Oregon Office of State Fire Marshal

Task Force & Strike Team Leader Guidebook

Updated for 2020
COVID-19 Environment

Prevention • Preparedness • Response

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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 Oregon. Personnel are expected to demonstrate cooperation, efficiency, integrity, and accountability in the performance of their duties. It is expected that all mobilized resources will conduct themselves in a professional manner, meet the performance standards for their position, and comply with all local, state, and federal laws.

Your actions, behavior, 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 region, 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.

Failure to conduct yourself in the appropriate manner could result in your immediate relief from duty.

Specific Expectations for All Responders

Public information: any release of photographs, data, or information without the approval of the IMT is a violation of the chain of command and such action is subject to disciplinary and possibly legal action. This includes but is not limited to the press/media, text messaging, and any other forms of communications or social media.

Adhere to applicable safety standards. All mobilized individuals have a responsibility to each other to be alert to and communicate all safety hazards or near misses to the immediate supervisor or the Incident Management Team. All injuries incurred while mobilized must be documented and immediately reported to your 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. Be considerate of civilian traffic. If traffic is backing up behind your convoy, pull off at the first safe place and allow traffic to pass. All resources are expected to obey posted speed limits and warnings at all times.

Wear your PPE when assigned and appropriate attire when in camp.

Maintain a state of readiness at all times. When not assigned, resupply apparatus and restore equipment. You are expected to be available and ready to respond on notice, 24 hours a day.

Harassment of any kind against coworkers, supervisors, civilians, 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 yourself in a manner that will not discredit yourself, your department, or the State of Oregon.

Misconduct, insubordination, dishonesty, inattention to duty or any conduct that you know or should know is improper will not be tolerated and may result in immediate demobilization from the incident.

Know and follow the procedures in the current Oregon Fire Service Mobilization Plan.

Access to a cache and requests for supplies shall be only through your chain of command. Return all procured equipment prior to demobilization. You may be responsible for items not returned.

Alcohol and illegal drugs shall not be transported or consumed. A person using prescription drugs may be asked to show reasonable proof that the medication is prescribed to them. Consuming over-the-counter or prescribed medication must not interfere with a person’s performance or judgment.

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 Leader Expectations

While you are working on this incident, you are asked to adhere to the following guidelines. Providing for public and firefighter safety is always our number ONE priority.

Attend the Operations Period Briefing (Be on Time)

- Meet with your Division/Group Supervisor (DIVS) in the appropriate Division Breakout immediately after the briefing to receive and discuss specific details of your assignment.
- You are responsible for understanding your assignment and obtaining all necessary information, maps, and an Incident Action Plan (IAP) for each apparatus.
- While you are at briefings, your personnel are expected to be preparing to start work; obtaining meals, water, ice, radio cloning, fuel, etc. Your resources should be prepared to begin work immediately following the Division Breakout.
- Ensure each apparatus officer completes and submits an ICS 214 (Unit Log) for each operational period. You will submit Unit Logs for each apparatus and yourself to the DIVS after each operational period.

Before Leaving the Incident Base

- Brief all personnel assigned to you.
- Ensure that your assigned resources have all necessary equipment and documentation to understand their assignments.
- Check with your DIVS on the status of anything ordered the day prior to determine delivery time and location.

Upon Arrival at your Assigned Division

- Account for all resources assigned to you.
- Debrief with the out-going DIVS or Task Force Leader.
- Personal protective equipment is mandatory for everyone on the line.
- Identify LCES (Lookouts, Communications, Escape Routes, and Safety Zones) and insure that they adequate. ***You must do this soon after arrival and brief all your personnel!***

During the Operational Period

- Account for all resources assigned to you at all times.
- Document any actions, accidents, or agreements in your Unit Log and notify your DIVS when appropriate.
- Make sure your activities are well coordinated with your adjoining Divisions. Share resources when and where appropriate.
- Meet with your DIVS before 1400 (day shift) or 0200 (night shift) to request any resources, supplies, or equipment needed for the next operational period.

- Update your DIVS on fire and weather conditions as appropriate.
- Develop contingency tactics, and always have alternate plans in place.
- Make notes that may be relevant to complete evaluations and an After Action Review prior to demobilization. Unsatisfactory performance will not be tolerated; it is to be identified and dealt with immediately. If you are unable to resolve the performance problem, it shall be brought to the attention of the DIVS. Outstanding performance needs to be documented and recognized. Be prepared to make recommendations on what type of recognitions might be appropriate to the DIVS.
- All accidents or injuries must be documented and reported immediately.

Before Leaving the Assigned Division

- Account for all assigned resources.
- Debrief with the in-coming DIVS or Task Force Leader.

Upon Returning to the Incident Base

- Ensure that all of your assigned resources have returned to camp and are accounted for.
- Debrief with your DIVS.
- You are to be available to return to work 24 hours a day.

Internal/External Political Concerns

The needs of the local jurisdiction and community must be an important consideration in all interactions. Ask your DIVS how you can cooperate with the Incident Information Officers when you come in contact with community members or media.

Task Force/Strike Team Leader Mobilization Checklist #1

FOR **ASSEMBLING** THE TASK FORCE/STRIKE TEAM

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 any other response costs.

- ☐ Assemble Task Force/Strike Team (TF/ST) at Point of Departure.
- ☐ Brief all personnel on code of conduct and expectations.
- ☐ Confirm all personnel have adequate personal gear for a minimum of seven days and are self-sufficient for 72 hours with adequate food, drinking water, and sleeping bags.
- ☐ Ensure all personnel conduct self-screening using the Wildland Fire COVID-19 Screening Tool.
- ☐ Confirm all personnel are fit for duty.
- ☐ Confirm all personnel are properly trained and equipped with appropriate structural, wildland, or other necessary PPE for the type of incident to which you are responding.
- ☐ Confirm all apparatus meet applicable standards, are properly and adequately equipped, in good repair, and capable of meeting travel and firefighting requirements.
- ☐ Confirm all apparatus have the ability to utilize State Fire Net.
- ☐ Confirm all apparatus are fully fueled and personnel have travel funds.
- ☐ Complete and submit a TF/ST Resource Form to the AOC.
- ☐ **You must receive explicit approval from the AOC.**
- ☐ Ensure one Resource Manifest Form is completed for each apparatus, including command and support apparatus.
- ☐ Ensure one Task Force/Strike Team Apparatus Form has been completed for each apparatus.
- ☐ Brief all personnel on incident, travel route, communications en route, pre-determined fuel or rest stops, safety issues, and second-in-command.
- ☐ Advise AOC of departure time, travel route, and estimated time of arrival. (503-373-0001)
- ☐ Ensure that each apparatus uses the same departure time on their Resource Manifest.
- ☐ Prior to arrival at the incident, ensure all apparatus are fully fueled and ready to begin operations. This final fueling is not reimbursable.

Task Force/Strike Team Leader Mobilization Checklist #2

FOR TASK FORCE/STRIKE TEAM **ARRIVAL** AT AN INCIDENT

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 any other response costs.

- ☐ Prior to arrival at the incident, ensure all apparatus are fully fueled and ready to begin operations. This final fueling is not reimbursable.
- ☐ Advise AOC of arrival time. (503-373-0001)
- ☐ Arrive at requested time and location. Collect Resource Manifests and Apparatus Forms. **TFL <u>ONLY</u> don mask and meet Resource Unit Leader (RESL) at designated location to complete check-in.**
- ☐ Initiate ICS-214s (Unit Logs) for each apparatus. Complete this form daily and provide to Division/Group Supervisor (DIVS). Document actions, accidents, agreements, and other relevant information.
- ☐ Determine availability and location of food, water, and fuel.
- ☐ Determine location of sleeping areas. Find a safe, comfortable, and quiet place for the TF/ST to sleep and establish camp.
- ☐ Visit Communications Unit and ensure all apparatus have radios with incident communications plan.
- ☐ Confirm your group has access to systems or paperwork to complete structural triage work (paper forms or electronic system).
- ☐ Determine what level of medical care is available, its location, and how to access it.
- ☐ Locate your DIVS and obtain your initial assignment and/or briefing. Confirm how to contact them.
- ☐ Find out where and when operational briefings occur and **be on time for briefings**. Attend all briefings; get updated maps, and Incident Action Plans (at least one per apparatus).
- ☐ When possible, debrief with the Task Force/Strike Team Leader(s) you are relieving.

