

Policy and Procedure 4-7

Dispatch, Wildfire Control and Situational Reporting

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Effective Date: December 21, 2022

Codes/Mandates: Code of Virginia: [§10.1-1136](#) Duties of forest wardens, [§10.1-1137](#) Duty in case of fires and payment of costs of suppression, [§10.1-1141](#) Liability and recovery of cost of fighting forest fires by localities and the State Forester

References: [VDOF Policy and Procedure 8-1 Human Resources General Policies – Wage Employee/Emergency Firefighters](#)
[VDOF Policy and Procedure 4-3 Readiness and Mobilization Plan](#)

Forms: [Form 1 Wildfire Incident Report](#)
[Form 3.23 Equipment Loan Agreement](#)
[Form 4.1 Wildfire Report Log](#)
[Form 4.2 Statewide Wildfire Summation Report](#)
[Form 4.3 Wildfire Situation Report for Cooperating Agencies](#)
[Form 4.4 Daily Wildfire Summation Report](#)
[Form 4.5 Wildfire Activity Alert](#)
[Form 4.6 Part-time Fire Control Personnel Time and Mileage Report](#)
[Form 4.22 Waiver and Release for Flight Operations](#)
[Form 4.23 Aerial Wildfire Suppression Contract \(Helitanker\) Performance Check List](#)

CONTENTS

PURPOSE	2
POLICY	2
DEFINITIONS	2
PROCEDURES	3
Wildfire Suppression	3
General Guidelines.....	3
Training and Fitness Requirements	3
Priorities	3
Planning	3
Personal Protective Equipment (PPE) Required.....	4
<i>Personal Protective Equipment (PPE) Loan</i>	4
Response Operations Overview	4
Wildfire Incident Reporting	6
Reportable Fires.....	6
Wildfire Dispatch	6
<i>Form 4.1 Wildfire Report Log</i>	6
Daily Wildfire Reporting.....	6
<i>Regional Offices</i>	7
<i>Headquarters Office</i>	7
Significant or Serious Wildfire Reporting.....	7
<i>Wildfire Activity Alert</i>	7
<i>Situation Report to the Governor</i>	8
Wildfire Response/Control Expenses	8
Examples.....	8
Contractor Use for Wildfire Suppression	9
<i>Contractor Use and Emergency Equipment “Shift Tickets” Instructions</i>	9
Fire-Line Stabilization	10

Aircraft Use	10
Helicopter, Single Engine Air Tanker (SEAT), Large Air Tankers or Fixed-Winged Aircraft	10
<i>Non-VDOF Passengers.....</i>	<i>10</i>
VDOF Contract Aviation Assets	10
Non-Fire Emergency Response	11
Local Emergency.....	11
State Forester-Declared Emergency	11
Governor-Declared Emergency.....	11
AUTHORITY	11
INTERPRETATION.....	11
APPROVAL.....	12

PURPOSE

To establish policy and operational procedures for agency response and suppression of wildfires, non-fire emergency response, incident and situational reporting, and the use of aviation assets in support of emergency response operations.

POLICY

The Virginia Department of Forestry is responsible for the incident management and suppression of wildfires threatening private and state-owned lands throughout the Commonwealth, the enforcement of all Commonwealth forest and wildfire statutes, the collection of wildfire suppression expenses from responsible parties, the support and management of statewide non-fire emergencies, and the sharing of emergency incident information.

DEFINITIONS

“Agency” and **“VDOF”** means the Virginia Department of Forestry.

“Agency Cell Phones” means VDOF-provided cell phones or personal cell phones used for agency business.

“Commonwealth” means the Commonwealth of Virginia.

“Demobilization” means to disband, break up and stop functioning.

“DRF” means deputy regional forester.

“Emergency” is defined as those situations where life and/or significant property damage is imminent and immediate response is required and sanctioned by the Governor or the state forester.

“FMO” means fire management officer.

“Incendiary” means a device designed to cause fires.

“LRT” means Leadership Round Table.

“Nomex” means a lightweight, fire-resistant, nylon fiber made into garments, aircraft upholstery, etc.

