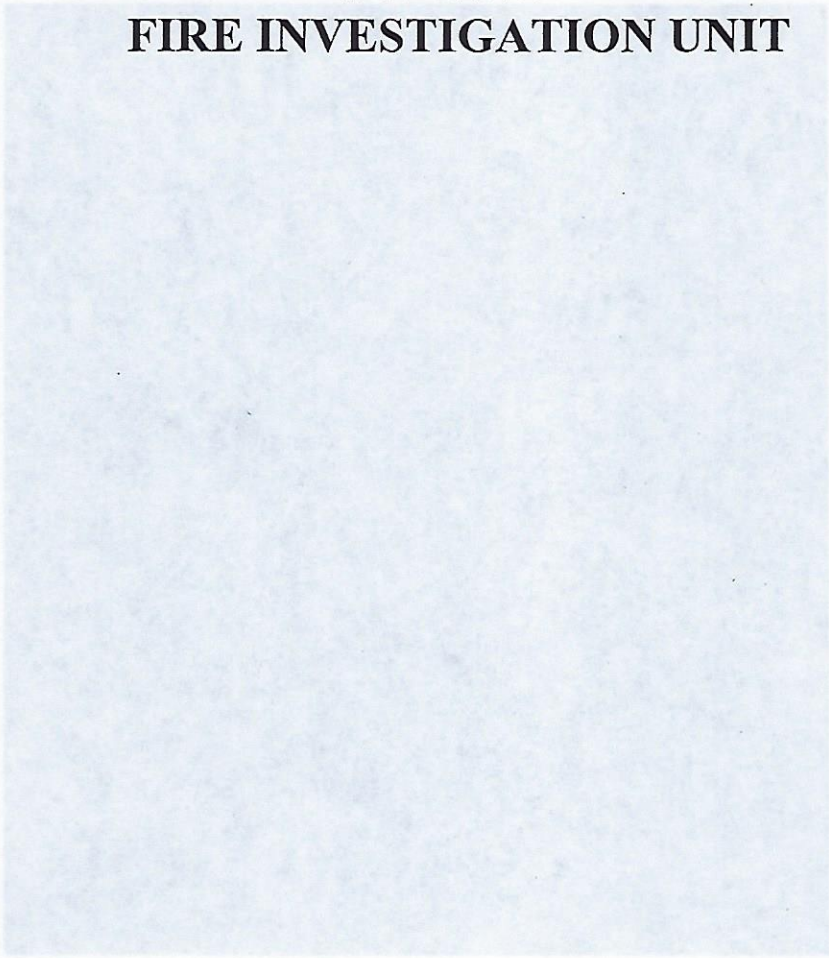


Solano

Fire Investigation Unit

Standard Operating Guidelines

**SOLANO -
FIRE INVESTIGATION UNIT**



Solano

Fire Investigation Unit

Standard Operating Guidelines

SOLANO - FIRE INVESTIGATION UNIT

Revisions

DATE	Revisions	Sections	By
9/3/2008	Accepted Final Draft	All	M. O'Brien
1/25/2012	Change Name – Include Org Charts, Mission & Vision Statements	All	M. O'Brien
5/23/2012	Rename position titles for ICS compatibility, Revise Requirements for Lead investigator, Add 7.3 team Log wear	All	M. O'Brien

SOLANO - FIRE INVESTIGATION UNIT

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POLICY NUMBER 1

AUTHORITY OF THE INVESTIGATION UNIT

FIRE INVESTIGATION UNIT

The authority of the Fire Investigation Unit (FIU) members shall be determined by the agency requesting their assistance.

The Fire Investigation Unit is a cooperative team with membership from Fire, Law Enforcement agencies, and the District Attorney in Solano County. Special nonaffiliated members are sponsored through the Solano County Office of Emergency Services (SCOES). The Solano County Office of Emergency provides management and central record keeping for the team.

Procedure 1.1

The Incident Commander may specifically expand, restrict, or describe detailed information regarding authority to be assigned unit members.

Procedure 1.2

All members of the unit must function within the scope/authority of their individual agency and in accordance with all Federal, State, County, and City laws.

Procedure 1.3

Unit members will carry out those tasks necessary to accomplish the mission as established by the requesting agency.

