

2022-2024

**SAN LUIS OBISPO COUNTY
OPERATIONAL AREA**



**FIRE AND RESCUE MUTUAL AID
OPERATIONS PLAN**

SAN LUIS OBISPO COUNTY FIRE CHIEFS' ASSOCIATION

A.K.A Attachment "A" of the San Luis Obispo County-Wide Fire Services Mutual Aid Agreement of 1985

Table of Contents

Table of Contents	2
Requesting Agency Checklist	4
Foreword	5
Operational Guidelines	6
Equipment and Training Requirements.....	9
Mutual Aid Checklist	9
Channels for Requesting Fire and Rescue Mutual Aid Resources.....	10
OES Region I: Three-letter Identifiers for SLO County and Surrounding Fire Agencies	11
APPENDIX A.1	12
Apparatus & Equipment Requirements Mutual Aid Incidents.....	12
APPENDIX A.2.....	13
Personnel Safety Equipment & Supply Requirements.....	13
APPENDIX A.3	14
Operational Guidelines for Mutual Aid Strike Teams	14
APPENDIX A.4	16
Greater Alarm Structure Fire Standard Operating Guideline	16
APPENDIX A.5	16
Standard Operating Guidelines	16
<input type="checkbox"/> Policy 201.00 – Incident Safety	16
<input type="checkbox"/> Policy 202.00 – High Rise	16
<input type="checkbox"/> Policy 205.00 – Staging	16
<input type="checkbox"/> Policy 301.00 – Structure Fires	16
<input type="checkbox"/> Policy 401.00 – RIC	16
<input type="checkbox"/> Policy 402.00 – RIC Inventory.....	16
<input type="checkbox"/> Policy 501.00 – Emergency Button Activation	16
<input type="checkbox"/> Policy 601.00 – Rescue Task Force.....	16
<input type="checkbox"/> Policy 701.00 – Post Fire Decontamination.....	16
APPENDIX B.1	17
Strike Team Leader Qualifications and Equipment Requirements (STEN).....	17
APPENDIX B.2.....	18
Strike Team Leader Trainee Qualifications	18
APPENDIX B.3	19
Engine Company Officer Qualifications for SLO County Incidents.....	19
APPENDIX B.4	20

Engine Company Officer Qualifications for Strike Team Assignments on Wildland Incidents	20
APPENDIX C.1	21
Pre-designated Strike Team Assignments Outside of SLO County	21
Rotation	21
APPENDIX C.2	22
Pre-Designated Engine Strike Team Rotation List	22
APPENDIX C.3	22
Pre-Designated Strike Team Leader Schedule	22
APPENDIX D.1	23
SLO County Specialized Response Guides	23
STEN Checklist v.3.....	23
San Luis Obispo County HazMat SOG	23
San Luis County Coastal Incident Response Plan	23
San Luis Obispo Investigation Strike Team Administrative Procedures	23
San Luis Obispo County USAR SOG	23
APPENDIX E.1	24
Communications	24
San Luis Obispo Operational Area Frequency Guide	25
San Luis Obispo County Repeater Sites	27
APPENDIX F.1	28
San Luis Obispo County Agency ID's	28
APPENDIX F.2	29
Resource Type and Radio ID's	29
APPENDIX G.1	30
The Fire Management Assistance Grant (FMAG) request process	30
APPENDIX H.1	31
San Luis Obispo XSL All Hazards Incident Management Team	31
APPENDIX H.2	31
San Luis Obispo County Greater Alarm Plan	31

Requesting Agency Checklist

- INCIDENT NUMBER/REQUEST NUMBER (San Luis ECC will assign a number if none is available.)

- NUMBER OF RESOURCES NEEDED.
- TYPE OF RESOURCE(S) NEEDED / TYPE OF ASSIGNMENT
- WHEN ARE RESOURCES NEEDED? (Immediate Need, Planned Need, Next Day, Etc.)
- WHERE SHALL RESOURCES REPORT? (If no reporting location, they will automatically be sent to a designated staging area.)
- WHAT IS THE INCIDENT TACTICAL FREQUENCY? (Request Tactical Frequency as needed)

SPECIAL INSTRUCTIONS

- INCREMENTS OF FIVE ENGINES WILL AUTOMATICALLY BECOME A STRIKE TEAM OR TASK FORCE WITH A LEADER.

AGENCY PROVIDING ASSISTANCE

REQUEST #: _____ ORDER #: _____

S/T OR T/F DESIGNATOR: _____

RESOURCES REQUESTED: _____

STRIKE TEAM LEADER: _____

TYPE OF ASSIGNMENT: _____ RESPONSE CODE: _____

WHEN NEEDED: _____

REPORT TO (PERSON/LOCATION): _____

Command Frequency: _____ Tactical Frequency: _____

SPECIAL INSTRUCTIONS:

- IN SAN LUIS OBISPO COUNTY TRAVEL TO AND FROM THE INCIDENT ON THE ASSIGNED COMMAND FREQUENCY AND MONITOR COUNTY FIRE NET (FREQUENCY 154.385/153.060 MHZ)
- ADVISE SAN LUIS ECC WHEN EN ROUTE, AT INCIDENT, RETURNING and/or AVAILABLE.
- WHEN AT THE INCIDENT, USE ASSIGNED COMMAND AND TACTICAL FREQUENCY.

Foreword

The location and size of San Luis Obispo County dictate that local fire resources must be used effectively since these resources are limited, and additional resources could have significant reflex time. The diversity of both available resources and incident complexities requires the cooperative use of fire service resources.

This cooperative assistance is provided on reciprocal contributions without charge and may be provided in two forms:

- **Automatic Aid** – a predetermined immediate joint response to provide effective incident stabilization.
- **Mutual Aid** – responses to supplement the resources of any fire agency during a period of actual or potential need, including move-up and cover assignments

Mutual aid is dependent on recognition that equipment and resources are expected to be provided only when dispatch of the resources will not unduly jeopardize local capabilities.

This San Luis Obispo Fire Services Mutual Aid Plan, "Attachment A", intends to provide the following:

1. Upon demand, provide the cost-effective use of the emergency resources of all jurisdictions
2. Eliminate complex financial and legal agreements
3. Address all mutual aid responses and station coverage assignments required of the fire service, including but not limited to the following:
 - a. Fires
 - b. Rescues
 - c. Hazardous Materials
 - d. Earthquakes
 - e. Natural and Human caused disasters
 - f. EMS/Mass Casualty Incidents

Operational Guidelines

The following operational guidelines will assist Incident Commanders in planning for and using mutual aid resources. Since mutual aid is not routinely used, all Incident Commander's (IC's) must periodically review the plan. Periodic review of mutual aid operations will also be required. Effective mutual aid working relationships can be maintained through joint training activities that should incorporate the mutual aid operational plan. The San Luis Obispo County Fire Chief's Association has adopted the National Incident Management System (NIMS) and Incident Command System (ICS) in accordance with the Standard Emergency Management System (SEMS) for use on all multi-agency incidents.

A. Operational Plan

This operational plan identifies geographical areas within the County to send mutual aid resources. Each area has suppression resources, staging areas, special equipment, move-up/coverage resources, and strike team leaders identified.

B. Implementation

When an emergency incident is likely to go beyond the capabilities of the local agency, the IC will activate the County Fire Services Mutual Aid Operational Plan, or a Chief Officer of a department who needs to augment suppression and rescue personnel to effectively mitigate an incident may activate the mutual aid plan.

The San Luis Emergency Command Center (SLECC) will utilize their Computer Aided Dispatch (CAD) system to query the closest appropriate resource by Automatic Vehicle Locator (AVL) or physical fire station location by distance and road speed of the route to the incident.

As fire incidents extend beyond first alarm resource capability including local jurisdiction Auto Aid, standardization of alarm levels and basic operating principles is desirable. Standardized second and third alarms have been included in the Greater Alarm Plan. Additionally, existing standard operating guidelines for staging, safety, accountability, rapid intervention, and rehabilitation are part of the SLO County Mutual Aid Plan. These guidelines are intended to apply to structure fires that extend beyond first alarm resource capabilities. Greater alarm fire incidents are low frequency, high risk events that require mutual aid resources from within our operational area to perform in a coordinated manner. Further standard operating guidelines can be found in Appendix A.4.

Additionally, any Chief Officer and/or the San Luis Obispo Operational Area Coordinator (SLECC) can request move-up and cover resources from agencies throughout the County to mitigate resource deficiencies caused by a local immediate need response.

Requests for apparatus and personnel should be placed by need, e.g. *three type 1 or 3 engines and a truck company, or the five closest engines; strike team leader and staging area manager.*

C. Procedure

The fire agency requesting assistance will contact the SLECC using the assigned Command Frequency or County Fire Net (154.385 MHz) or the EMERGENCY TELEPHONE (805) 543-4242. San Luis ECC will make the initial dispatch by phone or radio and advise the OES

Operational Area Fire Rescue Coordinator. If the Duty Officer in the San Luis ECC determines there is a resource deficiency in any given geographic area of the County, the Duty Officer will monitor and/or make adjustments, to those operational areas that may be resource deficient.

Information required for dispatching (located inside front cover)

1. Agency Requesting Assistance Information Checklist
2. Agency Providing Assistance Form

D. Communications

1. All resources sent by San Luis ECC will contact San Luis ECC and remain on designated command frequency or assigned travel net until they enter the jurisdiction of the requesting agency, or upon arrival at the incident at which time units switch to the assigned Command and Tactical frequencies as directed by the IC. County Net will serve as a “guard” or “hailing” net in the event the San Luis ECC or others need to contact units while enroute to or from an incident. If a leader escorts a strike team or task force, once formed the leader will be responsible for all necessary radio contacts with San Luis ECC, not each individual unit.
2. San Luis ECC will advise requesting agencies of all estimated arrival times. All resources will advise San Luis ECC when they have arrived.
3. Leaders and resources sent to a staging area will check in with the Staging Area Manager or the IC, and switch to assigned tactical frequency.
4. Strike Team communications:
 - a. In-county Strike Teams use County Net (154.385 MHz) as a hailing net as they travel in the County.
 - b. Out of County Strike Teams use and monitor CESRS direct 153.7550 MHz (Receive & Transmit), CESRS repeat 153.7550 MHz (Mobile Receive) & 154.9800 MHz (Mobile Transmit) or *other assigned frequency*.
5. Command and Tactical Nets
 - a. Mutual Aid and countywide frequency management is the responsibility of the San Luis ECC. With any system, controls and discipline must be exercised or confusion may result. To ensure smooth and orderly radio communications, the San Luis ECC is to coordinate and broadcast the assignment of command and tactical radio frequencies to units on mutual aid incidents.
 - b. COUNTY NET – This is the radio net that is used to dispatch mutual aid resources. During response, units are to acknowledge response and travel to the incident monitoring County Net. When the responding unit enters the jurisdiction of the requesting agency or arrives at the incident the unit is to switch frequencies to a Command or Tactical channel as directed by the IC. All communications between responding units and the San Luis ECC will be on this frequency unless

directed otherwise. County Net will also serve as a “guard” or “hailing” net in the event San Luis ECC or others need to contact responding units while enroute.

- c. COMMAND NET – The purpose of the Command Net is for the IC to communicate to the jurisdictional dispatch center and for Command functions at the incident.
- d. TACTICAL NET(s) – Tactical frequencies are assigned to incidents for at-scene radio communications and are used for communications on an incident between the IC and the resources assigned to an incident. All countywide Tactical Nets should be requested from the San Luis ECC.
- e. CALCORD – The purpose of this frequency is to allow two-way radio communication between the different emergency disciplines such as law enforcement, fire service, emergency medical, and public works. This frequency has been adopted as a default tactical net for EMS incidents.
- f. CESRS is restricted for all tactical use and administrative communications. Authorized uses are:
 - i. Emergency vehicle to dispatch communications.
 - ii. Emergency vehicle-to-vehicle communications.
 - iii. Initial contact, recall and/or reassignment of personnel and equipment.
 - iv. Contact channel during long distance travel by overhead, strike teams, etc.