“PPE” means personal protective equipment.

“RF” means regional forester.

“DF” means district forester.

“Stabilization” means the process of making something physically more secure or stable.

“Suppression” means the act of putting an end to the activity.

“Wildfire” means any fire that burns uncontrolled in vegetation or associated flammable material.

PROCEDURES

Wildfire Suppression

General Guidelines

Agency personnel are required to respond to any report of a wildfire, assume incident command responsibilities in conjunction with other response entities, initiate effective and efficient control actions to protect life and property, complete a thorough origin and cause investigation, and initiate law enforcement actions against the responsible party or parties.

Firefighting is hazardous work. Inform personnel of the hazards they face on wildfires, especially local conditions they may confront daily. This is particularly important for those assigned to fires away from his or her typical work area.

Training and Fitness Requirements

All firefighters hired as part-time labor (not including contractors) that will be subjected to periods of strenuous work or perform "on the ground" fire suppression duties will be required to pass a physical fitness/work capacity test as a condition of employment.

All firefighters will complete the Virginia Department of Forestry Basic Fire Control Training Course, which includes S-130, S-190, L-180 and I-100, or for level one firefighters, successful completion of Ground Cover (Firefighter 1) training with approval of the local VDOF.

Priorities

Virginia's wildfire suppression program identifies the organization's top priorities in fire suppression:

- Saving life and preventing injury
- Protecting real property
- Protecting natural resources

Establishing the VDOF's priorities provides the overall direction of our wildfire suppression program so that safety becomes an integral part of our planning and actions rather than something we "add" to a plan or as an afterthought.

Planning

- ◆ Safety during wildfire suppression demands that we plan before the event. As part of the planning process, we, as individuals and as an organization, need to consider 10 key issues:
 - Have a fire suppression strategy to encourage firefighters' awareness of goals.
 - Training in situational awareness.
 - Certification of firefighters as to skills and experience.
 - Training in decision making to encourage people to think about their own safety rather than blindly following rules and orders.
 - Fire suppression training for all those involved in suppression activities and especially supervisors on the front lines, the FMOs and crew supervisors.
 - Assign experienced personnel for fire suppression duties regardless of their regular job responsibilities. Do not penalize personnel who leave their regular jobs to fight fire.
 - Retain trained seasonal personnel by hiring before needed and keeping them productively employed in training and pre-suppression activities.
 - Hands-on training and practical exercises.
 - Reduce risk on wildfires by sacrificing acres rather than compromising safety.
 - Communications on wildfires must be open and effective. Provide the means through meetings, direct radio communications, etc., to make sure everyone is aware of potential hazards at all times.
- ◆ Fire safety is the responsibility of everyone: the individual, the leaders and the teams.

- ◆ Safety during fire suppression activities is paramount. The rules of safe fire suppression as outlined by the Fire and Emergency Response Branch are guidelines during all operations:
 - Personnel should be physically capable of fighting wildfire according to their assignment.
 - Physical standards and training standards are set by the Fire and Emergency Response Branch and approved by the Leadership Round Table and the state forester.
 - Let the dispatcher know what type of problem it is, your location and resources so if you get into trouble, someone can find you and bring help.
- ◆ Fires will not be fought in a more dangerous way than is warranted by the values to be protected.
- ◆ All fires will have a safety officer. This person may be the incident commander on small, initial attack incidents. Larger, long-term incidents should have someone specifically identified as the safety officer. That person will be responsible for prevention, record keeping and will report directly to the incident commander.
- ◆ Larger fires will have a first-aid specialist available to treat routine injuries and to transport seriously-injured personnel to proper medical facilities. It is recommended that local rescue squads be contacted to perform this duty when available depending on the individual situation.
- ◆ A second person, with the ability to communicate to the dozer operator via radio or cell-phone, must be on the scene of any VDOF dozer operation, prior to unloading the dozer.

