

SANTA CLARA COUNTY LOCAL FIRE SERVICE AND RESCUE MUTUAL AID PLAN

APPENDIX 9 - STRIKE TEAM AND MUTUAL AID DEPLOYMENT

EXERCISE Revised Date: January 2024

Next Revision Date: January 2026

Information

The purpose of these monthly activation drills are three-fold; the first is to exercise the existing system and process of mutual aid requests through the public safety answering points and utilize the REDNET. The second is to ensure a state of operational readiness of mutual aid resources in all Santa Clara County Fire Departments. The third is to identify areas of improvement(s) to ensure operational efficiency. Strike Team/Task Force Leaders and responding personnel shall use this opportunity to review operations and policies based on a predetermined exercise scenario.

I. Intent

Monthly mutual aid deployment exercises shall focus on many of the different disciplines that fire department personnel may respond to such as, wildland fires, structure fires, multiple casualty incidents, hazardous materials incidents, and high-rise incidents. Therefore, the requested resources shall form up as a group, and a Strike Team or Task Force leader shall be responsible to provide a one-hour drill at the designated location.

The intent of the Trailer Deployment Exercise is to provide an opportunity to review the specialized resources available in Santa Clara County through the Santa Clara County Mutual Aid Plan. The hosting agency is encouraged to invite neighboring jurisdictions to participate in the exercise in addition to the requested resources.

II. Schedule

A monthly exercise shall be conducted between 0900 and 1200 hrs, on the first Sunday of the month as indicated on the current Strike Team and Mutual Aid Deployment Exercise schedule. The current schedule shall be included as a portion of this appendix, and posted on the Santa Clara County Operational Area website.
<https://www.sccfd.org/xsc-files/xsc-mutual-aid-plan/>

III. Objectives

Response

- To evaluate the ability of requested resources to assemble at assigned at a pre-determined location within the appropriate amount of time.
- To provide an opportunity for strike team leaders and responding personnel to assemble and discuss incident operations appropriate for the designated scenario.

Readiness

- To provide an opportunity for personnel to discuss, and review multi-jurisdictional resource and operational compatibility.
- To provide an opportunity for personnel to assemble and respond with the appropriate personnel, equipment, and PPE for the designated scenario.

Communications

- To provide an opportunity to exercise, and evaluate the effectiveness of the county's communication centers dispatching a multi-jurisdictional response.
- To exercise interoperability of communications between assigned resources.
- To test the ability of responding personnel to correctly utilize the assigned travel frequency.

IV. Strike Team/Task Force Leader Responsibilities

- Respond with the appropriate materials to the exercise between 0900-1200.
- Evaluate the appropriate resources.
- Conduct one-hour lesson on the assigned topic
- Complete all required components of the evaluation packet, and collect required documentation from responding personnel.
- Strike Team/Task Force Leader's shall provide a completed documentation packet to their respective department Operations Chief.
- Complete the appropriate monthly table on the XSC I.M.A.S. sheet under the tab "XSC DRILL".

V. Operational Area Coordinator's Responsibilities

- Ensure the monthly Strike Team and Mutual Aid Deployment Exercise occurs on the first Sunday of each month between the hours of 0900 and 1200hrs.
- Collect all required components of the completed evaluation packets.
- Evaluate effectiveness of the exercise, readiness of responding personnel, lessons learned, and any other areas of concern.
- Provide meaningful feedback to the Operations Section Chiefs.
- Retain completed evaluation packets.

VI. Exercise Participation

- In the event that an agency is unable* to provide a leader to conduct the exercise, it is their responsibility to notify their communications center as soon as possible.
- The communications center shall then notify Santa Clara County Communications.
- Santa Clara County Communications shall then notify the communications center of the agency designated as the alternate Strike Team/Task Force leader for that month, and inform them of their responsibility to conduct the drill.

** The agency will provide a completed exercise evaluation form to the Area Fire Coordinator documenting the reason they were unable to fulfill their commitment.*

VII. Outcome

- To provide meaningful feedback to the Santa Clara County Fire Chiefs as to the effectiveness of the monthly exercise, and to the readiness of personnel when responding to range of multi-jurisdictional responses.
- Using this information, the Santa Clara County Fire Chiefs can then provide direction to the various subsections to improve operational efficiency, accountability, and personnel safety.

