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**A-14 MOVE-UP POLICY**

**PURPOSE**

Move-ups of engine companies are performed to provide adequate emergency coverage.

It is the responsibility of HCFA and CVFCC Staff to monitor the status of coverage within Zone 4. Move-ups performed by either dispatch center are limited to the guidelines given herein. The Zone Coordinator or his Designate shall determine move-ups under all other circumstances.

**PROCEDURE**

Move-ups shall be initiated by dispatch after they have confirmed commitment of the companies creating the need for a move-up, or when additional alarms are requested.

HCFA and CVFCC shall communicate with each other regarding the need for any move-up requests within Zone 4.

All move-ups are Code 2, unless otherwise requested. For move-ups within Zone 4, units shall respond on the requesting dispatch center's "Zone" talkgroup (HCFA Zone or CVFCC Zone), except as noted in the section entitled Other Zone 4 Agency Unit(s) to Chula Vista.

Move-ups of Truck companies shall be done at the discretion of the Zone Coordinator or his Designate as they determine.

The following stations have been identified as cover stations. These stations should be kept filled whenever that unit and the immediately surrounding units are committed for an extended period.

**STATIONS TO COVER**

1	8	16	37
3	10	17	52
4	11	18	53
6	13	22	54
7	15	34	58

Example:

Cover station 4 when Engines 4, 1, 5 and 9 are committed, or cover station 6 when Engines 6, 8, 9 and 19 are committed for an extended period. This concept would follow throughout the zone.

Move-up companies should be from the unaffected areas.

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ZONE COORDINATOR

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OPERATIONS CHAIR

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STATION TO COVER	UNITS COMMITTED	PRIMARY	SECONDARY	THIRD	FOURTH	FIFTH
1	1, 2, 3	10	34	SND	21	38
3	3, 8, 26	21	56	SND	13	57
4	4, 1, 5, 9	13	37	SND	10	34
6	6, 8, 9, 19	10	38	SND	13	56
7	7, 9, 11, 12	10	56	SND	4	37
8	8, 6, 19, 23	10	34	SND	13	38
10	10, 14, 210	4	56	SND	19	57
11	11, 12, 13	4	37	SND	19	34
13	13, 11, 14, 21	4	38	SND	19	56
15	15, 14, 16, 22	19	56	SND	4	37
16	16, 10, 14, 210	19	34	SND	4	38
17	17, 26, 25	19	56	SND	4	57
18	18, 8, 19	21	37	SND	10	34
22	22, 8, 15, 23	19	38	SND	4	56
34	34, 31, T34	37	21	SND	56	26
37	39, 36, 37	56	34	SND	38	19
52	51, 52, 55	37	10	SND	34	26
53	55, 52, 53	37	10	SND	34	19
54	38, 56, 54	37	21	SND	34	26
58	56, 57, 58	26	21	SND	4	19

NOTES:

At eight (8) minutes dispatch will check with the IC to determine resource commitment before move-ups are initiated, or when initial units are committed (i.e. second alarms).

Move-ups should be started when on scene units will be committed more than thirty (30) minutes.

Dispatch shall notify the Duty Chief of both agencies when a move-up occurs and when a move-up is released.

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ZONE COORDINATOR

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**A-14 MOVE-UP POLICY****STATION COVERAGE**

A plan has been established on the CAD which will allow the automatic dispatching of Zone 4 resources to backfill each agencies stations during times when emergency responses leave stations uncovered. These move-ups are meant to be for short durations during events which last four (4) hours or less unless approved by the Zone Duty Chief and affected agencies. During long term events, each individual agency will backfill their respective stations. Knox boxes will be provided in all stations for move-up units to utilize.

San Diego Fire units have been established in the CAD rotation to provide resources to move to cover Zone 4 Stations.

Zone 4 agencies will provide resources to move to cover San Diego Stations if requested. The following Zone 4 units may be used 7, 10, 11, 19, 26, 34, 36, 38, 52, 57.

Note: The move-up policy matrix is for normal day to day activity, during major incidents or events the matrix may be superceded and move ups made according to all activity in Zone 4 at the request of the IC, an Agency Duty Chief or the communications center with the assistance of the ZDC.

**INCIDENT DOCUMENTATION**

Units that Move-up to cover stations that are not of the same incident reporting system are to fill out the Incident Field Notes sheet for incident reporting information.