Personal Protective Equipment (PPE) Required

The following personal protective equipment is required for fire suppression activities and prescribed burning (**Only PPE provided or approved by the agency can be used by agency employees**):

- ◆ Wear a hardhat equipped with a chinstrap and Nomex neck/face shield.
- ◆ Wear goggles or safety glasses.
- ◆ Wear leather boots with slip-resistant soles. Laced boots with 8-inch tops as a minimum.
- ◆ Wear flame-resistant Nomex clothing. Shirts should be buttoned and tucked in pants, with sleeves rolled down to provide maximum protection. Never wear polyester, nylon or other flammable synthetic clothing. Even underwear should be made of a natural fiber like cotton.
- ◆ Wear leather gloves.
- ◆ All personnel will carry fire shelters. Shelters will be worn on the belts of ground personnel. Dozer operators will have shelters positioned on dozers at easily accessible and visible locations. If a dozer operator dismounts the dozer to perform other duties, the operator must carry a shelter. **Note: Fire shelters are last-resort, imminent-danger protective devices. Fire shelters do not allow personnel to take additional or unnecessary risks.**

Personal Protective Equipment (PPE) Loan

Part-time VDOF fire suppression personnel are issued PPE to help ensure their safety during fire suppression and other all-risk responses. This equipment is purchased and owned by the Virginia Department of Forestry and is loaned to part-time personnel. [Form 3.23 Equipment Loan Agreement](#) is utilized to ensure accurate records of loaned inventory and provide accountability for personnel who have this [equipment](#).

Response Operations Overview

- ◆ Agency cellphones must be carried by the employee, turned on and operational during normal work hours or when requested to respond during non-work hours to an incident. At these times, GPS positioning or location services must be active on the device. The FiResponse application uses the GPS positioning of your agency cellphone for location tracking. This information is used by the program to determine routing and response times in support of dispatch functions.
- ◆ Real-time personnel and equipment availability and status is tracked and maintained in FiResponse. All response personnel are required to update their personal availability, as well as the availability of their assigned response

equipment, as their availability for response changes. Availability status updates are possible through the application or through a notification to dispatch.

- ◆ FiResponse will consider agency personnel and equipment resources to be “available” for dispatch as a default setting. Changes in availability can be made by the employee or by agency dispatch using either the FiResponse application or FiResponse web.
- ◆ The following terminology will be used to track resource status:
 - Unavailable – Resource is not able to respond to an incident.
 - Available – Ready to respond.
 - En Route – Traveling to an assigned incident.
 - On Scene – Is at an assigned incident location.
 - Back to Base – Traveling back to the resource’s home location.
 - Reassigned – Being mobilized to a different incident.
- ◆ Responders should attempt to establish radio or phone contact with dispatch, a coworker or supervisor while responding to any incident. In the event that dispatch is not available, there is no cell phone coverage and/or radio communication at the incident location, responders should ensure that someone is aware of their location and that they will not be the only resource at the incident location.
- ◆ Incident commanders (IC) are responsible to ensure that all incidents will be recorded in FiResponse. The IC, upon learning of a new incident response, is expected to initiate the incident in FiResponse. This can be completed by either one’s own use of the application or by communicating the required information through dispatch.
- ◆ When a new incident is entered into the FiResponse application, the program assigns a unique incident number, which then provides the ability to order other resources, enter fire information and obtain localized weather information.
- ◆ Agency dispatch, when operational, should be notified of all incident activity. Under certain circumstances, the movement of agency resources requires supervisory notification. Although there are provisions within FiResponse to help with this notification process via email and text messaging, it remains the IC’s responsibility, working through agency dispatch to ensure that the following supervisory notifications have been made:
 - If moving resources within the district, no other notifications are required.
 - If moving resources between adjacent districts, the DFs should be notified.
 - If moving resources outside adjoining districts, the RF/DRF and SAFs should be notified.
 - If resources outside the region are requested, the appropriate RFs and fire and emergency response staff are to be notified.
- ◆ As the incident changes and evolves, updates to the incident information should be made as time permits.
 - Example: Report significant increase in acres, containment, structures protected, damaged or lost.
- ◆ Incident status updates should be reported and recorded in FiResponse in a timely manner using the following terminology:
 - **Fire Reported** – Responder has been notified of a new incident and a response is underway.
 - **Fire Active** – At least one responder is on scene and suppression action is underway.
 - **Fire Contained** – Fire is fully contained with little potential for additional growth. Mop-up, rehab and/or monitoring activities may be continuing.
 - **Fire Controlled** – All suppression and mop-up work are complete. Resources remain on scene.
 - **Fire Out** – Fire is completely extinguished. All resources have been released.
- ◆ Upon completion of an incident, all related information should be finalized in the FiResponse application. The IFRIS incident report remains the official agency incident record. FiResponse incident information should be used to complete the associated IFRIS incident report.

