and Search and Rescues. The responding units are responsible for charges that are not legitimate FFF expenditures. LPCC will generate an incident number and notify agencies with jurisdiction and/or mutual interest, and take necessary initial response action, and begin documentation of the incident activity.

3.1.3 LPF initial attack units will meet the 2-minute getaway standard for all dispatches to wildland fire incidents, while in pay status during the high fire season. Any module reporting more than 2-minute delay will be on a “delayed response.” This could affect the order of arrival of the resources responding to the incident.

3.1.4 LPCC will generate an incident report for any situation that requires action by a forest officer, action voluntarily taken by a forest officer, notifications, resource orders, and any received report of an incident.

3.1.5 All fires will be classified per the Los Padres Fire Classification Chart. The IC is responsible to ensure the Forest Service form 5100-29 is completed. The fire summary information will be documented in WildCAD, will be reflected automatically in the 209, SIT, EGP, Fire Code, IROC, Inform, I-Suite and WFDSS Program.

LPCC will not dispatch units to received reports of Search and Rescue. They will create an incident, notify the Division Duty Officer. It will be the decision of the District Ranger and Duty Officer if they wish to respond a Forest Service Unit. The exception to responding Forest Service Resources to a Search and Rescue is when it is a Forest Service Employee assigned to an incident on the Forest working for Los Padres National Forest (an Incident within an Incident).

3.1.6 LPCC will dispatch resources to requested Medical Aids within the Los Padres National Forest as an “Agency Assist – Medical,” if District Duty Officer approves, LPF employees are the closest resource, are capable of assisting without undue risk to themselves or to others and are requested by the Responsible Agency who will be providing a resource to the reported location. The intent is to expedite a response to a situation where a life-threatening emergency exists. LPF employees will assess the situation and report to LPCC, who will relay information to the Responsible Agency.

Upon the arrival of the Responsible Agency with jurisdiction, Forest Service resources will transition out of the lead role. All “Agency Assist – Medical” activities will be limited to immediate care actions that LPF employees are trained and qualified to perform. LPF employees will not be identified on run cards or in dispatch plans for routine Medical Aid response.

3.2 WildCAD PROGRAM

The WildCAD program will be utilized to track all field resources that are available or in-service and update fire resources in WildWeb and *IROC*.

The WildCAD program will be utilized to document emergency, non-emergency responses/services and activities.

WildCAD provides 4 levels of dispatch: LOW = Low Fire Danger Rating, MODERATE = Moderate and High Fire Danger Rating, HIGH = Very High and Extreme Fire Danger Rating, and SECOND ALARM = requests by Incident Commander or responding Battalion or Division. WildCAD will be used to dispatch resources to "all-risk" incidents.

In the spring, estimated April 15, LPCC will begin processing the Actual Indices to determine the response level for each day and each FDR Area. Effective June 15, all areas will be locked in at the high level if they have not reached that level and will remain high until High Fire Season is declared over or the Chief Officers determine a low or moderate response. The FDR Area Predicted BI will establish the dispatch levels.

A dispatch response level may be amended by either the IC or DO.

Responsibility for the accuracy of a unit's status lies with that unit.

Move-up and cover situations are addressed in the remarks section of WildCAD. The ECC Manager will coordinate these situations based on need and as required by current plans and agreements.

Changes to a resource's location and move-up and covers can directly affect the order of the arrival of resources to responses.

Units should not assume run cards will be automatic for each response type.

WildCAD will maintain rotation schedules and track assignments for engines, crews, water tenders, dozers and helicopters. These rotations will be posted on Los Padres Communication Center web site. Any issues with the rotation should be communicated to the Duty Officer who will coordinate changes with the ECC or Asst. ECC Managers.

WildCAD will maintain a web page of incident and resource information. The intent is to minimize phone calls incoming to LPCC for general information. Field units can access information such as, incident numbers, fire code numbers, weather, situation reports, etc. (*Reference: www.wildcad.net*)

WildCAD will generate an annual report of incidents for the Forest Fire and Deputy Fire Management Officers.

Concerns/changes to databases and LPCC operational procedures in WildCAD will be directed to the ECC Manager via the District FMO or Asst. FMO.

3.3 REPORT OF SMOKE OR FIRE

3.3.1 Smoke or fire reports inside the DPA, during the LOW season (estimated November 15 – May 15) will be handled as follows:

LPCC will check for permits in the area. If there is a valid permit and it is a permissive burn day, then it will be assumed that the reported smoke is legitimate, take no dispatch action, and notify the Duty Officer of the report.

If it is not a permissive burn day or no permit has been issued in the area or there are simultaneous multiple reports, LPCC will initiate a response and request the closest available fire unit to check reported smoke.

Smoke or fire reports inside the DPA, or within a mutual response area under a cooperator's DPA, during the HIGH season (estimated May 15 – November 15), will be handled as follows:

LPCC will activate a high response level, unless a known prescribe burn is active. If there is a prescribed burn, then LPCC will contact the Duty Officer for directions on a response.

Responses within our DPA have a standardized number of resources responding. (Reference 3.3.4.) Duty Officers can modify the response.

Reports of smoke or fire, inside the DPA, or within a mutual response area under a cooperator's DPA, when we are not in our High Season, but our fuel conditions and weather patterns warrant additional staffing (early spring and late fall fire seasons), will be handled as follows:

Duty Officers can modify the response.

Responses to areas outside our DPA vary based on cooperative agreements, therefore there is not a standardized number of resources responding.

Responses on FHL, AFV, CNP, and the 166 Corridor vary with the number and types of resources responded based on jurisdictional DPA, agreement, and closest resource concept. There is no standard response in these areas.

3.3.2 The following is the standardized dispatch response levels within our DPA. A Low FDR = a Low Response, a Moderate or High FDR = a Moderate Response, and a Very High or Extreme FDR = a High Response. The specified number of resources are “cumulative”:

	<i>LOW RESPONSE</i>	<i>MODERATE RESPONSE</i>	<i>HIGH RESPONSE</i>	<i>2ND ALARM</i>
Air Attack		1		
Air Tanker		1	1	
Lead Plane		1		
Helicopters		1	1	
Engines	1	2	2	5
Dozers		1	1	
Water Tenders		1	1	
Crews	1		1	1
Patrols	1	1		
Overhead	1	1		1
Helitanker			1	

Note: The above chart does not apply to the 166 Corridor Responses, Channel Islands National Park, Vandenberg Air Force Base, Fort Hunter Liggett, or cooperative agencies' jurisdictions.

