



FIRE SERVICE
FIELD OPERATIONS GUIDE

ICS 420-1

30-YEAR ANNIVERSARY

FIRESCOPE

**INCIDENT COMMAND SYSTEM
PUBLICATION**

JANUARY, 2001

Standard Fire Orders

- **F**ight fire aggressively but provide for safety first.
- **I**nitiate all action based on current and expected fire behavior.
- **R**ecognize current weather conditions and obtain forecasts.
- **E**nsure instructions are given and understood.
- **O**btain current information on fire status.
- **R**emain in communication with crew members, your supervisor and adjoining forces.
- **D**etermine safety zones and escape routes.
- **E**stablish lookouts in potentially hazardous situations.
- **R**etain control at all times.
- **S**tay alert, keep calm, think clearly, act decisively.

Common Denominators of Fire Behavior on Tragedy Fires

- Most incidents happen on the smaller fires or on isolated portions of larger fires.
- Most fires are innocent in appearance before the "flare-ups" or "blow-ups." In some cases, tragedies occur in the mop-up stage.
- Flare-ups generally occur in deceptively light fuels.
- Fires run uphill surprisingly fast in chimneys, gullies and on steep slopes.
- Some suppression tools, such as helicopters or air tankers, can adversely affect fire behavior. The blasts of air from low flying helicopters and air tankers have been known to cause flare-ups.

INTRODUCTION

FIRESCOPE 30th YEAR EDITION

This year the California Fire Service is celebrating the 30th Anniversary of the FIRESCOPE Program. In 1971 a group of seven federal, state, and local fire agencies entered into a unique partnership that has become the model for governmental cooperation throughout the United States.

The Incident Command System, developed by FIRESCOPE, is currently in use around the world. This is the Tenth Edition of the Field Operations Guide.

The California Fire and Rescue Advisory Committee/FIRESCOPE Board of Directors salutes the contribution made by three generations of fire service personnel to this program.

This edition is dedicated to Ms. Rachel Parks, 1952 – 2000, OES FIRESCOPE, a contributor to every edition since 1980.

30 YEARS OF COOPERATION
1971 – 2001



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CHAPTER 1

COMMON RESPONSIBILITIES

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COMMON RESPONSIBILITIES

The following is a checklist applicable to all ICS personnel:

- a. Receive assignment from your agency, including:
 1. Job assignment, e.g., Strike Team designation, overhead position, etc.
 2. Resource order number and request number.
 3. Reporting location.
 4. Reporting time.
 5. Travel instructions.
 6. Any special communications instructions, e.g., travel frequency.
- b. Upon arrival at the incident, check in at designated Check-in location.
Check-in may be found at:
 1. Incident Command Post
 2. Base or camps
 3. Staging Areas
 4. Helibases
 5. If you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor.
- c. Receive briefing from immediate supervisor.
- d. Acquire work materials.
- e. Supervisors shall maintain accountability of their assigned personnel as to exact location(s), personal safety, and welfare at all times, especially when working in or around incident operations.
- f. Organize and brief subordinates.
- g. Know the assigned frequency(s) for your area of responsibility and ensure that communication equipment is operating properly.
- h. Use clear text and ICS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: "(Incident Name) Communications" e.g., "Webb Communications."
- i. Complete forms and reports required of the assigned position and send through supervisor to Documentation Unit.
- j. Respond to demobilization orders and brief subordinates regarding demobilization.

UNIT LEADER RESPONSIBILITIES In ICS, a number of the Unit Leader's responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. These will not be repeated in Unit Leader Position Checklists in subsequent chapters.

- a. Participate in incident planning meetings, as required.
- b. Determine current status of unit activities.
- c. Confirm dispatch and estimated time of arrival of staff and supplies.
- d. Assign specific duties to staff; supervise staff.
- e. Develop and implement accountability, safety and security measures for personnel and resources.
- f. Supervise demobilization of unit, including storage of supplies.
- g. Provide Supply Unit Leader with a list of supplies to be replenished.
- h. Maintain unit records, including Unit/Activity Log (ICS Form 214).

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MULTI-AGENCY COORDINATION SYSTEM (MACS)

A Multi-Agency Coordination System (MACS) is a combination of facilities, equipment, personnel, procedures, and communications integrated into a common system with responsibility for coordination of assisting agency resources and support to agency emergency operations.

MACS FUNCTIONS

- a. Evaluate new incidents.
- b. Prioritize incidents
 - Life threatening situation
 - Real property threatened
 - High damage potential
 - Incident complexity
- c. Ensure agency resource situation status is current.
- d. Determine specific agency resource requirements.
- e. Determine agency resources availability (available for out-of-jurisdiction assignment at this time).
- f. Determine need and designate regional mobilization centers.
- g. Allocate resources to incidents based on priorities.
- h. Anticipate future agency/regional resource needs.
- i. Communicate MACS "decisions" back to agencies/incidents.
- j. Review policies/agreements for regional resource allocations.
- k. Review need for other agencies involvement in MACS.
- l. Provide necessary liaison with out-of-region facilities and agencies as appropriate.

CHECKLISTS

MAC GROUP COORDINATOR The MAC Group Coordinator serves as a facilitator in organizing and accomplishing the mission, goals and direction of the MAC Group. The Coordinator will:

- a. Facilitate the MAC Group decision process by obtaining, developing and displaying situation information.
- b. Fill and supervise necessary unit and support positions within the MAC Group.
- c. Acquire and manage facilities and equipment necessary to carry out the MAC Group functions.
- d. Implement the decisions made by the MAC Group.

MAC GROUP AGENCY REPRESENTATIVES The MAC Group is made up of top management personnel from responsible agencies/jurisdictions and those heavily supporting the effort and/or are significantly impacted by use of local resources.

MACS Agency Representatives involved in a MAC Group must be fully authorized to represent their agency. Their functions can include the following:

- a. Ensure that current situation and resource status is provided by their agency.
- b. Prioritize incidents by an agreed upon set of criteria.
- c. Determine specific resource requirements by agency.
- d. Determine resource availability for out-of-jurisdiction assignments and the need to provide resources in Mobilization Centers.
- e. As needed, designate area or regional mobilization and demobilization centers within their jurisdictions.
- f. Collectively allocate scarce, limited resources to incidents based on priorities.
- g. Anticipate and identify future resource needs.
- h. Review and coordinate policies, procedures and agreements as necessary.
- i. Consider legal/fiscal implications.
- j. Review need for participation by other agencies.
- k. Provide liaison with out-of-the-area facilities and agencies as appropriate.
- l. Critique and recommend improvements to MACS and MAC Group operations.
- m. Provide personnel cadre and transition to emergency or disaster recovery as necessary.

SITUATION ASSESSMENT UNIT The Situation Assessment Unit (This is also referred to in some agencies and EOC's as the Intelligence Unit) in a MACS is responsible for the collection and organization of incident status and situation information. They evaluate, analyze and display information for use by the MAC Group. Functions include the following:

- a. Maintain incident situation status including location, type, size, potential for damage, control problems and any other significant information.
- b. Maintain information on environmental issues, cultural and historic resources or sensitive populations and areas.
- c. Maintain information on meteorological conditions and forecast conditions that may have an effect on incident operations.

- d. Request/obtain resource status information from the Resources Unit or agency dispatch sources.
- e. Combine, summarize and display data for all appropriate incidents according to established criteria.
- f. Collect information on accidents, injuries, deaths and any other significant occurrences.
- g. Develop projections of future incident activity.

RESOURCES UNIT The Resources Unit, if activated in a MACS, maintains summary information by agency on critical equipment and personnel committed and available within the MACS area of responsibility. Status is kept on the overall numbers of critical resources rather than on individual units.

Functions can include the following:

- a. Maintain current information on the numbers of personnel and major items of equipment committed and/or available for assignment.
- b. Identify both essential and excess resources.
- c. Provide resource summary information to the Situation Assessment Unit as requested.

INFORMATION UNIT The Information Unit is designed to satisfy the need for regional information gathering. The unit will operate an information center to serve the print and broadcast media and other governmental agencies. It will provide summary information from agency/incident information officers and identify local agency sources for additional information to the media and other government agencies. Functions are to:

- a. Prepare and release summary information to the news media and participating agencies.
- b. Assist news media visiting the MACS facility and provide information on its function. Stress joint agency involvement.
- c. Assist in scheduling media conferences and briefings. Assist in preparing information materials, etc., when requested by the MAC Group Coordinator.
- d. Coordinate all matters related to public affairs (VIP tours, etc.).
- e. Act as escort for facilitated agency tours of incident areas, as appropriate.

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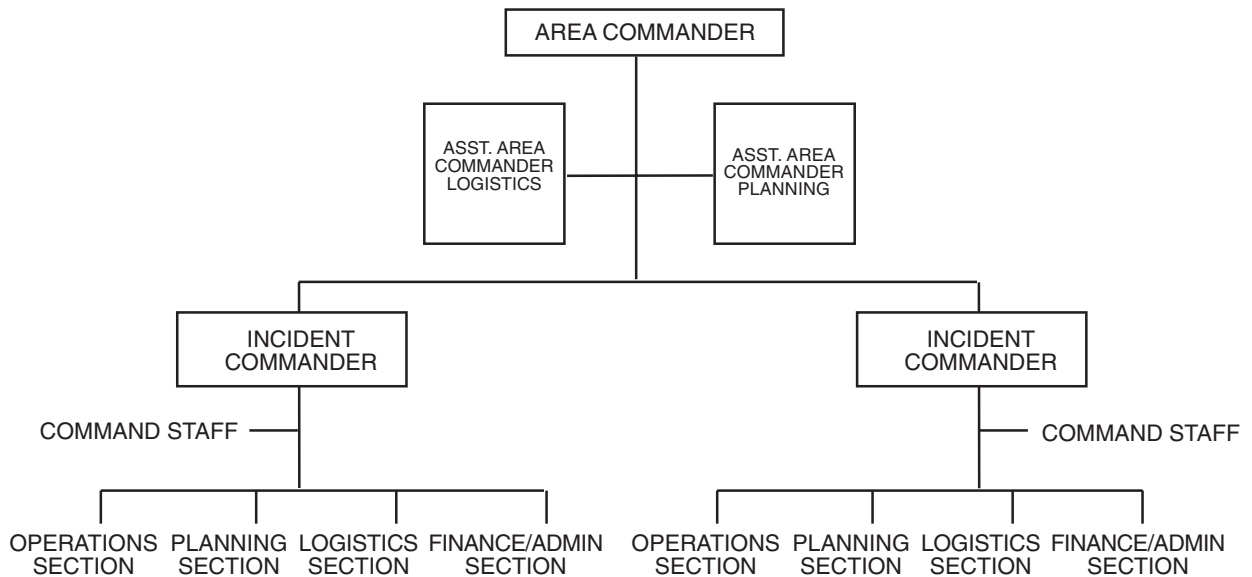
AREA COMMAND

Area Command is an expansion of the incident command function primarily designed to manage a very large incident that has multiple incident management teams assigned. However, an Area Command can be established at any time that incidents are close enough that oversight direction is required among incident management teams to ensure conflicts do not arise.

The functions of Area Command are to coordinate the determination of incident:

1. Objectives
2. Strategies
3. Priorities for the use of critical resources allocated to the incident assigned to the Area Command.

The organization is normally small with personnel assigned to Command, Planning and Logistics. Depending on the complexity of the interface between the incidents, specialists in other areas such as aviation may also be assigned to Area Command.



AREA COMMAND ORGANIZATION FOR TWO INCIDENT MANAGEMENT TEAMS

POSITION CHECKLISTS

AREA COMMANDER (Single - Unified Area Command) The Area Commander is responsible for the overall direction of incident management teams assigned to the same incident or to incidents in close proximity. This responsibility includes ensuring that conflicts are resolved, incident objectives are established and strategies are selected for the use of critical resources.

Area Command also has the responsibility to coordinate with local, state, federal and volunteer assisting and/or cooperating organizations.

These actions will generally be conducted in the order listed.

- a. Obtain briefing from the agency executive(s) on agency expectations, concerns and constraints.
- b. Obtain and carry out delegation of authority from the agency executive for overall management and direction of the incidents within the designated Area Command.
- c. If operating as a Unified Area Command, develop working agreement for how Area Commanders will function together.
- d. Delegate authority to Incident Commanders based on agency expectations, concerns and constraints.
- e. Establish an Area Command schedule and timeline.
- f. Resolve conflicts between incident "realities" and agency executive "wants."
- g. Establish appropriate location for the Area Command facilities.
- h. Determine and implement an appropriate Area Command organization. Keep it manageable.
- i. Determine need for Technical Specialists to support Area Command.
- j. Obtain incident briefing and Incident Action Plans from Incident Commanders. (As appropriate.)
- k. Assess incident situations prior to strategy meetings.
- l. Conduct a joint meeting with all Incident Commanders.
- m. Review objectives and strategies for each incident.
- n. Periodically review critical resource needs.
- o. Maintain a close coordination with the agency executive.
- p. Establish priority use for critical resources.
- q. Review procedures for interaction within the Area Command.
- r. Approve Incident Commanders' requests for and release of critical resources.
- s. Coordinate and approve demobilization plans.
- t. Maintain log of major actions/decisions.

ASSISTANT AREA COMMANDER, PLANNING The Assistant Area Commander, Planning is responsible for collecting information from incident management teams in order to assess and evaluate potential conflicts in establishing incident objectives, strategies and the priority use of critical resources.

- a. Obtain briefing from Area Commander.
- b. Assemble information on individual incident objectives and begin to identify potential conflicts and/or ways for incidents to develop compatible operations.
- c. Recommend the priorities for allocation of critical resources to incidents.
- d. Maintain status on critical resource totals. (not detailed status.)
- e. Ensure that advance planning beyond the next operational period is being accomplished.
- f. Prepare and distribute Area Commander's decisions or orders.
- g. Prepare recommendations for the reassignment of critical resources as they become available.
- h. Ensure demobilization plans are coordinated between incident management teams and agency dispatchers.
- i. Schedule strategy meeting with Incident Commanders to conform with their planning processes.
- j. Prepare Area Command briefings as requested or needed.
- k. Maintain log of major actions/decisions.

ASSISTANT AREA COMMANDER, LOGISTICS The Assistant Area Commander, Logistics is responsible for providing facilities, services and material at the Area Command level, and for ensuring effective use of critical resources and supplies among the incident management teams.

- a. Obtain briefing from the Area Commander.
- b. Provide facilities, services and materials for the Area Command organization.
- c. In the absence of the Area Command Aviation Coordinator, ensure coordinated airspace temporary flight restrictions are in place and understood.
- d. Ensure coordinated communication links and frequencies are in place.
- e. Assist in the preparation of Area Command decisions.
- f. Ensure the continued effective and priority use of critical resources among the incident management teams.
- g. Maintain log of major actions/decisions.

AREA COMMAND AVIATION COORDINATOR RESPONSIBILITIES

- Obtains briefing from Area Commander on expectations, concerns and constraints.
- Coordinates with local unit(s) aviation managers, dispatch centers, and aviation facility managers.
- Monitors incident(s) aviation cost, efficiency, and safety. Ensures agency rules, regulations, and safety procedures are followed.
- Provides incidents, local initial attack forces and other interested parties with an area aviation plan that outlines Area Command aviation procedures and specifics of the area aviation operation.
- Allocates air and ground based aviation resources according to Area Command priorities and objectives.
- Ensures inter-incident movement of aircraft is planned and coordinated.
- Coordinates with local and adjacent initial attack aircraft bases and local dispatch to ensure that procedures for transiting incident area and corridors are in place. Ensure flight following procedures, entry/exit routes and corridors, hazards, frequencies and incident air space are known to all affected.
- Coordinates with Incident Air Operations Branch Directors, dispatch, FAA, DOD, and local aviation authorities and administrators to ensure that Temporary Flight Restrictions are in place, coordinated, and do not overlap. Ensures that potential risks of operating on, near, or within Military Training Routes and Special-Use Airspace have been mitigated.
- Ensures that a process is in place for timely transmittal of incident reports and oversees the process to ensure corrective action is taken.
- Coordinates with incident, dispatch, and coordination centers to determine availability and status of committed and uncommitted of aviation resources, and to give status reports and situation appraisals for aviation assets and resources.
- Coordinate with Incident Air Operations Branch Directors, Communication Unit Leaders, frequency coordinators, coordination centers and initial attack dispatch to establish coordinated aviation communications plans to ensure aviation communications plans to ensure aviation frequency management.

Contingency Tasks

- Coordinates and manages aviation program and operations if aviation assets are assigned to Area Command.
- Coordinates the scheduling and movement of aviation safety assistance teams among incidents.
- Assists incidents by coordinating with Contracting Officers, local aviation managers, and vendors concerning a variety of issues (fueling, contract modifications, contract extensions, etc.).
- Coordinates with military officials and agency representatives concerning the assignments, utilization, status, and disposition of military aviation assets.

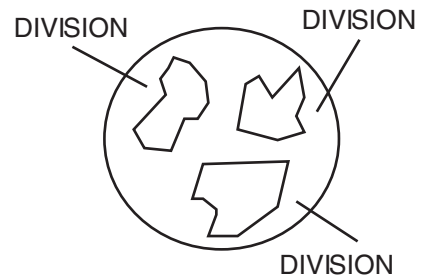
CHAPTER 4

COMPLEX

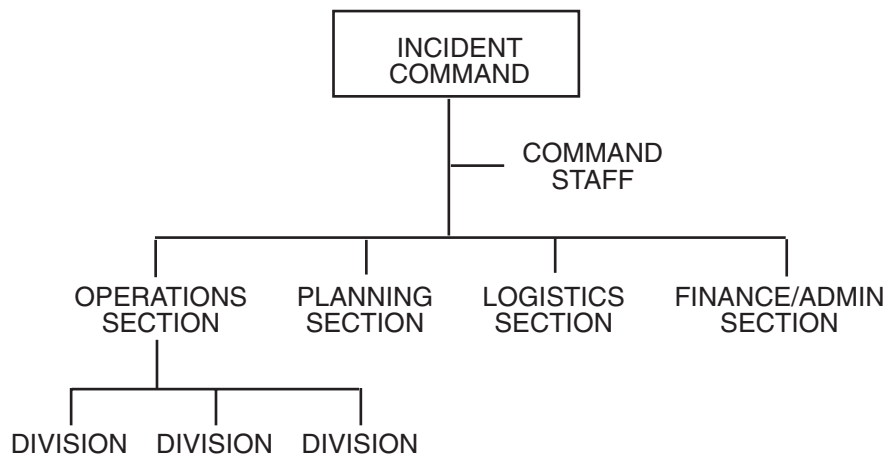
A complex is two or more individual incidents located in the same general proximity which are assigned to a single Incident Commander or Unified Command to facilitate management.

The diagram at the right illustrates a number of incidents in the same general proximity.

Management responsibility for all of these incidents has been assigned to a single incident management team. A single incident may be complex but it is not referred to as a "Complex." A complex may be in place with or without the use of Unified and/or Area Command.



A typical organization would be as follows:

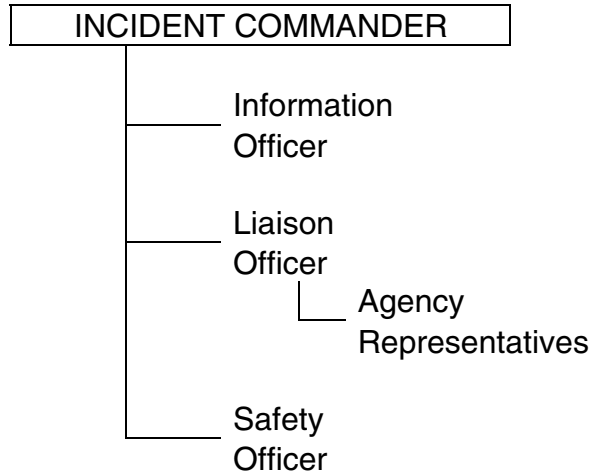


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ORGANIZATION CHART



POSITION CHECKLISTS

INCIDENT COMMANDER (ICS 220-1) The Incident Commander's responsibility is the overall management of the incident. On most incidents the command activity is carried out by a single Incident Commander. The Incident Commander is selected by qualifications and experience.

The Incident Commander may have a deputy, who may be from the same agency, or from an assisting agency. Deputies may also be used at section and branch levels of the ICS organization. Deputies must have the same qualifications as the person for whom they work as they must be ready to take over that position at any time.

- a. Review Common Responsibilities (page 1-2).
- b. Assess the situation and/or obtain a briefing from the prior Incident Commander.
- c. Determine Incident Objectives and strategy.
- d. Establish the immediate priorities.
- e. Establish an Incident Command Post.
- f. Establish an appropriate organization.
- g. Ensure planning meetings are scheduled as required.
- h. Approve and authorize the implementation of an Incident Action Plan.
- i. Ensure that adequate safety measures are in place.
- j. Coordinate activity for all Command and General Staff.

- k. Coordinate with key people and officials.
- l. Approve requests for additional resources or for the release of resources.
- m. Keep agency administrator informed of incident status.
- n. Approve the use of trainees, volunteers, and auxiliary personnel.
- o. Authorize release of information to the news media.
- p. Ensure Incident Status Summary (ICS Form 209) is completed and forwarded to appropriate higher authority.
- q. Order the demobilization of the incident when appropriate.

INFORMATION OFFICER (ICS 220-2) The Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations.

Only one Information Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The Information Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

Agencies have different policies and procedures relative to the handling of public information. The following are the major responsibilities of the Information Officer which would generally apply on any incident:

- a. Review Common Responsibilities (page 1-2).
- b. Determine from the Incident Commander if there are any limits on information release.
- c. Develop material for use in media briefings.
- d. Obtain Incident Commander's approval of media releases.
- e. Inform media and conduct media briefings.
- f. Arrange for tours and other interviews or briefings that may be required.
- g. Obtain media information that may be useful to incident planning.
- h. Maintain current information summaries and/or displays on the incident and provide information on status of incident to assigned personnel.
- i. Maintain Unit/Activity Log (ICS Form 214).

LIAISON OFFICER (ICS 220-2) Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position on the Command Staff.

Only one Liaison Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The Liaison

Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

The Liaison Officer is the contact for the personnel assigned to the incident by assisting or cooperating agencies. These are personnel other than those on direct tactical assignments or those involved in a Unified Command.

- a. Review Common Responsibilities (page 1-2).
- b. Be a contact point for Agency Representatives.
- c. Maintain a list of assisting and cooperating agencies and Agency Representatives.
- d. Assist in establishing and coordinating interagency contacts.
- e. Keep agencies supporting the incident aware of incident status.
- f. Monitor incident operations to identify current or potential inter-organizational problems.
- g. Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
- h. Maintain Unit/Activity Log (ICS Form 214).

AGENCY REPRESENTATIVES (ICS 220-5) In many multi-jurisdiction incidents, an agency or jurisdiction will send a representative to assist in coordination efforts.

An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident.

Agency Representatives report to the Liaison Officer, or to the Incident Commander in the absence of a Liaison Officer.

- a. Review Common Responsibilities (page 1-2).
- b. Ensure that all agency resources are properly checked-in at the incident.
- c. Obtain briefing from the Liaison Officer or Incident Commander.
- d. Inform assisting or cooperating agency personnel on the incident that the Agency Representative position for that agency has been filled.
- e. Attend briefings and planning meetings as required.
- f. Provide input on the use of agency resources unless resource technical specialists are assigned from the agency.
- g. Cooperate fully with the Incident Commander and the General Staff on agency involvement at the incident.
- h. Ensure the well-being of agency personnel assigned to the incident.

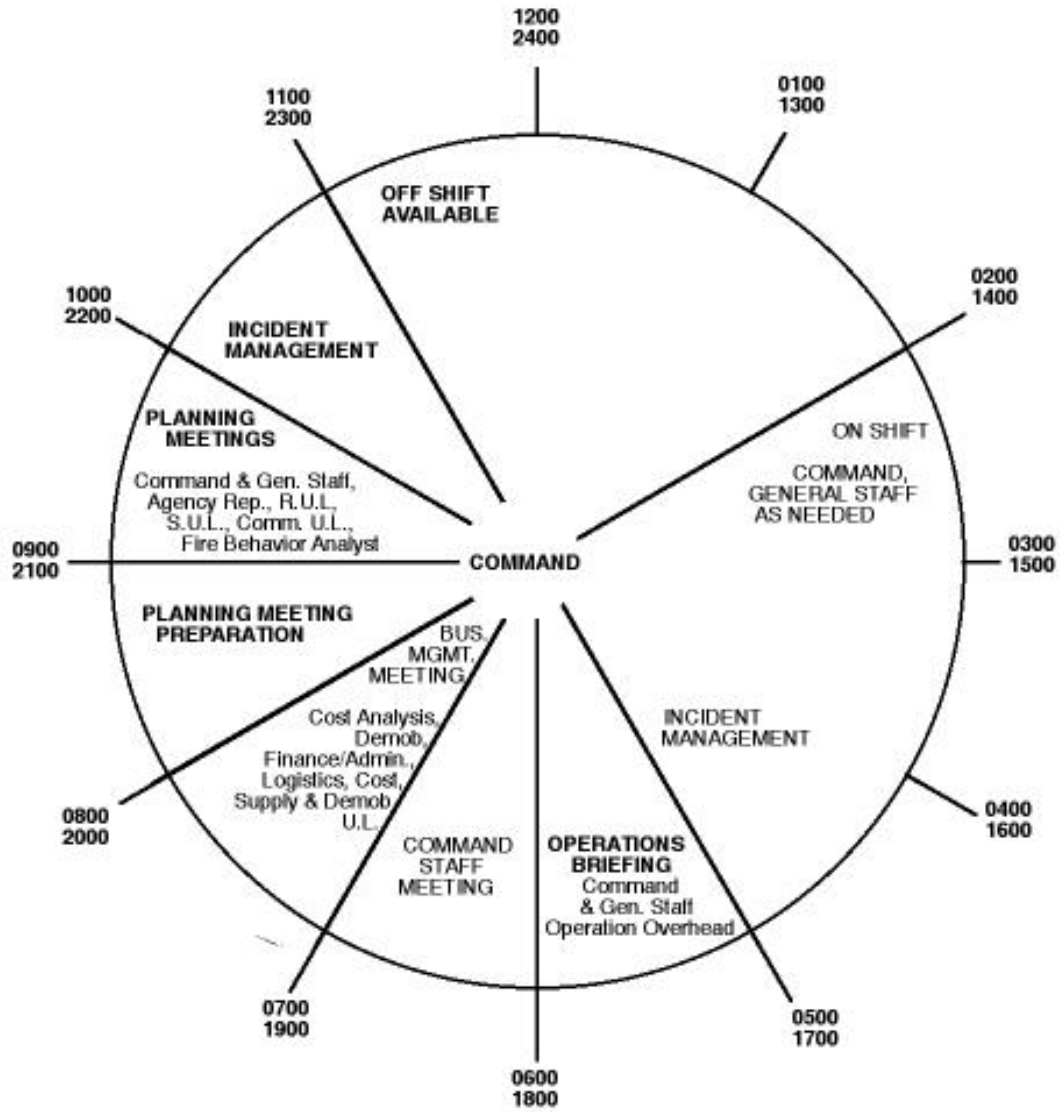
- i. Advise the Liaison Officer of any special agency needs or requirements.
- j. Report to home agency dispatch or headquarters on a prearranged schedule.
- k. Ensure that all agency personnel and equipment are properly accounted for and released prior to departure.
- l. Ensure that all required agency forms, reports and documents are complete prior to departure.
- m. Have a debriefing session with the Liaison Officer or Incident Commander prior to departure.

SAFETY OFFICER (ICS 220-4) The Safety Officer's function is to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations.

Only one Safety Officer will be assigned for each incident. The Safety Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. Safety assistants may have specific responsibilities such as air operations, hazardous materials, etc.

- a. Review Common Responsibilities (page 1-2).
- b. Participate in planning meetings.
- c. Identify hazardous situations associated with the incident.
- d. Review the Incident Action Plan for safety implications.
- e. Exercise emergency authority to stop and prevent unsafe acts.
- f. Investigate accidents that have occurred within the incident area.
- g. Assign assistants as needed.
- h. Review and approve the medical plan.
- i. Review and approve Hazardous Materials Site Safety & Control Plan (ICS Form 208-HM) as required.
- j. Maintain Unit/Activity Log (ICS Form 214).

Command and General Staff Planning Cycle Guide



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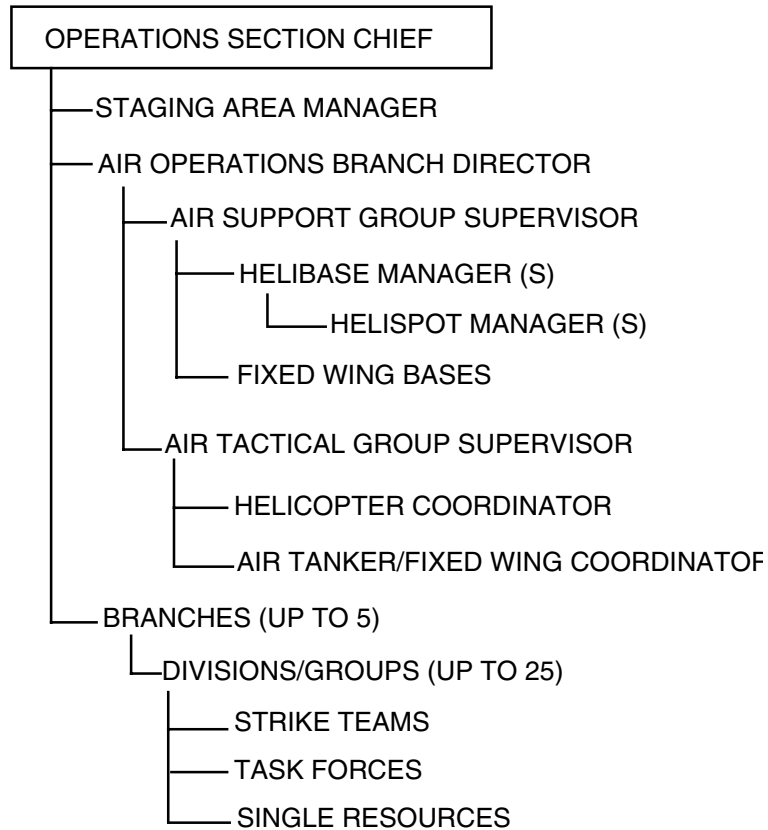
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ORGANIZATION CHART



POSITION CHECKLISTS

OPERATIONS SECTION CHIEF (ICS 222-1) The Operations Section Chief, a member of the General Staff, is responsible for the management of all operations directly applicable to the primary mission. The Operations Chief activates and supervises organization elements in accordance with the Incident Action Plan and directs its execution. The Operations Chief also directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary; and reports such to the Incident Commander.

- a. Review Common Responsibilities (page 1-2).
- b. Develop operations portion of Incident Action Plan.

- c. Brief and assign Operations Section personnel in accordance with Incident Action Plan.
- d. Supervise Operations Section.
- e. Determine need and request additional resources.
- f. Review suggested list of resources to be released and initiate recommendation for release of resources.
- g. Assemble and disassemble strike teams assigned to Operations Section.
- h. Report information about special activities, events, and occurrences to Incident Commander.
- i. Maintain Unit/Activity Log (ICS Form 214).

BRANCH DIRECTOR (ICS 222-2) The Branch Directors when activated, are under the direction of the Operations Section Chief, and are responsible for the implementation of the portion of the Incident Action Plan appropriate to the Branches.

- a. Review Common Responsibilities (page 1-2).
- b. Develop with subordinates alternatives for Branch control operations.
- c. Attend planning meetings at the request of the Operations Section Chief.
- d. Review Division/Group Assignment Lists (ICS Form 204) for Divisions/Groups within Branch. Modify lists based on effectiveness of current operations.
- e. Assign specific work tasks to Division/Group Supervisors.
- f. Supervise Branch operations.
- g. Resolve logistic problems reported by subordinates.
- h. Report to Operations Section Chief when: Incident Action Plan is to be modified; additional resources are needed; surplus resources are available; hazardous situations or significant events occur.
- i. Approve accident and medical reports (home agency forms) originating within the Branch.
- j. Maintain Unit/Activity Log (ICS Form 214).

DIVISION/GROUP SUPERVISOR (ICS 222-3) The Division/Group Supervisor reports to the Operations Section Chief (or Branch Director when activated). The Supervisor is responsible for the implementation of the assigned portion of the Incident Action Plan, assignment of resources within the Division/Group, and reporting on the progress of control operations and status of resources within the Division/Group.

- a. Review Common Responsibilities (page 1-2).
- b. Implement Incident Action Plan for Division/Group.
- c. Provide Incident Action Plan to Strike Team Leaders, when available.
- d. Identify increments assigned to the Division/Group.
- e. Review Division/Group assignments and incident activities with subordinates and assign tasks.
- f. Ensure that Incident Communications and/or Resources Unit is advised of all changes in status of resources assigned to the Division/Group.
- g. Coordinate activities with adjacent Divisions/Groups.
- h. Determine need for assistance on assigned tasks.
- i. Submit situation and resources status information to Branch Director or Operations Section Chief.
- j. Report hazardous situations, special occurrences, or significant events (e.g., accidents, sickness) to immediate supervisor.
- k. Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
- l. Resolve logistics problems within the Division/Group.
- m. Participate in the development of tactical plans for next operational period.
- n. Maintain Unit/Activity Log (ICS Form 214).

STRIKE TEAM/TASK FORCE LEADER (ICS 222-4) The Strike Team/Task Force Leader reports to a Division/Group Supervisor and is responsible for performing tactical assignments assigned to the Strike Team or Task Force. The Leader reports work progress, resources status, and other important information to a Division/Group Supervisor, and maintains work records on assigned personnel.

- a. Review Common Responsibilities (page 1-2).
- b. Review assignments with subordinates and assign tasks.
- c. Monitor work progress and make changes when necessary.
- d. Coordinate activities with adjacent strike teams, task forces and single resources.
- e. Travel to and from active assignment area with assigned resources.
- f. Retain control of assigned resources while in available or out-of-service status.
- g. Submit situation and resource status information to Division/Group Supervisor.
- h. Maintain Unit/Activity Log (ICS Form 214).

SINGLE RESOURCE The person in charge of a single tactical resource will carry the unit designation of the resource.

- a. Review Common Responsibilities (page 1-2).
- b. Review assignments.
- c. Obtain necessary equipment/supplies.
- d. Review weather/environmental conditions for assignment area.
- e. Brief subordinates on safety measures.
- f. Monitor work progress.
- g. Ensure adequate communications with supervisor and subordinates.
- h. Keep supervisor informed of progress and any changes.
- i. Inform supervisor of problems with assigned resources.
- j. Brief relief personnel, and advise them of any change in conditions.
- k. Return equipment and supplies to appropriate unit.
- l. Complete and turn in all time and use records on personnel and equipment.

STAGING AREA MANAGER The Staging Area Manager is responsible for managing all activities within a Staging Area.

- a. Review Common Responsibilities (page 1-2).
- b. Proceed to Staging Area.
- c. Establish Staging Area layout.
- d. Determine any support needs for equipment, feeding, sanitation and security.
- e. Establish check-in function as appropriate.
- e. Post areas for identification and traffic control.
- g. Request maintenance service for equipment at Staging Area as appropriate.
- h. Respond to request for resource assignments. (Note: This may be direct from Operations Section or via the Incident Communications Center).
- i. Obtain and issue receipts for radio equipment and other supplies distributed and received at Staging Area.
- j. Determine required resource levels from the Operations Section Chief.
- k. Advise the Operations Section Chief when reserve levels reach minimums.
- l. Maintain and provide status to Resource Unit of all resources in Staging Area.
- m. Maintain Staging Area in orderly condition.
- n. Demobilize Staging Area in accordance with Incident Demobilization Plan.
- o. Maintain Unit/Activity Log (ICS Form 214).

AIR OPERATIONS BRANCH DIRECTOR (ICS 222-5) The Air Operations Branch Director, who is ground based, is primarily responsible for preparing the air operations portion of the Incident Action Plan. The plan will reflect agency restrictions that have an impact on the operational capability or utilization of resources (e.g., night flying, hours per pilot). After the plan is approved, Air Operations is responsible for implementing its strategic aspects--those that relate to the overall incident strategy as opposed to those that pertain to tactical operations (specific target selection).

Additionally, the Air Operations Branch Director is responsible for providing logistical support to helicopters operating on the incident. Specific tactical activities (target selection, suggested modifications to specific tactical actions in the Incident Action Plan) are normally performed by the Air Tactical Group Supervisor working with ground and air resources.

- a. Review Common Responsibilities (page 1-2).
- b. Organize preliminary air operations.
- c. Request declaration (or cancellation) of restricted air space area, (FAA Regulation 91.137).
- d. Participate in preparation of the Incident Action Plan through Operation Section Chief. Insure that the Air Operations portion of the Incident Action Plan takes into consideration the Air Traffic Control requirements of assigned aircraft.
- e. Perform operational planning for air operations.
- f. Prepare and provide Air Operations Summary Worksheet (ICS Form 220) to the Air Support Group and Fixed-Wing Bases.
- g. Determine coordination procedures for use by air organization with ground Branches, Divisions or Groups.
- h. Coordinate with appropriate Operations Section personnel.
- i. Supervise all Air Operations activities associated with the incident.
- j. Evaluate helibase locations.
- k. Establish procedures for emergency reassignment of aircraft.
- l. Schedule approved flights of non-incident aircraft in the restricted air space area.
- m. Coordinate and schedule infrared aircraft flights.
- n. Coordinate with Operations Coordination Center (OCC) through normal channels on incident air operations activities.
- o. Inform the Air Tactical Group Supervisor of the air traffic situation external to the incident.
- p. Consider requests for non-tactical use of incident aircraft.
- q. Resolve conflicts concerning non-incident aircraft.
- r. Coordinate with Federal Aviation Administration (FAA).
- s. Update air operations plans.

- t. Report to the Operations Section Chief on air operations activities.
- u. Report special incidents/accidents.
- v. Arrange for an accident investigation team when warranted.
- w. Maintain Unit/Activity Log (ICS Form 214).

AIR TACTICAL GROUP SUPERVISOR (ICS 222-6) The Air Tactical Group Supervisor is primarily responsible for the coordination of aircraft operations when fixed and/or rotary-wing aircraft are operating on an incident. These coordination activities are performed by the Air Tactical Group Supervisor while airborne. The Air Tactical Group Supervisor reports to the Air Operations Branch Director.

- a. Review Common Responsibilities (page 1-2).
- b. Determine what aircraft (air tankers and helicopters) are operating within area of assignment.
- c. Manage air tactical activities based upon Incident Action Plan.
- d. Establish and maintain communications and Air Traffic Control with pilots, Air Operations, Helicopter Coordinator, Air Tanker/Fixed Wing Coordinator, Air Support Group (usually Helibase Manager), and fixed wing support bases.
- e. Coordinate approved flights of non-incident aircraft or non-tactical flights in restricted air space area.
- f. Obtain information about air traffic external to the incident.
- g. Receive reports of non-incident aircraft violating restricted air space area.
- h. Make tactical recommendations to approved ground contact (Operations Section Chief, Branch Director, or Division/Group Supervisor).
- i. Inform Air Operations Branch Director of tactical recommendations affecting the air operations portion of the Incident Action Plan.
- j. Report on Air Operations activities to the Air Operations Branch Director. Advise Air Operations immediately if aircraft mission assignments are causing conflicts in the Air Traffic Control System.
- k. Report on incidents/accidents.

HELICOPTER COORDINATOR (ICS 222-7) The Helicopter Coordinator is primarily responsible for coordinating tactical or logistical helicopter mission(s) at the incident. The Helicopter Coordinator can be airborne or on the ground operating from a high vantage point. The Helicopter Coordinator reports to the Air Tactical Group Supervisor. Activation of this position is contingent upon the complexity of the incident and the number of helicopters assigned. There may be more than one Helicopter Coordinator assigned to an incident.

- a. Review Common Responsibilities (page 1-2).
- b. Determine what aircraft (air tankers and helicopters) are operating within incident area of assignment.
- c. Survey assigned incident area to determine situation, aircraft hazards and other potential problems.
- d. Coordinate Air Traffic Control with pilots, Air Operations Branch Director, Air Tactical Group Supervisor, Air Tanker/Fixed Wing Coordinator and the Air Support Group (usually Helibase Manager) as the situation dictates.
- e. Coordinate the use of assigned ground to air and air to air communications frequencies with the Air Tactical Group Supervisor, Communications Unit, or local agency dispatch center.
- f. Ensure that all assigned helicopters know appropriate operating frequencies.
- g. Coordinate geographical areas for helicopter operations with Air Tactical Group Supervisor and make assignments.
- h. Determine and implement air safety requirements and procedures.
- i. Ensure that approved night flying procedures are in operation.
- j. Receive assignments, brief pilots, assign missions, and supervise helicopter activities.
- k. Coordinate activities with Air Tactical Group Supervisor, Air Tanker/Fixed Wing Coordinator, Air Support Group and ground personnel.
- l. Maintain continuous observation of assigned helicopter operating area and inform Air Tactical Group Supervisor of incident conditions including any aircraft malfunction or maintenance difficulties and anything that may affect the incident.
- m. Inform Air Tactical Group Supervisor when mission is completed and reassign helicopter as directed.
- n. Request assistance or equipment as required.
- o. Report incidents or accidents to Air Operations Branch Director and Air Tactical Group Supervisor immediately.
- p. Maintain records of activities.

AIR TANKER/FIXED WING COORDINATOR (ICS 222-8) The Air Tanker/Fixed Wing Coordinator is primarily responsible for coordinating assigned air tanker operations at the incident. The Coordinator, who is always airborne, reports to the Air Tactical Group Supervisor. Activation of this position is contingent upon the need or upon complexity of the incident.

- a. Review Common Responsibilities (page 1-2).
- b. Determine all aircraft including air tankers and helicopters operating within incident area of assignment.
- c. Survey incident area to determine situation, aircraft hazards and other potential problems.
- d. Coordinate the use of assigned ground to air and air to air communications frequencies with Air Tactical Group Supervisor, Communications Unit or local agency dispatch center and establish air tanker air to air radio frequencies.
- e. Ensure air tankers know appropriate operating frequencies.
- f. Determine incident air tanker capabilities and limitations for specific assignments.
- g. Coordinate Air Traffic Control with pilots, Air Operations Branch Director, Air Tactical Group Supervisor, Helicopter Coordinator, and Air Support Group (usually Helibase Manager) as the situation dictates.
- h. Determine and implement air safety requirement procedures.
- i. Receive assignments, brief pilots, assign missions, and supervise fixed-wing activities.
- j. Coordinate activities with Air Tactical Group Supervisor, Helicopter Coordinator and ground operations personnel.
- k. Maintain continuous observation of air tanker operating areas.
- l. Provide information to ground resources, if necessary.
- m. Inform Air Tactical Group Supervisor of overall incident conditions including aircraft malfunction or maintenance difficulties.
- n. Inform Air Tactical Group Supervisor when mission is completed and reassign air tankers as directed.
- o. Request assistance or equipment as necessary.
- p. Report incidents or accidents to Air Operations Branch Director immediately.
- q. Maintain records of activities.

AIR SUPPORT GROUP SUPERVISOR (ICS 222-9) The Air Support Group Supervisor is primarily responsible for supporting and managing helibase and helispot operations and maintaining liaison with fixed-wing air bases. This includes providing 1) fuel and other supplies 2) maintenance and repair of helicopters 3) retardant mixing and loading 4) keeping records of helicopter activity, and 5) providing enforcement of safety regulations. These major functions are performed at helibases and helispots. Helicopters during landing and take-off and while on the ground are under the control of the Air Support Group's Helibase or Helispot Managers. The Air Support Group Supervisor reports to the Air Operations Branch Director.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain copy of the Incident Action Plan from the Air Operations Branch Director including Air Operations Summary Worksheet (ICS Form 220).
- c. Participate in Air Operations Branch Director planning activities.
- d. Inform Air Operations Branch Director of group activities.
- e. Identify resources/supplies dispatched for Air Support Group.
- f. Request special air support items from appropriate sources through Logistics Section.
- g. Identify helibase and helispot locations (from Incident Action Plan) or from Air Operations Branch Director.
- h. Determine need for assignment of personnel and equipment at each helibase and helispot.
- i. Coordinate special requests for air logistics.
- j. Maintain coordination with airbases supporting the incident.
- k. Coordinate activities with Air Operations Branch Director.
- l. Obtain assigned ground to air frequency for helibase operations from Communications Unit Leader or Incident Radio Communications Plan (ICS Form 205).
- m. Inform Air Operations Branch Director of capability to provide night flying service.
- n. Ensure compliance with each agency's operations checklist for day and night operations.
- o. Ensure dust abatement procedures are implemented at helibase and helispots.
- p. Provide aircraft rescue firefighting service for helibases and helispots.
- q. Ensure that Air Traffic Control procedures are established between Helibase and Helispots and the Air Tactical Group Supervisor, Helicopter Coordinator or Air Tanker/Fixed Wing Coordinator.
- r. Maintain Unit/Activity Log (ICS Form 214).

HELIBASE MANAGER

- a. Review Common Responsibilities (page 1-2).
- b. Obtain Incident Action Plan including Air Operations Summary Worksheet (ICS Form 220).
- c. Participate in Air Support Group planning activities.
- d. Inform Air Support Supervisor of helibase activities.
- e. Report to assigned helibase. Brief pilots and assigned personnel.
- f. Manage resources/supplies dispatched to helibase.
- g. Ensure helibase is posted and cordoned.
- h. Coordinate helibase Air Traffic control with pilots, Air Support Group Supervisor, Air Tactical Group Supervisor, Helicopter Coordinator and the Takeoff and Landing Controller.

- i. Manage retardant mixing and loading operations.
- j. Ensure helicopter fueling, maintenance and repair services are provided.
- k. Supervise manifesting and loading of personnel and cargo.
- l. Ensure dust abatement techniques are provided and used at helibases and helispots.
- m. Ensure security is provided at each helibase and helispot.
- n. Ensure aircraft rescue firefighting services are provided for the helibase.
- o. Request special air support items from the Air Support Group Supervisor.
- p. Receive and respond to special requests for air logistics.
- q. Supervise personnel responsible to maintain agency records, reports of helicopter activities, and Check-In List (ICS Form 211).
- r. Coordinate activities with Air Support Group Supervisor.
- s. Display organization and work schedule at each helibase, including helispot organization and assigned radio frequencies.
- t. Solicit pilot input concerning selection and adequacy of helispots, communications, Air Traffic Control, operational difficulties, and safety problems.
- u. Maintain Unit/Activity Log (ICS Form 214).

HELISPOT MANAGER

- a. Review Common Responsibilities (page 1-2).
- b. Obtain Incident Action Plan including Air Operations Summary Worksheet (ICS Form 220).
- c. Report to assigned helispot.
- d. Coordinate activities with Helibase Manager.
- e. Inform Helibase Manager of helispot activities.
- f. Manage resources/supplies dispatch to helispot.
- g. Request special air support items from Helibase Manager.
- h. Coordinate Air Traffic Control and Communications with pilots, Helibase Manager, Helicopter Coordinator, Air Tanker/Fixed Wing Coordinator and Air Tactical Group Supervisor when appropriate.
- i. Ensure aircraft rescue firefighting services are available.
- j. Ensure that dust control is adequate, debris cannot blow into rotor system, touchdown zone slope is not excessive and rotor clearance is sufficient.
- k. Supervise or perform retardant loading at helispot.
- l. Perform manifesting and loading of personnel and cargo.
- m. Coordinate with pilots for proper loading and unloading and safety problems.
- n. Maintain agency records and reports of helicopter activities.

MIXMASTER

The Mixmaster is responsible for providing fire retardant to helicopters at the rate specified and for the expected duration of job. The Mixmaster reports to the Helibase Manager.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain Air Operations Summary Worksheet (ICS Form 220).
- c. Check accessory equipment, such as valves, hoses and storage tanks.
- d. Take immediate steps to get any items and personnel to do the job.
- e. Plan the specific layout to conduct operations.
- f. Determine if water or retardant is to be used and which helicopters may have load restrictions.
- g. Maintain communication with Helibase Manager.
- h. Supervise the crew in setting up operations.
- i. Supervise crew in loading retardant into helicopters.
- j. Make sure supply of retardants is kept ahead of demand.
- k. Attend to the safety and welfare of crew.
- l. See that the base is cleaned up before leaving.
- m. Keep necessary agency records.

DECK COORDINATOR

The Deck Coordinator is responsible for providing coordination of a helibase landing area for personnel and cargo movement. The Deck Coordinator reports to the Helibase Manager.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain Air Operations Summary Worksheet (ICS Form 220).
- c. Establish emergency landing areas.
- d. Ensure aircraft rescue firefighting procedures are understood by deck personnel.
- e. Establish and mark landing pads.
- f. Ensure sufficient personnel are available to load and unload personnel and cargo safely.
- g. Ensure deck area is properly posted.
- h. Provide for vehicle control.
- i. Supervise deck management personnel. (Load Masters and Parking Tenders)
- j. Ensure dust abatement measures are met.

- k. Ensure that all assigned personnel are posted to the daily organization chart.
- l. Ensure proper manifesting and load calculations are done.
- m. Ensure Air Traffic Control operation is coordinated with Landing and Takeoff Coordinator.
- n. Maintain agency records.

LOADMASTER (PERSONNEL/CARGO)

The Loadmaster is responsible for the safe operation of loading and unloading of cargo and personnel at a helibase. The Loadmaster reports to the Deck Coordinator.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain Air Operations Summary Worksheet (ICS Form 220).
- c. Ensure proper posting of loading and unloading areas.
- d. Perform manifesting and loading of personnel and cargo.
- e. Ensure sling load equipment is safe.
- f. Know aircraft rescue firefighting procedures.
- g. Supervise loading and unloading crews.
- h. Coordinate with Takeoff and Landing Controller.

PARKING TENDER

The Parking Tender is responsible for the takeoff and landing of helicopters at an assigned helicopter pad. The Parking Tender reports to the Deck Coordinator (A Parking Tender should be assigned for each helicopter pad.).

- a. Review Common Responsibilities (page 1-2).
- b. Supervise activities at the landing pad. (personnel and helicopter movement, vehicle traffic, etc.)
- c. Know and understand the aircraft rescue firefighting procedures.
- d. Ensure agency checklist is followed.
- e. Ensure helicopter pilot needs are met at the landing pad.
- f. Ensure landing pad is properly maintained (dust abatement, marking, etc.).
- g. Ensure landing pad is properly marked.
- h. Check personnel seatbelts, cargo restraints and helicopter doors.

TAKEOFF AND LANDING CONTROLLER

The Takeoff and Landing Controller is responsible for providing coordination of arriving and departing helicopters at a helibase and all helicopter movement on and around the helibase. The Takeoff and Landing Controller reports to the Helibase Manager.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain Air Operations Summary Worksheet (ICS Form 220).
- c. Check radio system before commencing operation.
- d. Coordinate with radio operation on helicopter flight routes and patterns.
- e. Maintain communications with all incoming and outgoing helicopters.
- f. Maintain constant communications with radio operator.
- g. Coordinate with Deck Manager and Parking Tender before commencing operation and during operation.

HELIBASE RADIO OPERATOR

The Helibase Radio Operator is responsible for establishing communication between incident assigned helicopters and helibases, Air Tactical Group Supervisor, Air Operations Branch Director and Takeoff and Landing Controller. The Helibase Radio Operator reports to the Helibase Manager.

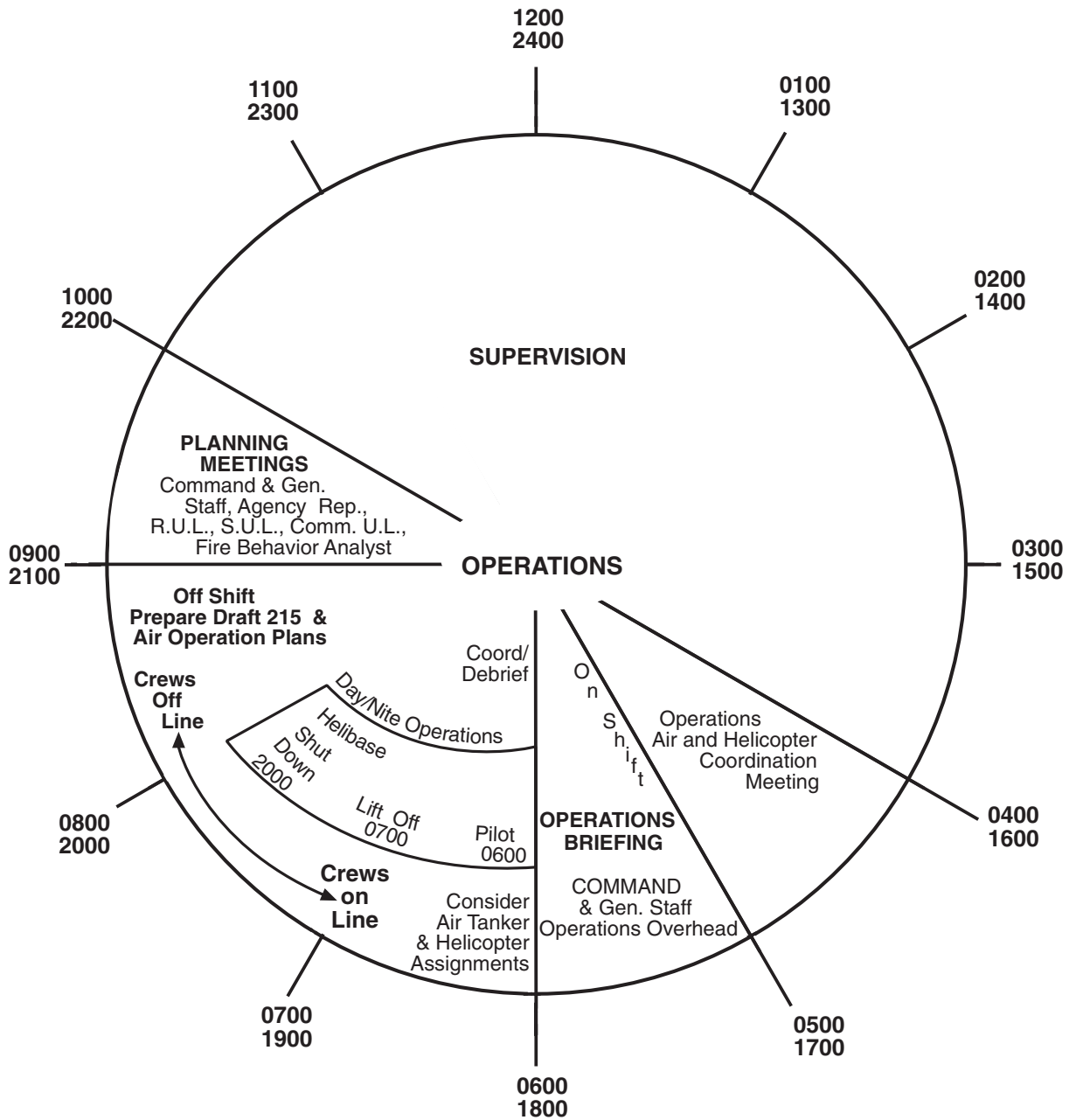
- a. Review Common Responsibilities (page 1-2).
- b. Obtain Air Operations Summary Worksheet (ICS Form 220).
- c. Establish communication needs at helibase.
- d. Ensure orders from Air Operations Branch Director are relayed to Helibase Manager.
- e. Maintain constant communications with all helicopters.
- f. Notify Takeoff/Landing Coordinator of incoming helicopters.
- g. Verify daily radio frequencies with Helibase Manager.
- h. Maintain a log of all helicopter takeoff/landings, ETA's, ETD's and flight route check-ins.
- i. Establish helicopter identification call numbers and post.
- j. Ensure helicopter timekeeping is completed.
- k. Establish and enforce proper radio procedures.
- l. Notify Air Operations Branch Director immediately of any overdue or missing helicopters.
- m. Understand aircraft rescue firefighting procedures.
- n. Receive clearance from Air Tactical Group Supervisor before launching helicopters.

