

**OES REGION I – AREA “C”**  
**US&R REGIONAL TASK FORCE-4 (RTF-4) DEPLOYMENT POLICY**  
**Effective: June 20, 2016, by Area “C” Fire Chiefs REV: 03-18**

**I. PURPOSE**

The Region I Area “C” Urban Search & Rescue Regional Task Force 4 (RTF-4) has been organized to provide efficient deployment of resources among the cooperating agencies for the purpose of delivering improved services to the State of California through the California Disaster and Civil Defense Master Mutual Aid Agreement.

**II. SCOPE**

Urban Search and Rescue (US&R) involves search, rescue (extrication), and initial medical stabilization of victims trapped in confined spaces. Structural collapse is most often the cause of victims being trapped, but victims may also be trapped in transportation accidents, mines and collapsed trenches, and mud debris/flow.

Urban Search and Rescue is considered a "multi-hazard" discipline, as it may be needed for a variety of emergencies or disasters, including earthquakes, hurricanes, typhoons, storms and tornadoes, floods, dam failures, technological accidents, terrorist activities, and hazardous materials releases. The events may be slow in developing, as in the case of hurricanes, or sudden, as in the case of earthquakes.

**III. CONCEPT OF OPERATIONS**

The Incident Commander from the authority having jurisdiction (AHJ) shall be responsible to make an initial determination regarding resource requirements for a US&R incident. The subsequent request for US&R resources could be for one or more levels of a tiered- response system comprised of:

- Tier One: US&R single resources,
- Tier Two: US&R Regional Task Forces (RTFs) or,
- Tier Three: State/National Task Forces.

Typically, the first level of response to be deployed will be at the Tier One level: US&R single resources. These units can be immediately deployed on the initial or subsequent alarms, but may not have extended operational capabilities. The next level of response is Tier Two: the Regional Task Force (RTF). Regional Task Forces can be deployed quickly and are located throughout the state.

This is the role of the Area C RTF-4, a joint powers authority. The RTF concept is designed to provide a robust, reinforced response, with heavy-rescue capability, and a 45 minute or less response time. They are equipped to be self-sufficient for the first 24 hours and are prepared for 12-hour operational work periods. RTFs generally arrive in sufficient time to provide relief to the initial-attack single-typed resources, fill the extended-attack function for the first 24 hours, and ensure continuity of operation until the third level of response, a Tier Three, Type-1 State/National Task Force can arrive and engage in rescue efforts or planned needs. These resources, although larger and with the highest level of capability, typically need at least a 4-6 hour reflex time in order to mobilize for deployment.

#### IV. REGIONAL TASK FORCE-4 (RTF-4)

RTF-4 is comprised of three Type 1 US&R Companies with 29 highly trained and equipped personnel prepared for large or complex urban search and rescue operations. Within the 29 member team, RTF-4 is supported by a specialist element of 16 personnel. If a trainee is authorized as part of the assignment, the total complement is 30 personnel.

Specialty element personnel assigned to RTF-4 include (number of personnel and position):

- (1) Task Force Leader
- (1) Assistant Task Force Leader
- (1) Assistant Safety Officer
- (1) Search Manager
- (1) Rescue Manager
- (2) Technical Search Team Members
- (2) Hazardous Materials Specialists
- (1) Heavy Equipment Rigging Specialist
- (3) Tool and Equipment Specialists and
- (2) US&R Medics
- (1) Structural Specialist

Supplemental to these resources is: (2) Canine Search Specialists which will provide additional resource support and which need to be ordered through Cal OES by Verdugo Dispatch.

RTF-4, when fully staffed, will encompass a team of 29 personnel. An authorized Trainee brings the complement to 30. This multi-disciplinary team provides five functional elements that include Supervision, Search, Rescue, Medical, and Logistics. Transportation is provided by RTF-4 and logistical support may be required of the requesting agency. RTF-4 is supervised by a Task Force Leader (TFL) and an assistant Task Force Leader (ATFL).