Procedure 1.4

In incidents where the requesting jurisdiction has a specific liability, the unit may be requested to control the entire investigation.

SOLANO - FIRE INVESTIGATION UNIT

POLICY NUMBER 2

MUTUAL AID AGREEMENT

The FIU will utilize a group of specialized investigators on a mutual aid basis.

Procedure 2.1

Each individual member will work out an agreeable compensation method with his/her own employer.

Procedure 2.2

Members will provide as much investigative equipment as possible and will be responsible for the welfare of that equipment.

Procedure 2.3

Equipment belonging to the FIU will be the responsibility of the member using it.

Procedure 2.4

Replacement of expendable supplies should be requested from the local jurisdiction. Members requesting reimbursement or replacement of film or evidence containers should submit a written request through the Incident Commander.

Procedure 2.5

Major equipment losses or claims shall be coordinated with the unit Team Leader and the Solano Liaison Chief.

Procedure 2.6

Any agency requesting services of the unit may offer to purchase, donate, or replace damaged equipment based on availability of funds.

Procedure 2.7

Solano County through grants has provided an equipment trailer and certain equipment that will be maintained on the FIU inventory and available for audit as needed.

SOLANO - FIRE INVESTIGATION UNIT

POLICY NUMBER 3

REQUESTING ASSISTANCE OF FIU

Any member of the Fire Investigation Unit, Fire Chief, Police Chief; District Attorney, or Incident Commander may request the assistance of the Investigation Unit.

Procedure 3.1

On scene Incident Commanders or their representative will call the Solano Dispatch or St. Helena Dispatch to initiate a request. Requests shall be made for the "On Call" FIU Investigator.

Procedure 3.2

The dispatch centers will only be responsible to contact **ONE** On Call Investigator or a listed alternate. It is the responsibility of the On Call Investigator to call the additional staffing needed. An updated list of On Call Investigators will be provided to the dispatch centers annually. On Call Investigators are assigned by month.

Procedure 3.3

The request shall include the location of the incident, reporting location, requesting agency's supervisor or lead investigator name, the agency's investigator's cell telephone number, and or radio identifier, and radio net.

Procedure 3.4

The On Call Investigator will determine what resources are needed and make notifications to meet the investigation needs. Specific members may be requested due to a special skill or area of expertise. The On Call Investigator shall initiate a "City Watch" phone tree message to alert team members.

Procedure 3.5

The local Law Enforcement agency being the "Authority Having Jurisdiction" will be notified as soon as a crime is thought to have been committed. The Lead Investigator will request a crime report. In incidents where there is a fatality, the local law enforcement agency will be notified.

Procedure 3.6

The responsibility of the Solano Fire Investigation Unit is to assist the Lead Investigator of the local jurisdictional agency in preparing a Cause and Origin report. The local agency Lead Investigator is responsible for the investigation and the final report. The local Lead Investigator has the responsibility and the authority to manage the investigation. Final reports, follow up, case preparation and presentation of the case is the responsibility of the local jurisdiction.

Team members may file supplemental reports to the final report but are not responsible to file the final report. Any additional follow up work is the responsibility of the agency where the incident occurred. The FIU may be requested to assist with follow up or ongoing investigations.

SOLANO - FIRE INVESTIGATION UNIT

POLICY NUMBER 4

DOCUMENTING CALL OUTS

A written activity report for all related activities shall be completed after every investigation.

Procedure 4.1

A FIU post incident report will be completed and sent to the member responsible for record keeping.

Procedure 4.2

The FIU Investigation Team Leader assigned to an investigation is required to submit a supplemental report for inclusion in the final investigation report.

A copy of the final investigation report with the FIU supplemental report will be filed for FIU records.

Members who are required to submit supplemental reports to the FIU shall do so within 30 days.

Members should maintain a copy for their records.

(See forms)

SOLANO - 2
FIRE INVESTIGATION UNIT

POLICY NUMBER 5

CARRYING OF FIREARMS

No member of the FIU shall carry a firearm, unless specifically authorized by law and their agency. (See penal code section 830.37 for specifics.)

Procedure 5.1

Those members authorized to carry firearms shall be currently qualified within his/her own agency.

