

OREGON

URBAN SEARCH & RESCUE



OPERATIONS MANUAL
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CHAPTER 1 INTRODUCTION

Highlights of this chapter:

- MISSION STATEMENT
- ABOUT OREGON US&R
- AUTHORITY TO RESPOND
- EMERGENCY CONFLAGRATION ACT
- STATE OF EMERGENCY
- INTERSTATE EMERGENCY ASSISTANCE
- OREGON US&R CAPABILITIES

CHAPTER 1: INTRODUCTION

MISSION STATEMENT

The mission of Oregon Urban Search and Rescue Task Force 1 (OR-TF1) is to provide highly specialized technical rescue services to local jurisdictions that are overwhelmed by natural and man-made disasters.

ABOUT OREGON OR-TF1

OR-TF1 is a multi-jurisdictional team that provides assistance at structural collapse and technical rescue incidents statewide, when requested by the Governor. The task force is organized into regional teams based on geographical areas. Currently there are two regions; north and south teams.

OR-TF1 is a regional task force, which can provide up to a Type 1 capability with full incident support and hazardous materials elements added to the deployment of the task force. These elements can easily be included in any mobilization through the State's Regional Hazardous Materials Response Team program and the State Fire Marshal's Incident Management Teams.

The primary purpose of establishing OR-TF1 is to provide highly trained personnel and specialized equipment for response to large scale catastrophic events involving structural collapse. The task force, comprised of teams, is coordinated and activated through Oregon Emergency Management and The Office of State Fire Marshal (OSFM). The teams are comprised of fire department members who reside in those geographical area, and who have applied and been accepted to the team.

The task force is intended to work for a minimum of two operational periods of 12 hours each, until the incident is terminated or a federal US&R team arrives. For extended incidents, provisions may be made to integrate the Oregon task force with federal task forces.

The objective of the advance team members is deployment within 30 minutes from the time of notification. The objective for a full task force or components of a task force including cache trailer(s) is two hours from the time of notification. The deployment of nine team members in specific positions (including the Transportation Specialist) is considered to be the minimum for an approved OR-TF1 activation. The maximum number for a task force would be 35 members. By providing this first response capability in the initial hours, the probability of civilian survival is greatly improved.

AUTHORITY TO RESPOND

ORS 401.638

This legislation allows the Governor to approve mobilization of local resources for the purpose of responding to structural collapse across jurisdictional boundaries and authorizes the OSFM to direct, command, and control these resources. Mobilization of OR-TF1 requires approval by the Governor at the request of the OSFM.

ORS 190.010- 190.110

Under the authority granted to the parties by their respective charters and/or ORS 190.010 – 190.110 which authorizes units of local government to enter into written agreements with any other units of local government for the purpose of any and all functions and activities that the parties to the agreement, its officers or agencies, have authority to perform. Agencies participating in the Oregon Urban Search and Rescue Task Force Mutual Aid Agreement may cooperate under the terms of the approved activation of the Task Force under the 190 Agreement by policy – Gubernatorial action is not required. Deployment under the terms of the 190 Agreement is only authorized when assistance and aid is provided amongst the parties to the agreement.

EMERGENCY CONFLAGRATION ACT

ORS 476.510 – 476.610 provides that the Governor may assign fire-fighting resources across jurisdictional boundaries when a significant reduction in available fire-fighting resources occurs.

STATE OF EMERGENCY

OR-TF1 may be mobilized under the power of the Governor, and at the Governors direction through the provisions of ORS 401.055 to 401.155. The Office of Emergency Management has the authority to establish priorities for the assignment and use of resources on a statewide basis in cases of emergency (ORS 401.260 to 401.535)

INTERSTATE EMERGENCY ASSISTANCE

The Emergency Management Assistance Compact (EMAC) adopted by legislative action and codified in ORS 401.045 is a national program that provides for mutual assistance between participating states. Currently all fifty (50) states and two territories participate in EMAC. OR-TF1 may be activated across state line through an EMAC request. Under this agreement, the Director of Oregon Emergency Management Director confirms with the OSFM that OR-TF1 is available for response. The request is then forwarded to the Governor for approval. The OSFM is advised of the Governor's decision and responds accordingly.

OREGON US&R CAPABILITIES

The capabilities of OR-TF1 include:

- Triage of damaged structures, and reconnaissance duties; mark and identify streets and buildings
- Assist in stabilization of damaged structures, including shoring and cribbing
- Ability to lift, cut, and breach wood, steel, URM, and reinforced concrete
- Ability to conduct physical/electronic search and rescue in damaged/collapsed structures
- Self sufficiency for 72 hrs, with possible extended operations with OSFM Incident Management Team support.
- Bring equipment cache(s) in trailer(s) to support task force operations

CHAPTER 2 ORGANIZATION

Highlights of this chapter:

- TASK FORCE REGIONAL MAP
- DESCRIPTION OF FUNCTIONAL POSITIONS
- RESOURCE TYPES
- ORGANIZATIONAL CHART

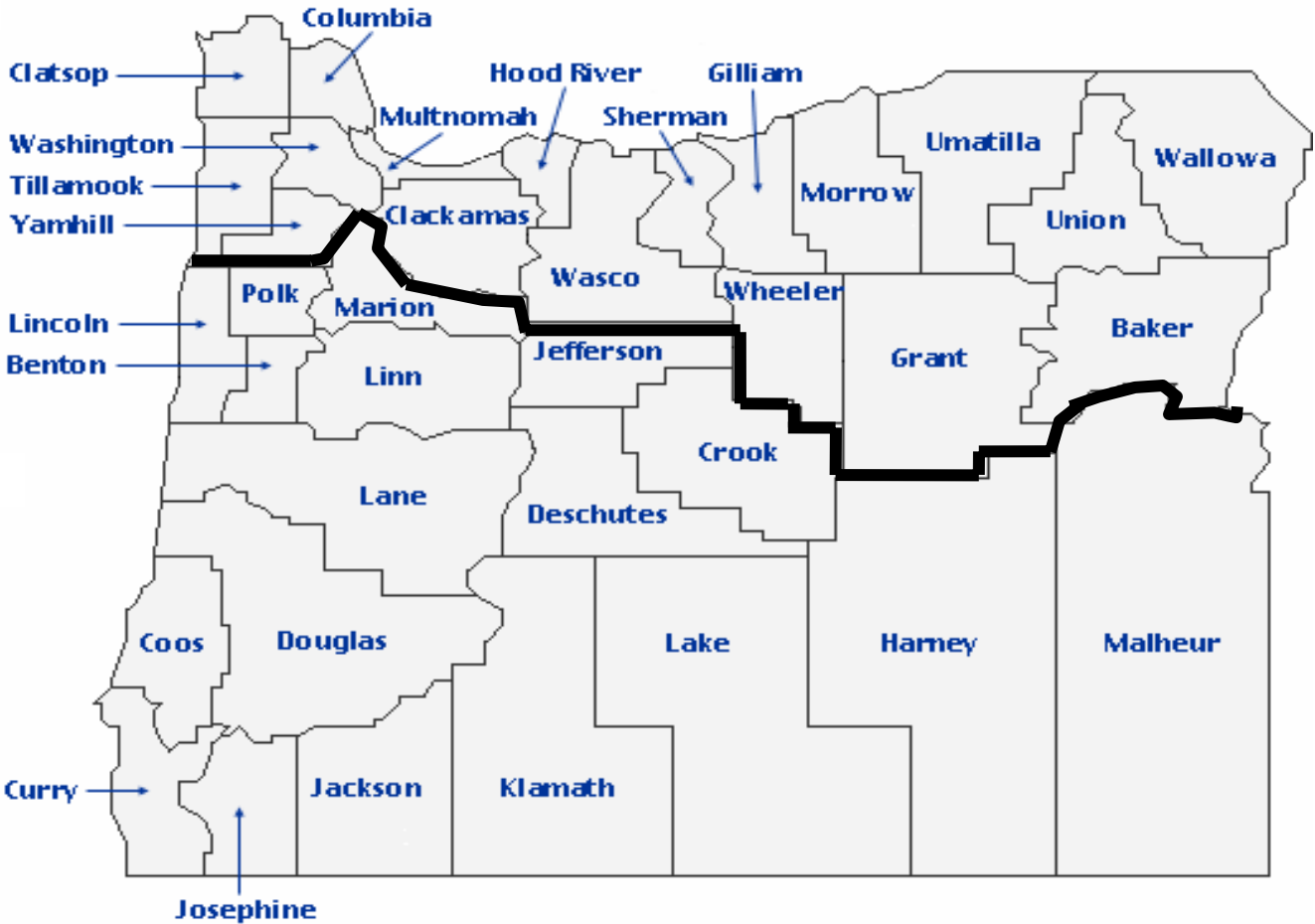
CHAPTER 2: ORGANIZATION

TASK FORCE REGIONS/ MAP

OR-TF1 shall be divided into initial response areas. For ease in response and to eliminate jurisdictional confusion, entire counties shall be in a specific response area. The North Area shall consist of all of the counties north of **Lincoln, Polk, Marion, Jefferson, Crook, Harney and Malheur** counties. The South response area shall include the above counties and all residing south of them. It is possible that the response areas could be amended in the future to include an Eastern Region. The pre-assigned regions do not preclude teams from responding into counties not within their original designated area. Team leaders will make deployment decisions based on factors such as a region's available staffing, available travel routes, and the level or scope of the incident.

Oregon US&R Task Force Regions

NORTH



SOUTH

DESCRIPTION OF FUNCTIONAL POSITIONS

Manager Level Positions

Task Force Leader - The Task Force Leader is responsible for managing and supervising all aspects of a mission, both operational and managerial, from the time of activation through the return to the home jurisdiction for his/her task force. The Task Force Leader is a member of the Advance Team

US&R Safety Officer - The OR-TF1 Safety Officer is responsible for monitoring and assessing the safety aspects of OR-TF1 during incident operations. The OR-TF1 Safety Officer reports directly to the Task Force Team Leader. The US&R Safety Officer is a member of the Advance Team

Search Team Manager - The Search Team Manager is responsible for managing and supervising the search function of OR-TF1 during incident operations. The Search Team Manager reports directly to the Task Force Leader. The Search Team Manager is a member of the Advance Team.

Rescue Team Manager - The Rescue Team manager is responsible for managing and supervising the rescue function of OR-TF1 during incident operations. The Rescue Team Manager reports directly to the Task Force Leader. The Rescue Team Manager is responsible for notifying Task Force resources and managing mobilization of the Task Force.

Logistics Manager - The Logistics Manager is responsible for managing and supervising the equipment cache for OR-TF1 during incident operations. The Logistics Manager reports directly to the Task Force Leader. The Logistics Manager is a member of the Advance Team.

Medical Team Manager – The Medical Team Manager is responsible to oversee all Task Force medical support needs. The Medical Team Manager reports directly to the Task Force Leader.

Officer Level Positions

Rescue Company Officer - The Rescue Company Officer is responsible for managing and supervising one of the established rescue companies of OR-TF1 during incident operations. The Rescue Company Officer reports directly to the Rescue Team Manager.

Search Company Officer - The Search Company Officer is responsible for managing and supervising one or more of the Search Team Technicians of OR-TF1 during incident operations. The Search Company Officer reports directly to the Search Team Manager.

Technician Level Positions

Rescue Technician - The Rescue Technician is responsible for performing the rescue function of the OR-TF1 incident operation. The Rescue Technician reports directly to a Rescue Company Officer or Rescue Team Manager.

Search Technician -The Search Technician is responsible for performing the search function of the OR-TF1 incident operation. The Search Technician reports directly to a Search Team Officer or Search Team Manager.

Medical Technician - The Medical Technician is responsible for performing basic and advanced life support medical care for task force members and rescue victims during OR-TF1 incident operations. The Medical Technician reports directly to the Medical Team Manager

Rigging Technician - The Rigging Technician (Rigger) is responsible for performing various assessments and construction-related liaison for the Task Force during incident operations. The Rigger reports directly to the Rescue Company Officer or Rescue Team Manager.

Specialist Level Positions

Structural Specialist - The Structural Specialist is responsible for performing the various structural assessments for the task force during incident operations. The OR-TF1 Structural Specialist reports directly to the Task Force Leader.

Hazardous Materials Specialist – The Hazardous Materials Specialist provides technical expertise in the identification, monitoring and management of hazardous chemicals. This position may report to the Task Force Leader, or be assigned to a Rescue Company under the supervision of the Rescue Company Officer.

Transportation Specialist -The Transportation Specialist is responsible for driving the cache trailer to the incident location and performing checks and maintenance on the cache trailer. Other duties include assisting the Logistics Manager at the Base of Operations.

{See Appendix D for complete position descriptions}

Victim Location Unit (VLU) – A resource dedicated to determining the possible location of victim(s) based on occupant lists, building plans, witness interviews, etc. When this resource is needed, OSFM IMT will contact OSP dispatch with a request for Major Crime Team response to fill this need.

RESOURCE TYPES

Local Urban Search and Rescue Resources

The Urban Search and Rescue operational System Description identifies four categories of operational capability; Basic, Light, Medium and Heavy. Each operational type represents a minimum capability required to conduct safe and effective search and rescue operations at structure collapse, failure or other emergencies where specialized equipment and technical expertise are required.

The US&R Type-4 “Basic”: Operational Level includes the equipment and personnel to conduct safe and effective search and rescue operations at incidents involving non-structural entrapment in non-collapsed structures.

The US&R Type-3 “Light”: Operational Level includes equipment and personnel to conduct safe and effective search and rescue operations at structure collapse incidents involving the collapse or failure of light frame construction and/or low angle or one person load rope rescue.

