OREGON FIRE SERVICE MOBILIZATION PLAN

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A. INTRODUCTION

1. Objectives

The objectives of the Oregon Fire Service Mobilization Plan are:

a) To provide organizational structure and operating guidelines for the expeditious mobilization and direction of Oregon fire service forces;

b) To promote effective communication among agencies during the preparation for, progress of, and demobilization from a fire suppression operation or other emergency response activity;

c) To effectively cooperate and coordinate the efforts of various participating agencies through the use of a common command structure and terminology;

d) To ensure prompt, accurate and equitable apportionment of fiscal responsibility for fire suppression or other emergency response activity;

e) To provide an OSFM Incident Management Team for effective support to local agencies and fire defense districts during major operations.

2. Scope

The State Mobilization Plan is an all-hazard based plan used to mobilize fire resources to any incident beyond local fire service capabilities that are necessary to protect life, property, and the environment. In cases where resources are deployed to wildfire incidents, training requirements are intended to provide safety knowledge for structural firefighters involved in structural interface operations. Limited wildland operations to defend structures may be necessary and would be authorized by the supervisor. It is not the intent to have structural fire resources involved in aggressive wildland firefighting.

This plan embraces all of the territory of the state of Oregon through the utilization of the duly organized firefighting forces of the state. The fire suppression resources include the county, city, and rural fire protection districts, as well as private fire departments and any other resources available through area mutual aid agreements.

This plan assumes the prior existence of mutual aid agreements that organize district and regional firefighting forces to cope with local emergencies. The primary purpose of mutual aid is to supplement resources of a fire agency during a time of critical need. Mutual aid is based on reciprocal, non-reimbursed contributions for services rendered and is contingent upon a responding fire chief's approval. Mutual aid is given only when equipment and resources are available and dispatch will not jeopardize local firefighting capabilities.

Under the Emergency Conflagration Act, local firefighting forces will be mobilized in response to fire, a heightened danger of fire or a significant reduction in available fire-fighting resources.

For purposes of this plan, Oregon has been divided into fire defense districts. The Emergency Conflagration Act fire suppression resources of each fire defense district include the county, city and rural fire protection departments and districts, as well as any other resources available through mutual aid agreements.

The Mobilization Plan may be used separately from the Conflagration Act to mobilize local structural fire agencies for any emergency situation exceeding local mutual aid resources. However, reimbursement for responding resources is assured only when the governor invokes the Conflagration Act. Federal or state disaster assistance reimbursement may or may not apply to emergency services mobilizations.

3. Authority

a) Emergency Conflagration Act

The Oregon Fire Service Mobilization Plan shall be governed and administered under the authority of the Emergency Conflagration Act as set forth in ORS 476.510 to 476.610 and 476.990(4).

b) State of Emergency

Fire services may also be mobilized under powers of the governor, and the governor's direction through the provisions of ORS 401.165. The Office of Emergency Management has the authority to establish priorities for the assignment and use of resources on a statewide basis in cases of emergency ORS 401.062.

c) Intergovernmental Cooperation

1) ORS 190 gives local government entities authority to enter into agreements with other local governments. The statute prescribes for fees, authority and agreements with state government (See ORS 190.003 to ORS 190.265).

2) ORS 190.410 to 190.478 provides for both local entities and the state to cooperate with and enter into agreements with other state governments.

3) ORS 190.480 to 190.490 gives state agencies the authority to cooperate with other nations and agencies of other nations.

d) Structural Collapse

401.930 Assignment by Governor of local resources under direction of State Fire Marshal.

1) The Governor may assign and make available for use and duty in any county, city or district, under the direction and command of the State Fire Marshal or a designee of the State Fire Marshal, any personnel or equipment resources of a county, city or district for the purpose of responding to the structural collapse, or the threat of imminent structural collapse, of a fixture to real property. This section does not authorize the Governor to assign and make available the fire-fighting resources of a fire district that possesses only one self-propelled pumping unit.

2) The Governor may assign and make available local resources under this section without declaring a state of emergency and without regard to the criteria established in ORS 401.032 for assuming authority or responsibility for responding to an event. The State Fire Marshal, or a designee of the State Fire Marshal, may direct and command the use of the local resources made available by the Governor under this section regardless of whether the county, city or district to which the resources are made available has declared a state of emergency under ORS 401.309.

3) The State Fire Marshal shall prepare plans for effectively carrying out this section and shall provide advice and counsel to the Governor for the most practical utilization of local resources under this section.

e) Interstate Emergency Assistance
The Emergency Management Assistance Compact (EMAC) provides for mutual assistance between states in managing any emergency or disaster that is duly declared by the governor of the affected state. The state receiving aid is responsible for reimbursing the costs of those rendering aid. The compact outlines specific responsibilities, implementation rules, and limitations, including liability limitations. Unless changed by agreement, EMAC gives the requesting state liability for responders' workers' compensation.

4. 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, 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 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, re-supply 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 Plan.
- 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.

5. Standards
The mobilization plan establishes guidance on how to mobilize Oregon fire resources. The MOB plan has the following standards; National Fire Protection Association (NFPA) , National Incident Management Systems (NIMS), Occupational Safety and Health Administration (OSHA), Department of Public Safety Standards and Training, and National Wildfire Coordinating Group.

B. UNPROTECTED AREAS POLICY (ORS 476.280, 476.290)

1. Definitions

"Unprotected areas" means any area of the county or state that does not have fire protection. "Undue jeopardy to life and property" means a "threat and/or danger" to the lives and/or property of persons residing inside the boundaries of the city or district. It is further the policy that "undue jeopardy to life and property" be applied liberally in allowing fire chiefs to intervene before an actual threat arises.

2. Overview

The fire chief shall obtain from the governing body or the district board of the rural fire protection district general authorization to extinguish uncontrolled fires burning in unprotected areas that are causing, or may cause, undue jeopardy to life and property. This authorization to respond in unprotected areas shall not be construed to constitute a contract to provide service.

When, in the opinion of the fire chief, a fire burning out of control in an unprotected area is causing, or may cause, undue jeopardy to life or property and equipment is available and a response will not unduly jeopardize local capabilities, resources may respond to extinguish the fire. The department would employ the same means and resources they would to extinguish a similar fire within their own boundaries.

When such a fire is extinguished, the governing body of the city or the district board of the rural fire protection district providing the service may bill the owner of the property involved in the fire. The cost to the property owner will be the cost of the fire suppression, using the standardized cost schedule approved by the state fire marshal, on forms furnished by the state fire marshal for this purpose. In no case shall the cost be greater than the pro rata cost that would have been charged for

the performance of similar fire suppression in the responder's own jurisdiction.

3. Unprotected Areas Standardized Cost Schedule

This schedule is adopted by reference in OAR 837, Division 130, State Fire Marshal Standardized Cost Schedule.

4. Incidents Beyond the Capability of Local Resources

When a fire threat presenting undue jeopardy to life and property exists in an area unprotected by a city or rural fire department, and the size of the incident is beyond the capability of the responding fire department and any mutual aid departments, or if structural fire protection is not available, a fire suppression response may be available under the Emergency Conflagration Act.

5. Responding to Incidents in Unprotected Areas

Areas without fire protection or areas served by non-recognized agencies must have authorization by the governing subdivision.

C. RESOURCE MANAGEMENT

1. Overview

The Office of State Fire Marshal expects all fire service resources activated under the Mobilization Plan to meet applicable standards for training and equipment.

2. Training Standards

The providing agency is responsible for ensuring that personnel provided under this plan meet all minimum standards for the position they are mobilizing for and must be certified by DPSST. For Wildland Urban Interface standards see Appendix F.

a) Resource Typing

When resources are NIMS typed, those type definitions will be used for resource requests and order fulfillment. Those resources that are not typed will be filled based on a clear definition by the requestor.

D. REQUESTING RESOURCES

1. Overview

The Fire Service Mobilization Plan is intended to establish operating procedures that will most efficiently and economically utilize the firefighting resources of the state in the event of a fire or other emergency that is beyond the capabilities of local and district fire protection resources. It requires the existence of mutual aid agreements that organize fire defense districts and/or regional firefighting forces to cope with such emergencies; the organization of fire districts and departments into fire defense districts with Fire Defense Board Chiefs; and the use of the National Incident Management System/Incident Command System (NIMS/ICS).

When, in the judgment of the local or Fire Defense Board Chief, an emergency is beyond the control of the local and district fire suppression resources, including primary mutual aid, the Fire Defense Board Chief shall report the conditions of the emergency to the state fire marshal office and/or request mobilization of support for that district.

After verifying the need for mobilized support, the state fire chief shall, if appropriate, request authorization from the governor to invoke the Emergency Conflagration Act, hereafter referred to as the Act (476.510 to 476.610, 476.990).

The provisions of the Plan may be implemented for mobile support separately from the Conflagration Act; however in this case, reimbursement for response under the Act may not apply. This plan may also be implemented as a result of an emergency declaration.

This guide is intended to help local fire chiefs, Fire Defense Board Chiefs, the state fire marshal duty officer, and the state fire chief to determine when to request implementation of either the Act or the Plan. To assure that local resources have been exhausted and that the governor will be provided accurate and sufficient information before such a decision is made, it is important that a formal progression of decisions be followed, beginning with the initial reporting of an incident.

Decisions based upon this guide must be made with full awareness that implementation of the Conflagration Act may permit access to the General Fund or Fire Insurance Premium Tax Fund without immediate Legislative

oversight, and that conflagration mobilizations result in a significant financial liability to the citizens of Oregon.

2. When to request implementation of the plan
Requests to implement the Fire Service Mobilization Plan may be made in response to fire, a heightened danger of fire or a significant reduction in available fire-fighting resources. The mobilization plan may also be implemented as a result of an emergency declaration. In both cases mutual aid resources for that department must be exhausted prior to requesting implementation.

Incidents that may require a request for assistance:

a) Structural fires that by sheer numbers, size or speed of spread cannot be controlled by available resources; or

b) Wildland or interface fires that threaten structures where there are few or no fire services available to contain, control, or stop the fires from engulfing the structures; or

c) Major disasters including earthquakes, tornadoes, floods, and other natural phenomena that cause great destruction.

d) Acts of Terror

3. How to request support for a conflagration
If an emergency is considered to be beyond the capabilities of local available resources, including direct mutual aid, the local fire chief shall:

Local/County Fire Chief

a) Contact the Fire Defense Board Chief to request the Conflagration Act be invoked.

b) The Fire Defense Board Chief calls the Oregon Emergency Response System- 800.452.0311 for contact by the OSFM Duty Officer.

c) The Fire Defense Board Chief will receive contact from the Duty Officer or Chief Deputy. Fire Defense Board Chief will provide the following information:

- Incident Name
- Contact Information
- Type and location of incident
- Situation Description
- Confirmation that local and mutual aid resources are depleted.
- Incident Commander information
- Weather information
- What resources are being requested

d) Once the conflagration is declared an Incident Conference call will be scheduled. The call will be made up of the following parties.

- Incident Commander at the incident
- Incident Commander of the SFM IMT
- Deputy Incident Commander of the SFM IMT
- Local Fire Chief
- Fire Defense Board Chief
- Deputy State Fire Marshal
- Agency Operations Center Manager
- State Fire Marshal and Emergency Response Unit staff

e) The Local Chief is responsible for assisting in:

- Local GIS capabilities or maps
- Work with IMT to locate a base camp
- Maintain communication with the IMT throughout the deployment to assist with emergency management and other local issues.

State Fire Chief

a) Advises the governor of the need to implement the Conflagration Act for the jurisdiction(s) where the emergency exists;

b) When authorized by the Governor, order sufficient and appropriate mobile support resources to respond and assist the fire chief;

c) Serves as the administrative commander of the State Fire Service to carry out the intended functions of the Mobilization Plan and assumes primary responsibility for the effective and efficient management of state-provided resources;

d) Upon implementation of the Conflagration Act, dispatches incident management team members and other resources as necessary to manage ICS functions; and

e) Implements the provisions of this plan for appropriate resource mobilization separately from the Conflagration Act.

4. Decision Process

The decision to request the Act is appropriate if, considerations are:

a) Life threatening situations (firefighter or public safety)
   1) Evacuations currently taking place
   2) Advisory evacuations
   3) Evacuation plans in place
   4) Road, highway, or freeway closures

b) Real Property Threatened
   1) Number of structures, commercial and/or residences
   2) Number of subdivisions
   3) Population affected
   4) Historical significant cultural resources
   5) Natural resources, such as crops, grazing, timber, watershed
   6) Critical Infrastructure, such as major power lines.

c) High Damage Potential
   1) Long term or short term damage potential
   2) Plausible impacts on community
   3) Fuel type; fire size and growth potential
   4) Political situations
   5) Severity, extreme fire behavior and fuels conditions

5. When requests will be denied
Requests to invoke the Conflagration Act will be denied if, in the opinion of the Fire Defense Board Fire Chief and/or the state fire chief:

a) The local fire chief has not exhausted local resources and those of mutual aid agreement agencies; or

b) There appears to be little immediate threat to structures; or

c) The fire or threat of fire is of such a nature that the resources provided by implementation of the mobilization plan could not be used or would not be effective in mitigating the situation; or

d) The provisions of the Plan may be used without invoking the Conflagration Act.

6. Succession of Command

a) All fire defense board chiefs shall designate alternates to provide for continuity of command in the event they are absent, disabled, or otherwise unable to perform their functions.

b) Delegation of Authority
The OSFM incident management team commander is responsible for determining the need for completion of a delegation of authority. Delegation of authority should be completed before deployment of resources mobilized under the Mobilization Plan.

The fire chief (or designated authority having jurisdiction) is responsible for specifying the terms and scope of delegation. Other considerations include but not limited to:

- Integration of OSFM incident management team functions and personnel with an existing incident command structure;

- Roles and responsibilities that the local fire chief wishes to retain (operations or interagency liaison role, for example);
- How OSFM incident management team logistics personnel will assist the jurisdiction with the jurisdiction's responsibilities for logistical support for mobilized resources;
- Responsibilities for situation reports to the jurisdiction, fire defense chief, county emergency manager, cooperating agencies, or others;
- Liaison and advisory responsibilities to county emergency management for evacuation planning and actions; and
- Providing information on fire cause, losses and damages to assist the jurisdiction with its fire investigation and reporting responsibilities.

E. SENDING RESOURCES

1. Overview

The fire chief sending resources needs to ensure that all personnel are properly trained and equipped to respond for a minimum of three days. Personnel's work/rest ratio prior to mobilization should be taken into consideration; under emergency conditions personnel may be required to work for 24 hours before normal work/rest ratios can be implemented. Substitutions of personnel must be approved by the IC prior to trade out. The local fire chief should confirm that the department/district has covered all personnel, including volunteers, under the department/district's workers' compensation insurance policy.

In addition, all apparatus must meet NIMS standards and be in good working order and 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. Resources are expected to mobilize and be on the road within 1.5 hours of contact with AOC.

