

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 03		DEPARTMENT FIRE-RESCUE
SUBJECT COMMUNICATIONS: MOVE UP PROCEDURES	SECTION 05	PAGE 1 of 2	EFFECTIVE DATE 26 June 2018

I. PURPOSE

The purpose of this section is to define the policies and procedures involving the move-up and unit post locations outside of the normally assigned district boundaries.

II. SCOPE

This policy shall apply to all San Diego Fire-Rescue Department (SDFD) personnel.

III. AUTHORITY

The fire chief authorizes the information within this policy.

IV. POLICY

A. Move-Up Procedure

1. Move-up response
 - a. All move-up responses shall be directed by Metro Zone Emergency Command and Data Center (ECDC) or the System Status Controller (SSC).
 - b. Move-ups include agencies within the Metro Zone.
 - c. Units will be assigned a to a 'move-up' incident and will get an incident page. Overhead tones and voice will occur if the company is in the station.
 - d. Move-up station address and access information will be displayed on the mobile device.
 - e. Units assigned move-ups shall respond immediately and without delay.
 - f. Units will advise ECDC when they are enroute and acknowledge access information.
 - g. Once the company is enroute to the move-up, the unit will be made 'available' by ECDC, which is not a cancellation of the move-up.
 - h. On a move-up or post move, the apparatus shall be driven as a non-emergency response with the normal flow of traffic.
 - i. No red lights, siren or air horns shall be used, however, ECDC or the company officer may order a code 3 move-up or post move, if expediency is necessary.
 - j. Company officers are to notify ECDC if upgrading to code 3.
 - k. Units will be placed 'in quarters' automatically upon arrival at the station and will receive overhead tones and voice for any calls received while in the station.
2. Company identity
 - a. Any unit moving into another unit's quarters on a move-up assignment will retain their own identity in all communications with the ECDC.
3. Returning from move-up
 - a. Units that have moved-up from their station to another station shall return as directed by ECDC.

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- b. Move-up units relieved at fires shall return to their normally assigned district or as directed by ECDC.
 - 4. Move-up or post move locations
 - a. Post moves shall be directed to fire stations or hospitals whenever possible.
 - b. Units on move-ups or post moves, if not assigned as indicated above, shall position themselves in an inconspicuous location as to not draw negative public perception to the crew or apparatus.
- B. Battalion Chief Move-Up Procedure

Move-ups for battalion chiefs shall be directed by ECDC or by the deputy chief of operations.
- C. Zone Move-Ups or Move-Ups Outside of the City
 - 1. Move-ups shall be at the direction of ECDC and the deputy chief of operations.
 - 2. Access codes/instructions for fire stations outside of the city will be sent by ECDC via the unit's mobile device.
 - 3. Run documentation will be in accordance to current SDFD policies.
 - 4. Move-ups outside of the city should be no longer than four hours.
 - 5. Move-ups may involve truck companies.
 - 6. Specialty units shall not be moved-up to a location outside of the city.
 - 7. Officers shall notify their BC if the move-up is anticipated to exceed four hours.