The US&R Type-2 “Medium”: Operational Level includes equipment and personnel to conduct safe and effective search and rescue operations at structure collapse incidents involving the collapse or failure of heavy wall construction, high angle rope rescue (not including highline systems), confined space rescue, and trench and excavation rescue.

The US&R Type-1 “Heavy”: Operational Level includes equipment and personnel to conduct safe and effective search and rescue operations at structure collapse incidents involving the collapse or failure of heavy floor, pre-cast concrete and steel frame construction, high angle rope rescue (including highline systems), confined space rescue, and mass transportation rescue.

At each successively higher level of capability, the number of assigned personnel increase, the volume of specialized rescue equipment expands and training requirements intensify.

Local resources represent the modular units that make up an entire task force. Local jurisdictions may deploy these resources on smaller technical incidents, or they may be combined with other tactical and support resources to make up a regional task force. Additional resources include US&R companies, Regional US&R Task Forces and State/National US&R Task Forces.

US&R Crews are trained urban search and rescue personnel dispatched to an incident without rescue equipment to increase staffing during a US&R event or as relief personnel at long-duration incidents.

US&R Companies are trained urban search and rescue companies equipped with specialized rescue equipment and transportation.

Rescue Company – Five (5) personnel total; Four (4) Rescue Technicians, one of which shall be a Paramedic, who operate as a company under the supervision of a Rescue Company Officer or Rescue Team Manager.

Search Company -Two (2) or more personnel total; One (1) or more Search Technicians who operate as a company under the supervision of a Search Company Officer or Search Team Manager.

A Regional US&R Task Force/Team consists of 35 personnel specially trained and equipped for large or complex operations.

A Federal US&R Task Force has 70 personnel and represents the highest level of urban search and rescue capability.

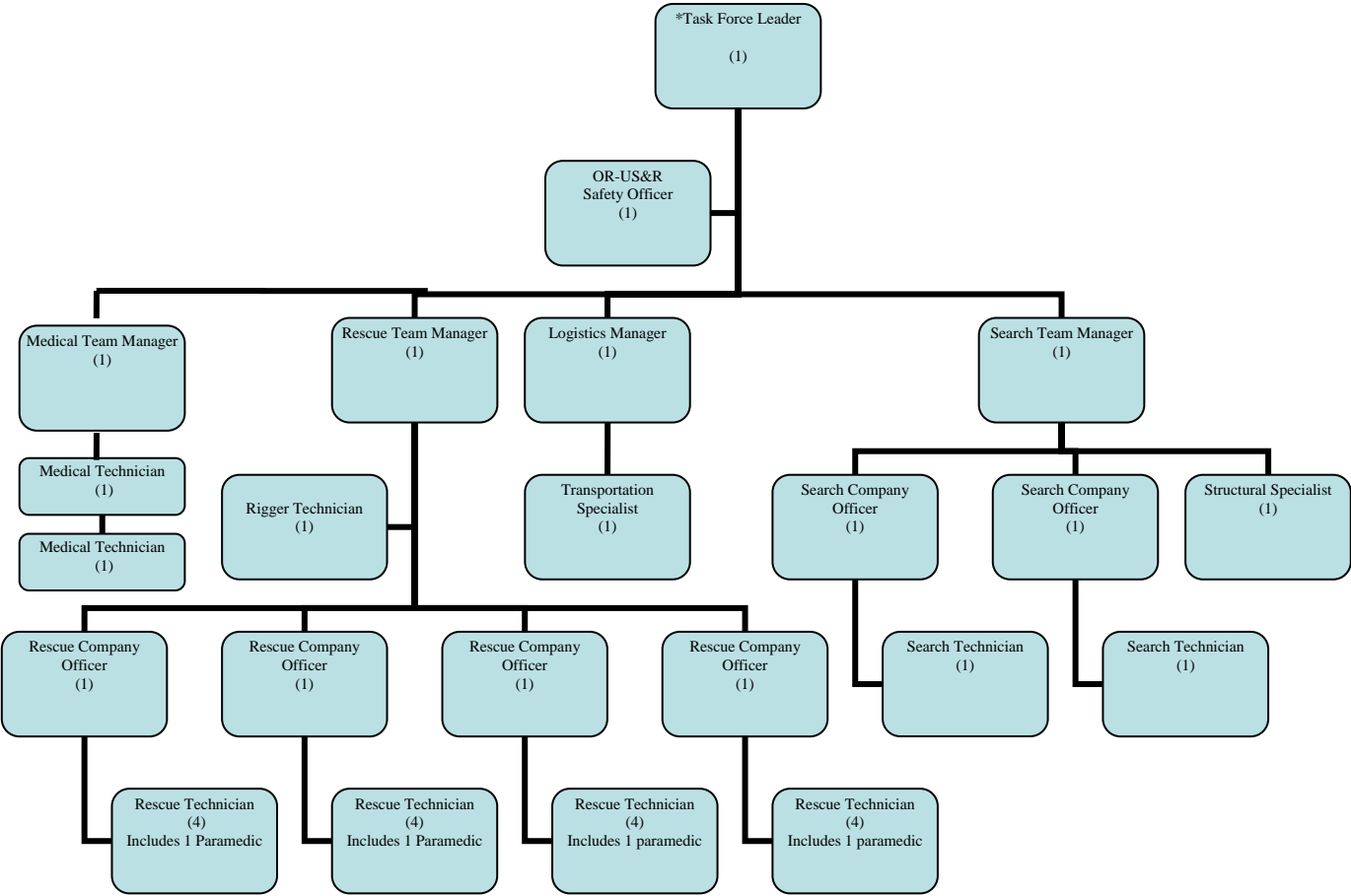
URBAN SEARCH & RESCUE RESOURCE TYPES				
	Type 1 (Heavy)	Type 2 (Medium)	Type 3 (Light)	Type 4 (Basic)
Type (Capability)	<ul style="list-style-type: none"> • Heavy Floor Construction • Pre-cast Concrete Construction • Steel Frame Construction • High Angle Rope Rescue (including highline systems) • Confined Space Rescue (permit required) • Mass Transportation Rescue 	<ul style="list-style-type: none"> • Heavy Wall construction • High Angle Rope Rescue (not including highline systems) • Confined Space Rescue (no permit required) • Trench and Excavation Rescue 	<ul style="list-style-type: none"> • Light Frame Construction • Low Angle or One Person • Load Rope Rescue 	<ul style="list-style-type: none"> • Surface Rescue • Non-Structural Entrapment in Non-Collapsed Structures

Urban Search and Rescue Resource Kinds						
RESOURCE	RADIO	COMPONENT	Types			
			1	2	3	4
US&R Company	Agency Identifier US&R (phonetic) Number Identifier (VNC US&R 54)	Equipment Personnel Transportation	Heavy Inventory 5	Medium Inventory 5	Light Inventory 3	Basic Inventory 3
US&R Crew	Agency Identifier Type Identifier Number Identifier (KRN-GR 2)	Personnel Trained To Appropriate Level Supervision Transportation	5	5	3	3
Regional US&R Task Force /Team	Region Identifier Task Force Number Identifier (R1-TF 1)	Equipment Personnel Transportation	A Regional US&R Task Force is comprised of 32 persons specifically trained and equipped for urban and search and rescue operations. Personnel from either the Region or Operational Area staff the Regional US&R Task Force.			
Federal US&R Task Force	State ID Task Force Number Identifier (CA-TF 5)	Equipment Personnel Transportation	A State/National US&R Task Force is comprised of 70 persons specifically trained and equipped for large or complex urban search and rescue operations. The multi-disciplinary organization provides seven functional elements, which include command, search, rescue, HazMat, medical, logistics and plans. These Task Forces are self sufficient for 72 hours.			

ORGANIZATIONAL CHART

Purpose – The intent of this section is to show the organizational structure of the OR-TF1 team.
Positions with a numerical number assigned are the minimum personnel for a Task Force response.

**35 PERSON DEPLOYMENT
FOR OREGON US&R**
*** Indicates Minimum Response Positions (9)**



CHAPTER 3 MOBILIZATION

HIGHLIGHTS OF THIS CHAPTER:

- RESPONSE LEVELS
- ACTIVATION PROCEDURES
- ODOT NOTIFICATION AND ACTIVATION
- REGIONAL TASK FORCE ASSEMBLY AND MOBILIZATION
- REGIONAL TASK FORCE ASSEMBLY AND MOBILIZATION
- CACHE TRANSPORTATION

CHAPTER 3: MOBILIZATION

REQUESTING MOBILIZATION OF URBAN SEARCH AND RESCUE RESOURCES

Under the Authority to respond detailed in Chapter 1, OR-TF1 may be mobilized by the OSFM to assist an agency in meeting the technical requirements of a rescue incident where life safety is imminently threatened or to assist in recovery efforts. When in the judgment of the Local Chief and the County Fire Defense Board Chief, the local and mutual aid resources are not capable of meeting the technical requirements of the rescue incident; OR-TF1 resources may be mobilized. Incidents which may exhaust the technical capability of local resources include:

- Structural collapse with trapped victims
- Collapse of excavations or trenching with entrapment of victims
- Significant collapse of industrial or other equipment with entrapment which requires special tools and technical expertise.
- Trapped victims requiring high angle rescue techniques.
- Entrapment of victims in confined spaces.

OR-TF1 resources may be denied if, in the judgment of the Fire Defense Board Chief and or OSFM:

1. The local fire chief has not exhausted mutual aid resources capable of rendering technical rescue assistance; or
2. The incident does not require a technical rescue response to mitigate life safety or recovery issues.

Mobilizations requested under EMAC or through Oregon Emergency Management (ORS 401.055 – 401.155) shall be initiated through Oregon Emergency Management (OEM). The OSFM shall receive the request from OEM after approval and shall initiate the Task Force Mobilization procedures below.

Resources requested under local mutual aid agreements shall be mobilized through local requests and need not implement the formal mobilization procedures. Use of the State US&R cache shall occur only after a request and approval of OSFM.

Mobilizations under the US&R - ORS 190 agreement shall proceed at the local level after approval by the local chiefs and will not necessarily follow these procedures. Use of the State US&R cache shall occur only after a request and approval of OSFM.

RESPONSE LEVELS

OR-TF1 shall respond at any of three levels:

Level 1: Consultation/Advice – This may occur by phone or on-site with the Task Force Leader. No response from other team members would be ordered.

Level 2: Regional Team Response - ODOT is activated to transport the cache to the incident and the Oregon State Police are requested to escort the cache to the incident location. The Advance Team is mobilized from the appropriate region within the stated deployment objective. The OSFM Incident Management Team is activated. The Advance Team shall determine which additional resources are needed, including requesting Army Air Transport for a helicopter response.

Level 3: Additional regional teams(s) requested by the OSFM-IC once on-scene. Level 3 activations may be ordered as an immediate response level at the discretion of the OSFM. Additional ODOT driver(s) and OSP escort (s) are activated by OSFM. This would be a large scale catastrophic event where it is immediately apparent that a regional response is insufficient.

Notification: Alert and Activation of the OR-TF1 Task Force

Once an incident occurs, or once information is obtained indicating that an incident is imminent, communications between the Oregon State Fire Marshal's Office (OSFM) and the regional OR-TF1 Team will occur. Communication may consist of an advisory, alert, activation request, or a cancellation.

It is not a prerequisite that activation occurs in sequential fashion, i.e. advisory, alert, and activation. Activation may be ordered without prior alert or notification. The following are levels of notification that may occur and shall be coordinated through the on-call regional Task Force Leader.

Advisory

An advisory notice is an informal (information only) notification that appraises the regional OR-TF1 Advance Team members that an event has occurred, or is about to occur, which may require the involvement of OR-TF1 resources. The following procedures shall be followed:

- The OR-TF1 Task Force Leader (TFL) shall request event information from OSFM
- The TFL will notify the on-call Regional Advance Team members of the advisory.
- The TFL will assess the readiness and availability of the regional team equipment and personnel.
- The OSFM shall notify the on-call Incident Management Team of the advisory status.

Alert

An “Alert” or “Stand-by” is an official and formal notification that informs an OR-TF1 regional team that an event has occurred, or is about to occur, that will likely require the “Activation” of the OR-TF1 regional team.

- The Emergency Response Center (ERC) shall notify the designated regional TFL on rotation of the alert status.
- The TFL shall advise regional Advance Team members and shall cause an assessment of readiness to occur.
- The Rescue Team Manager for the Task Force shall notify the team members through the regions notification procedures and identify available resources.
- The TFL shall report the team status back to OSFM within two hours of the “Alert” notification.
- When the “Alert” is transmitted, the regional team should anticipate being upgraded to “Activated” status at any time. Mobilization activities shall be initiated in anticipation of “Activation” and deployment orders.
- The OSFM shall notify the on-call Incident Management Team of the Alert status.
- The OSFM will identify a specific amount of funds for the purchase of equipment, supplies, or services in preparation for activation.
- The OSFM, OSFM-IMT IC and the OR US&R TFL shall consider the need for additional resource elements which may be needed to manage the anticipated or known hazards at the incident. These could include Hazardous Materials Teams or water rescue resources.

Activation

An “Activation” notification is the official request and official authorization for a regional team(s) to mobilize and respond. “Activation” is not always preceded by an “Alert” notification. The availability and readiness of the regional team(s) equipment and personnel shall be assessed and reported back to OSFM within one hour of the “Activation” notification.

If responding, the regional team shall mobilize their personnel and equipment and report to the designated point-of-departure (POD) immediately to prepare for mobilization within 2 hours from the time of initial notification.

