

**PURPOSE:** This guideline establishes procedures for North Zone personnel assigned as an Engine Strike Team Leader (STEN) or a Task Force Leader (TFLD). Strike Teams and Task Forces are requested when Incident Commanders have determined a need for additional resources at a variety of incident types.

**POLICY:** Personnel assigned to the position of STEN or TFLD must recognize the importance of the leadership position they are filling and assure accountability for all personnel under their authority.

**GENERAL:**

*Sten Rotation*

The responsibility of STEN will be rotated between CICCIS qualified North Zone Chief Officers as described in the North Zone Strike Team Leader Rotation Policy.

*Sten Responsibilities:*

Ensure the safety and readiness of all personnel assigned to the Strike Team

Conduct Strike Team briefings

Discuss tactical and safety considerations

Maintain professional accountability as outlined in the North Zone Code of Conduct with all crews

*Pre-Incident Checklist:*

Prior to a deployment, the STEN shall assemble all equipment, documents, and reference material required to lead a Strike Team.

State and local maps

Financial documents, purchase orders, credit cards

Portable radio(s) with spare batteries

Strike Team Leader Checklist in Field Operations Guide (FOG) Manual

NWCG Incident Response Pocket Guide

ICS forms (Minimum of ICS 214, ICS 225, OES F-42)

Strike Team Apparatus Inventory Record

Strike Team Control Record

North Zone Strike Team Code of Conduct

California Fire Service Directory

Strike Team identification cards and/or white shoe polish

Appropriate stationary supplies

Agency specific forms – Workers comp, accident forms etc.

Personal items to support deployment for a minimum of five days (clothing, medications, tent, sleeping bag, etc.).

*Strike Team Assembly and Travel:*

Obtain the following response information from the Communications Center:

Resource designator number (strike team number)

Order and request number

Travel route and restrictions

Radio frequencies

Check-in location and time

Nature of the assignment (immediate or planned need)

Incident contact phone number

Rendezvous location

Rendezvous with responding units and conduct the initial Strike Team briefing

Complete Strike Team Control Record or obtain response cards

Obtain Strike Team Apparatus Inventory Records and signed Code of Conduct forms

Discuss deployment information

Discuss travel and communications plan

Ensure apparatus and personnel are ready for response including all personal protective equipment

Discuss the expectations of personnel assigned to the Strike Team

Begin ICS 214 (unit log)

**STRIKE TEAM/TASK FORCE ASSIGNMENTS (Mutual Aid):**

Per the North Zone Master Automatic Aid Agreement, the North Zone will respond the closest unit for Strike Team/Task Force assignments within North Zone whenever it is practical to do so. This may be subject to deviation based on availability of specific resources.

**INITIAL ATTACK ASSIGNMENTS:**

The North Comm will dispatch the closest available units and/or mutual aid resources into a North Zone Area. Resources would normally rendezvous at the incident

**IMMEDIATE NEED ASSIGNMENTS:**

If resources are sent as **immediate need within the North Zone**, units will report to Incident Staging and may be assigned before the arrival of the STEN. In these instances it will be necessary for the Strike Team Leader to contact the strike team units already assigned as soon as possible during the operational period. Coordination of resources while assuring unity of command should be a priority.

For **immediate need responses outside the North Zone and in the County of San Diego**, the STEN will determine whether units will rendezvous or report to Incident Staging and assure that units involved are advised. If the STEN determines that resources will respond directly in to the scene, per the CAL EMA Strike Team Engine/Task Force Leader Manual, they must be able to reach the incident within 30 minutes from time of dispatch.

For **immediate need outside the County of San Diego/Operational Area**, the STEN may elect to rendezvous the strike team or direct them to report to Incident Staging and assure that units involved are advised. If the STEN determines that resources will respond directly in to another operational area for an immediate need strike team, per the CAL EMA Strike Team Engine/Task Force Leader Manual, they must be able to reach the incident within 30 minutes from time of dispatch.

**PLANNED NEED ASSIGNMENTS:**

For **planned need inside or outside the County of San Diego**, the STEN will rendezvous at the designated rendezvous location and time. Planned Incident arrival time determines departure time. Units should be able to be en-route to the rendezvous location within 1 hour of request.

