PURPOSE AND INTRODUCTION

To establish Zone 4 policy(s) that incorporates the most effective method of resource utilization with Zone 4 resources. This operational manual is intended to provide a guide for emergency and non-emergency operations for all Zone 4 resources. The goal of the operations manual is to provide consistency, efficiency and safety for all Zone 4 resources and personnel. There are portions of this manual that are specific only to a few agencies or departments within Zone 4. Some portions of this manual are specifically noted "ZONE 4" or "ZONE 5" only. Personnel should be guided by their agencies specific SOP's if certain guidelines are not specifically addressed in this manual.

To identify and implement "agreed upon" emergency operational procedures. To promote uniformity of thinking, action, and safety on emergency scenes between all Zone 4 fire agencies.

It is the intent of the Zone 4 Fire Chiefs that the policies and operations outlined in this operations manual will be supported, enforced and followed by all departments and agencies within Zone 4.

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Updated: November 2009

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A-1   ZONE 4 OPERATIONS COMMITTEE

This committee will provide input and direction to the Zone 4 Fire Chiefs, in regards to Communications Center Operations, Emergency Response, Fire Ground Management, Automatic and Mutual Aid procedures. In addition the committee will promote uniformity of thinking and action relating to Emergency Operations and to provide for a medium of exchange of information and ideas among Zone 4 Fire Departments.

Membership Criteria:

- Membership shall be limited to the Zone 4 Fire Departments. Each agency, which is a member of the facility shall have one member on the committee, and each member shall be entitled to one vote.

- Each member of the committee, <u>shall</u> be of the rank of Battalion Chief or higher within the agency they represent.

- The Director of the Heartland Communications Facility Authority or designate shall serve as staff to the committee and <u>will not</u> have voting rights.

In addition, the committee may wish to invite agencies such as the City of San Diego, United States Forest Service, and California Department of Forestry.

Meetings:

- The committee shall publish an agenda and hold meetings on a monthly basis. The meetings will rotate locations between Zone 4 and Zone 5.

Officers:

- The committee shall at its first meeting of each year (January) elect a Chairman and Vice-Chairman from among its members, these positions shall be rotated annually. The Communications Director or designate shall serve as secretary to the committee.

Liaison:

- The Zone 4 Fire Chiefs shall appoint a Fire Chief to serve as liaison to the committee. All business and or recommendations shall be transmitted through the liaison for final action by the Zone 4 Fire Chiefs.

APPROVED: 12/05/89

REVISED: 6/20/02

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REVIEW AND ADMEMDMENTS TO OPERATIONS MANUAL

Purpose: To preserve an up to date condition of the policies contained within this manual.

Policy: Annual Policy Review

It is the goal of the Zone 4 Fire Chiefs to have every policy in this manual assessed at least once every five years. Therefore, at the beginning of every calendar year it shall be the responsibility of the elected Chairperson of the Zone 4 Operations Committee to identify 20% of the total number of policies within the manual with the most outdated revision and/or review date and have those policies reviewed and revised as necessary.

Policy: As Needed Policy Review and Amendments

As equipment, technology and procedures change it is sometimes necessary to change, add, or delete policies on an as needed basis. Any changes to this manual shall include the following procedures:

- Submit changes/additions/deletions in writing to an Operations Committee member.

- The member shall submit changes/additions/deletions in the format used for the manual to the Operations Committee for review.

- The Operations Committee shall make a recommendation to the Zone 4 Fire Chiefs either to approve or disapprove the change/additions/deletions.

- Once the recommendations are approved, corrections shall be made to the manual, and Heartland Communications Facility Director or designate shall make corrections available to each agency.

Drafted 2/23/09   APPROVED: 3/3/09

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A-3   RESOURCE GROUPING DEFINITIONS

Resources acquisitions through Mutual Aid or any other vehicle are done in groupings. These groupings may be of three types. The first type is single increment(s). The second is Strike Team, and the third is Task Force. Definition of these terms follows:

- Single resource - a single increment is an individual piece of equipment. This can include multiples or combinations of pieces of equipment.

- Strike Team - "Specified combinations of the same kind and type of resources, with common communications and a leader." Typically, in our case, this will involve engines, however, hand crews and dozers may also be grouped as Strike Teams. When requesting or providing strike teams, the kind and type must be determined and specified. The kind defines whether the resource is an engine, crew or dozer, and the type defines its specifications. Engines, for example, may be of Type I, II, III, or IV.

- Task Force - "A group of resources with a common communications and a leader temporarily assembled for a specific mission." A Task Force may be composed of any fire suppression or support resources and a leader. This could include fireboat, bulldozer, air tanker, or more frequently, a task force will be composed of two or three engines and a truck, or two engines and a watertender or resources of a nature to fulfill a specific and generally short term mission.

APPROVED: 06/06/89

REVISED: 06/20/02

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A-5   REQUESTING CHANGES TO RUN CARDS

An agency can make changes to their run cards at any time, as long as the changes do not affect another agencies equipment.

If a change does affect another agencies equipment, permission must be obtained from the affected agency prior to any change being done.

The procedure for this is as follows:

- Fill out Run Card Change Form.

- Obtain approval from the Agency that the change will effect.

- Once approval is obtained, a copy remains with the agency making the request, a copy remains with the agency that the change will effect, and a copy will remain with HCFA.

NOTE:

Please use one form per change. If there are multiple changes (different streets, locations, etc.) please use one form for each change.

Once approval is obtained, the change can be made on the Run Card. Cards will not be changed without the signed Run Card Change Form being signed by the agency that the change affects.

APPROVED: 11/3/2009

REVISED: 07/21/2009

RUN CARD CHANGE FORM

Agency making request: _____

Agency that change effects: _____

The following changes are requested. The agencies affected have given their approval for these changes, and have signed this form.

Describe changes: _____

_____

RUN CARD AREA / GRID   CODE TYPE: ALARM NUMBER:

_____   _____   _____

_____   _____   _____

_____   _____   _____

Date Change Effective: _____

**Signature of Requesting   Signature of Effected
Agency's Fire Chief   Agency's Fire Chief**

_____   _____

Date _____   **Date** _____

APPROVED: 11/3/2009
REVISED: 07/21/2009

Number: Title: Page 1 of 1

A-6   **TITLE IDENTIFICATIONS**

It is the intent of this policy to provide unity in identification among the Zone 4/5 fire departments. While there is no mandate that all departments must comply with these standards it is strongly recommended. Those items needing unity of identification may be added by submitting a proposal through a member of the operations committee who will initiate the proposal and refer it to the Fire Chiefs.

APPROVED: 09/01/91

REVISED: 06/20/02

Number: Title: Page 1 of 1

A-6.1   PHYSICAL IDENTIFICATION OF FIRE APPARATUS

Policy:

To identify standards for apparatus unit marking

FRONT LINE APPARATUS:

Front line apparatus shall have large high contrast reflective numbers on the front, rear, and on each side to facilitate ease of identification from a distance. Recommended sizes for identification numbers are at least 10″ numbers on the sides, and at least 9 1/2″ numbers front and rear.

*see attached examples of apparatus with large white reflective numbers.

These numbers should only be utilized on front line apparatus to avoid confusion and potential accountability issues with permanent numbers that do not correspond with the actual apparatus identification number.

RESERVE APPARATUS

Reserve apparatus should not have any permanent in-service identification to avoid confusion with other apparatus.

If a reserve is to be placed into service, it shall display the appropriate identifier for its assignment.

IDENTIFICATION PLATE CONFIGURATION

PLATES

For steel apparatus, only a blank surface area is needed.

For aluminum apparatus a steel plate painted the color of the apparatus (color is optional) shall be mounted on the front and rear of the apparatus to facilitate magnetic material. The dimensions shall be at least 9.5″ tall and wide enough to accommodate the appropriate designation.

LETTERING

Individual numbers cut from high contrast reflective magnetic material shall be placed onto the front and rear steel surfaces to identify a reserve apparatus that has been placed in-service. Rear numbers may be placed in a horizontal or vertical configuration to facilitate apparatus styles.

APPROVED: 09/01/91   REVISED: 06/20/02   REVIEWED 3/13/09

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A-8   LAST RESPONDER STATUS FOR PARAMEDIC AMBULANCES

ZONE 4

In order to assure maximum availability of paramedic ambulances, the following guidelines will be followed:

- Paramedic ambulances will go into 3rd or last responder status for scheduled TOTF training.

- Regularly scheduled tape critiques and other continuing education that is coordinated through Grossmont Hospital will be considered a legitimate use of the fifth responder designation.

Duty Chiefs wishing to use these medic ambulances for training or any other purpose not listed above that requires 3rd or last responder status, are to contact the Duty Chiefs for the other departments providing paramedic ambulance service to insure that other ambulances are available. The call will also serve as notice that an ambulance will be on unscheduled 3rd or last responder status.

APPROVED: 09/01/91

REVISED: 06/20/95

A-9   EARTHQUAKE OCCURRENCE & PROCEDURE

Upon the Heartland Communications Facility Authority becoming aware of the occurrence of an earthquake either through personally sensing a significant event or as directed by the ZDC, or Area Coordinator (Echo 1), the "AM Pager Test" shall be used to send the following message:

- "All Stations and Duty Chiefs, Heartland is now in "Earthquake mode." All agencies are to initiate their internal earthquake reaction plans. Any station suffering damage significant enough to disrupt the station's ability to provide service is to notify Heartland immediately on CMD 4F. All Duty Chiefs please immediately contact all of your stations and confirm that on duty personnel are accounted for and that all communication pathways are open and operating. Roll call for Duty Chiefs to proceed on CMD 4F in 15 minutes for damage report."

After fifteen minutes has elapsed, Heartland will begin a roll call of all Duty Chiefs in ascending numerical order for damage report only. This will be done on CMD 4F. If a unit has significant damage that will disrupt their ability to respond to an incident they are to come up on CMD 4F as soon as possible to inform Heartland.

Most agencies in Heartland have a policy of removing their engines and other rolling stock from their stations and moving to a pre-designated safe location away from the building. It is the unit's responsibility to do a complete and thorough test of the radio system.

If Heartland Dispatch does not get a roll call check from a Duty Chief, they will advise the ZC and ZDC.

All other emergency calls for assistance will be handled in the normal manner.

APPROVED: 06/20/02

REVISED: 09/03/10

Number: Title: Page 1 of 1
A-10   STRIKE TEAM/TASK FORCE OPERATIONS

The Strike Team/Task Force has become an effective tool in the emergency management of incidents of all types. The use of Strike Teams/or Task Force enables the responsible jurisdiction to make incident assignments on a team basis. Fire apparatus and crews, with a team leader, arrive as a team, work as a team, and are released or reassigned as a team.

Duties and Responsibilities

The Strike Team/Task Force Leader selected to command the strike team should be an experienced chief officer, knowledgeable in both structural and wildland fire control. Personnel responding to a Forest Agency or Master Mutual Aid request for overhead positions shall meet the training requirements established for the ICS position to be filled (STEN). Strike Team/Task Force leader shall meet all requirements outline within the (CICCS) system.

A list of certified Strike Team/Task Force Leader shall be maintain by the Operational Area Fire and Rescue Coordinator's dispatch center.

The Strike Team/Task Force Leader is responsible for:

1. Overall safety and condition of the strike team, personnel and equipment.

2. Movement of the strike team traveling to and returning from the emergency.

3. Operational deployment of the strike team at the incident, as directed by the Incident Commander, or other member of the Incident Management Team.

4. Familiarity with strike team operations, including assembling, responding, and directing the actions of the assigned units, keeping the team accounted for at all times. Provide a briefing which should include: introductions, incident information, expected conduct, obtain apparatus capabilities.

5. Assembling the units at the incident if the strike team is dispatched on an Initial Attack basis.

6. Contacting the OES AREP for assistance with problems encountered on the incident, including mechanical, operational, or logistical issues.

7. Ensuring your vehicle has adequate communication capability. (Firescope Field Operations Guide, ICS 420-1, Appendix A)

8. The safety of all personnel and apparatus during a deployment. This includes; emergency operations, while in staging areas, mobilization center, and when returning to home jurisdiction.

9. Maintaining positive public relations for the incident, the agencies represented on your strike team/task force, and the California Fire Service.

Approved 6 1 2010

10. At time of response you may be requested to respond directly to a Division/Group supervisor for active fireline assignment. As soon as possible the strike team leader should obtain a briefing for the Division/Group Supervisor.

11. Investigate and document any and all damage to equipment and apparatus. Provide a written report of findings to agency involved. Report and document all injuries sustained on the assignment.

Simply stated, the Strike Team/Task Force Leader must have the capability and experience for managing, coordinating, and directing the actions of fire companies at a wide variety of emergency situations. This includes maintaining all required records, and ensuring the logistical needs of all personnel are met during the entire activation of the strike team/task force.

A strike team/task force should include a strike team/task force leader trainee as a reimbursable member of the unit. The trainee will be covered under the strike team/task force order-request number and will only be identified on a separate OES F-42 when from a different agency than the strike team/task force leader.

OPERATIONAL PROCEDURES

The strike team/task force leader will receive instructions at the time of dispatch by the Communication Center. Information should consist of the following:

I.   INCIDENT ASSIGNMENT

   A.   **Incident Name, and Type**

   B.   **Incident Order Number**

   C.   **Request Number**

   D.   **Reporting Location and Travel Route**

   E.   **Obtain Strike Team Number**

           DO NOT CHANGE OR ALTER THIS NUMBER: it is yours from the beginning to the end of this period of mobilization

   F.   **Communication Frequencies**

Approved 6 1 2010

II.   RESPONSE MODE

The Requesting Agency should determine whether a Code-3 response is necessary.

For INITIAL ATTACK or IMMEDIATE NEED a Code-3 response is generally warranted for response within an Operational Area or to an adjacent Operational Area to PROTECT LIFE OR PROPERTY imminently threatened by the event.

If the assignment is a PLANNED NEED and will not begin until the next operational period, or a designated time subsequent to the next period, it will be determined how much time is needed for the resources to prepare and respond, and whether they will assemble at an established rendezvous point or at the incident. This will in turn determine the departure time of the resources. It is desirable for the resources to assemble and be briefed by the Strike Team/Task Force leader prior to arriving at the incident.

MODE	TIME FRAME	LOCATION OF INCIDENT
INITIAL ATTACK Usually a Code-3 response for protection of life and property	Instantly or as quickly as possible	* Closest Appropriate mutual aid resources within operational area or adjacent operational area. * Resources will normally rendezvous at the incident.
IMMEDIATE NEED May or May not be a Code 3 response	Instantly or as quickly as Possible	* Heartland resources (usually found on rotation list) respond. * May or may not rendezvous prior to arriving
PLANNED NEED Normally not a code 3 Response	Planned incident arrival time determines departure time. Should be able to be En-route to rendezvous Within 1 hour of request.	* The mutual aid resources within the zone rotation schedule, respond and and arrive at the incident with enough time to rest, brief and prepare the team, prep the apparatus, and equipment for the assignment. * Usually will rendezvous before departure and travel together.

The Strike Team/Task Force leader reports to a Division/Group Supervisor and is responsible for performing tactical assignments assigned to the Strike Team or Task Force. The leader reports work progress, status of resources, maintains work records on assigned personnel, and relays other important information to their supervisor.

- Review Common Responsibilities, Found in Chapter 1 or the Firescope "Field Operations Guide".
- Review assignments with subordinates, and assign tasks.
- Monitor work progress and make changes when necessary.
- Coordinate activities with adjacent strike teams, task forces and single resources.
- Travel to and from active assignments area with assigned resources.
- Retain control of assigned resources while in available or out-of-service status.
- Submit situation and resource status information to Division/Group Supervisor.
- Maintain Unit/activity log (ICS Form 214)

Strike Team Requirements

Personnel
Proper safety equipment is required for all members of any strike team. This consists of full structural safety clothing and full wildland safety clothing.

Strike Team Leader Vehicle
The vehicle must be separate with mobile and portable radio capabilities on all white and red nets, and full code three equipment. A cellular phone is recommended.

Engines
Seating must be provided for all personnel. The engines must meet the equipment and criteria requirements for the configuration of strike team each engine is part of. The engine must have red net on its radio. It is recommended the engines be configured also of same fuel type.

Strike Team Leader Kit
Each leader should carry at least the following for proper administration of his/her duties.
- Maps and mileage charts
- Purchase orders or other financial documents (agency specified).
- Credit Cards.
- Timekeeping/Activity records
- Field Operations Guide ICS 420-1
- Strike Team Placards
- Personnel and equipment information sheets, including phone numbers for emergency notification.
- Set of ICS 200 series forms.
- OES Forms

Approved 6 1 2010

Each individual strike team member or agency must provide for its personnel needs (i.e., grab bay, feeding, fuel, repairs, financial or injury documents).

Extended Strike Team assignments can occur that require some preparation for the period one would be gone. Below are some suggested items that have readily Available in a grab bag:

- Toilet kit (toothbrush, shaver, soap, etc.)
- Medication (if needed)
- Aspirin
- Towel
- Hygiene supplies
- Undergarments
- Bathing suit/shorts
- Something cool to sleep in during the day
- Two sets of uniforms (class b)

Each Engine Company shall keep a Unit Log of their Assignment, Actions and Major Events in addition to all reports and records required for normal activity. A copy shall be supplied to their Strike Team Leader upon completion of each Operational period.

Forms necessary for reimbursement shall be filled out and submitted through Proper channels before demobilization.

Not withstanding specific MOU practices, relief of committed strike team crews Are encouraged to adhere to the following:

- Personnel assigned to a Strike Team should plan on a 14 day assignment. All relief's that take place on the Strike Team will be run through the Strike Team Leader. The Strike Team Leader can request early relief through the Incident Commander. However, relief without written permission of the Incident Commander is not reimbursable.

- Those persons requiring relief before the above criteria (i.e., volunteers, scheduled vacation, etc.) are required to notify their agency prior to responding on a strike team.

- Strike Team Leaders are responsible to see that all engine operators are rested adequately to ensure safe vehicle operation. Drivers that have been awake for more than 17 hours, including work and travel time, and the travel time upon release from the incident is more than 30 minutes, will not be allowed to drive until they have obtained 8 hour rest.

- ALL RELIEF WILL BE ARRANGED THROUGH THE STRIKE TEAM LEADER following communications between himself/herself and the home agency. If an agency representative is assigned, the position could assist in the relief arrangement.

CODE OF CONDUCT FOR STRIKE TEAMS

1. No alcohol or illegal drugs will be transported or consumed at any time.

2. Normal radio procedures will be utilized. Radio traffic between units will be kept to a minimum.
3. This in not a vacation.

4. Know whom you are working for.

5. Limit the procurement of equipment to what is needed.

6. All equipment issued at the incident must be returned before you are demobilized. Theft of equipment is a crime.

7. Crews will maintain a state of readiness when not assigned.

8. While resources are unassigned, personnel shall conduct themselves in a professional manner.
9. Maintain and wear all safety clothing.

10. Wear appropriate clothing that reflects your agency or as determined by the incident.
11. Your actions are a reflection of your organization.

12. Do not enter any residence without the owner's permission except to fight a fire in that structure. Respect the property of the residents you are protecting.

13. If assigned to commercial lodging for off shift rest, know and comply with the proper procedures and policies.

DO AND DO NOT OF STRIKE TEAMS

DO NOT:

- **DO NOT** bring non-fire related equipment on engines (i.e.mattresses, etc) If it doesn't fit in the compartment, do not take it. You are responding to an emergency.
- **DO NOT** have major repairs done on OES engines, without OES authorization. You may have to pay the bill yourself. This includes tires and batteries. (Refer to "Procedures and Policies - OES Engines" in the manual)

DO:

- **DO** be prepared to be unsupported for 24 hours

- **DO** provide staffing of three or four firefighters, safely belted in the cab of the apparatus. All personnel must have full turnouts for structure fires, and all required wildland personal protective equipment. All members will wear and use PPE when appropriate.
- **DO** take a change of clothing, toothbrush, soap, towel, sleeping bag, and air mattress. Rations should be carried on the engine for emergencies. Take cash, credit cards and get receipts for all purchases. Do take an ice chest for crew, to be stored in a compartment. A small portable radio/TV is permissible. Bring reading material, camera, etc. (Caution: Lost or damaged personal items may not be replaced or repaired by the incident.)
- **DO** notify your OES Operational Area and or Region Dispatch Center on a daily basis.
- **DO** treat all firefighters, officers, and the public with respect.
- **DO** contact your fire department by phone once every 24 hours. The person in charge of the engine should report to headquarters the following information:

    1. Condition of personnel
    2. Condition of equipment
    3. Location - who or where you are assigned
    4. Length of stay or assignment, if known
    5. Relay messages to be passed on to families or staff

- **DO** call OES Fire and Rescue Branch Headquarters by phone 24 Hours at (916) 845-8911 (ask for Fire Duty Officer), if a mechanical problem occurs on the way to or form an assignment. They will advise you how to handle the problem.

Approved 6 1 2010

Heartland Communication center will maintain the following:

Rotation of strike team leaders

Rotation of strike team engines

Approved 6 1 2010

Number: Title: Page 1 of 4

A-11   ZONE COORDINATOR, ASSISTANT ZONE COORDINATOR & ZONE DUTY CHIEF

ZONE COORDINATOR

PURPOSE:

This policy identifies the duties of and establishes procedures for the notification of the
Zone Coordinator.
ZONE COORDINATOR:

Shall be responsible for the coordination of Suppression and Rescue Resources within
ZONE 4 during multiple or large incidents which require Automatic and/or Mutual Aid resources.
Basic duties will include, but not be limited to:

1. Shall be the liaison to the Operational Area Fire and Rescue Coordinator.

2. Shall be the Chair of the Zone Fire Chief's meeting.

3. Shall be the liaison to other Zones within San Diego County.

4. The Zone Coordinator shall be notified HCFA Communications Center as follows:

    a. All third or greater alarms

    b. Working High Wildland incidents

    c. Any request for Strike Teams

    d. Any requests for Mutual Aid

    e. Any request by Area Fire Rescue Coordinator for out of Zone Mutual Aid that may have a potential impact on Zone 4

    f. Any large or unusual incidents within ZONE 4, which may have a potential impact on

        ZONE 4

    g. Severe weather warnings

    h. Any notifications to HCFA of unusually serious fire weather conditions

    i. Any incidents occurring in the State or County or which could impact ZONE 4

    j. Any earthquake or natural disaster

    k. Strike Team updates from Zone Strike Team Leaders

    l. Release of ZONE 4 Strike Teams

5. The Zone Coordinator shall be elected for a 3 year term at the first regular ZONE 4 Fire Chiefs meeting after the beginning of the calendar year.