LPCC will dispatch a 3rd Patrol, who is Fire Investigator qualified, if the two closest Patrols to the incident are not qualified Fire Investigators.

3.4 VEHICLE ACCIDENTS, VEHICLE FIRES, STRUCTURE FIRES, MEDICAL AIDS, AND SEARCH AND RESCUE

3.4.1 Response will be as follows:

HIGH FIRE SEASON (Estimated June 15th)

	Traffic Collision	Vehicle Fires	Structure Fires	Agency Assist/Medical Aids and S&R
In DPA	2 LPF Engines 1 Patrol 1 CO	“High” Vegetation Response	“High” Vegetation Response	1 LPF Engine or 1 Patrol (\$ = Project)
Outside DPA within MRA	2 LPF Engines 1 Patrol 1 CO Assist by Hire	“High” Vegetation Response	“High” Vegetation Response	NO RESPONSE PERFORM NOTIFICATION

LOW FIRE SEASON (Estimated November 15th)

	Traffic Collision	Vehicle Fires	Structure Fires	Agency Assist/Medical Aids and S&R
In DPA	1 Patrol, 1 CO	1 Patrol, 1 CO	1 Patrol, 1 CO	1 Patrol, 1 CO (\$ = Project)
Outside DPA within MRA	On Request Only Assist by Hire (\$ = Project)	On Request Only Assist by Hire)	On Request Only Assist by Hire	NO RESPONSE PERFORM NOTIFICATION

During “Low Season,” when our weather and fuel conditions warrant additional staffing, LPCC will utilize the indices outputs for each FDRA and dispatch to Structure and Vehicle fires based on the response chart in 3.3.4.

CHP is the responsible agency for all vehicle accidents. Often, CHP will not respond to non-injury single vehicle accidents and request that the party involved file an over the counter report.

Structure Fires are the jurisdiction of the State, County, or City Fire Department. It varies based on the county in which an incident takes place.

Search and Rescue responses are the responsibility of the Sheriff's Department for a given county.

Medical responses are the responsibility of the Sheriff's Department or the State, County, or City Fire department depending on where the incident takes place.

If called by another agency to assist on a fire related incident within our DPA, and there are resources available, LPCC will respond the resource(s) based on the type of response.

If an LPF resource is first on scene to a call for assistance they should not cancel or turn away the responders from the responsible jurisdiction.

Upon receiving a request from a cooperator inquiring if there is an available unit(s) that could respond to a location within the DPA of Los Padres for a Search and Rescue, LPCC will notify the Division Duty Officer of the request and seek approval to tone out a response for an Agency Assist – Search & Rescue. No pre-set response is designed with the number and types of resources that will respond to a Search and Rescue. It will be determined on a case by case basis and expenditures will come out of Project Dollars. Request for a resource response to a Search and Rescue outside of the Forest Protection Boundary will not be honored.

Upon receiving a request from a cooperator inquiring if there is an available unit(s) that could respond to a location within the DPA of Los Padres for a Medical Aid, LPCC will notify the Division Duty Officer of the request and seek approval to tone out a response for an Agency Assist – Medical Aid. LPCC will dispatch the closest unit for an Agency Assist - Medical Aids within the Forest Protection Boundary to assist responsible agencies. The primary purpose is to investigate the cause of injury or illness and in some cases will require administering first aid. The responding unit will provide LPCC a Report of Condition, who will in turn advise the responsible agency. Request for a resource response to a Medical Aid outside of the Forest Protection Boundary will not be honored. LPCC will dispatch resources to all areas except private or commercial dwellings.

Field reports of injury may occur. In this instance you may respond if you will be the first on scene after reporting the incident to LPCC. LPCC will notify the responsible agency and generate an incident and advise the DO.

When dispatched to a vehicle fire/accident or structure fire, the responding unit's objective is to assess the fire potential and threat to National Forest System (NFS) lands. A LEO will be requested to respond to all vehicle accidents occurring on Forest System developed roads for investigation and liaison with CHP and/or the Sheriff Unit.

Once on scene, the resource is to assess whether there is a threat to NFS lands and engage in the suppression effort.

If there is not a threat to NFS lands, the resource will assist at the incident to the extent that the employees are trained to do so until responders from the responsible jurisdiction arrive to take over the incident and release the LPF resource.

If a resource is inadvertently/accidentally first on scene to an incident outside of their jurisdiction, they will contact 911/dispatch to report the incident. The resource will assist at the incident to the extent they are trained to do so until responders from the responsible jurisdiction arrive to take over the incident and release the resource.

3.5 LIGHTNING SITUATION - (Ref: LPF Lightning Operations Guide located on Los Padres Communication Center web site.)

3.6

3.7 ACCIDENTS - GENERAL

Ref: Section 3.1.1 and Appendix D

All accidents involving Forest Service employees and equipment will be reported to LPCC immediately. The unit will provide LPCC with the door and license number of the vehicle, location of the accident, number of parties involved and any known injuries. LPCC will assign an incident number.

LPCC will be notified immediately of all incidents and accidents involving injury or death of forest users.

LPCC will make the required notifications. (Reference Chapter 6).

Upon notification, the Patrol Captain in coordination with the District Duty Officer will assign an investigator (LEO or FPO) to investigate the accident and notify LPCC who the investigator shall be.

3.8 AIRCRAFT ACCIDENTS

Ref: FSM 5714.18, Forest Aviation Plan, and the PSW Region 5 Aircraft Accident Guide.

3.9 HAZARDOUS MATERIALS INCIDENTS

**Ref: LPF Hazardous Spill Contingency Plan
Regional Foresters Action Plan for Accidental Discharge Reports of Oil and
Hazardous Substances
Health and Safety Code FSH 6709.11, Chapter 9
Fireline Handbook**

3.9.1 First Responders - Those employees who happen upon or make initial response to possible hazardous materials incidents shall:

Take appropriate action to secure the area for public and employee safety.

