



Oregon Fire Service

MOBILIZATION PLAN



Published by
Oregon Office of State Fire Marshal
Nancy Orr, State Fire Marshal

State Fire Service Mobilization Plan

Oregon Office of State Fire Marshal

2008

ACTIVATION REQUEST PROCEDURE

1. Notify the Oregon Emergency Response System (OERS) 24-Hour Number:

1-800-452-0311
(Nationwide)

503-378-6377
(Salem)

2. OERS will ask for the following information:

- Your name and agency
- Your telephone/cell/pager number
- Type of incident and the materials involved
- Location/time of incident
- Background/how the incident occurred
- On-scene contact and how to reach them
- Severity of incident – threat to people, property or environment
- Actions taken – i.e. containment, evacuation

3. OERS will contact the State Fire Marshal, Chief Deputy or Duty Officer

If, in the event of a disaster, communication over telephone lines is not available, call the Office of State Fire Marshal's duty officer pager number:

503-370-1488

If you need information regarding the *Incident Management Team*, the *Oregon Urban Search & Rescue*, or the *Regional Hazard Materials Response Team* please visit our website at www.sfm.state.or.us and click on *Emergency Response Unit*.



Record of Changes
to the 2007 *Oregon Fire Service Mobilization Plan*
adopted in April 2008 by the
Oregon State Fire Defense Board

1. Division I Section B, Organization & Command Structure moved to Appendices as Appendix A.
2. Division I Section C, National Incident Management System / Incident Command System (NIMS / ICS) moved to Appendices as Appendix B except section 1 Overview.
3. Division I Section D, Mutual Aid moved to Appendices as Appendix C.
4. Division I Section E, Unprotected Areas Policy (ORS 476.280, 476.290) is now Division I Section C.
5. Division I Section F, Public Safety Policy (ORS 478.310, 478.315) moved to Appendices as Appendix D.
6. Division I Section G, Oregon Office of State Fire Marshal / Department of Forestry Memorandum of Understanding moved to Appendices as Appendix E.
7. Division I Section H, Training and Equipment Standards is now Division I Section D.
8. Division II Section A-5 Emergency Situations and Appropriate Actions moved to Appendices as Appendix F.
9. Division II Section A-10, Definitions is removed from the Mobilization Plan.
10. Division II Section G, Post Incident Review moved to Appendices as Appendix G.
11. Division II Section H, Hazardous Materials is removed and is referenced on the OSFM website.
12. Division II Section I, Other Hazards moved to Appendices as Appendix H.
13. Division II Section J, Incident Information Guidelines moved to Appendices as Appendix I.
14. Division II Section K, Urban Search and Rescue is removed and referenced on the OSFM website.
15. Division III Section B, Fiscal Responsibility moved to Appendices as Appendix J.
16. Division III Section C, (Conflagration Act) Billing Schedules and Forms is now Division III Section B, Mobilization Billing Schedules.
17. Division IV Appendix A, Field Operations Guide is removed from the Mobilization Plan.
18. Division IV Appendix B, Call Lists is removed from the Mobilization Plan.
19. Division IV Appendix C, Oregon Administrative Rules is now Appendix K.
20. Division IV Section D, Oregon Standard for Structural Emergency Evacuation Marking is removed from the Mobilization Plan.
21. Division IV Appendix F, Glossary is now Appendix L.
22. Division IV Appendix G, Acronyms is now Appendix M.
23. Division IV Appendix H, Laws and Rules is now Appendix N.
24. Division IV Appendix I, Recommended Changes is now Appendix O.
25. All Division IV Appendices are removed from the Mobilization Plan and posted on the OSFM website.
26. The Task Force Information is added to the Mobilization Plan under Division IV.

OREGON FIRE SERVICE

List of Appendices

(Previously in Mobilization Plan)

Available on the OSFM website at

www.oregon.gov/OSP/SFM

- Appendix A – Organization & Command Structure
- Appendix B – National Incident Management System / Incident Command System
- Appendix C – Mutual Aid
- Appendix D – Public Safety Policy (ORS 478.310, 478.315)
- Appendix E – Office of State Fire Marshal Memorandum of Understanding (ODF) and Cooperative Agreement (BIA)
- Appendix F – Emergency Situations and Appropriate Actions
- Appendix G – Post Incident Review
- Appendix H – Other Hazards
- Appendix I – Incident Information Guidelines
- Appendix J – Fiscal Responsibility
- Appendix K – Transportation Cost Schedule
- Appendix L – Glossary
- Appendix M – Acronyms
- Appendix N – Laws and Rules
- Appendix O – Interface Position Qualifications

IF YOU WOULD LIKE A HARD COPY OF THE APPENDICES FOR THE FIELD, YOU MAY PRINT THESE BY DOWNLOADING THEM FROM OUR WEBSITE.



Oregon

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Quality Service First

To the Oregon Fire Service:

It's a great pleasure to provide the *State Fire Service Mobilization Plan* in a slimmed down format. We've asked some of you what information you need at hand during an incident. We've moved supplemental information from the body of the plan to appendices available on-line. We've thrown out the archaic, cumbersome, space-wasting format.

We've also recognized changes in the nature of state mobilizations. Fire departments and districts are all-risk responders. The state fire marshal has uniquely expert hazardous materials response teams, a well-equipped urban search and rescue task force, and all-risk incident management teams with sophisticated communications capacity. We should have a mobilization plan that provides ready guidance for managing fire agency response and operations at large scale natural and human-caused disasters.

Thank you to the state fire marshal staff for your labor on this badly-needed revision.

Thank you to Oregon fire chiefs who've provided insight and input on the content of this plan throughout its evolution.

Thank you, especially, to Oregon's firefighters and chief officers for your commitment to safe, skilled emergency response. You are among the most competent and capable in the nation. When any community needs your help, you are there providing intelligent direction and skillful execution regardless of the circumstances.

Sincerely,

Nancy Orr

Nancy Orr
State Fire Marshal

OREGON FIRE SERVICE MOBILIZATION PLAN

compiled and published by:

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With the advice and consent of:
The Oregon State Fire Defense Board

April, 2008

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 a pool of multi-disciplinary, trained personnel to staff the emergency response center during an emergency; and
- f) To provide an OSFM Incident Management Team for effective support to local agencies and fire defense districts during major operations.

2. Scope

The Mobilization Plan establishes operating procedures for the most practical utilization of state firefighting resources for emergencies that are beyond the capabilities of the local fire service resources. It 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 when the state fire marshal believes that a fire is causing, or may cause, undue jeopardy to life and/or property and the Act is invoked by the governor.

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 401.055 to 401.155. 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 401.260 to 401.535).

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) Interstate Emergency Assistance

The Emergency Management Assistance Compact (EMAC) (ORS 401.045) 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.

B. NATIONAL INCIDENT MANAGEMENT SYSTEM / INCIDENT COMMAND SYSTEM (NIMS / ICS)**1. Overview**

To ensure prompt and effective movement and use of personnel, equipment and support services, the Office of State Fire Marshal requires all fire service agencies activated under the Mobilization Plan to use the National Incident Management System (NIMS). NIMS establishes standard incident management processes, protocols and procedures for all responders.

C. UNPROTECTED AREAS POLICY (ORS 476.280, 476.290)**1. Definitions**

“Unprotected areas” means any area of the county or state that does not have both wildland and structural 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 a 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 structural fire protection or areas served by non-recognized agencies must have authorization by the county commissioners as per the 2007 Attorney General’s opinion.

D. TRAINING AND EQUIPMENT STANDARDS

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. When asked to dispatch mobile support, the local fire chief is responsible for providing personnel, equipment and apparatus that meet minimum OR-OSHA and other related standards adopted in the Mobilization Plan.

The standards set forth in this section are the minimum acceptable. Higher standards are preferable.

NOTE: For Oregon Interface Qualifications System (OIQS) refer to OSFM website at www.oregon.gov/OSP/SFM

2. General Standards

- a) All fire service agencies are required to be in compliance with Federal NIMS Standards.
- b) Standards for training and equipment for fire service personnel are more fully set forth in the Oregon Occupational Safety and Health Division (OR-OSHA or OSHA) Administrative Rules, Chapter 437, Division 2, Section 182. (Refer to Oregon Home page on the internet at www.gov.state.or.us. Click on Popular Sites, then click on State admin rules. Search by chapter number or agency.) The Office of State Fire Marshal also strongly recommends that participating agencies adopt the standards set forth by the Department of Public Safety Standards and Training (DPSST).

3. Urban Structural Firefighting Standards

The providing agency is responsible for ensuring that personnel and equipment provided under this plan meet the following minimum standards:

- a) Urban Structural Training Standards
 - 1) Firefighter
 - a) Training and skills at the level of NFPA Firefighter 1 or equivalent.
 - b) Awareness of and compliance with applicable OR-OSHA safety rules;
 - c) Annual demonstration and documentation of proficiency in use of SCBA; and
 - d) Physically capable of performing the duties required.
 - 2) Company Officer/Engine Boss, Task Force Strike Team Leader, Division Group Supervisor. In addition to the requirements of D.3.A.1, above, fire officers must comply with the following:
 - a) Attain the level of NFPA Firefighter II or equivalent-Fire Ground Leader;
 - b) Successfully complete the following Incident Command Courses; I-100, I-200, I-700, I-300 (except Engine boss) and I-800 (NIIMS is old standard NIMS is new standard);
 - c) Complete instruction in the applicable laws of OR-OSHA;
 - d) Complete instruction on the Oregon Fire Service Mobilization Plan; and
 - e) Complete a formal instruction on fire attack tactics and strategies.