“How can we accomplish this task while minimizing human contact or contact where humans have recently been?”

Task Force/Strike Team Leader Mobilization Checklist #3

FOR **DEMOBILIZING** THE TASK FORCE/STRIKE TEAM

- ☐ Ensure all damage claims have been reported to Division/Group Supervisor (DIVS) and documented appropriately.
- ☐ Each apparatus operator must complete Incident Demobilization Vehicle Safety Inspection Form. Any failed items must be reported to DIVS.
- ☐ Ensure all ICS-214s (Unit Logs) have been given to DIVS.
- ☐ Ensure the return of all borrowed equipment and resources to the appropriate party.
- ☐ Complete evaluations for all resources assigned to you.
- ☐ Receive evaluation from DIVS.
- ☐ Complete Task Force After Action Review.
- ☐ Ensure all personnel have sufficient rest prior to demobilization.
- ☐ Make sure all apparatus are fully fueled.
- ☐ Brief all personnel on travel route, communications en route, pre-determined fuel or rest stops, safety issues, and second-in-command.
- ☐ Check out with the Resource Unit Leader (RESL). Provide RESL with Demobilization Vehicle Safety Inspection Forms, evaluations, Task Force After Action Review Form, and any other documentation you have. **RESL must sign all Manifests and return hard cards.**
- ☐ Advise the AOC of departure time and ETA. (503-373-0001)
- ☐ Advise the AOC and your Fire Defense Board Chief of arrival. (503-373-0001)
- ☐ Each apparatus must record their in-station time on their Manifest.

“How can we accomplish this task while minimizing human contact or contact where humans have recently been?”

Oregon State Fire Marshal
Structure Protection Guide

PURPOSE

This structural protection plan is designed to provide structural resources with common expectations, procedures and terminology in order to execute efficient structural protection during wildland fire/urban interface incidents.

PROCEDURE

The components of effective structural protection are based on the integrated actions surrounding three critical actions; Structural Triage, Structural Preparation and Defensible Tactical Action. The successful implementation of these actions is based on the following critical factors: TIME, RESOURCES and FIRE CONDITION. These factors must be strongly considered in the decision making of when and how to execute the critical structure protection actions.

I. Structural Triage

Utilization of the OSFM Structural Protection Checklist should be utilized when triaging structures with the goal of placing each structure in one of the following categories. These categories will be utilized to determine the structural prep and defensible actions given consideration of available time, resources and fire condition.

Defensible – Stand Alone (Low Risk) ☐ Safety zone present ☐ Requires little or no attention ☐ Will require patrol or homeowner presence after fire passage	**Prep and Go (High Risk)** ☐ No safety zone present ☐ If time allows, rapid mitigation, apply foam or gel ☐ Set trigger point for safe retreat ☐ Go to nearest safety zone, return to area after fire passage
Defensible – Prep and Hold (Moderate Risk) ☐ Safety zone present at or near structure for apparatus and firefighters ☐ Structure has a higher probability of ignition without firefighter intervention	**Check and Go (Extreme Risk)** ☐ No safety zone present ☐ Inadequate time for mitigations ☐ If time allows, ensure lives are not threatened ☐ Set trigger point for safe retreat ☐ Go to nearest safety zone, return to area after fire passage

II. Structure Preparation

Structural preparation is executed based on the Structural Protection Checklist and is a factor of TIME, RESOURCES and FIRE CONDITION. If a fire front is imminent or highly likely the goal is to defend what can be saved and accomplish as much of the Structure Prep Priorities as feasibly possible. This section is intended to provide structural protection resources with a clear guideline of what structure prep objectives are expected based on the mode of operation. This is a critical component of the structure prep plan, if there are other actions not addressed in this plan it is recommended that those actions are discussed with the appropriate supervisors.
Prioritize Structural Prep Actions based on the greatest chance of savability. Complete prep actions on the structures using the following order.

1. **Low Risk- Stand Alone.** Reinforce and ensure prepped for standalone defense.
2. **Moderate risk- Prep and Hold.** Time sensitive, these structures provide biggest gains.
3. **High Risk- Prep and Go**. Time sensitive.
4. **Extreme Risk- Check and Go**

Structure Prep Priorities
The following outlines the order of priority in which preparation should be conducted. Two general levels of structure prep are identified: Surface Prep and Full Prep. The three critical factors of time, resources, and fire condition will determine which level and priority should be accomplished. This determination may occur in conjunction with the Division/Group Supervisor.
Depending upon these critical factors, attempt to accomplish as much as feasibly possible starting with Surface Prep priorities down through the Full Prep priorities. ***The ultimate goal with any of the following prep work is to minimize ore eliminate the direct flame contact to the edge of a combustible building material.***

SURFACE PREP

Should always be completed first. Allows crews to conduct initial prep work without physically altering structures or property providing crews opportunity to conduct work if fire front is not imminent and it is unclear if fire front will affect the area.

Priority #1 **ROOF** *(critical ignition component)*

- Clean out gutters and ember traps at the vertical intersections and horizontal surfaces, remove receptive fuel beds, leaves, needles, debris and any other flammable materials on or attached to the roof.
- Flush gutters with water and plug down spouts.

Priority #2 **INTERIOR**

- Close windows.
- Turn lights on, close interior doors and unlock and shut exterior doors.

Priority #3 **EXTERIOR**

- Relocate easy to move flammable/combustible items surrounding structure (lawn furniture, toys, propane cylinders, gas cans etc.) to an area of cover or outside preparation perimeter (garage, shed, barn etc.).
- Clear decks, walkways and other areas of light receptive fuels (leaves, needles ect.). Consider base of exterior walls, decks or other areas of adjoining combustible surfaces of the structure.

FULL PREP

<u>Complete Surface Prep priorities first</u> and then determine which of the following Full Prep tasks need to be/can be completed.

Priority #4 EXTERIOR

- Remove receptive fuels adjacent to the structure 5-10 feet (fine dead fuels, leaves, grass, bark dust, firewood, etc).
- Cover attic and basement vents. (metal window screen is preferable).
- Shut off gas, LP/NG.

Priority #5 SECONDARY PRIORITIES

- Remove vegetation within 30 feet of structure scatter flat.
- Limb trees 5 to 7 feet from ground.
- Remove debris and ember traps around structure.
- Remove lawn furniture and toys- place in home if possible.
- Remove attached fences 10 feet from structure for access and removal of combustibles.
- Remove and scatter wood pile or cover to avoid ignition by ember shower.
- Move cars if possible.
- Construct handline around structure, outbuildings, or immovable fuel sources/hazards.
- Consider burn out operations.
- Consider use of sprinkler kits. Only if adequate structural prep has been obtained.
- Consider use of structure wrap.
- Consider extreme prep tactics (additional limbing or falling of trees).
- Consider egress preparation. Limbing/brushing 5 to 10 feet on either side of road/driveway.
- Consider the need for Temporary Refuge Area (TRA) and/or Safety Zone preparation.

FIRE IMMINENT

Consider when fire front is imminent and structure is categorized as defensible.

