

STRIKE TEAM INCIDENT DISPATCH WORKSHEET

Dispatch Information:

Have ECC FAX request to FS#1:	Obtain Incident 209:
S/T Leader:	S/T Leader Cell:
Incident Name:	Strike Team #:
Fire Order #:	Request #:
Requesting Agency:	Type of Incident:
Planned vs. Immediate:	Form-up Location:
Thomas Map Reference:	Time Requested:
Incident Base Location:	Incident Check-in:

Communications: **Call and confirm all engines have received request, form-up location and time.*

SLO ECC #:	Expanded Dispatch #:
Travel Channel:	Incident phone #:
Command frequency:	Tactical frequency:
Engine # Captain Name & Cell	Dept. Name and Phone #:
Engine # Captain Name & Cell	Dept. Name and Phone #:
Engine # Captain Name & Cell	Dept. Name and Phone #:
Engine # Captain Name & Cell	Dept. Name and Phone #:
Engine # Captain Name & Cell	Dept. Name and Phone #:

Enroute Communications: Contact Incident Base/Expanded (1-2 hrs. out) to confirm reporting location

South Ops (800) 995-3473 North Ops (530) 225-2428	OES Chief Stone (916) 642-3837 OES Chief Salvate (707) 853-6150
USFS Los Padres Expanded (805) 938-9142 x220	OES Duty Chief (916) 845-8911
SLO Co. ECC (805) 543-6909 or (805) 547-9331	SLO Co. Chief Jalbert (805) 903-3400
SLO Co. Duty Chief (805) 543-3458	Duty Chief Alternate Chief Knuckles (805) 440-4544

STRIKE TEAM INCIDENT BRIEFING

** Use Incident 209 When Available*

Introductions:

STEN Engine:	Assistant STEN (T):	Captains:
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Incident information:

Strike Team #:	Request #:	Fire Order #:
Incident Name:	Planned vs. Immediate:	Type of Incident:
Requesting Agency:	Incident information:	Weather forecast/predictions:
Fuels:	Topography:	Deployment information if known:

<p>Brief expectations:</p> <ul style="list-style-type: none"> Conduct: Professional at all time representing SLO Co. Accountability: Fire Captain MUST be accountable Communication: STEN & (T) to be advised of issues Maintain ICS 214 unit Log: Running 214 for FC 	<p>Attire/Uniform/PPE:</p> <ul style="list-style-type: none"> In-route/briefings: Uniform or PPE as necessary On fire-line: Appropriate PPE Base camp: Uniform or PPE as necessary
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TRAVEL:

Thomas Map Reference:	Incident Base Location:	Form-up location:
Travel frequency:	Establish Group text:	Incident Base Phone #:
Travel route:	Travel order:	Identified stops:

COMMUNICATIONS:

Command net:	Tactical net:	Air tact net:
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SAFETY:

Ensure personnel have all safety equipment and days available (some agencies allow for rotation at 7 days)

Review captain briefing with crew checklist in-route to incident

INCIDENT CHECK IN

Check-in location:	Check-in Date:
Check-in Time:	Number of personnel:
Obtain assignment:	Determine route of travel:
Tact channel:	Work period:
Fuel engines:	Feed crews:
Clone radios:	Sleep arrangements:
Training specialist:	Identify briefing times and location:

DAILY

Check in with ECC and/or Duty Chief daily as to assignment, location, issues or potential release date.	Check in with OES Coordinator daily as to assignment, location, issues or potential release date.
Send emails as necessary to Department Fire Chiefs <small>*See SLO Co. Chiefs Phone List for emails</small>	Check in with department Fire Chief

DEMOBILIZATION BRIEFING

Demobilization Unit obtain ICS 221	Ground Support: Typically assigned time slot
Supply: Restock equipment	Communications: Return all checked out radios and communication equipment.
Documentation Unit: Turn in all 213, 214, 225 and retain copies for Engine Captains	Have Engine companies check out with the Training Specialist
Complete F-42's and 214's as Strike Team	Have Cal Fire employees complete F-33 (turn in to Cal Fire time unit)
OES Representative: F-42's (retain gold copy/return to engine Captains)	OES engine: Must have inventory completed for all OES engines (Include all serial numbers)
Complete Engine Co. evaluations & have engine Captains complete S/T Leader evaluations and mail to area Coord.	Advise ECC of release, route and estimated time to unit
Conduct strike team debriefing, recommendations and feedback:	