The Incident Field Notes sheets are to be carried on all designated move-up apparatus and are to be provided in all station Move-up Boxes. It will remain the move-up engine companies responsibility to provide this run information by the conclusion of the move-up assignment. All completed Incident Field Notes sheets are to be placed in the station's move-up box where coverage is being provided.

Procedures for Internal Zone 4 Move-UP Unit ( From CVFCC to HCFA or vise versa)

Chula Vista Unit(s) to Other Zone 4 Agency

HCFA requests move up unit from Chula Vista.

Chula Vista enters incident in their CAD for Move-Up unit and HCFA enters Move- up incident.

Chula Vista unit to monitor HCFA Zone during move-up.

Chula Vista unit to monitor HCFA Dispatch for responses once available in requested district(s).

HCFA will dispatch and monitor status of Chula Vista units while in requested district(s). HCFA will notify CVFCC of all responses for Chula Vista move-up units.

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**A-14 MOVE-UP POLICY**

HCFA will provide Thomas Bros. Map pages for Chula Vista unit responses, during verbal dispatch.

Chula Vista units must provide verbal status changes to HCFA while in requested district(s).

Chula Vista units will be responsible for NFIRS reports for any incidents they respond to in the requested district(s).

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**A-14 MOVE-UP POLICY****Other Zone 4 Agency Unit(s) to Chula Vista**

CVFCC requests move up unit from HCFA.

HCFA enters incident in their CAD for Move-Up unit and CVFCC enters Move- up incident.

Other Zone 4 Agency Unit to monitor SMA CMD 4 during move-up. If the unit has CVFCC Zone available, it can shift and contact CVFCC on that talkgroup.

Other Zone 4 Agency Unit to monitor SMA CMD 4 for responses once available in requested district(s). If the unit has CVFCC Dispatch available, it can advise CVFCC via CVFCC Zone and then shift and monitor CVFCC Dispatch for responses once available in requested district(s).

CVFCC will dispatch and monitor status of other Zone 4 Agency Unit while in requested district(s). CVFCC will notify HCFA of all responses for other Zone 4 Agency move-up units.

CVFCC will provide Thomas Bros. Map pages for other Zone 4 Agency unit responses, during verbal dispatch.

Other Zone 4 Agency units must provide verbal status changes to CVFCC while in requested district(s).

Other Zone 4 Agency units will be responsible for NFIRS reports for any incidents they respond to in the requested district.

**Procedures for Out of Zone Move – Up Unit**

San Diego to Zone 4

HCFA or CVFCC requests move up unit from San Diego.

San Diego enters incident in their CAD for Move-Up unit and HCFA or CVFCC enters Move- up incident.

San Diego unit to monitor HCFA Zone or SMA CMD 4 for move-ups to Chula Vista

San Diego unit to monitor HCFA Dispatch once available in Zone 4 districts except for Chula Vista. San Diego unit to monitor SMA CMD 4 once available in Chula Vista

HCFA or CVFCC will dispatch and monitor status of San Diego units while in Zone 4 area. HCFA or CVFCC will notify San Diego Fire of all responses for San Diego move-up units.

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HCFA or CVFCC will provide Thomas Bros. Map pages for San Diego unit responses, during verbal dispatch.

San Diego units must provide verbal status changes to HCFA or CVFCC while in Zone 4.

San Diego units may not be used for strike team assignments while in Zone 4. HCFA will fill for San Diego unit with Zone 4 unit.

San Diego units will be responsible for NFIRS reports for any incidents they respond to in Zone 4.

Zone 4 Unit to San Diego

San Diego requests move up unit from HCFA or CVFCC.

San Diego enters incident in their CAD for Move-Up unit and HCFA or CVFCC enters Move-up incident.

Zone 4 unit to monitor San Diego Admin during move-up.

Zone 4 unit to monitor San Diego Dispatch for responses once available in San Diego.

San Diego will dispatch and monitor status of Zone 4 units while in San Diego area. San Diego will notify HCFA or CVFCC of all responses for Zone 4 move-up units.

San Diego will provide Thomas Bros. Map pages for Zone4/5 unit responses, during verbal dispatch.

Zone 4 units must provide verbal status changes to San Diego while in San Diego.

Zone 4 units may not be used for strike team assignments while in San Diego

Zone 4 units will be responsible for NFIRS reports for any incidents they respond to in San Diego

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ZONE COORDINATOR

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