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 Chief Deputy or AOC manager before mobilizing.

2. Process for Sending Resources

a) The State Fire Chief activates the Agency Operations Center.

b) The AOC sends resource request to Fire Defense Board Chiefs.

c) The AOC mobilizes single resource IMT members.

d) The sending Fire Defense Board Chief reviews resource inventory and determines the assignments to be made.

1) Appoint the strike team/task force leader;
2) Identify units which will respond;
3) Specify location for the strike team/task force incident staging and assignment; and
4) If single resources, give route instructions and specific assignment.

e) The sending Fire Defense Board Chief or single resource request reports back to the AOC, giving the following information. Response should be within 20 minutes:

1) That the resource order can be filled as requested, or

2) The resource order cannot be filled

f) If AOC accepts resource order the fire chief must submit the Task force/strike team resources form to the AOC (Fax: 503-378-5329, Phone: 503-373-0001 or osfm.aoc@state.or.us) before given authorization to deploy.

g) Once the AOC authorizes deployment the Fire Defense Board Chief or single resource will be given the incident details and staging area for check in.

h) The Fire Defense Board advises the TF/ST leader they have been authorized to mobilize.

i) The TF/ST leader or single resource must do the following before leaving the point of departure:

1) Ensure personnel fill out the Resource Inventory/Personnel Roster FSP-01: Personnel tracking form**.**

2) Confirm that apparatus/vehicle has state FIRE NET frequency capabilities.

3) Ensure all personnel and apparatus are properly equipped, prepared, and meet all applicable standards.

4) Inform the fire defense district chief of departure.

5) Inform the AOC of departure and estimated time of arrival at the incident, and

j) Upon arrival at check-in, the task force/strike team leader or single resource must:

1) Notify the AOC that the task force has arrived.

2) Check in with the structural resource unit leader.

3) Locate your appropriate supervisor to obtain your briefing and 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.

3. Notification Levels

In cases of extended operations, OSFM Agency Representatives may deem it necessary to notify additional resources of the potential for an impending activation. It is imperative that all parties involved understand that notification and mobilization are separate concepts. Notification involves additional resources and notifications will never be issued for the initial mobilization of resources. The levels of notification are:

a) **Level 1 Notification** is the first level, and may involve AOC staff contacting Fire Defense Board Chiefs to provide a 'heads up' that additional resources may be requested. It is possible that specific resources will be targeted or mentioned during Level 1 Notification. If a county has been provided a Level 1 Notification, they are not expected to stage nor mobilize nor submit any paperwork. It is purely an informational notification.

b) **Level 2 Notification** is a mid-level notification, and may involve AOC staff contacting Fire Defense Board Chiefs asking if specific resources are available. It is possible that the AOC will provide a specific timeframe in which they would expect resources to be available. If a county has been provided a Level 2 Notification, they are expected to communicate resource availability to the AOC, though not to begin staging.

c) **Level 3 Notification** is the final level of notification before mobilization. The resource request from the AOC to the Fire Defense Board Chief will be very specific and the Strike Team/Task Force Leader Form should be completed and sent to the AOC. In the event of a Level 3 Notification, resources will be reimbursed from the time the order has been approved by the AOC and is fully staged and ready to respond. Level 3 is the only level of notification in which resources should actively prepare to mobilize and expect to be reimbursed.

F. INCIDENT SUPPORT

1. Guidelines for Support

All mobile support preparation shall be in place on a continuing basis so that, in emergency situations, mobilization can be accomplished swiftly and efficiently. When the Governor authorizes mobile support under the provisions of the Emergency Conflagration Act, the local fire chief of each political subdivision requested to furnish assistance shall provide personnel and adequate support materials for units dispatched and for other activities generated by the operations.

Local fire chiefs shall ensure that personnel dispatched under provisions of the Act and this plan are properly trained and equipped to successfully discharge assigned emergency responsibilities.

Local fire chiefs must work with their Fire Defense Board Chief and local emergency planner to develop plans to render aid and to support aid in their district. Development, maintenance, and continuous update of an inventory of available resources prior to an emergency are essential for successful operations during an emergency.

2. Guidelines for Receiving Aid

The political subdivision(s) receiving mobile support shall provide adequate logistical support for all of the units, personnel, and other activities generated by the emergency operation.

a) Locate outside support services
   1) Public works
   2) Disaster and emergency services
   3) Other county and local government services
   4) Volunteer services (American Red Cross, amateur radio operators, etc.)

b) If there are no other support services, develop plans for availability of:
   1) Fuel, including gasoline, diesel and oil
   2) Certified fire apparatus repair
   3) Water supply
   4) Personnel support services, including:
      - Mobile kitchens, food preparation and delivery;
      - Rehabilitation area with secure apparatus parking;

- Drinking water including field supply; and
- Sanitary facilities.
- Provide adequate maps for all responding units.
- Develop interagency plans for traffic control, evacuations, security and public information.
- Provide ability to charge supplies and fuel.

3. Guidelines for Providing Aid

a) Mobile support units ordered and dispatched by the state fire chief shall be staffed and equipped with fuel and with rations sufficient to complete a transfer assignment for **72 hours** of continuous operations from point of original dispatch.

b) Whenever possible, personnel shall be supplied by the agency furnishing the apparatus. If the apparatus is co-staffed with personnel from other departments, the following guidelines apply:

1) The apparatus must be operated by someone certified by the agency furnishing the apparatus to operate that piece of apparatus.

2) Any department co-staffing apparatus is responsible for ensuring their insurance carrier is aware of the co-staffing arrangement.

3) Each department is responsible for billing for their employees. The original personnel tracking form will be submitted to Oregon State Fire Marshal.

c) All personnel, including volunteers, shall be covered by workers' compensation insurance.

d) Each apparatus shall have installed or portable State FIRE NET frequency capability. Strike team and task force leaders shall also have communications capability with each of their units.

e) Fittings shall have national standard threads or adapters provided.

f) When a publicly owned vehicle cannot be provided, personally owned vehicles may be mobilized only with prior authorization by the OSFM Chief Deputy or AOC manager.

4. State Fire Marshal Resource Mobilization Configurations

a) A strike team will have:

1) One strike team leader with command vehicle;

2) Capability to refill own water tanks; and

3) Five apparatus of like type.

b) A task force will have:

1) Four Type I, II or III engines-
All improved/unpaved road-capable. Two preferred interface engines. All engines capable of drafting. Types I and II will carry SCBAs and structural PPE for all personnel.

2) One type I or II tender. Type I tender preferred; and

3) One Task Force Leader with improved/unpaved road-capable vehicle

c) A custom task force will have:

1) One task force leader with command vehicle; and

2) Any mix of apparatus needed, including tenders.

d) Transport/Support Vehicles
A strike team/task force may include one transport vehicle or cargo trailer. An additional driver is not authorized. The transport vehicle must be driven by someone assigned to an apparatus in the strike team/task force. Transport/Support vehicles are not authorized on the fire line; their purpose is to carry goods, equipment, or personnel necessary to complete the mission.

e) Assistant Strike Team/Task Force Leaders
An assistant strike team/task force leader may accompany a strike team/task force leader in the strike team/task force leader's command vehicle if requested and authorized by the AOC. Assistant strike team/task force leaders shall, at a minimum, be qualified as a Single Engine Boss/Company Officer.

G. DEMOBILIZATION

1. Responsibilities

a) OSFM or representative

1) Notify AOC of demob plan

b) Strike Team/Task Force Leader

1) Coordinate and be accountable for personnel and equipment assigned to the strike team or task force.
2) Ensure compliance with the demobilization plan and with proper procedures, including debriefing and reports.
3) Ensure return of all cache equipment.
4) Notify Fire Defense Board Chief and OSFM AOC upon return to district.

c) Incident Management Team

1) Identify equipment damage and unsafe conditions requiring immediate attention or isolation for further evaluation.
2) Confirm that the strike team/task force leader has completed check-out with all sections and has returned cache equipment.
3) Confirm personnel tracking form rosters are correct.

d) OSFM AOC

1) Notify Fire Defense Board Chiefs that their resources are being demobilized. Give departure times and estimated arrival times to home units.
2) Notify Fire Defense Board Chiefs that all resources are back at their duty stations.

e) Fire Defense Board Chief (of Responders)

1) Assist local fire chiefs as needed to file proper reports with the Office of State Fire Marshal.
2) Notify personnel of time, date, and place of post-incident analysis.

f) Engine boss/company officer

1) Each engine boss company officer shall report by telephone to the State Fire Marshal Agency Operations Center the date and time personnel and apparatus returned to quarters. If personnel from multiple departments are on a single apparatus, personnel from each department must report their in-station time to the AOC.

g) Fire Defense Board Chief (of receiving district)

1) Coordinate return of defense district resources to mutual aid status.
2) Arrange for post-incident analysis in conjunction with the incident commander(s).

2. Debriefing

Debriefing should assemble critical information and lessons learned for future reference and use. Debriefing should include:

a) If any hazardous materials have been encountered or involved, provide information for personnel exposure records;

b) Evaluate personnel and confirm status of any injuries or illness prior to release. May include critical incident stress activities and follow-up personnel names and phone numbers for future critical incident stress debriefing; and

c) Summarize the activities of each section, strike team, task force, or other personnel and equipment, including topics for follow-up and positive reinforcement of their part in the incident. Provide written performance evaluations.

3. Deactivation of State Fire Marshal's Agency Operations Center
The Office of State Fire Marshal Agency Operations Center will be deactivated when:

a) The emergency incident is under control as determined by the state fire chief and the on-scene incident commander, or

b) A state of emergency involving the emergency incident no longer exists as declared by the Governor, and

c) All mobile resource support has returned to originating fire departments or home bases.

4. Administrative Records
When the governor authorizes mobile support under the provisions of the Emergency Conflagration Act, the fire chief of each political subdivision directed to furnish assistance shall keep accurate records of units dispatched, personnel and time employed, distances traveled, motor fuels consumed, supplies and repairs required, and other expenses incurred by the emergency operation. Such records shall cover the period of the emergency. All expenses incurred under the Act shall be reported within 60 days of the end of the emergency.

Oregon Fire Service Mobilization Plan

List of Appendices

Appendix A - Fire Defense Board District and Chief Responsibilities

Appendix B - Mutual Aid

Appendix C - Fiscal Responsibility

Appendix D - Transportation Cost Schedule

Appendix E - Glossary

Appendix F - Interface Position Qualifications

Appendix G - Interface Equipment Standards

Appendix H - Communications

Appendix I - Task Force/Strike Team Resources

Appendix J - Emergency and Audible Signaling/Terminology

Appendix K - Conflagration Request Packet

Appendix L - Conflagration Request Forms

FIRE DEFENSE BOARD DISTRICTS AND RESPONSIBILITIES

For purposes of this Mobilization Plan, the state has been divided into fire defense districts composed of one or more counties or portions of counties. The fire chiefs in each fire defense district elect a Fire Defense Board Chief, who reports to the state fire marshal to implement this plan. (See fire defense district map at the end of this section.)

1. Local Fire Service

The local fire chief is charged with the following responsibilities**:**

a) Serve as a member of the Fire Defense Board district

b) Prepare the jurisdiction's firefighting organization to function as a part of the state fire service. Such preparation shall include, but not be limited to:

1) Planning emergency responses;

2) Negotiating necessary mutual aid agreements for protection of the jurisdiction;

3) Conducting test exercises needed to ensure efficient operation of emergency plans;

4) Training and equipping personnel for emergency response outside the jurisdiction , including conflagrations; and

5) Preparing for logistical support for large scale emergencies.

c) Maintain a current inventory of personnel and equipment committed as firefighting resources. Inventories shall be forwarded to the Fire Defense Board Chief at least annually

d) Assure that all equipment dispatched is in good repair and meets applicable standards.

1) Dispatch to any response only those personnel who are properly equipped and meet training standards specified in the mobilization plan.

2) Assure that all personnel dispatched are covered by the fire district's workers' compensation insurance.

2. Fire Defense District Board

The Fire Defense District Board is comprised of the local fire chiefs within the district or a chief officer who has authority to make decisions on behalf of a fire chief. The state fire marshal or a designated representative shall be an ex-officio member of all fire defense district boards. The state forester may name a representative to each fire defense district board.

The Fire Defense District Board is charged with the following responsibilities:

a) Elect one fire department chief or a chief officer who has authority to make decisions on behalf of a fire chief and alternate to serve a two or three-year term as Fire Defense Board Chief. Each fire defense district board member shall have one vote in any election. Elections shall be held in 1991 and every third year thereafter (2012, 2015, 2018 etc.), or as needed. Should a vacancy occur, a new Fire Defense Board Chief shall be elected to fill the unexpired portion of that three-year term. The election to fill a vacancy shall be held no later than one month following the vacancy. The Fire Defense Board shall report the name of any newly elected Fire Defense Board Chief to the state fire marshal within five working days. If at any time a vacancy occurs for more than one month, the state fire marshal may directly appoint a Fire Defense Board Chief until an election can be held.

b) Conduct semi-annual meetings of the fire defense district board and other meetings as necessary.

c) Assign the Fire Defense Board Chief the responsibility of overseeing the conduct of district Fire Defense Board functions.

d) Develop a district fire service plan that has provisions permitting departments to respond with mutual aid forces upon request of a local fire service within the district. Such district fire service plans may have provisions permitting departments to respond with mutual aid forces across county and district boundaries.

e) Maintain liaison with other agencies capable of augmenting or supporting firefighting resources. These agencies may include the Oregon Department of Forestry; the U.S. Forest Service; local, county and state emergency managers; and others. It is highly recommended that each Fire Defense Board play an active role in their county emergency management program. This active role should include insistence on a comprehensive all hazards county emergency management plan. A Fire coordinator should be in the EOC.

f) Administer the Mobilization Plan within established boundaries.

   1) Develop plans for mobilization requests and conduct test exercises as necessary to insure efficient operation of the Mobilization Plan.

   2) Provide expedient procedures for providing logistical support when receiving emergency aid.

   3) Maintain accurate inventories of firefighting equipment within the district. Equipment shall be listed by type.

   4) Maintain response procedures for alert and mobilization of firefighting equipment and personnel.

g) Conform to the standards of the Mobilization Plan.

3. Fire Defense Board Chief

The Fire Defense Board Chief is the leader of the district Fire Defense Board as elected by the board and confirmed by the state fire marshal. The Fire Defense District Board Chief is charged with the following responsibilities:

a) Shall be NIMS compliant.

b) Shall execute the Oregon Fire Service Mobilization Plan according to the requirements and standards identified herein.

c) Shall serve as a member of the State Fire Defense Board.

d) Shall notify the Office of State Fire Marshal if the district is not able to meet the requirements or able to provide support.

4. State Fire Defense Board

The State Fire Defense Board is comprised of the state fire chief, the state forester, and the Fire Defense Board Chief.