Procedure 5.2

Member shall only carry firearm specifically allowed and when authorized by his/her own agency.

SOLANO - FIRE INVESTIGATION UNIT

POLICY NUMBER 6 CARRYING OF I.D.CARDS

All members shall carry a valid identification card issued by Solano Fire Investigation Unit.

Procedure 6.1

I.D. cards must be carried and readily available at all times while involved in FIU activities.

Procedure 6.2

Only members on the most current call out list are allowed to possess I.D. Cards. All other I.D. cards must be surrendered to the FIU

Procedure 6.3

All I.D. cards will remain the property of the FIU and the Solano Fire Investigation Unit.

SOLANO - FIRE INVESTIGATION UNIT

POLICY NUMBER 7

UNIFORMS

All members working a scene shall be readily identifiable.

Procedure 7.1

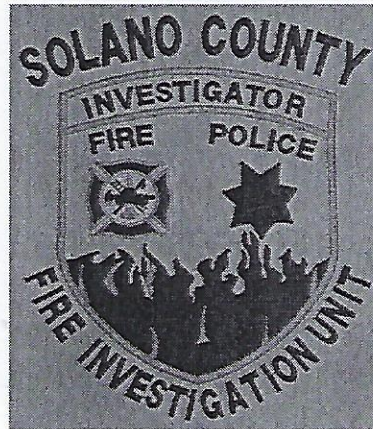
Members shall wear the appropriate PPE clothing for the investigation.

Procedure 7.2

Members shall wear a safety hat or helmet while in hazardous areas.

Procedure 7.3

Members are authorized to purchase and wear clothing embroidered with the team logo under PPE or during training, meetings, and other social occasions.



SOLANO - FIRE INVESTIGATION UNIT

POLICY NUMBER 8

MINUTES, ANNOUNCEMENTS, SPECIAL COMMUNICATIONS

The minutes, announcements, and special communications may be mailed to members.

Procedure 8.1

Minutes will be provided to all members on the roster and to the Solano Liaison Chief.

Procedure 8.2

Special announcements or communications may be mailed to all members.

Procedure 8.3

Intelligence information will be handled by an intelligence coordinator and provided to only designated members and representatives of the agencies in Solano and Counties.



SOLANO - FIRE INVESTIGATION UNIT

POLICY NUMBER 9

MEDIA RELATIONS

All media relations will be handled by the "Authority Having Jurisdiction."

Procedure 9.1

Media inquiries for on scene investigations will be directed to the "Authority Having Jurisdiction."

The FIU Investigation Team leader may explain basic concepts and general activities of the FIU at the direction of the "Authority Having Jurisdiction."

Procedure 9.2

Media releases regarding the FIU for other than on scene investigations will be handled through the Team Leader or his/her designee.

SOLANO - FIRE INVESTIGATION UNIT

POLICY NUMBER 10

MEMBERSHIP

Membership in general is limited to fire and law enforcement agencies because of the need to periodically access confidential and sensitive law enforcement information.

A letter of intent shall be filed with the FIU Team Leader for each person requesting membership in the FIU. A letter shall contain a statement on the individual's willingness to become an active member of the FIU and shall outline their qualifications for membership.

The letter shall be signed by the applicant's chief/department head and shall contain a statement indicating the department's support of the FIU and whether the applicant is authorized by his/her agency to carry a firearm during FIU activities.

Potential members not affiliated with a fire or law enforcement agency in Solano or County may apply pending approval from the Solano County Office of Emergency Services. Solano OES will approve this type of membership after enrolling the prospective member as a "Disaster Worker." Those members will be required to pass all requirements established by Solano County for Disaster Workers in this category.

SAMPLE APPOINTMENT LETTER FOR THE - SOLANO FIRE INVESTIGATION UNIT

Place on Department Letter Head

Date:

_____*Name, Title*_____, of the _____*Organization*_____ has been approved for appointment to the Solano Fire Investigation Unit. I understand and will support _____*Name*_____ in the time commitment and equipment needed for this extra duty (within consideration of department needs).

I understand that the FIU does not compensate for time and that the individual department's agreements for compensation remain in effect.