- Determine defensible action.
- Stretch hose lines.
- Ladder roof, hose to roof.
- Initiate Structural Prep Checklist if not already complete- Complete as much as possible before initiating defensible stand.
- Consider burn out operations.

III. Defensible Tactical Action

The following tactical actions allow firefighters combating an urban interface wildland fire to utilize common terminology and actions in order to safely and effectively defend structures.

Primary Tactical Action

Primary tactical actions are based on the triage category and level of structure prep accomplished prior to arrival of fire front. Primary tactical action may be supplemented or transition to another primary action or secondary tactical action as needed.

1. **STAND ALONE**

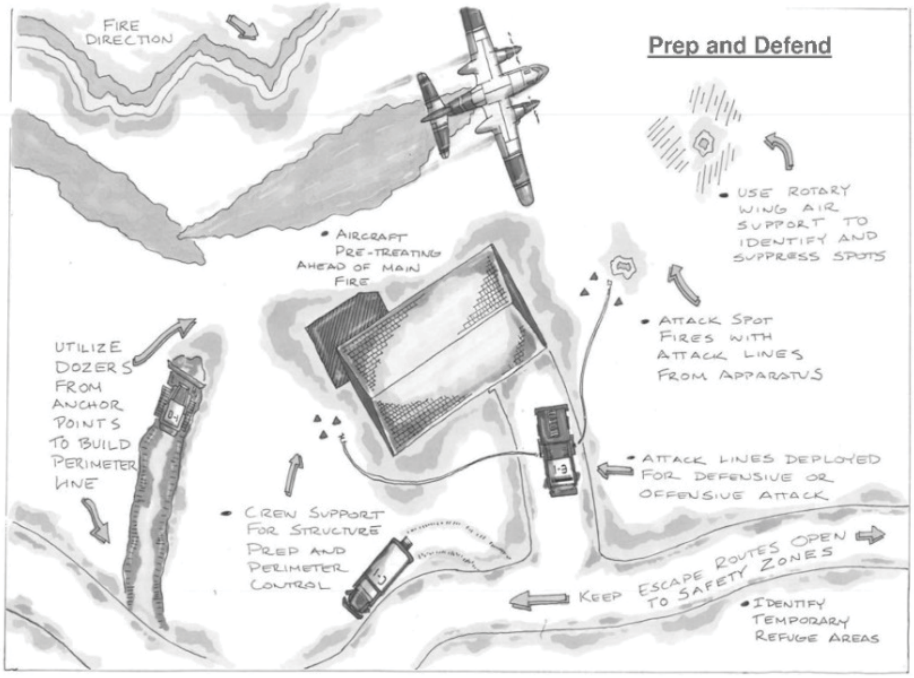
   Triage Category: Defensible (Low Risk)

   - **Purpose:** Adequate safety zones and escape routes allow for safe and effective preparation and defensible stand.
   - **Indicators:** Structure requires little or no preparation or protection.
   - **Actions:** Ensure adequate structural preparation measures are in place. If needed make defensible stand as fire front approaches.
   - **Considerations:** Situational awareness. Tactical patrol before and after fire front. Increased possibility of occupants holding in place.

2. **PREP & DEFEND**

   Triage Category: Defensible (Moderate Risk)

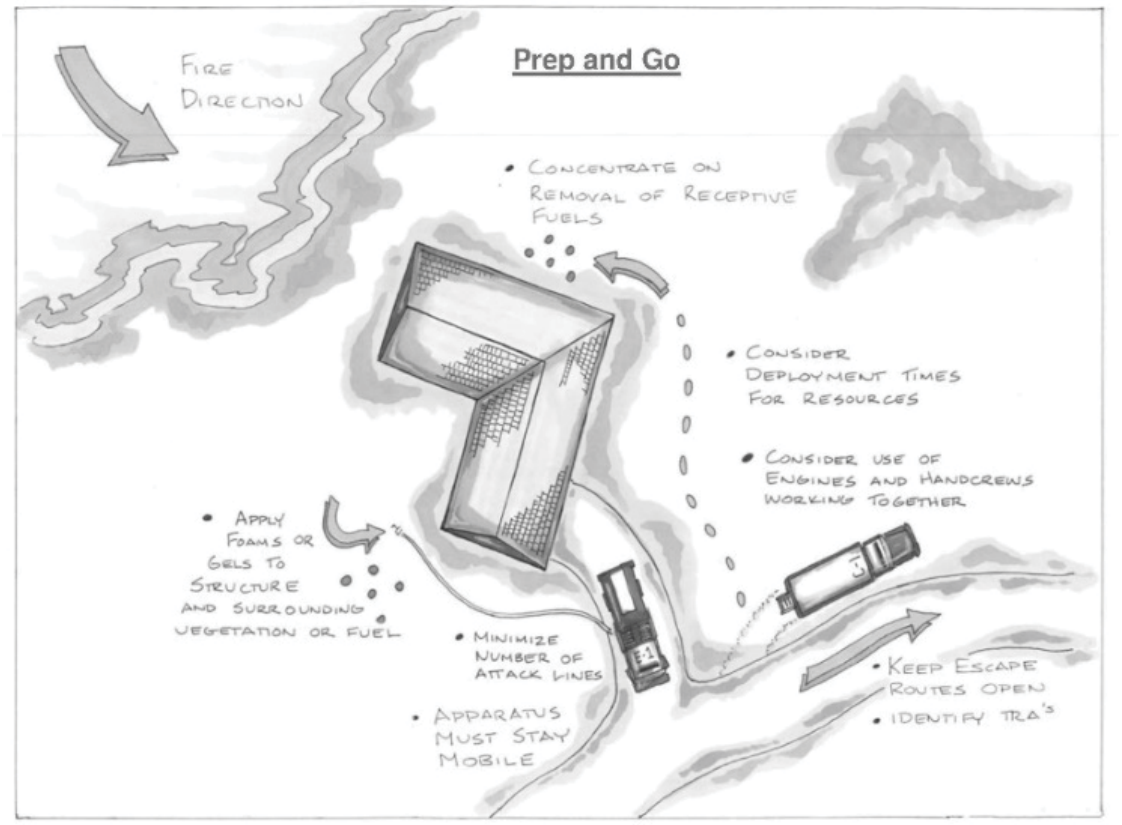
   - **Purpose:** A tactic used when it is possible for fire resources to stay and defend structures as the fire front arrives.
   - **Indicators:** Safety zones, escape routes and TRAs are present and adequate time allows for safe preparation of structure for defense prior to fire front impact.
   - **Actions:** Aggressive structure prep following Structure Prep Checklist. Adequate time, resources and conditions to make a defensible stand as fire front approaches.
   - **Considerations:** Situational awareness, escape routes and safety zones must be identified and maintained. Utilization of PACE planning in case of adverse fire behavior changes. Fire behavior must allow for firefighters to safely remain in place and engage the fire.



