

SECTION 9

OPERATIONS

OPERATIONS SECTION CHIEF

The Operations Section Chief, a member of the general staff, is responsible for the management of all operations directly applicable to the primary mission.

- Obtain briefing from the Incident Commander.
- Develop operations portion (ICS-215) of the Incident Action Plan with the Planning Section Chief.
- Brief and assign operations personnel in accordance with the Incident Action Plan.
- Supervise operations.
- Determine needs and request additional resources.
- Review suggested list of resources to be released and initiate recommendations for resource release.
- Report information about special activities, events and occurrences.
- Maintain Unit Log (ICS-214).

INCIDENT PRIORITIES

1. Ensure safety of all residents, firefighters and bystanders.
2. Contain the fire.
3. Minimize damage to structures and community infrastructure.

OPERATIONS

1. Determine values at risk and set preliminary priorities.
2. Determine type of personnel and equipment needed to meet current plan.
3. Organize Division to meet current plan and objectives.
4. Attend team meetings and briefings. Provide input on schedule.
5. Communicate with other Section personnel as necessary.
6. Carry out all duties as outlined in job description.

OPERATIONS SECTION

During the incident transition the Operations Chief should go "on scene" to provide updated recon and facilitate rapid transition with the local agency/IC, (see Briefing Checklist).

- Locate, inform and evacuate all people within the potential incident boundaries.
- Establish the staging area.
- Provide a briefing to all firefighters arriving on scene.

OPERATIONS BRIEFING CHECKLIST (Include Detailed Fire Map)

1. Current Weather _____
2. Resources on Fire _____

3. Resources Ordered _____

4. Current Incident Commander _____ Contact Frequency _____
5. Other Overhead Now on the Fire
Command _____
Incident Information _____
Safety Officer _____
Operations Chief _____
Division/Group Sups _____
Logistics Chief _____
Planning Chief _____
Resource Unit Ldr _____
Finance Chief _____
6. Water Supply Resources _____
7. Natural Barriers _____
8. Access to Fire _____
9. Fire Camp Location _____
10. Line Constructed _____

11. Safety Concerns _____

12. Rate of Spread _____
14. Communication System _____
15. Staging Areas _____
16. Specific Values at Risk _____
17. Control Objectives _____

18. Local Resources Available _____

INCIDENT ACTIVITIES and OPERATIONS

1. Check in at the incident.
2. Collect information from outgoing Operations Section Chief on scene, initial Incident Commander or other personnel responsible for incident prior to your arrival.
 - Obtain status of incident and assigned resources.
 - Obtain status of existing Operations Section.
 - Obtain status of existing aviation operations.
 - Receive Incident Commander's ICS Form 201 (Incident Briefing).
 - Receive special instructions.
 - Complete appropriate checklist for takeover of large incidents.
 - Obtain information on special situations, (structures, hazardous materials, etc).
 - Order necessary personnel and equipment.
3. Obtain briefing from your Incident Commander.
 - Should be one-on-one or in an Incident Management Team meeting.
 - Receive Incident Commander's priorities, goals and objectives for the incident.
 - If possible, attend Agency Administrator's briefing with IC.
4. Identify kind, type and number of resources required to achieve control objectives based on calculation of control forces.
 - Consider fuels, structures, access roads, terrain, fire behavior, kinds and types of resources, resource availability, and safety factors.
 - Calculate force needed to defend structure and protect property.
 - Calculate control forces using mathematical calculations and the intuitive method.
5. Prepare for and participate in initial team strategy meeting.
 - Evaluate and share with Incident Management Team members all information for your Section.
 - Participate in planning meetings.
6. Evaluate and monitor current situation.
 - Determine if present plan of action will meet incident objectives.
 - Determine if the present plan is congruent with the incident strategic plan, (Wildland Fire Situation Analysis, WFSA).
 - Identify problems and concerns, (evacuation, sheltering, aviation safety, etc.).
 - Identify values to be protected, (structures, improvements, etc.).
 - Advise Incident Commander and other appropriate Incident Management Team personnel.
7. Personally observe and review current operations to prepare tactics for the next operational period planning meeting considering:
 - Resource status.
 - Situation status.