- 3) Structural Apparatus Operator
 - a) NFPA Firefighter I or equivalent;
 - b) Awareness of and compliance with applicable OR-OSHA safety rules;
 - c) NFPA Pumper Operator or equivalent; and
 - d) Physically capable of performing the duties required.
- 4) Incident Management Team – Qualifications as adopted by the State Fire Defense Board in the Oregon Interface Qualification System and recognized by the Office of State Fire Marshal.

b) Urban Structural Equipment Standards

1) Apparatus

For structural firefighting during an emergency mobilization, the minimum equipment should consist of a triple combination pumper with a four-person crew. Other types of specialized apparatus could be utilized as needed, but should be in compliance at time of construction with NFPA standards.

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 1976 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 to consist of:

- a) Helmet with appropriate eye protection
- b) Turnout coat/bunker
- c) Turnout pants/bunker
- d) Structural firefighting footwear
- e) Structural firefighting gloves
- f) Fire resistant hood

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

4. Interface Firefighting Standards

While these interface training standards are based upon national wildfire training standards, it is not the intent of these standards to have structural firefighting forces involved in wildland firefighting. The wildland firefighting training is intended to provide safety knowledge for structural firefighters involved in structural interface operations. The providing agency is responsible for ensuring that personnel and equipment provided under this plan meet the following minimum standards:

- a) Interface Training Standards

1) Interface Firefighter (see appendix O for qualification requirements), Company Officer/Engine Boss, Task Force/Strike Team Leader, Division Group Supervisor

- a) Training and skills meeting the requirements of the respective position, as identified in the Oregon Interface Qualification System (OIQS)
- b) Assistant task force leaders, if used, must meet or exceed the OIQS Single Resource Boss (Engine Boss/Company Officer) qualification requirements.

2) Interface Incident Management team members. Training and skills meeting the requirements of the respective position, as identified in the Oregon Interface Qualification System. See Command and General Staff requirements in the Incident Management Team (IMT) guidebook.

b) 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:

- a) 400' of 1.5" or 1.75" hose (lightweight forestry hose preferred)
- b) 200' of 1" hose
- c) 2 - 1.5" combination nozzles (20-60 gpm preferred)
- d) 1 - 1" combination nozzles
- e) 1 - 1.5" forestry gated wye
- f) 1 - 1.5" to 1" reducer
- g) 1 shovel
- h) 1 McLeod
- i) 1 Pulaski
- j) 2.5 gallon drinking water jug
- k) 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 1976 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

- a) Helmet with appropriate eye protection
- b) Turnout coat/bunker
- c) Turnout pants/bunker
- d) Structural firefighting footwear
- e) Structural firefighting gloves
- f) 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

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

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

- g) Canteen
- h) Fire shelter
- i) Belt to carry canteen and shelter
- j) First aid kit, mole skin, and snake-bite kit
- k) Hearing protection

5. 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:

- 1) Engine oil
- 2) Transmission oil
- 3) Pump oil

- 4) 2 cycle mix oil if needed
- 5) Spare spark plug for small engines carried
- 6) Small mechanics tool kit
- 7) Hard suction – all hose and appliances for drafting water
- 8) Spare drive belt (optional)

b) Personal Equipment

The following items are required:

- 1) Food and water for 72 hours
Note: Logistical support may not be readily available during the initial operations of mobilizations.
- 2) Flashlight or helmet light with extra batteries
- 3) Sleeping bag
- 4) Certificate of minimum training signed by fire chief
- 5) Medical information card including emergency contact information, allergies, current medications, physician's name and phone number

Note: 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.

- 1) Towels in plastic bag
- 2) Washcloths in plastic bag
- 3) Bar soap in container
- 4) Shampoo/conditioner
- 5) Hairbrush, comb, and clips
- 6) Toothbrush and toothpaste
- 7) Deodorant, foot powder
- 8) Feminine hygiene supplies
- 9) Prescription medicine
- 10) Sun block
- 11) Insect repellent
- 12) Wrist watch
- 13) Poison oak wash
- 14) Shaving items
- 15) Sun glasses
- 16) Cash money--\$20 minimum
- 17) Hair restraints if needed
- 18) Plastic bag for dirty clothes, laundry soap
- 19) Toilet paper
- 20) Contact lens cleaner, if used
- 21) Underwear
- 22) Shirts, long and short sleeves, 2 pair
- 23) Sweatshirt or sweater
- 24) Long pants, 2 pair
- 25) Socks, preferably cotton, 10 pair

- 26) Base camp shoes
- 27) Jacket
- 28) Hat
- 29) Handkerchiefs
- 30) Long underwear
- 31) Lightweight rain gear
- 32) Travel alarm clock
- 33) Note pad and pencil
- 34) Pocket knife/leatherman's tool
- 35) Cot or pad
- 36) Pillow
- 37) Tent
- 38) Extra eyeglasses
- 39) Whistle

No shorts, no tank tops, and no sandals, flip flops, 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.

- 1) Minimum \$100 cash or credit cards
- 2) Cellular phone, telephone directories, 12v adapter
- 3) Portable battery chargers with one spare for each type portable
- 4) Group supplies kit
 - a) Eye wash
 - b) Spare toothbrush and paste
 - c) First aid kit with oxygen
 - d) Pain killers and other non-prescription first aid medications.
 - e) Cooking pans, utensils, plastic scrubber, dish cloths
 - f) Paper plates and plasticware
 - g) Sun screen, chapstick, insect repellent, blister pads
 - h) Salt and pepper
 - i) Spare pens/pencils/paper
 - j) Extra head lamp batteries
 - k) Bar soap, laundry soap, dish soap, window spray
 - l) Can opener
 - m) Duct tape
 - n) Toilet paper, Kleenex, paper towels
 - o) Tall kitchen bags w/ties
- 5) Binoculars
- 6) Light sticks
- 7) Compass, maps

- 8) Fireline Handbook
- 9) Food, drinking water and replacement liquids for 48 hours
- 10) Camp stove
- 11) Large cooler
- 12) Spare helmets, goggles, bandannas, gloves, fire shelters, head lamps
- 13) Fire Service Mobilization Plan
- 14) Clipboard, accident reports, injury reports, personnel tracking form
- 15) Large tarpaulin

Optional Items

- 1) Portable radio clone cords
- 2) AM/FM radio w/extra batteries
- 3) Extension cord with multi-plug adapter
- 4) Programmable scanner
- 5) Interface training materials for review during slack time
- 6) Business cards
- 7) Clothesline
- 8) Office supplies
 - a) Folding file
 - b) Extra pens and pencils
 - c) Tablets
 - d) Hi-lighters
 - e) Manila envelopes
 - f) Stapler and paper clips
 - g) Grease pen, dry erase markers

A. STANDARD OPERATING GUIDE FOR REQUESTING MOBILIZED 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 capabilities 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 or the state fire marshal duty officer and request mobilization of support for that district.

After verifying the need for mobilized support, the state fire marshal (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 will not apply.

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.

On the other hand, failure to request implementation of the Act could result in delayed or insufficient response, resulting in preventable damage to property and environment, or injury, and/or loss of life.

2. When to request implementation

Requests to implement the Fire Service Mobilization Plan may be made when there is a fire, other emergency incident or ancillary function where fire poses an immediate threat to life, environment, or property that cannot be controlled or handled by the local fire services and the mutual aid resources normally and routinely available to the affected department through its direct, written mutual aid agreements with other agencies.

Specific incidents which may present an immediate threat to life, environment, or property include, but are not limited to:

- 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.

3. 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 Act 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.

4. Decision Process (See flow chart & rationale, pages II-A-6, 7)

The decision to request the Act is appropriate if, having considered the decision criteria in Attachment C, the fire defense board chief determines the incident cannot be controlled by available local resources without losing minimal coverage for the fire service area.

NOTE: Where the decision appears questionable, the fire defense board chief should contact the state fire chief and provide an alert.

- a) Decision Flow Charts (Attachments A and B, pages II-A-6, 7)

Attachment A is a flow chart for requesting implementation of the Conflagration Act. Attachment B is a flow chart for requesting implementation of the Mobilization Plan, without Conflagration Act response reimbursement. The ability of local and mutual aid resources to control the emergency drives the flow charts.

- b) Rationale (Attachment C, page II-A-8)
The three major decision criteria are:

1. Life threatening situations (firefighter or public safety)
2. Real Property Threatened
3. High Damage Potential

Many of the criteria will be applicable at each point in the flow charts. The relative importance of the criteria may vary. However, when taken together, they should clearly substantiate the decision to request implementation of the Act.

5. Procedures for Requesting Mobile Support

- a) In an emergency considered to be beyond the capabilities of local available resources, including direct mutual aid, the local fire chief shall:
 - 1) Evaluate the extent of the problem;
 - 2) Evaluate assistance required versus resources available;
 - 3) Request mutual aid assistance through the fire defense board chief. The jurisdiction receiving mutual aid assistance shall provide necessary rations, fuel and related supplies for any operation continuing beyond three hours;
 - 4) Establish an incident command system; and staff or delegate authority for incident command functions;
 - 5) When the fire involves land protected by a wildland fire protection agency, maintains communication and close liaison with the wildland agency incident commander;
 - 6) Maintain communication with the fire defense board chief;
 - 7) Is responsible for coordinating demobilization with the fire defense board chief; and
 - 8) Ensure coordination with local emergency services involved in the incident; i.e., law enforcement, public works, and emergency planning.