STRIKE TEAM LEADER EVALUATION

DISPATCH INFORMATION

Incident Name: _____ Strike Team No. _____

Location _____

Order No. _____ Request No. _____

Probable Assignment _____

Travel Route Information _____

Communication Frequencies _____

Reporting Location and Time _____

_____ Planned Need _____ Immediate Need

COMMENTS:

1. Was information on dispatch adequate?

2. Were all engines prepared for travel and potential assignments?

3. Did you discuss Strike Team Policies and Procedures?

4. Was the radio communications exercise completed successfully?

_____ Yes

_____ No

Detail any radio communications failures:

5. Other general comments or suggestions:

Evaluation submitted by: _____

Fire Department: _____

Please attach all T-Cards and submit this document to your Fire Operations Chief.

INSTRUCTIONAL GUIDE

TOPIC: STRUCTURE FIRE INCIDENT

PURPOSE: To exercise the Strike Team concept in a Structure Fire Incident situation and to improve the multi-agency (fire agencies, SCCEMS and 'County Ambulance') Mutual Aid effectiveness.

MATERIALS NEEDED: Santa Clara County Local Fire Service and Rescue Mutual Aid Plan, Appendices 1, 11, 13 & 14

TIME: One hour

DESIRED OUTCOMES:

- Personnel will describe the key components of the Santa Clara County Local Fire Service and Rescue Mutual Aid Plan (Basic Plan, Appendix 11).
- Personnel will identify the applicable communications channels for mutual aid response.
- Personnel will identify the tasks associated with geographic and functional assignments at a large-scale fire incident where a structure or structures are threatened by fire.
- Personnel will describe the use of T-cards and present correctly completed T-cards.
- Personnel will describe and discuss factors that affect personnel accountability on the fire ground and the adverse affects of freelancing.
- Personnel will describe the major functions of ICS and how they relate to the fire ground operations.
- Personnel will thoroughly understand all policies within Appendix 14.
- Personnel will thoroughly understand the role of the on-scene Safety Officer.
- Personnel will develop an awareness of the Overhead Support Team and the positions they may staff during an incident.
- Personnel will know the difference between Division vs. Group assignments.
- Conduct a portable and mobile radio communications exercise.

KEY COMPONENTS:

- Establish common roles, terminology and communications.
- Assure that minimum ICS functions are carried out.
- Review common terminology: *"Mayday, Emergency Traffic, Firefighter Down, Firefighter Trapped and Firefighter Missing"* (FOG-chapter 21).
- Geographic designations of buildings (Side A, B, C & D) (refer to Appendix 11).
- Communications designations.
- Requesting resources within Santa Clara County, **INITIAL ATTACK, IMMEDIATE and PLANNED** need.
- Resource configuration in Santa Clara County - Strike Teams, Task Force, Single Resource.
- Resource staging
- Firefighter Life Hazard and Identification of Life Hazard Control Zones Policy.
- Rapid Intervention Crew Operations.
- Large Area Search.
- Medical Group vs. Medical Unit
- REHAB functions and organization
- Use of Ambulance Task Force 1
- Mutual Aid request procedures.

TACTICAL ASSIGNMENTS:

1. Review Appendix 1, Radio Communications Plan

Question: Do the company officers understand what frequency restrictions are in effect during large multi agency incidents and the difference between travel, command & tactical frequencies?

Questions:

Are the company officers advised of the incident strategy (Operational Goals)?

Are the company officers advised of the incident objectives (Incident Action Plan)?

Are the company officers briefed on the available resources available to obtain the goal?

Are the company officers briefed on who they will be reporting to and communicating with (Chain-of-Command)?

COMMUNICATIONS:

1. Have the company officers been given a pre-incident briefing and assignment?
2. Travel channel (dispatch channel of incident owner or VFire 21).
3. Tactical channel (tactical channel of incident owner or primary channel of incident owner).
4. Air operations channel (primary channel of incident owner, or CALCORD channel).

ACCOUNTABILITY:

1. T-cards from each engine company are given to the Strike Team Leader and they shall be checked for accuracy.

EQUIPMENT KNOWLEDGE AND READINESS:

- All responding personnel have complete set of Personal Protective Equipment (PPE) and associated safety equipment
- Did all participants have the necessary equipment to safely respond to and operate at the incident? (turnouts in good repair, engine properly equipped with tools, equipment and hose, etc.)
- Knowledge of the Santa Clara County Mutual Aid Plan
- Did the company officers understand the basics of the Mutual Aid Plan and basic ICS plan and terminology (IC, Safety Officer, Operations Chief, Staging Area Manager, Logistics Chief, Rehab Unit, Planning Chief) and check-in locations?
- T-Card use
- Are the T-cards completed and correct? Is the information consistent with the information provided in the Santa Clara County Mutual Aid Plan? Do all vehicles have T-card holders on the inside Captains door area and being used to hold the completed T-cards?

