

STRIKE TEAM ASSIGNMENT CHECKLIST

INCIDENT ASSIGNMENT INFORMATION

- Ensure roster is current and correct in ERMS at the beginning of shift
- Order & request numbers
- Strike team / task force radio designation
- Incident location (Thomas Brothers map grid, local maps, etc.)
- Incident base / check in location
- Expected time of arrival
- Initial action (closest unit) or immediate need or planned need
- Strike team or task force assembly point
- Travel channel quick reference
 - 800 MHz in-county 5P
 - VHF in or out-of-county CESRS 23 Direct (Group 28, Channel 16)

APPARATUS & CREW PREPARATION

- Check all safety gear / PPE
- Apparatus ready and equipped for assignment, with starting vehicle mileage
- Fresh radio batteries
- Crew comfort items (sleeping bags, out of county bags, fresh water, etc.)
- Crew able to commit to deployment (no family issues requiring early release)
- Personal items (medications, clothing, toiletries)
- Initiate text group with strike team Captains and Leader

DOCUMENTATION

- Verify possession of qualification cards
- Start ICS Form 214, Unit Log (make copy for your records before submitting)
- Start performance ratings for all personnel on crew (ICS 225)
- Provide company / crew information to ST / TF Leader (names, specialties, cell numbers)
- Have task books ready for all trainees

TRAVEL

- Keep resources together
- Ensure all resources are on travel radio frequency
- On long trips, rotate drivers when possible

INCIDENT CHECK-IN / BASE

- Have request & order number ready for Check-In Recorder
- Have a list of crew member's names
- Personnel and equipment ready for assignment (crews fed, equipment fueled and supplied)
- Establish response status. **Keep crews together and ready to respond**
- Collect information; IAP, maps, fire history and behavior, weather forecasts, etc