

Snohomish County Fire Chiefs Association

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SNOHOMISH COUNTY FIRE AGENCY MOVE UP GUIDELINE

1. Purpose:

To provide a standard guideline for agencies used in move up situations for the staffing and/or standby of fire stations or specific staging areas. Generally a move up is established to provide emergency response to another agencies jurisdiction during times of limited or no resources available for the requesting agency.

2. Policy:

It shall be the policy of the Snohomish County Fire Chiefs to encourage agency cooperation and mutual beneficial resource sharing to provide for the best possible Fire / EMS response to the citizens and guests of Snohomish County.

3. Definitions:

3.1 Requesting Agency – The jurisdiction that is in need of resources from another agency for the purposes of assisting with response to alarms when in the opinion of the requesting agency its resources are insufficient to provide for response to said alarms.

3.2 Assisting Agency(s) – The agency or agencies that have agreed to provide resources to a requesting agency.

3.3 Move up – In general a move up provides a specific apparatus type that is positioned at a specified location that will be utilized for calls for service in the intended response area.

4. Procedures:

4.1 Move-ups between agencies.

A. While in a move-up status covering units will receive a frequency assignment from the assigned dispatch center for the requesting agency. Units shall advise on the air that they are moving up to the assigned location on applicable frequencies.

- B. Moved up units shall monitor the assigned radio frequency to ensure dispatches are received. (it is encouraged to monitor your agencies primary frequency on a secondary radio (portable) if possible.)
- C. Moved up units shall report to the dispatch center when they have reached the assigned station / location.
- D. When applicable the moved up unit shall check CAD and assure that their status shows moved to the assigned station.
- E. When operating at a call for service units on move up shall follow procedures and guidelines as if the event were occurring within their jurisdictional boundaries. Company Officers may default to the procedures and guidelines of the requesting agency when in the judgment of the officer the change is necessary for a satisfactory outcome.
- F. Response to alarms requires the same written report as used by the assisting agency. It shall be the responsibility of the assisting agency to provide a copy of the reports to the requesting agency as soon as practical. Any specific requesting agency reports shall be completed by the requesting agency (Snocom agencies utilize a “mutual aid” received report).
- G. Assisting agencies should contact the requesting agencies dispatch center to acquire the case or incident number and reference this number on their agencies report. This will assist in the coordination of reports for the home agency.
 - i. Snocom Dispatch Center – (425) 774-3583
 - ii. Snopac Dispatch Center – (425) 407-3930
 - iii. Norcom Dispatch Center – (425) 577-5656
 - iv. Skagit County 911 – (360) 428-3209
 - v. Island County (ICOM) – (360) 679-9567
- H. When a move-up is released the unit(s) will voice returning to their home station via the assigned frequency and if different their home agencies assigned frequency.
- I. The requesting agency is encouraged (not required) to provide a guide or liaison fire person to the assisting agency apparatus. This individual may ride the requesting agencies apparatus as a guest provided adequate seating is available. When a guide is not available and the assisting agency is assigned to a station the requesting agency shall contact the responding unit to give them access codes, instructions etc... to utilize at the assigned station.

- J. If the move up is an extended time that crosses normal meal times the requesting agency shall plan to provide meals as needed. It should not be assumed that the agency has provisions for food and overnight needs.
- K. Upon returning to the assisting agencies home station the company shall assure that CAD has removed the move up status and they are assigned their home station.
- L. The assisting company shall ready all reports and shall send (fax, mail or deliver) copies of the reports.
- M. It is encouraged that all agencies provide and post a move up package that could be accessed by a move up agency. If the agency uses a guide or liaison that has ability to provide for the move up units needs a package is not as important. Agencies may want to consider times they may be able to provide for a guide or liaison. Items to consider in the move up package are:
 - i. Access codes or keys for station facilities.
 - ii. Map locations or instructions on maps and intended response area
 - iii. Food access (where to get food, can it be charged)
 - iv. Radio operating instructions
 - v. Where to call to get information
 - vi. Response information
 - vii. Fuel access
 - viii. Credit card for needs and instructions on use
 - ix. Any other information that a move up company would need to know