- b) In an emergency that is beyond the resources available to the fire defense district fire service, the fire defense board chief shall:
 - 1) Evaluate need for the request using the decision criteria;
 - 2) When warranted, request the provision of mobile support from the state fire chief. The request must be specific as to the incident conditions and structures threatened and the type of assistance needed;
 - 3) Compile a list of mutual aid resources at the incident and provide that list to the SFM incident management team;
 - 4) In consultation with the local fire chief, assess types of resources needed and inform the state fire chief;
 - 5) During the incident, ensure that adequate fire protection resources are available within the fire defense district;

6) If the county EOC is activated, the fire defense board chief or designee, will conduct operations from the EOC and maintain communication with the SFM incident management team and local fire chiefs; and

7) Coordinate demobilization with the local fire chief and the state fire chief.

c) State Fire Chief:

1) Receives notification from the fire defense board chief of the implementation of the fire defense district fire service plan and anticipated needs for additional resources beyond the district fire service;

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

3) When authorized by the Governor, order sufficient and appropriate mobile support to respond and assist the fire chief within the area in peril;

4) 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;

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

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

d) General Procedures:

1) Fire defense board chief notifies state fire chief, or designee, of current situation, resource needs, and the potential need for mobile support;

2) State fire chief notifies the governor of the need to invoke the Conflagration Act, if appropriate;

3) State fire chief begins assessment of available resources and alerts other fire defense board chiefs as necessary;

4) State fire chief assesses and dispatches incident management team personnel as needed;

5) State fire chief notifies the fire defense board chief of available resources and estimated time of arrival;

6) Fire defense board chief reports back to the local fire chief; and

- 7) Local fire chief implements an incident command system. In the case of a multi-agency incident, a unified incident command system shall be used.

6. Succession of Command General

a) General

All principle officers having command responsibilities under the Mobilization Plan shall designate alternatives to provide for continuity of command in the event they are absent, disabled, or otherwise unable to perform their functions. Designated alternates and subsequent changes shall be reported to the next in command.

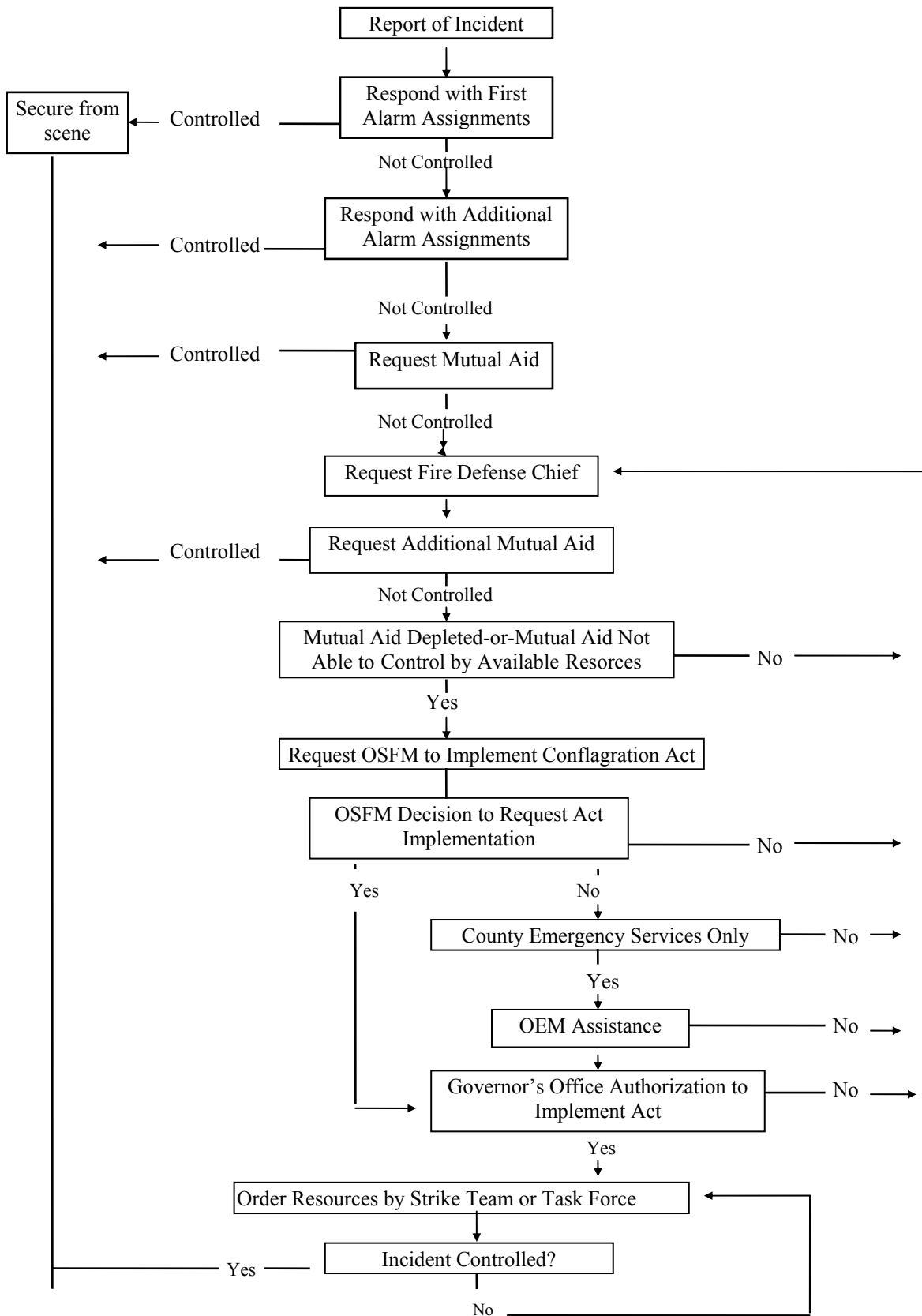
b) Delegation of Authority

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.

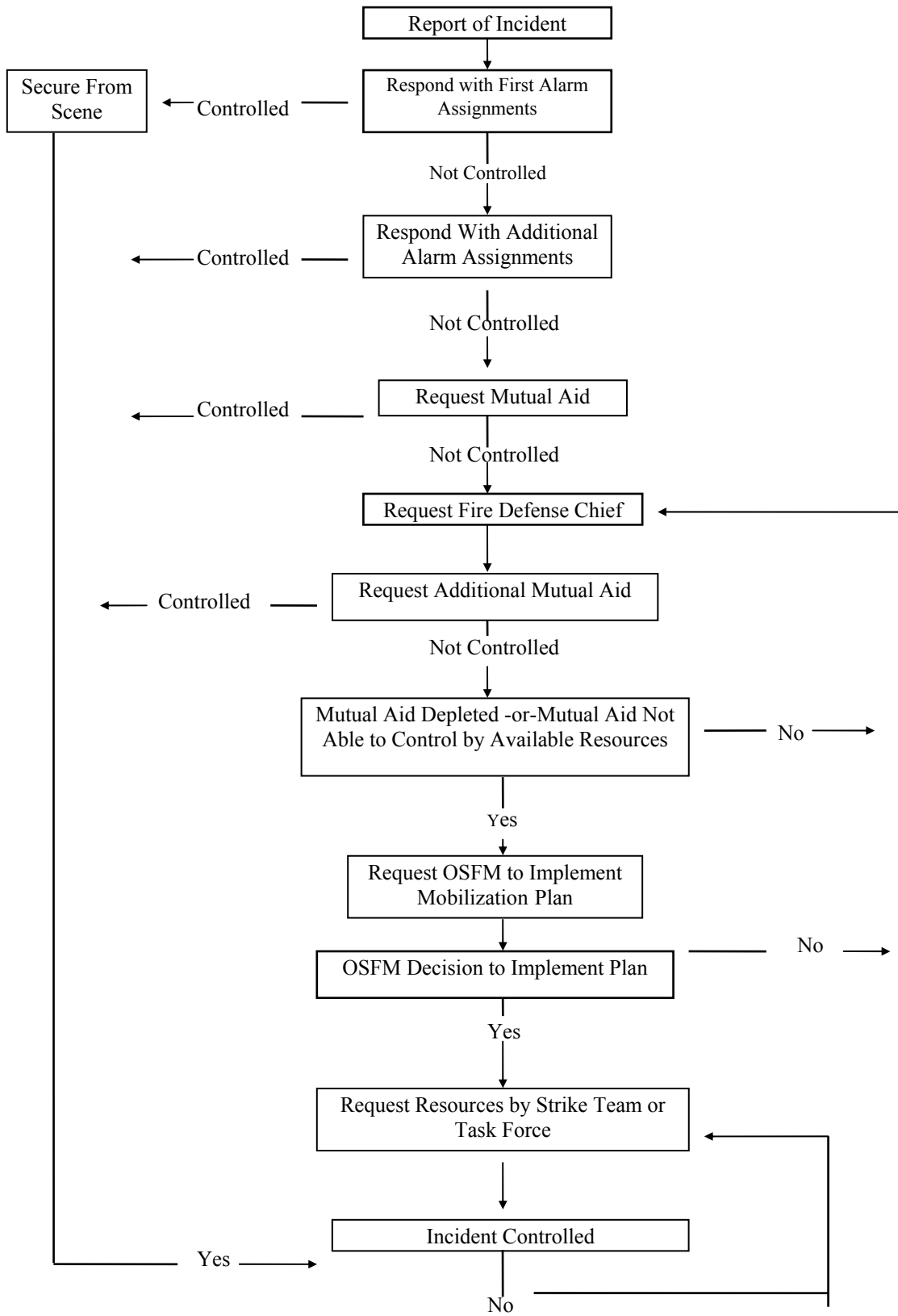
The fire chief (or designated authority having jurisdiction) is responsible for specifying the terms and scope of delegation. Some terms are included in the delegation of authority template (Attachment D, page II-A-10 & 11). Other considerations include:

- 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.

