



CA-RTF 5

Standard Operating Procedures

SUBJECT: Cal OES REGIONAL URBAN SEARCH & RESCUE TASK FORCE RESPONSE PLAN.

PURPOSE: To standardize the US&R Response of California Regional Task Force 5 and to improve the safety and operational effectiveness when they are assembled.

SCOPE: Participating Agencies will follow this policy and procedure when a US&R activation is requested.

Introduction

The Regional US&R Task Force is comprised of 29 people specially trained and equipped for large or complex urban search and rescue operations. This multi-disciplined organization provides five functional elements that include supervision, search, rescue, medical and tool/equipment support. The Regional US&R Task Force is totally self-sufficient for the first 24 hours.

References: NFPA 1006, NFPA 1670, Cal-OSHA, California State Fire Marshall (State Fire Training), Firescope California; Field Operations Guide ICS 420-1, ICS-US&R-120-1 and revisions.

Responsibility

These procedures direct an organized, rapid and well-prepared response to US&R requests and cover the operations and procedures of that request.

All Region 5 US&R team members must be trained and equipped to the levels specified by the Urban Search and Rescue Operational System Description, ICS-US&R-120-1 and Revisions.

CA-RTF 5 DISPATCH PROCEDURES

These procedures have been established as a method of mobilization of CA-RTF 5 personnel and equipment for large or complex search and rescue operations. Upon request by the California Emergency Management Agency thru the appropriate channels, CA-RTF 5 should be assembled within 1 hour of notification.

The activation may be initiated by the on scene IC thru the Cal OES Region 5 Area Coordinator. The Fresno County Emergency Communications Center shall be the contact point for the notification of a request for activation of CA-RTF 5 by Cal OES through the Master Mutual Aid system. The Fresno Fire Department will be the sponsoring agency notified to begin the mobilization of CA-RTF5.

Emergency Communications Center

Notification may be in the form of an “**Activation alert**”, which would initiate these dispatch procedures, or a request for “**Availability status**”, which would require confirmation of CA-RTF 5 availability without a dispatch.

When notified of a CA-RTF 5 “Activation alert”, the Region 5 Operational Area Coordinator will notify Fresno Co.ECC and give them the dispatch information. The ECC will do the following after receiving the activation alert.

- Receives request from Region 5 Area Coordinator
- Obtains dispatch information: Location, Incident Request and Order numbers and assign incident #
- Contact participating agencies dispatch centers and have them advise each Duty Chief of the activation alert. Each agency shall have the Duty Chief contact the ECC for the conference call information
- Identify and contact Task Force Leader from the rotation and assign them to the incident and notify them with the conference call information
- Initiate conference call and obtain rendezvous point
- Notify PIO
- Receives and enters all agencies responding personnel information from TFL from the incident into ROSS

In the event that the incident is within the Region 5 response area and the designated RTF 5 units and personnel are already deployed when the activation occurs, the TFL shall coordinate with the IC to ensure an efficient deployment of additional resources to complete the RTF. The responding RTF 5 personnel and equipment shall report to a designated Point of Assembly (POA) prior to deploying to the incident.

Regional Task Force Procedures

Each participating agency shall provide a roster of personnel that meet the qualifications and are available for deployment as a member of CA-RTF5. Station #4 shall maintain the CA-RTF 5 Roster listing the position assignments for personnel that are designated for response. On duty USAR personnel shall be utilized as part of the CA-RTF 5 staffing. The roster for the team shall be updated and posted on the FFD Training Website. Hard copies should be posted at Station #4, FFD BC's office, Fresno Co. ECC and the designated CA-RTF 5 Team Manager.

All responding Task Force Members will have their apparatus, equipment, and personal gear ready to respond. CA-RTF 5 members shall confirm their ability to respond upon notification and immediately proceed with their necessary equipment and apparatus to the Point of Assembly (POA). Personnel who determine that they would not be able to respond if alerted shall designate a replacement and notify FFD Station #4. Once assembled and briefed the RTF shall depart to the incident, preferably within 1 hour of the time of request.

Regional US&R Task Force Leader Procedures

The designated TFL shall be in possession of the required forms for proper documentation of activities during the deployment. The TFL shall maintain communications with the Fresno Co. ECC, FFD Station #4 and the Operational Area Coordinator, ensure readiness, determine rendezvous location, and review procedures.

Upon alert the TFL should do the following.

- Receives dispatch information: time of request, destination, location and contact numbers for the incident base and/or staging area, Thomas Brothers map section, radio frequencies, GPS coordinates, and request & order numbers.
- Confirms response to Fresno County ECC and Region 5 Area Coordinator
- Contact FFD Station #4 and Identify/confirm rendezvous location
- Identify rendezvous point over the conference call with all agencies
- Manages RTF5 mobilization by coordinating with USAR Station #4, Fresno Co. ECC, and Region 5 Area Coordinator
- Contacts ECC with all of the agencies responding personnel information
- Manages RTF-5 during response and ensures completion of all necessary documentation
- Continue status notifications to the ECC during deployment

Listed below are the predetermined points of assembly (POA) locations for the RTF. If one of these locations is not appropriate, the TFL may choose another location. Once the RTF is dispatched to an incident, the TFL should be available by cell phone.