Attempt to identify the material from a safe distance.

Notify LPCC and provide the following information, if known:

1. Exact location
2. Identity and quantity of material involved
3. Hazard assessment

Continue to isolate the area and deny entry.

Assume role of IC until relieved; keep all units advised of changes in situation, document all activities, actions taken and contacts made.

3.9.2 First responders will not:

- Attempt to rescue victims.
- Attempt to identify hazardous materials from unsafe distances or by contact.
- Attempt cleanup and removal of hazardous materials.

3.9.3 Reference Chapter 6 for notifications.

3.10 PUBLIC ASSIST REQUESTS

All public assist requests for lost persons, tow trucks, ambulances, locksmiths, animal control, etc. will be forwarded to LPCC. LPCC will track this request with an incident number, take action and notify the unit standing by of ETA's, etc.

3.10.1 When receiving a report of a lost person/people provide:

- Name, phone number, present location of reporting party.
- Number of person/people missing
- Physical descriptions of person/people and clothes they are wearing.
- Time and date missing person/people were last seen.
- Time and date missing person/people were due to return.
- Location missing person/people to be at when reported missing.
- What recreational activity were they involved in.
- Level of experience in the recreational activity.

If the unit reporting the incident is located in the field, LPCC will request they stand by at their present location until information/direction is received from the Sheriff's Office. Resource commitment beyond this scenario will be at the discretion of the Division Duty Officer and District Ranger.

3.10.2 When requesting a tow provide LPCC with the following:

- Name of vehicle operator, an automobile club membership card number (if applicable), and expiration date or method of payment.
- Location of vehicle and direction of travel (i.e. westbound)
- Make, model, color, and license number.
- Nature of problem.
- Location for tow service to meet operator.
- Destination of vehicle to be towed.

If the stranded motorist is not an active member of an automobile club, LPCC will refer all tow requests to the CHP.

3.10.3 Units transporting civilian personnel will advise LPCC with the following:

- Starting location
- Odometer reading
- Number of passengers
- Juveniles and/or adults
- Ending location
- Ending mileage

LPCC will repeat the information provided by the unit and end each transmission with a time check.

3.11 PRESCRIBE

BURNING LPCC:

When LPCC receives notification that a prescribe burn is activated, they will generate a LPF incident number. This assigned number will be attached to the given burn for the remainder of the calendar year.

LPCC will document request for additional resource needs outside of the Division hosting the burn on a Resource Order assigning a request number for each item requested. Demobilization of these resources will be performed via the dispatch function.

Holding forces and contingency resources will be considered committed to the assigned burn if it is a moderate or high complexity burn, thus they will show as committed to the burn in WildCAD and will not be responded to reported incidents unless LPCC coordinates the mobilization with the burn boss.

Mobile RAWS data information must be obtainable by LPCC in order to obtain spot weather forecast from the National Weather Service.

LPCC will perform notification requirements as outlined in each burn plan unless advised by the local unit that they are performing the notification. LPCC will inquire who notifications were made to. Often, burns in proximity of multiple county jurisdictions require additional notifications beyond those identified in the plan. If the burn is an inter-agency project, and LPCC is not the lead agency for notifications, LPCC will ensure that the responsible agency performs the appropriate notifications.

Upon request, LPCC will create individual Overhead Request for Burn Boss and Burn Boss Trainees to document the assignment and/or currency.

LPCC will track Resource Order Request in IROC when a Division has resource needs beyond their Division.

LPCC will perform a notification text whenever there is any prescribe burn activity. This text will record: Location, Type of Burn, Burn Plan, Burn Boss and Agency Administrator for the burn that day.

LPCC will receive daily accomplishments and track them on the Daily Prescribe Burn Information Sheet. They will report accomplishments everyday in the Situation Report.

Burn Boss/Division Chief/Fuels Battalion:

The Division planning on implementing a Prescribed Burn will contact LPCC to request a spot weather forecast from the National Weather Service by 1000 the day prior to the burn. At this time the burn boss will confirm with LPCC the burn plan they are utilizing and their planned resource needs.

On the day of the burn, LPCC will be advised what resources are committed. When applicable, LPCC will be notified which resources could be made available on-site and which resources part of the contingency plan as outlined in the Burn Plan.

LPCC will be advised each day who the Burn Boss and Burn Boss Trainee are. Upon request of the Burn Boss, LPCC will document the assignment for the Burn Boss and Burn Boss Trainee in the IROC Program to address currency of the Burn Boss and a Trainee assignment for the Burn Boss Trainee.

On the day of the planned burn, the burn boss will confirm that the APCD has approved the burn and the burn boss will ensure all predefined burning requirements, including those included in the "Go/No-Go Checklist, have been met.

Divisions will notify LPCC when initiating a test burn. If successful, they will notify LPCC of their intent to continue burning. Conversely, they will extinguish the test burn if the burn objectives will not be met and relay this information to LPCC.

Divisions will notify/provide LPCC at the end of each day their burn accomplishments providing acres and tons. In addition, they will advise the status of the burn, ie. smoking, out, patrol status, etc.

All burns will be left in patrol status until there has been a 24-hour period without any signs of heat. All burns regardless of size or complexity will need to be checked the following day before they can be called "out."

Forest Fuels Officer:

Annually, the Fuels Officer will coordinate with Fire Management Officers, Aviation Officer, LPCC, and individual Ranger Districts to review and update all Prescribe Fire Burn Plans, Smoke Management Plans and Aviation Safety Plans.

The Fuels Officer will ensure that all plans are input into the Prescribed Fire Information Reporting System (PFIRS).

The Fuels Officer will review and coordinate all plans with Forest Agency Administrators and obtain signatures.

Original Burn Plans will be maintained at the Division Level. Copies of signed plans will be provided to Supervisor's Office Fire and Aviation Staff and LPCC. Digital copies will be scanned and kept in the FAM SharePoint site.

3.12 FUEL MOISTURE SAMPLING:

Live Fuel Moisture Data can be viewed on the Los Padres Communication Center's Web Site:
<https://gacc.nifc.gov/oscc/ecc/lpcc/intelligence.php>

Divisions will provide LPCC with fuel moisture readings on the 1st and 15th day of each month beginning April through November. During the months of December through March one reading will be provided on the 1st of each month.

