INCIDENT COMMAND SYSTEM
AH-330 Strike Team/Task Force Leader – All Hazards

TOPIC: STRIKE TEAM/TASK FORCE RESPONSE

TIME FRAME: 2:30

LEVEL of INSTRUCTION: Level II

TERMINAL LEARNING OBJECTIVE: At the end of this topic, the student, given information gathering process, rendezvous responsibilities, travel procedures, and logistical needs and issues, will be able to perform the proper steps to assemble and brief the ST/TF on the assignment, operational procedures, expectations, information on the equipment and personnel, so that guidelines for assignment, safe travel routes and checking in are performed on all hazard incidents.

ENABLING LEARNING OBJECTIVES:

1. Describe the information gathering process and the sources of needed information

2. Describe the ST/TFL’s rendezvous responsibilities for both pre-arrival and at scene form-up

3. Describe elements to convey safe and appropriate travel procedures

4. Describe measures to address any enroute logistical needs and issues

5. Describe where to check in at an incident and the check in process

MATERIALS NEEDED:
- Writing board/easel pad with markers/erasers
- Appropriate audio visual technology, equipment and material necessary for classroom presentation

REFERENCES:

PREPARATION: Choosing an appropriate assembly area, moving the strike team with logistical support, and gathering the appropriate personnel and equipment information for check-in are very important to the success of the Strike Team/Task Force Leader.
## I. ENABLING OBJECTIVES

A. Describe the information gathering process and the sources of needed information

B. Describe the ST/TFL's rendezvous responsibilities for both pre-arrival and at scene form-up

C. Describe elements to convey safe and appropriate travel procedures

D. Describe measures to address enroute logistical needs and issues

E. Describe where to check in at an incident and the check-in process

## II. INFORMATION GATHERING

A. Incident information

B. Obtain complete information from agency dispatch concerning incident assignment and start an ICS Form 214

**NOTE:** Refer students to Student Information Sheet 3-3-1, ICS 214 Unit Log in the Student Supplement.

<table>
<thead>
<tr>
<th>How or where is dispatch and incident information obtained?</th>
</tr>
</thead>
<tbody>
<tr>
<td>What pertinent information can you expect to receive about the assignment?</td>
</tr>
</tbody>
</table>

1. Incident name
2. Incident order number
3. Request number
<table>
<thead>
<tr>
<th>PRESENTATION</th>
<th>APPLICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Assignment (STL or TFL)</td>
<td></td>
</tr>
<tr>
<td>5. Travel route</td>
<td></td>
</tr>
<tr>
<td>6. Communication frequency</td>
<td></td>
</tr>
<tr>
<td>a) Travel</td>
<td></td>
</tr>
<tr>
<td>b) Incident</td>
<td></td>
</tr>
<tr>
<td>7. Reporting location and time</td>
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<tr>
<td>8. Resource designator</td>
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</tbody>
</table>

What other information may be given?

C. Other information

1. Incident type
   a) Need for specialized equipment
2. Size or scope of incident
3. Rendezvous point for resources
   a) Within jurisdiction
   b) Enroute
   c) At scene
4. Phone contact
   a) Agency
   b) Incident
5. Radio contact

Why is your ability to make phone contact extremely important?
<table>
<thead>
<tr>
<th>PRESENTATION</th>
<th>APPLICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Transportation arrangements</td>
<td></td>
</tr>
<tr>
<td>7. Special equipment needs</td>
<td></td>
</tr>
<tr>
<td>8. Weather</td>
<td></td>
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<tr>
<td>9. Assigned resources and personnel</td>
<td></td>
</tr>
<tr>
<td>a) Agency equipment</td>
<td></td>
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<tr>
<td>b) Private/contract equipment</td>
<td></td>
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<tr>
<td>10. Response mode</td>
<td></td>
</tr>
<tr>
<td>a) Initial Attack</td>
<td></td>
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<tr>
<td>b) Immediate</td>
<td></td>
</tr>
<tr>
<td>c) Planned</td>
<td></td>
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<tr>
<td>11. Need for a trainee</td>
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<tr>
<td>a) Not required (initial attack) but advisable with immediate or planned need</td>
<td></td>
</tr>
<tr>
<td>12. Travel route restrictions</td>
<td></td>
</tr>
<tr>
<td>a) Road closures</td>
<td></td>
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<tr>
<td>b) Weight restrictions</td>
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</table>

### III. ASSEMBLY AND TRAVEL

**A. Rendezvous enroute**

1. When you are determining the formation point of your ST, you must consider
   a) Time of day
   b) Availability of parking
   c) Communications