- Building Type & Construction
- Have the company officers been briefed on the type of structure or structures and building construction type involved in the incident? An example would be if the construction is lightweight with truss roofs, mason, brick, 100% sprinkled, partial or not at all, surrounding exposures and types, etc.
- Hazardous Materials
- Are there hazardous materials involved in the incident or with in a close proximity and if so, what are the hazards?

COMMENTS:

SANTA CLARA COUNTY FIRE AGENCIES STRIKE TEAM ACTIVATION DRILL INSTRUCTIONAL GUIDE

TOPIC: WILDLAND FIRE INCIDENT

PURPOSE: To exercise the Strike Team in a wildland fire environment and to improve the multi-agency Mutual Aid readiness and effectiveness.

MATERIALS NEEDED:

- Santa Clara County Local Fire Service and Rescue Mutual Aid Plan, Appendices 1,2,11,14A
- ICS 420-1 (FIRESCOPE Field Operations Guide Chapter 14 - WUI)

TIME: 30 to 60 minutes

DESIRED OUTCOMES:

- Personnel will describe the key components of the Santa Clara County Local Fire Service and Rescue Mutual Aid Plan (Basic Plan, Appendix 11).
- Personnel will identify the applicable communications channels for mutual aid responses.
- Personnel will identify tasks associated with geographic and functional assignments at large-scale wildland fires; this could be with or without structures being threatened.
- Personnel will describe the major functions of ICS and how they relate to the wildland fire environment.
- Personnel will have a better understanding of an Incident Action Plan, and the usage of proper ICS forms to be completed (#201,202,205,206,214).

- Personnel will describe the use of T-cards and present completed T-cards.
- Understand safety concerns and accountability for large-scale wildland events (10/18's and LCES).

KEY COMPONENTS:

- Establish common roles, terminology and communications.
- Identifying basic elements for a complete report of conditions for the first arriving apparatus (Fuel type, Rate of spread, Size, Structures threaten/not threaten).
- Assure that minimum ICS positions/functions are assigned.
- Priority of assignments, company assignments, strike team assignments, and task forces.
- Determined proper tactics and strategy (indirect, direct, or no action).
- Geographic designations of wildland fires (Division A to Z), as referred to in Appendix 11.
- Basic Structure Protection operations and tactical actions.
- Safety and Operational procedures when working with aircraft.
- Know incident safety danger signals such as “ Life Hazard Alerts” and their procedures.
- Identify and understand the three components that impact the spread of wildland fires (Weather, Fuel, Topography).
- Requesting resources within Santa Clara County or adjacent Counties, Initial Attack versus Immediate need versus Planned need.
- Establishing a Unified Command system.

- Strike Team travel assignments (apparatus placement).
- Personnel conduct.

TACTICAL ASSIGNMENTS:

1. Review Appendix 1, Radio Communications Plan.

Question: Do company officers understand what frequency restrictions are in effect during large wildland fire events, and the difference between travel, command, and tactical frequencies?

Do company officers understand radio procedures when working a wildland event under a Mutual Threat Zone?

2. Review Appendix 2, Local Government Strike Teams.

Question: Can company officers identify all Strike Team configurations in the county and apparatus (XSC 2301A, 2302A, 2303A and contingency strike teams 2310C, 2311A, 2313A)? And can they explain what the numbering and letter designators mean?

Question: Do company officers understand the Strike Team rules of conduct?

Question: Do company officers understand the differences between response modes (Initial attack, Immediate need, planned need)?

3. Review Appendix 11, Incident Command System.

Question: Do company officers understand when the "Basic Plan" of ICS goes into effect and what components it has?

Question: Can company officers identify the minimum ICS functions/positions?

Question: Do company officers understand the importance of personnel accountability and the usage of the T-card system (ICS#219)?

Question: Can company officers identify other resources with different colored T-cards?

Question: Can Company officers demonstrate their ability to communicate "Clear Objectives" and to document them in Incident Action Plans (IAP) and ICS#202?

Question: Do company officers understand the importance to keep documentation with ICS #214 forms?

Question: Can company officers identify geographical designations (Divisions/Groups/Branches) and give examples of each?

4. Review Appendix 14A, Firefighter Incident Safety and Accountability Guidelines.

Question: Can company officers define a "Life Hazard" and site examples?

Question: Can company officers explain how to set up a "Life Hazard Control Zone"?

Question: Do company officers understand the role of a "Life Hazard Lookout"?