HELICOPTER TIMEKEEPER

The Helicopter Timekeeper is responsible for keeping time on all helicopters assigned to the helibase. Helicopter Timekeeper reports to the radio operator.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain Air Operations Summary Worksheet (ICS Form 220).
- c. Determine number of helicopters by agency.
- d. Determine helicopter time needed by agency.
- e. Record operation time of helicopters.
- f. Fill out necessary agency time reports.
- g. Obtain necessary timekeeping forms.

Operations Section Planning Cycle Guide



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PLANNING SECTION

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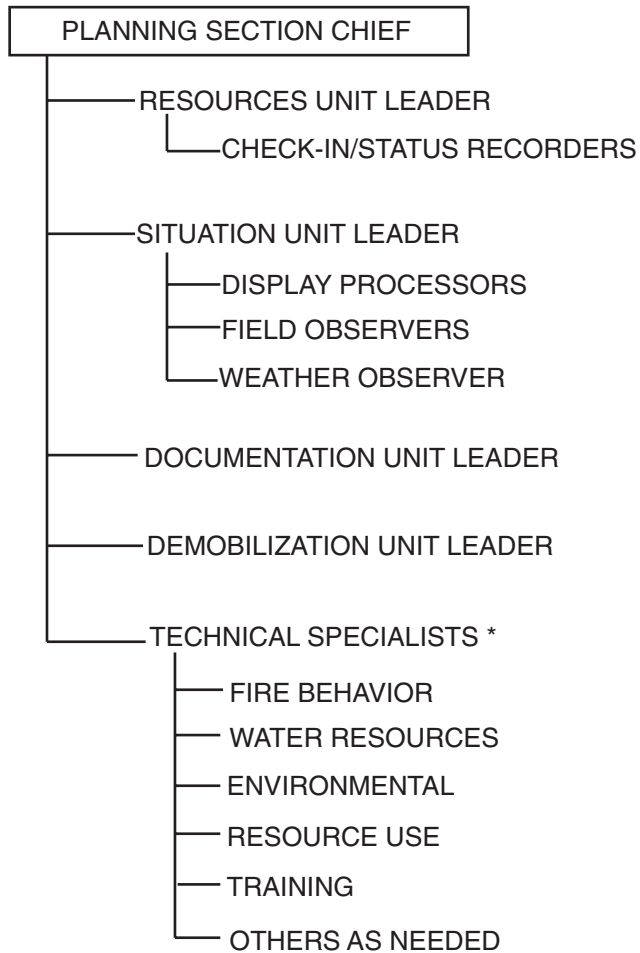
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ORGANIZATION CHART



* May be assigned wherever their services are required.

POSITION CHECKLISTS

PLANNING SECTION CHIEF (ICS 221-1) The Planning Section Chief, a member of the Incident Commander's General Staff, is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources. Information is needed to: 1) understand the current situation 2) predict probable course of incident events, and 3) prepare alternative strategies and control operations for the incident.

- a. Review Common Responsibilities (page 1-2).
- b. Collect and process situation information about the incident.
- c. Supervise preparation of the Incident Action Plan.
- d. Provide input to the Incident Commander and Operations Section Chief in preparing the Incident Action Plan.
- e. Reassign out-of-service personnel already on-site to ICS organizational positions as appropriate.
- f. Establish information requirements and reporting schedules for Planning Section units (e.g., Resources, Situation Units).
- g. Determine need for any specialized resources in support of the incident.
- h. If requested, assemble and disassemble strike teams and task forces not assigned to Operations.
- i. Establish special information collection activities as necessary, e.g., weather, environmental, toxics, etc.
- j. Assemble information on alternative strategies.
- k. Provide periodic predictions on incident potential.
- l. Report any significant changes in incident status.
- m. Compile and display incident status information.
- n. Oversee preparation and implementation of Incident Demobilization Plan.
- o. Incorporate plans, (e.g., Traffic, Medical, Communications, Site Safety) into the Incident Action Plan.
- p. Maintain Unit/Activity Log (ICS Form 214).

PLANNING PROCESS

The checklist below provides basic steps appropriate for use in almost any incident situation. However, not all incidents require written plans and the need for written plans and attachments is based on incident requirements and the decision of the Incident Commander.

The Planning Checklist is intended to be used with the Operational Planning Worksheet (ICS Form 215). For more detailed instructions, see Planning Section Chief Position Manual (ICS 221-1). The Operations Section Chief should have a draft Operational Planning Worksheet (ICS Form 215) completed prior to the planning meeting.

Incident Objectives and strategy should be established before the planning meeting. For this purpose it may be necessary to hold a strategy meeting prior to the planning meeting.

The Planning Process works best when the incident perimeter and proposed control lines are divided into logical geographical units for planning purposes. The tactics and resources are then determined for each of the planning units and then the planning units are combined into divisions/groups utilizing span-of-control guidelines.

The ICS Form 215A, LCES Safety Analysis, is intended to highlight potential problem areas. The Incident Commander, Command and General Staff would then consider reasonable mitigation actions or select a different strategic or tactical approach.

<i>CHECKLIST RESPONSIBILITY</i>	<i>PRIMARY</i>
1. Briefing on situation and resource status	PSC
2. Set control objectives.....	IC
3. Plot control lines, establish division boundaries, identify group assignments.	OPS
4. Specify tactics/safety for each division	SO, OPS
5. Specify resources needed by Division/Group	OPS, PSC
6. Specify Operations facilities and reporting locations - Plot on map	OPS, PSC, LSC
7. Place resource and personnel order.....	LSC
8. Consider Communications, Medical, Site Safety, and Traffic Plan requirements.....	SO, PSC, LSC
9. Finalize, approve and implement Incident Action Plan.....	PSC, IC, OPS

- IC = Incident Commander
- PSC = Planning Section Chief
- OPS = Operations Section Chief
- LSC = Logistics Section Chief
- SO = Safety Officer

RESOURCES UNIT LEADER The Resources Unit Leader is responsible for maintaining the status of all assigned resources (primary and support) at an incident. This is achieved by overseeing the check-in of all resources, maintaining a status-keeping system indicating current location and status of all resources, and maintenance of a master list of all resources, e.g., key supervisory personnel, primary and support resources, etc.

- a. Review Common Responsibilities (page 1-2).
- b. Review Unit Leader Responsibilities (page 1-3).
- c. Establish check-in function at incident locations.
- d. Prepare Organization Assignment List (ICS Form 203) and Organization Chart (ICS Form 207).
- e. Prepare appropriate parts of Division Assignment Lists (ICS Form 204).
- f. Prepare and maintain the Command Post display (to include organization chart and resource allocation and deployment).
- g. Maintain and post the current status and location of all resources.
- h. Maintain master roster of all resources checked in at the incident.
- i. A Check-in/Status Recorder reports to the Resources Unit Leader and assists with the accounting of all incident assigned resources.

CHECK-IN/STATUS RECORDER Check-in/Status recorders are needed at each check-in location to ensure that all resources assigned to an incident are accounted for.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain required work materials, including Check-in Lists (ICS Form 211), Resource Status Cards (ICS 219), and status display boards.
- c. Establish communications with the Communication Center and Ground Support Unit.
- d. Post signs so that arriving resources can easily find incident check-in location(s).
- e. Record check-in information on Check-in Lists (ICS Form 211).
- f. Transmit check-in information to Resources Unit on regular pre-arranged schedule or as needed.
- g. Forward completed Check-in Lists (ICS 211) and Status Change Cards (ICS 210) to the Resources Unit.
- h. Receive, record, and maintain resource status information on Resource Status Cards (ICS 219) for incident assigned single resources, strike teams, task forces, and overhead personnel.
- i. Maintain files of Check-in Lists (ICS 211).

SITUATION UNIT LEADER The collection, processing and organizing of all incident information takes place within the Situation Unit. The Situation Unit may prepare future projections of incident growth, maps and intelligence information.

- a. Review Common Responsibilities (page 1-2).
- b. Review Unit Leader Responsibilities (page 1-3).
- c. Begin collection and analysis of incident data as soon as possible.
- d. Prepare, post, or disseminate resource and situation status information as required, including special requests.
- e. Prepare periodic predictions or as requested.
- f. Prepare the Incident Status Summary Form (ICS Form 209).
- g. Provide photographic services and maps if required.

DISPLAY PROCESSOR The Display Processor is responsible for the display of incident status information obtained from Field Observers, resource status reports, aerial and orthography photographs and infrared data.

- a. Review Common Responsibilities (page 1-2).
- b. Determine:
 - Location of work assignment.
 - Numbers, types and locations of displays required.
 - Priorities
 - Map requirements for Incident Action Plans.
 - Time limits for completion.
 - Field Observer assignments and communications means.
- c. Obtain necessary equipment and supplies.
- d. Obtain copy of Incident Action Plan for each operational period.
- e. Assist Situation Unit Leader in analyzing and evaluating field reports.
- f. Develop required displays in accordance with time limits for completion.

FIELD OBSERVER The Field Observer is responsible to collect situation information from personal observations at the incident and provide this information to the Situation Unit Leader.

- a. Review Common Responsibilities (page 1-2).
- b. Determine:
 - Location of assignment.
 - Type of information required.
 - Priorities.
 - Time limits for completion.
 - Method of communication.
 - Method of transportation.
- c. Obtain copy of Incident Action Plan for the Operational Period.

- d. Obtain necessary equipment and supplies.
- e. Perform Field Observer responsibilities to include but not limited to the following:
 - Perimeters of incident.
 - Locations of hot spots.
 - Unburned islands.
 - Rates of spread.
 - Weather conditions.
 - Hazards including escape routes and safe areas.
 - Progress of Operations resources.
- f. Be prepared to identify all facility locations (e.g., helispots, Division and Branch boundaries).
- g. Report information to Situation Unit Leader by established procedure.
- h. Report immediately any condition observed which may cause danger and safety hazard to personnel.
- i. Gather intelligence that will lead to accurate predictions.

WEATHER OBSERVER The Weather Observer is responsible to collect current incident weather information and provide the information to an assigned meteorologist, Fire Behavior Specialist or Situation Unit Leader.

- a. Review Common Responsibilities (page 1-2).
- b. Determine:
 - Nature and location of work assignments.
 - Weather data collection methods to be used.
 - Priorities for collection.
 - Specific types of information required.
 - Frequency of reports.
 - Method of reporting.
 - Source of equipment.
- c. Obtain weather data collection equipment.
- d. Obtain appropriate transportation to collection site(s).
- e. Record and report weather observations at assigned locations on schedule.
- f. Turn in equipment at completion of assignment.
- g. Demobilize according to Incident Demobilization Plan.
- h. Support special requirements for development of incident maps.
- i. Demobilize incident displays in accordance with Incident Demobilization Plan.

DOCUMENTATION UNIT LEADER The Documentation Unit Leader is responsible for the maintenance of accurate, up-to-date incident files. Duplication services will also be provided by the Documentation Unit. Incident files will be stored for legal, analytical, and historical purposes.

- a. Review Common Responsibilities (page 1-2).
- b. Review Unit Leader Responsibilities (page 1-3).
- c. Set up work area; begin organization of incident files.
- d. Establish duplication service; respond to requests.
- e. File all official forms and reports.
- f. Review records for accuracy and completeness; inform appropriate units of errors or omissions.
- g. Provide incident documentation as requested.
- h. Store files for post-incident use.

DEMOBILIZATION UNIT LEADER The Demobilization Unit Leader is responsible for developing the Incident Demobilization Plan. On large incidents, demobilization can be quite complex, requiring a separate planning activity. Note that not all agencies require specific demobilization instructions.

- a. Review Common Responsibilities (page 1-2).
- b. Review Unit Leader Responsibilities (page 1-3).
- c. Review incident resource records to determine the likely size and extent of demobilization effort.
- d. Based on above analysis, add additional personnel, work space and supplies as needed.
- e. Coordinate demobilization with Agency Representatives.
- f. Monitor ongoing Operations Section resource needs.
- g. Identify surplus resources and probable release time.
- h. Develop incident check-out function for all units.
- i. Evaluate logistics and transportation capabilities to support demobilization.
- j. Establish communications with off-incident facilities, as necessary.
- k. Develop an Incident Demobilization Plan detailing specific responsibilities and release priorities and procedures.
- l. Prepare appropriate directories (e.g., maps, instructions, etc.) for inclusion in the demobilization plan.
- m. Distribute demobilization plan (on and off-site).
- n. Ensure that all Sections/Units understand their specific demobilization responsibilities.
- o. Supervise execution of the Incident Demobilization Plan.
- p. Brief Planning Section Chief on demobilization progress.

TECHNICAL SPECIALISTS Certain incidents or events may require the use of Technical Specialists who have specialized knowledge and expertise. Technical Specialists may function within the Planning Section, or be assigned wherever their services are required.

TECHNICAL SPECIALISTS (NOT OTHERWISE SPECIFIED):

- a. Review Common Responsibilities (Page 1-2).
- b. Check in.
- c. Obtain briefing from supervisor.
- d. Obtain personal protective equipment as appropriate.
- e. Determine coordination procedures with other sections, units, and local agencies.
- f. Establish work area and acquire work materials.
- g. Participate in the development of the Incident Action Plan and review the general control objectives including alternative strategies as appropriate.
- h. Obtain appropriate transportation and communications.
- i. Keep supervisor informed.
- j. Maintain Unit/Activity Log (ICS Form 214).

FIRE BEHAVIOR SPECIALIST The Fire Behavior Specialist is primarily responsible for establishing a weather data collection system, and to develop required fire behavior predictions based on fire history, fuel, weather, and topography information.

- a. Review Common Responsibilities (page 1-2).
- b. Establish weather data requirements.
- c. Verify dispatch of meteorologist.
- d. Confirm that mobile weather station has arrived and is operational.
- e. Inform meteorologist of weather data requirements.
- f. Forward weather data to Planning Section Chief.
- g. Collect, review and compile fire history data.
- h. Collect, review and compile exposed fuel data.
- i. Collect, review and compile information about topography and fire barriers.
- j. Provide weather information and other pertinent information to Situation Unit Leader for inclusion in Incident Status Summary Report (ICS Form 209).
- k. Review completed Incident Status Summary report and Incident Action Plan.
- l. Prepare fire behavior prediction information at periodic intervals or upon request and forward to Planning Section Chief.
- m. Maintain Unit/Activity Log (ICS Form 214).

WATER RESOURCES SPECIALIST

- a. Review Common Responsibilities (page 1-2).
- b. Participate in the development of the Incident Action Plan and review general control objectives including alternative strategies presently in effect.
- c. Collect and validate water resource information within the incident area.
- d. Prepare information on available water resources.
- e. Establish water requirements needed to support fire suppression actions.
- f. Compare incident control objectives as stated in the Plan, with available water resources and report inadequacies or problems to Planning Section Chief.
- g. Participate in the preparation of Incident Action Plan when requested.
- h. Respond to requests for water information.
- i. Collect and transmit records and logs to Documentation Unit at the end of each operational period.
- j. Maintain Unit/Activity Log (ICS Form 214).

ENVIRONMENTAL SPECIALIST

- a. Review Common Responsibilities (page 1-2).
- b. Participate in the development of the Incident Action Plan and review the general control objectives including alternative strategies.
- c. Collect and validate environmental information within the incident area by reviewing pre-attack land use and management plans.
- d. Determine environmental restrictions within the incident area.
- e. Develop suggested priorities for preservation of the environment.
- f. Provide environmental analysis information, as requested.
- g. Collect and transmit required records and logs to Documentation Unit at the end of each operational period.
- h. Maintain Unit/Activity Log (ICS Form 214).

RESOURCE USE SPECIALIST

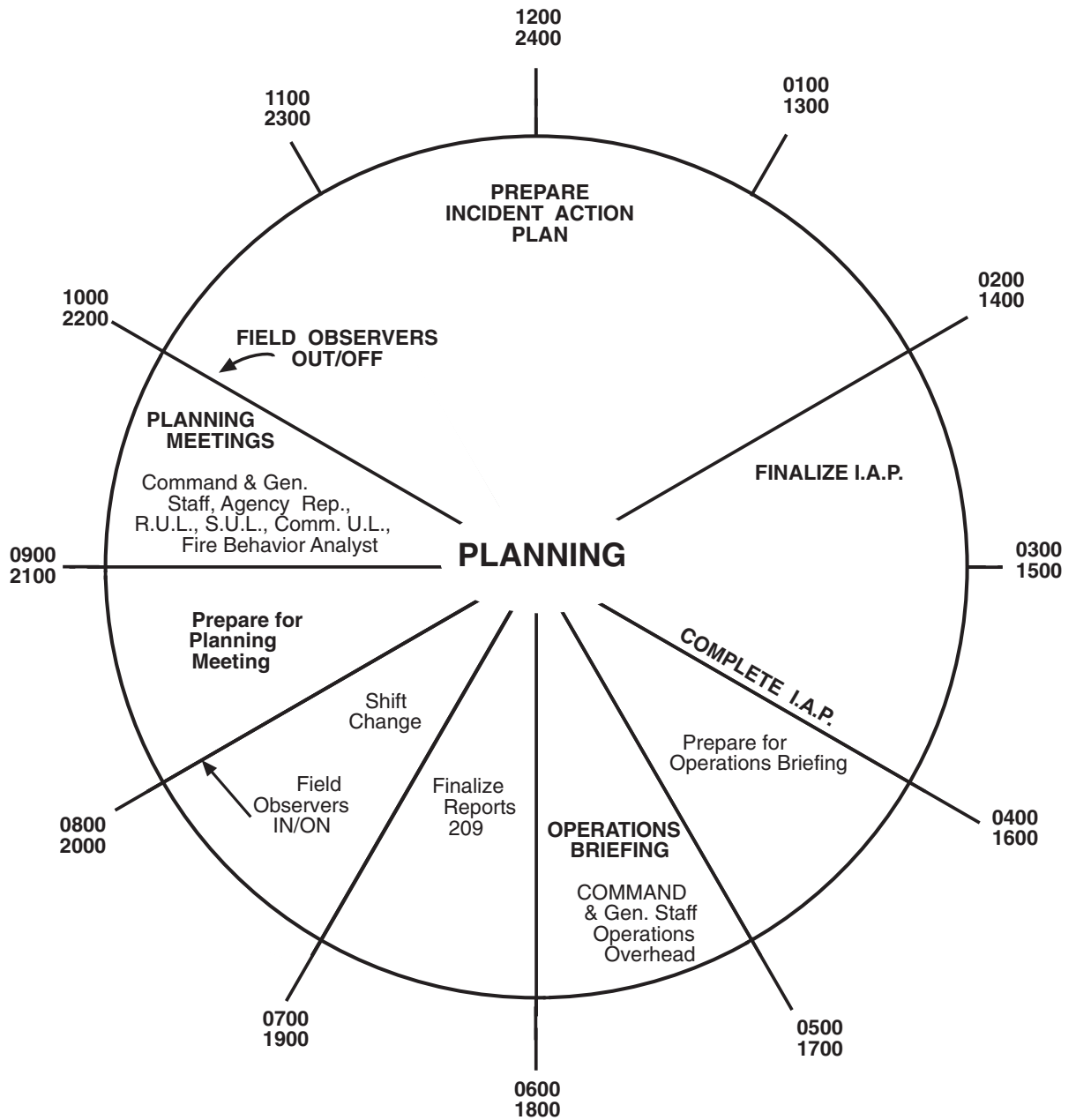
- a. Review Common Responsibilities (page 1-2).
- b. Participate in the development of the Incident Action Plan and review general control objectives including alternative strategies as requested.
- c. Collect information on incident resources as needed.
- d. Respond to requests for information about limitations and capabilities of resources.

- e. Collect and transmit records and logs to Documentation Unit at the end of each operational period.
- f. Maintain Unit/Activity Log (ICS Form 214).

TRAINING SPECIALIST

- a. Review Common Responsibilities (page 1-2).
- b. Inform Planning Section Chief of planned use of trainees.
- c. Review trainee assignments and modify if appropriate.
- d. Coordinate the assignments of trainees to incident positions with Resources Unit.
- e. Brief trainees and trainers on training assignments and objectives.
- f. Coordinate use of unassigned trainees.
- g. Make follow-up contacts on the job to provide assistance and advice for trainees to meet training objectives as appropriate and with approval of unit leaders.
- h. Ensure trainees receive performance evaluation.
- i. Monitor operational procedures and evaluate training needs.
- j. Respond to requests for information concerning training activities.
- k. Give Training Specialist records and logs to Documentation Unit at the end of each operational period.
- l. Maintain Unit/Activity Log (ICS Form 214).

Planning Section Planning Cycle Guide



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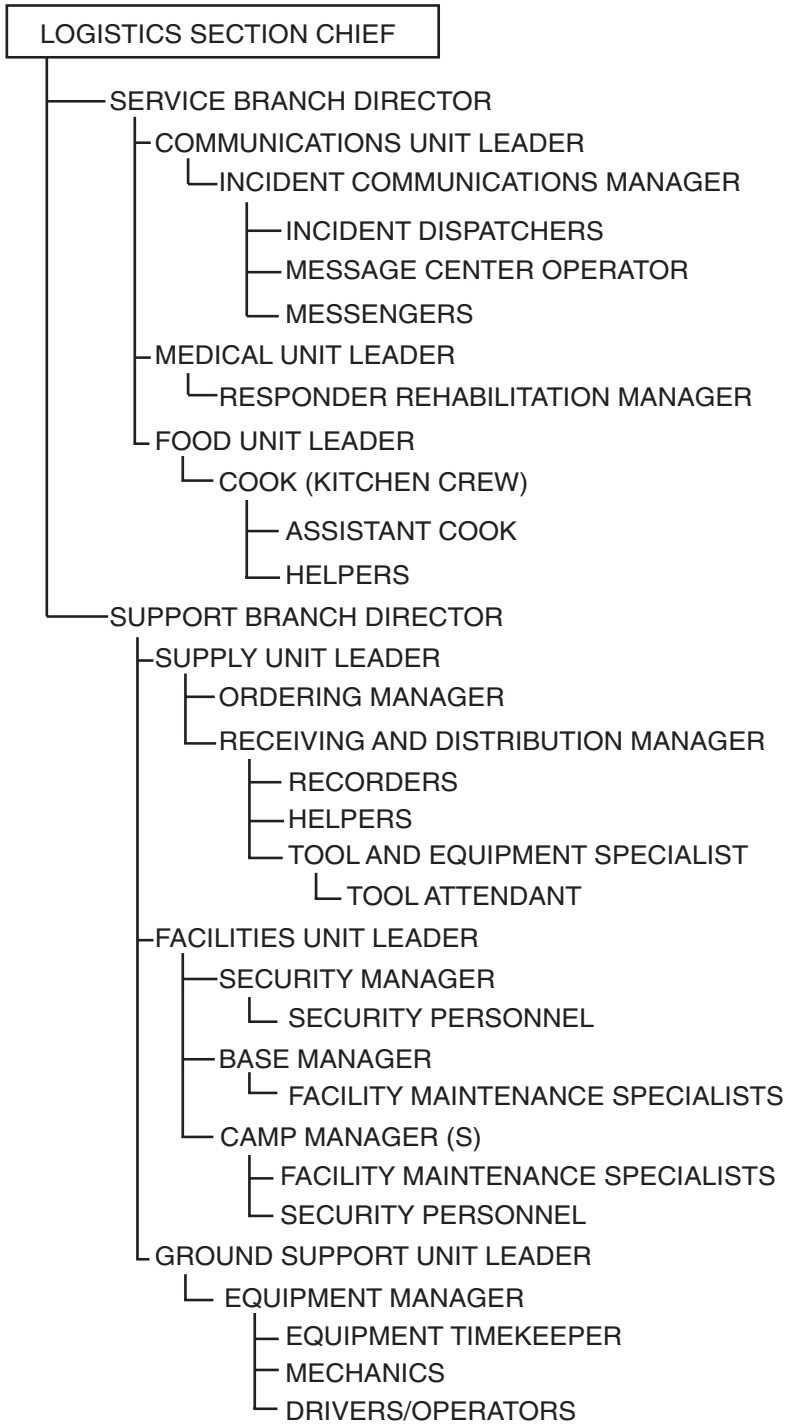
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ORGANIZATION CHART



POSITION CHECKLISTS

LOGISTICS SECTION CHIEF (ICS 223-1) The Logistics Section Chief, a member of the General Staff, is responsible for providing facilities, services, and material in support of the incident. The Section Chief participates in development and implementation of the Incident Action Plan and activates and supervises the Branches and Units within the Logistics Section.

- a. Review Common Responsibilities (page 1-2).
- b. Plan organization of Logistics Section.
- c. Assign work locations and preliminary work tasks to Section personnel.
- d. Notify Resources Unit of Logistics Section units activated including names and locations of assigned personnel.
- e. Assemble and brief Branch Directors and Unit Leaders.
- f. Participate in preparation of Incident Action Plan.
- g. Identify service and support requirements for planned and expected operations.
- h. Provide input to and review Communications Plan, Medical Plan and Traffic Plan.
- i. Coordinate and process requests for additional resources.
- j. Review Incident Action Plan and estimate Section needs for next operational period.
- k. Advise on current service and support capabilities.
- l. Prepare service and support elements of the Incident Action Plan.
- m. Estimate future service and support requirements.
- n. Receive Demobilization Plan from Planning Section.
- o. Recommend release of unit resources in conformity with Demobilization Plan.
- p. Ensure general welfare and safety of Logistics Section personnel.
- q. Maintain Unit/Activity Log (ICS Form 214).

SERVICE BRANCH DIRECTOR (ICS 223-6) The Service Branch Director, when activated, is under the supervision of the Logistics Section Chief, and is responsible for the management of all service activities at the incident. The Branch Director supervises the operations of the Communications, Medical and Food Units.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain working materials.
- c. Determine level of service required to support operations.
- d. Confirm dispatch of Branch personnel.
- e. Participate in planning meetings of Logistics Section personnel.
- f. Review Incident Action Plan.

- g. Organize and prepare assignments for Service Branch personnel.
- h. Coordinate activities of Branch Units.
- i. Inform Logistics Chief of Branch activities.
- j. Resolve Service Branch problems.
- k. Maintain Unit/Activity Log (ICS Form 214).

COMMUNICATIONS UNIT LEADER (ICS 223-5) The Communications Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is responsible for developing plans for the effective use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Communications Center; distribution of communications equipment to incident personnel; and the maintenance and repair of communications equipment.

- a. Review Common Responsibilities (page 1-2).
- b. Review Unit Leader Responsibilities (page 1-3).
- c. Determine unit personnel needs.
- d. Prepare and implement the Incident Radio Communications Plan (ICS Form 205).
- e. Ensure the Incident Communications Center and Message Center are established.
- f. Establish appropriate communications distribution/maintenance locations within base/camp(s).
- g. Ensure communications systems are installed and tested.
- h. Ensure an equipment accountability system is established.
- i. Ensure personal portable radio equipment from cache is distributed per Incident Radio Communications Plan.
- j. Provide technical information as required on:
 - Adequacy of communications systems currently in operation.
 - Geographic limitation on communications systems.
 - Equipment capabilities/limitations.
 - Amount and types of equipment available.
 - Anticipated problems in the use of communications equipment.
- k. Supervise Communications Unit activities.
- l. Maintain records on all communications equipment as appropriate.
- m. Ensure equipment is tested and repaired.
- n. Recover equipment from relieved or released units.

INCIDENT DISPATCHER The Incident Dispatcher (including Incident Communications Manager) is responsible to receive and transmit radio and telephone messages among and between personnel and to provide dispatch services at the incident.

- a. Review Common Responsibilities (page 1-2).
- b. Ensure adequate staffing (Incident Communications Manager).
- c. Obtain and review Incident Action Plan to determine incident organization and Incident Radio Communications Plan.
- d. Set up Incident Radio Communications Center - check out equipment.
- e. Request service on any inoperable or marginal equipment.
- f. Set up Message Center location as required.
- g. Receive and transmit messages within and external to incident.
- h. Maintain files of Status Change Cards (ICS Form 210) and General Messages (ICS Form 213).
- i. Maintain a record of unusual incident occurrences.
- j. Provide briefing to relief on:
 - Current activities.
 - Equipment status.
 - Any unusual communications situations.
- k. Turn in appropriate documents to Incident Communications Manager or Communications Unit Leader.
- l. Demobilize Communications Center in accordance with Incident Demobilization Plan.

MEDICAL UNIT LEADER (ICS 223-7) The Medical Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is primarily responsible for the development of the Medical Plan, obtaining medical aid and transportation for injured and ill incident personnel, and preparation of reports and records.

- a. Review Common Responsibilities (page 1-2).
- b. Review Unit Leader Responsibilities (page 1-3).
- c. Participate in Logistics Section/Service Branch planning activities.
- d. Establish Medical Unit.
- e. Prepare the Medical Plan (ICS Form 206).
- f. Prepare procedures for major medical emergency.
- g. Declare major medical emergency as appropriate.
- h. Respond to requests for medical aid, medical transportation, medical supplies.
- i. Prepare and submit necessary documentation.

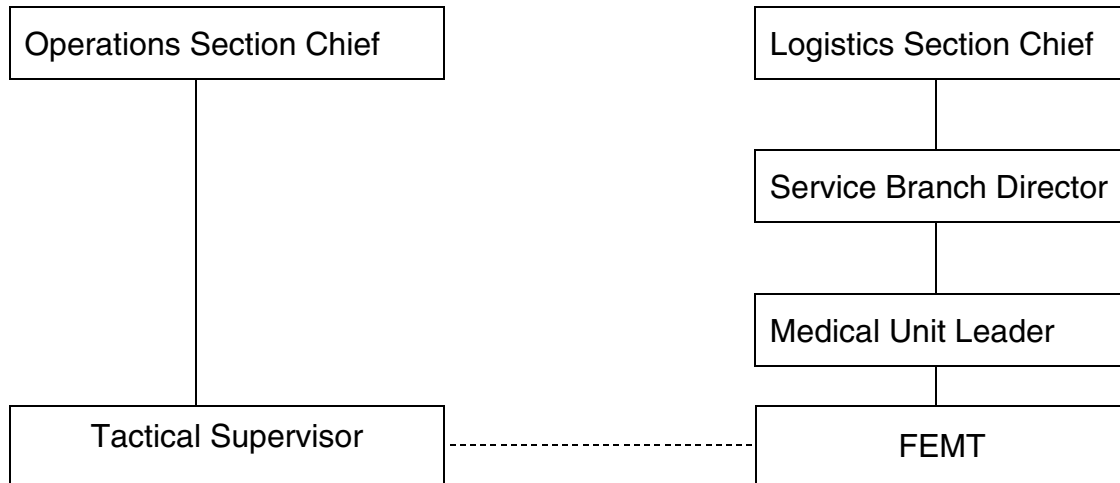
FIRELINE EMERGENCY MEDICAL TECHNICIAN (FEMT) (ICS 223-10) The FEMT provides emergency medical care to personnel operating on the fireline. The FEMT initially reports to the Medical Unit Leader, if established, or the Logistics Section Chief. The FEMT must establish and maintain liaison with, and respond to requests from, the operations personnel to whom they are assigned.

The checklist presented below should be considered as a minimum requirement for the position. Users of this manual may augment these lists as necessary. Note that some of the activities are one-time actions while others are ongoing for the duration of an incident.

- a. Review Common Responsibilities (Page 1-2)
- b. Check-in and obtain briefing from the Logistics Section Chief, or the Medical Unit Leader if established. Briefing will include current incident situation, anticipated medical needs, and required local medical protocol including documentation.
- c. Receive assignment and assess current situation.
- d. Anticipate needs and obtain medical supplies from the incident.
- e. Secure copies of local emergency medical service forms/paperwork if available.
- f. Secure/check out portable radio with all incident frequencies.
- g. Obtain a copy of the Incident Action Plan (IAP) and review the Medical Plan (ICS Form 206).
- h. Identify and contact assigned tactical supervisor and confirm your travel route, transportation and ETA **prior** to leaving your check-in location.
- i. Meet with assigned tactical supervisor and obtain briefing.
- j. Obtain briefing from the FEMT you are relieving, if applicable.
- k. Upon arrival at your assigned location, perform a radio check with your assigned tactical supervisor, incident Communications Unit and the Medical Unit, if established.
- l. Maintain ongoing contact and interaction with personnel on your assignment to assess medical needs and provide assistance when needed.
- m. Be prepared to make requests for transportation of ill and injured personnel, through channels, as outlined in the Medical Plan (ICS Form 206).
- n. Make notifications of incident related illnesses and injuries as outlined in the Medical Plan (ICS Form 206).
- o. At the conclusion of each shift advise your tactical supervisor that you are departing and will report to the Medical Unit Leader for debriefing and submission of patient care documentation.
- p. Secure operations and demobilize as outlined in the Demobilization Plan.
- q. Maintain a Unit Log (ICS Form 214).

ORGANIZATION The FEMT provides emergency medical care to personnel operating on the fireline. The FEMT initially reports to the Medical Unit Leader, if established, or the Logistics Section Chief. The FEMT must establish and

maintain liaison with, and respond to requests from, the operations personnel to whom they are assigned. The FEMT is assigned as illustrated:



Note: The FEMT will be supervised by the tactical (line) supervisor while at the tactical location.

PERSONNEL The FEMT shall be ordered at the discretion of the Incident Commander. The FEMT Order will specify if the FEMT is to come with/without equipment. The number of tactically assigned FEMT's will depend upon the complexity, duration, and hazards of the incident. The FEMT may be assigned as a single resource; however, they can be paired due to safety or workload considerations.

The FEMT must, at minimum, be currently certified/licensed as an Emergency Medical Technician (EMT-I). The FEMT may also be an EMT-II or Paramedic (EMT-P). All levels of EMT's may be ordered to fulfill the role of an FEMT and are permitted to function within their Scope of Practice regardless of jurisdictional or political boundaries.

MAJOR RESPONSIBILITIES AND PROCEDURES The major responsibilities of the FEMT are stated below. Following each activity, the procedures for implementing the activity are listed.

- a. Obtain briefing from the Logistics Section Chief, or the Medical Unit Leader, if established. The briefing should provide the following:
 1. Current incident situation.
 2. Review the Medical Plan and receive priorities.
 3. Incident communications channels.
 4. Overview of the FEMT assignment and potential hazards to assigned line personnel.
 5. Anticipated incident medical needs.
 6. Local medical protocols to include documentation procedures.

- b. Receive assignment and assess current situation.
 - 1. Number of personnel in assigned area.
 - 2. Fire behavior, weather conditions, terrain, other natural hazards, and safety alerts.
- c. Anticipate needs and obtain medical supplies from the incident. Refer to Medical Supply List as a recommended minimum requirement.
- d. Secure copies of local emergency medical service forms/ paperwork as necessary. If not available use FEMT's jurisdictional agency EMS forms.
- e. Secure/check out portable radio with all incident frequencies.
- f. Prior to each shift, obtain a copy of the Incident Action Plan (IAP) and review the Medical Plan (ICS Form 206).
- g. Identify and contact assigned tactical supervisor and confirm your travel route, transportation and ETA **prior** to leaving your check-in location.
- h. Meet with assigned tactical supervisor and obtain a briefing.
- i. Obtain a briefing from the FEMT you are relieving, if applicable.
- j. Upon arrival at your assigned location, perform a radio check with your assigned tactical supervisor, incident Communications Unit and the Medical Unit, if established.
- k. Maintain ongoing contact and interaction with personnel on your assignment to assess medical needs and provide assistance when needed.
- l. Be prepared to make requests for transportation of ill and injured personnel, through channels, as outlined in the Medical Plan (ICS Form 206).
- m. Make notifications of incident related illnesses and injuries as outlined in the Medical Plan (ICS Form 206).
- n. At the conclusion of each shift advise your tactical supervisor that you are departing and will report to the Medical Unit Leader for debriefing and submission of patient care documentation.
- o. Secure operations and demobilize as outlined in the Demobilization Plan.
- p. Maintain a Unit Log (ICS Form 214).

DEFINITIONS

Licensure/Certification- Documentation certifying that one has met specific requirements. These requirements may be successfully passing a written examination, skills examination and/or peer review process.

Protocol- A medically accepted course of treatment for a defined medical emergency. A protocol must be within the rescuer's Scope of Practice.

Scope Of Practice- Laws, guidelines and regulations defining the policies, procedures and responsibilities for a given group or practice. These are the authorized skills and procedures that an EMT-I, EMT-II or EMT-P may perform on a patient within scope of practice of their certifying authority.

EQUIPMENT

The FEMT shall respond with Personal Protective Equipment (PPE) appropriate for the assignment. The incident should provide medical supplies for the FEMT to meet or exceed the contents listed below. The FEMT can be ordered with/without equipment. Additionally, 12' (feet) of fluorescent flagging tape and a beacon-strobe (NFES 0298) to be used to identify an aircraft-landing zone should be provided by the incident.

RESPONDER REHABILITATION MANAGER The Rehabilitation Manager reports to the Medical Unit Leader and is responsible for the rehabilitation of incident personnel who are suffering from the effects of strenuous work and/or extreme conditions.

- a. Review Common Responsibilities (page 1-2).
- b. Designate responder rehabilitation location and have location announced on radio with radio designation "Rehab."
- c. Request necessary medical personnel to evaluate medical condition of personnel being rehabilitated.
- d. Request necessary resources for rehabilitation of personnel, e.g., water, juice, personnel.
- e. Request through Food Unit or Logistics Section Chief feeding as necessary for personnel being rehabilitated.
- f. Release rehabilitated personnel to Planning Section for reassignment.
- g. Maintain appropriate records and documentation.

FOOD UNIT LEADER (ICS 223-4) The Food Unit Leader is responsible for supplying the food needs for the entire incident, including all remote locations (e.g., Camps, Staging Areas), as well as providing food for personnel unable to leave tactical field assignments.

- a. Review Common Responsibilities (page 1-2).
- b. Review Unit Leader Responsibilities (page 1-3).
- c. Determine food and water requirements.
- d. Determine method of feeding to best fit each facility or situation.

- e. Obtain necessary equipment and supplies and establish cooking facilities.
- f. Ensure that well-balanced menus are provided.
- g. Order sufficient food and potable water from the Supply Unit.
- h. Maintain an inventory of food and water.
- i. Maintain food service areas, ensuring that all appropriate health and safety measures are being followed.
- j. Supervise caterers, cooks, and other Food Unit personnel as appropriate.

SUPPORT BRANCH DIRECTOR (ICS 223-2) The Support Branch Director, when activated, is under the direction of the Logistics Section Chief, and is responsible for development and implementation of logistics plans in support of the Incident Action Plan. The Support Branch Director supervises the operations of the Supply, Facilities and Ground Support Units.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain work materials.
- c. Identify Support Branch personnel dispatched to the incident.
- d. Determine initial support operations in coordination with Logistics Section Chief and Service Branch Director.
- e. Prepare initial organization and assignments for support operations.
- f. Assemble and brief Support Branch personnel.
- g. Determine if assigned Branch resources are sufficient.
- h. Maintain surveillance of assigned units work progress and inform Section Chief of activities.
- i. Resolve problems associated with requests from Operations Section.
- j. Maintain Unit/Activity Log (ICS Form 214).

SUPPLY UNIT LEADER (ICS 223-9) The Supply Unit Leader is primarily responsible for ordering personnel, equipment and supplies; receiving, and storing all supplies for the incident; maintaining an inventory of supplies; and servicing non-expendable supplies and equipment.

- a. Review Common Responsibilities (page 1-2).
- b. Review Unit Leader Responsibilities (page 1-3).
- c. Participate in Logistics Section/Support Branch planning activities.
- d. Determine the type and amount of supplies enroute.
- e. Review Incident Action Plan for information on operations of the Supply Unit.
- f. Develop and implement safety and security requirements.
- g. Order, receive, distribute, and store supplies and equipment.

- h. Receive and respond to requests for personnel, supplies and equipment.
- i. Maintain inventory of supplies and equipment.
- j. Service reusable equipment.
- k. Submit reports to the Support Branch Director.

ORDERING MANAGER CHECKLIST The Ordering Manager is responsible for placing all orders for supplies and equipment for the incident. The Ordering Manager reports to the Supply Unit Leader.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain necessary agency(s) order forms.
- c. Establish ordering procedures.
- d. Establish name and telephone numbers of agency(s) personnel receiving orders.
- e. Set up filing system.
- f. Get names of incident personnel who have ordering authority.
- g. Check on what has already been ordered.
- h. Ensure order forms are filled out correctly.
- i. Place orders in a timely manner.
- j. Consolidate orders when possible.
- k. Identify times and locations for delivery of supplies and equipment.
- l. Keep Receiving and Distribution Manager informed of orders placed.
- m. Submit all ordering documents to Documentation Control Unit through Supply Unit Leader before demobilization.

RECEIVING AND DISTRIBUTION MANAGER CHECKLIST The Receiving and Distribution Manager is responsible for receiving and distribution of all supplies and equipment (other than primary resources) and the service and repair of tools and equipment. The Receiving and Distribution Manager reports to the Supply Unit Leader.

- a. Review Common Responsibilities (page 1-2).
- b. Order required personnel to operate supply area.
- c. Organize physical layout of supply area.
- d. Establish procedures for operating supply area.
- e. Set up filing system for receiving and distribution of supplies and equipment.
- f. Maintain inventory of supplies and equipment.
- g. Develop security requirement for supply area.
- h. Establish procedures for receiving supplies and equipment.
- i. Submit necessary reports to Supply Unit Leader.

- j. Notify Ordering Manager of supplies and equipment received.
- k. Provide necessary supply records to Supply Unit Leader.

TOOL AND EQUIPMENT SPECIALIST The Tool and Equipment Specialist is responsible for sharpening, servicing and repair of all hand tools. The Tool and Equipment Specialist reports to the Receiving and Distribution Manager.

- a. Review Common Responsibilities (page 1-2).
- b. Determine personnel requirements.
- c. Obtain necessary equipment and supplies.
- d. Set up tool storage and conditioning area.
- e. Establish tool inventory and accountability system.
- f. Maintain all tools in proper condition.
- g. Assemble tools for issuance each operational period per Incident Action Plan.
- h. Receive and recondition tools after each operational period.
- i. Ensure that all appropriate safety measures are taken in tool conditioning area.

FACILITIES UNIT LEADER (ICS 223-8) The Facilities Unit Leader is primarily responsible for the layout and activation of incident facilities, e.g., Base, Camp(s) and Incident Command Post. The Unit provides sleeping and sanitation facilities for incident personnel and manages Base and Camp(s) operations. Each facility (Base, Camp) is assigned a manager who reports to the Facilities Unit Leader and is responsible for managing the operation of the facility. The basic functions or activities of the Base and Camp Managers are to provide security service, and general maintenance. The Facility Unit Leader reports to the Support Branch Director.

- a. Review Common Responsibilities (page 1-2).
- b. Review Unit Leader Responsibilities (page 1-3).
- c. Receive a copy of the Incident Action Plan.
- d. Participate in Logistics Section/Support Branch planning activities.
- e. Determine requirements for each facility.
- f. Prepare layouts of incident facilities.
- g. Notify unit leaders of facility layout.
- h. Activate incident facilities.
- i. Provide Base and Camp Managers.
- j. Provide sleeping facilities.
- k. Provide security services.
- l. Provide facility maintenance services-sanitation, lighting, clean up.

FACILITY MAINTENANCE SPECIALIST The Facility Maintenance Specialist is responsible to ensure that proper sleeping and sanitation facilities are maintained; to provide shower facilities; to provide and maintain lights and other electrical equipment; and to maintain the Base, Camp and Incident Command Post facilities in a clean and orderly manner.

- a. Review Common Responsibilities (page 1-2).
- b. Request required maintenance support personnel and assign duties.
- c. Obtain supplies, tools, and equipment.
- d. Supervise/perform assigned work activities.
- e. Ensure that all facilities are maintained in a safe condition.
- f. Disassemble temporary facilities when no longer required.
- g. Restore area to pre-incident condition.

SECURITY MANAGER CHECKLIST The Security Manager is responsible to provide safeguards needed to protect personnel and property from loss or damage.

- a. Review Common Responsibilities (page 1-2).
- b. Establish contacts with local law enforcement agencies as required.
- c. Contact the Resource Use Specialist for crews or Agency Representatives to discuss any special custodial requirements which may affect operations.
- d. Request required personnel support to accomplish work assignments.
- e. Ensure that support personnel are qualified to manage security problems.
- f. Develop Security Plan for incident facilities.
- g. Adjust Security Plan for personnel and equipment changes and releases.
- h. Coordinate security activities with appropriate incident personnel.
- i. Keep the peace, prevent assaults, settle disputes through coordination with Agency Representatives.
- j. Prevent theft of all government and personal property.
- k. Document all complaints and suspicious occurrences.

BASE MANAGER The Base Manager is responsible to ensure that appropriate sanitation, security, and facility management services are conducted at the Base. The Base Manager duties include:

- a. Review Common Responsibilities (page 1-2).
- b. Determine personnel support requirements.
- c. Obtain necessary equipment and supplies.

- d. Ensure that all facilities and equipment are set up and properly functioning. Supervise the establishment of:
 - Sanitation facilities (including showers).
 - Sleeping facilities.
- e. Make sleeping area assignments.
- f. Ensure that strict compliance is made with all applicable safety regulations.
- g. Ensure that all facility maintenance services are provided.

CAMP MANAGER On large incidents, one or more camps may be established by the General Staff to provide better support to operations. Camps may be in place several days or may be moved depending upon the nature of the incident. Functional unit activities performed at the ICS Base may be performed at the Camp(s). These *could* include: Supply, Medical, Ground Support, Food, Communications and Finance/Administration as well as the Facilities Unit functions of facility maintenance and security. Camp Managers are responsible to provide non technical coordination for all units operating within the Camp. Units assigned to Camps will be determined by the ICS General Staff. Personnel requirements for units at Camps will be determined by the parent unit based on kind and size of incident and expected duration of Camp operations.

- a. Review Common Responsibilities (page 1-2).
- b. Determine personnel support requirements.
- c. Obtain necessary equipment and supplies.
- d. Ensure that all sanitation, shower and sleeping facilities are set up and properly functioning.
- e. Make sleeping arrangements.
- f. Provide direct supervision for all facility maintenance and security services at Camp.
- g. Ensure that strict compliance is made with all applicable safety regulations.
- h. Ensure that all Camp to Base communications are centrally coordinated.
- i. Ensure that all Camp to Base transportation scheduling is centrally coordinated.
- j. Provide overall coordination of all Camp activities to ensure that all assigned units operate effectively and cooperatively in meeting incident objectives.
- k. Maintain Unit/Activity Log (ICS Form 214).

GROUND SUPPORT UNIT LEADER (ICS 223-3) The Ground Support Unit Leader is primarily responsible for 1) support out of service resources 2)

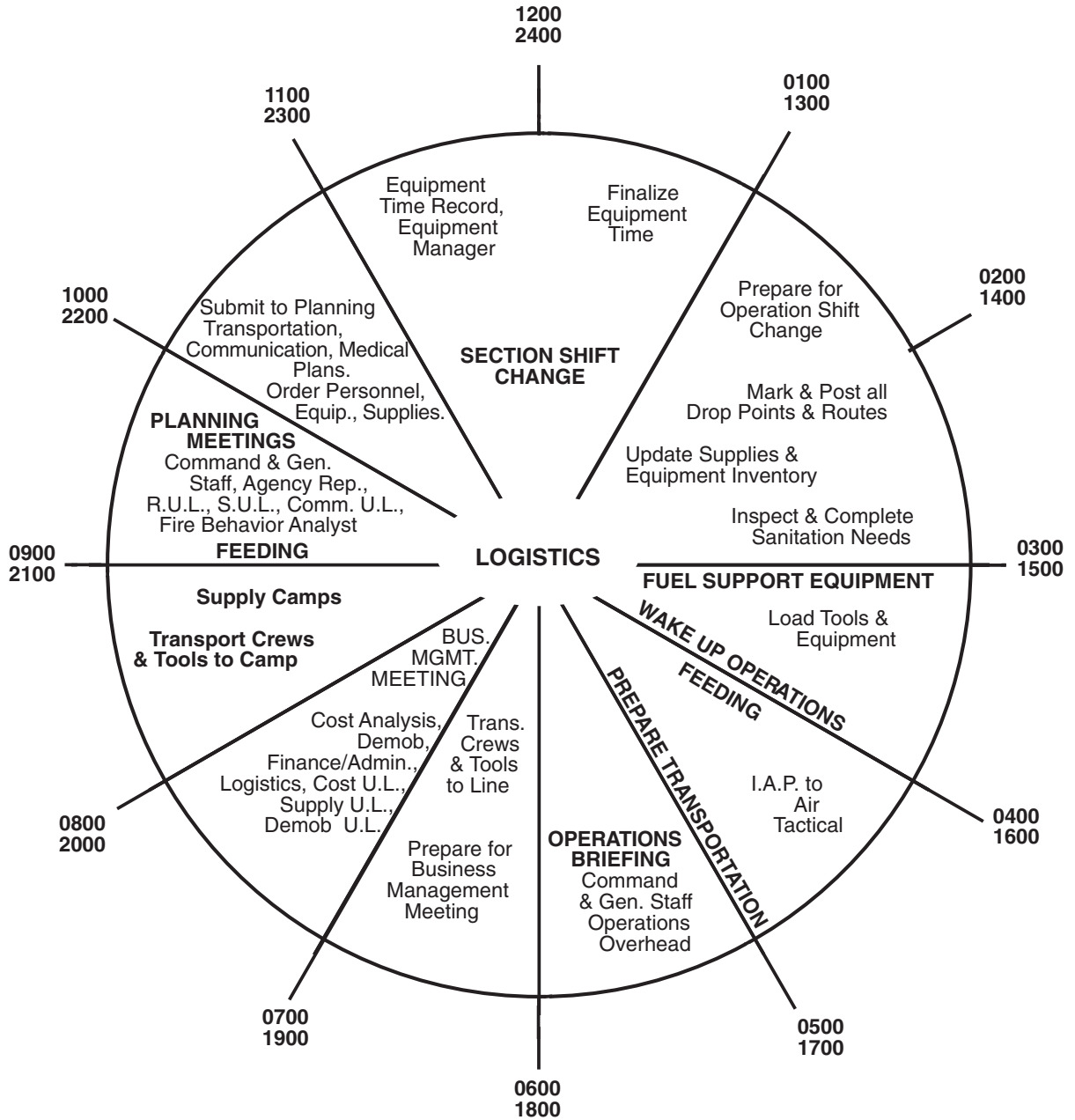
transportation of personnel, supplies, food, and equipment 3) fueling, service, maintenance, and repair of vehicles and other ground support equipment and 4) implementing Traffic Plan for the incident.

- a. Review Common Responsibilities (page 1-2).
- b. Review Unit Leader Responsibilities (page 1-3).
- c. Participate in Support Branch/Logistics Section planning activities.
- d. Develop and implement Traffic Plan.
- e. Support out-of-service resources.
- f. Notify Resources Unit of all status changes on support and transportation vehicles.
- g. Arrange for and activate fueling, maintenance, and repair of ground resources.
- h. Maintain inventory of support and transportation vehicles (ICS Form 218).
- i. Provide transportation services.
- j. Collect use information on rented equipment.
- k. Requisition maintenance and repair supplies (e.g., fuel, spare parts).
- l. Maintain incident roads.
- m. Submit reports to Support Branch Director as directed.

EQUIPMENT MANAGER The Equipment Manager provides service, repair and fuel for all apparatus and equipment; provides transportation and support vehicle services; and maintains records of equipment use and service provided.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain Incident Action Plan to determine locations for assigned resources, Staging Area locations, and fueling and service requirements for all resources.
- c. Obtain necessary equipment and supplies.
- d. Provide maintenance and fueling according to schedule.
- e. Prepare schedules to maximize use of available transportation.
- f. Provide transportation and support vehicles for incident use.
- g. Coordinate with Agency Representatives on service and repair policies as required.
- h. Inspect equipment condition and ensure coverage by equipment agreement.
- i. Determine supplies (e.g., gasoline, diesel, oil and parts needed to maintain equipment in efficient operating condition), and place orders with Supply Unit.
- j. Maintain Support Vehicle Inventory (ICS Form 218).
- k. Maintain equipment rental records.
- l. Maintain equipment service and use records.
- m. Check all service repair areas to ensure that all appropriate safety measures are being taken.

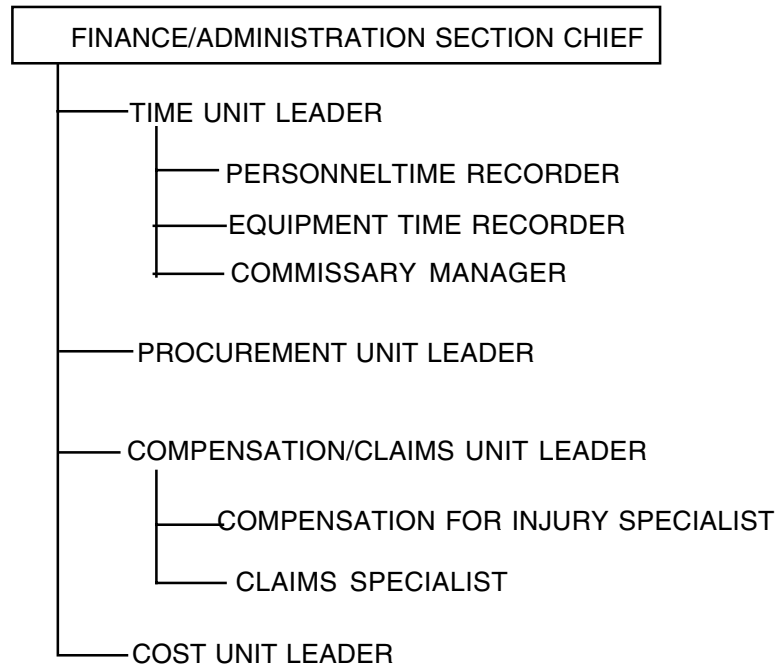
Logistics Section Planning Cycle Guide



CHAPTER 9
FINANCE/ADMINISTRATION SECTION

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ORGANIZATION CHART



POSITION CHECKLISTS

FINANCE/ADMINISTRATION SECTION CHIEF (224-1) The Finance/Administration Section Chief is responsible for all financial, administrative, and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section.