**INCIDENT COMMAND SYSTEM**

AH-330 Strike Team/Task Force Leader – All Hazards

STRIKE TEAM/TASK FORCE RESPONSE

<table>
<thead>
<tr>
<th>PRESENTATION</th>
<th>APPLICATION</th>
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<tbody>
<tr>
<td>d) Logistical needs</td>
<td></td>
</tr>
<tr>
<td>1) Restrooms</td>
<td></td>
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<tr>
<td>2) Fuel</td>
<td></td>
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<tr>
<td>3) Food</td>
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<td>4) Water</td>
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</tbody>
</table>

2. **Location considerations**

a) Easily recognizable or known
b) Easily accessible
c) Security
d) Should be able to avoid impeding traffic and disrupting local businesses

3. If you are dispatched on a planned need rather than an immediate need, or an initial attack, you generally have a better opportunity to make plans

a) Initial attack is usually a code-3 response for protection of life and property

b) Immediate need is a request for the current operational period, may or may not be a code-3 response

c) Planned need is a request for the next or future operational period, normally not a code-3 response
4. Resource survey and equipment check

**NOTE:** Refer students to Student Information Sheet 3-3-2, Strike Team Engine and Crew Data Sheet in the Student Supplement

- **a)** Upon arrival at the rendezvous point you should make a survey of the assigned resources
- **b)** You have the authority to eliminate any vehicle, piece of equipment, or any personnel you feel are unsafe or are in an unsuitable condition
- **c)** Conduct a readiness inspection and briefing to make sure all resources are ready to fulfill the assignment
  1) Determine if there are any limitations, mechanical or otherwise, that would impede travel
  2) Fuel type, tank capacity, and cruising range to determine fuel stops
  3) Special equipment and certifications

ACTIVITY:
(10 minutes)

Discuss the definition of an operational period (FOG Glossary of Terms). Discuss examples of different time frames for commercial fires, high rise fires, wildland fires, floods, earthquakes, etc.
<table>
<thead>
<tr>
<th>PRESENTATION</th>
<th>APPLICATION</th>
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</thead>
<tbody>
<tr>
<td>• Chain saws</td>
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<td>• Lighting capabilities</td>
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<td>• Portable pumps or generators</td>
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<td>• Appropriate fire tools</td>
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<tr>
<td>• Breathing apparatus</td>
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<tr>
<td>• Medical/rescue equipment</td>
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<tr>
<td>• ALS/BLS</td>
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</table>

4) Determine mobile and portable communications capabilities and frequencies

- Common frequencies
- Travel
- Communication plan of incident, if available

**NOTE:** Refer students to Appendix A in the FOG “Communications Guidelines”

5) Personnel information

- Names
- Privacy concerns (motel pairing)
- ICS qualifications
- Medical certifications (e.g., EMT, EMT-P)

6) How long since personnel last slept and ate?
<table>
<thead>
<tr>
<th>PRESENTATION</th>
<th>APPLICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>7) Do personnel have proper safety gear and PPE?</td>
<td>What actions might be taken if a piece of equipment failed to pass your readiness inspection?</td>
</tr>
<tr>
<td>• Incident appropriate</td>
<td></td>
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<tr>
<td>8) Personnel special needs</td>
<td></td>
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<tr>
<td>• Medical</td>
<td></td>
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<tr>
<td>• Allergies, etc.</td>
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</tbody>
</table>

5. Resolving equipment problems
   a) Inform your home agency
   b) Repair, if possible
   c) Replace or request replacement
   d) May have to function as a TF temporarily

6. Resolving personnel problems
   a) Inform your home agency
   b) If problem is PPE related, try to borrow from another agency or consider incident base supply
   c) Attempt to have personnel traded out
   d) Request another like resource

What types of personnel problems could you expect?
e) Consider utilizing your AREP for problem solving or brainstorming

7. Label and identify
   a) If time allows, have individual apparatus labeled with ST/TFL designator
      1) Stickers
      2) Tape
      3) Numbers
      4) Shoe polish

8. Tailgate safety session
   a) Review chain-of-command within the team
      1) Who will maintain supervision in your absence?
         • Associate Strike Team Leader
   b) Determine travel frequency
   c) Brief company officers on dispatch information
   d) Advise crews of expectations
      1) Performance
      2) Conduct

NOTE: Refer students to Student Information Sheet 3-3-3, Code of Conduct for Strike Teams and 3-3-4 Strike Team Briefing Checklist, and Briefing Checklist in the IRPG.