Activation Procedures

1. Local Fire Chief

During emergencies which are determined by the local fire chief to be beyond the local technical expertise of the agency, the local fire chief shall:

- a. Initiate mitigation efforts and evaluate needs;
- b. Request available mutual aid resources;
- c. Establish an Incident Command System;
- d. Contact the County Fire Defense Board Chief or designee if OR-TF1 resources are to be requested and provide the following information:
 - The location of the incident
 - Type of collapse or hazard
 - Number of individuals trapped
 - Type of construction or materials involved
 - Size of collapse
 - Incident status
 - Resource status
 - Immediate hazards noted – i.e. hazardous materials release
 - Local Chief and the local IC's contact information
- e. Maintain communications with the Fire Defense Board Chief and update changing conditions;
- f. Identify liaison for state teams;
- g. Identify specialist for site information including maps and weather information;
- h. Assist in locating and procuring staging areas, command post and Base of Operations (BoO).

2. County Fire Defense Board Chief

- a. The Fire Defense Board Chief shall confirm that:
 - The incident exceeds the technical capabilities of the local agency;
 - Mutual aid resources have been exhausted;
 - Life safety risks exist or are imminent, and/or technical recovery operations will be required.
- b. Once it is established that OR-TF1 resources are needed, the Fire Defense Board Chief shall contact OERS and request that the activation of a regional US&R team.
- c. OERS shall relay the incident information received from the local Chief to the State Fire Marshal Duty Officer.
- d. The OSFM Duty Officer will contact OSFM Chief Deputy to ascertain the situation to see if it warrants mobilization of state resources, before contacting the State Fire Marshal.

The State Fire Chief and the Emergency Response Center

The State Fire Chief shall receive the request for OR-TF1 support and obtain incident information from the requesting party. The OSFM may receive the request for the Oregon regional task force through the director of OEM, if assistance through the EMAC or a declaration of emergency has been requested.

The State Fire Chief shall determine the most appropriate response level – consultation and advice, or regional team activation. The OSFM may elect to consult with the TFL and Incident Management IC before determining a response level.

If consultation and advice is the most appropriate response level, the OSFM shall contact the US&R TFL and proceed at that level.

If team activation is determined to be appropriate through the Conflagration Act, the State Fire Chief shall inform the Governor and request approval to mobilize OR-TF1 resources.

Upon approval by the Governor or upon other orders for activation, the Duty Officer will activate ODOT, the Emergency Resource Center and Oregon State Police.

The Duty Officer will contact the on-call Incident Management IC to mobilize their team. The Duty Officer shall provide the IC the following information:

- US&R Task Force Leader contact information;
- The incident location;
- Local jurisdiction IC contact information
- Situation update.

The OSFM Duty Officer activates the Emergency Response Center (ERC), Oregon Department of Transportation (ODOT) and Oregon State Police (OSP). The ERC will track state resources activated.

Once the situation status is gathered from the local IC, the Chief Deputy, TFL, and Incident Management IC shall determine the appropriate resources needed to respond. (*The Advance Team, in consultation with the Chief Deputy, may upgrade or downgrade this response after an on-scene size up is obtained*).

In consultation with the TFL and OSFM IC, the OSFM will:

- Determine the need for notification and activation of aviation may be available to provide transportation of the Advance Team to the incident and support for OR-TF1 operations;
- Determine the need for notification and/or activation of the regional HazMat Team;
- Determine the need for activation of other technical resource elements as required.

Once ODOT is activated, the OSFM shall maintain contact with the Office of Maintenance and shall provide information regarding the incident staging area location and the recommended approach to the staging area.

The Chief Deputy will receive updates from the county fire chief.

TASK FORCE LEADER

The TFL receives the following information from the OSFM regarding the incident:

- 1) Requesting jurisdiction;
- 2) Location of the Incident;
- 3) Site intelligence including:
 - Type of collapse or hazard;
 - Number of individuals trapped;
 - Type of construction or materials involved;
 - Size of collapse;
 - Weather information;
 - Other hazards noted;
 - Local IC contact information;
 - Local fire chief contact information.

The TFL contacts the local IC to confirm the request has been received and to receive a situation briefing. At that time options for deployment and the needs of the local jurisdiction will be discussed.

Once the initial consult with the local IC is accomplished, the TFL shall brief the OSFM and OSFM IC and shall recommend the appropriate response level and resource requirements. The OSFM will approve the recommended response level or revise the recommendation

For Response Levels 2 or 3, the TFL shall:

- Activate Advance Team members after initial phone briefing;
- Determine the transportation plan of the Advance Team:
 - Ground transportation;
 - Activate Army Air Transport or OSP when appropriate.
- Notify Advance Team members of transportation plan and routes;
- Activate appropriate call down/task force notification procedures for the region;
- Consult the Logistics Manager and determine the point of departure (POD). The TFL will notify the OSFM of the POD location and the OSFM will in turn provide the POD location to the ODOT duty officer.
- Notify Advance Team members of transportation plan and routes;
- Activate appropriate call down/task force notification procedures for the region;
- Consult the Logistics Manager and determine the point of departure (POD). The TFL will notify the OSFM of the POD location and the OSFM will in turn provide the POD location to the ODOT duty officer.

The Advance Team

The Advance Team consists of the following positions:

- a. Task Force Leader;
- b. Logistics Manager;
- c. US&R Safety Officer;
- d. Search Team Manager.

The on-call Advance Team shall receive the initial briefing from the TFL.

The briefing should include:

- The incident name;
- The incident location;
- Jurisdictional authority;
- The transportation route and plan;
- The staging and check in area;
- The level of response approved;
- Situation briefing including type of incident, construction information, casualties and hazards.

Advance Team members shall depart for response to the incident within 30 minutes from receiving the notification of activation and initial briefing from the TFL.

LOGISTICS MANAGER

The Logistics Manager (LM) will receive a situation briefing and advise the TFL of the POD location. The LM will then notify the Rescue Team Manager and assign that individual as the mobilization manager

RESCUE TEAM MANAGER

The Rescue Team Manager shall be responsible for activating, dispatching and assembling the remaining Task Force resources through the approved regional procedures.

The Rescue Team Manager shall identify and activate all Task Force resources. They shall be dispatched to assemble at the POD and to for mobilization within the 2 hour response objective.

The Rescue Team Manager shall cause all check in procedures to be completed prior to mobilization of the Task Force. These shall include: (See OSFM Task Force/Strike Team Leader Guide).

CACHE TRANSPORT AND MANAGEMENT

Oregon Department of Transportation (ODOT) shall provide resources for cache transport and maintenance on-scene. The State of Oregon Emergency Management Plan assigns ODOT as the primary agency for State Support Function #1, Transportation; and #3, Public Works and Engineering.

If requested by the Director of Oregon Emergency Management, ODOT will coordinate the provision of transportation or public works and engineering assistance from state agencies.

The Office of Maintenance coordinates the ODOT emergency response activities and a duty officer is available at all times to receive notifications from the Oregon Emergency Response System (OERS) or from other state agencies requesting ODOT assistance.

ODOT Notification and Activation Procedures:

The ODOT Office of Maintenance Duty Officer in Salem will be notified by the State Fire Marshal of all US&R advisories, alerts and activations.

- ODOT duty officer notifies or activates one of the assigned drivers for the cache being deployed. The ODOT driver shall function as Task Force Transportation Specialist.
- ODOT will provide at least one trained and experienced driver for each trailer that is being deployed. ODOT will assign in advance primary and alternate drivers based on the location of each cache.
- ODOT Office of Maintenance Duty Officer will maintain contact with the driver and activate other ODOT resources as needed, including vans for transport of task force members when required.

The ODOT Duty Officer will dispatch highway maintenance resources as needed to support cache transport to assure a prompt arrival on-scene. This may include the dispatch of snowplows, debris removal equipment, or a mechanic to assist in repairs. If it is snowing, ODOT will provide a snowplow. If there is debris on the road, ODOT will provide heavy equipment to clear the road. ODOT also is capable of providing a mechanic at the scene to help keep the equipment in the cache working. (ODOT has mechanics throughout the state).

Upon activation by the OSFM, the duty officer shall direct the Transportation Specialist to the regional cache area. The driver shall receive cache transportation directions to the POD.

Upon arrival at the incident, the Transportation Specialist shall report to the Logistics Manager for instructions and shall assist as needed to prepare cache for deployment. The Transportation Specialist shall remain on scene and will be assigned responsibilities as the Cache Manager.

REGIONAL TASK FORCE ASSEMBLY AND MOBILIZATION

In all cases, the objective for the State's OR-TF1 System is to be "Mobilized" within two (2) hours. This time frame starts when the request for activation is approved and ends when the Oregon US&R regional team leaves the designated point of departure after assembly procedures are completed. The use of privately owned vehicles for the transportation of Advance Team members or other US&R members is prohibited. Only authorized government vehicles will be used.

Designated Point Of Departure

Points of Departure (POD) shall be areas where the OR-TF1 resources assemble prior to mobilization.

Each region shall consider pre-established POD's along major transportation routes in the region. The location of the each POD should be in proximity to participating jurisdictions for convenient reporting of personnel and apparatus, and to the most probable transportation routes to communities in the region. Consideration for a landing zone should be addressed in the event the Army Air Transport is requested for personnel or equipment movement. A GPS coordinate should be established for each POD with LZ capabilities.

Established points of departure should accommodate logistical needs – e.g. restroom facilities, fax and phone, and should have enough parking space for equipment. Fire Stations should be considered as primary POD whenever possible.

Assembly Procedures (See OSFM Task Force/Strike Team Leader Guide)

Task Force resources not responding as the Advance Team shall assemble at a designated POD. Once assembled, check in procedures shall be performed and documented.

The Rescue Team Manager shall oversee the Task Force mobilization and assembly, and shall appoint the first arriving Rescue Company Officer at the POD to assist with check in and other assembly processes. The following functions shall be performed:

- a. Direct all Company Officer's to confirm that the OR-TF1 Personnel Check Lists are completed and personal equipment is accounted for;
- b. Perform Apparatus Checks and complete FSP 08;
- c. Collect OR-TF1 Resource Form;
- d. Ensure FSP 01 is filled out for each resource;
- e. Provide Task Force briefing:
 - 1) Introduce members;
 - 2) Provide incident information;
 - 3) Discuss communications plan, including cell phone numbers. Direct all resources to common communication channel for travel to incident and perform communication check prior to departure;
 - 4) Provide transportation routes, rules for convoy to incident, and discuss contingencies for break downs;
 - 5) Identify staging area location and provide maps if available;
 - 6) Discuss rules of conduct and potential safety hazards;
 - 7) Provide basic instructions for arrival at the incident.
- f. Complete and Fax OR-TF1 Mobile Data Resource Form to ERC;
- g. Advise ERC of departure, time, route radio contact and ETA.

In all cases, the objective for the State's OR-TF1 System is to be "Mobilized" within two (2) hours. This time frame starts when the request for activation is approved and ends when the Oregon US&R Task Force leaves the designated point of departure after assembly procedures are completed.

CHAPTER 4 OPERATIONS

Highlights of this chapter:

- ADVANCE TEAM RESPONSE
- SUCCESSION OF COMMAND
- DELEGATION OF AUTHORITY
- RESCUE WORK
- EQUIPMENT CACHE
- TASK FORCE CONTROL
- SHELTER REQUIREMENTS
- CODE OF CONDUCT

CHAPTER 4: OPERATIONS

INCIDENT MANAGEMENT TEAM AND ADVANCE TEAM RESPONSIBILITIES

The Governor authorized OR-TF1 activations will receive support from the OSFM Incident Management Team (IMT). OR-TF1 level 2 and 3 activations will also result in an Advance Team mobilization, which will perform reconnaissance and intelligence activities prior to the arrival of the Task Force.

SUCCESSION OF COMMAND

General

All local jurisdictions requesting support from the OR-TF1 Task Force are expected to implement adequate command and control of incident operations prior to a US&R response. Once OR-TF1 resources are activated, the IMT will respond to the incident to support OR-TF1 operations.

The local Incident Commander is expected to provide continuity of command throughout all operations.

DELEGATION OF AUTHORITY

The OSFM Incident Management Team incident commander is responsible for determining the need for completion of a delegation of authority. Delegation of authority should be completed before deployment of resources mobilized under the Mobilization Plan.

The fire chief or designated authority is responsible for specifying the terms and scope of delegation. Some terms are included in the delegation of authority template (Attach document). Other considerations include:

- Integration of OSFM functions and personnel with an existing incident command structure;
- Roles and responsibilities that the local fire chief wishes to retain;
- How OSFM logistics personnel will assist the jurisdiction with the jurisdiction's responsibilities for logistical support for mobilized resources;
- Responsibilities for situation reports to jurisdiction, fire defense chief, county emergency manager, cooperating agencies, or others;
- Liaison and advisory responsibilities to county emergency management for evacuation planning and actions; and
- Providing information on incident investigation, losses and damages to assist the jurisdiction with its investigation and reporting responsibilities.

ADVANCE TEAM COMPOSITION AND DUTIES

The function of the Advance Team is to get a few selected members mobilized within 30 minutes of notice to arrive in advance of the rest of the team. This facilitates determining the rescue problems so that later arriving team members can be put to work efficiently. Advance Teams will be comprised of members from different jurisdictions and set up on a rotating schedule. Advance Team members may assemble and travel together if time permits, or may individually respond to the incident location. A normal Advance Team will consist of the following positions and responsibilities:

NOTE: The addition of a Structural Specialist is recommended if available on short notice.

TASK FORCE LEADER (TFL)

The Task Force Leader will respond as part of the Advance Team and meet with the Incident Commander or Operations Chief at the incident for an initial briefing. This briefing will include:

- The Local IC's incident goals and objectives and on what the expectations are for OR-TF1.
- The number and type of local resources deployed on scene and which of those local resources will be available to support OR-TF1 operations.
- The communication frequencies/ communications plan being used. The TFL will obtain a portable radio from the local agency.