The purpose of this channel is limited to ground resources enroute to/from an incident outside their home base and not to be used for routine administrative traffic or as a tactical net. **Strike teams or personnel dispatched out of their local Operational Area (San Luis Obispo County) are to monitor the CESRS Net while in route to an assigned incident or mobilization/staging area.**

E. Limited Local Resource Procedure

When resources in the county reach minimum draw down levels (typically when a third local government or OES engine strike team has left the county), the Operational Area Coordinator should initiate daily conference calls to:

- 1. Identify available resources
- 2. Identify issues and local concerns
- 3. Discuss deployed resource activities
- 4. Discuss ongoing fire threat in California
- 5. Request expansion of each jurisdictions Initial Attack area

F. Immediate Need Assignments

- 1. In immediate need situations, responding mutual aid resources must be enroute to the incident within 3-5 minutes of the request.
- 2. If an agency is unable to respond within established time limits, that agency should notify San Luis ECC as soon as possible, so a replacement resource can be found.

3. The closest appropriate resources should be used to fill an immediate need assignment.
4. At the discretion of the Strike Team Leader (STL), engines can stage and form-up before leaving the county or respond to the incident and then form-up.
5. For immediate need request within SLO County, units should respond directly to the incident for an assignment. The assigned STL/TFL will collect and form up resources upon his/her arrival.
6. Immediate need strike teams may travel Code 3 to the incident.
7. Immediate need requests from beyond adjacent areas of border counties shall be considered planned need. Area's north of the Coastal Range of Santa Barbara County including Solvang, Buellton, Lompoc, Santa Maria, and Guadalupe are considered immediate need areas. Areas south of San Ardo in Monterey County, including Bradley and Lockwood, are also considered immediate need areas.

G. Planned Need Assignments

The San Luis ECC will contact the STL, who in conjunction with the San Luis ECC, will determine the form-up location and departure time. Departure time will usually be estimated as 1 hour plus the furthest travel time to form-up location. (Typically, a maximum of 2 hours.)

1. Planned need strike teams shall be filled based on resource type request and agency rotation to fill.
2. In planned need situations, responding mutual aid resources must be at the form-up location within 2 hours unless otherwise stated.
3. If an agency is unable to respond within established time limits, that agency should notify San Luis ECC as soon as possible, so a replacement resource can be found.

H. Standing Orders for Municipal Resources

1. Master Mutual Aid – call agencies for approval
2. FMAG – call agencies for approval
3. CFAA - send

Equipment and Training Requirements

The overall success of the fire mutual aid system requires provision of proper equipment and training for the incident assignment. Contained in Appendices of this plan are the requirements for equipment and training. The training standards contained within this plan are consistent with the California Incident Command Certification System (CICCS). These standards apply to those hazard risks that historically involve movement of resources from one agency to the other. These typically include incidents such as wildfire, floods, urban search and rescue, earthquakes, and major hazardous materials incidents. These standards would not necessarily apply to incidents that are routine first level responses within an agency or department.

Mutual Aid Checklist

- I. While enroute and returning, use County Net Radio Frequency (154.385). Remain on County Net until directed otherwise.
- J. If responding with a Strike Team Leader or Task Force Leader, coordinate all communications through your leader.

K. Respond to assigned staging area or specific assignment as given.

L. Upon arrival, report in and notify San Luis ECC.

Channels for Requesting Fire and Rescue Mutual Aid Resources

Need	DETERMINE INCIDENT NEEDS
Who	LOCAL FIRE CHIEF/ INCIDENT COMMANDER
Action	ACTIVATES LOCAL FIRE & RESCUE MUTUAL AID PLAN



Need	EVALUATE AREA SITUATION AND AVAILABLE RESOURCES
Who	OPERATIONAL AREA FIRE & RESCUE COORDINATOR
Action	ACTIVATES AREA FIRE & RESCUE MUTUAL AID PLAN



Need	EVALUATE REGION SITUATION AND AVAILABLE RESOURCES
Who	REGIONAL FIRE & RESCUE COORDINATOR
Action	ACTIVATES REGIONAL FIRE & RESCUE MUTUAL AID PLAN



Need	EVALUATE STATEWIDE SITUATION AND AVAILABLE RESOURCES
Who	STATE FIRE & RESCUE COORDINATOR
Action	COORDINATES INTERREGIONAL FIRE & RESCUE RESOURCES MOBILIZATION

OES Region I: Three-letter Identifiers for SLO County and Surrounding Fire Agencies

ATA	ATASCADERO FD
ATS	ATASCADERO STATE HOSPITAL FD
BEU	CAL FIRE, SAN BENITO-MONTEREY UNIT
BOB	CAMP ROBERTS FD
CAL FIRE	CA DEPT OF FORESTRY & FIRE PROTECTION
CMB	CAMBRIA FPD
CMC	CAIFORNIA MEN'S COLONY FD
FIV	FIVE CITIES FIRE AUTHORITY
FKU	CAL FIRE, FRESNO-KINGS UNIT
HCF	HEARST CASTLE FD
LPF	USFS, LOS PADRES
MRB	MORRO BAY FD
PRF	PASO ROBLES FD
SBC	SANTA BARBARA COUNTY FD
SLC	SAN LUIS OBISPO COUNTY FD
SLO	SAN LUIS OBISPO CITY FD
SLU	CAL FIRE, SAN LUIS OBISPO UNIT
SMF	SAN MIGUEL FPD
SMR	SANTA MARIA FD
SMV	SANTA MARGARITA FPD
TEM	TEMPLETON FPD

APPENDIX A.1

Apparatus & Equipment Requirements Mutual Aid Incidents

1. Apparatus

All apparatus must meet the following requirements or should not be dispatched:

- a. All apparatus must meet FIRESCOPE engine typing standards.
- b. Number of personnel responding shall not exceed available seating provided.
- c. Minimum staffing levels on apparatus:
 - i. Immediate need within SLO County should be at least two (2) personnel, one shall be at least Engine Boss qualified.
 - ii. Planned need or Out of SLO County should be three (3) or as specified in the FOG (ICS 420-1).
- d. For out of SLO County responses, engines must be capable of maintaining an average speed of 60 MPH on highway and 30 MPH on a 7% grade.

2. Equipment

In addition to equipment listed in the FOG Manual for a Type 1 or 2 Engine, apparatus shall be equipped with the following:

- a. Mobile and Portable Radio with updated State Radio Programming, County Fire Net (154.385/153.060), and CESRS direct 153.7550 MHz (Receive & Transmit), CESRS repeat 153.7550 MHz (Mobile Receive) 154.9800 MHz (Mobile Transmit).
- b. Cellular phone.
- c. Food & water rations for a 72-hour period.
- d. Hydrant adapters for 4.0 & 4.5 NH hydrant outlets.
- e. Recommended spare repair parts carried on apparatus include:
fuel filters, fan belts, radiator hoses, hose clamps, and headlights.

Wildland / I-Zone response

1. Equipment

- a. A minimum of 500 feet of 1½-inch lightweight single jacket hose with a combination nozzle.
- b. Engines must have a height, wheelbase, turning radius, angle of approach and departure capable and approved for use on unimproved road conditions.
- c. Recommend Class "A" foam.

Out of County Response

1. Equipment

- a. Mutual Aid-related forms (ICS 214, ICS 225, & OES F-42)

APPENDIX A.2

Personnel Safety Equipment & Supply Requirements

Mutual Aid Incidents

All personnel shall be fully equipped with CAL OSHA required protective clothing and safety equipment.

Wildland / I-Zone Response and/or Out of County Responses

1. Safety Equipment

Each member responding shall be equipped with the following:

- a. Brush helmet with goggles, shroud, and headlamp
- b. Full coverage wildland protective-clothing worn over cotton or fire-resistive clothing (See Appendix A.3)
- c. Wildland gloves with Nomex cuffs
- d. Lace or zipper-laced boots (lugged soles recommended)
- e. Fire shelter on belt or web gear
- f. Canteen or equivalent
- g. Complete structural protective clothing, including boots, pants, coat, helmet, and gloves
- h. Recommend escape bee veils due to Africanized bee threat in Southern California

2. Personal Supplies (minimum required)

- a. Two (2) changes of clothing, including cotton undergarments & tee shirts
- b. Extra socks
- c. Eye drops, aspirin or non-aspirin pain reliever, and personal medicine
- d. Miscellaneous personal hygiene items, and supplies as needed
- e. Sleeping bag, tent/cot

APPENDIX A.3

Operational Guidelines for Mutual Aid Strike Teams

1. Practice Lookout, Communications, Escape Routes, and Safety Zones on every incident.
2. Recognize that as the Company Officer, your primary responsibility is to act as the Safety Officer for your engine company.
3. Wear complete personal protective equipment (PPE) required for your assignment.
4. Avoid parking your engine in any geographical feature where you could be put at risk from the fire unless you have done a complete size-up with the STEN and have received specific permission to operate in that location. Have an escape plan widely known by everyone involved during this operation. This order applies to geographical features such as chimneys, bowls, saddles, box canyons, drainages, ridge tops, and mid-slope roads, etc.
5. Take care of your crew. You should maintain control of your emotions and the actions of your crew. Keep your crew together. Feed, water, and rest your crew so that they can preform at their best. Provide encouragement, information, and updates. Advise your crew on their performance (they need to know).
6. Respect private property rights. Unless required for emergency operations, generally avoid entering or using private property without permission.
7. If the STEN approves of sleeping your crew(s) while on a line assignment, you should follow the 2 Awake Rule. Additional firefighters can sleep if engines are clustered in a given area and 2 people are awake and alert. Radio communications must be constantly monitored. Each person must have a safe area to sleep. All engine companies should be able to respond within 3 minutes.
8. Take care of your vehicle and equipment. Even though you are assigned to a fire, you must perform your regular inspections and maintenance.
9. Avoid storing flammable equipment (gear bags/sleeping bags) on the exterior of your engine.
10. Remember to keep vehicle doors/windows closed and have ember protection on air filters.
11. Keep ahead of your paperwork. Stay current on your Unit/Activity Log ICS-214. Immediately report all injuries, accidents, and damage. F-42's should be completed with your entire strike team to maintain consistency of documentation. FC-33's should be updated daily for Cal Fire employee's either on-line or with the time unit.

Operational Guidelines for Mutual Aid Strike Teams (*continued*)

NOTIFY THE STRIKE TEAM LEADER IF ANY OF THE FOLLOWING CONDITIONS EXIST OR ARE ANTICIPATED:

- If Lookouts, Communications, Escape Routes, and Safety Zones (LCES) are not established and being used.
- If you have been given an unsafe assignment. Speak up and refuse!
- Hazardous conditions that present a threat to personnel or equipment safety.
- Significant or unexpected changes in the fire behavior (increase or decrease).
- Significant or unexpected changes in the weather, particularly the wind.
- Fire downslope of you, spot fires, or fire crossing control lines, or roads.
- Downed power lines or other overhead hazards (snags).
- Water supply losing pressure, decreasing in volume, or running dry.
- Communication problems or loss of radio contact (report face-to-face).
- Civilians that may need to be evacuated now or in the near future.
- Animals or livestock that may need to be evacuated now or in the near future.
- Injuries or near-misses to civilians or firefighters, no matter how slight.
- Property damage caused by our actions, no matter how slight.
- Forced entry of any structures, gates, fences, etc.
- Less than ½ tank of fuel in your vehicle.
- Irrate or overly distraught civilians that may need assistance or calming.
- Operational or supply needs. Allow time for the supply system to work.
- Problems with other agencies that affect Safety/Operations/Supply.
- Changes in personnel or if a relief crew is scheduled to arrive.

Thank you for taking time to read this information. Your understanding and compliance with these guidelines should strengthen our ability to work together effectively and safely.

Remember to ask questions and communicate new information to the STEN. It is impossible for one person to keep track of everything that may be happening.