Predetermined Point of Assemble (POA)

1. FFD HQ @ 911 Hst Fresno Ca
2. Fresno Fire Station #4 or
3. Location Identified by the TFL.

CA-RTF5 Urban Search & Rescue Task Force Staffing

The RTF will consist of 29 members from throughout Region 5, as identified in the ICS-US&R-120-1. See Appendix.

The RTF5 roster staffing shall be maintained by RTF 5 team managers. On duty USAR personnel shall be utilized for RTF staffing on a daily basis. Additional personnel from FFD and participating agencies shall be utilized to ensure a full response.

In the event that the FFD USAR has already been dispatched to an incident within the Region and the RTF5 is subsequently mobilized for the same incident, the RTFL and the FFD BC shall work together to ensure the rapid response of the remaining RTF personnel and equipment.

Some positions (Canine Teams and Structural Engineers) are limited in the State therefore their availability, on any given day, will not limit the Task Force's ability to respond. If at the time of dispatch these positions cannot be filled from our Task Force roster, a call will be placed to the State Office of Emergency Service, through Region 5 to fill these positions.

Roster

The following is only an example of the number of personnel and equipment available from each agency for a deployment. The total number of personnel requested can and will be based upon availability. It is the responsibility of each agency to fulfill the minimum number of required personnel.

QUALIFIED PERSONNEL AVAILABLE FOR DEPLOYMENT

<u>AGENCY</u>	<u>AVAILABLE</u>	<u>REQUESTED</u>
Fresno Fire	40	20
Cal-Fire	13	5
Clovis Fire*	00	0
Visalia Fire*	00	0
Sanger Fire*	00	0
Selma Fire*	00	0
Tulare Fire*	00	0
Hanford Fire*	00	0
Dinuba Fire*	00	0
Coalinga Fire*	00	0
City of Fresno*	00	0

* Not committed yet

CA-RTF STAFFING

OF PERSONNEL

COMMAND TEAM

Task Force Leader (Battalion Chief)	1
Search Team Manager (Capt)	1
Rescue Team Manager (Capt)	1
Assistant Safety Officer (Capt)	1

SEARCH TEAM

Canine Search Team Type 1*	2
Technical Search Team	2
Haz-Mat Specialist	2
Structure Specialist*	2

RESCUE TEAM

US&R Company Type 1	6
US&R Crew Type 1	6
US&R Medical Specialists	2
Tool and Equipment Specialist	2
Heavy Equipment Rigging Specialist	1

Total Personnel 2

APPARATUS & EQUIPMENT: RTF 5 APPARATUS

- BC Vehicle: Task Force Leader Battalion Chief
- Type 1 USAR: Fresno Fire Department Rescue 4
- Type 1 Engine
- Fresno Fire Emergency Support 2 (13 passenger bus with driver)
- Emergency Support 1: FFD Command and Rehab Unit
- ALS Ambulance (from participating agency or area having jurisdiction)
- 1- 12 Passenger Van- Task Force members and equipment
- 1 Utility/transport vehicle from each participating agency

Regional US&R Task Force Leader Operational Responsibilities

- The RTFL should make every effort to keep the RTF intact and maintain its integrity at all times. Due to emergency conditions this may not always be possible. If the RTF becomes separated during operations, the RTFL must maintain good communications with the Task Force members and reform the RTF as the soon as possible, situation permitting. This policy should stay in effect until the RTF has been released from the incident, is back within Region 5, and authorized to “Disband”.
- The RTFL will contact Region 5 and FFD at least each 24 hours (every 12 hours is optimal) with an update. Morning and evening are the best times for these reports, but opportunity may dictate otherwise.
- **Cal OES Region 5 (559) 292-5271**
- **Fresno Fire Dispatch (559) 621-4357**
- The RTFL is responsible for maintaining Form ICS-214 (Unit Log) for all RTF activity. Form F-42 (Cal EMA Emergency Activity Record) must also be filled out by the RTFL.
- All CA-RTF5 Apparatus shall carry fuel cards provided by their respective agencies.

Regional US&R Task Force Leader Documentation Responsibilities

The RTFL shall ensure that all required documentation is completed accurately and submitted properly. The following documents must be filled out on all RTF responses.

- ICS 214 (Unit Log): This form must be filled out by each crew or unit within the RTF including the RTFL and should contain all pertinent activity (departures, arrivals, briefings, assignments, equipment damage, etc.).
- OES F-42: The F42 form is the primary document for reimbursement. This form must be filled out by the ranking member from each agency. If there are individuals assigned to a unit for the deployment that are not from that agency they shall complete an F42 individually or together with other personnel from the same agency. The RTFL shall also complete an individual F42. Depending on the incident the F-42 forms may be turned into the Cal EMA Representative during demobilization. A copy is to be sent to each participating department or agency. The RTFL should retain copies of the completed forms.
- Region 5 US&R RTF Personnel Information Sheet. Each member of the RTF will complete one of these forms either prior to the rendezvous or while enroute to the incident. They will be held by the TFL to use should an emergency arise.
- Individual performance rating forms (ICS #225) shall be completed on each RTF Team Manager or Specialist. Team Managers will complete an ICS #225 on Teams & Specialist they supervise.
- Each Company's single resource RTF task book shall be signed off when the appropriate tasks are performed.
- CA-RTF 5 Vehicle Identification – Windshield chalk or paint shall be used as the primary ID for all vehicles. If chalk or paint isn't accessible or weather permitting, ID cards will be placed in the windshield of each unit at the rendezvous point.