*Incident Arrival and Check-in:*

A strike team may check in at any of the following locations:

Staging

Division/Group Supervisor

Base Camp

Helispot

Incident Command Post (Resources Unit)

*Assignment At Incident:*

Assigned

When assigned, report to your designated Division/Group supervisor at the specified time.

*Briefings*

Attend the incident briefings and document on ICS 214. Additional information may be obtained from off-going crews.

Conduct safety briefings as necessary and document on ICS 214.

#### *Communication*

Communicate, at a minimum, the following information with crews: incident objectives, assignment, safety information and hazards, communication plan, travel plan, weather forecast, expected fire behavior.

Communicate the following with the Division/Group Supervisor: position, progress, needs, hazards, field observations, coordination with adjacent resources

Use only incident assigned radio frequencies

#### *Work Progress*

Obtain progress reports from each apparatus at regular intervals (position, progress & needs). Determine the need for firefighter rehabilitation and document on ICS 214.

#### *Documentation*

Complete an ICS 214 for each operational period. Turn in the original ICS 214 forms to the Documentation Unit and retain a copy for your records.

#### Available

When in available status, crews must stay assembled and be ready to respond within three minutes. Available resources report to the Staging Area Manager.

#### Out of Service

Strike Teams can be out of service due to mechanical breakdown or during rest periods. While off shift, the strike team is still subject to recall and shall remain together. The STEN will provide the Strike Team's planned location and contact information to the Resource Unit and the Office of Emergency Services (OES) representative. All Strike Team personnel who are off shift remain on duty and are subject to their

Department's rules and regulations as well as the North Zone Strike Team Code of Conduct.

When going off shift:

Ensure apparatus is response ready. Water tanks should be filled and necessary fuel obtained. Fuel shall be obtained through the incident when available. If vehicles are fueled using Department credit cards, retain receipts and contact the Finance Section as soon as possible.

Obtain necessary repairs through Ground Support. Repairs that are not a result of incident activity are the responsibility of each agency. In each situation, proper documentation shall be completed.

Obtain medical attention for personnel as needed through the Medical Unit. Complete necessary incident claim forms.

Obtain necessary supplies through the supply unit.

*Personnel Replacement:*

Personnel responding with a Strike Team, in or out of County, should be prepared to work at least five days without relief. Personnel may be assigned for up to fourteen days without relief.

Apparatus should not be replaced unless it is mechanically necessary. In all cases the Strike Team Leader is to coordinate this process with the incident, OES, and Department prior to replacing apparatus.

The replacement of engine personnel is the responsibility of the Department and will be coordinated by the STEN through the North Zone Coordinator with notification to the OES Representative if available.

*Incident Lodging:*

The STEN will make every effort to ensure that the incident provides climate controlled sleeping quarters for crews when reasonably available during off shift hours. Whatever arrangements are made shall accommodate the entire Strike Team so that all personnel remain together during off shift hours. The OES or Agency Representative and the Resources Unit shall be informed of the Strike Team's planned location and contact information.

*Notifications:*

The STEN shall make notifications to the Zone Coordinator (via the Communications Center) whenever required by incidents or circumstances such as major injuries, accidents, disciplinary issues, etc. These notifications are outside of the daily contacts made to the Communications Center and to "home" agencies to give updates on team activities and status. The STEN will contact the Communications Center at least once every twenty-four hours if possible.

*Demobilization:*

Upon notification of pending demobilization, the STEN will report to the Demobilization Unit and complete the ICS 221 form.

Return loaned equipment to the Supply Unit and obtain replacements for damaged or consumed equipment and supplies.

Return loaned portable radios to the Communications Unit.

Ensure all Strike Team apparatus complete a mechanical inspection by Ground Support. Ensure repairs are made as necessary.

Turn in all documents (ICS 213, ICS 214, ICS 225, etc.) completed during the incident to the Documentation Unit. Retain a copy of all documents for your records.

Turn in time records (F-42, FC-33) to the Time Unit or the OES representative.

Provide a reasonable estimated time of arrival back to the North Zone.

*Injuries:*

Through the incident command system, notify when an injury occurs to personnel.

Obtain the necessary medical treatment/transport.

Document on an ICS 214.