****Appendices A.4 - A.5 and Standard Operating Guidelines can be found at <https://slocountyfirechiefs.org/>**

APPENDIX A.4

Greater Alarm Structure Fire Standard Operating Guideline

APPENDIX A.5

Standard Operating Guidelines

- Policy 201.00 – Incident Safety
- Policy 202.00 – High Rise
- Policy 205.00 – Staging
- Policy 301.00 – Structure Fires
- Policy 401.00 – RIC
- Policy 402.00 – RIC Inventory
- Policy 501.00 – Emergency Button Activation
- Policy 601.00 – Rescue Task Force
- Policy 701.00 – Post Fire Decontamination

APPENDIX B.1

Strike Team Leader Qualifications and Equipment Requirements (STEN)

Qualifications

Must comply with current FIRESCOPE CICCS Guidelines for overhead position (STEN)

1. Immediate Need Strike Team Leader
 - a. The individual shall be a fire department employee classified as Chief Officer or Captain. The individual must be a CICCS qualified STEN.
2. Out of Operational Area or Planned Need
 - a. The individual shall be a fire department employee classified as Chief Officer or Captain. The individual must be a CICCS qualified STEN.
 - b. Strike Team Leaders given out of Operational Area assignments supervise multi-agency configuration Strike Teams. During these assignments, the STEN acts as the SLO County Operational Area Agency Representative. All STEN's shall be reviewed annually for qualifications and performance by a review committee established by the County Fire Chief's Association.

Equipment

1. The Strike Team Leader shall have his/her own department vehicle complete with the equipment listed in Appendix A, and the following:
 - a. Mobile radio programmed with all frequencies contained in the Fire Service Field Operations Guide (ICS 420-1, Appendix A.1-Communications Guidelines) and all local government frequencies listed in the San Luis Obispo County Operational Area Plan, Appendix D.
 - b. Portable radio programmed with State load.
 - c. Cellular phone and list of important phone numbers
 - d. ICS / OES Forms
 - e. Mapping platform
 - f. Flagging tape
 - g. Food & drinking water for a 72-hour period
 - h. G.P.S. recommended

APPENDIX B.2

Strike Team Leader Trainee Qualifications

Qualifications

Must comply with current FIRESCOPE CICCS Guidelines for overhead position (STEN)

1. Rank Classification
 - a. The individual shall be classified as Captain or above.
2. Chief Approved
 - a. The individual shall be identified and approved by the Chief of his/her fire department.
3. CICCS Committee Certified
 - a. The individual shall submit a CICCS application packet with a letter of support from the Chief of his/her fire department for certification by the San Luis Obispo Operational Area CICCS Committee. The CICCS Chair will submit IROC updates to the SLU ECC for those individuals that have met the certification requirements for the Overhead Position.

Each fire department shall maintain an internal list of the individuals in the Department that meet the criteria and qualifications noted above. This should be noted on a department issued Qualification Card or "Red Card".

Equipment

The Strike Team Leader Trainee shall have the equipment listed in Appendix A.1 and the following:

- Portable radio programmed with State load.
- Cellular phone and list of important phone numbers
- ICS / OES Forms
- Mapping platform
- Flagging tape
- Food & drinking water for a 72-hour period
- G.P.S. recommended

APPENDIX B.3

Engine Company Officer Qualifications for SLO County Incidents

Qualifications

1. Required Training
 - a. The individual shall have successfully completed the training or course equivalent (listed in Appendix B.3.1) for Engine Boss.
2. Rank Classification
 - a. The individual must have obtained the rank of Company Officer, Acting Captain, Captain or above.
3. Chief Certified
 - a. The individual shall be identified and certified by the Chief of his/her fire department for certification in accordance with the CICCS procedures.
4. Position Currency
 - a. The maximum time allowed for maintaining currency is five (5) years for all positions, other than air operations positions. Serving in a position for which the individual is qualified will also maintain the currency of a prerequisite position, providing that the individual has previously qualified in that position.

Each fire department shall maintain an internal list of the individuals in the department that meet the criteria and qualifications noted above. This should be noted on a department issued Qualification Card or "Red Card".

Equipment

The Engine Company Officer shall be equipped with the equipment listed in Appendix A.2

APPENDIX B.4

Engine Company Officer Qualifications for Strike Team Assignments on Wildland Incidents

Qualifications - Meets CICCIS Training Requirements for Engine Boss

1. Required Training
 - a. G-231 Wildland Training for Structural Firefighters OR
 - b. S-215 or Company Officer 2E (Course Equivalency)
 - c. S-230 and S-231 or Company Officer 2E (Course Equivalency)
 - d. *S-290 Intermediate Fire Behavior (on-line course does not meet the requirement for this position.
 - e. Annual Fireline Safety Refresher Training (RT-130)
 - f. Meets Arduous Fitness requirements

2. Recommended Training
 - a. S-219 Firing Operations (S-234 and C-234 exceeds requirements)
 - b. S-270 Basic Air Operations
3. Rank Classification
 - a. The individual must have obtained the rank of Company Officer, Acting Captain, Captain or above.
4. Chief Certified
 - a. The individual shall be identified and certified by the Chief of his/her fire department in accordance with CICCIS procedures.
5. Position Currency
 - a. The maximum time allowed for maintaining currency is five (5) years for all positions, other than air operations positions. Serving in a position for which the individual is qualified will also maintain the currency of a prerequisite position, providing that the individual has previously qualified in that position.

Each fire department shall maintain an internal list of the individuals in the department that meet the criteria and qualifications noted above.

Equipment

The Engine Company Officer shall be equipped with the equipment listed in Appendix A.2

APPENDIX C.1

Pre-designated Strike Team Assignments Outside of SLO County

To facilitate teamwork and reduce strike team assembly and response times, pre-designated strike teams have been assigned. The strike teams are designated XSL-1471 and XSL-1472. Planned need Strike Team Leaders (STEN's) assigned from those listed in Appendix C.2 OES Strike Team identifiers will be assigned at the time of dispatch.

The XSL STEN in rotation will be contacted for deployment for the first XSL strike team requested, whether it be type I/II or type III. If a second XSL strike team or OES strike team is requested, the 2nd out STL in rotation will be contacted for deployment. The ECC will identify available STEN's for a third strike team request using the resource availability list provided by each agency and/or IROC database.

Rotation

Local Government Strike Teams are scheduled so that each strike team is assigned for a period of one week. The list rotates every Monday morning at 0800 according to the schedule contained in the link provided in Appendix C.3. If a strike team is dispatched to an incident during their week, the STEN of the next team on the list will be contacted by the OES Operational Area Coordinator or CAL FIRE San Luis ECC and that Team will be put on local government response until the other team returns or they complete the scheduled coverage assignment. It's the STEN's responsibility to contact the San Luis ECC and the individual Strike Team departments to notify them of any changes in response status.

If a department is unable to fill a request for an Engine or a STEN, an alternate resource may be assigned from SLO County Fire or another local agency, as arranged by the San Luis ECC.

Upon request, up to two local government strike teams can be assigned outside of San Luis Obispo County. The policy for allowing a third local government strike team to respond outside of San Luis Obispo County requires a consensus of the Mutual Aid Committee members, including the Operational Area Coordinator and the CAL FIRE/SLO County Fire Duty Chief. The criteria for this decision will be the availability of local resources and current and/or anticipated local fire activity.

APPENDIX C.2

Pre-Designated Engine Strike Team Rotation List

Team	STEN's	Engine Companies				
XSL 1471 Type I/II/III	See LG STEN Rotation Matrix	BOB	FIV	PRF	TEM	SLC
XSL 1472 Type I/II/III	See LG STEN Rotation Matrix	ATA	ATS	SLC	SLO	SMF
OES	See LG ST Rotation Matrix or As Assigned	SLO E-385	MRB E388	As Assigned out of OP AREA	As Assigned out of OP AREA	As Assigned out of OP AREA

Note: Request for XSL Mutual Aid Strike Teams will be filled based on the above Pre-Designated Strike Team matrix for Type I, II, or III Strike Team request. The Strike Team rotation is identified in the SLO County Mutual Aid Plan and the SLU ECC Daily Admin. Report. If an agency is unable to fill a request during their assigned rotation an alternate engine will be utilized based on the weekly XSL availability list.

Additionally, CMB, SMR, and MRB may be utilized as alternates for Pre-Designated Strike Team rotations for Type I or II request.

APPENDIX C.3

Appendix C.3 can be view at <http://tinyurl.com/cfsluadmin>

Pre-Designated Strike Team Leader Schedule

APPENDIX D.1

SLO County Specialized Response Guides

Documents can be viewed at [SLO County Fire Chiefs](#)

STEN Checklist v.3

San Luis Obispo County HazMat SOG

San Luis County Coastal Incident Response Plan

San Luis Obispo Investigation Strike Team Administrative Procedures

San Luis Obispo County USAR SOG

APPENDIX E.1

Communications

1. STATELOAD

All resources sent by San Luis ECC will contact San Luis ECC on the assigned County Command Frequency until they enter the jurisdiction of the requesting agency. Upon arrival at the incident, units will either remain on the assigned Command frequency or switch to the Command or Tactical channel identified at the time of dispatch or as directed by the IC of the agency having jurisdiction.

Example 1: SLO City Fire is dispatched mutual aid to Atascadero for a vegetation fire. ECC advises to respond on Local Net, upon arrival Command Frequency will be Atascadero Repeater Net, Tactical Net will be V-Fire 23, Secondary Tactical Net is V-Fire 26, Air to Ground will be CDF A/G 1.

Example 2: Morro Bay fire dispatched mutual aid to Running Deer Ranch for a vegetation fire. ECC advises Command Frequency will be XSL Command 4, Tactical Frequency will be CDF Tac 7, Secondary Tactical net will be CDF Tac 3, Air to Ground will be CDF A/G 1.

County Net will serve as a “guard” or “Hailing” net in the event the San Luis ECC or others need to contact units while enroute to or from an incident. Responding and returning units should monitor SL County Fire Net RX 154.3850.

If a leader escorts a strike team or task force, the leader will be responsible for all necessary radio contacts with San Luis ECC, not each individual unit.

2. San Luis ECC will advise requesting agencies of all estimated arrival times. All resources will advise San Luis ECC when they have arrived.
3. Leaders and resources sent to a staging area will check in with the staging area manager or the IC, and switch radio to assigned tactical frequency.
4. Out of County strike teams are to use and monitor CESRS direct 153.7550 MHz while enroute and/or returning from an assigned incident or mobilization/staging area.

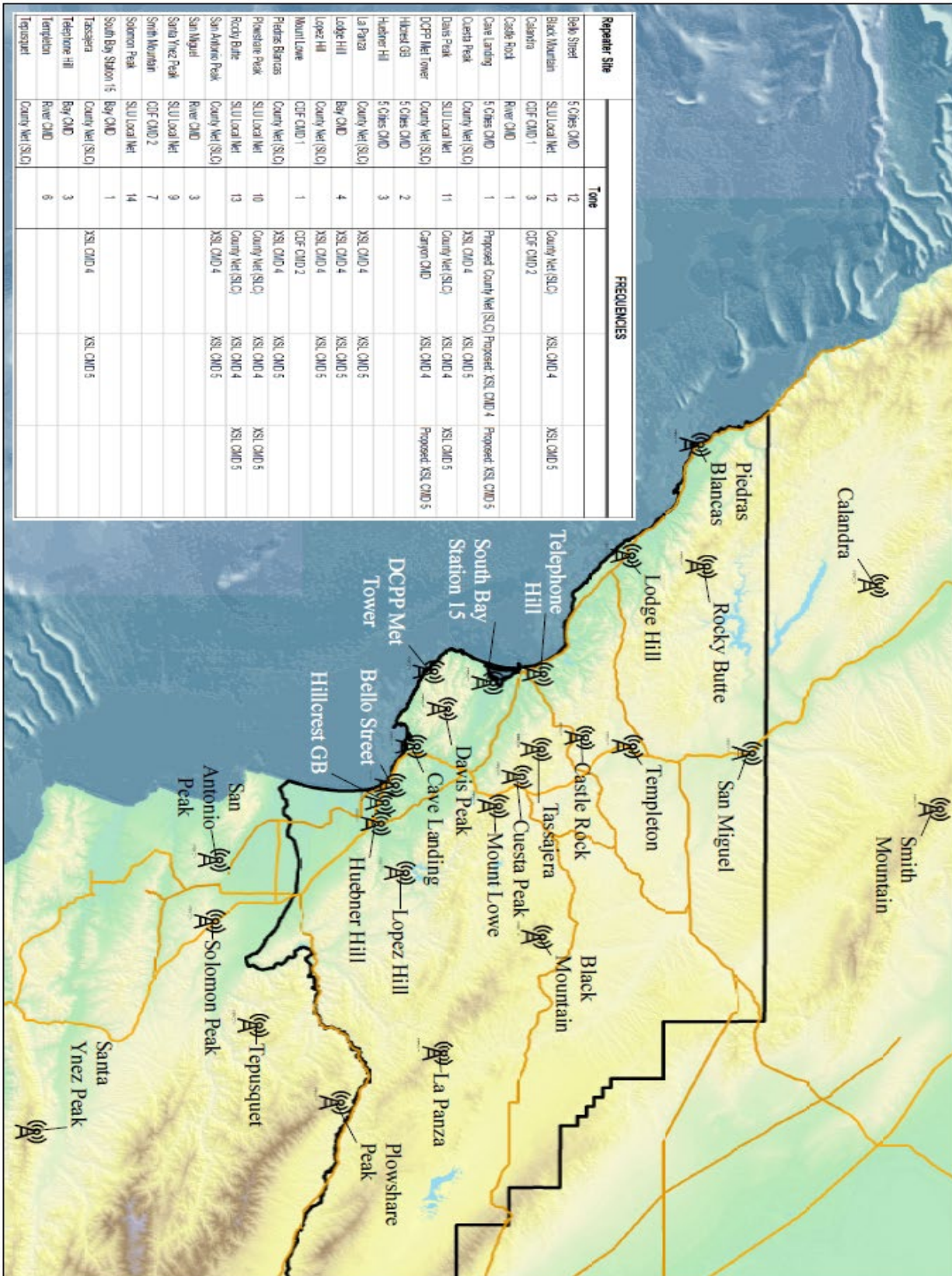
San Luis Obispo Operational Area Frequency Guide