6. The Zone coordinator shall be the Fire Chief from one of the ZONE 4 Fire Agencies.

7. The Zone Coordinator shall notify the Assistant Zone Coordinator and Zone Duty Chief when they will out of town.
Note: CVFCC will notify HCFA of any occurrence of a,b,f,i above.
       HCFA will notify CVFCC of c,e,f,g,h,i,j,k,l above.

APPROVED: 06/25/02

REVISED: 07/01/04

A-11   ZONE COORDINATOR, ASSISTANT ZONE COORDINATOR & ZONE DUTY CHIEF

ASSISTANT ZONE COORDINATOR
PURPOSE:

This policy identifies the duties of and establishes procedures for the notification of the
Assistant Zone Coordinator.

ASSISTANT ZONE COORDINATOR:

Shall assist the Zone Coordinator as needed and serve as the Zone Coordinator in his or her absence.

1.   Shall be the liaison to the Zone Operations committee.

2.   The Assistant Zone coordinator shall be notified HCFA Communications Center as follows:

    a.   All third or greater alarms

    b.   Working High Wildland incidents

    c.   Any request for Strike Teams

    d.   Any requests for Mutual Aid

    e.   Any request by Area Fire Rescue Coordinator for out of Zone Mutual Aid that may have a potential impact on ZONE 4

    f.   Any large or unusual incidents within Heartland, which may have a potential impact on ZONE 4

    g.   Severe weather warnings

    h.   Any notifications to HCFA of unusually serious fire weather conditions

    i.   Any incidents occurring in the State or County or which could impact ZONE 4

    j.   Any earthquake or natural disaster

    k.   Strike Team updates from Strike Team Leaders

    l.   Release of ZONE 4 Strike Teams

2.   The Assistant Zone Coordinator shall be elected for a 3 year term at the first regular ZONE 4 Fire Chiefs meeting after the beginning of the calendar year.

3.   The Assistant Zone coordinator shall be the Fire Chief from one of the ZONE 4 Fire Agencies.

4.   The Assistant Zone Coordinator shall notify the Zone Coordinator and Zone Duty Chief when they will out of town.

Note: CVFCC will notify HCFA of any occurrence of a,b,f,i above.
       HCFA will notify CVFCC of c,e,f,g,h,i,j,k,l above.

APPROVED: 06/25/02

REVISED: 07/01/04

Number: Title: Page 3 of 4

A-11   ZONE COORDINATOR, ASSISTANT ZONE COORDINATOR & ZONE DUTY CHIEF

ZONE DUTY CHIEF

PURPOSE:

This policy identifies the duties of and establishes procedures for the notification of the
Zone Duty Chief.

ZONE DUTY CHIEF:

Shall assist the Zone Coordinator as needed, shall act as the Zone Coordinator in the absence of both the
Zone Coordinator and Assistant Zone Coordinator. **Shall acknowledge notifications page.**

1. The Zone Duty Chief shall be notified by HCFA Communications Center as follows:

    a.   All second or greater alarms

    b.   Working Medium or High wildland incidents

    c.   Any request for Strike Teams

    d.   Any requests for Mutual Aid

    e.   Any request by the Area Fire Rescue Coordinator for out of Zone Mutual Aid that may have a
         potential impact on ZONE 4

    f.   Any large or unusual incidents within Zone 4, which may have a potential impact on
         ZONE 4

    g.   Severe weather warnings

    h.   Any equipment failure in the HCFA Communications Center

    i.   Any notifications to HCFA of unusually serious fire weather conditions

    j.   Any incidents occurring in the State or County, which could impact ZONE 4

    k.   Any specialized equipment out of service

    l.   Any earthquake or natural disaster

    m.   Strike Team updates from Strike Team Leaders

    n.   Release of ZONE 4 Strike Teams

    o.   Any other unusual circumstance or prolonged activities, which may require his/her attention

    p.   Move-up of engine companies

    q.   As requested

Note: CVFCC will notify HCFA of any occurrence of a,b,f,g,k,l,o above.
       HCFA will notify CVFCC of k,l,m,n,o. It will be CVFCC's responsibility to notify their
       respective BC's or Duty Chiefs.

Note: IF 5201 is ZDC, HCFA will notify CVFCC to have 5201 contact HCFA.

APPROVED: 06/25/02

REVISED: 07/01/04

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A-11   ZONE COORDINATOR, ASSISTANT ZONE COORDINATOR & ZONE DUTY CHIEF

2. The Zone Duty Chief duties shall include, but not be limited to:

    a.   Recall of HCFA personnel

    b.   Dispatch of resources out of Zone

    c.   Requesting out of Zone resources

    d.   Coordination of cover companies

    e.   Prioritization and dispatching of non-life threatening and public service incidents

    f.   Notification and status updates to all ZONE 4 Chiefs and the Zone Coordinator

    g.   Authorization of essential emergency repairs to communications system

    h.   Shall be responsible to make relief for Strike Teams or strike team members on a regular or emergency basis

    i.   Communication with jurisdictional Duty Chiefs on personnel and resource status.

3. The Zone Duty Chief shall be rotated weekly among ZONE 4 Fire Chiefs. The Zone Coordinator and Assistant Zone Coordiantor shall not be included in this rotation.

4.   The rotation of the Zone Duty Chief shall occur at 0800 A.M. on each Monday. Should that Monday be
    a recognized Holiday by the Heartland Communication Facility Authority the rotation shall occur on Tuesday at 0800 A.M.

NOTIFICATION PROCEDURES HCFA:

The following procedures shall be utilized to notify the Zone Duty Chief.

1. By Alpha mate Pager

2. By Telephone Pager (if available)

3. By Telephone

If a response is not received within five minutes an attempt will be made to contact the individual by telephone at their home or office. If they are not available, contact the Zone Coordinator, or in their absence the Assistant Zone Coordinator.

When receiving notification the Zone Duty Chief shall immediately contact the Communications Center via telephone or radio, advising them they have received the notification.

SUMMARY:

This policy can no way cover all of the instances or situations, which may require the attention the Zone Duty Chief. If a doubt exists in your mind whether a notification should occur notify the Zone Duty Chief and ask.

NOTE: IF 5201 is ZDC, HCFA will notify CVFCC to have 5201 contact HCFA.

APPROVED: 06/25/02

REVISED: 07/01/04

Number:	Title:	Page 1 of 1
A-12	TRAINING STATUS	

Definition: Training Status for the purpose of this policy shall mean the resource is not available for immediate dispatch.

In order to assure maximum availability of Fire Department resources, the following guidelines will be followed:

Fire Department resources will go into training status when scheduled for color group training at TOTF or other training that has been coordinated on a zone-wide basis. This can be accomplished by notifying Heartland Dispatch via Zone 3A talkgroup or by telephone. Information relayed to dispatch should include estimated length of training commitment.

Any Department that wishes to designate any equipment as training status for reasons other than those previously scheduled as above, should take into consideration District and Zone Coverage. Duty Chiefs of neighboring jurisdictions should be contacted to coordinate and ensure coverage is available.

If for any reason the neighboring jurisdiction is unable to provide coverage, the agency will be responsible for providing coverage for their own training status equipment.

Agencies should avoid placing units into training status during the following conditions:

- Lack of coverage available to cover the appropriate area.

- High incident activity or large commitment of resources in the Zone.

- Conditions that would indicate increased call volume (Critical Weather, Large Events, etc.)

Company officer shall notify Heartland Dispatch when unit is off training status and available for immediate dispatch.

APPROVED: 05/06/95

REVISED: 04/14/11

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A-13   SECURITY BOXES/KEY SAFES

Heartland Zone utilized a two-key access system. One key provides access into building security lock boxes, and is referred to as the security key. The other key is utilized for access gates and systems and is referred to as the access key.

SECURITY LOCK BOXES

Lock boxes are provided on exterior of buildings to facilitate emergency access and reduce forcible entry. There are two lock box systems which may be used: (1) Owner of the building may purchase a sturdy box to be equipped with a Heartland master cylinder lock or padlock; or (2) A Heartland approved lock box (Knox box). Whichever method is selected, the box should be installed from 8 to 10 feet above grade near main entry of building.

The following procedures apply for installation, use and security of lock boxes:

1. The Fire Marshall or his designated representative from the Fire Department will approve the location of the lock box prior to installation.

2. Persons desiring to order and / or install a lock box will coordinate their request with the Fire Prevention Bureau.

3. Once the lock box is installed, the ower / manager will notify the Fire Prevention Bureau,who will arrange to have an engine or Truck Company respond to the building and secure the lock box. The owner / manager will label all keys and cards. These, along with elevator operating instructions (if applicable) will be placed inside the lock box.

4. Heartland coded lock boxes will not be installed for the purpose of providing a means for unlocking access gates or opening electrically controlled gates.

5. A separate Heartland Code is utilized for controlled access to gates, chains, doors, etc....All controlled access ways in the Heartland Zone utilize the same key code.

APPROVED: 09/01/91

REVISED: 06/20/02

KEY SAFES

Security keys are in sole custody of the Heartland Zone and will open lock boxes in our jurisdiction only. Security keys will be kept inside a dashboard combination lock box installed in all engines, Rescues, and Trucks. A Heartland access master key is also kept inside this security box. Keys are to be returned to that location immediately after each use. The Company Officer will verify that keys are in place after each use and at the end of each shift. Entry of this verification shall be made in the station log. At no time will the security master key be placed on the key ring with of the keys or carried on any person.

Access keys are to be carried in the combination dashboard box whenever one is provided. Access keys will be issued at the discretion of the Fire Chief.

Master keys shall be given top priority by all personnel. Lost keys shall be reported immediately to the Duty Chief followed by a written report within 24 hours to the Chief. A thorough investigation shall be conducted of each incident of a lost key.

All keys shall be stamped or engraved with an identification number by first in district suppression companies in the following manner:

Each key identification number will be preceded by a letter designator.

S – will be utilized on security box keys

A – will be utilized on access keys.

The letter designator will be followed by a numbering system that identifies the department and unit to which the key is assigned.

Number: Title: Page 3 of 3

A-13   SECURITY BOXES/KEY SAFES

ZONE 5

South Bay Zone utilizes a key access system. The key provides access into building security lock boxes, and is referred to as the Knox Security Key.

Lock boxes are provided on exterior of buildings to facilitate emergency access and reduce forcible entry. The system used in the South Bay is an approved lock box (Knox Box). The box should be mounted at the front of the building at least 7 feet off the ground.

The following procedures apply for installation, use and security of lock boxes:

1. The Fire Marshal or his / her designated representative from the Fire Department will approve the location of the lock box prior to installation.

2. Persons desiring to order and / or install a lock box will coordinate their request with the Fire Prevention Bureau.

3. Once the lock box is installed, the owner / manager will notify the Fire Prevention Bureau, who will arrange to have an Engine or Truck Company respond to the building and secure the lock box. The owner / manager will label all keys and cards. These, along with elevator operating instructions (if applicable) will be placed inside the lock box.

4. Each agency in Southbay has their own key code.

APPROVED: 09/01/91

REVISED: 06/20/02

Number: Title: Page 1 of 4

A-14   MOVE-UP POLICY

PURPOSE:

Move-ups of engine companies are performed to provide adequate emergency coverage.

It is the responsibility of HCFA Staff to monitor the status of coverage within Zone 4. Move-ups performed by the dispatch center are limited to the guidelines given herein. The Zone Coordinator or his Designate shall determine move-ups under all other circumstances.

PROCEDURE:

Move-ups shall be initiated by dispatch after they have confirmed commitment of the companies creating the need for a move-up, or when additional alarms are requested.

All move-ups are Code 2, unless otherwise requested.

Move-ups of Truck companies shall be done at the discretion of the Zone Coordinator or his Designate as they determine.

The following stations have been identified as cover stations. These stations should be kept filled whenever that unit and the immediately surrounding units are committed for an extended period.

STATIONS TO COVER

1	10	17
3	11	18
4	13	22
6	15	34
8	16	37

Example:

Cover station 4 when Engines 4, 1, 5 and 9 are committed, or cover station 6 when Engines 6, 8, 9 and 19 are committed for an extended period. This concept would follow throughout the zone.

Move-up companies should be from the unaffected areas.

REVISED: 10/2009

APPROVED 11/3/2009

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A-14   MOVE-UP POLICY

STATION TO COVER	UNITS COMMITTED	PRIMARY	SECONDARY	THIRD	FOURTH	FIFTH
1	1, 2, 3	21	34	10	Zone 3	38
3	3, 8, 26	21	38	13	Zone 3	7
4	4, 1, 5, 9	13	38	10	Zone 3	34
6	6, 8, 9, 19	10	38	13	Zone 3	21
8	8, 6, 19, 23	13	34	4	Zone 3	38
10	10, 14, 210	2	19	7	Zone 3	38
11	11, 12, 13	2	19	34	Zone 3	38
13	13, 11, 14, 21	4	38	19	Zone 3	34
15	15, 14, 16, 22	38	2	19	Zone 3	7
16	16, 10, 14, 210	19	34	4	Zone 3	38
17	17, 25	19	7	4	Zone 3	10
18	18, 8, 23	21	10	34	Zone 3	7
22	22, 8, 15, 23	38	10	4	Zone 3	13
34	34, 31, T34	21	7	19	Zone 3	26
37	39, 36, 37	38	19	7	Zone 3	2

NOTES:

At eight (8) minutes dispatch will check with the IC to determine resource commitment before move-ups are initiated, or when initial units are committed (i.e. second alarms).

Move-ups should be started when on scene units will be committed more than thirty (30) minutes.

Dispatch shall notify the Duty Chief of both agencies when a move-up occurs and when a move-up is released.

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A-14   MOVE-UP POLICY

STATION COVERAGE

A plan has been established on the CAD which will allow the automatic dispatching of Zone 4 resources to backfill each agencies stations during times when emergency responses leave stations uncovered. These move-ups are meant to be for short durations during events which last four (4) hours or less unless approved by the Zone Duty Chief and affected agencies.   During long term events, each individual agency will backfill their respective stations. Knox boxes will be provided in all stations for move-up units to utilize.

San Diego Fire units have been established in the CAD rotation to provide resources to move to cover Zone 4 Stations.

Zone 4 agencies will provide resources to move to cover San Diego Stations if requested. The following Zone 4 units may be used 7, 10, 11, 19, 26, 34, 36, 38.

Note: The move-up policy matrix is for normal day to day activity, during major incidents or events the matrix may be superceded and move ups made according to all activity in Zone 4 at the request of the IC, an Agency Duty Chief or the communications center with the assistance of the ZDC.

San Diego to Zone 4

> ➢ HCFA requests move up unit from San Diego.
> ➢ San Diego enters incident in their CAD for Move-Up unit and HCFA enters Move- up incident.
> ➢ San Diego unit to monitor HCFA Zone.
> ➢ San Diego unit to monitor HCFA Dispatch once available in Zone 4 districts.
> ➢ HCFA will provide Thomas Bros. Map pages for San Diego unit responses, during verbal dispatch.
> ➢ San Diego units must provide verbal status changes to HCFA while in Zone 4.
> ➢ San Diego units may not be used for strike team assignments while in Zone 4. HCFA will fill for San Diego unit with Zone 4 unit.
> ➢ San Diego units will be responsible for NFIRS reports for any incidents they respond to while in Zone 4.

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A-14   MOVE-UP POLICY

San Diego requests move up unit from HCFA.

➢ San Diego enters incident in their CAD for Move-Up unit and HCFA enters Move- up incident.

➢ Zone 4 unit to monitor San Diego Admin during move-up.

➢ Zone 4 unit to monitor San Diego Dispatch for responses once available in San Diego.

➢ San Diego will dispatch and monitor status of Zone 4 units while in San Diego area. San Diego will notify HCFA of all responses for Zone 4 move-up units.

➢ San Diego will provide Thomas Bros. Map pages for the Zone4 unit responses, during verbal dispatch.

➢ Zone 4 units must provide verbal status changes to San Diego while in San Diego.

➢ Zone 4 units may not be used for strike team assignments while in San Diego

➢ Zone 4 units will be responsible for NFIRS reports for any incidents they respond to in San Diego

Move up box and supplies

➢ The "Access" Knox key will be utilized for access to all Move-up Stations.

➢ A "Security" Knox key may also be placed in the Knox Box for full district coverage (discretionary).

➢ If a code is required for Move-up Station access, the code information is to be available in the CAD system.

➢ A Move-up Box is to be utilized by each Move-up station with MOVE UP BOX labeling. The Box will consist of the appropriate run maps, apparatus door opener, special access keys with labeling, and necessary pre-fire plans (pre-fire plans discretionary), and paper based incident report forms.

➢ A standard location for the Move-up Box placement will be in the immediate area of the entry point or by the run printer. If these locations are not utilized, specific directions to its placement are to be placed in the Knox Box.

➢ Each agency needs to reinforce the need for the Move-up Box to be maintained (placement and contents).

➢ It will be the responsibility of each agency to ensure that their prospective station(s) meet these requirements.

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HCFA and CVFCC shall communicate with each other regarding the need for any move-up requests within Zone 4.

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Move-up units shall respond on the requesting dispatch center's "Zone" talkgroup (HCFA Zone or CVFCC Zone)

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   except for Chula Vista. San Diego unit to monitor SMA CMD 4 once available in Chula Vista

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NFIRS Completion for Firehouse

The current Report Management System (RMS) being utilized by Heartland Fire Communications Authority (HCFA) is provided by Firehouse Software. The RMS is a separate system from the Computer Aided Dispatch (CAD) and performs different functions. Data that is created in CAD is transferred to RMS after the incident has been closed. To allow each agency to manage its own data, each department has its own partition or section within the database and security settings only allow a user to access their own agencies' records. These limitations are the basis for this incident reporting policy.

Basic Report Requirements

The RMS system is configured to place an initiated, incomplete NFIRS report in each agencies individual database for each incident. This initiated report will be created based on FDID of responding units and the agency having jurisdiction.

All initiated reports shall be completed. No incomplete reports. It will be the responsibility of each agency to determine how to make sure all reports are completed and finalized.

If an agency needs information from another agency to complete their incomplete report, the agency having jurisdiction (requesting agency) will initiate a request for a copy of their completed NFIRS record from auto aid provider.

If the agency having jurisdiction is filling a records request, they will initiate a request for copies of reports from agencies that provided aid.

Auto Aid reports

If an incident occurs within the boundaries of a jurisdiction that has no units available, and outside units respond to the incident, the receiving agency will have the incident created in their database but will be unable to finalize the report without local personnel assigned to the incident. To solve this without affecting statistics in an adverse way the following procedure should be utilized:

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An entry should be made into the staff section of firehouse that represent each agency in Heartland.

The "LAST NAME" field should state: "Auto/mutual aid personel".
The "FIRST NAME" field should state the agency name, IE "Lakeside"
 The STAFF ID field should show the agency number IE: Lakeside =4100

During completion of the report the fictitious name shall be placed under the "Units and Personnel" tab, in the Personnel section.

Utilizing this standard Heartland wide will ensure that reports can be saved without statistics being affected (these fictitious units can be filtered out).

PROPOSED: 7/21/09   APPROVED: 11/3/09

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A-16   USAGE OF HCFA 800 MHz FREQUENCIES BY NON-FIRE PARAMEDIC AMBULANCES

CENTRAL ZONE

Usage of the HCFA 800 MHz frequencies will be limited to HCFA incidents ONLY. The non-fire paramedic or BLS units should communicate directly with their dispatch agency for response status updates. Their dispatch agency and/or HCFA will communicate directly with each other regarding response status updates of the non-fire resource. Non-fire paramedic or BLS units will typically be assigned to use the following HCFA or RCS 800 MHz radio system talk groups when responding or working with Central Zone resources.

- H1 Talkgroup 3   3A (Zone) to obtain or give HCFA Dispatch information.
- H1 Talkgroup 3   CMD/TAC 3B through 3M as assigned to communicate with HCFA units.
- H2 Talkgroup 4   CMD/TAC 4B through 4G as assigned to communicate with HCFA units.
- H2 Talkgroup 4   DISP 4M will only be used by Dispatch (incident dispatching)
- H3 Talkgroup 5   CMD/TAC 5C through 5K as assigned to communicate with HCFA units.

Frequencies will be assigned by HCFA at time of dispatch. After all units are on scene at scene and assigned a task, all incident related traffic should be conducted on Tactical Channels, thus leaving the Command Frequency open for appropriate Command communications.

APPROVED: 09/01/91

REVISED: 03/15/11

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A-17   REPLACEMENT OF SPECILIZED APPARATUS IN CAD

Back-up apparatus being used to replace specialized apparatus such as trucks, brush engines, light and air units, rescues, etc..., which are out of service and are offered for auto or mutual aid as a specialized apparatus, shall possess essentially the same capabilities and functions as the unit being replaced.

When the back-up apparatus is placed into service, the dispatch center will be advised of the change. The dispatch center will configure the apparatus in CAD and notify the duty chiefs throughout the zone of the change via pager.

Within their own jurisdiction, an agency may utilize a back-up apparatus which does not match the essential capabilities and functions of the specialized apparatus being replaced. The agency must modify their run cards to cause the apparatus to be dispatched as the agency intends.

_____
_____
ZONE COORDINATOR   **OPERATIONS CHAIR**
                         APPROVED: June 2007

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B-1   EXPLOSIVE DEVICE – CALL HANDLING

Threat only

- Notify the appropriate law enforcement agency of the incident.
- Notify the Jurisdictional Duty Chief and dispatch one engine company.

Device has been located

- Notify the appropriate law enforcement agency of the incident.
- Notify the Jurisdictional Duty Chief and dispatch one engine company.

Note: Some agencies have policies where they are not to use the radio or status messaging after they have gone responding, so do not become alarmed that they have not gone on scene.

Each agency may have its own policy or procedure when dealing with reported bomb incidents.

The following procedure shall be followed by dispatch:

- The appropriate law enforcement agency will be advised of the incident.
- The duty chief of the appropriate fire agency will be notified and asked for directions.

APPROVED: 09/01/92

REVISED: 4/18/11

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B-2   HAZARDOUS MATERIAL INCIDENTS

In most instances the Fire Department is responsible for the management of hazardous materials releases. On roadways the management of releases is usually the responsibility of the law enforcement agency with traffic investigation responsibility. However in some cities through agreement the Fire Department is responsible for all releases including those on the roadway.