- ◆ The FiResponse app has the ability to allow for the entering of new information even when cell phone coverage has been lost or is non-existent. Once reconnection to cellular coverage is established, the application will automatically sync and update all relevant incident information.
- ◆ In the event of power outages, internet failure or other system related difficulties that prevent the normal operational use of FiResponse, the [Form 4.1 Wildfire Report Log](#) will be used by dispatch as a temporary back-up to the FiResponse system for the tracking of fire incidents and agency resources. Once service is restored, all offline incident information will be entered into FiResponse.

Wildfire Incident Reporting

Wildfire incidents will be reported in IFRIS within 15 days of incident control. (If IFRIS is ever unavailable, use [Form 1 Wildfire Incident Report](#).)

Reportable Fires

- ◆ Any fire that required suppressive action to protect natural resources or any value associated with natural resources, or was destructive to natural resources. This could include a tree that was struck by lightning or a vehicle fire or structure fire that started a wildfire. However, it does not mean that every vehicle fire or structure fire is a reportable fire.
- ◆ If there are several sets along a road, consider them as separate fires if you suspect the cause is incendiary; but if caused by a single cause, such as a dragging chain or a faulty exhaust system, treat them as a single fire. You would want to mention in the fire report the number of fire starts. However, if they are miles apart, treat them as separate fires. Use “common sense” when determining separate fires for reporting purposes.

Wildfire Dispatch

- ◆ FiResponse will be used to support agency dispatching operations and as the primary tool for users to report incident information throughout the VDOF. Agency dispatch will remain the primary point of contact for agency response operations. When used effectively, the system will provide real-time situational awareness to those with system access.
- ◆ These procedures will not cover every possible situation that arises during a fire or emergency event. As always, employees and users of the FiResponse application should use common sense and good judgement with the consultation of his or her immediate supervisor.

Form 4.1 Wildfire Report Log

- ◆ The [Form 4.1 Wildfire Report Log](#) is designed for the tracking of resources assigned to wildfires within a region. This form is considered as the back-up manual option for recording dispatch activity in the event dispatch tracking is not possible through the FiResponse application.
- ◆ The [Form 4.1 Wildfire Report Log](#) is to be completed by each regional office dispatch for each wildfire dispatch reported.
- ◆ A new dispatch number should be completed for each individual dispatch. The number should be in sequential order and will restart at number one with the first dispatch of each New Year.
- ◆ The information on the [Form 4.1 Wildfire Report Log](#) should be completed as thoroughly as possible.
- ◆ It is the incident commander’s responsibility to notify the Regional Office dispatch in the event of any response and to update the Regional Office dispatch as emergency events unfold.

Daily Wildfire Reporting

- ◆ Daily reporting of agency wildfire activity will be completed throughout the year on all normal business days, as well as on any other day that a region is open for emergency dispatch to support ongoing wildfire activity.

Regional Offices

- ◆ The [Form 4.4 Daily Wildfire Summation Report](#) will be used to report wildfire activity. Reporting deadlines are outlined in the agency [Policy and Procedure 4-3 Readiness and Mobilization Plan](#).

Headquarters Office

- ◆ After reports are received from the Regional Offices, a [Form 4.2 Statewide Wildfire Summation Report](#) will be completed.