Qualifications: (See FIU Policy Manual)

List Qualifications for membership:

Years experience _____ in Fire or law enforcement.

Training:

Firearm Authorization (See penal code section 830.37 for specifics)

California Peace Officer yes no Penal Code _____ P.C.

Is authorized to carry a firearm during FIU activities. yes no

Will maintain range qualification with our department. yes no

I, _____*Appointee*_____, am willing to take on this assignment.

_____, Date: _____
Signature

I, _____*Department Chief*_____ agree to this appointment.

_____, Date: _____
Signature

SOLANO - 2
FIRE INVESTIGATION UNIT

POLICY NUMBER 11

REVOCATION OF MEMBERSHIP

Membership with the FIU is always conditional on the approval and support of each member's Chief/ Department Head.

Membership will be revoked when:

1. A member is removed from the FIU by his/her department.
2. The member resigns from his/her sponsoring department.

**SOLANO -
FIRE INVESTIGATION UNIT**

POLICY NUMBER 12

TEAM POSITION DESCRIPTIONS

FIRE TECHNICIAN

1. Minimum three years experience with a City/County fire or law enforcement agency.
2. Related fire science and/or criminal justice classes.
3. Remain current on the legal aspects of fire/arson investigation.
4. Attend formal fire investigation training annually.
5. Maintain a working knowledge and understanding of all unit equipment, forms, and policies and procedures.
6. Ability to pass a Solano County Background check from the Solano County Office of Emergency Services.

SOLANO -
FIRE INVESTIGATION UNIT
FIRE INVESTIGATOR

1. Meet requirements of FIU Fire Technician.
2. Fire Investigator 1 or equivalent.
3. Have knowledge and ability to complete consent, administrative warrants and search warrants.
4. Ability to determine cause and origin.
5. Ability to write reports, collect evidence, sketch crime scenes, and testify in a court of law.

SOLANO -
FIRE INVESTIGATION UNIT
FIU LEAD INVESTIGATOR

1. Meet requirements of FIU Fire Investigator.
2. Two years as an active member of SFIU and three years of investigative experience, OR approved equivalent experience and training.
3. Fire Investigator I Certificate or equivalent.
4. Ability to coordinate fire investigation with requesting agency.
5. Knowledge of FIU members so assignments can effectively be made.

SOLANO -
FIRE INVESTIGATION UNIT
ON CALL INVESTIGATOR

The On Call Investigator (OCI) will be the Liaison between the team and Dispatch Centers. The OCI will be assigned to a month on the schedule given to the dispatch centers annually.

RESPONSIBILITIES

- The OCI is responsible to be available for call outs from dispatch. If the OCI will not be available, they are responsible to identify another OCI and notify dispatch of the change.
- The OCI upon receipt of a call out will gather information and make the decision of what response is needed. The OCI will respond as as needed, or contact a member that can respond.
- The OCI is responsible to insure that the requesting agency needs are addressed. The OCI will determine how many investigators will be needed and when the investigation will start based on safety, logistics, and availability of investigators.
- The OCI will notify the unit by use of the City Watch system and by telephone or pager as needed.
- On the first of each month the OCI will use City watch to initiate a test of the system and notify the unit they have assumed the responsibilities of the On Call Investigator.

SOLANO - FIRE INVESTIGATION UNIT

COMMITTEES AND OFFICES

The following offices shall be filled at an annual election to be held each December:

Team Leader

- Conduct meetings, select committees, oversee overall operation of unit and spokesperson of FIU.

Assistant-Team Leader/Secretary

- Act in absence of Team Leader; serve as Team Leader of the election nominating, Collects data, and maintains records.

Intelligence Coordinator

- Responsible for receiving intelligence files from FIU members and disseminating it to appropriate personnel/agencies.
- The Intelligence Coordinator will be responsible for receiving, tracking, and disseminating confidential and sensitive law enforcement.
NCIC, DOJ, warrants, law enforcement operations.
- The Intelligence Coordinator by virtue of the responsibilities and access requirements shall be an member of a law enforcement agency

SOLANO -
FIRE INVESTIGATION UNIT
ON SCENE ASSIGNMENTS

FIU Team Leader

The team leader coordinates the activities of the team while working on an investigation. The Team Leader may also be the Lead Investigator.

