

Task Force Information

Introduction

Welcome and thanks for your help. This may be your first conflagration or you may be a seasoned veteran. Either way, your participation in this emergency is critical to the success of the operation. Regardless of your experience we know you will have questions and will need to know what is expected of you. Your Task Force Leader will have a lot of these answers as they brief you throughout the process. However, there are some basic items that you should be familiar with. We have developed this booklet to help you answer those questions and provide you with the information you need to do your job safely.

Code of Conduct

It is the duty of personnel mobilized by the State of Oregon to maintain high standards of performance and conduct that will promote public trust and provide the best possible service to the citizens of Oregon. Personnel are expected to demonstrate cooperation, efficiency, integrity, and accountability in the performance of their duties. It is expected that all conflagration resources will conduct themselves in a professional manner, meet the performance standards of their position and comply with all local, state and federal laws.

Your actions, attitude, and work ethic will be scrutinized by those with whom you work and interact and by the citizens being served. You represent the State of Oregon, your county, and your department as an individual and as a team member on the fire line, in camp, and in transit. Work hard, learn as much as you can, and be safe.

Specific expectations:

- Adhere to all applicable safety standards. All mobilized individuals have a responsibility to each other to be alert to and communicate all safety hazards and near misses to the immediate supervisor or the incident management team safety officer. All injuries incurred while mobilized must be immediately reported to the immediate supervisor.
- Adhere to the chain of command, become familiar with whom you are working, follow directions, and keep your supervisor informed. You are responsible for understanding your assignments and instructions; if in doubt, immediately ask for clarification.
- Harassment of any kind against co-workers, supervisors, citizens, contractors or others based on race, color, national origin, age, gender, disability, religion, marital status, or any other class protected by civil rights laws will not be tolerated and will result in immediate demobilization.
- When not assigned or in camp, conduct yourselves in a manner that will not discredit yourself, your department or the State of Oregon.

- Misconduct, insubordination, refusal to follow orders or directives, dishonesty, lack of attention to duty, carelessness or any conduct that you know or should know is improper behavior will not be tolerated and will result in immediate demobilization from the incident.
- Alcohol and non-prescribed medication other than over-the-counter-medication shall not be transported or consumed. This includes during transit to and from your home departments.
- Firearms are not allowed unless it is a requirement of your assigned position.
- You are required to report to your immediate supervisor any medical condition that may arise that will interfere with your ability to safely perform your assigned tasks.

A complete list of these rules may be found in the *Oregon Fire Service Mobilization Plan*.

Lines of Authority (Unity of Command)

One of the founding principles of the Incident Command System is Unity of Command. Unity of command means you have only one supervisor. That being the case, engine personnel report to their engine officer (boss) and engine officers (bosses) report to their assigned Task Force Leader.

If a question or issue comes up, notify your Task Force Leader. He will then seek out the appropriate person on the Overhead Team to assist them. This will ensure that everyone who needs to be involved is aware of the situation.

However, this does not preclude an individual from going right to the Incident Commander if the situation involves a personal nature or one of harassment.

The goal is to eliminate freelancing outside of the normal processes used by the Overhead Team. Freelancing creates a safety issue for not only the individual but also others and will not be tolerated.

Discipline and Evaluation

It is important to keep your supervisor (Div/Group Supervisor) apprised of issues that may arise with your crews in a timely manner. There is an expectation that inappropriate behavior be addressed at the lowest level and action be taken immediately to correct behavior problems. Task Force Leaders must document all outstanding problems and keep appropriate records in order to accurately fill out each single resource evaluation as required.

Check-in

When your task force arrives at the camp or your pre-arranged staging area you will need to check in with the Resource Unit Leader. They will sign your FSP-01 form (the State Fire Marshal form) and then direct you from there. You might be assigned directly into

the field after a briefing or you might be assigned to camp until the next operational period.

Each and every piece of apparatus (whether it be support or operational) and their assigned crew **must** go through the check-in process at the time of arrival. This will ensure that you are accounted for and are aware of your assignments. No one will be allowed to stay in camp or operate at the incident until they have gone through this process.

Changes in crew members and apparatus must be pre-authorized by the Incident Commander and the Resource Unit Leader must be notified immediately. Failure to do so could result in immediate Task Force Demobilization. (Please see Personnel Change Section for further clarification)

Fuel

The Logistics Section is responsible for setting up a fueling area or making arrangements for apparatus to fuel. Once you arrive at the fire camp and have been checked in you will then use the fueling area designated by the Logistics Section. You will be briefed upon your arrival at check-in where this area is and the process used for fueling your apparatus. Fueling at a location not pre-approved by the Logistics Section will not be allowed and may result in the State denying reimbursement to the local department for the cost of the fuel.

Additionally, fuel all apparatus prior to returning to camp at the end of their operational period. This will ensure that apparatus are ready to deploy quickly at the beginning of their next operation period or in the event that the apparatus is deployed earlier in case of an emergency.

Sleeping Area

All task forces will sleep in the same general area, which will be designated by the Logistics Section. Every attempt will be made to accommodate those task forces that will be sleeping during the day in providing them with a cool and quiet area to rest. The reason task forces are required to sleep in the same area is, in the event we need to find an individual or task force, we will be able to readily do so. Please post your sleeping area with a sign identifying the Task Force if possible.

Accommodations other than that designated by the Logistics Section will not be allowed without direction from the Logistics Chief and approval from the Incident Commander.