The US&R Task Force Search element includes physical, canine and electronic capabilities. The Rescue element can conduct rescue operations in all types of structures. The HazMat element is primarily responsible for the detection of environmental conditions for task force members and entrapped victims. The Medical element is primarily responsible for the care and treatment of task force members and entrapped victims during extrication and to assist with the care of Canine Teams working with the Task Force. The Logistics element provides the task force with logistical support and communications. Participating agencies will ensure that their personnel is issued the appropriate Personal Protective Equipment (PPE) and have all prerequisite training.

## **V. ADMINISTRATION AND WORKING GROUP**

The Area “C” Fire Chiefs will provide the appropriate administrative guidance for RTF-4. The RTF-4 Working Group (committee) will provide operational management and leadership specifically the RTF-4 Coordinator. Selected personnel from each of the participating agencies will form the working group as US&R Coordinators.

The RTF-4 Coordinator will facilitate tasks required of the working group and provide communication to the Area “C” Fire Chiefs. The RTF-4 Coordinator or their designee will also be responsible to represent RTF-4 at the State Regional Task Force level to include attending regularly scheduled meetings of the group. The RTF-4 Working Group shall be tasked with coordinating operational practices and procedures among the participating agencies and shall ensure that training activities are identified and provided as required. The working group will manage the development, delivery, and planning of training activities necessary to meet the overall goals of the RTF mission.

## **VI. PARTICIPATING AGENCIES**

1. Pasadena Fire Department (PAS)
2. Glendale Fire Department (GLN)
3. Arcadia Fire Department (ARC)
4. Monrovia Fire Department (MRV)
5. San Gabriel Fire Department (SGB)
6. Alhambra Fire Department (ALH)
7. Monterey Park Fire Department (MPK)

## **VII. DAILY ROSTERING (SIGN-UP) PROCEDURES**

The purpose of this section is to act as a guide for the proper online rostering of Cal OES US&R Regional Task Force-4 (RTF-4). This guide is intended to allow for a complete Regional Task Force 4 (RTF-4) roster by name and agency to be in place by 0830 daily. This will allow for reduced confusion or concern during a deployment. Team continuity is the goal and an accurate daily roster will allow Task Force Leader to understand their given resource as well as request anything that is not in place for the deployment.

- A. Daily sign-up and operational resource status and other useful information, including RTF-4 point of contact information will be posted on the Verdugo Fire Communications website ([www.unified-response.org](http://www.unified-response.org)) and updated as necessary.

- B. The designated RTF-4 members will roster their assigned US&R resource(s) to the Verdugo website by no later than 0830 each day.
- C. C. The following are the roster position identifiers which shall be filled no later than 0830 each day.
1. Task Force Leader (TFL)
  2. Assistant Task Force Leader (ATFL)
  3. Assistant Safety Officer (ASO)
  4. Search Manager (SM)
  5. Rescue Manager (RM)
  6. Technical Search Specialist (TSS)
  7. US&R Medic (UMED)
  8. Tool and Equipment Specialist (TES)
  9. Search/Rescue Team Leader (SRTL)
  9. Haz-Mat Specialist (HMS)
  10. Heavy Equipment Rigging Specialist (HERS)
  11. Structural Specialist (STRS)
- D. The Task Force Leader (a Battalion Chief level or qualified Captain level position as established through the daily sign-up procedures) will ensure that a copy of the Daily Resource Status page is electronically forwarded to Cal OES Region 1 Chief and Region 1 Coordinator Dispatch Supervisor (LAC) each day after the positing of the roster has been completed. The Task Force Leader or Assistant Task Force Leader will be responsible to ensure this is accomplished daily. The email addresses are: [David.Stone@caloes.ca.gov](mailto:David.Stone@caloes.ca.gov) and [EDL-FIRE\\_SupervisingFireDispatcher@fire.lacounty.gov](mailto:EDL-FIRE_SupervisingFireDispatcher@fire.lacounty.gov)

## VIII. REQUEST AND DISPATCH DEPLOYMENT PROCEDURES

- A. Requests for Regional Task Force 4 (RTF-4) will generally be generated from Cal OES via Region 1. All requests will be routed to the Verdugo Fire Communications Center at (818-956-4800) or through ROSS (Resource Ordering and Status System). Verdugo Fire Communications staff will, in turn, notify the on-duty RTF-4 Task Force Leader of the request and all related incident and dispatch information.
- B. Verdugo shall fill the ROSS (Resource Ordering and Status System) order with 29 Technical Specialists and the RTF-4 footprint apparatus.