Live Fuel Moisture sites are: Ponderosa, Nacimiento, Gifford, San Marcos, Upper Oso, Rose Valley, Oak Flat, Reyes Creek, Los Alamos, and Vandenberg. NOTE: Vandenberg is not utilized when tracking the Live Fuel Moistures to obtain the Forest Average.

CHAPTER 4 INTERAGENCY LAW ENFORCEMENT

Region 5 Law Enforcement / Dispatch Procedures Guide is completed and can be obtained by contacting LPCC. This document is the standard LE Dispatching protocol that all R5 PSW ECC's will utilize as a standard operation tool. This plan provides additional detail to the day to day field and dispatch operations and will only be distributed to FPO's and sworn Peace Officers. Due to the sensitivity of the document, LPCC will not post it on their web site.

For this section Forest Protection Officer (FPO) is defined as an employee who has successfully completed the basic 36 hour Forest Protection Officer Training as required by FSM 5371.4 and have been given the authorization by the Regional Special Agent to exercise their responsibilities in issuing Violation Notice (Form 5300-4) and other Forest Protection Officer responsibilities. Annual Forest Protection Officer Refresher Training will take place. During this training, recertification of CLETS Practitioner will be conducted.

Forest Protection Officers will not make enforcement contacts of any kind with visitors in possession of firearms. This does not prohibit FPOs from making information or assistance contacts, i.e. validate a deer tag, advise visitors of rules and regulations, or give directions. Forest Protection Officers will terminate contact with a violator when firearms or other lethal devices that were not observed during the initial contact are determined to be present. Once clear from the scene, they will notify LPCC of the situation.

Forest Protection Officers will not make enforcement contacts with visitors where drugs or alcohol are a contributing factor to the violation or the behavior of the violator. This does not prohibit FPOs from giving information or assistance when approached by the visitor and the officer has no perception of being threatened.

Law Enforcement Officer (LEO) is defined as an employee having successfully completed the Pacific Southwest Region Law Enforcement Officer certification procedures, in accordance with specific procedures and authorization contained in the Regional Law Enforcement Plan.

4.1 CLETS SECURITY/POLICY

4.1.1 No dispatcher/officer will utilize the California Law Enforcement Telecommunications System (C.L.E.T.S.) for personal reasons, and/or for employment purposes with the exception of the following:

Non-certified employees, i.e. janitors, teacher's aides, gardeners who have potential access to records. Only conviction information can be provided, no arrest information. (Education Code 45125.5, 35021.1)

Authority for agencies to run tenants and/or employees of public housing. (Penal Code 11105.3)
Any person who will be a "ride-a-long" with a Law Enforcement Officer. (Vehicle Code 2431)

4.1.2 Criminal History information is provided to criminal justice agencies on a "right to know, need to know" basis for their official duties, (Penal Code 11077 Sub, Penal Code 11105 sub.b.9, California Code of Regulations 703b). Release of California Criminal History is governed by Penal Code 13300, Federal Criminal History is governed by the FBI.

4.1.3 LPCC will ensure all records printed, have an incident number written onto the document and filed in a secure area with access only to those authorized. If needed, field units can request these printouts. *They can be scanned and emailed to the Officer.* LPCC will shred all C.L.E.T.S. printouts at the end of each calendar year.

4.1.4 LPCC will ensure security of the C.L.E.T.S.

4.2 LPCC OPERATION

4.2.1 LPCC will provide wants/warrants, and criminal history information to Law Enforcement Officers only.

4.2.2 A WildCAD Incident Report will be generated by LPCC each time a 10-27, 10-28, and/or 10-29 by an LEO or FPO. One WildCAD Incident Report will be generated per incident, not per request. Information provided to LPCC will consist of reason for request. If no reason is provided, the officer will assume responsibility for probable cause.

4.2.3 A WildCAD Incident Report will be generated by LPCC each time an officer requests a Criminal History (RAP Sheet). Department of Justice (DOJ) requires an audit trail be maintained by the LPCC of all Criminal History request. It will consist of need to know information for each Criminal History inquiry, and any subsequent information, i.e. reason for request, officer identification, dispatcher initials, incident number etc. LPCC will not provide Criminal History information without the above criteria.

4.2.4 LPCC will not broadcast Criminal History information over the radio unless the following criteria can be met:

- A. There is reasonable cause to believe the safety of the officer and/or the public is at significant risk.
- B. There is an immediate need for summary criminal history information.
- C. Information from other data bases, such as 10-29 requests, would not be adequate.

When an officer requests a radio broadcast of Criminal History Information, LPCC will assume the above criteria has been met and the officer will assume responsibility for the broadcast.

4.2.5 10-27, 10-28, 10-29 and Criminal History hard copy requests will be inserted into a blue envelope and will be mailed to their destination. If the requesting officer requests a fax transmittal, the fax line must be a dedicated/secured line. If the fax line is not a dedicated line then no fax transmittal will take place unless all of the following is met:

There is reasonable cause to believe the safety of the officer and/or the public is at significant risk, and/or

There is an immediate need for the summary of information.

When an officer requests a fax, LPCC will assume the above criteria has been met and the officer will assume responsibility for the faxed documents.

4.2.6 Priorities for 10-27, 10-28, 10-29, and Criminal History requests will be processed in the sequence they were received, unless an officer requests the information be expedited. If LPCC is unable to get a return within three - five minutes the dispatcher shall advise the officer.

4.2.7 Only Practitioners (FPO's) and Law Enforcement Officers can receive 10/27 and 10/28 information.

4.3 LPCC/OFFICER ACTION

4.3.1 TRAFFIC/SUBJECT STOPS:

LPCC will note the officer's location, obtain description of the vehicle (license number and State), and the number of occupants/subjects. The dispatcher will automatically equate to 4-minute checks. LPCC will run the vehicle license check for registration information and for officer safety purposes. The dispatcher will immediately notify the officer if the vehicle is a positive hit.