3. PREP & GO

Triage Category: (High Risk)

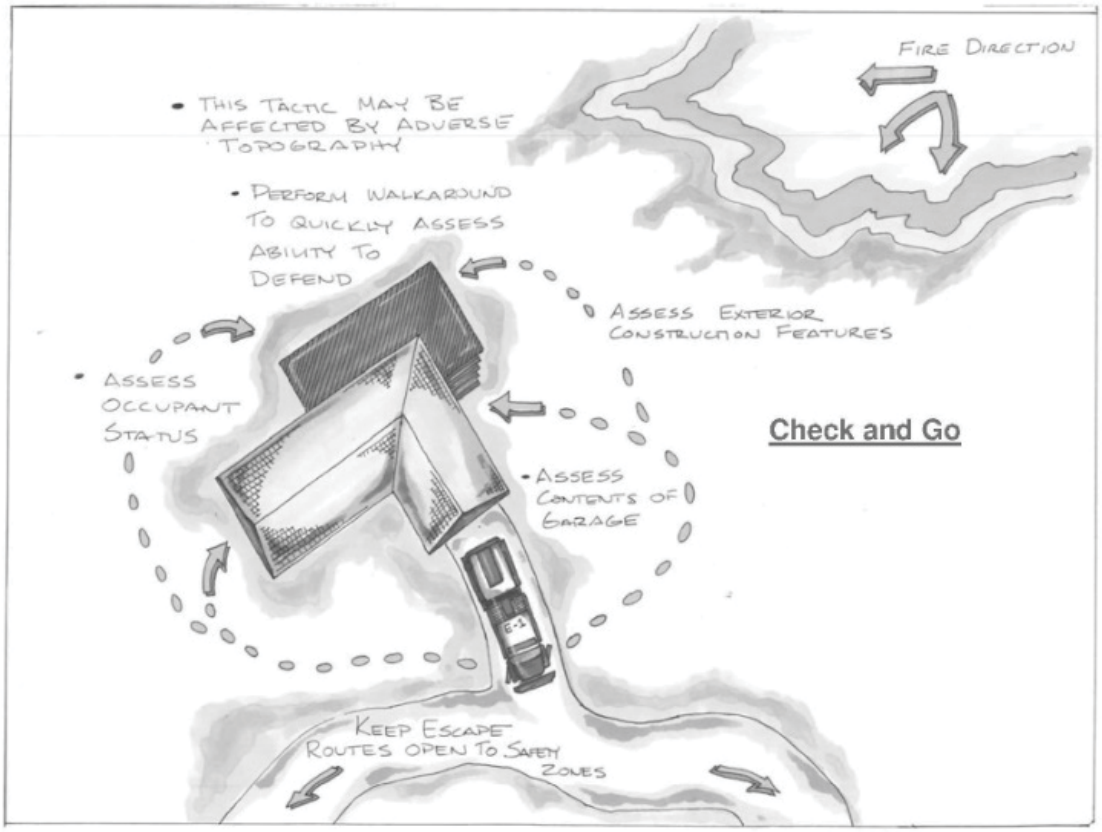
- **Purpose:** No safety zone present.
- **Indicators:** Time allows for rapid mitigation measures.
- **Actions:** Rapid triage, prep and retreat to Safety Zone or TRA.
- **Considerations:** Set trigger point for safe retreat and return tactical action.



4. CHECK & GO

Triage Category: (Extreme Risk)

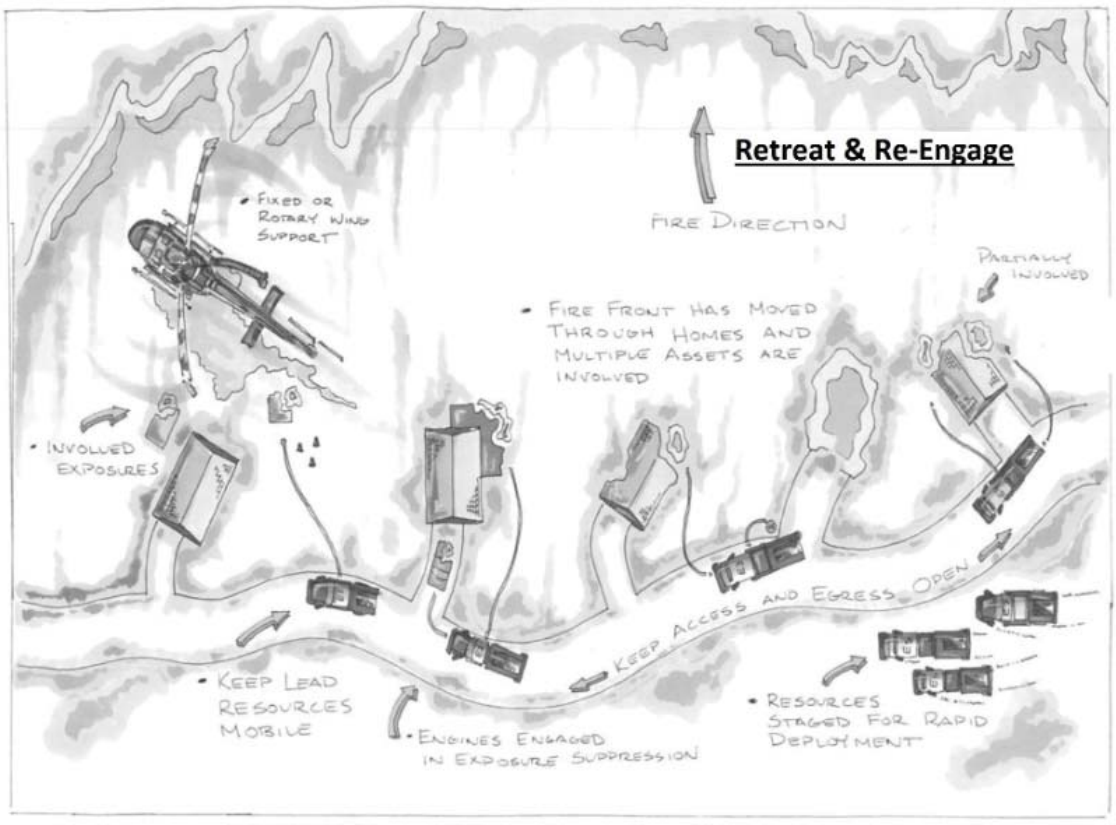
- **Purpose:** Inadequate defensible space prohibits safe defense actions.
- **Indicators:** Extreme fire behavior, compressed time constraints.
- **Actions:** Rapid evaluation to check for occupants who may require removal or rescue, then withdraw to a Safety Zone or TRA.
- **Considerations:** Retreat and return tactical action when able.



Secondary Tactical Action

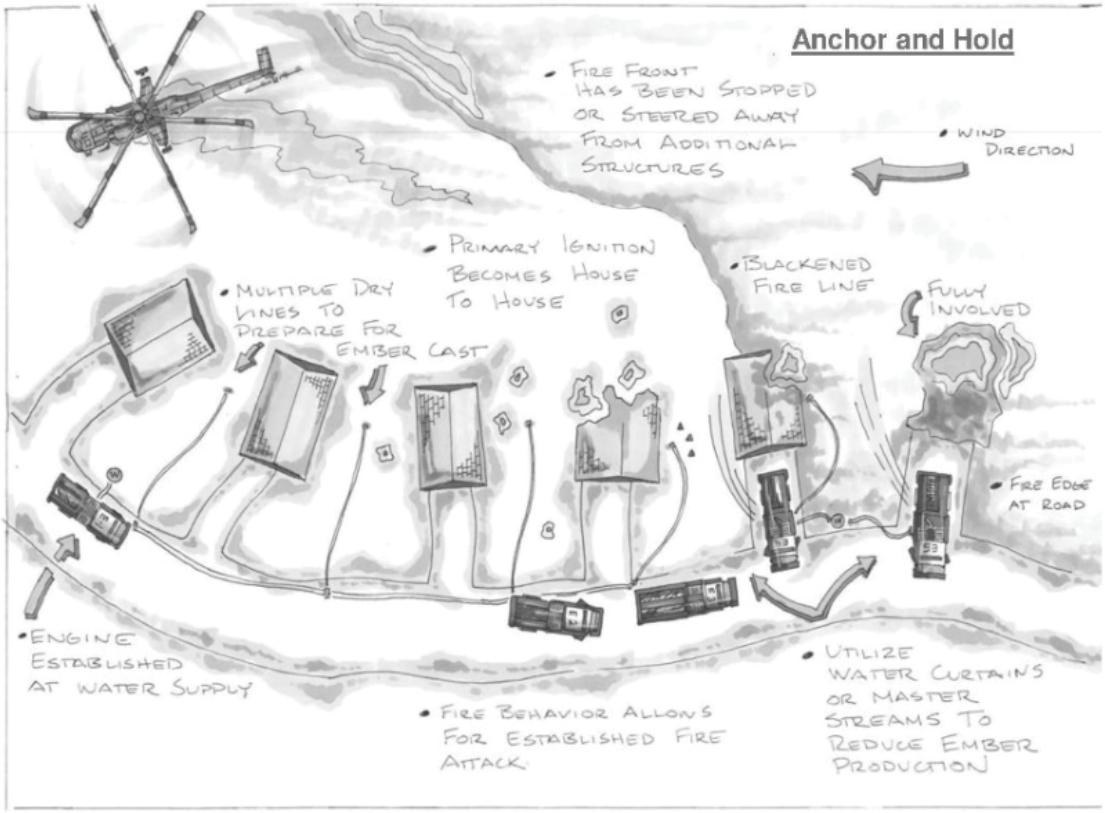
Secondary tactical action should be utilized to supplement and support the primary tactical action.