ATTACHMENT A--DECISION FLOW CHART-CONFLAGRATION ACT



ATTACHMENT B--DECISION FLOW CHART-MOBILIZATION ONLY



ATTACHMENT C - RATIONALE FOR ASSIGNING/REQUESTING INCIDENT
MANAGEMENT TEAMS

The following must be addressed in the rationale:

- 1) Life threatening situations (firefighter or public safety)
 - a) Evacuations currently taking place
 - b) Advisory evacuations
 - c) Evacuation plans in place
 - d) Road, highway, or freeway closures

- 2) Real Property Threatened
 - a) Number of structures, commercial and/or residences
 - b) Number of subdivisions
 - c) Name communities and number of populace
 - d) Historical significant cultural resources
 - e) Natural resources, such as crops, grazing, timber, watershed
 - f) Major power lines, energy sources

- 3) High Damage Potential
 - a) Long term or short term damage potential
 - b) Plausible impacts on community
 - c) Fuel type; fire size and growth potential
 - d) Political situations
 - e) Severity, extreme fire behavior and fuels conditions

ATTACHMENT D (DELEGATION OF AUTHORITY)

DELEGATION OF AUTHORITY

INCIDENT NAME DATE AND TIME

Name is assigned as the Incident Commander on the Incident Name

located on lands protected by Jurisdiction having authority

You are delegated full authority and responsibility for managing the emergency incident activities on these lands within the framework of law and the direction provided by the state fire marshal and by the jurisdiction administrator (or designee).

Your primary responsibility is to organize and direct your assigned resources for safe, efficient and effective mitigation of this incident.

You are to be in a unified command mode with agencies and jurisdictions named in this delegation of authority.

You will maintain effective interagency cooperation with all agencies participating in this incident.

You are accountable to the State Fire Marshal and the jurisdiction administrator (or designee).

Specific directions for the Incident Name emergency incident are as follows:

- 1. Integrate your incident management team into the command structure.
2. The jurisdiction administrator will provide maps of the jurisdiction and will retain the following responsibilities: (List)
3. Document damage caused by the emergency incident by producing maps, photographs, and narratives detailing what damaged occurred.
4. Document damage caused by State mobilized resources, which should include photographic documentation.
5. Consult the county fire defense board chief and jurisdiction administrator (or designee) before resources are demobilized.

Additional directions and considerations may include:

- How 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 administrator, 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.

Authority Having Jurisdiction¹ _____

Jurisdictional Administrator Name

Title

In the event that I am not immediately available, my designated representatives will be:

1st Agency Rep Designee _____
Office (_____) _____ Cell (_____) _____

2nd Agency Rep Designee _____
Office (_____) _____ Cell (_____) _____

By my signature, I hereby delegate full authority and responsibility for managing the emergency incident activities within the framework of law and the direction provided herein.

_____, Agency Administrator of Jurisdiction having Authority
Office (_____) _____ Cell (_____) _____

This is to become effective _____.
(Date and Time)

¹AHJ is defined as the governmental entity with responsibility for structural fire protection. Upon OSFM incident management team’s demobilization, delegation of authority of the emergency incident is returned to the local authority(s) jurisdiction.

OSFM Incident Commander

Date and Time

OSFM Incident Commander

Date and Time

Local Authority

Date and Time

Local Authority

Date and Time

**B. CONFLAGRATION ACT / EMERGENCY MOBILIZATION
ACTIVATION REQUEST PROCEDURE**

1. Notify the Oregon Emergency Response System (OERS) 24-Hour Number:

1-800-452-0311
(Nationwide)

503-378-6377
(Salem)

2. OERS will ask for the following information:

- Your name and agency
- Your telephone/cell/pager number
- Type of incident and the materials involved
- Location/time of incident
- Background/how the incident occurred
- On-scene contact and how to reach them
- Severity of incident – threat to people, property or environment
- Actions taken – i.e. containment, evacuation

3. OERS will contact the State Fire Marshal, Chief Deputy or Duty Officer

If, in the event of a disaster, communication over telephone lines is not available, call the Office of State Fire Marshal's duty officer pager number:

503-370-1488

C. INCIDENT RESPONSE INSTRUCTIONS

1. Incident Command System

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

2. Procedures for providing mobile support

Phase 1.....Request and response

- a) Implementation of the Mobilization Plan has been authorized by the governor.
- b) The state fire chief notifies the sending fire defense board chief with the specific resources request and orders the implementation of move-up procedures.

- 1) The sending fire defense board chief reviews resource inventory and determines the assignments to be made.

- a) Appoint the strike team/task force leader;
- b) Identify units which will respond;
- c) Specify location for the strike team/task force incident staging and assignment; and
- d) If single resources, give route instructions and specific assignment.

- 2) The sending fire defense board chief reports back to state fire chief ERC, giving the following information:

- a) That the resource order has been filled as requested; and
- b) Name and contact number of strike team or task force leader;

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

Phase 2.....Limits on sending local resources.

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

3. Response Guidelines

- a) Before dispatching, the local fire chief must:
 - 1) Confirm that all personnel are properly trained and equipped to respond. (Please refer to I-D Training and Equipment Standards.)

- 2) Confirm that all apparatus meets applicable standards, is properly and adequately equipped, is in good repair, and is capable of meeting travel and firefighting requirements.

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

Privately owned vehicles (POVs) are discouraged. POVs may be used only when publicly owned vehicles cannot be provided. POVs must be approved by the OSFM Chief Deputy or ERC manager before mobilizing.

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

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

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

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

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

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

- 1) Take roll and check accuracy of the Resource Inventory/Personnel Roster: Personnel tracking form for each apparatus, sign the form and fill in the departure time from the mobilization center.
- 2) Complete and communicate the task force/strike team resources form (see Task Force/Strike Team Resources form at the end of this section) to the Office of State Fire Marshal Emergency Response Center (Fax: 503-378-5329, Phone: 503-373-0001, 503-373-1999 and 503-378-6416) or email erccenter@state.or.us. Information needed includes:
 - Type of apparatus and sending department
 - Number of personnel assigned to each apparatus
 - Name and contact numbers for strike team/task force leader
 - Time of departure and estimated time of arrival at incident staging area

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

- 3) Confirm that the strike team/task force configuration is correct. Confirm strike team/task force number and check-in/staging location at the incident.
- 4) Provide final routing and any special instructions to task force members.
- 5) Inform the fire defense district chief of departure.
- 6) Inform the state fire chief Emergency Response Center of departure and estimated time of arrival at the incident, and
- 7) Maintain command and control of task force resources.

e) Upon arrival at check-in, the task force/strike team leader must:

- 1) Notify the state fire chief ERC that the task force has arrived.
- 2) Check in with the structural resource unit leader. Check-in officially logs you in at the incident and provides important operations, planning, and demobilization information. Check-in will include processing your paperwork, apparatus inspection, and logistical support information.
- 3) Locate your operations supervisor and obtain your initial briefing and task force assignment.

- 4) Brief the task force/strike team on its schedule, assignment, eating and sleeping arrangements, procedures for obtaining supplies and services, and debriefing provisions at the end of operational periods.

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

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

4. TERMINOLOGY

Emergency and Audible Signaling/Terminology

Abandon

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

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

Cease Operation – All Quiet:

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

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.

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.

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.

5. CODE OF CONDUCT

CODE OF CONDUCT

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

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

Specific expectations:

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

TASK FORCE / STRIKE TEAM RESOURCES

Task Force / Strike Team Leader: Before departing for the fire incident, complete and communicate all information on this form to the ERC at:

(Fax: 503-378-5329, 503-373-7702 Phone: 503-373-0001, 503-373-1999 or 503-378-6416) or email erccenter@state.or.us

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

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

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

*See Appendix J for apparatus type standards.

ERC immediately confirm...

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

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

D. COMMUNICATIONS (FIRE NET) FIRE AND HAZARDOUS MATERIALS COMMUNICATION SYSTEM

1. Description

The State FIRE NET was developed to provide a common communications channel for fire service use during multiple-agency responder incidents, such as a conflagration. The State FIRE NET frequency is VHF 154.2800 MHz. The FIRE NET utilizes 23 mountain-top microwave base stations and a master console to form a radio and telephone access communication network.

As an integral extension of the FIRE NET, 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 (COMM 1), three transportable communications caches, and an interoperability trailer with a multiband gateway. 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, custom programmed hand held radios.

In addition to the vehicles, a cadre of trained communications specialists and 3 Communications Unit Leaders (COML) are available to deploy with the equipment.

OSFM requires that apparatus utilized under this *Mobilization Plan* shall have FIRE NET 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. Systems Operations

Oregon Emergency Management has day-to-day oversight and weekly testing of the towers. The master control console is located at Oregon Emergency Management and has simulcast and telephone patching capabilities. Oregon Emergency Management also provides operational support with their duty officer program. Oregon Emergency Management is connected to Oregon Department of Transportation by two (2) digital phone lines each capable of activating two (2) towers at once.

4. Allowable Communications

FIRE RELATED INCIDENTS

FIRE NET 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 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.