Lead Investigator

The person assigned by the "Authority Having Jurisdiction" to be responsible for the investigation.

Scene Investigator(s)

All other FIU members on the case, not assigned a specific responsibility are Scene Investigators.

Photographer

The investigator primarily responsible for the photography, video taping, and the "photolog".

Artist

The investigator primarily responsible for the scene sketch.

Interview & Statements

The investigator primarily responsible for interviewing and taking statements.

Logistics Officer

The unit member responsible for logistics. Logistics Officers are assigned by the Team Leader and are responsible for resource management and supply.

Property Officer

The Property Officer is assigned by the Team Leader and is responsible for the collection, packaging, labeling and storage of all evidence and property except the photographs. The Property Officer will maintain an evidence log and write the property reports. The evidence will be retained by the "Authority Having Jurisdiction."

SEND CITY WATCH MESSAGE

SOLANO - FIRE INVESTIGATION UNIT

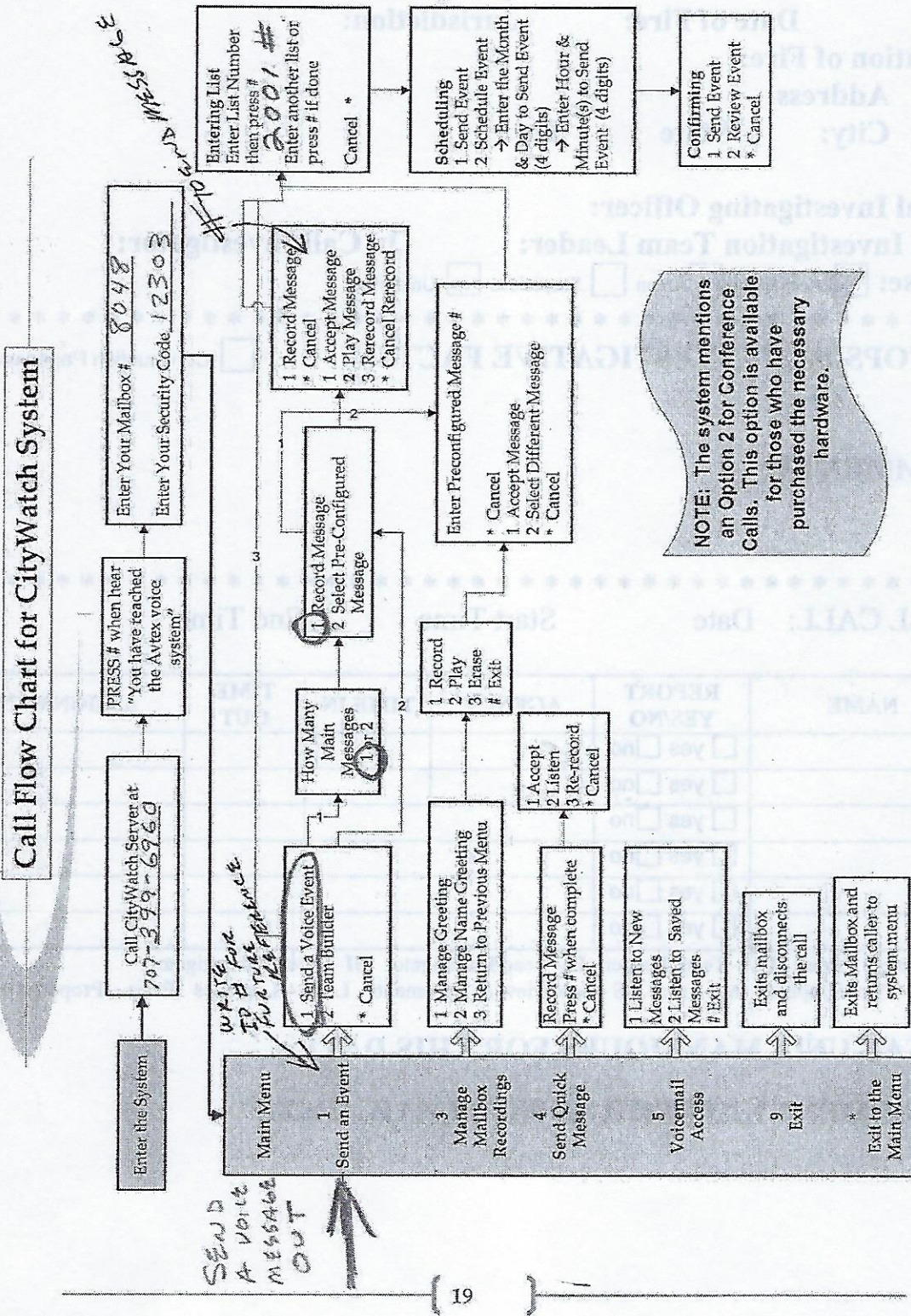
You must complete all steps or message will not be sent