LPCC will continue monitoring until the officer ends the contact. No response to a time check for 2 minutes, after the 4-minute check, will be considered an officer needs assistance call, and LPCC will notify the Law Enforcement Patrol Captain and respond the nearest Law Enforcement Officer.

4.3.2 10-28 REQUEST FOR REGISTRATION INFORMATION

A certified Forest Protection Officer or Law Enforcement Officer can obtain registration owner information (10-28) for a vehicle, firearm, boat, airplane etc. Information provided by the officer is their location, plate number and/or VIN number, for firearms: make, model, caliber, and serial number. (Forest Protection Officers do **NOT** have the approval from the Patrol Captain to request a 10-28 on a firearm, unless it is to assist an LEO at an incident).

For the purpose of officer safety, LPCC will run a 10-28 and 10-29 although only a 10-28 was requested. Upon receipt of information, the dispatcher will contact the officer and provide the registration number, status of registration, year, type and make, registered owner, and residential city. If the officer needs additional information, then they will request it. If there is a hit on the 29, then LPCC will follow the 10-29 procedures.

LPCC will advise officers of any record pending, or the most current release of liability if it is in the content of a file.

If an FPO has requested the 10-28 check and the 29 comes back with a hit, LPCC will dispatch the closest Law Enforcement Officer to the FPO's location and advise the FPO to clear the scene *by toning them to a Medical Aid at "MATCHBOX", fall victim*. Once the FPO has cleared the FPO will advise LPCC.

If the 10-28 request came from a Law Enforcement Officer, the procedures in 10-29 requests will be followed.

4.3.3 10-27 REQUEST FOR DRIVER LICENSE INFORMATION

A) In order for LPCC to run 10-27 checks, the location of officer along with one of the following needs to be provided:

1. Name and Date of Birth, and
2. Driver's License or Identification number, or
3. Name, estimated age, and possible residential city

For the purpose of officer safety, LPCC will run a 10-27 and 10-29 although only a 10-27 was requested. Upon receipt of information that is clear, the dispatcher will contact the officer and provide DL or ID number, name, status of CDL or ID, and residential city. If additional information is needed, then the officer will specifically request it, ie. address, physical, etc.

If a FPO has requested the 10-27 check and the 10-29 comes back with a hit, LPCC will dispatch the closest Law Enforcement Officer to the FPO's location, and advise the FPO to clear the scene by *Dispatching them to a Medical Aid at "MATCHBOX", fall victim.*

If the 10-27 request came from a Law Enforcement Officer, the procedures in 10-29 request will be followed.

B) Probationary terms will be broadcast only to Law Enforcement Officers. Officers will advise LPCC of circumstances leading to the inquiry of the subject so that LPCC can input administrative messages into the State probation data base file in Sacramento.

C) Any outstanding "service required" information will be relayed to Law Enforcement Officers. Only sworn peace officers will advise subject of outstanding service required and document notification on form DMV310, provide a copy to the subject, mail a copy to DMV, and keep a copy for his/her records. FPO's will be advised of the same information but will only be required to verbally advise the individual with the "service required" information.

4.3.4 10-29 REQUEST FOR WANTS AND WARRANTS

A) An officer can request from LPCC wants and warrant information on vehicle(s), subjects(s) and/or property. Upon such request(s), location of officer will be provided.

B) In the interest of officer safety, information revealed by a wants and warrants check will be relayed over the radio only as follows:

If wants and warrants check is negative (no hits), LPCC will contact the requesting officer and advise "Ready to Copy 29", or "29's clear."

If wants and warrants check is not clear, LPCC will contact the unit to advise as follows:

"Unit XX, 29" (Clear to Copy).

3. If the requesting unit does not want the information over the radio they will respond as follows: "Officer XX, standby, or negative."

4. If the requesting unit is ready for the receipt of information, they will respond as

follows: "Officer XX, clear to copy"

5. After receipt of warrant information from the LPCC, the officer will advise whether he/she wants the warrant confirmed. At this point the dispatcher will confirm warrant with the jurisdictional agency.

4.3.5 OFFICER PURSUITS

An officer in pursuit of a fleeing suspect will advise LPCC that they are "in pursuit," providing locations and descriptive information.

- The unit involved in the pursuit
- The location and direction of travel
- The initial reason for the stop
- The vehicle description, license plate and number of occupants
- Speed, traffic and road conditions
- Any unusual actions of the driver/occupants (for example; forcing vehicles off the road way, firing shots, etc.).

LPCC will restrict radio traffic to emergency traffic only.

LPCC will generate a WildCAD Incident Report and restrict radio traffic. Dispatching of additional resources will be done by LPCC at the request of the responding officer.

LPCC will immediately notify the LE Patrol Captain of the pursuit and the known circumstances. If the Patrol Captain is not available contact Patrol Commander (Alexander Stewart) on cell phone.

Officer Down

In the event of a call of an officer down or 10-99, dispatch will take the following steps:

- Clear radio frequency immediately
- Request assistance from closest LE or LE Agency
- Start a medical response and stage outside the area until scene is cleared by Law Enforcement
- Request an air patrol from CHP, Sheriff or Local PD (if available)
- immediately notify the LE Patrol Captain
- Status Check until the call is complete or when cancelled by incident scene lead

4.3.6 PRISONER TRANSPORT

A. The officer will advise LPCC when they will be transporting subject(s), and provide the following:

Beginning and ending mileage

Destination (County Jail)

Number of subject(s), and sex (X-ray for female subjects)

Is the subject a juvenile or adult?

Are the subject(s) cooperative

Advise of any use of force

B. LPCC will repeat all information, document on the WildCAD Incident Report and end all transmissions with a time check.

LPCC will contact the Acting/Patrol Captain of the arrest and circumstances if known by LPCC.

Approved Response Codes	
Code 1	Non-Emergency response
Code 2	Expedited response
Code 3	Emergency response
Approved 10 Codes	
10-27	Driver License Information
10-28	Vehicle Registration Information
10-29	Wants and Warrants Check
10-99	Officer Down-life Threatening Emergency

4.3.7 911 HANG-UPS

LPCC will only respond a Law Enforcement Officer to a request received by a primary 911 agency who has received a 911 hang-up. 911 hang-ups are considered a high-risk situation. If no Law Enforcement Officers are available, the dispatcher will advise the responsible agency.

