

## **Weekly Reporting**

Weekly reporting is done every Monday by all districts through Smartsheets even if you cannot commit. This allows County duty officers to not only plan for events outside of the county but also within Klamath and Lake County.

County Duty Officer submits to OSFM AOC what is available even if it is not a full TF/ST

## **Requesting Resources:**

In County Mutual Aid – IC contacts 911 to request Mutual aid resources from adjacent districts.

In County Taskforce requests – Incident Commander contacts 911 to request County TF/ST, fills out Klamath Co. Task Force request form and contacts FDBC/RMC.

County to County Mutual Aid – IC through 911, notifications to FDBC/RMC

Immediate Response - IR is requested by an FDBC through the RMC.

Air Resources – This is only available in areas that are NOT protected by ODF or interagency wildland suppression partners. In order to request air assets, the FDBC must complete the OSFM Air Resources Request Form or provide the information verbally to the RMC or ERU Manager. If ODF does not have the personnel to provide ground contact support, the requesting fire agency must provide a dedicated ground contact who is qualified at the Engine Boss level and has completed S-270.

Conflagration – Requested by a FDBC through the RMC.

Preposition – Can be requested by FDBC through the RMC or can be sent by OSFM in anticipation of expected event (significant weather, etc).

## **If Requested for Resources:**

Call from AOC

If on DO phone, will show on caller ID as DO phone number 541-203-9220

The AOC will request certain apparatus types, details of assignment and times requested – can you fill?

If you don't have an immediate response, you can call them back (within 20 minutes)

AOC will send a Resource Order Form via email to you

Contact BC for TFL – give details and find out who TFL will be

Contact BCs for agencies who have resources available (see batting order you created Monday)

Once you have resources, fill out Resource Order Form and email back to the AOC – wait for final approval before mobilizing

Create text message group for TFL including them and ENGB for each apparatus for comms during deployment (if you have time)

TFL rally with resources at a location of choice – call AOC with departure time (Conf. Call?)

**\*\*Must be on the road within 1.5 hours of request (times will vary for Pre-po and IR assignments)**

See TFL checklist for additional instructions

Send copy of final Resource Order Form to “Resource Availability Group” on GroupMe

Update OSFM Availability Survey with new availability <https://www.oregon.gov/osfm/Pages/Resource-Availability.aspx>