COMMUNICATIONS

1. Have company officers been given a pre-incident briefing and an expectation of their potential assignment?
2. Obtained order/request numbers.
3. If Initial Attack, identify rendezvous point and contact person (ICS designator).
4. Travel Channel (Dispatch channel of incident owner or VFire 21). Out of county: California Emergency Services Radio System (CESRS).
5. Command Channel (Command channel of incident owner or primary channel of incident owner).
6. Tactical Channel (Tactical channel of incident owner or primary channel of incident owner)
7. Air/Ground Channel (CDF Air/Ground or USFS Air/Ground)

ACCOUNTABILITY:

1. T-Cards from each engine company are given to the Strike Team Leader and they shall be checked for accuracy.

2. Resources arriving at incident shall check into staging, base, check-in, or other sites.

EQUIPMENT KNOWLEDGE AND READINESS:

- Safety Equipment
- Did the participants have the necessary equipment to respond to a large wildland fire event?
- Knowledge of the Santa Clara County Mutual Aid Plan.
- T-Cards- Are the T-cards completed correctly? Is the information consistent with the information provided in the Santa Clara County Mutual Aid Plan?
- Basic knowledge of the three factors that influence fire behavior (Weather, Fuel, Topography).

COMMENTS

INSTRUCTIONAL GUIDE

TOPIC: HAZARDOUS MATERIALS INCIDENT

PURPOSE: To exercise the Strike Team concept in hazardous materials incident, and to improve the multi-agency (fire agencies, SCCEMS and 'County Ambulance') Mutual Aid effectiveness.

MATERIALS NEEDED:
Santa Clara County Local Fire Service and Rescue Mutual Aid Plan, Appendices 1 & 5.

TIME: 30 to 60 minutes

DESIRED OUTCOMES:

- Personnel will describe the responsibilities of the responding Mutual Aid Hazardous Materials Teams and typing, including requesting, record keeping, advisory, and accounting roles.
- Personnel will describe the levels of hazardous materials incidents.
- Personnel will describe the key components of the Santa Clara County Standard Decontamination Policy, Protocols and Procedures.
- Personnel will identify the applicable communications channels for mutual aid response.
- Personnel will describe the use of T-cards and present completed T-cards.

KEY COMPONENTS:

- Establish common roles, terminology, and communications.
- Establish control zones, make company assignments.
- Identify and implement key functions within the fire, hazardous materials, and medical groups.
- Make proper notifications.
- Conduct a portable and mobile radio communications exercise.

TACTICAL ASSIGNMENTS:

1. Review the procedure for requesting mutual aid Hazardous Materials Teams (Ref., Appendix 5, Page i)
2. Review and become familiar with the Haz-Mat Control Zones, and the Contamination Reduction Corridor. (Ref., Appendix 5.)

Questions:

1. Are company officers familiar with Haz-Mat control zones and the associated ICS positions?
 2. Do they understand the purpose of contamination control zones?
 3. Do they understand the importance of an Assistant Hazmat Safety Officer?
 4. Do they understand the difference between the Scene Safety Officer and Asst. HM Safety Officer?
3. Establish a site access control group and a decontamination group to set-up control zones and to begin set-up of the contamination reduction corridor. (Ref., Appendix 5, Information Sheets, Pages 1-10.)

Question:

1. Do the company officers and personnel understand the importance of site access control?
 2. Do they understand the need to set-up the contamination reduction corridor upwind, uphill, and away from the incident?
 3. Are they aware how to prevent contamination of personnel?
 4. The frontline companies can be assigned with at least one hazmat technician to set up a decon area without endangering themselves. This is a required function to be set up prior to entering a hot zone.
4. Establish a decontamination corridor and prepare personnel to function within the corridor. (Ref., Appendix 5, Information Sheets, Pages 1-10.)

Question:

5. Do the company officers and personnel understand the principles of decontamination? Was any specialized or unusual equipment available for the decontamination procedure? What level of personal protective equipment is appropriate for personnel working the contamination reduction corridor? Do they know the different types of decontamination procedures, including emergency decontamination? Do they understand the need for a confirmed water source i.e. hydrant or water tender etc? Do they understand the environmental factors regarding decontamination such as controlling runoff by protecting storm drains, setting up a dam etc?
5. Establish a medical monitoring unit to monitor the condition of the entry team, as they exit the contamination reduction corridor. (Ref., Appendix 5, Information Sheets, Pages 1-10.)

Question:

Do the company officers and personnel understand the need for, and the importance of, post-entry medical monitoring? Under what conditions a person should not be allowed to re-enter a hazard area? The front line companies must be aware of the importance of pre & post medical vitals for entry teams.

- 6 Have a safety briefing prior to the commencement of any hazardous operation in order to alert all personnel of expected hazards and of any emergency procedures in place for this incident. (Ref., Appendix 5, Information Sheets, Pages 1-10.)

Question:

Do the company officers and personnel understand the need for, and importance of, a safety briefing prior to commencement of hazardous operations? Are all personnel aware of the expected hazards and any emergency procedures for this incident?

COMMUNICATIONS:

1. Review Appendix 1 - Radio Communications Plan
2. Travel channel (dispatch channel of incident owner or VFire 21.)
3. Command channel (command channel of incident owner or primary channel of incident owner.)
4. Tactical channel (tactical channel of incident owner or primary channel of incident owner.)

ACCOUNTABILITY:

1. T-cards from each resource are given to the Strike Team Leader, and they shall be checked for accuracy.
2. Resources arriving at the hazardous materials incident shall check-in at staging.

EQUIPMENT KNOWLEDGE OF HAZARDOUS MATERIALS MUTUAL AID PLAN:

- Safety Equipment
- Did the participants have the necessary equipment to safely respond to, and operate at the hazardous materials decontamination incident?
- Knowledge of the Santa Clara County Mutual Aid Plan for Hazardous Materials Incident
- Did the company officers understand how to request hazardous materials team? Did they understand the roles and responsibilities of the various hazardous materials ICS position?

- T-Cards
- Are the T-cards completed and correct? Is the information consistent with the information provided in the Santa Clara County Mutual Aid Plan?

COMMENTS:

INSTRUCTIONAL GUIDE

TOPIC: TRAILER DEPLOYMENT

TOPIC: MODULAR TRAILER DEPLOYMENT EXERCISE

PURPOSE: To exercise the Strike Team concept with an activation and mobilization of the various specialized equipment trailers and to improve multi-agency (fire agencies, SCCEMS and 'County Ambulance') Mutual Aid effectiveness.

MATERIALS NEEDED:

- Santa Clara County Local Fire Service and Rescue Mutual Aid Plan, Appendix 4.B., [Santa Clara County Mutual Aid Resource Status](#)
- ICS 420-1 (FIRESCOPE Field Operations Guide)

TIME: 30 to 60 minutes

DESIRED OUTCOMES:

Personnel and trailers proceed to the designated host venue site;

- Personnel will identify scenarios, which would call for response of the various types of specialized trailers, and will identify trailer assignments (station locations) within the county.
- Participants will provide a guided tour of their assigned trailer, and will remove, describe, and discuss application of selected specialized equipment. In addition, participants will provide handouts describing what specialized equipment is maintained within each trailer.
- Personnel will identify the applicable communications channels for mutual aid response.
- Personnel will identify the tasks associated with geographic and functional assignments at various deployment scenarios.
- Personnel will describe the use of T-cards and present completed T-cards.

KEY COMPONENTS:

- Discuss common roles, terminology, and communications exercise.
- Review response configurations
- Discuss assignment possibilities & expectations

TACTICAL ASSIGNMENTS:

1. Discuss code three driving in relation to trailer towing (see reference)

Question: Does your agency have an SOP/SOG for towing of emergency response trailers? Does your agency allow or prohibit Code three driving when towing?

COMMUNICATIONS:

1. Review Multiple Casualty Incident Plan
2. Travel channel (dispatch channel of incident owner or VFire 21)
3. Fire department traffic will be coordinated on the State "VFire 21" fire frequency.
4. Command channel (command channel of incident owner or primary channel of incident owner).
5. Tactical channel (tactical channel of incident owner or primary channel of incident owner).
6. Air operations channel (primary channel of incident owner, or CALCORD channel,).

ACCOUNTABILITY:

1. T-cards from each company are given to the Strike Team/Task Force Leader, and they shall be checked for accuracy.
 - a. The I-219-8 (tan colored) T-Card shall be used for this resource
2. Resources arriving at the incident shall check in at Staging.

EQUIPMENT/KNOWLEDGE:

1. Safety Equipment
2. Did the participants have the necessary equipment to safely respond to and operate at the incident?
3. Knowledge of the application, care, and maintenance of the equipment
4. T-Card
 - a. Are the T-cards completed and correct? Is the information consistent with the information provided in the Santa Clara County Mutual Aid Plan?

COMMENTS

Trailer Towing & Deployment Reference

IN ADDITION TO INDIVIDUAL DEPARTMENT POLICY & PROCEDURES THE FOLLOWING SHOULD BE CONSIDERED FOR TRAILER DEPLOYMENT ACTIVITIES

Preparation and Pre-Trip

1. Perform a walk-around of the trailer to assure that the unit is free from any attached wires or obstructions
2. Inspect the inside of the trailer for loose items; secure items as necessary
3. Remove the trailer ball (located on floor in rear of trailer) and receiver pin from the trailer. Ensure that the hitch/ball receiver is of the proper capacity (2-⁵/₁₆").
4. Attach ball to tow vehicle with the receiver pin; secure with safety clasp pin
5. Assure that the trailer tongue coupler is raised higher than the top of the trailer ball. The trailer is equipped with a manual tongue jack to assist with raising and lowering.
6. Carefully back the tow vehicle up aligning the ball directly under the trailer tongue coupler. It is highly recommended that a second person assist the tow vehicle operator as a spotter during this event.
7. Lower the trailer tongue coupler onto the hitch ball, firmly seating the coupler in place
8. Secure the tongue coupler to the ball using the coupler lever and coupler safety pin
9. Continue to retract the trailer tongue jack, then rotate the jack parallel to the tongue. Attach the trailer wiring harness to the tow vehicle. Check for green indicator on the electronic brake controller.
10. Attach the safety chains to the tow vehicle. Chains should be crossed under the trailer tongue and slack adjusted.
11. Test all running, brake, and turn signal lights on the trailer
12. Remove the trailer wheel chocks and stow them inside the trailer
13. Lock the trailer doors (tops and both sides) to prevent the doors from opening as you tow
14. Activate "tow haul" button when available (Prime Mover)
15. Attach the emergency breakaway cable
16. Check the tire pressure, rims, and lugs
17. Conduct Pre-trip safety inspection of the tow vehicle
18. Adjust mirrors as needed

19. Test the electronic brakes

20. Check the travel routes and restrictions

Loading

The way you load the trailer can determine how easy you can tow it. While loading, keep in mind that the tongue weight should be 10% to 15% of the overall trailer weight. One of the main causes of trailer sway is not having a large enough percentage of trailer tongue weight compared to gross trailer weight. To help prevent the trailer from swaying back and forth, a few things can be done. Try placing heavier cargo in the front of the trailer, ahead of the trailer's axle. Also center the cargo left-to-right and use tie-downs to keep the load from sliding. Trailer Sway can also lead to a loss of vehicle control. When starting out with a new load on a trailer, make sure it will not sway by gradually increasing your speed in intervals until highway speed is reached. If the trailer does begin to sway, try adjusting the cargo and equipment accordingly and then repeat the test. If repositioning the load and equipment did not help reduce the sway, a sway control or a weight distribution system with sway control may be needed.

Driving

1. The addition of a trailer adds weight and length to the tow vehicle. More weight means more time to speed up and more importantly, slow down. Overall handling is also affected. Responders should increase following distances and allow for extra braking time when towing trailers.
2. Allow for extra time when switching lanes, stopping and passing other vehicles. To assist in slowing down, trailer brakes should be utilized. The extra length can also cause problems on turns. Because the trailer does not follow the exact path as the vehicle on turns, remember to swing out wider when traveling around bends and corners.
3. If fuel conservation is a factor, travel at moderate speeds. Faster speeds increase wind resistance, reduce gas mileage, and place added strain on the vehicle and trailer.
4. When traveling over large hills or down gravel roads, use a lower gear to ease transmission and engine operation. Shifting out of overdrive and into a lower gear may also improve vehicle gas mileage.
5. Be extra cautious of potholes and other large bumps. Riding over one can damage the tow vehicle, trailer hitch and/or trailer. When pulling a trailer take your time and be careful.
6. If for some reason (a gust of wind, a downgrade, a pass by a larger vehicle, etc.) the trailer does begin to sway, the driver needs to assess the situation to determine the proper course of action. Here is a list of "Do's and Don'ts" to think about:

-
- a. “Do's” - Good Towing Practice
- Gradually reduce speed
 - Steady the steering wheel - sudden turns can cause more sway
 - Apply only the trailer brakes to help reduce trailer sway
- b. “Don'ts” - NOT Good Towing Practice
- Do Not slam on the brakes - jackknifing could occur
 - Do Not attempt to steer out of a sway situation
 - Do Not increase speed - Trailer sway increases in faster speeds
 - Do Not tow a trailer that continues to sway
 - Consider reloading the trailer or perhaps adding a sway control or a weight distribution system with sway control

Parking

1. Locate a firm level area for parking the trailer. Allow room for rear ramp extension.
2. Park tow vehicle and apply brakes
3. Apply wheel chocks to the front and rear of the trailer wheels.
4. Detach safety chains from the tow vehicle.
5. Remove the coupler safety pin and raise the coupler latch.
6. Rotate and extend the tongue jack and begin raising the tongue – raising the tongue coupler until it is free from and above the trailer ball.
7. Detach the trailer wiring harness from the tow vehicle.
8. Pull the tow vehicle away from the trailer.
9. Lower the trailer tongue jack until the unit is level.
10. Trailer is now ready for use.

Maintenance

1. Trailers shall be inspected on a regular schedule consistent with deployment use to ensure and maintain deployment readiness. Inspections should address proper tire rating and suggested manufacturer inflation rates.
2. Trailer brakes shall be inspected regularly and consistent with deployment use
3. Wheel bearings are to be inspected and re-packed annually, consistent with deployment use and within manufacturer specifications.

COMMENTS:

INSTRUCTIONAL GUIDE

- TOPIC:** Multiple Patient Management Plan (MPMP) and EMS Taskforce Deployment
- PURPOSE:** To exercise the Strike Team/task force concept with an activation and mobilization of personnel, specialized equipment and Allied Agency resources in an effort to improve multi-agency (fire agencies, SCC EMS and County Ambulance) Mutual Aid effectiveness.
- MATERIALS NEEDED:**
- Santa Clara County Local Fire Service and Rescue Mutual Aid Plan, Appendix 1, Appendix 2, Santa Clara County EMS System Overview, Santa Clara County Multiple Patient Management Plan – MPMP (EMS Policy 811).
 - ICS 420-1 (FIRESCOPE Field Operations Guide)
- TIME:** 30 to 60 minutes

DESIRED OUTCOMES:

Personnel and Equipment proceed to the designated host venue site:

- Personnel will identify scenarios, which would call for an Ambulance Task Force 1 and an Ambulance Task Force 2.
- Personnel will identify scenarios that could qualify for an MPMP Level 1 or 2 Activation.
- Personnel will identify the applicable communications channels for mutual aid response including travel, command, and tactical channels for fire and EMS.
- Participants will display, discuss, and demonstrate the equipment carried as related to the MCI event (vests, PPE, flagging and treatment area identifiers).
- Personnel will consider the options for ambulance operations – staging and loading operations.
- Personnel will identify the tasks associated with geographic and functional assignments at a mutual aid multiple casualty incident.
- Personnel will identify the tasks associated with geographic and functional assignments at various deployment scenarios.

KEY COMPONENTS:

- Discuss common roles, terminology, and communications, including the EMS Communications System.
- Review response configurations. There are two ways for the Incident Commander to order a compliment of ambulance resources:
 - 1) For events that are not expected to grow but have multiple patients requiring transports, requesting an ATF 1 or 2 will result in a compliment of 3 or 6 ambulances and a field supervisor, but not otherwise alter 911 ambulance operations. Example – a multi-patient motor vehicle collision on the highway that has several patients but will not generate anymore.
 - 2) The MPMP at Levels 1 (for less than 10 patients that require ambulance transport) or 2 (for less than 20 patients that require ambulance transport) is designed to deploy an initial compliment of transport resources in addition to altering routine 911 and hospital operations in order to best support a long term multiple patient incident. Example – when the IC expects an incident to already be or to become large enough to require an expanded response from fire, law enforcement, and ambulance providers, including assigning ICS roles.
- The IC shall provide the following information to dispatch:
 - Level of ATF or Activation
 - Number of Patients Requiring Transportation
 - Ground Ambulance Staging Location
 - Safety or Approach Instructions
 - Request for Additional Units
- Use of “Start” triage tags.
- Use of Disaster Management Systems (DMS) “All Risk” triage tags, triage tarps, and triage flagging tape.
- Discuss assignment functions and expectations (Medical Group Supervisor, Triage Unit Leader, Treatment Unit Leader, Transportation Unit Leader)
- Discuss ambulance loading and staging operation options.
- Compare equipment cache and patient movement devices (stair chairs, back boards, gurneys, etc.)
- Conduct a radio communications exercise utilizing incident command channels and EMS primary and secondary command channels.

TACTICAL ASSIGNMENTS:

1. Review Santa Clara County EMS System Overview and the Santa Clara County Multiple Patient Management Plan - MPMP Video (both displayed on the County EMS website).

COMMUNICATIONS:

1. Review MPMP Plan and Updates, Annex A, Appendix 1
2. Travel channel (dispatch channel of incident owner or V Fire 21)
3. Command channel (command channel of incident owner or primary channel of incident owner).
4. Tactical channel (tactical channel of incident owner or command channel of incident owner).
5. Air operations channel (primary channel of incident owner, or CALCORD channel,).
6. County EMS channels
 - Primary dispatch channel (formerly Med 91)
 - EMS Command 92 (hospital ring-down system)
 - EMS Command 93 (primary EMS command channel used at the scene of incidents)
 - EMS Command 94 (Secondary EMS Command channel)
 - BayMacs (Countywide Command Control)

ACCOUNTABILITY:

1. T-cards from each company are given to the Strike Team/Task Force Leader, and they shall be checked for accuracy.
 - b. The I-219-8 (tan colored) T-Card shall be used for this resource
2. Resources arriving at the incident shall check in at Staging.

EQUIPMENT/KNOWLEDGE:

1. Have proper PPE and Safety Equipment.
2. Understand the use of all triage tags, flagging, and tarp options.
3. Understand the updates to the MPMP Plan.
4. Have understanding of the t-card and accountability system.

COMMENTS:

Month	Strike Team	Leader *	Requesting Agency	Rendezvous Location	Thomas Bros Map	Resources Requested	Probable Assignment	Travel Freq.
JAN	2302	SNC CNT	Contra Costa County Fire	Milpitas Fire Station #4 775 Barber Lane Milpitas	813 J2	5 Engines 1 Chief Officer	Hazardous Materials Incident (jet fuel leak)	VFire 21
FEB	2303	SCC/MRG SJS	Santa Barbara County Fire	Gilroy Fire Station #1 7070 Chestnut Street Gilroy	978 B4	5 Engines 1 Chief Officer	Structure Fire Incident (Fully involved commercial structure with 2 exposures threatened)	VFire 21
MAR	N/A	PAF MTV	Santa Clara County OES	San Jose Training Tower 1591 Senter Road San Jose	834 A7	SCC US&R SNC Breathing Support GIL Decontamination CNT EMS SJS Trench	Trailer Deployment Exercise (Activation and mobilization of various specialized equipment trailers)	VFire 21
APR	2302	CNT SNC	Santa Cruz County Fire	Santa Clara County Fire Sunnyoaks Station 485 W. Sunnyoaks Ave	873 D1	5 Engines 1 Chief Officer	Structure Fire Incident (Fire in main assembly hall)	VFire 21
MAY	N/A	SJS GIL	Santa Clara County Fire	Rancho Guadalupe Mid-Pen OSD Hicks Rd @ Pheasant Rd Los Gatos, CA	893 J2	2 Type 3 Engines 2 Type 6 Engines 1 Water Tender 1 Chief Officer	Wildland Task Force Deployment Exercise	VFire 21
JUN	2301	MTV PAF	San Mateo County OES	Foothill College 12345 El Monte Rd Los Altos Hills	831 C2	5 Engines 1 Chief Officer	Multiple Casualty Incident (multi-vehicle accident)	VFire 21
JUL	N/A	SNY SNC	Santa Clara County OES	Sunnyvale Training Center 795 E. Arques Ave Sunnyvale	812 G7	CNT Breathing Support MTV Decontamination SNY EMS SJS US&R PAF Shoring Trailer	Trailer Deployment Exercise (Activation and mobilization of various specialized equipment trailers)	VFire 21
AUG	2303	GIL SJS	Monterey County OES	South County Fire Station Masten Avenue @ Hwy 101 San Martin	957 J3	5 Engines 1 Chief Officer	Multiple Casualty Incident (Train derailment into mobile homes)	VFire 21
SEP	N/A	SNY MTV	Palo Alto Fire Department	Foothills Park 11800 Page Mill Rd Palo Alto	830 G2	2 Type 3 Engines 2 Type 6 Engines 1 Water Tender 1 Chief Officer	Wildland Task Force Deployment Exercise	VFire 21
OCT	2302	CNT SNC	Santa Cruz County Fire	West Valley College 14000 Fruitvale Ave Saratoga	872 G2	5 Engines 1 Chief Officer	Hazardous Materials Incident (toxic gas release)	VFire 21
NOV	N/A	SCC/MRG GIL	Santa Clara County OES	Gilroy Fire Station #1 7070 Chestnut Street Gilroy	978 B4	MLP US&R CNT EMS CNT Breathing Support SJS Logistics SNC Decontamination	Trailer Deployment Exercise (Activation and mobilization of various specialized equipment trailers)	VFire 21
DEC	2301	MLP PAF	Monterey County OES	West Valley College 14000 Fruitvale Ave Saratoga	872 G2	5 Engines 1 Chief Officer	Structure Incident (structure fire commercial building)	VFire 21

* NOTE: Department in top position each month has primary responsibility to provide the strike team leader. Department in bottom position is alternate.