	<b>Unit Identifier</b>	<b>Description</b>	<b>Number of Personnel</b>
1.	US&R 32	Type I Heavy Rescue	4
2.	Utility 37	4X4 Utility Truck	2
3.	US&R Trailer 22	Utility Truck with 1 UTV	2
4.	US&R 22	Type I Heavy Rescue	4
5.	US&R 106	Type I Heavy Rescue	3
6.	US&R Trailer 63	4X4 Utility Truck, BoO Trailer, 2 UTVs	3
7.	US&R Trailer 71	Utility Truck with UTV	3
8.	E701	Type I Engine	3
9.	US&R Trailer 51	Utility Truck with 1 UTV	3
10.	Battalion Chief	Strike Team 4X4 Truck	1
11.	Hayden Melbourne P626	Structural Specialist	1
12.	Ordered thru Cal OES	Canine Search Specialists	2

- C. When Verdugo Fire Communications is notified by Region 1 or Area C of the request for RTF-4, Verdugo shall pre-alert RTF-4. Verdugo shall alert all stations using the “All Call” station alert group and Full- Alert tones when dispatching RTF-4. The All Call alert is used to alert all apparatus, due to the unknown locations of personnel and apparatus in Area “C” and the need for each to either return to the station to pick up apparatus and/or respond to the rally point.
- D. Verdugo Fire Communications shall utilize the RTF-4 paging text group to provide dispatch information to the team members who don’t have a Mobile Data Computer (MDC) on their apparatus.

## **IX. RTF-4 RESPONSE**

RTF-4 personnel shall respond with appropriate levels of both fuel and water, wearing appropriate Personal Protective Equipment (PPE), and shall report to the designated rally point (staging area) or to the incident location as directed by Verdugo, in a safe and efficient manner within 45 minutes.

In an effort to preserve regional or Area “C” system resource coverage it shall be the responsibility of the responding agency to make every effort to backfill responding resources (such as but not limited to: US&Rs, Trucks, Engines, Utility Terrain Vehicles (UTV), Trailers, single resources or any unit that effects area coverage), within two (2) hours of the initial dispatch of the responding RTF-4 deployment.

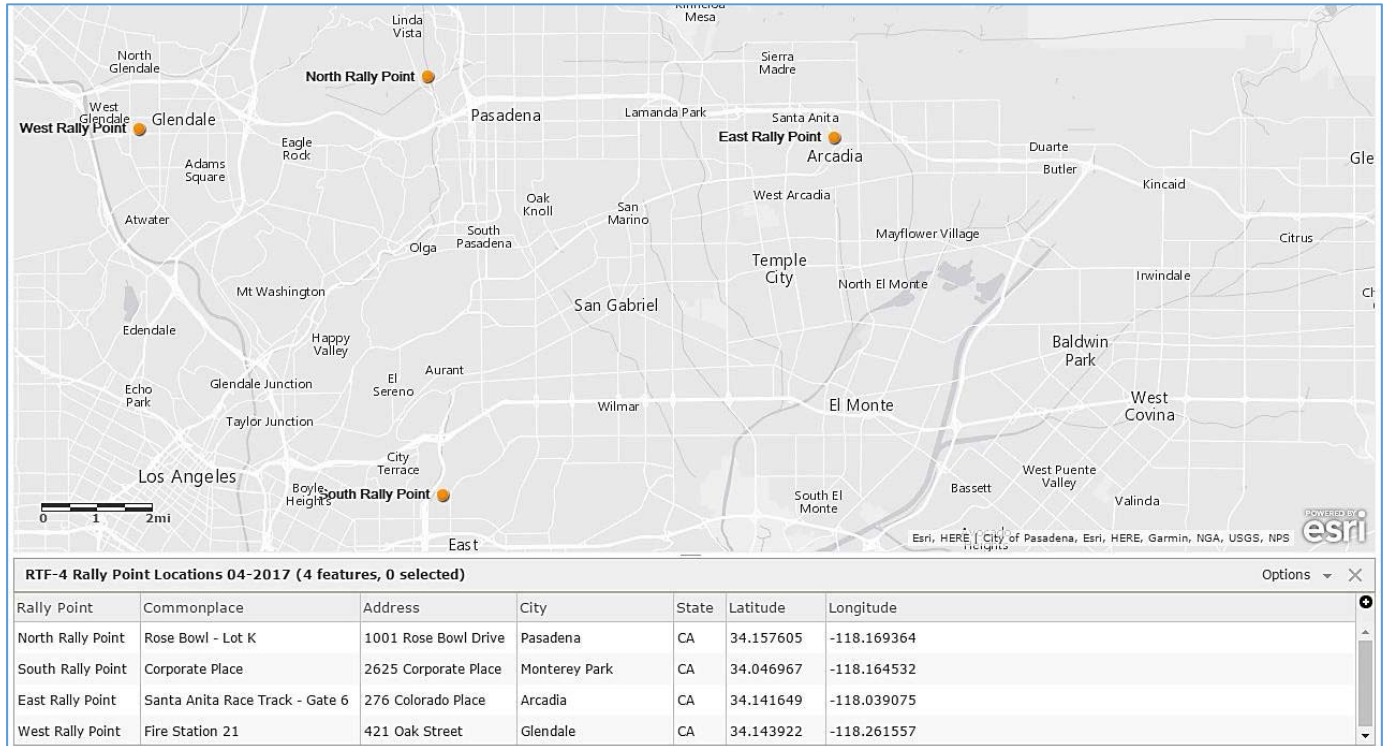
If the responding agency cannot immediately backfill their units within two (2) hours, they will need to notify Verdugo with an estimated timeframe as to when the unit will be placed back in service. In the event of an actual deployment, the two remaining US&R’s will be responsible for Area “C” coverage.