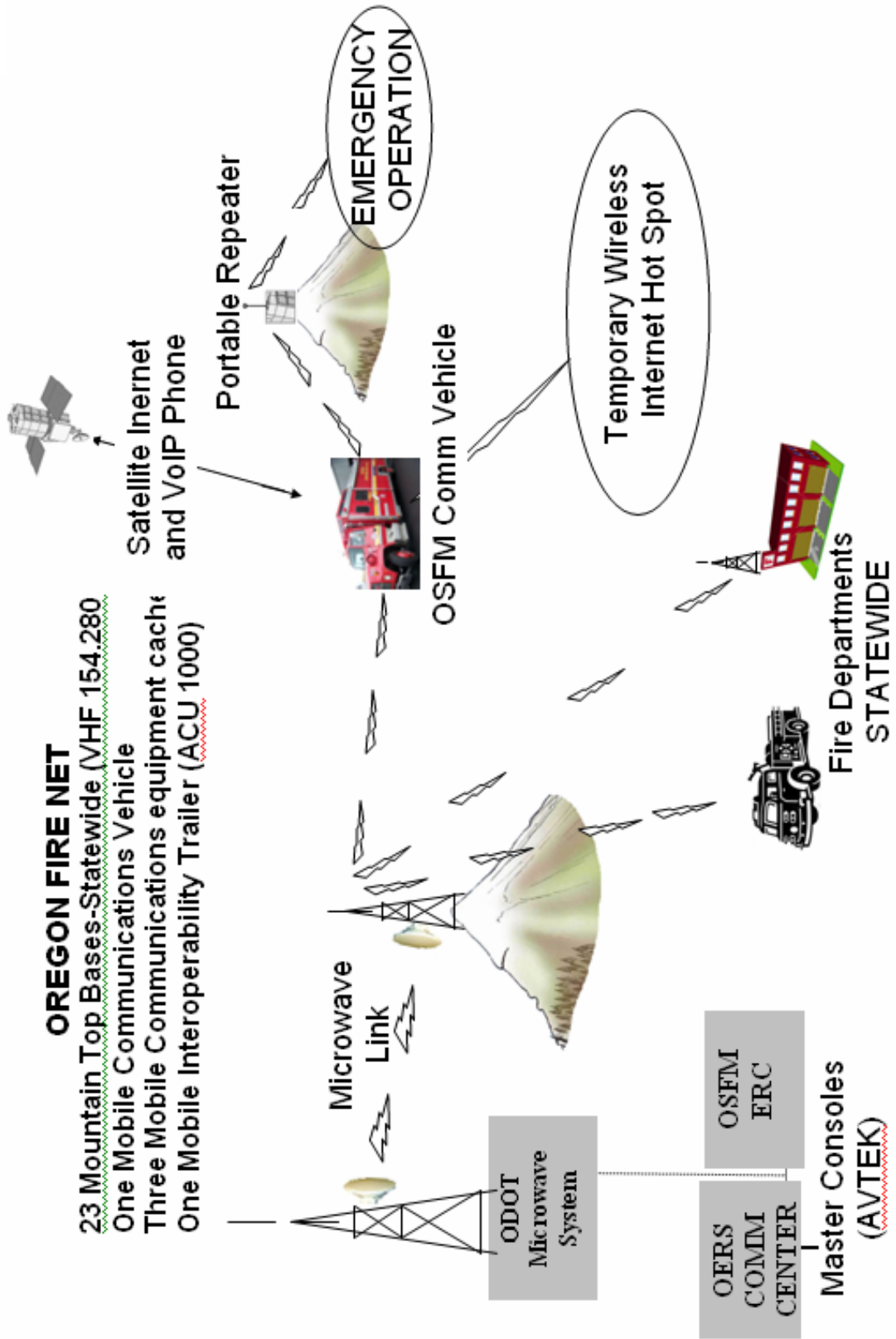
DISASTERS

Whenever a formal disaster declaration is issued by the governor of the State of Oregon under the provisions of ORS 401.055, or other emergencies meeting the criteria set forth in the FIRE NET Management Plan, FIRE NET may be used to coordinate the resources required to respond to the immediate threat to life and property throughout Oregon.

5. Procedures

- a) Local fire protection agencies are strongly encouraged to include the State FIRE NET 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 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 is mandatory.
- d) When an incident involves activation of the Office of State Fire Marshal Emergency Response Center (OSFM/ERC), the FIRE NET will be available after notification of the OSFM/ERC team.
- e) For mobilization communication, the FIRE NET will be supplemented by pager, telephone, fax and cellular communications where direct monitoring of the frequency by other agencies is not possible. If in an emergency, the State FIRE NET is unavailable for use as an independent universal communication system, a supplemental system may be used.
- f) All fire departments utilizing the State Fire Network need to provide the proper information to Section “Radio Communication Information” of the annual Fire Service Resource Inventory Report that is submitted to the OSFM.

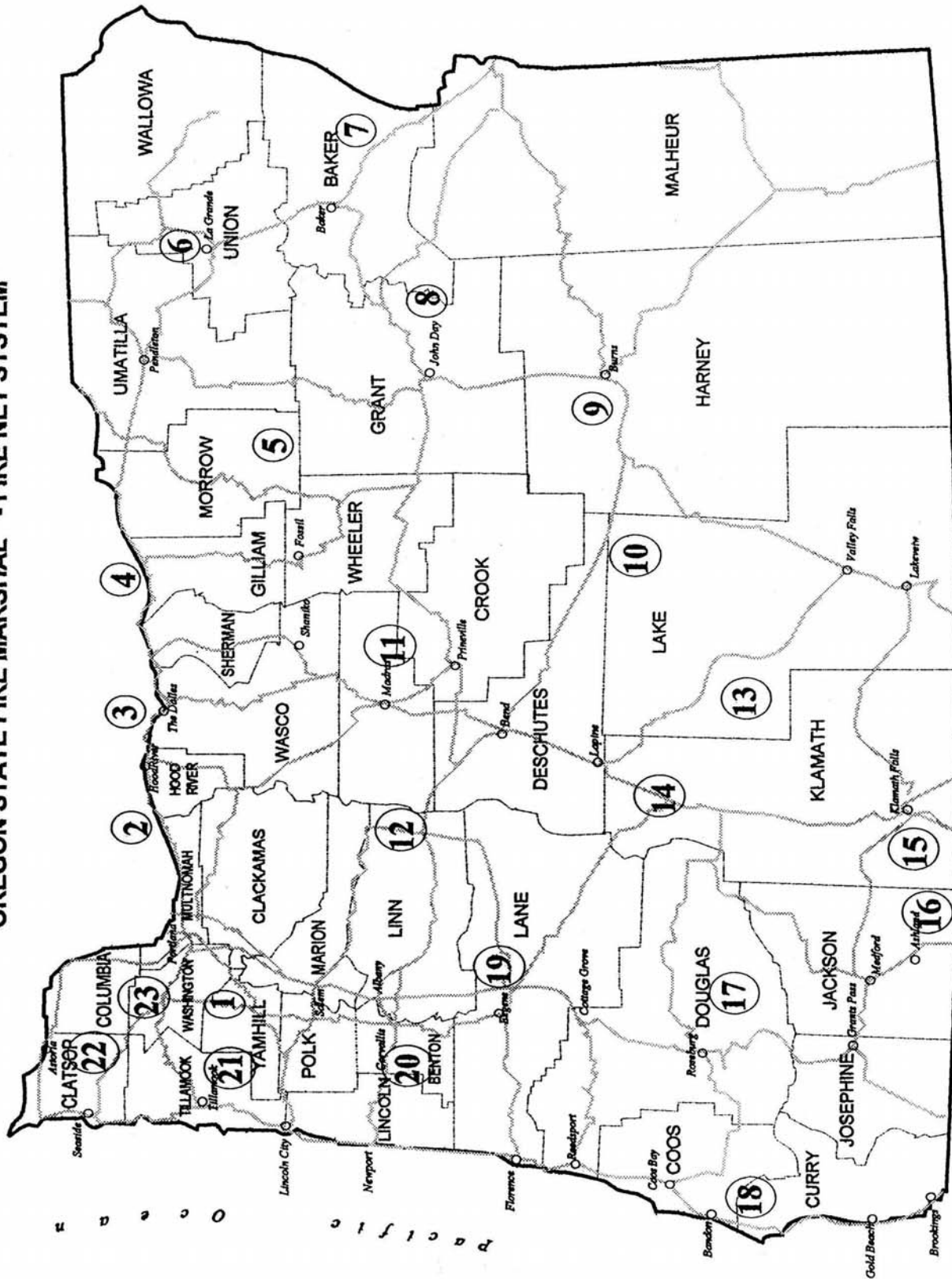
OREGON FIRE NET



OREGON FIRE NET

- 23 Mountain Top Bases-Statewide (VHF 154.280)
- One Mobile Communications Vehicle
- Three Mobile Communications equipment caches
- One Mobile Interoperability Trailer (ACU 1000)

OREGON STATE FIRE MARSHAL - FIRE NET SYSTEM



IDENTIFICATION OF FIRE NET RADIO SITES

Tower #	State Fire Marshal Base Station Sites	Call Numbers
1.	Cehalem Mountain	WNJX850
2.	Skamania Mountain 10 MI NE	WNJX849
3.	Stacker Butte 6 MI NW	KBF817
4.	Roosevelt Mountain N	WNJX849
5.	Black Mountain 16 MI SE	WNJX850
6.	Mount Emily 12 MI NNW	WNJX849
7.	Lime Hill	WNJX849
8.	Elkhorn Mountain	WNJX851
9.	Burns Butte	WNJX850
10.	Glass Butte	WNJX851
11.	Grizzly Mountain 11 MI NW	WNJX851
12.	HooDoo Mountain	WNJX851
13.	Dead Indian Mountain	WNJX850
14.	Walker Mountain 6.9 MI NE	KBF817
15.	Hamaker Mountain	WNJX851
16.	Soda Mountain 10 MI SE	KBF817
17.	Dodson Mountain 8 MI SE	WNJX851
18.	Bennett Butte 15.5 MI SSW	WNJX850
19.	Buck Mountain 11.2 MI NE	WNJX850
20.	Mary's Peak 11 MI SW	WNJX849
21.	Mount Hebo 17 MI SE	WNJX849
22.	Wickiup Mountain	KBF817
23.	Buxton Mountain	KBF817

**APPLICATION PROCEDURE
MOBILE, PORTABLE, AND BASE STATION RADIOS**

Agencies interested in receiving authorization to operate on the State FIRE NET shall obtain an application from the SFM and submit the application with a written request. (You may copy the application following)

APPLICATION

OREGON OFFICE OF STATE FIRE MARSHAL
STATE FIRE NET

**REQUEST FOR AUTHORIZATION TO USE THE FireNET
154.2800 mHZ**

The state fire marshal maintains the State FIRE NET system and 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 System, 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 FireNET in

_____ Number of portable radios you will use FireNET 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

- 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.