In turn, the TFL will inform IC what the capabilities of the OR-TF1 team, the time frame for assembling the rest of the team and what the Task Force objectives will be. The TFL shall request for the IC to arrange for scene security, and security for the cache and Base of Operations. The TFL will request through IC to mark off an area for the Base of Operations.

If the IMT has not arrived on scene, it will be the TFL's responsibility to coordinate with the local IC to determine the command structure and to determine where the OR-TF1 Task Force will be in the structure. It is important to confirm that there is a possibility of victims and that OR-TF1 is not to be committed for use as a "manpower pool" to augment local resources.

If the IMT has arrived at the incident, the TFL will brief the IC and Operations Section Chief (OSC) on the initial assessment and capabilities of the Task Force. The TFL will request for a regional HazMat team response, if needed. The TFL will make a determination about the need for additional state or federal US&R resources and co-ordinate with OSC for all resource ordering.

The TFL may participate as part of a structural triage team, or recon team, **AFTER** meeting with local Incident Command if it is determined to be necessary for rapidly assessing the scene, and making prioritized assignments for rescue company(s). The TFL still maintains the responsibility for remaining in radio contact with I.C.

The TFL will contact the appointed mobilization manager and provide a briefing after initial size-up. The Task Force Leader may function as a Rescue Company Officer if the incident is small in scale, rescue priorities and structural assessment are obvious, and there is sufficient PPE and equipment present to work safely and effectively.

OR-TF1 SAFETY OFFICER (OR-TF1 SO)

The OR-TF1 Safety Officer will meet with the incident Safety Officer to receive a briefing of hazards and special considerations. The OR-TF1 SO will receive a list of operating frequencies for the incident.

The OR-TF1 SO will confer with the TFL about goals and objectives of the mission and relay information regarding safety hazards and/or the need for Hazmat personnel.

The OR-TF1 SO will be part of the structure triage and recon teams after meeting with the incident Safety Officer and the TFL. After recon, the OR-TF1 SO will determine the level of PPE and communicate this to the TFL.

The OR-TF1 SO may function as a Rescue Technician if the incident is small in scale, rescue priorities and structural assessment are obvious, and there is sufficient PPE and equipment present to work safely and efficiently. The TFL will act as a Rescue Company Officer in this scenario.

The OR-TF1 SO is responsible for overseeing all aspects of health and safety pertaining to task force personnel during a deployment, including accountability.

SEARCH TEAM MANAGER (STM)**

** Rescue Team Manager may perform this function until Technical Search training has been provided for OR OR-TF1. The Search Team Manager will be responsible for managing and coordinating the search for victims. The Search Team Manager will request building plans, tenant lists, etc. and interview occupants as to possible number and location of victims. Consideration shall be made for establishing a Victim Location Unit depending on the scale of the incident. This may be assigned to Law Enforcement personnel.

- The STM may be part of the structure triage team, and shall be part of the reconnaissance team.
- The STM will notify the Logistics Manager of search equipment needed.
- The STM shall be responsible for search assessment marking, victim location marking, and making a rough sketch of access points and possible victim locations. The STM will report back to the TFL regarding the results of the search.
- The STM may function as a Rescue Technician if the incident is small in scale, rescue priorities and structure assessment are obvious, and there is sufficient PPE and equipment present to work safely and efficiently. The TFL shall act as a Rescue Company Officer in this scenario.

LOGISTICS MANAGER (LM)

Upon activation, the LM will receive a briefing from the TFL and will determine the location of the POD. Once determined, the LM will assign the responsibilities of team call-out to an agency duty officer. The LM will advise the call-out officer of the number and type of Task Force resources which will be activated and the location of the POD.

The Logistics Manager will coordinate with the OR-TF1 Safety Officer to determine the best location for the cache trailer(s) and Base of Operations (BoO), and make arrangements to mark off these locations for subsequent arrival of team members and cache trailer(s).

Considerations for the BoO are:

- Sufficient space for cache trailer and support shelters
- Good access to transportation routes and work area,
- Access to water, restrooms
- Useable structures, safety and security

The request for reserving space for the BoO will be made to IC through the TFL.

The LM shall attempt to determine the type and amount of specialized rescue equipment present on scene. A local liaison shall be assigned by IC to assist the LM and provide a local resource list or aid in the process of establishing a local resource list. This request will be made by the TFL to the local IC.

Based on on-site equipment, and responding OR-TF1 equipment, the LM shall determine if additional tools, heavy equipment, etc will be needed, and provide a list to the TFL, and possible sources.

The Logistics Manager may function as part of a Structure Triage team, or Reconnaissance Team as needed.

The Logistics Manager may function as a Rescue Technician if the incident is small in scale, rescue priorities and structure assessment are obvious, and there is sufficient PPE and equipment present to work safely and efficiently. The TFL shall act as a Rescue Company Officer in this scenario.

STRUCTURE TRIAGE AND RECONNAISSANCE FOR ADVANCE TEAM

Two possibilities will generally be present to the Advance Team:

Local emergency responders have done a sufficient size-up and have identified search and rescue possibilities. The location and identification of the involved structures and victims is known.

Information provided by local sources should be reviewed for validity. If their information is deemed reliable, little additional recon work will be required beyond marking the building(s) and victim locations.

Little or no recon information is available from local responders. The Advance Team may be faced with multiple structures in a geographical area with little idea where to concentrate their efforts. In this scenario, **Structure Triage** and **Reconnaissance** are crucial to narrow the scope and determine how to prioritize and maximize efforts.

STRUCTURE TRIAGE

A Structure Triage assessment will be performed if multiple building or locations are involved. The Structure Triage Form in Appendix E will be used. Categories to be scored include:

- Total number of potentially trapped victims
- Condition of voids
- Time required to access victims
- Chance of additional collapse
- Special occupancy information, etc.

Determine the structure type to better assess types of failure, hazards, survival voids etc. If possible obtain building plans, or draw a crude plan on site.

Marking of the buildings will be done in accordance with Appendix A. Whenever possible the Structure Triage team should include a Structural Specialist.

There will be some buildings that will have significant hazards such that nothing can be done until said hazards are mitigated. Examples would include:

- Building on fire,
- Collapse hazard,
- HAZMAT release.

These will be given a **“NO GO”** status until the hazard(s) are taken care of. Structure Triage is intended to be a rapid process, and should be re-evaluated if additional information becomes available.

The Structure Triage team has the responsibility of clearly identifying every structure in the geographic area. The building numbering and marking system, and Structure/ Hazard marking system is in Appendix A.

Such identification and marking is crucial to assist both in the specific on-going search, as well as post disaster documentation of specific events at the site.

From this triage, an analysis will be formed which will assist in prioritizing work sites, assigning resources, developing an Incident Action Plan, and commencing rescue operations if appropriate.

RECONNAISSANCE

At the conclusion of the rapid structural triage, a recon team should be used to evaluate areas/structures for victims using the priorities established. Search markings should be made at this time and prior to the initiation of rescue efforts. Search assessment and victim location marking methods are found in Appendix A. Every effort should be made to determine from witnesses and occupants the probable location and number of victims.

Building plans, tenant directories, and other documents that will yield information on possible victim location(s) should be secured. On a large scale incident, this function may be designated as the Victim Location Unit, and may be assigned to law enforcement personnel. The information gathered from Recon, including sketches will be relayed to the Task Force Leader. This information will be the basis for assignments made to the Rescue Company(s)

RESCUE WORK

PHASES OF RESCUE OPERATIONS

There are generally five phases of rescue operations at collapse incidents:

- | | |
|-------------|---|
| Phase One | Assessment of the area, control utilities and crowd, location of obvious victims, evaluation of building stability. |
| Phase Two | Safe and rapid removal of surface victims |
| Phase Three | Search of accessible voids and spaces for victims |
| Phase Four | Selective debris removal |
| Phase Five | Complete debris removal |

Phase one through three may be completed before our arrival. It is important to take firm control of the site in a rapid and safe manner to ensure safety for civilians and effective operations for the rescue company(s). These activities may occur simultaneously with Structure Triage and Search Assessment if manpower permits, and shall include such activities as:

- Shut down of all utilities
- Establish a collapse hazard (hot) zone
- Establish the rescue work zone
- Remove bystanders from work zone and collapse hazard zone
- Organize and prepare needed equipment

As rescue opportunities are identified, it is important that rescue personnel adhere to a consistent, formalized site management procedure to ensure the safe, effective operation of the rescue companies. The following considerations should be addressed:

- Hazard assessment and mitigation could include removing trip hazards, boards with exposed nails, shutting off utilities, etc.
- A collapse hazard zone (hot zone) should be established and clearly defined along with the operational work area.
- All bystanders should be excluded from the operational work area.

An equipment assembly area and cutting workstation should be organized at an advantageous location. A collapse hazard zone is established for the purpose of controlling all access to the immediate area of the collapse that could be impacted by further building collapse, falling debris, or other dangers.

The only individuals allowed within this area are authorized personnel involved in search or extrication of victims. The collapse hazard zone will be identified by an X-type cordon of flagging or rope (crisscrossed) as outlined in – Structural Triage, Assessment, and Marking.

When establishing the perimeter of the operational work area, the needs of the following activities must be provided for and properly identified:

- Medical treatment area
- Personnel staging area
- Rescue equipment staging area
- Cribbing/shoring working area
- Access/entry routes
- Security and environmental protection.

A standardized emergency audible signal system shall be instituted. Using an apparatus or hand held air horn the appropriate signals are as follows:

Cease Operations/All Quiet	1	Long Blast	(3 seconds)
Evacuate the Area	3	Short Blasts	(1 second each)
Resume Operations	1	Long and 1 short blast	

HAZARDOUS MATERIAL ASSESSMENT AND MONITORING

The TFL and OR-TF1 SO will make a determination about the presence or suspected presence of hazardous materials at the scene. If there is a need for a hazardous materials team to be present on site, the request will be made by the TFL through the on scene Incident Commander.

Hazmat team members will be responsible for identification, mitigation, and on-going monitoring of problem areas. No hazmat personnel will be sent into an area deemed unsafe for their operation.

TASK FORCE ARRIVAL AT THE DISASTER AREA

Prior to TF arrival, the Rescue Team Manager shall contact the TFL to inform them of the ETA and request instructions. Upon arrival, the TFL will determine if the Task Force will proceed to the staging area or will immediately report to the Incident Command Post for briefing. Once briefed, the resources will be assigned to the incident and rescue operations should begin as soon as possible.

Once the Base of Operations (BoO) location has been determined it may be deemed necessary to assign some task Force members to the cache trailer and to establish the BoO, while others begin their assigned rescue tasks. The following issues must be considered.

STAGING AREA

The task force may be required to move through a staging area to the work assignment, but typically they will report to the incident as directed by the Advance Team.

TASK FORCE BRIEFING

On arrival at the disaster area, the task force should contact the Task Force Leader for a briefing. At a minimum, the following information should be identified:

- Incident briefing/situation report/safety details and assigned work area(s)
- Task force objectives
- Tactical assignments
- Shift assignments and rotations
- Evacuation procedures for task force personnel
- Location to set up cache trailer and Base of Operations
- Mobilization center if present; food, water, rest rooms, support facilities
- Availability of maps for assigned jurisdiction
- Availability of medical treatment for task force personnel
- Communications plan, frequencies and radio designations
- Length of operational period and rotation schedule
- Task Force security issues

BASE OF OPERATIONS

Selection of a BoO is one of the most important decisions made during deployment. The specific location may be predetermined by the local authority in conjunction with the Advance Team (AT) prior to the arrival of the task force. If the site has not been identified prior to arrival of the task force, the TFL and Logistics Manager must identify an appropriate site. The following factors should be considered:

- Close proximity to the rescue work sites
- Useable structures for shelter and cache set-up
- Access to support facilities, water, restrooms, etc
- Access to telephone and fax service
- Safety of useable, adjacent structures
- Sufficient open, level space for the cache trailer and support shelters
- Access to transportation routes
- Safety and security
- Environmental considerations

The TFL should consult with task force team managers, safety officers and logistics staff. The request to locate the BoO shall be made to the IC through the TFL. Once a BoO has been established, it is difficult to change its location.

TACTICAL ASSIGNMENTS AND OPERATION

The TFL should receive a briefing of the tactical assignment as soon as possible which will then be passed on to task force personnel. Task force personnel should begin search and rescue operations as quickly as practical. This may require structure triage teams to perform quick assessments of the assigned area and reconnaissance teams to evaluate each building deemed viable for rescue operations.

If Structure Triage and Reconnaissance have not been performed by the Advance Team, these missions will be assigned by the TFL to task force members. All information obtained from search and reconnaissance missions should be forwarded to the Command Post in a timely manner for use in incident action planning and rescue prioritization.

Issues related to BoO set up and cache management should not preclude the beginning of search and rescue operations. Task force staffing should be established to address several actions simultaneously. The OSFM IMT or TFL must maintain an accurate log of events.

As additional personnel arrive at the BoO, task force supervisory personnel should determine short-range strategy. They should determine which initial issues must be addressed, how task force personnel should be organized to handle these issues and identify areas of responsibility for task force personnel.

A Task Force Action Plan should be developed regarding the duration of the initial work cycle for the total task force prior to implementing work cycles along with other specific objectives for a defined time period. The total task force strength can be used in the initial stages of operation. Depending on a variety of factors, all personnel can be committed to initial operations for an extended period of possibly up to 18 hours before requiring rest and rotation cycles. At that point, the task force would begin alternating in 12-hour cycles, with half the personnel resting and half working.