For those incidents that are the responsibility of the law enforcement agency a unified command should be established. Many times the Fire Department will have to assume command and manage incidents until someone from law enforcement arrives.

The initial response to reported or suspected hazardous materials releases should be a full first alarm assignment. Officers should not allow "single engine" responses for incidents unless they are sure the incident has no potential of escalating.

Upon arrival first responders should institute ICS, including identifying a safety officer. Priorities should include:

1. LIFE SAFETY

2. INCIDENT STABILIZATION

3. PROPERTY CONSERVATION

4. ENVIRONMENTAL PROTECTION

5. CONSIDER TERRORIST ACTIVITIES

6. DETERMINE SITE/INCIDENT FISCAL RESPONSIBILITY

To accomplish these priorities companies should isolate, identify, contain and control products if they can safely do so. It is recommended that the Hazardous Incident Response Team (HIRT) be contacted as well as other technical experts for advice. If needed, the county Department of Enviornmental Health (DEH) Haz Mat team should also be requested to respond.

Remember when the HIRT team arrives they do not assume command or take control of the incident, they are a resource to be used by the incident commander to help manage the incident.

Establishing safety zones is very important in the safe management of hazardous materials incidents. If personnel are sent into exclusionary zones, hazard zones, "hot zones" decontamination procedures must be instituted and medical personnel should be onscene. Always try to expose as few people as possible.

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B-3   HIGH-RISE BUILDING OPERATIONS

INTRODUCTION

Considerations as to span-of-control, building size and occupancy, plus the many variables involved in building design and construction, combine to make each high-rise emergency operation extremely unique.

The following definitions and functions are designed to clairify throughout the Heartland Zone the terminology to be employed in all high-rise when incoporating the Incident Command System.

I. INCIDENT COMMANDER (I.C.)

> A.   The officer responsible for the management of all incident operations.

> B.   The first arriving DUTY CHIEF assumes this position and will maintain command until officially relieved by the FIRE CHIEF. He shall establish the locations of the Incident Command Post (I.C.P.) and Base and notify the Dispatch Center of their locations.

> C.   He establishes the required organizational elements.

> D.   He plans the initial overall strategy for the control of the incident.

> E.   He establishes the minimum number of companies held in reserve at Base and Staging and informs the officers in command of these functions with the minimum established number. These minimums may change depending on the magnitude of the incident.

> F.   Requests for additional companies and / or equipment are made through the Incident Commander only.

II. PLANNING SECTION CHIEF (PLANS)

> A.   The PLANS CHIEF reports directly to the INCIDENT COMMANDER.

> B.   The first arriving DUTY CHIEF assumes the PLANS CHIEF'S responsibilities when relieved of command by the FIRE CHIEF.

> C.   He / She assists the INCIDENT COMMANDER in planning his overall strategy.

> D.   He / She provides a point of contact for assisting agencies i.e., Police, Water, Gas & Electric, etc.

> E.   He coordinates and supervises the activities of the following functions:

>> 1.   <u>STATUS OFFICER</u> (STATS)

>>> a.   Creates and maintains a display of current situation and resource status which includes a roster of command personnel, resources, specialized equipment and functions.

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REVISED: 10/09/02

B-3   HIGH-RISE BUILDING OPERATIONS

          b.   Through the PLANS CHIEF he keeps the INCIDENT COMMANDER, OPERATIONS CHIEF, LOGISTICS CHIEF and the PUBLIC INFORMATION OFFICER informed of the current incident status.

          c.   Consults with the PLANS CHIEF about additional functional commitments and specialized resources.

     2.   <u>SAFETY OFFICER</u> (SAFETY)

          a.   Identifies hazardous situations.

          b.   Advises the command officers and all personnel of matters affecting safety.

          c.   Investigates accidents that occur during the incident and makes arrangements for medical and / or transportation assistance.

          d.   Identifies current or potential inter-agency problems and informs the PLANS CHIEF.

III.   PUBLIC INFORMATION OFFICER (P.I.O.)

     A.   Subordinate to the INCIDENT COMMANDER.

     B.   He / She provides liaison between the media and the INCIDENT COMMANDER.

     C.   Prepares press briefings.

     D.   Coordinates fire investigation.

IV.   OPERATIONS CHIEF

     A.   The second arriving DUTY CHIEF will assume this position.

     B.   Reports directly to the INCIDENT COMMANDER

     C.   Consults with the INCIDENT COMMANDER regarding the overall strategy and tactics to be employed.

     D.   Assigns and supervises the various division supervisors.

     E.   Keeps the INCIDENT COMMANDER abreast of the status of his command.

     F.   Establishes his operational BASE above ground in proximity of the fire suppression activities.

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B-3   HIGH-RISE BUILDING OPERATIONS

     G.   Maintains appropriate status sheet.

     H.   He / She is in command of all operations above STAGING including suppression, rescue, evacuation, ventilation and salvage.

V.   DIVISION SUPERVISORS

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                        ┌──────────────────┐
                        │ OPERATIONS CHIEF │
                        └──────────────────┘
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FLOOR NO.	FIRE FLOOR GROUP	SALVAGE GROUP	RESCUE/EVAC GROUP	VENTILATION DIV.	FIRE NO.
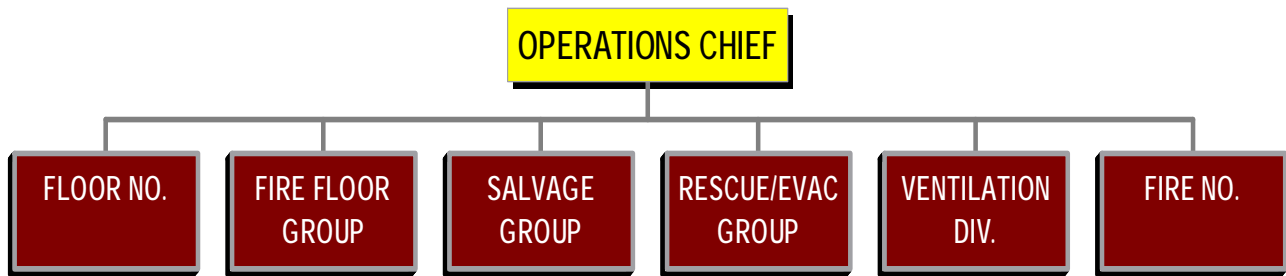
     A.   DIVISION SUPERVISORS report directly to the OPERATIONS CHIEF.

     B.   Are in command of a geographical or functional division such as:

          1.   DIVISION 6: Fire Supersession activities on the 6th floor (geographical).

          2.   OPERATIONS GROUP: Responsible for all rescue and evacuation within the structure (functional).

          3.   SALVAGE GROUP: Responsible for salvage operations regardless of the area or number of floors affected (functional).

          4.   VENTILATION DIVISION: Responsible for all smoke And heat removal (functional).

     C.   Coordinates and supervises the activities of the personnel assigned to their division.

     D.   Continually evaluates the conditions of the division and keeps the OPERATIONS CHIEF informed.

VI.   LOGISTICS CHIEF (LOGISTICS)

     A.   A DUTY CHIEF will usually be assigned this function and reports directly to the INCIDENT COMMANDER.

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B-3   HIGH-RISE BUILDING OPERATIONS

    B.   In command of BASE, LOBBY, STAGING, STAIRWELL SUPPORT and AIR SUPPORT.

    C.   Operational location varies depending on where functions require assistance.

    D.   Responsible for the procurement of additional communications systems.


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                          ┌──────────────────┐
                          │  LOGISTICS CHIEF │
                          └──────────────────┘
    ┌──────────┬────────────┬──────────────┬──────────────────┬──────────────┐
┌─────────┐ ┌─────────┐ ┌──────────────┐ ┌──────────────────┐ ┌─────────────┐
│ STAGING │ │  BASE   │ │ LOBBY CONTROL│ │ STAIRWELL CONTROL│ │ AIR SUPPORT │
└─────────┘ └─────────┘ └──────────────┘ └──────────────────┘ └─────────────┘
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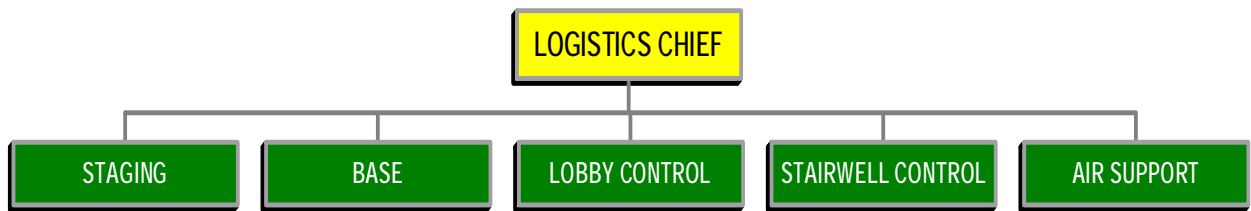
    1.   BASE

        a.   Subordinate to the LOGISTICS CHIEF.

        b.   That location which the primary logistical functions are coordinated and administered.

        c.   Establishes proper parking configuration for all apparatus. A minimum of 200 feet from the involved structure.

        d.   Designates a collection area for equipment prior to its delivery to LOBBY CONTROL and STAIRWELL SUPPORT.

        e.   Clears area around building in anticipation of window breaking.

        f.   Maintains the number of reserve companies at BASE as specified by the INCIDENT COMMANDER. Informs the INCIDENT COMMAND POST (I.C.P.) via the LOGISTICS CHIEF any time that reserves are below the required minimum.

    2.   LOBBY CONTROL

        a.   Subordinate to the LOGISTICS CHIEF.

        b.   Coordinates supplies between the BASE and STAGING areas.

        c.   Informs incoming companies of the availability of elevators or stairway(s) to utilize.

        d.   Responsible for the operation of elevators.

        e.   Responsible for control of the air handling system.

    3.   STAGING AREA

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B-3   HIGH-RISE BUILDING OPERATIONS

a.   Subordinate to the LOGISTICS CHIEF.

b.   Location where incident personnel are equipment are assigned in anticipation of deployment to suppression and rescue operations.

c.   Usually located two (2) floors below the fire.

d.   Maintains manpower reserves as specified by the INCIDENT COMMANDER. Any time reserves fall below the minimum established by the INCIDENT COMMANDER, BASE shall be contacted for additional companies.

e.   Maintains supplies of needed equipment.

4.   STAIRWELL SUPPORT

a.   Subordinate to the LOGISTICS CHIEF

b.   Transports equipment from the ground level to STAGING via the stairways.

c.   Assigns members specific areas of responsibilities (floor or floors).

d.   Coordinated by officer in charge of STAIRWELL SUPPORT.

5.   AIR SUPPORT

a.   Subordinate to the LOGISTICS CHIEF.

b.   Determines the number and size of helicopters needed to accomplish required missions.

c.   Coordinates overall operations of the helicopters in logistical functions.

VII.   INCIDENT COMMAND POST (I.C.P.)

A.   Located at street level a minimum of 200' from the involved structure.

B.   The location of fire ground coordination activities.

C.   The operational base for the following personnel:

1.   INCIDENT COMMANDER (I.C.)

2.   PLANNING SECTION CHIEF (PLANS)

3.   PUBLIC INFORMATION OFFICER (P.I.O.)

4.   STATUS OFFICER (STATS)

5.   SAFETY OFFICER (SAFETY)

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B-3   HIGH-RISE BUILDING OPERATIONS

Note: If possible, the INCIDENT COMMAND POST (I.C.P.) will be designated by a vehicle equipped with rotating blue light and further identified by the sign "COMMAND POST."

VIII.   Unless the magnitude of the incident dictates otherwise, the following basic procedures and assignments will apply:

A.   Initial Investigation and Attack

        1.   The first arriving engine company, with exception of the Engineer, shall proceed to the alarm system annunciator panel and check for an alarm mode, i.e., TROUBLE, SMOKE, MANUAL PULL, WATER FLOW. If an alarm mode is observed, the engine company officer shall notify the Dispatch Center of the type and location of the alarm within the building. The engine company officer shall then acquire the building keys and proceed into the building. After entering the building the engine company personnel will proceed to two floors below the reported fire floor. Before using, elevators shall be checked for safety. After briefly checking floor for possible STAGING AREA they will proceed by   stairwell to the fire floor. After investigation a status report will be given by radio to the responding DUTY CHIEF. This status report should include the following:

           a.   Exact location and extent of the fire.

           b.   Action being taken.

           c.   Life hazard (if any).

           d.   Additional hose lines, equipment and personnel necessary.

           e.   Elevator safety.

           f.   Location of recommended STAGING.

           g.   Any other information deemed necessary.

        2.   The first arriving engine company will take their Departments High Rise Kit. The kit shall include the following:

           a.   Breathing Apparatus (B.A.)

           b.   Dry chemical extinguisher

           c.   Portable Radio

           d.   Force entry tools

           e.   Light

           f.   1 1/2" hose pack

B-3   HIGH-RISE BUILDING OPERATIONS

3.   In building equipped with a Fire Service System (FSS) the Engineer will, if practical, spot the apparatus on a hydrant a minimum of 200' from the building and begin to lay the required number of hose lines into the Fire Service System connections. The system will not be charged with water until it has been determined necessary.

4.   In the event smoke or fire is showing or the attack company discovers a fire a second alarm will be requested immediately accompanied by necessary mutual aid requests.

B.   General policy in the event of multiple alarms:

1.   All responding units, with the exception of the first arriving engine company, will remain mobile and once established, unless otherwise directed, shall report to the BASE which should be immediately designated by the first arriving DUTY CHIEF. BASE should be located a minimum of 200' from the building.

2.   The DUTY CHIEF will assume the position of INCIDENT COMMANDER and will establish and announce location of the INCIDENT COMMAND POST (I.C.P.), a minimum of 200' from the building. He / She will commence to make the following assignments:

      a.   LOBBY CONTROL - 1 company)

      b.   STAGING   - 1 company) - If available)

      c.   BASE   - 1 company)

3.   <u>Additional assignments</u> The incoming companies can be used in any position according to the priorities established by the INCIDENT COMMANDER. At this point, he / she must consider immediate relief and / or assistance on the fire floor. Also, floors above must be protected. If necessary, RESCUE / EVACUATION will be initiated. All command functions necessary to abate the incident must be assigned.

4.   When personnel are assigned to either Command or a Division function the position title will be used during communications until officially relieved of the responsibility.

APPROVED: 10/06/92
REVISED: 10/09/02

B-4   REHABILITATION DIVISION

A rehabilitation division may be set up on second or greater alarm incidents, high wildland, and any other incident the Incident Commander may deem a rehab division necessary, i.e., Haz Mat, etc.

The Incident Commander will use the paramedic unit on scene or request a fire department paramedic unit for rehab. Departments that do not have paramedic service will use an EMT ambulance for rehab. The purpose of rehabilitation services is to screen all firefighting personnel to ensure they have not worked beyond their capacity and to identify any potential injuries or illness.

Your duties as REHAB when you arrive at the scene of an incident are:

I.   Report to the Command Post and locate your ambulance at the location indicated by the Incident Commander.

II.   You will be referred to as Rehab. Division Supervisor.

III.   Complete the cover sheet of the attached rehabilitation report. A list of the Fire Department units at scene may be obtained from the Command Post.

IV.   When the firefighting personnel begin reporting to Rehab, ensure they have rested at least two minutes. When rested, inquire if they have any medical complaints. Record their name, company assignment, and rank on the Rehabilitation Report. Monitor their vital signs, blood pressure, pulse and respirations and record them on the Rehabilitation Report. If you need assistance keeping records, taking vitals or triaging patients call the Incident Commander and request an engine company or companies.

       Firefighters must be further evaluated if they exhibit any of the following scenarios.

CRITERIA: FURTHER MEDICAL EVALUATION SHOULD BE COMPLETED IF:

1.   History indicates current inhalation of smoke or fumes from toxic substances.

2.   Chief complaint involves any of the following: Tingling or numbness of extremities. Musculoskeletal injuries. Burns (including singed facial or nasal hair).

       a.   Shortness of breath, dyspnea, especially with previous history of respiratory or cardiac disease, coughing or hoarseness.

       b.   Chest pain.

       c.   Dizziness, nausea, severe headache.

3.   If any vital signs are outside these limits: Blood pressure, systolic greater than 160 or less than 110, Diastolic greater than 90 or less than 50. Respirations greater than 24 or less than 8.

APPROVED: 09/01/91
REVISED: 03/01/92

B-4   REHABILITATION DIVISION

Note: If vital signs are outside the above limits, instruct the employee to refrain from ingesting any food or beverage, other than water, and have them rest for another two minutes. Re-evaluate the employee's vital signs after the rest and record the results along with the time on the rehab report form

4.   Any other signs or symptoms that the EMT or Paramedic feel require further evaluation.

If someone requires transport to the hospital, notify the Incident Commander and request another paramedic unit, EMT ambulance or Life Flight for transport. Do not use your ambulance for transport until everyone has been evaluated by rehab and the incident has been terminated or immediate transport is deemed necessary by the Paramedics.

Whenever a rehab division is established it will be mandatory that all personnel on a company go through rehab before that company is released.

When the incident has terminated, give the rehabilitation report to the Incident Commander.

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B-5   ENGINE LOCATION IDENTIFIER

Marking the access on long driveways and unmarked roads, will help other responding units identify your location and proper access to the emergency. This procedure may be used on all types of emergencies, including medical aids, structure fire responses, and structure protection.

A.   Responding companies should carry 3 road cones. The Cone size should be a minimum of 12 inches high or larger.

B.   Cones should be marked with your company identification on two (2) sides with 3 inch or larger lettering. (Example: E29)

C.   First in company should drop off a road cone at each turn to mark the way for other responding units.

D.   When the first in company is not sure of access, he / she will radio other responding units to stage at the first cone.

E.   When multiple addresses are being accessed, such as in structure protection (I-Zone), units should drop one of their cones at the driveway they are assigned or take up a position.

F.   When a company is moved to another location the company must pick up their cones as they leave.

G.   Incident commander or Strike Team Leader will be able to send support when the location of the companies are clearly known.

APPROVED: 11/3/2009

REVISED: 7/21/09

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B-6   TRAUMA SCENE CLEAN UP

Fire companies will, from time to time, encounter incidents where they may be tasked with cleaning trauma scene waste. Trauma scene waste is biohazardous waste that may consist of combinations of bodily fluids and other materials deposited to the ground at the scene of a traffic accident, shooting, knifing, or suicide that will require cleaning up the scene.

Biological hazards are disease-causing organisms that can infect unprotected personnel.   Biologic waste constitutes a public health hazard, and is regulated by the San Diego County Department of Environmental Health (DEH) under the California Health and Safety Code. Any biohazardous waste that an emergency responder handles must be disposed of in accordance with local and state laws. This guideline is written to suggest procedures that will meet current County standards for the handling of biohazardous incidents.

Responsibility for Clean-Up:

A company has the option of cleaning up a trauma scene or arranging for a private contractor to take care of it. Whenever a company undertakes to clean up the incident itself, all universal precautions in effect in that jurisdiction should be observed.

Private Property:

If on private property, and assuming that the law enforcement agency involved has released jurisdiction, contact a responsible party and provide them with a list (HCF has the list) of registered trauma scene management practitioners. Advise them that they may, if they choose, contact a private company from the list to perform the clean-up. Private property owners do not necessarily have to contract with a trauma scene management practitioner. They may do the clean-up themselves, or may utilize an employee who has been properly trained on proper clean up and disposal techniques.

Public Property:

If the biohazardous incident is on public property and there is no responsible property, the scene clean up becomes the responsibility of the local fire agency. If on state highway property, the responsible party would be the CHP with the FD assisting.

Mitigation Considerations:

If there is a small amount of biohazardous waste, such as bandages or compresses, place the waste products in a red biohazard waste plastic bag and seal it. If the patient is being transported to the hospital, send the bag with the patient. If there is a large amount of biohazardous waste, contact County Health Hazardous Materials Division (HMD) at 619-338-2454 and advise them of the situation and ask for disposal recommendations.

Do not wash the biohazardous waste into a gutter or a storm drain, nor add any disinfectant solution (i.e. bleach, soap, etc.) and wash the mixture into a gutter or a storm drain. This is a violation of the State Regional Water Quality Control Board Standards.

APPROVED: 06/20/02

REVISED: 06/25/02

B-6   TRAUMA SCENE CLEAN UP

Acceptable Mitigation Methods:

1. Retrieval of sharps, and placing in approved container for later disposal.

2. Collection of miscellaneous medical solid waste in appropriate red bag for disposal by the agency's contracted biohazardous waste company.

3. Collection of miscellaneous medical solid waste in appropriate trash bag, with the proper disposal of the waste to a "SECURE" or locked dumpster.

4. Flushing of the trauma scene (blood on sidewalk) to a bermed area, with the water being retrieved and discharged to the sanitary sewer.

5. Absorbing the trauma scene waste (blood on sidewalk) with sand or other material. Then placing this solid waste in an appropriate container for disposal to a "SECURE" or locked dumpster.

6. Contracting with a Registered Trauma Scene Management Practitioner to decontaminate the area, and appropriately dispose of the waste.

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C-1   PROTECTIVE CLOTHING POLICY

PURPOSE

To insure that Central Zone Fire Department personnel utilize the proper personal protection during all operations in which they may encounter dangerous situations, hazardous atmosphere and environments.

BACKGROUND

The Central Zone Fire Departments, as Employers, have an obligation to provide safety clothing and may adopt and use practices which are adequate for the safety and health of its Employees. This policy is the adoption and mandate for all Employees to follow in the use of protective equipment.

Safety specifications should be maintained in accordance to agency-specific Policies and Procedures.

DEFINITIONS

FULL PROTECTIVE EQUIPMENT - Should consist of structural helmet with eye protection and Nomex® ear flaps, turnout coat, turnout pants, turnout boots, gloves, protective hood and breathing apparatus.

FULL STRUCTURAL TURNOUTS - Should consist of structural helmet with eye protection and Nomex® ear flaps, turnout coat, turnout pants, turnout boots, gloves and protective hood.

BRUSH GEAR - Should consist of a Nomex® (or other approved material) jacket, long sleeve t-shirt or double-lined jacket sleeves, pants or overpants, a helmet , eye protection, gloves and boots. All personnel are required to carry an approved fire shelter.

POLICY

The following are the required minimum levels of personal protection required for specific types of incidents:

MEDICAL AID INCIDENTS - All personnel should protect themselves from any blood / body fluid from a patient. Most medical aid calls require the use of protective gloves, because of the presence of blood / body fluids. At times there may be the need for eye / mouth / face protection. Use eye glasses and/ or protective mask available for that purpose.