INCIDENT DOCUMENTATION

Document all pertinent information on an Incident Report (FS-5300-1).

Document additional information on a Supplemental Incident Report (FS-5300-22).

Request a LPF Incident number from LPCC.

Provide LPCC with your Incident Report (FS-5300-1) Case Number and forward a copy of the Incident Report to Law Enforcement and Investigations.

ABANDONED VEHICLES

The following process will be followed when an employee encounters an abandoned vehicle:

Document the information on an Incident Report.

Call the vehicle information into LPCC. LPCC will assign a LPF Incident number.

LPCC will make notification to the agency with jurisdiction and the District LEO, if not available notify the Acting/Patrol Captain of the circumstances.

If after 72-hours of notification the vehicle has not been removed, then repeat step B above, and dispatch will make notification to the agency with jurisdiction to determine the status of removal. They will also advise Law Enforcement and Investigations of the follow-up to the incident.

REQUEST FOR COVER

LEO's may request back up for any incident they are involved in and will provide location, nature of incident, vehicle license plates or other description, and whether weapons are involved. LEO will request back up utilizing one of the following codes:

CODE 1 – Non-Emergency response

CODE 2 – Expedited response

CODE 3 – Emergency response

BOLO's, APB's, Officer Safety Information

When LPCC receives BOLO, Bulletin, or Officer Safety information, it will be given to the LEO's immediately (by phone, radio, or fax depending on sensitivity).

Before broadcasting, the dispatcher will first ask the LEO if they have received information on (provide a brief description) – if LEO responds "Affirmative" – no further action is necessary. If LEO responds "negative" – LEO then specifies whether to give information by radio or phone. If the information is of widespread importance, and is not of a sensitive nature, LPCC will broadcast with a standard announcement.

5.1 RADIO USE

Field personnel generally receive their varied background emergency communications skills by listening to the radio, because of this the results are understandably varying in degree of skill.

The public, media, and other agencies are monitoring our frequencies, which obligates us to maintain a professional approach to our radio use.

5.2 CLEAR TEXT

Clear text only (no jargon or acronyms) will be used on the Forest frequencies. Use of codes will not be permitted except for Special Law Enforcement codes (Field Procedure Guide CH 4).

Message content should be short, direct, and concise. No names should be utilized unless the person communicating is utilizing their last name as a radio designator.

5.3 DO'S AND DON'TS OF RADIO USE

The following guidelines will be followed in utilizing the Forest Radio Network. The purpose of this section is to present a brief list of the more important "Do's and Don'ts" of radio use.

DO

Speak in a normal, firm voice and speak clearly.

Take a moment and think your message through before transmitting.

Keep messages brief and to the point.

Keep the microphone to the side of your mouth.

Hold the "Press to Talk" button down for two seconds before transmitting.

State what Base Transmitter or Repeater you are utilizing.

Protect the "Press to Talk" button from coming in contact with anything that could depress it.

DON'T

Repeatedly state a routine message when emergency traffic is occurring.

Use personal names on the radio unless the unit you are contacting is utilizing their last name as a call sign.

Transmit too closely to another mobile unit or hand held portable. (This causes feedback.)

Transmit if you are using the siren or air horn.

Use the radio when someone is transmitting - listen before talking.

5.4 FREQUENCY MANAGEMENT

Frequency Management of the Forest Nets will be performed by LPCC. LPCC will evaluate each ongoing incident and instruct field units which net to utilize for their incident and advise of higher priority traffic on the same net. Normally, Forest Net will be the primary emergency net in which all responses will be toned out. Assignment of the Command Frequency is dependent on the location of the incident and the Repeater Coverage. In most circumstance the Dispatch Captains will assign Admin. Net or Fire Camp Service Net to new incidents so as to reserve Forest Net for new incident tone outs. Duty Officers can request one net over the other if it is known which would better service an incident location.

LPCC will announce to all stations the status and restrictions set forth on Forest, Admin. Net or Fire Camp Service Net.

Field unit(s) on-scene of an incident should immediately identify the Incident Commander. IC's should encourage on scene units to switch to a tactical frequency *in order* to minimize traffic on the assigned Command Net and allow LPCC to conduct frequency management responsibilities with other incidents.

Units arriving on scene should advise LPCC of their on-scene status, contact the IC and switch to tactical net.

Whenever possible, Air to Ground communications should take place on 167.4750 (AG 41).

Whenever one helicopter is dispatched to an incident, then LPCC will advise Operation Southern California (OSC) of the need to utilize the designated VHF frequency for Los Padres to ensure no other agency within the jurisdictional boundaries of the Forest is actively utilizing the same frequency. If it is determined that the frequency is already in use, and it will be in conflict with the safety of our operation, then LPCC will request another VHF frequency and advise the inbound helicopter, and the Air Attack of the new assigned frequency and document *in WildCAD and IROC*.

Units should reference the USDA FS Pacific Southwest Frequency Guide for frequency information.

LPCC will give high priority to law enforcement and flight following on all nets.

Whenever possible, all LPF units responding to an incident within the National Forest but not our jurisdiction should switch to the cooperating agency frequency with jurisdiction and keep LPCC abreast of the operational status of the incident.

5.5 COOPERATIVE RADIO FREQUENCY SHARING

Use of other agency radio frequencies programmed in mobile radios should be limited to car to car communication only. The exception would be an emergency where the resource is unable to contact LPCC directly. In this situation, the resource should request the cooperator dispatcher to notify LPCC by phone.

5.6 ALERT TONES

Alert tones will be used by LPCC prior to broadcasting important messages. The methods used will be either one or two burst, or a warble siren to indicate the relative nature or importance of the traffic to follow. Meaning of the tones are defined as follows.

One Burst = Pre-alert for a message to follow. Either an incident or a daily broadcast. If it is an incident, frequency management will be performed and LPCC will identify what net will be restricted after the tone out is complete and resources are confirmed to be responding.

Two Bursts = Indicates stand-by or cancellation of a dispatch.

Alert Warble Fire – is a fast warble that signifies a fire related response.

Alert Warble Other – is a slow warble that signifies non-fire responses.