Channel	RX	Tone	TX	Tone
County/State Command Channels				
SLU LOCAL	151.3250	136.5	159.3150	OST
RIVER CMD	151.0250	82.5	155.5500	OST
SL COUNTY	154.3850	82.5	156.0300	82.5
XSL CMD 4	151.0550	192.8	156.0450	192.8
XSL CMD 5	154.8300	186.2	156.9000	186.2
MESA CMD	153.8750	100.0	156.1650	OST
5 CITY CMD	154.1450	82.5	158.7750	OST
CNYN CMD	155.1150	173.8	156.2100	173.8
BAY CMD	154.1750	88.5	155.8800	OST
CDF C1	151.3550	103.5	159.3000	OST
CDF C2	151.2650	103.5	159.3300	OST

County/State Tactical Channels				
CALCORD	156.0750	156.7	156.0750	156.7
CDF TAC 2	151.1600	192.8	151.1600	192.8
CDF TAC 3	151.1750	192.8	151.1750	192.8
CDF TAC 7	151.3400	192.8	151.3400	192.8
CDF TAC 8	151.3700	192.8	151.3700	192.8
CDF A/G 1	151.2200	0.0	151.2200	192.8
CDF A/G 2	159.2625	192.8	159.2625	192.8
CDF A/G 3	159.3675	192.8	159.3675	192.8
GUARD	168.6250	0.0	168.6250	110.9
VFIRE 22	154.2650	156.7	154.2650	156.7
VFIRE 23	154.2950	156.7	154.2950	156.7
VFIRE 24	154.2725	156.7	154.2725	156.7
VFIRE 25	154.2875	156.7	154.2875	156.7
VFIRE 26	154.3025	156.7	154.3025	156.7
XSL TAC 4	154.3400	82.5	154.3400	82.5
XSL TAC 5	153.9500	82.5	153.9500	82.5
XSL TAC 6	154.1450	192.8	154.1450	192.8

Local Government Command Channels				
ATA DISP	154.3700	131.8	156.1500	146.2
ATA CMD 1	151.1000	131.8	154.7000	146.2
ATA TAC 1	157.5750	192.8	157.5750	192.8
ATA HOSP	155.0700	162.2	159.0450	162.2
MRB	154.1300	82.5	156.0000	82.5
BOB	150.1000	103.5	148.8625	103.5
CMB	154.0850	82.5	158.7600	82.5
PRF CMD1	155.1150	82.5	153.8150	82.5
PRF CMD2	154.2350	82.5	150.8050	110.9
SMF	154.4300	82.5	150.7750	110.9
SLO	155.1450	167.9	154.2050	167.9
SLO Common	155.955	162.2	159.075	162.2
TAC 1	154.31	82.5	154.31	82.5
TAC 2	155.025	127.3	155.025	127.3

San Luis Obispo County Repeater Sites



APPENDIX F.1

San Luis Obispo County Agency ID's

AGENCY LISTING	NUMERICAL LISTING
ATA	7500
ATS	7900
FIV	6600
BOB	8900
CAL FIRE SLU	3400
CMB	5700
CMC	5100
DCP	9700
EMSA	9400
HCF	5900
MRB	5300
PRF	8100
SLO	9100
County OES	8800
SMF	8600
SMV	7800
TEM	7100

APPENDIX F.2

Resource Type and Radio ID's

OVERHEAD RESOURCES	RADIO IDENTIFIER	RESOURCE DESIGNATION
Fire Chief, Assistant Chief, Deputy Chief	Chief	00
Division Chief	Division	01-09
Battalion Chief	Battalion	10-19
Captain	Captain	20-29
Fire Marshal	Prevention	20-29
Fire Prevention	Prevention	20-29
Training Officer	Training	20-29
Support Personnel	Admin / Coordinator (SLO Co.)	01-09
EQUIPMENT RESOURCES	RADIO IDENTIFIER	RESOURCE DESIGNATION
Air Tanker	Tanker	
Aircraft Rescue Fire Unit	Crash	40-49
Brush Patrol	Patrol	60-69
Bulldozer Tender	Dozer Tender	40-49
Bulldozer	Dozer	40-49
Car, sedan	Admin, Unit	20-29
Crew Transport	Crew Transport	
Engine Company	Engine (BLS), Medic Engine (ALS)	60-99
Fire Mechanic	Repair	30-39
Fire Boat	Boat	40-49
Fuel Tender	Fuel Tender	40-49
Hand Crew	Crew #	
Hazardous Materials Unit	Haz Mat	40-49
Heavy Equipment Transport	Transport	40-49
Helicopter Tender	Heli tender	
Helicopter	Copter	
Heli tack Crew	Heli tack	
Medical / Non-Transport (ALS)	Squad, Medic Engine	50-59
Medical / Non-Transport (BLS)	Rescue, Engine	50-59
Medical / Transport (ALS only)	Medic	50-59
Mobile Kitchen Unit	Kitchen Unit	
Mobile Breathing Air Support	Breathing Support	40-49
Mobile Communications Unit	Communications	40-49
Truck Company	Truck	40-49
Utility transport	Utility, Supply	30-39
Water Tender	Water Tender	40-49

APPENDIX G.1

The Fire Management Assistance Grant (FMAG) request process

Instructions: Prior to placing your request, please complete all sections of the ABC Form-158. Items marked with an asterisk (*) must be fully and completely answered.

When Completed: (1) Call the Cal OES Warning Center at 916-845-8911 to advise of FMAG Request; (2) Fax to Cal EMA Warning Center @ 916-845-8910, or email the document to the Warning Center: **warning.center@oes.ca.gov**

NOTE: Fire Perimeter Map and weather documentation is required when submitting this form.

Weather should be taken from the nearest RAWS station and Map should show the estimated perimeter, direction of travel and immediate threats. The ICS-209 form is no longer required upon submittal of this request. The ICS-209 will be due at the next routine time required per ICS 420-1.

****CAL FIRE Units are to also fax to: (1) Sacramento ECC 916-845-8692, & (2) Either CSR-OCC 951-782-4900, or CNR-OCC 530-224-4308.*

After normal duty hours Cal OES Warning Center personnel will contact the Fire and Rescue Branch Duty Officer to process your request. You will be kept informed of the progress of your request.

FMAG Declaration Criteria

1. Threat to lives and improved property, including threats to critical facilities, infrastructure, and critical watershed areas;
2. Availability of State and local firefighting resources;
3. High fire danger conditions, as indicated by nationally accepted indices such as the National Fire Danger Ratings System;
4. Potential major economic impact.

Cal OES Form 158

[FMAG Form Fillable \(ca.gov\)](#)

APPENDIX H.1

San Luis Obispo XSL All Hazards Incident Management Team

APPENDIX H.2

San Luis Obispo County Greater Alarm Plan

July 8, 2021

As approved by the San Luis Obispo County Fire Chiefs Association, the county wide greater alarm plan has changed to the following for 2nd and 3rd alarms:

Type	Chief-Overhead	Engines (Any)	Engines Type 1/2	Trucks	Water Tenders	Breathing Support
Structure, Residential	1	3				**
Structure, Rural	1	3			1*	**
Structure, Multi-Family	1	3	1	1		**
Structure, Commercial	1	3	1	1		**
Vegetation	The Incident Commander will request additional resources as needed for the incident					

* Only to be used once (2nd alarm). All other resource orders are to be specific.

** Breathing Support must be ordered as needed, removed from auto-alarm.

Sequential alarms after 3rd will be filled in the same format as resource availability allows.

Modifications maybe made by the Operational Area Fire Coordinator as needed.

**San Luis Obispo County
Operational Area**

APPENDIX H.1

All-Hazard Incident Management Team



TABLE OF CONTENTS

Section 1 – Purpose and Objectives	5
Section 2 - Administrative Procedures	6
Section 3 – Training and Experience Requirements.....	8
Section 4 - Activation Procedure	10
Section 5 - Team Structure and Processes	12
Section 6 – Leadership Duties and Responsibilities.....	16
6.1 Incident Commander	16
6.2 Planning Section.....	16
6.3 Operations Section	17
6.4 Division/Group Supervisor	17
6.5 Logistics Section.....	18
6.6 Finance Section.....	19
Section 7 - Personal Protective Protocols / Safety	20
Section 8 - Incident Reporting / Documentation	21
XSL IMT Activation Work Sheet.....	22
Incident Transition Plan	23
Transition Of Incident Back To Local Control	30
XSL IMT Team Meeting Schedule First Operational Period	32
Planning Meeting Agenda.....	35
Operations Briefing Agenda	36

San Luis Obispo County Operational Area All-Hazards Incident Management Team

Policy and Procedures

MISSION

The San Luis Obispo Operational Area All Hazards Incident Management Team is a multi-jurisdictional, interdisciplinary team which assists agencies within the County of San Luis Obispo in managing emergency incidents, consistent with Incident Command System (ICS) and National Incident Management System (NIMS) standards and goals.

DEFINITION

The San Luis Obispo Operational Area All-Hazard Incident Management Team (XSL-AHIMT3), referred to as XSL IMT, shall consist of trained personnel from departments, agencies, and non-government organizations throughout the County of San Luis Obispo, who have been sponsored by their agency, and trained to function as a team. The team will generally consist of the following positions:

- Incident Commander
- Deputy Incident Commander
- Safety Officer
- Information Officer
- Liaison Officer
- Law Enforcement Unit
- Operations Section Chief
- Finance Section Chief
- Logistics Section Chief
- Supply Unit Leader
- Facilities Unit Leader
- Comm Unit Leader
- Med Unit Leader
- Planning Section Chief
- Resource Unit Leader
- Situation Unit Leader
- Tech Spec. GIS
- 4 Trainees

Note: Each deployment is different, and the actual make-up of the XSL IMT will be negotiated and determined by the requesting agency's administrator, requesting agency's Initial Attack IC and XSL-IMT Incident Commander at the time of dispatch and throughout the incident deployment based on incident needs.

Availability status for the XSL-IMT shall be voluntary. Team size shall not exceed 21 in California.

EXPECTATIONS

- Safety of the XSL IMT, emergency responders and the public will always be the number one priority and consideration when developing objectives, strategies, and tactics.
- Each XSL IMT member will understand the basis of the incident management principles. Members need to seek and give information freely and recommend strategic adjustments as appropriate.
- Each XSL IMT member will maintain open and cooperative communications with all team members. Members will provide prompt communications to subordinates, supervisors, and adjoining forces.
- XSL IMT members should attend a minimum of 50% of the XSL IMT training and routine meetings annually.
- All training and certification documentation must be submitted upon selection to the XSL IMT and updated on January 1 of every year or as appropriate.
- XSL IMT members must have access to communications/radio equipment and PPE appropriate to their assignment. All pictures and videos are the property of the incident. Members shall not copy, forward, reproduce, or post (e.g., Facebook, YouTube) any documents without the written permission of the agency having authority and the XSL IMT IC or designee.