- Weather.
 - Evacuation of public.
 - Structures threatened.
 - Communications capability.
 - Environmental impact.
 - Values to be protected.
 - Cost constraints.
 - Aviation capabilities and limitations.
8. Evaluate urban interface needs.
 - Structure protection strategy and tactics.
 - Evacuation and sheltering.
 - Area security.
 - Evacuation of public.
 - Structure preparation.
 - Hand crews to assist Task Force.
 - Air support and aviation capabilities.
 9. Periodically evaluate resource status and tactical needs to determine if resource assignments are appropriate.
 - Determine kind and number of resources required to complete tactics.
 - Assign single resources, Task Forces or Strike Teams depending on the needs of the Division/Group Supervisors.
 - Approve assembly and movement of Strike Teams and Task Forces.
 10. Participate in preparation of Incident Action Plan (IAP).
 - Update team on current situation.
 - Determine tactical priorities for next operational period.
 - Determine tactics for next operational period or periods.
 - Advise on current capabilities and limitations.
 - Determine additional/excess resources.
 - Discuss long range and contingency plans and identify potential or future requirements.
 - Prepare or review applicable portions of the IAP.
 - Complete operational portion of IAP as part of ICS Form 215 (Operational Planning Worksheet) and ICS Form 215A (LCES).
 - Establish Branches, Divisions/Groups and staging areas on incident base map.
 - Establish priorities for aviation operations.
 11. Lead the operational period briefing, particularly emphasizing tactical priorities and any special safety considerations and changes from the IAP.

Briefing to all personnel supervised should include the following, at a minimum:

- Name and means to contact immediate supervisor.
- Anticipated weather and fire behavior.
- Incident and division objectives and individual assignments.
- Location of escape routes and established safety zones.
- Safety considerations for the shift.

12. Interact and coordinate with all command and general staff. Receive and transmit current and accurate information.
 - Inform communications and resources of any changes to the IAP.
 - Inform appropriate team members of significant changes in operations.
 - Ensure that the resources unit is advised of all changes in status of resources assigned to the operation.
 - Keep status current.
13. Supervise and adjust operations organization and tactics as needed, based on changes in incident situation and resource status.
 - Ensure that priorities and tactics are communicated and understood throughout the operations section.
 - Ensure that LCES is established and maintained throughout the operations section.
 - Ensure that any changes in priorities or tactics are communicated and understood.
 - Provide for functional and geographical supervision as needed.
 - Ensure effective use and coordination of all assigned resources.
 - Maintain appropriate span of control.
 - Establish staging areas and drop off points as needed.
14. Coordinate with replacement Operations Section Chief or others.
 - Brief the relief Operations Section Chief.
 - Debrief the Operations Section Chief you are relieving.
 - Coordinate with the replacement Operations Section Chief in the preparation of the next operational period's IAP.
15. Evaluate overall effectiveness of IAP and adjust as necessary for next operational period.
 - Evaluate progress of operations based on situation reports and evaluations from operations personnel.
 - Estimate immediate and long-range operational resources and logistical requirements.
 - Order additional resources as needed, providing lead time.
 - Release excess resources, providing lead time.
16. Use fire behavior prediction information to plan/organize tactical operations.
 - Evaluate/adjust tactics based on changing fire behavior and values to be protected.
 - Consider contingencies for values to be protected, (structures, etc.).
 - Compare actual fire behavior to predicted behavior at the end of each operational period and advise the Fire Behavior Analyst.
17. Update Incident Commander on current accomplishments and/or problems.
 - Inform Incident Commander as soon as possible of problems and accomplishments.

18. Report unusual occurrences/events to IC and Planning Section, (incidents, accidents, political contacts, property loss or damage, structures lost or damaged, etc).
 - Obtain information about special events from subordinates.
 - Personal observation.
 - Other incident personnel.
 - Off incident personnel.
 - Standard information shall contain nature of event; location; magnitude; personnel involved, (do not release names of victims or agency over radio); initial action taken, e.g., helicopter picking up injured; appropriate subsequent action.

19. Ensure that Division Supervisors and Task Force Leaders have their assigned crews keep their FSP-01 form up to date.

OPS CHIEF'S RESPONSIBILITIES IN PREPARING FOR PLANNING MEETING

1. Assess strategy and tactics and consider alternatives.
2. Meet with PSC on resource needs.

OPERATIONS and Planning

Operations checks with Planning on numbering of roads and drop-off points.

Clarify roles and responsibilities of personnel in intelligence gathering. Avoid duplication of work. Arrange work hours to meet planning schedules.

