

CONTRA COSTA COUNTY OPERATIONAL AREA

POLICY# 7

TOPIC: XCC MUTUAL AID ASSIGNMENT CODE OF CONDUCT			
Revision Date <i>July 6 2009</i>	Replaces <i>New</i>	Approved By County Chiefs	Pages 3
DISPOSITION: Operational Area Policy Manual			

Purpose:

Contra Costa County Fire Service personnel may be called upon by the State of California or the County Fire Service Chief (OES Area Representative) at anytime during times of local, regional, or statewide emergencies. This Code of Conduct has been developed to mirror and expand on the policies of Cal EMA based on decades of experience from seasoned Strike Team Leaders. The policy is adopted and endorsed by the County Fire Chief's as the expected standards of behavior for personnel assigned to mutual aid incidents as part of a Strike Team (S/T) or Task Force (T/F), or when assigned as a single overhead resource, such as Division/Group Supervisor, Assistant Safety Officers etc.

Policy:

A. General Conduct

- 1) Maintain a high level of professionalism at all times. Your competence, attitude, and appearance reflect upon your District/Department and the California Fire Service.
- 2) Wear and utilize all personal protective equipment as necessary and as directed.
- 3) Provide your crew with adequate hydration and nutrition at all times.
- 4) Assure that apparatus and equipment checks are completed daily.
- 5) Conduct all radio traffic in accordance with the communication plan. Radio discipline shall be utilized. Unauthorized tactical frequencies will not be used.
- 6) S/T and T/F shall be kept together as a unit unless given permission to separate by the Strike Team Leader (STEN) or Task Force Leader (TFLD), and then only if positive communications can be maintained by radio and/or cell phone.

- 7) Ensure that crews maintain a state of readiness when assigned and in Staging. When assigned to rest and rehabilitation, crews are still **ON DUTY-UNASSIGNED**, subject to immediate recall and will maintain a response posture.
- 8) Maintain complete accountability for your crew and to your STEN/TFLD or immediate supervisor at all times.
- 9) **ALL** procurement of supplies shall be **pre-authorized** by the STEN/TFLD.
- 10) Limit your procurement of supplies and equipment to essential items. Check with the Supply Unit to determine which equipment should be returned prior to demobilization.
- 11) No alcohol or illegal drugs will be transported or consumed at anytime during a mutual aid assignment.
- 12) Enter private structures only when it is necessary to protect lives and property. If entry is made, notify your immediate supervisor and secure the structure to the best of your ability upon reassignment. Document the entry on your ICS 214.
- 13) ICS Form 214 shall be utilized to document all events and crew activities.
- 14) Photos or videos taken while on a mutual aid assignment shall not be published or shared without the expressed consent of the person's home agency.

B. Uniforms

- 1) Uniforms worn during the entire assignment shall be considered the Fire District/Department normal class "B" or station uniform (approved T-shirt or sweat shirt OK) or appropriate PPE.
- 2) No civilian clothing shall be allowed at any time during an overhead, S/T or T/F deployment.
- 3) Shorts or short pants shall not be allowed unless they are part of an agencies physical fitness uniform.
- 4) Shorts, as part of the physical fitness uniform may only be worn when in an unassigned status and not in the public view unless participating in physical fitness.
- 5) Class "B" or station uniform or PPE shall be worn when feeding at the incident Base or Camp.
- 6) Feeding in a restaurant will require a class "B" or station uniform.

C. Motels and Meals

- 1) Strike Team/Task Forces shall only stay in the facilities assigned or authorized by the incident.

- 2) On occasion, Local Government S/T and T/F may be put up in motels.
- 3) Only STEN/TFLD or their designee shall check on the availability of motels.
- 4) Check – in with the Cal Fire Motel Manager upon arrival at the ICP to see if motels are available. Provide current personnel count (male/female) along with your S/T or T/F identifier and phone numbers.
- 5) When placed in accommodations, you are **ON DUTY – UNASSIGNED**. Remember that you are still on the clock, representing your District/Department and the California Fire Service.
- 6) **Each individual** is required to sign the motel roster daily. The Cal Fire form AO-341 “Emergency Meal – Hotel Purchase Report” will be utilized.
- 7) Meals will be provided at the Incident Base or Camp unless specifically directed otherwise by the Incident. If the STEN/TFLD allows off-site eating, it is your responsibility and not reimbursable.
- 8) The STEN/TFLD has final say over feeding not provided by the incident, not individual companies.
- 9) Individual S/T and T/F are responsible for their own food while enroute and returning from an incident. Each individual District/Department may reimburse their individual crews based on specific SOP or MOU of that agency.
- 10) Telephone calls, Pay-per-view television, room service, etc. for rooms are **NOT AUTHORIZED**.
- 11) Crew Rotations that change the number of personnel in your S/T or T/F must be relayed to the Motel Unit Leader with updated phone numbers.
- 12) Motel accommodations not paid by the incident will be paid for by individual user agency policy.
- 13) S/T and T/F’s while at hotel/motels shall abide by uniform requirements in Section B.

Violation of these rules of conduct can be grounds for dismissal from your assignment.