ATTACHMENTS

XSL IMT Activation Work Sheet
Incident Transition Plan
Transition Of Incident Back To Local Control
XSL IMT Team Meeting Schedule First Operational Period
Planning Meeting Agenda
Operations Briefing Agenda

REFERENCES AND/OR AUTHORITY

- Type 3 All-Hazard Incident Management System Qualification Guide
- FIRESCOPE - ICS Field Operation Guide
- National Incident Management System Incident Command System Emergency Responder Field Operations Guide
- National Incident Management System/State Emergency Management System
- CA-OES Operational Bulletin #43
- Homeland Security Presidential Directive HSPD-5 and HSPD-8

Section 1 – Purpose and Objectives

1.1 PURPOSE:

The purpose of the XSL-IMT is to provide an All-Hazard team of highly trained personnel to assist with the management and/or mitigation of an incident upon request. The requesting agency will maintain jurisdictional control of the incident and provide a Unified Incident Commander. The XSL-IMT will provide the following:

- Assistance to the requesting agencies to protect life, property, and the environment.
- An All-Hazard Incident Management Team for the safe and efficient management of incidents beyond the scope of initial response. The XSL-IMT may respond to incidents that it could reasonably be expected to, has extended into new operational periods, or overwhelmed the local jurisdiction's ability to provide logistical support, management, or operational supervision.
- A method to coordinate multi-jurisdictional response and mutual aid through the XSL-IMT.
- Incident management services with a management goal to keep cost commiserate with values at risk for the requesting agency, for the XSL-IMT response, as well as for the mitigation of the incident.
- Assistance to the requesting agency(s) to mitigate and/or recover from an incident.

1.2 OBJECTIVES:

The XSL-IMT will provide the following specific functions on a 24-hour basis if all conditions set forth in the XSL-IMT policies and procedures are met.

- The minimum qualification level for XSL_IMT members is ICS Type 3 level.
- Provide assistance to the IC regarding incident management and coordination of resources within the established principles of the Incident Command System (ICS).
- To maintain a group of All-Hazard subject matter experts to provide technical information and incident support to requesting agency(s).
- To provide an XSL IMT member at the location of an incident within one hour (for incidents within San Luis Obispo County) following the activation request and remaining requested teammates within 3 hours.
- To maintain and provide a complete incident documentation package to the requesting agency(s) upon the conclusion of the XSL IMT assignment.
- To maintain a management team consisting of qualified personnel capable of assisting with command and general staff responsibilities.
- To provide emergency responders with qualifications consistent with the California Incident Command & Certification System (CICCS), CAL FIRE Handbook 4039, applicable law enforcement standards, applicable public health standards and applicable public works standards.

Section 2 - Administrative Procedures

2.1 GENERAL

The primary guidance for the XSL-IMT is contained in this document. These policies and procedures will be updated as necessary.

2.2 TEAM RECORDS

The XSL-IMT Plans Section will be responsible for maintaining documentation and records certifying the members of the XSL-IMT as qualified as well as records showing recertification as required. The information maintained for each XSL-IMT member shall include, but not limited to the following:

- Name, home address, and phone number.
- Agency title, work location, email address and phone number.
- All current ICS certifications and qualifications.
- Applicable work experience and qualifications.
- Position(s) on the XSL IMT.
- Signed agency participation authorization form.
- XSL IMT members must also maintain documentation for mandated certifications per their department or agencies policies and procedures.

2.3 AGENCY PARTICIPATION

Participation by individuals shall be governed by the California Master Mutual Aid Agreement (or equivalent) and must be approved, with a XSL-IMT agreement, signed by the Agency Department Head, or his/her designee, before individuals will be placed on the XS- IMT.

- Agencies that authorize personnel to serve on the XSL-IMT must provide transportation, communication, and PPE equipment appropriate for the position assigned.
- Agencies authorizing personnel to serve on the XSL-IMT shall provide time and opportunity for team members to attend requisite and recommended training, drills and emergency team activations. Agency authorization to respond to any team function/deployment must be obtained by team members for each instance in accordance with established department policy.
- Team members must function in the course of employment and be covered for workers compensation insurance through their sponsoring agency.
- Cost associated with deployment of personnel for XSL IMT training, meetings and incident response will be the primary responsibility of the team member's primary employer. Where reimbursement may be available, each participating agency will be required to seek reimbursement utilizing local agency policy and procedures. It is expected that each participating agency will incur some level of unreimbursed expense as a result of their

personnel participating as a member of the XSL IMT.

- Participating agencies maintain the right to make XSL IMT members available or unavailable based on the departmental needs.

2.4 MUTUAL AID PROCEDURES

All deployments and training, unless otherwise noted at the time of dispatch, will be considered mutual aid and not reimbursable. In some cases, depending on the deployment, the type of disaster declared, the level of disaster proclamation and the ability of the requesting agency or department, some reimbursement may become available. In all cases, the logistical support for the XSL-IMT will be borne by the requesting agency or department.

Deployment of XSL outside of San Luis Obispo County may require pre-approval by agency representatives as determined by Team Incident Commanders.

All XSL-IMT personnel and equipment costs will be tracked regardless of the ability to seek reimbursement for all activities. Costs will be tracked by the Finance Section Chief, both for the XSL-IMT as well as for the incident when deployed.

2.5 INCIDENT DOCUMENTATION

Whenever possible, XSL-IMT members will use NIMS compliant ICS Forms for all team activities.

2.6 INCIDENT PURCHASING

All Purchases or method of purchase for the incident will be approved by the Finance Section Chief or Incident Commander after consultation with the agency administrator.

2.7 APPLICATION PROCESS

Those interested in becoming a member of the XSL IMT shall submit the following documents to the Planning Section Chief:

- Letter of Recommendation on department letterhead (signed by Chief or department head)
- Completed XSL All-Hazard Type 3 IMT Application
- Applicable certifications and Task book(s)

Review of applications will be conducted by Incident Commanders and Planning Section Chief.

Section 3 – Training and Experience Requirements

3.1 GENERAL

All XSL IMT members will be noted either as qualified or as a trainee on the XSL IMT Roster. Appropriate documentation will be maintained by the XSL IMT Plans Section Chief and available upon request during any XSL IMT activities.

3.2 TRAINING REQUIREMENTS

All AHIMT3 qualified team members shall be required to successfully complete courses certified by CICCIS, National Wildland Coordinating Group (NWCG), CAL FIRE Handbook 4039 and FEMA qualifications guide for specific positions.

- Position specific training requirements for Fire and Rescue personnel are defined in the most current version of the California Incident Command Certification System Qualification Guide. Non-fire disciplines personnel whose employing agencies have a credentialing and qualifications standard shall adhere to those requirements. If a discipline (i.e., Law Enforcement, Public Works, etc.) does not have standards for credentialing or qualifications they shall follow FEMA's recommended requirements (In California these FEMA recommendations are required).

All XSL IMT fully qualified members will be required to successfully complete the following courses:

- ICS-100: Introduction to ICS for Operations First Responders.
- ICS-200: Basic NIMS/ICS for Operational First Responders.
- ICS-300: Intermediate ICS for Expanding Incidents for Operational First Responders.
- FEMA IS-700.a: NIMS, An Introduction, or its equivalent.
- FEMA IS-800.b: National Response Plan, An Introduction, or its equivalent.
- For Command and General Staff:
 - ICS-400: Advanced ICS for Command and General Staff, Complex Incidents, and MACS.
 - O-305 All Hazard Incident Management Team, or S-420 Command and General Staff Course.

All XSL IMT members will receive position specific recommended training as detailed in the **U.S. Fire Administration Type 3 All-Hazard IMT System Qualifications**. In addition, XSL IMT members will participate and submit documentation regarding periodic refresher training on those tasks, subjects, or skills, which are to be determined necessary for effective incident command environments.

All XSL IMT trainees are required to complete requisite training to be a qualified XSL IMT member as outlined above prior to appointment to the XSL IMT team. Individuals who do not possess the required initial training classes will be considered trainees for up to 24 months. If upon 24 months the required training classes have not been completed, individuals may be released from the XSL IMT team.

3.3 EXPERIENCE REQUIREMENTS

All XSL IMT members will provide documentation or certification by their supervisor stating that they have significant, ongoing experience in the position they are fulfilling on the XSL- MT in either disciplinespecific situations or as an All-Hazard responder.

3.4 MAINTENANCE OF TRAINING RECORDS

Proof of all required ICS and position specific classes will be approved locally by the XSL IMT member's employer and then submitted with a letter signed by the department head on agency letterhead to the XSL IMT ICs for processing and record keeping by the XSL IMT Planning Section Chief. Training records and ICS certifications and qualifications for the Type 3 certification will be evaluated as per CICCIS, NWCG 310-1 or CAL FIRE 4036 (depending on certification system used by the employee).

3.5 POSITION CERTIFICATION / QUALIFICATION "RED CARDS"

The following is required to be a qualified XSL IMT member:

- Completion of XSL IMT required ICS and position related courses for the requested position,
OR
- Participation on a recognized Type 1 or 2 State or Federal IMT as a qualified IMT member filling the requested position,
OR
- Possession of CICCIS training and red card for requested position, AND
 - Endorsement by Fire Chief for either incident or training, qualifying experience.
 - Endorsement by sponsoring agency, approving the participation and acknowledgement of the certification and qualifications of the sponsored member.

3.6 ANNUAL MEETINGS/TRAININGS

The XSL IMT will host four events annually, two team meetings/trainings and two exercises. To maintain membership in good standing, all team members must attend two team events each calendar year.

A meeting/training and exercise calendar will be emailed to all team members by the XSL IMT Planning Section Chief no later than September of each year with the dates for the following calendar year meetings/trainings and exercises.

Section 4 - Activation Procedure

4.1 REQUEST

The Incident Commander of any All-Hazards incident can request the XSL IMT any time there is a need for assistance in the command and general staff organization, or additional overhead assignments to an incident as a mutual aid resource, via their dispatch center or department operating center.

The requesting center will contact the fire or law enforcement operational area coordinator to request the XSL IMT

- For Law - San Luis Obispo County Sheriff Watch Commander
- For Fire – San Luis Obispo County Emergency Command Center (ECC)

The SLO County Sheriff's Watch Commander will forward the request to the San Luis Obispo County County Fire ECC.

The requesting dispatch center/department operations center will provide the following information:

- Type, location, and nature of the incident.
- Requesting Agency's Point of Contact name and telephone number.
- Incident Command Post location (or location for the XSL IMT to respond).
- Cell # and or frequency that the current Incident Commander can be reached.

4.2 XSL IMT RESPONSE

The San Luis Obispo County Fire Department Emergency Command Center (ECC) will be the sole ordering point for the XSL IMT and will be responsible for its deployment procedures. Upon notification of a request for the XSL IMT to respond to an incident, the ECC will:

- Contact the Duty XSL IMT Incident Commander.
- Provide incident information obtained from the requesting dispatch center/department operations center.

The XSL IMT Incident Commander will contact the requesting agency's IC, Duty Chief, Watch Commander and/or agency administrator to determine the type of response needed and number of XSL IMT members needed. The XSL IMT IC will then advise the ECC which XSL IMT positions will be deployed including any additional information obtained.

The XSL IMT Planning Section Chief will notify the XSL IMT members via WhatsApp and provide specifics regarding what positions in the XSL IMT are being deployed and provide reporting information. Upon notice of deployment, responding XSL IMT members will contact their supervisor and advise of response and ETA. XSL IMT supervisors are responsible for insuring a response from their subordinates.

The XSL IMT Incident Commander(s) will conduct an incident complexity analysis to identify necessary levels of support. Typical incident complexity factors include:

- Threat to life, property, and the environment
- Extent or severity of damage or harm
- Need for 24-hour staffing
- Length of expected deployment periods
- Impact to the population
- Geographic extent of the incident
- Organizational complexity and number of jurisdictions involved
- Availability of local resources
- Political, social, and economic sensitivities
- Level of public and media attention

Section 5 - Team Structure and Processes

5.1 GENERAL

The goal of the XSL IMT is to have a minimum of 32 fully qualified personnel from various disciplines and have at least 10 to 14 members available to respond to requests for deployment at any time within San Luis Obispo County. In addition to the 32 fully qualified members, the XSL IMT has a goal to maintain additional trainees with at least 2 to 4 members responding to requests for deployment.