EQUIPMENT CACHE

Set up and management of the task force equipment cache is an important consideration when choosing a BoO. Once a site is selected, the following factors must be addressed:

- In addition to the cache trailer, existing structures or tents may be necessary to stage equipment and provide preparation, maintenance and repair space.
- The equipment cache should be inventoried as soon as possible to ensure availability and to identify any items lost or damaged during transit.
- Some tools and equipment require set up, fueling and an operational check to ensure readiness. Equipment should be prepared for immediate use.

When setting up the on-site cache in the BoO, task forces should use a rapid deployment checklist. This is a list of essential rescue or search and reconnaissance equipment to allow for immediate operations. It is designed to allow personnel to begin an immediate rescue operation, recon a specific area or perform another specific function.

An accountability system should be used for tracking of cache items throughout the mission. The tracking system is essential to ensure that scarce cache resources can be located and shared.

TASK FORCE CONTROL CENTER

An initial Task Force Control Center (TFCC) is built in to the equipment cache trailer, which functions as a focal point for task force operations. This central command area should be established for task force supervisory personnel and / or the OSFM IMT. This location, within the cache trailer, may also incorporate planning, safety, and communications functions if needed. The TFCC should be staffed throughout the mission. It is imperative that communications channels be monitored for TF and local IC communications.

Each task force is identified by a distinct designator based on the state abbreviation followed by the letters "TF" (for task force) and a region. For example, the north region task force is designated OR-TF North in writing and verbalized as "Oregon Task Force North." Should there be an equivalent of two task forces manned by the North and supported by 2 cache trailers, they will be "Oregon Task Force North One" and "Oregon Task Force North Two."

SHELTER REQUIREMENTS

Options for task force shelter include; use existing structures, use tents carried in the task force cache, use vehicles, or utilize a combination. In any case, the following shelter requirements should be addressed:

- TFCC (initially in the forward area of the cache trailer)
- Cache Trailer (for environmentally sensitive supplies and equipment)
- Personnel sleeping quarters
- Food preparation area
- Medical treatment
- Sanitation facilities

If task force supervisors opt to use existing structures, structural integrity must be assured. After-shocks should be expected after significant earthquakes. If structural integrity and safety are questionable, cache tents may be used. However, long term use of tents is detrimental to personnel and equipment in weather extremes. Task force personnel should assess the availability of more substantial shelter.

CODE OF CONDUCT/ PROFESSIONAL APPEARANCE

Any mobilization of an OR-TF1 task force requires the utmost professionalism of team members. It is expected that members will act and appear professional in appearance throughout the length of the team's mobilization. It is the local TFL's responsibility to establish appropriate PPE for personnel responding with the task force. All team members shall ensure that (their) assigned gear is in good order. (*See PPE requirements outlined the State Fire Service Mobilization Plan*).

Clothing- Steel toe and shank, ankle high boots shall be worn that are issued by member's departments. Pants and long sleeves are required. Helmet, hearing, and eye protection provided by state team cache resources shall be used when appropriate in operational areas. Outer layers shall be approved gear provided by team member's own agency. It is expected that each team member maintains safety gear and uniform in a good, working condition. Team members will not be reimbursed for damage to any non-departmental equipment brought on deployment.

CODE OF CONDUCT/ PROFESSIONAL APPEARANCE

Conduct-Team personnel are expected to be in good fitness for duty. While on deployment, they shall remain in a ready state while awaiting orders or assignment. Members shall not be under the influence of alcohol, ability limiting medications, or illegal drugs within 8 hours of being mobilized throughout the deployment. No firearms are allowed on deployments. Remember that the individual member's actions and attitudes reflect on the State US&R Team as a whole.

CHAPTER 5

LOGISTICS

Highlights of this chapter:

- CACHE MANAGEMENT
- RESOURCE TRACKING
- PROPERTY LIABILITY
- BASE OF OPERATIONS
- SHUTDOWN OF BASE
- LOGISTICS CHECK LIST

CHAPTER 5: LOGISTICS

CACHE MANAGEMENT / CHECK OUT PROCEDURES

Task forces rely on the availability and readiness of appropriate tools and equipment to support rescue operations. A comprehensive property accountability system is essential to ensure that equipment readiness is maintained.

Ongoing maintenance and exercise (mechanical operation) of the cache tools and equipment must be assured for operational readiness between mobilizations. The resource tracking system used on the disaster site must be efficient and comprehensive. Specialized or limited-supply items must be shared by different elements within the task force. Their availability and location must be tracked throughout the mission for maximum benefit.

All tools, equipment and supplies that comprise the US&R cache are listed in the US&R Task Force Equipment Cache List. Items identified are based on supporting the 35-person task force for total self-sufficiency and operational capability for a minimum of 24-hours. Agencies sponsoring a US&R task force assume responsibility for storage, inventory and maintenance of the cache.

The cache storage location should provide accessibility for routine inventory and maintenance, as well as proximity to highways to speed mobilization. Equipment should be secured to ensure immediate availability and to facilitate movement by ODOT or contract carrier.

All supplies, tools and equipment must be kept securely stored for transport. All equipment will be tagged/ labeled, and kept ready for immediate deployment. The target mobilization time frame (from time of notification) is two hours to departure (POD). Items with limited shelf life (i.e., food, medicines, batteries, etc.) that cannot be stored with the cache must be obtained within this two hour timeframe.

NON-MISSION CACHE MANAGEMENT

The equipment cache shall be inventoried at least every six (6) months. The sponsoring agency(s) should identify an individual - a Cache Manager - to assume responsibility for routine inventory, maintenance and inspection of the cache during non-mission periods. Notations of inventory, exercise, maintenance and repair should be made on the inventory list at the time of the routine cache inventory. Inventories should be filed to provide a record of cache management.

Coinciding with the cache inventory, all necessary tools and equipment checks, maintenance and exercise should be performed. Items with limited shelf life (i.e., batteries, food, medicines, etc.) that are stored with the cache should be in an accessible area, evaluated and rotated as needed. The cache may be used for local training sessions and emergency operations. All issues associated with these uses, including costs for repair or replacement of cache items is the responsibility of the using and/or sponsoring agency.

At all times, the hosting agency will be notified at least 48 hours in advance by the requesting agency before the cache is moved. The primary contact person will be the cache manager. If the cache manager cannot be reached, contact one of the other listed hosting agency personnel as noted on the resource list. Once this contact has been completed, the requesting agency will then notify the ODOT representative that the trailer needs to be moved.

CACHE DEPLOYMENT

Logistics personnel are responsible for inventory and tracking of all cache items during mission operation. Personnel will inventory all boxes, kits, tools and equipment at mobilization to ensure that the database is correct. Deficiencies must be documented and reported.

Logistics personnel will coordinate movement of equipment from the cache storage location to the disaster area and Base of Operations (BoO). Logistics personnel must work closely with the Transportation Specialist, if necessary. Any loss or damage in transit will be reported to task force managers. Pertinent inventory information must be noted on the inventory hard copy and updated on the electronic database.

Coordination and movement of equipment cache for either task force reassignment or demobilization must be tracked. A complete inventory and status check must be performed as the cache is readied for transport from the assigned work site to either a new assignment or return home. All pertinent inventory information must be noted on the inventory hard copy list and updated on the electronic database.

Post-mission inventory and status check procedures are extremely important. All items must be inventoried, cleaned, and checked for damage prior to return to storage. This information must be transferred to the inventory database. In addition, a list of damaged and missing items, along with a cost estimate, must be completed and forwarded to OSFM outlining all items expended, damaged or lost during the mission.

RESOURCE TRACKING

Efficient tracking of resources during a mission is extremely important. Cache security is the responsibility of the logistics personnel from the time of deployment throughout the mission. Specific security issues must be worked out with the jurisdiction receiving assistance. Coupled with this requirement is the organization of the cache and sheltering of sensitive or perishable items.

Limited cache resources must be shared. Logistics personnel must track where and to whom equipment is issued and ensures its return.

Initially, a manual "T-Card" tracking system will be used to track equipment. Each separate box, kit, tool or equipment will have a separate card that will list all pertinent information about the item. An identical copy of this card will be kept with logistics personnel for tracking purposes. The T-Card system will be color coded for each regional equipment cache as follows:

North Region	Blue
South Region	White
South Region	Red

Equipment and supplies must be marked with a corresponding color stripe. i.e.; all items in the south Task Force Equipment Cache should display a conspicuous red or white stripe.

The name of the person receiving equipment and the location where it will be used are recorded on the T-Card. This T-Card is then placed in the equipment issued file for tracking. Should other task force personnel request the use of the same item, its location can be identified and its availability determined. All information included on the T-Card is also entered on the computer printout.

PROPERTY LIABILITY

The following liability process will cover US&R activities such as training sessions, simulation exercises and disaster responses.

The term "non-expendable property" normally includes high-cost tools and equipment such as generators, radios, power tools, medical and technical equipment. The term "expendable property" normally includes items such as gloves, batteries, food, medication, etc. The term "personal property" includes any items that are taken to the disaster by task force members and are not provided by OSFM or the sponsoring agency(s).

Written statements shall be provided to the Task Force Leader (TFL), sponsoring agency(s) and OSFM explaining the reason for any non-expendable items lost, damaged or destroyed, regardless of circumstances. This should include a statement of the events contributing to the loss or damage and may recommend corrective actions.

REHAB PROCEDURE

The Incident Commander is responsible to ensure that an adequate rehabilitation plan is in place. All assignments will ensure that a maximum 2:1 work rest ratio is in place.

COMMUNICATIONS

Limited communications equipment will be stored on the equipment cache trailer as part of the equipment cache. The bulk of the communications equipment is stored with OSFM Incident Management Team (IMT) Communication Specialists. Upon notification of mobilization, the OSFM IMT Communication Specialist will transport communications base station and support equipment to the disaster area in support of the task force.

Radio Distribution

As task force personnel check-in at the Point of Departure (POD), they will be issued a radio, case, remote speaker-mike and battery. IMT Communications Unit Leader may set up a station at the Base of Operations for additional radio distribution as needed.

Communications Unit Leader must ensure that personnel are familiar with the radio operation and train them if required. Radio channels will be identified on the exterior of the radio. Radios should be tested prior to distribution to be sure they operate properly.

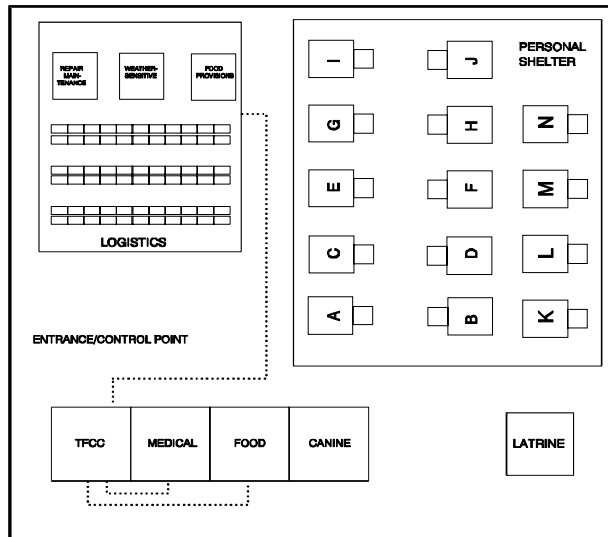
As part of the briefing at the Base of Operations, Communications Unit Leader will describe the communications plan and inspect equipment.

BASE OF OPERATIONS

It is essential that the task force BoO is established as soon as possible to support all aspects of task force operations.

BASE OF OPERATIONS MODEL

The focal point of task force communications upon arrival at disaster area will be the BoO. Task Force communications may initially be housed or facilitated through Communications Unit Leader located at the Task Force Control Center (TFCC) located in the cache trailer.



TASK FORCE BASE OF OPERATIONS

SHUTDOWN OF BASE OF OPERATIONS

Communications systems shutdown should follow a logical sequence. Systems directly supporting the task force demobilization must remain in place. Those portable radios assigned at task force check-in, to be used during mobilization, will be left in place during demobilization.

Communications Specialists are responsible to account for all communications equipment. The inventory will be checked by Communications Unit Leader to verify working order and visually inspect for damage. Batteries will be removed, components will be disassembled and all gear properly re-packaged for shipment. Damaged or broken equipment shall be separated from the communications cache, logged and marked for repair.

LOGISTICS CHECK LISTS

Logistics check lists for equipment inventory and maintenance are located in the Appendix E.

CHAPTER 6:

DEMOBLIZATION

Highlights of this chapter:

- DEMOBILIZATION PLAN
- EQUIPMENT CHECK-IN AND RELOADING
- CRITICAL INCIDENT STRESS MANAGEMENT
- TRANSPORTATION PLAN

CHAPTER 6:

DEMOBILIZATION

DE-MOBILIZATION PLAN

The Planning Section Chief shall develop a de mobilization plan for all OR-TF1 resources.

EQUIPMENT CHECK-IN AND RELOADING

The intent of this section is to detail responsibilities for reloading equipment and final inventory standards for post-deployment.

The Oregon US&R task force system relies on the availability and readiness of appropriate tools and equipment to support state disaster rescue operations. The task force Logistics Manager position has primary responsibility for property accountability and resource tracking during the mobilization, mission operation, and demobilization phases. This position tracks, distributes, maintains, and accounts for all tools and equipment for the task force. It is the Logistics Manager's responsibility to account for all equipment used in the deployment.

Additionally, it is that position's responsibility to make arrangements to repair and replace damaged or worn equipment. The status of the final inventory, including repairs and replacement needs shall be forwarded to the TFL.

The US&R task force is expected to return to its initial state of readiness within 12 hours after the return to the POD, at the conclusion of a mission. This is to ensure the optimal readiness of the Oregon US&R Taskforce System soon after a disaster response has been concluded.