Significant or Serious Wildfire Reporting

- ◆ The occurrence of more significant wildfire events requires additional reporting over and above daily summation reporting. In the event of any serious wildfire situation, the director of fire and emergency response will be notified of the developing situation. Due to the need for timely information, this notification will normally be by phone.
- ◆ As soon as additional details of an evolving serious wildfire situation become known, a [Form 4.5 Wildfire Activity Alert](#) should be completed by the Regional Office dispatch and forwarded to the Fire and Emergency Response Branch.
- ◆ The director of fire and emergency response will ensure that the deputy state forester, state forester and director of public information are notified and updated on the situation.
 - Depending on the situation, the Fire and Emergency Response Branch may complete the [Form 4.3 Wildfire Situation Report for Cooperating Agencies](#) and forward that information as necessary.
- ◆ In the case of multiple different serious wildfire events, the notification and reporting requirements outlined will need to be duplicated to capture the information for each serious event.
- ◆ Examples of serious wildfire situations would include the following, in no particular order of priority:
 - Any fatality
 - Any injury requiring off-site medical care
 - Any loss of homes
 - Any evacuations
 - Any road closures
 - Any individual fire of 100 acres or more
 - More than 10 active fires within the region

Wildfire Activity Alert

The Form 4.5 Wildfire Activity Alert:

- ◆ Is a tool for the notification of significant wildfire incidents to agency administration, critical program directors and regional foresters in a timely manner.
- ◆ Will be generated by the appropriate regional dispatch based on information received from the incident commander.
- ◆ Will be generated and distributed under any of the following conditions for any wildfire or incident under VDOF jurisdiction:
 - Any fatality
 - Any injury requiring off-site medical care
 - Any loss of homes
 - Any evacuations
 - Any road closures
 - Any individual fire of 100 acres or more
 - More than 10 active fires within the region*
- ◆ Will be distributed via email to the following individuals, at a minimum:

- Regional Forester
- Deputy Regional Forester
- All HQ Fire and Emergency Response Branch staff
- Director of Public Information
- Chief of Administration
- Deputy State Forester
- State Forester

Situation Report to the Governor

- ◆ [Form 4.3 Wildfire Situation Report for Cooperating Agencies](#) is to be completed when needed by the Fire and Emergency Response Branch and sent to the deputy state forester and state forester to report any significant wildfire activity and details for reporting to the Governor's Office.
- ◆ The deputy state forester or state forester will be responsible for forwarding the completed [Form 4.3 Wildfire Situation Report for Cooperating Agencies](#) through the office of the Secretary of Agricultural and Forestry to the Governor's appropriate staff.

Wildfire Response/Control Expenses

The VDOF will collect for the costs of wildfire suppression in accordance with the Code of Virginia Section [§10.1-1141](#). Expenses include, but are not limited to, the agency's response to any wildfire that is expected or determined to be uncontrolled, regardless of the status of the wildfire upon arrival at the scene.

VDOF will charge time, mileage and other expenses in responding to all wildfires where suppression action is taken. Suppression action includes any and all activities to control a wildfire including mop-up. Charges will be made for personnel time, vehicle mileage, consumable supplies, equipment time and meal expenses (for those on the fireline or associated overhead positions). Costs such as equipment repair, dispatching and investigation are not a direct suppression costs and should not be billed to the fire.

Examples

- ◆ Example 1:
 - VDOF personnel respond to a report of a wildfire, upon arrival at the scene, find that the wildfire has been extinguished by the local fire department, and other than a check of the fire, no further action is needed.
 - There are no chargeable VDOF expenses with this incident; however, a wildfire incident report should be completed.
- ◆ Example 2:
 - VDOF personnel respond to a report of a wildfire, upon arrival at the scene, find that it was a false alarm, there was no wildfire.
 - There are no chargeable VDOF expenses with this incident, and no wildfire incident report should be completed.
- ◆ Example 3:
 - VDOF personnel respond to a report of a wildfire, upon arrival at the scene, the fire department tells the VDOF personnel that the fire is controlled and no further action is needed. The VDOF personnel determine that additional mop-up is needed to secure the fire perimeter and take the actions necessary to secure the fire.
 - The VDOF should complete a wildfire incident report and should bill the responsible party for the VDOF expenses associated with this response.
- ◆ Example 4:
 - VDOF personnel respond to a report of a wildfire, upon arrival at the scene, find that the local fire department had actually just requested our assistance to handle a 4PM violation with no uncontrolled wildfire.