Once the Alert Tones have been broadcast, all units should restrict use of the radio to emergency and Law Enforcement traffic until LPCC advises to "Resume Normal Radio Traffic."

5.7 LPCC RESPONSE FORMAT

5.7.1 LPCC ECC Manager will establish a systematic Response Script for all Emergency Radio announcements on the Forest radio system.

5.7.2 The dispatcher will name the incident during the Response Script.

5.7.3 Duty Officers should refrain from utilizing other frequencies during the tone out to begin speaking to resources responding to the incident. Often units are unaware that there may be another incident on that frequency already and/or there is a back-to-back tone out by LPCC for 2 separate incidents and the frequency they are using will be assigned to the second incident.

5.7.4 Modification of the Pre-determined Response should not take place unless there is information that would

cause this to happen that LPCC may not be aware of, (ie. dense fog on the Big Sur Coastline that doesn't warrant a "High Fire Response" etc. OR County's on scene and can handle).

5.8 INCIDENT COMMUNICATIONS

Responding units shall refrain from using the radio. LPCC will perform the check-back at which time each unit will be called to confirm their response. When their resource identifier is called, units shall reply with "Engine XX responding." The exception to this is a unit who has advised they are on scene.

If responding units should arrive on-scene prior to the call back request, they shall report "on-scene." LPCC will advise they copied with a time check. If the on-scene resource can provide an initial report of the incident at the time of arrival, then they should state "on-scene with Report of Conditions." This will trigger LPCC to announce "stand-by on check back" and advise on scene unit to provide the Report of conditions.

Responding units shall report their arrival to LPCC, switch to Tact 3 or 4 and contact the IC for assignment.

The IC is required to advise LPCC when there are resource status changes such as:

"arrived at scene,"

When a resource becomes "available on scene" for dispatch to another incident,

When a resource is "released and returning,"

When resources need to "standby", "move-up," "cancel" or request a "second alarm."

The first unit to arrive on scene is required to give a report of condition to LPCC as soon as possible and assume the role of IC until relieved. (Reference NWCG and CWCG Field Operation Guide, Field Pocket Guide, and Redbook.)

The IC and Air Attack will utilize the incident name as their radio call sign (i.e. "Webb IC" or "Webb Air Attack") as soon as they arrive on scene. The incident name will continue to be used as the incident organization builds.

APPENDIX A

CLASSIFICATION OF FIRES

FIRE LOCATION	STATISTICAL**	NON-STATISTICAL*
Inside the LPF direct protection boundary or lands for which the Forest Service has protection responsibility.	<p>Burns uncontrolled in vegetation</p> <p style="text-align: center;">AND</p> <p>Requires suppression actions</p> <p style="text-align: center;">AND</p> <p>Destructive to natural resources.</p> <p style="text-align: center;">OR</p> <p>Lightning fires.</p>	<p>Railroad fires confined to right-of-way that do not endanger Forest Service protected lands and are suppressed entirely by railroad employees.</p> <p style="text-align: center;">OR</p> <p>Burning buildings, equipment, sawdust piles, and other non-vegetative fuels that, under prevailing conditions, present no significant threat of ignition on Forest Service protected lands.</p> <p style="text-align: center;">OR</p> <p>Wildfires that have gone out naturally prior to discovery, unless they are of sufficient size and intensity to cause reportable natural resource damage.</p> <p style="text-align: center;">OR</p> <p>Abandoned campfires that, because of fuel and weather conditions, cannot spread or are confined to improved fireplaces or camp stoves.</p> <p style="text-align: center;">OR</p> <p>Wildfires from any cause that are confined to private or other public lands and that do not endanger Forest Service protected lands.</p> <p style="text-align: center;">OR</p> <p>False alarms and suspected wildfires that result in a field check without suppression action.</p>

On lands outside FS protection boundary, and threatens to spread to lands under Forest Service protection.	Burns uncontrolled in vegetation. AND Requires suppression wholly or in part by FS.	No such classification.
--	---	-------------------------

NON-REPORTABLE – NO SUCH CLASSIFICATION USED AS OF 1987.

*** NO FIRE REPORT REQUIRED**

****USE YOUR INDIVIDUAL FIRE REPORT HANDBOOK (FSH 5109.14) FOR FURTHER INFORMATION.**

APPENDIX B

Earthquake Or Major Incident Response

1. Assess crews for any injuries.
2. Move apparatus out of station if possible.
3. Assess the station for damage.
4. Determine if phones are working.
5. Check for power – normal or auxiliary
6. Monitor phone and radio for dispatch information.
7. Report by radio to dispatch or IC if established.
8. Initiate a “windshield survey” of first response area.
9. Do not fully commit to any incident.
10. Prioritize incidents with respect to life, hazard, and property etc.
11. Note any damage to infrastructure (roads, bridges, etc).
12. Check for hazardous utility situations (gas, electric, and water).
13. Note structural instability / collapse of any buildings.
14. Inspect malfunctioning automatic alarms.
15. Use “negative reporting.” Only report things out of the ordinary.
16. Follow local disaster plans.

APPENDIX C

Media Do's and Don'ts – Interviews

1. Prepare! Have command of the facts.
2. Think about the best way to structure your response to clearly convey the facts
3. Talk with the reporter beforehand to get an idea of the questions they intend to ask as well as the general nature of the interview.
4. Never talk “off the record.” Avoid casual remarks. Remember that anything you say can be used and attributed to you even if you believe you are speaking on background or “off the record.”
5. Get comfortable. Go over our intended responses prior to the interview.
6. Maintain eye contact with the reporter, not the camera. Don't wear sunglasses. Remove chewing gum and chewing tobacco before beginning the interview.
7. Let your appearance, countenance and speech reflect the seriousness of the situation. Ensure you are wearing the appropriate uniform for the location you are in and the work you are performing.
8. Be brief and direct, avoid long responses. Speak in short sound-bytes 10-15 seconds for radio and television interviews.
9. Don't fall to the waiting game. After completing your response, wait for the reporter to ask the next question. “Dead air” is the reporter's problem.
10. Expect some reporters to ask the question several times phrased in different ways in order to elicit different responses.
11. Avoid direct disagreement or confrontation. Tactful - but immediate - clarification is the best approach. Correct the information, not the reporter.
12. Never say “No Comment.” A better way to decline a question you'd prefer not to answer is “I'm not the best person to answer that” or simply “I don't know.”
13. Detaining or prohibiting access to the media is illegal in California unless they are interfering with emergency responders or compromising a crime scene (CPC 409.5).
1. All employees have the right to decline a media interview. Simply say “I'm too busy to speak with you” and refer the reporter to the nearest PIO.