FIREFIGHTING INCIDENTS - All personnel should protect themselves from the products of combustion (smoke and fire). All personnel should don self-contained breathing apparatus (S.C.B.A.) with a personal distress locater device attached to protect their respiratory systems. Breathing apparatus should be worn until directed otherwise by the Incident Commander. Full protective clothing (turnouts) should be worn by all personnel within 100 feet of the incident unless changed by the Incident Commander.

VEGETATION FIRES - All personnel are required to protect themselves from the products of fire. All personnel should don the appropriate brush gear to respond to an incident. In addition, approved fire shelters should be carried at all vegetation fires.

PROPOSED: 05/05/2011   APPROVED: 5/25/11

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C-1   PROTECTIVE CLOTHING POLICY

MOTOR VEHICLE ACCIDENTS - All personnel should protect themselves at the scene of a motor vehicle accident. All personnel should wear turnouts for the potential of a fire and for visibility, protection from blood/body fluids, protection from gasoline, coolant, battery acid, etc., and protection from sharp objects. If a fire is present, or the potential for a fire is present, all personnel should be in full protective clothing. Response should be turnouts. The Incident Commander may alter if there is no danger.

NOTE: If turnout equipment is contaminated at the incident, it should be removed from service immediately and washed as soon as possible.

HAZARDOUS MATERIALS INCIDENTS - Utilize full protective clothing and S.C.B.A.'s at any hazardous materials incident. The best method of protection is to stay clear of the hazardous materials.

HELICOPTER OPERATIONS - Engine company personnel should wear protective clothing that is appropriate for the type of incident. In the case of response to a helicopter landing, full structural turnouts should be worn during all helicopter landings and takeoffs.

SPECIAL HAZARD INCIDENTS - For incidents that do not fall into the previously identified categories the Incident Commander should determine the appropriate protective clothing necessary to protect all personnel.

USE OF SAFETY EQUIPMENT

Appropriate protective clothing for the type of call being responded to should be donned prior to responding. (Not enroute or upon arrival at scene).

HEARING PROTECTION

Hearing protection is provided and should be utilized. Hearing protection should be used in compliance with Agency policy.

SAFETY CONSIDERATIONS

Safety is the responsibility of all personnel (It's an Attitude). All officers should continually monitor personnel for the use of proper protective gear and the proper use of tools / equipment. In addition, monitor for signs of fatigue, dehydration, heat exhaustion, etc.

An extended operation may require the officer to obtain relief for crews and to consider rehab. This will assist in reducing accidents, fatigue, dehydration and heat exhaustion.

Safety is an important factor for the Incident Commander to consider. At major incidents a Safety Officer may be assigned to implement the Safety Group.

PROPOSED: 05/05/2011   APPROVED: 5/25/11

removed from service immediately

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C-1.1   HAND SIGNALS

ZONE 5

INTRODUCTION / PURPOSE

Many forms of communication are utilized in the fire service. One of the oldest forms of communication, when verbal communication is impractical, has been the use of hand signals. In today's fire service, we often have equipment and personnel from many different agencies working on the same incident. Considering this environment it is easy to see the importance of standardized hand signals that are recognized by all personnel. In an effort to accomplish this, the South Bay Zone has adopted this list of standardized hand signals for water control, apparatus backing, and Hazmat.

PROCEDURE

When utilizing hand signals, face the person that you wish to communicate with. Utilize clear and concise movement. With the exception of backing hand signals, the sender continues to signal until the person receiving the signal acknowledges by sending the same signal back. Example: If the engineer sends the signal to the hydrant person, "turn the water on" he / she continues to signal until the hydrant person signals back "turn water on".

APPROVED: 06/20/02
REVISED: 06/25/02

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C-2   ACCOUNTABILITY

INTRODUCTION

The purpose of this policy is to establish guidelines for the fire ground accountability system to be used in Zone 4. The foundation of this system is the assignment of an accountability officer who is responsible for tracking information regarding crews assigned to any IDLH atmosphere or other hazardous area.

This system is not meant to reduce the company officer's primary responsibility to closely supervise their crewmembers, provide for their safety, or maintain a communications link with command. In fact this program stresses the importance of crews staying together when operating in a hazardous area and the need for the company officer to maintain continual awareness of the location and status of his/her personnel.

POLICY

It shall be the policy of Zone 4 agencies to assign an accountability officer(s) (AO) during any incident that requires personnel to enter an "immediately dangerous to life and health" (IDLH) atmosphere or other hazardous area. The Incident Commander shall assign an accountability officer who will position them self at a location close enough to the incident as to manage crews entering and exiting the hazard zone. The accountability officer will also manage crew status.

It is up to the Incident Commander to assign an accountability officer. If no other personnel are identified as the accountability officer, the task shall be assigned to a member of the Initial Rapid Intervention Crew (IRIC) or Rapid Intervention Crew (RIC). If the IRIC or the RIC is assigned as accountability and the event escalates, the Incident Commander should consider assigning an accountability officer with no other incident responsibilities. The number of companies tracked by an accountability officer should not exceed ICS span of control limits. If span of control is exceeded, additional accountability officers should be assigned.

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C-2   ACCOUNTABILITY

ACCOUNTABILITY PASSPORTS AND TAGS

Each company will carry a passport board. Typical passport boards are 2 1/2" x 4 1/2" and will have the company's 3 letter agency identifier and unit number on the tag with velcro on the front and back. Each firefighter will be issued individual nametags. At the beginning of each shift, firefighters must place their nametag on the company "passport board." Name tags of personnel not assigned to that particular company must be removed. It is the company officer's responsibility to ensure that the passport is accurate at all times. To maintain an adequate supply of spares it is recommended that each firefighter be issued a minimum of two nametags. The nametags will be made of hard plastic. A typical size for nametags is ¾"x 2 ½". Each nametag will have the firefighters name on one side and velcro on the other. The tags will be color coded according to rank as follows:

- White Chief Officers
- Red Captains
- Green Engineers
- Blue Firefighter/Paramedics
- Yellow Firefighters
- Orange Reserves

The nametags will be arranged on the passport in descending order by rank. The order will be Captain at the top, Engineer below Captain, and Firefighters and Firefighter/Paramedics below Engineers.

When off-duty, name tags are removed from the company passport and stored at a pre-designated location in the station. It will be the responsibility of each firefighter to take their nametag with them when they are reassigned to a different company / station. The nametags will remain attached to the station board for storage of nametags of off duty personnel. It is recommended that each station have a supply of blank name tags that can have a name written in and be used for firefighters that don't have their personal tags.

Duty chief vehicles will also maintain "make-up kits" with spare name tags, passports, grease pencils, etc. These can also be used to incorporate a "non-passport" agency into the accountability system (i.e. SDFD)

On site operations require the company officer to retain the company passport until the company prepares to enter the hazard zone. The company officer must remove the names of those firefighters on his/her crew who are not entering the hazard zone (i.e. those performing pumping or turntable operations). The passport system involves surrendering the company passport over to an "accountability officer."

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C-2 **ACCOUNTABILITY**

ACCOUNTABILITY BOARD

At minimum, each engine company and chief officer's vehicle will carry a white dry erase accountability board with a digital clock attached. Each board will have blank tags and a blank passport attached for spares for units responding from SDFD or another agency that does not carry tags. Notations shall be written in grease pencil on the board. The board will be arranged in columns that provide space to record the following information:

- The unit designator (i.e. E15)
- The number of personnel from the company assigned to the IDLH
- The company's assignment
- The company's location
- The time they entered the IDLH
- The time they exited the IDLH
- A space for tallying PAR's
- A space for any other notations

There should also be several velcro strips on the back of the accountability board to hold the passports.

Once a company is given an assignment, prior to entering the IDLH or hazard zone, the company officer / team leader will physically report to the AO and give him/her the company passport. The accountability officer will place the passport on the back of the accountability board. On the front of the board, the AO will note the unit designator, the number of personnel assigned, their assignment, and the time they enter the IDLH.

If incident priorities make it impractical for a crew to physically report to the accountability officer, the officer of that company must give a radio report containing the pertinent information to the accountability officer. That company's accountability tag shall be left on the apparatus, in the cab on the Captain's side, in a visible location.

When a crew exits the IDLH or hazard zone, to retrieve equipment, hoselines etc, and return, the company officer shall notify the accountability officer and report crew status. The accountability officer shall document the time out on the board. The AO will not return the company passport back to the company officer / team leader until the company has completed their assignment and has left the hazard zone.

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C-2 **ACCOUNTABILITY**

HELMET IDENTIFIERS

Unit identifiers worn on helmets shall match the unit number of the apparatus and the accountability passport that personnel are assigned to at all times.

PERSONNEL ACCOUNTABILITY REPORT (PAR)

If needed, the I.C., Operations, Division / Group Supervisors, or the Safety Officer may request that the accountability officer initiate a personnel accountability report (PAR). The accountability officer will notify all units to stand by for a PAR.

The Personnel Accountability Report (PAR) involves a roll call of all personnel assigned to a division, group, or company working on an incident. The PAR is a confirmation that all members are accounted for. For the division supervisor or group supervisor a "PAR" is an accounting for all crewmembers of all companies assigned to his/her division or group. For the company officer, a PAR is an accounting of all crewmembers assigned to his/her company. Reports of PAR's should be conducted face-to-face within the division, group, or company whenever possible.

A personnel accountability report shall also be requested for the following situations:
- Any report of a missing or trapped fire fighter
- Any change from offensive to defensive
- Any sudden hazardous event at the incident - flash over, back draft, collapse, May Day, etc.

If during a PAR, a company fails to respond to a PAR after three consecutive attempts by the accountability officer, it will be assumed that they are trapped, injured and unable to respond. At this time the Incident Commander or Operations will deploy the RIC and then complete the PAR.

EVACUATION OF THE HAZARD ZONE

For emergency incident evacuation the following procedures shall be followed.

The incident commander will request dispatch to announce the evacuation utilizing the "all call". Dispatch can announce the evacuation for the specific location over all incident frequencies simultaneously. This will assist in notification if more than one frequency is used on the incident requiring an evacuation.

Immediately following the "emergency traffic" evacuation order, command will confirm with each Division Supervisor that all divisions copied the evacuation order.

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Division or group supervisors will contact each company within their division or group to confirm companies copied the evacuation order and are indeed withdrawing.

In addition to the evacuation order, the Incident Commander will direct an engineer to sound the evacuation signal. The evacuation signal will consist of repeated short blasts of the air horn for approximately 10 seconds, followed by 10 seconds of silence. This sequence of air horn blasts for 10 seconds, followed by a 10 second period of silence will be done for three times; total air horn evacuation signal including periods of silence will last 50 seconds.

When evacuating under "emergency traffic" conditions, the company officer will collect all their crewmembers, or other personnel assigned to their immediate supervision. Once in a safe area, the company officer will conduct an immediate roll call of all personnel assigned to their immediate supervision.

The company officer will report the roll call results (i.e. "all accounted for" or "firefighter missing") to the appropriate accountability officer. Command will then be responsible for confirming through the accountability officer(s) that all personnel assigned to the IDLH or hazard zone have been accounted for through a PAR.

DECOMMISSION OF ACCOUNTABILITY

Use of the accountability system will be maintained until command has determined that it is safe to de-commit accountability. In all cases, the accountability system must remain in use until the incident is declared under control and a PAR is completed for each company in the hazard zone. The PAR will be initiated by the Incident Commander and performed by his/her designee.

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C-2.1   IDLH "TWO-IN/TWO-OUT" IRIC ENTRY POLICY

POLICY

It shall be the policy of all Zone 4 Fire Departments for enforce the Occupational Safety and Health Administration regulations dealing with respirator protection in the workplace, "Two-in/Two-out Rule" (29 CFR 1910 and 1926)

The "immediately dangerous to life or health" (IDLH) atmosphere when related to structure fires is defined as any fire which is beyond the initial or beginning stage and which cannot be controlled by portable fire extinguishers, Class II standpipe, or small hose systems without the need for protective clothing or breathing apparatus. Any fire beyond this incipient phase is considered by OSHA to be "immediately dangerous to life or health."

DEFINITIONS

The term "Initial Rapid Intervention Crew" (IRIC) will be used in Zone 4 to designate a two-person stand-by team. The IRIC may only be used temporarily in the initial stages of an incident until a minimum of a three-person Rapid Intervention crew lead by a company officer is assigned.

PROCEDURES

1. Whenever firefighters enter the IDLH atmosphere, they must do so in teams of at least two, operating in direct voice and or visual contact. Radios or other means of electronic contact shall not be substituted for direct visual and or/ voice contact for each two-person team operating within the IDLH atmosphere.
2. At least two other fully equipped and trained firefighters must remain outside the IDLH atmosphere, monitoring those inside and prepared to rescue those inside.
3. One of the members of the IRIC or RIC will assume the role of Accountability Officer (A.O.), unless the Incident Commander assigns the task to other incident personnel. This person must be free of all other tasks in order to account for, and if necessary, initiate a rescue of those firefighters inside the IDLH atmosphere.
4. The other firefighter monitoring those inside is permitted to perform other tasks, but only if those tasks could be immediately abandoned without jeopardizing the safety and health of others at the emergency scene.
5. Based on conditions, the Incident Commander shall designate and assign responsibility for the Rapid Intervention Crew (RIC) function.

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C-2.1   IDLH "TWO-IN/TWO-OUT" IRIC ENTRY POLICY

6. The RIC shall report in full protective gear, including SCBA. Unless otherwise directed by the IC, they shall position themselves so as to be able to pull an additional line if required. When there is more than one point of entry required, a RIC may be positioned at each entry point.
7. The only exception to this policy is as follows: The first unit arrives at scene and discovers an emergency rescue is immediately required. This may be accomplished before an entire team of four is assembled. This exception could be activated by a report of a missing person in danger. It should not be confused with the primary mission of completing a primary search.

If the emergency rescue exception is activated, the first in company will announce on the assigned command channel that they are going into an "emergency rescue mode." Also, as a follow-up, at the conclusion of the incident, a brief report will be prepared and filed with the Fire Chief of the incident's jurisdiction.

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C-2.2   NOTIFICATION FOR TRAPPED VICTIMS IN A STRUCTURE FIRE

PURPOSE:

To standardize a dispatch procedure for notification of responding units to a structural fire of possible trapped victims. This may assist first arriving unit(s) in determining the need to enter an "emergency rescue mode" as described in Operations Policy <u>C-2.1 (IDLH "Two-In/Two-Out" Entry Policy")</u>.

PROCEDURE STEPS:

1. Announcement of possible trapped victims will be included when known during the initial verbal notification of units on the Dispatch radio channel/talk group. The notification will also be included in the original notes of the call on the MDC and print out of the incident.

2. The HCFA radio dispatcher will notify responding units of any report of possible trapped victims, along with a brief description of the victim(s) location, if known, on the incident command channel/talk group.

3. The radio dispatcher will additionally verbally notify the responding Duty Chief of possible trapped victims on the incident command channel/talk group. Duty Chief will verbally acknowledge the information.

4. All notifications of possible trapped victims will be documented by the radio dispatcher in the incident record after the completion of notifications.

APPROVED: 02/02/99

REVISED: 7/6/10

C-2.3   RAPID INTERVENTION CREW (RIC)

INTRODUCTION/PURPOSE

The purpose of this policy is to establish the definition of a Rapid Intervention Crew (RIC), provide guidelines for RIC duties, communications, pre-deployment and deployment responsibilities.

POLICY

It shall be the policy of Zone 4 agencies to assign a Rapid Intervention Crew (RIC) during any incident that requires personnel to enter an "immediately dangerous to life and health" (IDLH) atmosphere. A RIC is defined as a minimum of 3 personnel led by a Company Officer.

POLICY DISCUSSIONS / DEFINITIONS

All requirements of Policy C-2.1 (Two-In/Two-Out) apply for entry into an IDLH atmosphere.

An IRIC (Initial RIC) consists of two personnel standing by outside the IDLH atmosphere, monitoring those inside and prepared to rescue those firefighters inside.

A RIC consists of a minimum of three personnel led by a Company Officer standing by outside the IDLH atmosphere and meeting the criteria listed in the Procedures section of this policy. If Command assigns an IRIC during the initial stages of an incident, the IRIC should be augmented or replaced with a RIC as soon as possible.

All first alarm structure responses in Zone 4 should include a minimum of 15 personnel.

In order to provide overhead personnel for incident considerations such as Rapid Intervention Group Supervisor, Safety Officer or Operations Chief, a second alarm response should include two Chief Officers.

The Incident Commander shall advise Dispatch of a RIC Deployment. Dispatch shall respond an additional alarm to the incident.

A member of the RIC or IRIC will assume the role of Accountability Officer once assigned to the incident, unless the task is assigned to other available personnel by the IC.

PROCEDURES

<u>Pre-deployment responsibilities</u>

After initial assignment from Command, the RIC's responsibilities shall include but not be limited to the following:

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C-2.3   RAPID INTERVENTION CREW (RIC)

- Assemble crew and equipment, stage at appropriate location. In high-rise fire incidents, the RIC should typically be located at Staging.
- Perform size-up, scout the structure
- Determine points of entry and exit
- Open appropriate doors and windows as practical and if not in conflict with operational strategy. Note security issues, bars, gates and access/egress problems and advise command. If necessary, Command can assign forcible entry, ladder placement etc. to other companies.
- Create an action plan for team operation and advise team members of the plan.
- Determine assignment and number of all personnel operating in the hazard zone. Maintain awareness of the location and the status of all personnel operating inside the hazard zone.
- Monitor the Emergency Default Channel for Emergency Button Activation
- Monitor radio traffic on assigned tactical frequency to track condition and location of personnel in hazard zone
- Advise command of the need for additional personnel to be assigned to RIC and/or the need for additional RICs at other points of entry

RIC minimum equipment inventory

- Radio communications for each RIC member
- Thermal Imaging Camera with extra battery
- Department RIC bag to include the following:
    - Air supply with universal RIC/UAC quick fill wand
    - Spare SCBA mask and regulator
    - Rescue line with caribiner
    - Wire cutters or trauma shears
- Forcible Entry Tools
- Any additional equipment dictated by the nature of the incident
- Evaluate the need and or benefit of a charged hose line at the RIC Standby location.

RIC Activation Responsibilities

- In the event of an emergency button activation, all RIC traffic shall be operated on the Emergency Default Channel
- If the emergency button is not activated, the IC or shall switch the companies not involved in the RIC activation to an alternate TAC channel. The IC or shall initiate a Personnel Accountability Report (PAR) as soon as possible upon switching the operations to a new tactical channel
- The incident commander, or operations chief shall declare "emergency traffic" and notify all units on the incident tactical frequency of the RIC activation.
- RIC shall locate the downed firefighter, supply air, and notify command of equipment and personnel required to perform rescue.

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C-2.3   RAPID INTERVENTION CREW (RIC)

- During a RIC deployment, Command should assign a Rapid Intervention Group Supervisor as well as additional companies to complete the rescue.
- If there are multiple points of entry with multiple companies assigned to RIC, a Chief Officer should be assigned as the Rapid Intervention Group Supervisor to manage and coordinate the RIC function at the incident.
- In the event that multiple RIC's are assigned at multiple points of entry, they may be identified by the Division they are operating in. For example, if one RIC is operating in Division A and another one is assigned to Division C, they may be referred to as Division A RIC and Division C RIC respectively.
- RIC shall advise Command of the following benchmarks:
    - RIC entry into the building
    - Firefighter(s) located / Resources needed
    - Firefighter(s) secured (extricating/air supply)
    - Beginning removal
    - Firefighter(s)removed from building or out of harms way
    - RIC has exited the building

RIC Group Supervisor Activation Responsibilites

- Start air management of RIC crew(s)
- Monitor the RIC activation frequency and establish a communications plan with the IC (2 radios needed)
- Consider air management of victim (elapsed time)
- Consider the point of entry for crew/member in trouble
- Consider the last known location of crew/member in trouble
- Establish communications with crew/member in trouble
- Re-assure victim and gather information on victim's location and situation
- Establish additional RIC's
- Monitor air supply
- Consider firefighter fatigue
- Consider alterative exit points
- Provide timely reports to direct supervisor or Incident Commander
- Communicate the rescue plan
- Communicate the search plan
- Assign additional companies to Rapid Intervention Group per needs

Incident Commander Activation Responsibilites

- Establish a communications plan with the RIC Group Supervisor
- Establish a Medical Group. Have ALS standing by to treat patient upon removal
- Evaluate current mode of operation (offensive/defensive etc.) Change if needed

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C-2.3   RAPID INTERVENTION CREW (RIC)

- Expand command organization appropriately if needed
- Determine technical rescue requirements
- Assess structural stability continuously
- Reinforce firefighting positions. Consider large hand lines (2 ½")
- Keep RIC Group apprised of incident status
- Establish/Expand rehab group
- Ventilate and maintain tenability

Incident Commander Post Deployment Responsibilites

- Notify victims home agency's Fire Chief of RIC Deployment
- Develop Relief schedule for all affected crews
- Establish Welfare Officer
  - FD Representative to each hospital
  - FD Representative to members home
  - Consider transportation for families
- Assign Chief Officer to develop CISD resources
- Secure and bag rescued members PPE (including SCBA's etc.)
- Notify Department Chaplin (If appropriate)
- Continue Structural evaluation
- Establish / Ensure PIO Assignment

Approved 11 4 2008

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ZONE COORDINATOR   OPERATIONS CHAIR

Rapid Intervention Crew Exception Report

Date:

Time:

Incident number:

Incident address:

CA

Type of incident: Structure Fire

Description of on-scene conditions:

Action taken by initial officer in charge:

Reason for non-deployment of IRIC or RIC (RIC Exception):

Reporting officer:

Signature: _____

Date: _____

Forward this completed and signed report to your immediate supervisor within 24 hours of the incident

Immediate supervisor's comments:

Supervisor's signature: _____

Date: _____

Forward completed report to the Fire Chief within 24 hours

Fire Chief's comments:

Fire Chief's signature: _____

Date: _____

C-2.4   FIREFIGHTER DISTRESS CALL

INTRODUCTION/PURPOSE

The purpose of this policy is to establish the procedure to indicate a firefighter in distress or in need of rescue, and to outline the steps to follow in the event of this situation.

POLICY

Activation of the " Emergency Button" shall be the primary method of a firefighter in distress initiating a call for help. This will be the primary method used to notify the Incident Commander and the communications center of a firefighter emergency.