- This is a law enforcement response and should be handled accordingly. There are no chargeable VDOF expenses with this incident, and no wildfire incident report should be completed.
- ◆ Example 5:
 - VDOF personnel respond to a report of a wildfire, upon arrival at the scene, find that the fire was controlled by the local fire department and that there is a law violation in which a summons is issued by VDOF.
 - There are no chargeable VDOF expenses with this incident; however, a wildfire incident report should be completed.

Contractor Use for Wildfire Suppression

Agency personnel can employ local equipment contractors in support of agency suppression operations during extreme fire events when VDOF dozer units are needed but not immediately available. The priority for equipment use is to always use VDOF dozers or equipment first before securing the use of contract equipment.

The VDOF will reimburse contractors for the use of their equipment during extreme fire events. The multi-carbon form "Emergency Equipment Shift Ticket" book will be used to document contractor costs. Instructions for the use of contractors are below. (These same instructions are also located on the inside front cover of the agencies "shift ticket" books).

Contractor Use and Emergency Equipment "Shift Tickets" Instructions

- ◆ Emergency Equipment Shift Tickets to be filled out when employing contractors for emergency work.
- ◆ Every contractor is to be assigned a dozer/engine boss with communications.
- ◆ Minimum required PPE for contractors is hard hat, Nomex fire shirt and pants or Nomex coveralls, gloves and fire shelter.
- ◆ Fire equipment and operator should be capable of performing the tasks assigned in a safe and efficient manner. (Use of dozers without lights at night is not permissible.)
- ◆ VDOF does NOT accept any responsibility for damages incurred or repairs needed to contractor equipment.
- ◆ Fill in all blocks on the form except Block numbers 1, 9 and 15:
 - Contractor's address
 - Federal ID number or Social Security Number
 - Phone number
- ◆ Obtain the following information, use Block 14 (and Block 15, if needed):
 - Negotiated equipment rates should be reasonable and fair for both the contractor and VDOF (designate rates in Block 14 of form.)
- ◆ A new "shift ticket" will be filled out EACH day. Starting and stopping on the same day should be recorded on the same ticket.
- ◆ The contractor and VDOF representative should sign each "shift ticket" to verify hours worked and rates of equipment.
- ◆ Attach white copies of "shift tickets" to fire reports and send to the Regional Office. Give yellow copies to contractors for their records. Regions will retain "shift tickets" with original fire report for verification of contractor billings.
- ◆ Regional Office staff should enter the appropriate information above into eVA for contractor payment processing.

Fire-Line Stabilization

All agency fire control lines will be stabilized following fire control to help limit site degradation following the suppression operations. Stabilization activities will normally be completed at the conclusion of control operations before agency equipment demobilizes from the site.

- ◆ Stabilization work completed in conjunction with the control and mop-up operations should be included in the total costs of suppression.
- ◆ Stabilization expenses completed at some later date, after agency equipment has already been demobilized following the control operations will be at the agency's expense.
- ◆ In order to report and process fire line stabilization expenditures for payment, when those expenses are not included in the costs of the suppression operation, VDOF personnel will use a printed copy of [Form 1 Wildfire Incident Report](#), completing only the necessary sections to record at a minimum, the fire number, date, location and all stabilization expenses. The words "Fire line Stabilization" should be handwritten across the top of the front page of [Form 1 Wildfire Incident Report](#) and submitted with any related invoices for payment processing.
- ◆ Expenses relating to fire-line stabilization will be charged to the fire suppression budget, cost code 149.