- a. Review Common Responsibilities (page 1-2).
- b. Manage all financial aspects of an incident.
- c. Provide financial and cost analysis information as requested.
- d. Gather pertinent information from briefings with responsible agencies.
- e. Develop an operating plan for the Finance/Administration Section; fill supply and support needs.
- f. Determine need to set up and operate an incident commissary.
- g. Meet with Assisting and Cooperating Agency Representatives as needed.
- h. Maintain daily contact with agency(s) administrative headquarters on Finance/Administration matters.

- i. Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy.
- j. Provide financial input to demobilization planning.
- k. Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- l. Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up prior to leaving incident.
- m. Maintain Unit/Activity Log (ICS Form 214).

TIME UNIT LEADER (224-2) The Time Unit Leader is responsible for equipment and personnel time recording and for managing the commissary operations.

- a. Review Common Responsibilities (page 1-2).
- b. Review Unit Leader Responsibilities (page 1-3).
- c. Determine incident requirements for time recording function.
- d. Contact appropriate agency personnel/representatives.
- e. Ensure that daily personnel time recording documents are prepared and in compliance with agency(s) policy.
- f. Maintain separate logs for overtime hours.
- g. Establish commissary operation on larger or long-term incidents as needed.
- h. Submit cost estimate data forms to Cost Unit as required.
- i. Maintain records security.
- j. Ensure that all records are current and complete prior to demobilization.
- k. Release time reports from assisting agency personnel to the respective Agency Representatives prior to demobilization.
- l. Brief Finance/Administration Section Chief on current problems and recommendations, outstanding issues, and follow-up requirements.

EQUIPMENT TIME RECORDER Under supervision of the Time Unit Leader, Equipment Time Recorder is responsible for overseeing the recording of time for all equipment assigned to an incident.

- a. Review Common Responsibilities (page 1-2).
- b. Set up Equipment Time Recorder function in location designated by Time Unit Leader.
- c. Advise Ground Support Unit, Facilities Unit, and Air Support Group of the requirement to establish and maintain a file for maintaining a daily record of equipment time.
- d. Assist units in establishing a system for collecting equipment time reports.

- e. Post all equipment time tickets within four hours after the end of each operational period.
- f. Prepare a use and summary invoice for equipment (as required) within 12 hours after equipment arrival at incident.
- g. Submit data to Time Unit Leader for cost effectiveness analysis.
- h. Maintain current posting on all charges or credits for fuel, parts, services and commissary.
- i. Verify all time data and deductions with owner/operator of equipment.
- j. Complete all forms according to agency specifications.
- k. Close out forms prior to demobilization.
- l. Distribute copies per agency and incident policy.

PERSONNEL TIME RECORDER Under supervision of the Time Unit Leader, Personnel Time Recorder is responsible for overseeing the recording of time for all personnel assigned to an incident.

- a. Review Common Responsibilities (page 1-2).
- b. Establish and maintain a file for employee time reports within the first operational period.
- c. Initiate, gather, or update a time report from all applicable personnel assigned to the incident for each operational period.
- d. Ensure that all employee identification information is verified to be correct on the time report.
- e. Post personnel travel and work hours, transfers, promotions, specific pay provisions and terminations to personnel time documents.
- f. Post all commissary issues to personnel time documents.
- g. Ensure that time reports are signed.
- h. Close out time documents prior to personnel leaving the incident.
- i. Distribute all time documents according to agency policy.
- j. Maintain a log of excessive hours worked and give to Time Unit Leader daily.

COMMISSARY MANAGER Under the supervision of the Time Unit Leader, Commissary Manager is responsible for commissary operations and security.

- a. Review Common Responsibilities (page 1-2).
- b. Set up and provide commissary operation to meet incident needs.
- c. Establish and maintain adequate security for commissary.
- d. Request commissary stock through Supply Unit Leader.
- e. Maintain complete record of commissary stock including invoices for material received, issuance records, transfer records and closing inventories.

- f. Maintain commissary issue record by crews and submit records to Time Recorder during or at the end of each operational period.
- g. Use proper agency forms for all record keeping. Complete forms according to agency specification.
- h. Ensure that all records are closed out and commissary stock is inventoried and returned to Supply Unit prior to demobilization.

PROCUREMENT UNIT LEADER (ICS 224-5) The Procurement Unit Leader is responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements.

- a. Review Common Responsibilities (page 1-2).
- b. Review Unit Leader Responsibilities (page 1-3).
- c. Review incident needs and any special procedures with Unit Leaders, as needed.
- d. Coordinate with local jurisdiction on plans and supply sources.
- e. Obtain Incident Procurement Plan.
- f. Prepare and authorize contracts and land use agreements.
- g. Draft memoranda of understanding.
- h. Establish contracts and agreements with supply vendors.
- i. Provide for coordination between the Ordering Manager, agency dispatch, and all other procurement organizations supporting the incident.
- j. Ensure that a system is in place which meets agency property management requirements. Ensure proper accounting for all new property.
- k. Interpret contracts and agreements; resolve disputes within delegated authority.
- l. Coordinate with Compensation/Claims Unit for processing claims.
- m. Coordinate use of impress funds as required.
- n. Complete final processing of contracts and send documents for payment.
- o. Coordinate cost data in contracts with Cost Unit Leader.
- p. Brief Finance/Administration Section Chief on current problems and recommendations, outstanding issues, and follow-up requirements.

COMPENSATION/CLAIMS UNIT LEADER (ICS 224-4) The Compensation/Claims Unit Leader is responsible for the overall management and direction of all administrative matters pertaining to compensation for injury and claims-related activities (other than injury) for an incident.

- a. Review Common Responsibilities (page 1-2).
- b. Review Unit Leader Responsibilities (page 1-3).
- c. Establish contact with incident Safety Officer and Liaison Officer (or Agency Representatives if no Liaison Officer is assigned).
- d. Determine the need for Compensation for Injury and Claims Specialists and order personnel as needed.
- e. Establish a Compensation for Injury work area within or as close as possible to the Medical Unit.
- f. Review Incident Medical Plan.
- g. Review procedures for handling claims with Procurement Unit.
- h. Periodically review logs and forms produced by Compensation/Claims Specialists to ensure compliance with agency requirements and policies.
- i. Ensure that all Compensation for Injury and Claims logs and forms are complete and routed to the appropriate agency for post-incident processing prior to demobilization.

COMPENSATION FOR INJURY SPECIALIST Under the supervision of the Compensation/Claims Unit Leader, the Compensation For Injury Specialist is responsible for administering financial matters resulting from serious injuries and fatalities occurring on an incident. Close coordination is required with the Medical Unit.

- a. Review Common Responsibilities (page 1-2).
- b. Collocate Compensation for Injury operations with those of the Medical Unit when possible.
- c. Establish procedure with Medical Unit Leader on prompt notification of injuries or fatalities.
- d. Obtain copy of Incident Medical Plan (ICS Form 206).
- e. Provide written authority for persons requiring medical treatment.
- f. Ensure that correct agency forms are being used.
- g. Provide correct billing forms for transmittal to doctor and/or hospital.
- h. Keep informed and report on status of hospitalized personnel.
- i. Obtain all witness statements from Safety Officer and/or Medical Unit and review for completeness.
- j. Maintain log of all injuries occurring on incident.
- k. Coordinate/handle all administrative paper work on serious injuries or fatalities.
- l. Coordinate with appropriate agency(s) to assume responsibility for injured personnel in local hospitals prior to demobilization.

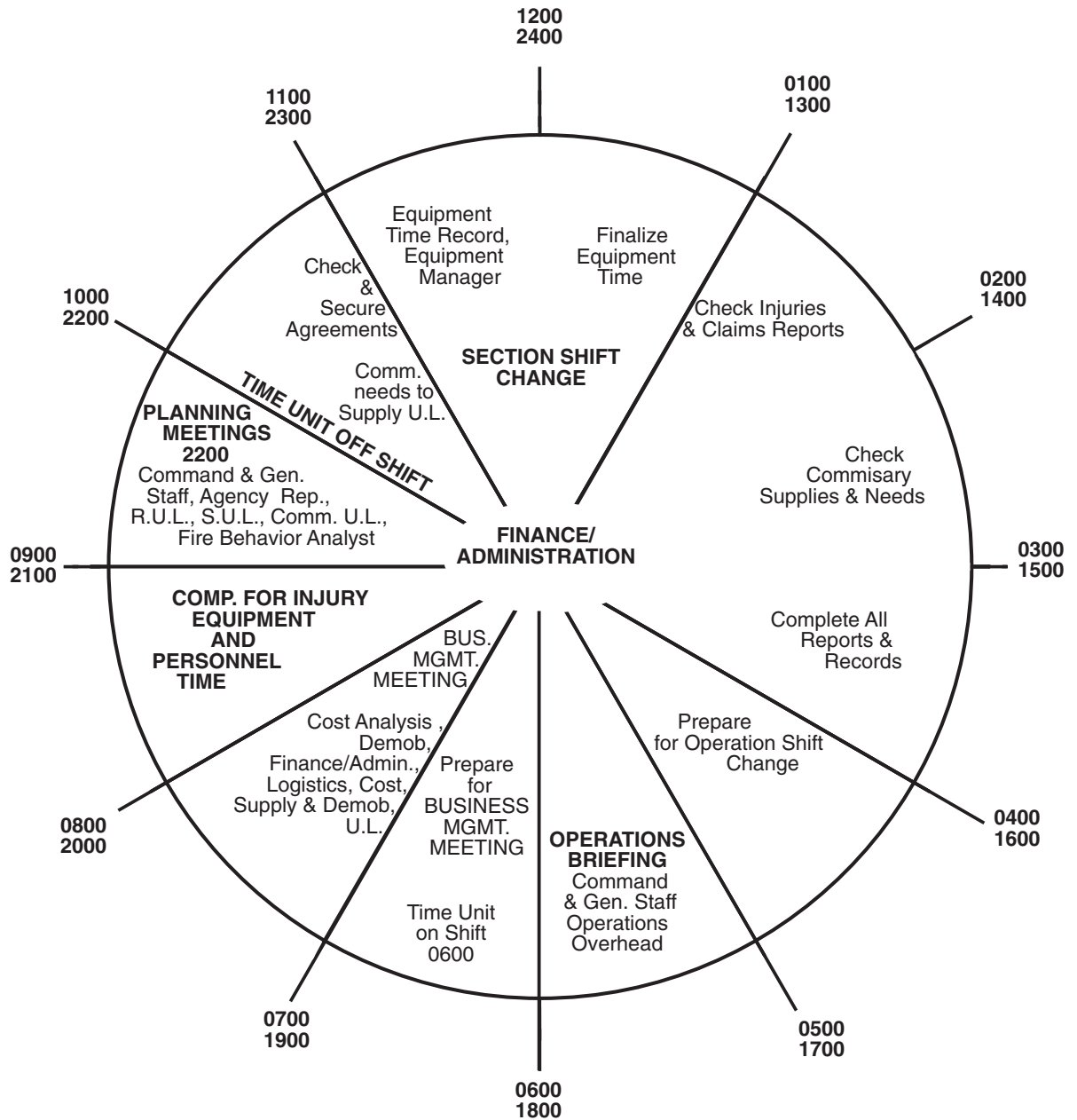
CLAIMS SPECIALIST Under the supervision of the Compensation/Claims Unit Leader the Claims Specialist is responsible for managing all claims-related activities (other than injury) for an incident.

- a. Review Common Responsibilities (page 1-2).
- b. Develop and maintain a log of potential claims.
- c. Coordinate claims prevention plan with applicable incident functions.
- d. Initiate investigation on all claims other than personnel injury.
- e. Ensure that site and property involved in investigation are protected.
- f. Coordinate with investigation team as necessary.
- g. Obtain witness statements pertaining to claims other than personnel injury.
- h. Document any incomplete investigations.
- i. Document follow-up action needs by local agency.
- j. Keep the Compensation/Claims Unit Leader advised on nature and status of all existing and potential claims.
- k. Ensure use of correct agency forms.

COST UNIT LEADER (ICS 224-3) The Cost Unit Leader is responsible for collecting all cost data, performing cost effectiveness analyses and providing cost estimates and cost saving recommendations for the incident.

- a. Review Common Responsibilities (page 1-2).
- b. Review Unit Leader Responsibilities (page 1-3).
- c. Coordinate with agency headquarters on cost reporting procedures.
- d. Collect and record all cost data.
- e. Develop incident cost summaries.
- f. Prepare resources-use cost estimates for the Planning Section.
- g. Make cost-saving recommendations to the Finance/Administration Section Chief.
- h. Complete all records prior to demobilization.

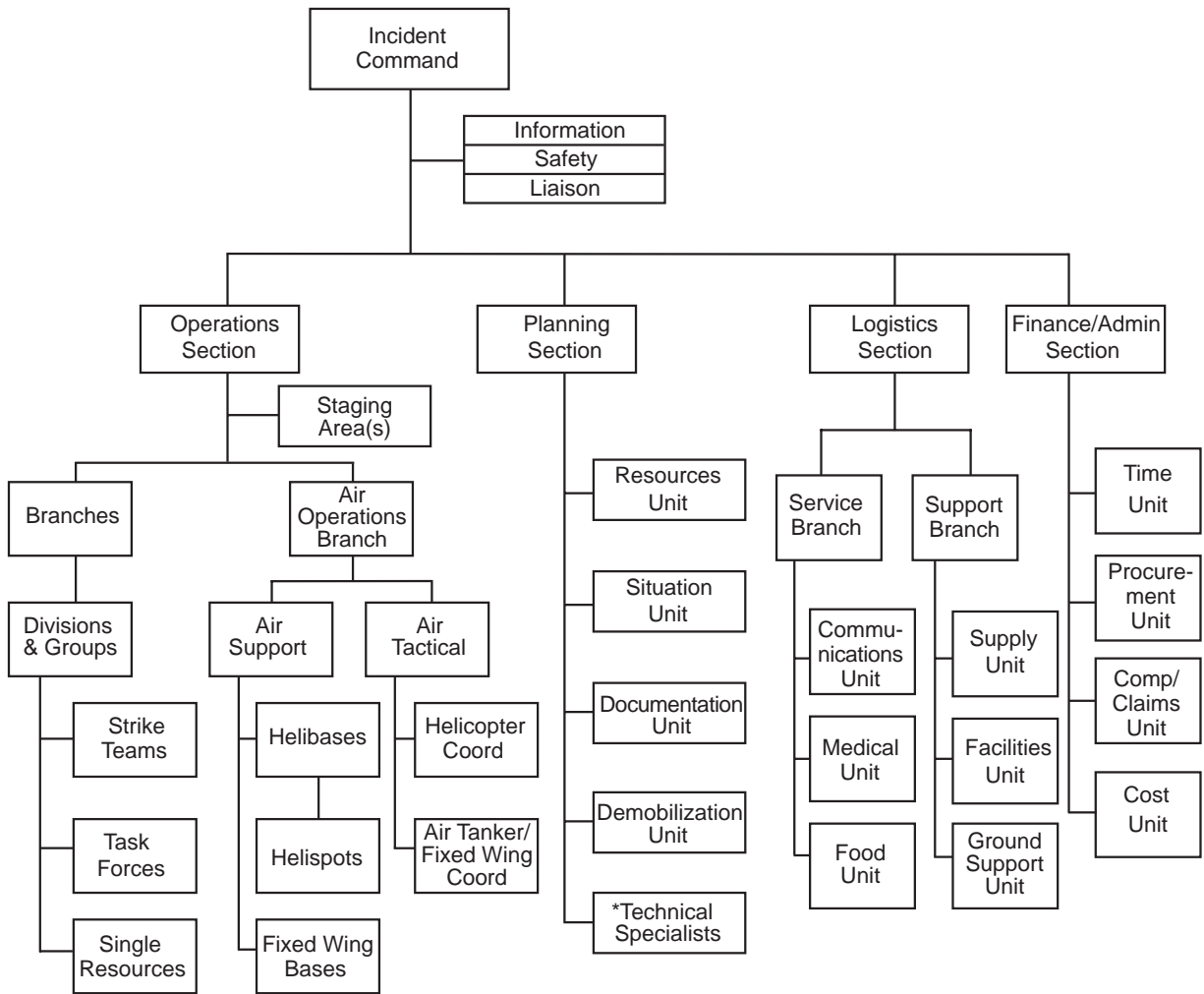
Finance/Administration Section Planning Cycle Guide



CHAPTER 10
ORGANIZATIONAL GUIDES

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ICS Organization Guide 10-7
ICS Forms 10-9
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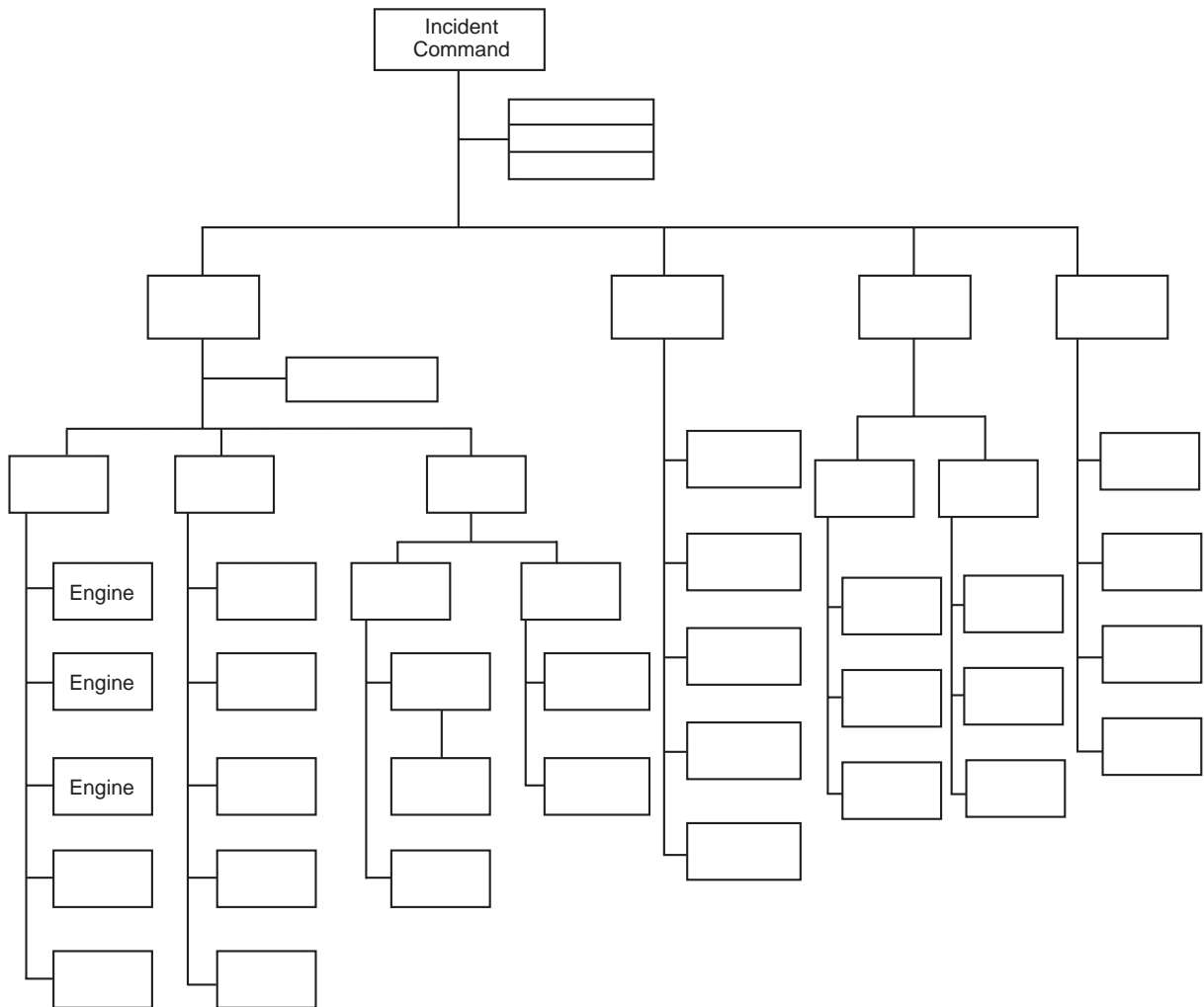
**INCIDENT COMMAND SYSTEM
ORGANIZATION CHART**



* May be assigned wherever their services are required.

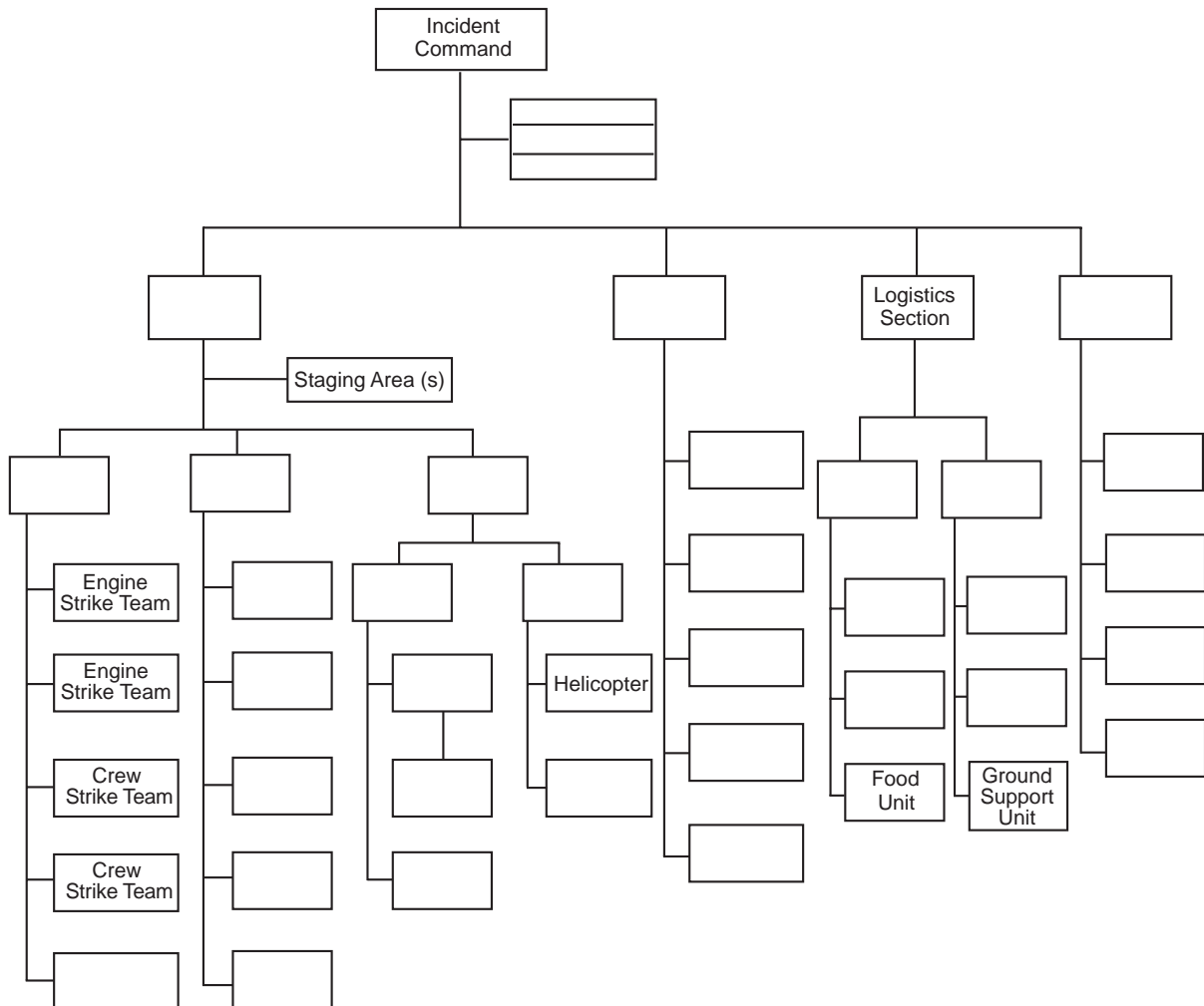
MODULAR DEVELOPMENT

EXAMPLE #1 INITIAL RESPONSE ORGANIZATION
Initial response resources are managed by the initial response Incident Commander who will perform all Command and General Staff functions.



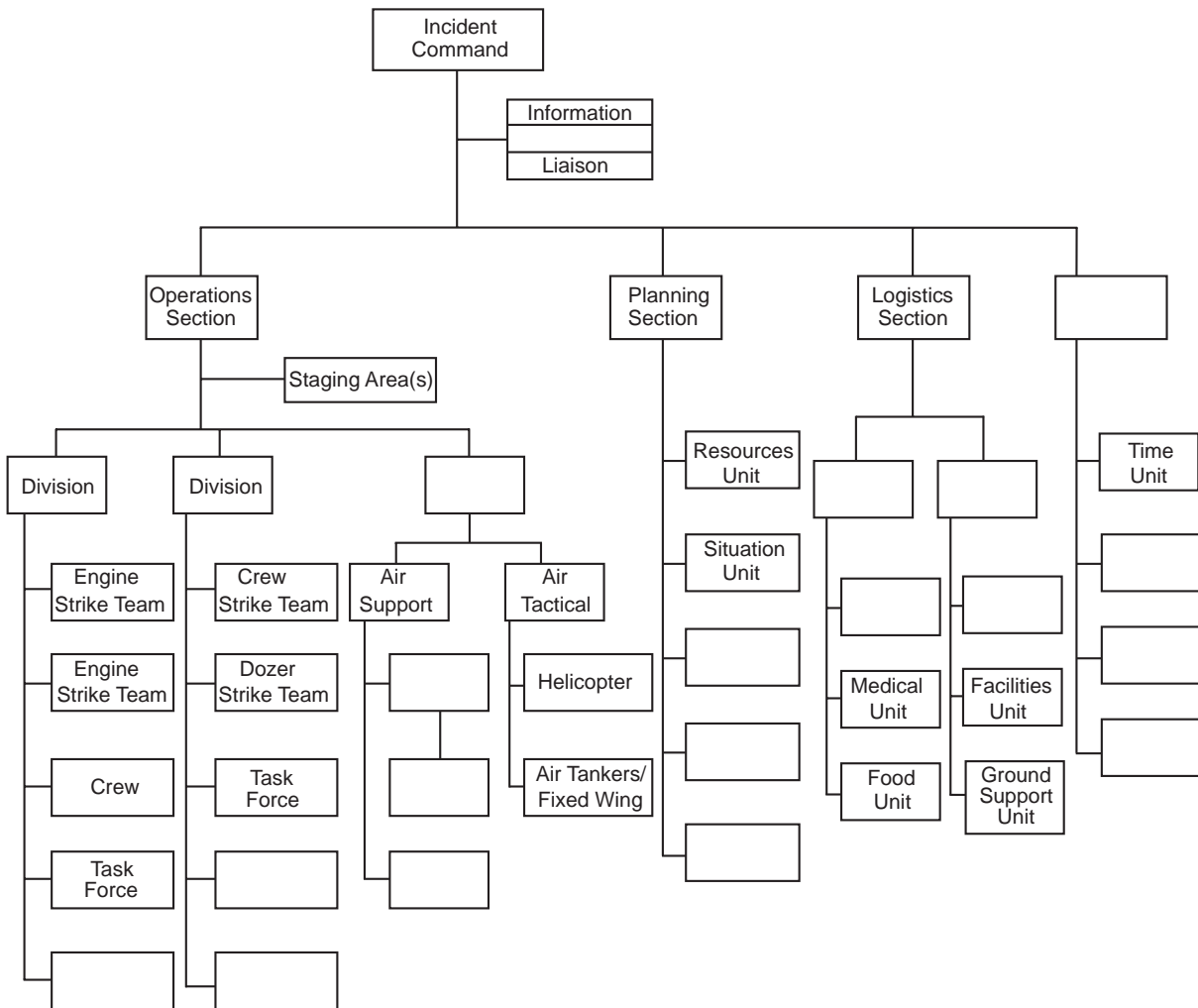
MODULAR DEVELOPMENT

EXAMPLE #2 REINFORCED RESPONSE ORGANIZATION
 In the extended/reinforced response situation the Incident Commander continues to directly manage all resources. The IC has now designated a Staging Area, a Logistics Section Chief, and two units within the Section.



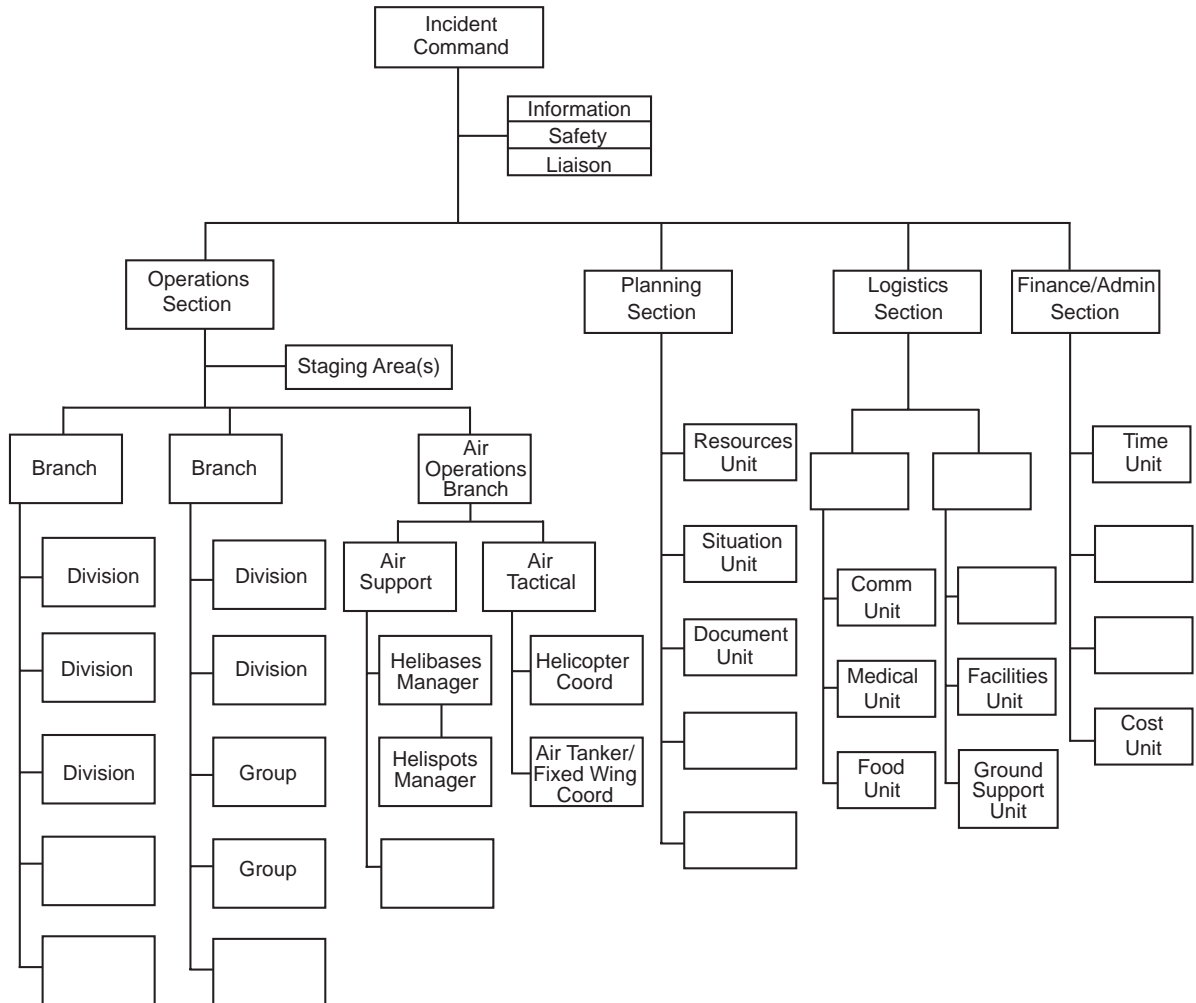
MODULAR DEVELOPMENT

EXAMPLE #3 MULTI-DIVISION ORGANIZATION
 The Incident Commander has filled several Command and General Staff positions. Some Units in the Planning and Logistics Sections have been established. The Operations Section has established two divisions and an Air Tactical Group Supervisor position.



MODULAR DEVELOPMENT

EXAMPLE #4 MULTI-BRANCH ORGANIZATION
 All Command and General Staff positions have been filled as well as many of the Units. The Operations Section has now established a two-Branch organization and an Air Operations Branch organization.



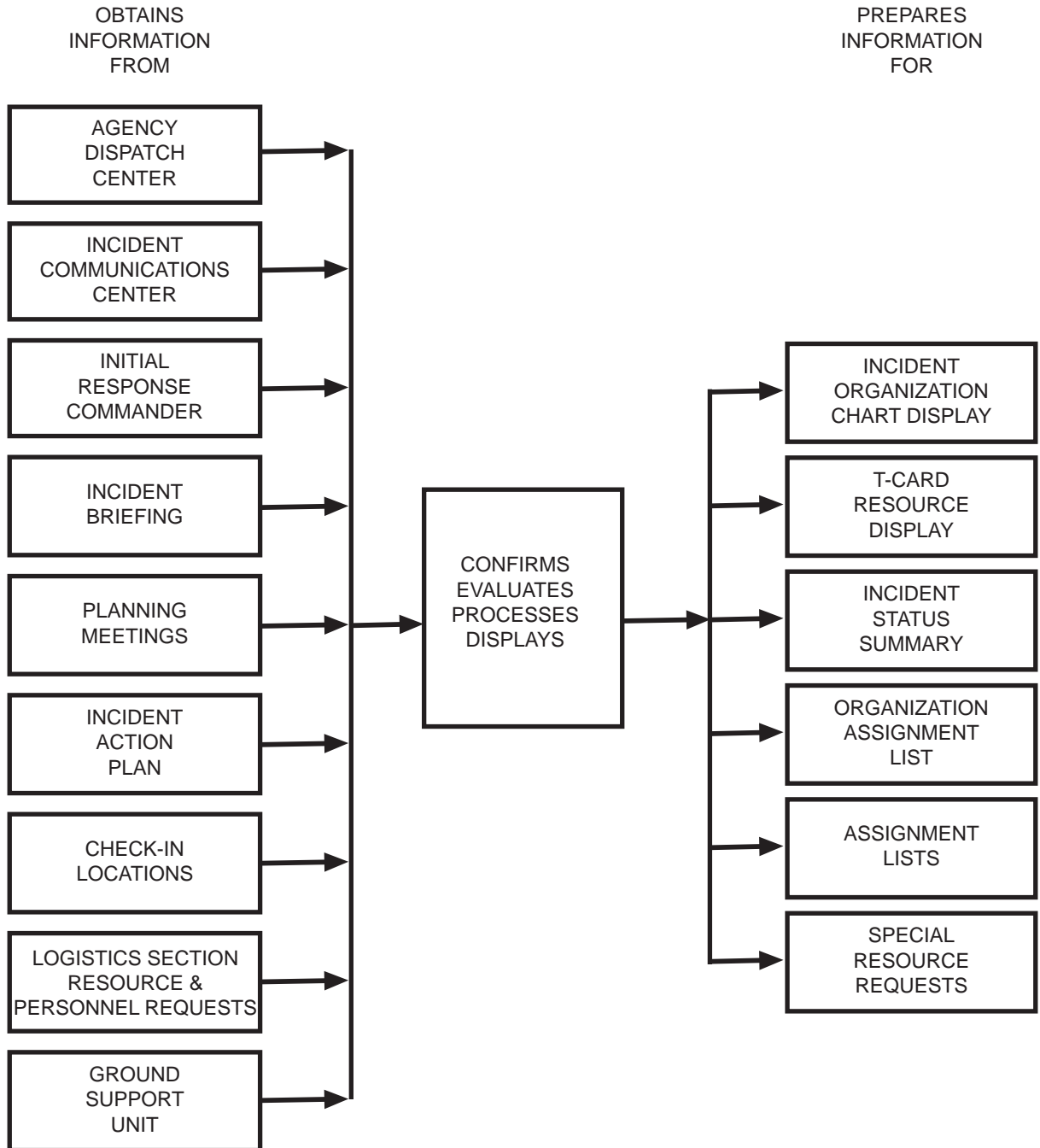
ICS ORGANIZATION GUIDE							
C O M M A N D	1. Incident Commander - one per incident. Unless incident is multi-jurisdictional.						
	2. Multi-jurisdictional incidents establish Unified Command with each jurisdiction supplying individual to represent agency in Unified Command Structure.						
	3. Incident Commander may have Deputy.						
	4. Command Staff Officer - one per function per incident.						
	5. Command Staff may have assistants as needed.						
	6. Agency Representatives report to Liaison Officer on Command Staff.						
<u>INCIDENT BASE RECOMMENDED MINIMUM PERSONNEL REQUIREMENTS</u> (PER TWELVE (12) HOUR OPERATIONAL PERIOD)							
(If camps are established, the minimum personnel requirements for the Base may be modified or additional personnel may be added to support camps.)							
<u>UNIT POSITION</u> <u>DIVISIONS)</u>		<u>SIZE OF INCIDENT (NUMBER OF</u>					
		2	5	10	15	25	
O P E R A T I O N S	Operations Section Chief		One Per Operational Period				
	Branch Director			2	3	4	6
	Division/Group Supervisor		2	5	10	15	25
	Strike Team Leaders		As Needed				
	Task Force Leaders		As Needed				
	Air Operations Director			1	1	1	1
	Air Tactical Group Supervisor		1	1	1	1	1
	Air Tanker/Fixed Wing Coordinator		As Needed				
	Helicopter Coordinator		As Needed				
	Air Support Group Supervisor		1	1	1	1	1
	Helibase Manager		One Per Helibase				
	Helispot Manager		One Per Helispot				
	Fixed Wing Support Leader		One Per Airport				
	Staging Area Manager		One Per Staging Area				
P L A N N I N G	Planning Section Chief		One Per Incident				
	Resources Unit Leader		1	1	1	1	1
	Status Recorders		1	2	3	3	3
	Check-In Recorders		As Needed				
	Technical Specialists		As Needed				
	Situation Unit Leader		1	1	1	1	1
	Field Observer			1	2	2	3
	Weather Observer		As Needed				
	Aerial/Ortho Photo Analyst		As Needed				
	Display/Report Processor			1	1	1	2
	IR Equipment Operators		Two If Needed				
	Computer Terminal Operator			1	1	1	1
	Photographer				1	1	1
	Documentation Unit Leader			1	1	1	1
Demobilization Unit Leader				1	1	1	
(Demob Recorders from Resources)		As Needed					

	UNIT POSITION DIVISIONS)	SIZE OF INCIDENT (NUMBER OF				
		2	5	10	15	25
L O G I S T I C S	Logistics Section Chief	One Per Incident				
	Service Branch Director	As Needed				
	Communications Unit Leader	1	1	1	1	1
	Incident Communications Manager	1	1	1	1	1
	Incident Dispatcher	1	2	3	3	4
	Message Center Operator		1	1	2	2
	Messenger		1	2	2	2
	Communications Technician		1	2	4	4
	Medical Unit Leader	1	1	1	1	1
	Medical Unit Leader Assistant	As Needed				
	Responder Rehabilitation Manager	As Needed				
	Food Unit Leader		1	1	1	1
	Food Unit Assistant (each camp)	As Needed				
	Cook		1	1	2	2
	Assistant Cook		2	2	6	12
	Helper		8	8	16	24
	Support Branch Director	As Needed				
	Supply Unit Leader		1	1	1	1
	Camp Supply Assistant (each camp)	As Needed				
	Ordering Manager			1	1	1
	Receiving/Distribution Manager		1	1	1	1
	Tool/Equipment Specialist			1	1	1
	Recorders		1	1	2	2
	Helpers		2	2	2	2
	Facility Unit Leader		1	1	1	1
	Base Manager		1	1	1	1
	Camp Manager (each camp)	As Needed				
	Facility Maintenance Specialist		1	1	1	1
	Security Manager		1	1	1	1
	Helpers		6	6	12	12
	Ground Support Unit Leader	1	1	1	1	1
	Equipment Manager		1	1	1	1
Assistants	As Needed					
Equipment Timekeeper		1	1	1	1	
Mechanics	1	1	3	5	7	
Drivers	As Needed					
Operators	As Needed					
F I N - A D M I N	Finance/Administration Section Chief	One Per Incident				
	Time Unit Leader		1	1	1	1
	Time Recorder, Personnel		1	3	3	5
	Time Recorder, Equipment		1	2	2	3
	Procurement Unit Leader		1	1	1	1
	Compensation/Claims Unit Leader		1	1	1	1
	Compensation Specialist	As Needed				
	Claims Specialist	As Needed				
	Cost Unit Leader		1	1	1	1
Cost Analyst			1	1	1	

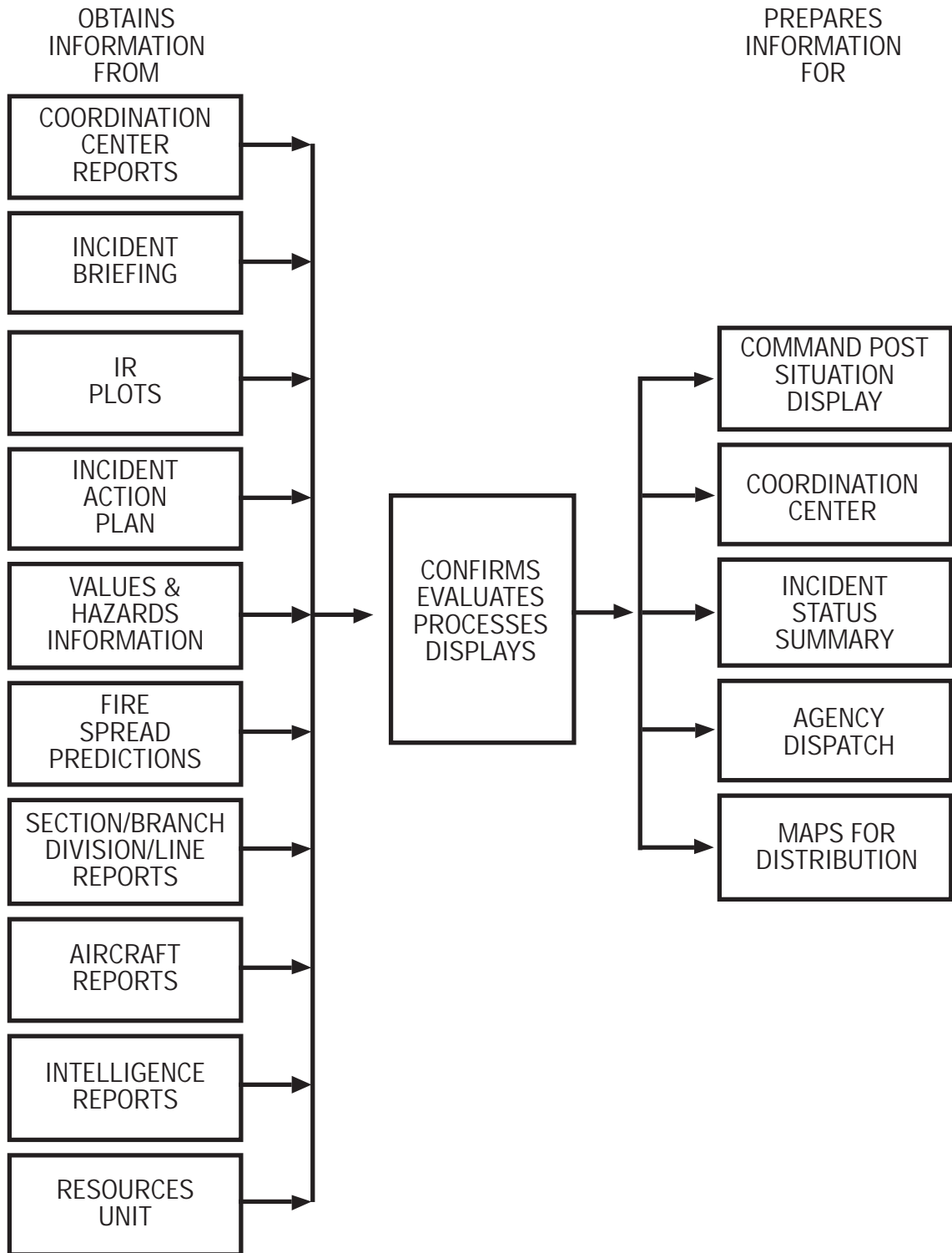
T-CARD COLORS AND USES		
Ten different color resource cards (T-cards) are used to denote kind of resources. The card colors and resources they represent are:		
KIND RESOURCE	CARD COLOR	FORM NUMBER
Engines	Rose	219-3
Handcrews	Green	219-2
Dozers	Yellow	219-7
Aircraft	Orange	219-6
Helicopter	Blue	219-4
Misc. Equip/Task Forces	Tan	219-8
Personnel	White	219-5
Location Labels	Gray	219-1
Property Record	White/red	219-9
Transfer Tag	Blue Tag	219-9A
INCIDENT COMMAND SYSTEM FORMS		
Forms and records which are routinely used in the ICS are listed below. Those marked with an (*) are commonly used in written Incident Action Plans.		
Incident Briefing		ICS Form 201
* Objectives		ICS Form 202
* Organization Assignment List		ICS Form 203
* Assignment List		ICS Form 204
* Incident Radio Communications Plan		ICS Form 205
* Medical Plan		ICS Form 206
Incident Organization Chart		ICS Form 207
Site Safety and Control Plan		ICS Form 208-HM
Incident Status Summary		ICS Form 209
Check-In List		ICS Form 211
Vehicle Demobilization Inspection		ICS Form 212
General Message		ICS Form 213
Unit/Activity Log		ICS Form 214
Operational Planning Worksheet. LCES Safety Analysis		ICS Form 215 A
Operational Planning Worksheets		ICS Form 215 G, W
Radio Requirements Worksheet		ICS Form 216
Support Vehicle Inventory		ICS Form 218
Resource Status Card (1-9A)		ICS Form 219
Air Operations Summary Worksheet		ICS Form 220
Demobilization Checkout		ICS Form 221
Incident Weather Forecast Request		ICS Form 222
Tentative Release List		ICS Form 223
Crew Performance Rating		ICS Form 224
Incident Personnel Performance Rating		ICS Form 225
Compensation for Injury Log		ICS Form 226
Claims Log		ICS Form 227
Incident Cost Work Sheet		ICS Form 228
Incident Cost Summary		ICS Form 229

ICS MAP DISPLAY SYMBOLOGY	
SUGGESTED FOR PLACEMENT ON BASE MAP	SUGGESTED FOR PLACEMENT ON OVERLAYS
<p>MINIMUM RECOMMENDED</p> <p>BLACK { HIGHLIGHTED GEOGRAPHIC OR MANMADE FEATURES</p> <p>BLACK { COMPLETED DOZER LINE COMPLETED LINE LINE BREAK COMPLETED</p> <p>RED { FIRE ORIGIN HAZARD (IDENTIFY TYPE OF HAZARD, E.G., POWER LINES) or e.g.</p> <p>BLUE { INCIDENT COMMAND POST INCIDENT BASE CAMP (IDENTIFY BY NAME) HOBT</p> <p>BLUE { HELISPOT (LOCATION AND NUMBER) HELIBASE REPEATER/MOBILE RELAY</p> <p>OPTIONAL</p> <p>BLUE { TELEPHONE FIRE STATION WATER SOURCE (IDENTIFY TYPE, I.E. POND, CISTERN, HYDRANT) or e.g. MOBILE WEATHER UNIT IR GROUND LINK FIRST AID STATION</p>	<p>RED { UNCONTROLLED FIRE EDGE SPOT FIRE HOT SPOT</p> <p>ORANGE { FIRE SPREAD PREDICTION</p> <p>BLACK { PLANNED FIRE LINE PLANNED SECONDARY LINE BRANCHES { INITIALLY NUMBERED CLOCKWISE FROM FIRE ORIGIN DIVISIONS { INITIALLY LETTERED CLOCKWISE FROM FIRE ORIGIN WIND SPEED AND DIRECTION</p> <p>BLUE { PROPOSED DOZER LINE FIRE BREAK (PLANNED OR INCOMPLETE) STAGING AREA (IDENTIFY BY NAME)</p> <p>RED/FERN</p>
<p>ALL OVERLAYS MUST CONTAIN REGISTRATION MARKS. THESE MAY CONSIST OF IDENTIFIED ROAD INTERSECTIONS, TOWNSHIP/RANGE COORDINATES, MAP CORNERS, ETC.</p>	
<p>* - TO BE USED ON INCIDENT BRIEFING AND ACTION PLAN MAPS (NO COLOR)</p>	

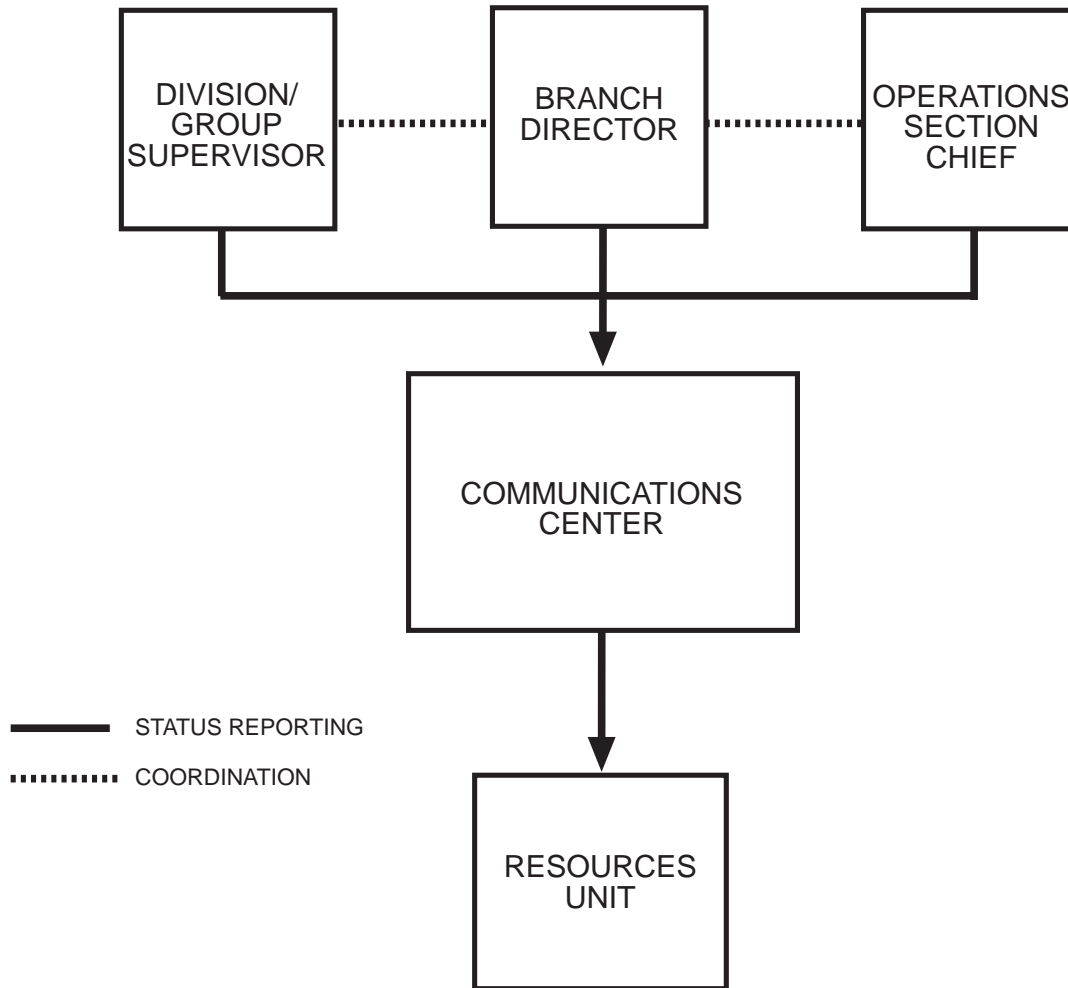
RESOURCES UNIT FUNCTIONS & INTERACTIONS



SITUATION UNIT FUNCTIONS & INTERACTIONS



RESOURCE STATUS CHANGE REPORTING



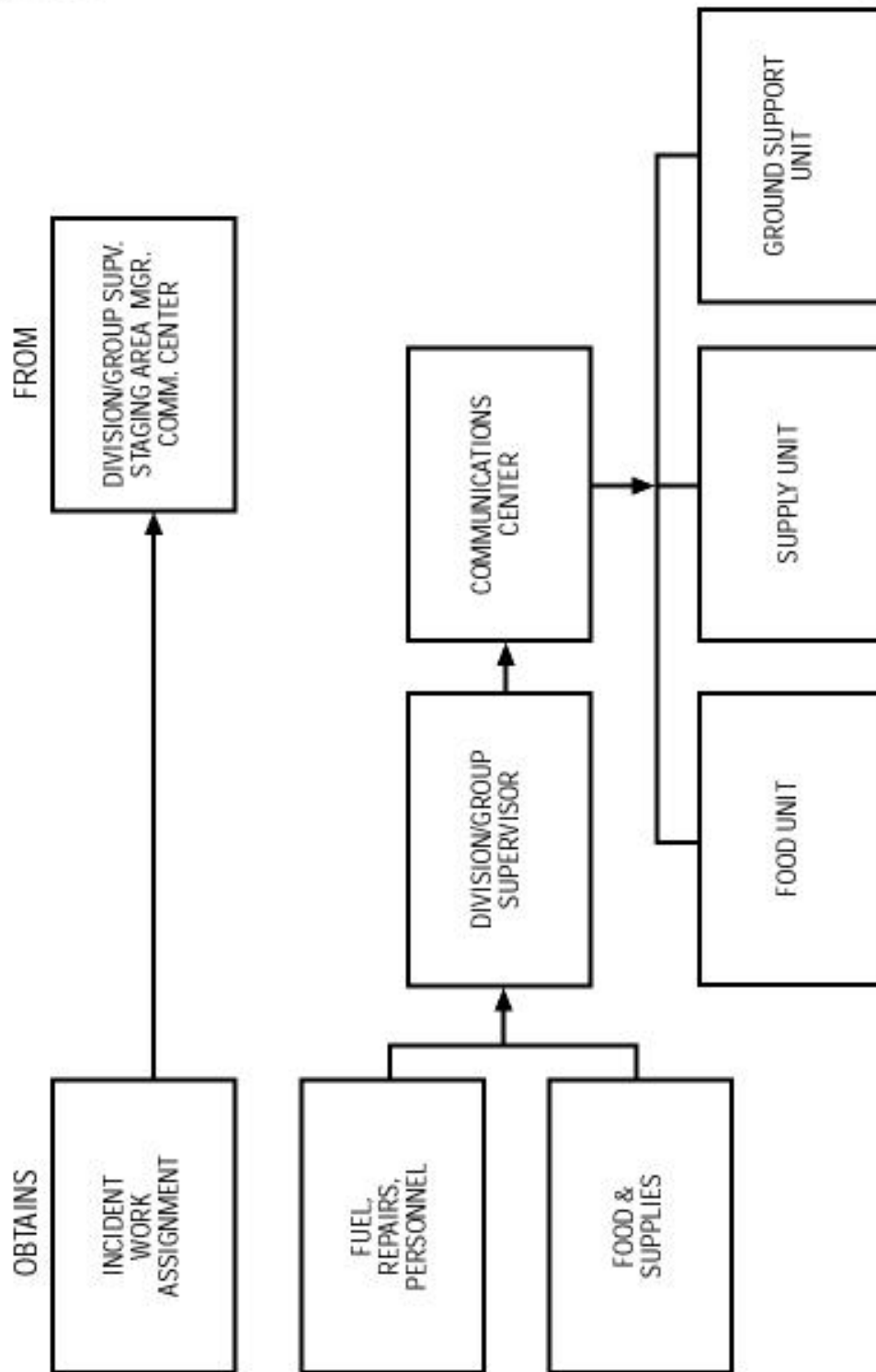
1. REPORT:

- A) RESOURCES CHANGING STATUS (ASSIGNED, AVAILABLE, OUT OF SERVICE)
- B) RESOURCES MOVING BETWEEN DIVISIONS

2. NOTE:

AUTHORITY WHO APPROVES THE STATUS CHANGE IS RESPONSIBLE FOR REPORTING IT TO RESOURCES UNIT

STRIKE TEAM LEADER INTERACTIONS



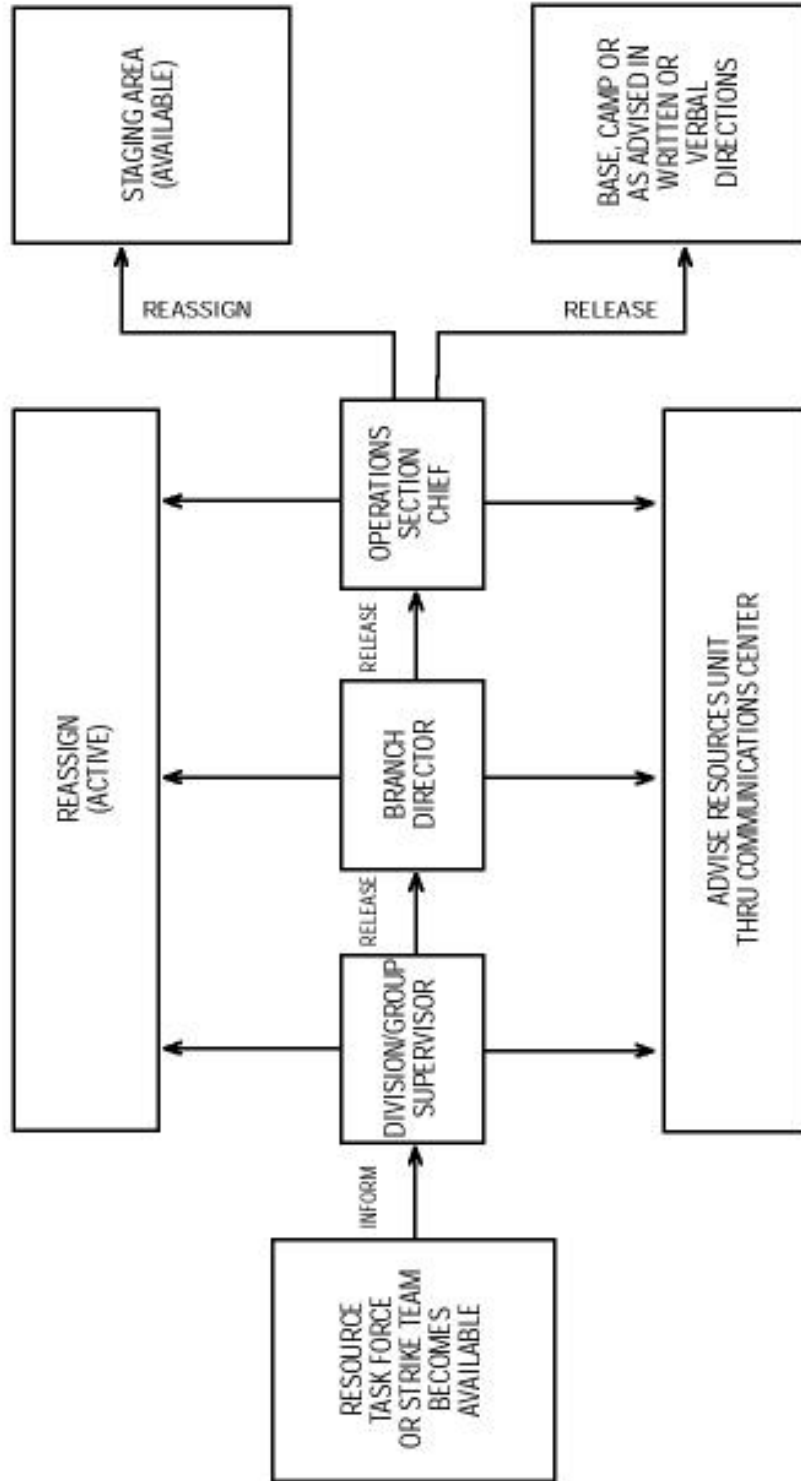
ORGANIZATIONAL GUIDES

10-14

ORGANIZATIONAL GUIDES

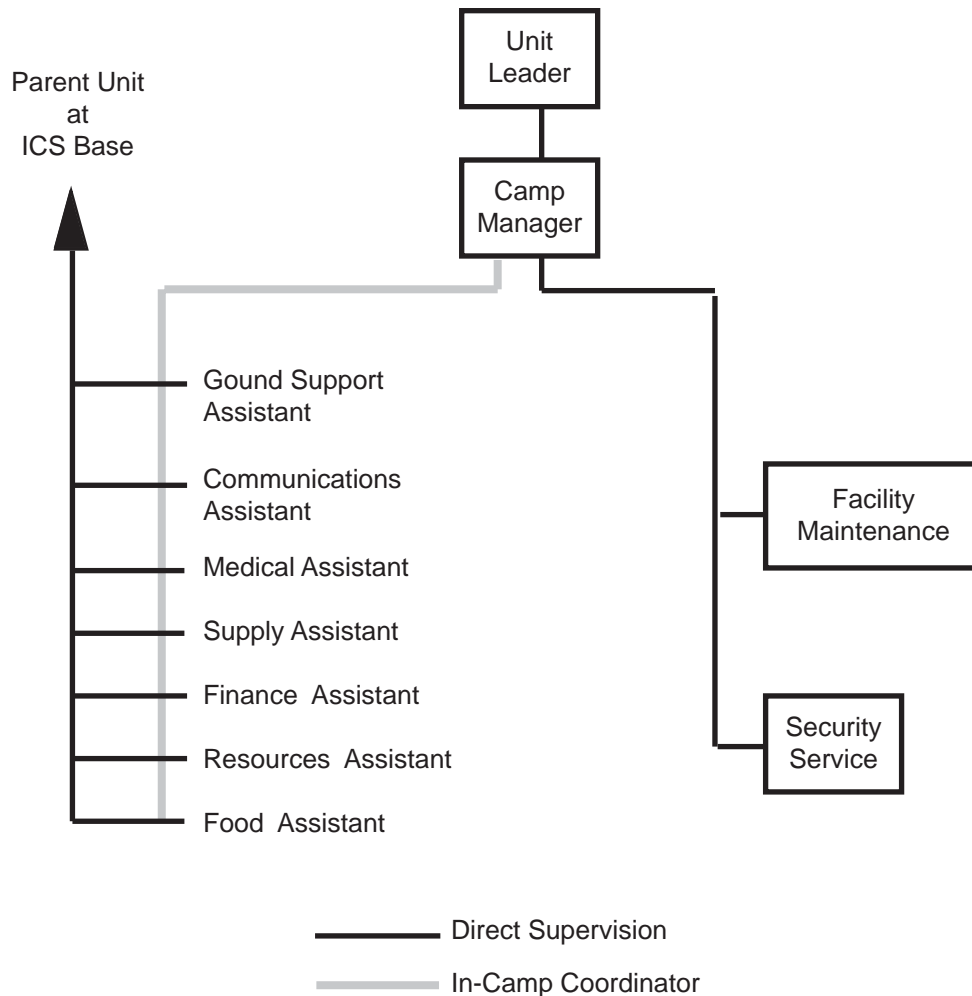
*OUT OF SERVICE RESOURCES INTERACT DIRECTLY WITH APPROPRIATE UNITS FOR SERVICE AND SUPPORT

REASSIGN/RELEASE OF RESOURCES



NOTE: AUTHORITY WHO APPROVES THE STATUS CHANGE IS RESPONSIBLE FOR REPORTING IT TO RESOURCES UNIT.

ICS CAMP ORGANIZATION AND REPORTING RELATIONSHIPS



The Camp Manager will provide direct supervision for all facility maintenance and security services at the Camp. Several of the functional unit activities which are performed at the ICS Base may also be performed at the Camp(s). These functional units assigned to the Camp(s) will receive their direct supervision from their Unit Leaders at the ICS Base. During the time that a Camp is established, the Camp Manager will be responsible to provide non-technical coordination for all units operating within the Camp in order to ensure orderly and harmonious operation of the Camp and efficient use of all resources and personnel assigned to the Camp.

CHAPTER 11

RESOURCE TYPES AND MINIMUM STANDARDS

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Primary Mobile Suppression Resources 11-2
Support Resources 11-4
Strike Team Types and Minimum Standards 11-5

**PRIMARY MOBILE SUPPRESSION RESOURCES
(Minimum ICS Standards)**

RESOURCE	RADIO CALL	COMPONENTS	TYPES			
			1	2	3	4
Engine Company	Engine Telesquirt*	Pump Water Tank Hose 2 1/2" Hose 1 1/2" Hose 1" Ladder Master Stream Personnel	1000 GPM 400 Gal. 1200 Ft. 400 Ft. 200 Ft. 20 Ft. Ext. 500 GPM 4	500 GPM 400 Gal. 1000 Ft. 500 Ft. 300 Ft. 20 Ft. Ext. - 3	120 GPM 300 Gal. - 1000 Ft. 800 Ft. - - 3	50 GPM 200 Gal. - 300 Ft. 800 Ft. - - 3
* Engine with elevated stream capability, specify when requested.						
Truck Company	Truck	Aerial (Specify platform or ladder), Elevated Stream, Ground Ladders, Personnel	75 Ft. 500 GPM 115 Ft. 4	50 Ft. 500 GPM 115 Ft. 4		
Water Tender	Water Tender	Pump Water Tank	300 GPM 2000 Gal.	120 GPM 1000 Gal.	50 GPM 1000 Gal.	
Brush Patrol	Patrol	Pump -15 GPM Hose 1" - 150 Ft. Tank -75 Gal. Personnel - 1				
Medical/Non Transport	Rescue, Squad, Medic Engine	Non Transport, Capability & Personnel determined by local EMS authority	ALS	BLS		
Medical/Transport	Ambulance, Medic	Transport, Capability & Personnel determined by local EMS authority	ALS	BLS		
Bulldozer	Dozer	Size Horse Power Operator Example(s):	Heavy 200 HP 1 D-7, D-8	Medium 100 HP 1 D-5, D-6	Light 50 HP 1 D-4	
Bulldozer Tender	Dozer Tender	Fuel-100 Gal				

RESOURCE	RADIO CALL	COMPONENTS	TYPE 1	TYPE 2
Hand Crew	Crew #	Personnel, * Equipment, and Transportation	<ul style="list-style-type: none"> • Highest training level • No use restriction • Fully mobilized • Highest experience level • Fully equipped • Permanently assigned supervision 	<ul style="list-style-type: none"> • Minimum training or • Some use restriction or • Not fully mobilized or • Moderate experience or • Minimum equipment or • No assigned supervision
* Indicates <u>minimum</u> number of crew personnel including supervision.			<p><u>State</u></p> CDC (12) CYA (12) CCC (12) Fly Crew (8)	<p><u>Federal</u></p> Hotshot (18) Regular (18) Fly Crew (10)
			<p><u>Local Govt.</u></p> Inmate (12) Paid (10)	Federal (Blue Card) (18) State (12)

RESOURCE	RADIO CALL	COMPONENTS	TYPES			
			1	2	3	4
Fire Boat	Boat	Pumping Capability	5,000 GPM	1000 GPM	250 GPM	
Foam Tender	Foam	Class B Foam Specify: % Concentrate (1%, 3%, etc.)	500 Gal.	250 Gal		
Air Tanker	Tanker	Gallons	3,000	1,800	600	100
		Examples:	C-130 P-3, DC-7	DC-4 SP2H,P2V	S-2	Thrush
Helicopters	Copter	Seats, including pilot	16	10	5	3
		Card weight capacity (lbs)	5000	2500	1200	600
		Gallons	700	300	100	75
		Examples:	Bell 214	Bell 204, 205, 212	Bell 206	Bell 47
Helicopter Tender	Helitender	Fuel Equipment				
Helitack Crew	Helitack	Personnel (3) Equipment Transportation				
Helitanker	Helitanker	- Fixed Tank - Air tanker Board Certified - 1,100 Minimum Gallon Capacity				
Aircraft Rescue Firefighting (ARFF)	ARFF	Class B Foam w/proportioner and pump				

SUPPORT RESOURCES

RESOURCE	RADIO CALL	COMPONENTS	TYPES		
			1	2	3
Breathing Apparatus Support	Breathing Support	Filling Capability	Compressor	Cascade	
Crew Transport	Crew Transport	Passengers	30	20	10
Field Mobile Mechanic	Repair	Repair Capability	Heavy Equipment	Light Equipment	
Food Dispenser Unit	Food Dispenser	Servings/Meal	150	50	
Mobile Kitchen Unit	Mobile Kitchen	Servings/Meal	1000	300	
Fuel Tender	Fuel Tender	Fuel Specify: Gas, Jet Fuel, Diesel, Etc.	1000 Gal	100 Gal	
Heavy Equipment Transport	Transport	Capacity Examples:	Heavy D-7, D-8	Medium D-6	Light D-4
Portable Pump	N/A	Pumping Capacity	500 GPM	250 GPM	50 GPM
Illumination Unit	Light	Lighting Units (500 watts each) Extension Cord Specify: Mounted or Portable	6 1000 Ft.	3 500 Ft.	
Mobile Communications	Comm	<ul style="list-style-type: none"> • Consoles/ Workstations • Frequency Capability • Power Source • Telephone Systems • Personnel 	2 Multi Range*, Programmable Internal 6 Trunk/16 Extension Lines 2	2 Multi Range*, Programmable Internal 2	1 Single Range**, Programmable External 1
* Multi Range: 150-174 MHz, 450-470 MHz, 800 MHz (Simplex & Repeated) ** Single Range: 150-174 MHz only					
Portable Repeater	N/A	Frequency Capability*			
* When requesting resource, need to specify frequency requirements.					
Power Generator	N/A	Wattage Capacity Specify: Mounted or Portable	10,000 watts	3,000 watts	
Refrigeration Unit	Refer	Box Length (ft)	24	12	
Utility Transport	Utility		Over 1 Ton	1 Ton and Under	

STRIKE TEAM TYPES AND MINIMUM STANDARDS

Kind	Strike Team Types	Number/Type	Minimum Equipment Standards							Minimum Personnel		
			Pump Capac	Water Capac	2 1/2" Hose	1 1/2" Hose	1" Hose	Ladder	Master Stream	Strike Team Leader	Per Single Resource	Total Personnel
E N G I N E S	A	5 - Type 1	1000 GPM	400 Gal	1200 Ft	400 Ft	200 Ft	20 Ft Ext	500 GPM	1	4	21
	B	5 - Type 2	500 GPM	400 Gal	1000 Ft	500 Ft	300 Ft	20 Ft Ext	N/A	1	3	16
	C	5 - Type 3	120 GPM	300 Gal	N/A	1000 Ft	800 Ft	N/A	N/A	1	3	16
	D	5 - Type 4	50 GPM	200 Gal	N/A	300 Ft	800 Ft	N/A	N/A	1	3	16
C R E W S	G	Hand crew combinations consisting of a minimum of 29 persons (Do not mix Type 1 and Type 2 crews)	Type 1 Handcrews have no restrictions on use.									
	H		Type 2 Handcrews may have use restrictions.									
D O Z E R S	K	2 - Type 1 1 - Dozer Tender	Heavy Dozer Min. 200 HP (D-7, D-8, or equivalent)									
	L	2 - Type 2 1 - Dozer Tender	Medium Dozer Min. 100 HP (D-5, D-6, or equivalent)									
	M	2 - Type 3 1 - Dozer Tender	Light Dozer Min. 50 HP (D-4, or equivalent)									

CHAPTER 12

GLOSSARY OF TERMS

This glossary contains definitions of terms frequently used in ICS documentation which are, for the most part, not defined elsewhere in this guide.

Agency Executive or Administrator. Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident.

Agency Representative. An individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Incident Liaison Officer.

Air Transportable Mobile Weather Unit (ATMWU). A weather data collection and forecasting facility consisting of seven modules, weighing a total of 355 pounds and occupying 34.2 cubic feet of space when transported. Used by a National Weather Service Fire Weather Forecaster.

Allocated Resources. Resources dispatched to an incident that have not yet checked-in with the Incident Communications Center.

Area Command. Area Command is an expansion of the incident command function primarily designed to manage a very large incident that has multiple incident management teams assigned. However, an Area Command can be established at any time that incidents are close enough that oversight direction is required among incident management teams to ensure conflicts do not arise.

Assigned Resources. Resources checked-in and assigned work tasks on an incident.

Assistant. Title for subordinates of the Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

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

Available Resources. Resources assigned to an incident and available for an assignment.

Base. That location at which the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be collocated with the base. There is only one base per incident.

Branch. That organizational level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etc.).

Camp. A geographical site, within the general incident area, separate from the base, equipped and staffed to provide food, water, and sanitary services to incident personnel.

Clear Text. The use of plain English in radio communications transmissions. No Ten Codes, or agency specific codes are used when using Clear Text.

Command. The act of directing, ordering and/or controlling resources by virtue of explicit legal, agency, or delegated authority.

Command Staff. The Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer, who report directly to the Incident Commander.

Company. Any piece of equipment having a full complement of personnel.

Complex. A complex is two or more individual incidents located in the same general proximity which are assigned to a single Incident Commander or Unified Command to facilitate management.

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

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

Coordination Center. Term used to describe any facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

Cost Sharing Agreements. Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be verbal between authorized agency or jurisdictional representatives at the incident.

Deputy. A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Dispatch. The implementation of a *command* decision to move a resource or resources from one place to another.

Dispatch Center. A facility from which resources are directly assigned to an incident.

Division. That organization level having responsibility for operations within a defined geographic area or with functional responsibility. The Division level is organizationally between the Strike Team and the Branch. (See also "Group")

“Emergency Traffic”. A term used to clear designated channels used at an incident to make way for important radio traffic for a firefighter emergency situation or an immediate change in tactical operations. NOTE: The term **Mayday** should not be used for fire ground communications which could cause confusion with the term used for aeronautical and nautical emergencies.

“Emergency Traffic” Radio Tone. A distinctive tone used on designated channel(s) identified in a standard operating guideline.

Fireline Emergency Medical Technician (FEMT). The FEMT provides emergency medical care to personnel operating on the fireline. The FEMT initially reports to the Medical Unit Leader, if established, or the Logistics Section Chief. The FEMT must establish and maintain liaison with, and respond to requests from, the operations personnel to whom they are assigned.

General Staff. The group of incident management personnel comprised of:

- The Incident Commander
- The Operations Section Chief
- The Planning Section Chief
- The Logistics Section Chief
- The Finance/Administration Section Chief

Group. Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division (See Division). Groups are located between Branches (when activated) and Resources in the Operations Section.

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

Helispot. A location where a helicopter can take off and land. Some helispots may be used for temporary retardant loading.

Helitanker. A helicopter equipped with a fixed tank, Air Tanker Board Certified, capable of delivering a minimum of 1,100 gallons of water, retardant, or foam.

Incident Action Plan (IAP). Contains objectives reflecting the overall incident strategy and specific control actions for the next operational period. When complete, the Incident Action Plan will have a number of attachments. Contains: ICS-202, ICS-203, ICS-204, ICS-205, ICS-206, incident traffic plan, and incident map.

Incident Command Post (ICP). That location at which the primary command functions are executed and usually collocated with the incident base.

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

Incident Objectives. Statements of guidance and direction necessary for the selection of appropriate strategy(s), and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

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

Infrared (IR) Groundlink. A capability through the use of a special mobile ground station to receive air to ground infrared imagery for interpretation.

Initial Response. Resources initially committed to an incident.

Jurisdictional Agency. The agency having jurisdiction and responsibility for a specific geographical area.

LCES Checklist. In the wildland fire environment, Lookouts, Communications, Escape Routes, Safety Zones (LCES) is key to safe procedures for firefighters. The elements of LCES form a safety system used by firefighters to protect themselves. This system is put in place before fighting the fire: select a lookout or lookouts, set up a communication system, choose escape routes, and select a safety zone or zones.

Mayday. An international distress signal. The term Mayday should not be used for fire ground communications which could cause confusion with the term used for aeronautical and nautical emergencies.

Message Center. The Message Center is part of the Communications Center and is collocated or placed adjacent to it. It receives, records, and routes information about resources reporting to the incident, resource status, and administration and tactical traffic.

Mobilization Center. An off incident location at which emergency service personnel and equipment are temporarily located pending assignment, release, or reassignment.

Multi-Agency Coordination System (MACS). The combination of facilities, equipment, personnel, procedures, and communications integrated into a common system with responsibility for coordination of assisting agency resources and support to agency emergency operations.

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

Operational Period. The period of time scheduled for execution of a given set of operation actions as specified in the Incident Action Plan.

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

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

Out-of-Service Resources. Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

Overhead Personnel. Personnel who are assigned to supervisory positions which includes Incident Commander, Command Staff, General Staff, Directors, Supervisors and Unit Leaders.

Planning Meeting. A meeting, held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations and for service and support planning.

Personnel Accountability. The ability to account for the whereabouts and welfare of personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and personnel are working within these guidelines.

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

Rapid Intervention Crew/Company (RIC). A crew or company designated to standby in a state of readiness to perform a rescue effort of firefighters.

Recorder. Person assigned to record information. May be utilized by any ICS position having need.

Reinforced Response. Those resources requested in addition to the initial response.

Reporting Locations. Any one of six facilities/locations where incident assigned resources may check-in. The locations are: Incident Command Post - Resources Unit, Base, Camp, Staging Area, Helibase or Division/Group Supervisor for direct line assignments. (Check-in at one location only)

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

Responder Rehabilitation. Also known as "rehab"; resting and treatment of incident personnel who are suffering from the effects of strenuous work and/or extreme conditions.

Rest and Recuperation (R&R). Time away from work assignment to give personnel proper rest so they remain productive, physically capable, and mentally alert to perform their jobs safely.

Section. That organization level having functional responsibility for primary segments of incident operations such as: Operations, Planning, Logistics, Finance/Administration. The Section level is organizationally between Branch and Incident Commander.

SEMS. - Standardized Emergency Management System - A system utilizing ICS principles including the five elements of Command, Operations, Planning, Logistics, and Finance/Administration. SEMS is used in California at five levels: Field Response, Local Government, Operational Areas, Regions, and State.

Single Resource. An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

Staging Area. That location where incident personnel and equipment are assigned on a three (3) minute available status.

Standby Members. Two members/personnel who remain outside the hazard area during the "initial stages" of an incident. The standby members shall be responsible for maintaining a constant awareness of the number and identity of members operating in the hazardous area, their location and function, and time of entry. The standby members shall remain in radio, visual, voice or signal line communications with the team (NFPA 1500 6-4.4).

Strategy. The general plan or direction selected to accomplish incident objectives.

Strike Team. Specified combinations of the same kind and type of resources, with common communications and a leader.

Tactics. Deploying and directing resources on an incident to accomplish the objectives designated by strategy.

Task Force. A group of resources with common communications and a leader, that may be pre-established and sent to an incident, or formed at an incident.

Technical Specialists. Personnel with special skills who are activated only when needed. Technical Specialists may be needed in the areas of fire behavior, water resources, environmental concerns, resource use, training areas, geographic information systems, and damage inspection.

Unified Command. In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

Unit. That organization element having functional responsibility for a specific incident planning, logistic, or finance activity.

Watershed Rehabilitation. Also known as "rehab"; restoration of watershed to as near as possible, its pre-incident condition, or to a condition where it can recover on its own.

CHAPTER 13
HAZARDOUS MATERIALS

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INTRODUCTION

The Hazardous Materials organizational module is designed to provide an organizational structure that will provide necessary supervision and control for the essential functions required at virtually all Hazardous Materials incidents. This is based on the premise that controlling the tactical operations of companies and movement of personnel and equipment will provide a greater degree of safety and also reduce the probability of spreading of contaminants. The primary functions will be directed by the Hazardous Materials Group Supervisor, and all resources that have a direct involvement with the hazardous material will be supervised by one of the functional leaders or the Hazardous Materials Group Supervisor.

UNIFIED COMMAND

A hazardous materials incident will bring together a greater number and a wider variety of agencies than any other single incident your agency will face. It is assumed that all hazardous materials incidents will be managed under Unified Command principles because in virtually all cases fire, law enforcement, and public health will have some statutory functional responsibility for incident mitigation.

Depending on incident factors, several other agencies will respond to a hazardous materials incident. The best method for ensuring effective information flow and coordination between the responding agencies at the scene of a multi-agency incident is to establish a Unified Command Post and the use of Unified Command. Each key response agency should provide a representative to remain at the command post who will have authority to speak for and commit agency resources. The Assisting Agencies section of this document lists some of the typical functional responsibilities of law enforcement and health agencies.

MODULAR DEVELOPMENT

A series of examples of modular development are included to illustrate one method of expanding the incident organization.

INITIAL RESPONSE ORGANIZATION (page 13-4)

Initial response resources are managed by the Incident Commander who will handle all Command and General Staff responsibilities.

REINFORCED RESPONSE ORGANIZATION (page 13-5)
(3 to 15 fire and/or law enforcement units)

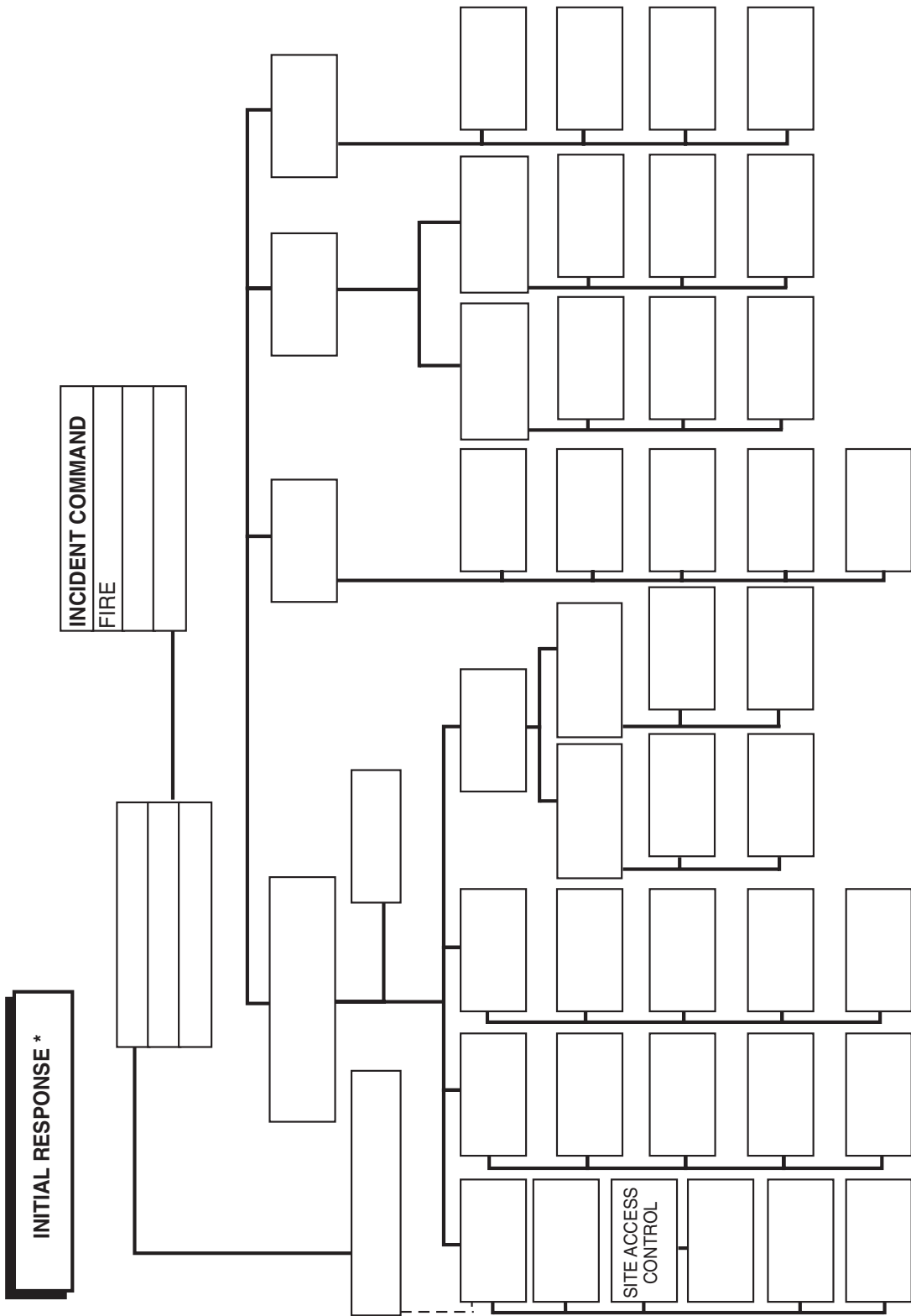
The two Incident Commanders have met and have established Unified Command. They have established a Hazardous Materials Group to manage all activities around the Control Zones and have organized Law Enforcement units into a task force to isolate the operational area. The Incident Commanders have decided to establish a Planning Section, a Staging Area, and a Safety Officer.

MULTI-DIVISION/GROUP ORGANIZATION (page 13-6)

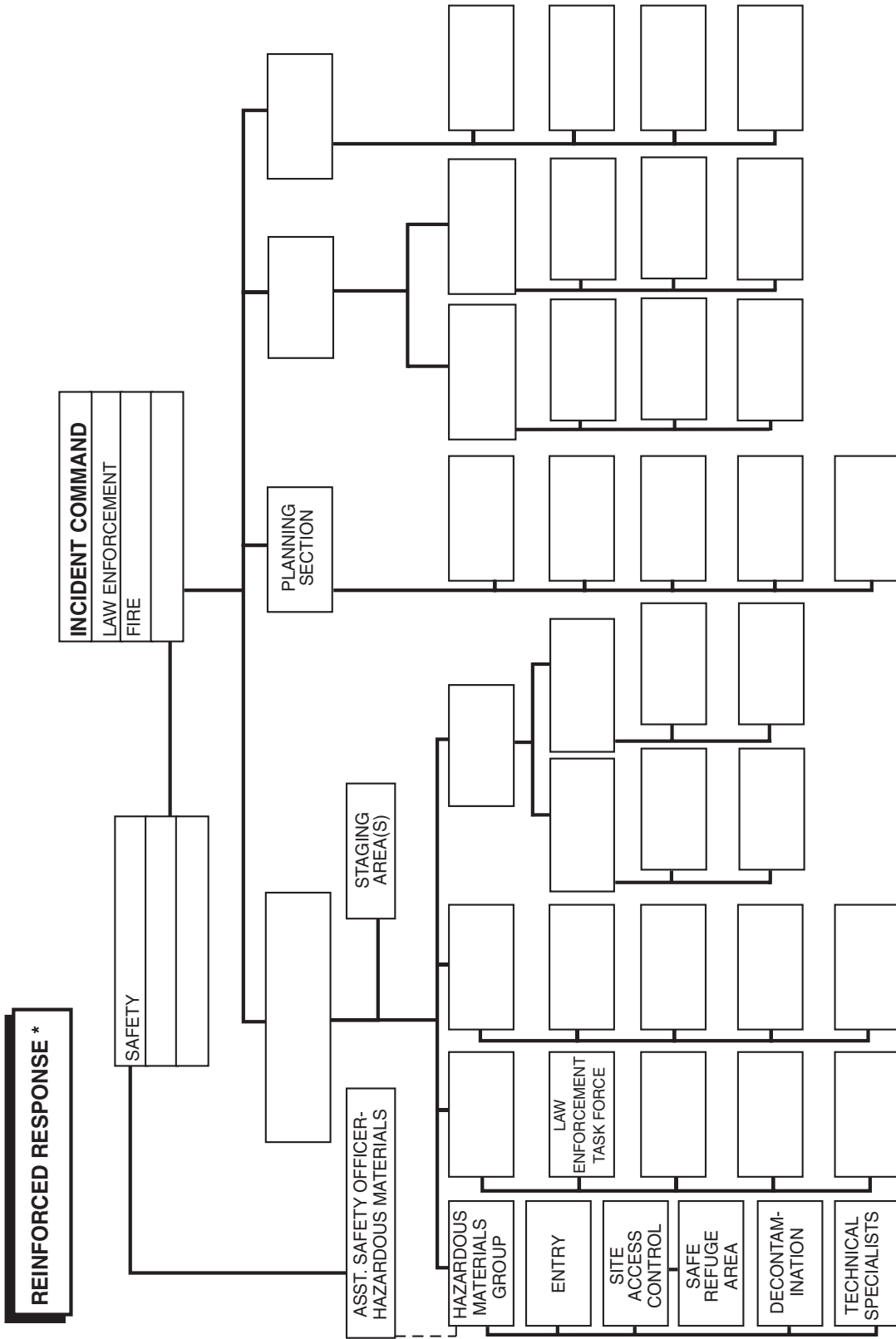
The Incident Commanders have activated most Command and General Staff positions and have established a combination of divisions and groups.

MULTI-BRANCH ORGANIZATION (page 13-7)

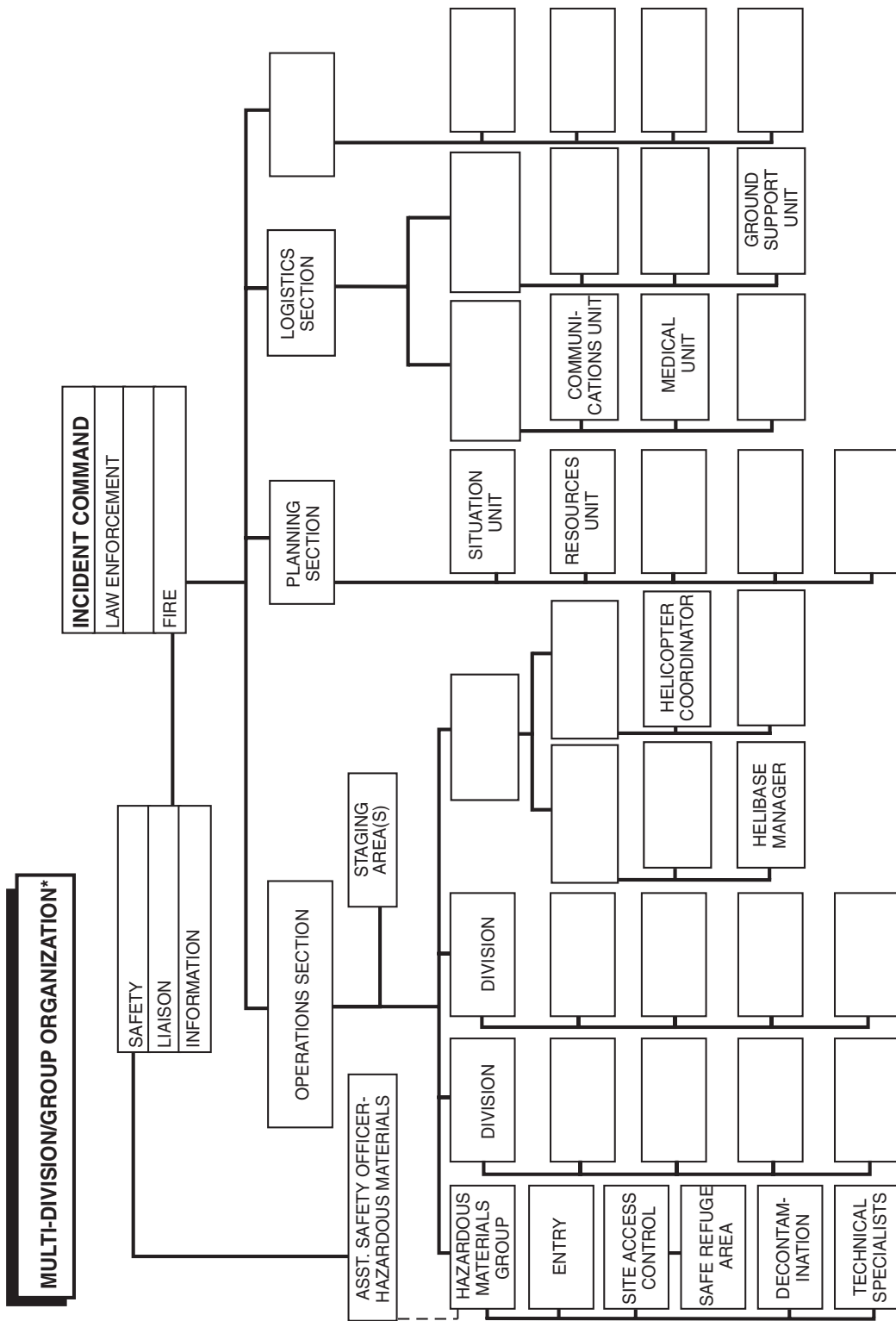
The Incident Commanders have activated all Command and General Staff positions and have established four branches in the Operations Section.



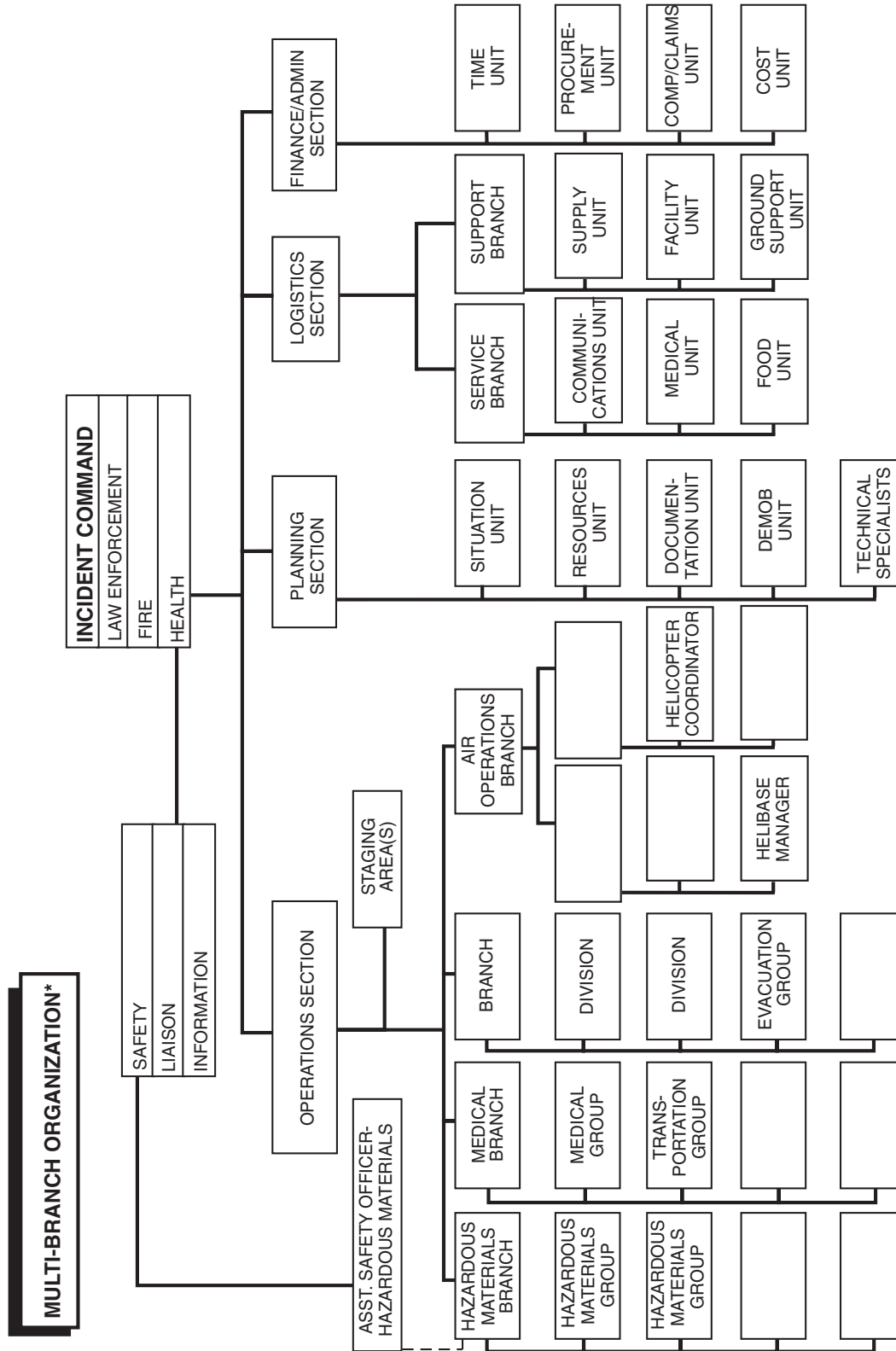
* INITIAL RESPONSE ORGANIZATION (EXAMPLE)
Initial Response resources are managed by the Incident Commander who will handle all Command and General staff responsibilities.



* REINFORCED RESPONSE ORGANIZATION (EXAMPLE) e.g., 3 to 15 Fire and/or Law Enforcement units. The two Incident Commanders have met and have established Unified Command. They have established a Hazardous Materials Group to manage all activities around the Control Zones and have organized Law Enforcement units into a task force to isolate the operational area. The Incident Commanders have decided to establish a Planning Section, a Staging Area, and a Safety Officer.



* MULTI-DIVISION/GROUP ORGANIZATION (EXAMPLE)
 The Incident Commanders have activated most Command and General Staff positions and have established a combination of divisions and groups.



* MULTI-BRANCH ORGANIZATION (EXAMPLE)
 The Incident Commanders have activated all Command and General Staff positions and have established four branches in the Operations Section.

POSITION CHECKLISTS

HAZARDOUS MATERIALS GROUP SUPERVISOR (ICS-HM-222-1) The Hazardous Materials Group Supervisor reports to the Operations Section Chief. The Hazardous Materials Group Supervisor is responsible for the implementation of the phases of the Incident Action Plan dealing with the Hazardous Materials Group operations. The Hazardous Materials Group Supervisor is responsible for the assignment of resources within the Hazardous Materials Group, reporting on the progress of control operations and the status of resources within the Group. The Hazardous Materials Group Supervisor directs the overall operations of the Hazardous Materials Group.

- a. Review Common Responsibilities (page 1-2).
- b. Ensure the development of Control Zones and Access Control Points and the placement of appropriate control lines.
- c. Evaluate and recommend public protection action options to the Operations Chief or Branch Director (if activated).
- d. Ensure that current weather data and future weather predictions are obtained.
- e. Establish environmental monitoring of the hazard site for contaminants.
- f. Ensure that a Site Safety and Control Plan (ICS Form 208-HM) is developed and implemented.
- g. Conduct safety meetings with the Hazardous Materials Group.
- h. Participate, when requested, in the development of the Incident Action Plan.
- i. Ensure that recommended safe operational procedures are followed.
- j. Ensure that the proper Personal Protective Equipment is selected and used.
- k. Ensure that the appropriate agencies are notified through the Incident Commander.
- l. Maintain Unit/Activity Log (ICS Form 214).

ENTRY LEADER (ICS-HM-222-2) Reports to the Hazardous Materials Group Supervisor. The Entry Leader is responsible for the overall entry operations of assigned personnel within the Exclusion Zone.

- a. Review Common Responsibilities (page 1-2).
- b. Supervise entry operations.
- c. Recommend actions to mitigate the situation within the Exclusion Zone.
- d. Carry out actions, as directed by the Hazardous Materials Group Supervisor, to mitigate the hazardous materials release or threatened release.

- e. Maintain communications and coordinate operations with the Decontamination Leader.
- f. Maintain communications and coordinate operations with the Site Access Control Leader and the Safe Refuge Area Manager (if activated).
- g. Maintain communications and coordinate operations with Technical Specialist-Hazardous Materials Reference.
- h. Maintain control of the movement of people and equipment within the Exclusion Zone, including contaminated victims.
- i. Direct rescue operations, as needed, in the Exclusion Zone.
- j. Maintain Unit/Activity Log (ICS Form 214).

DECONTAMINATION LEADER (ICS-HM-222-3) Reports to the Hazardous Materials Group Supervisor. The Decontamination Leader is responsible for the operations of the decontamination element, providing decontamination as required by the Incident Action Plan.

- a. Review Common Responsibilities (page 1-2).
- b. Establish the Contamination Reduction Corridor(s).
- c. Identify contaminated people and equipment.
- d. Supervise the operations of the decontamination element in the process of decontaminating people and equipment.
- e. Maintain control of movement of people and equipment within the Contamination Reduction Zone.
- f. Maintain communications and coordinate operations with the Entry Leader.
- g. Maintain communications and coordinate operations with the Site Access Control Leader and the Safe Refuge Area Manager (if activated).
- h. Coordinate the transfer of contaminated patients requiring medical attention (after decontamination) to the Medical Group.
- i. Coordinate handling, storage, and transfer of contaminants within the Contamination Reduction Zone.
- j. Maintain Unit/Activity Log (ICS Form 214).

SITE ACCESS CONTROL LEADER (ICS-HM-222-4) Reports to the Hazardous Materials Group Supervisor. The Site Access Control Leader is responsible for the control of the movement of all people and equipment through appropriate access routes at the hazard site and ensures that contaminants are controlled and records are maintained.

- a. Review Common Responsibilities (page 1-2).
- b. Organize and supervise assigned personnel to control access to the hazard site.
- c. Oversee the placement of the Exclusion Control Line and the Contamination Control Line.
- d. Ensure that appropriate action is taken to prevent the spread of contamination.
- e. Establish the Safe Refuge Area within the Contamination Reduction Zone. Appoint a Safe Refuge Area Manager (as needed).
- f. Ensure that injured or exposed individuals are decontaminated prior to departure from the hazard site.
- g. Track the movement of persons passing through the Contamination Control Line to ensure that long-term observations are provided.
- h. Coordinate with the Medical Group for proper separation and tracking of potentially contaminated individuals needing medical attention.
- i. Maintain observations of any changes in climatic conditions or other circumstances external to the hazard site.
- j. Maintain communications and coordinate operations with the Entry Leader.
- k. Maintain communications and coordinate operations with the Decontamination Leader.
- l. Maintain Unit/Activity Log (ICS Form 214).

ASSISTANT SAFETY OFFICER - HAZARDOUS MATERIALS (ICS-HM-222-5)

Reports to the incident Safety Officer as an Assistant Safety Officer and coordinates with the Hazardous Materials Group Supervisor (or Hazardous Materials Branch Director if activated). The Assistant Safety Officer-Hazardous Materials coordinates safety related activities directly relating to the Hazardous Materials Group operations as mandated by 29 CFR part 1910.120 and applicable State and local laws. This position advises the Hazardous Materials Group Supervisor (or Hazardous Materials Branch Director) on all aspects of health and safety and has the authority to stop or prevent unsafe acts. It is mandatory that an Assistant Safety Officer-Hazardous Materials be appointed at all hazardous materials incidents. In a multi-activity incident the Assistant Safety Officer-Hazardous Materials does not act as the Safety Officer for the overall incident.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from the Hazardous Materials Group Supervisor.
- c. Participate in the preparation of, and implement the Site Safety and Control Plan (ICS Form 208-HM).

- d. Advise the Hazardous Materials Group Supervisor (or Hazardous Materials Branch Director) of deviations from the Site Safety and Control Plan (ICS Form 208-HM) or any dangerous situations.
- e. Has authority to alter, suspend, or terminate any activity that may be judged to be unsafe.
- f. Ensure the protection of the Hazardous Materials Group personnel from physical, environmental, and chemical hazards/exposures.
- g. Ensure the provision of required emergency medical services for assigned personnel and coordinate with the Medical Unit Leader.
- h. Ensure that medical related records for the Hazardous Materials Group personnel are maintained.
- i. Maintain Unit/Activity Log (ICS Form 214).

TECHNICAL SPECIALIST-HAZARDOUS MATERIALS REFERENCE

(ICS-HM-222-6) Reports to the Hazardous Materials Group Supervisor (or Hazardous Materials Branch Director if activated). This position provides technical information and assistance to the Hazardous Materials Group using various reference sources such as computer databases, technical journals, CHEMTREC, and phone contact with facility representatives. The Technical Specialist-Hazardous Materials Reference may provide product identification using hazardous categorization tests and/or any other means of identifying unknown materials.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from the Planning Section Chief.
- c. Provide technical support to the Hazardous Materials Group Supervisor.
- d. Maintain communications and coordinate operations with the Entry Leader.
- e. Provide and interpret environmental monitoring information.
- f. Provide analysis of hazardous material sample.
- g. Determine personal protective equipment compatibility to hazardous material.
- h. Provide technical information of the incident for documentation.
- i. Provide technical information management with public and private agencies i.e.: Poison Control Center, Tox Center, CHEMTREC, State Department of Food and Agriculture, National Response Team.
- j. Assist Planning Section with projecting the potential environmental effects of the release.
- k. Maintain Unit/Activity Log (ICS Form 214).

SAFE REFUGE AREA MANAGER (ICS-HM-222-7) The Safe Refuge Area Manager reports to the Site Access Control Leader and coordinates with the Decontamination Leader and the Entry Leader. The Safe Refuge Area Manager is responsible for evaluating and prioritizing victims for treatment, collecting information from the victims, and preventing the spread of contamination by these victims. If there is a need for the Safe Refuge Area Manager to enter the Contamination Reduction Zone in order to fulfill assigned responsibilities then the appropriate Personal Protective Equipment shall be worn.

- a. Review Common Responsibilities (page 1-2).
- b. Establish the Safe Refuge Area within the Contamination Reduction Zone adjacent to the Contamination Reduction Corridor and the Exclusion Control Line.
- c. Monitor the hazardous materials release to ensure that the Safe Refuge Area is not subject to exposure.
- d. Assist the Site Access Control Leader by ensuring the victims are evaluated for contamination.
- e. Manage the Safe Refuge Area for the holding and evaluation of victims who may have information about the incident, or if suspected of having contamination.
- f. Maintain communications with the Entry Leader to coordinate the movement of victims from the Refuge Area(s) in the Exclusion Zone to the Safe Refuge Area.
- g. Maintain communications with the Decontamination Leader to coordinate the movement of victims from the Safe Refuge Area into the Contamination Reduction Corridor, if needed.
- h. Maintain Unit/Activity Log (ICS Form 214).

ASSISTING AGENCIES

LAW ENFORCEMENT - The local law enforcement agency will respond to most Hazardous Materials incidents. Depending on incident factors, law enforcement may be a partner in Unified Command or may participate as an assisting agency. Some functional responsibilities that may be handled by law enforcement are:

- a. Isolate the incident area.
- b. Manage crowd control.
- c. Manage traffic control.
- d. Manage public protective action.
- e. Provide scene management for on-highway incidents.
- f. Manage criminal investigations.

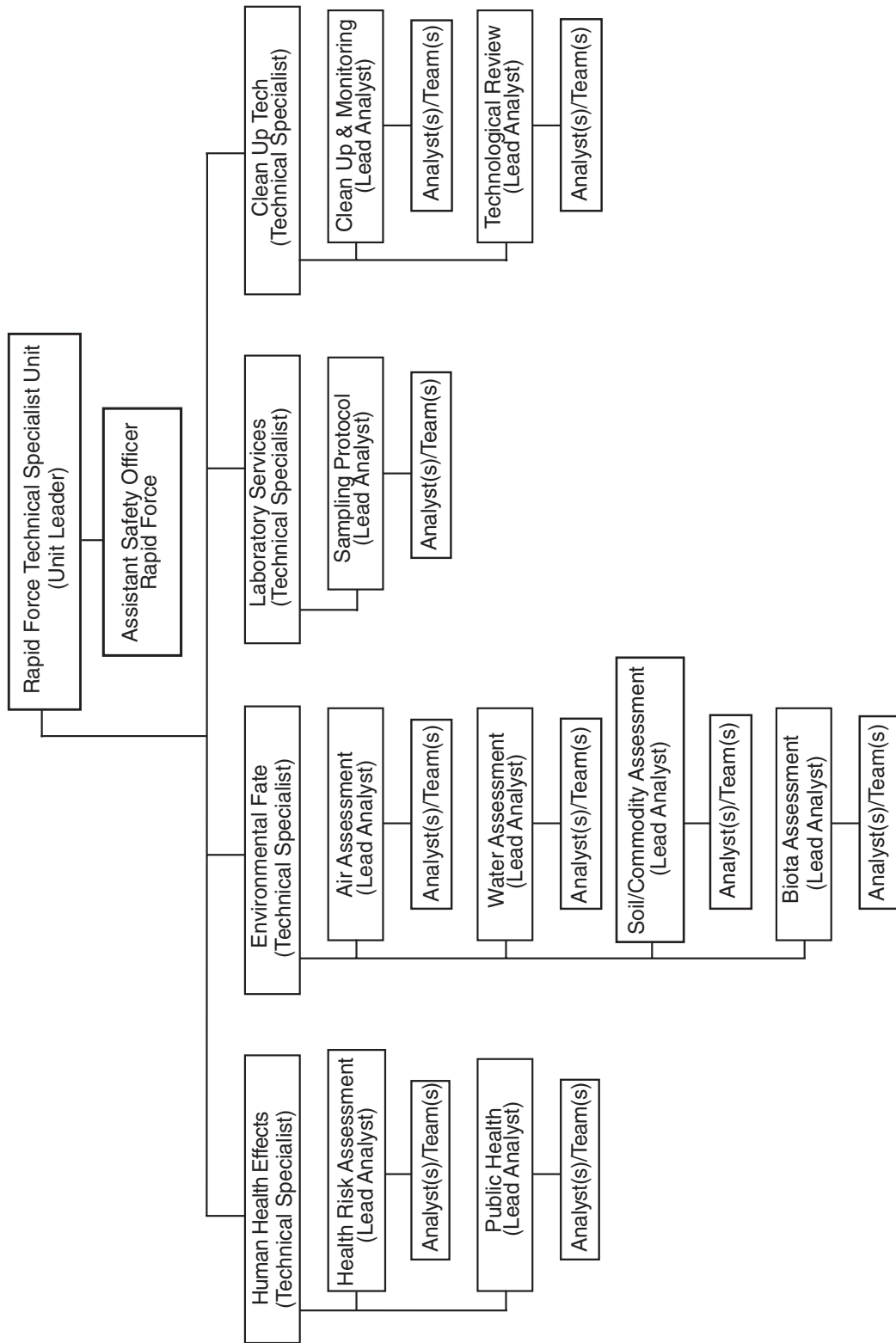
ENVIRONMENTAL HEALTH AGENCIES - In most cases the local or State environmental health agency will be at the scene as a partner in Unified Command. Some functional responsibilities that may be handled by environmental health agencies are:

- a. Determine the identity and nature of the Hazardous Materials.
- b. Establish the criteria for clean-up and disposal of the Hazardous Materials.
- c. Declare the site safe for re-entry by the public.
- d. Provide the medical history of exposed individuals.
- e. Monitor the environment.
- f. Supervise the clean-up of the site.
- g. Enforce various laws and acts.
- h. Determine legal responsibility.
- i. Provide technical advice.
- j. Approve funding for the clean-up.