UPON RETURN TO STATION

Mail crew performance evaluations to Chiefs	Re-stock STEN attaché
Write thank you letters to chiefs	Complete NFIRS report

ASSIGNMENT BRIEFING/LEADERS INTENT		DATE:
Current situation (update everyone's SA):		
Critical life safety information:		
Dangerous circumstances communicated at briefing:		
Operational assignment:	Intent of assignment, specific task or tasks to complete the assignment	
Assignment location:	Branch	- Division - Directions
Assignment – Tactical considerations:		
Status of adjoining resources:		
Predicted fire behavior factors:		
Weather:		
Fuels:		
Topography:		
SAFETY/LCES: Recon area / Post lookouts / Identify dangerous situations known:		
Situational Awareness: <ul style="list-style-type: none"> • Manage risk • Recognize hazards • Place mitigation measures into effect 		
Communication plan:		
Logistics: food / water / fuel / supplies		
Route of travel, order, communication channel:		
Provide CAN reports back to STEN → Division:		
Report special circumstances to Division/Group, adjacent resources and on-coming shift:		
Questions / Concerns? / Does everyone know what we're doing and why? (Have company officers acknowledge)		
Report any damage that may need to be reported to Comp Claims Unit. (Take picture & get GPS coordinate)		
End briefing by checking in with each company officer and additions, questions and set wheels rolling time.		

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Logistics: food / water / fuel / supplies		
Route of travel, order, communication channel:		
Provide CAN reports back to STEN → Division:		
Report special circumstances to Division/Group, adjacent resources and on-coming shift:		
Questions / Concerns? / Does everyone know what we're doing and why?		
Report any vehicle damage that may need to be turned into Claims Unit.		

***LEADERS INTENT**

In fast-moving, dynamic situations, top-level decision makers cannot always incorporate new information into a formal planning process and redirect people to action within a reasonable timeframe. We provide leader's intent so people closest to the scene of action can adapt plans and exercise initiative to accomplish the objective when unanticipated opportunities arise or when the original plan no longer suffices.

Leader's intent is a crucial element of effective operations because it reduces internal friction and empowers subordinates – even when chaotic conditions prevent the chain of command from communicating effectively.

Leader's intent is a clear, concise statement about what people must do to succeed in their assignments. It delineates three essential components:

1. Task - what is the objective or goal of the assignment?
2. Purpose – why the assignment needs to be done.
3. End state – how the situation should look when the assignment is successfully completed.

Within the framework of the defined end state, leaders can develop plans that include incident objectives, priorities, strategies, trigger points, and contingency plans.

CAPTAIN BRIEFING w/CREW CHECKLIST

**Excerpts from STEN Manual and SLO Co. Mutual Aid Manual*

1	Practice Lookout, Communications, Escape Routes, and Safety Zones on every incident.
2	Recognize that as the Co. Officer your primary responsibility is to act as the Safety Officer for your engine company.
3	Wear complete PPE based on the type of assignment and agency's approved internal policy.
4	Take care of your crew, keep together; feed, water, and rest so they can perform at their best.
5	Respect private property rights; unless emergency operations, avoid entering or using without permission.
6	Sleeping your crew(s) while on a line assignment, should follow the 2-awake rule, radio must be monitored. (no cots)
7	Take care of your vehicle and equipment; perform your regular inspections and maintenance.
8	Stay current on your Unit/Activity Log ICS-214, F-42 or FC-33 paperwork as necessary
9	Affirm crew evacuation signals and procedure (e.g. where to reform, PAR procedure)
10	Briefly review essential elements of anticipated tactics (e.g. structure protection, hose lay, running attack)
11	Staging means 3-minute maximum ready time, NOT Frisbee time!
12	All supply requisitions will go through the STEN or designee
NOTIFY THE S/T LEADER IF ANY OF THE FOLLOWING CONDITIONS COME UP!	
13	Unusually hazardous conditions that present a threat to personnel or equipment safety.
14	Significant or unexpected changes in fire behavior.
15	Fire down slope of you, spot fires or fire crossing fire lines or roads.
16	Down power lines or other overhead hazards (snags).
17	Water supply losing pressure, decreasing in volume or running dry.
18	Communications problems or loss of radio contact (report face to face).
19	Civilians that may need evacuated now or soon.
20	Animals or livestock that may need evacuated now or soon.
21	Injuries or near misses to civilians or firefighters, no matter how slight
22	Property damage caused by our actions, no matter how slight.
23	Forced entry of any structures, gates, fences, etc.
24	Less than ½ tank of fuel in your vehicle.
25	Irate or overly distraught civilians that may need assistance or calming.
26	Operational or supply needs. Allow time for the supply system to work.
27	Problems with other agencies that affect Safety/Operations/Supply.
28	Review the "Structure Defense Tactics"
29	Review LCES, 10 and 18 with your crew