- 1) Dial the City Watch number: 1-707-399-6960
- 2) When the recording starts, enter “#”
- 3) When you hear, “Please enter your mailbox number”, enter your access code. 8048
- 4) When asked enter your security code 12303
- 5) To send an event broadcast message press “1”
- 6) Write down the event ID that is given for future reference
- 7) Press “1” Send a voice message
- 8) Press “1” How many main messages?
- 9) Select “1” to record a message
2” To use a preconfigured message
- 10) PRESS “1” To record your message and press “#” to end the message
* to Cancel
- 11) Press “1” accept message
 - a. 2 to play message
 - b. “3” rerecord message
 - c. “*” canceled rerecorded message
- 12) Enter list number “2001”. Press “#” to continue
- 13) To specify when to deliver select one of the following:
 - d. For immediate delivery press “1”
To schedule for later press “2” (follow prompts. Enter month and day 0124 (4 digits) Jan. 24. Enter hour 1637 Use 24 hour time format (4 digits)
- 14) Press “1” Send event
“2” Review event
“*” Cancel event
- 15) Press “9” to hang up
- 16) Press “*” at any time to cancel sending a broadcast

SOLANO - FIRE INVESTIGATION UNIT

CityWatch On-Premise GenII R3.5 User Manual

Initiate An Event Over the Phone (TUI)



FORMS SOLANO FIRE INVESTIGATION UNIT

**SOLANO -
FIRE INVESTIGATION UNIT
POST INCIDENT REPORT
TEAM LEADER REPORT**

IR # Date of Fire: Jurisdiction:

Location of Fire:

Address:

City: State Zip:

Local Investigating Officer:

Unit Investigation Team Leader:

On Call Investigator:

Cause: Accidental Arson Suspicious Unknown

SYNOPSIS OF INVESTIGATIVE FACTS:

Continuation Pages used

COMMENTS:

ROLL CALL: Date Start Time End Time

NAME	REPORT YES/NO	AGENCY	TIME IN	TIME OUT	ASSIGNMENT CODE
	<input type="checkbox"/> yes <input type="checkbox"/> no				
	<input type="checkbox"/> yes <input type="checkbox"/> no				
	<input type="checkbox"/> yes <input type="checkbox"/> no				
	<input type="checkbox"/> yes <input type="checkbox"/> no				
	<input type="checkbox"/> yes <input type="checkbox"/> no				
	<input type="checkbox"/> yes <input type="checkbox"/> no				

Assignment Codes: TL – Team Leader LI- Lead Investigator SI – Scene Investigator
Photo – Photographer A – Artist IS – Interview & Statements Logs – Logistics Prop – Property

TOTAL UNIT MAN-HOURS FOR THIS DATE:

EQUIPMENT NEEDED AND NOT AVAILABLE:

SOLANO - FIRE INVESTIGATION UNIT

SOLANO/ COUNTY FIRE INVESTIGATION UNIT

IR # _____
Date of Fire: _____
Location of Fire: _____
Address: _____
City: _____
State: _____
Zip: _____

Report Date: _____
Report By: _____

Jurisdiction: _____

Local Investigating Officer: _____
Unit Team Leader: _____

Cause: Accidental Arson Suspicious Unknown

On Call Investigator: _____

Member Actions: _____

Continuation pages

**SOLANO -
FIRE INVESTIGATION UNIT
SEARCH CONSENT FORM**

Date: _____ Time: _____ Incident or Case Number: _____

I, _____, of _____

(address, city, state)

Do hereby give permission to the _____ Fire/Police Department, and/or its agents, the Solano/ County District Attorney's Office and/or its agents, and any County, State, or Federal investigative body or agency and/or its agents thereof to make entries as need into and upon the property located at

(full address of property)

County of Solano/, State of California, and described as a

(color, type structure: office building, office, house, ect.)