State Fire Defense Board is charged with the following responsibilities:

a) Plan for the utilization of fire resources within the state;

b) Serve as an advisory body to the state fire chief for operational procedures relative to the Mobilization Plan;

c) Promote the latest technology and use of a statewide fire communications network;

d) Coordinate activities of the fire defense district boards.

5. State Fire Chief

The State Fire Chief is the State Fire Marshal. The State Fire Chief is charged with the following responsibilities:

1) Divide the state into fire defense districts and establish boundaries for representation to the state Fire Defense Board;

2) Serve as chair of the State Fire Defense Board;

3) Distribute operational and planning directives throughout the state fire service;

4) Establish a recommended hourly rate for apparatus operating costs pursuant to advice from the state fire defense board. The rate schedule may be revised as necessary to reflect actual operating costs;

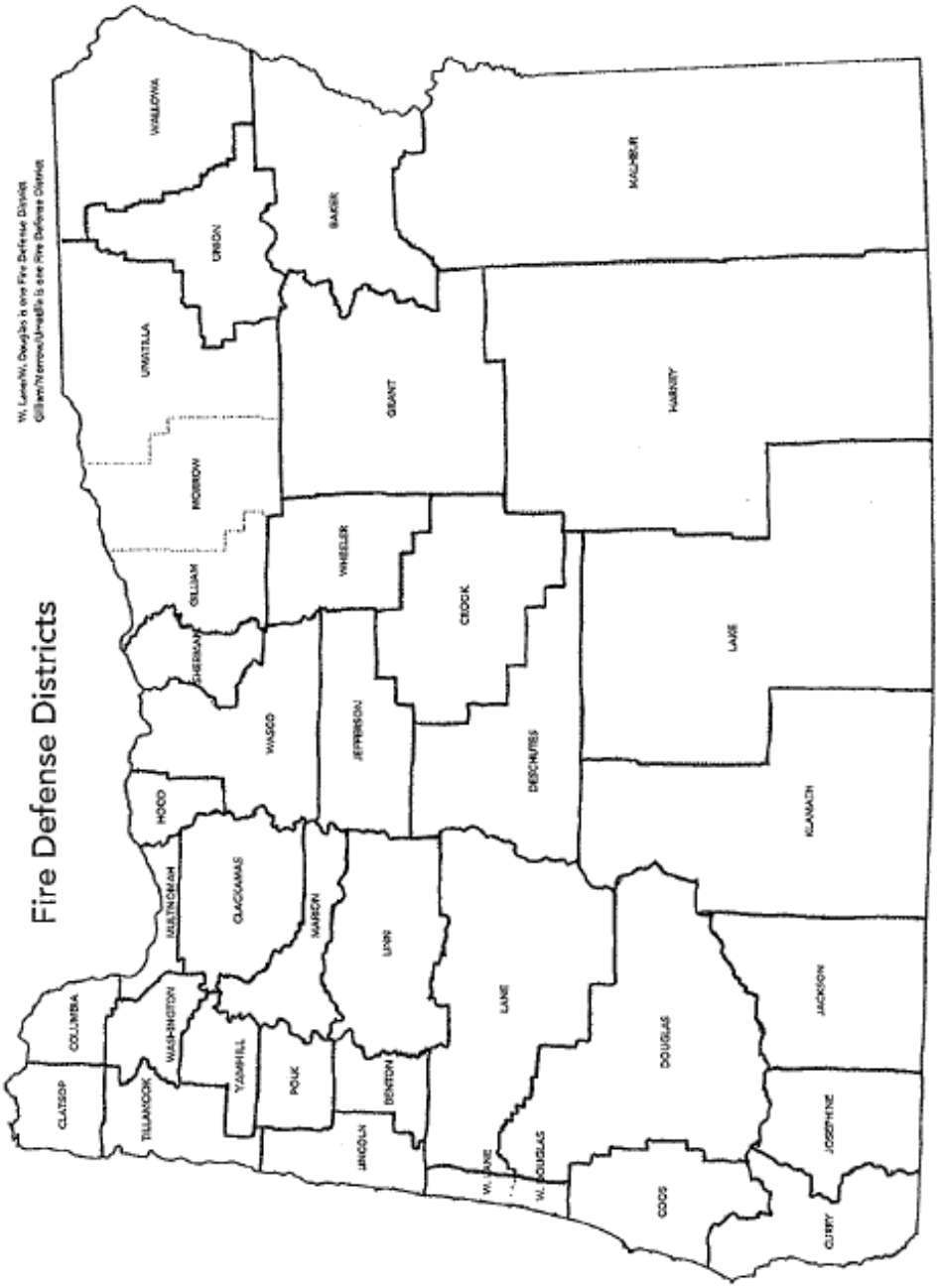
5) Maintain alerting, tracking and mobilization procedures;

6) Communicate with and hold meetings of the state Fire Defense Board as necessary;

6) Establish and maintain incident management teams to ensure safe, effective and efficient use of state mobilized resources;

7) Serve as the liaison to Oregon Emergency Management as Chief of Fire Services; and

8) Serve as the liaison with state and federal fire protection agencies.


Fire Defense Districts
W. Lane/W. Douglas is one Fire Defense District
Gilliam/Morrow/Umatilla is one Fire Defense District
WALLOWA
UNION
BAKER
MALHEUR
UMATILLA
GRANT
HARNEY
MORROW
WHEELER
GILLIAM
CROOK
SHERMAN
LAKE
WASCO
JEFFERSON
DESCHUTES
HOOD
KLAMATH
MULTNOMAH
CLACKAMAS
MARION
LINN
COLUMBIA
WASHINGTON
LANE
JACKSON
CLATSOP
TILLAMOOK
YAMHILL
POLK
BENTON
DOUGLAS
JOSEPHINE
LINCOLN
W. LANE
W. DOUGLAS
COOS
CURRY

MUTUAL AID

1. Overview

The State Fire Marshal encourages Oregon fire departments that respond outside their jurisdictions to enter into formal mutual aid agreements.

ORS 190.010 authorizes local governments to enter into agreements with neighboring governmental entities for the performance of any and all functions which the parties to the agreement are authorized to perform.

In accordance with this statute, fire service districts enter into mutual aid agreements for services, including emergencies which have the potential to overwhelm the resource capabilities within a single district. These agreements are integral parts of the Mobilization Plan as administered by the Office of State Fire Marshal.

The model mutual aid agreement which follows is intended as a basis to develop agreements between local fire service districts. While the model encourages uniformity of agreements throughout the state, local agencies may revise it to meet their specific needs.

The model in no way invalidates mutual aid agreements already in existence. Rather, it is a tool to assist in the development of future agreements.

2. Mutual Aid Agreement

MODEL MUTUAL AID AGREEMENT
(Model only; may be revised to meet local needs)

1.0 INTRODUCTION

WHEREAS, certain disasters have the potential of outstripping the capacity of any community to effectively protect life and property,

WHEREAS, the parties desire to combine and coordinate their resources for responses to disasters occurring in their jurisdictions,

NOW, THEREFORE, under the authority of ORS Chapter 190, it is agreed between the parties as follows:

This Agreement shall be effective on the date signed by all parties, and shall be effective as to each additional party as provided in Section 18 of this

Agreement, and is entered into for the purpose of securing to each party periodic emergency assistance for response to emergencies resulting from any cause.

2.0 AUTHORITY

This Agreement is entered into under the authority granted to the parties by their respective charters and/or Oregon Revised Statutes (ORS). Further, ORS 190.010 authorizes units of local government to enter into written agreements with any other units of local government for the purpose of any and all functions and activities that the parties to the agreement, its officers or agencies, have authority to perform, and ORS 190.010 authorizes units of state and local governments to enter into agreements with each other to cooperate in the performance of their duties. Additionally, ORS Chapters 453, 476 and 401 authorize the State Fire Marshal and the Administrator of the Oregon Emergency Management to develop comprehensive statewide plans for the protection of life and property during disasters. This Agreement is intended to be consistent with, and supportive of, such state Contingency plans.

3.0 SCOPE OF AGREEMENT

This Agreement, being in conformance with the Oregon Fire Service Mobilization Plan as adopted by the State Fire Marshal, shall include the following types and kinds of mutual aid assistance, and operating terms and conditions.

3.1 TYPE OF EQUIPMENT AND PERSONNEL.

The parties hereto agree to provide to all other parties to this Agreement personnel and equipment as described in Attachment "A" which is incorporated herein by this reference. Further, the parties hereto recognize and agree that such personnel and equipment shall be periodically unavailable under this Agreement due to normal operating requirements. However, when any significant change occurs to the available equipment and/or personnel which shall last more than thirty (30) days, the party experiencing such change shall notify all other parties to this Agreement.

3.2 GOOD FAITH.

Each of the parties hereto agrees to attempt to furnish to a requesting party such assistance as the requesting party may deem reasonable and necessary to successfully abate an emergency in the requesting party's jurisdiction. Provided, however, that the party to whom the request is made shall have sole discretion to refuse such request if sending such assistance may lead to

an unreasonable reduction in the level of protection within its jurisdiction, and provided further that a state or local agency may refuse a request for assistance if necessary to comply with any limitations on the use of dedicated funds by that agency.

3.3 DISPATCHING.
It is agreed by the parties hereto that mutual aid assistance, when to be sent, shall be dispatched promptly and that first response by the jurisdiction requesting assistance shall not be a prerequisite to a request for assistance under this Agreement.

3.4 SUPERVISION.
When personnel and/or equipment are furnished under this Agreement, the agency having incident command responsibility for the incident shall have overall supervision of mutual aid personnel and equipment during the period such incident is still in progress. Provided, however, when officers from the requesting jurisdiction have not arrived at the scene of the incident, the commanding officer of the jurisdiction arriving first to provide mutual aid assistance shall be in command of the incident until relieved. Further, "supervision" as used in this section refers to conduct of the mission. Each person participating in the mission remains an employee of that person's employing agency and is subject to the personnel policies solely of that employing agency.

4.0 WAIVERS

4.1 GENERAL WAIVERS.
Each party to this Agreement waives all claims against all other parties to this Agreement for compensation for any loss, damage, personal injury, or death occurring to personnel and/or equipment as a consequence of the performance of this Agreement.

4.2 HOLD HARMLESS.
Any requesting party shall, to the extent permitted by any applicable constitutional or Tort Claims Act limitation, save and hold harmless any responding party against any and all claims or actions brought against the responding party, arising out of the responding party's efforts, except to the extent that such claims or actions arise out of any willful misconduct or grossly negligent action on the part of the responding party.

4.3 WORKERS' COMPENSATION.
Each party to this Agreement agrees to provide workers' compensation insurance coverage to each of its employees and volunteers, and responding under this agreement recognizes that although overall incident command supervision will usually be provided by the jurisdiction in which the incident occurs, supervision of individual employees will be provided by their regular supervisors. The intent of this provision is to prevent the creation of "special employer" relationships under Oregon workers' compensation law.

5.0 REFUSALS TO PERFORM
This is a mutual aid agreement and it is assumed that all available assistance will generally be provided. Nothing, however, in this Agreement shall be construed to prevent a party to whom a request for assistance is made from refusing to respond when that is appropriate in its sole determination.
In addition, any responding party may refuse to perform any specific task when, in the sole determination of the responding party's commanding officer, response would create an unreasonable risk of danger to the responding party's employees and/or equipment or any third party.

6.0 COMPENSATION
The parties agree that the personnel and equipment available under this agreement are roughly equivalent and agree that the availability and provision of such constitute consideration under this agreement.

7.0 TERMINATION
Any party hereto may terminate this Agreement at any time by giving thirty (30) days' notice of the intention to do so to any and all other parties. Such notice shall be sent to the governing body of the other parties and a copy thereof to the chief of the department of the parties notified. This agreement will remain in effect so long as there are at least two parties remaining.

8.0 EXTRA JURISDICTIONAL OPERATING AUTHORITY
The parties hereto recognize and agree that ORS Chapters 190, 453, and 476 extend the powers and authorities of the parties herein beyond their regular jurisdictions when operating under this Agreement.

9.0 COST RECOVERY
The parties hereto agree that any cost recovery actions brought by responding jurisdictions under this Agreement against third parties shall be coordinated by the jurisdiction in which the incident giving rise to the response occurred.

10.0 RETIREMENT SYSTEM STATUS
The parties hereto recognize and agree that under this Agreement public employee retirement benefits and social security benefits accrue in the manner prescribed by the employee's regular employment and are the responsibility of the regular employer as if the employee were performing the employee's regular duties. No additional benefits arise due to participation in assistance under this Agreement.

11.0 ASSIGNMENTS/SUBCONTRACTS
Except as expressly provided herein, the parties hereto recognize and agree not to assign, sell, transfer, subcontract or sublet rights, or delegate responsibilities under this Agreement, in whole or in part, without the prior written approval of the other parties hereto.

12.0 SUCCESSORS IN INTEREST
The provisions of this Agreement shall be binding upon and inure to the benefit of all other parties to the Agreement and the respective successors and assigns.

13.0 COMPLIANCE WITH GOVERNMENT REGULATIONS
Each party to this Agreement agrees to comply with federal, state and local laws, codes, regulations, and ordinances applicable to the work performed under this Agreement.

14.0 FORCE MAJEURE
No party to this Agreement shall be held responsible for delay or default caused by fires, riots, acts of God and/or war which is beyond the reasonable control of the parties.

15.0 SEVERABILITY
If any provision of this Agreement is declared by a court having jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected; the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

16.0 AMENDMENTS
The terms and conditions of this Agreement shall not be waived, altered, modified, supplemented, or amended in any manner whatsoever without prior written approval of the parties hereto.

17.0 DISPUTE RESOLUTION

This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon as interpreted by the Oregon courts. However, the parties may attempt to resolve any dispute arising under this Agreement by any appropriate means of dispute resolution, except binding arbitration.

18.0 SIGNATURES

The undersigned warrant and represent that they are duty authorized to bind the agency represented by the undersigned as a party to this Agreement, and that the agency represented by the undersigned as a party to this Agreement, and that the agency represented by the undersigned is authorized to participate in and carry out the functions required by this Agreement.
All signatures shall be executed in counterparts, using the form appearing on the next page hereto or another substantially in that form.

SIGNATURE PAGE FOR MUTUAL AID AGREEMENT

_____
PARTICIPATING AGENCY

_____
NAME AND TITLE

_____
SIGNATURE

_____
DATE

_____
PARTICIPATING AGENCY

_____
NAME AND TITLE

_____
SIGNATURE

_____
DATE

[Add signature blocks as needed]

REIMBURSEMENT

1. General Information

When the governor authorizes mobile support under the provisions of the Act, the Fire Chief of each political subdivision directed to furnish assistance shall keep accurate records of expenditures. Such records shall cover the entire period of the emergency, from the departure time through demobilization and return to home base.