1. **RETREAT & RE-ENGAGE**
   - **Purpose:** Follow up tactic used when Check and Go, Prep and Go or Bump and Run tactics are initially used.
   - **Indicators:** When there is insufficient time to safely set up ahead of the fire or the intensity of the fire would likely cause injury to personnel located in front of the fire.
   - **Actions:** After retreating to TRA or Safety Zone, return behind the fire front to search for victims, minimize property loss, effect perimeter control, extinguish hot spots around structures, control hot spots and reduce ember production. Check areas that are known ember traps, under decks, under houses, gutters, flower beds/bushes, and sheds.
   - **Considerations:** Adequate TRA and/or safety zone



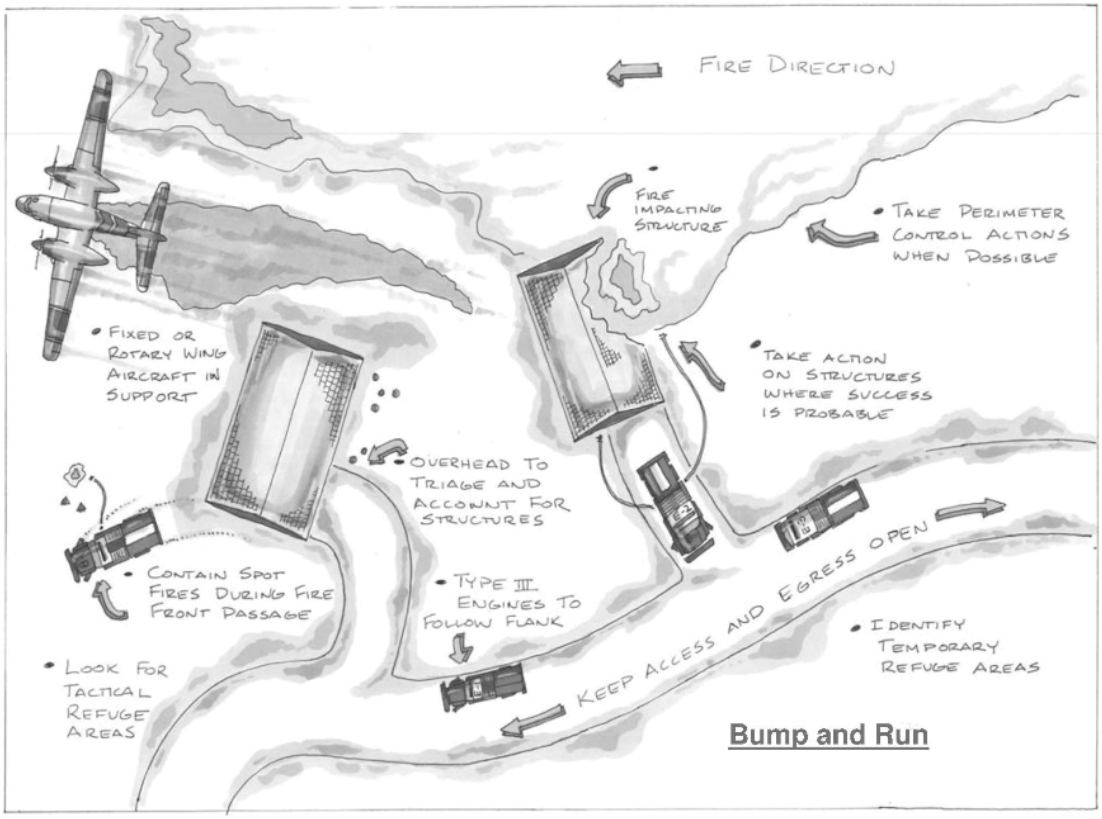
2. ANCHOR & HOLD

- **Purpose:** Defend exposures, stop structure to structure ignitions, reduce ember production and extinguish structure fires.
- **Indicators:** Primary mechanism of fire spread is STRUCTURE to STRUCTURE in common neighborhoods or commercial areas.
- **Actions:** Tactical utilization of control lines and large water streams from fixed water supplies.
- **Considerations:** Only utilized when water supplies are abundant. Utilization of gels and class "A" foams to assist in mop-up and prevent secondary ignitions.



3. BUMP & RUN

- **Purpose:** Often used when inadequate resources are available to conduct perimeter control or other structure defense tactics.
- **Indicators:** Defensive tactic when fire front impact is imminent. Offensive tactic when resources are attempting to steer the fire to an established end point where other resources have prepared control lines. Structure prep is minimal due to compressed time constraints.
- **Actions:** Resources move ahead of the fire front to extinguish spot fires, hot spots and defend structures. Resources remain mobile, able to maneuver quickly, leapfrogging from one structure to another.
- **Considerations:** Situational awareness and utilization of PACE Planning. May involve direct attack with fireline and firing operations. FFs must move if structures become involved and quick knockdown cannot be achieved. Utilization of additional resources behind "bump and run" for perimeter control and tactical patrol.



4. TACTICAL PATROL

- **Purpose:** Tactic used before or after fire front that relies on mobility of assigned resources to continually monitor assigned areas
- **Indicators:** Before or after fire front in which the fire may pose a risk to structures from fire brands or smoldering combustibles in void spaces, roofs, in rain gutters and stored material near buildings. Also, in areas away from the fire in which there is predicted to be significant ember showers and there is an accumulation of receptive fuels.
- **Actions:** Patrol area where the fire has passed but there is still a risk to structures from fire brands
- **Considerations:** Patrol areas downwind of potential ember showers. This tactic should also be considered to extinguish hot spots (mop up) or secondary structure ignitions, and address safety issues such as power lines, hazard trees and other hazards. Check areas that are known ember traps, under decks, under houses, flower beds/bushes, and sheds.

SPRINKLERS

When ordering a sprinkler kit, also order a pump kit.

