

# SOUTH PORTLAND FIRE DEPARTMENT

## STANDARD OPERATING GUIDELINES

<b>SOG #:</b>	6.126	<b>Effective Date:</b>	6/17/2011
<b>Title:</b>	Metro Chief's Strike Team SOG	<b># of pages:</b>	
<b>Category:</b>	Hazardous Materials Response	<b>Classification:</b>	Yellow

1. **PURPOSE:** The purpose of this guideline is to provide for incident specific response from mutual aid communities. When a particular resource is needed, other than the common task force group, this policy shall be activated. The goal is to provide units that most closely match the needs of the incident without committing unnecessary resources.
2. **POLICY:** Strike Teams, for the purpose of this SOG, will be a group of 3 like units or apparatus and their accompanying personnel.

The Community making the request will assign a Level 2 staging location and an operational frequency for the strike teams. The 1<sup>st</sup> arriving unit from each team will assign a team leader.

When a “strike team” is requested by a mutual aid communication center, Portland Communications' staff will assemble these teams following the predetermined plans. Portland Communications staff will be the lead agency responsible for the assembly of these groups. In the event that Portland Communication's staff is unable to dispatch these groups, the responsibility will be assigned to Cumberland County Regional Communication Center's staff and then to Scarborough Communication's staff.

### 3. PROCEDURES:

#### SCOPE:

This SOG is designed to aid communities in effectively mitigating a significant incident requiring a specific type of resource. This SOG is further established to distribute the workload of the communication center dealing with the primary incident.

It is the intent that this SOG and the associated plans be known by all communication centers that may use this plan, as well as those departments whose fire and EMS units maybe dispatched.

The METRO Chiefs want to reinforce with all agencies using this plan that it is not designed exclusively for Mass Casualty Incident (MCI) response but should be used for any type of incident requiring multiple similar apparatus or group level response as needed.

#### PROCEDURE:

- The community that has the incident shall be responsible for dispatching strike team Tiers 1 through 3, unless the incident immediately overwhelms that community's communications center.

- At Tier 2, a “fan-out” notice will be made by Portland Fire Communications on State Fire as well as via a digital group page message, as an “Early Notification” that the community has requested a Tier 2 Strike Team and the type. This notice should be made at each additional Tier as that tier is reached.
- For incidents requiring Tier 4 and above, Portland Communications Center will contact those agencies involved in the call up. If the Incident is in Portland, Cumberland County Regional Communications Center will handle this task.
- The community making the request for a strike team must also assign a Level 2 (primary) staging location. In addition, the community making the request will be responsible for assigning the radio frequency that the units will use to contact the Level 2 Staging Officer as well as the Operational Frequency(s) once a team leaves the Level 2 Staging location. (Refer to Metro Chief’s Pre-determined ICS 205).
- The Community making the request will be responsible for assigning a Level 2 Staging officer. The Staging location should be easily identified by outside responding agencies.
- Each Strike Team should, whenever possible, gather as one team and assign a Strike Team Leader per tier of 3 units prior to arrival at the Level 2 Staging location. By default the Strike Team leader will be the senior fire officer of the tier.
- The Staging Officer must be made aware of each unit’s crew size and credential level. The Staging Officer will attempt to assure each unit responding to Level 1 staging responds with a crew that is adequate in size and credentials for safe and effective operations. (See Staging Officer Check Sheet).
- Each community is responsible for developing their own strike team plan for each type of apparatus/team they may require.
- No agency should ‘self-dispatch’ units to an incident. However any agency may place their units on a ‘standby’ state of readiness at their station.
- If an incident arises during a strike team activation that requires an apparatus type that is the same as the initial activation, the community should contact its IC to see if one of the units from or en route to Level 2 staging could be used for the response; then Portland Fire Communications can back filled according to the plan. This avoids any units being called out of the plan’s response order.
- When Portland Communications calls for a unit and it is unavailable, they should contact the next available unit down on the list in the same column of the plan, to respond.
- After Tier 3 activation, a chief officer from the METRO Chiefs will respond to the incident staging area or command post to help coordinate with the incident staging officer to best utilize the responding strike team resources.
- The METRO Chief officer from above should assure adequate resources are in staging (Level 2) at all times to allow for an uninterrupted flow of resources from Level 2 staging to Level 1 staging or direct to the incident scene as well as provide for potential response to area communities who may have been depleted of the assigned resource.
- No community should request a Strike Team for station coverage, “move ups” or “back fills”, however a resource in Level 2 staging may be used to cover other calls not related to the primary incident as necessary.

