

C. INCIDENT RESPONSE INSTRUCTIONS

1. INCIDENT COMMAND SYSTEM

The Office of State Fire Marshal requires all fire service agencies functioning pursuant to the *Mobilization Plan* to use the National Interagency Incident Management System (NIIMS) incident command system. NIIMS provides a common system for use by all emergency response agencies at federal, state, and local levels.

2. PROCEDURES FOR PROVIDING MOBILE SUPPORT

Phase 1 Request and response

- a. Implementation of the *Mobilization Plan* has been authorized by the Governor.
- b. The state fire chief notifies the sending fire defense board chief with the specific resources request and orders the implementation of move-up procedures.
 - 1) The sending fire defense board chief reviews resource inventory and determines the assignments to be made.
 - a) Appoint the strike team/task force leader;
 - b) Identify units which will respond;
 - c) Specify location for the strike team/task force incident staging and assignment;
 - d) If single resources, give route instructions and specific assignment.
 - 2) The sending fire defense board chief reports back to state fire chief ERC, giving the following information:
 - a) That the resource order has been filled as requested;
 - b) Name and contact number of strike team or task force leader;

If the resource order cannot be filled as requested, the sending fire defense board chief must get prior authorization through the ERC before making substitutions to the resource order.

Phase 2 Limits on sending local resources.

The sending fire defense board chief determines that uncommitted resource levels remaining within the fire defense district are inadequate to send further assistance outside the district and notifies the state fire chief.

3. RESPONSE GUIDELINES

a. Before dispatching, the local fire chief must:

- 1) Confirm that all personnel are properly trained and equipped to respond. (Please refer to I-H Training and Equipment Standards.)
- 2) Confirm that all apparatus meets applicable standards, is properly and adequately equipped, is in good repair, and is capable of meeting travel and firefighting requirements.

Personnel and apparatus that do not meet the response standards of the Mobilization Plan may be rejected by the incident commander without state reimbursement for travel or response costs.

Privately owned vehicles (POVs) are discouraged. POVs may be used only when publicly owned vehicles cannot be provided. POVs must be approved by the OSFM business manager or ERC manager before mobilizing. (see guidelines for claims, p. III-B-5)

- 3) Confirm that the department/district has covered all personnel, including volunteers, under the department/district's workers' compensation insurance policy.
- 4) Confirm that mobilized personnel are prepared and available to be mobilized for a minimum of five (5) days.
- 5) Notify the fire defense board chief that your department resources are ready to respond to the strike team/task force staging location.
- 6) If replacing personnel, contact the state fire marshal incident management team for approval and assigned arrival time at the incident. Non-approved replacement personnel may be rejected by the incident commander. Replacement personnel costs will be paid only for assigned time on the incident. Travel cost for replacements and those replaced is at the jurisdiction's expenses.
- 7) Notify the fire defense board chief that you are making an approved personnel replacement.

b. Before leaving the home station, the apparatus officer must:

- 1) Complete an apparatus check for travel and firefighting readiness.

- 2) Confirm that personnel meet training and equipment standards.
- 3) Fill out the Resource Inventory/Personnel Roster: FSP-01, including strike team/task force number and departure time. (Press firmly!) The strike team/task force number is assigned by the state fire chief ERC.
- 4) Inform the task force leader of estimated arrival time at the task force mobilization center.
- 5) Confirm that apparatus has state FIRE NET capabilities.

Personnel and apparatus that do not meet the response standards of the Mobilization Plan may be rejected by the incident commander without state reimbursement for travel and any other response costs.

- c. Strike Team/Task Force Leaders are responsible for ensuring that responding personnel and apparatus are properly equipped, prepared, and meet all applicable standards before leaving the mobilization center.

All personnel must receive an incident assignment, strike team/task force staging location, strike team/task force number, and communications channel as assigned by the state fire chief ERC prior to leaving their home unit.