Meals

All personnel assigned to a conflagration are required by the *Oregon Fire Service Mobilization Plan* to have enough food and water for 48 hours. Logistical support for meals may not be available for the first 48 hours of an incident so crews may need to

provide for themselves. Once Logistics has made arrangements for meals, task force leaders will be informed where to get meals. Meals will usually be provided within the camp; however, there may be times a local restaurant is used. In either case once Logistics has set up the location for meals everyone is expected to use that facility.

Personnel Changes

All personnel who are mobilized are expected to be prepared and available for a minimum five (5) day deployment. If after that time or in the event of an emergency, personnel need to be replaced, the Fire Chief of the department requesting the change needs to contact the Emergency Response Center at 503-373-0001 and request the change of personnel. This information will then be forwarded to the Incident Commander for approval. All personnel changes need to be approved at least 12 hours in advance of the expected change. Personnel will not make arrangements for replacements outside of this process. The Incident Commander may reject non-approved replacement personnel.

Equipment/Supplies

If you need to replace disposable equipment used during your deployment or need supplies or equipment to carry out your assignment you must go through your Task Force Leader. The Task Force Leader will forward the request through the Operations chain of command to Logistics to have the order approved and filled. All non-disposable equipment will be returned to Logistics prior to demobilization from the incident. Any crew failing to return equipment may be charged for the cost of the equipment. Task force members and task force leaders WILL NOT go directly to the fire cache and sign out equipment unless first authorized and instructed to do so by Logistics.

Personal supplies are the responsibility of each individual and may be purchased by the individual at a local store or at the camp commissary if available.

Apparatus mechanical problems/ Motor Vehicle Crashes

If an apparatus experiences mechanical problems the Engine Boss of that apparatus will notify their Task Force Leader of the situation. If the apparatus is assigned in the field and working, the Task Force Leader will notify their Division/Group Supervisor of the problem, who will notify Logistics of the need to have the apparatus repaired. If the apparatus is in camp and not assigned in the field, the Task Force leader will notify Logistics of the problem and make arrangements for the repair. Crews will not make arrangements to have apparatus repaired without the approval of the Logistics Section Chief.

If your apparatus is involved in a motor vehicle crash, the first priority is to provide or seek medical attention to those who need it. As soon as possible the crew involved in the crash will notify their Task Force Leader who will notify their Division/Group Supervisor. The Supervisor will notify both the Operations Chief and the Safety Officer. The Incident Commander will assign someone to manage and investigate the incident.

Additionally, the Incident Commander will be contacting your home department and advising them of the incident.

Near-Misses, Injuries and Illnesses

If you or anyone with your crew is injured or becomes ill while deployed in the field, follow the instructions within the Incident Action plan to get help. If you are in camp when an injury or illness occurs report to the medical unit for assistance. The first priority is always to get assistance to the person injured or ill. The second priority is to then make the appropriate notifications. As soon as possible, the Task Force Leader will notify their Division or Group Supervisor of the incident. The Division or Group Supervisor will notify the Safety Officer. If necessary the Incident Commander will notify the Local Fire Chief of the department for which the injured firefighter works and advise them of the situation. **ALL NEAR-MISSES, INJURIES OR ILLNESSES WILL BE REPORTED TO THE SAFETY OFFICER as soon as possible.**

Operational Briefings

Prior to the beginning to each Operational Period there will be an Operation briefing. The Planning Section Chief will conduct this briefing with the assistance from the rest of the Incident Management Team. It is imperative that ALL Task Force Leaders attend these briefings. Only the Task Force Leaders are expected to attend these briefings; however, engine officers may attend the briefings as well. At these briefings the Incident Action Plan (IAP) for the operational period will be distributed. The Task Force Leaders need to make sure that all Engine Officers receive a copy of the IAP before deploying into the field.

While the Task Force Leaders are attending the briefings, the rest of the task force should be preparing to deploy to their assignment. This includes eating meals, getting necessary equipment and preparing the apparatus. This will prevent delays in getting out to the field when the briefing is over. Task Force Leaders (and Engine Officers attending briefings) are expected to complete their meals before the briefing.

Demobilization (DEMOB)

When the decision to demob your task force is made, your Task Force Leader will be notified of the demob schedule. The Planning Section will post the demob schedule. The schedule will note the time and location from which the Task force will be demobilized. Each task force is expected to be on time. Demobilization includes several tasks, and delays by one task force causes delays through the entire schedule.

Prior to demobilizing each task force is responsible for the following:

1. Policing their camp area and disposing of any garbage.
2. Returning all equipment assigned to the task force.
3. Each Crew will need to complete their unit log on the FSP-01 form.

4. Apparatus are fueled.
5. All crew evaluations are completed.

The demobilization process will consist of the following:

1. Safety inspection of the vehicles
2. Processing of the FSP-01 forms by the Resource Unit Leader
3. De-briefing by the Incident Commander

Once demobilized, task forces are expected to immediately leave the incident and return directly to their home bases. Where meals are provided, including sack lunches, prior to your demob time, eat before you are demobilized or your departments' reimbursement will be reduced. Where sack lunches are provided, meals on return will not be reimbursed. As soon as practical after being demobilized the Task Force Leader will contact the ERC at 503-373-0001 and advise them the task force is returning to their county. Each apparatus will contact the ERC when they are back at their stations and returned to service.