2. Requirements of Fire Departments for Reimbursement

a) Documentation

- Complete and accurate FSP-01 signed by the OSFM IMT.
- Receipts for approved expenses. All expenses must have been approved by the IMT before purchase.
- Documentation for damage or loss incurred during mobilization.

b) Each jurisdiction shall obtain and maintain in full force and effect adequate public liability and property damage insurance or self insurance to cover claims for injury to persons or damage to property arising from activities associated through the Act or state of emergency.

c) Each jurisdiction shall be responsible for the acts of its own employees.

d) Each jurisdiction shall compensate all personnel the exact amounts as submitted for reimbursement to the Office of State Fire Marshal on the billing packet. On-site audits by FEMA or Office of State Fire Marshal may be conducted to assure compliance.

3. Submitting the Billing Packet

a) OSFM will email reimbursement billing packets to the Fire Chief of each jurisdiction that was mobilized. Agencies have 60 days from the emailed date to complete the billing packets and return to Office of State Fire Marshal for reimbursement.

b) Procedures for completing the billing packet will be included with the billing packet.

4. Allowable Reimbursements

a) Mobilized resources- Apparatus and personnel reimbursements begin when the resources leave their county staging area.

- Career Firefighters-The state shall reimburse for the compensation paid to employees for the time such aid prevents them from performing their duties in the political subdivision by which they are employed.

- Volunteers-The state will reimburse volunteers at a rate based upon the position they are filling during the conflagration for the actual number of hours they are in service on a mobilization up to 40 hours. After 40 hours on a mobilization, reimbursement will be paid at time and a half.

Rate	Position
$15	Firefighter
$17	Engine/Tender Operator/Overhead
$18	Engine Boss
$20	Strike Team/Task Force Leader

- Recalled Off-Duty Personnel -Reimbursement for recalled off-duty firefighters and substitute firefighters may be reimbursed.

- Replacement Personnel- In the event that a department wants to swap personnel, the state will reimburse only one individual per position at any given time. That is, OSFM will reimburse only the cost for the mobilized firefighters' mobilization travel, one firefighter's assigned time at the incident, and the replacement's demobilization travel time. The replacement firefighter's reimbursable hours will not begin until the firefighter who was initially mobilized has been demobilized by the Resource Unit Leader. At that point, the initial firefighter's reimbursable time ends. All expenses to make the replacement are at the jurisdiction's expense. OSFM will reimburse for only one person filling each position at any given time. All replacements must be pre-approved by the Incident Commander.

b) Mutual Aid
Task force and strike team apparatus and personnel will be reimbursed if they are considered part of the conflagration response. This decision will be made by the Chief Deputy during the initial request for conflagration. All mutual aid task forces and strike teams that will be considered part of the response will need to check in with the Incident Management Team and complete the proper paperwork. Mutual aid will be reimbursed from the time the IMT assumes command or a time designated by the State Fire Marshal. Mutual aid will be paid per the cost schedule in this document: rates and typing shall apply, including personnel allowed per apparatus.

c) Claims
For loss or damage that occurs on a mobilization, between check in time and demobilization. Claims must be reported to and investigated by the IMT. Loss or damage also must be noted on the FSP-01. All repair or replacement claims must be pre-approved by the Office of State Fire Marshal before they are submitted with the billing packet. OSFM will require documentation as to how the loss or damage occurred as well as receipts verifying the actual cost of repair. Damage must be the direct result of the response, and not due to normal wear and tear. If damage or loss was not discovered at the incident, contact the OSFM as soon as possible after discovery.

d) Miscellaneous Expenses
The state shall reimburse the political subdivision supplying such aid for travel and maintenance expenses paid to employees supplied under ORS 476.520 to 476.590. All miscellaneous expenses not identified must be supported by documentation and receipts. The Office of State Fire Marshal will make the final determination on approving miscellaneous expenses. These expenses during travel shall not exceed State Department of Administrative Services travel and per diem rates. Requests shall be supported by receipts and worksheets or detailed explanations. (ORS 476.560)

e) Restoration/Rehab Time
The state shall reimburse for actual time spent restoring responding apparatus to readiness, up to two hours.

5. Non- Allowable Reimbursement

a) Meals and fuel to and from the incident. Fuel will be reimbursed if there is not fuel at the incident or pre-approved by the AOC.

b) Meals individuals choose to purchase in lieu of meals provided by the fire Incident Management Team.

c) Expenses for personal care, clothing items, personal cell phones, or other incidentals.

d) Expenses for required personal protection and safety equipment.

e) When a private vehicle is used and approved by the AOC, the state reimburses mileage only.

f) Local entities including the jurisdiction requesting aid, the local Fire Defense Board Chief, local Incident Management Team members, and other non-firefighting resources.

6. Forms

Incident responders shall submit all billing information and reports on forms provided by the Office of State Fire Marshal. OSFM will ensure forms are sent electronically to responding agencies. The FSP-01 is generated by the responders. Submit the hard card original.

7. Workers' Compensation

Whether responding personnel are full-time, paid employees or municipal volunteers covered by election under ORS 656.031, the home district remains the responsible entity for personnel mobilized under the Conflagration Act. All necessary insurances and workers' compensation policies shall be kept in force by the political subdivision for which personnel are dispatched. These paid employees and volunteers were recruited and trained by the district and continue to be part of the district's operation and under the administrative control of the district. Most fire districts in Oregon have elected coverage for their volunteers under ORS 656.031. The Office of State Fire Marshal does not allow the mobilization of volunteers under the Emergency

Conflagration Act whose home districts do not elect workers' compensation insurance coverage.

If an employee or volunteer is injured or killed during a conflagration response, medical and lost time benefits (if any) are under the responders' home district workers' compensation insurance coverage. Volunteers should be informed that, regardless of pay received for conflagration responses, premiums and lost time benefits are based solely on the assumed monthly wage elected by the district.

8. Reimbursement Timelines

Agencies have 60 days from the emailed date to complete the billing packets and return to Office of State Fire Marshal for reimbursement.

After the Office of State Fire Marshal has processed and audited the reimbursement packets and expenditures are authorized, the OSP accounting department will issue reimbursement checks to the fire jurisdiction.

To insure the orderly processing of reimbursement requests, the OSFM shall collect reimbursement billing packets from responding fire departments and audit all charges. This process will be coordinated with any involved local, state or federal agencies. A record of all back-up accounting information (agreements, tally of notices of claims and invoices and approved payments) shall be made part of the written documentation specified above.

9. Personnel Reimbursement Costs

During the course of rendering aid and assistance through the Act or a governor-declared state of emergency:

a) The use of personnel or equipment of each jurisdiction shall be at the risk of that jurisdiction.

b) Each jurisdiction shall obtain and maintain in full force and effect adequate public liability and property damage insurance or self insurance to cover claims for injury to persons or damage to property arising to activities associated through the Act or state of emergency.

c) Each jurisdiction shall be responsible for the acts of its own

employees.

d) Each jurisdiction shall compensate all personnel the exact amounts as submitted for reimbursement to the Office of State Fire Marshal on the Personnel Support Cost Summary.

10. Reimbursable Travel Times

Travel to and from an incident shall be reimbursable within one hour of the sum of the following equation:

d / 45 = t
Distance traveled (d) divided by 45 mph = travel time (t)

11. Equipment Rates

These rates are for equipment in good mechanical condition complete with all required attachments. Each rate includes costs for ownership and operation of equipment, including depreciation, overhead, all maintenance, fuel, lubricants, tires, OSHA equipment and other costs incidental to operation. Standby equipment costs are not eligible.

Fuel will be provided while at the incident. In addition all claims deemed to be a result of the incident will be reimbursed.

RESOURCE: Engine, Fire (Pumper)								
CATEGORY:	Firefighting (ESF #4)				KIND:	Equipment		
MINIMUM CAPABILITIES: Component		*NIMS* **TYPE I $100/hr**	*NIMS* **TYPE II $80/hr**	*NIMS* **TYPE III $60/hr**	*NIMS* **TYPE IV $45/hr**	*NWCG* **TYPE V $40/hr**	*NWCG* **TYPE VI $50/hr**	*NWCG* **TYPE VII $25/hr**
Equipment	Pump Capacity	1000 gpm	500 gpm	120 gpm	70 gpm	50	50	10
Equipment	Tank Capacity	400 Gal	400 Gal	500 Gal	750 Gal	400	150	50
Equipment	Hose 2.5 in	1200ft	1000ft	-	-	-	-	-
Equipment	Hose 1.5 in	400ft	500ft	1000ft	300ft	300ft	300ft	-
Equipment	Hose 1 in	200ft	300ft	800ft	300ft	300ft	300ft	200ft
Personnel	Personnel	4	3	3	2	2	2	2

RESOURCE: Water Tender, Firefighting (Tanker)				
CATEGORY:	Firefighting (ESF #4)			
MINIMUM CAPABILITIES: Component		*NIMS* TYPE I $70/hr	*NIMS* TYPE II $55/hr	*NIMS* TYPE III $40/hr
Equipment	Pump Capacity	300 gpm	120 gpm	50 gpm
Equipment	Tank Capacity	2000 gallons	1000 gallons	1000 gallons
Personnel	Personnel	2	2	2

RESOURCE: Fire Truck, Aerial (Ladder or Platform)					
CATEGORY:	Firefighting (ESF #4)				
MINIMUM CAPABILITIES: Component		*NIMS* TYPE I $150/hr	*NIMS* TYPE II $75/hr	*NIMS* TYPE III $125/hr	*NIMS* TYPE IV $50/hr
Equipment	Aerial	76-100 ft	76-100 ft	55-75 ft	55-75 ft
Equipment	Elevated Stream	750-1250 gpm	No pump	750-1250 gpm	No pump
Equipment	Ground Ladders	115 ft	115 ft	115 ft	115 ft
Personnel	Number	4	4	4	4

RESOURCE: Crew Transport (Firefighting Crew)				
CATEGORY:	Firefighting (ESF #4)			
MINIMUM CAPABILITIES: Component		*NIMS* TYPE I $25/hr	*NIMS* TYPE II $20/hr	*NIMS* TYPE III $15/hr
Personnel	Passengers	30	20	10

RESOURCE: Equipment Transport (Firefighting support equipment)				
CATEGORY:	Firefighting (ESF #4)			
MINIMUM CAPABILITIES: Component		TYPE I $100/hr*	TYPE II $20/hr*	
	Configuration	Tractor Trailer	Pull Trailer	-

*Rate only applies to actual time in Transit

RESOURCE: Command Vehicle				
CATEGORY:	Firefighting (ESF #4)			
MINIMUM CAPABILITIES: Component		TYPE I $100/hr	TYPE II $100/hr	TYPE III $35/hr
Equipment	Vehicle	Motor home type vehicle or bus	Trailer Type vehicle generator equipped	Explorer, Suburban or van type vehicle

Specialized equipment or apparatus shall be at a rate negotiated with the Office of State Fire Marshal, e.g., mobile communication, maintenance/repair, fuel, city service, aircraft, chemical, investigation, HazMat, tow truck, air system, power plants, etc.

**Note: Apparatus not matching typing criteria (pump [GPM] or tank [gallons]) will be classified to the most restrictive type. e.g., an engine with a pump of 100 GPM with a 300 gallon tank would be classed as a Type VI engine. A tender with a 250 GPM pump and 5000 gallon tank would be classed as a Type II tender.

**Note: When a private vehicle is used, the state reimburses mileage only.

RESOURCE: Rescue Vehicle					
CATEGORY:	Firefighting (ESF #4)		KIND:	Equipment	
MINIMUM CAPABILITIES: Component		**TYPE I $150/hr**	**TYPE II $100/hr**	**TYPE III $40/hr**	**TYPE IV $25**
Equipment	Rescue Vehicle	Heavy	Medium	Light	Basic

Type I – Heavy floor construction, pre-cast concrete construction, steel frame construction, high angle rope rescue (including highline systems), confined space rescue (permit required), mass transportation rescue.

Type II – Heavy wall construction, high angle rope rescue (not including highline systems), confined space rescue (not including highline systems), confined space rescue (no permit required), trench and excavation rescue.

Type III – Light frame construction, low angle or one person load rope rescue.

Type IV – Surface rescue, non-structural entrapment in non-collapsed structures.

RESOURCE: Ambulance (Ground)					
CATEGORY:	Health & Medical (ESF #8)			KIND:	Vehicle/Team
MINIMUM CAPABILITIES: Component		*NIMS* **TYPE I** **$55/hr**	*NIMS* **TYPE II** **$55/hr**	*NIMS* **TYPE III** **$45/hr**	*NIMS* **TYPE IV** **$45/hr**
Personnel	Number	1 ALS practitioner and 1 EMT Meets or exceeds standards as addressed by EPA, OSHA and NFPA 471, 472, 473 and 29 CFR 1910, 120 ETA 3-11 to work in HazMat Level B and specific threat conditions All immunized in accordance with CDC core adult immunizations and specific threat as commensurate with the mission assignment.	1 ALS practitioner and 1 EMT	2 (1 EMT and 1 EMR) Meets or exceeds standards as addressed by EPA, OSHA and NFPA 471, 472, 473 and 29 CFR 1910, 120 ETA 3-11 to work in HazMat Level B and specific threat conditions All immunized in accordance with CDC core adult immunizations and specific threat as commensurate with the mission assignment.	2 (1 EMT and 1 EMR)
Team Request for Mutual Aid should specify specialty services as needed	Team experienced and actively involved in the care and transportation of EMS patients. Specialty care provided based on assessment of patient needs by the requesting state	Advanced Life Support	Advanced Life Support	Basic Life Support	Basic Life Support
Overall Function	Provides out-of-hospital emergency medical care, evacuation, and transportation services via licensed EMS service	Capable of providing clinical and transportation services in hazardous material environments to a range of patient conditions, includes vehicle, staff, equipment, and supplies.	Capable of providing clinical and transportation services to a range of patient conditions, includes vehicle, staff, equipment, and supplies.	Capable of providing clinical and transportation services in hazardous material environments to a range of patient conditions, includes vehicle, staff, equipment, and supplies.	Capable of providing clinical and transportation services to a range of patient conditions, includes vehicle, staff, equipment, and supplies.