Advantages

- Useful where resources cannot stay to defend the structure due to:
  1. Egress - narrow one lane roads; no easy turn around
  2. Erratic or extreme fire behavior
  3. Resource shortage- not enough engines to assign one engine to every structure
- Creates a micro climate around protected resource

Disadvantages

- Cannot replace firefighters on the ground
- Takes time to install
- Lag time from order to arrival
- Equipment intensive

SPRINKLER KIT CONTENTS

TOOLS

- 1 EA Instructions
- 1 EA Carton, 16” x 14” x 12”
- 1 EA Packsack, Waterproof, w/ Straps
- 1 EA Bag, Cotton, Lunch or Tool, 10” x 24”
- 1 EA Saw, Pruning, 10”
- 1 EA Wrench, Adjustable, 10”
- 1 EA Wrench, Spanner, 11”
- 1 EA Hammer, Claw
- 1 LB Nails, Duplex, Double Head, 16d, 3”
- 12 EA Pin, Panel, Hold down, 8”
- 8 EA Stake w/Clamp, Sprinkler, Metal, 18” x 1” x 1”
- 2 EA Block, Wood 2” x 4” x 6”
- 2 EA Cord, Nylon, 1/8” x 100 ft
- 12 Tie Wraps, One Way, 15” - 17”

WATER HANDLING

- 4 EA Pressure regulator, RV 40 -50
- 5 LG Hose, Garden, Synthetic, 3/4” NH x 50 ft
- 5 EA Gasket, Garden Hose, 3/4”
- 1 EA Nozzle, Garden Hose, 3/4” NH, Adjustable, Brass
- 1 EA Nozzle, Plastic, 60 GPM, 1 1/2”
- 4 EA Sprinkler Assembly, 1/2”, Sprinkler Heads w/ Couplings
- 4 EA Tee, Hoseline, 1 1/2” x 1 1/2” x 1” w/ Cap
- 2 EA Valve, Wye, Gated, Brass, 3/4”
- 4 EA Valve, Shut Off, Ball, Brass, 3/4” NH
- 1 EA Reducer, 1 1/2” NH-F to 1” NPSH-M
- 4 EA Reducer, 1” NPSH-F to 3/4” NH-M

GUIDELINES FOR SPRINKLER SET UP

- Where possible place the sprinkler high to simulate rain. Structures are designed to resist rain.
- All combustible material that is adjacent to the building or under decks must be wet.
- Easily ignited surface material on the building must be made wet and all parts of a wood roof
- Avoid direct hitting of windows and doors or any location that would allow water to enter the building
- Test the set up to be sure all sprinklers are working properly and all targeted parts are getting wet.
- The sprinklers do not need to be operated for a long period before the fire arrives (approx. 1 hr), but should be working for the entire fire front passage
- Protect the hose lines by burying them or keeping them under sprinkler protection
- Pump sites should be sprinkler protected if they are on vegetation or other fuel.

OSFM STANDARD FLAGGING

- Red & white striped with “hazard” printing: general hazard
- Yellow & black striped with “bees” printing: bees
- Orange & black skull & crossbones with “killer tree” printing: hazard trees
- Blue with “water” printing: water supply
- Hot pink with “escape route” printing: escape route
- Light purple with “triaged” printing: triaged structures
    - Write date, time, & TF identifier on flagging
- White with “occupied” printing: occupied residences in evacuation areas
    - Write date, time, & TF identifier on flagging

Helicopter and Tanker carrying capacities

Tankers

Super Tanker 747	19,000 gallons
VLAT DC-10	12,000 gallons
C-130	3,000 to 3,500 gallons
Scooper	1,000 gallons
Super Scooper	1,600 gallons

Helicopters

Type 1

Chinook	2,400 bucket, 2,800 internal gallon tank
Skycrane	2,650 gallons
Sikorsky S-61 (Croman)	1,000 to 1,200 gallons
Blackhawk	700 to 1,000 gallons
K-Max	700 to 1,000 gallons

Type 2

Huey	300 to 360 gallons

Approximate gallons per load. All influenced by elevation and weather.

FORMS – USE AND PURPOSE

TF/ST Leaders are encouraged to have copies of the following forms on hand when they assemble at the Point of Departure (POD).

Task Force/Strike Team Resource Form (Pg 21)

This form is submitted to the AOC for approval prior to mobilization to an incident. This form will provide information about the incident and TF identifier. All apparatus and personnel must be included on this form and it should align with the Manifests provided during check-in.

Resource Manifest Form (Pg 22)

The Manifest provides the information required by OSFM to reimburse local departments for their participation in mobilizations. Each mobilized unit (engines, command, and support) must have their own Manifest. All personnel names and departments must be included on this form. Incomplete or inaccurate forms may result in the delay or denial of reimbursement.

The Engine Boss of each responding unit should start their Manifest at the time of mobilization. Manifest completion is ultimately the responsibility of the TF/ST Leader. Upon arrival, the RESL will collect and verify your Manifests. Upon demobilization, the RESL will use the form to demobilize the unit and provide a hard-card copy for each apparatus. Your Fire Defense Board Chief or the OSFM can supply you with these forms.

Apparatus Form (Pg 23)

This form is part of the check-in process and is submitted to the RESL upon arrival. This form is used by both Safety and Operations.

ICS-214/Unit Log (Pg 24)

This form is to be completed by each unit daily and submitted to DIVS. Detail actions, accidents, agreements, contact with homeowners, lost equipment, injuries, and other pertinent information.

Incident Demobilization Inspection Form (Pg 25)

Each apparatus must have a demobilization inspection conducted by the AO. This process can be facilitated by the IMT's Safety Officer.

Engine Company or Crew Performance Rating (Pg 26)

Each Task Force/Strike Team will be evaluated by their DIVS.

TF/ST Leaders are expected to conduct evaluations on each apparatus under their direction. These evaluations are to be reviewed, signed, and provided to the IMT prior to demobilization. OSFM forwards copies of all evaluations to the Fire Defense Board Chief.

Task Force After Action Review Form (Pg 27)

Each TF/ST Leader is expected to facilitate an After Action Review using the provided form, which is provided to the RESL during the demobilization process. This process should take approximately 20 minutes and the intention is to identify successes and challenges, both operationally and logistically.

TASK FORCE/STRIKE TEAM RESOURCE FORM

1. AOC to complete top section & send to Acting Fire Defense Board Chief
2. FDBC to complete bottom portion & send back to AOC
3. AOC to approve – **do not depart until approved by the AOC**

Incident Name:					
Staging Location:		Requested Arrival at Staging (date & time):			
Order #:		Task Force / Strike Team Identifier:			
Other Information (closed roads, fuel availability, etc.):					
County Sending Resources:					
Fire Defense Board Chief:		Cell Phone:			
Task Force / Strike Team Leader:		Cell Phone:	Department:		
Optional Assistant / Trainee TFL: (circle one)		Cell Phone:	Department:		
Kind/Type	Apparatus #	Department	Apparatus Officer or Engine Boss	Cell Phone	# of Personnel
List additional departments responding:					

AOC Email: osfm.aoc@state.or.us Phone: 503-373-0001 Fax: 503-378-5329

RESOURCE MANIFEST

AOC: 503-373-0001

Task Force/Resource Name:	IMT Assignment (IMT members only):
Order #	Incident Name

APP / VEH #	Resource Kind / Type	Apparatus Home Agency

Last Name, First	Position	Home Agency

Resource left POD (Contact AOC):	Resource arrived home (Contact AOC):
Date / Time	Date / Time

---------- IMT Use Only ----------

Check-in	RESL Initials	Demob	RESL Initials
Date / Time		Date / Time	

Each apparatus should have one completed Manifest.

Task Force/Resource Name: Name of Task Force
IMT Assignment: Leave blank – for IMT members only
Order #: Order number issued by AOC
Incident Name: Name of the incident
APP / VEH #: Apparatus or vehicle number
Resource Kind/Type: Apparatus kind and type (i.e. E6 for Type 6 engine)
Apparatus Home Agency: Agency owning the apparatus/vehicle

Enter the names of individuals on apparatus.
- Enter position for each individual (i.e. ENG, AO, FF).
- Enter home agency for each individual on apparatus.

Enter date and time Task Force leaves the POD for the incident.
Upon arrival back at home station, enter date and time.