Thanks for taking time to review this information, ask questions and communicate new information to me. It is impossible for one person to keep track of everything that may be happening. Thanks,

MAPS TO PRE-DESIGNATED STAGING

#1 Prado Conservation Camp #28 Pre-Designated Staging Area

Chevron Fuel Station 1155 E Betteravia Rd Santa Maria, CA	to	Prado Conservation Camp #28 14467 Central Avenue Chino CA, 91710
101 South	to	126 East
126 East	to	Interstate 5
Interstate 5 South	to	210 San Bernardino
210 East	to	57 South
57 South	to	71 South
71 South	to	Edison Ave. East
Edison Ave.	to	Central Ave.
R Central Ave	to	14467 Central Ave.

#2 Prado Conservation Camp #28 Pre-Designated Staging Area

Mid-State Fairgrounds Riverside Ave Paso Robles, CA	to	Prado Conservation Camp #28 14467 Central Avenue Chino CA, 91710
46 East	to	Interstate 5
Interstate 5 South	to	210 San Bernardino
210 East	to	57 South
57 South	to	71 South
71 South	to	Edison Ave. East
Edison Ave.	to	Central Ave.
R Central Ave	to	14467 Central Ave.

#3 Madera Fairgrounds Pre-Designated Staging Area

Mid-State Fairgrounds Riverside Ave Paso Robles, CA	to	Madera Fairgrounds 1850 West Cleveland Ave. Madera, CA
46 East	to	41 North (Fresno)
41 North	to	99 North (Madera)
99 North	to	Cleveland Ave.
L Cleveland Ave.	to	Schnoor Ave
L Schnoor Ave	to	L into Fairgrounds

FIRE CHIEFS ASSOCIATION OF SAN LUIS OBISPO Co.

ATASCADERO CITY FIRE DEPARTMENT Chief Casey Bryson 6005 Lewis Avenue, Atascadero, CA 93422	Phone: (805) 461-5070 Cell: (805) 801-1013 CBryson@atascadero.org
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CAMBRIA FIRE DEPARTMENT Chief William Hollingsworth 2850 Burton Drive, Cambria, CA 93428	Phone: (805) 927-6240 Cell: (805) 909-0924 bholingsworth@cambriacsd.org
CAL FIRE/SLO COUNTY FIRE DEPARTMENT Chief Scott Jalbert 635 N. Santa Rosa Street, San Luis Obispo, CA 93405	Phone: (805) 543-4244 Cell: (805) 459-3400 SJalbert@fire.ca.gov
CAMP ROBERTS FIRE DEPARTMENT Fire Chief John J. Nielsen Hwy 101, Bldg. 4050 Camp Roberts, Ca. 93451	Phone: (805) 238-8406 Cell: (805) 391-0195 Johnnielsen8900@gmail.com John.j.nielsen13nfg@mail.mil
CAL OES Assistant Chief Dave Stone PO Box 280464 Northridge, CA 91328	Cell: (916) 642-3837 Dave.stone@CalOES.ca.gov
CAL OES Assistant Chief John Salvate PO Box 280464 Northridge, CA 91328	Cell: (707) 853-6150 John.salvate@CalOES.ca.gov
FIVE CITIES FIRE DEPARTMENT Chief Steve Lieberman 140 Traffic Way, Arroyo Grande, CA 93420	Phone: (805) 473-5490 Cell: (805) 904-4704 slieberman@fivecitiesfire.org
MORRO BAY FIRE DEPARTMENT Chief Steve Knuckles 715 Harbor Street, Morro Bay, CA 93442-1907	Phone: (805) 772-6242 Cell: (805) 440-4544 SKnuckles@morro-bay.ca.us
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