APPENDIX D

Region 5

Wildland Fire Investigator Procedures

Introduction:

All fires must be thoroughly investigated to determine cause. Initiation of cause determination must be started with notification of an incident. If probable cause indicates human involvement, an individual trained in fire cause determination should be dispatched to the fire.
(FSM 5130 and FSM 5300)

Trained Cause and Determination Investigators (INVF) should investigate all fires to determine origin and cause. However, if fire is of high complexity, origin and cause information and determinations must be given to the law enforcement personnel responsible for the area or may require a fire investigation team deployment.

Initial Procedures

The initial attack incident commander and initial attack forces are responsible for initiating fire cause determination and documenting observations starting with their travel to the fire.

Report of a potential/suspected human caused fire.

Initial Dispatch will include at least one qualified WFI.

Dispatch will notify the Law Enforcement Investigation (LEI) Patrol Captain.

If Initial Attack IC cancels the INVF or the INVF is unavailable, the IC is responsible for protection of possible point of ignition and notifying the Patrol Captain within 24 hours of incident.

WEIs are expected to:

Conduct the investigation

Document the origin/cause

Brief LEI Patrol Captain as soon as possible (but within 24-hours)

Brief IC, excluding sensitive LEI information

INVF Requests Assistance:

Request through IC needed assistance – Additional INVF/ LEO or the activation on Fire Investigation Team. IC will place request through dispatch (who will update the Patrol Captain/Supervisory LEO (SLEO). Continue investigation until assistance arrives.

If LEI (agency and cooperators) order additional resources, then brief IC. Lead Investigator will keep IC informed of all investigative resources ordered.

Brief incoming investigator face to face.

Determine roles and responsibilities.

Wildland Fire Investigations:

A higher level of investigator is usually required for fires with a complexity level 1-3 and/or consistent with:

Arson: must be referred to LEI for assignment or oversight

Equipment caused fires

Power Line caused fires

Locomotive caused fires

Contractor caused fires

Fires involving extensive loss of acreage or private property

Government (Federal, State and local) personnel starting fires

Service personnel starting fires

Politically sensitive fires

Causing bodily injury

Potential claims for or against the Government

Juvenile fire setters

WFI DOCUMENTATION:

Origin and Cause Report.

Incident Report (5300 – 1)

If additional documentation

Both the Origin and Cause Report and the Incident Report shall be submitted to the LEI Patrol Captain within two weeks of the fire incident.

The following direction is followed on the Los Padres along with the above Regional direction.

FSH 5109.31 Wildfire Cause Determination Handbook

FSH 5109.14 Individual Fire Report Handbook

FSH 5331.03 –Wildland Fire and Prevention Enforcement and Fire Investigation

APPENDIX E

AFRICAN HONEYBEES

<https://www.wikihow.com/Escape-from-Killer-Bees>

https://en.wikipedia.org/wiki/Africanized_bee

<https://cirs.ucr.edu/invasive-species/africanized-honey-bee>Keep medical people out of exclusion zone

APPENDIX F

Phonetic Alphabet

Law Enforcement

A	Adam	N	Nora
B	Boy	O	Ocean
C	Charles	P	Paul
D	David	Q	Queen
E	Edward	R	Robert
F	Frank	S	Sam
G	George	T	Tom
H	Henry	U	Union
I	Ida	V	Victor
J	John	W	William
K	King	X	X-ray
L	Lincoln	Y	Young
M	Mary	Z	Zebra

International

A	Alpha	N	November
B	Bravo	O	Oscar
C	Charlie	P	Papa
D	Delta	Q	Quebec
E	Echo	R	Romeo
F	Foxtrot	S	Sierra
G	Golf	T	Tango
H	Hotel	U	Uniform
I	India	V	Victor
J	Juliett	W	Whiskey
K	Kilo	X	X-ray
L	Lima	Y	Yankee
M	Mike	Z	Zulu

APPENDIX G

OVERNIGHT CHECK-IN
LOS PADRES COMMUNICATIONS CENTER

General Operating Hours: 0730 – 1800

PH: 805-938-9142 Ext. (0)

FAX: 805-219-7738

EMAIL: sm.fs.lpcc@usda.gov

FAX or EMAIL this form to LPCC.

Before departing on your overnight trip, you are required to confirm receipt with LPCC

District Employed:			
Method of Check-In: (IE: radio, cellular phone, satellite phone - provide phone number.) (Unit must be able to check-in at designated times – NO EXCEPTIONS , Reference Health & Safety Code Handbook Section 3-2.)			
Radio Call Sign/Identifier:			
Project Leader Name:			
Number in Group:		USFS SPOT Tracker: Yes <input type="checkbox"/> No <input type="checkbox"/>	
SPOT ID:			
SPOT Contact: (Recommended to be Supervisor/Work Leader)			
Supervisor/Work Leader Name: (Mandatory Entry)		Office Phone:	
		Home Phone:	
Date In:	Time:	Date Out:	Time:
Entry Location:			
Exit Location:			
Does your project require work prior to or later than normal operating hours? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, and unable to utilize the phone for check-in or check-out. You are required to coordinate with dispatch prior to your trip, to see if arrangements can be made to receive your radio call earlier or later.			
REMARKS: (Indicate check-in times for after hours.)			

***Check-in is required twice a day between 0730-0830 and 1630-1730. If a unit fails to check-in at required or designated times, LPCC will contact the field unit's supervisor for help in locating.**

[This portion of form is for LPCC use.]

DAY	AM (Time)	PM (Time)	DISPATCHER	LOCATION OF UNIT
Sunday			/	/
Monday			/	/
Tuesday			/	/
Wednesday			/	/
Thursday			/	/
Friday			/	/
Saturday			/	/