PROCEDURES

Each firefighter assigned to the hazard zone should carry an 800 mhz portable radio.

In the event a firefighter becomes separated from his/her crew, lost, trapped, caught and unable to self-extricate, incapacitated, or critically low on air, the firefighter should depress the "Emergency Button". If several crew members or the entire crew are in need of rescue, all members shall activate their emergency buttons.

When activated, the "Emergency Button" will emit a tone, and automatically change the radio frequency to the emergency default channel. The communications center, upon activation of the Emergency Button will receive an audible alarm notifying them of the activation. The dispatcher will attempt to contact the firefighter(s) who activated it on the Emergency Default Channel stating, "Engine position and unit number, are you declaring an emergency?" (i.e. "Engine 1 Captain, are you declaring an emergency?") and the dispatcher shall immediately notify the Incident Commander (I.C.) of the emergency button activation.

If the activation is accidental and there is no emergency, the firefighter shall notify dispatch of the inadvertent alarm, and depress the button to reset it and resume normal operations.

If in distress, the firefighter who activated the button shall reply, "Engine position and unit number, and name, and state either "FIREFIGHTER DOWN", "FIREFIGHTER LOST" or "FIREFIGHTER TRAPPED" (i.e. Engine 1 Firefighter Smith, FIREFIGHTER DOWN.) The firefighter shall proceed, if able, to give the following information:

- Location in the building
- Assignment
- Situation – lost, trapped, collapse, low air, incapacitated, fall etc.
- Resources needed for extrication

APPROVED   11/3/2009

REVISED 7/21/09

C-2.4   FIREFIGHTER DISTRESS CALL

Once the initial contact between dispatch and the firefighter declaring the emergency occurs, subsequent radio communications shall take place between the members of the RIC and the firefighter(s) in distress on the Emergency Default Channel in order to facilitate the rescue effort.

If a firefighter becomes aware of an emergency situation involving a firefighter or crew that is unable to activate their Emergency Button to call for help, the following procedure should be followed:

- If in the same vicinity as the person in distress, direct that person to activate their Emergency Button to initiate a call for help.
- If unable to access or communicate with the person or crew in distress, declare "EMERGENCY TRAFFIC" on the incident TAC channel, and state "FIREFIGHTER DOWN", "FIREFIGHTER MISSING" or "FIREFIGHTER TRAPPED". Give the pertinent information to the Incident Commander necessary to initiate a RIC activation.

APPROVED   11/3/2009

REVISED 7/21/09

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C-3   AEROMEDICAL OPERATIONS

The use of Aeromedical services is recognized as an alternative method of transportation for major trauma, burn and pediatric patients to the most appropriate facility. When requesting the use of Aeromedical, the Incident Commander shall exercise prudent judgement and consider factors such as the danger of helicopter landings and takeoffs in populated areas, the high cost of the service to the patient and if the degree of medical care provided by Aeromedical personnel would significantly change patient outcome.

Patients or guardians ultimately have the right to refuse air transportation.

Aeromedical services may be requested by the Incident Commander under the following circumstances:

- Medication or advanced procedure that may be delivered by Aeromedical and out of the scope of practice of San Diego I.C.U.P. (i.e., airway maintenance, chest tube, cricothyrotomy, needle thoracotomy, paralytics).

- Scenes involving Major Trauma Victims where treatment or transport will be delayed and where this delay may impact patient outcome.

- Multiple casualty scenes where the number of Major Trauma Victims exceeds the capabilities of available land-based providers.

The Incident Commander requesting helicopter emergency care services should provide the following information regarding the incident:

- Number of victims and description of injuries.

- Exact location and map reference.

- Location of nearest landing site.

- Weather conditions.

- Radio frequency of ground contact and unit number.

The helicopter will use the radio frequency assigned to it by the requesting agency at the scene to obtain further patient information and landing site instructions.

In the event of patient care, the Trauma Base Hospital Physician may direct that the patient be turned over to a paramedic unit for transport to the nearest appropriate Trauma Center, as in the instance of multiple casualty situations.

APPROVED: 06/19/01

REVISED:

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C-3   AEROMEDICAL OPERATIONS

SAFETY RULES:

- Full turnouts and eye protection shall be utilized during helicopter landings and takeoffs.
- Always approach the helicopter from the front.
- Never approach the helicopter until signaled to do so by the pilot.
- No one is permitted near the tail of the helicopter at any time.
- No smoking
- No running or loose objects within 50 feet of the helicopter.
- Do not assist the Flight Crew in opening or closing the helicopter doors.
- The Flight Crew is responsible for loading and unloading equipment.
- The Flight Crew will direct loading and unloading of patients.
- Crowds must be kept back 200 feet from the helicopter at all times.

LANDING ZONE:

- An area at least 100 feet by 100 feet clear of wires, trees, brush, large rocks, emergency vehicles, signs and loose objects is required. If wind is a factor, a larger area is required.
- At night, a red flare may be placed 75 to 100 feet downwind of the landing zone or a vehicle may be positioned 100 feet downwind of the landing zone with its headlights shining into the wind and illuminating the landing zone.
- The pilot will, under most circumstances, have radio contact with the ground emergency unit.

The pilot will, at all times, be the final authority on determining the appropriateness of the landing site and on all matters concerning the aircraft and safety of the aircraft.

APPROVED: 06/19/01

REVISED:

C-4   CONFINED SPACE PROCEDURES

ZONE 5

INTRODUCTION / PURPOSE

The purpose of this policy is to establish the minimum standards and requirements needed for South Bay Zone Fire Departments to comply with all applicable regulations including Title 8, General industry safety orders (GISO), Article 108, Confined Spaces – 5156, 5157, and 5158.

The intent is to provide minimum procedures and guidelines for responding personnel at confined space incidents in order to protect employees from life-threatening or other serious hazards posed by entry and work in confined spaces.

Nothing in this policy shall prevent a department from exceeding these guidelines.

DEFINITIONS:

A confined space shall be defined as:

1. Is large enough and so configured that an employee can enter and perform assigned work; and
2. Has limited or restricted means of entry or exit i.e., tanks, vessels, silos, storage bins, hoppers, vaults, and pits are types of spaces that may have limited means of entry; and
3. Is not designed for continuous employee occupancy.

A Permit-Required Confined Space is defined as a confined space that has one or more of the following:

1. Contains or has a known potential to contain, a hazardous atmosphere; or
2. Contains material with the potential for engulfment; or
3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls, or a floor which slopes and tapers to a smaller cross section; or
4. Contains any other recognized serious safety or health hazard.

POLICY/PROCEDURES
It is the responsibility of all personnel to follow at all times the guidelines in this policy. Supervisors will ensure compliance with these procedures.

All Zone V firefighting personnel shall be trained to a minimum of Confined Space Awareness Level and shall attend annual refresher training.

It shall be the responsibility of all Zone V employees engaged in confined space related activities to thoroughly understand, adhere to, and enforce the procedures of this policy, included but not limited to:

   a) Confined Space Awareness Procedures

   b) Confined Space Rescue procedures

APPROVED: 06/20/02

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C-4   CONFINED SPACE PROCEDURES

c)   Training Requirements for Confined Space

When entering a confined space for rescue purpose, the key word is recognition. Responders must be able to recognize that an incident is in a confined space and may need to request a specialized rescue team.

First Responder personnel shall perform an initial hazard assessment, secure the site and, if possible, establish victim contact. These responders can also perform rescues (retrievals) if circumstances allow within these stated guidelines and standards.

Rescues may be attempted, providing that the rescue team <u>has the necessary protective equipment (PPE) and training</u>. This equipment shall include respiratory protection when necessary. Rescue equipment needed is performance-based and is dependent upon what techniques are being utilized based upon sound judgement, properly trained personnel, and the necessary equipment.

Immediate Victim Removal

A patient requires immediate removal from a space if his/her medical condition cannot be treated in the space due to the nature of the medical emergency, configuration or limitations of the space, or hazards.

PROCEDURES

Prior to any confined space entry, there shall be a hazard assessment of the space done. The assessment will be carried out by using a Confined Space Entry Permit. This permit will be used as a tool to determine if any IDLH atmosphere or other serious hazards exist or will be created in the workplace.

A hazard assessment will determine if the hazards can be eliminated or controlled by ventilation in then case of atmospheric hazards. If such hazards do exist, the space will be classified as an Permit Required Space. The HIRT team or other qualified specialized team shall be requested to respond to assist in determining if any hazards can be eliminated and what must be done to ensure safety. If it is determined that serious hazards do not exist or can be eliminated or controlled, once the hazards are controlled or eliminated, the space will be classified as a Non-Permit able Space Required Space.

Prior to any Confined Space Entry, an Entry Permit shall be completed. A Confined space Entry Permit should be filled out for the time period required to accomplish the task. The permit may not exceed 24 hours. If personnel leave the space, then a new permit must be completed. An Entry Permit is a document, which complies and authorizes entry into a permit space and shall identify:

1.   The permit space to be entered

2.   The purpose of the entry

3.   The date and the authorized duration of the entry permit

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4. The authorized entrants within the permit space, by name or other approved means

5. The personnel, by name, currently serving as attendants

6. The individuals, by name currently serving as entry supervisor, with a space for the signature or initials or the entry supervisor who originally authorized the entry

7. The hazards of the permit space to be entered, if unknown write unknown

8. The measures used to isolate the permit space and to eliminate or control permit space hazards before the entry

9. The acceptable entry conditions

10. The results of initial and periodic tests performed, accompanied by the names or initials of the testers and by an indication of when the tests were performed

11. The rescue and emergency service that can be summoned and the means (such as the equipment to use and numbers to call the appropriate dispatch center) for summoning those services

12. The communication procedures used by authorized entrants and attendants to maintain contact during entry

13. Equipment such as personal protective equipment, testing equipment, communication equipment, alarm systems, and rescue equipment to be provided for compliance

14. Any other information whose inclusion is necessary, given the circumstances of the particular confined space, in order to ensure employee safety

15. List any other permits that may exist

Prior to any confined space entry including for rescues, the following tests shall be performed:

1. Oxygen

2. Flammables

3. Carbon Monoxide

4. Hydrogen Sulfide

It is recommended that monitors utilized by the fire departments be calibrated at a minimum of every 30 days and labeled as per Cal OSHA regulation.

Avoid contact with water with the monitoring devise. Water may damage the monitoring devise.

APPROVED: 06/20/02

REVISED: 06/25/02

C-4   CONFINED SPACE PROCEDURES

ATMOSPHERE TESTING

1. A confined space must be tested initially and as often as necessary to ensure that changes in the atmosphere are identified

2. Only personnel familiar and trained with the testing instrument shall be allowed to perform atmosphere testing and determine if the space contains a hazardous atmosphere

3. Initial testing of the atmosphere must be made from outside the space. Testing of more remote areas in the space may be made only if the immediate area to be entered has been proven safe or SCBA or other approved respiratory protection and other personal protective equipment are worn. When the qualified tester enters the space, he/she must wear a safety harness and lifeline tended by an attendant and rescue team with extrication equipment to help in emergency removal. If configurations of the space prevents initial testing from the outside, or entry and rescue team would be unfeasible, the qualified tester must wear SCBA.

HAZARD ASSESSMENT – (Also see Appendix A & B)

1. Evaluate, isolate and eliminate if possible any hazardous substance or energy.

2. Open the space if determined safe to do so.

3. Test atmosphere, assess hazardous conditions and determine measures needed.

4. Ventilate and implement other safety measures.

5. Retest space if hazardous atmosphere was present before ventilation.

6. Draft and post permit.

7. Assign personnel including any needed specialized personnel and conduct a pre-entry safety briefing.

8. Request appropriate resources dependent on the circumstances

APPROVED: 06/20/02

REVISED: 06/25/02

C-4   CONFINED SPACE PROCEDURES

RESCUE

Prior to entry for a rescue, the Incident Commander and other Rescuer(s) shall discuss an entry strategy including:

- ✓   Hazards
- ✓   Special space conditions
- ✓   Utilization of specialized personnel
- ✓   Patient handling strategy
- ✓   Work time allowed in the space
- ✓   Objectives

The Incident Commander must stay at the scene and monitor rescue activities during the entire operation. The Incident Commander is responsible to ensure that the (1) necessary precautions are followed before, during, and after entry (2) a visual and verbal check of safety systems is made. However, each team member should check all personal safety equipment prior to entry.

Entry may be made only after hazards have been assessed and addressed and the entry strategy communicated. If one rescuer enters the space, another rescuer must be fully dressed with proper personal protective equipment (PPE) and prepared to enter or support the first rescuer if problems occur. In addition, the Rescue Team (RIC) shall also be in the appropriate PPE.

Each authorized entrant shall use an approved chest or full body harness, with a retrieval line attached at a suitable point so that when rescued, the entrant presents the smallest possible profile.

All entrant(s) shall have communications with the Attendant.

Once ventilation, air testing have been completed and before entry is made, a RIC must be in place. The RIC shall be, at a minimum, in the level of (PPE) as the initial rescuer(s) in case a problem would arise requiring a second rescue effort.

Incident Commander

The Incident Commander must control the entry and operation and may designate an assistant to:

    A.   Document

            1.   Permit is completed
            2.   Time for start of entry
            3.   Rescue team members entering the space
            4.   SCBA tank pressures before entry
            5.   Time working in the space.

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B.   Confirm the necessary resources ordered and en-route:

Examples include:

1.   If needed emergency medical/rescue services.
2.   Additional SCBA and/or air tanks.
3.   Retrieval equipment, if needed.

PRE-ENTRY PROCEDURES AND TESTING

Prior to opening the confined space, use the confined space entry permit to list any known physical or atmospheric hazards and indicate the pre-entry procedures.

A.   ISOLATION AND ELIMINATION OF HAZARDS
1.   Make contact with the supervisor or property owner of a confined space.

2.   De-energize or remove all electrical and mechanical equipment form confined space that may cause injury or entrapment.

B.   VENTILATION

1.   All confined spaces are required to have (4) air changes per hour. This requires knowledge of the volume of the space and capacity of the air moving equipment.

2.   To ensure a safe atmosphere confined spaces MUST be adequately ventilated with moving air. At least two man ways or covers MUST BE opened, when possible, to facilitate forced or natural air movement through the confined space.

3.   Spaces must only be naturally ventilated before INITIAL atmosphere testing.

LOCK OUT TAG OUT

1.   All fixed mechanical devices and equipment capable of causing injury should be placed in a zero mechanical state (ZMS).

2.   All electrical equipment (excluding lighting) should be locked out in the open (off) position a key type padlock or tagged out with a Confined Space Rescue lock out tag.

3.   All hydraulic lines or feed lines should be disconnected and blanked or blinded, locked and tagged.

4.   Any keys for locks used to make the entry safe should remain with the Entrants, or with Confined Space Safety Officer.

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5. In cases where only tag out is possible, equipment will be properly tagged and physical security should be assigned. This would mean a human resource to stand guard until the rescue has been completed or until relieved by another responsible resource.

All utilities should be locked with a LOCKING DEVICE and tagged with a Confined Space Rescue lock out tag.

APPROVED: 06/20/02

REVISED: 06/25/02

Procedures for the Identification and Management of Life Hazard Zones.

INTRODUCTION

Incident Commanders are responsible for the safety of all incident personnel and may have to take action to protect personnel from life threatening conditions that on-scene fire personnel and other responders do not have the capabilities, tools, or training to immediately mitigate. These actions may include:

- Immediate notification of personnel

- Notification for ongoing or long-term life hazards

- Methods to isolate and clearly identify the life hazard with three strands of barrier tape

- Assignment of Lookouts or Assistant Safety Officers when needed

- Identification methods for remote or large area life hazards

The clearly identifiable method to assure that fire personnel and other reponders do not enter Life Hazard Zones includes the use of a minimum of three (3) strands of barrier tape that states "**Do Not Enter**" or "**Do Not Cross,**" *(note) to prevent entry to the hazardous area. Three horizontal strands of any Fireline tape or flagging tape between one inch and three inches with the words "Do Not Enter" or "Do Not Cross" securely fixed to stationary supports and in sufficient locations to isolate the hazard will meet the requirement of identifying a Life Hazard Zone.

DEFINITIONS

Life Hazard: The existence of a process or condition that would likely cause serious injury or death to exposed persons.

Life Hazard Zones: A system of barriers surrounding designated areas at the incident scene that is intended to **STOP** fire personnel and other responders from entering a potentially life threatening, hazardous area.

Life Hazard Lookout: A qualified person in a location where they can safely observe a Life Hazard, monitor resources and personnel in the area, and communicate with resources keeping them a safe distance away. The lookout will also isolate and deny entry to any responders or resources until the life hazard is mitigated and the Incident Commander approves the release of the Life Hazard Zone.

INFORMATION AND GUIDELINES

Whenever a life hazard is present, or an immediate threat to the health and safety of incident personnel is present at an incident, any person who recognized the potential Life Hazard shall immediately contact the Incident Commander using **PRIORITY TRAFFIC** to advise of the situation. Included in the Emergency Traffic notification:

- Type/Nature of the hazardous condition, i.e., downed electrical wires or energized electrical equipment, ruptured gas line, ammunition or unexploded ordnance, hazardous material, imminent building collapse, or large unprotected holes (swimming pools, trenches, etc.)

- Specific location

- Resource needs

C-5   THREE STRIPES YOU'RE OUT (LIFE HAZARD ZONES)

- Any immediate exposure needs or issues

The Incident Commander shall request the appropriate resource or agency to respond to the incident to evaluate and mitigate the Life Hazard (i.e. utility company, structural engineer, haz-mat specialist, etc.) and assign a Lookout or Assistant Safety Officer until the Life Hazard Zone(s) is established and to prevent any incident personnel from entering the area until such time as the procedures below have been completed.

Identification of Life Hazard Zones

    a. The standard for identification of a Life Hazard Zone:

        1. Deploy barrier tape in the following manner to prevent entry and identify the hazard zone. The optimal tape would be red and white striped or chevron barrier tape that states "**Life Hazard – Do Not Enter**," * however, existing Fire or Police perimeter tape that includes the words "**Do Not Enter**" or "**Do Not Cross**" *will meet this standard.

        2. The tape shall be configured in three horizontal strands approximately 18 to 24 inches apart and securely fixed to stationary supports to establish the Life Hazard Zone. The Life Hazard Zone barrier shall be of sufficient size to provide complete isolation, distance and protection from the hazard, and supports shall be capable of supporting the barier tape throughout the incident.

        3. The use of illumination is recommended to enhance nighttime visibility to further identify the Life Hazard Zone. Examples include orange cones with a flashing strobe light on the ground or glow sticks securely attached to the barrier tape.

    b. The Life Hazard Lookout(s) (or Assistant Safety Officer) shall report to the Incident Safety Officer. They shall not be used for or engaged in any other fireground activities. Personnel who assume this function should have sufficient training and authority to carry out the duties as outlined below:

- Provide verbal notification to approaching personnel

- Isolate and deny entry to all personnel

- Request additional resources as needed

- Notify the Incident Safety Officer of any changes in the hazard or zone and make recommendations to mitigate changes

- Maintain Life Hazard Control Zone identification measures (i.e. barrier tape, supports, additional lighting, etc.)

- Allow entry into the area only with approval of the Incident Commander.

    c. The established Life Hazard Zone:

        1. The three horizontal strand configuration of red and white striped or chevron barrier tape shall only be used for Life Hazard identification. When incident personnel see the three strand configuration or barrier tape it shall be recognized as the standard for isolating a Life Hazard and incident personnel shall not enter the Life Hazard Zone *.

2. Ensure the Life Hazard Zone measures provide visibility to approaching personnel to prevent entry into the area throughout the duration of the incident.

3. Maintain the Life Hazard Zone for the duration of the incident or hazard. Approval from the Incident Command is required prior to the removal of the Life Hazard Zone barriers.

4. The Life Hazard Zone identification measures are intended to provide a visual cue to all incident personnel. Life Hazard Lookout(s) or Assistant Safety Officers shall ensure a physical barrier between personnel and the Life Hazard Zone through effective communications and notifications.

5. The Incident Commander shall be responsible for ensuring that all incident personnel are notified of the Life Hazard Zone. This may be accomplished through any approved method such as face-to-face, emergency traffic radio messages or the Incident Action Plan.

d. Remote Locations: In cases where the extent of the hazard zone is so large that it is not practical to completely isolate the area, such as on large incidents in remote locations, the following will be the minimum standard for these situations:

1. The Incident Commander must approve the use of these minimum standards for each Life Hazard.

- The Incident Commander shall assign a Life Hazard Lookout at appropriate access points to prevent any incident personnel from entering the area until such time as the procedures below have been completed.

- Three horizontal stripes of red and white Life Hazard tape or barrier tape (as described above) will be affixed to two vertical uprights at appropriate locations along the access route to the Life Hazard area. A description of the hazard, location of the hazard, and distance from the Life Hazard indicator tape to the hazard shall be attached at each location.

2. All personnel working in the area or Division shall be notified of the Life Hazard immediately. Incident personnel may be notified through routine briefings, emergency radio traffic messages, the Incident Action Plan, and the Incident Map.

3. The location(s) of the Life Hazard(s) and Placard(s) shall be marked on the Incident Map using standardized symbols. The symbol to mark the Life Hazard Zone on the Incident Map is a red octagon with three white horizontal lines with a description of the hazard noted underneath.

- Personnel shall not breach, alter, or remove any Life Hazard Zone identification measures until the hazard has been abated and approval granted by the Incident Commander.

- All personnel have a personal responsibility to be aware of Life Hazards and to make proper notification when they are encountered at an incident.

- Remember the slogan: **THREE STRIPES, YOU'RE OUT!**

C-5   THREE STRIPES YOU'RE OUT (LIFE HAZARD ZONES)

* In the event that the proper type of marking tape is not available, incident personnel shall use whatever tape is available on a temporary basis. Once the correct type of marking tape is available, it shall replace the temporary material as soon as possible.

PROPOSED: 10/12/09   APPROVED: 11/3/2009

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D-1   CLEAR TEXT

It is the policy of the Heartland Communications Facility Authority and member agencies to employ "clear text".

APPROVED: 06/06/89

REVISED:

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D-2   RADIO IDENTIFIERS

Standardized radio identifiers shall be used for communications between field units or dispatch.

Radio identifiers for field units <u>shall not</u> be shortened. The full identifier for the unit in question shall be used. "4202" <u>shall not</u> be "02"; "Water Tender 3" <u>shall not</u> be "Water 3"; "Rescue 6" <u>shall not</u> be "R6".

