

OPERATIONS BULLETIN #7

Subject: Use of Cal OES Fire and Rescue Apparatus – Major Mutual Aid Emergencies

The purpose of this bulletin is to outline basic procedures for the operators of California Governor's Office of Emergency Services (Cal OES) Fire and Rescue apparatus on major fires and other emergencies throughout the state.

I. **LOCAL USE** (within assigned agency's jurisdiction)

Local departmental policy and operating procedures apply in accordance with the terms and conditions set forth in the Agreement for Temporary Transfer of Vehicular Equipment (between Cal OES and your agency). The Operational Area Fire and Rescue Dispatch Center must be advised of all movement of Cal OES apparatus, and Cal OES Fire Report (F-103) prepared and submitted for **all** emergency runs. The reports are also necessary in **all** of the following cases.

II. **LOCAL MUTUAL AID** (to neighboring jurisdictions)

Again, local policies apply to the actual use of apparatus. However, the dispatching must be initiated by, or advisory notification to, the Operational Area Fire and Rescue Dispatch Center.

III. **REGIONAL AND STATEWIDE MUTUAL AID**

It is not uncommon for Cal OES apparatus to be dispatched statewide to major fires and other emergencies, often being absent from quarters for days. During this period, individual or groups of apparatus may respond to **more than one emergency**. As you are aware, each response could be in a **different** area or jurisdiction, with the assigned responsibilities of Cal OES apparatus dependent upon the individual situation. Therefore, **all** personnel operating Cal OES apparatus should be made aware of the following.

A. **Cal OES Fire and Rescue Division Personnel**

It is the policy of this agency to attempt to provide at least one Assistant Chief, State Fire and Rescue Coordinator, and the necessary communications and limited support personnel, at any major emergency requiring the use of Cal OES apparatus. Depending on circumstances, Cal OES Fire and Rescue personnel may assist jurisdictions using Cal OES apparatus by coordinating the following:

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1. Mobilization center;
2. Communications with the Incident Base and Cal OES apparatus;
3. Motor pool operations;
4. Coordinate feeding and sleeping for personnel on Cal OES apparatus;
5. Coordinate the use, release and possible re-dispatch of Cal OES apparatus in accordance with the using agency's plans and MACS operations;
6. Maintain reports and records of vehicle and personnel activity;
7. Assist and coordinate personnel shift changes and relief crews;

Incoming Cal OES apparatus may or may not respond directly to the incident, depending upon the immediate situation. Radio contact must be established and maintained between Strike Team leader(s), Operational Area and Regional Fire and Rescue Dispatch Centers.

In all cases, the actual use of Cal OES apparatus will be under the control of the using agency.

B. Cal OES Apparatus Operators

1. Complete a Cal OES F-42, Emergency Activity Record, for each incident or mobilization center to which Cal OES apparatus respond. Basic information must include date and time of dispatch, number of personnel, and the order and request number. (Detailed instructions are provided on the Form F-42.)
2. Ascertain the correct radio frequency to be used.
3. Ascertain the name and radio call of your Strike Team Leader, and strike team number.

IV. APPARATUS MAINTENANCE

- A. Motor fuel and lubricating oil are to be provided by the using agency. Cal OES credit cards may be used to and from the emergency and in cases where local facilities are not readily available.
- B. Repair or replacement of tires or mechanical problems should be referred to the Cal OES Assistant Chief on scene.

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V. Cal OES INVENTORY

Each piece of Cal OES Fire and Rescue apparatus is provided with a log book and inventory list. All losses and damages should be recorded in the log book during the emergency.

In most cases, all Cal OES apparatus will be inventoried during demobilization, with vehicle and equipment losses or damage assessed by the Cal OES Fire and Rescue personnel. These inventories must be signed by the Apparatus Operator.

VI. LONG DISTANCE RESPONSE

Cal OES apparatus will ordinarily be assembled into strike teams and respond in convoy to and from emergencies. Strike teams will be led by the Strike Team Leader who will provide instructions pertinent to the destination, routes and travel, and radio checkpoints.

VII. GENERAL RECOMMENDATIONS

When responding with Cal OES Fire and Rescue apparatus, personnel must provide their own personal protective clothing, extra clothing, shaving and toilet gear, funds for meals and incidentals while enroute or returning, and medication (if taken on a regular basis).