Sample

(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 call the Data Section, 503-373-1540 extension 236 or 237 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	
	<u>RX MHZ</u>	<u>DECODE</u>	<u>TX MHZ</u>	<u>ENCODE</u>	<u>NAME</u>	<u>Wide/Narrow</u>
<i><u>SAMPLE</u></i>	<u>153.890</u>	<u>127.3</u>	<u>154.385</u>	<u>127.3</u>	<u>Red NET</u>	<u>Wide</u>
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: _____

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.

Cease Operation – All Quiet:

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

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.

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.

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.

E. LOGISTICS

1. Guidelines for Mobile Support Preparation

a) Preparation

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 Mobile Support

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, granges, 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:
 - a) Mobile kitchens, food preparation and delivery;
 - b) Rehabilitation area with secure apparatus parking;
 - c) Drinking water including field supply; and
 - d) Sanitary facilities.

c) Provide for emergency communications, including:

- 1) Back-up radios and batteries (high frequency);
- 2) Alternate communication (low frequency);
 - a) Citizen band clubs such as REACT and Sheriff's Patrol;
 - b) Commercial communications systems; and
 - c) Amateur radio clubs.

d) Provide adequate maps for all responding units.

- e) Develop interagency plans for traffic control, evacuations, security and public information.
- f) Provide ability to charge supplies and fuel.

3. Requirements for Providing Mobile Support

- 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 48 hours of continuous operations from point of original dispatch. (See also page I-D-4, General Mobilization Standards.
- 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 Police budget division by the department providing the apparatus.
- c) All personnel, including volunteers, shall be covered by workers' compensation insurance.
- d) Each apparatus shall have installed or portable FIRE NET 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) Type I and Type II engines shall have SCBA for each position.
- g) When a publicly owned vehicle cannot be provided, personally owned vehicles may be mobilized only with prior authorization by the OSFM chief deputy or ERC manager. (See guidelines for claims, Appendix J)
- h) Prior authorization is required before replacement personnel may be mobilized.

4. State Fire Marshal Resource Mobilization Configurations

- a) Interface
 - 1) An interface strike team will have:
 - a) One strike team leader with command vehicle;
 - b) Capability to refill own water tanks; and
 - c) Five apparatus of like type.
 - 2) An interface task force will have:
 - a) One task force leader with command vehicle;
 - b) Capability to refill own water tanks;

- c) Three Type I or Type II engines with off-pavement capability (See Section 5, Definitions);
 - d) One Type III engine. An interface capable Type I or Type II engine may be substituted for a Type III engine. (See Section 5, Definitions); and
 - e) One tender (See Section 5, Definitions).
- 3) A custom interface task force will have:
- a) One task force leader with command vehicle; and
 - b) Any mix of apparatus needed, including tenders.

b) Urban

Each urban strike team or task force shall have two master stream devices.

- 1) An urban strike team will have:
 - a) One strike team leader with command vehicle;
 - b) Capability to refill own water tanks; and
 - c) Five like types of apparatus.
- 2) An urban task force will have:
 - a) One task force leader with command vehicle;
 - b) Capability to refill own tanks;
 - c) Three Type I and/or II engines (NFPA Pamphlet 1901). (See Section 5, Definitions.);
 - d) One tender (See Section 5, Definitions.); and
 - e) One apparatus with elevated water capabilities; i.e., snorkel, squirt, ladder truck.
- 3) A custom urban task force will have:
 - a) One task force leader with command vehicle; and
 - b) Any mix of apparatus needed, including water tenders.

c) Transport Vehicles

A strike team/task force may include a transport vehicle when this additional vehicle is required to transport equipment and supplies for the strike team/task force. An additional driver is not authorized. The transport vehicle must be driven by someone assigned to an apparatus in the strike team/task force.

d) 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. Assistant Strike Team/Task Force Leaders shall, at a minimum, be qualified as a Single Engine Boss/Company Officer.

5. Definitions

- a) "Strike Team" means a group of the same type of resources temporarily assembled for a specific mission with a leader and common communications. Strike team resources vary depending upon the type of task they are performing.

b) "Task Force" means a group of varied resources temporarily assembled for a specific mission with a leader and common communications. Task force resources vary depending upon the type of task they are performing.

c) "Interface Fire" means a fire involving both natural and man-made fuels.

d) Apparatus

	<u>Desired Staffing*</u>
1) <u>Engines</u>	
Type I 1000+ gpm pump, 400 gal. tank	4
Type II 500 - 999 gpm pump, 400 gal. tank	4
Type III Brush/Off-Road, 120 gpm pump, 300 gallon tank	3
Type IV Brush/Off-Road, 70 gpm pump, 750 gallon tank	3
Type V Brush/Off-Road, 50 gpm pump, 500 gallon tank	3
Type VI Brush/Off-Road, 50 gpm pump, 200 gallon tank	3

*Desired staffing may be exceeded only with prior authorization through the State Fire Marshal ERC.

2) Interface Capable Type I and Type II Engines

Consider the following:

- a) Capability for initial attack on natural cover fires
- b) Capability for operating on unpaved surfaces
- c) Capability for shorter turning radius
- d) Capability for climbing grades
- e) Clearance (angles of approach and departure, ground clearance)

3) Tenders

Type I 300 gpm pump, 5000 gallon tank	2
Type II 200 gpm pump, 2500 gallon tank	2
Type III 200 gpm pump, 1000 gallon tank	2

4) Special Request Units (Examples)

- a) Ladder trucks
- b) Medic units
- c) Lighting units
- d) Air cascades
- e) Water rescue
- f) Heavy rescue
- g) Fire boats
- h) Communication/command units
- i) Fold-a-tanks
- j) Apparatus service vehicles
- k) Dry chemical
- l) Compressed foam

e) Incident Management Personnel:

Representatives of the state fire marshal or fire service will be dispatched to an incident to ensure and provide the Incident Management Team for the incident, within a unified incident command structure.

F. DEMOBILIZATION

1. Procedures

- a) It is the responsibility of the incident commander to be fully aware of the extent and capacity of resources at his disposal. The demobilization process is as important as mobilization in maintaining the incident commander's knowledge of resources available at any given time. The incident commander is responsible for ensuring that a demobilization plan is developed and distributed 24 hours prior to the first anticipated release. The plan will involve personnel from all functions.

- b) Effective demobilization requires that personnel check out of service and depart from the incident scene in an organized and responsible manner. The information also allows compilation of complete and accurate records of time, supplies, and equipment expended in handling an emergency incident.

2. Responsibilities

- a) Planning Section Chief
 - 1) Obtain incident command objectives, priorities and constraints on demobilization.
 - 2) Obtain identification and description of surplus resources, and their probable release times, from general staff.
 - 3) Prepare demobilization plan to include:
 - a) Demobilization procedures;
 - b) Demobilization implementation responsibilities;
 - c) Resource release priorities; and
 - d) Release procedures for resources.
 - 4) Coordinate demobilization plan with general staff.
 - 5) Obtain approval from incident commander for the demobilization plan.

- b) Incident Commander
 - 1) Approve demobilization plan.
 - 2) Ensure documentation is complete.

- c) 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 upon return to district.

- d) Demobilization unit leader
 - 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.
- e) OSFM ERC
 - 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.
- f) 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.
- g) Engine boss/company officer
 - 1) Each engine boss company officer shall report by radio or telephone to the State Fire Marshal Emergency Response Center the date and time personnel and apparatus returned to quarters.
- h) 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).

3. 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.

4. Demobilization

- a) All mobilized personnel will insure that their demobilization orders are validated;
- b) Task force/strike team leaders will take roll to verify all personnel are accounted for, all equipment is properly accounted for, and all forms are properly completed and signed;
- c) Demobilization will include stops at the logistics and finance sections. This is the time to communicate and sign-off on all emergency repairs on equipment. (The finance section chief must approve of these prior to demobilization.) Copy 2 of the signed and completed personnel tracking form is submitted to the state fire marshal resource/demobilization unit leader at demobilization check-out;
- d) The leaders will inform their fire defense board chief of their release, anticipated travel route, and estimated time of return;
- e) The fire defense board chief will inform local fire chiefs that their personnel have been released;
- f) Mobilized resources will return directly to their home agency or other assignment;
- g) All personnel will complete the forms and reports required of their assigned position;
- h) When personnel arrive back at their home station, the local fire chief will inform the ERC of their arrival time; and
- i) Single resources will inform the state fire chief ERC they are back in quarters.

5. Deactivation of State Fire Marshal's Emergency Response Center

The Office of State Fire Marshal Emergency Response 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.

6. 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. (See Division III, A-1)

A. POST-INCIDENT ACTION

1. Documentation Information/Timelines

The OSFM structural incident commander shall assemble all incident documentation and complete a written report for the state fire marshal. This report must be provided within two weeks of the emergency incident conclusion. The finance chief shall provide the OSP budget division with written agreements for all incident expenses within one week. The OSFM ERC manager shall immediately assemble all incident tracking information and complete a written report for the state fire marshal that includes lessons learned and recommendations to improve operations. The OSFM will prepare written documentation for every implementation of the Mobilization Plan. Documentation must include, but not be limited to, the following:

- a) Date/time of incident;
- b) Location;
- c) Copy of Governor's declaration;
- d) Number and severity of injuries or fatalities;
- e) Number and location of homes evacuated;
- f) Narrative of what happened at the incident;
- g) Agencies involved;
- h) Actions taken by the Office of State Fire Marshal;
- i) Origin of incident;
- j) Estimated dollar loss and estimated value at risk;
- k) Conclusions, lessons learned and recommendations to improve incident and ERC management;
- l) Exhibits (drawings, photos, etc.) to clarify the documentation;
- m) All Emergency Response Center logs;
- n) ERC incident tracking information and recommendation;
- o) An audited accounting record of billing statements and expenses incurred by the participating departments.