ROSTER

The XSL IMT will consist of trained personnel from departments, agencies, and non-government organizations throughout the County of San Luis Obispo.

The goal of the XSL IMT is to staff the following positions:

ICS Position	Minimum Amount	Notes
Incident Commander	2	
Deputy Incident Commander	2	Goal to have at least one from each discipline: Law enforcement, public works, public health
Information Officer	2	
Safety Officer	2	
Liaison Officer	2	
Law Enforcement LELO	1	
Operations Section Chief	2	
Divs/Group Supervisor	4	At least one from each discipline - law enforcement, public works, public health, and fire
Planning Section Chief	2	
Situation Unit Leader	2	
Resources Unit Leader	2	
Geographical Information System Specialist (GISS)	1	
Logistics Section Chief	2	
Facilities Unit Leader	2	
Base Camp Manager	1	
Communications Unit Leader	1	
Finance Section Chief	2	

Note: Members will be listed in IROC as ICT3, FSC3, LSC3, PSC3, OSC3, LOFR, PIO3, SOFR3

Note: The positions filled on the Team are incident driven and may vary depending on the complexity and need of the incident. Refer to the Firescope Field Operations Guide (ICS 420-1) for position descriptions and responsibilities.

5.2 GENERAL WORK SCHEDULE

General: Meetings start at announced time regardless of attendance. The Planning Section Chief will facilitate and document all meetings.

A general schedule will be established for each incident. The schedule will be flexible and will be adjusted to meet the needs and demands of the incident, including but not limited to:

- One or two operational periods per day (24-hour period)
- Burning conditions
- Time of year
- Daylight hours
- Agency constraints, etc.

The schedule will be clearly communicated to all team members and operational personnel. The following is an example of a general schedule for a 24-hour operational schedule.

24 Hour Operational Schedule	
0600	Feeding
0700	Operational Briefing
0730	Depart for Line
1000	Cooperators Meeting
1415	Pre-Tactics Meeting
1500	Tactics Meeting
1700	Planning Meeting
1900	IAP Components Due

5.3 MEETINGS AND BRIEFINGS

General: Meetings start at announced time regardless of members who are missing. The PSC facilitates and documents all meetings.

- ### 5.3.1 Incident In-Briefing with Agency Administrator/IA Incident Commander - Incoming Transitional Command Meeting:
- The transition meeting is facilitated by the XSL IMT PSC and is usually initiated and hosted by the requesting agency or department. This meeting may use a formal transition form or be verbal and be

attended by the entire XSL IMT, or just the Incident Commander. The focus of this meeting is to determine:

- 5.3.1.1 Provide rules of engagement for the XSL IMT verbally or through a Letter of Delegation or Letter of Expectations
- 5.3.1.2 Establish time to transition the incident from the current IC to the XSL IMT
- 5.3.1.3 PSC will obtain copies of resource orders, pertinent maps, and any Delegation of Authority, if warranted.

5.3.2 XSL IMT Team Meetings: Times will be set by Incident Commander. The initial meeting after a transitional command meeting is intended to provide Leaders Intent to the team and/or provide information relevant to the Incident and IMT Objectives.

5.3.2.1 **Command and General Staff Meeting:** Facilitated by the PSC and attended by Command and General Staff. This meeting's purpose is to review key decisions and objectives while discussing key actions and information relevant to the incident and preparing for Planning Meeting.

5.3.2.2 **Tactics Meeting:** The tactics meeting will take place before the planning meeting, ensuring enough time to complete a draft ICS-215 and ICS-215a. At a minimum, the OSC and the PSC will attend the tactics meeting. If available, the Safety Officer, RESL, and a Fire Behavior Analyst should also attend. The PSC will facilitate the meeting and will have a complete list of all the resources available for the Operational Period being planned, as well as a copy of the previous day's Incident Action Plan. The OSC will identify tools, equipment and supplies needed, as well as lookout, communications, escape routes, and safety zones. This information will later be shown on the ICS-204, Division Assignment Sheet. The OSC will review the division assignments and apply the principles of LCES.

5.3.2.3 **Planning Meeting:** A planning meeting will be held for each operational period. The PSC will normally facilitate the planning meeting. The IC, command & general staff, and agency representatives (including local fire departments) must be present at the planning meeting. The objective is to develop strategy and tactics while keeping the meeting moving and reach closure on discussion items. Every effort will be made to keep the planning meeting less than 30 minutes in length. If available, agency administrators, resource advisors, Fire Behavior Analyst, local fire department representatives and other appropriate personnel should attend. See page 35 for Planning Meeting Agenda.

5.3.2.4 **Operations Briefing:** A briefing will be held for each operational period. The PSC will facilitate the briefing and provide written plans whenever possible. It is important to keep the briefing organized and moving. The briefing should be kept to 30 minutes or less. Those making a presentation will do so by addressing the audience from the front of the briefing area. Do not read what is already written in the IAP but do emphasize important items and needed adjustments.

The IC will approve incident strategies and objectives and provide leader's intent for the incident to attendees. The OSC will provide an update and

present the Primary, Alternate, Contingency and Emergency (PACE) plans for achieving the objectives of the IC. The Safety Officer will provide an assessment of potential and real hazards as well as mitigations to these hazards. Logistics will provide information regarding obtaining support and service on the incident. See Page 36 for Operational Briefing Agenda.

5.3.2.5 **Special Meetings:** The need for additional meeting or briefing in support of the incident objectives will be determined by the Incident Commander or designee (Agency Administrator, Cooperators meeting, Media Conference, etc.)

5.3.3 Agency Administrator Debriefing Meeting - Return Transitional Command Meeting: The Agency Administrator Debriefing Meeting provides a forum to pass information from the XSL IMT to the agency having jurisdiction regarding deployment and IMT successes, challenges and work still to be accomplished.

5.3.3.1 Post Incident Analysis Summary (PIAS) shall be completed prior to this meeting and provided to the Agency Administrator.

5.4 ROLE AND RESPONSIBILITIES

5.4.1

Each team member will be responsible to know and complete the tasks assigned within the FIRESCOPE Field Operations Guide and NIMS Incident Command System Field Operations Guide.

5.4.2 Each XSL IMT member will complete all appropriate documentation and paperwork necessary to accurately document their assignment.

5.4.3 Each XSL IMT member will consistently work as a team member to complete his/her assignment in a professional and courteous manner with the goal of providing the bestservice possible to the public, requesting agency and fellow team members.

5.4.4 The XSL IMT will maintain close communications with the Agency Administrator, cooperating and assisting agencies, non-government organizations and Multi Agency Coordination Groups and Entities to ensure that lines of communications and supervision are in compliance with NIMS.

Section 6 – Leadership Duties and Responsibilities

6.1 Incident Commander

The IC will manage the incident from the ICP. When the local IMT3 is not in place and an incident occurs, the IC is responsible for ordering the team.

- ❑ Overall responsible for incident activity.
- ❑ Establish an ICP.
- ❑ Position ICP away from noise and confusion associated with the incident.
- ❑ Position ICP outside the area of present and potential hazards.
- ❑ Position ICP within view of the incident, if possible.
- ❑ Identify a location that will ensure the ICP can expand, provide for security and controlled access, and be identified with visible markings.
- ❑ Establish immediate priorities.
- ❑ Determine objectives, strategy, and tactical direction.
- ❑ Monitor scene safety.
- ❑ Develop an appropriate organizational structure.
- ❑ Maintain a manageable span of control.
- ❑ Establish and monitor incident organization.
- ❑ Implement the Incident Action Plan(s).
- ❑ Approve requests for additional resources & release of resources.
- ❑ Manage all incident resources.
- ❑ Coordinate all emergency activities.
- ❑ Coordinate the activities of all responding agencies.
- ❑ Keep track of costs.
- ❑ Authorize release of information to media.
- ❑ Supervise command and general staff.
- ❑ Responsible for interagency relations.

6.2 Planning Section

The Planning Section is responsible for the following:

- ❑ Establish all incident check-in locations and procedures and maintain an organized master check-in list of resources assigned to the incident.
- ❑ Assist IC in developing objectives.
- ❑ Take the lead in writing and compiling the Incident Action Plan, with input from other team members. At a minimum, the IAP should contain incident objectives, incident organization, a weather summary, division assignments, communications plan, a medical plan, and an incident map.
- ❑ Collect and organize incident status and situation information, and evaluate, analyze, and display this incident information for the duration of the incident.
- ❑ Complete and update all maps needed for operational, planning, and logistical activities.
- ❑ IAP maps should include a grid to facilitate the location of specific points on the incident.
- ❑ Complete the ICS-209. An ICS 209 will be submitted daily at 0600 and 1800 hrs.
- ❑ Maintain incident documentation and records.
- ❑ As appropriate, develop and implement a Demobilization Plan approved by the IC.
- ❑ Maintain unit log (ICS 214).

6.3 Operations Section

The Operations Section is responsible for the following:

- ❑ Direct and coordinate all operations, ensuring the safety of Operations Section personnel.
- ❑ Assist the IC in developing incident objectives.
- ❑ Implement the IAP.
- ❑ Request and/or release resources through the IC.
- ❑ Keep the IC informed of situation and resource status within the Operations Section.
- ❑ Ensure line personnel are en route to operational period assignments 30 minutes after completion of the operational period briefing.
- ❑ Ensure Division Supervisors provide input for next operational period one hour before the preplanning meetings. A draft ICS-215 will be developed in the pre-planning meeting.
- ❑ Attend all Pre-Planning/Planning Meetings.
- ❑ If required, establish a structure defense branch or group when the XSB-IMT is assigned to an incident involving a wildland/urban interface or when the incident is posing a threat to rural homes.
- ❑ Aviation resource ordering and priorities: Division Supervisors have the authority to order aerial retardant/water through the OSC. The OSC will normally set the priorities for retardant use at the start of each operational period; however, the OSC does not need to approve each order.
- ❑ Occasionally it is necessary to set priorities on aerial retardant orders. Those priorities are:
 - ❑ Imminent threat to life or property,
 - ❑ Threat to property during the next operational period, and
 - ❑ General tactic operations.
- ❑ Develop the operational portion of the ICS- 215 of the IAP.
- ❑ Brief and assign operations personnel in accordance with the IAP. On large incidents this may be only a general briefing with the OPBD/DIVS doing area-specific operational briefings.
- ❑ Supervise incident operations. This includes development of alternate strategy and tactics. It is important that OPBD/DIVS have direct input into the development of all tactics. The OSC must approve all changes in tactical operations and report these changes to the IC and the PSC.
- ❑ Determine all operational needs and request additional operational resources. It is important for the OSC to anticipate needs as far ahead of time as possible.
- ❑ This will help other Section Chiefs in meeting their incident responsibilities.
- ❑ Working with the Planning Section, review suggested lists of resources to be released and initiate recommendations for release of resources.
- ❑ Also work with the LSC to determine operational logistical needs and surpluses.
- ❑ Assemble and disassemble incident-formed strike teams and task forces assigned to the Operations Section.
- ❑ Report information about special activities, events, and occurrences.
- ❑ Maintain unit log (ICS 214).

6.4 Division/Group Supervisor

The Division/Group Supervisor is responsible for the following:

- ❑ Ensure that all personnel under your supervision have properly checked in with Plans and Finance.
- ❑ Assign personnel and resources within the division/group.