Changes to the ICS-215 after strategy meeting will be coordinated between Planning and Operation Chiefs.

All TF/STL and above line positions will formally debrief with the Planning Section.

OPERATIONS and Finance

Operations will make Finance aware of potential hazards, possible claims, etc.

On claims and compensation for injury cases, Finance will be notified ASAP. Anticipate possible problems; communicate potential hazards to responsible incident overhead.

WORK/REST GUIDELINES

The health and safety of all firefighters and overhead team members is paramount and must not be compromised.

To maintain safe and productive incident activities, incident management personnel must appropriately manage work and rest periods, assignment duration and shift length for crews, overhead personnel and support personnel.

ADDITIONAL RESOURCES

Evacuation (Local Emergency Management Coordinators - LEMC)
Law Enforcement Group
Secure roads (Public Works, ODOT)
Power lines (notify power company)
Fire Investigators
EMS - Medical Group
Red Cross

OPERATIONS BRANCH DIRECTOR

The Operations Branch Director, when activated, is responsible for implementation of the portion of the Incident Action Plan applicable to the assigned Branch.

- Obtain briefing from the Operations Section Chief.
- Supervise Branch operations.
- Develop alternatives for Branch control operations.
- Attend planning meetings at the request of the Operations Chief.
- Review Division/Group assignment lists within the Branch.
- Assign specific work tasks to the Division/Group Supervisors.
- Resolve logistics problems reported by subordinates.
- Approve accident and medical reports.
- Maintain Unit Logs (FSP-01 and ICS-214).

DIVISION/GROUP SUPERVISOR

The Division/Group Supervisor is responsible for the implementation of the assigned portion of the Incident Action Plan.

- Obtain briefing from the Operations Section Chief or appropriate Operations Branch Director.
- Coordinate activities with ODF or USFS counterpart in assigned Division/Group.
- Coordinate activities with adjacent Structural – Interface Divisions.
- Review assignments with Task Force/Strike Team Leaders. Maintain regular communication with subordinates. Keep Task Forces/Strike Teams occupied with meaningful tasks.
- Supervise and maintain firefighter safety. Enforce policies and rules.
- Supervise and manage Task Force/Strike Team operations and tactics.
- Carry & provide maps to Task Forces/Strike Teams.
- Carry & provide Structural Triage & Structural Fire Risk Assessment forms to Task Forces/Strike Teams.
- Keep informed of fire behavior information, weather & Red Flag Warnings – Share this information with Task Forces/Strike Teams.
- Inform Resource Unit of all status changes of resources assigned to the Division/Group.
- Keep supervisor informed of situation status (sitstat) & resource status (restat). Provide Planning with a daily Unit Log of situation status and status of assigned tasks.
- Keep supervisor informed of hazardous situations, significant events and resource status.
- Resolve logistics problems with the Division/Group. Supply requests must go through the chain of command to Logistics. TF/ST Leaders and Div/Group Sups may not directly access cache.
- Ensure that assigned personnel and equipment get on and off the line in a timely manner.
- Maintain Unit Logs (FSP-01 and ICS-214).
- Evaluate performance of Task Force/Strike Team Leaders. Be honest and direct.
- Ensure each Task Force/Strike Team Leader conducts evaluations on each engine company/crew.

Oregon State Fire Marshal Overhead Team **Division Supervisor's Expectations**

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

Attend the Operations Period Briefing (Be on Time)

1. You are responsible for understanding your assignment and critical information to be successful. You must be aware of the delegation of authority and what your objectives are for your division.
2. Meet with your Operations Chief or Deputy immediately after the briefing to discuss specific details.

Before Leaving the Incident Base

1. Brief Task Force Leaders assigned to your Division.
2. Ensure that your assigned resources have all necessary equipment and know their assignments.
3. Check on status of any equipment and lunches ordered with OSFM logistics and be specific about delivery time and location.

Upon Arrival at Your Assigned Division

1. Debrief with the out-going Div Sup or Task Force Leader.
2. Account for all resources assigned to your Division (ICS 204).
3. Brief all assigned resources on the specifics of their assignment.
4. Identify LCES (Lookout, Communications, Escape Routes, and Safety zones) and insure that they adequate for your Division.
5. If there is a Wildland Division Sup also assigned to your Division meet with him/her as soon as possible and develop contingency plans to help each other. Make sure you can communicate with him/her and are aware of their location and actions.

