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| **LTRFCA STEN Incident Checklist** | |
| ***Answering the call from the Operational Area Coordinator*** | * Dispatch worksheet with the following filled out (at a minimum)   + Incident Name   + Incident Order Number   + Request Number (E #)   + Strike Team/Task Force Designator   + Agreement you are responding under (Reimbursement)   + Response (Planned Need, Immediate Need, Initial Attack)   + Check in location at the Incident (address, location and contact name)   + Assigned units and Contact Info (Cell phone, radio frequency etc.) |
| ***En-route to rendezvous point*** | * If XTB then call Grass Valley ECC (530)273-3222 * Start 214. Update continuously. |
| ***Rendezvous point (Strike Team/Task Force form up location)*** | * Incident and Safety Briefing * Travel Procedures and Route * Fuel/Travel Expense Payment Verification (Credit card for each engine) * Red Card Verification * Agency specific Workers’ Comp Forms * Vehicle General Liability Insurance Verification Forms (and accident forms) * Filled out Engine and Crew Data Sheets for each Engine * Exchange cell phone numbers * Assign assistant STEN * Verify 14 Day Commitment (plus 2 travel days) * Test Travel Net Frequency |
| ***n-route to incident*** | * Fill out ICS 211 (Check-in form) * Go over STEN Trainee Expectations * Call Operational Area Coordinator when leaving rendezvous point * If XTB then call Grass Valley ECC (530)273-3222 * If an Emergency arises contact Ops. Area Coordinator, Grass ValleyECC (530)273- 3222 (if XTB) and OES (916)845-8911 ask for Fire Duty Officer |
| ***Arrival at incident*** | * Check in with ICS 211 at location specified * Check in with Agency Rep. (TFC) or OES Liaison Asst. Chief (XTB)-If time allows * Check in with Training Specialist for STEN(T)-If time allows |
| ***During the incident*** | * Call and check in with the Ops. Area Coordinator daily * If XTB then check in with call Grass Valley ECC (530)273-3222 daily * Daily Engine Checks **(Including “Daily Damage Analysis”)** |
| ***Reassignment*** | * If reassigned to another Incident call the Ops. Area Coordinator to get Permission |
| ***Crew Rotation*** | * Notify Ops. Area Coordinator * Ask Agency Rep. (TFC) or OES Liaison for Assistance. **Must be requested/approved at least 48 Hours prior to Change Out. Requires separate F-42 for change out.** |
| ***Demobilization (Before leaving incident)*** | * F-42’s filled out for each engine, STEN and STEN(T)**Must be signed by incident!!!!** * CTR (If federal fire) **Must be signed by incident!!!!** * ICS 221 (demobilization form) filled out**Must be signed by incident!!!!** * ICS 212 (vehicle inspection report) for each vehicle**Must be signed by incident!!!!** * ICS 225 for each Engine Boss and STEN (T) (performance rating) * Check out with Training Specialist for STEN (T) * Make a copy of each engine’s paperwork for your records |
| ***Returning to the Unit*** | * Travel Procedures and Route * Test Travel Net Frequency * Call Ops. Area Coordinator * If XTB then call Grass Valley ECC (530)273-3222 in addition to Ops. Area Coordinator * If an Emergency arises contact Ops. Area Coordinator, Grass ValleyECC (530)273- 3222 (if XTB) and OES (916)845-8911 ask for Fire Duty Officer |
| ***Back in quarters*** | * Turn in all paperwork to the appropriate Chief and keep copies of everything. |