And/or the vehicle described as a _____
(year, make, model, color)

bearing _____ at any reasonable time of the day or night to
(license #, VIN #, State,)

completely search and photograph the above described property including all its contents and to collect and remove any and all items or part of items including, but not limited to, written material or other property which they may desire for the purpose of determining the cause and/or origin of a fire that occurred on or about _____
at _____,
(date) (location of fire)

Solano/ County, California.

This written permission is being given by me voluntarily after reading the above and without threats or promise of any kind.

SIGNED: _____

DATE OF BIRTH: _____

WITNESS

WITNESS

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SOLANO COUNTY FIRE CHIEFS' ASSOCIATION

Solano County Management Support Team

❖ **NAME:** Solano County Management Support Team (MST)

❖ **PURPOSE:**

- The Solano County Management Support Team (MST) is formed to assist in managing large emergency incidents.
- The team Mission is to provide assistance to insure that large multi-jurisdictional incidents address concerns of Safety, Accountability, and the Documentation of Personnel and Resources.
- The MST will be a division of the SNFCA Operations Chiefs Section.
- The MST members will assume support roles for Command and General Staff positions (Safety, Information, Liaison, Plans, Logistics, Communications, Staging, etc, as needed).
- The MST is not intended to respond to incidents outside Solano County.
- The MST does not have the authority, nor is it intended to assume Command of an incident.

❖ **PROCEDURES:**

- Team Membership
 - Team members will be assigned to the MST by the agency Chief of Department. Team members should be trained and seasoned command staff that can respond and work in command and staff positions as needed.
 - A letter of assignment will be signed from the agency Chief of Department and sent to the MST for each member.
- Activation
 - (MST) will be activated for the following reasons:
 - Upon request from the incident commander of any incident occurring within Solano County,
 - Upon request for response of MC-1 to any incident in Solano County, or
 - Upon activation of the designated alarm matrix level for any fire agency in Solano County Mutual Aid Plan.
 - *Team members should not respond if they are scheduled to respond at an alarm level on the Solano County Mutual Aid Plan.*
- Notification
 - Activation of the MST will be through Solano dispatch.

**Solano County Incident Management Support Team
Standard Operating Guide**

Revision Date: January 2012

SOG: 1.1

Staging Area Manager

Page 1

INITIAL ATTACK

The first arriving IMST member shall advise the Incident Commander that they are on scene and make a request to establish staging if it has not been established. If staging has been established by a non IMST member; they should recommend replacing the Staging Area Manager as they should have the tools to establish a successful staging.

Immediately upon arriving at the staging location the Staging Area Manager shall begin gathering resource information and layout a staging area.

The Staging Area Manager shall assure that a communication link to Incident Command has been established.

The Staging manager shall locate the Staging Area at a distance from the incident that prevents traffic congestion and assures the safety of responding resources. Typically the location will be at least ¼ mile from the incident. Consideration should be given to the direction of travel for resources responding to the incident so that resources can be funneled into one location. The staging location should be highly visible with the Staging Area Manager in a visible location.

The Staging Manager should identify the staging area with a sign. If the Staging area Manager does not carry a sign one will be located inside of MC1 once it arrives at the scene.

The Staging Area Manager should collect T-Cards from arriving resources and begin checking in resources utilizing ICS Form 211. Resource information shall be communicated to the IC/Planning Section on a periodic basis.

Communication between the IC or Operations Section Chief shall establish the required resource levels needed in Staging. The Staging Area Manager should be familiar with the geographical location of divisions and groups as they will give resources directions for reporting to their incident assignments.

Maintain Unit/Activity Log (ICS form 214)

EXTENDED ATTACK

Refer to Field Operations Guide (ICS 420-1)

DEMOBILIZATION (From Initial attack Incidents)

The Staging Area Manager will be responsible for checking out and demobilizing resources assigned to the staging area once they are released from the incident.