RESOURCE: Watercraft						
CATEGORY:		Firefighting (ESF #4)			KIND:	Equipment
MINIMUM CAPBILITIES:						
Component		**TYPE I**	**TYPE II**	**TYPE III**	**TYPE IV**	**TYPE V**
Equipment	Costs to be determined	24' Rigid Hull/ Motorized	18' - 24' Rigid Hull/ Inflatable Motorized	12'- 18' Jonboat Motorized	PWC Motorized	Rapid Deployment Craft Non-Motorized

Type I – with fire suppression capabilities, capacity for 5+ victims, 3+ crew, launch ramp required
Type II – with fire suppression capabilities, capacity for 3-5 victims, 3+ crew, launch ramp required
Type III – with fire suppression capabilities, capacity for 3 victims, 3 crew, hand launch
Type IV – capacity for 1 victim, 1 crew, hand launch
Type V – capacity for 2+ victims, 2 crew, hand launch

TRANSPORTATION COST SCHEDULE

OREGON SAMPLE SUMMARY FIRE CHARGE FORM
INCIDENT COST ANALYSIS
Unprotected Areas and Transportation Routes

Part 1: Incident Information

Incident Number:_____ Dispatch Time:_____ Recall Time:_____ Date:_____

Incident Address or Location: _____
Type of Occupancy:_____
Legal Description:_____ Incident Description:_____
Property Owner_____ _____
Address:_____ _____
City:_____ St./Zip_____ _____
Phone Number:_____ _____

Cost Schedule

Part 2: Apparatus Cost Information

1. List each piece of apparatus separately.
2. The cost for each piece of apparatus is computed as follows:

Step 1: b - a = c
Return time (b) minus dispatch time (a) equals total time (c).
Step 2: c x d = e
Total time (c) times cost per hour (d)* equals cost per apparatus (e).

	a	b	c	d*	e
Apparatus/Type Description:	Dispatch Time:	Return Time:	Total Time:	Cost Per Hour:	Cost Per Apparatus
				x	=
				x	=
				x	=
				x	=
				x	=
				x	=
				x	=
Total Apparatus Cost:					

* Reference: State Fire Service Mobilization Plan, Hourly Rate Cost Schedule lists the minimum hourly charge for apparatus. Responding departments may establish their own apparatus rates.

Personnel Cost Information

1. Volunteer firefighter classes shall use the cost schedule in Appendix C, Section 4 to determine the cost per hour when computing personnel costs.

2. Paid firefighter classes shall use their current pay rates plus a fringe benefit hourly factor as the cost per hour (e) factor when computing personnel costs.

3. Any overtime or special pay costs incurred by the service provider may be computed on the blank lines and added to the total personnel costs.

4. Each firefighter class is computed as follows:

Step 1: b - a = c
Return time (b) minus dispatch time (a) equal total time (c).

Step 2: c x d x e = f
Total time (c) times number of firefighters used (d) times cost per hour (e) equals total cost per FF class (f).

	a	b	c	d	e	f
Firefighter Class:	Dispatch Time	Return Time	Total Time	Number Used	Cost Per Hour	Cost Per FF Class
Firefighter				x	x	=
Fire Engineer				x	x	=
Lieutenant				x	x	=
Captain				x	x	=
Battalion Chief				x	x	=
Fire Marshal				x	x	=
Chief				x	x	=
Other				x	x	=
Total Personnel Costs:						

Summary

Section 1 Direct Costs

Section 1.1 Apparatus Cost

Total Emergency Response Apparatus Cost (from part 2):	Total Cost $

Section 1.2 Personnel Cost

Total Emergency Response Personnel Cost (from part 3):	Total Cost $

Section 1.3 Miscellaneous Supplies & Services

	Amount	Unit Cost	Total Cost

Total Miscellaneous Supplies & Services	$

Section 2 Indirect Costs

Section 2.1 Base Availability Rate

Response Availability Cost	Hourly Rate*	Total Hours	Total Cost $

Section 2.2 Support Service Charge

Support Services Cost Per Incident	Total Cost*

Total Incident Cost - Direct & Indirect	

*Rates determined by responding department.

GLOSSARY

This glossary contains definitions of terms used in the Mobilization Plan and those frequently used in Incident Command System (ICS) document.

Act of Terror: The calculated use of violence, (or threat of violence), against civilians in order to obtain goals that are political, religious, or ideological in nature.

Aerial Torch: An ignition device suspended under a helicopter and capable of dispensing ignited fuel to the ground for assistance in burnout or backfiring. (ICS)

Agency Operations Center (AOC): The Oregon Office of State Fire Marshal Agency Operations Center, from which structural and wildland fire and emergency units are dispatched, coordinated and supported.

Agency Representative: An individual from an assisting or cooperating agency assigned to an incident with delegated full authority to make decisions on all matters affecting that agency's participation at the incident. Agency representatives report to the incident liaison officer. (ICS)

Air Tanker: Any fixed-wing aircraft, certified by the FAA, as being capable of transport and delivery of fire retardant solutions. (ICS)

Allocated Resources: Resources dispatched to an incident that have not checked in with the incident communications center. (ICS)

Assigned Resources: Resources dispatched to an incident that have been checked in and assigned work tasks. (ICS)

Assisting Agency: An agency directly contributing suppression, rescue, support or service resources to another agency. (ICS)

Authority Having Jurisdiction: The local fire authority. In unprotected areas, this may be a governing body such as a Board of County Commissioners.

Available Resources: Resources assigned to an incident and available for an assignment. (ICS)

Branch: The organizational level with functional/geographic responsibilities for major segments of incident operations. The branch level is organizationally between section and division/group. (ICS)

Brush Patrol: Any light mobile unit which has limited pumping and water capacity for off-road operations. (ICS)

Camp: A geographical site within the general incident area (separate from the base) with equipment and staff to provide food, water, and sanitary service to incident personnel. (ICS)

Check-in: Locations where assigned resources check in at an incident. Check-in locations are: Incident Command Post (resources unit), incident base, K-camps, staging areas, helibases, and division supervisors (for direct line assignments). Check in at one location only. (ICS)

Clear Text: The use of plain English in radio communication transmissions. No "ten-codes," or agency-specific codes are used when using clear text. (ICS)

Command: Directing, ordering and/or controlling resources by virtue of explicit legal, agency, or delegated authority. (ICS)

Command Post: See Incident Command Post.

Command Staff: The command staff consists of the information officer, safety officer, and liaison officer. They report directly to the incident commander. (ICS)

Community Wildfire Protection Plan: A published document created by a community in the Wildland/Urban Interface zone which may address issues such as wildfire response.

Company: Any piece of equipment having a full complement of personnel. (ICS)

Compressed Air Foam Systems (CAFS): A generic team used to describe foam systems consisting of an air compressor (or air source), a water pump, and foam solution.

Conflagration: A large and destructive fire beyond the capabilities of local mutual aid.

Conflagration Request Call: A phone call initiated by OSFM after a local Fire Chief has requested a conflagration through the Oregon Emergency Response System. This call precedes OSFM contacting the Governor.

Conflagration Request Form: A 3-part form to be completed by a local Fire Chief requesting a conflagration.

Conflagration Request Packet: Document intended to assist a local Fire Chief or Fire Defense Board Chief with the process of requesting a conflagration.

Cooperating Agency: An agency supplying assistance other than direct suppression, rescue, support, or service functions to the incident control effort (e.g., Red Cross, law enforcement agency, telephone company, etc.) (ICS)

Coordination: The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority (for its decision) of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not, in and of itself, involve command dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within legal limits as established by specific agency delegations, procedures, legal authority, etc. (ICS)

Crew Transport: Any vehicle capable of transporting personnel in specified numbers. (ICS)

Cultural Resource: Items or sites of historical, archaeological, or cultural significance.

Damage Assessment: The appraisal or determination of the actual damage or loss resulting from an emergency or disaster. This estimate of the damages to a geographic area is made after a disaster has occurred, and serves as the basis of the governor's request for a Presidential Disaster Declaration.

Disaster Application Center: An office established in the disaster area where individual disaster victims may receive information on available assistance and apply for programs for which they are eligible. The Disaster Application Center will house representatives of federal, state, local, and volunteer agencies that deal directly with the needs of individual victims. State and local government agencies affected by a disaster also apply for federal "public assistance" funds through the Disaster Application Center.

Disaster Field Office: An office within the affected area for federal and state officials to coordinate disaster assistance and recovery efforts.

Dispatch: The implementation of a command decision to move resources from one place to another. (ICS)

Dispatch Center: A facility from which resources are directly assigned to an incident. (ICS)

Division: The organizational level responsible for operations within a defined geographic area. This level is organizationally between the strike team and the branch. (ICS) (See Group.)

Dozer: See "Tractor"

Dozer Company: Any dozer with a minimum complement of two pieces of equipment with a controlling party that provides maintenance, personnel, etc. (ICS)

Duty Officer: The person appointed to act as initial contact at the Office of State Fire Marshal to receive and relay requests for implementation of the Act. (See also State Fire Marshal Duty Officer.)

Emergency: As defined by ORS 401.025, "includes any man-made or natural event of circumstance causing or threatening loss of life, injury to person(s) or property, human suffering or financial loss; and includes, but is not limited to: fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of oil or hazardous material as defined in ORS 466.605, contamination, utility or transportation emergencies, disease, blight, infestation, civil disturbance, riot, sabotage and war."

Emergency and Audible Signaling/Terminology: Recommended emergency and audible signaling terminology that has been adopted by the Governor's Fire Service Policy Council.

Emergency Coordinating Center (ECC): Oregon Emergency Management site(s) from which government officials and other authorities manage general emergency response and coordination.

Engine: An inappropriate level of personnel accompanying a ground vehicle which can provide specific levels of pumping, water and hose capacity. (ICS)

Engine Company: An appropriate level of personnel accompanying a ground vehicle which can provide specific levels of pumping, water and hose capacity. (ICS)

Exhaustion of Resources: This condition exists when the Fire Defense Board Chief determines that the incident cannot be controlled by available and on-scene local resources and still maintain minimal coverage for the fire defense area.

Federal Assistance: Aid given by federal agencies under authorization of federal statutes to assist disaster victims and state and/or local governments involved in a disaster.

Federal Coordinating Officer: The person appointed by the President to coordinate federal assistance in an emergency or disaster.

Federal Disaster Relief Act: Public Law 93-288, as amended, gives the President broad powers to supplement the efforts and available resources of state and local governments to carry out their duties to alleviate suffering and damage resulting from disasters.

Federal On-Scene Coordinator: A representative of the federal government (usually a member of the US Coast Guard or Environmental Protection Agency) responsible for on-scene coordination of federal response to an oil or hazardous material incident.

Fire Defense District Board: A board comprised of all the fire chiefs within the district.

Fire Defense District Fire Service: A designation that is comprised of all the public fire services within the fire defense district.

FIREMOD: A computer program which can predict an hourly rate of fire spread from a given point. (ICS)

Fly Crew: A hand crew transported via helicopter to an incident. (ICS) See Hand Crew.

Foam Systems: The apparatus and techniques used to mix concentrate with water to make solution, pump and mix air and solution to make foam, and transport and eject foam. (Systems defined here include compressed air foam and aspirated nozzle.)

Food Dispenser: Any vehicle capable of dispensing food to incident personnel. (ICS)

Fuel Tender: Any vehicle capable of supplying fuel to ground equipment or aircraft. (ICS)

Function: A component or area of activity in an emergency situation; for example, public information or evacuation. It may combine several specific tasks or activities.

General Staff: Group of incident management personnel comprised of an incident commander, operation chief, planning chief, logistics chief and finance chief. (ICS)

Group: A functional division (e.g., air support, salvage, structure protection, etc.). (ICS)

Hand Crew: Individuals who are supervised, organized, and trained specifically for clearing brush as a fire suppression measure. (ICS)

Hazard: Any situation that has the potential of causing damage to people or property.

Hazardous Materials (HAZMAT): A flammable, corrosive, reactive or toxic chemical, infectious biological or disease-producing agent, or radioactive material. Hazardous materials may be used in industry or intended for treatment and disposal.

Hazardous Wastes: Hazardous materials which are no longer intended for use.

Heavy Equipment Transport: Any ground vehicle capable of transporting a dozer. (ICS)

Helibase: A location within the general incident area for parking, fueling, maintenance, and loading of helicopters. (ICS)

Helibase Crew: A crew of three or more individuals who may be assigned to operations or to support helicopter operations. (ICS)

Helicopter Tender: A ground service vehicle capable of supplying fuel and support equipment to helicopters. (ICS)

Helispot: A location where helicopters can take-off and land. Some helispots may be used for temporary retardant loading. (ICS)

Helitack: The initial attack phase of fire suppression using helicopters and trained airborne teams to achieve immediate control of wildfires. (ICS)

Helitack Crew: A crew of three or more individuals who may be assigned to operations or to support helicopter operations. (ICS)

Helitack Foreman: A firefighter trained in the tactical and logistical use of helicopters for fire suppression. (ICS)

Helitanker: A helicopter equipped with a fixed tank or a suspended bucket-type container for use in aerial delivery of water or fire retardants. (ICS)

Historical Resource: Item or site which has architectural, engineering, archaeological, or cultural significance.

In-Service: A responding apparatus is once again ready to be mobilized and/or put to use by its jurisdiction.

In-Station: The apparatus or personnel have physically arrived at the station in which they work.

Incident: An occurrence or event, either human-caused or a natural phenomenon, requiring action by emergency service personnel to prevent or minimize loss of life, damage to property and/or natural resources. (ICS)

Incident Action Plan: A plan initially prepared at the first meeting of an incident. The plan contains general control objectives reflecting the overall incident strategy and specific action plans for the next operational period. When complete, the incident action plan has several attachments. (ICS)

Incident Activation Call: A conference call which takes place after a conflagration has been declared. The OSFM will schedule and host the call, in an attempt to gain greater situational awareness before the arrival of an IMT.

Incident Base: Where primary logistical functions are coordinated and administered. (The incident name or other designator is added to the term "Base.") The incident command post may be co-located with the base. There is only one base per incident. (ICS)

Incident Commander: The individual responsible for the management of all incident operations. (ICS)

Incident Command Post (ICP): Where primary command functions are executed and usually co-located with the incident base. (ICS)

Incident Command System (ICS): The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. Responsible for management of assigned resources to effectively accomplish stated objectives relating to an incident. (ICS)

Incident Complexity Level: There are 5 levels of incident complexity established by FEMA, with 1 being the highest and 5 being the lowest. The complexity of an incident may determine the type of response by OSFM. (ICS)

Individual Assistance: Financial or other aid provided to private citizens to help alleviate hardship and suffering, and to help facilitate resumption of normal day-to-day life.

Infrared (IR): A heat detection system used for fire detection, mapping, and hot-spot identification. (ICS)

Infrared (IR) Ground-link: A special mobile ground station capable of receiving air-to-ground infrared imagery for interpretation. (ICS)

Initial Attack: Resources initially committed to an incident. (ICS)

Interface Fire: means a fire involving both natural and man-made fuels.

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographic area. (ICS)

Liaison: A function of Office of State Fire Marshal fire fighting forces.

Local Emergency Declaration: The proclaimed existence of conditions of a major emergency or disaster within local jurisdictional boundaries.

Local Fire Chief: The fire chief in whose jurisdiction or area of responsibility there is a fire or other emergency.

Local Fire Service: An organized public fire department that provides fire protection under the direction of a fire chief.

Local Government: Any county, city, village, town, district, or other political subdivision of the state; any Indian tribe or authorized tribal organization; and any rural community or unincorporated town or village or any other public entity.

Major Disaster: As defined by Public Law 93-288, means "any natural catastrophe including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm or drought; or, regardless of cause, any fire, flood, or explosion in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby."

Major Emergency: An incident that requires the coordinated response of many departments or more than one level of government to save lives and protect the property of a large portion of a jurisdiction's population.

