



**DEPARTMENT OF CORRECTIONS
Institutions**



Title:	Wildland Fire Crew Deployment and Management Process	DOC Policy: 40.2.6
Effective:	08/15/20	Supersedes: 7/15/15
Applicability: Institutions		
Directives Cross-Reference: OAR 291-082 Assessment, Assignment, and Supervision of AICS for Work Assignments and Unfenced Minimum Housing		
Attachments: Attachment 1 – Staff Personal Equipment Guidelines Attachment 2 – Adult in Custody Property Control Guidelines Attachment 3 – Fire Crew Checklist Guidelines Attachment 4 – Fire Camp First Aid Kit Attachment 5 - Fire Camp Placard Fire Crew Request Manifest form (CD1716)		

I. PURPOSE

The purpose of this policy is to establish the guidelines and processes for dispatching Adult in Custody (AIC) crews for wildland fire fighting anywhere in the state, in accordance with the AIC Work Programs agreement between the Oregon Department of Forestry and the Oregon Department of Corrections (DOC).

II. POLICY

A. Dispatching Adult in Custody Fire and Emergency Crews

1. All requests for AIC firefighting and support crews will be made by the Department of Forestry’s unit offices, District Dispatch, or Salem Fire Operations Center directly to DOC’s Fire Dispatch Center at South Fork Forest Camp. In the case of a DOC multiple institution response, the request may come through the Department Fire Program Manager.
2. Fire Crew Call-Out: When the DOC Fire Dispatch Center receives a call for AIC crews, the institution’s officer-in-charge, control center staff or other designated staff will complete a Fire Crew Request Manifest (CD1762) and obtain the following information:
 - a. Name of the agency requesting assistance;

- b. Telephone number of requesting agency;
- c. Point-of-contact and phone number;
- d. Requested arrival time of AIC crews to designated fire mobilization site;
- e. Assignment, detail description, and departure time of AIC crews;
- f. Location of the fire/emergency and directions from the institution;
- g. Team Leader, Forestry Liaison Officer and Forestry AIC crew supervisors;
- h. Staff assigned; and
- i. Vehicle license numbers.

B. Notifications

When activated by the DOC Fire Dispatch Center, each institution will be responsible to notify, at a minimum, the Work Programs Administrator's Office, appropriate local and state authorities, and the institution's command structure (the command structure communication requirement may vary at each institution), and the DL ODOC Fire Crew.

C. Remote Fire Camp

1. For a single response fire, the institution activated will establish the minimum number of staff assigned, including necessary lead staff, if indicated.
2. The normal ratio of staff to AICs will be 1:10 for firefighting crews, and 1:15 for fire camp support crews. Exceptions may be made to these ratios pursuant to the department's rules on Assessment, assignment, and supervision of AICs for Work Assignments and Unfenced Minimum housing, (OAR 291-082). Decisions in the field relating to such changes shall be made by the functional unit manager, with a follow up phone call to the Assistant Director of Operations.
3. The department will identify a Camp Commander from either a Westside facility or from an Eastside facility.
4. When multiple institutions are deployed to a single fire incident, the department's Camp Commander shall be ranked Lieutenant or above.
5. Upon arrival at a fire camp, the Camp Commander will make immediate contact with the Forestry Liaison Officer and obtain instructions for an AIC camp location.
 - a. All adults in custody will be housed in the same location (by crew) in order to achieve cooperative supervision and maximize available staff resources.
 - b. All AICs will have white placards affixed to each cot identifying which tent and bunk they are assigned to. Each white placard will have a yellow DOC AIC Identification

card attached to the center top half of the placard.

- c. The yellow identification cards are not designed as a replacement for the standard issue adult in custody identification card that will be maintained by staff. The yellow identification cards provide positive identification of each AIC assigned to each bunk. This process is intended for all fire camps statewide to ensure standardization and consistency for count purposes.
 - d. AIC camp location will have posted perimeter boundaries.
6. The Camp Commander will be responsible for gathering necessary logistical information needed to coordinate showers, meals, laundry services, medical support, local law enforcement services, and vehicle refueling.
 7. This information will be relayed to the activated institutions officer-in-charge or control center as soon as possible.
 8. The Camp Commander will schedule and notify all staff of the on-call process.
 9. The Camp Commander or Camp Supervisor will be responsible for maintaining all personnel time sheets and staff schedules.
 10. Staff responsible for direct supervision of AIC work crews will be responsible for completing shift tickets in lieu of AIC work rosters. Forestry personnel charged with supervision of AIC work crews will complete the rosters for those crews. (ODF shift tickets)

D. Transportation to and from the Incident:

1. Staff will inspect vehicles intended for transport prior to departure to ensure they are in safe working condition.
2. When possible, all vehicles from a designated location will travel in a convoy, maintaining a safe speed and observing all traffic laws.
3. Rest stops may be made as needed, with due caution and consideration for public interaction and safety. AICs will be supervised at all times during rest breaks.
4. Staff will assure all AICs are present prior to leaving rest stops.
5. Communication checks (radio, cell phone, etc.) will be made prior to departure from the institution and routinely during the trip, where possible, to ensure lines of communication are in working order. The frequency of checks thereafter will be determined by individual institution post orders.

E. Emergency Transports

1. Medical Emergencies: If an adult in custody becomes ill or seriously injured, the Camp Commander will communicate with both the DOC Dispatch Center and the activated institution officer- in-charge and arrange for transport to the nearest medical facility for evaluation and assessment.
2. Institution Health Services staff will contact the medical facility's point-of-contact person, assess the AIC's status and determine the need for transport to a Department of Corrections institution.
3. Disciplinary Emergencies: In the event of serious misconduct by an AIC that requires immediate removal and transport from the remote fire site, the Camp Commander will notify both the DOC Fire Dispatch Center and the activated institution officer-in-charge to arrange transport. If the travel time to an institution creates serious camp staff shortages, or there is need for immediate secure housing, the Camp Commander may contact local law enforcement for assistance in transportation and lodging.
4. There may be times the DOC Transport Unit may assist in the transportation of AICs and/or staff to and/or from ODF Fire Camps.

III. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: signature on file

Michelle Mooney, Rules Coordinator

Approved: signature on file

Heidi Steward, Deputy Director