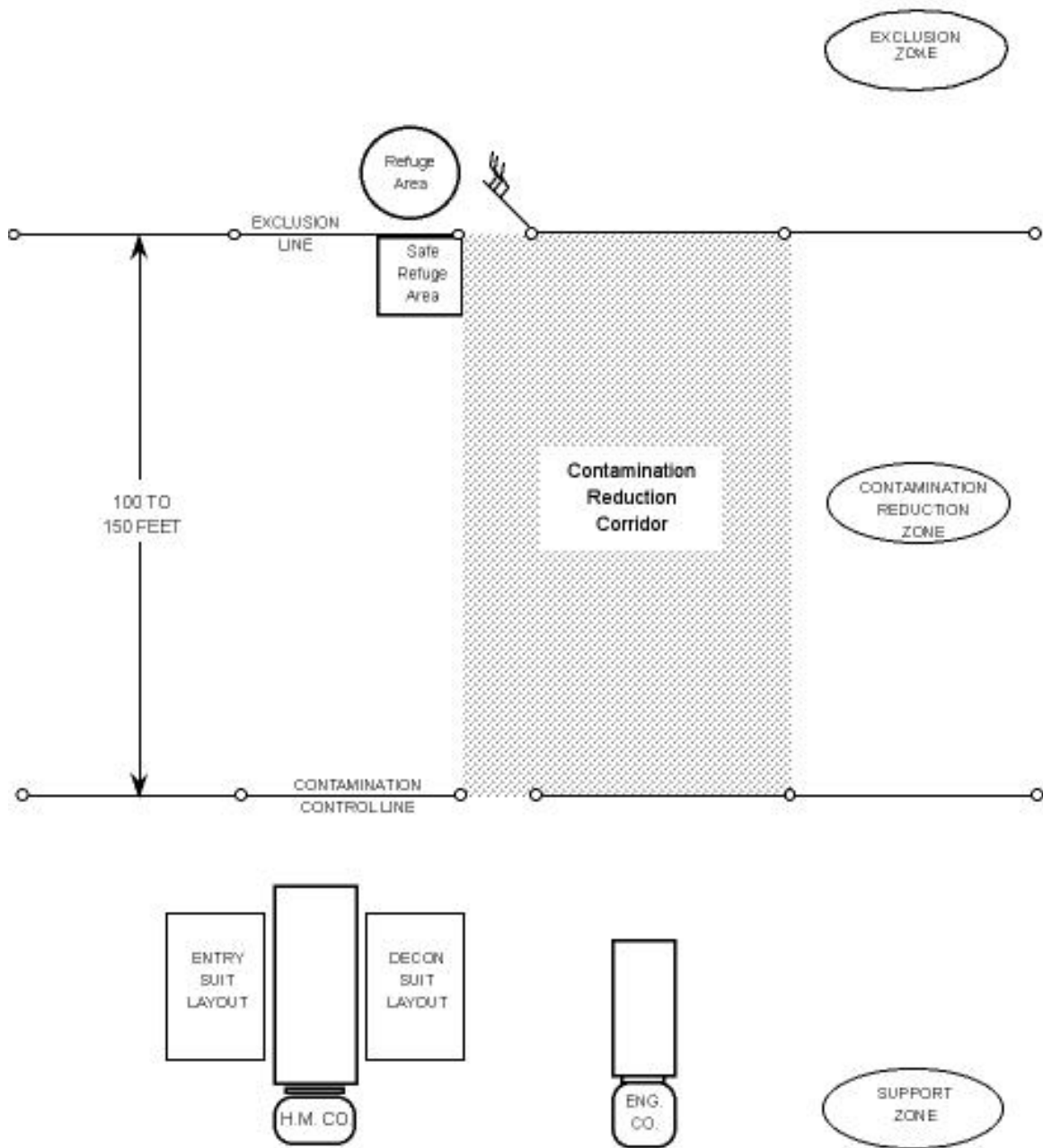
RAPID FORCE The State of California, through its Environmental Protection Agency (Cal/EPA), has established the Railroad Accident Prevention and Immediate Deployment (RAPID) Force to provide on site technical assistance at large-scale hazardous material releases resulting from surface transportation accidents. While organized for a State response, RAPID Force membership can involve representation from local government as determined by local expertise and incident needs. Once fully integrated into an incident organization under the Incident Command System (ICS), RAPID Force will organize as a Technical Specialist Unit under the Planning Section. Requests for RAPID Force assistance will occur through normal pre-established channels for requesting assistance (i.e., Master Mutual Aid System).

The RAPID Force Technical Specialist Unit (RFTSU) will be comprised of Technical Specialists in the fields of Human Health Effects, Environmental Fate, Laboratory Services and Clean-up Technology. Components of this Technical Specialist Unit will provide hazardous material analysis and mitigation recommendations to assist an incident in addressing (1) acute and chronic public health threats, (2) environment risks, (3) sampling and analysis protocols and (4) monitoring short-term cleanup as well as long-term site mitigation.

Rapid Force Technical Specialist Unit



CONTROL ZONE LAYOUT



**HAZARDOUS MATERIALS
COMPANY TYPES AND MINIMUM STANDARDS**

H A Z M A T C O M P A N Y	RESOURCE	RADIO CALL	COMPONENTS	TYPES	
				I	II
	Hazardous Materials Company	Hazmat #	Capabilities	Unknown Chemicals	Known Chemicals
			PPE Level	Level "A" (fully encapsulated suiting)	Level "B" (splash suiting w/S.C.B.A.'s)
			Equipment	Type II Equipment plus: Computer air modeling Special detection monitoring (specify chemical)	In-suit communications Chemical references Capabilities for sampling & monitoring (Combustible Gas, Oxygen Concentration, Radiological, pH/Oxidation)
				Heat sensing	Plugging, patching (liquid)
				Chemical hazard categorizing	Diking, absorption, neutralization
				Plugging & Patching (vapor)	
				Large leak intervention	
			Personnel	5*	5*
* One company member trained to minimum level of Assistant Safety Officer Hazmat (ICS-HM-222-5).					

HAZARDOUS MATERIALS GLOSSARY OF TERMS

29 CFR PART 1910.120. 29 of the Code of Federal Regulations, Part 1910.120 is the Hazardous Waste operations and Emergency Response reference document as required by SARA. This document covers employees involved in certain hazardous waste operations and any emergency response to incidents involving hazardous situations. Federal OSHA enforces this code.

ACCESS CONTROL POINT. The point of entry and exit from the control zones. Regulates access to and from the work areas.

CHEMTREC. Chemical Transportation Emergency Center. A public service of the Chemical Manufacturers Association.

COMPATIBILITY. The matching of Personal Protective Equipment to the hazardous materials involved in order to provide the best protection for the worker.

CONTAMINATION REDUCTION CORRIDOR (CRC). That area within the Contamination Reduction Zone where the actual decontamination is to take place. Exit from the Exclusion Zone is through the Contamination Reduction Corridor (CRC). The CRC will become contaminated as people and equipment pass through to the decontamination stations.

CONTAMINATION CONTROL LINE (CCL). The established line around the Contamination Reduction Zone that separates the contamination Reduction Zone from the Support Zone.

CONTAMINATION REDUCTION ZONE (CRZ). That area between the Exclusion Zone and the Support Zone. This zone contains the Personnel Decontamination Station. This zone may require a lesser degree of personnel protection than the Exclusion Zone. This area separates the contaminated area from the clean area and acts as a buffer to reduce contamination of the clean area.

CONTROL ZONES. The geographical areas within the control lines set up at a hazardous materials incident. The three zones most commonly used are the Exclusion Zone, Contamination Reduction Zone and Support Zone.

DECONTAMINATION (DECON). That action required to physically remove or chemically change the contaminants from personnel and equipment.

ENVIRONMENTAL. Atmospheric, Hydrologic and Geologic media (air, water and soil).

EXCLUSION ZONE. That area immediately around the spill. That area where contamination does or could occur. The innermost of the three zones of a hazardous materials site. Special protection is required for all personnel while in this zone.

EVACUATION. The removal of potentially endangered, but not yet exposed, persons from an area threatened by a hazardous materials incident. Entry into the evacuation area should not require special protective equipment.

HAZARDOUS CATEGORIZATION TEST (HAZ CAT). A field analysis to determine the hazardous characteristics of an unknown material.

HAZARDOUS MATERIAL. Any material which is explosive, flammable, poisonous, corrosive, reactive, or radioactive, or any combination, and requires special care in handling because of the hazards it poses to public health, safety, and/or the environment.

HAZARDOUS MATERIALS COMPANY. Any piece of equipment having the capabilities, PPE, equipment, and complement of personnel as specified in the Hazardous Materials Company Types and Minimum Standards found in the Field Operations Guide (ICS-420-1). The personnel complement shall include one member who is trained to a minimum level of Assistant Safety Officer - Hazardous Materials.

HAZARDOUS MATERIALS INCIDENT. Uncontrolled, unlicensed release of hazardous materials during storage or use from a fixed facility or during transport outside a fixed facility that may impact the public health, safety and/or environment.

HAZARDOUS MATERIALS TASK FORCE. A group of resources which includes at least one Hazardous Materials Company, with common communications and a leader. A hazardous Materials Task Force may be pre-established and sent to an incident, or formed at the incident.

MITIGATE. Any action employed to contain, reduce or eliminate the harmful effects of a spill or release of a hazardous substance.

PERSONAL PROTECTIVE EQUIPMENT (PPE). That equipment and clothing required to shield or isolate personnel from the chemical, physical, and biologic hazards that may be encountered at a hazardous materials incident.

RAPID FORCE TECHNICAL SPECIALIST UNIT. Railroad Accident Prevention and Immediate Deployment Force Technical Specialist Unit provides on site technical assistance at large-scale hazardous material releases resulting from surface transportation accidents. Unit is comprised of technical specialist in the fields of Human Health Effects, Environmental Fate, Laboratory Services and Clean-up Technology.

REFUGE AREA. An area identified within the Exclusion Zone, if needed, for the assemblage of contaminated individuals in order to reduce the risk of further contamination or injury. The Refuge Area may provide for gross decontamination and triage.

RESCUE. The removal of victims from an area determined to be contaminated or otherwise hazardous. Rescue shall be performed by emergency personnel using appropriate personal protective equipment.

SAFE REFUGE AREA (SRA). An area within the Contamination Reduction Zone for the assemblage of individuals who are witnesses to the hazardous materials incident or who were on site at the time of the spill. This assemblage will provide for the separation of contaminated persons from non-contaminated persons.

SITE. That area within the Contamination Reduction Control Line at a hazardous materials incident.

SITE SAFETY PLAN. An Emergency Response Plan describing the general safety procedures to be followed at an incident involving hazardous materials. This plan should be prepared in accordance with 29 CFR 1910.120 and the U.S. Environmental Protection Agency's "Standard Operating Safety Guides for Environmental Incidents (1984)."

SUPPORT ZONE. The clean area outside of the Contamination Control Line. Equipment and personnel are not expected to become contaminated in this area. Special protective clothing is not required. This is the area where resources are assembled to support the hazardous materials operation.

CHAPTER 14
MULTI-CASUALTY

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MULTI-CASUALTY BRANCH

Definition:

The Multi-Casualty Branch Structure is designed to provide the Incident Commander with a basic expandable system for handling any number of patients in a multi-casualty incident.

One or more additional Medical Group/Division may be established under the Multi-Casualty Branch Director, if geographical or incident conditions warrant. The degree of implementation will depend upon the complexity of the incident.

MODULAR DEVELOPMENT

A series of examples of modular development are included to illustrate one possible method of expanding the incident organization.

Initial Response Organization (page 14-4)

Initial response resources are managed by the Incident Commander who will handle all Command and General Staff responsibilities. The first arriving resource with the appropriate communications capability should establish communications with the appropriate hospital or other coordinating facility and become the Medical Communications Coordinator. Other first arriving resources would become Triage Personnel.

Reinforced Response Organization (page 14-5)

In addition to the initial response, the Incident Commander designates a Triage Unit Leader, a Treatment Unit Leader, Treatment Teams and a Ground Ambulance Coordinator.

Multi-Leader Response Organization (page 14-6)

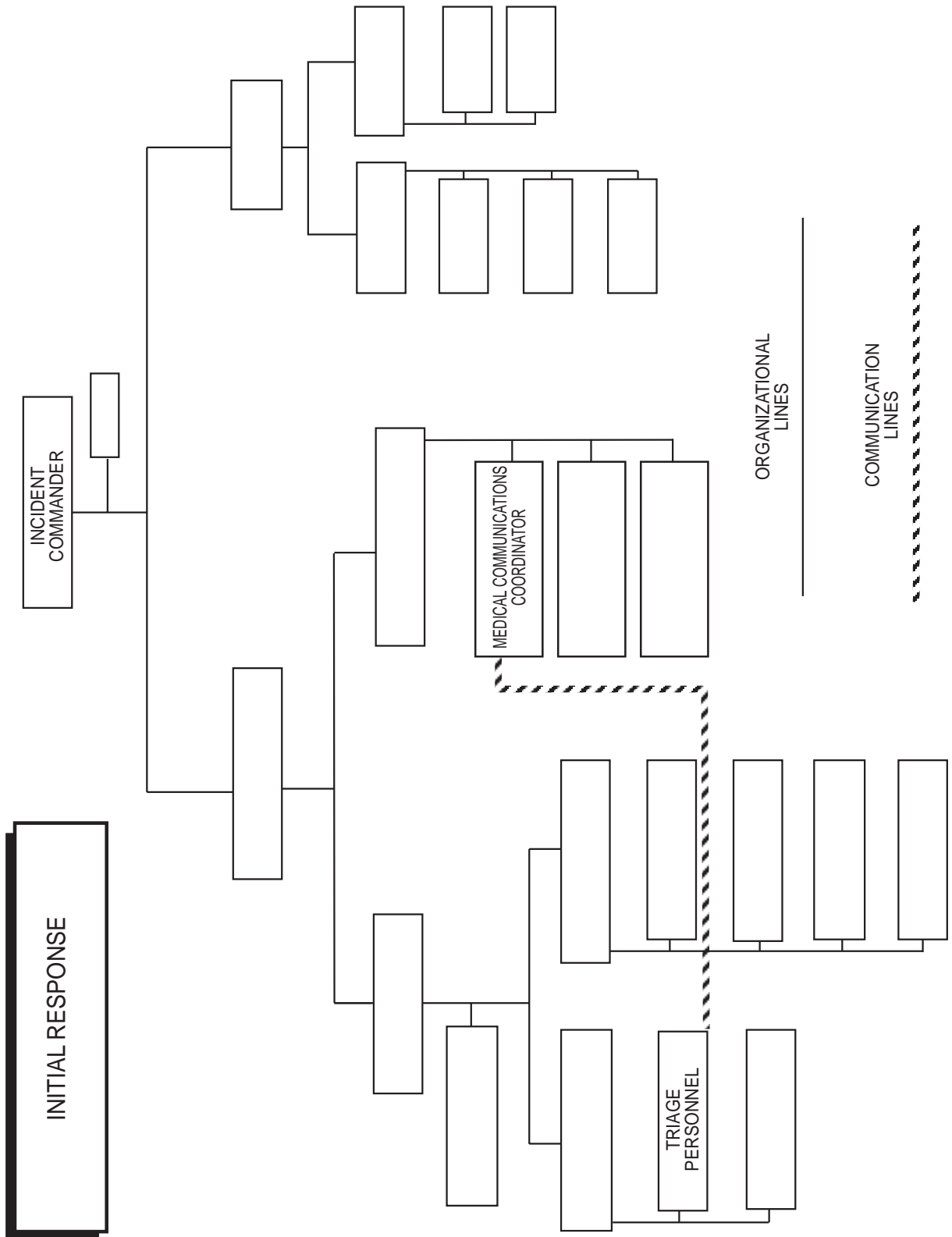
The Incident Commander has now established an Operations Section Chief who has in turn established a Medical Supply Coordinator, a Manager for each treatment category and a Patient Transportation Group Supervisor. The Patient Transportation Group Supervisor was needed in order for the Operations Section Chief to maintain a manageable span of control, based on the assumption that other operations are concurrently happening in the Operations Section.

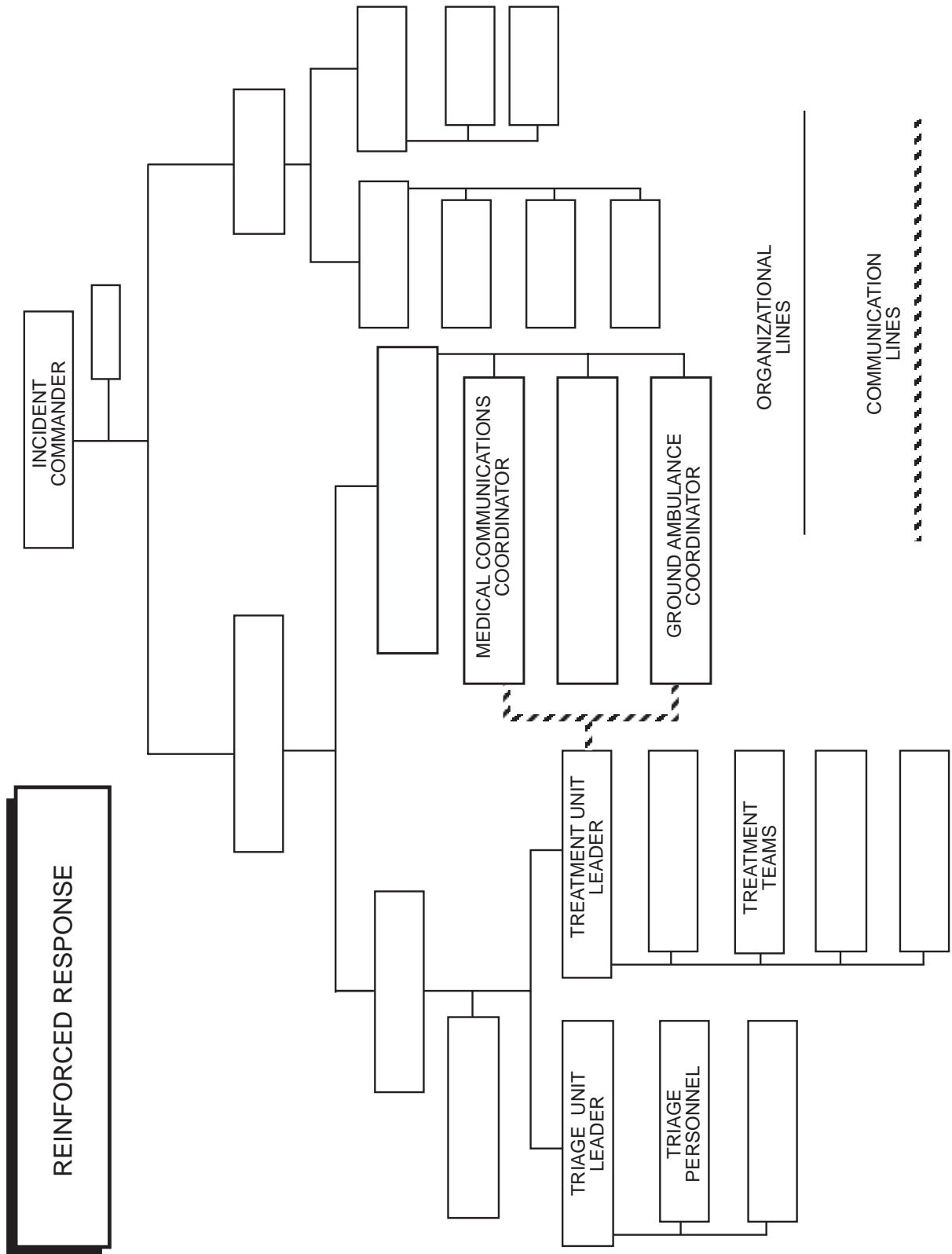
Multi-Group Response (page 14-7)

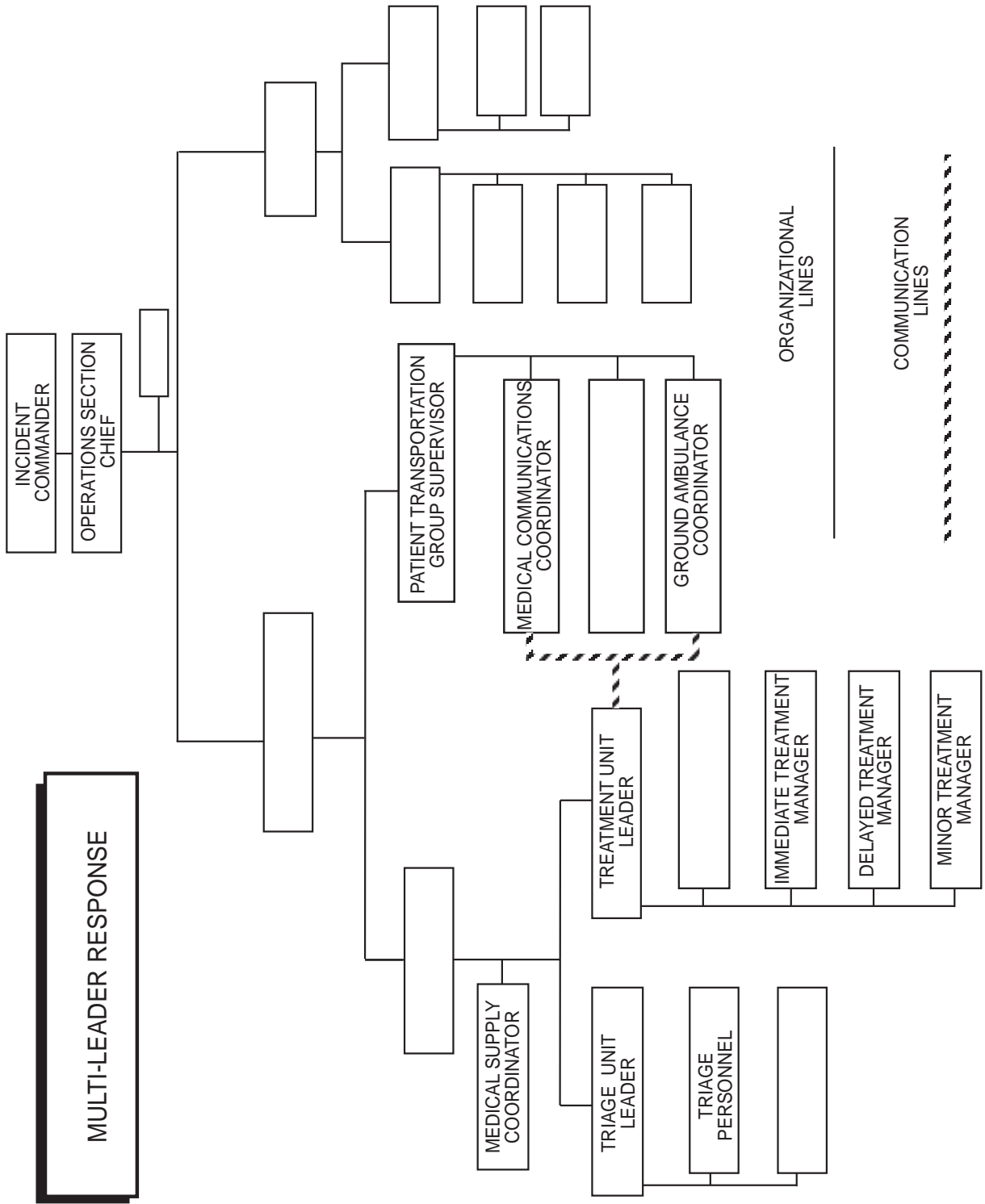
All positions within the Medical Group and Patient Transportation Group are now filled. Air Operations Branch is shown to illustrate the coordination between the Air Ambulance Coordinator and the Air Operations Branch. An Extrication Group is freeing trapped victims.

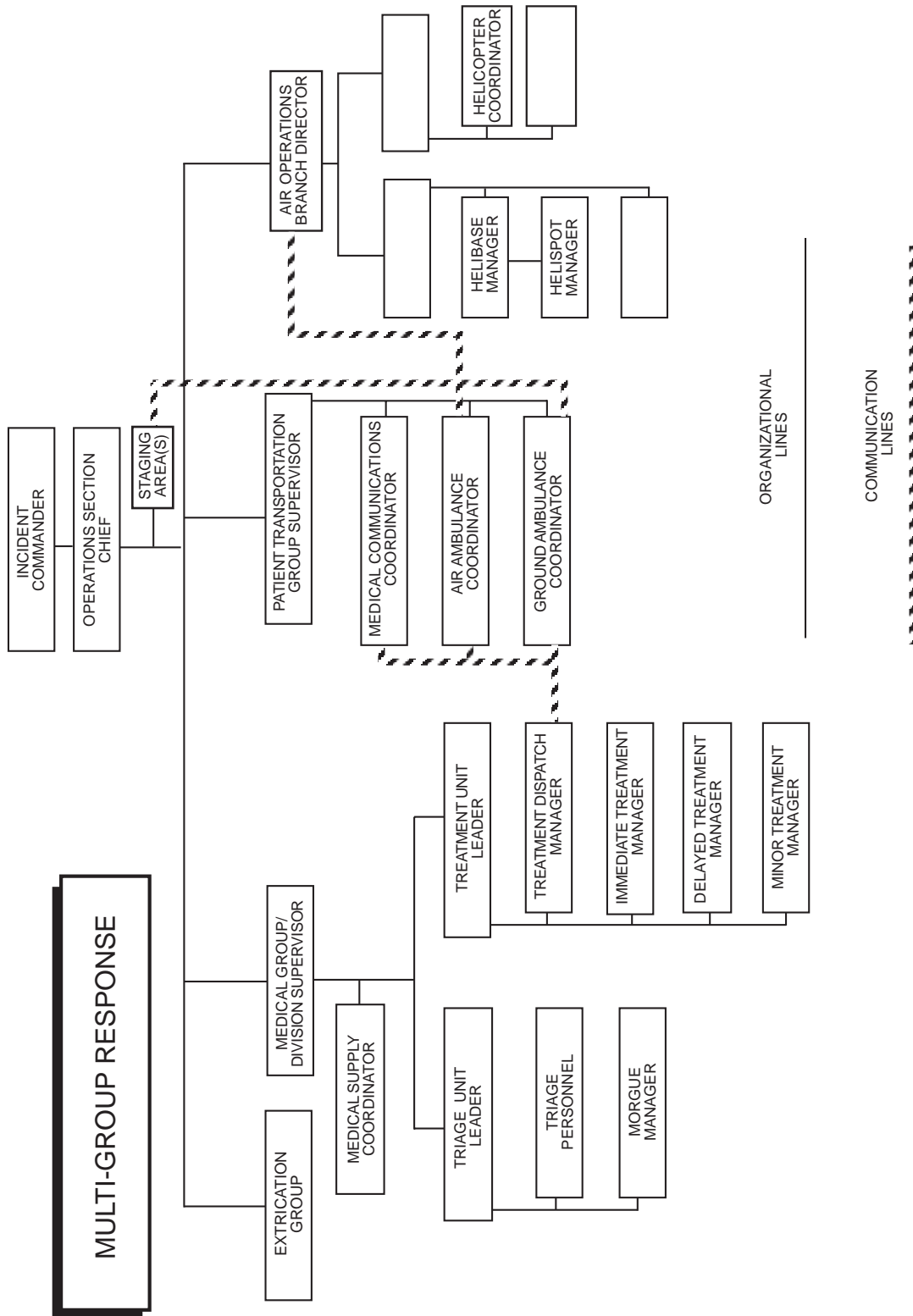
Complete Incident Organization (page 14-8)

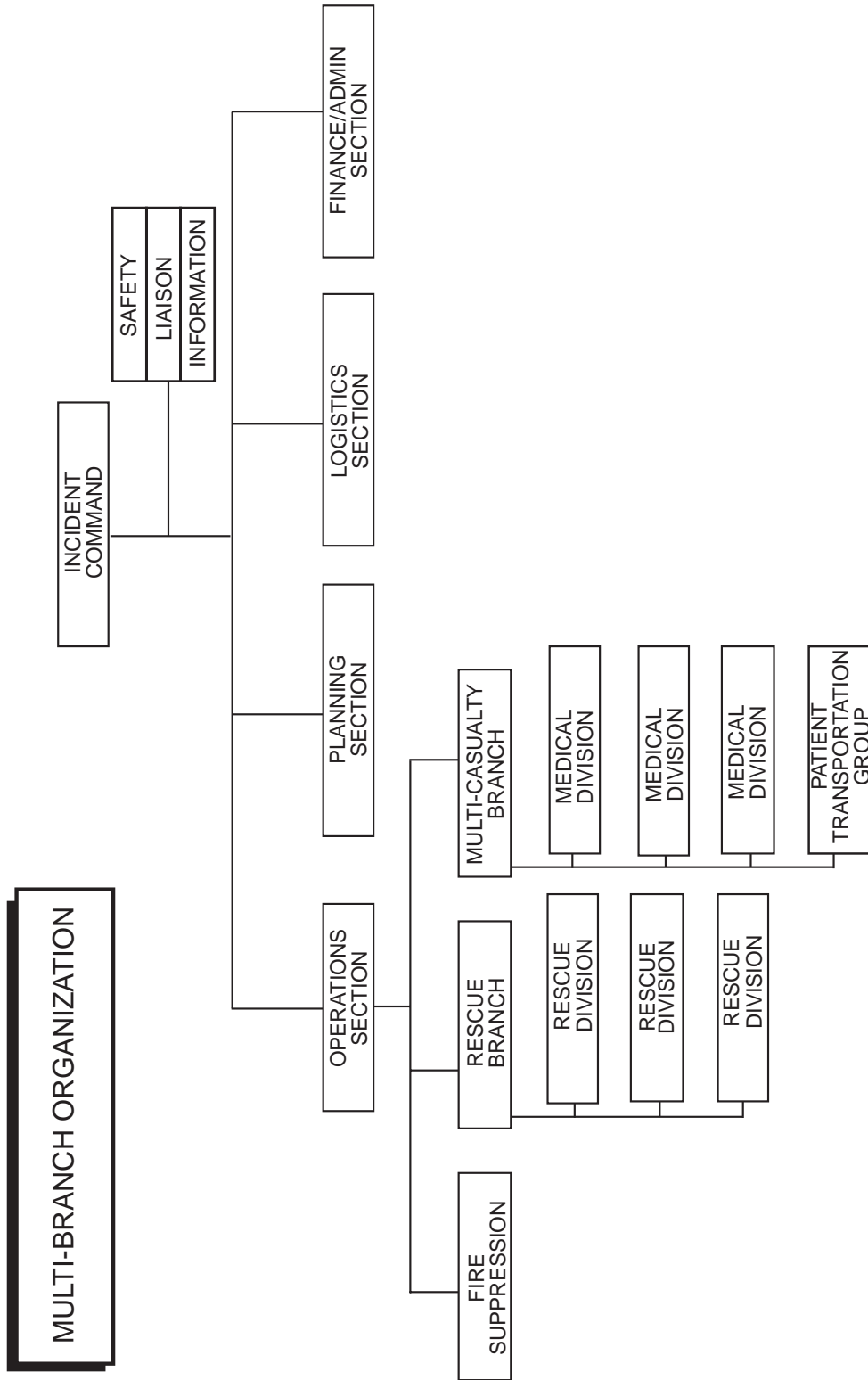
The complete incident organization shows the Multi-Casualty Branch and other Branches with which there might be interaction. The Multi-Casualty Branch now has three (3) Medical Divisions (geographically separate) but only one Patient Transportation Group. This is because all patient transportation must be coordinated through one point to avoid overloading hospitals or other medical facilities.











POSITION CHECKLISTS

MULTI-CASUALTY BRANCH DIRECTOR (ICS-MC-222-1) The Multi-Casualty Branch Director is responsible for the implementation of the Incident Action Plan within the Branch. This includes the direction and execution of branch planning for the assignment of resources within the Branch. The Branch Director reports to the Operations Section Chief and supervises the Medical Group/Division and Patient Transportation Group Supervisors.

- a. Review Common Responsibilities (page 1-2).
- b. Review Group/Division Assignments for effectiveness of current operations and modify as needed.
- c. Provide input to Operations Section Chief for the Incident Action Plan.
- d. Supervise Branch activities.
- e. Report to Operations Section Chief on Branch activities.
- f. Maintain Unit/Activity Log (ICS Form 214).

MEDICAL GROUP/DIVISION SUPERVISOR (ICS-MC-222-3) The Medical Group/Division Supervisor reports to the Multi-Casualty Branch Director and supervises the Triage Unit Leader, Treatment Unit Leader and Medical Supply Coordinator. The Medical Group/Division Supervisor establishes command and controls the activities within a Medical Group/Division, in order to assure the best possible emergency medical care to patients during a multi-casualty incident.

- a. Review Common Responsibilities (page 1-2).
- b. Participate in Multi-Casualty Branch/Operations Section Planning activities.
- c. Establish Medical Group/Division with assigned personnel; request additional personnel and resources sufficient to handle the magnitude of the incident.
- d. Designate Unit Leaders and Treatment Area locations as appropriate.
- e. Isolate Morgue and Minor Treatment Area from Immediate and Delayed Treatment Areas.
- f. Request law enforcement/coroner involvement as needed.
- g. Determine amount and types of additional medical resources and supplies needed to handle the magnitude of the incident (medical caches, backboards, litters, cots).
- h. Establish communications and coordination with Patient Transportation Group Supervisor.
- i. Ensure activation of hospital alert system, local EMS/health agencies.

- j. Direct and/or supervise on-scene personnel from agencies such as Coroner's Office, Red Cross, law enforcement, ambulance companies, county health agencies, and hospital volunteers.
- k. Ensure proper security, traffic control, and access for the Medical Group/Division area.
- l. Direct medically trained personnel to the appropriate Unit Leader.
- m. Maintain Unit/Activity Log (ICS Form 214).

TRIAGE UNIT LEADER (ICS-MC-222-5) The Triage Unit Leader reports to the Medical Group/Division Supervisor and supervises Triage Personnel/Litter Bearers and the Morgue Manager. The Triage Unit Leader assumes responsibility for providing triage management and movement of patients from the triage area. When triage has been completed, the Unit Leader may be reassigned as needed.

- a. Review Common Responsibilities (page 1-2).
- b. Review Unit Leader Responsibilities (page 1-3).
- c. Develop organization sufficient to handle assignment.
- d. Inform Medical Group/Division Supervisor of resource needs.
- e. Implement triage process.
- f. Coordinate movement of patients from the Triage Area to the appropriate Treatment Area.
- g. Give periodic status reports to Medical Group/Division Supervisor.
- h. Maintain security and control of the Triage Area.
- i. Establish Morgue.

TRIAGE PERSONNEL Triage Personnel report to the Triage Unit Leader and triage patients on-scene and assign them to appropriate treatment areas.

- a. Review Common Responsibilities (page 1-2).
- b. Report to designated on-scene triage location.
- c. Triage and tag injured patients. Classify patients while noting injuries and vital signs if taken.
- d. Direct movement of patients to proper Treatment areas.
- e. Provide appropriate medical treatment (ABC's) to patients prior to movement as incident conditions dictate.

TREATMENT UNIT LEADER (ICS-MC-222-4) The Treatment Unit Leader reports to the Medical Group/Division Supervisor and supervises the Treatment Managers and the Treatment Dispatch Manager. The Treatment Unit Leader assumes responsibility for treatment, preparation for transport, and coordination

of patient treatment in the Treatment Areas and directs movement of patients to loading location(s).

- a. Review Common Responsibilities (page 1-2).
- b. Review Unit Leader Responsibilities (page 1-3).
- c. Develop organization sufficient to handle assignment.
- d. Direct and supervise Treatment Dispatch, Immediate, Delayed, and Minor Treatment Areas.
- e. Coordinate movement of patients from Triage Area to Treatment Areas with Triage Unit Leader.
- f. Request sufficient medical caches and supplies as necessary.
- g. Establish communications and coordination with Patient Transportation Group.
- h. Ensure continual triage of patients throughout Treatment Areas.
- i. Direct movement of patients to ambulance loading area(s).
- j. Give periodic status reports to Medical Group/Division Supervisor.

TREATMENT DISPATCH MANAGER The Treatment Dispatch Manager reports to the Treatment Unit Leader and is responsible for coordinating with Patient Transportation Group, the transportation of patients out of the Treatment Area.

- a. Review Common Responsibilities (page 1-2).
- b. Establish communications with the Immediate, Delayed, and Minor Treatment Managers.
- c. Establish communications with Patient Transportation Group.
- d. Verify that patients are prioritized for transportation.
- e. Advise Medical Communications Coordinator of patient readiness and priority for dispatch.
- f. Coordinate transportation of patients with Medical Communications Coordinator.
- g. Assure that appropriate patient tracking information is recorded.
- h. Coordinate ambulance loading with Treatment Manager and ambulance personnel.

IMMEDIATE TREATMENT MANAGER The Immediate Treatment Manager reports to the Treatment Unit Leader and is responsible for treatment and re-triage of patients assigned to Immediate Treatment Area.

- a. Review Common Responsibilities (page 1-2).
- b. Request or establish Medical Teams as necessary.
- c. Assign treatment personnel to patients received in the Immediate Treatment Area.

- d. Ensure treatment of patients triaged to the Immediate Treatment Area.
- e. Assure that patients are prioritized for transportation.
- f. Coordinate transportation of patients with Treatment Dispatch Manager.
- g. Notify Treatment Dispatch Manager of patient readiness and priority for transportation.
- h. Assure that appropriate patient information is recorded.

DELAYED TREATMENT MANAGER The Delayed Treatment Manager reports to the Treatment Unit Leader and is responsible for treatment and re-triage of patients assigned to Delayed Treatment Area.

- a. Review Common Responsibilities (page 1-2).
- b. Request or establish Medical Teams as necessary.
- c. Assign treatment personnel to patients received in the Delayed Treatment Area.
- d. Ensure treatment of patients triaged to the Delayed Treatment Area.
- e. Assure that patients are prioritized for transportation.
- f. Coordinate transportation of patients with Treatment Dispatch Manager.
- g. Notify Treatment Dispatch Manager of patient readiness and priority for transportation.
- h. Assure that appropriate patient information is recorded.

MINOR TREATMENT MANAGER The Minor Treatment Manager reports to the Treatment Unit Leader and is responsible for treatment and re-triage of patients assigned to Minor Treatment Area.

- a. Review Common Responsibilities (page 1-2).
- b. Request or establish Medical Teams as necessary.
- c. Assign treatment personnel to patients received in the Minor Treatment Area.
- d. Ensure treatment of patients triaged to the Minor Treatment Area.
- e. Assure that patients are prioritized for transportation.
- f. Coordinate transportation of patients with Treatment Dispatch Manager.
- g. Notify Treatment Dispatch Manager of patient readiness and priority for transportation.
- h. Assure that appropriate patient information is recorded.
- i. Coordinate volunteer personnel/organizations through Agency Representatives and Treatment Unit Leader.

PATIENT TRANSPORTATION GROUP SUPERVISOR (ICS-MC-222-2)

Transportation Group Supervisor reports to the Multi-Casualty Branch Director and supervises the Medical Communications Coordinator and the Air and Ground Ambulance Coordinators and is responsible for the coordination of patient transportation and maintenance of records relating to patient identification, injuries, mode of off-incident transportation and destination.

- a. Review Common Responsibilities (page 1-2).
- b. Establish communications with hospital(s).
- c. Designate ambulance staging area(s).
- d. Direct the transportation of patients as determined by Treatment Unit Leader(s).
- e. Assure that patient information and destination is recorded.
- f. Establish communications with Ambulance Coordinator(s).
- g. Request additional ambulances, as required.
- h. Notify Ambulance Coordinator(s) of ambulance requests.
- i. Coordinate requests for air ambulance transportation through the Air Operations Director.
- j. Establish Air Ambulance Helispot with the Multi-Casualty Branch Director and Air Operations Director.
- k. Maintain Unit/Activity Log (ICS Form 214).

MEDICAL COMMUNICATIONS COORDINATOR (ICS-MC-222-7) The Medical Communications Coordinator reports to the Patient Transportation Group Supervisor and supervises the Transportation Recorder and maintains communications with the hospital alert system and/or other medical facilities to assure proper patient transportation and destination and coordinates information through Patient Transportation Group Supervisor and the Transportation Recorder.

- a. Review Common Responsibilities (page 1-2).
- b. Establish communications with hospital alert system.
- c. Determine and maintain current status of hospital/medical facility availability and capability.
- d. Receive basic patient information and injury status from Treatment Dispatch Manager.
- e. Communicate hospital availability to Treatment Dispatch Manager.
- f. Coordinate patient off-incident destination with the hospital alert system.
- g. Communicate patient transportation needs to Ambulance Coordinators based upon requests from Treatment Dispatch Manager.
- h. Maintain appropriate records.

AIR/GROUND AMBULANCE COORDINATOR (ICS-MC-222-8, ICS-MC-222-9)

The Air/Ground Ambulance Coordinators report to the Patient Transportation Group Supervisor and manage the Air/Ground Ambulance Staging Areas and dispatch ambulances as requested.

- a. Review Common Responsibilities (page 1-2).
- b. Establish appropriate staging area for ambulances.
- c. Establish routes of travel for ambulances for incident operations.
- d. Establish and maintain communications with the Air Operations Branch Director.
- e. Establish and maintain communications with the Medical Communications Coordinator and Treatment Dispatch Manager. Provide ambulances upon request from the Medical Communications Coordinator.
- f. Maintain records as required.
- g. Assure that necessary equipment is available in the ambulance for patient needs during transportation.
- h. Establish immediate contact with ambulance agencies at the scene.
- i. Request additional transportation resources as appropriate.
- j. Provide an inventory of medical supplies available at ambulance staging area for use at the scene.

MEDICAL SUPPLY COORDINATOR (ICS-MC-222-6) The Medical Supply Coordinator reports to the Medical Group/Division Supervisor and acquires and maintains control of appropriate medical equipment and supplies from units assigned to the Medical Group.

- a. Review Common Responsibilities (page 1-2).
- b. Acquire, distribute and maintain status of medical equipment and supplies within the Medical Group/Division.
- c. Request additional medical supplies (medical caches). *
- d. Distribute medical supplies to Treatment and Triage Units.
- e. Maintain Unit/Activity Log (ICS Form 214).

* If Logistics Section is established, this position would coordinate with the Supply Unit Leader.

MORGUE MANAGER The Morgue Manager reports to the Triage Unit Leader and assumes responsibility for Morgue Area activities until relieved of that responsibility by the Office of the Coroner.

- a. Review Common Responsibilities (page 1-2).
- b. Assess resource/supply needs and order as needed.
- c. Coordinate all Morgue Area activities.
- d. Keep area off limits to all but authorized personnel.
- e. Coordinate with law enforcement and assist the Coroner's Office as necessary.
- f. Keep identity of deceased persons confidential.
- g. Maintain appropriate records.

HOSPITAL EMERGENCY RESPONSE TEAM (H.E.R.T.) A hospital emergency response team is recommended to consist of a minimum of three medical personnel, optimum of five medical personnel, which includes a team leader (Base Hospital ER Physician and 1 MICN preferred) and any combination of physicians, nurses or physicians' assistants. H.E.R.T Teams will be requested through the Incident Commander. H.E.R.T. Teams report to the Treatment Unit Leader and assume responsibility for patient assessment and treatment as assigned.

- a. Report to the Incident Command Post for assignment.
- b. Perform medical treatment and other duties as assigned.
- c. Remain at the Treatment Unit unless otherwise reassigned.
- d. Respond to the scene with appropriate emergency medical equipment.

MULTI-CASUALTY ICS FORMS

ICS-MC-305	Multi-Casualty Branch Worksheet
ICS-MC-306	Multi-Casualty Recorder Worksheet
ICS-MC-308	Multi-Casualty Hospital Resource Availability
ICS-MC-310	Multi-Casualty Ambulance Resource Status
ICS-MC-312	Medical Supply Receipt and Inventory Form

MULTI-CASUALTY GLOSSARY OF TERMS

ALS (Advanced Life Support). Allowable procedures and techniques utilized by EMT-P and EMT-II personnel to stabilize critically sick and injured patient(s) which exceed Basic Life Support procedures.

ALS RESPONDER. Certified EMT-P or EMT-II.

BLS (Basic Life Support). Basic non-invasive first-aid procedures and techniques utilized by EMT-P, EMT-II, EMT-I, EMT-D and FIRST RESPONDER personnel to stabilize critically sick and injured patient(s).

BLS RESPONDER. Certified EMT-I or FIRST RESPONDER.

DELAYED TREATMENT. Second priority in patient treatment. These people require aid, but injuries are less severe.

EMT (Emergency Medical Technician). An individual trained in Basic Life Support according to the standards prescribed by the Health and Safety Code and who has a current and valid EMT-I certificate in the State of California issued pursuant to the Health and Safety Code.

EMT-II (Emergency Medical Technician II). An individual with additional training in limited Advanced Life Support according to the standards prescribed by the Health and Safety Code and who has a current and valid certificate issued pursuant to the Health and Safety Code.

EMT-D. An Emergency Medical Technician I with training and certification in defibrillation.

EMT-P. An individual EMT-I or EMT-II who has received additional training in Advanced Life Support according to the Health and Safety Code and who has a current and valid county certificate issued pursuant to the Health and Safety Code; formerly Mobile Intensive Care Paramedics.

EXPANDED MEDICAL EMERGENCY. Any medical emergency which exceeds normal first response capabilities.

FIRST RESPONDER. Personnel who have responsibility to initially respond to emergencies such as firefighters, police officers, California Highway Patrol Officers, lifeguards, forestry personnel, ambulance attendants and other public service personnel. California law requires such persons to have completed a first-aid course and to be trained in cardiopulmonary resuscitation.

HOSPITAL ALERT SYSTEM. A communications system between medical facilities and on-incident medical personnel, which provides available hospital patient receiving capability and/or medical control.

HOSPITAL EMERGENCY RESPONSE TEAMS. Prearranged hospital teams that respond to the incident upon request.

IMMEDIATE TREATMENT. A patient who requires rapid assessment and medical intervention for survival.

QUALIFIED. A person meeting the certification and or requirements established by the agency that has jurisdiction over the incident.

MAJOR MEDICAL EMERGENCY. Any emergency which would require the access of local mutual aid resources.

MEDICAL GROUP/DIVISION ORGANIZATIONAL STRUCTURE. This is designed to provide the Incident Commander with a basic expandable system for handling patients in a multi-casualty incident.

MEDICAL TEAM. Combinations of medical trained personnel who are responsible for on-scene patient treatment.

MEDICAL SUPPLY CACHE. A cache consists of standardized medical supplies and equipment stored in a predetermined location for dispatch to incidents.

MICU (Mobile Intensive Care Unit). Refers to a paramedic equipped vehicle. It would include drugs, medications, cardiac monitors and telemetry, and other specialized emergency medical equipment.

MINOR TREATMENT. These patients' injuries require simple rudimentary first-aid.

MORGUE (Temporary on-Incident). Area Designated for temporary placement of the dead. The Morgue is the responsibility of the Coroner's Office when a Coroner's representative is on-scene.

MULTI-CASUALTY. The combination of numbers of injured personnel and type of injuries going beyond capability of an entity's normal first response.

PATIENT TRANSPORTATION RECORDER. Supervised by the Patient Transportation Supervisor. Responsible for recording pertinent information regarding off-incident transportation of patients.

START - S.T.A.R.T. Acronym for Simple Triage And Rapid Transport. This is the initial triage system that has been adopted for use by the California Fire Chief's Association.

STANDING ORDERS. Policies and Procedures approved by the local EMS Agency for use by an EMT-II or EMT-P in situations where direct voice contact with a Base Hospital cannot be established or maintained.

TRIAGE. The screening and classification of sick, wounded, or injured persons to determine priority needs in order to ensure the efficient use of medical personnel, equipment and facilities.

TRIAGE PERSONNEL. Responsible for triaging patients on-scene and assigning them to appropriate Treatment Areas.

TRIAGE TAG. A tag used by triage personnel to identify and document the patient's medical condition.

CHAPTER 15
URBAN SEARCH AND RESCUE

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INTRODUCTION

The Urban Search & Rescue (US&R) organizational module is designed to provide supervision and control of essential functions at incidents where technical rescue expertise and equipment are required for safe and effective rescue operations. US&R incidents can be caused by a variety of events such as earthquakes, floods and hurricanes that cause wide spread damage to a variety of structures and entrap hundreds of people. Other examples of US&R incidents can range from mass transportation accidents with multiple victims to single site events such as trench cave-in and confined space rescue operations involving only a few victims. US&R operations are unique in that specialized training and equipment are required to mitigate the incident in the safest and most efficient manner possible.

UNIFIED COMMAND

A Unified Command structure may need to be utilized at US&R incidents due to the involvement of multiple agencies and jurisdictions having statutory or political responsibility or authority. A Unified Command, located at a single Command Post, is the best method for ensuring effective information flow, coordination, safety, and to ensure maximum utilization of resources that can reduce fiscal impact.

ICS MODULAR DEVELOPMENT

The flexibility and modular expansion capabilities of the Incident Command System provides an almost infinite number of ways US&R resources can be arranged and managed. A series of modular development examples are included to illustrate one possible method of expanding the incident organization based on the example scenario described above.

The ICS Modular Development examples shown are not meant to be restrictive, nor imply these are the only ways to build an ICS organizational structure to manage urban search and rescue resources at an incident. To the contrary, the ICS Modular Development examples are provided only to show conceptually how one can arrange and manage resources at an urban search and rescue incident that builds from an initial response to a multi-branch organization.

ICS MODULAR DEVELOPMENT EXAMPLES

Initial Response Organization (Page 15-5)

The first to arrive Fire Department Company Officer will assume command of the incident as the Incident Commander (IC). Initial response resources are managed by the IC who will assume all Command and General Staff functions and responsibilities.

Reinforced Response Organization (Page 15-6)

In addition to the initial response, more Law Enforcement, local Engine and Truck Companies and Mutual Aid resources have arrived. The IC has established a Safety Officer to assure personnel safety and a Public Information Officer to manage the large media presence. A Staging Area is established to check in arriving resources. The incident is geographically divided into two Divisions to better manage resources. The original

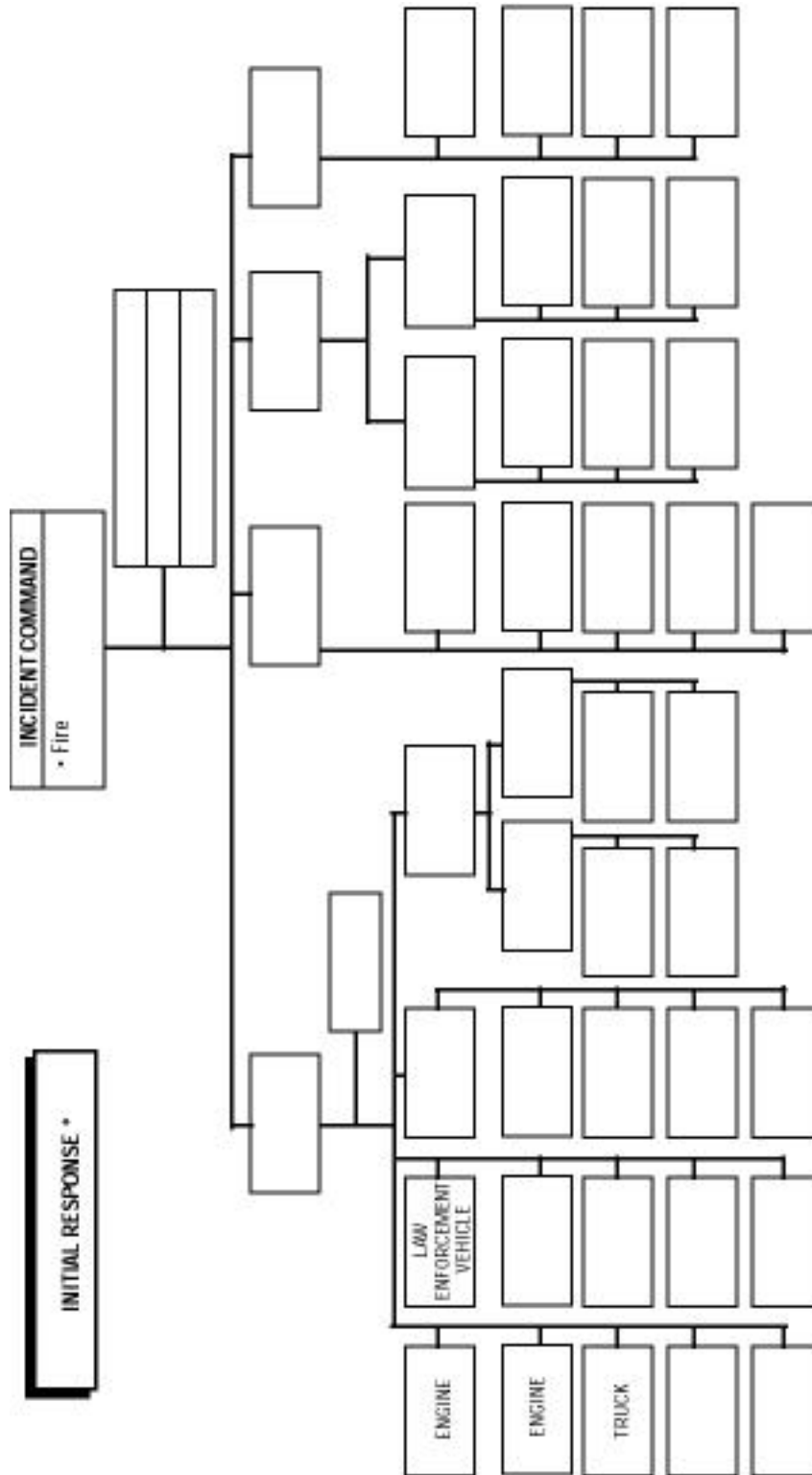
Engine and Truck Companies are grouped together to form a Task Force. Second to arrive local Engine and Truck Companies are grouped together to form another Task Force. Public Works is removing debris from the street to improve access and egress routes. Examples of possible assigned functions are enclosed in brackets below each resource.

Multi-Group/Division Response Organization (Page 15-7)

The IC forms a Unified Command with the senior ranking Law Enforcement official on scene, has added a Liaison Officer to the Command Staff to coordinate assisting agencies participation and assigned an Operations and Planning Section Chief. Several operational Units have been formed to better coordinate the large amount of resources at the incident. A Law Group and Medical Group have been formed. A Structural Engineer Technical Specialist is assisting one Division's resources with structural damage assessment. A Hand Crew Strike Team is conducting debris removal. One State/National US&R Task Force has arrived and is assigned to a Division. One US&R Technical Specialist who understands the unique complexities and resource requirements at US&R incidents has been assigned to the Planning Section.

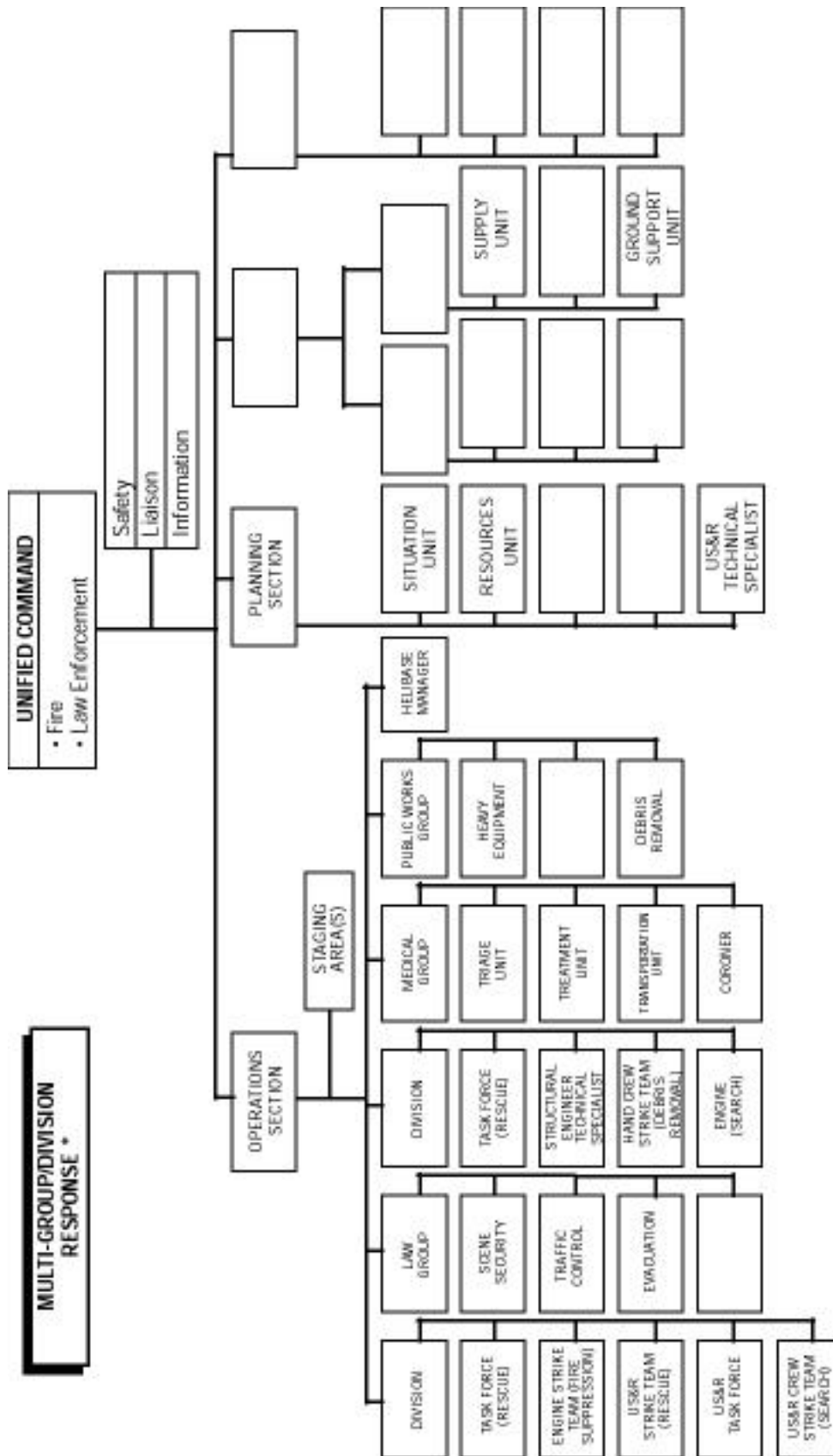
Multi-Branch Response Organization (Page 15-8)

The Incident Commander has assigned a Logistics and Finance/Admin Section Chief. The Operations Section has established five branches with similar functions to better coordinate and manage resources. The Planning, Logistics and Finance/Admin Section have several Units operational to support the large amount of resources at the incident.



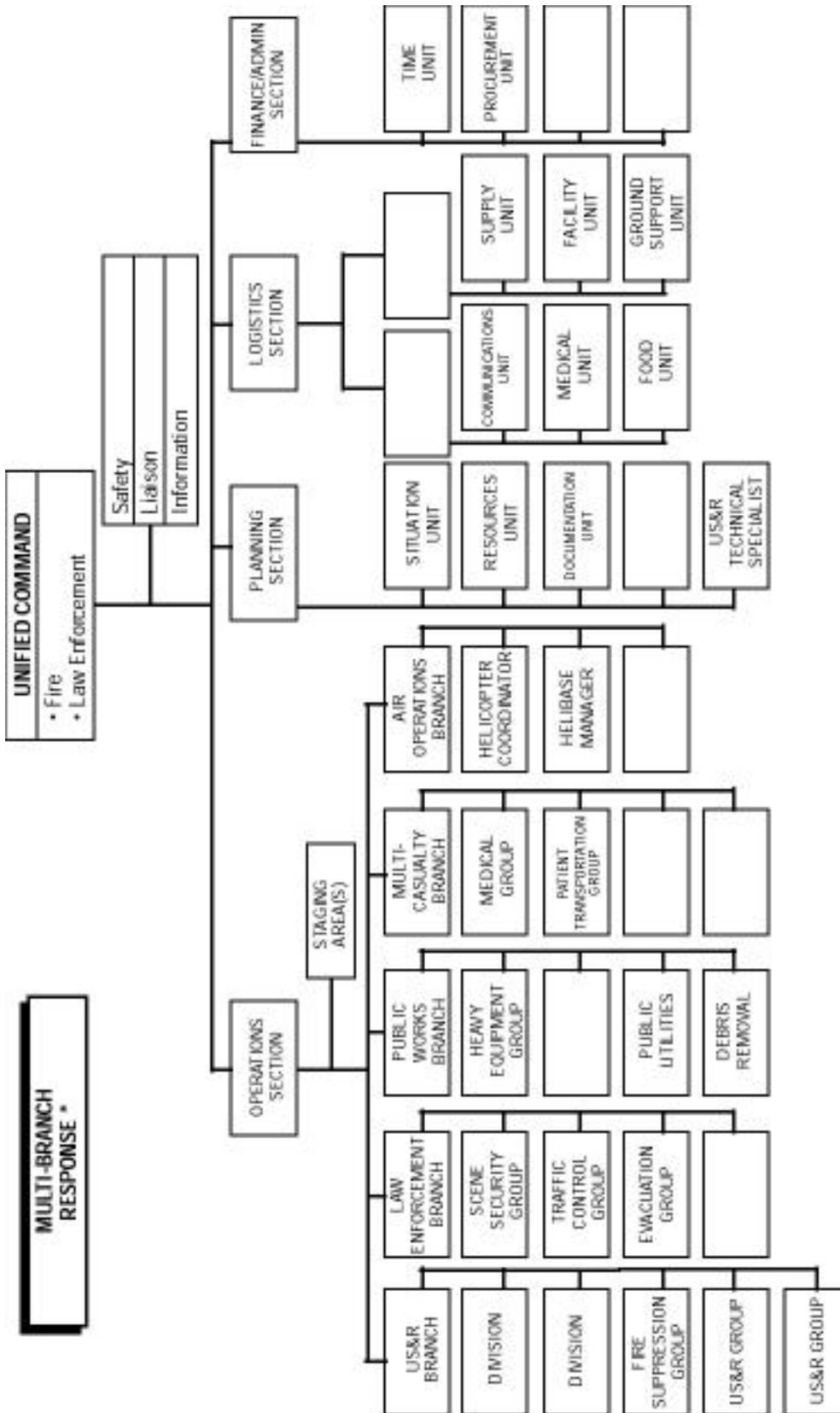
* INITIAL RESPONSE ORGANIZATION (EXAMPLE)

The first to arrive Fire Department Company Officer will assume command of the incident as the Incident Commander (IC). Initial response resources are managed by the IC who will assume all Command and General Staff functions and responsibilities.



* Multi-Group/Division Response Organization (Example)

The IC forms a Unified Command with the senior ranking Law Enforcement official on scene, has added a Liaison Officer to the Command Staff to coordinate assisting agencies participation and assigned an Operations and Planning Section Chief. Several operational Units have been formed to better coordinate the large amount of resources at the incident. A Law Group and Medical Group have been formed. A Structural Engineer Technical Specialist is assisting one Division's resources with structural damage assessment. A Hand Crew Strike Team is conducting debris removal. One State/National US&R Task Force has arrived and is assigned to a Division. One US&R Technical Specialist who understands the unique complexities and resource requirements at US&R incidents has been assigned to the Planning Section.



* Multi-Branch Organization (Example)

The Incident Commander has assigned a Logistics and Finance/Admin Section Chief. The Operations Section has established five branches with similar functions to better coordinate and manage resources. The Planning, Logistics and Finance/Admin Section have several Units operational to support the large amount of resources at the incident.

URBAN SEARCH & RESCUE RESOURCE TYPES

Always use the prefix US&R for Urban Search and Rescue (US&R) resources. Order Single Resource or Strike Team by Type (Capability - HEAVY, MEDIUM, LIGHT, or BASIC.)				
Type (Capability)	Type 1 (Heavy)	Type 2 (Medium)	Type 3 (Light)	Type 4 (Basic)
	<ul style="list-style-type: none"> Reinforced Concrete Steel Structures Confined Space Rescue 	<ul style="list-style-type: none"> Reinforced & Un-reinforced Masonry (URM) Tilt Up Construction Heavy Timber 	<ul style="list-style-type: none"> Light Frame Construction Basic Rope Rescue 	<ul style="list-style-type: none"> Surface Rescue Non-Structural Entrapment in Non-collapsed Structures

RESOURCE	RADIO	COMPONENT	TYPES			
			1	2	3	4
US&R COMPANY	USAR COMPANY (phonetic)	Equipment Personnel Transportation	Heavy Inventory 6 *	Medium Inventory 4 *	Light Inventory 3 *	Basic Inventory 3 *
US&R CREW**	USAR CREW (phonetic)	Personnel Trained to Appropriate Level Supervision Transportation	6	6	6	6
State/National US&R TASK FORCE	PRE-ASSIGNED TWO LETTER STATE TASK FORCE DESIGNATOR AND # IDENTIFIER (CA-TF5)	Equipment Personnel Transportation	US&R Task Forces are comprised of 62 persons specifically trained and equipped for large or complex urban search and rescue operations. The multi-disciplinary organization provides five functional elements that include command, search, rescue, medical, and technical.			

* Requests should include vehicle capabilities when necessary (i.e., four wheel drive, off-road truck, engine, etc.)

** The agency/department sending a US&R Crew will identify the Supervisor.

US&R STRIKE TEAM TYPES AND MINIMUM STANDARDS

Strike Team Types	Number/Type	Minimum Task Capabilities	Strike Team Leader	Per Single Resource	Total Personnel
Kind U S & R C O M P A N Y	AR 2 - Type 1 (Heavy)	Vehicle(s) Equipped for Reinforced Concrete, Steel Structures, Confined Space Rescue	1	6	13
	BR 2 - Type 2 (Medium)	Vehicle(s) Equipped for Reinforced and Unreinforced Masonry, Tilt-Up Construction, Heavy Timber	1	4	9
	CR 5 - Type 3 (Light)	Vehicle(s) Equipped for Light Frame Construction and Basic Rope Rescue	1	3	16
	DR 5 - Type 4 (Basic)	Vehicle(s) Equipped for Surface Rescue and Non-Structural Entrapment in Non-Collapsed Structure	1	3	16

Kind U S & R C R E W	GR 3 - Type 1 (Heavy)	Trained for Reinforced Concrete, Steel Structures, Confined Space Rescue	1	6	19
	HR 3 - Type 2 (Medium)	Trained for Reinforced and Unreinforced Masonry, Tilt-Up Construction, Heavy Timber	1	6	19
	IR 3 - Type 3 (Light)	Trained for Light Frame Construction and Basic Rope Rescue	1	6	19
	JR 3 - Type 4 (Basic)	Trained for Surface Rescue and Non-Structural Entrapment in Non-Collapsed Structures	1	6	19

R = US&R Resource

ADDITIONAL URBAN SEARCH & RESCUE RESOURCES

Urban Search & Rescue Technical Specialist(s): The Urban Search & Rescue Technical Specialist may assist ICS management with technical expertise in search, rescue and effective use of existing and responding resources. US&R Technical Specialists may be assigned to any part of the organization. They are ordered through normal Mutual Aid request procedures.

Urban Search & Rescue Dogs: These dogs and handlers are trained to search and find victims in collapsed or failed structures. They are ordered through normal Mutual Aid request procedures.

Structural Engineers: In most cases responding resources will have access to local structural engineers through their local building department. Additional structural engineers may be ordered through normal Mutual Aid request procedures.

Heavy Equipment: Heavy equipment such as cranes, front loaders and dump trucks are often needed in large quantities at structure collapse incidents. They are normally available through local public works departments and private contractors. If additional heavy equipment resources are needed, they are ordered through normal Mutual Aid request procedures.

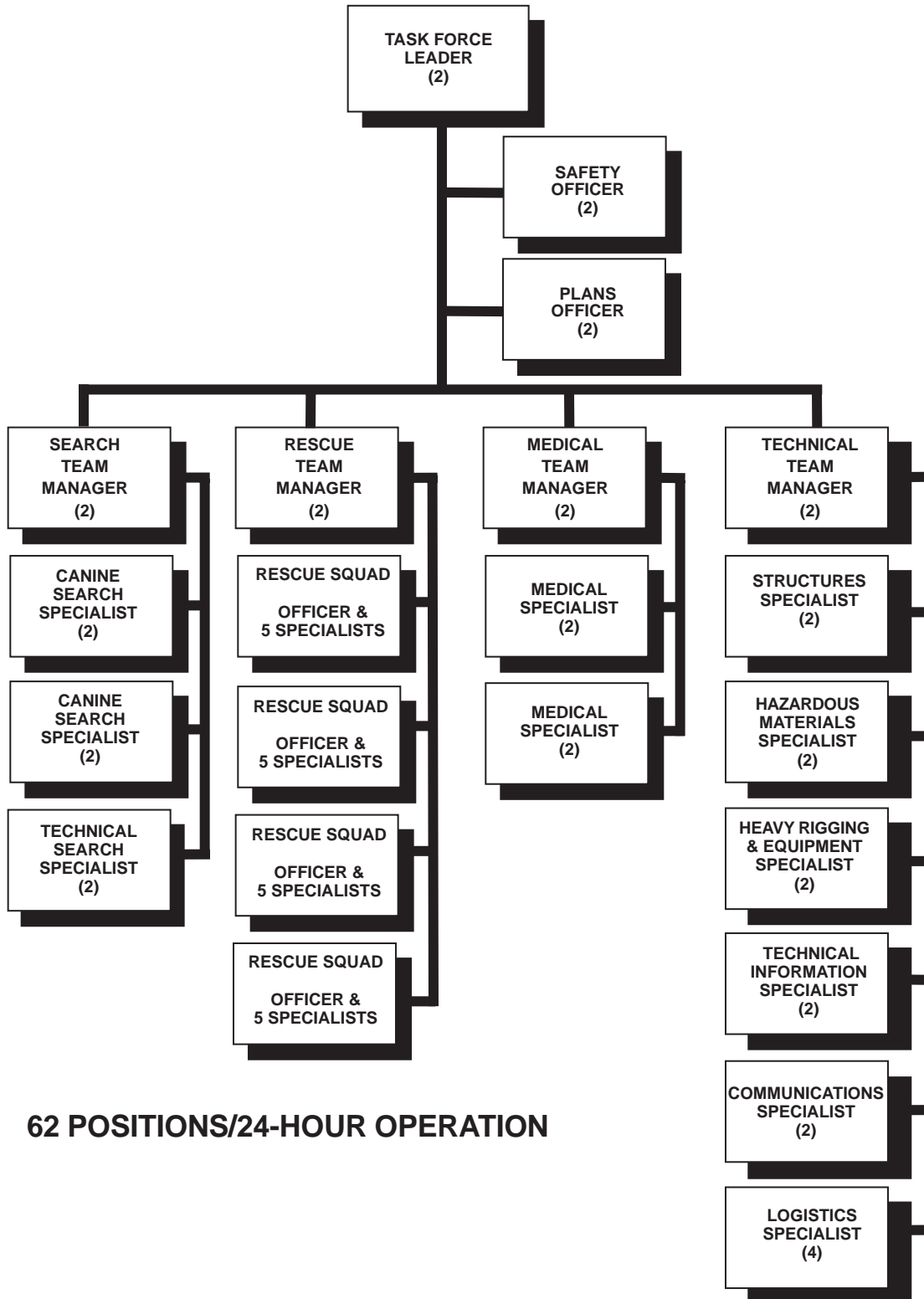
State/National Urban Search & Rescue Task Force: The Federal Government, through the Federal Emergency Management Agency (FEMA), has established several State/National Urban Search & Rescue (US&R) Task Forces throughout the nation. All US&R Task Force activities are coordinated through the State Office of Emergency Services (OES) who serves as the primary point of contact for FEMA. A US&R Task Force is also a state resource that can be acquired without a request for Federal assistance. All requests for a US&R Task Force must go through normal Mutual Aid request procedures. US&R Task Forces are able to deploy within six hours of notification.

Each US&R Task Force is comprised of 62 persons specifically trained and equipped for large or complex urban search and rescue operations. The multi-disciplinary organization provides five functional elements that include command, search, rescue, medical and technical. The US&R Task Force is totally self-sufficient for the first 72 hours and has a full equipment cache to support its operation. Transportation and logistical support are provided by either State or Federal resources.

The US&R Task Force can provide round-the-clock urban search and rescue operations (two 12-hour shifts). The US&R Task Force Search element will include physical, canine and electronic. The Rescue element can conduct rescue operations in all types of structures. The Medical element is primarily responsible for the care and treatment of task force members and entrapped victims during extrication. The Technical element provides personnel competent in structural integrity assessments, hazardous materials, heavy equipment and rigging, communications and logistics.

The US&R Task Force is commanded by a Task Force Leader and is organizationally at the same level as any Strike Team/Task Force. The Task Force Leader is assisted by a US&R Task Force Safety Officer and Plans Officer. The US&R Task Force is unique in that unlike other task forces it is designed to be used as a "single resource." It should not be disassembled to make use of individual task force elements.

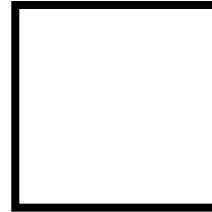
State / National US&R Task Force



62 POSITIONS/24-HOUR OPERATION

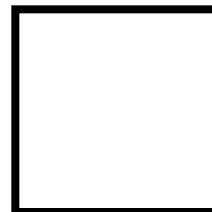
STRUCTURE/HAZARDS MARKINGS

Make a large (2' x 2') square box with orange spray paint on the outside of the main entrance to the structure. Put the date, time, hazardous material conditions and team or company identifier outside the box on the right hand side. This information should be made with lumber crayon or lumber chalk.



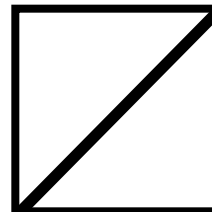
**9/12/93
1310 hrs.
HM - nat. gas
SMA - E-1**

Structure is accessible and safe for search and rescue operations. Damage is minor with little danger of further collapse.



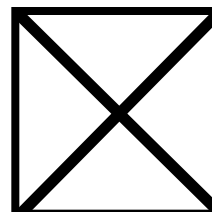
**9/12/93
1310 hrs.
HM - none
SMA - E-1**

Structure is significantly damaged. Some areas are relatively safe, but other areas may need shoring, bracing, or removal of falling and collapse hazards.



**9/12/93
1310 hrs.
HM - nat. gas
SMA - E-1**

Structure is not safe for search or rescue operations. May be subject to sudden additional collapse. Remote search operations may proceed at significant risk. If rescue operations are undertaken, safe haven areas and rapid evacuation routes should be created.



**9/12/93
1310 hrs.
HM - nat. gas
SMA - E-1**

Arrow located next to a marking box indicates the direction to a safe entrance into the structure, should the marking box need to be made remote from the indicated entrance.



SEARCH MARKINGS

WHEN YOU ENTER



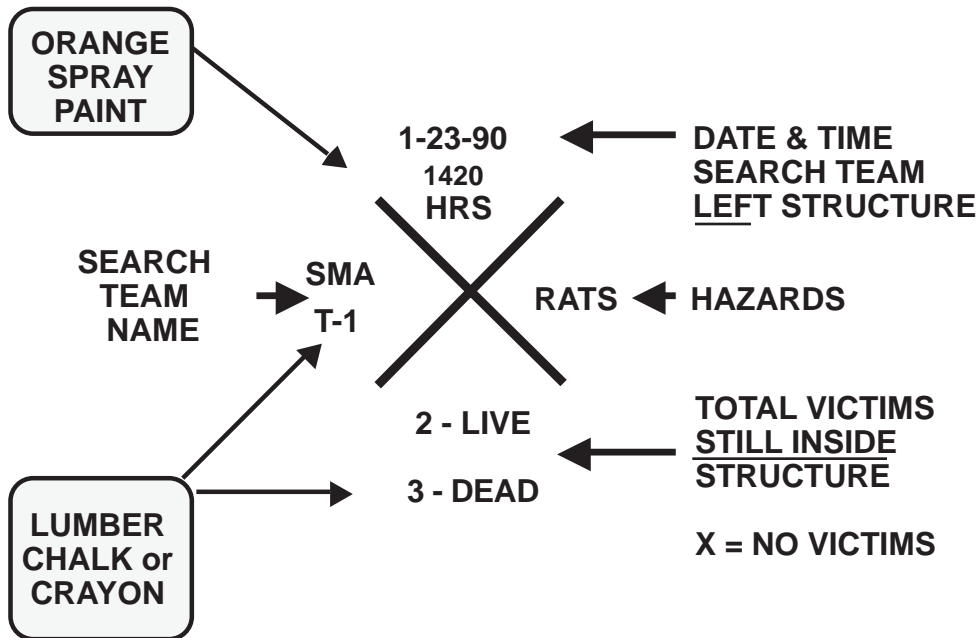
SINGLE SLASH
STRUCTURE OR ROOM

WHEN YOU EXIT



SECOND SLASH
STRUCTURE OR ROOM
(Identify Victims & Hazards)

MAIN ENTRANCE SEARCH MARKING



URBAN SEARCH AND RESCUE GLOSSARY OF TERMS

Basic Operational Level. The Basic level represents the minimum capability to conduct safe and effective search and rescue operations at structure collapse incidents. Personnel at this level shall be competent at surface rescue that involves minimal removal of debris and building contents to extricate easily accessible victims from non-collapsed structures.

Basic Rope Rescue. Rescue operations of a non-complex nature employing the use of ropes and accessory equipment.

Confined Space Rescue. Rescue operations in an enclosed area, with limited access/egress, not designed for human occupancy and has the potential for physical, chemical or atmospheric injury.

Light Operational Level. The Light level represents the minimum capability to conduct safe and effective search and rescue operations at structure collapse incidents involving the collapse or failure of light frame construction and basic rope rescue operations.

Heavy Floor Construction. Structures of this type are built utilizing cast-in-place concrete construction consisting of flat slab panel, waffle or two-way concrete slab assemblies. Pre-tensioned or post-tensioned reinforcing steel rebar or cable systems are common components for structural integrity. The vertical structural supports include integrated concrete columns, concrete enclosed or steel frame, which carry the load of all floor and roof assemblies. This type includes heavy timber construction that may use steel rods for reinforcing. Examples of this type of construction include offices, schools, apartments, hospitals, parking structures and multi-purpose facilities. Common heights vary from single story to high-rise structures.

Heavy Wall Construction. Materials used for construction are generally heavy and utilize an interdependent structural or monolithic system. These types of materials and their assemblies tend to make the structural system inherently rigid. This construction type is usually built without a skeletal structural frame. It utilizes a heavy wall support and assembly system to provide support for the floors and roof assemblies. Occupancies utilizing tilt-up concrete construction are typically one to three stories in height and consist of multiple monolithic concrete wall panel assemblies. They also use an interdependent girder, column and beam system for providing lateral wall support of floor and roof assemblies. Occupancies typically include commercial, mercantile and industrial. Other examples of this type of construction type include reinforced and un-reinforced masonry (URM) buildings typically of low rise construction, one to six stories in height, of any type of occupancy.

Heavy Operational Level. The Heavy level represents the structure collapse incidents involving the collapse or failure of reinforced concrete or steel frame construction and Confined Space Rescue operations.

Light Frame Construction. Materials used for construction are generally light weight and provide a high degree of structural flexibility to applied forces such as earthquakes, hurricanes, tornadoes, etc. These structures are typically constructed with a skeletal structural frame system of wood or light gage steel components, which provide support to the floor

or roof assemblies. Examples of this construction type are wood frame structures used for residential, multiple low rise occupancies and light commercial occupancies up to four stories in height. Light gage steel frame buildings include commercial business and light manufacturing occupancies and facilities.

Medium Operational Level. The Medium level represents the minimum capability to conduct safe and effective search and rescue operations at structure collapse incidents involving the collapse or failure of reinforced and un-reinforced masonry (URM), concrete tilt-up and heavy timber construction.

Pre-cast Construction. Structures of this type are built utilizing modular pre-cast concrete components that include floors, walls, columns and other sub-components that are field connected upon placement on site. Individual concrete components utilize imbedded steel reinforcing rods and welded wire mesh for structural integrity and may have either steel beam, or column or concrete framing systems utilized for the overall structural assembly and building enclosure. These structures rely on single or multi-point connections for floor and wall enclosure assembly and are a safety and operational concern during collapse operations. Examples of this type of construction include commercial, mercantile, office and multi-use or multi-function structures including parking structures and large occupancy facilities.

Search Marking System. A standardized marking system employed during and after the search of a structure for potential victims.

State/National Urban Search & Rescue (US&R) Task Force. A sixty-two (62) person team specifically trained and equipped for large or complex urban search and rescue operations. The multi-disciplinary organization provides five functional elements that include command, search, rescue, medical and technical. The US&R Task Force is designed to be used as a "single resource" and not disassembled to make use of individual task force elements.

Structure/Hazards Marking System. A standardized marking system to identify structures in a specific area and any hazards found within or near the structure.

Urban Search & Rescue (US&R) Company. Any ground vehicle(s) providing a specified level of US&R operational capability, rescue equipment and personnel.

Urban Search & Rescue (US&R) Crew. A pre-determined number of individuals who are supervised, organized and trained principally for a specified level of US&R operational capability. They respond with no equipment and are used to relieve or increase the number of US&R personnel at the incident.

SF/SAR OPERATIONAL SYSTEM DESCRIPTION ICS US&R 120-2 AND LAW ENFORCEMENT MUTUAL AID PLAN (SAR) ANNEX

INTRODUCTION

Local and widespread swiftwater and flood emergencies often occur in California. Many of these incidents strain local resources creating a need for mutual aid resources. This document focuses on the development and identification of specific SF/SAR resources available through the California Mutual Aid System.

This document is intended to provide guidance and develop recommendations for California's SF/SAR resources. This includes but is not limited to:

- Organizational Development
- Resource Typing
- Training and Equipment
- Procedures and Guidelines for incident operations

These recommended procedures and guidelines are consistent with both the Standardized Emergency Management System and FIRESCOPE Incident Command System.

It is the responsibility of agencies responding to California Mutual Aid, SF/SAR requests, to provide qualified personnel and equipment that meet or exceed the recommended level of skills and capabilities stipulated in this document.

The recommended training, skills and equipment lists are contained in the Law Enforcement Mutual Aid Plan, SAR Annex, and the FIRESCOPE Document, ICS-SF-SAR 020-1.

INITIAL RESPONSE

The first arriving public safety officer will direct initial swiftwater/flood search and rescue (SF/SAR) operations. This officer will assume initial command of the operation as the Incident Commander (IC). Subsequent changes in the incident command structure will be based on the needs of the incident, with consideration of jurisdictional responsibilities, established agreements, state and local statutes and shall be accomplished by following established ICS procedures.

Additional resources, specifically trained and equipped for swiftwater/flood search and rescue operations may be required. These SF/SAR resources may be assigned as a single resource or grouped together to form Task Forces.

Due to the unique hazards and complexity of swiftwater/flood search and rescue incidents, the IC may require a variety of different multi-disciplinary resources to accomplish the SF/SAR mission (APPENDIX E. Additional Swiftwater/Flood Search and Rescue Resources).

SF/SAR resources have been categorized or "typed" (APPENDIX A. Swiftwater/Flood Search and Rescue Resource Typing and APPENDIX B. FEB Typing). Typing reflects identified operational capabilities, based on specialized training, skills and equipment (ICS SF/SAR 020-1). This typing is based on team qualifications, available equipment and training, as needed for safe and efficient rescue operations for identified SF/SAR tasks.

Swiftwater/flood search and rescue incidents may occur that will require rescue operations that exceed on-scene personnel capabilities. When the magnitude or type of incident exceeds that capability level, the IC will have the flexibility to conduct search and rescue operations in a safe and appropriate manner until adequate resources can be obtained or the incident is terminated.

UNIFIED COMMAND

A Unified Command should be implemented at SF/SAR incidents when multiple agencies or jurisdictions with statutory or political authority and financial responsibility are involved. Unified Commanders involved in a Unified Command shall be co-located. A single Command Post is the best method to ensure effective communications, coordination of resources, and overall operational management of the incident.

ICS MODULAR DEVELOPMENT

The flexibility and modular expansion design of the Incident Command System provides an almost infinite number of ways SF/SAR resources can be arranged and managed. Refer to the Law Enforcement Guide for Emergency Operations or the FIREScope Field Operations Guide (ICS-420-1).

INITIAL RESPONSE

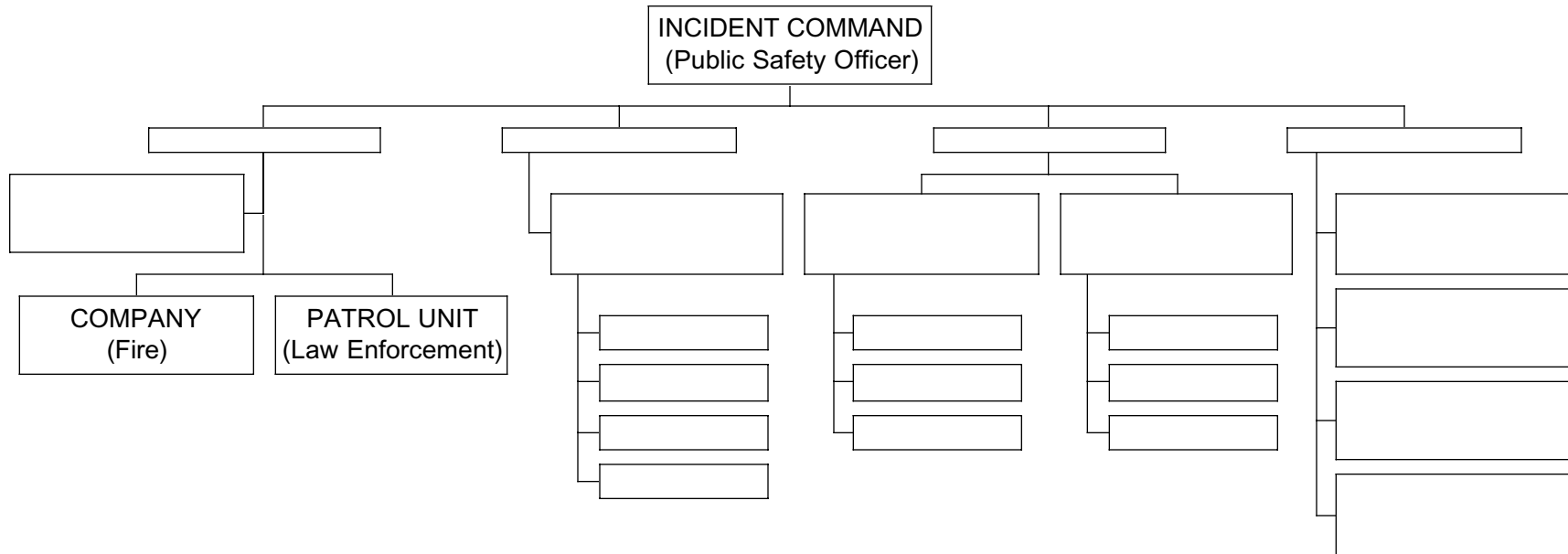


Figure 1: INITIAL RESPONSE ORGANIZATION (EXAMPLE)

The initial public safety officer on-scene will assume command of the incident as the Incident Commander (IC). This officer will manage the initial response resources.

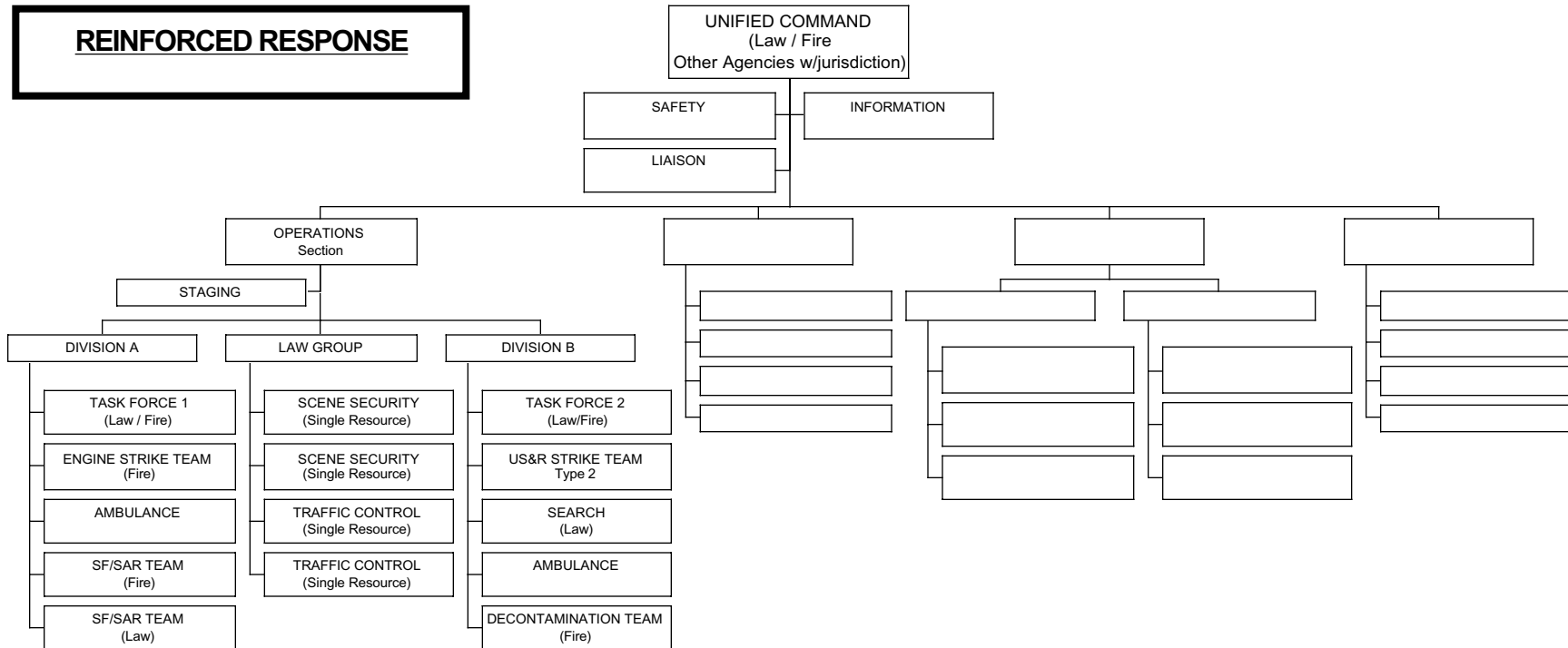


Figure 2: REINFORCED RESPONSE ORGANIZATION (EXAMPLE)

Additional Law Enforcement, local Fire Department Engine and Truck companies, and Mutual Aid resources have arrived. The IC forms a unified command with the designated public safety officials on scene with a Safety Officer, Information Officer and Liaison Officer designated. A Staging Area has been established for arriving resources. The incident is geographically divided into divisions under an Operations Section. The initial Fire Department resources and/or Law Enforcement SAR Teams are formed into Task Forces. Additional Law Enforcement resources form the Law Group.

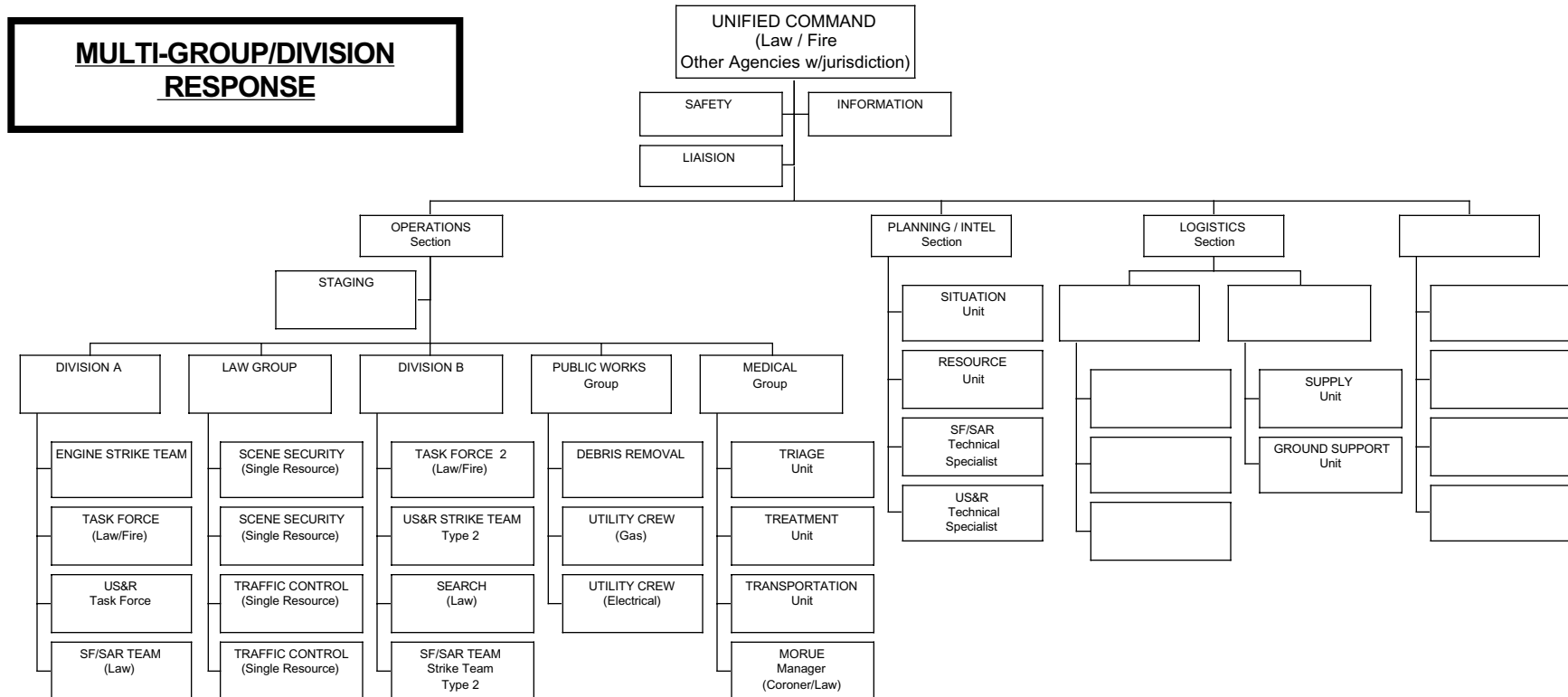


Figure 3: MULTI GROUP/DIVISION RESPONSE ORGANIZATION (EXAMPLE)

Planning/Intel and Logistics Sections have been established. Multiple Groups and Divisions have been formed to better manage the incident.

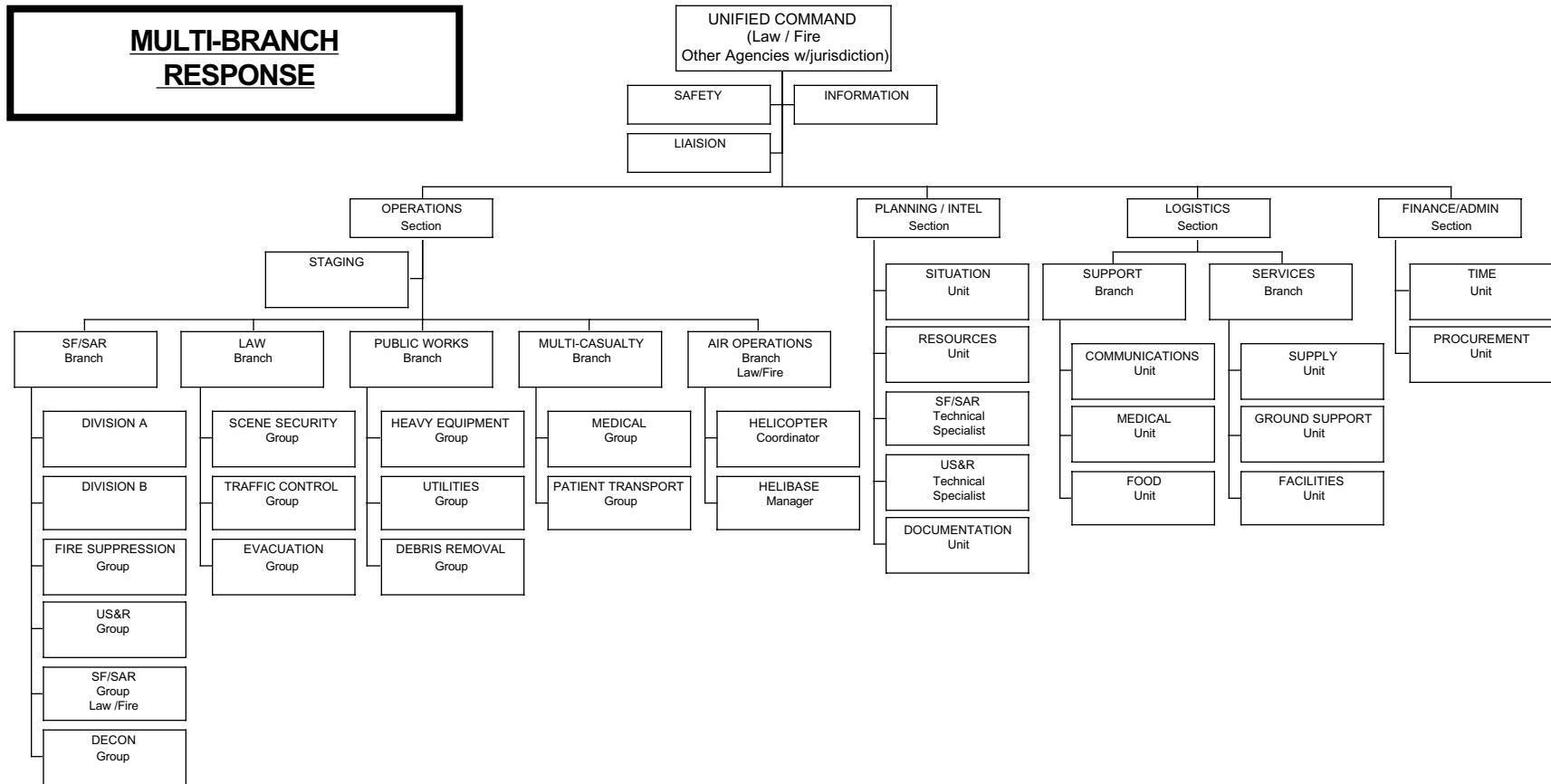


Figure 4: MULTI BRANCH ORGANIZATION (EXAMPLE)
 The Incident Commander has assigned Logistics and Finance/Administration Section.

GLOSSARY OF TERMS

Air Resources. Helicopters staffed by crews trained in search and rescue operations. Ordered by type and class as listed (APPENDIX C).

Boat drive-air. A boat with a propulsion system using an aviation propeller or a ducted fan to generate thrust from the engine having an on-plane draft of 0" to 12". The typical boats of this category are the "Florida Swamp" boats and surface effect boats.

Boat drive-jet. A boat with a propulsion system using a water pump to generate thrust having an on-plane draft of 6" to 12". They can be susceptible to damage from floating debris.

Boat drive-propeller. A boat with a propulsion system using a propeller to generate thrust having an on-plane draft of 18" to 24".

Boat, non-powered. A non-motorized vessel capable of safely transporting rescuers or victims (e.g. raft, skiff, johnboat etc.).

Boat, powered. A motorized vessel capable of safely transporting rescuers or victims, (e.g. IRB: "Inflatable Rescue Boat", RHIB: "Rigid Hull Inflatable Rescue Boat", Rigid Hull Boat, PWC: "Personal Water Craft", "Airboat", etc.).

Decontamination. Action required to chemically change or physically remove the contaminants from personnel and equipment.

Flood Evacuation Boat (FEB). Resource with personnel trained to operate in floodwaters with the specific task of evacuating persons or small domestic animals from isolated areas (APPENDIX B. Flood Evacuation Boat Typing).

Helicopter Rescue Operational. Swiftwater/Flood Search and Rescue personnel trained and equipped to work with helicopters and crew, for hoist, short haul-line victim extraction, rappel, or low-level insertions.

IRB. Inflatable rescue boat

PFD. Personal flotation device with a minimum U.S. Coast Guard rating of Type III or V

PPE. Personal protective equipment. For SF/SAR personnel that includes a water helmet, a PFD, a whistle, a light, foot and hand protection, and thermal protection.

PWC. Personal watercraft (water bike, jet ski)

RHIB. Rigid hull inflatable boat

Rigid Hull. A boat constructed of wood, fiberglass, or aluminum with no inflated components.

SEMS. “Standardized Emergency Management System.” California’s emergency management system that facilitates priority setting, interagency cooperation, and the efficient flow of resources and information. SEMS incorporates: The Incident Command System, Multi/Inter-Agency Coordination, Mutual Aid, and the Operational Area Concept.

SF/SAR TEAM. A Search and Rescue resource with specific equipment, training, and experience, in swiftwater/flood search and rescue.

SWIFTWATER. Water that is moving fast enough to produce sufficient force to present a significant life and safety hazard to a person entering the water. The swiftwater classification scheme rates the complexity and danger of swiftwater from easiest (Class 1) to most difficult (Class 6) (American Whitewater Affiliation).

Training Levels:

Awareness: Knowledge based course of instruction, emphasizing hazards and personnel safety. Generally lecture only.

Operational: Participation based course of instruction; emphasizing personal safety, team safety and limited low risk victim rescue. The course generally includes objective evaluation and testing.

Technician: Performance based course of instruction emphasizing personnel safety, team safety, and mid to high-risk victim rescue. The course generally includes objective evaluation and testing.

APPENDIX A. Swiftwater/Flood Search and Rescue Resource Typing

	Type 1	Type 2	Type 3	Type 4
Type (Capabilities)	Manage search ops Power vessel ops In-water contact rescues Helicopter operational Technical rope systems HazMat Animal rescue EMS-ALS Communications Logistics Capable of 24hr operations	Manage search ops Power vessel ops In-water contact rescues Helicopter operational Technical rope systems HazMat Animal rescue EMS-BLS Capable of 24hr operations	In-water contact rescues Assist in search ops Non-power water craft HazMat Animal rescue EMS-BLS Capable of 24hr operations	Low Risk Land Based HazMat EMS-BLS Capable of 24hr operations

Resource	Component	Type 1	Type 2	Type 3	Type 4
Swiftwater/ Flood Search and Rescue Team	Equipment	Type 1 Inventory	Type 2 Inventory	Type 3 Inventory	Type 4 inventory
	Personnel	14 Member Team: 2 <i>Managers</i> 2 <i>Squad leader</i> 10 <i>Personnel</i>	6 Member Team: 1 <i>Squad leader</i> 5 <i>Personnel</i>	4 Member Team: 1 <i>Squad leader</i> 3 <i>Personnel</i>	3 Member Team: 1 <i>Squad leader</i> 2 <i>Personnel</i>
	Transportation	Equipment trailer Personnel transport vehicles	*	*	*

* Requests should include vehicle capabilities when necessary (i.e., four-wheel drive).

APPENDIX B. Flood Evacuation Boat Typing

Order these resources by type, quantity, hull design and power type if critical.

Type	Type 1	Type 2	Type 3	Type 4	Type 5
Minimum Victim Transport per Trip	• 5+	• 3 - 5	• 3	• 2	• 2
Special Needs and Notes	<ul style="list-style-type: none"> • May need launch ramp Power Boat	<ul style="list-style-type: none"> • May need launch ramp Power Boat	<ul style="list-style-type: none"> • Hand Launch Power Boat	<ul style="list-style-type: none"> • Hand Launch • 2 Personal Water Craft (PWC) 	<ul style="list-style-type: none"> • Hand Launch • No Motor • Rafts, skiffs, johnboat, etc.

Resource	Component	Types				
		1	2	3	4	5
Flood Evacuation Boat	Equipment	FEB Inventory	FEB Inventory	FEB Inventory	FEB Inventory	FEB Inventory
	Minimum Personnel	2	2	2	2	2
	Transportation	*	*	*	*	*

* Requests should include vehicle capabilities when necessary (i.e., four-wheel drive).

APPENDIX C. Air Resource Typing

Helicopters staffed by personnel trained in search and rescue operations can be ordered through normal Mutual Aid Request procedures. Specify need such as search platform with lights and infrared detectors, hoist capability, swift water capability, etc.

Resource	Component	Types			
		1 (Heavy)	2 (Medium)	3 (Light)	4
Helicopter	Seats w/pilot	- 16	- 10	- 5	- 3
	Useful Load (lbs)	- 5000 lbs	- 2500 lbs	- 1200 lbs	- 600 lbs.
	Examples	- UH-60	- Bell 205, 412	- Bell 206, MD 500E, BO 105	- Bell 47 Does <u>not</u> meet mission requirements for external live load.

HELICOPTER Capability/Mission Selection Sheet

Mission Equipment Selection Sheet

- *Communications
 - VHF Programmable Radios
- *Over Water Survival Equipment
 - PFD's for *air* crew and passengers
- Live Load *External Load Capable- with rescue equipment
 - Hoist
 - Short Haul
- Sling Load
- Medical: BLS
- Medical: ALS
- Personnel Transportable (number of people)
- Usable Time (mission duration)
- Search/Observation

- ALS
- BLS
- Basket (i.e. Stokes type litter)
- Cinch Collar
- Cinch Strap
- FLIR
- Night Illumination (1 million candle power +)
- PA
- Rescue Capture Ball
- Rescue Ring
- Short Haul System
- Sling Load Capability (in lbs.)
- Hoist Load Capability (in lbs.)

* Mandatory for aircraft

See next page for Pilot and Flight Crew Capabilities

APPENDIX D. Air Resource Typing (Pilot and Crew)

Pilot Capability

External Load Capable

- Victim Location in Static Water
- Victim Location in Dynamic Water

- Must be a public service operator, who meets their respective agency's requirement or possesses a USFS, CDF, or OAS (Office of Aircraft Service) valid card.
- Pilot must have a minimum of swiftwater/ flood rescue awareness or operational training along with training and experience in helicopter water rescue evolutions.

Flight Crew Capability

External Load Capable

- Victim Location in Static Water
- Victim Location in Dynamic Water

- Flight Crew should have a minimum of swiftwater/flood rescue awareness or operational training along with training and experience in helicopter water rescue evolutions. Aircrew performing water rescue operations must complete annual helicopter water rescue training.
- Areas to include helicopter orientation and safety, hand signals and communications, water rescue device orientation and operations and any additional individual agency specific or type specific requirements.

APPENDIX E. Additional Swiftwater/Flood Search and Rescue Resources**American Red Cross (ARC)**

The American Red Cross provides disaster victims assistance such as food, clothing, shelter, and supplemental medical. The ARC provides the emergency mass care to congregate groups and also provides individual/family assistance. Upon the request of government, resources permitting, the ARC may assist with warning, rescue, or evacuations.

Animal Rescue Team

A specialized resource having extensive experience and appropriate equipment required to support the rescue of small domestic pets and large animals' commonly encountered in rural settings. This resource may be available through the Mutual Aid request procedures.

California Conservation Corps (CCC)

A State agency that provides personnel for specific non-technical assignments during flood alerts or actual incidents. CCC personnel may be stationed near locations of anticipated problems, due to storm activity, high river tides, or heavy reservoir releases. This resource can be obtained through Mutual Aid request channels.

California Department of Forestry and Fire Protection (CDF)

A State fire agency capable of supplying ICS overhead teams, air assets, fire engines, crews, bulldozers, equipment, camp kitchens, trained personnel for technical or non-technical rescue, containment operations, and storm/flood watch patrols during emergency situations. This resource is available through Mutual Aid request procedures.

California National Guard

A State agency capable of providing heavy vehicle (2.5 and 5 ton) transportation needs, air assets, boats, bridging equipment, sheltering operations, and other equipment and personnel. They must be ordered through the Mutual Aid request procedure.

California Department of Fish & Game, U.S. Department of Fish & Wildlife

State and Federal resources capable of supplying boats with trained operators, that includes airboats. Orders for specialized equipment must be specific when requesting from this resource through the Mutual Aid request procedure.

Department of Water Resources Flood "Fight" Teams

The Department of Water Resources (DWR) is responsible for coordinating local, state, and federal flood operations. DWR can offer advice to local agencies about how to establish levee patrol, floodwater, place river flood staff gauges, and how to receive flood information from their Department. The Department can generally assist flood fighting in any area of the state with personnel and flood fighting materials for local agencies. Requests for Flood Fight crews shall be made through the DWR.