Task Force/Strike Team Apparatus Form- (One per apparatus, submit to RESL)

Conflagration Name											
Department Name			**Apparatus #**			**County**					
Defense Board Chief			**24 hr Contact Number**								
Apparatus Type							Year		Mileage:		
	I	II	III	IV	V	VI	Fuel Type:	Diesel: ☐	Gas ☐		
Eng	☐	☐	☐	☐	☐	☐	4X4 Chassis:	Yes ☐	No ☐		
WT	☐	☐	☐				Pump & Roll:	Yes ☐	No ☐		
Other							Plumbed Foam	Yes ☐	No ☐		
							C.A.F.S.	Yes ☐	No ☐		
Pump Capacity (GPM):							Foam Quantity				
Water Tank size:							Class A:		Class B:		
Amount of Hose (in feet)											
3/4"			1.75"				LDH				
1"			2.5"				Hard Suction				
1.5"			3"				Size				
Communication Capabilities											
Cell Phone #											
Frequency Capabilities											
State Fire Net	Yes ☐		No ☐								
Mobile radio							800Mhz		VHF		
Portable radio (number of each)							800Mhz		VHF		
Is Portable radio field programmable?							Yes ☐		No ☐		
Is Mobile radio field programmable?							Yes ☐		No ☐		

Equipment	Yes	No	Comments
Generator	☐	☐	
Extrication Tools	☐	☐	
Chain Saw	☐	☐	
Brush/Hand Tools	☐	☐	
Floto Pump	☐	☐	
Food / Water	☐	☐	
AED / Defibrillator	☐	☐	
ALS Equip/Personnel	☐	☐	
First Aid Kit	☐	☐	
SCBA (quantity)	☐	☐	
Other (Describe)			

ACTIVITY LOG (ICS 214)

1. Incident Name:	2. Operational Period: Date From: Time From:	Date To: Time To:
3. Name:	4. ICS Position:	5. Home Agency (and Unit):

6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)

7. Activity Log:

Date/Time	Notable Activities

8. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 214, Page 1 Date/Time: _____

Incident Demobilization Vehicle Safety Inspection

Vehicle Operator is to complete items & submit to Resource Unit Leader (RESL)

Incident Name		Order No.
Veh Lic #	Agency	
Type (Eng., Bus, Sedan)	Odometer Reading	Veh. ID #

Inspection Items		Pass	Fail	Comments
1. Gauges and lights	*	☐	☐	
2. Seat belts	*	☐	☐	
3. Glass and mirrors	*	☐	☐	
4. Wipers and horn	*	☐	☐	
5. Engine Compartment	*	☐	☐	
6. Fuel system	*	☐	☐	
7. Steering	*	☐	☐	
8. Brakes	*	☐	☐	
9. Drive line U-joints. Check play		☐	☐	
10. Springs and shocks	*	☐	☐	
11. Exhaust system	*	☐	☐	
12. Frame	*	☐	☐	
13. Tire and wheels	*	☐	☐	
14. Coupling devices		☐	☐	
15. Emergency exit (Buses)		☐	☐	
16. Pump Operation		☐	☐	
17. Damage on incident		☐	☐	
18. Other		☐	☐	

* **Safety Item - Do not Release Until Repaired**

Additional Comments

HOLD FOR REPAIRS		RELEASE	
Date	Time	Date	Time
Inspector Name (Print)		Operator Name (Print)	
Inspector Signature		Operator Signature	

If losses or damages are noted, report to the Safety Officer and Finance Section Chief.

ICS 212

OREGON STATE FIRE MARSHAL ENGINE COMPANY / CREW PERFORMANCE EVALUATION	**INSTRUCTIONS:** The immediate supervisor, TF/ST leader or assistant shall complete this form for each engine company / crew. This evaluation shall be reviewed with the company officer / crew boss, who will acknowledge such by signing at the bottom of the form. The supervisor shall deliver this form to the planning section before leaving the incident. A copy of this report will be sent to the crew's home department through their county Fire Defense Board Chief.

*****THESE RATINGS ARE TO BE USED ONLY FOR DETERMINING ENGINE COMPANY / CREW PERFORMANCE*****

1. Engine Company / Crew Name (department)	**5.** Fire Name
2. Engine Company Officer / Crew Boss	**6.** Location of Fire (complete address or nearest town)
3. Engineer / Assistant Crew Boss	**7.** Date of Assignment From: To:
4. Crew Members (List all members in the company / crew)	**8.** Number of Shifts / Hours Worked

SFM Engine Company / Crew Performance Evaluation

Rating Factors Place an "X" in the box that best describes the performance of the engine company / crew. * **Deficiencies and areas for improvement must be explained in remarks**	Excellent	Above Average	Satisfactory	Needs Improvement	Unacceptable	Not Observed
9. Engine Company / Crew Performance						
Physical Condition / Able to Perform	☐	☐	☐	☐	☐	☐
Meets Training Qualifications / Standards	☐	☐	☐	☐	☐	☐
Meets Engine and Equipment Standards	☐	☐	☐	☐	☐	☐
Proper PPE for **ALL** Members	☐	☐	☐	☐	☐	☐
Follows Directions and Works as a Team	☐	☐	☐	☐	☐	☐
Use of Safe Practices	☐	☐	☐	☐	☐	☐
Fireline Conduct	☐	☐	☐	☐	☐	☐
Off Line Conduct	☐	☐	☐	☐	☐	☐
Other (specify)	☐	☐	☐	☐	☐	☐
10. Supervisory Performance						
Engine Company Officer / Crew Boss	☐	☐	☐	☐	☐	☐
Engineer / Assistant Crew Boss	☐	☐	☐	☐	☐	☐

Positive performance / general comments (attach additional sheets as needed)

*** Deficiencies and areas for improvement** (attach additional sheets as needed)

11. Names of Outstanding Workers (include comments)	**12.** Performance of the Engine Company / Crew as a whole (indicate areas of excellence and areas that need improvement)

By signing below, the Engine Company Officer / Crew Boss acknowledges reviewing the contents / comments on this form.

13. Engine Company Officer / Crew Boss (signature)	**14.** Engine Company Officer / Crew Boss (print name)	**15.** Date

16. Evaluated By (signature)	**17.** Evaluated By (print name)	**18.** ICS Position	**19.** Date

Task Force

After Action Review (AAR)

Complete and return to RESL at Demob

Incident: _____

TF#: _____

Date: _____

1. What was planned? (Spend about 25% of total time on this question and the next)

2. What actually happened?

3. Why did it happen? (Spend about 25% of total time on this question)

4. What are we going to do next time? (Spend about 50% of total time on this question)

Instructions & Examples

1. **What was planned? (Spend about 25% of total time on this question and the next)**

Review the intent of the mission:
Key task assignments; desired "end state" (what does "Right" look like?).

Example: TF1 was assigned structure triage, prep and protection on Deer Creek road with approximately 40 primary Structures and 20 secondary structures. The TF was to locate safety zones and escape routes. Then gather other important information including evacuation status, water supply and other intelligence. After that information was gathered the TF was to map and locate all structures, triage the structures and prep them as time allowed. When and if assignment was complete the TF would be in patrol mode and respond to request as needed.

2. **What actually happened?**

Establish the facts
Pool multiple perspectives to build a shared picture of what happened.

Example: TF1 responded to Deer Creek Road and established and located safety zones and escape routes. TF1 only triaged 21 primary structures and 9 secondary structures in the operational period. The TF met with homeowners that we made contact with that took time and some locked gates hindered our triage work. Little to no prep work was done because the TF spent time communicating with homeowners and some homeowners did not want any fuel mitigation done near the home.

3. **Why did it happen? (Spend about 25% of total time on this question)**

Analysis of cause and effect
Focus on WHAT, not WHO; draw out explanations of what occurred.

Example: Homeowners not all evacuated, some evacuated residents closed and locked gates when leaving. No maps were available prior to our arrival so locating structures took longer. Once the structures were located and mapped triage can happen faster.