## **X. DESIGNATED RALLY POINT (STAGING) LOCATIONS**

- A. All RTF-4 resources shall generally respond to one of three designated rally point (staging) locations depending upon the direction of travel and incident location:

1. North Rally Point - Rose Bowl, Lot K, 1001 Rose Bowl Drive, Pasadena, 34.157605, -118.169364
2. South Rally Point – 2625 Corporate Place, Monterey Park, 34.046967, -118.164532

3. East Rally Point – Santa Anita Track, Gate 6, 276 Colorado Place, Arcadia, 34.141649, -118.039075
4. West Rally Point – Fire Station 21, 421 Oak St, Glendale, 34.143922, -118.261557



- B. RTF-4 Task Force Leader (TFL) Briefing. Prior to responding from one of the designated rally points (staging areas), the RTF-4 Task Force Leader (TFL) shall hold a briefing with all assigned US&R personnel to determine the following:
1. All personnel are adequately prepared for extended duty and at a minimum for a 24 hour operational period.
  2. All personnel have US&R Personal Protective Equipment (PPE).
  3. Designated assignments per the RTF organizational chart as found in FIREScope US&R 120-1 (Appendix E).
  4. Sufficient apparatus and equipment as listed in the FIREScope US&R ICS 120-1 (Appendix D).
  5. Full fuel tanks in all apparatus.
  6. Communications plans for both travel and incident are established and communicated to the team.
  7. Travel routes are established and communicated to the team.

## XI. COMMUNICATION PROCEDURES

- A. Radio Communications (Mobiles/Portables):
  - 1. Apparatus shall be programmed with VHF TICP – Zones 1, 2, & 3 as a minimum.
  - 2. Task Force Leader vehicles shall be programmed with current VHF TICP – Zones 1, 2, 3, 4, 5, & 6 as a minimum
- B. Frequency Assignments:
  - 1. All companies shall be assigned a travel channel as designated by Verdugo Fire.
  - 2. RTF-4 US&R's and related apparatus shall use CESRS Direct (153.7550) during travel to communicate with each other:
    - a. A suitable Verdugo *direct* (with Verdugo's permission) channel may be substituted at the direction of the Task Force Leader.
    - b. FDUMA may be assigned, however only when responding to incidents within Los Angeles County.
    - c. Task Force Leaders shall remain in contact with Verdugo on RED 1 for as long as possible.
    - d. Report time of departure, and if able, arrival on scene.
  - 3. Contact with the agency requesting mutual aid should be made on the appropriate channel as identified by Verdugo at time of dispatch.
- C. Radio Protocols:
  - 1. Clear text (plain English) shall be used for all communications
    - a. Report time of departure, and if able, arrival on scene.
    - b. Actual frequencies and channel names shall be stated, e.g., 154.265, VFIRE-22 or 168.2000, NIFC TAC-2; do not simply use a channel number.
- D. Radio Programming:
  - 1. Verdugo Task Force representatives may be contacted for the current list of Tactical Interoperability Communication Plan (TICP) radio frequencies, both UHF and VHF.

