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<table border="1"> <tr> <td data-bbox="175 464 857 575"> OSFM Approved:  Jim Walker, State Fire Marshal </td> <td data-bbox="857 464 1546 575">  Mariana Ruiz-Temple, Chief Deputy </td> </tr> </table>			OSFM Approved:  Jim Walker, State Fire Marshal	 Mariana Ruiz-Temple, Chief Deputy
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<p>SUBJECT: Ordering additional resources</p> <p>OBJECTIVE: Define protocol, roles, and responsibilities for Incident Management Teams as it relates to ordering additional resources during an incident</p>				

I. SCOPE

This SOG provides guidance to all team members by defining resource ordering protocol. Emergent situations occasionally require deviance from a standard process, but the procedures below shall be used whenever practical.

II. GENERAL

As incidents grow in size or complexity, additional tactical resources may be necessary to achieve the objectives outlined in the Delegation of Authority. As additional personnel and equipment are ordered, team members should consider the possibility that additional overhead personnel may be necessary to maintain the proper span of control.

It is OSFM's expectation that the Incident Commander (IC) will work in coordination with the Agency Representative (AREP) at all times during an incident, including the resource ordering process. While the IC has final approval authority for all resource orders, it is necessary that the AREP be in concurrence and be able to support and advocate for all operational decisions made.

III. TACTICS AND PLANNING MEETINGS

Whenever possible, tactical resource needs should be identified during the Tactics Meeting.

As the Resource Unit Leader (RESL) and Operations Section Chief complete the ICS-215 Operational Planning Worksheet, resource shortages will be identified.

During the Planning Meeting, Operations should review the completed 215 with the team, to include information related to resource needs.

After the team has reached concurrence during the Planning Meeting, the RESL will summarize the resource order on an ICS-213 General Message Form and deliver to the Logistics Section Chief (LSC).

The LSC or their designee will contact the OSFM AOC and place the order for the next operational period.

IV. EMERGENCY RESOURCE ORDERS

In emergent situations, resource needs may be identified outside of the planning process as described above. The Section Chief or member of the Command Staff identifying the immediate need should complete a 213, which should then be initialed or signed by the IC before being given to the LSC to place the order.

After the order has been placed, LSC should provide a copy of the 213 to the RESL. Incoming resources should be included in any Tactics Meetings which may take place prior to resource check-in.

V. ORDER INFORMATION

The following information should be relayed to the AOC for each requested resource:

- Specific resource information (kind, type, quantity, configuration, foam, off-road ability, etc.)
- Reporting location and contact
- Requested reporting time
- Shift assignment information (day/night ops)
- Additional incident- or position-specific information as appropriate

VI. ROLES AND RESPONSIBILITIES

All Sections should be aware of resources on-scene. Below is a simplified description of each Section's responsibilities in relation to resource ordering.

Incident Commander: develops incident objectives and approves resource orders.

Safety Officer: ensures safety of all resources assigned to incident.

Operations: identifies, requests, assigns, and supervises resources needed to accomplish incident objectives.

Planning: aids in determination of resource shortages; tracks resources after arrival at the incident.

Logistics: orders and supports resources.

Finance: tracks resource and incident cost information.