4. **What are we going to do next time? (Spend about 50% of total time on this question)**

Correct Weaknesses
Focus on items you can fix, rather than external forces outside of your control.

Sustain/Maintain Strengths
Identify areas where groups are performing well and should sustain. This will help repeat success and create a balanced approach to the AAR.

Example: Communicate with homeowners to leave gates open when evacuating. Get maps from local fire district if overhead team maps are not available yet. (The local fire district almost always has paper maps to make copies) Possibly assign a local fire district rep to the TF for the first couple hours for local knowledge and Info.

INCIDENT RADIO COMMUNICATIONS PLAN	1. Incident Name	2. Date/ Time Prepared	3. Operational Period Date/Time
	OSFM Standard Comm Plan	April 13th, 2015 Version 1.0	On Arrival, 1st. Op. Period

4. Basic Radio Channel Utilization
Mode: W=Wideband Analog, N=Narrowband Analog, D=Digital, M=Mixed

Channel	Radio Type / Cache		Frequency	Tone	Mode	Assignment	F30G Screen Reads...
1	Icom F30G/ BK / OSFM	RX:	154.2800	None	N	State Fire Net - Options: Simplex OPS, VCALL w/inbound TFs, w/X band RPT in field. (VFIRE21) Primary Mayday Channel	Fire NET
		TX:	154.2800	None			
2	Icom F30G / BK / OSFM	RX:	167.2500	NONE	N	In camp (LE 6 Direct)	CAMP
		TX:	167.2500	156.7			
3	Icom F30G / BK / OSFM	RX:	168.1125	None	N	Used as base or camp Chat channel & for LOGS (LE 8 Direct)	LOGS
		TX:	168.1125	156.7			
4	Icom F30G / BK / OSFM	RX:	153.8975	None	N	OSFM OPS Channel A Simplex.	OPS A-Dir
		TX:	153.8975	156.7			
5	Icom F30G / BK / OSFM	RX:	153.8975	None	N	OSFM OPS A In-Band Repeater pair Channel #2 with UHF link back to base.	OPS A-Rpt
		TX:	158.9475	136.5			
6	Icom F30G / BK / OSFM	RX:	155.1675	None	N	OSFM OPS Channel B Simplex.	OPS B-Dir
		TX:	155.1675	156.7			
7	Icom F30G / BK / OSFM	RX:	155.1675	None	N	OSFM OPS B In-Band Repeater pair Channel #1 with UHF link back to base.	OPS B-Rpt
		TX:	150.8050	136.5			
8	Icom F30G / BK / OSFM	RX:	151.1375	None	N	OSFM OPS Channel C Simplex. (VTAC 11)	OPS C-Dir
		TX:	151.1375	156.7			
9	Icom F30G / BK / OSFM	RX:	151.1375	None	N	OSFM OPS Channel C In-band Repeater (VTAC 36) - available through ODOT. Not used on all incidents.	OPS C-Rpt
		TX:	159.4725	136.5			
10	Icom F30G / BK / OSFM	RX:	154.4525	None	N	OSFM OPS Channel D Simplex (VTAC 12)	OPS D-Dir
		TX:	154.4525	156.7			
11	Icom F30G / BK / OSFM	RX:	154.4525	None	N	OSFM OPS Channel D In-band Repeater (VTAC 37) - available through ODOT. Not used on all incidents.	OPS D-Rpt
		TX:	158.7375	136.5			
12	Icom F30G / BK / OSFM	RX:			N	This channel is for local FD's to put a frequency that they use locally and can use as a TF talk around.	BLANK
		TX:					
13	Icom F30G / BK / OSFM	RX:	155.4750	None	N	OPEN – Use for LE/LEO or evacuation	LEO-OPEN
		TX:	155.4750	156.7			
14	Icom F30G / BK / OSFM	RX:	151.3400	None	N	ODF REDNET - Can NOT be used in absence of ODF team	ODF RED
		TX:	151.3400	156.7			
15	Icom F30G / BK / OSFM	RX:	151.3100	None	N	ODF WHITENET- ODF + Air to Ground. Can NOT be used in absence of ODF team	ODFW-A/G
		TX:	151.3100	156.7			
16	Icom F30G / BK / OSFM	RX:	168.6250	None	N	AIR GUARD/EMERGENCY – Emergent Communications with Incident Aircraft	AirGuard
		TX:	168.6250	110.9			

5. Prepared by (Communications Unit Leader)

UHF LINKS AND XBAND 453.0250 XBAND1 458.0250 XBAND2 458.9750 XBAND3

OSFM REPEATER FREQUENCIES OPS-A TX 153.8975 (136.5) RX 158.9475 (136.5) OPS-B TX - 155.1675 (136.5) RX - 150.8050 (136.5)

WILDLAND FIRE COVID-19 SCREENING TOOL

Today or in the past 24 hours, have you had any of the following symptoms[4]?

Symptom
Cough more than expected?
Shortness of breath or difficulty breathing?
Fever?
Chills?
Muscle pain outside your normal for firefighting?
Sore throat?
New loss of taste or smell?
** Take temperature with no-touch thermometer, if available **

Instructions for Screening

Item	What to Do
If resource has a cough that is more than expected, shortness of breath or difficulty breathing, or any other symptoms listed.	DO NOT MOBILIZE
At Entries: Consider adequate number of personnel needed for screening. Although medical personnel are ideal, screeners do not have to be medically trained. If resource has cough, shortness of breath or difficulty breathing, or any other listed symptoms including fever (over 100.4) at entry.	DO NOT ANNOUNCE Ask individual to step aside and follow the steps below.

Steps to follow
Escort symptomatic individual to isolation area.
Isolation support personnel should begin documentation.
Have symptomatic individual contact Supervisor for further direction.
Notify public health officials.
Have individual transported as appropriate.
Protect and secure any collected Personal Identifiable Information (PII) or Personal Health Information (PHI).

[4] Symptoms of Coronavirus
https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

Apparatus Cleaning - Daily

From “How to Reduce the Risk of the Coronavirus in Your Vehicle”

Have the Right Tools

It is possible to disinfect and kill the virus on external surfaces. There are several ways to prepare your vehicle to be especially clean and safe during the outbreak. Experts recommend using disposable gloves while cleaning or dedicating reusable gloves for COVID-19 disinfection purposes only.

Most common EPA-registered household disinfectants will work. Be sure to read the labels to make sure the cleaner is safe to use on the different surfaces in your vehicle. We recommend keeping a tube of disinfectant wipes in the vehicle as an easy and effective preventive measure.

The CDC has recommendations for homemade bleach and alcohol solutions given that many brand-name disinfectants have been in short supply.

Focus on Common Vehicle Touchpoints

You'll want to clean the places you come into contact with the most. Besides the obvious places such as a door handle, key fob or steering wheel, the most important part of the interior to keep clean is the dashboard.

Other places to clean include the inside door buttons, seat belts, gear shifters and touchscreens. How often should you do this? While your individual circumstances with your vehicle will vary, the CDC recommends cleaning and disinfecting touched surfaces daily.

The outside of the apparatus is less susceptible to carrying the virus. That's because the sun and outside weather can shorten its life span. However, it is still a good idea to clean door handles and other exterior touch points. Gas pump handles and keypads at gas stations are also locations to be wary of.

Use disposable paper towels and approved cleaning solution, or wipes for cleaning if possible.

Wipes – not sprays – are recommended to avoid aerosolizing the virus on contact.

CDC Disinfecting Guidelines

Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.

Recommended use of EPA-registered household disinfectant.
Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Diluted household bleach solutions may also be used if appropriate for the surface.

- Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
- Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
Leave solution on the surface for **at least 1 minute.**

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water

OR

- 4 teaspoons bleach per quart of water

Alcohol solutions with at least 70% alcohol may also be used.