Management by Objective (MBO): Top-down management, so that all parties involved know and understand the objectives of the operation. (ICS)

Message Center: Part of the communications center and is co-located or placed adjacent to it. The message center receives, records, and routes information reported about the incident, resource status, and administration and tactical traffic. (ICS)

Mobilization Center: An off-incident location where emergency service personnel and equipment are temporarily located pending assignment, release, or reassignment. (ICS)

Multi-Agency Coordination System (MACS): The combination of facilities, equipment, personnel, procedures, and communications integrated into a common system responsible for coordination of agency resources and agency emergency operations. (ICS)

Mutual Aid: Mutual aid is based on reciprocal contributions without charge and is contingent upon the local fire services approval. The primary purpose of mutual aid is to supplement resources of any fire agency during a time of critical need.

National Incident Management System (NIMS): Consists of five major subsystems which collectively provide a total systems approach to all-risk incident management. The subsystems are: Incident Command System; Training; Qualifications and Certification; Supporting Technologies; and Publications Management. (ICS)

National Warning System (NAWAS): Disseminates warnings and other emergency information from federal and state warning points to the county warning point. NAWAS is a dedicated, nationwide party line telephone warning system operated on a 24-hour basis.

NOAA Weather Station: Mobile weather data collection and forecasting facility (including personnel) provided by the National Oceanic and Atmospheric Administration, which can be utilized within the incident area. (ICS)

Objective: Something worked for or striven toward; a goal.

Operations Coordination Center (OCC): The primary facility of the Multi-Agency Coordination System. It houses the staff and equipment necessary to perform the MACS functions. (ICS)

Operational Period: The period of time scheduled for execution of a given set of operation actions as specified in the incident action plan. (ICS)

Oregon Emergency Response System (OERS): Provides coordinated state and federal response to incidents involving chemicals, petroleum products, biological agents, radioactive materials, and other technological hazards. It is the only phone number that local agencies and industry need to call in order to notify appropriate state and federal agencies. The number is: 1-800-452-0311.

Orthophoto Maps: Aerial photographs corrected to scale so geographic measurements may be taken directly from the prints. They may contain graphically emphasized geographic features and may be provided with overlays of such features as water systems, important facility locations, etc. (ICS)

Out-of-Service Resources: Resources assigned to an incident but unable to respond due to mechanical, rest, or personnel reasons. (ICS)

Overhead Personnel: Personnel who are assigned to supervisory positions which include incident commander, command staff, general staff, directors, supervisors, and unit leaders. (ICS)

Patrol Unit: Any light, mobile unit which has limited pumping and water capacity. (ICS)

Planning Meeting: An ongoing meeting, held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations and to direct service and support planning. (ICS)

Proportioner: A mixing system that adds a predetermined volume of liquid foam concentrate to water to form a foam solution.

Radio Cache: A cache may consist of a number of portable radios, a base station, and in some cases, a repeater stored for dispatch to incidents. (ICS)

Radiological Monitor: A person trained to detect, record, and report radiation exposure. The monitor may provide field guidance on radiation hazards associated with emergency responses.

Radiological Officer: A person trained to assume responsibility for policy recommendations in protecting a geographic area, facility, or department from radiation.

Rehabilitation Area: Site providing incident personnel with restorative services including but not limited to immediate medical attention.

Reinforced Attack: Additional resources requested to reinforce those used during the initial attack. (ICS)

Reporting Locations: Any one of six points where incident-assigned resources may check in. The points are: incident command post/ resources unit (RESTAT); base; camp; staging area; helibase; or division supervisor for direct line assignments. (Check-in at one point only.) (ICS)

Rescue Medical: Any staffed ground vehicle capable of providing emergency medical services. (ICS)

Resources: All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained. (ICS)

RESTAT: An acronym for resource unit; a unit within the planning section. (ICS)

Section: The organizational level responsible for primary segments of incident operations such as operations; planning; logistics; and finance. The section level is organizationally between branch and incident commander. (ICS)

SITSTAT: An acronym for the situation unit; a unit within the planning section. (ICS)

Span of Control: The supervisory ratio of from three to seven individuals, with five being established as the general rule of thumb. (ICS)

Staging Area: Where incident personnel and equipment are assigned on three (3) minute availability status. (ICS)

State Fire Marshal Duty Officer: The person appointed to act as initial contact at the Office of State Fire Marshal to receive and relay requests for implementation of the Act. (See also Duty Officer.)

Strike Team: A group of the same type of resources temporarily assembled for a specific mission with a leader and common communications.

Structural Fire: A fire in or impinging on a building or other structure.

Subdivision: A portion of land divided into lots for real-estate development.

Task Force: A group of varied resources temporarily assembled for a specific mission with common communications.

Technical Specialists: Specially trained personnel activated on an as-needed basis. Technical specialists may be used in the areas of fire behavior, water resources, environmental concerns, resource use, and training. (ICS)

Tractor, Dozer: Any tracked or all wheel drive vehicle with a forward blade for exposing mineral soil, with transportation, support, and personnel for its operation. Examples include Caterpillar D6, International TD24, timber jack, skidder, road grader, Clark Ranger 212, Terex, Euclid, and may include road grader/scraper.

Tractor, Hoe: Any tracked or wheel-driven vehicle with a digging attachment for creating ditches, ponds, etc. Examples include John Deere Backhoe 456, Case Backhoe 450, and Cat-hoe 74.

Tractor, Plow: Any tracked or all wheel drive vehicle with attachments, usually center or rear, for exposing mineral soil, with transportation, support and personnel for its operation. Examples: drags; harrows; discs; bottom plow; and cultivators. (ICS)

Tractor, Truck: Self-propelled cab/chassis unit with a fifth-wheel or other acceptable mechanism for attaching to, and moving trailers, with support and personnel for its operation. Examples include Chevrolet, Ford, Freightliner, International, Kenworth, and Peterbilt.

Undue Jeopardy to Life and Property: This shall be construed to mean "threat and/or danger to the lives and/or property of persons residing inside the boundaries of the city or district".

Unified Command: A method for all agencies or individuals with jurisdictional responsibility at an incident to contribute to:

a) Determination of overall objectives for the incident, and
b) Selection of a strategy to achieve the objectives. (ICS)

Unit: Organizational element responsible for specific incident planning, logistics, or finance activities. (ICS)

Unprotected Area: means an area outside the boundaries of recognized public or private fire protection.

Utility: Any company or co-op which provides power, water storage supply or distribution, sewage collection and treatment, telephone, transportation, or other similar public service.

Vulnerability: Susceptibility of life, property, or the environment to damage if a hazard achieves its potential.

Water Tender: Any ground vehicle capable of transporting specific quantities of water. (ICS)

Wildland Fire: A fire primarily involving natural fuels.

Wildland/ Urban Interface Zone: That geographical area where structures and other human development meet or intermingle with wildland or vegetative fuels.

Zulu: A military name for Greenwich Mean Time (GMT) or Coordinated Universal Time (CUT)

INTERFACE POSITION QUALIFICATION REQUIREMENTS

All positions must meet DPSST certifications and be certified as NFPA Firefighter 1.

POSITION
Wildland Interface Fire Fighter (FFT2)
Advanced Wildland Interface Fire Fighter (FFT1)
Engine Boss
Crew Boss
Strike Team Leader Engine
Strike Team Leader Crew or Taskforce Leader
Group Supervisor (DIVS)
Division Supervisor (DIVS)

Strike Team Leader Crew and Task Force Leader requirements are recognized as the same per Office of State Fire Marshal Mob Plan and do not require a separate certification for each.

In cases where resources are deployed to wildfire incidents, training requirements are intended to provide safety knowledge for structural firefighters involved in structural interface operations. Limited wildland operations to defend structures may be necessary and would be authorized by the supervisor. It is not the intent to have structural fire resources involved in aggressive wildland firefighting.

Individuals will be allowed to respond to conflagrations in a trainee role if there is a qualified individual in that same capacity. The trainee must be a member of the task force and currently working on their qualifications. This position is **not** an additional member of the taskforce.

INTERFACE EQUIPMENT STANDARDS

While some of these structural interface equipment standards include some wildland equipment, it is not the intent of these standards to have structural firefighting forces involved in wildland firefighting. The wildland equipment is added to provide safety tools for structural firefighters involved in structural interface operations.

1. Apparatus

Structural fire apparatus may not normally carry equipment that is needed for safe and efficient structure defense operations on wildland interface incidents. When responding to interface fire assignments, the following minimum recommended equipment should be added to the apparatus:

- 400' of 1.5" or 1.75" hose (lightweight forestry hose preferred)
- 200' of 1" hose
- 2 - 1.5" combination nozzles (20-60 gpm preferred)
- 1 - 1" combination nozzles
- 1 - 1.5" forestry gated wye
- 1 - 1.5" to 1" reducer
- 1 shovel
- 1 McLeod
- 1 Pulaski
- 2.5 gallon drinking water jug
- appropriate adaptors

2. Personal Protective Equipment

The individual is responsible for each mandatory item unless the department carries a supply for all members.

Full protective clothing is required for personnel involved in structural firefighting as referenced in OR-OSHA rules. All gear must be in compliance with NFPA 1971 and applicable OR-OSHA standards.

All people actively engaged in structural firefighting, or those who may become engaged in structural firefighting, shall don complete firefighting gear.

For interface firefighting during an emergency mobilization, the minimum equipment includes:

Structural Protective Equipment

- Helmet with appropriate eye protection
- Turnout coat/bunker
- Turnout pants/bunker
- Structural firefighting footwear
- Structural firefighting gloves
- Fire resistant hood

Note: Self-contained breathing apparatus (SCBA) shall be of at least the 30-minute type and meet current standards.

Wildland Protective Clothing
All clothing must be in compliance with NFPA 1977. For interface firefighting during an emergency mobilization, the minimum equipment also includes:

- OR-OSHA compliant wildland firefighting footwear, (leather lace up, minimum of 8 inches high, soles of non-slip material)
- Hard hat or equivalent, meeting 1986 ANSI Class B standards. The intent is to have head, ear and neck protection
- Fire resistant treated wildland firefighting clothing (shirt and trousers)
- Goggles - Structural helmets with face shields cannot take the place of goggles
- Leather gloves
- Bandanna or dust mask

The following equipment is mandatory but need not be carried on person if it is readily available. The fire shelter must be carried on person when the team leader deems it necessary while actually fighting fire.

- Canteen
- New generation fire shelter
- Belt to carry canteen and shelter
- First aid kit, mole skin, and snake-bite kit
- Hearing protection

3. General Mobilization Standards

The following equipment must be available for responses to all types of fire service mobilizations under this plan.

a) Apparatus Equipment

The following items must be carried on each apparatus:

- Engine oil
- Transmission oil
- Pump oil
- 2 cycle mix oil if needed
- Spare spark plug for small engines carried
- Small mechanics tool kit
- Hard suction – all hose and appliances for drafting water
- Spare drive belt (optional)
- Whistle

b) Personal Equipment

The following items are required:

- Food and water for **72 hours**
- Flashlight or helmet light with extra batteries
- Sleeping bag
- Certificate of minimum training signed by fire chief
- Medical information card including emergency contact information, allergies, current medications, physician's name and phone number
- Closed toe shoes

The following items are recommended for each person unless the team leader is carrying a supply for each member of the team. Gear and supplies are required for seven days.

- Towels in plastic bag
- Washcloths in plastic bag
- Bar soap in container
- Shampoo/conditioner
- Hairbrush, comb, and clips
- Sun glasses
- Toothbrush and toothpaste
- Feminine hygiene supplies
- Tent
- Toilet paper
- Contact lens cleaner, if used
- Underwear
- Shirts, long and short sleeves, 2 of each
- Sweatshirt or sweater
- Long pants, 2 pair
- Socks, preferably cotton, 10 pair

- Deodorant, foot powder
- Prescription medicine
- Sun block
- Insect repellent
- Wrist watch
- Poison oak wash
- Shaving items
- Cash --$20 minimum
- Cot or pad
- Pillow
- Plastic bag for dirty clothes
- Base camp shoes
- Jacket
- Hat
- Handkerchiefs
- Long underwear
- Lightweight rain gear
- Travel alarm clock
- Note pad and pencil
- Pocket knife/Leatherman's tool
- Extra eyeglasses
- Laundry soap

No shorts, no tank tops, and no sandals, flip flops (except in shower), or open-toed shoes allowed in base camp.

Non-medical drugs and alcohol are not permitted at the incident or in fire camp. Possession or use of these substances will result in discharge from the scene and may result in criminal action, as appropriate.

c) Strike Team/Task Force Leader Kit

Recommended items - items on this list may be omitted if each individual carries that item in their personal gear.

- Minimum $100 cash/credit cards
- Portable battery chargers with one spare for each type portable
- Eye wash
- First aid kit with oxygen
- Cooking pans, utensils, plastic scrubber, dish cloths
- Group supplies kit
- Salt and pepper
- Extra head lamp batteries
- Can opener
- Toilet paper, Kleenex, paper towel
- Binoculars
- Compass, maps
- Food, drinking water and replacement liquids for **72 hours**
- Paper plates and plastic ware
- Sun screen, chap stick, insect repellent, blister pads
- Spare toothbrush and past
- Large tarpaulin
- Cellular phone, telephone directories, 12v adapter
- Spare pens/pencils/paper
- Light sticks
- Duct tape
- Tall kitchen bags w/ties
- Bar soap, laundry/dish soap, window spray
- Fireline Handbook
- Camp stove
- Pain killers and other non-prescription first aid medications.

- OSFM Task Force Leader Guide Book
- Fire Service Mobilization Plan
- Large cooler
- Spare helmets, goggles, bandannas, gloves, fire shelters, head lamps
- Accident reports, injury reports, personnel tracking form
- Clipboard
- State Fire Marshal FOG

Optional Items:

- Portable radio clone cables
- AM/FM radio w/extra batteries
- Extension cord with multi-plug adapter
- Programmable scanner
- Interface training materials for review during slack time
- Business cards
- Clothesline
- Office supplies
    - Folding file
    - Extra pens and pencils
    - Tablets
- Hi-lighters
- Manila envelopes
- Stapler and paper clips
- Grease pen; dry erase markers

COMMUNICATIONS
FIRE AND HAZARDOUS MATERIALS COMMUNICATION SYSTEM

1. Description
The Fire Net frequency of 154.280 MHz provides a common communications channel for fire service use during multiple-agency responder incidents, such as a conflagration.

As an integral part of the fire communications system, OSFM maintains and operates a mobile communications capability that can deploy in areas lacking sufficient communications support for a major incident. This consists of a communications truck and three transportable communications caches. These resources offer the ability to set up repeater networks, satellite uplink and downlink, satellite internet and wide area WiFi hot spot, VoIP via satellite, and custom programmed hand held radios.

In addition to the vehicles, a cadre of trained communications specialists and Communications Unit Leaders (COML) are available to deploy with the equipment.