Heavy Equipment

Heavy equipment such as cranes, front loaders, and dump trucks are often needed in large quantities during regional water emergencies. They are normally available through local public works departments and private contractors (a pre-signed MOU is recommended). If additional heavy equipment resources are needed, they can be ordered through Mutual Aid request procedure.

Swiftwater/Flood Search Rescue Technical Specialist

A Swiftwater/Flood Rescue Technical Specialist may be requested to assist the incident management team with technical expertise in swiftwater/flood search and rescue. The specialist is normally assigned to the Planning Section. This resource is ordered through the Mutual Aid request procedure.

Search & Rescue Water Dogs

Dogs specifically scent certified in water, trained to search for and find drowning victims. Search and Rescue Water Dogs are ordered through the Mutual Aid request procedures.

Search Manager

A person qualified and capable of managing the specific search and rescue mission.

Salvation Army

During an emergency, the Salvation Army may be called upon to provide food, clothing, furniture, housing, emergency communication, mobile canteen services, and spiritual ministry for disaster victims. This is generally a local resource, however, may be requested through the Mutual Aid request procedure.

Structural/Soils Engineers

In most cases, responding resources will have access to local structural and soils engineers through their local agencies. Additional engineers may be ordered through the Mutual Aid request procedure.

Swiftwater/Flood Search and Rescue
Incident Commander Checklist

This list is intended to assist responding public safety personnel with management decisions.

- a. Review Common Responsibilities (page 1-2)
- b. Evaluate incident needs
- c. Initiate pre-planned response as appropriate
 - law enforcement, fire, EMS resources
 - specialized SF/SAR resources
- d. Utilize SF/SAR personal protective equipment
- e. Determine additional resource needs
- f. Establish ICS (consider Unified Command)
- g. Establish communication plan
 - assign tactical and command channels
 - identify interagency coordination channel(s)
- h. Establish resource tracking (personnel accountability) system
- i. Establish search/incident boundaries
 - identify incident hazards
 - establish operational area
 - manage entry to operational area
 - limit risk to untrained resources
 - interview reporting party
 - determine victim(s) last known location
- j. Consider evacuation plan
- k. Consider traffic plan/staging area(s)
- l. Establish down and up stream safety
- m. Implement search and rescue operations
 - determine rescue vs. recovery
 - evaluate low to high risk options
 - develop contingency plans
- n. Establish medical/multi-casualty plan
 - consider decontamination of victims
- o. Establish logistics support

SF/SAR RECOMMENDED TRAINING, SKILLS AND EQUIPMENT LIST**ICS-SF-SAR 020-1****SF/SAR Decontamination****DECONTAMINATION OF EQUIPMENT AND PERSONNEL:**

The following are the recommended decontamination procedures for resources assigned to SF/SAR operations. Any resources exposed to flood waters during their operations should complete the appropriate level of decontamination. Consult with qualified Hazardous Materials personnel when available.

Basic Decontamination:**Personnel:**

After completing assignments in floodwaters, hands and face should be washed with clean water and soap. All members should be required to wash hands before entering vehicles and eating areas. Hand washing is essential to reduce secondary contamination.

Equipment:

When the team's operational assignment is completed; equipment should be rinsed with clean water. Visible contaminants, mud and light oils, should be removed with soap.

Level 1 Decontamination:

Level 1 decontamination procedures should be used in areas where there is potential for exposure to general contaminants and the water is standing or moving slowly. Examples of areas where the use of this level of decon is needed would be residential and agricultural areas where there is no evidence of large releases of hazardous materials.

Personnel:

After completing assignment in floodwaters, hands and face should be washed with clean water and anti-microbial soap (i.e., Vionex or PhisoHex). All members should wash their hands before entering vehicles and eating areas. On completion of the day's operations, all members exposed to suspected or known contaminated water should shower and change into clean clothes.

Equipment:

When the team's operational assignment is completed, equipment should be washed with soap and clean water. This decon should be completed as soon as possible following the operations. Dry suits should also be washed before entering vehicles for trips from one work site to another.

Level 2 Decontamination:

Level 2 decontamination procedures should be used any time hazardous materials are identified or likely to be present. These include areas of sewage contamination as well as

agricultural and chemical contamination. These areas should not be entered, if possible. Limiting the number of personnel exposed to the water should be the top priority of the Team Leader. Support for decontamination should be arranged before units are committed to the contaminated area. **Water samples should be taken for testing from areas entered by the team.** The Medical Unit should be notified if any personnel require this level of decontamination. All personnel exposed to the contaminates should have a one hour, twelve hour, and twenty-four hour medical check following their exposure.

Personnel:

After exiting the water, even for short periods during the operational period, members should go through a scrub gross decon* wash with soap and clean water. Remove gloves and wash hands and face with clean water and anti-microbial soap. At the end of the duty period, members should go through a gross decon scrub wash with soap and clean water before any safety gear is removed. Wash hands and face with clean water and anti-microbial soap after removing all safety gear. Shower, using anti-microbial soap, before leaving the scene if possible or as soon as possible thereafter and change into clean clothes.

Equipment:

All equipment should be sprayed with bleach solution** or other agents as recommended by on-scene Hazardous Materials personnel and allowed to stand a minimum of fifteen minutes. Thoroughly rinse all treated equipment with clean water and allow to dry before storing with other equipment. Bag any equipment that cannot be dried for the return trip to the base. Wipe with bleach solution** any surfaces inside vehicles that might have come in contact with wet safety equipment during the duty period. Units requiring Level 2 Decontamination should be taken out of service until all equipment has been cleaned and dried.

* Gross Decon Wash: This is a two-stage process that is set up along a decontamination corridor. All run-off solutions are retained for proper disposal. Persons implementing the corridor should be protected by splash gear. It is recommended that qualified Hazardous Materials personnel be requested to implement this procedure.

Stage 1: Rescuer in safety gear is scrubbed with brushes using a clean water and soap solution. Any contaminated tools are left behind here for cleaning.

Stage 2: Rescuer is rinsed with clean water.

** Bleach Solution: Bleach solution should be made using 30cc of Sodium Hypochlorite 5% (household bleach) for every one gallon of clean water. This will yield a 20,000 ppm solution of bleach.

CHAPTER 16

**HIGH RISE STRUCTURE FIRE
ICS-HR-120-1**

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INTRODUCTION

Incident Command System For Fire Department Operations at High Rise Structure Fires

The High Rise Structure Fire module describes an organization designed to provide effective management and control of essential functions at fires occurring in larger multi-story buildings. Such fires present significant management, logistical and safety problems. The size and complexity of the interior spaces, the enclosed nature of the hazard area, and the limited and sometimes arduous access to the fire area all contribute to the problems faced by suppression forces. The serious life hazard to occupants and firefighters, endangered by fire and smoke and presented with limited evacuation options, allows little room for error or disorganization. Additionally, most structures are equipped with various environmental, fire, and life safety systems which require support and control. The organizational structure described in this module is consistent with the standardized all-risk Incident Command System (ICS) organizational elements and operating requirements. It varies in design, however, in providing specialized positions and modifications to regular position task descriptions. These variations are designed to address the unique problems of high rise fire incidents.

COMPONENTS OF THE ICS-HIGH RISE INCIDENT COMMAND SYSTEM

The Incident Command System components that provide the basis for effective ICS operation do not vary in any significant manner in application to the high rise incident. These components are:

- Common Terminology
- Modular Organization
- Integrated Communications
- Unified Command Structure
- Consolidated Action Plans
- Manageable Span-of-Control
- Pre-designated Incident Facilities
- Comprehensive Resource Management

The variations incorporated for high rise incidents are described below.

MODULAR ORGANIZATION DEVELOPMENT

The order in which the ICS organizational structure develops may vary with the type and nature of the incident. A series of examples of modular development follow which are

included to illustrate a typical method of expanding the incident organization at a high rise incident to reflect the size and complexity of the incident and the available resources at a given time in the incident.

Initial Response Organization

Initial response resources are managed by the Incident Commander who handles all Command and General Staff responsibilities.

Reinforced Response Organization

The Incident Commander has identified the incident as having significant potential and requiring a large resource commitment. The Incident Commander will establish some key Command positions.

Multi-Division Organization

The Incident Commander has established most Command and General Staff positions and has established a combination of divisions and groups to reflect the location and nature of the incident.

Multi-Branch Organization

The Incident Commander has identified a number of actual or potential specialized incident problems and has established all Command and General Staff positions and has established several branches to effectively manage the problems and resources.

DESIGNATED INCIDENT FACILITIES

Two ICS incident facilities (Base and Staging) have modified functions and locations in the high rise incident that reflect a fire location many floors above the ground and the complexity of the incident.

Staging Area

The high rise incident requires that the regular concept of Staging Areas be modified. The limited access and vertical travel distance of the larger high rise building requires that a resource staging area be established within the building and that its functions be expanded somewhat. The staging area is generally located two or three floors below the lowest fire floor as long as the atmosphere can be kept clear. The specific changes are described fully in the Staging Area Managers' Position Description.

Base

The Base at a high rise incident resembles a ground level staging area early in the incident. A major fire in a high rise building will require the Base to be expanded and to perform the functions of an Incident Base supporting large numbers of personnel. The nature of the urban/suburban environment and the ability of an agency to rotate personnel back to stations may impact the manner in which the Base functions. Base should be located away from buildings to provide personnel safety from falling glass and debris.

ORGANIZATION AND OPERATIONS

The five major functional areas of the ICS; Command, Operations, Planning, Logistics, and Finance, do not change in the high rise incident. All positions in the ICS organization applicable to a structure fire apply to the high rise fire incident.

The positions and modifications are described in the position descriptions that follow. The major responsibilities and procedures for each are fully developed in the Position Manuals.

Modified ICS Positions

Certain existing ICS positions and functional units within the high rise incident organization have additional or modified responsibilities that require full descriptions. These positions are Ground Support Unit Leader, Base Manager, Staging Area Manager, Safety Officer, and Medical Unit Leader.

Specialized High Rise ICS Positions

Because of the nature of a fire incident when confined in a tall building and the many engineered elements of the building, two special functional units are identified and described. They are Lobby Control and Systems.

In recognition of the extreme hazards of this type of fire control operation and the difficulties in assuring firefighter accountability in interior operations, as well as the egress and ingress of building occupants, the Lobby Control Unit is established. This unit provides access control, entry accountability, routing, and movement control into

and inside the structure. In the initial period of an incident, or in a less complex incident/building, or if modified by agency policy, the Lobby Control Unit may assume the functions of the Systems Control Unit as shown in the basic organization chart.

As incident escalates, dependent upon agency policy, a separate Systems Unit may be established. In recognition of the basic and specialized systems incorporated into all high rise buildings, from electrical supply systems to smoke removal systems, the Systems Control Unit is established to operate, supervise and coordinate the vital operation of the building systems. Systems coordinates the efforts of various Technical Specialists who might be required to assist in the operation or repair of the systems.

The positions and modifications are described in the position descriptions that follow. The major responsibilities and procedures for each are fully developed in the Position Manuals.

POSITION CHECKLISTS

HIGH RISE INCIDENT BASE MANAGER -The High Rise Incident Base Manager is responsible for the management of all functions at the designated Base and Command Post locations. The High Rise Incident Base Manager reports to the Logistics Section Chief or Support Branch Director (if established). The position within the organization differs from the standard ICS in that a Facilities Unit is not appropriate for this type of incident and the Base Manager reports directly to the Support Branch Director or Logistics Section Chief and may assume some of the responsibilities of the Facilities Unit position.

- a. Obtain briefing from Logistics Section Chief, Support Branch Director or Incident Commander.
- b. Participate in Support Branch/Logistics Section planning activities.
- c. Evaluate safety, layout, and suitability of previously selected Base location. Make recommendations regarding relocation if appropriate. Request necessary resources and personnel. Base should be located away from buildings to provide personnel safety from falling glass and debris.
- d. Establish Base layout and identify/post each function area as appropriate to the incident size and expected duration - Crew Ready Area, Equipment Pool, Rehabilitation Area, Command Post, Apparatus Parking, Restrooms.

- e. Provide safety, security and traffic control at Base and Command Post.
- f. Provide facility services - sanitation, lighting and clean up at Base and Command Post.
- g. Maintain accounting of resources in Base and periodically update Planning Section or Incident Command.
- h. As requested by Operations, Logistics or Incident Command, direct crews and equipment to designated locations.
- i. Maintain records of activities and submit reports as directed.
- j. Secure operations and demobilize personnel as determined by the demobilization plan.
- k. Maintain a Unit/Activity Log (ICS Form 214).

HIGH RISE INCIDENT GROUND SUPPORT UNIT LEADER - The Ground Support Unit Leader is responsible for providing transportation for personnel, equipment, and supplies; providing refilling of SCBA air cylinders and maintenance of SCBA's; providing fueling, service and maintenance of vehicles and portable power equipment and tools; and implementing the ground level traffic/movement plan at the incident including marking safe access routes and zones. The Ground Support Unit Leader reports to the Support Branch Director (if established) or the Logistics Section Chief.

- a. Obtain briefing from Logistics Section Chief, Support Branch Director or Incident Commander.
- b. Participate in Support Branch/Logistics Section planning activities.
- c. Implement traffic/movement plan, including ground level movement and building primary support stairs, as developed by Planning Section or Incident Commander.
- d. Post or mark ground level safe movement routes and outside safe refuge areas identified in the traffic/movement plan.
- e. Appoint personnel and activate transport services including stairwell, ground level, and general motor transport.

- f. Appoint personnel and activate fueling, maintenance and support of apparatus and portable power equipment and building plant as appropriate.
- g. Collect and maintain records of rented or reimbursable equipment use.
- h. Appoint personnel and activate SCBA air cylinder refilling, maintenance and support.
- i. Maintain inventory of support and transport vehicles, and maintenance and fuel supplies.
- j. Submit reports to Support Branch/Logistics Section or Incident Commander as directed.
- k. Secure operations and demobilize personnel as determined by the demobilization plan.
- l. Maintain a Unit/Activity Log (ICS Form 214).

LOBBY CONTROL UNIT LEADER - The Lobby Control Unit Leader's primary responsibilities are: To operate a personnel/crew accounting system for all building entry and exit; control all building access points and direct personnel to correct stair/elevator or route; control and operate elevator cars; and direct building occupants and exiting personnel to proper ground level safe areas or routes. As directed by the Incident Commander or agency policy, this unit shall be assigned the responsibilities of the Systems Control Unit in the early stages of an incident, or in less complex incidents/buildings, or if modified by agency policy. The Lobby Control Unit Leader reports to the Support Branch Director/Logistics Section Chief. The unit should be prepared to provide the Incident Commander or Plans Section with current information from the personnel accounting process.

Departments and/or agencies must have policy regarding the use of elevators, stairways, or combinations of both when ascending to the upper floors in a high rise building during a fire or reported fire operations. While the safest method of ascending to upper floors is the use of stairways, it may be necessary to explore the use of elevators for firefighting operations. This determination is the ultimate responsibility of the Incident Commander (IC), however the actual use of the elevators is directed by the Lobby Control Unit Leader.

- a. Check in and obtain briefing from Logistics Section Chief or Incident Commander, as appropriate.
- b. Make entry, assess situation and establish Lobby Control position. Request needed resources.
- c. Establish entry/exit control at all building access points.
- d. Establish personnel accounting system for personnel entering/exiting the building.
- e. Assume control of elevators and provide operators. Elevator use and operating procedures will follow agency policy and Incident Commander direction.
- f. Provide briefings and information to Incident Command Post.
- g. Direct personnel to the appropriate stairways/elevator for assignment and direct evacuees and exiting personnel to safe areas or routes from the building.
- h. Perform the functions of the Systems Control Unit when directed by the Incident Commander or agency policy.
- i. Secure operations and demobilize personnel as determined by the demobilization plan.
- j. Maintain a Unit/Activity Log. (ICS Form 214).

SYSTEMS CONTROL UNIT LEADER - The Systems Control Unit Leader monitors and maintains built-in fire control, life safety, environmental control, communications and elevator systems. The Systems Control Unit may operate, support or augment the systems as required to support the incident plan. The Systems Control Unit Leader reports to the Support Branch Director, if established, or to the Logistics Section Chief. The unit may respond directly to requests from the Operations Section Chief in the manual operation of the various built-in systems. The Systems Control Unit Leader must establish and maintain close liaison with building/facility engineering staff, utility company representatives, and other appropriate technical specialists.

- a. Check in and obtain briefing from the Logistic Section Chief or Incident Commander. Obtain information on the type and current performance of built-in systems.

- b. Assess current situation and request needed personnel and resources.
- c. Request response, and make contact with, the building/facility engineer, utility company representatives, elevator service personnel and others as appropriate.
- d. Appoint personnel to monitor and operate building/facility systems display/control panels.
- e. Evaluate the status and operation of the fire and domestic water pumps and water supply. Support or repair as required.
- f. Evaluate and operate as required the heating, ventilation and air conditioning system (HVAC) and the smoke removal and stairwell protection systems.
- g. Evaluate, support and control as needed the building electrical system, emergency power plant, and security systems.
- h. Evaluate and support as needed the public address, telephone, emergency phone and other building communications systems.
- i. Secure operations and demobilize personnel as determined by the demobilization plan.
- j. Maintain a Unit/Activity Log (ICS Form 214).

HIGH RISE INCIDENT STAGING AREA MANAGER - The High Rise Incident Staging Area Manager is responsible for the management of all functions at the in-building Staging Area, and reports to the Operations Section Chief. The High Rise Incident Staging Area Manager's organizational responsibilities vary somewhat from the standardized ICS position in that the area also provides a safe refuge/support function within the building. An air cylinder exchange and a rehabilitation/aid function are typically located in the area.

- a. Obtain briefing from Operations Section Chief, or Incident Commander.
- b. Proceed to selected floors and evaluate layout and suitability. Select Staging Area floor, and advise Operations and Logistics Sections Chiefs. Request necessary resources and personnel.

- c. Establish Staging Area layout and identify/post each function area as appropriate to the incident size and expected duration - Crew Ready Area, Air Cylinder Exchange, Equipment Pool, Rehabilitation/Aid Area.
- d. Determine, establish or request needed facility services - sanitation, drinking water, and lighting. Coordinate with Logistics Section or Systems Control Unit to maintain fresh air. Maintain Staging area in an orderly condition.
- e. Establish a check-in function for arriving and departing crews.
- f. Determine required resource levels from the Operations Section Chief.
- g. Designate area(s) for Rapid Intervention Crew or Company (RIC) to standby in a state of readiness.
- h. Maintain accounting of resources in Staging and periodically update Operations Section Chief and Resources Unit. Advise the Operations Section Chief when reserve levels reach pre-identified minimums.
- i. As requested by Operations Section Chief or Incident Commander, direct crews and equipment to designated locations.
- j. Secure operations and demobilize personnel as determined by the demobilization plan.
- k. Maintain a Unit/Activity Log (ICS Form 214).

HIGH RISE INCIDENT MEDICAL UNIT LEADER - The Medical Unit Leader is primarily responsible for the development of the Medical Emergency Plan, for providing medical aid and transportation for injured and ill incident personnel, for providing rehabilitation (Rehab) services for incident personnel, and for preparation of reports and records. The Medical Unit may assist Operations in supplying medical care and transportation to civilian casualties, but this is normally limited to situations where civilian casualties are few or not anticipated. The Medical Unit Leader reports to the Service Branch Director (if established), or the Logistics Section Chief (see Figure 2-1). The Medical Unit Leader may interact with Agency Representatives if injuries or illness involves another agency's personnel.

- a. Obtain briefing from Logistics Section Chief, Service Branch Director or Incident Commander.

- b. Participate in Service Branch/Logistics Section planning activities.
- c. Assess current situation and request necessary resources.
- d. Prepare the Incident Medical Plan (ICS Form 206)
- e. Establish medical aid stations with EMS personnel available in Staging, arrange emergency transport units and equipment, and assign personnel.
- f. Assign personnel and equipment to Rehab locations as directed or required in the Incident Action Plan.
- g. Coordinate plans and activities with the Operations Section Medical Branch or Group.
- h. Prepare Medical Reports and forms as needed or requested.
- i. Secure operations and demobilize personnel as determined by the demobilization plan.
- j. Maintain a Unit/Activity Log (ICS Form 214).

HIGH RISE INCIDENT SAFETY OFFICER - The Incident Safety Officer is a member of the Command Staff and reports directly to the Incident Commander. The Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority. The Incident Safety Officer or his or her assistants have emergency authority to alter, suspend or terminate unsafe acts or conditions when imminent danger is involved.

- a. Check in and obtain briefing from the Incident Commander.
- b. Assess situation and request needed personnel and resources.
- c. Participate in planning meetings.
- d. Evaluate the Incident Action Plan for organizational safety elements.
- e. Review and sign the Incident Medical Plan (ICS Form 206).

January, 2001

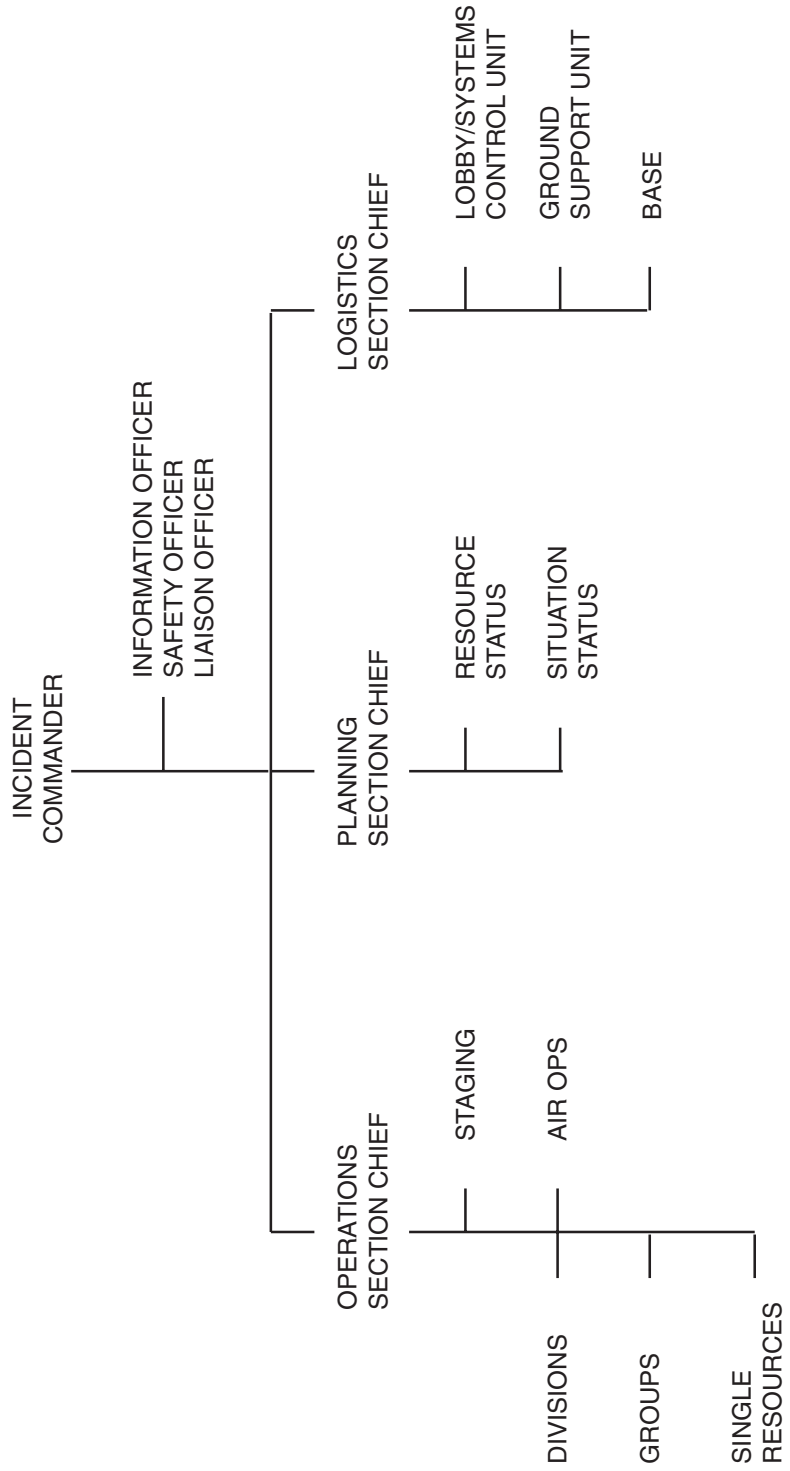
ICS 420-1

- f. Monitor the fire ground and communication channels for hazards, unsafe acts and improper activities.
- g. Take action to limit hazards or correct or stop unsafe actions.
- h. Initiate as needed, and confirm, the on-going investigation of any incident related accidents or personnel injuries.
- i. Secure operations and demobilize personnel as determined by the demobilization plan.
- j. Maintain a Unit/Activity Log. (ICS Form 214).

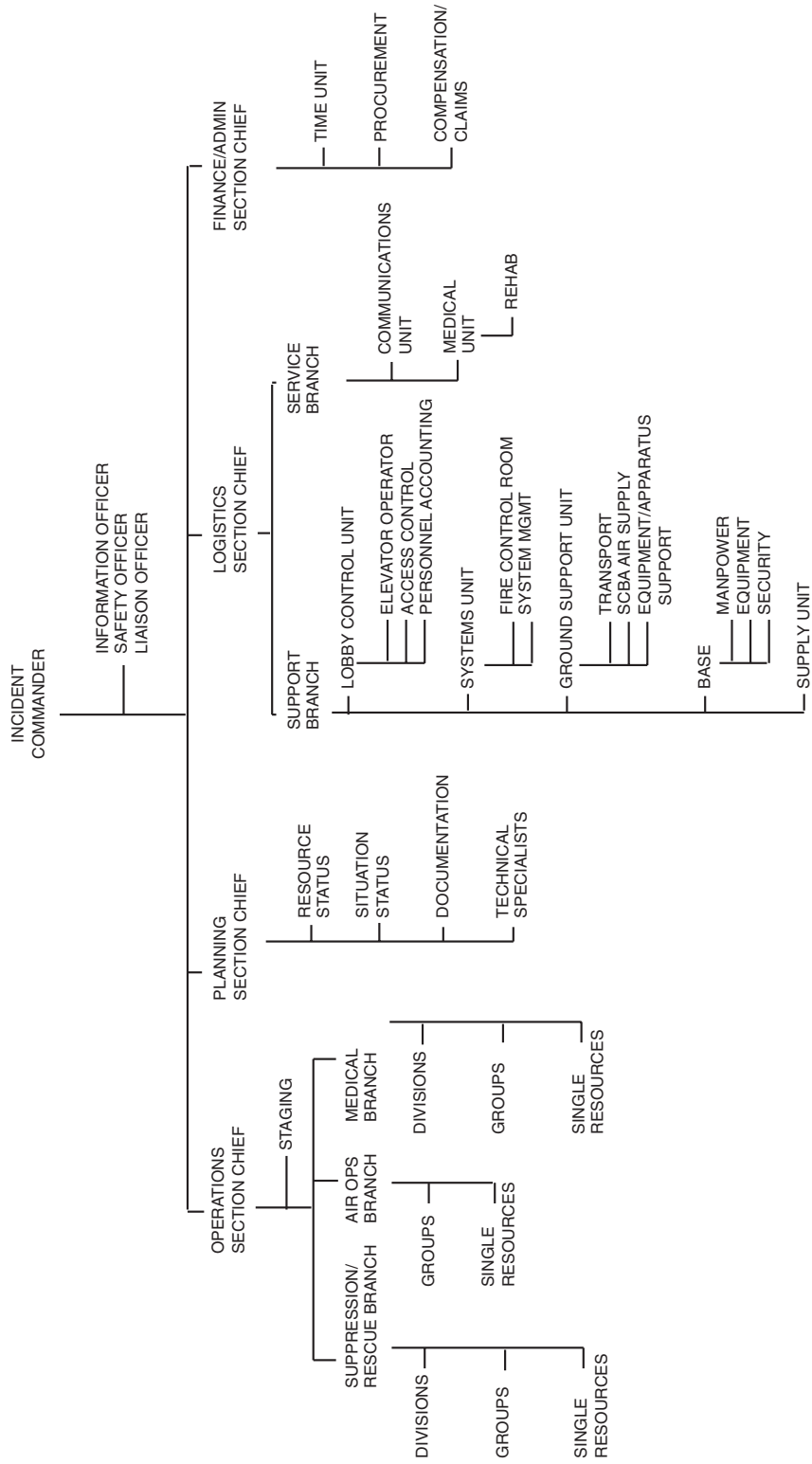
**FOR MORE DETAILED INFORMATION READ: HIGH RISE STRUCTURE FIRE
OPERATION SYSTEM DESCRIPTION ICS-HR-120-1**

**HIGH-RISE FIRE INCIDENT
INCIDENT COMMAND SYSTEM ORGANIZATION CHART**

BASIC



HIGH-RISE FIRE INCIDENT INCIDENT COMMAND SYSTEM ORGANIZATION CHART EXPANDED



CHAPTER 17

**FIREFIGHTER INCIDENT SAFETY AND ACCOUNTABILITY GUIDELINES
ICS 910**

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INTRODUCTION

In 1987 the National Fire Protection Association adopted NFPA 1500, Standard on Fire Department Occupational Safety and Health Program. This standard was revised in 1997 and is a broad-based national standard which addresses firefighting safety in fire ground operations, as well as a number of other important issues. NFPA Standard 1561 has been revised several times and establishes guidelines for Fire Department Incident Management Systems.

One of the most important issues adopted by the NFPA was personnel accountability at the scene of emergencies. Firefighter Incident Safety and Accountability Guidelines provide additional firefighter safety measures, emergency announcements, and accountability into the Incident Command System (ICS) to ensure compliance with NFPA standards.

The NFPA 1500 and 1561 Standards contain specific requirements regarding accountability of members that include but are not limited to the following:

FIREFIGHTER EMERGENCIES

The term “EMERGENCY TRAFFIC” shall be used to clear radio traffic. Clear text shall be used to identify the type of emergency “FIREFIGHTER DOWN,” “FIREFIGHTER MISSING,” or “FIREFIGHTER TRAPPED,” etc.

Other guidelines for “EMERGENCY TRAFFIC” include:

- A distinctive “EMERGENCY TRAFFIC” tone transmitted by a Dispatch Center on designated channel(s) followed by clear text that identifies the type of emergency, i.e. “FIREFIGHTER DOWN,” “FIREFIGHTER MISSING,” or “FIREFIGHTER TRAPPED”.
- The fire department Dispatch Center should broadcast “EMERGENCY TRAFFIC” Radio Tone and verbal notification of “FIREFIGHTER DOWN”, “FIREFIGHTER MISSING”, or “FIREFIGHTER TRAPPED” etc., on designated channels.

(Rapid Intervention Crew/Company) RIC members:

- Initiate rescue action plan assigned by the Incident Commander.
- Monitor designated radio channel(s) during rescue operations.

In the initial stages of an incident where only one team is operating in the hazardous area at a working structural fire, a minimum of four individuals is required, consisting of two individuals working as a team in the hazard area and two individuals present outside this hazard area for assistance or rescue at emergency operations where entry into the danger area is required. The standby members shall be responsible for maintaining a constant awareness of the number and identity of members operating in the hazardous area, their location and function, and time of entry. The standby members shall remain in radio, visual, voice or signal line communications with the team (NFPA 1500 6-4.4).

The assembling of four members for the initial fire attack can be accomplished in many ways. The fire department should determine the manner in which they plan to assemble members in their response plan.

Members that arrive on the scene of a working structural fire prior to the assembling of four persons can initiate exterior actions in preparation for an interior attack.

Initial attack operations shall be organized to ensure that, if upon arrival at the emergency scene, initial attack personnel find an imminent life-threatening situation which immediate action could prevent the loss of life or serious injury, such action shall be permitted with less than four personnel when conducted in accordance with NFPA 1500 Section 6-2. No exception shall be permitted when there is no possibility to save lives. Any such actions taken in accordance with this section shall be thoroughly investigated by the fire department with a written report submitted to the fire chief (NFPA 1500 6-4.4.5).

In high rise fire incidents the RIC should be located at staging. This will allow for RIC's to be deployed in a timely manner.

If a RIC is deployed to provide a rescue of a firefighter, the Incident Commander shall assign an additional RIC as a back-up for the RIC that was deployed. Members working in the immediate area should be notified by the Incident Commander to assist in the rescue if at all possible.

Considerations

When preparing for a firefighter rescue, consider the worst case scenario. Rapid Intervention Crew/Company (RIC) standard operating guidelines are incident driven.

Equipment To Set Up For A Rescue Operation

- After considering existing conditions for rescue, RIC should collect the proper equipment required for any potential search and rescue operation encountered.

RIC should prepare by donning full protective clothing and breathing apparatus.

Officers or members assigned the task of RIC shall not get involved in routine firefighting activities, but remain in a state of readiness keeping company members together and ready for deployment.

Operational Retreat Policy

In addition to radio traffic requiring evacuation, the following standardized audible signal can be used to indicate evacuation.

The **EVACUATION SIGNAL** will consist of repeated short blasts of the air horn for approximately 10 seconds, followed by 10 seconds of silence. This sequence of air horn blasts for 10 seconds followed by a 10-second period of silence will be done three times; total air horn evacuation signal including periods of silence will last 50 seconds. The incident commander shall designate specific apparatus to sound the evacuation signal using air horns. This should be done in conjunction with the radio announcement of "EMERGENCY TRAFFIC", with direction for emergency scene personnel to evacuate the hazard area.

The Dispatch Center should continue to advise the Incident Commander of the elapsed time at each additional 15-minute interval, or until canceled by the IC or until the incident is declared under control, i.e., knockdown.

GLOSSARY OF TERMS

"CLEAR-TEXT" – Use of common terminology understandable by all. The intent of the use of "Clear-Text" for radio communications is to paint a clear picture and reduce confusion at incidents, particularly where different agencies are working together. "FIREFIGHTER DOWN", "FIREFIGHTER MISSING", or "FIREFIGHTER TRAPPED" are examples of clear-text terms used for radio communications to notify personnel on-scene at an emergency that a firefighter accident or emergency has occurred.

NOTE: The term **Mayday** should not be used for fire ground communications which could cause confusion with the term used for aeronautical and nautical emergencies.

COMPANY UNITY – A term to indicate that a fire company or unit shall remain together in a cohesive, identifiable working group, to ensure personnel accountability and the safety of all members. A company officer or unit leader shall be responsible for the adequate supervision, control, communication and safety of members of the company or unit.

“EMERGENCY TRAFFIC” – A term used to clear designated channels used at an incident to make way for important radio traffic for a firefighter emergency situation or an immediate change in tactical operations.

NOTE: The term **Mayday** should not be used for fire ground communications that could cause confusion with the term used for aeronautical and nautical emergencies.

PERSONNEL ACCOUNTABILITY REPORTS (PAR) – Personnel accountability reports of firefighters and companies assigned to an incident.

RAPID INTERVENTION CREW/COMPANY (RIC) – A crew or company designated to stand-by in a state of readiness to perform a rescue effort of firefighters.

STANDBY MEMBERS – Two members/personnel who remain outside the hazard area during the “initial stages” of an incident. The standby members shall be responsible for maintaining a constant awareness of the number and identity of members operating in the hazardous area, their location and function, and time of entry. The standby members shall remain in radio, visual, voice or signal line communications with the team (NFPA 1500 6-4.4).

UNITY OF COMMAND – The Incident Commander is ultimately responsible for the accountability of all personnel on the incident. Each supervisor (Operations, Branches, Divisions/Groups/Strike Teams/Task Forces, single increments/companies) is responsible for all personnel under their command.

<p style="text-align: center;">FOR MORE DETAILED INFORMATION READ: FIREFIGHTER INCIDENT SAFETY AND ACCOUNTABILITY GUIDELINES ICS 910</p>

APPENDIX A
COMMUNICATIONS

FIRESCOPE RADIO COMMUNICATIONS GUIDELINES

FIRESCOPE Radio Communications Guidelines are derived from the Cooperative Agreements for Use of Radio Frequencies between fire service agencies of California allowing for mutual use of radio frequencies during mutual aid efforts.

Standard radio frequency programming for large capacity multi-channel radios should conform to the Statewide Frequency Plan portion of this document. For agencies operating radios with fewer channel capability, frequencies should be selected by groups from within the plan.

Guidelines

1. Frequency Plan Group 1 may be programmed at individual agency's discretion.
2. There are two mutual aid contact frequencies:
 - A. Agencies having Frequency Plan Groups 1, 2, & 3 should use as contact frequencies:

169.125 MHz (Direct)

or

Rx-169.125 MHz/Tx 168.325 MHz (Repeat)
(California Travel Network)

Note: Mobile relay operations (repeat) require CTCSS tone capability (see last item of Frequency Plan).

- B. Agencies with only Frequency Plan Group 1 should use as a contact frequency:

154.280 MHz (White Fire 1)

3. Each agency requesting mutual aid will advise responding agencies of initial contact frequency for the incident.
4. Local policy will dictate frequency assignments for an incident until an incident communications plan is established.
5. When established on an incident, the Communications Unit Leader is responsible for managing assigned frequencies. The Communications Unit Leader will clear the use of local state and federal frequencies with the controlling agencies prior to use.
6. Clear text (plain English) should be used for all communications. CODES SHALL NOT BE USED. Actual frequencies and channel names should be stated, e.g., 154.265, White 2; or 168.200, NIFC Tac 2; not a channel number. Likewise for tone information, e.g., "use standard tone 8, 103.5."
7. Data communications (i.e., automated or push button status keeping for "computer aided dispatch" [CAD] systems) shall not be used outside of the agency's own jurisdiction.
8. Frequency (mobile) extenders will not be used outside of the agency's own jurisdiction.

Statewide Frequency Plan

This plan was developed to assist fire service agencies in buying and programming synthesized radios. Local needs (Group 1) are those channels normally used in initial attack situations. These would probably require less than 16 channels and may also include White Fire channels from Group 2. A 16-channel radio may be adequate for an engine. However, it is recommended that vehicles used by command personnel, such as strike team leaders, battalion chiefs, divisions chiefs, etc., should be equipped with at least a 32 channel radio. In synthesized radios the additional channels cost very little. Command vehicles with 32 channel radios should be programmed with Group 1,2,3.

State of California agencies (e.g., CDF and OES) and Federal agencies use twelve standard sub-audible tones for repeater access. Unless a radio has selectable tones or an external tone box, it would take twelve channels to have complete repeater access on one of their channels. Likewise, if the radio does not have a "direct/repeat" switch, one channel is needed for each direct frequency and one for each repeat frequency pair.

While numerous frequencies can be programmed into radios, it is important to note that in order to use those frequencies your agency must be licensed for those frequencies or have a frequency use agreement or memorandum of understanding with the agency which is licensed for the frequencies. Such agreements with CDF and U.S. Forest Service are not uncommon. Such agreements still limit the use of each frequency to certain geographic areas.

This plan lists recommended groups of frequencies by priority for programming radios, i.e., Group 1 is the highest priority. In order to use any frequency your agency must be licensed for the frequency or have a frequency use agreement or memorandum of understanding with the agency which is licensed for the frequency.

<u>GROUP</u>	<u>USE</u>	<u>FREQUENCY</u>		
1	LOCAL: BETWEEN ALL LOCAL FIRE AGENCIES INCLUDING CITIES, COUNTIES, CDF RANGER UNITS, USFS, BUREAU OF LAND MANAGEMENT, NATIONAL PARK SERVICE			
2	WHITE FIRE 1	154.280		
	WHITE FIRE 2	154.265		
	WHITE FIRE 3	154.295		
	*CDF 1	DIRECT & RX TX REPEAT	151.355 159.300	
	*CDF 2	DIRECT & RX TX REPEAT	151.265 159.330	
	CALCORD		156.075	
	3	*NIFC COMMAND 1	DIRECT & RX TX REPEAT	168.700 170.975

<u>GROUP</u>	<u>USE</u>	<u>FREQUENCY</u>
	*NIFC COMMAND 2	DIRECT & RX 168.100
		TX REPEAT 170.450
	*NIFC COMMAND 3	DIRECT & RX 168.075
		TX REPEAT 170.425
	*NIFC TAC 1	168.050
	*NIFC TAC 2	168.200
	*NIFC TAC 3	168.600
	*CALIFORNIA TRAVEL NET	DIRECT & RX 169.125
		TX REPEAT 168.325
	Note: NIFC Command 1, 2, 3 and NIFC TAC 1, 2, 3 are required for permission to use California Travel Network.	
4	Air to Ground Frequencies - these frequencies are to be used by ground units in emergencies to communicate with aircraft, e.g., when ground crews are being overrun by fire or are going to be hit by a water or retardant drop. These frequencies are also used by those responsible for coordination with aircraft.	
	USFS Air to Ground	170.000
	CDF Air to Ground	151.220
	BLM Air to Ground	167.950
	U.S. Forest Service Region 5 (California) Tacticals	
	U.S.F.S. TAC 4	173.9125
	U.S.F.S. TAC 5	173.9625
	U.S.F.S. TAC 6	173.9875

<u>GROUP</u>	<u>USE</u>	<u>FREQUENCY</u>
5	Frequencies necessary to interface with CDF on a regional basis (coordinate with CDF Region Office).	
6	OES 1 (Simplex)	154.160
	OES 2	154.220
	*WHITE FIRE 3 REPEAT RX	154.295
	(FIREMARS) TX	153.830
7	ALL CDF FREQUENCIES ALL OTHER LOCAL FIRE SERVICE FREQUENCIES FREQUENCIES FOR ALL NATIONAL FORESTS IN CALIFORNIA OTHER BLM AND NPS	

*NOTE: STATE OF CALIFORNIA AGENCIES (E.G., CDF & OES) AND FEDERAL AGENCIES USE THE FOLLOWING TWELVE STANDARD TONES FOR REPEATER ACCESS AND MUST BE INCLUDED FOR REPEATER USE. RECEIVERS MUST BE PROGRAMMED FOR CARRIER SQUELCH (NO TONES).

- | | | | |
|----------|-----------|-----------|-----------|
| 1. 110.9 | 2. 123.0 | 3. 131.8 | 4. 136.5 |
| 5. 146.2 | 6. 156.7 | 7. 167.9 | 8. 103.5 |
| 9. 100.0 | 10. 107.2 | 11. 114.8 | 12. 127.3 |

Statewide Frequency Plan-800mhz

The "Statewide Frequency Plan" was developed to assist fire service agencies in buying and programming synthesized radios so as to maximize their effectiveness for Mutual Aid. It is based on "VHF High Band" because most of the fire service operates in this band. Likewise, only certain frequencies are licensed for use statewide; these are the "White Fire" Mutual Aid channels, OES channels, CDF channels, and U.S. Forest Service (BIFC) channels, all of which are "VHF High Band". It should be determined what frequencies are wanted in radios so that they may be included in the frequency attachments to the "Cooperative Radio Frequency Agreement" for a given Mutual Aid Operational Area. For those areas where 800 MHz systems are in use there are Mutual Aid channels clear for use statewide. They are:

International Calling Channel (ICALL)	821/866.0125
International Tactical Channel 1 (ITAC 1)	821/866.5125
International Tactical Channel 2 (ITAC 2)	822/867.0125
International Tactical Channel 3 (ITAC 3)	822/867.5125
International Tactical Channel 4 (ITAC 4)	823/868.0125
Statewide Fire/EMS (FIREMARS)	823/868.9875

These may need to be considered for inclusion in the agreement. There are no designated statewide or national Mutual Aid frequencies in the UHF bands.

APPENDIX B
California Agency Designators
Alphabetical by Agency

ID	AGENCY	CITY
ADA	ADELANTO AIRPORT FD	ADELANTO
ADI	ADIN FPD	ADIN
AGC	AEROJET ORDINANCE COMPANY FD	CHINO HILLS
PLN	AIR FORCE PLANT 42/D&Z SERVICES	PALMDALE
ANG	AIR NATIONAL GUARD FD	FRESNO
NV-AAU	AIRPORT AUTHORITY OF WASHOE CO.	RENO
ACF	ALAMEDA CFD	SAN LEANDRO
ALA	ALAMEDA FD	ALAMEDA
ALB	ALBANY FD	ALBANY
ALR	ALBION/LITTLE RIVER VFD	LITTLE RIVER
ALH	ALHAMBRA FD	ALHAMBRA
ALG	ALLEGHANY VFD	ALLEGHANY
ALP	ALPINE CFD	CAMINO
ACP	ALPINE FPD	ALPINE
ASC	ALPINE MEADOWS FPD	TAHOE CITY
AFP	ALTA FPD	ALTA
ALT	ALTAVILLE/MELONES FPD	ALTAVILLE
ALV	ALTURAS CITY FD	ALTURAS
ALF	ALTURAS RURAL FPD	ALTURAS
AMC	AMADOR FPD	JACKSON
ACY	AMERICAN CANYON FPD	AMERICAN CANYON
ANA	ANAHEIM FD	ANAHEIM
AFD	ANDERSON FPD	ANDERSON
AVY	ANDERSON VALLEY CSD FD	BOONVILLE
AGL	ANGELS CAMP FD	ANGELS CAMP
ANN	ANNAPOLIS VFD	ANNAPOLIS
ANT	ANTELOPE VALLEY FD	COLEVILLE
APP	APPLE VALLEY FPD	APPLE VALLEY
APT	APTOS LA SELVA (BEACH) FPD	APTOS
ARB	ARBUCKLE/COLLEGE CITY FPD	ARBUCKLE
ARC	ARCADIA FD	ARCADIA

ID	AGENCY	CITY
ARF	ARCATA FPD	ARCATA
ATC	AROMAS TRI-COUNTY FPD	AROMAS
ABL	ARROWBEAR LAKE FD	ARROWBEAR LAKE
AYG	ARROYO GRANDE FD	ARROYO GRANDE
ART	ARTOIS FPD	ARTOIS
ASP	ASPENDELL FC	BISHOP
ATA	ATASCADERO CITY FD	ATASCADERO
ATS	ATASCADERO STATE HOSPITAL FD	ATASCADERO
ATL	ATLANTIC RICHFIELD COMPANY	CARSON
ATW	ATWATER FD	ATWATER
AUB	AUBERRY VFD	AUBERRY
ABR	AUBURN VFD	AUBURN
AVA	AVALON FD	AVALON
CPA	AVENAL STATE PRISON	AVENAL
ACR	AVIATION CFR FD	STOCKTON
AVI	AVILA BEACH FPD	AVILA BEACH
BAK	BAKER FD	BAKER
BKF	BAKERSFIELD FD	BAKERSFIELD
BLD	BALD MOUNTAIN VFD	AUBERRY
BBB	BARONA FD	LAKESIDE
BAR	BARSTOW FPD	BARSTOW
BAY	BAYLISS FPD	GLENN
BEA	BEALE AFB FD	BEALE AFB
BRV	BEAR VALLEY FD	BEAR VALLEY
BIV	BEAR VALLEY/INDIAN VALLEY FD	STONYFORD
BEC	BECKWOURTH FPD	BECKWOURTH
BGF	BEGINNINGS VFD	REDWAY
BVV	BELLA VISTA VFC	BELLA VISTA
BEN	BEN LOMOND FPD	BEN LOMOND
BNC	BENICIA FD	BENICIA
BVF	BENNETT VALLEY FPD	SANTA ROSA
BER	BERKELEY FD	BERKELEY
BTH	BETHEL ISLAND FPD	BETHEL ISLAND
BHL	BEVERLY HILLS FD	BEVERLY HILLS
CCA	BIA, CENTRAL CALIF AGENCY	SACRAMENTO
NCA	BIA, NORTHERN CALIF AGENCY	REDDING

ID	AGENCY	CITY
SAO	BIA, SACRAMENTO AREA OFFICE	SACRAMENTO
SCA	BIA, SOUTHERN CALIF AGENCY	RIVERSIDE
BBC	BIG BEAR CITY CSD	BIG BEAR CITY
BBL	BIG BEAR LAKE FPD	BIG BEAR LAKE
BBV	BIG BEND VFC	BIG BEND
BCR	BIG CREEK VFD	BIG CREEK
BGP	BIG PINE FPD	BIG PINE
BSB	BIG SUR VFB	BIG SUR
BGV	BIG VALLEY FPD	BIEBER
BIG	BIGGS FD	BIGGS
BSH	BISHOP VFD	BISHOP
CSO	BLM, CALIFORNIA STATE OFFICE F&AM	SACRAMENTO
BBD	BLM, CENTRAL CALIFORNIA REGION	BAKERSFIELD
CDD	BLM, DESERT DISTRICT	RIVERSIDE
NOD	BLM, NORTHERN CA RESOURCE AREA	SUSANVILLE
BFC	BLOOMFIELD VFD	VALLEYFORD
BLU	BLUE LAKE VFD	BLUE LAKE
BLY	BLYTHE FD	BLYTHE
BDB	BODEGA BAY FPD	BODEGA BAY
BOD	BODEGA VFD	BODEGA
BOH	BOHEMIAN GROVE FD	MONTE RIO
BOL	BOLINAS FPD	BOLINAS
BON	BONITA SUNNYSIDE FPD	BONITA
BGO	BORREGO SPRINGS FD	BORREGO SPRINGS
BOU	BOULDER CREEK FPD	BOULDER CREEK
BLV	BOULEVARD F&RD	BOULEVARD
BRN	BRANCIFORTE FPD	SANTA CRUZ
BRW	BRAWLEY FD	BRAWLEY
BRE	BREA FD	BREA
BRI	BRIDGEPORT FPD	BRIDGEPORT
BRS	BRISBANE FD	BRISBANE
BCS	BROOKTRAILS CSD FD	WILLITS
BRK	BURBANK FD	BURBANK
BRB	BURBANK PARADISE FPD	MODESTO
BIA	BUREAU OF INDIAN AFFAIRS (see CCA/NCA/SAO/SCA)	

ID	AGENCY	CITY
BUR	BURLINGAME FD	BURLINGAME
BUF	BURNEY FPD	BURNEY
BUT	BUTTE CFD	OROVILLE
GLC	BUTTE CITY FD	BUTTE CITY
BTE	BUTTE VALLEY FPD	MACDOEL
CNH	C & H SUGAR COMPANY FD	CROCKETT
CSD	C-ROAD CSD	BLAIRSDEN
CBT	CABAZON TRIBAL FD, STN 276	INDIO
CFC	CACHAGUA FPD	CARMEL VALLEY
FRG	CALAVERAS CFD	SAN ANDREAS
CLX	CALEXICO FD	CALEXICO
CAC	CALIFORNIA CITY FD	CALIFORNIA CITY
CCO	CALIFORNIA CORRECTIONAL CENTER	LITCHFIELD
CIM	CALIF. INSTITUTION FOR MEN - CHINO	CHINO
MFC	CALIFORNIA MEDICAL FACILITY FD	VACAVILLE
CMC	CALIF. MEN'S COLONY FD	SAN LUIS OBISPO
CNA	CALIFORNIA NATIONAL GUARD	SACRAMENTO
CPV	CALIFORNIA PINES VFD	ALTURAS
CRC	CALIFORNIA REHABILITATION CENTER	NORCO
CSP	CALIFORNIA STATE PARKS	SACRAMENTO
CPK	CALIFORNIA ST PRISON - CORCORAN	CORCORAN
CPT	CALIPATRIA FD	CALIPATRIA
CPP	CALIPATRIA STATE PRISON FD	CALIPATRIA
CAL	CALISTOGA FD	CALISTOGA
CMB	CAMBRIA FD	CAMBRIA
CAM	CAMERON PARK FD	CAMERON PARK
CMK	CAMP MEEKER VFD	CAMP MEEKER
MCP	CAMP PENDLETON FD	CAMP PENDLETON
BOB	CAMP ROBERTS FD	CAMP ROBERTS
CPO	CAMPO F&R (CSA-112)	CAMPO
CBK	CAMPO RESERVATION FD	CAMPO
CAN	CANBY FPD	CANBY
CPY	CAPAY FPD	ORLAND
PAY	CAPAY VALLEY FPD	BROOKS
CAR	CARLOTTA CSD	CARLOTTA
CBD	CARLSBAD FD	CARLSBAD

ID	AGENCY	CITY
CBS	CARMEL BY THE SEA FD	CARMEL BY THE SEA
CHF	CARMEL HIGHLANDS FPD	MONTEREY
CVF	CARMEL VALLEY FPD	CARMEL VALLEY
CRP	CARPINTERIA/SUMMERLAND FPD	CARPINTERIA
NV-CCF	CARSON CITY FD	CARSON CITY
CSL	CASSEL VFC	CASSEL
CPD	CASTELLA FPD	CASTELLA
CDR	CATHEDRAL CITY FD	CATHEDRAL CITY
CAY	CAYUCOS FPD	CAYUCOS
CAZ	CAZADERO CSD	CAZADERO
AEU	CDF, AMADOR/EL DORADO	CAMINO
BTU	CDF, BUTTE	OROVILLE
CFA	CDF FIRE ACADEMY	IONE
FKU	CDF, FRESNO/KINGS	SANGER
CDF	CDF HEADQUARTERS	SACRAMENTO
HUU	CDF, HUMBOLDT/DEL NORTE	FORTUNA
LNU	CDF, LAKE/NAPA/SONOMA	SAINT HELENA
LMU	CDF, LASSEN/MODOC	SUSANVILLE
MMU	CDF, MADERA/MARIPOSA/MERCED	MARIPOSA
MEU	CDF, MENDOCINO	WILLITS
NEU	CDF, NEVADA/YUBA/PLACER	AUBURN
RCC	CDF, NORTHERN OPERATIONS CENTER	REDDING
RCC1	CDF, NORTHERN REGION HQ	SANTA ROSA
RRU	CDF, RIVERSIDE	PERRIS
BEU	CDF, SAN BENITO/MONTEREY	MONTEREY
BDU	CDF, SAN BERNARDINO	SAN BERNARDINO
MVU	CDF, SAN DIEGO/IMPERIAL	EL CAJON
SLU	CDF, SAN LUIS OBISPO	SAN LUIS OBISPO
CZU	CDF, SAN MATEO/SANTA CRUZ	FELTON
SCU	CDF, SANTA CLARA	MORGAN HILL
SHU	CDF, SHASTA/TRINITY	REDDING
SKU	CDF, SISKIYOU	YREKA
RSS	CDF, SOUTHERN OPERATIONS CENTER	RIVERSIDE
RSS1	CDF, SOUTHERN REGION HQ	FRESNO
TGU	CDF, TEHAMA/GLENN	RED BLUFF
TCU	CDF, TOULUMNE/CALAVERAS	SAN ANDREAS

