

**CONTRA COSTA COUNTY OPERATIONAL AREA**

**POLICY# 5**

<b>TOPIC: XCC STRIKE TEAM/TASK FORCE RESPONSE PROCEDURES</b>			
<b>Revision Date</b> <i>September 23, 2011</i>	<b>Replaces</b> <i>July, 2009</i>	<b>Approved By</b> <b>County Chiefs</b>	<b>Pages</b> <b>6</b>
<b>DISPOSITION: Operational Area Policy Manual</b>			

**Purpose:**

Fire service personnel and apparatus may be called upon by the State of California or the County Fire Service Chief, California Emergency Management Agency (Cal EMA) Area Representative at anytime during times of local, regional or State-wide emergencies. There are many variables to consider when these requests are made such as the nature of the request and available resources to commit. The purpose of this policy is to facilitate the efficient and timely deployment of personnel and resources to both intra-county and inter-county mutual aid requests for assistance.

**Policy:**

**A. Initial Attack:**

**Initial Attack** can be utilized for an intra-county (within Contra Costa County) or an inter-county (outside of Contra Costa County) request for resources where the incident is located close enough that a code 3 response directly to the scene is required for the protection of life and property (i.e. 9 bay area or adjacent counties). If it can be determined that an Initial Attack Strike Team/Task Force request is for cover assignments, the units will be selected for the assignment so as not to deplete protection in large geographical zones in the Contra Costa County Operational Area. Resources dispatched for Initial Attack shall immediately respond code 3 to the incident or staging area without a rendezvous to form up into a Strike Team/Task Force, the same as for a response in their own jurisdiction.

1. All Intra-County responses will be dispatched as Initial Attack.:
  - a) Intra-County Strike Teams shall use the identifiers XCC ST2020 or ST2022 A, B, C, or D based on type requested.
  - b) Intra-County Task Forces shall use XCC TF2020 or TF2022.
  - c) Closest on duty Battalion Chief dispatched as Strike Team/Task Force Leader (STEN/TFLD).
  - d) The closest units shall be sent.

2. Inter-County Initial Attack Strike Team/Task Force shall only be dispatched to the nine (9) Bay Area counties, or other adjacent counties utilizing pre-designated strike teams:
  - a) Inter-County Initial Attack Strike Teams shall use the identifiers XCC ST2023 – ST2029 A, B, C, or D based on request.
  - b) Inter-County Initial Attack Task Forces shall use the identifiers XCC TF2023 – TF2029.
  - c) Inter-County Initial Attack (STEN/TFLD) shall be the closest on duty Battalion Chief. A STEN Trainee should be sent whenever possible.
3. If a Strike Team or Task Force is from a single agency, the 3 – letter agency designator XCC shall still be utilized as the dispatch is authorized and coordinated through the operational area.
4. Initial Attack Type I Strike Team requests will be sent out with existing staffing of three (3) personnel typically found throughout the operational area, but the requesting agency shall be advised by CCRFCC at request that we are sending Type I apparatus with 3 person staffing.
5. Task Force units shall respond with normal (usually 3 personnel) staffing.
6. Upon arrival at incident, STEN/TFLD shall check in:
  - a) Incident Command Post (ICP)
  - b) Incident Base or Camp
  - c) Staging Area
  - d) Division/Group Supervisor (if reporting directly for line assignment)

**B. Immediate Need:**

An **Immediate Need** response is defined as a request where the dispatched resources will be required to respond to the rendezvous with the appropriate apparatus and equipment within 30 minutes, or at the time directed by the STEN/TFLD. Immediate Need requests can be for any Cal EMA Region, but code 3 response may not be practical for long distance responses, and will be determined by the STEN/TFLD.

1. Immediate Need Type I Strike Teams shall have four (4) personnel per apparatus.
2. Immediate Need Type III Strike Teams shall be sent with four (4) personnel whenever possible, but may be sent with three (3) personnel if fourth person isn't readily available so as not to delay the ability to respond in less than thirty (30) minutes.
3. Immediate Need Strike Team/Task Forces may be dispatched into any OES Region. The STEN/TFLD will determine response code based on

distance and travel to the incident making consideration for food and fuel.

- a) Immediate Need Strike Teams shall use the identifiers XCC ST2030 – ST2039 A, B, C, or D based on request.
  - b) Immediate Need Task Forces shall use the identifiers XCC TF2030 – TF2039.
4. Task Forces shall respond with four (4) personnel on Engines and Trucks whenever possible. Water Tenders should be staffed with two (2) personnel.
  5. Personnel sent on an Immediate Need Strike Team/Task Force should be prepared to stay on the incident for at least seven (7) days.
  6. Apparatus sent on an Immediate Need Strike Team/Task Force should have the ability to be self-sustained with food, water, and fuel for several days.
  7. Agencies sending apparatus on Immediate Need Strike Team/Task Force assignments are responsible for feeding and fuel needs enroute and returning from an incident.
  8. STEN/TFLD shall be selected from the Operational Area Qualified List with Chief Officers considered first, qualified Company Officers second as per California Emergency Management Agency Strike Team Leader Manual.
  9. STEN/TFLD Trainees shall be selected from the Operational Area Qualified Trainee List and may be a Chief or Company Officer. If unable to get a trainee, or if a fully qualified STEN needs an assignment to maintain recency under CICCS, the STEN Qualified List may be used to locate a “trainee”.
  10. Strike Team/Task Force Leader shall give a briefing at rendezvous:
    - a) Introducing themselves, Trainee, Company Officers, and team members.
    - b) Informing the team what is known about the incident and their assignment.
    - c) Specifying response code, travel route, fueling stops, and apparatus order.
    - d) Designating common radio frequencies for Strike Team/Task Force.
    - e) Normal frequency for travel communications should be the California Emergency Services Radio System (CESRS) in direct mode.
    - f) Exchange cell phone numbers for an additional means of communication.

