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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”)**
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| ***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.**
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| ***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.
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