ID	AGENCY	CITY
TUU	CDF, TULARE	VISALIA
CDV	CEDARVILLE FPD	CEDARVILLE
CNV	CENTERVILLE VFC	REDDING
CEP	CENTINELA STATE PRISON FD	IMPERIAL
CWF	CENTRAL CALIF WOMEN'S FACILITY FD	CHOWCHILLA
CTL	CENTRAL FPD of SANTA CRUZ COUNTY	SANTA CRUZ
CES	CERES DPS FD	CERES
CVV	CHALFANT VALLEY FD	CHALFANT
CHE	CHESTER FPD	CHESTER
CVN	CHEVRON FD - EL SEGUNDO REFINERY	EL SEGUNDO
OIL	CHEVRON USA FD	RICHMOND
CHI	CHICO FD	CHICO
CHO	CHINO VALLEY FPD	CHINO HILLS
CHW	CHOWCHILLA VFD	CHOWCHILLA
CHV	CHULA VISTA FD	CHULA VISTA
NV-CLK	CLARK CFD	LAS VEGAS
CBF	CLARKSBURG FPD	CLARKSBURG
CLC	CLEAR CREEK CSD	CLEAR CREEK
CLO	CLEARLAKE OAKS FD	CLEARLAKE OAKS
CLE	CLEMENTS RURAL FPD	CLEMENTS
CLD	CLOVERDALE FPD	CLOVERDALE
CLV	CLOVIS FD	CLOVIS
CLG	COALINGA FD	COALINGA
CCV	COFFEE CREEK VFC	TRINITY CENTER
CFX	COLFAX VFD	COLFAX
CGV	COLLEGEVILLE FPD	STOCKTON
CLM	COLMA FPD	COLMA
COL	COLTON FD	COLTON
CCD	COLUMBIA COLLEGE FD	SONORA
CLB	COLUMBIA FPD	COLUMBIA
CLS	COLUSA FD	COLUSA
MCT	COMBAT CENTER FD (USMC)	TWENTY-NINE PALMS
CMT	COMPTCHE CSD VFD	COMPTCHE
CMP	COMPTON FD	COMPTON
CTN	COMPTONVILLE VFD	COMPTONVILLE
CCH	CONTRA COSTA CO. ENVIR. HLTH SVCS	MARTINEZ

ID	AGENCY	CITY
CCC	CONTRA COSTA CFPD	PLEASANT HILL
CCW	CONTRA COSTA WATER DISTRICT	BRENTWOOD
COC	COPCO LAKE FPD	MONTAGUE
COP	COPPEROPOLIS FPD	COPPEROPOLIS
CFD	CORDELIA FPD	SUISUN
CNG	CORNING VFD	CORNING
COR	CORONA FD	CORONA
CRD	CORONADO FD	CORONADO
CTF	CORRECTIONAL TRAINING FACILITY-CDC	SOLEDAD
CMD	CORTE MADERA FD	CORTE MADERA
COS	COSTA MESA FD	COSTA MESA
COT	COTTONWOOD FPD	COTTONWOOD
CLF	COURTLAND FPD	COURTLAND
CVL	COVELO FPD	COVELO
CRS	CRESCENT CITY VFP	CRESCENT CITY
CRT	CRESCENT FPD	CRESCENT CITY
CMF	CRESCENT MILLS FPD	CRESCENT MILLS
CRF	CREST FOREST FPD	CRESTLINE
CRK	CROCKETT-CARQUINEZ FPD	CROCKETT
CUL	CULVER CITY FD	CULVER CITY
CYP	CYPRESS FPD	CARMEL
DAG	DAGGETT CSD	DAGGETT
DAL	DALY CITY FD	DALY CITY
DAV	DAVIS CREEK FPD	DAVIS CREEK
DVS	DAVIS FD	DAVIS
DLV	DE LUZ VFD	FALLBROOK
DSF	DEER SPRINGS FD	ESCONDIDO
DLA	DEF. DIST. DEPOT SAN JOAQUIN FPP	STOCKTON
DMR	DEL MAR FD	DEL MAR
DLT	DELTA FPD (XSA)	RIO VISTA
DFD	DELTA FPD (XSJ)	STOCKTON
DEN	DENAIR FPD	DENAIR
TDV	DEUEL VOCATIONAL INSTITUTION	TRACY
DSP	DIAMOND SPRINGS/EL DORADO FPD	DIAMOND SPRINGS
DIN	DINUBA FD	DINUBA
DIX	DIXON FD	DIXON

ID	AGENCY	CITY
DOF	DOBBINS/OREGON HOUSE FPD	OREGON HOUSE
DON	DONNER SUMMIT FD	SODA SPRINGS
DCF	DONOVAN CORRECTIONAL FACILITY	SAN DIEGO
DOR	DORRIS FD	DORRIS
DOS	DOS PALOS VFD	DOS PALOS
DOU	DOUGLAS CITY FD	DOUGLAS CITY
DOW	DOW CHEMICAL COMPANY FD	PITTSBURG
DNY	DOWNEY FD	DOWNEY
DWN	DOWNIEVILLE FPD	DOWNIEVILLE
DOY	DOYLE FPD	DOYLE
DCR	DRY CREEK VFPD	ROSEVILLE
DNN	DUNNIGAN FPD	DUNNIGAN
DUN	DUNSMUIR FD	DUNSMUIR
DUT	DUTCH FLAT VFD	DUTCH FLAT
EAG	EAGLEVILLE FPD	EAGLEVILLE
EBY	EAST BAY REGIONAL PARKS FD	OAKLAND
ECO	EAST CFD (XSD)	EL CAJON
EDF	EAST DAVIS FPD	DAVIS
EDI	EAST DIABLO FPD	BRENTWOOD
NV-EFK	EAST FORK FPD	MINDEN
NCL	EAST NICOLAUS FD	EAST NICOLAUS
EBB	EBBETTS PASS FPD	ARNOLD
FPB	EDWARDS AFB FPD	EDWARDS AFB
ELC	EL CAJON FD	EL CAJON
ECN	EL CENTRO FD	EL CENTRO
ECR	EL CERRITO FD	EL CERRITO
ECF	EL DORADO CFPD	CAMINO
EDH	EL DORADO HILLS FD	EL DORADO HILLS
EMD	EL MEDIO FPD	OROVILLE
ELS	EL SEGUNDO FD	EL SEGUNDO
SDC	ELDRIDGE FD	ELDRIDGE
EFF	ELFIN FOREST/HARMONY GROVE FD	ELFIN FOREST
ELK	ELK CREEK FPD	ELK CREEK
EGR	ELK GROVE CSD FD	ELK GROVE
EKV	ELK VFD	ELK
EHF	ELKHORN VFD	WEST SACRAMENTO

ID	AGENCY	CITY
EME	EMERYVILLE F&ES	EMERYVILLE
ENC	ENCINITAS FD	ENCINITAS
ESL	ESCALON CONSOLIDATED FPD	ESCALON
ESC	ESCONDIDO FD	ESCONDIDO
ESP	ESPARTO FPD	ESPARTO
ETN	ETNA FD	ETNA
EUR	EUREKA FD	EUREKA
EXX	EXXON BENECIA REFINERY CO. FD	BENICIA
FRF	FAIRFIELD FD	FAIRFIELD
FAL	FALL RIVER MILLS FPD	FALL RIVER MILLS
FLL	FALLEN LEAF CSD VFD	SOUTH LAKE TAHOE
NV-FAL	FALLON FD	FALLON
FMV	FARMERSVILLE FD	FARMERSVILLE
FAR	FARMINGTON RURAL FPD	FARMINGTON
FFD	FEDERAL FD (XSD)	SAN DIEGO
FFV	FEDERAL FD (XVE)	PORT HUENEME
LCI	FEDERAL CORRECT'L/COMPLEX FD	LOMPOC
FEL	FELTON FPD	FELTON
FEN	FERNDALE FPD	FERNDALE
FBR	FIELDBROOK FD	FIELDBROOK
FLM	FILLMORE VFD	FILLMORE
FRB	FIREBAUGH FD	FIREBAUGH
FOL	FOLSOM FD	FOLSOM
FPF	FOLSOM PRISON F&R	REPRESA
FHD	FOOTHILL FPD (XCA)	VALLEY SPRINGS
FTL	FOOTHILL FPD (XYU)	BROWNSVILLE
FHF	FORESTHILL FPD	FORESTHILL
FRV	FORESTVILLE FPD	FORESTVILLE
FTB	FORT BIDWELL FD	FORT BIDWELL
BRG	FORT BRAGG FP	FORT BRAGG
FDK	FORT DICK FPD	FORT DICK
FHL	FORT HUNTER/LIGGETT FD	JOLON
SFD	FORT IRWIN FD	FORT IRWIN
FTJ	FORT JONES FD	FORT JONES
FTR	FORT ROSS VFC	CAZADERO
FRT	FORTUNA FPD	FORTUNA

ID	AGENCY	CITY
FNR	FORTY-NINER FPD	NEVADA CITY
FOS	FOSTER CITY FD	FOSTER CITY
FVY	FOUNTAIN VALLEY FD	FOUNTAIN VALLEY
FOW	FOWLER FD	FOWLER
FRE	FREMONT FD	FREMONT
FRC	FRENCH CAMP/MCKINLEY FPD	FRENCH CAMP
FGF	FRENCH GULCH FPD	FRENCH GULCH
FDA	FRESNO AIRPORT FD	FRESNO
FCO	FRESNO CFPD	SANGER
FRN	FRESNO FD	FRESNO
FLV	FRUITLAND VFC	MYERS FLAT
FUL	FULLERTON FD	FULLERTON
DVF	FURNACE CREEK VFD	DEATH VALLEY
GAL	GALT FPD	GALT
GAR	GARBERVILLE FPD	GARBERVILLE
GGV	GARDEN GROVE FD	GARDEN GROVE
GRV	GARDEN VALLEY FPD	GARDEN VALLEY
GDA	GARDENA FD	GARDENA
GAS	GASQUET FPD	GASQUET
GAZ	GAZELLE FPD	GAZELLE
GEO	GEORGETOWN FPD	GEORGETOWN
GER	GERBER FD	GERBER
GEY	GEYSERVILLE FPD	GEYSERVILLE
GIL	GILROY FD	GILROY
GLE	GLEN ELLEN FPD	GLEN ELLEN
GRF	GLENCOE/RAILROAD FLAT FPD	RAILROAD FLAT
GLN	GLENDALE FD	GLENDALE
GCF	GLENN/CODORA FPD	GLENN
GFD	GOLD RIDGE FPD	SEBASTOPOL
GNZ	GONZALES VFD	GONZALES
GRA	GRAEAGLE FPD	GRAEAGLE
GRS	GRASS VALLEY FD	GRASS VALLEY
GTN	GRATON FPD	GRATON
GRN	GREENFIELD VFD	GREENFIELD
GHC	GREENHORN CREEK CSD VFD	QUINCY
GVF	GREENVILLE FPD	GREENVILLE

ID	AGENCY	CITY
GWR	GREENWOOD RIDGE FD	ELK
GND	GRENADA FPD	GRENADA
GRD	GRIDLEY FD	OROVILLE
GCS	GROVELAND CSD FD	GROVELAND
GRO	GROVER BEACH FD	GROVER BEACH
GUA	GUADALUPE FD	GUADALUPE
GUS	GUSTINE VFD	GUSTINE
HCS	HALLWOOD CSD #10	MARYSVILLE
HBF	HAMILTON BRANCH FPD	LAKE ALMANOR
HAM	HAMILTON CITY FD	HAMILTON CITY
HMM	HAMMOND RANCH FC	WEED
HAN	HANFORD FD	HANFORD
HAP	HAPPY CAMP FPD	HAPPY CAMP
HVF	HAPPY VALLEY FPD	ANDERSON
HAT	HAT CREEK VFC	HAT CREEK
HBV	HAWKINS BAR FD	SALYER
HYF	HAYFORK FD	HAYFORK
HAY	HAYWARD FD	HAYWARD
HEA	HEALDSBURG FD	HEALDSBURG
HCF	HEARST CASTLE FD	SAN SIMEON
NV-HEN	HENDERSON FD	HENDERSON
HEM	HEMET FD	HEMET
HER	HERALD FPD	HERALD
HMB	HERMOSA BEACH FD	HERMOSA BEACH
HES	HESPERIA FPD	HESPERIA
HGF	HIGGINS AREA FPD	AUBURN
HBO	HILLSBOROUGH FD	HILLSBOROUGH
HOL	HOLLISTER FD	HOLLISTER
HTF	HOLT FC	HOLT
HLT	HOLTVILLE FD	HOLTVILLE
HIA	HOOPA WILDLAND FSC	HOOPA
HOO	HOOPA VFD	HOOPA
HOP	HOPLAND VFD	HOPLAND
HOR	HORN BROOK FPD	HORN BROOK
HAC	HUGHES AIRCRAFT COMPANY EDSG	EL SEGUNDO
HUG	HUGHES FD-HAC	EL SEGUNDO

ID	AGENCY	CITY
HGS	HUGHSON FPD	HUGHSON
HUM	HUMBOLDT FPD #1	EUREKA
HTB	HUNTINGTON BEACH FD	HUNTINGTON BEACH
HLV	HUNTINGTON LAKE VFD	LAKESHORE
HYM	HYAMPOM FD	HYAMPOM
IDL	IDYLLWILD FPD	IDYLLWILD
IGO	IGO-ONO VFD	IGO
KMC	IMC CHEMICALS, INC.	TRONA
IMB	IMPERIAL BEACH FD	IMPERIAL BEACH
IMP	IMPERIAL CFD	IMPERIAL
IMR	IMPERIAL FD	IMPERIAL
IDP	INDEPENDENCE FPD	INDEPENDENCE
ING	INGLEWOOD FD	INGLEWOOD
IMF	INTERMOUNTAIN VFR	RAMONA
INV	INVERNESS PUD (IFD)	INVERNESS
ION	IONE FD	IONE
IBV	IRISH BEACH VFD	MANCHESTER
ILE	ISLETON FD	ISLETON
ISL	ISLETON FPD	ISLETON
JKS	JACKSON VFD	JACKSON
JCK	JACKSON VALLEY FPD	IONE
JST	JAMESTOWN FPD	JAMESTOWN
JNV	JANESVILLE FPD	JANESVILLE
JNR	JENNER VFD	JENNER
JEN	JENNY LIND FPD	VALLEY SPRINGS
JPL	JET PROPULSION LABORATORY FD	PASADENA
JVV	JONES VALLEY VFC	REDDING
JVF	JULIAN/CUYAMACA FPD	JULIAN
JCF	JUNCTION CITY FPD	JUNCTION CITY
JUN	JUNE LAKE FPD	JUNE LAKE
KAN	KANAWHA FPD	WILLOWS
KEE	KEELER FC	KEELER
KLS	KELSEYVILLE FPD	KELSEYVILLE
KEN	KENSINGTON FPD	EL CERRITO
KNT	KENTFIELD FPD	KENTFIELD
KWD	KENWOOD FPD	KENWOOD

ID	AGENCY	CITY
KRN	KERN CFD	BAKERSFIELD
TPC	KERN TEHACHAPI CORRECT'L INSTIT.	TEHACHAPI
KES	KESWICK VFC	SHASTA
KEY	KEYES FPD	KEYES
KIN	KING CITY FD	KING CITY
KCF	KINGS CFD	HANFORD
KNG	KINGSBURG FD	KINGSBURG
KRK	KIRKWOOD VFD	KIRKWOOD
KJC	KJC OPERATIONS COMPANY FD	BORON
KLA	KLAMATH FPD	KLAMATH
KLR	KLAMATH RIVER FC	HORSECREEK
KFD	KNEELAND FPD	KNEELAND
KNI	KNIGHTS LANDING VFD	KNIGHTS LANDING
KNV	KNIGHTS VALLEY VFD	CALISTOGA
KOR	KORBEL VFD	KORBEL
LGF	LA GRANGE VFD	LA GRANGE
LHB	LA HABRA FD	LA HABRA
LHH	LA HABRA HEIGHTS FD	LA HABRA HEIGHTS
LMS	LA MESA FD	LA MESA
LPR	LA PORTE FPD	LA PORTE
LVN	LA VERNE FD	LA VERNE
LAB	LAGUNA BEACH FD	LAGUNA BEACH
LKC	LAKE CITY FPD	LAKE CITY
LSN	LAKE ELSINORE FD	PERRIS
LFV	LAKE FOREST VFD	SUSANVILLE
LST	LAKE SHASTINA CFD	WEED
LAV	LAKE VALLEY FPD	SOUTH LAKE TAHOE
LHD	LAKEHEAD VFC	LAKEHEAD
LKP	LAKEPORT FD	LAKEPORT
LSH	LAKESHORE FPD	CLEARLAKE
LKS	LAKESIDE FPD	LAKESIDE
LKV	LAKEVILLE VFD	PETALUMA
LRK	LARKSPUR FD	LARKSPUR
NV-LVS	LAS VEGAS F&R	LAS VEGAS
LAT	LATON FPD	LATON
LTB	LATROBE FPD	SHINGLE SPRINGS

ID	AGENCY	CITY
LBL	LAWRENCE/BERKELEY LAB FD	BERKELEY
LLL	LAWRENCE/LIVERMORE NAT'L LAB FD	LIVERMORE
LEE	LEE VINING VFD	LEE VINING
LEG	LEGGETT VALLEY FD	LEGGETT
LGV	LEMON GROVE FD	LEMON GROVE
LEM	LEMOORE VFD	LEMOORE
LEW	LEWISTON VFD	LEWISTON
LIB	LIBERTY RURAL FPD	ACAMPO
LIK	LIKELY FPD	LIKELY
LNC	LINCOLN FD	LINCOLN
LNA	LINDA FPD	MARYSVILLE
LPE	LINDEN-PETERS RURAL FPD	LINDEN
LNS	LINDSAY FD	LINDSAY
LTL	LITTLE LAKE FPD	WILLITS
LVV	LITTLE VALLEY CSD	LITTLE VALLEY
LOK	LIVE OAK FD	LIVE OAK
LAP	LIVERMORE-PLEASANTON FD	LIVERMORE
LVG	LIVINGSTON FD	MARIPOSA
LGR	LOCAL GOVERNMENT RESOURCES	
LHM	LOCKHEED MISSILE & SPACE FD	SANTA CRUZ
LFP	LOCKWOOD FPD	VOLCANO
LOD	LODI FD	LODI
LOL	LOLETA FPD	LOLETA
LOM	LOMA LINDA FD	LOMA LINDA
LRB	LOMA RICA/BROWNS VALLEY CSD	MARYSVILLE
LMP	LOMPOC FD	LOMPOC
LPN	LONE PINE VFD	LONE PINE
LOB	LONG BEACH FD	LONG BEACH
LVL	LONG VALLEY FD	CROMBERG
LVF	LONG VALLEY FPD	LAYTONVILLE
LNG	LONG VALLEY VFD	CROWLEY LAKE
LOO	LOOKOUT FPD	LOOKOUT
LMF	LOOMIS FPD	LOOMIS
LOS	LOS ALAMITOS (AFRD)	LOS ALAMITOS
LAC	LOS ANGELES CFD	LOS ANGELES
LFD	LOS ANGELES CITY FD	LOS ANGELES

ID	AGENCY	CITY
LBN	LOS BANOS FD	LOS BANOS
LOU	LOUISIANA PACIFIC CORPORATION	RED BLUFF
NV-LOV	LOVELOCK FD	LOVELOCK
LLK	LOWER LAKE FPD	LOWER LAKE
LSW	LOWER SWEETWATER FPD	NATIONAL CITY
LOY	LOYALTON FD	LOYALTON
LUC	LUCERNE P&RD	LUCERNE
LYN	LYNWOOD FD	LYNWOOD
MAD	MADELINE FPD	MADELINE
MDC	MADERA CFD	MARIPOSA
MDR	MADERA FD	MARIPOSA
MDS	MADISON FPD	MADISON
MAM	MAMMOTH LAKES FPD	MAMMOTH LAKES
MHB	MANHATTAN BEACH FD	MANHATTAN BEACH
MAN	MANTECA FD	MANTECA
MLR	MANTECA-LATHROP FPD	LATHROP
CMV	MAPLE CREEK VFC	KORBEL
MAB	MARCH AIR RESERVE BASE FD	MARCH AFB
MRN	MARIN CFD	WOODACRE
MAR	MARINA DPS	MARINA
MSM	MARINE CORPS AIR STN MIRAMAR FD	SAN DIEGO
MCB	MARINE CORPS LOGISTICS BASE FD	BARSTOW
MRW	MARINWOOD FD	SAN RAFAEL
MPA	MARIPOSA CFD	MARIPOSA
MRI	MARIPOSA MPUD	MARIPOSA
MRK	MARKLEEVILLE VFD	MARKLEEVILLE
MRC	MARTINEZ REFINING COMPANY FD	MARTINEZ
MAY	MARYSVILLE FD	MARYSVILLE
MAX	MAXWELL FPD	MAXWELL
MYC	MAYACAMAS VFD	GLEN ELLEN
MTN	MAYTEN FD	MONTAGUE
MCA	MC ARTHUR VFD	MC ARTHUR
MCU	MC CLOUD FD	MCCLOUD
MCL	MCCLELLAN AFB FD	MCCLELLAN AFB
MVF	MEADOW VALLEY FPD	MEADOW VALLEY
MEK	MEEKS BAY FPD	TAHOMA

ID	AGENCY	CITY
MFW	MENDOCINO CFW/CO. OES	WILLITS
MND	MENDOCINO FPD	MENDOCINO
MEN	MENDOTA FD	SANGER
MNL	MENLO PARK FPD	MENLO PARK
MRD	MERCED CFD	MERCED
MER	MERCED FD	MERCED
MDN	MERIDIAN FD	MERIDIAN
MGR	MESA GRANDE RESERVATION FD	SANTA YSABEL
WUK	MI-WUK/SUGAR PINE FPD	MI-WUK
MCV	MID-CARMEL VALLEY FPD	CARMEL
MCC	MID-COAST FIRE BRIGADE	CARMEL
MLF	MILFORD FPD	MILFORD
MLV	MILL VALLEY FD	MILL VALLEY
MIL	MILLBRAE FD	MILLBRAE
MVL	MILLVILLE FPD	MILLVILLE
MLP	MILPITAS FD	MILPITAS
MIR	MIRANDA CSD	MIRANDA
MST	MODESTO FD	MODESTO
MOF	MOFFETT FIELD FD	MOFFETT FIELD
MOK	MOKELUMNE HILL FPD	MOKELUMNE HILL
MKE	MOKELUMNE RURAL FD	LOCKEFORD
MON	MONO CITY FPD	LEE VINING
MRV	MONROVIA FD	MONROVIA
MTF	MONTAGUE FPD	MONTAGUE
MTC	MONTCLAIR FD	MONTCLAIR
MRO	MONTE RIO FPD	MONTE RIO
MTB	MONTEBELLO FD	MONTEBELLO
MTO	MONTECITO FPD	SANTA BARBARA
MNT	MONTEREY FD	MONTEREY
MPK	MONTEREY PARK FD	MONTEREY PARK
PMA	MONTEREY PENINSULA AIRPORT FD	MONTEREY
ZUM	MONTEZUMA FPD (XSJ)	STOCKTON
MTZ	MONTEZUMA FPD (XSO)	RIO VISTA
MTG	MONTGOMERY CREEK VFC	MONTGOMERY CREEK
MOR	MORAGA FPD	MORAGA
MRF	MORONGO INDIAN RESERVATION FD	BANNING

ID	AGENCY	CITY
MGO	MORONGO VALLEY CSD	MORONGO VALLEY
MRB	MORRO BAY FD	MORRO BAY
MQT	MOSQUITO FPD	PLACERVILLE
BDY	MOUNT BALDY FD	MT. BALDY
MLG	MOUNT LAGUNA VFD	MT LAGUNA
MTS	MOUNT SHASTA FD	MT SHASTA
MSH	MOUNT SHASTA FPD	MT SHASTA
MSV	MOUNT SHASTA VISTA FD	MONTAGUE
MFR	MOUNTAIN F&R	MOUNTAIN RANCH
WMG	MOUNTAIN GATE VFD	REDDING
MVY	MOUNTAIN VALLEY VFD	DUNLAP
MOU	MOUNTAIN VFD	CALISTOGA
MTV	MOUNTAIN VIEW FD	MOUNTAIN VIEW
MVW	MOUNTAIN VIEW FPD	CROWS LANDING
MUI	MUIR BEACH VFD	MUIR BEACH
MUP	MULE CREEK STATE PRISON	IONE
MRP	MURPHYS FPD	MURPHYS
MUR	MURRIETA FPD	MURRIETA
MYR	MYERS FLAT FPD	MYERS FLAT
NPA	NAPA CFD	ST HELENA
NAP	NAPA FD	NAPA
NSH	NAPA STATE HOSPITAL FD	IMOLA
NLE	NAS LEMOORE FD	LEMOORE
NAT	NATIONAL CITY FD	NATIONAL CITY
NAF	NAVAL AIR FACILITY FD	EL CENTRO
NPG	NAVAL SUPPORT ACTIVITY MB FD	MONTEREY
TNT	NAVAL WEAPONS STN FD - CONCORD	CONCORD
NVW	NAVAL WEAPONS STATION SEAL BEACH	SEAL BEACH
NWC	NAWS CHINA LAKE FD	CHINA LAKE
NED	NEEDLES FD	SAN BERNARDINO
NCO	NEVADA CFD (CDF NV CO.)	AUBURN
NEV	NEVADA CITY FD	NEVADA CITY
NCC	NEVADA COUNTY CFD	GRASS VALLEY
NV-NDF	NEVADA DIVISION OF FORESTRY	CARSON CITY
NVF	NEVERLAND VALLEY FD	LOS OLIVOS
NRK	NEWARK FD	NEWARK

ID	AGENCY	CITY
NBY	NEWBERRY SPRINGS FD	NEWBERRY SPRINGS
NEW	NEWCASTLE FPD	NEWCASTLE
NSP	NEWHALL FPD	TULELAKE
NWM	NEWMAN VFD	NEWMAN
NPB	NEWPORT BEACH F&MD	NEWPORT BEACH
NCS	NICASIO VFD	NICASIO
NIC	NICE VFD	NICE
NIL	NILAND FD	NILAND
NOR	NORCO FD	NORCO
NCN	NORTH CENTRAL FPD	KERMAN
NCD	NORTH COUNTY FPD (XMY)	CASTROVILLE
NCF	NORTH COUNTY FPD (XSD)	FALLBROOK
NKP	NORTH KERN STATE PRISON FD	DELANO
NV-NLT	NORTH LAKE TAHOE FPD	INCLINE VILLAGE
NV-NLV	NORTH LAS VEGAS FD	LAS VEGAS
NSJ	NORTH SAN JUAN FPD	NORTH SAN JUAN
NTF	NORTH TAHOE FPD	TAHOE CITY
NTI	NORTH TREE FIRE, INTERNATIONAL	MARYSVILLE
NWF	NORTHERN CALIF WOMEN'S FACILITY	STOCKTON
NCY	NORTHERN CALIF YOUTH CENTER	STOCKTON
NAG	NORTHROP GRUMMAN FD	HAWTHORNE
NRS	NORTHSTAR FD	TRUCKEE
NWL	NORTHWEST LASSEN FD	MCARTHUR
NOV	NOVATO FPD	NOVATO
CAP	NPS, CABRILLO NM	SAN DIEGO
CNP	NPS, CHANNEL ISLANDS NP	VENTURA
DVP	NPS, DEATH VALLEY NM	DEATH VALLEY
DPP	NPS, DEVILS POSTPILE NM	THREE RIVERS
EOP	NPS, EUGENE O'NEILL NHS	MARTINEZ
FPP	NPS, FORT POINT NHS	SAN FRANCISCO
GNP	NPS, GOLDEN GATE NRA	SAUSALITO
JMP	NPS, JOHN MUIR NHS	MARTINEZ
JTP	NPS, JOSHUA TREE NP	TWENTYNINE PALMS
LNP	NPS, LASSEN VOLCANIC NP	MINERAL
BNP	NPS, LAVA BEDS NM	TULELAKE
MNP	NPS, MOJAVE NP	BARSTOW

ID	AGENCY	CITY
MWP	NPS, MUIR WOODS NM	MILL VALLEY
WRP	NPS, PACIFIC WEST REGION	SAN FRANCISCO
PIP	NPS, PINNACLES NM	PAICINES
RNP	NPS, POINT REYES NS	POINT REYES
RWP	NPS, REDWOOD NP	CRESCENT CITY
SMP	NPS, SANTA MONICA MTNS NRA	THOUSAND OAKS
KNP	NPS, SEQUOIA-KINGS CANYON NP	THREE RIVERS
WNP	NPS, WHISKEYTOWN NRA	WHISKEYTOWN
YNP	NPS, YOSEMITE NP	YOSEMITE NP
OKR	OAK RUN VFC	OAK RUN
ODF	OAKDALE FD	OAKDALE
ODL	OAKDALE RURAL FPD	OAKDALE
OKL	OAKLAND FSA	OAKLAND
OCD	OCCIDENTAL FCS	OCCIDENTAL
OCE	OCEANO CSD FIRE	OCEANO
OCS	OCEANSIDE FD	OCEANSIDE
OCO	OCOTILLO FPD	OCOTILLO
OWF	OCOTILLO WELLS VFD	BORREGO SPRINGS
OES	OFFICE OF EMERGENCY SERVICES	SACRAMENTO
OLC	OLANCHA/CARTAGO FD	OLANCHA
OSV	OLD STATION VFC	OLD STATION
OLI	OLIVEHURST PUD	OLIVEHURST
OAP	ONTARIO AIRPORT FD	ONTARIO
OTO	ONTARIO FD	ONTARIO
ONC	OPERATION NORTHERN CALIF (USFS)	REDDING
OSC	OPERATION SOUTHERN CALIF (USFS)	RIVERSIDE
OPH	OPHIR HILL FPD	CEDAR RIDGE
ORC	ORANGE COUNTY FIRE AUTHORITY	ORANGE
OCF	ORANGE COVE FPD	ORANGE COVE
ORG	ORANGE FD	ORANGE
OCT	ORCUTT FPD	ORCUTT
ORD	ORD BEND FPD	GLENN
ORK	ORICK CSD	ORICK
ORL	ORLAND FPD	ORLAND
OLN	ORLEANS VFD	ORLEANS
ORO	OROVILLE FD	OROVILLE

ID	AGENCY	CITY
OSW	OSWALD/TUDOR FD	YUBA CITY
OXD	OXNARD FD	OXNARD
PGF	PACIFIC GROVE FD	PACIFIC GROVE
PFC	PACIFICA FD	PACIFICA
PAL	PALA FD	PALA
PSP	PALM SPRINGS FD	PALM SPRINGS
PAF	PALO ALTO FD	PALO ALTO
PCV	PALO CEDRO VFC	PALO CEDRO
PMV	PALOMAR MOUNTAIN VFD	PALOMAR MOUNTAIN
PRA	PARADISE FD	PARADISE
PRD	PARADISE FPD	BISHOP
PRK	PARKS RFTA F&ES	DUBLIN
PAR	PARLIER FD	SANGER
PAS	PASADENA FD	PASADENA
PRF	PASO ROBLES FD (OES)	PASO ROBLES
PAT	PATTERSON FD	PATTERSON
PCP	PEARDALE/CHICAGO PARK FPD	CHICAGO PARK
PEB	PEBBLE BEACH CSD FD	MONTEREY
PNS	PENINSULA FPD	LAKE ALMANOR PENINSULA
PNV	PENN VALLEY FPD	PENN VALLEY
RYN	PENRYN FD	PENRYN
PTL	PETALUMA FD	PETALUMA
PET	PETROLIA FPD	PETROLIA
PHL	PHILLIPSVILLE FPD	PHILLIPSVILLE
PIE	PIEDMONT FD	PIEDMONT
PRC	PIERCY FPD	PIERCY
PIK	PIKE CITY VFD	PIKE CITY
PVY	PINE VALLEY FPD	PINE VALLEY
POE	PINOLE FD	PINOLE
PIO	PIONEER FPD	SOMERSET
PSM	PISMO BEACH FD	PISMO BEACH
PCF	PLACER CFD	AUBURN
ROC	PLACER CONSOLIDATED FD	AUBURN
PHF	PLACER HILLS FPD	MEADOW VISTA
PLW	PLANTINA/WILDWOOD VFC	WILDWOOD
PLG	PLEASANT GROVE FD	PLEASANT GROVE

ID	AGENCY	CITY
PVF	PLEASANT VALLEY FC	DORRIS
PVS	PLEASANT VALLEY STATE PRISON FD	COALINGA
PBF	PLUMAS/BROPHY FPD	WHEATLAND
PEF	PLUMAS/EUREKA FD	BLAIRSDEN
PLY	PLYMOUTH FD	PLYMOUTH
PTM	POINT MONTARA FPD	HALF MOON BAY
PVL	PORTERVILLE FD	PORTERVILLE
POR	PORTOLA FD	PORTOLA
PMT	POST MOUNTAIN VFD	HAYFORK
POT	POTTER VALLEY CSD	POTTER VALLEY
POW	POWAY FD	POWAY
PRT	PRATTVILLE/ALMANOR FD	CANYONDAM
PSF	PRESIDIO FD	SAN FRANCISCO
PRN	PRINCETON FPD	PRINCETON
PVT	PRIVATE CONTRACTOR	
QUI	QUINCY FPD	QUINCY
RAD	RANCHO ADOBE FPD	PENNGROVE
RCF	RANCHO CUCAMONGA FPD	RANCHO CUCAMONGA
RSF	RANCHO SANTA FE FPD	RANCHO SANTA FE
RBU	RED BLUFF FD	RED BLUFF
RCV	REDCREST VFD	REDCREST
RDN	REDDING FD	REDDING
RED	REDLANDS FD	REDLANDS
RDB	REDONDO BEACH FD	REDONDO BEACH
RDW	REDWAY FPD	REDWAY
RWO	REDWOOD CITY FD	REDWOOD CITY
PTA	REDWOOD COAST VFD	POINT ARENA
RVF	REDWOOD VALLEY/CALPELLA FPD	REDWOOD VALLEY
REE	REEDLEY FD	REEDLEY
NV-RND	RENO FD	RENO
RES	RESCUE FPD	RESCUE
RFB	RESERVATION FPD	PAUMA VALLEY
RIA	RIALTO FD	RIALTO
RMD	RICHMOND FD	RICHMOND
RIN	RINCON VALLEY (NORTH BAY FA)	SANTA ROSA
RIO	RIO DELL FPD	RIO DELL

ID	AGENCY	CITY
RLN	RIO LINDO ACADEMY FIRE BRIGADE	HEALDSBURG
RVS	RIO VISTA FD	RIO VISTA
RIP	RIPON FPD	RIPON
RVD	RIVERDALE PUD FD	RIVERDALE
RVC	RIVERSIDE CFD	PERRIS
RIV	RIVERSIDE FD	RIVERSIDE
ROK	ROCKLIN FD	ROCKLIN
RDO	RODEO/HERCULES FPD	HERCULES
ROH	ROHNERT PARK DPS	ROHNERT PARK
RHR	ROHR INDUSTRIES FD	CHULA VISTA
RSV	ROSEVILLE FD	ROSEVILLE
ROS	ROSS DEPT OF PUBLIC SAFETY	ROSS
ANS	ROSS VALLEY FD	SAN ANSELMO
RAR	ROUGH & READY FPD	ROUGH & READY
RSP	RUNNING SPRINGS CWD	RUNNING SPRINGS
RRF	RUSSIAN RIVER FPD	GUERNEVILLE
RYR	RYER ISLAND FPD	CLARKSBURG
SCR	SACRAMENTO FD	SACRAMENTO
MAF	SACRAMENTO INTER'L AIRPORT FD	SACRAMENTO
SAC	SACRAMENTO METROPOLITAN FD	SACRAMENTO
SWR	SACRAMENTO NAT'L WILDLIFE REFUGE	WILLOWS
SRC	SACTO REG'L FIRE/EMS COMM. CNTR	SACRAMENTO
SRV	SACRAMENTO RIVER FPD	COLUSA
STH	SAINT HELENA FD	SAINT HELENA
SLA	SALIDA FPD	SALIDA
SLS	SALINAS FD	SALINAS
SLR	SALINAS RURAL FPD	SALINAS
SCV	SALMON CREEK VFC	MIRANDA
CCL	SALMON RIVER VF&R	FORKS OF SALMON
SAL	SALTON CITY CSD	SALTON CITY
SSB	SALTON SEA BEACH VFD	SALTON SEA BEACH
SLY	SALYER VFD	SALYER
SAM	SAMOA PENINSULA FD	SAMOA
AND	SAN ANDREAS FPD	SAN ANDREAS
SAF	SAN ANTONIO VFD	PETALUMA
SAV	SAN ARDO VCF	SAN ARDO

ID	AGENCY	CITY
SBN	SAN BENITO CFD	MONTEREY
BDC	SAN BERNARDINO CFD	SAN BERNARDINO
BDO	SAN BERNARDINO FD	SAN BERNARDINO
SBR	SAN BRUNO FD	SAN BRUNO
SND	SAN DIEGO FIRE & LIFE SAFETY SVCS	SAN DIEGO
TNR	SAN DIEGO NAT'L WILDLIFE COMPLEX	JAMUL
SDR	SAN DIEGO RURAL FD	JAMUL
SFR	SAN FRANCISCO FD	SAN FRANCISCO
SGB	SAN GABRIEL FD	SAN GABRIEL
SJT	SAN JACINTO FD	PERRIS
SJS	SAN JOSE FD	SAN JOSE
SJB	SAN JUAN BAUTISTA FD	SAN JUAN BAUTISTA
LUR	SAN LUIS NAT'L WILDLIFE REFUGE	LOS BANOS
SLC	SAN LUIS OBISPO CFD	SAN LUIS OBISPO
SLO	SAN LUIS OBISPO FD	SAN LUIS OBISPO
SMC	SAN MARCOS FPD	SAN MARCOS
SNM	SAN MARINO FD	SAN MARINO
CFS	SAN MATEO CF	FELTON
MEO	SAN MATEO FD	SAN MATEO
SMG	SAN MIGUEL CFPD	SPRING VALLEY
SMF	SAN MIGUEL FPD	SAN MIGUEL
SNO	SAN ONOFRE FD	SAN CLEMENTE
SPF	SAN PASQUAL FD	ESCONDIDO
SNP	SAN PASQUAL VFC	ESCONDIDO
QUN	SAN QUENTIN STATE PRISON FD	SAN QUENTIN
SNR	SAN RAFAEL FD	SAN RAFAEL
SRM	SAN RAMON VALLEY FPD	SAN RAMON
SLL	SANDIA NATIONAL LABORATORY	LIVERMORE
SAN	SANGER FD	SANGER
STA	SANTA ANA FD	SANTA ANA
SBC	SANTA BARBARA CFD	SANTA BARBARA
STB	SANTA BARBARA FD	SANTA BARBARA
CNT	SANTA CLARA CFD	LOS GATOS
SNC	SANTA CLARA FD	SANTA CLARA
CRZ	SANTA CRUZ CFD	FELTON
SCZ	SANTA CRUZ FD	SANTA CRUZ

ID	AGENCY	CITY
SFS	SANTA FE SPRINGS FD	SANTA FE SPRINGS
SMV	SANTA MARGARITA VFD	SANTA MARGARITA
SMR	SANTA MARIA FD	SANTA MARIA
SMA	SANTA MONICA FD	SANTA MONICA
SPA	SANTA PAULA FD	SANTA PAULA
SRS	SANTA ROSA FD	SANTA ROSA
SNT	SANTEE FD	SANTEE
SAR	SARATOGA FPD	SARATOGA
SIT	SAUSALITO FD	SAUSALITO
SCH	SCHELL/VISTA FPD	SONOMA
SCT	SCOTIA VFC	SCOTIA
SVF	SCOTT VALLEY FPD (XSK)	ETNA
SCO	SCOTTS VALLEY FPD (XCZ)	SCOTTS VALLEY
TSR	SEA RANCH FD	SEA RANCH
SEA	SEASIDE FD	SEASIDE
SEB	SEBASTOPOL FD	SEBASTOPOL
SEE	SEELEY CWD	IMPERIAL
SEI	SEIAD VALLEY FC	SEIAD VALLEY
SLM	SELMA FD	SELMA
SHS	SHASTA CFD	REDDING
SHC	SHASTA COLLEGE FPD	REDDING
SHA	SHASTA FD	SHASTA
SLF	SHASTA LAKE FPD	SHASTA LAKE
SHL	SHAVER LAKE FD	SHAVER LAKE
SOI	SHELL OIL COMPANY	CARSON
SHE	SHELTER COVE CSD	WHITEHORN
SVV	SHELTER VALLEY VFD	JULIAN
SHR	SHERIDAN FPD	SHERIDAN
SHI	SHINGLETOWN VFC	SHINGLETOWN
SAD	SIERRA ARMY DEPOT	HERLONG
SER	SIERRA CFPD #1	SIERRAVILLE
JSC	SIERRA CONSERVATION CENTER	JAMESTOWN
SMD	SIERRA MADRE FD	SIERRA MADRE
SIE	SIERRA VALLEY FPD	CHILCOOTI
SRA	SIERRA VFD	SIERRA CITY
SIS	SISKIYOU CFD	YREKA

ID	AGENCY	CITY
SKY	SKYWALKER RANCH FB	SAN RAFAEL
SFP	SMARTVILLE FPD	SMARTVILLE
SMT	SMITH RIVER FPD	SMITH RIVER
SOL	SOLANA BEACH FD	SOLANA BEACH
SLN	SOLANO CFD	FAIRFIELD
SFC	SOLDIER MTN VFC	FALL RIVER MILLS
SLD	SOLEDAD VFD	SOLEDAD
SVG	SOLVANG FD	SOLVANG
SSR	SONOMA COUNTY DFS (CSA #40)	SANTA ROSA
SON	SONOMA FD	SONOMA
SOF	SONORA FD	SONORA
SBY	SOUTH BAY FD	LOS OSOS
SCF	SOUTH COAST FPD	GUALALA
SOC	SOUTH COUNTY FIRE AUTHORITY (XSM)	SAN CARLOS
MDT	SOUTH LAKE CFPD	MIDDLETOWN
SLT	SOUTH LAKE TAHOE FD	SOUTH LAKE TAHOE
SOM	SOUTH MARIN FPD	MILL VALLEY
SMY	SOUTH MONTEREY CFPD	MONTEREY
SPS	SOUTH PASADENA FD	SOUTH PASADENA
SPL	SOUTH PLACER FPD	GRANITE BAY
SSF	SOUTH SAN FRANCISCO FD	SO. SAN FRANCISCO
SCC	SOUTH SANTA CLARA CFD	MORGAN HILL
SYR	SOUTH YREKA FPD	YREKA
TSH	SOUTHERN INYO FPD	SHOSHONE
NV-SPK	SPARKS FD	SPARKS
EGL	SPAULDING CSD FD	SUSANVILLE
SWV	SPEEDWAY VFD	HIGHLAND
SPR	SPRECKELS VFD	SPRECKELS
SQU	SQUAW VALLEY FD	OLYMPIC VALLEY
STL	STANDISH LITCHFIELD FPD	STANDISH
SUF	STANFORD UNIV. FIRE MARSHAL	STANFORD
SSL	STANISLAUS CONSOLIDATED FIRE	MODESTO
SFW	STANISLAUS COUNTY FIRE WARDEN	MODESTO
SNB	STINSON BEACH FPD	STINSON BEACH
STO	STOCKTON FD	STOCKTON
SBG	STONES BENGARD CSD	SUSANVILLE

ID	AGENCY	CITY
STW	STRAWBERRY VFD	STRAWBERRY
SUC	SUISUN CITY FD	SUISUN CITY
SUI	SUISUN FPD	FAIRFIELD
SNY	SUNNYVALE DPS FD	SUNNYVALE
SSN	SUSAN RIVER FPD	SUSANVILLE
SUS	SUSANVILLE FD	SUSANVILLE
SBF	SUTTER BASIN FPD	ROBBINS
STC	SUTTER CFD	YUBA CITY
SUT	SUTTER CREEK FD	SUTTER CREEK
SYC	SYCUAN FD	EL CAJON
TFT	TAFT FD	TAFT
NV-TDO	TAHOE/DOUGLAS FPD	ZEPHYR COVE
TAY	TAYLORSVILLE FPD	TAYLORSVILLE
THC	TEHACHAPI FD	TEHACHAPI
TCR	TEHAMA CFD	RED BLUFF
TEL	TELEGRAPH RIDGE VFC	REDWAY
TEM	TEMPLETON FPD	TEMPLETON
TEN	TENNANT FD	TENNANT
THO	THORNTON FPD	THORNTON
TIB	TIBURON FPD	TIBURON
TIM	TIMBER COVE VFC	CAZADERO
TOR	TORRANCE FD	TORRANCE
TOS	TOSCO CORPORATION FD	MARTINEZ
TRY	TRACY FD	TRACY
TRV	TRAVIS AFB FD	TRAVIS AFB
TRN	TRINIDAD VFD	TRINIDAD
TCC	TRINITY CENTER CSD	TRINITY CENTER
TRK	TRUCKEE FPD	TRUCKEE
TLC	TULARE CFPD	VISALIA
TLR	TULARE FD	TULARE
TIA	TULE RIVER INDIAN RESERVATION FD	PORTERVILLE
TUL	TULELAKE MULTI-COUNTY FIRE DIST.	TULELAKE
TLU	TUOLUMNE CFD	SONORA
TUO	TUOLUMNE FPD	TUOLUMNE
TUR	TURLOCK CITY F&ES	TURLOCK
TRL	TURLOCK RURAL FPD	TURLOCK

ID	AGENCY	CITY
TWA	TWAIN HARTE FPD	TWAIN HARTE
TWP	TWENTY-NINE PALMS FD	TWENTY-NINE PALMS
CGT	TWO ROCK COAST GUARD FD	PETALUMA
TWO	TWO ROCK VFD	PETALUMA
UCB	UC CAMPUS FIRE MARSHAL (XAL)	BERKELEY
UCR	UC CAMPUS FIRE MARSHAL (XRI)	RIVERSIDE
USB	UC CAMPUS FIRE MARSHAL (XSB)	SANTA BARBARA
USD	UC CAMPUS FIRE MARSHAL (XSD)	LA JOLLA
UCD	UC DAVIS FD	DAVIS
UCI	UC IRVINE CAMPUS FIRE MARSHAL	IRVINE
UCZ	UC SANTA CRUZ FD	SANTA CRUZ
UCL	UCLA CAMPUS FIRE MARSHAL	LOS ANGELES
UKH	UKIAH FD	UKIAH
UKV	UKIAH VALLEY FD	UKIAH
UNU	UNION CITY FD	UNION CITY
UTC	UNITED TECHNOLOGY CORPORATION	SAN JOSE
PSS	UNOCAL/MOLY CORPORATION	MOUNTAIN PASS
UPL	UPLAND FD	UPLAND
UPP	UPPER LAKE FPD	UPPER LAKE
GYP	US GYPSUM COMPANY	EL CENTRO
ANF	USFS, ANGELES NF	LANCASTER
CNF	USFS, CLEVELAND NF	EL CAJON
ENF	USFS, EL DORADO NF	CAMINO
INF	USFS, INYO NF	BISHOP
KNF	USFS, KLAMATH NF	YREKA
TMU	USFS, LAKE TAHOE BASIN MU	SOUTH LAKE TAHOE
LNF	USFS, LASSEN NF	SUSANVILLE
LPF	USFS, LOS PADRES NF	SAN LUIS OBISPO
MNF	USFS, MENDOCINO NF	WILLOWS
MDF	USFS, MODOC NF	ALTURAS
PNF	USFS, PLUMAS NF	QUINCY
USF	USFS, REGION V HEADQUARTERS	VALLEJO
BDF	USFS, SAN BERNARDINO NF	SAN BERNARDINO
SQF	USFS, SEQUOIA NF	PORTERVILLE
SHF	USFS, SHASTA/TRINITY NF	REDDING
SNF	USFS, SIERRA NF	FRESNO

ID	AGENCY	CITY
SRF	USFS, SIX RIVERS NF	FORTUNA
STF	USFS, STANISLAUS NF	SONORA
TNF	USFS, TAHOE NF	NEVADA CITY
NV-TOF	USFS, TOIYABE/HUMBOLDT NF	BRIDGEPORT
MCM	USMC MTN TRAINING WARFARE CNTR	BRIDGEPORT
VAC	VACAVILLE FD	VACAVILLE
VVF	VACAVILLE FPD	VACAVILLE
VGE	VALLECITOS GE NUCLEAR CENTER	PLEASANTON
VLJ	VALLEJO FD	VALLEJO
VCF	VALLEY CENTER FPD	EL CAJON
VFV	VALLEY FORD VFD	VALLEY FORD
VHM	VALLEY HOME FPD	VALLEY HOME
VOM	VALLEY OF THE MOON FPD	SONOMA
AFV	VANDENBERG AFB FD	VANDENBERG AFB
VNC	VENTURA CFD	CAMARILLO
VEN	VENTURA FD	VENTURA
VER	VERNON FD	VERNON
VHF	VETERANS HOME FD	YOUNTVILLE
VCV	VICTORVILLE FD	VICTORVILLE
VJS	VIEJAS RESERVATION FD	ALPINE
VSA	VISALIA FD	VISALIA
VTA	VISTA FD AND FPD	VISTA
WAL	WALNUT GROVE FD	WALNUT GROVE
BKS	WARNER BROTHERS STUDIOS FD	BURBANK
WSR	WARNER SPRINGS RANCH FD	WARNER SPRINGS
WSC	WASCO STATE PRISON - CDC	WASCO
WMR	WATERLOO/MORADA RURAL FPD	STOCKTON
WTS	WATSONVILLE FD	WATSONVILLE
WEA	WEAVERVILLE FD	WEAVERVILLE
WED	WEED VFD	WEED
WEO	WEOTT VFD	WEOTT
WAC	WEST ALMANOR CSD	CHESTER
WCV	WEST COVINA FD	WEST COVINA
WPL	WEST PLAINFIELD FPD	DAVIS
WPT	WEST POINT VFPD	WEST POINT
EYO	WEST SACRAMENTO FD	WEST SACRAMENTO

ID	AGENCY	CITY
WSF	WEST STANISLAUS CFPD	PATTERSON
WVV	WEST VALLEY VFD	COTTONWOOD
WVF	WESTHAVEN VFD	TRINIDAD
WML	WESTMORLAND FD	WESTMORLAND
WPF	WESTPORT FD	MODESTO
WPV	WESTPORT VFD	WESTPORT
WVO	WESTWOOD FD	WESTWOOD
VFC	WHALE GLUCH VFC	WHITEHORN
WHE	WHEATLAND FD	WHEATLAND
SWF	WHEELER CREST FPD	BISHOP
WMT	WHITE MOUNTAIN FPD	BENTON
WHT	WHITETHORN VFD	WHITETHORN
WFC	WHITMORE VFD	WHITMORE
WIL	WILLIAMS FPD	WILLIAMS
WCR	WILLOW CREEK FPD	WILLOW CREEK
WOF	WILLOW OAK FPD	WOODLAND
WWR	WILLOW RANCH FPD	NEW PINE CREEK
WLL	WILLOWS FD	WILLOWS
WLO	WILLOWS RURAL FPD	WILLOWS
WLM	WILMAR FD	PETALUMA
WLT	WILTON FPD	WILTON
WND	WINDSOR FPD	WINDSOR
WNT	WINTERHAVEN FPD	WINTERHAVEN
WFD	WINTERS FD	WINTERS
WOO	WOODBIDGE FPD	WOODBIDGE
WDF	WOODFORDS VFD	MARKLEEVILLE
WLF	WOODLAKE FD	WOODLAKE
WLA	WOODLAND AVENUE FPD	MODESTO
WDL	WOODLAND FD	WOODLAND
WOD	WOODSIDE FPD	WOODSIDE
YER	YERMO CSD	YERMO
YOL	YOLO FD	YOLO
YPC	YOSEMITE CONCESSION SVCS CORP	YOSEMITE NP
YRE	YREKA VFD	YREKA
YUB	YUBA CITY FD	YUBA CITY
YBA	YUBA CFD (see NEU)	AUBURN

ID	AGENCY	CITY
YUC	YUCAIPA FD	YUCAIPA
YWD	YUIMA WATER DISTRICT	EL CAJON
AZ-YMA	YUMA FD	YUMA
AZ-YCS	YUMA MARINE CORPS AIR STATION FD	MACS - YUMA
ZAM	ZAMORA FPD	ZAMORA
ZAY	ZAYANTE FPD	FELTON

OPERATIONAL AREA IDENTIFIERS

<u>REGION I</u>	
ID	Operational Area (County)
XLA	Los Angeles, Area "A"
XLB	Los Angeles, Area "B"
XLC	Los Angeles, Area "C"
XLE	Los Angeles, Area "E"
XLF	Los Angeles, Area "F"
XLG	Los Angeles, Area "G"
XOR	Orange
XSL	San Luis Obispo
XSB	Santa Barbara
XVE	Ventura

<u>REGION II</u>	
ID	Operational Area (County)
XAL	Alameda
XCC	Contra Costa
XDN	Del Norte
XHU	Humboldt
XLK	Lake
XMR	Marin
XME	Mendocino
XMY	Monterey
XNA	Napa
XBE	San Benito
XSF	San Francisco
XSM	San Mateo
XSC	Santa Clara
XCZ	Santa Cruz
XSO	Solano
XSN	Sonoma

<u>REGION III</u>	
ID	Operational Area (County)
XBU	Butte
XCO	Colusa
XGL	Glenn
XLS	Lassen
XMO	Modoc
XPU	Plumas
XSH	Shasta
XSI	Sierra
XSK	Siskiyou
XSU	Sutter
XTE	Tehama
XTR	Trinity
XYU	Yuba

<u>REGION IV</u>	
ID	Operational Area (County)
XAP	Alpine
XAM	Amador
XCA	Calaveras
XED	El Dorado
XNE	Nevada
XPL	Placer
XSA	Sacramento
XSJ	San Joaquin
XST	Stanislaus
XTB	Tahoe Basin Area
XTO	Tuolumne
XYO	Yolo

OPERATIONAL AREA IDENTIFIERS
(continued)

REGION V	
ID	Operational Area (County)
XFR	Fresno
XKE	Kern
XKI	Kings
XMA	Madera
XMP	Mariposa
XMD	Merced
XTU	Tulare

REGION VI	
ID	Operational Area (County)
XIM	Imperial
XIN	Inyo
XMN	Mono
XRI	Riverside
XBO	San Bernardino
XSD	San Diego

WATCH OUT SITUATIONS

1. Fire not scouted and sized up.
2. In country not seen in daylight.
3. Safety zones and escape routes not identified.
4. Unfamiliar with weather and local factors influencing fire behavior.
5. Uninformed on strategy, tactics, and hazards.
6. Instructions and assignments not clear.
7. No communication link with crew members or supervisor.
8. Constructing line without safe anchor point.
9. Building fireline downhill with fire below.
10. Attempting frontal assault on fire.
11. Unburned fuel between you and fire.
12. Cannot see main fire, not in contact with someone who can.
13. On a hillside where rolling material can ignite fuel below.
14. Weather becoming hotter and drier.
15. Wind increases and/or changes direction.
16. Getting frequent spot fires across line.
17. Terrain and fuels make escape to safety zones difficult.
18. Taking nap near fireline.



Lookouts
Communications
Escape Routes
Safety Zones