2. Reimbursement Requests

To insure the orderly processing of reimbursement requests, the OSP budget division shall collect billing statements 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.

3. Reimbursement Timelines

Incident responders have 60 days to submit their reimbursement bills. The OSP budget division may request bills sooner if an approaching Emergency Board date so warrants. When the OSP budget division has audited all billings and the expenditure is authorized, the state fire marshal will issue reimbursement checks. The OSP budget division will approach the State Emergency Board and ask the Board to approve the expenditure authority.

A delay can be expected when the Federal Emergency Management Agency (FEMA) is reimbursing a portion of firefighting expenses. FEMA rules require additional auditing and interagency billing coordination, along with time required for authorization and expenditure release.

4. Mobilization Payment Model

A Mobilization Payment Model is included in this section for a general understanding of the progression of decisions and actions by the Governor, the Legislature, the Office of State Fire Marshal, and others, from request for implementation through reimbursement of expenses. State statute requires the Legislature to authorize expenditure allotments.

5. 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, including meals of such employees while they are rendering aid. 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)

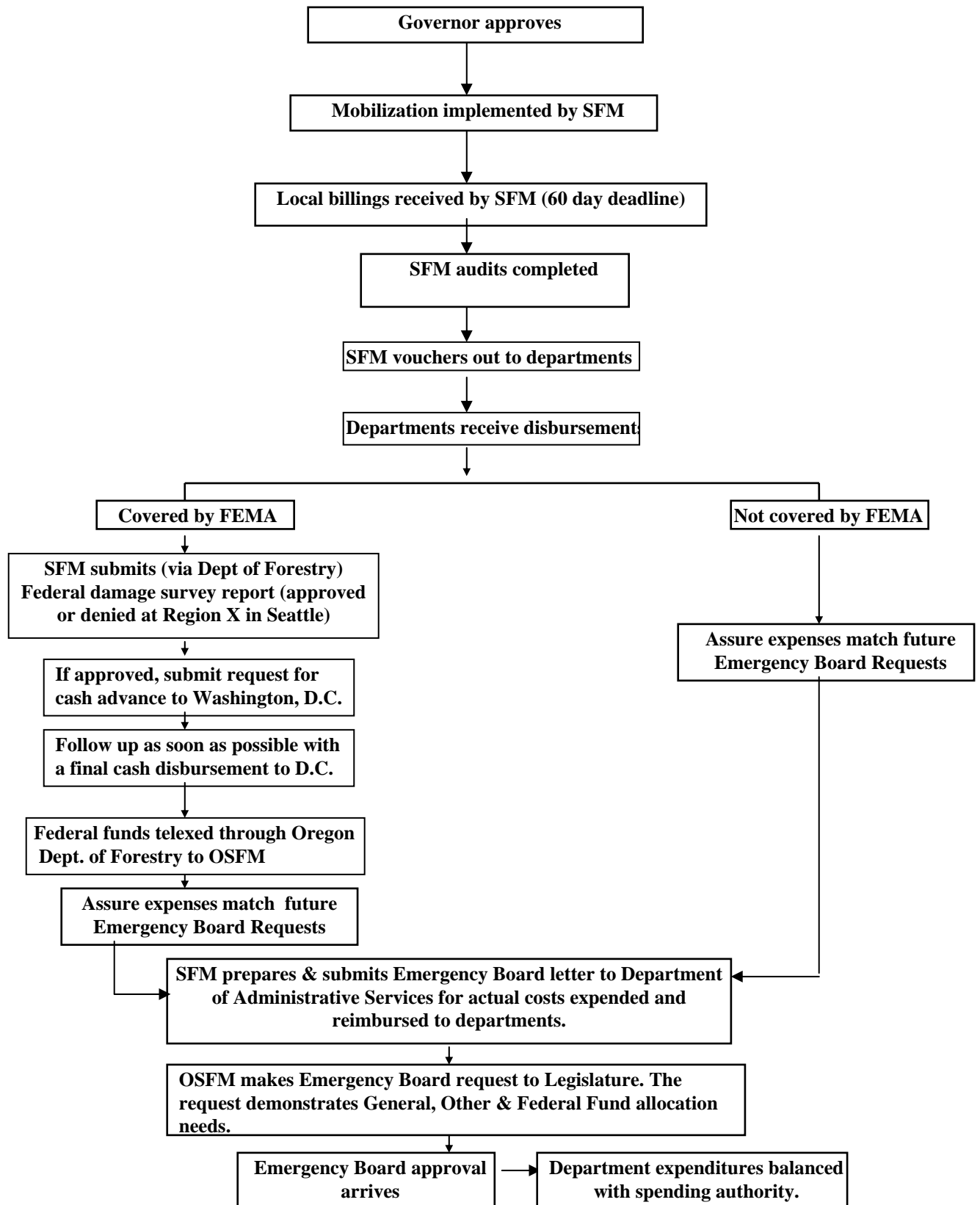
The state will not reimburse for meals employees choose to purchase in lieu of meals provided by the fire incident management.

The state will not reimburse expenses for personal care, clothing items, or other incidentals.

The state will not reimburse expenses for required personal protection and safety equipment.

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

Mobilization Payment Model



B. MOBILIZATION BILLING SCHEDULES**1. Personnel Reimbursement Costs**

a) Career Firefighters

Whenever aid is supplied pursuant to the Act, the state shall reimburse the political subdivision supplying the aid for the compensation paid to employees during the time such aid prevents them from performing their duties in the political subdivision by which they are employed.

b) Volunteers

The state shall reimburse political subdivisions supplying volunteer aid at the rate of \$15.00/hour for the actual number of hours they are in service. After 40 hours, they shall be paid at time and a half (\$22.50/ hour).

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

- 1) The use of personnel or equipment of each jurisdiction shall be at the risk of that jurisdiction.
- 2) 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.
- 3) Each jurisdiction shall be responsible for the acts of its own employees.
- 4) 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.

2. Form Distribution

OSFM will ensure forms are sent electronically via OSP budget division to responding agencies.

3. State Fire Marshal Standardized Cost Schedule

**OREGON FIRE SERVICE MOBILIZATION PLAN
EMERGENCY CONFLAGRATION ACT
HOURLY REIMBURSEMENT RATE**

APPARATUS	TYPE I	TYPE II	TYPE III	TYPE IV	TYPE V	TYPE VI
ENGINE	STRUCTURAL (May Have Off-Road Capability) (Meets 1901 Standards)		BRUSH (With Off-Road Capability)		BRUSH (With Off-Road Capability)	
Pump (GPM)	1000 +	500 – 999	120	70	50	50
Tank (Gallons)	400	400	> 300	≤ 750	500	200
	(\$100/Hr)	(\$80/Hr)	(\$60/Hr)	(\$40/Hr)	(\$30/Hr)	(\$25/Hr)
WATER TENDER						
Pump (GPM)	300	200	200			
Tank (Gallons)	5000	2500	1000	N/A	N/A	N/A
	(\$70/Hr)	(\$50/Hr)	(\$30/Hr)			
TRUCK	Aerial	Elevated Master Stream	N/A	N/A	N/A	N/A
	(\$150/Hr)	(\$100/Hr)				
EQUIPMENT/ PERSONNEL TRANSPORT**	In Use Only	N/A	N/A	N/A	N/A	N/A
	(\$20/Hr)					
COMMAND VEHICLE**	(\$15/Hr)	N/A	N/A	N/A	N/A	N/A

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 fire, chemical, investigation, HazMat, tow truck, air system, power plants.

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 IV 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.*

**OREGON FIRE SERVICE MOBILIZATION PLAN
EMERGENCY CONFLAGRATION ACT
HOURLY REIMBURSEMENT RATE**

	TYPE I	TYPE II	TYPE III	TYPE IV
Rescue Vehicle	Heavy \$150 hr	Medium \$100 hr	Light \$40 hr	Basic \$25 hr

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.

	*ALS	*BLS
Medic Unit	Costs to be determined	Costs to be determined

Ambulance: *Advanced Life Safety, *Basic Life Safety

	TYPE I	TYPE II	TYPE III	TYPE IV	TYPE V
Watercraft <u>Costs to be determined</u>	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

OREGON STATE FIRE SERVICE MOBILIZATION PLAN
EMERGENCY CONFLAGRATION ACT
NOTICE OF CLAIM

I certify:

That I am authorized to make this Notice of Claim for a total amount of \$ _____

for _____
(Political Subdivision)

That this claim pertains to the Emergency Conflagration Act invoked by the governor on

_____ (time, day, month, year) _____ (name of fire)

That the political subdivision understands that no reimbursement shall be claimed for expenses incurred in its own fire protection district where the Act was invoked.

That the attached information is accurate and true; it itemizes the loss, damage or expense incurred by the political subdivision pursuant to the Emergency Conflagration Act invoked by the Governor; and the said loss, damage or expense was incurred subsequent to the Governor invoking the Act, and were expended pursuant to the Emergency Conflagration Act.

That the political subdivision acknowledges that all personnel and equipment have met the minimum standards as identified in the *State Fire Service Mobilization Plan*; and, any claim for loss or damage resulting from unsafe or unlawful operations of equipment shall be the responsibility of the political subdivision and not the state.