The suffix attached to units (-Telesquirt 3 -) is a single letter and shall be used as such, but no prefixes will be shortened.

Zone 4 Identifiers

Duty Officers for each jurisdiction shall be used as follows:

<u>Department</u>	<u>Duty Officer Identifiers</u>
LKS	Battalion 1
SNT	Battalion 2
ELC	Battalion 3
LMS	Battalion 4
SMG	Battalion 6
ACP	Battalion 7
ECO	Battalion 9

Zone 5 Identifiers

Duty Officers for each jurisdiction shall be used as follows:

<u>Department</u>	<u>Duty Officer Identifiers</u>
BON	Battalion 51
CHV	Battalion 52
CRD	Battalion 53
IMB	Battalion 54
NAT	Battalion 57

Each staff member will also have a 4 digit number radio identifier preceded with a rank identifier (see D-2.5, Staff Numbering). It is possible for one unit to be called by both numbers, e.g., To call the Santee Fire Chief and advise the Chief of a message, the Chief would be called Chief 4201. If the same Fire Chief was the duty officer, the Chief would be dispatched as Battalion 2.

If a Duty Officer responds on a strike team, he/she shall use the strike team number or the 4 digit identifier rather than the Duty Officer Identifier.

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D-2.1 APPROVED TERMINOLOGY

For consistency, standardized terminology should be employed. This terminology should be employed whenever appropriate. The below given examples are not intended to cover every conceivable possibility, however, are frequently used terms.

"At scene"	Unit has arrived at location of dispatch
"In quarters"	Unit is at their home station or other station should then be indicated with the message, i.e., "Heartland, Engine 4 in quarters at Station 14."
"Responding"	En route assigned call.
"Available"	Unit is ready for dispatch to another call.
"Completed"	Unit is available and leaving scene.
"Returning"	Unit is available and returning to quarters.
"In District"	Unit is on the radio in their district.
"Can Handle"	Unit reporting can handle incident without further aid.
"Investigating"	Unit on scene is checking further for reported incident.
"Rescue Mode"	Unit at scene is taking quick, aggressive action to attempt Rescue.
"Staging"	Unit is standing by at designated location for orders.
"IC"	Unit is assuming direction and control of incident.
"Affirmative"	Yes.
"Negative"	No.
"Stand-by"	Wait.
"Copy"	Message received; will do as asked.
"Traffic"	Radio or telephone message.
"Delayed Status"	Out of Service
"Coroner's Case"	Dead Body
"Cover Now"	Need Law Enforcement code 3
"I-RIC"	Initial RIC see Rapid Intervention Crew (RIC) policy
"RIC"	Rapid Intervention Crew

APPROVED: 11/3/2009

REVISED: 7/21/09

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D-2.1 APPROVED TERMINOLOGY

"Priority Traffic"   Urgent traffic where no Fire Department personnel are involved

"Emergency Traffic"   Urgent traffic where Fire Department personnel are involved

"Move-up"   An assignment to cover a different station or district

"PAR"   Personnel Accountability Report

"Delayed"   Not available for response

"Training Status" Not available for response – can be recalled if needed

"Out of Service"   Apparatus or crew not available for response or recall

APPROVED: 11/3/2009
REVISED: 7/21/09

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D-2.2 Phonetic Alphabet 11-04-08   PHONETIC ALPHABET

The phonetic alphabet to be utilized over the radio is the model used by the U.S. Military, Federal Aviation Administration, and International Radio Operators Association, and recommended by FIRESCOPE:

A	Alpha	N	November
B	Bravo	O	Oscar
C	Charlie	P	Papa
D	Delta	Q	Quebec
E	Echo	R	Romeo
F	Foxtrot	S	Sierra
G	Golf	T	Tango
H	Hotel	U	Uniform
I	India	V	Victor
J	Juliet	W	Whiskey
K	Kilo	X	X-ray
L	Lima	Y	Yankee
M	Mike	Z	Zulu

APPROVED: 06/06/89

REVISED: 11/4/08

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D-2.3   ABBREVIATIONS

ASTREA	Aerial Support To Regional Enforcement Agencies (Sheriff's Helicopter)
ICS	Incident Command System
GPM	Gallons per minute
OES	State of California's Office of Emergency Services. Falls under auspices of the Governor'office 3 Branches: Fire & Rescue, Law Enforcement and Administrative. County ODP is now OES.
NIIMS	National Interagency Incident Management system.
CalTrans	California Department of Transportation.
AKA	Also known as.
IC	Incident Commander.
CUL	Communications Unit Leader.
CDFFP or CDF	California Department of Forestry and Fire Protection.
USFS	United States Forest Service
MACS	Multi-Agency Coordination System.
FIRESCOPE	Firefighting Resources of Southern California Organized for Potential Emergencies.
GHQ	General Headquarters.
ICP	Incident Command Post.
OCC	Operations Coordination Center (in Riverside, collocated with CDFFP's Region Headquarters and USFS south zone).
ETA	Estimated Time of Arrival.
CHP	California Highway Patrol.
SDSO	San Diego Sheriff's Office (Department).
SDG&E	San Diego Gas & Electric
FFS	Forest Fire Station
EMS	Emergency Medical Services
EMT	Emergency Medical Technician Normally refers to the EMT-1 level, which can be EMT-1A (ambulance), EMT-1FS (fire service), EMT-1PS (police service) or EMT-1NA (non-ambulance). Paramedics are also EMT's but at the EMT-II or EMT-III level.
FP or FPB	Fire Prevention or Fire Prevention Bureau.
S/T	Strike Team. Can be of engines, crews, or dozers.

APPROVED: 06/06/89

REVISED: 06/20/02

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D-2.3   ABBREVIATIONS

FPD   Fire Protection District.

SC   Spread Component.

NFDRS   National Fire Danger Rating System (often spoken as NIF-DERS).

MHz   Megahertz. Used for describing radio frequency.

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D-2.4   MNEMONICS

Each Fire Agency in the State of California has been assigned a three-letter identifier, or mnemonic for use in written communications or identification. Each agency has a three-digit code that means the same thing statewide.

STATE	AGENCY	CAD	
ACP	Alpine Fire Protection District		AC
BAR	Barona Fire Protection District	BA	
BGO	Borrego Springs Fire Protection District	BG	
BLV	Boulevard (CSA – Community Service Area)	BL	
BON	Bonita-Sunnyside Fire Protection District	BO	
CHV	Chula Vista Fire Department	CV	
CNF	Cleveland National Forest		
CPO	Campo (CSA – Community Service Area)	CP	
CRD	Coronado Fire	CO	
ECO	East County Fire Protection District	EC	
ELC	El Cajon Fire Department	EL	
HTL	Heartland Communications	EM	
IMB	Imperial Beach Fire Department	IB	
IMF	Intermountain Volunteer Fire Department	IM	
JVF	Julian / Cuyamaca Fire Protection District	JU	
LMS	La Mesa Fire Department	LM	
LKS	Lakeside Fire Protection District	LK	
LGV	Lemon Grove Fire Department	LG	
MLG	Mt. Laguna (CSA – Community Service Area)	ML	
MVU	CDF Monte Vista Ranger Unit		
NAT	National City Fire Department	NA	
OWF	Ocotillo Wells Volunteer Fire Department	OW	
PMV	Palomar Mountain (CSA – Community Service Area)	PM	
PVY	Pine Valley Fire Protection District	PV	

APPROVED: 11/3/09

REVISED: 10/5/09

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D-2.4   MNEMONICS

RAN	Ranchita Volunteer Fire Department	RN
<u>STATE</u>	<u>AGENCY</u>	<u>CAD</u>
SDR	San Diego Rural	SR
SMG	San Miguel Fire Protection District	SM
SND	San Diego Fire Department	SD
SNT	Santee Fire Department	SN
SPF	San Pasqual (CSA – Community Service Area)	SP
SUN	Sunshine Summit Volunteer Fire Department	SS
SVV	Shelter Valley Volunteer Fire Department	SV
VJS	Viejas Fire Department	VJ
WSP	Warner Springs Volunteer Fire Department	WS

XSD	San Diego Area	
	(Used for strike team identifiers for San Diego Operational area	
	strike teams not composed exclusively of one agency's resources)	
	Indian Reservations	IR
	No specific service area	NL

APPROVED: 11/3/09

REVISED: 10/5/09

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D-2.5   STAFF NUMBERING

In order to keep Zone 4 Unit Identification Numbers in line with the Incident Command System (ICS), the following ID system shall be utilized for staff vehicles.

ICS NAME	ID	DESCRIPTION	CAD ID
ALPINE:			
Chief	4701	Chief of Department	C4701
Division	4702	Division Chief - Operations	D4702
Prevention	4705	Fire Marshal	P4705
Prevention	4706	Fire Inspector	P4706
BARONA:			
Chief	4801	Chief of Department	C4801
Battalion	8	Duty Battalion Chief	B8
Division	4802	Assistant Chief	D4802
Training	4808	Training Captain	4808
BONITA:			
Chief	5101	Chief of Department	C5101
Deputy	5102	Deputy Chief	D5102
Prevention	5104	Prevention	5104
Staff	5105	Staff	5105
Staff	5106	Staff	5106
Prevention	5109	Prevention	5109
CHULA VISTA:			
Chief	5201	Chief of Department	C5201
Deputy	5202	Deputy Chief- Admin.	D5202
Deputy	5203	Deputy Chief - Operations	D5203
Battalion	52(5204)	Duty Battalion Chief	B52 (5204 Strike Team Leader)
Battalion – T/O	5205	Training BC	B5205
Training	5206	Training Captain	5206
Training	5207	Training Engineer	5207
Staff	5208	Special Duty	5208
Staff	5209	Special Duty	5209
Canine	5210	US & R Canine	5210
Prevention	520	Fire Marshall	P520
Prevention	521	Inspector	P521
Prevention	522	Inspector	P522
Prevention	523	Inspector	P523

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ZONE COORDINATOR   OPERATIONS CHAIR

APPROVED: June 2007

Number: Title:

D-2.5   STAFF NUMBERING

ICS NAME	ID	DESCRIPTION	CAD ID
Prevention	527	Investigator	P527
Repair	520	Mechanic	RP520

CHULA VISTA (continued):

ICS NAME	ID	DESCRIPTION	CAD ID
Repair	521	Mechanic	RP521
Fire	528	Media/Video	F528
Comm. Mgr.	COM50	Communications Manager	COM50
Comm. Sup.	COM51	Communications supervisor	COM51
Comm. Sup.	COM52	Communications supervisor	COM52
IT	COM59	Information Technology	COM59

CORONADO:

Chief	5301	Chief of Department	C5301
Division	5302	Division Chief	D5302
Division	5303	Division Chief	D5303
Division	5304	Division Chief	D5304

EAST COUNTY:

Chief	4901	Chief of Department	C4901
Battalion	9	Duty Battalion Chief	B9
Prevention	4905	Fire Investigator	P4905
EMS	491	EMS Coordinator	EM491

EL CAJON:

Chief	4301	Chief of Department	C4301
Battalion	3	Duty Battalion Chief	B3
Division	4302	Division Chief	D4302
Division	4303	Division Chief	D4303
Division	4304	Division Chief	D4304
Division	4305	Division Chief	D4305
Prevention	4306	Fire Marshall	P4306
Prevention	431	Fire Safety Specialist	P431
Prevention	432	Fire Safety Specialist	P432
Prevention	433	Fire Safety Specialist	P433
Prevention	434	Fire Safety Specialist	P434

IMPERIAL BEACH:

Chief	5401	Chief of Department	C5401
Deputy Chief	5402	Deputy Chief	D5402

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ZONE COORDINATOR   OPERATIONS CHAIR

APPROVED: June 2007

Number: Title:

D-2.5   STAFF NUMBERING

ICS NAME	ID	DESCRIPTION	CAD ID
LA MESA:			
Chief	4401	Chief of Department	C4401
Battalion	4	Duty Battalion Chief	B4
Division	4402	Division Chief	D4402
Division	4403	Division Chief	D4403
Division	4404	Division Chief/Fire Marshal	D4404
Division	4405	Division Chief	D4405
Prevention	4408	Deputy Fire Marshall	P4408
Prevention	4409	Prevention	P4409
LAKESIDE:			
Chief	4101	Chief of Department	C4101
Battalion	1	Duty Battalion Chief	B1
Division	4102	Division Chief	D4102
Division	4103	Division Chief	D4103
Division	4104	Division Chief	D4104
Prevention	411	Fire Marshall	P411
Prevention	412	Inspector	P412
Prevention	413	Inspector	P413
Repair	4109	Mechanic	*Unk*
LEMON GROVE			
Chief	4501	Chief of Department	C4501
Deputy	4502	Deputy Chief	D4502
Battalion	5	Duty Battalion Chief	B5
NATIONAL CITY:			
Chief	5701	Chief of Department	C5701
Division	5702	Division/ Fire Marshall	5702
Battalion	57	Duty Platoon Commander	B57
SAN MIGUEL:			
Chief	4601	Chief of Department	C4601
Battalion	6	Duty Battalion Chief	B6
Division	4602	Division Chief – Training	D4602
Division	4603	Division Chief – Operations	D4603

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ZONE COORDINATOR   OPERATIONS CHAIR

APPROVED: June 2007

Number: Title:

D-2.5   STAFF NUMBERING

Division	4604	Division Chief – Admin	D4604
Battalion	4605	Battalion Chief – "A" Shift	B4605
Battalion	4606	Battalion Chief – "B" Shift	B4606
Battalion	4607	Battalion Chief – "C" Shift	B4607
ICS NAME	ID	DESCRIPTION	CAD ID

SAN MIGUEL (continued):

Training	4608	Training Captain	4608
Repair	4609	Mechanic	4609
Repair	4610	Mechanic	4610
Prevention	461	Fire Marshall	P461
Prevention	462	Inspector	P462
Prevention	463	Inspector	P463
Prevention	464	Inspector	P464
Prevention	465	Pub Ed / PIO	P465
Pastor	466	Pastor	P466

SANTEE:

Chief	4201	Chief of Department	C4201
Battalion	2	Duty Battalion Chief	B2
Deputy	4202	Division Chief – Adm	D4202
Division	4203	Division Chief – Ops	D4203
Division	4204	Division Chief – Prev	D4204
Prevention	4206	Inspector	P4206
Prevention	4207	Inspector	P4207
Repair	4209	Mechanic	P4209

VIEJAS:

Chief	5801	Chief of Department	C5801
Battalion	58	Duty Battalion Chief	B58
Assistant	5802	Assistant Chief	A5802

HEARTLAND COMMUNICATIONS:

Communications 40	Director	CM40
Communications 41	Systems Manager	CM41
Communications 42	Operations Manager	CM42

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ZONE COORDINATOR   OPERATIONS CHAIR

APPROVED: June 2007

Number: Title: Page 1 of 1

D-2.6   RADIO COMMUNICATIONS FOR APPARATUS

PURPOSE:

To standardize tactical communications between personnel from the same apparatus.

Guidelines:

- All communications to apparatus are presumed to be directed to the apparatus CAPTAIN. The CAPTAIN may designate other personnel to answer on their behalf.

- Communications between personnel on units should identify the unit ID followed by the rank(ENGINEER, FIREFIGHTER X). Firefighters last name should be included when more than one firefighter is staffing the apparatus.

  > Example: "Engine 12 ENGINEER from FIREFIGHTER SMITH, reduce pressure."

- ICS designators supersede rank identifiers. ICS designators examples include: Command, Interior, Roof, Staging, Base, Division x, Safety, etc.

- First names of personnel may not be used as a substitute for the radio identifier.

APPROVED: 12/23/99

REVISED: 06/20/02

Number: Title: Page 1 of 3

D-2.7   OES RADIO IDENTIFIERS

Purpose: OES Radio Identifiers used while apparatus are assigned to Strike Teams.

ALPINE:
E-17	4717	M-17	
E-24	4724 (Reserve Engine)		
BR-17	4767		

BARONA:
E-27	4811	M-27	4891
E-227	4812 (Reserve Engine)	M-227	4892 (Reserve)
BR-27	4867	U-27	(Utility Truck)

BONITA:
E-38	5138
E-238	5148 (Reserve Engine)
U-38	5181 (Utility Pickup)

CHULA VISTA:
E-51	5251	T-51	5271
E-52	5252	T-57	5277
E-53	5253	BR-52	5267
E-54	5254	USAR-53	5293
E-55	5255	RT–1	5270 (Reserve Truck)
E-56	5256		
E-57	5257		
E-58	5258		
ER-1	5221 (Reserve Engine)		
ER-2	5222 (Reserve Engine)		
ER-3	5223 (Reserve Engine)		
ER-4	5224 (Reserve Engine)		
ER-5	5225 (Reserve Engine)		

CORONADO:
E-36	5336	M-36	5390
E-37	5337	M-37	5393
E-236	5347 (Reserve Engine)	Aid-36	
		Aid-37	

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ZONE COORDINATOR   OPERATIONS CHAIR
                            APPROVED: June 2007

D-2.7   OES RADIO IDENTIFIERS

		U-36	
EAST COUNTY:			
E-18	4918	R-18	4988
E-19	4919	A-18	4991
E-219	4920 (Reserve Engine)	OES-305	
BR-18	4968	MCI-4	

EL CAJON:

E-6	4316	T-6	4376
E-7	4317	R-6	4386
E-8	4318	M-6	4399
E-9	4319	M-9	4390
E-309	4343 (Reserve Engine)	M-8	4391
E-206	4344 (Reserve Engine)	M-R1	4392
E-209	4333 (Reserve Engine)	M-R2	4393
U-43	(Utility Pickup)		

IMPERIAL BEACH:

E-39	5439
E-239	5440 (Reserve Engine)
U-39	5480 (Utility Pickup)

LAKESIDE:

		M-41	4192
E-1	4111	BR-3	4163
E-2	4112	WT-3	4160
E-3	4113	R-3	4183
E-26	4126	M-1	4191
E-202	4141 (Reserve Engine)	M-3	4199
E-203	4140 (Reserve Engine)	BR-2	4162
E-226	4150 (Reserve Engine)		

LA MESA:

E-11	4411	T-11	4471
E-12	4412	R-11	4481
E-13	4413	OES-292	
E-212	4414 (Reserve Engine)	U-11 (Utility Pickup)	

Number: Title: Page 3 of 3

D-2.7   **OES RADIO IDENTIFIERS**

LEMON GROVE:

E-10	4510
E-210	4520
E-310	4530 (Reserve Engine)

NATIONAL CITY:

E-31	5731	R-34	5799
E-34	5734	T-34	5771
E-234	5735 (Reserve Engine)		

SAN MIGUEL:

E-14	4614	BR-14	4664
E-15	4615	BR-15	4665
E-16	4616	T-15	4675
E-21	4621	R-23	4683
E-22	4622	OES-307	
E-23	4623		
E-215	4646 (Reserve Engine)		
E-316	4647 (Reserve Engine)		
E-221	4648 (Reserve Engine)		
E-216	4649 (Reserve Engine)		
E-223	4650 (Reserve Engine)		

SANTEE:

E-4	4214	BR-4	4264
E-5	4215	T-4	4274
E-20	4220	M-4	4299
E-204	4216 (Reserve Engine)	M-42	4292
		M-204	
		R-5	4285

VIEJAS:

E-25	5825	T-25	5875
E-225	(Reserve Engine)	BR-25	5865
		M-25	5895

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ZONE COORDINATOR   OPERATIONS CHAIR

APPROVED: June 2007

Number: Title: Page 1 of 1

D-3   RADIO PROCEDURES

Continuity and consistency in the dispatching process is of paramount importance to our member agencies, their field personnel and their Fire Chiefs. As such, there shall be prescribed formats for dispatches, cancellations, and other announcements, and many other routine radio messages. Within those messages, and for routine acknowledgements and other traffic, there shall be standardized clear text terminology.

- All field traffic directed to Heartland will be prefaced with "Heartland", i.e., *"Heartland, Engine 30."*

- All radio traffic directed to field units from Heartland will be suffixed with "Heartland", i.e., *"Engine 30, Heartland."* - All acknowledgements directed to field units from Heartland, will acknowledge the field unit, i.e., *"Copy Engine 30,"* or *"Heartland copies Engine 30."*

- Any unit-to-unit traffic shall be identified by the unit being called given first, i.e., If Engine 3 is calling Engine 14, It would be done so by saying "*Engine 14, Engine 3."*

Radio traffic intended for Heartland that is not prefaced with "Heartland" may not be recognized as such, and in turn, not receive a response. Many activities can be taking place within the communications center that may not be readily apparent to field units, and the dispatchers must do some "screening" of radio traffic.

Dispatchers and fire personnel must always be professional on the radio. Proper radio protocol and practices shall always be used; there is no place for casual conduct, verbiage, or informality on the radio. FCC rules and regulations, good radio practice, and professionalism demand the same standard of conduct on this as on any radio frequency. Many citizens, the news media, and most of our fire agencies monitor the radio on a continuous basis. The use of first names in lieu of authorized radio identifiers is also prohibited on all our channels by this policy as well as FCC rules.

APPROVED: 11/3/2009

REVISED: 7/21/09

Title: Page 1 of 4

D-3.1 Command and Tactical Radio Channel Assignments

PURPOSE:

To standardize the assignment of radio command, tactical channels, or talk groups for use by Fire and EMS agencies dispatched by Heartland Communications (HCFA).

ZONE 4 COMMAND & TACTICAL CHANNEL ASSIGNMENTS:

Channels will be assigned based on the incident type, Zone, or area. Most incident types will be dispatched on a unique set of channels. Medical Aids, typically requiring minimal tactical communications, will have several incidents grouped together.

As a general rule Command and TAC channels WILL NOT be changed once assigned unless a change is requested by the IC, Zone Duty Chief, HCFA Operations Supervisor, or the On Duty HCFA Supervisor.