During the Operational Period

1. Document any major problems or accidents in your Division and notify Operations.
2. Notify Operations Chief if additional resources or aircraft are needed to fulfill your assignment and give as much lead-time as possible.
3. Meet with Operations Chief before 1400 day shift or 0200 night shift and report resources and supplies needed for the next operational period.
4. Notify Operations of excess resources as they may be needed on other Divisions.
5. Update Operations on fire and weather conditions as needed.
6. Make notes during operational period as you will need them to do the Task Force evaluations at the end of the incident.

Before Leaving the Assigned Division

1. Debrief with the Division Sup or Task Force Leader.
2. Account for all assigned resources.

Upon Returning to the Incident Base

1. Ensure that all of your assigned resources have returned to camp.
2. Debrief with the Operations Chief or Deputy and Plans Chief

3. Know where your Task Forces are camped in case you have to get them up.

Rules to live and play by:

1. Know what the delegation of authority allows you to do and not to do.
2. Know who is responsible for IA or medical in your Division.
3. Local resources – don't use them without authorization, but pick their brains for local conditions and fire behavior. They are your best resource!
4. Know the medical plan and what to do with an incident within an incident
5. Injuries and accidents – must notify Ops and Safety ASAP and start the investigation. You should always have a camera and take pictures.
6. Know the objectives on your Division and communicate the tactics to your TFLs.
7. Make sure you always have a current IAP at all times when you are on duty.
8. What you check out of Logistics is yours to return or purchase!
9. Make sure your BK radio is programmed before you leave base camp. You must have Command frequency, Air Ops and your Division channels as well as State Fire Command.
10. Carry a weather kit or handheld weather device and know how to use it.
11. Carry a GPS and find out what GIS format to use before you leave camp.
12. Work with Safety and let him/her know of any problems on your Division's 215A.
13. You are expected to assist the Safety Officer and flag any danger snags, rocks or concerning areas and let everyone on your Division know about them as you find them.
14. Keep up on your Unit Log and keep a separate book for evaluations – note all good things as well as items that need improvement for each Task Force.
15. On the way to the fire call people you know in that area to get intel.
16. If you are one of the first to arrive use, your checklist and get intel, maps and local contacts rounded up.
17. Always Identify LCES for your Division and communicate it to all your crews. You will always be evaluated on this.
18. Safety of your crews is the Operations Chief's number #1 priority so make sure it is yours also!

Things to consider bringing with you:

1. Easy up tent, air mattress or cot and sleeping bag
2. Extra wildland clothes; especially socks
3. ID cards, OSFM hats and shirts
4. Credentials, medical info and emergency contacts
5. Cooler with frozen water bottles and snacks
6. Digital camera with removable SD chip
7. GPS unit and maps of area
8. Cell phone with charger and/or Satellite phone
9. Weather kit or handheld weather device
10. Flagging tape and danger tape (candy stripe)
11. VHF department radio and BK radio both with AC/DC chargers or clamshells.
You will need two radios and a dual radio harness
12. Notebooks and/or laptops and flash drive or thumb drive
13. Position Task Books if working towards position
14. Fireline handbooks and other guidebooks
15. Compass, range finder and signal mirror

- 16. Hard hat; webgear; blue shelter; wildland boots
- 17. I-Phone with wildland apps or fire behavior apps

TASK FORCE/STRIKE TEAM LEADER

The task force/strike team leader reports to a Division/Group Supervisor and is responsible for performing tactical missions as assigned on a division or segment of a division. The leader reports work progress, resource status, and other important information to a Division/Group Supervisor and maintains work records on assigned personnel.

- Obtain briefing from Division/Group Supervisor.
- Review assignments with subordinates and assign tasks.
- Travel to and from line with assigned resources.
- Monitor and inspect progress and make changes as necessary.
- Coordinate activities with adjunct strike team/task forces and single resources.
- Keep supervisor advised of situation and resource status.
- Retain control of assigned resources while off line, (feeding, timekeeping, sleeping, area assignments, etc.).
- Maintain Unit Logs, (FSP-01 and ICS-214).
- Evaluate performance of subordinates.

SINGLE RESOURCE BOSS

A single resource boss is responsible for supervising and directing a fire suppression module such as a hand crew, an engine, a dozer, a tractor-plow, a firing team, or one or more fallers.