- Columns A, B and C are to assist communication’s staff in selecting a unit(s) to "drop down" to for separate "911" call and "move up" in order to complete a strike team group.
- It will be assumed that EMS units clearing the hospital will report back to the Level 2 staging location, unless instructed otherwise by the Hospital Liaison Officer. The Hospital Liaison Officer will be responsible for contacting Portland Communications periodically for an incident status update.
- If a Life Flight helicopter had been activated during an MCI, the Hospital Liaison Officer should check with Portland Fire Communications for its return status.
- A "stand down" announcement will be made on state fire by Portland Fire Communication's staff when the local IC terminates an incident.
- Once units are moved to an "On-Scene Staging" location, they will be considered "Assigned" until released by the I.C.
- During an MCI, a “Hospital(s) Liaison Officer” will be assigned to the affected Emergency Department(s) to act as a liaison with the hospital as well as monitor times and ambulance flow.
- The Hospital Liaison Officer will contact Portland Communication’s staff to coordinate ER activities for rapid turnaround/next assignment as well as any other associated transfer of information.
- The Hospital Liaison Officer assignments will be as follows:

	Maine Medical Center	MERCY Hospital	Southern Maine Medical Center
Primary	Portland Fire Officer	South Portland Officer	Biddeford Fire Officer
Back Up	Westbrook Fire Officer	Scarborough Fire Officer	Saco Fire Officer

- Following any Strike Team activation, a Post Incident Review meeting and an After Action Report will be conducted at the next scheduled METRO chiefs meeting. This will serve to evaluate the need for any changes to the current plan and discuss any other issues that may have arisen. Communities not in the METRO chief’s coalition who requested a response will be invited to the Post Incident meeting.
- Communities that have not submitted Strike Team response plans will receive a default plan response which attempts to follow the associated communities in their area. The community in these cases MUST provide Portland Fire Communications Center a list of which communities have already been requested to respond.
- Four generic default plans will be developed by the METRO Chiefs to aid communications personnel in implementing item #23.
- At least annually, the METRO Chiefs will conduct a table top exercise to include affected chief officers, line officers and telecommunication’s supervisors with a goal of assuring this plan is current and vetted. An area table top exercise such as those conducted for the Jet Port will count as meeting the needs of this section.

DEFINITIONS:

- *Tier* is the alarm assignment composed 1 strike team.

- *Strike Team* is composed of 3 “like” units/apparatus. Remember the phrase; “Strike alike”.
- *Staging area* is a location to assemble units/apparatus separate from the actual incident. It allows the local IC to request additional resources to be called without response delays and with specific assignment.
- *Staging Officer* tracks units in staging area and assign them per request of the local IC.
- *Remote Secondary Staging* will be a location well away from the community involved in the incident that provides for an area in which these units can respond for routine calls or continue to the community’s staging area.
- *Hospital Liaison Officer* will be a Fire/EMS officer assigned by the IC to coordinate crews at the emergency departments during an MCI.

RESPONSIBILITIES:

- It shall be the responsibility of the communication center directly involved with the incident to contact Portland Communications as needed.
- It shall be the responsibility of Portland Communications’ staff to “call up” the strike teams as requested by the mutual aid community according to the plan.
- It shall be the responsibility of Portland Communications’ staff to transfer the “call up” in the event they are unable to carry out the task.
- It shall be the responsibility of the Cumberland County Regional Communications Center’s staff to be the primary back up for Portland, followed by the Scarborough Communications’ staff.

4. REFERENCES:

- National Fire Academy
- Metro Chiefs – Strike Team Dispatch SOP
- Cumberland County Fire Chiefs
- Metro Chiefs Pre-Determined ICS 205

By Order Of:

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