11. Upon arrival at incident, STEN/TFLD shall check in:

- a) Incident Command Post (ICP)
- b) Incident Base or Camp
- c) Staging Area
- d) Division/Group Supervisor (if reporting directly for line assignment)

**C. Planned Need:**

A **Planned Need** response is defined as a request for resources to report to the incident for the next Operational Period. A Planned Need response may be utilized for incidents in the Contra Costa Operational area, adjacent Operational Areas, or other Regions in the State.

The dispatched resources shall respond to the rendezvous with the appropriate apparatus and equipment within 60 minutes, or at the time directed by the STEN/TFLD. Upon arrival at the rendezvous, the Company Officer shall check in with the STEN/TFLD. The STEN/TFLD shall provide a briefing at the rendezvous and make introductions of the members of the ST or TF.

2. Planned Need Type I Strike Teams shall have four (4) personnel per apparatus.
3. Planned Need Type III Strike Teams shall be sent with four (4) personnel whenever possible, but may be sent with three (3) personnel.
4. Planned Need Strike Team/Task Forces may be dispatched into any Cal EMA Operational Area, Region, or State:
  - a) Planned Need Strike Teams shall use the identifiers XCC ST2040–ST2049 A, B, C, or D based on request.
  - b) Planned Need Task Forces shall use the identifiers XCC TF2040-2049.
  - c) If all apparatus on the Strike Team/Task Force are from the same agency, the 3-letter agency designator will be used instead of XCC, i.e. CON TF2020, SRM ST2025C.
5. Task Forces shall respond with four (4) personnel on Engines and Trucks whenever possible. Water Tenders shall staff with two (2) personnel.
6. Personnel sent on a Planned Need Strike Team/Task Force should be prepared to stay on the incident for at least seven (7) days.
7. Apparatus sent on a Planned Need Strike Team/Task Force should have the ability to be self sustained with food, water, and fuel for several days.

8. Agencies sending apparatus on Planned Need Strike Team/Task Force assignments are responsible for feeding and fuel needs enroute and returning from an incident.
9. STEN/TFLD shall be selected from the Operational Area Qualified List with Chief Officers considered first, qualified Company Officers second as per the California Emergency Management Agency Strike Team Leader Manual.
10. STEN/TFLD Trainees shall be selected from the Operational Area Qualified Trainee List and may be a Chief or Company Officer.
11. STEN/TFLD shall give a briefing at rendezvous:
  - a) Introducing themselves, Trainee, Company Officers, and team members
  - b) Informing the team what is known about the incident and their assignment
  - c) Specifying response code, route, fueling stops, and apparatus order
  - d) Designating common radio frequency for en-route Strike Team/Task Force.
  - e) Normal frequency for travel communications should be the California Emergency Services Radio System (CESRS) in the direct mode.
12. Upon arrival at incident, STEN/TFLD shall check in:
  - a) Incident Command Post (ICP)
  - b) Incident Base or Camp
  - c) Staging Area
  - d) Division/Group Supervisor (if reporting directly for line assignment)

#### **D. OES Deployment:**

An **OES Engine** response is defined as a request for designated agency OES resource, i.e.; Type 1, Type III or Water Tender resources to report to the incident. Such responses can be either **Immediate Need** or **Planned Need** and shall follow OES Policies and Procedures for OES Engines

#### **E. Travel**

When grouped as a Strike Team or Task Force, the apparatus shall travel in convoys at the pace of the slowest unit. A safe distance shall be maintained between each vehicle to provide a safety buffer. The STEN/TFLD shall lead the group and maintain communication with all the units, especially the one at the rear. Once on the road, the STEN/TFLD shall maintain contact with the requesting agency and inform them on the ETA of the team.

#### **F. Communications**

Radio traffic should be kept to a minimum during travel to the incident, relying on face-to-face communications when possible. While enroute to the rendezvous location, apparatus should remain on their main dispatch channel unless instructed otherwise. Responding apparatus shall contact CON Fire on CON West / Central /East advising when enroute and arriving at the rendezvous location. Once organized into the teams, all units should switch to the travel channel (CESRS Direct 153.7550) or other channel as designated by the STEN/TFLD.

All resources in the Strike Team / Task Force should share any available cell phone numbers so as to have a secondary means of communications. This information shall be exchanged during the orientation at the assembly area. **No dispatch channels or tactical channels shall be used once resources have left their County.** Strike Team/Task Force Leaders shall update the Operational Area through Contra Costa Regional Fire Communications Center (CCRFCC) each operational period on the status of their assignment.

**AGENCIES AND PERSONNEL WHO FAIL TO MEET THE TIME OR PERFORMANCE EXPECTATION REQUIREMENTS IN THIS POLICY MAY BE REMOVED FROM STRIKE TEAM/TASK FORCE OR STEN/TFLD LISTS BY THE OPERATIONAL AREA COORDINATOR.**