Before leaving the task force mobilization center, the task force leader must:

- 1) Take roll and check accuracy of the Resource Inventory/Personnel Roster: FSP-01 for each apparatus, sign the form and fill in the departure time from the mobilization center.
- 2) Complete and communicate the task force/strike team resources form (see Task Force/Strike Team Resources form at the end of this section) to the Office of State Fire Marshal Emergency Response Center (Fax: 503-588-1378, Phone: 503-373-0001, 503-373-1999 and 503-378-6416). Information needed includes:
 - Type of apparatus and sending department
 - Number of personnel assigned to each apparatus
 - Name and contact numbers for strike team/task force leader
 - Time of departure and estimated time of arrival at incident staging area

DO NOT DEPART UNTIL THE INFORMATION HAS BEEN CONFIRMED BY THE OSFM ERC.

- 3) Confirm that the strike team/task force configuration is correct. Confirm strike team/task force number and check-in/staging location at the incident.

- 4) Provide final routing and any special instructions to task force members.
 - 5) Inform the fire defense district chief of departure.
 - 6) Inform the state fire chief Emergency Response Center of departure and estimated time of arrival at the incident, and
 - 7) Maintain command and control of task force resources.
- e. Upon arrival at check-in, the task force/strike team leader must:
- 1) Notify the state fire chief ERC that the task force has arrived.
 - 2) Check in with the structural resource unit leader. Check-in officially logs you in at the incident and provides important operations, planning, and demobilization information. Check-in will include processing your paperwork, apparatus inspection, and logistical support information.
 - 3) Locate your operations supervisor and obtain your initial briefing and task force assignment.
 - 4) Brief the task force/strike team on its schedule, assignment, eating and sleeping arrangements, procedures for obtaining supplies and services, and debriefing provisions at the end of operational periods.

Fire cache facilities may or may not be available. If a cache is available, task force/strike team leaders must request cache supplies through their operations chain of command. Responders' home departments will be charged for personal care items, protective clothing and non-returned firefighting tools and equipment.

- f. Single resources, including incident management team members and representatives from cooperating agencies, must:
- 1) Notify the state fire chief ERC when they respond and when they arrive at incident staging;
 - 2) check-in with the structural resource unit leader; and
 - 3) report to the incident commander or appropriate supervisor.
- g. Where replacement personnel are anticipated, replacements shall be approved and coordinated through the incident chain of command with the OSFM incident management team.
- 1) The resource unit leader will advise the ERC.
 - 2) Replacement personnel shall follow all response and check-in procedures listed above.

4. TERMINOLOGY

Emergency and Audible Signaling/Terminology

Abandon

The term "abandon" is used to direct companies or crews operating in the hazard zone to immediately exit via escape routes to a safe place. Companies or crews abandoning the hazard zone will take only the tools, equipment, and hose lines necessary to permit their emergency egress.

Signal:

All apparatus operators close to the hazard zone will sound their air horn with one long continuous blast lasting for approximately ten (10) seconds.

Code Zero

A law enforcement term used to request all available officers to respond code 3 to an incident. To be used only when unable to transmit clear text and someone's life is in imminent danger.

Emergency Traffic

The phrase "Emergency Traffic" is used in radio communications to indicate a critical, life safety related message. "Emergency traffic" communications have priority over all other radio communications with the exception of a Mayday message.

Evacuate

The term "Evacuate" will be limited to removal of civilians who are exposed, or are potentially exposed to hazards presented by the incident.

Mayday

"Mayday-Mayday-Mayday" is the signal phrase used in radio communications to indicate a missing, trapped, or injured firefighter in need of immediate assistance. Mayday messages have absolute priority over all other radio communications.

Withdraw

The term "Withdraw" is used to order the controlled tactical movement from current operating positions, to a safer location. Personnel withdrawing from an operating position will remove tools, equipment and hose lines.

PAR

Personnel Accountability Report – a report designed to provide the IC with information concerning the identity of individual members of a company or team and their assignments and to account for the assignment of companies.

