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### OPERATIONS MANUAL

#### STANDARD INSTRUCTION 16, SECTION 04

##### SINGLE RESOURCE: DEPLOYMENT PROCEDURES AND DOCUMENTATION

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<b>TITLE</b> O P E R A T I O N S   M A N U A L	<b>STANDARD</b> <b>INSTRUCTION 16</b>		<b>DEPARTMENT</b> F I R E-R E S C U E
<b>SUBJECT</b> SINGLE RESOURCE: DEPLOYMENT PROCEDURES AND DOCUMENTATION	<b>SECTION</b> 04	<b>PAGE</b> 1 of 3	<b>EFFECTIVE DATE</b> 04/29/2009

**I.     PURPOSE**

**II.    SCOPE**

This policy shall apply to all SDFD Personnel.

**III.   AUTHORITY**

The Fire Chief authorizes the information within this policy.

**IV.    POLICY**

**A.     MOBILIZATION**

1.     Initial

- a.     Participants must obtain a copy of the following information before accepting an assignment.
  - 1)     Approval based on the dispatch procedures in SI 03
  - 2)     Non-operational personnel must have approval from their
  - 3)     immediate supervisor before accepting an assignment
  - 4)     Request an Overhead (“O” Number) number
  - 5)     Fire name, Incident number and the responsible agency (USFS or Cal Fire)
  - 6)     Incident ICP contact information (ie. Phone number)
  - 7)     Reporting Location
  - 8)     Requested reporting time
  - 9)     Travel information
    - a)     Mode of travel (air, ground, etc.). If traveling by ground the participant must provide the area fire coordinator with the make, model, license number and route of travel
    - b)     Estimated departure time
    - c)     Estimated arrival time
  - 10)    Important Travel Information. Once an assignment is accepted, based on the above information, participants are required to contact the area fire coordinator. The area fire coordinator will make the participants travel arrangements based on discussions with the individual. Participants are required to provide accurate departure information.
  - 11)    Upon receipt of the travel information, the participant is required to contact SDFD FCC and provide the details of A-G above.
  - 12)    The participant or deployed resource is responsible for making contact with the Telestaff / Staffing desk to arrange for the correct rostering in Telestaff.
  - 13)    The participant must adhere to the following travel guidelines:

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- a) Participants are not allowed to travel after 10 PM or before 6 AM per the National Mobilization Guide. If travel requires an overnight stay, the participant is encouraged to notify SDFD FCC when they stop for the night and again notify SDFD FCC when they restart traveling. The area fire coordinator does not require the participant to contact them.
- b) Participants must adhere to the National Mobilization Guide (Chapter 10) for all travel (see Appendix B).
- c) Strike Teams are to follow the same travel guidelines.

2.      During

- a.      Once a participant is assigned to an incident, this resource is now a national resource and managed nationally. The following status changes must be reported San Diego FCC directly:
  - 1)      Arrival at scene
  - 2)      Change of position assignment on the incident
  - 3)      Reassignment to another incident
  - 4)      Any other significant status changes
- b.      While on assignment, participants are required to ensure accurate payroll information is provided to payroll by the end of each pay period.
- c.      Participants are required to call into San Diego FCC every 24 hours to provide the current situation and status.
- d.      Reassignment of personnel may occur during a deployment.
- e.      Reassignment requires department approval from the on duty Shift Commander and notification to San Diego FCC.

B.      Demobilization

1.      The following demobilization information must be obtained at the incident and relayed to the San Diego area fire coordinator and San Diego FCC:
  - a.      Estimated demobilization time
  - b.      Travel method and arrangements (same as activation)
  - c.      Estimated arrival time to home unit
2.      During demobilization, the participant is required to obtain a Performance
3.      Evaluation (ICS-225), have it completed and processed at the incident by the
4.      Planning section
5.      Performance Evaluations should be addressed to:

Single Resource Program Manager  
San Diego Fire- Rescue Department  
1010 2<sup>nd</sup> Ave.  
San Diego, CA 92101

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C. Arrival at Home Unit

1. The following notifications must be made after returning from an assignment and arrival at the home unit:
  - a. Contact the area fire coordinator
  - b. Contact SDFD FCC
  - c. Contact the Staffing Desk
2. A participant returning to their home unit must return to duty if they have any remaining time on their duty shift within four hours of returning. Participants returning on an off day must return to their normal duty assignment as scheduled.
3. The following documentation must be completed and submitted to the Single Resource Program Manager within 72 hours of returning from an assignment.
4. The following documentation pertains to all deployments other than Strike Teams:
  - a. FSLA-5 / Forest Service Activity Record
  - b. FM-1312 / Travel Expense Report
  - c. AC-1145 / Mileage Report
  - d. FD-14 / Overtime Slip
  - e. Labor Card Entries 4129 / 4129
  - f. ICS-225 / Evaluation Form
5. Submit original receipts and original forms ensuring that copies are made for your own records.
6. Strike Team leaders are required to submit the required Strike Team documentation package within the same time frame as Single Resource personnel (72 hours).