- ❑ Review assignments with subordinates using LCES to provide for effective and safe operations.
- ❑ Resolve logistics problems within divisions/groups.
- ❑ Order supplies, transportation, etc. from the appropriate unit through the Communications Unit.
- ❑ Plan ahead and try to consolidate orders/requests.
- ❑ Anticipate the supplies and equipment for your next operational period and notify the OSC of those needs.
- ❑ Specify delivery method, point, and time. This will help the LSC get gas, pumps, bladder bags, etc. lined out for that operational period.
- ❑ Ensure that assigned personnel and equipment get on and off the line in a timely manner.
- ❑ Keep your supervisor informed on your position, progress, and significant events, hazardous situations, and resource needs (crews, dozers, engines, air, etc.) on your division or group.
- ❑ Coordinate activities with adjacent divisions. DIVS have the authority to reassign excess personnel and resources to meet unforeseen needs in adjacent divisions. Be sure to inform your supervisor and the Planning Section whenever a reassignment is made between divisions or groups.
- ❑ You are the primary source of intelligence for your assigned area. Be sure to inform your supervisor of progress, resource needs, tactical recommendations, etc. for the next operational period prior to the scheduled operational period planning meeting.
- ❑ Contact the Planning Section after each operational period and inform them of progress, line location, drop-points, etc. on your division. You are responsible for a post operational period debriefing with your supervisor. This information should be given to the OSC.
- ❑ If you are uncomfortable with your assignment, your qualifications for an assignment, or maintaining span-of-control, contact your supervisor. We all have different experience levels; we need to make every incident a team effort.
- ❑ Good management depends on good communications – stay informed and keep the people you are working with informed. Consider packing two radios, one for line frequency and one for command. Remember that King radios have limitations when there is a lot of radio traffic.
- ❑ Visit your entire division at least once per operational period. Nothing about your division should surprise you.
- ❑ TAKE CARE OF YOUR PEOPLE. Use LCES to mitigate all hazards. Recognize the 18 SITUATIONS and follow the FIREORDERS.

6.5 Logistics Section

The Logistics Section is responsible for the following:

- ❑ Provide facilities, services, and materials (including personnel) to operate the requested logistical support equipment for the incident. Food and drinking water are priorities.
- ❑ Support the incident tactics as outlined by the Operations Section.
- ❑ Determine the need for vehicle fuel. Order fuel truck as appropriate.
- ❑ Staff the Logistics Section commensurate with the incident needs. A Staging Area Manager is often critical to a successful Type 3 incident.
- ❑ Following the initial call from the Dispatch Center, the Logistics Section Chief (LSC) will call the ordering office and determine the resource situation. If necessary, the LSC will place an initial order with expanded prior to leaving for the incident. The LSC will maintain flexibility and exercise reasonableness in dealing with the expanded.

- ❑ Following arrival at the reporting location, and usually following the Line Officer briefing, the Supply Unit Leader will gather additional anticipated resource needs from the XSL-IMT Section Chiefs and place the orders as soon as permission is granted.
- ❑ Requests for resources/supplies should be given to the LSC on a general message form. All orders for personnel and equipment will be reviewed and approved by the IC prior to placement of the order.
- ❑ All equipment assigned to the incident should be identified, agreements confirmed, and use records made current by the end of the second operational period.
- ❑ Every effort should be made to isolate the incident from other local radio systems as rapidly as possible. A Regional or NIFC radio system is to be ordered (if it hasn't been already) and is to include aircraft, logistics, and repeater capability (if there is a high chance of going to a type 2 or type 1 incident). Incident base camp and the ICP will be co-located to facilitate communication between team members.
- ❑ The incident base camp is to be organized to avoid congestion and allow safe, efficient flow of vehicle and foot traffic. General parking and incident equipment parking should be separate and away from the camp core. Only foot traffic is to be allowed within the base camp. Adequate security will be provided to enforce traffic/speed restrictions.
- ❑ The Facilities Unit Leader will assess the base camp for use by the physically challenged and accommodate such use, if feasible.
- ❑ Ensure that all land and facility use agreements are properly documented with the Finance section. Perform and document pre- and post-use inspections.
- ❑ The LSC will ensure an ICS-206 Medical Plan is completed for the incident.
- ❑ The LSC will ensure an ICS-205 Radio Communications Plan is completed for the incident.
- ❑ Locate Medical and Communications Units near each other to facilitate medevac operations.
- ❑ All identified sleeping areas are to be inspected prior to crew use for safety hazards, i.e., hazard trees, poison oak/ivy, etc. Sleeping areas for day and night crews are to be identified and kept separate.
- ❑ The ICP functions should be somewhat isolated from the base camp traffic to avoid people congregating in these areas.
- ❑ A briefing area should be identified early – one that is not within the ICP functional areas, can be protected from wind and rain showers, has lighting supplied, and is not near any major noise sources.

6.6 Finance Section

- ❑ All incident personnel will report time on a Crew Time Report (CTR) signed and authorized by their immediate supervisor.
- ❑ Finance member will be available to collect CTR's.
- ❑ Any and all claims will be documented by the XSL-IMT and handled by the host agency.

Section 7 - Personal Protective Protocols / Safety

7.1 GENERAL

Safety is the primary objective at any incident. It is each member's responsibility to assure that all operations associated with each section, branch, division, or group is performed safely.

The XSL IMT Incident Commander, with the assistance of the Safety Officer, will designate the level of personal protective equipment which shall be utilized by team members from the specific hazards they are likely to encounter. Equipment selection will always be for worst-case assessment.

7.2 PERSONAL PROTECTIVE EQUIPMENT

Team members shall respond in customary work attire or attire determined by the XSL IMT Incident Commander. Appropriate personal protective equipment (PPE) for the identified real or potential hazards is mandatory for everyone in the operational area. This includes XSL IMT members and overhead staff. All XSL IMT supervisors will assure that all personnel assigned to their section, branch, division, or group is wearing the proper PPE.

7.3 IDENTIFICATION

Team members shall respond in a recognized Class B uniform or team attire.

Section 8 - Incident Reporting / Documentation

8.1 GENERAL

Whenever possible, XSL IMT members will use NIMS compliant ICS Forms for all team activities. Documentation will be legible and neat, preferably typed. All hand-written material should be scanned and collated with electronic documents to store information in accordance with government documentation policies. All documents shall be turned in to the Documentation Unit prior to the conclusion of the deployment.

8.2 INCIDENT 214 FORMS

All XSL IMT responders shall initiate and maintain an ICS 214 form for the duration of the incident activation. All significant and reportable actions shall be included on the form and turned into the Documentation Unit at the conclusion of each shift.

8.3 INCIDENT EVALUATION FORMS

At the conclusion of each incident, a written evaluation form shall be filled out by the appropriate Command or General Staff member for all team members or trainees who responded to the incident. XSL IMT members will provide written evaluations to incident personnel as appropriate. The XSL IMT IC will request an evaluation from the Agency Administrator
Task Books

CICCS, NWCG, CAL FIRE and FEMA All-Hazard Type 3 Task Books will be used by XSL IMT members as per their employer's policy and guidelines. All XSL IMT Trainees will have the appropriate task book initiated by their department or agency prior to being appointed to the XSL IMT. Assignments successfully completed in a task book may be signed off by qualified XSL IMT members. However, the final determination regarding the qualifications of the trainee rests with the trainee's department or agency.

8.4 POST INCIDENT REPORT AND EVALUATION

The assigned XSL IMT Incident Commander will ensure that a Post Incident Analysis Summary (PIAS) is completed and submitted to the Agency Administrator. The completed report will be sent to all XSL IMT members, the SLO County Fire Chief's Association, and the law enforcement association, as well as the Agency Administrator of the requesting department / agency.

XSL IMT Activation Work Sheet

If more than 4 “yes” answers, consider activating Type 3 XSL-IMT.

Wildland Fire	Y	N
Extended Attack Wildland Fire		
Wildland Urban Interface – Evacuation Orders or Warnings		
Red Flag Warning		
Non-Wildland Fire	Y	N
Large Aircraft Incident		
Greater Alarm Structure Fire		
Hazardous Materials Incident		
Planned Event	Y	N
Festival, Ceremony, Competition, Party, Concert, or Convention		
Natural Disaster	Y	N
Large Scale Flooding – actual or potential dam failure or rain event		
Earthquake with Widespread Damage		
Tsunami Warning Posted for SLO County Area		
Law Enforcement Incidents	Y	N
Civil Unrest		
Large Scale Search		
Public Health	Y	N
Pandemic		
Public Works	Y	N
Other Decision Points	Y	N
Logistical support needed: food, water, shelter		
Significant command and general staff resource order		
Incident management lasting longer than 24 hours		
Written IAP needed		
Emergency worker serious accident, injury or fatality		
Evacuations in progress or imminent		
Damage to multiple structures		
Heavy media or political interest		
Exposures threatened with likely damage/spread		
Multiple jurisdictions		
Significant high risk/unconventional incident (terrorism, extended US&R, etc.)		

Incident Transition Plan

INCIDENT NAME

CA-XXX-0000

San Luis Obispo County Type 3 Incident Management Team

TRANSITION TO

Incident Management Team (name/type)

Plan Approval(s): This Plan outlines the orderly transfer of command on this incident. This Plan, along with the Incident Status Summary (ICS-209), applicable maps, resource and demobilization information, and authorizing delegation(s) of authority, adequately summarize the status of the incident sufficiently for transfer of command.

REQUIRED SIGNATURES:

Agency Administrator:

Agency	Agency Administrator Signature	Date

Outgoing Incident Management:

Incident Commander Name	Incident Commander Signature	Date

Incoming Incident Management:

Incident Commander Name	Incident Commander Signature	Date

Transition Plan Cont.

INCIDENT OBJECTIVES

Management Objectives

-
-
-
-
-
-
-
-

Control Objective

-
-
-
-

Full Transition and Transfer of Command is scheduled to occur on: Day, Date, Time

- Day
- Date
- Time

Summary of current IMT Mobilization

1. Incident Start Date/Time:
2. Incident Cause:
3. Team activation/actions:
4. Current Situation:

Transition Plan Cont.

Incident Commander

Overview of actions taken:

- Political Considerations
- Command and SEMS Information
 - Mac or Area Command
 - Local EOC
 - SEMS Operational Area Coordinator
- Agency Administrator Concerns
- Local Concerns
- Responsible/Jurisdictional Boundaries
- Infrastructure Threatened
- Cost Containment
- Damage Assessments
- Life, Assets, Resources, Values and Environmental Issues
- Incident containment status, Control/Mitigation Efforts Taken
- Objectives and Course of Action
- Contact List

LIAISON

Overview of actions taken:

- Outstanding Issues/Concerns
- Upcoming Significant Events:
- Cooperating / Assisting Agencies on Scene:
- Cooperator Meetings:
- Evacuations:
- Closures:
- Liaison Contact List

Transition Plan Cont.

SAFETY

Overview of actions taken:

-

Major Safety Hazards:

-

Local Medical Plan:

-

Local Hospital Locations:

-

Medical Resources:

-

Daily Conference Call:

-

Unresolved Issues:

-

Contact List:

-

PUBLIC INFORMATION

Overview of actions taken:

-

Media Guide/Plan

-

Meeting Schedule(s)

-

Contact List:

-

OPERATIONS

Overview of actions taken:

-

Planned Course of Action

- DIV
- DIV
- DIV
- DIV

Management Actions Points

-

Transition Plan Cont.

Structure Protection Needs

-

Suppression line placement/restrictions:

-

Weather/Fire Behavior

-

Known Hazards/Potential Mitigations:

-

Contact List:

-

Air Operations

Overview of actions taken:

Past and existing Temporary Flight Restrictions including number(s)

Present TFR

-

Safety risk assessments and operational mitigations

-

Helibase locations

-

Aviation Fuel

-

Retardant/ Water Use Tracking

-

Retardant Avoidance Areas:

-

Local Weather issues

-

Daily conference calls

-

Contact List:

-

Aircraft Assigned:

Type	Tail Number	Resource Order #	Location	Planned Demob

Transition Plan Cont.

PLANNING

Overview of actions taken:

-

Resources Unit

- IAP location/login information
- Resource ordering point:
- Assigned Resources

Situation Unit

- Posting shape files, QR Codes and maps to the ftp site and responding to special mapping requests.
- NIROPS ordered daily prior to 1200 hours <http://nirops.fs.fed.us/users/login> A-Number provided (POC and phone number).
- IR maps
- Incident Summary Status (ICS-209) timeframes
- Current map products include:
- GIS Data is located at:
- Documentation is located at:
- Weather Service Office; Oxnard
- Contact List

LOGISTICS

Overview of actions taken:

-

Current location of the ICP/Base Camp is located

-

Potential ICP and camp locations:

-

Drop Points:

-

Assigned Radio Frequencies

-

Current Facilities:

-

Current Caterer:

-

Resource Fuel:

-

Land use agreements:

-

Cell Phone Carrier

Transition Plan Cont.