- Obtain briefing from the Task Force/Strike Team Leader.
- Review assignments with subordinates and assign work tasks.
- Obtain necessary equipment and supplies through the chain of command.
- Review current and predicted weather conditions and brief subordinates of expected fire behaviors. Provide for their welfare.
- Monitor work progress.
- Ensure adequate communications with supervisor and subordinates.
- Set up a backup chain of command to function when boss is absent.
- Keep supervisor informed of progress and any changes. Brief supervisor of any changes in observed fire behavior and any changes in conditions that could affect personnel safety.
- Inform supervisor of problems with assigned resources.
- Brief relief personnel on the line at end of shift.
- Brief subordinates on safety items including escape routes and safety zones. Provide for their welfare.
- Return equipment and supplies to appropriate unit.
- Maintain unit logs (FSP-01 and ICS-214).

STAGING AREA MANAGER

A staging area manager is responsible for managing all activities within a staging area.

- Obtain briefing from Operations Section Chief or appropriate Operations Branch Director.
- Establish staging area layout.
- Determine and order support needed.
- Establish check-in function with Resource Unit Leader.
- Post traffic plan for the staging area.
- Respond to requests for resource assignments.
- Report resource status changes as required.
- Maintain staging area in orderly condition.
- Maintain a Unit Log (ICS Form 214).

OPERATIONS RESPONSIBILITIES FOR DEMOBILIZATION

1. Consider demobilization early enough during the incident so that an adequate demobilization plan is in place prior to the actual need to release resources.
2. Assist in development, approval and implementation of incident demobilization plan.
 - Coordinate with the Demobilization Unit/Planning Section Chief during development and implementation of demobilization plan.
 - Coordinate during development and implementation with local agency concerning functional demobilization procedures.
 - Brief staff on demobilization responsibilities.
3. Identify excess Section resources. Coordinate with subordinates and provide Planning Section Chief a list of excess personnel and other resources. List will include:
 - Kind/Type and Quantity.
 - Time/Date of release availability.
 - Review the list daily for accuracy.
 - Ensure that all units are demobilized in a timely and complete manner.
4. Ensure that performance ratings are completed as required by the Incident Commander and OSFM.
 - Fill out Division Supervisor evaluation and/or Task Force Leader evaluations.
 - Ensure that Task Force Leaders fill out evaluations on their crews.
5. Debrief Agency Administrator.
 - Meet with local chief and review damage to structures, losses and hazards.

**Task Force/Strike Team Leader Checklist
FOR ASSEMBLING THE TASK FORCE/STRIKE TEAM**

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

- Stage the Task Force/Strike Team (TF/ST) at an assigned assembly area.
- Confirm that the TF/ST configuration is correct.
- Confirm that all apparatus meet applicable standards, are properly and adequately equipped, in good repair, and capable of meeting travel and firefighting requirements.
- Confirm that all apparatus are full of fuel and engine officer has travel money.
- Confirm that all personnel are properly trained and equipped for the type of incident for which they are responding.
- Confirm that all personnel have approved structural and wildland PPE.
- Confirm that all crews have adequate personal gear for a minimum of three days, and are self-sufficient for 72 hours. Food, drinking water and sleeping bags are required.
- Establish a roster of all apparatus, their capabilities, assigned personnel, and frequencies.
- Sign the FSP-01 form that has been filled out by each apparatus officer. Ensure that each FSP-01 is complete and correct and fill in the departure time.
- Confirm the check-in and staging point of the incident with the Fire Defense Board Chief. Get as much information about the incident as possible.
- Brief crews on incident, travel route, radio frequencies while enroute, safety issues, travel procedures, and who is second in command.
- Establish a predetermined meeting place to stop for fuel or rest, or if someone gets lost.
- Brief crews on "Code of Conduct" and expectations.
- Complete and communicate a TF/ST Resource Form to the AOC prior to leaving.
Do not depart until the resources are confirmed by the AOC.
- Advise AOC of departure time, route and estimated time of arrival.
- Advise your local Fire Defense Board Chief that you are departing.

I ACKNOWLEDGE COMPLETION / ADHERENCE TO THE ABOVE TO THE BEST OF MY KNOWLEDGE.