The Staging Area Manager will meet with the IC/Planning Section Chief to exchange important information prior to leaving the incident.

RECOMMENDED ITEMS NEEDED BY RESPONDING IMST MEMBERS

- Signs or white shoe polish to mark glass
- Extra T-cards (Engines, Crews, Overhead)
- T-cards rack with devices needed to attach to vehicle
- Vest for identification
- ICS 211 and ICS 214 forms
- Notepad, pens and stationary supplies
- Portable Radio
- Field Operations Guide (ICS 420-1)

**Solano County Incident Management Support Team
Standard Operating Guide**

Revision Date: March 2010

SOG: 1.3

Response with Hazardous Materials Team

Page 1

As specified in SOG 1.1 (Staging Area Manager) the first arriving IMST member shall advise the Incident Commander that they are on scene and make a request to establish staging if it has not been established.

As specified in SOG 1.2 (Planning Section Chief) the second arriving IMST members shall contact the Incident Commander and review the checklist of needs identified in SOG 1.2

The third IMST member to arrive at an incident where the Solano County Hazardous Materials Team has responded will assume the position of Situation Unit Leader, complete a white Overhead T-Card (ICS Form 219) and Check-in to the incident.

Upon checking in to the incident the Situation Unit Leader shall make contact with the Hazardous Materials Group Supervisor or Branch Director.

The Situation Unit Leader shall work with the Hazardous Materials team to gather incident related information to include:

- Information regarding the products
 - Type of product
 - Identification of the product
 - DOT Guidebook page
- Isolation and Evacuation requirements
 - Hot or exclusion zone perimeters
 - Immediate isolation distances
 - Evacuation perimeters & distances
- Responsible party information
 - Name of Individual
 - Company
 - Shipper

The Situation Unit Leader shall assure that a communication link to the Planning Section Chief or Incident Command is established.

Isolation and/or Evacuation distances shall be transmitted to the Planning Section and/or Command as soon as possible.

Maintain Unit/Activity Log (ICS form 214)

EXTENDED ATTACK

Refer to Field Operations Guide (ICS 420-1)

**Solano County Incident Management Support Team
Standard Operating Guide**

SOG: 1.4

Resource Kit

**Revision Date: September 2011
Page 1**

Each member of the Incident Management support Team is expected to compile a "Resource Kit" that will enable the member to be self-sufficient for the first few hours of an incident regardless of the position assigned.

The list below is the minimum equipment/materials necessary for each IMST member.

RESOURCE KIT

- Clip Board
- Clip Board Light or Helmet Light
- Pens, Pencils, Markers
- Flashlight
- Thomas Bros Map (Solano County)
- Portable Radio w/Spare Battery
- ICS 420-1 (Field Operations Guide)
- ICS 201
- ICS 211 (Incident check-in List)
- ICS 214 (Unit Log)
- ICS 219-2 (T card, Green, Handcrew)
- ICS 219-3 (T card, Rose, Engine)
- ICS 219-5 (T card, White, Personnel)
- Position Responsibility Guide
 - Staging Manager (STAM)
 - Resource Unit Leader (RESL)
 - Check-In Recorder (SCKN)
- Check-In Sign, Folding
- Staging Sign, Folding
- Safety Vest w/Position Placard
- T Card Rack, Folding
- Weather Kit/Kestral

**Solano County Incident Management Support Team
Standard Operating Guide**

**Revision Date: February 2013
Page 1**

SOG: 1.5

Check In

Members of the IMST shall complete an ICS Form 219 – 5 (White T card) that shall be submitted at the time of Check-In. The ICS 219-5 shall indicate in the Incident Assignment block that the person arriving is a member of the IMST.

If staging has not been established as per SOG 1.1, the first arriving IMST member shall report to the Incident Commander to determine if staging needs to be established or if the IC would like the IMST member to relieve the existing Staging Manager.

If Staging has been established all IMST members shall check-in at that point. One of the next arriving IMST members shall be assigned by staging to contact Incident Command to fill the position of Planning section Chief and to determine what other support is needed as per SOG 1.2.

All other IMST members arriving on scene shall be given an assignment by the planning section through the Staging Manager.