That the political subdivision has not been reimbursed for any loss, damage, or expense claimed herein; application for reimbursement of such loss, damage or expense has not been made to any other state or federal agency; and no further claims for reimbursement or liability shall be made by the political subdivision or its agents against the State of Oregon.

That the political subdivision has provided all necessary workers' compensation and insurance coverage for both paid and volunteer personnel; that paid personnel have been reimbursed; and, if this sentence is initialed, volunteer personnel have also been reimbursed. _____. If not initialed, the political subdivision understands that sums become due and payable to volunteers when the political subdivision receives reimbursement from the State in response to this claim; and, the political subdivision shall disperse payment to volunteers within 30 days from the date of receipt of payment from the State.

Person Certifying:

Printed Name _____

Subscribed and sworn to me this

Signature _____

_____ day of _____

Payee Name _____

My Commission expires on:

Mailing Address _____

(date) _____

(Notary Signature)

Task Force Information

Introduction

Welcome and thanks for your help. This may be your first conflagration or you may be a seasoned veteran. Either way, your participation in this emergency is critical to the success of the operation. Regardless of your experience we know you will have questions and will need to know what is expected of you. Your Task Force Leader will have a lot of these answers as they brief you throughout the process. However, there are some basic items that you should be familiar with. We have developed this information to help you answer those questions and provide you with the information you need to do your job safely.

Code of Conduct

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

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

Specific expectations:

- Adhere to all 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.
- 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, lack of attention to duty, carelessness or any conduct that you know or should know is improper behavior will not be tolerated and will result in immediate demobilization from the incident.
- 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.

A complete list of these rules may be found in the Oregon Fire Service Mobilization Plan.

Lines of Authority (Unity of Command)

One of the founding principles of the Incident Command System is Unity of Command. Unity of command means you have only one supervisor. That being the case, engine personnel report to their engine officer (boss) and engine officers (bosses) report to their assigned Task Force Leader.

If a question or issue comes up, notify your Task Force Leader. He will then seek out the appropriate person on the Incident Management Team to assist them. This will ensure that everyone who needs to be involved is aware of the situation.

However, this does not preclude an individual from going right to the Incident Commander if the situation involves a personal nature or one of harassment.

The goal is to eliminate freelancing outside of the normal processes used by the Incident Management Team. Freelancing creates a safety issue for not only the individual but also others and will not be tolerated.

Discipline and Evaluation

It is important to keep your supervisor (Div/Group Supervisor) apprised of issues that may arise with your crews in a timely manner. There is an expectation that inappropriate behavior be addressed at the lowest level and action be taken immediately to correct behavior problems. Task Force Leaders must document all outstanding problems and keep appropriate records in order to accurately fill out each single resource evaluation as required.

Check-in

When your task force arrives at the camp or your pre-arranged staging area you will need to check in with the Resource Unit Leader. They will sign your Personnel Tracking form (the state fire marshal form) and then direct you from there. You might be assigned directly into the field after a briefing or you might be assigned to camp until the next operational period.

Each and every piece of apparatus (whether it be support or operational) and their assigned crew must go through the check-in process at the time of arrival. This will ensure that you are accounted for and are aware of your assignments. No one will be allowed to stay in camp or operate at the incident until they have gone through this process.

Changes in crew members and apparatus must be pre-authorized by the Incident Commander and the Resource Unit Leader must be notified immediately. Failure to do so could result in immediate Task Force Demobilization. (Please see Personnel Change Section for further clarification)

Fuel

The Logistics Section is responsible for setting up a fueling area or making arrangements for apparatus to fuel. Once you arrive at the fire camp and have been checked in you will then use the fueling area designated by the Logistics Section. You will be briefed upon your arrival at check-in where this area is and the process used for fueling your apparatus. Fueling at a location not pre-approved by the Logistics Section will not be allowed and may result in the State denying reimbursement to the local department for the cost of the fuel.

Additionally, fuel all apparatus prior to returning to camp at the end of their operational period. This will ensure that apparatus are ready to deploy quickly at the beginning of their next operation period or in the event that the apparatus is deployed earlier in case of an emergency.

Sleeping Area

All task forces will sleep in the same general area, which will be designated by the Logistics Section. Every attempt will be made to accommodate those task forces that will be sleeping during the day in providing them with a cool and quiet area to rest. The reason task forces are required to sleep in the same area is, in the event we need to find an individual or task force, we will be able to readily do so. Please post your sleeping area with a sign identifying the Task Force if possible.

Accommodations other than that designated by the Logistics Section will not be allowed without direction from the Logistics Chief and approval from the Incident Commander.

Meals

All personnel assigned to a conflagration are required by the Oregon Fire Service Mobilization Plan to have enough food and water for 72 hours. Logistical support for meals may not be available for the first 72 hours of an incident so crews may need to provide for themselves. Once Logistics has made arrangements for meals, task force leaders will be informed where to get meals. Meals will usually be provided within the camp; however, there may be times a local restaurant is used. In either case once Logistics has set up the location for meals everyone is expected to use that facility.

Personnel Changes

All personnel who are mobilized are expected to be prepared and available for a minimum five (5) day deployment. If after that time or in the event of an emergency, personnel need to be replaced, the fire chief of the department requesting the change needs to contact the Emergency Response Center at 503-373-0001 and request the change of personnel. This information will then be forwarded to the Incident Commander for approval. All personnel changes need to be approved at least 12 hours in advance of the expected change. Personnel will not make arrangements for replacements outside of this process. The Incident Commander may reject non-approved replacement personnel.

Equipment/Supplies

If you need to replace disposable equipment used during your deployment or need supplies or equipment to carry out your assignment you must go through your Task Force Leader. The Task Force Leader will forward the request through the Operations chain of command to Logistics to have the order approved and filled. All non-disposable equipment will be returned to Logistics prior to demobilization from the incident. Any crew failing to return equipment may be charged for the cost of the equipment. Task force members and task force leaders WILL NOT go directly to the fire cache and sign out equipment unless first authorized and instructed to do so by Logistics.

Personal supplies are the responsibility of each individual and may be purchased by the individual at a local store or at the camp commissary if available.

Apparatus mechanical problems/ Motor Vehicle Crashes

If an apparatus experiences mechanical problems the Engine Boss of that apparatus will notify their Task Force Leader of the situation. If the apparatus is assigned in the field and working, the Task Force Leader will notify their Division/Group Supervisor of the problem, who will notify Logistics of

the need to have the apparatus repaired. If the apparatus is in camp and not assigned in the field, the Task Force leader will notify Logistics of the problem and make arrangements for the repair. Crews will not make arrangements to have apparatus repaired without the approval of the Logistics Section Chief.

If your apparatus is involved in a motor vehicle crash, the first priority is to provide or seek medical attention to those who need it. As soon as possible the crew involved in the crash will notify their Task Force Leader who will notify their Division/Group Supervisor. The Supervisor will notify both the Operations Chief and the Safety Officer. The Incident Commander will assign someone to manage and investigate the incident. Additionally, the Incident Commander will be contacting your home department and advising them of the incident.

Near-Misses, Injuries and Illnesses

If you or anyone with your crew is injured or becomes ill while deployed in the field, follow the instructions within the Incident Action plan to get help. If you are in camp when an injury or illness occurs report to the medical unit for assistance. The first priority is always to get assistance to the person injured or ill. The second priority is to then make the appropriate notifications. As soon as possible, the Task Force Leader will notify their Division or Group Supervisor of the incident. The Division or Group Supervisor will notify the Safety Officer. If necessary the Incident Commander will notify the Local Fire Chief of the department for which the injured firefighter works and advise them of the situation. **ALL NEAR-MISSES, INJURIES OR ILLNESSES WILL BE REPORTED TO THE SAFETY OFFICER as soon as possible.**

Operational Briefings

Prior to the beginning to each Operational Period there will be an Operation briefing. The Planning Section Chief will conduct this briefing with the assistance from the rest of the Incident Management Team. It is imperative that ALL Task Force Leaders attend these briefings. Only the Task Force Leaders are expected to attend these briefings; however, engine officers may attend the briefings as well. At these briefings the Incident Action Plan (IAP) for the operational period will be distributed. The Task Force Leaders need to make sure that all Engine Officers receive a copy of the IAP before deploying into the field.

While the Task Force Leaders are attending the briefings, the rest of the task force should be preparing to deploy to their assignment. This includes eating meals, getting necessary equipment and preparing the apparatus. This will prevent delays in getting out to the field when the briefing is over. Task Force Leaders (and Engine Officers attending briefings) are expected to complete their meals before the briefing.

Demobilization (DEMOB)

When the decision to demob your task force is made, your Task Force Leader will be notified of the demob schedule. The Planning Section will post the demob schedule. The schedule will note the time and location from which the Task force will be demobilized. Each task force is expected to be on time. Demobilization includes several tasks, and delays by one task force causes delays through the entire schedule.

Prior to demobilizing each task force is responsible for the following:

1. Policing their camp area and disposing of any garbage.
2. Returning all equipment assigned to the task force.
3. Each Crew will need to complete their unit log on the Personnel Tracking form.
4. Apparatus are fueled.
5. All crew evaluations are completed.

The demobilization process will consist of the following:

Safety inspection of the vehicles

Processing of the Personnel Tracking forms by the Resource Unit Leader

Debriefing by the Incident Commander

Once demobilized, task forces are expected to immediately leave the incident and return directly to their home bases. Where meals are provided, including sack lunches, prior to your demob time, eat before you are demobilized or your departments' reimbursement will be reduced. Where sack lunches are provided, meals on return will not be reimbursed. As soon as practical after being demobilized the Task Force Leader will contact the ERC at 503-373-0001 and advise them the task force is returning to their county. Each apparatus will contact the ERC when they are back at their stations and returned to service.