TF/ST Leader Signature: _____ Date: _____

**AOC Phone (503) 373-0001
AOC Fax (503) 588-1378**

Task Force/Strike Team Leader Checklist
FOR TRAVEL, CHECK-IN, AND OPERATIONS AT MOBILIZATIONS

★ **Your crew's safety is your number one priority** ★

- Upon arrival at check-in, notify the AOC that the TF/ST has arrived.
- First check in with the structural Resource Unit Leader. The RESL will confirm the TF/ST configuration and do a vehicle and equipment check.
- Then check in with the structural Operations Chief or IC and give them a copy of your roster of apparatus, personnel and radio frequencies.
- Determine location of kitchen, meal times and procedures, and the availability of food, water and fuel after hours. Record in your Unit Log and keep receipts of any purchases.
- Determine location of sleeping areas and find a SAFE, comfortable and quiet place for you and your crew. Locate showers, telephones and restrooms, and confirm that they will be open the hours that your crew will need them.
- Be fit for at least three days active duty.
Fire cache facilities may or may not be available. If a cache is available, task force/strike team leaders must request cache supplies through their operations chain of command. Responders' home departments will be charged for personal care items, protective clothing and non-returned firefighting tools and equipment.
- Determine what level of medical aid is available, their location and how to contact.
- Locate your overhead team Division Supervisor and obtain your initial briefing and assignment. Confirm how to contact him and other overhead team members.
- Find out where and when shift briefings are and **BE ON TIME FOR BRIEFINGS**. Attend all shift briefings and get updated maps and Incident Action Plan. If possible talk to the TF/ST leader that you relieve.
- Size up your assigned areas, procure area maps and always obtain an incident action plan.
- Brief your crew on the size-up of your assigned area: location, size of the fire, hazards noted during size-up, escape route, safety zones, engine assignments, working frequencies, and evacuation centers for area residents.
- Pick up lunches before deploying to assignment. If lunch is to be delivered, check with OSFM Logistics about specific time and location.
- Designate who is in charge when you are attending meetings, shift briefings, scouting, etc.
- Keep accurate records of any accidents, injuries or damaged equipment. Keep daily activity notes for debriefing and reporting to your Fire Defense Board Chief.

I ACKNOWLEDGE COMPLETION / ADHERENCE TO THE ABOVE TO THE BEST OF MY KNOWLEDGE.

TF/ST Leader Signature: _____ Date: _____

AOC Phone (503) 373-0001

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

- Obtain a demobilization plan from the structural Operations Chief or Planning Chief.
- Give a final situation report to your Operations Supervisor.
- Receive TF Leader evaluation from the Division Supervisor.
- Complete evaluations on all engine companies and crews. Give the completed evaluation forms to the Planning Chief.
- Ensure the return of all borrowed equipment and/or resources to the proper agencies.
- Survey all apparatus and equipment for damage and note on the FSP-01.
- Report damaged equipment and injuries to the Resource Unit Leader (RESL) before checkout.
- Coordinate with the IMT Safety Officer and submit written reports for all accidents, injuries and illnesses. If requested, gather witness statements to submit to the Safety Officer.
- Conduct team debriefing and ensure that all Unit Logs are accurate and complete.
- Check out with the RESL. The RESL must sign all Units Logs!
- Make sure all apparatus are fueled up and can meet the returning travel requirements. Make sure crew meets minimum rest requirement for traveling. No traveling between 2400 and 0500 hours unless destination can be reached within two hours or if crew has had eight hours of rest before traveling.
- Notify both the OSFM AOC and your local Fire Defense Board Chief of travel route and estimated time of arrival back in your home district.
- Brief your crew on travel route, travel frequencies and prearranged meeting places.
- Notify Fire Defense Board Chief and OSFM AOC when you are back in district. Each apparatus officer or engine boss must notify the AOC and their Fire Chief when their apparatus arrives back in station.
- Prepare a written report of mobilization for the Fire Defense Board Chief.

☆ **Thank you for responding to this conflagration** ☆

OSFM will send a billing packet to each Chief whose department provided resources. The packet includes instructions, form, and contact information for filing a reimbursement claim.

I ACKNOWLEDGE COMPLETION/ADHERENCE TO THE ABOVE TO THE BEST OF MY KNOWLEDGE.