OSFM requires that apparatus utilized under this *Mobilization Plan* shall have FIRE NET FREQUENCY capability, either installed or by portable radio.

2. Authorization
The Federal Communications Commission (FCC) has issued a single license to the Office of State Fire Marshal for this frequency under provisions of FCC Rule 90.21. Those wishing to access the FIRE NET, including mobile, portable radio or fixed-site base stations, must apply to the state fire marshal and receive authorization.

Those eligible to apply for approval from the state fire marshal (SFM) to operate on the FIRE NET are fire departments; federal, state and local agencies; regional HazMat response teams; and private companies who have an established role in fire suppression and HazMat emergencies. Applicants that fall outside this eligibility can apply and may be considered on a case-by-case basis.

Each agency authorized to operate on FIRE NET shall instruct its personnel regarding appropriate use.

3. Allowable Communications

FIRE RELATED INCIDENTS

FIRE NET FREQUENCY may be used to coordinate fire-related activities in response to mutual aid requests, multi-agency fire ground emergencies, conflagrations, and other fire-related incidents and activities of the Office of State Fire Marshal.

HAZARDOUS MATERIAL INCIDENTS

Because the fire service in the State of Oregon are most often the "first responders" to hazardous materials incidents, including the Regional Hazardous Materials Response Teams, FIRE NET FREQUENCY may be used by the on-scene incident commanders to communicate with local, state, federal, or other agencies who have an established role in managing hazardous materials incidents.

DISASTERS

Whenever a formal disaster declaration is issued by the governor of the State of Oregon under the provisions of ORS 401.165, or other emergencies meeting the criteria set forth in the FIRE NET FREQUENCY may be used to coordinate the resources required to respond to the immediate threat to life and property throughout Oregon.

4. Procedures

a) Local fire protection agencies are strongly encouraged to include the State FIRE NET FREQUENCY in their communication equipment whenever possible. Each fire chief shall develop and maintain an inventory of radio call letters and fire apparatus, mobile support vehicles, base stations, and portable radios which have the capability to transmit and receive radio communications on the State FIRE NET FREQUENCY and forward the inventory to the Office of State Fire Marshal when requested.

b) The Fire Defense Board Chief shall develop a fire defense district inventory of apparatus and other equipment that can transmit and receive on the State FIRE NET from the information provided by the local fire chiefs.

c) The use of Clear Text radio procedures on the State FIRE NET FREQUENCY is mandatory.

APPLICATION

OREGON OFFICE OF STATE FIRE MARSHAL
STATE FIRE NET

REQUEST FOR AUTHORIZATION TO USE THE Fire NET
154.2800 MHz

The state fire marshal maintains the State FIRE NET frequency. Written authorization is required from the state fire marshal prior to using the system. If your agency is interested in receiving authorization to operate on the State FIRE NET, please supply the following information to the state fire marshal

_____
(Name of Requesting Agency)

_____ Application for Base Radio
If more than one please use one form for each base radio

Location of Base radio_____

Antenna Location and Height _____

_____ Application for Mobile or Portable Radios

_____ Number of Mobile radios you will use Fire NET in

_____ Number of portable radios you will use Fire NET in.

The agency will utilize FIRE NET for the following purpose: (please explain)

Uses:
_____ Multi-agency fire ground activities (mutual aid)

_____ Conflagration Act activities

_____Governor declared or other emergencies

_____Hazardous materials incidents

Please explain your FIRE NET usage in the following areas:

Geographical area of radio operation

_____
_____
_____

Other technical information required for operation. (i.e. PL tones, analog or digital, etc.)

_____

Name and type of radio equipment

_____

Name of person completing application: _____

Mailing address: _____
_____

Email address: _____

Phone #: _____
Fax #_____

Upon approving for use of the State FIRE NET, the State Fire Marshal will issue a letter of authorization allowing the requesting agency to operate on the State FIRE NET under the terms and provisions of the license issued to the Office of State Fire Marshal by Federal communications Commission.

Please mail to: Office of State Fire Marshal
Emergency Response Unit Communications
4760 Portland Road NE
Salem, Oregon 97305-1760

OFFICE OF STATE FIRE MARSHAL

FIRE NET USE AUTHORIZATION
****

Sample

□ Mobile/Portable Radios □ Base Radio

In accordance with the State of Oregon FIRE NET Emergency Communications Plan as filed with Federal Communications Commission, permission is granted to operate mobile communication(s) equipment under the FCC license issued to the State of Oregon Fire Marshal, call sign #KBF817.

_____
(Name & Location of Agency)

Is authorized to utilize radio frequency 154.280 MHz (FIRE NET) for the following activities:

_____ Multi-agency, Mutual Aid Fire Ground Activities.

_____ Conflagration Act Declaration.

_____ Disaster or other Emergencies.

_____ Hazardous Materials Incidents.

This Authorization does not relieve the State FIRE NET user from compliance with any law, rules, regulations, or restrictions imposed by the federal government, the State of Oregon, any county, or local jurisdiction.

Failure to comply with the Federal Communications Commission Laws, Rules, and Regulations, or the State Fire Marshal FIRE NET Emergency Communications Plan, can be deemed as evidence of noncompliance and may result in suspension of this Letter of Authorization.

_____ _____
Oregon State Fire Marshal Date

FIRE SERVICE RESOURCE INVENTORY REPORT

OREGON STATE FIRE MARSHAL
Oregon State Police
4760 Portland Road N.E.
Salem, Oregon 97305-1760

General Instructions: *Please complete a separate report for your department and any other rural district or city protected by your department. Please contact the Data Unit if you have questions.*

SECTION 5 - RADIO COMMUNICATION INFORMATION

LIST ALL RADIO FREQUENCIES AND INCLUDE PRIVATE LINE TONES (PLT)

FREQUENCY OF FIXED BASE STATION **Band**

	RX MHZ	DECODE	TX MHZ	ENCODE	NAME	Wide/Narrow
SAMPLE	*153.890*	*127.3*	*154.385*	*127.3*	*Red NET*	*Wide*
Primary	_____	_____	_____	_____	_____	_____
Secondary	_____	_____	_____	_____	_____	_____
Additional	_____	_____	_____	_____	_____	_____
Additional	_____	_____	_____	_____	_____	_____
Additional	_____	_____	_____	_____	_____	_____
Additional	_____	_____	_____	_____	_____	_____

If you change radio frequencies or PLTs, please notify our office within 30 days.

Dispatch Center Location: _____
Phone Number: _____

MOBILE AND PORTABLE COMMUNICATIONS
State FIRE NET (154.280 MHZ) Cellular Phone

No. of Vehicles with: _____ No. of Vehicles with:_____

No. of Portables:_____ No. of People with: _____

TASK FORCE/STRIKE TEAM RESOURCE FORM

Before departing for the incident complete and submit this form to the Agency Operations Center in Salem.

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

Do not depart until information has been confirmed and approved by the AOC.

Conflagration Name		
County Sending Resources		
Acting Fire Defense Board Chief	Primary Cell	Alternate Cell

Task Force / Strike Team Leader		Assistant Task Force/ Strike Team Leader	
Department		Department	
Primary Cell	Alternate Cell	Primary Cell	Alternate Cell
Date & Time Resources Will Leave POD		Resources' ETA at Incident Staging	

Kind Type Engine # (E1 E2586)	Department	Apparatus Officer or Engine Boss	Cell	No. of Personnel

Additional departments included in the strike team or task force listed above:

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 devises or when listening equipment is being used by Technical Search and Rescue crews. This order may be preceded by “Emergency Traffic.”

Conflagration Request Packet

This packet is designed to walk a Fire Chief or Fire Defense Board Chief through the process of requesting a conflagration and preparing for incoming resources. The Conflagration Request form can be completed by a local fire chief with the aid of his local Deputy State Fire Marshal. The proper completion of this form will result in a more seamless conflagration request process. In the event that a conflagration is declared, Parts II & III of the form will prove very useful to the incoming Incident Management Team and will help the on-scene IC transition to an OSFM IMT team.

This form is a guideline only; there may be times when you feel that further information may prove helpful during the process. Please share that information with the Office of State Fire Marshal representative. Please note that items marked with an asterisk (*) must be completed prior to calling OERS.

TABLE OF CONTENTS

CONFLAGRATION REQUEST FLOWCHART

SECTION 1: COMPLETING THE FORM

PART I

PART II

PART III

SECTION 2: PROCESS FOR MAKING THE REQUEST

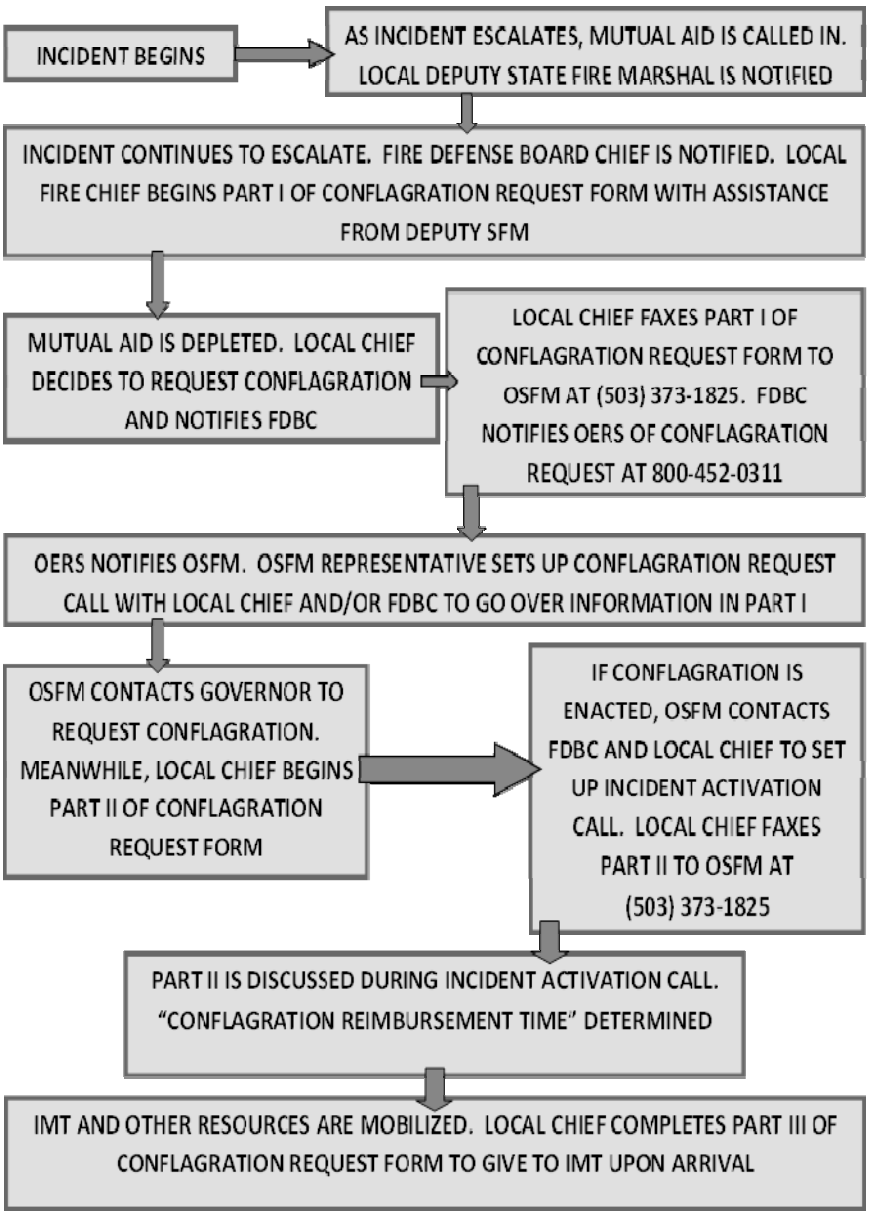
SECTION 3: CONFLAGRATION REQUEST CALL

SECTION 4: INCIDENT ACTIVATION CALL

SECTION 5: PREPARING FOR THE IMT

FEMA INCIDENT TYPING

CONFLAGRATION REQUEST FLOWCHART



SECTION 1: COMPLETING THE FORM
The Conflagration Request Form consists of three parts. Each part will be filled out independently of the others and has a specific purpose during the progression of the incident.

PART I:
PART I should be completed when it appears that the incident will be exceeding your span of control and your mutual aid has been or will soon be depleted. Complete PART I to the best of your ability with the aid of your local Deputy State Fire Marshal if available. All items on the form are represented below. PART I contains a number of items with an asterisk (*). These items are required in order to accurately determine if a conflagration request should be made to the Governor. The form can be faxed to the Office of State Fire Marshal at (503) 373-1825 or the information can be conveyed verbally when an OSFM representative contacts you.

1. COMPLETE INCIDENT INFORMATION:

- **Incident Name/Number**: the name given to the incident or OERS number, if applicable
- **Date/Time**: enter the date and time you begin filling out PART I of this form
- **Incident Location/Community/County Threatened**: answer to the best of your ability based on current incident location
- **Authority Having Jurisdiction**: please list authority or authorities with jurisdiction over current incident location
- **Local Fire Department Contact**: name and number of local contact (generally Fire Chief)
- **Fire Defense Board Point of Contact**: name and number of Fire Defense Board contact
- **Has Deputy SFM been contacted**?: select yes or no
- **Deputy SFM Point of Contact**: list local Deputy's name and number, if available
- **Has County Emergency Manager been contacted**?: select yes or no

- **Co Emergency Mgr**: list County Emergency Manager's name and number, if available
- **Community Wildfire Protection Plan**?: select yes or no based on whether there is a CWPP in place for the current incident location

2. COMPLETE TYPE OF EMERGENCY:

- **Structure Fire/Interface Fire/Act of Terror/Major Disaster**: select the type of emergency
- **Explain**: briefly explain the incident
- **Current Incident Size or Area Involved**: please answer to the best of your ability based on what you know
- ***Situation Description**: describe the current situation. ***Required**
- **Current Objectives**: list the current objectives
- **GPS Location of Incident**: list location based on GPS, latitude/longitude, etc. if available
- **Other Agencies Involved**: list any/all other agencies involved or contacted at this time
- **Current Weather**: describe current weather conditions
- **Projected Weather**: describe projected weather, if available
- **Current Incident Complexity Level**: select current complexity based on FEMA Incident Types

  (see Appendix A)
- **Expected Incident Complexity Level**: select anticipated complexity based on FEMA Incident Types (see Appendix A)
- **Significant Events**: describe significant events which may have contributed to the incident
- ***Evacuations Taking Place**: select yes or no. ***Required**
- **Evacuation Plans in Place**: if evacuations are not in place, select yes or no based on whether evacuation plans are in place

- **Describe**: describe evacuations taking place or, if not taking place, plans in place
- ***Life Threatening Situations**: select yes or no. ***Required**
- **Describe**: describe any life threatening situations
- ***Road/Highway/Freeway Closures**: Select yes or no. ***Required**
- **Roads Affected**: if roads are currently affected, you must describe before a conflagration can be declared
- ***Population Affected**: describe the population in numbers currently affected to the best of your ability. ***Required**
- ***Number of Commercial Structures Threatened**: list number of threatened commercial structures. ***Required**
- ***Number of Residential Structures Threatened:** list number of threatened residential structures. ***Required**
- ***Number of Subdivisions**: list threatened subdivisions. ***Required**
- ***Significant Historical and/or Cultural Resources**: describe threatened resources. ***Required**
- ***Natural Resources Such as Crops; Grazing; Timber; Watersheds**: describe threatened resources. ***Required**
- ***Critical Infrastructure; Major Power Lines; Railroad**: list additional threatened resources. ***Required**
- **Incident Growth/Potential**: describe growth/potential based on available information
- **Communications/Challenges Currently Established**: describe current communications challenges, if any are being faced
- ***Confirmation that Local, Automatic, and Mutual aid Resources are Depleted**: select yes or no. ***Required**
- **Current Resources Assigned**: describe current resource assignments

- **Describe Contributing Factors**: describe additional factors not listed above

3. FAX PART I TO OSFM AT (503) 373-1825. BE PREPARED FOR OSFM TO CONTACT YOU OR YOUR FDBC FOR THE CONFLAGRATION REQUEST CALL.

