

## Fire and Rescue Unit Leader

### Position Log

Incident Name		Date Prepared	
Name		Contact #	
Shift Start		Shift End	Op Period

### Functional Checklist

Organization	Operations Section
Primary	Morongo Fire Chief
Potential Alternate(s)	Morongo Fire, Battalion Chief Morongo Fire, Captain
Supervisor	Operations Section Chief
Overview	<ul style="list-style-type: none"><li>● Supports/Manages ESF-4, Fire and Rescue</li><li>● Manages prevention, control, and suppression efforts</li><li>● Coordinates the conduct of rescue operations with the assistance of other Emergency Support Functions (ESF)</li><li>● Updates and briefs the Operations Section Chief and other agency supporting ESFs</li></ul>
Description	The Fire Rescue Unit coordinates emergency and disaster fire, rescue, and hazmat response operations.
Responsibilities	<ol style="list-style-type: none"><li>1. Coordinate fire, disaster medical, hazardous materials, and search and rescue operations.</li><li>2. Coordinate the Fire Mutual Aid and Assistance.</li><li>3. Complete and maintain unit status reports for major incidents requiring or potentially requiring ESF-4 (Fire and Rescue) support from operational area, state, and federal response entities, and maintain status of unassigned fire &amp; rescue resources.</li><li>4. Implement the objectives of the EOC Action Plan assigned to the unit.</li></ol>
Forms and Job Aids	<ul style="list-style-type: none"><li>○ ESF-4, Fire and Rescue Annex</li><li>○ Fire SOPs and SOGs</li><li>○ Maps</li></ul>

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<p>Checklist - Activation Phase</p>	<ul style="list-style-type: none"><li>○ Upon arrival at the EOC check in at the designated check in location.</li><li>○ Upon arrival at the EOC check in at the designated check in location.</li><li>○ Report to the Operations Section Chief.</li><li>○ Identify yourself as Fire/Rescue Unit Leader.</li><li>○ Establish/continue coordination with Perris Command and Incident Command.</li><li>○ Support the execution of the ESF-4, Fire and Rescue Annex to the EOP.</li><li>○ Set up your workstation and review your position responsibilities.</li><li>○ Establish and maintain a position log that chronologically describes your actions taken during your shift.</li><li>○ Contact Riverside County, CalFire, US Forest Service, Bureau of Indian Affairs, and other Fire Agency Representative.</li><li>○ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.</li><li>○ Based on the situation, activate the necessary staffing within the unit.</li><li>○ If the fire mutual aid system is activated, coordinate use of fire resources with the Operational Area Fire &amp; Rescue Mutual Aid Coordinator.</li><li>○ Prepare and submit a preliminary status report and major incident reports as appropriate to the Operations Section Chief.</li><li>○ Prepare objectives for the Fire &amp; Rescue Unit; provide them to the Planning Section Chief prior to the EOC Incident Action Planning meetings.</li></ul>
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<p>Checklist - Operational Phase</p>	<ul style="list-style-type: none"> <li>○ Ensure that Branch and Unit position logs and other files are maintained.</li> <li>○ Maintain current status on Fire &amp; Rescue missions being conducted.</li> <li>○ Provide the Operations Section Chief and the Situation Status Unit Leader in the Planning Section with an overall summary of Fire/Rescue Branch operations periodically or as requested during the operational period.</li> <li>○ On a regular basis, complete and maintain the Fire/Rescue Branch Status Report.</li> <li>○ Refer all contacts with the media to the Public Information Officer.</li> <li>○ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).</li> <li>○ Prepare objectives for the Fire/Rescue Unit for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.</li> <li>○ Provide your relief with a briefing at shift change; inform him/her of all on going activities, branch objectives for the next operational period, and any other pertinent information.</li> </ul>
<p>Checklist - Demobilization Phase</p>	<ul style="list-style-type: none"> <li>○ Deactivate your assigned position and close out logs when authorized by the Operations Section Chief.</li> <li>○ Complete all required forms, reports, and other documentation. Submit all forms through your supervisor to the Planning/Intelligence Section, as appropriate.</li> <li>○ Be prepared to provide input to the hot-wash after-action report.</li> <li>○ If another person is relieving you, ensure you conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.</li> <li>○ Clean around your work area before you leave.</li> <li>○ Leave your contact information.</li> <li>○ Be prepared to provide assistance to other jurisdictions.</li> </ul>
<p>Checklist - Recovery Phase</p>	<ul style="list-style-type: none"> <li>○ Continue to support ESF-4, Fire and Rescue Annex to the EOP.</li> <li>○ Work with any Morongo ESFs coordinating recovery efforts and through the Recovery Annex to the Emergency Operations Plan.</li> </ul>