Ordering Point

- Expanded ECC Information

Equipment considerations (graders, rentals, buses, carts, etc.)

-

Contact List:

-

FINANCE

Overview of actions taken:

-

Business Operating Guidelines

-

Financial limitations / Constraints

-

Contracts and Agreements

-

Contact List:

-

ATTACHMENTS:

Current IAP Current ICS 209 IROC Report Incident Map(s) Camp Map

Land Use Agreements Contact Lists

Transition Of Incident Back To Local Control

1. The date and time of the demobilization must be approved by the Agency Administrator or his designee. It must be as smooth as possible. Local resources should be assigned and start working with the IMT at the pre-determined time. The local Unit should have at least 24 hours' notice of the IMT's intention to transition.

The IMT should start phasing-in local Unit resources as soon as demobilization begins.

2. The IMT should not be released from the incident until:
 - a. The IMT has satisfactorily met the goals of the Agency Administrator or his designee.
 - b. Most Operations Section personnel have been released that are not needed for overhaul and patrol.
 - c. Request for regional property retrograde is made at least 24 hours prior to closing base.
 - d. The incident base is closed, reduced, or in the process of either.
 - e. The Planning Section Chief has prepared or arranged for the incident/fire-EARS-CFLRS/CHIVIRS reports and a narrative of incident activities.
 - f. The Finance Section Chief has organized the finance package as completely as possible or to a degree that the Unit agrees to accept it (See #3) and the local Unit has assigned a transition Finance Section Chief or Deputy Finance Section Chief.
 - g. There is a rehabilitation plan established and a Rehabilitation Group Supervisor is assigned to ensure that Unit's requirements are met.
 - h. Community interests or concerns are addressed and resolved to the Unit's satisfaction.
 - i. Performance evaluations for all positions through the manager/leader levels are completed and copies are routed to home Units.
 - j. The Incident Commander and Agency Administrator or designee have discussed and agreed upon all labor and/or human relations issues.
 - k. The Training Technical Specialist has completed all documentation and forwarded the documentation to the Agency Administrator.
 - l. Any continuing safety issues (exposure reports, Comp/claims reports, major accident investigation reports) of the incident are identified and a course of action is charted for each.
3. Unit/IMT debriefing will be held, or dates set for the same. To ensure completion of required incident documentation and ongoing incident needs, the following individuals have been identified to smoothly transition and carry on with the incident documentation and needs after the release of the IMT in the following areas:

A. Emergency Activities Reporting System-CFIRS and CHMRS

PSC or designee:	Local unit person assigned to Planning Section:	Unit person if different after transition:
------------------	---	--

B. Incident Documentation Package

PSC or designee:	Local unit person assigned to Planning Section:	Unit person if different after transition:
------------------	---	--

C. Standardized Emergency Management System (SEMS) Package

PSC or designee:	Local unit person assigned to Planning Section:	Unit person if different after transition:
------------------	---	--

D. Activity Cost Report (FC-40)

FSC or designee:	Local unit person assigned to Finance Section:	Unit person if different after transition:
------------------	--	--

XSL IMT Team Meeting Schedule First Operational Period

Time	Title	Facilitator	Participants	Outcome
On arrival	In Briefing	PSC	C&G IMT as required	Intel gathering; situational awareness
As soon after in-briefing as possible	C & G Meeting	PSC	Command & G	Develop incident management and control objectives
30-45 minutes after arrival	Tactics Meeting	PSC	OSC, SOFR, LSC, RESL	Complete 215/215A for next operational period
60-90 minutes after arrival	Planning Meetings	PSC	Command & General Staff, RESL, Cooperators	Validate objectives, obtain support for the plan, identify when plan components are due
Start of First Operational Period	Operations Briefing	PSC	All	Operational brief of the plan.

XSL IMT Process

- In-Briefing – current situation (From IC or Agency Admin)
 - Team intel gathering / situational awareness
 - Occurs as soon as possible after arrival at incident

- Clarify expected end state
 - IC - For the team
 - Section Leader - For your shop

- C & G Meeting (PSC Facilitated; immediately follows in-briefing)
 - Develop objectives – IC or UC
 - Management
 - Control
 - Gather input or provide immediate direction that cannot wait until the planning process is completed. AS NEEDED.

- Tactics Meeting – OPS, Safety, LOGS, RESL (PSC Facilitated, as soon as possible after C & G Meeting)
 - The ICS Forms 215, Operational Planning Worksheet, and 215A, Incident Safety Analysis, are used to document the Tactics Meeting.
 - If the required tactical resources will not be available, then an adjustment should be made to the tactical assignments being planned for the Operational Period.

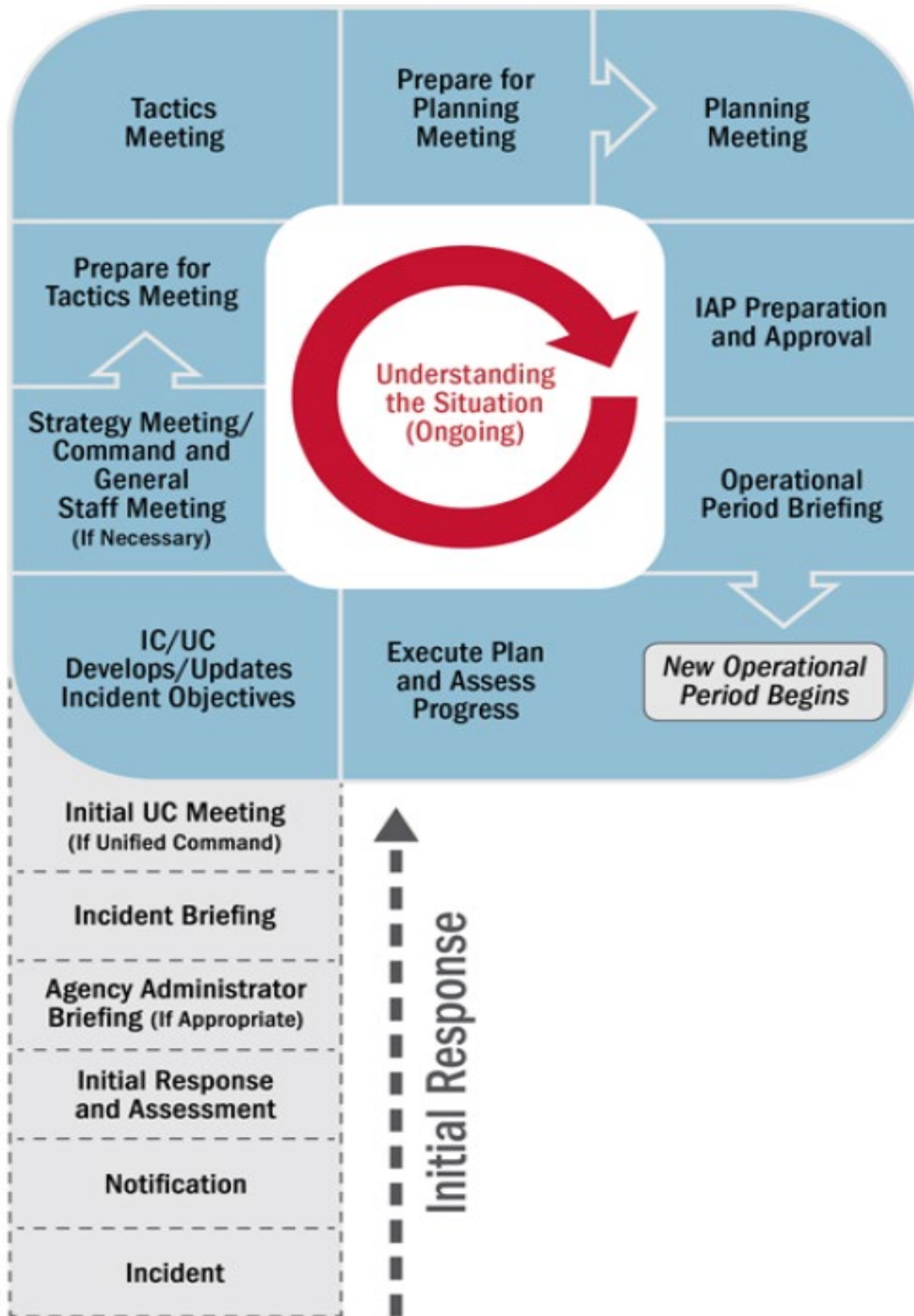
- Planning Meeting Preparation
 - Following the Tactics Meeting, preparations are made for the Planning Meeting, to include the following actions coordinated by the Planning Section:
 - Review the ICS Form 215 developed in the Tactics Meeting.
 - Review the ICS Form 215A, Incident Safety Analysis (prepared by the Safety Officer), based on the information in the ICS Form 215.
 - Assess current operations effectiveness and resource efficiency.
 - Gather information to support incident management decisions.

- Planning Meeting – All Command and general staff, cooperators (PSC Facilitated)
 - Review and validate the operational plan as proposed by the Operations Section Chief determines that all sections and cooperators can support plan.
 - Review / Validate objectives with team
 - Indicate when all elements of the plan and support documents are required to be submitted.
 - Confirm required outputs / products

- Establish timelines
 - Short term / Long term

- Pulse check
 - Adjust plan / operation as necessary

Operational Period Planning Cycle (Planning P)



Planning Meeting Agenda












- Ground Rules Turn Off Devices – PSC
- Current Situation – OSC
- Reaffirm Incident Objectives / Valid – PSC / IC
- Weather/Fire Behavior – IMET
- Branch/Division/Group Assignments 215 WS-OSC/RESL
- Air Operations- AOBD
- Safety LCES 215A - SOFR
- Communication 205 - COML
- Medical Plan 206 - MEDL
- Support for the Plan:
 - Logistic
 - Finance
 - Public Information
 - Liaison
 - Cooperating Agencies
- Closing Comments – AA
- Closing Comments – IC
 - IAP Components due by time/day
 - Next Operational Briefing time/day
 - Please Turn Back On your Phones / Radios

Operations Briefing Agenda

- Intro/ Ground Rules (cell phones-radios-side conversations)
- Current Situation – OSC
- Incident Objectives 202 – PSC
- Fire Weather - FBAN
- Incident Assignment 204 – OSC
- Air Ops Plan 220 – AOBD
- Safety – SOFR
- Com Plan 205 – COML
- Medic Plan 206 – MEDL
- Logistics – LSC
- Finance
- Information – PIO
- Liaison
- Agency Administrator
- Closing Comments – IC
- Breakouts/Unassigned
- Next meetings



Updated:
August 1, 2022

 Chief Bryson Atascadero Fire and Emergency Services	9/7/2022 DATE
 Chief Arebalo Atascadero State Hospital Fire Department	Sep 28, 2022 DATE
 Chief Owens CAL FIRE/SLO County Fire Department	9-7-2022 DATE
 <u>Richard A Borba Jr</u> <small>Richard A Borba Jr (Sep 12, 2022 07:34 PDT)</small>	Sep 28, 2022 DATE
Chief Borba California Men's Colony Fire Department	DATE
 Chief Burkey Cambria CSD Fire Department	9-7-22 DATE
 <u>John J. Nielsen</u> <small>John J. Nielsen (Sep 28, 2022 11:07 PDT)</small>	Sep 28, 2022 DATE
Chief Nielsen Camp Roberts Emergency Services/Military Dept.	DATE
 <u>Jeffrey Gater</u> <small>Jeffrey Gater (Sep 28, 2022 10:02 PDT)</small>	Sep 28, 2022 DATE
Chief Gater Diablo Canyon Power Plant Fire Department	DATE
 Chief Lieberman Five Cities Fire Authority	9-7-2022 DATE
 Public Safety Superintendent Grennan Hearst Castle Fire Department	9-7-2022 DATE
 Chief McCrain Morro Bay Fire Department	9-7-2022 DATE
 Chief Stornetta Paso Robles Fire and Emergency Services	9-7-2022 DATE



Chief Aggson
San Luis Obispo City Fire Department

9/7/22

DATE



Chief Roberson
San Miguel CSD Fire Department

9/7/2022

DATE



Chief Murach
Santa Margarita Fire Department

9-7-22

DATE



Chief Peterson
Templeton Fire and Emergency Services

9-7-22

DATE