ZONE 4 - IN ZONE RESPONSES	
Type of incident	**Channels (Talk Groups)**
Medical Aid Traffic Collisions(**EXCLUDES**) Freeway TC)	**CMD 3C, TAC 3D or TAC 3B (see note section 1)**
Vegetation / Wildland Fire (see note section 2)	**CMD 4C, TAC 4D, TAC 4B** **CMD 4F, TAC 4G, TAC 4E** **CMD 3L, TAC 3M, TAC 3K (Not county wide)** **Request from Station M for Zone 11 RMA (ICS 1-7) talkgroups for add'l incidents**

All other incidents in zone, including:
 	
    Freeway TC,
 	
    Rescues,
 	
    Structural fires,
 	
    Haz-mat,
 	
    Single Engine Response,
 	
    Other
 	
    (see Note Section 3)
	Rotate between:
	
	CMD 3F, TAC 3G
	
	CMD 3I, TAC 3J
	
	CMD 3L, TAC 3M
	
	CMD 3F, TAC 3E
	
	CMD 3I, TAC 3H
	
	CMD 3L, TAC 3K
	
	(Note: For Barona, Hwy 67 North of Slaughterhouse Cyn use CMD 4F TAC 4E)

Automatic Aid (Requests from other dispatch centers)	**Use talk group or channel as assigned by requesting dispatch center**

REVISED: 8/21/09

APPROVED   11/3/09

D-3.1 Command and Tactical Radio Channel Assignments

NOTE SECTIONS:

Section 1 – Medical Aids

- When four (4) simultaneous incidents are in progress on TAC 3D, additional incidents will be assigned to TAC 3B

- If both TAC's 3D & 3B have four or more incidents, new incidents will continue to be assigned on CMD 3C, rotating between TAC 3D and TAC 3B

- Any incident upgraded to multiple units will remain on the existing CMD & TAC. Subsequent incidents will be assigned to the other TAC channel, unless otherwise directed by the Incident Commander (IC)

- The exception will be Barona, LKS Hwy 67 North of Slaughterhouse Canyon, and any incident North or East of the intersection of Wildcat Canyon and Willow Rd. *(CMD 4F TAC 4E)*

Section 2 – Vegetation / Wildland Responses

- RCS Countywide talk groups will be assigned for vegetation/wildland responses.

- HCFA will utilize CMD 4C, TAC 4D for the first incident, the next Wildland incident will be on CMD 4F, TAC 4G. If an additional TAC is needed utilize the next TAC listed. If CMD channel has more than two working incidents, the backup Wildland channels of CMD 3L, TAC 3M will be assigned by dispatch. Only one incident assigned to each TAC channel when possible.

- Rotation Order Overview:

    - CMD 4C, TAC 4D, TAC 4B

    - CMD 4F, TAC 4G, TAC 4E (Also used for incidents on Wildcat Cyn and Hwy 67)

    - CMD 3L, TAC 3M, TAC 3K (Not county wide)

    - Request Zone 11 ICS channels for add'l incidents

Section 3 - Rotating Channel Assignments

- Each new incident, except as otherwise noted, will be assigned one of the following Command and Tactical talk group combinations in the order shown:

    - 1- CMD 3F, TAC 3G   4- CMD 3F, TAC 3E

    - 2- CMD 3I, TAC 3J   5- CMD 3I, TAC 3H

    - 3- CMD 3L, TAC 3M   6- CMD 3L, TAC 3K

- Only one incident will typically be assigned to each TAC channel.

REVISED: 8/21/09
APPROVED   11/3/09

Title: Page 3 of 4

D-3.1 Command and Tactical Radio Channel Assignments

- During major incidents a second TAC channel may be requested. Dispatch will assign an adjacent TAC if not already in use.

- During high activity (flooding, high winds etc.) the Operations Supervisor or the on-duty Supervisor has the authority to assign single engine responses to a common command channel and TAC for HCFA.

Section 4 – Mutual Aid Responses Out of Zone

- When requests for mutual aid are received from ECHO I, dispatch will request a VHF frequency for the STRIKE TEAM LEADER to communicate with the INCIDENT COMMANDER.

- TRV (TRVL 4L) will be assigned as a RESPONSE or TRAVEL CHANNEL. After the strike team has formed, the STRIKE TEAM LEADER will switch strike team units to ITAC 1, 2, 3, or 4 when they are out of the county.

San Diego City north of Hwy 52 & Hwy 67 Corridor north of Slaughterhouse Canyon, assign the Countywide Channel CMD 4F, TAC 4E	
ZONE 4 - STRIKE TEAM / MUTUAL AID RESPONSES	
Type of incident	**Channels (Talk Groups)**
All Areas: (See note section 4)	Strike Team Leader is also assigned a VHF or 800 MHz channel to contact the Incident Commander As requested by Area Coordinator (Monte Vista). **TRV (TRVL 4L)**
Outside San Diego County:	**ITAC 1,2,3,4 (Do not use CARS out of County.**

Barona, LKS Hwy 67 North of Slaughterhouse Canyon, and any incident North or East of the intersection of Wildcat Canyon and Willow Rd.

- CMD 4F, TAC 4E

Training Channels for Zone 4 ONLY:

- TRN 4H (Primary)

- TRN 4I (Secondary)

REVISED: 8/21/09

APPROVED   11/3/09

Title: Page 4 of 4

D-3.1 Command and Tactical Radio Channel Assignments

Gillespie Field Incidents:

- GIL CMD 4K, GIL TAC 4J

ZONES 8 AND INLAND AGENCIES COMMAND & TACTICAL CHANNEL ASSIGNMENTS:

Zone 8 will have its own Zone 5A.

The Dispatcher will assign the first 4 incidents on a first come first serve basis starting with CMD 5C TAC 5D, then rotate to the next set of channels. It will be at the discretion of the dispatcher to put incidents on separate channels as call volume or activity demands it. NOTE: The exception will be Vegetation Fires.

ZONE 8 RESPONSES		
Type of Incident	**Channels**	**Areas**
First 4 incidents in Zone 8, or one major working incident; then rotate between channels as the dispatcher deems necessary.	CMD 5C, TAC 5D CMD 5E, TAC 5F CMD 5G, TAC 5H	Borrego Springs Julian-Cuyamaca Mt. Laguna Ocotillo Wells San Pasqual Shelter Valley
RIC TEAM/OWF Rangers	5K	Rural Paramedics
Training/Field Selectable Activity/ Traffic Control	5L Support	All Zone 8
ZONE 8 VEGETATION/WILDLAND RESPONSES, OWF, and SPECIAL EVENTS		
HTL 5I (Countywide channels) HTL 5J		

REVISED: 8/21/09

APPROVED   11/3/09

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D-3.2   RADIO TRAFFIC PRIORITY

There are three levels of Radio Traffic Priority: **Routine, Priority, and Emergency.**

Routine traffic consists of normal, non-emergency radio traffic such as status changes, quarter changes, and other radio traffic not falling into the priority category.   Routine traffic need not be identified as such. Unless identified as "priority traffic", all radio traffic is presumed to be routine.

Priority traffic includes all dispatches, emergency requests for Law Enforcement, back-up field initiated or reported fire, EMS, hazardous materials, or other emergencies as well as other situations in which loss of life or property or other endangering situation may result if radio traffic is delayed.

Emergency traffic may be declared by anyone. The term "EMERGENCY TRAFFIC" shall be used to clear radio traffic. Clear text shall be used to identify the type of emergency. "FIREFIGHTER DOWN," "FIREFIGHTER MISSING," OR "FIREFIGHTER TRAPPED," etc.

Priority or Emergency traffic may be identified by:

- Verbal: example – "Heartland, E19 on Command 2, Priority (or Emergency) Traffic"

The entire dispatch process will involve priority traffic. All traffic shall be held except for acknowledgment of that dispatch or other priority or emergency traffic identified as such. When a unit has declared Priority or Emergency traffic, Heartland will state to all units, "All units, priority (or emergency) traffic only".

The dispatcher must and shall maintain control over the radio frequencies and field units must be particularly conscious of responding to the dispatcher's instructions and acknowledgments.

When the period of priority (or emergency) traffic has passed, Heartland will announce "All units resume normal traffic", or "Heartland clear from emergency traffic".

During periods of high activity, the dispatcher may announce "All units priority traffic only". When activity level slows to a more manageable point, the dispatcher will announce "All units resume normal traffic".

APPROVED: 06/20/02

REVISED: 06/25/02

Number: Title: Page 1 of 3

D-3.3   RADIO USAGE

Fire Related Incidents, Rescues, Multiple Unit Responses

Command Talk Group shall be used for:

- **Clear** and **concise** communications between units prior to arriving at scene

  (Does not include long drawn out conversations, info **MUST** be concise.)

- Enroute updates from dispatch

- Size- up

- Request for Resources

- Canceling Resources

- Communications between the IC and Command Staff while on incident

Tactical Talk Group used for:

- Clear and concise communications between units while working on the incident

- Communications between IC and units while working on the incident

Radio Operator Responsibilities:

- Repeat size-up.
  Size up should be repeated as concisely as possible
  It is not necessary to repeat all command traffic word for word
  Example:
  "E16 at scene laying a line" just saying "E16 Copy" is sufficient

- Repeat request for resources and updates from the IC
  Examples:
  Lakeside Command request " 2nd Alarm"
  Repeat "Lakeside Command copy request 2nd Alarm"
  Lakeside Command advising fire under control, units on scene 2 hrs.

- Enroute updates from dispatch **MUST** be relayed to the highest-ranking officer responding on the incident.

APPROVED: 06/17/03
REVISED: 06/17/03

D-3.3   RADIO USAGE

- Canceling Resources (Unit or IC should be going through dispatch to cancel units)
  Monitor CAD for unit status to change, it is not necessary to role call units equipped with status bars or MDC's.
  Role call unit(s) if their status does not change
  Role call units that are not equipped with status bars or MDC's

   Note: <u>MUST</u> identify unit when answering any unit, it is not permissible to just say "Copy"

<u>**Medical Incidents**</u>

Command Talk Group used for:

- **Clear** and **concise** communications between units prior to arriving at scene

   (Does not include long drawn out conversations, info <u>**MUST**</u> be concise.)

- Enroute updates from dispatch

- Requests for Resources

- Canceling Resources

- AMR should not contact Heartland Dispatch on Command channel unless it is priority traffic.

Tactical Talk Group used for:

- Patient Updates

- **Clear** and **concise** communications between units while working on the incident

Radio Operator Responsibilities:

- Enroute updates from dispatch **MUST** be relayed to the highest-ranking officer responding on the incident.

- Request units switch to TAC for patient updates. (DON'T talk over the units while they are talking, let them finish and politely advise them that this type of traffic belongs on TAC . Advise supervisor of problems with this type of traffic on Command.)

- AMR should not contact Heartland Dispatch on Command unless it is priority traffic.

- Advise AMR unit(s) that contact Heartland on Command to contact AMR dispatch **UNLESS** priority traffic.

APPROVED: 06/17/03

REVISED: 06/17/03

D-3.3   RADIO USAGE

<u>**Zone Talk Group**</u> **is used for:**

- Normal communications between Dispatch and field units <u>when **not** assigned to an incident</u>

- Initial contact between 2 agencies prior to moving to the Zone 4 Administrative talk-group

- Earthquake roll call etc.

Zone Talk Group is <u>NOT to be used for:</u>

- Conversations between units. Use your departments designated administrative talk-group or the Zone 4 administrative talk-group between agencies

<u>**Administrative Talk Groups**</u> **are used for:**

- Zone 4 Admin is used for non-emergency communication between 2 agencies that do not share a common administrative channel

- Department Admin is used for non-emergency communication between units of the same agency

APPROVED: 06/17/03

REVISED: 06/17/03

Number: Title: Page 1 of 1

D-4   DISPATCH FORMAT

PURPOSE:

To provide a consistent verbal dispatch format.

PROCEDURE:

All dispatching shall be done from the Dispatch Talk Groups. Dispatch formats shall be consistent at all times. The format for dispatching shall be as follows:

> "In District 5, for Medic Engine 5S and Medic 4, Medical Aid, Chest Pains, at Costco, one zero one Town Center Parkway, map page 2833A Alpha, cross of Mission Gorge Road, Command 1, Tac 1".

Or generically:

> District, assigned unit(s), Incident Type, brief description, business or other landmark name (if applicable), address (once with individual address numbers), map number/supplemental map, cross street, radio channel(s).

This format shall be used for all types of dispatches. Wildland Fires shall be dispatched with their dispatch level (i.e. "Medium Wildland Dispatch").

Field units shall be advised of any other agencies responding with them at the time of dispatch. Other agencies include, but are not limited to, law enforcement and private ambulance companies. When it is known, the code of the other agency response shall also be given to the responding field units.

All units assigned a call shall be given during the dispatch. This includes units from agencies outside the zone or our member agencies.

There will be no repeating of the dispatch after the initial dispatch. A verbal dispatch will be done on **ALL** calls.

Whenever there is a change in the units originally dispatched, this information will be given to the responding units on the assigned command channel and the call will be re-encoded with no voice dispatch.

REVISED: 11/19/04   ADMINISTRATIVE APPROVAL

REPLACES: 06/20/02   _____

                                                                              HCFA DIRECTOR

Number: Title: Page 1 of 1

D-4   DISPATCH FORMAT

PURPOSE:

To provide a consistent verbal dispatch format.

PROCEDURE:

All dispatching shall be done from the Dispatch Talk Groups. Dispatch formats shall be consistent at all times. The format for dispatching shall be as follows:

> "In District 5, for Medic Engine 5S and Medic 4, Medical Aid, Chest Pains, at Costco, one zero one Town Center Parkway, map page 2833A Alpha, cross of Mission Gorge Road, Command 1, Tac 1".

Or generically:

> District, assigned unit(s), Incident Type, brief description, business or other landmark name (if applicable), address (once with individual address numbers), map number/supplemental map, cross street, radio channel(s).

This format shall be used for all types of dispatches. Wildland Fires shall be dispatched with their dispatch level (i.e. "Medium Wildland Dispatch").

Field units shall be advised of any other agencies responding with them at the time of dispatch. Other agencies include, but are not limited to, law enforcement and private ambulance companies. When it is known, the code of the other agency response shall also be given to the responding field units.

All units assigned a call shall be given during the dispatch. This includes units from agencies outside the zone or our member agencies.

There will be no repeating of the dispatch after the initial dispatch. A verbal dispatch will be done on **ALL** calls.

Whenever there is a change in the units originally dispatched, this information will be given to the responding units on the assigned command channel and the call will be re-encoded with no voice dispatch.

REVISED: 11/19/04   ADMINISTRATIVE APPROVAL

REPLACES: 06/20/02   _____

                                                      HCFA DIRECTOR

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D-5   UNIT STATUS

It is the responsibility of each company officer, chief officer, paramedic, or other individual in charge of each single resource within the ZONE 4 system to keep the communications center constantly aware of their status. As soon as a unit can make themselves available for dispatch to a new incident, the status should be updated using the MDC or verbal voice when necessary

With as diverse a geographical area as is dealt with by HCFA dispatchers, the dispatchers cannot be expected to be intimately familiar with all streets, traffic conditions, and other factors which affect response time. Efforts should be made to increase familiarity with these factors, and a basic overall understanding of highway and road networks, major landmarks, and other reference points is a necessity for a good dispatcher.

Closest unit

After a unit has been dispatched: If there is a closer or more appropriate unit, the officer taking the call shall notify dispatch as to who will be handling the incident.

It will be the responsibility of the officers to determine who is closest and most appropriate to respond to the incident.

APPROVED: 11/3/2009

REVISED: 7/21/2009

Number: Title: Page 1 of 1

D-6   EMS CALLS INITIATED FROM PRIVATE SECTOR EMS PROVIDERS

ZONE 4

Private ambulance providers are obligated to notify HCFA of any emergency response to our service area. (Per the Ambulance rotation Agreement).

Dispatch will not automatically cancel the private provider, but will advise the provider that fire department first responders (and paramedics if provided in that community) are also responding. Responding fire units may request the private provider be cancelled.

The private may also continue their response, and if the patient requires Basic Life Support transportation, the requested private provider should provide that transportation.

APPROVED: 11/3/2009

REVISED: 7/21/09

Number: D-7   Page 1 of 2

Title: COMMUNICATIONS WITH MEDICAL/LAW/FIRE HELICOPTERS AND FIXED WING AIRCRAFT

HELICOPTER COMMUNICATIONS

When Medical helicopter's are utilized by agencies dispatched by Heartland, the RCS 800 MHz radio talk group **MED-AIR** should be utilized whenever possible. When utilizing Law Enforcement Helicopters, the RCS 800 MHz radio talk group **FIRE-AIR** should be used.

VHF White 1, White 3, or San Diego County RED may be used if trunked coverage is poor or the 800 MHz system cannot be utilized, or in the case where an air ambulance from another county is responding.

The Incident Commander at his/her discretion may request the use of an additional TAC channel to communicate with the helicopter. The IC may also elect to use FIRE AIR to communicate with Law Enforcement Helicopters, depending on the nature of the operations.

If the Incident Commander requests the use of another radio frequency (talk group), it is the fire dispatchers responsibility to notify the helicopter's dispatch center of the change. The MED-AIR talk group may be patched with a TAC channel, but only if no other agencies are known to be using MED-AIR for different incidents.

In the event that aeromedical helicopters have an ETA of 30 minutes or longer, Copter's 1&2 from San Diego Fire and Rescue Department may be considered for transport of a medical patient in San Diego County. Copters 1&2 and County Copters 10 & 12 may be used for a hoist rescue for those incidents that require that type of equipment. **County Copters 10 & 12 will only transport patients under extigent circumstances by direction of on scene Paramedics.** It is up to the Incident Commander to decide if he wants to use tactical channels assigned to the incident or FIRE-AIR to communicate with helicopters performing hoist rescue.

WILDLAND FIRE COMMUNICATIONS

Wildland firefighting helicopters may be equipped with both 800MHz and VHF capabilities. It is important to note that Helicopters from outside of San Diego County may not have 800 MHz capabilities. When communicating with helicopters on fires that are Local Response Areas within the zone, units will initially communicate with helicopters using 800 MHz FIRE-AIR. The Incident commander must decide if he wants to use FIRE-AIR for all communications with helicopters or a separate tac channel for air to ground communications. **If the I.C. feels the incident has potential to require a fixed wing response, It may be beneficial for the I.C. to establish Air to Ground communications on a VHF frequency early on in the incident. This will reduce the potential for confusion of critical communications if fixed wing aircraft arrive at scene and a transition to an Air to Ground frequency is necessary.**

APPROVED: 12/05/89

REVISED: 8/30/10

Number: D-7   Page 2 of 2

   Title: COMMUNICATIONS WITH MEDICAL/LAW/FIRE HELICOPTERS AND FIXED WING AIRCRAFT

When responding to fires on State Responsibility Areas or Federal Responsibility Areas, all communications with helicopters will be on VHF. On SRA fires, helicopters will be on CDF AIR TO GROUND. On USFS Fires, helicopters may be on CDF Air to ground or USFS Air to Ground. It is the responsibility of the IC to inquire with Dispatch as to which A/G channels the responsible jurisdiction has assigned to their fire.

FIXED WING AIRCRAFT

All communications with fixed wing will take place with AIR ATTACK (ATGS) on the assigned VHF Air to Ground frequency. During initial operations, it is common to communicate with Air Attack on the assigned command channel while determining which Air to ground Frequency will be used. Typically CDF AIR TO GROUND will be used on all CAL FIRE SRA incidents, and may also be used on USFS incidents.It is important for the Incident Commander to dialogue with the ATGS and/or the responsible command center (MVU or Cleveland) and determine which AIR to GROUND frequencies will be used for the incident.

AIR GUARD –   **VHF 168.625**

All **CAL FIRE** aircraft **and County Copters 10 & 12** are required to monitor **AIR GUARD** at all times and do not have the ability to turn it off. This channel is to be used in emergencies only. If you find yourself in an emergency situation and you are unable to contact aircraft on other channels, consider using AIR GUARD. **Air Guard is part of the current programming in most VHF HT's.**

APPROVED: 12/05/89

REVISED: 8/30/10

Number: Title: Page 1 of 1

D-8   COMMUNICATIONS BETWEEN ZONE4/5 UNITS AND PRIVATE PARAMEDICS

When the need to communicate between fire units and a private paramedic provider arises, the following policy / procedure shall be followed:

Fire unit requests communications:

- Acknowledge the fire units request.

- Contact the private paramedic provider via P-line and inform their dispatch center of the request. Ask the private paramedic provider for the unit number that is responding.

- Advise the fire unit of the private paramedic providers unit number, and assign the appropriate tactical channel.

Private paramedic provider requests communications:

- When the request is received via P-line from a private paramedic provider, inform their dispatch center what engine is responding (or on scene), and assign the appropriate tactical channel.

Private paramedic units will be assigned to use the following - talkgroups when responding with ZONE 4 companies:

ZONE 4

> Dispatch, Zone, Command 1 thru 8, Tac 1 thru 16

> Conventional(s)

> Talk Around

Usage of the HCFA 800 MHz frequencies will be limited to ZONE 4 incidents ONLY. The Emergency Button shall be deactivated.

ZONE 5

Non-fire paramedic or BLS units will be assigned to use the following HCFA or RCS 800 MHz radio system talk groups when responding or working with Zone 5 resources. The non-fire paramedic or BLS units should communicate directly with their dispatch agency for response status updates. Their dispatch agency and/or HCFA will communicate directly with each other regarding response status updates of the non-fire resource. Non-fire paramedic or BLS units should use the following tactical talk groups as necessary, these talk groups will be assigned by HCFA at time of dispatch:

- SBF Tactical 3   "Medical Tactical" for most medical aids

- SBF Tactical 1   "Tactical" for fires or vehicle accidents.

- SBF Tactical 2   "Tactical" for fires or vehicle accidents.

APPROVED: 06/19/00

REVISED: 06/20/02

Number: Title: Page 1 of 1

D-9   RESPONSES TO PAGES

It shall be the responsibility of each person paged, to respond back to the Communications Center to acknowledge the page.

If no response is received by the Communications Center within two (2) minutes, the Communications Center shall:

- Telephone the person at his/her office during regular business hours.

- Telephone the person using his/her cellular phone.

- Telephone the person at his/her home after regular business hours.

If there is no response at his/her office or home, the Communications Center shall:

- Re-page the person.

- If the person is known to use a "telephone pager," the Communications Center shall page the person using this devise.

If there is still no response, the Communications Center shall inform the party making the request that every attempt has been made to reach the person, and no response has been made.

NOTE: In the event of a Duty Officer not responding to a page, the next closest Duty Officer or a higher ranking Chief Officer <u>shall</u> be dispatched without delay while attempts are made to contact the original Duty Officer.

RESPONSE TO NOTIFICATION PAGES

The following personnel are required to acknowledge notification pages:

ZDC   Zone Duty Chief

CDO   Communications Duty Officer

Jurisdictional Agency Chief

APPROVED: 06/06/89

REVISED: 10/14/02

Number: Title: Page 1 of 1

D-10   EMERGENCY BUTTON ACTIVATION

Activation of Emergency Button:

OPERATIONS

1.   Use only in a <u>life threatening situation.</u> (you will automatically be switched to 3P HT EMG)

2.   If verbal communication is possible, relay all information to dispatch.

3.   If no verbal communication is possible, dispatch will:

a) Notify Incident Commander of activation.

b) Incident Commander is responsible for necessary action.

c) Dispatch will notify appropriate agency, resources or personnel.