The only exception would be if specialized equipment were being repaired or replaced by the distributor within this time frame. It is the Logistics Officer's responsibility to make sure the trailer and equipment are back to a pre-deployment status. It is the TFL's responsibility to make sure that the Logistics Officer has sufficient manpower to accomplish the check-in and reloading process.

CRITICAL INCIDENT STRESS MANAGEMENT (CISM) CONSIDERATIONS

Team members may come under great stress due to the extraordinary demands placed on them while being deployed on a mission. It is generally considered to be in the personalities of rescue personnel to deal with the stress of a difficult rescue situation. This trait makes it critical that Critical Incident Stress Management be actively considered by the TFL and the OR-TF1 Safety Officer (OR-TF1 SO).

Critical Incident Stress Management for team members prior to demobilization will be a primary consideration in de-mobilization plan. Task Force members shall participate in an informal defusing as part the pre de-mob debriefing. This responsibility activity will be assigned to the TFL and OR US&R SO. Formal CISM debriefing if required will be conducted by qualified individuals after the Task Force members have returned home.

Under the direction of the TFL, the OR-TF1 SO is charged with planning a critical incident stress debriefing session after the return from team deployment. All personnel that deployed as well as team members that stayed home shall be allowed to attend. It is up to the judgment of the OR-TF1 SO and

TFL, when a debriefing session shall be held. The OR-TF1 SO should also consider that some personnel could require follow up treatment.

TRANSPORTATION PLAN TO POD

The Logistics Manager will consult with the TFL prior to release of the Task Force to return to the POD and will confirm task force demobilization or reassignment. The Logistics Manager will contact ODOT or a contract carrier to transport the equipment cache to the home jurisdiction. The ODOT duty officer will also arrange for personnel transportation to the original POD if they have none. Whenever possible the task force will return together to the POD to ensure all personnel arrive safely, but if this is not possible, the task force shall remain in contact via radio or cell phone. The Logistics Manager shall maintain an accurate record of personnel and vehicles used for transportation. Departing personnel will check out with the OSFM IMT and record the departure from incident and arrival at the POD on their time card.

CHAPTER 7: POST INCIDENT PROCEDURES

Highlights of this chapter:

- CACHE INVENTORY AND CLEANING
- ASSESMENT OF DAMAGE AND REPAIRS
- DEBRIEFING

CHAPTER 7: POST INCIDENT PROCEDURES

After being released for reassignment or demobilization, all tools, equipment and supplies in the task force cache should be evaluated, inventoried, serviced and prepared for reassignment, or demobilization

CACHE INVENTORY AND CLEANING/ RESTORATION

The US&R task force is expected to return to its initial state of readiness as soon as possible after conclusion of a mission. The only exception would be if specialized equipment is being repaired or replaced

At the earliest possible time after the demobilization phase of deployment, the Logistics Manager should prepare for an assessment of the cache inventory. The LM should compare inventory checkout and return lists to ensure that all equipment assigned with a state US&R cache has been accounted for.

Prior to leaving any scene, all equipment should be successfully accounted for. All tools, equipment, and supplies must be inspected and made operationally ready. Oil levels should be checked and fuels should be purged after operation. All expendable items that were used (batteries, saw blades, etc.) should be replaced. All items should be returned to their original location or repacked for mobilization

ASSESSMENT OF DAMAGE/ REPAIRS/REPLACEMENT

As soon as possible, equipment should be evaluated for damage or wear and serviced. The overall goal is to service and repair all equipment as soon as possible to be able to return the cache back into a ready state. It is recommended that the TFL have personnel available back at the point of departure to assist returning companies with cache repair and servicing. The Logistics Manager shall make a written report regarding the cache trailer usage. This report will identify all tools, equipment and supplies that were used, damaged or lost during the mission. A cost summary for replacement of items will be developed.

It is the responsibility of the TFL in cooperation with the Logistics Manager to address making the cache inventory completely operational again. Request for Reimbursement will be submitted on all Governors' activations.

DEBRIEFING

It is the joint responsibility of the TFL and the OR-TF1 SO to conduct a full post-mission debriefing, as soon as practical following the mission. All personnel involved in the deployment should have the opportunity to participate in the critique. In addition, supervisory and other personnel from the sponsoring agencies should be given the opportunity to attend.

Past experience has shown that all accomplishments, problems, or important issues are not universally known to all members of a response team at the conclusion of a mission. This includes the team leaders or supervisory personnel. The post-mission debriefing should be used to fully identify, discuss, and capture important information from all task force personnel and ensure that everyone understands the issues. The TFL and OR-TF1 SO may hold a debriefing session for the entire task force or for individual teams or functions. The TFL shall appoint a scribe so that issues identified in the critique can be captured in writing.

The main goals of a post-mission debriefing are to:

- Identify the positive accomplishments achieved by the team's deployment
- Determine areas needing improvement
- Share tools and techniques that did or did not work for the use intended
- Allow team members to discuss their involvement so that lessons may be learned
- Identify standards or procedures that should be altered or improved in the Oregon US&R Operations Procedures Manual
- Identify the need for more formal CISM intervention.

See Forms in Appendix E

CHAPTER 8: ADMINISTRATION & PROGRAM MAINTENANCE

Highlights of this Chapter:

- **CACHE INVENTORY AND MAINTENANCE**
- **REVIEW CHANGES IN OPERATIONS**
- **TRAINING REQUIREMENTS**

CHAPTER 8: ADMINISTRATION & PROGRAM MAINTENANCE

CACHE AND TRAILER MAINTENANCE/ EXERCISE

Cache trailers will be moved two times a year to coincide with US&R team exercises. If possible, it is desirable to move the trailers quarterly to ensure proper lubrication and tire exercise. On dates that the trailers are moved, the ODOT Transportation Specialist will complete a trailer inspection checklist. The trailers shall be plugged in and the heaters will be operational when at their storage sites.

Cache maintenance will be performed twice a year in accordance with equipment checklist. At that time, inventory, inspection and maintenance of cache equipment will be performed. At each cache location, one person will be designated as a cache manager. This person will be responsible for coordinating the manpower to perform this task and prepare a list of items missing or in need of repair.

REVIEW/ CHANGES TO OPERATIONS MANUAL

The Oregon US&R Operations manual will be reviewed annually each January to check for accuracy. During this annual review, Logistics, Operations, and Training sub committees will perform a review of pertinent sections and compile between them a list of changes needed.

The Operations Committee will present the recommended changes to the US&R committee at large for review. At the next scheduled OR-TF1 meeting, the Governance Board will vote on the proposed changes. Following approval, the Operations Committee will be responsible for making the changes and shall make arrangements to electronically distribute the updated manuals to a distribution list to be maintained by the OSFM.

At any time other than the annual review, changes can be made by submitting them to the US&R committee at large and the appropriate sub committee. The sub-committee will review the recommendations and will then forward the recommendations to the Governance Board at the next scheduled OR-TF1 meeting for approval.

TRAINING REQUIREMENTS

Training requirements and certification necessary to apply for US&R team positions are set by the Training Committee and approved by the Governance Board. The Training Committee will make recommendations for any change in these requirements. Such recommendations may be made at any time and will be submitted to the US&R committee at large for review and input. The Governance Board will review the changes for approval at their next meeting. Current training requirements and position descriptions are in Appendix D.

APPENDICES:

- A: US&R MARKINGS
- B: EQUIPMENT CACHE MAINTENANCE
- C: PPE REQUIREMENTS FOR OREGON US&R
- D: TRAINING REQUIREMENTS & POSITION DESCRIPTION
- E: JOB AIDS & FORMS
- F: OREGON US&R MUTUAL AID AGREEMENT
- G: ACRONYMS & ABBREVIATIONS
- H: VENDOR LIST
- I: OR-TF1 CACHE LIST

APPENDICES

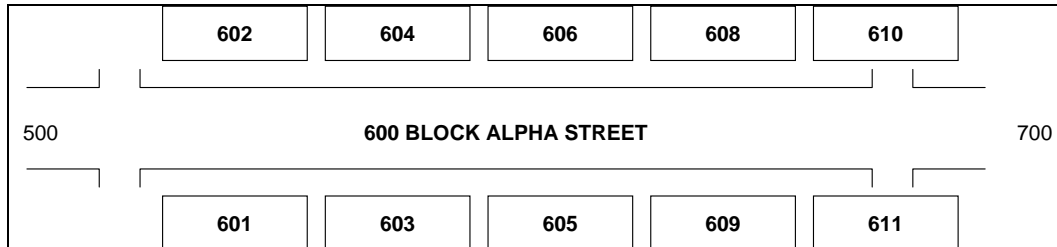
APPENDIX A US&R MARKINGS

STRUCTURE IDENTIFICATION IN A GEOGRAPHIC AREA

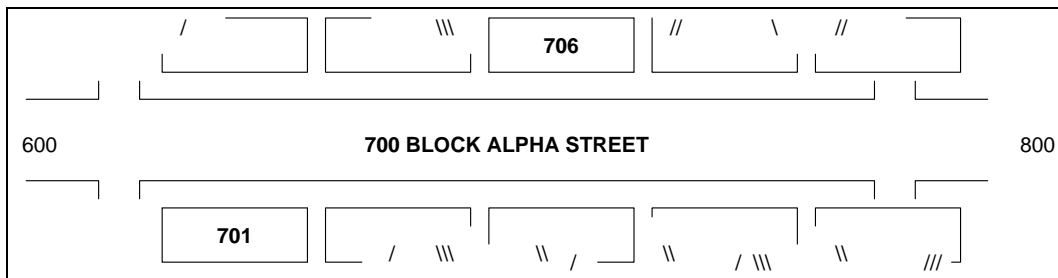
A structure triage team is to clearly differentiate buildings in groupings by blocks or jurisdictional areas/sectors. This geographic identification of buildings would be consolidated with the Incident Management Team (IMT) and/or at the command post and used to deploy resources. It is imperative that each structure within a geographic area is clearly identified. This identification is important from a technical documentation perspective. Structure identification has a significant impact on overall scene safety and the safety of task force personnel.

It is important to clearly identify each separate structure within a geographic area. The primary method of identification should be the existing street name, hundred block, and building number. Identification is not always possible due to post-disaster site conditions. In these situations, it is important that the task force personnel implement the following system for structure identification.

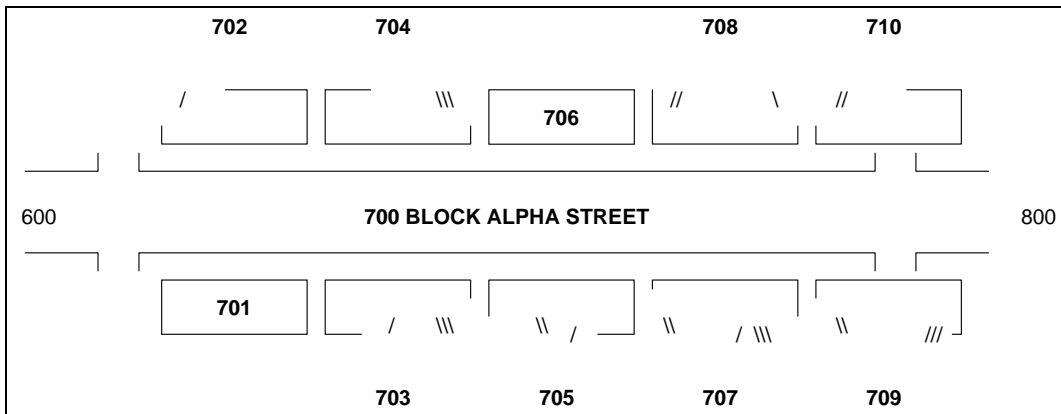
This system builds upon the normal pre-disaster street name, hundred block, and building number. As task force personnel establish a need to identify a structure within a given block they will: Identify each structure by existing street name or building number.



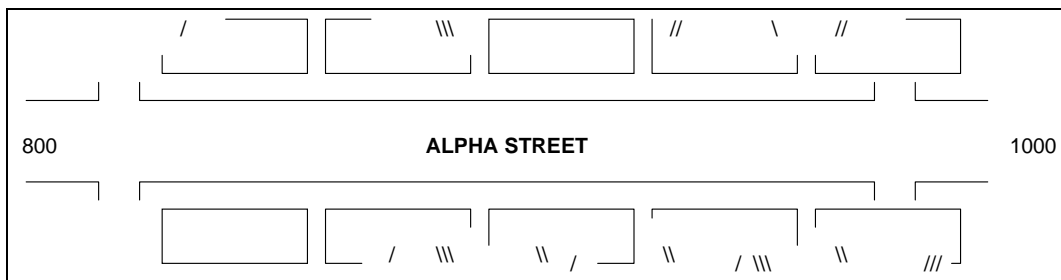
If some previously existing numbers have been obliterated, an attempt should be made to reestablish the numbering system based upon one or more structures that still display an existing number.