TF/ST Leader Signature: _____ Date: _____

AOC Phone (503) 373-0001

OREGON STATE FIRE MARSHAL TASK FORCE / STRIKE TEAM PERFORMANCE EVALUATION	INSTRUCTIONS: The immediate supervisor, Division Supervisor or Operations Chief shall complete this form for each task force / strike team. This evaluation shall be reviewed with the TF/ST Leader, who will acknowledge such by signing at the bottom of the form. The supervisor shall deliver this form to the planning section before leaving the incident. A copy of this report will be sent to the TF/ST Leader's home department and Fire Defense Board.
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*****THESE RATINGS ARE TO BE USED ONLY FOR DETERMINING TASK FORCE / STRIKE TEAM PERFORMANCE*****

1. Task Force / Strike Team County and Department Number	5. Fire Name
2. Task Force / Strike Team Leader and Department	6. Location of Fire (complete address or nearest town)
3. Assistant Task Force / Strike Team Leader and Department	7. Date of Assignment
From: _____ To: _____	
4. Departments Represented (List all departments in Task Force / Strike Team)	8. Number of Shifts / Hours Worked

SFM Task Force / Strike Team Performance Evaluation

Rating Factors Place an "X" in the box that best describes the performance of the task force / strike team. * Deficiencies and areas for improvement must be explained in remarks	Excellent	Above Average	Satisfactory	Needs Improvement	Unacceptable	Not Observed	Positive performance / general comments (attach additional sheets as needed)
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9. Task Force / Strike Team Performance

Physical Condition / Able to Perform							* Deficiencies and areas for improvement (attach additional sheets as needed)
Meets Training Qualifications / Standards							
Meets Engine and Equipment Standards							
Proper PPE for ALL Members							
Follows Directions and Works as a Team							
Use of Safe Practices							
Fireline Conduct							
Off Line Conduct							
Other (specify)							

10. Supervisory Performance

Task Force / Strike Team Leader						
Assistant Task Force / Strike Team Leader						
Engine Bosses						

11. Names of Outstanding Workers or Crews (include comments)	12. Performance of the Task Force / Strike Team as a whole (indicate areas of excellence and areas that need improvement)
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By signing below, the Task Force / Strike Team Leader acknowledges reviewing the contents / comments on this form.

13. Task Force / Strike Team Leader (signature)	14. Task Force / Strike Team Leader (print name)	15. Date
16. Evaluated By (signature)	17. Evaluated By (print name)	18. ICS Position
		19. Date

OREGON STATE FIRE MARSHAL ENGINE COMPANY / CREW PERFORMANCE EVALUATION		INSTRUCTIONS: The immediate supervisor, TF/ST Leader or Assistant shall complete this form for each engine company / crew. This evaluation shall be reviewed with the Company Officer / Crew Boss, who will acknowledge such by signing at the bottom of the form. The supervisor shall deliver this form to the planning section before leaving the incident. A copy of this report will be sent to the crew's home department through their county Fire Defense Board Chief.						
THESE RATINGS ARE TO BE USED ONLY FOR DETERMINING ENGINE COMPANY / CREW PERFORMANCE								
1. Engine Company / Crew Name (department)				5. Fire Name				
2. Engine Company Officer / Crew Boss				6. Location of Fire (complete address or nearest town)				
3. Engineer / Assistant Crew Boss				7. Date of Assignment From: _____ To: _____				
4. Crew Members (List all members in the company / crew)						8. Number of Shifts / Hours Worked		
SFM Engine Company / Crew Performance Evaluation								
Rating Factors Place an "X" in the box that best describes the performance of the engine company / crew. * Deficiencies and areas for improvement must be explained in remarks		Excellent	Above Average	Satisfactory	Needs Improvement	Unacceptable	Not Observed	Positive performance / general comments (attach additional sheets as needed)
9. Engine Company / Crew Performance								
Physical Condition / Able to Perform								* Deficiencies and areas for improvement (attach additional sheets as needed)
Meets Training Qualifications / Standards								
Meets Engine and Equipment Standards								
Proper PPE for ALL Members								
Follows Directions and Works as a Team								
Use of Safe Practices								
Fireline Conduct								
Off Line Conduct								
Other (specify)								
10. Supervisory Performance								
Engine Company Officer / Crew Boss								
Engineer / Assistant Crew Boss								
11. Names of Outstanding Workers (include comments)					12. Performance of the Engine Company / Crew as a whole (indicate areas of excellence and areas that need improvement)			
By signing below, the Engine Company Officer / Crew Boss acknowledges reviewing the contents / comments on this form.								
13. Engine Company Officer / Crew Boss (signature)				14. Engine Company Officer / Crew Boss (print name)			15. Date	
16. Evaluated By (signature)			17. Evaluated By (print name)			18. ICS Position	19. Date	