3) Discipline
e) Discuss travel procedure

9. Good organization at the rendezvous point is important; it will help you keep better control of the team
   a) Extra time here may prevent problems or injuries later
   b) Always give clear instructions and make sure they are understood

B. Travel procedures

1. Vehicle positioning
   a) Generally the slowest vehicle should set the pace in front
      1) Engines with communication problems should be placed in the middle
      2) ST/TFL position is a personal preference
         • When positioned in front, you can move ahead and make food, fuel and rest arrangements, as well as perform incident check-in procedures
2. Safety
   a) Maintain
      1) Adequate spacing
      2) Safe speed
   b) Alert crews to traffic hazards
   c) Lights on

3. Routes
   a) Select routes that minimize traffic interference
   b) Consider toll roads, Fast Pass and bridge weight limits, rush hour traffic, traffic hazards
   c) Have alternate routes planned

4. Last vehicle in line should watch others in convoy and report problems to lead vehicle and ST/TFL

5. Maintain communications with entire team while traveling
   a) Exchange and collect cell phone numbers

C. Logistical needs
   1. Schedule food, fuel, water and rest stops
      a) Generally every two hours
2. Consider fatigue factors

3. Consider driver rotation

4. Try to feed and fuel prior to incident arrival; you may not have time once you arrive

5. Finances
   a) Agency credit cards
   b) State Purchase Order (SPO)
   c) Fuel cards

**NOTE:** Discuss agency specifics for payment of logistical needs

D. Revising Estimated Time of Arrival (ETA)

1. Be sure to contact agency or incident dispatch if events occur that could affect your established ETA
   a) For vehicle accidents involving the ST/TF
      1) Provide medical treatment
      2) Request additional response
         • Law enforcement
         • Ambulance
      3) Contact agency dispatch
      4) Complete agency specific on-scene forms or paperwork
      5) Log incident on form ICS Form 214

**ACTIVITY:**
(10 minutes)
### PRESENTATION

Create a classroom discussion from the following scenario:

An engine in your ST is involved in an accident where damage to the engine has occurred.

As a ST/TFL, what decisions do you make regarding the following questions:

- Do you (ST/TFL) leave the damaged vehicle?
- If so, do you stay with the vehicle or go on with the ST/TF?
- If you stay and the ST/TFL goes on, who is in charge of the ST/TF?
- If you go on, who handles the accident scene management?
- Who and what notifications need to be made?

### APPLICATION

E. Mixed agency ST/TFL considerations

1. Common radio frequencies
2. Agency travel restrictions
3. Length of assignment
4. Length of duty day/driving hour restrictions
5. Equipment fuel types/needs
6. Resources prepared for extended assignments
7. Personnel/personal conflicts
8. Union contracts

F. 2018 Interagency Standards for Fire and Aviation Operations (Chapter 7)
   1. Work/Rest Guidelines
   2. Length of Assignment
   3. Mobilization and Demobilization
   4. Incident Operations Driving
   5. Download a copy and carry it with you

### IV. RENDEZVOUS AT INCIDENT

**A. On scene form-up**

1. In an initial attack or extended attack incident you may be dispatched and requested to form-up at the scene
   
   a) If you arrive after the team, you must attempt to regroup them
1) Do not remove them from critical assignments. Note their location and notify them of your arrival

2) If possible have the first arriving team unit act as ST/TFL until you arrive
   - Be sure to brief with the acting/associate ST/TFL upon your arrival

3) Make sure you brief with the incident chain-of-command, depending on what has been established
   - IC
   - OPS
   - Branch
   - Division/Group Supervisor (DIVS)

4) If possible conduct a tailgate safety session (LCES) with your team when time and situation allows

**NOTE:** Adhere to department policies, procedures and agreements such as MOU's. When working with agency resources other than your own, consult the agency's representative for clarification of any agency specific issues

V. CHECK-IN

A. Check-in locations

Can you name the five check-in locations?
<table>
<thead>
<tr>
<th>PRESENTATION</th>
<th>APPLICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Base or camp – Status / Check-In Recorder</td>
<td></td>
</tr>
<tr>
<td>2. Helibase - Helibase Manager</td>
<td></td>
</tr>
<tr>
<td>3. Incident Command Post (ICP) - Resource Status Unit</td>
<td></td>
</tr>
<tr>
<td>4. Staging Area - Staging Area Manager</td>
<td></td>
</tr>
<tr>
<td>5. Directly to the incident</td>
<td></td>
</tr>
<tr>
<td>a) Check-in may occur with the IC, OSC or DIVS, depending on the development of the incident upon your arrival</td>
<td></td>
</tr>
</tbody>
</table>

**B. Information for check-in**

1. Strike team designator
2. Order number
3. Request number
4. Individual increment
   a) Identifier (E4567, TR R-2, D3442, E-34)
   b) Leader
   c) Personnel
   d) Home base
   e) Agency three letter identifier (MPA, ACF, RRU,CNT)
5. ICS -211 (Incident Check-In List)
**SUMMARY:**

Prior to assembling, the Strike Team/Task Force Leader must select an appropriate site. Upon assembly he/she must brief the team on the assignment, operational procedures and his/her expectations, and gather information on the equipment and personnel assigned to the Strike Team/Task Force. Safe travel routes must be pre-determined and the team must be kept together. All of the above will enable the Strike Team/Task Force Leader to check-in, in a timely manner.

**EVALUATION:**

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

**ASSIGNMENT:**

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