Safety Issues

- The RTF Safety Officer shall be supervised by the incident's Safety Officer, will be assigned to the RTF area of operation, and will work directly with the TFL.
- The RTF Safety Officer shall ensure that all RTF Members will follow all incident safety procedures.
- All members shall be dressed according to ICS US&R-120-1 prior to entering an operational area.
- All RTF Representatives shall have in their possession a Personnel

Emergency Information Sheet for each member responding to the incident.

Fresno Fire Department Operational Responsibilities

- FFD staff will notify each department of the RTF status each 24 hours via phone or e-mail to each department headquarters or fire station.
- FFD shall be notified of any major changes in status or location. Reports of injuries, accidents or problems should be passed along to FFD in a similar fashion. Participating agency information related to the RTF will be passed along to the appropriate agency as soon as possible.
- FFD Dispatchers will log into the CAD system all communication between themselves and the RTF. They should also log any other information that may relate to RTF operations.

Regional US&R Task Force Leader Rotation

- Regional US& R Task Force Leaders will be rotated monthly
- Should any participating department be unable to send resources for a Task Force assignment (staffing or equipment), Station #4 and the TFL will be notified as soon as possible. The TFL will try to fill the need from the TFL roster and if that is not possible will contact the Region 5 Operational Area Coordinator to request resources to fill the need or deny the request.

Relief Crews

RTF personnel shall plan to be relieved every 7 days, unless unforeseen circumstances dictate otherwise. Since each incident will be different, the Region 5 Operational Area Coordinator and Cal OES Representative will direct the time and coordination for relieving RTF personnel. All RTF relief crews will travel to and from the incident in a caravan fashion under the direction of the RTFL if possible. No individual relief shall occur unless a personal emergency occurs. In the event this becomes necessary, the FFD shall be notified as soon as possible, as well as the TFL. (OES standard relief time is 2 weeks)

Radio Protocols

To Be Determined

Equipment Complement

US&R Companies

- ICS-US&R-120-1 Equipment Cache for current Level
- A complete set of Thomas Guides for Northern & Southern California.
- Handheld GPS and (2) Bendix King Programmable Radio's
- Sleeping gear: bags, blankets, tents and mats (department's choice).
- Hand soap, toilet paper, paper towels, trash bags
- Ice chest and/or cooler filled with water
- Fuel credit cards
- AM/FM radio
- Binoculars

Note: Each US&R Company should carry enough food and water to be self-sufficient for the first 24 hours.

Personal Bags

Extended RTF assignments often occur and require some preparation for the period of time one will be gone. Each agency will be responsible to provide sleeping gear (sleeping bag & pillow) to each member of their agency during a deployment. Below are some suggested items to have readily available. Because of space limitations, personnel should limit their personal supplies to one gym-type bag.

Toilet kit (recommendations)

- Medication (if needed)
- Aspirin
- Sunscreen and lotion
- Towel
- Personal hygiene supplies (soap, shampoo, razor, deodorant & toothbrush)
- Undergarments
- Socks (several pairs)
- Shorts (to allow cool daytime sleeping)
- Jacket
- Set of duty uniforms
- Short sleeve & Long Sleeve 100% cotton T-shirts (department approved)

CODE OF CONDUCT FOR REGIONAL US&R TASK FORCE MEMBERS

1. No alcohol, illegal drugs or medication which may impair ones ability to perform their duties effectively will be transported or consumed.
2. Normal radio protocols shall be utilized. Radio traffic between units shall be kept to a minimum.
3. Adhere to the chain of command.
4. Crews shall maintain a state of readiness even when not assigned. Stay together and don't wander away without notifying the RTFL.
5. Uniform shirt / department approved T-shirt / wild land jacket and long pants are required when in Base, vicinity of CP or other public areas.
6. All equipment requisitions will be approved by the RTFL.
7. Do not engage in activities that can be considered offensive or distasteful to others.
8. Always treat local residents with courtesy and respect. Unless engaged in emergency activities, NEVER enter privately owned structures without the permission of the owner.
9. Promptly advise the RTFL of any and all problems including injuries, equipment deficiencies, mechanical problems, property damage, inability to attain objectives, indicators of stress, etc.

Remember, your actions are a reflection of your organization!

Regional US&R Task Force Operations: Operations shall follow procedures and protocols set by the Urban Search & Rescue Operational System Description, ICS-US&R-120-1, January 2004 and subsequent revisions.

PAGE INTENTIONALLY LEFT BLANK