PART II:
PART II will be completed after the conflagration has been declared and before the Incident Activation Call. Begin working on PART II after the Conflagration Request Call. PART II provides information that is essential to the Office of State Fire Marshal during the resource request process. PART II, like PART I, can be faxed to OSFM at (503) 373-1825 or conveyed verbally during the Incident Activation Call (SECTION 3 of this document).

1. COMPLETE INCIDENT SUPPORT INFORMATION:

- **Types of Resources Being Requested**: list what resources you need to mitigate the incident such as Strike Teams, search and rescue, etc. Be as specific as possible
- **Public Works Involvement**: select yes or no
- **What Resources**: if Public Works is involved, describe their capacity
- **Disaster and Emergency Services Involvement**: select yes or no
- **What Resources**: if disaster/emergency services are involved, describe their capacity
- **Law Enforcement Resources involved**: if law enforcement resources are involved, describe their capacity
- **Other County and Local Government Services Involved**: list other government agencies involved and describe their capacity
- **Volunteer Services, (American Red Cross, Amateur Radio, etc.)**: list other services involved and describe their capacity
- **Fuel Services Including Gasoline; Diesel; oil Available**: describe available fuel services, if any

- **Certified Fire Apparatus Repair Locally Available**: describe available repair services, if any. List any city/county contracts for this service
- **Water Supply Available**: describe available and location
- **Location(s) Where Responding Resources are to Report to**: please be as detailed as possible

2. FAX PART II TO OSFM AT (503) 373-1825. HAVE INFORMATION AVAILABLE DURING INCIDENT ACTIVATION CALL.

PART III:
PART III should be completed after the Incident Activation Call, but before the IMT or state-deployed resources arrive. Below are logistical services that should be taken into consideration anytime an agency is hosting resources from outside of their jurisdiction. PART III should be faxed to the Office of State Fire Marshal at (503) 373-1825 and provided to the IC upon arrival.

1. COMPLETE LOGISTICAL SUPPORT SERVICES:

- **Food Services**: select the checkbox if food services are in place or contracts are pre-established. Use the line that follows to provide more information, if appropriate
- **Rehabilitation Area(s)**: select the checkbox if there are rehabilitation areas in place. Use the line that follows to provide more information, if appropriate
- **Staging Area(s)**: select the checkbox if there are staging areas in place. Use the line that follows to provide more information, if appropriate
- **Sanitary Facilities**: select the checkbox if there are sanitary facilities in place. Use the line that follows to provide more information, if appropriate
- **Drinking Water**: select the checkbox if there are provisions for drinking water in place. Use the line that follows to provide more information, if appropriate

- **Map(s) of the Area**: select the checkbox if there are maps of the area available. Use the line that follows to provide more information, if appropriate
- **Traffic Control Plan(s)**: select the checkbox if there are traffic control plans available/in place. Use the line that follows to provide more information, if appropriate
- **GIS Support**: select the checkbox if your jurisdiction has available GIS support. Use the line that follows to provide more information, if appropriate
- **Fuel Services**: select the checkbox if there are incident fuel services available. Use the line that follows to provide more information, if appropriate
- **Security**: select the checkbox if there is incident security. Use the line that follows to provide more information, if appropriate
- **Public Information Officer**: select the checkbox if your jurisdiction has a PIO on-scene. Use the line that follows to provide more information, if appropriate
- **Communications**: select the checkbox if there are communications capabilities available on-scene. Use the line that follows to provide more information, if appropriate
- **Other Considerations**: use these lines to include any logistical or support information that was not covered in the options above. If you have information you believe to be of importance to an incoming IMT, please list it here.

2. FAX PART III TO OSFM AT (503) 373-1825. PROVIDE A COPY TO THE IC UPON ARRIVAL. ASSIST IN PROVIDING LOGISTICAL SERVICES AS INCIDENT PROGRESSES.

SECTION 2: PROCESS FOR MAKING THE REQUEST

When an emergency is beyond the control of local and district fire suppression resources, including primary mutual aid, a request may be made to invoke the Emergency Conflagration Act.

1. When a local chief feels that an incident will escalate beyond the capabilities of local available resources, (s)he will begin to complete PART I of the Conflagration Request Form with the aid of the local Deputy State Fire Marshal.
2. When PART I has been completed, the local chief calls their Fire Defense Board Chief to ask them to contact OERS. The local chief may want to fax PART I to their Fire Defense Board Chief for reference. If they have the capability, the local chief should fax PART I to the Office of State Fire Marshal when they have confirmation that the Fire Defense Board Chief is contacting OERS. The Office of State Fire Marshal fax number is (503) 373-1825.
3. While the Fire Defense Board Chief contacts OERS, the local chief and Deputy State Fire Marshal can begin to complete PART II of the form.

SECTION 3: CONFLAGRATION REQUEST CALL

Once the Fire Defense Board Chief has contacted OERS, OERS will contact OSFM. An OSFM representative will contact the FDBC and/or the local chief to discuss the conflagration request before the request is made to the Governor. The Conflagration Request Call will be relatively brief and will cover the information included in PART I of the form. After the call is completed, OSFM will contact the Governor to request an invocation of the Conflagration Act.

SECTION 4: INCIDENT ACTIVATION CALL

After a conflagration has been declared, a representative from the Office of State Fire Marshal will contact some or all of the parties listed below to schedule an Incident Activation Conference Call and provide the conference call number.

PARTICIPANTS

- On-scene Incident Commander
- IMT Incident Commander
- IMT Deputy Incident Commander
- Local Fire Chief
- Fire Defense Board Chief
- Local Deputy State Fire Marshal
- Agency Operations Center Manager
- IMT Program Coordinator

- State Fire Marshal
- Deputy State Fire Marshal
- Emergency Response Unit staff
  AGENDA
- Determine conflagration reimbursement time
- Update of the incident's predicted behavior and resources threatened
- Complexity of the situation
- Special local or political considerations
- State or Federal team in place (name of the IC)
- Shadow/Trainee opportunities
- FEMA, if applicable
- Briefing time and location
- Incident base location
- Prevailing weather
- Anticipated resource shortages (aircraft, crews, overhead)
- Good of the order

This call serves as an initial briefing for the Office of State Fire Marshal and the incoming IMT. The information from PART II will be invaluable during the conference call. If a fax is accessible, please fax PART II of the Conflagration Request Form to the Office of State Fire Marshal at (503) 373-1825 prior to the call.

SECTION 5: PREPARING FOR THE IMT

After the Incident Activation Call, IMT members will be en route to the incident. As you wait for the arrival of the OSFM IMT team, complete PART III to the best of your ability. As you are completing PART III, pay attention to any outstanding logistical items. Access to fuel, water, GIS, and other logistical support services can be fundamental to the success of incident mitigation. When PART III is completed, share it with the incoming IC. If fax services are available, fax PART III to the Office of State Fire Marshal at (503) 373-1825.

FEMA INCIDENT TYPING

Incident Types

Incidents may be typed in order to make decisions about resource requirements. Incident types are based on the following five levels of complexity. (Source: U.S. Fire Administration)

Type 5	▪ The incident can be handled with one or two single resources with up to six personnel. ▪ Command and General Staff positions (other than the Incident Commander) are not activated. ▪ No written Incident Action Plan (IAP) is required. ▪ The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene. ▪ Examples include a vehicle fire, an injured person, or a police traffic stop.
Type 4	▪ Command staff and general staff functions are activated only if needed. ▪ Several resources are required to mitigate the incident. ▪ The incident is usually limited to one operational period in the control phase. ▪ The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority are updated. ▪ No written Incident Action Plan (IAP) is required but a documented operational briefing will be completed for all incoming resources. ▪ The role of the agency administrator includes operational plans including objectives and priorities.
Type 3	▪ When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident. ▪ Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions. ▪ A Type 3 Incident Management Team (IMT) or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 team. ▪ The incident may extend into multiple operational periods. ▪ A written IAP may be required for each operational period.
Type 2	▪ This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing. ▪ Most or all of the Command and General Staff positions are filled. ▪ A written IAP is required for each operationall period. ▪ Many of the functional units are needed and staffed. ▪ Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only). ▪ The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.
Type 1	▪ This type of incident is the most complex, requiring national resources to safely and effectively manage and operate. ▪ All Command and General Staff positions are activated. ▪ Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000. ▪ Branches need to be established. ▪ The agency administrator will have briefings, and ensure that the complexity analysis and delegation of authority are updated. ▪ Use of resource advisors at the incident base is recommended. ▪ There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

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CONFLAGRATION REQUEST FORM

PART I

Incident Information

Incident Name/Number:

Date/Time:

Incident Location/Community/County Threatened:

Authority Having Jurisdiction:

Local Fire Department Contact:

Fire Defense Board Point of Contact:

Has Deputy SFM been contacted? YES NO

Deputy SFM Point of Contact:

Has County Emergency Manager been contacted? YES NO

Co. Emergency Mgr:

Community Wildfire Protection Plan? YES NO

Type of Emergency

Structure Fire Interface Fire Act of Terror Major Disaster

Explain:

Current Incident Size or Area Involved:

*Situation Description:

Current Objectives:

Other Agencies Involved:

Current Weather:

Projected Weather:

Current Incident Complexity Level: Type 1 Type 2 Type 3 Type 4

Expected Incident Complexity Level: Type 1 Type 2 Type 3 Type 4

Significant Events:

*Evacuations Taking Place? YES NO

Evacuation Plans in Place: YES NO

Describe:

This page intentionally left blank

*Life Threatening Situations? YES NO

Describe:

*Road/Highway/Freeway Closures? YES NO

Roads Affected:

*Population Affected:

*Number of Commercial Structures Threatened:

*Number of Residential Structures Threatened:

*Number of Subdivisions:

*Significant Historical and/or Cultural Resources:

*Natural Resources such as Crops; Grazing; Timber; Watersheds:

*Critical Infrastructure; Major Power Lines; Railroad:

Incident Growth/Potential:

Communications/Challenges Currently Established:

*Confirmation that Local, Automatic, and Mutual aid Resources are Depleted? YES NO

Current Resources Assigned:

Describe Contributing Factors:

PART II
Incident Support Information

Types of Resources Being Requested:

Public Works Involvement: YES NO

What Resources:

Disaster and Emergency Services Involvement: YES NO

What Resources:

Law Enforcement Resources Involved:

Other County and Local Government Services Involved:

Volunteer Services, (American Red Cross, Amateur Radio, etc.):

Fuel Services Including Gasoline; Diesel; oil Available:

Certified Fire Apparatus Repair Locally Available:

Water Supply Available:

Location(s) Where Responding Resources are to Report to:

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PART III
Logistical Support Services

Please check the boxes next to the services that are already in place/available and provide more information as appropriate.

- ☐ Food Services
- ☐ Rehabilitation Area(s)
- ☐ Staging Area(s)
- ☐ Sanitary Facilities
- ☐ Drinking Water
- ☐ Map(s) of the Area
- ☐ Traffic Control Plan(s)
- ☐ GIS Support
- ☐ Fuel Services
- ☐ Security
- ☐ Public Information Officer
- ☐ Communications

Other Considerations:

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CONFLAGRATION REQUEST FORM

PART I

Incident Information

Incident Name/Number:

Date/Time:

Incident Location/Community/County Threatened:

Authority Having Jurisdiction:

Local Fire Department Contact:

Fire Defense Board Point of Contact:

Has Deputy SFM been contacted? YES NO

Deputy SFM Point of Contact:

Has County Emergency Manager been contacted? YES NO

Co. Emergency Mgr:

Community Wildfire Protection Plan? YES NO

Type of Emergency

Structure Fire Interface Fire Act of Terror Major Disaster

Explain:

Current Incident Size or Area Involved:

*Situation Description:

Current Objectives:

Other Agencies Involved:

Current Weather:

Projected Weather:

Current Incident Complexity Level: Type 1 Type 2 Type 3 Type 4

Expected Incident Complexity Level: Type 1 Type 2 Type 3 Type 4

Significant Events:

*Evacuations Taking Place? YES NO

Evacuation Plans in Place: YES NO

Describe:

This page intentionally left blank

*Life Threatening Situations? YES NO
Describe:

*Road/Highway/Freeway Closures? YES NO

Roads Affected:

*Population Affected:

*Number of Commercial Structures Threatened:

*Number of Residential Structures Threatened:

*Number of Subdivisions:

*Significant Historical and/or Cultural Resources:

*Natural Resources such as Crops; Grazing; Timber; Watersheds:

*Critical Infrastructure; Major Power Lines; Railroad:

Incident Growth/Potential:

Communications/Challenges Currently Established:

*Confirmation that Local, Automatic, and Mutual aid Resources are Depleted? YES NO

Current Resources Assigned:

Describe Contributing Factors:

PART II
Incident Support Information

Types of Resources Being Requested:

Public Works Involvement: YES NO

What Resources:

Disaster and Emergency Services Involvement: YES NO

What Resources:

Law Enforcement Resources Involved:

Other County and Local Government Services Involved:

Volunteer Services, (American Red Cross, Amateur Radio, etc.):

Fuel Services Including Gasoline; Diesel; oil Available:

Certified Fire Apparatus Repair Locally Available:

Water Supply Available:

Location(s) Where Responding Resources are to Report to:

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PART III
Logistical Support Services

Please check the boxes next to the services that are already in place/available and provide more information as appropriate.

- ☐ Food Services
- ☐ Rehabilitation Area(s)
- ☐ Staging Area(s)
- ☐ Sanitary Facilities
- ☐ Drinking Water
- ☐ Map(s) of the Area
- ☐ Traffic Control Plan(s)
- ☐ GIS Support
- ☐ Fuel Services
- ☐ Security
- ☐ Public Information Officer
- ☐ Communications

Other Considerations: