

OPERATIONS BULLETIN #7

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

The purpose of this bulletin is to outline basic procedures for the operators of OES fire and rescue equipment 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 State OES and your agency). The Operational Area Fire and Rescue dispatch center must be advised of all movement of OES equipment, and 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 equipment. 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 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 OES apparatus dependent upon the individual situation. Therefore, all personnel operating OES equipment should be made aware of the following.

A. OES Fire and Rescue Branch 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 OES apparatus. Depending on circumstances, OES Fire and Rescue personnel may assist jurisdictions using OES equipment by coordinating the following:

1. Mobilization center;
2. Communications with the Incident Base and OES equipment;
3. Motor pool operations;
4. Coordinate feeding and sleeping for personnel on OES equipment;
5. Coordinate the use, release and possible re-dispatch of 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 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 OES apparatus will be under the control of the using agency.

B. OES Apparatus Operators

1. Complete OES F-42, Emergency Activity Record, for each incident or mobilization center to which OES apparatus responds. Basic information must include date and time of dispatch, number of personnel, order and request number. (Detailed instructions are provided for 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. VEHICLE MAINTENANCE

- A. Motor fuel and lubricating oil are to be provided by the using agency. 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 OES Assistant Chief on scene.

V. OES INVENTORY

Each piece of 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 OES equipment will be inventoried during demobilization, with vehicle and equipment losses or damage assessed by the OES Fire and Rescue personnel. These inventories must be signed by the apparatus operator.

VI. LONG DISTANCE RESPONSE

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 and pertinent to destination, routes and travel, and radio checkpoints.

VII. GENERAL RECOMMENDATIONS

When responding with OES Fire and Rescue equipment, 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).