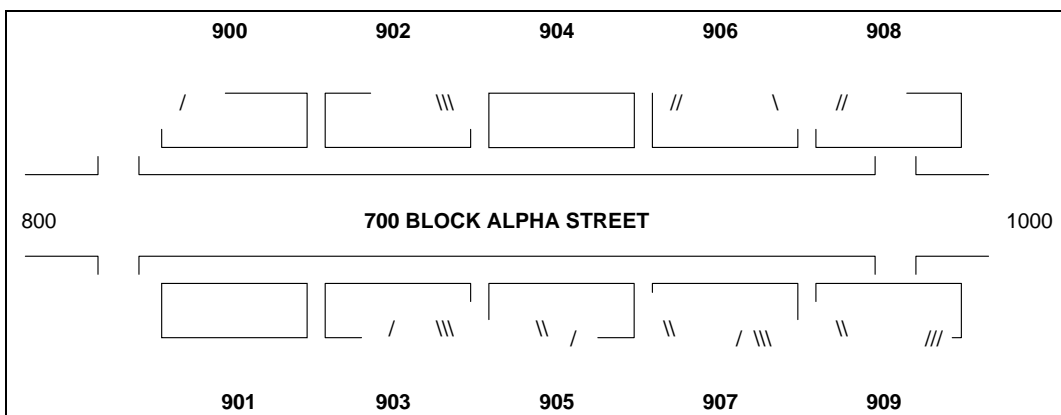
The damaged buildings would be assigned numbers to separately identify them as indicated. The front of the structures in question should be clearly marked using International Orange spray paint with the new number being assigned.



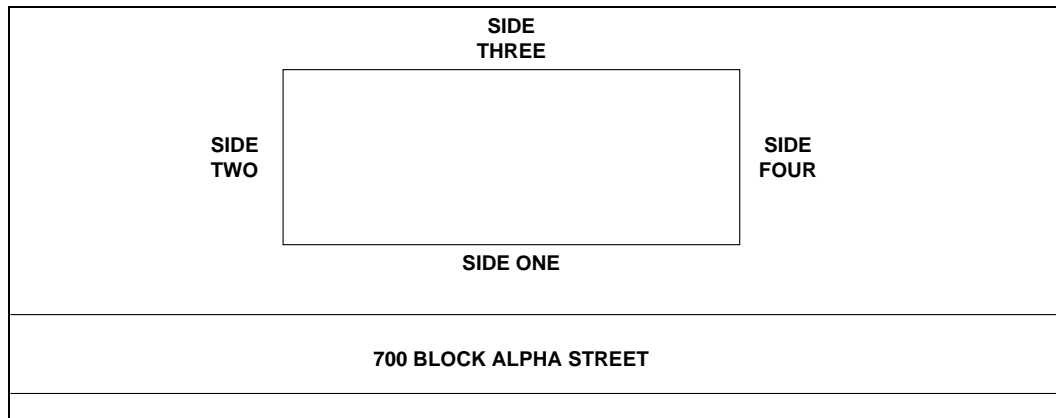
If no number is identifiable in a given block, then task force personnel will identify the street name and the hundred block for the area in question based on other structures in proximity to the site in question.



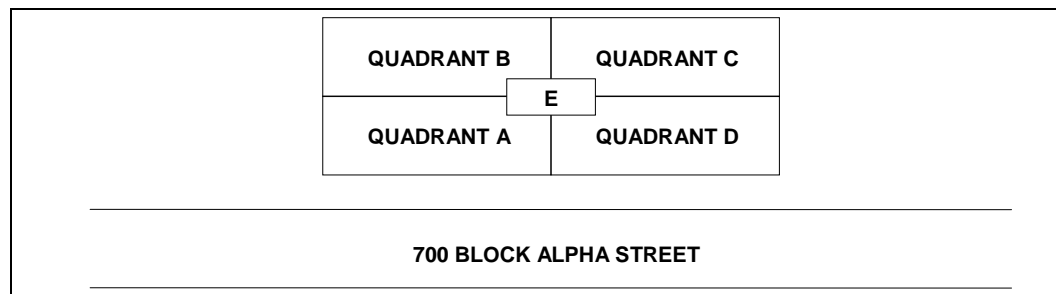
Structures will be assigned the appropriate numbers to designate and differentiate them. The front of the structures in question should be clearly marked using International Orange spray paint with the new number being assigned.



It is also important to identify locations within a single structure. The address side of the structure shall be defined as SIDE ONE. Other sides of the structure shall be assigned numerically in a clockwise manner from SIDE ONE.



The interior of the structure will be divided into QUADRANTS. The quadrants shall be identified ALPHABETICALLY in a clockwise manner starting from where the side 1 and side 2 perimeter meet. The center core, where all four quadrants meet will be identified as Quadrant E (i.e., central core lobby, etc.).



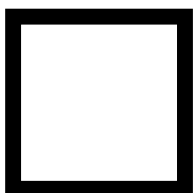
Multi-story buildings must have each floor clearly identified. If not clearly discernable, the floors should be numbered as referenced from the exterior. The grade level floor would be designated floor 1 and, moving upward the second floor would be floor 2, etc. Conversely, the first floor below grade level would be B-1, the second B-2, etc.

If a structure contains a grid of structural columns, they should be marked with 2' high, orange letters/numbers and used to further identify enclosed areas. If plans are available, use the existing numbering system. If plans are not available, number the columns across side one starting from the left, and letter the columns from side one to side four, starting with "A" at side one. The story level should be added to each marked column, and be placed below the column location mark. Example: "FL-2" = Floor

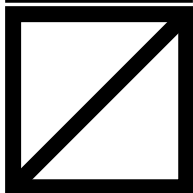
STRUCTURE/ HAZARDS EVALUATION MARKING

The information gathered by the recon team must be represented in a uniform manner comprised of the following marking system. The Structural Specialist if available and other task force members as appropriate will outline a 2' X 2' square box at any entrance accessible for entry into a compromised structure. Aerosol cans of spray paint, International Orange color, will be used for this marking. It is important that an effort is made to mark all normal entry points to a building under evaluation to ensure that task force personnel can identify that it has been evaluated.

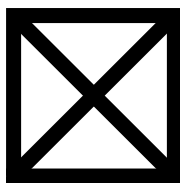
Specific markings will be clearly made inside the box to indicate the condition of the structure and any hazards at the time of this assessment. Normally the square box marking would be made immediately adjacent to the entry point identified as safe. An arrow will be placed next to the box indicating the direction of the safe entrance if the Structure/Hazards Evaluation marking must be made somewhat remote from the safe entrance.



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



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



Structure is not safe for search and rescue operations and 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.



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

HM

Indicates that a Hazardous Material (Haz Mat) condition exists in or adjacent to the structure. Personnel may be in jeopardy. Consideration for operations should be made in conjunction with the Hazardous Materials Specialist. Type of hazard may also be noted.

The following information; TIME, DATE, and SPECIALIST ID, will also be noted outside the box at the upper right-hand side. This information will be made with pieces of carpenter's chalk or lumber crayon. An optional method may be to apply duct tape to the exterior of the structure and the detailed information written on the tape with a grease pencil or black magic marker.

TASK FORCE MARKING SYSTEMS

All task force personnel must be aware of other Structure/Hazards Evaluation markings made on the interior of the building. As each subsequent assessment is performed throughout the course of the mission, a new TIME, DATE, and SPECIALIST ID entry will be made (with carpenter's chalk or lumber crayon) below the previous entry, or a completely new marking box made if the original information is now incorrect.

The following illustration shows the various components of the Structure/Hazards Evaluation marking system:

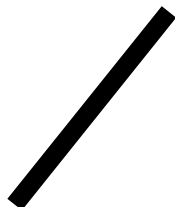


The depiction above indicates that a safe point of entry exists above the marking (possibly a window, or upper floor, etc.). The single slash across the box indicates the structure may require some shoring or bracing before continuing operations. The assessment was made on August 16th, 2005 at 1:10 PM. There is an apparent indication of natural gas in the structure. This evaluation was made by the South Task Force out of the State of Oregon. It should be understood that this building would not be entered until the Haz Mat (natural gas) had been mitigated. When performed, the marking should be altered by placing a line through the "HM", and adding the time and task force who performed the mitigation. An entirely new mark could also be added when the mitigation is done, or after any change in conditions such as an aftershock.

Marking boxes would also be placed in each of the specific areas within the structure (i.e., rooms, hallways, stairwells, etc.) to indicate conditions in separate parts of the building.

SEARCH ASSESSMENT MARKING

A separate and distinct marking system is necessary to denote information relating to the victim location determinations in the areas searched. This separate Search Assessment marking system is designed to be used in conjunction with the Structure/Hazards Evaluation marking system. The Canine Search Specialists, Technical Search Specialists, and/or Search Team Manager (or any other task force member performing the search function) will draw an "X" that is 2' X 2' in size with International Orange color spray paint. This X will be constructed in two operations - one slash drawn upon entry into the structure (or room, hallway, etc.) and a second crossing slash drawn upon exit.



Single slash drawn upon entry to a structure or area indicates search operations are currently in progress.



Crossing slash personnel exit from the structure or area.

Distinct markings will be made inside the four quadrants of the X to clearly denote the search status and findings at the time of this assessment. The marks will be made with carpenter chalk or lumber crayon. The following illustrations define the Search Assessment marks:



LEFT QUADRANT - FEMA US&R task force identifier

7/15/91
1400 hr



TOP QUADRANT - Time and date that the task force personnel left the structure.



RIGHT QUADRANT - Personal hazards.



BOTTOM QUADRANT - Number of live and dead victims still inside the structure. ["0" = no victims]

Search personnel shall use International Orange-colored spray paint to mark the exact location of a victim alert. In addition, surveyors tape may be used as a flag to denote the appropriate area, in conjunction with the spray paint marking.

As with the Structure/Hazards Evaluation, it is important that markings are made specific to each area of entry or separate part of the building. If an area is searched and no victims are found, it must be noted with an X. It is also important that situation updates be noted as they are available, to reduce needless duplication of search efforts. Previous search markings would be crossed out and a new marking would be placed next to it with the most recent information.

A victim location mark will be placed near each victim within each confined space at this time. This will better define the specific location and condition of each victim.

Personnel using the marking system will be inundated with additional information relative to the incident. This information needs to be acknowledged and appropriately disseminated — in most cases this information would not be noted on the structure marking.

Generally, the Search Team Manager will be in a position to pass additional information received on to the appropriate element - rescue, command, medical, technical, etc.

NOTE: It is important to clearly identify each separate structure within an area when important information is being disseminated to other operational entities. The primary method of identification should be the existing street name and building number, if known. Obviously, such identification is not always possible due to site conditions. In these situations, it is important that the task force supervisory personnel establish a workable identification method for each specific structure.

VICTIM LOCATION MARKING

This series of marking is used to indicate the location of each victim that is discovered on the OR-TF1 site.

The marks are made with orange spray paint or crayon. It could be made on a nearby wall, or directly on a piece of rubble.

The “V” is intended to be about 2 feet high and located as near the victim as practicable. An arrow may be added to indicate the exact victim location.

The unit identifier, Example OR-TF N should be included.

A circle is added when the victim is confirmed.

A horizontal line is added if the victim is confirmed to be dead.

A large “X” is drawn completely through the circle after the victim has been removed

APPENDIX B EQUIPMENT CACHE MAINTENANCE

TASK FORCE PROPERTY ACCOUNTABILITY AND RESOURCE TRACKING SYSTEM

RESOURCE TRACKING

Efficient tracking of resources during a mission is extremely important. Cache security is the responsibility of the Logistics personnel from the time of deployment throughout the mission. Specific security issues must be worked out with the jurisdiction receiving assistance. Coupled with this requirement is the organization of the cache and sheltering of sensitive or perishable items.

Limited cache resources must be shared. Logistics personnel must track where and to whom equipment is issued and ensures its return. Initially, a manual "T-Card" tracking system will be used to track equipment. Each separate box, kit, tool or equipment will have a separate card that will list all pertinent information about the item. An identical copy of this card will be kept with logistics personnel for tracking purposes.

The T-Card system will be color coded for each Regional Equipment Cache as follows:

North Task Force Cache	Blue
East Task Force Cache	White
South Task Force Cache	Red

Equipment and supplies must be marked with a corresponding color stripe. i.e.; all items in the South Task Force Equipment Cache should display a conspicuous red stripe.

The name of the person receiving equipment and the location where it will be used are recorded on the T-Card. This T-Card is then placed in the Equipment Issued file for tracking. Should other task force personnel request the use of the same item, its location can be identified and its availability determined. All information included on the T-Card is also entered on the computer printout.

ATTACHMENT A - SAMPLE T-CARD

Box / Item #23 K12 Saw Kit
 Weight 43 pounds, 30" X 20"
 K12 Saw, Model # 3B, Serial # XY1234
 Blades (2), 12" Carbide Tip
 Blades (2), 12" Composite
 Wrench, open end, box-type
 Fuel Can, One Gallon
 Oil, fuel mixing, 8oz.
 Oil, lubricating, 32oz.

EQUIPMENT ISSUE

To Whom: McDowell	When / Where: 2/3/05, 0915hrs./East Div.	By Whom: TC 2/3/05,1530hrs.
-----------------------------	--	---------------------------------------

Returned/When:

APPENDIX C PPE Requirements for Oregon US&R

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

Full protective clothing is required for personnel as referenced in OR-OSHA rules. All gear must be in compliance with NFPA 1976 and applicable OR-OSHA standards.

Personal Equipment

The following items are required:

- 1) Food and water for 48 hours
Note: Logistical support may not be readily available during the initial operations of mobilizations.
- 2) Flashlight or helmet light with extra batteries
- 3) Sleeping bag
- 4) Certificate of minimum training signed by fire chief
- 5) Medical information card including emergency contact information, allergies, current medications, physician's name and phone number

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

- | | |
|---|--|
| 1) Towels in plastic bag | 20) Contact lens cleaner, if used |
| 2) Washcloths in plastic bag | 21) Underwear |
| 3) Bar soap in container | 22) Shirts, long and short sleeves, 2 pair |
| 4) Shampoo/conditioner | 23) Sweatshirt or sweater |
| 5) Hairbrush, comb, and clips | 24) Long pants, 2 pair |
| 6) Toothbrush and toothpaste | 25) Socks, preferable cotton, 10 pair |
| 7) Deodorant, foot powder | 26) Base camp shoes |
| 8) Feminine hygiene supplies | 27) Jacket |
| 9) Prescription medicine | 28) Hat |
| 10) Sun block | 29) Handkerchiefs |
| 11) Insect repellent | 30) Long underwear |
| 12) Wrist watch | 31) Lightweight rain gear |
| 13) Poison oak wash | 32) Travel alarm clock |
| 14) Shaving items | 33) Note pad and pencil |
| 15) Sun glasses | 34) Pocket knife/leatherman's tool |
| 16) Cash money--\$20 minimum | 35) Cot or pad |
| 17) Hair restraints if needed | 36) Pillow |
| 18) Plastic bag for dirty clothes, laundry soap | 37) Tent |
| 19) Toilet paper | 38) Extra eyeglasses |
| | 39) Whistle |

NOT ALLOWED:

No shorts, no tank tops, and no sandals, thongs, or open-toed shoes allowed in base camp.

