TOPIC: PRE-DISPATCH PREPARATION

TIME FRAME: 30

LEVEL of INSTRUCTION: Level I

TERMINAL LEARNING OBJECTIVE: At the end of this topic, a student, given elements that a ST/TFL prepares for an assignment before an incident occurs, will be able to build your ST/TFL kit and personal “kit”, describe the tools you will need to assemble, brief and coordinate your resources while traveling to, during and returning from an incident, so that the safety, coordination and needs of all personnel and equipment on your ST/TF are provided.

ENABLING LEARNING OBJECTIVES:
1. Identify what to include in your ST/TFL kit
2. Determine what items to carry in your personal kit
3. Determine that resources are ready with adequate supplies for self-sufficiency out of their area
4. Describe and participate in readiness exercises designed to evaluate your mobilization capabilities

MATERIALS NEEDED:
- Writing board with markers/erasers
- Appropriate audio visual equipment
- Appropriate audio visual material
- ICS 420-1 Field Operations Guide

REFERENCES:
- ICS 420-1 Field Operations Guide
- Incident Response Pocket Guide, National Wildfire Coordinating Group

PREPARATION: Preparation is key to the success of a Strike Team/Task Force Leader. Being ready prior to dispatch enables a Strike Team/Task Force Leader to perform at maximum efficiency and effectiveness, and minimizes the potential for problems to arise.
I. LEARNING OBJECTIVES
   A. Identify what to include in your ST/TFL kit
   B. Determine what items to carry in your personal kit
   C. Determine that resources are ready with adequate supplies for self-sufficiency out of their area
   D. Describe and participate in readiness exercises designed to evaluate your mobilization capabilities

II. PRE-INCIDENT PREPARATION
   A. Assemble a kit for an assignment
      1. Kit should be assembled prior to receiving an assignment
      2. The kit should contain enough critical information and materials to allow you to operate for the first 24 hours without the need for support
      3. The kit should be easily transportable and meet agency weight limitations for travel
      4. Your kit should be geared for the management of your team
      5. You should also have a kit for personal items
         a) Out-of-county/area/state bag

NOTE: Show an example of a kit

B. STL kit contents
   1. Forms and documents
      a) Financial documents
         1) Purchase orders
         2) Credit cards
      b) Vehicle activity records
      c) Injury/accident reports (for vehicle and personnel)

What do you need in your STL kit?
## PRE-DISPATCH PREPARATION

<table>
<thead>
<tr>
<th>PRESENTATION</th>
<th>APPLICATION</th>
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<tbody>
<tr>
<td>d) Time keeping records</td>
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<td>e) Staffing/equipment information sheets</td>
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<td>f) Inventory forms</td>
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<td>g) Vehicle safety inspection</td>
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<td>h) OES documents</td>
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<td>2. Maps and mileage charts</td>
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<td>a) GPS</td>
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<td>b) Compass</td>
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<td>3. Portable radio</td>
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<td>a) Spare batteries</td>
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<td>b) Chargers</td>
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<td>c) Programmer</td>
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<td>d) Cloning cable</td>
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<td>4. Field Operations Guide (FOG)</td>
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<td>5. Agency specific and all-hazards guides</td>
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<td>a) Wildland Fire Management Field Guide</td>
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<td>b) Interagency Response Guide</td>
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<td>c) Earthquake Plan</td>
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<td>d) HazMat guides</td>
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<td>e) Flood Fighting Methods Guide</td>
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<td>6. Unit logs (ICS Form 214)</td>
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<td>7. Office supplies</td>
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<td>a) Notebooks/pads</td>
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<td>b) Pencils</td>
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<td>c) Colored pens</td>
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<td>d) Paperclips, etc.</td>
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<td>8. Strike Team identifiers</td>
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<td>a) Pre-made cardboard</td>
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<td>b) White shoe polish or glass chalk</td>
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</table>
9. Regional phone directory
10. Belt weather kit
   a) Other electronic devices
11. It is important to keep your kit updated with current information concerning federal/state laws and safety guidelines

**NOTE:** The instructor should recognize possible agency specific items and discuss what these may be. Call upon students from other agencies for ideas

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C. Personal kit

1. Spare change of clothes/uniforms
2. Personal items
   a) Medicine
   b) Hygiene
3. Sleeping bag
4. Throw tent or compact tent/tarp
   a) One for each person
5. Money/credit care for personal purchases
6. Personal first aid kit

D. Engine kits

1. In addition to the STL kit and personal kit, engines should consider:
   a) Tarps and extra blankets
      1) Cold/wet conditions

How are the kit contents different from what you have used as a single resource?

What are some personal items you may want to keep in an out-of-county bag?
b) Food supply  
c) For up to 72 hours  
d) Meals Ready to Eat (MRE’s)  
e) Smokey snacks  
f) Other non-perishables

2. Camping items
   a) Nylon cord  
   b) Insect repellant  
   c) Mats, etc.

E. Pre-season readiness training
   1. Pre-season drills are an excellent measure of readiness for a STL or TFL  
   2. If your agency/unit does not initiate this type of training, consider suggesting or implementing it yourself
SUMMARY:

You must be prepared to be a Strike Team Leader even before an incident occurs. Having your Strike Team “kit” prepared and ready to go will make your job easier when a dispatch finally arrives. As a Strike Team Leader you will need to assemble, brief, and coordinate your resources while traveling to, during, and returning from an incident. You are responsible for the safety, coordination, and needs of all the personnel and equipment in your Strike Team.

EVALUATION:

The student will complete a written quiz at a time determined by the instructor.

ASSIGNMENT:

Review your notes and read the appropriate section(s) of the Student Supplement in preparation for the upcoming quiz. Study for the next session.