

Dedicated Service – Engine Protocol

1. 0-30 min. First task every day - perform an engine, pump and inventory check. Check fluids, make sure engine mileage log is up to date, check pump oil and filter, check that pump starts, and quick inventory check.
2. 15 min. Second task every day - perform Safety Meeting. Use the 6 minutes to safety on the National Situation Report. Document the attendees and topic on your Engine Shift Ticket.
3. 0-30 min. Daily Planning Call with Response Division at 10:00 MST.
4. The remaining time shall be utilized on value added tasks (listed below by priority). The Senior Fire Officer will provide instruction on your daily task assignments. If you did not receive direction then contact the Senior Fire Officer. If the Senior Fire Officer is unavailable then contact the Program Manager.
 - Pre-coordinate with Fire Officials and Jurisdictions (2-4 per week). Contact a Fire Department (local, state or federal) at least every other day. Explain the program and the reason for the engine being on dedicated service in the area. A summary report with all pertinent contact information shall be sent in with your Engine Shift Ticket.
 - Attend fire prevention or similar community events where fire officials or community spokespeople will be in attendance. Prior permission is required before attending any public events on behalf of WDS and the clients. A summary report of the event is required prior to end of shift.
 - Locating and acquiring coordinates of policyholders (Enrolled, Eligible and Unmatched). A list will be provided by the Response Division. Work through the list by area. Fill in the spreadsheet with the coordinates as you go between each address. Document potential address problems in the comments section. The list should be sent in with the shift ticket every day.
 - Gaining intelligence and reporting field observations of wildfire incident which may threaten Liberty Enrolled policyholders.
 - Gaining intelligence on regional fire indices and fuel conditions and report to Operations Center.
 - Patrolling areas of high fire conditions and being visible in Liberty Policyholder areas.
 - Monitor new fires and status of existing fires within Engine Region and report to Operations Center.
 - Practice Response Operations by mock drills (gel application and clean up, sprinkler and snap tank deployment, drafting, and response protocols) and review of Program mission, parameters, reporting details, operations safety, related Program support tasks and related response readiness tasks.
5. The maximum shift is 8 hours a day. Shifts exceeding 8 hours must be approved by the Senior Fire. The next operational shift shall be fewer hours in order to maintain an 8 hour average.

Hours and days off are as follows:

 - a. Operating from your home unit/station:
 - i. Chubb days off are Sunday and Monday
 - ii. Liberty Mutual days off are Tuesday and Wednesday
 - iii. Maximum 40 hours/week
 - b. Operating outside of your home unit/station:
 - i. Chubb day off is Monday

- ii. Liberty Mutual day off is Wednesday
 - iii. Maximum 48 hours/week
- 6. Last task of the day is reporting to be submitted prior to the end of shift. Give yourself time at the end of the shift to get the reports completed and uploaded. Keep in mind the following recommendations:
 - a. 0-30 min. Engine Shift Ticket and Engine DOT Log. Email to engines@wildfire-defense.com.
 - b. 1 hr./report for an assessment and upload through FTP. Contact WDS IT for help accessing the FTP site.
 - c. 0-15 min. each - Fire Department Contact Summary Report, Gel Demonstration Report and Community Event Report. Email to engines@wildfire-defense.com.
 - d. GPS Coordinates entered into spreadsheet throughout the day. Email to engines@wildfire-defense.com.