4.   If activation was accidental, notify dispatch and reset the emergency button.

DISPATCH PROCEDURES

When a field unit activates the emergency button through either a portable or mobile radio, an audible alarm will sound on the dispatch console and on 3P HT EMG. If the emergency button on the MDC is activated, the CAD will generate a waiting call in dispatch with information from the last known location of the activated unit, but there is no audible warning. If activated by radio, Heartland will immediately announce on 3P HT EMG " E___ do you have an emergency?" If no response from that unit after three (3) attempts is made, dispatch law enforcement to that units last known location and notify the jurisdictional Duty Chief of the situation.

If the emergency is confirmed by the activating unit to be a false alarm, have the unit depress and hold their emergency button on the same radio until it "honks" to reset. Heartland will also reset the radio in Communications by clicking on the down arrow, select the red arrow, click on "setup", click on "close", and this will reset the emergency activation. If the emergency was activated by the MDC, dispatch must clear the call then the MDC unit can be reset.

APPROVED: 11/3/2009

REVISED 7/21/09

Number: Title:

D-11.1   MULTI-TIERED WILDLAND DISPATCHING

ZONE 4

The Heartland Communications Facility Authority employs a multi-tiered wildland dispatching plan for responses to hostile fires in designated wildland areas. The basic premise of this plan is to gear the specified fire suppression response to actual wildland burning conditions based primarily upon likelihood of ignition of a wildland fire and it's propensity to spread. The more serious these factors, the higher level of initial attack forces dispatched.

Fire weather information is obtained from the RAWS Observation Weather Station. These weather observations are taken daily during fire season at or near 0730, 1000, 1200, 1400, 1600 and 2000 and such other times as may be identified. If RAWS is down or not working the following procedure is used as a back up:

The fire weather observations taken at Lakeside Station 26 are used to compute the ignition component and spread component, which, when placed on a matrix, set the dispatch level at low, medium, or high. These weather observations are taken daily during fire season at or near 0730, 1000, 1200, 1400, 1600 and 2000 and such other times as may be identified. Station 26 should call us shortly after these times with the weather information; should this not be done (and personnel are known to be at Station 26), the HCFA dispatcher shall call Station 26 about 15 minutes after each of these hours to obtain the wildland dispatch level. Whenever this level changes, the new dispatch level is broadcast to all ZONE 4 Chief Officers through use of the group call.

Wildland areas are denoted in the CAD. Should the reported fire be in a designated wildland area, the appropriate level of response based upon the current dispatch level is sent.

Response at the various levels are shown below:

LOW	2 Type 1 engines
	1 Type 3 engine
	1 Duty Chief
MEDIUM	3 Type 1 engines
	2 Type 3 engines
	1 Duty Chief
HIGH	4 Type 1 engines
	3 Type 3 engines
	1 Duty Chief

APPROVED: 09/12/89

REVISED: 06/20/02

Number: Title: Page 2 of 2

D-11.1   MULTI-TIERED WILDLAND DISPATCHING

- If no type 3 engines are available, replace the type 3 engines with type 1 engines (example: If there are no type 3 engines available for a HIGH Wildland Dispatch the dispatch would include 7 type 1 engines, 1 Water Tender and 2 Duty Chiefs).

In all cases, if the fire is burning on, or threatening State Responsibility Area lands, CDFFP shall be immediately notified and will respond if they have resources available. These resources augment but do not replace ZONE 4 resources.

NOTE: Water Tender 3 is not to be sent out of zone without the permission of the Lakeside Fire Chief.

APPROVED: 09/12/89

REVISED: 06/20/02

Number: Title: Page 1 of 1

D-11.2   COMBINATION WILDLAND/STRUCTURE RESPONSES

STRUCTURE RESPONSES

Heartland Dispatch will respond the appropriate first alarm assignment per each agencies dispatch run cards for all structure fires. It will be the responsibility of the first arriving officer, whether that is a Company Officer or Chief Officer, to request additional emergency equipment if they feel the incident warrants.

WILDLAND RESPONSES

Heartland Dispatch will respond the appropriate units as per each agencies dispatch run cards for Vegetation, Low Wildland, Medium Wildland and High Wildland responses. It will be the responsibility of the first arriving Officer, whether that is a Company Officer or Chief Officer, to request additional emergency equipment if they feel the incident warrants.

APPROVED: 06/20/02

REVISED: 07/01/04

Number: Title: Page 1 of 1

D-13   ASSIGNING ALTERNATE TAC CHANNELS

- The Communications Center will assign only one structure response, wildland response, vegetation fire, or rescue response per tac channel.

- The alternate tac channels that should be used is the next adjacent tac channel paired to the assigned command channel . If the adjacent tac channel-is not available, another jurisdictions command and tac channels can be used, but the same guideline as describe above shall be followed.

- A medical aid may be assigned to a tac channel that has any of the responses listed above, but if additional medical aid calls are dispatched, they should be dispatched on an alternate tac channel.

- If the IC requests additional tac channels, the tac channel(s) adjacent to the working tac channel for the incident should be assigned.

APPROVED: 09/01/91

REVISED: 02/07/00

Number: Title: Page 1 of 1

D-14   MOBILE RADIO CONFIGURATION

The normal mode of radio configuration will be;

- Heartland Zone 9 or 10/ Southbay Zone 9/ NCFD Zone 13
- Dispatch channel as primary
- Scan on

When being dispatched to an incident the following procedures shall be used:

- Assigned command channel as primary.
- **Scan off**.
- Press status bar/MDC (en route).
- Press status bar/MDC (on scene).
- Give size up to responding units on command channel
- Units switch to tac when given an assignment by the IC.
- When completed with assignment, return to normal radio mode.

At no time shall any unit transmit over the dispatch channel. All communications with dispatch shall be on your appropriate command channel. Dispatch will monitor your tac channel if you request them to do so.

Additional information from dispatch which may need to be given to you while en route to an incident will be given to you on your appropriate command channel. If dispatch initiates radio traffic on tac channel, answer them on tac.

All non-priority traffic with dispatch will be on zone channel.

Dispatch will cancel units on command.

IC and Command Staff may use command to communicate.

APPROVED: 06/20/02
REVISED: 11/01/02

Number: Title: Page 1 of 1

D-14   MOBILE RADIO CONFIGURATION

The normal mode of radio configuration will be;

- Heartland Zone 9 or 10/ Southbay Zone 9/ NCFD Zone 13
- Dispatch channel as primary
- Scan on

When being dispatched to an incident the following procedures shall be used:

- Assigned command channel as primary.
- **Scan off**.
- Press status bar/MDC (en route).
- Press status bar/MDC (on scene).
- Give size up to responding units on command channel
- Units switch to tac when given an assignment by the IC.
- When completed with assignment, return to normal radio mode.

At no time shall any unit transmit over the dispatch channel. All communications with dispatch shall be on your appropriate command channel. Dispatch will monitor your tac channel if you request them to do so.

Additional information from dispatch which may need to be given to you while en route to an incident will be given to you on your appropriate command channel. If dispatch initiates radio traffic on tac channel, answer them on tac.

All non-priority traffic with dispatch will be on zone channel.

Dispatch will cancel units on command.

IC and Command Staff may use command to communicate.

APPROVED: 06/20/02

REVISED: 11/01/02

Number: Title: Page 1 of 1

D-14.1   BASE STATION RADIO CONFIGURATION

PURPOSE:

To establish a talkgroup for the First-in station alerting reset on base station radios.

GUIDELINES:

Build a scan list in the base station radio used for station alerting with the dispatch talkgroup as the priority scan.

It is strongly recommended that the dispatch talkgroup be the only talkgroup in the base station radio scan list.

Set the radio to TAC 8. This will enable the First-in reset to occur on the TAC 8 talkgroup.

Ensure the radio is set with scan on.

APPROVED: 07/15/03

REVISED:

Number: Title: Page 1 of 1

D-15   MANUAL DISPATCHING (FIELD RESPONSIBILITIES)

In the event of a failure of the Computer Aided Dispatching system, the following procedure shall be followed:

- Dispatch shall page all personnel, using the all call page, and advise that the CAD system is down, and that all personnel shall monitor the Dispatch Talkgroup - at all times.

- Dispatch shall use the "Manual Dispatch Book" to determine the appropriate response.

- When a dispatch is to be made, the dispatch shall be announced on the Dispatch Channel, and as times permits, the following shall be paged to each unit assigned to the response: *"(Unit) respond on Command (Command Channel) for a response."*

- When the CAD system is down, the "Manual Dispatch Book" only assigns two different types of responses (Medical Aid and Residential Structure Fire). Since this is the case, Dispatch shall "lump" all responses into one of these two different call types. It is the responsibility of the responding company officers to augment or reduce the original dispatch.

- When the CAD system is down, all MDC's will also be down. All status changes shall be given verbally on the assigned <u>Command</u> Channel.

Once the CAD system is back on line, it will be the responsibility of the Communications Director, Operations Manager, or the Communications Supervisor on duty to enter all responses into the CAD system for transfer to the RMS system.

APPROVED: 11/3/2009

REVISED: 7/21/09

Number: Title: Page 1 of 2

D-16   UNIT NUMBERING OF APPARATUS

Purpose:
This policy shall describe how apparatus are tracked. For purposes of definition there are 3 levels of status for an apparatus: In Service, Reserve, Out of service.

In Service: Apparatus is staffed and ready to respond on calls
Reserve: Apparatus is in quarters, not staffed, but ready for use
Out of Service: The apparatus is not available for response

In Service:
All Fire Stations will be numbered based on assignment by the Fire Chiefs of Zone 4. In service apparatus will conform to the Heartland System of numbering whereby the first out unit will be numbered based on their normal (home) station location. In order to ensure that all Zone 4 Fire apparatus can be easily and logically identified, the Zone has adopted a standard numbering practice for all in-service units. The numbering scheme is designed to allow units to be easily identifiable as to the agency they belong to as well as the location (i.e. station) they would normally be deployed from. It also provides flexibility in the ability to add or decrease stations, active and reserve apparatus as future needs may dictate.

In order to differentiate between types of units, a one to two letter designator will be placed before the unit number designating the type, i.e. E for engine, BR for Brush Engine, T for Truck, etc. If there is more than one unit of a particular type in-service at any given station, the in-service identifier will use successive hundred series class numbers, followed by the station number to distinctly identify them.

Example of identifying in-service units:
1. E4 (first out)
2. E204 (second out)
3. E304 (third out), etc.

Reserve Apparatus:
Agencies shall use the OES radio identifiers identified in Policy D-2.7 to identify specific vehicles when placing apparatus in and out of service.

Examples:
- Changing of first due apparatus - 4214 is out of service for maintenance and 4216 is being placed in service as E4.

- Placing additional companies in service - 4216 will be placed in service as engine 204

_____
_____
APPROVED: June 2007   Revised March 12, 2009   Reviewed 3/13/09

D-16   UNIT NUMBERING OF APPARATUS

Out of Service:
A unit will be considered out of service when it can't be placed into immediate service due to maintenance, repairs, and other similar issues.

Exceptions:
As apparatus are swapped to replace in service units, the Heartland System of numbering shall be utilized only if a like unit is being placed into service.

IE: Type 1 engine is being replaced with a type 1 engine.

If an apparatus is being swapped with a dissimilar unit, the appropriate Heartland System of numbering shall be utilized to reflect the capabilities of the replacement apparatus.

IE: E26-S is being replaced by a non-telesquirt apparatus it will be identified simply as E26

Or: Truck 6 is being replaced by a type 1 engine, it will be identified as either E206 (second out) or U6 if it still carries specialized equipment.

In all cases the apparatus identifier should be "called what it is" and that unit must be built into the run cards.

_____
_____

Number: Title: Page 1 of 1

D-18   CANCELLATION/LIMITATION OF OUTSIDE ACTIVITY

LIMITATION OF OUTSIDE ACTIVITIES:

RED FLAG

During periods of Red Flag conditions all duty chiefs shall be paged notifying them of the conditions. The duty chiefs for each agency shall determine the activity level for their units. I-.E-. training status etc.

Units on training status during Red Flag conditions shall be available for immediate response.

CANCELLATION OF OUTSIDE ACTIVITIES:

The Zone Coordinator may cancel outside activities when resource availibility impairs coverage within the Zone.

DEFINITIONS:

Training Status; able to respond within five (5) minutes.

Immediate Response; able to respond within one (1) minute.

Outside Activities; does not include being immediately available in that engine company's first in.

APPROVED: 01/07/92

REVISED: 06/20/02

Number: Title: Page 1 of 1

D-21   APPROVED TERMINOLOGY

For consistency, standardized terminology should be employed. This terminology should be employed whenever appropriate. The below given examples are not intended to cover every conceivable possibility, however, are frequently used terms.

"At scene"	Unit has arrived at location of dispatch
"In quarters"	Unit is at their home station or other station should then be indicated with the message, i.e., "Heartland, Engine 4 in quarters at Station 14."
"Responding"	En route assigned call.
"Available"	Unit is ready for dispatch to another call.
"Completed" or "Finished" Unit is available and leaving scene.	
"Returning"	Unit is available and returning to quarters.
"In District"	Unit is on the radio in their district.
"Can Handle"	Unit reporting can handle incident without further aid.
"Investigatin	Unit on scene is checking further for reported incident.
"Quick Attack"	Unit at scene is taking quick, aggressive action to attempt to control fire in incipient stages.
"Staging"	Unit is standing by at designated location for orders.
"Command"	Unit is assuming direction and control of incident.
"Affirmative"	Yes.
"Negative"	No.
"Stand-by"	Wait.
"Copy"	Message received; will do as asked.
"Traffic"	Radio or telephone message.

APPROVED: 06/06/89

REVISED: 06/20/02

Number: Title: Page 1 of 1

D-22   LAW ENFORCEMENT USE OF 800 MHz RADIO SYSTEM

Law enforcement agencies that provide service to member jurisdictions may use the HCFA trunked and conventional 800 MHz radio system to communicate with fire units.

Law enforcement agencies radios will be configured with the standard HCFA radio programming (Heartland system only).

The standard HCFA radio programming includes:

      Command 1

      Command- 2

      Administration

      Conventional 1

      Conventional 1 Talkaround

      Conventional 2

      Conventional 2 Talkaround

      National Mutual Aid Channels

      San Diego portable repeater

      County Call

Law enforcement radios shall have the private call and call alert functions configured to receive only.

Law enforcement radios shall have the emergency button deactivated.

It shall be the responsibility of the Authority to assign radio ID numbers, and maintain the radio archive

APPROVED: 02/04/00

REVISED: 06/20/02

Number: Title: Page 1 of 1

D-23   DISPATCH OF LAW ENFORCEMENT REQUESTS TO STAND BACK

PURPOSE:

This prodedure is intended to set guidelines for dispatching fire and emergency medical resources to requests from law enforcement to stage for incidents that do not have a reported known injury. This is intended to help ensure fire and paramedic unit availability by reducing standby time at incidents when no known injury exists.

This procedure is <u>restricted to law enforcement requests that would require fire or EMS resources to stage</u>, such as: Assault in progress, fight in progress, domestic violence, or threatened suicide with unknown means. In the event a reporting party is transferred to a fire dispatcher, EMD procedures will be used in place of this policy.

PROCEDURE STEPS:

1.   Law enforcement agencies request to standby or respond to threatened suicide, assault in progress, fight, or domestic violence.

2 .   Fire dispatcher will ask "Is there a victim known to have injuries?". If threatened suicide, also ask "Is the intended means of injury known?".

3.   If answer to both questions is "No" or "Unknown":

   a.   Advise law enforcement dispatchers to call us back if they locate a patient, and we will then dispatch units. Do not dispatch units unless it is reported that someone requires medical attention.

   b.   Record the request in the CAD using the "Transferred Call" feature.

4.   If answer is "Yes", or the means of intended injury is known:

   a.   Dispatch units, responding to staging if requested by law enforcement.

   b.   Determine if law enforcement units have arrived at scene.

APPROVED: 03/15/01

REVISED:

Introduction and Purpose

To ensure consistancy in command and communication procedures within the zone on emergency incidents.

Arrival Information:

This is general information that should be transmitted by the first arriving unit. The content may be modified to match the conditions found.

- Type of building
- Address or Location of incident
- Occupancy and size
- Identify problem-Fire-Rescue-Hazmat ect…
- Extent / Volume of smoke
- **Light:** Light, white, wispy smoke; smoke in one or two windows.
- **Moderate:** Volume of smoke.
- **Heavy:** Smoke is pressurized and black
- What actions you are taking (example: E3 on scene laying a line, assuming command).
- Resources needed
- **Identify the "A" Side of the building**

_____   _____
ZONE CHIEFS CHAIR   OPERATIONS CHAIR
                        APPROVED: 11 4 2008

Building Description:

A Side – Address, street, or designation of IC
B, C, D etc.. sides – go clockwise around the building
Floor designation assignments 1, 2, 3 etc..
Below ground designations will be Basement 1, Basement 2, etc..
External exposures: Fire building side with small number closest to fire
     IE: Exposure B 1 = B side of Fire building - unit closest to fire
Internal exposure: IC Preference IE: Unit number, Div/Grp assignment, etc..

IE: Fire should be reported as: light smoke ,1 window, B side of building,

Naming groups

The single engine designator may be utilized if only one unit is to be assigned to a function(s).

Example: If truck 4 will be the only unit working on the roof – it's designator remaines Truck 4.

If the IC elects, or an area/function will have more than one unit assigned, a lead company will be designated with an appropriate Division/Group name (IE: ventilation groups).

Additional Chief Officer Assignments

Additional Chief officers may be utilized for support functions such as Safety, RIC, OPS, Accountability, and Media. They can be your eyes and ears.

All assignments must be announced on the air, including the above assignments.

ICS Command Sheets

Standard heartland Command sheets should be utilized to facilitate inter-agency operation.

Command vs. TAC

Enroute to incident stay on Command to obtain updated information and coordinate with other units and dispatch. Monitor TAC with a portable radio. The only exception is Rescue Mode.

For first alarm units, stay on command while giving initial assignments if first in, or until given an assignment.

For additional or greater alarm units, Initial assignments will be given to inbound or staged units on Command to free up TAC for those units engaged in the incident.

Units should switch to TAC after they have received their assignment.

Both Command and TAC should be monitored by the IC.

If you are assigned staging stay on Command to communicate with the IC.

_____   _____
ZONE CHIEFS CHAIR   OPERATIONS CHAIR
APPROVED: 11 4 2008

On –Scene Modes of Operations

In most cases, truck companies will not take command. The exeption will be when a quint that fulfills the role of either a Truck or an Engine is first or second on scene.

The IC will announce the location of the Command Post. If the IC leaves the Command Vehicle, the officer should be wearing appropriate PPE, and have two radios (Command and TAC) if an Operations officer is not assigned.

The person assuming command shall designate themselves the IC to follow standardized ICS terminology.

   IE: Magonlia IC   not Magnolia Command

Investigating

- All units stay on command
- First in unit investigates
- First in unit announces findings and:
- Releases companies if unfounded
- If incident develops establish command structure and move operations to TAC
- When a second engine or the Duty Chief arrive at scene one shall assume IC and advise the investigating unit on the Command channel.

_____   _____
ZONE CHIEFS CHAIR   OPERATIONS CHAIR
                    APPROVED: 11 4 2008

Passing Command

- First in unit provides size-up and sets up for Operations and stays on command Second in unit assumes command and units with assignments switch to TAC.

- Command shall not be passed beyond the second in engine or a Chief Officer.

    Guidelines:
    If the second due unit or a Chief Officer will be at scene in less than 3 minutes, consider passing command to the next engine.

Taking Command

- First in unit provides size-up
- Takes Command

Guidelines:
If the first due unit will be at scene 3 or more minutes prior to the arrival of the next unit or a Chief Officer, consider assuming command.

Rescue Mode

- Identify rescue mode over the command channel
- All in bound units shall switch to TAC prior to arrival
- Address RIC and Accountability as units arrive

A report must be generated to the Fire Chief by the officer who declared the rescue mode within 24 hrs.

_____   _____
ZONE CHIEFS CHAIR   OPERATIONS CHAIR

APPROVED: 11 4 2008

Number: Title: D-25   Request For Law Enforcement

Purpose:

To identify consistent terminology when requesting law enforcement.

When requesting law enforcement for routine responses personnel will make the request with an explanation to dispatch as to the nature of the specific need.

Example: Heartland Engine 9 request PD to secure private property.

When Law enforcement is needed to manage a potentially dangerous situation the company officer will utlize the terminology: **(Engine ID) request cover now.**

These emergency situations will include but are not limited to:

- Threat or danger to crew

- Threat or danger to public

Example: Heartland Engine 21 cover now.

One other option for personnel in immediate danger and unable to verbalize is to activate their emergency button on mobile or portable radios. If pressed on the mobile this will enable dispatch to utilize AVL to send a law enforcement response. If pressed on the portable a location MUST be given (there is no GPS tracker on portable radios).

Number: Title: Page 1 of 1

D-26   TACTICAL MEDIC PROCEDURE

Two agencies within Central Zone participate in the Tactical Medic program:

Heartland Fire and Rescue

Heartland Fire and Rescue works directly with El Cajon Police Department Swat Team. Heartland Fire dispatch is not notified unless an incident needs to be generated, additional resources are needed, or a Battalion needs to be notified.

San Miguel Fire Protection District

San Miguel Fire Protection District is participating in the San Diego County Regional Tactical Medic Program.

Procedure:

1) If the request comes in from law enforcement, page B6 for direction.

2) The call is to be entered into the cad by using "San Diego Regional Operations" for the location, so the address is not known by the public. Note this will not Geo verify so the cad will show HTL Dispatch as the jurisdiction.

3) The problem/Nature will be entered as "Assist PD" or "Assist SDSO" as is appropriate.

4) Assign radio channels 3LM.

5) The mock units that you will add to the incident are as follows:

TEMS61	TEMS67
TEMS62	TEMS68
TEMS63	TEMS69
TEMS64	TEMS610
TEMS65	TEMS611
TEMS66	TEMS612

6) B6 will advise the appropriate names and how many mock unit numbers to add to the incident. Note B6 may not always advise the personnel names; it is his discretion.

APPROVED:

REVISED: 07/15/10