Cease Operation – All Quiet:

Order given by the Incident Commander. Typically used during Search and Rescue Operations when listening for PASS devices or when listening equipment is being used by Technical Search and Rescue crews. This order may be preceded by "Emergency Traffic."

5. CODE OF CONDUCT

CODE OF CONDUCT

It is the duty of personnel mobilized by the State of Oregon to maintain high standards of performance and conduct that will promote public trust and provide the best possible service to the citizens of Oregon. Personnel are expected to demonstrate cooperation, efficiency, integrity, and accountability in the performance of their duties. It is expected that all conflagration resources will conduct themselves in a professional manner, meet the performance standards of their position and comply with all local, state and federal laws.

Your actions, attitude, and work ethic will be scrutinized by those with whom you work and interact and by the citizens being served. You represent the State of Oregon, your county and your department as an individual and as a team member on the fire line, in camp, and in transit. Work hard, learn as much as you can, and come home safe.

Specific expectations:

- Adhere to applicable safety standards. All mobilized individuals have a responsibility to each other to be alert to and communicate all safety hazards and near misses to the immediate supervisor or the incident management team safety officer. All injuries incurred while mobilized must be immediately reported to the immediate supervisor.
- Adhere to the chain of command, become familiar with whom you are working, follow directions, and keep your supervisor informed. You are responsible for understanding your assignments and instructions; if in doubt, immediately ask for clarification.
- Drive apparatus in a safe and courteous manner at all times. Use all appropriate safeguards, including backing guides.
- Wear your PPE when assigned and an appropriate uniform when in camp.
- Maintain a state of readiness at all times. When not assigned, resupply apparatus, restore equipment, and maintain a state of readiness. You are expected to be able to respond on notice, 24 hours a day.
- Harassment of any kind against co-workers, supervisors, citizens, contractors or others based on race, color, national origin, age, gender, disability, religion, marital status, or any other class protected by civil rights laws will not be tolerated and will result in immediate demobilization.
- When not assigned or in camp, conduct yourselves in a manner that will not discredit yourself, your department or the State of Oregon.
- Misconduct, insubordination, refusal to follow orders or directives, dishonesty, inattention to duty, carelessness or any conduct that you know or should know is improper behavior will not be tolerated and may result in immediate demobilization from the incident.
- Know and follow the procedures in the *Oregon Fire Service Mobilization Guide*.

- Access to cache and requests for supplies shall be only through your chain of command. Return all procured equipment prior to demobilization.
 - Alcohol and non-prescribed medication other than over-the-counter-medication shall not be transported or consumed. This includes during transit to and from your home departments.
 - Firearms are not allowed unless it is a requirement of your assigned position.
 - You are required to report to your immediate supervisor any medical condition that may arise that will interfere with your ability to safely perform your assigned tasks.
-

TASK FORCE / STRIKE TEAM RESOURCES

Task Force / Strike Team Leader: Before departing for the fire incident complete and communicate all information on this form to the ERC at (Fax: 503-378-5329, 503-373-7702 Phone: 503-373-0001, 503-373-1999 or 503-378-6416)

Do not depart until information has been confirmed by the ERC.

You must monitor the State Fire Net. Be sure to give your radio ID number.

Conflagration Name		
County Sending Resources		Defense Board Chief
Date and Time Resources Responded		Resources' ETA at Incident Staging
Task Force / Strike Team Leader		Department
Cell	Pager	Radio ID (you must monitor FireNet)
Apparatus Type* I – II – III – IV – V (Eng), Tender, Comd, or Other	Department	No. of Personnel Assigned

*See Mobilization Plan (III-C-2) for apparatus type standards.

ERC immediately confirm...

- 1) Apparatus type (responding resource) matches the resource request.**
- 2) Number of personnel assigned does not exceed desired staffing.**

Discrepancies must be resolved before the task force/strike team departs.