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

APPENDIX D TRAINING REQUIREMENTS & POSITION DESCRIPTIONS

TASK FORCE GENERAL REQUIREMENTS (APPLIES TO ALL POSITIONS)

- Must be physically fit as governed by the sponsoring organization.
- When on assigned rotation be able to mobilize in 30 minutes of request if on an Advance Team, or 2 hours otherwise, and be self sufficient for at least 72 hours.
- Must be capable of improvising and functioning for long hours under adverse conditions.
- Must be able to function safely at heights and on or around rubble.
- Must be aware of the signs, symptoms, and corrective measures of critical incident stress syndrome.
- Must understand and adhere to safe working practices and procedures as required in the urban disaster environment.
- Must have a working knowledge of the Oregon US&R Response Systems and organizational structures, operating procedures, safety practices, terminology, knowledge of all task force equipment, and communications protocols.
- Must have successfully completed, as a minimum, the First Responder Operations Level for Hazardous Materials per OSHA Standard 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response or equivalent.
- Must understand the needs of and provide support to their counterparts with the task force specific operations, techniques and application of tools and equipment.
- Must be current on annual training on Bloodborne Pathogens per 29 CFR 1910.1030 Standard on Bloodborne Pathogens (Oregon OSHA OAR 437, Division 2/Z, Toxic and Hazardous Substances).

POSITIONS DESCRIPTIONS:

LOGISTICS MANAGER

[..\POSITION DESCRIPTIONS\POSITION DESCRIPTIONS PDF\LOGISTICS MANAGER.PDF](#)

MEDICAL TECHNICIAN

[..\POSITION DESCRIPTIONS\POSITION DESCRIPTIONS PDF\MEDICAL TECHNICIAN.PDF](#)

RESCUE COMPANY OFFICER

[..\POSITION DESCRIPTIONS\POSITION DESCRIPTIONS PDF\RESCUE COMPANY OFFICER.PDF](#)

RESCUE TEAM MANAGER

[..\POSITION DESCRIPTIONS\POSITION DESCRIPTIONS PDF\RESCUE TEAM MANAGER.PDF](#)

RESCUE TECHNICIAN

[..\POSITION DESCRIPTIONS\POSITION DESCRIPTIONS PDF\RESCUE TECHNICIAN.PDF](#)

RIGGING TECHNICIAN

[..\POSITION DESCRIPTIONS\POSITION DESCRIPTIONS PDF\RIGGING TECHNICIAN.PDF](#)

SAFETY OFFICER

[..\POSITION DESCRIPTIONS\POSITION DESCRIPTIONS PDF\SAFETY OFFICER.PDF](#)

SEARCH COMPANY OFFICER

[..\POSITION DESCRIPTIONS\POSITION DESCRIPTIONS PDF\SEARCH COMPANY OFFICER.PDF](#)

SEARCH TEAM MANAGER

[..\POSITION DESCRIPTIONS\POSITION DESCRIPTIONS PDF\SEARCH TEAM MANAGER.PDF](#)

SEARCH TECHNICIAN

[..\POSITION DESCRIPTIONS\POSITION DESCRIPTIONS PDF\SEARCH TECHNICIAN.PDF](#)

STRUCTURAL SPECIALIST

[..\POSITION DESCRIPTIONS\POSITION DESCRIPTIONS PDF\STRUCTURAL SPECIALIST.PDF](#)

TASK FORCE LEADER

[..\POSITION DESCRIPTIONS\POSITION DESCRIPTIONS PDF\TASK FORCE LEADER.PDF](#)

APPENDIX E JOB AIDS & FORMS

Task Force Deployment

OR-TF1 Form number	FEMA Form number	Form Name	Last date revised
001		Area Sketch	5/1/06
003		OR-TF1 Resource List	5/1/06
004		OR-TF1 Rescue Team Manager Checklist	6/1/06
005		OR-TF1 Convoy Plan	6/1/06
006		OR-TF1 Convoy Contact Information	5/1/06
007	ICS 212	OR-TF1 Incident Demob. Vehicle Safety inspection	5/1/06
008		OR-TF1 Vehicle Inspection	5/1/06
009		OR-TF1 POD Checklist	5/1/06
010		OR-TF1 SFM Duty Officer	5/1/06
011		OR-TF1 Task Force Leader initial Briefing	5/1/06
012		OR-TF1 Task Force Leader Checklist	5/1/06
013		OR-TF1 Oregon US&R Capabilities Sheet	5/1/06
014		OR-TF1 Safety Officer Checklist	5/1/06
019		OR-TF1 Search Team Manager Checklist	5/1/06
020		OR-TF1 Logistic Manager Check Sheet	5/1/06
021		OR-TF1 OERS Worksheet for Oregon US&R	5/1/06
	60-1	FEMA Requisition for Supplies, Equipment	6/1/07
	61-5	Accountable Property Log	6/1/07
	61-8	Property Transfer Report	6/1/07
	61-9	Property Personal Charge Log	6/1/07

APPENDIX F**OREGON US&R MUTUAL AID AGREEMENT****INTRODUCTION**

WHEREAS, certain disasters have the potential of outstripping the capacity of any community to effectively mitigate structural collapse and confined space emergencies, and;

WHEREAS, the parties desire to combine and coordinate resources for responses to such disasters occurring in the State of Oregon,

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

This Agreement shall be effective on the date signed by at least two parties, and shall be effective as to each additional party as provided in Section 18 of this Agreement, and is entered into for the purpose of securing to each party periodic emergency assistance for response to structural collapse and confined space emergencies resulting from any cause.

2.0 AUTHORITY

This Agreement is entered into under the authority granted to the parties by their respective charters and/or Oregon Revised Statutes (ORS). Further, ORS 190.010 authorizes units of local government to enter into written agreements with any other units of local government for the purpose of any and all functions and activities that the parties to the agreement, its officers or agencies, have authority to perform, and ORS 190.110 authorizes units of state and local governments to enter into agreements with each other to cooperate in the performance of their duties. Additionally, ORS 401.270 authorizes the Director of the Office of Emergency Management to develop comprehensive statewide plans for the protection of life and property during disasters, and ORS 401.480 authorizes state and local governments to enter into cooperative assistance agreements with public and private agencies for reciprocal emergency aid and resources. This Agreement is intended to be consistent with, and supportive of, such state contingency plans.

3.0 SCOPE OF AGREEMENT

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

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

3.2 GOOD FAITH. Each of the parties hereto agrees to attempt to furnish to a requesting party such US&R assistance as the requesting party may deem reasonable and necessary to successfully abate a US&R emergency in the requesting party's jurisdiction. Provided, however, that the party to whom the request is made shall have, in its sole discretion, the ability to refuse such request if sending such assistance may lead to an unreasonable reduction in the level of protection within its jurisdiction, and provided further that a state or local agency may refuse a request for assistance if necessary to comply with any limitations on the use of dedicated funds by that agency.

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

3.4 **INCIDENT COMMAND SYSTEM.** The parties hereto agree that they shall operate in conformance with the State of Oregon incident command system as adopted by the Oregon State Fire Marshal and the Oregon Fire Chiefs' Association for the operation of the Oregon Fire Service Mobilization Plan. Such incident management shall include record keeping functions so as to document all activities performed under this Agreement including, but not limited to, the scope and extent of personnel and equipment committed, operating times, out-of-pocket expenses, and other costs which, but for the response under this Agreement, would not have otherwise been incurred.

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

4.0 **WAIVERS**

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

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

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

5.0 **REFUSALS TO PERFORM**

This is a mutual aid agreement and it is assumed that all available assistance will generally be provided. Nothing, however, in this Agreement shall be construed to prevent a party to whom a request for assistance is made from refusing to respond when that is appropriate in its sole determination.

In addition, any responding party may refuse to perform any specific task when, in the sole determination of the responding party's commanding officer, response would create an unreasonable risk of danger to the responding party's employees and/or equipment or any third party.

6.0 **COMPENSATION**

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

7.0 TERMINATION

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

8.0 EXTRA JURISDICTIONAL OPERATING AUTHORITY

The parties hereto recognize and agree that ORS Chapters 190, and 401 extend the powers and authorities of the Oregon local government parties herein beyond their regular jurisdictions when operating under and within the scope of this Agreement.

9.0 RETIREMENT SYSTEM STATUS

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

10.0 ASSIGNMENTS/SUBCONTRACTS

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

11.0 SUCCESSORS IN INTEREST

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

12.0 COMPLIANCE WITH GOVERNMENT REGULATIONS

Each party to this Agreement agrees to comply with all applicable federal, state and local laws, codes, regulations, and ordinances applicable to the work performed under this Agreement. The following provisions of the Oregon Revised Statutes, as applicable, are hereby incorporated by this reference: ORS 279.312, 279.314, 279.316 and 279.320.

13.0 SEVERABILITY

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

14.0 AMENDMENTS

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

15.0 DISPUTE RESOLUTION

This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon as interpreted by the Oregon courts. The exclusive venue for any litigation arising under this Agreement shall be in the Circuit Court of the State of Oregon. The parties expressly waive any and all rights to maintain an action under this Agreement in any other venue and expressly consent that, upon motion of any party, any case may be dismissed or its venue transferred, as appropriate, so as to effectuate the choice of venue made in this section. However, the parties may attempt to resolve any dispute arising under this Agreement by any appropriate means of dispute resolution, except binding arbitration.

16.0 GOVERNANCE

The parties agree to participate in a system of governance for the Oregon US&R Task Force as described in Attachment B, which is incorporated herein by this reference, or upon notice to the parties, as the governing board amends its process from time to time.

17.0 TRAINING

Members will demonstrate good faith effort to participate in team training with minimum participation to be established by the Board. Only members who consistently participate in team training will be eligible for deployment.

18.0 ADDITIONAL PARTIES

Agencies may be added to this Agreement by submitting a signed signature page to the Oregon State Fire Marshal. The Agency shall become a party to this agreement upon execution of the signature page by the Oregon State Fire Marshal. The Oregon State Fire Marshal shall notify all parties when new agencies are added.

19.0. SIGNATURES

The undersigned warrant and represent that they are duly authorized to bind the agency represented by the undersigned as a party to this Agreement, and that the agency represented by the undersigned is authorized to participate in and carry out the functions required by this Agreement.

All signatures shall be executed in counterparts, using the form appearing on the next page hereto or another substantially in that form.

SIGNATURE PAGE FOR OREGON URBAN SEARCH AND RESCUE (US&R) TASK FORCE MUTUAL AID AGREEMENT

PARTICIPATING AGENCY

SIGNATURE

TITLE

DATE

State of Oregon, ACTING BY AND THROUGH THE DEPARTMENT OF STATE POLICE, OFFICE OF STATE FIRE MARSHAL

STATE FIRE MARSHAL

DATE

GENF8941.DOC

APPENDIX G

ACRONYMS & ABBREVIATIONS

ALS	Advanced Life Support	NIIMS	National Interagency Incident Management System
ANSI	American National Standards Institute	ODF	Oregon Department of Forestry
BoO	Base of Operations	ODOT	Oregon Department of Transportation
CDC	Centers for Disease Control	OEM	Oregon Emergency Management
CFR	Code of Federal Regulations	OERS	Oregon Emergency Response System
DMAT Team	Disaster Medical Assistance Team	OR-TF1	Oregon Urban Search and Rescue
DMORT	Disaster Mortuary Team	OSHA	Occupational Safety and Health Administration
DoD	Department of Defense	OSFM	Oregon State Fire Marshal
EMAC	Emergency Management Assistance Compact	OSFM IMT	OSFM Incident Management Team
EMS	Emergency Medical Services	OSP	Oregon State Police
EOC	Emergency Operations Center	PCF	Patient Care Form
FEMA Agency	Federal Emergency Management Agency	PIO	Public Information Officer
FM	Frequency Modulation	POC	Point of Contact
FOG	Field Operations Guide	POD	Point of Departure
FRP	Federal Response Plan	RECON	Reconnaissance
GIS	Geographic Information System	RTM	Rescue Team Manager
GSA	General Services Administration	R&R	Response and Recovery /Rest and Rehabilitation
HazMat	Hazardous Materials	RN	Registered Nurse
HF	High Frequency	SAR	Search and Rescue
HM	Hazard Mitigation	STM	Search Team Manager
IAP	Incident Action Plan	TAC	Tactical Radio Frequency
IC	Incident Commander	TF	Task Force
ICP	Incident Command Post	TFL	Task Force Leader
ICS	Incident Command System	US&R	United States Army Reserve
ID	Identification	US&R	Urban Search and Rescue
IMT	Incident Management Team	USFS	United States Forest Service
kHz	Kilohertz	USPHS	United States Public Health Service
LM	Logistics Manager	VHF	Very High Frequency
MHz	Megahertz		
MRE	Meal, Ready-to-eat		
NFPA	National Fire Protection Association		