## XII. PERSONNEL RELIEF & DEMOBILIZATION PROCEDURES

- A. MOU specific practices notwithstanding, relief of assigned RTF-4 crews will adhere to the following guidelines:
  - 1. All relief shall be arranged by and through the Task Force Leader (TFL).
  - 2. All requests for relief shall be at the discretion of the Task Force Leader. Replacement of personnel generally should not occur prior to fourteen (14) days, unless it is deemed necessary in the event of injury or illness to an individual on the team.
  - 3. Proper incident management should allow crews heavily involved in incident activity sufficient rest periods so as to not necessitate early movement of relief crews.



**NOTE: Safety, health, and fatigue reasons are the primary concern. It is not at the convenience of the member requesting early relief. The final word on relief of personnel under his/her command rests with the Task Force Leader.**

4. Those persons requiring relief related to item A. 2. (i.e. volunteers, scheduled vacations, etc.) will be required to notify their respective department prior to responding to the assignment.
5. Task Force Leaders are responsible to see that all company operators are rested adequately to ensure safe vehicle operation prior to responding to the incident or returning from the incident.

### **XIII. STANDING ORDERS**

- A. To the extent possible, Task Force Leaders shall contact Verdugo Dispatch at a minimum of twice (2) daily and preferably at six (6) hour intervals regarding the status of personnel, apparatus, activities of the team and their location at (818) 956-4800.
  1. In an effort to reduce and limit inaccurate information, innuendo, and rumor all incident related information shall be relayed solely from the Task Force Leader to Verdugo, for subsequent dissemination to the Area “C” Fire Chiefs.
- B. Task Force Leaders shall remain with their assigned task force personnel and companies.
  1. Exception(s): Operational briefings or other emergency related necessity.
- C. Task Force Leaders must obtain authorization from Verdugo Fire for the relocation of the team to incidents other than the original dispatched assignment if there is a change in assignment.
- D. Task Force Leaders shall have company commanders maintain accurate records of daily activity in order to complete OES F-42 (Emergency Activity Record and ICS-214). Collect and complete Form 42 from all units prior to demobilization. Keep all receipts of expenses incurred for possible future reimbursement.
- E. Verdugo will initiate a system-wide notification of incident activity reports from the Task Force Leader between the hours of 0800-2200 unless the message is deemed urgent.

### **XIV. QUALIFICATIONS**

- A. It is the goal of the participating agencies of RTF-4 to meet the requirements set forth in FIREScope ICS-US&R 120-1 and, to achieve and maintain certification through the California Office of Emergency Service (Cal OES). The RTF-4 Working Group will strive to ensure that training goals are conducted in a manner that is consistent as possible. The working group will assist with the development, delivery, and planning of training activities necessary to meet the overall goals of the RTF mission.

- B. Each participating agency will maintain a list of their US&R Qualified Personnel. A roster shall be maintained by the RTF-4 Work Group and shall be updated annually. All members on the roster must be US&R Qualified by attending the five core classes (RSI, RSII, Trench, Confined Space, and LARRO).
- C. The Task Force Leader shall have all 5 core classes, US&R Regional Task Force Leader. If TFL doesn't have US&R Regional Task Force Leader, the TFL must be STEN (Strike Team/Task Force Leader) Qualified.
- D. If the Task Force Leader doesn't meet the above qualifications, then the Assistant Task Force Leader (Captain) shall have all 5 core classes and US&R Regional Task Force Leader. This will prevent an Unable to Fill (UTF) scenario.