Aircraft Use

Helicopter, Single Engine Air Tanker (SEAT), Large Air Tankers or Fixed-Winged Aircraft

- ◆ Request the needed aviation asset through the appropriate regional dispatch. Regional dispatch can automatically dispatch the needed aircraft when they are on contract with the VDOF.
- ◆ If aircraft resources are not on contract with the VDOF or otherwise immediately available, regional dispatch should forward the request to the Fire and Emergency Response Branch who will be able to identify and contact an available resource to fill the request.
- ◆ The following information is needed for the dispatch of any aviation asset:
 - Fire name
 - Latitude and longitude
 - VDOF contact person at the fire scene (name, radio call identifier and cell phone number)
 - Radio frequency to be used for initial contact
 - Homes threatened, fire behavior, fuels, any resources threatened
 - Other aircraft working the fire

Non-VDOF Passengers

ALL non-VDOF personnel flying on VDOF-owned aircraft or contracted aircraft will complete a [Form 4.22 Waiver and Release for Flight Operations](#) prior to the flight.

VDOF Contract Aviation Assets

- ◆ The [Form 4.23 Aerial Wildfire Suppression Contract Performance Checklist](#) will be completed by the region hosting the aerial suppression contract on the first and last day of the contract(s). The form should be forwarded to the VDOF's aviation contract administrator (usually the emergency operations program manager, Fire and Emergency Response Branch)
- ◆ The form may be used at any time needed during the contract period. Any items not in compliance must be reported to the contract administrator and corrected before the aviation asset is allowed to fly.

Non-Fire Emergency Response

- ◆ The primary duty of the VDOF is the protection of life, property and resources from forest fires. The VDOF also has a mandated responsibility to respond to other emergencies as declared by the state forester or the Governor.
- ◆ In most cases of emergency, a local response will be made first by VDOF employees on request from the local officials. Once a declaration by the state forester or the Governor is established, all VDOF personnel will respond to dispatches and assignments as given by the Fire and Emergency Response Branch working through each regional forester.
- ◆ Responding units will maintain accurate records of time, equipment and supplies expended during any emergency response.

Local Emergency

- ◆ VDOF employees will respond to local emergencies to protect life and property when requested by local authorities such as Sheriff's Office, Fire and Rescue, county or city manager, etc. In responding to a local emergency, the regional forester will be notified.
- ◆ The regional forester will notify the Fire and Emergency Response Branch if additional resources will be needed beyond the local response.

State Forester-Declared Emergency

- ◆ Requests for VDOF resources may be dispatched due to a statewide emergency declared by the state forester.
- ◆ The Fire and Emergency Response Branch will coordinate emergency response under these circumstances.
- ◆ Specific requests for assistance will be sent directly to the regional foresters, director of agency lands and other personnel as needed.
- ◆ VDOF employees will respond as requested.
- ◆ The Fire and Emergency Response Branch will establish the response time based on the [Policy and Procedure 4-3 Readiness and Mobilization Plan](#) by setting the appropriate Class Day.

Governor-Declared Emergency

- ◆ Requests for VDOF resources due to a statewide emergency resulting in a Declaration of Emergency by the Governor will require an immediate response by the VDOF.
- ◆ The statewide emergency will be coordinated by the Department of Emergency Management.
- ◆ The VDOF will receive specific mission requests for assistance directly to the Fire and Emergency Response Branch. Specific requests for assistance will then be sent directly to the regional foresters, director of agency lands and other personnel as needed.
- ◆ The VDOF will also staff the State Emergency Operations Center in Richmond and/or the agency Command Center, as appropriate.

AUTHORITY

This policy and procedure is issued by the Virginia state forester.

INTERPRETATION

The state forester, deputy state forester, chief of administration and the director of fire and emergency response are responsible for the interpretation of this policy and procedure within their respective areas of responsibility.

APPROVAL

I certify that this policy and procedure is approved and ready for publication.

John Miller

Director of Fire and Emergency Response Name (Print)

Director of Fire and Emergency Response Signature

Amanda Davis

Chief of Administration Name (Print)

Chief of Administration Signature

Ed Zimmer

Deputy State Forester Name (Print)

Deputy State Forester Signature